

Jawatankuasa Pengecualian Cukai (JPC) User Guide for Raw Materials and Components (Other than HS Code 7201-7316)

Learn About the System

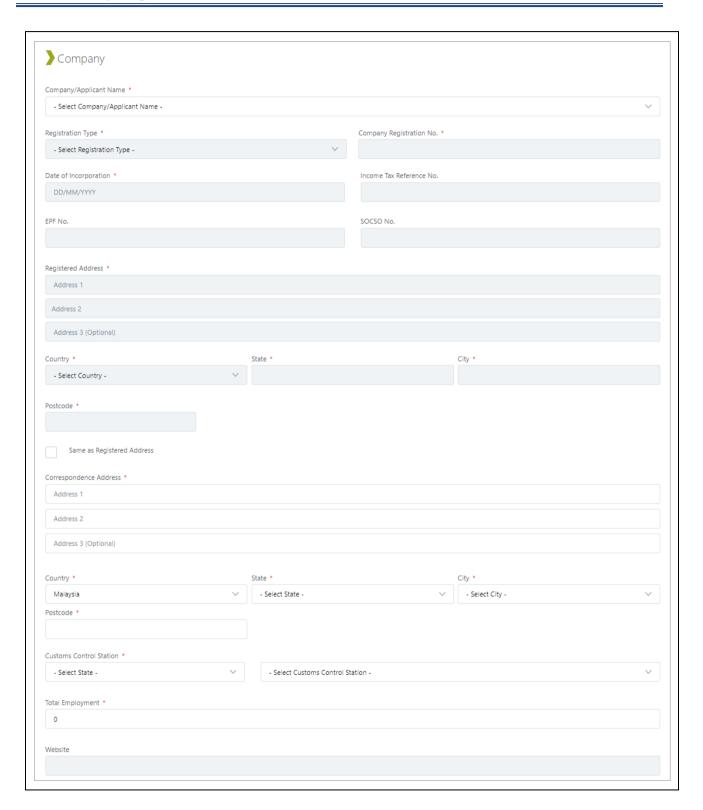


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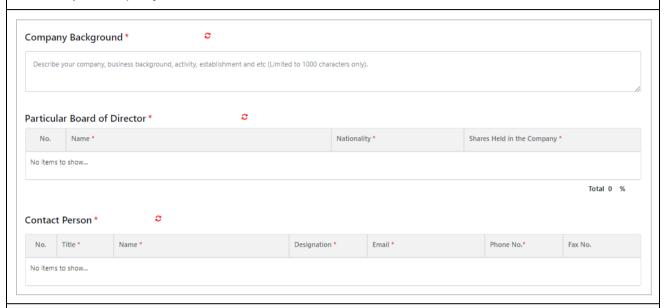
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Chapter 1 **COMMON SECTIONS**

1.1 Company



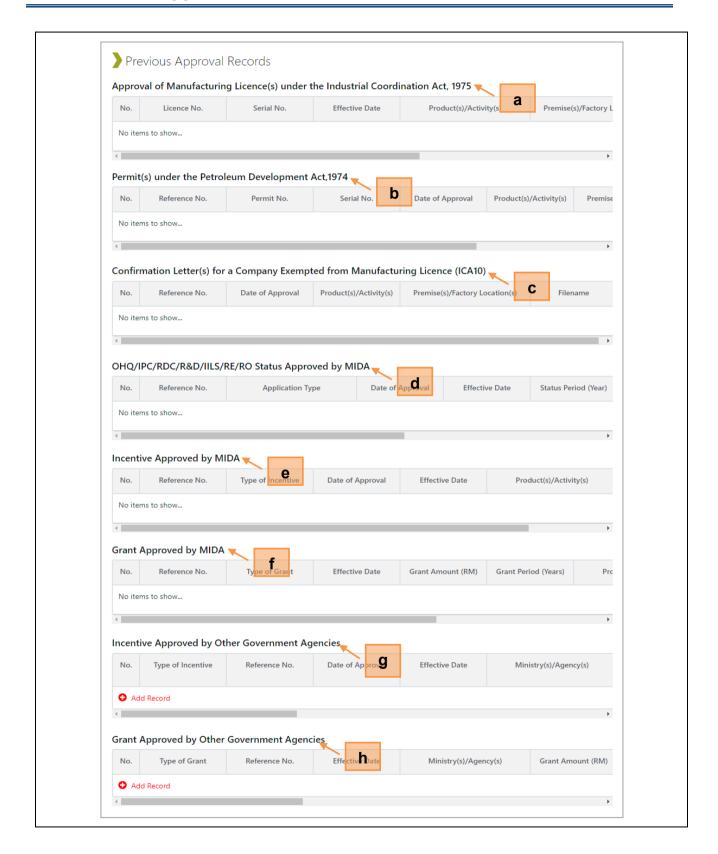
- 1. Fill-in required details in:
 - a) Company



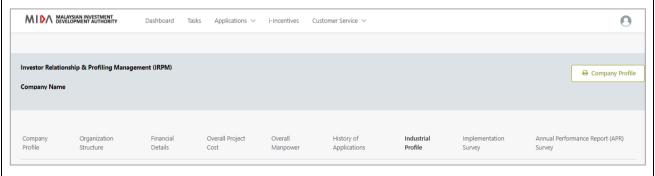
- c) Company Background
- d) Particular Board of Director
- e) Contact Person
- 2. Click the [Next] button

The system will redirect to the 'Previous Approval Records' section.

1.2 Previous Approval Records







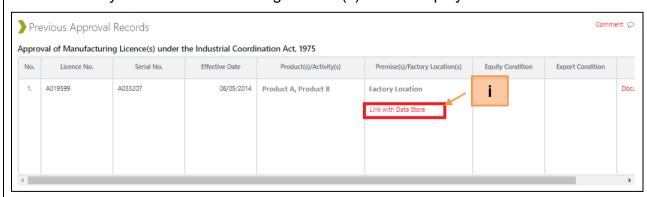
2. Click the [Industrial Profile] tab



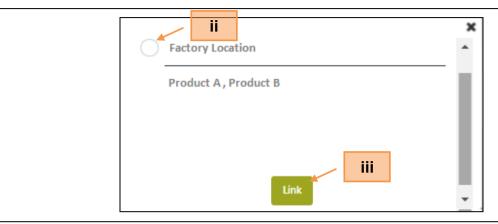
a) Approval of Manufacturing Licence(s) under the Industrial Coordination Act, 1975
 (Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile: 3.8.1 and 3.8.2)

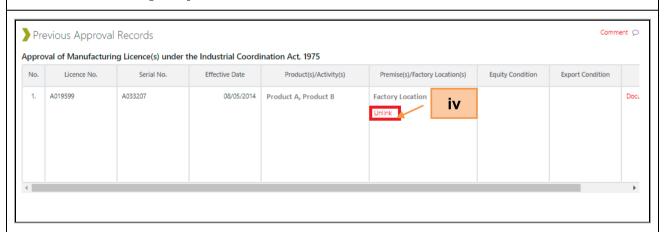
- Only Verified Manufacturing Licence(s) will be displayed in this section.



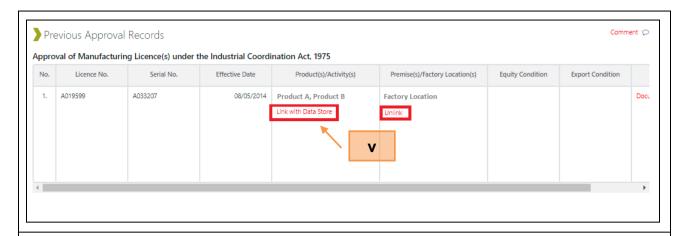
 Click [Link with Data Store] to link/sync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile).



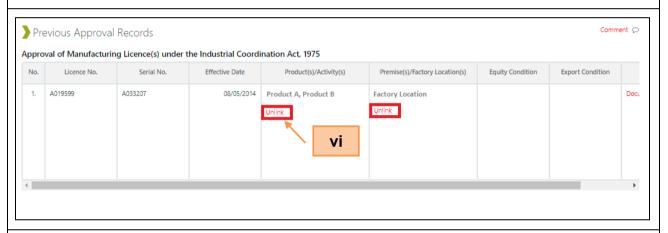
- ii. Select the Factory Location radio button (Please ensure the Factory Location is same then can proceed to link/sync.
- iii. Click the [Link] button



iv. Click **[Unlink]** to unlink/unsync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile). This function can be used if the company select the wrong Factory Location.



v. Click [Link with Data Store] to link/sync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile).



vi. Click **[Unlink]** to unlink/unsync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile). This function can be used if the company select the wrong Product(s)/Activity(s).

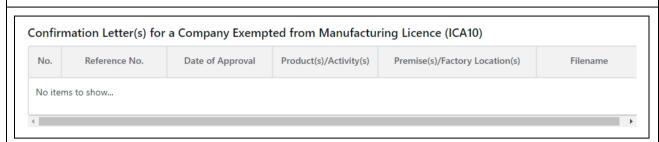


b) Permit(s) under the Petroleum Development Act, 1974

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.3)

- Only Verified Permit(s) will be displayed in this section.



c) Confirmation Letter(s) for a Company Exempted from Manufacturing Licence (ICA10)

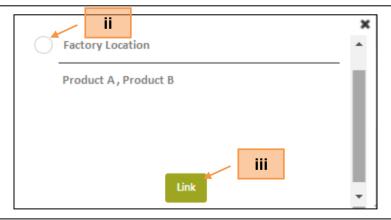
(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile: 3.8.5)

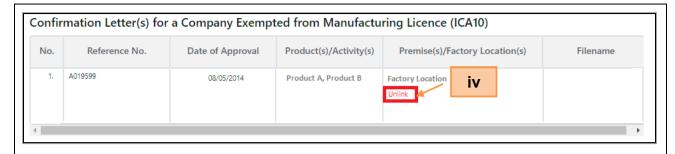
- Only Verified Confirmation Letter(s) will be displayed in this section.



 Click [Link with Data Store] to link/sync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile).



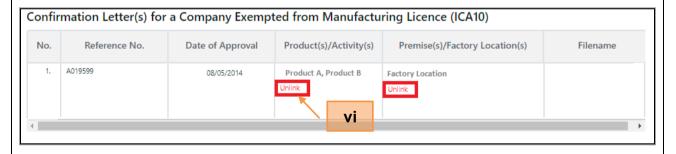
- ii. Select the Factory Location radio button (Please ensure the Factory Location is same then can proceed to link/sync.
- iii. Click the [Link] button



iv. Click **[Unlink]** to unlink/unsync the Factory Location in Section C: Previous Approval Record/Data Store with Factory Location in IRPM (Industrial Profile). This function can be used if the company select the wrong Factory Location.



v. Click [Link with Data Store] to link/sync the Product(s)/Activity(s) in Section
 C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile).



vi. Click **[Unlink]** to unlink/unsync the Product(s)/Activity(s) in Section C: Previous Approval Record/Data Store with Product(s)/Activity(s) in IRPM (Industrial Profile). This function can be used if the company select the wrong Product(s)/Activity(s).



d) OHQ/IPC/RDC/R&D/IILS/RE/RO Status Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.6)

- Only Verified OHQ/IPC/RDC/R&D/IILS/RE/RO will be displayed in this section.

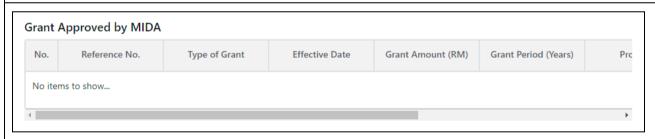


e) Incentive Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile: 3.8.7)

- Only Verified Incentive will be displayed in this section.



f) Grant Approved by MIDA

(Refer to [InvestMalaysia] Company Profile (IRPM) User Guide.

Chapter 3 Industrial Profile : 3.8.8)

Only Verified Grant will be displayed in this section.



- g) Incentive Approved by Other Government Agencies (if applicable)
 - i. Click the [+Add Record]
 - ii. The system will add a new row to insert the details.
 - iii. Fill in required details:
 - Type of Incentive
 - Reference No.
 - Date of Approval
 - Effective Date
 - Ministry(s)/Agency(s)
 - Incentive Period (Years)
 - Product(s)/Activity(s)
 - Premise(s)/Factory Location(s)
 - Incentive Status
 - Filename (Attachment)
 - iv. Click / [Save) button
 - v. The system will save and display an Incentive Approved by Other Government Agencies record.

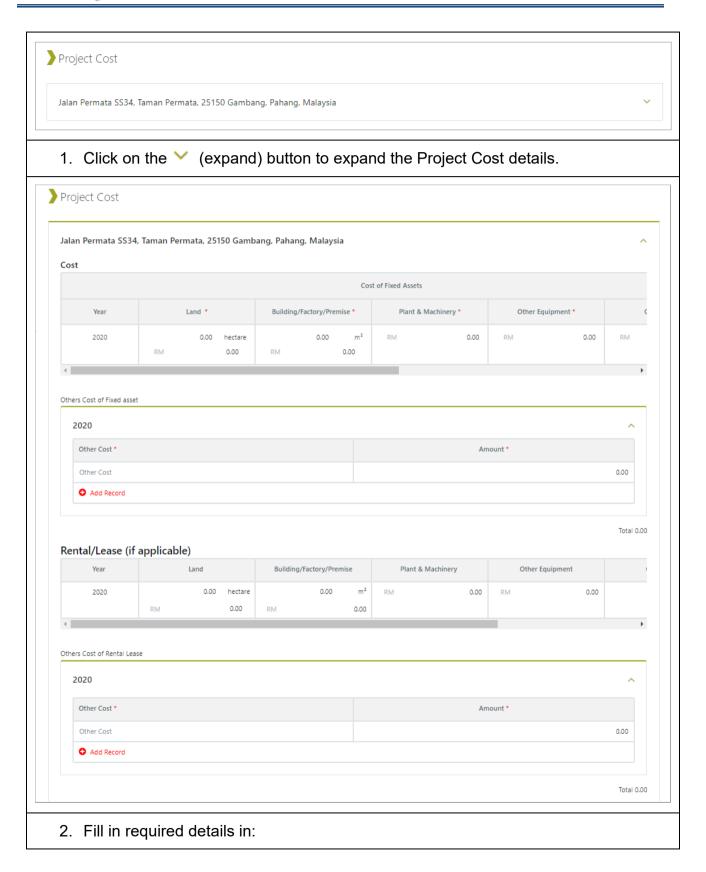


- **h)** Grant Approved by Other Government Agencies (if applicable)
 - i. Click the [+Add Record]
 - ii. The system will add a new row to insert the details.
 - iii. Fill in required details:

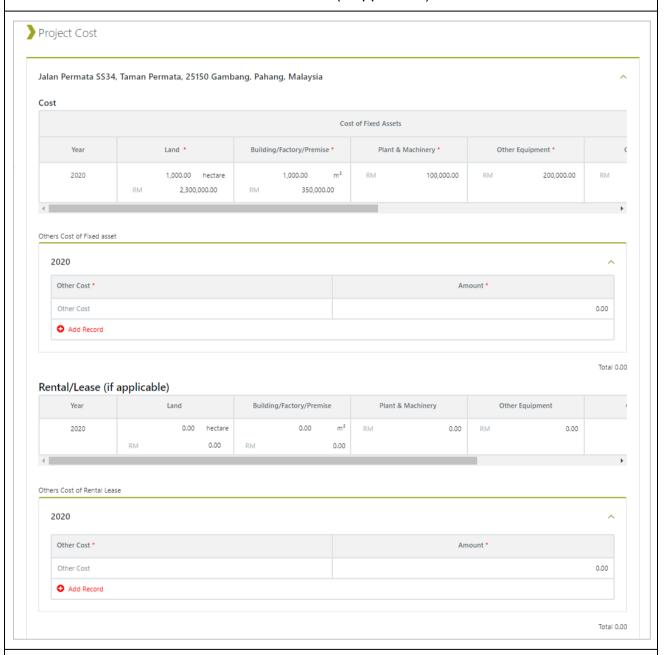
- Type of Grant
- Reference No.
- Effective Date
- Ministry(s)/Agency(s)
- Grant Amount (RM)
- Grant Period (Years)
- Product(s)/Activity(s)
- Premise(s)/Factory Location(s)
- Grant Status
- Filename (Attachment)
- iv. Click the **Save**) button
- v. The system will save and display a Grant Approved by Other Government Agencies record.
- 2. Click the [Next] button

The system will redirect to 'Project Cost' section.

1.3 Project Cost

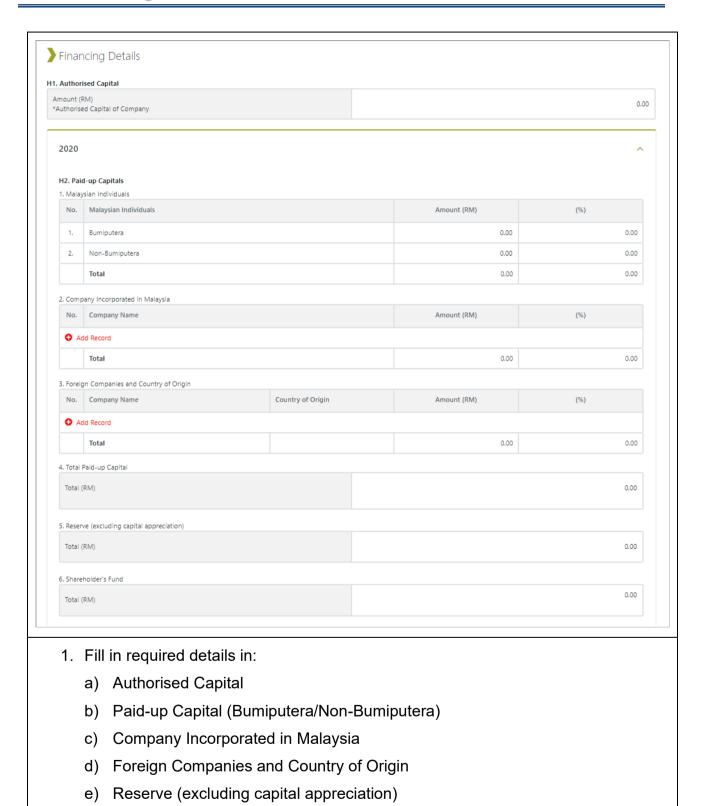


- a) Cost
 - i. Other Cost of Fixed Asset (if applicable)
- b) Rental/Lease (if applicable)
 - Other Cost of Rental Lease (if applicable)

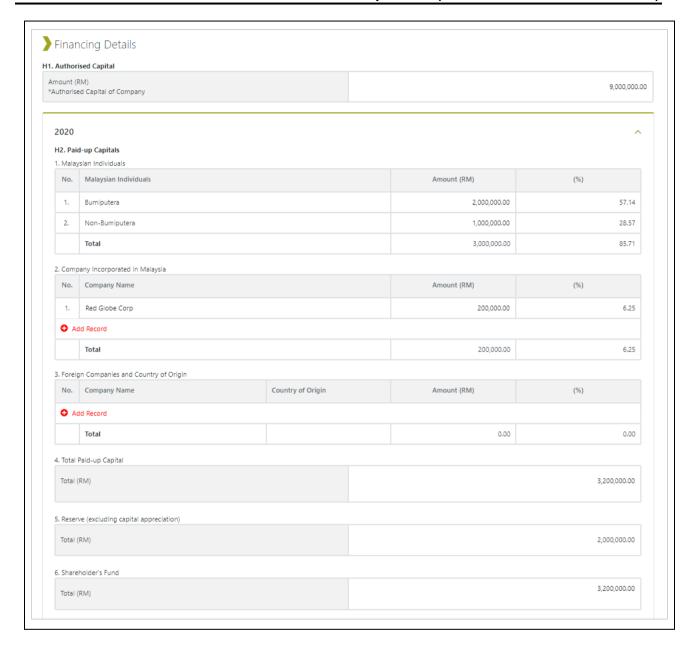


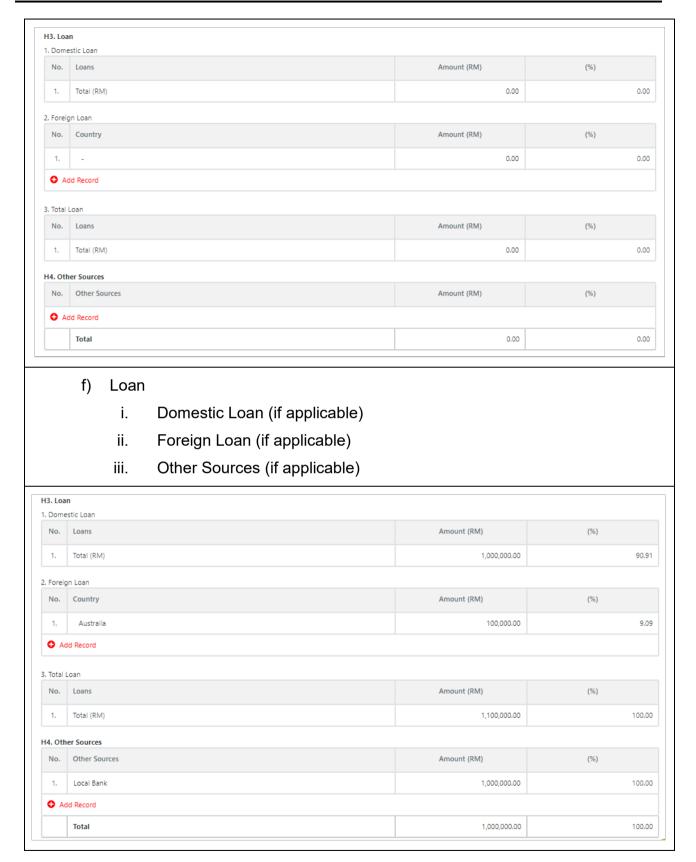
- 3. Click the [Next] button
- 4. The system will redirect to the 'Financing Details' section.

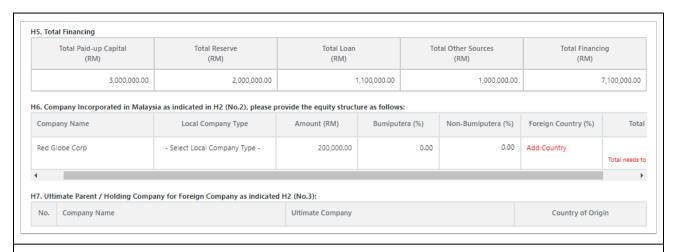
1.4 Financing Details



InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)







- g. Company Incorporated in Malaysia
 - i. Local Company Type
 - ii. Bumiputra (%)
 - iii. Non-Bumiputra (%)
 - iv. Foreign Country (%)
- h. Ultimate Parent/Holding Company for Foreign Company



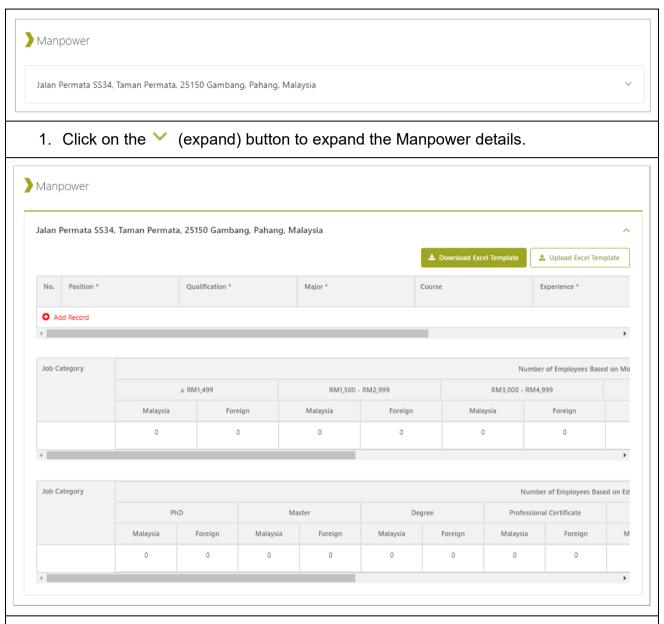
No.	Equity Structure	Amount (RM)	Percentage (%)
A.	Malaysian Citizenship		
	1. Total Bumiputera	2,100,000.00	65.63
	2. Total Non-Bumiputera	1,060,000.00	33.1
	Foreigner		
	1. Total Foreigner	40,000.00	1.2
	Total	3,200,000.00	100.00

i. Equity Structure (System will calculate the Amount and Percentage)

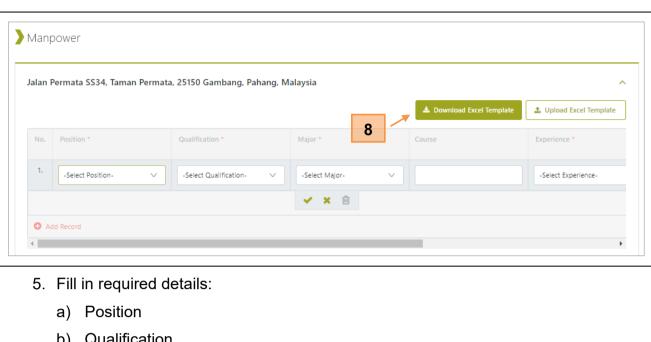
19. Financial Performance Record									
Revenue (RM)	Profit (Loss) Before Tax (RM)	Taxable Expenditure (RM)	Net Profit (Loss) (RM)	Reserve (RM)					
0.00	0.00	0.00	0.00	0.00					

- j. Financial Performace
 - i. Revenue (if applicable)
 - ii. Profit (Loss) Before Tax (if applicable)
 - iii. Taxable Expenditure (if applicable)
 - iv. Net Profit (Loss) (if applicable)
 - v. Reserve (if applicable)
- 2. Click the [Next] button
- 3. The system will redirect to the 'Manpower' section.

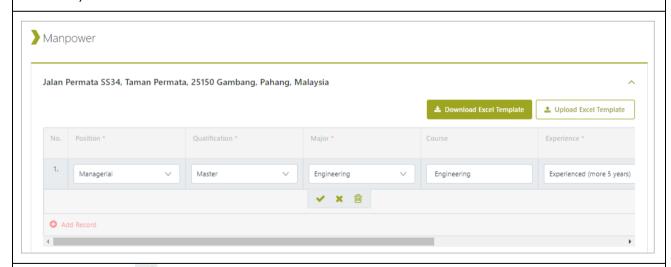
1.5 Manpower



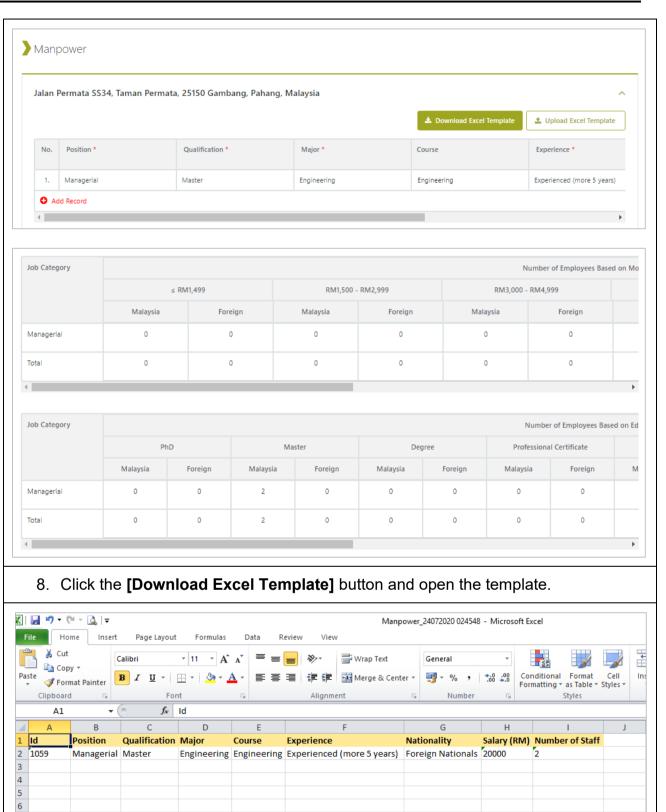
- 2. Fill in required details in 'Manpower'
- 3. Click the [+Add Record]
- 4. The system will add a new row to insert the details.



- b) Qualification
- c) Major
- d) Course (if applicable)
- e) Experience
- Nationality
- g) Average Salary per Month (RM)
- h) Number of Staff



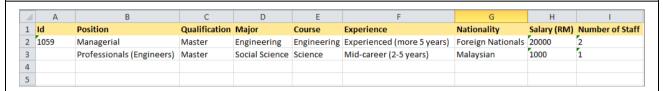
- [Save] button 6. Click the
- 7. The system will save and display a Manpower record.



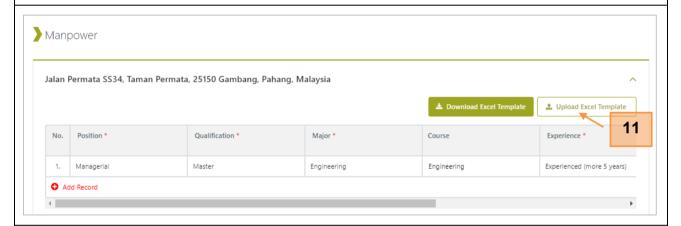
a) Position

9. Fill in required details:

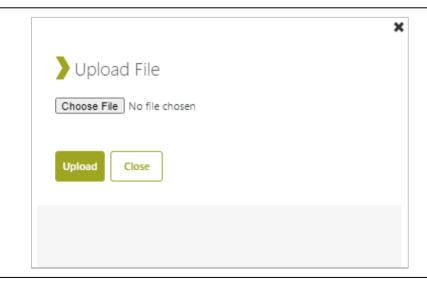
- b) Qualification
- c) Major
- d) Course (if applicable)
- e) Experience
- f) Nationality
- g) Average Salary per Month (RM)
- h) Number of Staff



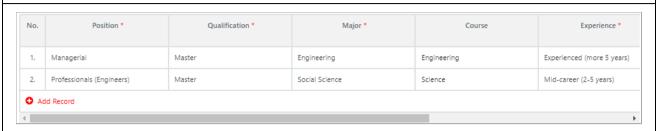
10. Save the excel file



11. Click the [Upload Excel Template] button and Upload File popup will be displayed.



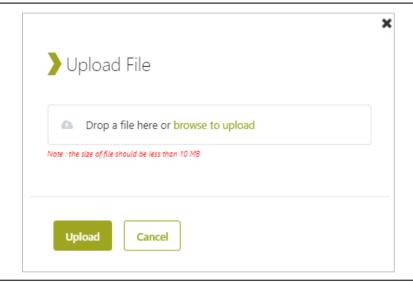
- 12. Choose an excel file that has been filled in.
- 13. Click the [Upload] button and system will insert the data into the system.



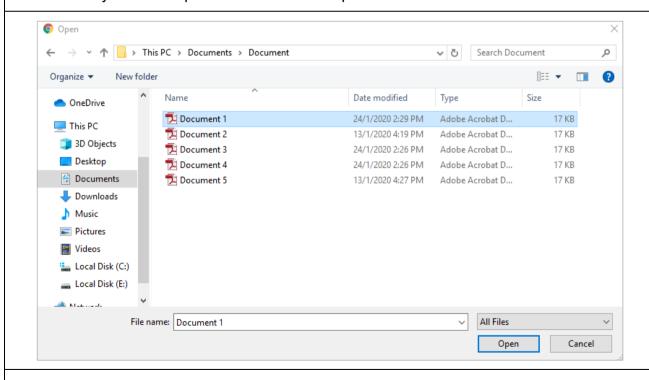
- 14. Click the [Next] button
- 15. The system will redirect to 'Next' section.

1.6 Supporting Documents

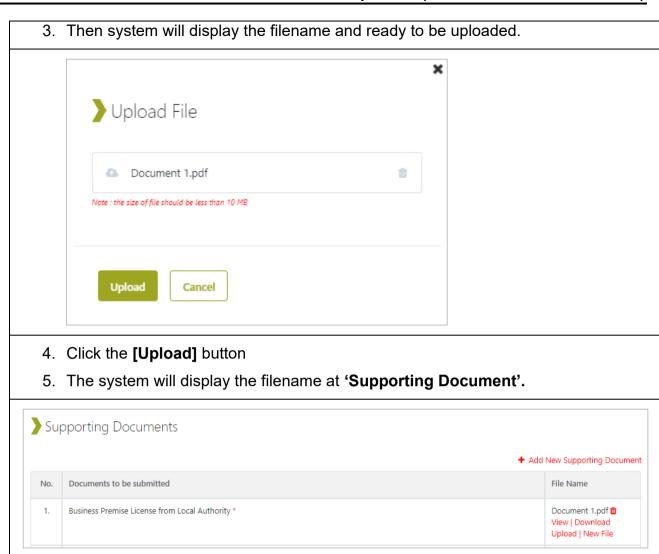
- 1. Upload mandatory document (denoted as '*' sign) by click [Upload File]
- 2. The system will display pop-up message 'Upload File'



- 3. Click the 'browse to upload'
- 4. The system will open the windows file upload.



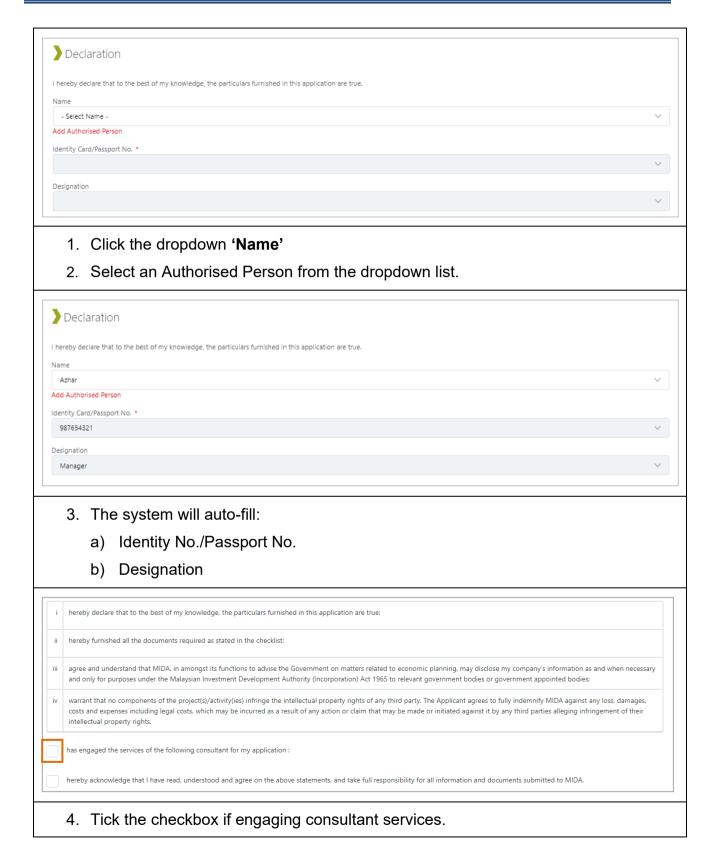
2. Select a file and click [Open] button

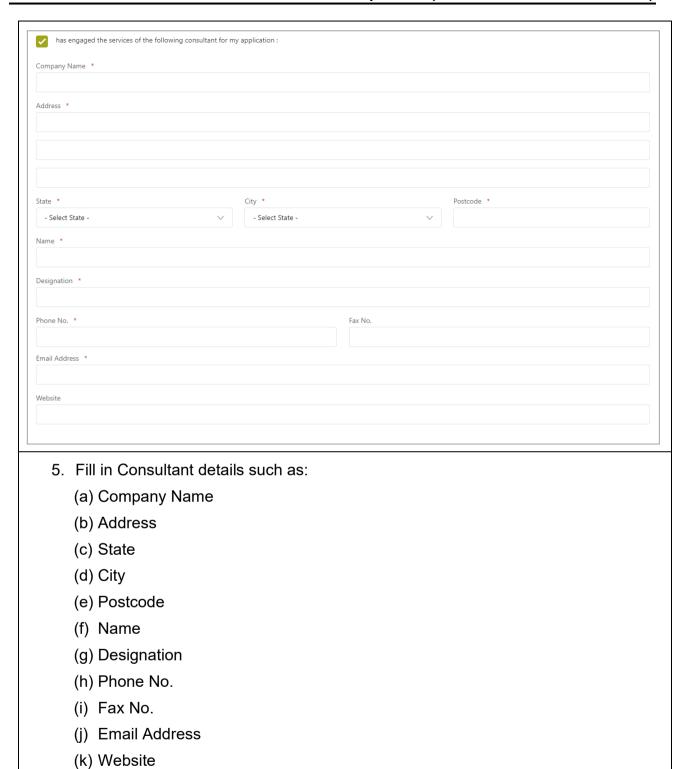


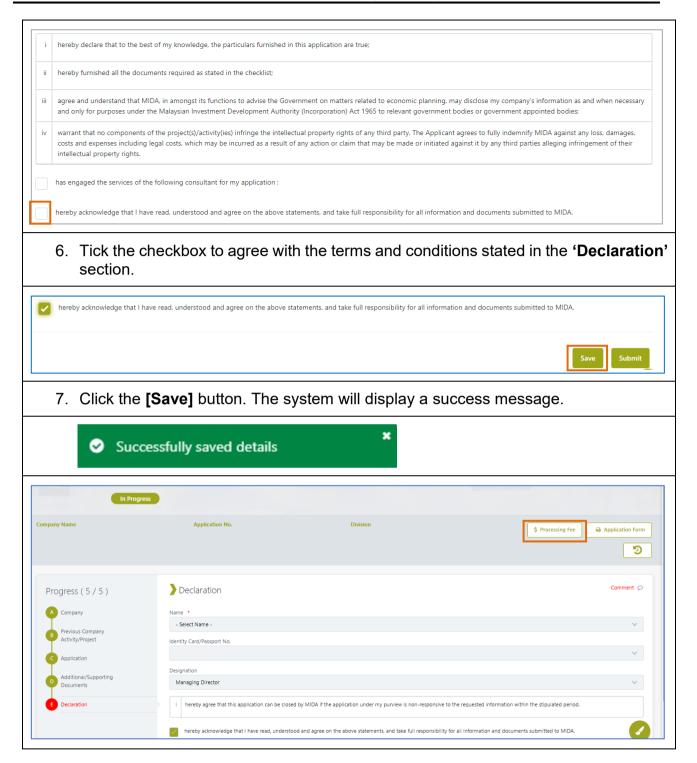
6. Click the [Next] button

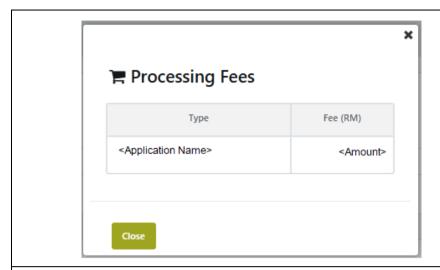
The system will redirect to the 'Declaration' section.

1.7 **Declaration**





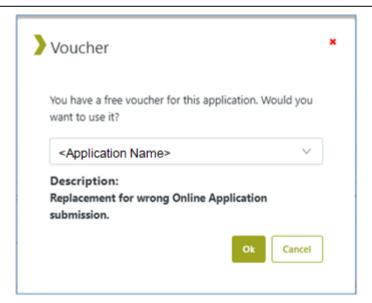




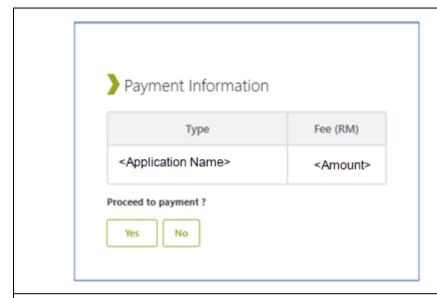
8. To check the application processing fee in the application header, click the [Processing Fee] button.



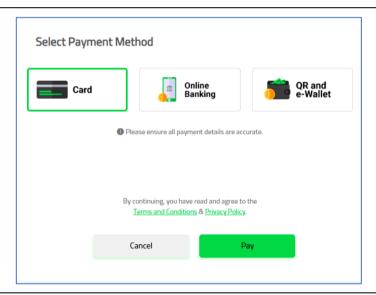
9. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company has a free voucher, allowing it to be applied.



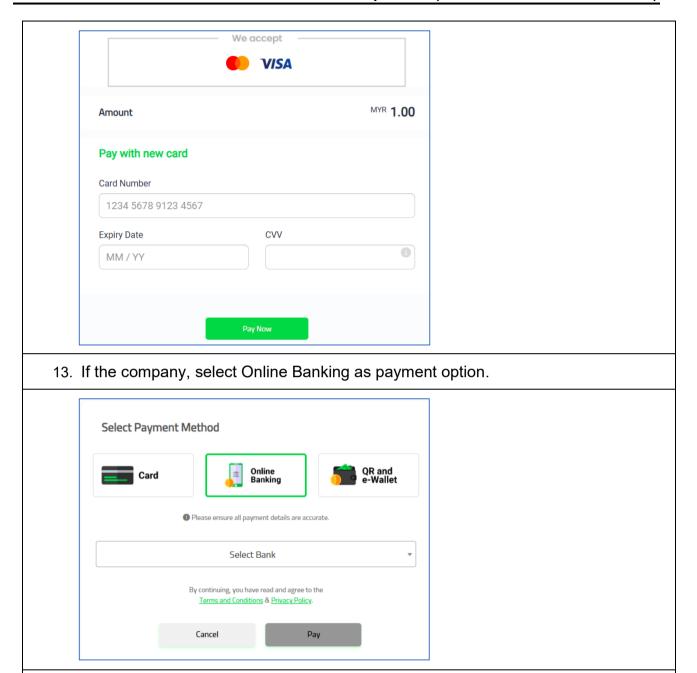
10. Click the **[Submit]** button, and a popup message will appear if the application requires a submission fee and the company either does not have a free voucher or has chosen not to use it.



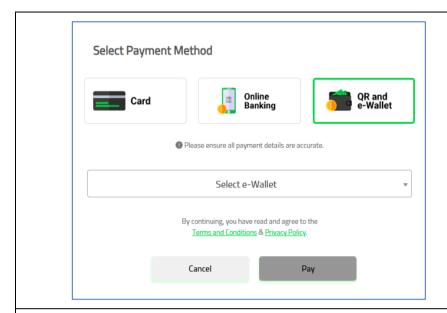
11. If the company clicks [Yes] to proceed with payment, the system will display the payment screen for the company to select payment option and click on [Pay] to make the payment.



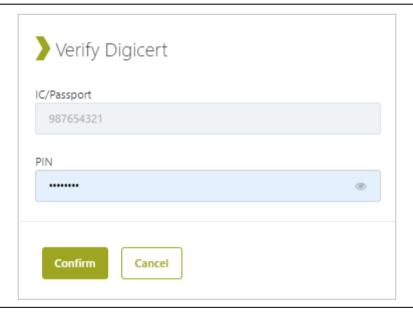
12. If the company, select Card as payment option.



14. If the company, select QR and e-Wallet as payment option.



15. A popup message will appear to verify the Digicert if the payment has been made or if the application does not require a processing fee.



- 16. Click the **[Cancel]** button system will return to the 'Declaration' section.
- 17. Insert PIN and click the [Confirm] button.
- 18. The system will display a success message.



19. The system will show the above pop-up message as the submission is successful. Now the user may wait for the notification email from MIDA regards the further process.

MIDA MALAYSIAN INVESTMENT
DEVELOPMENT AUTHORITY

InvestMalaysia - Application 3202000335 is in Review

Dear Anny Rozana Binti Mohd Faizal Kim,

You have successfully submitted your application to InvestMalaysia Online Portal. MIDA is reviewing the application.

The details of the application are as follows:

Company Name : Felcra Berhad Application No. : PC2202888885

Application: Raw Materials and Components (from and Oteel, HIC Gode 7201 7010)

Thank you.

Regards,

InvestMalaysia Administrator

Malaysian Investment Development Authority (MIDA)

MIDA Sentral, No. 5, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

Tel: 603-2267 3633 Fax: 603-2274 7970 Email: investmalaysia@mida.gov.my

InvestMalaysia Online Portal: https://investmalaysia.mida.gov.my

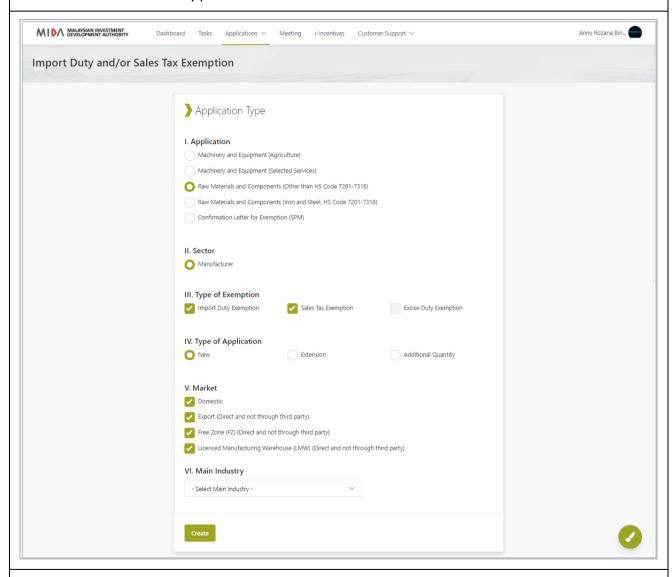
Official Website: https://www.mida.gov.my

This is a system generated email. No signature required. Please do not reply to this email.

Chapter 2 APPLICATION (NEW)

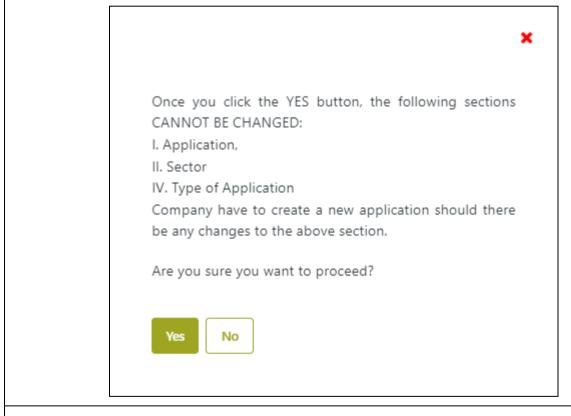
2.1 Raw Materials and Components (Other than HS Code 7201-7316)

- 1. Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create **New** Application

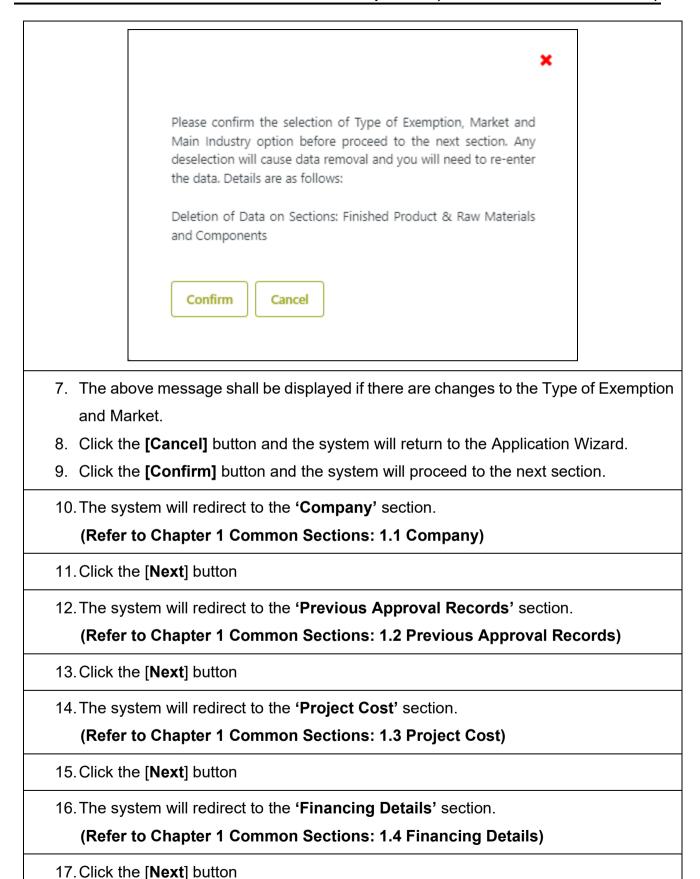


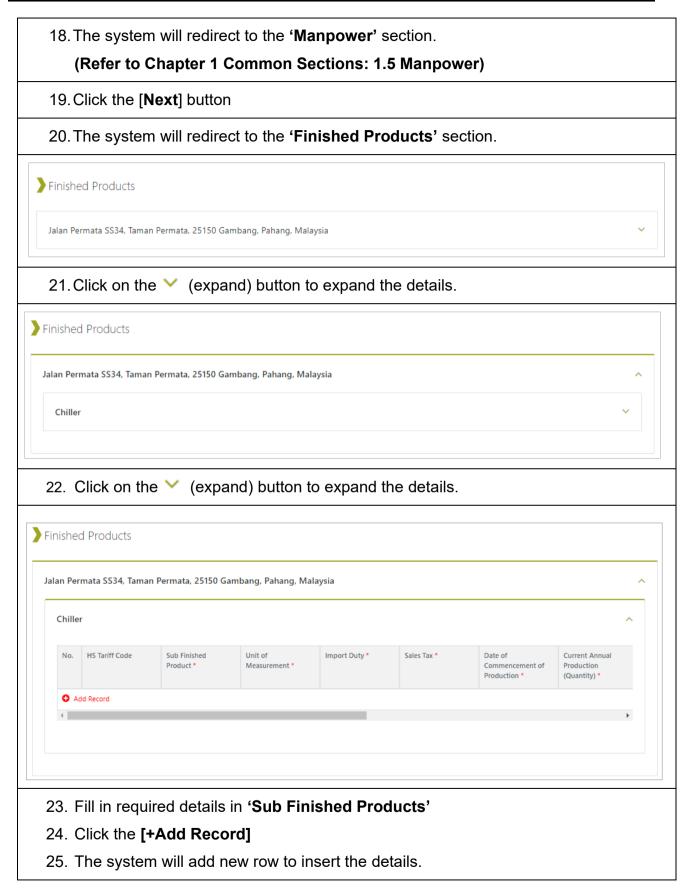
- 2. Select:
 - Application: Raw Materials and Components (Other than HS Code 7201-7316)
 - II. Sector: Manufacturer

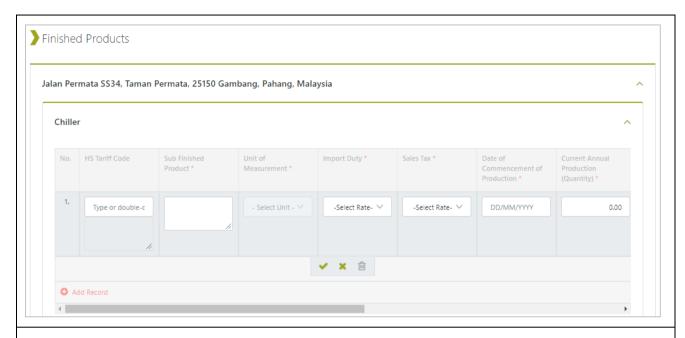
- III. Type of Exemption:
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: New
- V. Market:
 - i. Domestic
 - ii. Export
 - iii. Free Zone (FZ)
 - iv. Licenced Manufacturing Warehouse (LMW)
- VI. Main Industry: Default to Select Main Industry (Editable)
- 3. Click the [Create] button



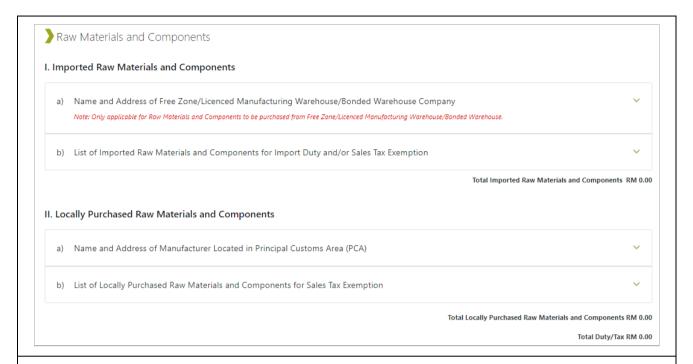
- 4. The above message shall be displayed.
- 5. Click the **[Cancel]** button and the system will return to the Application Wizard.
- 6. Click the **[Yes]** button and the system will proceed to the next section.







- 26. Fill in required details:
 - a) HS Tariff Code
 - b) Sub Finished Products
 - c) Import Duty (If the Import duty is 'OR or I')
 - d) Sales Tas (If the Sales Tax is '**OR** or *I*')
 - e) Date of Commencement of Production
 - f) Current Annual Production (Quantity)
 - g) Maximum Annual Production Capacity (Quantity)
 - h) Market
 - i) Major Customers
 - j) Major Export Destinations (If the **Export Market** is filled)
 - k) File Name/File upload (If required)
- 27. Click the **Save**] button
- 28. The system will save and display the details.
- 29. The system will redirect to the 'Raw Materials and Components' section.



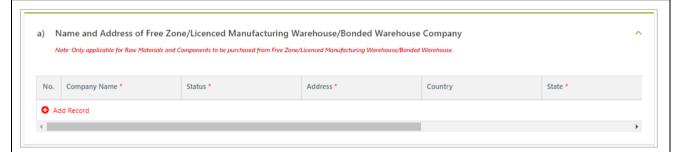
30. **Notes**:

- a Please fill in
 - i. a) Name and Address of Free Zone/Licensed Manufacturing/Bonded
 Warehouse Company in order to enable it to be selected on
 - ii. b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption (column: Customs Station and Name and Address of Free Zone/LMW/Bonded Warehouse Company.
- b. Please fill in
 - a) Name and Address of Manufacturer Located in Principal Customs
 Area (PCA) in order to enable it to be selected on
 - ii. b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption (column: Name and Address of Manufacture in PCA)
- c. How to add HS Tariff Code?
 - i. Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.

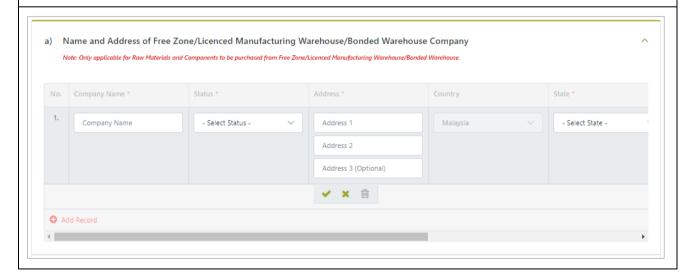
- iv. The system will populate 4 main components related to the HS TariffCode which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax
- c. Total Duty and/or Tax Exemption must be RM5,000.00 and above.



31. Click on the ✓ (expand) button to expand the details.



- 32. Fill in required details in 'Name and Address of Free Zone/Licensed Manufacturing Warehouse/Bonded Warehouse Company'
- 33. Click the [+Add Record]
- 34. The system will add new row to insert the details.

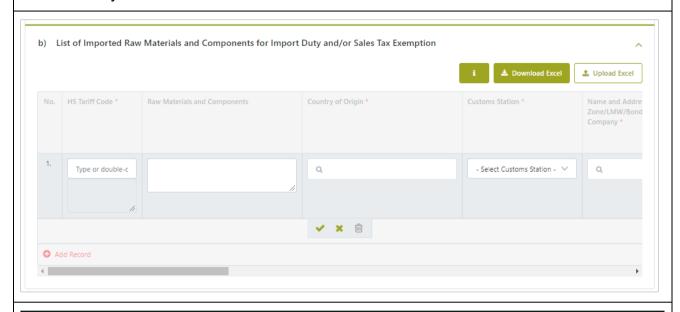


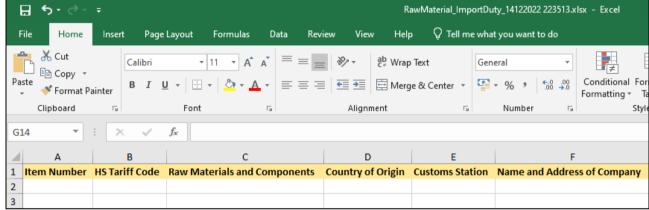
- 35. Fill in required details:
 - a) Company Name
 - b) Status
 - c) Address
 - d) Country
 - e) State
 - f) City
 - g) Postcode and
 - h) File Name/File upload (If required)
- 36. Click the **Save**] button
- 37. The system will save and display the details.
- b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption
 - 38. Click on the (expand) button to expand the details.



- 39. The details in 'List of Imported Raw Materials and Components' can be added by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 40. Click the [+Add Record]

41. The system will add new row to insert the details.





42. Fill in required details:

- a) HS Tariff Code
- b) Raw Materials and Components
- c) Country of Origin
- d) Customs Station
- e) Name and Address of Free Zode/LMW/Bonded Warehouse Company (If required)
- f) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
- g) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max

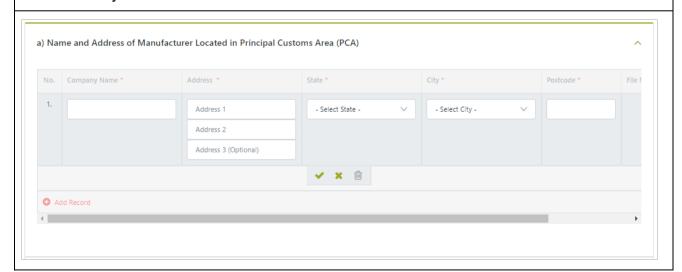
- h) Import Duty (If the Import duty is '**OR** or *I*')
- i) Sales Tax (If the Sales Tax is 'OR or I')
- j) Quantity Applied per Annum
- k) CIF Value (RM) and
- I) Sub Finished Products
- 43. Click the **Save**] button
- 44. The system will save and display the details.



45. Click on the ★ (expand) button to expand the details.



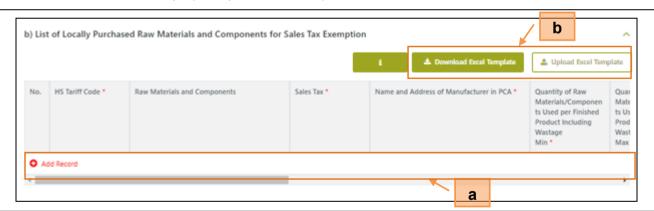
- 46. Fill in required details in 'Name and Address of Manufacturer Located in Principal Customs Area (PCA)'
- 47. Click the [+Add Record]
- 48. The system will add new row to insert the details.



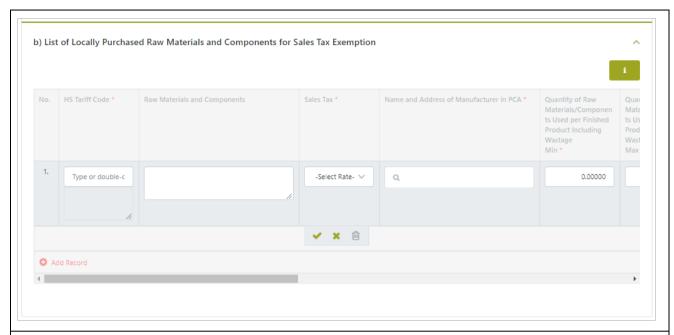
- 49. Fill in required details:
 - a) Manufacturer Name
 - b) Address
 - c) Country
 - d) State
 - e) City
 - f) Postcode and
 - g) File Name/File upload
- 50. Click the **Save**] button
- 51. The system will save and display the details.

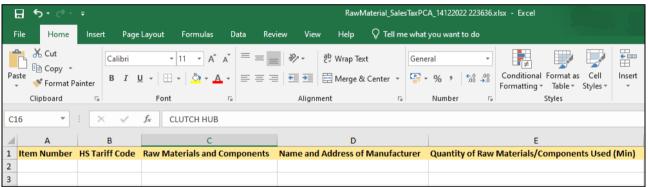
b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption

52. Click on the ✓ (expand) button to expand the details.

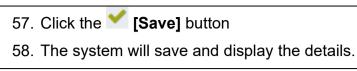


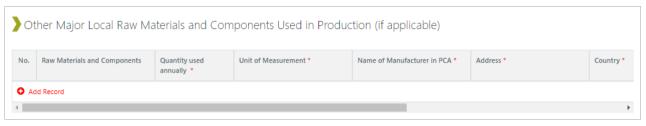
- 53. The details in 'List of Locally Purchased Raw Materials and Components' can be added by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 54. Click the [+Add Record]
- 55. The system will add new row to insert the details.



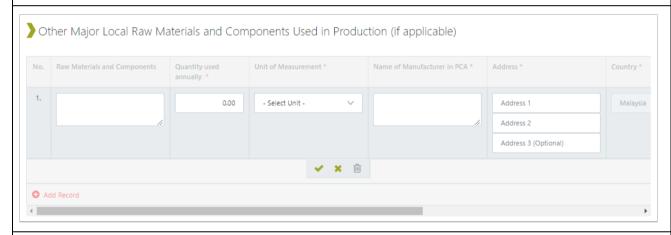


- 56. Fill in required details:
 - a) HS Tariff Code
 - b) Raw Materials and Component
 - c) Sales Tax (If the Sales Tax is 'OR or I')
 - d) Name and Address of Manufacturer in PCA
 - e) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
 - f) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
 - g) Quantity Applied per Annum
 - h) Value (RM) and
 - i) Sub Finished Products





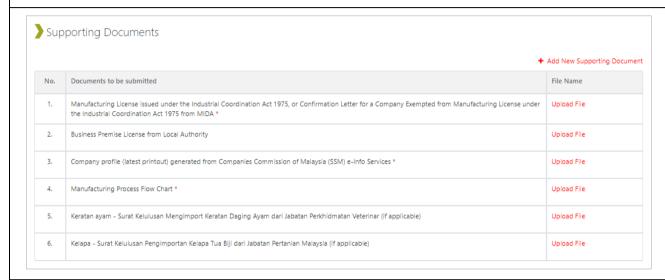
- 59. Fill in required details in 'Other Major Local Raw Materials and Components in Used'
- 60. Click the [+Add Record]
- 61. The system will add new row to insert the details.



- 62. Fill in required details:
 - a) Raw Materials and Components
 - b) Quantity used annually
 - c) Name of Manufacturer in PCA
 - d) Address
 - e) Country
 - f) State
 - g) City
 - h) Postcode and
 - i) Phone No. (If required)
- 63. Click the **Save**] button

- 64. The system will save and display the details.
- 65. Click the 'Next' button
- 66. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



- 67. Click the 'Next' button
- 68. The system will redirect to the 'Declaration' section.

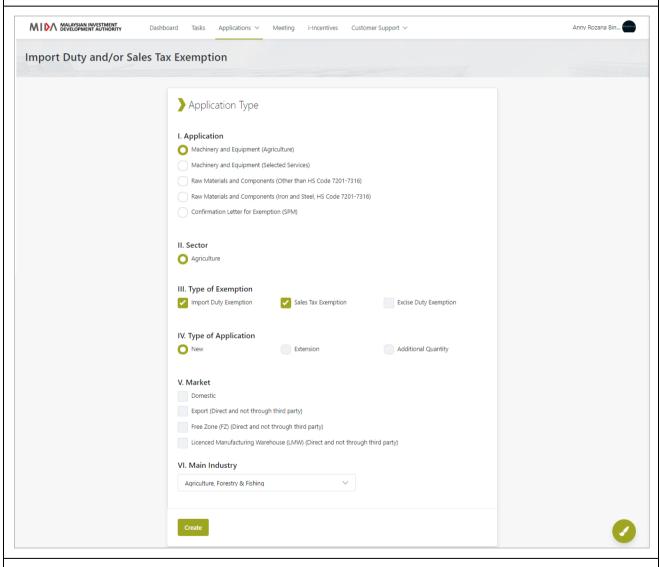
(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 3 APPLICATION (PREVIOUS APPROVAL)

3.1 Raw Materials and Components (Other than HS Code 7201-7316)

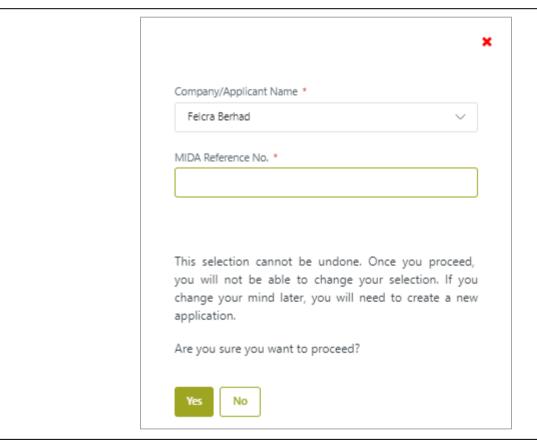
- 1. Refer to [InvestMalaysia] Learn about the system (General) User Guide.

 Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create Previous Approval Application

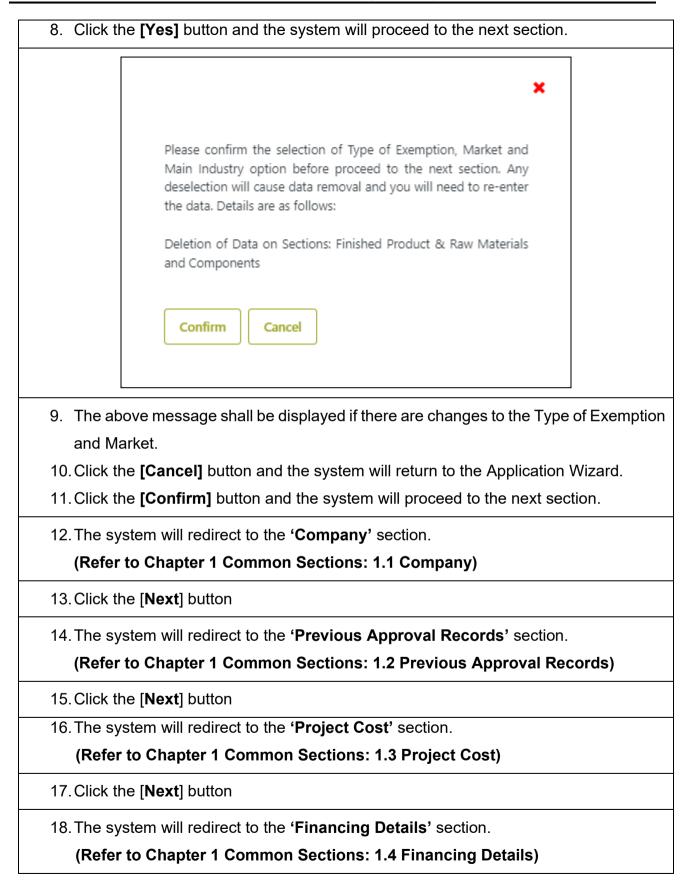


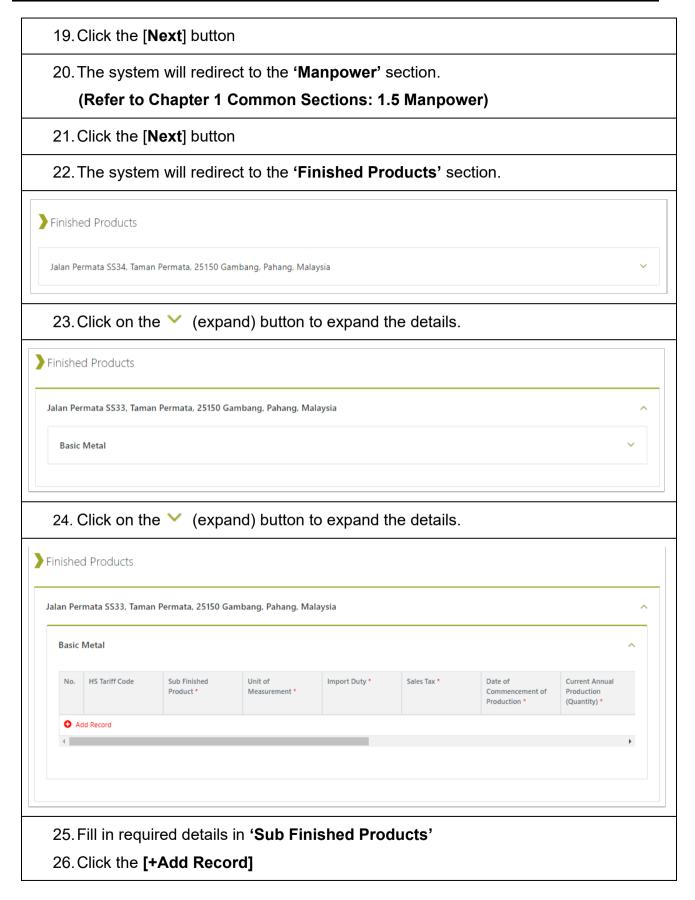
- 2. Select:
 - Application: Raw Materials and Components (Other than HS Code 7201-7316)
 - II. Sector: Manufacturer

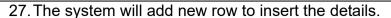
- III. Type of Exemption (select at least one):
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: New
- V. Market:
 - i. Domestic
 - ii. Export
 - iii. Free Zone (FZ)
 - iv. Licenced Manufacturing Warehouse (LMW)
- VI. Main Industry: Default to Select Main Industry (Editable)
- 3. Click the [Create] button

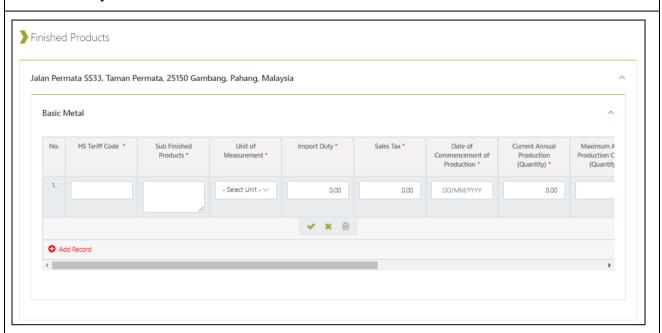


- 4. Above popup shall be displayed.
- 5. Select Company/Applicant Name.
- 6. Fill in MIDA Reference No. (Previous Approval MIDA Reference No.).
- 7. Click the [No] button and the system will return to the Application Wizard.

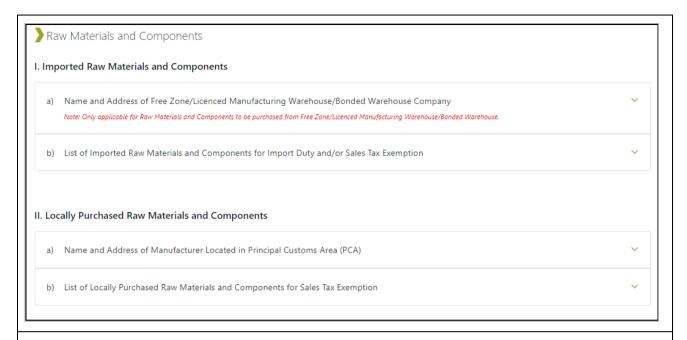






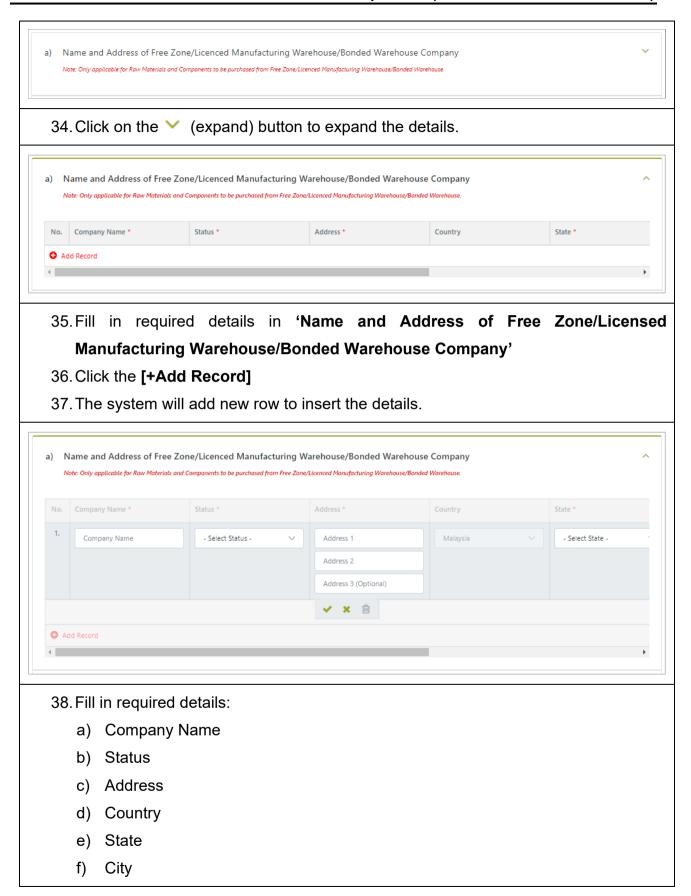


- 28. Fill in required details:
 - a) HS Tariff Code
 - b) Sub Finished Products
 - c) Unit of Measurement
 - d) Import Duty
 - e) Sales Tax
 - f) Date of Commencement of Production
 - g) Current Annual Production (Quantity)
 - h) Maximum Annual Production Capacity (Quantity)
 - i) Market
 - j) Major Customers
 - k) Major Export Destinations (If the **Export Market** is filled)
- 29. Click the **Save**] button
- 30. The system will save and display the details.
- 31. Click the 'Next' button
- 32. The system will redirect to the 'Raw Materials and Components' section.



33. Notes:

- a. Please fill in
 - i. a) Name and Address of Free Zone/Licensed Manufacturing/Bonded Warehouse Company in order to enable it to be selected on
 - ii. b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption (column: Customs Station and Name and Address of Free Zone/LMW/Bonded Warehouse Company.
- b. Please fill in
 - i. a) Name and Address of Manufacturer Located in Principal Customs Area (PCA) in order to enable it to be selected on
 - ii. b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption (column: Name and Address of Manufacture in PCA)
- c. Fill in Raw Materials and Components item based on previous approval which are:
 - i. Item Diluluskan
 - ii. Item Ditolak
 - iii. Item Tidak Dipertimbangkan

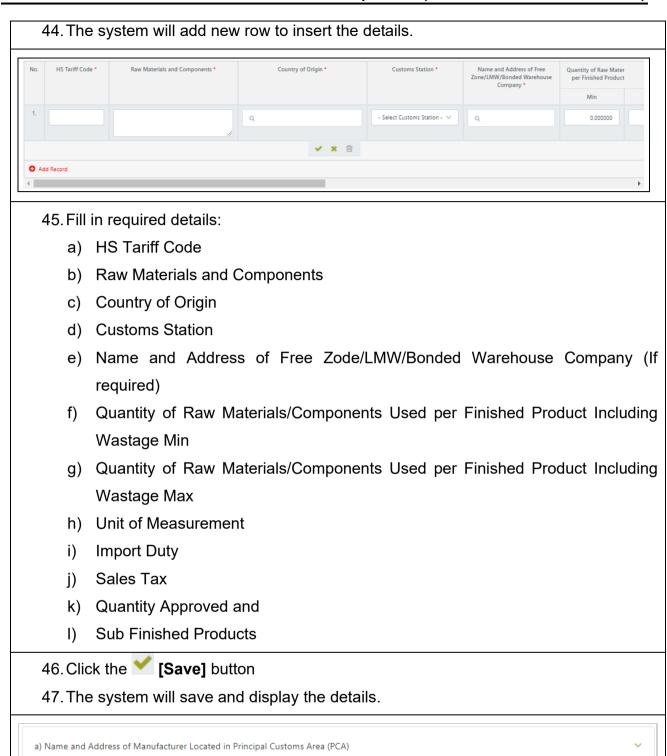


- g) Postcode and
- h) File Name/File upload (If required)
- 39. Click **(Save)** button
- 40. The system will save and display the details.
- b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption

 Note: Please select items that require Steel Requirement (if applicable). The Steel Requirement is only applicable to Steel Service Centre.
 - 41. Click on the ✓ (expand) button to expand the details.



- 42. The details in 'List of Imported Raw Materials and Components' can be added by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 43. Click the [+Add Record]

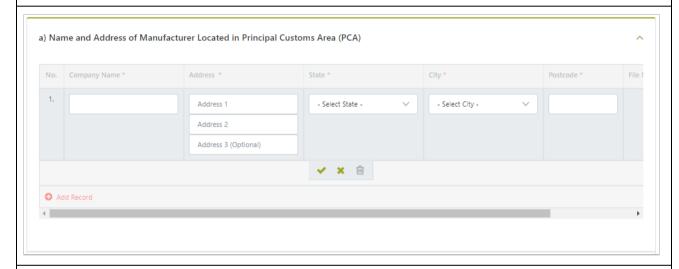


(expand) button to expand the details.

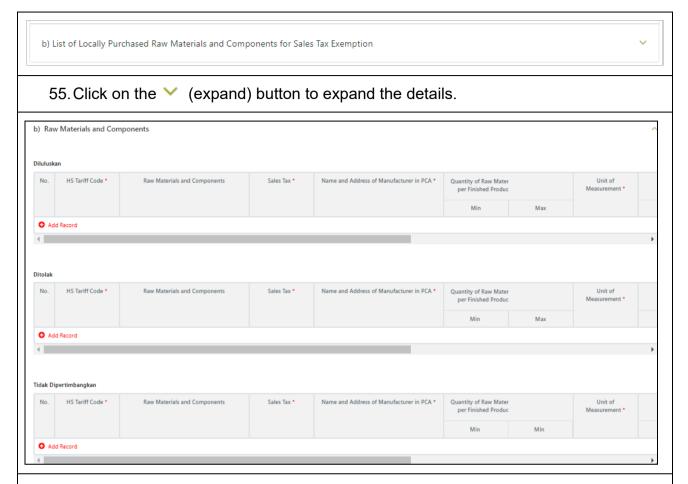
48. Click on the



- 49. Fill in required details in 'Name and Address of Manufacturer Located in Principal Customs Area (PCA)'
- 50. Click the [+Add Record]
- 51. The system will add new row to insert the details.



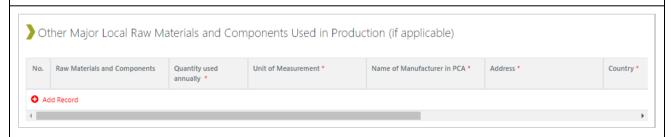
- 52. Fill in required details:
 - a) Company Name
 - b) Address
 - c) Country
 - d) State
 - e) City
 - f) Postcode and
 - g) File Name/File upload
- 53. Click the **Save**] button
- 54. The system will save and display the details.



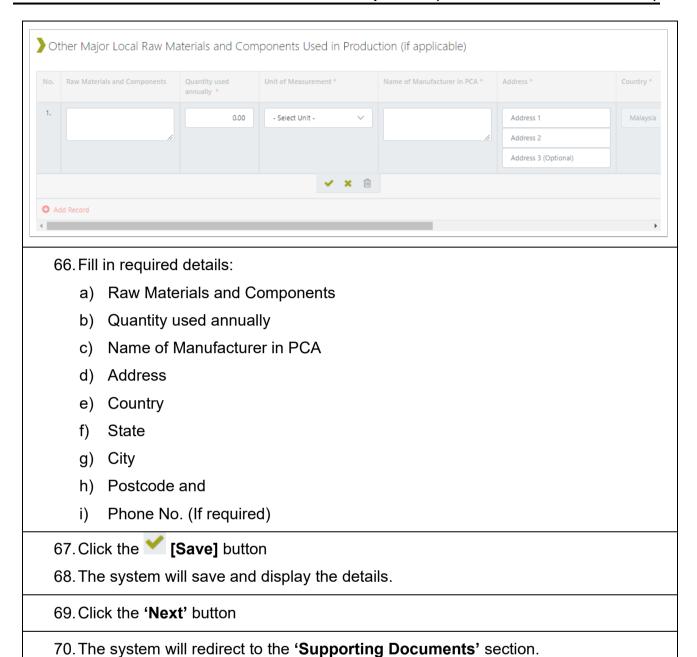
- 56. The details in 'List of Locally Purchased Raw Materials and' can be added by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 57. Click the [+Add Record]
- 58. The system will add new row to insert the details.



- 59. Fill in required details:
 - a) HS Tariff Code
 - b) Raw Materials and Components
 - c) Sales Tax
 - d) Name and Address of Manufacturer in PCA
 - e) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
 - f) Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
 - g) Quantity Approved and
 - h) Sub Finished Products
- 60. Click the **Save**] button
- 61. The system will save and display the details.
- 62. Click the 'Next' button



- 63. Fill in required details in 'Other Major Local Raw Materials and Components in Used'
- 64. Click the [+Add Record]
- 65. The system will add new row to insert the details.



(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)

InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)



71. Click the 'Next' button

72. The system will redirect to the 'Declaration' section.

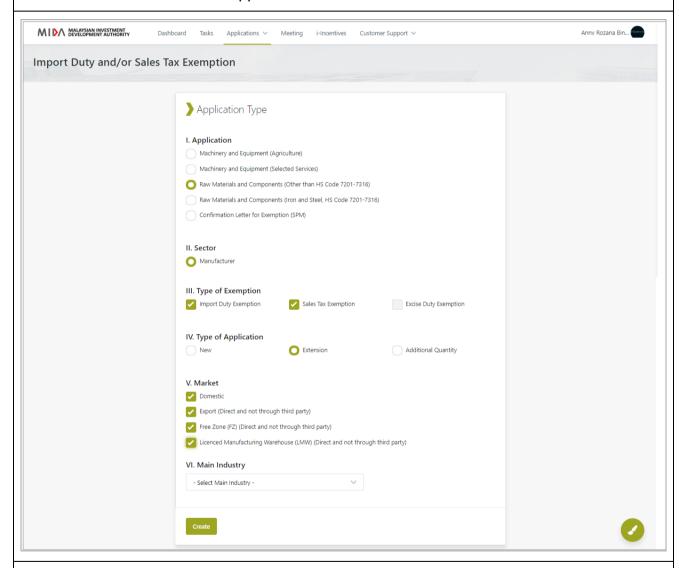
(Refer to Chapter 1 Common Sections: 1.7 Declaration)

- 73. After submitting the Previous Approval application, the company may apply below application which are:
 - d. Refer to Chapter 4 APPLICATION (EXTENSION) or
 - e. Refer to Chapter 5 APPLICATION (ADDITIONAL QUANTITY) or
 - f. Refer to Chapter 6 APPLICATION (AMENDMENT) or
 - g. Refer to Chapter 7 APPLICATION (APPEAL) or
 - h. Refer to Chapter 8 APPLICATION (SURRENDER)

Chapter 4 APPLICATION (EXTENSION)

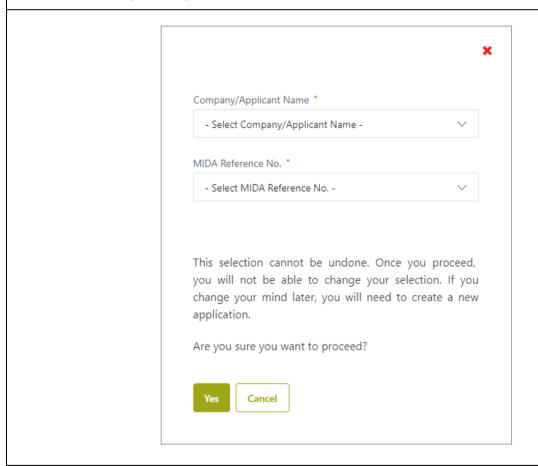
4.1 Raw Materials and Components (Other than HS Code 7201-7316)

- 1. Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create **Extension** Application



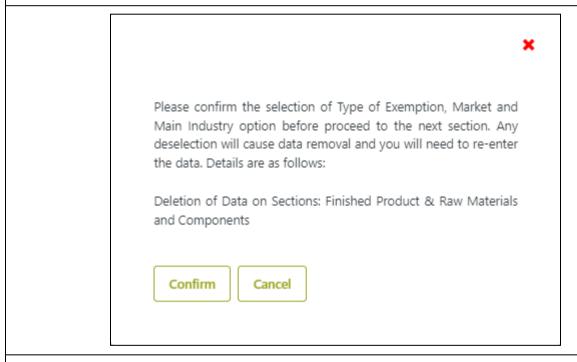
- 2. Select:
 - Application: Raw Materials and Components (Other than HS Code 7201-7316)
 - II. Sector: Manufacturer

- III. Type of Exemption:
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: Extension
- V. Market:
 - i. Domestic
 - ii. Export
 - iii. Free Zone (FZ)
 - iv. Licenced Manufacturing Warehouse (LMW)
- VI. Main Industry: Default to **Select Main Industry** (Editable)
- 3. Click the [Create] button



- 4. Select Company/ Applicant Name.
- 5. Select MIDA Reference No.

- a. MRN Parent application will be not displayed if there are Completed Child Extension applications.
- b. Only Latest MRN Child Extension application will be displayed if there are multiple Completed Child Extension applications.
- c. MRN Parent application will be displayed if there are Completed Child Additional Quantity, Amendment and Appeal applications.
- d. All MRN Child Additional Quantity, Amendment and Appeal applications will be displayed if there are multiple Completed Additional Quantity, Amendment and Appeal applications.
- 6. Click the [Cancel] button and the system will return to the Application Wizard.
- 7. Click the **[Yes]** button and the system will proceed to the next section



- 8. The above message shall be displayed if there are changes to the Type of Exemption and Market.
- 9. Click the **[Cancel]** button and the system will return to the Application Wizard.

 10. Click the **[Confirm]** button and the system will proceed to the next section.
- 11. The system will redirect to the 'Company' section.

(Refer to Chapter 1 Common Sections: 1.1 Company)

12. Click the [Next] button

13. The system will redirect to the 'Previous Approval Records' section.

(Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)

- 14. Click the [Next] button
- 15. The system will redirect to the 'Project Cost' section.

(Refer to Chapter 1 Common Sections: 1.3 Project Cost)

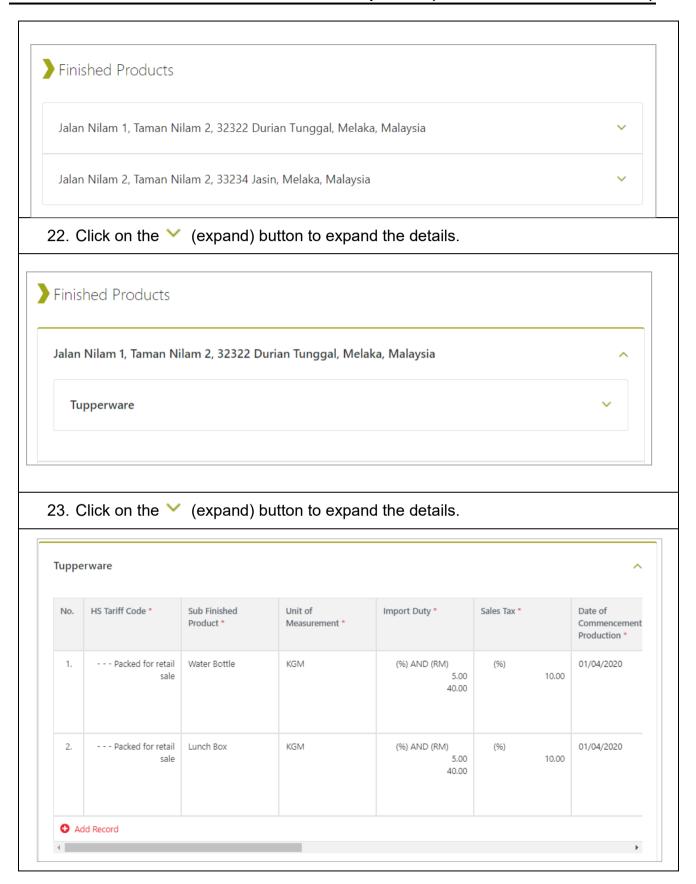
- 16. Click the [Next] button
- 17. The system will redirect to the 'Financing Details' section.

(Refer to Chapter 1 Common Sections: 1.4 Financing Details)

- 18. Click the [Next] button
- 19. The system will redirect to the 'Manpower' section.

(Refer to Chapter 1 Common Sections: 1.5 Manpower)

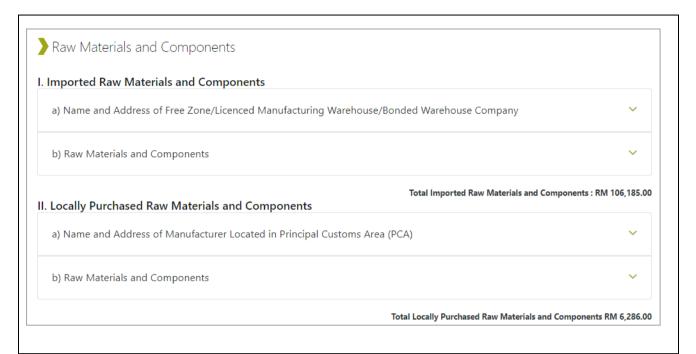
- 20. Click the [Next] button
- 21. The system will redirect to the 'Finished Products' section.
 - c. **Important**
 - i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
 - d. How to edit **HS Tariff Code**?
 - i. Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.
 - iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax



- 24. Fill in required details in 'Sub Finished Products'
- 25. Click the [+Add Record]
- 26. The system will add new row to insert the details.



- 27. Fill in required details:
 - a. HS Tariff Code
 - b. Sub Finished Products
 - c. Import Duty (If the Import duty is 'OR or /')
 - d. Sales Tas (If the Sales Tax is 'OR or I')
 - e. Date of Commencement of Production
 - f. Current Annual Production (Quantity)
 - g. Maximum Annual Production Capacity (Quantity)
 - h. Market
 - i. Major Customers
 - j. Major Export Destinations (If the **Export Market** is filled)
 - k. File Name/File upload (If required)
- 28. Confirm your action:
 - a. Save
 - b. * Cancel
- 29. The system will save and display the details.
- 30. The system will redirect to the 'Raw Materials and Components' section.



31. Notes:

- a. Please fill in or edit (if applicable)
 - i. a) Name and Address of Free Zone/Licensed
 Manufacturing/Bonded Warehouse Company in order to enable it to be selected on
 - ii. b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption (column: Customs Station and Name and Address of Free Zone/LMW/Bonded Warehouse Company.
- b. Please fill in or edit (if applicable)
 - i. a) Name and Address of Manufacturer Located in Principal Customs Area (PCA) in order to enable it to be selected on
 - ii. b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption (column: Name and Address of Manufacture in PCA)

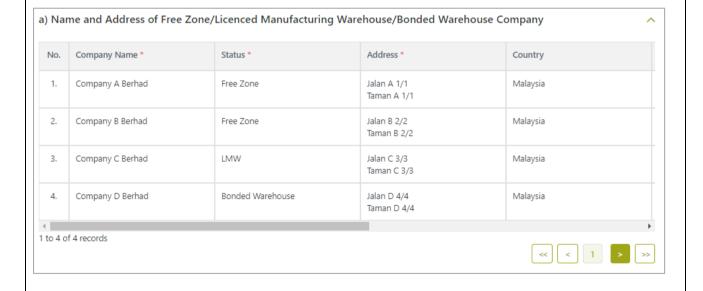
a. Important

- The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
- b. How to edit **HS Tariff Code**?

- ii. Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
- iii. The system will search and display the autocomplete **HS Tariff Code**.
- iv. Select the **HS Tariff Code** from the autocomplete listing.
- v. The system will populate **4 main components** related to the **HS Tariff Code** which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax

a) Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company

32. Click on the (expand) button to expand the details.

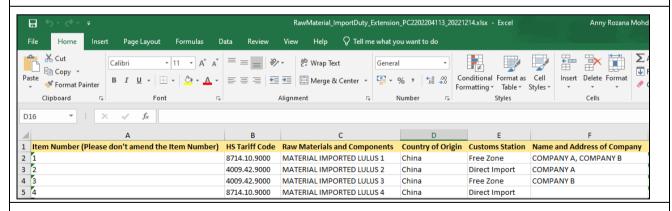


- 33. Click on the list
- 34. Fill required details:
 - a. Company Name
 - b. Status
 - c. Address

d. Country e. State f. City g. Postcode and h. File Name/File upload (If required) Company C Berhad LMW Jalan C 3/3 Taman C 3/3 Address 3 (Optional) 35. Click on the list, and able to update, cancel and delete information: Save / Update Cancel Delete b) Raw Materials and Components 36. Click on the ✓ (expand) button to expand the details

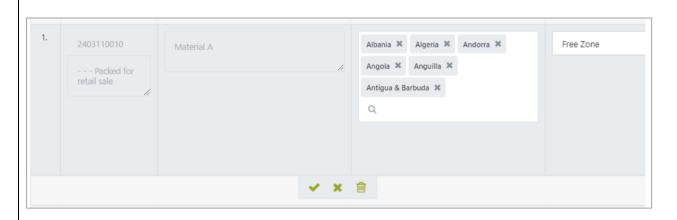


- 37. The details in 'List of Imported Raw Materials and Components' can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.



- 38. Update the required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components
 - c. Country of Origin

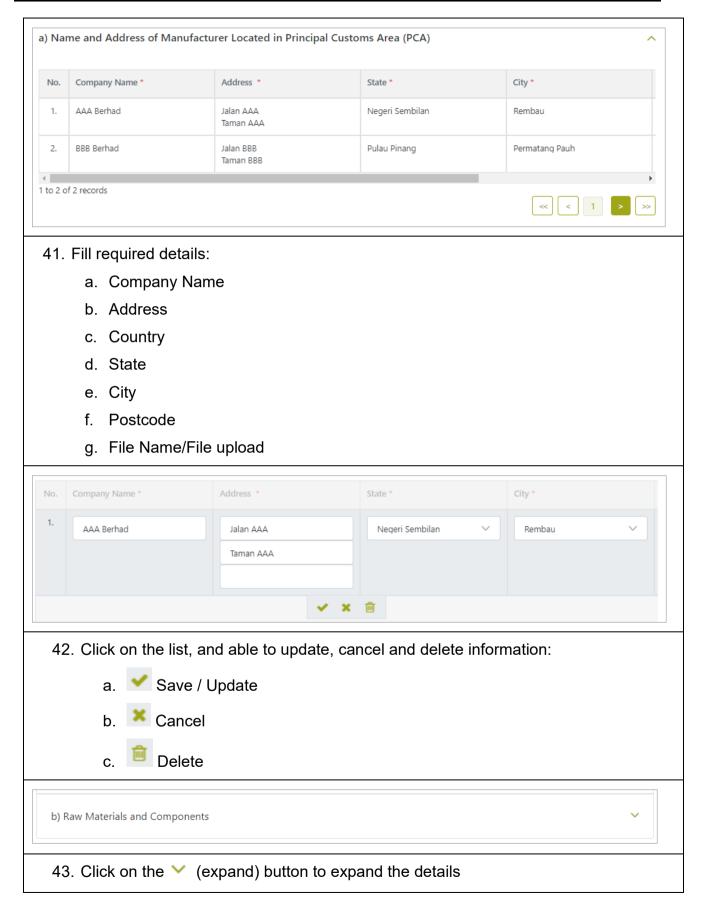
- d. Customs Station
- e. Name and Address of Free Zode/LMW/Bonded Warehouse Company (If required)
- f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
- g. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
- h. Quantity Applied per Annum (Free Zone)
- i. CIF Value (RM) and
- j. Sub Finished Products

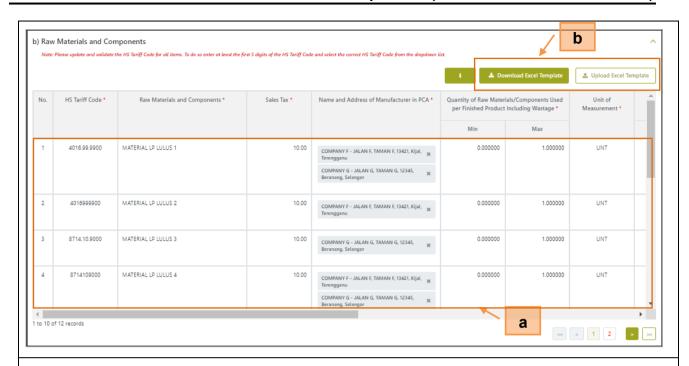


- 39. Click on the list, and able to update, cancel and delete information:
 - a. Save / Update
 - b. × Cancel
 - c. Delete

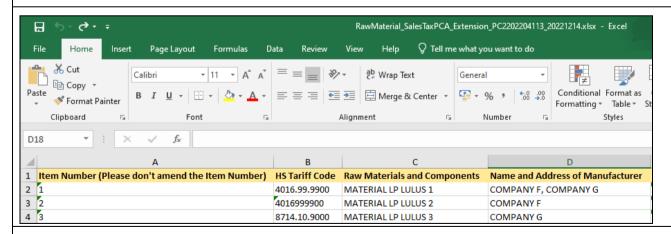


40. Click on the ✓ (expand) button to expand the details



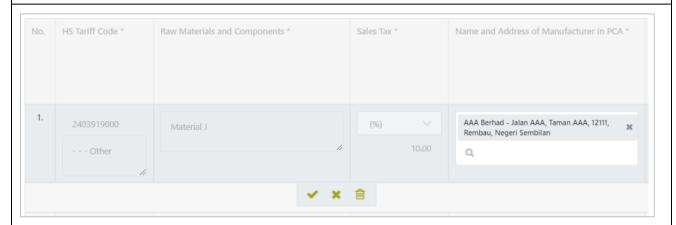


- 44. The details in **'List of Locally Purchased Raw Materials and Components'** can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.

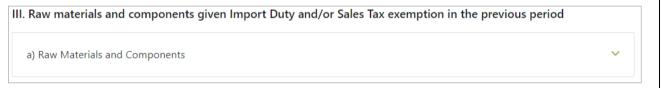


- 45. Update the required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components

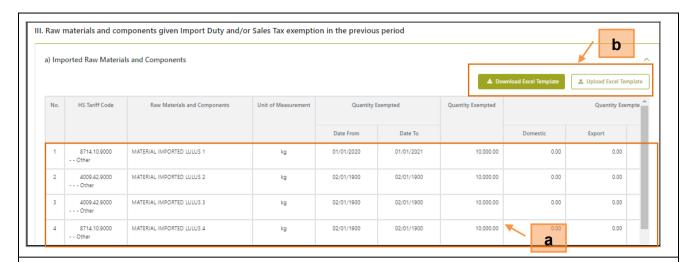
- c. Name and Address of Manufacturer in PCA
- d. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
- e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
- f. Value (RM) and
- g. Sub Finished Products



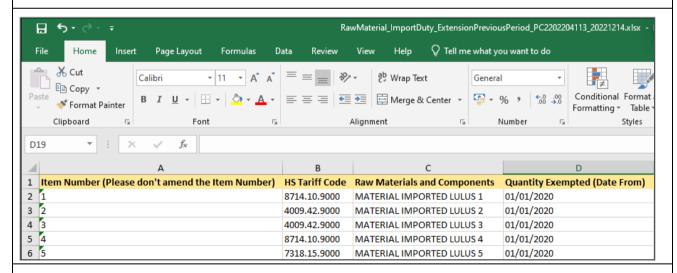
- 46. Click on the list, and able to update, cancel and delete information:
 - a. Save / Update
 - b. X Cancel
 - c. 📋 Delete



47. Click on the ✓ (expand) button to expand the details



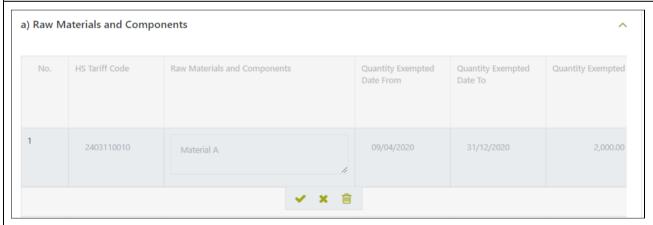
- 48. The details in 'List of Raw Materials and Components given Import Duty and/or Sales Tax exemption in the previous period' can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.



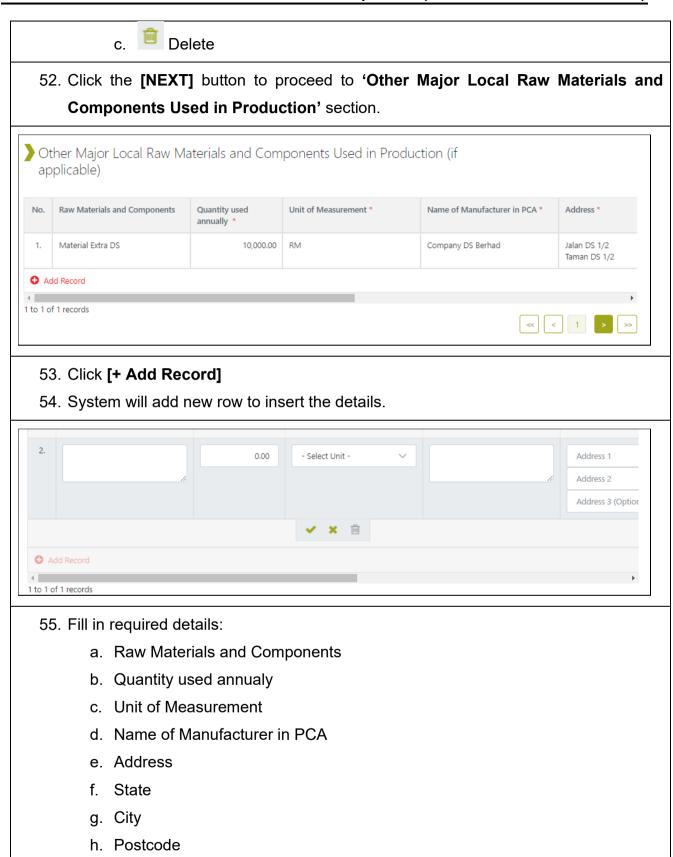
- 49. Update the required details:
 - a. Quantity Exempted Date From
 - b. Quantity Exempted Date To
 - c. Quantity Exempted
 - d. Quantity Exempted by Market

- e. Opening Stock as at the Date of Commencement of Exemption (Date)
- f. Opening Stock as at the Date of Commencement of Exemption(Quantity)
- g. Quantity Imported Date From
- h. Quantity Imported Date To
- i. Quantity Imported
- j. Quantity Consumption Date From
- k. Quantity Consumption Date To
- I. Quantity Consumption
- m. Balance As at Date
- 50. Click on the ✓ (expand) button to expand the details





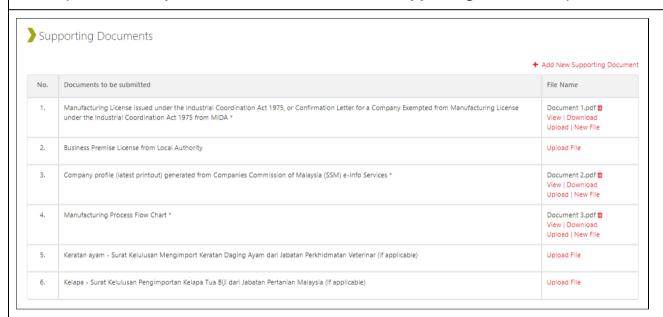
- 51. Click on the list, and able to update, cancel and delete information:
 - a. Save / Update
 - b. Cancel



Phone No.

- 56. Click on the list, and able to update, cancel and delete information:
 - a. 🧨 Save / Update
 - b. Cancel
 - c. Delete
- 57. Click the **[NEXT]** button
- 58. System will redirect to the 'Supporting Documents' section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)



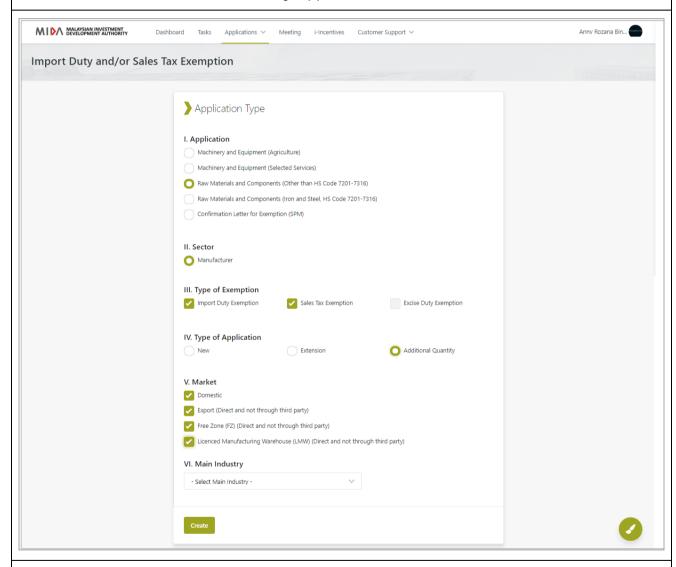
- 59. Click the 'Next' button
- 60. The system will redirect to the 'Declaration' section.

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 5 APPLICATION (ADDITIONAL QUANTITY)

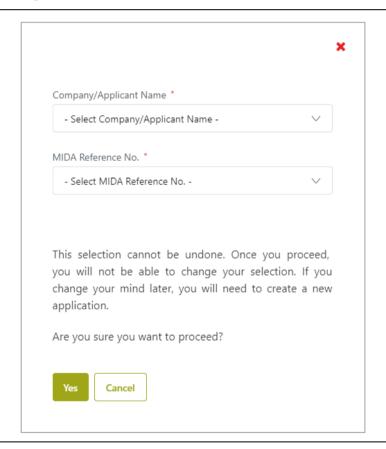
5.1 Raw Materials and Components (Other than HS Code 7201-7316)

- Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter
 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create Additional Quantity Application



- 2. Select:
 - Application: Raw Materials and Components (Other than HS Code 7201-7316)
 - II. Sector: Manufacturer

- III. Type of Exemption:
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: Additional Quantity
- V. Market:
 - i. Domestic
 - ii. Export
 - iii. Free Zone (FZ)
 - iv. Licenced Manufacturing Warehouse (LMW)
- VI. Main Industry: Default to Select Main Industry (Editable)
- 3. Click the [Create] button



- 4. Select Company/ Applicant Name.
- 5. Select MIDA Reference No.
 - a. MRN Parent application will be displayed if there are Completed Child Extension,
 Additional Quantity, Amendment and Appeal applications.

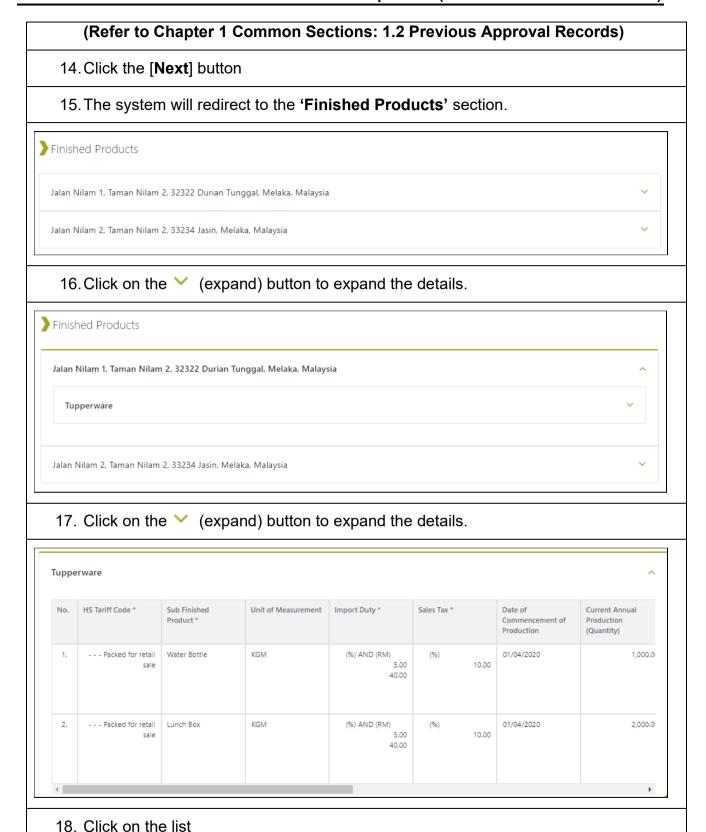
- b. Only Latest MRN Child Extension application will be displayed if there are multiple Completed Child Extension applications.
- c. MRN Parent application will be displayed if there are Completed Child Additional Quantity, Amendment and Appeal applications.
- d. All MRN Child Additional Quantity, Amendment and Appeal applications will be displayed if there are multiple Completed Additional Quantity, Amendment and Appeal applications.
- 6. Click the **[Cancel]** button and the system will return to the Application Wizard.
- 7. Click the **[Yes]** button and the system will proceed to the next section

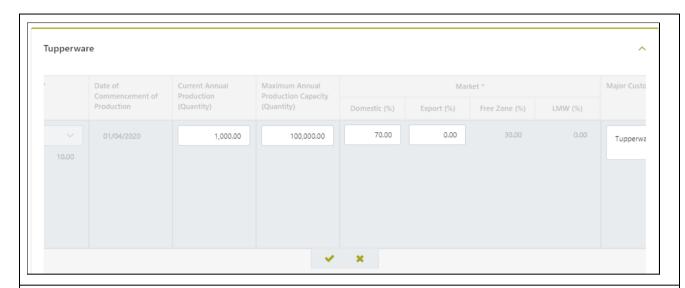


- 8. The above message shall be displayed if there are changes to the Type of Exemption and Market.
- 9. Click the [Cancel] button and the system will return to the Application Wizard.
- 10. Click the **[Confirm]** button and the system will proceed to the next section.
- 11. The system will redirect to the 'Company' section.

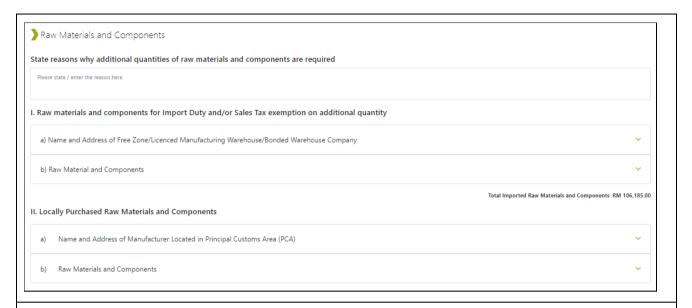
(Refer to Chapter 1 Common Sections: 1.1 Company)

- 12. Click the [Next] button
- 13. The system will redirect to the 'Previous Approval Records' section.





- 19. Fill in required details:
 - a. Current Annual Production (Quantity)
 - b. Maximum Annual Production Capacity (Quantity)
 - c. Market Domestic (%)
 - d. Market Export (%)
 - e. Major Customers
- 20. Confirm your action:
 - a. Save
 - b. Cancel
- 21. Click the [NEXT] button to proceed to 'Raw Materials and Components' section



22. Notes:

- a. Please fill in or edit (if applicable)
 - i. a) Name and Address of Free Zone/Licensed
 Manufacturing/Bonded Warehouse Company in order to enable it to be selected on
 - ii. b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption (column: Customs Station and Name and Address of Free Zone/LMW/Bonded Warehouse Company.
- b. Please fill in or edit (if applicable)
 - i. a) Name and Address of Manufacturer Located in Principal Customs Area (PCA) in order to enable it to be selected on
 - ii. b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption (column: Name and Address of Manufacture in PCA)

c. Important

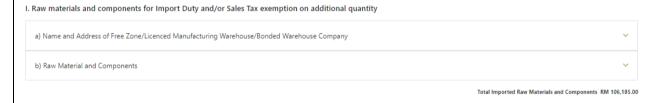
- i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
- d. How to edit HS Tariff Code?
 - Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.

- iii. Select the **HS Tariff Code** from the autocomplete listing.iv. The system will populate **4 main components** related to the **HS Tariff**
 - Code which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax
- 23. Fill in state or reason in the text area

State reasons why additional quantities of raw materials and components are required

Please state / enter the reason here

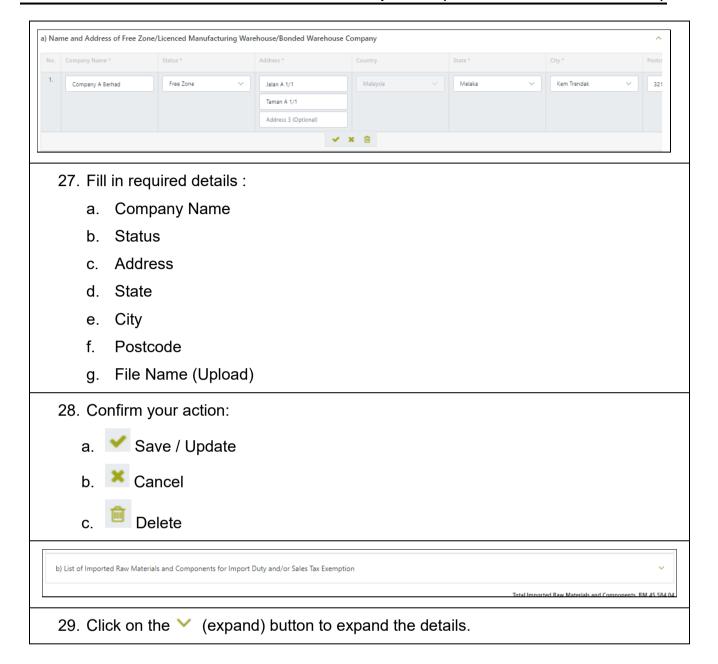
24. Click on the (expand) button to expand the details.



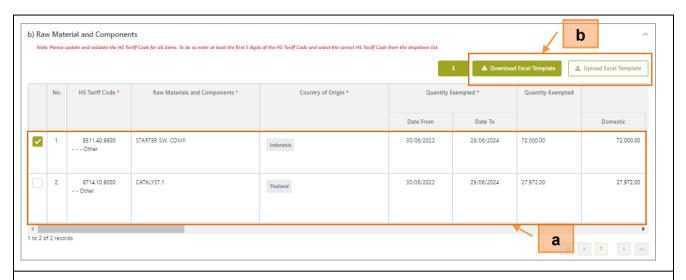
25. Click on the (expand) button to expand the details.



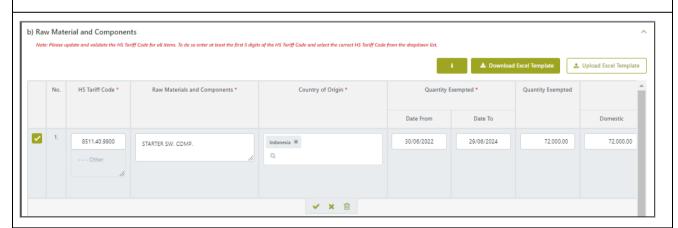
26. Click in the list

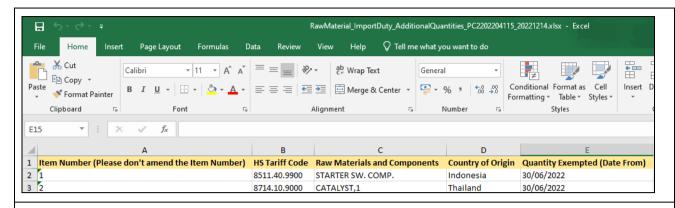


InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)



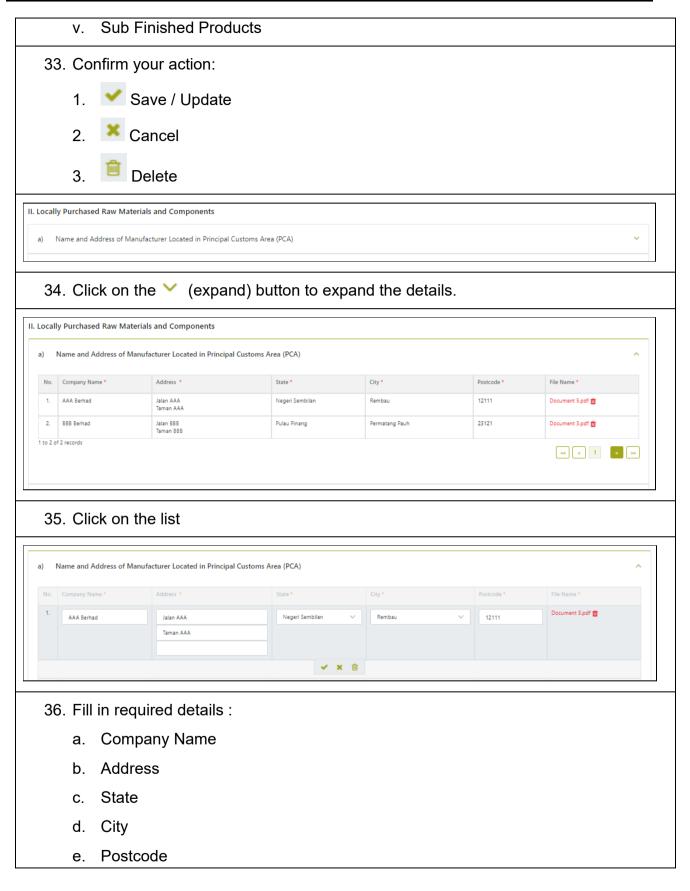
- 30. The details in 'List of Imported Raw Materials and Components can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 31. Select and tick information on the list

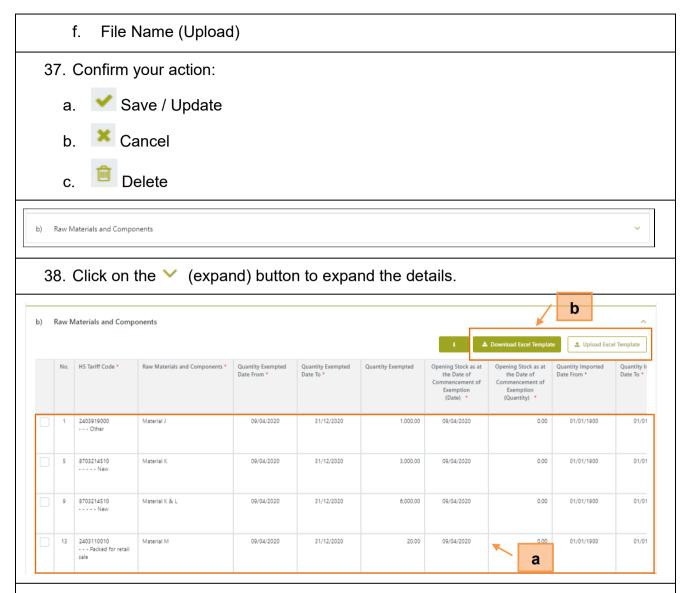




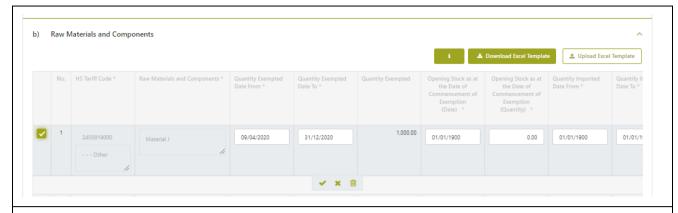
32. Update the required details:

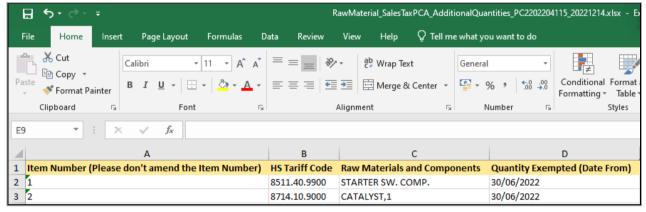
- a. HS Tariff Code
- b. Raw Materials and Components
- c. Country of origin
- d. Quantity Exempted Date From
- e. Quantity Exempted Date To
- f. Quantity Exempted
- g. Quantity Exempted by Market
- h. Opening Stock as at the Date Commencement of Exemption (Date)
- i. Opening Stock as at the Date of Commencement of Exemption (Quantity)
- j. Quantity Imported Date From
- k. Quantity Imported Date To
- I. Quantity Imported
- m. Quantity Consumption Date From
- n. Quantity Consumption Date To
- o. Quantity Consumption
- p. Customs Station
- q. Name and Address of Free zone/LMW/Bonded Warehouse Company
- r. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Min)
- s. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Max)
- t. Additional Quantity of Raw Materials/Components Applied by Market
- u. CIF Value (RM) and





- 39. The details in 'List of Locally Purchased Raw Materials and Components' can be updated by:
 - a. Using the screen (Editable Table)
 - c. Using the Download/Upload Excel Template Using the Download/Upload Excel Template but cannot delete using Download/Upload Excel
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.
- 40. Select and tick information on the list





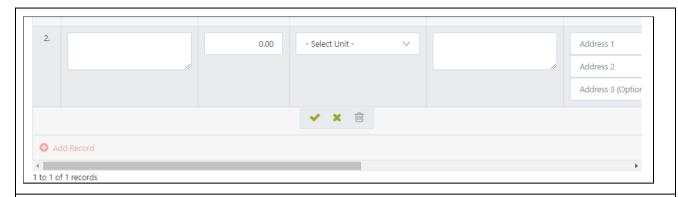
41. Update the required details:

- a. HS Tariff Code
- b. Raw Materials and Components
- c. Quantity Exempted Date From
- d. Quantity Exempted Date To
- e. Quantity Exempted
- f. Quantity Exempted by Market
- g. Opening Stock as at the Date Commencement of Exemption (Date)
- h. Opening Stock as at the Date of Commencement of Exemption (Quantity)
- i. Quantity Imported Date From
- j. Quantity Imported Date To
- k. Quantity Imported
- I. Quantity Consumption Date From
- m. Quantity Consumption Date To
- n. Quantity Consumption
- o. Name and Address of Manufacturer PCA

- p. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Min)
- q. Quantity of Raw Materials/Components Used per Finished Product Including Wastage (Max)
- r. Additional Quantity of Raw Materials/Components Applied by Market
- s. CIF Value (RM) and
- a. Sub Finished Products
- 42. Confirm your action:
 - a. Save / Update
 - b. X Cancel
 - c. Delete
- 43. Click the [Next] button
- 44. The system will redirect to the 'Other Major Local Raw Materials and Components Used in Production' section.



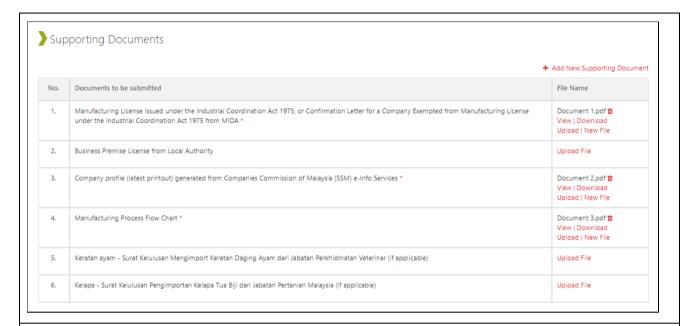
- 45. Click [+ Add Record]
- 46. System will add new row to insert the details



- 47. Fill in required details:
 - a. Raw Materials and Components
 - b. Quantity used annually
 - c. Unit of Measurement
 - d. Name of Manufacturer in PCA
 - e. Address
 - f. Country
 - g. State
 - h. City
 - i. Postcode
 - j. Phone No.
- 48. Click on the list, and able to update, cancel and delete information:
 - a. Save / Update
 - b. Kancel
 - c. Delete
- 49. Click the 'Next' button
- 50. The system will redirect to the 'Supporting Documents' section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)

InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)



44. Click the 'Next' button

51. The system will redirect to the 'Declaration' section.

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 6 APPLICATION (AMENDMENT)

6.1 Raw Materials and Components (Other than HS Code 7201-7316)

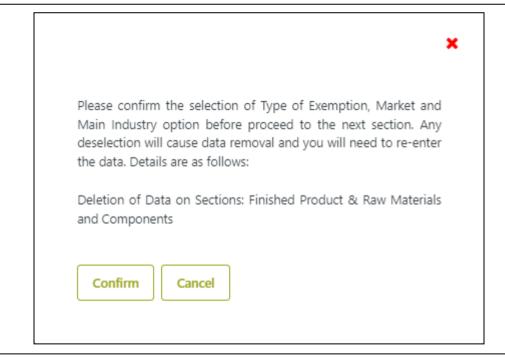
1. Refer to [InvestMalaysia] Learn about the system (General) User Guide.

Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications

Company is allowed to apply for amendment application up to a maximum of two (2) times only from the original application. Application	's allowed to apply for amendment application up to a			
Machinery and Equipment (Agriculture) Machinery and Equipment (Selected Services) Raw Materials and Components (Other than HS Code 7201-7316) Raw Materials and Components (Iron and Steel, HS Code 7201-7316) Confirmation Letter for Exemption (SPM) II. Sector Manufacturing III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatary/Komponen Lain Jain	cation	maximum of two (2) times only from the original	l application.	
Raw Materials and Components (Other than HS Code 7201-7316) Raw Materials and Components (Iron and Steel, HS Code 7201-7316) Confirmation Letter for Exemption (SPM) II. Sector Manufacturing III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add an additional type of exemption. Import Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain				
Raw Materials and Components (Other than HS Code 7201-7316) Raw Materials and Components (Iron and Steel, HS Code 7201-7316) Confirmation Letter for Exemption (SPM) II. Sector Manufacturing III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add an additional type of exemption. Import Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain	chinery and Equipment (Selected Services)			
Raw Materials and Components (iron and Steel, HS Code 7201-7316) Confirmation Letter for Exemption (SPM) II. Sector Manufacturing III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Excise Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain		de 7201-7316)		
III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain	Materials and Components (Iron and Steel, HS	Code 7201-7316)		
III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain Iain	firmation Letter for Exemption (SPM)			
III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Excise Duty Exemption Excise Duty Exemption New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain				
III. Type of Exemption Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Excise Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain				
Please select type of exemption for amendment application. Type of exemption from the previously approved application cannot be changed. You may only add on additional type of exemption. Import Duty Exemption Excise Duty Exemption Excise Duty Exemption IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain				
Import Duty Exemption Sales Tax Exemption Excise Duty Exemption Please state / enter the reason here IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain	•	exemption from the previously approved applicatio	n cannot be changed. You may only add on additional type of exemption.	
IV. Type of Application New Extension Additional Quantity V. Type of Amendment Alamat Kilang/Keluaran Siap Bahan Mentah/Bahagian Komponen Senarai Pelanggan Mesin/Peralatan/Komponen Lain lain		_	_	
Lain lain	mat Kilang/Keluaran Siap an Mentah/Bahagian Komponen arai Pelanggan			
VI. Market	·ket			
Please select market for amendment application. Market from the previously approved application cannot be changed. You may only add on additional market.		reviously approved application cannot be changed.	You may only add on additional market.	
✓ Domestic	nestic			
Export	ort			
Free Zone (FZ)	Zone (FZ)			
Licenced Manufacturing Warehouse (LMW)	nced Manufacturing Warehouse (LMW)			
Please state / enter the reason here				

2. Select:

- Application: Raw Materials and Components (Other than HS Code 7201-7316)
- II. Sector: Manufacturer
- III. Type of Exemption:
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: (Non Applicable)
- V. Market: (Editable)
 - i. Domestic
 - ii. Free Zone (FZ)
- VI. Please state/enter the reason (if applicable)
- VII. Main Industry: **Default to Plastic Products**
- 3. Click the [Next] button



- 4. The above message shall be displayed if there are changes to the Type of Exemption and Market.
- 5. Click the **[Cancel]** button and the system will return to the Application Wizard.
- 6. Click the **[Confirm]** button and the system will proceed to the next section.

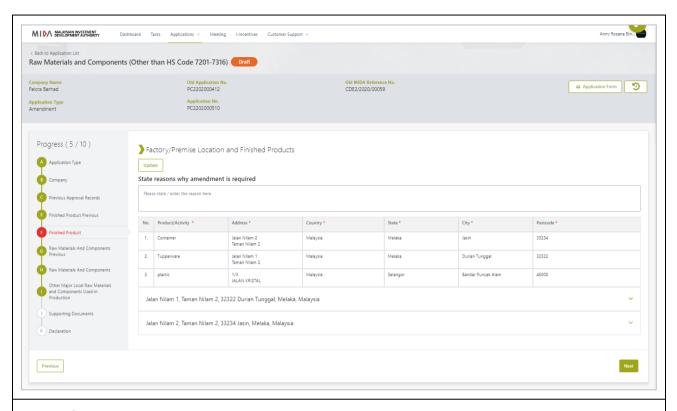
7. The system will redirect to the 'Company' section.

(Refer to Chapter 1 Common Sections: 1.1 Company)

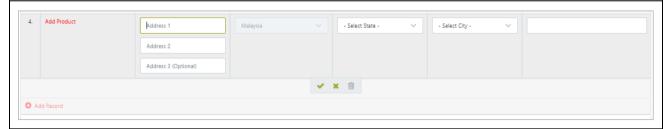
- 8. Click the [Next] button
- 9. The system will redirect to the 'Previous Approval Records' section.

(Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)

- 10. Click the [Next] button.
- 11. System will redirect to "Finished Products (Previous)"
- 12. Click on the (expand) button to expand the details.
- 13. Click the [Next] button.
- 14. System will redirect to ""Factory/Premise Location and Finished Products" section
 - a. Important
 - i. The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
 - b. How to edit HS Tariff Code?
 - i. Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.
 - iv. The system will populate 4 main components related to the HS Tariff Code which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax



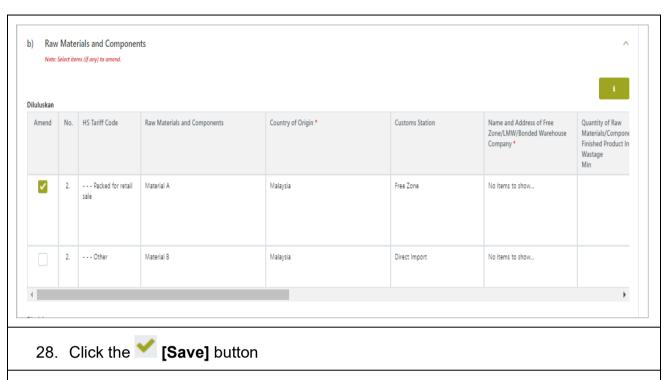
- 15. Click the **[Update]** button to amend or add new record.
- 16. The applicant shall state reasons why amendment is required
- 17. The applicant shall add new by clicking the **[+Add Record**] to add new record. Otherwise, applicants shall click on previous record to amend details.
- 18. The system will add a new row to insert the details.



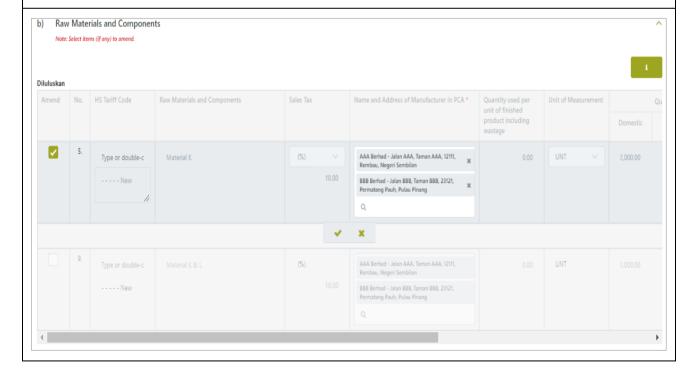
- 19. Fill in required details:
 - a. Address
 - b. State
 - c. City
 - d. Postcode
- 20. Click the **Save**] button

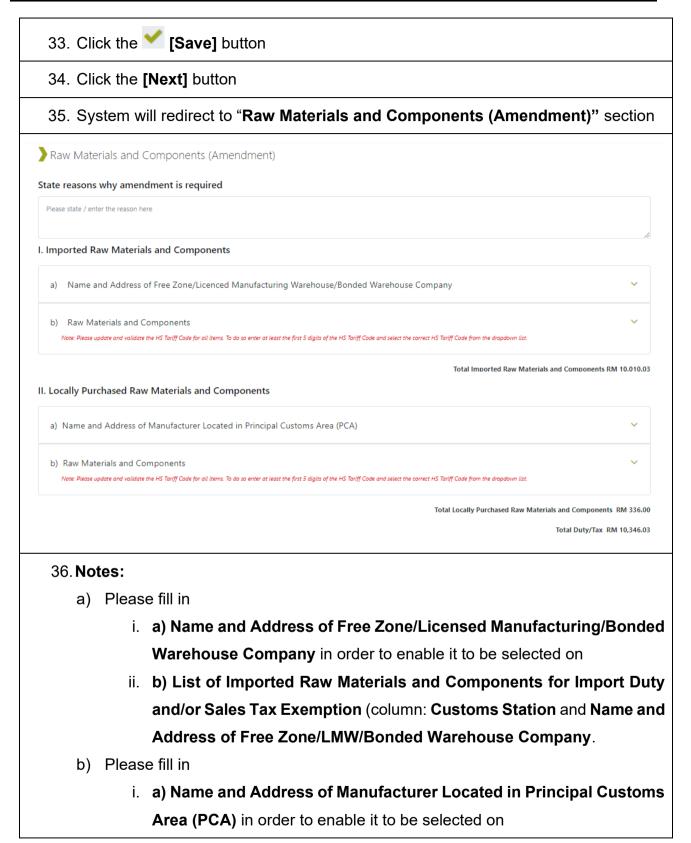
21. The system will save and display a success message 22. Click the [Next] button 23. System will redirect to "Raw Materials and Components (Previous)" section Raw Materials and Components (Previous) I. Imported Raw Materials and Components a) Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company b) Raw Materials and Components Note: Select items (if any) to amend. Total Imported Raw Materials and Components RM 0.00 II. Locally Purchased Raw Materials and Components a) Name and Address of Manufacturer Located in Principal Customs Area (PCA) b) Raw Materials and Components Note: Select items (if any) to to amend. Total Locally Purchased Raw Materials and Components RM 0.00 Total Duty/Tax RM 0.00 24. Go to "Imported Raw Materials and Components" 25. Go to "Raw Materials and Components" 26. Click on the (expand) button to expand the details.

27. Select items (if any) to amend.

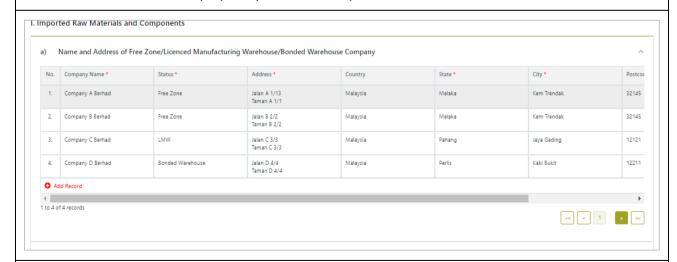


- 29. Go to "Locally Purchased Raw Materials and Components"
- 30. Go to "Raw Materials and Components"
- 31. Click on the (expand) button to expand the details.
- 32. Select items (if any) to amend.



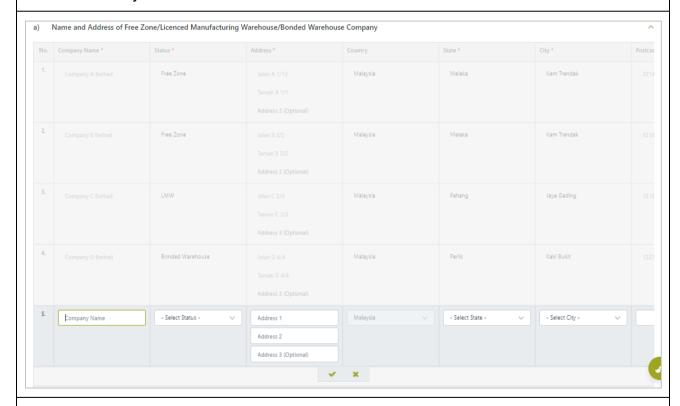


- ii. b) List of Locally Purchased Raw Materials and Components for Sales Tax Exemption (column: Name and Address of Manufacture in PCA)
- c) How to add HS Tariff Code?
 - i. Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.
 - iv. The system will populate **4 main components** related to the **HS Tariff Code** which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax
- d) Total Duty and/or Tax Exemption must be **RM5,000.00** and above.
- 37. The applicant shall state reasons why amendment is required.
- 38. Go to "Imported Raw Materials and Components" > "Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company"
- 39. Click on the (expand) button to expand the details.



40. Click on item to be amended.

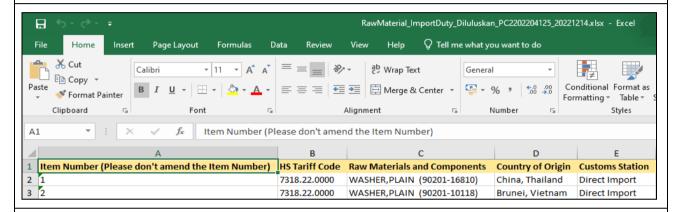
- 41. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address
 - d. State
 - e. City
 - f. Postcode
- 42. Click the **Save**] button
- 43. The system will save amended record.
- 44. The applicant shall add new by clicking the [+Add Record] to add new record
- 45. The system will add a new row to insert the details



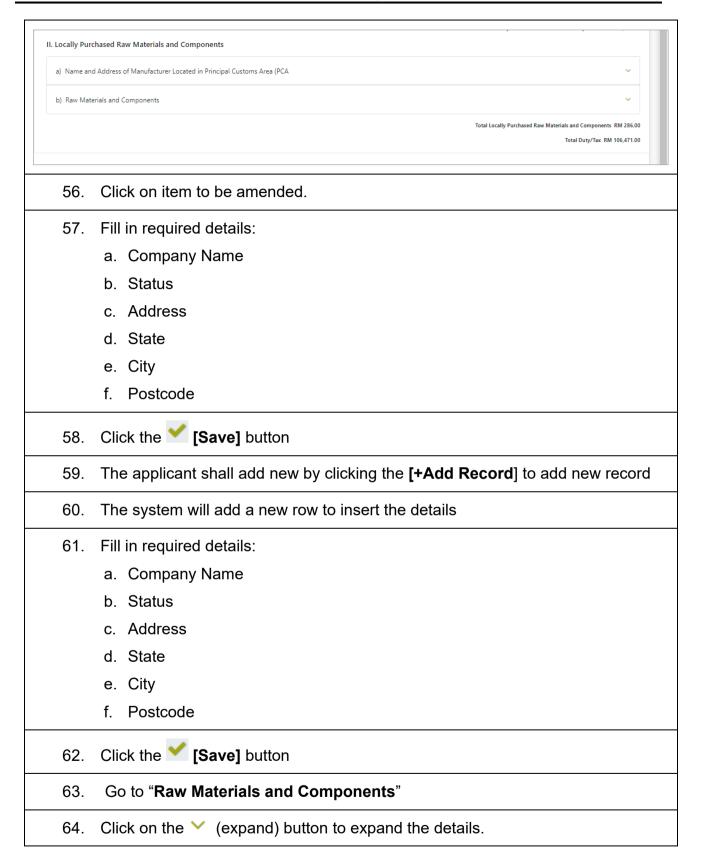
- 46. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address

d. State e. City f. Postcode Click the **Save**] button 47. The system will save new added record. 48. 49. Go to "Raw Materials and Components" Click on the (expand) button to expand the details. 50. There will be 3 parts: "Diluluskan", "Ditolak" and "Tidak Dipertimbangkan". 51. Applicant shall choose "Diluluskan" or/and "Tidak Dipertimbangkan" to amend based on previous section. b) Raw Materials and Components b Note: Please update and validate the HS Tariff Code for all items. To do so enter at least the first 5 digits of the HS Tariff Code and select the correct HS Tariff Code from the dropdown list ♣ Upload Excel Template Diluluskan No. **HS Tariff Code** Raw Materials and Components Country of Origin Customs Station Zone/LMW/ 7318.22.0000 WASHER, PLAIN (90201-16810) Direct Import China Thailand - Other washers 7318,22,0000 WASHER PLAIN (90201-10118) Direct Import Brunei Vietnam - Other washers a 1 to 2 of 2 records Ditolak HS Tariff Code Raw Materials and Components Country of Origin **Customs Station** Name and A No. Zone/LMW/Bor ♣ Upload Excel Template Tidak Dipertimbangkan Country of Origin Raw Materials and Components Customs Station HS Tariff Code Name and Ac Zone/LMW/Bor Com

- 52. The details in 'List of Imported Raw Materials and Components' can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.

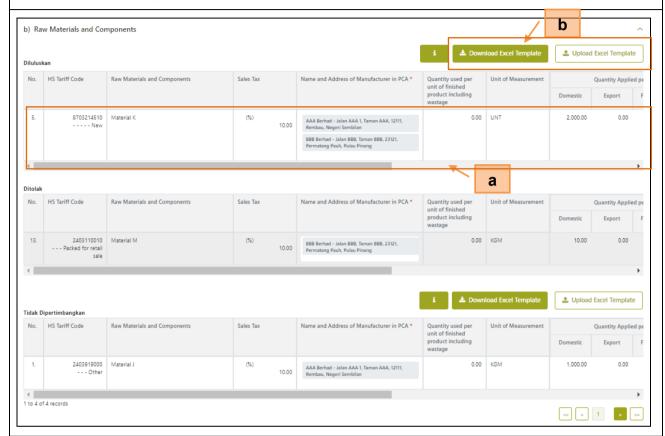


- 53. Update the required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components
 - c. Country of Origin
 - d. Name and Address of Free Zone/LMW/Bonded Warehouse Company
 - e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
 - f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
 - g. Quantity Applied per Annum
 - h. CIF Value (RM) and
 - i. Sub Finished Products
- 54. Click the **[Save]** button
- 55. Go to "Locally Purchased Raw Materials and Components" > "Name and Address of Manufacturer Located in Principal Customs Area (PCA)"

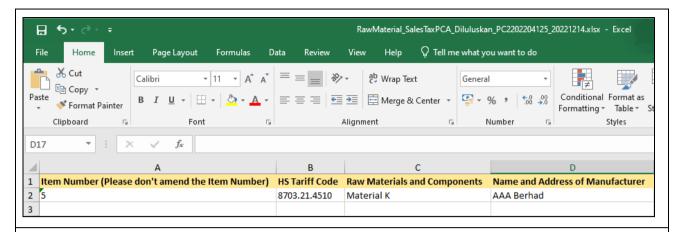


65. There will be 3 parts: "Diluluskan", "Ditolak" and "Tidak Dipertimbangkan".

Applicant shall choose "Diluluskan" or/and "Tidak Dipertimbangkan" to amend based on previous section.

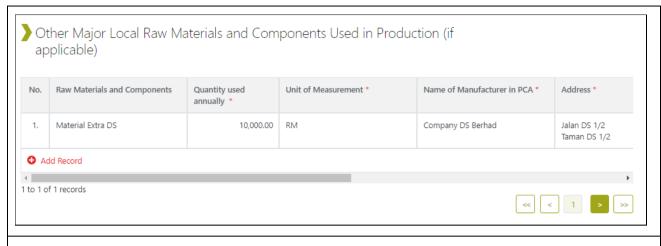


- 66. The details in 'List of Locally Purchased Raw Materials and Components' can be updated by:
 - a. Using the screen (Editable Table)
 - b. Using the Download/Upload Excel Template
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.

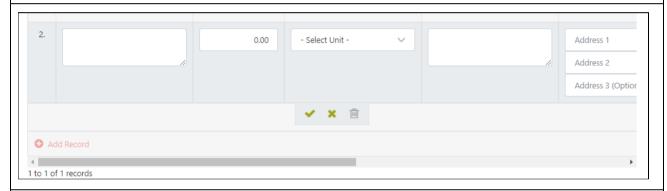


- 67. Update the required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components
 - c. Country of Origin
 - d. Name and Address of Free Zone/LMW/Bonded Warehouse Company
 - e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
 - f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
 - g. Quantity Applied per Annum
 - h. CIF Value (RM) and
 - i. Sub Finished Products
- 68. Click the [Save] button
- 69. Click the [Next] button
- 70. System will redirect to "Other Major Local Raw Materials and Components

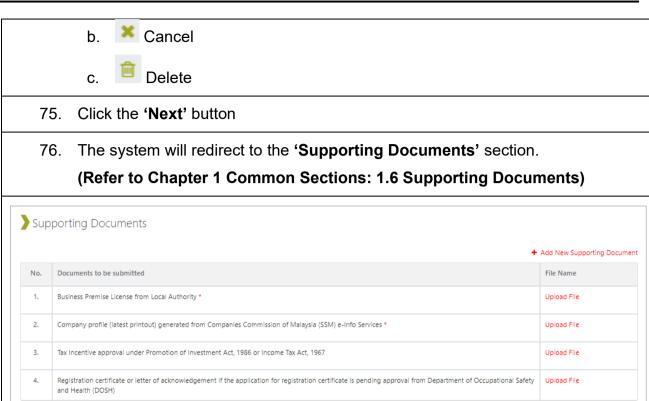
 Used in Production (if applicable)" section



- 71. Click [+ Add Record]
- 72. System will add new row to insert the details



- 73. Fill in required details:
 - a. Raw Materials and Components
 - b. Quantity used annually
 - c. Unit of Measurement
 - d. Name of Manufacturer in PCA
 - e. Address
 - f. Country
 - g. State
 - h. City
 - i. Postcode
 - j. Phone No.
- 74. Click on the list, and able to update, cancel and delete information:
 - a. Save / Update



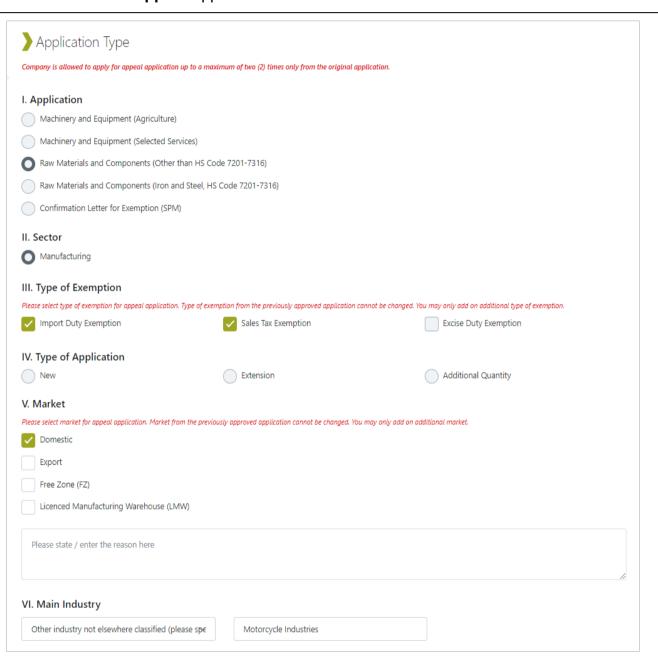
- 77. Click the [Next] button
- 78. The system will redirect to the 'Declaration' section.

(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 7 APPLICATION (APPEAL)

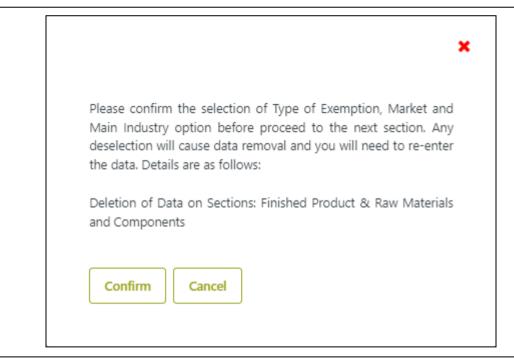
7.1 Raw Materials and Components (Other than HS Code 7201-7316)

- 1. Refer to [InvestMalaysia] Learn about the system (General) User Guide. Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create Appeal Application.



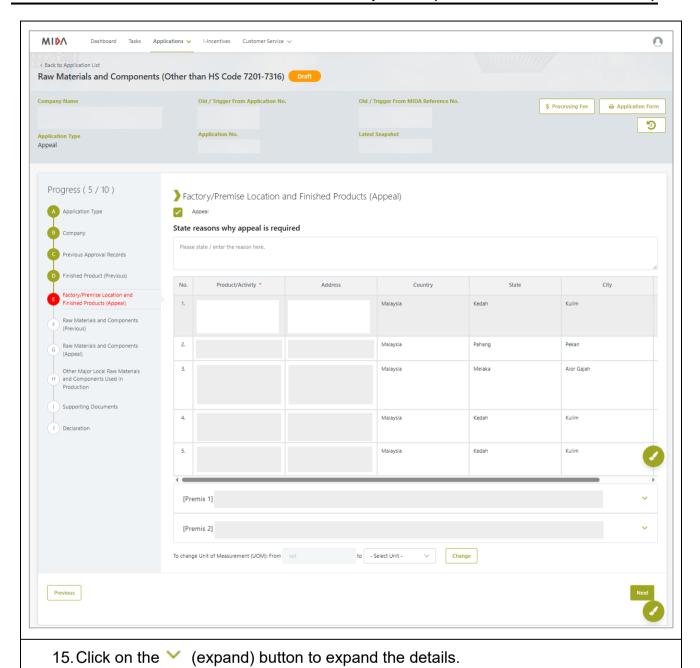
2. Select:

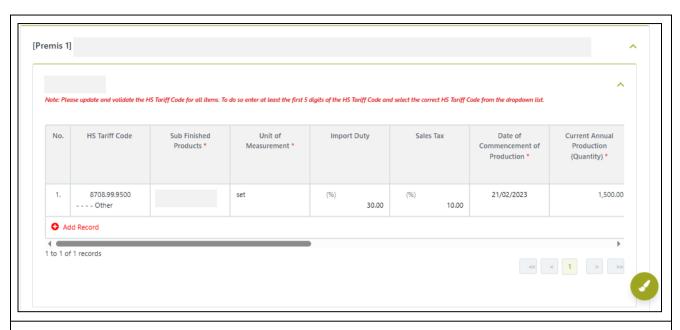
- Application: Raw Materials and Components (Other than HS Code 7201-7316)
- II. Sector: Manufacturer
- III. Type of Exemption:
 - i. Import Duty Exemption
 - ii. Sales Tax Exemption
- IV. Type of Application: (Non Applicable)
- V. Market: (Editable)
 - i. Domestic
 - ii. Free Zone (FZ)
- VI. Please state/enter the reason (if applicable)
- VII. Main Industry: **Default to Plastic Products**
- 3. Click the [Next] button.



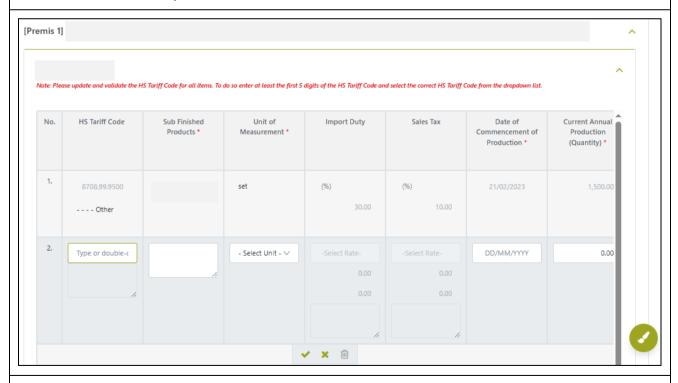
- 4. The above message shall be displayed if there are changes to the Type of Exemption and Market.
- 5. Click the **[Cancel]** button and the system will return to the Application Wizard.
- 6. Click the **[Confirm]** button and the system will proceed to the next section.

- 7. The system will redirect to the "Company" section.
 - (Refer to Chapter 1 Common Sections: 1.1 Company)
- 8. Click the [Next] button.
- 9. The system will redirect to the 'Previous Approval Records' section.
 - (Refer to Chapter 1 Common Sections: 1.2 Previous Approval Records)
- 10. Click [Next] button.
- 11. System will redirect to "Finished Products (Previous)".
- 12. Click on the (expand) button to expand the details.
- 13. Click the [Next] button.
- 14. System will redirect to ""Factory/Premise Location and Finished Products" section
 - a. Select the **Appeal** checkbox. The applicant shall state reasons why appeal is required. This section is applicable to appeal on the Finished Products only).
 - b. Important
 - The HS Tariff Code is mandatory to change if the completed application comes from a Previous Approval Application.
 - c. How to edit HS Tariff Code?
 - Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.
 - iv. The system will populate 4 main components related to the HS Tariff Code which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax





- 16. The applicant shall add new by clicking the **[+Add Record**] to add new record. Otherwise, applicants shall click on previous record to amend details.
- 17. The system will add a new row to insert the details.
- 18. Fill in all the required fields:

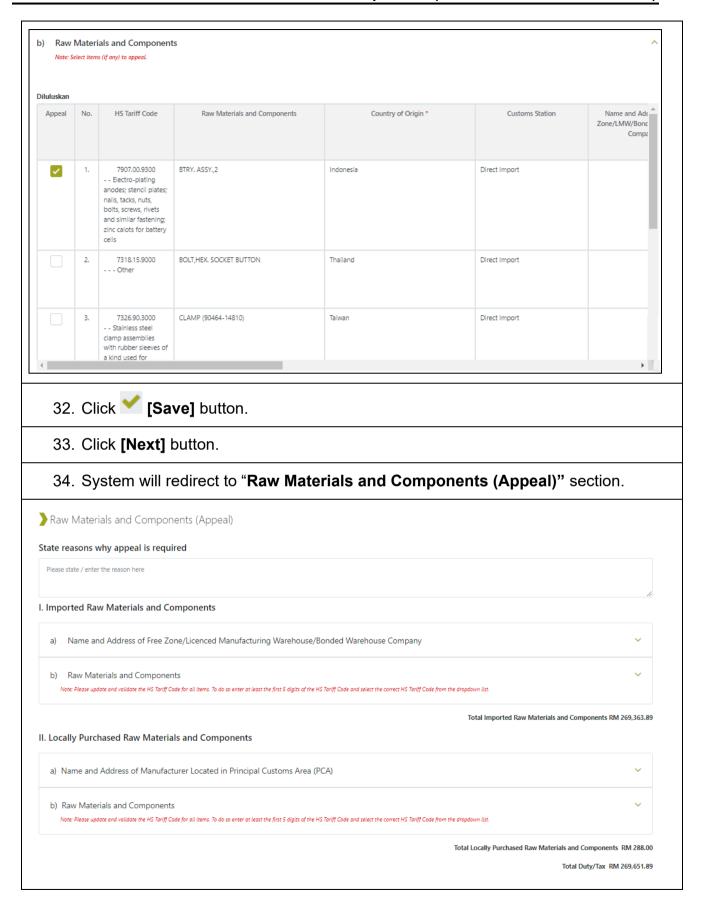


19. Click the **Save**] button.

- 20. The system will save and display a successful message.
- 21. Click [Next] button.
- 22. System will redirect to "Raw Materials and Components (Previous)" section.
- 23. Go to "Imported Raw Materials and Components".
- 24. Go to "Raw Materials and Components".
- 25. Click on the (expand) button to expand the details.
- 26. Select items (if any) to appeal.



- 27. Click **Save**] button.
- 28. Go to "Locally Purchased Raw Materials and Components".
- 29. Go to "Raw Materials and Components".
- 30. Click on the \checkmark (expand) button to expand the details.
- 31. Select items (if any) to appeal.



35. **Notes:**

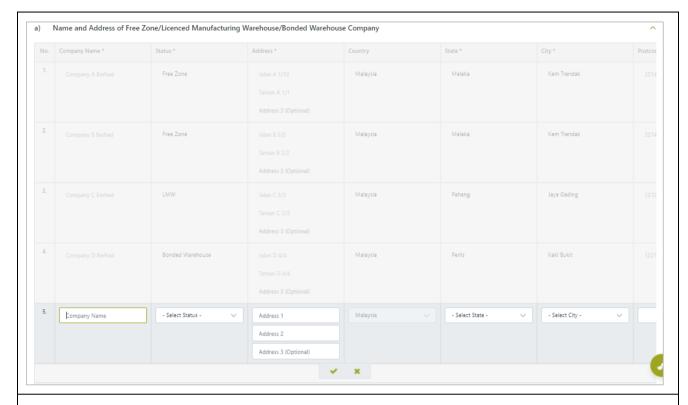
- a) Please fill in
 - i. a) Name and Address of Free Zone/Licensed Manufacturing/Bonded
 Warehouse Company in order to enable it to be selected on.
 - ii. b) List of Imported Raw Materials and Components for Import Duty and/or Sales Tax Exemption (column: Customs Station and Name and Address of Free Zone/LMW/Bonded Warehouse Company.
- b) Please fill in:
 - i. a) Name and Address of Manufacturer Located in Principal Customs
 Area (PCA) in order to enable it to be selected on.
 - ii. b) List of Locally Purchased Raw Materials and Components for Sales

 Tax Exemption (column: Name and Address of Manufacture in PCA).
- c) How to add HS Tariff Code?
 - Copy/fill in 5-12 HS Tarif Code digit/char (with/without dot) into HS Tariff Code column.
 - ii. The system will search and display the autocomplete **HS Tariff Code**.
 - iii. Select the **HS Tariff Code** from the autocomplete listing.
 - iv. The system will populate 4 main components related to the HS Tariff Code which are:
 - HS Code Description
 - Unit of Measurement
 - Import Duty and
 - Sales Tax
- d) Total Duty and/or Tax Exemption must be RM5,000.00 and above.
- 36. The applicant shall state reasons why appeal is required.
- 37. Go to "Imported Raw Materials and Components" > "Name and Address of Free Zone/Licenced Manufacturing Warehouse/Bonded Warehouse Company".
- 38. Click on the \checkmark (expand) button to expand the details.

InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)



- 39. Click on item to be appealed.
- 40. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address
 - d. State
 - e. City
 - f. Postcode
- 41. Click **Save**] button.
- 42. The system will save appealed record.
- 43. The applicant shall add new by clicking the [+Add Record] to add new record.
- 44. The system will add a new row to insert the details.



- 45. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address
 - d. State
 - e. City
 - f. Postcode
- 46. Click **Save**] button.
- 47. The system will save new added record.
- 48. Go to "Raw Materials and Components".
- 49. Click on the (expand) button to expand the details.
- 50. There will be 3 parts: "Diluluskan", "Ditolak" and "Tidak Dipertimbangkan".

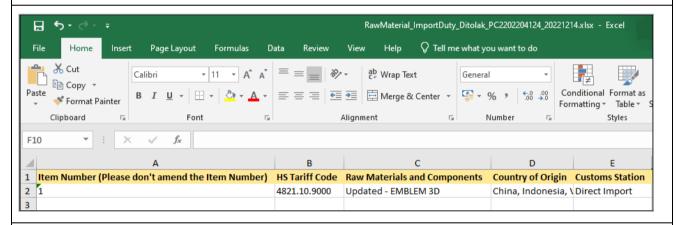
 Applicant shall choose "Diluluskan" or/and "Ditolak" or/and "Tidak

 Dipertimbangkan" to appeal.

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- 51. The details in 'List of Imported Raw Materials and Components' can be updated by:
 - a. Using the screen (Editable Table).
 - b. Using the Download/Upload Excel Template.
 - i. Click the [Download Excel Template] button.
 - ii. Update the required information in Excel.
 - iii. Click the [Upload Excel Template] button and to upload the Excel.



- 52. Fill in required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components
 - c. Country of Origin
 - d. Name and Address of Free Zone/LMW/Bonded Warehouse Company
 - e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min

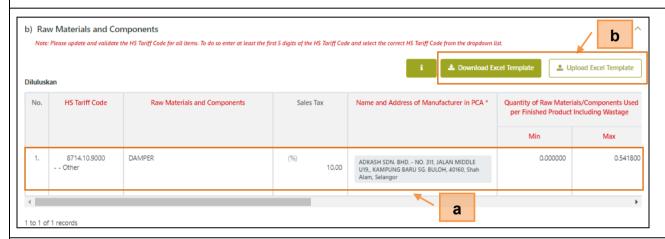
- f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
- g. Quantity Applied per Annum
- h. CIF Value (RM) and
- i. Sub Finished Products
- 53. Click **Save**] button.
- 54. Go to "Locally Purchased Raw Materials and Components" > "Name and Address of Manufacturer Located in Principal Customs Area (PCA)".



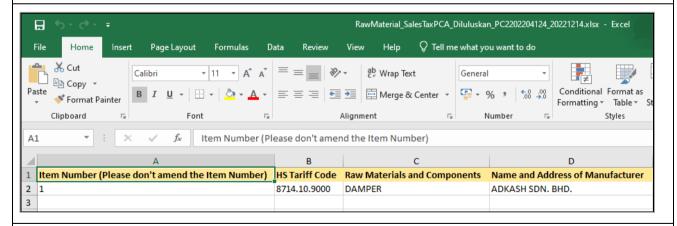
- 55. Click on item to be amended.
- 56. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address
 - d. State
 - e. City
 - f. Postcode
- 57. Click **Save**] button.
- 58. The applicant shall add new by clicking the **[+Add Record**] to add new record.
- 59. The system will add a new row to insert the details.
- 60. Fill in required details:
 - a. Company Name
 - b. Status
 - c. Address

- d. State
- e. City
- f. Postcode
- 61. Click **Save**] button.
- 62. Go to "Raw Materials and Components".
- 63. Click on the (expand) button to expand the details.
- 64. There will be 3 parts: "Diluluskan", "Ditolak" and "Tidak Dipertimbangkan".

 Applicant shall choose any part.



65. Click on the record to appeal.

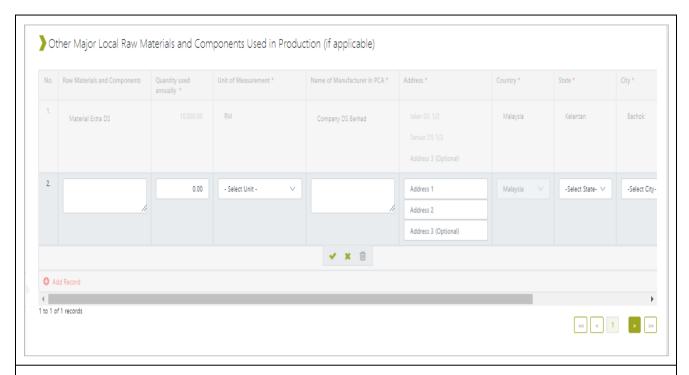


- 66. Update the required details:
 - a. HS Tariff Code
 - b. Raw Materials and Components
 - c. Sales Tax

- d. Name and Address of Manufacturer in PCA
- e. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Min
- f. Quantity of Raw Materials/Components Used per Finished Product Including Wastage Max
- g. Unit of Measurement
- h. Quantity Applied per Annum
- Total Quantity Applied per Annum
- j. Value (RM)
- k. Value (RM)/Unit of Measurement
- I. Total Sales Tax (RM) and
- m. Sub Finished Products
- 67. Click **Save**] button.
- 68. Click [Next] button.
- 69. System will redirect to "Other Major Local Raw Materials and Components Used in Production (if applicable)" section.



- 70. The applicant shall add new by clicking the [+Add Record] to add new record.
- 71. The system will add a new row to insert the details.



72. Fill in required details:

- a. Raw Materials and Components
- b. Quantity used annually
- c. Unit of Measurement
- d. Name of Manufacturer in PCA
- e. Address
- f. State
- g. City
- h. Postcode
- i. Phone No.
- 73. Click the **Save**] button.
- 74. Click the [Next] button.
- 75. System will redirect to the 'Supporting Documents' section.

(Refer to Chapter 1 Common Sections: 1.6 Supporting Documents)

InvestMalaysia - Learn about the system Raw Materials and Components (Other than HS Code 7201-7316)



- 76. Click the [Next] button.
- 77. The system will redirect to the 'Declaration' section.

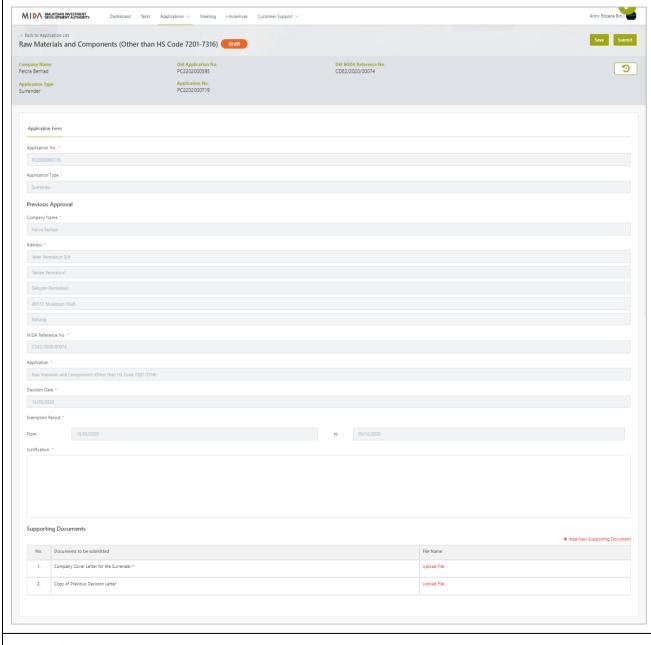
(Refer to Chapter 1 Common Sections: 1.7 Declaration)

Chapter 8 APPLICATION (SURRENDER)

8.1 Raw Materials and Components (Other than HS Code 7201-7316)

- 1. Refer to [InvestMalaysia] Learn about the system (General) User Guide.

 Chapter 2 INVEST MALAYSIA ONLINE PORTAL: 2.2.4 Applications
 - Create Surrender Application



2. Select:

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- I. Application No: (Not editable)
- II. Application Type: **Surrender** (Not editable)
- III. Previous Approval:
 - i. Company Name: (Not editable)
 - ii. Address: (Not editable)
 - iii. MIDA Reference No: (Not editable)
 - iv. Application: Machinery and Equipment (Agriculture) (Not editable)
 - v. Decision Date: (Not editable)
 - vi. Exemption Period: From and To (Not editable)
- IV. Justification: Editable
- V. Supporting Documents: (Editable- Add New Supporting Documents)
- 3. Click [Save] button to save changes and click [Submit] button to submit