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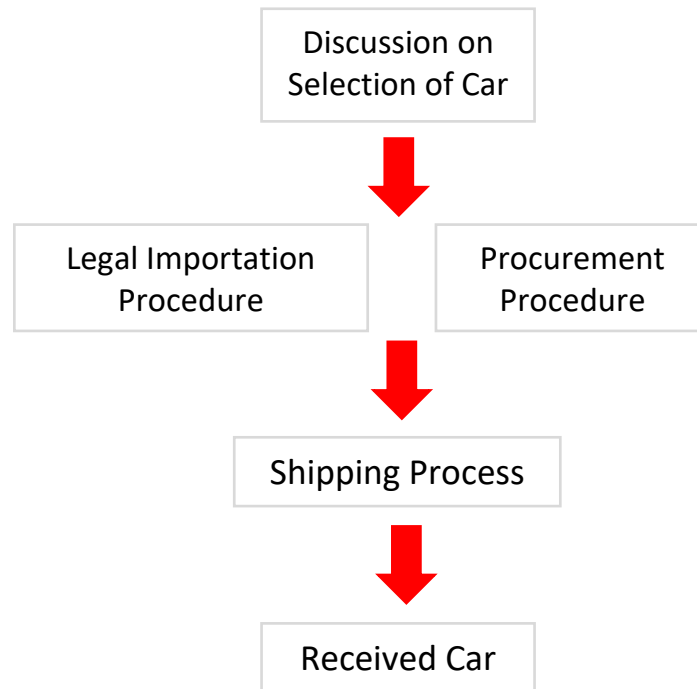
2021
2025

GUIDELINE FOR CAR IMPORTATION PROCEDURE

Version 1.0
October 2020

INTRODUCTION

ASEAN NCAP has conducted crash testing of cars since 2012 in various laboratories. As these laboratories are located in various countries, this document serves as a guideline on how to deliver the selected cars to the crash laboratories to be crash tested. This guideline applies to all passenger cars that are to be tested by ASEAN NCAP. The figure below shows the process flow of car importation to be delivered to a crash test facility.



LEGAL IMPORTATION PROCESS (FOR CRASH TEST AT MIROS PC3)

Import License for Motor Vehicles to Malaysia

In order to import a car to Malaysia, an application must be made to the Ministry of International Trade and Industry (MITI) for an Approved Permit (AP). An AP is an import and export license issued by the Permit Issuing Agencies (PIAs) under the Customs Act 1967. The car to be imported to Malaysia must be registered in the home country of the person/company applying the license. The following processes are some of the general guideline to apply for AP in Malaysia.

1. Submit an official government-to-government application letter (MIROS to MITI) expressing intention to import a car from an ASEAN country. Notify that the purpose is for research and development (R&D) i.e. crash testing of the imported vehicle. The flow chart for the application AP type (INQ), Permanent Import – Research & Development to MITI can be referred in Appendix I.
2. All applications must go through the DagangNet portal by submitting the following documents including the customs approval.
 - i) Forwarder company details.
 - ii) Original and photocopy of the vehicle registration documents.

- iii) Vehicle specifications.
 - iv) Insurance documents.
 - v) Proof of ownership of the car to be imported.
 - vi) Bill of lading document.
 - vii) Completed **JK69 Customs Clearance** document (Appendix II – Sample form of JK69).
3. Upon receipt of the approved JK69 Customs Clearance, apply for duties exemption from the Ministry of Finance. State that the reason of application is for research and development (i.e. ASEAN NCAP crash test). If the application for duties exemption is not approved, the required tax payment must be made in order to release the car. It should be noted that import duties can be higher than the value of the car.
 4. In the event that the application for duties exemption is approved, liaise with the assigned freight forwarding company to arrange for the shipment of the vehicle via sea freight from the origin country. Bring along the Customs Clearance Form JK69 with other approved documents for customs clearing (if any) at the specific port.
 5. Once the car arrives in Malaysia, the forwarding company will be responsible to release the car from the port of entry. Prior to its release, the car will be inspected by PUSKAPOM, the Malaysian vehicle inspection agency. The inspection is done on behalf of the Malaysian Customs Department. The bill of lading and AP must be presented during the inspection.
 6. Once the car has been inspected, import duties must be paid if no exemption was obtained. The amount of duty depends on the purchase price of the vehicle, the date it was first registered, the model, engine size, and the date of import. The vehicle will not be released from customs until the duty has been paid or cleared. For any updated information regarding the cost of importing a particular car, the Royal Malaysian Customs Department should be contacted directly.

SHIPPING PROCESS

In practice, the regulatory mechanisms of freight forwarders are almost similar. They have to ensure that the car is delivered on time and in perfect condition. However, different operators are often subject to different minimum requirements especially on the shipping process. The standard operating procedure (SOP) for transporting a vehicle via ocean freight is as follows.

1. Scheduling in advance – Schedule the shipping as far in advance as possible to meet the deadline. The test vehicle must reach MIROS Provisional CRASE Crash Centre (PC3) lab at least 1 week before the scheduled test.
2. Cleaning out the test vehicle – There should be no personal items in the test vehicle during transport. Failure to clear all belongings may result in additional fee imposed or cause a delay in the transport of the test vehicle.

3. Securing the test vehicle – The test vehicle must be carefully loaded and secured in the container. Refer to the images below for detailed understanding.

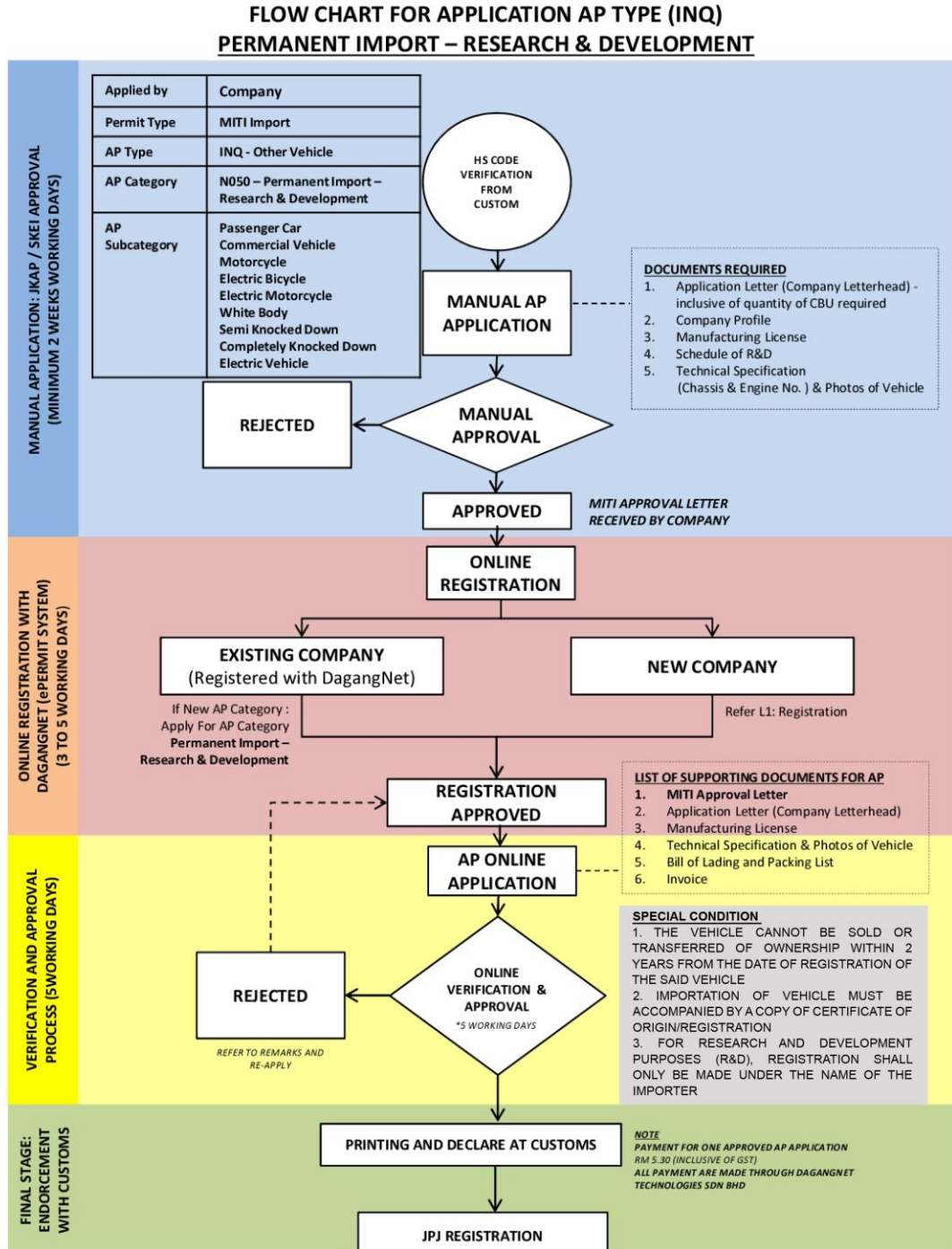


Figure 1.0: Securing the test vehicle

4. Inspecting the test vehicle and making a checklist – An important step in the transportation process is to do a thorough inspection of the test vehicle and present it to the ASEAN NCAP secretariat for acknowledgment before they take possession of the vehicle. It is also highly recommended to take photos of the car from all angles until the car has been delivered. This helps in making the insurance claim if there are any cosmetic damages to the test vehicle. A contract named the “bill of lading” will need to be signed by an ASEAN NCAP representative in the origin country once the vehicle has been loaded for shipment. Then, the document must be forwarded to ASEAN NCAP secretariat for Approval Permit (AP) application in Malaysia.
5. Transporting the test vehicle – The shipping process can take anywhere from several days to several weeks for delivery once it has been picked up and loaded onto the freight ship.
6. Delivering the test vehicle to the crash lab – The door-to-door delivery service allows for the test vehicle to be picked up from port of entry and delivered directly to the crash lab. A transport truck will be used during this purpose. MIROS PC3 lab crew may be required to meet the truck driver at a nearby location that can be agreed on by the driver.
7. The transport truck must also avoid any road that might have overhanging tree branches as the branches could damage the vehicle being transported. For the safety of the test vehicle, the truck driver must drive at appropriate speeds and choose a spacious area for the process of unloading. This will allow the driver to safely load or unload the test vehicle. The truck driver is responsible for the safety of the transported vehicles.
8. The test vehicle must arrive at MIROS PC3 lab in perfect condition.

APPENDIX I

Flow chart for AP INQ – R&D to MITI



APPENDIX II

Sample of JK69 Customs Clearance Form

ORIGINAL

JABATAN KASTAM DIRAJA MALAYSIA/ROYAL MALAYSIAN CUSTOMS DEPARTMENT PERMOHONAN UNTUK LESEN IMPORT/LESEN IMPORT/APPLICATION FOR IMPORT LICENCE/IMPORT LICENCE <small>JK 69 Rev.1/2000 CD 69 Rev.1/2000</small>						
Lesen ini dikeluarkan menurut peruntukan di bawah Perintah Kastam (Larangan Mengenal Import) 1998. This licence is issued in accordance with the Customs (Prohibition of Imports) Order 1998.						
JK 69	1. Konsainor (Nama dan Alamat) <i>Consignor (Name and Address)</i> PT. ABC GD. PERK PULOMAS I GD IV LT .2 R.11 JL. JEND A YANI NO 2 JAKARTA TIMUR Kod Konsainor/Consignor Code 9 . 0 4 . 1 . 8 2 . 4 0 8 9 8			6. Nama Pemohon/Name of Applicant DR. MOHD MANSUR BIN ALI		
	2. Konsaini (Nama dan Alamat) <i>Consignee (Name and Address)</i> MALYSIAN INSTITUTE OF ROAD SAFETY RESEARCH LOT 125-135 JALAN TKS 1 TAMAN KAJANG SENTRAL 43000 KAJANG SELANGOR MALAYSIA Kod Konsaini/Consignee Code eg: R.O.B./R.O.C. etc M I R O S			7. No. Kad Pengenalan/Passport/Identity Card/Passport No. 1 2 3 4 5 6 7 8 9 0 1 3		
3. Ajen Yang Diberi Kuasa (Nama dan Alamat) <i>Authorised Agent (Name and Address)</i> MALYSIAN SHIPPING AGENCIES SDN BHD LOT 6 JLN SULTAN MOHAMED 3 KAW.PERINDUSTRIAN SELAT KLANG UTARA BANDAR SULTAN SULEIMAN 42000 PELABOHAN Kod Ajen/Agent Code B F 0 1 4 9			8. Jawatan Pemohon/Designation of Applicant PEGAWAI PENYELIDIK (MIROS)			
4. Cara Pengangkutan/Mode of Transport 1. Laut/Maritime 2. Keretapi/Rail 3. Jalan Raya/Road 4. Udara/Air 5. Pos/Mail 6. Multimodel/Multimodal 7. Terpasang tetap/Fixed Installations 8. Perairan Tempatan/Inland Water 9. Tidak diketahui/Unknown 1			9. Negara Asal/Country of Origin FR 9a. Berasal Dari/Place of Origin FRPAR FRANCE Kod/Code PARIS Kod/Code			
5. Tujuan Import/Purpose of Import 1. Persendirian/Private 2. Perniagaan/Business 3. Penyelidikan/Research 4. Pameran/Exhibition 5. Lain-lain (nyatakan/others (Specify) 3			10. Dibawa Dari/Consigned From INDONESIA ID Kod/Code			
14. Bil. No. 15. Keterangan Penah Barangan/Description of Goods in Full PERMANENT IMPORT - RESEARCH & DEVELOPMENT; PASSENGER CAR - Vehicles are for MIROS R&D Crashtest; Chassis No. : MEEBBA001H6506213; Engine No. : E065657; Model No. : GOLD RXT 1.0 SCE (4X2) M/T; Year Manufactured : 2018; Make : XYZ; First Registration Date :			11. Pelabuhan/Tempat Import/Port/Place of Import PORT KELANG M Y P K G Kod/Code			
14. Bil. No. Tariff Kastam Malaysia/Malaysian Customs Tariff 16. No. Kod Tariff/Tariff Code No. 17. Unit Tariff/Tariff Unit 8703109000 UNIT 1			12. Lokasi (Kod Negeri dan Daerah) Location (Code for State and District) Kod/Code			
18. Kuantiti/Quantity 1			19. Harga Satu Unit H.I.T. (RM) Unit Cost C.I.F. (RM) 33339.60			
20. Jumlah Nilai H.I.T. (RM) Total Value C.I.F. (RM) 33339.60			13. Saya mengesahkan bahawa/ I certify that this declaration is true and complete Tarikh/Date 2 5 0 4 2 0 1 8 Tandatangan dan Cop Syarikat Pemohon/Signature and Company Stamp of Applicant			
UNTUK KEGUNAAN RASMI/FOR OFFICIAL USE						
22. Jabatan Pengeluar Lesen (Nama dan Alamat)/Licence Issuing Office (Name and Address) MIN. OF INTERNATIONAL TRADE & IND Kod/Code 1 4 1						
22. Syarat-syarat khas/Special conditions M004 - TIDAK BOLEH TUKAR MILIK DALAM TEMPOH 2 TAHUN DARI TARIKH PENDAFTARAN M023 - PENGIMPORAN KENDERAAN HENDAKLAH DISERTAKAN SALINAN CERTIFICATE OF ORIGIN/REGISTRATION M163 - PENDAFTARAN HANYA ATAS NAMA PENGIMPOR SAHAJA BAGI TUJUAN PENYELIDIKAN DAN PEMBANGUNAN (R&D)			23. No. Lesen/Licence No. N0000X0110567PG		24. No. Rujukan/Reference No. MITXXXXXXXXXXXXXXXXXX	
25. Tarikh Tamat/Date of Expiry 3 0 1 0 2 0 1 8			25a. Tarikh/Date 3 0 0 4 2 0 1 8 Tandatangan dan Cop Rasmi/Signature and Official Stamp b/p. Ketua Pengarah Kastam/for Director General of Customs			
26. Tarikh Dilanjutkan/Date Extended <input type="checkbox"/> Lanjutan/Extension <input type="checkbox"/> Pembatalan/Cancellation			27. No. Lesen Baru/New Licence No.			
28. Tarikh/Date <input type="checkbox"/>			Tandatangan dan Cop Rasmi/Signature and Official Stamp b/p. Ketua Pengarah Kastam/for Director General of Customs			
UNTUK KEGUNAAN JABATAN KASTAM - LESEN ASAL DAN SALINAN KASTAM HENDAKLAH DIISI FOR CUSTOMS DEPARTMENT USE - TO BE COMPLETED IN BOTH THE ORIGINAL AND CUSTOMS COPY						
29. Bil. No.	30. Nama Vessel/Penerbangan/Kenderaan Name of Vessel/Flight/Conveyance	31. Tarikh Import Date of Import	32. No. Borang Pengakuan Kastam Customs Declaration Form No.	33. Jumlah Import Total Import (Kuantiti/Quantity)	34. Baki Akan Diimport Balance to be Imported (Kuantiti/Quantity)	35. T/Tangan Pegawai Kastam Signature of Customs Officer

Nota: Pengakuan ini dikehendaki di bawah Perintah ini dan menurut Akta Kastam 1967/Note: This declaration is required under this Order and in accordance with Customs Act 1967

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