



# جابتن كواغن دان فرينداهاراءن نكري ملاك

JABATAN KEWANGAN DAN PERBENDAHARAAN NEGERI MELAKA

Aras 2, 3 & 4, Blok Bentara

Kompleks Seri Negeri

Hang Tuah Jaya, Ayer Keroh

75450 MELAKA

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Rujukan kami: JKPNMKOMP. 100-11/2/9 Jld. 3( )

Tarikh : 16 Disember 2022

## SENARAI SEPERTI EDARAN

YB Datuk /YAA Datuk/SS Datuk Wira/YBhg. Datuk Wira/YBhg. Datuk/  
Tuan/Puan,

## PANDUAN PEROLEHAN TOKEN *PUBLIC KEY INFRASTRUCTURE* (PKI) SISTEM PERAKAUNAN AKRUAN KERAJAAN NEGERI (iSPEKS)

Dengan segala hormatnya saya merujuk kepada perkara di atas dan surat pentadbiran ini nombor rujukan JKPNMKOMP.100-11/2/9 Jld. 2(54) bertarikh 09 Ogos 2021 dan JKPNMKOMP.100-11/2/9 Jld. 2(60) bertarikh 07 Februari 2022 adalah berkaitan.

2. Pelaksanaan *Public Key Infrastructure* (PKI) dalam Sistem Perakaunan Akruan Kerajaan Negeri (iSPEKS) telah mula dilaksanakan pada 01 Mac 2022. Seperti yang telah dimaklumkan dalam surat sebelum ini (sila rujuk nombor rujukan yang disertakan di para 1), perbelanjaan token PKI pada tahun 2022 di tanggung sepenuhnya oleh Jabatan Kewangan dan Perbendaharaan Negeri Melaka (JKPNM). Namun begitu, pada tahun 2023 dan seterusnya adalah menjadi tanggungjawab Jabatan/PTJ untuk membuat perolehan token sama ada bagi perolehan baru/penggantian kad.

3. Seperti yang telah dimaklumkan dalam Surat Arahan Operasi Bendahari Negeri Bil 4 Tahun 2022: Peraturan Penutupan Akaun Kerajaan Negeri Tahun 2022, tarikh akhir kelulusan PTJ bagi pesanan tempatan adalah pada 02 Disember 2022. Sehubungan dengan itu, sebarang permohonan yang diterima melebihi tarikh di atas perlu dibuat perolehan pada tahun hadapan.

4. Bersama-sama ini disertakan panduan pembayaran token seperti Lampiran A untuk rujukan semua Jabatan/PTJ. Sebarang pertanyaan boleh menghubungi Unit IT JKPNM di talian 06-2307353 / 06-2307594.

5. Kerjasama dan perhatian yang diberikan didahului dengan ucapan terima kasih.

Sekian.

**“MELAKAKU MAJU JAYA, RAKYAT BAHAGIA, MENGGAMIT DUNIA”  
“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,

(SUZAIMAN BIN ELIAS@ALIAS )

Bendahari Negeri

MELAKA

s.k. YB. Pegawai Kewangan Negeri

MELAKA

## PANDUAN PERMOHONAN TOKEN PKI iSPEKS

Dokumen-dokumen yang diperlukan:-

1. Borang Permohonan Pengguna (Individual Certificate Application Form)
2. Salinan Kad Pengenalan Pemohon (perlu disahkan oleh Ketua Jabatan)
3. Surat *authorization* (ditandatangani oleh Ketua Jabatan)
4. Pesanan Tempatan

## MAKLUMAT TAMBAHAN JIKA PEMBAHARUAN TOKEN (RENEWAL)

1. Token lama yang masih boleh digunapakai perlu diserahkan
2. Untuk mengguna token lama yang mengandungi sijil digital kepunyaan pengguna yang telah berhenti dari jabatan, sijil didalam token tersebut perlu dimatikan terlebih dahulu dengan mengisi borang **Revocation Form** serta token lama yang telah digunapakai perlu dihantar kepada **POS DIGICERT SDN BHD** seperti alamat yang tertera di bawah.

POS DIGICERT SDN. BHD.  
8-3A-02, STAR CENTRAL  
LINGKARAN CYBERPOINT TIMUR  
63000 CYBERJAYA  
**SELANGOR DARUL EHSAN**  
(U.P: Applications Team)

3. Alamat emel Pos Digidcert Sdn Bhd [customercare@posdigidcert.com.my](mailto:customercare@posdigidcert.com.my)

## KOS TOKEN *Public Key Infrastructure* (PKI) iSPEKS

- Perolehan melalui POSDigidcert
- Kos token 2 tahun:-
  - Baharu (*New*) – RM180.00
  - Pembaharuan (*Renew*) – RM100.00



## INSTRUCTIONS

- Applicant **MUST** be above 18 years old of age.
- MUST** complete **ALL** sections.
- This application shall only be valid if the identity verification is successful and the digital certificate is accepted by the subscriber.
- Please enclose photocopies of the following:
  - (a) ONE (1) of the followings: \_\_\_\_\_ and \_\_\_\_\_ (b) Letter of Authorisation (application confirmation from organisation)
    - i) Photocopy of NRIC (both sides)
    - ii) Photocopy of Passport

**NOTE:**

- (a) For offline (walk-in via agent/dispatch), online, postal application photocopy of NRIC / Passport **MUST** be certified true copy by the organisation's Head of Department / Director.
- (b) Enclosed documents are non-returnable.

## CUSTOMER INFORMATION (Please complete your details in CAPITAL LETTERS)

Applicants's Name (as per NRIC / Passport) \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ NRIC / Passport No. \_\_\_\_\_

Nationality \_\_\_\_\_

Organisation Name \_\_\_\_\_

Organisation Address (for device delivery purpose) \_\_\_\_\_

Postcode \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Organisation Reg No. \_\_\_\_\_ Alphacode (applicable for BNM Licensee's only) \_\_\_\_\_

Tel (O) \_\_\_\_\_ Tel (H/P) \_\_\_\_\_

Email Address (for expiry notification) \_\_\_\_\_

Outsourcing Party (applicable for banks only) \_\_\_\_\_

## ITEM SELECTION (Please Tick (v) on the following where applicable)

Certificate Validity  6 months  1 year  2 years

Certificate Medium  USB Security Device  Smart Card  Softcert

HSM Box (Applicable to BNM only - Please generate Certificate Signing Request (CSR), and it MUST be presented upon submitting application form)

Additional Item  Smart Card Reader  Client Interface Software Others: \_\_\_\_\_

## BILLING INFORMATION

Billing Address  Use same address in Customer Information Section

Postcode \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_

Person in Charge \_\_\_\_\_

Tel (Office) \_\_\_\_\_

Email Address \_\_\_\_\_

Mode of Payment (in MYR only)

1. Cheque No. (issued to POS DIGICERT SDN. BHD.) : \_\_\_\_\_ Name of Bank: \_\_\_\_\_

2. Bank Draft No. / Purchase Order No. / Postal Order No. (Select where applicable) \_\_\_\_\_

3. Cash (RM) : \_\_\_\_\_

4. Bank In: Payable to POS DIGICERT SDN. BHD. HSBC Account No. 001460443021 (Please attached a copy of the bank in slip)

5. Others: \_\_\_\_\_

## DECLARATION

I declare the following to hold for the subscriber that the subscriber certifies that all the above information is true and valid to the best of its knowledge and hereby grants Pos Digicert Sdn Bhd or its appointed Registration Authorities (RA) permission to verify the information from whatever sources Pos Digicert Sdn Bhd or its appointed RA considers appropriate with the understanding that Pos Digicert Sdn Bhd or its appointed RA is bound by the Digital Signature Act 1997 and Digital Signature Regulations 1998 not to release such information unless required to do so by law or by an authority of higher order. Further, I represent the following to all that reasonably rely on the information contained in the certificate that I:-

(a) hold all authority legally required to apply for issuance of a certificate naming on behalf of the subscriber; and

(b) have authority to sign digitally on behalf of the subscriber, & if that authority is limited in any way, adequate safeguards exist to prevent a digital signature exceeding the bounds of the authority.

Further, I agree to be bound by the Terms and Conditions as printed overleaf or any amendments made thereto and I declare that I have notice of all that is contained in the Notice of Acceptance as printed overleaf.

Applicant's Signature :  Date _____ / _____ / _____	Company Stamp (applicable for application via organisation):
Authorised Signature (BNM related only): (e.g.: Head of Dept / Manager / Director)  Date _____ / _____ / _____	

**INSTRUCTIONS**

- This form is to be completed when a certificate needs to be revoked.
- Please use a separate form for each different user.
- Please enclose photocopies of the following (Note: enclosed documents are non-returnable):
  - a) Photocopy of NRIC (both sides) / Passport
- For online and postal application photocopy of NRIC / Passport **MUST** be certified true copy by the organisation's Head of Department / Director
- Letter of Authorisation is required from the organisation in the event the organisation representative requested on behalf of the resigned employee (the certificate holder)

**CUSTOMER INFORMATION (Please complete your details in CAPITAL LETTERS)**

Applicant's Name \_\_\_\_\_  
 (as per NRIC / Passport) \_\_\_\_\_

NRIC / Passport No. \_\_\_\_\_ Tel (Office) \_\_\_\_\_ - \_\_\_\_\_

Organisation Name \_\_\_\_\_

Organisation Address (for device delivery purpose) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Organisation Reg No. \_\_\_\_\_

Email Address \_\_\_\_\_

**ITEM SELECTION (Please Tick (✓) on the following where applicable)**

Certificate Type  Individual  Organisation  Server

Certificate Medium  Softcert / Roaming  USB Token  Smart Card

Reason(s) of Return: **Certificate**

Wrong Info on the Certificate  Termination of user  CA/ RA initiated

**Others Reasons** (Please specify): \_\_\_\_\_

Applicant's Signature: _____  Date _____ / _____ / _____	Company Stamp (applicable for application via organisation): _____
Authorised Signature (applicable for application via organisation): _____ (e.g. Head of Dept / Manager / Director)	
Date _____ / _____ / _____	

**PERSONAL DATA PROTECTION ACT (PDPA) 2010 – CONSENT CLAUSE**

By submitting this Form, you hereby agree that Pos Digicert Sdn Bhd may collect, obtain, store and process your personal data that you provide in this form for the purpose of providing Certification Authority services, receiving updates, news, promotional and marketing mails or materials from Pos Digicert Sdn Bhd. You hereby give your consent to Pos Digicert Sdn Bhd to: Store and process your Personal Data; Disclose your Personal Data to the relevant governmental authorities or third parties where required by law or for legal purposes.

In addition, your personal data may be transferred to any company within the Pos Digicert Sdn Bhd's parent companies and subsidiaries. For the purpose of updating or correcting such data, you may at any time apply to the Pos Digicert Sdn Bhd to have access to your personal data which are stored by PosDigicert Sdn Bhd. For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to Pos Digicert Sdn Bhd in this Form. To view our full Data Protection Privacy Statement Notice please visit our website at <https://www.posdigicert.com.my/repository/pdpa>.

**SENARAI EDARAN LUARAN :**

TYT Yang Di Pertua Negeri,  
**Melaka**

YB. Setiausaha Kerajaan,  
**Melaka**

Bahagian Dewan dan MMKN  
**Melaka**

Pegawai Kewangan Negeri  
Jabatan Kewangan dan Perbendaharaan Negeri  
**Melaka**

Pengarah,  
**Zoo Melaka.**

Pengurus Besar,  
Bahagian Unit Promosi Pelancongan,  
**Melaka.**

Pengurus Besar,  
Bahagian Pinjaman Tabung Pendidikan Amanah Negeri,  
**Melaka.**

Pengarah,  
Bahagian K-Ekonomi / K-Inkubator,  
**Melaka.**

Pengarah,  
Bahagian Perusahaan Kecil Dan Sederhana (PKS) / Teknologi Pembuatan,  
Jabatan Ketua Menteri,  
**Melaka.**

Pengarah,  
Bahagian Perumahan,  
Jabatan Ketua Menteri,  
**Melaka.**

Pengarah,  
Bahagian Penggeraian,  
Jabatan Ketua Menteri,  
**Melaka.**

Pengurus Besar,  
Perbadanan Ketua Menteri (CMI),  
Jabatan Ketua Menteri,  
**Melaka.**

Pengarah,  
Pembangunan Negeri,  
**Melaka.**

Pengarah,  
Jabatan Perikanan,  
**Melaka.**

Pengarah,  
Jabatan Kastam  
**Melaka**

Pengarah,  
Jabatan Pendaftaran  
**Melaka**

Pengarah,  
Syahbandar  
**Melaka**

Pengarah,  
Jabatan Perhilitan  
**Melaka**

Pengarah,  
Jabatan Pertanian Ibu Pejabat,  
**Melaka**

Pengarah,  
Jabatan Tanah Dan Galian,  
**Melaka.1**

Pegawai Daerah,  
Pejabat Daerah Dan Tanah,  
Melaka Tengah,  
**Melaka.**

Pegawai Daerah,  
Pejabat Daerah Dan Tanah,  
Alor Gajah,  
**Melaka.**

Pegawai Daerah,  
Pejabat Daerah Dan Tanah,  
Jasin,  
**Melaka.**

Pengarah,  
Jabatan Pengairan Dan Saliran,  
**Melaka.**

Pegawai Hutan,  
Pejabat Perhutanan Negeri,  
**Melaka.**

Jurutera,  
JKR Ibu Pejabat,  
**Melaka.**

Jurutera Daerah,  
JKR Melaka Tengah,  
**Melaka.**

Jurutera Daerah,  
JKR Alor Gajah,  
**Melaka.**

Jurutera Daerah,  
JKR Jasin,  
**Melaka.**

Jurutera,  
JKR Cawangan Kejuruteraan Mekanikal,  
**Melaka.**

Pengarah,  
Jabatan Agama Islam,  
**Melaka.**

Pegawai,  
Pejabat Agama Islam,  
Daerah Melaka Tengah,  
**Melaka.**

Pegawai,  
Pejabat Agama Islam,  
Daerah Alor Gajah,  
78000 Alor Gajah,  
**Melaka.**



Pegawai,  
Pejabat Agama Islam,  
Daerah Jasin,  
**Melaka.**

Pegawai,  
Jabatan Agama Islam,  
Bahagian Undang-Undang Syariah,  
**Melaka.**

Pegawai,  
Jabatan Agama Islam,  
Bahagian Pendidikan Dan Pelajaran,  
**Melaka.**

Pengarah,  
Jabatan Kebajikan Masyarakat,  
**Melaka.**

Ketua Polis  
Ibu Pejabat Polis  
**Melaka**

Ketua Polis Daerah,  
Pejabat Polis Daerah Alor Gajah  
**Melaka**

Ketua Polis Daerah,  
Pejabat Polis Daerah Melaka Tengah,  
**Melaka**

Ketua Polis Daerah,  
Pejabat Polis Daerah Jasin,  
**Melaka.**

Pegawai,  
Perkhidmatan Veterinar,  
**Melaka.**

Pengarah,  
Jabatan Perancang Bandar Dan Desa,  
**Melaka.**

Mahkamah Syariah,  
**Melaka.**



Mahkamah Tinggi Syariah Melaka,  
Ayer Keroh,  
**Melaka.**

Mahkamah Rendah Syariah,  
Daerah Alor Gajah,  
**Melaka.**

Mahkamah Rendah Syariah,  
Daerah Jasin,  
**Melaka.**

Mahkamah Rendah Syariah,  
Daerah Melaka Tengah,  
**Melaka.**

Sahibus Samahah Mufti,  
Pejabat Mufti Negeri,  
**Melaka.**