



Department Of Environment  
Ministry of Natural Resources and Environment 



# EXPORT APPLICATION PROCEDURE & ARTICLE 3- NOTIFICATION FORMAT

By

**Mr. WAN AZUAN WAN OMAR  
ASSISTANT DIRECTOR**

**Hazardous Substances Division  
Department of Environment Malaysia**



# LIST OF APPLICATION FORMS

- **Transboundary Movement of Waste Notification Form.**
- **Form AS 14 (Rev. 2006) – Application for the importation of scheduled waste into Malaysia, and checklist.**
- **Form AS 15A (Rev. 2006) – Application for the export of scheduled waste from Malaysia, and checklist.**



**Borang AS 15A (Rev. 2006)**  
*AS 15A (Rev. 2006) Form*

**PERMOHONAN UNTUK MENGEKSPORT BUANGAN  
TERJADUAL DARI MALAYSIA**  
*APPLICATION FOR EXPORT OF SCHEDULED  
WASTE FROM MALAYSIA*

**SILA HANTAR KEPADA:**  
*PLEASE SUBMIT TO:*

Jabatan Alam Sekitar  
Kementerian Sumber Asli dan Alam Sekitar  
Aras 1 - 4, Podium 2 & 3  
Lot 4G3, Presint 4  
Pusat Pentadbiran Kerajaan Persekutuan  
62574 PUTRAJAYA

Talian Umum : 03 - 8871 2000 / 8871 2200  
Faks : 03 - 8889 1973 / 8888 6120  
JASLINE : 1-800-88-2727

[www.doe.gov.my](http://www.doe.gov.my)

AS 15A (Rev. 2006) Form

<b>A. CONSIGNOR/EXPORTER DETAILS</b>		<b>D. APPLICANT DETAILS</b>	
1. ROB/ROC No:		1. Applicant Name:	
2. Company Name & Address:		2. Applicant I.C./Passport No.:	
		3. Applicant Designation:	
		<b>E. SCHEDULED WASTE (SW) DETAILS</b>	
		1. SW Code (all digit):	
		SW <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	
		2. SW Description (as stated in E.1):	
3. Contact Person:		3. Malaysian Customs Tariff (all digit):	
4. Tel No.:		H.S. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
5. Fax No.:		4. Item Description (as stated in E.3):	
<b>B. CONSIGNEE/IMPORTER DETAILS</b>		5. Quantity Based on Customs Tariff Unit:	
1. ROB/ROC No: (Optional)		6. Unit Cost C.I.F. (RM):	
2. Company Name & Address:		7. Total Value C.I.F. (RM):	
		8. Waste has been export before (Yes/No) & Year:	
		<b>F. SW TRANSPORT CONTRACTOR</b>	
3. Contact Person:		1. Company Name:	
4. Tel No.:		2. Company Address:	
5. Fax No.:		3. Valid DOE License No.:	
<b>C. EXPORT DETAILS</b>		<b>G. DETAIL ON COST WASTE MANAGEMENT</b>	
1. Mode of Transport (Maritime/Rail/Road/Air/Post):		(i) Export management (Transport/storage/port charges) :RM	
2. Date of Export:		(ii) Fix/Handling cost :RM	
3. Country of Origin:		(iii) Treatment cost :RM	
4. Place of Origin (State in Malaysia):		(iv) Recovery obtainable :RM	
5. Port of Export (In Malaysia):		TOTAL :RM	
6. Customs Station (In Malaysia):			
7. Country of Final Destination:			
8. Port of Discharge:			
<b>H. CONFIRMATION OF DETAILS</b>		<b>FOR OFFICIAL USE</b>	
<p>I certify that the information above is true</p> <p>Date: _____ Signature of Applicant: _____</p> <p>_____</p> <p>Name: _____</p> <p>I.C. No.: _____</p>		Permit No. :	
		DOE Cert. No. :	
		Date of Expiry :	
		(Signature & Official Stamp)	
		Name:	
		for the Director-General of Environment	
		Malaysia	

## CHECKLIST FOR THE EXPORT APPLICATION

No.	Subject	Yes (✓)	Remarks
1.	Cover letter for the Application		
2.	AS 15A (Rev. 2006) Form		
3.	'Transboundary Movement of Waste Notification Form' (Basel Convention)		
4.	Company Profile of the Waste Generator		
5.	Company Profile of the Consignee/Receiver		
6.	Company Profile of the Facility Operator - process/disposal - licensed/approved by the competent authority - liability		
7.	Land transporter (Copy of License by DOE)		
8.	Contractual Agreement (original): Waste Generator + Facility Operator + Transporter		
9.	Information on the waste: - source of waste (please mark in the flowchart) - lab analysis - inventory (for the last 3 years)		
10.	Justification for export		
11.	Bank Guarantee (original) - RM 25,000		
12.	Insurance Coverage		
13.	Emergency Response Procedure (ERP)		
14.	Shipment Schedule, route		
15.	Technical information on the waste recovery process		
16.	Flowchart of the recovery process, photographs, pamphlet		
17.	Declaration on the waste component to be recovered		
18.	Percentage on residue generated from the recovery process and its further disposal		
19.	Past experience on waste recovery (facility operator)		
20.	Cost estimation (transportation, recovery process, recovery obtainable)		

## Note:

- The entire documents above are compulsory to be submitted to DOE HQ for processing application.
- Please submit a complete copy for DOE, import country and transit countries.

# FLOW CHART FOR THE EXPORT OF SCHEDULED WASTES

- Refer to [GUIDELINES 4 EXPORT SC- SZI \(Edit 1\).doc](#)



**Borang AS 14 (Rev. 2006)**  
*AS 14 (Rev. 2006) Form*

**PERMOHONAN UNTUK MENGIMPORT BUANGAN  
TERJADUAL KE DALAM MALAYSIA**  
*APPLICATION FOR THE IMPORTATION OF  
SCHEDULED WASTE INTO MALAYSIA*

**SILA HANTAR KEPADA:**  
*PLEASE SUBMIT TO:*

**Jabatan Alam Sekitar  
Kementerian Sumber Asli dan Alam Sekitar  
Aras 1 - 4, Podium 2 & 3  
Lot 4G3, Presint 4  
Pusat Pentadbiran Kerajaan Persekutuan  
62574 PUTRAJAYA**

**Talian Umum : 03 - 8871 2000 / 8871 2200  
Faks : 03 - 8889 1973 / 8888 6120  
JASLINE : 1-800-88-2727**

[www.doe.gov.my](http://www.doe.gov.my)

**ENVIRONMENTAL QUALITY ACT, 1974  
AS 14 (Rev. 2006) Form**

<b>A. CONSIGNOR/EXPORTER DETAILS</b>		<b>D. IMPORT DETAILS</b>	
1. ROB/ROC No: (Optional)		1. Mode of Transport (Maritime/Rail/Road/Air/Post):	
2. Company Name & Address:		2. Purpose (Private/Business/Research/Exhibition/Others):	
		3. Country of Origin:	
		4. Place (Name of Port) of Origin:	
3. Contact Person:		5. Consigned from:	
4. Tel No.:		6. Place of Import (State in Malaysia):	
5. Fax No.:			
<b>B. CONSIGNEE/IMPORTER DETAILS</b>		7. Location of Import (Port of Entry in Malaysia):	
1. ROB/ROC No:		8. Customs Station (In Malaysia):	
2. Company Name & Address:		<b>E. SCHEDULED WASTE (SW) DETAILS</b>	
		1. SW Code (all digit): SW <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
		2. SW Description (as stated in E.1):	
3. Contact Person:		3. Malaysian Customs Tariff (all digit): H.S. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
4. Tel No.:		4. Item Description (as stated in E.3):	
5. Fax No.:		5. Total Quantity Based on Customs Tariff Unit:	
<b>C. APPLICANT DETAILS</b>		6. Unit Cost C.I.F. (RM):	
1. Applicant Name:		7. Total Value C.I.F. (RM):	
2. Applicant I.C./Passport No.:		8. Waste has been Imported before (Yes/No) & Year:	
3. Applicant Designation:			
<b>F. SW TRANSPORT CONTRACTOR</b>		<b>FOR OFFICIAL USE</b>	
1. Company Name:		Permit No.:	
2. Company Address:		DOE Cert. No.:	
3. Valid DOE License No.:		Date of Expiry:	
<b>G. CONFIRMATION OF DETAILS</b>			
I certify that the information provided above is true.			
Date:	Signature of Applicant:	(Signature & Official Stamp)	
	_____	Name:	
	Name:	for the Director-General of Environment	
	I.C. No.:	Malaysia	



**CHECKLIST FOR THE IMPORT APPLICATION**

No.	Subject	Yes (✓)	Remarks
1.	<i>Cover letter for the Application</i>		
2.	<i>AS 14 (Rev. 2006) Form</i>		
3.	<i>Company Profile of the Waste Generator</i>		
4.	<i>Company Profile of the Importer/End-User</i>		
5.	<i>Company Registration Certificate (ROC/ROB) of Importer/End-User</i>		
6.	<i>Certified Copy of I.C. or Passport of the Applicant</i>		
7.	<i>Land Transporter (Copy of License by DOE)</i>		
8.	<i>Contractual Agreement (original): Waste Generator + Importer/End-User + Transporter</i>		
9.	<i>Information on the waste: - source of waste (please mark in the flowchart) - lab analysis - inventory (for the last 3 years) - total quantity of waste imported, quantity of each import &amp; number of shipments - history of quantity of waste that has been imported for the last 3 years, last year &amp; last month</i>		
10.	<i>Justification for import</i>		
11.	<i>Written Approval &amp; License issued by DOE for the waste</i>		
12.	<i>Bank Guarantee (original) - RM10,000</i>		
13.	<i>Emergency Response Procedure (ERP)</i>		
14.	<i>Technical information on the waste recovery/reuse/recycle process</i>		
15.	<i>Complete process/flowchart of item 13</i>		
16.	<i>Percentage on residue generated from the above process (item 13) and its further disposal</i>		
17.	<i>Notification letter from the Competent Authority of the exporting country</i>		

**Note:**

- The entire documents above are compulsory to be submitted to DOE HQ for processing application.

# FLOW CHART FOR THE IMPORT OF SCHEDULED WASTES

- Refer to [GUIDELINES 4 IMPORT SC - SZI \(edit 1\).doc](#)

- Using the E-Permit System, under the National Single Window