

## ISSUANCE OF EXPORT & IMPORT LICENCE THROUGH ePERMIT SYSTEM

STIDC's Export & Import Licence Procedure is certified under ISO 9001:2015.

### Client Charter : Export / Import of Logs & Timber Products

To process and issue Export and Import Licence for Logs and timber products within one (1) working day.

Mandatory Requirements for application of export/import license through ePermit system:

- i. Registered with STIDC as an Exporter/Importer of log and timber products as required by the Sarawak Timber Industry (Registration) Regulations, 2008.
- ii. Registered with Dagang Net Technologies Sdn Bhd ([www.dagangnet.com](http://www.dagangnet.com)) as a user of ePermit system.

Validity period of Export/Import License: 14 days

Application to Cancel the Export/Import License is done online through ePermit system.

### Business Operating Hours

All application(s) will be processed and approved during working hours:

MONDAY TO THURSDAY	FRIDAY
8.00 am - 1.00 pm 2.00 pm - 5.00 pm	8.00 am - 11.45 am 2.30 pm - 5.00 pm

No application shall be processed and approved on weekend and public holiday.

For enquiries please contact us or visit our website: [www.sarawaktimber.gov.my](http://www.sarawaktimber.gov.my)

Wisma Sumber Alam, Petra Jaya.  
PO Box 194, 93702, Kuching, Sarawak

STATION	TELEPHONE	FACSIMILE
Kuching	082-473000	082-473096
Tanjung Manis	084-613979	084-613517
Sibu	084-335059	084-320069
Bintulu	086-351654	086-351754
Miri	085-325113	085-325120
Limbang	085-215694	085-215697
Lawas	087-811368	087-811367



ePermit



DAGANGNET



## ISSUANCE OF IMPORT LICENSE THROUGH ePERMIT SYSTEM



# APPLICATION OF IMPORT LICENSE

## REQUIREMENTS

Import of logs/ fitches:

- Approval letter from Sarawak Timber Industry Development Corporation (STIDC).
- Importer must have valid mill licence.
- Imported logs to be processed locally.
- To obtain Phytosanitary Certificate (fumigated with methyl bromide or other accepted treatment).



## SUPPORTING DOCUMENTS

Every application must be submitted online through ePermit system with the supporting documents as follows:

### a) Logs

Type of Document	Source of the Document
Approval for Log Import Quota	STIDC
Certificate of Origin	Supplier Country
Phytosanitary Certificate	Importer
Commercial Invoice	Importer
Bill of Lading / Airway Bill / Delivery Order / Despatch Order	Importer
Packing List	Importer
Certificate of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (if applicable)	Supplier Country
Application for a Licence to Import/Export* Wild Life Under Rule 27 of the Wild Life Protection 1998 (if applicable)	Sarawak Forestry Corporation (SFC)



### b) Other Timber Products

Type of Document	Source of the Document
Certificate of Origin	Supplier Country
Commercial Invoice	Importer
Phytosanitary Certificate (if applicable)	Importer
Bill of Lading / Airway Bill / Delivery Order / Despatch Order	Importer
Packing List	Importer
Certificate of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (if applicable)	Supplier Country
Application for a Licence to Import/Export* Wild Life Under Rule 27 of the Wild Life Protection 1998 (if applicable)	Sarawak Forestry Corporation (SFC)

## PHYSICAL INSPECTION

All imported logs and timber products will be physically inspected, tagged and attached with Removal Pass for transportation.

Removal Pass will be collected during physical inspection at the last destination.

