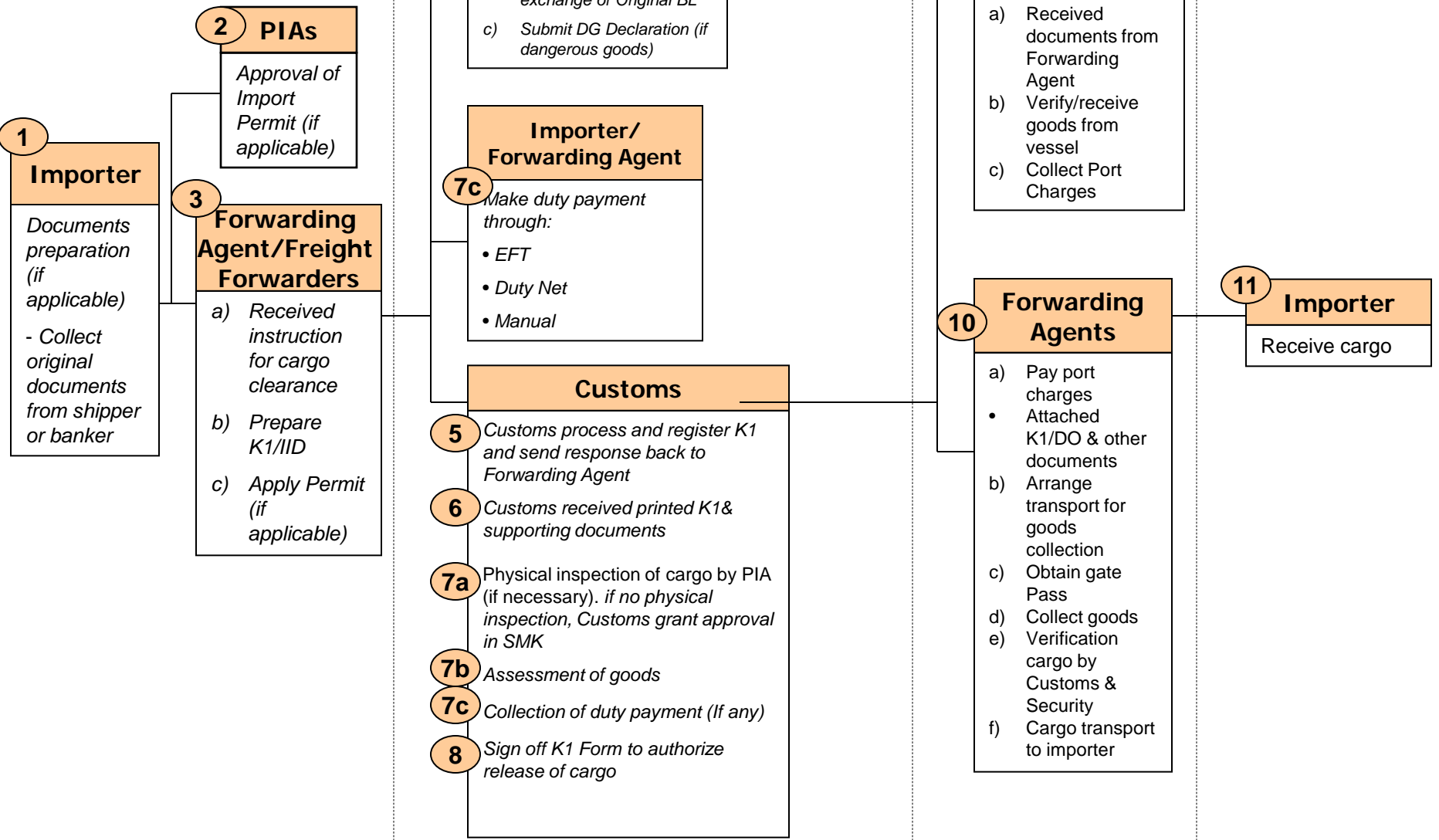


**IMPORT FLOW FOR DRY BULK CARGO - (PORT KLANG)**



**A: Documents Preparation**

**B: Customs Clearance & Tech Control**

**C: Ports & Terminal Handling**

**D: Inland Transportation & Handling**

No	Process Flow	Document	Process time	Cost
1	<p>Importer prepares necessary documents, including:</p> <ul style="list-style-type: none"> <li>- Collect shipping documents from banks (if applicable)</li> <li>- Apply import permit from PIAs (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>-Shipping Documents</li> <li>-Import Permit</li> </ul>	<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  Live implementation: 19  Paperless: 16  Coming on board: 4 – under development (1 peninsular, 3 Sarawak)  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 &amp; 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>	<ul style="list-style-type: none"> <li>-Bill of Lading</li> <li>-Permit</li> <li>-Invoice</li> <li>-Packing List</li> </ul> <ul style="list-style-type: none"> <li>-K1/K1A</li> <li>-IID</li> </ul> <ul style="list-style-type: none"> <li>-Permit (if applicable)</li> </ul>	<p>1 day (all documents in order and for normal clearance)</p> <p>Preparation: 1 hour</p>	<i>RM1 per metric tonnes (negotiable depending on the volume)</i>

A

No	Process Flow	Document	Process Time	Cost
4	<p>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.</p> <p>b) Shipping Agent to release Delivery Order for exchange of original Bill of Lading.</p> <p>c) Shipping Agent submit DG Declaration (if dangerous goods)</p>	<p>-E-manifest</p> <p>-Delivery Order -Bill of Lading</p> <p>-DG Declaration</p>	Pre-arrival	<p>EDI charges – RM30 per B/L</p> <p>RM110 per exchange DO/B/L</p> <p>RM5 per transaction</p>

} **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

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> <ul style="list-style-type: none"> <li>i) Electronic Fund Transfer (which is only available during banking hours);</li> <li>ii) Duty Net (24 x 7, through CIMB); or</li> <li>iii) Manual (through cheque or bank draft)</li> </ul>	<p>-K1 Form -Invoice -Packing List</p> <p>-EFT Message: PAYMUL, - CREMUL, -Manual: bank draft or cheque</p>	<p>30 minutes</p> <p>a) EFT: 20- 60 min (different from Bank to Bank) b) Duty Net: Real time Basis 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>	<p>-K1 form</p>	<p>2 – 5 min</p>	<p>No cost</p>

}

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**  
**D**

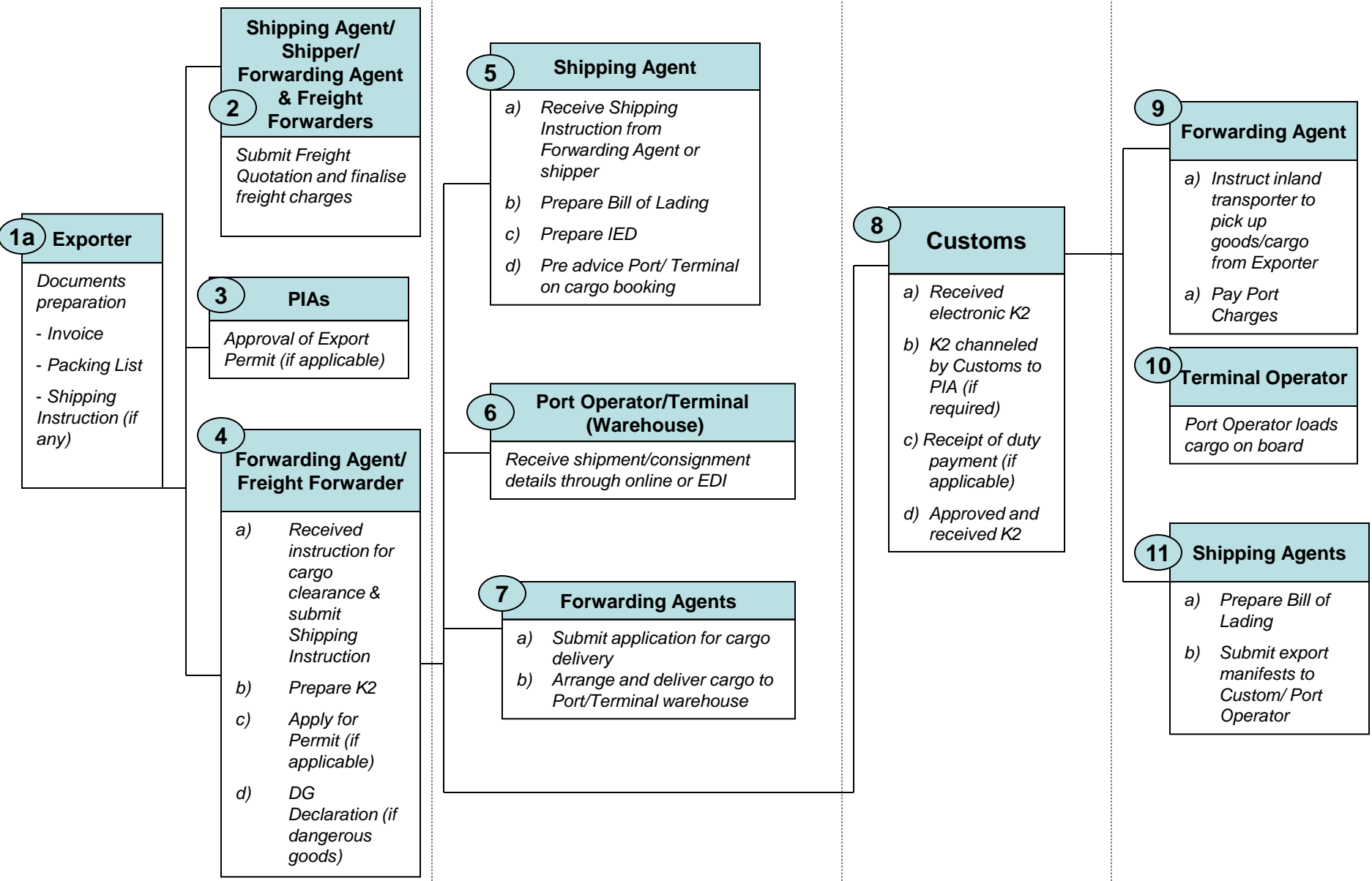
## Legend (Import Flow):

- 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;
7. Affinbank; and
8. Ambank.

# EXPORT FLOW FOR DRY BULK CARGO - (PORT KLANG)



**A: Documents Preparation**

**B: Inland Transportation & Handling**

**C: Customs Clearance & Tech Control**

**D: Ports & Terminal Handling**



No	Process Flow	Document	Process Time	Cost
1a	<p>Exporter prepares commercial Invoice, Packing List &amp; Shipping Instruction (after the order is confirmed)</p> <p><i>* Shipping booking can be done in advance</i>  <i>* Shipping Instruction when all details are available</i></p>	<p>-Invoice  -Packing List  -Shipping instruction</p>	<p>1 day (document preparation)</p> <p>Overall – 2 days</p>	No cost
2	<p>Submit Freight Quotation under commercial rate and finalise freight charges with shipper.</p> <ul style="list-style-type: none"> <li>- Receipts and accept booking from shipper</li> <li>- Provide shipper with booking confirmation</li> </ul> <p><i>* Freight Quotation and freight charges can be done in advance</i></p>	<p>-Freight Quotation  -Shipping Instruction</p>	1 day (pre-arrival arrangement)	No cost
3	PIA approves Export Permit (if applicable)	-Export Permit	1- 5 working days (details as attachment)	PIAs own cost
4	<ul style="list-style-type: none"> <li>a) Forwarding Agent receipts instruction for cargo clearance in accordance to Shipping Instruction</li> <li>b) Prepare K2 Form</li> <li>c) Apply for Export Permit from PIA (if applicable)</li> <li>d) DG Declaration (if applicable)</li> </ul> <p><i>* Export Permit can be done in advance (pre-arrival arrangement)</i></p>	<p>-Shipping Instruction  -K2  -Export Permit    -DG Declaration</p>	<p>Overall – 2 days</p> <p>1 hour</p>	<p>EDI charges: RM30</p> <p>RM5 per DG declaration</p> <p>RM1 per metric tonnes (negotiable depend on the volumes)</p>

A

No	Process Flow	Document	Process Time	Cost
5	Shipping Agent a) Receipts Shipping Instruction from forwarding agent b) Shipping Agents Prepare shipping note c) Pre-advice Port/Terminal on cargo booking	-Shipping Instruction	1 hour	RM110 – RM130 per Bill of Lading
6	Port Operator receives shipment/consignment details as export pre-advise through online or EDI	-Export pre-advise details	5 min	No cost
7	Forwarding Agent a) Submit application for cargo delivery b) Arrange and deliver cargo to Port/Terminal warehouse	-IED	1 hour	No cost

} **B**

No	Process Flow	Document	Process Time	Cost
8	a) Customs receipts electronic K2 declaration (paperless transactions only)	-K2 -Export Permit	2 – 5 min	No cost
	b) Endorsement of permit by PIA		2 – 5 min	No cost
	c) Payment of duty (if applicable), either by Electronic Fund Transfer (EFT) or manual	-Bank Draft -Cheque	(10 – 15 min)	EFT charges : RM 15.00 per B/L
	d) Approved/released K2.	-K2		No cost
9	Forwarding Agent : Arrange inland transporters to: a) Pick up goods/cargo from Exporter	-IED -Load List	30 minutes	As per tariff
	a) Forwarding agent to pay Port Charges			
10	Port Operator loads cargo onboard	-IED -Load list		As per tariff
11	a) Shipping agent prepare and issue Bill of Lading	-e-manifest	10 minutes	RM30 per B/L
	b) Shipping Agent send electronic export manifest (e- manifest) to Customs and Port Operator			

**C**

**D**

## Legend (Export Flow):

- PIAs – Permit Issuing Authorities
- K2 Form – Customs declaration form for export
- IED – Integrated Export Document
- \* 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;
7. Affinbank; and
8. Ambank.