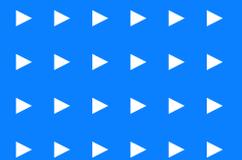


WWW.CLAP.ID USER GUIDE (SUBSCRIPTION)

PT Container Ledger Account



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(To review/approval)

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Release)

SECTION 1

Webpage & Homepage Overview



WEB PAGE OVERVIEW



Search for www.clap.id for viewing this page
(recommended Google Chrome / Microsoft Edge)



1 Subscribers

0 CLA Shipping Line / Shipping Agent / NVOCC

2 0 CLA Consignee / Freight Forwarders

3 0 CLA Brokers / CFS Operator / Warehousing

An alternative to Container Deposit practice in the Indonesia



1. List of Shipping Line/Shipping Agent/NVOCC that joined CLA.
2. List of Consignee/Freight Forwarder joined CLA.
3. List of CLA Brokers/CFS Operator/Warehousing joined CLA.
4. Email address that registered will be used as 'Username'.
5. Input the password that auto-generated for first time login. Password can be changed after login.
6. Forgot password for retrieve.
7. Click "HERE" for new registration.
8. Submit general enquiries to support team by clicking on "Assistance"

4 Username

5 Password

6 Forgot Password?

7 Don't have an account? Register [HERE!](#)

8 Need [assistance!](#)



SECTION 2

Registration Form



Company Details

Name Of Company *

Container Ledger Account Phils., Inc.

Please enter your company name.

Registration No. *

2021100027614-00

Please enter your company registration no.

Type Of Company *

Select your company type

Please select your company type.

Type Of Business *

Select your Business type

Please select your Business type.

Type Of User Role *

Select your User Role

Please select your User Role.

TIN No

TIN No

Please enter your tax identification no.

Member in Association *

CLA Account Branch *

1. The details needed for “Company Details”

- Company Name
- Sec Registration No.
- Type of Company/Business/Role (Broker/Consignee)
- Tax Identification No. (TIN)
- Select a member of any Association (Single/Multiple also allowed and other if NONE/NIL)
- Branch of Port use for Container Releases.
- Bank Details on Company/Business Name.

2. Click “Next” for the next page

Bank Account Details (Refund Purpose)

Bank Name *

Bank Name

Please enter your bank name

Account No *

Bank Account No

Please enter your bank account no.

Account Holder Name *

Eg: Same as Company Name

Please enter your bank account holder name
(Eg: Same as Company Name).

Bank Address *

Bank Address

Please enter your bank address.

Upload Bank Statement *



NEXT



Business Address

Address, Street, City, State



SIMPLIFYING LOGISTICS PAYMENT

Business Address

Address Line 1 *

Address Line 1

Please enter your Address.

Zip Code *

Please enter your zip code.

Area *

Auto

Please choose your area.

Address Line 2

Address Line 2

Please enter your Address.

Country *

Please choose your country.

City *

Select

Please choose your city.

Email Address *

yourname@yourdomain.com

This is your primary user id.

Phone number *

Please enter your telephone number(s).

Fax

Please enter your fax number(s).

Hand Phone

0123456789

Please enter hand phone no.

Alternative Phone number

Please enter your Alternative number(s).

Website

Please enter website.

1. The details needed for “Business Address”

- Company address
- Email Address (**Primary: Full Access.**)
- **Contact Number (Handphone & Landline of Person-in-charge)**

2. Click “Next” for the next page

Please encode a valid email ID for receiving a username & password for login purposes.

NEXT



Contact Person(s)

Add your contact persons



SIMPLIFYING LOGISTICS PAYMENT

Contact Person(s) Details

Contact Person (1) *

Name

Please enter your contact person(1).

Position *

Position

Please enter position in company.

Phone no *

+63 2 5561139

Please enter contact person(1)'s phone number.

Email Address

support@clap.ph

This email address should be different from your primary email address.

Contact Person (2)

Name

Please enter your contact person(2).

Position

Position

Please enter position in company.

Phone No

+63 2 5561139

Please enter contact person(2)'s phone number.

Email Address

support@clap.ph

This email address should be different from your primary email address.

1. The details needed for "Contact person(s)"

- Details (**NAME, DEPARTMENT/POSITION, CONTACT NO.**)
- Email Address (**Different from primary as activated for usage too.**)
- You may add two emails which is optional (**Limited access**) for login on each department but if needed more than 3 users please contact corporate@clap.id for assistance.

2. Click "Next" for the next page

NEXT



Supporting Documents

Upload your documents



SIMPLIFYING LOGISTICS PAYMENT

Supporting Documents

Certification of Incorporation *

Upload SEC registration form or Business Permit

1. The Document needed for “Supporting Document”
 - **Registration Certificate**
2. Click “Next” for the next page.

Please upload as scanned or captured format (PDF/JPEG) and wait till fully loaded to proceed next.

NEXT



Customer Declaration

Review and Submit



SIMPLIFYING LOGISTICS PAYMENT

Customer Declaration

CLA Account Type

CLA Deposit

Select your preferred CLA Account Type

- I/We hereby confirm that the information provided herein is accurate, correct and complete.
- I/We accept and agree to be CLA Portal user while using the services on the Portal and shall comply to its [Terms & Conditions](#).



All is good! Please confirm the form submission.

Yes, submit!

No, cancel

1. The Declaration needed for account type and agreed to Terms and Conditions on using the portal.
2. Click "Submit" to complete the form application.
3. Once completed and following the requirement, there will be a prompt that "All is good!" Please click "Yes, Submit".

Please select "CLA Deposit" for immediate use and you may contact us to change the type for cash after done CLA TOP-UP (Cash Limit) as a CLA Cash.

SUBMIT

SECTION 3 & 4

CLA Email Notification & Login



• Emails and Notifications

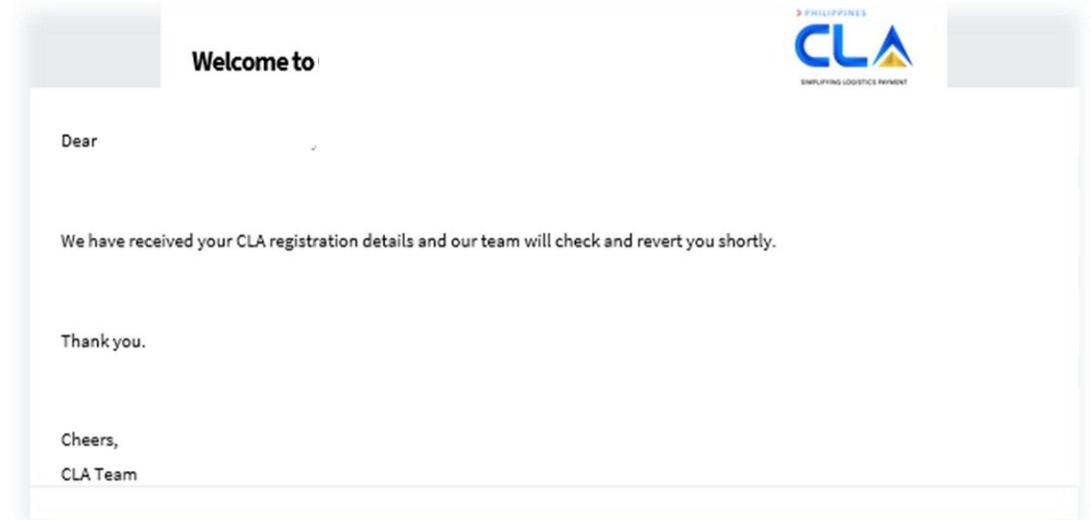


Success!! Thank you for registering for CLA

Your application is being processed. Our team will get back to you within 1 working day.

Regards,

[Back to Home](#)



1. Once done clicked “Yes, Submit!” CLA Indonesia will receive the form submission and will be reviewing the details and supporting documents.
2. For the registered email id will be receiving a mail notification acknowledging the application form
3. Please check in all folders of encoded email IDs as the mail will be sent to **Inbox/Junk/Spam/Detected Items** because it’s an auto mail system. (clap.noreply@clap.id) **Please be aware of the email ID.**

Please take note that email will be sent once clicked “Yes, Submit!” and the email is not monitored. Contact corporate@clap.id for assistance.

• Login



Welcome to



Dear

Your CLA subscription has been approved. Please use below credentials to access your CLA account.

Username :

Password :

Company :

Cheers,
CLA Team

Sign In

Remember me

[Forgot Password?](#)

Sign In

Don't have an account? Register [HERE!](#)

Need [assistance!](#)

1. After CLA Phils approves the submission another email will be received for encoded email IDs with different contents and subjects.
2. You may copy the email and password. Paste them in the **“Sign In”** field to login into www.clap.id, and start to use the portal for CLA Release.
3. You may change the password after login in to Dashboard by clicking the **“Profile Icon”**  **On the top right.**

THANK YOU

PT Container Ledger Account

Aldeoz Building Lantai 3,
Jl. Warung Jati Barat No. 39,
Kalibata, Pancoran, Jakarta Selatan 12740.

  Container Ledger Account