

PANDUAN DAN TATACARA PROSES PENGELUARAN/PENGISIAN PERMIT/SIJIL EKSPORT/EKSPORT SEMULA DAN IMPORT KAYU GAHARU DAN RAMIN YANG TERSENARAI DI BAWAH APPENDIX II CITES BAGI SABAH

Original
Present to Malaysian and Foreign
Customs on Export/Re-Export/Import



PERSEKUTUAN MALAYSIA
FEDERATION OF MALAYSIA

PERMIT/No. SIJIL:
PERMIT/CERTIFICATE NO.



KONVENSYEN PERDAGANGAN
ANTARABANGSA MENGENAI SPESIES
FAUNA DAN FLORA TERANCAM
CONVENTION ON INTERNATIONAL TRADE IN
ENDANGERED SPECIES OF WILD FAUNA AND FLORA

EKSPORT/EXPORT IMPORT/IMPORT
 EKSPORT SEMULA/RE - EXPORT LAIN-LAIN/OTHERS

3. Pengimport (Nama dan Alamat) <i>Importer (Name and Address)</i>		2. Sah Sehingga/Valid Until	
3a. Negara Pengimport <i>Country of Import</i>		4. Pengeksport (Nama dan Alamat) <i>Exporter (Name and Address)</i>	
5. Syarat-Syarat Khas/Special Conditions		6. Nama, Alamat, Cop Rasmi dan Negara Pihak Berkuasa Pengurusan <i>Name, Address, National Seal/Stamp and Country of Management Authority</i>	
5a. Tujuan Urusniaga <i>Purpose of Transaction</i>	5b. No. Setem/Security Stamp No.	 Chief Conservator of Forests Sabah Forestry Department Locked Bag 68 90009 SANDAKAN SABAH, MALAYSIA	

BAHAGIAN INDUSTRI & PERDAGANGAN HUTAN IBU PEJABAT JABATAN PERHUTANAN SANDAKAN

OKTOBER 2020

**PANDUAN DAN TATACARA PROSES PENGELUARAN/PENGISIAN LESEN
EKSPORT /IMPORT KAYU GAHARU DAN RAMIN YANG TERSENARAI DI
BAWAH APPENDIX II CITES BAGI SABAH**

1. Pendahuluan:

- 1.1 Panduan ini adalah disediakan untuk digunakan oleh Pegawai Perhutanan Daerah atau pegawai yang diberikuasa untuk mengeluarkan lesen eksport/eksport semula dan import produk kayu gaharu dan Ramin.
- 1.2 Panduan ini hendaklah dirujuk bersama dengan **Panduan Pengeksportan/Pengeksportan Semula/Pengimportan Produk kayu Gaharu/Ramin Selaras Dengan Akta Perdagangan Antarabangsa Mengenai Species Terancam (Akta 686)**.

2. Panduan Umum:

- 2.1 Permohonan Permit/Sijil CITES hendaklah dikemukakan kepada Pegawai Perhutanan Daerah yang mempunyai pelabuhan dan tertakluk kepada pematuhan kesemua SOP berkaitan pengeluaran/pengimportan berkaitan kayu Gaharu dan Ramin serta pemeriksaan/pengesahan di lapangan sebelum kelulusan eksport/eksport semula dibenarkan.
- 2.2 Semua permohonan Permit/Sijil CITES hendaklah dibuat dengan menggunakan Borang Permohonan Permit/Sijil CITES. Format Borang tersebut adalah seperti di **Lampiran 1**.
- 2.3 Senarai *Harmonised Commodity Description and Coding system* bagi kayu balak, kayu gergaji, venir, papanlapis, *parts and derivatives* dan perabot kayu Ramin dan kayu Karas/Gaharu adalah seperti di **Lampiran 2a dan 2b**.
- 2.4 Perolehan bagi Permit/Sijil CITES dan setem CITES adalah diuruskan oleh pihak Ibu Pejabat Jabatan Perhutanan Sabah (Bahagian Industri & Perdagangan Hutan) atau Forest Industries & Trade (FIT) Pegawai Perhutanan Daerah yang terlibat dengan proses permohonan/pengeluaran lesen eksport/eksport semula kayu Gaharu/Ramin hendaklah mendapatkan setem CITES dan Permit/sijil CITES daripada Ketua Bahagian Industri & Perdagangan Hutan untuk tujuan kegunaan di peringkat Daerah yang terlibat dengan pengeluaran lesen eksport/eksport semula produk kayu Gaharu/Ramin apabila ada permohonan dari syarikat pengesport/pengimport.
- 2.5 Bayaran untuk pengeluaran satu set Permit/Sijil CITES adalah sebanyak RM50.00 (Ringgit Malaysia: Lima puluh sahaja). Satu Permit/Sijil CITES hanya sah bagi sekali pengeksportan dan mengandungi satu konsainmen sahaja dan sah untuk transaksi bagi tempoh enam bulan dari tarikh pengeluaran.

- 2.6 Kesemua pengeluaran Permit/Sijil CITES/Setem CITES hendaklah direkod untuk tujuan pemantauan dan pelaporan kepada Ibu Pejabat Perhutanan setiap bulan dan Kementerian Tenaga dan Sumber Asli Malaysia setiap November setiap tahun dan seterusnya kepada Urusetia CITES di Geneva setiap tahun.
- 2.7 Mana-mana Permit/Sijil CITES yang dikeluarkan kepada pemohon tetapi tidak digunakan, tidak akan dilanjutkan tempoh dan dianggap batal. pembayaran tidak akan dikembalikan kepada pemohon. Permit/Sijil CITES/Setem CITES yang dibatalkan hendaklah direkod untuk tujuan pelaporan kepada Ibu Pejabat Perhutanan setiap bulan dan Kementerian Tenaga dan Sumber Asli Malaysia setiap November dan seterusnya kepada Urusetia CITES di Geneva setiap tahun.
- 2.8 Sekiranya terdapat kesilapan kecil dalam mengisi maklumat semasa pengeluaran Permit/Sijil CITES, pembatalan hendaklah dibuat dengan cara membaris sekali di atas perkataan salah tersebut dan tandatangan ringkas dan cop kecil Jabatan Perhutanan Sabah serta buat pembetulan.
- 2.9 Jika pembetulan lebih dari dua kali di blok yang sama, keseluruhan Permit/Sijil CITES hendaklah dibatalkan dengan cara baris melintang penjurua dan tuliskan 'DIBATALKAN'. Simpan set sijil yang dibatalkan ini dalam fail dan rekodkan pembatalan tersebut (untuk semakan audit).
- 2.10 Kesemua nama pegawai yang diberi tanggungjawab untuk menandatangani Sijil/Permit CITES dengan sampel tanda-tangan hendaklah dilaporkan secara terus kepada Secretariat CITES di Geneva melalui surat rasmi ataupun melalui Kementerian Tenaga & Sumber Asli. Contoh format pelaporan adalah seperti di Annex 1.
- 2.11 Pihak Kementerian Tenaga & Sumber Asli Malaysia juga perlu dimaklumkan (a) National Contact Person bagi Jabatan Perhutanan Sabah untuk disiarkan didalam web CITES dan (b) Sample tanda-tangan dan pegawai yang diberi kuasa untuk menandatangani Sijil/Permit CITES.

3. Tanggungjawab Dan Tindakan

3.1 Tanggungjawab dan tindakan pegawai yang diberikuasa dalam proses pengeluaran permit/Sijil CITES adalah seperti berikut:

<u>Bil</u>	<u>Tindakan</u>	<u>Tanggungjawab</u>
1.	Menerima permohonan melalui Borang Permohonan Permit/Sijil CITES	Pegawai Perhutanan Daerah/ Ketua Unit FIT Daerah
2.	<p>Semak perkara-perkara berikut;</p> <p>i) Semua butiran yang terdapat dalam borang permohonan telah diisi oleh pemohon.</p> <p>ii) Bayaran RM50.00 disertakan bersama borang permohonan. Bayaran hendaklah dalam bentuk <i>Bank Draft/Cashier Order</i> yang dibayar atas nama Ketua Konservator Hutan. Pembayaran menggunakan cek persendirian/syarikat adalah TIDAK diterima.</p> <p>iii) Bagi permohonan Permit Import CITES pastikan salinan dokumen berikut disertakan:</p> <p>a) Permit Eksport dari Negara Asal atau;</p> <p>b) Sijil Eksport-Semula dari Negara pengeksport-semula jika kayu berkenaan sebelum ini diimport dari Negara lain (contoh: Singapura mengeksport semula ke Malaysia kayu Ramin/Gaharu yang berasa/diimport dari Indonesia. Pemohon hendaklah mengemukakan salinan Sijil Eksport-Semula yang dikeluarkan oleh M.A. Singapura apabila memohon Permit Import CITES Malaysia.</p> <p>c) Bukti berkenaan barangan berkenaan telah memasuki Malaysia (<i>Bill of Lading/Airway Bill</i>).</p> <p>Semak salinan dokumen yang berkaitan dengan;</p> <p>a) Salinan yang ada dalam simpanan/rekod Jabatan Perhutanan Sabah (salinan untuk M.A. yang dipungut oleh Kastam semasa pengimportan dan kemudian dikemukakan untuk simpanan Jabatan Perhutanan Sabah; atau</p> <p>b) Hubungi pihak Kastam di mana kayu berkenaan masuk ke Malaysia bagi pengesahan salinan dokumen tersebut; atau</p>	<p>Kerani Akaun</p> <p>Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport</p>

	<p>c) Dapatkan pengesahan dari Pihak Berkuasa Pengurusan Negara yang mengeluarkan permit/sijil berkenaan.</p> <p>Bagi permohonan Permit EKSPORT CITES pastikan salinan dokumen berikut disertakan;</p> <p>a) Pas memindah Hasil Hutan (Removal Pass) Hutan 08/86-Pin. 1/89) dan Resit Pembayaran (Kew.38 – Pin. 2/86) yang dikeluarkan oleh Jabatan Perhutanan Sabah.</p> <p>b) Salinan Invoice/Packing list.</p> <p>c) Untuk pengeksporan Gaharu/Ramin, pengeksport perlu berdaftar dengan Jabatan Perhutanan Sabah iaitu memiliki Sijil Pendaftaran sebagai Pengeksport yang validitinya masih sah.</p>	
3.	Memaklumkan kepada pemohon sekiranya borang tidak lengkap dan /atau tidak menepati syarat.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
4.	<p>Prosidur penyediaan Permit/Sijil CITES berkaitan adalah seperti berikut;</p> <p>i) Prosidur penyediaan Permit Eksport/Import CITES bagi pengeksporan/pengimportan kayu Ramin dan kayu Karas/Gaharu adalah seperti di <u>Lampiran3(i)</u>.</p> <p>ii) Prosidur penyediaan Sijil Eksport-Semula CITES bagi mengeksport semula kayu Ramin dan kayu Karas/Gaharu yang bukan berasal dari Malaysia adalah seperti di <u>Lampiran 3(ii)</u>.</p>	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
5.	Uruskan pengeluaran resit terhadap bayaran yang dibuat.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
6.	Kepilkan borang permohonan, Permit/Sijil CITES dan resit pembayaran; kemukakan kepada pegawai untuk semakan dan tandatangan.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport

7.	Maklumat dalam borang K1 atau K2 hendaklah sama dengan maklumat dalam Permit/Sijil CITES yang disediakan mengikut prosidur seperti di <u>Lampiran 3(a) atau 3(b)</u> .	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
8.	Tandatangan Permit/Sijil CITES setelah lengkap.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
9.	Minta pemohon tandatangan di blok 4, Permit/Sijil CITES.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
10.	Leraikan salinan Permit/Sijil CITES yang keempat (warna hijau) untuk simpanan. Kepilkan salinan ini beserta borang permohonan dan dokumen lain yang disertakan bersama dan failkan mengikut kategori berikut; i) Permit Eksport CITES; ii) Permit Import CITES; iii) Sijil Eksport-Semula CITES.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
11.	Serahkan Permit/Sijil CITES (3 salinan) beserta resit bayaran kepada pemohon.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport
12.	Rekod Pengeluaran Permit/Sijil CITES dan kemukakan laporan ke ibu Pejabat Perhutanan.	Pegawai Diberikuasa/ Dilantik- Unit FIT Daerah mengeksport

3.2 Carta aliran proses pengeluaran Permit/Sijil CITES adalah seperti Lampiran 4.

3.3 Bagi mereka yang ingin mengimport kayu Ramin dan kayu Karas/Gaharu dengan tujuan eksport-semula, adalah perlu mendapatkan salinan asal Permit Eksport CITES atau Sijil Eksport-Semula CITES dari Negara pengimport. Dokumen tersebut perlu dimajukan ke Jabatan Perhutanan Sabah bagi tujuan pengeluaran Sijil Eksport-Semula CITES.

3.4 Di dalam mengendalikan semakan penerimaan sijil/Permit eksport /import CITES produk kayu Gaharu/Ramin dari negara luar, kesahihan sijil/permit CITES yang dikeluarkan oleh negara asal hendaklah benar-benar diteliti berpandukan kepada panduan seperti di Lampiran 5.

4. Yuran Permit CITES Dan Validiti

Yuran permit serta tempoh validiti setiap permit yang dikeluarkan adalah seperti berikut:

Permohonan	Bayaran Yuran dan tempoh sah laku
Permit Mengimport	RM 50.00 / 6 Bulan
Permit Mengeksport	RM 50.00 / 6 Bulan
Perakuan Untuk Mengeksport Semula	RM 50.00 / 6 Bulan
Perakuan Untuk Membawa Masuk Dari Laut	RM 50.00 / 6 Bulan
Permit Untuk Mengeksport mana-mana tumbuhan dibiakkan secara buatan bagi maksud perdagangan komersial	RM 50.00 / 6 Bulan



**JABATAN PERHUTANAN SABAH
(SABAH FORESTRY DEPARTMENT)**

**BORANG PERMOHONAN PERMIT/SIJIL CITES
APPLICATION FOR CITES PERMIT/CERTIFICATE**

**Arahan
(Instruction)**

1. *Gunakan satu borang untuk satu permohonan Permit/Sijil CITES.
(Use one form for each application for Permit/CITES Certificate)*
2. *Sertakan bayaran RM50.00 bagi 1 Set Permit/Sijil CITES;
(Enclose payment of RM50.00 for 1 set of Permit/CITES Certificate)*
3. *Sertakan salinan Invois/Packing List.
(Enclose copy of invoice/packing list)*
4. *Sertakan salinan Pas Memindah Hasil Hutan dan Resit Pembayaran Royalti.
(Enclosed copy of Removal Pass of forest produce and royalty payment receipt)*
5. *Sertakan Permit Eksport CITES Dari Negara Asal/Sijil Eksport-Semula CITES untuk mendapatkan Permit Import.
(Enclose CITES Export Permit from the country of origin/CITES Re-export Certificate to get Import Permit).*

Sila tandakan () (please tick ())

A. Urusniaga (Business deal)	B. Jenis Kayu (Type of timber)
Eksport (Export) : []	Gaharu : [] Scientific name: _____
Eksport semula (Re-export) : []	
Import (Import) : []	Ramin : [] Scientific name: _____

C. Maklumat Pemohon (Applicant's details)

1. Nama dan Alamat Pengeksport/pengimport di Malaysia (Name and address of exporter/importer in Malaysia)	
2. No Talipon (Telephone no)	
3. No fax (Fax no):	

D. Tujuan Urusniaga (Type of business deal):			
1. Perdagangan (Commercial):	[]	2. Pameran (Exhibition)	[]
3. Pelajaran (Education):	[]	4. Tujuan Saintifik (Scientific purpose)	[]
5. Lain-lain (Others): Nyatakan (Specify)			

E. Maklumat Konsignmen (Consignment Details)

1. Jenis produk kayu (Type of timber product)			
2. Tanda Konsignmen jika ada (Consignment mark if any)			
3. Kuantiti (Unit) (Quantity (unit))		4. Isipadu (M ³ /kg) (Volume (M ³ /kg))	
5. Maklumat tambahan bagi eksport semula (Additional information for re-export)			
i. Negara asal konsignmen (Country of Origin of Consignment)			
ii. * No. Permit Eksport Negara Asal : (Permit No * of Country of Origin)		Tarikh dikeluarkan (Date issued)	
iii. *No. Sijil Eksport Semula negara terakhir (Re-export Certificate No* of last country)		Tarikh dikeluarkan (Date issued)	
6. Cara Penghantaran (Declared means of Conveyance) (By Air/By Sea, etc)		7. Pelabuhan Tempat Masuk (Declared Point of Entry)	
8. Tarikh Eksport/Import (Date of export/Import)		9. Tempat Pemeriksaan (Place of Inspection)	
<p>10. Saya dengan ini mengaku bahawa sepanjang yang saya ketahui, kesemua maklumat yang diberikan di atas adalah benar dan betul. Saya faham jika maklumat yang diberi adalah tidak benar, Permit CITES yang dikeluarkan boleh dibatalkan. (I declare that to the best of my knowledge the information given as above is true and correct. I acknowledge that if any of the information given above is false and incorrect, the CITES Permit will be null and void).</p>			
Tanda Tangan Pemohon (Signature of Applicant)		Tarikh (Date):	

Nama Pemohon :
(Name of Applicant)

No Kad Pengenalan :
(Identification Card No)

Cap Organisasi/Syarikat:
(Stamp of Organisation/Company)

Untuk Kegunaan Pejabat (For Office Use)

Keputusan [Diluluskan/Tidak diluluskan]
(Decision (Approved/Not approved))

Tanda-tangan Pegawai Yang Diberikuasa
(Signature of Authorised Officer)

Nama:
(Name)

Tarikh:
(Date)

No Daftar:
(Registration No)

No Setem Keselamatan:
(Security Srtamp no)

No siri Permit:
(Permit Serial No):

Tarikh Luput Permit:
(Expiry date of Permit)

Tarikh Permit Dikeluarkan:
(Date of Issuance of Permit)

Pintu Keluar:
(Exit Point)

HARMONISED CODE FOR RAMIN AND GAHARU PRODUCT

H.S Code (International)	Product Description
1211	Plants and part plants(including seed and fruits), of a kind used primarily in perfumery, in pharmacy or for insecticidal, fungicidal or similar purposes, fresh or dried, whether or not cut, crushed or powdered.
1211.90	Other
200	Gaharu wood chips/Blocks
300	Sandal wood chips
900	Gaharu Dust
0602.20.000	Gaharu Sapling
3301.90.300	Gaharu Oils
4403	Wood in rough, whether or not stripped of bark or sapwood or roughly squared
4403.49.310	Pulpwood(Ramin)
4403.49.320	Baulk (Ramin)
4403.49.331	Sawlog and veneer logs in rough (Ramin)
4403.49.332	Sawlog and veneer logs in roughly squared (Ramin)
4406	Railway or tramway sleepers(cross-ties) of wood
4406.10	Not impregnated standard & better
190	Other (Ramin)
	Select & better
290	Other (Ramin)
4406.90	Other standard & better
190	Other (Ramin)
	Select & better
290	Other (Ramin)
4407	Wood sawn or chipped lengthwise, slice or peeled, whether or not planed, sanded or finger jointed of a thickness exceeding 6mm.
4407.29.120	
4407.29.200	Deck (Ramin)
4407.29.390	Cross Arm (Ramin)
4407.29.490	Wagon planks (Ramin)
4407.29.590	Sawn lengthwise (Ramin sawn timber graded or ungraded)
4407.29.990	Slice or peeled (Ramin)
4408.39 100-900	Others-including dressed timber D1s,D2s,D3s, D4s, finger jointed sawn timber (board or block)
4409.29.940	Face Veneer or others Veneer
4409.29.910-990	Finger jointed dressed timber of Ramin
	Moulding Products
4412	
4412.31 000	Plywood
4412.32 000	Plywood
4412.39 000	Plywood
9401	Seats (other than those of heading No.94.12). Whether or not convertible into beds and part thereof.
9401.59 000	Sears of cane, osier, bamboo or similar materials
	Other seat with wooden frames:
9401.61 000	- Upholsterers (Ramin or Gaharu)

9401.69 000 9401.80 190	- Other (Ramin or Gaharu) Other seats of a kind used in parks, garden or vestibules: Other (Ramin or Gaharu)
H.S Code (International)	Product Description
9403.30 000 9403.40 000 9403.50 000 9403.60 100 200 900 9404.90 100 900	Parts (Ramin or Gaharu) Wooden furniture of a kind used in offices Wooden furniture of a kind used in kitchen Wooden furniture of a kind used in bedroom Other wooden furniture: Baby walker Fume cupboard for use in medical laboratory Other Parts: For subheading Nos. 9403.20 100,9403.60 100,9403.70 200 and 9403.81 300 Other
9504 9504.90 191 991	Articles for funfair, Table or parlor games, including pintables, billiards, special tables for casino games and automatic bowling alley equipment Other: Automatic bowling alley equipment: Of wood and/or paper and /or plastics other

HARMONISED CODE FOR RAMIN AND GAHARU PRODUCT

AHTN Code (ASEAN)	Product Description
1211 1211.90 9500 9410 9500	Plants and part plants (including seeds and fruits) of kind used primarily in perfumery, in pharmacy or for insecticidal, fungicidal or similar purposes fresh or dried whether or not cut, crushed or powdered. Other Gaharu wood chips/Blocks Sandal wood chips Gaharu Dust
0602.20 0000	Gaharu Sapling
3301.90 9010	Gaharu Oils
4403 4403.49 9013 4403.49 1013 4403.49 1023 4403.49 1024	Wood in rough, whether or not stripped of bark or sapwood or roughly squared Pulpwood (Ramin) Baulk (Ramin) Sawlog and veneer logs in rough (Ramin) Sawlog and veneer logs in roughly squared (Ramin)
4406 4406.10 0029 0019 4406.90 0029 0019	Railway or tramway sleepers (cross-ties) of wood Not impregnated (Ramin) select & better (Ramin) standard & better Other Other (Ramin) select & better Other (Ramin) select & better
4407 4407.29 5610 4407.29 5920 4407.29 5930 4407.29 5940 4407.29 5950 4407.29 5990 4408.39 9010-90 4409.29.0050 4409.29.0020-90	Wood sawn or chipped lengthwise, slice or peeled whether or not planned, sanded or finger jointed of a thickness exceeding 6mm Deck (Ramin) Cross Arm (Ramin) Wagon planks (Ramin) Sawn lengthwise (Ramin sawntimber graded or ungraded) Slice or peeled(Ramin) Others-including dressed timber D1s,D2s,D3s,D4s, finger jointed sawn timber (board or block) Face Veneer or others Veneer Finger jointed dressed timber of Ramin Moulding Products
4412 4412.31 0000 4412.32 0000 4412.39 0000	Plywood Plywood Plywood
9401 9401.59 0000 9401.61 0000 9401.69 0000 9401.80 9090	Seats (other than those of heading No.94.12)-whether or not convertible into beds and part thereof. Seats of cane, osier, bamboo or similar materials Other seat with wooden frames: -Upholsterers (Ramin or Gaharu) - Other (Ramin or Gaharu) Other seats of a kind used in parks, garden or vestibules: Other (Ramin or Gaharu)

AHTN Code (ASEAN)	Product Description
9403.30 0000 9403.40 0000 9403.50 0000 9403.60 0010 0020 0090 9404.90 0010 0090	Parts (Ramin or Gaharu) Wooden furniture of a kind used in offices Wooden furniture of a kind used in kitchen Wooden furniture of a kind used in bedroom Other wooden furniture Baby walker Fume cupboard for use in medical laboratory Other Parts: For subheading Nos. 9403.20 100,9403.60 100,9403.70 200 and 9403.80 910 Other
9504 9504.90 3999 3991	Articles for funfair, Table or parlour games, including pintables, billiards, special tables for casino games and automatic bowling alley equipment Other: Automatic bowling alley equipment: Of wood and/or paper, and/or plastics other

IMPORT

1. Permit Eksport/Import CITES dikeluarkan oleh Jabatan Perhutanan Sabah bagi pengeksportan/pengimportan kayu balak, kayu gergaji, venir, papan lapis, *parts and derivates* termasuk juga perabot kayu Ramin dan kayu Gaharu yang berasal dari Sabah (Permit Eksport CITES) dan dieksport dari Sabah (Permit Import CITES).
2. Permit Eksport CITES yang digunakan adalah mempunyai logo Kerajaan Malaysia dan CITES. Rujuk contoh seperti di **Lampiran 4A** manakala contoh Permit CITES yang telah lengkap diisi adalah seperti di **Lampiran 4B**. Format 'standard' dari CITES Secretariat dari panduan pengisian dalam Bahasa Inggeris adalah seperti di Annex 2.
3. Permit mengandungi 4 salinan (*carbonized*) bagi satu set;
 - i. *Copy for the M.A, of Importing Country (putih)*
 - ii. *Copy for the M.A of Exporting Country (biru)*
 - iii. *Copy for the applicant (kuning)*
 - iv. *Salinan untuk fail Jabatan Perhutanan Sabah (hijau).*
4. Lengkapkan/isikan ruangan-ruangan berkaitan dalam Permit berdasarkan permohonan. Permit perlu dilengkapkan seperti berikut:
 - i. *Potong perkataan 'SIJIL' (juga dalam Bahasa Inggeris) dan tandakan (/) dalam kotak samada EKSPORT atau IMPORT, dibahagian atas kanan borang Permit.*
 - ii. *Blok 2 – isikan tarikh/tempoh sah lessen. Tempoh sah Perrmit tidak melebihi 6 bulan dari tarikh Permit dikeluarkan.*
 - iii. *Blok 3 – isikan nama dan alamat pengimport dengan lengkap.*
 - iv. *Blok 3a – nyatakan Negara pengimport.*
 - v. *Blok 4 – isikan nama dan alamat pengeksport dengan lengkap.*
 - vi. *Blok 5 – isikan 'NONE' jika ada sebarang halangan sila tuliskan (Cth: Untuk tujuan pengukiran sahaja).*
 - vii. *Blok 5a – Isikan kod huruf seperti berikut (sebagaimana yang berkaitan);*

T – Commercial
Z – Zoos
G – Botanical gardens
Q – Circuses and travelling exhibitions
S – Scientific purposes
P – Personal
E – Education
 - i. *Blok 5b – isikan no. setem yang dilekatkan di blok 12 Permit berkaitan*
 - ii. *Blok 6 – isikan/cop alamat Jabatan Perhutanan Sabah.*
Bagi blok 7/8,9,10,11 dan 11a, gunakan kotak yang kosong bagi blok A sahaja;

- i) Blok 7/8 – isikan ‘*GONYSTYLUS SPP.(RAMIN)*’ atau ‘*AQUILARIA SPP/GYRINOPS SPP/(GAHARU)*’ mengikut kesesuaian’.
- ii) Blok 9 – isikan nature of product samada WOOD, LOGS, SAWN TIMBER, VENEER, PLYWOOD, PARTS AND DERIVATES atau FURNITURE mengikut produk yang berkenaan
- iii) Blok 10 – isikan ‘II/W’ (jika dari sumber hutan) atau ‘II/I’ (jika kayu Ramin dan kayu Karas/Gaharu daripada sumber yang dirampas)
- iv) Blok 11 – isikan isipadu dalam meter padu, kilogram atau bilangan
- v) Blok 11a – isikan jumlah yang telah diekspor (jika berkaitan kuota)
- vi) Blok 12,12a dan diisi bagi butir-butir yang terdapat dari permit CITES Negara pengekspor seperti Negara Asal, No. Permit dan Tarikh(untuk Permit Import sahaja).
- vii) Blok 13 – potong perkataan ‘~~SIJIL~~’
 - Diruangan tempat: cop rubberstamp pejabat yang mengeluarkan
 - Diruangan setem keselamatan, tandatangan dan cop rasmi;
 - Tandatangan pegawai di atas stem atau mengenai stem tersebut dan cop nama dan jawatan pegawai penandatangan.
 - Pastikan setem yang dilekatkan mempunyai nombor siri yang sama seperti di blok 5b.
- viii) Blok 14 dan 15 iaitu ruangan pengesahan barangan yang diekspor atau re-export akan diperiksa dan disahkan oleh pihak Kastam terlebih dahulu sebelum diekspor atau re-eksport. Pemohon mesti memastikan bahawa ruangan ini dilengkapi oleh pihak Kastam semasa urusan pengeksporan. Pihak Kastam akan memulangkan lampiran permit/sijil yang berwarna biru yang disahkan kepada Jabatan Perhutanan Sabah dengan pintu keluar eksport.

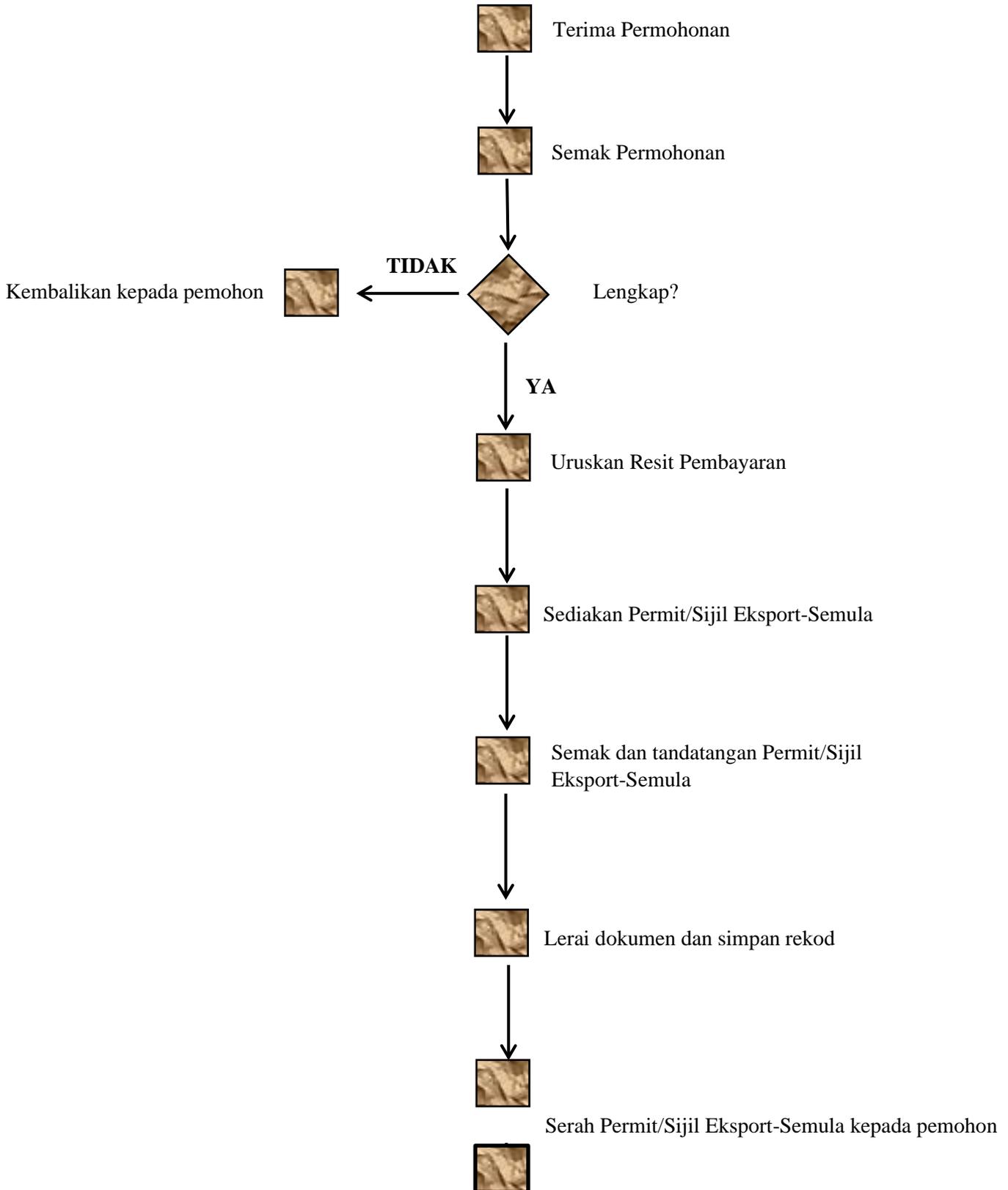
PROSEDUR PENYEDIAAN SIJIL EKSPORT SEMULA

1. Sijil Eksport-Semula dikeluarkan bagi pengeksporan-semula kayu Ramin dan kayu Gaharu seperti kayu gergaji, venir, papan lapis termasuk juga *parts and derivatives* yang berasal dari Sabah dan dieksport dari Sabah.
2. Sijil yang digunakan adalah mempunyai logo Kerajaan Malaysia dan CITES. Rujuk contoh seperti di **Lampiran A** manakala contoh Permit CITES yang telah lengkap diisi adalah seperti di **Lampiran 4B**. Format 'standard' dari CITES Secretariat dari panduan pengisian dalam Bahasa Inggeris adalah seperti di Annex 2.
3. Sijil mengandungi 4 salinan (carbonized) bagi satu set;
 - i. *Copy for the M.A. of Importing Country* (putih)
 - ii. *Copy for the M.A of Exporting Country* (biru)
 - iii. *Copy for the applicant* (kuning)
 - iv. Salinan untuk fail Jabatan Perhutanan Sabah (hijau)
4. Lengkapkan/isikan ruangan-ruangan berkaitan dalam Permit berdasarkan permohonan. Permit perlu dilengkapi seperti berikut;
 - i. Potong perkataan PERMIT (Juga dalam Bahasa Inggeris) dan tandakan (/) dalam kotak EKSPORT SEMULA dibahagian atas kanan borang Permit.
 - ii. Blok 2 – isikan tarikh/tempoh sah lesen. Tempoh sah Permit tidak melebihi 6 bulan dari tarikh Permit dikeluarkan.
 - iii. Blok 3 – isikan nama dan alamat pengimport dengan lengkap.
 - iv. Blok 3a – nyatakan Negara pengimport
 - v. Blok 4 – isikan nama dan alamat pengeksport dengan lengkap
 - vi. Blok 5 – isikan 'NONE'
 - vii. Blok 5a – isikan kod huruf seperti berikut (sebagaimana yang berkaitan);
 - T – Commercial
 - Z – Zoos
 - G – Botanical Gardens
 - Q – Circuses and Travelling Exhibitions
 - S – Scientific Purposes
 - P – Personal
 - E – Education
 - viii. Blok 5b – isikan no. setem yang dilekatkan di blok 13 Permit berkaitan
 - ix. Blok 6 – isikan/cop alamat Jabatan Perhutanan Sabah dibawah perkataan.

Bagi blok 7/8,9,10,11 dan 11a, gunakan kotak yang kosong bagi blok A sahaja;

- x. Blok 7/8 – isikan ‘GONYSTYLUS SPP.(RAMIN)’ atau ‘AQUILARIA SPP/GYRINOPS SPP/(GAHARU)’.
- xi. Blok 9 – isikan nature of product samada WOOD, LOGS, SAWN TIMBER, VENEER, PLYWOOD, PARTS AND DERIVATES atau FURNITURE mengikut produk yang berkenaan
- xii. Blok 10 – isikan ‘II/W’ (jika dari sumber hutan) atau ‘II/I’ (jika kayu Ramin dan kayu Gaharu daripada sumber yang dirampas)
- xiii. Blok 11 – isikan isipadu dalam meter padu atau kilogram
- xiv. Blok 11a – (kosongkan)
- xv. Blok 12, 12a dan 12b tidak berkaitan dan tidak perlu diisi.
- xvi. Blok 13 – potong perkataan **PERMIT**
- xvii.
- xviii. Diruangan tempat: cop rubberstamp pejabat yang mengeluarkan
- xix. Diruangan tarikh: catatkan tarikh sijil ditandatangani
- xx. Diruangan setem keselamatan, tandatangan dan cop rasmi:
- xxi. Tandatangan pegawai di atas stem atau mengenai stem tersebut dan cop nama dan jawatan pegawai penandatangan.
- xxii. Pastian setem yang dilekatkan mempunyai nombor siri yang sama seperti di blok 5b.
- xxiii. Blok 14 dan 15 iaitu ruangan pengesahan barangan yang dieksport atau re-eksport akan diperiksa dan disahkan oleh pihak Kastam terlebih dahulu sebelum dieksport dan re-eksport. Pemohon mesti memastikan bahawa ruangan ini dilengkapi oleh pihak Kastam semasa urusan pengeksportan. Pihak Kastam akan memulangkan lampiran Permit/Sijil yang berwarna biru yang disahkan kepada Jabatan Perhutanan Sabah yang berdekatan dengan pintu keluar eksport.

CARTA ALIRAN PROSES PENGELUARAN PERMIT/SIJIL CITES SELEPAS PEMERIKSAAN FIZIKAL DILAPANGAN DIBUAT



Original
Present to Malaysian and Foreign
Customs on Export/Re-Export/Import



Rekod Pengeluaran Lesen CITES/Setem
CITES & Laporan ke Ibu Pejabat Perhutanan

PERSEKUTUAN MALAYSIA
FEDERATION OF MALAYSIA

PERMIT/No. SIJIL:
PERMIT/CERTIFICATE NO.

18



KONVENSYEN PERDAGANGAN
ANTARABANGSA MENGENAI SPESIES
FAUNA DAN FLORA TERANCAM
CONVENTION ON INTERNATIONAL TRADE IN
ENDANGERED SPECIES OF WILD FAUNA AND FLORA

- EKSPORT/EXPORT IMPORT/IMPORT
 EKSPORT SEMULA/RE - EXPORT LAIN-LAIN/OTHERS

3. Pengimport (Nama dan Alamat) <i>Importer (Name and Address)</i>		4. Pengeksport (Nama dan Alamat) <i>Exporter (Name and Address)</i>	
3a. Negara Pengimport <i>Country of Import</i>		Tandatangan Pemohon <i>Signature of the Applicant</i>	
5. Syarat-Syarat Khas/ <i>Special Conditions</i>		6. Nama, Alamat, Cop Rasmi dan Negara Pihak Berkuasa Pengurusan <i>Name, Address, National Seal/Stamp and Country of Management Authority</i>	
5a. Tujuan Urusniaga <i>Purpose of Transaction</i>		5b. No. Setem/ <i>Security Stamp No.</i>	
		Chief Conservator of Forests Sabah Forestry Department Locked Bag 68 90009 SANDAKAN SABAH, MALAYSIA	

7/8. Nama Saintifik dan Nama Biasa <i>Scientific Name and Common Name</i>			9. Perihal Spesimen Termasuk Tanda Pengenal/Nombor (Umur/Jantina Jika Hidup) <i>Description of Specimens, Including Identifying Marks or Numbers (Age/Sex If Alive)</i>			10. No. Appendix/Sumber <i>Appendix No./Source</i>	11. Isipadu (meter padu) <i>Volume (cubic meter)</i>	11a. Jumlah Telah Dieksport/Kuota <i>Total Exported/Quota</i>
7/8.			9.			10.	11.	11a.
A	12. Negara Asal* <i>Country of Origin*</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12a. Negara Pengeksport Semula <i>Country of Last Re-Export</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12b. No. Operasi Pembiakan**/Tarikh Pemilikan* <i>No. of Breeding Operation** or Date of Acquisition*</i>	
B	12. Negara Asal* <i>Country of Origin*</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12a. Negara Pengeksport Semula <i>Country of Last Re-Export</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12b. No. Operasi Pembiakan**/Tarikh Pemilikan* <i>No. of Breeding Operation** or Date of Acquisition*</i>	
C	12. Negara Asal* <i>Country of Origin*</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12a. Negara Pengeksport Semula <i>Country of Last Re-Export</i>	No. Permit <i>Permit No.</i>	Tarikh <i>Date</i>	12b. No. Operasi Pembiakan**/Tarikh Pemilikan* <i>No. of Breeding Operation** or Date of Acquisition*</i>	

* Negara di mana spesimen diperolehi (bagi eksport semula)
(Country in which the specimens were taken (only in case of re-export))
 ** Hanya bagi spesimen di bawah Appendix I yang dibiakkan/pembiakan beradas bagi tujuan komersial
(Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes)
 *** Untuk spesimen pra-konvensyen *(For pre-convention specimens)*

13. PERMIT/SIJIL INI DIKELUARKAN OLEH:
THIS PERMIT/CERTIFICATE IS ISSUED BY:

_____	_____	_____
Tempat <i>Place</i>	Tarikh <i>Date</i>	Setem Keselamatan, Tandatangan dan Cop Rasmi <i>Security Stamp, Signature and Official Seal</i>

14. PENGESAHAN EKSPORT/EXPORT ENDORSEMENT		15. No. Bil Muatan/No. Bil Udara <i>Bill of Lading/Airway Bill Number</i>	
Blok (Block)	Isipadu (Volume)		
A			
B			
C			
		Tempat Pengeksportan <i>Port of Export</i>	Tarikh <i>Date</i>
		Tandatangan <i>Signature</i>	Cop dan Jawatan Pengawal <i>Official Stamp and Title</i>

Original
Present to Malaysian and Foreign
Customs on export/re-export/import



KERAJAAN MALAYSIA
GOVERNMENT OF MALAYSIA

PERMIT / SIJIL NO: 009529
PERMIT / CERTIFICATE NO.



KONVENSYEN PERDAGANGAN
ANTARABANGSA MENGENAI SPESIES
FAUNA DAN FLORA TERANCAM
CONVENTION ON INTERNATIONAL TRADE IN
ENDANGERED SPECIES OF WILD FAUNA AND FLORA

- EKSPORT / EXPORT
- EKSPORT SEMULA / RE-EXPORT
- IMPORT / IMPORT
- LAIN-LAIN / OTHERS

2. Sah sehingga / Valid Until : 01 APRIL 2019

3. Pengimport (nama dan alamat)
Importer (name and address)

TEAMWAY (HONG KONG) LIMITED
FLAT/RM1104 11/F, CRAWFORD HOUSE
70 QUEEN'S ROAD CENTRAL
CENTRAL HONG KONG

4. Pengeksport (nama dan alamat)
Exporter (name and address)

LC AGARWOOD IMPORT & EXPORT SDN BHD
LOT 1-1-2, 1ST FLOOR, KOLAM CENTRE,
PHASE 2, JALAN LINTAS
88300 KOTA KINABALU
SABAH, MALAYSIA

[Signature]
Tandatangan Pemohon
Signature of the applicant

3a. Negara Pengimport
Country of Import HONG KONG

6. Nama, alamat, cop rasmi dan negara Pihak Berkuasa Pengurusan
Name, address, national seal/stamp and country of Management Authority

LEMBAGA PERINDUSTRIAN KAYU MALAYSIA
(Malaysian Timber Industry Board)

LEMBAGA PERINDUSTRIAN KAYU MALAYSIA
104, Jalan Sultan Ismail, 50450 Kuala Lumpur, Malaysia
Tel: 03-2061 4777 Fax: 03-2061 4777

5. Syarat-Syarat Khas / *Special conditions*

NONE

5a. Tujuan Urusniaga
Purpose of transaction T

5b. No. Setem / *Security Stamp No.*
0614575

7.18 Nama Saintifik dan Nama Biasa <i>Scientific Name and Common Name</i>	9. Perihal Spesimen termasuk tanda pengenal / nombor (umur/ jantina jika hidup) <i>Description of specimens, including identifying mark or numbers (age/sex if live)</i>	10. No. Apendiks/ sumber <i>Appendix No./Source</i>	11. Isipadu (meter padu) <i>Volume (cubic meter)</i>	11a. Jumlah telah dieksport / Kuota <i>Total Exported / Quota</i>
--	---	--	---	--

7.18 Aquilaria MALACCENSIS / Gaharu / Agarwood	9. BLOCK	10 II (W)	11 10 kg (s)	11a.		
12 Negara Asal * <i>Country of origin</i> Indonesia	No. Permit <i>Permit No</i> 14949/IV/SATS - UN/2014	Tarikh <i>Date</i> 30/10/2014	12a Negara Pengeksport semula <i>Country of Last Re-export</i>	No. Sijil <i>Certificate No.</i>	Tarikh <i>Date</i>	12b No. operasi pembiakan**/Tarikh pemilikan* <i>No. of breeding operation** or date of acquisition*</i>

7.18 B	9.	10	11	11a.		
VALID FOR ONE CONSIGNMENT ONLY						
12 Negara Asal * <i>Country of origin</i>	No. Permit <i>Permit No</i>	Tarikh <i>Date</i>	12a Negara Pengeksport semula <i>Country of Last Re-export</i>	No. Sijil <i>Certificate No.</i>	Tarikh <i>Date</i>	12b No. operasi pembiakan**/Tarikh pemilikan* <i>No. of breeding operation** or date of acquisition*</i>

7.18 C	9.	10	11	11a.		
DIBATALKAN						
12 Negara Asal * <i>Country of origin</i>	No. Permit <i>Permit No</i>	Tarikh <i>Date</i>	12a Negara Pengeksport semula <i>Country of Last Re-export</i>	No. Sijil <i>Certificate No.</i>	Tarikh <i>Date</i>	12b No. operasi pembiakan**/Tarikh pemilikan* <i>No. of breeding operation** or date of acquisition*</i>

* Negara di mana spesimen diperolehi (bagi eksport semula)
(Country in which the specimens were taken (only in case of re-export))

** Hanya bagi spesimen di bawah Apendiks I yang dibiakkan / pembiakan beradas bagi tujuan komersial
(Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes)

Untuk spesimen pra-konvensyen (for pre-Convention specimens)

13. PERMIT/SIJIL INI DIKELUARKAN OLEH :
THIS PERMIT /CERTIFICATE IS ISSUED BY :

01 OKTOBER 2018
Tarikh
Date

0614577

IMMIRAHUL HAFIZAL ST MOHD ISMAIL ALI
Penolong Pengarah
Lembaga Perindustrian Kayu Malaysia
Kuching, Sarawak

Setem Keselamatan, tandatangan dan cop rasmi
Security Stamp, signature and official seal

14. PENGESAHAN EKSPORT / EXPORT ENDORSEMENT

Blok (Block)	Isipadu (Volume)
A	
B	
C	

15. No. bil muatan/ no. bil udara :
Bil of lading/Air Waybill Number

Tempat Pengeksportan
Port of Export

Tarikh
Date

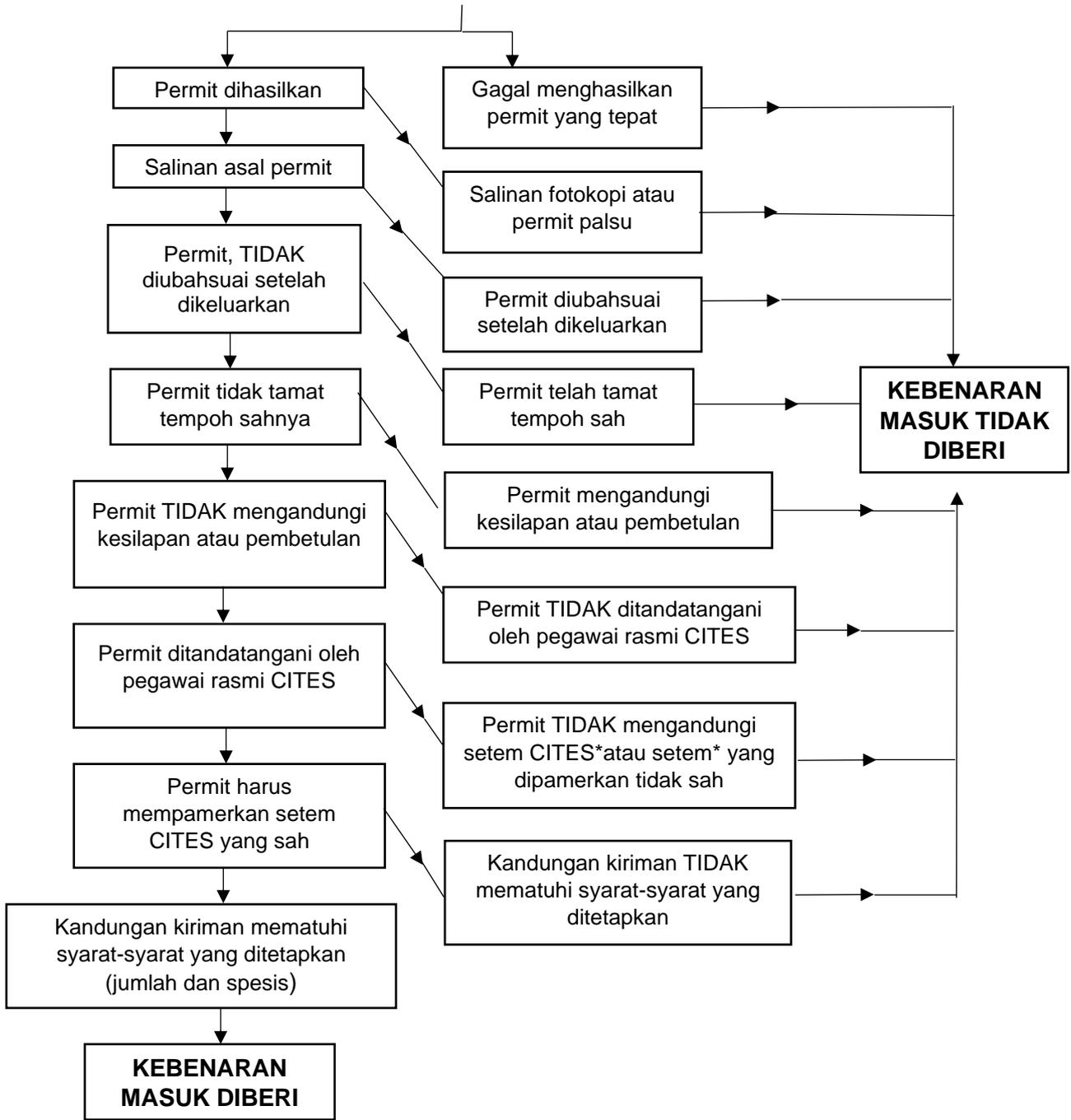
Tandatangan
Signature

Cop dan Jawatan Pegawai
Official stamp and title

PANDUAN MENENTUKAN KESAHIHAN PERMIT CITES

Permit CITES Yang Mengiringi

APPENDIKS I
Permit eksport atau sijil negara asal atau sijil eksport-semula dan permit import
APPENDIKS II & APPENDIKS III
Permit eksport atau sijil negara asal atau sijil eksport –semula



* MENGIKUT KESESUAIAN

** PEMERIKSAAN UNTUK MELIHAT SAMADA SPESIS ITU BERADA DI BAWAH SEBARANG BENTUK KAWALAN LAIN Nota: Disesuaikan dari Environment Canada (TRAFFIC South East Asia)



NOTIFICATION TO THE PARTIES

No. 2015/001

Geneva, 9 January 2015

CONCERNING:

Sample permits and certificates and signature specimens

1. The Secretariat continues to maintain samples of the CITES permits and certificates used by Parties, as well as samples of the signatures of the persons empowered to sign such documents. The sample permits and certificates can be viewed by CITES Management Authorities and Enforcement Authorities through a secure section of the CITES website.
2. In order to ensure that its files are up-to-date, the Secretariat invites all Parties to provide samples of the CITES permits and certificates that they are currently using.
3. Parties are also reminded that, in Section VII, paragraph b), of Resolution Conf. 12.3 (Rev. CoP16) on *Permits and certificates*, the Conference of the Parties recommends that:

any Party using phytosanitary certificates as certificates of artificial propagation inform the Secretariat and provide copies of the certificates, stamps, seals, etc. that are used.
4. With regard to sample signatures, in Section I, paragraph p) of Resolution Conf. 12.3 (Rev. CoP16), under *Regarding standardization of CITES permits and certificates*, the Conference of the Parties recommends that:

Parties that have not yet done so communicate to the Secretariat the names of the persons empowered to sign permits and certificates, as well as three specimens of their signatures, and that all the Parties communicate, within one month of any change thereto, the names of persons who have been added to the list of those already empowered to sign, the names of persons whose signatures are no longer valid and the dates the changes took effect.
5. A template for Parties to communicate sample signatures to the Secretariat is contained in the Annex to the present Notification.
6. Parties are invited to submit to the Secretariat, by 31 January 2015, samples of their current CITES permits and certificates, as well as the names and signature specimens of the persons currently empowered to sign such documents.
7. Parties are urged to advise the Secretariat in a timely fashion of any subsequent changes made to their permit and certificate forms or the persons empowered to sign such documents. In this connection, the Conference of the Parties recommends, in Section I, paragraph a), under RECOMMENDS, of Resolution Conf. 12.3 (Rev. CoP16), that "Parties wishing to modify their permit and certificate forms, to reprint existing documents or to introduce new documents, first ask the Secretariat for advice".
8. The Secretariat is ready to assist Parties with any matter relating to the present Notification.

 CONVENTION ON INTERNATIONAL TRADE IN ENDANGERED SPECIES OF WILD FAUNA AND FLORA		PERMIT/CERTIFICATE No. <input type="checkbox"/> EXPORT <input type="checkbox"/> RE-EXPORT <input type="checkbox"/> IMPORT <input type="checkbox"/> OTHER:			Original
					2. Valid until
3. Importer (name and address)		4. Exporter/re-exporter (name, address and country)			
3a. Country of import		_____ Signature of the applicant			
5. Special conditions		6. Name, address, national seal/stamp and country of Management Authority			
If for live animals, this permit or certificate is valid only if the transport conditions comply with the <i>IATA Live Animals Regulations</i> ; if for live plants, with the <i>IATA Perishable Cargo Regulations</i> ; or, in the case of non-air transport, with the <i>CITES Guidelines for the Non-Air Transport of Live Wild Animals and Plants</i>					
5a. Purpose of the transaction (see reverse)	5b. Security stamp no.				
7./8. Scientific name (genus and species) and common name of animal or plant	9. Description of specimens, including identifying marks or numbers (age/sex if live)	10. Appendix no. and source (see reverse)	11. Quantity (including unit)	11a. Total exported/Quota	
A	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. Date	12a. Country of last re-export Certificate no. Date	12b. No. of the operation ** or date of acquisition ***		
B	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. Date	12a. Country of last re-export Certificate no. Date	12b. No. of the operation ** or date of acquisition ***		
C	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. Date	12a. Country of last re-export Certificate no. Date	12b. No. of the operation ** or date of acquisition ***		
D	7./8.	9.	10.	11.	11a.
	12. Country of origin * Permit no. Date	12a. Country of last re-export Certificate no. Date	12b. No. of the operation ** or date of acquisition ***		
* Country in which the specimens were taken from the wild, bred in captivity or artificially propagated (only in case of re-export) ** Only for specimens of Appendix-I species bred in captivity or artificially propagated for commercial purposes *** For pre-Convention specimens					
13. This permit/certificate is issued by:					
_____		_____		_____	
Place		Date		Security stamp, signature and official seal	
14. Export endorsement:			15. Bill of Lading/Air waybill number:		
Block	Quantity				
A					
B					
C					
D					
		_____	_____	_____	_____
		Port of export	Date	Signature	Official stamp and title

CITES PERMIT/CERTIFICATE No.

Instructions and explanations

(These correspond to block numbers on the form)

1. Tick the square which corresponds to the type of document issued (export permit, re-export certificate, import permit or other). If the box "other" has been ticked, the type of document must be indicated. The original number is a unique number allocated to each document by the Management Authority.
2. For export permits and re-export certificates, the date of expiry of the document may not be more than six months after the date of issuance (one year for import permits).
3. **Complete** name and address of the importer.
- 3a. The name of the country must be written in full.
4. **Complete** name and address of the exporter/re-exporter. The name of the country must be stated. The absence of the signature of the applicant renders the permit or certificate invalid.
5. Special conditions may refer to national legislation or special conditions placed on the shipment by the issuing Management Authority. This block can also be used to justify the omission of certain information.
- 5a. The following codes should be used: **T** for commercial, **Z** for zoo, **G** for botanical garden, **Q** for circus or travelling exhibition, **S** for scientific, **H** for hunting trophy, **P** for personal, **M** for medical, **E** for education, **N** for reintroduction or introduction into the wild, **B** for breeding in captivity or artificial propagation and **L** for law enforcement / judicial / forensic.
- 5b. Indicate the number of the security stamp affixed in block 13.
6. The name, address and country of the issuing Management Authority should already be printed on the form.
- 7-8. Indicate the scientific name (genus and species, where appropriate subspecies) of the animal or plant as it appears in the Convention Appendices or the reference lists approved by the Conference of the Parties, and the common name of the animal or plant as known in the country issuing the permit.
9. Describe, as precisely as possible, the specimens entering trade (live animals, skins, flanks, wallets, shoes, etc.). If a specimen is marked (tags, identifying marks, rings, etc.), whether or not this is required by a Resolution of the Conference of the Parties (specimens originating in a ranching operation, specimens subject to quotas approved by the Conference of the Parties, specimens of Appendix-I species bred in captivity for commercial purposes, etc.), indicate the number and type of mark. The sex and age of the live animals should be recorded, if possible.
10. Enter the number of the Appendix of the Convention (I, II or III) in which the species is listed.
Use the following codes to indicate the source:
 - W** Specimens taken from the wild
 - X** Specimens taken in "the marine environment not under the jurisdiction of any State".
 - R** Ranchered specimens: specimens of animals reared in a controlled environment, taken as eggs or juveniles from the wild, where they would otherwise have had a very low probability of surviving to adulthood.
 - D** Appendix-I animals bred in captivity for commercial purposes in operations included in the Secretariat's Register, in accordance with Resolution Conf. 12.10 (Rev. CoP15), and Appendix-I plants artificially propagated for commercial purposes, as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 4, of the Convention
 - A** Plants that are artificially propagated in accordance with Resolution Conf. 11.11 (Rev. CoP15), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5 (specimens of species included in Appendix I that have been propagated artificially for non-commercial purposes and specimens of species included in Appendices II and III)
 - C** Animals bred in captivity in accordance with Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof, exported under the provisions of Article VII, paragraph 5
 - F** Animals born in captivity (F1 or subsequent generations) that do not fulfil the definition of 'bred in captivity' in Resolution Conf. 10.16 (Rev.), as well as parts and derivatives thereof
 - U** Source unknown (**must be justified**)
 - I** Confiscated or seized specimens
 - O** Pre-Convention specimens (may be used with other source codes).
11. The quantity and units indicated should conform to the most recent version of the *Guidelines for the preparation and submission of CITES annual reports*.
- 11a. Indicate the total number of specimens exported in the current calendar year (1 January to 31 December) (including those covered by the present permit) and the current annual quota for the species concerned (for example 500/1000). This should be done for the national quotas as well as for those determined by the Conference of the Parties.
12. The country of origin is the country in which the specimens were taken from the wild, bred in captivity or artificially propagated, except in the case of plant specimens that cease to qualify for an exemption from the provisions of CITES. In such instances, the country of origin is deemed to be the country in which the specimens ceased to qualify for the exemption. Indicate the number of the permit or certificate of the exporting country and the date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-exports;
- 12a. The country of last re-export is the country from which the specimens were re-exported before entering the country in which the present document is issued. Enter the number of the re-export certificate of the country of last re-export and its date of issuance. If all or part of the information is not known, this should be justified in block 5. This block must only be completed in case of re-export of specimens previously re-exported.
- 12b. The "No. of the operation" is the number of the registered captive-breeding or artificial propagation operation. The "date of acquisition" is defined in Resolution Conf. 13.6 (Rev. CoP16) and is required only for pre-Convention specimens.
13. To be completed by the official who issues the permit. The name of the official must be written in full. The security stamp must be affixed in this block and must be cancelled by the signature of the issuing official and a stamp or seal. The seal, signature and security-stamp number should be clearly legible.
14. To be completed by the official who inspects the shipment at the time of export or re-export. Enter the quantities of specimens actually exported or re-exported. Strike out the unused blocks.
15. Enter the number of the bill of lading or air way-bill if the method of transport used requires the use of such a document.

The document must be written in one of the three working languages of the Convention (English, Spanish or French) or must include a full translation into one of these three languages. Exported and re-exported specimens should not appear on the same document unless it is clearly indicated which specimens are being exported and which re-exported.

AFTER USE THIS DOCUMENT MUST BE RETURNED TO A MANAGEMENT AUTHORITY OF THE IMPORTING COUNTRY.