

PROCEDURE TO OBTAIN PREFERENTIAL TARIFF UNDER THE ASEAN-CHINA FREE TRADE AGREEMENT (ACFTA)

Step 1: Application for product cost analysis

1.1 Documents to be submitted:

1. Application letter;
2. Completed forms (BAK 1(a), BAK 1(b), BAK 1(c), BAK 1(d));
3. A certified true copy of Company Registration Certificate (Form 9 / Form D);
4. A certified true copy of raw material invoices;
5. Product sample/Catalogue/Picture;
6. Processing flow chart

1.2 Processing of the application is within 7 working days from the date of receipt of completed application.

Step 2: Endorsement of the Certificate of Origin (Form E)

2.1 Documents to be submitted:

a. Applications before shipment

- i. A copy of MITI's approval letter;
- ii. Completed Form E;
- iii. Commercial invoice;
- iv. Completed form BAK 1 (f);

b. Applications after shipment

- i. A copy of MITI's approval letter;
- ii. Completed Certificate of Origin Form (Form E);
- iii. Commercial invoice;
- iv. Bill of lading;
- v. Customs declaration form (K2);
- vi. Completed form BAK 1 (f);

*Note: Forms can be downloaded from MITI website www.miti.gov.my (download form) or obtained at MITI office/branch counters.

The Certificate of Origin Form (Form E) can be purchased at:

Federation of Malaysian Manufacturers (FMM)

Wisma FMM No. 3, Persiaran Dagang,
PJU 9, Bandar Sri Damansara,
52200 Kuala Lumpur
Tel. : 03-62761211
Fax. : 03-63411266

or

FMM Branch Offices in the respective states.

2.2 Endorsement of the Form E is within 2 working days from the date of receipt of completed application.

2.3 Applications for product cost analysis and endorsement of Form E should be submitted to:

Ministry of International Trade and Industry (MITI) Trade Cooperation and Industry Coordination Section

Ground Floor, (Service Counter), Block 10,
Government Offices Complex, Jalan Duta
50622 Kuala Lumpur
Tel.: 03-6203 4830
Fax.: 03-6201 3351

or

MITI Branch Offices in respective states.

2. WHERE TO SEEK ADVICE

For further information you may contact:

- **MITI's Service Counter at Ground Floor**
Trade Cooperation and Industry Coordination Section
Ministry of International Trade and Industry,
Block 10, Jalan Duta
50622 Kuala Lumpur

Tel : 03 - 6203 4829/ 4830

Fax : 03 - 6201 3351

Officer in-charge:

Mrs. Jamilah Bt. Hj. Hassan Tel : 03-6203 4807

Email : jamilah@miti.gov. my

Ms. Wong Pek Cheng Tel : 03-6203 4810

Email : wongpc@miti.gov. my

Mr. Mohamad Firdaus Abdul Hamid Tel : 03- 6203 4832

Email : m firdaus@miti.gov. my

- **Trade Cooperation and Industry Coordination Section at 2 nd Floor,**
Block 10, Jalan Duta
50622 Kuala Lumpur

Tel : 03 - 6203 4822

Fax : 03 - 6201 3012