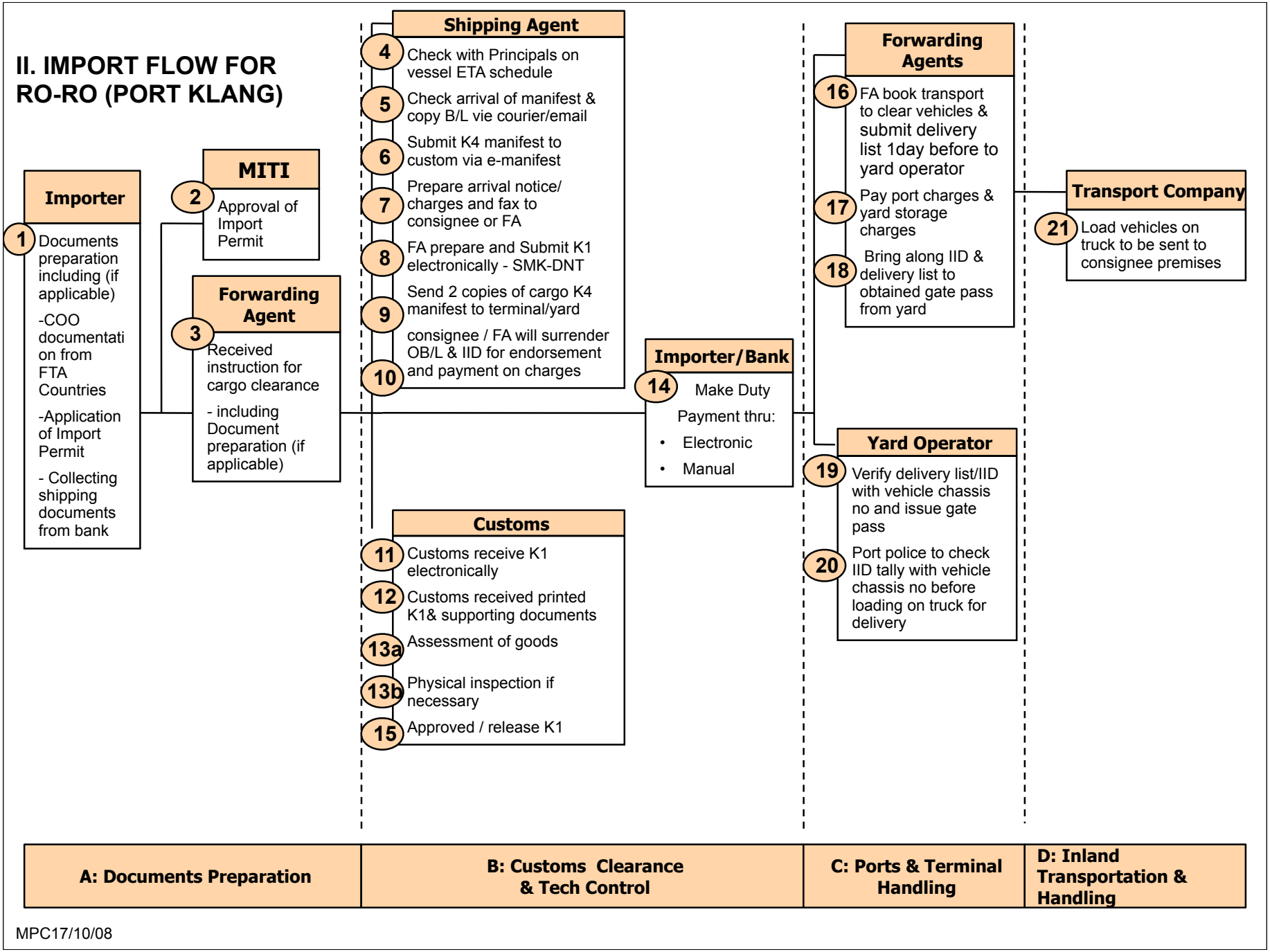
II. IMPORT FLOW FOR RO-RO (PORT KLANG)
Importer
1 Documents preparation including (if applicable)
-COO documentation from FTA Countries
-Application of Import Permit
- Collecting shipping documents from bank
MITI
2 Approval of Import Permit
Forwarding Agent
3 Received instruction for cargo clearance
- including Document preparation (if applicable)
Shipping Agent
4 Check with Principals on vessel ETA schedule
5 Check arrival of manifest & copy B/L vie courier/email
6 Submit K4 manifest to custom via e-manifest
7 Prepare arrival notice/ charges and fax to consignee or FA
8 FA prepare and Submit K1 electronically - SMK-DNT
9 Send 2 copies of cargo K4 manifest to terminal/yard
10 consignee / FA will surrender OB/L & IID for endorsement and payment on charges
Customs
11 Customs receive K1 electronically
12 Customs received printed K1& supporting documents
13a Assessment of goods
13b Physical inspection if necessary
15 Approved / release K1
Importer/Bank
14 Make Duty Payment thru:
• Electronic
• Manual
Forwarding Agents
16 FA book transport to clear vehicles & submit delivery list 1day before to yard operator
17 Pay port charges & yard storage charges
18 Bring along IID & delivery list to obtained gate pass from yard
Yard Operator
19 Verify delivery list/IID with vehicle chassis no and issue gate pass
20 Port police to check IID tally with vehicle chassis no before loading on truck for delivery
Transport Company
21 Load vehicles on truck to be sent to consignee premises
A: Documents Preparation
B: Customs Clearance & Tech Control
C: Ports & Terminal Handling
D: Inland Transportation & Handling

MPC17/10/08

No	Process Flow	Document	Process time	Cost
1	Importer prepares necessary documents, including : -COO documentation from FTA Countries (if applicable) -Collecting shipping documents from banks (if applicable) - Apply import permit from PIAs (requirement)	COO Shipping Documents Import permit	3 Working Days 3 Working Days Pre Arrival of vessel	
2	MITI approve Import Permit	Import Permit	Pre Arrival	
3	Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice & packing list) FA perform Document preparation if instructed by Importer	Bill of lading Permit Invoice Packing list	3 days (all documents in order and for normal clearance)	

A

No	Process Flow	Document	Process Time	Cost
4	SA to check with Principal on vessel ETA schedule	Email / Fax	3/2/1 days Pre Arrival	No Cost
5	SA to check arrival of Manifest & Copy B/L via courier / email	Manifest / Copy BL	Pre-arrival (30 days in advance)	No Cost
6	SA submit K4 manifest to Custom via e-Manifest	K4 manifest		0.88 / Kb
7	SA to prepare Arrival Notice (NOA) / documentation charges and fax to Consignee or FA	-Arrival Notice -Invoice	30 mins	No Cost
8	Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface.	*K1*	Preparation : 1 hr	
9	SA to send 2 copies of cargo K4 Manifest to terminal / Yard Operator	Cargo Manifest K4	2days before arrival	
10	Consignee or FA will surrender Original B/L and IID for endorsement by SA and payment of doc fee to SA	-Original B/L -Integrated Import Document	10 mins	MYR 110- doc fee MYR 30 – EDI fee

B

No	Process Flow	Document	Process Time	Cost
11	Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number	K1 form	Response Time : 5 – 20 min	
12	Customs receives Form K1 and supporting documents for Customs clearance. a) Basic supporting documents : invoice, packing list and Delivery Order (no D/O in case of E-DO). b) Other supporting documents such as permit, Certificate of Origin.	K1 form Invoice Packing List Delivery Order Permit COO	2 – 5 min	No cost
13a	Assessment of goods by Senior Customs Officer to determine duties/taxes payable which includes the following processes : a) Verification of particulars declared against supporting documents; b) Instruction for physical inspection if necessary; c) Classification/Valuation; d) Approval/Release.	K1 form Invoice Packing List Delivery Order Permit COO	20 - 30 min	No cost

B

No	Process Flow	Document	Process Time	Cost
13b	Physical inspection by Customs	K1 form Packing List	Actual inspection : 1-2 hour	
14	Forwarding agent pays import duty on behalf of Importer via : a) Electronic Fund Transfer (only available during banking hours); b) Duty Net (24 H x 7 Days, through CIMB); (FSPG) or c) 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	EFT charges for EFT : RM 8.00 per transaction Actual charge: Rm15 per transaction
15	Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release of cargo.	K1 form	2 - 5 min	No cost

B

No	Process Flow	Document	Process Time	Cost
16	FA will book transport to clear vehicles from yard & submit delivery list 1day before vessel arrival to yard operator	Delivery list	Via email	No Cost
17	FA will pay port charges & yard storage charges upon collecting vehicles from yard Supporting document required is port pass / Mykad for biometric verification	IID and Delivery list	30 min.	Rm8/day : car Others: depend on the volume and weight
18	FA will bring along IID and delivery list to be confirm by yard operator with chassis no of vehicle before obtaining Gate Pass	IID and Delivery list	Depends on unit of vehicles	
19	Yard operator will verify the delivery list and IID with chassis no of vehicles to be discharge before issuing Gate Pass for transport company	IID and Delivery List	Depends on unit of vehicles	
20	Port Police will check the chassis number of vehicles to be cleared with IID and delivery list before loading vehicles on truck	IID and Delivery List	Depends on unit of vehicles	No Cost
21	Trucking company will load vehicles and deliver to consignee premises	Gate pass	Depends on unit of vehicles	

C

D

Legend (Export and Import Flow):

- PIAs - Permit Issuing Authorities
- IID – Integrated Import Documents
- K2 Form- Customs declaration form for export
- K1 Form- Customs declaration form for import
- DNT- Dagang Net Technologies (e-service provider)
- SMK-DNT- Electronic data interchange system used by Customs for export declaration
- FA – Forwarding Agent
- SA – Shipping Agent