

IMPORT PROCEDURE FOR TIMBER AND TIMBER PRODUCTS

1. Applicants must fill-in the Application Form For Import that can be downloaded from the MTIB website : www.mtib.gov.my or obtain the Form from the nearest MTIB Regional offices.
2. Working hours for issuing licence with MTIB Headquarters and MTIB Regional/State office :

MTIB Office	Day	Working Hours
Kuala Lumpur (Head Quarters), Klang, Butterworth, Kuantan	Mon -Thu	8.30 am – 4.30 pm Rest : 1.00 pm - 2.00 pm
	Fri	8.30 am – 4.30 pm Rest : 12.15 pm - 2.45 pm
Johor Bahru, Kota Bharu, Kuala Terengganu, Bukit Kayu Hitam	Sun -Wed	8.30 am – 4.30 pm
	Thu	8.30 am - 3.00 pm (Rest : 1.00 pm - 2.00 pm)
Closed on National and State Public Holiday		

3. All importers must be registered with MTIB in accordance to Act 105.
4. For registration of Sdn Bhd companies are required to submit :
 - (i) Completed Application Form For Import;
 - (ii) A copy of the Memorandum and Articles of Association, a copy of Form 24 (List of Shareholders) and a copy of Form 49 (List of Board of Directors); that has been approved; and
 - (iii) Letter of Oath that has been signed.

For registration of a sole proprietorship business/partnership are required to submit :

- (i) Completed Application Form For Import;
- (ii) A copy of Business Registration Certificate (Form D) under the Business Registration Act 1956 and Business Licence (Form B);
- (iii) A copy of Bank Account Statement for the three consecutive month (latest) that has been approved;.
- (iv) Letter of Oath that has been signed

For the importation of logs (including poles) and Baulks (item no. 5 - 11 applies).

5. Copies of sales agreement/supply contract made with oversea suppliers and certified by the Malaysian Embassy in the respective specified tropical countries (Thailand, Laos, Cambodia, Vietnam, Singapore, Papua New Guinea, Solomon Islands, Timor Leste) or the authorities/bodies/agencies recognised by the government of the respective country (Myanmar, Philippines) must be send to MTIB
6. Complete applications will be tabled to the Import & Export Committee Meeting. If approved, MTIB will issue a Letter of Approval to import for a period of one year from the date of letter issued and stated the quantity allowed to be import.
7. When receiving the consignment of logs and Baulks at the entry point or port or registered landing area, importers can apply for import license to any of the MTIB Regional/State offices and bring together the valid Import Approval Letter, original Certificate of Origin/Form D from the valid exporting country, invoice, packing lists and bill of lading. Also importers are required to submit any one of the legality documents mentioned in Item 26 in this procedure.
8. Importers are required to apply for physical inspection to MTIB for consignment of logs and Baulks.
9. MTIB will carried out physical inspection 100% on the import license and declaration of timber consignment as follows :
 - (i) For import license inspected, MTIB will carried out physical inspection at the timber consignment site and inspection result will either be approved or unapproved and for consignment that are offended will be taken action.
 - (ii) Consignment that are approved will be stamped "**Telah Diperiksa**" and importer will proceed for declaration to the Customs.
 - (iii) For physical inspection that are not approved, importers must make new completed declaration and MTIB will conduct full inspection. If the declaration still in error, action to confiscated the timber consignment will be taken.

10. Importers must comply with regulation that is enforced by the Department of Agriculture which requires an import permit for purpose of quarantine inspection and verification of the Phytosanitary Certificate and to provide timber scientific name.
11. Importers must also obtained approval from the State Forestry Department for payment of royalty and issuance of Forest Removal Replacement Pass.

For the importation of sawn timber, particle board, fibre board and plywood including similar laminated wood (item no. 12 - 16 applies)

12. Complete registration will be approved and MTIB will issue a Letter of Approval to import for a period of one year from the date of letter issued.
13. When receiving the consignment of sawn timber, particle board, fibre board and plywood including similar laminated wood at the entry point or port or registered landing area, importers can apply for import license (JK69) to any of the MTIB Regional/State offices and bring together the valid registration as Importer Letter, original Certificate of Origin/Form D from the valid exporting country, invoice, packing lists and bill of lading. Also importers are required to submit any one of the legality documents mentioned in Item 26 in this procedure.
14. Importers are required to apply for physical inspection to MTIB for consignment of plywood including similar laminated wood, particle board, fibre board and sawn timber.
15. MTIB will carried out physical inspection randomly on the import licence (JK69) and declaration of timber consignment as follows :
 - (i) For import licence (JK69) inspected, MTIB will carried out physical inspection at the timber consignment site and inspection result will either be approved or unapproved and for consignment that are offended will be taken action.
 - (ii) For physical inspection that are approved will be stamped "**Telah Diperiksa**" and importer will proceed for declaration to the Customs.
 - (iii) For import licence that are not inspected will be approved and stamped "**Diluluskan Tanpa Pemeriksaan Fizikal**". Importers can proceed for declaration to the Customs

- (i) For physical inspection that are not approved, importers must make new completed declaration and MTIB will conduct full inspection. If the declaration still in error, action to confiscated the timber consignment will be taken.

16. Importers must comply with regulation that is enforced by the Department of Agriculture which requires an import permit (if applicable) for purpose of quarantine inspection and verification of the Phytosanitary Certificate and to provide timber scientific name (for sawn timber only).

For the importation of mangrove piles (item no.17 - 23 apply)

17. Complete registration will be approved and MTIB will issue a Letter of Approval to import for a period of one year from the date of letter issued.
18. When receiving the consignment of mangrove piles at the entry point or port or registered landing area, the import company can apply for an import licence (JK69) to any of the MTIB Regional nearest offices and bring together the Import Approval Letter with invoice/manifest/receipt payment/packing lists/other information from the country of export, if available.
19. If completed, MTIB Regional offices will issue import licence (JK69) and stated the quantity allowed for import.
20. Importers must apply for physical inspection to MTIB for the mangrove piles consignment at the entry point or port or registered landing area gazetted by the Customs.
21. When receiving the consignment of mangrove piles at the entry point or port or registered landing area, importers are requested to submit the import licence (JK69) with relevant documents, if any, to the Customs to obtained the Customs Form No. 1.
22. MTIB and RMCD will performed the physical inspection together at their own convenience. If the declaration is correct and complete, MTIB will signed and make endorsement on the K1 Customs Form.
23. Importers must also obtained approval from the State Forestry Department for payment of royalty and issuance of Forest Removal Replacement Pass.

24. Starting **1 July 2017**, MTIB enforced the requirement for certifying on **legality** source on import of timber and timber products whereby **any one** of the documents are required to be presented during physical inspection besides other documents relevant that is :
- a) FLEGT license; or
 - b) Certificate of Timber Certification (PEFC, MTCS) ; or
 - c) Certificate of Voluntary Legality Scheme; or
 - d) Legality Document issued by recognized Agency/Body/Association related: or
 - e) Self-Declaration recognised by a Competent Third Party; or
 - f) Copy of Customs Declaration from exporting country.
25. For imports involving endangered wood species listed in the Third Schedule of Act 686, a CITES export permit from the exporting country must be submitted in advance to MTIB for verification from the relevant permit issuing country before MTIB issues CITES import permit.
26. The validity of import licence is **60 days** from the date issued.
27. The Customs will ensure that all requirements and regulations have been complied before giving clearance into Peninsular Malaysia and Federal Territory (Kuala Lumpur and Labuan).
28. Any businesses and enquiries related to importation can be forwarded to MTIB Headquarters and MTIB Regional offices at the following addresses:

MTIB Offices
Director of Licensing and Inspectorate Malaysian Timber Industry Board Level 13-17, Menara PGRM, No. 8 Jalan Pudu Ulu, Cheras 50728 KUALA LUMPUR Tel : 03 – 9282 2235 Fax : 03 – 9285 1744 Website : www.mtib.gov.my
Head MTIB Northern Region Malaysian Timber Industry Board No. 8, Jalan Todak 5 Pusat Bandar Sunway 13700 SEBERANG JAYA Pulau Pinang Tel : 04 - 3983358 Fax : 04 – 3998358

<p>Head MTIB Central Region Malaysian Timber Industry Board No. 29, Lorong Batu Nilam, 10-A, Bandar Bukit Tinggi 41200 KELANG Selangor Tel : 03 – 3324 3063 Fax : 03 – 3324 3753</p>
<p>Head MTIB Southern Region Malaysian Timber Industry Board No. 25-02, Jalan Bestari 1/4 Taman Nusa Bestari 81300 SKUDAI Johor Bharu Tel : 07 – 5116672 / 5116682 Fax : 07 – 5116787</p>
<p>Head MTIB Eastern Region Malaysian Timber Industry Board PT 436, Bandar Baru Tunjung Jalan Kuala Krai 15100 KOTA BHARU Kelantan Tel : 09 – 7483824 / 7481867 Fax : 09 – 7477343</p>
<p>Assistant Head MTIB Eastern Region Malaysian Timber Industry Board B-54, Jalan IM 3/10, BIM Point Bandar Indera Mahkota 25200 KUANTAN Pahang Tel : 09 – 5735062 / 5735063 Fax : 09 – 5735064</p>
<p>Assistant Head MTIB Eastern Region Malaysian Timber Industry Board 472-G, Jalan Kamaruddin 20400 KUALA TERENGGANU Terengganu Tel : 09 - 6262711 Fax : 09 – 6262712</p>

Issued by :

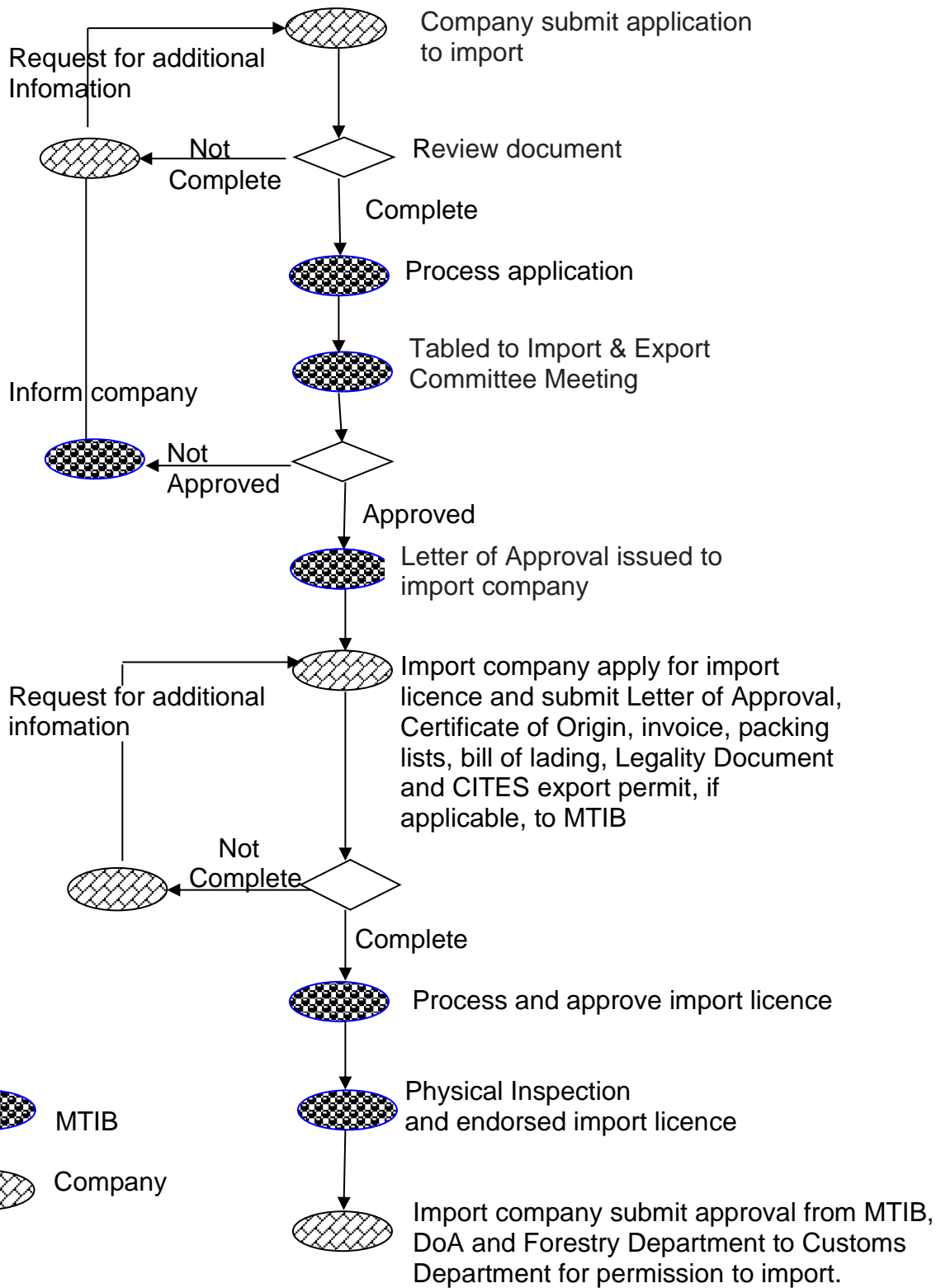
Malaysian Timber Industry Board

14 Ogos 2020

LIST OF TIMBER AND TIMBER PRODUCTS REQUIRING IMPORT LICENCE

No.	Description of Timber Products	Customs Code
1.	Logs; wood in the rough, whether or not stripped of its bark or merely roughed down; wood roughly squared or half-squared but not further manufactured; and baulks	4403
2.	Poles and piles of Bakau (<i>Rhizophora spp</i>)	4403 99 9000
3.	Sawntimber	4407
4.	Particle Board	4410
5.	Fibre Board	4411
6.	Plywood, veneered panel and similar laminated wood	4412

FLOW CHART
APPLICATION FOR IMPORT TIMBER AND TIMBER PRODUCTS
 (for logs (including poles) and Baulks only)



FLOW CHART
APPLICATION FOR IMPORTED WOOD AND WOOD PRODUCTS
(for mangrove piles, sawn timber, particle board, fibre board and plywood including similar laminated wood)

