



APPLICATION TO
**IMPORT ELECTRICAL
EQUIPMENT**
FOR PERSONAL USE

What is Letter of Personal Use?

Letter of personal use is issued by Energy Commission to individual person to import regulated equipment which approval subject to rules and conditions.

Who can apply?

Malaysian citizen:

- Work out of Malaysia
- Studied out of Malaysia

Foreigner:

- Who employ in Malaysia

How to apply?

The applicant is required to complete Form ST(PE)4 (as per **Appendix A**) and to be attached together with documents required as shown in flow chart below. Completed application form can be submitted to ST's HQ (Putrajaya) or any ST's Regional Office.

What is Declaration Letter?

The applicant is required to fill up declaration letter (as per **Appendix B**) to declare that they will take any risk arise from the equipment if the voltage and frequency not suitable to be used in Malaysia.

Rules & Conditions

Conditions which need to be complied are:-

- Only one (1) unit for each type of equipment is permitted
- Equipment must be suitable with voltage and frequency rated for Malaysia (230V, 50Hz)
- The descriptions of the declared equipment are true
- The equipment is only for personal use at applicant's address
- The method of install and usage on the equipment shall comply to the safety procedures
- Energy Commission (ST) will not responsible to any risk arise
- The letter's validity is one (1) month starting on the approval date

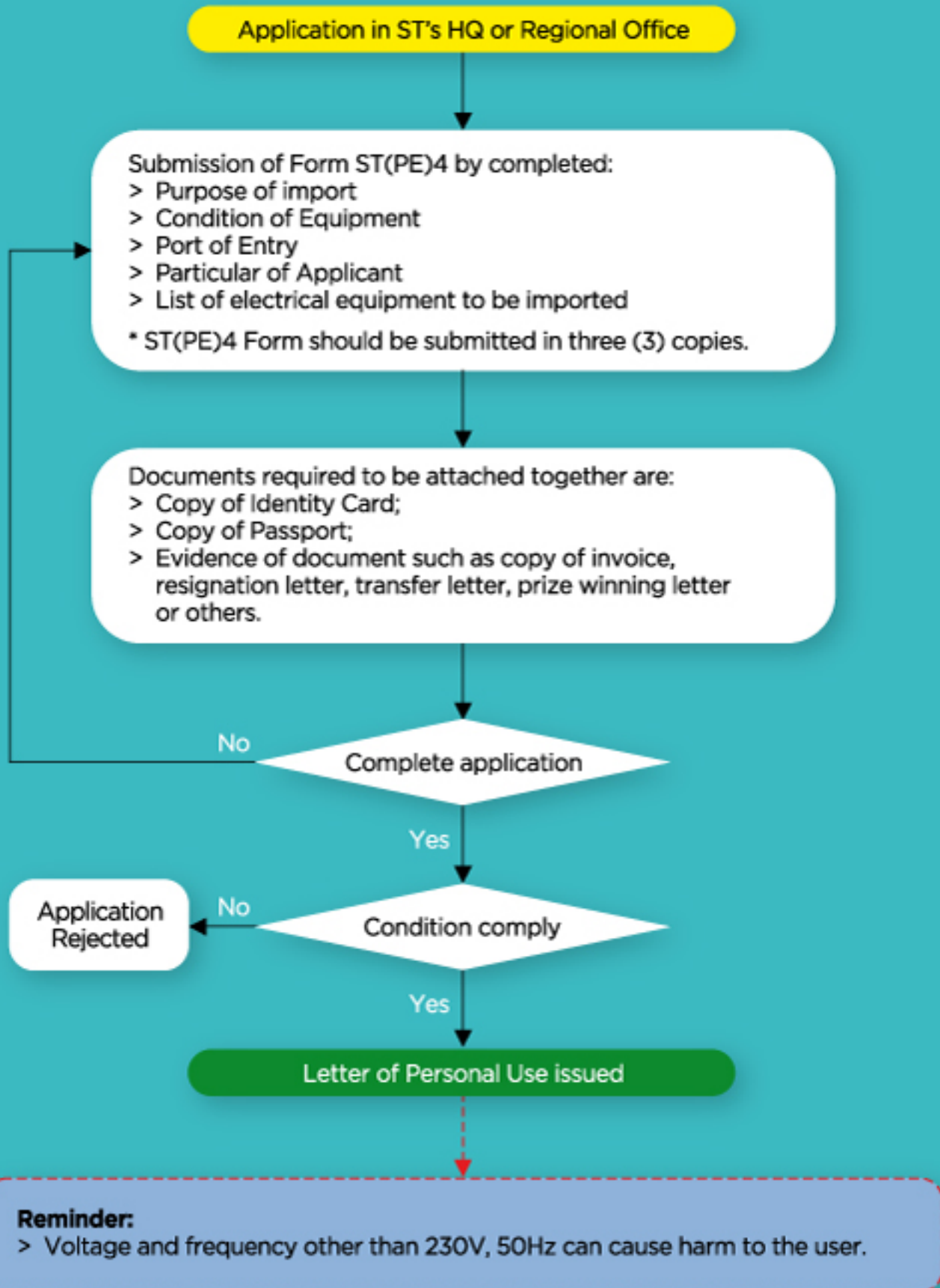
Fee for Personal Use

No fee imposed.

Approval Period

Complete application will be processed and approved on the date of application, subject to the approval of the Director or Head of Equipment Unit.

Application procedure to import electrical equipment for personal use



APPLICATION FORM ST(PE)4

APPENDIX A



Energy Commission
No. 12, Jalan Tun Hussein Onn,
Precinct 2, 62100, Putrajaya.
Telephone : 03 8870 8500
Fax : 03 8888 8637

APPLICATION TO IMPORT ELECTRICAL EQUIPMENT FOR PERSONAL USE

Please tick (✓) in the relevant box & complete the sections A, B, C, D and E.

A	PURPOSE OF IMPORT	<input type="checkbox"/> If worked out of Malaysia: _____ <i>(Please state the country)</i> <input type="checkbox"/> If studies out of Malaysia: _____ <i>(Please state the country)</i> <input type="checkbox"/> For foreigner, employ in Malaysia. <input type="checkbox"/> Others; Please state: _____
B	PURPOSE OF IMPORT	<input type="checkbox"/> New <input type="checkbox"/> Used Others: _____
C	PORT OF ENTRY	Place of Inspection: _____ reference Number : _____ Date: _____ <i>(A copy of letter shows the equipment has been hold)</i>
D	PARTICULAR OF APPLICANT	Name of Applicant: _____ Identity Card No.: _____ Address in Malaysia: _____ _____ Nationality: _____ Passport No.: _____ <i>(Please attach the copy of passport)</i>

E	LIST OF ELECTRICAL EQUIPMENT TO BE IMPORTED						OFFICE USE
No.	Name of Equipment	Brand	Model/ Type	Voltage	Country where the equipment bought	Unit	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

NOTE:

- (1) Only one (1) unit for each type of equipment is allowed to be imported.
- (2) The rating voltage of electrical equipment must be suitable with 230V.

Declare and understand that:

- 1) The descriptions of the ELECTRICAL EQUIPMENT listed above are true.
- 2) The above ELECTRICAL EQUIPMENT is only for personal use at address stated above.
- 3) The method of install and usage on the equipment must comply to the safety procedures.
- 4) Energy Commission and Custom will not responsible to any risk arise.

Applicant Signature & Company Stamp: _____ Date: _____

F	FOR OFFICE USE
	Our Ref : ST()/KE(). Date : __/__/____
	1. You are PERMIT / NOT PERMIT importing your electrical equipment for _____ unit only. 2. This permit valid for ONE MONTH starting on the above and last on __/__/____
	(_____) Energy Commission
	Office Stamp:

Name of Equipment / Apparatus / Electricity Accessories:[as listed in FormST(PE)4]

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Section E, No.

I / We as per below name and address acknowledge the risk the usage of electrical appliance / accessory / portable apparatus that consume electrical power in the range of 100 - 220 Volt can cause the accident as follows:

1. Explode
2. Fire
3. The ability of the insulation cannot be guaranteed for the protection of higher voltage and this can cause short circuit or electrical shock.
4. Risk of harm on the use of transformer is higher if not familiar with how to use and does not have the knowledge computing capability / capacity of the load that can be carried out by the transformer.
5. Hazard of using transformers (transformer) is higher for families and children.

I will assume all risk resulting from the use of equipment / accessories / apparatus and used only for person use, such as the address on the application form.

Name : Name of witness :

IC / Identity card no.: IC / Identity card no.:

Address : Address :

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Signature : Signature :

Date : Date :

Suruhanjaya Tenaga
(Energy Commission)

No. 12, Jalan Tun Hussein

Precinct 2, 62100 Putrajaya

Coordinat GPS : N02° 55' 09.1", E101° 41' 17.7"

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