

## **Guidelines for Application of Import Licence (AP) on Plastic Wastes Tariff Code 39.15**

### **1. OBJECTIVE**

1.1 The purpose of this guideline is to explain the procedures and conditions for the issuance of Import Licence (AP) on plastic wastes under tariff code 39.15.

### **2. BACKGROUND**

2.1 The Prohibition Order on plastic wastes importation under tariff code 39.15 has been transferred from First Schedule to the Second Schedule, Part 1, (Prohibition of Imports) (Amendment) Order 2008, Customs Act 1967 with effect from 1 February 2008.

2.2 The importation of plastic wastes is subject to Import Licence to be issued by Ministry of International Trade and Industry (MITI).

### **3. ELIGIBLE MANUFACTURERS**

- i. Manufacturers who undertake recycling activities of plastic wastes for their own use; or
- ii. Manufacturers who undertake recycling activities of plastic wastes for local market and export; or
- iii. Manufacturers who import plastic wastes that have been cleaned and can be used as raw material directly in the production process of products.

### **4. CONDITIONS FOR IMPORT LICENCE (AP)**

- i. Manufacturers must submit a letter of approval issued by Department of Environment (DOE) to carry out recycling activities;
- ii. Imported plastic wastes which are not listed as Scheduled Waste or Hazardous under the Environmental Quality Act 1974, Pesticides Act 1974, and Poison Act 1952;
- iii. Importation of product under tariff code 39.15 is not permitted for purposes of re-export under the same tariff code;
- iv. Import Licence is required for every consignment or each time plastic wastes are imported under tariff code 39.15.

#### **4.1 OTHER CONDITIONS**

- i. Manufacturers must abide by all existing laws of the Country;
- ii. Manufacturers are advised to register with the Department Of Solid Wastes Management, Ministry of Housing and Local Government;
- iii. Manufacturers are advised to obtain an ISO 14001 certificate issued by bodies accredited by Department of Standards, Malaysia.

### **5. VALIDITY PERIOD OF IMPORT LICENCE**

5.1 Import Licence (AP) issued carries a validity period of 3 months from the date of issue.

### **6. DOCUMENTS FOR APPLICATION OF IMPORT LICENCE**

### **FOR FIRST TIME APPLICATION ONLY**

- i. Approval letter from Department of Environment to carry our recycling activities;
- ii. Manufacturer Licence from MITI or other government agencies (if available);
- iii. For private limited companies:-
  - Memorandum & Articles of Association
  - Form 49, Form 24
- iv. For private enterprise or partnership:-
  - Form A
  - Form B
  - Form D
- v. Form 13, Companies Commission of Malaysia (for changes to the name or details of companies)
- vi. Check List Form (available on web site )
- vii. Customs Form JK69 (available at Percetakan Nasional Berhad );
- viii. Invoice /packing list/ proforma invoice/purchase order/ sales agreement;
- ix. Bill of lading (if unavailable, manufacturers are required to submit to MITI within 3 days of importation. Failure to do so may affect subsequent application.

### **FOR SUBSEQUENT APPLICATION**

- i. Check List Form (available on web site )
- ii. Customs Form JK 69 (available at Percetakan Nasional Berhad );
- iii. Invoice /packing list/ proforma invoice/purchase order/sales agreement;
- iv. Bill of lading (if unavailable, manufacturers are required to submit to MITI within 3 days of importation. Failure to do so may affect subsequent application.

### **7. SUBMISSION OF APPLICATION**

7.1 Application for Import Licence is to be submitted to:

Director

Import and Export Control Section

Ministry of International Trade and Industry (MITI)

2nd Floor, Block 10

Government Offices Complex

Jalan Duta

50622 Kuala Lumpur