

**GARIS PANDUAN
PENGELUARAN SIJIL TEMPASAL BUKAN KEUTAMAAN**

1. PENDAHULUAN

1.1 Garis panduan ini bertujuan untuk memantapkan prosedur dan peraturan pengeluaran Sijil Tempasal Bukan Keutamaan (STBK) oleh dewan/persatuan perniagaan yang dilantik oleh MITI.

2. KRITERIA KELAYAKAN DEWAN/PERSATUAN PERNIAGAAN SEBAGAI PENGELUAR STBK

2.1 Dilantik oleh Kementerian Perdagangan Antarabangsa dan Industri (MITI).

2.2 Berdaftar secara sah dengan Pendaftar Pertubuhan dan masih aktif.

2.3 Keahlian tidak kurang dari 150 ahli (termasuk keahlian di peringkat cawangan)

2.4 Mengenakan kadar bayaran tidak melebihi kadar siling yang ditetapkan oleh MITI.

2.5 Mempunyai kakitangan, ruang pejabat dan peralatan yang mencukupi bagi mengendalikan pengeluaran STBK.

3. PELANTIKAN

3.1 Hanya dewan/persatuan perniagaan dan cawangan yang dilantik oleh MITI dibenarkan mengeluarkan STBK.

3.2 Pegawai yang memproses dan mengesah STBK hendaklah dari kakitangan tetap yang dilantik oleh dewan/persatuan perniagaan. Pelantikan pihak ketiga

atau individu dari kalangan ahli majlis adalah tidak dibenarkan.

- 3.3 Tempoh kebenaran mengeluarkan STBK oleh dewan/persatuan perniagaan adalah selama tiga (3) tahun dari tarikh pelantikan. MITI akan memperbaharui pelantikan dewan/persatuan perniagaan, termasuk cawangan setiap tiga (3) tahun sekali.
- 3.4 MITI akan membatalkan pelantikan dewan/persatuan perniagaan jika garis panduan ini tidak dipatuhi atau tidak mempunyai keupayaan untuk mengeluarkan STBK.

4. TANGGUNGJAWAB DEWAN/PERSATUAN PERNIAGAAN

- 4.1. Menghantar spesimen tandatangan pegawai yang dilantik untuk menandatangani STBK.
- 4.2 Menggunakan format STBK yang ditetapkan oleh MITI (Lampiran I). Dewan/persatuan perniagaan diberi tempoh enam (6) bulan dari tarikh pelantikan untuk menukar borang STBK kepada format baru.
- 4.3. Mengemukakan laporan bulanan kepada MITI dalam tempoh enam (6) bulan selepas pelantikan. Selepas tempoh tersebut, laporan suku tahunan perlu dikemukakan kepada MITI. Laporan itu juga perlu menyenaraikan produk yang terlibat di dalam pengeluaran STBK seperti di dalam Lampiran A1.
- 4.4 Menyimpan rekod STBK selama lima (5) tahun untuk tujuan semakan dan verifikasi.
- 4.5. Memaklumkan kepada MITI atau cawangan MITI berdekatan dalam tempoh tujuh (7) hari jika terdapat syarikat yang melakukan penipuan.

- 4.6 Tidak mengeluarkan STBK kepada syarikat yang mengemukakan maklumat yang diragui.
- 4.7 Bertanggungjawab ke atas setiap STBK yang diluluskan dengan memastikan:
- status tempasal produk yang hendak dieksport adalah dari Malaysia.
 - kesahihan dan kelayakan syarikat yang memohon STBK.
 - memberi kerjasama sepenuhnya kepada permohonan verifikasi dari negara-negara pengimport atau mana-mana pihak ke atas STBK yang dikeluarkan dengan memberikan maklumbalas yang sewajarnya seperti yang dikehendaki mengikut tempoh masa yang ditetapkan.
- 4.8 Bertanggungjawab ke atas STBK yang dikeluarkan sekiranya berlaku sebarang masalah yang diadukan oleh mana-mana pihak.
- 4.9 Mematuhi semua garis panduan yang ditetapkan.

5. TINDAKAN KE ATAS DEWAN/PERSATUAN PERNIAGAAN DAN SYARIKAT YANG TIDAK MEMATUHI GARIS PANDUAN

- 5.1 Dewan/persatuan perniagaan yang didapati tidak mematuhi garis panduan pengeluaran STBK akan dikenakan tindakan seperti berikut:
- Kesalahan kali pertama - Digantung sekurang-kurangnya 6 bulan

- Kesalahan kali kedua - Dibatalkan pelantikan

5.2. Antara kesalahan yang boleh dikenakan tindakan oleh MITI adalah:

- tidak mematuhi garis panduan yang ditetapkan semasa memproses STBK;
- melantik pihak ketiga sebagai pengeluar STBK; dan
- tidak menyimpan rekod STBK seperti yang ditetapkan dalam garis panduan.

5.2 Syarikat yang melakukan penipuan akan disenaraihitamkan selama satu (1) tahun oleh MITI. MITI akan memaklumkan kepada semua dewan/persatuan perniagaan maklumat mengenai syarikat yang disenaraihitamkan dan yang telah dikeluarkan dari senarai hitam.

6. KADAR BAYARAN

6.1 Kadar siling bayaran bagi setiap pemprosesan dan pengesahan untuk satu STBK adalah sebanyak RM10.00.

7. SYARAT DAN PROSEDUR PERMOHONAN PENGESAHAN STBK

7.1 Syarikat yang layak memohon:

- i. Pengilang atau pedagang yang berdaftar dengan Suruhanjaya Syarikat Malaysia (SSM).

7.2 Produk yang memenuhi peraturan tempasal:

- i. Dikilangkan di Malaysia serta menggunakan 100% bahan tempatan;

atau

- ii Dikilangkan di Malaysia melalui proses transformasi yang mengubah klasifikasi kod tariff di peringkat enam (6) digit.

atau

- iii. Mengandungi sekurang-kurangnya 25% bahan tempatan.

7.3 Permohonan pengesahan STBK;

- i. Pengilang dan pengeksport/pedagang perlu mengemukakan Surat Akuan Berkanun (Lampiran II) setahun sekali.

- ii. Mengemukakan STBK yang lengkap diisi dan disertakan dengan dokumen-dokumen berikut:

a) Pengilang:

- Sijil pendaftaran syarikat, Lesen Perniagaan atau Lesen Pengilang.
- Sampel/gambar/katalog (jika perlu).

b) Pengeksport/pedagang:

- Sijil pendaftaran syarikat
- Pengesahan daripada pengilang bagi produk keluarannya.
- Sampel/gambar/catalog (jika perlu)

- iii. Dokumen yang diperlukan (bagi permohonan sebelum eksport)
 - a. Packing Lists.
 - b. Invois kepada pengimport.
- iv. Dokumen yang diperlukan (bagi permohonan selepas eksport)
 - a. Packing lists.
 - b. Invois kepada pengimport.
 - c. Bill of Lading.
 - d. Borang Pengishtiharan Kastam (K2).

8. PROSES KERJA PENGESAHAN STBK

- 8.1 Menerima permohonan STBK.
- 8.2 Menyemak kesahihan pengesahan dokumen.
- 8.3 Memastikan maklumat yang terkandung di dalam STBK selari dengan maklumat di dalam dokumen-dokumen yang disertakan.
- 8.4 Melulus/menolak permohonan.
- 8.5 Menyerahkan STBK kepada syarikat permohonan.

Senarai Semak Penghantaran Surat Akuan Berkanun, senarai semak Pengesahan STBK dan Carta Aliran Kerja Pengesahan STBK adalah seperti di Lampiran III, Lampiran IV dan Lampiran V.

9. TARIKH BERKUATKUASA

Garis Panduan (termasuk pindaan) ini berkuatkuasa mulai 25 Jun 2015.

**GARIS PANDUAN TAMBAHAN KEPADA DEWAN DAN PERSATUAN
PERNIAGAAN/INDUSTRI (DPPI) SEBAGAI PENGELUAR SIJIL TEMPASAL
BUKAN KEUTAMAAN (STBK) KE ATAS PRODUK IKAN DAN HASILAN IKAN
KE NEGARA-NEGARA SELAIN KESATUAN EROPAH (EU) DAN PRODUK
UDANG KE NEGARA AMERIKA SYARIKAT (USA)**

Pengeksportan Ikan dan Produk Ikan Ke negara-negara selain EU

1. Berkuatkuasa **15 Jun 2015**, **semua premis pemerosesan ikan dan hasilan ikan** yang terlibat di dalam pengeksportan ikan dan hasilan ikan ke negara-negara selain EU perlu disenaraikan di dalam *Compliance List of Processing Establishments for Export of Fish and Fishery Products to Countries Other Than European Union, Revision 1.*
2. Permohonan penyenaian di dalam *Compliance List of Processing Establishments for Export of Fish and Fishery Products* ini (Borang permohonan penyenaian seperti di Lampiran D) perlu dikemukakan kepada Bahagian Keselamatan dan Kualiti Makanan, Kementerian Kesihatan Malaysia (MOH) dengan menyertakan *Statutory Declaration* (Lampiran E) dari pihak premis pemerosesan, orang tengah dan traders.

Pengeksportan Udang ke Negara USA

3. Berkuatkuasa **16 Jun 2015**, **semua premis pemerosesan, orang tengah dan traders** yang terlibat di dalam **pengeksportan udang** ke USA perlu disenaraikan di dalam *Compliance List for Export of Fish and Fishery Products* (Borang permohonan penyenaian adalah seperti di Lampiran D) berdasarkan *Compliance Listing and Verification Protocol for Export of Fish and Fishery Product to Countries Other than European Union, Revise 1.* Permohonan penyenaian *ini perlu disertakan dengan Statutory Declaration* (Lampiran E) dari pihak premis pemerosesan, orang tengah dan traders yang terlibat.
4. Semua konsainan udang ke negara USA perlu disertakan dengan Sijil Kesihatan (Lampiran C) dari Kementerian Kesihatan Malaysia (MOH). Pensampelan ke atas produk udang juga perlu dibuat bagi tujuan analisis residu dadah veterinary iaitu Nitrofurans dan Chloramphenicol. Pensijilan ini juga melibatkan produk yang mempunyai pensijilan HACCP Kementerian Kesihatan.

**GARIS PANDUAN TAMBAHAN
KEPADA PERNIAGAAN/PERSATUAN INDUSTRI SEBAGAI PENGELUAR
STBK BAGI PENGEKSPORTAN UDANG KE AMERIKA SYARIKAT**

1. Garis panduan ini bertujuan untuk memantapkan prosedur dan peraturan pengeluaran Sijil Tempasal Bukan Keutamaan (STBK) oleh dewan/persatuan perniagaan yang dilantik oleh MITI.
 2. Jabatan Perikanan Malaysia, Jabatan Kastam Diraja Malaysia, Kementerian Kesihatan dan beberapa Dewan Perniagaan/Persatuan telah bersetuju untuk menyediakan satu garis panduan tambahan kepada Dewan Perniagaan/Persatuan Industri sebagai Pengeluar Sijil Tempasal Bukan Keutamaan (STBK) bagi pengeksporan udang ke Amerika Syarikat.
 3. Pihak Pengeksport udang ke Amerika Syarikat wajib mengemukakan dokumen Letter of Attestation Source of Shrimp (Seperti Lampiran A) dan Shrimp Exporter's/Importer's Declaration (DS 2031) (Seperti di Lampiran B) sebelum STBK dikeluarkan oleh Dewan Perniagaan/Persatuan. Garis panduan tambahan ini berkuatkuasa pada 1 April 2011.
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GARIS PANDUAN TAMBAHAN KE ATAS PANDUAN SEDIA ADA KEPADA DEWAN DAN PERSATUAN PERNIAGAAN/INDUSTRI (DPPI) SEBAGAI PENGELUAR SIJIL TEMPASAL BUKAN BERKEUTAMAAN (STBK) BAGI TUJUAN PENGEKSPORTAN IKAN, HASIL IKAN DAN UDANG KE AMERIKA SYARIKAT (USA)

1. Berkuatkuasa 16 Jun 2015, setiap permohonan STBK bagi pengeksporan ikan, hasil ikan dan udang ke USA perlu disertakan dengan Sijil Kesihatan atau *Health Certificate* (Format Sijil Kesihatan seperti di Lampiran C) dari Kementerian Kesihatan Malaysia (MOH). Sijil Kesihatan tersebut perlu mendapat kelulusan/*endorsement* daripada Kementerian Kesihatan Malaysia (MOH).
 2. Sehubungan dengan itu, pihak DPPI perlu memastikan Sijil Kesihatan yang dinyatakan di atas dikemukakan oleh pemohon/pengeksport ketika membuat permohonan STBK bagi pengeksporan produk ikan, hasil ikan dan udang ke USA sebelum meluluskan permohonan STBK terbabit.
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NON-PREFERENTIAL CERTIFICATE OF ORIGIN FORMAT

1. Goods Consigned From (Exporter's business name, address, country)		Reference No.		
2. Goods Consigned To (Importer's business name, address, country)		Certificate of Origin		
3. Notify Party (Name & Address)		Issued in _____ (Country)		
4. Means of Transport and Route (as far as known) Departure Date: Port of Loading: Vessel/ Aircraft: Port of Discharge: B/L Number: Final Destination:		LOGO DEWAN/PERSATUAN PERNIAGAAN		
5. Item No.	6. Marks and Numbers on Packages	7. Number and Types of Packages, Description of Goods (incl. quantity where appropriate and HS Code of importing country)	8. Gross Weight or Other Quantity and Value	9. Number and Date of Invoices
10. Declaration By The Exporter The undersigned hereby declares that the above details and statement are correct; that all the goods were produced or processed in _____ (Country) For goods exported to _____ (Importing Country) Place and date, signature of Authorised Signatory		11. Certification It is hereby certified, on the basis of control carried out, that the declaration by the exporter is correct. Place and date, signature and stamp of Certifying Signatory		

OVERLEAF NOTES

1. Field 10 must be completed by the exporter declaring all the details and statements provided are true and goods declared are in accordance to the Rules of Origin stipulated below:
 - a) Manufactured in Malaysia and used 100% local materials; *or*
 - b) Manufactured in Malaysia through transformation process which alters tariff code classification at six (6) digit levels; *or*
 - c) Contains at least 25% local materials.

2. Goods which do not comply with the above origin requirements shall be considered as goods not originating from Malaysia. Therefore, the name of the country where the goods were originally produced or processed must be stated in Field 10, (country) column.

Sample of Statutory Declaration

Statutory Declaration should be typed using Company letterhead

STATUTORY DECLARATION

I _____ (name of applicant) (NRIC No. _____) of _____
(address) solemnly and sincerely declare the following:

1. That I am _____ (position in Company) in _____ (Company name and address) and am duly authorised to affirm this declaration on behalf of the Company;
2. I make this declaration in full knowledge and awareness of _____ (name chamber of commerce/trade association) reliance on this declaration as an inducement or basis to endorse/certify on document(s) presented by our Company;
3. I undertake and agree to fully indemnify the _____ (name of Chambers of Commerce/Trade Associations) in full from and against all consequences, liabilities, actions, suits, proceedings, damages, costs, claims, demands, expenses, or losses whatsoever which may be taken or made against _____ (name chamber of commerce/trade association) or incurred or become payable by _____ (name chamber of commerce/trade association) by reason of or on account of or arising out of it issuing, endorsing or certifying the aforesaid documents;
4. I am fully aware that it is a criminal offence to induce _____ (name chamber of commerce/trade association) to endorse on our documents on the basis of a false declaration;
5. I am also aware that the penal consequences for a false declaration in respect of the above may include:
 - (a) imprisonment for a term not exceeding three (3) years and shall also be liable to a fine pursuant to Section 193 of the Penal Code read together with Section 199 or 200 of the Penal Code; or
 - (b) imprisonment for a term not less than one (1) year and not exceeding ten (10) years and with whipping and shall also be liable to a fine pursuant to Section 420 of the Penal Code; or
 - (c) fine not exceeding RM500,000.00 (Five Hundred Thousand Ringgit) or to imprisonment for a term not exceeding five (5) years or to both under Section 133 of Customs Act 1967.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly)
 declared by the abovenamed)
 at _____)
 in the state of _____)
 on this _____ day of _____ 20 _____)

.....
 Signature of applicant
 (Director/ Proprietor/ Partner)

Before me,

.....
 COMMISSIONER FOR OATHS

SENARAI SEMAK PENGHANTARAN SURAT AKUAN BERKANUN
CHECKLIST FOR SUBMISSION OF STATUTORY DECLARATION LETTER

Nama Syarikat : _____
Name of Company

Dokumen yang perlu dikemukakan:
Documents need to be submitted:

	Ya/Tidak <i>Yes/No</i>	Untuk Kegunaan Rasmi <i>For Official Use</i>
1. Sijil pendaftaran syarikat, Lesen Perniagaan atau Lesen Pengilang. <i>Company's Registration Certificate, Business Licence/ Manufacturing Licence.</i>	()	()
2. Surat Akuan Berkanun <i>Statutory Declaration Letter</i>	()	()

Diserahkan oleh : _____
Submitted by

No. Kad Pengenalan : _____
IC No.

Tarikh : _____
Date

.....

Untuk Kegunaan Rasmi <i>For Official Use</i>	
Tarikh Surat Akuan Berkanun <i>Date of Statutory Declaration Letter</i>	: ____/____/____
Tarikh Luput <i>Expiry Date</i>	: ____/____/____

SENARAI SEMAK PERMOHONAN PENGESAHAN SIJIL TEMPASAL
BUKAN KEUTAMAAN
CHECKLIST FOR APPLICATION OF NON-PREFERENTIAL CERTIFICATE OF ORIGIN

Nama Syarikat : _____
Name of Company :

Dokumen yang perlu dikemukakan:
Documents need to be submitted:

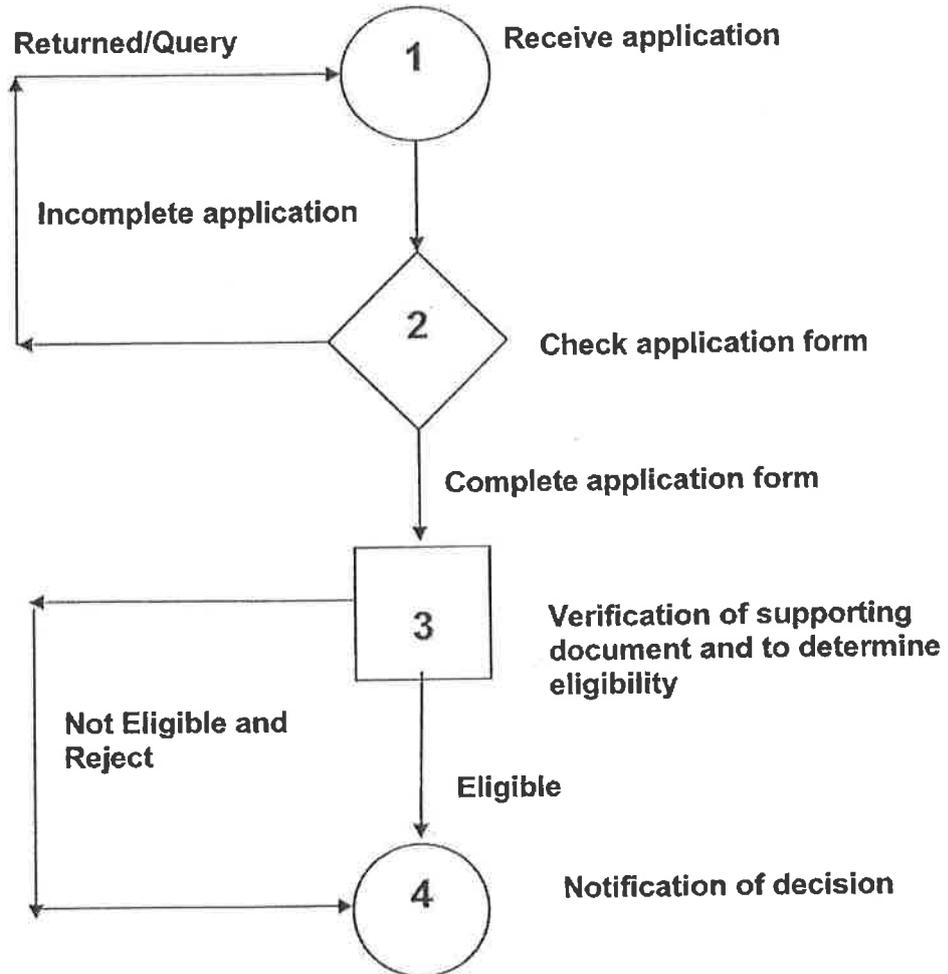
Pemohonan Pengesahan Sijil Tempasal Bukan Keutamaan (STBK)
Application for Non-Preferential Certificate Of Origin (NPCO) Endorsement

	Ya/Tidak Yes/No	Untuk Kegunaan Rasmi <i>For Official Use</i>
1. Borang STBK lengkap diisi <i>Completed NPCO</i>	()	()
2. Invois kepada Pengeksport <i>Invoice to Exporter</i>	()	()
3. Packing List (jika sebelum eksport) <i>Packing List (if before export)</i>	()	()
4. Bill of Lading (jika selepas eksport) <i>Bill of Lading (if after export)</i>	()	()
5. Borang Pengisytiharan Kastam (K2) (jika selepas eksport) <i>Custom Declaration Form (K2) (if after export)</i>	()	()
6. Sampel/Gambar/Katalog (jika perlu) <i>Sample/Photo/Catalogue (if needed)</i>	()	()

Disemak oleh wakil dewan/persatuan perniagaan: _____
Checked by Representative of Chambers of Commerce/Association

Tarikh : _____
Date

FLOW CHART OF WORK PROCESSING FOR ENDORSEMENT OF NON-PREFERENTIAL CERTIFICATE OF ORIGIN (NPCO)



Lampiran A1

CONTOH:

JUMLAH PENGELUARAN SIJIL TEMPASAL BUKAN BERKEUTAMAAN (STBK) BAGI BULAN JUN UNTUK TAHUN 2015

BIL	NAMA SYARIKAT	JENIS PRODUK MENGIKUT CHAPTER HS CODE	JUMLAH STBK	FOB VALUE (RM MILLION)	NEGARA PENGIMPOR/ DESTINASI
1	ABS Sdn Bhd	Besi	30	120,000,114	Arab Saudi Afrika Selatan Taiwan
2					
3					
4					
5					
	JUMLAH				

Lampiran A

Letter of Attestation Source of Shrimp



JABATAN PERIKANAN MALAYSIA
Department of Fisheries Malaysia

Special Numbering NO: 000001

Security Cheque Paper with Fibre

Micro Text Line Wording
Wording
'DEPARTMENTOFFISHERIES' with
micro font size appeared as line

SALINAN

Water Mark
Federal Crest appear as
watermark on original
and didn't appeared
when Photostat



Photocopy Expose Ultraviolet
Wording 'COPY' appeared when the
original being Photostat or Scan

COPY



U.S. Department of State
SHRIMP EXPORTER'S/IMPORTER'S DECLARATION
 (SEE INSTRUCTIONS ON REVERSE)

OMB APPROVAL NO. 1406-0095
 EXPIRATION DATE: 09/30/2010
 ESTIMATED BURDEN: 10 minutes*

1. Harvesting Nation		2. Aquaculture Facility (if applicable) (Name and Address)		
3. Exporter (Name, Address, and Telephone/Fax)		4. U.S. Importer/Ultimate Consignee (Name, Address, and Telephone/Fax)		
5. Date of Export (mm-dd-yyyy)				
6. Description of Product				
U.S. HTS Tariff Schedule Number	Number of Units	Net Weight in Kilograms		
7. Exporter's Declaration (To be completed by a responsible agent of the exporter of the product)				
I hereby declare that the shipment of shrimp accompanying this declaration (check one):				
A. <input type="checkbox"/> Harvested in a manner not harmful to sea turtles. Check the condition of harvest which applies:				
1. <input type="checkbox"/> Harvested by aquaculture		2. <input type="checkbox"/> Harvested using TEDs		
3. <input type="checkbox"/> Harvested using non-mechanical net retrieval or by special gear (see the instructions)		4. <input type="checkbox"/> Shrimp harvested in a manner or under circumstances determined by the Department of State not to pose a threat of the incidental taking of sea turtles		
B. <input type="checkbox"/> Harvested in the waters of a nation currently certified pursuant to Section 609 of P.L. 101-162.				
Exporter (Name and Title)		Signature		Date (mm-dd-yyyy)
8. Government Certification (Necessary only if box 7a above is checked; to be signed by a responsible Government official of the harvesting nation)				
I hereby declare that the statements signed above by the exporter of this shipment of shrimp are true and accurate to the best of my knowledge.				
Name/Agency/Title	Address/Telephone/Fax	Signature	Date (mm-dd-yyyy)	
9. Import Information (To be completed by U.S. importer or Customs broker)				
Date of Entry (mm-dd-yyyy)	Port of Entry	Entry Number	Signature	

THIS FORM MUST ACCOMPANY ALL SHIPMENTS OF SHRIMP AND SHRIMP PRODUCTS INTO THE UNITED STATES
*Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time required for reviewing existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Persons are not required to respond to the collection of information in the absence of a valid OMB approval number. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: U.S. Department of State (MISSED), Washington, D.C. 20520.

LAMPIRAN III

SENARAI NAMA DAN ALAMAT LENGKAP PEGAWAI JABATAN PERIKANAN MALAYSIA
YANG BERTANGGUNGJAWAB BAGI MENGELUARKAN SIJIL EKSPORT SUMBER
UDANG TERNAKAN KE AMERIKA SYARIKAT.

BIL.	NAMA PEGAWAI, JAWATAN DAN E-MEL	ALAMAT TEMPAT BERTUGAS	NO. TELEFON & FAKS
NEGERI PERLIS			
1.	Sukri B. Deris Pengarah Perikanan Negeri G44 sukri@dof.gov.my	Pejabat Perikanan Negeri Perlis Lot 636 Jalan Kuala Perlis 02000 Kuala Perlis Perlis Darus Sunnah	Tel :04-9851007 Fax :04-9851008
2.	Hamzah bin Abd Rahman Pembantu Perikanan G26 hamzah_sho@yahoo.com		
NEGERI KEDAH			
1.	Teo Siong Wan Pengarah Perikanan Negeri G52 teoslo01@dof.gov.my	Pejabat Perikanan Negeri Kedah Aras 5, Zon C, Wisma Persekutuan Pusat Pentadbiran Kerajaan Persekutuan 06550 Bandar Muadzam Shah Kedah	Tel :04-7342135 Fax :04-7304623
2.	Mazayu bt Mohamad Osman Pegawai Perikanan G44 mazmoh01@dof.gov.my		
3.	Ikhwaty bt Ibrahim Pegawai Perikanan G41 ikhwaty@dof.gov.my	Pusat Blosekuriti Perikanan Negeri Kedah Bukit Kayu Hitam 06050 Jitra Kedah	Tel :04-9222785 Fax :04-9221176
4.	Muhd Mutalib bin Saple Penolong Pegawai Perikanan G27 mutalib@dof.gov.my		
5.	Aranja@Suna A/P Fong Penolong Pegawai Penyelidik Q27 aranja@dof.gov.my		
6.	Shahrizan bin Hussain Penolong Pegawai Penyelidik Q27 shahrizan.hussain@yahoo.com		

BIL.	NAMA PEGAWAI, JAWATAN DAN E-MAIL	ALAMAT TEMPAT BERTUGAS	NO. TELEFON & FAKS
5.	Hj. Abd Malik bin Othman Penolong Pegawai G32 biosekuritioperak@yahoo.com		
6.	Muhamad Amir Rullah bin Marabi Penolong Pegawai G27 biosekuritioperak@yahoo.com		
7.	Azmay bin Saad Penolong Pegawai G27 biosekuritioperak@yahoo.com		
SELANGOR			
1.	Tn Hj Ahmad Azahari b. Hj Ahmad Pengarah Perikanan Negeri G52 azahari@dof.gov.my	Pejabat Perikanan Negeri Selangor Tingkat 16 Wisma MBSA 40000 Shah Alam Selangor Darul Ehsan	Tel :03-55190169 Fax :03-55190690
2.	Noor Hasmayana bt Yahya Pegawai Perikanan G44 noorhasmayana@dof.gov.my		
3.	Abdul Razak bin Bakar Pegawai Perikanan G44 arazak@moa.gov.my	Pusat Biosekuriti Perikanan Negeri Selangor Kompleks Kuarantin, Jln. Pekeliling 4, 64000 KLIA, Sepang, Selangor.	Tel :03-87874097 Fax :03-87874107
4.	Ainul Yasmin bt Md Yusof Pegawai Perikanan G41 ainul@dof.gov.my		
5.	Zeti Hafiza bt Zakaria Pegawai Perikanan G41 zeti_hafiza@dof.gov.my		
6.	Shahrul Nizam bin Baharudin Penolong Pegawai Perikanan G27 snizam@dof.gov.my		
7.	Amirufadli bin Afandi Penolong Pegawai Perikanan G27 kulp_87@yahoo.com.my		
8.	Zaleha bt Ali Penolong Pegawai Perikanan G27 z_ahelza@yahoo.com.my		

BIL.	NAMA PEGAWAI, JAWATAN DAN E-MEL	ALAMAT TEMPAT BERTUGAS	NO. TELEFON & FAKS
4.	Arief Dharmawijaya bin Mohd Sharipudin Pegawal Perikanan G41 ariefdharmawijaya@yahoo.com.sg		
5.	Osman bin Muda Penolong Pegawai Penyelidik Q32 dinman20@yahoo.com		
6.	Norelah bt Sahmad Penolong Pegawai Perikanan G27 nor_el81@yahoo.com		
7.	Zulfah bt Rohani Penolong Pegawai Penyelidik Q27 zulfahrohani83@yahoo.com		
PAHANG			
1.	Dato' Haji Mohamad b. Mat Saman Pengarah Perikanan Negeri G52 mohamad@dof.gov.my	Pejabat Perikanan Negeri Pahang Tingkat 2, Bangunan Persekutuan Jalan Gambut 25000 Kuantan Pahang Darul Makmur	Tel :09-5161508 Fax :09-5164482
2.	Mohd Nasir bin Muhamad Pegawal Perikanan G41 nasir_ikan@yahoo.com		
3.	Azahari bin Othman Pegawal Perikanan G48 azaot@hotmail.com	Blosekuriti Perikanan Negeri Pahang Lot 20755, Jln Tanah Putih 25150 Kuantan Pahang	Tel :09-5164460 Fax :09-5164452
4.	Norazizah bt Kemal Pegawal Perikanan G41 knorazizah@moa.gov.my		
TERENGGANU			
1.	Tn. Hj. Zakaria b. Ismail Pengarah Perikanan Negeri G52 zakisma@dof.gov.my	Pejabat Perikanan Negeri Terengganu Wisma Perikanan Negeri Taman Perikanan 21080 Chendering Terengganu Darul Iman	Tel :09-6163442 Fax :09-6173351
2.	Hasniah bt Othman Pegawai Perikanan G41 hasniah@dof.gov.my		

BIL.	NAMA PEGAWAI, JAWATAN DAN E-MEL.	ALAMAT TEMPAT BERTUGAS	NO. TELEFON & FAKS
4.	Boniface Jintoni Ketua Cawangan G41 boniface.jintoni@sabah.gov.my	Unit Blosekuriti Perikanan Caw. Sabah, Pusat Penyelidikan Perikanan Likas, 89400 Likas, Kota Kinabalu, Sabah.	Tel :088-425673 Fax :088-425890
5.	Nor Fatmahwati bt Yakup@Jhon Pegawai Perikanan G41 alamanda_28@yahoo.com		
SARAWAK			
1.	Tn. Hj. Azlisha bin Ab. Aziz Pengarah Perikanan Negeri G52 azlsha@dof.gov.my	Pejabat Perikanan Laut Sarawak Tingkat 15, Bangunan Sultan Iskandar Jalan Simpang Tiga, Peti Surat 1375 98728 Kuching, Sarawak	Tel :082-240046 Fax :082-4155499
2.	Dokanaer Kaffo Muning Pegawai Perikanan G41 dokanaer@dof.gov.my		
3.	Belayong Nyuak Pegawai Perikanan G48 belayong@dof.gov.my	Pusat Blosekuriti Perikanan Wilayah Sarawak Blintawa Kuching, Jalan Buruh 93400 Kuching, Sarawak.	Tel : 082-349533 Fax : 082-349686
4.	Pang Nyukang Pegawai Perikanan G44 pang@dof.gov.my		
5.	Janet Ng Cheak Lee Pegawai Perikanan G41 janet@dof.gov.my		
6.	Sharifah Khadijah bt Wan. Mustafa Pegawai Perikanan G27 khadijahalwi@yahoo.com		

No. Rujukan:
Reference No.:

SIJIL KESIHATAN (HEALTH CERTIFICATE)
(Makanan Am) (General Food)

Perihal Konsainmen:
Description of Consignment:

Kuantiti:
Quantity:

Tanda Perdagangan:
Trade Mark:

No. Konsainmen:
Consignment No.:

No. Kod dan Siri:
Code and Serial No.:

Pembungkus:
Packer:

Pengeksport:
Exporter:

Pelabuhan Pengeksportan:
Port of Shipment:

Destinasi:
Destination:

Nama Kapal:
Name of Vessel:

Tempat Pensampelan:
Sampling Point:

Dengan ini adalah disahkan bahawa konsainmen di atas telah diperiksa seperti berikut:
This is to certify that the above mentioned product has been duly inspected as specified:

Tarikh Keluaran:.....
Date of Issue:

Tandatangan:.....
Signature:
Jawatan:.....
Designation:
Cop Rasmi:.....
Official Stamp:

Sijil ini adalah sah untuk dari tarikh keluarnya. Pengeluaran sijil ini bukannya bermaksud bagi pameran atau pengiklanan.
This certificate is valid for from the date of issue. This certificate is not meant for display or use as an advertisement.



Ministry of Health Malaysia

APPLICATION FORM FOR THE COMPLIANCE LISTING OF PROCESSING ESTABLISHMENT
FOR EXPORT OF FISH AND FISHERY PRODUCTS

1.0 Type of Application ⁽¹⁾: New Re-apply
 Others, please specify

2.0 Particulars of Applicant

2.1 Name of Applicant:

2.2 NRIC Number:

2.3 Name and Address of Company:

.....

.....

2.4 Tel. No.: 2.5 Fax No.: 2.6 H/P No.

2.7 E-mail address:

2.8 Company Registration Number (ROC):

(Please attach copy of the certificate)

2.9 Company Licence Number:

(Please attach copy of the licence)

2.10 Address / Location of processing Establishment:

.....

Postcode : District: State :

2.11 Correspondence Address (if different from para 3.3):

.....

(1) Tick (✓) where appropriate

3.0 Food Safety Assurance Program in-place

- | | | |
|---|--|---|
| <input type="checkbox"/> HACCP | <input type="checkbox"/> Implementaion | <input type="checkbox"/> Certification* |
| <input type="checkbox"/> GMP | <input type="checkbox"/> Implementaion | <input type="checkbox"/> Certification* |
| <input type="checkbox"/> Others, please specify | <input type="checkbox"/> Implementaion | <input type="checkbox"/> Certification* |
-

4.0 Particulars of Food Handlers

4.1 Have all the food handlers been medically examined and vaccinated by a registered medical practitioner in accordance with the *Food Hygiene Regulations 2009*?⁽¹⁾

Yes No

4.2 Have all the food handlers attended any food handlers training?⁽¹⁾

Yes No

If yes, please attach the names of the workers, name and date of training, name of trainer and training institution.

(1) Tick (✓) where appropriate

* Please state certification body

o Source of Raw Materials for Fishery Products ⁽¹⁾

5.1 Captured Fishery Product (FP)

No	Common Name of FP	Type of Raw Material (finfish, crustaceans or cephalopods)	Species	Registration No. of Fishing Vessel	Name, Address and Registration No. of Landing Site	Name and Address of Middleman

Please provide the information in a separate annex if the available space is inadequate

5.2 Aquaculture Fishery Product (FP)

No	Common Name of FP	Type of Raw Material (finfish or crustaceans)	Species	Name, Address and Registration No. of Aquaculture Farm	Name and Address of Middleman

Please provide the information in a separate annex if the available space is inadequate

1) To be completed where appropriate

5.3 Fishery Product (FP) Processed Using Imported Fishery Raw Material (Including Semi-Processed Fishery Raw Material)⁽²⁾

No	Common Name of FP	Type of Imported Fishery Raw Material	Species	Captured Fishery ⁽³⁾	Aquaculture ⁽³⁾	Country of Origin	Foreign Supplier
							Name and Address of Processing Establishment

Please provide the information in a separate annex if the available space is inadequate

5.4 Fishery Product (FP) Processed Using Locally Produced Semi-Processed Fishery Raw Material

No	Common Name of FP	Type of Semi-Processed Fishery Raw Material	Species	Name and Address of Establishment Processing Semi-Processed Fishery Raw Material

Please provide the information in a separate annex if the available space is inadequate

(2) Application for compliance listing shall be made using "Application Form for the Compliance Listing of Sources of Imported Fishery Raw Materials in the Supply Chain"

(3) Tick (✓) where appropriate

6.o List of Importing Countries and Products

Please specify product(s) to be exported :

No.	Name of Importing Country	Name and Type of Exported Products (finfish, crustaceans or cephalopods)	Species	Processing type / activity ⁽⁴⁾	Name and Address of Importers

Please provide the information in a separate annex if the available space is inadequate

(4) RW = raw ; L = filleting ; S = salted ; K = smoked ; M = marinated ; CN = canned ; F = freezing ; C = chilling ; H = heading ; G = gutting ; W = wrapping ; HT = heat treatment ; O = other (please specify)

7.o Applicant Declaration

I,
(Name of Applicant)

Declare that:

- the information supplied in this application is true ;
- fully committed to comply with the Food Hygiene Regulations 2009 and
- have undertaken necessary measures to comply with the importing countries' requirements for fishery products.

.....
(Signature of Applicant)

.....
(Company Stamp)

.....
(Date)

8.o Please return completed application form to:

Senior Director for Food Safety and Quality Division
Ministry of Health Malaysia
Level 3, Block E7, Complex E,
62590 Putrajaya
Tel. No :03 – 8889 3588
Fax. No :03 – 8889 3815

Annex 1 of Appendix 1

1.0 Middlemen supply raw materials of fish and fishery products to processing establishment

- To be filled up by processing establishment or middlemen contracted by processing establishment
- A separate form is to be filled for each middleman.
- Please provide the information in a separate annex if the available space is inadequate.

i) Particulars of Middleman

Supply to :(1)
 Company Name :
 Company Registration Number (ROC) :
 Address :
 Owner Name :
 Owner I.C. No. :
 Tel. No. :
 Fax No. :
 Email :

1.1 Number of worker(s) :

1.2 Name and NRIC Number of worker(s) :

No.	Name	NRIC No.

Please provide the information in a separate annex if the available space is inadequate

1.3 Name and address of supplier(s) and type of raw material (s) sourced:

No.	Name of Aquaculture Farm / Importer	Address of Aquaculture Farm / Importer	Type of raw material (s)

Please provide the information in a separate annex if the available space is inadequate

1.4 Address of Fish Collection Centre (s) (if applicable) :

No.	Fish Collection Centre	Address

Please provide the information in a separate annex if the available space is inadequate

(1) Name of processing establishments

1.5 Registration number and type of transport vehicle to be used in the export supply chain:

No.	Registration No. of Transport Vehicle	Type of Vehicle ⁽²⁾

Please provide the information in a separate annex if the available space is inadequate

1.6 Type of container used to store fishery raw materials: ⁽¹⁾

Insulated box Others, please specify

1.7 Usage of Ice

Yes No

(1) Tick (✓) where appropriate

(2) Refrigerated truck / covered lorry / others, please specify

2.0 Applicant shall submit documents as follows:

HACCP / GMP Certificate (if the establishment is HACCP / GMP certified);

Any other appropriate supporting documents.

List of supporting documents:

.....

3.0 Applicant Declaration

I,
 (Name of Applicant)

Declare that:

- the information supplied in this application is true ;
- fully committed to comply with the Food Hygiene Regulations 2009 and
- have undertaken necessary measures to comply with the importing countries' requirements for fishery products.

.....
 (Signature of Applicant)

.....
 (Company Stamp)

.....
 (Date)

4.0 Please return completed application form to:

Senior Director for Food Safety and Quality Division
 Ministry of Health Malaysia
 Level 3, Block E7, Complex E,
 62590 Putrajaya
 Tel. No :03 – 8889 3588
 Fax. No :03 – 8889 3815

3.0 Particulars of products to be exported

3.1 Name and address of supplier(s) and name of product (s) sourced:

No.	Name of Processing Establishment	Address of Processing Establishment	Name of product (s)

Please provide the information in a separate annex if the available space is inadequate

3.2 Registration number and type of transport vehicle to be used in the export supply chain:

No.	Registration No. of Transport Vehicle	Type of Vehicle ⁽¹⁾

Please provide the information in a separate annex if the available space is inadequate

3.3 Address of Finished Products Storage (s) (if applicable) :

No.	Name of Finished Products Storage	Address of Finished Products Storage	Type of Finished Products Storage ⁽³⁾

Please provide the information in a separate annex if the available space is inadequate

3.4 Type of container used to store fishery raw materials: ⁽²⁾

Insulated box Others, please specify

3.5 Usage of Ice ⁽²⁾

Yes No

*(1) Refrigerated truck / covered lorry / others, please specify
 (2) Tick (✓) where appropriate
 (3) Cold Room / Warehouse*

4.0 Particulars of Food Handlers (Including Drivers)

4.1 Have all the food handlers been medically examined and vaccinated by a registered medical practitioner in accordance with the *Food Hygiene Regulations 2009* ?⁽¹⁾

Yes

No

4.2 Have all the food handlers attended any food handlers training?⁽¹⁾

Yes

No

If yes, please attach the names of the workers, name and date of training, name of trainer and training institution.

5.0 Applicant Declaration

I,
(Name of Applicant)

Declare that:

- the information supplied in this application is true ;
- fully committed to comply with the Food Hygiene Regulations 2009 and
- have undertaken necessary measures to comply with the importing countries' requirements for fishery products.

.....
(Signature of Applicant)

.....
(Company Stamp)

.....
(Date)

6.0 Please return completed application form to:

Senior Director for Food Safety and Quality Division
Ministry of Health Malaysia
Level 3, Block E7, Complex E,
62590 Putrajaya
Tel. No :03 – 8889 3588
Fax. No :03 – 8889 3815

