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Information and Contents set forth in the documentation are subjected to changes and will be release as Updates in subsequent version.
SUMMARY OF DOCUMENTATION CHANGES

This User Manual document is subject to document control. For identification of amendments, each page contains a release number and a page number, and its section. Changes will only be issued as complete replacement sections covered by a signed release notice.

There are no changes applied, as this is the first release of the entire document.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Introduction</td>
<td>5</td>
</tr>
<tr>
<td>1.1 Definitions, acronyms and abbreviations</td>
<td>5</td>
</tr>
<tr>
<td>2 Software Requirements</td>
<td>6</td>
</tr>
<tr>
<td>3 SPD User ID Application</td>
<td>6</td>
</tr>
<tr>
<td>4 Applications for Internet User</td>
<td>6</td>
</tr>
<tr>
<td>4.1 Applications on SPD</td>
<td>6</td>
</tr>
<tr>
<td>4.2 SPD Internet Home Page</td>
<td>8</td>
</tr>
<tr>
<td>5 Software Installation and Configuration</td>
<td>9</td>
</tr>
<tr>
<td>5.1 Adobe Reader 8</td>
<td>9</td>
</tr>
<tr>
<td>5.2 Internet Explorer 7 (IE7)</td>
<td>13</td>
</tr>
<tr>
<td>5.2.1 Install IE7</td>
<td>13</td>
</tr>
<tr>
<td>5.2.2 Post-Installation of IE7</td>
<td>18</td>
</tr>
<tr>
<td>5.2.3 Configure IE7</td>
<td>19</td>
</tr>
<tr>
<td>5.3 Java Runtime Environment (JRE)</td>
<td>22</td>
</tr>
<tr>
<td>5.4 Java Web Start</td>
<td>24</td>
</tr>
<tr>
<td>5.5 Upload Manager</td>
<td>26</td>
</tr>
<tr>
<td>5.6 Configuration of Upload Manager</td>
<td>26</td>
</tr>
<tr>
<td>6 Upload Manager</td>
<td>28</td>
</tr>
</tbody>
</table>
Table of Figures

Figure 4-1 SPD Internet Home Page ................................................................. 8
Figure 4-2 SPD preferred environment dropdown list ........................................ 9
Figure 5-1 Adobe Reader Installation 1 ............................................................ 10
Figure 5-2 Adobe Reader Installation 2 ............................................................ 10
Figure 5-3 Adobe Reader Installation 3 ............................................................ 11
Figure 5-4 Adobe Reader Installation 4 ............................................................ 11
Figure 5-5 Adobe Reader Installation 5 ............................................................ 12
Figure 5-6 Adobe Reader Installation 6 ............................................................ 12
Figure 5-7 IE7 Installation 1 .............................................................................. 13
Figure 5-8 IE7 Installation 2 .............................................................................. 13
Figure 5-9 IE7 Installation 3 .............................................................................. 14
Figure 5-10 IE7 Installation 4 ............................................................................. 14
Figure 5-11 IE7 Installation 5 ............................................................................. 15
Figure 5-12 IE7 Installation 6 ............................................................................. 15
Figure 5-13 IE7 Installation 7 ............................................................................. 16
Figure 5-14 IE7 Installation 8 ............................................................................. 16
Figure 5-15 IE7 Installation 9 ............................................................................. 17
Figure 5-16 IE7 Post Installation 1 ................................................................. 18
Figure 5-17 Configure IE7 1 ............................................................................ 19
Figure 5-18 Configure IE7 2 ............................................................................ 20
Figure 5-19 Configure IE7 3 ............................................................................ 20
Figure 5-20 JRE 1 .......................................................................................... 23
Figure 5-21 JRE 2 .......................................................................................... 23
Figure 5-22 JRE 2 .......................................................................................... 24
Figure 5-23 Java Web Start 1 .......................................................................... 25
Figure 5-24 Java Web Start 2 .......................................................................... 25
Figure 5-25 Java Web Start 3 .......................................................................... 26
Figure 5-26 Java Web Start 4 .......................................................................... 26
Figure 5-27 Upload Manager 1 ...................................................................... 27
Figure 5-28 Upload Manager 2 ...................................................................... 28
Figure 6-1 Checklist for Upload Manager ..................................................... 29
Figure 6-2 Checklist pop up window ............................................................... 29
Figure 6-3 Upload Manager window ............................................................. 30
Figure 6-4 Upload Manager Browser Window .............................................. 30
Figure 6-5 Quantity shown on Checklist window ......................................... 31
1 Introduction

Sistem Pengangkutan Darat (SPD) is to facilitate end-to-end management of electronic application and approval process through the Web-based platform provided by the system. With all application submission, system helps monitor the whole application and approval process and provides timely information to both LTD and Internet users.

SPD is designed to be accessible from SPD Internet Home Page (https://www.pengangkutan-darat.gov.bn). Internet user with SPD accounts will be able to access designated SPD functions upon login. For more information on SPD account registration, please refer to the SPD User Guide below.

This user guide is divided into 3 main sections containing instructions meant for Internet User who need to submit their application online through SPD.

Introduction
This section explains what the SPD is and how it works.

Software Requirements
This section explains the software required to be installed in order to access SPD.

SPD User ID Application
This section explains the application requirement for SPD User ID.

Application for Internet User
This section explains the applications available for Business, Portal and Public users.

Software Installation and Configuration
This section explains the installation and configuration required for SPD.

Upload Manager
This section explains the instruction on how to use the Upload Manager to upload applicant’s document for submission together with the application.

1.1 Definitions, acronyms and abbreviations

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPD</td>
<td>Sistem Pengangkutan Darat</td>
</tr>
<tr>
<td>LTD</td>
<td>Land Transport Department</td>
</tr>
<tr>
<td>Business User</td>
<td>Motor agents, parallel and individual importers</td>
</tr>
<tr>
<td>Portal User</td>
<td>Insurance Companies, Financial Institutions and other government bodies</td>
</tr>
<tr>
<td>Public User</td>
<td>All user issued with authorized SPD User ID</td>
</tr>
</tbody>
</table>
2 Software Requirements

The following software is required to be installed in order for Internet User to access SPD.

1) Internet Explorer 7  

2) Java Runtime Environment 1.5.0.12 x86  
   Download from [http://java.sun.com/products/archive/j2se/5.0_12/index.html](http://java.sun.com/products/archive/j2se/5.0_12/index.html)

3) Adobe Reader 8.11 EN or higher  

4) Java Web Start 1.0.1.02 x86  

3 SPD User ID Application

SPD is a one stop online electronic application portal handling all vehicle–related transactions for Land Transport Department. The system is catered for Business User (Car Dealer & Parallel Importer), Portal User (Insurance Companies, financial Institutions & other government bodies) and Public User.

All users can download the application form from the SPD login page. The filled application form can be submitted to LTD via email to SPD_APPLICATION@land-transport.gov.bn.

All users will be required to have an email account stated in the SPD User ID application form. Upon approval of application, User ID and Password will be sent to the applicant via 2 emails containing the registered user ID and password upon approval of the user registration by SPD administrator. You can use the registered user ID and password to login to SPD and access the functions. The login function ensures only authorised users can perform designated submission of SPD applications.

4 Applications for Internet User

This section describes the applications available on SPD for the Business, Portal and Public Users via Internet.

4.1 Applications on SPD

<table>
<thead>
<tr>
<th>Menu</th>
<th>Internet User</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business</td>
</tr>
<tr>
<td>Desktop</td>
<td>✔</td>
</tr>
<tr>
<td>Application</td>
<td>✔</td>
</tr>
<tr>
<td></td>
<td>Technical</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Options</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Change Engine / Colour</td>
<td>Modification Approval, Duplicate Tech Cert, Duplicate Reg. Book, Resubmission</td>
</tr>
<tr>
<td>Registration</td>
<td>Vehicle Registration, Vehicle Exportation, Change / Retain Veh Reg No, Non-Use Vehicle, Extend Retention of Veh Reg No, Duplicate Vehicle Reg Book, Resubmission</td>
</tr>
<tr>
<td>Driving Licence</td>
<td>New PDL, New Driving Licence, Additional Classification, International Driving Permit, Vocational Driving Licence, Convert Foreign DL, Renew PDL, Renew Driving Licence, Resubmission, Duplicate PDL, Duplicate Full DL, Duplicate VDL</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Transfer of Ownership, Resubmission, Duplicate Vehicle Licence, New / Renew Vehicle Licence, Resubmission, New / Additional P Permit, New / Additional S Permit, New / Additional Taxi Permit, New / Additional Bus Permit, New / Additional R Permit, New / Additional KSPS Permit, Cross Border Permit, Renew Vehicle Permit, Cancel Vehicle Permit, Advertisement Permit, Resubmission</td>
</tr>
<tr>
<td>Vehicle Permit</td>
<td>Make, Vehicle Licence, New / Additional P Permit, New / Additional S Permit, New / Additional Taxi Permit, New / Additional Bus Permit, New / Additional R Permit, New / Additional KSPS Permit, Cross Border Permit, Renew Vehicle Permit, Cancel Vehicle Permit, Advertisement Permit, Resubmission</td>
</tr>
</tbody>
</table>
4.2 SPD Internet Home Page

The SPD Internet home page is accessible to all Business, Portal and Public, which have registered User ID account under SPD. To access the SPD Internet home page, log on to https://www.pengangkutan-darat.gov.bn via the Microsoft Internet Explorer web browser.

It is recommended that you use the Internet Broadband for SPD.

![ SPD Internet Home Page](image)

Figure 4-1 SPD Internet Home Page

After login, the user will be able to choose their preferred environment (Business, Portal or Public) from the dropdown list as show below.
5 Software Installation and Configuration

5.1 Adobe Reader 8

Adobe Reader software is the global standard for electronic document sharing. It is the only PDF viewer that can open and interact with all PDF documents.

The installation software can be obtained from [http://get.adobe.com/reader/](http://get.adobe.com/reader/).

Note: The latest version of Adobe Reader tested for SPD is version 8.1.2.

Run the installation software and the following screen will be displayed. Click [Run] button to run the installation program.
The Adobe Reader installation software will start to initialize the installation process.
The following screen will be displayed once initialized. Click [Next] button to proceed.

![Figure 5-3 Adobe Reader Installation 3](image)

Click [Install] button to confirm the installation.

![Figure 5-4 Adobe Reader Installation 4](image)
The installer will proceed to install the necessary files for running the Adobe Reader.

Once the installation is completed, the system will display the following screen. Click [Finish] button to complete the installation.
5.2 Internet Explorer 7 (IE7)

5.2.1 Install IE7

Internet Explorer 7 is the most secure version of Internet Explorer to date. The installation software can be obtained from http://www.microsoft.com/windows/downloads/ie/getitnow.mspx

Run the installation software and the following screen will be displayed. Click [Run] button to run the installation program.

The installation software will start to extract and load the necessary files for the installation.

Once the extraction of the file is completed, the following screen will be displayed. Click [Next] button to proceed.
Read the license terms and click [I Accept] button to accept the license terms from Microsoft.

![Image of IE7 Installation 3]

Check the “Install the latest updates for Internet Explorer and the Microsoft Windows Malicious Software Removal Tool (recommended)” checkbox. By checking this checkbox, the installation file will download the latest updates for IE from the Internet.

Click [Next] to proceed.

![Image of IE7 Installation 4]
Upon clicking [Next], the installation of IE7 will be started. The following screens will be displayed throughout the installation process.

![Figure 5-11 IE7 Installation 5](image1)

![Figure 5-12 IE7 Installation 6](image2)
The following screen will be displayed once the installation process is completed. Click [Restart Now (Recommended)] to restart the machine. (IE7 installation requires restarting of the machine to complete the installation).
Figure 5-15 IE7 Installation 9

Setup was unable to install the latest Windows Internet Explorer updates. After you restart your computer, open Internet Explorer, click the Tools button, and click Windows Update.
5.2.2 Post-Installation of IE7

Once the machine is restarted, Windows will complete the installation. Once completed, run the IE7 program and the following screen will be displayed.

Note: This configuration only has to be done once.

Follow the steps to complete the configuration.

Figure 5-16 IE7 Post Installation 1
5.2.3 Configure IE7

SPD utilizes on the ActiveX technology. By default, the ActiveX setting for Internet Explorer is limited. Therefore, we need to configure the settings in order for us to run the ActiveX component.

The following steps describe the configuration required to be done on IE7 for the above requirement:

Open IE7 and go to menu “Tools” -> “Internet Options”
System displays Internet Options dialog box. Click on “Security” tab and click on

![Configure IE7 2](image)

Figure 5-18 Configure IE7 2

System displays the “Security Settings” dialog box.

![Configure IE7 3](image)

Figure 5-19 Configure IE7 3
Check and ensure that the Settings are the same as the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Settings</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>.NET Framework</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Loose XAML</td>
<td>Enable</td>
</tr>
<tr>
<td>2.</td>
<td>XAML browser applications</td>
<td>Enable</td>
</tr>
<tr>
<td>3.</td>
<td>XPS documents</td>
<td>Enable</td>
</tr>
<tr>
<td></td>
<td><strong>.NET Framework-reliant components</strong></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Run components not signed with Authenticode</td>
<td>Enable</td>
</tr>
<tr>
<td>5.</td>
<td>Run components signed with Authenticode</td>
<td>Enable</td>
</tr>
<tr>
<td></td>
<td><strong>ActiveX controls and plug-ins</strong></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Allow previously unused ActiveX controls to run without prompt</td>
<td>Disable</td>
</tr>
<tr>
<td>7.</td>
<td>Allow Scriptlets</td>
<td>Prompt</td>
</tr>
<tr>
<td>8.</td>
<td>Automatic prompting for ActiveX controls</td>
<td>Enable</td>
</tr>
<tr>
<td>9.</td>
<td>Binary and script behaviours</td>
<td>Enable</td>
</tr>
<tr>
<td>10.</td>
<td>Display video and animation on a webpage that does not use external media player</td>
<td>Disable</td>
</tr>
<tr>
<td>11.</td>
<td>Download signed ActiveX controls</td>
<td>Prompt (recommended)</td>
</tr>
<tr>
<td>12.</td>
<td>Download unsigned ActiveX controls</td>
<td>Prompt</td>
</tr>
<tr>
<td>13.</td>
<td>Initialize and script ActiveX controls not marked as safe for scripting</td>
<td>Prompt</td>
</tr>
<tr>
<td>14.</td>
<td>Run ActiveX controls and plug-ins</td>
<td>Enable</td>
</tr>
<tr>
<td>15.</td>
<td>Script ActiveX controls marked safe for scripting</td>
<td>Enable</td>
</tr>
<tr>
<td></td>
<td><strong>Downloads</strong></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Automatic prompting for file downloads</td>
<td>Enable</td>
</tr>
<tr>
<td>17.</td>
<td>File download</td>
<td>Enable</td>
</tr>
<tr>
<td>18.</td>
<td>Font download</td>
<td>Enable</td>
</tr>
<tr>
<td></td>
<td><strong>.NET Framework setup</strong></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Enable .NET Framework setup</td>
<td>Enable</td>
</tr>
<tr>
<td></td>
<td><strong>Miscellaneous</strong></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Access data sources across domains</td>
<td>Disable</td>
</tr>
<tr>
<td>21.</td>
<td>Allow META REFRESH</td>
<td>Enable</td>
</tr>
<tr>
<td>22.</td>
<td>Allow scripting of Internet Explorer web browser control</td>
<td>Disable</td>
</tr>
<tr>
<td>23.</td>
<td>Allow script-initiated windows without size or position constraints</td>
<td>Disable</td>
</tr>
<tr>
<td>24.</td>
<td>Allow webpages to use restricted protocols for active content</td>
<td>Prompt</td>
</tr>
<tr>
<td>25.</td>
<td>Allow websites to open windows without address or status bars</td>
<td>Disable</td>
</tr>
<tr>
<td>26.</td>
<td>Display mixed content</td>
<td>Prompt</td>
</tr>
<tr>
<td>27.</td>
<td>Don’t prompt for client certificate selection when no certificates or only one certificate exists</td>
<td>Disable</td>
</tr>
<tr>
<td>28.</td>
<td>Drag and drop or copy and paste files</td>
<td>Enable</td>
</tr>
<tr>
<td>29.</td>
<td>Include local directory path when uploading files to a server</td>
<td>Enable</td>
</tr>
<tr>
<td>30.</td>
<td>Installation of desktop items</td>
<td>Prompt (recommended)</td>
</tr>
</tbody>
</table>
31. Launching applications and unsafe files
Prompt (recommended)

32. Launching programs and files in an IFRAME
Prompt (recommended)

33. Navigate sub-frames across different domains
Disable

34. Open files based on content, not file extension
Enable

35. Software channel permissions
Medium safety
(recommended)

36. Submit non-encrypted form data
Enable

37. Use Phishing Filter
Enable

38. Use Pop-up Blocker
Enable

39. Userdata persistence
Enable

40. Websites in less privileged web content can navigate into this zone
Enable

Scripting

41. Active scripting
Enable

42. Allow Programmatic clipboard access
Prompt

43. Allow status bar updates via script
Disable

44. Allow websites to prompt for information using scripted windows
Disable

45. Scripting of Java applets
Enable

User Authentication

46. Logon
Automatic logon only in Intranet zone

5.3 Java Runtime Environment (JRE)

The Java Runtime Environment, or JRE, is software that allows a computer system to run a Java application. The installation software can be obtained from http://java.sun.com/products/archive/j2se/5.0_12/index.html.

Note: The latest version of JRE tested for SPD is version 1.5.0_11. Newer version of JRE may/may not be compatible with SPD.

Run the installation software and the following screen will be displayed. Read the “License Agreement” and click [Accept >] to accept the license agreement and proceed with the installation.
Upon clicking [Accept >] button, the installation software will start installing the necessary files to the machine.
The following screen will be displayed once the installation is completed. Click [Finish] to finish the installation process.

![Installation Completed](image)

**Figure 5-22 JRE 2**

### 5.4 Java Web Start

Java Web Start is software that allows Java software applications to be deployed over the network. In SPD, Java Web Start is being used for deploying and running the Upload Manager (UM). This installation software can be obtained from [http://java.sun.com/javase/technologies/desktop/javawebstart/download.jsp](http://java.sun.com/javase/technologies/desktop.javawebstart/download.jsp)

Note: SPD only support Java Web Start version 1.0.1_02. Lower or higher version of Java Web Start is not supported.

Run the installation software and the following screen will be displayed. Read the “License Agreement” and click [Accept] to accept the license agreement and proceed with the installation.
The Java Web Start will look for the latest JRE installed and indicate as the directory to install Java Web Start. Click [Next >] to proceed with the installation.

The installation software will start to copy the necessary files to the JRE folder.
Once the installation is completed, the following screen will be displayed. If you wish to view more information provided by Java Web Start, click [Yes]. Else, click [No]. (Both options will exit from the installation process)

5.5 Upload Manager

5.6 Configuration of Upload Manager

Step 1: Launch this URL
The below screen will be displayed.
Step 2: Upon the load up of this screen click on ‘Setup’. The below screen will be displayed. Following are the parameters that you need to configure:
- Host: https://www.pengangkutan-darat.gov.bn
- Port: 443
- Application Context: spd

After you configure the Upload Manager, you can test the connection by clicking on the “Test Connection” button. “Test Connection Successful” message will be displayed if the connectivity is available. Otherwise, “Test Connection Failed” message will be shown.
6 Upload Manager

Official documentation is needed to be submitted for application in SPD. These documents can be submitted via SPD Upload Manager in PDF, JPEG and TIF formats. The maximum file size for each document shall be less than 1 MB.
Click onto the [Checklist] button and the below checklist window will pop up.

Figure 6-2 Checklist pop up window

Click onto the [File] button as indicated on the above window and the Upload Manager window will pop up as shown below. Click on the [Browse] button to locate the document for uploading.
After uploading your document, the Checklist window should display the quantity of document you have uploaded into SPD as shown below.
Figure 6-5 Quantity shown on Checklist window