

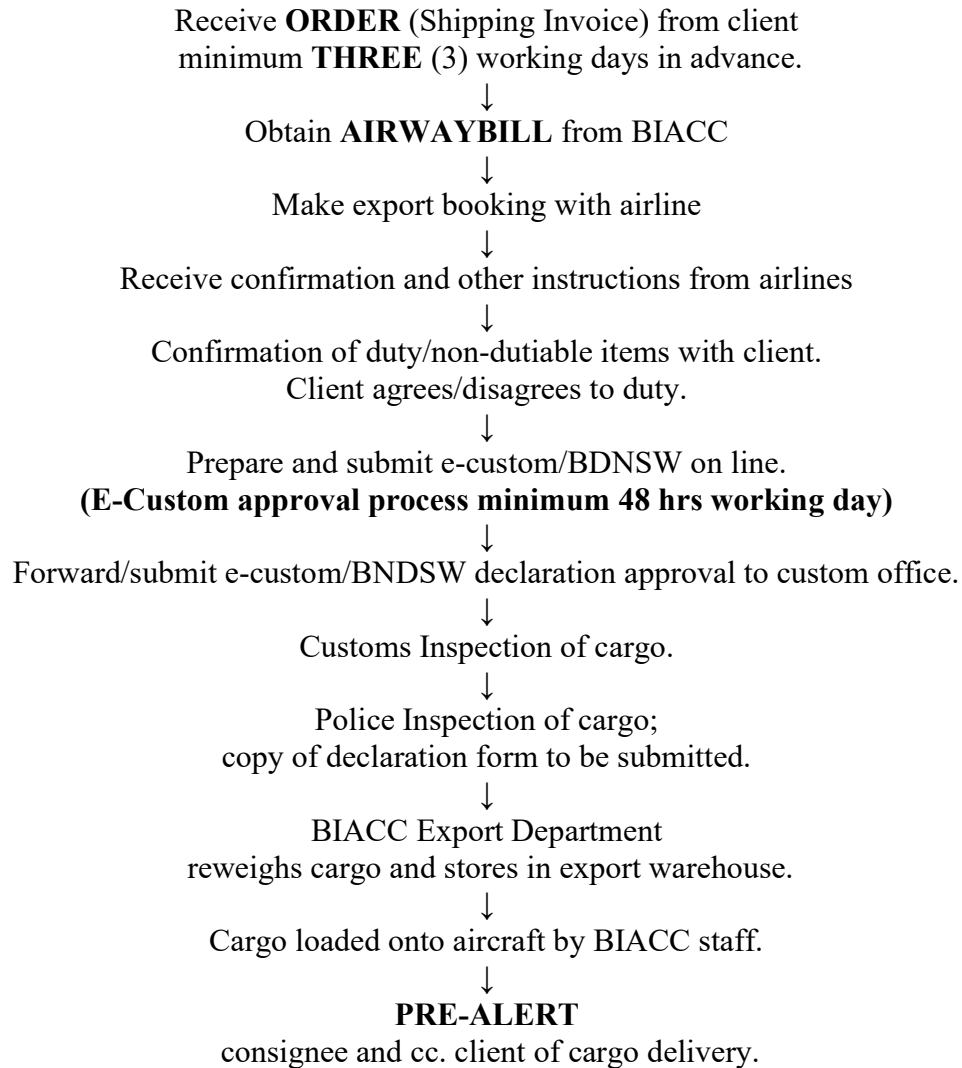


**MEGA TRANS SDN BHD**  
**AGO/RC/4611**  
**(Incorporated in Brunei Darussalam)**

***S.O.Ps***

***YEAR 2020***

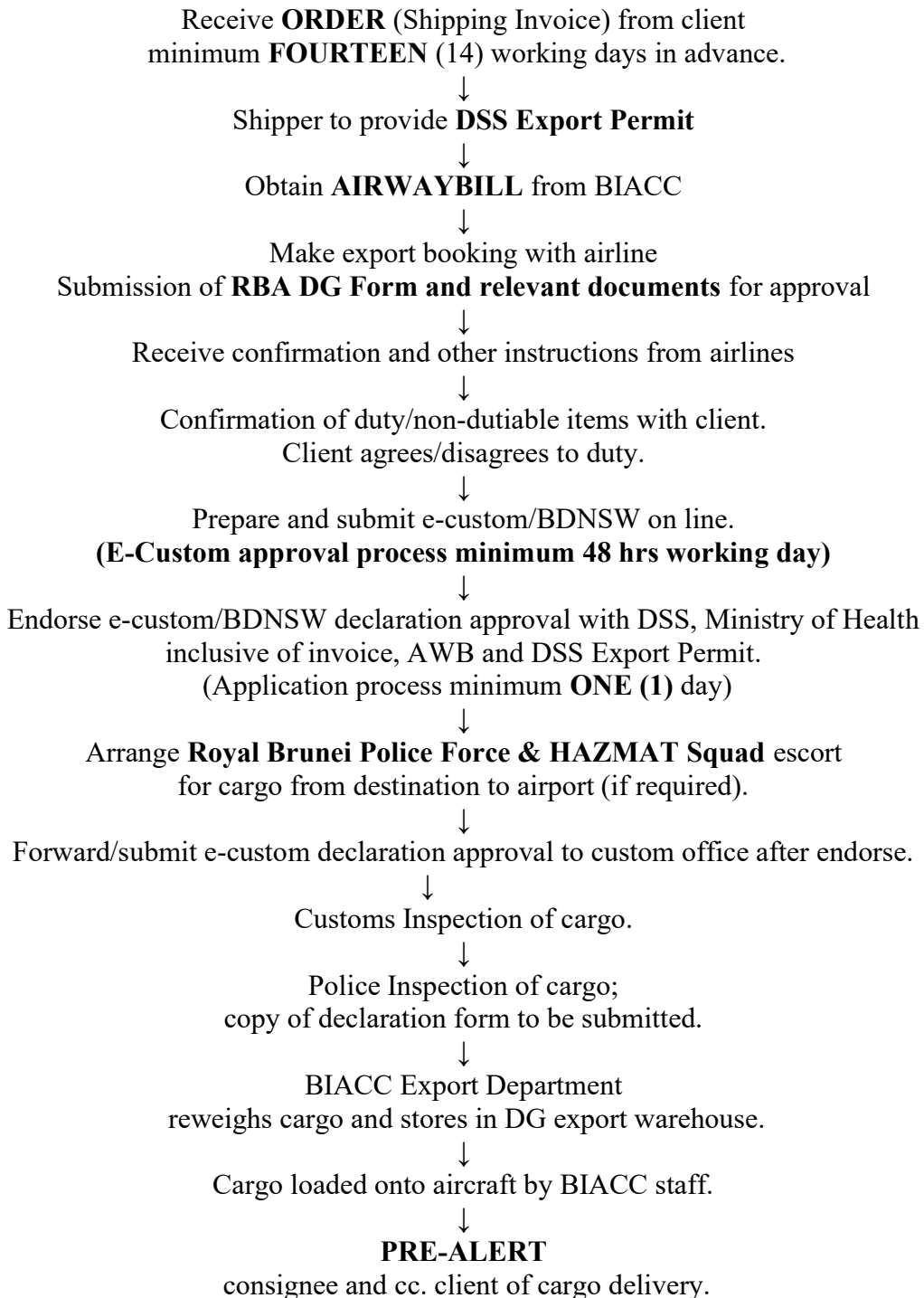
**EXPORT PROCEDURES**  
**GENERAL CARGO**  
**(AIRFREIGHT)**



**EXPORT PROCEDURES  
CHEMICAL CARGO  
(AIRFREIGHT)**



**EXPORT PROCEDURES**  
**RADIOACTIVE SOURCE CARGO**  
**(AIRFREIGHT)**



**IMPORT PROCEDURES**  
**GENERAL CARGO**  
**(AIRFREIGHT)**

Receive **PRE-ALERT** from client/shipper  
minimum **THREE (3)** working days in advance.



Collection of **AIRWAYBILL** from BIACC



Confirmation of duty/non-dutiable items with client.  
Client agrees/disagrees to duty.



Prepare and submit e-custom/BDNSW on line.  
**(E-Custom approval process minimum 48 hrs working day)**



Forward/submit e-custom/BDNSW declaration approval to custom officer.



Payment of Duty and/or overtime if any.



Verification of Customs Manifest.



Customs Inspection of cargo.

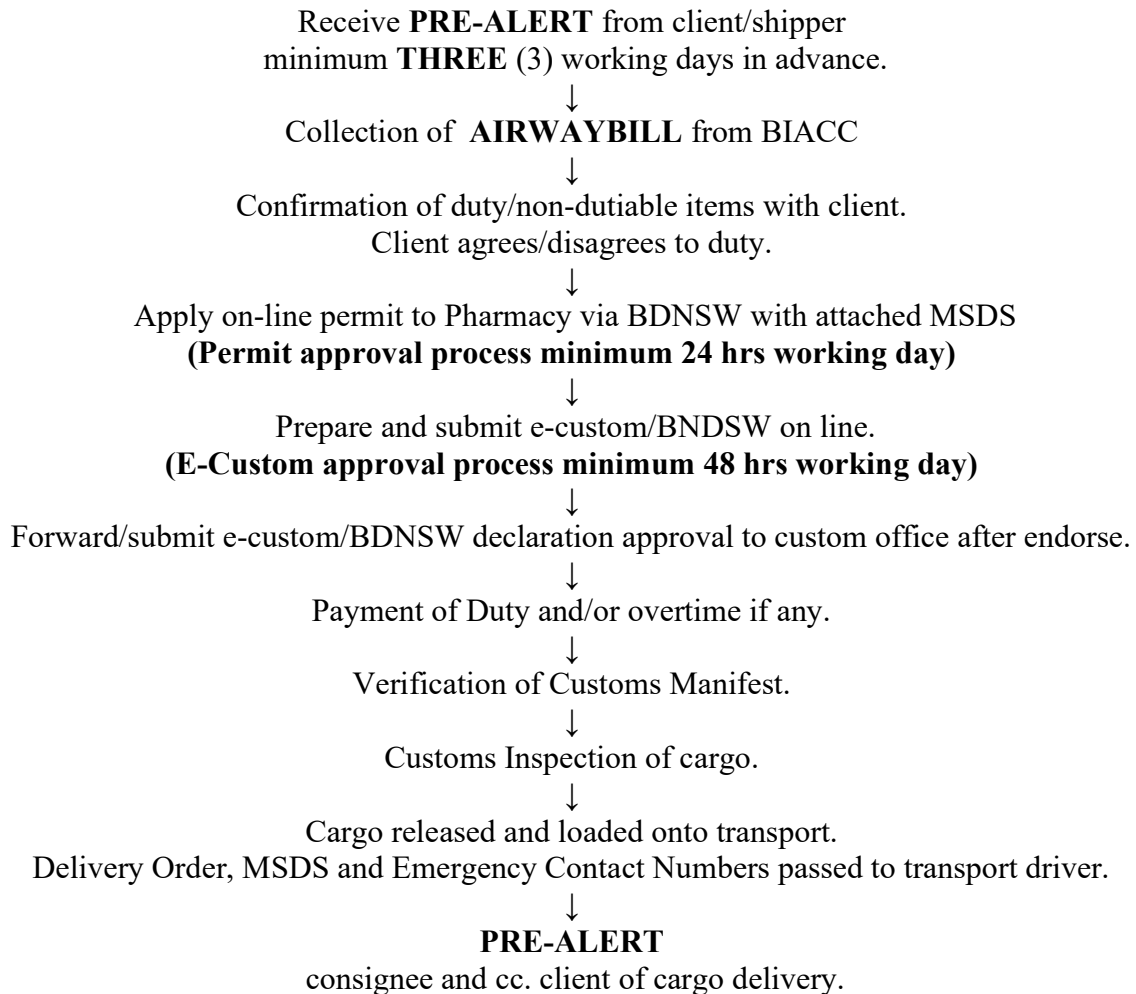


Cargo released and loaded onto transport..

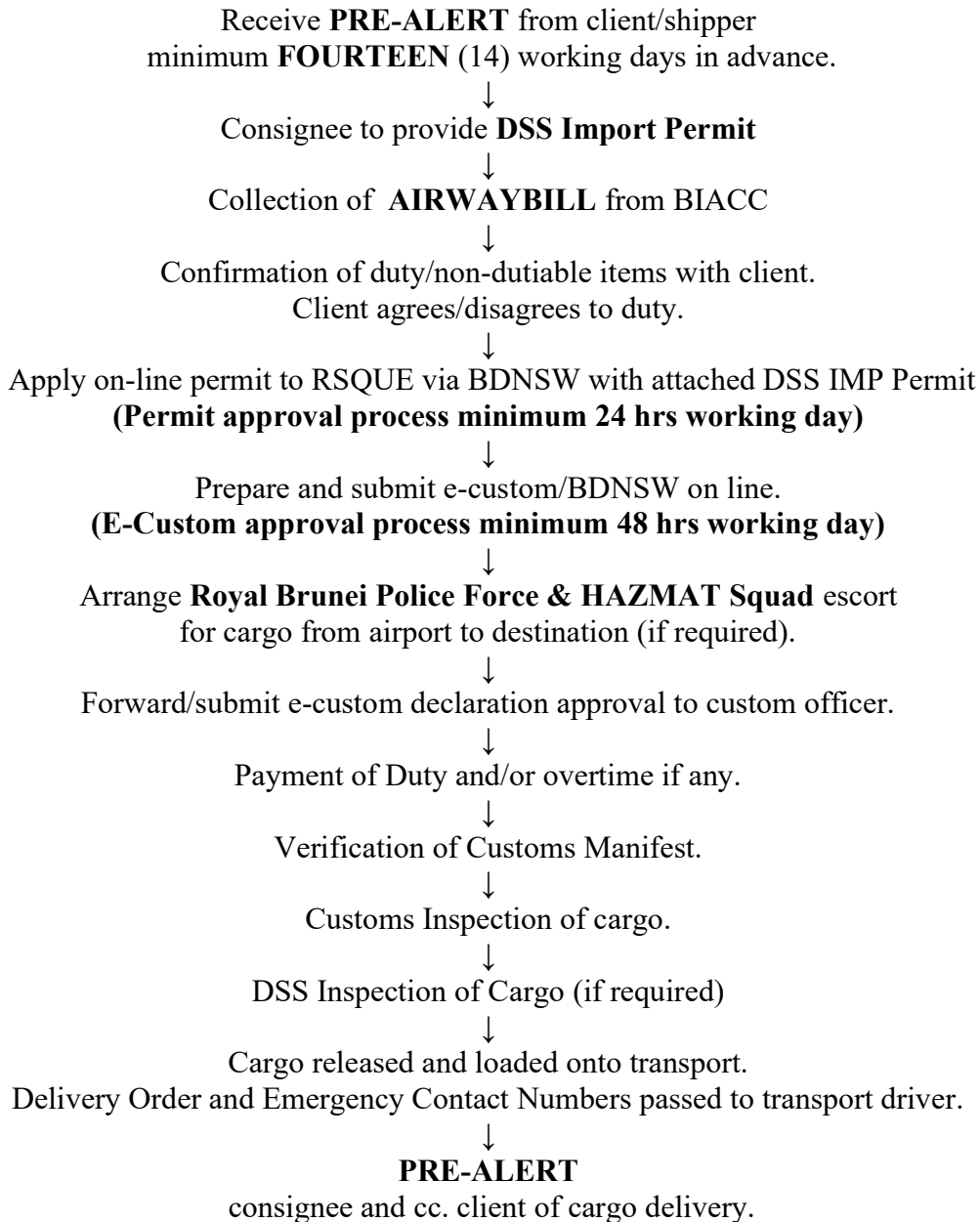


**PRE-ALERT**  
consignee and cc. client of cargo delivery.

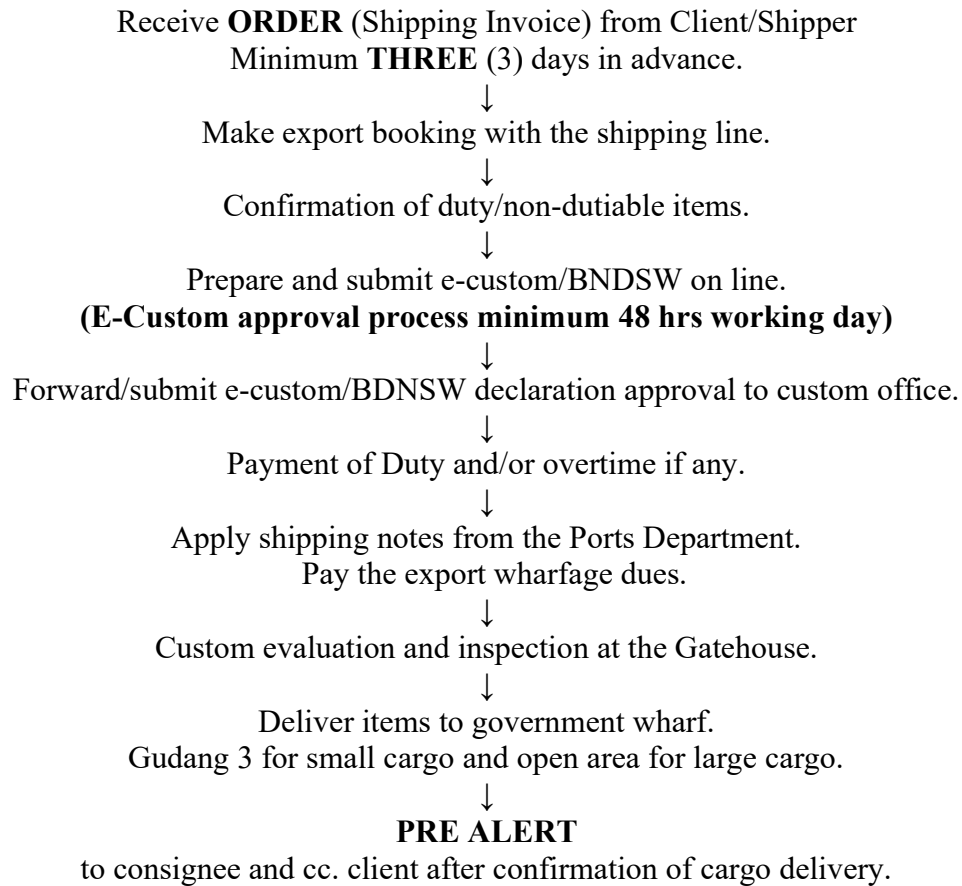
**IMPORT PROCEDURES**  
**CHEMICAL CARGO**  
**(AIRFREIGHT)**



**IMPORT PROCEDURES**  
**RADIOACTIVE SOURCE CARGO**  
**(AIRFREIGHT)**



**EXPORT PROCEDURES**  
**GENERAL CARGO**  
**(SEAFREIGHT)**





**EXPORT PROCEDURES**  
**CHEMICAL CARGO**  
**(SEAFREIGHT)**

Receive **ORDER** (Shipping Invoice) from Client/Shipper  
Minimum **THREE (3)** days in advance.



Make export booking with the shipping line inclusive of MSDS.



Confirmation of duty/non-dutiable items.



Apply on-line permit to Pharmacy via BDNSW with attached MSDS  
**(Permit approval process minimum 24 hrs working day)**



Prepare and submit e-custom/BDNSW on line.  
**(E-Custom approval process minimum 48 hrs working day)**



Forward/submit e-custom declaration approval to custom office after endorse.



Payment of Duty and/or overtime if any.



Apply shipping notes from the Ports Department.  
Pay the export wharfage dues.



Custom evaluation and inspection at the Gatehouse.



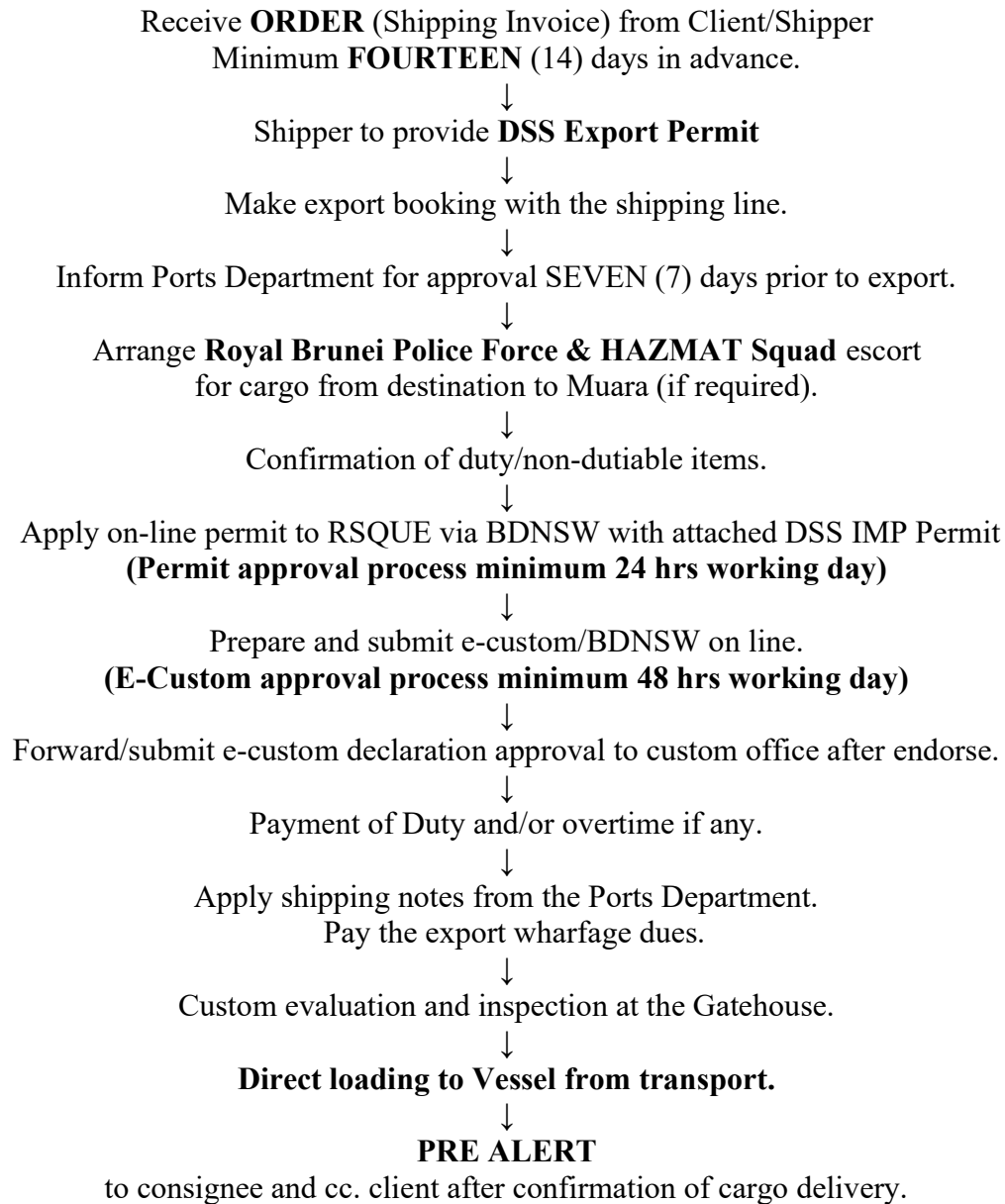
Deliver items to government wharf.  
Gudang 3 for small cargo and open area for large cargo.



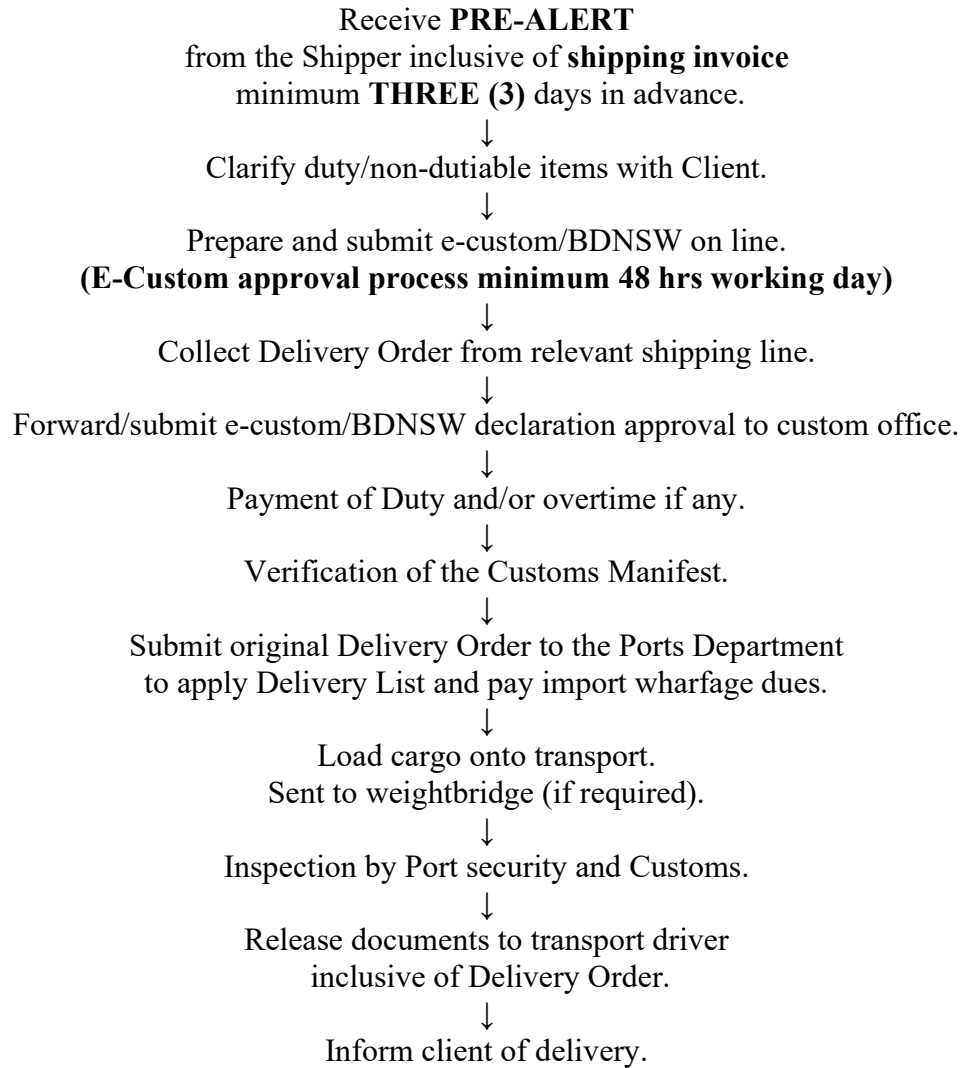
**PRE ALERT**

to consignee and cc. client after confirmation of cargo delivery.

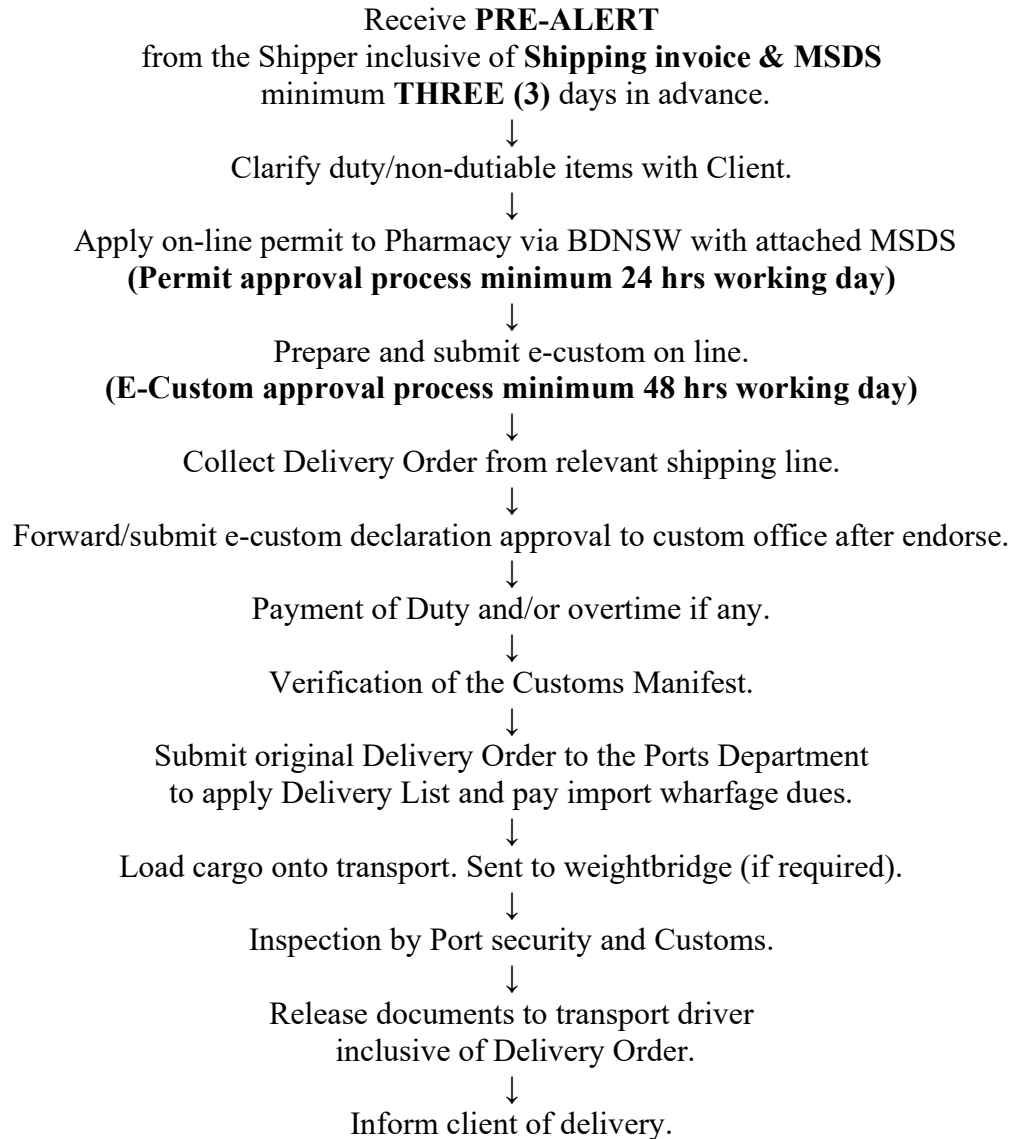
**EXPORT PROCEDURES**  
**RADIOACTIVE SOURCE CARGO**  
**(SEAFREIGHT)**



**IMPORT PROCEDURES**  
**GENERAL CARGO**  
**(SEAFREIGHT)**



**IMPORT PROCEDURES**  
**CHEMICAL CARGO**  
**(SEAFREIGHT)**



**IMPORT PROCEDURES**  
**RADIOACTIVE SOURCE CARGO**  
**(SEAFREIGHT)**

Receive **PRE-ALERT** from the Shipper inclusive of **Shipping invoice & MSDS** minimum **FOURTEEN (14)** days in advance.



Consignee to provide **DSS Import Permit**



Inform the Ports Department and Customs department of the incoming DG Cargo minimum of **SEVEN (7)** days in advance.



Arrange **Royal Brunei Police Force & HAZMAT Squad** escort for cargo from Muara to destination.(if required).



Clarify duty/non-dutiable items with Client.



Apply on-line permit to RSQUE via BDNSW with attached DSS IMP Permit  
**(Permit approval process minimum 24 hrs working day)**



Prepare and submit e-custom/BDNSW on line.  
**(E-Custom approval process minimum 48 hrs working day)**



Collect Delivery Order from relevant shipping line.



Forward/submit e-custom declaration approval to custom office after endorse.



Payment of Duty and/or overtime if any.



Verification of the Customs Manifest.



Submit original Delivery Order to the Ports Department to apply Delivery List and pay import wharfage dues.



DG Cargo direct loading to the transport.  
Inspection by Port security and Customs.

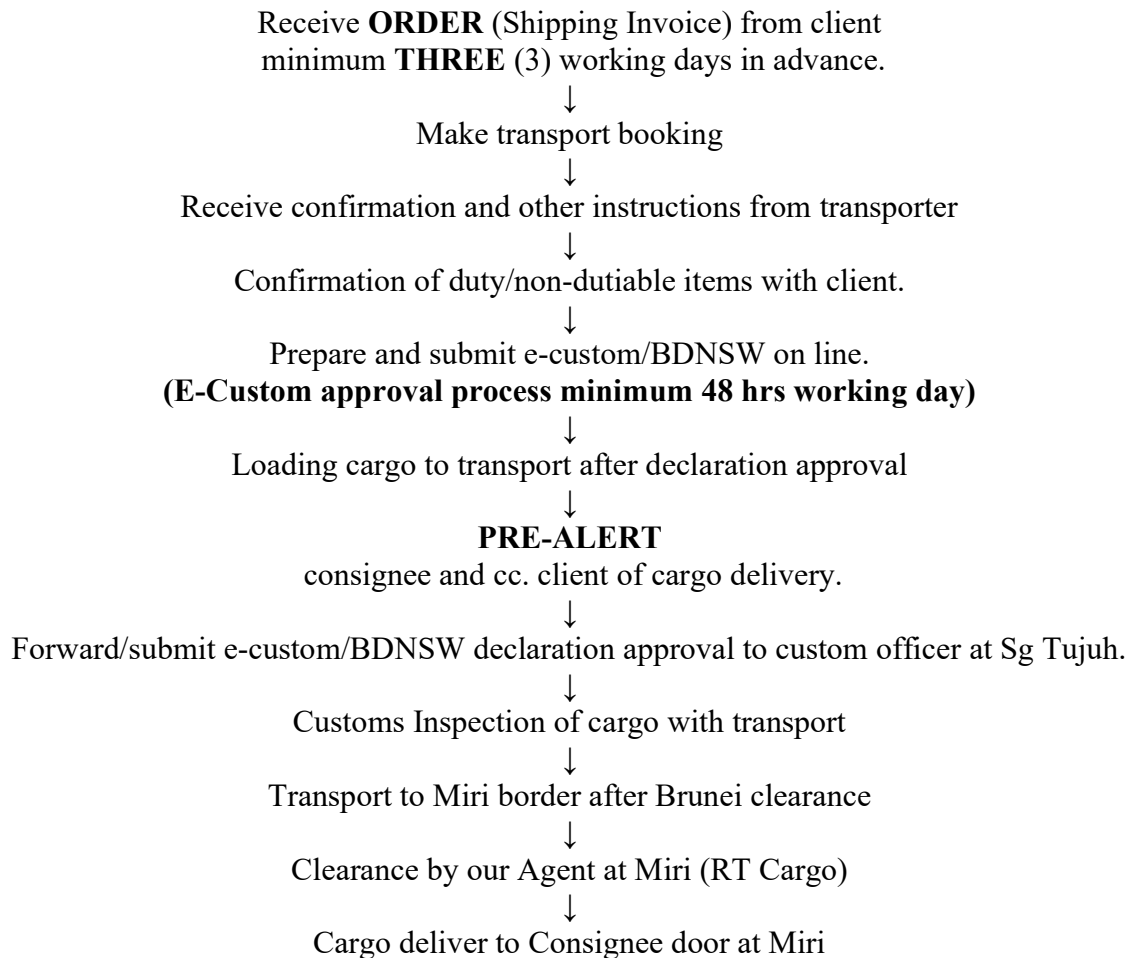


Release documents to transport driver inclusive of Delivery Order.

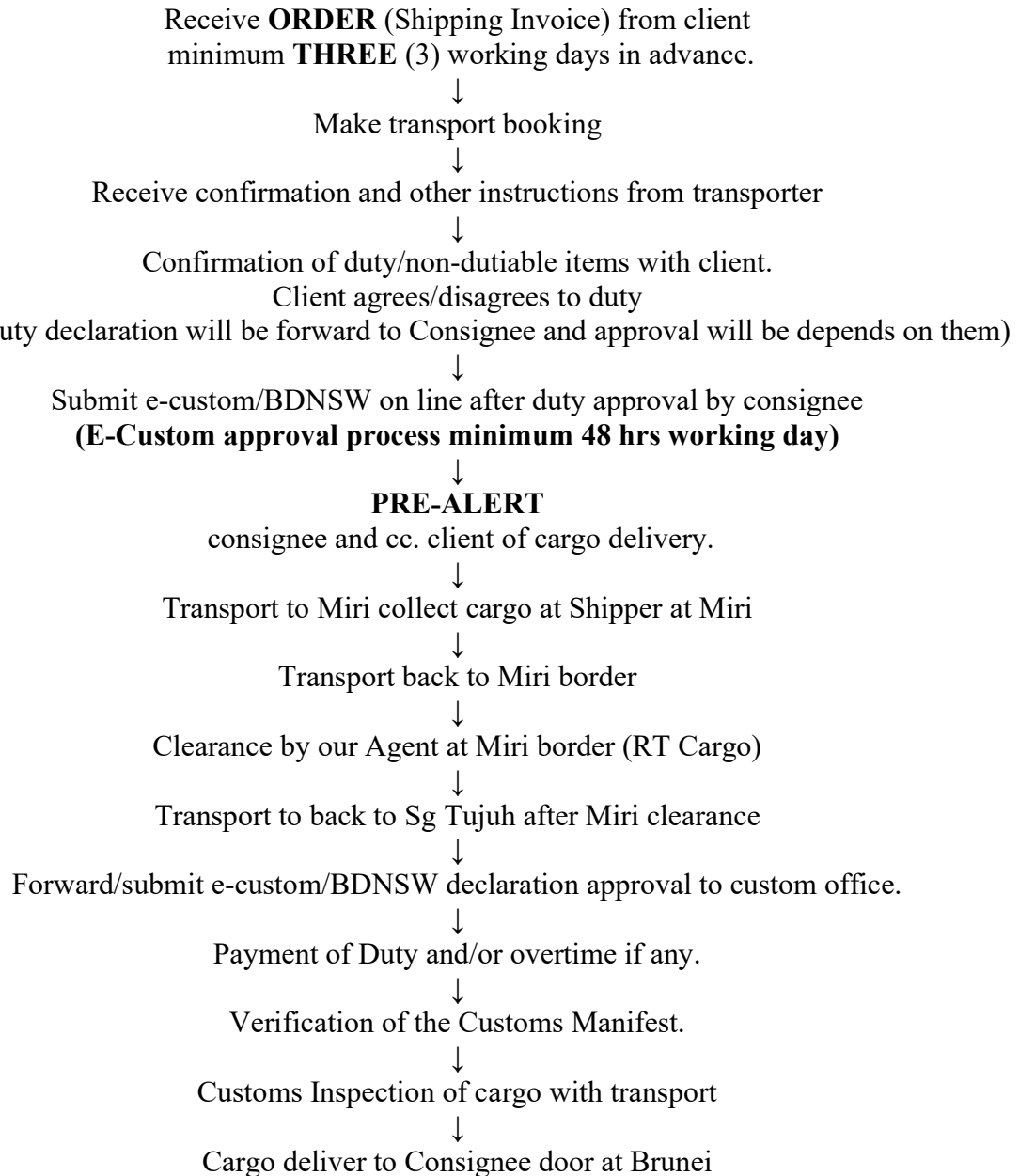


Inform client of delivery.

**EXPORT PROCEDURES**  
**GENERAL CARGO**  
**(LAND TO MIRI – DOOR TO DOOR)**



**IMPORT PROCEDURES**  
**GENERAL CARGO**  
**(LAND FROM MIRI – DOOR TO DOOR)**



**IMPORT PROCEDURES**  
**GENERAL CARGO**  
**(SHUTTLE HOPE or GOODWILL)**





**IMPORT PROCEDURES  
EXPLOSIVE**

Below our service operating procedure (SOP) briefly describe below.

1.	Brunei Consignee/Client must have Valid Police Import Permit
2.	Shipper to provide : a) Police Permit  b) commercial invoice with correct details as per Police Import Permit
3.	Before cargo can be Import : a) MTSB will apply Custom AP BDNSW online base on commercial invoice and Police Import Permit given by Client  b) This application will takes a minimum of 7 days.
4.	Royal Brunei Police Force and Royal Custom and Excise Department will check AP application and give approval by BDNSW online
5.	MTSB will forward Custom AP BDNSW approval to Client and Shipper in order for them to proceed with export to Brunei
6.	Shipper must provide Pre Alert 7 days in advance during office hour with attached below : a) Copy of B/L b) Commercial Invoice c) Police Import Permit
7.	MTSB will send Notice of arrival to Government Authority as below within 7 days in advance during office hours before Vessel arrive Muara. a) Port Department b) Royal Brunei Police Force of Escort division & SOS inspection c) Hazmat Squad d) Prime Minister Office (KDN) e) Royal Custom and Excise Department
8.	MTSB will submit e-custom/BDNSW declaration on line – 4 days in advance during office hour
9.	MTSB/Consignee will make transport and crane arrangement – 3 days in advance

10.	Consignee/Client will make arrangement store cargo to British Army Bunker or to the designated bunker for storage
11.	<p>MTSB will do direct loading, clearance with declaration approval and escort on the same day of vessel/cargo arrival and deliver to Bunker and Government Authority as below will be at Muara Port.</p> <ol style="list-style-type: none"> <li>Hazmat Squad – standby at Muara port during the cargo loading to the transport from the Vessel</li> <li>Royal Brunei Police Force Muara Station, Royal Custom and Excise Department Muara Station and Prime Minister officer – will inspect the cargo marking, Seal, Container number and number of packages are same as the B/L</li> <li>Royal Custom and Excise Department Muara Station – will make Local Permit for Royal Custom and Excise Department Kuala Belait station to confirm once cargo completed</li> <li>Royal Brunei Police Force Escort – will escort the cargo from Muara Port to Bunker after documents has been release from Royal Custom and Excise Department Muara Guard House</li> </ol>
12.	<p>Once cargo at Bunker :</p> <p>MTSB / Consignee Crane will lift down the Cargo/Container from Transport at bunker  MTSB personnel will forward all the documents to below :</p> <ol style="list-style-type: none"> <li>Royal Custom and Excise Department Kuala Belait Station – to check marking, seal, container number and number of packages are same as per Royal Custom and Excise Department Muara Station local permit</li> <li>Consignee/Client crew – will open the Box/Container and unstuff the cargo</li> <li>Royal Brunei Police SOS – check the quantity of the explosive must be same as per invoice quantity and description</li> </ol>
13.	<p>Once complete check by Police SOS :</p> <p>MTSB will get all the documents sign by the Custom Kuala Belait and Police SOS  MTSB / Consignee crane will lift on the Box/Container to transport and deliver to:</p> <ul style="list-style-type: none"> <li>- Muara for Carrier container</li> <li>- or other places as per Consignee/Client instruction for Shipper own container</li> </ul>

**VESSEL CLEARANCE REQUIREMENT  
INWARD/OUTWARD**

**Documentation require :**

- Vessel International Ship Security Certificate (ISSC)
- Pre Arrival notification
- Maritime Declaration of Health
- Vessel (Tug & Barge) full details/particulars

- Crew List (Inward & Outward)
- Nil List (for Arms, Narcotic & Ammunitions)
- Voyage Memo (if any)
- Crew Personnel Effects
- Ship Store List
- Provision List
- Bond Store List Cargo Manifest
- Crew List
- Last 10 port of call

**All ship's (Tug & Barge) relevant certificates require consist of :**

- International Ship Security Certificate (ISSC)
- Ship's Registry
- Safety Equipment Certificate
- Safety Construction Certificate
- Safety Radio Certificate
- Ship Sanitation Control Certificate
- International Loadline Certificate
- Deratting Certificate
- International Oil Pollution Certificate
- International Tonnage Verfication