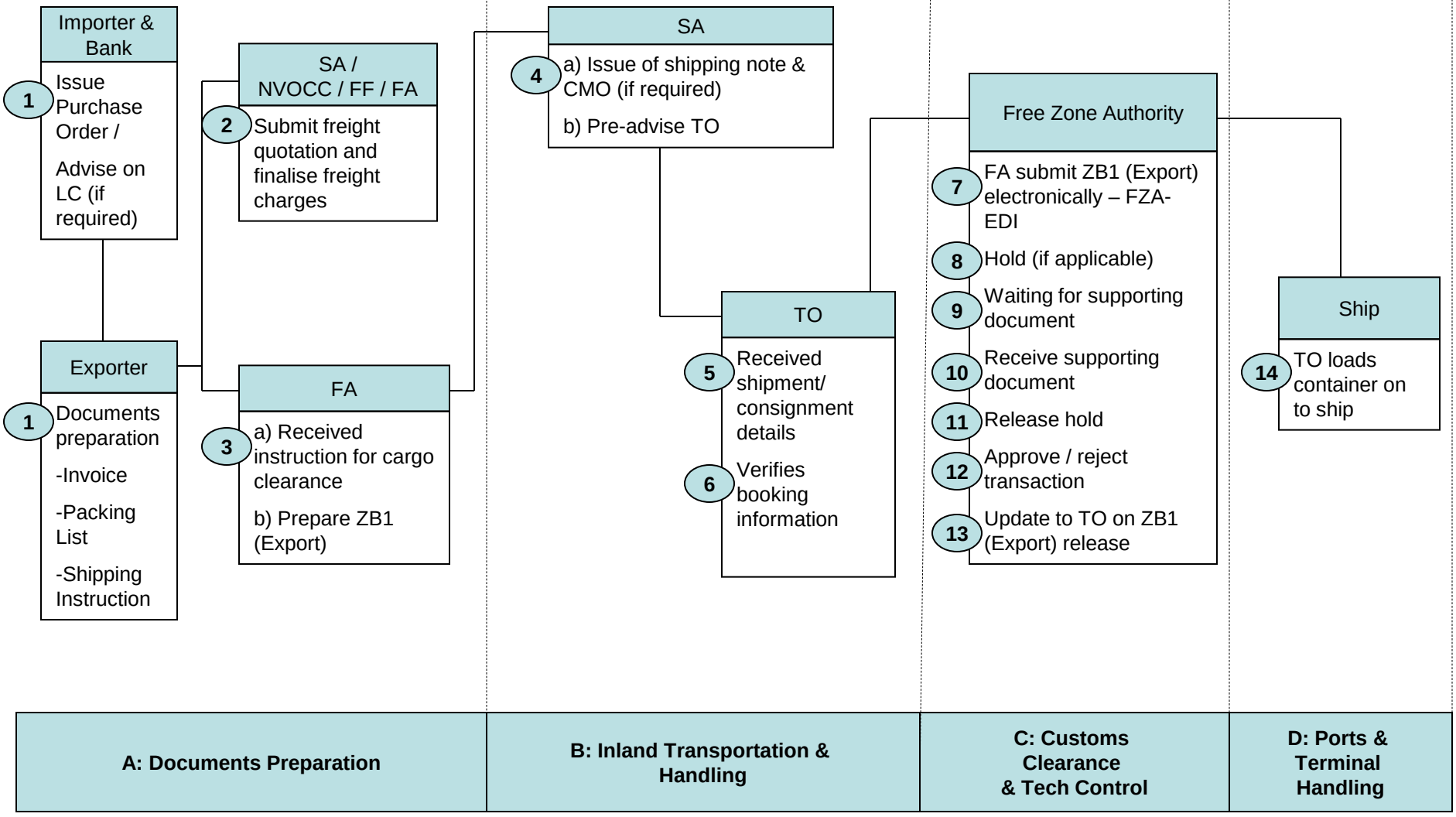
II. ZB FORM PROCESS FLOW (RE- EXPORT)



No	Process Flow	Document	Process Time	Cost
1	Importer issues purchase order to exporter. LC advise is issued by the bank (for applicable shipments). Exporter prepares commercial invoice, packing list & shipping instruction (after the order is confirmed). **Shipping booking can be done in advance.* **Shipping instruction when all details are available.*	Purchase Order Letter of Credit Invoice Packing list Shipping instruction	2 Working Days (LC Advise) 1 Day (Document Preparation) Overall – 2 days	Input from FMM on cost
2	Submit freight quotation and finalise freight charges with shipper: - Receive and accept booking from shipper. - Provide shipper with booking confirmation. **Freight quotation and freight charges can be done in advance*	Freight Quotation Shipping instruction	1 day	No cost
3	a) Exporter books container with SA through FA. b) Prepare ZB1 (Export) Form.	ZB1 (Export)	Overall – 2 days	RM0.88 per kb EDI fee (RM30) - FA

A

No	Process Flow	Document	Process Time	Cost
4	a) SA sends CMO to FA. b) Booking pre-advise is sent to TO.	CMO Manual + Electronic	2 hours	No cost
5	TO receive shipment / consignment details as export pre-advise through online or EDI.	Online	1 minute	No cost
6	Port operator verifies the container details. The container is stacked in the container yard based on declared export vessel.	Export pre-advise details	5 minutes	No cost
7	FA submit electronic ZB1 (Export) from through FZA-EDI system. FZA received ZB1 (Export).	ZB1 (Export) Online	5 – 60 minutes Receiving approx. 30 minutes. Processing in 60 minutes after receiving complete declaration	RM0.88 per kb EDI fee (RM30)- FA

B

No	Process Flow	Document	Process Time	Cost
8	Hold, if supporting document needed.	-	1 minute	No cost
9	FZA waiting for supporting document to be submitted by FA.	-	Up to 48 hour until supporting document submitted	No cost
10	Receive supporting document.	ZB1 (Export) Invoice / Packing List	5 – 10 minutes	No cost
11	FZA release hold on electronic declaration.	-	1 minute	No cost
12	FZA approve / reject declaration.	-	1 minute	No cost
13	A copy of approved ZB1 (Export) transactions electronically send to TO to update information and for release.		30 minutes	No cost

B

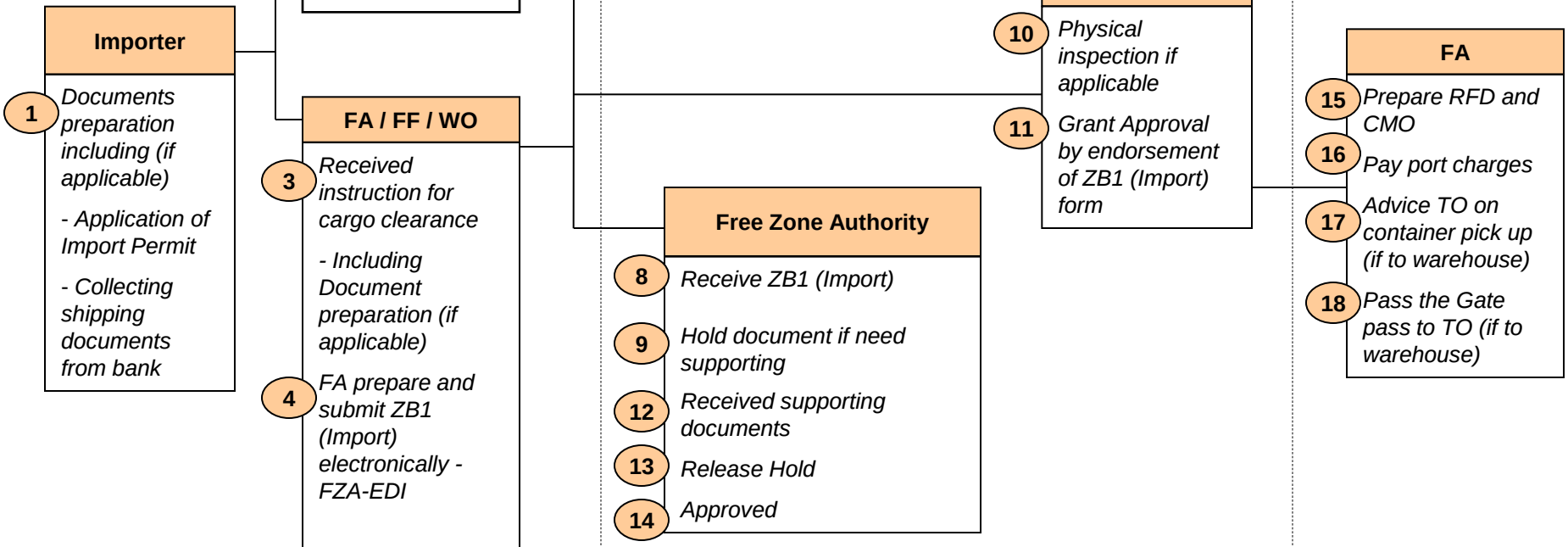
No	Process Flow	Document	Process Time	Cost
14	TO loads container on to export ship / vessel.	Loading List + Bay Plan	2 minutes	No cost

C

Legend (Re-Export from Free Commercial Zone Flow):

- LC – Letter of Credit
- SA – Shipping Agent
- NVOCC – Non Vessel Operating Common Carrier
- FF – Freight Forwarders
- FA – Forwarding Agent
- ZB1 (Export) – Free Zone Authority declaration form for export from Free Commercial Zone
- CMO – Container Movement Order
- FZA – Free Zone Authority
- TO – Terminal Operator/Port Operator
- FZA-EDI – Free Zone-EDI System

I. ZB FORM PROCESS FLOW (IMPORT)



No	Process Flow	Document	Process time	Cost
1	Importer prepares necessary documents, including : - Application of Import Permit (if applicable). - Collecting shipping documents from banks.	Import Permit Shipping Documents D/O	Pre-arrival	RM 30 (market Rate) RM 150 (Tariff)
2	PIA / OGA approve Import Permit (if applicable).	Import Permit	Pre-arrival	RM 5 – RM 20
3	Importer instructs FA / FF / WO to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list).	Bill of lading Permit Invoice Packing List	1 day (all documents in order and for normal clearance)	Same as Para 5
4	FA / FF / WO prepare and submit ZB1 (Import) electronically through FZA-EDI system.	Electronically submission	5 – 60 minutes.	RM0.88 per kb.

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No	Process Flow	Document	Process Time	Cost
5	SA / FF obtains delivery order (DO), including from shipping agent (that is, exchange Bill of Lading for DO).	Delivery order	20 minutes (once electronic – no need to pay)	Collection of DO charge – P.Klang free Klang – RM30 per DO Shah Alam – RM50 Subang and Petaling Jaya – RM80 Others - RM 100
6	SA sends manifest to port operator and Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act 1967. In practice, they are allowed to submit much earlier.	Manifest	Pre-arrival	RM110 per D/O fee (RM130 for Freight Forwarders – Agency Fee) EDI fee (RM30) per B/L RM0.88 per kb.
7	SA submits Discharge List to Port Operator, 6 hours prior to vessel arrival.	Discharge List	Pre-arrival	No cost

B

No	Process Flow	Document	Process Time	Cost
8	Received ZB1 (Import).	ZB1 (Import)	Receiving approx. 30 minutes. Processing in 60 minutes after receiving complete declaration	Under No. 4
9	Hold transaction if need any supporting document.	Permit / AP / Approval Letter / Endorsement by OGA Bill of Lading	1 minute	No cost
10	FA / SA submit hardcopy of declared ZB1 (Import) form to OGA for endorsement of import permit / AP. OGA will conduct physical inspection (if applicable) during the arrival of container.	ZB1 (Import)	OGA inspection time approx.: 30 minutes	No cost

B

No	Process Flow	Document	Process Time	Cost
11	If the agent fulfill the requirements of import regulations / procedures, OGA will endorse the back of hardcopy of ZB1 (Import) form.	ZB1 (Import) Permit / AP	1 - 5 minutes	No cost
12	Authority receives ZB1 (import) supporting documents for clearance: a) Basic supporting documents : Bill of Lading, Invoice and Packing List. b) Other supporting documents such as permit / endorsement by OGA depending on transaction type.	ZB1 (Import) Form Bill of Lading Invoice Packing List Permit / Endorsement by OGA	2 – 5 minute	No cost
13	Release Hold		1 minute	No cost
14	Approved		1 minute	No cost

B

No	Process Flow	Document	Process Time	Cost
15	FA prepare Request For Delivery (RFD) and submit to SA. SA will advise on Container Movement Order (CMO) to indicate where the empty container is to be returned to. FA send RFD to TO to send the container to CFS / distripark warehouse.	RFD CMO	Within 2 Hours	No cost
16	TO verifies that SA has released container through Delivery Order or Electronic DO (EDO). FA pay port charges to TO. Supporting document required is port pass / Mykad for biometric verification	Delivery Order Electronic DO	1-2 minutes 10-15 seconds	No cost
17	FA then advise the TO to pick-up the container and send to designated warehouse.	Gate-pass/EIR Online	1 hour 1 min	No cost
18	FA pass the gate-pass to TO for the transfer of container to the warehouse.	Gate-pass		No cost

C

Legend (Import into Free Commercial Zone Flow):

- PIAs – Permit Issuing Authorities
- OGA – Other Government Agencies
- FA – Forwarding Agent
- FF – Freight Forwarders
- WO – Warehouse Operator
- FZA-EDI – Free Zone-EDI System
- SA – Shipping Agent
- CMO – Container Movement Order
- RFD – Request For Delivery
- TO – Terminal Operator/Port Operator
- ZB1 (Import) – Free Zone Authority declaration form for import into Free Commercial Zone