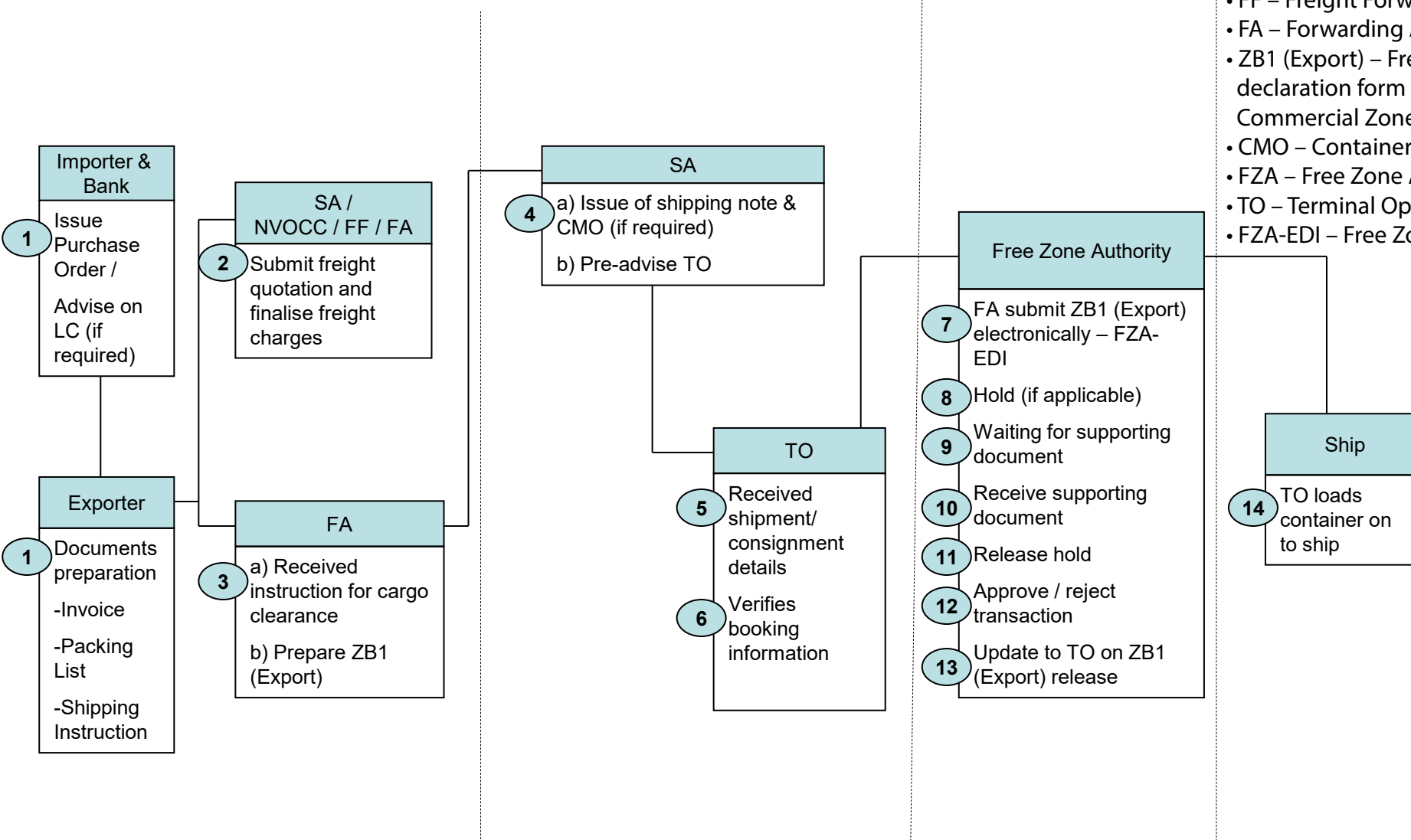


ZB Form Process Flow (Re-Export)

Legend (Re-Export from Free Commercial Zone Flow):

- LC – Letter of Credit
- SA – Shipping Agent
- NVOCC – Non Vessel Operating Common Carrier
- FF – Freight Forwarders
- FA – Forwarding Agent
- ZB1 (Export) – Free Zone Authority declaration form for export from Free Commercial Zone
- CMO – Container Movement Order
- FZA – Free Zone Authority
- TO – Terminal Operator/Port Operator
- FZA-EDI – Free Zone-EDI System



A: Documents Preparation	B: Inland Transportation & Handling	C: Customs Clearance & Tech Control	D: Ports & Terminal Handling
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ZB Form Process Flow (Re-Export)

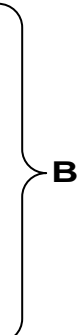

No	Process Flow	Document	Process Time	Cost
1	<p>Importer issues purchase order to exporter. LC advise is issued by the bank (for applicable shipments)</p> <p>Exporter prepares commercial invoice, Packing list & shipping instruction (after the order is confirmed)</p> <p>* Shipping booking can be done in advance</p> <p>* Shipping instruction when all details are available</p>	<p>Purchase Order</p> <p>Letter of Credit</p> <p>Invoice</p> <p>Packing list</p> <p>Shipping instruction</p>	<p>2 Working Days (LC Advise)</p> <p>1 Day (Document Preparation)</p> <p>Overall - 2 days</p>	Input from FMM on cost
2	<p>Submit freight quotation and finalise freight charges with shipper:</p> <ul style="list-style-type: none"> - Receive and accept booking from shipper - Provide shipper with booking confirmation <p>* Freight quotation and freight charges can be done in advance</p>	<p>Freight Quotation</p> <p>Shipping instruction</p>	1 Day	No Cost
3	<p>A) Exporter books container with SA through FA</p> <p>B) Prepare ZB1 (Export) Form</p>	ZB1 (Export)	Overall - 2 days	RM0.88 per KB FA EDI fee- (RM30)
4	<p>A) SA sends CMO to FA</p> <p>B) Booking pre-advise is sent to TO</p>	<p>CMO</p> <p>Manual-Electronic</p>	2 Hours	No Cost
5	To receive shipment/ consignment details as export pre-advise through online or EDI	Online	1 Min	No Cost
6	Port operator verifies the container details. The container is stacked in the container yard based on decalred export vessel.	Export pre-advise details	5 Min	No Cost
7	FA submit electronic ZB1 (Export) from through FZA-EDI system FZA received ZB1 (Export)	ZB1 (Export)Online	<p>5 - 60 Min</p> <p>Receiving approx 30 Min</p> <p>Processing in 60 Minutes after receiving complete declaration</p>	<p>RM0.88 per KB</p> <p>EDI Fee - RM30</p> <p>FA</p>
8	Hold, if supporting document needed.		1 Min	No Cost
9	FZA waiting for supporting documents to be submitted by FA		Up to 48 hour until supporting document submitted	No Cost

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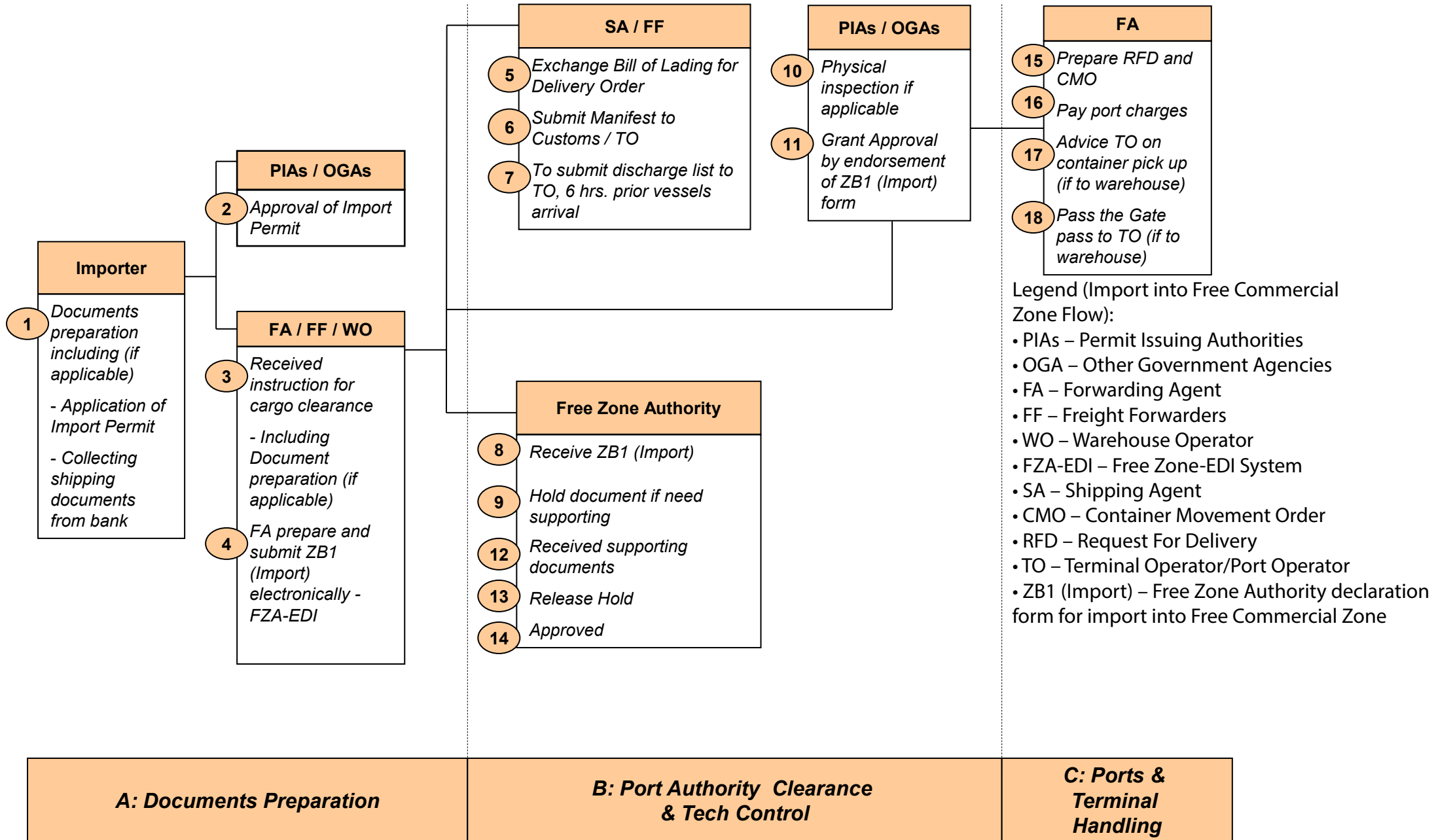
B

ZB Form Process Flow (Re-Export)

No	Process Flow	Document	Process Time	Cost
10	Receive supporting document	ZB 1 (Export) Invoice Packing List	5 - 10 Min	No Cost
11	FZA release hold on electronic declaration		1 Min	No Cost
12	FZA approve/ reject declaration		1 Min	No Cost
13	A copy of approved ZB1 (Export) transactions electronically send to TO to update information and for release		30 Min	No Cost
14	TO loads container on to export ship/ vessel	Loading List + Bay Plan	2 Min	No Cost

 **B**
 **C**

ZB Form Process Flow (Import)



ZB Form Process Flow (Import)

No	Process Flow	Document	Process Time	Cost
1	Importer prepares necessary documents, including: - Application of Import Permit (if applicable) - Collecting shipping documents from banks	Import Permit Shipping Document Delivery Order	Pre -arrival	RM 30 (Market Rate) RM 150 (tariff)
2	PIA/ OGA approve Import Permit (if applicable)	Import Permit	Pre-arrival	RM5 - RM20
3	Importer instructs FA/ FF/ WO to clear cargo (together with supporting such as bill of lading, permit, invoice, & packing list)	Bill of Lading Permit Invoice Packing List	1 da (all documents in order and for normal clearance)	
4	FA/ FF/ WO prepare and submit ZB1 (Import) electronically through FZA-EDI system	Electronically submission	6 - 50 min	RM0.88 per KB
5	SA/ FF obtains delivery order (DO), including from shipping agent (that is, exchange Bill of Lading for DO)	Delivery Order	20 Min (once electronic - no need to pay)	Collection of DO charge- P.Klang free Klang-RM30/ DO Shah Alam - RM50/ DO Subang and Petaling Jaya - RM80/ DO
6	SA sends manifest to port operator and Customs within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act 1967. In Practice, they are allowed to submit much earlier	Manifest	Pre-arrival	RM110 perD/O fee RM130 for freight) Forwarders Agency Fee) EDI Fee - RM30 Per BL Rm0.88 per KB
7	SA submits Discharge List to Port Operator, 6 Hours prior to vessel arrival	Discharge List	Pre-arrival	No Cost

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B

AMBER IncoDoc ZB Form Process Flow (Import)

No	Process Flow	Document	Process Time	Cost
8	Received ZB1 (Import)	ZB1 (Import)	Receiving 30 Minutes Processing in 60 minute after receiving complete declaration	Under No.4
9	Hold transaction if need any supporting document	Permit/ AP/ Approval Letter/ Endorsement by OGA Bill of Lading	1 Minute	No Cost
10	FA/ SA submit hardcopy of declared ZB1 (Import) from to OGA for endorsement of import permit/ AP. OGA will conduct physical inspection (if applicable) during the arrival of container	ZB1 (Import)	OGA inspection time approx: 30 minutes	No Cost
11	If the agent fulfill the requirements of import regulations/ procedures, OGA will endorse the back of hardcopy of ZB1 (Import) form	ZB1 (Import) Permit/ AP	1 - 5 minutes	No Cost
12	Authority received ZB1 (Import) supporting documents for clearance: A) Basic supporting documents: Bill of Lading, Invoice, and Packing List B) Other supporting documents such as permit/ endorsement by OGA depending on transactino type.	ZB1 (Import) Form Bill of Lading Invoice Packing List Permit/ Endorsement by OGA	2 - 5 Minute	No Cost
13	Release Hold		1 Minute	No Cost
14	Approved		1 Minute	No Cost
15	FA prepare Request for Delivery (RFD) and submit to SA. SA will advise on Container Movement Order (CMO) to indicate where the empty container is to be returned. FA send RFD to TO to send the container to CFS/ distripark warehouse	RFD CMO	Within 2 Hours	No Cost

C

D

ZB Form Process Flow (Import)

No	Process Flow	Document	Process Time	Cost
16	TO verifies that SA has released container through Delivery Order or Electronic DO (EDO). FA pay got charges to TO Supporting document required is opt pass/ Mykad for biometric verification	Delivery Order Electronic DO	1 -2 Minutes 10 - 15 seconds	No Cost
17	FA then advise the TO to pick-up the container and send to designated warehouse	Gate-pass/ EIR Online	1 Hour 1 Min	No Cost
18	FA pass the gate-pass to TO for the transfer of container to the warehouse	Gate-pass		No Cost

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