



PKFZ Sdn Bhd, Jalan FZ2-P5/KS12, Port Klang Free Zone, 42920 Pulau Indah, Selangor  
Tel: 03-31015568 Fax: 03-31015096 Email: [www.pkfz.com](http://www.pkfz.com)

## FREE ZONE AUTHORITY – MEMO

---

### Declarant Details and Shipping Agent Code Validation

---

#### A) Declarant details

Effective from 4<sup>th</sup> November 2019, all authorised users would compulsory to fill up MyKad (for Malaysian) and passport number, nationality, expiry date (for foreigner) into the agent registration in PIMS system. A copy of the MyKad (Malaysian) or Passport copy / working permit would require to upload into the user registration. For those foreign user, approval from PKFZ Management is seek before they can approved by free zone officer to use the system as a declarant in every ZB transaction.

#### B) Shipping Agent code validation

PIMS system would tightened up the validation for shipping agent code in which the declarant would require to select the particular shipping agent from the list maintaining in the system by PKFZ. This is to avoid wrong shipping agent name and code key in by declarant. In case of any non-existing code, please write in with the details via email to PKFZ free zone for updating into the system. Agent are advised to provide supporting document, such as arrival notice or booking confirmation which would state the Shipping agent code of the particular agent.

Should you required any assistance on the above, please do not hesitate to contact Free Zone Department at 03-31015568

Thanking you in advance for your cooperation.

.....  
**YS THUN**

Chief Executive Officer

Port Klang Free Zone Sdn Bhd

Dated: 25 Oct 2019