

## Approved Permit

### Motor Vehicles - Individual AP Guideline

A. Garis Panduan dan Senarai Semak Permohonan Lesen Import (AP) Kenderaan Persendirian bagi:

1. Warganegara Malaysia yang **Bekerja** di Luar Negara
  1. Senarai Semak (Persendirian Bekerja)
  2. Senarai Semak (Pasangan Bekerja)
  3. Senarai Semak (Anak Bekerja)
2. Warganegara Malaysia yang **Belajar** di Luar Negara
  1. Senarai Semak (Persendirian Belajar)
  2. Senarai Semak (Pasangan Belajar)
3. Program Kepulangan Pakar
  1. Senarai Semak (REP)
4. Ahli Parlimen dan ADUN
  1. Senarai Semak (MP dan ADUN)
5. Anggota Kedutaan
  1. Checklist (Embassy)
6. Pegawai Dagang (Expatriate)
7. Malaysia My Second Home (MM2H)
  1. Checklist (MM2H)

B. Surat Permohonan Lesen Import (AP) Kenderaan Persendirian / Application Letter for Personal Vehicle AP

C. Carta Alir Permohonan Lesen Import (AP) Kenderaan Persendirian / Flow Chart of Application of Personal AP

D. Manual Pengguna Sistem e-Permit bagi Permohonan Lesen Import (AP) / Kenderaan Persendirian / e-Permit System User Manual for Application of Personal AP

E. Link Permohonan Lesen Import (AP) Kenderaan Persendirian

### Open AP

1. Dasar Baharu AP Terbuka | New Open AP Policy
2. Permohonan AP Terbuka:
  - Garis Panduan Permohonan AP Terbuka
  - Borang Permohonan & Senarai Semak AP
  - Bagi Permohonan Baharu:

- Sebarang pertanyaan mengenai permohonan untuk menjadi syarikat AP Terbuka di bawah Dasar Baharu AP Terbuka boleh dimajukan kepada MITI di talian 03-6208 4970 atau emel [ap@miti.gov.my](mailto:ap@miti.gov.my)
  - *Further questions about the application for new open AP company under the New Open AP Policy can be channelled to MITI via phone at 03-6208 4970 or email to [ap@miti.gov.my](mailto:ap@miti.gov.my).*
3. [Senarai Syarikat AP Terbuka di Bawah Dasar Baharu AP Terbuka | List of Open AP Companies under New Open AP Policy](#)
  4. [Data Lesen Import \(AP Terbuka dan AP Francais\) Yang Dikeluarkan Pada 2017-2018 | Data on Import License \(Open AP and Franchise AP\), Issued 2017-2018](#)

## Franchise AP

1. [Dasar AP Francais | Franchise AP Policy](#)
2. [Senarai Semak AP Franchise](#)
3. [Senarai Syarikat AP Francais | List of Franchise AP Companies](#)

## Other Vehicle AP

1. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Market Research & Pre Assembly/Bridging \(EEV\) - Existing](#)
2. [Flow Chart For Application AP Type \(MRA\) - Other Vehicle Permanent Import - Market Research & Pre Assembly/Bridging \(EEV\) - New](#)
3. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Completely Knocked Down \(CKD\) - Existing](#)
4. [Flow Chart For Application AP Type \(CKD\) - Other Vehicle Permanent Import - Completely Knocked Down \(CKD\) - New](#)
5. [Flow Chart For Application AP Type \(IKD\) - Other Vehicle Permanent Import - Semi-Knocked Down \(SKD\)](#)
6. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Special Purpose Vehicle \(SPV\)](#)
7. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Classic/Vintage \(Company\) \(New\)](#)
8. [Flow Chart For Application AP Type \(INP\) - Classic / Vintage \(Individual\) Permanent Import - Classic/Vintage \(Individual\)](#)
9. [Flow Chart For Application AP Type \(INQ\) Permanent Import - Research & Development](#)
10. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Offroad/Recreational](#)
11. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Completely Build Up \(CBU\)](#)
12. [Flow Chart For Application AP Type \(IRB\) - Rebuilt Permanent Import - Rebuilt](#)
13. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Gift/Contribution](#)
14. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Racing](#)
15. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Chassis Not Fitted With Engine](#)
16. [Flow Chart For Application AP Type \(INQ\) - Other Vehicle Permanent Import - Chassis Fitted With Engine \(CKD\)](#)

17. Flow Chart For Application AP Type (INQ) - Other Vehicle Permanent Import - Motosikal Pocket/Mini/Dirt/Go-Kart
18. Flow Chart For Application AP Type (INQ) - Other Vehicle Permanent Import - Micromobility
19. Flow Chart For Application AP Type Permanent Import - Government Procurement
20. Flow Chart For Application AP Type (IOP) - Other Vehicle (Personal)
21. Flow Chart For Application AP Type (INQ) - Other Vehicle Permanent Import - Re-Import (Company/Individual)
22. Flow Chart For Application AP Type (INQ) - Other Vehicle Temporary Import - Chassis Fitted With Engine (Re-Export) - Existing
23. Flow Chart For Application AP Type (ITI) - Other Vehicle Temporary Import - Chassis Fitted With Engine (Re-Export) - New
24. Flow Chart For Application AP Type (ITI) - Temporary Import Temporary Import - Racing & Exhibition
25. Flow Chart For Application AP Type (ITI) - Temporary Import Temporary Import - R&D, Re-Export, Offroad/Recreational - Existing
26. Flow Chart For Application AP Type (ITI) - Temporary Import Temporary Import - R&D, Re-Export, Offroad/Recreational, Chassis Fitted With Engine - New

## Heavy Machinery Guideline

1. Application Letter	AP application request using companies letterhead addressed to MITI.
2. Letter of Undertaking	Companies undertaking of their responsibility to ensure all documents submitted are genuine and valid (Date of letter is 1 Month Validity).
3. Invoice	Proof of purchase from the seller.
4. Catalogue	Picture and Description of Machinery.
5. Certificate of Origin	Certificate confirming the country of machinery origin.
6. Manufacturing Certificate (New Machinery)	Documentation that clearly states or exhibits the following:
<b>OR</b>	1. Manufacturing Year of Machinery; and
Chassis Plate Picture and Export Certificate (Used Machinery)	2. Chassis Number
7. Non-Objection Letter / CLA from Local Crane Manufacturer (refer to import condition)	For certain machinery, CLA is required from Local Manufacturers
8. Project Contract / Documentation for temporary imports	Document or Contract of Importer providing proof that machinery is used for domestic projects/consumption

## CWC Chemicals Guideline

1. Cover Letter AP application request using companies letterhead addressed to MITI.
2. CWC National Authority Confirmation Letter (Ministry of Foreign Affairs)  
A letter issued by The NACWC, Ministry of Foreign Affairs Malaysia which confirms chemical is regulated under CWC Act 2005.  
  
The letter serves as confirmation whether the chemicals to be imported are CWC or non-CWC chemicals
3. Invoice Proof of purchase from seller.
4. Material Safety Data Sheet (MSDS) Document that provides basic information on a the chemical product imported.

## Iron & Steel Products Guidelines

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| 1. Import Application Form   | Form to be completed by applicant. All details must be accurate and similar to details in e-permit and documents attached with the application. Form is signed and officially stamped with date indicated.                                   |
| 2. Manufacturing License   | Manufacturing License from MITI or Customs. Only applicable to Manufacturer applicant.   |
| 3. Business License  | Business License from Local Authority. Only applicable to Trader / Service Centre applicant.   |
| 4. Cover Letter  | Formal letter to MITI using the company letterhead requesting to apply for an AP. To include explanation on the application.   |
| 5. H.S. Code Confirmation Letter from Royal Malaysian Customs Department (RMCD). | <p>Letter from RMCD confirming the H.S. code of the imported product. To be attached together with the cover letter.</p> <p>Note: The H.S Code Confirmation will be used as an application reference and not a determinant for approval.</p> |
| 6. Invoice / Performa Invoice / Sales Contract                                   | Proof of purchase of Iron and Steel products by AP applicant.  |

7. Mills Certificate	<p>Certificate issued by the foreign manufacturer containing information and composition of the iron and steel products to be imported. Compulsory for Iron and Steel H.S. Code beginning with 7225 and 7227.</p> <p>Please ensure the International Standard and grade is of alloy steel.</p>
8. Purchase Order from Local Buyer	Proof of order from local buyer in Malaysia.
9. Bill of Lading / Packing List	Document proving goods are ready for export to Malaysia.
10. Exemption Letter	Letter proving any exemption from import duty or tax for imported products.
11. Scrap Trading License from PDRM / Manufacturing License from MITI.	License indicating trading or manufacturing activity.

## Other Goods Guideline

MITI controls the importation of “Reusable batteries (accumulators) used for **motor vehicles** of headings 8701, 8702, 8703, 8704, 8705, 8709 and 8711”. In this context only *reusable batteries* for use of **motorvehicles** and **motorcycles** need Import License (AP) from MITI.

Importation of new batteries must be accompanied with **SIRIM certificate** which confirms the status and safety of the battery.

**Used Batteries** are **prohibited from importation**.

LINK : <https://www.miti.gov.my/index.php/pages/view/3796?mid=84>