

ISSUANCE OF EXPORT & IMPORT LICENCE THROUGH ePERMIT SYSTEM

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

Client's Charter :

To Process and Issue Export and Import Licences for Timber and Timber Products Within One (1) Working Day.

Mandatory Requirements for application of export license through ePermit system:

- i. Registered with STIDC as an exporter of timber and timber products as required by the Sarawak Timber Industry (Registration) Regulations, 2008.
- ii. Registered with Dagang Net Technologies Sdn Bhd (www.dagangnet.com) as a user of 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

For enquiries please contact us or visit our website:
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	084-613515	084-613215
Sibu	084-335059	084-320069
Bintulu	086-311783	086-351754
Miri	085-325113	085-325120
Limbang	085-215693	085-215697
Lawas	087-811368	087-811367



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APPLICATION OF EXPORT LICENSE



SUPPORTING DOCUMENTS

Applicants are required to submit their application through ePermit system together with the relevant supporting documents as follows:

a) Logs

Type of Document	Source of the Document
Invoice	Exporter
Shipping Order / Shipping Advice/ Integrated Shipping Document / Airway Bill / Delivery Order / Despatch Order	Exporter
Summary of Log Specification	Exporter
Removal Pass for Forest Produce Taken Under License	Forest Department Sarawak
Supplier Form	Exporter
Licence to Import/Export* Wild Life Under Rule 27 of the Wild Life Protection 1998 (if applicable)	Sarawak Forestry Corporation (SFC)

b) Sawn Timber

Type of Document	Source of the Document
Invoice	Exporter
Shipping Order / Shipping Advice/ Integrated Shipping Document / Airway Bill / Delivery Order / Despatch Order	Exporter
Packing List	Exporter
Grading Certificate	STIDC
Supplier Form	Exporter
Certificate of Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (if applicable)	Sarawak Forestry Corporation (SFC)
Licence to Import/Export* Wild Life Under Rule 27 of the Wild Life Protection 1998 (if applicable)	Sarawak Forestry Corporation (SFC)

c) Other Timber Products

Type of Document	Source of the Document
Invoice	Exporter
Shipping Order / Shipping Advice/ Integrated Shipping Document / Airway Bill / Delivery Order / Despatch Order	Exporter
Packing List	Exporter
Supplier Form	Exporter
Certificate of Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) (if applicable)	Sarawak Forestry Corporation (SFC)
Approval for exportation of Wood Residues / Wood Waste / Scrap / Woodchip / Pulp (if applicable)	STIDC
Licence to Import/Export* Wild Life Under Rule 27 of the Wild Life Protection 1998 (if applicable)	Sarawak Forestry Corporation (SFC)

PHYSICAL INSPECTION

Physical inspection is carried out to ensure the authenticity of the products exported.

Physical Inspection will be carried out before export licence is approved.

