



UNOFFICIAL ENGLISH TRANSLATION

PORT KLANG AUTHORITY

Our Ref. : LPK:PB/600-4/1 Jld. 3 (7)
Date : 13 January 2021

DISTRIBUTION TO:

- I. ALL PORT USERS
- II. ALL LOGISTICS PLAYERS

Sir / Madam,

PORT KLANG AUTHORITY GENERAL MANAGER CIRCULAR NO. 3/2021

PORT OPERATIONS IN PORT KLANG THROUGHOUT THE IMPLEMENTATION PERIOD OF THE MOVEMENT CONTROL ORDER (MCO) COMMENCING 13 JANUARY 2021 TO 26 JANUARY 2021

I respectfully refer to the announcement by the Honourable Prime Minister on 11 January 2021 regarding the implementation of the Movement Control Order (MCO) which will commence from 13 January 2021 to 26 January 2021 and the Media Statement from the Ministry of Transport of Malaysia dated 13 January 2021 relating to the Notification Regarding Permission For Logistics Sector Companies to Operate Throughout the Movement Control Order (MCO) Period From 13 January 2021.

2. Please be informed that the port is categorized as an essential service and the Port Operators (Northport & Westports) and the Port Klang Free Zone operating in Port Klang will **operate as usual (24 hours per day)** and will provide all service needs for ports and logistics to meet the needs of the country during this critical period.

3. To ensure port operations managed by Northport and Westports runs smoothly and effectively, **all containers and cargo unloaded from the ship should be removed from the port area immediately**. Importers and Exporters in permitted sectors who have received approval from the Ministry International Trade & Industry (MITI) (refer to **Appendix 1**) need to operate to receive containers and cargo from the port. Refer to the



Frequently Asked Questions (FAQ) issued by MITI (refer to **Appendix 2**) for any questions regarding permitted sectors.

4. For logistics companies (such as freight forwarders, warehouse operators) which are registered with their respective associations, a letter of authorization from MOT may be obtained from the respective associations. The letter of permission from MOT and proof of membership must be included if requested by the authorities. For logistics companies not registered with any association, a letter of approval from MOT can be applied via the link <https://application.mot.gov.my/> (refer to **Appendix 3**).

5. Logistics companies that carry out logistics activities such as *freight forwarder services* (Freight Agents) and customs agents (Shipping Agents), haulier truck operations, freight rail operations, *shipping line* and NVOCC operations, air cargo operations, storage activities (warehousing, *off-dock, on-dock* etc.), *inland container depot operations* and *ancillary service operations* are also **allowed** to operate to manage the activities and distribution of the import/export of containers and cargo. Refer to the FAQ (refer to **Appendix 4**) issued by MOT for any questions related to logistics operations.

6. In addition, Customs and other Government Agencies will continue to operate as usual to help industry players accelerate the container/cargo unloading process.

7. During this period, the PKA Headquarters, Port Operator offices (Northport & Westports), the Port Klang Free Zone office and the *Vessel Traffic Management System* (VTMS) office will not be open to the public or for official visits. In addition, PKA has also set up a helpline to answer inquiries regarding operations at the port during this Movement Control Order (MCO) period (**Appendix 5**), Standard Operating Procedures (**Appendix 6**) as well as circulars from Northport (**Appendix 7**) and Westports (**Appendix 8**) for all port users and logistics industry players in Port Klang to comply with.

8. PKA calls on all port users to take all steps necessary to ensure the safety and health of employees during this difficult period and comply with all the SOPs that have been set by the government, PKA and Port Operators such as the Standard Operating Procedures in Port Klang.



Thank you.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

(KAPT. K. SUBRAMANIAM)

General Manager

Port Klang Authority

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APPENDIX 3

**MEDIA RELEASE
MINISTRY OF TRANSPORT MALAYSIA**

**NOTICE OF PERMISSION TO OPERATE FOR LOGISTICS SECTOR
COMPANIES DURING THE MOVEMENT CONTROL ORDER (MCO)
PERIOD FROM 13 JANUARY 2021**

The Ministry of Transport Malaysia (MOT) would like to refer to the Special Announcement by The Honourable Prime Minister of Malaysia on 11 January 2021 on the Implementation of a Movement Control Order (MCO) in six states namely Johor, Melaka, the Federal Territories (Kuala Lumpur, Putrajaya and Labuan), Selangor, Penang and Sabah from 13 to 26 January 2021.

In this matter, MOT is concerned and views all issues or problems involving the public seriously especially to ensure the continuity of trade and logistics sector activities as it is dependent on transportation operations being able to continue to operate smoothly and safely. Therefore, to facilitate movement, commercial vehicle owners are not required to obtain a letter of approval from MOT and a confirmation letter from their respective employers will be sufficient.

For your information, there are no restrictions on commercial vehicles operating during this MCO period. For this purpose, special routes will be provided at each roadblock and commercial vehicle drivers will only need to submit an employer confirmation letter to operate if requested by the authorities.

For other logistics sector companies (e.g. *freight forwarders*, warehouse operators) registered with their respective associations, a letter of authorization from MOT can be obtained from the respective associations. A permission letter from MOT and proof of membership must be included if requested by authorities. As for companies not registered with any association, a letter of approval from MOT can be applied via the link <https://application.mot.gov.my/>.

The Ministry would like to advise the public to always comply with Standard Operating Procedures (SOP) prescribed by the Government such as not leaving the house unless absolutely necessary. For public transport users, it is advised to always comply with SOPs and guidelines set by the National Security Council (NSC), practice physical distancing



as well as always maintaining personal hygiene as preventive measures in facing the transmission of COVID-19.

For any complaints / inquiries, please email aduan@mot.gov.my, or WhatsApp 019-2907723 or call the MOT Hotline: 1800-88-7723 (8 am - 6 pm). Or you can contact the National Operations Management Center, National Security Council, at 03-88882010.

MINISTRY OF TRANSPORT MALAYSIA

13 JANUARY 2021



MINISTRY OF TRANSPORT MALAYSIA

FREQUENTLY ASKED QUESTIONS (FAQ)

ABOUT LOGISTIC OPERATIONS AND *PARCEL* HAILING (P-HAILING) DURING THE MOVEMENT CONTROL ORDER (MCO) / CONDITIONAL (CMCO) / RECOVERY (RMCO) PERIODS

LOGISTICS

1. Are logistics activities allowed during the Movement Control Order (PKP) / Conditional (PKPB) / Recovery (PKPP) periods?

The transport and logistics sectors have been allowed to operate as *Essential Services* in accordance with the Schedule of Regulation 3, Prevention and Control of Infectious Disease (Measures Within the Infected Local Areas) (Movement Control) Regulations 2021 (P.U(A) 8) dated 12 January 2021. Approval to continue operating is limited to the delivery of necessary services as listed and in force.

Permitted logistics activities include the following:

- i. Freight forwarder services and customs agents
- ii. Truck haulier operations
- iii. Rail goods operations (*freight train*)
- iv. *Shipping line* operations and *Non Vessel Operating Common Carrier* (NVOCC)
- v. Air freight operations (*air freight*)
- vi. Storage activities (warehousing, off dock etc.)
- vii. Inland Container Depot operations
- viii. Operation of ancillary services for land, water or air transportation (towing, workshop, tire supply etc)

2. Do logistics and transportation companies still need to apply for approval letters to operate from MITI to operate?

No. Logistics and transportation companies do not have to re-register to operate during the MCO period.



Commercial vehicle owners are not required to obtain a letter of approval from MOT and a confirmation letter from their respective employers will be sufficient.

For your information, there are no restrictions on commercial vehicles operating during this MCO period. For this purpose, special routes will be provided at each Roadblocks and commercial vehicle drivers will only need to produce an employer confirmation letter to operate if requested by the authorities.

For other logistics sector companies (e.g. *freight forwarders* , warehouse operators) registered with their respective associations, a letter of authorization from MOT can be obtained from the respective associations. Permission letter from MOT and membership proof must be included if requested by authorities. As for companies that are not registered with any association, a letter of approval from MOT can be applied via the link <https://application.mot.gov.my/> .

3. Can the logistics company deliver goods to locations which do not have permission to operate?

Before delivering, the company needs to ensure that the cargo owners are allowed to operate (possess an approval letter to operate from the relevant agency, for example MITI) to receive the cargo.

In a situation where the supplier's factory is not allowed to operate but raw materials from that supplier's factory can be found at warehouses, transportation companies are allowed to move said materials to the manufacturing plant for manufacturing.

4. Will the MOT issue a notification regarding the type of cargo allowed to be moved by truck and logistics operators throughout this Movement Control period?

All kinds of goods can be moved during this MCO / CMCO / RMCO period. Hence, no notification will be issued.



5. What is the operating status of *e-fulfillment hubs / warehousing operations* during this Movement Control Order period?

The government has no barriers to the operations of *e-fulfillment hubs / warehousing operations*. This is because *e-fulfillment hubs / warehousing operations* are not subject to the Movement Restriction Order as outlined in the Prevention and Control of Infectious Diseases (Measures Within Infected Local Areas) Government Gazette 2021 (PU. (A) 8, 9 or 10). Industry is asked to follow recommendations of the Malaysian Ministry of Health to curb the transmission of COVID-19.

Distribution center (DC) operations involving the supply of necessary goods (*essential daily needs*) and food including *e-commerce warehouse and supporting warehouse services* are allowed to continue operating, subject to the regulations and SOPs of the MCO/CMCO/RMCO in force.

6. What are the conditions that must be complied with by the company logistics provider to operate during this Movement Control Order?

Before delivery, the company needs to ensure that the warehouse / factory / company of the cargo recipient is allowed to operate to receive the shipped cargo. The company also needs to adhere to office and on-site SOPs as issued by the NSC.

Social distancing should be the norm in daily operations including in the delivery of goods. Unloading which is now also assisted by transportation workers (drivers & assistants), especially in grocery stores, shopping centers and convenience stores, should be carried out wholly by cargo owners with minimal labor.

7. Will forwarding agents and shipping agents in ports operate during this period?

Port operations will run as usual. All unloading and movement of goods for cargo ships are allowed to operate as usual and are not limited to only *essential items*. As a result, the operations of *forwarding agents* and *shipping agents* will also run as usual in Malaysian ports. This is subject to compliance with operational instructions as well as current instructions from the NSC.



8. Is cross-border cargo movement over Malaysia's main land borders (imports, exports and transshipment) allowed during this period?

All air crew, ship crew as well as lorry workers driving heavy vehicles for the purpose of moving commercial goods are allowed to enter and exit land-bordering countries such as Singapore, Thailand, Indonesia and Brunei, subject to directions by the National Security Council (NSC), Immigration Department Malaysia (JIM) and PDRM.

All air crew, ship crew and lorry workers are required to undergo health screening and comply with relevant border control regulations according to the current rules agreed between the Government of Malaysia and respective countries.

The company is asked to ensure that the employees involved have a valid passport and sufficient sheets in their passport book for immigration purposes. If the passport has expired, the company can contact the State Immigration Director responsible to apply for renewal of its validity period/for the issuance of a new passport during the MCO period.

However, these instructions are subject to the most current instructions from the NSC.

9. Is there a ban on the movement of vehicles carrying goods on roads?

There is no ban on the movement of vehicles carrying goods on the road. However, if possible, cargo owners are encouraged to move goods via rail as much as possible to reduce the risk of COVID-19 contact among truck workers. Among the recommended segments are to transfer between terminals that have a ready rail service such as between WestPort and Northport in Port Klang, and Tanjung Pelepas Port and Pasir Gudang Port in Johor Bharu.

Parcel-Hailing (p-Hailing)

10. Are services for the delivery of goods still allowed during this Movement Control Order?

Goods delivery services are still allowed to operate based on the Schedule to Regulation 3 of the Prevention and Control of Infectious Diseases (Measures



within Infected Local Areas) (Movement Control) Regulations 2021 (P.U(A) 8) dated 12 January 2021.

Riders are required to have a full and valid driver's license (CDL) and not be less than 18 years of age. Riders must also be free from the JPJ / PDRM blacklist. All entities or individuals are advised to have rider insurance coverage;

All riders must comply with all road rules such as wearing a safety helmet, etc. The box of goods must comply with the size set under the construction method and use of JPJ.

For safety reasons, the use of inter-zone highways (localization) is not permitted, it is mandatory to use gazetted motorcycle lanes, and to wear safe and visible clothing.

11. Can I use a private vehicle to deliver goods during this MCO period?

As stated in the Land Public Transport Act 2010 (Act 715) and the CVLB Act 1987 (Act 334), all goods service vehicles must have an operating license and the vehicle in question must be registered as a goods vehicle before it is allowed to operate. As such, private vehicles are not allowed to be used as a goods vehicle whether for individual business or for third parties (for rent / wages) if it is not first licensed or registered.

12. Are goods service vehicles allowed to operate at any time during the Movement Control Order?

Although e-commerce operations are allowed to operate 24 hours, delivery times are only between 6.00am to 12.00am, subject to the latest order from the NSC.

Operational hours and the type of goods that can be carried are subject to zones designated by the National Security Council and subject to current orders set by the National Security Council.



13. Has MOT set any conditions in relation to health screening before the goods delivery company / individual is allowed to operate during this MCO?

Prior to operating, companies/individuals involved in the p-hailing industry must practise social distancing, health and contactless transactions as much as practicable. All drivers are advised to wear a face mask and to use hand sanitizer and frequently wash their hands.

Riders are requested to carry out a daily sanitation disinfection process of the delivery box following the guidelines set by the Malaysian Ministry of Health. All riders must undergo health screening as well as comply with COVID-19 preventive procedures as prescribed by MOH as issued from time to time.

If there are employees infected with COVID-19, the company must assist and give full cooperation to the Malaysian Ministry of Health in carrying out contact tracing for infected COVID-19 employees and in contact management.

All p-hailing riders are required to download and register on the mySejahtera app and are required to show proof of registration to the authorities.



APPENDIX 5

KLANG PORT HOTLINE ASSISTANCE FOR THE DURATION OF THE MOVEMENT CONTROL ORDER (MCO) IN RELATION TO COVID-19 (13 JANUARY 2021 - 26 JANUARY 2021)

DEPARTMENT	OFFICER IN CHARGE	CONTACT NUMBER / E-MAIL
FREE ZONE	Mr Ahmad Rizal bin Mohd. Yusop Senior Manager (Free Zone)	012-2159069 03-31688214 (DL) 03-3168 811 ext. 1024 ahmadrizal@pka.gov.my
DANGEROUS GOODS	Mr. Nubhan bin Basarudin Manager (Dangerous Goods)	012-3063404 03-31670024 (DL) 03-3168 8211 ext. 1023 nubhan@pka.gov.my
MARINE FORCE	Capt. Azmi bin Maaris Manager (Marine Force)	012-6395565 03-31668205 (DL) 03-3168 8211 ext. 3025 azmi@pka.gov.my