

Steps	Explanation
1. Obtain Official Customs Classification Code of Heavy Machinery and Equipment	<ul style="list-style-type: none"> • HS Code determines if Machinery requires AP • Official HS Code designation can be obtained from <i>Bahagian Penjenisan Kastam</i> from any of the nationwide Custom Branches
2. Register with Dagang.net for ePermit Account	<ul style="list-style-type: none"> • All AP applications must be made online through the Electronic Permit System (ePermit) operated by DagangNet Technologies Sdn Bhd (DNT). • The ePermit system is a web-based application and approval system. All attachments need to be uploaded online with no hardcopy documents to be sent to MITI. The system can be accessed at newepermit.dagangnet.com.my.my.
3. Prepare Softcopy of All Documents Required for Upload in Application	<ul style="list-style-type: none"> • Documents required for all applications are the following: <ul style="list-style-type: none"> i. Application Letter (Template Here) ii. Letter of Undertaking Template Here) iii. Certificate of Origin iv. Catalog of Machinery v. Invoice vi. Manufacturing Certificate (New Machinery) or Chassis Plate Picture and Export Certificate (Used Machinery) vii. Non-Objection Letter / CLA from Local Crane Manufacturer (if required) viii. Project Contract / Documentation (Temporary Imports only) ix. SPAD Permit (For Used Prime Mover Importation)
4. Apply AP	<ul style="list-style-type: none"> • Apply the correct AP type and upload complete documents then submit your application
5. Obtain AP Approval or Rejection	<ul style="list-style-type: none"> • Once approved, AP is not required to be printed. AP can be directly used at unloading Port via Customs System • If rejected, ascertain reason for rejection and reapply AP based on the remarks given by AP processor.