

Standard Shipping Instructions (SSI) Malaysia (IET)

Purpose

The purpose of this document is to detail the requirements of importing materials into Malaysia. To ensure strict compliance with Malaysia Customs laws and regulations; to expedite clearance of items imported to Malaysia; to minimize risk of fines, penalties and forfeitures in relation to imported goods; and to minimize storage/demurrage charges.

Scope

The requirements stated within this document apply to all shipments originating outside Malaysia from intercompany shippers or external suppliers which are consigned to any Baker Hughes business within Malaysia.

Responsibility and Authority

It is the shipper's (Intercompany or external supplier) responsibility to follow the instructions described in this document to ensure complete compliance with Baker Hughes Malaysia shipping requirements and Malaysian customs laws and regulations.

Consignors arranging shipments crossing into Malaysia boundaries are responsible for providing complete and accurate shipment information and documentation as well as ensuring those shipments adhere to the requirements for Malaysian Customs clearance as defined in the procedure.

Description of Activity

Shippers (Intercompany or external suppliers) planning and executing shipments consigned to Malaysia shall proceed in accordance with the shipping instructions and specific routing terms set forth below

1. Contacts

Site	Legal Entity	Email
Kuala Lumpur	Baker Hughes Energy Systems (Malaysia) Sdn Bhd	APAC-Customs@bakerhughes.com

2. Shipping Address

Baker Hughes Energy Systems (Malaysia) Sdn Bhd Tax ID: 199301010023 (264760-T)		
Air	Ocean	Courier
Baker Hughes Energy Systems (Malaysia) Sdn Bhd Level 19, Menara Tan & Tan, No. 207, Jalan Tun Razak, Kuala Lumpur 50400, Malaysia Tel: +603-22671984	Baker Hughes Energy Systems (Malaysia) Sdn Bhd Level 19, Menara Tan & Tan, No. 207, Jalan Tun Razak, Kuala Lumpur 50400, Malaysia Tel: +603-22671984	Baker Hughes Energy Systems (Malaysia) Sdn Bhd Level 19, Menara Tan & Tan, No. 207, Jalan Tun Razak, Kuala Lumpur 50400, Malaysia Tel: +603-22671984
Preferred Airport	Preferred Port	Courier Restrictions
Kuala Lumpur	Port Klang	None

3. Incoterms

Air	FCA / DAP
Ocean	FCA / DAP
Courier	FCA / DAP

Use Incoterms provided in PO/Contract

4. Billing Invoicing Address

LEGAL ENTITY	ADDRESS
Baker Hughes Energy Systems (Malaysia) Sdn Bhd	Level 19, Menara Tan & Tan, No. 207, Jalan Tun Razak, Kuala Lumpur 50400, Malaysia

5. Radioactive shipments

Allowed. The product line that has Radioactive content shipment should secure import license and approval prior to ship. Shipper should alert Customs COE Team at APAC-Customs@bakerhughes.com before sending any radioactive related shipment.

6. Explosive shipments

Not Applicable. Shipper should inform APAC-Customs@bakerhughes.com if materials shipping to Malaysia may have explosive contents.

7. Chemical shipments

Allowed.

1. Safety Data Sheet (SDS) must be included with the pre-alert, as well as attached to the packages). If classified as a dangerous goods for shipping, adherence to all dangerous goods regulations is required.
2. SDS must be provided when shipping Lithium Battery to Malaysia.

8. Sample shipments

Do not ship until "green light" is provided by country logistics.

State on invoice "Sample at no charge and Value for Customs Purpose Only". Value shown on invoice must represent the sales price as if it is being sold per customs requirement.

SDS in English must be provided for all chemical sample.

9. Repair Return / Warranty shipments

Please stipulate on the document whether it is a warranty repair / repair and return shipment.

Do not ship until 'green light' is provided by country logistics.

For repair and return shipment, please quote RMA #'s which is approved by the business when arranging for return shipment.

Repair cost must be declared on the commercial invoice for repair and return shipment.

Change to serial number must be declared on the commercial invoice.

Shipping documents to be notified to email address: APAC-Customs@bakerhughes.com

10. Hand Carry

Allowed in exceptional circumstances but strongly discouraged.

Hand carry of Baker Hughes owned/purchased goods for commercial purpose is prohibited. Hand carry is allowed in exceptional cases, only for intercompany carriage and only for non-commercial purpose. Contact Baker Hughes Customs/Logistics teams for more instructions.

11. Restricted materials

Quantitative import restrictions are seldom imposed, except on a limited range of products for protection of local industries or for reasons of security. Seventeen percent of Malaysia's tariff lines (principally in the construction equipment, agricultural, mineral, and motor vehicle sectors) are also subject to non-automatic import licensing which is designed to protect import-sensitive or strategic industries.

As listed by [Royal Malaysian Customs](#) , The following goods are absolutely prohibited from importation:

- Reproduction of any currency note, bank note, or coin which are currently been issued in any country.
- Indecent printings, paintings, photographs, books, cards, lithographic, engravings, films, video tapes, laser discs, colour slides, computer disc and any other media.
- Any device, which intended to be prejudicial to the interest of Malaysia or unsuited with peace.
- All genuses of Piranha fish.
- Turtle eggs.
- Cocoa pods, rambutans, pulasan, longan, and nam fruits from Philippines and Indonesia.
- Intoxicating liquors containing more than 3.46 milligrams per litre in any lead or in any compound of copper.
- Daggers and flick knives.
- Broadcast receivers capable of receiving radio communication within the ranges (68 - 87) MHz and (108 - 174) MHz
- Sodium arsenate.
- Cloth bearing the imprint or duplicate of any verses of the Quran.
- Pen, pencil, and other articles resembling syringes.
- Poisonous chemical
- Lightning arresters containing radioactive material

The importations of goods specified below are prohibited except under an import licence or permit from relevant authorities:

- Egg in the shells.
- Any meat, bones, hide, skin, hoofs, horns, offal or any part of the animals and Poultry.
- Live animals-primates including ape, monkey, lemur, galago, potto, and others.

- Explosives and Fireworks
- Imitation arms, toy gun / pistols.
- Imitation hand grenades.
- Arms and ammunition other than personal arms ammunition imported by bona fide traveller
- Bullet proof vests, steel helmets and other articles of clothing as protection against attack.
- Soil and pests including live insects, rats, snails, and cultures of plant disease causing organisms.
- Safety helmets (except as worn by motorcyclists or motorcycle pillion riders).
- Video machines excluding game watches and video games for use with television receiver.
- Motor vehicles.
- Batik sarong.
- Rice and *padi* including rice products.
- Equipment to be connected to a public telecommunication network.
- Radio communication being used for telecommunication in the frequency lower than 3000 GHz.
- Saccharin and its salt.
- Parabola antenna for outdoor use.
- Pests and organisms, which are capable of being injurious to plants.
- Live fish.
- Animal oils and fats.
- Plants include parts and plant products.
- Household and agricultural pesticides.
- Electric domestic equipment that uses 50 volt or 120 volt Dc or more
- Toxic and/or hazardous wastes.
- Corals, alive or dead.
- Apparatus/equipment for the brewing of beer in the home.
- Pharmaceutical products

12. Materials to be segregated

None

13. Requirements for Commercial/Shipping/Customs Invoice

- Invoice Number
- PO Number
- Ship-To Name and Address
- Bill-To Name and Address
- Incoterms with place of delivery
- Quantity
- Unit of Measurement
- Currency
- Unit Price
- Total Price
- Part Number
- Detailed commercial description in English
- Specification of goods
- Country of Origin
- Harmonized Tariff Codes
- ECCN
- Brand
- Model

- Serial Number (if applicable)

Notes:

The part number or any other code is not considered as a detail description

14. Requirements for Packing List

All shipment required:

- Part Number
- Detailed commercial description in English
- Quantity
- Unit of Measurement
- Gross and Net Weight of each item
- Number of Crates / Packages
- Measurement of Crates / Packages

15. Special Packing Instructions

- All items will be packed in a manner that will withstand air, land or sea freight in transit handling to ensure the protection and safe arrival of contents at destination.
- Timber packaging and dunnage used within the consignment must be treated in accordance with ISPM 15. Further information can be found at http://www.timcon.org/ispm15/information/downloads/ISPM15_Revised_Regulation_2009.pdf.
 - Wooden packaging material must be stamped on at least two sides with the officially approved IPPC mark, indicating the treatment and registration number of treatment provider for wood packaging materials. Use of orange or red colour for marking should be avoided as these two colours are used for labelling dangerous goods
- Any equipment loss or damage incurred due to improper or poor packaging will be the responsibility of the shipper.
- Labels applied when necessary: this side up, fragile, handled with care, keep dry, must show center of gravity and provide any handling instruction if the package is non-standard i.e. lifting instruction.
- Each package/crate/box must be marked legibly and indelibly with consecutive box numbering and consignee's address, weight and dimensions clear visible, PO order / Contract No.
- Copy of the packing list should be placed in a waterproof envelope and securely attached on the package.

16. Forwarder's Instructions

Pre-alert including shipping documents and shipping details must be sent 24 hours prior to arrival of goods.

17. Required Documents

Document Description	Quantity	Comments/Additional Information
Commercial/Shipping Invoice	1	Click here to enter text.
Packing List	1	
Airway Bill/Ocean Bill of Lading	1	Require Airway Bills / Ocean Bill of Lading to be rated with actual international transportation costs billed by the forwarder
Packing Declaration		
Packing Declaration Statements		
Certificate of Origin		
Heat Treated Certification		
Test Report		
NAFTA or FTA documents		
Safety Data Sheets	1	Chemical

18. Required Approvals

Approval	Yes or No	Comments/Additional information
Green Light Approval	Yes	Except for restricted product, please Contact Country Logistics Team for approval
Freight/Service cost not in GSA	Yes	Please contact Allyn International at email asialec@allynintl.com or LSPO

19. Required Approvals

Pre-alert and shipping instructions

Ship-To and Bill-To address

These addresses must be exactly as shown in the fiscal ID for each Product Line, for instance:

Baker Hughes Energy Systems (Malaysia) Sdn Bhd
Level 19, Menara Tan & Tan, No. 207, Jalan Tun Razak, Kuala Lumpur 50400, Malaysia

AIRWAY BILL / BILL OF LADING

- The information on the airway bill / bill of lading should correspond with the invoices and packages.

PRE-ALERT

- Pre-alert and shipping instruction must be sent to respective product line no later than 1 business day for air and 4 business days for ocean prior to arrival of goods into Indonesia.
- Pre-alert should include details which may be useful to the clearance process including, but not limited to (as applicable):
 - Airline or vessel name;
 - Flight or voyage number;
 - Port of arrival;
 - ETD and ETA;
 - Copy of rated Airway Bill or Ocean Bill of Lading stating the actual international transportation cost billed by the forwarder;
 - Commercial Invoice and Packing List;
 - P.O. Number;
 - RMA Number for items returning for repair;
 - Name of the person/location for which the shipment is intended if not on PO;
 - Mill Test Certificate or Certificate of Analysis (if applicable);
 - Safety Data Sheets (SDS);
 - Shippers Declaration for Dangerous Goods (where applicable);
 - Repair/Alterations/Process Certificate as applicable

MARKING OF PRODUCT COO

- All items must be labeled, in the English languages when marking the product with the CoO.
- Example product CoO marking language includes **“Country of Origin: Malaysia” or CoO: MY”**
- The CoO marking of the product must be:
 - Conspicuous. Seen with casual handling of the article.
 - Legible. Adequately sized and clear enough to be read easily.
 - Indelible. Incapable of being erased, removed, or obliterated.
 - Permanent. Affixed to the product so that it cannot be removed or altered.
- All articles must be marked with product CoO unless the marking affects the primary function of the product.

If the article is exempt from marking, the container it is housed in (such as the outer box, package, etc.) must be marked.

QA/QC DOCUMENTATION

- Certificate of Conformance
- EC Type Examination Certificate (Equipment and protective systems intended for use in potentially explosive atmospheres supplied for each class of Electrical items)
- Test Certificate
- Material Certificates

- Quality Inspection Checklists
- Dimensional Inspection Report
- Instruction or Operating Manuals

20. Legal Due Diligence Database (LDD)

All international freight shipments should only use vendors from “The Approved Vendor List”. Contact Baker Hughes Customs/Logistics teams for more instructions.

Responsibility

It is the exporting location’s responsibility to follow the instructions described in this document to assure complete compliance with Baker Hughes Malaysia shipping requirements and Malaysia customs laws and regulations.

Terms, Definitions and Acronyms

- **Country of Origin**: Country of manufacture, production, or growth. Country of origin is not determined based on the country from which an item was purchased or shipped.
- **Commercial Invoice**: Invoice used for shipping / customs clearance.
- **Proforma Invoice**: Document constructed to serve in place of a commercial invoice for non-billable shipments and used for only customs clearance purposes.
- **Packing List**: Document detailing contents of a shipment by box count, gross, and net weight.
- **Assists**: Goods and services that are supplied by the buyer “directly or indirectly” and either “free of charge or at a reduced rate” for use in connection with the production or sale for export to Malaysia of the imported merchandise. Basically, an assist is a good or service that the seller or manufacturer of the imported merchandise would have had to purchase or pay for to produce the merchandise if the buyer did not provide it. Example of assist are:
Materials, components, parts, and similar items incorporated in the imported merchandise.
Tools, dies, molds, and similar items used in the production of the imported merchandise.
Engineering, development, artwork, design work, and plans and sketches that are undertaken elsewhere than in Malaysia and are necessary for the production of the imported merchandise.

Appendixes

None