IMPORT FLOW FOR LIQUID BULK CARGO - (PORT KLANG)

Attachment 3a

1 Importer

Documents preparation:

- Collect shipping documents from bank (if applicable)

- Apply import permit from PIA (if applicable)

2 PIAs

Approval of Import Permit (if applicable)

3 Forwarding Agent / Freight Forwarders

a) *Received instruction for cargo clearance*

b) *Prepare and submit K1 (provisional) and IID*

c) *Apply Permit (if applicable)*

4 Shipping Agent / Forwarding Agent

a) *Prepare/Submit Import Manifest to Customs*

b) *Release DO in exchange of Original BL*

c) *Submit DG declaration (If dangerous goods)*

Surveyor

Surveyor Quantity Certificate

5 Forwarding Agent

a) *Make Duty Payment thru*

- *Electronic*
- *Manual*

Customs

6 *Customs receive K1 electronically*

7 *Customs received printed K1 & supporting documents*

8a *Assessment of goods*

8b *Collection of duty payment (if any)*

9 *Physical inspection (if necessary)*

10 *Grant Approval in SMK*

11 *Approved / release K1*

12 Port Operator / Terminal (Warehouse)

a) *Received documents from Forwarding Agent*

b) *Verify/receive goods from vessel*

c) *Collect Port Charges*

13 Forwarding Agents

a) *Pay port charges * Attached K1/DO & other documents*

14 Importer

Received cargo

A: Documents Preparation	*B: Customs Clearance & Tech Control*	*C: Ports & Terminal Handling*	*D: Inland Transportation & Handling*

No	Process Flow	Document	Process time	Cost
1	Importer prepares necessary documents, including : - Collecting Shipping Documents from banks (if applicable). - Apply Import Permit from PIAs if applicable.	Shipping Documents Import Permit	3 working days Pre-arrival	No cost
2	PIA approve Import Permit (if applicable). 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	Import Permit	1- 5 working days (details as attachment)	RM5 (DNT) PIA's own Fees
3	a) Importer instructs Forwarding Agent to clear cargo (together with supporting documents such as Bill of Lading, Permit and Invoice). * Forwarding Agent perform document preparation if instructed by Importer. * Forwarding Agent submit K1 electronically (CUSDEC) through SMK-DNT interface. b) Forwarding Agent submit K1 and Integrated Import Document (IID). c) Forwarding Agent apply Permit (if applicable).	Bill of Lading Permit Invoice K1 IID Permit	1 day (all documents in order and for normal clearance) Preparation: 1 hour	No cost

A

No	Process Flow	Document	Process Time	Cost
4	a) Shipping Agent send Manifest (Ocean Bill of Lading) to Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. b) Shipping Agent to release Delivery Order (DO) in exchange of Original Bill of Lading (BL). c) Shipping Agent submit DG Declaration (for dangerous goods if applicable).	Manifest DO BL DG Declaration	Pre-arrival	RM30 per BL RM110 per BL RM5 per BL
5	Forwarding Agent pays import duty on behalf of Importer via: i) Electronic Fund Transfer (which is only available during banking hours); ii) Duty Net (24 x 7, through CIMB); or iii) Manual (through cheque or bank draft).	EFT Message: PAYORD, CREMUL, CREADV Manual: bank draft or cheque	a) EFT: 20-60 min. (different from Bank to Bank) b) Duty Net: Real time Basis c) Manual: 30 min.	Actual charge: RM15 per BL
6	Customs computer system automatically processes & registers K1 and sends response back to Forwarding Agent with registration number.	K1	Response Time: 5 – 20 min.	Forwarding charges: RM300 – RM600 per consignment (negotiable)

B

No	Process Flow	Document	Process Time	Cost
7	Customs receives Form K1 and supporting documents for Customs clearance. i) Basic supporting documents - Invoice and IID ii) Other supporting documents such as Permit, Surveyor Quantity Report, Terminal Operator Quantity Report (Applicable to parallel transactions only – not applicable in paperless).	K1 form Invoice IID Permit Surveyor Quantity Report Terminal Operator Quantity Report	2 – 5 min.	No cost
8a	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; iii) Classification/valuation; iv) Approval/release.	K1 Invoice Delivery Order Permit	5 - 20 min.	No cost
8b	Collection of duty payment by Customs (if any).	K1 Invoice	30 min.	No cost

B

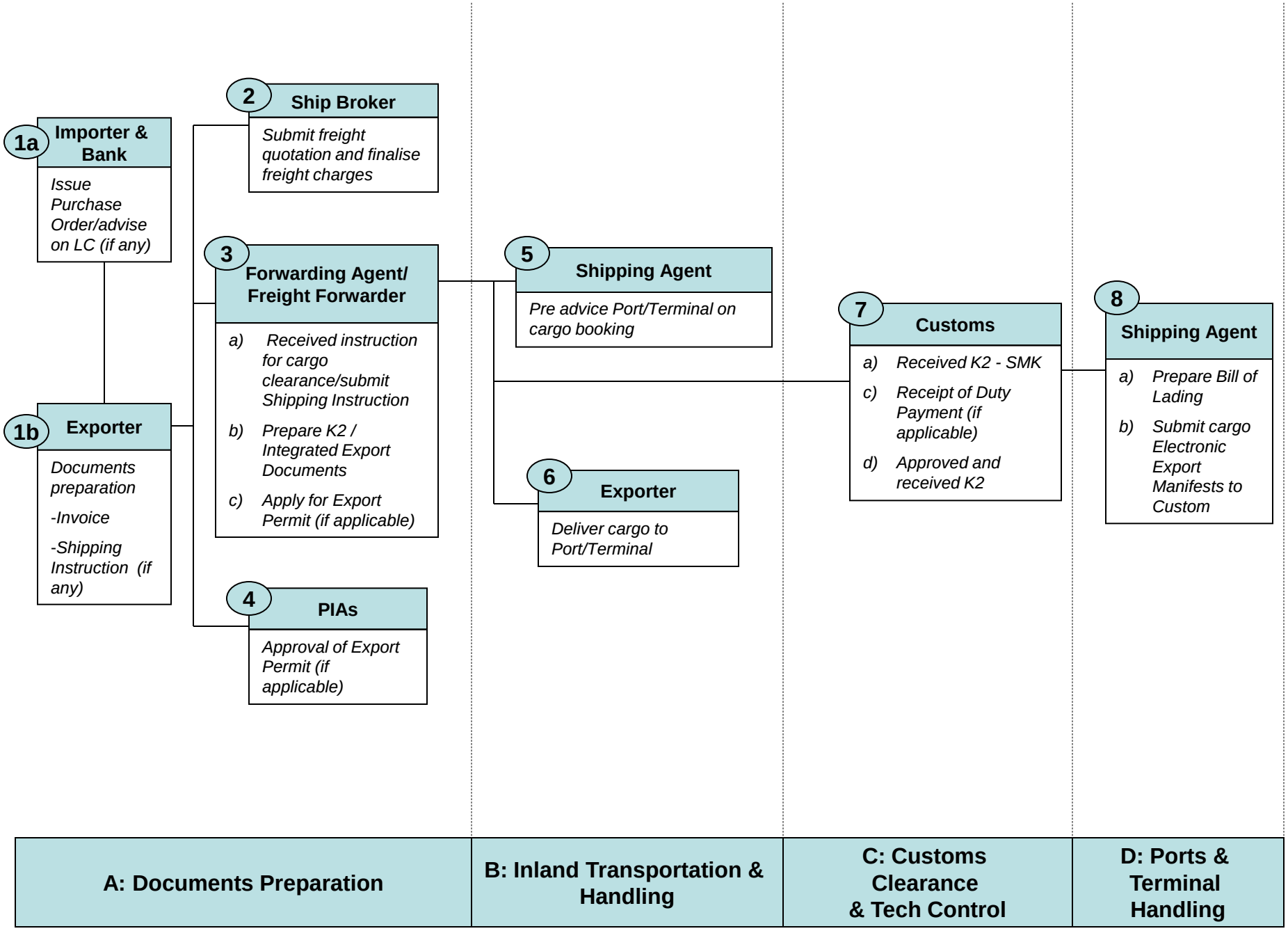
No	Process Flow	Document	Process Time	Cost	
9	Physical inspection of cargo by Customs (if necessary).	K1	1 hour	No cost	B
10	Customs will grant approval in SMK.	K1 PIA Permit	2 - 5 min.	No cost	
11	Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo (applicable for parallel transactions). If paperless transaction: i) Printing of Customs Official Receipt (COR).	K1 COR	2 - 5 min.	No cost	
12	a) Port Operator received documents from Forwarding Agent. b) Port Operator verify/received goods from vessel. c) Port Operator collect port charges.	IID	30 min.	Port charges (as per tariff)	C
13	a) Terminal Operator pays port charges to Port Operator. * Attach K1/DO & other documents.	IID K1	1 hour	No cost	
14	Importer received cargo a) Importer arrange transport for goods collection. b) Importer collect goods. .				D

Legend (Import Flow):

- PIAs – Permit Issuing Authorities
- K1 – 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
- DG Declaration – declaration of dangerous goods to Port Klang Authority
- * EFT – * Electronic Fund Transfer (applicable to only 8 banks)
  *Participating banks: 1-8
    1. Maybank;
    2. CIMB Bank;
    3. PBB;
    4. RHB Bank;
    5. EON Bank;
    6. Alliance Bank;
    7. Affinbank; and
    8. Ambank.

EXPORT FLOW FOR LIQUID BULK CARGO - (PORT KLANG)

Attachment 1



No	Process Flow	Document	Process Time	Cost
1a	Exporter prepares commercial Invoice, Shipping Instruction (after the order is confirmed and financial arrangement is completed) * *Shipping booking can be done in advance.* * *Shipping Instruction when all details are available.*	-Invoice -Shipping Instruction	1 day (document preparation) Overall – 2 days	No cost
2	Ship Broker submit Freight quotation and finalise freight charges pre-arrange with Exporter.	-Letter of Offer -Contract of Freightment	Pre-arrangement	No cost
3	a) Forwarding Agent receipts instruction for cargo clearance in accordance to Shipping Instruction. b) Prepare K2 and Integrated Export Document (IED). c) Apply for Export Permit from PIA (if applicable). * *Export Permit can be done in advance.*	-K2 -IED -Export Permit	Overall – 1 days	Forwarding charges: RM300 – RM600 per consignment (negotiable)
4	PIAs approves Export Permit (if applicable). *usually (blanket approval) pre-approval applicable for 1 – 2 years)	-Export Permit	1- 3 working days (details as attachment)	PIAs own cost

A

No	Process Flow	Document	Process Time	Cost
5	Shipping Agent pre-advice Port/Terminal on cargo booking.	-Notice of Arrival	Pre-arrangement	No cost
6	Delivery by Exporter to Port/Terminal.	-Delivery Order	Pre-arrangement	Exporter cost
7	a) Customs receipts online K2 declaration and supporting documents from Forwarding Agent (if required). Supporting documents: Invoice, IED and Surveyor Quantity Report (applicable to parallel transactions only – not applicable in paperless).	-K2 -Invoice, -IED -Export Permit -Surveyor Quantity Report	2 - 5 min	No cost
	b) Payment of duty (if applicable), either by Electronic Fund Transfer (EFT) or manual.	-Bank draft -Cheque	Average 1 day total time (10 – 15 min.)	RM15 per BL
	c) Approved and receipts K2. K2 release information is transmitted to Port Operator by Customs.	-K2		No cost
8	a) Shipping Agent prepare Bill of Lading (BL).	-BL		RM110 per BL
	b) Shipping Agent send Electronic Export Manifest to Custom.	-e-Manifest	1 hour	EDI charges: RM30 per BL

B

C

D

Legend (Import Flow):

- PIAs – Permit Issuing Authorities
- K2 – 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.