INTRODUCTION

ASEAN NCAP has conducted crash testing of cars since 2012 in various laboratories. As these laboratories are located in various countries, this document serves as a guideline on how to deliver the selected cars to the crash laboratories to be crash tested. This guideline applies to all passenger cars that are to be tested by ASEAN NCAP. The figure below shows the process flow of car importation to be delivered to a crash test facility.

LEGAL IMPORTATION PROCESS (FOR CRASH TEST AT MIROS PC3)

Import License for Motor Vehicles to Malaysia

In order to import a car to Malaysia, an application must be made to the Ministry of International Trade and Industry (MITI) for an Approved Permit (AP). An AP is an import and export license issued by the Permit Issuing Agencies (PIAs) under the Customs Act 1967. The car to be imported to Malaysia must be registered in the home country of the person/company applying the license. The following processes are some of the general guideline to apply for AP in Malaysia.

1. Submit an official government-to-government application letter (MIROS to MITI) expressing intention to import a car from an ASEAN country. Notify that the purpose is for research and development (R&D) i.e. crash testing of the imported vehicle. The flow chart for the application AP type (INQ), Permanent Import – Research & Development to MITI can be referred in Appendix I.

2. All applications must go through the DagangNet portal by submitting the following documents including the customs approval.
   i) Forwarder company details.
   ii) Original and photocopy of the vehicle registration documents.
iii) Vehicle specifications.
iv) Insurance documents.
v) Proof of ownership of the car to be imported.
vi) Bill of lading document.
vii) Completed **JK69 Customs Clearance** document (Appendix II – Sample form of JK69).

3. Upon receipt of the approved JK69 Customs Clearance, apply for duties exemption from the Ministry of Finance. State that the reason of application is for research and development (i.e. ASEAN NCAP crash test). If the application for duties exemption is not approved, the required tax payment must be made in order to release the car. It should be noted that import duties can be higher than the value of the car.

4. In the event that the application for duties exemption is approved, liaise with the assigned freight forwarding company to arrange for the shipment of the vehicle via sea freight from the origin country. Bring along the Customs Clearance Form JK69 with other approved documents for customs clearing (if any) at the specific port.

5. Once the car arrives in Malaysia, the forwarding company will be responsible to release the car from the port of entry. Prior to its release, the car will be inspected by PUSKAPOM, the Malaysian vehicle inspection agency. The inspection is done on behalf of the Malaysian Customs Department. The bill of lading and AP must be presented during the inspection.

6. Once the car has been inspected, import duties must be paid if no exemption was obtained. The amount of duty depends on the purchase price of the vehicle, the date it was first registered, the model, engine size, and the date of import. The vehicle will not be released from customs until the duty has been paid or cleared. For any updated information regarding the cost of importing a particular car, the Royal Malaysian Customs Department should be contacted directly.

**SHIPPING PROCESS**

In practice, the regulatory mechanisms of freight forwarders are almost similar. They have to ensure that the car is delivered on time and in perfect condition. However, different operators are often subject to different minimum requirements especially on the shipping process. The standard operating procedure (SOP) for transporting a vehicle via ocean freight is as follows.

1. Scheduling in advance – Schedule the shipping as far in advance as possible to meet the deadline. The test vehicle must reach MIROS Provisional CRASE Crash Centre (PC3) lab at least 1 week before the scheduled test.
2. Cleaning out the test vehicle – There should be no personal items in the test vehicle during transport. Failure to clear all belongings may result in additional fee imposed or cause a delay in the transport of the test vehicle.
3. Securing the test vehicle – The test vehicle must be carefully loaded and secured in the container. Refer to the images below for detailed understanding.

![Securing the test vehicle](image)

Figure 1.0: Securing the test vehicle

4. Inspecting the test vehicle and making a checklist – An important step in the transportation process is to do a thorough inspection of the test vehicle and present it to the ASEAN NCAP secretariat for acknowledgment before they take possession of the vehicle. It is also highly recommended to take photos of the car from all angles until the car has been delivered. This helps in making the insurance claim if there are any cosmetic damages to the test vehicle. A contract named the “bill of lading” will need to be signed by an ASEAN NCAP representative in the origin country once the vehicle has been loaded for shipment. Then, the document must be forwarded to ASEAN NCAP secretariat for Approval Permit (AP) application in Malaysia.

5. Transporting the test vehicle – The shipping process can take anywhere from several days to several weeks for delivery once it has been picked up and loaded onto the freight ship.

6. Delivering the test vehicle to the crash lab – The door-to-door delivery service allows for the test vehicle to be picked up from port of entry and delivered directly to the crash lab. A transport truck will be used during this purpose. MIROS PC3 lab crew may be required to meet the truck driver at a nearby location that can be agreed on by the driver.

7. The transport truck must also avoid any road that might have overhanging tree branches as the branches could damage the vehicle being transported. For the safety of the test vehicle, the truck driver must drive at appropriate speeds and choose a spacious area for the process of unloading. This will allow the driver to safely load or unload the test vehicle. The truck driver is responsible for the safety of the transported vehicles.

8. The test vehicle must arrive at MIROS PC3 lab in perfect condition.
APPENDIX I

Flow chart for AP INQ – R&D to MITI

FLOW CHART FOR APPLICATION AP TYPE (INQ)
PERMANENT IMPORT – RESEARCH & DEVELOPMENT

- Applied by: Company
- Permit Type: MITI Import
- AP Type: INQ - Other Vehicle
- AP Category: NS50 – Permanent Import – Research & Development

MANUAL AP APPLICATION

MANUAL APPROVAL

APPROVED

MITI APPROVAL LETTER RECEIVED BY COMPANY

ONLINE REGISTRATION

EXISTING COMPANY (Registered with DagangNet)

NEW COMPANY

Refer Li: Registration

REGISTRATION APPROVED

AP ONLINE APPLICATION

ONLINE VERIFICATION & APPROVAL TO WORKING DAYS

REJECTED

ONLINE VERIFICATION & APPROVAL TO WORKING DAYS

REFERENCES AND RE-APPLY

PRINTING AND DECLARE AT CUSTOMS

JPFI REGISTRATION

LIST OF SUPPORTING DOCUMENTS FOR AP
1. MITI Approval Letter
2. Application Letter (Company Letterhead) - inclusive of quantity of CBU required
3. Company Profile
4. Manufacturing License
5. Technical Specification (Chassis & Engine No.) & Photos of Vehicle

SPECIAL CONDITION
1. The vehicle cannot be sold or transferred of ownership within 2 years from the date of registration of the said vehicle.
2. Importation of vehicle must be accompanied by a copy of certificate of origin registration.
3. For research and development purposes (R&D), registration shall only be made under the name of the importer.
## APPENDIX II

### Sample of JK69 Customs Clearance Form

**ORIGINAL**

**JTARATAN KASTAM DIAGA MELAYU BIOM MELAYU KASTAMU DEPARTMENT**

**PERCHITANAN UNTUK L classification MATERIAL IMPORTATION APPLICATION FOR SUPPORT LICENCE IMPORT LICENSE**

**CAR IMPORTATION PROCEDURE VERSION 1.0**

**APENDIX I**

**Sample of JK69 Customs Clearance Form**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Importer</td>
<td>Muhammad Ali</td>
</tr>
<tr>
<td>2.</td>
<td>Address</td>
<td>123 Main St, Anytown</td>
</tr>
<tr>
<td>3.</td>
<td>Car Model</td>
<td>Model A</td>
</tr>
<tr>
<td>4.</td>
<td>Year of Manufacture</td>
<td>2020</td>
</tr>
<tr>
<td>5.</td>
<td>Engine Number</td>
<td>123456</td>
</tr>
<tr>
<td>6.</td>
<td>Chassis Number</td>
<td>XYZ12345</td>
</tr>
<tr>
<td>7.</td>
<td>Country of Origin</td>
<td>FR</td>
</tr>
<tr>
<td>8.</td>
<td>Port of Import</td>
<td>Paris</td>
</tr>
<tr>
<td>9.</td>
<td>Port of Discharge</td>
<td>Kuala Lumpur</td>
</tr>
<tr>
<td>10.</td>
<td>Date of Arrival</td>
<td>01/01/2020</td>
</tr>
<tr>
<td>11.</td>
<td>Date of Discharge</td>
<td>02/01/2020</td>
</tr>
<tr>
<td>12.</td>
<td>Customs Declaration Form</td>
<td>Form A</td>
</tr>
</tbody>
</table>

**APPENDIX II**

**MIN. OF INTERNATIONAL TRADE & IND**

**UNTEK KEGIATAN RASME FOR OFFICIAL USE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>Date of Import</td>
<td>01/01/2020</td>
</tr>
<tr>
<td>14.</td>
<td>Unit of Measure</td>
<td>1</td>
</tr>
<tr>
<td>15.</td>
<td>Quantity</td>
<td>100</td>
</tr>
<tr>
<td>16.</td>
<td>Gross Weight (kg)</td>
<td>1234</td>
</tr>
<tr>
<td>17.</td>
<td>Net Weight (kg)</td>
<td>987</td>
</tr>
<tr>
<td>18.</td>
<td>Volume (liters)</td>
<td>123</td>
</tr>
<tr>
<td>19.</td>
<td>Commercial Value</td>
<td>$123,456</td>
</tr>
<tr>
<td>20.</td>
<td>Duty Payable</td>
<td>$23,456</td>
</tr>
</tbody>
</table>

**NOTE:**

- All forms must be completed in both the original and customs copy. 
- This declaration is required under the Duty Act and in accordance with Customs Act 1967.
Members of ASEAN NCAP Technical Committee

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