



# GUIDELINES FOR MTC'S IMPORTATION OF PLANTING MATERIALS UNDER IAP 2019

MTC in its efforts to support the timber industry's initiative to import planting materials (i.e. seedlings/plantlets) for the establishment of forest plantations, is introducing the Import Assistance for Importation of Planting Materials for off-shore sourcing of seedlings/plantlets. This programme aims to promote the establishment of forest plantations of fast-growing tree species for future sustainable timber supply. The yield from the forest plantations could serve as future log supplies to meet the demand by the Malaysian timber industry and to reduce pressure on natural forest.

## 1. INCENTIVE

Reimbursement for air freight and handling charges incurred for the importation of planting materials (i.e. seedlings/plantlets).

- Eligibility per company/group of companies:

Description	Eligibility
Maximum Incentive Amount	RM70,000
Maximum Reimbursement per Shipment (i.e. approximately 50,000 – 100,000 seedlings/plantlets per shipment)	RM10,000

## 2. COMPANIES' ELIGIBILITY

- The timber company must fall within the definition of SMEs as per the National SME Development Council's definition;
- A member of any one (1) of the six (6) timber associations:
  - i. Malaysian Wood Industries Association (MWIA);
  - ii. The Timber Exporters' Association of Malaysia (TEAM);
  - iii. The Malaysian Panel-Products Manufacturers' Association (MPMA);
  - iv. Malaysian Wood Moulding & Joinery Council (MWMJC);
  - v. Malaysian Furniture Council (MFC); and
  - vi. Association of Malaysian Bumiputera Timber & Furniture Entrepreneurs (PEKA).
- The company must be based in Peninsular Malaysia and is a majority Malaysian-owned company (i.e. with at least 51% of Malaysian shareholding);
- Company must be financially strong with satisfactory and reasonable cash-flow;
- Companies with 50% or more common controlling shareholders may apply. However, the companies within the same group shall have different core businesses;
- The company must have the approval to plant the seedlings/plantlets from local authorities and an existing land area which is:
  - i. Privately owned or have leasehold agreement of at least 20 years or for at least one (1) planting cycle
  - ii. A minimum size of:
    - (a) 4 – 40 hectares (small scale)
    - (b) 41 – 2,499 hectares (medium scale)
- The company has the approved Forest Management Plan (FMP) from the state Forest Department and Environmental Impact Assessment (EIA) Report should they leased the land from the state government.
- For plantations that are established on private land, the company must ensure that the land is approved for forest plantation purposes.

## 3. PLANTING MATERIALS

- The planting materials (i.e. seedlings/plantlets) must be from a legal source.
- Appropriate choice of timber species that are deemed suitable to local climatic and soil conditions.
- The company must apply for an Import Permit from DoA for the importation of the planting materials (i.e. seedlings/plantlets).



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## 4. APPLICATION

- Documents to be submitted include certified true copies of:
  - Form 24 as per the Companies Act 1965 OR Section 78 as per the Companies Act 2016
  - Form 49 as per the Companies Act 1965 OR Section 58 as per the Companies Act 2016
  - Form of Annual Return
  - Latest 3 years audited accounts
  - Latest 3 months bank statements
  - Land Title (Ownership) or Leasing Agreement
  - Approved Forest Management Plan (where applicable)
  - Area map (topography/scaled plan)
  - Approval to plant the seedlings/plantlets from relevant Local Authorities

## 5. REIMBURSEMENT

- All applications for the reimbursement must be submitted within 30 days from the import date as per Customs receipt/declaration. Certified true copies of the following documents are to be submitted:
  - i. Airway Bill
  - ii. Packing List
  - iii. Customs Official Receipt (if any)
  - iv. Customs Declaration Form (K1)
  - v. Commercial/Supplier's Invoice(s)
  - vi. Air Freight Invoice(s)
  - vii. Handling Charge Invoice(s)
  - viii. Import Permit from DoA
- Late submission for reimbursement after the aforementioned **30 days** period will not be considered.
- An applicant must allow an independent due diligence audit to be carried out by MTC one (1) month after the transplant of the seedlings/plantlets.
- Reimbursement is on a first-come, first-served basis, until the budgeted allocation is completely utilised in the particular year.
- Periodical audits by MTC staff to the plantation may be conducted from time-to-time.

## 6. NON-COMPLIANCE

- Applying companies are to declare and confirm that the seedlings/plantlets imported are used for the company's own planting and not for re-export and/or trading purposes.
- In the event of non-compliance, the company must undertake to refund the full disbursed amount to MTC.



**MALAYSIAN TIMBER COUNCIL**

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# MTC'S IMPORTATION OF PLANTING MATERIALS UNDER IAP 2019

**A. Company Information**

1. Company:

2. Contact Person:

3. Company's Office Address:

Postcode:  Town:

State:

4. Tel. No.:  -  5. Fax No.:  -

6. Mob. No.:  -

7. E-mail:

8. Company Status (Please tick):  SME  Non-SME

**B. Forest Plantation Site**

1. Location of Forest Plantation Site:

State:  District:

Sub-District:  Lot No.:

Type/Land Title No.:

Block No./Compartment/Coupe:

2. Total Area of Forest Plantation Site (in hectare):

3. Forest Plantation Site Status:

Own Land  Leased (Duration: .....years)

Others. Please specify: \_\_\_\_\_

**C. Seedlings/Plantlets**

1. Species of Seedlings/Plantlets to be imported:

*Eucalyptus*  Others. Please specify: i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

2. Source Countries: i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_



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## D. Company's Declaration

We, the above said company, declare and confirm that the seedlings/plantlets will be imported from legal sources in the country of origin. The seedlings/plantlets will be planted at our own plantation and not for trading purposes. We have read and understood the eligibility criteria and conditions of application stipulated in the Guidelines of Importation of Planting Materials under IAP 2019. We confirm that the details furnished herein are true and accurate and shall undertake to refund in full the disbursed amount to MTC in the event of non-compliance.

<b>Applicant's Signature:</b>	<b>Company's Stamp:</b>
<b>Name:</b>	<b>Date (dd/mm/yyyy):</b> □□ / □□ / □□□□
<b>Designation:</b>	

## E. Verification by Timber Association

We hereby confirm that \_\_\_\_\_ (applicant) is an active member of our Association. We have checked their profile and found that the company status are as follows (please tick where applicable):

- Company incorporated in Malaysia and based in Peninsular Malaysia with at least 51% of Malaysian shareholding.
- Company (where applicable) has its own manufacturing facilities either in premises owned or leased (i.e. the tenant shall have full control/be operating the facilities if the factory is leased).
- Company must have the approval to plant the seedlings/plantlets from relevant local authorities.
- Company participates in MTC's IAP for importation of timber raw materials.
- Company had applied under other names (i.e. subsidiary or related companies).
- Submission of Form 24 OR Section 78 and Form 49 OR Section 58.
- Submission of the latest Form of Annual Return and company's Audited Accounts.

<b>Signature:</b>	<b>Association Stamp:</b>
<b>Name:</b>	<b>Date (dd/mm/yyyy):</b> □□ / □□ / □□□□
<b>Designation:</b>	





# MTC'S IMPORTATION OF PLANTING MATERIALS UNDER IAP 2019

**F. Document Checklist**

NO.	DOCUMENT	CERTIFIED AS TRUE COPIES (Please tick)	REMARKS
A	COMPLETED APPLICATION FORM		
B	REQUIRED DOCUMENTS (see item 1 – 8)		
1.	Form 24 and Form 49 as per the Companies Act 1965 OR Section 78 and Section 58 as per the Companies Act 2016		
2.	Form of Annual Return		
3.	Latest 3 years Audited Accounts		
4.	Latest 3 months Bank Statements		
5.	Land Title (Ownership) or Leasing Agreement		
6.	Area Map (Topography/Scaled Plan)		
7.	Approved Forest Management Plan and Environmental Impact Assessment (EIA) Report (where applicable)		
8.	Approval to plant the Seedlings/Plantlets from relevant Local Authorities		

**Note:** Please sort the documents submitted in the sequence as per the Checklist above.

## IMPORTANT NOTES:

1. All documents can be certified either by the Chief Executive Officers, Managing Directors, and Owners of the companies or Accountants.
2. All documents must be submitted according to the Checklist above.
3. Incomplete submissions may lead to delays in approval of application.