

# **GUIDELINES TO APPLY FOR IMPORT LICENCE FOR MOTOR VEHICLES**

## **INTRODUCTION**

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

## **CONDITIONS AND PROCEDURES FOR APPLICATION**

1. Eligibility:
  - 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. Vehicle Importation (others)
    - **classic cars** with car age of more than 25 years;
    - **vintage cars** with car age of more than 50 years;

### **Company:**

- vehicle **must** be **certified** by a **recognised body** from the **exporting country** that the said vehicle is **categorised** under **classic/vintage** vehicle;
- Each application **must** be accompanied with the following information and documents:
  - a. Model;
  - b. Chassis number;
  - c. Engine number;
  - d. Year manufactured;
  - e. Pictures of the vehicle; and
  - f. Purchase order/Invoice by customer in Malaysia.

### **Individual:**

- **One (1) AP** for each individual – **classic/vintage** vehicle category;
- Only **Malaysian citizens** may apply;
- Vehicle being imported shall be **registered** under **applicant's name** and is **not transferrable** within **five (5) years** from the **date of registration** in Malaysia;
- Vehicle **must** be **certified** by a **recognised body** from the **exporting country** that the said vehicle is **categorised** under **classic/vintage** vehicle;
- Each application **must** be accompanied with the following information and documents:
  - a. Model;
  - b. Chassis number;
  - c. Engine number;
  - d. Year manufactured;

- e. Pictures of the vehicle; and
- f. Purchase order/Sales receipt/Invoice.
- motor vehicles of **temporary/permanent imports for the purpose of R&D**;
- motor vehicles of **temporary imports for the purpose of exhibition, race, expedition and other temporary events**; and
- motor vehicles for **ministries, government departments, statutory bodies and NGOs** usage.

## 2. How to Apply

Forward application letter together with:

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

**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 Licence under ICA 1975;
  - A copy of letter of CKD Import Approval and Multi Sourcing issued by MITI.
- iii. Classic/Vintage cars/motorcycles
  - A copy of Endorsed Certificate of Origin of the car/motorcycle;
  - 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.

3. Application Form

Customs Form JK69 is available at:

Syarikat Percetakan Nasional (M) Berhad  
Jalan Chan Sow Lin  
50554 Kuala Lumpur  
Tel : 03 9221 2022  
Fax : 03 9222 0690

4. Submission of Application

i. Ministry of International Trade and Industry  
Level 2, Menara MITI,  
No. 7, Jalan Sultan Haji Ahmad Shah,  
50480 Kuala Lumpur, Malaysia.  
Tel : 03 6208 4970  
Fax : 03 6206 2823  
Email: ap@miti.gov.my

or

ii. MITI'S Branch Offices in Sabah and Sarawak  
iii. Online

**APPROVING AUTHORITY**

Secretary General of MITI.

**WORK PROCESS**

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

**CLIENT CHARTER**

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