

Guidelines to Apply for Export License For Controlled Commercial Products Under Customs Orders

INTRODUCTION

- 1.
2. The purpose of these guidelines is to explain the **conditions** and **procedures** that need to be complied with by **companies** that wish to apply for **Export License** of commercial products controlled under the **Customs Orders 2008 (Prohibition of Export)**, **Customs Act 1967**.
3. Products listed under the Customs Orders are **cement, roofing tiles, gravel stone, mining product, chemical product under the Chemical Weapon Convention (CWC), iron steel and food products**.

CONDITIONS AND PROCEDURES FOR APPLICATION

1. Companies that are eligible to apply need to be registered with the Companies Commission of Malaysia.
2. How to apply
Companies need to submit the Application Form together with:
 1. Customs Form K2 .
 2. Memorandum and Article of Association (M & A).
 3. **Form 24 : Information of Shareholders.**
 4. **Form 49 : Information of Directors, Managers and Company Secretary.****M&A, Forms 24 and 49 are required for first time application.**
3. Supporting Documents
Other documents that need to be enclosed with the Application Form for each particular product are:
 - i. Cement
 - Sales Invoice.
 - ii. Roofing Tiles
 - Sales Invoice.
 - sample of product.
 - iii. Gravel Stone
 - Approval Letter from the Land and District Office.
 - Approval Letter from the State Mining Department for exportation of silicon sand.
 - Original Permit (Form 4C) from the respective State Land and District Office.

- sales Invoice.
 - sample of product.
- iv. Mining Product
- Approval Letter from the State Mining Office.
 - Record of exportation.
 - Sales Invoice.
 - Sample of products.
- v. Chemical Product under the Chemical Weapon Convention (CWC)
- Sales Invoice.
- vi. Iron & Steel
- Long Products Iron
 - Sales Invoice and Packing List.
 - Scrap Iron

All scrap iron are allowed for export except aluminum scrap and iron scrap.

- Manufacturing License (ICA 1975).
- Business License for Scrap Items from Royal Malaysian Police Department.
- Sales Invoice and Packing List.
- Food products
 - Palm Oil
 - License issued by Malaysia Palm Oil Board (MPOB).
 - Sales Invoice.
 - Milk
 - Purchase Invoice from local or foreign milk manufacturer (for trading companies)
 - Sales Invoice and Packing List
 - Other Sugar (other than refined sugar)
 - sample of sugar.
 - Sales Invoice.

4. Customs Form (K2) is available at:
 Syarikat Percetakan Nasional (M) Bhd.,
 Jalan Chan Sow Lin 50554 Kuala Lumpur

Tel. : 03-92212022

Fax. : 03-92220690

5. Submission of Application

Completed Application Form should be submitted to:

Ministry of International Trade & Industry (MITI)

Import & Export Control Section
2nd Floor, Block 10,
Govt Offices Complex, Jalan Duta
50622 Kuala Lumpur

Tel.: 03-6203 3022
Fax.: 03-6201 3012

APPROVING AUTHORITY

Secretary General of MITI.

CLIENTS' CHARTER

Application will be processed within 5 working days (manual application) and 3 working days (online application) upon receipt of completed application.