

APPLICATION OF IMPORTATION PLANTS, PLANT PRODUCTS AND REGULATED ARTICLES

1. In accordance with Plant Quarantine Act 1976, Plant Quarantine Regulations 1981 and International Standards for Phytosanitary Measures (ISPM) No. 2 and 11 (Pest risk analysis for quarantine pests, including analysis of environmental and living modified organisms); all importation of regulated articles, plants and plant products in the following instances need to undergo **Pest Risk Analysis (PRA)**:
 - i. New commodities, which have never been imported from any country;
 - ii. Importation from countries other than approved countries which already allowed importation previously;
 - iii. New commodity form;
 - iv. Revision of existing import conditions following new information indicating that existing import conditions are not in compliance with the Sanitary & Phytosanitary (SPS) of the country;
 - v. Interception (either quarantine or non-quarantine pests) including regulated article(s) or other contaminant(s) at point of entry - the importation which do not comply with import requirements will be suspended temporarily;or;
 - vi. Credible reports of spreading of quarantine pests in the exporting country - all imported consignment(s) from the exporting country concerned will be suspended immediately.

Therefore, in determining an application for approval of importation, the Department of Agriculture Malaysia (DOA Malaysia) will request for technical documents, including a list of quarantine pests from Authority Exporting Countries (National Plant Protection Organisation, NPPO) for PRA evaluation. This is to ensure the importation does not carry any risks of harmful foreign pests into the country that could affect (directly or indirectly) local agriculture, forestry or threaten downstream industries with significant export potential for the development of the country.

2. All organisations/importer/exporter/agent of the sender or any person who is interested to import regulated articles, plants and plant products are DULY ADVISED to submit formal letter of importation application with the following information:

No.	INFORMATION REQUIRED FROM ORGANISATION/IMPORTER/EXPORTER/FORWARDING AGENT OR ANY OTHER INDIVIDUALS	TICK (✓) IF RELATED
1.	Importer's name and full address (Tel. no., Fax. no., Email)	
2.	Forwarding agent's name and full address (Tel. no., Fax. no., Email)	
3.	Exporter's name and full address (Tel. no., Fax no., Email)	
4.	Scientific name/Botanical name (genus and species) of consignment/commodity/product.	
5.	Common name of consignment/commodity/product	
6.	Country of origin	
7.	Origin place of consignment/commodity/product import (name and full address of plantation/nursery or source of consignment/commodity/product obtained in the exporting country)	
8.	Description of form of import consignment/commodity/product (e.g. seeds/fresh fruits/seedlings, etc)	
9.	Genetically modified organism (GMO)/Living Modified Organism(LMO)	
10.	Custom Tariff Code (HS Code)	
11.	Clear picture of consignment/commodity/product	
12.	Packaging material for consignment/commodity/product (e.g. gunny jute/plastic bag, etc)	
13.	Height of seedling (less than 18 inches), if applicable	
14.	Purpose of importation (e.g. human consumption/planting/processing/animal feed/research/commercial, etc)	
15.	Quantity to be imported	
16.	Frequency of importation conducted annually	
17.	Entry point in Malaysia	

18.	Mode(s) of transport (by land/sea/air)	
19.	Method(s) of importation (cargo/courier/hand carry)	
20.	Storage method(s) for imported consignment /commodities/ products throughout the exportation process	
21.	Distance (in km) from last place where consignment is stored after quarantine treatment/packaging has been carried out in the exporting country up to the exit point, with the means of transportation.	
22.	Final address warehouse/storage premises in Malaysia (e.g.: The Free Trade Zone, FTZ)	
23.	Full name and address of the farm/ nursery in Malaysia (for the purpose of planting)	
24.	<p>Flow chart/work process from initial stage to end process of export consignment/commodity/product at the exit point of the exporting country; and the entry point in Malaysia, namely:</p> <ul style="list-style-type: none"> • Place of origin of the consignment/commodity/product is obtained in exporting countries (farm/nursery/plant mill/premises/lab); • Collection centre; • Laboratory centre; • Processing centre; • Packaging centre; and • Storage place for consignment/commodity/product is stored before and after quarantine treatment in the exporting country is carried out till the consignment/commodities/products are produced or obtained at the exporting country. • Please attach together the relevant information and picture(s). <p><i>**please refer Appendix 1</i></p>	
25.	Field/plantation record	
26.	Type of treatment carried out on consignment/commodity/ product in the exporting country.	
27.	Travel duration (no. of days) from date of exportation at the exit point of the exporting country to arrival date at the entry point in Malaysia.	
28.	Copy of K1 Custom Form (Please provide K1 prior 2014)	
29.	Certificate of Origin (COO) - Certificate of country of origin	

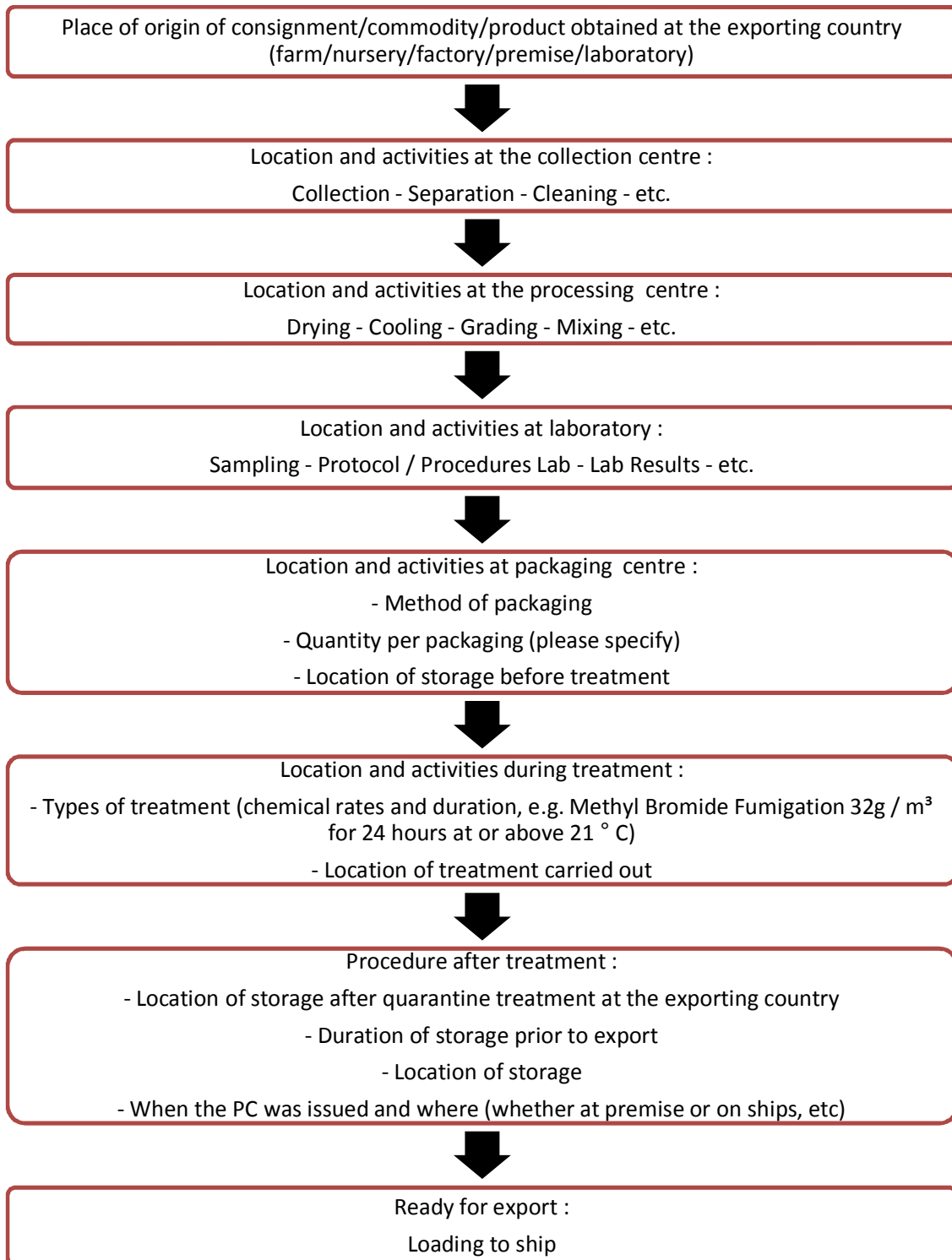
30.	A copy of Phytosanitary Certificate (PC) from NPPO exporting country for the case of scientific name/botanical name (genus spp.)	
31.	Transit (please specify the next country)	
32.	Re-exportation (please specify the next country)	
33.	Importing country (other than Malaysia)	
34.	DOA has the right to request additional information, if applicable.	

Note:

1. Department of Agriculture **WILL NOT PROCESS** any application importation of plants, plant products and regulated articles which are incomplete given by the organization/importer/exporter/forwarding agent or any individual.
2. The applicant must submit a **formal application letter, PRA forms and additional information for the purposes of research in a hard copy**. Applications will be **CANCELLED** if the Department of Agriculture had not received any complete information of the application within **6 months from the date of receipt the application form**.
3. The duration of PRA is **6-24 months** depending on the **Technical Documents** received from the **National Plant Protection Organization (NPPO) of Exporting Country** and **additional information** obtained from **the organization/importer/exporter/agency** and **literature finding**.
4. Approval for the importation of plants, plant products and regulated articles is subject to **the Pest Risk Analysis (PRA) Committee**.
5. DOA may impose a penalty on the organization/importer/exporter/agency of the sender or any individual if the organization/importer/exporter/agency of the sender due to cancelling the application for unreasonable reason.
6. Any inquiries, please contact the hotline 03 – 2030 1500 (PRA Import & Control Unit) or email pradoamy13@gmail.com and fax no. 03 – 2697 7164. Any correspondence can be sent to:

Director,
Plant Biosecurity Division,
Level 2, Wisma Tani,
Jalan Sultan Salahuddin,
50632 Kuala Lumpur
(Att.: Principal Assistant Director of the Import & PRA Control Unit)

NO. 24 - EXAMPLE OF PROCESS / FLOW CHART



- Please attach relevant information and picture(s)
- Order/sequence of these activities depends on the work process of the import commodities