

PROCEDURES FOR IMPORTING
**CONSTRUCTION
PRODUCTS**
FOURTH EDITION



PROCEDURE ON STANDARD COMPLIANCE CERTIFICATION (IMPORTED CONSTRUCTION PRODUCTS)

FOREWORD

This handbook is published as a guide for importers, agents and forwarding agents on importing products under the Act 520 (Amendment 2011) and Customs (Prohibitions of Imports) Order 1998 (Amendment 2012). The content of this handbook provides a guide on the procedures of importing construction products into Malaysia. All imported construction products are required to undergo a compliance process according to the requirements of Malaysian Standards (MS) before it can be distributed in the local market. A list of reasons for non-compliance that often occurs, which results in the construction products being rejected at the customs gates, is also listed. This publication aims for relevant parties to avoid unnecessary waste of time, cost and energy.

Thus, it is hoped that this handbook will act as a useful reference for importers, agents and forwarding agents to increase the efficiency in importing construction products, as in the Act 520 (Amendment 2011) and Customs Order (Prohibitions of Imports) 1998 (Amendment 2012).

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ABBREVIATIONS

APLAC	:	<i>Asia Pacific Laboratory Accreditation Cooperation</i>
BL	:	<i>Bill of Lading</i>
CB	:	<i>Certification Body</i>
CIDB	:	<i>Construction Industry Development Board</i>
COA	:	<i>Certificate of Approval</i>
ILAC	:	<i>International Laboratory Accreditation Cooperation</i>
IAF	:	<i>International Accreditation Forum,</i>
IB	:	<i>Inspection Body</i>
JSM	:	Jabatan Standard Malaysia (Department of Standards Malaysia)
KDRM	:	Kastam DiRaja Malaysia (Royal Malaysian Customs Department)
LMW	:	<i>Licensed Manufacturing Warehouse</i>
MITI	:	<i>Ministry of International Trade & Industry</i>
MS	:	<i>Malaysian Standard</i>
MRA	:	<i>Mutual Recognition Arrangement</i>
MLA	:	<i>Multilateral Recognition Arrangement</i>
OGA	:	<i>Other Government Agency</i>
PC	:	<i>Product Certification</i>
PAC	:	<i>Pacific Accreditation Cooperation</i>
PPS	:	Perakuan Pematuhan Standard
SAMM	:	Skim Akreditasi Makmal Malaysia
SMK	:	Sistem Maklumat Kastam

TERMS AND DEFINITIONS

Customs Agent	Customs Forwarding Agents
Inspection Body	Inspection Body (IB) is commissioned according to ISO/IEC 17020 with the relevant test scopes for implementing tests on construction products and materials
Certification Body	Local agencies that are accredited by STANDARDS MALAYSIA or foreign agencies that are accredited by accreditation bodies of the importing countries and are required signatories of PAC, IAF, MLA, APLAC, ILAC, MRA as certified bodies or CB. CB has to be accredited by Certification Body according to ISO/IEC Guide 65
Construction Materials	All kinds, sizes and types of materials, in early, middle or finished stages, whether manufactured or imported for construction industrial use
Desk Verifier	CIDB Officer who verifies applications from the importers
E-Permit	Refers to online COA application
Forwarder	Forwarding agent appointed by the importer
Schedule 4, Customs	Refers to Customs Act 1967, Customs (Prohibitions of Imports) Order 2012, Part 1, Prohibition conditions except those according to Standards Malaysia and/or other standard that are approved by the authorities provided in Malaysia
Consignment	One 'batch' of imported construction products
Consignee	The importer
Consignor	The exporter
LMW	Warehouse that are licensed under Section 65/65S Customs Act 1967 to carry out manufacturing activities and warehousing the products for export
Test Laboratory	Test laboratory that has SAMM/ILAC or approved by CIDB according to specific criteria. The laboratory has to be authorised by Accreditation Bodies according to ISO/IEC17025 with the specified test scope
Market Sampling	Sample products available in the market or factories for CB/ Lab tests. This is specifically for PC imports only
Approving Officer	CIDB Officer empowered by CIDB to approve COA applications
Recommendation Officer	CIDB Officer authorised to recommend on reports provided by Verification Officer
Verification Officer	CIDB Officer or personnel who are authorised to carry out verification duties at point of entries

Construction	Industries related to construction works including architecture, manufacturer, technology, materials and service excellence for construction purposes
Declaration	A procedure, whereby a Board or any authorised personnel approved by the Board, provides a written guarantee that a process, practice or service has complied to specific criteria
Importer	Someone who imports products or brings in materials from overseas that are listed in the Fourth Schedule, Customs (Prohibitions of Imports) Order
Product Certification	Certificates which are known as Product Certification (PC) produced by CB and recognised by CIDB as MS compliant according to the validity period specified. This certificate can be produced under the name of the importer or manufacturer
Product Standard	Material or product used for construction works
Certificate Of Approval (COA)	Refers to Standards Malaysia and/or other standards approved by authorised bodies in Malaysia according to specifications
Action Against Non-Compliance	Certificates that are issued by CIDB that approve imported construction products, which meet the specified MS criteria.
Disciplinary Action Against Importers	Action taken on importers, as specified in item 13.0
Consignment Complete Test	Actions taken on importers, as specified in item 14.0
Critical Tests	Tests that are conducted in the laboratory according to all tests, as provided in the related MS
Verification	Tests that are conducted in the laboratory according to several critical tests in the MS and one of the full type test report as stipulated by CIDB
FTTR	Physical tests conducted by Verification Officers on imported products according to Standards Malaysia or other approved standards by authorised bodies in Malaysia
HS Codes	Full Type Test Report. Harmonised Standard Codes

1.0 INTRODUCTION

Construction Industry Development Board (CIDB) is a regulatory body for the country's development industry. Its role is defined in Act 520 (Amendment 2011) and extends CIDB's function as an enforcement authority on construction product quality. Implementation of the Malaysia Standard compliance on imported products also refers to the Fourth Schedule, Customs (Prohibitions on Import) Order 1998 (Amendment 2012) through the issuance of 'Certificate of Approval' by CIDB.

2.0 REGULATORY POLICY ON CONSTRUCTION MATERIALS

- All construction materials/products listed in Schedule 4 of Act 520 (Amendment 2011) are required to obtain CIDB's Certificate of Standards Compliance (PSS).
- The priority in the enforcement of standards compliance is the adherence to Standards Malaysia (MS).
- The priority in determining products that are listed in Schedule 4 of Act 520 (Amendment 2011) are materials/products that affects the integrity of structure or function of construction works, whereby they pose a threat to public safety as well as materials/products that may impact the environment negatively.
- All imported construction materials/products that are listed in Schedule 4, Customs Act are required to obtain a COA. Construction materials/products are referred to the following:
 - Manufactured in the country of origin and brought in for the use of the country
 - Manufactured by local manufacturers, then exported and reimported back into the country
- Imported materials to be manufacturerd by local manufacturers as well as products that are exported overseas. The main technical document that is required for the consideration of issuing a PPS or COA is PC or FTTR that is issued by any accredited entity by any accreditation body
- Importers are not allowed to take samples for testing at port, unless it involves unavoidable circumstances and have prior permission from time to time. However, samples are allowed in CIDB's bonded warehouse or licenced warehouse.

3.0 OBJECTIVES OF CONSTRUCTION MATERIALS QUALITY CONTROL

- Ensure all enforced construction products comply to the stipulated standards to achieve quality excellence before use by the country's construction industry
- Ensure materials of poor quality do not enter the local market and avoid the country from being the 'dumping ground'
- Ensure the environment is protected
- Support the Green Construction initiatives
- Ensure marking uniformity on construction products for easy quality identification by end users

4.0 LEGISLATION

Act 520 (Amendment 2011) has authorised CIDB as an enforcement body to regulate the construction products as per the following sections :

- **Section 33C(1)** The Lembaga shall, in the manner determined by the Lembaga, certify the construction material used in the construction industry and specified in the Fourth Schedule is in accordance with the standard specified in that Schedule.
 - **Section 33D(1)** A person shall not deal or undertake to deal, whether directly or indirectly, with the construction materials specified in the Fourth Schedule unless the construction materials have been certified by the Lembaga.
- Section 33D(2)** Any person who deals or undertakes to deal with the construction materials specified in the Fourth Schedule without the certification of the Lembaga shall be guilty of an offence and shall, on conviction, be liable to a fine of not less than RM10,000 but not more than RM500,000.

5.0 PRODUCT LISTING

To ensure that each imported construction product or material requires COA, please refer to the Listed Tariff Codes below:

Note: For full product information, please refer to www.cidb.gov.my and click on 'Material'.

NO	CATEGORY	TARIFF CODE (HEADING)
1	Cement	2525–2523
2	Ceramic Products (Sanitary Wares) & Unglazed and Glazed Ceramic Tiles Plastic Flushing	6906.00–6910.10 3922.90
3	Iron & Steel	7207-7325
4	Aluminium	7606 & 7607
5	Glass	7005
6	Radiant Barrier	7607
7	Cellulose, Synthetic/Fibrecement Flat Sheet	6811
8	Insulation Materials Slag Wool, Rock Wools Glass Fibre	6806 7019

*Please refer to www.cidb.gov.my or to Schedule 4 of the Customs Act.

6.0 PROCEDURE FOR IMPORTING CONSTRUCTION PRODUCTS

Importers who wish to import or bring in construction products or materials related to the construction industry are required to follow the following procedures:

- Importers are required to ensure that the construction products or materials related to construction industry that they wish to import are listed in the Fourth Schedule, Customs (Prohibitions on Imports) Order.
- Check and ensure on related Tariff HS Code for the construction products or materials.
- Identify and confirm the use and purpose of product or relevant construction material.
- Confirm the standard that is to be used based on construction products or materials.

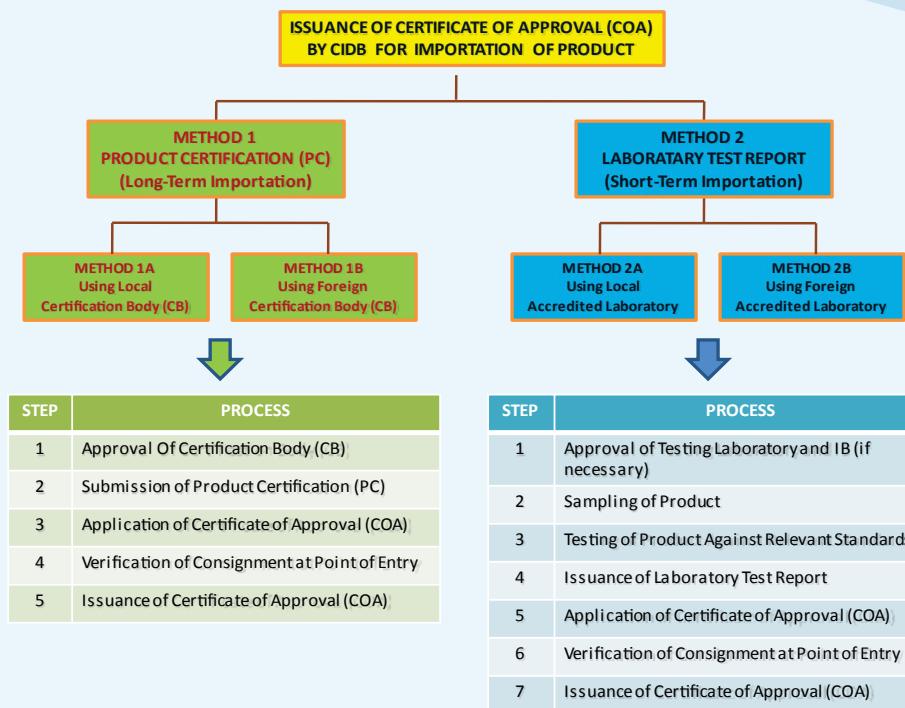
- e) Confirm the quantity of relevant construction products or materials.
- f) Ensure methods of import of the construction products (refer to item 6.0).
- g) Refer to item 15.0, to understand that construction products or materials can obtain COA exemption.
- h) Ensure samples of the full consignment are taken and tested overseas before the construction products or materials are imported.
- i) Appoint an Inspection Body as the 3rd party to produce the Inspection Report, if necessary, and ensure the selection samplings of the testing lab that will produce Full Type Test Report. Both reports are required for COA application.
- j) Only PC copies are required as the main documents to make a COA application, in addition to other documents, refer to item 9.0, COA Application Methods.
- k) Imported construction products or materials that are brought in without PC or FTTR are strictly not allowed; EXCEPT on the following conditions:
 - Samples are taken at the arrival time of the construction products or materials in the country upon instruction or based on MITI
 - Imported construction products or materials are found in the exempted list, refer to item 15.0
 - i) Samples are taken at the arrival time of the construction products or materials in the country upon instruction or based on MITI
 - ii) Imported construction products or materials are found in the exempted list, refer to item 15.0

7.0 METHOD OF IMPORTING CONSTRUCTION PRODUCTS

Importing methods can be divided into as following:

- Product Certification
- Full Type Test Report (FTTR)

FIGURE 1: METHOD ON IMPORTING CONSTRUCTION PRODUCTS OR MATERIALS



Method 1: Process Explanation (PC)

1	CB Approval	CIDB approves local or foreign CB as proposed by importer. CB has to be accredited by Accreditation Body, according to ISO/IEC Guide 65.
2	Submission of Product Certification (PC)	The importer submits PC issued by Certification Body (CB), which is valid for 12 months. Refer to relevant CB for the PC process.
3	Application of Certificate of Approval (COA)	Importer applies for COA with CIDB through online e-permit, complete with the necessary documents.
4	Verification of Product at Point of Entry (POE)	CIDB will test & verify products at each Custom's gate (port, CIQ, airport, bonded warehouse) before COA issuance.
5	Issuance of Certificate of Approval (COA)	CIDB approves COA within 3 working days from the product test date. Applicant is required to print COA online.

7.1 Product Certification Method

Certification can be done by using Method 1A or 1B.

i) Method 1: Local CB

PC can be issued by CBs, which are accredited by STANDARDS MALAYSIA. CIDB can also approve appointments of whichever certification bodies, if necessary.

ii) Method 1B: Foreign CB

PC can be issued by foreign CB that is accredited by accreditation bodies of the manufacturing country and is required to be either PAC, IAF or MLA signatory. CIDB can also approve the appointments of other certification bodies, if necessary.

Method 2: Process Explanation (FTTR)

1	Lab Approval	CIDB approves local or foreign labs, as proposed by importers. The labs are required to be accredited by Accreditation Bodies according to ISO/IEC 17025 with the correct test scope.
	IB Approval	CIDB will approve local or foreign IBs as proposed by importers. The IB is required to be accredited according to ISO/IEC 17020 with the correct test scope.
2	<i>Sampling of Product</i>	<p>2.1 Sampling within the country Each sample is taken by the accredited lab and will conduct tests according to specified procedure. Sampling report is required to be forwarded to CIDB.</p> <p>2.2 Sampling out of the country Each sample will be taken by the lab or IB according to specified procedure and sent for tests to labs, either in or out of the country. Sampling Report is required to be forwarded to CIDB.</p>
3	<i>Testing of Product Against Standards</i>	The lab will conduct sampling tests according to specified standards.
4	<i>Issuance of Laboratory Test Report</i>	The lab will produce a Full Type Test Report (FTTR) for the importer. The report is required to be presented to CIDB and is valid for 6 months from the date of issue.
5	<i>Application of Certificate of Approval (COA)</i>	Importer will then apply COA from CIDB through online e-permit complete with the required documents.
6	<i>Verification of Product at Point of Entry (POE)</i>	CIDB will test and verify the product at every Custom's gate (port, CIQ, airport, bonded warehouse) before COA issuance.
7	<i>Issuance of Certificate of Approval (COA)</i>	CIDB will issue the COA within 3 working days from the date of product testing.

7.2 Full Type Test Report Method (FTTR)

This method is appropriate for importers who choose to import products for a certain period of time only. The Lab Test Report Method can use either Method 2A or 2B.

- Method 2A: Local Labs

Tests can be conducted by the STANDARDS MALAYSIA-accredited labs. CIDB could also approve any labs, if necessary.

- Method 2B: Foreign Labs

Tests can be conducted by labs that are accredited under ILAC or APLAC or MRA with Malaysia. CIDB can also approve any labs, if necessary.

- a) CIDB can instruct additional tests such as full or critical test, or any other test that is suitable, if there are any doubts raise to the construction product, even though the importer has already acquired a PC or has successfully completed all consignment tests. The importer needs to arrange for the test and the report is to be submitted to CIDB.
- b) or importers or manufacturers whose labs have SAMM, they are allowed to conduct full or critical tests, which are subject to the approval of the General Manager of CIDB's Building Material Division. Tests are required to be conducted under the supervision of a CIDB officer.
- c) Importers are not at all allowed to conduct their own sampling and send the sample to the lab.
- d) Only products that achieve all the required standard will be allowed to be imported.
- e) Critical tests need to be conducted on every consignment for cement products only. The tests can also be conducted on consignments, when CIDB doubts the report result verification.

Note:

Import Methods:

- i) PC Method Process, refer to Attachment 2
- ii) FTTR Method Process/Iron and Steel Products, refer to Attachment 3
- iii) Cement Product, refer to Attachment 4

REMINDER :

CIDB is not responsible or made responsible for any loss/damages of property or disability or injury, directly or indirectly of any individual, during the taking of sample or verification carried out by CB/Agent, or anyone who conducts the tests with or without CIDB approval.

8.0 VERIFICATION OF PRODUCT OVERSEAS

This level involves verification of construction products or materials in factories overseas when using the PC method. Whereas, if using the FTTR method, it involves taking samples in the foreign factory as well as conducting tests on the samples in an accredited lab. Before the verification process at this level, importers are required to adhere to the following:

a) PC Method

- i) PCs issued to importers in Malaysia or directly to foreign factories are not allowed to be transferred without prior approval from CIDB
- ii) For Product Certification (PC) Method, importers are required to coordinate with foreign factories for testing construction products or materials produced by the factory. CIDB officer will then visit the said factory for product verification after the importer successfully obtains PC. The factory visit procedure is in Attachment 12

b) FTTR Method

- i) Appointing a 3rd Party, which is the Inspection Body, and selecting test labs must be done prior to verification
- ii) For Full Type Test Report Method (FTTR), taking samples at the factory is conducted by the CIDB officer or selected inspection body as well as sending the sample to the approved test lab has to be managed completely by the importer, please refer to Attachment 13
- c) The importer is duly responsible for all travelling and accommodation expenses at the source country. Flights include tickets, visa, airport tax/passenger surcharge and hotel expenses as well as the travelling expenses to the factory and prepare travel insurance too, in addition to ensuring the safety of the CIDB officer who is visiting the factory overseas
- d) The importer is responsible to ensure construction products or materials produced by the foreign factory adheres to all the relevant standard requirements
- e) Each construction product or material that is tested in the lab are required to fulfill all the tests found in the standard; any failure in the tests will result in the construction products or materials being disapproved for import into the country
- f) CIDB deserves the right to conduct market sampling, if necessary, to ensure the validity of standard adherence on imported construction products or materials in the market even though it has PC or FTTR prior to this.

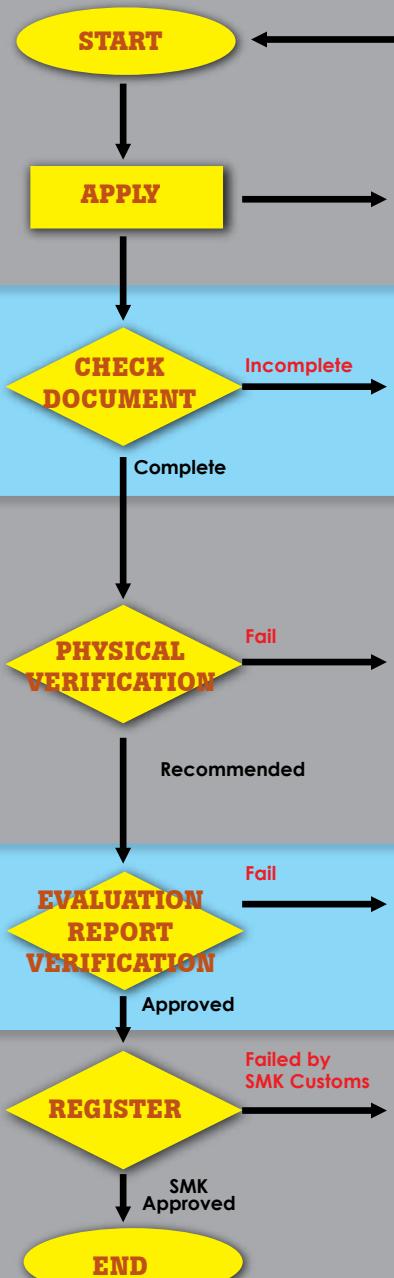
9.0 COA APPLICATION PROCEDURE

9.1 Online Permit Application

All applications must be done via online (refer to Flow Chart 1).

FLOW CHART 1: ONLINE PERMIT APPLICATION PROCESS

FLOW PROCESS



EXPLANATION

REGISTRATION

Applicants are required to register with Dagang Net Technologies Sdn. Bhd. to gain access into the e-permit application.

PERMIT APPLICATION

- Applicants need to apply at <http://epermit.dagangnet.com> by entering all details in the system and submit to CIDB for verification and approval.
- All documents are required to be sent to CIDB office

DESK VERIFY

- CIDB Desk Verifier will check permit application in <http://epermit.dagangnet.com>. Should there be any errors, the CIDB officer will reject the application. Applicants are to apply again with the correct entry. Permits that are checked will be sent to the CIDB Verifier.

PHYSICAL VERIFICATION PROCESS

- CIDB Verification Officer will conduct physical tests on construction products at the Customs entry point. Consequently, produce a verification report within 24 hours to be sent to the Recommendation Officer.
- The Recommendation Officer will check the verification report, and if it does not meet the requirements of MS, the Recommendation Officer can reject the application. The report will be checked and certified, and sent along with the permit application to the CIDB Approver for approval.

APPROVAL PROCESS

- CIDB Approver will approve the permit application in <http://epermit.dagangnet.com>. The application will be rechecked before approval. Should there be any errors, the CIDB Approver will reject the application. Approved permits will be sent to SMK.

REGISTRATION PROCESS

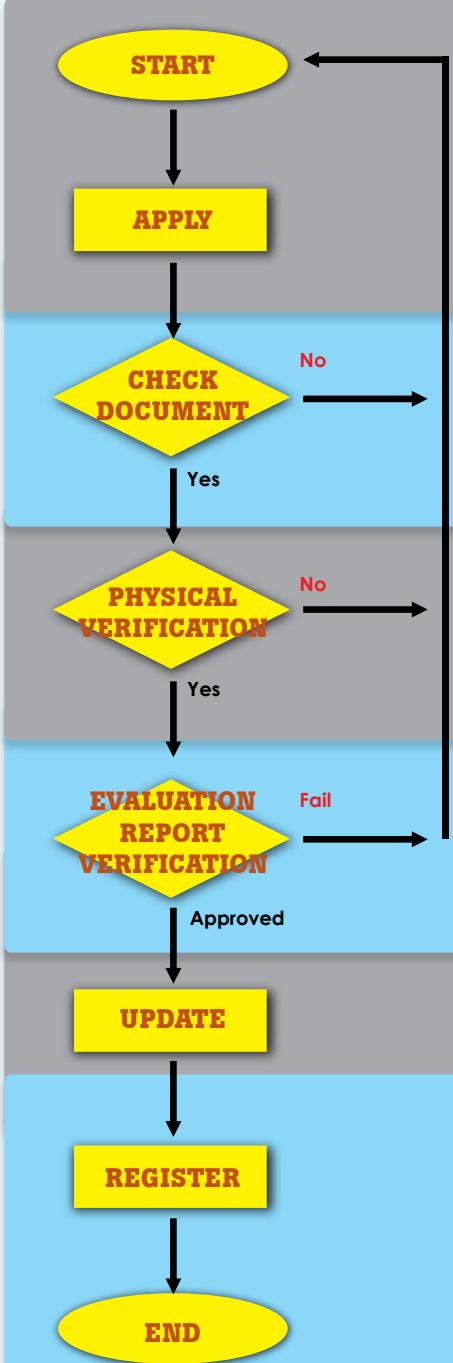
- SMK will check permits automatically. Should there be any errors, permits can be rejected by SMK.
- After permits are registered at SMK, applicants ARE NOT required to get CIDB signatory. NO HARDCOPY permits are issued (except in special cases).

9.2 Manual Permit Application

If there are any system interruptions that exceed over 4 hours, COA applications can be made manually (refer to Flow Chart 2).

FLOW CHART 2: MANUAL PERMIT APPLICATION
(In the event of technical interruptions in the e-permit system)

FLOW PROCESS



EXPLANATION

PERMIT APPLICATION

1. During system outage, permit applications can be done manually. Applicants need to fill in Q1 Form required by CIDB and sent to CIDB office, attached with supporting documents for verification and approval.

DESK VERIFICATION

2. The Desk Verifier will check the application. Should there be any errors, the CIDB Desk Verifier may reject the application. The application number will be saved.

PHYSICAL VERIFICATION PROCESS

3. Recommendation Officer will conduct physical tests on the product at the Customs station. If any mistakes are found, the recommendation officer will reject the application. Checked reports will be verified and certified true and sent with the application permit to CIDB Approver for approval.

APPROVAL PROCESS

4. COA applications will be rechecked. If any errors are found, applications may be rejected by the CIDB Approver. Once COA is approved, it will be given to the applicant.

MANUAL PERMIT DATA UPDATE

5. Once the system has recovered and is back online, applicants can enter the manually approved permit data into the system and sent to CIDB for the registration process.

REGISTRATION PROCESS

6. Permits will be registered automatically in SMK

During the COA application, applicants are required to submit the following documents:

- Completed Online e-permit application/Q1 Form (in the event of e-permit system outage)
- BL Copies
- Certification letter from Manufacturer or Exporter
- Original receipt of application fee
- Packing List and Invoice copies
- PC Copy (for method 1), for iron and steel, the first application requires the submission of a copy of FTTR.
- PPS/Full Type Test Report (FTTR) copy and sampling report (Method 2)
- Copy of 'Suruhanjaya Syarikat Malaysia' (SSM) Registration Certificate – for first-time application
- Copy of Mill of Certificate – according to construction products

NOTE:

- If importers use Q1, then a copy of PC is required to be **Ceritied True Copy** by a CIDB officer (Grade 41 and above), or CB that issued the certificate.
- For iron and steel, in the event of any non-conformance found in the attached mill certificate, then CIDB will reject the application.

10.0 LOCAL VERIFICATION LEVEL

Verification implementation involves construction products or materials in all customs entry points, or in places or locations that were agreed on by CIDB. Before reaching the verification implementation stage, importers are required to adhere to the following:

- a) Importers are required to contact the specified Verification Officer (VO) contained in the notification letter that is issued by CIDB to confirm the location and time for verification purposes.
- b) CIDB/appointed VO will conduct the verification at the selected location specified by the importer as follows:
 - i) Land Depot/Road
 - ii) Port
 - iii) Airport terminal
 - iv) Any premises/location agreed by CIDB
- c) VO can conduct verification duties on public holidays and weekends.
- d) Consignment Verification Report will be prepared within 24 hours of conducting the verification.

- e) Importers are required to ensure the safety of the VO while conducting the verification. The VO can choose not to conduct the verification if his/her safety is not guaranteed.
- f) Fees imposed (refer to item 16) for each conducted verification. Importers who fail to arrange verification on the agreed or specified dates, or fail to inform CIDB two (2) days before the verification date, will be required to pay the fee again and reapply a new verification date.
- g) The original seal of the container must not be opened until the VO is present to give the instructions to open it.
- h) If the importer needs to open the seal of the container for lab test purposes, the original seal must be kept in the container to be checked by the CIDB VO.
- i) Importers are required to place containers selected by CIDB for verification at a location, where the contents can be unloaded for testing.
- j) If verification officer finds anything suspicious related to the imported construction product in any of the containers, he/she may choose an additional container for verification.
- k) Importers are required to prepare additional containers for verification purposes, if any doubts arises on the product contents in the container.
- l) Verification on construction products that are kept in warehouse, silo or elsewhere related, the following conditions shall apply:
 - i) Ensure the consignment is kept in proper order and convenient to conduct inspections according to respective consigments
 - ii) The original seal and container number must be kept and provided to the VO during inspections
- m) Verification on construction products that are stored in ships, the following conditions apply:
 - i) Ensure the consignment is kept in proper order and convenient to conduct inspections according to respective consigments
 - ii) Ensure the BL has the complete information of the ship involved
 - iii) Safety measures during inspection is subject to safety procedures determined by CIDB

11.0. VERIFICATION REQUIREMENTS

Importers are required to adhere to the following conditions, and failure to adhere to the stated conditions will disrupt the verification process. For the purpose of verification, importers are required to adhere to the following conditions:

- a) Settlement of verification fees
- b) Container is placed at the specified location
- c) Ensure the importer or approved representative is present at the specified time and is required to be at the location throughout the verification. If the importer or representative fail to turn up after one (1) hour from the specified time, it is deemed as failed.
- d) Authorising appointed VO to enter the premises at any given time that is acceptable to CIDB.
- e) Postponement of verification can be considered by CIDB due to unforeseen circumstances (thunderstorm, haze, etc) on the verification date.
- f) Prepare transportation and the equipment required by the VO for the purpose of verification on construction products such as digital camera, forklift, manpower, machinery or other related items.
- g) Importers are required to provide accommodation, if necessary.
- h) Ensure all safety measures are taken for the VO during verification.

12.0 CAUSES OF VERIFICATION FAILURES

Among the failures of verification that causes the non-issuance of COA are as follows:

- a) Violation of conditions in item 11.0.
- b) Violation of marking requirements as stated in specified Standard (e.g. MS, MS ISO, MS EN, JIS, API).
- c) Unable to prepare the container, as specified by CIDB.
- d) The container Seal number does not match as that stated in the BL (unless the seal was removed by OGA).
- e) Seal is missing from the selected container.
- f) Seal is broken before the verification is conducted.
- g) Marking not permanent.
- h) Product stated is not found in the packing list.
- i) Brand or model is not the same as in the PC, Packing List or letter from the manufacturer.

13.0 ACTION ON NONCOMPLIANCE

If there is noncompliance (as stated in item 11.0), then the importer is required to take action according to CIDB's instructions, as follows:

- a) Conduct Critical Tests; or/and
- b) Conduct the Verification Tests again with fixed fees

14.0 DISCIPLINARY ACTION AGAINST IMPORTERS

Importers who are found to commit any offences during the COA application or after obtaining the COA, disciplinary action shall be taken according to Act 520 (Amendment 2011), as follows:

a) First Reminder

The first reminder will be issued if the importer repeats offences stated in item 11.0.

b) Suspension of Importer's COA Application (a period of 3 months)

Commit offences that are repetitive or any other other, after receiving the First Reminder.

c) Suspension of Importer's COA Application (a period of 3 months)

Commit offences that are repetitive or any other other, after receiving the First Reminder.

- i) COA/PC falsification
- ii) COA/PC holders who are declared bankrupt
- iii) COA/PC holders who have acquired COA/PC with false written certificates or otherwise
- iv) COA/PC holders who have been found guilty by the court of law, or any investigative bodies established by any stated law, due to negligence in conducting building works
- v) Falsification or modification of supporting documents
- vi) Commit fraud on construction products during verification
- vii) Bring in construction products under the Customs Order (Prohibitions on Import) that is not listed in the packing list/invoice
- viii) Brands or models that are dissimilar to those on the packing list or letter from the manufacturer

15.0 LIST OF COA EXEMPTIONS

Applications for COA exemption can be considered based on the following conditions:

- a) Updates on instructions by MITI.
- b) Purpose of import is for lab testing approved by CIDB. Supporting letter from CB.
- c) Sampling taken by CIDB officer is for testing from overseas factories
- d) Tiles that are not included in Customs Order such as handmade tiles, non dry-pressed or extruded types, manufacturing method is not included in the MS ISO 13006.
- e) Sanitary imports are not listed in MS 147, MS 1522 and MS795 such as non-vitreous China.
- f) CIDB is satisfied on the reasons for limited use or any other justifiable reasons for exemption.

The following is a list of COA exemption for display or sampling purposes.

Item	Product Definition	Quantity allowed
1	Ceramic Tiles	3 m ² / design code 10 m ² for display
2	Sanitary ware	2 unit/model
3	Cement	500 kg
4	Iron and Steel	500 kg
5	Glass Products	500 kg
6	Cement Flat Sheets	500 kg
7	Radiant Barriers	500 kg

Note :

- i) All applications for exemptions are to be submitted by product owners with the following documents:
 - application letter
 - specifications/brochure/technical report/product photo
 - Bill of Lading/ Air Way Bill/ Transportation Bill
 - Invoice
 - Packing List
 - LOA or PO (if necessary)
 - Declaration of Oath (if necessary)
 - Other relevant documents

- ii) Approval for COA Exemption that does not adhere to the conditions stated above will be determined by COA Exemption Application Evaluation Committee.

16.0 CHARGES AND FEES

A. IMPORT BUILDING MATERIALS

NO	SERVICES DESCRIPTION	CURRENT FEES
1	Verification Service Fee Verification of consignment at the entry point of Malaysia	RM500/application working day
2	Verification Service Fee Verification of consignment at the entry point of Malaysia	RM700/application working day
3	Verification Service Fee Verification of consignment at the entry point of Malaysia	RM780/application working day
4	COA Exemption Application Processing fee	RM100/application working day

Manufacturer's Company Letterhead

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD MALAYSIA (CIDB)**

CIDB Headquarters, 35th Floor, Menara Dato' Onn, Putra World Trade Centre

No. 45, Jalan Tun Ismail, 50480, Kuala Lumpur

MALAYSIA

Tel : 603-40477000 (GL)

Fax: 603-40477420

Attn : **General Manager**
Construction and Material Division

MANUFACTURER'S LETTER OF CONFIRMATION

With reference to the above, we hereby confirm the details described below.

Details of Manufacturer:

Full Name and Full Address of the Manufacturer

No	Description of Product (size, type, model, group & others)	Product Code	Quantity	Brand Name on the Packaging (Boxes / Cartons / others)	Marking on the Product

In addition, we also hereby confirm that the said product is being arranged for export by Name of Exporter (where applicable) to Name of Importer, as the consignment detailed below:

1. **Invoice, Packing List No. & Date**
2. **Bill of Lading No. & Date**

Signature:

Name:

Designation:

Date:

Firm / Company Stamp:

Attachment 2

Exporter's Company Letterhead

To : **CONSTRUCTION INDUSTRY DEVELOPMENT BOARD MALAYSIA (CIDB)**

CIDB Headquarters, 35th Floor, Menara Dato' Onn, Putra World Trade Centre
No. 45, Jalan Tun Ismail, 50480, Kuala Lumpur

MALAYSIA

Tel : 603-40477000 (GL)

Fax: 603-40477420

Attn : **General Manager**
Construction and Material Division

EXPORTER'S LETTER OF CONFIRMATION

With reference to the above, we hereby confirm the details described below.

Details of Exporter:

Full Name and Full Address of the Exporter

No	Description of Product (size, type, model, group & others)	Product Code	Quantity	Brand Name on the Packaging (Boxes / Cartons / others)	Marking on the Product

In addition, we also hereby confirm that the said product is being arranged for export from Name of Manufacturer to Name of Importer, as the consignment detailed below:

1. Invoice, Packing List and Bill of Lading No. & Date:

Signature :

Name :

Designation :

Date :

Firm / Company Stamp :

LIST OF LABORATORIES ACCREDITED BY DEPARTMENT OF STANDARDS MALAYSIA

(Available in STANDARDS MALAYSIA website: www.standardsmalaysia.gov.my > Accreditation > Skim Aakreditasi Makmal Malaysia (SAMM) > Directory of Accredited Laboratories)

No	SAMM No	Laboratory Name	Product Tested	Laboratory's Condition
1	003	CEMENT INDUSTRIES (SABAH) SDN. BHD.	Cement	Conditionally available for public testing
2	016	PRIMA METAL INDUSTRIES SDN. BHD., PERAK	Metal & metal products	Usually not available to public testing
3	017	CONCRETE MATERIALS LABORATORY SDN. BHD.	Cement & aggregate	Available for public testing
4	038	ASSOCIATED PAN MALAYSIA CEMENT SDN. BHD. (RAWANG WORKS)	Cement	Usually not available to public testing
5	059	ASSOCIATED PAN MALAYSIA CEMENT SDN. BHD. (KANTHAN WORKS)	Cement	Usually not available for public testing
6	085	CIVIL AND CONSTRUCTION SECTION (CCST-TESTING GROUP) SIRIM QAS INTERNATIONAL SDN. BHD.	Cement, metal & metallic products, ceramic tiles, sanitary appliance, wire rope	Available for public testing
7	100	CMS CEMENT SDN. BHD., KUCHING	Cement	Conditionally available for public testing
8	104	TASEK CORPORATION BERHAD, IPOH	Cement	Usually not available for public testing
9	150	NSCI LABORATORY NEGERI SEMBILAN CEMENT INDUSTRIES, KANGAR	Cement	Usually not available for public testing
10	155	PERAK - HANJOONG SIMEN SDN. BHD.	Cement	Usually not available for public testing
11	181	SOUTHERN CEMENT INDUSTRIES SDN. BHD., PASIR GUDANG	Cement	Usually not available for public testing
12	228	PERFECT CHANNEL SDN. BHD., Gurun, Kedah	Steel bar, plate	Usually not available for public testing
13	235	UTM, SKUDAI	Concrete, metal	Available for public testing

**LIST OF LABORATORIES ACCREDITED BY DEPARTMENT OF
STANDARDS MALAYSIA**

14	257	BS TESTING	Cube concrete, hardener concrete	Available for public testing
15	259	PAHANG CEMENT	Cement	Usually not available for public testing
16	268	MALAYAN TESTING	Cement	Usually not available for public testing
17	289	SOUTHERN PC STEEL SDN. BHD., SHAH ALAM	Strand for prestressed concrete	Usually not available for public testing
18	302	IPOH LAB SDN. BHD.	Hardener concrete, metallic	Usually not available for public testing
19	313	JOINING TECHNOLOGY AND INSPECTION PROGRAMME , SIRIM BHD	Metal (NDT)	Available for public testing
20	314	KUAD SDN. BHD., PENANG	Aggregates, premix	Public testing
21		PROFESSIONAL TESTING SERVICES SDN. BHD., JOHOR BAHRU	Metal & metal products	
22	347	MATERIAL TESTING LABORATORIES, IKRAM QA SERVICES SDN. BHD.	Concrete, metal, aggregate, ceramic tiles, quality of vitreous china sanitary appliances, vitreous china water closet pans, WC flushing cistern and flush pipes	Available for public testing
23	373	TESTECH SDN. BHD.	Hardened concrete, aggregates, soil	Available for public testing
24	397	BS EN TEST SDN. BHD.	Concrete Cube	Available for public testing
25	408	SOIL INSTRUMENTS (M) SDN. BHD.	Hardened Concrete, Soil	Usually not available for public testing
26	410	SLAG CEMENT (SOUTHERN) SDN. BHD.	Ordinary Portland cement	Usually not available for public testing
27	429	MAKMAL UJIAN BAHAN BINAAN CIDB HOLDINGS SDN. BHD.	Ceramic tiles, quality of vitreous china sanitary appliances, vitreous china water closet pans, WC flushing cistern	Available for public testing

TEST LABORATORIES FOR IRON AND STEEL

No.	Laboratory Name	SAMM No	Contact
1.	PRIMA METAL INDUSTRIES SDN. BHD. 10 KM JALAN LAHAT PAPAN PETI SURAT 77 30710 IPOH PERAK, MALAYSIA	016	Contact: Mr. Ahmad Jaal Tel: 605-322 2899 Fax: 605-321 5844 Email: info@mmcmetal.com.my Website:
2.	UNIT TEST SCIENTIFIC SDN. BHD. NO 27A, 1 ST FLOOR & NO 27/2 2 ND FLOOR THE HIGHWAY CENTRE 46050 PETALING JAYA SELANGOR, MALAYSIA .	044	Contact: Mr. Ip Kok Choy/Mr. Ong Teck Wan Tel : 603-7781 7585/603-7784 1843 Fax: 603-7781 7586 Email: - Website: -
3.	SME AEROSPACE SDN. BHD. LOT 14643, LOCKED BAG NO. 222 47000 SUNGAI BULOH SELANGOR, MALAYSIA	056	Contact: Ms. Mastura Othman Tel: 603-6156 1778 Fax: 603-6156 6941/6156 4832 Email: hog@smea.com.my Website: http://www.smea.com.my
4.	CIVIL AND CONSTRUCTION SECTION (CCST-TESTING GROUP) SIRIM QAS INTERNATIONAL SDN. BHD. BUILDING 22 NO. 1 PERSIARAN DATO' MENTERI P. O. BOX 7035, SECTION 2 40911 SHAH ALAM SELANGOR, MALAYSIA	085	Contact: Ms. Raja Nor Siha binti Raja Abdul Hanan Tel: 603-5544 5851 Fax: 603-5544 5855 Email: siha@sirim.my Website: http://www.sirim.my
5.	TESTECH SDN. BHD. 8, JALAN 30B/146 DESA TASIK, SG. BESI 57000 KUALA LUMPUR MALAYSIA	225	Contact: Ms. Tan Poh Im Tel: 603-9059 3587 Fax: 603-9059 3455 Email: inquiry@testech.com.my Website: www.testech.com.my
6.	CIVIL ENGINEERING TESTING UNIT (CETU) FACULTY OF CIVIL ENGINEERING UNIVERSITI TEKNOLOGI MALAYSIA 81310 UTM, SKUDAI JOHOR, MALAYSIA	235	Contact: Prof. Dr. Abd. Latif Salleh Tel: 607-5532155 Fax: 607-5567488 Email: cetu@fka.utm.my Website: www.utm.edu.my
7.	MENTRADE TESTING SERVICES SDN. BHD. PLO 110, JALAN CYBER 5 KAWASAN PERINDUSTRIAN SENAI FASA 3 81400 SENAI, JOHOR MALAYSIA	274	Contact: Mr. Khoo Ee Heng Tel : 607-598 8898 Fax: 607-598 3898 Email: - Website: -

TEST LABORATORIES FOR IRON AND STEEL

No.	Laboratory Name	SAMM No	Contact
8.	SOUTHERN PC STEEL SDN. BHD. LOT 4808, JALAN UTAS 15/7 40000 SHAH ALAM SELANGOR, MALAYSIA	289	Contact: Mr. Shahrul Saleh Alang Tel : 603- Fax: 603- Email: - Website: -
9.	IPOH LAB SDN. BHD. NO. 135, BULATAN CHERRY OFF JALAN TUN ABDUL RAZAK 30100 IPOH PERAK, MALAYSIA	302	Contact: Mr. MASFIZIL b. SHOIB Tel: 605-528 1577 Fax: 605-528 5750 Email: Inquiryipohlab.com.my Website: -
10.	JOINING AND INSPECTION SERVICES SIRIM BERHAD NO. 1 PERSIARAN DATO' MENTERI SECTION 2 P.O. BOX 7035 40911 SHAH ALAM SELANGOR, MALAYSIA	313	Contact: Dr. Hasnah Abdul Wahab/Mr. Ang Chee Keong Tel: 603-5544 6070 Fax: 603-5544 6057 Email: chee.kheong_ang@sirim.my Website: www.sirim.my
11.	PROFESSIONAL TESTING SERVICES SDN. BHD. 7, JALAN MEGA 1 TAMAN PERINDUSTRIAN NUSA CEMERLANG 81550 GELANG PATAH JOHOR, MALAYSIA	317	Contact: Mr. C K Tee Tel: 607-557 4360/016-771 6355 Fax: 607-557 4362 Email: - Website: -
12.	MATERIAL TESTING LABORATORY IKRAM QA SERVICES SDN. BHD. BLOK 7 & 8, UNIPARK SURIA JALAN IKRAM-UNITEN 43000 KAJANG, SELANGOR MALAYSIA	347	Contact: Tn. Hj. Yahya Hj. Ariffin Tel: 6083-8738 3303 Fax: 6083-8736 7254 Email: yahya@ikram.com.my Website: http://www.ikram.com.my
13.	TESTECH SDN. BHD. 48 JALAN PERUSAHAAN JELUTONG 1 11600 PULAU PINANG	373	Contact: Ms. Tan Poh Im Tel: 04-288 6551 / 6552 Fax: 04-288 6550 Email: inquiry@testech.com.my Website: www.testech.com.my

TEST LABORATORIES FOR IRON AND STEEL

Bil.	Nama Makmal	SAMM No	Contact
14.	SSB TESTING LABORATORY SOUTHERN STEEL BERHAD 2723 LORONG PERUSAHAAN 12 PRAI INDUSTRIAL ESTATE 13600 PRAI, PULAU PINANG MALAYSIA	436	Contact: Mr. Chua Lee Heng Tel: 604-390 6540 (ext-829) Fax: 604-385 2874 Email: chua.leeheng@southsteel.com Website: -
15.	METALLURGICAL CONSULTANCY AND SERVICES SDN. BHD. NO. 2 JALAN U5/17 SECTION U5 40150 SHAH ALAM SELANGOR, MALAYSIA	442	Contact: Dr. Lim Chin Liang Tel: 603-7845 0730/40 Fax: 603-7845 0729/39 Email: metacos@po.jaring.my / admin@metacos.com Website: www.metacos.com
16.	ALPINE PIPE MANUFACTURING SDN. BHD. LOT 6085-6089, JALAN HAJI ABDUL MANAN BATU 5 1/2, JALAN MERU 41050 KLANG SELANGOR, MALAYSIA	496	Contact: Mr. Ng Yew Seong Tel: 603-3392 7678 Fax: 603-3392 6820/21 Email: ysng@htgrp.com.my Website: -
17.	UNIVERSAL TESTING MACHINE (UTM) LABORATORY MECHANICAL ENGINEERING DEPARTMENT UNIVERSITI TEKNOLOGI PETRONAS 17-00-06 BUILDING 17, BANDAR SERI ISKANDAR 31750 TRONOH, PERAK	544	Contact: Mr M. Sani Selamat/Mr Hatta Amran Tel: +605-368 7017 Fax: +603-365 4075 Email: mdsani@petronas.com.my Website: http://www.nusatek.com
18.	NUSANTARA TECHNOLOGIES SDN. BHD. (MATERIAL LAB) NO. 5 JALAN ANGGERIK MOKARA 31/45 SEKSYEN 31 KOTA KEMUNING 40460 SHAH ALAM SELANGOR, MALAYSIA	545	Contact: En. Zaidi Ali Tel: +603-5122 9766 Fax: +603-5122 8766 Email: info@nusatek.com Website: http://www.nusatek.com
19.	SBN INDUSTRIES SDN. BHD. 6 JALAN PENAGA KAWASAN PERINDUSTRIAN KOTA PUTRI 81750 MASAI, JOHOR	546	Contact: En. Mahdzir Ismail Tel: +607-388 2521 Fax: +607-388 2523 Email: mahdzir@sbnbiz.com Website: http://www.sbnbiz.com

Attachment 5

LIST OF FOREIGN ACCREDITATION BODIES AND LABORATORIES ACCREDITED BY DEPARTMENT OF STANDARDS MALAYSIA

- 1) Information of accreditation bodies overseas
- 2) List of test laboratories for Construction Products in countries that frequently export products into Malaysia. They are from China, Japan and Korea and the tests can be conducted in the country of origin.

No.	Country of Manufacturer	Accreditation Bodies/ Accreditation Agents
1)	Indonesia	<p>KAN</p> <p>tel: +62 21 574 7042/3 fax: +62 21 5970 2948 email: laboratorium@bsn.or.id web site: http://www.bsn.or.id List of accredited facilities not available.</p>
2)	China	<p>CNAS</p> <p>tel: +86 10 6599 4568 fax: +86 10 6599 4079 email: info@cnas.org.cn web site: http://www.cnas.org.cn List of accredited facilities</p>
3)	Thailand	<p>DMSc</p> <p>tel: +66 2 951 1278 fax: +66 2 951 1270 email: amorn.w@dmsc.moph.go.th web site: www.dmsc.moph.go.th List of accredited facilities not available.</p> <p>DSS</p> <p>tel: +66 2 201 7027 fax: +66 2 201 7201 email: kasem@dss.go.th web site: www.dss.go.th List of accredited facilities</p>

**LIST OF FOREIGN ACCREDITATION BODIES AND LABORATORIES ACCREDITED
BY DEPARTMENT OF STANDARDS MALAYSIA**

No.	Country of Manufacturer	Accreditation Bodies Accreditation Agents
		NSC - ONAC (previously TLAS) tel: +66 2 202 3327 fax: +66 2 354 3133 email: thainac@tisi.go.th web site: www.tisi.go.th List of accredited facilities
4)	Vietnam	BoA tel: +84 4 791 1551; 791 1552 fax: + 84 4 791 1551 email: vu-thuy@hn.vnn.vn web site: www.boa.gov.vn List of accredited facilities
5)	Filipina	PAO tel: +63 2 751 4707; 63 2 751 3127 fax: +63 2 751 4706 email: CirilaBotor@dti.gov.ph web site: http://www.bps.dti.gov.ph List of accredited facilities not available.
6)	Jepun	JAB tel: +81 3 3442 1210 fax: +81 3 5475-2780 email: siguchi@jab.or.jp web site: http://www.jab.or.jp List of accredited facilities (Testing, Calibration, Medical) List of accredited facilities (Inspection)

**LIST OF FOREIGN ACCREDITATION BODIES AND LABORATORIES ACCREDITED
BY DEPARTMENT OF STANDARDS MALAYSIA**

No.	Country of Manufacturer	Accreditation Bodies Accreditation Agents
		IAJapan tel: +81 3 3481 1939 fax: +81 3 3481 1937 email: iajapan@nite.go.jp website: http://www.nite.go.jp/asse/iajapan/ List of accredited facilities (JCSS) List of accredited facilities (JNLA) List of accredited facilities (ASNITE)
		VLAC tel: +81 3 3568 2152 fax: +81 3 3568 2153 email: kawashima@vlac.co.jp web site: http://www.vlac.co.jp List of accredited facilities
8)	Republic of China (Taiwan)	TAF tel: +886 3 572 3316 fax: +886 3 572 6308 email: nigel_jou@taftw.org.tw web site: http://www.taftw.org.tw List of accredited facilities not available.
9)	Singapore	SAC tel: +65 6279 1847 fax: +65 6272 1937 email: chang_kwei_fern@spring.gov.sg web site: http://www.sac-accreditation.gov.sg List of accredited facilities (Testing) List of accredited facilities (Inspection)
10)	Korea	KOLAS tel: +82 2 507 7649 fax: +82 2 507 6875 email: kolas@kats.go.kr web site: http://kolas.kats.go.kr List of accredited facilities

REFERENCE

- i. Customs (Prohibition on Imports) Order 1998 Amendment 2003/2004.
- ii. Guidelines on SIRIM QAS Product Certification that are described in SIRIM QAS document reference 'SQAS-PCS/PRO/01' can be obtained directly from SIRIM QAS.
- iii. Guidelines on SIRIM QAS Consignment Sampling and Testing Services that are described in SIRIM QAS document reference 'SQAS-CST/PRO/01' can be obtained directly from SIRIM QAS.
- iv. Guidelines on IKRAM QA Product Certification that are described in reference 'IKRAM QA-AP-1' can be obtained directly from IKRAM QA.
- v. Guidelines on IKRAM QA Consignment Sampling and Testing Services that are described in IKRAM QA document reference 'IKRAM QA-AP-1' can be obtained directly from IKRAM QA.

Attachment 6**APPLICATION FORM****APPOINTMENT OF 3RD PARTY INSPECTION BODY (TPIB) & FOREIGN/ LOCAL ACCREDITED LABORATORY****A. APPLICANT INFORMATION**

1. Company Name & Address			
2. Business Registration No.	3. Contact Person		
4. Tel. No	5. Fax. No	6. E-mail Address	
7. Sampling Location			

B. PRODUCT INFORMATION

Product	Grade	Standard	HS Code	Size/Diameter	Total Quantity	Usage

(Please use Annex A if insufficient space)/ (Attach Mil Certificate)

C. THIRD PARTY INSPECTION BODY (TPIB) (IF APPLICABLE)

1. Name and Address of TPIB			
2. Website	3. Accreditation No. (ISO 17020)	4. Scope Of Inspection	5. Attachments
			✓
			✓ Accreditation certificate ✓ List of accredited inspection scope

D. FOREIGN / LOCAL ACCREDITED LABORATORY

1. Name and Address			
2. Website	6. Accreditation No. (ISO/IEC 17025)	3. Scope of Accreditation	7. Attachments
3. Scope of Accreditation		4. Name of Accreditation Body	
4. Name of Accreditation Body		5. Expiry Date	
5. Expiry Date			✓
			✓ Accreditation certificate ✓ List of accredited testing scope

E. FOR CIDB USE

	Scope of Accreditation	License Validity	Remark	Approved by,
Third party inspection body				
Foreign / Local accredited laboratory				(.....)

DECLARATION

I/we hereby acknowledge that the information provided is true. We agree the laboratory appointed by me/us will conduct a full type test on the product mentioned. Therefore, in the event the laboratory issues a failed test result, then I/we do not have the right to apply for appeal to change the specification/standard of the product/purpose of use or the quantity and size with the intention of retesting the relevant construction product/material. Therefore, for construction products/materials that fail the test, we shall be responsible for sending back the products to the source country at my/our own expenses. Proof of postage endorsed by the Customs will be forwarded to CIDB.

Signature

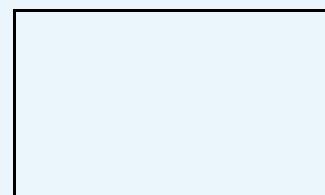
Company/ Firm Official Stamp

Name

Designation

IC/Passport No

Date



LAB VALIDATION

Signature :

Officer :

Designation &
Agency Stamp :

INSPECTION BODY VALIDATION (IB)

Signature :

Officer :

Designation &
Agency Stamp :

Date :

Date :

Nota :-

1. Please attach the Mill Certificate upon submission of this Undertaking Form
2. *The lab mentioned is accredited and still valid

APPENDIX 1: PRODUCT INFORMATION

**ENFORCEABLE UNDERTAKING
CONSTRUCTION PRODUCT OR MATERIAL IMPORTER
PRODUCT CERTIFICATION (PC)
(PC)**

(for products that have COA before verification)

1. IMPORTER :
2. MANUFACTURER :
3. COUNTRY :
4. CONSTRUCTION PRODUCT/MATERIAL NAME :
5. PC NO. :
6. STANDARD :

(Please attach a copy of the Product Certification and submit with this Undertaking form)

I/we (as stated above) hereby agree to:

1. Issuance of Certificate of Approval (COA) on the construction product/material (as mentioned) imported by us is only the condition to bring the product into the country, and it is not a certification that the product has complied to the standard (Certification of Standard Compliance).
2. We hereby wish to inform CIDB that the product/goods that are removed from the main premises of Customs shall be brought to the location/warehouse that is stated below:

Location/Warehouse Address:.....

.....
.....
.....

Tel. No:

Officer to Contact:

3. Construction Industry Development Board (Board) reserves the right to verify the products that already have COA through PC Method.
4. I/We shall strictly not conduct any business, which includes but not limited to the implementation, use, produce, supply, market, move, sell or buy whether wholesale or retail, import or export products that have COA UNTIL approval for Standard Compliance is issued by the Board.

5. In the event, during verification, should the Board find the following:
 - i) Products that are different or other than specified in the PC list
 - ii) Construction products or material, reduced quantity, marking not adhering to the standard, different packaging, change in construction product or material arrangement in packaging or any changes of shape or physical appearance of the construction product or material
6. I/We agree that the Standard Compliance Approval will not be issued.
7. I/We hereby agree that I/we and the directors shall be blacklisted.
8. I/We also understand that the Construction product/Material can be confiscated.
9. I/We shall bear the responsibility for the return of all the products to the country of origin as well as all the expenses related to it, should any violation and offence is committed.
10. I/We shall not be eligible to claim any cost from the Board related to this offence.
11. In the event I/we fail to adhere to this undertaking, I/we and the directors shall be blacklisted and that the Board reserves the right not to entertain any future applications regarding import from me/us and the directors.

1. Signature

Importer

Name

Company/Firm Stamp

(Director)

IC/Passport No

Date

2. Signature

Importer Name

(Director)

IC/Passport No

Date

**ENFORCEABLE UNDERTAKING
CONSTRUCTION PRODUCTS OR MATERIALS IMPORTER
SAMPLING METHODS (CONSIGNMENT)**

Attachment 8

(for products not FTTR-approved)

1. IMPORTER :
 2. MANUFACTURER :
 3. COUNTRY :
 4. NAME OF CONSTRUCTION PRODUCT/MATERIAL :
 5. STANDARD :
 6. PRODUCT SPECIFICATION :
 7. PURPOSE OF USE :
 8. QUANTITY :
 9. SIZE :
- i.
- ii.
- iii.

(Please attach the Mill Certificate with this Letter of Acknowledgement)

1. I/We understand that the Critical Test is part of the Full Type Test Report and is required to be conducted as part of the conditions of COA issuance only. The issuance of COA is a condition required to bring the product into this country and not for the approval of standard compliance.
2. We hereby wish to inform CIDB that products/goods that are removed from the main Customs premises shall be borught to the location/warehouse as stated below:

Location/Warehouse Address

:-

.....

.....

.....

Tel. No. : -.....
Officer in Contact : -.....

3. I/We shall not conduct any business that includes and not limited to manage, use, produce, supply, market, move, sell or buy whether wholesale or retail, import or export products that received COA until the Full Type Test Report is issued by the accredited lab and Standard Compliance Approval is issued by the Board:
 - i) Failure in Critical Test, COA will not be issued. Hence, I/We will return all the construction products/materials back to the country of origin on my/our own expenses. Proof of delivery that is certified by the Customs Department will be submitted to CIDB; OR
 - ii) After the issuance of COA, construction products or materials, reduced in quantity, markings not adhering to the standard, change in packing, arrangement of product or any changes in the packing or physical appearance of the construction products or materials;
4. I/We agree that the Standard Compliance Approval will not be issued.
5. I/We hereby agree I/We and the directors are liable to be blacklisted.
6. I/We also understand that the Construction Products/Materials can be confiscated.
7. I/We shall bear the full responsibility for the delivery of all the products to the country of origin as well as all the expenses related to the violation and offence committed.
8. I/We are not eligible to claim any cost from the Board related to this offence.
9. In the event I/we fail to adhere to this agreement, I/we and the directors shall be blacklisted and that the Board reserves the right not to entertain any future applications regarding import from me/us and the directors.

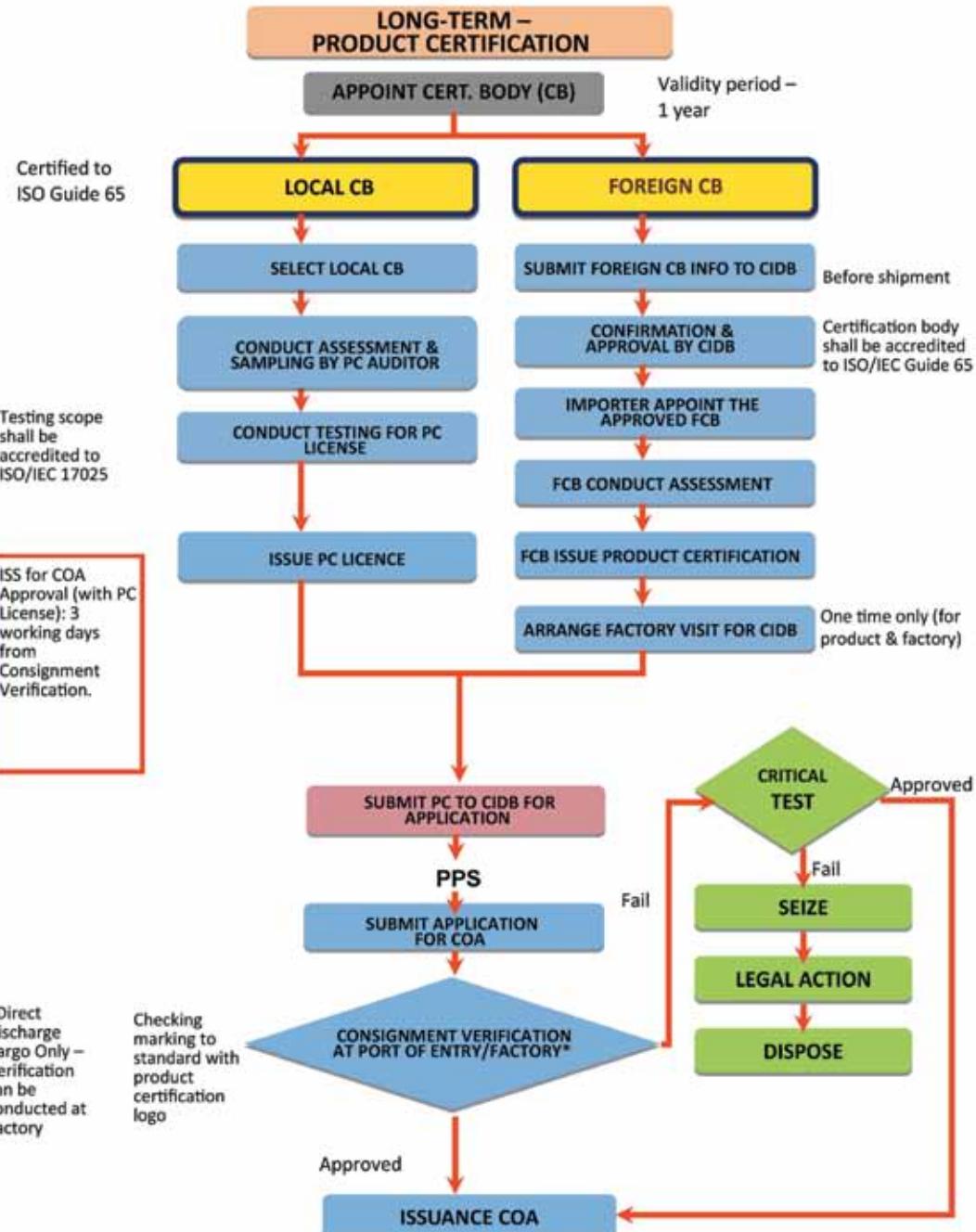
Importer's Signature :.....

Company/Firm Stamp

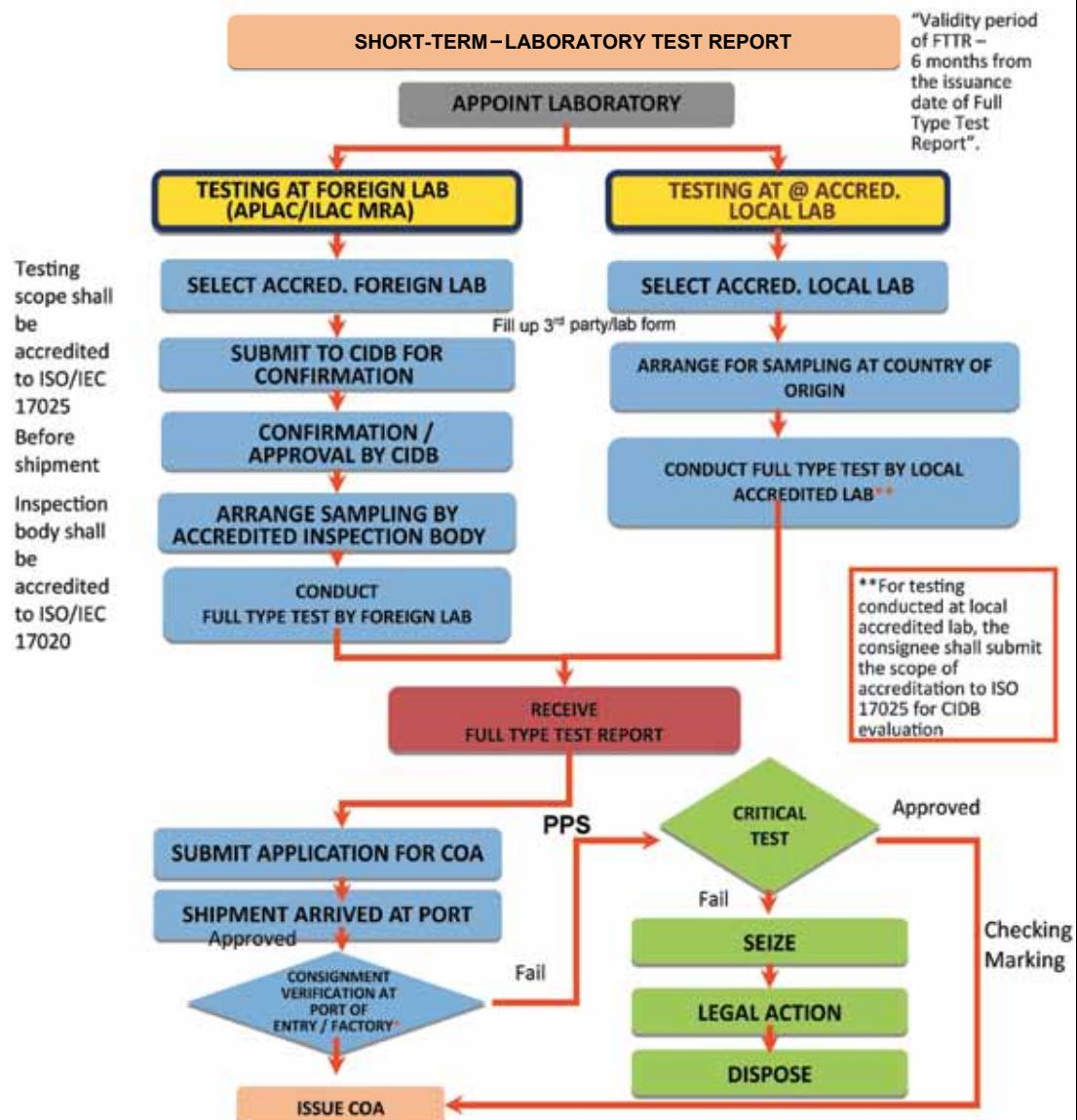
Director Name :.....

IC/Passport No. :.....

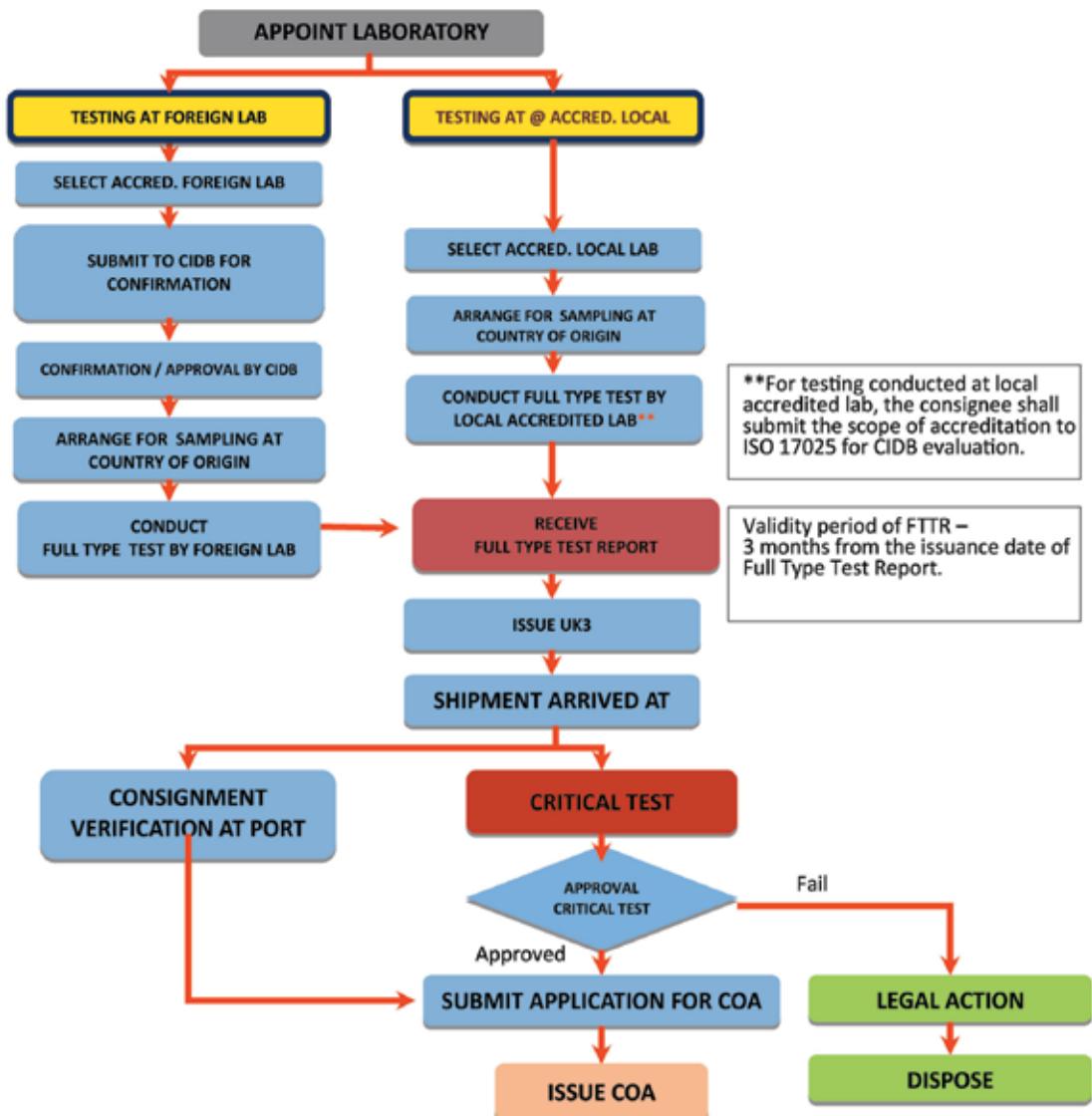
Date :.....



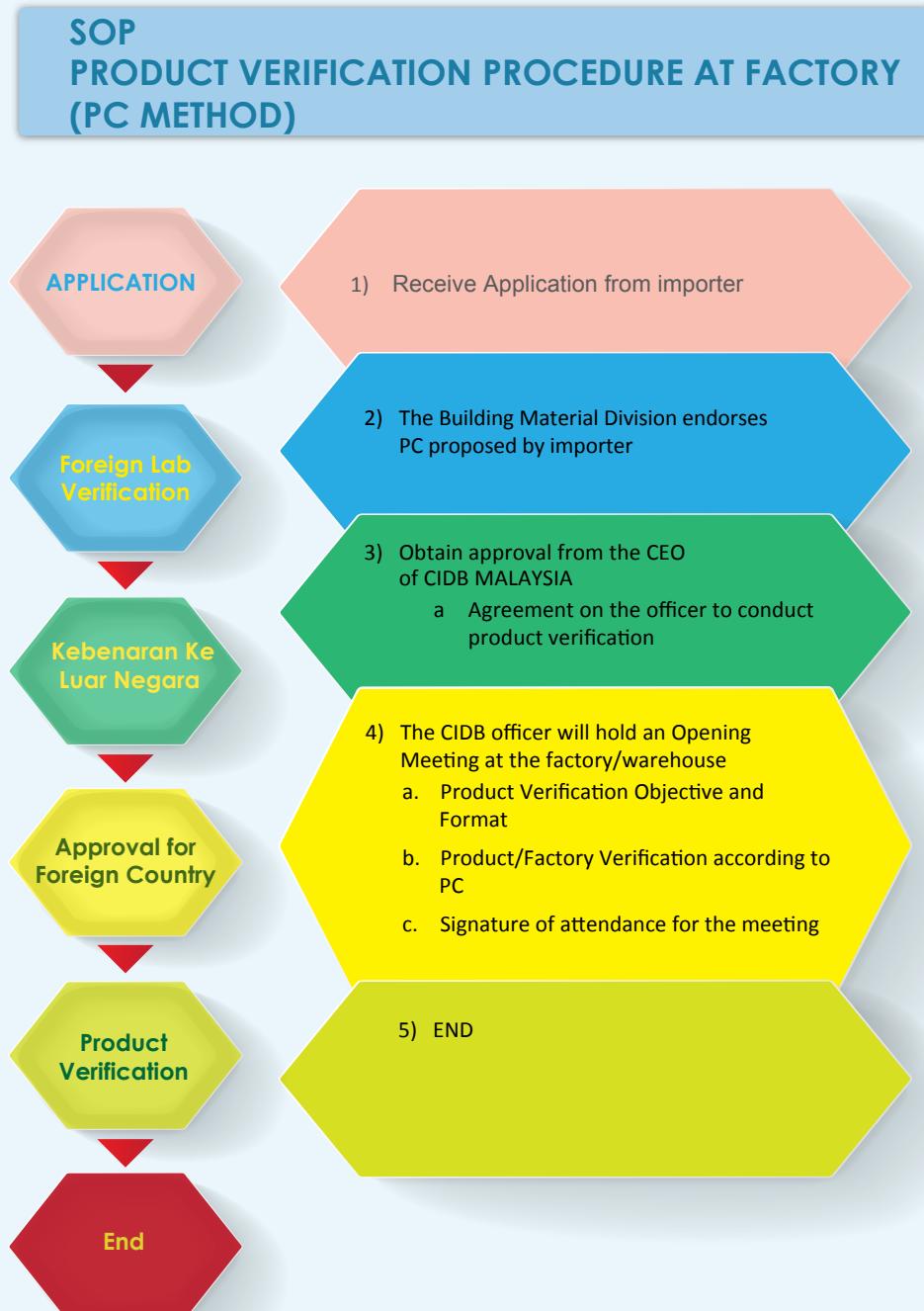
Attachment 10



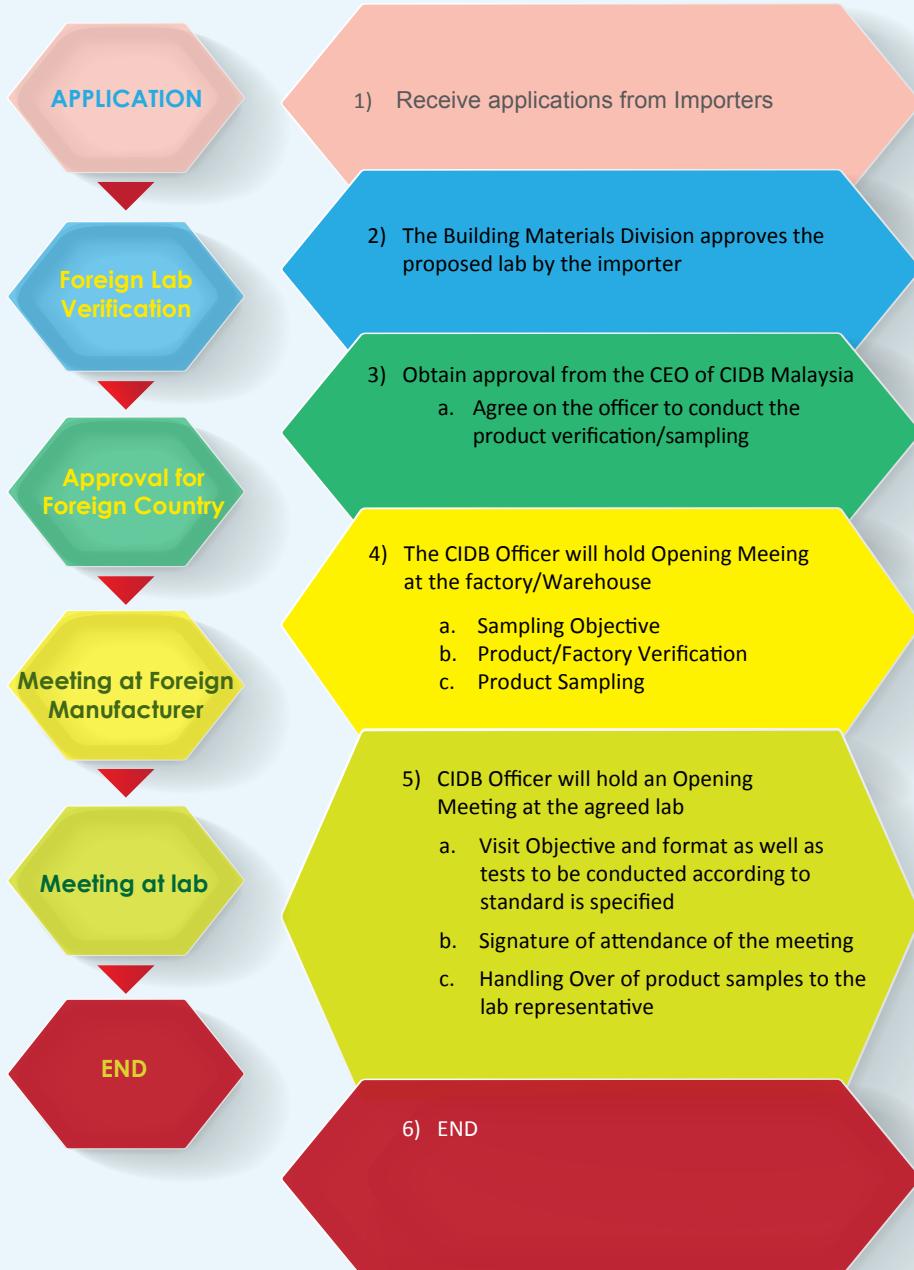
SHORT-TERM – CEMENT IMPORTATION PROCEDURE



Attachment 12



SOP FULL TYPE TEST OVERSEAS (CONSIGNMENT TEST)



GENERAL INFORMATION

Completed application can be submitted to the following address:

General Manager
Building Material Division
Construction Industry Development Board of Malaysia
35th Floor, PWTC, Menara Dato' Onn,
No. 45, Jalan Tun Ismail, 50000 Kuala Lumpur

INFORMATION LINE FOR CIDB:

**Construction Industry
Development Board (CIDB)
Building Material Division**

**35th Floor, Menara Dato' Onn
Pusat Dagangan Dunia Putra
No. 45, Jalan Tun Ismail
50480 Kuala Lumpur.**
Tel: 03-4047 7000 (general line)
Fax: 03-4047 7070

INFORMATION LINE FOR KDRM:

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Royal Malaysian Customs
Headquarters**
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Kompleks Kementerian Kewangan
Precinct 2, 62592 Putrajaya
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Fax: 03-8888 4589

Information Technology Branch
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General Email: permit@customs.gov.my

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Pager: 603-7804 8833; Pager No: 43032 / 43033
Hand phone: 017-8733 292, 017-8880 248
Email: careline@dagangnet.com
Web Care line: <http://www.dagangnet.com>

PROCEDURES FOR IMPORTING CONSTRUCTION PRODUCTS

FOURTH EDITION



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Construction Industry Development Board Malaysia

Ibu Pejabat CIDB

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