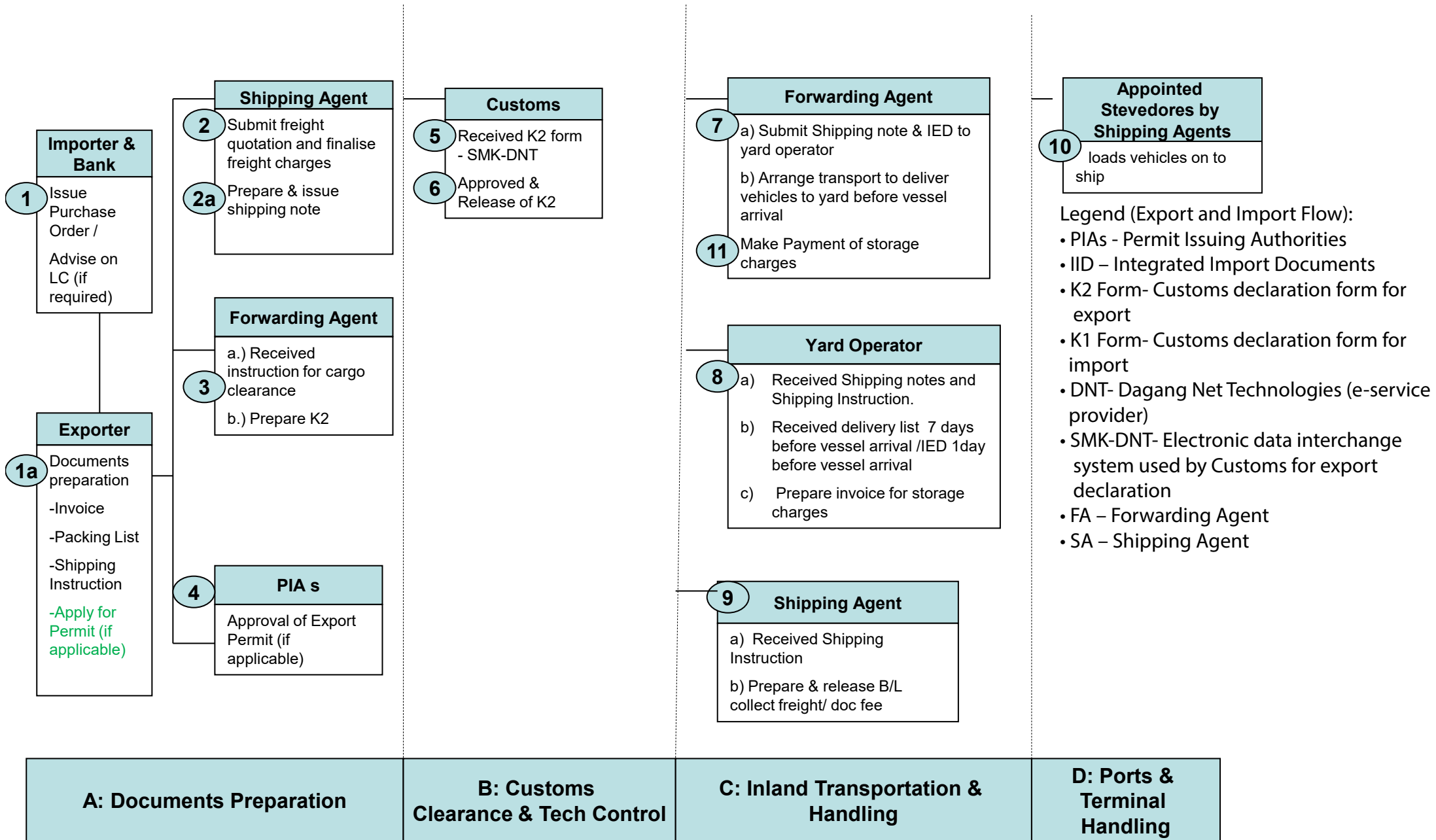


Export Flow for RO-RO Cargo (Port Klang) cargo



Export Flow for RO-RO Cargo (Port Klang) cargo

No	Process Flow	Document	Process Time	Cost
1	Impoter issues purchase order to exporter. An LC advise is issued by the bank (for applicable shipments)	Purchase Order Letter of Credit	2 Working Days (LC advise)	
1a	Exporter prepares commercial invoice, packing list & shipping instruction (after the order is confirmed) * Shipping booking can be done in advance * Shipping instruction when all details are available Apply for Export Permit from PIA (if applicable) * Export Permit can be done in advance	Invoice Packing list Shipping instruction	1 Day (Document preparation) Overall - 2 days	
2	SA Submit freight quotation and finalize freight charges with shipper - Receive and accept booking from shipper - Provide shipper with booking confirmation * Freight quotation and freight charges can be done in advance	Freight Quotation Shipper instruction		
2a	SA Prepares and issue shipping note	Shippint note	30 Min	
3	A) Exporter books container with shipping agent through forwarding agent B) Prepare K2 Form	Export Permit	Overall - 2 days	
4	PIA approves export permit (if applicable)	Export Permit		
5	FA submits electronic K2 form (through SMK-DNT), (it takes around 1 hour to prepare a K2 for 10 items, transmit and receive customs response with registration number)	K2 Form	30 Min - 1 Hour	0.88/KB
6	Approved and release K2	K2	10 Min	No Cost
7	A) FA will submit book note and IED to terminal operator (yard) B) FA will arrange transport to deliver vehicles to yard before vessel arrival	Book note & IED IED Delivery List	Depending on number of vehicles 3 - 5 days before vessel arrival	No Cost Trucking/ Transport tariff
8	A) Terminal Operator (yard) will receive Book Note and Shipping Instructions (S.I.) from FA B) Yard will receive delivery list 7 day before vessel arrival and IED 1 day before vessel arrival to prepare cargo to be loaded on board C) Yard Operator will prepare invoice for storage charges	Book Note & S.I. Delivery list and IED Invoice for storage	Received 1/2 days before vessel arrival	
9	A) SA received shipping instruction B) SA prepare & release BL and collect documentation fee	Bill of Lading	30 Min	MYR110 per BL MYR30- EDI Fee

A

B

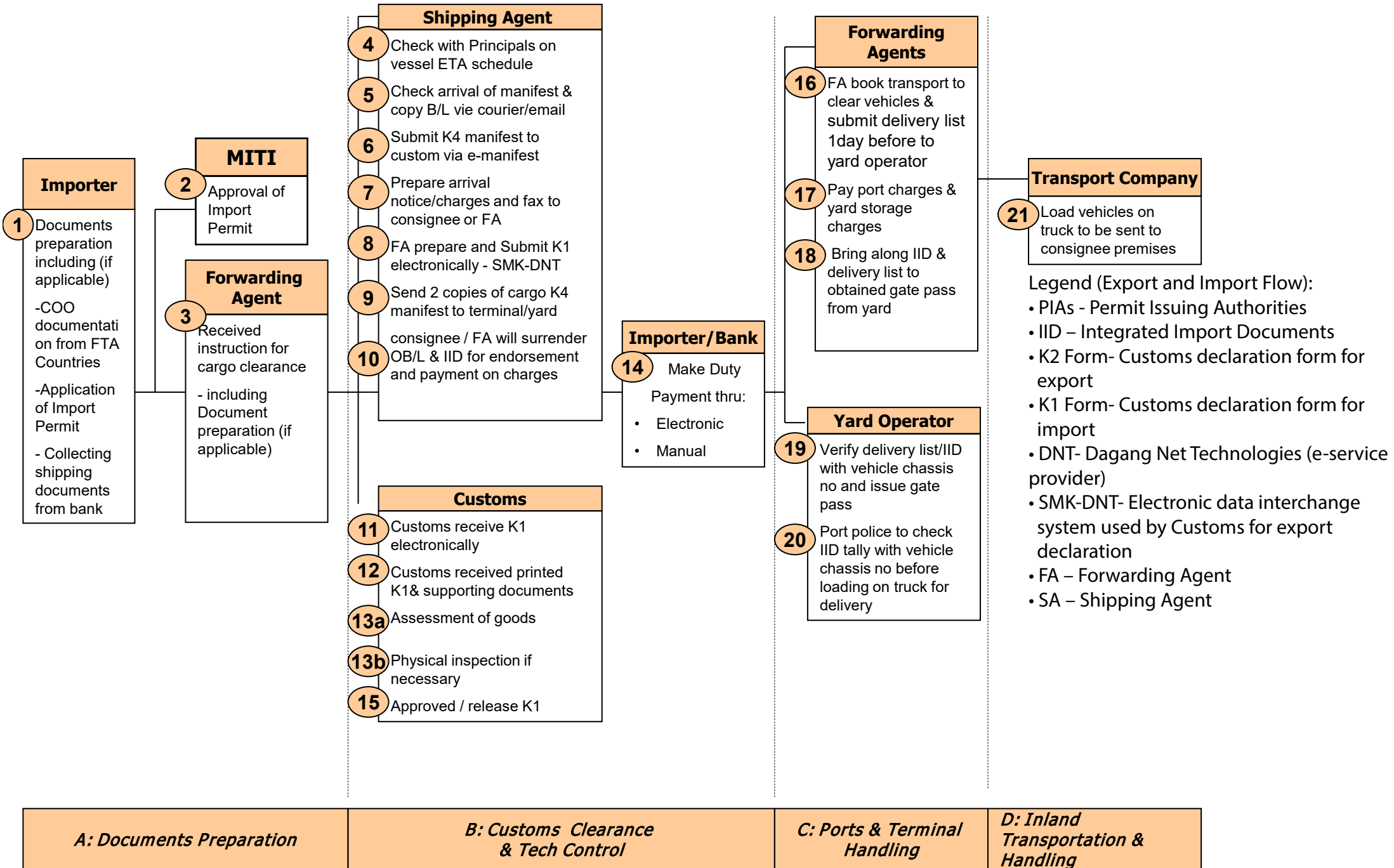
C

Export Flow for RO-RO Cargo (Port Klang)

No	Process Flow	Document	Process Time	Cost
10	Port Operator loads vehicles on board vessel			
11	FA makes payment of storage charges	Invoice	After vessel sails	Vehicles - MYR 8 per unit/ day Heavy vehicles - MYR10 per unit/ day

} **C**

Import Flow for RO-RO Cargo (Port Klang)



No	Process Flow	Document	Process Time	Cost
1	Importer prepares necessary documents, including: - COO documentation from FTA Countries (if applicable) - Collecting shipping documents from banks (if applicable) - Apply import permit from PIAs (requirement)	COO Shipping Documents Import permit	3 Working Days 3 Working Days Pre Arrival of vessel	
2	MITI approve Import Permit	Import Permit	Pre-arrival	
3	Importer instructs forwarding agent to clear cargo (together with supporting documents such as bill of lading, permit, invoice, & packing list) FA perform Document preparation if instructed by Importer	Bill of Lading Permit Invoice Packing list	3 days (all documents in order and for normal clearance)	
4	SA to check with Principal on vessel ETA schedule	Email/ Fax	1/2/3 days Pre-Arrival	No Cost
5	SA to check arrival of Manifest & Copy B/L via courier/ email	Manifest / Copy BL	Pre-arrival (30 days in advance)	No Cost
6	SA submit K4 manifest to Custom via e-Manifest	K4 Manifest		0.88 / KB
7	SA to prepare Arrival Notice (NOA) / documentation charges and fax to Consignee or FA	Arrival Note Invoice	30 Mins	No Cost
8	Forwarding agents submit K1 electronically (CUSDEC) through SMK-DNT interface	K1	Preparation: 1HR	
9	SA to send 2 copies of cargo K4 Manifest to terminal/ Yard Operator	Cargo Manifest K4	2 days before arrival	
10	Consignee of FA will surrender Origin B/L and IID for endorsement by SA and payment of doc fee to SA	Original B/L Integrated Import document	10 Mins	Doc Fee- RM110 EDI Fee- RM30
11	Customs computer system automatically processes & registers K1 and sends response back to forwarding agent with registration number	K1 form	Response Time: 5 - 20 min	
12	Customs receives Form K1 and supportign documents for Customs Clearance A) Basic supporting documents : invoice, packing list and Delivery Order (no D/O in case of E-DO) B) Other supporting documents such as permit, Certificate of Origin	K1 Form Invoice Packing List Delivery Order Permit COO	2 - 5 Min	No Cost

A

B

Import Flow for RO-RO Cargo (Port Klang)

No	Process Flow	Document	Process Time	Cost
13a	Assessment of goods by Senior Customs Officer to determine duties/ taxes payable which includes the following processes: A) Verification of particulars decalred against supporting documents B) Instruction for physical inspection if necessary C) Classification/ Valuation D) Approval/ Release	K1 Form Invoice Packing List Delivery Order Permit COO	20 - 30 Min	No Cost
13b	Physical inspection by Customs	K1 Form Packing List	Actual inspection 1 - 2 hour	
14	Forwarding agent pays import duty on behalf of Importer via: A) Electronic Fund Transfer (only available during banking hours) B) Duty Net (24 x 7 Days, through CIMB); (FSPG) C) Manual (through cheque or bank draft)	EFT Message: PAYORD CREMUL CREADV Manual: Bank draft or cheque	A) EFT 20-60Min (different from Bank to Bank) B) Duty Net: Real time Basis C) Manual: 30 Min	EFT Charges for EFT: RM8.00 per transaction Actual charge: RM15 per transaction
15	Customs receipts the K1 and Senior Customs officer signs off the K1 form to authorize release or cargo		2 - 5 Min	No Cost
16	FA will book transport to clear vehicles from yard & submit delivery list 1 day before vessel arrival to yard operator	Delivery List	Via email	No Cost
17	FA will pay port charges & yard storage charges upon collecting vehicle from yard Supporting document required is port pass/ Mykad for biometric verification	IID and Delivery list	30 Min	RM8/ day: car Others: depend on the volume and weight
18	FA will bring along IID and delivery list to be confirm by yard operator with chasis no of vehicle before botaining Gate Pass	IID and Delivery list	Depends on unit of of vehicles	
19	Yard operator will verify the delivery list and IID with chasis no of vehicles to be discharge before issuing Gate Pass for transport company	IID and Delivery List	Depends on unit of vehicles	
20	Port Police will check the chasis number of vehicles to be cleared with IID and delivery list before loading vehicles on truck	IID and Delivery List	Depends on unit of vehicles	No Cost
21	Trucking company will load vehicles and deliver to consignee premises	Gate Pass	Depends on unit of vehicles	

} **B**
} **C**
} **D**