

# Lawnet Portal User Manual

**PERCETAKAN NASIONAL MALAYSIA BERHAD**

Unit Lwnet

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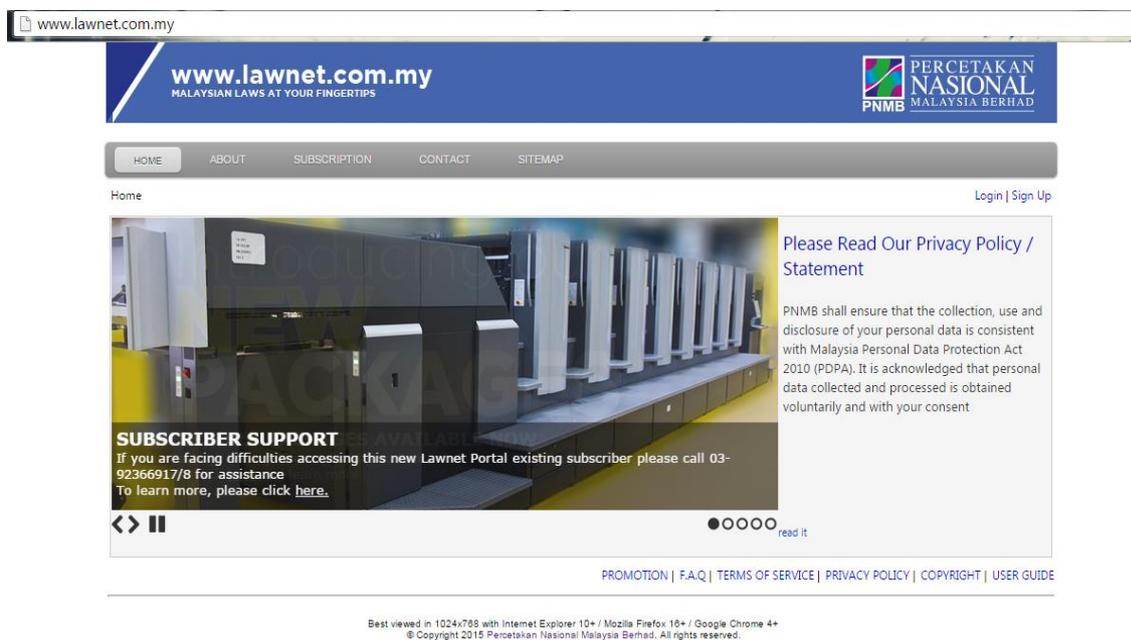
[cservice@printnasiona.com.my](mailto:cservice@printnasiona.com.my)

## 1.0 Introduction

Percetakan Nasional Malaysia Berhad has revamped it's Lawnet Portal to better serve our valued subscriber in 2015.

To access Lawnet Portal you need to have a Personal Computer with Internet Connection. For better view Compatible Browser is Internet Explorer version 10 and above, Mozilla Firefox version 16 and above and Google Chrome version 4 and above.

Simply point your browser URL to <http://www.lawnet.com.my> to use new Lawnet Portal.



The screenshot shows the homepage of the Lawnet Portal. The browser address bar displays [www.lawnet.com.my](http://www.lawnet.com.my). The website header features the URL [www.lawnet.com.my](http://www.lawnet.com.my) with the tagline "MALAYSIAN LAWS AT YOUR FINGERTIPS" and the logo of Percetakan Nasional Malaysia Berhad (PNMB). A navigation menu includes links for HOME, ABOUT, SUBSCRIPTION, CONTACT, and SITEMAP. The main content area is titled "Home" and includes a "Login | Sign Up" link. A large banner image shows a modern office interior with a "SUBSCRIBER SUPPORT" message: "If you are facing difficulties accessing this new Lawnet Portal existing subscriber please call 03-92366917/8 for assistance. To learn more, please click [here](#)." To the right of the banner is a "Please Read Our Privacy Policy / Statement" section, which states: "PNMB shall ensure that the collection, use and disclosure of your personal data is consistent with Malaysia Personal Data Protection Act 2010 (PDPA). It is acknowledged that personal data collected and processed is obtained voluntarily and with your consent." Below the banner and privacy policy is a "read it" button. At the bottom of the page, there are links for PROMOTION | F.A.Q | TERMS OF SERVICE | PRIVACY POLICY | COPYRIGHT | USER GUIDE. A footer note reads: "Best viewed in 1024x768 with Internet Explorer 10+ / Mozilla Firefox 16+ / Google Chrome 4+ © Copyright 2015 Percetakan Nasional Malaysia Berhad. All rights reserved."

## 2.0 Subscribing Online / Offline

One of the major improvements for the New Lawnet Portal is facility to pay online. Before we proceed further, this user manual will guide you thru the signup process which enable Lawnet to communicate with you in future.

### 2.1 Signing Up

To signup click signup



Fill up all the Required Details

Please fill up the Company's detail (then Individual's detail next page)

Basic Profile					
Organization Name	<input type="text"/>	*	Category	<Not Specified>	*
Address	<input type="text"/>	*	Industry	<Not Specified>	*
	<input type="text"/>		Phone	<input type="text"/>	*
Town/City	<input type="text"/>	*	Fax	<input type="text"/>	*
Postcode	<input type="text"/>	*	Email	<input type="text"/>	*
State	Johor	*	Website	<input type="text"/>	
Country	MALAYSIA	*			
Contact Detail					
Contact Name	<input type="text"/>	*	Designation	<input type="text"/>	*
Telephone	<input type="text"/>	*	Mobile	<input type="text"/>	
Contact Name	<input type="text"/>		Designation	<input type="text"/>	
Telephone	<input type="text"/>		Mobile	<input type="text"/>	
How do you know about LawNet Online Library?	<Not Specified>	*			
<input type="checkbox"/> I agree that I have read and understood <a href="#">LawNet Terms of Service</a>					
					<a href="#">Next</a>

Field that are marked with (\*) are compulsory to enter and make sure you entered valid e-mail as Activation e-mail will be sent for verification.

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Review Lawnet Terms of Service and Click Agree if you agree to proceed. Click Next.

Specify your preferred username and check for availability

Please fill up Individual's details

**Login Detail**

User ID	<input type="text" value="user123"/>	*	Last Name	<input type="text" value="Test"/>	*
First Name	<input type="text" value="User"/>	*	Confirm Email	<input type="text" value="muzahar.mukhtar@gmail.com"/>	*
Email	<input type="text" value="muzahar.mukhtar@gmail.com"/>	*	Confirm Password	<input type="text" value="*****"/>	*
Password	<input type="text" value="*****"/>	*			

**Users**

Click Add User. If user name are not taken you may see a row of username has been added to your customer profile.

Please fill up Individual's details

**Login Detail**

User ID	<input type="text"/>	*	Last Name	<input type="text"/>	*
First Name	<input type="text"/>	*	Confirm Email	<input type="text"/>	*
Email	<input type="text"/>	*	Confirm Password	<input type="text"/>	*
Password	<input type="text"/>	*			

**Users**

UserName	First Name	LastName	Email	Delete
user123	User	Test	muzahar.mukhtar@gmail.com	<input type="button" value="X"/>

Click Next

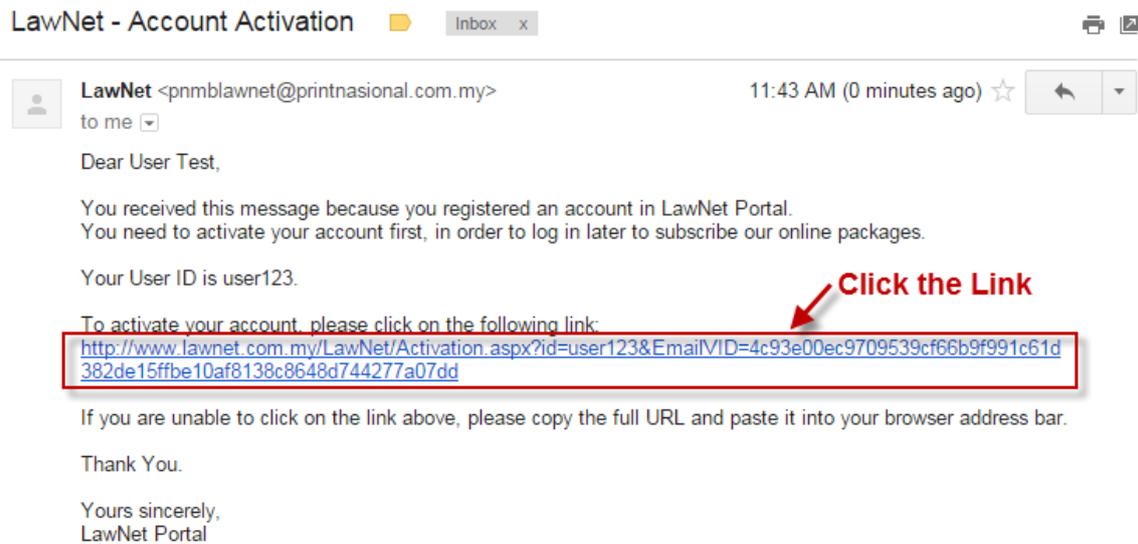
Sign Up

**Summary**

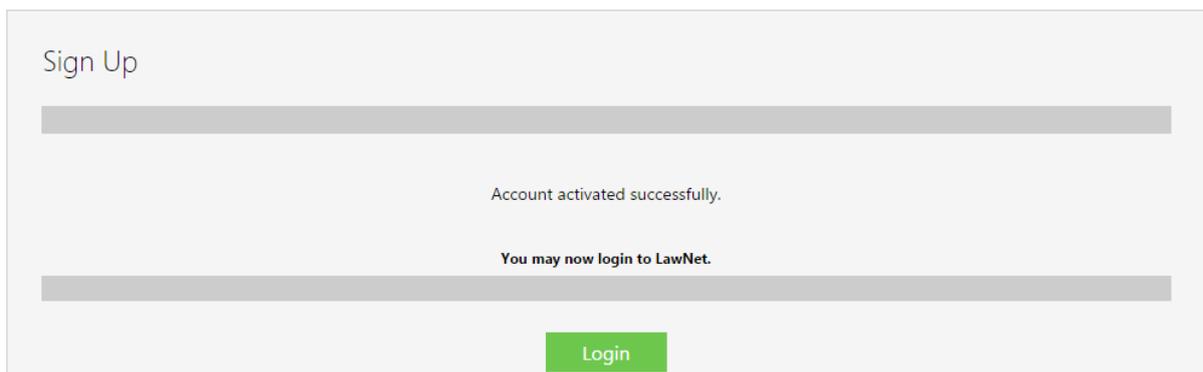
Thank you for signing up!

We have sent a verification email to your email address.  
Kindly check your email inbox (including junk/spam) and follow the instructions to complete your registration.

- 4 Check E-Mail for Activation E-Mail. You are required to click the link provided in the e-mail before account is activated.



System will display User account has been activated after clicking the link provided.



## 2.2 Subscribing Online

To subscribe, login first using the user name that has been activated just now in section 2.1

To login, click Login link



Enter your user name and password and click login

# Log In

or [sign up](#)

**Log in ID:**

**Password:**

[Forgot your password?](#)

Notice the Main Menu

The screenshot shows the website header with the URL [www.lawnet.com.my](http://www.lawnet.com.my) and the logo for PERCETAKAN NASIONAL MALAYSIA BERHAD (PNMB). Below the header is a navigation menu with buttons for HOME, ABOUT, SUBSCRIPTION, CONTACT, and SITEMAP. The main content area displays a welcome message: "Welcome to LawNet.com.my" and a reminder: "Reminder: If you have not subscribed any package yet, please click [SUBSCRIPTION]'s button (located at Top Menu) to select your preferred package." A red arrow points to the "Main Menu of Portal" text above the welcome message.

At this moment of time, you are not allowed to click Law Library and E-Gazette as there is no valid subscription. To subscribe, click Subscribe on the Top Menu.



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System will display Packages Pricing: -

### Subscribe Package

**Subscription Detail**

No.	Package Name	Package Description	Detail	Price* (RM)
1	Package A	Acts Supplement, Legislative Supplement A&B, Court Rules, Codes, Constitution, Court Form, Procedures, Ordinances, Bills Supplement, Perintah-perintah Am, Gazette Notification (Main Gazette),(HDA), (ID),(Patents), (Trademark), Istilah, Latin Dictionary, & all States.	<a href="#">Detail</a>	1100.00
2	Package B	This package consists of everything except for the State governments' gazettes. For any individually added state gazette, the customers will need to pay an extra RM 100.	<a href="#">Detail</a>	1000.00
3	Package C	Acts supplement, Legislative supplement A&B (Federal)	<a href="#">Detail</a>	800.00
4	Package D	Court Rules, Codes, Constitution, Court Form, Procedures, Ordinances, Bills Supplement	<a href="#">Detail</a>	800.00
5	8 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	150.00
6	5 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	100.00
7	2 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	50.00

\*The prices above do not include GST (Good & Service Taxes)

**Subtotal RM 1100.00**

[Next](#)

Select Package

Package A

  
 Select Package

Select your desired packages and, Click Next.

### Subscribe Package

**Summary**

<b>User ID</b>	user123
<b>Selected Package</b>	Package A
<b>Package Price (RM)</b>	RM 1100
<b>GST (%)</b>	0%
<b>Grand Total</b>	<b>RM 1,100</b>

**Payment Option**

Internet Banking / Credit Card (coming soon)
  Cheque

Back
Next

System will display pricing information for confirmation, if you are not sure click Back or Select Internet Banking the first option and Click Next.

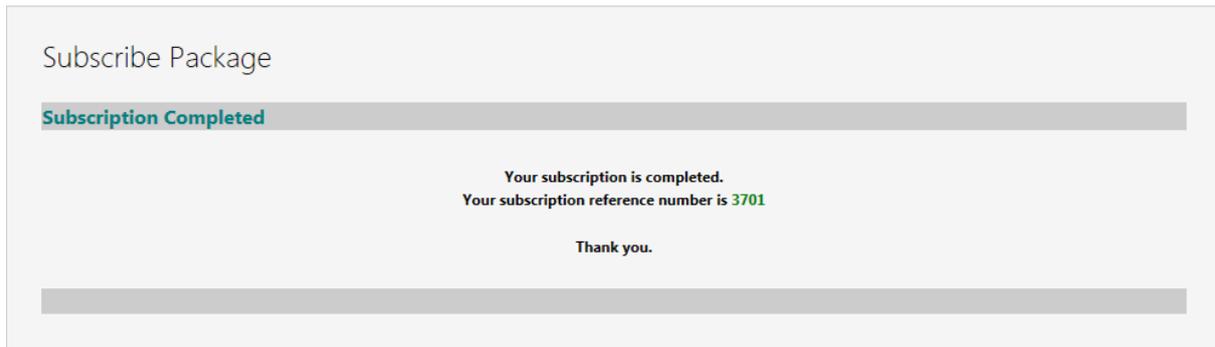
System will redirect you to Bank page. User to select payment method. Normally FPX is selected for Bank that are listed under MEPS Service.

Fill up your name, email and contact number as bank reference. Before click Submit make sure your browser pop-up-blocker are disabled.

Bank will finalize payment information. If you have satisfied on the information, Click Connect to Bank



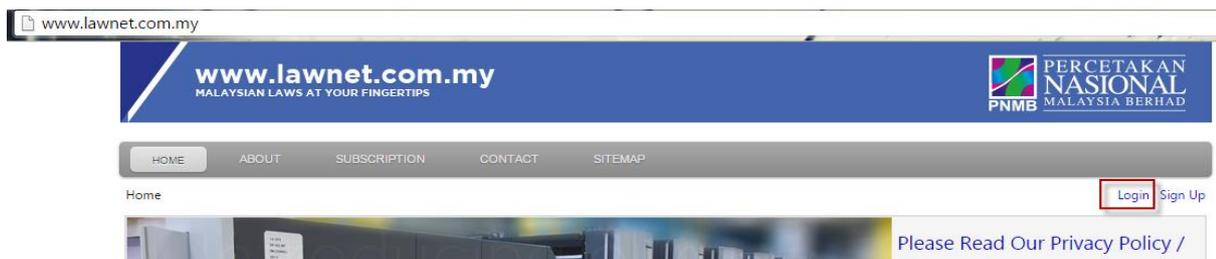
After payment are received, system will redirect to Payment success page and you may use Lawnet according to package that was purchased



### 2.3 Subscribing Offline

To subscribe, login first using the user name that has been activated just now in section

To login, click Login link



Enter your user name and password and click login

Log In

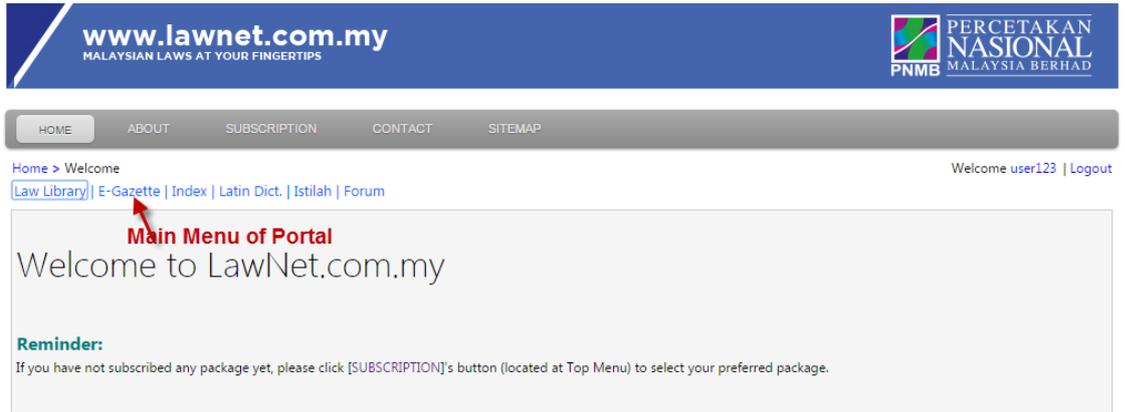
[or sign up](#)

**Log in ID:**

**Password:**

[Forgot your password?](#)

Notice the Main Menu



At this moment of time, you are not allowed to click Law Library and E-Gazette as there is no valid subscription. To subscribe, click Subscribe on the Top Menu.



System will display Packages Pricing: -

Subscribe Package

**Subscription Detail**

No.	Package Name	Package Description	Detail	Price* (RM)
1	Package A	Acts Supplement, Legislative Supplement A&B, Court Rules, Codes, Constitution, Court Form, Procedures, Ordinances, Bills Supplement, Perintah-perintah Am, Gazette Notification (Main Gazette),(HDA), (ID),(Patents), (Trademark), Istilah, Latin Dictionary, & all States.	<a href="#">Detail</a>	1100.00
2	Package B	This package consists of everything except for the State governments' gazettes. For any individually added state gazette, the customers will need to pay an extra RM 100.	<a href="#">Detail</a>	1000.00
3	Package C	Acts supplement, Legislative supplement A&B (Federal)	<a href="#">Detail</a>	800.00
4	Package D	Court Rules, Codes, Constitution, Court Form, Procedures, Ordinances, Bills Supplement	<a href="#">Detail</a>	800.00
5	8 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	150.00
6	5 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	100.00
7	2 hours	Single time access to Law Library (HTML) with limited time period calculated from the moment purchase was made	<a href="#">Detail</a>	50.00

\*The prices above do not include GST (Good & Service Taxes)

Subtotal RM 1100.00

[Next](#)

Select Package  
 \*

**Select Package**

Select your desired packages and, Click Next.

Subscribe Package

**Summary**

User ID	user123
Selected Package	Package A
Package Price (RM)	RM 1100
GST (%)	0%
Grand Total	RM 1,100

**Payment Option**

Internet Banking / Credit Card (coming soon)
  Cheque

Back Next

System will display pricing information for confirmation, if you are not sure click Back or Select Cheque and Click Next.

Subscribe Package

**Summary**

User ID	user123
Selected Package	Package B
Package Price (RM)	RM 1000
GST (%)	0%
Grand Total	RM 1,000

**Payment Option**

Internet Banking / Credit Card (coming soon)
  Cheque

Back Next

System will display Bank In instruction as follow :-

Subscribe Package

**Subscription Completed**

Your subscription is completed.

Your subscription reference number is 4204

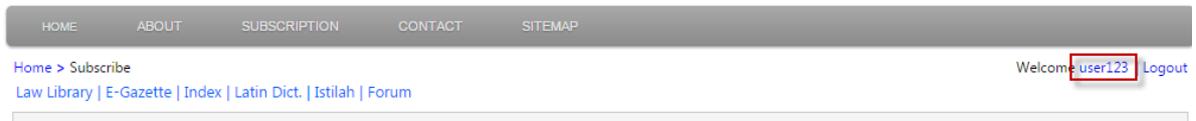
Your cheque should be crossed and made payable & bank in to:

[PERCETAKAN NASIONAL MALAYSIA BERHAD]  
Maybank Account # 0140-1149-8809.

Please login to LawNet portal again, after your cheque was deposited. You can fill up the bank-in slip at your profile, by entering the invoice's reference number, for our internal verification. Once we verified your payment, we will activate your access to LawNet portal and inform you via email.

Thank you.

After Bank In, to upload cheque deposit slip. Click on your profile name



System will display the pending payment information over here.

Click Pay Now

Reference No.	Package Name	Package Detail	Status	Expiry Date
4204	Package B	<a href="#">Detail</a>	Payment not yet received	

Select Cheque, Enter Bank's Name, Cheque No and Cheque Date. Click Browse to upload the image of the deposit slip

At this point of time, you still have the option to pay via Internet Banking by clicking Webcash. Upon selecting Webcash you will be redirected to bank's page.

Refer 2.2 Subscribing Online for guide to pay online.

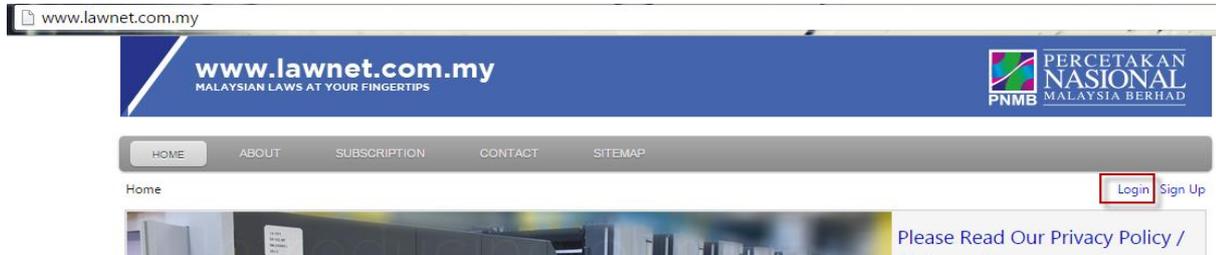
After picking up the right image for the cheque deposit slip. Click Upload & Save.

Please wait for Lawnet to verify the cheque clearance, once paid you will receive email activation

### 3.0 Portal Content

Whether you are paying online / offline once user name are activated you may browse Lawnet Content immediately.

To login, click Login link



Enter your user name and password and click login

Once logged in you may see the Subscription Information at the Home Screen as below



For Paid Subscription, Subscriber can use all the functionalities provided in the new portal.

	Content Description
Library	Selected Laws
E-Gazette	E-Gazette
	Application for P.U. (A) or P.U. (B)
Dictionary	Dictionary of more than 5000 words. It is compiled from various sources and by no means conclusive.
	Legal terms and phrases commonly used by legal practitioners, lawyers, etc.
	Forum where ideas and views on a particular issue are exchanged.

### 3.1 Law Library and E-Gazette

The screenshot shows the Law Library portal. At the top, there is a navigation bar with 'Law Library' highlighted in a red box. Below it, the 'Law Library' section is displayed with a grid of categories. A red arrow points to the 'Acts Supplement' category, which is labeled '2 - Click Any of the Content'. The categories include: Acts Supplement, Constitution, Amended Principal Acts (Updated), Codes, Unamended Principal Acts (Original), Court Rules, Amendments, Court Forms, Ordinances, Pre-1968 Acts & Enactments, Bills Supplement, and Rules, Regulations, Orders & By-Laws. Each category has sub-links for 'By Alphabet', 'By Number', and 'By Year'.

After content page is displayed

The screenshot shows the 'Acts Supplement (Updated Principal Acts)' page. At the top, there is a search field with a dropdown menu for 'Year' and a search button. Below the search field, there is a navigation bar with 'ALL' selected and a list of letters from E to Z. Below the navigation bar, there is a table with two columns: 'No' and 'Title'. The first row is highlighted in blue and labeled 'View Act Content'. The table lists the following acts:

No	Title
ACT 507	Abattoirs (Privatization) Act 1993
ACT 191	Abduction And Criminal Intimidation Of Witnesses Act 1947 (Revised - 1977)
ACT 134	Aboriginal Peoples Act 1954 (Revised - 1974)
ACT 524	Academy Of Sciences Malaysia Act 1994
ACT 94	Accountants Act 1967 (Revised - 1972)
ACT 505	Administration Of Islamic Law (Federal Territories) Act 1993

You may search by Year, Act No or Title change the search field and put your search key.

Enter Search Key and Click this Button or just press

No	
ACT 507	Abattoirs (Privatization) Act 1993

Once result is displayed click on the Act Title to View the Act Content

The view might be different between Law Library and E-Gazette as some search field might not be available.

### 3.2 Index

On the main menu, click on Index to access it.

Home > Index

Law Library | E-Gazette | **Index** | Latin Dict. | Istilah | Forum

Index

Enter citation, number of P.U.(A) / P.U.(B) or specific word

Enter search key and tap Enter button on keyboard

Enter Search Key and Click this Button or press enter

Search Result:

Notification Of Values Of Crude Petroleum Oil Under Section 12 Customs Act 1967 - P.U.(B) 019/2015  
Act 235 - Customs Act 1967 (Revised - 1980)

Customs (Prohibition Of Imports) (Amendment) (No. 3) Order 2015 - P.U.(A) 012/2015  
Act 235 - Customs Act 1967 (Revised - 1980)

### 3.3 Latin Dictionary

On the main menu, click on Latin Dict. to access it.

Law Library | E-Gazette | Index **Latin Dict.** | Istilah | Forum

**Latin Dictionary**

Enter specific word, term or phrase   

Enter search key and tap Enter button on keyboard

**Latin Dictionary**

Enter specific word, term or phrase   

**Enter Search key and Click this Button or Press Enter**

Latin Word	Meaning in English
bona fide	In good faith, honestly, without fraud, collusion or participation in wrongdoing.
possessio naturalis.	Natural possession; where a person possessed a thing not ex justa causa and bona fide.
possessio civilis.	Civil possession; possession capable of ripening into ownership by usucapio, i.e. if it was free from vitium and held ex justa causa and bona fide.

OF 1

### 3.4 Istilah

On the main menu, click on Istilah to access it.

Law Library | E-Gazette | Index | Latin Dict. **Istilah** | Forum

**Istilah**

Enter specific word, term or phrase   

OF 1

Enter search key and tap Enter button on keyboard

Enter specific word, term or phrase   

**Enter Search key and Click this Button or Press Enter**

Word in English	Translation to B. Malaysia
detainee	orang tahanan
detainee	orang tahanan
detainee	tahanan

OF 1

## 4.0 Changing / Resetting Password

To reset password in case you forgot password just make sure that your email is updated with Lawnet Database.

Home > Login

[Login](#) [Sign Up](#)

### Log In

or [sign up](#)

**Log in ID:**

**Password:**

[Forgot your password?](#)

**1 - Click Login**

**2 - Forgot Your Password**

In case you forgotten your password only you may enter your username otherwise you may try to put email address.

## Forgot Password

**Log in ID or Email**

**Enter Username or Email**

Click Search

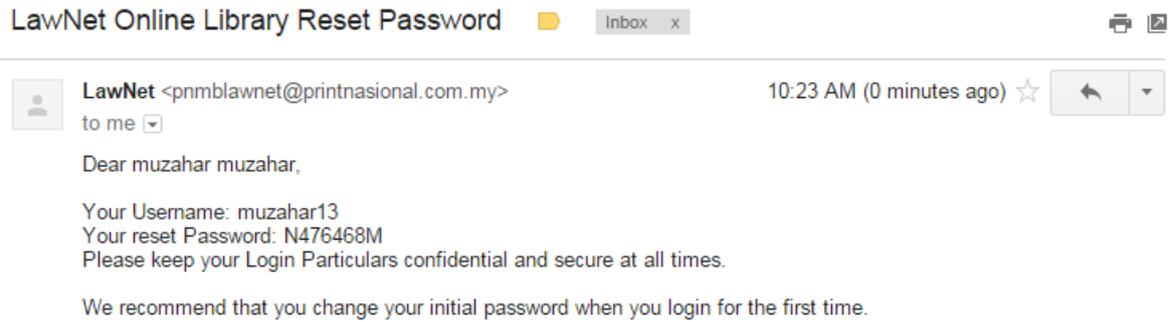
## Forgot Password

**Log in ID or Email**

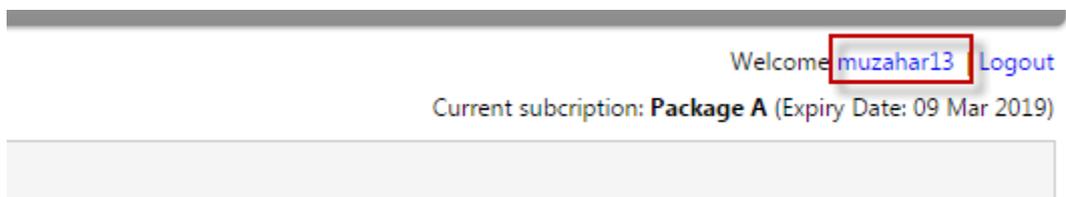
User ID: muzahar13  
 Email: muzahar.mukhtar@gmail.com  
[Send temporary password to muzahar.mukhtar@gmail.com](#)

**Click the Link**

System will generate e-mail to inform user with new password that has been reset



To change your password, click on your profile name



Enter Current Password and new password. Then click Update Password

Old Password	<input type="password" value="....."/>
New Password	<input type="password"/>
Confirm New Password	<input type="password"/>
	<input type="button" value="Update Passowrd"/>

System will display Profile Updated once password change is successful

Confirm New Password	<input type="password"/>
	<input type="button" value="Update Passowrd"/>
<b>Profile updated.</b>	