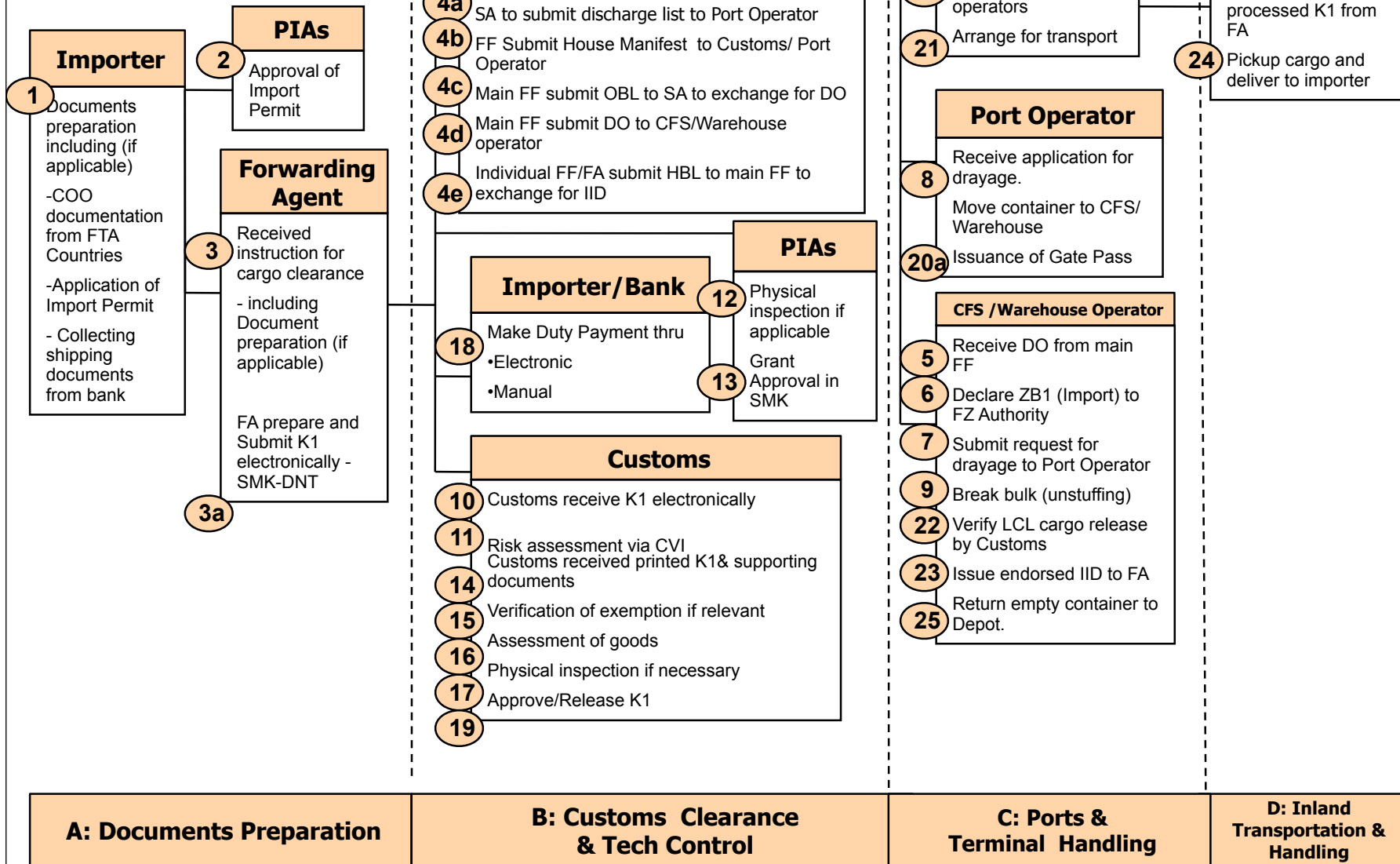


IMPORT FLOW FOR LCL (PORT KLANG) - console cargo



| No | Process Flow | Document | Process time | Cost |
|----|---|--|--|--|
| 1 | <p>Importer prepares necessary documents, including :</p> <ul style="list-style-type: none"> -COO documentation from FTA Countries (if applicable) -Collecting shipping documents from banks (if applicable) - Apply import permit from PIAs if applicable | <p>COO</p> <p>Shipping Documents</p> <p>Import permit</p> | <p>3 Working Days</p> <p>3 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</p> <p style="padding-left: 20px;">Live implementation: 19</p> <p style="padding-left: 20px;">Paperless: 16</p> <p style="padding-left: 20px;">Coming on board: 4 – under development (1 peninsular, 3 Sarawak)</p> <p>2 – Awaiting instruction from MOF</p> | Import Permit | Pre-arrival | RM 5 (DNT) PIA's own Fees |
| 3 | <p>Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list)</p> <p>FA perform Document preparation if instructed by Importer</p> | <p>Bill of lading</p> <p>Permit</p> <p>Invoice</p> <p>Packing list</p> | 1 day (all documents in order and for normal clearance) | No cost |
| 3a | Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface. | K1 | Preparation : 1 hr | <p>K1 : RM 0.60 per set</p> <p>EDI charges: RM 0.88 per KB (RM 5 per K1)</p> <p>Forwarding charges :</p> |



| No | Process Flow | Document | Process Time | Cost |
|-----|--|----------------|----------------|---------|
| 4 | Shipping agents send manifest (Ocean BL) 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 | Manifest | Pre-arrival | |
| 4a. | Shipping agents submit Discharge List to port operator, 6 hours prior to vessel arrival. | Discharge List | Within 6 hours | No cost |
| 4b. | Freight Forwarders send manifest (House BL) to Customs and Port Operator after Ocean BL had been submitted by Shipping Agent. - Freight forwarders issuing in house manifest within 24 hours | Manifest | Pre-arrival | No cost |
| 4c. | Main Freight Forwarder submits Ocean BL to Shipping Agent to exchange for Delivery Order | Delivery Order | Pre-arrival | No cost |
| 4d. | Main Freight Forwarder informs CFS/Warehouse operator on break-bulking through Delivery Order | Delivery Order | Pre-arrival | No cost |
| 4e. | Individual Freight Forwarder or Forwarding Agent submits House BL to Main Freight Forwarder to exchange for Integrated Import Document. | IID | Pre-arrival | No cost |
| 5 | CFS/Warehouse Operator receives instruction from Freight Forwarder on break-bulking. | Delivery Order | Pre-arrival | No cost |
| 6 | Freight Forwarder or CFS/Warehouse Operator declares form ZB1 to Free Zone Authority | ZB1 (Import) | Pre-arrival | No cost |

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| No | Process Flow | Document | Process Time | Cost |
|----|--|----------------------|--|---|
| 7 | CFS/Warehouse Operator submits request for drayage to Port Operator | Drayage Request Form | 4 hours | No cost |
| 8 | Port Operator approves application for drayage and makes arrangement to move container to relevant warehouse. | | 4 hours | <u>EMC charges:</u> 20' : RM 65; 40' : RM 100 |
| 9 | CFS/Warehouse Operator carries out unstuffing of container and break-bulking of cargo. | | LPK & Terminal operator to provide inputs 4 hours | |
| 10 | Customs computer system (SMK) automatically processes & registers K1 and sends response back to forwarding agent with registration number. | K1 form | Response Time : 5 – 20 min | EDI charges: RM 0.88 per KB |
| 11 | Risk assessment on K1 done by Customs Verification Initiative (CVI) Unit at Customs Headquarter to identify high risk consignments. | - | Electronic : Nil Manual : 5 min | Process of doing- no cost |

B

| No | Process Flow | Document | Process Time | Cost |
|----|--|--|--|---------|
| 12 | Forwarding agent informs OGA of the arrival of cargo & submits the relevant permit to OGA. Physical inspection if applicable will be done at the relevant warehouse. | K1 form PIA Permit | OGA inspection time : 30 min | No Cost |
| 13 | If no physical inspection, OGA will grant approval in SMK. | K1form | 2 - 5 min | No cost |
| 14 | Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice, packing list and IID. b) Other supporting documents such as permit, Certificate of Origin, CJ5/CJ5A depending on transaction type. (Applicable to parallel transactions only – not applicable in Paperless) | K1 form Invoice Packing List IID. Permit COO CJ5/CJ5A BG/G Bond | 2 – 5 min | No cost |
| 15 | For those consignments claiming Treasury/LMW exemption, K1 and supporting documents have to be submitted to Import Branch, North Port for the verification of exemption. | K1, Treasury Exemption Letter | 15 - 30 min depending on number of items | No cost |

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| No | Process Flow | Document | Process Time | Cost |
|----|--|---|--|---|
| 16 | <p>Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes :</p> <p>a) Verification of particulars declared against supporting documents;</p> <p>b) Instruction for physical inspection if necessary;</p> <p>c) Classification/Valuation;</p> <p>d) Approval/Release.</p> | <p>K1 form</p> <p>Invoice</p> <p>Packing List</p> <p>IID</p> <p>Permit</p> <p>COO</p> <p>CJ5/CJ5A</p> | 5 - 20 min | No cost |
| 17 | <p>Physical / CVI inspection involves the following processes :</p> <p>a) Preparation for inspection such as submitting IID to warehouse operator and engaging “carpenter” to open packages.</p> <p>b)Actual physical /CVI inspection</p> <p>* CVI if applicable</p> | <p>K1 form</p> <p>IID</p> <p>Packing list</p> | 30 min | Labour Charges : RM 10.00 |
| 18 | <p>Forwarding agent pays import duty on behalf of Importer via :</p> <p>a) Electronic Fund Transfer (which is only available during banking hours);</p> <p>b)Duty Net (24 x 7, through CIMB);</p> <p>c)Financial Service Payment Gateway; or</p> <p>c) Manual (through cheque or bank draft)</p> | <p>EFT Message : PAYORD, CREMUL, CREADV</p> <p>Manual: bank draft or cheque</p> | <p>a) EFT : 20-60 min (different from Bank to Bank)</p> <p>b) Duty Net : Real time Basis</p> <p>c) Manual : 30 min</p> | <p>EFT charges : RM 8.00 per transaction</p> <p>Actual charge: Rm15 per transaction</p> |

B

| No | Process Flow | Document | Process Time | Cost |
|----|---|---|--|------------------------|
| 19 | 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: a) Auto-release after payment of duty/tax; b) Printing of Customs Official Receipt (COR) | Processed K1 COR | 2 - 5 min | No cost |
| 20 | Forwarding Agent pays port charges to CFS/Warehouse Operator | IID | - | No cost |
| 21 | Forwarding Agent contacts transport company and arranges for transport. Upon confirmation, documents such as Delivery Order (prepared by FA), IID and processed K1 will be passed to the transport company. Lorry will be sent to pick up the cargo. | Delivery Order IID Processed K1 Copy of COR (paperless) | - | No cost |
| 22 | CFS/Warehouse operator verifies IID/processed K1 submitted by lorry driver and after tallying proceed to load cargo onto the lorry. | | 60 minutes | No cost |
| 23 | After loading, IID/Gate Pass will be endorsed by CFS/Warehouse operator and given to lorry driver/Forwarding Agent for gate release. | IID/Gatepass | 5 – 10 minutes | No cost |
| 24 | Lorry driver delivers cargo to importer. | IID/Gatepass Delivery Order | Depend the distance Feedback from Northport | According to the zones |
| 25 | CFS/Warehouse Operator informs Shipping Agent to return empty container to pre-designated depot. | | Within 12 hours | |

B

Legend (Import Flow):

1. LCL- Lesser than Container Load
2. COO – Certificate of Origin
3. FTA – Free Trade Area
4. PIA – Permit Issuing Agencies
5. FA – Forwarding Agent
6. SA – Shipping Agent
7. FF – Freight Forwarder
8. CFS – Container Freight Station
9. OBL – Ocean Bill of Lading
10. HBL – House Bill of Lading
11. DO – Delivery Order
12. IID – Integrated Import Document
13. SMK – Sistem Maklumat Kastam
14. CVI- Customs Verification Initiative
15. OGA – Other Government Agencies
16. SSR – Special Service Request
17. COR – Customs Official Receipt