

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

## INTRODUCTION

1. 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 Import Permit License (AP) of commercial products controlled under the Customs Orders 1998 (Prohibition of Import), Customs Act 1967.
2. Products listed under the Customs Orders are **food products, heavy machineries and photocopy machines, compact disc makers, magnetic tapes, toner, iron steel, chemical, safety helmets, cable and plastic scrap.**

## 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:
  - i. Customs Form JK69.
  - ii. Memorandum and Article of Association (M & A).
  - iii. **Form 24 : Information of Shareholders.**
  - iv. **Form 49 : Information of directors, managers and secretary of company**  
**M&A, Forms 24 and 49 are required for first time applications.**
3. Supporting Documents  
Other documents that need to be enclosed with the Application Form according to particular products are:
  - A. Food products
    - i. wheat flour and industrial wheat flour
      - result of Test Report issued by SIRIM (for wheat flour only).
      - Purchase Invoice.
    - ii. Milk
      - Permit from Veterinary Department.
      - Purchase Invoice.
    - iii. Other sugars (other than refined sugar)
      - Purchase Invoice.
      - sample of sugar.
  - B. Heavy Machineries
    - i. Heavy Machineries.

- Certificate of Origin from exporting country (heavy machineries must not exceed 5 years old).
  - Catalogues and photographs.
  - Record of importation.
  - Purchase Invoice.
- ii. Prime Mover
- Certificate of Origin from exporting country. (Prime Mover must not exceed 5 years old).
  - approval letter from Commercial Vehicles Licensing. Board (LPKP).
  - Purchase Invoice.
- iii. Photocopy Machines
- Black & white
    - Original catalogues.
    - Purchase Invoice.
  - Colour
    - Application Form.
    - Information of the Board of Directors.
    - A copy of Identity Card of the applicant.
    - Premise and Business Licenses from the Local Authority.
    - Layout Plan of office.
    - Location Plan of the special room.
    - Catalogue of the coloured copy machine.
    - Purchase Invoice.
- iv. Optical Compact Disc Maker and Digital Versatile Disc Machine (CD & DVD)
- Application Form.
  - Manufacturing License issued by MIDA.
  - Manufacturing License and approval from Ministry of Domestic Trade and Consumers' Affairs.
  - Licenses for Production and Distribution of Films from FINAS.
  - Premise and Business Licenses from Local Authority.
  - Exclusive Rights Agreement with the local and foreign recording companies.
  - Layout Plan of office.
  - Location Plan of the special room.
  - Purchase Invoice.
  - Catalogue of the machine.
- v. Magnetic Tape
- List of buyers.
  - Purchase Invoice.
- vi. Toner
- List of buyers.
  - Purchase Invoice.
- vii. Iron Steel (Flat Products, Pipes-Tubes and Long Products)

- Manufacturing License or Warehouse Manufacturing License
  - Application Form.
  - Purchase Invoice/Sales Contract/Purchase Order.
  - Purchase Order from clients for Service Centres and Traders/Stockists.
- viii. Chemical Items
- Chemical Weapon Convention (CWC).
    - Purchase Invoice.
- ix. Safety Helmet
- Report Test issued by SIRIM.
  - Purchase Invoice.
- x. Cable
- letter from Malaysia Manufacturer of Cable and Wire Association (MECWA).
  - Purchase Invoice.
4. Application Form
- Application Forms for the importation of steel, colored photocopy machine and compact disc machine is available at:

- i. MITI website :
- ii. Service Counter (2nd floor), MITI Kuala Lumpur.

Customs Form JK69. Customs Form JK69 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 must be submitted to:

Ministry of International Trade & Industry (MITI)  
Import & Export Control Section  
2nd Floor, Block 10,  
Government 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 7 working days (manual application) and 5 working days (online application) upon receipt of completed application.