



Application Procedures for Cost Analysis (CA) and Preferential Certificate of Origin (PCO) via ePCO System

by:

Trade & Industry Cooperation Section
Ministry of International Trade & Industry

As at May 2015

'Driving Transformation, Powering Growth'

Application Procedures

Online Application

No hardcopy for cost analysis application;
Only CoO Form to be endorsed by MITI;
Operated by **DagangNet Technologies S/B**

epco.dagangnet.com.my
CARELINE at 1 300 133 133



Ministry of International Trade and Industry (MITI) is the sole Issuing Authority for preferential Certificate of Origin (CoO).

APPLICATION FOR CA

PROCESS FLOW	DESCRIPTION
<pre> graph TD START([START]) --> APPLY[APPLY CA] APPLY --> MITI{MITI PROCESS} MITI -- "Awaiting MITI approval" --> START MITI -- "Application Approved" --> ONLINE[ONLINE APPLICATION STATUS] ONLINE --> END([END]) </pre>	<ol style="list-style-type: none"> Applicant logs on to: http://newepco.dagangnet.com.my/dnex/login <ul style="list-style-type: none"> - fills out all mandatory field; and - submit to MITI. Documents to be uploaded (in pdf. format): <ul style="list-style-type: none"> • Identified HS Code slips (Finished Product and Raw Material); • Manufacturing/ Operation License; • Invoice(s) for Raw Material(s); • Catalogue of Product; • Production Flow Chart; and • Letter of Appointment (from Manufacturer to Trader)
<pre> graph TD MITI{MITI PROCESS} -- "Rejected" --> START([START]) </pre>	<p>MITI Process</p> <ol style="list-style-type: none"> Status will be updated in system. Incomplete applications will be automatically rejected.
<pre> graph TD ONLINE[ONLINE APPLICATION STATUS] --> END([END]) END -- "Driving Transforma" --> START([START]) </pre>	<p>MITI APPROVAL</p> <ol style="list-style-type: none"> Check the application approval/status via online system: http://newepco.dagangnet.com.my/dnex/login MITI processes CA application within the Client Charter is 5 working days.

APPLICATION OF PCO

PROCESS FLOW	DESCRIPTION
<pre> graph TD START([START]) --> APPLY[APPLY CO] APPLY --> MITI{MITI PROCESS} MITI -- "Awaiting MITI approval" --> APPLY MITI -- "Approved by MITI" --> PRINT[PRINT & MITI SIGNATURE] PRINT --> END([END]) </pre>	<p>Application of Preferential Certificate of Origin (PCO)</p> <ol style="list-style-type: none"> Upon Cost Analysis (CA) approval, applicant log on to: http://newepco.dagangnet.com.my/dnex/login <ul style="list-style-type: none"> Key in mandatory fields required; and Submit to MITI for approval. Documents to be uploaded (in pdf. format): <ul style="list-style-type: none"> <u>Application of PCO before export:</u> <ul style="list-style-type: none"> Invoice; and Packing List. <u>Application of PCO After Export:</u> <ul style="list-style-type: none"> Invoices; Packing List; Bill of Lading; and Customs Form K2.
<p>Rejected</p> <p>Approved by MITI</p>	<p>MITI Process</p> <ol style="list-style-type: none"> MITI will process the PCO and the Client Charter is 24 hours (within working days only) Status will be updated in system: http://newepco.dagangnet.com.my/dnex/login
<p>PRINT & MITI SIGNATURE</p> <p>END</p>	<p>Printing and Endorsement of PCO</p> <ol style="list-style-type: none"> The approved PCO need to be printed on PCO Form (Form AJ, D, AANZ, AK, E, AI, MNZ, MPCEPA, MAFTA, MCFTA, MJEPA and MICECA) by applicant and submitted to MITI for endorsement with specimen signature.



Back-to-Back Arrangement: Documentation Requirement

- **Documents from the First Exporting Party:**
 - Copy of PCO;
 - Invoice;
 - Bill of Lading; and
 - Packing List.
- **Documents from the Second Exporting Party (Malaysian Exporter):**
 - Invoice;
 - Bill of Lading;
 - Packing List; and
 - Customs/ Port Authority Declaration Form.

All applications for Back-to-Back must be done online in the ePCO System. Applicants are required to fill in the monitoring form for MITI to monitor the latest qualified of products.



Third Party Arrangement: Documentation Requirement

- **Documents from Consignor (Malaysian Exporter):**
 - Invoice;
 - Packing List;
 - Bill of Lading (for after shipment); and
 - Customs/ Port Authority Declaration Form.

- **Documents from the Third Party:**
 - *Invoice

(*)

- Value on invoice is not mandatory to be shown.
- If invoice from the Third Party is not available, applicant (consignor) must insert the Third Party's invoice number and date , and use consignor's FOB value during the application.



Thank you



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