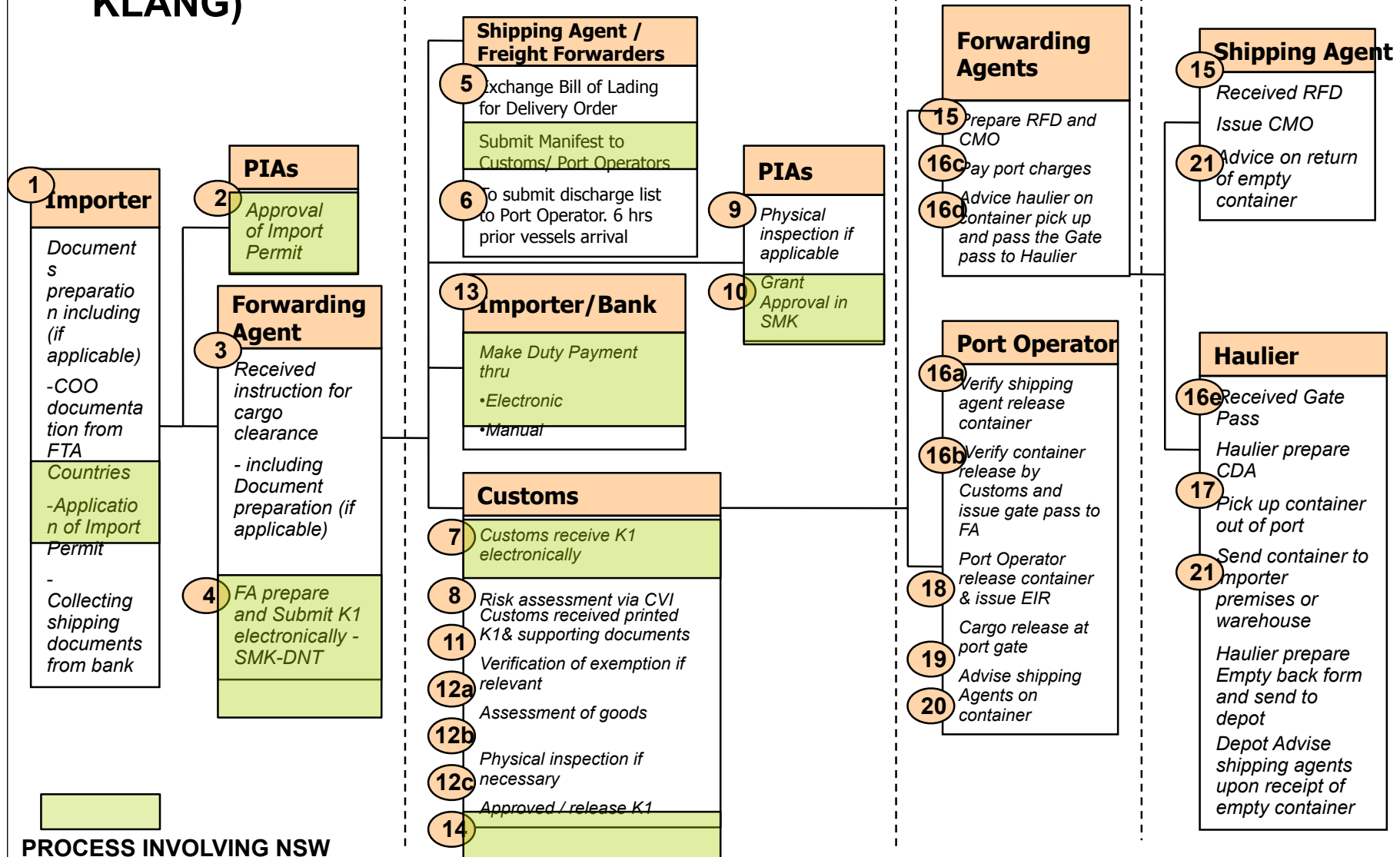


# I. IMPORT FLOW FOR FULL CONTAINER LOAD (PORT KLANG)



## 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                 |
|------------------------------|--|--------------------------------------|---|--------------------|------------------------|
| <b>Documents Preparation</b> | <b>Customs Clearance &amp; Technical Control</b> | <b>Ports &amp; Terminal Handling</b> | <b>Inland Transportation &amp; Handling</b> |                    |                        |
| 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 <sup>a</sup>                            | 2 days <sup>b</sup>                  |   | 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 :<br>-COO documentation from FTA Countries (if applicable)<br><br>-Collecting shipping documents from banks (if applicable)<br><br>- 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)<br>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)<br><br>FA perform Document preparation if instructed by Importer                   | Bill of lading<br>Permit<br>Invoice<br>Packing list | 1 day (all documents in order and for normal clearance) | No cost                       |
|    | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface.  | K1  | Preparation : 1 hr                                      |                               |

A

| No | Process Flow   | Document                              | Process Time                            | Cost   |
|----|--|---------------------------------------|---|--|
| 5  | <p>Forwarding agent obtains delivery order (DO), including from shipping agent (that is, exchange Bill of Lading for DO).</p> <p>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</p> | <p>Delivery order</p> <p>Manifest</p> | <p>20 mins</p> <p>Pre-arrival</p>       | <p>Collection of DO charge – P.Klang free</p> <p>Klang – RM30 per DO</p> <p>Shah Alam – RM50</p> <p>Subang and Petaling Jaya – RM80- document fee</p> <p>Others - RM 100</p> <p>RM80 per B/L (RM130 for Freight Forwarders – Agency Fee)</p> <p>EDI fee (RM30) per B/L</p> |
| 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              | <p>K1 : RM 0.60 per set</p> <p>EDI charges: RM 1.20 per kB (RM 5 per K1)</p> <p>Forwarding charges : RM 120 – RM 160 per container</p>   |
| 8  | Risk assessment on K1 done by Customs Verification Initiative (CVI) Unit at Customs Headquarter to identify high risk consignments.  | -                                     | <p>Electronic : -</p> <p>Manual : 5</p> | Process of doing- 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<br><br>OGA physical inspection done after customs clearance   | K1 form  | OGA inspection time : 30 min             | Movement charge (RM130/200)<br>RM10 per box (Labour charge) |
| 10  | If no physical inspection, OGA will grant approval in SMK.  | K1form,<br>PIA Permit  | 2 - 5 min                                | No cost   |
| 11  | Customs receives Form K1 and supporting documents for Customs clearance.<br>a) Basic supporting documents : invoice, packing list and Delivery Order (no D/O in case of EDO).<br>b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type.<br>(Applicable to parallel transactions only – not applicable in Paperless) | K1 form<br>Invoice<br>Packing List<br>Delivery Order<br>Permit<br>COO<br>CJ5/CJ5A<br>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,<br>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 :<br>a) Verification of particulars declared against supporting documents;<br>b) Instruction for physical inspection if necessary;<br>c) Classification/Valuation;   | K1 form<br>Invoice<br>Packing List<br>Delivery Order<br>Permit                                 | 5 - 20 min                               | No cost   |

B

5

| No  | Process Flow  | Document   | Process Time   | Cost   |
|-----|---|--|--|--|
| 12c | Physical / CVI inspection involves the following processes :<br>a) Preparation for inspection such as submitting SSR to port operator, moving container to inspection bay and engaging "carpenter" to open container.<br>b) Actual physical /CVI inspection<br>* CVI if applicable  | K1 form<br>Invoice<br>Packing List                                   | a) Preparation : 1 – 2 hour<br><br>b) Actual inspection : 1-2 hour                                       | EMC charges:<br>20' : RM130<br>40' : RM200<br>Labour fee : RM 10 – RM 30                 |
| 13  | Forwarding agent pays import duty on behalf of Importer via :<br>a) Electronic Fund Transfer (which is only available during banking hours);<br>b) Duty Net (24 x 7, through CIMB); or<br>c) Manual (through cheque or bank draft)  | EFT Message : PAYORD, CREMUL, CREADV<br>Manual: bank draft or cheque | a) EFT : 20- 60 min (different from Bank to Bank)<br>b) Duty Net : Real time Basis<br>c) Manual : 30 min | EFT charges for EFT : RM 8.00 per transaction<br><br>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)<br>If paperless transaction:<br>a) Auto-release after payment of duty/tax;<br>b) Printing of Customs Official Receipt (COR)  | K1 form<br>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.<br>(Applicable to parallel transactions only – not applicable in electronic) | RFD<br>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><br><i>Electronic DO</i> | 1-2 mins<br>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)<br>Port Operator issues Gatepass/ EIR (Equipment Interchange Receipt) to Forwarding Agent | Customs GCS Release<br><br>Gate-pass/EIR      | 10-15 secs<br><br>2 mins | No cost |
| 16 c | Forwarding agent pay port charges to Port Operator.<br>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.<br>Haulier then book window hour of collection through port system   | Gate-pass/EIR<br><br>Online                   | 1 hour<br><br>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><br><i>or online report</i>  | 30 – 60 mins<br>(hourly) | No cost |

C

D

C

| No | Process Flow   | Document                             | Process Time                   | Cost |
|----|--|--------------------------------------|--------------------------------|------|
| 21 | <p>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)</p> <p>Haulier returns empty container to pre-designated depot</p> <p>Depot Advise shipping agents upon receipt of empty container</p> | <p>CDA</p><br><p>Empty Back Form</p> | <p>24 hrs</p><br><p>24 hrs</p> |      |

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D  
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# **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