

**PROSEDUR BAGI PERMOHONAN PERMIT AP BAGI KERETA IMPORT YANG
DIBAWA BALIK DI KEMENTERIAN PERDAGANGAN ANTARABANGSA DAN
INDUSTRI**

**PROCEDURES OF APPLICATION FOR AP PERMIT TO IMPORT PERSONAL VEHICLE AT MINISTRY
OF INTERNATIONAL TRADE AND INDUSTRY (MITI)**

KELAYAKAN/ ELIGIBILITY:

- a) Pemohon perlu mendapat Surat Kelulusan dan Surat Akuan Tarikh Kembali daripada Kementerian Sumber Manusia.
Applicant must obtain a valid Letter of Approval and "Surat Akuan Tarikh Kembali" from the Ministry of Human Resources (MOHR).
- b) Kenderaan mesti dibawa masuk ke Malaysia dalam tempoh kelulusan yang telah ditetapkan.
Vehicle(s) must be brought into the country within the stipulated approval period.
- c) Kenderaan mestilah didaftarkan di atas nama pemohon/ pasangan/ anak di negara pemohon menetap.
The vehicle(s) must be registered under the applicant's/spouse's/child's name in the country of residence.
- d) Pemohon perlu mempunyai lesen memandu yang sah. (Malaysia/ Antarabangsa)
Applicants must obtain a valid driving license (international/ Malaysia).
- e) Pemohon yang menetap di negara yang menggunakan pemanduan sebelah kiri dibenarkan membeli kenderaan dari negara ketiga.
Applicants staying in countries that using left-hand drive vehicles are allowed to buy and bring in right-hand drive vehicles from other countries.

SYARAT KELAYAKAN AP/ SPECIAL CINDITION AP

- f) Kenderaan hanya boleh dipindah milik selepas dua (2) tahun didaftarkan di Malaysia.
Ownership of the vehicle(s) can only be transferred after 2 years of registration in Malaysia.
- g) Kenderaan Import perlu disertakan surat pendaftaran/ Sijil asal kenderaan/ inoivis pembelian.
Importation of the vehicle(s) must be accompanied by a Certificate of Registration/ Certificate of Origin/ Purchased Invoice.

PROSES PERMOHONAN / APPLICATION PROCESS

- h) Proses permohonan akan mengambil masa **tujuh (7) hari bekerja** sebelum permit AP dikeluarkan kepada pemohon.
The process for each application will takes about 7 working days (public holidays are not included) before the AP permit can be issued to the applicants.
- i) Permohonan yang telah lengkap hendaklah dihantar sendiri kepada:
*Submit completed form and all stipulated documents (original and certified true copy) **by present yourself to:***

Import and Export Control Division
Ministry of International Trade and Industry
2nd Floor, Block 10, Government Offices Complex
Jalan Duta 50622 Kuala Lumpur.

Attn : En. Muhammad Razman Abu Samah
Tel : (603)- 6203 4804
Fax : (603)- 6201 3012
Email : razman@miti.gov.my

Contact officers:

- i. Pn. Suhaili Ismail – Tel : (603)- 6203 3475
Email : suhaili@miti.gov.my
- ii. Pn. Emmylia Catena Lee – Tel : (603)- 6203 2935
Email : emmylia@miti.gov.my
- iii. Pn. Maimon Sidek – Tel : (603)- 6203 3034
Email : maisid@miti.gov.my

SEMAKAN DOKUMEN PERMOHONAN LESEN IMPORT KENDERAAN PERSENDIRIAN
CHECK LIST FOR IMPORTS LICENCE FOR PERSONAL VEHICLES
(REP Programme by MOHR)

Nama (*Name*) : _____

Alamat (*Address*) : _____

Telephone (*phone*): _____ e-mail : _____

Model Kenderaan (*Vehicle Model*) : _____

Nama ejen dan syarikat : _____

Agent Name & Company)

	ADA AVAILABLE	TIDAK NOT AVAILABLE
1. Surat permohonan <i>Covering letter/ Application letter</i>	()	()
2. Borang JK69 <i>JK69 form</i>	()	()
3. Surat Pengecualian Cukai dari MOF <i>Letter of The Tax Exemption from MOF</i>	()	()
4. Maklumat pemohon <i>Applicant's documents</i>		
a) Kad Pengenalan <i>Identity Card</i>	()	()
b) Surat Kelulusan Program dari MOHR <i>Programme Approval Letter</i>	()	()
c) Lesen memandu Malaysia/ Antarabangsa <i>Malaysia/International driving license</i>	()	()
d) Surat pengecualian duti import daripada Kementerian Kewangan Malaysia <i>Duty exemption letter from Ministry of Finance</i>	()	()
5. Maklumat Kenderaan: <i>Vehicle Information</i>		
a) Daftar atas nama pemohon <i>Registration on applicant's name</i>	()	()
b) Perlindungan insuran atas nama pemohon <i>Insurance coverage on applicant's name</i>	()	()
c) Invoice/resit pembelian <i>Invoice/purchase receipt</i>	()	()
6. Lain-lain dokumen <i>Others document</i>		
a) Terjemahan yang disahkan (Jika bukan dalam B.Malaysia / B. Inggeris) <i>Certified translation (if not in Malay / English) - if needed</i>	()	()
b) Surat tawaran bekerja di Malaysia (sekiranya ada) <i>Appointment letter of working in Malaysia</i>	()	()
c) _____	()	()

NOTA : Sila kemukakan dokumen salinan yang disahkan oleh samada pegawai kerajaan kumpulan A atau Pesuruhjaya Sumpah untuk maklumat-maklumat di atas. *Please present the certified copy of documents for the information above. The copy of documents has to be certified by Government Official (Grade A) or Commisioner of Oath only.*