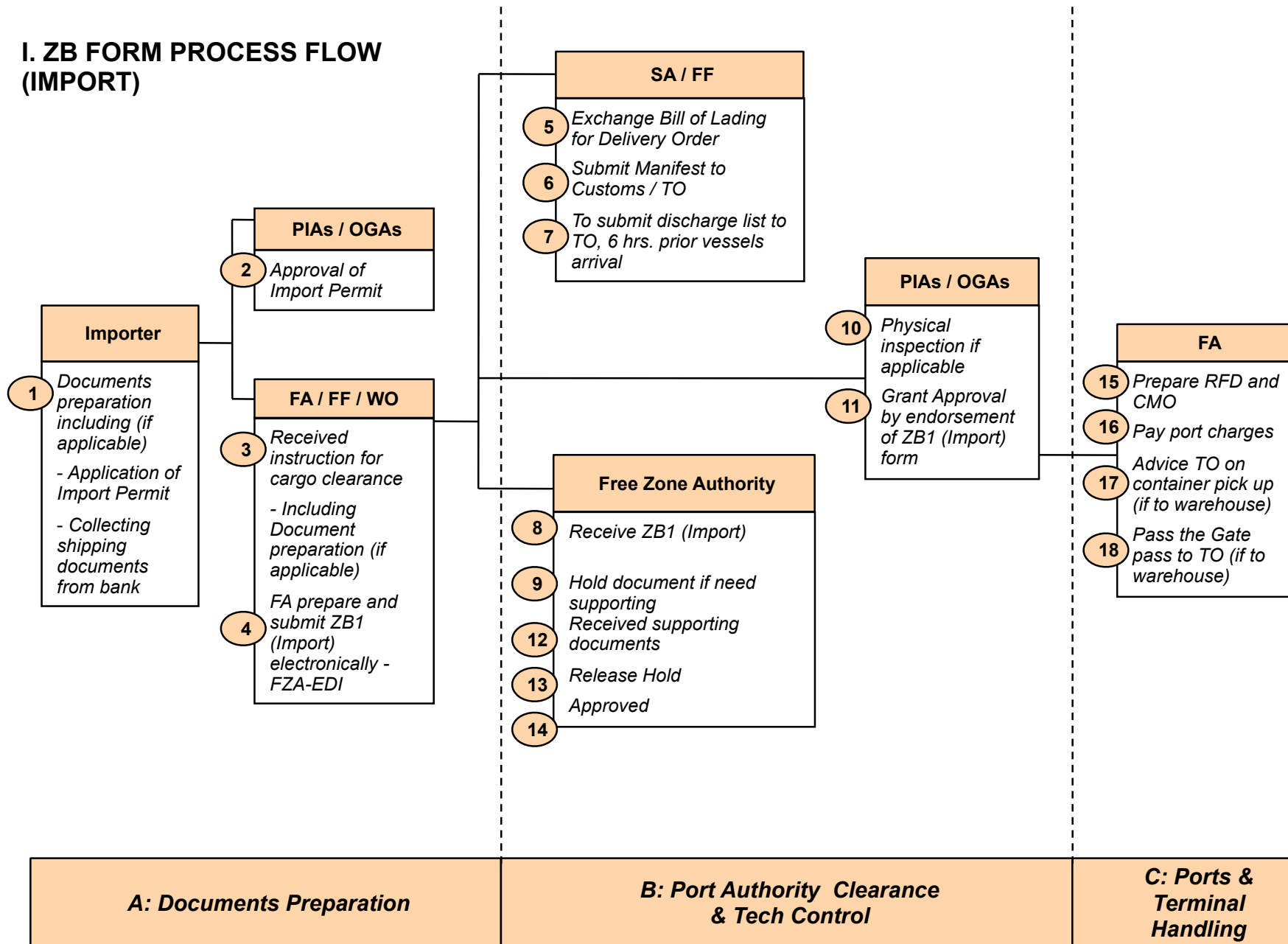


I. ZB FORM PROCESS FLOW (IMPORT)



| No | Process Flow | Document | Process time | Cost |
|----|---|---|---|--|
| 1 | Importer prepares necessary documents, including : <ul style="list-style-type: none"> - Application of Import Permit (if applicable). - Collecting shipping documents from banks. | Import Permit Shipping Documents D/O | Pre-arrival | RM 30 (market Rate) RM 150 (Tariff) |
| 2 | PIA / OGA approve Import Permit (if applicable). | Import Permit | Pre-arrival | RM 5 – RM 20 |
| 3 | Importer instructs FA / FF / WO to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list). | Bill of lading Permit Invoice Packing List | 1 day (all documents in order and for normal clearance) | Same as Para 5 |
| 4 | FA / FF / WO prepare and submit ZB1 (Import) electronically through FZA-EDI system. | Electronically submission | 5 – 60 minutes. | RM0.88 per kb. |

A

| No | Process Flow | Document | Process Time | Cost |
|----|---|----------------|--|---|
| 5 | SA / FF obtains delivery order (DO), including from shipping agent (that is, exchange Bill of Lading for DO). | Delivery order | 20 minutes (once electronic – no need to pay) | Collection of DO charge – P.Klang free Klang – RM30 per DO Shah Alam – RM50 Subang and Petaling Jaya – RM80 Others - RM 100 |
| 6 | SA sends manifest to port operator and Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act 1967. In practice, they are allowed to submit much earlier. | Manifest | Pre-arrival | RM110 per D/O fee (RM130 for Freight Forwarders – Agency Fee) EDI fee (RM30) per B/L RM0.88 per kb. |
| 7 | SA submits Discharge List to Port Operator, 6 hours prior to vessel arrival. | Discharge List | Pre-arrival | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|---|--|--|----------------|
| 8 | Received ZB1 (Import). | ZB1 (Import) | Receiving approx. 30 minutes. Processing in 60 minutes after receiving complete declaration | Under No. 4 |
| 9 | Hold transaction if need any supporting document. | Permit / AP / Approval Letter / Endorsement by OGA Bill of Lading | 1 minute | No cost |
| 10 | FA / SA submit hardcopy of declared ZB1 (Import) form to OGA for endorsement of import permit / AP. OGA will conduct physical inspection (if applicable) during the arrival of container. | ZB1 (Import) | OGA inspection time approx.: 30 minutes | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|---|--|---------------|---------|
| 11 | If the agent fulfill the requirements of import regulations / procedures, OGA will endorse the back of hardcopy of ZB1 (Import) form. | ZB1 (Import) Permit / AP | 1 - 5 minutes | No cost |
| 12 | <p>Authority receives ZB1 (import) supporting documents for clearance:</p> <p>a) Basic supporting documents : Bill of Lading, Invoice and Packing List.</p> <p>b) Other supporting documents such as permit / endorsement by OGA depending on transaction type.</p> | <p>ZB1 (Import) Form</p> <p>Bill of Lading</p> <p>Invoice</p> <p>Packing List</p> <p>Permit / Endorsement by OGA</p> | 2 – 5 minute | No cost |
| 13 | Release Hold | | 1 minute | No cost |
| 14 | Approved | | 1 minute | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|---|---------------------------------|------------------------------|---------|
| 15 | FA prepare Request For Delivery (RFD) and submit to SA. SA will advise on Container Movement Order (CMO) to indicate where the empty container is to be returned to. FA send RFD to TO to send the container to CFS / distripark warehouse. | RFD CMO | Within 2 Hours | No cost |
| 16 | TO verifies that SA has released container through Delivery Order or Electronic DO (EDO). FA pay port charges to TO. Supporting document required is port pass / Mykad for biometric verification | Delivery Order Electronic DO | 1-2 minutes 10-15 seconds | No cost |
| 17 | FA then advise the TO to pick-up the container and send to designated warehouse. | Gate-pass/EIR Online | 1 hour 1 min | No cost |
| 18 | FA pass the gate-pass to TO for the transfer of container to the warehouse. | Gate-pass | | No cost |

C

Legend (Import into Free Commercial Zone Flow):

- PIAs – Permit Issuing Authorities
- OGA – Other Government Agencies
- FA – Forwarding Agent
- FF – Freight Forwarders
- WO – Warehouse Operator
- FZA-EDI – Free Zone-EDI System
- SA – Shipping Agent
- CMO – Container Movement Order
- RFD – Request For Delivery
- TO – Terminal Operator/Port Operator
- ZB1 (Import) – Free Zone Authority declaration form for import into Free Commercial Zone

Guidelines for Application of Import Licence (AP) On Used Tyres

1. OBJECTIVE

- i. The purpose of this guideline is to provide a clear procedures and conditions for the issuance of Import Licence (AP) for used tyre under the tariff codes as in para 4.

2. BACKGROUND

- i. Beginning 1 January 2010, used tyres will be placed under Second Schedule, (Prohibition of Imports) (Amendment) Order 2009, Customs Act 1967.
- ii. The importation of used tyres is subject to AP to be issued by Ministry of International Trade and Industry (MITI).

3. QUALIFIED COMPANIES

- i. Manufacturers who are retreaders of:
 - i. used tyres for domestic market; or
 - ii. used tyres for export market;
- ii. Starting 1 July 2010, only retreaders that comply with SIRIM's MS224 certification will be considered for AP.

4. CONDITIONS FOR AP

- i. Import Licence is required for each and every consignment or each time used tyres are imported under the following tariff codes:
 - i. 4012.11.000;
 - ii. 4012.12.000;
 - iii. 4012.19.900;
 - iv. 4012.20.100;
 - v. 4012.20.200; and
 - vi. 4012.20.990

5. OTHER CONDITIONS

- i. The importation of used tyre for the purpose other than retreading activity is totally prohibited.
- ii. Used tyre importers must abide by all existing laws of Malaysia.

6. VALIDITY PERIOD OF AP

- i. AP issued carries a validity period of 3 months from the date of issue.

7. DOCUMENTS FOR APPLICATION OF IMPORT LICENCE

- i. **FOR FIRST TIME APPLICATION ONLY**

- i. Manufacturers licenced by MITI or other government agencies (if available);
- ii. For private limited companies:
- iii. Memorandum & Articles of Association
- iv. Form 49, Form 24
- v. For private enterprise or partnership:
- vi. Form A
- vii. Form B
- viii. Form D
- ix. Form 13, Companies Commission of Malaysia (for changes to the name or details of companies);
- x. Check List Form (available on website www.miti.gov.my);
- xi. Customs Form JK69 (available at Percetakan Nasional Berhad);
- xii. Invoice/packing list/proforma invoice/purchase order/sales agreement;
- xiii. FOR SUBSEQUENT APPLICATIONS
- xiv. Check List Form;
- xv. Customs Form JK 69;
- xvi. Invoice/packing list/proforma invoice/purchase order/sales agreement;

8. SUBMISSION OF APPLICATION

Application for AP is to be submitted to:

Director
Import and Export Control Division
Ministry of International Trade and Industry (MITI).
2nd Floor, Block 10
Government Offices Complex
Jalan Duta
50622 Kuala Lumpur

Tel :

03-6203 4817 (En. Shaiful Azli Mahamad Nor)
03-6203 5534 (Cik Zulnorul Huda Mohamed Yusof)
03-6203 4814 (Cik Raihana Che Rusli)
03-6203 4834 (Pn. Zunaida Bee Pillai)
03-6203 4691 (Pn. Fuzaimah Yusof)

Guidelines for Application of Import Licence (AP) on Plastic Wastes Tariff Code 39.15

1. OBJECTIVE

1.1 The purpose of this guideline is to explain the procedures and conditions for the issuance of Import Licence (AP) on plastic wastes under tariff code 39.15.

2. BACKGROUND

2.1 The Prohibition Order on plastic wastes importation under tariff code 39.15 has been transferred from First Schedule to the Second Schedule, Part 1, (Prohibition of Imports) (Amendment) Order 2008, Customs Act 1967 with effect from 1 February 2008.

2.2 The importation of plastic wastes is subject to Import Licence to be issued by Ministry of International Trade and Industry (MITI).

3. ELIGIBLE MANUFACTURERS

- i. Manufacturers who undertake recycling activities of plastic wastes for their own use; or
- ii. Manufacturers who undertake recycling activities of plastic wastes for local market and export; or
- iii. Manufacturers who import plastic wastes that have been cleaned and can be used as raw material directly in the production process of products.

4. CONDITIONS FOR IMPORT LICENCE (AP)

- i. Manufacturers must submit a letter of approval issued by Department of Environment (DOE) to carry out recycling activities;
- ii. Imported plastic wastes which are not listed as Scheduled Waste or Hazardous under the Environmental Quality Act 1974, Pesticides Act 1974, and Poison Act 1952;
- iii. Importation of product under tariff code 39.15 is not permitted for purposes of re-export under the same tariff code;
- iv. Import Licence is required for every consignment or each time plastic wastes are imported under tariff code 39.15.

4.1 OTHER CONDITIONS

- i. Manufacturers must abide by all existing laws of the Country;
- ii. Manufacturers are advised to register with the Department Of Solid Wastes Management, Ministry of Housing and Local Government;
- iii. Manufacturers are advised to obtain an ISO 14001 certificate issued by bodies accredited by Department of Standards, Malaysia.

5. VALIDITY PERIOD OF IMPORT LICENCE

5.1 Import Licence (AP) issued carries a validity period of 3 months from the date of issue.

6. DOCUMENTS FOR APPLICATION OF IMPORT LICENCE

FOR FIRST TIME APPLICATION ONLY

- i. Approval letter from Department of Environment to carry out recycling activities;
- ii. Manufacturer Licence from MITI or other government agencies (if available);
- iii. For private limited companies:-
 - Memorandum & Articles of Association
 - Form 49, Form 24
- iv. For private enterprise or partnership:-
 - Form A
 - Form B
 - Form D
- v. Form 13, Companies Commission of Malaysia (for changes to the name or details of companies)
- vi. Check List Form (available on web site)
- vii. Customs Form JK69 (available at Percetakan Nasional Berhad);
- viii. Invoice /packing list/ proforma invoice/purchase order/ sales agreement;
- ix. Bill of lading (if unavailable, manufacturers are required to submit to MITI within 3 days of importation. Failure to do so may affect subsequent application.

FOR SUBSEQUENT APPLICATION

- i. Check List Form (available on web site)
- ii. Customs Form JK 69 (available at Percetakan Nasional Berhad);
- iii. Invoice /packing list/ proforma invoice/purchase order/sales agreement;
- iv. Bill of lading (if unavailable, manufacturers are required to submit to MITI within 3 days of importation. Failure to do so may affect subsequent application.

7. SUBMISSION OF APPLICATION

7.1 Application for Import Licence is to be submitted to:

Director

Import and Export Control Section

Ministry of International Trade and Industry (MITI)

2nd Floor, Block 10

Government Offices Complex

Jalan Duta

50622 Kuala Lumpur

Guidelines to Apply for Import License For Controlled Commercial Products Under Customs Orders

INTRODUCTION

1. The purpose of these guidelines is to explain the **conditions** and **procedures** that need to be complied with, by companies that wish to apply for Import Permit License (AP) of commercial products controlled under the Customs Orders 1998 (Prohibition of Import), Customs Act 1967.
2. Products listed under the Customs Orders are **food products, heavy machineries and photocopy machines, compact disc makers, magnetic tapes, toner, iron steel, chemical, safety helmets, cable and plastic scrap.**

CONDITIONS AND PROCEDURES FOR APPLICATION

1. Companies that are eligible to apply need to be registered with the Companies Commission of Malaysia.
2. How to apply
Companies need to submit the Application Form together with:
 - i. Customs Form JK69.
 - ii. Memorandum and Article of Association (M & A).
 - iii. **Form 24 : Information of Shareholders.**
 - iv. **Form 49 : Information of directors, managers and secretary of company**
M&A, Forms 24 and 49 are required for first time applications.
3. Supporting Documents
Other documents that need to be enclosed with the Application Form according to particular products are:
 - A. Food products
 - i. wheat flour and industrial wheat flour
 - result of Test Report issued by SIRIM (for wheat flour only).
 - Purchase Invoice.
 - ii. Milk
 - Permit from Veterinary Department.
 - Purchase Invoice.
 - iii. Other sugars (other than refined sugar)
 - Purchase Invoice.
 - sample of sugar.
 - B. Heavy Machineries
 - i. Heavy Machineries.

- Certificate of Origin from exporting country (heavy machineries must not exceed 5 years old).
 - Catalogues and photographs.
 - Record of importation.
 - Purchase Invoice.
- ii. Prime Mover
- Certificate of Origin from exporting country. (Prime Mover must not exceed 5 years old).
 - approval letter from Commercial Vehicles Licensing. Board (LPKP).
 - Purchase Invoice.
- iii. Photocopy Machines
- Black & white
 - Original catalogues.
 - Purchase Invoice.
 - Colour
 - Application Form.
 - Information of the Board of Directors.
 - A copy of Identity Card of the applicant.
 - Premise and Business Licenses from the Local Authority.
 - Layout Plan of office.
 - Location Plan of the special room.
 - Catalogue of the coloured copy machine.
 - Purchase Invoice.
- iv. Optical Compact Disc Maker and Digital Versatile Disc Machine (CD & DVD)
- Application Form.
 - Manufacturing License issued by MIDA.
 - Manufacturing License and approval from Ministry of Domestic Trade and Consumers' Affairs.
 - Licenses for Production and Distribution of Films from FINAS.
 - Premise and Business Licenses from Local Authority.
 - Exclusive Rights Agreement with the local and foreign recording companies.
 - Layout Plan of office.
 - Location Plan of the special room.
 - Purchase Invoice.
 - Catalogue of the machine.
- v. Magnetic Tape
- List of buyers.
 - Purchase Invoice.
- vi. Toner
- List of buyers.
 - Purchase Invoice.
- vii. Iron Steel (Flat Products, Pipes-Tubes and Long Products)

- Manufacturing License or Warehouse Manufacturing License
 - Application Form.
 - Purchase Invoice/Sales Contract/Purchase Order.
 - Purchase Order from clients for Service Centres and Traders/Stockists.
- viii. Chemical Items
- Chemical Weapon Convention (CWC).
 - Purchase Invoice.
- ix. Safety Helmet
- Report Test issued by SIRIM.
 - Purchase Invoice.
- x. Cable
- letter from Malaysia Manufacturer of Cable and Wire Association (MECWA).
 - Purchase Invoice.
4. Application Form
- Application Forms for the importation of steel, colored photocopy machine and compact disc machine is available at:

- i. MITI website :
- ii. Service Counter (2nd floor), MITI Kuala Lumpur.

Customs Form JK69. Customs Form JK69 is available at:

Syarikat Percetakan Nasional (M) Bhd.
Jalan Chan Sow Lin
50554 Kuala Lumpur

Tel. : 03-92212022
Fax. : 03-92220690

5. Submission of Application:

Completed application must be submitted to:

Ministry of International Trade & Industry (MITI)
Import & Export Control Section
2nd Floor, Block 10,
Government Offices Complex, Jalan Duta
50622 Kuala Lumpur

Tel.: 03-6203 3022
Fax.: 03-6201 3012

APPROVING AUTHORITY

Secretary General of MITI.

CLIENTS'™ CHARTER

Application will be processed within 7 working days (manual application) and 5 working days (online application) upon receipt of completed application.

Guidelines to Apply for Import License For Motor Vehicles

INTRODUCTION

1. The purpose of these guidelines is to explain the **conditions** and **procedures** that need to be complied with by companies that applying for an **Import license (AP)** to **import motor vehicles** .

CONDITIONS AND PROCEDURES FOR APPLICATION

1. Companies That are Eligible to Apply:
 - i. Companies that hold **existing allocation of Approved Permit (AP) for Completely Built-Up (CBU)** motor vehicles.
 - ii. **Franchisee of CBU.**
 - iii. **Local Assembling of Multi-sourcing Companies** (Completely Knocked Down - CKD).
 - iv. Non AP holders of Importing Companies for:
 - **classic cars** with car age of more than 25 years;
 - motor vehicles of **temporary/permanent imports for the purposes of R & D, exhibitions, grand prix, gifts and contribution** ; and
 - motor vehicles for **ministries, government departments, statutory bodies and NGOs** usage.

2. How To Apply
Forward application application letter together with:

Completed Customs Form JK69 with correct HS Code (Harmonised System)

Other supporting documents required:

- i. Completed Form A must be submitted with:
 - A copy of approval letter from MITI for the yearly allocation of AP.
- ii. For a local assembling company (CKD and Multi Sourcing):
 - A copy of Manufacturing License under ICA 1975.
 - A copy of letters of CKD Import Approval and Multi Sourcing issued by MITI .
- iii. Classic cars:
 - A copy of Endorsed Certificate of Origin of the car.
 - Photographs of the car.
- iv. Imported car for temporary or permanent purposes:
 - Schedule of utilisation of the car.
- v. Motor Vehicles for Ministries/government departments/statutory bodies/NGOs:
 - A copy of approval letter from the Importation Technical Committee, MITI.
 - A copy of approval letter for tax exemption from Ministry of Finance.
- vi. Buggy/Golf Cars:

- Information of company.
 - Catalogue of the vehicles.
3. Application Form
Customs form JK69 is available at:
- Syarikat Percetakan Nasional (M) Bhd.
Jalan Chan Sow Lin
50554 Kuala Lumpur
- Tel. : 03-92212022
Fax. : 03-92220690
4. Submission of Application
Completed application must be submitted to :
- i. Ministry of International Trade & Industry (MITI)
Trade Services Department
2nd Floor, Block 10
Government Offices Complex, Jalan Duta
50622 Kuala Lumpur
Tel.: 03-6203 3022
Fax.: 03-6201 3012
 - or
 - ii. MITI's Branch Offices in Sabah and Sarawak.
 - iii. On-line

APPROVING AUTHORITY

Secretary General of MITI.

WORK PROCESS

1. Receive application.
2. Verifying the documents.
3. Process application form to determine the eligibility.
4. Approve/reject application.
5. Notify result to applicant.

CLIENTSâ€™™ CHARTER

Application will be processed within 7 **working days** (manual application) and 5 working days (on-line application) upon receipt of completed application.

Guidelines to Apply for Import License For Personal Motor Vehicles Of Malaysian Citizens Working Or Studying Overseas

1. Malaysian citizens that is eligible to apply:
 - i. Government officials working or studying overseas (at least obtained a diploma).
 - ii. Malaysian citizens working full time in a company/posted overseas for at least 1 year or studying overseas (except from Singapore and Brunei). Accompanying spouses or children are not eligible to apply for Import License.
 - iii. Husband, wife and children of Government officials and staff of home-based offices working at Malaysian Representatives office overseas.
2. Conditions that need to be fulfilled to qualify for an Import License for a private motor vehicle:
 - i. Residing overseas legally for a period of not less than one (1) year.
 - ii. Vehicle must be registered under the applicant's name for a period of not less than nine (9) months (from the date of vehicle registration to the date of return to Malaysia).
 - iii. Vehicle must be insured under the applicant's name for a period of not less than nine (9) months (from the date of car insured to the date of return to Malaysia).
 - iv. Applicant must have a valid driving license.
A learner/temporary driving license is not acceptable.
 - v. Returned to Malaysia permanently.
 - vi. Apply within 3 months from the date of return to Malaysia .
3. Applicant must submit the application together with a certified copy of the following documents:
 - i. International passport.
 - ii. Working or studying visa overseas. Dependent visa are not entitled or allowed to apply. (Except Government officials posted overseas).
 - iii. Identity card.
 - iv. Letter of offer to work or study overseas.
 - v. Letter of job termination or completion of study.
 - vi. Malaysian driving license.
 - vii. Approval letter to study overseas from the sponsor of the scholarship or loan.
 - viii. Certificate of Registration of the Vehicle overseas.
 - ix. Insurance Certificate of the Vehicle overseas.
 - x. Purchase Invoice of the Vehicle overseas.
 - xi. Completed and typed Customs Form JK69.
 - xii. Boarding pass/flight ticket back to Malaysia.

Note :

Custom Form JK69 can be bought at:

Syarikat Percetakan Nasional (M) Berhad,
Jalan Chan Sow Lin,
50554 Kuala Lumpur.

All documents submitted must be certified by Malaysian Government officials (grade A) or Commissioner of Oath only.

4. General conditions imposed:

- i. The vehicle can only be registered in Malaysia under the applicant's name.
- ii. The ownership of the vehicle cannot be transferred to any third party within 2 years from the date of registration.
- iii. Import License is granted to applicant once in a lifetime.

5. Completed application must be submitted to:

Ministry of International Trade & Industry (MITI)
Import and Export Control Division
2nd Floor, Block 10 Government Offices Complex, Jalan Duta
50622 Kuala Lumpur.

CLIENTSâ€™™ CHARTER Application will be processed within **7 working days** upon receipt of completed application.

Direktori Pengimport
Barang-barang Pembinaan



LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA
Construction Industry Development Board Malaysia

Ibu Pejabat CIDB, Tingkat 7, Grand Seasons Avenue, No. 72, Jalan Pahang, 53000 Kuala Lumpur
P.O. Box 12278, 50772, Kuala Lumpur. Tel.: 603 2617 0200, Fax.: 603 2617 0220
www.cidb.gov.my



MS ISO 9001 : 2000 REG. NO. AH1732



MS ISO 9001 : 2000 REG. NO. AH1732

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Segala pertanyaan mengenai penerbitan ini hendaklah diajukan kepada:

Pengurus Besar Kanan
Bahagian Pembangunan Bisnes
Lembaga Pembangunan Industri Pembinaan Malaysia
Tingkat 10A, Grand Seasons Avenue
No. 72 Jalan Pahang
53000 Kuala Lumpur
Malaysia

Tel. : 03 2617 0200

Fak. : 03 4044 8523

Isi Kandungan

| | |
|----------------|---|
| Prakata | v |
|----------------|---|

Senarai Barang

| | |
|----------------------------------|-----------|
| <i>Simen</i> | <i>1</i> |
| <i>Perkakas Sanitari</i> | <i>1</i> |
| <i>Dawai Steel dan Kabel</i> | <i>4</i> |
| <i>Jubin</i> | <i>5</i> |
| <i>Jubin / Perkakas Sanitari</i> | <i>13</i> |

Prakata

Buku ini merupakan sebuah Direktori yang mengandungi senarai nama pengimport serta jenis produk binaan yang dibawa masuk ke Malaysia.

Menyedari betapa pentingnya pengkalan data senarai pengimport dan bahan produk yang diimport ke Malaysia, justeru itu satu inisiatif telah dibuat oleh Unit Kualiti dibawah program QUEST CIDB untuk mengumpulkan maklumat dan data-data pengimport bagi rujukan pihak yang terlibat dalam industri binaan. Semoga dengan adanya buku maklumat pengimport pihak-pihak yang inginkan produk binaan boleh berhubung terus dengan senarai yang terkandung di dalam buku ini.

Simen

CEMENT INDUSTRIES (SABAH) SDN. BHD.

30km, North Of Kota Kinabalu
Sepangar Industrial Estate
Menggatal
Sabah

Tel: 088-411122

Fax: 088-411133

Person Incharge:

Melvyn YY Yong

HALLIBURTON MFCTRG. & TECH. (M) SDN. BHD.

Plot 48, Jln Persiaran
Tmn Teknologi Johor
81400 Senai
Johor

Tel: 07-5989999

Fax: 07-5983110

Person Incharge:

Saravanan Subramaniam

Perkakas Sanitari

ANDFLOW MARKETING SDN. BHD.

15-*2, 2nd Floor, Jln Indrahana 2
Tmn INdrahana, Off Jln Kuchai Lama
58100 Kula Lumpur
Tel: 03-79800524
Fax: 03-79800397

ADDINGTON SDN. BHD.

27 Jln SS20/11
Damansara Utama
47400 Petaling Jaya
Selangor
Tel: 03-77277699
Fax: 03-77277689

ATOM SANITARY IMPORT & EXPORT TRADING

45, Jln Pulau 7
Tmn Pulau Utama
81300 Skudai
Johor
Tel: 07-5212311
Fax: 07-6626994

BATAVIA IN TRADING

A22-0-7, Jln Permai 1/13
Tmn Puchong Permai
47100 Puchong
Selangor
Tel: 03-33237711
Fax: 03-33237722

BATH DECO MARKETING SDN. BHD.

No. 62, Jln Kemajuan
Section 12
46200 Petaling Jaya
Selangor
Tel: 03-79603388
Fax: 03-79604388

CHOOSSEN ONE MARKETING

No. 45 Jln 8
Pandamaran Jaya
Pelabuhan Klang
42000 Klang
Selangor
Tel: 03-33237711
Fax: 03-33237722

BINA WAREHOUSE SDN. BHD.

22, Jln Kg Attap
50460 Kuala Lumpur
Tel: 03-22746111
Fax: 03-22725075
Person Incharge:
Barbara Ann

DIGNIFIED SQUARE (M) SDN. BHD.

No. 260 A
 2 1/2 Miles Jln Ipoh
 51200 Kuala Lumpur
 Tel: 03-40411088
 Fax: 03-40419744

Person Incharge:

Lim Ah Lee

ECONAX MALAYSIA SDN. BHD.

Lot 552, Jln Raja Musa
 45+600 Batang Berjuntai
 Selangor
 Tel: 03-32719909
 Fax: 03-32719833

ELEGANCE BUILDING MATERIAL SDN. BHD.

No. 573, Lrg Ciku, Bt 36
 Jln Johor
 82000 Pontian
 Johor
 Tel: 019-3888999
 Fax: 03-51928199

Person Incharge:

Chong Wee Lee

EMAX INDUSTRIES (M) SDN. BHD.

No. 48, Jln Industri PBP 3
 Tmn Industri Pusat Bdr Puchong
 Mkm Petaling
 47100 Puchong
 Selangor
 Tel: 03-58828828
 Fax: 03-58823988

Person Incharge:

Hong Chooi Ling

EMAX MARKETING (M) SDN. BHD.

No. 48, Jln Industri PBP 3,
 Tmn Industri Pusat Banda Puchong
 Mukim Petaling
 47100 Puchong
 Selangor
 Tel: 03-58828828
 Fax: 03-58823988

FLUID CONNECTION (M) SDN. BHD.

5A, Jln SS 21/34
 Damansara Utama
 47400 Petaling Jaya
 Selangor
 Tel: 03-77109528
 Fax: 03-77109528

FLOW-LINE SDN. BHD.

No. 31, Jln SS 15/4
 47500 Subang Jaya
 Selangor
 Tel: 03-56356884
 Fax: 03-56351682

GC BUILDING TECHNOLOGIES (M) SDN. BHD.

No. 51-57, Jln SS 25/2
 Tmn Bkt Emas
 47301 Petaling Jaya
 Selangor
 Tel: 03-78052752
 Fax: 03-78052797

Person Incharge:

Zec Pang

HEAPWAH ENTERPRISE SDN. BHD.

No. 40 & 46, Jln 18/2
 46000 Petaling Jaya
 Selangor
 Tel: 03-79829436
 Fax: 03-77816288

Person Incharge:

Lam Weng Wai

HOMEWISH SANITARYWARES SDN. BHD.

1565, Jln Kusta
 Perindustrian Kg Jaya
 47000 Sg. Buloh
 Selangor
 Tel: 03-61576988
 Fax: 03-61571677

Person Incharge:

Wong Mei Yee

I - HOME MARKETING SDN. BHD.

No. 2 (Plot 61)
 Jalan Chepor 11/7
 Kawasan Perusahaan seramik Chepor
 31200 Chemor
 Perak
 Tel: 05-2014525
 Fax: 05-2014503

INHWA TRADING SDN. BHD.

Lot 9B-3A, Jln Kemajuan
 Section 13
 46200 Petaling Jaya
 Selangor
 Tel: 03-21645810
 Fax: 03-21645814

Person Incharge:

Lam Chow Lan

RIGEL TECHNOLOGY (M) SDN. BHD.

Wisma Rigel, No. 16 & 18, Jln 3/33B
 MWE Commercial Park, Batu 61/2
 Jln Kepong, Kepong
 52000 Kuala Lumpur
 Tel: 03-62586016
 Fax: 03-62585498

ROCA (MALAYSIA) SDN. BHD.

Lot 2, Jln 225
 46100 Petaling Jaya
 Selangor
 Tel: 03-79522522
 Fax: 03-79586860

Person Incharge:

Thina Karan

KOON HOE & COMPANY SDN. BHD.

No. 3, Jln 13/3
 46200 Petaling Jaya
 Selangor
 Tel: 03-79588131
 Fax: 03-79567196

Person Incharge:

Lee Kian Lek

LA FONZA CERAMICA SDN. BHD.

No. 2, Jln Serendit 2
 Bdr Puchong Jaya
 47100 Puchong
 Selangor
 Tel: 03-58824582
 Fax: 03-58824501

Person Incharge:

Phang Kong Meng

MADAYA SDN. BHD.

Lot 7760 & 7761, Section 64
 Ktld Jln Datuk Ab. Abdul Rahim
 93450 Kuching
 Sarawak
 Tel: 082-335685
 Fax: 082-482018

Person Incharge:

Gwendolin Shia Kwong Hoon

PRO-MACO INTERNATIONAL SDN. BHD.

No. 62, Jln Kemajuan, Section 12
 46200 Petaling Jaya
 Selangor
 Tel: 03-79603388
 Fax: 03-79604388

Person Incharge:

Wong Loke Yoong

SUHUWANG SDN. BHD.

Lot 69-71 & 73-75
 Kaw Perindustrian Masjid Tanah
 78300 Masjid Tanah
 Melaka
 Tel: 06-3846688
 Fax: 06-3847777

Person Incharge:

Jeffrey Soo Eng Kim

TIAN SHUAI TRADING

Pun Chua Associate
 Suite 12/3A, 12th Flr
 Wisma Zelan
 No. 1 Jln Tasik
 Permaisuri 2
 Tel: 012-5352922
 Fax: 03-62501351

Person Incharge:

Ng Joo Kian

VARIASI AKTIF SDN. BHD.

Lot 4, Jln Paku 16/6
 40000 Shah Alam
 Selangor
 Tel: 03-55192708
 Fax: 03-55129746

Person Incharge:

Teh Seng Huat

YZ SING CONSTRUCTION

No. 357
 Kg. Baru Sg Chua
 43000 Kajang, Selangor
 Tel: 019-2248016
 Fax: 03-87397035

Dawai Steel dan kabel**ANTAH SCHINDLER SDN. BHD.**

7&8th Flr, Bgn TH Uptown 3
 No.3, Jln SS21/39
 Damansara Uptown
 47400 Petaling Jaya
 Selangor
 Tel: 03-77251818
 Fax: 03-77251181

Person Incharge:

Noraslinda Binti Mahfudz

EITA ELEVATOR (MALAYSIA) SDN. BHD.

Lot 4, Block A, Jln SS 13/7
 Subang Jaya Industrial Estate
 47500 Subang Jaya
 Selangor
 Tel: 03-56211899
 Fax: 03-56211179

Person Incharge:

Jacqueline Yee

ELEVMA ELEVATORS SDN. BHD.

14, Medan Kikik 1
 Tmn Inderawasih
 13600 Prai
 Pulau Pinang
 Tel: 04-39711158
 Fax: 04-3984258

Person Incharge:

Peng Wen Chung

**FUJI LIFT & ESCALATOR
MANUFACTURING**

Plot 73 (C)
 Ltg Bayan Lepas 3
 Bayan Lepas Industrial Park, Phase 4
 11900 Pulau Pinang
 Tel: 04-6451222
 Fax: 04-6451111

Person Incharge:

Tan Chin Koon

OTIS ELEVATOR CO. (M) SDN. BHD.

7th Flr, Block B, HP Towers, 12
Jln Gelenggang, Bkt Damansara
50490 Kuala Lumpur
Tel: 03-27313388
Fax: 03-23713305

Person Incharge:

Richard Ng

RELIABLETREND SDN. BHD.

No. 11 & 13, Jln Budi 6
Taman Industri Wawasan
83000 Batu Pahat
Johor
Tel: 07-4287889
Fax: 07-4287886

RYODEN (MALAYSIA) SDN. BHD.

No. 42, Jln Penchala
46050 Petaling Jaya
Selangor
Tel: 03-77883003
Fax: 03-77827807

Person Incharge:

Loy Joon Chai

SINKONG CONSTRUCTION SDN. BHD.

Jln Datuk Panglima Banting, KP
Menintod, Bukit Padang,
14320 Kota Kinabalu
Sabah
Tel: 088-727102
Fax: 088-711000

Person Incharge:

Gilbert

SML ENGINEERING SDN. BHD.

No.18-2, Jln Sri Jati Satu
Tmn Sri Jati
Off Jln Puchong
58200 Kuala Lumpur
Tel: 03-77812718
Fax: 03-77812698

Person Incharge:

Chong Chow Chek

TITI MAJU SDN. BHD.

7th & 8th Flr, Bgn TH Uptown 3
No.3, Jln SS21/39
Damansara Uptown
47400 Petaling Jaya
Selangor
Tel: 03-77251818
Fax: 03-77251181

Person Incharge:

Noraslinda Binti Mahfudz

Jubin**APEX CERAMICS CITY SDN. BHD.**

No. 302 & 304
Batu 2 1/2
Jln Ipoh
51200 Kuala Lumpur
Tel: 03-40445000
Fax: 03-40441133

Person Incharge:

Wong Foong Ying

ASCENTURY NUTRITECH SDN. BHD.

7, Jln Sungai Keramat 5
Tmn Klang Utama
42100 Klang
Selangor
Tel: 03-32911135
Fax: 03-32901135

Person Incharge:

Ching Boon Lee

BMS TILING SDN. BHD.

1, Jln Mutiara Emas 5/7
Tmn Mount Austin
81100 Johor Bahru
Johor
Tel: 07-3552111
Fax: 07-3526590

Person Incharge:

Ang Kwee Peng

BODE BUILDING MATERIAL SDN. BHD.

Lot 21, Jln 223, Seksyen 51 A
46100 Petaling Jaya
Selangor

Tel: 03-79549919

Fax: 03-79572476

Person Incharge:

Abdul Wafi Bin Shukor

CASTLE-GRES SDN. BHD.

Lot 922A, Batu 2

Jln Kapar

41400 Klang

Selangor

Tel: 03-33424332

Fax: 03-33741690

Person Incharge:

Chiew Choon Hoe

CKLOW MARKETING

No. 7, Jln Bahagia 22

Tmn Sri Bahagia

Cheras

56000 Kuala Lumpur

Tel: 013-6046633

Fax: 03-89454663

COLOR Y HARDWARE

No. 381, Jln Air Tasek Air Panas

Setapak

53200 Kuala Lumpur

Tel: 03-40217187

Fax: 03-40215350

DREAM FASHION SDN. BHD.

11, Jln Segambut Atas

51200 Kuala Lumpur

Tel: 012-5101303

Fax: 03-62593236

Person Incharge:

Chin Fun Yuen

EASTERN CENTURY CONCEPTS SDN. BHD.

No. 2, Jln U1/26, Seksyen U1, Hicom
Glenmarie Industrial Park

40150 Shah Alam

Selangor

Tel: 03-78804239

Fax: 03-78803405

Person Incharge:

Wong Mei Yee

EPINAZ SDN. BHD.

No.9, Lrg Binajaya 3, Tmn Perind.

Ringan Usaha Jaya

14100 Pmtg Tinggi

Bkt. Mertajam

Pulau Pinang

Person Incharge:

Goh Chin Ewe

ERIO TRADING

No. 11, Lrg Impian Ria 2

Tmn Impian Ria

14000 Bkt Mertajam

Pulau Pinang

Tel: 04-5024189

Fax: 04-5024189

Person Incharge:

LIM CHOON LEE

EXCELTRAL TRADING SDN. BHD.

No. 19-01-1, Lrg Bt Nilam, 1A
Bdr Bkt Tinggi
41200 Klang
Selangor
Tel: 03-33239088
Fax: 03-33239088

Person Incharge:

Ng Lip Kok

FULL SENG TRADING

No. 41 Jln Sg Keladi 2
Jln Kem
42000 Port Klang
Selangor
Tel: 03-31661190
Fax: 03-31661186

GEMILANG PADAT SDN. BHD.

8, Jln Seksyen 1/20
Tmn Kajang Utama
43000 Kajang
Selangor
Tel: 03-87341688
Fax: 03-87341633

Person Incharge:

Wong Swee Tat

GLOBAL TIME MARKETING

PT No. 7262, Jln 1/2 B
Putra Point, Bdr Baru Nilai
71800 Nilai
Negeri Sembilan
Tel: 06-8500466
Fax: 06-8500677

Person Incharge:

Azmeh B. Basir

GUOCERA MARKETING SDN. BHD.

5th Flr, Kompleks Kemajuan
No. 2, Jln 19/1B
46300 Petaling Jaya
Selangor
Tel: 03-79587611
Fax: 03-76212823

Person Incharge:

Lim Lian Peng

GTR CERAMICS SDN. BHD.

8, Lorong Zainal Abidin 13
Off Jln Pendamar
41200 Klang
Selangor
Tel: 03-31677723
Fax: 03-31651652

HOMEWAY MARKETING (P. J.) SDN. BHD.

No. 1228, Jln Padang
Lalang, Jln 213
46050 Petaling Jaya
Selangor
Tel: 03-77847277
Fax: 03-77847727

HW CERAMIC SDN. BHD.

No. 25, Jln Industri PBP 10
Tmn Industri Pusat Bdr Puchong
47100 Puchong
Selangor
Tel: 03-59811773
Fax: 03-58911770

Person Incharge:

Loo Kiew Man

INFON-MAL CERAMICS SDN. BHD.

No. 262, 2 1/2, Jln Ipoh
51200 Kuala Lumpur
Tel: 03-40433555
Fax: 03-40443555

Person Incharge:

Kee Keng Huai

INTELREACH MARKETING SDN. BHD.

No. 16, Persiaran Cahaya 2
Tmn Cahaya Indah
68000 Ampang
Selangor

Tel: 03-42979971

Fax: 03-42804200

Person Incharge:

Chow Swee Chong

IMPIAN STONE (M) SDN. BHD.

11, Jln Hujung Permatang Satu
26/25 A
40000 Shah Alam
Selangor

Tel: 03-51923392

Fax: 03-51923393

INSINCO TRADING SDN. BHD.

Lot 1751, Jln Prunus 3
Piasau Industrial Estate
98000 Miri
Sarawak

Tel: 085-663231

Fax: 085-652751

IPMUDA TILES & SANITARYWARES S/B

Lot 19, Jln 13/2
46200 Petaling Jaya
Selangor

Tel: 03-79549188

Fax: 03-79549166

Person Incharge:

Thaam Liap Heng

I.T. STONE SDN. BHD.

Lot 3, Batu a 1/2
Jalan Kelang Lama
58000 Kuala Lumpur
Tel: 03-79804011
Fax: 0379817684

J. L. CERAMICS SDN. BHD.

Miles 5 1/2 Petagas
Jln Putatan
P.O. Box 13157
88836 Kota Kinabalu
Sabah

Tel: 088-766997

Fax: 088-766992

Person Incharge:

Luk Ing Hui

JANG LUNG SDN. BHD.

Miles 5, Jln Penampang
88300 Kota Kinabalu
Sabah

Tel: 088-714014

Fax: 088-719077

Person Incharge:

Luk Ing Ping

JOHAN CERAMICIS BERHAD

No. 32, Lorong Gajus
Senawang Industrial Estate
70450 Seremban
Negeri Sembilan

Tel: 06-6776181

Fax: 06-6771836

JUI SHIN (M) SDN. BHD.

No. 2, Jln SBC 6
Tmn Sri Batu Caves
68100 Batu Caves
Selangor

Tel: 03-61860399

Fax: 03-61860252

Person Incharge:

Fredy Chandra

KOSMOS BAYUMAS SDN. BHD.

No. 10, Lrg Sultan Mohamed 25D
Taman I.K.S, Bandar Sultan Sulaiman
42000 Port Klang
Selangor

Tel: 03-31765912

Fax: 03-31761912

LCL FURNITURE SDN. BHD.

Lot 2132, Jln BA 13
 Kawasan Perusahaan Bukit Angkat
 43000 Kajang
 Selangor
 Tel: 03-87379899
 Fax: 03-87399837

LEDANG MAJU TRADING

D11-13, Block D, Seri Puri
 Apartment, Jln Aman
 Desa Aman Puri
 52100 Kepong
 Kuala Lumpur
 Tel: 012-3916088
 Fax: 03-61870631

Person Incharge:

Chee Kim Wah

LUX DISTRIBUTOR SDN. BHD.

Wisma LUX, Lot 16435 (Block 5)
 Jln 4, Kaw. Perind. Selayang
 68100 Batu Caves
 Selangor
 Tel: 03-61373333
 Fax: 03-61373313

Person Incharge:

Lim Ah Lan

MALAYSIAN MOSAICS BERHAD

1A, Jln 205, Off Jln Tandang
 P.O. Box 465, Jln Sultan
 46050 Petaling Jaya
 Selangor
 Tel: 03-8267010
 Fax: 03-8271651

Person Incharge:

Chiyu Shwu Chye

MAXCALIBRE SDN. BHD.

No. 23, Jln Selat Selatan 5A
 LANDPAC Industrial Park
 42000 Port Klang
 Selangor
 Tel: 0757-85333628
 Fax: 0757-85333627

Person Incharge:

Tan See Teck

MC HARVEST SDN. BHD.

No. 54 Lrg 24
 Tmn Patani Jaya
 08000 Sungai Petani
 Kedah
 Tel: 04-4248898
 Fax: 04-4238998

MG MARBLE & TILING SDN. BHD.

Lot 2, Jln Ulam Raja
 Jln Lintas
 Kolombong
 88450 Kota Kinabalu
 Sabah
 Tel: 088-386150
 Fax: 088-389150

Person Incharge:

Chong Pak Yu

MILANOGRES SDN. BHD.

11, Jln Segambut Atas
 51200 Segambut
 Kuala Lumpur
 Tel: 03-62593236
 Fax: 03-62593239

Person Incharge:

Dickson Chin

MULTIWAY MARKETING

113-B, Jln Tengku Badar
 42000 Port Klang
 Selangor
Person Incharge:
 Chiew Choon Hoe

MML MARKETING SDN. BHD.

C/O Batu 4, Jln Batu Pahat
86000 Kluang Johor
Tel: 07-7761406
Fax: 07-7761381

Person Incharge:**MYWAY IMPORT & EXPORT TRADING**

2-3-C, Tingkat 3
Jln Tiong Nam
50350 Kuala Lumpur
Tel: 0757-86817901
Fax: 0757-86817900

Person Incharge:

Wong Lee Seng

OPSIPRIMA SDN. BHD.

No. 36A, Ground Floor
Jln Petaling Utama 9 (PJS 1/46)
46150 Petaling Jaya
Selangor
Tel: 03-77829028
Fax: 03-77822655

ORNADO MANUFACTURER SDN. BHD.

S/L8&9, GF, Medan Jaya Commercial
Centre, Jln Tun Hussein Onn
P.O. BOX 1218
97008 Bintulu Sarawak
Tel: 086-315658
Fax: 086-311688

PRIMATAGE SDN. BHD.

No. 29 Jln Meranti Jaya II
Taman Meranti Jaya Industrial Park
47100 Puchong
Selangor
Tel: 03-33249888
Fax: 03-33234888

RAINBOW MARBLE & TILING SDN. BHD.

No. 41 & 43, Batu 7
Jln Kota Tinggi
81100 Johor Bahru
Johor
Tel: 07-3543816
Fax: 07-3541089

OPTIBUMI SDN. BHD.

No. 10, Lrg Sultan Muhamed 25D
Tmn IKS, Bdr Sultan Sulaiman
42000 Port Klang
Selangor
Tel: 03-31765907
Fax: 03-31761912

Person Incharge:

Balarajah AL Puvanantheran

RAM NIAGA ENTERPRISE

6-0, Lrg Bt Nilam 3A
Bdr Bkt Tinggi
41200 Klang
Selangor
Tel: 03-33241343
Fax: 03-33241150

Person Incharge:

Tan Chee Seng

**REGIONAL CERAMICS INDUSTRIES (M)
SDN. BHD.**

Lot 22, Jln Perusahaan 4
Kaw Perindustrian Kulim
09000 Kulim
Kedah

Tel: 04-4892900

Fax: 04-4892700

Person Incharge:

Lai Soo Hoon

SEACERA TILES BHD.

Lot 16428, 14KM, Jln Ipoh
Kaw Perindustrian Selayang
68100 Batu Caves
Selangor
Tel: 03-61362493
Fax: 03-61367916

SEN LUK TRADING

No 59, Jln 4/2
43300 Seri Kembangan
Selangor
Tel: 03-33234950
Fax: 03-33234953
Person Incharge:
Tay Bee Lee

SGK DAGANG ENTERPRISE

15-3-1, Jln 4/26D
Medan Putra, Business Centre
Bdr Menjalara
52200 Kuala Lumpur
Tel: 03-62775322
Fax: 03-62775381
Person Incharge:
Abd Sirat Bin Hassan

SHENION HOME DISCOVERY SDN. BHD.

Plot 11, Jln IKS MJ 2
Tmn IKS Malim Jaya
75250 Melaka
Tel: 06-3356616
Fax: 06-3360877

SINCERETILING (M) SDN. BHD.

No. 16, Jln Anggerik Vanilla R31/R
Seksyen 31, Kota Kemuning
40460 Shah Alam
Selangor
Tel: 03-51221212
Fax: 03-51220822

SINAR CT NIAGA ENTERPRISE

No. 36 A
Jln Petaling Utama 9
(PJS 1/46)
46150 Petaling Jaya
Selangor
Tel: 03-77829028
Fax: 03-77810493
Person Incharge:
Chia Siak Tak

SR MARBLE SDN. BHD.

No. 18 & 20, Jln SS 22/025
Damansara Jaya
47400 Petaling Jaya
Selangor
Tel: 03-77286262
Fax: 03-77289660
Person Incharge:
Loh Seow Huei

SST ENTERPRISE

No.36A, Jln Petaling 9 (Pjs 1/46)
46150 Petaling Jaya
Selangor
Tel: 03-77829028
Fax: 03-77822655
Person Incharge:
Yusri bin yusuf

STONE MASTER (M) SDN. BHD.

No. 78, Jln SS 21/39
Damansara Utama
47400 Petaling Jaya
Selangor
Tel: 03-77296633
Fax: 03-77283430
Person Incharge:
B. L. Pua

**SUPER CERAMIC TILES & DESIGN
SDN. BHD.**

254 B, Bt 2
Jln Ipoh
51200 Kuala Lumpur
Tel: 03-40433363
Fax: 03-40444823

Person Incharge:

Lim Yan Tiong

SYARIKAT TABANEKA SDN. BHD.

Suite 2.67, Plaza Alam Sentral
Jln Majlis Seksyen 14
40000 Shah Alam
Selangor

Person Incharge:

Chiew Choon Hoe

SUNWAY KERAMO SDN. BHD.

Lot 6489 & 6490M Off 6th Mile
Jln Kapar
42100 Klang
Selangor
Tel: 03-32915288
Fax 03-32915388

Person Incharge:

Joseph Lim Joon Keong

**TEONG MA TRADING AND
DEVELOPMENT SDN. BHD.**

CA 107 F-4, 4th Flr
City Square Centre
Jln Tun Razak
50400 Kuala Lumpur
Tel: 03-21624922
Fax: 03-21712922

Person Incharge:

K. Ramachandran

TERRACOTTA TILES CENTRE SDN. BHD.

No.15, Jln Pendidik UI/31, Sek. UI
Hicom-Glenmarie Industrial Estate
40150 Shah Alam
Selangor
Tel: 03-55694779
Fax: 03-55694791

Person Incharge:

Meor Ismail B Mohamed Ali

TILEGRES MARKETING SDN. BHD.

28-3, 3rd Flr, Jln 3/109C
Tmn Abadi Indah
Off Jln Klang Lama
58100 Kuala Lumpur
Tel: 03-79819070
Fax: 03-79819080

Person Incharge:

Lynette Lai

TOP LINE ENTERPRISE

57-2, Jln SL 1/4
Bdr Sg Long
43000 Kajang
Selangor
Tel: 03-90749133
Fax: 03-90745133

Person Incharge:

Yii Ee Fung

TOPCERA DISTRIBUTOR SDN. BHD.

Wisma TOPCERA
No. 302 & 304
Batu 2 1/2 Jln Ipoh
51200 Kuala Lumpur
Tel: 03-40445000
Fax: 03-40431133

Person Incharge:

Wong Foong Ying

UPTOWN INDUSTRIES SDN. BHD.

No. 12-2, Jln Puteri 1/4
 Bandar Puteri PUchong
 47500 Puchong
 Selangor
 Tel: 03-80681889
 Fax: 03-80682533

WAN HO TRADING DN. BHD.

No. 13, Jln SB Jaya 9
 Tmn SB Industrial Park
 47000 Selangor
 Tel: 03-61575033
 Fax: 03-61412099

WEE TATT TRADERS SDN. BHD.

No. 865, Simpang Tiga Juru
 14000 Bukit Mertajam
 Pulau Pinang
 Tel: 04-5070454
 Fax: 04-5070454

WORLD PRESTIGE SPARKLE SDN. BHD.

No. 4, Jln 3/18D, Taman Mastiara
 Batu 5 1/2, Off Jln Ipoh
 51200 Kuala Lumpur
 Tel: 03-62528660
 Fax: 03-62578810

Jubin / Perkakas Sanitari**ALL TIME ENTERPRISE**

26, Jln 6/62A
 Bandar Manjalara
 52200 Kuala Lumpur
 Tel: 03-33234950
 Fax: 03-33234953

JUBIN BMS (1990) SDN. BHD.

1, Jln Mutiara Emas 5/7
 Tmn Mount Austin
 81100 Johor Bahru
 Johor
 Tel: 07-3552111
 Fax: 07-3526590

Person Incharge:

Wendy Chan Kwei Wei

MCT CONSTRUCTION MATERIALS SDN. BHD.

23-3, Jln USJ 21/10
 47630 UEP Subang Jaya
 Selangor
 Tel: 03-80239988
 Fax: 03-80249058

Person Incharge:

Pang Ching Chooi

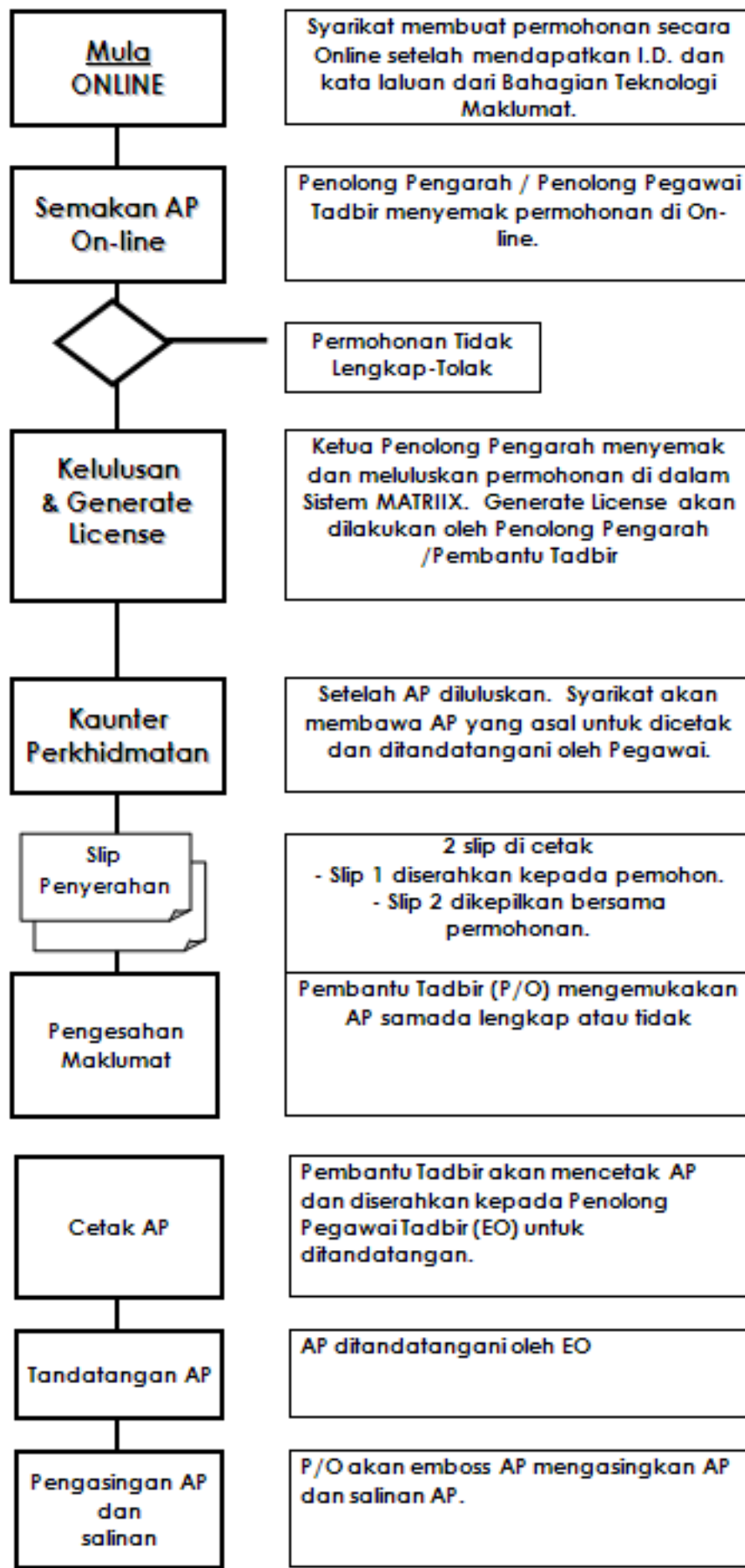
NIRO CERAMIC SALES&SERVICES (M) SDN. BHD.

Lot 1, Lrg 19/1A
 46300 Petaling Jaya
 Selangor
 Tel: 07-2762995
 Fax: 07-2762991

Person Incharge:

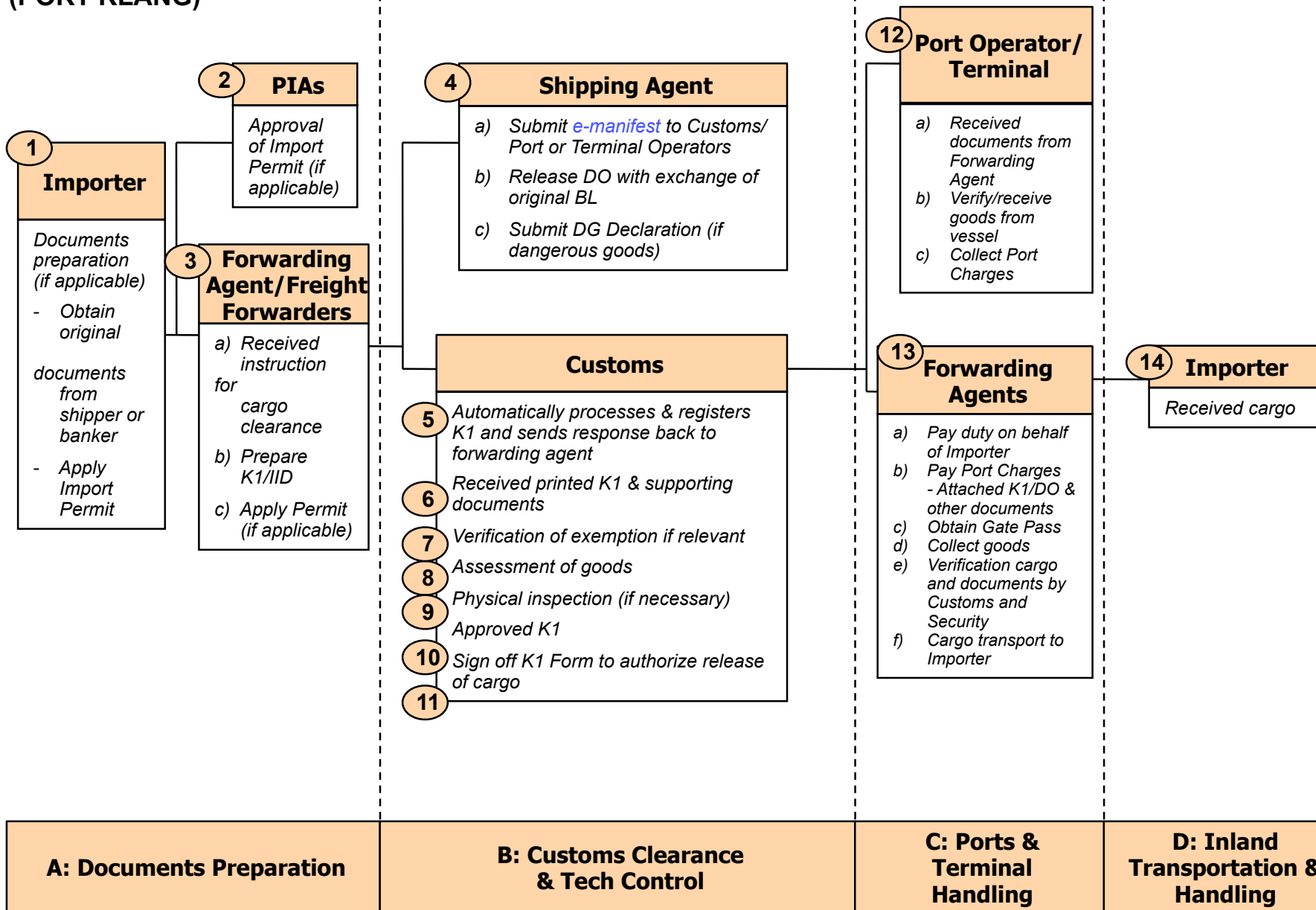
Somadhi a/p Supiaya

Carta Aliran Proses Kerja Lesen Import & Eksport Secara Online



IMPORT FLOW FOR BREAK BULK CARGO - (PORT KLANG)

Attachment 1a



| No | Process Flow | Document | Process time | Cost |
|----|---|---|--|-----------------------------|
| 1 | Importer prepares necessary documents, including: | COO | 3 working days | No cost |
| | - Certificate of Origin (COO) documentation from FTA Countries (if applicable) | | | |
| | - Collecting shipping documents from banks (if applicable) | Shipping documents | 3 working days | |
| | - Apply import permit from PIAs if applicable | Import Permit | Pre-arrival | |
| 2 | PIA approve Import Permit (if applicable) Note: Total no of agencies: 25 Live implementation: 19 Paperless: 16 Coming on board: 4 – under development (1 Peninsular, 3 Sarawak) 2 – Awaiting instruction from MOF | Import Permit | 5 working days | RM5 (DNT) PIA's own fees |
| 3 | a) Importer instructs Forwarding Agent to clear cargo (together with supporting documents such as Bill of Lading, Permit, Invoice & Packing List) * Forwarding Agent perform document preparation if instructed by Importer * Forwarding Agent submit K1 electronically (CUSDEC) through SMK-DNT interface. | Bill of Lading Permit Invoice Packing List | 1 day (all documents in order and for normal clearance) Preparation: 1 hour | No cost |
| | b) Forwarding Agent prepare K1 and IID | K1 IID | | |
| | c) Forwarding Agent apply Permit (if applicable) | Permit | | |

| No | Process Flow | Document | Process Time | Cost |
|----|--|--|----------------------------|--|
| 4 | a) Shipping Agent send electronic manifest (e-manifest) (Ocean Bill of Lading) to Customs and Port Operator within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier. | e-manifest | Pre-arrival | EDI charges – RM30 per B/L |
| | b) Shipping Agent to release Delivery Order for exchange of original Bill of Lading. | Delivery Order Bill of Lading | 1 hour | |
| | c) Shipping Agent submit DG Declaration (if dangerous goods) | DG Declaration | 1 hour | |
| | | | | RM110 per B/L RM0.88 per kb. |
| 5 | Customs computer system automatically processes & registers K1 and sends response back to Forwarding Agent with registration number | K1 Form | Response time: 5 – 20 min. | EDI charges: RM0.88 per kb. (RM5 per K1) Forwarding charges: RM100 – RM150 per consignment (Based on the volume) |
| 6 | Customs receives Form K1 and supporting documents for Customs clearance. i) Basic supporting documents: Invoice, Packing List and Delivery Order. ii) Other supporting documents such as Permit, COO, C/I/C/I-5A depending on transaction type | K1 form Invoice Packing List Delivery Order | 1 hour | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|--|---------|
| 7 | For those consignments claiming Treasury/LMW exemption, K1 and supporting documents have to be submitted to Customs Import Branch, North Port for the verification of exemption. | K1, Treasury Exemption Letter | 15 - 30 min. depending on number of items | No cost |
| 8 | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : i) Verification of particulars declared against supporting documents; ii) Instruction for physical inspection if necessary; iii) Classification/Valuation; iv) Approval | K1 Form Invoice Packing List Delivery Order Permit COO CJ5/CJ5A | 5 - 20 min | No cost |
| 9 | Physical inspection of cargo by Customs (if necessary) | K1 Form | 1 hour | No cost |
| 10 | If no physical inspection, Customs will grant approval in SMK. | K1 Form, PIA Permit | 2 - 5 min. 30 min. with physical inspection | No cost |
| 11 | Customs receipts the K1 and Senior Customs Officer signs off the K1 Form to authorize release of cargo. (Applicable for parallel transactions) If paperless transaction: i) Auto-release after payment of duty/tax ii) Printing of Customs Official Receipt (COR) | K1 Form COR | 2 - 5 min. | |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|--|---|
| 12 | a) Port Operator received documents from Forwarding Agent b) Port Operator verify/received goods from vessel c) Port Operator collect Port Charges | IID K1 | 30 min per IID | Port charges: as per tariff |
| 13 | a) Forwarding Agent pays import duty on behalf of Importer via : i) Electronic Fund Transfer (which is only available during banking hours); ii) Duty Net (24 x 7, through CIMB); or iii) Manual (through cheque or bank draft) b) Forwarding Agent pays port charges to Port Operator - attach K1/ Delivery Order & other documents c) Forwarding Agent obtain Gate Pass for cargo from Port/Terminal d) Forwarding Agent collect goods e) Verification of cargo and documents by Customs and Security at gate | EFT Message: PAYORD, CREMUL, CREADV Manual: bank draft or cheque IID IID K1 Gate Pass IID K1/Permit Gate Pass | a) EFT: 20-60 min. (different from Bank to Bank) b) Duty Net: Real time Basis c) Manual: 30 min. 30 min. per IID | EFT charges: RM15 per B/L Actual charge: RM15 per transaction Port Charges (based on the cargo) As per tariff |

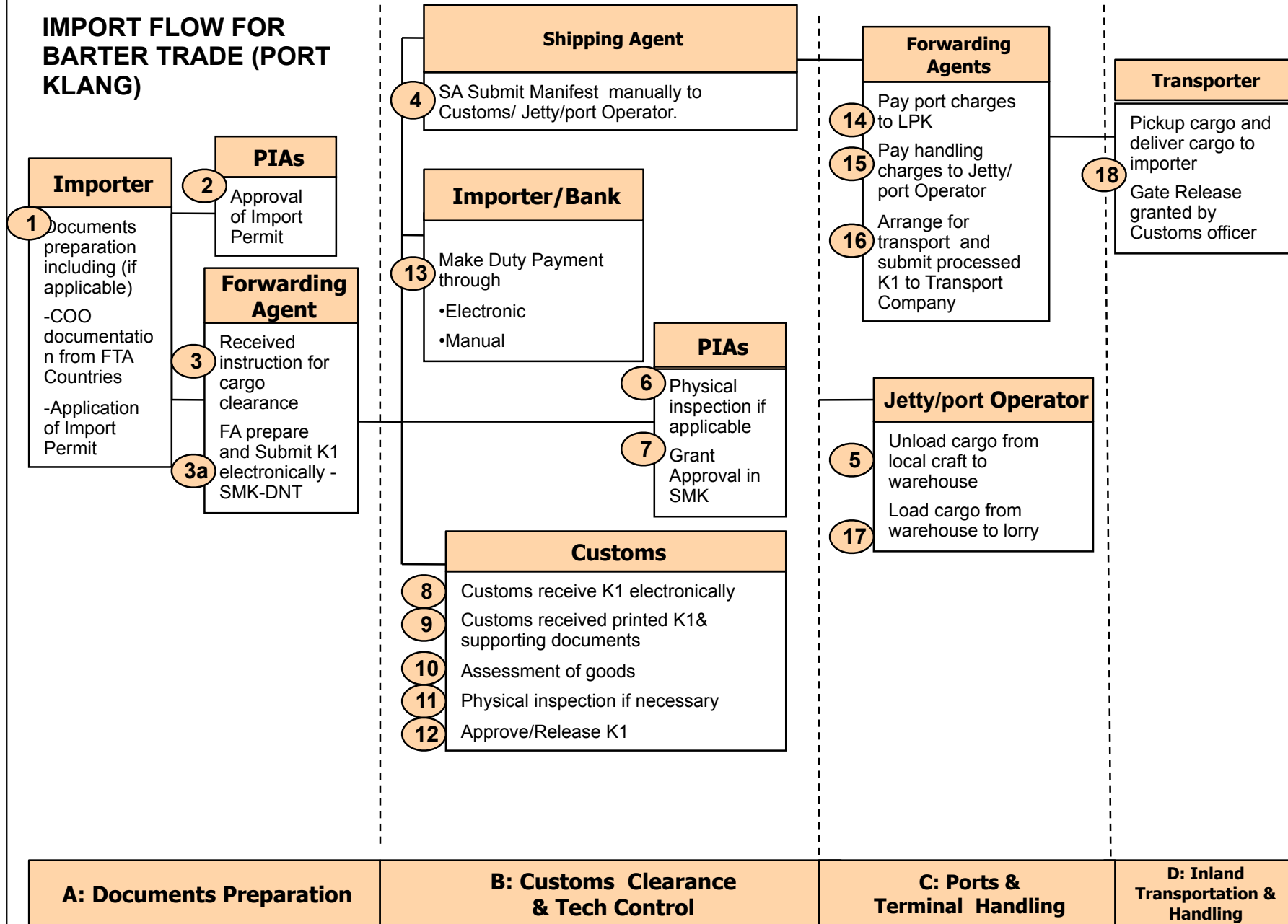
Legend (Import Flow):

- PIAs – Permit Issuing Authorities
- FTA – Free Trade Agreement
- MOF – Ministry of Finance, Malaysia
- K1 Form – Customs declaration form for import
- DNT – Dagang Net Technologies (e-service provider)
- SMK-DNT – Electronic data interchange system used by Customs for export declaration
- IID – Integrated Import Document
- SMK – Sistem Maklumat Kastam
- LMW – Licensed Manufacturing Warehouses
- * EFT – * Electronic Fund Transfer (applicable to only 8 banks)

*Participating banks: 1-8

1. Maybank;
2. CIMB Bank;
3. PBB;
4. RHB Bank;
5. EON Bank;
6. Alliance Bank;

IMPORT FLOW FOR BARTER TRADE (PORT KLANG)



| No | Process Flow | Document | Process time | Cost |
|----|---|--------------------------|-------------------------------|---|
| 1 | Importer prepares necessary documents, including : -COO documentation from FTA Countries (if applicable) - Apply import permit from PIAs if applicable | COO Import permit | Pre-arrival | No cost |
| 2 | PIA approve Import Permit (if applicable) Note: Total no of agencies: 25 Live implementation: 19 Paperless: 16 Coming on board: 4 – under development (1 peninsular, 3 Sarawak) 2 – Awaiting instruction from MOF | Import Permit | | RM 5 (DNT) PIA's own Fees |
| 3 | Importer instructs forwarding agent to clear cargo (together with supporting documents such as invoice and permit) FA perform Document preparation if instructed by Importer | Invoice Permit | | No cost |
| 3a | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface. | K1 | Response Time : 5 – 20 min | K1 : RM 0.60 per set EDI charges: RM 0.88 per KB (RM 5 per K1) Forwarding charges : |
| 4 | Shipping agents send manifest to Customs and Jetty/port Operator manually within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier. | Manifest | Pre-arrival | 2 |

A

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|------------------------------|---------|
| 5 | Jetty/port Operator unloads cargo from local craft to warehouse. | | | |
| 6 | Forwarding agent informs OGA of the arrival of cargo & that the approval of the import permit has been approved OGA physical inspection done at the relevant warehouse | K1 form | OGA inspection time : 30 min | No Cost |
| 7 | If no physical inspection, OGA will grant approval in SMK. | K1form, PIA Permit | 2 - 5 min | No cost |
| 8 | Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number | - | - | No cost |
| 9 | Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice. b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type. | K1 form Invoice Permit COO CJ5/CJ5A | 2 – 5 min | No cost |
| 10 | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation, d) Verification of exemption/preferential rate claimed. | K1 form Invoice Delivery Order Permit COO CJ5/CJ5A | 5 - 20 min | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|---|--|
| 11 | Physical inspection if necessary will be carried out in Jetty/port Operator's warehouse by Customs officer and in the presence of Forwarding Agent. | K1 form Invoice | ½ hour | No cost |
| 12 | Senior Customs Officer grants approval to the K1 in SMK and hardcopy for duty payment. In case the cargo does not subject to duty/tax, customs release will be granted. | K1 form K1 SMK | 2 – 5 min | No cost |
| 13 | Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (which is only available during banking hours); b) Duty Net (24 x 7, through CIMB); or c) Manual (through cheque or bank draft) | EFT Message : PAYORD, CREMUL, CREADV Manual: bank draft or cheque | a) EFT : 20-60 min (different from Bank to Bank) b) Duty Net : Real time Basis c) Manual : 30 min | EFT charges for EFT : RM 8.00 per transaction Actual charge: Rm15 per transaction |
| 14 | Forwarding pay port charges to Klang Port Authority | | | RM 2.00/ton |
| 15 | Forwarding pay handling charges to Jetty/port Operator | | | |
| 16 | Forwarding Agent contacts transport company and arranges for transport. Upon confirmation, processed K1 will be passed to the transport company. Lorry will be sent to pick up the cargo. | | | |

B

C

| No | Process Flow | Document | Process Time | Cost | |
|----|---|--------------|--------------|------|-----|
| 17 | Jetty/port operator verifies processed K1 submitted by lorry driver and after tallying proceed to load cargo onto the lorry. | Processed K1 | | | } C |
| 18 | After loading, lorry driver will proceed with Customs Gate Release by submitting processed K1 to Customs Officer at the Exit Gate and delivers cargo to importer. | | | | |

Legend (Import Flow):

SA – Shipping Agent

1. FA – Forwarding Agent

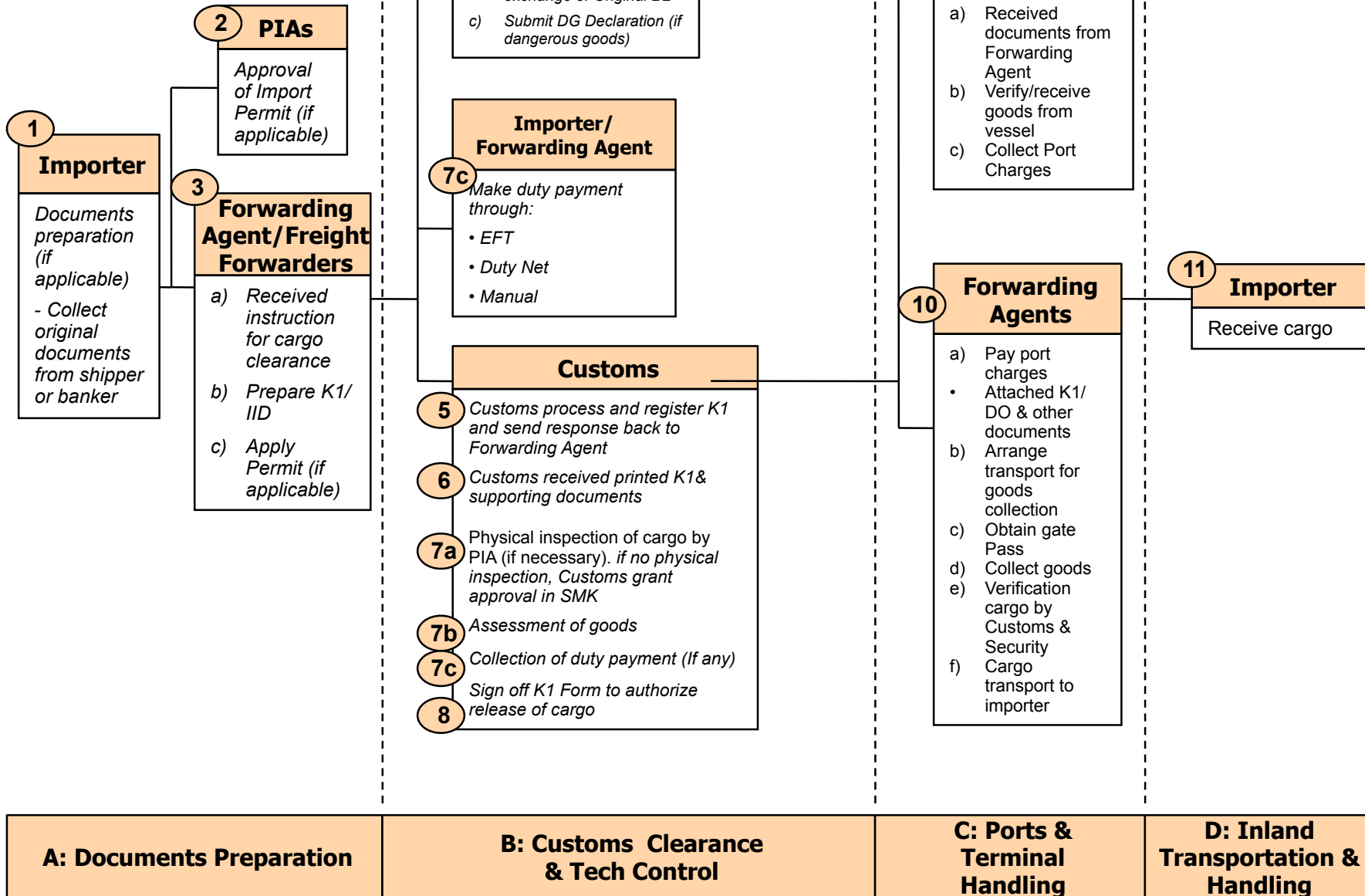
2. PO – Port Operator

3. PIA – Permit Issuing Agencies

4. COO – Certificate of Origin

5. LPK – Lembaga Pelabuhan Klang (Klang Port Authority)

IMPORT FLOW FOR DRY BULK CARGO - (PORT KLANG)



| No | Process Flow | Document | Process time | Cost |
|----|--|--|---|---|
| 1 | <p>Importer prepares necessary documents, including:</p> <ul style="list-style-type: none"> - Collect shipping documents from banks (if applicable) - Apply import permit from PIAs (if applicable) | <p>-Shipping Documents</p> <p>-Import Permit</p> | <p>1 working days</p> <p>Pre-arrival</p> | No cost |
| 2 | <p>PIA approve Import Permit (if applicable)</p> <p>Note: Total no of agencies: 25</p> <p>Live implementation: 19</p> <p>Paperless: 16</p> <p>Coming on board: 4 – under development (1 peninsular, 3 Sarawak)</p> <p>2 – awaiting instruction from MOF</p> | -Import Permit | 1- 3 working days (details as attachment) | RM 5 (DNT) PIA's own Fees |
| 3 | <p>a) Importer instructs forwarding agent to clear cargo (together with supporting documents such as Bill of Lading, Permit, Invoice & Packing List)</p> <p>* Forwarding Agent perform document preparation if instructed by Importer</p> <p>* Forwarding Agent submit K1 electronically (CUSDEC) through SMK-DNT interface.</p> <p>b) Forwarding Agent prepare K1/K1A (for invoice value above RM20,000) and Integrated Import Document (IID)</p> <p>c) Forwarding Agent apply Permit (if applicable)</p> | <p>-Bill of Lading</p> <p>-Permit</p> <p>-Invoice</p> <p>-Packing List</p> <p>-K1/K1A</p> <p>-IID</p> <p>-Permit (if applicable)</p> | <p>1 day (all documents in order and for normal clearance)</p> <p>Preparation: 1 hour</p> | <p>RM1 per metric tonnes (negotiable depending on the volume)</p> |

| No | Process Flow | Document | Process Time | Cost |
|----|---|------------------------------------|--------------|----------------------------|
| 4 | a) Shipping Agent send electronic manifest (e-manifest) (Ocean Bill of Lading) to Customs and Port Operator within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier. | -E-manifest | Pre-arrival | EDI charges – RM30 per B/L |
| | b) Shipping Agent to release Delivery Order for exchange of original Bill of Lading. | -Delivery Order -Bill of Lading | | RM110 per exchange DO/B/L |
| | c) Shipping Agent submit DG Declaration (if dangerous goods) | -DG Declaration | | RM5 per transaction |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|---------------------------|----------------------------|
| 5 | Customs computer system automatically processes & registers K1 and sends response back to Forwarding Agent with registration number | -K1/K1A Form | Response Time: 5 – 20 min | EDI charges: (RM30 per BL) |
| 6 | Customs receipts Form K1/K1A and supporting documents for Customs clearance. i) Basic supporting documents : invoice, packing list and Delivery Order (DO). ii) Other supporting documents such as permit, CJ5/CJ5A depending on transaction type. | -K1/K1A Form -Delivery Order -packing list -invoice --Permit CJ5/CJ5A -BG/G Bond (only applicable during working days) | 5 – 10 min. | No cost |
| 7a | Physical inspection of cargo by PIA (if necessary) | -K1 Form | 1 hour | No cost |
| 7b | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : i) Verification of particulars declared against supporting documents; ii) Instruction for physical inspection – only during day light (if necessary); iii) Classification/Valuation; iv) Approval/Release | -K1/K1A Form -Permit -CJ5/CJ5A | 5 – 20 min | No cost |

B

4

| No | Process Flow | Document | Process Time | Cost |
|----|---|--|--|--|
| 7c | <p>Collection of duty payment by Customs (if applicable)</p> <p>Forwarding Agent pays import duty on behalf of Importer via :</p> <p>i) Electronic Fund Transfer (which is only available during banking hours);</p> <p>ii) Duty Net (24 x 7, through CIMB); or</p> <p>iii) Manual (through cheque or bank draft)</p> | <p>-K1 Form</p> <p>-Invoice</p> <p>-Packing List</p> <p>-EFT Message: PAYMUL, - CREMUL,</p> <p>-Manual: bank draft or cheque</p> | <p>30 minutes</p> <p>a) EFT: 20- 60 min (different from Bank to Bank)</p> <p>b) Duty Net: Real time Basis</p> <p>c) Manual: 30 min</p> | <p>No cost</p> <p>EFT charges : RM15 per transaction</p> |
| 8 | <p>Customs receipts the K1 and Senior Customs officer signs off the K1 Form to authorize release of cargo (applicable for parallel transactions)</p> <p>If paperless transaction - auto-release after payment of duty/tax</p> | -K1 form | 2 – 5 min | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|--|--------------------|-----------------------------|
| 9 | a) Port Operator receipts documents from Forwarding Agent. b) Port Operator verify/receipts goods from vessel. c) Port Operator collect Port Charges | -IID | 30 minutes per IID | Port charges: as per tariff |
| 10 | a) Forwarding Agent pays port charges to Port Operator * Attach K1/Delivery Order & other doc b) Forwarding Agent arrange transport for goods collection c) Forwarding Agent obtain Gate Pass for cargo from Port/ Terminal d) Forwarding Agent collect goods e) Verification of cargo and documents by Customs and Security at gate (IID, K1, Permit etc.) f) Cargo transport to importer | -IID -K1 -Delivery Order -Gate Pass -IID -K1/Permit | 30 minutes per IID | |
| 11 | Importer received cargo | | | |

} C

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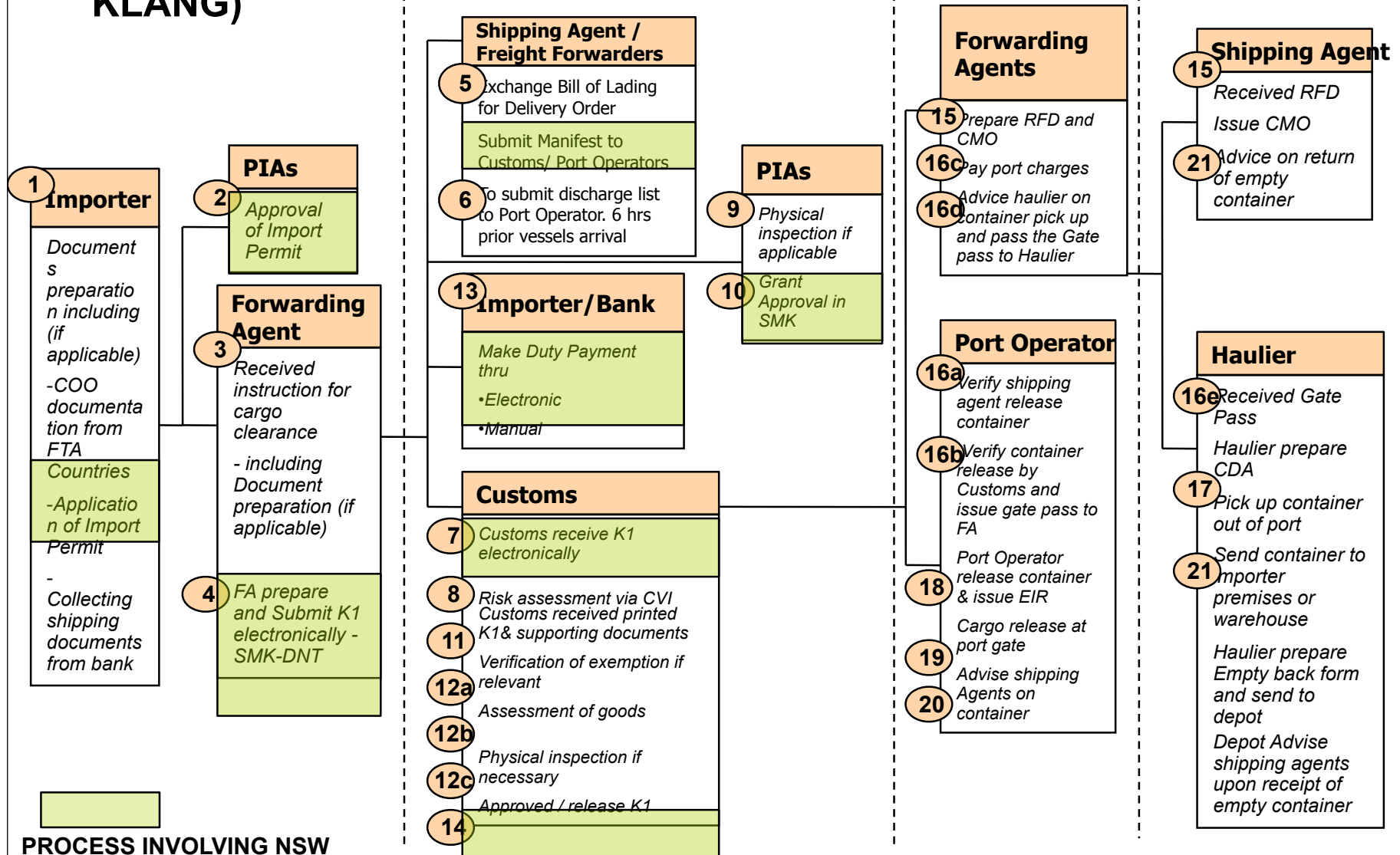
Legend (Import Flow):

- PIAs – Permit Issuing Authorities
- FTA – Free Trade Agreement
- MOF – Ministry of Finance, Malaysia
- K1 Form – Customs declaration form for import
- DNT – Dagang Net Technologies (e-service provider)
- SMK-DNT – Electronic data interchange system used by Customs for export declaration
- IID – Integrated Import Document
- SMK – Sistem Maklumat Kastam
- LMW – Licensed Manufacturing Warehouses
- * EFT – * Electronic Fund Transfer (applicable to only 8 banks)

*Participating banks: 1-8

1. Maybank;
2. CIMB Bank;
3. Public Bank Berhad;
4. RHB Bank;
5. EON Bank;
6. Alliance Bank;

I. IMPORT FLOW FOR FULL CONTAINER LOAD (PORT KLANG)



PROCESS INVOLVING NSW SYSTEM

A: Documents Preparation

B: Customs Clearance & Tech Control

C: Ports & Terminal Handling

D: Inland Transportation & Handling

II b. IMPORT TIMING

| A | B | C | D | Total | Source |
|-----------------------|---------------------------------------|---------------------------|----------------------------------|--------------------|------------------------|
| Documents Preparation | Customs Clearance & Technical Control | Ports & Terminal Handling | Inland Transportation & Handling | | |
| 9 days | 1 day | 2 days | 2 days | 14 days | MALAYSIA by World Bank |
| 2 days | 1 day | 1 1/2 day | 1- 2 days | 5 1/2 – 6 1/2 days | MPC/DNT/OTHERS |
| 3 days | 1-2 days ^a | 2 days ^b | | 2 days | 8 – 9 days |

Note:

| | |
|---|--|
| a | Depending on availability of SMK Dagang Net system |
| b | Including inspection by PIAs |

| No | Process Flow | Document | Process time | Cost |
|----|---|---|---|-------------------------------|
| 1 | Importer prepares necessary documents, including : -COO documentation from FTA Countries (if applicable) -Collecting shipping documents from banks (if applicable) - Apply import permit from PIAs if applicable | COO | 3 Working Days | |
| | | Shipping Documents | 3 Working Days | |
| | | Import permit | Pre-arrival | |
| 2 | PIA approve Import Permit (if applicable) (note: 19 PIAs are electronic, of which 15 are paperless and 3 will be onboard) | Import Permit | | RM 10 (DNT) PIA's own Fees |
| 3 | Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list) FA perform Document preparation if instructed by Importer | Bill of lading Permit Invoice Packing list | 1 day (all documents in order and for normal clearance) | No cost |
| 4 | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface. | K1 | Preparation : 1 hr | |

A

| No | Process Flow | Document | Process Time | Cost |
|----|---|--------------------------------|---------------------------------|---|
| 5 | Forwarding agent obtains delivery order (DO), including from shipping agent (that is, exchange Bill of Lading for DO). Shipping agent sends manifest to port operator and Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier | Delivery order Manifest | 20 mins Pre-arrival | Collection of DO charge – P.Klang free Klang – RM30 per DO Shah Alam – RM50 Subang and Petaling Jaya – RM80- document fee Others - RM 100 RM80 per B/L (RM130 for Freight Forwarders – Agency Fee) EDI fee (RM30) per B/L |
| 6 | Shipping agents submits Discharge list to Port Operator , 6 hours prior to vessel arrival | Discharge List | Pre-arrival | No cost |
| 7 | Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number | K1 form | Response Time : 5 – 20 min | K1 : RM 0.60 per set EDI charges: RM 1.20 per kB (RM 5 per K1) Forwarding charges : RM 120 – RM 160 per container |
| 8 | Risk assessment on K1 done by Customs Verification Initiative (CVI) Unit at Customs Headquarter to identify high risk consignments. | - | Electronic : - Manual : 5 | Process of doing- 4 no cost |

B

| No | Process Flow | Document | Process Time | Cost |
|-----|---|--|--|---|
| 9 | Forwarding agent informs OGA of the arrival of container & that the approval of the import permit has been approved OGA physical inspection done after customs clearance | K1 form | OGA inspection time : 30 min | Movement charge (RM130/200) RM10 per box (Labour charge) |
| 10 | If no physical inspection, OGA will grant approval in SMK. | K1form, PIA Permit | 2 - 5 min | No cost |
| 11 | Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice, packing list and Delivery Order (no D/O in case of EDO). b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type. (Applicable to parallel transactions only – not applicable in Paperless) | K1 form Invoice Packing List Delivery Order Permit COO CJ5/CJ5A BG/G Bond | 2 – 5 min | No cost |
| 12a | For those consignments claiming Treasury/LMW exemption, K1 and supporting documents have to be submitted to Import Branch, North Port for the verification of exemption. | K1, Treasury Exemption Letter | 15 - 30 min depending on number of items | No cost |
| 12b | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation; | K1 form Invoice Packing List Delivery Order Permit | 5 - 20 min | No cost |

B

5

| No | Process Flow | Document | Process Time | Cost |
|-----|---|--|--|--|
| 12c | Physical / CVI inspection involves the following processes : a) Preparation for inspection such as submitting SSR to port operator, moving container to inspection bay and engaging "carpenter" to open container. b) Actual physical /CVI inspection * CVI if applicable | K1 form Invoice Packing List | a) Preparation : 1 – 2 hour b) Actual inspection : 1-2 hour | EMC charges: 20' : RM130 40' : RM200 Labour fee : RM 10 – RM 30 |
| 13 | Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (which is only available during banking hours); b) Duty Net (24 x 7, through CIMB); or c) Manual (through cheque or bank draft) | EFT Message : PAYORD, CREMUL, CREADV Manual: bank draft or cheque | a) EFT : 20- 60 min (different from Bank to Bank) b) Duty Net : Real time Basis c) Manual : 30 min | EFT charges for EFT : RM 8.00 per transaction Actual charge: Rm15 per transaction |
| 14 | Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo. (Applicable for parallel transactions) If paperless transaction: a) Auto-release after payment of duty/tax; b) Printing of Customs Official Receipt (COR) | K1 form COR | 2 - 5 min | |
| 15 | Forwarding agent prepare Request For Delivery (RFD) and submit to Shipping agent. Shipping agent will advise on Container Movement Order (CMO) to indicate where the empty container is to be returned to. Forwarding agent send RFD to Haulier. (Applicable to parallel transactions only – not applicable in electronic) | RFD CMO | | |

B

D

| No | Process Flow | Document | Process Time | Cost |
|------|--|---|--------------------------|---------|
| 16a | Port Operator verifies that shipping agent has released container through Delivery Order or Electronic DO (EDO) | <i>Delivery Order</i> <i>Electronic DO</i> | 1-2 mins 10-15 secs | No cost |
| 16b | Port Operator verifies that the container has been released by Customs. Verification of release is based on Customs GCS release or release made in port system by Customs officer (manual) Port Operator issues Gatepass/ EIR (Equipment Interchange Receipt) to Forwarding Agent | Customs GCS Release Gate-pass/EIR | 10-15 secs 2 mins | No cost |
| 16 c | Forwarding agent pay port charges to Port Operator. Supporting document required is port pass / Mykad for biometric verification | | | |
| 16 d | FA then advise the haulier/transport company to pick the container and passes the Gate pass to the haulier. Haulier then book window hour of collection through port system | Gate-pass/EIR Online | 1 hour 1 min | No cost |
| 16 e | Haulier received gate pass | | | |
| 17 | Haulier/Transport company picks the container out of yard / interchange | Gate-pass/EIR | 20-40 mins | No cost |
| 18 | Port operator releases container out of port and issues EIR (Equipment Interchange Receipt) to Haulier/transport company | Gate-pass/EIR | 5 mins | No cost |
| 19 | Customs and Port operator check documents (K1 form, EIR & permit) for release at the gate from haulier | Gate-pass/EIR | 30-60 secs | No cost |
| 20 | Port operator advise shipping agents when container is delivered to haulier/ transport company | <i>EDI CODECO</i> <i>or online report</i> | 30 – 60 mins (hourly) | No cost |

C

D

C

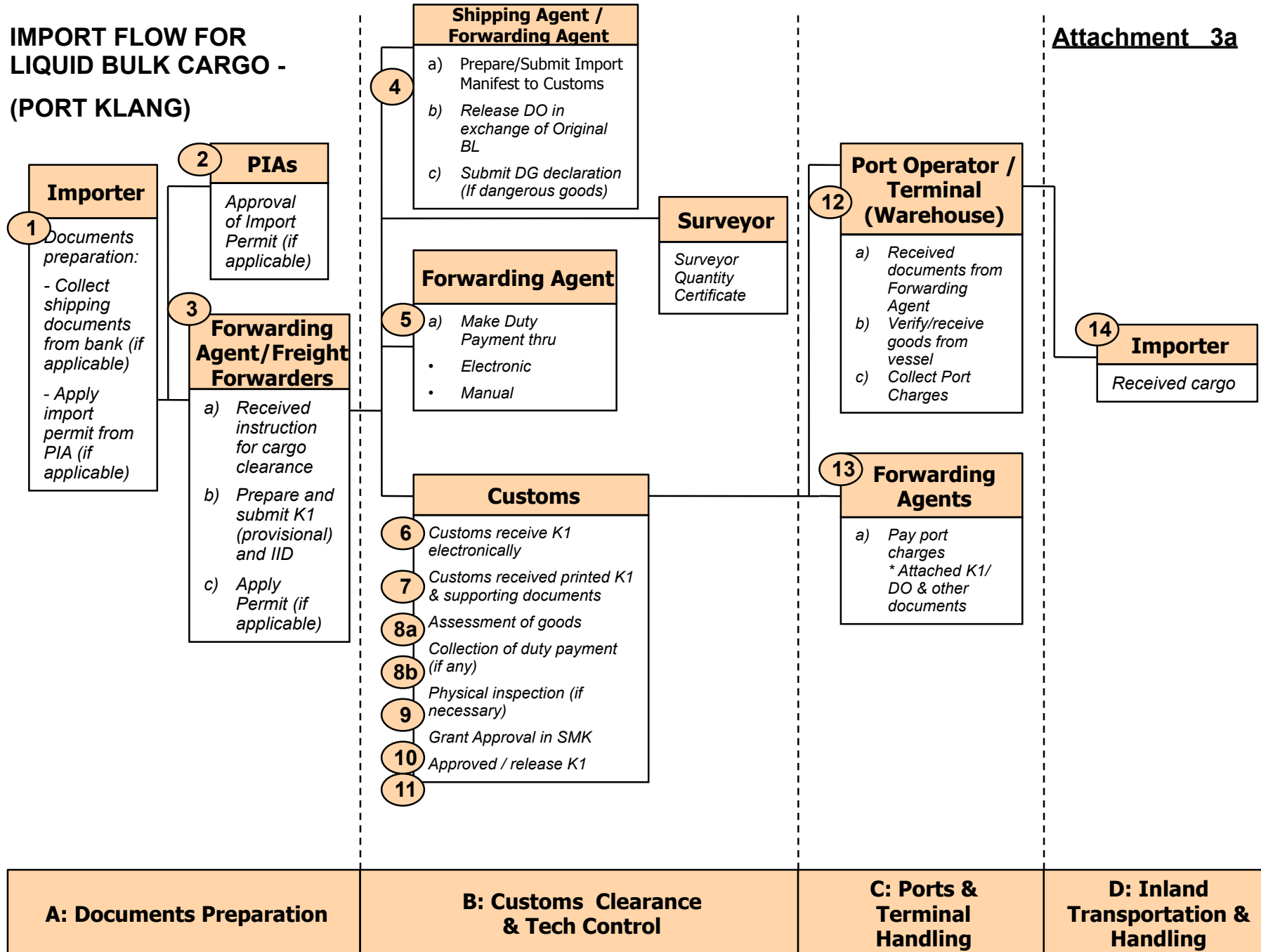
| No | Process Flow | Document | Process Time | Cost |
|----|--|-----------------|--------------|------|
| 21 | Haulier/Transport company sends container to Importer premises or warehouse (this can be immediately upon pick-up, or Haulier may send the container to their own warehouse first) | CDA | 24 hrs | |
| | Haulier returns empty container to pre-designated depot Depot Advise shipping agents upon receipt of empty container | Empty Back Form | 24 hrs | |

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D
(

Legend (Export and Import Flow):

- PIAs - Permit Issuing Authorities
- CMO- Container Movement Order
- RFD- Request For Delivery
- K2 Form- Customs declaration form for export
- K1 Form- Customs declaration form for import
- DNT- Dagang Net Technologies (e-service provider)
- SMK-DNT- Electronic data interchange system used by Customs for export declaration
- CEPT- Common Effective Preferential Tariff
- FMM- Federation of Malaysian Manufacturers

IMPORT FLOW FOR LIQUID BULK CARGO - (PORT KLANG)



| No | Process Flow | Document | Process time | Cost |
|----|--|--|--|-----------------------------|
| 1 | <p>Importer prepares necessary documents, including :</p> <ul style="list-style-type: none"> - Collecting Shipping Documents from banks (if applicable). - Apply Import Permit from PIAs if applicable. | <p>Shipping Documents</p> <p>Import Permit</p> | <p>3 working days</p> <p>Pre-arrival</p> | No cost |
| 2 | <p>PIA approve Import Permit (if applicable).</p> <p>Note: Total no of agencies: 25 Live implementation: 19 Paperless: 16 Coming on board: 4 – under development (1 peninsular, 3 Sarawak) 2 – Awaiting instruction from MOF</p> | Import Permit | 1- 5 working days (details as attachment) | RM5 (DNT) PIA's own Fees |
| 3 | <p>a) Importer instructs Forwarding Agent to clear cargo (together with supporting documents such as Bill of Lading, Permit and Invoice). * Forwarding Agent perform document preparation if instructed by Importer. * Forwarding Agent submit K1 electronically (CUSDEC) through SMK-DNT interface.</p> <p>b) Forwarding Agent submit K1 and Integrated Import Document (IID).</p> <p>c) Forwarding Agent apply Permit (if applicable).</p> | <p>Bill of Lading Permit Invoice</p> <p>K1 IID</p> <p>Permit</p> | <p>1 day (all documents in order and for normal clearance) Preparation: 1 hour</p> | No cost |

A

| No | Process Flow | Document | Process Time | Cost |
|----|---|---|---|--|
| 4 | a) Shipping Agent send Manifest (Ocean Bill of Lading) to Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. | Manifest | Pre-arrival | RM30 per BL |
| | b) Shipping Agent to release Delivery Order (DO) in exchange of Original Bill of Lading (BL). | DO BL | | RM110 per BL |
| | c) Shipping Agent submit DG Declaration (for dangerous goods if applicable). | DG Declaration | | RM5 per BL |
| 5 | Forwarding Agent pays import duty on behalf of Importer via: i) Electronic Fund Transfer (which is only available during banking hours); ii) Duty Net (24 x 7, through CIMB); or iii) Manual (through cheque or bank draft). | EFT Message: PAYORD, CREMUL, CREADV Manual: bank draft or cheque | a) EFT: 20-60 min. (different from Bank to Bank) b) Duty Net: Real time Basis c) Manual: 30 min. | Actual charge: RM15 per BL |
| 6 | Customs computer system automatically processes & registers K1 and sends response back to Forwarding Agent with registration number. | K1 | Response Time: 5 – 20 min. | Forwarding charges: RM300 – RM600 per consignment (negotiable) |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|---|--------------|---------|
| 7 | <p>Customs receives Form K1 and supporting documents for Customs clearance.</p> <p>i) Basic supporting documents - Invoice and IID</p> <p>ii) Other supporting documents such as Permit, Surveyor Quantity Report, Terminal Operator Quantity Report (Applicable to parallel transactions only – not applicable in paperless).</p> | <p>K1 form</p> <p>Invoice</p> <p>IID</p> <p>Permit</p> <p>Surveyor Quantity Report</p> <p>Terminal Operator Quantity Report</p> | 2 – 5 min. | No cost |
| 8a | <p>Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes:</p> <p>i) Verification of particulars declared against supporting documents;</p> <p>iii) Classification/valuation;</p> <p>iv) Approval/release.</p> | <p>K1</p> <p>Invoice</p> <p>Delivery Order</p> <p>Permit</p> | 5 - 20 min. | No cost |
| 8b | Collection of duty payment by Customs (if any). | <p>K1</p> <p>Invoice</p> | 30 min. | No cost |

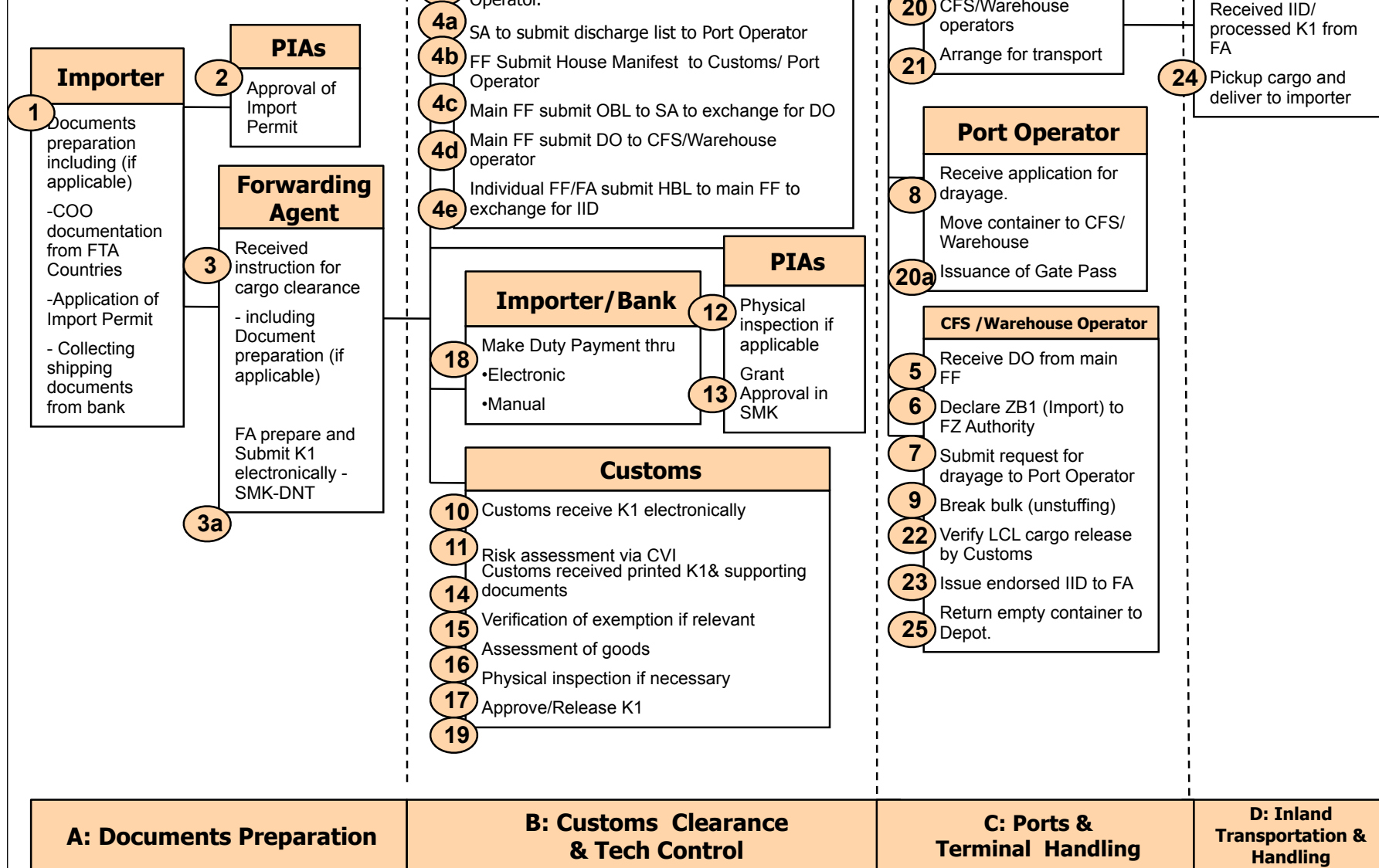
B

| No | Process Flow | Document | Process Time | Cost | |
|----|---|------------------|--------------|------------------------------|---|
| 9 | Physical inspection of cargo by Customs (if necessary). | K1 | 1 hour | No cost | B |
| 10 | Customs will grant approval in SMK. | K1 PIA Permit | 2 - 5 min. | No cost | |
| 11 | Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo (applicable for parallel transactions). If paperless transaction: i) Printing of Customs Official Receipt (COR). | K1 COR | 2 - 5 min. | No cost | |
| 12 | a) Port Operator received documents from Forwarding Agent. b) Port Operator verify/received goods from vessel. c) Port Operator collect port charges. | IID | 30 min. | Port charges (as per tariff) | C |
| 13 | a) Terminal Operator pays port charges to Port Operator. * Attach K1/DO & other documents. | IID K1 | 1 hour | No cost | |
| 14 | Importer received cargo a) Importer arrange transport for goods collection. b) Importer collect goods. | | | | |
| | | | | | D |

Legend (Import Flow):

- PIAs – Permit Issuing Authorities
- K1 – Customs declaration form for import
- DNT – Dagang Net Technologies (e-service provider)
- SMK-DNT – Electronic data interchange system used by Customs for export declaration
- IID – Integrated Import Document
- DG Declaration – declaration of dangerous goods to Port Klang Authority
- * EFT – * Electronic Fund Transfer (applicable to only 8 banks)
 - *Participating banks: 1-8
 1. Maybank;
 2. CIMB Bank;
 3. PBB;
 4. RHB Bank;
 5. EON Bank;
 6. Alliance Bank;
 7. Affinbank; and
 8. Ambank.

IMPORT FLOW FOR LCL (PORT KLANG) - console cargo



| No | Process Flow | Document | Process time | Cost |
|----|---|--|--|--|
| 1 | <p>Importer prepares necessary documents, including :</p> <ul style="list-style-type: none"> -COO documentation from FTA Countries (if applicable) -Collecting shipping documents from banks (if applicable) - Apply import permit from PIAs if applicable | <p>COO</p> <p>Shipping Documents</p> <p>Import permit</p> | <p>3 Working Days</p> <p>3 Working Days</p> <p>Pre-arrival</p> | No cost |
| 2 | <p>PIA approve Import Permit (if applicable)</p> <p>Note: Total no of agencies: 25</p> <p>Live implementation: 19</p> <p>Paperless: 16</p> <p>Coming on board: 4 – under development (1 peninsular, 3 Sarawak)</p> <p>2 – Awaiting instruction from MOF</p> | Import Permit | Pre-arrival | RM 5 (DNT) PIA's own Fees |
| 3 | <p>Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list)</p> <p>FA perform Document preparation if instructed by Importer</p> | <p>Bill of lading</p> <p>Permit</p> <p>Invoice</p> <p>Packing list</p> | 1 day (all documents in order and for normal clearance) | No cost |
| 3a | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface. | K1 | Preparation : 1 hr | <p>K1 : RM 0.60 per set</p> <p>EDI charges: RM 0.88 per KB (RM 5 per K1)</p> <p>Forwarding charges :</p> |

| No | Process Flow | Document | Process Time | Cost |
|-----|--|----------------|----------------|---------|
| 4 | Shipping agents send manifest (Ocean BL) to Customs and Port Operator within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier | Manifest | Pre-arrival | |
| 4a. | Shipping agents submit Discharge List to port operator, 6 hours prior to vessel arrival. | Discharge List | Within 6 hours | No cost |
| 4b. | Freight Forwarders send manifest (House BL) to Customs and Port Operator after Ocean BL had been submitted by Shipping Agent. - Freight forwarders issuing in house manifest within 24 hours | Manifest | Pre-arrival | No cost |
| 4c. | Main Freight Forwarder submits Ocean BL to Shipping Agent to exchange for Delivery Order | Delivery Order | Pre-arrival | No cost |
| 4d. | Main Freight Forwarder informs CFS/Warehouse operator on break-bulking through Delivery Order | Delivery Order | Pre-arrival | No cost |
| 4e. | Individual Freight Forwarder or Forwarding Agent submits House BL to Main Freight Forwarder to exchange for Integrated Import Document. | IID | Pre-arrival | No cost |
| 5 | CFS/Warehouse Operator receives instruction from Freight Forwarder on break-bulking. | Delivery Order | Pre-arrival | No cost |
| 6 | Freight Forwarder or CFS/Warehouse Operator declares form ZB1 to Free Zone Authority | ZB1 (Import) | Pre-arrival | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|----------------------|--|---|
| 7 | CFS/Warehouse Operator submits request for drayage to Port Operator | Drayage Request Form | 4 hours | No cost |
| 8 | Port Operator approves application for drayage and makes arrangement to move container to relevant warehouse. | | 4 hours | <u>EMC charges:</u> 20' : RM 65; 40' : RM 100 |
| 9 | CFS/Warehouse Operator carries out unstuffing of container and break-bulking of cargo. | | LPK & Terminal operator to provide inputs 4 hours | |
| 10 | Customs computer system (SMK) automatically processes & registers K1 and sends response back to forwarding agent with registration number. | K1 form | Response Time : 5 – 20 min | EDI charges: RM 0.88 per KB |
| 11 | Risk assessment on K1 done by Customs Verification Initiative (CVI) Unit at Customs Headquarter to identify high risk consignments. | - | Electronic : Nil Manual : 5 min | Process of doing- no cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|--|--|---------|
| 12 | Forwarding agent informs OGA of the arrival of cargo & submits the relevant permit to OGA. Physical inspection if applicable will be done at the relevant warehouse. | K1 form PIA Permit | OGA inspection time : 30 min | No Cost |
| 13 | If no physical inspection, OGA will grant approval in SMK. | K1form | 2 - 5 min | No cost |
| 14 | Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice, packing list and IID. b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type. (Applicable to parallel transactions only – not applicable in Paperless) | K1 form Invoice Packing List IID. Permit COO CJ5/CJ5A BG/G Bond | 2 – 5 min | No cost |
| 15 | For those consignments claiming Treasury/LMW exemption, K1 and supporting documents have to be submitted to Import Branch, North Port for the verification of exemption. | K1, Treasury Exemption Letter | 15 - 30 min depending on number of items | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|---|---|--|--|
| 16 | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation; d) Approval/Release. | K1 form Invoice Packing List IID Permit COO CJ5/CJ5A | 5 - 20 min | No cost |
| 17 | Physical / CVI inspection involves the following processes : a) Preparation for inspection such as submitting IID to warehouse operator and engaging “carpenter” to open packages. b)Actual physical /CVI inspection * CVI if applicable | K1 form IID Packing list | 30 min | Labour Charges : RM 10.00 |
| 18 | Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (which is only available during banking hours); b)Duty Net (24 x 7, through CIMB); c)Financial Service Payment Gateway; or c) Manual (through cheque or bank draft) | EFT Message : PAYORD, CREMUL, CREADV Manual: bank draft or cheque | a) EFT : 20-60 min (different from Bank to Bank) b) Duty Net : Real time Basis c) Manual : 30 min | EFT charges : RM 8.00 per transaction Actual charge: Rm15 per transaction |

B

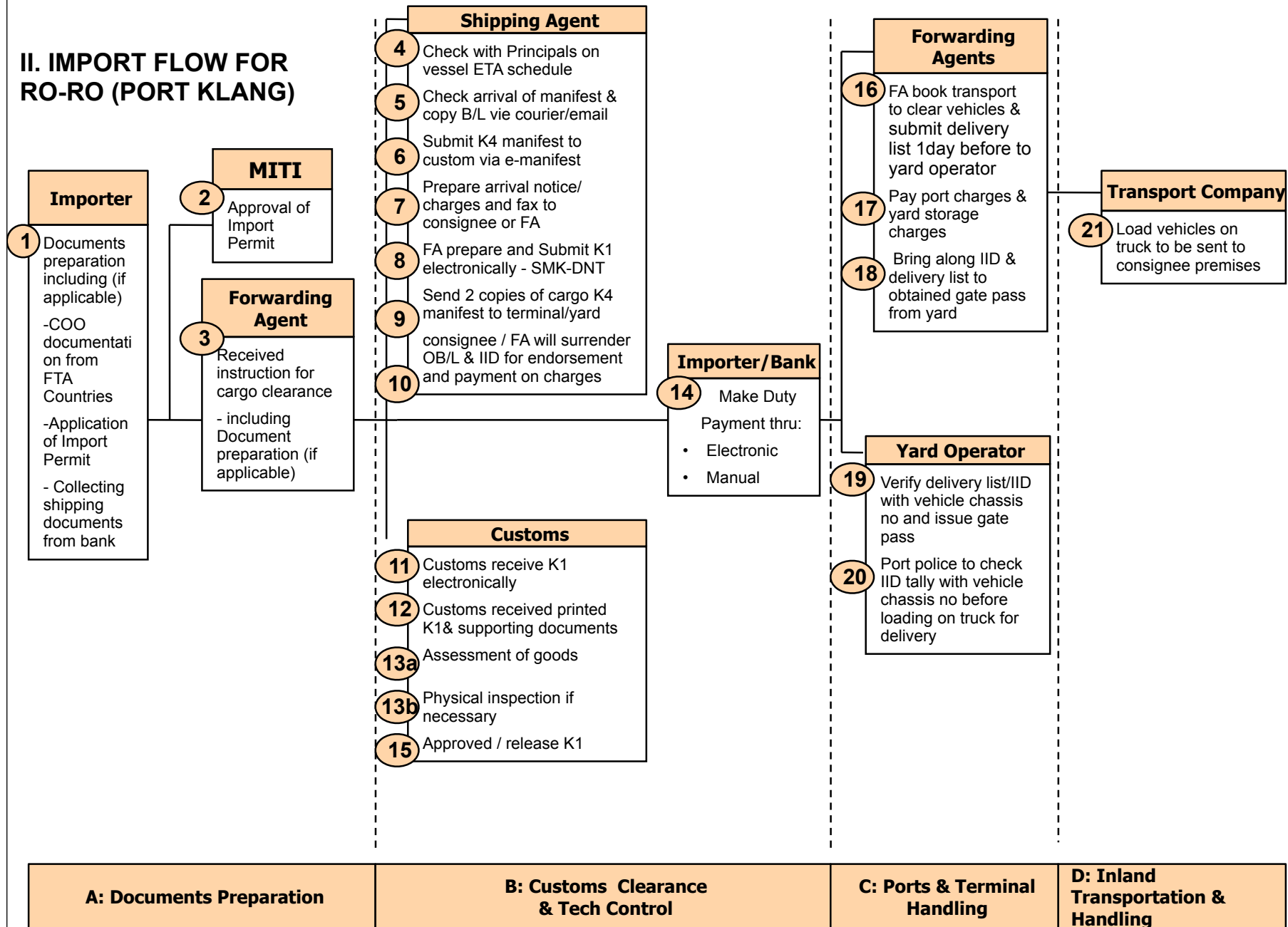
| No | Process Flow | Document | Process Time | Cost |
|----|---|---|--|------------------------|
| 19 | Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo. (Applicable for parallel transactions) If paperless transaction: a) Auto-release after payment of duty/tax; b) Printing of Customs Official Receipt (COR) | Processed K1 COR | 2 - 5 min | No cost |
| 20 | Forwarding Agent pays port charges to CFS/Warehouse Operator | IID | - | No cost |
| 21 | Forwarding Agent contacts transport company and arranges for transport. Upon confirmation, documents such as Delivery Order (prepared by FA), IID and processed K1 will be passed to the transport company. Lorry will be sent to pick up the cargo. | Delivery Order IID Processed K1 Copy of COR (paperless) | - | No cost |
| 22 | CFS/Warehouse operator verifies IID/processed K1 submitted by lorry driver and after tallying proceed to load cargo onto the lorry. | | 60 minutes | No cost |
| 23 | After loading, IID/Gate Pass will be endorsed by CFS/Warehouse operator and given to lorry driver/Forwarding Agent for gate release. | IID/Gatepass | 5 – 10 minutes | No cost |
| 24 | Lorry driver delivers cargo to importer. | IID/Gatepass Delivery Order | Depend the distance Feedback from Northport | According to the zones |
| 25 | CFS/Warehouse Operator informs Shipping Agent to return empty container to pre-designated depot. | | Within 12 hours | |

B

Legend (Import Flow):

1. LCL- Lesser than Container Load
2. COO – Certificate of Origin
3. FTA – Free Trade Area
4. PIA – Permit Issuing Agencies
5. FA – Forwarding Agent
6. SA – Shipping Agent
7. FF – Freight Forwarder
8. CFS – Container Freight Station
9. OBL – Ocean Bill of Lading
10. HBL – House Bill of Lading
11. DO – Delivery Order
12. IID – Integrated Import Document
13. SMK – Sistem Maklumat Kastam
14. CVI- Customs Verification Initiative
15. OGA – Other Government Agencies
16. SSR – Special Service Request
17. COR – Customs Official Receipt

II. IMPORT FLOW FOR RO-RO (PORT KLANG)



| No | Process Flow | Document | Process time | Cost |
|----|---|---|--|------|
| 1 | Importer prepares necessary documents, including : -COO documentation from FTA Countries (if applicable) | COO | 3 Working Days | |
| | -Collecting shipping documents from banks (if applicable) | Shipping Documents | 3 Working Days | |
| | - Apply import permit from PIAs (requirement) | Import permit | Pre Arrival of vessel | |
| 2 | MITI approve Import Permit | Import Permit | Pre Arrival | |
| 3 | Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list) FA perform Document preparation if instructed by Importer | Bill of lading Permit Invoice Packing list | 3 days (all documents in order and for normal clearance) | |

A

| No | Process Flow | Document | Process Time | Cost |
|----|--|--|-------------------------------------|--------------------------------------|
| 4 | SA to check with Principal on vessel ETA schedule | Email / Fax | 3/2/1 days Pre Arrival | No Cost |
| 5 | SA to check arrival of Manifest & Copy B/L via courier / email | Manifest / Copy BL | Pre-arrival (30 days in advance) | No Cost |
| 6 | SA submit K4 manifest to Custom via e-Manifest | K4 manifest | | 0.88 / Kb |
| 7 | SA to prepare Arrival Notice (NOA) / documentation charges and fax to Consignee or FA | -Arrival Notice -Invoice | 30 mins | No Cost |
| 8 | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface. | K1 | Preparation : 1 hr | |
| 9 | SA to send 2 copies of cargo K4 Manifest to terminal / Yard Operator | Cargo Manifest K4 | 2days before arrival | |
| 10 | Consignee or FA will surrender Original B/L and IID for endorsement by SA and payment of doc fee to SA | -Original B/L -Integrated Import Document | 10 mins | MYR 110- doc fee MYR 30 – EDI fee |

B

| No | Process Flow | Document | Process Time | Cost |
|-----|---|---|-------------------------------|---------|
| 11 | Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number | K1 form | Response Time : 5 – 20 min | |
| 12 | Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice, packing list and Delivery Order (no D/O in case of E-DO). b) Other supporting documents such as permit, Certificate of Origin. | K1 form Invoice Packing List Delivery Order Permit COO | 2 – 5 min | No cost |
| 13a | Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation; d) Approval/Release. | K1 form Invoice Packing List Delivery Order Permit COO | 20 - 30 min | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|-----|---|---|--|--|
| 13b | Physical inspection by Customs | K1 form Packing List | Actual inspection : 1-2 hour | |
| 14 | Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (only available during banking hours); b) Duty Net (24 H x 7 Days, through CIMB); (FSPG) or c) Manual (through cheque or bank draft) | EFT Message : PAYORD, CREMUL, CREADV Manual: bank draft or cheque | a) EFT : 20- 60 min (different from Bank to Bank) b) Duty Net : Real time Basis c) Manual : 30 min | EFT charges for EFT : RM 8.00 per transaction Actual charge: Rm15 per transaction |
| 15 | Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo. | K1 form | 2 - 5 min | No cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|-----------------------|-----------------------------|--|
| 16 | FA will book transport to clear vehicles from yard & submit delivery list 1day before vessel arrival to yard operator | Delivery list | Via email | No Cost |
| 17 | FA will pay port charges & yard storage charges upon collecting vehicles from yard Supporting document required is port pass / Mykad for biometric verification | IID and Delivery list | 30 min. | Rm8/day : car Others: depend on the volume and weight |
| 18 | FA will bring along IID and delivery list to be confirm by yard operator with chassis no of vehicle before obtaining Gate Pass | IID and Delivery list | Depends on unit of vehicles | |
| 19 | Yard operator will verify the delivery list and IID with chassis no of vehicles to be discharge before issuing Gate Pass for transport company | IID and Delivery List | Depends on unit of vehicles | |
| 20 | Port Police will check the chassis number of vehicles to be cleared with IID and delivery list before loading vehicles on truck | IID and Delivery List | Depends on unit of vehicles | No Cost |
| 21 | Trucking company will load vehicles and deliver to consignee premises | Gate pass | Depends on unit of vehicles | |

C

D

Legend (Export and Import Flow):

- PIAs - Permit Issuing Authorities
- IID – Integrated Import Documents
- K2 Form- Customs declaration form for export
- K1 Form- Customs declaration form for import
- DNT- Dagang Net Technologies (e-service provider)
- SMK-DNT- Electronic data interchange system used by Customs for export declaration
- FA – Forwarding Agent
- SA – Shipping Agent



IMPORTATION OF IRON AND STEEL PRODUCTS: DAILY BRIEFING:



1.REGULATIONS ON IMPORTATION OF IRON AND STEEL PRODUCTS



LATEST UPDATES: IMPLEMENTATION AFTER 12 OCT 2009



- ✂ Review of 627 tariff lines, to include only critical tariff lines for the first phase of implementation, beginning 13 Oct 2009
- ✂ Review was carried out after series of consultation with industries, MITI, SIRIM, CIDB and Customs
- ✂ New Implementation Covers only **187 tariff lines**.
- ✂ Superseeds earlier Orders
 - ✧ 57 Tariff lines made mandatory Nov 15 2008
 - ✧ 627 Tariff lines made mandatory August 1 2009



2. 187 TARIFF LINES



3. GUIDELINES & PROCEDURES FOR IMPORT OF IRON AND STEEL PRODUCTS

1. Roles and Functions of SIRIM



- ❖ To process applications for Certificate of Approval for imports of Iron and Steel by importers or their representatives
- ❖ To carry out sampling of iron and steel products on every import for the purpose of Full Type Test, Critical Test and Surveillance Test
- ❖ To carry out testing of Iron and Steel Products based on the requirements of various related Malaysia Standards and International Standards
- ❖ To carry out technical evaluation on test reports and inspection reports produced by overseas recognized testing labs and inspection bodies.
- ❖ To carry out factory Audit in fulfillment of SIRIM QAS International Product Certification requirements
- ❖ To carry out verification on imports for every consignment at Custom entry points, throughout Malaysia
- ❖ To issue a Temporary Certificate of Approval for imports that meets the criteria stipulated in the application form PP12 Appendix B
- ❖ To issue Certificate of Approval for Import that conforms to Malaysian Standards or other International Standards
- ❖ To notify Customs and MITI for any cases of Imports Not Complying with Mandatory Standards



2.Terms and Definitions:



Products: Iron and Steel Products

Certificate of Approval: Certificate issued by SIRIM QAS International, certifying that imports conform to the requirements of Malaysia Standards or other International Standards where Malaysia not Available

Temporary Certificate of Approval: A temporary Certificate issued by SIRIM QAS International for imports that qualify certain criteria stipulated in the application form PP12 Appendix B

Consignment: One shipment of Iron and Steel products

Full Type Test: Test conducted to fulfill requirements of related Malaysia Standards or other International Standards

Critical Test: Selected tests based on certain requirements of related Malaysian Standards or International Standards

Surveillance Test: Selected tests based on the product's requirement, conducted as part of the quality control plan of the manufacturing system





Product Certification: A third party attestation that products conform to a specified standard

Consignment Verification: Visual inspection and document verification on imports, carried out by SIRIM QAS International

Sampling: A defined procedure whereby a part of a substance, materials or product is taken to provide for testing of a representative sample of the whole.

Conformity Assessment: Any procedure used, directly or indirectly, to determine that relevant requirements in technical regulation or standards fulfilled

Conformity Assessment Procedures: Procedures which includes: Sampling, Testing and Inspection, Evaluation, Verification, Assurance of Conformity and accreditation

Standards: Documents approved by a recognized body, that provides for common and repeated use, rules, guidelines or characteristics for products or related processes and production methods

- ✂ **Accreditation: Procedures by which an authoritative body gives formal recognition that a body or person is competent to carry out specific tasks (e.g Testing, Inspection and Certification)**
- ✂ **Recognized Testing, Inspection and Certification bodies: Testing, Inspection and Certification Bodies that achieved accreditation to specific International Standards, e.g ISO/IEC 17025, ISO/IEC 17020 and ISO Guide 65 for specific scope of tasks**
- ✂ **Mutual Recognition Arrangement: Arrangement by which regulatory bodies recognize and accept the results of Testing, Inspection and Certification Bodies to facilitate the acceptance of Conformity Assessment Results.**
- ✂ **Supporting Documents: Bill of Lading, Airway Bill, Mill Certificate, Invoice, Packing list, Test Reports and Inspection Reports which are submitted together with application form PP12. Note: All the documents shall be in English.**



SIRIM QAS International generally recognizes 3 Methods of Imports, by which a Certificate of Approval can be issued. Refer flowcharts belows:

- ❖ **Consignment Testing (Method 1A, 1B and 1C)**
- ❖ **Consignment Testing with Full Type Test and Consignment Test Reports (Method 2A, 2B and Appendix 2A1 and 2A2)**
- ❖ **Product Certification (Method 3)**



4. FLOWCHARTS



5. MUTUAL RECOGNITION ARRANGEMENT(MRA)



- ✂ MRA forms a regional/International network of laboratories, Inspection Bodies and Certification Bodies accredited by accreditation bodies that have been peer-evaluated and recognized as being competent.
- ✂ This network facilitates the acceptance of TEST, INSPECTION AND CERTIFICATES in the region and international, thus contributing to the facilitation of trade and the free-trade goal of **tested/inspected once, accepted everywhere.**
- ✂ Each MRA partner demonstrated compliance with International Standards ISO/IEC 17011 and that its accredited facilities are in compliance with ISO/IEC 17025, ISO/IEC 17020, ISO/IEC G 65.



- ✂ Recognition, within its own scope of recognition the accreditation of a laboratory, inspection body and product certification body by other signatories as being equivalent to an accreditation by its own organization.
- ✂ Acceptance, for its purpose, endorsed test, inspection and certificate issued by laboratories, inspection bodies and product certification bodies by other signatories on the same basis as it accepts endorsed test, inspection report and certificates issued by its own accredited labs, inspection bodies and product certification bodies.
- ✂ Recommending and promoting the acceptance by users in its economy of endorsed test, inspection reports and product certificate license issued by organization accredited by other signatories.



Recognized Accreditation Symbols



- ✂ **NATA** Australia - testing, calibration, inspection, RMP
- ✂ **SCC** Canada - testing, calibration
- ✂ **CALA** Canada - testing (previously known as **CAEAL**)
- ✂ **CNAS** People's Republic of China - testing, calibration, inspection, ISO 15189, RMP
- ✂ **HKAS** Hong Kong China - testing, calibration, ISO 15189, inspection
- ✂ **NABL** India - testing, calibration
- ✂ **KAN** Indonesia - testing, calibration, inspection



MRA Partners



- ✂ **JAB** Japan - testing, calibration, ISO 15189
- ✂ **IAJapan** Japan - testing, calibration, RMP
- ✂ **VLAC** Japan - testing
- ✂ **KOLAS** Republic of Korea - testing, calibration
- ✂ **Standards Malaysia** Malaysia - testing, calibration, ISO 15189
- ✂ **ema** Mexico - testing, calibration, ISO 15189, inspection



- ✂ **IANZ** New Zealand - testing, calibration, ISO 15189, inspection
- ✂ **PNAC** Pakistan - testing, calibration
- ✂ **PAO** Philippines - testing, calibration
- ✂ **AAC Analitica** Russian Federation - testing
- ✂ **SAC** Singapore - testing, calibration, ISO 15189, inspection
- ✂ **TAF** Chinese Taipei - testing, calibration, ISO 15189, inspection
- ✂ **DMSc** Thailand - testing, ISO 15189
- ✂ **DSS** Thailand - testing
- ✂ **NSC-ONAC** Thailand - testing, calibration (previously known as **TLAS**)



- ✂ **A2LA** USA - testing, calibration, inspection, RMP
- ✂ **ACCLASS** USA - testing, calibration
- ✂ **IAS** USA - testing, calibration, inspection
- ✂ **LAB** USA - testing, calibration
- ✂ **NVLAP** USA - testing, calibration
- ✂ **PJLA** USA - testing, calibration
- ✂ **BOA** Vietnam - testing, calibration, inspection
- ✂ **JAS-ANZ** Australasia – inspection



Exemption of COA



The following industries are entitled for exemption from the requirements of COA.

1. Companies which operate in LMW and FIZ
2. Imports less than 500kg for each type of material.
3. Imports are categorized as parts and components of automotives, machinery, industrial equipment and plants. However imports are subject to verification by SIRIM QAS International.
4. Temporary Imports

1.Notes: SIRIM QAS has issued a blanket exemption letter to DG Customs for LMW, FIZ and Imports less than 500kg



Exemption for LMW and FIZ and Imports less than 500kg



- ✂ The procedures/processes will be administered by Customs
- ✂ For LMW and FIZ, a blanket exemption will be given by Customs.
- ✂ However local sales from LMW and FIZ shall be subjected to COA
- ✂ For imports less than 500kg, case by case exemption will be given by Customs



Exemption for Imports of spare parts, components for automotives, machinery, industrial equipment and plants



✂ SIRIM QAS will issue a blanket letter of exemption from COA to importers for a period of one year.

✂ Conditions:

✧ Importers shall prove that imports are finished/semi-finished parts and components.

✂ Requirements:

✧ Importers shall submit photos/descriptions of parts and components and Schedule of Exemption



Exemptions for Temporary Imports



- ✂ Temporary imports refers to imports with a view of subsequent exports.
- ✂ Commonly arranged through ATA Carnet documents, which allows imports for a maximum period of 12 months.
- ✂ Imports normally consists of samples, materials for exhibition/show at trade fair and the like.
- ✂ Imports are not consumables and not subjected to processing or repair.



Exemption to selected sectors: Automotives, Oil and Gas, Maritime, Aerospace, Shipbuilding and Electric and Electronic



✂ GENERAL

- ✧ Exemption from COA are given to manufacturers on a case by case by SIRIM QAS.
- ✧ Manufacturers supplying imported raw material to buyers not in the selected sectors are not entitled for exemption.
- ✧ Traders are not entitled for exemption



✂ CONDITIONS

- ✧ Importers shall be Manufacturer and obtain Import Duty exemption by MOF
- ✧ Raw materials shall be of grades and specifications complying with specific standards requirements
- ✧ Imported materials are to be supplied to local Principal Manufacturers

✂ REQUIREMENTS

- ✧ Manufacturing License and Import Duty Exemption letter from MOF
- ✧ Every material grades and specifications shall be subjected to initial test by SIRIM to determine compliance with standards specification. Subsequently every material grades and specifications are subjected to a minimum once a year test to check and monitor continuous compliance with standards specifications
- ✧ Every Imports shall be supported by an original letter of confirmation from local Principal manufacturers:
 - Type of materials, Material grades and Quantity

- ✂ Requires Certificate of Approval
- ✂ SIRIM shall establish facts the said materials are specially made/tailored and thus do not comply with MS, ISO and FNS
- ✂ Materials could be a result of certain enhancement/modification made to standards materials
- ✂ The process requires SIRIM QAS to undertake Full Type Test to confirm materials characteristics. Subsequent imports subjected to technical evaluation and confirmation on documents before issuance of COA



| No | Process | Service Standard |
|----|------------------------------|--|
| 1. | Issuance of Quotation | 3 Working Days |
| 2. | Issuance of TCOA | Immediately after successful consignment verification. |
| 3. | Issuance of COA | <p>3 working days after succesful verification (Method 1A,1B and 1C)</p> <p>Immediately after verification at port for consignment having full Type Test Report by 3rd Party (method 2B)</p> <p>Immediately after verification at ports for consignment with samples submitted thru courier</p> <p>7 days after TCOA.</p> |
| 4. | Issuance of Exemption Letter | 2 days after submission of complete documents |



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PROCEDURES AND FORMS UPDATES



4.Application Form & Detailed Procedures



– **<http://www.sirim-qas.com.my>**



THANK YOU FOR YOUR ATTENTION



List of Products That Require Import and Export Licenses Under MITI

Issuance of Licenses for Import/Export of Items Listed in the Custom Prohibition of Import/Export Orders Under the Customs Act 1967

Background

The import and the export of goods listed under the Custom Prohibition Act 1967 are controlled:

- To safeguard local manufacturers' interest, health and plant life and the national security of the country.
- To take into consideration Malaysia 's foreign policies.
- To ensure that there should be adequate supply of essential goods.

The following goods under the Act require an Import license by MITI:

1. Raw Sugar.
2. Other Sugar.
3. Wheat Flour.
4. Milk (for tariff code 0401 30 110 and 2202 90 100 only).
5. Activated Clay and Activated Bleaching Earth.
6. Flat-Rolled Products of Iron or Non-Alloy Steel, of a width of 600mm or more, Hot Rolled, Not Clad, Plated or Coated.
7. Flat Rolled Products of Iron or Non-Alloy, of a width of 600mm or more Cold-Rolled. (Cold-Reduced), Not Clad, Plated or Coated.
8. Flat-Rolled Products of Iron or Non-Alloy Steel, of a width of 600mm or more, Clad, Plated or Coated.
9. Flat Rolled Products of Iron or Non-Alloy, of a width of 600mm or more Cold-Rolled (Cold-Reduced), Not Clad, Plated or Coated not further worked than Hot Rolled.
10. Flat-Rolled Products of Iron or Non-Alloy Steel, of a width of less 600mm or more, Not Clad or Coated.
11. Tubes, Pipes and Hollow Profiles of Cast Iron.
12. Tubes, Pipes and Hollow Profiles, Seamless, of Iron (other than Cast Iron) or Steel - Line Pipe of kind used for Oil or Gas Pipelines.
13. Other Tubes and Pipes (ex: Welded, Riveted or Similarly Closed) having Circular Cross-Sections, the external diameter of which exceeds 406.4mm of Iron and Steel.
14. Other Tubes, Pipes and Hollow Profiles (e.g: Open Seam or Welded, Riveted or Similarly loosed) of Iron or Steel.
15. Iron & steel products which has been exempted from Import License but require Certificate of Approval from CIDB (Construction) or SIRIM (Other than Construction).
16. Cable.
17. Vehicle.
18. Motorcycle.

19. Motor Vehicles for the transport of goods (i.e.: Dump Truck & Crawler Carrier).
20. Special purpose motor vehicles, other than those principally designed for the transport of persons or goods excluding fire fighting vehicles (for example breakdown lorries, crane lorries, concrete-mixer lorries, road sweeper lorries, spraying lorries, mobile workshops, mobile radiological units).
21. Ships' derricks; cranes, including cable cranes; mobile lifting frames, straddle carriers and works trucks fitted with a crane.
22. Road Tractors for semi-trailers, completely built-up, old (i.e.: Prime Mover).
23. Plastic Waste (Waste, Paring and Scrap of Plastics).
24. Used Tyre.
25. Toxic Chemicals and their precursors covered under the Chemical Weapon Convention (CWC) 2005 (precursors is a substance that precedes and is the source of another substance).
26. Photocopy Machine (Black and White).
27. Photocopy Machine (Colour).
28. Multifunction Printer.
29. Toner.
30. Optical disc mastering and replicating.
31. Medicine Making Machine.
32. Safety helmets except as worn by motorcyclist or motorcycle pillion riders.
33. Activated Clay and Activated Bleaching Earth.

The following goods under the Act require an Export license from MITI:

1. Refined Sugar.
2. Other Sugar.
3. Milk and Milk Product (Milk & cream, Buttermilk, yogurt, Whey, Butter & other fats/oils, from milk, Cheese & curd, Malt extract, preparation of milk for infant, condensed sweetened/ unsweetened milk).
4. Cement clinker.
5. Portland cement.
6. Naptha.
7. Roofing tiles.
8. Bricks.
9. Wire Rods.
10. Steel Bar.
11. Other Bars Free Cutting Steel.
12. Bars and Rods, Hot- Rolled, in irregularly, Wound Coils, Of other Alloy Steel.
13. Rods of Alloy Steel; Angles, Shapes and Sections of Other Alloy Steel; Hollow Drill Bars and Rods Of Alloy or Non- Alloy Steel.
14. Slag, Dross, Scaling & Similar, Waste; iron and steel, zinc.
15. Iron Waste and Scrap.
16. Stainless Steel Waste and Scrap.

17. Copper Waste and Scrap.
18. Nickel Waste And Scrap.
19. Aluminum Waste and Scrap.
20. Lead Waste And Scrap.
21. Zinc Waste And Scrap.
22. Zinc Dust, Powders and Flakes.
23. Pure Tin Ingot.
24. Tin Waste and Scrap.
25. Magnesium Waste and Scrap.
26. Cinematograph film exposed but not developed, of 16 mm or 35 mm.
27. Toxic chemicals and their precursors covered under the Convention on the Prohibition of the Development, Production, Stockpiling and Use of Chemical Weapons and on Their Destruction 1993 (CWC).

Application procedures for licence to import/export goods under the Customs Act 1967:

- Completion of form J.K. 69 for import applicants and completion of form Customs No. 2 (Principal Custom Area) or form Customs No. 8 (Licensed Manufacturing Warehouse and Free Trade Zone) for export.
- Forms can be purchased from Percetakan Nasional Malaysia Berhad or any of its branches.

Submission of applications:

- Completed applications together with relevant supporting documents must be submitted to either MITI Headquarters or any of its branches depending on the type of goods applied for:

Import and Export Control Division,
2nd Floor, Block 10,
Government Offices Complex,
Jalan Duta, 50622 Kuala Lumpur,
Malaysia

Tel: 603-6203 3022 (General Line)
Fax: 603-6201 3012/4806

BORANG PERMOHONAN PENGIMPORAN EG & GI

| 1. NAMA SYARIKAT DAN ALAMAT | | JENIS SYARIKAT | TARAF SYARIKAT |
|---|------------------|---|--|
| Alamat Berdaftar: Alamat Kilang/ Tempat Operasi: Tel: _____ Fax: _____ Pegawai Untuk Dihubungi: _____ | | <input type="checkbox"/> "Trader" <input type="checkbox"/> "Service Centre" <input type="checkbox"/> "Manufacturer" <input type="checkbox"/> Lain-lain No. Lesen Pengilang: _____ No. Pendaftaran Syarikat: _____ | <input type="checkbox"/> LMW * <input type="checkbox"/> FTZ * <input type="checkbox"/> Bukan LMW/FTZ * Sila kemukakan salinan sah lesen LMW / FTZ yang mana berkaitan |
| 2(a) PERMOHONAN : | | | |
| Jenis Besi | Gred/Spesifikasi | Kuantiti (m.t) | |
| <input type="checkbox"/> 7210 _____ <input type="checkbox"/> 7212 _____ _____ _____ | | | |
| (b) MAKLUMAT PENGGUNAAN BESI ("Trader" & "Service Centre") | | | |
| * Sila kemukakan pesanan belian daripada pembeli/pengguna bagi syarikat yang memohon (purchase order) | | | |
| Nama Pembeli/ Pengguna* | Jumlah (m.t) | Tempoh | Diskripsi Barangan Siap |
| | | | |
| | | | |
| | | | |
| JUMLAH : | | | |
| (c) MAKLUMAT PENGGUNAAN BESI (Pengilang *) | | | |
| * Sila kemukakan salinan Lesen Pengilang | | | |
| Jumlah (m.t) | Tempoh | Diskripsi Barangan Siap | Kuantiti Barangan Siap (m.t/unit/pcs) |
| | | | |
| | | | |
| | | | |
| (d) PENGGUNAAN BESI ADALAH UNTUK SEKTOR : | | | |
| <input type="checkbox"/> Automotif <input type="checkbox"/> Elektrik dan Elektronik <input type="checkbox"/> 'Shipbuilding and Ship Repairing' | | <input type="checkbox"/> Petroleum / Oil & Gas <input type="checkbox"/> 'Steel Furniture' <input type="checkbox"/> Lain-lain. Sila Nyatakan..... | |
| (d) PASARAN BARANGAN SIAP _____ % eksport _____ % Pasaran Tempatan (Sekiranya pembuatan barangan siap bertujuan untuk pasaran eksport sila lampirkan dokumen sokongan) | | | |

| 3. REKOD PENGIMPORAN LEPAS | | | | |
|----------------------------|------------|------------|-----------------|--|
| TAHUN | JENIS BESI | | JUMLAH (m.t) | |
| | 7210 (m.t) | 7212 (m.t) | | |
| 2003 | | | | |
| 2004 | | | | |
| 2005 | | | | |

| 4. MAKLUMAT PENGECUALIAN DUTI IMPORT BAGI PRODUK YANG DIPOHON | | | | |
|---|------------------|-----------------------------|------------------------|---------------------------------|
| Bahan Mentah>Nama Produk | No. Kepala Tarif | Kuantiti Diluluskan (MT) | Tempoh Pengecualian | Kapasiti Pengeluaran Setahun |
| | | | | |

| REKOD PENGIMPORAN DARI KUANTITI YANG DILULUSKAN | | |
|---|--------|---------------|
| Tarikh | No. AP | Kuantiti (MT) |
| | | |

Saya mengaku bahawa maklumat yang diberi di atas adalah benar

Nama:
Tandatangan dan cop syarikat pemohon

* Borang ini hendaklah diisi dengan lengkap dan ditaip.
 Borang ini boleh dibuat salinan.
 Jika pihak tuan gagal mengemukakan maklumat yang tepat dan lengkap, permohonan
 tuan tidak akan dipertimbangkan.

SENARAI SEMAKAN PERMOHONAN LESEN IMPORT (AP) UNTUK CKD

| | |
|-----------------|----------------------|
| Nama Syarikat: | <input type="text"/> |
| Jenis Barangan: | <input type="text"/> |
| Kod Penjenisan: | <input type="text"/> |

| | Ada | Tiada |
|---|--------------------------|--------------------------|
| 1 Surat permohonan (dengan <i>letterhead</i> syarikat) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 *Borang JK 69 (bertaip tanpa pindaan) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 Dokumen Import | | |
| (i) <i>Bill of Lading</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) <i>Invois / Proforma / Packing List / Purchase Order</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Lesen Pengilang/Surat Kelulusan MITI untuk menjalankan Pemasangan Secara Kontrak (Contract Manufacturing) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 **Maklumat Profil Syarikat: | | |
| (i) M & A (<i>Memorandum and Articles of Association</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) Borang 24 & 49 bagi syarikat Sdn. Bhd. sahaja | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Borang A/B dan D bagi syarikat perseorangan atau perkongsian sahaja | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) Form 13 (sekiranya terdapat pembatalan nama atau nombor pendaftaran syarikat) | <input type="checkbox"/> | <input type="checkbox"/> |

Nota:

* Borang JK69 boleh diperolehi di Percetakan Nasional Syarikat Percetakan Nasional (M) Bhd., Jalan Chan Sow Lin, 50554 Kuala Lumpur

**Bagi permohonan kali pertama sahaja.

SENARAI SEMAKAN PERMOHONAN
LESEN IMPORT
(Di Bawah Akta Kastam 1967)

- **Activated Clay and Bleaching Earth**
(Kod AHTN : 3802 90 1000; 3802 90 2000 - import dari negara ASEAN)
(Kod HS : 38020 90 100 - import bukan dari negara ASEAN)

| | |
|------------------------|--|
| Nama Syarikat: | |
| Jenis Barangan: | |
| Kod Penjenisan: | |

- | | |
|--|--|
| 1 Surat Permohonan (dengan <i>letterhead</i> syarikat) Sila nyatakan kegunaan barangan | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 2 Borang JK69 (bertaip tanpa pindaan) Dibeli dari Percetakan Nasional atau Jabatan Percetakan Negeri. | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 3 Invoice / Pro-forma Invoice / Sales Contract | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 4 Certificate of Origin (bagi import dari negara ASEAN sahaja) | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 5 Gambar / Sampel / Katalog | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 6 Maklumat Profil Syarikat: (Bagi permohonan pertama kali sahaja dan disahkan oleh Suruhanjaya Syarikat Malaysia atau Setiausaha Syarikat) <ul style="list-style-type: none"><input type="checkbox"/> M & A (Memorandum and Articles of Association)<input type="checkbox"/> Borang 24 & 49 bagi Syarikat Sdn. Bhd. sahaja<input type="checkbox"/> Borang A / B / D bagi syarikat perseorangan atau perkongsian sahaja | <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div> |
| 7 Pengesahan daripada Suruhanjaya Syarikat Malaysia sekiranya terdapat perubahan nama atau nombor pendaftaran syarikat Contoh - Borang 13 bagi Syarikat Sdn. Bhd. | <input style="width: 50px; height: 20px;" type="checkbox"/> |

Nota:

Permohonan kali pertama adalah secara manual manakala permohonan selanjutnya hendaklah dipohon menerusi online di www.miti.gov.my

SENARAI SEMAKAN PERMOHONAN LESEN IMPORT BESI-KELULI

Hot Rolled Coil/Plate, Hot Rolled Coil/ Plate- Pickled & Oiled, Cold Rolled Coil/ Sheet , Electrolytic Galvanised or Galvanised Iron / Pipe and Tube

KOD H.S : 7208/7209/7210/7211/7212/7303/7304/7305/7306

NAMA SYARIKAT : _____

| | <u>ADA</u> | <u>TIADA</u> |
|---|-------------------|---------------------|
| 1. Surat Permohonan | () | () |
| 2. Borang JK 69 (Bertaip Tanpa Pindaan) | () | () |
| 3. Dokumen Sokongan: | | |
| a) Inbois/Kontrak Jualan/Pesanan Belian | () | () |
| b) <i>B.Lading,P.List,S.Advice,L.Credit</i> (Sekiranya ada) | () | () |
| 4. Borang Permohonan yang lengkap dinyatakan : | | |
| a) Maklumat syarikat | () | () |
| b) Maklumat barangan import dan penggunaannya | () | () |
| c) Rekod pengimportan lepas dan semasa | () | () |
| 5. * <i>Memorandum and Articles of Association</i> | () | () |
| Borang 24 | () | () |
| Borang 49 | () | () |
| Profil Syarikat | () | () |
| Risalah Produk | () | () |
| (Bagi Syarikat Sdn. Bhd) | | |
| 6. Salinan Surat Pengecualian Duti Import Dari Kementerian Kewangan (Bagi Pengilang dan Service Centre) | () | () |

Disemak oleh : _____

Tarikh Diterima : _____

*** Bagi syarikat pertama kali memohon lesen import di MITI (tiada rekod di MITI)**

SENARAI SEMAKAN PERMOHONAN
LESEN IMPORT
(Di Bawah Akta Kastam 1967)

- Lain-lain Gula

| | |
|-----------------|--|
| Nama Syarikat: | |
| Jenis Barangan: | |
| Kod Penjenisan: | |

- | | |
|--|---|
| 1 Surat Permohonan (dengan <i>letterhead</i> syarikat) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 2 Borang JK69 (bertaip tanpa pindaan) <small>Dibeli dari Percetakan Nasional atau Jabatan Percetakan Negeri.</small> | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 3 Invoice / Pro-forma Invoice / Sales Contract | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 4 Surat pengesahan penjenisan kod tarif dari Jabatan Kastam | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 5 Sampel Gula (150 gram) | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 6 Maklumat Profil Syarikat: (Bagi permohonan pertama kali sahaja dan disahkan oleh Suruhanjaya Syarikat Malaysia atau Setiausaha Syarikat) <ul style="list-style-type: none"><input type="checkbox"/> M & A (<i>Memorandum and Articles of Association</i>)<input type="checkbox"/> Borang 24 & 49 <small>bagi Syarikat Sdn. Bhd. sahaja</small><input type="checkbox"/> Borang A / B / D <small>bagi syarikat perseorangan atau perkongsian sahaja</small> | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |
| 7 Pengesahan daripada Suruhanjaya Syarikat Malaysia sekiranya terdapat perubahan nama atau nombor pendaftaran syarikat <small>Contoh - Borang 13 bagi Syarikat Sdn. Bhd.</small> | <div style="border: 1px solid black; height: 20px; width: 100%;"></div> |

Nota:

Permohonan kali pertama adalah secara manual manakala permohonan selanjutnya hendaklah dipohon menerusi online di www.miti.gov.my

SENARAI SEMAKAN PERMOHONAN LESEN IMPORT
LONG PRODUCTS: STEEL BARS, WIRE RODS, BILLETS DAN LAIN-LAIN BESI

Nama Syarikat: _____

| | <u>ADA</u> | <u>TIADA</u> |
|---|------------|--------------|
| 1. Surat Permohonan | () | () |
| 2. Borang JK 69 (Bertaip tanpa pindaan) Dinyatakan maklumat barangan import: <ul style="list-style-type: none">- Kod Penjenisan- Spesifikasi dan Gred- Saiz | () | () |
| 3. Dokumen Sokongan: <ul style="list-style-type: none">a) Invois/ Kontrak Jualan/ Pesanan Belianb) **Packing List/ Bill of Lading/ LC (Bagi permohonan lanjutan/ gantian) | () | () |
| 4. Borang Permohonan Pengimportan Lain-lain Besi. | () | () |
| 5.* Memorandum and Articles of Association | () | () |
| Borang 24 | () | () |
| Borang 49 | () | () |
| Profil Syarikat | () | () |
| Risalah Produk | () | () |
| (Bagi Syarikat Sdn. Bhd.) | | |

Disemak oleh : _____

Tarikh Diterima :

* Bagi syarikat pertama kali memohon lesen import.

SENARAI SEMAKAN PERMOHONAN
LESEN IMPORT
(Di Bawah Akta Kastam 1967)

- Susu (Kod Tarif : 0401 30 110 & 2202 90 100)

| | |
|-----------------|--|
| Nama Syarikat: | |
| Jenis Barangan: | |
| Kod Penjenisan: | |

- | | |
|--|---|
| 1 Surat Permohonan (dengan <i>letterhead</i> syarikat) | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 2 Borang JK69 (bertaip tanpa pindaan) <small>Dibeli dari Percetakan Nasional atau Jabatan Percetakan Negeri.</small> | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 3 <i>Invoice / Pro-forma Invoice / Sales Contract</i> | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 4 Permit Import dari Jabatan Haiwan | <input style="width: 50px; height: 20px;" type="checkbox"/> |
| 5 Maklumat Profil Syarikat: (Bagi permohonan pertama kali sahaja dan disahkan oleh Suruhanjaya Syarikat Malaysia atau Setiausaha Syarikat) <ul style="list-style-type: none"><input type="checkbox"/> M & A (<i>Memorandum and Articles of Association</i>)<input type="checkbox"/> Borang 24 & 49 <small>bagi Syarikat Sdn. Bhd. sahaja</small><input type="checkbox"/> Borang A / B / D <small>bagi syarikat perseorangan atau perkongsian sahaja</small> | <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px;"></div> |
| 6 Pengesahan daripada Suruhanjaya Syarikat Malaysia sekiranya terdapat perubahan nama atau nombor pendaftaran syarikat <small>Contoh - Borang 13 bagi Syarikat Sdn. Bhd.</small> | <input style="width: 50px; height: 20px;" type="checkbox"/> |

Nota:

Permohonan kali pertama adalah secara manual manakala permohonan selanjutnya hendaklah dipohon menerusi online di www.miti.gov.my

SENARAI SEMAKAN PERMOHONAN
LESEN IMPORT

(Di Bawah Akta Kastam 1967)

- Tepung Gandum

| | |
|-----------------|--|
| Nama Syarikat: | |
| Jenis Barangan: | |
| Kod Penjenisan: | |

1 Surat Permohonan (dengan *letterhead* syarikat)

2 Borang JK69 (bertaip tanpa pindaan)

Dibeli dari Percetakan Nasional atau Jabatan Percetakan Negeri.

3 *Invoice / Pro-forma Invoice / Sales Contract*

4 Laporan Ujian dari SIRIM

(Tepung gandum yang hendak diimport mestilah mematuhi standard MS85)

5 Surat Akuan Sumpah

6 Maklumat Profil Syarikat:

(Bagi permohonan pertama kali sahaja dan disahkan oleh Suruhanjaya Syarikat Malaysia atau Setiausaha Syarikat)

☐ **M & A (*Memorandum and Articles of Association*)**

☐ **Borang 24 & 49**

bagi Syarikat Sdn. Bhd. sahaja

☐ **Borang A / B / D**

bagi syarikat perseorangan atau perkongsian sahaja

7 Pengesahan daripada Suruhanjaya Syarikat Malaysia sekiranya terdapat perubahan nama atau nombor pendaftaran syarikat

Contoh - Borang 13 bagi Syarikat Sdn. Bhd.

Nota:

Permohonan kali pertama adalah secara manual manakala permohonan selanjutnya hendaklah dipohon menerusi online di www.miti.gov.my

AKUAN SUMPAH

Adalah saya,
No. Kad Pengenalan :, wakil
syarikat
yang beralamat di
mengesahkan bahawa:

- (i) Tepung Gandum yang akan diimport adalah seperti yang disahkan oleh
SIRIM di dalam Laporan No.:;
- (ii) Tepung Gandum yang akan diimport dikeluarkan oleh
.....
yang beralamat di
.....

dan
- (iii) Syarikat akan bertanggungjawab sekiranya perakuan di perenggan (i) dan (ii)
atas adalah tidak benar.

.....
Tandatangan
Nama :
Jawatan:
Tarikh:

Dihadapan saya:

.....
(Hakim Mahkamah Sesyen/Majistret/Pesuruhjaya Sumpah)
Nama:
Alamat:
Tarikh:

SENARAI SEMAKAN PERMOHONAN
LESEN IMPORT

(Di Bawah Akta Kastam 1967)

- Tepung Gandum Industri
(*Not for human consumption*)

| | |
|-----------------|--|
| Nama Syarikat: | |
| Jenis Barangan: | |
| Kod Penjenisan: | |

1 Surat Permohonan (dengan *letterhead* syarikat)

2 Borang JK69 (bertaip tanpa pindaan)

Sila taipkan "Not For Human Consumption" dan nyatakan kegunaan barangan
Dibeli dari Percetakan Nasional atau Jabatan Percetakan Negeri.

3 Invoice / Pro-forma Invoice / Sales Contract

4 Maklumat Profil Syarikat:

(Bagi permohonan pertama kali sahaja dan disahkan oleh Suruhanjaya Syarikat Malaysia atau Setiausaha Syarikat)

☐ **M & A (*Memorandum and Articles of Association*)**

☐ **Borang 24 & 49**

bagi Syarikat Sdn. Bhd. sahaja

☐ **Borang A / B / D**

bagi syarikat perseorangan atau perkongsian sahaja

5 Pengesahan daripada Suruhanjaya Syarikat Malaysia sekiranya terdapat perubahan nama atau nombor pendaftaran syarikat

Contoh - Borang 13 bagi Syarikat Sdn. Bhd.

Nota:

Permohonan kali pertama adalah secara manual manakala permohonan selanjutnya hendaklah dipohon menerusi online di www.miti.gov.my

SKIE

Procedures for Importing Construction Materials



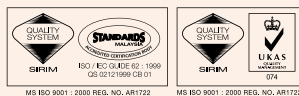
LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA
Construction Industry Development Board Malaysia

Ibu Pejabat CIDB, Tingkat 7, Grand Seasons Avenue, No. 72, Jalan Pahang, 53000 Kuala Lumpur
P.O. Box 12278, 50772, Kuala Lumpur. Tel.: 603 2617 0200, Fax.: 603 2617 0220
www.cidb.gov.my



LEMBAGA PEMBANGUNAN INDUSTRI PEMBINAAN MALAYSIA
Construction Industry Development Board Malaysia

Ibu Pejabat CIDB, Tingkat 7, Grand Seasons Avenue, No. 72, Jalan Pahang, 53000 Kuala Lumpur
P.O. Box 12278, 50772, Kuala Lumpur. Tel.: 603 2617 0200, Fax.: 603 2617 0220
www.cidb.gov.my



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All enquiries should be directed to:

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Technology & Innovation Development Sector
Lembaga Pembangunan Industri Pembinaan Malaysia
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53000 Kuala Lumpur
Malaysia

Tel. : 03 2617 0200

Fak. : 03 4045 1808

Print date : May 2009

Procedures for Importing Construction Materials

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Preface

This book is published to serve as a guideline for importers, agents and forwarding agents to bring in products under the Customs Directive (Imports Prohibition) 1998 Amendment 2003/2004. The contents of this book handle the procedures for importing construction products into Malaysia. The construction products wished to be imported must go through a stringent quality process as to conform to Malaysian Standards before its allowable usage in the domestic market. A few frequent failure factors which deny entry through Customs is also listed in this book. This serves as the guideline for importers to avoid the mistake, and also to avoid unnecessary loss in terms of time and cost for the importer.

Pursuant to this, it is hoped with this book, it will be a useful reference tool to importers, agents and forwarding agents to increase efficiency in importing construction products stipulated under the Customs Directive.

Abbreviations

| | |
|-------------|--|
| BL | : Bill of Lading |
| CB | : Certification Body |
| CIDB | : Construction Industry Development Board |
| COA | : Certificate Of Approval |
| JSM | : Jabatan Standard Malaysia |
| KDRM | : Kastam Diraja Malaysia |
| MITI | : Ministry of International Trade & Industry |
| MS | : Malaysian Standard |
| OGA | : Other Government Agency |
| PC | : Product Certification |
| SAMM | : Sijil Akreditasi Makmal Malaysia |
| SMK | : Sistem Maklumat Kastam |

Procedures for Importing Construction Materials

1. INTRODUCTION

- a) At the end of 2002, MITI elected CIDB as the agency responsible for enforcing the mandatory Malaysian Standard regulatory on import of construction products mentioned in the Customs Directive (Prohibited Imports) 1998 Amendment 2003 & 2004, through its Certificate of Approval.
- b) The Customs Directive (Prohibited Imports) 1998 is under subsection 31(1) of the Customs Act 1967 (Act 235) where it stipulates that all imported products must fulfill its regulatory requirements before being allowed in this country.
- c) Through the Customs Directive (Prohibited Imports) 1998, it stipulates that construction products must obtain prior approval or permit from relevant government agencies before being imported.
- d) For the amendment of the Customs Directive 2003, it states that importing of construction products must obtain a Certificate of Approval, issued by or on behalf of the Chief Executive, CIDB Malaysia.
- e) Beginning 19 June 2003, The Customs Directive (Prohibited Imports) 1998 Amendment 2003 states that all relevant steel products must comply with MS 144, MS 145, MS 1462 and MS 552 (MS ISO 4344: 2008) before importing can be carried out.
- f) Beginning 12 February 2004, the Customs Directive (Prohibited Imports) 1998 Amendment 2004 states that all relevant cement products must comply to MS 888, MS 522, MS 1037, MS 1227, MS 1389, MS 1520, MS 1388, MS 794 and all relevant ceramic products must comply to MS 1061, MS ISO 13006, MS 147, MS 1522, and MS 795, before importing can be carried out.

2. TERMS AND DEFINITIONS

- a. Product : Materials used for construction works
- b. Certificate of Approval : The certificate issued by CIDB verifying the imported construction products has fulfilled the MS requirements. It is also known as COA.
- c. Product Certificate : Also known as PC, it is issued by the CB or CIDB verifying its conformity to the MS in a specific time frame. This certificate can be issued on the importers' or manufacturers' name.
- d. Certificate Board : An agency accredited by the JSM to be the Certificate Board or CB.
- e. Laboratory : Test lab with SAMM or certified by CIDB under relevant criteria.
- f. Consignment : A batch of imported construction products
- g. Consignment Test : Test that is carried out in labs on imported consignments.
- h. Full Test : Full tests carried out in labs conforming to all needs stipulated under the MS.
- i. Critical Tes : Tests carried out in labs according to certain specifications in the MS, as stated by CIDB or the CB.
- j. Verification : Physical examinations by the Verification Officer on the imported products according to the MS.
- k. Desk Verifier : Technical Officer / CIDB that receives the verification application from the importer.
- l. Verification Officer : CIDB Certified Technical Officer to carry out verification works.

- m. Recommending Officer : Technical Officer empowered by CIDB to give support for the report done by the Verification Officer.
- n. Approving Officer : CIDB Technical Officer empowered by the Chief Executive to handle approvals.
- o. Market Sampling : The taking of samples in the market or at the customs gate to be tested by the relevant CB issuing the PC.
- p. Suspension : CIDB will not accept applications from suspended importers during the duration of the suspension period.
- q. Black List : A list of importers whose application will not be entertained by CIDB for the issuance of COA.

3. COA CATEGORY CODES

- A** The whole consignment must be verified by CIDB, in conforming to the relevant MS.
- B** Only part of the consignment is approved by CIDB as conforming to the relevant MS.
- C** The consignment contains materials NOT included as mentioned in Customs Directive (Prohibited Imports) 1998 for construction products.
- D** Only part of the consignment is approved by CIDB as conforming to the relevant MS, and also samples are brought in for purposes of evaluation, testing and so forth.

4. OBJECTIVE

To enforce the compliance to the MS on imported construction products.

5. CIDB ROLES AND JOB SCOPE

- a. To process verification applications by importers or representatives.
- b. To carry out verification on construction products at the customs gate throughout Malaysia.
- c. To issue approvals through e-permit or COA.
- d. Taking samples for tests.
- e. To carry out inspection visits and verification of products at the manufacturer plant.
- f. Monitor PC issued by the CB.
- g. Assist in market sampling for imported construction products.

6. CONSTRUCTION MATERIALS IMPORTING METHODS

The method for importing can be divided into two (2) ways – through the Product Certificate (PC) method, and the Consignment Test method. These methods are mentioned herewith:

6.1. Product Certificate (PC) method

- a) The Product Certificate can be issued by a certificate body approved by CIDB. If the product certificate is issued by an agency not accredited by the JSM, it will not be approved by CIDB unless allowed by the Chief Executive of CIDB.
- b) For product certificates issued by certificate bodies overseas, CIDB will accept the certificate with the condition that the certificate body has been accredited by the accreditation board in the manufacturing country. The accreditation body must also have ongoing agreements with JSM and CIDB. However, in certain cases, CIDB can and may make direct agreements with any certificate bodies if the need arise.
- c) The duration for product certificates must not exceed one (1) year. In this duration, a surveillance audit must be carried out by CB for construction products awarded their respective certificates, and forward a copy of the audit report to CIDB.

- d) The copy of the product certificate must be verified as 'certified true copy' by CIDB officers grade J41 and above, or by the issuing certificate body. CIDB will carry out the consignment verification after receiving all necessary documents as mentioned herewith:
- Completely filled e-permit online application / Q1 Form (if the e-permit online system is offline).
 - A copy of the BL
 - Original verification letter from the manufacturer or exporter
 - Original receipt for application fees (RM500.00)
 - A copy of the Packing List/Invoice.
 - A certified true copy of the product certificate and original copy of the consignment test.
 - A copy of the Sijil Pendaftaran Suruhanjaya Syarikat Malaysia (SSM) - for first time applicants.
 - A copy of Mill of Certificate – according to the construction materials needs.
- e) Product certificates issued to importers in Malaysia or direct to factories overseas cannot be transferred without the approval by CIDB. If the transfer is made without the approval of CIDB, the new holder of the product certificate will not be recognized by CIDB for three (3) months from the date of transfer. If CIDB allows the transfer or amendment, the respective certificate body can carry out the amendment.
- f) CIDB will assist in executing market sampling where construction product samples will be obtained at random custom gates throughout Malaysia during the verification process. Importers must send the samples for critical testing in laboratories. CIDB officers will choose relevant samples according to appropriate quantities, and make markings on the materials. The respective CB will bear the cost for this test. CIDB will revoke the certification of the product certificate if the test results on the materials fail after a second test, in order to comply with Malaysian Standard.
- g) CIDB officers will carry out factory site visit and product verification after the importer has obtained PC. CIDB will set a date for this purpose, and the importer must arrange with the manufacturer in the exporting country to ensure the verification / inspection of the factory can be done. All travel expenditure, flight tickets, visa, airport tax / passenger surcharge and accommodations plus transport to the factory will be borne by the importer. The importer is also responsible for providing traveling insurance, and is also responsible for the safety of CIDB officers during the site visit.

- h) The construction products to be imported into Malaysia through this method must fulfill the marketing requirement as stated in the relevant MS. In failing to do so as stated in the MS, approvals for e-permits or COAs will not be issued to importers, unless importers can show a critical test report issued by a CB that verifies that the product is in conform with the MS.

6.2. Consignment Test Method

This method can be divided into three (3):-

- a) 3 month Consignment Test (U K3)
- b) Full Consignment Test (U P K)
- c) Consignment Test & Double Verification (U K V2) - specific for land travel only.

A consignment test is an alternative method to import without a product certificate. This method is more suitable for importers choosing to import products for a specific duration of time only.

a) 3 month Consignment Test (UK3)

CIDB officers must obtain samples at factories, to carry out a full type test in labs. This report can be used for 3 months from the date on the report is issued.

Importers are given a choice to carry out the tests in local labs or in the manufacturers' country of origin. If the importer chooses the services in the manufacturers' country of origin, the importer must provide a formal application with relevant basic details of the lab. CIDB officers will then carry out an inspection of the lab.

If the full test results fulfill Malaysian Standards, the importer is allowed to import the product. When the product arrives at the customs gate, critical tests will be carried out for each consignment, and they must conform to the MS. Samplings and full tests must be repeated after the three (3) month period.

Note:

- i. Importers must submit full documents to CIDB for verification purposes at the custom gates, as stated in the method for importing through product certificate. A copy of the product certificate or a copy of the test result is acceptable. Importers will bear the cost of all tests.
- ii. The end date for the validity of test reports is stated in the BL.

b) Full Consignment Test (UPK)

Importers may import direct and run the full test at Malaysia's customs gate. Test may only be carried out at CIDB approved labs. Importers must contact CIDB approved certifying bodies to obtain samples for full test purposes.

Importers also have the option to test the construction product at overseas labs approved by CIDB. For this purpose, obtaining of samples must be done by a CIDB officer from the factory. The sample must be taken from the construction product group or the consignment to be imported by the importer.

A full test report from the two methods above is only valid to be used for one (1) verification application only. The format of the report must be in approval by CIDB and the language medium must be in English.

Note :

Importers must submit full documents to CIDB for verification purposes at the custom gates, as stated in the method for importing through product certificate. A copy of the product certificate or a copy of the test result is acceptable. Importers will bear the cost of all tests, plus all or any traveling expenses incurred.

c) Consignment Test & Double Verification (U K V 2)

The obtaining of samples and verification in the export country can be done concurrently. Importer must arrange for CIDB and CB officers to carry out verification and full tests. After the full test report is obtained and verified to have conformed to Malaysian Standards, and e-permit / COA will be issued on the same day, with the second verification being carried by CIDB officers at Malaysian Customs gate. This method may only be employed for imports using land travel, with limited quantities on the same day.

Note:

Importers must submit full documents to CIDB for verification purposes at the custom gates, as stated in the method for importing through product certificate. A copy of the product certificate or a copy of the test result is acceptable. Importers will bear the cost of all tests.

IMPORTANT NOTE:-

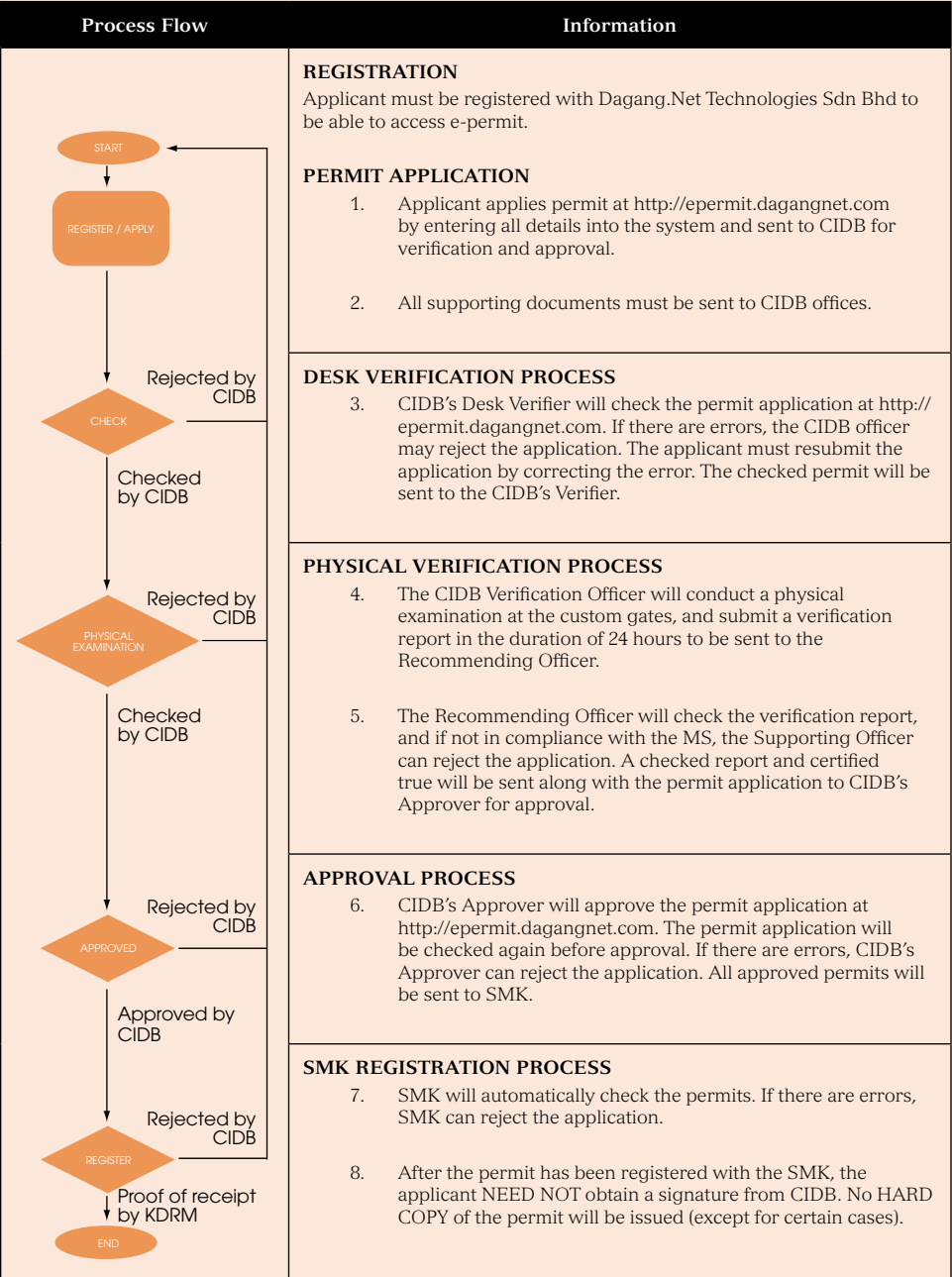
- i. In special circumstances, CIDB may order the importer to run additional tests such as full or critical tests, or any other tests deemed necessary if certain doubts arise about the construction product, even though the importer has obtained the product certificate and have passed all consignment tests. The importer must immediately carry out these additional tests, and submit the report finding to CIDB.
- ii. For importers and manufacturers holding an interest in the test lab with SAMM facilities and approved by CIDB, these importers are not allowed to carry out full or critical tests in these labs. However, the test may be carried out in these labs if an approval from the General Manager, Standards and Quality Sector CIDB have been obtained, and is monitored by a CIDB officer.

Note :

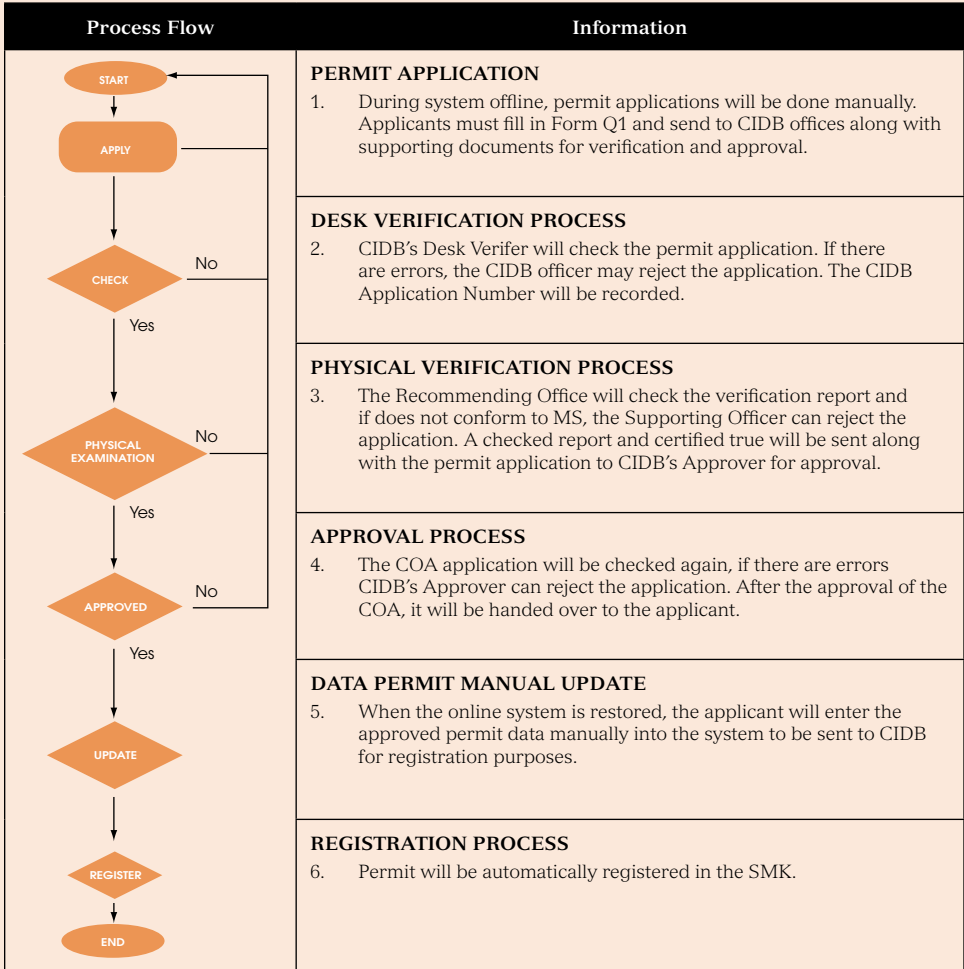
CIDB is not responsible or will be held responsible on any loss/damages towards property or any injury direct or indirect towards person(s) during the taking of samples or verification process, whether being carried out by CIDB / CB / Agents or any person(s) conducting the test with or without the consent of CIDB.

7. PERMIT APPLICATION PROCESS / COA

7.1 On-Line Application Process



7.2 Manual Application Process
(if the e-permit online system is offline)



8. IMPORTING CONSTRUCTION MATERIALS – PROCEDURES AND REGULATIONS

This procedure is to ensure that the verification process carried out for construction products is clear and transparent.

Verification Procedure

- a) Verification must be done by the named Verification Officer via a Notice Letter issued by CIDB.

- b) The Notice Letter to the Importer must be issued beforehand to inform the name of the Verification Officer doing the verification of the consignment.
- c) Importer must contact the named Verification Officer to arrange for the time and location for verification purposes. All costs pertaining to this exercise will be borne by the importer, except the traveling allowance and food (for domestic verifications - Malaysia)
- d) The Verification Officer will not conduct verification works on public holidays. Verifications will only be done on working days and during office hours only. If the verification needs to be done outside of office hours, an approval is needed beforehand from CIDB.
- e) The named Verification Officer conducting the verification of imported construction materials must prepare a Consignment Verification Report within 24 hours after verification works.
- f) For sampling and verification works at factories overseas, all traveling costs, flight tickets, accommodation and transportation to the factory will be borne by the importer. The importer is responsible and must provide traveling insurance, and ensure the safety of the CIDB officer visiting the factory. Importer must also bear all the test costs mentioned in this regulatory book. (full test, critical test, additional test)
- g) Importer must also ensure the safety of the Verification Officer during the verification process. The Verification Officer can choose not to continue the verification process if safety is at risk.
- h) In whatever importing method, the importer has to prove that the imported products conform to the relevant Malaysian Standards, and the COA will be issued only after the consignment verification process is completed. A fee of RM500 (Ringgit Malaysia: Five Hundred Only) will be charged for each verification procedure. Importers who fail to arrange the verification process on the agreed date, or fail to inform CIDB a day before the verification process, will have to pay the RM500 again, and apply for a new verification date.

9. VERIFICATION REGULATIONS

To fulfill the needs to obtain E-PERMIT / COA form CIDB, consignment verification from the verification officer conducted on construction products to be imported. For this purpose, the importer must comply to the below:

9.1 Terms and Conditions during the Verification Process

- a) For verification on construction products stored in a container.
 - i. Place the chosen container by CIDB for verification to be placed at a position suitable for examination and verification of its contents.
 - ii. If the verification officer has doubts on the imported construction products in one of the containers, additional containers can be chosen for extra verification purposes.
 - iii. The original container seal cannot be opened until the verification officer arrives and give the instruction to do so.
 - vi. If the importer has to open the seal for testing by the CB, the original seal has to be kept in the respective container for examination by the verification officer.
 - v. To prepare necessary equipment, digital cameras, forklift, manpower, machineries or other relevant equipment to unload the contents of the container for the verification officer to carry out the examination on the product samples from any part of the container.
- b) For verification on products kept in a godown / storage house, silo and others:
 - i. Ensure the consignment is kept in an orderly manner and according to consignment.
 - ii. The original seal and container number must be kept and produced to the verification officer during the examination process.
- c) For verification on products kept on a cargo ship:
 - i. Ensure the consignment is kept in an orderly manner and according to consignment.
 - ii. Ensure the BL contains the complete information on the respective ship.

9.2 General Terms

- a) If necessary, the importer has to provide to and fro transportation to the verification location for the verification officer. All costs involved for the transport will be borne by the importer.
- b) The Importer or its official representative must be present at all times during the verification process.
- c) The Importer must take all necessary measures to ensure the safety of the verification officer during the verification process.

9.3 Reasons for Verification Failures

- a) The failure of the Importer in complying to the regulations, resulting in the verification officer not being able to carry out the verification process.
- b) Non-compliance to the labeling / markings stipulated in MS.
- c) Not able to provide the container as informed by CIDB.
- d) Importer or official representative did not arrive up to 1 hour from the time given to begin the verification procedure.
- e) Seal Number is not the same as stated in the BL (except for seals issued by OGA)
- f) No Seal for the chosen container.
- g) Lost Seal or Torn before the verification process.
- h) Non permanent markings.
- i) Products stated / checked is not on the official packing list.
- j) The Brand or Model is not the same as stated in PC, packing list or letter from manufacturer.

9.4 Verification Postponement

- a) Heavy rain during the verification process.
- b) Postponement request from the importer 2 days before the verification procedure date.
- c) Postponement can be done according to matters that cannot be avoided.

9.5 Verification Failures that Need to Undergo Critical Tests

- a) Seal number is not the same as in BL
- b) Seal is torn before the verification process by the verification officer.
- c) Lost Seal
- d) Non-compliance to the labeling / markings stipulated in MS

9.6 Verification Failures that Need to Undergo Verification Process Again

- a) Illegible Seal Number.
- b) Loss of Seal for transit of goods into godown / storage house or silo.

Note:

- i. Malaysian products that have arrived at the destination (export) and sent back (import) to Malaysia – importer has to carry out the consignment verification and obtain e-permit / COA.
- ii. In general, the sampling quantity taken is approximately 10% from the total of one application for one type of product.

10. DISCIPLINARY ACTIONS TOWARD IMPORTERS

If the Importer does a wrongdoing in the COA application process, disciplinary actions will be taken as below:

A. First and Second Warnings

- i. Unauthorized amending of supporting document contents to be submitted to CIDB.
- ii. Failure to comply to labeling / marking of MS requirements.
- iii. Shipping construction products not listed in the packing list.
- iv. Non-compliance to the labeling / markings stipulated in MS
- v. Not able to provide the container as informed by CIDB.
- vi. Importer or official representative did not arrive up to 1 hour from the time given to begin the verification procedure.
- vii. Seal number is not the same as in BL.
- viii. No Seal for the chosen container.
- ix. Lost Seal or Torn before the verification process.
- x. Non permanent markings.
- xi. Products stated / checked is not on the official packing list.
- xii. The Brand or Model is not the same as stated in PC, packing list or letter from manufacturer.

B. Suspend the Importer's COA Application (for 3 months)

To carry out the wrongdoings above or others, or repeatedly carrying out the wrongdoings for the third time (Para A)

C. Black List the Importer

- i. Falsifying the COA / PC
- ii. Falsifying supporting documents
- iii. Commit fraud/falsifying information on construction products during product verification.

11. EXEMPTION OF APPLICATION

Exemption of COA Application can be considered based on these terms:

- a) The objective of the import is for testing in a CIDB approved lab. A supporting letter from CB has to be present.
- b) Samples taken by a CIDB officer for testing purposes from an overseas factory.
- c) The objective of the import is for exhibitional purposes. Maximum allowable quantity are:
 - i. Tiles = 3m² / design code
 - ii. Sanitaryware = 2 units / model

The models or design tiles/sanitarywares approved before cannot reconsidered within a period of one (1) for the next import sample.

If the importer brings more than the stated quantity, the product has to undergo a full consignment test (UPK).

- d) For sample purposes, maximum allowable quantity are:
 - i. Tiles = 10 m² / design code
 - ii. Sanitaryware = 2 units / model

The models or design tiles/sanitarywares approved before cannot reconsidered within a period of one (1) for the next import sample.

If the importer brings more than the stated quantity, the product has to undergo a full consignment test (UPK).

- e) Tiles which are not under the Customs Directive, such as hand made tiles, not dry pressed or extruded type, or other types which is not listed in the Malaysian Standard, must have a certified original letter from CB.
- f) Tiles not made from ceramic.
- g) Importers of sanitarywares not from vitreous china must have a certified original letter from CB.
- h) Tubular type scaffolding.
- i) Wire rope not meant for electric lift, must have a certified original letter from CB.
- j) For cement products, maximum quantity for samples is 500kg.
- k) The objective of the import is for very limited usage, and in CIDB's discretion to be given exemption.

Note:

All exemption application must be submitted by the product owner alongside with other supporting documents for the application. The approval of COA exemption, or the inadequate information of such application, will be determined by the COA Exemption Application Evaluation Committee.

12. GENERAL INFORMATION

The completed application should be sent to the following address:

Pengurus Besar Kanan
Sektor Pembangunan Teknologi & Inovasi
Lembaga Pembangunan Industri Pembinaan Malaysia
10th Floor, Grand Seasons Avenue
72, Jalan Pahang
53000 Kuala Lumpur, Malaysia.

CIDB's INFORMATION CONTACT LINE:

Lembaga Pembangunan Industri Pembinaan (CIDB)

Pasukan Program QUEST,
Sektor Pembangunan Teknologi
& Inovasi Binaan
Tingkat 10, Grand Seasons Avenue
No. 72 Jalan Pahang
53000 Kuala Lumpur
Tel: 03-26170200
Fax: 03-40451808

Nama Pegawai untuk Dihubungi :
Ir. Sia Han See
Ir. Hj. Mukhtar Che Ali
Pn. Rohana Abdul Manan
Pn Anisa Zainal Abidin
Pn. Maiza Faslaida Binti Musthapa
En. Zulkefli Ismail
En. Awang Bulqiah bin Awang Maulana.
Email: tech@cidb.gov.my

Dagang Net Technologies Sdn Bhd

Pusat Perkhidmatan Pelanggan @ Careline
20th Floor , HP Towers, Jalan Gelenggang
Bukit Damansara
50490 Kuala Lumpur

Waktu Beroperasi: 24 jam (7 hari seminggu)
Telephone: 1300 133 133 / +603 2781 3030
Faks: +603 2781 3003
Pusat Pager: +603 7804 8833; No Pager: 43032 / 43033
Handphone: 017 8733 292, 017 8880 248
Email: *careline@dagangnet.com
Web Careline: <http://www.dagangnet.com>

KDRM's INFORMATION CONTACT LINE:

Bahagian Teknologi Maklumat Ibu Pejabat Kastam DiRaja Malaysia

5th Floor, Block 2G1B
Kompleks Kementerian Kewangan
Precinct 2, 62592 Putrajaya
Tel: 03-8882 2100
Fax: 03-8888 4589

Nama Pegawai untuk Dihubungi :
Puan Zulaikha bt Ahmad
Pegawai Cawangan Teknologi Maklumat
Email: zulaikha@customs.gov.my
Tel: 03-8882 2327

Nama Pegawai untuk Dihubungi 2:
Puan Zurinah bt Mohd Yusof
Pegawai Cawangan Teknologi Maklumat
Email: zurinah@customs.gov.my
Tel: 03-8882 2340
General Email: permit@customs.gov.my

Manufacturer's Company Letter Head

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) MALAYSIA**

CIDB Headquarters, 8th Floor, Grand Season Avenue,

No. 72, Jalan Pahang, 53000, Kuala Lumpur

P.O Box 12278, 50772 Kuala Lumpur

MALAYSIA

Tel : 603-26170200 (GL)

Fax : 603-40451808

Attn : **General Manager**

Construction Technology Development & Innovation Sector

MANUFACTURER'S LETTER OF CONFIRMATION

With reference to the above, we hereby confirm the details described below.

Details of the Manufacturer:-

Full Name and Full Address of the Manufacturer

| No | Description of Product (size, type, model, group & others) | Code | Quantity (units; pieces- sanitaryware, m ² &cartons- tiles & others) | Brand Name on the Packaging (Boxes / Cartons / others) | Marking on the Product (Tiles / Sanitarywares / others) |
|-----------|--|-------------|---|--|---|
| | | | | | |
| | | | | | |

In additional, we also hereby confirm that the said product is being arranged for export by Name of Exporter (where applicable) to Name of Importer, as the consignment detailed below :-

1. **Invoice, Packing List No. & Date and**
2. **Bill of Lading No. & Date**

Signature:

Name:

Designation:

Date:

Firm / Company Stamp:

Exporter's Company Letter Head

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) MALAYSIA**
 CIDB Headquarters, 10th Floor, Grand Season Avenue,
 No. 72, Jalan Pahang, 53000, Kuala Lumpur
 P.O Box 12278, 50772 Kuala Lumpur
MALAYSIA
 Tel : 603-26170200 (GL)
 Fax : 603-40451808

Attn : **Senior General Manager**
Construction Technology Development & Innovation Sector

EXPORTER'S LETTER OF CONFORMATION

With reference to the above, we hereby confirm the details described below.

Details of the Exporter:-

Full Name and Full Address of the Exporter

| No | Description of Product (size, type, model, group & others) | Code | Quantity (units; pieces- sanitaryware, m ² & cartons- tiles & others) | Brand Name on the Packaging (Boxes/ Cartons / others) | Marking on the Product (Tiles / Sanitarywares / others) |
|----|---|------|--|---|--|
| | | | | | |
| | | | | | |

In additional, we also hereby confirm that the said product is being arranged for export by Name of Manufacturer to Name of Importer, as the consignment detailed below :-

1. Invoice, Packing List and Bill of Lading No. & Date:

Signature :

Name :

Designation :

Date :

Firm / Company Stamp :

List of MS requiring (till June 2008)

| IRON AND STEEL PRODUCTS | |
|-------------------------------------|---|
| MS 144: 2001 | Specification for Cold Reduced Mild Steel Wire for The Reinforcement of Concrete. (Second Revision) |
| MS 145: 2001 | Specification for Steel Welded Fabric for The Reinforcement of Concrete. (Second Revision) |
| MS 1462: 1999 | Specification for Steel Frame Scaffoldings |
| MS ISO 4344 : 2008 | Specification for Steel Wire Ropes for Electric Lifts |
| * MS 1092:1987 | <i>Specification for low carbon steel wire rods</i> |
| * MS 1093:1987 | <i>Specification for high carbon steel wire rods</i> |
| *MS 1137:1989 | <i>Specification for low carbon steel wires</i> |
| *MS 1138: Parts 14 :20071987 | <i>Specification for undercoated seven-wire stress-relieved strand for prestressed concrete</i> |
| *MS 1239:1991 | <i>Specification for galvanized low carbon steel wire for armouring cables</i> |
| *MS 146:2006 | <i>Specification for hot rolled steel bars for the reinforcement of concrete.</i> |
| CEMENT PRODUCTS | |
| MS 522 : 1989 | Specification for Portland Cement (Ordinary and Rapid-Hardening) (Part 1 : Standard Specification) First Revision |
| MS 888: 1991 | Specification for White Portland Cement (First Revision) |
| MS 1037: 1986 | Specification for Sulphate-Resisting Portland Cement |
| MS 1227: 2003 | Specification for Portland Pulverised-Fuel Ash Cement (First Revision) |
| MS 1389: 1995 | Specification for Portland Blastfurnace Cement |
| MS 1520: 2001 | Specification for Pozzolanic pulverized-Fuel Ash Cement |
| MS 1388: 1995 | Specification for High Slag Blastfurnace Cement |
| MS 794: 1982 | Specification for Masonry Cement |
| CERAMIC PRODUCTS | |
| MS 1061 : PART 1:1999 | Vitrified Clay Pipes & Fittings & Pipe Joints for Drains & Sewers. (Part 1: First Revision) |
| MS ISO 13006 : 2003 | Ceramic Tiles (Definitions, Classification, Characteristics and Marking) |
| SANITARYWARES | |
| MS 147:2001 | Specification for Quality Of Vitreous China Sanitary Appliances. (First Revision) |
| MS 795: 2002 | Specification for WC Flushing Cistern and Flush (First Revision) |
| MS 1522 : 2006 | Specification for Vitreous China Water Closet Pans. |
| INSULATION MATERIALS | |
| *MS1020:1986 | <i>Specification for Mineral Fibre Thermal Insulation Material</i> |
| FLOAT GLASS | |
| *MS1138:1989 | <i>Specification for Float And Polished Plate Float Glass</i> |

Note: The new enforcement date for the new construction materials will be announced later.

REFERENCES

- i. Perintah Kastam (Larangan Mengenai Import) 1998 Pindaan 2003/2004.
- ii. Guidelines on SIRIM QAS Product Certification that are described in SIRIM QAS document reference 'SQAS-PCS/PRO/01' can be obtained directly from SIRIM QAS
- iii. Guidelines on SIRIM QAS Consignment Sampling and Testing Services that are described in SIRIM QAS document reference 'SQAS-CST/PRO/01' can be obtained directly from SIRIM QAS.
- iv. Guidelines on IKRAM QA Product Certification that are described in reference 'IKRAM QA-AP-1' can be obtained directly from IKRAM QA.
- v. Guidelines on IKRAM QA Consignment Sampling and Testing Services that are described in IKRAM QA document reference 'IKRAM QA-AP-1' can be obtained directly from IKRAM QA.
- vi. Requirement Book and Procedures for Importing Construction Materials. (Green Cover)

APPRECIATION

CIDB wishes to thank all parties involved directly or indirectly in the publishing of this guide book.