

# MASA

Institute of Management Sarawak  
*Since 1993*

## INSTITUTE OF MANAGEMENT SARAWAK (MASA)

USER GUIDELINES

ADMIN | **MEMBER**

PREPARED BY:



SOC OE

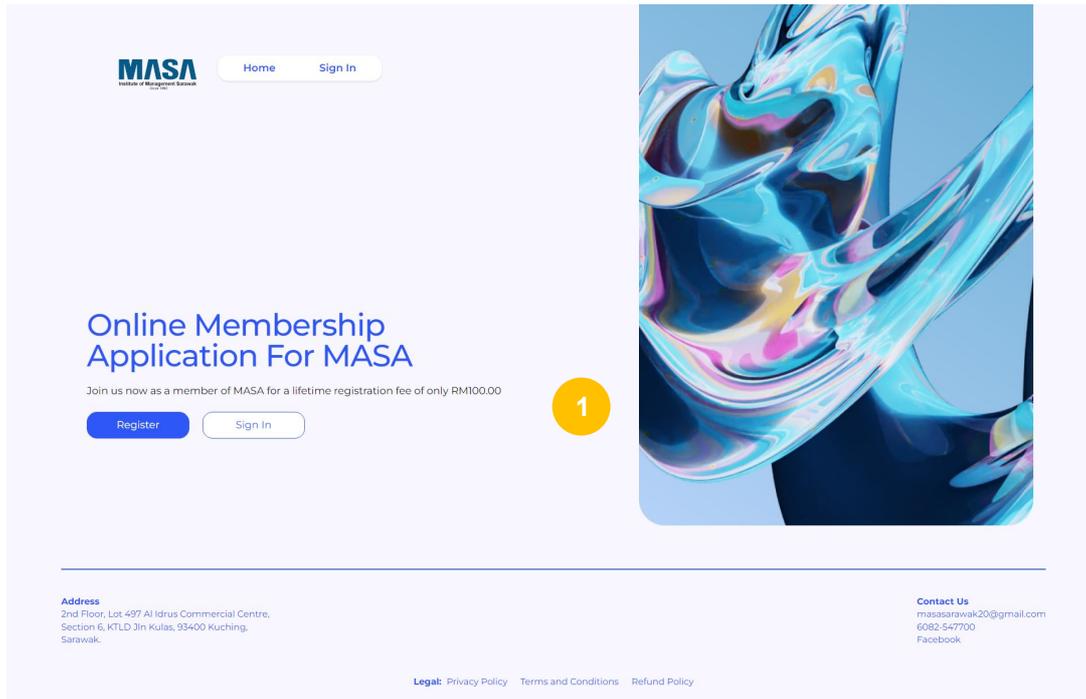
## DOCUMENT REVISION AND DISTRIBUTION

Revision	Revision Date	Author Initials	Description
1.0	21 October 2024	Carmelia Noor Asriq	Initial
2.0	30 April 2025	Carmelia Noor Asriq	Corporate Member

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# **REGISTRATION (FOR ORDINARY AND ASSOCIATE MEMBER)**



**MASA**  
Institute of Management Sarawak

[Home](#) [Sign In](#)

## Online Membership Application For MASA

Join us now as a member of MASA for a lifetime registration fee of only RM100.00

[Register](#) [Sign In](#)

**1**

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD 3in Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6362-547700  
Facebook

**Legal:** [Privacy Policy](#) [Terms and Conditions](#) [Refund Policy](#)

1. Click **'Register'** to register for your MASA Membership.



### Registration

#### Personal Details

First Name\*

Last Name\*

Select Gender ▼

IC Number\*

Your IC must be without \*-:

Email\*

Password\* 🔒

Your password must include at least 8 characters, including uppercase, lowercase, numbers, and a special character

Confirm Password\* 🔒

Select Academic Qualification ▼

#### Address Details

Address Line 1\*

Address Line 2

Select City ▼ Sarawak ▼

Postal Code\* Malaysia ▼

+60 ▼ Phone Number\*

Membership\*  Ordinary  Corporate  Associate

Company Name

Nature of Business

Clear Submit

2

2. Fill in the necessary details;
  - a. First Name
  - b. Last Name
  - c. IC Number
  - d. Email
  - e. Password
  - f. Confirm Password
  - g. Home Address
  - h. Phone Number
  - i. Membership Type
  - j. Company Name (Ordinary/Associate)
  - k. Nature of Business



### Registration

#### Personal Details

First Name\*

Last Name\*

IC Number\*  
Your IC must be without '-'

Email\*

Password\*  
Your password must include at least 8 characters, including uppercase, lowercase, numbers, and a special character.

Confirm Password\*

Select Academic Qualification ▼ Select Income Range ▼

#### Address Details

Address Line 1\*

Address Line 2\*

Select City ▼ Sarawak ▼

Postal Code\* Malaysia ▼

+60 ▼ Phone Number\*

Membership\*  
 Ordinary  
 Corporate  
 Associate  
 Fellow

Company / Agency Name

Nature of Business

Area of Interest

Clear Submit

3

3. Click **'Submit'** to process your registration.

**Address**  
 2nd Floor, Lot 497 Al Idrus Commercial Centre,  
 Section 6, KTLD 3in Kulas, 93400 Kuching,  
 Sarawak.

**Contact Us**  
 masasarawak20@gmail.com  
 +6082-547700  
 Facebook

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The image shows a registration form with a modal for OTP verification. The form fields include: No 32 Lorong 17, Jalan Batu kawa, Kuching, Sarawak, 93250, and Malaysia. Below these are fields for Company / Agency Name, Nature of Business, and Area of Interest. A blue 'Submit' button is at the bottom right. The modal is titled 'One Time Password (OTP)' and contains the text: 'Please authenticate by entering the OTP that has been sent to your email address.' It features six input boxes, with the last one containing the number '4'. Below the boxes is a blue 'Verify' button and a yellow circle containing the number '5'. At the bottom of the modal, it says: 'Didn't receive your OTP? Please click here to resend it.'

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

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4. Enter the OTP that has been sent to your phone and email address.
5. Click '**Verify**' to proceed to the next step.

**MASA**  
Institute of Management Sarawak  
Since 1987

Registration Completed

Waiting approval for MASA membership

Make Payment for MASA membership

[Sign Out](#)

---

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

**Legal:** [Privacy Policy](#) [Terms and Conditions](#) [Refund Policy](#)

6. Your registration is complete and is pending for approval.

**MASA**  
Institute of Management Sarawak  
Since 1983

Registration Completed

Approved for MASA membership

Make Payment for MASA membership

Make Payment

7

Sign Out

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD 3in Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6092-547700  
Facebook

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- Once your application has been approved, click **'Make Payment'** to proceed with payment for MASA Membership.



### Cart Summary

Member Registration Fee	RM100.00
Annual Renewal Fee	RM30.00
<hr/>	
SST (8%)	RM10.40
<b>Total</b>	<b>RM140.40</b>

### Payment Method

- Debit / Credit Card
- Online Banking
- E-Wallet

8

Note: Choose ONE method above to continue payment.

[Back](#) [Next](#)

**Address**  
 2nd Floor, Lot 497 Al Idrus Commercial Centre,  
 Section 6, KTLD, 3in Kulas, 93400 Kuching,  
 Sarawak.

**Contact Us**  
 masasarawak20@gmail.com  
 6092-547700  
 Facebook

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8. Select the payment method of your choice and click **'Next'**.

**Merchant Logo Here**

MASA UAT  
 LS-E-78, Enterprise 4, Technology Park Malaysia, eGHL Bukit Jalil, 57000 Kuala Lumpur, Wilayah Persekutuan, Malaysia  
 ssl@bid.com.my  
 +603-8998 3600  
 https://www.e-ghl.com

🕒 Time Remaining : 09 Minutes 35 Seconds

**\$ Payment Details**

Order ID	05000018
Payment ID	05000018-77
Payment for	New Registration
<b>Total</b>	<b>MYR 140.40</b>

Pay with Credit or Debit Card

**Credit or Debit Card**

Cardholder Name

Card Number

Card Types **VISA**

Expiration Date MM / YYYY

CVV

I agree to have my payment details securely saved for future purchases

Submit Payment 10

By submitting the payment, you hereby agree to [eGHL PDPA Policy](#)  
Cancel and Return to MASA UAT

Secured Payments Powered by

9. You will be redirected to the payment gateway.
10. Fill in the required details and click **'Submit Payment'**.

12

MEMBER USER GUIDE



**MASA**  
Institute of Management Sarawak  
Since 1992

**Payment Result**



**Payment Successful!**

**RM 140.40**

has been paid to MASA membership.

[Back to Home](#)

[Get Receipt](#) 11

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

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11. Click **'Get Receipt'** to view your receipt.

# **REGISTRATION (FOR CORPORATE MEMBER)**

**MASA**  
Institute of Management Sarawak

[Home](#) [Sign In](#)

## Online Membership Application For MASA

Join us now as a member of MASA for a lifetime registration fee of only RM100.00

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6362-547700  
Facebook

**Legal:** [Privacy Policy](#) [Terms and Conditions](#) [Refund Policy](#)

1. Click **'Register'** to register for your MASA Membership.



### Registration

#### Personal Details

First Name\*

Last Name\*

Select Gender ▼

IC Number\*

Your IC must be without '-':

Email\*

Password\* 🗨

Your password must include at least 8 characters, including uppercase, lowercase, numbers, and a special character

Confirm Password\* 🗨

Select Academic Qualification ▼

#### Address Details

Address Line 1\*

Address Line 2

Select City ▼ Sarawak ▼

Postal Code\* Malaysia ▼

+60 ▼ Phone Number\*

Membership\*  
 Ordinary  Corporate  
 Associate

Company Name

Company Registration Number

Nature of Business

\* Please email a copy of your company's SSM certificate to [masasarawak20@gmail.com](mailto:masasarawak20@gmail.com)

Clear

Submit

2

2. Fill in the necessary details;
  - a. First Name
  - b. Last Name
  - c. IC Number
  - d. Email
  - e. Password
  - f. Confirm Password
  - g. Home Address
  - h. Phone Number
  - i. Membership Type (Corporate)
  - j. Company name
  - k. Company Registration Number
  - l. Nature of Business



### Registration

#### Personal Details

First Name\*

Last Name\*

IC Number\*  
Your IC must be without '-'

Email\*

Password\*  
Your password must include at least 8 characters, including uppercase, lowercase, numbers, and a special character.

Confirm Password\*

Select Academic Qualification ▼    Select Income Range ▼

#### Address Details

Address Line 1\*

Address Line 2\*

Select City ▼    Sarawak ▼

Postal Code\*    Malaysia ▼

+60 ▼    Phone Number\*

Membership\*  
 Ordinary  
 Corporate  
 Associate  
 Fellow

Company / Agency Name

Nature of Business

Area of Interest

Clear    Submit

3

3. Click **'Submit'** to process your registration.

**Address**  
 2nd Floor, Lot 497 Al Idrus Commercial Centre,  
 Section 6, KTLD 3in Kulas, 93400 Kuching,  
 Sarawak.

**Contact Us**  
 masasarawak20@gmail.com  
 +6082-547700  
 Facebook

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The screenshot shows a registration form with the following fields: No 32 Lorong 17, Jalan Batu kawa, Kuching, Sarawak, 93250, and Malaysia. Below these are fields for Company / Agency Name, Nature of Business, and Area of Interest. A blue 'Submit' button is at the bottom right. A white modal window titled 'One Time Password (OTP)' is overlaid in the center. It contains the text: 'Please authenticate by entering the OTP that has been sent to your email address.' Below this is a row of six input boxes, with the last one containing the number '4'. A blue 'Verify' button is below the boxes, with a yellow circle containing the number '5' next to it. At the bottom of the modal, it says: 'Didn't receive your OTP? Please click here to resend it.'

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLJ In Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

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4. Enter the OTP that has been sent to your phone and email address.
5. Click '**Verify**' to proceed to the next step.

**MASA**  
Institute of Management Sarawak  
Since 1987

Registration Completed

6  
Waiting approval for MASA membership

Make Payment for MASA membership

[Sign Out](#)

---

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

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6. Your registration is complete and is pending for approval.

**MASA**  
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Since 1983

Registration Completed

Approved for MASA membership

Make Payment for MASA membership

Make Payment

7

Sign Out

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD 3in Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
6032-547700  
Facebook

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- Once your application has been approved, click **'Make Payment'** to proceed with payment for MASA Membership.



**MASA**  
Institute of Management Sarawak  
Since 1993

**Cart Summary**

Corporate Registration Fee	RM5,000.00
Corporate Member Annual Renewal Fee	RM150.00
<hr/>	
SST (8%)	RM412.00
<b>Total</b>	<b>RM5,562.00</b>

**Payment Method**

Debit / Credit Card

Online Banking

E-Wallet

Note: Choose ONE method above to continue payment.

**Back** **Next**

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6082-547700

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8

8. Select the payment method of your choice and click **'Next'**.



MASA UAT

2nd Floor Lot 49, Al Indrus  
Commerical Centre, Section 6  
Kltd Jalan Kulas, 93400 Kuching,  
Sarawak, Malaysia

e : mooraly@gmail.com  
t :

TIME REMAINING | 09:39

PAYMENT DETAILS

Order ID 06000045	Payment ID 06000045-06	Order Description Corporate Registration Fee	Total <b>MYR 5562.00</b>
----------------------	---------------------------	---	-----------------------------

PAY WITH CREDIT CARD / DEBIT CARD

CARDHOLDER NAME

CARD NUMBER

CARD TYPES

VISA

EXPIRATION DATE

MM / YYYY

CVV

CVV2

SUBMIT PAYMENT

By submitting the payment, you hereby agree to [eGHL PDPA Policy](#)

Cancel and return to merchant's page

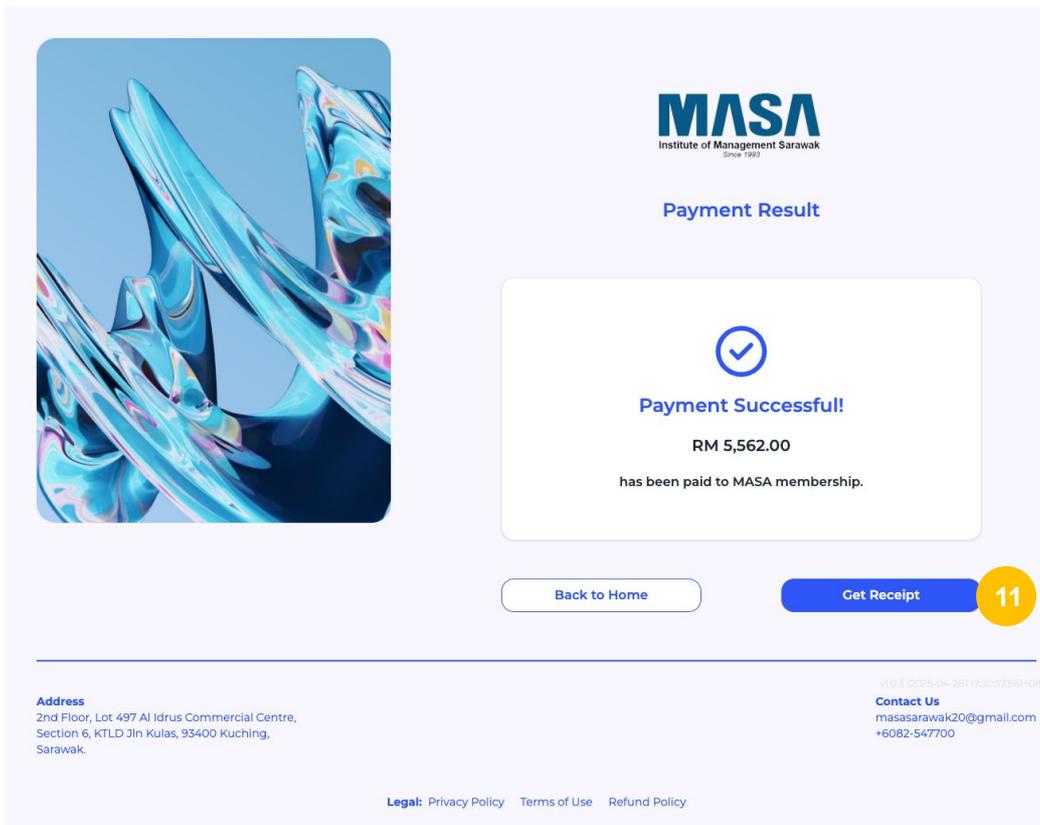
<https://masasarawak.com/membership/>

9

10

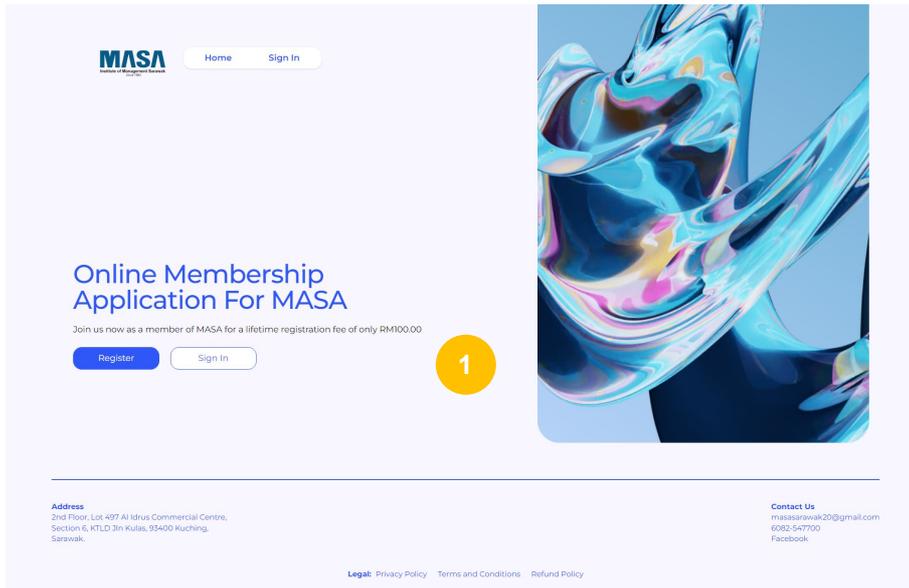


9. You will be redirected to the payment gateway.
10. Fill in the required details and click **'Submit Payment'**.



11. Click **'Get Receipt'** to view your receipt.

# MEMBER LOGIN



1. Click **'Sign In'** to sign in to your MASA account.



Sign In




[Forgot Password?](#)



**Address**

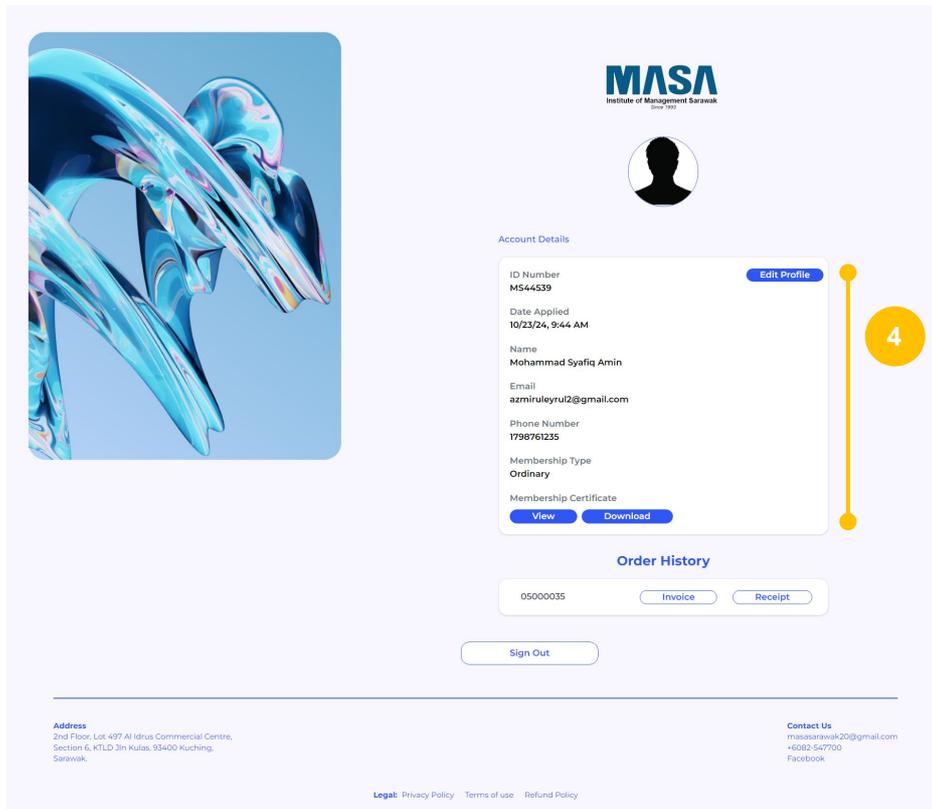
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD Jln Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**

masasarawak20@gmail.com  
6082-547700  
Facebook

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2. Fill in your registered email and password.
3. Click **'Sign In'**.



4. Once signed in, you will be redirected to your Account Page.

**MASA**  
Institute of Management Sarawak  
Since 1992

Account Details

ID Number  
MS44539 [Edit Profile](#)

Date Applied  
10/23/24, 9:44 AM

Name  
Mohammad Syafiq Amin

Email  
azmiruleyru2@gmail.com

Phone Number  
1798761235

Membership Type  
Ordinary

Membership Certificate  
[View](#) [Download](#)

**Order History**

05000035 [Invoice](#) [Receipt](#)

[Sign Out](#)

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD 3in Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6982-547700  
Facebook

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5. To edit your profile details, click **'Edit Profile'**.



Edit Profile

Personal Details

Mohammad Syafiq

Amin

010124130592

Your IC must be without '-'

azmiruleyru2@gmail.com

Diploma  RM2,000 - RM3,999

Address Details

No 24, Jalan Batu Kawa

Address Line 2

Kuching  Sarawak

93250  Malaysia

+60  1798761235

Membership\*

Ordinary

Corporate

Associate

Fellow

Company / Agency Name

Nature of Business

Area of Interest

Back  Submit



6. You may edit the following details;
  - a. Name
  - b. Identification Number
  - c. Email
  - d. Home Address
  - e. Membership Type
  - f. Nature of Business
  - g. Area of Interest.

**Address**  
 2nd Floor, Lot 497 Al Idrus Commercial Centre,  
 Section 6, KTLD Jin Kulas, 93400 Kuching,  
 Sarawak.

**Contact Us**  
 masa@sarawak20@gmail.com  
 +6082-547700  
 Facebook

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**MASA**  
Institute of Management Sarawak  
Since 1982

### Edit Profile

**Personal Details**

Mohammad Syafiq

Amin

010124130592

Your IC must be without '-',

azminruleyru2@gmail.com

Diploma RM2,000 - RM3,999

**Address Details**

No 24, Jalan Batu Kawa

Address Line 2

Kuching Sarawak

93250 Malaysia

+60 1798761235

**Membership\***

Ordinary

Corporate

Associate

Fellow

Company / Agency Name

Nature of Business

Area of Interest

[Back](#) [Submit](#)

**7**

---

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KULUJ, Jln Kulus, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6082 547710  
Facebook

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7. Click '**Submit**' to confirm your details.

**MASA**  
Institute of Management Sarawak  
1998-2022

Account Details

ID Number  
MS44539 [Edit Profile](#)

Date Applied  
10/23/24, 9:44 AM

Name  
Mohammad Syafiq Amin

Email  
azmiruleyul2@gmail.com

Phone Number  
1798761235

Membership Type  
Ordinary

Membership Certificate  
[View](#) [Download](#)

Order History

05000035 [Invoice](#) [Receipt](#)

[Sign Out](#)

---

**Address**  
2nd Floor, Lot 497, Al Idris Commercial Centre,  
Section 6, KTL D, 3rd Kulas, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6082-527700  
Facebook

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8. Click **'View'** to view the MASA membership certificate.




Account Details

ID Number  
MS44539 [Edit Profile](#)

Date Applied  
10/23/24, 9:44 AM

Name  
Mohammad Syafiq Amin

Email  
azmiruleyul2@gmail.com

Phone Number  
1798761235

Membership Type  
Ordinary

Membership Certificate

[View](#)
[Download](#)
9

**Order History**

05000035 [Invoice](#) [Receipt](#)

[Sign Out](#)

---

**Address**  
2nd Floor, Lot 487, Al Idris Commercial Centre,  
Section 6, KTLD, 3rd Mile Kuching, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6085-567700  
Facebook

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9. Click **'Download'** to download the MASA membership certificate.



E.g. MASA Certificate of Membership.

**MASA**  
Institute of Management Sarawak  
1998-2022

Account Details

ID Number  
MS44539 [Edit Profile](#)

Date Applied  
10/23/24, 9:44 AM

Name  
Mohammad Syafiq Amin

Email  
azmiruleyru12@gmail.com

Phone Number  
1798761235

Membership Type  
Ordinary

Membership Certificate  
[View](#) [Download](#)

Order History

05000035 **11** [Invoice](#) [Receipt](#) **12**

[Sign Out](#)

---

**Address**  
2nd Floor, Lot 487, Al Idris Commercial Centre,  
Section 6, KTLD, 3rd Mile Kuching, 93400 Kuching,  
Sarawak.

**Contact Us**  
masasarawak20@gmail.com  
+6085-527700  
Facebook

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11. At the Order History section, click **'Invoice'** to view your invoice.
12. Click **'Receipt'** to view your receipt.



INSTITUTE OF MANAGEMENT SARAWAK (MASA)  
2nd Floor, Lot 437, Alifira Commercial Centre,  
Section 6 KTLD, Jln Kulas, 93400, Kuching

To:  
Mohammad Syafiq Amin  
No 24, Jalan Batu Kawa  
93250 Kuching, Sarawak

# INVOICE

Email : masasarawak20@gmail.com  
Invoice #: 05000035  
Invoice Date: 23 Oct 2024  
Phone: 082-547700  
Fax:

Item	Description	Quantity	Unit Price	Discount	Price (RM)
1	Member Registration Fee	1	100.00	-	100.00
2	Annual Renewal Fee	1	30.00	-	30.00

Invoice Subtotal	130.00
Sales Tax (8%)	10.40
Other	-
Deposit Received	-
<b>TOTAL</b>	<b>140.40</b>

INSTITUTE OF MANAGEMENT SARAWAK (MASA)  
REGISTRATION NO: PPM-001-13-08121993  
ACCOUNT NO: 561190820352 (MAYBANK)

Make all checks payable to:  
**INSTITUTE OF MANAGEMENT SARAWAK (MASA)**

E.g. MASA Membership Invoice.



# OFFICIAL RECEIPT

Received from:  
 Mohammad Syafiq Amin  
 No 24, Jalan Batu Kawa  
 93250 Kuching, Sarawak

Email: masasarawak20@gmail.com  
 Receipt #: 05000035-20  
 Receipt Date: 23 Oct 2024

Description	Quantity	Unit Price	Total (RM)
1 Member Registration Fee	1	100.00	100.00
2 Annual Renewal Fee	1	30.00	30.00

Invoice Subtotal	130.00
Sales Tax (8%)	10.40
Other	-
Deposit Received	-
<b>TOTAL</b>	<b>140.40</b>

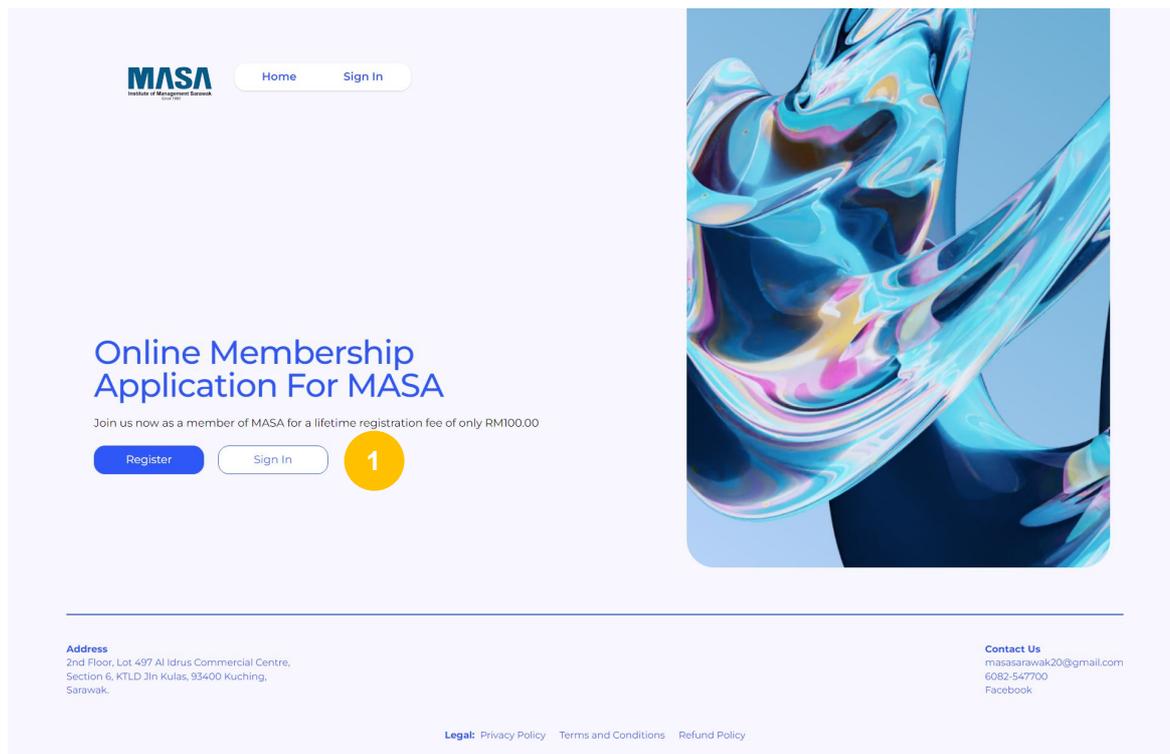
Issued by:  
**INSTITUTE OF MANAGEMENT SARAWAK (MASA)**  
 2nd Floor, Lot 497, Al-Idrus Commercial Centre,  
 Section 6 KTLD Jln Kulas, 93400, Kuching

+6082-547700  
 masasarawak20@gmail.com  
 www.masasarawak.com

Institute of Management Sarawak  
 PPM-001-13-08121993  
 2nd Floor, Lot 497,  
 Al-Idrus Commercial Centre Section 6,  
 KTLD Jalan Kulas 93400 Kuching, Sarawak.

E.g. MASA Membership Official Receipt.

# **FORGOT PASSWORD**



**MASA**  
Institute of Management Sarawak

[Home](#) [Sign In](#)

## Online Membership Application For MASA

Join us now as a member of MASA for a lifetime registration fee of only RM100.00

[Register](#) [Sign In](#) **1**

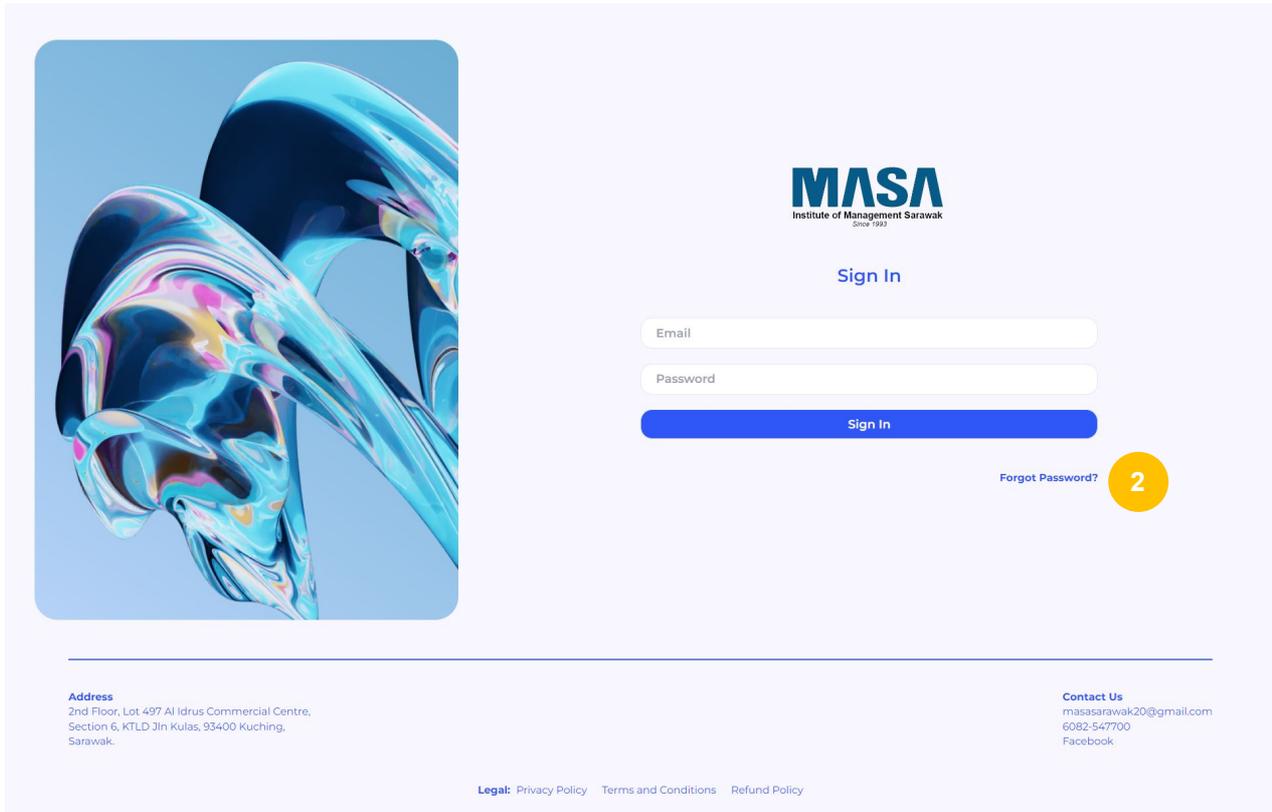
---

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**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
Facebook

**Legal:** [Privacy Policy](#) [Terms and Conditions](#) [Refund Policy](#)

1. Click **'Sign In'** to proceed to the next page.



2. Click '**Forgot Password**' to reset your password.



**MASA**  
Institute of Management Sarawak  
Since 1992

**Reset Password**

Enter the email associated with your account and we'll send you a link to reset your password.

3

Email

Continue

Don't have an account? [Sign Up](#)

---

**Address**  
 2nd Floor, Lot 497 Al Idrus Commercial Centre,  
 Section 6, KTLD 3In Kulas, 93400 Kuching,  
 Sarawak.

**Contact Us**  
 masasarawak20@gmail.com  
 6082-547700  
[Facebook](#)

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3. Fill in your registered email address.



**MASA**  
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Since 1992

**Reset Password**

Enter the email associated with your account and we'll send you a link to reset your password.

Continue

4

Don't have an account? [Sign Up](#)

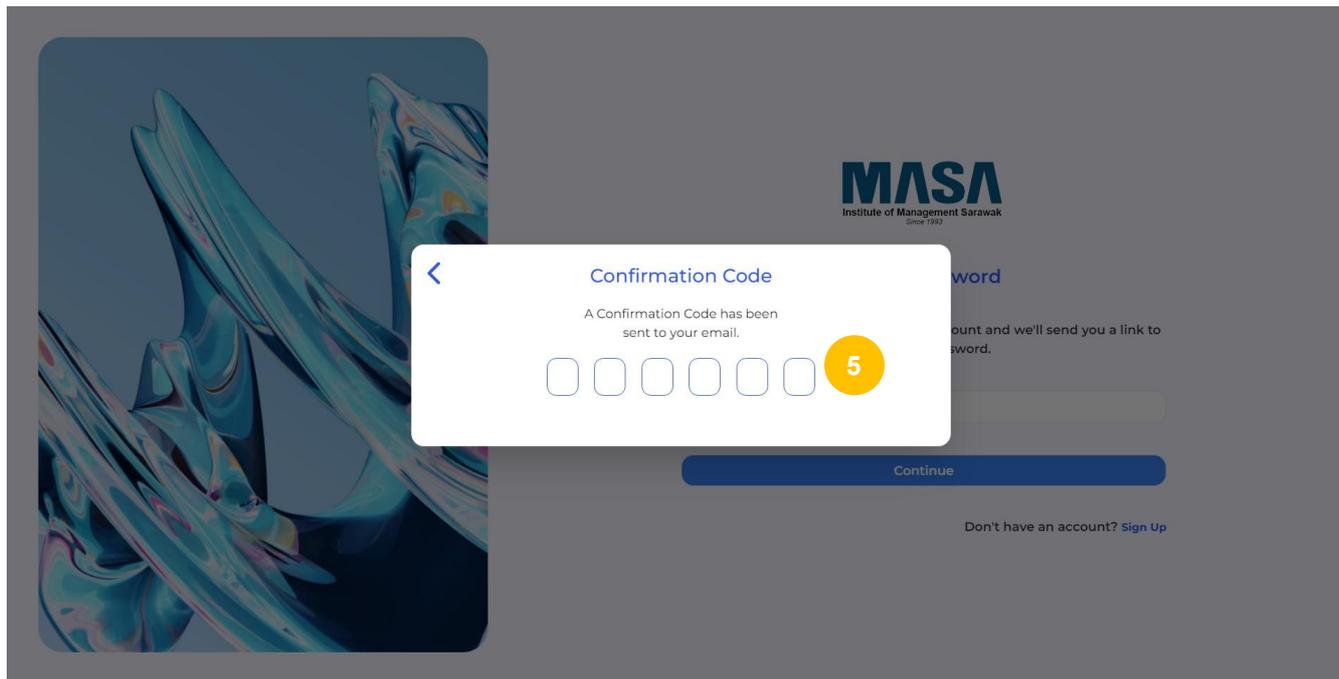
---

**Address**  
2nd Floor, Lot 497 Al Idrus Commercial Centre,  
Section 6, KTLD 3In Kulas, 93400 Kuching,  
Sarawak.

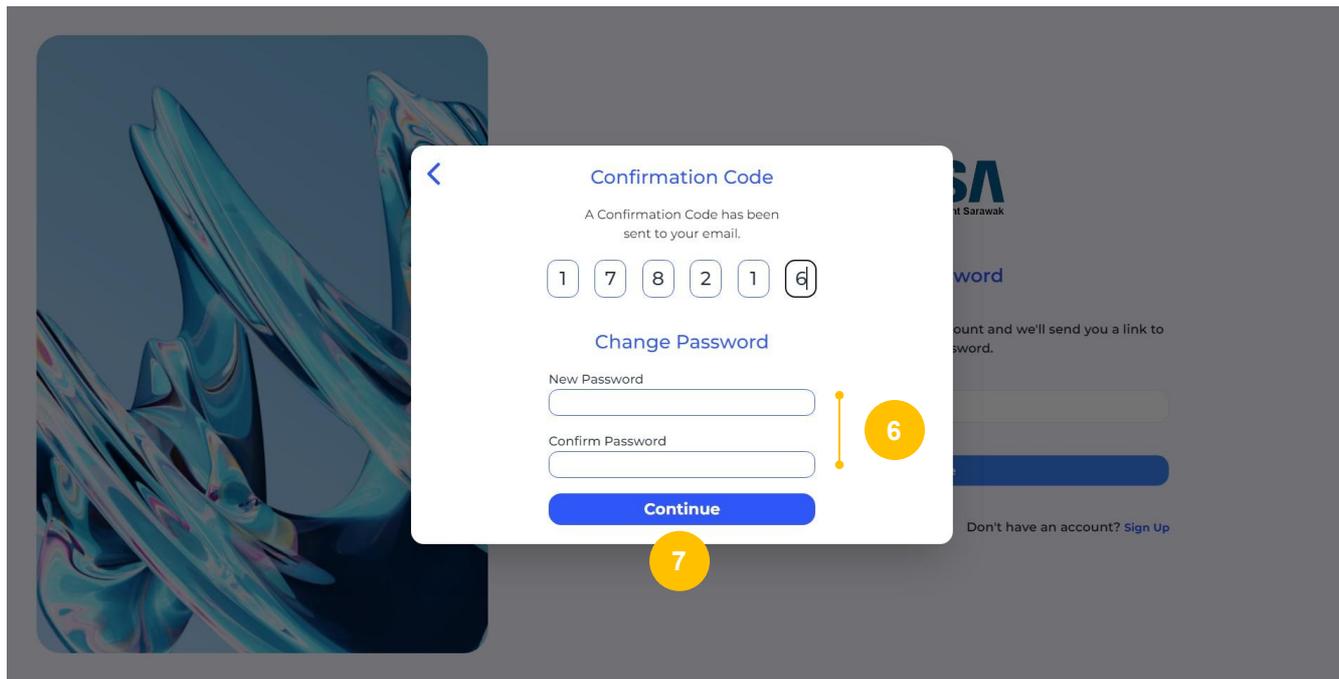
**Contact Us**  
masasarawak20@gmail.com  
6082-547700  
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4. Click '**Continue**' to proceed.



5. Enter the confirmation code that has been sent to your phone and email address.



6. Once the **Confirmation Code** is entered and verified, you will be able to enter your new password. Retype the new password to confirm.
7. Click '**Continue**' to proceed to login.

