



Malaysia Handling Instruction:

Airfreight Import Handling

MAWBs must be consigned to ON TIME WORLDWIDE LOGISTICS SDN BHD
Kindly send a complete pre-alert (including a copy of MAWB and HAWB) to our KLIA, On Time Office to enable us to clear the cargo and release it to consignee.

Documents required for Import handling

1. Commercial Invoice
2. Packing List
3. House Airway Bill
4. Import License (if required)
5. Tax exemption documents (if required)

HAWB must show the contact number of consignee to avoid any delays that could incur storage charges.

Airfreight Import Documentation

Full style address to consign MAWB (KUL Airport)

ON TIME WORLDWIDE LOGISTICS SDN BHD
Malaysia Airlines Freight Forwarders Complex
Lot D23, Block D, Free Commercial Zone,
KLIA Cargo Village, Kuala Lumpur International Airport,
64000 Sepang, Selangor Darul Ehsan, Malaysia
Tel No: +603 – 8787 1215
Fax No: +603 – 8787 1235

Full style address to consign MAWB (Penang Airport)

ON TIME WORLDWIDE LOGISTICS SDN.BHD
NO. 12A-02, Lintang Batu Maung 2,
11960 Batu Maung, Pulau Pinang, Malaysia.
Tel No : +604-626 5501
Fax No : +604-626 5507



Airfreight Export Handling

Freight will normally be delivered to Kula Lumpur Airport (KLIA) where export customs are cleared

Documents required for Export handling

1. Commercial Invoice
2. Packing List
3. Export License (if required)

** Customs can only be cleared after the cargo has physically arrived at the airport.*

** Cargo and documents need to be on hand at least one day prior to the planned departure.*



Ocean Freight Import Handling

OBL must be consigned to ON TIME WORLDWIDE LOGISTICS SDN BHD.

Kindly send us a complete pre-alert (including a copy of OBL and HBL) to On Time Office, Malaysia

OBL must show the contact number of consignee to avoid any delays that could incur storage charges.

Ocean Freight Import Documentation

Full style address to consign MBL (PKL)

ON TIME WORLDWIDE LOGISTICS SDN BHD

NO. 17-G & 17-1, Jalan Sungai Burung Z32/Z,
Bukit Rimau, 40460 Shah Alam, Selangor, Malaysia.

Tel No : +603-5131 8901

Fax No : + 603-5131 8946

Full style address to consign MBL (Penang)

ON TIME WORLDWIDE LOGISTICS SDN.BHD

NO. 12A-02, Lintang Batu Maung 2,
11960 Batu Maung, Pulau Pinang, Malaysia.

Tel No : +604-626 5501

Fax No : +604-626 5507

Full style address to consign MBL (PGU Seaport, Johor)

ON TIME WORLDWIDE LOGISTICS SDN.BHD

17-02, Jalan Molek 1/30,
Taman Molek,
81100 Johor Bahru, Johor, Malaysia.

Tel No : +6 07-3648901

Fax No: +6 07-3648902

All proper documents' original must be attached with shipment to Malaysia



Ocean Freight Export Handling

Freight will normally be delivered to all major ports in Malaysia - Port Klang, Penang, Pasir Gudang

Documents required for Export handling

1. Commercial Invoice
2. Packing List
3. Export License (if required)

** Customs can only be cleared after the cargo has physically arrived at the port.*

** Cargo and documents need to be sent to us at least 48hrs prior to the planned departure / arrival of the vessel.*