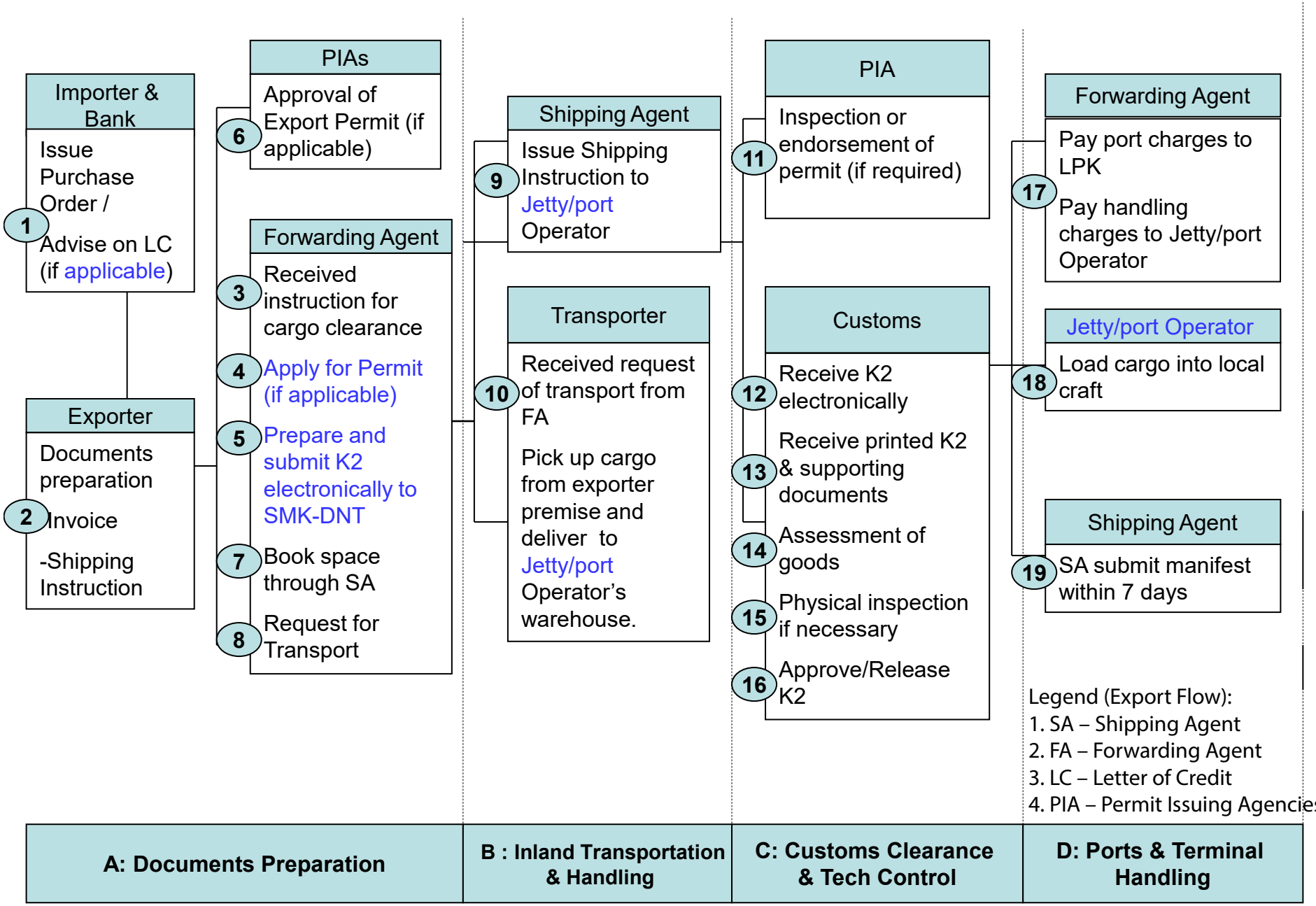
Export Flow for Barter Trade (Port Klang)



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Export Flow for Barter Trade (Port Klang)

No	Process Flow	Document	Process Time	Cost	
1	Importer issues purchase order to exporter. An LC advise is issued by the bank (for applicable shipment)	Purchase Order Letter Credit	2 Working Days (LC Advise)	No Cost	A
2	Exporter prepares commercial invoice (after the order is confirmed)	Invoice (Document Preparation overall- 2 days	1 Day	No Cost	
3	Forwarding Agent received instruction from exporter for carogo clearance	Shipping instruction	Within 1 day	No Cost	
4	Forwarding Agent applies for Export Permit from PIA (if applicable) - Export Permit can be done in advance	Invoice	Within 1 day	RM 30 per shipment	
5	Forwarding Agent prepare K2 Form and submit to Customs Customs through SMK-DNT Net interface	Invoice	2 days	RM 30 per Permit (FAMA) and RM35 (EDI charges)	
6	PIA approves export permit (if applicable)	Export permit	2 days	RM35 (EDI charges)	
7	Forwarding Agent books space through Shipping Agent	Loading Instruction		No Cost	
8	Forwarding Agent submits request of transport to transport company			No Cost	
9	Shipping Agent issues shipping instruction to Jetty/ Port Operator	Shipping Instruction		No Cost	
10	Transport company received request of transport from Forwarding Agent Transport company picks up cargo from Exporter's premise and delivers to Jetty/ Port Operator's warehouse			An average for 10 ton: RM8/KM	B
11	The relevant Government Agency will carryout cargo inspection or endorsement of the if required	Export Permit		No Cost	
12	Customs computer system automatically processes & registers K2 and sends response back to forwarding agent with registration number			No Cost	C
13	Customs received Form K2, invoice and export permit (if applicable) for Customs clearance	K2 Invoice Export Permit		No Cost	

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* 7 - 13 activities: Within 1 day

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Export Flow for Barter Trade (Port Klang)

No	Process Flow	Document	Process Time	Cost	
14	Assessment of goods by Senior Customs Officer which includes the following processes: A) Verification of partuculars declared against supporting documents B) Instruction of physical inspection if necessary C) Classification/ Valuation	K2 Invoice Export Permit	5-20 mins	No Cost	C
15	Physical inspection if necesary will be carried out in Jetty/ Port Operator's warehouse by Customs officer and in the presence of Forwarding Agent	K2 Invoice	30 mins	No Cost	
16	Senior Customs Officer grants approval/ release to the K2 in SMK and hardcopy	K2 Hardcopy K2 SMK	2 - 5 Mins	No Cost	
17	Forwarding Agent pays port charges to LPK and handling charges to Jetty/ Port Operator	K2 Monthly bill	1 Min	Port Charges: RM 2.00/ tonnes	D
18	Jetty/ Port Operator verifies processed K2 and after tallying proceed to load cargo onto the local craft	K2 Tender Ships	45 minutes to 1 hour per container	No Cost	
19	Shipping agent submits export manifest manually to Customs within 7 days after local craft departure	Manifest	8 Hours	No Cost	

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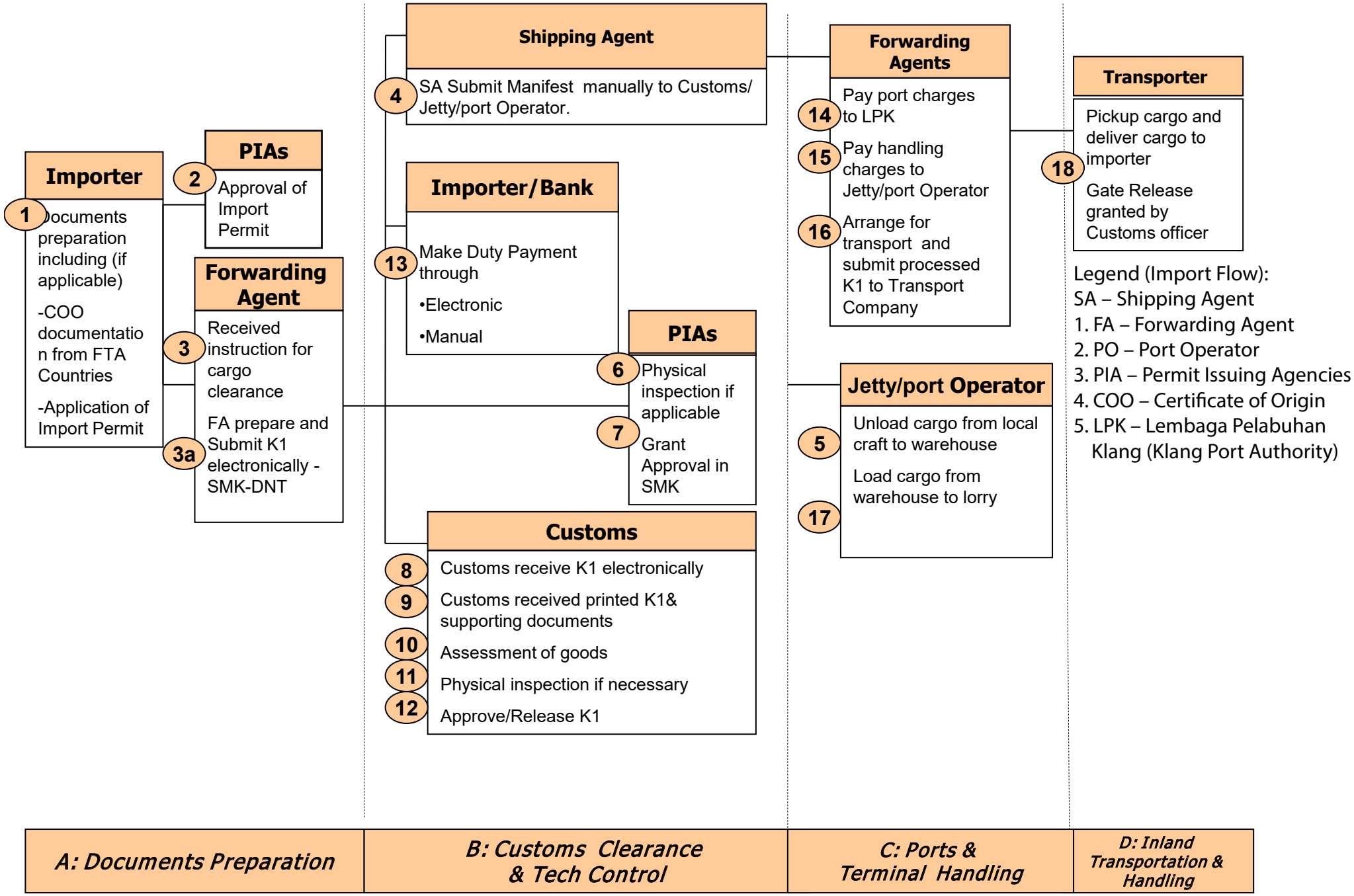
Import Flow for Barter Trade (Port Klang)



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AMBER IncoDoc Import Flow for Barter Trade (Port Klang)

No	Process Flow	Document	Process Time	Cost	
1	Importer prepares necessary documents, including - COO documentation from FTA Countries (if applicable) Apply import permit from PIAs if applicable	COO Import Permit	 Pre-arrival	No Cost	A
2	PIA approve Import Permig (if applicable) Note : Total no of agencies 25 Live implementation 19 Paperless 16 Coming on board 4 - under development (1 Penisular, 3 Sarawak) 2 - Awaiting instruction from MOF	Import Permit		RM 5 (DNT) PIA's own Fees	
3	Importer instructs forwarding agent to clear cargo (together with supporting documents such as invoice and permit) FA perform Document preparation if instructed by Importer	Invoice Permit		No Cost	
3a	Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface	K1	Response Time: 5 - 20 min	K1: RM0.60 per set EDI Charges: RM0.88 per KB (RM5 per K1) Forwarding Charges	B
4.	Shipping agents send manifest to Customs and Jetty/ Port Operator manually within 24 hours of arrival of vessel, in accordance with Section 52, Customs Act. In practice, they are allowed to submit much earlier.	Manifest	Pre-arrival		
5	Jetty/ Port Operator unloads cargo from local craft to warehouse				
6	Forwarding agent informs OGS of the arrival of cargo & that the approval of the import permit has been approved OGA physical inspection done at the relevant warehouse	K1 Form	OGA inspection time: 30 Min	No COst	
7	If no physical inspection, OGA will grant approval in SMK	K1 Form PIA Permit	2 - 5 min	No Cost	
8	Customs computer system automatically processes & registers K1 and send response back to forwarding agent with registration number.			No Cost	

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Import Flow for Barter Trade (Port Klang)

No	Process Flow	Document	Process Time	Cost	
9	Customs receoved Form K1 and supporting documents for Custom Clearance A) Basic supporting documents: Invoice B) Other supporting documents such as permit, Certificate of Origin, depending on transaction type.	K1 Form, Invoice, Permit, COO CJ5/ CJ5A	2 - 5 Min	No Cost	
10	Assessment of goods by Senior Customs Officer to determine duties/ taxes payable which incledes the following processes: A) Veritication of particulars declared against supporting documents B) Instruction for physical inspection if necessary C) Classification valuation D) Verification of exemption/ preferential rate claimed	K1 Form, Invoice Delivery Order Permit, COO, CJ5/CJ5A	5 -20 min	No Cost	
11	Physical inspection if necessary witll be carrier out in Jetty/ Port Operator's warehouse by Customs officer and in the presence of Forwarding Agent	K1 Form Invoice	1 1/2 hour	No Cost	B
12	Senior Customs Officer grants approval to the K1 in SMK and hardcopy for duty payment. In case the cargo does not subject to duty/ tax, customs release will be granted.	K1 Form K1 SMK	2 - 5 min	No Cost	
13	Forwarding agent pays imort duty on behalf of importer via: A) Electronic Fund Tranfer (which is only available during banking hours) B) Duty Net (24 x 7, through CIMB); or C) Manual (through cheque or bank draft)	EFT Message: PAYORD CREMul CREADV Manual: Bank draft or cheque	A) EFT:20-60 min (different from Bank to Bank) B) Duty Net: Real time basis C) Manual: 30 min	EFT Charges for EFT: RM 8.00 per transaction Actual charge: RM15 per transaction	
14	Forwarding pay port charges to Klang Port Authority			RM2.00/ ton	C
15	Forwarding pay handling charges to Jetty/ Port Operator				
16	Forwarding Agent contacts transport company and arranges for transport. Upon conformation, processed K1 will be passed to the transport company. Lorry will be sent to pick up the cargo				
17	Jetty/ Port Operator verifies peocessed K1 submitted by lorry driver and after tallying proceed to load cargo onto the lorry	Processed K1			
18	After loading, lorry driver will proceed with Customs Gate Release by submitting processed K1 to Customs Officer at the Exit Gate and delivery cargo to impoter				D

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In Transit Flow for Barter Trade (Port Klang)

In Transit Applicant

1. Issue shipping instruction to Jetty/port. Operator and inform FA and SA on in transit

Forwarding Agent

2. Declare and obtain customs clearance at sending ports.

   Deliver copies of K8 to Haulier/ Transport Company

Shipping Agent

3. Submit Manifest (K6) to Customs manually.

Haulier/ Transport Company

4. Deliver container/cargo to Jetty/port.

   Driver reports arrival of container/cargo to Customs.

Customs

5. In case of container, Customs Officer at Entry Gate verifies seals intact

   In case of bonded trucks, Customs Officer breaks seals and examine contents of cargo

6. Customs Officer endorsed on copies of K8

7. Copies of K8 submitted to Assessment Officer for approval /release

Forwarding Agent

8. Pays port charges to LPK

   Pays handling charges to Jetty/port. Operator

Jetty/port Operator

9. In case of container, break-bulk

   Loading of cargo into local craft

Legend (In Transit Flow):
- K6 – Customs Transshipment Manifest.
- B/L – Bill of Lading.
- DG Dept., PKA – Dangerous Goods Department, Port Klang Authority.
- FZA – Free Zone Authority (Free Zone Department, Port Klang Authority).
- MSDS – Material Safety Data Sheet.
- NVOCC – Non-Vessel Operating Common Carrier.

A: Documents Preparation	*B: Customs Clearanace*	*C: Ports & Terminal Handling*

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Import Flow for Barter Trade (Port Klang)

No	Process Flow	Document	Process Time	Cost	
1	Applicant for in transit issues shipping instruction to Jetty/ Port. Operator and informs Forwarding Agent and Shipping Agent on cargo in transit	Shipping instruction	Process 1-8 within 3 4- days		
2	Forwarding Agent decalres K8 to Customs at sending port and obtains Custom Clearance Copies of K8 will be delivered to Hauliers (in case of containerised cargo) or transport company (in case of bonded trucks) for submission to Customs at receiving Jetty/ Port	K8 Invoice Delivery Order (DO)		EDI Charge RM30 per shipment	A
3	Shipping agent submits in transit manifest (K6) manually to Customs shipping agent exchange the BL for DO	K6 Through BL			
4	Haulier/ Transport company deliver container/ cargo to Jetty/ Port Upon arrival at Jetty/ Port, driver reports arrival of cargo and submits copies of K8 to Customs Officer at Entry Gate	K8		Transport Cost: 20' 40'	
5	In case of container, Customs Officer will verify the shipper seal to ensure it remains intact. In case of bonded trucks, Customs Officer will be broken and content of cargo examined by Customs Officer	K8	20 Mins		B
6	Customs Officer confirmed receipt of container/ cargo by endorsing on the copies of K8	K8	5 Mins		
7	Copies of K8 submitted to Assessment Officer for approval/ release.	K8 Invoice	5 - 30 Mins		
8	Forwarding pays port charges to LPK and habdling charges to Jetty/ Port Operator	K8	5 Mins	Port charges: RM2.00 per tonnes	
9	In case of containerised cargo, Jetty/ Port Operator will break-bulk Jerry/ Port Operator loads cargo on the local craft		5 - 30 Mins		C

* Process 1- 8 : within 3-4 days

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