

**Native Marriage Electronic System (NAMES)
USING THE SYSTEM**

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3. Using The System

This chapter provides information on the following topics:

- Marriage Registration Appointment (Applicants) Management

3.1. How to Request for Marriage Registration Appointment Schedule?

This module will allow you as public users to view the schedule online and to choose date and time, and make appointment for your Marriage Registration Appointment. This module will also allow both public users and District or Sub-District Officers to do the following.

- To check the appointment status online.
 - To allow public or officers to print the appointment details.
 - To allow officers to confirm or reject the appointment.
 - To allow officers to cancel the appointment.
1. To begin, type the following URL <https://nativecustoms.sarawak.gov.my/> on your browser.
 2. The **Marriage Registration Appointment (Applicants) Management** screen will be displayed.

NAMES NATIVE MARRIAGE ELECTRONIC SYSTEM for Majlis Adat Istiadat Sarawak

Marriage Registration Appointment (Applicants) Management
Marriage Registration Appointment (Applicants) Management

Requester Name / Booking No:

Appointment Status:

Expired: Yes No

Division:

District:

Sub-District:

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Total Record(s): 1

NO.	APPOINTMENT OFFICER	APPOINTMENT DATE/TIME	REQUESTER DETAILS	LAST UPDATED	
1	Jessie Clemensia Sub-District: Padawan	Date: 2019-04-23 Start Time: 09:30 AM End Time: 11:00 AM	(Vacant slot)	2019-04-22	

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Total Record(s): 1

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Figure : 1

Action No.	Action Description
1	<ul style="list-style-type: none"> Click check-boxes to select Appointment Officer.
2	<ul style="list-style-type: none"> Click icon to enter your details.

3. Once click on Action No. 2, the following screen will be displayed.

NAMES NATIVE MARRIAGE ELECTRONIC SYSTEM for Majlis Adat Isliaat Sarawak

Marriage Registration Appointment (Applicants) Management
Marriage Registration Appointment (Applicants) Management

Verifier Jessie Clemensia
 Name of Ketua Masyarakat KK Daniel Jita Anak Satum
 Sub-District Padawan
 Appointment Date 2019-04-23
 Appointment Start Time 09:30 AM AM
 Appointment End Time 11:00 AM AM

Requester Name 1
 Requester email
 Contact No.
 Requester District 2
 Requester SubDistrict 2

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Figure : 2

Action No.	Action Description
1	<ul style="list-style-type: none"> Enter all the required information in the respective field.
2	<ul style="list-style-type: none"> Click on drop-down list arrow to expand listing option. You may opt to insert Requester District or Requester SubDistrict.
3	<ul style="list-style-type: none"> Click Save button to save the record.

4. Once click on Action No.3, You will be prompted to the following message. Click **Close** button to close the message.

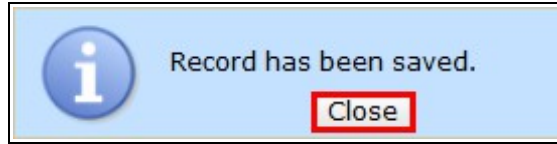


Figure : 3

5. Once you have submitted your appointment request, the District or Sub-District Officer need to Confirm, Reject or Cancel the Appointment request made by the public.
6. Upon Approval you will receive the following mail notification.

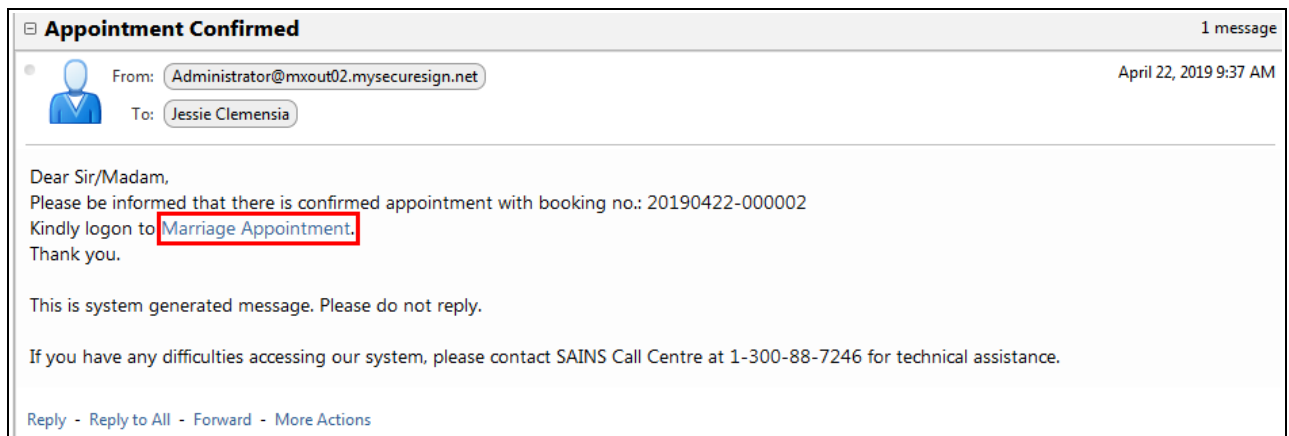


Figure : 4

7. Click on the provided link and you will be directed to the following screen.

NAMES NATIVE MARRIAGE ELECTRONIC SYSTEM for Majlis Adat Isladat Sarawak

Marriage Registration Appointment (Applicants) Management
Marriage Registration Appointment (Applicants) Management

Appointment has been approved.

Verifier	Jessie Clemensia
Name of Ketua Masyarakat	KK Daniel Jita Anak Satum
Sub-District	Padawan
Appointment Date	2019-04-23
Appointment Start Time	09:30 AM AM
Appointment End Time	11:00 AM AM
Booking No	20190422-000002
Requester Name	[REDACTED]
Requester email	[REDACTED]
Contact No.	[REDACTED]
Requester SubDistrict	Padawan
Remark	

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Figure : 5

- Click on **Print** button to print the approval record.

Notes :

- Upon Approval of Marriage Registration Appointment by District or Sub-District Officer, you as the Public User still allow to request to Cancel the Appointment with valid justification.