This two-day comprehensive training programme covers the prevailing Customs Legislations on Import and Export Procedures. Importers, Exporters, Manufactures and any other persons would be able to gain comprehensive knowledge of current Customs Import and Export Procedures and Practices to minimize delays in Customs clearance and most importantly ensure that goods are cleared within the desired time frame. It will also help them to understand and comply with the requirements and conditions for goods absolutely and conditionally prohibited from import or export as well as tax exempted goods.

### Course Contents

1. **The Organization and Functions of the Royal Customs Department Malaysia-Federal Tax Collection and Law Enforcement Agency.**

2. **The prevailing Customs Legislations Pertaining to Import and Export Procedures**

3. **The Various Types of Revenue collected by the Royal Customs Department Malaysia**
   - Import duty, Export duty, Excise duty, Anti-Dumping duty, and Sales Tax.

4. **The Import Procedures and Documentation.**

5. **The Export Procedures and Documentation.**

6. **The Various Types of Import and Export Prohibition of Goods into and out of the Principal Customs Area.**

7. **The Restriction of Movement of Goods within Peninsular Malaysia and Sabah and Sarawak-Procedures and Documentation.**

8. **The Transhipment of Goods-Procedures and Documentation.**

9. **The Types of Customs Declaration Forms and its Uses.**


11. **The Importance of Correct Classification and Valuation of Goods-Principals and Rules.**

12. **The Post Clearance/Importation Audit.**

13. **The Type of Offences and Penalties the prevailing Customs Legislation regarding Import and Export Procedures.**

### Trainer

**Mr. Tan Eok Chye** holds a Bachelor Degree in Social Sciences (Economics) from Universiti Sains Malaysia. He began his career with the Royal Custom Department Malaysia in 1976 and he had served the Departments in Johor Bahru, Ipoh, Malacca and Penang and currently attached as the Facilitator of the Training Division at the Royal Custom Academy, Malacca. He has 29 years of working experience in many sections of the Department, such as the Import and Export Branch, the Passenger Examination Branch, the Internal Tax Branch, the Royal Customs Academy in Malacca, the Examination of Accounts Section and the Revenue Collection Branch.

**Mr Tan** had also facilitated several seminar papers on many topics related to Customs Laws and Regulations and Procedures which were organized by FMM Ipoh, Malacca and Penang; MAICSA Kuala...
Objectives

Upon completion of this programme, participants will be able to:

- Gain comprehensive knowledge on Customs procedures and practices to minimize delays and most importantly ensure goods are cleared promptly
- Understand in greater depth and most importantly of Customs Legislations with regards to import and export of goods
- Seek clarification on matters pertaining to Customs classification and valuation of goods, as well as exemption and prohibition of goods
- Comply with the stipulated conditions for the release of goods from Customs

Who Should Attend

Personnel involved in the areas of Import / Export / Forwarding / Shipping / Logistics / Transportation / Purchasing and also Importers / Exporters / Manufacturers operating in Free Zones and in the Licensed Manufacturing Warehouse (LMW) / Trading Companies / and other persons interested to know more about the Customs Legislations and procedures pertaining to importation and exportation of Goods.

Administration Details

<table>
<thead>
<tr>
<th>Date/Day</th>
<th>June 18 &amp; 19, 2012 (Monday &amp; Tuesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>8:45am – 5:00pm</td>
</tr>
<tr>
<td>Venue</td>
<td>FMM Institute, Perak</td>
</tr>
<tr>
<td>CPD</td>
<td>14 hours</td>
</tr>
<tr>
<td>Medium of Instruction</td>
<td>English</td>
</tr>
<tr>
<td>Fees</td>
<td>FMM Members: RM450.00/pax</td>
</tr>
<tr>
<td></td>
<td>Others: RM550.00/pax</td>
</tr>
</tbody>
</table>

(Registration Form)

REGISTRATION FORM

MALAYSIAN CUSTOMS IMPORT AND EXPORT POLICIES AND PROCEDURES
June 18 & 19, 2012 (Monday & Tuesday)
8:45am – 5:00pm FMM Institute, Perak

No. 1, Lorong Raja DiHilir, 30350 Ipoh, Perak Darul Ridzuan
Tel: 05-548 8660 Fax: 05-548 8221/331
(Attn: Ms. Nicole / Pn. Eda / Harvindar)

E-Mail: fmmperak@fmm.org.my

Dear Madam,
Please register the following participants(s) for the above programme:-

1) Name ____________________________
   Designation _______________________

2) Name ____________________________
   Designation _______________________

3) Name ____________________________
   Designation _______________________
   (Please attach a separate list if space is insufficient)

Submitted by:-

Name ____________________________
Designation _______________________
Company __________________________
Address ___________________________
Tel __________________________ Fax ___________________________
E-Mail __________________________
M’ship No. _______________________

Enclosed cheque/bank draft no. _______________________
for RM ________ being payment for ________ participant(s) made in favour of the “FMM Institute”.

CLOSING DATE: JUNE 11, 2012

Disclaimer
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

Registration
- Upon Faxing/Mailing the completed Registration Form to FMM Institute, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First served basis.

Payment
- Cheques made in favour of “FMM Institute” should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a must, in any case, employers will be billed in full.

Cancellation
- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course – 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost