

CUSTOMS DOCUMENTATION, RULING, FACILITIES & LICENSED MANUFACTURING WAREHOUSE (LMW)

**14 HOURS ZOOM & PHYSICAL
PROGRAM**

REGISTER 3 PAX, FREE 1 SEAT

OBJECTIVES :

1. Build a practical understanding of Malaysia customs documentation, declarations, rulings and compliance requirements.
2. Explain the purpose and application of common customs forms and supporting documents for import, export and controlled movements.
3. Introduce customs facilities, duty/tax treatment and the business situations in which each facility may be appropriate.
4. Develop practical understanding of Licensed Manufacturing Warehouse (LMW) operations, controls, inventory accountability and customs compliance.
5. Enable participants to identify documentation gaps, select appropriate customs processes and reduce compliance and operational risks.

TARGETED AUDIENCE

Import/Export, Logistics, Supply Chain, Procurement, Warehouse, Manufacturing, Customs/Trade Compliance, Finance and Operations personnel



HYBRID TRAINING



16 & 17 Nov 2026 (Mon & Tue)



**Remote Online Training (Zoom) &
Dorsett Grand Subang Hotel,
Selangor (Physical)**

**** Choose either Zoom OR Physical Session**

METHODOLOGY:

- 30% guided explanation and demonstrations of concepts, terminology and process flows.
- 30% practical exercises using simplified Malaysian customs documents and transaction scenarios.
- 25% group case studies and workshops focused on decision-making and compliance problem-solving.
- 10% facilitated discussion, peer learning and sharing of workplace practices.
- 5% knowledge checks, assessment and daily Q&A.



COURSE OVERVIEW

LEARNING OUTCOMES

By the end of the programme, participants should be able to:

- Identify key Malaysian customs documentation used in common import, export and movement scenarios.
- Explain the basic role of customs valuation, tariff classification, rules of origin and customs rulings.
- Differentiate major customs facilities and explain their business purpose at a practical level.
- Describe LMW eligibility concepts, operational controls, stock/accountability requirements and common compliance risks.
- Map a transaction from commercial documents through customs declaration, release and record retention.
- Review a simplified customs case and recommend the appropriate documentation, facility/process and control actions.

TRAINING ACTIVITIES & CASE STUDIES

- Group Activity 1 – Customs Documentation Mapping: Teams Analyse An Import/Export Scenario And Map Commercial Documents, Customs Documents, Approvals And Supporting Evidence From Transaction Initiation To Clearance.
- Group Activity 2 – Customs Compliance Detective: Teams Review A Simulated Customs File Containing Classification, Valuation, Origin And Documentation Issues, Identify Risks And Propose Corrective Actions.
- Group Activity 3 – Facility Selection Workshop: Teams Compare Customs Facilities For Different Business Scenarios And Justify The Most Suitable Option Based On Duty/Tax, Control And Operational Requirements.
- Group Activity 4 – Lmw End-to-end Case Study: Teams Design The Customs And Inventory-control Flow For A Manufacturing Company Operating Under Lmw, Including Materials, Production, Finished Goods, Exports And Local Sales Scenarios.
- Case Studies Use Simplified Malaysian Examples And Are Designed For Learning Purposes; Participants Should Verify Current Customs Requirements, Approvals And Official Procedures Before Implementation.

ASSESSMENT & Q&A

- Pre-course diagnostic questions during the ice breaker to establish participant experience.
- Daily knowledge checks through quizzes, facilitator questioning and activity debriefs.
- Observation of group-work performance against practical criteria: documentation accuracy, process understanding, risk identification and justification.
- Final assessment covering customs documentation, classification/valuation/origin, rulings, facilities and LMW controls.
- Continuous Q&A and workplace application discussion throughout both days.

EXPECTED PARTICIPANT TAKEAWAYS

- A practical customs documentation checklist for routine transactions.
- A clearer understanding of how classification, valuation and origin affect customs treatment.
- A decision framework for understanding customs facilities and their operational implications.
- A practical LMW control framework covering materials, production, finished goods, records and reconciliation.
- Improved ability to identify customs compliance gaps and prepare questions/escalations for Customs or internal trade-compliance specialists.

COURSE CONTENT

Day 1

Time	Session	Detailed Session Description
0900–0930	Ice Breaker & Course Orientation	Participant introductions, expectations, current customs experience and a short customs-document challenge.
0930–0950	Topic 1: Malaysia Customs Framework	Role of Royal Malaysian Customs Department (RMCD), customs control, import/export compliance and key stakeholders.
0950–1010	Topic 2: Customs Documentation Overview	Commercial invoice, packing list, bill of lading/air waybill, permits, certificates and supporting records.
1010–1030	Topic 3: Customs Declaration Fundamentals	Declaration concepts, data requirements, supporting documents, release processes and common errors.
1030–1045	Break	Refreshment break.
1045–1105	Topic 4: Customs Forms & Transaction Mapping	Practical overview of common customs forms/declarations and how documentation changes by movement.
1105–1125	Topic 5: Tariff Classification	HS/AHTN concepts, classification principles, product descriptions and classification risk.
1125–1145	Topic 6: Customs Valuation	Transaction value concept, additions/deductions, valuation evidence and common valuation issues.
1145–1205	Topic 7: Rules of Origin	Preferential vs non-preferential origin, origin evidence and practical implications for duty treatment.
1205–1305	Group Activity 1 – Documentation Mapping Workshop	Teams map documents and customs steps for a simulated import/export transaction.
1305–1405	Lunch	Lunch break.

COURSE CONTENT

Time	Session	Detailed Session Description
1405–1425	Topic 8: Customs Ruling & Advance Decisions	Purpose of rulings, when businesses may seek clarification, application considerations and documentation.
1425–1445	Topic 9: Customs Duty, Taxes & Exemptions	Basic duty/tax concepts, exemptions, reliefs and the importance of correct declaration.
1445–1505	Topic 10: Customs Compliance & Record Keeping	Document retention, audit trail, internal controls, reconciliation and compliance culture.
1505–1520	Break	Refreshment break.
1520–1540	Topic 11: Common Customs Documentation Errors	Incorrect HS code, value, origin, quantity, unit of measure, missing permits and inconsistent documents.
1540–1600	Topic 12: Import/Export Compliance Risk Management	Risk identification, escalation, corrective action and practical controls.
1600–1620	Group Activity 2 – Customs Compliance Detective	Teams identify documentation and declaration problems in a simulated customs file and recommend corrections.
1620–1630	Day 01 Knowledge Check	Short quiz, facilitator feedback and key learning points.
1630–1700	Wrap Up / Q&A	Review of Day 01, questions, clarification and preparation for Day 02.

Day 2

Time	Session	Detailed Session Description
0900–0930	Day 01 Recap	Interactive recap quiz, review of key customs documentation concepts and discussion of Day 01 learning points.
0930–0950	Topic 1: Customs Facilities – Overview	Purpose and basic operating concepts of customs-controlled facilities in Malaysia.
0950–1010	Topic 2: Free Zones & Related Facilities	Free-zone concepts, movement controls, documentation and practical business applications.
1010–1030	Topic 3: Bonded Warehouses & Customs Warehousing	Purpose, control principles, duty/tax considerations, inventory accountability and movement scenarios.
1030–1045	Break	Refreshment break.

COURSE CONTENT

Time	Session	Detailed Session Description
1045–1105	Topic 4: Licensed Manufacturing Warehouse (LMW) – Introduction	Purpose of LMW, manufacturing environment, customs control concept and typical business rationale.
1105–1125	Topic 5: LMW Eligibility & Approval Considerations	Key eligibility concepts, application considerations, premises, records and operational controls.
1125–1145	Topic 6: LMW Inventory & Stock Control	Raw materials, work-in-process, finished goods, wastage, scrap, stock records and reconciliation.
1145–1205	Topic 7: LMW Customs Procedures for Materials	Importation, receipt, storage, production usage and customs documentation/control points.
1205–1305	Group Activity 3 – Customs Facility Selection Workshop	Teams select and justify the most appropriate facility/process for several business scenarios.
1305–1405	Lunch	Lunch break.
1405–1425	Topic 8: LMW Production & Manufacturing Controls	Production records, consumption, yield, wastage/scrap and traceability from input to output.
1425–1445	Topic 9: LMW Finished Goods & Export Procedures	Finished goods control, export scenarios, documentation and reconciliation considerations.
1445–1505	Topic 10: LMW Local Sales / Duty & Tax Considerations	Understanding controlled local release scenarios, applicable approvals and duty/tax implications.
1505–1520	Break	Refreshment break.
1520–1540	Topic 11: LMW Audit, Records & Compliance	Audit trail, stock reconciliation, records, internal controls and customs audit readiness.
1540–1600	Topic 12: LMW Risks, Offences & Corrective Controls	Common compliance risks, documentation gaps, stock discrepancies, escalation and preventive controls.
1600–1620	Group Activity 4 – LMW End-to-End Case Study	Teams design an LMW transaction and control flow covering imported materials, production, finished goods, export and local-release scenarios.
1620–1630	Final Assessment	Short written/interactive assessment covering documentation, rulings, facilities and LMW.
1630–1700	Wrap Up / Q&A	Final review, participant questions, action points and workplace application.