



# PIAM Approved Repairers Scheme (PARS) Online Portal

## *Repairer User Guide*

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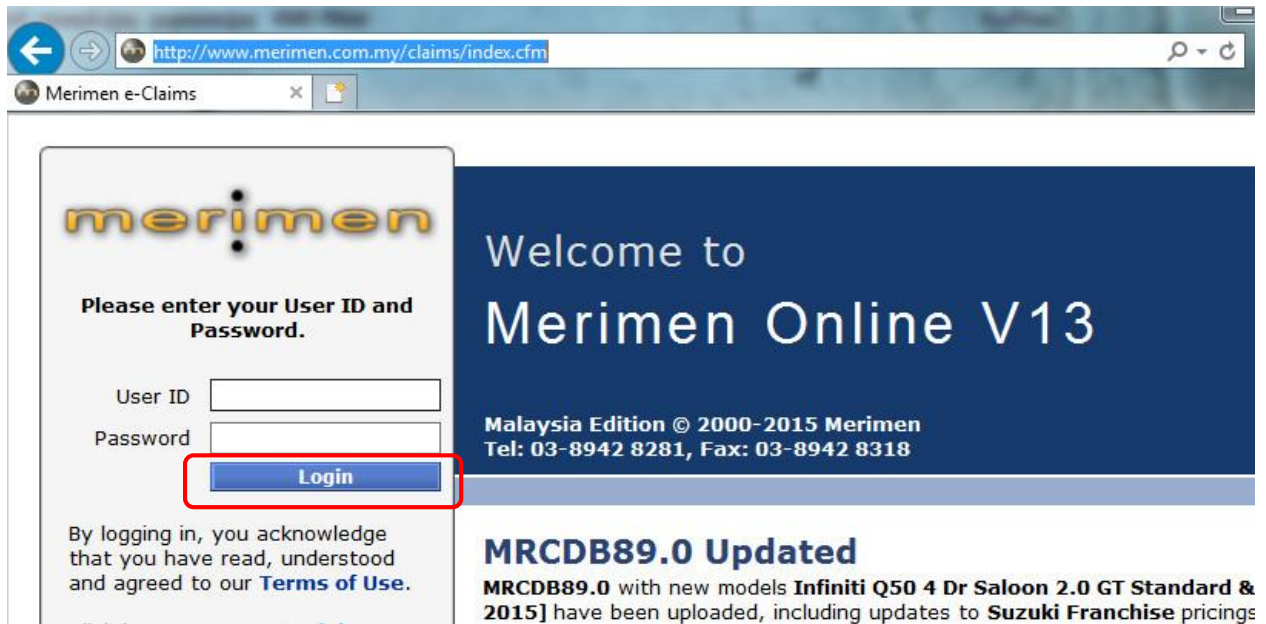
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## I. Log-in to the PARS Portal

Go to <http://www.merimen.com.my>. Enter your User ID and password and click on the Login button.



merimen

Please enter your User ID and Password.

User ID

Password

**Login**

By logging in, you acknowledge that you have read, understood and agreed to our [Terms of Use](#).

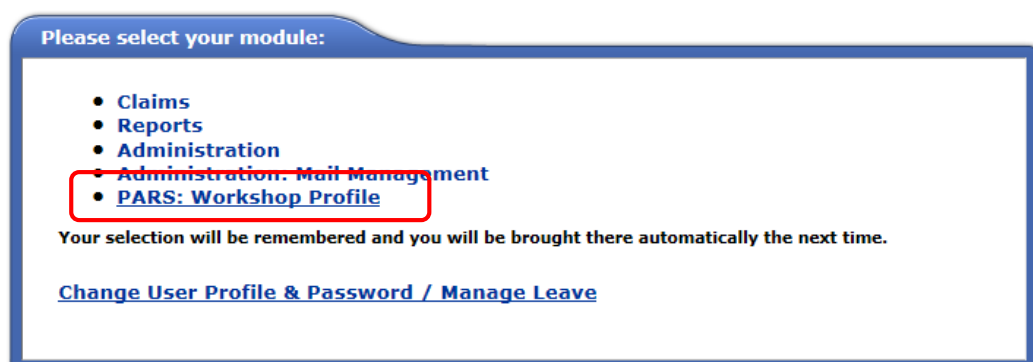
Welcome to  
**Merimen Online V13**

Malaysia Edition © 2000-2015 Merimen  
Tel: 03-8942 8281, Fax: 03-8942 8318

**MRCDB89.0 Updated**  
MRCDB89.0 with new models **Infiniti Q50 4 Dr Saloon 2.0 GT Standard & 2015**] have been uploaded, including updates to **Suzuki Franchise** pricings

After login, from the Main Menu, click on "PARS Online Profile".

### Repairer's Main Menu



Please select your module:

- Claims
- Reports
- Administration
- Administration: Mail Management
- **PARS: Workshop Profile**

Your selection will be remembered and you will be brought there automatically the next time.

[Change User Profile & Password / Manage Leave](#)

## II. Updating the profile

- 1) In the profile, key in all required details for PARS Application. Click on "Save" to save changes before going to another screen or option.

### PARS Workshop Profile

Audit Log		Ownership and Personnel		Documents		Terms and Conditions		Submit PARS Application		Save	
<b>PARS Details</b>											
PIAM No	-										
PARS Status	Unapproved										
Last Application Date	-										
Last Approved Date	-										
Last Inspection Date	-										
Effective Date	-										
<b>Workshop Profile Main</b>											
Company Name	Best Car Repair Sdn Bhd										
Date Incorporated	12/02/2000										
PIAM Registration No											
Workshop Address 1	123, Jalan 123										
Workshop Address 2											
Workshop Address 3											
Country	Malaysia										
State	Wilayah Persekutuan										
City	Kuala Lumpur										
Postcode	50300										
Telephone Number	03-6371111										
Fax No	03-6372222										

Note:

- i. GPS Position is required. Please ensure you key-in the accurate position. Refer to Appendix I on how to get the GPS location using Google Map.

- 2) Click on "+" or "-" to show or hide the details under each section.

<b>Sitearea</b>	
<b>Facilities</b>	
Workshop Floor Type	<input type="text"/>
Off-site Vehicle Storage	<input type="text"/>
Facilities Size (sq. ft.)	<input type="text"/>
Address	<input type="text"/>
Distance From Workshop (km)	<input type="text"/>
Gated	<input type="text"/>
Guarded	<input type="text"/>
Covered (No of Vehicles)	<input type="text"/>

Note:

- i. Please fill-in the tow truck details in the correct format as per example

Tow Trucks (available and route of operation)	Yes <input type="checkbox"/>	No. of Units	3
<b>Tow Truck</b>			
Complete the following details for all the tow trucks used, each in separate lines <i>Regn No/ Name of operator/ Mobile number/ Ins. policy no./ Ins. co.</i>		WA8812 / Ah Heng / 016-8871212 / P9383727 / Etiqa WWT8812 / Kumar / 017-7521212 / P948474 / Etiqa BKT8812 / Ong / 019-8912121 / P9847373 / Etiqa	

- 3) Click on "Terms and Conditions / Forms". A new window will pop-up. Click on "Application Minimum Requirements/Terms and Conditions" to read and understand the latest PARS requirements from PIAM. You need to complete the forms and attach them into the system.
  - a) *Applicant Declaration* is required to be completed by the person who submits the application.
  - b) *Statutory Declaration* is required to be completed by all staffs
  - c) *Oath of Integrity* is required to be completed by all Director/Shareholder/Officer
 Attach the Statutory Declaration and Oath of Integrity from the Ownership and Personnel screen.

## Terms and Conditions/Forms

- Application Minimum Requirements/Terms and Conditions
- Applicant Declaration
- Statutory Declaration
- Declaration Of Person Taking Photograph At Scene Of Accident
- Oath of Integrity

- 4) Click on "Ownership and Personnel" to key in the details of shareholders, directors and staff and attach the required documents.

### PARS Workshop Profile

The screenshot shows a navigation bar with several buttons: "Audit Log", "Ownership and Personnel" (highlighted with a red box), "Documents", "Terms and Conditions", "Submit PARS Application", and "Save". Below the navigation bar is a section titled "PARS Details" with a field for "PTAM No" containing a hyphen.

Key in the personnel details and click "Add New". The record will be added into the table below.

### Ownership and Personnel

The screenshot shows the "Ownership and Personnel" form. At the top, there are two buttons: "<< Back" and "Delete". Below these is a section titled "Personnel Details" with the following fields:

Designation	<input type="text"/>
Name	<input type="text"/>
ID	NRIC No. <input type="text"/>
No of Years working experience	<input type="text"/>
Previous Employer/Workshop	<input type="text"/>
Qualifications	<input type="text"/>

At the bottom of the form, there are two buttons: "Add New" and "Clear / Cancel".

Click on the Name of the personnel to update the details and to upload NRIC/Passport, Passport Photo, Statutory Declaration, and Oath of Integrity.

### Ownership and Personnel

<< Back
Delete

**Personnel Details**

Designation	Director/Shareholder/Officer ▼
Name	Tee
ID	NRIC No. ▼ 640111-14-2121
No of Years working experience	40
Previous Employer/Workshop	
Qualifications	Phd
Photo	Upload IC, Passport Photo, Statutory Declaration and Oath of Integrity

Update Clear / Cancel

Name	New NRIC/Passport No	No of Years working experience	Previous Employer/Workshop	Qualification	NRIC	Passport Photo
<b>Director/Shareholder/Officer</b>						
Tee	NRIC No.: 640111-14-2121	40		Phd		

- 5) Click on "Documents" to upload the all the required documents and photos.
- 6) When the PARS application is ready for submission, click on "Submit PARS Application" to proceed.

Please note that system will check for the minimum requirements set in PIAM's Terms & Conditions. Submission will not be allowed if minimum requirements in the Terms & Conditions not met.

<< Back
Documents

**CANNOT SUBMIT PARS APPLICATION**

- Please make sure the following document is uploaded:
  - Municipal Licence
  - Certified True Copy of Memorandum and Articles of Association
  - Certified True Copy of latest Audited Accounts
  - Fire Insurance Policy

- 7) If you are not a current PARS member, you will need to pay application/processing fee to PIAM. Click on "Make Payment" to proceed to the online payment gateway. Refer to Section III below for details on payment.



**CONFIRM SUBMIT PARS APPLICATION**

**Please confirm that:**

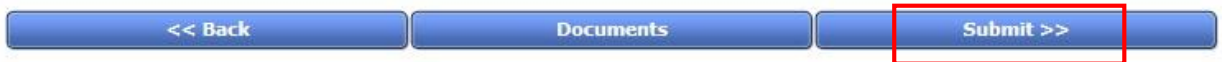
- You want to submit current workshop profile.

**Please check through your application forms and documents before submission.**

**Please make payment before submit.**

Once payment is successful, you can continue to submit your application.

- 8) Type "CONFIRM" inside the red box and then click on "Submit" to submit the application.



**CONFIRM SUBMIT PARS APPLICATION**

**Please confirm that:**

- You want to submit current workshop profile.
- Also inform **Change of Location**.
- Also inform **Change of Ownership/Shareholder**.

**I hereby confirm that I have double-checked the information for this application to be correct.**

Type CONFIRM here:

**Please check through your application forms and documents before submission.**

**To submit, click 'Submit >>'**

- 9) Once the application is submitted successfully, the status is displayed on the screen.

**PARS Workshop Profile...**(PARS Application Status: Submitted)

Audit Log	Ownership and Personnel	Documents	Submission History	Terms and Conditions	Save
<b>PARS Details</b>					
PIAM No	-				
PARS Status	Unapproved				

### III. Making payment

- 1) After PARS application is approved, you are required to pay the annual fees. Click on "Update Payment" to proceed to the online payment gateway.

**PARS Online Portal...**(PARS Application Status: Pending for Payment)

**Your PARS Application/Renewal has been approved, subject to Payment of RM600 + GST RM36. PLEASE MAKE PAYMENT BEFORE 10/08/2015.**

Audit Log   Ownership and Personnel   Documents   Submission History   Terms and Conditions / Forms   Save

Notify Change of Location >>   Notify Change of Ownership/Shareholder >>   **Update Payment >>>**

PARS Details

Click on "Make Payment" to proceed.

[<< Back](#)   [Make Payment >>>](#)

#### CONFIRM UPDATE PAYMENT

**Please confirm that:**

- You want to update your payment status.

**To submit, click 'Make Payment >>>'**

Review the details of the payment and click on "Make Payment". You will be re-directed to the online payment gateway to perform the payment transaction.

#### Make Payment for PARS Annual Fee

[<< Back](#)   [Make Payment >>>](#)

Here's the details of your transaction. Please check the details carefully before proceeding with payment. Also ensure that you understand the conditions of the payment method selected.

No	Description		Amount
1	PARS Membership Annual Fee	RM	600.00
	Total	RM	600.00
	GST (6.00%)	RM	36.00
	Grand Total	RM	636.00

**SIX HUNDRED AND THIRTY SIX RINGGIT MALAYSIA**

**IMPORTANT:** If you have already made payment but you still see the "Make Payment" button, do not make payment again until you have contacted PIAM to confirm whether they have received the payment.



At the payment gateway, click on “Payment Options” to choose payment by credit card or IBG. Write down the Order ID of your transaction. You will need to quote this Order ID to PIAM for payment verification if the transaction did not go through successfully.



PERSATUAN INSURANS AM MALAYSIA  
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50470 , KUALA LUMPUR, Malaysia  
Tel: 03-22747399 Fax: 03-22745910  
URL: <http://www.piam.org.my>  
Email: [piam\\_sec@piam.org.my](mailto:piam_sec@piam.org.my)

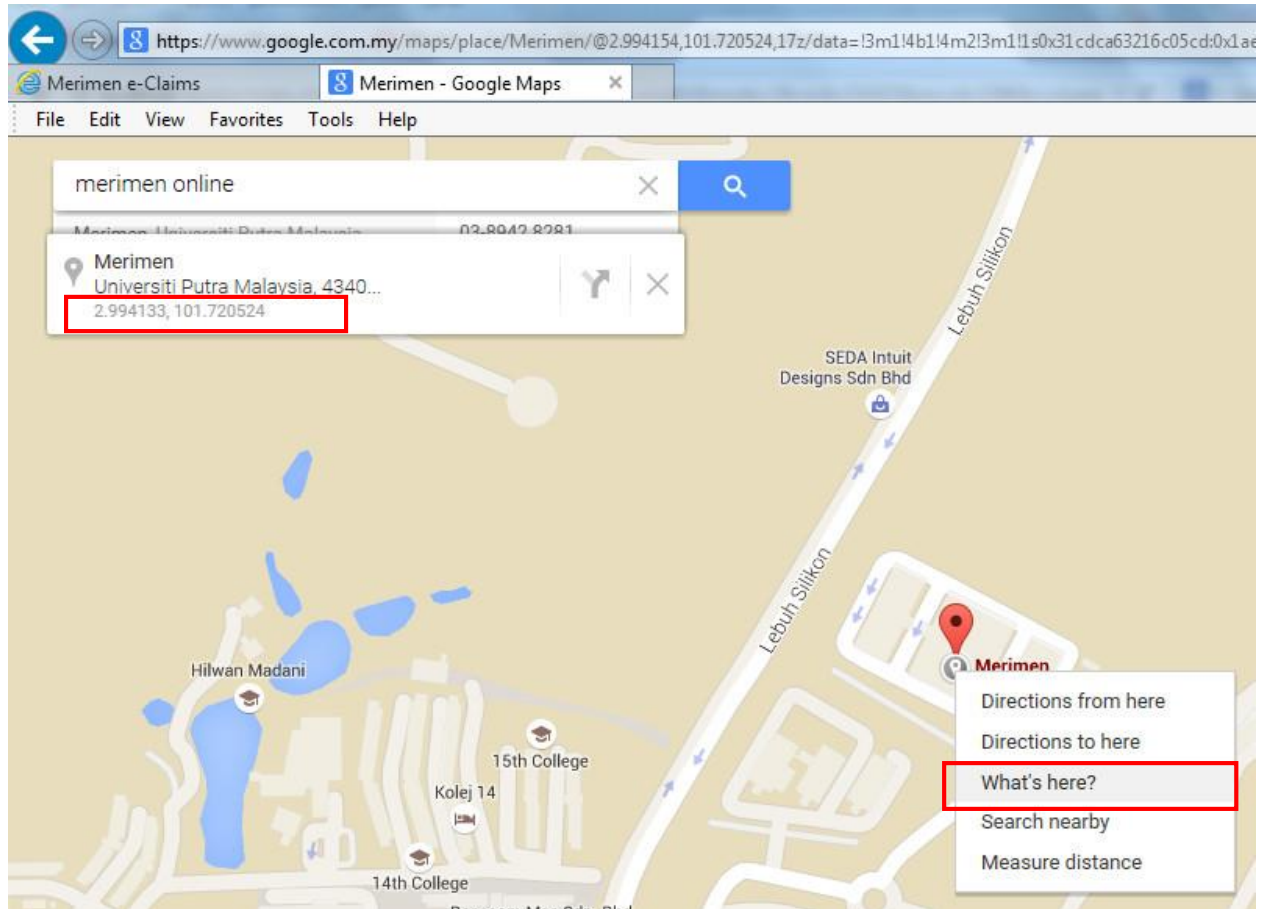
Key-in the rest of the details and then click on the checkbox to agree to the Terms of Service. Next, click on “Pay Online” to submit your payment details.

You will be re-directed back to Merimen screen after making the payment. If the payment is successful, PARS certificate will be available.

## Appendix I

### Getting GPS coordinates

1. Go to <http://maps.google.com>. In the search box, type in your address.
2. Right click on the pin that appears on the map. On the menu, click on "What's here?".



3. On the result box that appears below the search box, there are 2 numbers, e.g. 2.994443, 101.720524.
4. **GPS Position (Latitude)** is the first number, i.e. 2.994443
5. **GPS Position (Longitude)** is the second number, i.e. 101.720524.