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

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>BL</td>
<td>Bill of Lading</td>
</tr>
<tr>
<td>CB</td>
<td>Certification Body</td>
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<td>CIDB</td>
<td>Construction Industry Development Board</td>
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<tr>
<td>COA</td>
<td>Certificate Of Approval</td>
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<td>JSM</td>
<td>Jabatan Standard Malaysia</td>
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<td>KDRM</td>
<td>Kastam Diraja Malaysia</td>
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<td>MITI</td>
<td>Ministry of International Trade &amp; Industry</td>
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<td>MS</td>
<td>Malaysian Standard</td>
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<td>OGA</td>
<td>Other Government Agency</td>
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<tr>
<td>PC</td>
<td>Product Certification</td>
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<tr>
<td>SAMM</td>
<td>Sijil Akreditasi Makmal Malaysia</td>
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<tr>
<td>SMK</td>
<td>Sistem Maklumat Kastam</td>
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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 Test : 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 Manage, 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

<table>
<thead>
<tr>
<th>Process Flow</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REGISTRATION</strong></td>
<td>Applicant must be registered with Dagang.Net Technologies Sdn Bhd to be able to access e-permit.</td>
</tr>
<tr>
<td><strong>PERMIT APPLICATION</strong></td>
<td>1. Applicant applies permit at <a href="http://epermit.dagangnet.com">http://epermit.dagangnet.com</a> by entering all details into the system and sent to CIDB for verification and approval.</td>
</tr>
<tr>
<td></td>
<td>2. All supporting documents must be sent to CIDB offices.</td>
</tr>
<tr>
<td><strong>DESK VERIFICATION PROCESS</strong></td>
<td>3. CIDB’s Desk Verifier will check the permit application at <a href="http://epermit.dagangnet.com">http://epermit.dagangnet.com</a>. If there are errors, the CIDB officer may reject the application. The applicant must resubmit the application by correcting the error. The checked permit will be sent to the CIDB’s Verifier.</td>
</tr>
<tr>
<td><strong>PHYSICAL VERIFICATION PROCESS</strong></td>
<td>4. The CIDB Verification Officer will conduct a physical examination at the custom gates, and submit a verification report in the duration of 24 hours to be sent to the Recommending Officer.</td>
</tr>
<tr>
<td></td>
<td>5. The Recommending Officer will check the verification report, and if not in compliance with the MS, the Supporting Officer can reject the application. A checked report and certified true will be sent along with the permit application to CIDB’s Approver for approval.</td>
</tr>
<tr>
<td><strong>APPROVAL PROCESS</strong></td>
<td>6. CIDB’s Approver will approve the permit application at <a href="http://epermit.dagangnet.com">http://epermit.dagangnet.com</a>. The permit application will be checked again before approval. If there are errors, CIDB’s Approver can reject the application. All approved permits will be sent to SMK.</td>
</tr>
<tr>
<td><strong>SMK REGISTRATION PROCESS</strong></td>
<td>7. SMK will automatically check the permits. If there are errors, SMK can reject the application.</td>
</tr>
<tr>
<td></td>
<td>8. After the permit has been registered with the SMK, the applicant NEED NOT obtain a signature from CIDB. No HARD COPY of the permit will be issued (except for certain cases).</td>
</tr>
</tbody>
</table>
7.2 Manual Application Process  
(if the e-permit online system is offline)

<table>
<thead>
<tr>
<th>Process Flow</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERMIT APPLICATION</strong></td>
<td></td>
</tr>
<tr>
<td>1. During system offline, permit applications will be done manually. Applicants must fill in Form Q1 and send to CIDB offices along with supporting documents for verification and approval.</td>
<td></td>
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</tbody>
</table>

| **DESK VERIFICATION PROCESS** |
| 2. CIDB’s Desk Verifer will check the permit application. If there are errors, the CIDB officer may reject the application. The CIDB Application Number will be recorded. |

| **PHYSICAL VERIFICATION PROCESS** |
| 3. The Recommending Office will check the verification report and if does not conform to MS, the Supporting Officer can reject the application. A checked report and certified true will be sent along with the permit application to CIDB’s Approver for approval. |

| **APPROVAL PROCESS** |
| 4. The COA application will be checked again, if there are errors CIDB’s Approver can reject the application. After the approval of the COA, it will be handed over to the applicant. |

| **DATA PERMIT MANUAL UPDATE** |
| 5. When the online system is restored, the applicant will enter the approved permit data manually into the system to be sent to CIDB for registration purposes. |

| **REGISTRATION PROCESS** |
| 6. Permit will be automatically registered in the SMK. |

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.
   
iv. 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 of 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 be 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 be 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 Mustaha
En. Zulkefli Ismail
En. Awang Bulqiah bin Awang Maulana.
Email: tech@cidb.gov.my

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

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
Manufacturers’ 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

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Product (size, type, model, group &amp; others)</th>
<th>Code</th>
<th>Quantity (units; pieces-sanitaryware, m²&amp;cartons-tiles &amp; others)</th>
<th>Brand Name on the Packaging (Boxes / Cartons / others)</th>
<th>Marking on the Product (Tiles / Sanitarywares / others)</th>
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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:
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

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Product (size, type, model, group &amp; others)</th>
<th>Code</th>
<th>Quantity (units; pieces-sanitaryware, m² &amp; cartons-tiles &amp; others)</th>
<th>Brand Name on the Packaging (Boxes/ Cartons / others)</th>
<th>Marking on the Product (Tiles / Sanitarywares / others)</th>
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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)

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

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


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.