

## Mandatory Requirements for all ePermit users

- i. Register with STIDC through Registration and Licensing Division ([www.sarawaktimber.org.my](http://www.sarawaktimber.org.my)) as an Exporter (for first user) of timber and timber products as required by the Sarawak Timber Industry (Registration) Regulations, 2008.
- ii. Register with Royal Customs Department ([www.custom.gov.my](http://www.custom.gov.my)) as an Authorized Agent and the Royal Customs Department will provide the Trading Number.
- iii. Register with Dagangnet Technologies Sdn Bhd ([www.dagangnet.com](http://www.dagangnet.com)) as a user of ePermit System and DagangNet Technologies will provide the user with User ID and Password.

## Application to Cancel The Export License

- i. Inform STIDC's authorized officer (Section Domestic Trade) in writing and oral communication.
- ii. STIDC's authorized officer shall cancel the approved License in the ePermit System through OGA remark column.

## TRADE CONTROL DIVISION Domestic Trade Section

*Transformation Initiatives as a way  
forward to achieve Vision 2020:*

- i. Application, verification and approval of Export License is done online through **ePermit System**
- ii. Submission of Supporting documents by exporters to STIDC is done online through **Attachment Module**
- iii. Delegation of tasks for processing of export & import application is done online through **Distributor Module**.
- iv. Verification of timber products at the site is done online through **Physical Inspection Module**
- v. Real time data of Export and Import is captured and analysed by ePermit System through **Dynamic Report Module**

*For enquiries please contact us at  
Trade Control Division or visit our website:*  
**[www.sarawaktimber.org.my](http://www.sarawaktimber.org.my)**  
**Wisma Sumber Alam, Petra Jaya,  
P.O.Box 194, 93702 Kuching, Sarawak.**

Station	Telephone	Facsimile
KUCHING	082-473096	082-443086
TG. MANIS	084-613215	084-613517
SIBU	084-335059	084-320069
BINTULU	086-337361	086-336128
MIRI	085-414079	085-412015
LIMBANG	085-215693	085-215697



**ePermit**

**ELECTRONIC  
ISSUANCE OF EXPORT  
LICENSE**



### Client Charter

To process and issue 100% Export and Import Licence for Logs and 90% for timber products under Custom Act 1967 within 1 working day as required by ISO 9001:2008

## Supporting Documents

All registered exporters are required to submit their applications together with the relevant supporting documents online to STIDC through ePermit System.

### Logs

No.	Type of Document	Source of the Document
i.	Invoice	Exporters
ii.	Shipping Order	
iii.	Allocation of Monthly Log Export Quota of License for Planted Forest (if applicable)	
iv.	Supplier Form	STIDC
v.	Letter on Logs Quota Non Compliance (if applicable)	
vi.	Transit Removal Pass	Sarawak Forestry Corporation (SFC)
vii.	Summary of Log Specification	

### Sawntimber

No.	Type of Document	Source of the Document
i.	Invoice	Exporters
ii.	Packing List	
iii.	Shipping Order	
iv.	Supplier Form	STIDC
v.	Grading Certificate	
vi.	Certificate of Convention on International Trade in Endangered Species of Flora and Fauna (CITES) (if applicable)	Forest Department Headquarters
vii.	The Wildlife Protection Rules, 1998, Form of License or Permit (if applicable).	

### Other Timber Products

No.	Type of Document	Source of the Document
i.	Invoice	Exporters
ii.	Packing List	
iii.	Shipping Order	
iv.	Supplier Form	Forest Department Headquarters
v.	Certificate of Convention on International Trade in Endangered Species of Flora and Fauna (CITES) (if applicable)	
vi.	Permit to Cut Restricted Species (if applicable)	

### Physical Inspection

- It is mandatory to carry out physical inspection for logs and timber products exported using containers.
- For finger joints, dowels and mouldings, it is mandatory to carry out physical inspection either exported using containers or not.
- Physical Inspection will be carried out before export license is approved.
- The purpose is to ensure the authenticity of the products exported.



## List of Legislatives

- The Sarawak Timber Industry Development Corporation Ordinance, 1973.
- The Sarawak Timber Industry (Registration) Regulations, 2008.
- The Timber Grading Regulations, 2008.
- Custom Act 1967, Sect. 10.
- Customs Acts 1967, Customs (Prohibition of Export) Order, 2008.
- ASEAN Harmonized Tariff Nomenclature (AHTN) & Harmonized System (HS)
- Laws of Sarawak, Wildlife Protection Ordinance, 1998 Chapter 26
- The Sarawak Forest Ordinance, 1954, Cap. 126
- The Ramin Shorts and Squares (Prohibition of Export) Order 1991.

