

DIPLOMATIC DUTY-FREE IMPORTATION PROCEDURE

Peter Justesen

Step 1

When the order is placed, contact Felix Relocations via:

Att.: Ma.Isabel Cruz

Phone: +603 5636 5511

E-mail: inbound@felixrelo.com

Step 2

Provide Felix Relocations with documents as follows:

- 1) 2x original copies of Customs Appointment letter on the diplomatic mission letterhead (appointing Max Freight Forwarders (M) Sdn Bhd or another appointed transportation company; signed and sealed; the content can be obtained from Felix Relocations)
- 2) 2x original copies of Address Confirmation letter on letterhead (signed and sealed; the content can be obtained from Felix Relocations)
- 4) 1x copy of signatory's (head of mission, i.e. Ambassador, High Commissioner, Chargé d'Affaires) passport (usually the main page only, on single-sided A4 page)
- 5) 1x copy of signatory's Diplomatic ID card, front & back, on single-sided A4 pages
- 6) 1x copy of any local authority (DBKL) license authorizing the premises to be used by your good office (if available)
- 7) 1x organizational chart of the mission on letterhead (signed and sealed; doesn't matter how it is done, names of staff members are not required).

Step 3

Ask Felix Relocations to send you copies of Bill of Lading, Packing List, Invoice (prepared by PJ), Custom form (Declaration of goods imported of Royal Malaysian Customs Department, by Felix Relocations) before the original copies are sent to you. Carefully check the name of the diplomatic

mission (must be written in full), every item ordered, its weight, measure unit (e.g. can packs or tableware cannot be counted in bottles), and quantity to avoid problems with Customs.

Step 4

Every copy of each page (backside) of the Customs Form should have the Clause. If the agent cannot do this, you should write/print it by yourself the following:

I hereby certify that the above mentioned items are for the official use of the [*name of the mission*] in Malaysia here in Kuala Lumpur and that it will not be disposed of elsewhere. Customs Duty Exemption is claimed under the Diplomatic and Consular Privileges (Vienna Convention) Act 1966 (Act No.24 of 1966) and relief from charging Sales Tax is claimed under item 14 of Schedule A of the Sales Tax (Persons Exempted from Payment of Tax) Order 2018 to the conditions therein specified.

I hereby authorize [*Max Freight Forwarders (M) Sdn Bhd or another appointed transportation company named by Felix Relocations*] to effects customs clearance and take delivery on our behalf.

[*name of head of the mission*]
[*position of the signatory*]

Every Clause should be signed by head of the mission and sealed by the official seal of the mission.

You have to submit 7x copies of the Customs Form. Since Form No 1 rev.2015 has 4x preprinted copies only, you can make additional 3x A4 paper copies by yourself – please write/stamp the Clause on all of them too.

E.g. if your Customs Declaration consists of 5 pages with 7 copies each, so you should write/print/stamp the Clause plus sign and seal it 35 times.

Step 5

Submit the following documents to Protocol Department of MOFA of Malaysia:

1) Completed Checklist CL-12 (Application for Importation of Personal Effects or Duty Free Goods) provided by MOFA. Tick all attached documents

(should be: note verbal, form MFA 87, Bill of Lading, Packing List, Certification of Mission (Cluase), copy of ID, copy of passport, customs form No.1)

2) Note verbal with request to MOFA to exempt from payment of customs duties and taxes in respect of the goods to be purchased for the official use of the mission

3) 2 original copies of Form MFA 87 signed by head of the mission with official seal of mission

4) Bill of Lading and Invoices (1x original + 1x copy certified by mission)

5) Invoice (1x original + 1x copy certified by mission)

6) Packing List (1x original + 1x copy certified by mission)

7) 1x certified copy of diplomatic ID of head of mission

8) 1x certified copy of passport of head of mission

9) 7x original copies of Customs Form.

Please take a note that requirements of MOFA and Royal Malaysian Customs Department are not the same. At the moment, these instructions should be sufficient to fulfill requirements of both authorities. However if the procedure has been changed, you are advised to clarify details separately with both of them.

Step 6

MOFA should return to you the following documents with approvals (stamps with date plus signature, name and position of the MOFA official):

Before submission please email scanned copies to Felix Relocations to approve all pages.

Step 7

All these documents plus mission's letter for cargo release (signed and sealed, authorizing a cargo company named by Felix Relocations) should be sent to Felix Relocations for customs clearance.

Step 8

When the ordered goods are delivered to your mission, check the items in accordance with Packing List when they are not unloaded from a truck. If something is missing or broken, you should take photos and email them to PJ with Felix in CC along with the list of damaged items including:

- PJ Item number
- Quantity damaged
- Suspected cause of damage