

HOW TO REGISTER VISITORS



STEP 1: VISITORS WITH SPECIAL PASS ENTER FROM GUARD HOUSE 2



SAMPLE OF SPECIAL PASS
(CAR STICKER)

- Only visitors with Special Pass can enter from Guard House 2
- This Special Pass is only for Taska Parents/ Tuition Teacher/ Van School Driver/ Pickup-DropOff School.
- The Owner have to apply for the Special Pass from Management Office.
- The driver with Special Pass will be given Car Sticker and RM 10 will be charged for every pass.
- The driver shall enter from Guard House 2 and present their Special Pass upon entering Desa Impiana.
- Each owner can apply maximum 3 pass each.

STEP 2: SCAN MySejahtera

- Please install My Sejahtera mobile applications.
- All visitors are required to follow the S.O.P.



STEP 3: VISITORS CHECK TEMPERATURE



- ALL visitors must check temperature.
- If there are more than 1 people in the car, they shall check the temperatures too.
- Visitors with temperature above 37.5 Celsius will not be allowed to enter.

STEP 4: VISITOR S ENTER THE PREMISE

- The driver pickup and dropoff the students
- Tuition teacher enter owner house



STEP 5: VISITOR EXIT

HOW TO REGISTER VISITORS



STEP 1: ENTER FROM GUARD HOUSE 1



COURIER SERVICE & DELIVERY SERVICE



FAMILIES & VISITORS



CONTRACTORS

Delivery Services



FOOD DELIVERY SERVICE



GRAB CAR/ TAXI

STEP 2: REGISTER USING MYKAD/ LICENSE/ PASSPORT



The guard will scan the document and register the visitor information in the system



VISITOR MANAGEMENT SYSTEM (VMS)

Visitors temperature are recorded in the system



- ALL visitors MUST check temperature.
- Group of visitors can register under 1 registration.
- If there are more than 1 people in 1 transport, they shall check the temperatures too.
- Visitors with temperature above 37.5 Celsius will not be allowed to enter.

For easier access and shorter-time registration



STEP 1: Driver/Rider Check temperature
Temperature above 37.5 Celcius will not be allowed to enter



STEP 2: Driver/Rider Scan MySejahtera



STEP 3: Show booking proof

STEP 3: GET VISITOR PASS



Visitor pass
(not permitted to park inside)



Delivery pass
(for lorry to park at loading bay)



Visitor pass
(permitted to park inside for 24 hours)



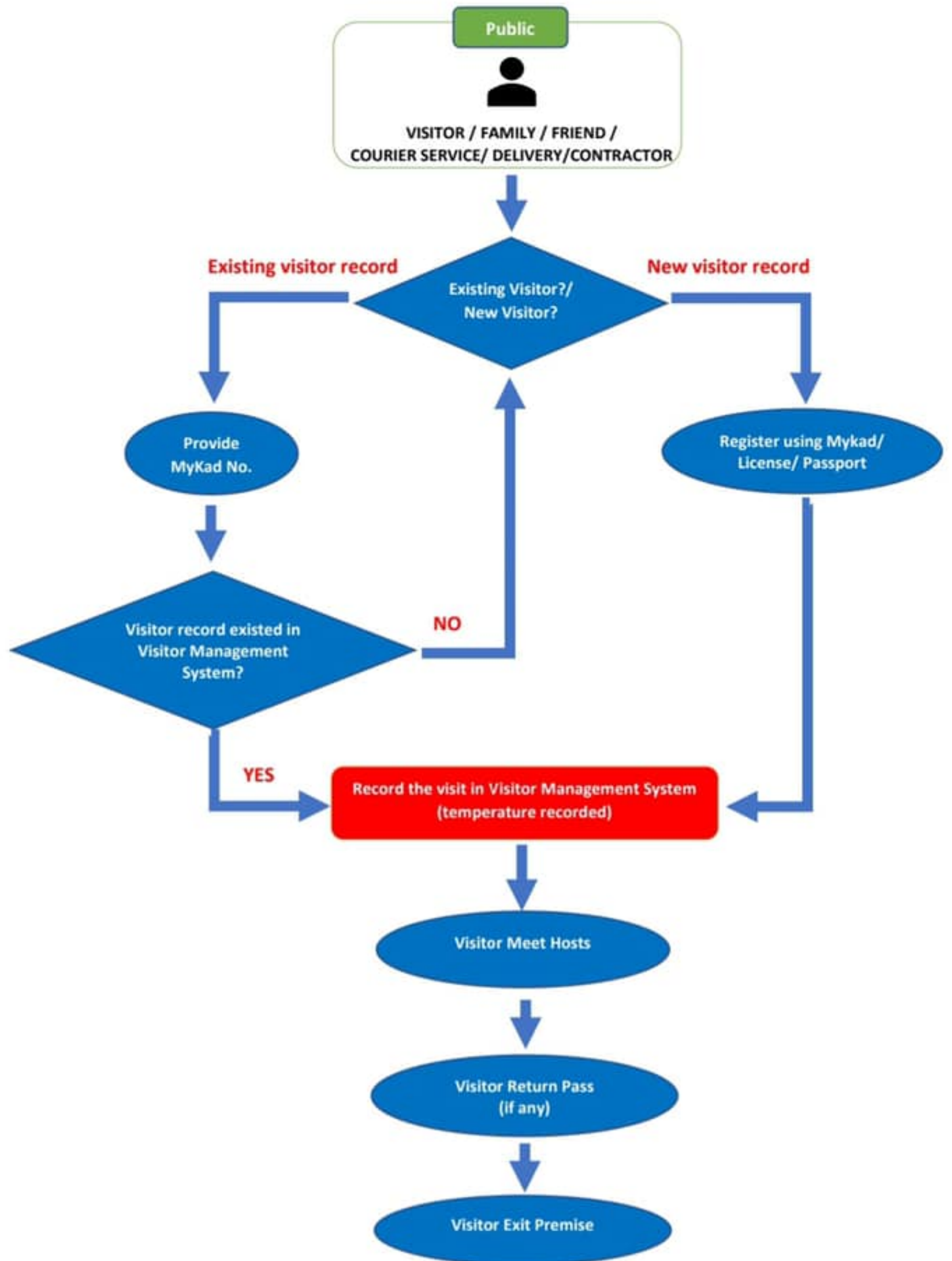
Pre-Register Pass
(for in-house contractor only)

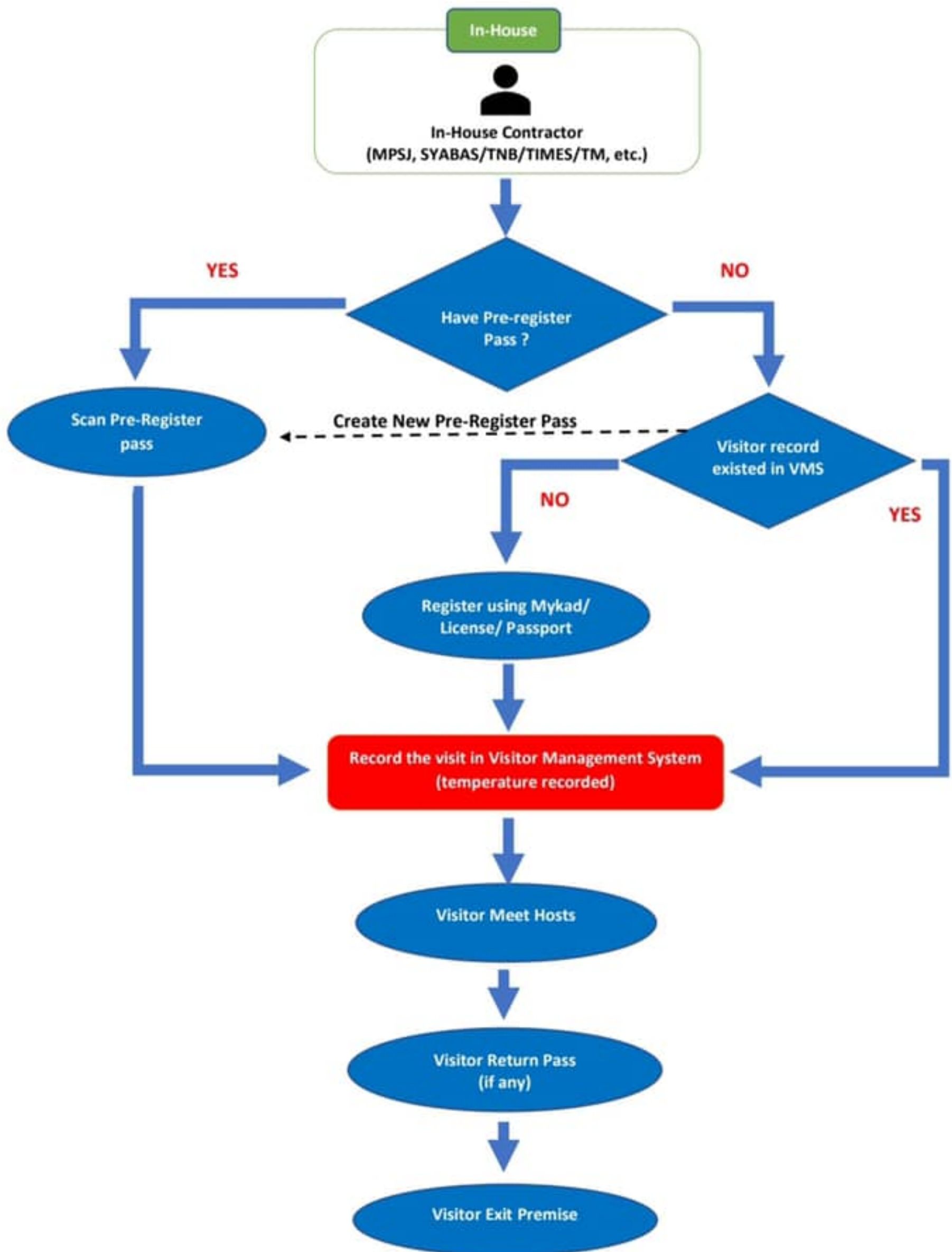
STEP 4: VISITOR MEETS HOST

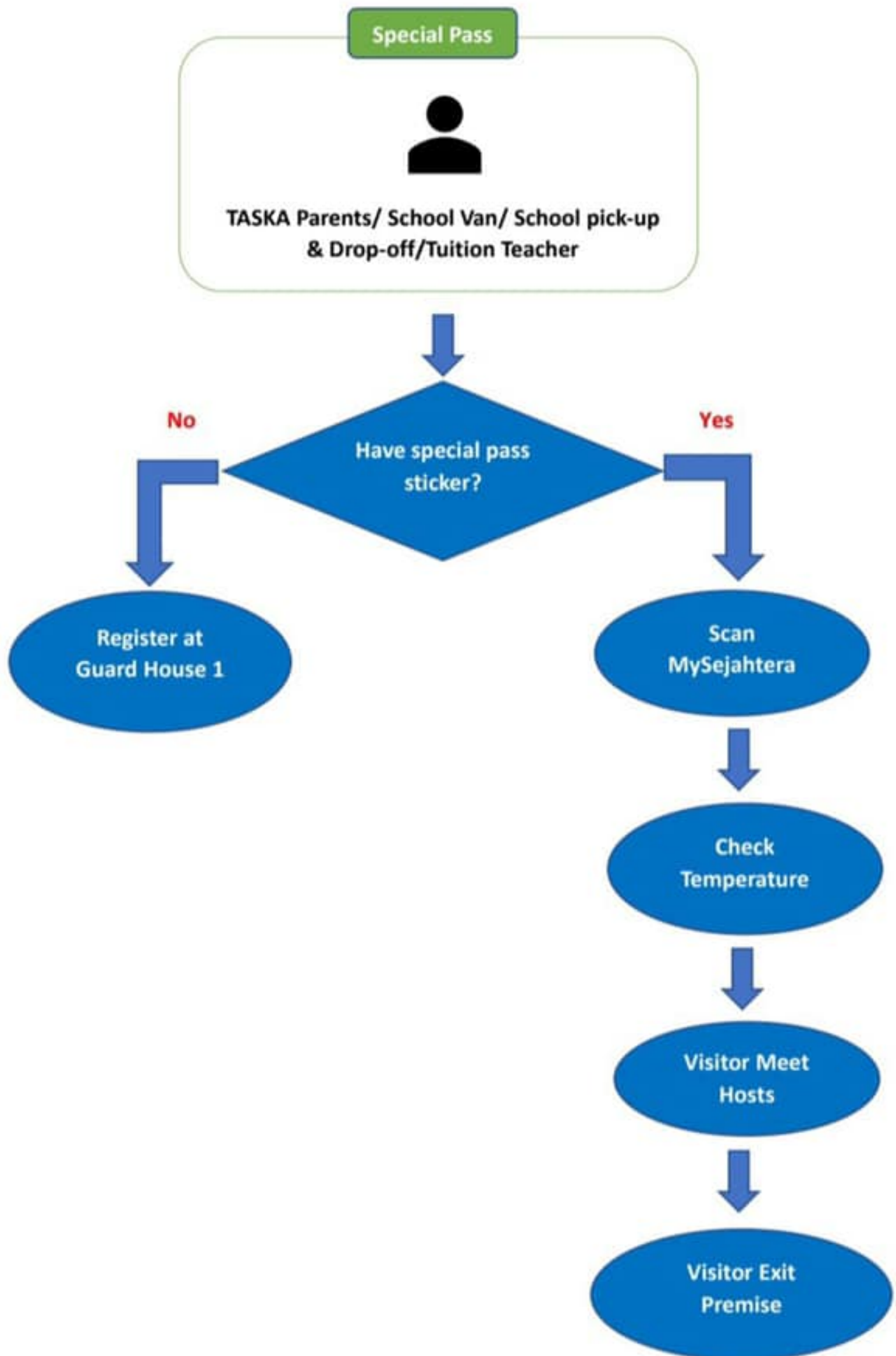


STEP 5: VISITOR RETURN PASS (IF ANY) & EXIT









Services



Food Panda/ GrabFood/ KFC delivery/ MCD delivery/ Pizza Hut delivery/Domino's Pizza/ Grab Driver/ Taxi

Show booking proof

Scan MySejahtera

Check Temperature

Visitor Meet Hosts

Visitor Exit Premise