

# MALAYSIAN CUSTOMS PROCEDURES

(Programme No.: 1000170369)

7 & 8 January 2026, Wed - Thurs | 9.00 am – 5.00 pm | Wyndham Garden i-City, Shah Alam

## Objective

The objective of this training is to provide the participants with a general outlook of how the Royal Malaysian Customs Department (RMCD) is organized into their various divisions and will outline in general all aspects of customs procedures and documentation that a business community needs to know.

The course will cover in general all customs related procedures & documentation and in particular import and export procedures / documentation and will also briefly outline the various incentives and facilities provided by RMCD to assist businesses in conducting their business in an efficient and cost-effective manner.

Participants will also be introduced briefly to sales tax concept and the related exemptions that can be claimed by both manufacturers and traders. Significantly the seminar will also cover the Appeal and Review procedures in the event of non-compliance.

## Course Benefits

- Gain an insight into how the Customs Department is organized into various divisions.
- The various procedures to be complied with to ensure that businesses stay on the right side of the law as well as guide the businesses on the required documentation.
- The seminar will assist businesses to discover the various facilities available in order to remain competitive.
- Explore and discover the possibilities of tax savings.
- Latest updates on Customs Act 1967 and Sales Tax Act 2018

## Who Should Attend?

This course is suitable for all manufacturers, traders, tax consultants, finance managers and accountants.

## Course Outline

- 1. Objectives of Royal Malaysian Customs Department (RMCD)**
- 2. Organization Structure of RMCD**
  - Compliance / Enforcement Division.
  - Customs & SST Division.
  - Management Division.
- 3. Import & Export Procedures & Documentation**
  - Customs Legislations.
  - Legal landing place and mode of import / export
  - Customs declaration forms – 1, 1A, 2, 3, 4, 5, 6, 8, 9, JKDM 1 – 5.
  - Declaration, Examination & Assessment of Goods.
  - Classification of Goods
  - Valuation of Goods
  - Preferential Tariff and Certificate of Origin
  - Customs clearance & Payment of duty
  - Transshipment & Transportation Procedures
  - Payment under Protest
  - Customs Prohibition of Import / Export Orders 2017
- 4. Outline of Facilities and Incentives under the Customs Various Customs Legislations**
  - Licensed Warehouses.
  - Licensed Manufacturing Warehouse.
  - Refund & Drawback Facilities
  - Treasury Exemptions (MIDA Exemption)
  - Temporary Import / Temporary Export
  - Customs Advance Rulings
- 5. Understanding Customs Duties Exemption Order 2017 and Sales Tax (Exemption from Payment of Tax) Orders 2018**

## 6. Free Zone Procedures & Documentation

- Free Industrial Zones (FIZ).
- Free Commercial Zones (FCZ).
- Free Zone Documentation (FZ1 – FZ6).
- Benefits of Free Zones

## 7. Sales Tax and Related Customs Procedures

- Concept of Sales Tax
- Scope of Sales Tax
- Sales Tax Implications on Import & Export Procedures
- Sales Tax Exemption Orders – Schedule A, B and C (Lampiran CI, CII, CIII)
- Facilities under Sales Tax Act 2018 / Sales Tax Regulations 2018

## 8. Post Importation Audit

## 9. Offences & Penalties

## 10. Appeal and Review Procedures

- Application for Review to DG Customs
- Appeal to Customs Appeal Tribunal
- Appeal to Minister of Finance

## 11. Questions & Answers.

### Course Leader – P.NADARAJA

P. Nadaraja was formerly with the Royal Malaysia Customs (1981-1997) as a Senior Officer of Customs having served in various units and his key areas of focus includes customs administration, import and export procedures, classification, valuation, licensing and compliance matters. He possess an in-depth knowledge of various customs legislations including Customs Act, Sales Tax Act, Service Tax Act, Excise Act and other subsidiary legislations. He has vast experience in Customs matters and has been a guest lecturer at the Royal Malaysia Customs Academy in Malacca on various occasions to deliver lectures on various aspects of Customs laws and procedures.

In 1997 he left the Customs Department on optional retirement for private practice as an Advocate and Solicitor.

He is now involved in legal practice and at the same time is actively involved in conducting seminars and workshops on customs matters. He has also conducted in house training for various companies including statutory bodies and has advised and consulted upon by companies on issues such as customs and sales tax valuation, classification, service tax matters, drawback, refunds, exemptions

and others. He was officially appointed by the Customs Department to conduct Basic Customs Course for forwarding agents during the year 2005 – 2007.

He is also an Associate of the Malaysia Institute of Chartered Secretaries and Administrators (ACIS) and the Chartered Tax Institute of Malaysia (ACTIM) and is currently involved conducting seminars and rendering of consultancy/advisory services on customs matters.

### COURSE FEES (HRD Corp Claimable Course)

**REGISTER NOW → RM1,944 per person for 2 days**

# Inclusive of lunch, tea breaks, notes, certificate of attendance and 8% SST

### For registration:

1. Please email us a copy of your registration form;
2. (HRD Corp Registered Employer) Please apply via HRDCorp e-TRiS for HRD Corp Claimable Course scheme before training date (subject to approval), **Training fee claiming = RM1,944 per person**; and
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

### ORGANISER (MyCoID: 791613A)

Malaysian Export Academy Sdn Bhd  
No. 47B, Jalan BP 7/2,  
Bandar Bukit Puchong,  
47120 Puchong, Selangor  
Tel: 019-3109496  
Fax: 03 8066 6152  
Contact Person: Faruq  
Email: faruqrazi.mexa@gmail.com

# MALAYSIAN CUSTOMS PROCEDURES

(Programme No: 1000170369)

7 & 8 January 2026 (Wed - Thurs) | 9.00 am – 5.00 pm | Wyndham Garden i-City, Shah Alam

**REGISTRATION FORM**

(E-mail: faruqrazi.mexa@gmail.com )

Name	Designation	Handphone no.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Company/Organization: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Is your company registered with the HRD Corp?

Yes       No      (please tick)

Is your company a Small and Medium Enterprise (SME)?

Yes       No      (please tick)

### **Participating Fee (HRD Corp Claimable Courses)**

**RM1, 944.00 per person for 2 days**

Fee inclusive of Lunch, Tea-Breaks, Course Notes, Certificate of Attendance and 8% SST

#### **For registration:**

1. Please email us a copy of your registration form, and
2. (HRD Corp Registered Employer) Please apply via HRD Corp e-TRiS for HRD Corp Claimable Courses scheme before training date (subject to approval). **Training fee claiming = RM1,944 per person for 2 days**
3. (HRD Corp Registered Employer) Upon training completion, please fill up form **PSMB/SBL-Khas/JD/14** and return it to us immediately. The delay in returning the form will result in delay of the employer's submission of claims.

#### **Payment / Terms & Conditions**

Kindly make bank transfer payment to **Account No: 800 221 0777** of **CIMB Bank**, payable to **Malaysian Export Academy Sdn Bhd**. Please email to us the bank transfer slip and registration form as proof of payment.

Any cancellation within one (1) week before the event is not refundable.

The management has the right to change the time / date of the event with notice to be given in advance.