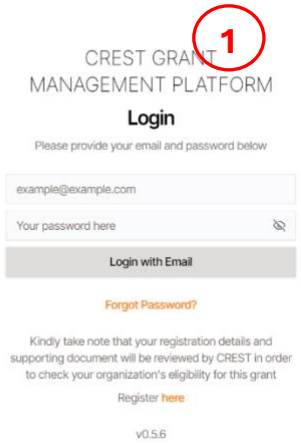
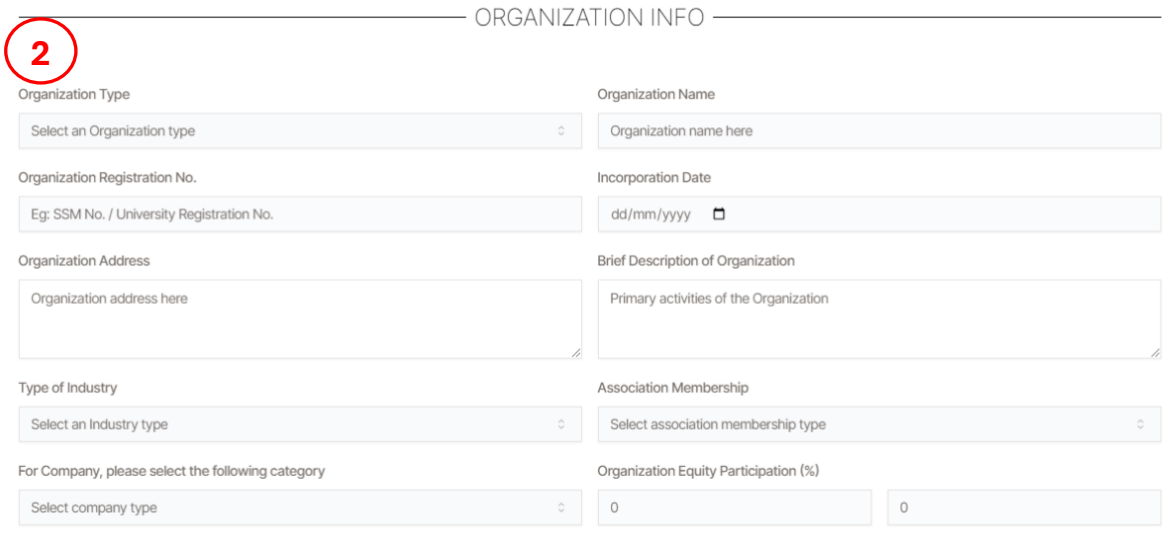
User Guide Manual

CGMP Registration

1. Ensure that you log on to https://grant.crest.my and click on “Register here” to begin registration.
2. Please complete the Organization Information.
3. Please merge your supporting documents accordingly and upload it in PDF format (maximum size is 60 MB) by clicking the “Choose File” button.
4. Please fill in all the contact person details including the generation of password.
5. You need to read and scroll full length the General Terms and Conditions as well as the Personal Data Protection Act Consent to enable the “I agree” and “Submit”.
6. Click “Submit” to complete the submission.



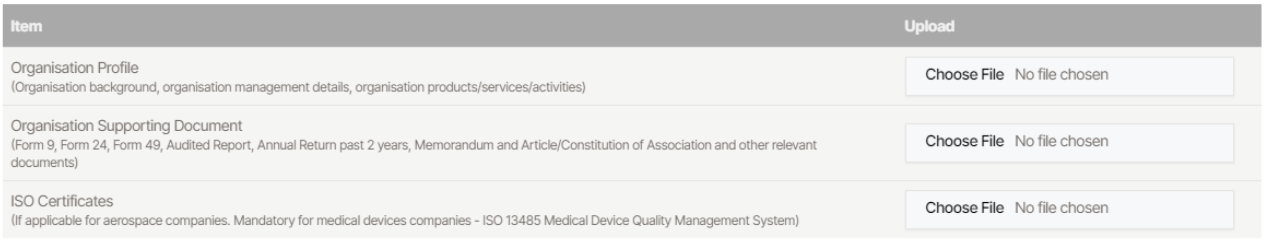


SUPPORTING DOCUMENT

3

Document Checklist

(Accept PDF Only, Maximum Size is 60MB)



⚠ The following documents are mandatory otherwise your User ID creation request will be rejected, and you will be needed to resubmit your User ID creation request.

No.	Documents	Description
1.	Organisation Profile	Please ensure that all documents are included and merge in pdf format before uploading them: • Company Background • Company Management Details/Organisation Chart • Company's Product, Services and Activities
2.	Organisation Supporting Document	Please ensure that all documents are included and merge in pdf format before uploading them: • Form 9 • Form 24 • Form 49 • Audited Report • Annual Return past 2 years, • Memorandum and Article/Constitutions
3.	ISO Certificates	Mandatory for medical devices companies-ISO 13485 Medical Device Quality Management System or any relevant ISO certificates for medical devices industry

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CONTACT PERSON DETAILS

(ORGANIZATION REPRESENTATIVE THAT CAN ANSWER ANY ENQUIRIES ON THE APPLICATION DETAILS)

Contact Full Name

John Doe

Identification Card No.

xxxxxx-xx-xxxx

Passport No.

Designation

Email

example@example.com

Contact Number (Office)

Contact Number (Mobile)

Password (Minimum 12 character)

Your password here

Confirm Password

Retype your password here

TERMS AND CONDITIONS

Terms and Conditions

Before proceeding, please take a moment to review the Terms and Conditions and Personal Data Protection Act consent. By checking 'I Agree' and clicking Register button, you acknowledge your acceptance of the Terms and Conditions and Personal Data Protection Act outlined in the links below.

1. General Terms and Conditions

25. Relationship of Parties: The Parties hereto agree that it is not the intention of the Parties to create nor shall these T&Cs be deemed or construed to create a partnership, joint-venture, association, trust or fiduciary or employment relationship or to authorize the other Party to act as an agent, servant or employee for a Party.

26. Anti-Corruption: Applicant represents, warrants and undertakes to CREST that it has not directly or indirectly, offered, promised or given a bribe or will in the future offer, make or promise to make, authorise or give, any payment of funds or anything of value to any government official or CREST with the corrupt intent within the meaning and scope of the Malaysian Anti-Corruption Commission Act 2009 concerning the negotiating of the entering into, of the terms and conditions of or the performance of these T&Cs.

2. Personal Data Protection Act consent

CREST, and are in addition to any rights CREST has by law in connection with the collection, use and distribution of your Personal Data. You can withdraw some or all of your above consent at any time. For further information please refer to CREST's Personal Data Protection Policy as stated above.

By signing this Consent Form you hereby also confirm your agreement with all of the above and that you have read and agree with all terms and conditions of CREST's Personal Data Protection Policy which can be found at http://crest.my/v2/privacy-policy/.

** "Personal Data" means the personally identifiable information about you which you have provided to CREST, such as your name, address, telephone number, company details, NRIC No., email address, IP addresses, social media details, photographs and images, content preferences, skillsets and any information which may identify you, that has been or may be collected, stored, used and processed by CREST or CREST's employees, stakeholders, related corporations, agents, independent contractors and other third parties that CREST is associated with from time to time

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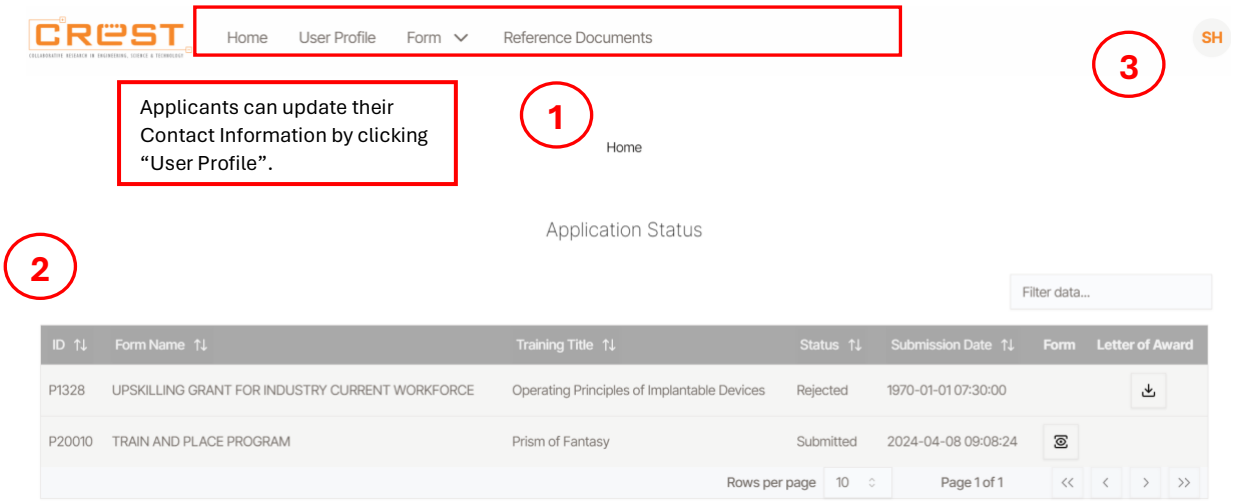
I Agree

6

Submit

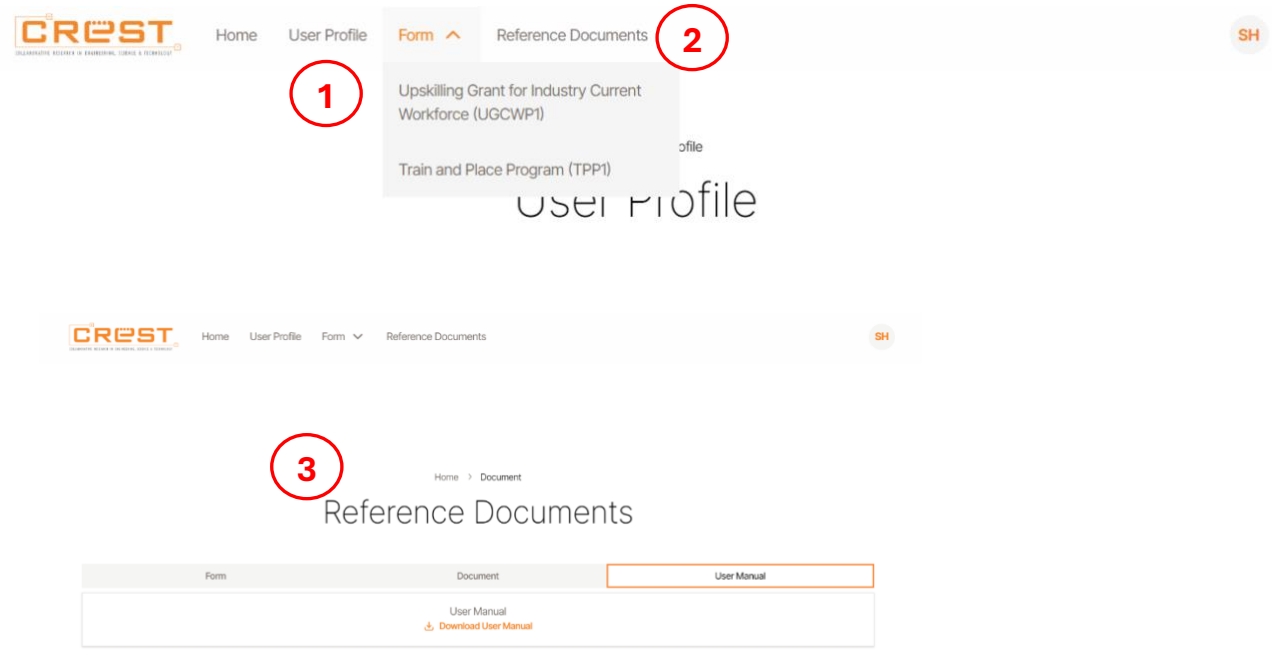
Home Page



This is the page you will see upon login to CREST Grant Management Platform.

1. On the top part of the page, there will be a menu for navigating around the CREST Grant Management Platform.
2. A table showing the latest status of your grant applications will be shown. On the last column of the table, a link will be available for you to download any relevant document (e.g. Letter of Award) provided by CREST.
3. The "User" icon on the top right, when clicked, will indicate the current user logged in, with the option to logout.

Navigation Bar



1. You may begin your application by clicking the “Form” tab located in the navigation menu.
2. You may click the “Reference Documents” to download the related documents.
3. You may download Forms, LoA documents and User Manual from this tab.