



**ASSOCIATIONS OF
RECONDITIONED COPIER
DISTRIBUTORS**

Introductory Guides for DOE Requirements

This document can only act as introductory guides or basic assistant for DOE requirements, on approval of importation of used multi-function copiers.

For detail information and requirements, kindly refer to Jabatan Alam Sekitar or approaches ARCD for assistant.

Best regards,
A.R. Allen
President, ARCD
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Registration With DOE

1. In prior to importation, all importers must first be registered with DOE in E-Waste management.
2. Registrants are required to attend a half-day seminar. Thereafter a confirmation email will be sent to attendee for confirmation of attendance, thus allowing the attendee to obtain an active "E-Waste Registration number".
3. All registrants is also required to engage with a local DOE recognized Waste Generator company. Also required to only hire waste disposer company that are registered with DOE.
4. DOE may send officers for the workplace of the registered importers/dealers as site visit from time to time, to ensure their compliance of DOE regulations and requirements.
5. All Registered importers/dealers are required to strictly follow some guidelines in work-place hazards, safety hazards, disposal methods and some other DOE expectations. The following listed some of the requirements and regulation. For detail and complete requirement please refer to DOE handbook or seminar materials.
 - Ensure 6 waste containers or drums are placed in proper manner in designated location in your work-place. They should be labeled clearly accordingly.
 - PCB or electronic circuit boards contained hazardous substances and should be handled with care, they must be wrapped properly and to be stored safely in designated labeled plastic container.
 - Cleaning detergents, thinner liquids, waste-toner and many other materials are to be handled with extra care and stored safely and disposed by a qualified disposer appointed by DOE. Member can refer to the list of qualified disposer from DOE official website.
 - Toner, developer, toner/developer bottle or cartridges must be segregated and disposed by a qualified disposer DOE.
 - Disposal of waste in to the waste containers or drums has to be cleared and renewed not more than 6 months, such renewing has to be carried out via e-filing on DOE server. Failing to comply e-filing would result to a fine.





Application for Importation and Some Basic Import Precautions

1. All importations must be applied directly with DOE and such application can be processed at any branch of DOE across Malaysia. All application, however, will eventually be final approved (or reject) in the Putrajaya Headquarters.
2. E-Waste Registration number is required on every application of importation.
3. Prior approval from DOE is required before the arrival of goods or container. All approved applications and related documents will also be distributed to other related approval bodies, including MCMC, SIRIM, DOE related branches and also CUSTOMS.
4. All used copiers imported must not have any of the following devices installed,
 - Wireless network capability that can be connected within wireless bandwidth at this moment.
 - Fax or modem that can be connected to the public network
 - Please take note that any of the above device importation will require SIRIM approval, which mostly available to only "type-approval" processes for brand new devices, together with manufacturer certification and technical data.
5. All importation of used copier must strictly comply to the DOE required "5 year" rules. Where DOE will refer to the Master List containing allowable import-model provided by ARCD every year for this reason.
6. Every unit of imported equipment sold by registered importers is required to be recorded in a traceable manner, including information such as serial number, related movement dates, buyers information etc. Such log data is enable DOE/MCMC officers or representative for onsite viewing when they visit your premise.



Notes

- DOE refers to Jabatan Alam Sekitar
- CUSTOMS refers to "Royal Customs Malaysia"
- MCMC refers to "Communications and Multimedia Commission"
- SIRIM refers to SIRIM Berhad or Standards and Industrial Research Institute of Malaysia

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