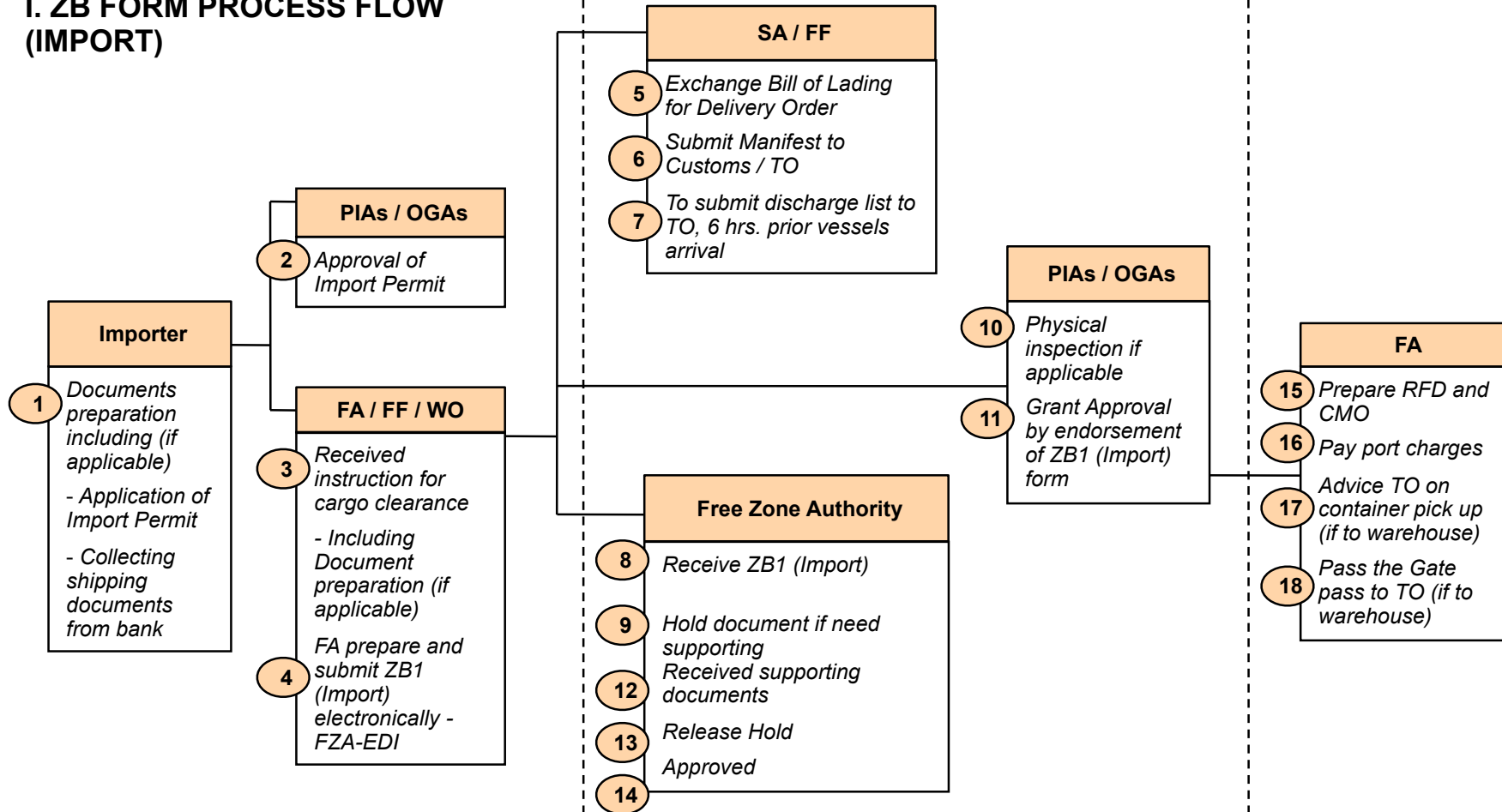


I. ZB FORM PROCESS FLOW (IMPORT)



A: Documents Preparation	B: Port Authority Clearance & Tech Control	C: Ports & Terminal Handling
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No	Process Flow	Document	Process time	Cost
1	Importer prepares necessary documents, including : <ul style="list-style-type: none"> - 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.

A

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	<p>Authority receives ZB1 (import) supporting documents for clearance:</p> <p>a) Basic supporting documents : Bill of Lading, Invoice and Packing List.</p> <p>b) Other supporting documents such as permit / endorsement by OGA depending on transaction type.</p>	<p>ZB1 (Import) Form</p> <p>Bill of Lading</p> <p>Invoice</p> <p>Packing List</p> <p>Permit / Endorsement by OGA</p>	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