### Distribution Control

<table>
<thead>
<tr>
<th>Company’s Name</th>
<th>Recipient’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Malaysian Customs Department</td>
<td>Project Management Office</td>
</tr>
<tr>
<td>Brilliance Information Sdn. Bhd.</td>
<td>Project Team</td>
</tr>
<tr>
<td></td>
<td>Project Library</td>
</tr>
</tbody>
</table>

### Deliverable Item

<table>
<thead>
<tr>
<th>Deliverable Item</th>
<th>Yes</th>
</tr>
</thead>
</table>

### Configuration Item

<table>
<thead>
<tr>
<th>Configuration Item</th>
<th>No</th>
</tr>
</thead>
</table>

### Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Issue</th>
<th>Change Description (Chapter/Section/Page Changes)</th>
<th>Created/Changed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>05.06.2015</td>
<td>0.1</td>
<td>First Draft</td>
<td></td>
<td>ICS</td>
</tr>
<tr>
<td>02.07.2015</td>
<td>1.0</td>
<td>First Issue</td>
<td>Implemented QC feedback.</td>
<td>ICS</td>
</tr>
<tr>
<td>29.09.2015</td>
<td>1.1</td>
<td>Second Issue</td>
<td>Implemented Brinfo’s feedback.</td>
<td>ICS</td>
</tr>
<tr>
<td>30.12.2016</td>
<td>1.2</td>
<td>Second Draft</td>
<td>Implemented Template changes and common UI changes referring to the uCustoms application from 03.10.2016 to 28.12.2016.</td>
<td>ICS</td>
</tr>
<tr>
<td>21.02.2017</td>
<td>1.2</td>
<td>Second Issue</td>
<td>implemented the following change requests referring to uCustoms application from 02.01.2017 to 20.02.2017:</td>
<td>ICS</td>
</tr>
</tbody>
</table>

- CRN0009 - Functional Unit Declaration.
- CRAPP0086 - Association of multiple declarations.
- CRN0017 - Tax Stamp and Sub Declaration process for Import of Cigarette and Liquor.
- CRN0018 - Cess Computation.
- CRN0019 - Port of Shipment field in Declaration module.
25.07.2017 1.2 Third Issue Implemented the following change requests referring to system from 03.07.2017 to 10.07.2017: ICS

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Document Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.03.05</td>
<td>SDS Phase 1 Declaration Module</td>
</tr>
</tbody>
</table>

References
Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Expansion</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRN</td>
<td>Business Registration Number</td>
</tr>
<tr>
<td>CIF</td>
<td>Cost, Insurance and Freight</td>
</tr>
<tr>
<td>CNI</td>
<td>Cost and Insurance</td>
</tr>
<tr>
<td>FOB</td>
<td>Free On-board</td>
</tr>
<tr>
<td>MRA</td>
<td>Mutual Recognition Agreement</td>
</tr>
<tr>
<td>NCC</td>
<td>National Clearance Center</td>
</tr>
<tr>
<td>PO</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>PCA</td>
<td>Principal Customs Area</td>
</tr>
<tr>
<td>RMS</td>
<td>Risk Management System</td>
</tr>
<tr>
<td>UOM</td>
<td>Unit of Measurement</td>
</tr>
</tbody>
</table>

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brinfo</td>
<td>Referring to Brilliance Information Sdn. Bhd.</td>
</tr>
<tr>
<td>ICS</td>
<td>Referring to Inspection and Control Services</td>
</tr>
<tr>
<td>JPJ</td>
<td>Referring to Malaysian Road Transport Department (Jabatan Pengangkutan Jalan Malaysia)</td>
</tr>
<tr>
<td>MicroClear®</td>
<td>Referring to MicroClear® System</td>
</tr>
<tr>
<td>uCustoms</td>
<td>Referring to uCustoms Application</td>
</tr>
</tbody>
</table>
Preface

About this Manual

This User Manual helps to understand and use the Declaration Module of uCustoms. It describes the features of Declaration Module, and explains the procedures to be followed for performing the system functions in the Declaration Module.

Prerequisites

The course assumes the attendees are to have basic knowledge on Customs operations and familiarity with the business terms related to Customs activities. Although this is not an absolute requirement, lack of basic Customs knowledge and familiarity may affect the learning rate of the course.

The uCustoms application is a standardized Web Application. Once the attendee learns the basic functions, using similar features will become easy and intuitive.

During the training, fictitious accounts will be provided for various type of users based on their specific roles.

Intended Users and their Roles

<table>
<thead>
<tr>
<th>Declaration Users</th>
<th>User Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trader or Forwarding Agent</td>
<td>1. Create Customs Declaration.</td>
</tr>
<tr>
<td></td>
<td>i. Create New Declaration.</td>
</tr>
<tr>
<td></td>
<td>2. Create Final Import – Normal Import Declaration.</td>
</tr>
<tr>
<td></td>
<td>i. View Declaration Dates.</td>
</tr>
<tr>
<td></td>
<td>ii. Associate Warehouse Out Forms.</td>
</tr>
<tr>
<td></td>
<td>iii. Associate Free Zone Declaration.</td>
</tr>
<tr>
<td></td>
<td>iv. View BL/AWB/WB Information.</td>
</tr>
<tr>
<td></td>
<td>v. View Consignee Details.</td>
</tr>
</tbody>
</table>
### Declaration

<table>
<thead>
<tr>
<th>Users</th>
<th>User Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>vi. View Transaction History.</td>
</tr>
<tr>
<td></td>
<td>vii. Upload Required Documents.</td>
</tr>
<tr>
<td></td>
<td>viii. View Rulings.</td>
</tr>
<tr>
<td></td>
<td>ix. Create Invoice Information.</td>
</tr>
<tr>
<td></td>
<td>x. Create Invoice Item Details.</td>
</tr>
<tr>
<td></td>
<td>xi. Associate Exemptions.</td>
</tr>
<tr>
<td></td>
<td>xii. Create Value Declaration Form (K1A).</td>
</tr>
<tr>
<td></td>
<td>xiii. Calculate Duty for Declaration.</td>
</tr>
<tr>
<td></td>
<td>xiv. Submit Declaration to Customs.</td>
</tr>
</tbody>
</table>

3. **Create Provisional – Master Provisional Import Declaration.**
   i. View Declaration Dates.
   ii. View Consignee Details.
   iii. View Transaction History.
   iv. Upload Required Documents.
   v. View Rulings.
   vi. Create Invoice Information.
   vii. Create Invoice Item Details.
   viii. Associate Exemptions.
   ix. Calculate Duty for Declaration.
   x. Submit Declaration to Customs.

4. **Create Final Import – Sub Declaration.**
   i. View Declaration Dates.
   ii. View BL/AWB/WB Information.
   iii. View Consignee Details.
   iv. View Transaction History.
   v. Upload Required Documents.
   vi. View Rulings.
   vii. Associate Tax Stamp.
   viii. Associate Invoice Information.
   ix. Associate Invoice Item Details.
   x. Calculate Duty for Declaration.
   xi. Submit Declaration to Customs.

5. **Create Final Export – Normal Export Declaration.**
   i. View Declaration Dates.
   ii. View Consignor Details.
   iii. View Transaction History.
   iv. Upload Required Documents.
   v. View Rulings.
   vi. Create Invoice Information.
<table>
<thead>
<tr>
<th>Declaration</th>
<th>User Role Description</th>
</tr>
</thead>
</table>
| Users       | vii. Create Invoice Item Details.  
|             | viii. Associate Exemptions.  
|             | ix. Calculate Duty for Declaration.  
|             | x. Submit Declaration to Customs.  |
| 6.          | Create Provisional – Export Provisional Declaration.  
|             | i. View Declaration Dates.  
|             | ii. View Consignor Details.  
|             | iii. View Transaction History.  
|             | iv. Upload Required Documents.  
|             | v. View Rulings.  
|             | vi. Create Invoice Information.  
|             | vii. Create Invoice Item Details.  
|             | viii. Associate Exemptions.  
|             | ix. Calculate Duty for Declaration.  
|             | x. Submit Declaration to Customs.  |
| 7.          | Create and Submit Exempted Vehicle Ownership Transfer.  |
| 8.          | Create Declaration Delegation.  |
| 9.          | Create Cancel Declaration Request.  |
| 10.         | Create and Submit Functional Units.  
|             | i. Request for Functional Unit Amendment.  |
| 11.         | Create and Submit Tax Stamp Purchase Order Request.  |
| 12.         | Associate Licensed or Registered Carriers.  |
| Port Operator    | 1. Acknowledge Goods for Declaration Cancellation Request by PO.  |
Typographical Conventions Used in Manual

The following table lists the typographical conventions used in this document.

<table>
<thead>
<tr>
<th>Formatting/Writing Convention</th>
<th>Type of Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons, Form names, List names, Section names, Subsection names, Column names, Menus, Submenus, Figure Numbers, and Cross References appear in Title Case and are bold-faced.</td>
<td>Commands and Screen elements. Example: On the Government Stakeholders submenu, click New.</td>
</tr>
<tr>
<td><strong>Note</strong>: &lt;text&gt;</td>
<td>Note refers to additional information related to the described content. Example: <strong>Note</strong>: Click the message count to navigate directly to the Inbox instead of viewing the message count details.</td>
</tr>
<tr>
<td><em>&lt;Field Name&gt;</em> - Italic</td>
<td>Field labels. Example: Enter the <em>Full Name</em>.</td>
</tr>
<tr>
<td><strong>&lt;Glossary Term&gt;</strong> - Bold, Title Case</td>
<td>Glossary terms. Example: <strong>Consignee</strong> – A person or company to whom commodities are shipped.</td>
</tr>
<tr>
<td>Enter and select</td>
<td>Example: Enter and select the name of the Country from where the Passport number is issued.</td>
</tr>
<tr>
<td>Split Image</td>
<td>If the image is long, then for better visibility of screen elements, the image is split into parts and the figure caption is added to the last part of the image.</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

GETTING STARTED ...................................................................................................................... 18
Logginng in .................................................................................................................................. 19
uCustoms Home Page .................................................................................................................. 23

UCUSTOMS USABILITY CONVENTIONS .............................................................................. 36

COMMON FEATURES ................................................................................................................. 38
Search ........................................................................................................................................... 38
Calendar ....................................................................................................................................... 39
Sort ............................................................................................................................................... 39
ScreenTip ...................................................................................................................................... 40
Link Repository ............................................................................................................................ 41
Common Icons in uCustoms .......................................................................................................... 41

1. DECLARATION ....................................................................................................................... 43
1.1 Roles and Functionality Matrix .............................................................................................. 44
1.2 Features in Declaration Module ............................................................................................. 45

A. Trader/Forwarding Agent ......................................................................................................... 49
1.3 Create Customs Declaration .................................................................................................... 49
1.3.1 Create New Declaration ....................................................................................................... 49

B. Import Bill ................................................................................................................................. 55
1.4 Create Final Import – Normal Import Declaration .................................................................. 55
1.4.1 View Declaration Dates ......................................................................................................... 63
1.4.2 Associate Warehouse Out Forms .......................................................................................... 64
1.4.3 Associate Free Zone Declaration ......................................................................................... 65
1.4.4 View BL/AWB/WB Information ............................................................................................. 67
1.4.5 View Consignee Details ......................................................................................................... 69
1.4.6 View Transaction History ...................................................................................................... 71
1.4.7 Upload Required Documents ................................................................................................ 71
1.4.8 View Rulings ........................................................................................................................ 75
1.4.9 Create Invoice Information .................................................................................................... 76
1.4.10 Create Invoice Item Details .................................................................................................. 84
1.4.11 Associate Exemptions ........................................................................................................... 98
1.4.12 Create Value Declaration Form (K1A) .................................................................................. 100
1.4.13 Calculate Duty for Declaration ............................................................................................ 107
1.4.14 Submit Declaration to Customs ............................................................................................ 110
1.5 Create Provisional – Master Provisional Import Declaration .................................................. 116
1.5.1 View Declaration Dates ......................................................................................................... 119
1.5.2 View Consignee Details ........................................................................................................ 119
1.5.3 View Transaction History ................................................................................................... 120
1.5.4 Upload Required Documents .......................................................... 120
1.5.5 View Rulings ................................................................................. 120
1.5.6 Create Invoice Information ............................................................. 120
1.5.7 Create Invoice Item Details ............................................................. 120
1.5.8 Associate Exemptions ................................................................. 121
1.5.9 Calculate Duty for Declaration ....................................................... 121
1.5.10 Submit Declaration to Customs .................................................... 123

1.6 Create Final Import – Sub Declaration .................................................. 128
1.6.1 View Declaration Dates ................................................................. 132
1.6.2 View BL/AWB/WB Information ....................................................... 132
1.6.3 View Consignee Details ............................................................... 133
1.6.4 View Transaction History ............................................................. 133
1.6.5 Upload Required Documents .......................................................... 133
1.6.6 View Rulings ................................................................................. 133
1.6.7 Associate Tax Stamp .................................................................... 133
1.6.8 Associate Invoice Information ....................................................... 134
1.6.9 Associate Invoice Item Details ....................................................... 135
1.6.10 Calculate Duty for Declaration ...................................................... 138
1.6.11 Submit Declaration to Customs ..................................................... 140

C. Export Bill ......................................................................................... 144

1.7 Create Final Export – Normal Export Declaration .................................... 144
1.7.1 View Declaration Dates ................................................................. 148
1.7.2 View Consignor Details ............................................................... 148
1.7.3 View Transaction History ............................................................. 148
1.7.4 Upload Required Documents .......................................................... 148
1.7.5 View Rulings ................................................................................. 149
1.7.6 Associate/View Shipment Note ....................................................... 149
1.7.7 Create Invoice Information ............................................................. 152
1.7.8 Create Invoice Item Details ............................................................ 153
1.7.9 Associate Exemptions ................................................................. 153
1.7.10 Calculate Duty for Declaration ..................................................... 154
1.7.11 Submit Declaration to Customs ..................................................... 156

1.8 Create Provisional – Export Provisional Declaration ................................ 160
1.8.1 View Declaration Dates ................................................................. 163
1.8.2 View Consignor Details ............................................................... 163
1.8.3 View Transaction History ............................................................. 163
1.8.4 Upload Required Documents .......................................................... 163
1.8.5 View Rulings ................................................................................. 164
1.8.6 Create Invoice Information ............................................................ 164

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
1.8.7  Create Invoice Item Details ................................................................. 165
1.8.8  Associate Exemptions ........................................................................ 165
1.8.9  Calculate Duty for Declaration .............................................................. 166
1.8.10 Submit Declaration to Customs .............................................................. 166
1.9  Create and Submit Exempted Vehicle Ownership Transfer ...................... 171
1.10  Create Delegate Declaration .................................................................. 178
1.11  Create Cancel Declaration Request ......................................................... 181
1.12  Create and Submit Functional Unit ............................................................ 184
1.12.1 Request for Functional Unit Amendment ............................................... 191
1.13  Create and Submit Tax Stamp Purchase Order Request .......................... 195
1.14  Associate Licensed/Registered Carriers .................................................... 202
1.15  View Document Review Requests ............................................................. 205
D.  Warehouse Operator .................................................................................. 208
1.16  Acknowledge Goods for Declaration Cancellation Request ..................... 208
E.  Port Operator ............................................................................................. 210
1.17  Acknowledge Goods for Declaration Cancellation Request by PO .......... 210
1.18  Module Summary ..................................................................................... 212
QUICK REFERENCE ....................................................................................... 216
GLOSSARY ....................................................................................................... 224
INDEX ............................................................................................................... 226

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
LIST OF TABLES

Table 1.1-1: Roles and Functionality Matrix ................................................................. 44
Table 1.4-1: Customs Declaration – Normal Import Declaration – Create ......................... 59
Table 1.4-2: Upload Documents ....................................................................................... 73
Table 1.4-3: Invoice Information – Create ................................................................... 80
Table 1.4-4: Invoice Item Details – Create .................................................................. 89
Table 1.5-1: Customs Declaration – Provisional – Master Provisional Declaration – Create ...... 118
Table 1.6-1: Customs Declaration – Final Import – Sub Declaration – Create .................... 131
Table 1.6-2: Invoice Item Detail – Partial Items Associate .............................................. 137
Table 1.7-1: Customs Declaration – Normal Export Declaration – Create ......................... 146
Table 1.8-1: Customs Declaration – Export Provisional Declaration – Create ..................... 162
Table 1.9-1: Exempted Vehicle Ownership Transfer Form – Create ................................. 173
Table 1.10-1: Declaration Delegation Form – Create ...................................................... 179
Table 1.11-1: Cancel Declaration Request – Create ......................................................... 182
Table 1.12-1: Functional Unit Form – Create .................................................................. 185
Table 1.12-2: Reference Item List – Save ......................................................................... 188
Table 1.13-1: Tax Stamp Purchase Order Request Form – Create .................................... 196
Table 1.13-2: Application Details Form – Create ............................................................ 198
## LIST OF FIGURES

| Figure 1.3-1: | Customs Declaration List .......................................................................................................................... 50 |
| Figure 1.3-2: | Customs Declaration – Consignee Field .......................................................................................................... 51 |
| Figure 1.3-3: | Customs Declaration – Declaration Type ......................................................................................................... 51 |
| Figure 1.3-4: | Customs Declaration – Import Bill – Sub Type ................................................................................................ 52 |
| Figure 1.3-5: | Customs Declaration – Export Bill – Sub Type ................................................................................................ 52 |
| Figure 1.3-6: | Customs Declaration – Transit Sub Type ......................................................................................................... 52 |
| Figure 1.3-7: | Customs Declaration – Final Import – Transaction Type .............................................................................. 53 |
| Figure 1.3-8: | Customs Declaration – Provisional – Transaction Type .................................................................................. 53 |
| Figure 1.3-9: | Customs Declaration – Final Export – Transaction Type ............................................................................. 53 |
| Figure 1.3-10: | Customs Declaration – Provisional – Transaction Type ................................................................................ 53 |
| Figure 1.3-11: | Customs Declaration – Transit – Transaction Type ....................................................................................... 53 |
| Figure 1.3-12: | Customs Declaration – New .............................................................................................................................. 54 |
| Figure 1.4-1: | Customs Declaration – Normal Import Declaration – New ........................................................................... 56 |
| Figure 1.4-2: | Customs Declaration – Normal Import Declaration – Create ....................................................................... 56 |
| Figure 1.4-3: | Bill of Lading List – Select ............................................................................................................................ 58 |
| Figure 1.4-4: | Customs Declaration – Normal Import Declaration – Draft Created ............................................................. 60 |
| Figure 1.4-5: | Customs Declaration – Normal Import Declaration – Link Repository .......................................................... 61 |
| Figure 1.4-6: | Customs Declaration – Normal Import Declaration – View Declaration Dates ............................................ 63 |
| Figure 1.4-7: | Date Details – Pop-up Window ...................................................................................................................... 63 |
| Figure 1.4-8: | Declaration Warehouses – Associate ............................................................................................................. 64 |
| Figure 1.4-9: | Warehouses – Save Selection ......................................................................................................................... 65 |
| Figure 1.4-10: | Declaration Warehouses – Associated .......................................................................................................... 65 |
| Figure 1.4-11: | Declaration Free Zone List – Associate ........................................................................................................ 66 |
| Figure 1.4-12: | Free Zone List – Save Selection .................................................................................................................... 66 |
| Figure 1.4-13: | Declaration Free Zone List – Associated ...................................................................................................... 66 |
| Figure 1.4-14: | Bill of Lading Information ............................................................................................................................ 68 |
| Figure 1.4-15: | Bill of Lading Line Information Form ........................................................................................................ 69 |
| Figure 1.4-16: | Organization Details – Pop-up Window .......................................................................................................... 70 |
| Figure 1.4-17: | Declaration History List ................................................................................................................................ 71 |
| Figure 1.4-18: | Upload Documents Form .................................................................................................................................. 72 |
| Figure 1.4-19: | Uploaded Document List .................................................................................................................................. 73 |
| Figure 1.4-20: | Uploaded Documents List – Delete ................................................................................................................ 74 |
| Figure 1.4-21: | Delete Confirmation ............................................................................................................................................ 75 |
| Figure 1.4-22: | Declaration Rulings Details ............................................................................................................................ 75 |
| Figure 1.4-23: | Customs Declaration – Normal Import Declaration – Invoice Details ......................................................... 76 |
| Figure 1.4-24: | Invoice Information – Create .......................................................................................................................... 77 |
| Figure 1.4-25: | Customs Declaration – Normal Import Declaration – Invoice Details Created ............................................. 80 |

---

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Figure 1.4-26: Customs Declaration – Normal Import Declaration – Open Invoice Information . 81
Figure 1.4-27: Invoice Information – Items Information List .......................................................... 82
Figure 1.4-28: Invoice Information – View/Edit Freight Details Link ............................................. 83
Figure 1.4-29: View/Edit Freight Details – Save ........................................................................... 84
Figure 1.4-30: Customs Declaration – Invoice Details – Add Item .............................................. 84
Figure 1.4-31: Invoice Item Detail – Create ..................................................................................... 85
Figure 1.4-32: Invoice Item Details – Created ................................................................................ 90
Figure 1.4-33: Invoice Item Detail – Link Repository ...................................................................... 92
Figure 1.4-34: Bill of Lading Lines List – Associate ....................................................................... 93
Figure 1.4-35: Bill of Lading Lines List – Save ............................................................................. 94
Figure 1.4-36: Bill of Lading List – Disassociate ............................................................................. 95
Figure 1.4-37: Confirm Disassociate ............................................................................................... 96
Figure 1.4-38: Rulings Details – Associate ..................................................................................... 96
Figure 1.4-39: Rulings Details – Save Selection .............................................................................. 96
Figure 1.4-40: Rulings Details – Save .............................................................................................. 96
Figure 1.4-41: Declaration Rulings Details – Disassociate ............................................................... 97
Figure 1.4-42: Confirm Disassociate ............................................................................................... 97
Figure 1.4-43: Detailed Specifications – Pop-up Window ................................................................. 98
Figure 1.4-44: Invoice Item Detail – Exemptions Associate ............................................................. 98
Figure 1.4-45: Exemptions – Save Selection ..................................................................................... 99
Figure 1.4-46: Invoice Item Details – Exemptions Associated ........................................................ 99
Figure 1.4-47: Exemptions – Disassociate .......................................................................................100
Figure 1.4-48: Confirm Disassociate ...............................................................................................100
Figure 1.4-49: Invoice Information – Value Declaration Form K1A ............................................ 101
Figure 1.4-50: Value Declaration Form (K1A) – Create ................................................................. 102
Figure 1.4-51: Value Declaration Form (K1A) – Submit ................................................................. 104
Figure 1.4-52: Value Declaration Form (K1A) – Submitted .............................................................. 106
Figure 1.4-53: Customs Declaration – Normal Import Declaration – Calculate Duty ............ 107
Figure 1.4-54: Customs Declaration – Normal Import Declaration – Duty Details icon ......... 108
Figure 1.4-55: Duty Details – Pop-up Window ............................................................................... 108
Figure 1.4-56: Customs Declaration – Normal Import – Declaration Duties Details Link ......... 109
Figure 1.4-57: Item Duty Details – Pop-up window ....................................................................... 109
Figure 1.4-58: Customs Declaration – Normal Import Declaration – Submit to Customs ....... 111
Figure 1.4-59: Declaration – Confirmation ..................................................................................... 111
Figure 1.4-60: Normal Import Declaration – PDF format ............................................................ 113
Figure 1.4-61: Declaration List ........................................................................................................ 115
Figure 1.4-62: View Declaration Status ......................................................................................... 116
Figure 1.5-1: Customs Declaration – Master Provisional Declaration – New ....................... 117
Figure 1.5-2: Customs Declaration – Master Provisional Declaration – Create .................... 117

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Figure 1.7-13: Duty Details – Pop-up Window ............................................................... 155
Figure 1.7-14: Customs Declaration – Normal Export Declaration – Submit to Customs ... 156
Figure 1.7-15: Declaration Confirmation .................................................................... 157
Figure 1.7-16: Normal Export Declaration – PDF Format ....................................... 159
Figure 1.8-1: Customs Declaration – Export Provisional Declaration – New ............. 161
Figure 1.8-2: Provisional – Export Provisional Declaration – Create ....................... 161
Figure 1.8-3: Customs Declaration – Export Provisional Declaration – Draft Created .... 162
Figure 1.8-4: Customs Declaration – Export Provisional Declaration – Link Repository ... 163
Figure 1.8-5: Declaration Rulings Details .................................................................... 164
Figure 1.8-6: Customs Declaration – Export Provisional Declaration – Invoice Details Created ... 166
Figure 1.8-7: Customs Declaration – Export Provisional Declaration – Submit to Customs ... 167
Figure 1.8-8: Declaration – Confirmation .................................................................... 167
Figure 1.8-9: Customs Declaration – Export Provisional Declaration – Print Declaration .... 168
Figure 1.8-10: Export Provisional Declaration – PDF Format .................................. 170
Figure 1.9-1: Exempted Vehicles Ownership List .................................................... 172
Figure 1.9-2: Exempted Vehicle Ownership Transfer Form – Create ....................... 172
Figure 1.9-3: Exempted Vehicle Ownership Transfer Form – Draft Created............... 173
Figure 1.9-4: Exempted Vehicle Ownership Transfer Form – Link Repository ............ 174
Figure 1.9-5: Invoice Details – Pop-up window ......................................................... 175
Figure 1.9-6: Exempted Vehicle Ownership Transfer Form – Calculate Duty ............ 176
Figure 1.9-7: Exempted Vehicle Ownership Transfer Form – Confirmation Check box ... 177
Figure 1.9-8: Exempted Vehicle Ownership Transfer Form – Submit to Customs ...... 177
Figure 1.9-9: Declaration – Confirmation .................................................................... 178
Figure 1.10-1: Declaration Delegation List .................................................................. 179
Figure 1.10-2: Declaration Delegation Form – Create .............................................. 179
Figure 1.10-3: Declaration Delegation Form – View Declaration Details Link ............. 180
Figure 1.10-4: Customs Declaration – Normal Import Declaration Details ............... 180
Figure 1.10-5: Declaration Delegation Form – Delegate ............................................ 180
Figure 1.10-6: Declaration Delegation – Delegated ................................................... 181
Figure 1.11-1: Cancel Declaration Request List ....................................................... 181
Figure 1.11-2: Cancel Declaration Request – Create .............................................. 182
Figure 1.11-3: Cancel Declaration Request – Submit .............................................. 182
Figure 1.11-4: Cancel Declaration Request – Requested For Cancellation ............... 183
Figure 1.12-1: Functional Unit List ........................................................................... 184
Figure 1.12-2: Functional Units Form – Create ....................................................... 184
Figure 1.12-3: Functional Unit Form – Created ....................................................... 186
Figure 1.12-4: Reference Item List – Save ............................................................... 187
Figure 1.12-5: Functional Unit Form – Customs Station List Associate .................... 188
Figure 1.12-6: Available Customs Stations – Save Selection ..................................... 189
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
GETTING STARTED

Registered user can login to uCustoms by entering the Customs URL in the address bar of the web browser.

The RMCD home page appears as shown below:
Logging in

To login to uCustoms:

1. On the RMCD home page, click uCUSTOMS as shown below.

   ![Login to uCustoms](image)

   Or

2. On the RMCD portal, select eSERVICES menu and then click uCustoms as shown below.
3. On the uCustoms home page, click Login as shown below.
Portal uCustoms page appears as shown below.

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
4. Click the **External Stakeholders** logo to sign in as an External User.

The following **RMCD** sign in page appears.
5. Enter the Login ID for example, jpatil@agility.com.

6. Enter the Password.

7. Click Sign in.

If the Stakeholder (Individual or Organization) is registered with only one Login ID, then after login, the uCustoms home page appears as shown below.

If the Stakeholder is registered with more than one organization, or if the Login ID is the same for an Individual or Organization Stakeholder, then the following Organization Selection form appears.

8. Select the Organization / Individual Name and Default User Profile from the respective drop-down lists and click Continue to proceed to the uCustoms home page.

uCustoms Home Page

The uCustoms home page is shown below.
The uCustoms home page features are listed below:

- My Profile,
- Sub Module,
- Sign out,
- User Details,
- Menu Bar,
- Mailbox,
- Page Navigation, and
- Items per List.

I. My Profile

On the home page, click "My Profile" to view additional options, such as Preferences, Edit Profile and the option to switch languages as shown below.
Preferences

To edit the preferences:

1. Click PREFERENCES.

2. If the Ports and Customs Stations are not associated during uCustoms Registration, then the Preferences pop-up window appears as shown below.

   ![Preferences Window](image)

   Note: On clicking Save and Close, the selected preferences would be affected.

   ![Save and Close Options](image)

If the Stakeholder (Individual or Organization) selects default Ports and Customs Stations during uCustoms Registration, then the Preferences pop-up window appears as shown below.

The Preferences pop-up window appears as shown below.

![Preferences Window](image)

   Note: On clicking Save and Close, the selected preferences would be affected.

   ![Save and Close Options](image)

3. Select the Default Port, Port Type, Default Customs Station and Default User Profile as required, from the respective drop-down lists.
4. Click **Save and Close**.

**Edit Profile** – This link allows user to view and / or edit the profile-related details. To edit the profile details:

5. Click **EDIT PROFILE**.

6. Make the required changes in the respective **Registration Form**.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
7. Click **Save**.

The profile changes are saved successfully.

**Switch Language:** By default, the application’s content appears in English (EN). To view the content in Bahasa Melayu, click **BM**.

II. **Sub Module**

This includes the **MYCOO** link.

III. **Sign Out**

Click **SIGN OUT** to sign out of uCustoms.

IV. **User Details**

The User details display the Login ID, associated Port (if any), and the User Profile as shown below.

User: panship@pos.com.my
Port: Port Klang (Pelabuhan Klang) | User profile: Shipping Agent

**User** – Displays the logged in user’s ID.

**Port** – Displays the Port, if the Port is associated to the logged in user.

**User profile** – The user’s role is displayed based on the profile configuration.

V. **Menu Bar**

To access a menu:

- Click the particular menu on the menu bar as shown below.
Or

- Click ⬤ to view the pictorial list of menus accessible to the profile as shown below.

![Menu List](image)

On the home page, click ⬤ to hide the header as shown below.

![Home Page](image)

The home page appears as shown below.

![Home Page](image)

**Note**: To view the header again, click ✅.

**Submenu**

To access a submenu:

- Click the menu to view the list of submenus in an expandable list as shown below and then click the submenu.

![Submenu List](image)
VI. Mailbox

Mailbox allows user to view all the messages received from and sent to other uCustoms users.

On the home page, click to view the Mailbox options as shown below.

Inbox

- Inbox is displayed by default on the Home page once the user logs in to uCustoms. Whenever a new message is received or sent, system displays an alert as shown below.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
- Click to collapse the Notification Modules List.

- In the Message Group, click to view the details such as the number of Read messages, Unread messages, Pending Task, Completed Task and the Total count of Read and Unread messages as shown below.

- Click to collapse the Message Group details.
Inbox Notifications

- The messages received are grouped as per different Message Types.
- Clicking the Message Group flips and shows the Message Count for each Message Type, which includes details such as the number of messages received on that day, the number of Read messages, Unread messages, Pending Task, Completed Task and the Total count of Read and Unread messages as shown below.

- Click the message count to view the messages received in the message group as shown below.

- To view the message details, click 

  The Message Details appears as shown below.

- Click Back to navigate back to the Inbox.
• In the **Inbox** click the **Reference** to navigate to the relevant form and view further details or perform an action.

**Sent Items**

To view sent messages, click 💌 and then click **Sent Items**. The **Sent Items Notifications** appear as shown below.

![Sent Items Notifications]

**VII. Page Navigation**

uCustoms displays ten (10) records per page, with the rest of the records displayed on the remaining pages. While navigating through the record pages, page navigation links will appear which are located below the list of records. Click ➡️ to move to the next page, or ⬅️ to navigate to the previous page. To navigate to first page of the records list, click ⬅️ and to navigate to last page of the records list, click ➡️. To directly navigate to a page, enter the page number and then press TAB.
VIII. **Items per List**

The number of items listed per page can be selected from the drop-down list. The page refreshes with the selected number of items.
UCUSTOMS USABILITY CONVENTIONS

The common conventions used in uCustoms are explained in this section. The following table lists the common features of uCustoms:

<table>
<thead>
<tr>
<th>Identification</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the Module</td>
<td>Used to identify the module or menu name. The module name is highlighted when any process within its sub-module is being executed. A menu bar is located below the uCustoms logo on the home page. The menu bar shows all the modules accessible to the user.</td>
</tr>
<tr>
<td>Identify Submenu</td>
<td>Used to identify the submenu. The submenu bar is displayed as an expandable list below the menu bar. All the</td>
</tr>
</tbody>
</table>
### Identification and Description

Submenus available in a particular menu are displayed on clicking that menu.

#### View/edit record details

To view or edit any record details, click corresponding to the particular record.

#### Identify page or screen

Any page header or screen title indicates the page or screen name. The sections on the page are also seen in the above image. The section header shows the section name.
COMMON FEATURES

uCustoms includes some common features across all modules. Functions for these features are same throughout the application. These common features are grouped and described with their functions below.

Search

uCustoms allows searching for a particular record by entering the keyword(s) associated with that record. User can search a record by entering the keyword(s) in the Search window located on the left side of the submenu, main list or sub list.

To search:

- Enter or select any or all the search parameters in the respective search fields and click Search.

The search results appear which help the user to easily navigate to the required record.

- Click Reset Search to clear the search parameters and reset the list or sub list.

To perform a smart search (i.e. search by entering partial characters):
- In % fields, enter the values followed by ‘%’.
- In = fields, enter or select the exact values.
- In calendar fields, filter the records by selecting the date from the calendar.

**Calendar**

Calendar helps to fetch the records based on the selected Day, Month, and Year. The downward pointing arrow icon on the calendar helps the user to select the required year and month.

![Calendar Image]

**Note:** By default, the current date is highlighted in the calendar.

**Sort**

Sort function in uCustoms enables the user to sort the records in ascending or descending order. Click the column heading in a list to sort the records.
ScreenTip

ScreenTip is provided in some of the forms to help the user to understand the type of characters to be used in that field as shown below.

The screen tip can also be used to indicate certain validations as shown below.

ToolTip

ToolTip helps the user to view the names of controls used across the application. Rest the mouse on the controls to view its details as shown below.
Link Repository

The Link Repository helps to view all the links associated to the current form page or section. To navigate to the Link Repository, click Link Repository icon. The link(s) associated to that form page or section is displayed in an expandable list as shown below.

To add details in a link, click the link. The corresponding pop-up window appears.

Common Icons in uCustoms

Following are the common icons in uCustoms:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>📝</td>
<td>Open icon: Used to open a record.</td>
</tr>
<tr>
<td>📝+</td>
<td>New icon: Used to create a new record.</td>
</tr>
<tr>
<td>📝</td>
<td>Link Repository icon: Consists of all the links associated to the module.</td>
</tr>
<tr>
<td>🔍</td>
<td>Smart search: Used to perform a smart search by entering partial characters.</td>
</tr>
<tr>
<td>≡</td>
<td>Exact search: Used to perform exact search by selecting or entering the exact details.</td>
</tr>
<tr>
<td>📅</td>
<td>Calendar icon: Used to open the calendar window to select a date.</td>
</tr>
<tr>
<td>✂️</td>
<td>Close icon: Used to close a window.</td>
</tr>
<tr>
<td>←</td>
<td>Navigation icon: Used to navigate to the first page of the list or sub list.</td>
</tr>
<tr>
<td>←</td>
<td>Navigation icon: Used to navigate to the previous page of the list or sub list.</td>
</tr>
<tr>
<td>→</td>
<td>Navigation icon: Used to navigate to the next page of the list or sub list.</td>
</tr>
<tr>
<td>→</td>
<td>Navigation icon: Used to navigate to the last page of the list or sub list.</td>
</tr>
<tr>
<td>⬅️</td>
<td>Navigation icon: Used to navigate to the beginning of the form.</td>
</tr>
<tr>
<td>☑️</td>
<td>Associate icon: Used to associate record(s).</td>
</tr>
<tr>
<td>☑️</td>
<td>Disassociate icon: Used to disassociate record(s).</td>
</tr>
<tr>
<td>☑️</td>
<td>Save icon: Used to save the details.</td>
</tr>
<tr>
<td>☑️</td>
<td>Save Selection icon: Used to save the selected records for association.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Delete icon" /></td>
<td>Delete icon: Used to delete record(s).</td>
</tr>
<tr>
<td><img src="image" alt="Duty Details icon" /></td>
<td>Duty Details icon: Used to view the applicable duties and taxes.</td>
</tr>
<tr>
<td><img src="image" alt="Download icon" /></td>
<td>Download icon: Used to download sample documents.</td>
</tr>
<tr>
<td><img src="image" alt="Download Template icon" /></td>
<td>Download Template icon: Used to download the template.</td>
</tr>
<tr>
<td><img src="image" alt="Search icon" /></td>
<td>Search icon: Used to search items in a list.</td>
</tr>
<tr>
<td><img src="image" alt="ScreenTip icon" /></td>
<td>ScreenTip icon: Used to provide additional information about a field.</td>
</tr>
<tr>
<td><img src="image" alt="Tooltip icon" /></td>
<td>Tooltip icon: Used to provide additional information about a field.</td>
</tr>
<tr>
<td><img src="image" alt="Collapse Form icon" /></td>
<td>Collapse Form icon: Used to collapse a form.</td>
</tr>
<tr>
<td><img src="image" alt="Expand Form icon" /></td>
<td>Expand Form icon: Used to expand a form.</td>
</tr>
<tr>
<td><img src="image" alt="Collapse List icon" /></td>
<td>Collapse List icon: Used to collapse a list.</td>
</tr>
<tr>
<td><img src="image" alt="Expand List icon" /></td>
<td>Expand List icon: Used to expand a list.</td>
</tr>
</tbody>
</table>
1. DECLARATION

The Customs Declaration module enables Traders or Forwarding Agents to request and obtain the necessary Customs clearance for their goods. For every electronically submitted goods declaration document, the data is validated and verified; and errors if any, are conveyed to the users.

Traders or Forwarding Agents can file import and export declarations, associate required documents with declarations, add invoice and invoice items, associate permits, exemptions, and trade agreements with invoice items, calculate duties or taxes and submit the declaration to Customs. The Declarant receives the declaration status updates in their Inbox.

The payments are collected from the approved declarations. After collecting the payments, goods are released for the declaration, and then exit release for the goods is issued and finally the declaration is closed. The respective Inspection Department Officers release the declarations which undergo inspection. Once the declaration is released, Exit Gate Pass (Release Receipt) is issued and the goods are released.
1.1 Roles and Functionality Matrix

Following is the mapping of the different roles to the activities they perform:

<table>
<thead>
<tr>
<th>Roles</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Final Import – Normal Import Declaration</td>
</tr>
<tr>
<td>Trader</td>
<td>✓</td>
</tr>
<tr>
<td>Forwarding Agent</td>
<td>✓</td>
</tr>
</tbody>
</table>

Table 1.1-1: Roles and Functionality Matrix
1.2 Features in Declaration Module

The features available in Declaration module include:

- Create Customs Declaration.
  - Create New Declaration.
- Create Final Import – Normal Import Declaration.
  - View Declaration Dates.
  - Associate Warehouse Out Forms.
  - Associate Free Zone Declaration.
  - View BL/AWB/WB Information.
  - View Consignee Details.
  - View Transaction History.
  - Upload Required Documents.
  - View Rulings.
  - Create Invoice Information.
    - Open Invoice Information.
    - View or Edit Freight Details.
  - Create Invoice Item Details.
    - Associate Bill Line Items.
    - Associate Rulings.
    - View Detailed Specifications.
  - Associate Exemptions.
  - Create Value Declaration Form (K1A).
  - Calculate Duty for Declaration.
    - View Declaration Duties Details.
  - Submit Declaration to Customs.
• Create Provisional – Master Provisional Import Declaration.
  o View Declaration Dates.
  o View Consignee Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Create Invoice Information.
    ▪ Open Invoice Information.
    ▪ View or Edit Freight Details.
  o Create Invoice Item Details.
    ▪ Associate Bill Line Items.
    ▪ Associate Rulings.
    ▪ View Detailed Specifications.
  o Associate Exemptions.
  o Calculate Duty for Declaration.
    ▪ View Declaration Duties Details.
  o Submit Declaration to Customs.

• Create Final Import – Sub Declaration.
  o View Declaration Dates.
  o View BL/AWB/WB Information.
  o View Consignee Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Associate Tax Stamp.
  o Associate Invoice Information.
• Create Final Export – Normal Export Declaration.
  o View Declaration Dates.
  o View Consignor Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Create Invoice Information.
    ▪ Open Invoice Information.
  o Create Invoice Item Details.
    ▪ Associate Bill Line Items.
    ▪ Associate Rulings.
    ▪ View Detailed Specifications.
  o Associate Exemptions.
  o Calculate Duty for Declaration.
    ▪ View Declaration Duties Details.
  o Submit Declaration to Customs.

• Create Provisional – Export Provisional Declaration.
  o View Declaration Dates.
  o View Consignor Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
o Create Invoice Information.
  ▪ Open Invoice Information.

o Create Invoice Item Details.
  ▪ Associate Bill Line Items.
  ▪ Associate Rulings.
  ▪ View Detailed Specifications.

o Associate Exemptions.

o Calculate Duty for Declaration.
  ▪ View Declaration Duties Details.

o Submit Declaration to Customs.

• Create and Submit Exempted Vehicle Ownership Transfer.

• Create Declaration Delegation.

• Create Cancel Declaration Request.

• Create and Submit Functional Unit.
  ▪ Request for Functional Unit Amendment.

• Create and Submit Tax Stamp Purchase Order Request.

• Associate Licensed or Registered Carriers.

• View Document Review Requests.

• Acknowledge Goods for Declaration Cancellation Request.

• Acknowledge Goods for Declaration Cancellation Request by PO.
A. Trader/Forwarding Agent

Traders (Importers or Exporters) and Forwarding Agents can create new declarations, calculate duty on the declarations, submit the declarations to Customs and pay the duties and taxes. Trader or Forwarding Agent can create Normal Import and Export declarations of the following types.

- Import Bill.
  - Final Import – Normal Import and Sub Declaration.
  - Provisional – Master Provisional Declaration.
  - Final Import – Sub Declaration.

- Export Bill.
  - Final Export – Normal Export Declaration.
  - Provisional – Export Provisional Declaration.

The various types of Import and Export declarations and their filing and processing for submission are explained below.

1.3 Create Customs Declaration

Traders (Importers or Exporters) and Forwarding Agents can create new declarations, calculate duty on the declarations, submit the declarations to Customs and pay the duties and taxes.

The major difference between Trader’s and Forwarding Agent’s Declaration creation is that Traders create Declarations for themselves, whereas Forwarding Agents create the Declarations on behalf of the Traders who have selected the particular Forwarding Agent for creating the Declaration.

1.3.1 Create New Declaration

Trader or Forwarding Agent can create the Declaration with the Declaration Type, Consignee, Sub Type and Transaction Type details. For the created declarations, Invoice and Invoice Item are added, the required documents are uploaded, Bill of Lading, Free Zone or Warehouse is associated,
and other necessary functions are performed before submitting the Declaration to Customs. To create the new Declaration:

1. On the Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

   The Customs Declaration list appears as shown below.

   ![Customs Declaration List](image)

   **Figure 1.3-1: Customs Declaration List**

2. **Consignee** field is auto-displayed based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. When a Forwarding Agent logs in to uCustoms to create Declaration, the Forwarding Agent has to select the Trader in **Consignee** field as shown in **Figure 1.3-2**.
4. Select the *Declaration Type* as Import Bill, Export Bill or Transit as shown below.

![Figure 1.3-3: Customs Declaration – Declaration Type](image)

5. Select the *Sub Type* of Declaration from the drop-down list.

*Note:* The drop-down list shows different sub types as per the selected Declaration Type.

- If the *Declaration Type* is Import Bill, then the corresponding *Sub Types* displayed are Provisional, Final Import, Under Special Regimes, Re-Import and Temporary Import as shown in Figure 1.3-4.
Figure 1.3-4: Customs Declaration – Import Bill – Sub Type

Note: The Sub Types - Under Special Regimes, Re-Import and Temporary Import are explained in the Inward and Outward Processing User Manuals.

- If the Declaration Type is Export Bill, then the corresponding Sub Types displayed are Provisional, Final Export, Re-Export and Temporary Export as shown below.

Figure 1.3-5: Customs Declaration – Export Bill – Sub Type

Note: The Sub Types - Re-Export and Temporary Export is explained in the Inward and Outward Processing User Manuals.

- If the Declaration Type is Transit, then the corresponding Sub Type displayed is Transit as shown below.

Figure 1.3-6: Customs Declaration – Transit Sub Type

Note: The Transit Declaration Type is explained in Transit User Manual.

6. Select the Transaction Type for the selected Declaration Type and Sub Type. The Transaction Type drop-down list changes according to the selected Declaration Type and Sub Type.

- If the Declaration Type is Import Bill and Sub Type is Final Import, then the Transaction Types displayed are Normal Import and Sub Declaration as shown in Figure 1.3-7.
Figure 1.3-7: Customs Declaration – Final Import – Transaction Type

- If the Declaration Type is Import Bill and Sub Type is Provisional, then the Transaction Type displayed is Master Provisional Declaration as shown below.

Figure 1.3-8: Customs Declaration – Provisional – Transaction Type

- If the Declaration Type is Export Bill and Sub Type is Final Export, then the Transaction Type displayed is Normal Export as shown below.

Figure 1.3-9: Customs Declaration – Final Export – Transaction Type

- If the Declaration Type is Export Bill and Sub Type is Provisional, then the Transaction Type displayed is Export Provisional Declaration as shown below.

Figure 1.3-10: Customs Declaration – Provisional – Transaction Type

- If the Declaration Type is Transit and Sub Type is Transit, then the Transaction Type displayed is Transit and ATA Carnet as shown below.

Figure 1.3-11: Customs Declaration – Transit – Transaction Type
7. Once all the required fields are selected, click **New** to create Declaration.

The **Customs Declaration** form appears as shown below.

![Customs Declaration Form](image)

Figure 1.3-12: Customs Declaration – New
B. Import Bill

This section provides details on filing Import declaration for various sub types and transaction types. The steps involved in submitting the Import Declaration are listed below.

- Create Import Declaration.
- Create Invoice Details.
  - Create Value Declaration Form (if required).
- Add Invoice Item Details.
  - Associate BL Lines (if required).
  - Associate Rulings.
  - View Detailed Specifications.
  - Associate Exemptions and Permits.
- Calculate Duty.
- Submit to Customs.

All the Import Declarations available in Customs Declaration module are explained in the following sections.

**Note:** All the functionalities that are applicable to Trader are also applicable to Forwarding Agents.

1.4 Create Final Import – Normal Import Declaration

Trader or Forwarding Agent can create and submit the Final Import - Normal Import declaration for any of the imported goods listed below:

- Goods imported from Free Commercial Zone to Principal Customs Area (PCA), and
- Warehouse to PCA.

To create the Final Import - Normal Import Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

   The Customs Declaration list appears as shown in Figure 1.4-1.
2. System auto-displays the **Consignee** as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. Select the **Declaration Type** as ‘Import Bill’, **Sub Type** as ‘Final Import’ and **Transaction Type** as ‘Normal Import’ from the respective drop-down lists as shown above.

4. Click **New**.

The **Customs Declaration** form appears as shown below.

![Customs Declaration – Normal Import Declaration – New](image)

**Figure 1.4-1: Customs Declaration – Normal Import Declaration – New**

5. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Status</strong></td>
<td>System auto-displays the Status as <strong>New</strong> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Tracking No.</strong></td>
<td>System auto-generates the Tracking Number once the Normal Import Declaration draft is created.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Temp. Declaration No.</strong></td>
<td>System auto-generates the Temp Declaration Number once the Normal Import Declaration Draft is created.</td>
</tr>
</tbody>
</table>

**Note:** The **Load/Unload Application** field is enabled only if the selected **Customs Station** belongs to Private Jetty and this is applicable for all the Declarations.
<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.</td>
<td><strong>Importer Name</strong></td>
<td>System auto-displays the Importer Name as Trader based on the login details.</td>
</tr>
</tbody>
</table>
| 5.  | **Mode of Transport**     | Select the Mode of Transport from the drop-down list. The drop-down list values include:  
|     |                           | - Air,                                                                       |
|     |                           | - Sea,                                                                       |
|     |                           | - Road, and                                                                 |
|     |                           | - Rail.                                                                     |
|     |                           | **Note:** If **Mode of Transport** is selected as Road or Rail, then associating Bill of Lading Lines is optional. |
| 6.  | **Customs Station**       | Enter and select the Customs Station                                         |
| 7.  | **Declaration Sources**   | Select the Declaration Sources from the drop-down list. The Declaration Sources drop-down list values include:  
|     |                           | - Bill of Lading,                                                           |
|     |                           | - Free Commercial Zone,                                                     |
|     |                           | - Warehouse,                                                                |
|     |                           | - Propaganda, Research and Demonstration,                                   |
|     |                           | - ATA Carnet,                                                               |
|     |                           | - Repair, and                                                               |
|     |                           | - LMW Local Sales.                                                          |
|     |                           | **Note:**  
|     |                           | - If the **Declaration Sources** is selected as:  
|     |                           |   - **Bill of Lading**, then **Bill of Lading** field is displayed to select the Bill of Lading.  
|     |                           |   - **Free Commercial Zone**, then **Associate Free Zone** link is displayed to associate the Free zone form.  
|     |                           |   - **Warehouse**, then **Associate Warehouse Out Forms** link is displayed to associate the Warehouse Outbound Forms. Note that **Warehouse License** should be in **Activated** state during Normal Import Declaration.  
|     |                           |   - **LMW Local Sales**, then **Warehouse License Number** field is auto-populated by the system which is mandatory to be entered for creating declaration.  
|     |                           | - **Declaration Sources** values differ based on the selected Sub Type of the Declaration. |
No. | Field Name | Description
---|---|---
8. | Bill of Lading | In the **Customs Declaration** form, click ![image](image) to browse and select the Bill of Lading. The **Bill of Lading List** appears as shown below.

![Bill of Lading List](image)

**Figure 1.4-3: Bill of Lading List – Select**

i. Select the required Bill of Lading from the **Bill of Lading List**, or enter the **Bill of Lading No., Journey Number and/or DO Security Code** in the search panel, and click **Search**.

ii. The available Bill of Ladings is filtered based on the search criteria provided.

iii. In the **Bill of Lading List**, click **Bill of Lading No.** to select.

iv. **Note-1:**

- In the **Bill of Lading List**, only Delivery Order (DO) *Issued, Amendment Approved and Approved* state of Bill of Ladings are displayed based on the Customs Station and Mode of Transport.

**Note-2:** Following are the types of Bill of Ladings (BL) applicable for Trader or Forwarding Agent.

- **BL for Vehicles:**
  - In BL, each BL Line item can contain only one vehicle.
  - Each vehicle should be declared in a separate declaration.

- **Less than Container Load (LCL) container:**
  - Trader can file one or multiple declaration for each BL.

- **Full Container Load (FCL) container:**
  - One journey can have multiple Manifests. One Manifest can have multiple BL’s. Each BL can have multiple containers. For FCL, Container cannot be repeated for different BL’s within the same journey.
  - One BL with FCL containers is declared in one declaration.
  - If the Trader decides to declare a BL with FCL containers in multiple declarations, they need to change the status of the FCL containers to LCL status using the existing Cargo Amendment.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Once the Customs Declaration Draft is created, the links associated to the Normal Import Customs Declaration form appear in the Link Repository. Click to view the Link Repository and the available links are displayed in an expandable list as shown in Figure 1.4-5.

- View BL/AWB/WB Information.
- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.
Figure 1.4-5: Customs Declaration – Normal Import Declaration – Link Repository

**Note:** These links are provided to associate, view or upload required details for the Declaration. Some of the links are necessary to add or associate before processing the declaration for duty calculation or submission.

The following table details the types of *Declaration Sources* and additional links that are displayed based on the *Declaration Sources* selected (links may vary based on the *Declaration Sources* selected).

<table>
<thead>
<tr>
<th>Declaration Sources (Types)</th>
<th>Link Repository</th>
</tr>
</thead>
</table>
| Bill of Lading              | The following links are displayed, if *Declaration Sources* is selected as Bill of Lading:  
  - View BL/AWB/WB Information.  
  - View Consignee Details.  
  - View Transaction History.  
  - Upload Required Documents.  
  - Associate Rulings.          |
| Free Commercial Zone        | The following links are displayed, if *Declaration Sources* is selected as Free Commercial Zone:  
  - Associate Free Zone Declarations.  
  - View Consignee Details.  
  - View Transaction History.  
  - Upload Required Documents.  
  - Associate Rulings.          |
| Warehouse                   | The following links are displayed, if *Declaration Sources* is selected as Warehouse:  
  - View Consignee Details.  
  - View Transaction History.  
  - Upload Required Documents.  
  - Associate Rulings.          |
<table>
<thead>
<tr>
<th>Declaration Sources (Types)</th>
<th>Link Repository</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Associate Warehouse Declarations.</td>
</tr>
<tr>
<td></td>
<td>• View Consignee Details.</td>
</tr>
<tr>
<td></td>
<td>• View Transaction History.</td>
</tr>
<tr>
<td></td>
<td>• Upload Required Documents.</td>
</tr>
<tr>
<td></td>
<td>• Associate Rulings.</td>
</tr>
</tbody>
</table>

**Propaganda, Research and Demonstration**

The following links are displayed, if Declaration Sources is selected as Propaganda, Research and Demonstration:

• Associate Reference Declarations.
• View Consignee Details.
• View Transaction History.
• Upload Required Documents.
• Associate Rulings.

**ATA Carnet**

The following links are displayed, if Declaration Sources is selected as ATA Carnet:

• Associate Reference Declarations.
• View Consignee Details.
• View Transaction History.
• Upload Required Documents.
• Associate Rulings.

**Repair**

The following links are displayed, if Declaration Sources is selected as Repair:

• Associate Reference Declarations.
• View Consignee Details.
• View Transaction History.
• Upload Required Documents.
• Associate Rulings.

**LMW Local Sales**

The following links are displayed, if Declaration Sources is selected as LMW Local Sales:

• Associate Reference Declarations.
• View Consignee Details.
• View Transaction History.
• Upload Required Documents.
• Associate Rulings.

All these links and their functionalities are explained below.
1.4.1 View Declaration Dates

Trader or Forwarding Agent can view the Declaration dates. To view the Declaration Dates:

1. In the **Customs Declaration** form, click ![ ] to view the applicable Declaration Dates as shown below.

![Customs Declaration Form with View Declaration Dates](image)

Figure 1.4-6: Customs Declaration – Normal Import Declaration – View Declaration Dates

The **Date Details** pop-up window appears as shown below.

![Date Details Pop-up Window](image)

Figure 1.4-7: Date Details – Pop-up Window
2. System auto-displays the *Declaration Date* as Current Date and Time by default and it is non-editable.

3. System auto-displays the *Date of Tariff Application* once the Duty is calculated and it is non-editable.

4. System auto-displays the *Approved Date* once the declaration is approved and it is non-editable.

5. System auto-displays the *Clearance Date* once the goods are released and it is non-editable.

6. Click **Close** to close the **Date Details** pop-up window.

1.4.2  **Associate Warehouse Out Forms**

Trader or Forwarding Agent can associate or view the Warehouse Out Forms with the Declarations if the *Declaration Sources* is selected as Warehouse.

**Note:** The **Associate Warehouse Out Forms** link is displayed only when the *Declaration Source* is selected as Warehouse.

Before submitting Declarations to Customs, it is mandatory to associate the Warehouse Out Forms in the Declaration. To associate the Warehouse Out Forms:

1. In the **Customs Declaration** form, click and then click **Associate Warehouse Out Forms**.

   The **Declaration Warehouses** list appears as shown below.

   ![Declaration Warehouses](image)

   **Figure 1.4-8: Declaration Warehouses – Associate**

2. Click the Warehouse to associate the Warehouse Form.

   The **Warehouses** list appears as shown in **Figure 1.4-9**.
3. Select the required Form Number from the **Warehouses** list or enter the Form Number in the search panel and click **Search**.

The available Form Numbers are filtered based on the search criteria provided.

4. In the **Warehouse** list, select the check box corresponding to the Form Number and click to save the selection.

The selected Warehouse Form number appears in the **Declaration Warehouses** list with Form Number and Form Date as shown below.

5. Click to close the **Declaration Warehouses** list.

**Note:** To disassociate the selected Declaration Warehouse Form, select the corresponding Form Number check box that needs to be disassociated and then click .

### 1.4.3 Associate Free Zone Declaration

Trader or Forwarding Agent can associate the Free Zone Declaration if the Declaration Source is selected as Free Commercial Zone.

**Note:** The **Associate Free Zone Declarations** link is displayed only when the Declaration Source is selected as Free Commercial Zone.
Before submitting Declarations to Customs, it is mandatory to associate the Free Zone Declaration.

To associate the Free Zone Declaration:

1. In the **Customs Declaration** form, click ![button](image) and then click **Associate Free Zone**.

   The **Declaration Free Zone List** appears as shown below.

   ![Declaration Free Zone List](image)

   **Figure 1.4-11: Declaration Free Zone List – Associate**

2. Click ![button](image) to associate the Free Zone.

   The **Free Zone List** appears as shown below.

   ![Free Zone List](image)

   **Figure 1.4-12: Free Zone List – Save Selection**

3. Select the required **Declaration Number** from the **Free Zone List** or enter the **Declaration Number** in the search panel and click **Search**.

   The available Declaration Numbers are filtered based on the search criteria provided.

4. In the **Free Zone List**, select the check box corresponding to the **Form Number** and click ![button](image) to save the selection.

   The selected Free Zone Form number appears in the **Declaration Free Zone List** with **Form Number** and **Form Date** as shown below.

   ![Declaration Free Zone List](image)

   **Figure 1.4-13: Declaration Free Zone List – Associated**
5. Click to close the **Declaration Free Zone List**.

**Note**: To disassociate the selected Declaration Free Zone, select the corresponding Declaration Number check box that needs to be disassociated and then click .

1.4.4 **View BL/AWB/WB Information**

Trader or Forwarding Agent can view the BL/AWB/WB Information only if the Declaration Sources is selected as Bill of Lading. To view the BL/AWB/WB Information:

1. In the **Customs Declaration** form, click and then click BL/AWB/WB Information.

   The **Bill of Lading Information** form appears as shown in Figure 1.4-14.
Figure 1.4-14: Bill of Lading Information
2. In the **Bill of Lading Lines List** section, click the **Reference No.** corresponding to **HS Code (HS6)** to view the Bill of Lading Lines information.

   The **Bill of Lading Line Information** form appears as shown below.

   ![Bill of Lading Line Information Form](image)

   **Figure 1.4-15: Bill of Lading Line Information Form**

3. Click **Close** to close the **Bill of Lading Line Information** form.

1.4.5 **View Consignee Details**

Trader or Forwarding Agent can view the Organization, Address and Contact details of the Consignee for whom the declaration is created. To view the Consignee Details:
1. In the **Customs Declaration** form, click ![icon] and then click **View Consignee Details**.

The **Organization Details** pop-up window appears as shown below.

<table>
<thead>
<tr>
<th>ORGANIZATION DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Ref No.</td>
</tr>
<tr>
<td>Stakeholder Type</td>
</tr>
<tr>
<td>Registration Date</td>
</tr>
<tr>
<td>ORGANIZATION INFORMATION</td>
</tr>
<tr>
<td>Organization Name</td>
</tr>
<tr>
<td>BRN</td>
</tr>
<tr>
<td>PERSONAL DETAILS</td>
</tr>
<tr>
<td>Nationality</td>
</tr>
<tr>
<td>NRIC No.</td>
</tr>
<tr>
<td>Full Name</td>
</tr>
<tr>
<td>Primary Email ID</td>
</tr>
<tr>
<td>GST No.</td>
</tr>
<tr>
<td>ORGANIZATION CONTACT</td>
</tr>
<tr>
<td>Mobile Number</td>
</tr>
<tr>
<td>Telephone Number 1</td>
</tr>
<tr>
<td>Telephone Number 2</td>
</tr>
<tr>
<td>Fax Number</td>
</tr>
<tr>
<td>ORGANIZATION ADDRESS</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>Address Line 3</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
<tr>
<td>City/Town</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Country</td>
</tr>
</tbody>
</table>

![Figure 1.4-16: Organization Details – Pop-up Window]

2. Click **Close** to close the **Organization Details** form.
1.4.6 View Transaction History

Trader or Forwarding Agent can view the Declaration Transaction Details or History such as the operations performed on the Declaration, Declaration updated Date and Time, Bill Type, Status of the Declaration, and others. To view the Transaction History:

1. In the Customs Declaration form, click and then click View Transaction History.

The Declaration History List appears as shown below.

![Declaration History List](image)

**Figure 1.4-17: Declaration History List**

**Note:** Declaration History includes the Temp Declaration Number, Declaration Number, User ID of the user who has performed the operation, Operation occurred in the Declaration, Declaration Updated Date and Time, Bill Type and Status of the Declaration.

2. Click to close the Declaration History List.

1.4.7 Upload Required Documents

Trader or Forwarding Agent needs to upload the required documents for Customs Declaration based on the selected Declaration Source. To upload the Required Documents:

1. In the Customs Declaration form, click and then click Upload Required Documents.

The Upload Documents Form appears as shown in Figure 1.4-18.
2. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Document Type</td>
<td>Select the Document Type from the drop-down list. The drop-down values are listed based on the declaration configuration.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: The Document Type with prefix ‘O’ indicates that the document is Optional and ‘M’ indicates it is Mandatory.</td>
</tr>
<tr>
<td>2.</td>
<td>Other Document Type</td>
<td>Enter the Other Document Type.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: This field is enabled if the Document Type is selected as Others and it is mandatory to enter the Other Document Type.</td>
</tr>
<tr>
<td>3.</td>
<td>File Upload</td>
<td>Click and select the file to be uploaded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: Maximum file size allowed is 3 MB and up to 10 MB/25 files can be uploaded.</td>
</tr>
</tbody>
</table>
### Table 1.4-2: Upload Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> The Document Reference No. is mandatory if the Document Name is selected as Others.</td>
</tr>
<tr>
<td>5.</td>
<td>Expiry Date</td>
<td>Click 🗓️ to select the Expiry Date from the calendar.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> Expiry Date should be greater than or equal to the current date.</td>
</tr>
<tr>
<td>6.</td>
<td>Remarks</td>
<td>Enter the Remarks (if any).</td>
</tr>
</tbody>
</table>

3. Once the required fields are entered, click **Upload** to upload the file.

The uploaded file appears in the **Uploaded Documents List** section as shown below.

![Uploaded Document List](image)

**Figure 1.4-19: Uploaded Document List**
4. In the **Uploaded Documents List**, click **View/Download** to view the uploaded document and download it.

5. Click **Upload** to close the **Upload Documents Form**.

To delete the uploaded documents:

1. In the **Uploaded Documents List**, select the uploaded document to be deleted as shown below.

![Figure 1.4-20: Uploaded Documents List – Delete](image)

2. Click **Close** to delete the selected the documents.

System prompts to confirm the deletion as shown in **Figure 1.4-22**.
3. Click **OK** to delete or click **Cancel** to discard the action.

### 1.4.8 View Rulings

Trader or Forwarding Agent can view the Rulings associated to the Declaration in the Invoice Item details. To view the associated Rulings:

1. In the **Customs Declaration** form, click and then click **Associate Rulings**.

   The **Declaration Rulings Details** pop-up window appears as shown below.

   ![Declaration Rulings Details](image)

   **Figure 1.4-22: Declaration Rulings Details**

2. Click **»** to close the pop-up window.
1.4.9 Create Invoice Information

Trader or Forwarding Agent needs to add the goods Invoice and Invoice Item details for a particular declaration and each Invoice includes Invoice Item details in it. To create the Invoice Information:

1. On the Customs Declaration form, in the Invoice Details section, click + to create the Invoice information as shown below.

![Customs Declaration - Normal Import Declaration - Invoice Details](image)

**Figure 1.4-23: Customs Declaration – Normal Import Declaration – Invoice Details**

The Invoice Information form appears as shown in **Figure 1.4-24**.
2. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as Draft Created. by default.</td>
</tr>
<tr>
<td>2.</td>
<td>Declaration Date</td>
<td>System auto-displays the Declaration Date as current date by default.</td>
</tr>
<tr>
<td>3.</td>
<td>Tracking No.</td>
<td>System auto-generates the Tracking Number, once the declaration draft is created.</td>
</tr>
<tr>
<td>4.</td>
<td>Importer Name</td>
<td>System auto-displays the Importer Name by default.</td>
</tr>
<tr>
<td>5.</td>
<td>Temp Declaration No.</td>
<td>System auto-displays the Temp Declaration Number by default.</td>
</tr>
<tr>
<td>7.</td>
<td>Customs Station</td>
<td>System auto-displays the Customs Station by default.</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration Sources</td>
<td>System auto-displays the Declaration Sources as Bill of Lading by default.</td>
</tr>
</tbody>
</table>

Invoice Information
<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Invoice Available</td>
<td>Select the Invoice Available as Yes or No.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td>• If ‘Yes’, is selected, then it is mandatory to enter the Actual Invoice Number.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If ‘No’, is selected, then it is mandatory to enter the Remarks.</td>
</tr>
<tr>
<td>10</td>
<td>MRA</td>
<td>Enter and select the Mutual Recognition Agreement (MRA) Number.</td>
</tr>
<tr>
<td>11</td>
<td>Invoice Number</td>
<td>System auto-generates the System Invoice Number once it is created.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td>This is a reference number for the Invoice and includes alpha-numeric characters.</td>
</tr>
<tr>
<td>12</td>
<td>Actual Invoice No.</td>
<td>Enter the Actual Invoice Number.</td>
</tr>
<tr>
<td>13</td>
<td>Invoice Type (RM)</td>
<td>Select the Invoice Type from the drop-down list.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The Invoice Type drop-down list values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cost, Insurance and Freight (CIF),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Free On –board (FOB),</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cost and Freight (CNF), and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Cost and Insurance (CNI).</td>
</tr>
<tr>
<td>14</td>
<td>Invoice Date</td>
<td>System auto-displays the Invoice Date as Current date by default. If required, click to modify the date using the calendar.</td>
</tr>
<tr>
<td>15</td>
<td>Currency</td>
<td>Enter and select the Invoice amount Currency.</td>
</tr>
<tr>
<td>16</td>
<td>Supplier Name</td>
<td>Enter the goods Supplier Name.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td>If MRA is selected, then Supplier Name is auto-populated.</td>
</tr>
<tr>
<td>17</td>
<td>Country</td>
<td>Enter and select the Country of supply.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td>• If MRA is selected, then Country name is auto-populated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Based on the Country selected, ports specific to that country only are displayed in the Port of Shipment field.</td>
</tr>
<tr>
<td>18</td>
<td>Port/Place of Shipment</td>
<td>Enter and select the Port or Place of Shipment.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong></td>
<td>Port/Place of Shipment is mandatory only for the</td>
</tr>
<tr>
<td>No.</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Import Declarations. Ports are listed based on the selected Country.</td>
</tr>
<tr>
<td>19.</td>
<td>Destination Port/Location</td>
<td>Enter and select the Destination Port of goods shipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This field is mandatory and enabled only for Export Declarations. Ports are listed based on the selected Country.</td>
</tr>
<tr>
<td>20.</td>
<td>Insurance</td>
<td>Enter the Insurance charges for the invoice. The default value displayed is ‘0’ (zero), which can be edited.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This field is displayed only if the Invoice Type is selected as CNF or FOB. If the Insurance value is left as ‘0’ (zero), then charges to be applied is calculated based on the customs preferences i.e., default insurance percentage is applied.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This field is displayed only if the Invoice Type is selected as CNF or FOB.</td>
</tr>
<tr>
<td>22.</td>
<td>Freight</td>
<td>Enter the Freight charges. The default value displayed is ‘0’ (zero), which can be edited.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This field is displayed only if the Invoice Type is selected as CNI or FOB. If the Freight value is left ‘0’ (zero), then charges to be applied is calculated based on the customs preferences i.e., default freight percentage is applied.</td>
</tr>
<tr>
<td>23.</td>
<td>Freight Currency</td>
<td>Select the Freight Currency from the displayed Currencies List.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> This field is displayed only if the Invoice Type is selected as CNI or FOB.</td>
</tr>
<tr>
<td>24.</td>
<td>Other Charges</td>
<td>Enter the Other Charges.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> By default, this field is displayed as ‘0’ (zero).</td>
</tr>
<tr>
<td>25.</td>
<td>Other Charges Currency</td>
<td>Enter and select the Other Charges Currency.</td>
</tr>
<tr>
<td>26.</td>
<td>Invoice Total (RM)</td>
<td>Invoice Total (RM) is auto-calculated by the system based on the Invoice Items Values.</td>
</tr>
<tr>
<td>27.</td>
<td>Declared Value (FOB in RM)</td>
<td>Declared Value (FOB in RM) is auto-displayed by the system based on the Invoice Item’s Unit Price and Quantity. This value is reflected from Invoice Item details. The declared value is calculated as ‘Item Unit Price x Item Quantity’.</td>
</tr>
</tbody>
</table>
3. Click Create.

The Normal Import Customs Declaration form refreshes with the created Invoice Information in the Invoice Detail section as shown below.

![Image of Customs Declaration form](image1)

![Image of Invoice Details](image2)

Figure 1.4-25: Customs Declaration – Normal Import Declaration – Invoice Details Created

4. To create additional Invoices, click +. For more details, refer the steps listed in this section.

1.4.9.1 Open Invoice Information

Trader or Forwarding Agent can open and view the Invoice Information. To open the Invoice Information:

1. On the Customs Declaration form, in the Invoice Details section, click to open the corresponding Invoice No. record as shown in Figure 1.4-26.
Figure 1.4-26: Customs Declaration – Normal Import Declaration – Open Invoice Information

The Invoice Information form appears with Items Information List section as shown in Figure 1.4-27.
2. The process of creating **Items Information List** is similar to the process of creating Invoice Item Details. For more details refer section **1.4.10 Create Invoice Item Details**.

Once the Items Information is added, the links associated to the **Invoice Information** form appear in the Link Repository. Click 📌 to view the Link Repository and the available links are displayed in an expandable list as shown in **Figure 1.4-28**.

- View/Edit Freight Details.
1.4.9.2 **View/Edit Freight Details**

Trader or Forwarding Agent can view or edit the Freight Details. To view or edit the Freight Details:

Note: **View/Edit Freight Details** link appears for all the Import Declarations filed by the Declarant.

1. In the **Invoice Information** form, click and then click **View/Edit Freight Details**.

The **View/Edit Freight Details** pop-up window appears as shown in Figure 1.4-29.
2. Enter the Freight (Final), Insurance (Final) and Other Charges (Final) values.

3. Click ✅ to save the View/Edit Freight Details and click ✅ to close the View/Edit Freight Details pop-up window.

1.4.10 Create Invoice Item Details
Trader or Forwarding Agent needs to add the Invoice Item details in the declaration. Each Invoice added to the Declaration can include one or more Invoice Items. The added Invoices are listed in the Invoice Details section in the Customs Declaration form. Each added Invoice includes Add Item.

To create the Invoice Item Details:

1. In the Invoice Details section, click Add Item to add Invoice Item details as shown below.

The Invoice Item Detail form appears as shown in Figure 1.4-31.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
• If BL contains LCL/Empty Container, then VEP is an Itemized release.
• If BL contains Loose Cargo, then VEP is an Itemized release.
• If BL contains FCL/FCM container, then VEP is a Containerized release.
• If the associated BL Line Items’ tariff code (HS6) is different from the selected Item Code in Declaration Invoice Item (HS9/10), then a warning message “Selected BL Line Item code does not match with declaration Invoice Item Code” appears.
• Vehicle Tariff Codes are configured as part of **Integrated Tariff Management** module.

2. Enter or select the details as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Status</td>
<td>System auto-displays the Status as Draft Created by default.</td>
</tr>
<tr>
<td>2</td>
<td>Declaration Date</td>
<td>System auto-displays Declaration Date as the Current Date by default.</td>
</tr>
<tr>
<td>3</td>
<td>Importer Name</td>
<td>System auto-displays the Importer Name by default.</td>
</tr>
<tr>
<td>4</td>
<td>Temp Declaration No.</td>
<td>System auto-displays the Temporary Declaration Number by default.</td>
</tr>
</tbody>
</table>

**Note:** Once the Declaration Number is generated, Temporary Declaration number cannot be viewed in the Customs Declaration form.

| 5   | Declaration No.     | System auto-generates the Declaration Number once the Declaration is submitted. |

**Note:** Once the Declaration Number is generated, Temporary Declaration number cannot be viewed in the Customs Declaration form.

| 6   | Mode of Transport   | System auto-displays the Mode of Transport by default.                      |
| 7   | Customs Station     | System auto-displays the Customs Station by default.                        |
| 8   | Declaration Sources | System auto-displays the Declaration Sources as Bill of Lading by default.  |

**Invoice Item Detail**

| 9   | Item Line No.       | System auto-displays the Item Line Number by default.                      |
|     | Item Code           | Enter and select the Item Code.                                            |

**Note:** If a vehicle Tariff Line Item Code is selected as an Invoice Item for the declaration:
• *Quantity* field should not be more than one (1).
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.

### Field Name: HS/Tariff Description
System auto-displays the Heading text and Supplementary Specification i.e. HS or Tariff Description based on the selected Item Code.

**Note:** Heading text and Supplementary Specification is populated from the configured details of Tariff Items from Tariff Analysis module.

### Field Name: Item Description
Enter description for the selected Item.

### Field Name: Is STA Item
Select the IS STA Item check box if required.

**Note:** If the STA Item check box is enabled, the Permits which are configured for the selected Tariff Item Code is auto-displayed by the system.

### Field Name: STA Code
Enter and select the STA Code.

**Note:** It is mandatory to enter the STA Code if Is STA Item is selected.

### Field Name: Country of Origin
Enter and select the Country of Origin of the selected goods Item.
<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>Customs Unit of Measurement</td>
<td>System auto-displays the Customs Unit of Measurement based on the Item Code.</td>
</tr>
<tr>
<td>17</td>
<td>Quantity (in Unit)</td>
<td>Enter Quantity of the selected Item in unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: The Quantity field Unit type is auto-populated based on the Item HS Code selected or configuration.</td>
</tr>
<tr>
<td>18</td>
<td>Unit Price (in Unit)</td>
<td>Enter Unit Price of the Item in unit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: The Unit Price field Unit type is auto-populated based on the Item HS Code selected or configuration.</td>
</tr>
<tr>
<td>19</td>
<td>Quantity (in UOM2)</td>
<td>Enter the Quantity in UOM2.</td>
</tr>
<tr>
<td>20</td>
<td>Quantity (in UOM3)</td>
<td>Enter the Quantity in UOM3.</td>
</tr>
<tr>
<td>21</td>
<td>Total Price (RM)</td>
<td>Total Price (RM) of the Item is auto-calculated by the system (Quantity x Unit Price). This field is non-editable.</td>
</tr>
<tr>
<td>22</td>
<td>Declared Value (RM)</td>
<td>Declared Value in RM is auto-calculated as ‘Unit Price’ X ‘Quantity’ of the item. This value is auto-displayed, but if required it can be edited.</td>
</tr>
<tr>
<td>23</td>
<td>Gross Weight (In KG)</td>
<td>Enter Gross Weight of the Item.</td>
</tr>
<tr>
<td>24</td>
<td>Net Weight (In KG)</td>
<td>Enter Net Weight of the Item.</td>
</tr>
<tr>
<td>25</td>
<td>Volume</td>
<td>Enter Volume of the Item.</td>
</tr>
<tr>
<td>26</td>
<td>Volume UOM</td>
<td>For the entered volume of items select Unit of Measurement (UOM).</td>
</tr>
<tr>
<td>27</td>
<td>Purpose of Usage</td>
<td>System auto-displays the Purpose of Usage based on the selection of Item Code. If required select the Purpose of Usage from the drop-down list. The drop-down list values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Private,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Commercial,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Industrial, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Personal.</td>
</tr>
<tr>
<td>28</td>
<td>Valuation Method</td>
<td>System auto-displays the Valuation Method based on the selection of Item HS Code. If required, select the Valuation Method to be followed for evaluating the item being created in the declaration, from the drop-down list. The Valuation Method drop-down values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transaction value based on the invoiced amount,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transaction value of identical imports,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Transaction value of similar imports,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Computed Valuation,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Deductive Valuation, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Residual Valuation.</td>
</tr>
<tr>
<td>No.</td>
<td>Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>30.</td>
<td>COO/DOO Number</td>
<td>Enter and select the COO or DOO Number.</td>
</tr>
<tr>
<td></td>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- This field is disabled by default and it is enabled based on the configuration in the FTA Management.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- COO/DOO Number field is mandatory to specify if any one of the supporting documents available in selected Trade Agreement (FTA) is mandatory to upload.</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>COO/DOO Issue Date</td>
<td>Click to select the COO or DOO Issue Date from the calendar.</td>
</tr>
<tr>
<td></td>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The field is enabled based on the configuration in the FTA Management.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- COO/DOO Issue Date field is mandatory to specify if any one of the supporting documents available in selected Trade Agreement (FTA) is mandatory to upload.</td>
<td></td>
</tr>
</tbody>
</table>

Table 1.4-4: Invoice Item Details – Create

3. Click Create.

The Invoice Item Detail form refreshes with Exemptions and Permits (configured Permits if available for the selected Item Code) sections as shown in Figure 1.4-33.
Figure 1.4-32: Invoice Item Details – Created

Note:

- The Permits which are configured for the selected Item HS Code is auto-displayed by the system once the Invoice item Detail is created.
• If *Is Permit Applicable* is selected as Yes then *Permit No.* or *Permit Reference No.* is auto-displayed by the system.

• If *Permit No.* is selected then *Permit Reference No.* is disabled. If *Permit Reference No.* is entered, then *Permit No.* field is disabled.

• If *Permit Reference No.* is entered then Permit Reference document is mandatory to be uploaded by clicking the [View/Upload Documents](#) link. For more details on how to upload the required documents, refer section 1.4.7 *Upload Required Documents*.

• If *Is Permit Applicable* is selected as Yes and Permit Reference is entered by Trader, then in the [Upload Documents](#) form, the Permit Document value is listed in the *Document Type* field.

• If *Is Permit Applicable* is selected as No, then in [Upload Documents](#) form, the Permit Waiver Document value is listed in the *Document Type* field.

4. On the [Invoice Item Detail](#) form, in the *Permits* section, enter the mandatory fields as required and click [Save](#).

Once the Invoice Item is added, the links associated to [Invoice Item Detail](#) form appear in the Link Repository. Click [Link Repository](#) to view the Link Repository and the available links are displayed in an expandable list as shown in [Figure 1.4-33](#).

• Associate Bill Line Items.

• Associate Rulings.

• Detailed Specifications.
All these links and their functionalities are explained below.
1.4.10.1 Associate Bill Line Items

Trader or Forwarding Agent can associate the required Bill of Lading Lines and can specify the required Claimed Quantity based on the Actual Quantity. To associate the BL Line Items:

1. In the Invoice Item Detail section, click \[\text{\textbullet}\] and then click \[\text{Associate BL Line Items}.\]

The Bill of Lading Lines List appears as shown below.

![Bill of Lading Lines List – Associate](image)

**Note:** System should update inventory of BL Line Item Quantity once BL Line Item is associated in Declaration Invoice Item. System should revert the BL Line Item Quantity in following cases:

- When Declaration Invoice Item having BL Line Item is deleted before declaration submission;
- When Declaration is deleted or cancelled;
- When the Invoice Item is disassociated from the declaration; and
- When BL Line Item quantity is reduced or increased by Verification Officers or Supervisors during Assessment.

2. Select the required *HS Code (HS6)* from the Bill of Lading Line List, or enter the *Item HS Code (HS6)* in the search panel, and click Search.

The available Bill of Lading Line Items are filtered based on the search criteria provided.

3. In the Bill of Lading Line List, select the check box corresponding to the *HS Code (HS6)*, and click \[\text{\textbullet}\] to associate the Bill of Lading.

The Associated Bill of Lading Line List refreshes with the associated Bill of Lading Line Items as shown in Figure 1.4-35.
4. Enter the **Claimed Quantity** if required and then click to save the changes.

**Note:**

- If the **Claimed Quantity** is less than the **Actual Quantity**, then until the **Actual Quantity** is exhausted, the same Bill of Lading Line can be associated in multiple declarations.
- Declarant can select the same BL in multiple declarations until all the BL Lines associated to the declarations and Available Quantity of BL Line Items is greater than Zero (0) in case the selected BL in Declaration contains Loose Cargo, LCL or Empty Container.
- If the selected BL contains containerized Cargo such as BL Lines with Container Type as FCL/FCM, then all the BL Lines are to be associated in one Declaration otherwise, the declaration cannot be submitted.

5. Click to navigate back to the **Invoice Item Detail** form.

To disassociate the Bill of Lading Lines List:

1. In the **Associated Bill of Lading Line List** section, select the check box corresponding to the **Item Code** that needs to be disassociated as shown in **Figure 1.4-36**.
2. Click ![disassociate icon] to disassociate the selected Bill of Lading.

   System prompts to confirm the disassociation as shown below.

   ![Confirm Disassociate dialog box]

   System prompts to confirm the disassociation as shown below.

   ![Confirm Disassociate dialog box]

3. Click **OK** to disassociate or click **Cancel** to discard the action.

1.4.10.2 Associate Rulings

Trader or Forwarding Agent can associate the required Rulings with the declaration in **Invoice Item Details** form. To associate the Rulings:

1. In the **Invoice Item Details** form, click ![associate icon] and then click **Associate Rulings**.

   The **Rulings Details** pop-up window appears as shown in **Figure 1.4-38**.
2. Click to associate the Declaration Rulings Details.

   The Rulings Details list appears as shown below.

   ![Figure 1.4-38: Rulings Details – Associate]

3. Select the required Application No. from the Rulings Details list, or enter the Application No. in the search panel, and click Search.

   The available Application No.’s are filtered based on the search criteria provided.

4. In the Rulings Details list, select the check box corresponding to the Application No. and click to save the selection.

   The associated or selected Rulings are displayed in the Rulings Details list as shown below.

   ![Figure 1.4-39: Rulings Details – Save Selection]

5. Click to close the Rulings Details list and/or navigate back to the Customs Declaration form.

   Following are the steps to disassociate the Rulings:

   1. In the Rulings Details list, select the check box corresponding to the Rulings Request Number that needs to be disassociated as shown in Figure 1.4-41.
2. Click to disassociate the selected Rulings.

System prompts to confirm the disassociation as shown below.

![Figure 1.4-42: Confirm Disassociate]

3. Click OK to disassociate or click Cancel to discard the action.

1.4.10.3 View Detailed Specifications

Trader or Forwarding Agent can view the detailed specifications in the Declaration. To view the Detailed Specifications:

1. In the Invoice Item Detail form, click and then click Detailed Specifications.

The Detailed Specifications pop-up window appears as shown in Figure 1.4-43.
1.4.11 Associate Exemptions
Trader or Forwarding Agent needs to associate Exemptions applicable for the Invoice Item. The Exemptions are configured against HS Codes as part of Integrated Tariff. To associate the Exemptions:

1. On the Invoice Item Details form, in the Exemptions section, click to associate the applicable Exemptions as shown below.

The Exemptions list appears as shown in Figure 1.4-45.
2. Select the required Exemption No. from the Exemptions list or enter the Exemption No. in the search panel, and click Search.

The available Exemptions are filtered based on the search criteria provided.

3. In the Exemptions list, select the check box corresponding to the Exemption No. and click to save the selection.

The Invoice Item Detail form refreshes with the associated Exemptions in the Exemptions section as shown below.

4. Click Save to save the details.

5. Click Save and New to create another Invoice Items. For more details, refer section 1.4.10 Create Invoice Item Details.

6. Click List Complete to navigate back directly to the Customs Declaration form, where Duty is calculated, which is the next step after creating the Invoice Item.

7. Click Back to navigate back to the Invoice Information form.
To disassociate the Exemptions:

1. In the **Exemptions** list, select the check box corresponding to the **Exemption No.** that needs to be disassociated as shown below.

![Figure 1.4-47: Exemptions – Disassociate](image)

2. Click ✔️ to disassociate the selected Exemptions.

   System prompts to confirm the disassociation as shown below.

![Figure 1.4-48: Confirm Disassociate](image)

3. Click **OK** to disassociate or click **Cancel** to discard the action.

### 1.4.12 Create Value Declaration Form (K1A)

Trader or Forwarding Agent creates the Value Declaration Form (K1A) when the Invoice value is more than RM 20,000. System does not allow Trader to submit the declaration to Customs unless the **Value Declaration Form** is filled. To create the Value Declaration Form (K1A):

1. In the **Invoice Details** section, click **Value Declaration Form** to create value declaration as shown in **Figure 1.4-49**.
Figure 1.4-49: Invoice Information – Value Declaration Form K1A

**Note:** System auto-displays the Value Declaration Form button when the Invoice value is more than RM 20,000. Declarant cannot submit the Declaration if K1A form is not created.

The **Value Declaration Form K1A** appears as shown in Figure 1.4-50.
Figure 1.4-50: Value Declaration Form (K1A) – Create

**Note:** For creating the **Value Declaration Form**, the following fields are mandatory to be filled:

- Enter the **Consignor** details as required.
- **Actual Price Paid/Payable Price** is mandatory and accepts only numeric value.
2. Enter or select the mandatory details and click **Create**.

The **Value Declaration Form** refreshes with **Created** status as shown in **Figure 1.4-51**.
Figure 1.4-51: Value Declaration Form (K1A) – Submit

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignee/Importer</td>
<td>ADX Logistics</td>
</tr>
<tr>
<td>Address</td>
<td>2932, Old Town Square, Kuala Lumpur, Malaysia</td>
</tr>
<tr>
<td>Country</td>
<td>Malaysia</td>
</tr>
<tr>
<td>Post Code</td>
<td>50001</td>
</tr>
<tr>
<td>City/Town</td>
<td>Kuala Lumpur</td>
</tr>
<tr>
<td>State</td>
<td>Selangor</td>
</tr>
<tr>
<td>Nature of Transaction</td>
<td>B</td>
</tr>
<tr>
<td>Currency</td>
<td>MYR</td>
</tr>
<tr>
<td>Date of Export from Last Port of Destination</td>
<td>03.07.2017</td>
</tr>
<tr>
<td>Invoice No.</td>
<td>K1A-0001</td>
</tr>
<tr>
<td>Date of Invoice</td>
<td>03.07.2017</td>
</tr>
<tr>
<td>Country of Origin Code</td>
<td>NY</td>
</tr>
</tbody>
</table>

**Value Declaration Form (K1A)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customs Station</td>
<td>Search...</td>
</tr>
<tr>
<td>Customs Station Code</td>
<td></td>
</tr>
</tbody>
</table>

**TECK WHERE APPLICABLE**

1. Are the buyer/seller and consignee/consignor the same? [ ] Yes [ ] No
2. Are there any restrictions imposed on the sale other than restrictions which apply to the goods as a whole? [ ] Yes [ ] No
3. Are the goods rated for import? [ ] Yes [ ] No
4. Is the seller's price subject to any conditions as appropriate? [ ] Yes [ ] No

**BASES OF CALCULATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>MYR - Malaysia Ringgit</td>
</tr>
<tr>
<td>Total (RM)</td>
<td>2,885.48</td>
</tr>
</tbody>
</table>

**ADDITIONAL COST (IN RM)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Commission</td>
<td></td>
</tr>
<tr>
<td>Brokerage</td>
<td></td>
</tr>
<tr>
<td>Material/Components other than Goods</td>
<td></td>
</tr>
<tr>
<td>Royalties</td>
<td></td>
</tr>
<tr>
<td>Subsequent Mals/Disposal of Goods</td>
<td></td>
</tr>
<tr>
<td>Loading and Handling Cost</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Total Additional Cost</td>
<td>0.30</td>
</tr>
</tbody>
</table>

**CROSS TOTAL (IN RM)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value Declared</td>
<td>2,885.48</td>
</tr>
</tbody>
</table>

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
3. Click **Save** to save the details and click **Submit** to submit the **Value Declaration Form (K1A)** as shown in **Figure 1.4-51**.

The **Value Declaration Form (K1A)** refreshes with **Submitted** status as shown in **Figure 1.4-52**.
Figure 1.4-52: Value Declaration Form (K1A) – Submitted

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
4. Click **Close** to close the **Value Declaration Form K1A**.

1.4.13 **Calculate Duty for Declaration**

Trader or Forwarding Agent can calculate the Duty for declaration once the declaration is created with the mandatory details, Invoice Information and Invoice Items. To calculate the Duty for Declaration:

1. In the **Customs Declaration** form, click **Calculate Duty** to calculate the duty for declaration.

![Customs Declaration Form](image)

**Figure 1.4-53: Customs Declaration – Normal Import Declaration – Calculate Duty**

The Normal Import **Customs Declaration** form refreshes with **Duty Details** icon as shown in **Figure 1.4-54**.
2. In the **Customs Declaration** form, click ![Duty Details icon](image) to view the applicable Duties and Taxes.

   The **Duty Details** pop-up window appears as shown below.

   ![Duty Details](image)

   **Figure 1.4-55: Duty Details – Pop-up Window**

   **Note:** Invoice and Invoice Items should exist for a Declaration before duty calculation.
1.4.13.1 View Declaration Duties Details

Traders or Forwarding Agent can view the Declaration Duties Details through the Declaration Duties Details link. This link is visible in the Link Repository of Customs Declaration form only after duty calculation. It allows viewing details about the applicable duties and taxes such as Import Duty, Sales Tax and others, for the particular declaration. To view the Declaration Duties Details:

1. In the Customs Declaration form, click [ ] and then click Declaration Duties Details as shown below.

![Image](image1.png)

Figure 1.4-56: Customs Declaration – Normal Import – Declaration Duties Details Link

The Item Duty Details pop-up window appears as shown below.

![Image](image2.png)

Figure 1.4-57: Item Duty Details – Pop-up window
The details of the applicable duties or taxes are displayed with Invoice Number, Item Number, Item Code, Customs Value, GST and Total Duty.

2. Click to close the Item Duty Details form.

**Note:** The declaration can be edited or deleted before submitting it to Customs.

After declaration duty calculation, submit the declaration to Customs. Before submitting declarations to Customs, the following conditions need to be fulfilled:

- Free Zones should be associated with the declaration if the Declaration is created with Declaration Source as ‘Free Zone’.
- Bill of Lading should be associated with the declaration if the Declaration is created with Declaration Source as ‘Bill of Lading’.
- Warehouse should be associated with the declaration if the Declaration is created with Declaration Source as ‘Warehouse’.
- **Value Declaration Form** should be submitted in case the Declaration invoice amount is more than RM 20, 000.

1.4.14 **Submit Declaration to Customs**

Trader or Forwarding Agent can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader) after adding or associating the required details. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Acknowledgement confirmation check box and click **Submit to Customs** to submit the Declaration as shown in **Figure 1.4-58**.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
| No. | Bill/No. | Description/Item Description | Quantity | Unit | Unit Price | Total Amount | GST | Jumlah
| Connector: | | | | | | | | (RM)
| 1 | P/N: 010-0009 09 | 10,000 | ACP | | 0.00 | 0.00 | | RM 0.00
| Jumlah: | | | | | | | | (RM 0.00)

Figure 1.4-60: Normal Import Declaration – PDF format
4. Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

**Note-1:**

- Once the Declaration is submitted, the declaration status is updated based on the Risk Management System (RMS) channel.
  - After declaration submission to Customs and before receiving decision from RMS, the declaration status is “Submitted”.
  - If RMS triggers Green Channel and there is no admissibility for the Declaration, the declaration status is “Approved”.
  - If RMS triggers either Yellow or Red Channel, then declaration status is “In Progress”. Once Verification Officer and SIAT members complete assessment and inspection requests in the system, declaration status changes to “Approved” state.
  - Once the Inspection and Release process is completed, the Declaration status changes to Completed state.
  - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to Cleared state.

**Note-2:** Trader or Forwarding Agent can print the declaration regardless of statuses by clicking **Print Declaration** on the **Customs Declaration** form except in “Approved” status.

The submitted Declarations are listed in the **Declaration List** along with status as shown in **Figure 1.4-59**.
Payment can be made only when the requests such as Documents Review, Inspection, Assessment, and others are completed for the declaration. Once the Payment is collected, the declaration is released, the Exit Gate Pass is issued and declaration is closed.

Note:

- Trader or Forwarding Agent can view the Declaration status on the Declaration List. The Declaration List displays all the stages of Declaration. Trader or Forwarding Agent can refer the Declaration List anytime to check the Declaration progress by clicking View Status. The Declaration Status pop-up window appears as shown below.
1.5 Create Provisional – Master Provisional Import Declaration

Trader or Forwarding Agent can create and submit the Master Provisional Import Declaration. Trader or Forwarding Agent can file the Master Provisional Import Declaration for any of the imported goods listed below:

- Cigarettes,
- Liquor, and
- Beer.

All Master Provisional Declaration requests require approval from the Verification Officers. Once the Declaration is approved by the Verification Officer, Importer can pay duties or taxes; accordingly the Declaration status changes to Completed.

The tax stamps are requested for the Master Provisional Declaration based on the number of tax stamps required for the consignment.

Note: Once all the sub declarations are filed, only then the Master Provisional declaration status changes to Closed.

Figure 1.4-62: View Declaration Status

- The View Document Review Requests link is displayed once the declaration status is in Cleared, In Progress or Approved state.
- The Associate Licensed/Registered Carriers link is displayed once the declaration status is in Cleared or Completed state.
To create the Provisional – Master Provisional Import Declaration:

1. On **Trade Facilitation** menu, click **Import/Export/Transit** and then click **Customs Declaration** submenu.

   The **Customs Declaration** list appears as shown below.

   ![Figure 1.5-1: Customs Declaration – Master Provisional Declaration – New](image)

2. System auto-displays the **Consignee** as **Trader** based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. Select the **Declaration Type** as ‘Import Bill’ from the drop-down list.

4. Select the **Sub Type** as ‘Provisional’ from the drop-down list.

5. System auto-populates the **Transaction Type** as ‘Master Provisional Declaration’ based on the selection of **Sub Type**.

6. Click **New** to create Declaration with the entered or selected details.

   The **Customs Declaration** form appears as shown below.

   ![Figure 1.5-2: Customs Declaration – Master Provisional Declaration – Create](image)

**Note:** The **Load/Unload Application** field is enabled only if the selected **Customs Station** belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
</table>
### Field Name | Description
--- | ---
1. **Status** | System auto-displays the Status as *New* indicating that the process has started.
2. **Tracking No.** | System auto-generates the Tracking Number once the Provisional Import Declaration draft is created.
3. **Temp. Declaration No.** | System auto-generates the Temp Declaration Number once the Provisional Import Declaration Draft is created.
4. **Importer Name** | System auto-displays the Importer Name based on the login details.
5. **Mode of Transport** | Select the Mode of Transport from the drop-down list. The drop-down list values include:
   - Air,
   - Sea,
   - Road, and
   - Rail.

**Note:** If *Mode of Transport* is selected as Road or Rail, then associating Bill of Lading Lines is optional.
6. **Customs Station** | Enter and select the Customs Station.
7. **Declaration For** | Select the item for which the declaration is to be made, i.e. Cigarette, Liquor or Beer.

#### Table 1.5-1: Customs Declaration – Provisional – Master Provisional Declaration – Create

8. Click **Create**.

The Master Provisional Customs Station form refreshes with *Draft Created* status, **View Date Details** icon, and **Invoice Details** section as shown below.

![Customs Declaration - Master Provisional Declaration - Draft Created](image)

**Figure 1.5-3: Customs Declaration – Master Provisional Declaration – Draft Created**
Once the Declaration draft is created, the links associated to the Master Provisional Customs Declaration form appear in the Link Repository. Click 🗄️ to view the Link Repository and the available links are displayed in an expandable list as listed below.

- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.

![Image of Link Repository](image)

**Figure 1.5-4: Customs Declaration – Master Provisional Declaration – Link Repository**

All the links and their functionalities are explained below.

1.5.1 **View Declaration Dates**

For more details on how to view the Declaration Dates, refer section **1.4.1 View Declaration Dates**.

1.5.2 **View Consignee Details**

For more details on how to view the Consignee Details, refer section **1.4.5 View Consignee Details**.
1.5.3 View Transaction History
For more details on how to view the Transaction History, refer section 1.4.6 View Transaction History.

1.5.4 Upload Required Documents
For more details on how to associate or upload the required documents, refer section 1.4.7 Upload Required Documents.

1.5.5 View Rulings
For more details on how to view the associated Rulings, refer section 1.4.8 View Rulings.

1.5.6 Create Invoice Information
For more details on how to create or add the Invoice Information, refer section 1.4.9 Create Invoice Information.

1.5.6.1 Open Invoice Information
For more details on how to open and view the Invoice Information, refer section 1.4.9.1 Open Invoice Information.

1.5.6.2 View/Edit Freight Details
For more details on how to view or edit the Freight Details, refer section 1.4.9.2 View/Edit Freight Details.

1.5.7 Create Invoice Item Details
For more details on how to create the Invoice Item Details, refer section 1.4.10 Create Invoice Item Details.
1.5.7.1 Associate Bill Line Items
For more details on how to associate Bill Line Items, refer section 1.4.10.1 Associate Bill Line Items.

1.5.7.2 Associate Rulings
For more details on how to associate the required Rulings with Declaration, refer section 1.4.10.2 Associate Rulings.

1.5.7.3 View Detailed Specifications
For more details on how to view the Detailed Specifications, refer section 1.4.10.3 View Detailed Specifications.

1.5.8 Associate Exemptions
For more details on how to associate the Exemptions, refer section 1.4.11 Associate Exemptions.

1.5.9 Calculate Duty for Declaration
Trader or Forwarding Agent can calculate the Duty for the Declaration, once the Declaration is created with the mandatory details such as Invoices, Invoices Items and Declaration references. To calculate the Duty for Declaration:

1. In the Customs Declaration form, click Calculate Duty to calculate the duty for declaration as shown in Figure 1.5-5.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
1.5.9.1 View Declaration Duties Details

For more details on how to view the Declaration Duties Details, refer section 1.4.13.1 View Declaration Duties Details.

1.5.10 Submit Declaration to Customs

Trader or Forwarding Agent can submit the Declaration to Customs, once the Duty is calculated. To submit the Declaration to Customs:

1. In the Master Provisional Customs Declaration form, select the Self-Acknowledgement confirmation check box and click Submit to Customs to submit the declaration as shown in Figure 1.5-8.

Note: Invoice Information and Invoice Items should exist for a Declaration before duty calculation.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Figure 1.5-10: Customs Declaration – Master Provisional Declaration – Submitted

3. Click **Back** to navigate back to the **Customs Declaration** list.

4. Click **Print Declaration** to print the **Master Provisional Declaration** file details.

   The Mater Provisional Declaration in PDF format appears as shown in **Figure 1.5-11**.
Figure 1.5-11: Master Provisional Declaration – PDF format
Note-1:

- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
  - After declaration submission to Customs and before receiving decision from RMS, the declaration status is “Submitted”.
  - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is “Approved”.
  - If RMS Returns either Yellow or Red Channel, then declaration status is “In Progress”. Once Verification Officer and SIAT members complete assessment and inspection requests in the system, declaration status changes to “Approved”.
  - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
  - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to Cleared state.

Note-2: Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print Declaration on the Customs Declaration form except in “Approved” status.

The submitted Master Provisional declarations are approved by the Verification Officer. Once the Verification Officer approves the declaration, duties and taxes can be paid through Payment module and the Declaration status changes to Completed.

Trader can request for Tax stamps for the declared goods in Master Provisional Declaration using Tax Stamp PO Requests. For more details, refer section 1.13 Create and Submit Tax Stamp Purchase Order Request.

The created Tax Stamp requests are approved by the Verification Officer. Once the Tax Stamp request is approved, the stamp duty can be paid through Payment module.

After the Tax Stamp duty amount is collected, Finance and Procurement Department issues the Tax Stamps. After issuing the stamp, Trader can file Sub Declaration referencing the Master Provisional Declaration.
1.6 Create Final Import – Sub Declaration

Trader or Forwarding Agent can create and submit the Final Import Sub Declaration. Trader or Forwarding Agent can file the Sub Declaration for any of the imported following goods:

- Master Provisional Declarations that are in **Completed** status (i.e., Master Provisional Declarations for which the Tax Stamps are issued).
- Functional Units that are in **Approved** status (i.e., Functional Unit Requests that are approved by the Classification Officer).

To create the Final Import – Sub Declaration:

1. On Trade Facilitation menu, click **Import/Export/Transit** and then click **Customs Declaration** submenu.

The **Customs Declaration** list appears as shown below.

![Customs Declaration List](image1.png)

**Figure 1.6-1: Customs Declaration – Sub Declaration – New**

2. System auto-displays the **Consignee** as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. Select the **Declaration Type** as ‘Import Bill’ from the drop-down list.

4. Select the **Sub Type** as ‘Final Import’ from the drop-down list.

5. Select the **Transaction Type** as ‘Sub Declaration’.

6. Click **New** to create Declaration with the entered or selected details.

The **Customs Declaration** form appears as shown in **Figure 1.6-2**.
Note: The Load/Unload Application field is enabled only if the selected Customs Station belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as New indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Tracking No.</td>
<td>System auto-generates the Tracking Number once the Sub Declaration draft is created.</td>
</tr>
<tr>
<td>3.</td>
<td>Temp. Declaration No.</td>
<td>System auto-generates the Temp Declaration Number once the Sub Declaration draft is created.</td>
</tr>
<tr>
<td>4.</td>
<td>Importer Name</td>
<td>System auto-displays the Importer Name based on the login details.</td>
</tr>
</tbody>
</table>
| 5.  | Mode of Transport        | Select the Mode of Transport from the drop-down list. The drop-down list values include:  
                                - Air,  
                                - Sea,  
                                - Road, and  
                                - Rail.  
                                **Note:** If Mode of Transport is selected as Road or Rail, then associating Bill of Lading Lines is optional. |
| 6.  | Customs Station          | Enter and select the Customs Station.                                       |
| 7.  | Declaration Sources      | Select the Declaration Sources from the drop-down list. The Declaration Source drop-down values include:  
                                - Master Provisional Declaration, and  
                                - Functional Units.                   |
8. **Bill of Lading**

In the **Customs Declaration** form, click to browse and select the Bill of Lading. The **Bill of Lading List** appears as shown below.

![Bill of Lading List](image)

**Figure 1.6-3: Bill of Lading List – Select**

i. Select the required Bill of Lading from the **Bill of Lading List**, or enter the **Bill of Lading No.**, **Journey Number** and/or **DO Security Code** in the search panel, and click **Search**.

ii. The available Bill of Ladings is filtered based on the search criteria provided.

iii. In the **Bill of Lading List**, click **Bill of Lading No.** to select.

**Note:**
- **Bill of Lading** field is displayed based on the selection of Declaration Sources.
- Only Delivery Order (DO) Issued, Amendment Approved and Approved state Bill of Ladings are displayed in the **Bill of Lading List**.

9. **Defer Payment**

Select the **Defer Payment** checkbox as required.

**Note:**
- The **Defer Payment** check box is displayed in the **Customs Declaration** form only if the logged in Trader or Forwarding holds AEO license and this is applicable for Normal Import Declarations.
- If the **Defer Payment** check box is selected, then Bill is generated with **Payment Type** as Defer Payment, and Trader or Forwarding need not pay Duty or any amount for Bill; however, Surety needs to be associated for the same amount.

10. **Reference Declaration**

Enter and select the Reference Declaration.

**Note:**
- This field is displayed when the **Declaration Sources** is selected as Master Provisional Declaration.
8. **Click Create.**

   The Final Import (Sub Declaration) **Customs Declaration** form refreshes with *Draft Created* status, *Date Details* icon, and *Invoice Details* section as shown below.

   ![Customs Declaration - Final Import - Sub Declaration - Draft Created](image)

   **Figure 1.6-4: Customs Declaration – Final Import – Sub Declaration – Draft Created**

Once the Final Import – Sub Declaration is created, the links associated to the **Customs Declaration** form appear in the Link Repository. Click ![Link](image) to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as shown in **Figure 1.6-5**.

- View BL/AWB/WB Information.
• View Functional Units. (This link is displayed only if the Declaration Sources is selected as Functional Units).
• View Consignee Details.
• View Transaction History.
• Upload Required Documents.
• Associate Rulings.
• Associate Tax Stamp.

![Customs Declaration - Final Import - Sub Declaration - Link Repository](image)

**Figure 1.6-5:** Customs Declaration – Final Import – Sub Declaration – Link Repository

All the links and their functionalities are explained below.

1.6.1 View Declaration Dates

For more details on how to view the Declaration Dates, refer section **1.4.1 View Declaration Dates**.

1.6.2 View BL/AWB/WB Information

For more details on how to view the Reference Details, refer section **1.4.4 View BL/AWB/WB Information**.
1.6.3 **View Consignee Details**

For more details on how to view the Consignee Details, refer section **1.4.5 View Consignee Details**.

1.6.4 **View Transaction History**

For more details on how to view the Transaction History, refer section **1.4.6 View Transaction History**.

1.6.5 **Upload Required Documents**

For more details on how to upload the Required Documents, refer section **1.4.7 Upload Required Documents**.

1.6.6 **View Rulings**

For more details on how to view the associated Rulings, refer section **1.4.8 View Rulings**.

1.6.7 **Associate Tax Stamp**

Trader or Forwarding Agent can associate the required Tax Stamp. To associate the Tax Stamp:

1. In the **Customs Declaration** form, click and then click **Associate Tax Stamp** to associate the Tax Stamp.

The **Tax Stamp List** appears as shown below.

![Tax Stamp List](image)

**Figure 1.6-6: Tax Stamp List – Save**

**Note:**

- **Tax Stamp Request No.** is auto-populated and is disabled by default.
- **Total Issued Stamps** field displays the actual total number of stamps issued.
- **Available Stamps** displays the number of stamps available.
- **Stamps Required** is entered by the Trader according to the Total Item Quantity in Sub-Declaration.

2. Enter the **Stamps Required** quantity and click to save the details.

3. Click to close the **Tax Stamp List** and/or navigate back to the **Customs Declaration** form.

### 1.6.8 Associate Invoice Information

Trader or Forwarding Agent can associate the Invoice Information for declaration. To associate the Invoice Information:

1. On the **Customs Declaration** form, in the **Invoice Details** section, click to associate the Invoice Information as shown below.

![Customs Declaration – Sub Declaration – Invoice Details – Associate](image)

**Figure 1.6-7: Customs Declaration – Sub Declaration – Invoice Details – Associate**

The **Associate Reference Invoice** list appears as shown in **Figure 1.6-8**.
2. Select the Declaration Number and click to save the selection.

The Customs Declaration form refreshes with the associated Invoice Information in the Invoice Details section as shown below.

3. Click Save to save the details.

1.6.9 Associate Invoice Item Details

Trader or Forwarding Agent can associate the Invoice Information for declaration. To associate Invoice Item Details:

![Figure 1.6-8: Associate Reference Invoice – Save Selection](image)

![Figure 1.6-9: Customs Declaration – Sub Declaration – Save](image)
1. On the **Customs Declaration** form, in the **Invoice Details** section, click to open the corresponding **Invoice No.** record to associate the Invoice Item details.

   The **Invoice Information** form with **Items Information List** section appears as shown below.

   ![Invoice Information - Items Information Associate](image)

   **Figure 1.6-10: Invoice Information – Items Information Associate**

2. In the **Items Information List** section, click to associate item information.

   The **Invoice Item Detail** list appears as shown below.

   ![Invoice Item Detail List – Save Selection](image)

   **Figure 1.6-11: Invoice Item Detail List – Save Selection**
3. To associate the partial items, click **Edit Value**.

The **Invoice Item Detail** form appears to associate the required item quantity as shown below.

![Invoice Item Detail Form](image)

**Figure 1.6-12: Invoice Item Detail – Associate (Partial Items)**

4. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><em>Item Line No.</em></td>
<td>System auto-displays the Item Line Number by default.</td>
</tr>
<tr>
<td>2.</td>
<td><em>Total Price</em></td>
<td>Total Price of the Item is auto-calculated by the system (Quantity x Unit Price). This field is non-editable.</td>
</tr>
<tr>
<td>3.</td>
<td><em>Net Weight</em></td>
<td>System auto-displays the Net Weight of the Item by default.</td>
</tr>
<tr>
<td>5.</td>
<td><em>Quantity</em></td>
<td>System auto-displays the Quantity of the Item.</td>
</tr>
<tr>
<td>7.</td>
<td><em>Available Qty</em></td>
<td>System auto-displays the Available Quantity of the Item.</td>
</tr>
<tr>
<td>8.</td>
<td><em>Processed Quantity</em></td>
<td>System auto-displays the Processed Quantity of the Item based on the Quantity to Process.</td>
</tr>
<tr>
<td>9.</td>
<td><em>Quantity to Process</em></td>
<td>Enter the Quantity to process.</td>
</tr>
</tbody>
</table>

**Note:** *Quantity to Process* value cannot be more than the *Available Quantity* value.

**Table 1.6-2: Invoice Item Detail – Partial Items Associate**

5. Click **Associate**.

6. To associate all the items, select the *Item Line No.* and click 🔄 to save the selection as shown in **Figure 1.6-11**.

The Final Import (Sub Declaration) **Customs Declaration** form refreshes with the associated Invoice Information in the **Invoice Details** section as shown in **Figure 1.6-13**.
Figure 1.6-13: Invoice Information – Invoice Item Details Associated

7. Click **Save** to save the **Invoice Items Detail** form.

1.6.10 Calculate Duty for Declaration

Trader or Forwarding Agent can calculate the Duty for the Declaration form once the declaration is created with the mandatory details such as Invoices and Invoices Items. To calculate the Duty for Declaration:

1. In the **Customs Declaration** form, click **Calculate Duty** to calculate the duty declaration as shown in **Figure 1.6-14**.
The Final Import (Sub Declaration) **Customs Declaration** form refreshes with **Duty Details** icon and confirmation check box as shown below.

**Figure 1.6-14: Customs Declaration – Sub Declaration – Calculate Duty**

**Figure 1.6-15: Customs Declaration – Sub Declaration – Duty Details icon**
1.6.10.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section 1.4.13.1 View Declaration Duties Details.

1.6.11 Submit Declaration to Customs

Trader or Forwarding Agent can submit the Declaration to Customs, once the duty is calculated. To submit the Declaration to Customs:

1. In the Customs Declaration form, select the Acknowledgement check box and then click Submit to Customs to submit the declaration as shown below.

![Customs Declaration – Sub Declaration – Submit to Customs](image)

The Declaration Confirmation pop-up window appears with Declaration Number as shown below.

![Declaration Confirmation](image)

**Figure 1.6-16:** Customs Declaration – Sub Declaration – Submit to Customs

**Figure 1.6-17:** Declaration Confirmation
2. Click OK.

3. Click **Print Declaration** to print the Sub Declaration file details.

The following is the sample of the Sub Declaration summary in PDF format.
**Figure 1.6-18: Sub Declaration – PDF Format**

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

**Note-1:**

- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

  - After declaration submission to Customs and before receiving decision from RMS, the declaration status is “Submitted”.
  - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is “Approved”.
  - If RMS Returns either Yellow or Red Channel, then declaration status is “In Progress”. Once Verification Officer and SIAT members complete assessment and inspection requests in the system, declaration status changes to “Approved”.
  - Once the Inspection and Release process is completed, the Declaration status changes to **Completed**.
  - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to **Cleared** state.
  - The **Associate Licensed / Registered Carriers** link is enabled once the Declaration status is in **Cleared** or **Completed** state. For more details, refer section 1.14 **Associate Licensed/Registered Carriers**.

**Note-2:**

- Trader or Forwarding Agent can print the declaration regardless of statuses by clicking **Print Declaration** on the **Customs Declaration** form except in “Approved” status.
C. Export Bill

This section provides details on filing Export Declaration for various Sub Types and Transaction Types as listed below:

- Final Export – Normal Export, and
- Provisional – Export Provisional Declaration.

The common steps involved in submitting the Export Declaration are listed below:

- Create Export Declaration.
- Associate Reference Declaration (as per requirement).
- Associate or View Shipment Note.
- Create Invoice Information.
- Create Invoice Items Details.
  - Associate Rulings.
- Calculate Duty.
- Submit to Customs.

All the Export Declarations available in Customs Declaration module are explained in the following sections.

1.7 Create Final Export – Normal Export Declaration

Trader or Forwarding Agent can create and submit the Normal Export Declaration. Trader or Forwarding Agent can file for the Normal Export Declaration to export the goods. To create the Final Export - Normal Export Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

   The Customs Declaration list appears as shown in Figure 1.7-1.
2. System auto-displays the Consignee as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. Select Declaration Type as ‘Export Bill’ from the drop-down list.

4. Select Sub Type as ‘Final Export’ from drop-down list.

5. Select Transaction Type as ‘Normal Export’.

6. Click New to create Declaration with the entered or selected details.

   The Customs Declaration form appears as shown below.

![Figure 1.7-1: Customs Declaration – Normal Export Declaration – New](image1)

7. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as New indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Tracking No.</td>
<td>System auto-generates the Tracking Number once the Normal Export Declaration is created.</td>
</tr>
<tr>
<td>3.</td>
<td>Temp Declaration No.</td>
<td>System auto-generates the Temp Declaration Number once the Normal Export Declaration is created.</td>
</tr>
<tr>
<td>4.</td>
<td>Exporter Name</td>
<td>System auto-displays the Exporter Name as Trader Name by default.</td>
</tr>
<tr>
<td>5.</td>
<td>Mode</td>
<td>Select the Mode of Transport from the drop-down list.</td>
</tr>
</tbody>
</table>

**Note:** The Load/Unload Application field is enabled only if the selected Customs Station belongs to Private Jetty and this is applicable for all the Declarations.

8. Click New to create Declaration with the entered or selected details.

   The Customs Declaration form appears as shown below.

![Figure 1.7-2: Customs Declaration – Normal Export Declaration – Create](image2)
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Once the declaration is created, the links associated to the Normal Export Customs Declaration form appear in the Link Repository. Click to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as shown in Figure 1.7-4.

- View Consignor Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.
- Associate/View Shipment Note.
Figure 1.7-4: Customs Declaration – Normal Export Declaration – Link Repository

All these links and their functionalities are explained below.

1.7.1 **View Declaration Dates**

For more details on how to view the Declaration Dates, refer section 1.4.1 **View Declaration Dates**.

1.7.2 **View Consignor Details**

Trader or Forwarding Agent can view the Organization, Address and Contact details of the Consignor for whom the declaration is created. For more details, refer section 1.4.5 **View Consignee Details**.

1.7.3 **View Transaction History**

For more details on how to view the Transaction History, refer section 1.4.6 **View Transaction History**.

1.7.4 **Upload Required Documents**

For more details on how to upload the required documents, refer section 1.4.7 **Upload Required Documents**.
1.7.5 **View Rulings**

For more details on how to view the associated Rulings for Declaration, refer section 1.4.8 **View Rulings**.

1.7.6 **Associate/View Shipment Note**

Trader or Forwarding Agent can associate or view the Shipment Note issued to the Consigner while exporting the declared goods.

**Note:** At least one Shipment Note should be associated or added to submit the Declaration to Customs.

To associate the Shipment Note:

1. In the **Customs Declaration** form, click and then click **Associate/View Shipment Note**. The Shipment Note List appears as shown below.

![Figure 1.7-5: Shipment Note List – Associate](image)

**Note:** It is mandatory to associate at least one Shipment Note to submit the Declaration to Customs (except for ‘Road’ ‘mode). For Road Mode, associating Shipment Note is optional.

2. Click to associate the Shipment Note. The Shipment Note List appears as shown below.

![Figure 1.7-6: Shipment Note List – Save Selection](image)
3. Select the required *Booking Ref No.* from the **Shipment Note List**, or enter the *Booking Ref No.* and/or *BRN* in the search panel, and click **Search**.

   The available Booking References are filtered based on the search criteria provided.

4. In the **Shipment Note List**, select the check box corresponding to the *Booking Ref No.* and click ![check box](check icon) to save the selection.

   The selected or associated *Booking Ref No.* is displayed in the **Shipment Note List** as shown below.

   ![Shipment Note List](image)

   **Figure 1.7-7: Shipment Note List – Associated**

5. Click ![go back](go back icon) to navigate back to Customs Declaration form.

6. In the **Shipment Note List**, click the **Booking Ref No.** to view the corresponding Shipment Note Lines details.

   The **Shipment Order Information** pop-up window appears as shown in **Figure 1.7-8**.
Figure 1.7-8: Shipment Order Information – Pop-up Window
7. Click **Back** to navigate back to the **Shipment Note List**.

**Note:** To view the Shipment Note, in the **Customs Declaration** form, click and then click **Associate/View Shipment Note**. The **Shipment Note List** appears with Shipment Notes details.

To disassociate the Shipment Note List:

1. In the **Shipment Note List**, select the check box corresponding to the **Booking Ref No.** that needs to be disassociated as shown below.

![Figure 1.7-9: Shipment Note List – Disassociate](image1)

2. Click to disassociate the selected declaration.

   System prompts to confirm the disassociation as shown below.

![Figure 1.7-10: Confirm Disassociate](image2)

3. Click **OK** to disassociate or click **Cancel** to discard the action.

### 1.7.7 Create Invoice Information

For more details on how to create or add the Invoice Information, refer section **1.4.9 Create Invoice Information**.
**Note:** If the *Declaration Source* is ‘Export Provisional’, then Trader or Forwarding Agent can associate invoice items. For more details, refer section **1.6.9 Associate Invoice Item Details**.

### 1.7.7.1 Open Invoice Information

For more details on how to open and view the Invoice Information, refer section **1.4.9.1 Open Invoice Information**.

### 1.7.8 Create Invoice Item Details

Trader or Forwarding Agent can add the invoice item details for a particular Invoice Details. For more details on how to add the Invoice Item details, refer section **1.4.10 Create Invoice Item Details**.

**Note:** If the *Country* is selected as ‘Malaysia’, then it is mandatory to enter *Destination Port/Location* field.

### 1.7.8.1 Associate Bill Line Items

For more details on how to associate the Bill Line Items, refer section **1.4.10.1 Associate Bill Line Items**.

### 1.7.8.2 Associate Rulings

For more details on how to associate the required Rulings with the Declaration, refer section **1.4.10.2 Associate Rulings**.

### 1.7.8.3 View Detailed Specifications

For more details on how to view the Detailed Specifications, refer section **1.4.10.3 View Detailed Specifications**.

### 1.7.9 Associate Exemptions

For more details on how to associate the Exemptions, refer section **1.4.11 Associate Exemptions**.
1.7.10 Calculate Duty for Declaration

Trader or Forwarding Agent can calculate the Duty for the declaration, once the Customs Declaration form is created with the mandatory details such as Invoices, Invoice Items and Declaration References. To calculate the Duty for Declaration:

1. In the Customs Declaration form, click Calculate Duty to calculate the duty for declaration as shown below.

![Customs Declaration form with Calculate Duty option]

**Figure 1.7-11: Customs Declaration – Normal Export Declaration – Calculate Duty**

The Normal Export Customs Declaration form refreshes with Duty Details icon as shown in Figure 1.7-12.
2. In the **Customs Declaration** form, click ![button](image) to view the applicable Duties and Taxes.

The **Duty Details** pop-up window appears as shown below.

![Duty Details Pop-up Window](image)

**Figure 1.7-13: Duty Details – Pop-up Window**

**Note:** Invoice Information and Invoice Items should exist for a Declaration before duty calculation.
1.7.10.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section 1.4.13.1 View Declaration Duties Details.

1.7.11 Submit Declaration to Customs

Trader can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader), once the Duty is calculated. To submit the Declaration to Customs:

1. In the Customs Declaration form, select the Self-Acknowledgement check box to confirm and click Submit to Customs to submit the declaration as shown below.

![Customs Declaration Form](image)

**Figure 1.7-14: Customs Declaration – Normal Export Declaration – Submit to Customs**

**Note:** Customs Data Entry Operator can submit the Customs Declaration form to the customs when the confirmation check-box is enabled.

A Confirmation pop-up window appears as shown in **Figure 1.7-15**.
2. Click **OK** to accept the Declaration.

3. Click **Print Declaration** to print the Normal Export Declaration file details.

   The Normal Export Declaration in PDF format appears as shown in **Figure 1.7-16**.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weight Measurement</td>
<td>KG</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Nilai FOB</td>
</tr>
<tr>
<td>Quantity</td>
<td>10000.00</td>
</tr>
<tr>
<td>Code of Payment</td>
<td>MYR</td>
</tr>
<tr>
<td>Unit Price</td>
<td>Insurans</td>
</tr>
<tr>
<td>Country of Origin</td>
<td>MY-MALAYSIA</td>
</tr>
<tr>
<td>Country of Final Destination</td>
<td>Tambah</td>
</tr>
<tr>
<td>Original Country</td>
<td>MALAYSIA</td>
</tr>
<tr>
<td>Destination Country</td>
<td>MALAYSIA</td>
</tr>
<tr>
<td>Total Amount Payable</td>
<td>No. Resit</td>
</tr>
<tr>
<td>No. Resit</td>
<td>Negera Destinasi Akhir</td>
</tr>
<tr>
<td>Name of Declaration</td>
<td>FALCON GROUP BHD</td>
</tr>
<tr>
<td>Passport No./NRC No.</td>
<td>569874520</td>
</tr>
<tr>
<td>Designation</td>
<td>MANAGING DIRECTOR</td>
</tr>
<tr>
<td>Date of Issue</td>
<td>06/07/2017</td>
</tr>
<tr>
<td>Declaration</td>
<td>144</td>
</tr>
</tbody>
</table>

Figure 1.7-16: Normal Export Declaration – PDF Format
### Note-1:
- Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.
  - After declaration submission to Customs and before receiving decision from RMS, the declaration status is “Submitted”.
  - If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is “Approved”.
  - If RMS Returns either Yellow or Red Channel, then declaration status is “In Progress”. Once Verification Officer and SIAT members complete assessment and inspection requests in the system, declaration status changes to “Approved”.
  - Once the Inspection and Release process is completed, the Declaration status changes to Completed.
  - Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to Cleared state.

### Note-2:
- Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print Declaration on the Customs Declaration form except in “Approved” status.

### 1.8 Create Provisional – Export Provisional Declaration
Trader or Forwarding Agent can create and submit the Export Provisional Declaration. Trader or Forwarding Agent can file for the Export Provisional Declaration to export the goods. To create the Provisional - Export Provisional Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Customs Declaration submenu.

   The Customs Declaration list appears as shown in Figure 1.8-1.
2. System auto-displays the Consignee as Trader Name based on the login details and it is non-editable. However, the Forwarding Agent has to select the Trader from this field.

3. Select the Declaration Type as ‘Export Bill’ from the drop-down list.

4. Select the Sub Type as ‘Provisional’ from the drop-down list.

5. System auto-populates the Transaction Type as ‘Export Provisional Declaration’ based on the selection of Sub Type.

6. Click **New** to create Declaration with the entered or selected details.

   The **Customs Declaration** form appears as shown below.

![Figure 1.8-1: Customs Declaration – Export Provisional Declaration – New](image1)

**Figure 1.8-1: Customs Declaration – Export Provisional Declaration – New**

7. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Status</strong></td>
<td>System auto-displays the Status as <strong>New</strong> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Tracking No.</strong></td>
<td>System auto-generates the Tracking Number once the Export Provisional Declaration draft is created.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Temp. Declaration No.</strong></td>
<td>System auto-generates the Temp. Declaration Number once the Export Provisional Declaration draft is created.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Exporter Name</strong></td>
<td>System auto-displays the Exporter Name based on the login details.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>Mode of Transport</strong></td>
<td>Select the Mode of Transport from the drop-down list.</td>
</tr>
</tbody>
</table>

**Note:** The **Load/Unload Application** field is enabled only if the selected **Customs Station** belongs to Private Jetty and this is applicable for all the Declarations.

7. Enter or select the fields as described in the following table.

![Figure 1.8-2: Provisional – Export Provisional Declaration – Create](image2)

**Figure 1.8-2: Provisional – Export Provisional Declaration – Create**
### Table 1.8-1: Customs Declaration – Export Provisional Declaration – Create

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Transport</td>
<td>The drop-down list values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Air,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sea,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Road,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Rail.</td>
</tr>
</tbody>
</table>

**Note:** If *Mode of Transport* is selected as Road or Rail, then associating Bill of Lading Lines is Optional.

6. **Customs Station**

   Enter and select the Customs Station.

8. **Click Create.**

   The Export Provisional **Customs Declaration** form refreshes *Draft Created* status, **View Date Details** icon, and **Invoice Details** section as shown below.

![Customs Declaration – Export Provisional Declaration – Draft Created](image)

**Figure 1.8-3: Customs Declaration – Export Provisional Declaration – Draft Created**

Once the Export Provisional Draft is created, the links associated to the **Customs Declaration** form appear in the Link Repository. Click to navigate to the Link Repository. All the links associated to the form are displayed in an expandable list as listed below.

- View Consignor Details.
- View Transaction History.
- Upload Required Documents.
• Associate Rulings.

![Figure 1.8-4: Customs Declaration – Export Provisional Declaration – Link Repository](image)

All the links and their functionalities are explained below.

1.8.1 **View Declaration Dates.**
For more details on how to view the Declaration Dates, refer section 1.4.1 **View Declaration Dates.**

1.8.2 **View Consignor Details**
For more details on how to view the Consignor Details, refer section 1.4.5 **View Consignee Details.**

1.8.3 **View Transaction History**
For more details on how to view the Transaction History, refer section 1.4.6 **View Transaction History.**

1.8.4 **Upload Required Documents**
For more details on how to upload the Required Documents, refer section 1.4.7 **Upload Required Documents.**
1.8.5 View Rulings
Trader or Forwarding Agent can view the Rulings associated to the Declaration in the Invoice Item details. To view the associated Rulings:

1. In the Customs Declaration form, click ![icon] and then click Associate Rulings.

The Declaration Rulings Details pop-up window appears as shown below.

![Declaration Rulings Details]

Figure 1.8-5: Declaration Rulings Details

2. Click ![icon] to close the pop-up window.

1.8.6 Create Invoice Information
For more details on how to create or add the Invoice Information, refer section 1.4.9 Create Invoice Information.

1.8.6.1 Open Invoice Information
For more details on how to open and view the Invoice Information, refer section 1.4.9.1 Open Invoice Information.
1.8.7 Create Invoice Item Details
Trader or Forwarding Agent can add the invoice item details for a particular Invoice Information.
For more details on how to add the Invoice Item Details, refer section 1.4.10 Create Invoice Item Details.

1.8.7.1 Associate Bill Line Items
For more details on how to associate the Bill Line Items, refer section 1.4.10.1 Associate Bill Line Items.

1.8.7.2 Associate Rulings
For more details on how to associate the Rulings, refer section 1.4.10.2 Associate Rulings.

1.8.7.3 View Detailed Specifications
For more details on how to view the Detailed Specifications, refer section 1.4.10.3 View Detailed Specifications.

1.8.8 Associate Exemptions
For more details on how to associate exemptions, refer section 1.4.11 Associate Exemptions.

After adding Invoice Information and Invoice Item details, the Export Provisional Customs Declaration form appears as shown in Figure 1.8-6.
1.8.9 Calculate Duty for Declaration

For more details on how to calculate Duty for Declaration, refer section **1.4.13 Calculate Duty for Declaration**.

1.8.9.1 View Declaration Duty Details

For more details on how to view the Declaration Duty Details, refer section **1.4.13.1 View Declaration Duties Details**.

1.8.10 Submit Declaration to Customs

Trader can submit the Declaration to Customs (or Forwarding Agent can submit the Declaration to Customs on behalf of Trader), once the Duty is calculated. To submit the Declaration to Customs:

1. In the **Customs Declaration** form, select the Self-Acknowledgement confirmation check box and then click **Submit to Customs** to submit the Declaration as shown in **Figure 1.8-7**.

---

**Figure 1.8-6: Customs Declaration – Export Provisional Declaration – Invoice Details Created**

**Figure 1.8-7: Customs Declaration – Export Provisional Declaration – Invoice Details Created**
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
3. Click **Print Declaration** to print the Export Provisional Declaration file details.

The Export Provisional Declaration summary in PDF format appears as shown in Figure 1.8-10.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
### Figure 1.8-10: Export Provisional Declaration – PDF Format

**Note 1:**

This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

- After declaration submission to Customs and before receiving decision from RMS, the declaration status is “Submitted”.
- If RMS returns Green Channel and there is no admissibility for the Declaration, the declaration status is “Approved”.
- If RMS Returns either Yellow or Red Channel, then declaration status is “In Progress”. Once Verification Officer and SIAT members complete assessment and inspection requests in the system, declaration status changes to “Approved”.
- Once the Inspection and Release process is completed, the Declaration status changes to Completed.
- Once the Duties or Taxes are paid by the declarant, system automatically changes the status of Declaration to Cleared state.
- Trader cannot create a new Export Provisional Declaration unless the already created Export Provisional Declaration is associated in any final declaration.

**Note-2:**

- Trader or Forwarding Agent can print the declaration regardless of statuses by clicking Print Declaration on the Customs Declaration form except in “Approved” status.

### 1.9 Create and Submit Exempted Vehicle Ownership Transfer

Traders or Forwarding Agent can transfer the Exempted vehicle ownership to the buyer. Trader or Forwarding Agent can file Normal Import declaration while importing the vehicle with exemptions (optional). When the Trader sells the vehicle, Trader or Forwarding Agent (seller) can submit the Exempted Vehicle Ownership Transfer Form with buyer details. Trader or Forwarding Agent (seller) refers the Normal Import declaration as part of Exempted Vehicle Ownership Transfer Form. Invoice and Invoice items is automatically created based on the referenced Normal Import Declaration. To create and submit the Exempted Vehicle Ownership Transfer:
1. On **Trade Facilitation** menu, click **Import/Export/Transit** and then click **Exempted Vehicles** submenu.

The **Exempted Vehicles Ownership List** appears as shown below.

![Exempted Vehicles Ownership List](image1.png)

**Figure 1.9-1: Exempted Vehicles Ownership List**

2. Click + to create the Exempted Vehicles.

The **Exempted Vehicle Ownership Transfer Form** appears as shown below.

![Exempted Vehicle Ownership Transfer Form](image2.png)

**Figure 1.9-2: Exempted Vehicle Ownership Transfer Form – Create**

3. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as <em>New</em> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Tracking No.</td>
<td>System auto-generates the Tracking Number once the Exempted Vehicle is created.</td>
</tr>
<tr>
<td>4.</td>
<td>Importer Name</td>
<td>System auto-displays the selected Consignee name as Importer Name by default.</td>
</tr>
</tbody>
</table>
| 5.  | Mode of Transport| Select the Mode of Transport from the drop-down list. The drop-down list values include:  
- Air,  
- Sea,  
- Road, and  
- Rail. |
<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Note</strong>: If Mode of Transport is selected as Road or Rail, then association of Bill of Lading Lines is optional.</td>
</tr>
<tr>
<td>6.</td>
<td>Customs Station</td>
<td>Enter and select the Customs Station.</td>
</tr>
<tr>
<td>7.</td>
<td>Buyer Nationality</td>
<td>Enter and select the Buyer’s Nationality.</td>
</tr>
<tr>
<td>8.</td>
<td>Declaration Sources</td>
<td>Select the Declaration Source as Buyer from the drop-down list.</td>
</tr>
<tr>
<td>9.</td>
<td>Buyer Name</td>
<td>Enter the Buyer Name.</td>
</tr>
<tr>
<td>10.</td>
<td>Reference Declaration No.</td>
<td>Enter and select the Reference Declaration Number.</td>
</tr>
<tr>
<td>11.</td>
<td>Buyer IC/Passport Number</td>
<td>Enter the Buyer Passport number if the person is Non-Malaysian else enter the NR IC Number.</td>
</tr>
</tbody>
</table>

**Table 1.9-1: Exempted Vehicle Ownership Transfer Form – Create**

4. Click **Create** to create the Exempted Vehicles.

The Exempted Vehicle Ownership Transfer Form refreshes with **Draft Created** status, **Duty Details** and **Invoice Details** section as shown below.

![Exempted Vehicle Ownership Transfer Form – Draft Created](image)

**Figure 1.9-3: Exempted Vehicle Ownership Transfer Form – Draft Created**

**Note**: Invoice and Invoice items are auto-created based on the referenced Normal Import Declaration. Invoice information can be viewed by clicking the **Invoice Number** in **Invoice Details** section.
Once the **Exempted Vehicle Ownership Transfer Form** Draft is created, the links associated to the form appear in the Link Repository. Click to navigate to the Link Repository and all the links associated to the form are displayed in an expandable list as listed below.

- View Consignee Details.
- View Transaction History.
- Upload Required Documents.

![Exempted Vehicle Ownership Transfer Form – Link Repository](image)

**Figure 1.9-4:** Exempted Vehicle Ownership Transfer Form – Link Repository

5. On the **Customs Declaration** form, in the **Invoice Details** section, click the **System Invoice Number** of the corresponding record to view the Invoice details.

The **Invoice Details** pop-up window appears as shown in **Figure 1.9-5**.
6. Click **Close** to close and/or navigate back to the **Exempted Vehicle Ownership Transfer Form**.

7. Click **Calculate Duty** to calculate the Duty for declaration as shown in **Figure 1.9-6**.
Figure 1.9-6: Exempted Vehicle Ownership Transfer Form – Calculate Duty

Note:

- System calculates the gazette duties for Declaration created for Exempted Vehicle Ownership Transfer.
- In the Exempted Vehicle Ownership Transfer Form, click to view the applicable Duties and Taxes.

The Exempted Vehicle Ownership Transfer form refreshes as shown in Figure 1.9-7.
8. Select the Acknowledgement confirmation check box and click **Submit to Customs** to submit the Declaration as shown below.
The Declaration Confirmation pop-up window appears with the Declaration Number as shown below.

![Declaration Confirmation Window](image)

**Figure 1.9-9: Declaration – Confirmation**

9. Click OK to navigate back to the Customs Declaration form.

10. Click Print Declaration to print the Exempted Vehicle Ownership Transfer file details in PDF format.

**Note:**

- On submission, Vehicle ownership transfer request reaches the Customs division (valuation department) without RMS.
- Once the duty is paid, the declaration status changes to Cleared state. Vehicle information is shared with Jabatan Pengangkutan Jalan Malaysia (JPJ) after declaration clearance, so that JPJ can change the vehicle ownership to the new buyer.

### 1.10 Create Delegate Declaration

Trader can delegate the Declaration to the Forwarding Agents who are associated for that Trader. However, the declaration can be delegated before submission of Declaration to Customs. After delegation, the Forwarding Agent can file the declaration on behalf of Trader.

**Note:** Forwarding Agent can also delegate the Declaration to Trader for whom that Declaration is created if required.

To create the Delegate Declaration:

1. On Trade Facilitation menu, click Import/Export/Transit and then click Delegate Delegation submenu.

   The Declaration Delegations List appears as shown in Figure 1.10-1.
2. In the Declaration Delegations List, click to create the Delegate Declaration.

   The Declaration Delegation Form appears as shown below.

   ![Declaration Delegation Form – Create](image)

3. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as New indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>From Organization</td>
<td>System auto-displays the From Organization by default.</td>
</tr>
<tr>
<td>3.</td>
<td>To Organization</td>
<td>Enter and select the Organization to which the Declaration is being delegated.</td>
</tr>
<tr>
<td>4.</td>
<td>Temp Declaration No.</td>
<td>Enter and select the Temporary Declaration Number.</td>
</tr>
<tr>
<td>5.</td>
<td>Date</td>
<td>System auto-displays the Date as Current Date by default and it is non-editable.</td>
</tr>
</tbody>
</table>

   ![Table 1.10-1: Declaration Delegation Form – Create](image)

4. Click Create.

   The Declaration Delegation Form refreshes with Created status and View Declaration Details link as shown in Figure 1.10-3.

   ![Figure 1.10-3](image)
5. In the Declaration Delegation Form, click \(\text{View Declaration Details}\), and then click View Declaration Details to view the Declaration details.

6. Click Close to navigate back to Declaration Delegation Form.

7. Click Save to save the form details.

8. Click Delegate to delegate the Declaration to the selected Organization as shown below.

The Declaration Delegation Form refreshes with Delegated status as shown in Figure 1.10-6.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
3. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as New indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Declaration Number</td>
<td>Enter and select the Declaration Number which needs to be cancelled.</td>
</tr>
<tr>
<td></td>
<td>Note:</td>
<td>All the declarations submitted by the logged in Trader are available for selection.</td>
</tr>
<tr>
<td>3.</td>
<td>Remarks</td>
<td>Enter Remarks to cancel the Declaration.</td>
</tr>
<tr>
<td></td>
<td>Note:</td>
<td>It is mandatory to enter Remarks to cancel the Declaration.</td>
</tr>
</tbody>
</table>

Table 1.11-1: Cancel Declaration Request – Create

4. Click Create.

The Cancel Declaration Request form refreshes with Draft Created status as shown below.

Figure 1.11-3: Cancel Declaration Request – Submit

Note:

- Once the Cancel Declaration Request form is created, the link associated to the form appears in the Link Repository. Click to view the Link repository and the available links are displayed in an expandable list as listed below:
5. After entering the required details, click Submit to submit the Declaration cancellation request.

The Cancel Declaration Request form refreshes with Requested for Cancellation status as shown below.

![Cancel Declaration Request](image)

**Figure 1.11-4: Cancel Declaration Request – Requested For Cancellation**

6. Click Back to navigate back to the Cancel Declaration Request List.

The cancellation requests are listed in the Cancel Declaration Request List.

**Note:** The submitted Declaration Cancellation Request is sent to Warehouse Operator for Acknowledgement. If the Warehouse Operator acknowledges the goods available in the warehouse, then the request is forwarded to National Clearance Center (NCC) Officer for approval. If the Warehouse Operator acknowledges that the goods that are not available in the warehouse, then the cancellation request is forwarded to Port Operator for acknowledgement.

After Port Operator acknowledgement, the request is transferred to NCC Officer for final approval or rejection. If the NCC Officer approves the request for cancellation, then the Declaration status changes to Cancelled. If the NCC Officer rejects the request for cancellation, then the Declaration remains in the current state.
1.12 Create and Submit Functional Unit

Trader can create and submit the Functional Unit request to import large consignment goods in parts.

**Note**: Functional Unit Request is created before goods are imported for cases such as importing large consignments in parts.

To create and submit the Functional Unit:

1. On the **Customs Declaration** menu, click **Functional Units** submenu.

   The **Functional Unit List** appears as shown below.

   ![Functional Unit List](image1)

   **Figure 1.12-1: Functional Unit List**

2. Click **+** to create the Functional Unit.

   The **Functional Unit Form** appears as shown below.

   ![Functional Unit Form](image2)

   **Figure 1.12-2: Functional Units Form – Create**
3. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as <em>New</em> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Reference Number</td>
<td>System auto-generates the Reference Number after creating the Functional Unit.</td>
</tr>
<tr>
<td>3.</td>
<td>Item HS Code</td>
<td>Enter and select the Item HS Code.</td>
</tr>
<tr>
<td>4.</td>
<td>Item HS Code Description</td>
<td>System auto-populates the Item HS Code Description based on the selected Item HS Code.</td>
</tr>
<tr>
<td>5.</td>
<td>Local Description</td>
<td>Enter the Local Description.</td>
</tr>
<tr>
<td>6.</td>
<td>Quantity</td>
<td>Enter the Quantity.</td>
</tr>
<tr>
<td>7.</td>
<td>Unit of Measurement (Quantity)</td>
<td>System auto-displays the Unit of Measurement (Quantity) based on the Item HS Code.</td>
</tr>
<tr>
<td>8.</td>
<td>Contract Value (Currency)</td>
<td>Enter and select the Contract Value (Currency).</td>
</tr>
<tr>
<td>9.</td>
<td>Contract Value</td>
<td>System auto-displays the Contract value once the Functional Unit is approved.</td>
</tr>
<tr>
<td>10.</td>
<td>Contract Value (RM)</td>
<td>System auto-displays the Contract Value (RM) once the Functional Unit is created with reference items.</td>
</tr>
<tr>
<td>11.</td>
<td>Expiry Date</td>
<td>Expiry Date is auto-displayed by default.</td>
</tr>
<tr>
<td>12.</td>
<td>Customs Station</td>
<td>System auto-displays the default Customs Station based on the logged in details. However it is editable.</td>
</tr>
<tr>
<td>13.</td>
<td>Consignee</td>
<td>Consignee details are auto-displayed as Trader logged in details.</td>
</tr>
</tbody>
</table>

**Table 1.12-1: Functional Unit Form – Create**

4. Click *Create*.

The **Functional Unit Form** refreshes with *Created* status and new sections as shown in **Figure 1.12-3**.
Figure 1.12-3: Functional Unit Form – Created

**Note:** Once the Functional Unit Form is created, the links associated to the form appears in the Link Repository. Click to view to the Link Repository and the links associated to the form are displayed in an expandable list as listed below.

- **View Declaration Details.**

5. To add the Reference Item List, on the Functional Unit Form, in Reference Item List section, click to create Item details.

   The Reference Item List appears as shown in Figure 1.12-4.
Figure 1.12-4: Reference Item List – Save

6. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Item HS Code</td>
<td>Enter and select the Item HS Code.</td>
</tr>
<tr>
<td>2.</td>
<td>Item HS Code Description</td>
<td>System auto-displays the selected Item HS Code Description.</td>
</tr>
<tr>
<td>3.</td>
<td>Quantity</td>
<td>Enter Quantity of the Item.</td>
</tr>
<tr>
<td>4.</td>
<td>UOM</td>
<td>Select the Quantity Unit of Measurement (UOM) for the specified Item Quantity.</td>
</tr>
</tbody>
</table>

**Note:** Quantity UOM is the type of Item package such as Lot, Package, Pair, Piece, Quintals etc.

| 5.  | Weight                      | Enter Weight of the Item.                                                  |
| 6.  | Weight UOM                  | Select Weight UOM of the Item.                                             |
7. Click **Save** to save the details.

   The **Reference Item List** section refreshes with newly added reference Item details as shown below.

   **Note:** System auto-calculates and displays the **Total Price** amount once the Functional Unit Form is saved.

---

### Table 1.12-2: Reference Item List – Save

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Volume</td>
<td>Enter Volume of the Item.</td>
</tr>
<tr>
<td>9.</td>
<td>Unit Price</td>
<td>Enter Unit Price of the Item.</td>
</tr>
</tbody>
</table>

---

Figure 1.12-5: Functional Unit Form – Customs Station List Associate

8. In the **Custom Station List** section, click **Custom Stations** to associate the Customs Stations as shown in Figure 1.12-5.

   The **Available Customs Stations** list form appears as shown in **Figure 1.12-6**.
9. Select the required *Station Code* from the **Available Customs Stations** list or enter the *Station Code* and/or *Station Name* in the search panel, and click **Search**.

The available Stations are filtered based on the search criteria provided.

10. In the **Available Customs Stations** list, select the check box corresponding to the *Station Code* and click **Save** to save the selection.

The **Functional Unit Form** refreshes with the associated Stations in the **Customs Station List** as shown in **Figure 1.12-7**.

**Note:** Associating Customs Station is mandatory to submit the Functional Unit request.

---

**Figure 1.12-6: Available Customs Stations – Save Selection**

<table>
<thead>
<tr>
<th>No.</th>
<th>Station Code</th>
<th>Station Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B1F</td>
<td>SM MALAYSIA S.B.</td>
</tr>
<tr>
<td>2</td>
<td>B2B</td>
<td>ABLE AUTOMOBILE S.B.</td>
</tr>
<tr>
<td>3</td>
<td>B73</td>
<td>ABLE BONDED WAREHOUSE (2)</td>
</tr>
<tr>
<td>4</td>
<td>B62</td>
<td>ABLE BONDED WAREHOUSE S.B.</td>
</tr>
<tr>
<td>5</td>
<td>B15</td>
<td>ABLE BONDED WAREHOUSE S.B. (3)</td>
</tr>
<tr>
<td>0</td>
<td>B35</td>
<td>AGATE (M) S.B.</td>
</tr>
<tr>
<td>7</td>
<td>B81</td>
<td>AGATE DUTY FREE (M) S.B.</td>
</tr>
<tr>
<td>8</td>
<td>C24</td>
<td>AGM DUTY FREE (TENGAH) SDN BHD</td>
</tr>
<tr>
<td>9</td>
<td>K10</td>
<td>ALOR SETAR,KEDAH</td>
</tr>
<tr>
<td>10</td>
<td>B63</td>
<td>AMAN FREIGHT (M) S.B. (1)</td>
</tr>
</tbody>
</table>
11. Click Save and then click Submit to submit the Functional Unit for approval.

The Functional Unit List appears with Submitted status as shown below.

The Functional Unit Form refreshes with Submitted status as shown in Figure 1.12-9.
12. Click **Back** to navigate back to the **Functional Unit List**.

The submitted Functional Unit request is sent to Classification Officer for approval. Customs Division Officer can either approve or return the request for correction.

1.12.1 **Request for Functional Unit Amendment**

Trader can request for Functional Unit amendment for extending the contract expiry date. Trader can request for amendment of Functional Unit only after its expiry.

**Note:** **Request for Amendment** button is enabled only when the Functional Unit is expired.

To request for Functional Unit Amendment:

1. On the **Trade Facilitation** menu, click **Import/Export/Transit** and then **Functional Units** submenu.

   The **Functional Unit List** appears as shown in **Figure 1.12-10**.
Figure 1.12-10: Functional Unit List

2. In the Functional Unit List, click to open the corresponding Reference Number record in Approved status.

The Functional Unit Form appears with Approved status as shown below.

Figure 1.12-11: Functional Units Form – Request for Amendment

3. Click Request for Amendment to extend the period.

The Amendment Request Form appears as shown in Figure 1.12-12.
4. System auto-displays the *Reference Number* by default and it is non-editable.

5. *Number of Days Lapsed* is auto-displayed by default.

6. *Extension (In Days)*: Enter the number of *Extension (In Days)*.

7. Enter the *Amendment Remarks*.

8. Click *Request for Amendment* to extend the period.

   The *Amendment Request Form* refreshes as shown in Figure 1.12-13.
9. Click **Back** to navigate back to the **Functional Unit Form**.

   The **Functional Unit Form** refreshes with **Requested for Amendment** status as shown in **Figure 1.12-14**.
10. Click Back to navigate back to the Functional Unit List.

1.13 Create and Submit Tax Stamp Purchase Order Request

Trader or Forwarding Agent can create and submit Tax Stamp Purchase Order Request for the declared goods in Master Provisional Declaration. Trader can request to issue tax stamps for the respective Master Provisional Declaration (Cigarettes, Liquor and Beer) by specifying the number of tax stamps required.

The submitted Tax Stamp request is approved by the Verification Officer. Once the request is approved, Trader can pay the stamp duties through Payment module. To create and submit the Tax Stamp Purchase Order Request:

1. On Trade Facilitation menu, click Import/Export/Transit and then Tax Stamp PO Requests submenu.
The **Tax Stamp Purchase Order Request List** appears as shown below.

![Tax Stamp Purchase Order Request List](image)

**Figure 1.13-1: Tax Stamp Purchase Order Request List**

2. Click + to create the Tax Stamp Purchase Order Request.

The **Tax Stamp Purchase Order Request Form** appears as shown below.

![Tax Stamp Purchase Order Request Form](image)

**Figure 1.13-2: Tax Stamp Purchase Order Request Form – Create**

3. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Status</strong></td>
<td>System auto-displays the Status as <em>New</em> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>Request No.</strong></td>
<td>System auto-generates the Request Number once the form is submitted.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>Company Name</strong></td>
<td>System auto-displays the Company Name based on the login details.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>Company Address</strong></td>
<td>System auto-displays the Company Address based on the login details.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>License Number</strong></td>
<td>Enter and select the License Number.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>Validity Date</strong></td>
<td>System auto-displays the Validity Date of the license.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Item Type</strong></td>
<td>Select the Item Type from the drop-down list. The Item Type drop-down list values include:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cigarettes,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Liquor, and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Beer.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Customs Station</strong></td>
<td>Enter and select the Customs Station.</td>
</tr>
</tbody>
</table>

**Table 1.13-1: Tax Stamp Purchase Order Request Form – Create**
4. **Click Create.**

   The **Tax Stamp Purchase Order Request Form** refreshes with *Draft Created* status and new sections as shown below.

   ![Figure 1.13-3: Tax Stamp Purchase Order Request Form – Draft Created](image)

5. In **Application Details List** section, click ✤ to create the declared item details.

   The **Application Details Form** appears as shown below.

   ![Figure 1.13-4: Application Details Form – Create](image)

6. Enter or select the fields as described in the following table.

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Status</td>
<td>System auto-displays the Status as <em>New</em> indicating that the process has started.</td>
</tr>
<tr>
<td>2.</td>
<td>Item Type</td>
<td>The Item Type is auto-displayed based on the Item Type value selected in the <strong>Tax Stamp Purchase Order Request Form</strong> and it is non-editable.</td>
</tr>
</tbody>
</table>
### Field Name

<table>
<thead>
<tr>
<th>No.</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Brand</td>
<td>Enter and select the Brand.</td>
</tr>
<tr>
<td>4.</td>
<td>Type</td>
<td>Enter and select the Type.</td>
</tr>
<tr>
<td>5.</td>
<td>Package Type</td>
<td>Select the Package type from the drop down list.</td>
</tr>
<tr>
<td>6.</td>
<td>Package Qty</td>
<td>Enter the Package Quantity.</td>
</tr>
</tbody>
</table>
| 7.  | Stamp Color | Select the Stamp Color from the drop-down list. The Stamp Color drop-down list values include:  
  - Red,  
  - Green,  
  - Blue,  
  - Gray,  
  - Orange,  
  - Purple,  
  - Silver,  
  - Yellow, and  
  - Black.  

The drop-down values are listed based on the Declaration configuration. |
| 8.  | Stamp Qty  | Stamp Quantity is auto-populated based on the Package Qty. |

**Table 1.13-2: Application Details Form – Create**

7. Click **Create**.

The Application Details form refreshes with **Created** status as shown below.

![Application Details Form](image)

**Figure 1.13-5: Application Details Form – Save**

8. Click **Save** to save the details.

9. Click **Close** to navigate back to **Tax Stamp Purchase Order Request Form**.
The created Application Details are listed in the **Application Details List** section as shown below.

![Tax Stamp Purchase Order Request Form – Application Details List Created](image)

**Figure 1.13-6: Tax Stamp Purchase Order Request Form – Application Details List Created**

10. In **Declaration List** section, click ![ ] to associate the Master Provisional Declaration.

The **Declaration Details** form appears as shown below.

![Declaration Details – Create](image)

**Figure 1.13-7: Declaration Details – Create**

11. Enter and select the **Master Provisional Declaration No.**

12. System auto-displays the **Customs Station** based on the selected Master Provisional Declaration.

**Note:** Master Provisional Declarations which are in **Completed** status only are displayed for association.

13. Click **Create**.
The **Declaration Details** form refreshes with *Created* status as shown below.

![Declaration Details Form](image1)

**Figure 1.13-8: Declaration Details – Save**

14. Click **Save** to save the Declaration Details.

15. Click **Close** to close the **Declaration Details** form.

The associated Master Provisional Declaration appears in the **Declaration List** section as shown below.

![Tax Stamp Purchase Order Request Form](image2)

**Figure 1.13-9: Tax Stamp Purchase Order Request Form – Submit**

16. To view details of the associated Declaration, click the **Declaration Number**.
The **Customs Declaration** form appears as shown below.

![Customs Declaration Form](image)

**Figure 1.13-10: Customs Declaration (Master Provisional Declaration) Form**

17. Click **Close** to close the form and/or navigate to **Tax Stamp Purchase Order Request Form**.

18. Click **Submit** to submit the Tax Stamp Purchase Order request as shown in **Figure 1.13-9**.

The **Tax Stamp Purchase Order Request Form** refreshes with **Submitted** status as shown in **Figure 1.13-11**.
19. Click **Back** to navigate back to the **Tax Stamp Purchase Order Request List**.

**Note:** Verification Officer approves the submitted Tax Stamp Purchase Order Requests. Once the Tax Stamps are approved, Trader can pay the Stamp Duty calculated for Tax Stamp PO Request. Once the Duty is paid, Tax stamps are issued by the Tax Stamp Issuer and the status of Tax Stamp PO Request changes to **Issued**.

### 1.14 Associate Licensed/Registered Carriers

Trader or Forwarding Agent can associate the licensed or registered carriers only with a Declaration which is in **Cleared**, **Conditional Release Pending OGA** or **Conditional Release Pending Inspection** state. This allows Licensed or Registered Carriers to associate the declarations in Gate Pass.

**Note:** The **Associate Licensed/Registered Carriers** link is displayed in the Link Repository of **Customs Declaration** form only when the Duties or Taxes are paid and Declaration is in **Completed** or **Cleared** state.

To associate the licensed or registered carriers:

1. In the **Customs Declaration** form, click **Associate Licensed/Registered Carriers** as shown in **Figure 1.14-1**.
Note:

- Trader or Forwarding Agent can associate list of Licensed/Registered carriers which are already registered in the system.
- Importer can disassociate already associated Licensed/Registered carrier only if there is no associated Gate Pass. If there is a Gate Pass associated, then it should be cancelled first.

The Licensed Carriers Details list appears as shown below.

2. Click to associate the Licensed Carrier Details.

The Licensed Carriers Details list appears with existing Carriers as shown in Figure 1.14-3.
3. Select the required Carrier Code from the Licensed Carriers Details list or enter the Carrier Code and/or Carrier Name in the search panel, and click Search.

The available License Carriers are filtered based on the search criteria provided.

4. In the Licensed Carrier Details list, select the check box corresponding to the Carrier Code and click \( \square \) to save the selection.

The selected License appears in the Licensed Carriers Details list with Carrier Code, Carrier Name, Carrier Owner and Carrier Nationality.

5. Click \( \square \) to navigate back to the Customs Declaration form.

To disassociate the Licensed Carrier Details:

1. In the Licensed Carriers Details list, select the check box corresponding to the Carrier Code that needs to be disassociated as shown in Figure 1.14-5.
2. Click to disassociate the selected declaration.

System prompts to confirm the disassociation as shown below.

![Confirm Disassociate](image)

3. Click OK to disassociate or click Cancel to discard the action.

### 1.15 View Document Review Requests

Trader or Forwarding Agent can view the Document Review Requests created (if any) for the Declaration upon submission of declaration.

**Note:** The View Document Review Requests link is displayed once the Declaration status is in Cleared, In Progress or Approved state.

To view the Document Review Requests:

1. In the Customs Declaration form, click and then click View Document Review Requests as shown in Figure 1.15-1.
This document constitutes confidential proprietary information of ICS and Royal Malaysian Customs Department. It may not, without the written consent of ICS and Royal Malaysian Customs Department, be copied, reprinted or reproduced in any manner including but not limited to photocopying, transmitting or storing it in any medium or translating it into any language, in any form or by any means, be it electronic, mechanical, optical, magnetic or otherwise.
Review Request Documents List.

![View Document Review Requests](image)

**Figure 1.15-3: View Document Review Requests – Link Repository**

*Note: Review Request Documents List* allows viewing the list of uploaded documents.

2. Click **Close** to close the **View Document Review Requests** form.
D. Warehouse Operator

Warehouse Operator can review, comment and acknowledge the Declaration Cancellation requests submitted by Trader or Forwarding Agent. Once the review is completed, Warehouse Operator submits the Declaration Cancellation Requests to Port Operator for approval or rejection. The features accessible to the Warehouse Operator are explained in the following sections.

1.16 Acknowledge Goods for Declaration Cancellation Request

Warehouse Operator can review the Declaration Cancellation Request and acknowledge the goods.

**Note:** If Warehouse Operator confirms the Consignment availability status as not available in the Warehouse or Zone, then the cancellation request is sent to Port Operator.

To acknowledge the Goods for Declaration Cancellation Request:

1. In the **Inbox Notifications**, click **Declaration Cancellation Request** message as shown below.

![Declaration Cancellation Request – Inbox Notifications](image)

**Note:** Inbox Notifications page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The **Declaration Requested for Cancellation - Inbox List** appears with From, Subject, Requested Date and Reference columns as shown below.

![Declaration Requested for Cancellation - Inbox List](image)

2. Click the **Reference** number of the Declaration Cancellation request for approval.
The **Cancel Declaration Request** form appears with *Requested for Cancellation* status as shown below.

![Cancel Declaration Request - Acknowledge](image1.png)

**Figure 1.16-3: Cancel Declaration Request – Acknowledge**

3. Enter the **Acknowledgement Remarks**.

4. Click **Acknowledgement** to acknowledge the cancellation request.

   The **Cancel Declaration Request** form refreshes with *Acknowledged for Available* status as shown below.

![Cancel Declaration Request - Acknowledged for Available](image2.png)

**Figure 1.16-4: Cancel Declaration Request – Acknowledged for Available**

5. Click **Back** to navigate back to the **Cancel Declaration Request List**.
E. Port Operator

Port operator reviews the Declaration Cancellation requests submitted by Warehouse Operator and approves if the goods are present on Port or opts for Not Available, in case the goods are not present on Port.

The features accessible to the Port Operator are explained in the following sections.

1.17 Acknowledge Goods for Declaration Cancellation Request by PO

Port Operator can acknowledge and approve the goods for Declaration Cancellation Requests.

*Note:* If Port Operator confirms the Consignment availability status (available or not available) in the Port, then the cancellation request is sent to Verification Officer.

To acknowledge the Goods for Declaration Cancellation Request by PO:

1. In the *Inbox Notifications*, click *Cancellation Request Acknowledged* message as shown below.

![Figure 1.17-1: Cancellation Request Acknowledged – Inbox Notifications](image1)

*Note:* Inbox page appears by default after login. All the notifications received are grouped as per the message type, displaying the number of messages received in each group.

The *Declaration Cancellation Request Acknowledged - Inbox List* appears with From, Subject, Requested Date and Reference columns as shown below.

![Figure 1.17-2: Declaration Cancellation Request Acknowledged for Declaration – Inbox List](image2)
2. Click the **Reference** number of the Declaration Cancellation request for approval.

   The **Cancel Declaration Request** form appears with **Acknowledged for Not Available** status as shown below.

![Figure 1.17-3: Cancel Declaration Request – Acknowledge by PO](image)

3. Enter the **Acknowledgement Remarks for PO**.

4. Click **Acknowledge by PO** to acknowledge the cancellation request.

   The **Cancel Declaration Request** form refreshes with **Approved** status as shown below.

![Figure 1.17-4: Cancel Declaration Request – Approved](image)

**Note**: After Port Operator acknowledgement, the request is transferred to NCC Officer for final approval or rejection. If the NCC Officer approves the request for cancellation, then the Declaration status changes to **Cancelled**. If the NCC Officer rejects the request for cancellation, then the Declaration remains in the current state.
1.18 Module Summary

This module provides detailed description of all the features of Declaration Module. Following is a summary of the activities detailed in this chapter:

Trader or Forwarding Agent

- Create Customs Declaration.
  - Create New Declaration.
- Create Final Import – Normal Import Declaration.
  - View Declaration Dates.
  - Associate Warehouse Out Forms.
  - Associate Free Zone Declaration.
  - View BL/AWB/WB Information.
  - View Consignee Details.
  - View Transaction History.
  - Upload Required Documents.
  - View Rulings.
  - Create Invoice Information.
    - Open Invoice Information.
    - View or Edit Freight Details.
  - Create Invoice Item Details.
    - Associate Bill Line Items.
    - Associate Rulings.
    - View Detailed Specifications.
  - Associate Exemptions.
  - Create Value Declaration Form (K1A).
  - Calculate Duty for Declaration.
    - View Declaration Duties Details.
o Submit Declaration to Customs.

- Create Provisional – Master Provisional Import Declaration.
  o View Declaration Dates.
  o View Consignee Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Create Invoice Information.
    ▪ Open Invoice Information.
    ▪ View or Edit Freight Details.
  o Create Invoice Item Details.
    ▪ Associate Bill Line Items.
    ▪ Associate Rulings.
    ▪ View Detailed Specifications.
  o Associate Exemptions.
  o Calculate Duty for Declaration.
    ▪ View Declaration Duties Details.
  o Submit Declaration to Customs.

- Create Final Import – Sub Declaration.
  o View Declaration Dates.
  o View BL/AWB/WB Information.
  o View Consignee Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Associate Tax Stamp.
• Create Final Export – Normal Export Declaration.
  o View Declaration Dates.
  o View Consignor Details.
  o View Transaction History.
  o Upload Required Documents.
  o View Rulings.
  o Create Invoice Information.
    ▪ Open Invoice Information.
  o Create Invoice Item Details.
    ▪ Associate Bill Line Items.
    ▪ Associate Rulings.
    ▪ View Detailed Specifications.
  o Associate Exemptions.
  o Calculate Duty for Declaration.
    ▪ View Declaration Duties Details.
  o Submit Declaration to Customs.

• Create Provisional – Export Provisional Declaration.
  o View Declaration Dates.
  o View Consignor Details.
  o View Transaction History.
  o Upload Required Documents.
o View Rulings.
o Create Invoice Information.
   Open Invoice Information.
o Create Invoice Item Details.
   Associate Bill Line Items.
   Associate Rulings.
   View Detailed Specifications.
o Associate Exemptions.
o Calculate Duty for Declaration.
   View Declaration Duties Details.
o Submit Declaration to Customs.
• Create and Submit Exempted Vehicle Ownership Transfer.
• Create Declaration Delegation.
• Create Cancel Declaration Request.
• Create and Submit Functional Units.
   Request for Functional Unit Amendment.
• Create and Submit Tax Stamp Purchase Order Request.
• Associate Licensed or Registered Carriers.
• View Document Review Requests.

Warehouse Operator

• Acknowledge Goods for Declaration Cancellation Request.

Port Operator

• Acknowledge Goods for Declaration Cancellation Request by PO.
QUICK REFERENCE

uCustoms Window

The Fundamentals

To Search: Specify the search criteria in the fields and click Search.

To Sign Out: Click located at the top of the screen.

To Sign in as a Different User: Sign out and then on the logon window, enter the alternative user information in the fields and logon.

To Change User Preferences: Click My Profile. In the expandable list, click Preferences. In the Preferences window, user can make the required changes to the Default Port, Default Customs Station and Default User Profile.

To Edit Profile Details: Click My Profile. In the expandable list, click Edit Profile. User can make the required changes in the Registration form.

Common Features

Open a record: Click to open a record.

Sort a column: Click the Column heading to sort the records in ascending or descending order.

Delete a record: Select the record to be deleted from the list and click .

User Types and Characteristics

Following Stakeholders can access the Declaration module:

1. Trader or Forwarding Agent
   - Create Customs Declaration.
     - Create New Declaration.
   - Create Final Import – Normal Import Declaration.
     - View Declaration Dates.
     - Associate Warehouse Out Forms.
     - Associate Free Zone Declaration.
     - View BL/AWB/WB Information.
     - View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- View Rulings.
- Create Invoice Information.
- Create Invoice Item Details.
- Associate Exemptions.
- Create Value Declaration Form (K1A).
- Calculate Duty for Declaration.
- Submit Declaration to Customs.

- Create Provisional – Master Provisional Import Declaration.
  - View Declaration Dates.
  - View Consignee Details.
  - View Transaction History.
  - Upload Required Documents.
  - View Rulings.
  - Create Invoice Information.
  - Create Invoice Item Details.
  - Associate Exemptions.
  - Calculate Duty for Declaration.
  - Submit Declaration to Customs.

- Create Final Import – Sub Declaration.
  - View Declaration Dates.
  - View Consignee Details.
  - View BL/AWB/WB Information.
  - View Transaction History.
  - Upload Required Documents.
  - View Rulings.
  - Associate Tax Stamp.
  - Associate Invoice Information.
  - Associate Invoice Item Details.
  - Calculate Duty for Declaration.
  - Submit Declaration to Customs.

- Create Final Export – Normal Export Declaration.
  - View Declaration Dates.
  - View Consignor Details.
  - View Transaction History.
  - Upload Required Documents.
  - View Rulings.
  - Create Invoice Information.
  - Create Invoice Item Details.
  - Associate Exemptions.
  - Calculate Duty for Declaration.
  - Submit Declaration to Customs.
Functions

How to Create Final Import – Normal Import Declaration?

On the Trade Facilitation menu → Click Import/Export/Transit → Click Customs Declaration submenu. In the Customs Declaration list → Select the Declaration Type as ‘Import Bill’, Sub Type as ‘Final Import’ and Transaction Type as ‘Normal Import’ from the respective drop-down list → Click New.

In the Normal Import Customs Declaration form → Enter the required details → Click Create.

The Normal Import Customs Declaration form status changes from New to Draft Created.

The Normal Import Customs Declaration form, click to view the following links:

- View BL/AWB/WB Information.
- View Consignee Details.
- View Transaction History.
- Upload Required Documents.
- Associate Rulings.

→ Enter all the required details. Click Save.

To create the Invoice Details:

On the Normal Import Customs Declaration → In the Invoice Details section → Click to create the Invoice Details.

In the Invoice Information form → Enter all the required details → Click Create.
The **Invoice Details** section refreshes with the created Invoice Details and link repository.

- Click to view the following links:
  - View/Edit Freight details.
- Enter all the required details. Click **Save** to save the details.

To create the Invoice Item Details:

- **On the Normal Import Customs Declaration** form → In the **Invoice Details** section → Click **Add Item** to add Invoice Item details.
- In the **Invoice Item Detail** form → Enter all the required details → Click **Create**.
- The **Invoice Item Detail** form refreshes with **Exemptions** section and links.
  - Click to view the following links:
    - Associate Bill Line Items.
    - Associate Rulings.
    - Detailed Specifications.
  - Enter all the required details. Click **Save** to save the details.

Click **Save and New** to create another Invoice Items.

Click **List Complete** to navigate back directly to the **Customs Declaration** form, where Duty is calculated, which is the next step after creating the Invoice Item.

Click **Back** to navigate back to the **Invoice Information** form.

To associate the Exemptions:

- **On the Invoice Item Detail** form → In the **Exemptions** section → Click to associate the applicable Exemptions.
- In the **Exemptions** list → Select the corresponding **Exemption** check box in the **Exemptions** list or enter the **Exemption No.** in the search panel, and click **Search**.

The available Exemptions are filtered based on the search criteria provided.

In the **Exemptions** list, select the check box corresponding to the **Exemption No.** and click to save the selection.

The associated Exemptions are displayed in **Exemptions** section.

Click **Save** to save the details.

Click **Save and New** to create another Invoice Items.

Click **List Complete** to navigate back directly to the **Customs Declaration** form, where Duty is calculated, which is the next step after creating the Invoice Item.

Click **Back** to navigate back to the **Invoice Information** form.

To calculate Duty for Declaration:

- **In the Normal Import Customs Declaration** form → After creating the Invoice and Invoice Item details, click **Calculate Duty**.

The **Customs Declaration** form refreshes with Duty Details icon and **Declaration Duties Details** link.

- Click to view the applicable Duties and Taxes.

To Submit the Declaration to Customs:

- **In the Normal Import Customs Declaration** form, enter all the mandatory details and associate the
Declaration references (if any) → Click Submit to Customs to submit the Declaration.

**Note:** Once the Declaration is submitted, the Declaration status is updated based on the Risk Management System (RMS) channel.

**How to Create Provisional – Master Provisional Import Declaration?**

On the Trade Facilitation menu → Click Import/Export/Transit → Click Customs Declaration submenu.

In the Customs Declaration list → Select the Declaration Type as ‘Import Bill’, Sub Type as ‘Provisional and Transaction Type’ as ‘Master Provisional’ from the respective drop-down list → Click New.

In the Master Provisional Customs Declaration form → Enter the required details → Click Create.

The Master Provisional Customs Declaration form status changes from New to Draft Created.

In Master Provisional Customs Declaration form → Enter all the required details → Click Calculate Duty to calculate the Duty for declaration.

Once the duty for declaration is calculated, click Submit to Customs to submit the Declaration to Customs.

**Note:** The submitted Master Provisional declarations are approved by the Verification Officer. Once the Verification Officer approves the declaration, duties and taxes can be paid through Payment module and the declaration status changes to Completed.

**How to Create Final Import – Sub Declaration?**

On the Trade Facilitation menu → Click Import/Export/Transit → Click Customs Declaration submenu.

In the Customs Declaration list → Select Declaration Type as ‘Import Bill’, Sub Type as ‘Final Import’ and Transaction Type as ‘Sub Declaration’ from the respective drop-down list → Click New.

In the Sub Declaration Customs Declaration form → Enter the required details → Click Create.

The Sub Declaration Customs Declaration form status changes from New to Draft Created.

In the Sub Declaration Customs Declaration form, enter all the required details → Click Calculate Duty → Click Submit to Customs to submit the Declaration to Customs.

**Note:** Sub Declaration is filed for the following goods:

- Master Provisional Declarations that are in Completed state (i.e., Master Provisional Declarations that are approved by Verification Officer and Tax Stamp is Issued).
- Functional Units that are in Approved state (i.e., Functional Unit Requests that are approved by Classification Officer).

**How to Create Final Export – Normal Export Declaration?**

On the Trade Facilitation menu → Click Import/Export/Transit → Click Customs Declaration submenu.

In the Customs Declaration list → Select Declaration Type as ‘Export Bill’, Sub Type as ‘Final Export’ and Transaction Type as ‘Normal Export’ from the respective drop-down list → Click New.

In the Normal Export Customs Declaration form → Enter the required details → Click Create.

The Normal Export Customs Declaration form status changes from New to Draft Created.

In the Normal Export Customs Declaration Form → Associate the Invoice Details and Invoice Item Details → Associate the Declaration Bills, Shipment Note and Declaration References (if any).
Note:
- It is mandatory to associate Shipment Note to submit the Export Declaration to Customs.
- Duty amount will not be calculated for Normal Export Declaration.

→ In the Normal Export **Customs Declaration** form → Click **Submit to Customs** to submit the Declaration.

**How to Create Final Export – Provisional Export Declaration?**
On the **Trade Facilitation** menu → Click **Import/Export/Transit** → Click **Customs Declaration** submenu.
In the **Customs Declaration** list Select **Declaration Type** as ‘Export Bill’, **Sub Type** as ‘Final Export’ and **Transaction Type** as ‘Provisional Export’ from the respective drop-down list → Click **New**.
In the **Customs Declaration** form → Enter the required details → Click **Create**.
The Provisional Export **Customs Declaration** form status changes from **New** to **Draft Created**.

Note:
- Invoice and Invoice items is auto-created based on the referenced Normal Import Declaration.
- System calculates the gazette duties for Declaration created for exempted vehicle ownership transfer.

In the Provisional Export **Customs Declaration** → Enter all the required details → Click **Submit to Customs** to submit the Declaration to Customs.

**How to Create and Submit Exempted Vehicle Ownership Transfer?**
On the **Trade Facilitation** menu → Click **Import/Export/Transit** → Click **Exempted Vehicles** submenu.
In the **Exempted Vehicles Ownership List** → Click .
In the **Exempted Vehicle Ownership Transfer Form** → Enter all the required Details → Click **Create** → Click **Calculate Duty** → Once the Duty is calculated, click **Submit to Customs** to submit the Declaration.

Note:
- On submission, Vehicle ownership transfer request reaches the Customs division (valuation department) without RMS.
- Once the duty is paid, the declaration will be cleared. Vehicle information will be shared with *Jabatan Pengangkutan Jalan Malaysia (JPJ)* after declaration clearance, so that JPJ can change the vehicle ownership to the new buyer.

**How to Create Declaration Delegation?**
On the **Trade Facilitation** menu → Click **Import/Export/Transit** → Click **Declaration Delegation** submenu.
In the **Declaration Delegations List**, click .
In the **Declaration Delegation Form**, enter the required details → Click **Create**.
The **Declaration Delegation Form** status changes from **New** to **Created**.
In the **Declaration Delegation Form** → Click **Delegate** to delegate the Declaration.
The **Declaration Delegation Form** status changes from **Created to Delegated**.

**How to Create Cancel Declaration Request?**
On the Trade Facilitation menu ➔ Click Import/Export/Transit ➔ Click Cancel Declaration submenu.

In the Cancel Declaration Request List, click .

In the Cancel Declaration Request form, enter the required details ➔ Click Create.

Click Submit to submit the Declaration cancellation request.

The Cancel Declaration Request form status changes from Draft Created to Requested for Cancellation.

**Note:** The submitted Declaration cancellation request is sent to NCC Operator for Acknowledgement.

### How to Create and Submit Functional Unit?

On the Trade Facilitation menu ➔ Click Import/Export/Transit ➔ Click Functional Units submenu.

In the Functional Unit List ➔ Click (corresponding to the Functional Unit record in Approved status) ➔ In Functional Unit Form ➔ Click Request For Amendment ➔ In the Amendment Request Form ➔ Enter the required details ➔ Click Request For Amendment.

The Functional Unit Form status changes from Approved to Requested for Amendment.

### How to Request for Functional Unit Amendment?

On the Trade Facilitation menu ➔ Click Import/Export/Transit ➔ Click Functional Units submenu.

In the Functional Unit List ➔ Click (corresponding to the Functional Unit record in Approved status) ➔ In Functional Unit Form ➔ Click Request For Amendment ➔ In the Amendment Request Form ➔ Enter the required details ➔ Click Request For Amendment.

The Functional Unit Form status changes from Approved to Requested for Amendment.

### How to Create and Submit Tax Stamp Purchase Order Request?

On the Trade Facilitation menu ➔ Click Import/Export/Transit ➔ Click Tax Stamp PO Request submenu.

In the Tax Stamp Purchase Order Request List ➔ Click (to create Tax Stamp Purchase Order Request).

In the Tax Stamp Purchase Order Request Form ➔ Enter all the mandatory details ➔ Click Create.

The Tax Stamp Purchase Order Request Form status changes from New to Created.

On the Tax Stamp Purchase Order Request Form, in the Application Details List section, click .

In the Declaration List section, click (to associate the Master Provisional Declaration).

The associated Master Provisional Declaration is displayed in Declaration List section.

In the Tax Stamp Purchase Order Request Form, click Submit.

The Tax Stamp Purchase Order Request Form status changes from Created to Submitted.

**Note:**
- Master Provisional Declarations, which are in ‘Completed’ state only are displayed for association.
- Verification Officer approves the submitted Tax Stamp Purchase Order Requests. Once the Tax
Stamps are approved, Trader will pay the Stamp Duty calculated for Tax Stamp PO Request. Once the Duty is paid, Tax stamps are issued by the Tax Stamp Issuer and the status of Tax Stamp PO Request changes to *Issued*.

**How to Acknowledge Goods for Declaration Cancellation?**
In the *Inbox Notifications*, click *Declaration Cancellation Request message* → Click the *Reference number*. In the *Cancel Declaration Request form* → Click *Acknowledge*. The *Cancel Declaration Request form* status changes from Requested for Cancellation to *Acknowledged for Available*.

**How to Acknowledge Goods for Declaration by PO?**
In the *Inbox Notifications*, click *Cancellation Request Acknowledged message*. Click the *Reference number*. In the *Cancel Declaration Request form* → Click *Acknowledge by PO*. The Cancel Declaration Request form status changes from *Acknowledged For Not Available* to *Approved*. 

<table>
<thead>
<tr>
<th>Stamps are approved, Trader will pay the Stamp Duty calculated for Tax Stamp PO Request. Once the Duty is paid, Tax stamps are issued by the Tax Stamp Issuer and the status of Tax Stamp PO Request changes to <em>Issued</em>.</th>
</tr>
</thead>
</table>
| **How to Acknowledge Goods for Declaration Cancellation?**
In the *Inbox Notifications*, click *Declaration Cancellation Request message* → Click the *Reference number*. In the *Cancel Declaration Request form* → Click *Acknowledge*. The *Cancel Declaration Request form* status changes from Requested for Cancellation to *Acknowledged for Available*.

**How to Acknowledge Goods for Declaration by PO?**
In the *Inbox Notifications*, click *Cancellation Request Acknowledged message*. Click the *Reference number*. In the *Cancel Declaration Request form* → Click *Acknowledge by PO*. The Cancel Declaration Request form status changes from *Acknowledged For Not Available* to *Approved*.
GLOSSARY

Airway Bill (AWB) – It is a shipping document issued by an airline for goods received for transport by air. It is evidence of the contract of carriage, but it is not a document of title to the goods. Hence, the AWB is non-negotiable.

Bill of Lading (BL) – It is a document that establishes the terms of a contract between a Shipper and a Transport Company, under which freight is to be moved between specified points for a specified charge.

Cost, Insurance and Freight (CIF) – The cargo insurance and delivery of goods to the named port of destination (discharge) at the seller's expense. Buyer is responsible for the import customs clearance and other costs and risks.

CNF – Cost and Freight charges of the shipped goods.

Cost and Insurance (CNI) – The seller is responsible for the cargo insurance. The buyer is responsible to ship the goods to the port of destination.

Consignee – A person or company to whom commodities are shipped.

Declaration Delegation – Declaration passed on from one organization to another organization.

Delivery Order (DO) – It is the order to pick up goods at a named place and deliver them, usually issued by a Shipping Agent to the Importer. Delivery Order is used for import cargo.

Exporter – A person or firm that sends goods to another country for sale.

Export Declarations – Declarations created for exporting goods.

Free On Board (FOB) – The delivery of goods on board the vessel at the named port of origin (loading), at seller's expense. Buyer is responsible for the main carriage or freight, cargo insurance and other costs and risks.

Goods Declaration – Importer’s or Exporter’s Declaration of the goods to be imported or exported.

Harmonized System of Codes (HS Code) – HS Code is an international goods classification system for describing cargo in international trade under a single commodity-coding scheme. These numbers are typically 6 to 10 digits long. The first 6 digits are standardized worldwide, while additional numbers
are used by some governments to further distinguish products in certain categories. The basic code contains four-digit headings and six-digit subheadings. The uCustoms Tariff schema consists of Sections, Headings, Sub Headings, Chapters and Tariff item.

**House Bills (Bill of Lading) or Airway bills** – Each House Bill or Airway bill contains details of the goods identifying the commodity by itself, the weight, volume, etc.

**Importer** – The individual or firm which brings goods from a foreign country into a customs territory.

**Import Declaration** – Declarations created for importing goods.

**Loose Container Load (LCL)** – Cargo in which quantity is less than required for the application of a container load rate.
INDEX

A

A

Associate Rulings, 93

B

Brilliance Information Sdn. Bhd., 2, 4

Brinfo, 4

C

Create Tax Stamp Purchase Order Request, 195

D

Declaration Cancellation, 181

Declaration Delegation, 178

E

Exempted Vehicle Ownership Transfer, 171

F

Final Export - Normal Export, 144

Final Export – Provisional Export, 160

Final Import - Normal Import, 55

Final Import – Sub Declaration, 128

Functional Units, 184

ICS, 4

MicroClear®, 4

Project Management Office, 2

Provisional – Master Provisional Import Declaration, 116

Royal Malaysian Customs Department, 2

Uniform resource locator

URL, 18