IMPORT/EXPORT PROSEDURES

SIVASUBRAMANIAM ARRAVAN
SENIOR ASSISTANT DIRECTOR OF CUSTOMS
PROCESSES IN IMPORT

- Submission of Inward Manifest
- Assessment of Goods Exported
  - Classification of goods
  - Valuation
  - Prohibition of Import/Exports
- Physical Examination
- Payment of Duties
- Customs Release
# MANIFEST SUBMISSION

## DETAILS OF THE MANIFEST :-

<table>
<thead>
<tr>
<th>Details</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vessel Name / ID</td>
<td>Weight</td>
</tr>
<tr>
<td>Voyage No. (SCN)</td>
<td>POL/POD</td>
</tr>
<tr>
<td>Shipping Agent</td>
<td>Consignee’s Name/Address</td>
</tr>
<tr>
<td>B/L No</td>
<td>Consignor’s Name/Address</td>
</tr>
<tr>
<td>General Description of Goods</td>
<td>Notifying Party</td>
</tr>
<tr>
<td>Number of Packages</td>
<td></td>
</tr>
</tbody>
</table>
Form C1

- C1 Registration No.
- Consignor/Exporter
- Consignee/Importer
- Authorised Agent
- Manifest No.
- B/L No.
- Permit No.
- Container No.
- Description of goods
- Tariff Code
- Unit Price/Total Amount
- Rate/Amount of duty/tax
Customs Declaration

Customs Brokers / Direct Users/ EDI Shop

CUSDEC

TELCO

CUSRES

CUSRES

CUSDEC

CUSRES

CUSDEC

CUSTOMS

SMK

ECS
ASSESSMENT OF GOODS EXPORTED
ASSESSMENT OF GOODS

- Classification
  - Tariff Code
  - Rate Duty/Tax
  - Preferential Treatment

- Valuation
- Allow claim of exemptions
- Execute prohibition of Import / Export
<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0902</td>
<td><strong>0902.30</strong> Black Tea (fermented) and partly fermented tea, in intermediate packing of a content not exceeding 3 kg:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0902.30.100</td>
<td>Leaves</td>
<td>kg</td>
<td>11%</td>
<td>Nil</td>
</tr>
<tr>
<td>0902.30.900</td>
<td>Other</td>
<td>kg</td>
<td>11%</td>
<td>Nil</td>
</tr>
</tbody>
</table>
CLASSIFICATION OF GOODS

- All goods imported/exported must be correctly classified according to the Customs Duties Order 2007
- Harmonized Commodity Description and Coding System (9-digits)
- Export to ASEAN Countries-AHTN (8-digits)
PROHIBITION OF IMPORT / EKSPORT

- Section 31, Customs Act 1967:
  - Minister’s power to prohibit import/export
  - Absolute or Conditional
THE NEED FOR PROHIBITION

- Protect local industries (steel sheet & pipes)
- National Safety (arms & ammunition)
- Moral (obscene print, books etc)
- Social (dagger & flick knives)
- Politic (Israel and Yugoslavia)
THE NEED FOR PROHIBITION

- Public Health (foods, pesticide, insecticide etc)
- Public Safety (construction materials)
- ENVIRONMENTAL PROTECTION (WASTE AND SCRAP)
CUSTOMS (PROHIBITION OF IMPORTS) ORDER 2008

- Schedule 1 - Absolute Prohibition
- Schedule 2 - DG of Customs issue the import license
- Schedule 3 – DG of Customs issue the import license (temporary trade protection)
- Schedule 4 – OGA issue the import permit
CUSTOMS (PROHIBITION OF EXPORTS) ORDER 2008

- Schedule 1 - Absolute Prohibition
- Schedule 2 - DG of Customs issue the import license
- Schedule 3 - OGA issue the import permit
LIST OF OGA

- Veterinary Services
- Wildlife Department
- Agricultural Department
- Fisheries Department
- Pharmacy
- Health Department
- Ministry of Internal Affairs
- Road Transport Department
LIST OF OGA

- DEPARTMENT OF ENVIRONMENTAL QUALITY
  - Pesticide Board
  - Atomic Energy Licensing Board (AELB)
  - CIDB (Construction Industry Development Board)
  - Police Department
  - Department of Electrical Supply (JBE)
e-Permit

- Application of permit via Web
- E-permit system involves:
  - Importer/Exporter
  - Appointed Agent
  - OGA
  - CIS
- Paperless
e-Permit

- OGA Approval is sent to the applicants system and CIS electronically
- CIS does the CUSDEC Validation
- Importer/Exporter or the Agent must register with DagangNet (VAN)
**e-Permit PROCESS FLOW**

**Applicant (Importer/Exporter)**

**CIS_Dagang*Net Interface**

SANCRT Message (Applicant) from Applicant to MITI. MITI to CUSTOMS

SANCRT Message (Response) from CUSTOMS to MITI. MITI to Applicant

**MITI/OGA**

**ROYAL CUSTOMS DEPARTMENT**
CONTROL MECHANISM

- OGA are given the OGA Module:
  - Manifest Information
  - CUSDEC Details
  - OGA monitors the CUSDEC
  - OGA gives approval

- List of Tariff Codes given to IT Branch at RMC HQ to be updated in the CIS
CUSDEC with the OGA tariff code is channeled to the respective OGA for their approval.

CIS does not allow Customs to approve any OGA related forms before the OGA approval.

- “OGA Pend” Error Code is displayed
PHYSICAL EXAMINATION

- Section 68 – Power to open and examine packages
- Section 104 – The proper officer of customs may take samples
- Physical examination will be done at the port and in the presence of forwarding agents.
Scanning Machines
(Non Intrusive Inspection)
<table>
<thead>
<tr>
<th>Remark:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Pengesahan dagangan</td>
</tr>
</tbody>
</table>
PAYMENT OF DUTIES/TAXES
PAYMENT OF DUTY/CESS

- Three modes of payment: EFT (Electronic Fund Transfer), DutyNet (Internet) and MANUAL
- For manual payment, only cash, cashier order, bank draft or cheque covered by B/G can be accepted.
- In EFT, the payment will be done through computer.
CUSTOMS RELEASE

- Customs release will be granted only after all the import / export duty/cess liable are paid.
- Gate Control System (GCS)
GCS CONCEPTUAL FLOW

SMK uploads operational data from CUSDEC with Release/Physical Examination status to GCS.

GCS sends the operational data to the operators concerned and to the Free Zone Gate.

GCS would then send back the ‘Balanced’ CUSDEC to SMK.

FREE ZONE GATE (ENTRY/EXIT)

The Customs Personnel verify the Release Status of the Import/Export cargo and allow entry/exit or detain the vehicle/container if there are any discrepancies.

Operator receives the cargo from the vehicle upon release status confirmation from GCS.

Operator sends Details of Acceptance/Loading/Physical Release of cargo to GCS. Operator also sends date of loading onto ship and date of ship sail (Export) back to GCS at a later date.
FLOW CHART IMPORT/EXPORT

Manifest (Import)

Registration (CIS)

OGA ?

OGA Approval

Details of C1/C2

C1/C2 + documents

Distribution to Assessment Officers
TERIMA KASIH