

**PROCEDURE TO OBTAIN PREFERENTIAL TARIFF UNDER THE MALAYSIA-PAKISTAN CLOSER ECONOMIC PARTNERSHIP AGREEMENT (MPCEPA)**

**1. STEP 1: Application for product cost analysis.**

1.1. Documents to be submitted:

- i. Application letter;
- ii. Completed forms (BAK 1(a), BAK 1(b), BAK 1(c), BAK 1(d), BAK 1(e)\*);
- iii. A certified true copy of Company Registration Certificate (Form 9) / Form D);
- iv. A certified true copy of raw material invoices;
- v. Product sample/Catalogue/Picture;
- vi. Processing flow chart

\*Note: Forms can be downloaded from MITI website [www.miti.gov.my](http://www.miti.gov.my) (download form) or obtained at MITI office/branch counters.

1.2. Processing of the application is within 7 working days from the date of completed application received.

**2. STEP 2: Endorsement of the Certificate of Origin (MPCEPA Form) \***

2.1 Documents to be submitted:

- a. Applications before shipment
  - i. A copy of MITI's approval letter;
  - ii. Completed MPCEPA Form \*;
  - iii. Commercial invoice;
  - iv. Packing list;
  - v. Completed form BAK 1 (e)\*\*;
- b. Applications after shipment
  - i. A copy of MITI's approval letter;
  - ii. Completed Certificate of Origin Form (MPCEPA Form)\*;
  - iii. Commercial invoice;
  - iv. Packing list;
  - v. Bill of lading;
  - vi. Customs declaration form ( K2 );
  - vii. Completed form BAK 1 (e)\*\*;

\*Note: Usage of the Certificate of Origin Form issued under the Malaysia-Pakistan Early Harvest (MPFTA) Programme is allowed until 30 June 2008, after which, only the MPCEPA Forms will be allowed.

The Certificate of Origin Form (MPCEPA Form) can be purchased at:

**Federation of Malaysian Manufacturers (FMM)**

**Wisma FMM**

No. 3, Persiaran Dagang,  
PJU 9, Bandar Sri Damansara,  
52200 Kuala Lumpur

Tel. : 03-62761211  
Fax. : 03-63411266

Or

FMM Branch Offices in the respective states.

\*\*Note: BAK Forms can be downloaded from the MITI website [www.miti.gov.my](http://www.miti.gov.my) or obtained at MITI office/branch counters.

2.2 Endorsement of the MPCEPA Form is within 2 working days from the date of completed application received.

**3. Applications for product cost analysis and endorsement of MPCEPA Form should be submitted to:**

**Ministry of International Trade and Industry (MITI)**

**Trade Cooperation and Industry Coordination Section**

Ground Floor, (Service Counter), Block 10,  
Government Offices Complex, Jalan Duta  
50622 Kuala Lumpur  
Tel.: 03-6203 4830  
Fax.: 03-6201 3351

Or

MITI Branch Offices in respective states:

**ADDRESSES OF MITI BRANCH OFFICES**

**Penang Branch**

8th Floor, Tuanku Syed Putra Building  
10300 Penang .  
Tel. : 04-2625133  
Fax. : 04-2625131

**Perak Branch**

4th Floor, Wisma Wan Mohamed,  
Jalan Panglima Bukit Gantang Wahab  
30720 Ipoh , Perak.  
Tel. : 05-2417751  
Fax. : 05-2417754

**Kelantan Branch**

5th Floor, Bangunan PKINK  
Jalan Tengku Maharani Puteri  
15000 Kota Bharu, Kelantan

**Sabah Branch**

3rd Floor, Block D & E  
Bangunan KWSP  
49, Jalan Karamunsing  
88622 Kota Kinabalu, Sabah  
Tel. : 088-239061  
Fax. : 088-235645

**Sarawak Branch**

3rd Floor, Bangunan Bank Negara  
Jalan Satok,  
94300 Kuching, Sarawak  
Tel. : 082-257164  
Fax. : 082-417835

**Johor Branch**

Unit 15.01 & 15.02  
15th Floor, Wisma LKN  
49, Jalan Wong Ah Fook

Tel. : 09-7483457  
Fax. : 09-7444167

80000 Johor Bahru, Johor  
Tel. : 07-2244639  
Fax. : 07-2249631

**Pahang Branch**  
Suite 8 , 9th Floor  
Kompleks Teruntum  
Jalan Mahkota  
25000 Kuantan, Pahang  
Tel. : 09-5130951  
Fax. : 09-5130873