PTT
(Preferential Tariff Treatment)

PTT

Blocked & Unblocked

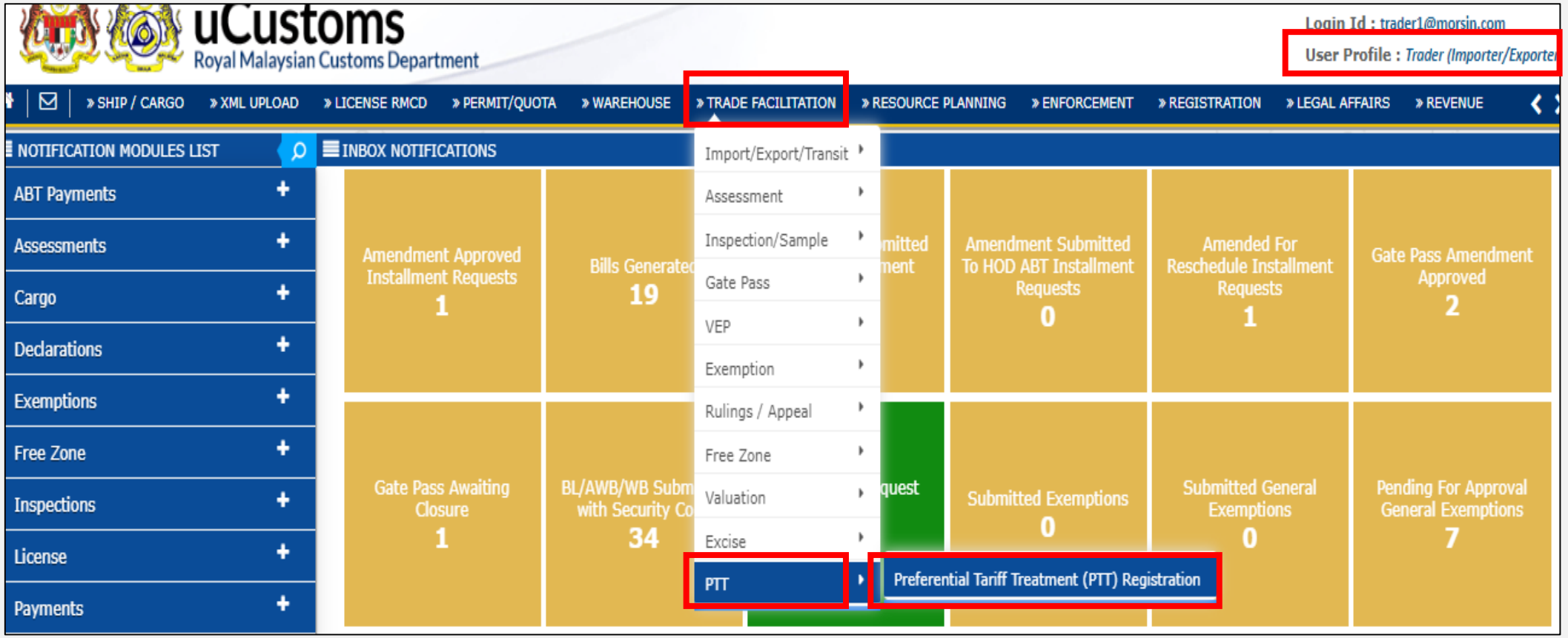
Black Color : COO
Purple Color: DOO

No	FTA Name	Mandatory Documents (PCO, DOO etc.)
1	ASEAN Trade in Goods Agreement (ATIGA)	1. PCO - FORM D; or **2. Invoice (self certification for certified exporter)** ; or **3. e-Form D ATIGA**
2	ASEAN-China FTA (ACFTA)	PCO - Form E
3	ASEAN-Korea FTA (AKFTA)	PCO - Form AK
4	ASEAN-Japan CEP (AJCEP)	PCO - Form AJ
5	ASEAN-Australia-New Zealand FTA (AANZFTA)	PCO - Form AANZ
6	ASEAN-India FTA (AIFTA)	PCO - Form AI
7	Malaysia-Australia FTA (MAFTA)	**Invoice / exporter's letterhead (for self-declaration)**
8	Malaysia-Japan EPA (MJEPA)	PCO - Form MJEPA
9	Malaysia-Pakistan CEPA (MPCEPA)	PCO - Form MPCEPA
10	Malaysia-New Zealand FTA (MNZFTA)	**Invoice (for self-declaration)**
11	Malaysia-India CECA (MICECA)	PCO - Form IMCECA
12	Malaysia-Chile FTA (MCFTA)	PCO - Form MCFTA
13	Malaysia-Turkey (MTFTA)	1. PCO; or **2. Invoice (self certification for approved exporter); or** **3. Invoice (self declaration for value below USD10,000)**
14	Developing Eight (D8) Preferential Tariff Agreement (PTA)	PCO - D-8 Certificate

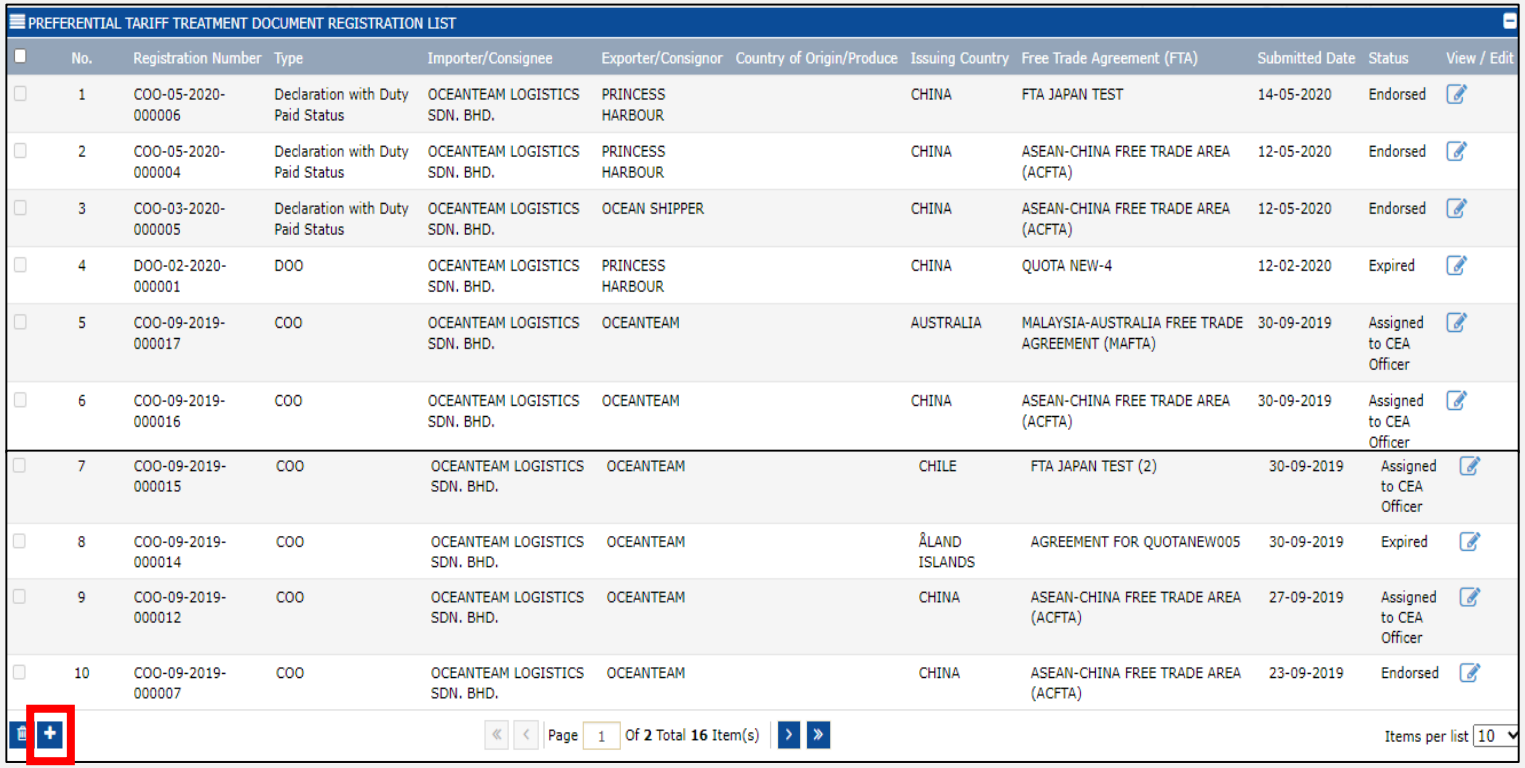
** PTT registration that out of scope is only e-Form D ATIGA.*

Login as **Trader** to apply **PTT.**

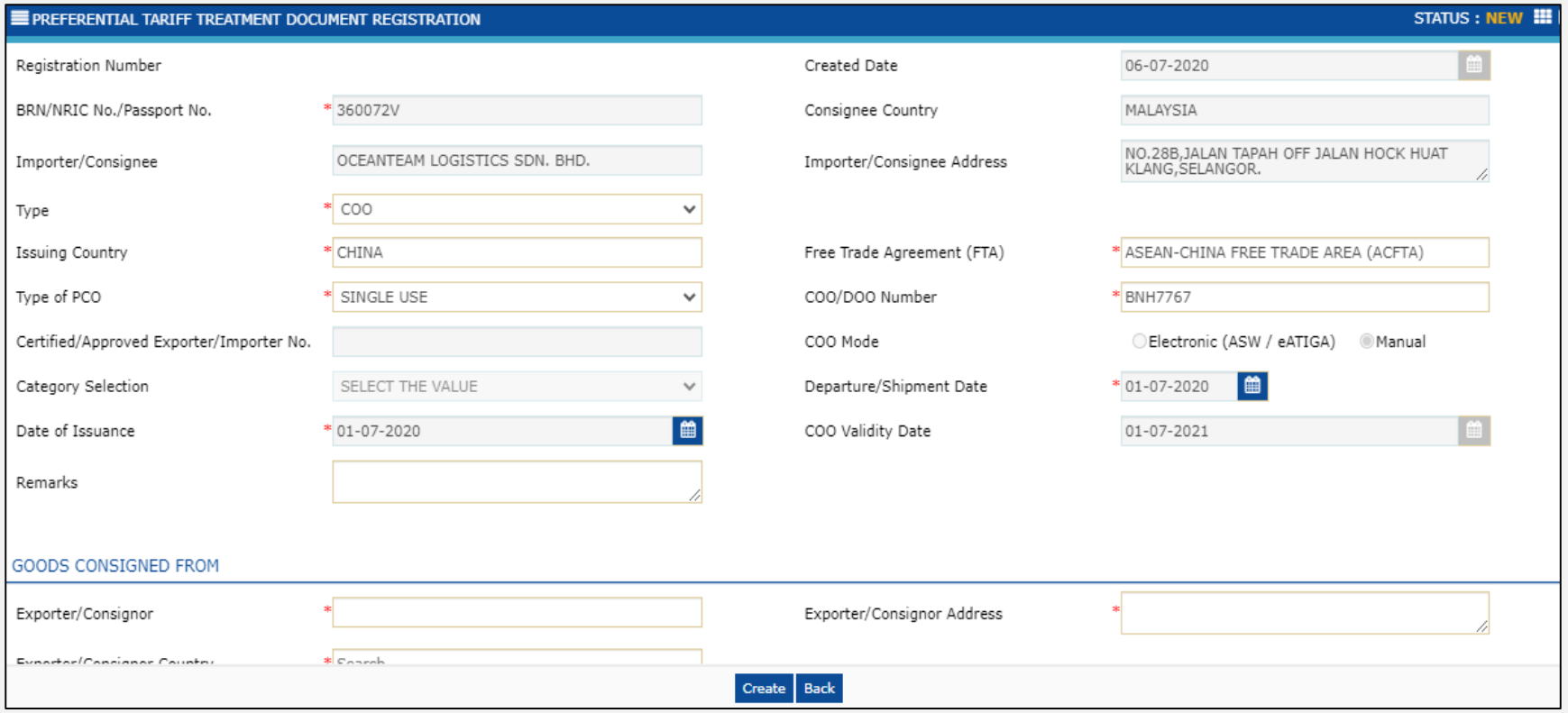
Go to menu **TRADE FACILITATION >** submenu **PTT > Preferential Tariff Treatment (PTT) Registration.**



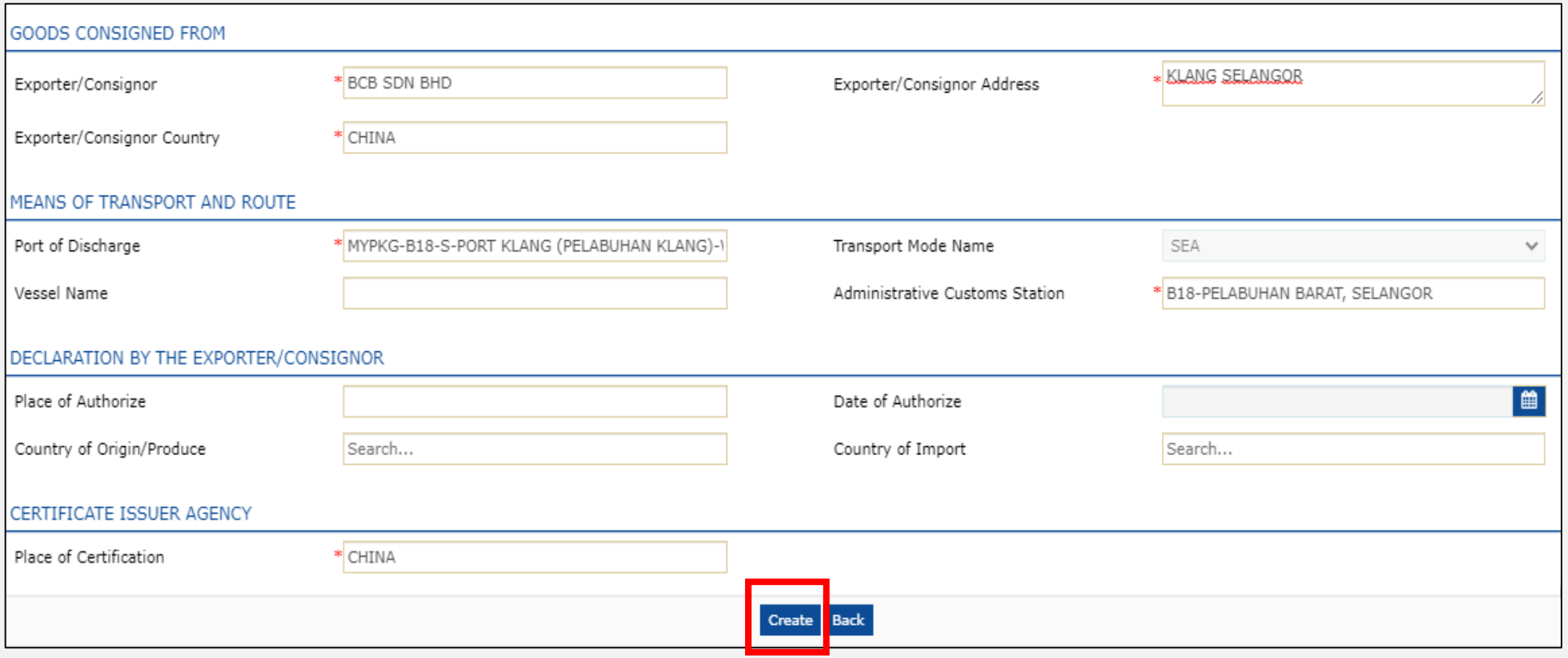
Click button “+”to add new record.



Registration form of PTT appear. Fill in all mandatory field.

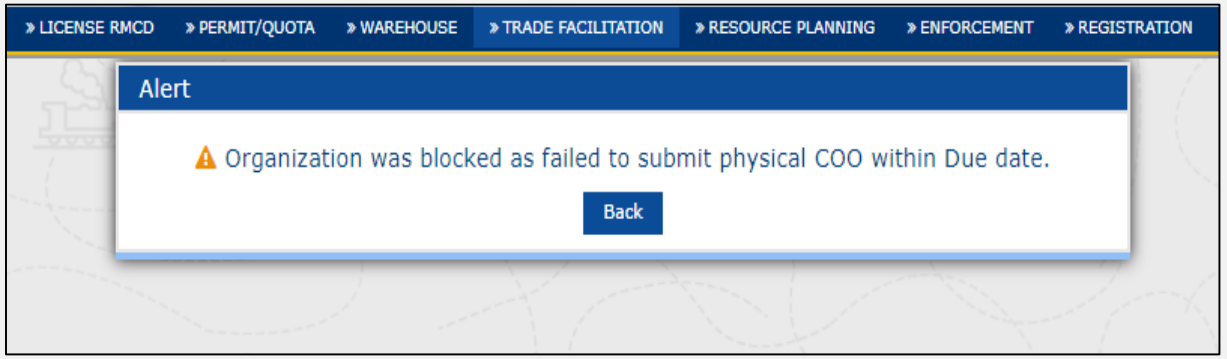


Then, click **Create**.



This pop-up appear, meaning that Trader cannot send any application of PTT since its has been blocked by system.

Error: *"Organization was blocked as failed to submit physical COO within Due date"*



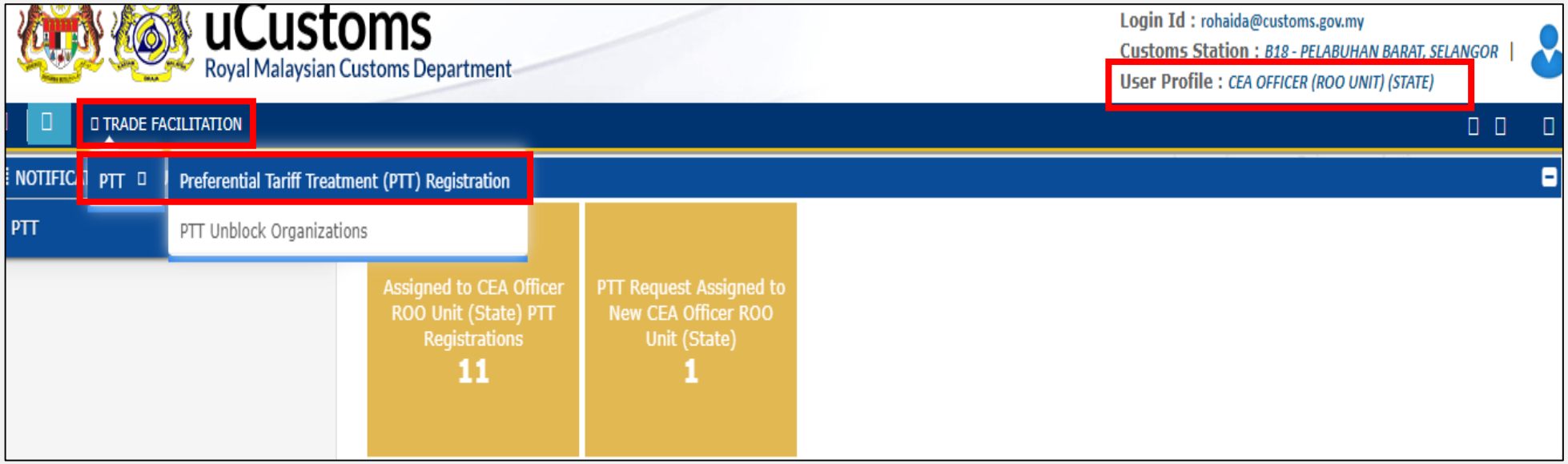
For further action, Trader can contact:

LOCATION	CONTACT NUMBER	EMAIL ADDRESS	REMARKS
Pelabuhan Barat	03-31694041 Ext. 857 03-31694041 Ext. 855 & 824	impeks.pb@gmail.com	Inquiry related to *essential goods* Inquiry related to form status checking, ROO and uCustoms
Pelabuhan Utara	03-31764978	impeks.pu@gmail.com	

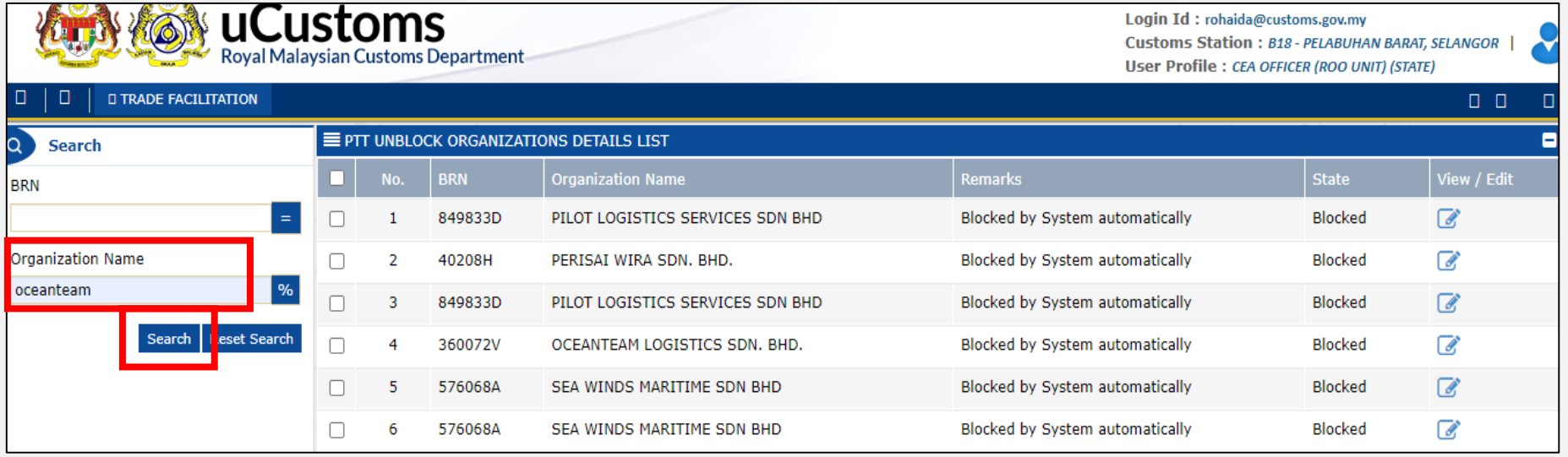
Then Trader can proceed to apply PTT after unblocked process is successfully done.

Unblocked process by Internal RMCD:

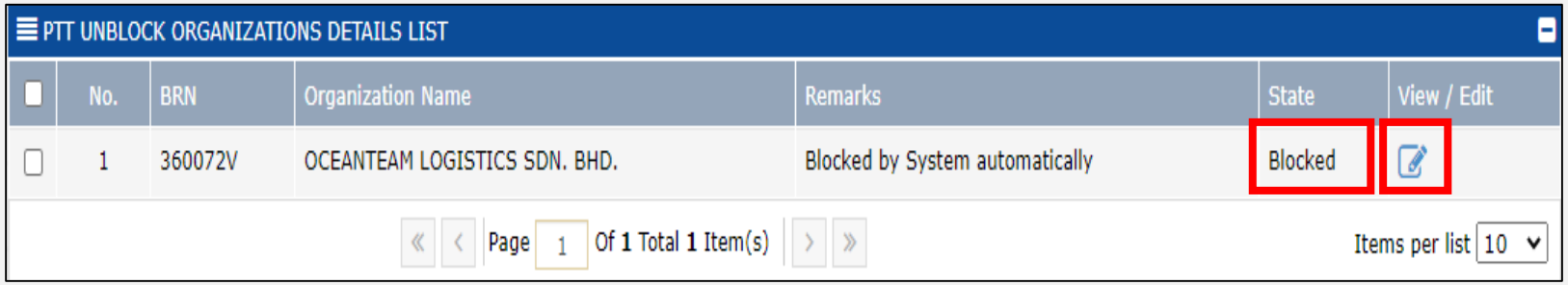
Login as **CEA Officer (ROO Unit) State**. Go to Menu **TRADE FACILITATION >** submenu **> PTT > Preferential Tariff Treatment (PTT) Registration**



PTT blocked organizations are listed as shown. Key in the desired company name at the search area, and then click **Search** button to search.



The desired company name appear, with **Blocked** state. Click **View/Edit** to go into the details.

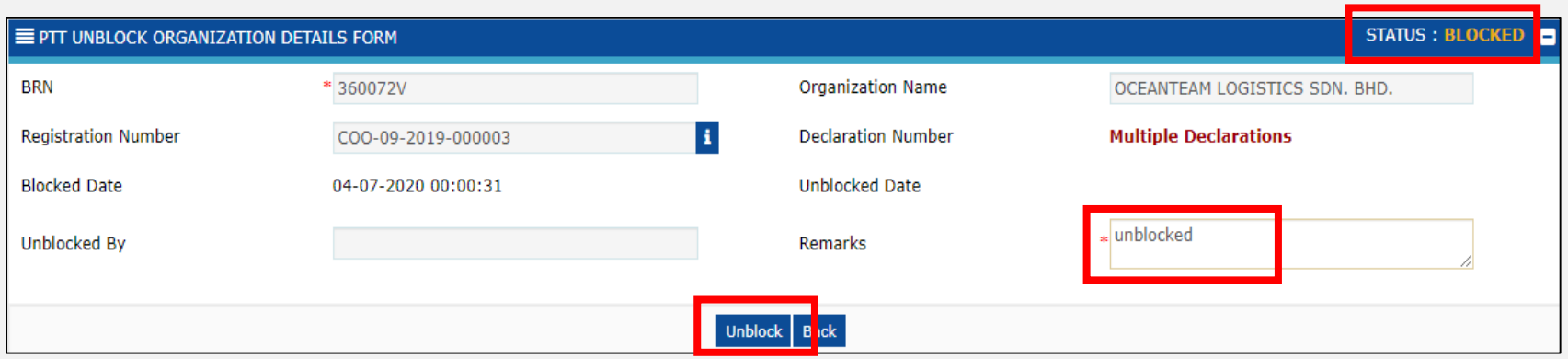


PTT UNBLOCK ORGANIZATIONS DETAILS LIST

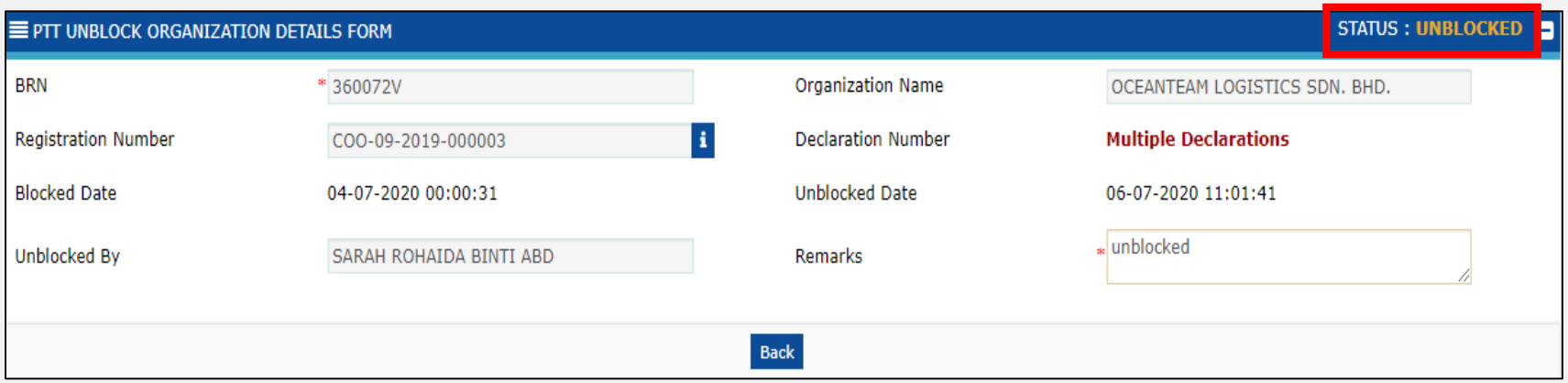
	No.	BRN	Organization Name	Remarks	State	View / Edit
☐	1	360072V	OCEANTEAM LOGISTICS SDN. BHD.	Blocked by System automatically	Blocked	✎

« ‹ Page 1 Of 1 Total 1 Item(s) › » Items per list 10

The PTT unblock organization details form appear with status **Blocked**. Put **remarks** to unblock and then click **Unblock** button.



Status now changed to **UNBLOCKED**.

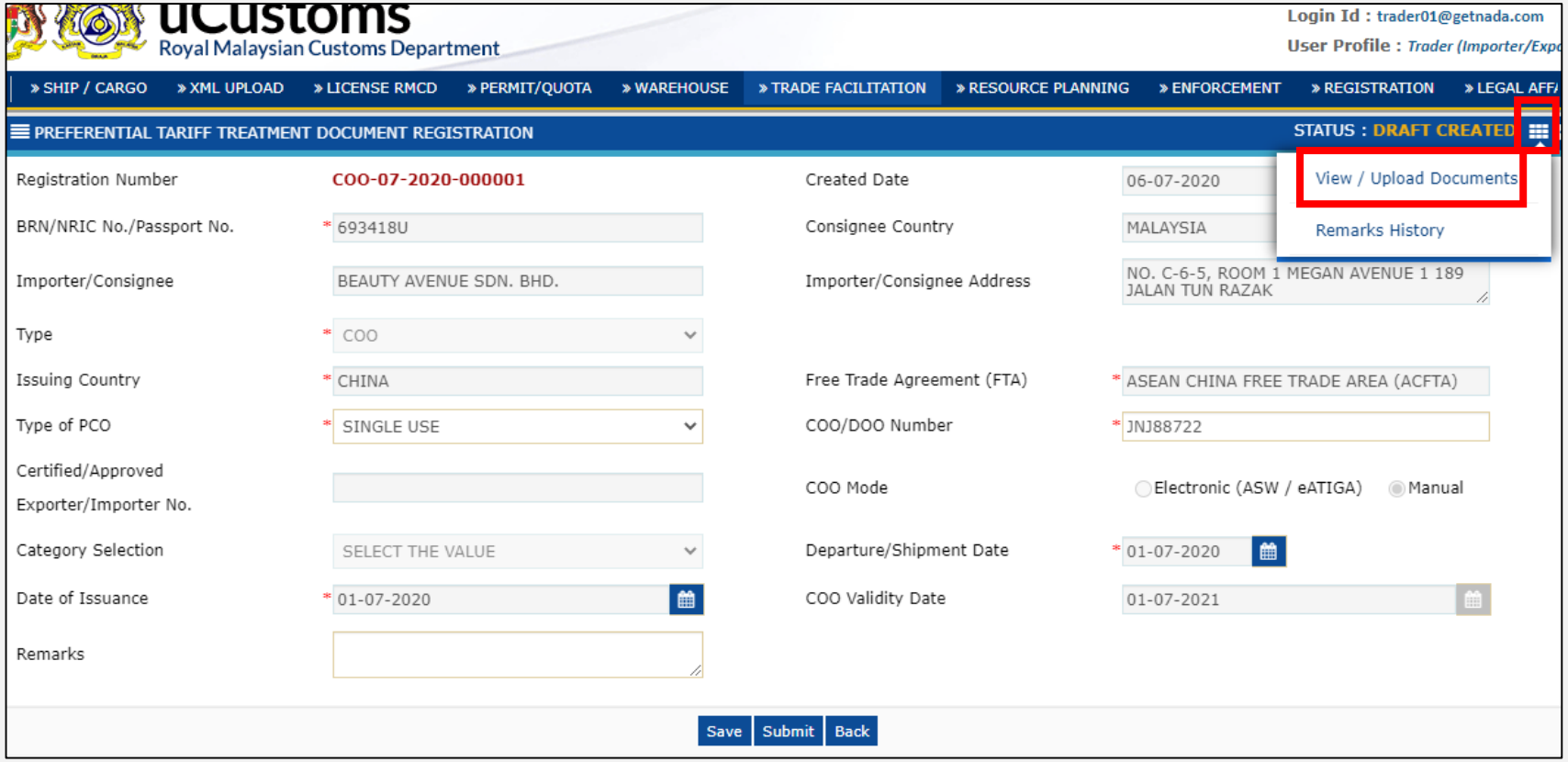


Then Trader can proceed to apply PTT after unblocked process is successfully done.

Upload Document
Upload Template
Certificate Type
Cancel PTT Registration

Upload Document

Trader can upload document during apply for registration of PTT by go to link repository and select **View/Upload Document**.

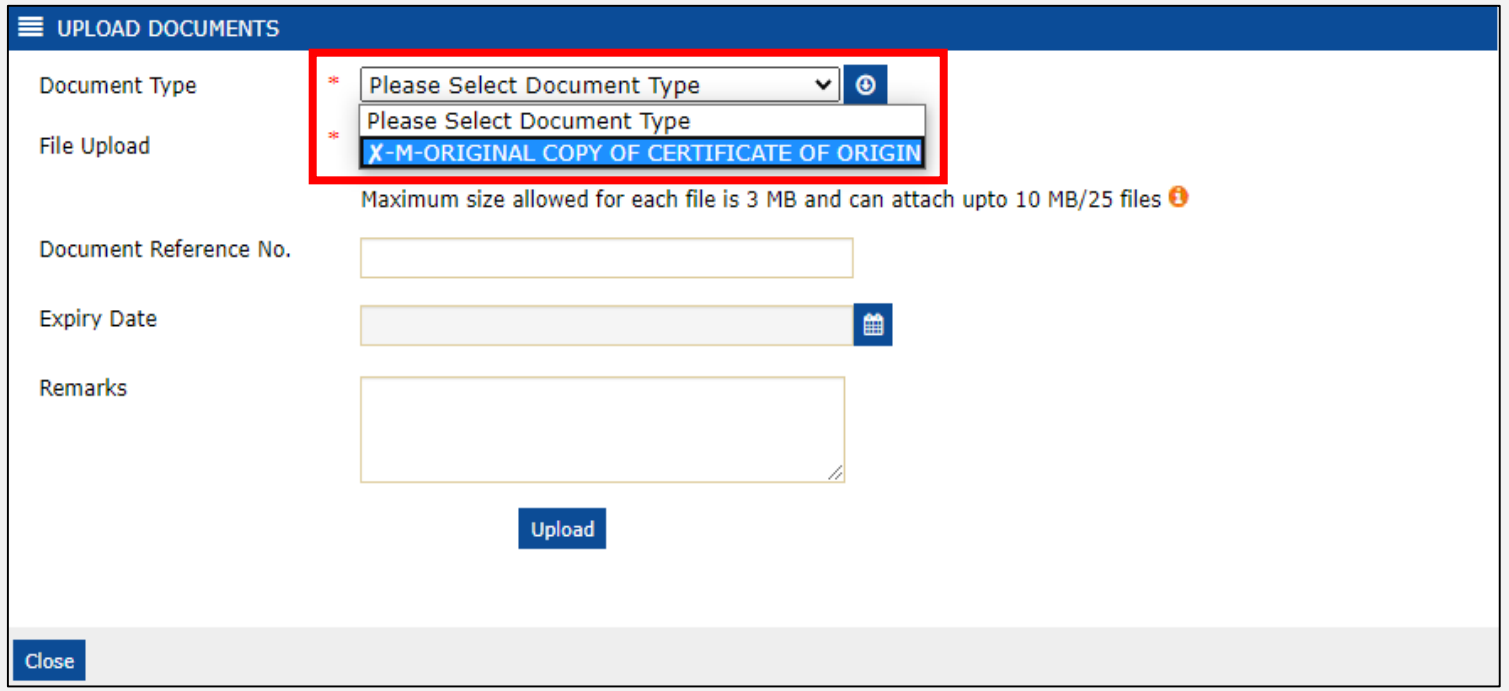


**If Forwarding Agent do the declaration on behalf of Trader, Forwarding Agent need to select BRN of the Trader (with condition that the agent has been officially appointed by Trader).*

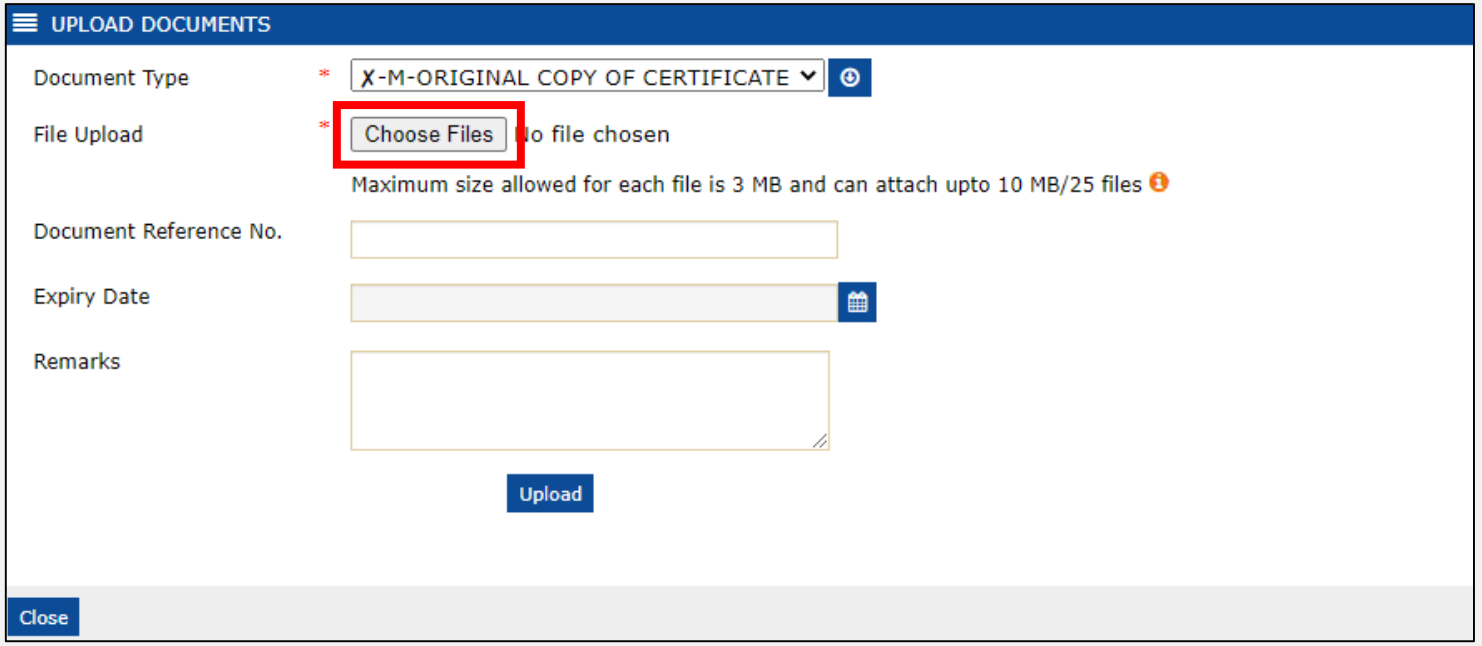
The pop-up of Upload Document appear, choose **file to be uploaded**, which with remarks of **M (mandatory).**

For **COO**, please upload **ORIGINAL FTA.**

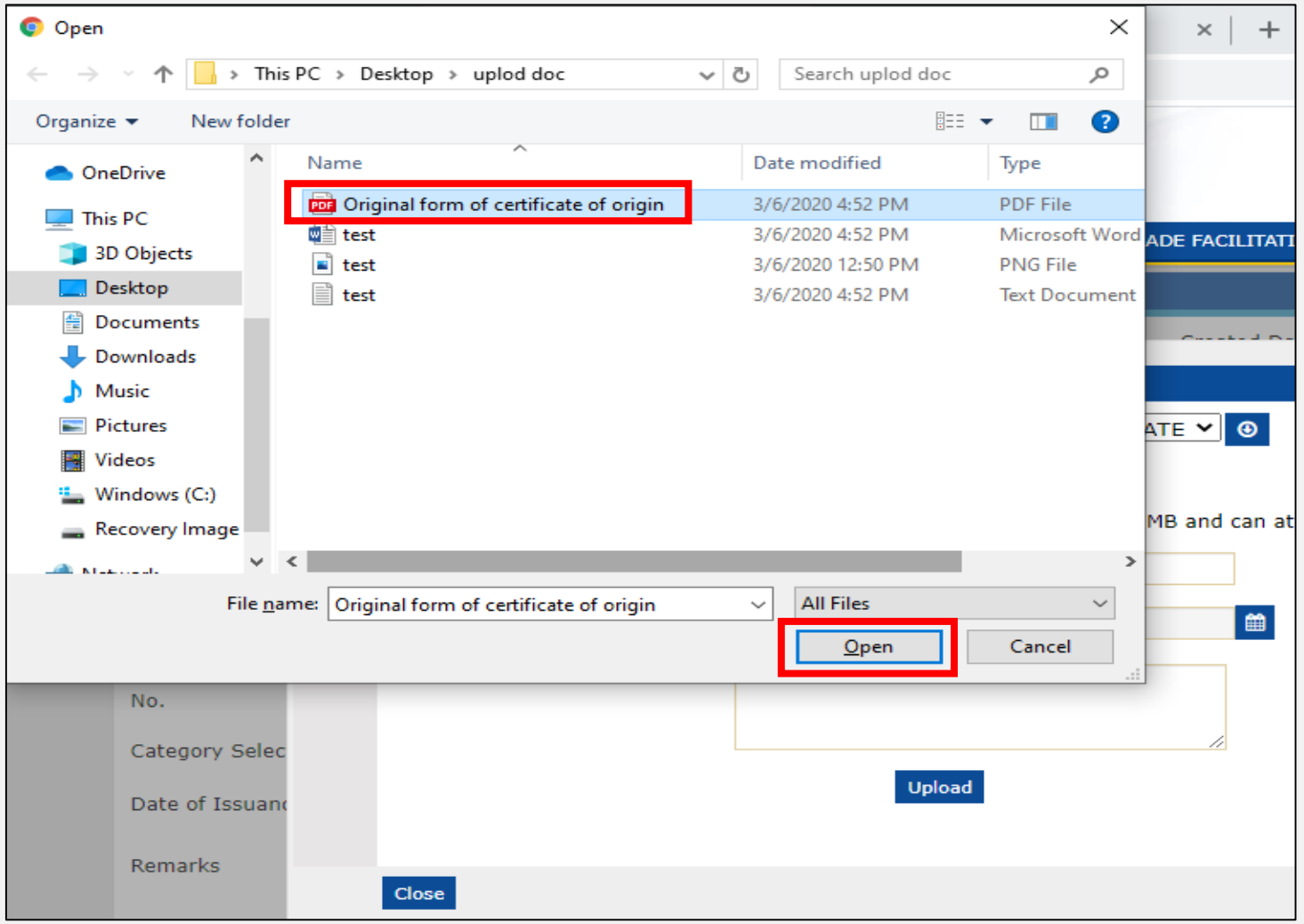
For **DOO,** please upload **INVOICE** or **EXPORTER LETTERHEAD.**



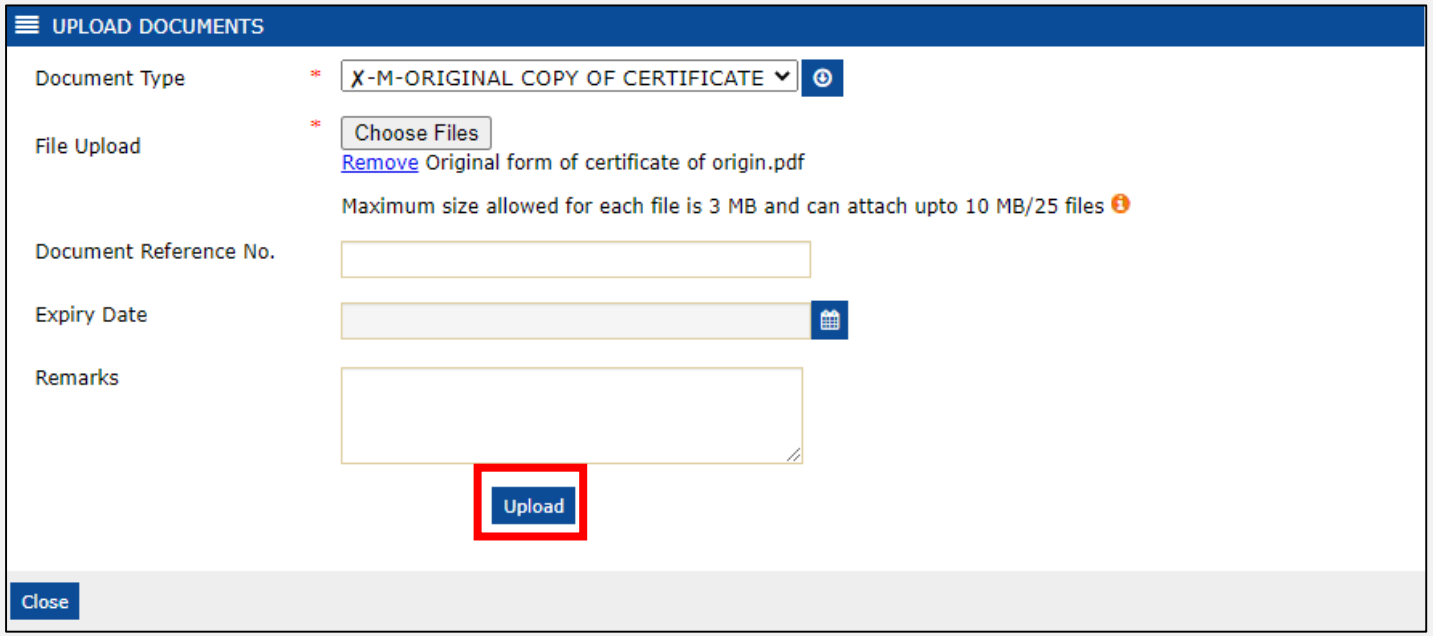
Click at **Choose Files** button to access the file location.



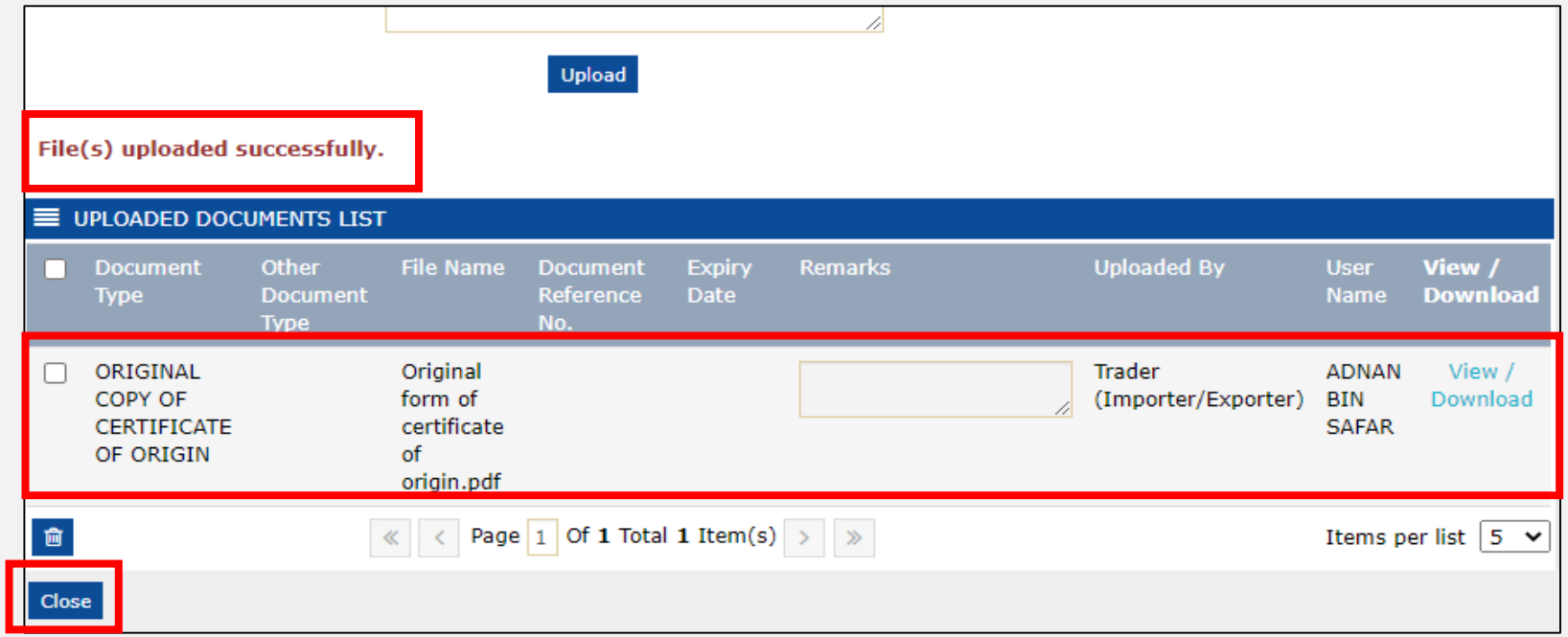
Pop-up page appear showing the location of the file to be uploaded, **select the file** and then click **Open**.



Click **Upload** button to upload the file chosen.



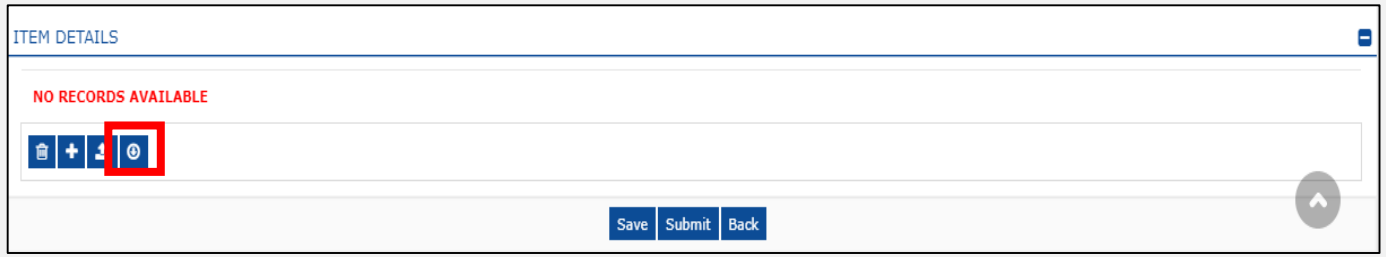
Uploaded file will be stated at the bottom of upload document section "**File(s) uploaded successfully**).



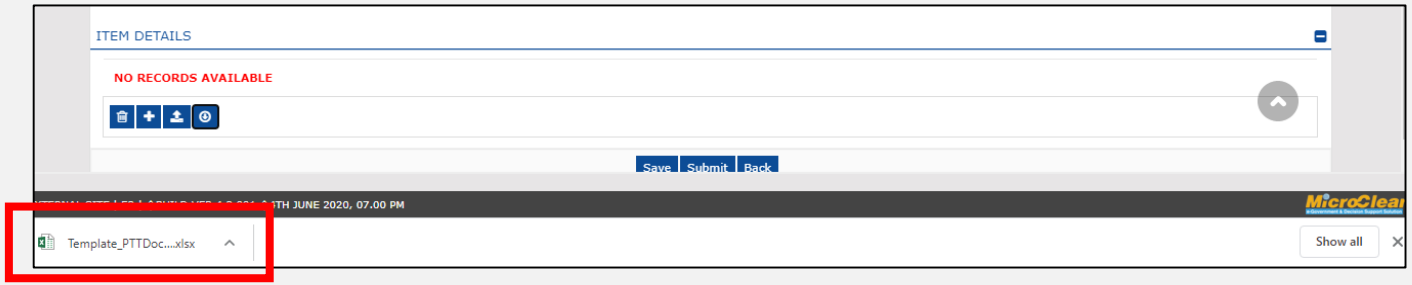
Upload Template

In PTT Registration Form, scroll to the bottom of the page to go to the Item Details section.

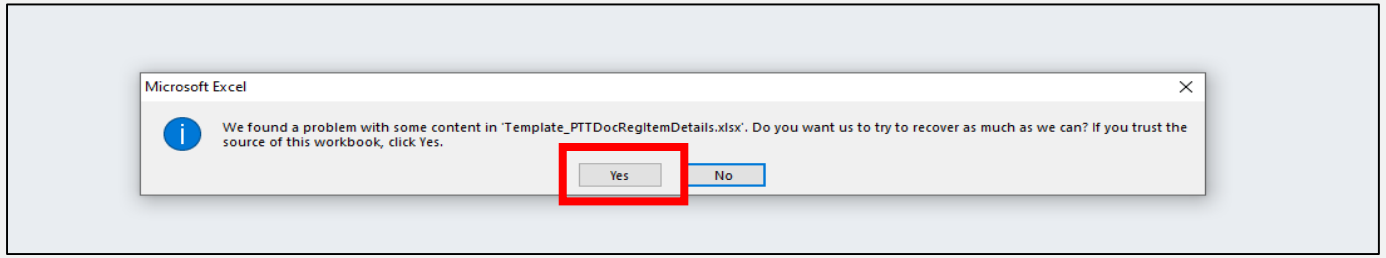
Click download icon, to download the template.



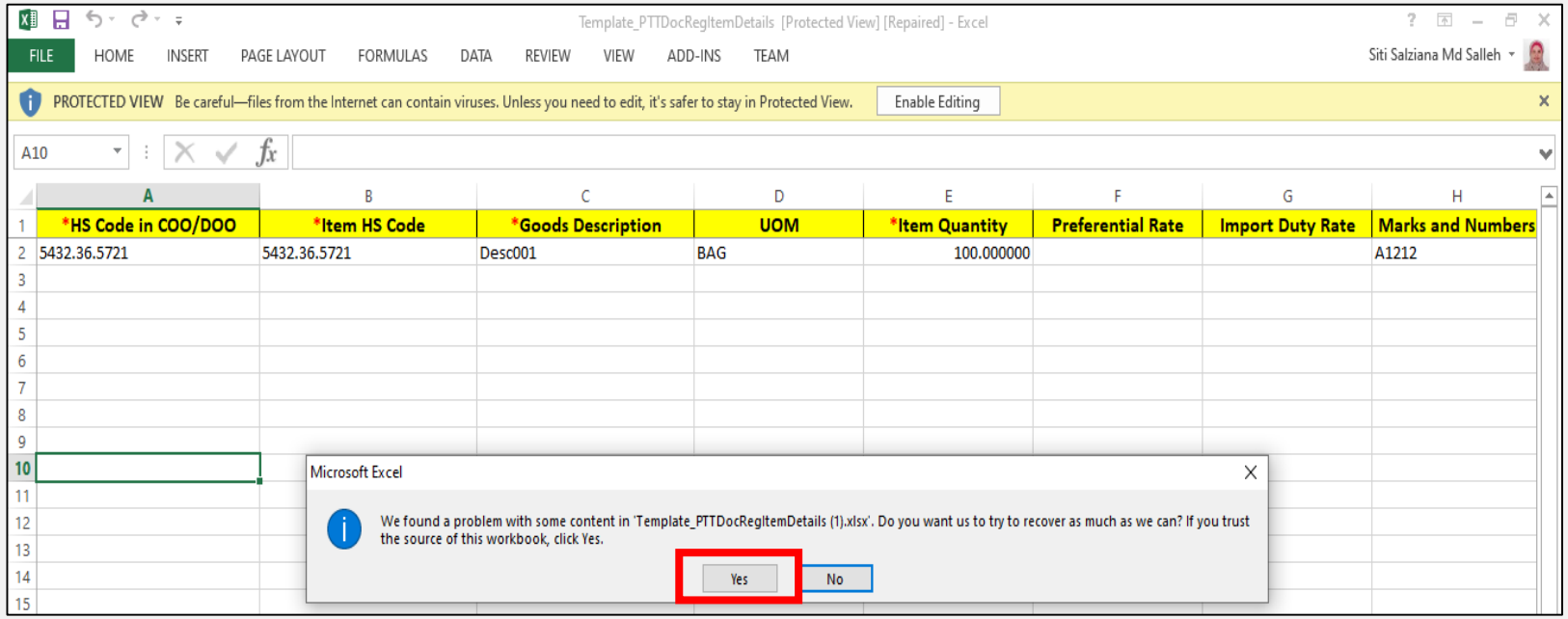
The template has been downloaded, click at **downloaded file at the bottom of the page** to open the file/template.



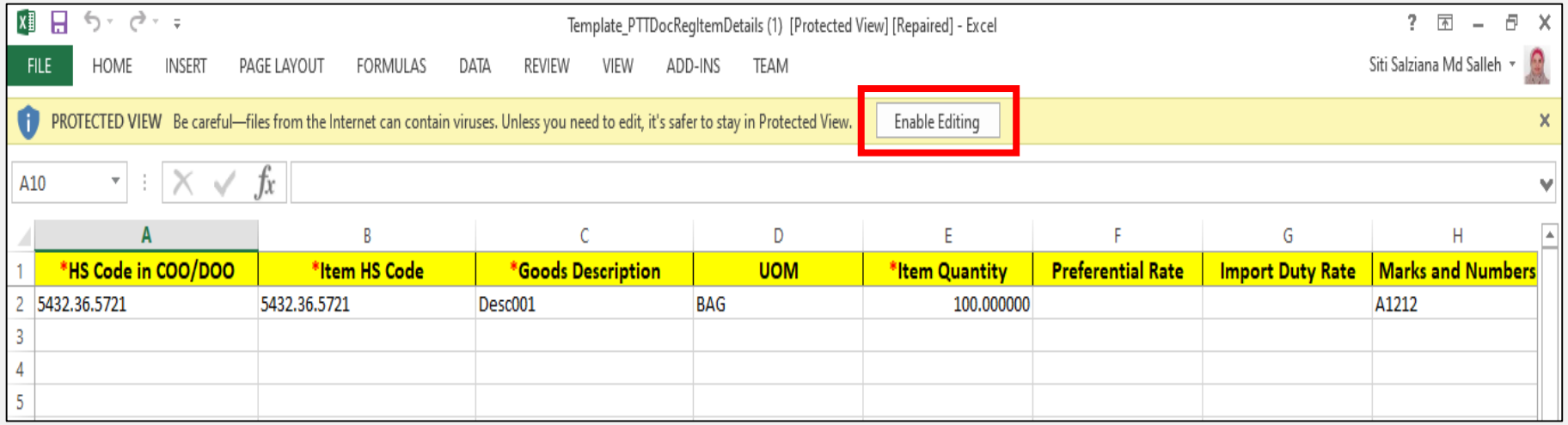
If this pop-up appear, click **Yes**.



The template is open as shown below. Click "**Yes**" at the Microsoft Excel Pop-up box (if any).



Click **Enable Editing**, to start edit the details in the template.



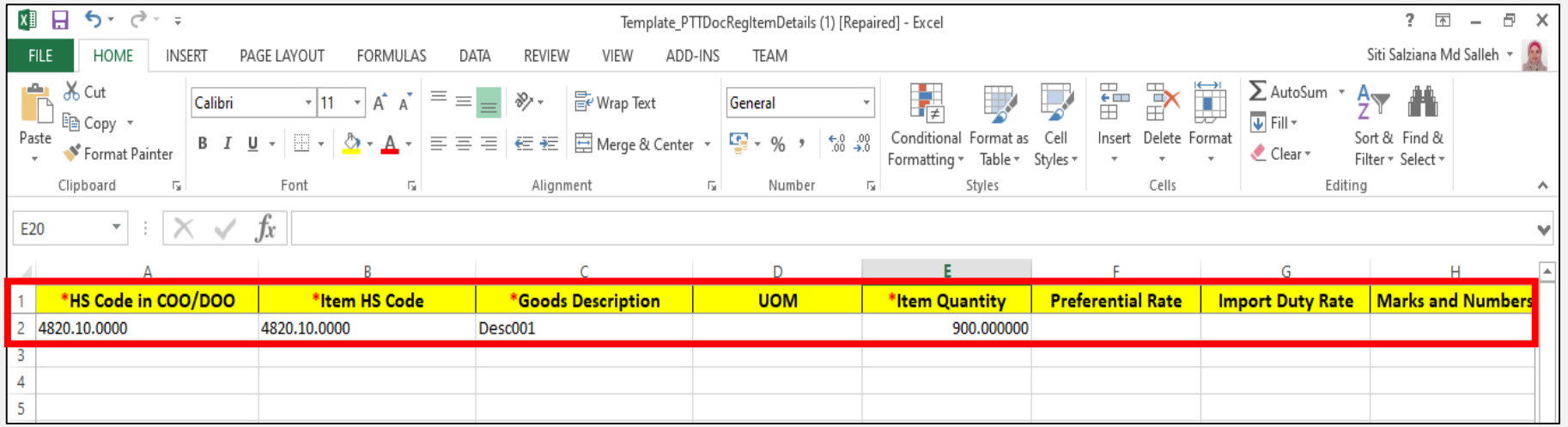
- Please start key-in the details from **Row Number 2**.

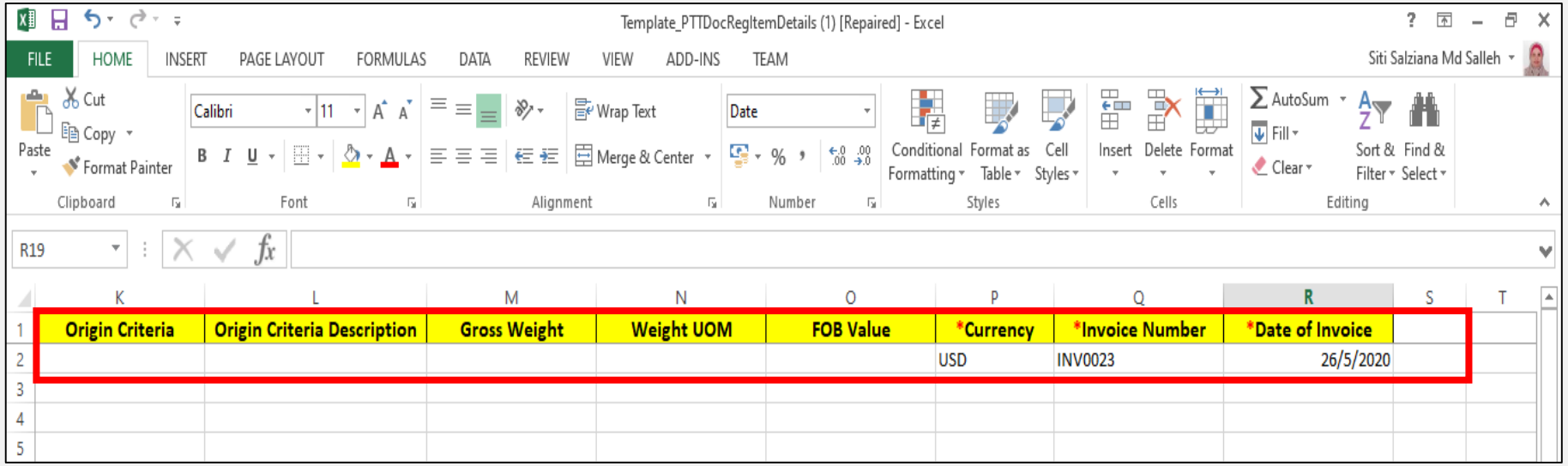
  - ✓ **ITEM HS CODE**: please put a valid tariff code to be entered at Cell **2A** and **2B**, by putting full tariff code (**10 digit format**) include decimal place. Example: **4820.10.0000**
  - ✓ **GOOD DESCRIPTION**: must **UNIQUE**, cannot be the same with other item.
  - ✓ **ITEM QUANTITY**: if in **Kilogram**, need to key in **Net Weight**, not Gross Weight.
  - ✓ **DATE OF INVOICE**: need to use format of **DD/MM/YYYY**

- If want to key in UOM (Unit of Measurement), must key in exact UOM. Please refer to JKDM HS EXPLORER **http://mysstext.customs.gov.my/tariff/**

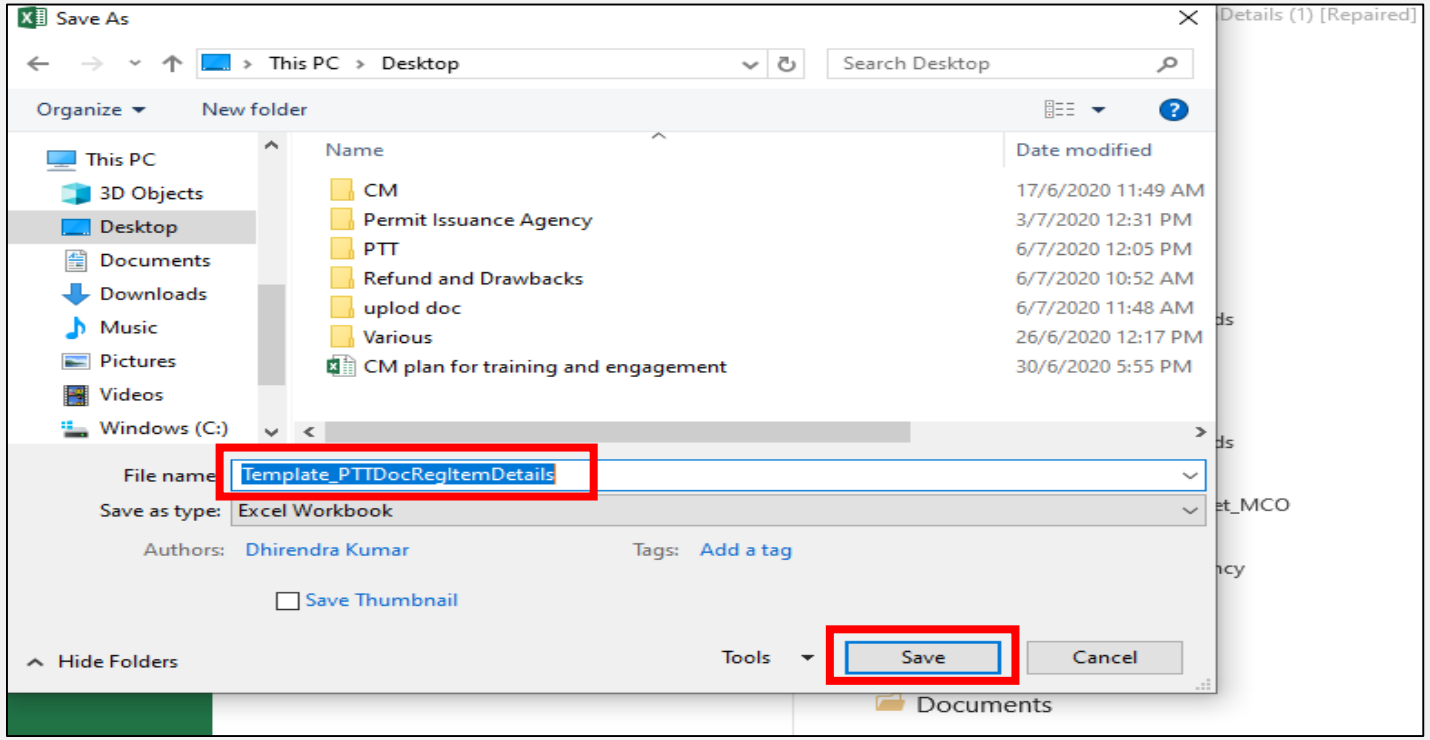
- **COMPULSORY** to key in details with *

Sample:

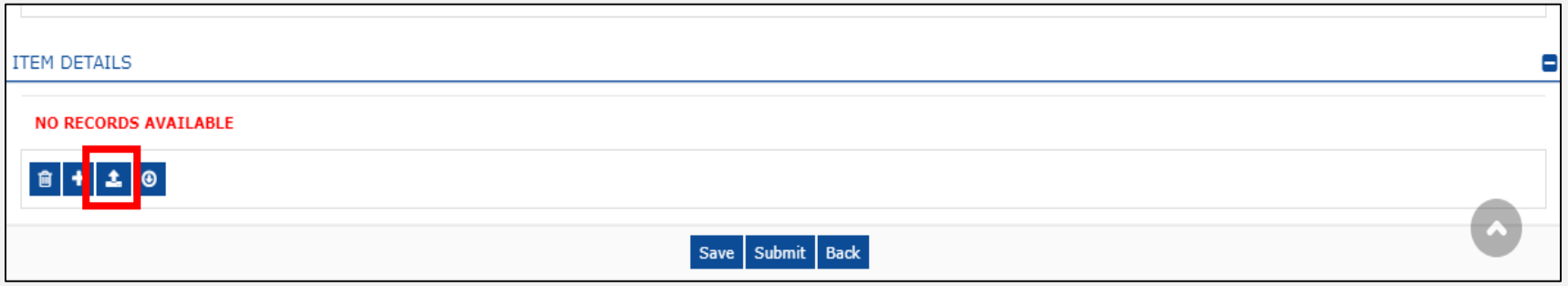

Template_PTTDocRegItemDetails (1) [Repaired] - Excel
Siti Salziana Md Salleh
E20
*HS Code in COO/DOO | *Item HS Code | *Goods Description | UOM | *Item Quantity | Preferential Rate | Import Duty Rate | Marks and Numbers
4820.10.0000 | 4820.10.0000 | Desc001 | | 900.000000


Template_PTTDocRegItemDetails (1) [Repaired] - Excel
Siti Salziana Md Salleh
R19
Origin Criteria | Origin Criteria Description | Gross Weight | Weight UOM | FOB Value | *Currency | *Invoice Number | *Date of Invoice
USD | INV0023 | 26/5/2020

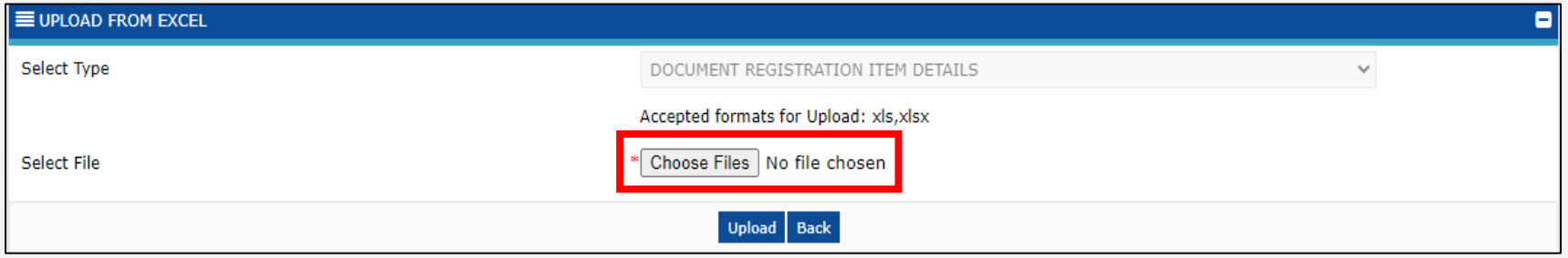
Rename and **Save** the file.



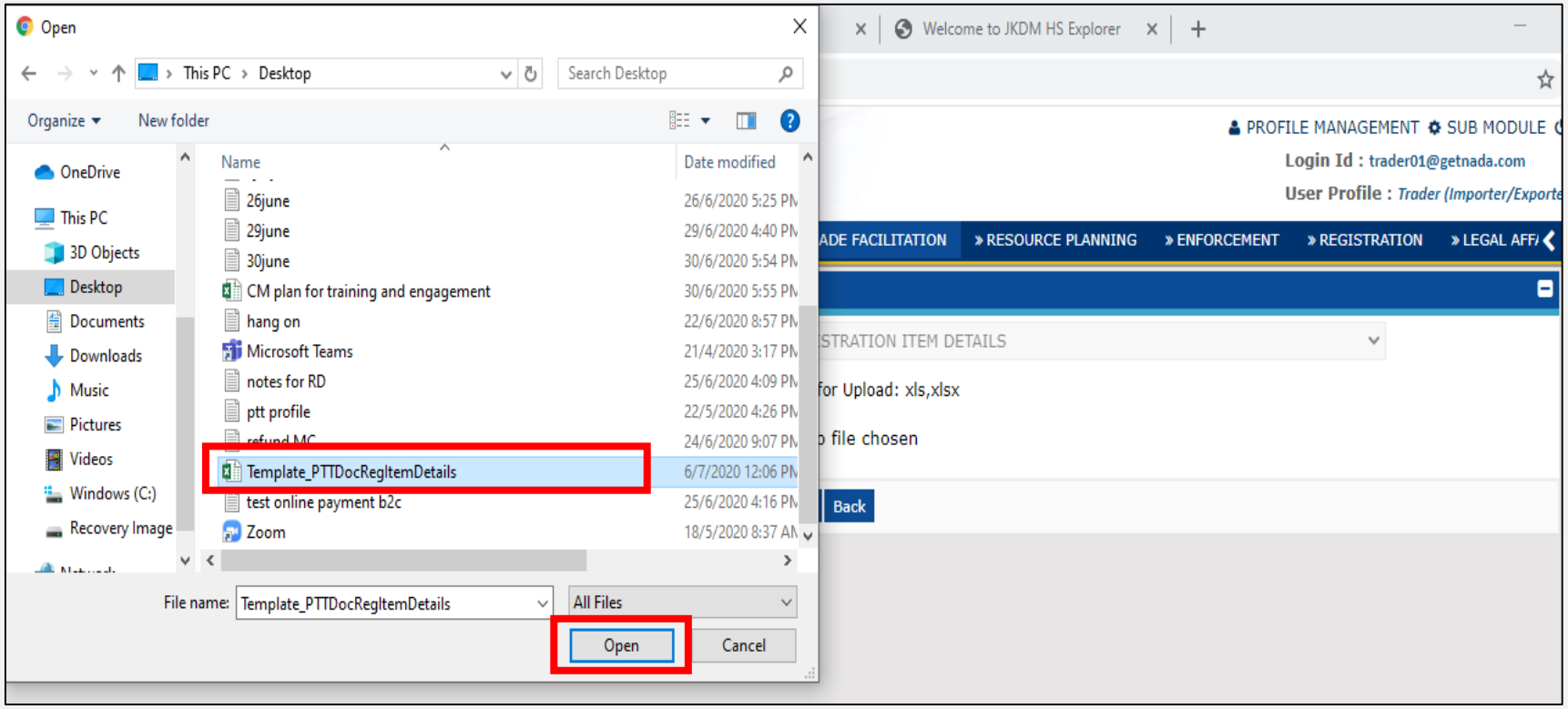
Click **Upload** button to upload the template.



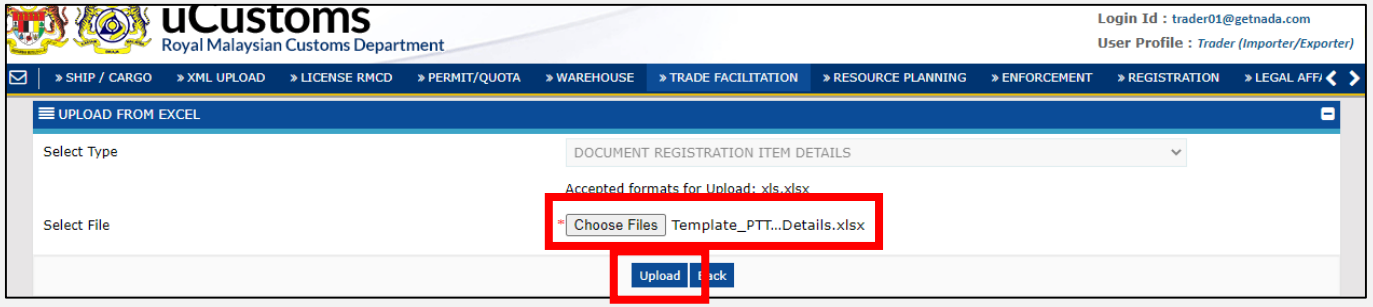
Click **Choose File** button to choose the file to be uploaded.



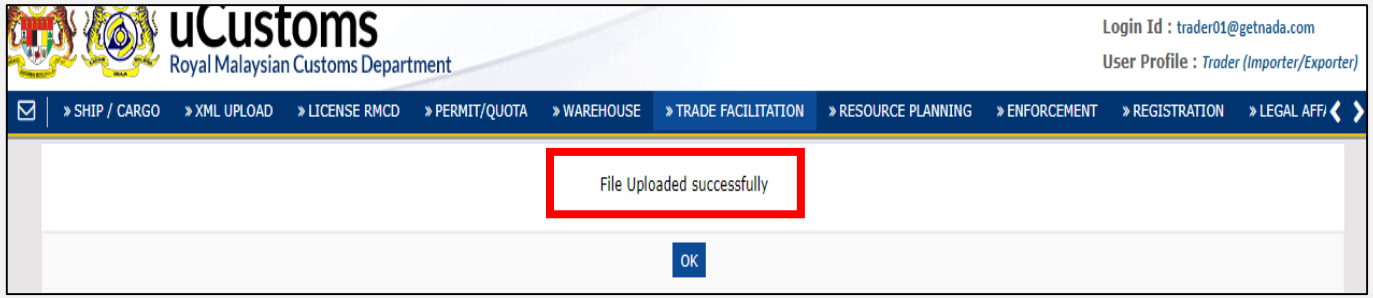
Choose the file and click **Open**.



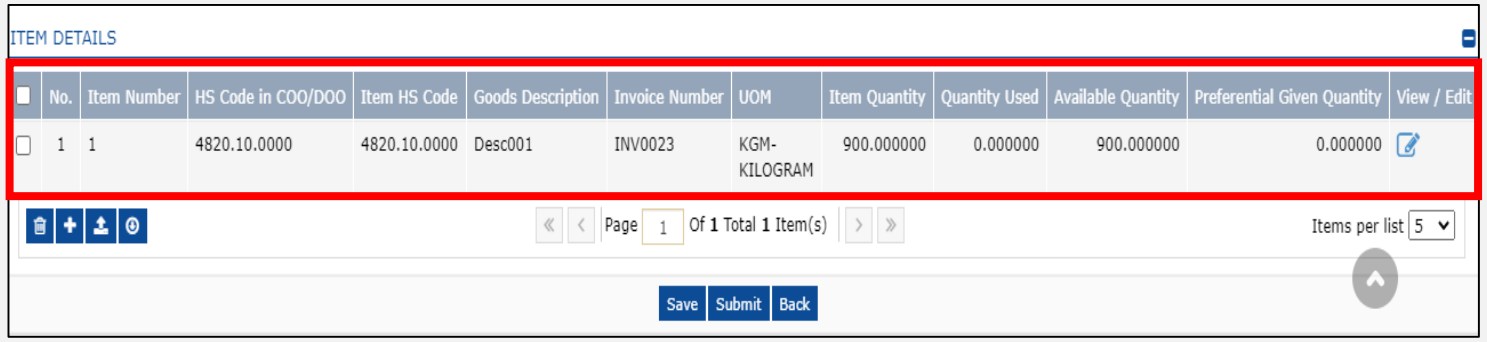
Template file already selected, then click **Upload** button.



Template file uploaded successfully, then click **Ok**.



The file already in the uCustoms.



** If there is any error appear, please recheck all information that has been keyed-in in the template.*

Certificate Type

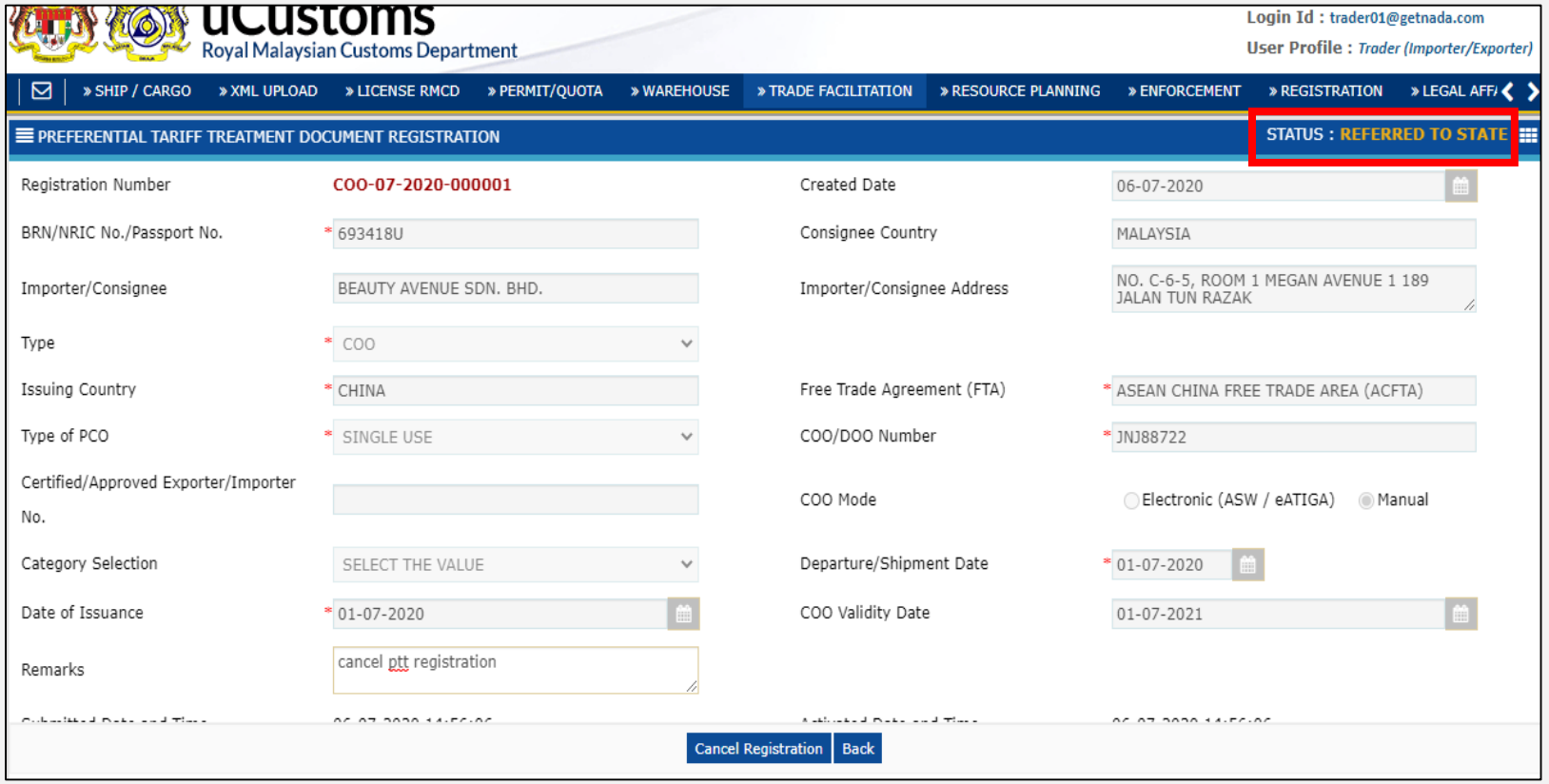
PTT Registration Cancellation

To cancel PTT Registration, the status must be **REFERRED TO STATE**.

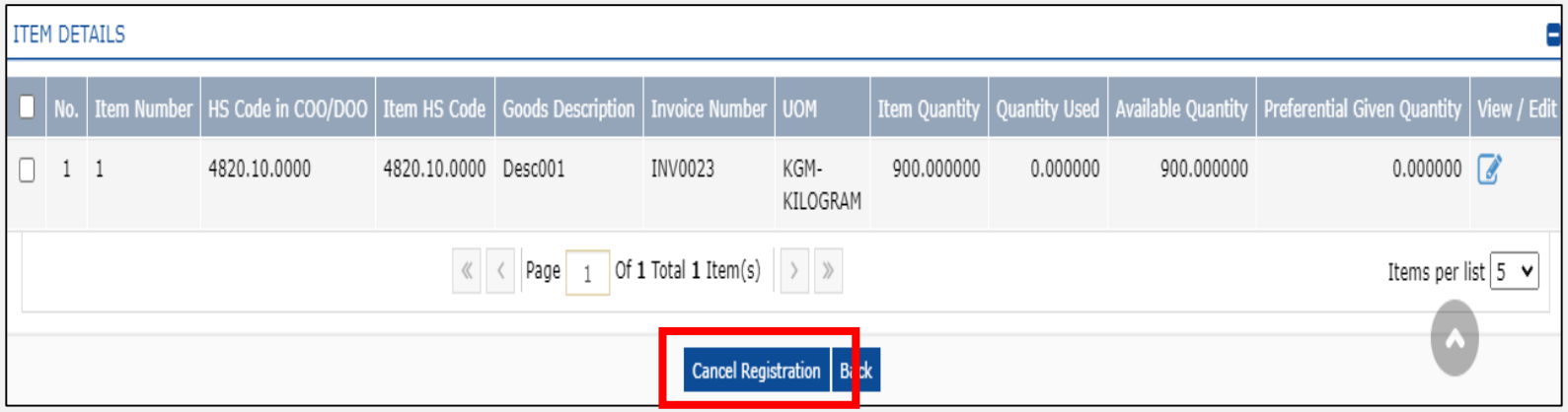
- PTT can only be cancelled if no declaration done by using that PTT, or, PTT Registration Number not yet used in any declaration (declaration still in ***Draft Created*** status)

- If declaration has been done, PTT registration no longer can be cancelled. If want to, PTT registration need to be cancelled first.

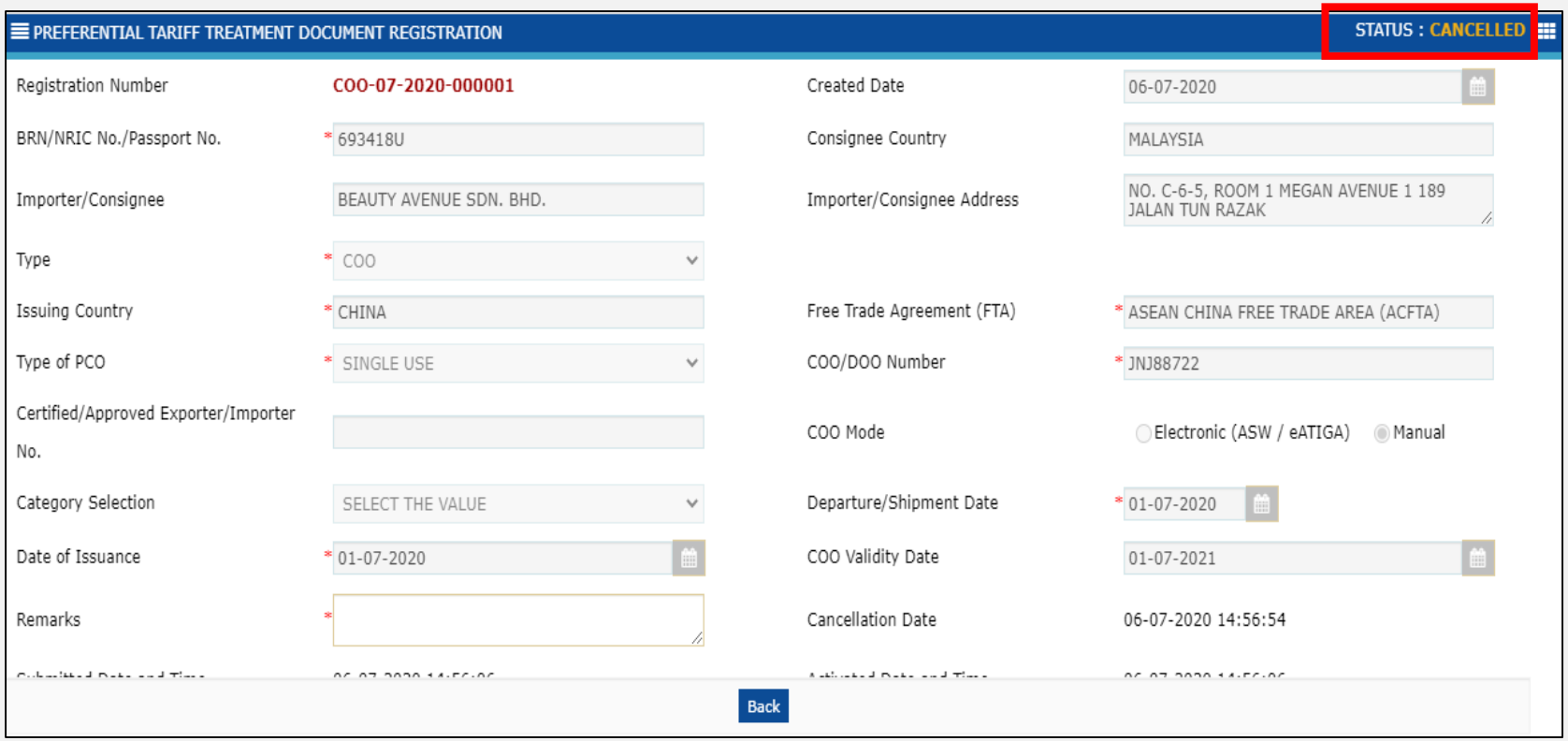
Status of PTT Registration is **REFERRED TO STATE**.



Go to the bottom of the page and click **Cancel Registration** button to cancel.



Status now changed to **CANCELLED**.



uCustoms will automatically cancel the PTT registration without require any approval from RMCD officer.

PTT Registration Amendment

- Registered PTT cannot be amended. The only process that can be done is **Cancellation** and **Re-register**.

- Please refer to quick guide of PTT registration and PTT registration cancellation.

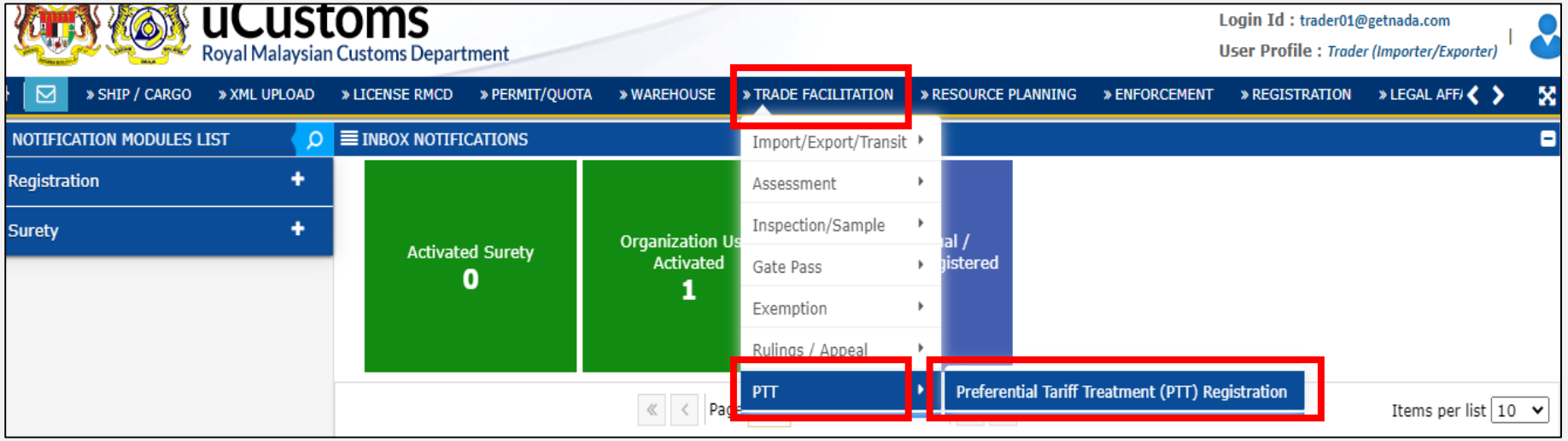
DOO

1) Invoice / Exporter Letterhead

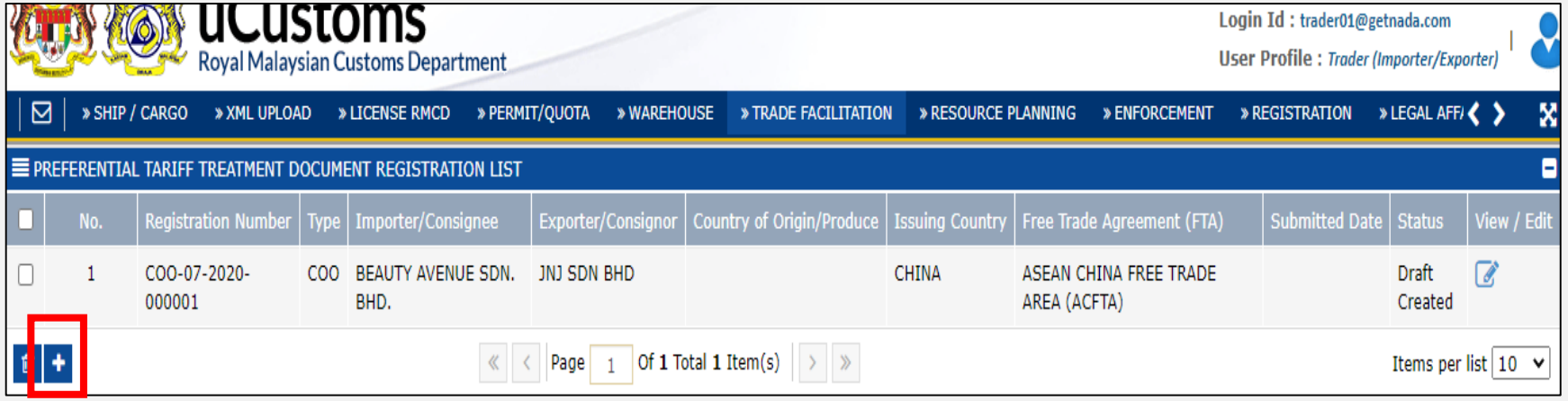
2) Certified Exporter

Invoice / Exporter Letterhead

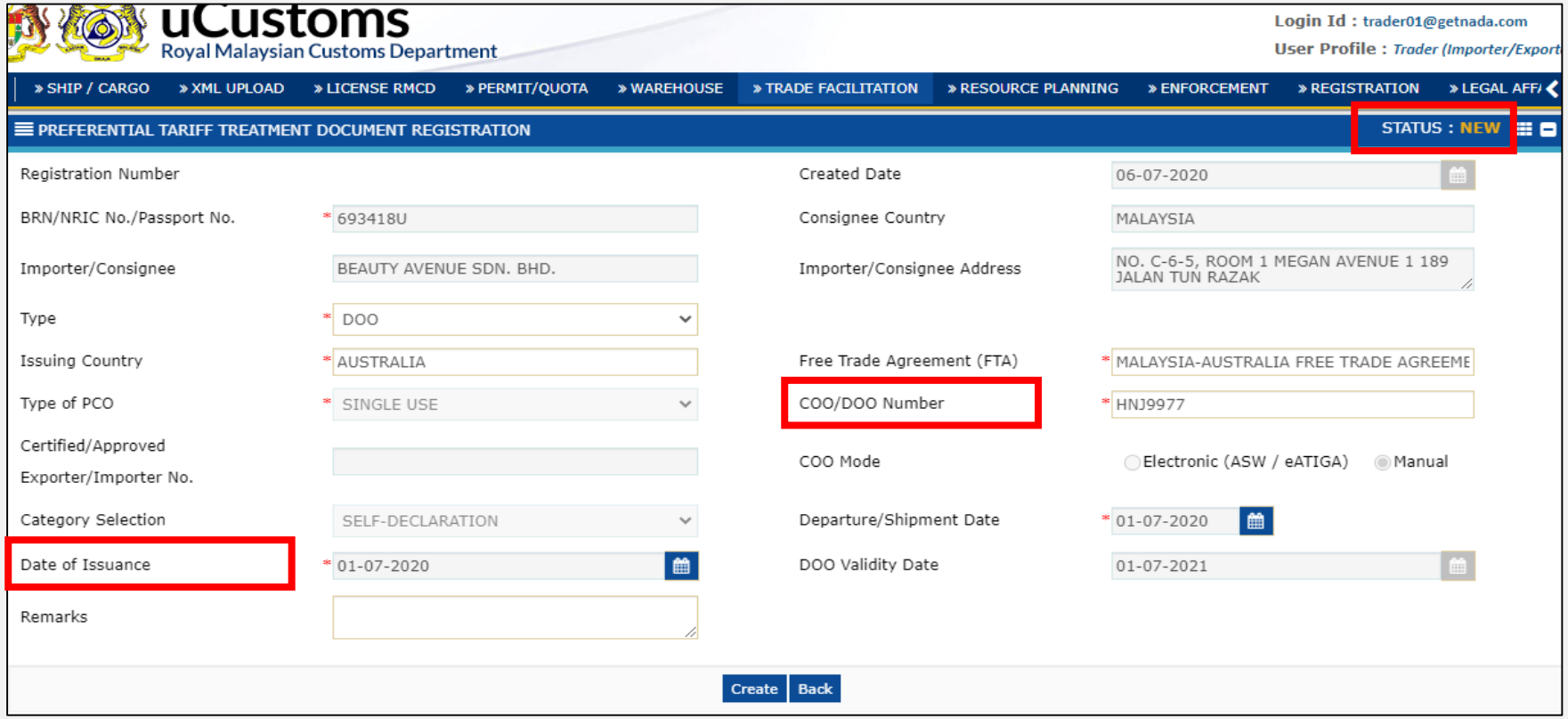
Login as **Trader**. Go to Menu **TRADE FACILITATION** > sub menu > **PTT** > **Preferential Tariff Treatment (PTT) Registration**



Click button “+”to add new record.

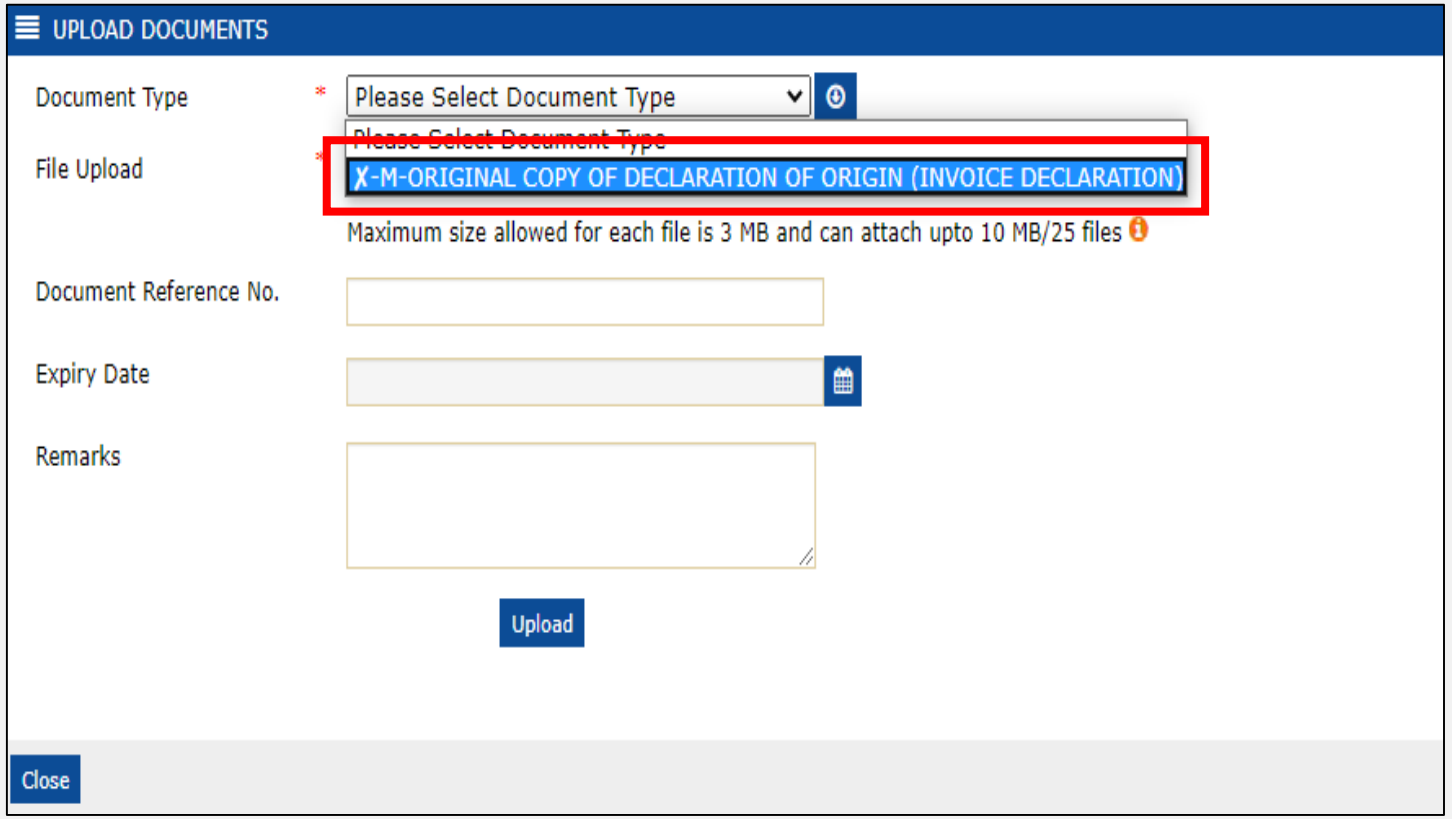


Status now is **NEW**. Fill in all mandatory field.



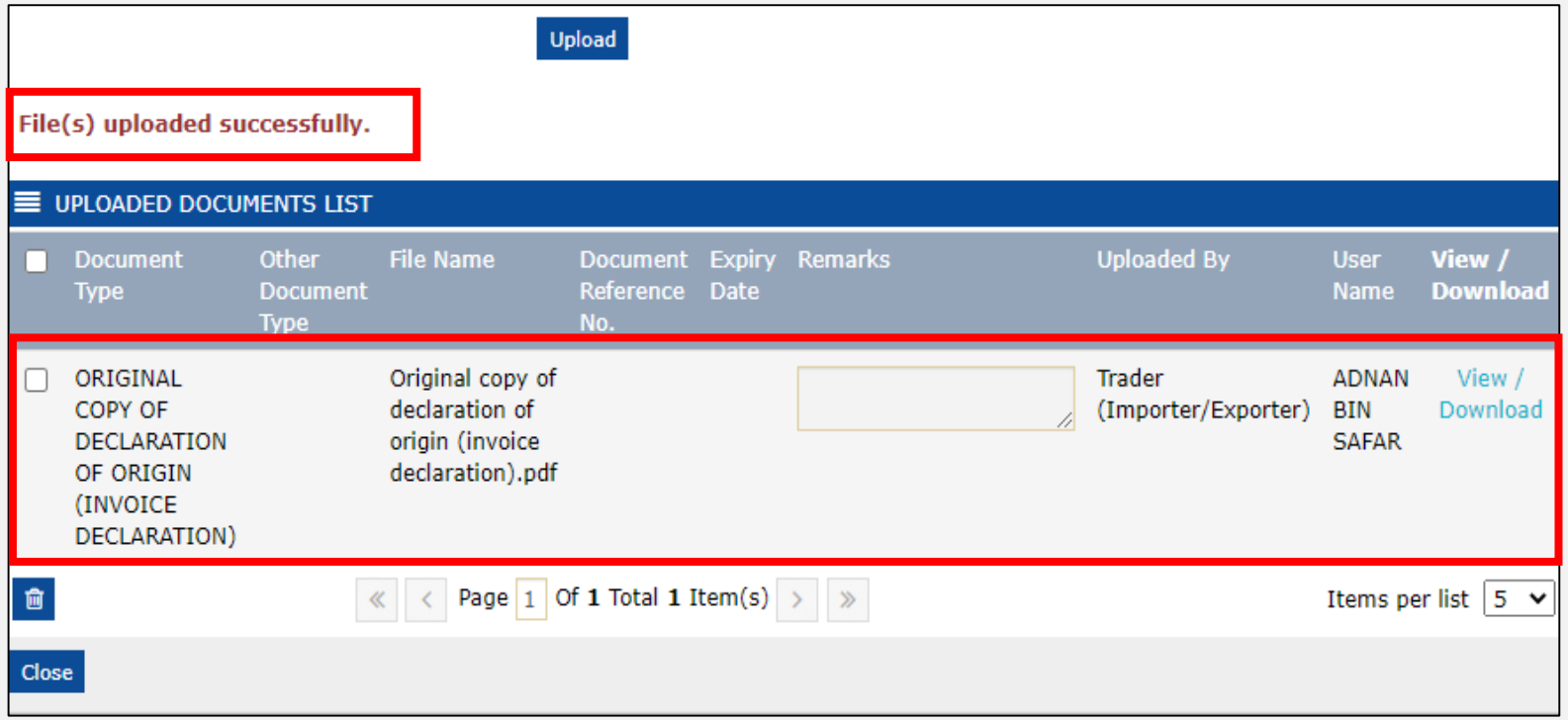
For **COO / DOO Number**: must key in Invoice Number
For **Date of Issuance**: must key in Date of Invoice

After finished key in all particular details in the form, go to link repository and choose **View/Upload document**.



** For more specific steps on how to upload documents, please refer to COO quick guide.*

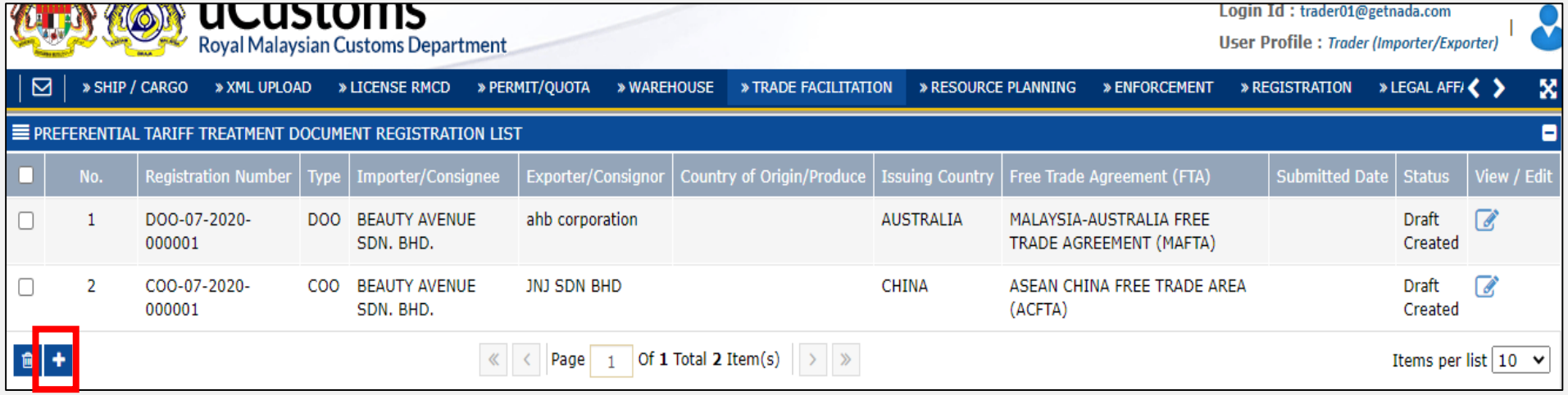
Uploaded file will be stated at the bottom of upload document section "**File(s) uploaded successfully**).



** For the rest, may follow step as COO.*

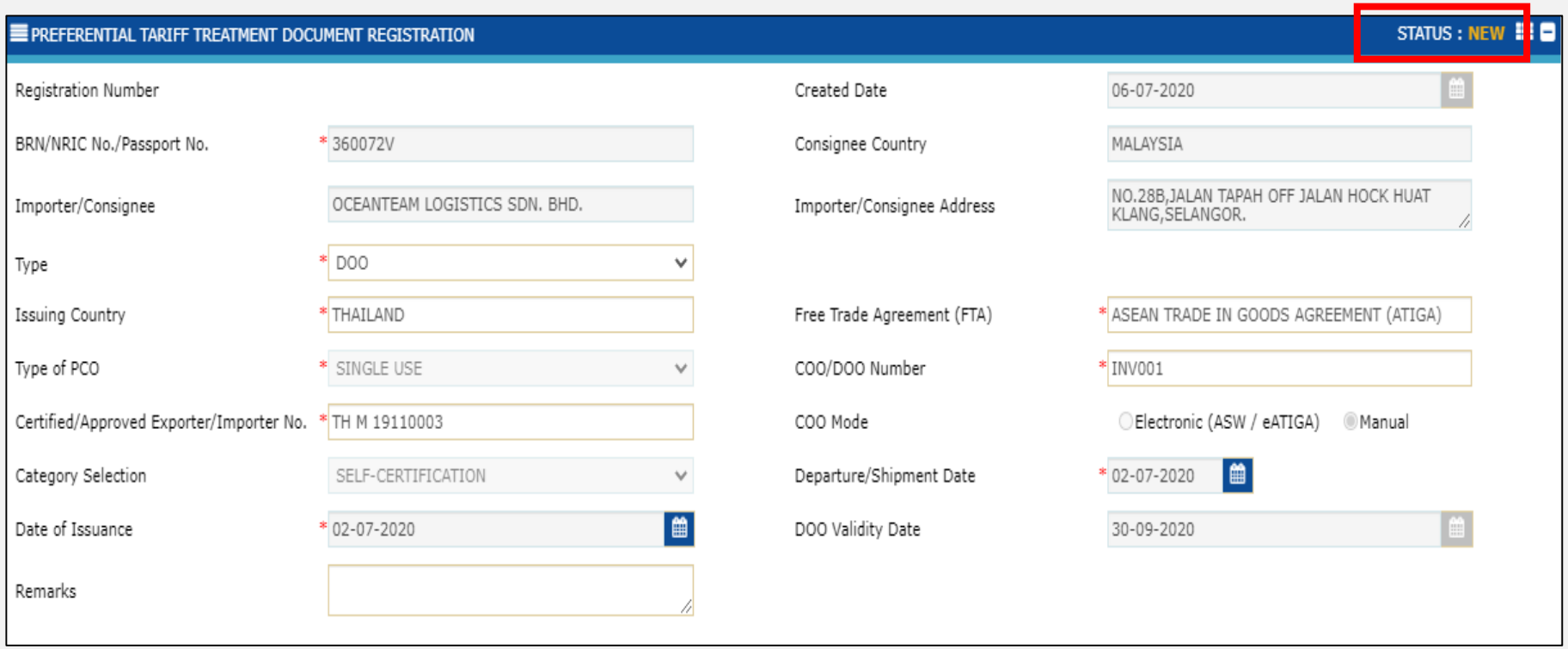
Certified Exporter

Login as **Trader**. Go to Menu **TRADE FACILITATION** > sub menu > **PTT** > **Preferential Tariff Treatment (PTT) Registration**

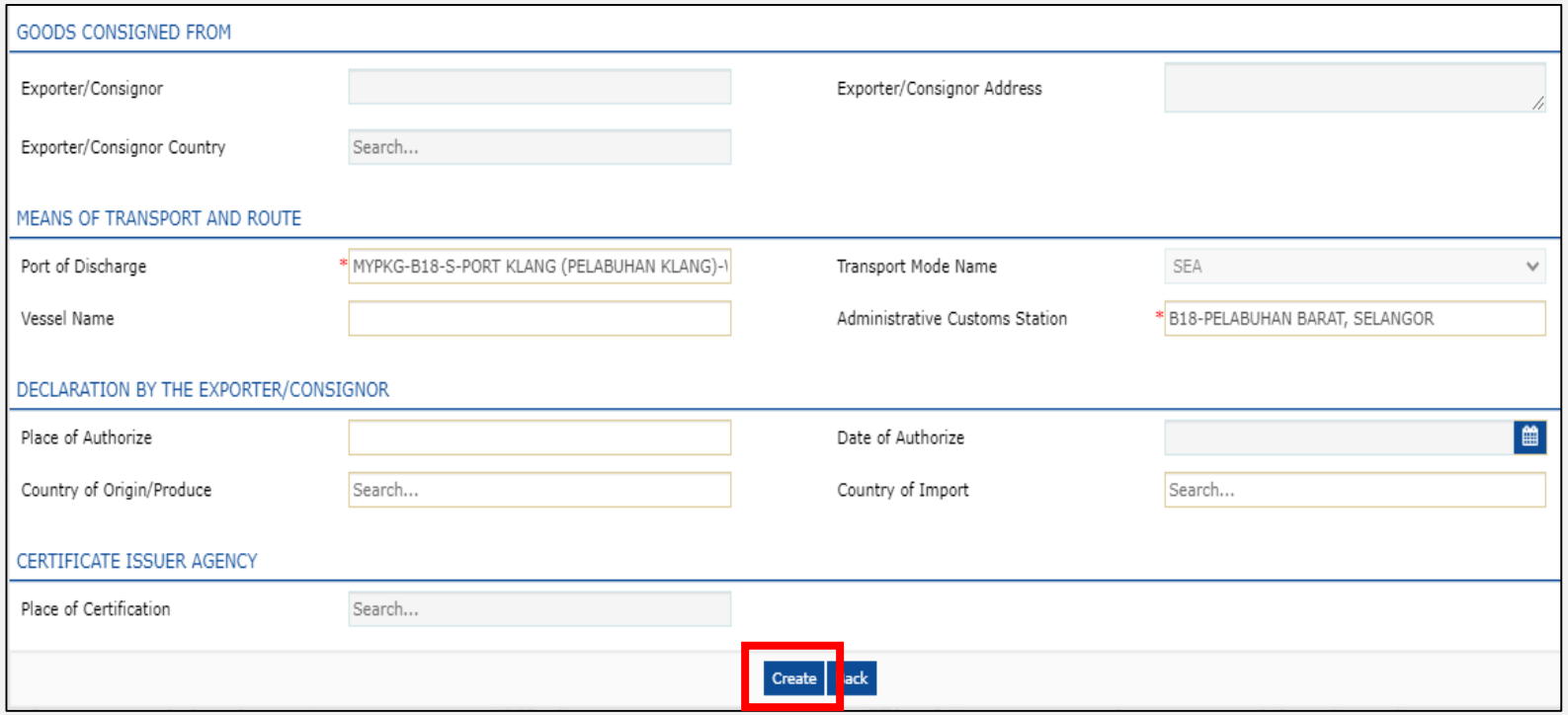


** Trader Name must be firstly registered at HQ*

Status now is **NEW**. Fill in all compulsory field.



Then, click **Create**.



- **COO / DOO Number**: must key in Invoice Number
- **Date of Issuance**: must key in Date of Invoice
- **Certified / Approved Exporter / Importer No**: must key in a correct Authorization Code. Example: **TH M 19110003** (MUST follow accurate format **XX>space>X>space>12345678**

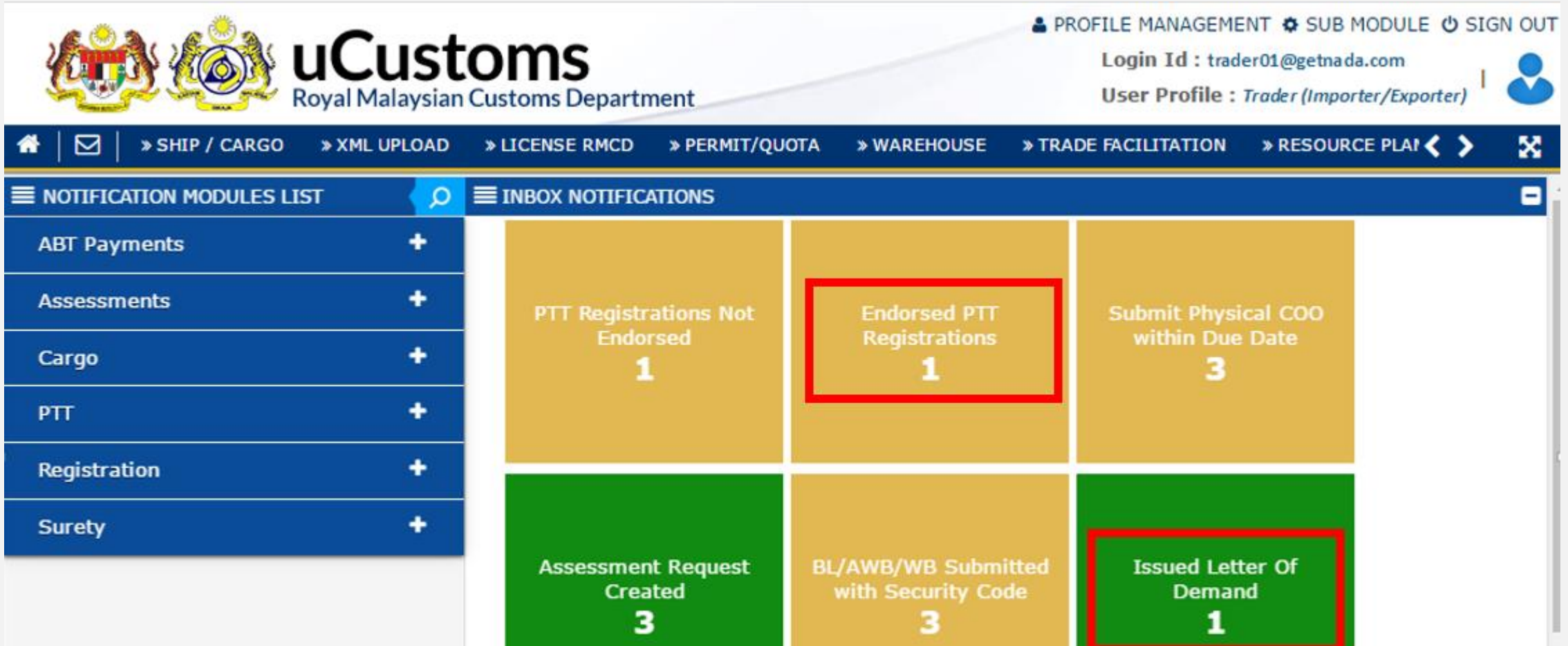
Trader may proceed with Clearance process until RMCD officer (**Supervisor ROO Unit (State)**) get inbox notification.

When Trader log in again, Trader will see the instruction “Submit Physical COO within Due Date” at their Inbox Notification

Within five (5) days, trader must submit original form of FTA (Physical form of COO) to RMCD. If failed to do so, any new process of PTT registration for consignee / trader cannot be done due to auto-blocked by uCustoms.

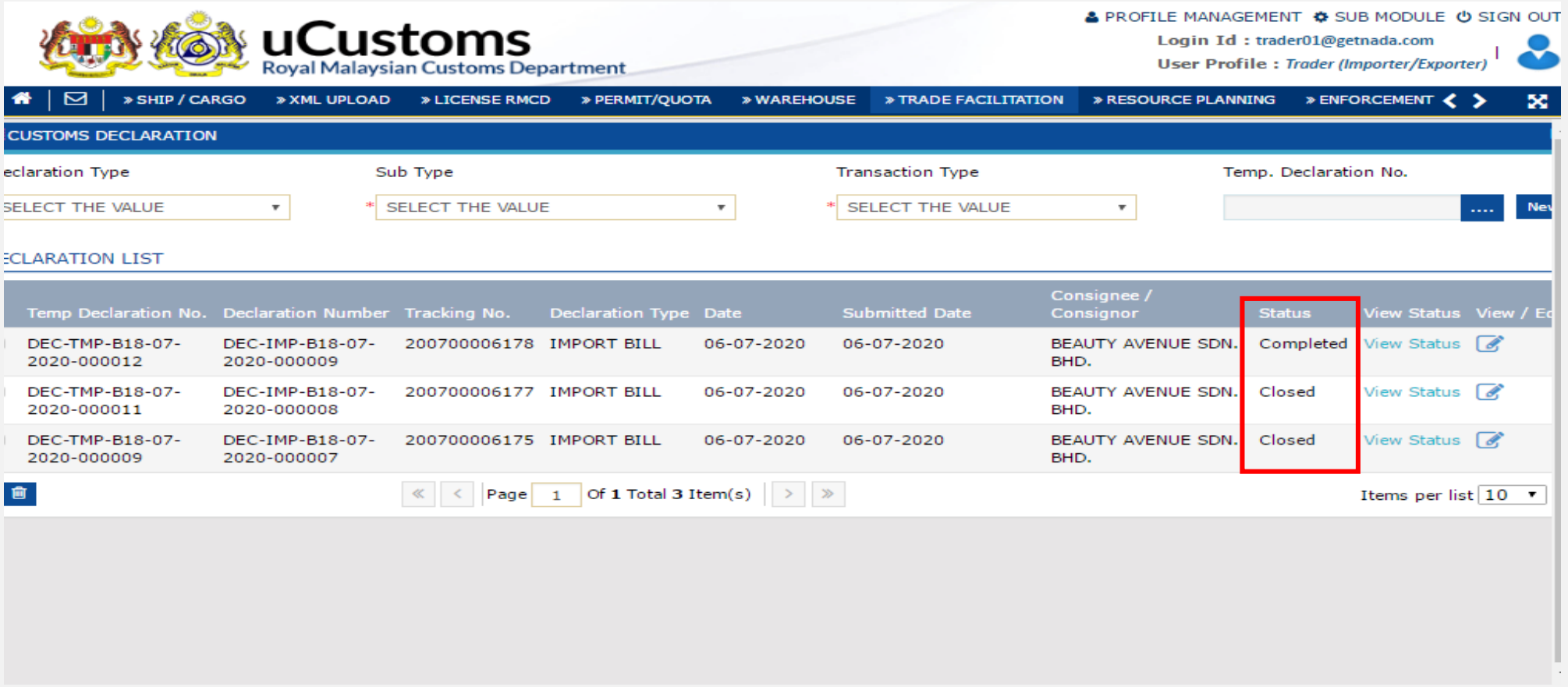
When Trader log in after 5 days, Trader will get notification like below in Inbox Notification either the PTT Registration Endorse or Not Endorse. If it is Not Endorsed, Trader need to issue letter of demand.

Next process for payment of Letter Of Demand, Trader can refer Quick Guide for Payment



Status import declaration will be Closed if the whole process is completed

If the PTT Registration Not Endorsed by Officer, Status Declaration will not be closed, status only shows Completed.



THANK YOU