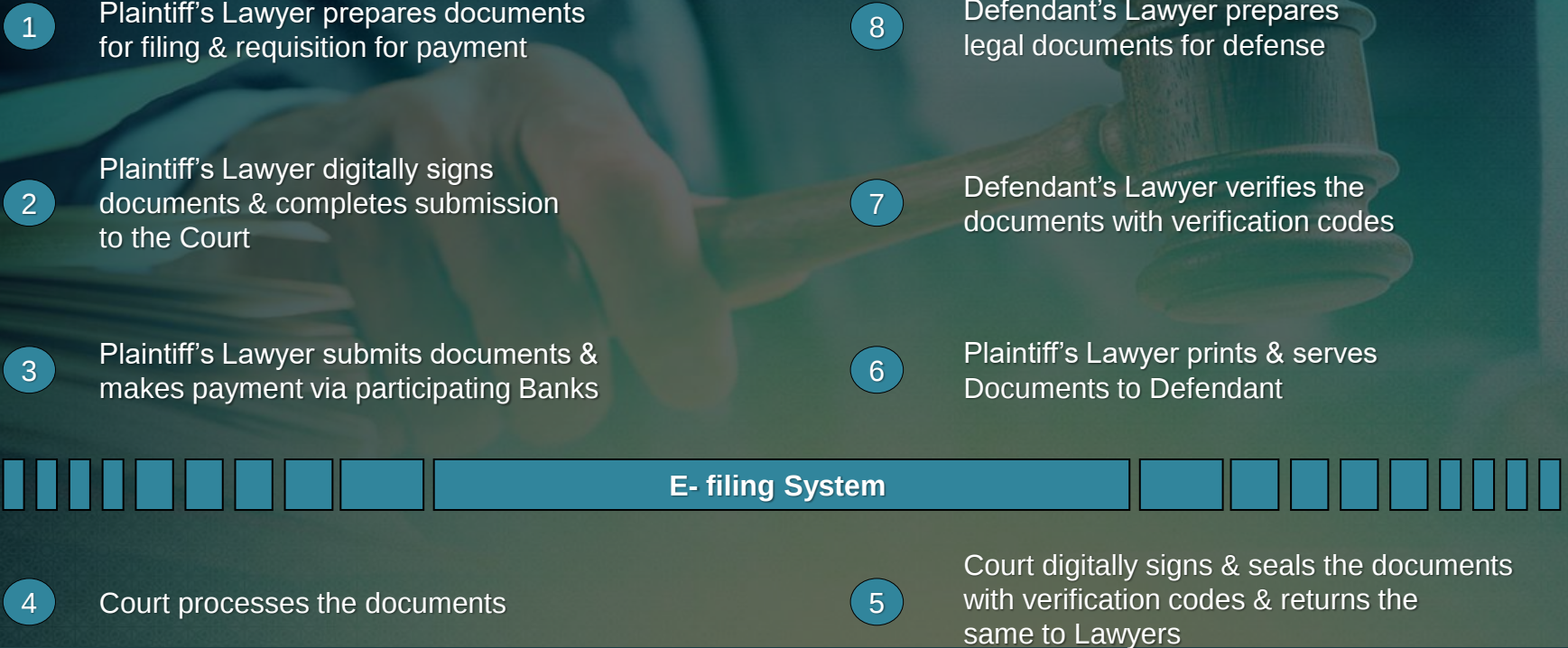




Overview & Getting Started

E-Filing - Overview



E-Filing – Getting Started



User Account and Access

- ☐ Sarawak ID for access authentication.
- ☐ User Account to i-Syariah – E-Filing.

1



E-Banking Account

- ☐ Online banking account with Bank Negara authorized Bank.
- ☐ B2B or B2C account.

2



Digital Certificate

- ☐ Roaming Certificate with authorized service providers.
- ☐ Individual (Personal) Certificate.

3



Electronic Stamp and Signature (Image Appearance)

- ☐ Company Seal and Lawyer's Signature.
- ☐ 640 px X 640 px with transparent background (.GIF).

4

E-Filing – Getting Started



Supporting Document

- ☐ Keywords for document.
- ☐ PDF conversion.

5



E-Filing

- ☐ Login to Syarie Advocate System.
- ☐ Case Registration.

6



User Account and Access

1

Sarawak ID registration

- ☐ <https://sarawakid.sarawak.gov.my/web/ssov1/signup/>
- ☐ Apple Store or Play Store

TERHAD	
 I-SYARIAH USER ACCOUNT REQUEST FORM	
Part A: Account Holder Details	
Name (as in IC/Passport)	
Sarawak ID (Corporate ID)	
Sarawak ID (Individual ID)	
NRIC	Gender ☐ Male ☐ Female
Email Address	
Mobile No.	
Part B: Syariah Advocate / Prosecutor System Account Details (Please fill up where applicable)	
Type of Request	
☐ New ☐ Modify ☐ Delete	
System / Application	
☐ Agency	
☐ Advocates (Roll No. _____)	
Government Agency / Advocate Firm Details	
Division	
District	
Firm / Agency Name	
Is Branch? ☐ Yes ☐ No	
Firm / Agency Registration No.	

2

i-Syariah user account registration

- ☐ Fill in the user access request form.
- ☐ Submit to court for approval: kgjksyhg@sarawak.gov.my
- ☐ Once approved, authorized system admin will grant user access to E-Filing.
- ☐ Detail information will be notified through user registered email.

Exclusive access features

Create your SarawakID to access online services provided by the Sarawak Government through a Single Sign-on identity.

Register as an individual, corporate or Sarawak Civil Servant and gain access to your own secure personal workspace, Public/Corporate Workspace.

With Public/Corporate Workspace, you can receive utility bills, make payments, keep track of your online service applications status, save your favourite services, and more.

Quick Guide:

1. [How to register SarawakID?](#)
2. [How to register SarawakID Corp?](#)
3. [SarawakID with mobile app \(Beta\)](#)

Register for SarawakID

Create account using the following identifications



Malaysian



Non-Malaysian



Corporate

Already have an account? [Login](#)

E-Filing – User Account and Access

TERHAD	
 I-SYARIAH USER ACCOUNT REQUEST FORM	
Part A: Account Holder Details	
Name (as in IC/Passport)	
Sarawak ID (Corporate ID)	
Sarawak ID (Individual ID)	
NRIC	Gender ☐ Male ☐ Female
Email Address	
Mobile No.	
Part B: Syariah Advocate / Prosecutor System Account Details (Please fill up where applicable)	
Type of Request	
☐ New ☐ Modify ☐ Delete	
System / Application	
☐ Agency	
☐ Advocates (Roll No. _____)	
Government Agency / Advocate Firm Details	
Division	
District	
Firm / Agency Name	
Is Branch?	☐ Yes ☐ No
Firm / Agency Registration No.	
Address	
Email	
Phone No.	
Fax No.	
Is Admin?	☐ Yes ☐ No
Designation	
☐ Lawyer	☐ Public Prosecutor
☐ Account's Clerk	☐ Legal Officer
☐ Clerk	☐ Officer

TERHAD	
 I-SYARIAH USER ACCOUNT REQUEST FORM	
Case Type (Please state the case type the firm / agency is dealing with)	
Part C: Endorsement / Approval by Authorized Court Officer	
Signature	
Name	Date
Designation	Time



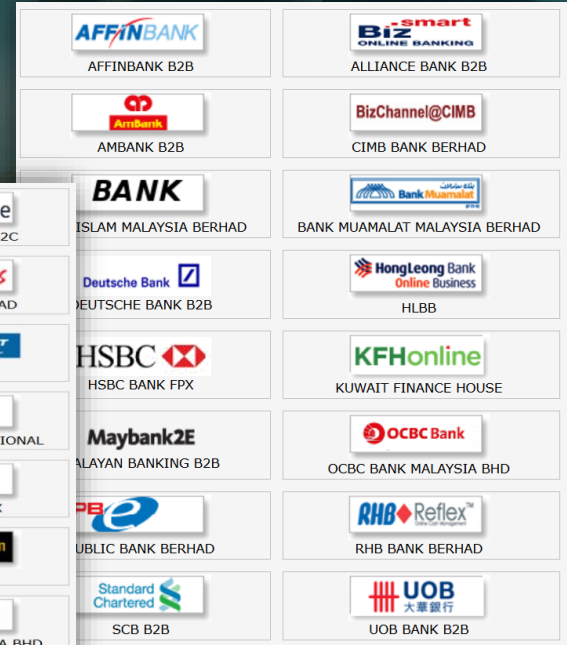
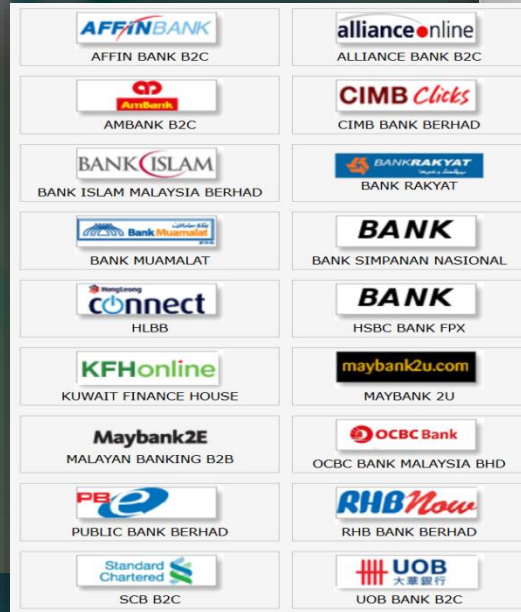
E-Banking

E-Filing – E-Banking Account

E-Banking Account

- ❑ Banking Account that is able to make online payment.
- ❑ Ask your bank whether or not your firm's banking account is able to make online transaction.
- ❑ Apply from your bank.
 - Business to Business (B2B)
 - Business to Consumer (B2C)

(B2C)



(B2B)



Digital Certificate

E-Filing – Digital Certificate

How to Apply / Renew your Roaming Digital Certificate ?

Kindly provide documents as per below for certificate issuance process.

1. Individual Application form.
2. Authorization Letter from company/management.

(Signed by either the Head of Department, Head of Division or your Company's Director. Kindly note that the signature cannot be sign by the applicant. If the applicant is the company director, the signature must be sign by another director/ partner of the company. If there is only one director or no partner kindly state in the letter that you as the applicant are the sole proprietor (pemilik tunggal) of the company)

3. Photocopy of Applicant IC (front and back).

E-Filing – Digital Certificate

Payment Advice

PROJECT & VALIDITY	PRICE (INCLUSIVE 8% SST) (RM)
i-Syariah (Public End User) Roaming Certificate (1 YEAR)	54.00
i-Syariah (Public End User) Roaming Certificate (2 YEARS)	108.00

Payment Methods

1. Company/Personal cheque, Bank Draft, Money Order, Postal Order, Internet Banking
2. Purchase Order - you may liaise directly with our Retail team for quotation at retail@posdigicert.com.my

3. Account details:

BANK NAME : HSBC AMANAH MALAYSIA BERHAD

ACCOUNT NUMBER : 001-460443-021

PAYABLE TO : POS DIGICERT SDN BHD

E-Filing – Digital Certificate

Application Process

All complete application that submitted to Pos Digicert Sdn Bhd will be proceed within 3 -5 working days after verification process. If the customers wish to email; they may email the application to application team at applications@posdigicert.com.my while if they prefer to courier; the customer may courier the application to below address:

Pos Digicert Sdn Bhd. 199801004089 [457608-K]

CA License No.: LPBP-1/2015(3)

8-3A-02, Star Central,
Lingkaran Cyberpoint Timur,
63000 Cyberjaya,
Selangor Darul Ehsan.

E-Filing – Digital Certificate

POS DigiCert **INDIVIDUAL CERTIFICATE APPLICATION FORM**
8-3A-02, Star Central, Lingkaran Cyberpoint Timur, 63000 Cyberjaya, Selangor Darul Ehsan

INSTRUCTIONS

- Applicant **MUST** be above 18 years old of age.
- MUST** complete ALL sections.
- The application shall only be valid if the identity verification is successful and the digital certificate is accepted by the subscriber.
- Please enclose photograph of the following:
 - (A) ONLY (1) of the following:
 - (1) Photograph of face (30mm wide)
 - (2) Photograph of face (non-application applicants only)
 - (B) Letter of Authorization (application confirmation from organization)

NOTE:

- (A) Enclosed documents are non-refundable.
- (B) Organisation shall include Companies, Government bodies, Financial institutions, NGOs, etc.

CUSTOMER INFORMATION (Please complete your details in CAPITAL LETTERS)

Applicant's Name
(as per NRIC/Passport)

Date of Birth

Nationality

Organisation Name & Address
(For service delivery purposes)

Postcode

City

State

Organisation Reg No.

Te (C)

Applicant's Email Address
(For email verification)

Outsourcing Party
(Applicable for business only)

PRODUCT SELECTION (Please Tick (✓) on the following where applicable)

Certificate Validity: ☐ 1 year ☐ 2 years ☐ Others

Certificate Medium: ☐ USB Crypto Token ☐ Smart Card ☐ Softcard ☐ Roving

Additional Item: ☐ Smart Card Reader

INVOICING INFORMATION (Please complete this section for invoicing processing purposes)

Invoicing Address: ☐ Use same address in Customer Information Section

Organisation Name & Address

Postcode

City

State

Person in Charge

Te (Office)

Email Address
(For invoice delivery purposes)

Mode of Payment
(By MFR only)

1. Cheque No. (please tick POS DIGICERT SON-BHD) : _____ Name of Bank: _____

2. Purchase Order No. _____

3. Cash (RM) : _____

4. Bank In Payable to POS DIGICERT SON, BHD. (HIBC Account No. 00145044302) (Please attach a copy of the bank slip) ☐

5. Others: _____

DECLARATION

I declare the following to hold by the subscriber that the subscriber certifies that all the above information is true and valid to the best of its knowledge and hereby grants the DigiCert Sdn Bhd or its appointed Registration Authorities (RA) permission to verify the information from database source the DigiCert Sdn Bhd or its appointed RA (understandable with the understanding that the DigiCert Sdn Bhd or its appointed RA is bound by the Digital Signature Act 1997 and Digital Signature Regulations 1999 not to release such information unless required to do so by law or by an authority of higher order. Further, I warrant the following information contained in the certificate that:-

(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 I am authority is limited in any way, indicate signature and to present a digital signature exceeding the bounds of the authority.

Further, I agree to be bound by the Terms and Conditions as printed overleaf to 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 organization): _____

Authorized Signature (Date received only): _____
(e.g. Head of Dept./Manager/ Director/ etc.)

Date: _____

Company Address)

Date: _____

Attn: Registration Authority Department
Pos DigiCert Sdn Bhd (199801001482 (457608-K))
8-3A-02, Star Central,
Lingkaran Cyberpoint Timur,
63000 Cyberjaya,
Selangor Darul Ehsan

Dear Sir / Madam,

LETTER OF AUTHORIZATION

I hereby authorise below listed organizational personnel(s), to apply/renew for the
[Project Name - e.g. Rentas-BNM, iVest, BizClient, AEO, JURUKUR, e-Court, etc.] digital
certificate on behalf of _____ (Company Name) _____.

No.	Name	NRIC/Passport No.	Designation
1.			
2.			

Enclosed are the documents required to complete the application process.
Your attention towards this matter is highly appreciated.

Thank you,

Name: _____
Designation: Head/Superior/Manager/HR

Company Stamp:



Image Appearance

E-Filing – Image Appearance

How to create your image signature and corporate seal ?

1. Prepare the corporate seal and lawyer's signature in transparent background.
2. Store the image in .GIF format.
3. The height and width are 640px x 640px
4. These images and digital signature certificates are inserted to the PDF document once the documents are signed.

Corporate
Seal



Lawyer's
Signature



E-Filing – Image Appearance

NO. KES: KCH-MTS-018-049-10/2020

NOTIS PENARIKAN BALIK

DI ANTARA

SALMAN BIN JEFFRY

Plaintiff

DAN

HALIMAH BINTI KARIM

Defendant

Ambil perhatian bahawa Plaintiff menarik balik keseluruhan (atau nyatakan bahagian) tindakan ini terhadap defendan.

Bertarikh pada 23 haribulan Disember 2024.



.....
Plaintif (atau Peguam Syarie bagi Plaintiff)

E-Filing – Image Appearance

Special Note:

1. We can help you, if you are having trouble converting the images.
2. Fill in the Image Appearance Request Form.
3. Email to callcentre@sains.com.my

	I-SYARIAH E-FILING IMAGE APPEARANCE REQUEST FORM
Corporate Name	
Corporate Email	
Name (as in IC/Passport)	
Signature	
Seal	

Note:

- Stamp a clear sample of your corporate seal.
- Make sure your corporate seal and signatures are within the designated boxes.
- Make sure the PDF is in high resolution, If you are planning to send this document via email.



Supporting Document

E-Filing – Document

How to prepare your document for e-Filing ?

Prepare your legal documents (MS2 Saman, Penyata Tuntutan, MS26 Affidavit, etc) in normal MS Word.

Get ready the following KEYWORDS that used and insert the position where it supposed to be.

KEYWORDS

=====

1. Case No. = [[case_number_assign]]
2. Hearing Date = [[hearing_date]]
3. Filing Date = [[filing_date]]
4. Advocate Sign = [[advocate_sign]]
5. Court Sign = [[court_sign]]

=====

E-Filing – Document

How to prepare your document for e-Filing ?

Important Note:

-
- ☐ Keywords are case sensitive.
 - ☐ Use paste as text (Keep source formatting), and not paste as image (picture).
 - ☐ Allocate sufficient space for the keywords.
 - ☐ Preview the PDF to have an idea how your document looked like before actual signing.

E-Filing – Document

Sample document with keyword

(Seksyen 13 (1))

NO. KES: [[case_number_assign]]

PERMOHONAN

DI ANTARA

NUR ARIYANA BINTI OMAR

DAN

MOHD FALIQ BIN ZAINAL

[[advocate_sign]]

.....
Pemohon (atau Peguam Syarie bagi Pemohon)

Date: [[filing_date]]

.....
[[court_sign]]

.....
Pendaftar

Date: [[filing_date_court]]

Sample document after keyword replaced

(Seksyen 13 (1))

NO. KES: KCH-MTS-018-049-10/2020

PERMOHONAN

DI ANTARA

NUR ARIYANA BINTI OMAR

DAN

MOHD FALIQ BIN ZAINAL



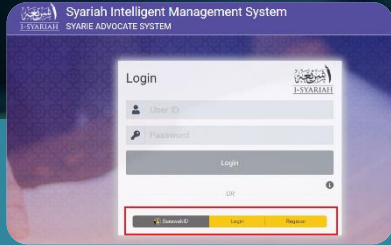
.....
Pemohon (atau Peguam Syarie bagi Pemohon)

Date: 23 haribulan Disember 2024.

.....
[[court_sign]]

.....
Pendaftar

Date: [[filing_date_court]]



E-Filing

1. Login to E-Filing (<https://i-syariah.sarawak.gov.my/apps/isyariah/>)

SYARIAH COURT SYSTEM

MEDIATION UNIT

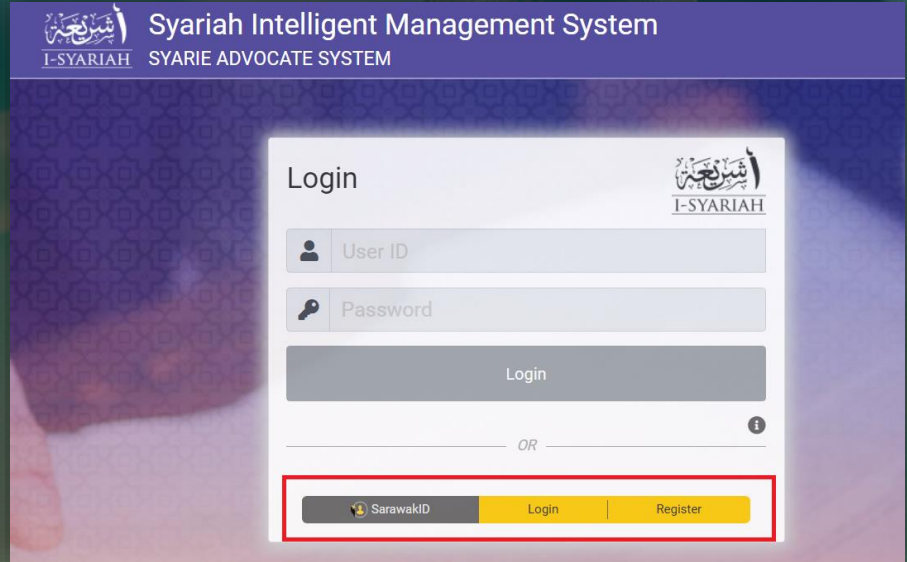
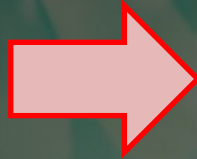
FAMILY SUPPORT DIVISION

SYARIE ADVOCATE SYSTEM

SYARIE PROSECUTOR SYSTEM

MEMBERS CORNER

NOTICE SERVING



Syariah Intelligent Management System
SYARIE ADVOCATE SYSTEM

Login

User ID

Password

Login

OR

SarawakID Login Register

2. Personnel Dashboard

Dashboard

Datin Siti Hairulnisa binti Mohairi  

 ePayNow Transaction

 Master List

 Open Payment Transaction

 SarawakPay Transaction

 Filing Status

 My Firm Schedule

 Payment Transaction

 Secondary Filing Status

 Interactive Query

 New Filing

 Personalised Page

2. Personnel Dashboard

Dashboard

Datin Siti Hairulnisa binti Mohairi  

 ePayNow Transaction

 Master List

 Open Payment Transaction

 SarawakPay Transaction

 Filing Status

 My Firm Schedule

 Payment Transaction

 Secondary Filing Status

 Interactive Query

 New Filing

 Personalised Page

3. Case Information

Add

CASE TYPE *	:	151 - Tuntutan Perceraian	▼
CASE CLASSIFICATION	:	Civil	
SUB CLASSIFICATION	:	Civil	
COURT CATEGORY	:	Syariah Subordinate Court	
CASE LOCATION *	:	Kuching	▼
DISTRICT *	:	Kuching	▼

Next

Back

4. Plaintiff and Defendant Information

CLOSE SUB MENU

- Case
- Plaintiff 0 +
- Defendant 0 +
- Children 0 +
- Divorce Information
- Document Management 0
- Case Submission

Add - Plaintiff

ENTITY * : ☒ Individual ☐ Agency / Company

NAME * : NUR FARHANA BINTI ABUL MALEK

IC NO. (NEW) ** : 870902136524

IC NO. (OLD) **

IC NO. (PASSPORT) **

IC NO. (ARMY) **

IC NO. (POLICE) **

IC NO. (OTHER) **

DATE OF BIRTH

AGE

GENDER

RACE

NATIONALITY

CLOSE SUB MENU

- Case
- Plaintiff 1 +
- Defendant 0 +
- Children 0 +
- Divorce Information
- Document Management 0 +
- Case Submission

Add - Defendant

ENTITY * : ☒ Individual ☐ Agency / Company

NAME * : MOHD AFIQ BIN RUZAINI

IC NO. (NEW) ** : 710512038759

IC NO. (OLD) **

IC NO. (PASSPORT) **

IC NO. (ARMY) **

IC NO. (POLICE) **

IC NO. (OTHER) **

DATE OF BIRTH : 12-05-1971

AGE : 53

GENDER : Male

RACE : Melayu

NATIONALITY : Malaysian

5. Supporting Document

Document Management

Supporting Documents

Supporting Documents

Electronic Templates

Add - Supporting Document

BARCODE

:


13010324122300027

DATE OF FILING *

:

23-12-2024

TYPE OF DOCUMENT *

:

Wakalah

▼

PAYMENT

:

RM 5.00

UNIT

:

1

PAID *

:

☒ Pending Payment

PAYMENT BY *

:

Tetuan Kadir , Wong , Lin & Co

DESCRIPTION *

:

Wakalah (23-12-2024)

UPLOAD FILE *

:

file-example-150kB-PDF.pdf

Browse

Note: Only .pdf file format is allowed.
Maximum attachment size: 10MB.

Save

Back

E-Filing – E-Registration

b) Electronic Templates

Add - Electronic Templates

TEMPLATE LANGUAGE *

English

TEMPLATE NAME *

Borang MS3 - Permohonan

TEMPLATE NAME *

Borang MS3 - Permohonan

TEMPLATE LANGUAGE

English

TEMPLATE CONTENT *

TATACARA MAL SYARIAH

BORANG MS 3

ORDINAN TATACARA MAL SYARIAH, 2001

(Seksyen 13 (1))

NO. KES:

PERMOHONAN

DI ANTARA

MOHD AFIQ BIN RUZAINI

Plaintiff

DAN

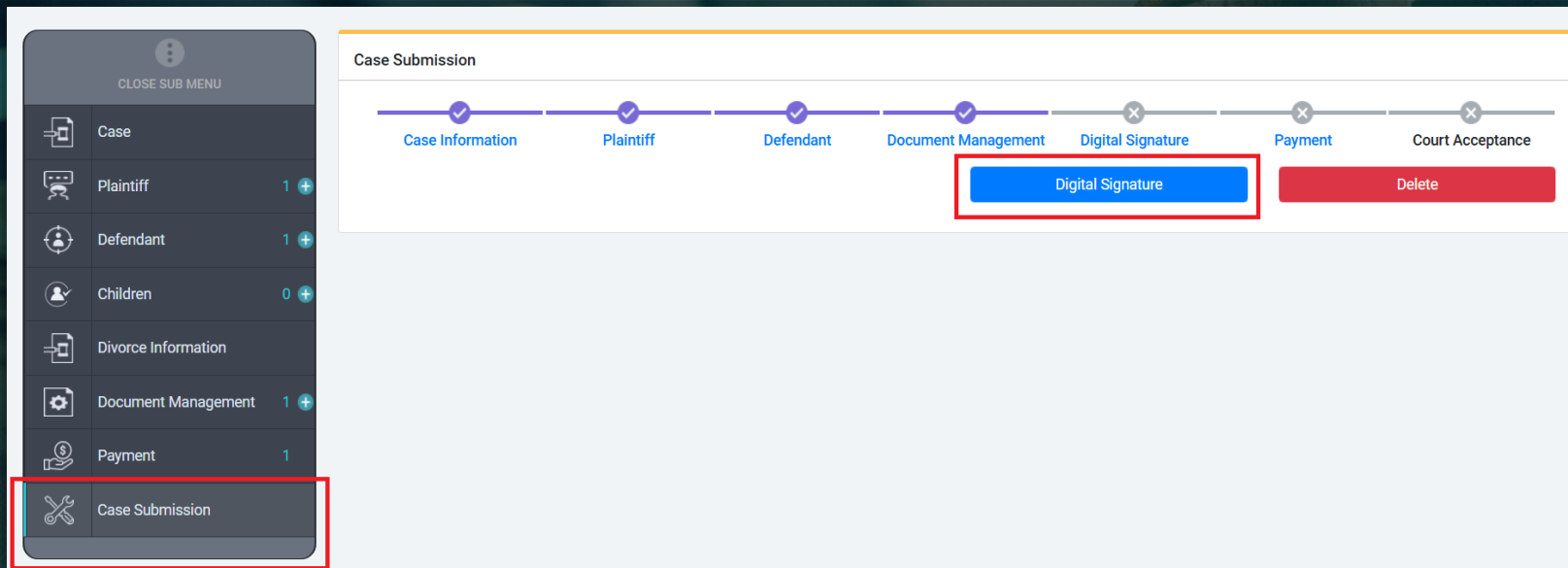
Kepada - (defendan yang dinamakan di atas) yang beralamat di -.

Ambil perhatian bahawa MOHD AFIQ BIN RUZAINI pemohon yang dinamakan di atas akan memohon kepada SYARIAH SUBORDINATE COURT di KUCHING pada hari [hearing_day] pada [hearing_date] pukul [hearing_time] pagi/petang untuk mendapatkan suatu perintah bahawa (1) 151 - Tuntutan Perceraian atas alasan yang dinyatakan dalam affidavit yang lampirkan.

Save

Back

6. Signing



The screenshot displays the 'Case Submission' workflow in the SIMS E-Filing – E-Registration system. On the left, a sidebar menu lists various case types and submission stages, with 'Case Submission' highlighted at the bottom. The main area shows a progress bar for the 'Case Submission' process, indicating the current step and the status of previous steps.

Case Submission Progress:

- Case Information (Completed)
- Plaintiff (Completed)
- Defendant (Completed)
- Document Management (Completed)
- Digital Signature (Current Step)
- Payment (Not Started)
- Court Acceptance (Not Started)

The 'Digital Signature' step is currently active, as indicated by the blue checkmark and the highlighted 'Digital Signature' button. A red 'Delete' button is also visible next to the 'Payment' step.

a) Seal and Signature

Signing Credentials

UPLOAD SEAL

SEAL.gif

Browse

UPLOAD SIGNATURE

SIGN.gif

Browse

*Seal & digital signature image must be in .gif format and with resolution of 640 x 640 pixels.

*Uploaded seal & digital signature image will be used instead of the selected seal & digital signature image.

Next

Close

E-Filing – E-Registration

b) Signing Credentials

Signing Credentials

Please make sure the certificate pin is correct. Certificate will be blocked after 3 consecutive wrong credentials provided.

USER ID *

870512036524

Sign

Close

POS Digicert

DSS PDF Signing : Enter PIN

User ID

850301101002

Organization ID

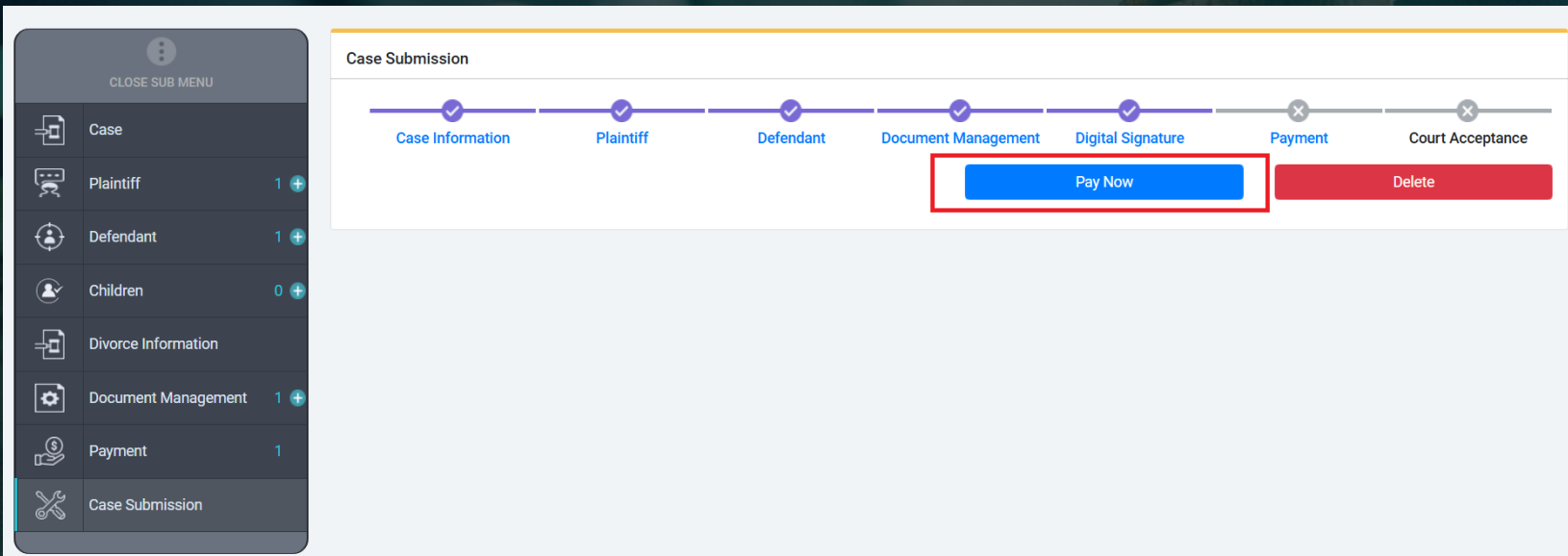
SSMU

PIN

Cancel

Sign

7. Payment



The screenshot displays the 'Case Submission' workflow in the SIMS system. On the left is a sidebar menu with options: Case, Plaintiff (1), Defendant (1), Children (0), Divorce Information, Document Management (1), Payment (1), and Case Submission. The main area shows a progress bar with seven steps: Case Information, Plaintiff, Defendant, Document Management, Digital Signature, Payment, and Court Acceptance. The first five steps are completed, indicated by checkmarks. The 'Payment' step is the current active step, marked with an 'x' and containing a blue 'Pay Now' button. The 'Court Acceptance' step is also marked with an 'x' and contains a red 'Delete' button.

Case Submission

Progress Bar Steps:

- Case Information (Completed)
- Plaintiff (Completed)
- Defendant (Completed)
- Document Management (Completed)
- Digital Signature (Completed)
- Payment (Active)
- Court Acceptance (Completed)

Buttons:

- Pay Now** (Blue button, highlighted with a red border)
- Delete** (Red button)

E-Filing – E-Registration

a) Online Banking

Choose a Payment Method

You are encouraged to use Sarawak Government eWallet - **S PAY GLOBAL** (formerly as **SARAWAK PAY**) to enjoy Cash Rebate.

 **S PAY GLOBAL**
SARAWAK GOVERNMENT E-WALLET

 **Online Banking**

You have selected FPX as your payment method. Please click "Proceed Payment" button below to proceed.

Proceed Payment

Notes: ISyariah payment supports Sarawak Pay and Online Banking.



Select Bank

Confirm Payment

Payment Status

Select a Payment Channel

☒ **Personal Banking**

• Please ensure that pop-up blocker is disabled. ePayNOW may open a new window to your internet banking page. (Click here for [procedure to disable pop-up blocker](#)).

Continue

Cancel

8. Case Submission

Your Transaction Detail

Payment Approved

PAYMENT DATE & TIME:
24-12-2024 09:04:35 AM

TOTAL AMOUNT:
5.00

PAYMENT REFERENCE NO:
U24COD10100010

BILLER REFERENCE NO:
PIETgFKTUN

No.	Case No.	Case Reference No.	Receipt No.	Name of Document	Amount
1	KCH-MRS-151-0277-12/2024	67691edc96595	101240001031	Wakalah	5.00

Submit to Court
for approval

Continue

Case Submission

✓

✓

✓

✓

✓

✓

✗

Case Information

Plaintiff

Defendant

Document Management

Digital Signature

Payment

Court Acceptance

E-Filing – E-Registration

9. Filing Status

Dashboard
Datin Siti Hairulnisa binti Mohairi

ePayNow Transaction

Master List

Open Payment Transac

SarawakPay Transactio

Filing Status

My Firm Schedule

Interactive Query

New Filing

DATE CREATED (FROM)

DD-MM-YYYY

TO

DD-MM-YYYY

PARTY NAME OR IC NO.

Party Name Or IC No.

CASE CLASSIFICATION

All

COURT CATEGORY

All

DIVISION

All

CASE TYPE

All

STATUS

All

Search

Reset

« First

< Previous

Page 1 of 1

> Next

» Last

Total Records: 2

NO.	CASE REFERENCE NO. / CASE NO.	DATE CREATED	PLAINTIFF / APPLICANT / COMPLAINANT / APPELLANT	DEFENDANT / ACCUSED / RESPONDENT	TOTAL AMOUNT	STATUS
1	KCH-MRS-151-0277-12/2024	23-12-2024	NUR FARHANA BINTI ABDUL MALEK	MOHD AFIQ BIN RUZAINI	5.00	Pending Acceptance
2	67691766794f2	23-12-2024	MOHD AFIQ BIN RUZAINI	NUR FARHANA BINTI ABDUL OMAR	0.00	Pending Payment