



**SURAT PEKELILING KEWANGAN
BILANGAN 10 TAHUN 2024**

**PEMAKLUMAN PENGEMASKINIAN NOMBOR
PENGENALAN CUKAI PENDAPATAN INDIVIDU DALAM
SISTEM MAKLUMAT SUMBER MANUSIA (SMSM) BAGI
KEPERLUAN PENGHANTARAN MAKLUMAT
PENDAPATAN PENGGAJIAN STAF KEPADA LEMBAGA
HASIL DALAM NEGARA MALAYSIA (LHDNM)**

Pejabat Bendahari

20 Mei 2024

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SURAT PEKELILING KEWANGAN BIL. 10/2024

PEMAKLUMAN PENGEMASKINIAN NOMBOR PENGENALAN CUKAI INDIVIDU DALAM SISTEM MAKLUMAT SUMBER MANUSIA (SMSM) BAGI KEPERLUAN PENGHANTARAN MAKLUMAT PENDAPATAN PENGGAJIAN STAF KEPADA LEMBAGA HASIL DALAM NEGARA MALAYSIA (LHDNM)

Dengan segala hormatnya perkara di atas adalah dirujuk.

2. Surat Pekeliling Kewangan ini dikeluarkan bertujuan untuk memaklumkan kepada semua staf Universiti Teknikal Malaysia Melaka berkenaan pengemaskinian Nombor Pengenalan Cukai (TIN) individu dalam Sistem Maklumat Sumber Manusia (SMSM) bagi keperluan penghantaran maklumat pendapatan penggajian staf kepada pihak Lembaga Hasil Dalam Negara Malaysia (LHDNM) secara atas talian melalui portal *MyTax* (Majikan).

3. Sehubungan dengan itu, semua staf dikehendaki mengemaskini maklumat Nombor Pengenalan Cukai (TIN) masing-masing **selewat-lewatnya 31 Mei 2024** melalui pautan seperti berikut:

<https://forms.office.com/r/9G9XyiGDCQ?origin=lprLink>.

4. Sekiranya staf tidak mempunyai Nombor Pengenalan Cukai (TIN), permohonan pendaftaran fail cukai pendapatan perlu dibuat di portal *MyTax (e-Daftar)* LHDNM melalui pautan <https://mytax.hasil.gov.my/>. Bersama-sama ini turut disertakan Manual Pengguna Sistem *e-Daftar* sebagai rujukan. Pejabat Bendahari juga akan mengadakan sesi bersama dengan staf yang memerlukan bantuan bagi pendaftaran fail cukai pendapatan pada 23 Mei 2024 dan 28 Mei 2024 bertempat di Bilik Bincang, Aras 1, Pejabat Bendahari.

5. Sebarang pertanyaan berkaitan perkara ini boleh e-mail kepada emolumen_bendahari@utem.edu.my atau berhubung terus dengan pegawai kami di talian 06-270 2080/ 8094/ 1535/ 2106/ 2586/ 4610/ 2796 atau boleh terus hadir ke Unit Emolumen dan Pembiayaan, Pejabat Bendahari untuk pihak kami bantu bagi urusan pendaftaran Nombor Pengenalan Cukai (TIN).

Segala kerjasama dan perhatian yang diberikan berhubung perkara ini adalah dihargai dan didahului dengan ucapan terima kasih.

Sekian, *wassalam*.

“MALAYSIA MADANI”

“BERKHIDMAT UNTUK NEGARA”

“KOMPETENSI TERAS KEGEMILANGAN”

Saya yang menjalankan amanah,



SABARINA BINTI ABDULLAH

Bendahari

Universiti Teknikal Malaysia Melaka



User Manual

e-Daftar (ED) Module

UM/SA02-00-00/ED

Navigate e-Daftar

LEMBAGA HASIL DALAM NEGERI MALAYSIA

HITS PROJECT



RESTRICTED

Document Administration

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1.0 INTRODUCTION

1.1. *E-DAFTAR*

e-Daftar module is one of the modules in e-Apps. This module is about taxpayers who want to register as taxpayers online. There are several types of taxpayers that can be registered in this module. File type is the code used to distinguish the types of taxpayers when generating income tax file number. Below are the types of taxpayers who are allowed to register on the *e-Daftar* module:

- Individual
- Company
- Employer
- Association
- Partnership
- Limited Liability Partnership
- Co-operative Society
- Trust Body
- Unit Trust/ Property Trust
- Real Estate Investment Trust/ Property Trust Fund
- Business Trust

This document is one of the guideline documentation on how to operate this *e-Daftar* module. There are twenty-five (25) series of documentation that users need to read:

- UM/SA01-01-00 – Access to MyTax
- UM/SA02-00-00/ED – Navigate *e-Daftar*

This is a document for 'UM/SA02-00-00/ED – Navigate *e-Daftar*'.

1.2. OBJECTIVES

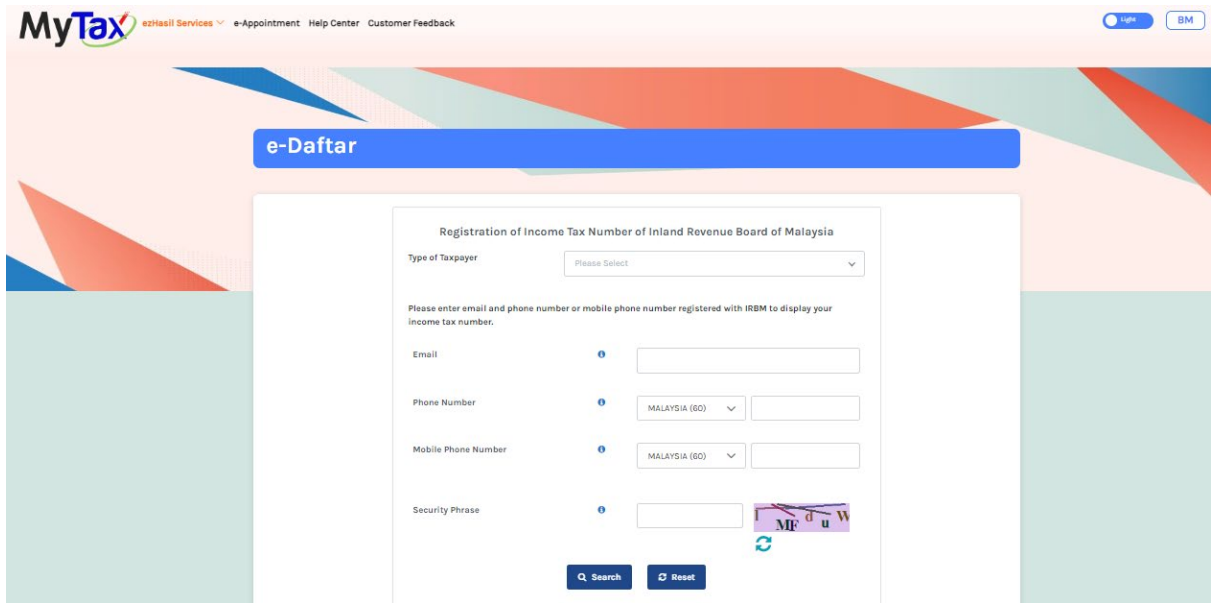
This user manual will enable the user to:

- a. Register
- b. Search Taxpayer
- c. View Application Status

2.0 STEPS

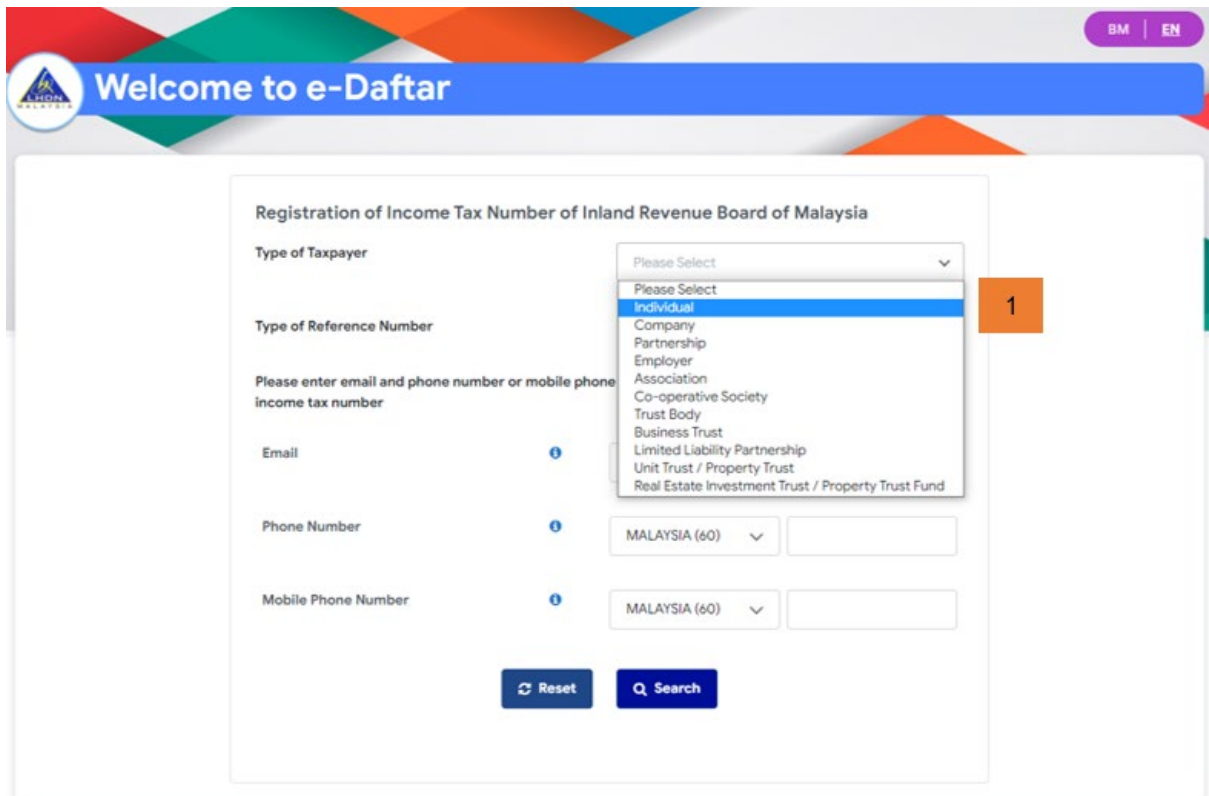
2.1. SEARCH TAXPAYER

i. Navigate to *e-Daftar* Landing Page.



In these steps, the user will be able to search for taxpayer-individual (local) record.


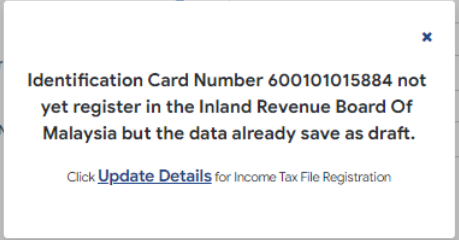
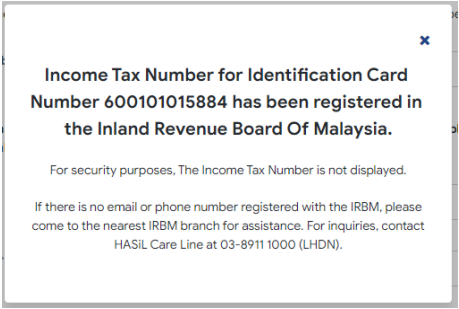
ii. Registration of Income Tax Number page . Select Type of Taxpayer.



No.	Field Name/ Menu	Action	Remarks
1.	Type of Taxpayer.	a. Click on this dropdown list. b. Select 'Individual'.	Selection of Reference Number radio button will be displayed.

iii. Reference Number field will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Type of Reference Number	Select 'Identification Card Number'.	Reference No. field will be displayed.
2.	Reference Number	Insert valid identification number.	This field is mandatory to be inserted.
3.	a. Email b. Phone Number c. Mobile Phone Number	Insert data accordingly.	These fields are optional to be inserted.
	d. Security Phrase	Insert security phrase	This fields are required
4.	Search Button	Click on this button.	System will verify inserted Reference Number through MyIdentity.

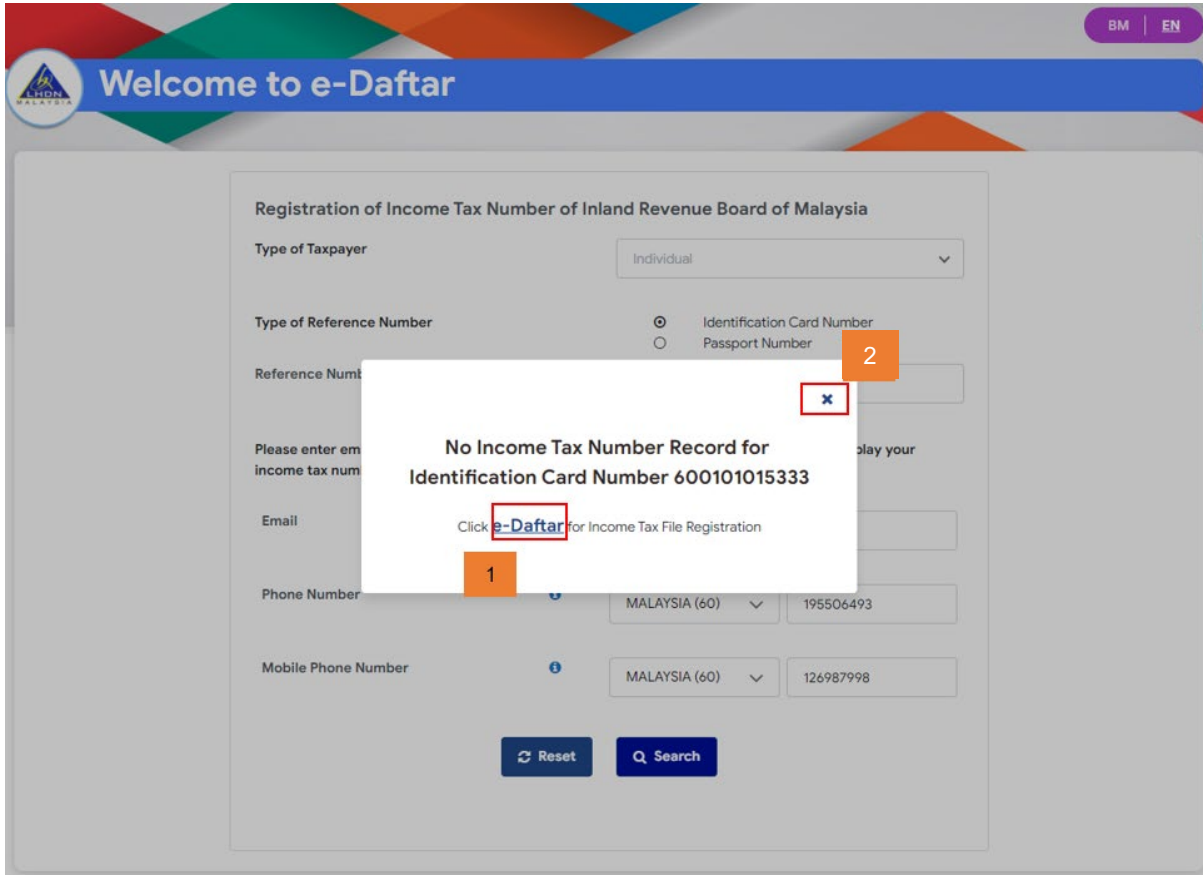
No.	Field Name/ Menu	Action	Remarks
			<p>If inserted reference number is valid and has not yet registered with LHDN then, System will display the following message:</p>  <p>Proceed to Section 2.3.</p> <p>If the inserted reference number is pending for the submission/ registration then, System will display the following message:</p>  <p>Proceed to Section 2.3.</p> <p>If the inserted reference number has been registered with LHDN then, System will display the following message:</p>  <p style="text-align: center;">Or</p>

No.	Field Name/ Menu	Action	Remarks
			<div data-bbox="946 271 1358 450" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Income Tax Number for Identification Card Number 600101015884 has been registered in the Inland Revenue Board Of Malaysia.</p> <p style="text-align: center; font-size: small;">Income Tax Number : 27001715010 Cawangan IPOH</p> </div> <p>Else, System will display the following alert:</p> <div data-bbox="917 562 1310 611" style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;"> i Information does not exist in myidentity. </div>
5.	Reset Button	Click on this button.	System will reset the inserted. All the contents will be cleared.

2.2. SEARCH RESULT

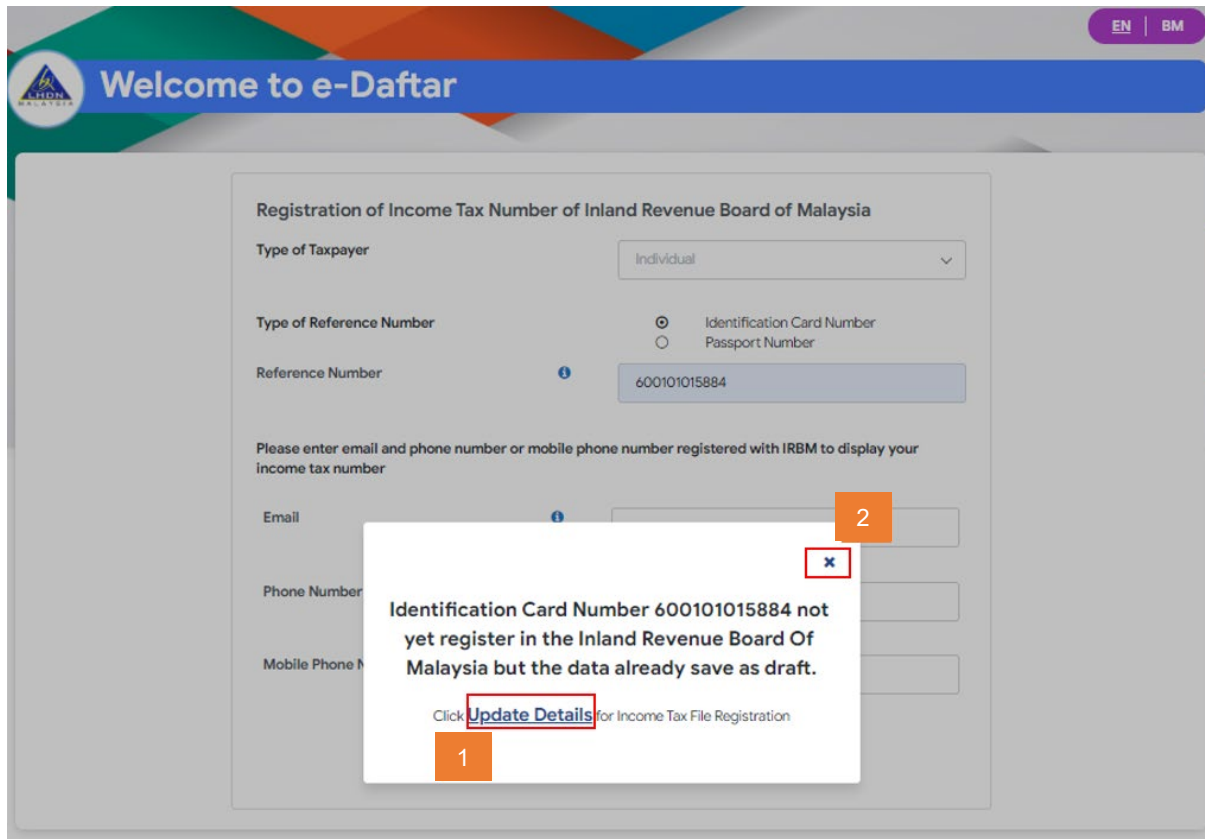
From search screen above, the following screen will be displayed if inserted reference number is valid and not yet been registered with LHDN or the registration process is ongoing.

2.2.1. No Income Tax Number Record Registered



No.	Field Name/ Menu	Action	Remarks
1.	e-Daftar link.	Click on this link.	System will display 'PART A: BASIC PARTICULARS'.
2.	Close button [X]	Click on this button.	The popup window will close.

2.2.2. Not Yet Registered With LHDN But Registration Process Is On-Going



No.	Field Name/ Menu	Action	Remarks
1.	Update Details link.	Click on this link.	System will display 'PART A: BASIC PARTICULARS'. All inserted information previously will be populated. Please refer to Section 2.4.
2.	Close button [X]	Click on this button.	The popup window will close.

2.3. INDIVIDUAL (CITIZEN) REGISTRATION FORM

In this screen, the user will be able to input particulars related to the Individual.

2.3.1. Part A: Basic Particulars

By clicking on 'e-*Daftar*' / 'Update Details' link above, Part A: Basic Particulars section will be displayed as follows:


The screenshot displays the 'PART A: BASIC PARTICULARS' registration form. At the top, there is a progress bar with three steps: 1. Registration Information, 2. Upload Document, and 3. Checking & Submit. A 'Back to Menu' link is located in the top right corner. On the left side, a vertical sidebar contains ten numbered navigation links (1-10) corresponding to different sections of the form. The main form area is titled 'PART A: BASIC PARTICULARS' and contains the following fields:

- Honorific:** PUAN (dropdown)
- Title:** Please Select (dropdown)
- Name *:** ISZAIDA ISMAIL (text input)
- Citizen:** MALAYSIA (dropdown)
- Country of Residence:** MALAYSIA (dropdown)
- Type of Reference Number *:** PASSPORT (dropdown)
- Passport Number:** 6789099 (text input)
- Gender:** FEMALE (dropdown)
- Taxpayer Categories *:** UNDER THE AGE OF 18 YEARS (dropdown)
- Status *:** BERKAHWIN (dropdown)
- Date of Birth:** 22/08/1989 (date picker)
- Address Section:** Includes 'CORRESPONDENCE ADDRESS' and 'RESIDENTIAL ADDRESS' tabs. The 'CORRESPONDENCE ADDRESS' section has a checkbox for 'Oversea' and several text input fields for address details (e.g., NO 13, JALAN LEP 7/3, TAMAN LESTARI PUTRA). Below these are dropdowns for Postcode (*), City (SERI KEMBANGAN), State (SELANGOR), and Country (MALAYSIA).
- Phone Number:** MALAYSIA (60) (dropdown) and 0132876005 (text input)
- Mobile Phone Number:** MALAYSIA (60) (dropdown) and an empty text input field
- Email *:** szaida@gmail.com (text input)

At the bottom of the form, there are two buttons: 'Save' and 'Next', both highlighted with red boxes. The 'Next' button is also highlighted with a blue box. The sidebar on the left has the following items:

- Basic Particulars (highlighted with a blue box)
- Particulars of Employee
- Particulars of Business
- Particulars of Spouse
- Registration of Employer's File
- Particulars of Legal Representative (Mother / Father / Guardian)
- Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
- Tax Agent
- Upload Document
- Declaration

No.	Field Name/ Menu	Action	Remarks
1.	Basic Particulars	Insert data into the fields or select data from the dropdown list.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Citizen is default to Malaysia since this form is for Malaysian citizen.</p> <p>Type of Reference Number and Identification Card Number will be populated based on inserted data previously.</p> <p>City and State will be populated once Postcode is selected.</p> <p>Residential Address is mandatory to be inserted.</p>
2.	Particulars of Employer	Click this section.	System will display PART B: PARTICULARS OF EMPLOYER. Please see section 2.4.2
3.	Particulars of Business	Click this section.	System will display PART C: PARTICULARS OF BUSINESS. Please see section 2.4.3
4.	Particulars of Spouse	Click this section.	System will display PART D: PARTICULARS OF SPOUSE. Please see section 2.4.4
5.	Registration of Employer's File	Click this section.	System will display PART E: REGISTRATION OF EMPLOYER'S FILE. Please see section 2.4.5
6.	Legal Representative (Mother/ Father)	Click this section.	System will display PART F: LEGAL REPRESENTATIVE (MOTHER/ FATHER). Please see section 2.4.6
7.	Administrator of The Estate or Legal Representative of The Deceased Person	Click this section.	System will display PART G: ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON. Please see section 2.4.7

No.	Field Name/ Menu	Action	Remarks
8.	Tax Agent	Click this section.	System will display PART H: TAX AGENT. Please see section 2.4.8
9.	Upload Document	Click this section.	System will display UPLOAD DOCUMENT. Please see section 2.4.9
10.	Declaration	Click this section.	System will display DECLARATION BY APPLICANT / LEGAL REPRESENTATIVE / ADMINISTRATOR / TAX AGENT. Please see section 2.4.10
11.	Next Button	Click this button.	System will redirect taxpayer to 'PART B: PARTICULARS OF EMPLOYER' section. Please see section 2.4.2
12.	Save Button	Click this button.	<p>Data will be saved and system will display the following alert.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>

2.3.2. Part B: Particulars of Employer

By clicking on 'Next' button in Part A: Basic Particulars section or by clicking on Part B: Particulars of Employers section itself , Part B: Particulars of Employment section will be displayed as follows:

PART B : PARTICULARS OF EMPLOYER

Employment * **1** Commencement Date of Employment **2**

Please Select dd/mm/yyyy

Staff Number / Payroll Number **3**

Employer's Number **4** **9001594310** Check **5**

Employer's Name *

Employer's Telephone Number

Employer's Address *

Oversea




Postcode City State Country

Please Select CITY STATE MALAYSIA

8 **6** **7**

Back Save Next

No.	Field Name/ Menu	Action	Remarks
1.	Employment	Select employment	Compulsory to select
2.	Commencement Date of Employment	Choose date	-

No.	Field Name/ Menu	Action	Remarks
3.	Staff Number / Payroll Number	Insert staff number	
4.	Employer's Number	Insder employers number	Must enter a valid number of employer number 9001594310
5.	Check Button	Click on this button.	<p>System will validate inserted Employer's Number.</p> <p>System will retrieve Employer's Name, Employer's Telephone Number and Employer's Address from the respective table and populate the data accordingly.</p> <p>Otherwise, System will display the following alert if Employer's Address is not registered in LHDN:</p> 
6.	Save button	Click on this button.	<p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART C: PARTICULARS OF BUSINESS' section. Please see section 2.4.3.

No.	Field Name/ Menu	Action	Remarks
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART A: BASIC PARTICULARS' section. Please see section 2.4.1.

2.3.3. Part C: Particulars of Business (jika ada/if any)

By clicking on 'Next' button in Part B: Particulars of Employers section or by clicking on Part C: Particulars of Business section itself , Part C: Particulars of Business section will be displayed as follows:

PART C : PARTICULARS OF BUSINESS

Name of Business **1**
 LUQISHA ENTEPRISE

Business Registration Number **2** Commencement Date of Operations **3**
 090890 30/12/2021

Main Business Code **4**
 56107 - FOOD OR BEVERAGE, FOOD AND BEVERAGE PREPARATION IN MARK... ▾

Address of Business Premise * **5**

Oversea

334



LOT G5

AMERIN MALL

Postcode * City State Country
 43200 CHERAS SELANGOR MALAYSIA

8 Back **6** Save **7** Next

No.	Field Name/ Menu	Action	Remarks
1.	Name of Business	Fill in the details	-
2.	Business Registration Number		-
3.	Commencement Date of Operations		-
4.	Main Business Code	Select business code	-
5.	Address of Business Premise	Insert address	-



No.	Field Name/ Menu	Action	Remarks
6.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART D: PARTICULARS OF SPOUSE' section. Please see section 2.4.4.
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART B : PARTICULARS OF EMPLOYMENT' section. Please see section 2.4.2.

2.3.4. Part D: Particulars of Spouse

- i. View Particulars of Spouse

By clicking on 'Next' button in Part C: Particulars of Business section or by clicking on Part D: Particulars of Spouse section itself , Part D: Particulars of Spouse section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Passport Number	Insert passport number	-
5.	Marriage Status	Status = 'Married'.	Status in Part A: Basic Particulars section must be 'Married'.
6.	Date of Divorce	Select date	-
7.	Reset button	Click on this button.	System will reset the inserted. All the contents will be cleared.
8.	Add Spouse button	Click on this button.	Fields indicated with * symbol is mandatory to be inserted.

No.	Field Name/ Menu	Action	Remarks
			<p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
9.	Next button	Click on this button.	System will redirect taxpayer to 'PART E: REGISTRATION OF EMPLOYER'S FILE' section. Please see section 2.4.5.
10.	Back button	Click on this button.	System will redirect taxpayer to 'PART C : PARTICULARS OF BUSINESS' section. Please see section 2.4.3.

ii. Add spouse information

By clicking on 'Add' button, system will save the inserted spouse data and display the data in the table as follows:

PART D : PARTICULARS OF SPOUSE

Income Tax Number

Name *

Type of Reference Number *

Passport Number

Marriage Status *



Date of Divorce

Spouse Name	Reference Number	Action
SHAH ARIZAL	128738	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

No.	Field Name/ Menu	Action	Remarks
1.	List of Spouse	Click on Add button.	System will save and display the inserted spouse information in the List of Spouse.
2.	Edit icon	Click on this icon.	System will re-populate the spouse information in the particular of spouse section in editable mode.
3.	Delete icon	Click on this icon.	System will display confirmation of deletion. System will remove the information once OK button is clicked. Otherwise, System will remain with the information.

2.3.5. Part E: Registration of Employer’s File (jika ada/if any)

By clicking on ‘Next’ button in Part D: Particulars of Spouse section or by clicking on Part E: Registration of Employer’s File section itself , Part E: Registration of Employer’s File section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Checkbox	Tick on this checkbox.	All mandatory fields must be inserted and saved.
2.	Employer’s status	Select from dropdown list	
3.	Numbers of employees	Insert number of employees	
4.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
5.	Next button	Click on this button.	System will redirect taxpayer to ‘PART F: PARTICULARS OF LEGAL REPRESENTATIVE (FATHER/

No.	Field Name/ Menu	Action	Remarks
			MOTHER/ GUARDIAN)' section. Please see section 2.4.6.
6.	Back button	Click on this button.	System will redirect taxpayer to 'PART D : PARTICULARS OF SPOUSE' section. Please see section 2.4.4.

2.3.6. Part F: Particulars of Legal Representative (Father/ Mother/ Guardian)

By clicking on 'Next' button in Part E: Registration of Employer's File section or by clicking on Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section itself , Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section will be displayed as follows:

PART F : PARTICULARS OF LEGAL REPRESENTATIVE (MOTHER / FATHER / GUARDIAN)

Income Tax Number 1

Name * 2

Type of Reference Number * 3 **Relationship *** 4

Correspondence Address * 5



Oversea

Postcode * **City** **State** **Country**

Phone Number 8 **Mobile Phone Number** 7

Email * 6

Back **Save** **Next**

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Relationship	Select from dropdown list	-
5.	Legal Representative's Address	Fill in address including poscode, phone number and emem	-
6.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART G : PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON' section. Please see section 2.4.7.
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART C : PARTICULARS OF BUSINESS' section. Please see section 2.4.3.

2.3.7. Part G: Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

By clicking on 'Next' button in Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section or by clicking on Part G: Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section itself , Part G: Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section will be displayed as follows:

PART G : PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON

Income Tax Number **1**

Name * **2**

Type of Reference Number * **3**

Legal Representative's Address **4**


Overseas

Postcode * City State Country

Phone Number Mobile Phone Number

Email *



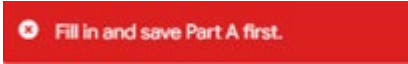
Back **7** Save **5** Next **6**

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Legal Representative's Address	Fill in address including poscode, phone number and emem	-
5.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
6.	Next button	Click on this button.	System will redirect taxpayer to 'PART H : PARTICULARS OF TAX AGENT' section. Please see section 2.4.8
7.	Back button	Click on this button.	System will redirect taxpayer to 'PART F: PARTICULARS OF LEGAL REPRESENTATIVE (FATHER/ MOTHER/ GUARDIAN)' section. Please see section 2.4.6.

2.3.8. Part H: Particulars of Tax Agent

By clicking on 'Next' button in Part G: Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section or by clicking on Part H: Particulars of Tax Agent section itself , Part H: Particulars of Tax Agent section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Tax Agent's Approval Number	Insert data into the field.	Upon inserting Tax Agent's Approval Number, system will check the validity of the number. If valid: System will retrieve and display tax agent information. Otherwise,

No.	Field Name/ Menu	Action	Remarks
			<p>The following alert will be displayed.</p> 
2.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
3.	Next button	Click on this button.	System will redirect taxpayer to UPLOAD DOCUMENT section.
4.	Back button	Click on this button.	System will redirect taxpayer to 'PART G: PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON' section. Please see section 2.4.7.

2.3.9. Upload Document

By clicking on 'Next' button in Part H: Particulars of Tax Agent section or by clicking on Upload Document section itself , Upload Document section will be displayed as follows:

- i. Document to be uploaded page.

DOCUMENT TO BE UPLOADED
 a) Copy of grant probate; OR
 Copy of letter of administration and copy of death certificate

DOCUMENT UPLOAD REQUIREMENT
 a) Only *.pdf , *.jpg , *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
 b) File name must use Alphanumeric and allowable characters (- , _ , () , .)
 c) The uploaded image must be cleared.

Select File

Upload 1


File Name	Action

Back 3

Next 2

1


No.	Field Name/ Menu	Action	Remarks
1.	Upload button	Click on the 'Select file' in Upload Document box and select document to attach.	<p>Popup window to upload document is displayed.</p> <p>Document is mandatory to be attached prior submission.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p> <p>System will display the following alert:</p> <div style="background-color: #2e8b57; color: white; padding: 5px; border: 1px solid #ccc; margin-top: 10px; display: flex; align-items: center; gap: 5px;"> ✔ Upload Successfully </div>

No.	Field Name/ Menu	Action	Remarks
			Otherwise, System will display the alert as follows. 
2.	Next button	Click on this button.	System will redirect taxpayer to DECLARATION section. Please see section 2.4.10.
3.	Back button	Click on this button.	System will redirect taxpayer to 'PART H: PARTICULARS OF TAX AGENT' section. Please see section 2.4.8.

ii. Delete attached document.

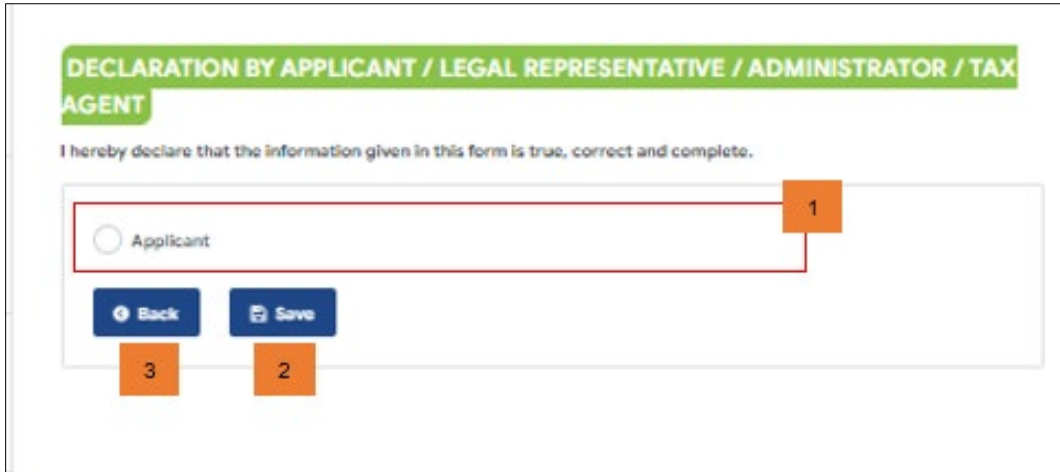
By clicking on 'Upload' button, system will save the attached document and display the attachment in the table as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Dustbin Icon	Click on this icon.	System will display the following alert: 

2.3.10. Declaration

- i. Declaration by Applicant/ Legal Representative/ Administrator/ Tax Agent
By clicking on 'Next' button in Upload Document section or by clicking on Declaration section itself , Declaration section will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Declarer radio button	Click on this button.	System will display declarer's name and identification number based on inserted input the respective section. System will display Submit button once declarer is selected. For declarer option, refer to the following section.
2.	Save button	Click on this button.	Data will be saved and system will display the following alert: <div style="background-color: #2e7d32; color: white; padding: 5px; display: inline-block;"> ✔ Record Save </div>
3.	Back button	Click on this button.	System will redirect taxpayer to 'Upload Document' section.

ii. Declarer Option

Declarer options will be displayed based on the following condition:

DECLARATION BY APPLICANT / LEGAL REPRESENTATIVE / ADMINISTRATOR / TAX AGENT

I hereby declare that the information given in this form is true, correct and complete.

1

Applicant
 Particulars of Legal Representative (Mother / Father / Guardian)
 Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
 Tax Agent

Name * Identification Card Number *

ZULFADLI 840614118765

Back Save

2 Submit

No.	Field Name/ Menu	Condition	Remarks
1.	Declarer radio button	Taxpayer category is 'Normal' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant
		Taxpayer category is 'Normal' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Tax Agent
		Taxpayer category is 'Normal' & Taxpayer status is 'Deceased'.	System will display the following declarer options: a. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

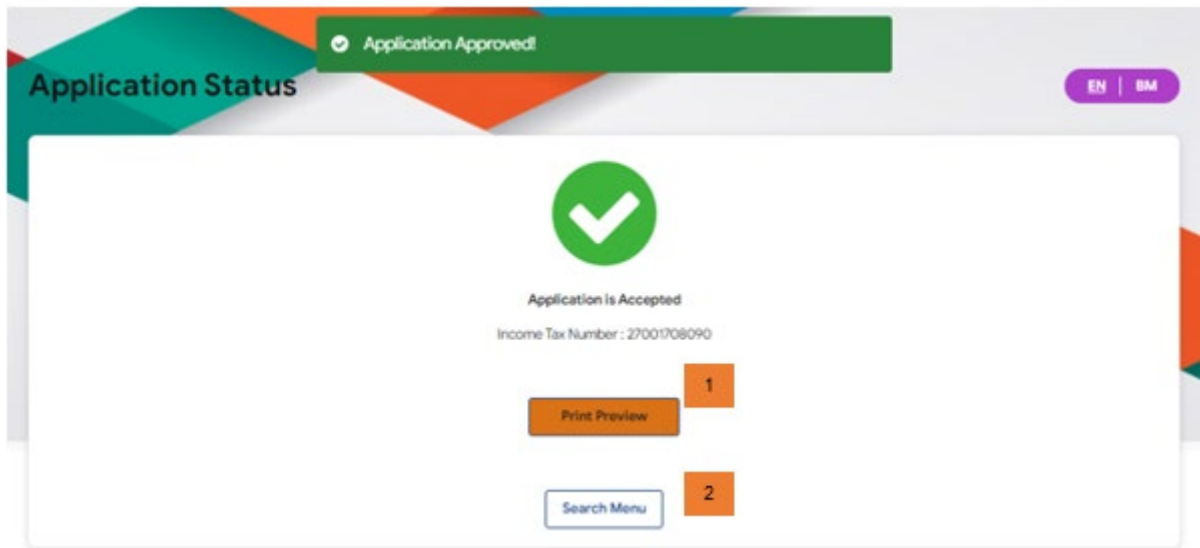
No.	Field Name/ Menu	Condition	Remarks
		Taxpayer category is 'Normal' & Taxpayer status is 'Deceased' & Taxpayer has registered Tax Agent.	System will display the following declarer options: a. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person b. Tax Agent
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother / Father / Guardian)
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother / Father / Guardian) c. Tax Agent
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is 'Deceased'	System will display the following declarer options: a. Particulars of Legal Representative (Mother / Father / Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
		Taxpayer category is 'Under the Age of 18 Years' &	System will display the following declarer options:

No.	Field Name/ Menu	Condition	Remarks
		Taxpayer status is 'Deceased' & Taxpayer has a registered Tax Agent.	a. Particulars of Legal Representative (Mother / Father / Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person c. Tax Agent
		Taxpayer category is 'Unsound Mind' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother / Father / Guardian)
		Taxpayer category is 'Unsound Mind' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother/ Father/ Guardian) c. Tax Agent
		Taxpayer category is 'Unsound Mind' & Taxpayer status is 'Deceased'	System will display the following declarer options: a. Particulars of Legal Representative (Mother/ Father/ Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
		Taxpayer category is 'Unsound Mind' &	System will display the following declarer options:

No.	Field Name/ Menu	Condition	Remarks
		Taxpayer status is 'Deceased' & Taxpayer has a registered Tax Agent.	<ul style="list-style-type: none"> a. Particulars of Legal Representative (Mother/ Father/ Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person c. Tax Agent
2	Submitt button	Click on this button.	<p>Sytem will display the following alert.</p> <div style="border: 1px solid black; background-color: #2e7d32; color: white; padding: 5px; display: inline-block; margin: 5px 0;"> ✔ Application Approved! </div> <p>Proceed to section 2.4.11.</p>

2.3.11. Application Status

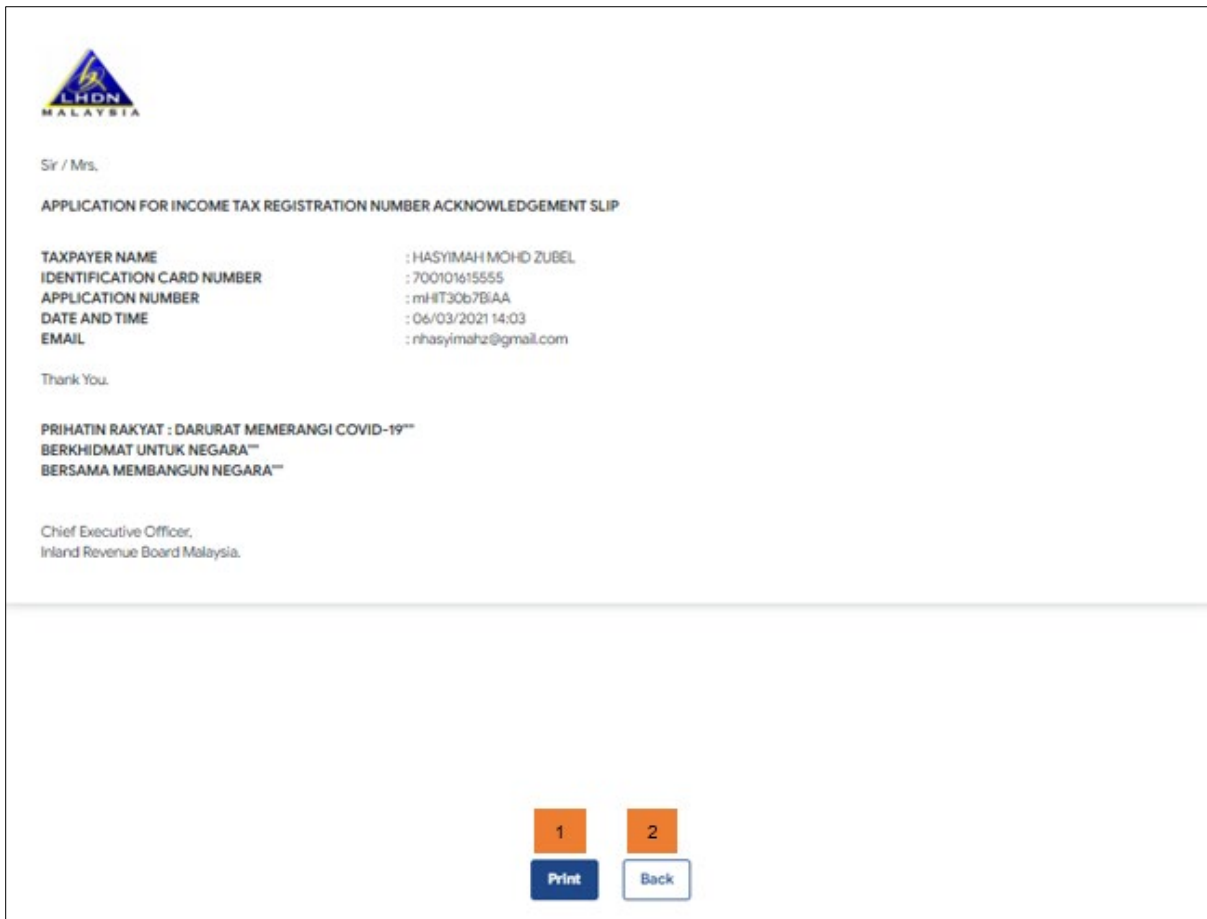
By clicking on the 'Submit' button, Application Status screen will be displayed as follows.



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	System will redirect taxpayer to Acknowledgement Receipt.
2.	Search Menu button	Click on this button.	System will redirect taxpayer to Search Taxpayer screen.

2.3.12. Acknowledgement Receipt

By clicking on 'Print Preview' button in section 2.4.11, the following screen will be displayed.



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will display print dialog box.
2.	Back button	Click on this button.	System will return to section 2.4.11.

2.4. INDIVIDUAL (FOREIGNER) REGISTRATION FORM

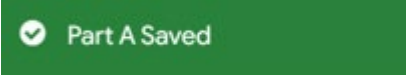
In these steps, the user will be able to input particulars related to the Individual (Foreigner).

2.4.1. Part A: Basic Particulars

By clicking on 'e-Daftar' / 'Update Details' link above, Part A: Basic Particulars section will be displayed as follows:

The screenshot displays the 'PART A: BASIC PARTICULARS' registration form. The form is organized into three main steps: 1. Registration Information, 2. Upload Document, and 3. Checking & Submit. The current step is 'Registration Information'. The form contains various input fields for personal and identification details. A sidebar on the left lists 10 sections, with 'Basic Particulars' highlighted as section 1. The form fields include: Honorific (PUAN), Title (Please Select), Name (ISZAIDA ISMAIL), Citizen (MALAYSIA), Country of Residence (MALAYSIA), Type of Reference Number (PASSPORT), Passport Number (6789099), Gender (FEMALE), Taxpayer Categories (UNDER THE AGE OF 18 YEARS), Status (BERKAHWIN), Date of Birth (22/08/1989), Correspondence Address (NU 13, JALAN LEP 7/3, TAMAN LESTARI PUTRA, 43300, SERI KEMBANGAN, SELANGOR, MALAYSIA), Phone Number (MALAYSIA (60) 0132876005), Mobile Phone Number (MALAYSIA (60)), and Email (szaida@gmail.com). At the bottom, there are 'Save' and 'Next' buttons.

No.	Field Name/ Menu	Action	Remarks
1.	Basic Particulars	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory to be inserted. Type of Reference Number and Passport Number will be populated based on previously inserted data. City and State will be populated once Postcode is selected. Residential Address is mandatory to be inserted.
2.	Particulars of Employer	Click this section.	System will display PART B: PARTICULARS OF EMPLOYER. Please see section 2.4.2.
3.	Particulars of Business	Click this section.	System will display PART C: PARTICULARS OF BUSINESS. Please see section 2.4.3.
4.	Particulars of Spouse	Click this section.	System will display PART D: PARTICULARS OF SPOUSE. Please see section 2.4.4.
5.	Registration of Employer's File	Click this section.	System will display PART E: REGISTRATION OF EMPLOYER'S FILE. Please see section 2.4.5.
6.	Legal Representative (Mother/ Father)	Click this section.	System will display PART F: LEGAL REPRESENTATIVE (MOTHER/ FATHER). Please see section 2.4.6.
7.	Administrator of The Estate or Legal Representative of The Deceased Person	Click this section.	System will display PART G: ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON. Please see section 2.4.7.
8.	Tax Agent	Click this section.	System will display PART H: TAX AGENT. Please see section 2.4.8

No.	Field Name/ Menu	Action	Remarks
9.	Upload Document	Click this section.	System will display UPLOAD DOCUMENT. Please see section 2.4.9
10.	Declaration	Click this section.	System will display DECLARATION BY APPLICANT/ LEGAL REPRESENTATIVE/ ADMINISTRATOR/ TAX AGENT. Please see section 2.4.10
11.	Next Button	Click this button.	System will redirect taxpayer to 'PART B: PARTICULARS OF EMPLOYER' section. Please see section 2.4.11
12.	Save Button	Click this button.	<p>Data will be saved and system will display the following alert.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>

2.4.3. Part B: Particulars of Employer

By clicking on 'Next' button in Part A: Basic Particulars section or by clicking on Part B: Particulars of Employers section itself , Part B: Particulars of Employment section will be displayed as follows:

PART B : PARTICULARS OF EMPLOYER

Employment * **1** Commencement Date of Employment **2**

Please Select dd/mm/yyyy

Staff Number / Payroll Number **3**

Employer's Number **4** **9001594310** Check **5**

Employer's Name *

Employer's Telephone Number

Employer's Address *

Oversea

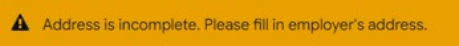


Postcode City State Country

Please Select CITY STATE MALAYSIA

8 **6** **7**

Back Save Next

No.	Field Name/ Menu	Action	Remarks
1.	Employment	Select employment	Compulsory to select
2.	Commencement Date of Employment	Choose date	-

No.	Field Name/ Menu	Action	Remarks
3.	Staff Number/ Payroll Number	Insert staff number	
4.	Employer's Number	Insder employers number	Must enter a valid number of employer number
5.	Check Button	Click on this button.	<p>System will validate inserted Employer's Number.</p> <p>System will retrieve Employer's Name, Employer's Telephone Number and Employer's Address from the respective table and populate the data accordingly.</p> <p>Otherwise, System will display the following alert if Employer's Address is not registered in LHDN:</p> 
6.	Save button	Click on this button.	<p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART C: PARTICULARS OF BUSINESS' section. Please see section 2.4.3.
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART A: BASIC PARTICULARS' section. Please see section 2.4.1.

2.4.4. Part C: Particulars of Business

By clicking on 'Next' button in Part B: Particulars of Employers section or by clicking on Part C: Particulars of Business section itself , Part C: Particulars of Business section will be displayed as follows:

PART C : PARTICULARS OF BUSINESS

Name of Business **1**
 LUQISHA ENTERPRISE

Business Registration Number **2** Commencement Date of Operations **3**
 090890 30/12/2021

Main Business Code **4**
 56107 - FOOD OR BEVERAGE, FOOD AND BEVERAGE PREPARATION IN MARK... ▾

Address of Business Premise * **5**

Oversea

334

LOT G5



AMERIN MALL

Postcode * City State Country

43200 ▾ CHERAS SELANGOR MALAYSIA ▾

8 Back **6** Save **7** Next



No.	Field Name/ Menu	Action	Remarks
1.	Name of Business	Fill in the details	-
2.	Business Registration Number		-
3.	Commencement Date of Operations		-
4.	Main Business Code	Select business code	-
5.	Address of Business Premise	Insert address	-
6.	Save button	Click on this button.	Fields indicated with * symbol is mandatory to be inserted.

No.	Field Name/ Menu	Action	Remarks
			<p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART D: PARTICULARS OF SPOUSE' section. Please see section 2.4.4.
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART B : PARTICULARS OF EMPLOYMENT' section. Please see section 2.4.2.

2.4.5. Part D: Particulars of Spouse

- i. Input details in Particulars of Spouse page.
By clicking on 'Next' button in Part C: Particulars of Business section or by clicking on Part D: Particulars of Spouse section itself , Part D: Particulars of Spouse section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Passport Number	Insert passport number	-
5.	Marriage Status	Status = 'Married'.	Status in Part A: Basic Particulars section must be 'Married'.
6.	Date of Divorce	Select date	-
7.	Reset button	Click on this button.	System will reset the inserted. All the contents will be cleared.
8.	Add Spouse button	Click on this button.	Fields indicated with * symbol is mandatory to be inserted.

No.	Field Name/ Menu	Action	Remarks
			<p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
9.	Next button	Click on this button.	System will redirect taxpayer to 'PART E: REGISTRATION OF EMPLOYER'S FILE' section. Please see section 2.4.5.
10.	Back button	Click on this button.	System will redirect taxpayer to 'PART C: PARTICULARS OF BUSINESS' section. Please see section 2.4.3.

ii. Add spouse information

By clicking on 'Add' button, system will save the inserted spouse data and display the data in the table as follows:

PART D : PARTICULARS OF SPOUSE

Income Tax Number

Name *

Type of Reference Number *

Passport Number

Marriage Status *



Date of Divorce

Spouse Name	Reference Number	Action
SHAH ARIZAL	128738	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

No.	Field Name/ Menu	Action	Remarks
1.	List of Spouse	Click on Add button.	System will save and display the inserted spouse information in the List of Spouse.
2.	Edit icon	Click on this icon.	System will re-populate the spouse information in the particular of spouse section in editable mode.
3.	Delete icon	Click on this icon.	Sytem will display confirmation of deletion. System will remove the information once OK button is clicked.

2.4.6. Part E: Registration of Employer’s File

By clicking on ‘Next’ button in Part D: Particulars of Spouse section or by clicking on Part E: Registration of Employer’s File section itself , Part E: Registration of Employer’s File section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Checkbox	Tick on this checkbox.	All mandatory fields must be inserted and saved.
2.	Employer’s status	Select from dropdown list	
3.	Numbers of employees	Insert number of employees	
4.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
5.	Next button	Click on this button.	System will redirect taxpayer to ‘PART F: PARTICULARS OF LEGAL REPRESENTATIVE (FATHER/ MOTHER/ GUARDIAN)’ section. Please see section 2.4.6.

No.	Field Name/ Menu	Action	Remarks
6.	Back button	Click on this button.	System will redirect taxpayer to 'PART D : PARTICULARS OF SPOUSE' section. Please see section 2.4.4.



2.4.7. Part F: Particulars of Legal Representative (Father/ Mother/ Guardian)

By clicking on 'Next' button in Part E: Registration of Employer's File section or by clicking on Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section itself , Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section will be displayed as follows:

PART F : PARTICULARS OF LEGAL REPRESENTATIVE (MOTHER / FATHER / GUARDIAN)

The form contains the following fields and controls:

- Income Tax Number**: Input field with callout 1.
- Name ***: Input field with callout 2.
- Type of Reference Number ***: Dropdown menu with 'Please Select' and callout 3.
- Relationship ***: Dropdown menu with 'Please Select' and callout 4.
- Correspondence Address ***: Section highlighted with a red border and callout 5. It includes an **Oversea** checkbox and five stacked input fields.
- Postcode ***: Dropdown menu with 'Please Select' and callout 5.
- City**: Input field with 'CITY' placeholder and callout 5.
- State**: Input field with 'STATE' placeholder and callout 5.
- Country**: Dropdown menu with 'MALAYSIA' and callout 5.
- Phone Number**: Dropdown menu with 'MALAYSIA (60)' and callout 5, followed by an input field with 'eg : 033456789' and callout 5.
- Mobile Phone Number**: Dropdown menu with 'MALAYSIA (60)' and callout 5, followed by an input field with 'eg : 0123456789' and callout 5.
- Email ***: Input field with 'eg : abc@gmail.com' and callout 5.
- Navigation Buttons**: **Back** (callout 8), **Save** (callout 6), and **Next** (callout 7).

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Relationship	Select from dropdown list	-
5.	Legal Representative's Address	Fill in address including poscode, phone number and emem	-
6.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
7.	Next button	Click on this button.	System will redirect taxpayer to 'PART G : PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON' section. Please see section 2.4.7.
8.	Back button	Click on this button.	System will redirect taxpayer to 'PART C : PARTICULARS OF BUSINESS' section. Please see section 2.4.3.

2.4.8. Part G : Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

By clicking on 'Next' button in Part F: Particulars of Legal Representative (Father/ Mother/ Guardian) section or by clicking on Part G : Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section itself , Part G : Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section will be displayed as follows:

PART G : PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON

Income Tax Number **1**

Name * **2**

Type of Reference Number * **3**

Legal Representative's Address **4**



Oversea

Postcode * City State Country

Phone Number Mobile Phone Number

Email *




7 Back **5** Save **6** Next

No.	Field Name/ Menu	Action	Remarks
1.	Income Tax Number	Insert tax number	Enter a valid tax number
2.	Name	Fill in name	-
3.	Type of Reference Number	Select from dropdown list	-
4.	Legal Representative's Address	Fill in address including poscode, phone number and emem	-
5.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
6.	Next button	Click on this button.	System will redirect taxpayer to 'PART H : PARTICULARS OF TAX AGENT' section. Please see section 2.4.8
7.	Back button	Click on this button.	System will redirect taxpayer to 'PART F: PARTICULARS OF LEGAL REPRESENTATIVE (FATHER/ MOTHER/ GUARDIAN)' section. Please see section 2.4.6.

2.4.9. Part H: Particulars of Tax Agent

By clicking on 'Next' button in Part G: Particulars Of Administrator Of The Estate Or Legal Representative Of The Deceased Person section or by clicking on Part H: Particulars of Tax Agent section itself , Part H: Particulars of Tax Agent section will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Tax Agent's Approval Number	Insert data into the field.	Upon inserting Tax Agent's Approval Number, system will check the validity of the number. If valid: System will retrieve and display tax agent information. Otherwise, The following alert will be displayed.

No.	Field Name/ Menu	Action	Remarks
			
2.	Save button	Click on this button.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Data will be saved and system will display the following alert.</p>  <p>System will display the following alert if previous inserted Part is not being saved.</p>  <p>Otherwise, System will display a field alert at the respective mandatory field.</p>
3.	Next button	Click on this button.	System will redirect taxpayer to UPLOAD DOCUMENT section.
4.	Back button	Click on this button.	System will redirect taxpayer to 'PART G: PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON' section. Please see section 2.4.7.

2.4.10. Upload Document

- i. Document to be uploaded page.

By clicking on 'Next' button in Part H: Particulars of Tax Agent section or by clicking on Upload Document section itself , Upload Document section will be displayed as follows:

DOCUMENT TO BE UPLOADED
 a) Copy of grant probate; OR
 Copy of letter of administration and copy of death certificate

DOCUMENT UPLOAD REQUIREMENT
 a) Only *.pdf , *.jpg , *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
 b) File name must use Alphanumeric and allowable characters (- , _ , () , .)
 c) The uploaded image must be cleared.

Select File

Upload 1


File Name	Action

3
Back

2
Next

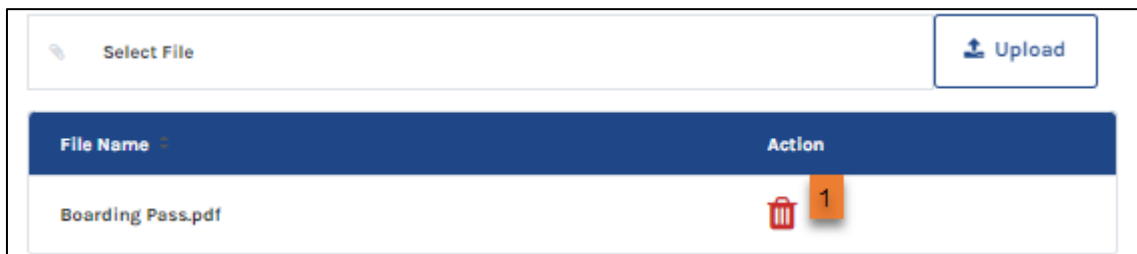
1


No.	Field Name/ Menu	Action	Remarks
1.	Upload button	Click on the 'Select file' in Upload Document box and select document to attach.	<p>Popup window to upload document is displayed.</p> <p>Document is mandatory to be attached prior submission.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p> <p>System will display the following alert:</p> <div style="background-color: #006633; color: white; padding: 5px; border-radius: 3px; display: flex; align-items: center; gap: 10px;"> ✔ Upload Successfully </div> <p>Otherwise,</p>

No.	Field Name/ Menu	Action	Remarks
			System will display the alert as follows. 
2.	Next button	Click on this button.	System will redirect taxpayer to DECLARATION section. Please see section 2.4.10.
3.	Back button	Click on this button.	System will redirect taxpayer to 'PART H: PARTICULARS OF TAX AGENT' section. Please see section 2.4.8.

ii. Delete attached document.

By clicking on 'Upload' button, system will save the attached document and display the attachment in the table as follows:

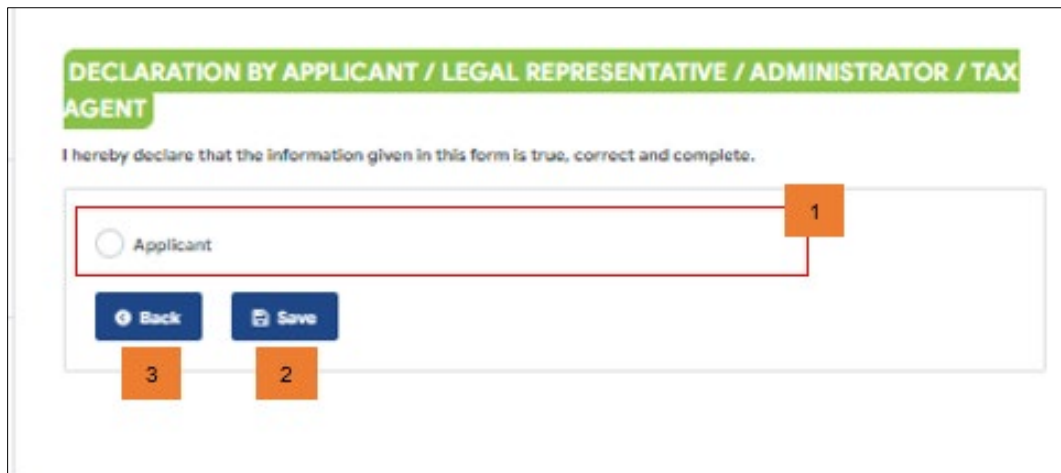



No.	Field Name/ Menu	Action	Remarks
1.	Dustbin Icon	Click on this icon.	System will display the following alert: 

2.4.11. Declaration

- i. View Declaration by Applicant/ Legal Representative/ Administrator/ Tax Agent

By clicking on 'Next' button in Upload Document section or by clicking on Declaration section itself , Declaration section will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Declarer radio button	Click on this button.	System will display declarer's name and identification number based on inserted input the respective section. System will display Submit button once declarer is selected. For declarer option, refer to the following section.
2.	Save button	Click on this button.	Data will be saved and system will display the following alert: 
3.	Back button	Click on this button.	System will redirect taxpayer to 'Upload Document' section.

ii. Declarer Option

Declarer options will be displayed based on the following condition:

DECLARATION BY APPLICANT / LEGAL REPRESENTATIVE / ADMINISTRATOR / TAX AGENT

I hereby declare that the information given in this form is true, correct and complete.

1

Applicant

Particulars of Legal Representative (Mother / Father / Guardian)

Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

Tax Agent

Name * Identification Card Number *

ZULFADLI 840614118765



Back Save

2 Submit

No.	Field Name/ Menu	Condition	Remarks
1.	Declarer radio button	Taxpayer category is 'Normal' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant
		Taxpayer category is 'Normal' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Tax Agent
		Taxpayer category is 'Normal' & Taxpayer status is 'Deceased'.	System will display the following declarer options: a. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

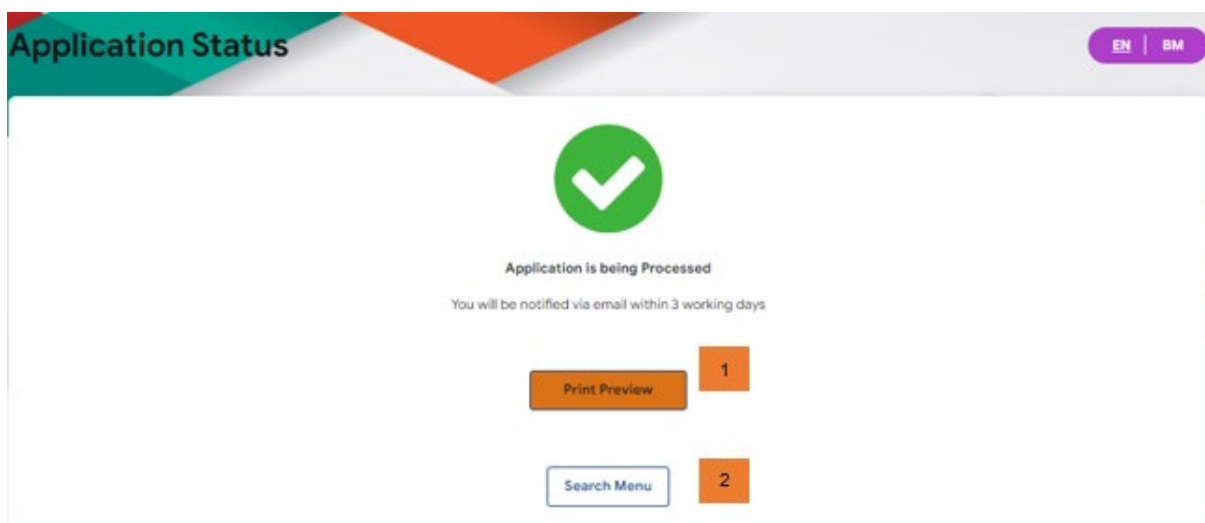
No.	Field Name/ Menu	Condition	Remarks
		Taxpayer category is 'Normal' & Taxpayer status is 'Deceased' & Taxpayer has registered Tax Agent.	System will display the following declarer options: a. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person b. Tax Agent
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother / Father / Guardian)
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother / Father / Guardian) c. Tax Agent
		Taxpayer category is 'Under the Age of 18 Years' & Taxpayer status is 'Deceased'	System will display the following declarer options: a. Particulars of Legal Representative (Mother / Father / Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
		Taxpayer category is 'Under the Age of 18 Years' &	System will display the following declarer options:

No.	Field Name/ Menu	Condition	Remarks
		Taxpayer status is 'Deceased' & Taxpayer has a registered Tax Agent.	a. Particulars of Legal Representative (Mother/ Father/ Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person c. Tax Agent
		Taxpayer category is 'Unsound Mind' & Taxpayer status is not 'Deceased'.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother/ Father/ Guardian)
		Taxpayer category is 'Unsound Mind' & Taxpayer status is not 'Deceased' & Taxpayer has a registered Tax Agent.	System will display the following declarer options: a. Applicant b. Particulars of Legal Representative (Mother/ Father/ Guardian) c. Tax Agent
		Taxpayer category is 'Unsound Mind' & Taxpayer status is 'Deceased'	System will display the following declarer options: a. Particulars of Legal Representative (Mother/ Father/ Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person
		Taxpayer category is 'Unsound Mind' &	System will display the following declarer options:

No.	Field Name/ Menu	Condition	Remarks
		Taxpayer status is 'Deceased' & Taxpayer has a registered Tax Agent.	a. Particulars of Legal Representative (Mother/ Father/ Guardian) b. Particulars of Administrator of The Estate or Legal Representative of The Deceased Person c. Tax Agent
2.	Submit button	Click on this button.	System will display the following alert.  Proceed to section 2.4.11. Else, System will display the following alert: 

2.4.12. Application Status

By clicking on the 'Submit' button, Application Status screen will be displayed as follows.



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	System will redirect taxpayer to Acknowledgement Receipt.

No.	Field Name/ Menu	Action	Remarks
2.	Search Menu button	Click on this button.	System will redirect taxpayer to Search Taxpayer screen.

2.4.13. Acknowledgement Slip

By clicking on 'Print Preview' button in section 2.4.11, the following screen will be displayed.



Sir / Mrs.

APPLICATION FOR INCOME TAX REGISTRATION NUMBER ACKNOWLEDGEMENT SLIP

TAXPAYER NAME : EMMA ZIES
 PASSPORT NUMBER : A573090912
 APPLICATION NUMBER : OP60V85sELX3
 DATE AND TIME : 06/03/2021 16:03
 EMAIL : hasyimah@eess.com.my

Thank You.

PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19**
 BERKHIDMAT UNTUK NEGARA**
 BERSAMA MEMBANGUN NEGARA**

Chief Executive Officer,
 Inland Revenue Board Malaysia.



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will display print dialog box.
2.	Back button	Click on this button.	System will return to section 2.4.11.

2.5. COMPANY REGISTRATION FORM

2.5.1. Part A: Particulars of Company

- i. Company registration form.

PART A : PARTICULARS OF COMPANY

Name of Company *

Country of Residence: MALAYSIA | Company Registration Number: 24680H

Date of Incorporation of Company: dd/mm/yyyy | Commencement Date of Operations: dd/mm/yyyy

Opening Date of Account: dd/mm/yyyy | Closing Date of Account: dd/mm/yyyy

Main Business Code: PLEASE SELECT

CORRESPONDENCE ADDRESS | **ADDRESS OF BUSINESS PREMISE**

Oversea

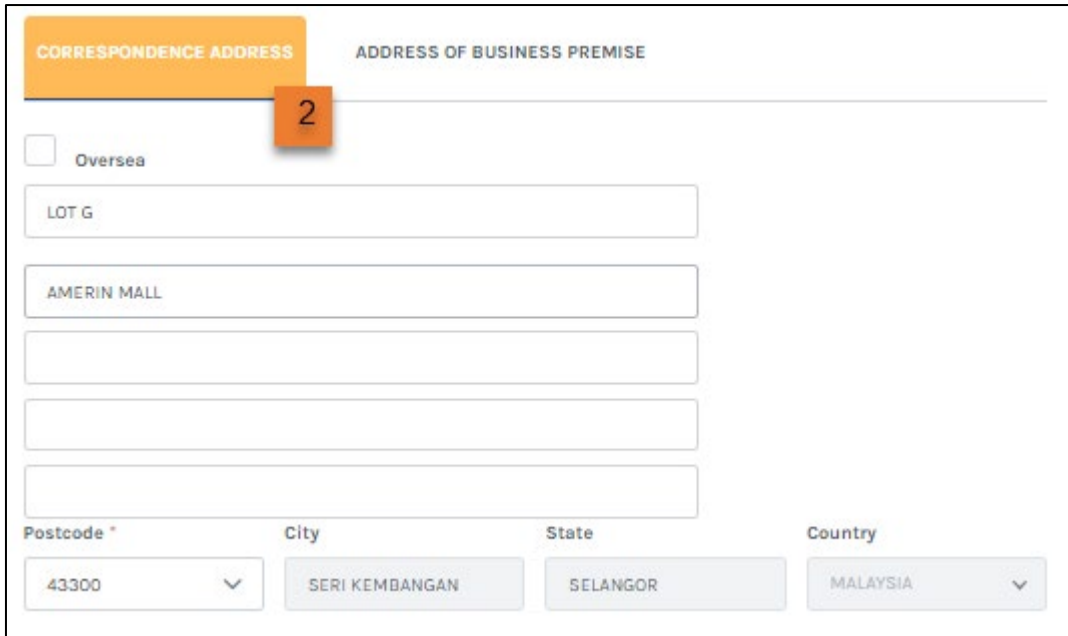
Postcode * | City: CITY | State: STATE | Country: MALAYSIA

Phone Number: MALAYSIA (60) | 01115555999 | Mobile Phone Number: MALAYSIA (60)

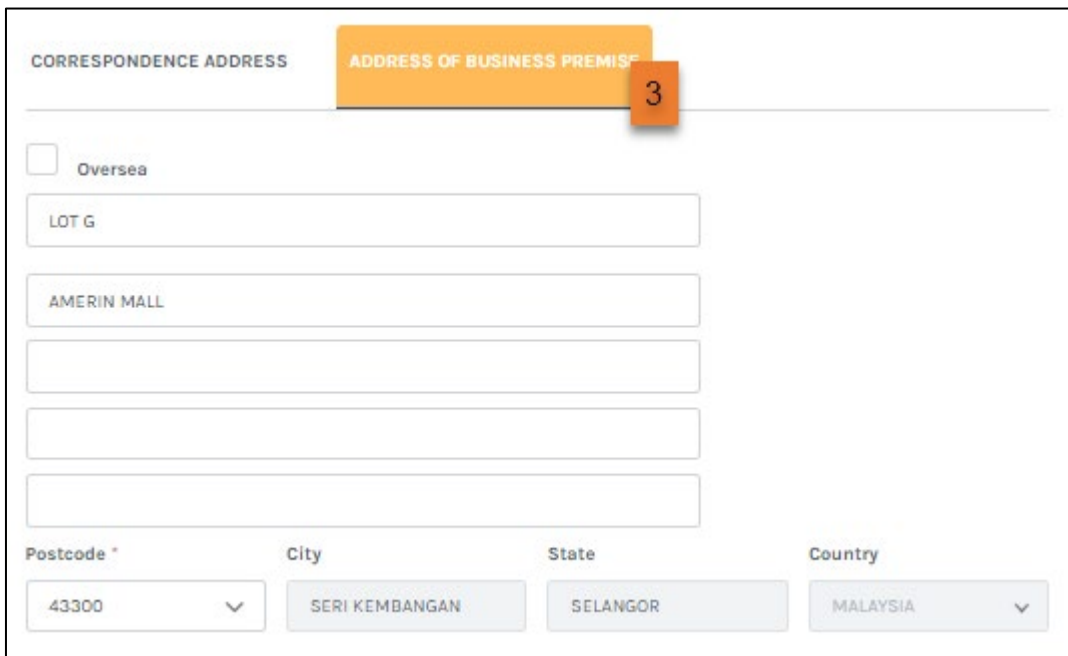
Email: luq@g.com

Save | **Next**

Part A Form




Correspondence Address



Address of Business Premise

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of company	Insert name of company.	This is mandatory.
	a. Country of Residence b. Company Registration Number	Insert or select any fields if necessary.	These fields are optional to be inserted. If the Account Opening and Closing Date fields are entered then the range

No.	Field Name/ Menu	Action	Remarks
	c. Date of Incorporation of Company d. Commencement Date of Operations e. Opening Date of Account f. Closing Date of Account g. Main Business Code h. Phone Number i. Mobile Phone Number		between those dates should be less than 23 months and 29 days.
	a. Email	Insert email address to contact	This is mandatory.
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Business Premise Tab a. Same as correspondence address b. Oversea c. Address line 1	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden.

No.	Field Name/ Menu	Action	Remarks
	d. Address line 2 e. Address line 3 f. Address line 4 g. Address line 5 h. Postcode i. City j. State k. Country		<p>If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p> <p>If the 'Same as correspondence address' checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.</p>
4.	Save Button	Click on this button. This is mandatory action.	<p>All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
5.	Next Button	Click on this button.	PART B: PARTICULARS OF DIRECTORS of the form will be displayed.


2.5.2. Part B: Particulars of Directors

i. Particulars of directors page.

Once the Next button is clicked on part A, part B will be displayed as follows:

Part B Form

No.	Field Name/ Menu	Action	Remarks
1.	a. Name	Insert director name.	This is mandatory.
	a. Type of reference Number	Select type of reference number.	This is mandatory. If the New Identity Card type is selected then Identification Card Number field will be displayed.. If the Passport type is selected then Passport Number field will be displayed.
	a. Identification Card Number	Insert identification card number	This is mandatory.
	a. Passport Number	Insert passport number	This is mandatory.
2.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the record panel. All the contents will be cleared.
3.	Add Director Button	Click on this button.	Insert new director into the list. The following message will be displayed if successful inserted.


No.	Field Name/ Menu	Action	Remarks
			
4.	Next Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.
5.	Back Button	Click on this button.	PART A: PARTICULARS OF COMPANY of the form will be displayed.


ii. Update a director's record.


PART B : PARTICULARS OF DIRECTORS

Name

Type of Reference Number * Passport Number *

Name	Reference Number	Action
SHAH	387829	

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the record on that row will be displayed above. The Add Director button will change to Update Director button.
2.	Update Director Button	Click on this button.	System will update the selected director and reset the inserted or selected criteria in the input boxes. The Update Director button will change back to Add Director button.

No.	Field Name/ Menu	Action	Remarks
			The following message will be displayed 
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the input boxes. All the contents will be cleared.


2.5.3. Part C: Particulars of Employers

i. Particulars of employers page

Once the Next button is clicked on part B, part C will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	a. Employer's Status b. Number of Employees	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
2.	Back Button	Click on this button.	PART B: PARTICULARS OF DIRECTORS of the form will be displayed.


No.	Field Name/ Menu	Action	Remarks
3.	Save Button	Click on this button. This is mandatory action.	<p>All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
4.	Next Button	Click on this button.	Tax Agent part of the form will be displayed.

2.5.4. Tax Agent

i. Tax Agent page

Once the Next button is clicked on part C, Tax Agent part will be displayed as follows:


No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered.
	a. Refresh button	Click this button	System will search for the agent information after clicking the button
	a. Tax Agent's Name	Read-only fields	Taxpayer information

No.	Field Name/ Menu	Action	Remarks
	b. Name of Firm c. Address of Firm d. Postcode e. City f. State g. Phone Number h. Email		
2.	Next Button	Click on this button.	Upload Document part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. <div data-bbox="930 987 1297 1093" style="background-color: #2e7d32; color: white; padding: 5px; text-align: center; margin-top: 10px;">  Record Save </div>
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.5.5. Upload Document

i. Document Upload page

Once the Next button is clicked on Tax Agent part, Upload Document part will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Select File	Click on this box.	Select the appropriate document from computer and click Ok. The document name will display in the box. Be sure your file names do not include any special characters and the file size does not exceed 300kb and must be in pdf, jpr, jpeg or gif format only
2.	Upload	Click on this button.	The documents will be temporarily stored in the database and listed at uploaded documents below. The following message will be displayed. 

No.	Field Name/ Menu	Action	Remarks
3.	Next Button	Click on this button.	Declaration part of the form will be displayed.
4.	Back Button	Click on this button.	Tax Agent part of the form will be displayed.

ii. Remove uploaded document from the list,

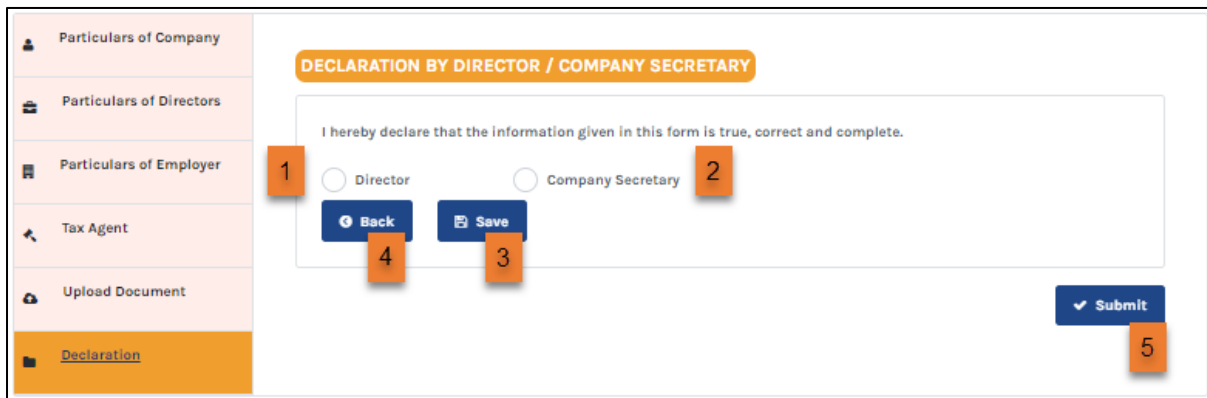



No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the selected uploaded document will be removed from the list. The following message will be displayed

2.5.6. Declaration

i. Declaration Page

Once the Next button is clicked on Upload Document part, Declaration part will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Director	Click on this radio button if the person registering is a director.	If this radio button is selected then the name and identification card number fields are displayed and pre-filled with inserted value before this. This option will not be displayed if director is not inserted.
2.	Company Secretary	Click on this radio button if the person registering is a company secretary.	If this radio button is selected then the name, identification card number and passport number fields are displayed.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Declaration part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	Upload Document part of the form will be displayed.
5.	Submit Button	Click on this button.	

ii. Declaration by director.

If the declaration is made by the director then the following inputs will be displayed:

I hereby declare that the information given in this form is true, correct and complete.

Director
 Company Secretary

Name *

1

Reference Number 2

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the director's name.	By default, it is pre-filled with inserted value before this.
2.	Reference Number	Insert the director's reference number	By default, it is pre-filled with inserted value before this.

iii. Declaration by secretary

If the declaration is made by the company secretary then the following inputs will be displayed:

I hereby declare that the information given in this form is true, correct and complete.

Director
 Company Secretary

Name 1

Identification Card Number 2

 or

 Passport Number 3

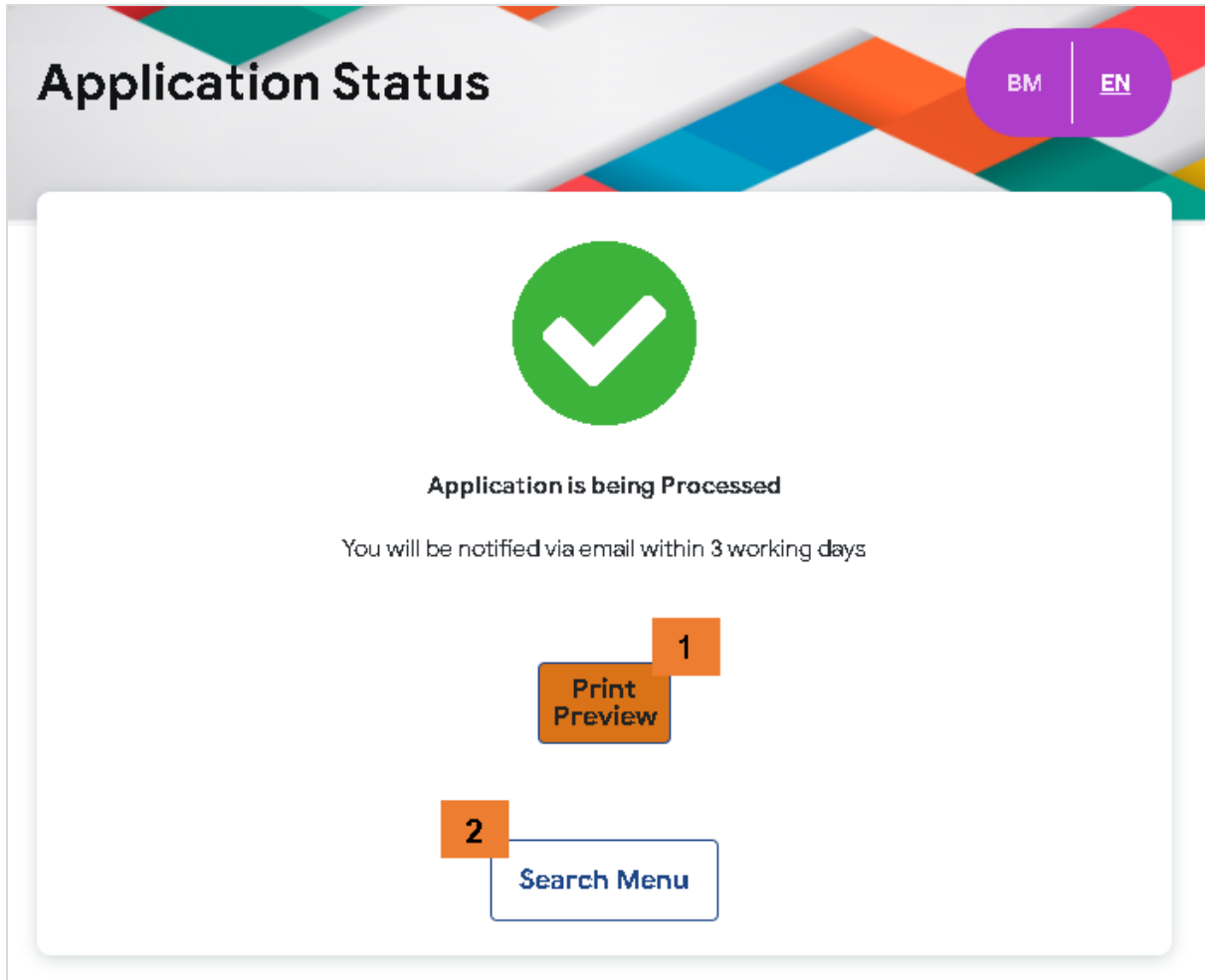
← Back
Save

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the company secretary name.	
2.	Identification Card Number	Insert the company identification card number.	
3.	Passport Number	Insert the company passport number.	

2.5.7. Submission Status

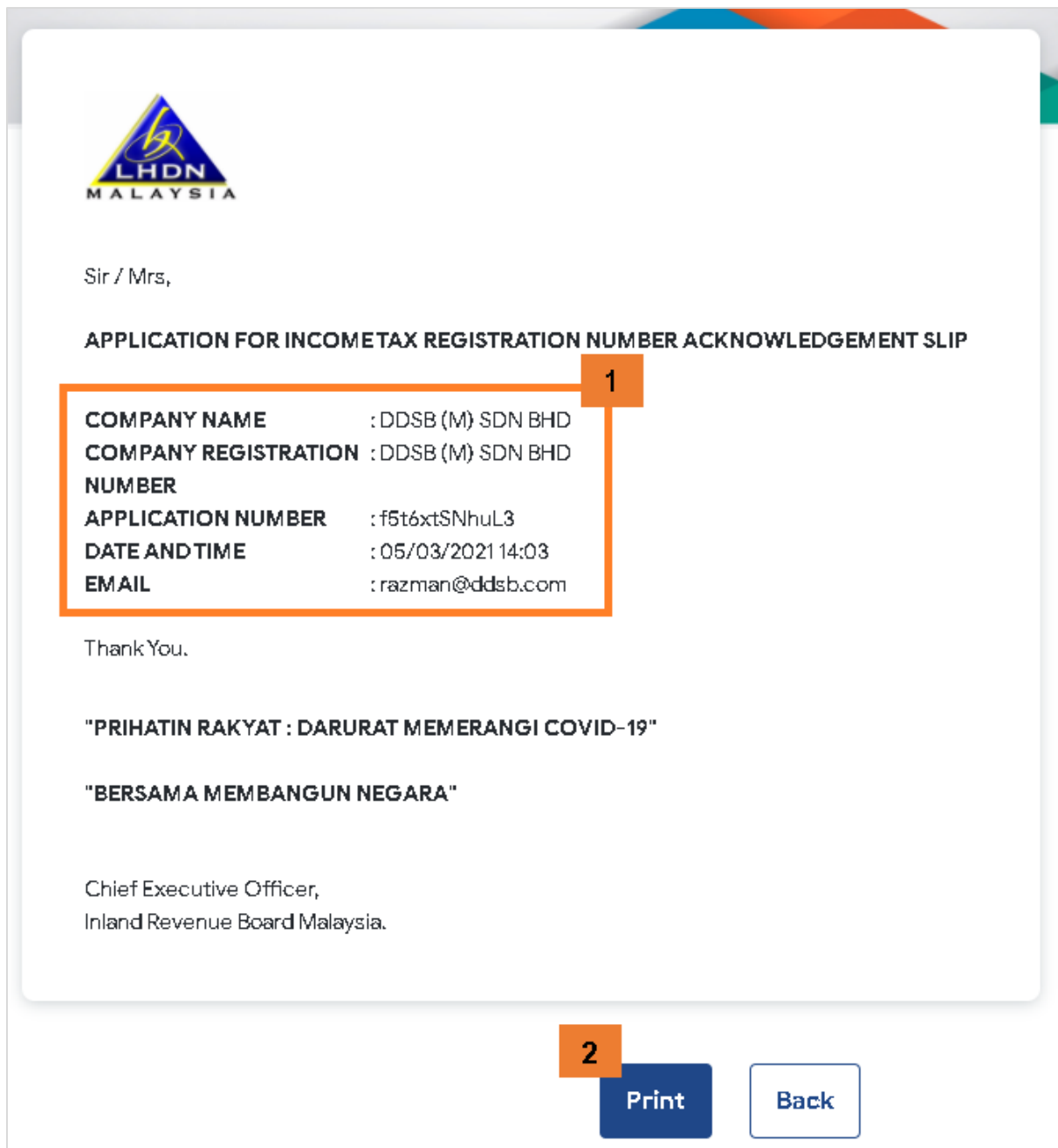
- i. Application status page

Once the Submit button is clicked on Declaration part, application status page will be displayed as follows:




No.	Field Name/ Menu	Action	Remarks
1.	Print Preview	Click on this button.	The system will display acknowledge slip.
2.	Search Menu	Click on this button.	Back to <i>e-Daftar</i> landing page

- ii. Acknowledgement slip page.
 Acknowledgement slip will be displayed after the Print Preview button clicked.



No.	Field Name/ Menu	Action	Remarks
1.	Acknowledgement Info a. Company Name b. Company Registration Number c. Application Number	Read-only	An application number is a number automatically generated by the system for reference.

No.	Field Name/ Menu	Action	Remarks
	d. Date and Time e. Email		
2.	Print	Click on this button.	To print acknowledgement slip

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of employer	Insert name of employer.	This is mandatory.
	b. Highest Position c. Income Tax Number d. Commencement Date of Operations e. Status of Business f. Phone Number g. Mobile Phone Number h. Fax Number	Insert or select any fields if necessary.	These fields are optional to be inserted.
	i. Email	Insert email address to contact	This is mandatory.
2.	Correspondence Address a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Insert address line 1 because it is mandatory fields. Others depend on the selection.	If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Save Button	Click on this button. This is mandatory action.	All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Next Button	Click on this button.	PART B: PARTICULARS OF EMPLOYERS form will be displayed.

2.6.2. Part B: Particulars of Employers

i. Particulars of Employers

Once the Next button is clicked on part A, part B will be displayed as follows:

PART B : PARTICULARS OF EMPLOYER

Name of Director / Sole Proprietor / Precedent Partner / Individual with Authority *

Residential Address *

Oversea


Postcode * **City** **State** **Country**

Please Select CITY STATE MALAYSIA

4
2
3

Part B Form

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Director/ Sole Proprietor/ Precedent Partner/ Individual with Authority	Insert name of Director/ Sole Proprietor/ Precedent Partner/ Individual with Authority	This is mandatory field.
	b. Residential Address i. Oversea ii. Address iii. Postcode iv. City	Insert address line 1 because it is mandatory fields. Others depend on the selection.	If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and

No.	Field Name/ Menu	Action	Remarks
	v. State vi. Country		the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
2.	Save Button	Click on this button. This is mandatory action.	All fields in part B will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. <div data-bbox="842 645 1182 757" style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block; margin-top: 10px;">  Part B Saved </div>
3.	Next Button	Click on this button.	Tax Agent part of the form will be displayed.
4.	Back Button	Click on this button.	PART A: BASIC PARTICULARS of the form will be displayed.

2.6.3. Tax Agent

- i. Tax Agent page.

Once the Next button is clicked on part B, Tax Agent part will be displayed as follows:

PART D : PARTICULARS OF TAX AGENT

1

Tax Agent's Approval Number * Refresh

Tax Agent's Name

Name of Firm

Address of Firm

Postcode


City

State

Phone Number

Email

4 Back 3 Save 2 Next

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	<p>For cases where the registration is filled in by a tax agent, this field must be entered.</p> <p>Taxpayer information will be displayed after the tax agent number is entered.</p> <p>Skip this part if it is not required.</p>
	a. Tax Agent's Name b. Name of Firm c. Address of Firm d. Postcode e. City f. State g. Phone Number h. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	Declaration part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	<p>All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.6.4. Declaration

i. Declaration Page

Once the Next button is clicked on Tax Agent part, Declaration part will be displayed as follows:

PART D : DECLARATION BY EMPLOYER

I hereby declare that the information given in this form is true, correct and complete.


Employer

Name *

Reference Number

850150050

Back Save Submit

No.	Field Name/ Menu	Action	Remarks
1.	Employer	Click on this radio button if the person registering is an employer.	If this radio button is selected then the name and identification card number fields are displayed and pre-filled with inserted value before this. This option will not be displayed if director is not inserted.
2.	Save Button	Click on this button. This is mandatory action.	All fields in Declaration part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
3.	Back Button	Click on this button.	Tax Agent part of the form will be displayed.

No.	Field Name/ Menu	Action	Remarks
4.	Submit Button	Click on this button.	

ii. Declaration by Employer.

If the declaration is made by the director then the following inputs will be displayed:

I hereby declare that the information given in this form is true, correct and complete.

Employer
 Tax Agent

Name * 1 Identification Card Number * 2

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the director's name.	By default, it pre-filled with inserted value before this.
2.	Identification Card Number	Insert the director's identification card number	By default, it pre-filled with inserted value before this.

iii. Declaration by Tax Agent

If the declaration is made by the tax agent then the following inputs will be displayed:

I hereby declare that the information given in this form is true, correct and complete.

Employer
 Tax Agent

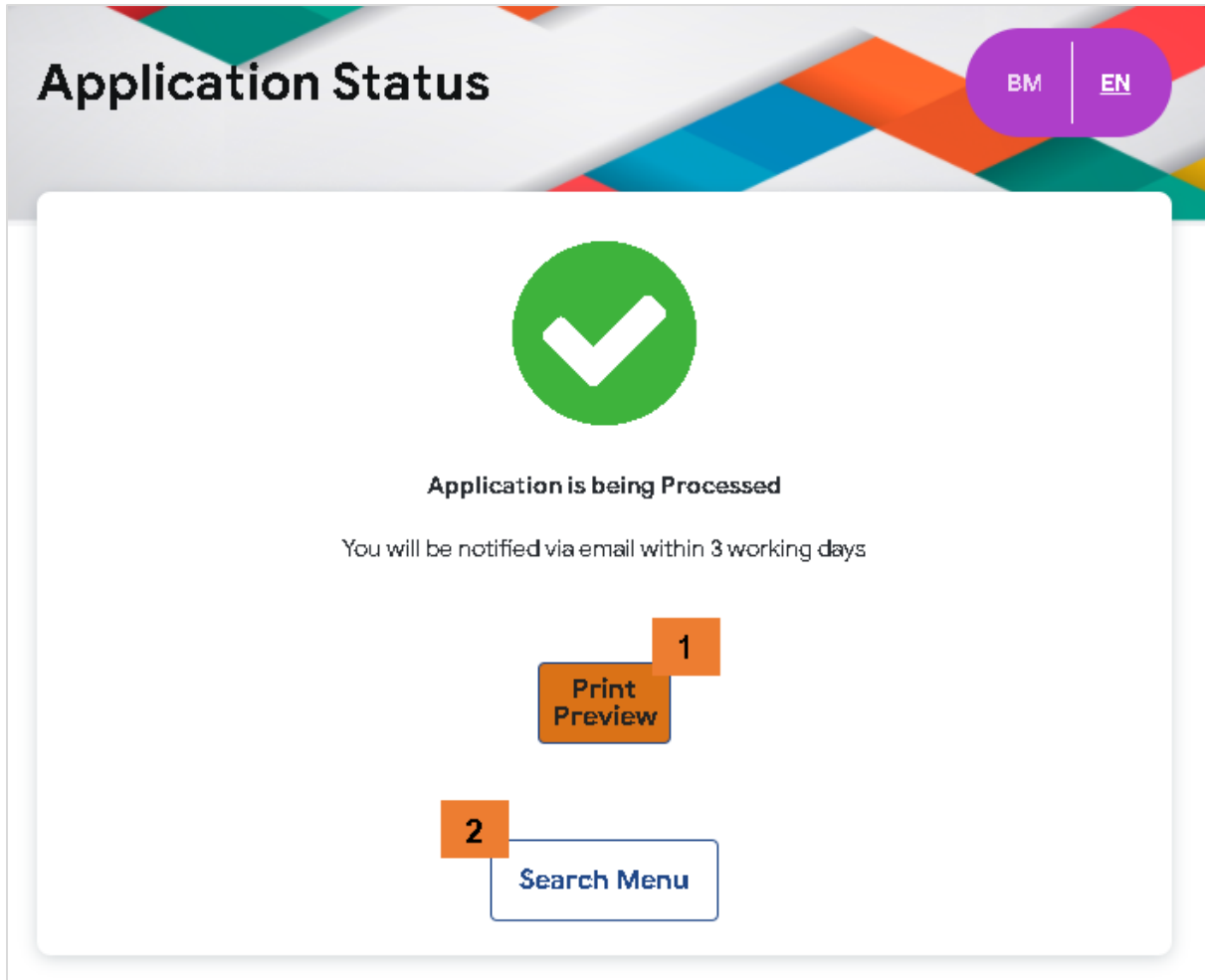
Name * 1 Tax Agent's Approval Number 2

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the tax agent name.	By default, it pre-filled with inserted value before this.
2.	Tax agent's approval number	Insert the tax agent's approval number	By default, it pre-filled with inserted value before this.

2.6.5. Application Status

i. Application status page

Once the Submit button is clicked on Declaration part, application status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview	Click on this button.	The system will display acknowledge slip.
2.	Search Menu	Click on this button.	Back to <i>e-Daftar</i> landing page

- ii. Acknowledgement slip page.
Acknowledgement slip will be displayed after the Print Preview button clicked.

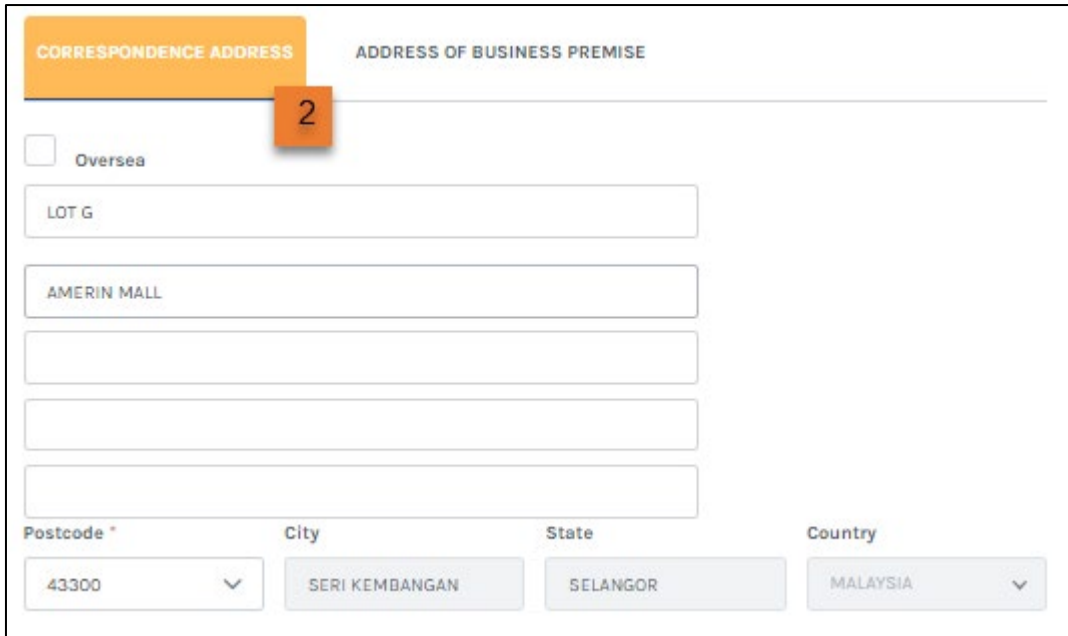
No.	Field Name/ Menu	Action	Remarks
1.	Acknowledgement Info a. Employer Name b. Employer Reference Number c. Application Number d. Date and Time e. Email	Read-only	An application number is a number automatically generated by the system for reference.
2.	Print	Click on this button.	To print acknowledgement slip

2.7. ASSOCIATION REGISTRATION FORM

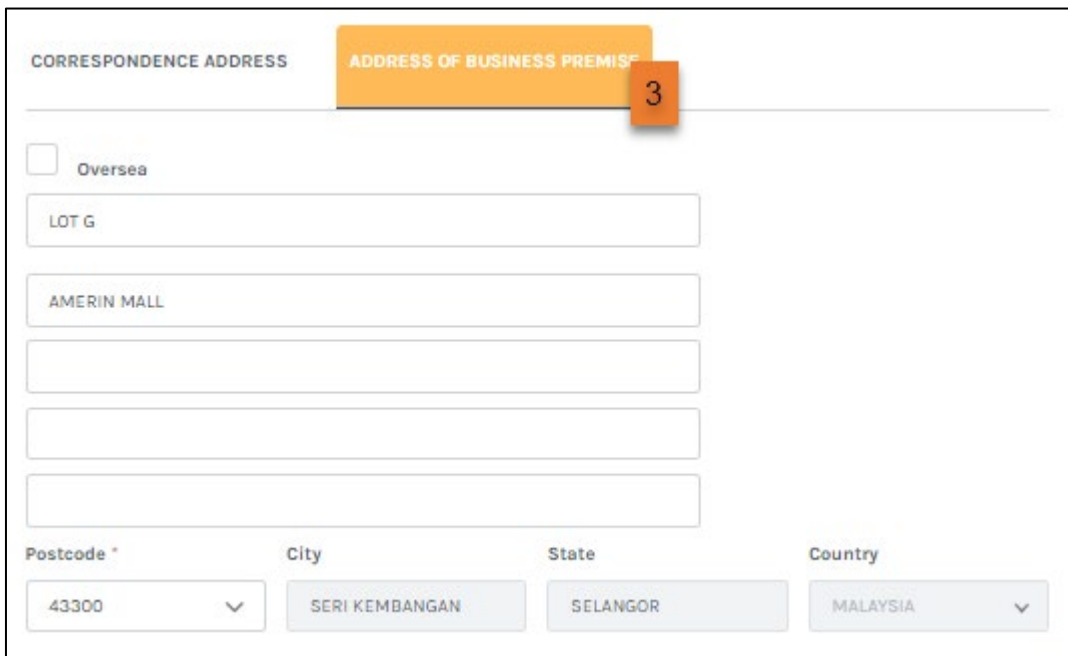
2.7.1. Part A: Basic Particulars

Part A: Basic Particulars page will be displayed as follows:

Part A Form




Correspondence Address



Address of Business Premise

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of association	Insert name of association.	This is mandatory field.
	b. Country of Residence	Insert or select any fields if necessary.	These fields are optional to be inserted.
	c. Date Established		

No.	Field Name/ Menu	Action	Remarks
	d. Commencement Date of Operations e. Type of Association f. Closing Date of Account g. Main Business Code h. Phone Number i. Mobile Phone Number		
	j. Email	Insert email address to contact	This is mandatory field.
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Business Premise Tab a. Same as correspondence address b. Oversea c. Address line 1 d. Address line 2 e. Address line 3 f. Address line 4 g. Address line 5	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field


No.	Field Name/ Menu	Action	Remarks
	h. Postcode i. City j. State k. Country		will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state. If the Same as correspondence address checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.
4.	Save button	Click on this button.	System will save information inserted into the fields and display the following alert.  Otherwise, System will display required field alert at the respective mandatory field.
5.	Next button	Click on this button.	PART B: PARTICULARS OF ASSOCIATION'S MAIN OFFICE - BEARER page will be displayed. Please see section 2.4.2.

2.7.2. Part B: Particulars of Association’s Main Office – Bearer

Part B: Particulars of Association’s Main Officer - Bearer page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Chairman/ Manager/ President Tab	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory to be inserted.

No.	Field Name/ Menu	Action	Remarks
			<p>Identification Card Number/ Passport Number field will be based on Type of Reference Number input.</p> <p>It is mandatory to select Country from the dropdown list if user tick on Oversea check box.</p> <p>If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.</p>
2.	Secretary Tab	Insert data into the fields or select data from the dropdown list.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Identification Card Number/ Passport Number field will be based on Type of Reference Number input.</p> <p>It is mandatory to select Country from the dropdown list if user tick on Oversea check box.</p> <p>If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.</p>
3.	Treasurer Tab	Insert data into the fields or select data from the dropdown list.	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>Identification Card Number/ Passport Number field will be based on Type of Reference Number input.</p> <p>It is mandatory to select Country from the dropdown list if user tick on Oversea check box.</p>

No.	Field Name/ Menu	Action	Remarks
			If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.
4.	Save button	Click on this button.	System will save information inserted into the fields.  <p>Otherwise, System will display required field alert at the respective mandatory field.</p>
5.	Next button	Click on this button.	System will redirect to 'PART C: REGISTRATION OF EMPLOYER'S FILE' section.
6.	Back button	Click on this button.	System will redirect to 'PART A: BASIC PARTICULARS' section.

2.7.3. Part C: Particulars of Employer

Association Registration – Part C: Particulars of Employer page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Back Button	Click on this button.	PART B: PARTICULARS OF ASSOCIATION'S MAIN OFFICE - BEARER of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. <div style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;"> ✔ Part C Saved </div>

No.	Field Name/ Menu	Action	Remarks
4.	Next Button	Click on this button.	Tax Agent part of the form will be displayed.

2.7.4. Part D: Particulars of Tax Agent

Part D: Particulars of Tax Agent page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered.
	a. Refresh button	Click this button	System will search for the agent information after clicking the button.

No.	Field Name/ Menu	Action	Remarks
			<p>Upon clicking the button Tax Agent's Approval Number, system will check the validity of the number.</p> <p>If valid: System will retrieve and display tax agent information.</p> <p>Otherwise, The following alert will be displayed.</p> 
	<ul style="list-style-type: none"> a. Tax Agent's Name b. Name of Firm c. Address of Firm d. Postcode e. City f. State g. Phone Number h. Email 	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	Upload Document part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	<p>All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.7.5. Upload Document

i. Document to be uploaded page.

Upload Document page will be displayed as follows:

DOCUMENT TO BE UPLOADED

<p>1. Local Company:</p> <ul style="list-style-type: none"> • Private Limited Company • Limited Company • Company Limited by Guarantee 	<p>i. a. Copy of notice of registration of Company under section 15 Companies Act 2016 or</p> <p>b. Copy of certificate of incorporation of company under section 17 Companies Act 2016</p> <p>ii. Copy of certificate of incorporation of change of name of company under section 28 Companies Act 2016 (if relevant)</p> <p>iii. Copy of current Company Profil</p> <p>iv. Copy of constitution (if relevant) issued by the Suruhanjaya Syarikat Malaysia (SSM)</p>
<p>2. Foreign Company</p>	<p>i. Copy of notice of registration of foreign company under section 562 Companies Act 2016</p> <p>ii. Copy of document of particulars of change or alteration relating to foreign company under subsection 567(1) Companies Act 2016</p>

DOCUMENT UPLOAD REQUIREMENT

a) Only *.pdf , *.jpg , *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
 b) File name must use Alphanumeric and allowable characters (-, _ , () , .)
 c) The uploaded image must be cleared.

1

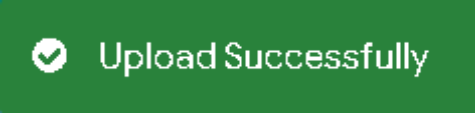
2

File Name
Action

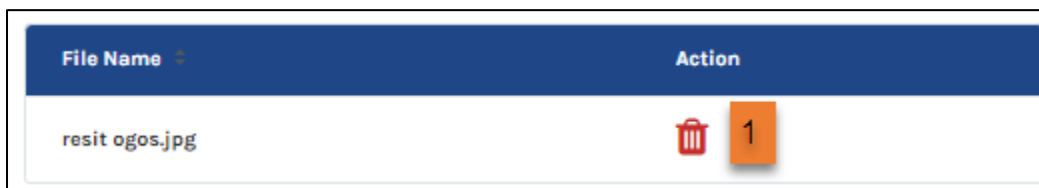
4
← Back



3
Next →

No.	Field Name/ Menu	Action	Remarks
1.	Select File	Click on this box.	Select the appropriate document from computer and click Ok. The document name will display in the box. Be sure your file names do not include any special characters and the file size does not exceed 300kb and must be in pdf, jpr, jpeg or gif format only
2.	Upload	Click on this button.	The documents will be temporarily stored in the database and listed at uploaded documents below. The following message will be displayed.

No.	Field Name/ Menu	Action	Remarks
			
3.	Next Button	Click on this button.	Declaration part of the form will be displayed.
4.	Back Button	Click on this button.	System will redirect taxpayer to 'PARTICULARS OF TAX AGENT' section.

ii. Remove uploaded document from the list,



No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the selected uploaded document will be removed from the list. The following message will be displayed 

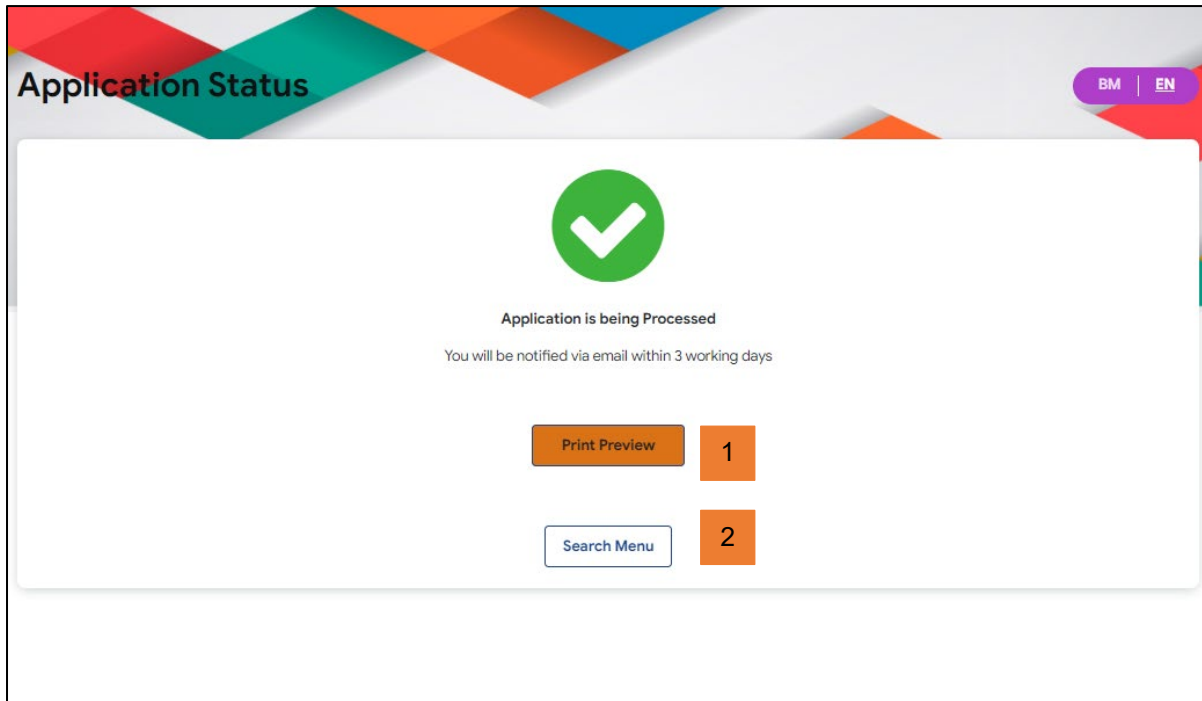
2.7.6. Declaration

Declaration page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Declarer Option	<ol style="list-style-type: none"> 1. Tick on respective radio button. 2. Insert data into the fields. 	<p>Fields indicated with * symbol is mandatory to be inserted.</p> <p>System will retrieve information from the saved inserted data prior to the declaration process (if applicable).</p>
2.	Back button	Click on this button.	Upload Document page will be displayed.
3.	Save button	Click on this button.	<p>System will save information inserted into the fields and display the following alert.</p> <div style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;"> ✔ Record Save </div>
4.	Submit button	Click on this button.	Application Status page will be displayed.

2.7.7. Application Status

Application Status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	Acceptance Slip for Income Tax Registration Number page will be displayed.
2.	Search Menu button	Click on this button	<i>e-Daftar</i> landing page will be displayed.

2.7.8. Acknowledgement Slip

Acceptance Slip for Income Tax Registration Number page will be displayed as follows:

LHDN MALAYSIA

Sir / Mrs.

APPLICATION FOR INCOME TAX REGISTRATION NUMBER ACKNOWLEDGEMENT SLIP

ASSOCIATION NAME : EMMA & PARTNER ASSOCIATE
 REGISTRATION CERTIFICATE NUMBER : AS12345
 APPLICATION NUMBER : jrytHe239bbZ
 DATE AND TIME : 07/03/2021 10:03
 EMAIL : zulfadli@eass.com.my

Thank You.

PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19™
 BERKHIDMAT UNTUK NEGARA™
 BERSAMA MEMBANGUN NEGARA™

Chief Executive Officer,
 Inland Revenue Board Malaysia.

1 2

Print Back

No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will allow user to print the Acceptance Slip.
2.	Back Button	Click on this button.	Application Status page will be displayed.

2.8. PARTNERSHIP REGISTRATION FORM

2.8.1. Part A: Basic Particulars

By default, when the partnership registration form is displayed, part A of the form will be displayed.

PART A : BASIC PARTICULARS

Name of Partnership *

Partnership Registration Number: 112233B

Number of Partners

Commencement Date of Operations: dd/mm/yyyy

Main Business Code: PLEASE SELECT

CORRESPONDENCE ADDRESS **ADDRESS OF MAIN BUSINESS**

Oversea

Postcode * City: CITY State: STATE Country: MALAYSIA

Phone Number: MALAYSIA (60) Mobile Phone Number: MALAYSIA (60)

Email: a@gmail.com

Save **Next**

Part A Form

CORRESPONDENCE ADDRESS ADDRESS OF MAIN BUSINESS

Oversea

Postcode * City State Country

Please Select CITY STATE MALAYSIA

Correspondence Address

CORRESPONDENCE ADDRESS **ADDRESS OF MAIN BUSINESS**

Same as correspondence address

Oversea


Postcode * City State Country

Please Select CITY STATE MALAYSIA

Address of Main Business

No.	Field Name/ Menu	Action	Remarks
1.	Number of Partnership	Insert name of partnership.	This is mandatory field. At least 2 partners and no more than 99 partners

No.	Field Name/ Menu	Action	Remarks
	a. Partnership Registration Number b. Commencement Date of Operations c. Main Business Code d. Phone Number e. Mobile Phone Number	Insert or select any fields if necessary.	These fields are optional to be inserted.
	f. Email	Insert email address to contact	This is mandatory field.
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Main Business Tab a. Same as correspondence address b. Oversea c. Address line 1 d. Address line 2 e. Address line 3 f. Address line 4 g. Address line 5	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field

No.	Field Name/ Menu	Action	Remarks
	h. Postcode i. City j. State k. Country		will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state. If the Same as correspondence address checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.
4.	Save Button	Click on this button. This is mandatory action.	All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
5.	Next Button	Click on this button.	PART B: PARTICULARS OF PARTNERS will be displayed. Please see section 2.3.2

2.8.2. Part B: Particulars of Partners

- i. Particulars of Partners page.

Once the Next button is clicked on part A, part B will be displayed as follows:

PART B : PARTICULARS OF PARTNERS

PRECEDENT PARTNER 1 SECONDARY PARTNER 2

Name of Precedent Partner *

Type of Reference Number *

PLEASE SELECT

Address *

Oversea

Postcode * City State Country

Partner's Share Basis of Apportionment ⓘ

Reset Add Partner

Name of Partner	Reference Number	Partner's Share	Action
-----------------	------------------	-----------------	--------

Back 4 Next 3

Part B Form

No.	Field Name/ Menu	Action	Remarks
1.	Precedent Partner Tab		
2.	Secondary Partner Tab		
3.	Back Button	Click on this button.	PART A: BASIC PARTICULARS will be displayed. Please see section 2.3.1
4.	Next Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS will be displayed. Please see section 2.3.4

ii. Precedent Partner tab

PART B : PARTICULARS OF PARTNERS

PRECEDENT PARTNER SECONDARY PARTNER

Name of Precedent Partner *

Type of Reference Number *

PLEASE SELECT

Address *

Oversea

Postcode * **City** **State** **Country**

Please Select CITY STATE MALAYSIA

Partner's Share **Basis of Apportionment** ⓘ

2 **3**

Reset Add Partner

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Precedent Partner	Insert partner name.	This is mandatory field.
	b. Type of reference Number	Select type of reference number.	This is mandatory field. If the New Identity Card type is selected then Identification Card Number field will be displayed. If the Passport type is selected then Passport Number field will be displayed. If the Registration of Business or Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.
	c. Address <ul style="list-style-type: none"> • Oversea • Address line 1 • Address line 2 • Address line 3 • Address line 4 • Address line 5 • Postcode • City • State • Country 	Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
	d. Partner's Share e. Basis of Apportionment	Insert any fields if necessary	
2.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the form. All the contents will be cleared.
3.	Add Partner Button	Click on this button.	Insert new partner into the list.

No.	Field Name/ Menu	Action	Remarks
			<p>The following message will be displayed if successful inserted.</p> <div style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;"> Add Precedent Partner Successfully </div> <p>A precedent partner cannot be added anymore and all inputs in a precedent partner will be disabled.</p> <p>Add Partner Button will be hidden.</p>


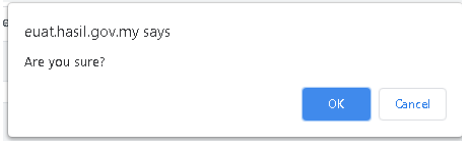

iii. To update or delete a partner's record,

3

Name of Partner	Reference Number	Partner's Share	Action
TUAN MIKAEL BIN TUAN ADNAN	232323	0.00	

1
2

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	<p>By clicking this icon, the record on that row will be displayed above.</p> <p>The selected record will be displayed on the form.</p> <p>The Update Partner button will be shown.</p> <p>Click on this button. System will update the selected partner and reset the form.</p> <p>The following message will be displayed</p> <div style="background-color: #2e8b57; color: white; padding: 5px; display: inline-block;"> Update Successfully </div> <p>The Update Partner button will hidden.</p>

No.	Field Name/ Menu	Action	Remarks
2.		Click on this icon.	<p>By clicking this icon, the system will prompt for confirmation.</p>  <p>By clicking the OK button, the record will be deleted.</p> <p>The following message will be displayed</p> 
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the input boxes. All the contents will be cleared.

iv. Update Secondary Partner tab

PART B : PARTICULARS OF PARTNERS

PRECEDENT PARTNER **SECONDARY PARTNER**

Name of Partner *

Type of Reference Number *

PLEASE SELECT

Address *

Oversea


Postcode * **City** **State** **Country**

Please Select CITY STATE MALAYSIA


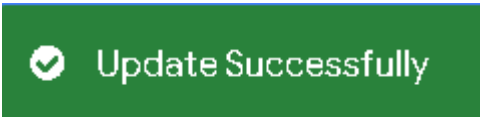

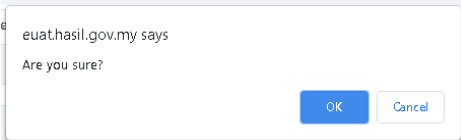
Partner's Share **Basis of Apportionment** ⓘ


Reset Add Partner

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Partner	Insert partner name.	This is mandatory.
	b. Type of reference Number	Select type of reference number.	This is mandatory. If the New Identity Card type is selected then Identification Card Number field will be displayed..

No.	Field Name/ Menu	Action	Remarks
			<p>If the Passport type is selected then Passport Number field will be displayed.</p> <p>If the Registration of Business or Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.</p>
	<p>c. Address</p> <ul style="list-style-type: none"> • Oversea • Address line 1 • Address line 2 • Address line 3 • Address line 4 • Address line 5 • Postcode • City • State • Country 	<p>Insert address line 1 because it is mandatory fields. Others depend on the selection.</p>	<p>The address fields will be displayed to fill in.</p> <p>If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden.</p> <p>If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p>
	<p>d. Partner's Share</p> <p>e. Basis of Apportionment</p>	<p>Insert any fields if necessary</p>	
2.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the form. All the contents will be cleared.
3.	Add Partner Button	Click on this button.	<p>Insert new partner into the list.</p> <p>The following message will be displayed if successful inserted.</p> <div data-bbox="842 1664 1378 1749" style="background-color: #2e8b57; color: white; padding: 5px; border: 1px solid black;">  Add Secondary Partner Successfully </div>

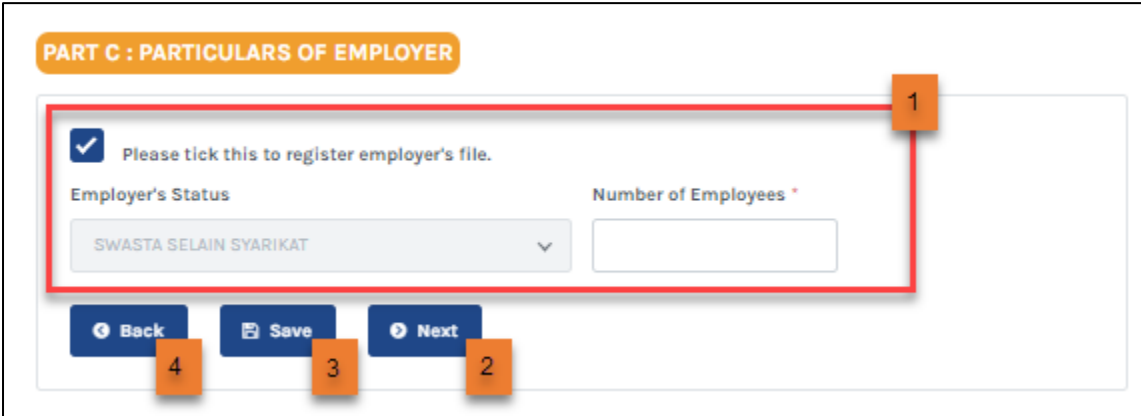
v. To update or delete a partner's record,

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the record on that row will be displayed above. The selected record will be displayed on the form. The Add Partner button will change to the Update Partner button.
	Update Partner Button	Click on this button.	System will update the selected partner and reset the form. The following message will be displayed  The Update Partner button will change back to the Add Partner button.
2.		Click on this icon.	By clicking this icon, the system will prompt for confirmation.  By clicking the OK button, the record will be deleted. The following message will be displayed


No.	Field Name/ Menu	Action	Remarks
			
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the input boxes. All the contents will be cleared.

2.8.3. Part C: Particulars of Employers

Once the Next button is clicked on part B, part C will be displayed as follows:

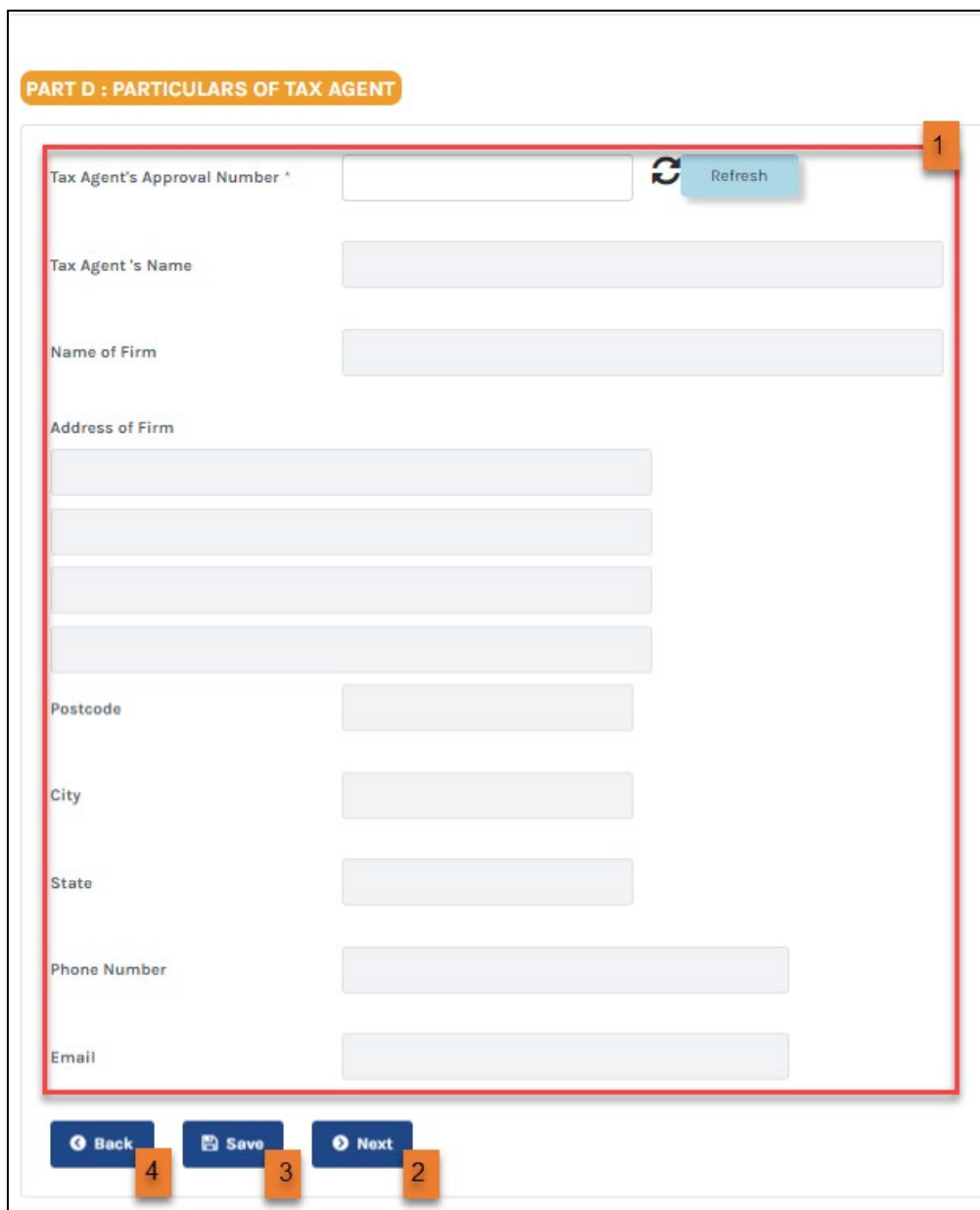


No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status c. Number of Employees	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
2.	Next Button	Click on this button.	TAX AGENT part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.


No.	Field Name/ Menu	Action	Remarks
			
4.	Back Button	Click on this button.	PART B: PARTICULARS OF PARTNERS of the form will be displayed.

2.8.4. Tax Agent

Once the Next button is clicked on part C, Tax Agent part will be displayed as follows:



PART D : PARTICULARS OF TAX AGENT

Tax Agent's Approval Number *  Refresh

Tax Agent's Name

Name of Firm

Address of Firm




Postcode


City

State

Phone Number

Email

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	<p>For cases where the registration is filled in by a tax agent, this field must be entered.</p> <p>Taxpayer information will be displayed after the tax agent number is entered.</p> <p>Skip this part if it is not required.</p>
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode f. City g. State h. Phone Number i. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	Upload Document part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	<p>All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.8.5. Upload Document

- i. Document to be uploaded page

Once the Next button is clicked on Tax Agent part, Upload Document part will be displayed as follows:

DOCUMENT TO BE UPLOADED

a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
Copy of joint venture agreement; OR
Copy of the registration certificate issued by a recognised professional bodies.

b) Information of business and current owners or list of partners; ATAU
Copy of business profile or audit firm profile (if any) from SSM.

DOCUMENT UPLOAD REQUIREMENT

a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
b) File name must use Alphanumeric and allowable characters (-, _ , () , . ,)
c) The uploaded image must be cleared.

1

2

File Name	Action

4



3

No.	Field Name/ Menu	Action	Remarks
1.	Select File	Click on this box.	<p>Select the appropriate document from computer and click Ok. The document name will display in the box.</p> <p>Be sure your file names do not include any special characters and the file size does not exceed 300kb and must be in pdf, jpr, jpeg or gif format only</p>
2.	Upload	Click on this button.	<p>The documents will be temporarily stored in the database and listed at uploaded documents below. The following message will be displayed.</p> <div style="background-color: #008000; color: white; padding: 10px; text-align: center; margin-top: 10px;"> ✔ Upload Successfully </div>
3.	Next Button	Click on this button.	DECLARATION part of the form will be displayed.

No.	Field Name/ Menu	Action	Remarks
4.	Back Button	Click on this button.	TAX AGENT part of the form will be displayed.

- ii. Remove uploaded document from the list.

A screenshot of a table with two columns: 'File Name' and 'Action'. The 'File Name' column contains 'abc123.jpg'. The 'Action' column contains a red trash icon. An orange callout box with the number '1' points to the trash icon.


No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the selected uploaded document will be removed from the list. The following message will be displayed 

2.8.6. Declaration

- i. Declaration by Partner/ Tax Agent page

Once the Next button is clicked on Upload Document part, *Declaration* part will be displayed as follows:

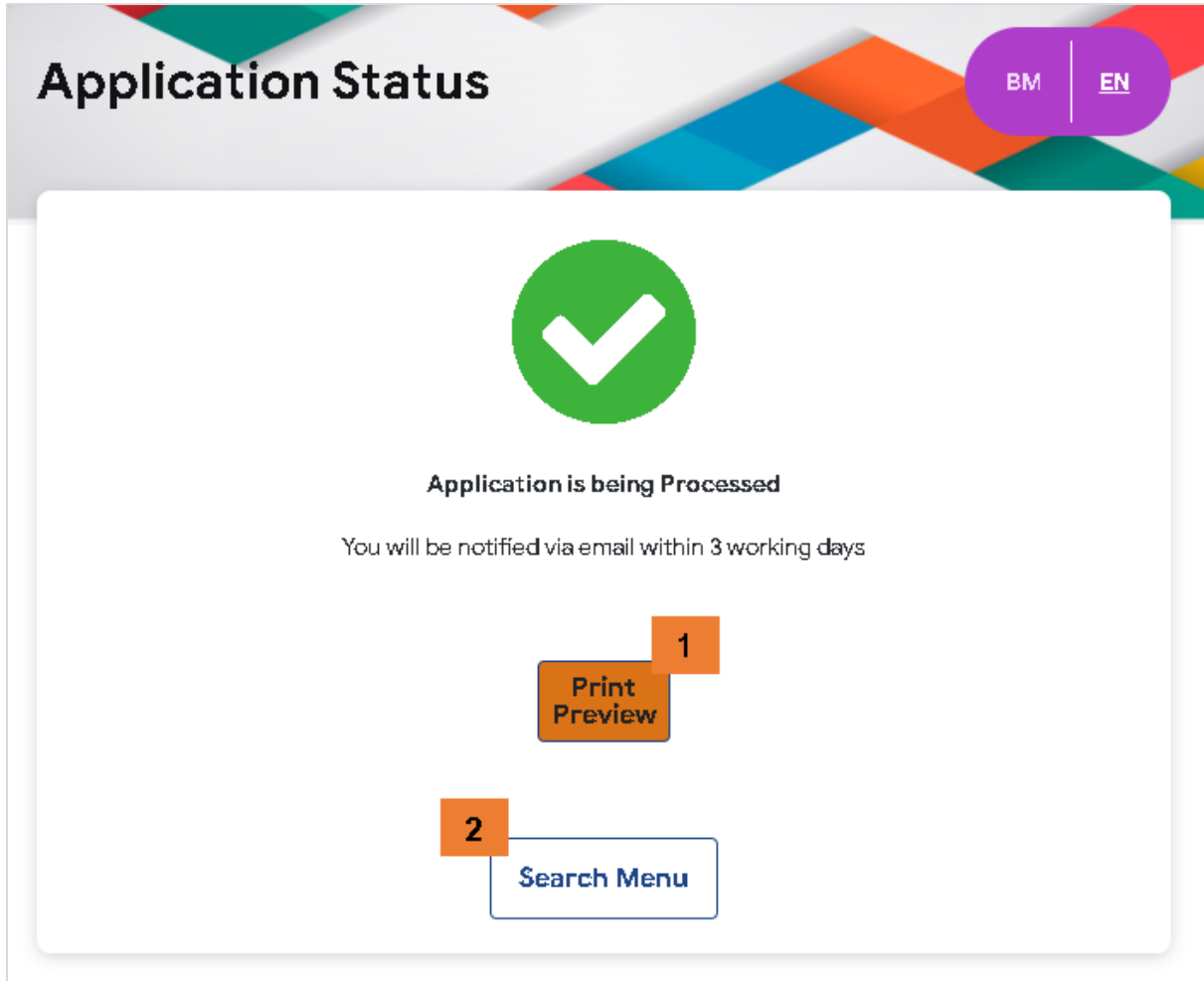
A screenshot of a form titled 'DECLARATION BY PARTNER'. It contains a declaration statement: 'I hereby declare that the information given in this form is true, correct and complete.' Below this is a radio button for 'Partner' and a 'Name' input field. At the bottom, there are 'Back' and 'Save' buttons, and a 'Submit' button. Orange callout boxes with numbers 1, 2, 3, and 4 point to the declaration statement, the 'Save' button, the 'Back' button, and the 'Submit' button respectively.

No.	Field Name/ Menu	Action	Remarks
1.	Partner	Click on this radio button if the person registering is one of the partners.	If this radio button is selected then the name and identification card number fields are displayed and pre-filled with inserted value before this.
	a) Name	Insert the partner's name.	By default, it pre-filled with inserted value before this.
2.	Save Button	Click on this button. This is mandatory action.	All fields in Declaration part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
3.	Back Button	Click on this button.	Upload Document part of the form will be displayed.
4.	Submit Button	Click on this button.	

2.8.7. Submission Status

- i. Application Status page


Once the Submit button is clicked on Declaration part, application status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview	Click on this button.	The system will display acknowledge slip.
2.	Search Menu	Click on this button.	Back to <i>e-Daftar</i> landing page

- ii. Acknowledgement slip

This page will be displayed after the *Print Preview* button clicked.



Sir / Mrs,

APPLICATION FOR INCOMETAX REGISTRATION NUMBER ACKNOWLEDGEMENT SLIP

COMPANY NAME : DDSB (M) SDN BHD

COMPANY REGISTRATION NUMBER : DDSB (M) SDN BHD

APPLICATION NUMBER : f5t6xtSNhuL3

DATE AND TIME : 05/03/2021 14:03

EMAIL : razman@ddsb.com

Thank You.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"

"BERSAMA MEMBANGUN NEGARA"

Chief Executive Officer,
Inland Revenue Board Malaysia.

2
Print
Back

No.	Field Name/ Menu	Action	Remarks
1.	Acknowledgement Info a. Partnership Name b. Partnership Registration Number c. Application Number	Read-only	An application number is a number automatically generated by the system for reference.

No.	Field Name/ Menu	Action	Remarks
	d. Date and Time e. Email		
2.	Print	Click on this button.	To print acknowledgement slip

2.9. LIMITED LIABILITY PARTNERSHIP REGISTRATION FORM

2.9.1. Part A: Basic Particulars

By default, when the limited liability partnership registration form is displayed, part A of the form will be displayed.

PART A : BASIC PARTICULARS

Name of Limited Liability Partnership *

Limited Liability Partnership Registration Number: 637657

Number of Partners

Date when Limited Liability Partnership Commence Operations: dd/mm/yyyy

Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy

Main Business Code: Please Select

CORRESPONDENCE ADDRESS **ADDRESS OF MAIN BUSINESS**

Oversea

Postcode * City State Country

Phone Number Mobile Phone Number

Email: z@gmail.com

Conversion to Limited Liability Partnership (If 'Yes', also complete item below)

Yes No

Save **Next**

Part A Form

CORRESPONDENCE ADDRESS
ADDRESS OF BUSINESS PREMISE

2

Oversea

Postcode *
City
State
Country

Postcode

CITY

STATE

MALAYSIA ▼

Correspondence Address

CORRESPONDENCE ADDRESS
ADDRESS OF BUSINESS PREMISE

3

Oversea

Postcode
City
Country *

56000


KUALA LUMPUR

Please Select ▼

Address of Business Premise

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Limited Liability Partnership	Insert name of limited liability partnership.	This is mandatory field.
	b. Number of Partnership		This is mandatory field. At least 2 partners and no more than 99 partners
	c. Date when Limited Liability Partnership Commence Operations	Insert or select any fields if necessary.	These fields are optional to be inserted. If the Account Opening and Closing Date fields are entered then the range

No.	Field Name/ Menu	Action	Remarks
	d. Opening Date of Account e. Closing Date of Account f. Main Business Code g. Phone Number h. Mobile Phone Number		between those dates should be less than 23 months and 29 days. If the Conversion to Limited Liability Partnership field set to Yes then Income Tax Number before Conversion to Limited Liability Partnership field will be displayed.
	i. Email	Insert email address to contact	This is mandatory field.
	j. Conversion to Limited Liability Partnership (If 'Yes', also complete item below)	Tick this radio button	
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Business Premise Tab a. Same as correspondence address b. Oversea	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to select. The state field will be hidden.

No.	Field Name/ Menu	Action	Remarks
	c. Address line 1 d. Address line 2 e. Address line 3 f. Address line 4 g. Address line 5 h. Postcode i. City j. State k. Country		<p>If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p> <p>If the 'Same as correspondence address' checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.</p>
4.	Save Button	Click on this button. This is mandatory action.	<p>All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
5.	Next Button	Click on this button.	PART B: PARTICULARS OF PARTNERS will be displayed. Please see section 2.3.2

2.9.2. Part B: Particulars of Partners

- i. Particulars of partners page.

Once the Next button is clicked on part A, part B will be displayed as follows:

Part B Form

No.	Field Name/ Menu	Action	Remarks
1.	Precedent Partner Tab		
2.	Secondary Partner Tab		
3.	Back Button	Click on this button.	PART A: BASIC PARTICULARS will be displayed. Please see section 2.3.1
4.	Next Button	Click on this button.	PART C: PARTICULARS OF COMPLIANCE OFFICER will be displayed. Please see section 2.3.4

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Precedent Partner	Insert partner name.	This is mandatory field.
	b. Type of reference Number	Select type of reference number.	This is mandatory field. If the New Identity Card type is selected then Identification Card Number field will be displayed.. If the Passport type is selected then Passport Number field will be displayed. If the Registration of Business or Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.
	c. Identification Card Number	Insert identification card number	This is mandatory field.
	d. Passport Number	Insert passport number	This is mandatory field.
	e. Registration Number with SSM or others	Insert Registration of Business or Registration of Company number	



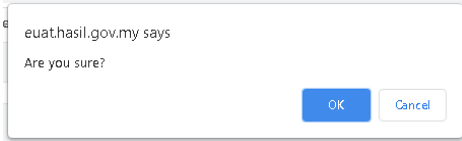

No.	Field Name/ Menu	Action	Remarks
2.	Add Partner Button	Click on this button.	<p>Insert new partner into the list.</p> <p>The following message will be displayed if successful inserted.</p> <div style="background-color: #2e8b57; color: white; padding: 5px; border: 1px solid white; display: inline-block;"> Add Precedent Partner Successfully </div> <p>A precedent partner cannot be added anymore and all inputs in a precedent partner will be disabled.</p> <p>Add Partner Button will be hidden.</p>
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the form. All the contents will be cleared.

ii. To update or delete a partner's record,

3

Name of Partner	Reference Number	Action
RAZMAN	323232323	1 2

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	<p>By clicking this icon, the record on that row will be displayed above.</p> <p>The selected record will be displayed on the form.</p> <p>The Update Partner button will be shown.</p>
	Update Partner Button	Click on this button.	System will update the selected partner and reset the form.

No.	Field Name/ Menu	Action	Remarks
			<p>The following message will be displayed</p>  <p>The Update Partner button will hidden.</p>
2.		Click on this icon.	<p>By clicking this icon, the system will prompt for confirmation.</p>  <p>By clicking the OK button, the record will be deleted.</p> <p>The following message will be displayed</p> 
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the input boxes. All the contents will be cleared.

iii. Secondary Partner tab

PART B : PARTICULARS OF PARTNERS

PRECEDENT PARTNER **SECONDARY PARTNER**

Name of Partner *


Type of Reference Number * Identification Card Number

KAD PENGENALAN BARU []



[Reset] [Add Partner]



Name of Partner	Reference Number	Action
-----------------	------------------	--------

No.	Field Name/ Menu	Action	Remarks
1.	Name of Partner	Insert partner name.	This is mandatory field.
	Type of reference Number	Select type of reference number.	This is mandatory field. If the New Identity Card type is selected then Identification Card Number field will be displayed.. If the Passport type is selected then Passport Number field will be displayed. If the Registration of Business or Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.
	Identification Card Number	Insert identification card number	This is mandatory field.
	Passport Number	Insert passport number	This is mandatory field.
	Registration Number with SSM or others	Insert Registration of Business or Registration of Company number	

No.	Field Name/ Menu	Action	Remarks
	Income Tax Number	Insert income tax number	
2.	Add Partner Button	Click on this button.	<p>Insert new partner into the list.</p> <p>The following message will be displayed if successful inserted.</p> 
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the form. All the contents will be cleared.

iv. To update or delete a partner's record,


No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	<p>By clicking this icon, the record on that row will be displayed above.</p> <p>The selected record will be displayed on the form.</p> <p>The Add Partner button will change to the Update Partner button.</p>
	Update Partner Button	Click on this button.	<p>System will update the selected partner and reset the form.</p> <p>The following message will be displayed</p> 

No.	Field Name/ Menu	Action	Remarks
			<p>The Update Partner button will change back to the Add Partner button.</p>
2.		Click on this icon.	<p>By clicking this icon, the system will prompt for confirmation.</p> <div data-bbox="922 512 1386 651" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>euathasil.gov.my says Are you sure?</p> <p style="text-align: right;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>By clicking the OK button, the record will be deleted.</p> <p>The following message will be displayed</p> <div data-bbox="914 900 1386 1003" style="background-color: #2e7d32; color: white; padding: 5px; margin: 10px 0; display: flex; align-items: center;">  Successfully Deleted </div>
3.	Reset Button	Click on this button.	<p>System will reset the inserted or selected criteria in the input boxes. All the contents will be cleared.</p>

2.9.3. Part C: Particulars of Compliance Officer


Once the Next button is clicked on part B, part C will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Name	Insert compliance officer name.	This is mandatory field.
	b. Type of reference Number	Select type of reference number.	This is mandatory field. If the New Identity Card type is selected then Identification Card Number field will be displayed..

No.	Field Name/ Menu	Action	Remarks
			If the Passport type is selected then Passport Number field will be displayed.
	c. Identification Card Number	Insert identification card number	This is mandatory field.
	d. Passport Number	Insert passport number	This is mandatory field.
	e. Email	Insert email address to contact	This is mandatory field.
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Save Button	Click on this button. This is mandatory action.	All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Next Button	Click on this button.	PART D: PARTICULARS OF EMPLOYERS of the form will be displayed.
5.	Back Button	Click on this button.	PART B: PARTICULARS OF PARTNERS of the form will be displayed.

2.9.4. Part D: Particulars of Employers


Once the Next button is clicked on part C, part D will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Save Button	Click on this button. This is mandatory action.	All fields in part D will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
3.	Back Button	Click on this button.	Part C: PARTICULARS OF COPLIANCE OFFICER of the form will be displayed.
4.	Next Button	Click on this button.	Tax Agent part of the form will be displayed.

2.9.5. Tax Agent

Once the Next button is clicked on part D, Tax Agent part will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered. Taxpayer information will be displayed after the tax agent number is entered. Skip this part if it is not required.
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode	Read-only fields	Taxpayer information

No.	Field Name/ Menu	Action	Remarks
	f. City g. State h. Phone Number i. Email		
2.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. <div data-bbox="900 741 1267 846" style="text-align: center; margin-top: 10px;">  <p>A green rectangular button with a white checkmark icon on the left and the text "Record Save" in white on the right.</p> </div>
3.	Back Button	Click on this button.	PART D: PARTICULARS OF EMPLOYERS of the form will be displayed.
4.	Next Button	Click on this button.	UPLOAD DOCUMENT form will be displayed.

2.9.6. Upload Document

- i. Document to be Uploaded page

Once the Next button is clicked on Tax Agent part, Upload Document part will be displayed as follows:

DOCUMENT TO BE UPLOADED

a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
Copy of joint venture agreement; OR
Copy of the registration certificate issued by a recognised professional bodies.

b) Information of business and current owners or list of partners; ATAU
Copy of business profile or audit firm profile (if any) from SSM.

DOCUMENT UPLOAD REQUIREMENT

a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
b) File name must use Alphanumeric and allowable characters (-, _ , () , . ,)
c) The uploaded image must be cleared.

1

2

File Name	Action



4

3

No.	Field Name/ Menu	Action	Remarks
1.	Select File	Click on this box.	Select the appropriate document from computer and click Ok. The document name will display in the box. Be sure your file names do not include any special characters and the file size does not exceed 300kb and must be in pdf, jpr, jpeg or gif format only
2.	Upload	Click on this button.	The documents will be temporarily stored in the database and listed at uploaded documents below. The following message will be displayed. <div style="background-color: #008000; color: white; padding: 10px; text-align: center; margin-top: 10px;"> ✔ Upload Successfully </div>
3.	Next Button	Click on this button.	DECLARATION part of the form will be displayed.

No.	Field Name/ Menu	Action	Remarks
4.	Back Button	Click on this button.	TAX AGENT part of the form will be displayed.

iii. Remove uploaded document from the list.


No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the selected uploaded document will be removed from the list. The following message will be displayed 

2.9.7. Declaration

i. Declaration by Compliance Officer/ Partner

Once the Next button is clicked on *Upload Document* part, *Declaration* part will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Compliance Officer	Click on this radio button if the person registering is a compliance officer.	If this radio button is selected then the name and identification card number fields are displayed and pre-filled with inserted value before this.

No.	Field Name/ Menu	Action	Remarks
2.	Partner	Click on this radio button if the person registering is one of the partners.	If this radio button is selected then the name and identification card number fields are displayed and pre-filled with inserted value before this.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Declaration part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	UPLOAD DOCUMENT part of the form will be displayed.
5.	Submit Button	Click on this button.	

ii. Declaration made by the Compliance Officer display.

DECLARATION BY COMPLIANCE OFFICER / PARTNER

I hereby declare that the information given in this form is true, correct and complete.

Compliance Officer
 Partner

Name * 1

← Back
Save

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the officer's name.	By default, it pre-filled with inserted value before this.

iii. Declaration made by the partner display.

DECLARATION BY COMPLIANCE OFFICER / PARTNER

I hereby declare that the information given in this form is true, correct and complete.

Compliance Officer
 Partner

Name * 1

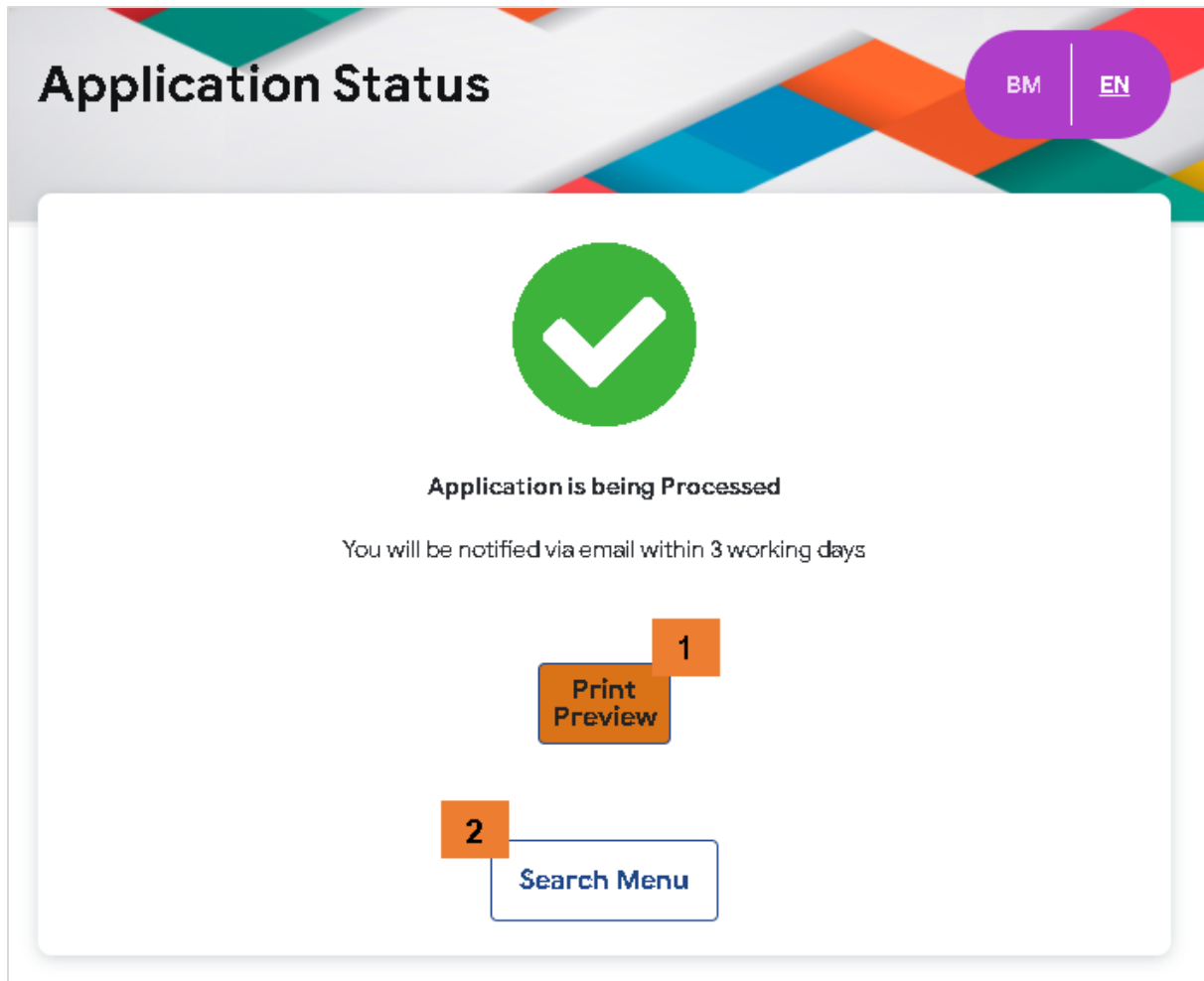
[Back](#)
[Save](#)

No.	Field Name/ Menu	Action	Remarks
1.	Name	Insert the partner's name.	By default, it pre-filled with inserted value before this.

2.9.8. Application Status

- i. Application Status page

Once the Submit button is clicked on Declaration part, application status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview	Click on this button.	The system will display acknowledge slip.
2.	Search Menu	Click on this button.	Back to <i>e-Daftar</i> landing page

- ii. Acknowledgement slip page
The Acknowledgement slip will be displayed after the *Print Preview* button clicked.

No.	Field Name/ Menu	Action	Remarks
1.	Acknowledgement Info	Read-only	An application number is a number automatically generated by the system for reference.
	a. Limited Liability Partnership Name		
	b. Limited Liability Partnership Registration Number		
	c. Application Number		

No.	Field Name/ Menu	Action	Remarks
	d. Date and Time e. Email		
2.	Print	Click on this button.	To print acknowledgement slip

2.10. CO-OPERATIVE SOCIETY REGISTRATION FORM

In this screen, the user will be able to input details related to a Co-operative Society.

2.10.1. Part A: Basic Particulars

Co-operative Society Registration – Part A: Basic Particulars page will be displayed as follows:

PART A : BASIC PARTICULARS

Name of Co-operative Society *

Co-operative Society's Registration Number
687687

Registration Date: dd/mm/yyyy
Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy

Main Business Code: PLEASE SELECT

CORRESPONDENCE ADDRESS ADDRESS OF BUSINESS PREMISE

Oversea

Postcode * City State Country
Please Select CITY STATE MALAYSIA

Phone Number MALAYSIA (60) Mobile Phone Number MALAYSIA (60)

Email: bc@gmail.com

Save Next

Part A Form

CORRESPONDENCE ADDRESS ADDRESS OF BUSINESS PREMISE

Oversea

LOT G

AMERIN MALL

Postcode * City State Country

43300 SERI KEMBANGAN SELANGOR MALAYSIA

Correspondence Address

CORRESPONDENCE ADDRESS **ADDRESS OF BUSINESS PREMISE**

Oversea

LOT G

AMERIN MALL


Postcode * City State Country

43300 SERI KEMBANGAN SELANGOR MALAYSIA

Address of Business Premise

No.	Field Name/ Menu	Action	Remarks
1.	a. Name of Co-operative Society	Insert name of company.	This is mandatory field.
	b. Registration Date	Insert or select any fields if necessary.	These fields are optional to be inserted. If the Account Opening and Closing Date fields are entered then the range
	c. Opening Date of Account		
	d. Closing Date of Account		


No.	Field Name/ Menu	Action	Remarks
	e. Main Business Code f. Phone Number g. Mobile Phone Number		between those dates should be less than 23 months and 29 days.
	h. Email	Insert email address to contact	This is mandatory field.
2.	Correspondence Address Tab a. Oversea b. Address line 1 c. Address line 2 d. Address line 3 e. Address line 4 f. Address line 5 g. Postcode h. City i. State j. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Business Premise Tab a. Same as correspondence address b. Oversea c. Address line 1 d. Address line 2 e. Address line 3 f. Address line 4 g. Address line 5 h. Postcode i. City j. State k. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.

No.	Field Name/ Menu	Action	Remarks
			<p>If the Same as correspondence address checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.</p>
4.	Save Button	Click on this button. This is mandatory action.	<p>All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
5.	Next Button	Click on this button.	<p>Part B: PARTICULARS OF CO-OPERATIVE SOCIETY'S PRINCIPAL OFFICERS page will be displayed. Please see section 2.4.2.</p>

2.10.2. Part B: Particulars of Co-Operative Society’s Principal Officers

Co-Operative Society Registration – Part B: Particulars of Co-Operative Society’s Principal Officers page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Chairman Tab	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number/ Passport Number field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user ticks Oversea check box.

No.	Field Name/ Menu	Action	Remarks
			If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.
2.	Secretary Tab	Insert data into the fields or select data from the dropdown list.	<p>Fields indicated with * symbol is mandatory.</p> <p>Identification Card Number/ Passport Number field will be based on Type of Reference Number input.</p> <p>It is mandatory to select Country from the dropdown list if user ticks Oversea check box.</p> <p>If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.</p>
3.	Treasurer Tab	Insert data into the fields or select data from the dropdown list.	<p>Fields indicated with * symbol is mandatory.</p> <p>Identification Card Number/ Passport Number field will be based on Type of Reference Number input.</p> <p>It is mandatory to select Country from the dropdown list if user ticks Oversea check box.</p> <p>If not Oversea, City and State fields will be automatically displayed when user insert Postcode exist.</p>
4.	Save button	Click on this button.	<p>System will save information inserted into the fields.</p>  <p>Otherwise,</p>


No.	Field Name/ Menu	Action	Remarks
			System will display required field alert at the respective mandatory field.
5.	Back Button	Click on this button.	PART A: BASIC PARTICULARS of the form will be displayed.
6.	Next Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.10.3. Part C: Particulars of Employer

Co-Operative Society Registration – Part C: Particulars of Employer page will be displayed as follows:

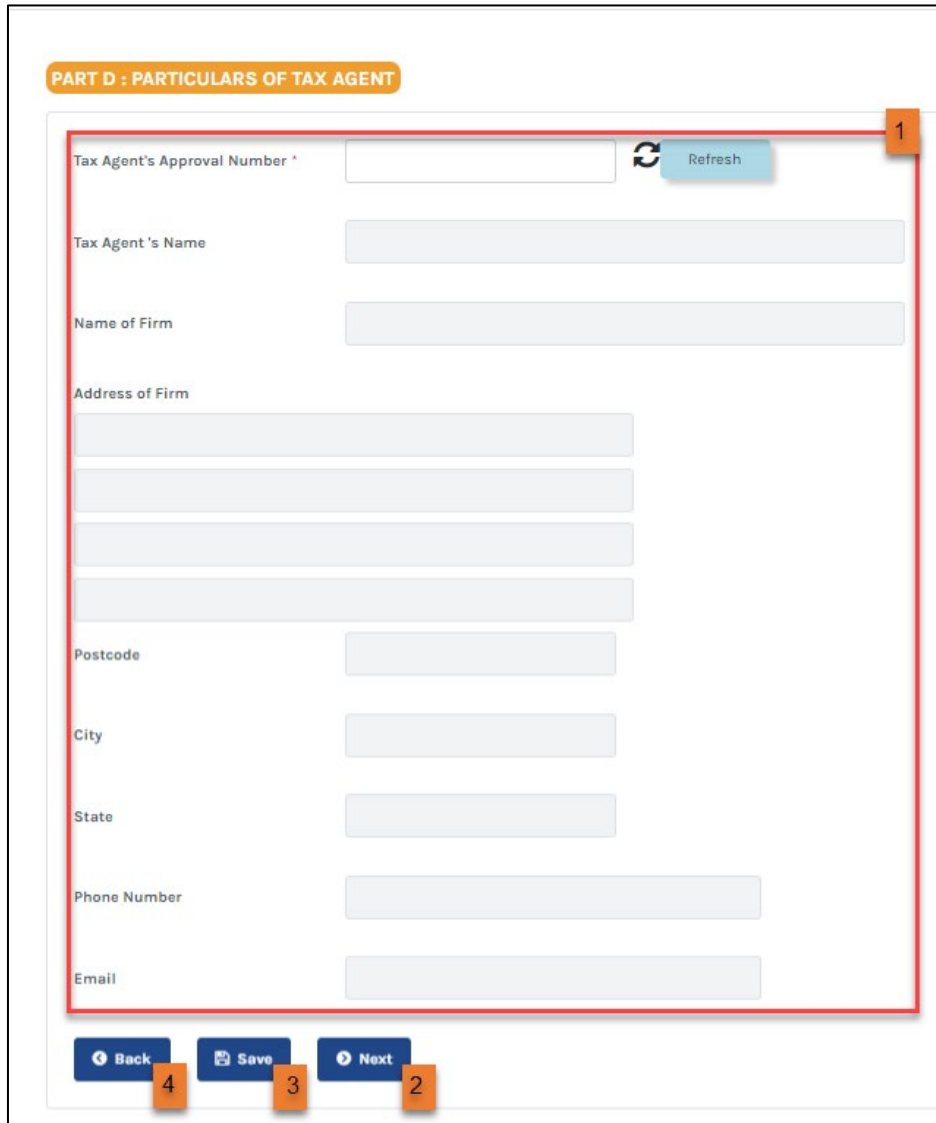


No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	To register the employer file only. Skip this part if it is not required.
	b. Employer's Status c. Number of Employees	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
2.	Back Button	Click on this button.	PART B: PARTICULARS OF CO-OPERATIVE SOCIETY'S PRINCIPAL OFFICERS of the form will be displayed.
3.	Next Button	Click on this button.	PART D: PARTICULARS OF TAX AGENT page will be displayed. Please see section 2.4.4..
4.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.


No.	Field Name/ Menu	Action	Remarks
			

2.10.4. Part D: Particulars of Tax Agent

Part D: Particulars of Tax Agent page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered.

No.	Field Name/ Menu	Action	Remarks
	b. Refresh button c. Tax Agent's Name d. Name of Firm e. Address of Firm f. Postcode g. City h. State i. Phone Number j. Email	Click this button Read-only fields	System will search for the agent information after clicking the button Taxpayer information
2.	Next Button	Click on this button.	Upload Document part of the form will be displayed.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.10.5. Upload Document

i. Document to be uploaded page.



Upload Document page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	Select File	Click on this box.	Select the appropriate document from computer and click Ok. The document name will display in the box. Be sure file names do not include any special characters and the file size does not exceed 300kb and must be in pdf, jpr, jpeg or gif format only
2.	Upload	Click on this button.	The documents will be temporarily stored in the database and listed at uploaded documents below. The following message will be displayed. <div style="background-color: #28a745; color: white; padding: 5px; text-align: center;"> ✔ Upload Successfully </div>

No.	Field Name/ Menu	Action	Remarks
3.	Next Button	Click on this button.	Declaration part of the form will be displayed.
4.	Back Button	Click on this button.	Tax Agent part of the form will be displayed.

ii. Remove uploaded document from the list,




No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	By clicking this icon, the selected uploaded document will be removed from the list. The following message will be displayed 

2.10.6. Declaration By Co-Operative Society’s Chairman/ Secretary/ Tax Agent

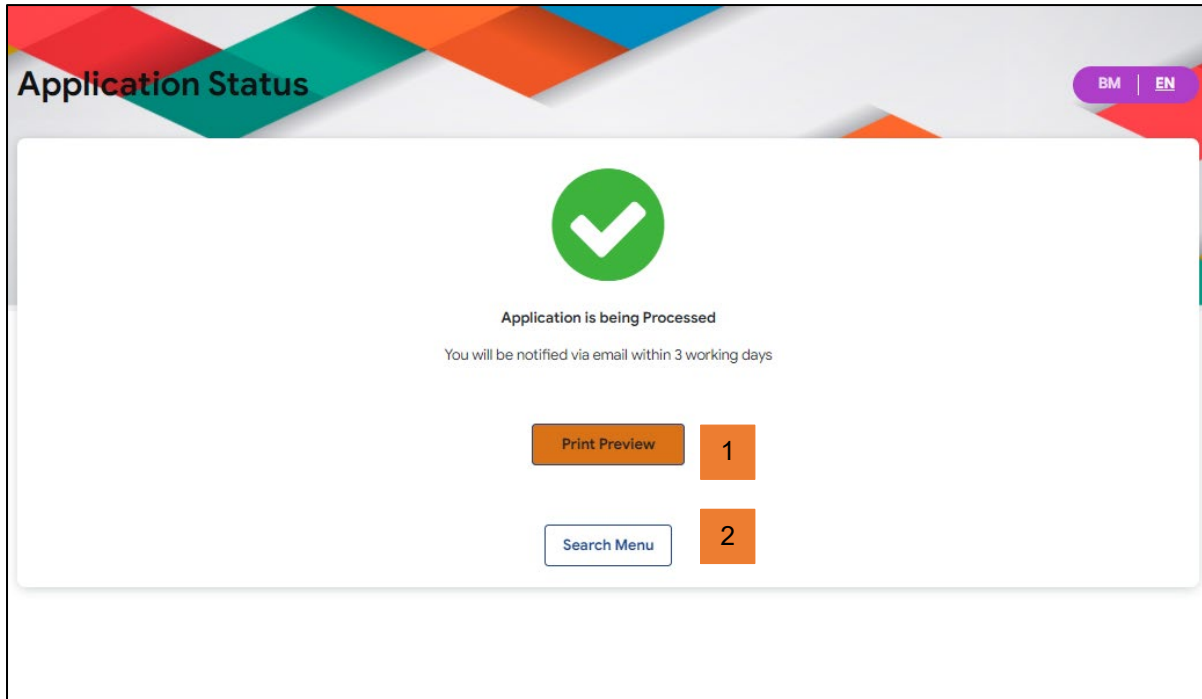
i. Declaration by Co-operative Society’s Chairman

Declaration By Co-Operative Society’s Chairman/ Secretary/ Tax Agent page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Co-Operative Society’s Chairman - Name - Passport Number b. Secretary - Name - Passport Number	3. Tick on respective radio button. 4. Insert data into the fields.	Fields indicated with * symbol is mandatory. System will retrieve information from the saved inserted data prior to the declaration process (if applicable).
2.	Back button	Click on this button.	Upload Document page will be displayed.
3.	Save button	Click on this button.	System will save information inserted into the fields and display the following alert. 
4.	Submit button	Click on this button.	Application Status page will be displayed.

2.10.7. Application Status

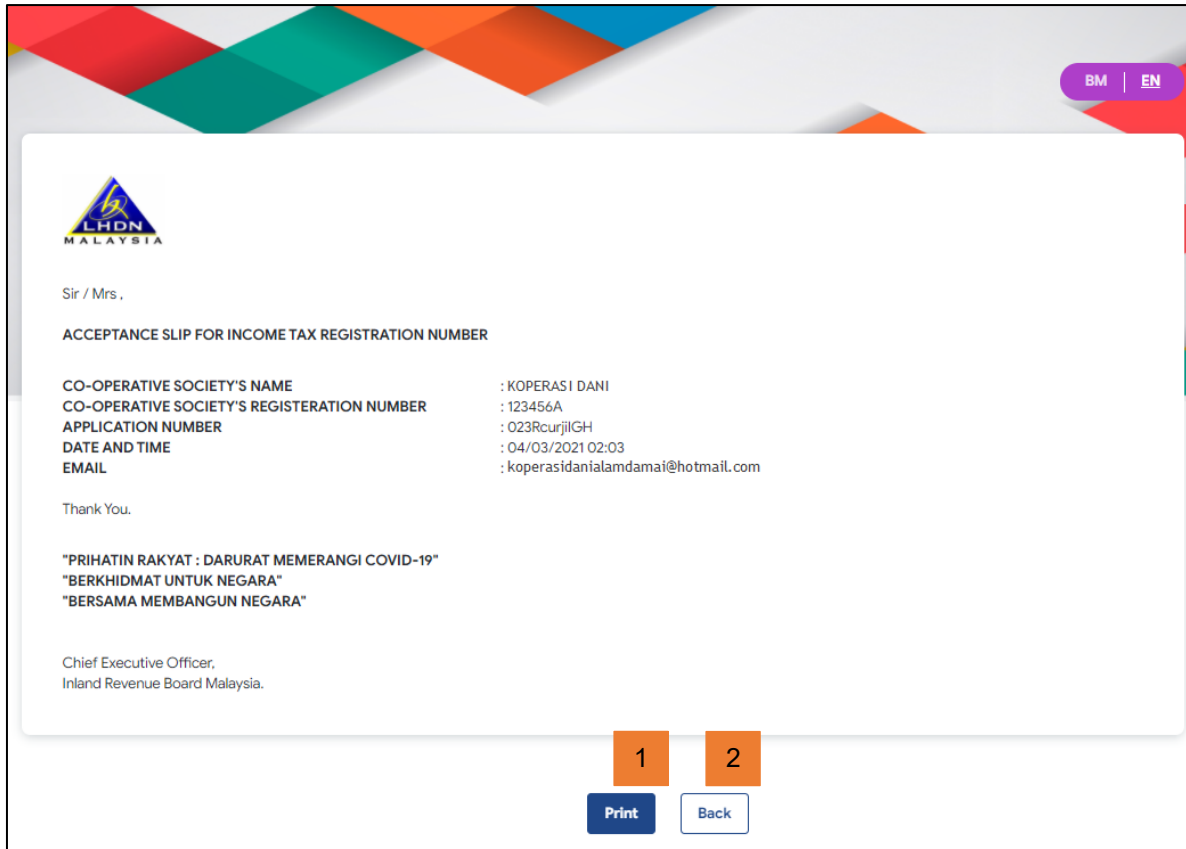
Application Status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	Acceptance Slip for Income Tax Registration Number page will be displayed.
2.	Search Menu button	Click on this button	<i>e-Daftar</i> landing page will be displayed.

2.10.8. Acceptance Slip

Acceptance Slip for Income Tax Registration Number page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will allow user to print the Acceptance Slip.
2.	Back Button	Click on this button.	Application Status page will be displayed.

2.11. TRUST BODY REGISTRATION FORM

In this screen, the user will be able to input particulars relevant to the Trust Body.

2.11.1. Part A: Basic Particulars

Trust Body Registration – Part A: Basic Particulars page will be displayed as follows:

PART A : BASIC PARTICULARS

Registered Name *

Registration Number: 1234432

Country of Residence: PLEASE SELECT

Commencement Date of Operations: dd/mm/yyyy

Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy

Main Business Code: Please Select

CORRESPONDENCE ADDRESS ADDRESS OF BUSINESS PREMISE *

Oversea

Postcode *: Please Select

City: CITY

State: STATE

Country: MALAYSIA

Phone Number: MALAYSIA (60)

Mobile Phone Number: MALAYSIA (60)

Email *: z@gmail.com

Save 4 Next 5


Form A

Correspondence Address

Address of Main Business

No.	Field Name/ Menu	Action	Remarks
1.	a. Registered Name b. Registration Number c. Country of Residence	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Trust Body Registration Number is automatically filled by system.

No.	Field Name/ Menu	Action	Remarks
	d. Commencement Date of Operations e. Opening Date of Account f. Closing Date of Account g. Main Business Code		
	Correspondence Address a. Oversea b. Address Line 1 c. Address Line 2 d. Address Line 3 e. Address Line 4 f. Address Line 5 g. Postcode h. City i. State j. Country	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user tick on Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode.
2.	Address of Business Premise a. Same as correspondence address b. Oversea c. Address Line 1 d. Address Line 2 e. Address Line 3 f. Address Line 4 g. Address Line 5 h. Postcode i. City j. State k. Country	Insert data into the fields or select data from the dropdown list.	System will automatically disable all fields if user ticks on 'Same as correspondence address' check box. Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user tick on Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode

No.	Field Name/ Menu	Action	Remarks
3.	a. Phone Number b. Mobile Phone Number c. Email	Insert data into the fields.	Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789. Email field: User must insert data using format abc@com.
4.	Save button	Click on this button.	System will save information inserted into the fields. 
5.	Next button	Click on this button.	PART B: PARTICULARS OF TRUSTEE page will be displayed. Please see section 2.4.2.


2.11.2. Part B: Particulars of Trustee

- i. Particulars of Trustee page.

No.	Field Name/ Menu	Action	Remarks
1.	Back Button	Click on this button.	PART A – BASIC PARTICULARS page will be displayed. Please see section 2.4.1.
2.	Next button	Click on this button.	PART C – PARTICULARS OF EMPLOYER page will be displayed. Please see section 2.4.3.


ii. Add Trustee.

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Trustee a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Registration of Company/ Non Business d. Oversea e. Address f. Postcode g. City h. State i. Country	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number, Passport Number or Registration of Company/ Non Business field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user tick on Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode

No.	Field Name/ Menu	Action	Remarks
			<p>Phone Number field: User must insert data using format 033456789.</p> <p>Mobile Phone Number field: User must insert data using format 0123456789.</p>
2.	Reset button	Click on this button.	System will reset the inserted criteria in search box. All the contents in the search panel will be cleared.
3.	Add Trustee button	Click on this button.	<p>This button will be displayed once user fill in the fields.</p> <p>The alert below will be displayed if process is successful accordingly:</p> <div data-bbox="919 1126 1337 1200" style="border: 1px solid black; background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">  Add Trustee Successfully </div> <p>The information will be displayed on the list of trustees/ fund managers upon clicking on this button.</p>

iii. Edit particulars of trustee.

No.	Field Name/ Menu	Action	Remarks
1.	Edit icon	Click on this icon.	System will retrieve information and allow user to update the respective fields of the Trustee.
2.	Particulars of Trustee a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Registration of	Update data into the fields.	Fields indicated with * symbol is mandatory. Identification Card Number, Passport Number or Registration of Company/ Non Business field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user tick on Oversea check box.

No.	Field Name/ Menu	Action	Remarks
	Company/ Non Business d. Oversea e. Address f. Postcode g. City h. State i. Country j. Phone Number k. Mobile Phone Number		If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.
3.	Reset Button	Click on this button.	System will reset the inserted criteria in search box. All the contents in the search panel will be cleared.
4.	Update Trustee button	Click on this button.	This button will appear once user click on Update icon. System will save the updated information and display the following alert if process is successful accordingly:  The updated information will be displayed on the list of trustees/ fund managers upon clicking on this button.

iv. Delete Trustee

hitsdev.hasil.gov.my says
Are you sure?

2 OK 3 Cancel

LINE 5

Postcode * City State Country

32040 SERI MANJONG PERAK MALAYSIA

Phone Number Mobile Phone Number

MALAYSIA (60) 056888888 MALAYSIA (60) 0112345678


Reset Update Trustee

Name	Reference Number	Position	Action
AMANAH ZURA	911008089999	PEMEGANG AMANAH	1

No.	Field Name/ Menu	Action	Remarks
1.	Delete icon	Click on this icon.	System will display the window alert to retrieve confirmation from the user.
2.	OK button	Click on this button.	System will remove the selected Trustee and display the following alert:
3.	Cancel button	Click on this button.	System will close the window alert.

2.11.3. Part C: Particulars of Employer


Trust Body Registration – Part C: Particulars of Employer page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Next Button	Click on this button.	PART D: PARTICULARS OF TAX AGENT PAGE will be displayed. Please see section 2.4.4..
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART B: PARTICULARS OF TRUSTEE page will be displayed. Please see section 2.4.2.

2.11.4. Part D : Particulars of Tax Agent

Particulars of Tax Agent page will be displayed as follows:

PART D : PARTICULARS OF TAX AGENT

Tax Agent's Approval Number *  Refresh

Tax Agent 's Name

Name of Firm

Address of Firm



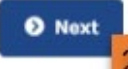
Postcode


City

State

Phone Number

Email

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered. Taxpayer information will be displayed after the tax agent number is entered. Skip this part if it is not required.
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode f. City g. State h. Phone Number i. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	UPLOAD DOCUMENT page will be displayed. Please see section 2.4.5.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.11.5. Upload Document

Upload Document page will be displayed as follows:

DOCUMENT TO BE UPLOADED
 a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
 Copy of joint venture agreement; OR
 Copy of the registration certificate issued by a recognised professional bodies.
 b) Information of business and current owners or list of partners; ATAU
 Copy of business profile or audit firm profile (if any) from SSM.

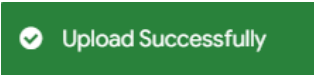

DOCUMENT UPLOAD REQUIREMENT
 a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
 b) File name must use Alphanumeric and allowable characters (-, _ , () , . , ,)
 c) The uploaded image must be cleared.

1 **Select File** 2 **Upload**

File Name	Action
-----------	--------

4 **Back** 3 **Next**


No.	Field Name/ Menu	Action	Remarks
1.	Select file	Click on this field.	<p>Popup window to upload document is displayed.</p> <p>Only the front of Identity Card showing Name and Identification Card Number is required.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p>
2.	Upload button	Click on this button.	<p>After selecting document, user need to click on this button.</p> <p>If document meets the requirements, system will upload the document and the alert below is displayed.</p>

No.	Field Name/ Menu	Action	Remarks
			 <p>Otherwise, System will displayed the alert as follows.</p> 
3.	Next button	Click on this button.	DECLARATION BY TRUSTEE/ FUND MANAGER/ TAX AGENT page will be displayed.
4.	Back button	Click on this button.	PART D: PARTICULARS OF TAX AGENT page will be displayed. Please see Section 2.4.4.

2.11.6. Declaration

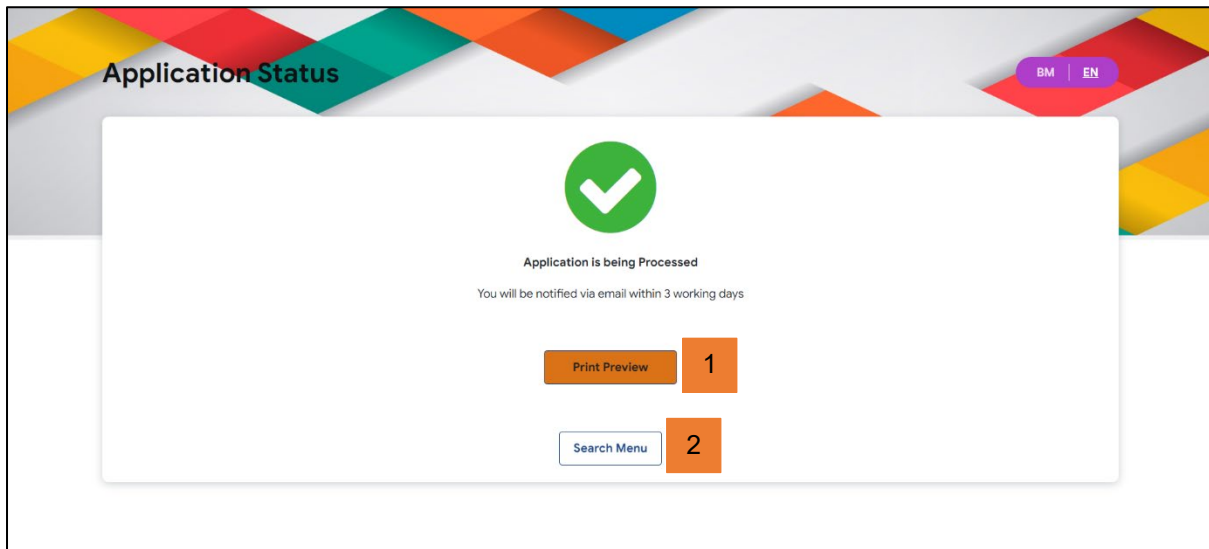
Declaration By Trustee/ Tax Agent page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Trustee - Name	5. Tick on respective radio button.	Fields indicated with * symbol is mandatory.

No.	Field Name/ Menu	Action	Remarks
	- Identification Card Number	6. Insert data into the fields.	System will retrieve information from the saved inserted data prior to the declaration process (if applicable).
2.	Save button	Click on this button.	System will save information inserted into the fields. 
3.	Back button	Click on this button.	UPLOAD DOCUMENT page will be displayed.
4.	Submit button	Click on this button.	Application Status page will be displayed.

2.11.7. Application Status

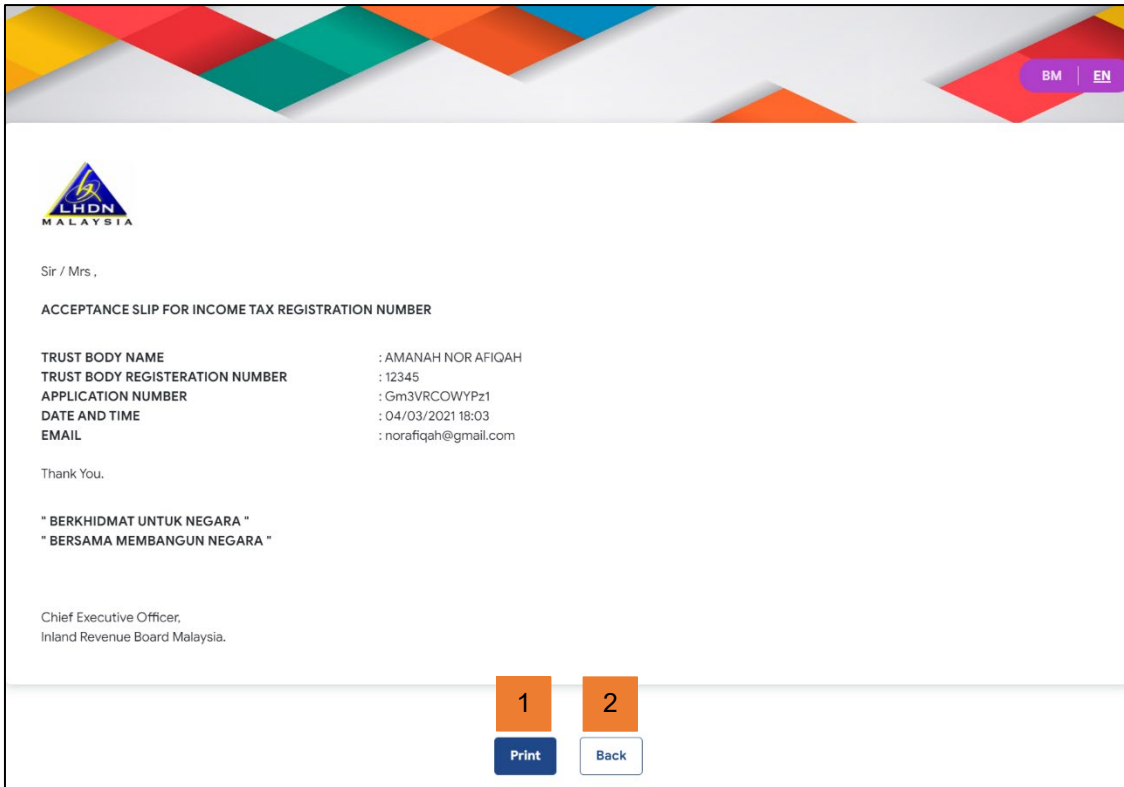
Application Status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	Acceptance Slip for Income Tax Registration Number page will be displayed.
2.	Search Menu button	Click on this button	e-Daftar landing page will be displayed.

2.11.8. Acknowledgement Receipt

Acceptance Slip for Income Tax Registration Number page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will allow user to print the Acceptance Slip.
2.	Back Button	Click on this button.	Application Status page will be displayed.

2.12. UNIT TRUST/ PROPERTY TRUST REGISTRATION FORM

2.12.1. Part A: Basic Particulars

Unit Trust/ Property Trust Registration – Part A: Basic Particulars page will be displayed as follows:

PART A : BASIC PARTICULARS

Registered Name *
ABDUL HALIM

Registration Number: 88778
Country of Residence: PLEASE SELECT

Commencement Date of Operations: dd/mm/yyyy
Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy
Type of Trust: Please Select

CORRESPONDENCE ADDRESS **ADDRESS OF BUSINESS PREMISE ***

Overseas

M23
TAMAN JAYA

Postcode *: 08320
City: JENIANG
State: KEDAH
Country: MALAYSIA

Phone Number: MALAYSIA (60)
Mobile Phone Number: MALAYSIA (60)

Email *: z@gmail.com

Save Next


Form A

Correspondence Address

Address of Main Business

No.	Field Name/ Menu	Action	Remarks
1.	<ul style="list-style-type: none"> a. Registered Name b. Registration Number c. Country of Residence 	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory.

No.	Field Name/ Menu	Action	Remarks
	d. Commencement Date of Operations e. Opening Date of Account f. Closing Date of Account g. Type of Trust		Unit Trust / Property Fund's Registration Number is automatically filled by system. Closing Date of Account field: Inserted date shall exceed Opening Date of Account field.
2.	Correspondence Address a. Oversea b. Address c. Postcode d. City e. State f. Country	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode
3.	Address of Business Premise a. Same as correspondence address b. Oversea c. Address d. Postcode e. City f. State g. Country	Insert data into the fields or select data from the dropdown list.	System will automatically disable all fields if user tick on 'Same as correspondence' address check box. Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode
	d. Phone Number e. Mobile Phone Number f. Email	Insert data into the fields.	Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.

No.	Field Name/ Menu	Action	Remarks
			Email field: User must insert data using format abc@com.
4.	Save button	Click on this button.	System will save information inserted into the fields. 
5.	Next button	Click on this button.	PART B: TRUSTEE/ FUND MANAGER'S page will be displayed. Please see section 2.4.2.

2.12.2. Part B: Particulars of Trustee/ Fund Manager



Unit Trust/ Property Trust Registration – Part B: Particulars of Trustee/ Fund Manager page will be displayed as follows:

The screenshot shows a web form titled 'PART B: PARTICULARS OF TRUSTEE'. At the top, there are two tabs: 'PARTICULARS OF TRUSTEE' (labeled 1) and 'PARTICULARS OF FUND MANAGER' (labeled 2). The main form area is enclosed in a red border and contains the following fields:



- Name:** ISZAIDA ISMAIL
- Type of Reference Number *:** PASPORT (dropdown)
- Passport Number *:** 321343
- Address:** Includes an 'Oversea' checkbox and text input fields containing 'NO 3,' and 'JALAN LEP 7/15'.
- Postcode *:** Please Select (dropdown)
- City:** CITY
- State:** STATE
- Country:** MALAYSIA (dropdown)
- Phone Number:** MALAYSIA (60) (dropdown)
- Mobile Phone Number:** MALAYSIA (60) (dropdown) and a text input field.

Below the form, there are two buttons: 'Reset' (labeled 3) and 'Add Trustee' (labeled 4). At the bottom of the page, there are 'Back' (labeled 5) and 'Next' (labeled 6) navigation buttons. A table header is visible below the form, with columns: Name, Reference Number, Position, and Action.

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Trustee a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number d. Oversea e. Address f. Postcode g. City h. State i. Country j. Phone Number k. Mobile Phone Number	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.
2.	Particulars of Fund Manager a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Company Registration Number and	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user ticks Oversea check box.

No.	Field Name/ Menu	Action	Remarks
	Company Income Tax Number d. Oversea e. Address f. Postcode g. City h. State i. Country j. Phone Number k. Mobile Phone Number		If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.
3.	Reset button	Click on this button.	System will reset the inserted data in the input field. All the data will be cleared.
4.	Add Trustee button OR Add Fund Manager button	Click on this button.	This button will be displayed once user fill in the fields in 'Particulars of Trustee' tab or 'Particulars of Fund Manager' tab. The alert below will be displayed if process success accordingly:   The information will be displayed on list of trustees/ fund managers upon clicking on this button.
5.	Back button	Click on this button.	PART A: BASIC PARTICULARS page will be displayed. Please see section 2.4.1.
6.	Next button	Click on this button.	PART C: PARTICULARS OF EMPLOYER page will be displayed. Please see section 2.4.3.


2.12.2.1 Update and delete Trustee/ Fund Manager

Name	Reference Number	Position	Action
ISZAIDA ISMAIL	321343	PEMEGANG AMANAH	 

No.	Field Name/ Menu	Action	Remarks
1.	Update icon	<ol style="list-style-type: none"> Click on this icon in the listing. Update the trustee/ fund manager information. Click on “ <div style="display: flex; align-items: center; margin: 5px 0;"> <input type="button" value="Update Trustee"/> or <input type="button" value="Update Fund Manager"/> </div> button. 	<p>System will save the updated information and display the following alert if process is successful accordingly:</p> <div style="background-color: #2e8b57; color: white; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> ✔ Update Trustee Successfully </div> <div style="background-color: #2e8b57; color: white; padding: 5px; display: flex; align-items: center;"> ✔ Update Fund Manager Successfully </div> <p>The updated information will be displayed on the list of trustees/ fund managers upon clicking on this button.</p>
2.	Delete icon	Click on this icon in the listing.	<ol style="list-style-type: none"> The following alert will be displayed. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="font-size: 0.8em; margin: 0;">hitsdev.hasil.gov.my says</p> <p style="margin: 0;">Are you sure?</p> <div style="text-align: right; margin: 0;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> System will remove the selected trustee/ fund manager and displayed the following alert. <div style="background-color: #0070c0; color: white; padding: 5px; margin-top: 10px; display: flex; align-items: center;"> i Deleted </div>

2.12.3. Part C: Particulars of Employer

Unit Trust/ Property Fund Registration – Part C: Particulars of Employer page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Next Button	Click on this button.	PART D: PARTICULARS OF TAX AGENT PAGE will be displayed. Please see section 2.4.4..
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 

No.	Field Name/ Menu	Action	Remarks
4.	Back Button	Click on this button.	PART B: PARTICULARS OF TRUSTEE/ FUND MANAGER page will be displayed. Please see section 2.4.2.

2.12.4. Part D: Particulars of Tax Agent

Unit Trust/ Property Fund Registration – Part D: Particulars of Tax Agent page will be displayed as follows:

PART D : PARTICULARS OF TAX AGENT

1

Tax Agent's Approval Number * Refresh

Tax Agent's Name

Name of Firm

Address of Firm

Postcode

City

State

Phone Number

Email

4 Back 3 Save 2 Next

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered. Taxpayer information will be displayed after the tax agent number is entered. Skip this part if it is not required.
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode f. City g. State h. Phone Number i. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	UPLOAD DOCUMENT page will be displayed. Please see section 2.4.5.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.12.5. Upload Document

Upload Document page will be displayed as follows:

DOCUMENT TO BE UPLOADED

a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
Copy of joint venture agreement; OR
Copy of the registration certificate issued by a recognised professional bodies.

b) Information of business and current owners or list of partners; ATAU
Copy of business profile or audit firm profile (if any) from SSM.

DOCUMENT UPLOAD REQUIREMENT



a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
b) File name must use Alphanumeric and allowable characters (-, _ , () , . , ,)
c) The uploaded image must be cleared.

📎

⬆️
Upload

File Name ▾	Action
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> ⬅️ Back ➡️ Next </div>	

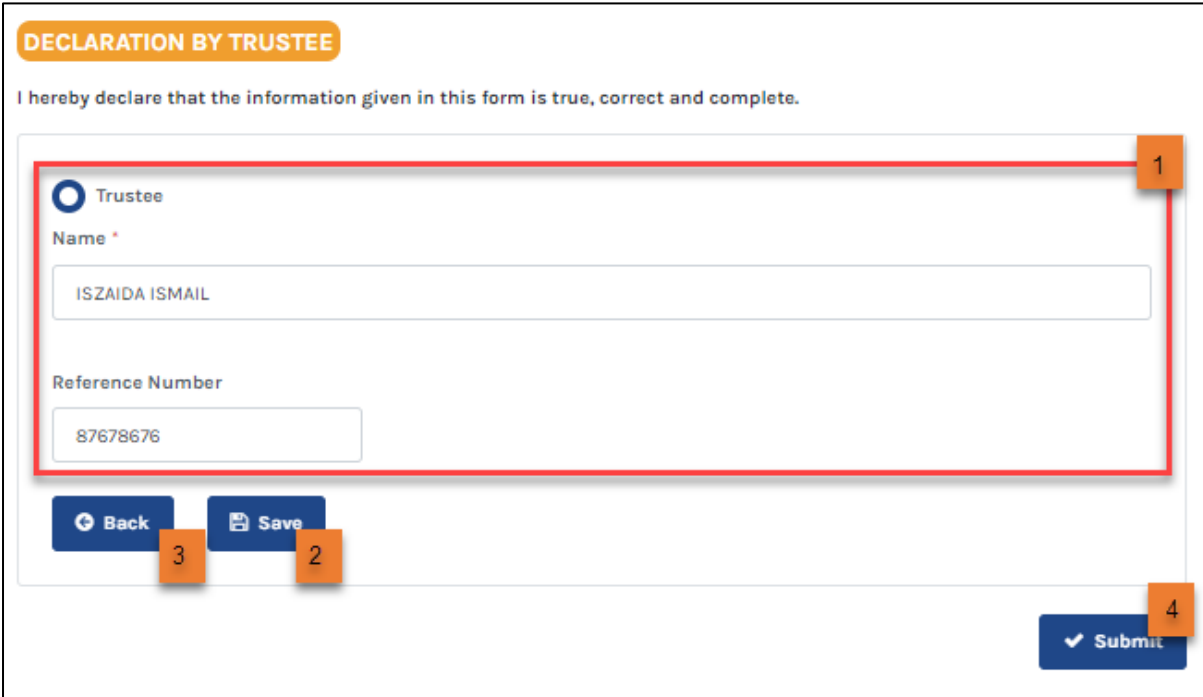
No.	Field Name/ Menu	Action	Remarks
1.	Select file	Click on this field.	<p>Popup window to upload document is displayed.</p> <p>Only the front of Identity Card showing Name and Identification Card Number is required.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p>
2.	Upload button	Click on this button.	<p>After selecting document, user need to click on this button.</p> <p>If document meets the requirements, system will upload the document and the alert below is displayed.</p>

No.	Field Name/ Menu	Action	Remarks
			 <p>Otherwise, System will displayed the alert as follows.</p> 
3.	Next button	Click on this button.	DECLARATION BY TRUSTEE/ FUND MANAGER/ TAX AGENT page will be displayed.
4.	Back button	Click on this button.	PART D: PARTICULARS OF TAX AGENT page will be displayed. Please see Section 2.4.4.

2.12.6. Declaration

- i. View Declaration by Applicant/ Legal Representative/ Administrator/ Tax Agent

By clicking on ‘Next’ button in Upload Document section or by clicking on Declaration section itself, Declaration section will be displayed as follows:



DECLARATION BY TRUSTEE

I hereby declare that the information given in this form is true, correct and complete.

Trustee


Name *

ISZAIDA ISMAIL

Reference Number

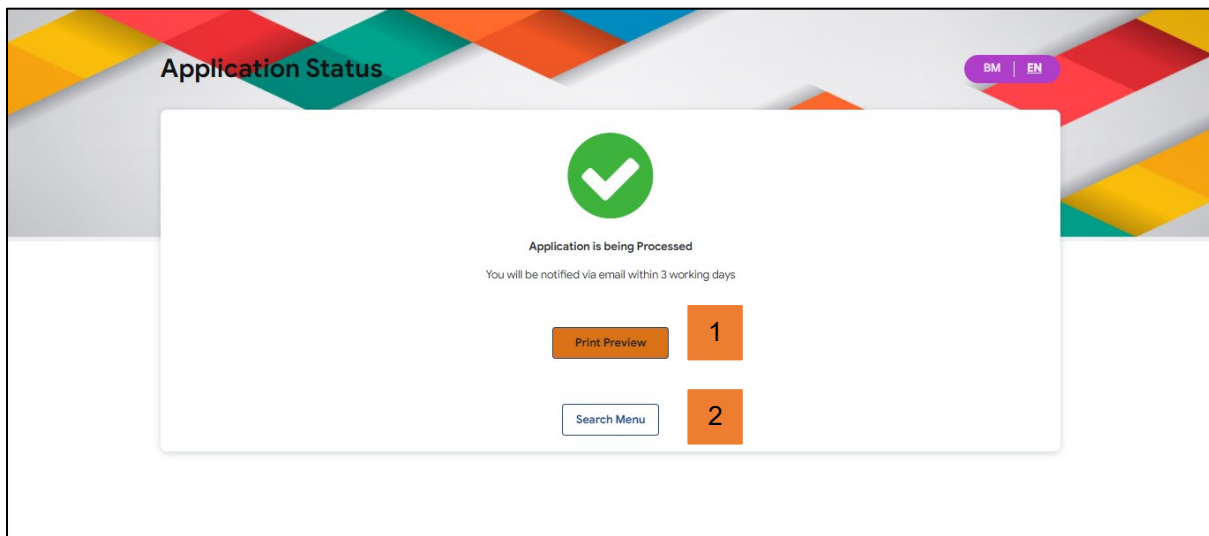
87678676

Back Save Submit

No.	Field Name/ Menu	Action	Remarks
5.	a. Trustee - Name - Identification Card Number	7. Tick on respective radio button. 8. Insert data into the fields.	Fields indicated with * symbol is mandatory. System will retrieve information from the saved inserted data prior to the declaration process (if applicable).
6.	Save button	Click on this button.	System will save information inserted into the fields. 
7.	Back button	Click on this button.	Upload Document page will be displayed.
8.	Submit button	Click on this button.	Application Status page will be displayed.

2.12.7. Application Status

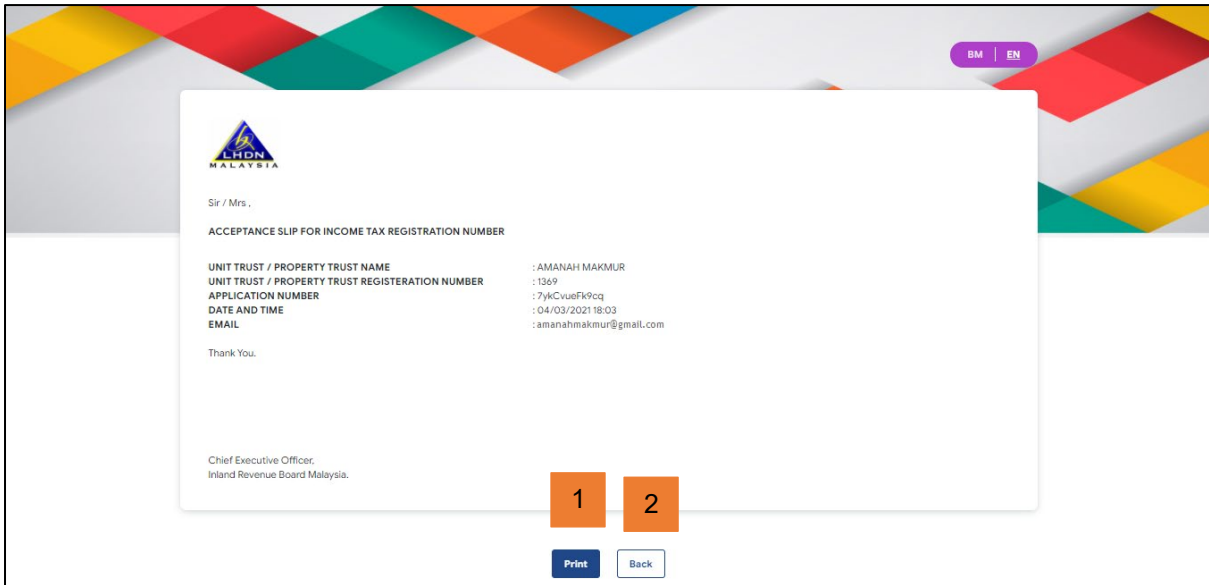
Application Status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	Acceptance Slip for Income Tax Registration Number page will be displayed.
2.	Search Menu button	Click on this button	<i>e-Daftar</i> landing page will be displayed.

2.12.8. Acceptance Slip

Acceptance Slip for Income Tax Registration Number page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will allow user to print the Acceptance Slip.
2.	Back Button	Click on this button.	System will return to section 2.4.11.

2.13. REAL ESTATE INVESTMENT TRUST/ PROPERTY TRUST FUND REGISTRATION FORM

2.13.1. Part A: Basic Particulars

Real Estate Investment Trust/ Property Trust Fund Registration – Part A: Basic Particulars page will be displayed as follows:

PART A : BASIC PARTICULARS

Registered Name *

Registration Number: 009980

Country of Residence: PLEASE SELECT

Commencement Date of Operations: dd/mm/yyyy

Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy

Type of Trust: Please Select

CORRESPONDENCE ADDRESS **ADDRESS OF BUSINESS PREMISE**

Oversea

Postcode * City: CITY State: STATE Country: MALAYSIA

Phone Number: MALAYSIA (60) Mobile Phone Number: MALAYSIA (60)

Email *: z@gmail.com

Save **Next**

Form A

CORRESPONDENCE ADDRESS ADDRESS OF MAIN BUSINESS

Oversea

Postcode * City State Country

Please Select CITY STATE MALAYSIA

Correspondence Address

CORRESPONDENCE ADDRESS **ADDRESS OF MAIN BUSINESS**

Same as correspondence address

Oversea


Postcode * City State Country

Please Select CITY STATE MALAYSIA

Address of Main Business

No.	Field Name/ Menu	Action	Remarks
1.	<ul style="list-style-type: none"> a. Registered Name b. Registration Number c. Country of Residence d. Commencement Date of Operations 	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Registration Number is automatically filled by system.

No.	Field Name/ Menu	Action	Remarks
	e. Opening Date of Account f. Closing Date of Account g. Type of Trust		
2.	Correspondence Address a. Oversea b. Address c. Postcode d. City e. State f. Country	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode
3.	Address of Business Premise a. Same as correspondence address b. Oversea c. Address Line 1 d. Address Line 2 e. Address Line 3 f. Address Line 4 g. Address Line 5 h. Postcode i. City j. State k. Country	Insert data into the fields or select data from the dropdown list.	System will automatically disable all fields if user tick on Same as correspondence address check box. Fields indicated with * symbol is mandatory. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode
	a. Phone Number b. Mobile Phone Number c. Email	Insert data into the fields.	Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789. Email field: User must insert data using format abc@com.

No.	Field Name/ Menu	Action	Remarks
4.	Save button	Click on this button.	System will save information inserted into the fields. 
5.	Next button	Click on this button.	PART B: PARTICULARS OF TRUSTEE page will be displayed. Please see section 2.4.2.

2.13.2. Part B: Particulars of Trustee/ Fund Manager



Real Estate Investment Trust/ Property Trust Fund Registration – Part B: Particulars of Trustee/ Fund Manager page will be displayed as follows:

The screenshot shows a web form titled "PART B: PARTICULARS OF TRUSTEE". At the top, there are two tabs: "PARTICULARS OF TRUSTEE" (labeled 1) and "PARTICULARS OF FUND MANAGER" (labeled 2). The form contains the following fields and controls:



- Name:** Text input field containing "ISZAIDA ISMAIL".
- Type of Reference Number *:** Dropdown menu with "PASPORT" selected.
- Passport Number *:** Text input field containing "321343".
- Address:** A section with an "Oversea" checkbox and four text input fields. The first two contain "NO 3," and "JALAN LEP 7/15".
- Postcode *:** Dropdown menu with "Please Select" selected.
- City:** Text input field containing "CITY".
- State:** Text input field containing "STATE".
- Country:** Dropdown menu with "MALAYSIA" selected.
- Phone Number:** A dropdown menu with "MALAYSIA (60)" selected and an adjacent empty text input field.
- Mobile Phone Number:** A dropdown menu with "MALAYSIA (60)" selected and an adjacent empty text input field.

At the bottom of the form, there are two buttons: "Reset" (labeled 3) and "Add Trustee" (labeled 4). Below these is a table header with columns: "Name", "Reference Number", "Position", and "Action". At the very bottom, there are "Back" (labeled 5) and "Next" (labeled 6) navigation buttons.

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Trustee a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number d. Oversea e. Address f. Postcode g. City h. State i. Country j. Phone Number k. Mobile Phone Number	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user ticks Oversea check box. If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.
2.	Particulars of Fund Manager a. Name b. Type of Reference Number c. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number d. Oversea e. Address f. Postcode	Insert data into the fields or select data from the dropdown list.	Fields indicated with * symbol is mandatory. Identification Card Number/ Passport Number/ Company Registration Number and Company Income Tax Number field will be based on Type of Reference Number input. It is mandatory to select Country from the dropdown list if user ticks Oversea check box.

No.	Field Name/ Menu	Action	Remarks
	g. City h. State i. Country j. Phone Number k. Mobile Phone Number		If not Oversea, City and State fields will be automatically displayed when user inserts an existing Postcode Phone Number field: User must insert data using format 033456789. Mobile Phone Number field: User must insert data using format 0123456789.
3.	Reset button	Click on this button.	System will reset the inserted data in the input field. All the data will be cleared.
4.	Add Trustee button OR Add Fund Manager button	Click on this button.	This button will be displayed once user fill in the fields in 'Particulars of Trustee' tab or 'Particulars of Fund Manager' tab. The alert below will be displayed if process success accordingly:   The information will be displayed on list of trustees/ fund managers upon clicking on this button.
5.	Back button	Click on this button.	PART A: BASIC PARTICULARS page will be displayed. Please see section 2.4.1.
6.	Next button	Click on this button.	PART C: PARTICULARS OF EMPLOYER page will be displayed. Please see section 2.4.3.

2.13.2.1 Update and Delete Trustee/ Fund Manager

Name	Reference Number	Position	Action
ISZAIDA ISMAIL	321343	PEMEGANG AMANAH	 


1

2

No.	Field Name/ Menu	Action	Remarks
1.	Update icon	<ol style="list-style-type: none"> Click on this icon in the listing. Update the trustee/ fund manager information. Click on " <div style="display: flex; align-items: center; margin: 5px;"> <input type="checkbox"/> Update Trustee </div> or <div style="display: flex; align-items: center; margin: 5px;"> <input type="checkbox"/> Update Fund Manager </div> button. 	<p>System will save the updated information and display the following alert if process is successful accordingly:</p> <div style="background-color: #28a745; color: white; padding: 5px; margin-bottom: 5px;"> ✔ Update Trustee Successfully </div> <div style="background-color: #28a745; color: white; padding: 5px;"> ✔ Update Fund Manager Successfully </div> <p>The updated information will be displayed on the list of trustees/ fund managers upon clicking on this button.</p>
2.	Delete icon	Click on this icon in the listing.	<ol style="list-style-type: none"> The following alert will be displayed. <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;"> <p>hitsdev.hasil.gov.my says Are you sure?</p> <div style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div> </div> System will remove the selected trustee/ fund manager and displayed the following alert. <div style="background-color: #17a2b8; color: white; padding: 5px; margin-top: 5px;"> ℹ Deleted </div>

2.13.3. Part C: Particulars of Employer

Real Estate Investment Trust/ Property Trust Fund Registration – Part C: Particulars of Employer page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If want to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Next Button	Click on this button.	PART D: PARTICULARS OF TAX AGENT PAGE will be displayed. Please see section 2.4.4..
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 

No.	Field Name/ Menu	Action	Remarks
4.	Back Button	Click on this button.	PART B: PARTICULARS OF TRUSTEE/ FUND MANAGER page will be displayed. Please see section 2.4.2.

2.13.4. Part D: Particulars of Tax Agent

Real Estate Investment Trust/ Property Trust Fund Registration – Part D: Particulars of Tax Agent page will be displayed as follows:

PART D : PARTICULARS OF TAX AGENT

Tax Agent's Approval Number * Refresh **1**

Tax Agent's Name

Name of Firm

Address of Firm

Postcode

City

State

Phone Number

Email

Back **4** Save **3** Next **2**

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered. Taxpayer information will be displayed after the tax agent number is entered. Skip this part if it is not required.
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode f. City g. State h. Phone Number i. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	UPLOAD DOCUMENT page will be displayed. Please see section 2.4.5.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.13.5. Upload Document

Upload Document page will be displayed as follows:

DOCUMENT TO BE UPLOADED

a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
Copy of joint venture agreement; OR
Copy of the registration certificate issued by a recognised professional bodies.

b) Information of business and current owners or list of partners; ATAU
Copy of business profile or audit firm profile (if any) from SSM.

DOCUMENT UPLOAD REQUIREMENT

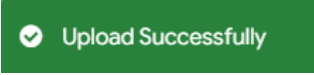

a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
b) File name must use Alphanumeric and allowable characters (-, _ , () , . , ,)
c) The uploaded image must be cleared.

📎

⬆️
Upload


File Name ▾	Action
<div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="border: 1px solid #007bff; padding: 2px 5px; background-color: #007bff; color: white; border-radius: 3px;">⬅️ Back</div> <div style="border: 1px solid #007bff; padding: 2px 5px; background-color: #007bff; color: white; border-radius: 3px;">➡️ Next</div> </div>	

No.	Field Name/ Menu	Action	Remarks
1.	Select file	Click on this field.	<p>Popup window to upload document is displayed.</p> <p>Only the front of Identity Card showing Name and Identification Card Number is required.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p>
2.	Upload button	Click on this button.	<p>After selecting document, user need to click on this button.</p> <p>If document meets the requirements, system will upload the document and the alert below is displayed.</p>

No.	Field Name/ Menu	Action	Remarks
			 <p>Otherwise, System will displayed the alert as follows.</p> 
3.	Back button	Click on this button.	PART D: PARTICULARS OF TAX AGENT page will be displayed. Please see Section 2.4.4.
4.	Next button	Click on this button.	DECLARATION BY TRUSTEE/ FUND MANAGER/ TAX AGENT page will be displayed.

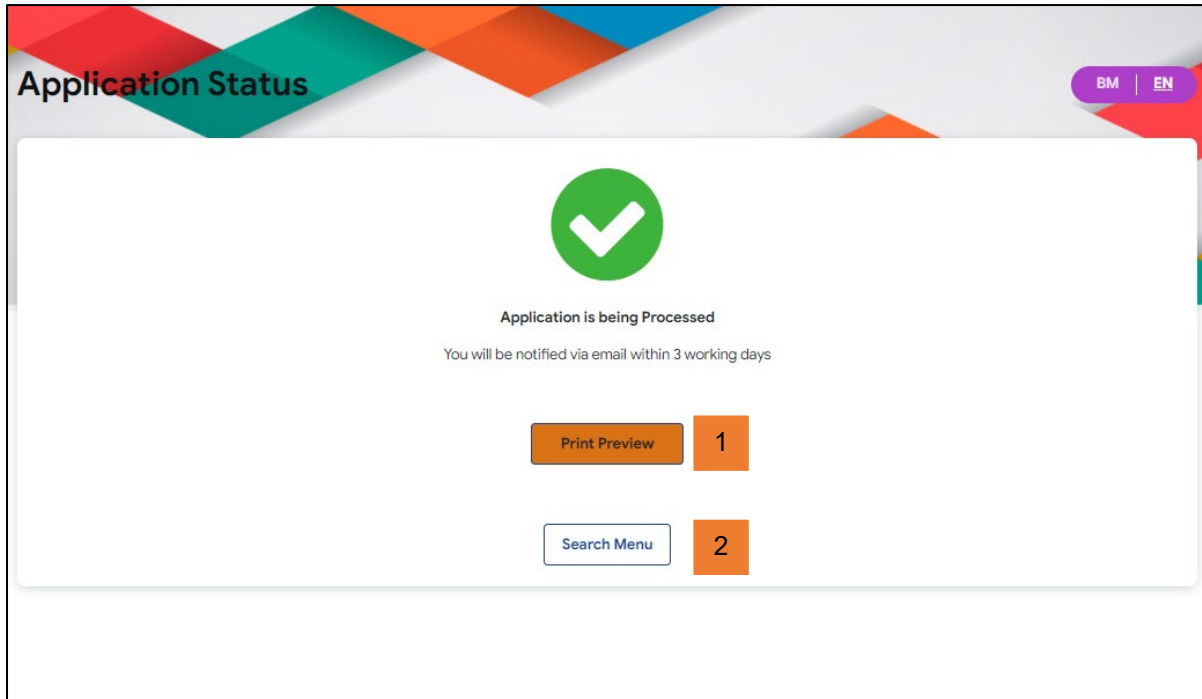
2.13.6. Declaration

Declaration by Trustee/ Tax Agent page will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Trustee - Name - Identification Card Number	9. Tick on respective radio button. 10. Insert data into the fields.	Fields indicated with * symbol is mandatory. System will retrieve information from the saved inserted data prior to the declaration process (if applicable).
2.	Save button	Click on this button.	System will save information inserted into the fields. 
3.	Back button	Click on this button.	Upload Document page will be displayed.
4.	Submit button	Click on this button.	Application Status page will be displayed.

2.13.7. Application Status

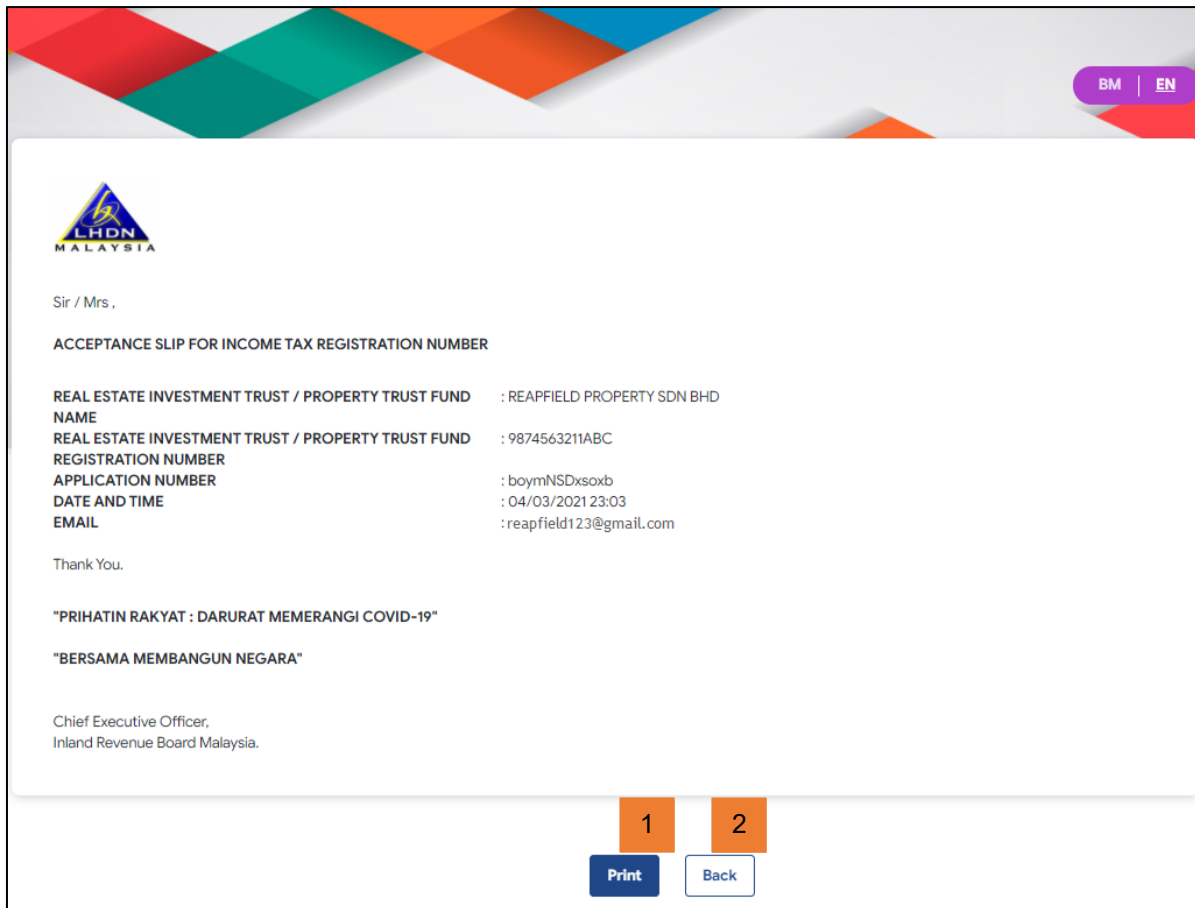
Application Status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview button	Click on this button.	Acceptance Slip for Income Tax Registration Number page will be displayed.
2.	Search Menu button	Click on this button	e-Daftar landing page will be displayed.

2.13.8. Acceptance Slip

Acceptance Slip for Income Tax Registration Number page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print button	Click on this button.	System will allow user to print the Acceptance Slip.
2.	Back Button	Click on this button.	Application Status page will be displayed.

2.14. BUSINESS TRUST REGISTRATION FORM

2.14.1. Part A: Basic Particulars

- i. By default, when the Business Trust registration form is displayed, part A of the form will be displayed.

PART A : BASIC PARTICULARS

Registered Name *

Registration Number: 1234432

Country of Residence: PLEASE SELECT

Commencement Date of Operations: dd/mm/yyyy

Opening Date of Account: dd/mm/yyyy

Closing Date of Account: dd/mm/yyyy

Main Business Code: Please Select

CORRESPONDENCE ADDRESS ADDRESS OF BUSINESS PREMISE *

Oversea

Postcode *: Please Select

City: CITY

State: STATE

Country: MALAYSIA

Phone Number: MALAYSIA (60)

Mobile Phone Number: MALAYSIA (60)

Email *: z@gmail.com

Save **Next**

Part A Form

CORRESPONDENCE ADDRESS ADDRESS OF MAIN BUSINESS

Oversea

Postcode * City State Country

Please Select CITY STATE MALAYSIA

Correspondence Address

CORRESPONDENCE ADDRESS **ADDRESS OF MAIN BUSINESS**

Same as correspondence address

Oversea


Postcode * City State Country

Please Select CITY STATE MALAYSIA

Address of Main Business

No.	Field Name/ Menu	Action	Remarks
1.	a. Registered Name	Insert name of Business Trust.	This is mandatory field.
	b. Registration Number	Insert or select any fields if necessary.	These fields are optional to be inserted.

No.	Field Name/ Menu	Action	Remarks
	c. Country of Residence d. Commencement Date of Operations e. Opening Date of Account f. Closing Date of Account g. Main Business Code h. Phone Number i. Mobile Phone Number		If the Account Opening and Closing Date fields are entered then the range between those dates should be less than 23 months and 29 days.
	j. Email	Insert email address to contact	This is mandatory field.
2.	Correspondence Address Tab a. Oversea b. Address c. Postcode d. City e. State f. Country	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.
3.	Address of Business Premise Tab a. Same as correspondence address b. Oversea c. Address d. Postcode	Click on the tab. Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden.

No.	Field Name/ Menu	Action	Remarks
	e. City f. State g. Country		<p>If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p> <p>If the Same as correspondence address checkbox is checked then all the address fields will be disabled and the address will be the same as the correspondence address. Otherwise, all address fields will be opened for filling.</p>
4.	Save Button	Click on this button. This is mandatory action.	<p>All fields in part A will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed.</p> 
5.	Next Button	Click on this button.	PART B: PARTICULARS OF TRUSTEE MANAGER/ MAIN UNIT HOLDER of the form will be displayed.

2.14.2. Part B: Particulars of Trustee Manager/ Main Unit Holder of The Business Trust

- i. Once the Next button is clicked on part A, part B will be displayed as follows:


The screenshot shows a web form titled "PART B : PARTICULARS OF TRUSTEE MANAGER". At the top, there are two tabs: "PARTICULARS OF TRUSTEE MANAGER" (callout 1) and "PARTICULARS OF MAIN UNIT HOLDER OF THE BUSINESS TRUST" (callout 2). The form contains the following fields:

- Name:** MOHD SHAHRIZAL BIN SAHARUDDIN
- Type of Reference Number *:** PLEASE SELECT (dropdown)
- Address:** Oversea checkbox, NO 3, JALAN LEP 7/15, and three empty address lines.
- Postcode *:** Please Select (dropdown)
- City:** CITY
- State:** STATE
- Country:** MALAYSIA (dropdown)
- Phone Number:** MALAYSIA (60) (dropdown) and an empty input field.
- Mobile Phone Number:** MALAYSIA (60) (dropdown) and an empty input field.



At the bottom of the form, there are two buttons: "Reset" (callout 3) and "Add Trustee" (callout 4). Below these is a table header with columns: Name, Reference Number, Position, and Action. At the very bottom, there are "Back" (callout 5) and "Next" (callout 6) navigation buttons.


No.	Field Name/ Menu	Action	Remarks
1.	Particular of Trustee Manager: a. Name	Insert trustee manager name.	This is mandatory field.
	b. Type of reference Number	Select type of reference number.	<p>This is mandatory field.</p> <p>If the New Identity Card type is selected then Identification Card Number field will be displayed..</p> <p>If the Passport type is selected then Passport Number field will be displayed.</p> <p>If the Registration of Business or Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.</p>
	c. Identification Card Number	Insert identification card number	This is mandatory field.
	d. Passport Number	Insert passport number	This is mandatory field.
	e. Registration Number with SSM or others	Insert Registration of Business or Registration of Company number	
	f. Income Tax Number	Insert income tax number	
	g. Address <ul style="list-style-type: none"> • Oversea • Address line 1 • Postcode • City • State • Country 	Insert address line 1 because it is mandatory fields. Others depend on the selection.	<p>The address fields will be displayed to fill in.</p> <p>If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden.</p> <p>If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p>

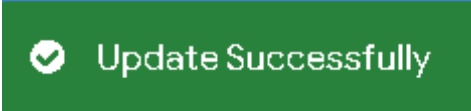

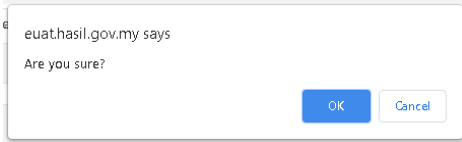

No.	Field Name/ Menu	Action	Remarks
2.	Particular of Main Unit Holder Of The Business Trust: a. Name	Insert name of main unit holder.	This is mandatory field. If not in update mode, when input is entered, the Add Business Trust button will appear.
	b. Type of reference Number	Select type of reference number.	This is mandatory field. If the New Identity Card type is selected then Identification Card Number field will be displayed.. If the Passport type is selected then Passport Number field will be displayed. If the Registration of Company type is selected then Registration Number with SSM or others and Income Tax Number fields will be displayed.
	c. Identification Card Number	Insert identification card number	This is mandatory field.
	d. Passport Number	Insert passport number	This is mandatory field.
	e. Registration Number with SSM or others	Insert Registration of Business or Registration of Company number	
	f. Income Tax Number	Insert income tax number	
	g. Address • Oversea • Address • Postcode • City • State • Country	Insert address line 1 because it is mandatory fields. Others depend on the selection.	The address fields will be displayed to fill in. If the Oversea checkbox is checked then the country field needs to be selected. The state field will be hidden. If the Oversea checkbox is unchecked the city, state, and country fields will be disabled and the postcode field is mandatory. The country field will be set to Malaysia. Once the postcode

No.	Field Name/ Menu	Action	Remarks
			is inserted, the system will populate the value of city and state.
3.	Reset Button	Click on this button.	System will reset the inserted or selected criteria in the form. All the contents will be cleared.
4.	Add Business Trust Button	Click on this button.	<p>Insert new trustee into the list.</p> <p>The following message will be displayed if successful inserted.</p> 
5.	Back Button	Click on this button.	PART A: BASIC PARTICULARS of the form will be displayed.
6.	Next Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.14.2.1 Update or delete a trustee's record


Name	Reference Number	Position	Action
ISZAIDA ISMAIL	321343	PEMEGANG AMANAH	 

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	<p>By clicking this icon, the record on that row will be displayed above.</p> <p>The selected record will be displayed on the form.</p> <p>The Update Business Trust button will be shown.</p>
	Update Business Trust Button	Click on this button.	System will update the selected trustee and reset the form.

No.	Field Name/ Menu	Action	Remarks
			<p>The following message will be displayed</p>  <p>The Update Business Trust button will hidden.</p>
2.		Click on this icon.	<p>By clicking this icon, the system will prompt for confirmation.</p>  <p>By clicking the OK button, the record will be deleted.</p> <p>The following message will be displayed</p> 

2.14.3. Part C: Particulars of Employers

- i. Once the Next button is clicked on part B, part C will be displayed as follows:

No.	Field Name/ Menu	Action	Remarks
1.	a. Please tick this to register employer's file.	Click on this checkbox if necessary.	If to register the employer file only. Skip this part if it is not required.
	b. Employer's Status	Insert or select all fields	These are mandatory field if above checkbox is ticked. 'Employer's Status' field has been set to 'Private Sector – Company' and cannot be changed.
	c. Number of Employees		
2.	Next Button	Click on this button.	PART D: PARTICULARS OF TAX AGENT PAGE will be displayed. Please see section 2.4.4..
3.	Save Button	Click on this button. This is mandatory action.	All fields in part C will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART B: PARTICULARS OF TRUSTEE page will be displayed. Please see section 2.4.2.

2.14.4. Tax Agent

- i. Once the Next button is clicked on Part C, Tax Agent part will be displayed as follows:

PART D : PARTICULARS OF TAX AGENT

1

Tax Agent's Approval Number * Refresh

Tax Agent's Name

Name of Firm

Address of Firm

Postcode


City

State

Phone Number

Email

4 Back 3 Save 2 Next

No.	Field Name/ Menu	Action	Remarks
1.	a. Tax Agent's Approval Number	Insert Tax Agent's Approval Number if necessary.	For cases where the registration is filled in by a tax agent, this field must be entered. Taxpayer information will be displayed after the tax agent number is entered. Skip this part if it is not required.
	b. Tax Agent's Name c. Name of Firm d. Address of Firm e. Postcode f. City g. State h. Phone Number i. Email	Read-only fields	Taxpayer information
2.	Next Button	Click on this button.	UPLOAD DOCUMENT page will be displayed. Please see section 2.4.5.
3.	Save Button	Click on this button. This is mandatory action.	All fields in Tax Agent part will be temporarily stored in the database. The application number will be generated automatically if it does not already exist. The following message will be displayed. 
4.	Back Button	Click on this button.	PART C: PARTICULARS OF EMPLOYERS of the form will be displayed.

2.14.5. Upload Document

- i. Once the Next button is clicked on Tax Agent part, Upload Document part will be displayed as follows:

DOCUMENT TO BE UPLOADED

a) Copy of the partnership business registration certificate issued by the Companies Commission of Malaysia (SSM); OR
Copy of joint venture agreement; OR
Copy of the registration certificate issued by a recognised professional bodies.

b) Information of business and current owners or list of partners; ATAU
Copy of business profile or audit firm profile (if any) from SSM.

DOCUMENT UPLOAD REQUIREMENT

a) Only *.pdf, *.jpg, *.jpeg OR *.gif file format is allowed and the file size must be above 40k and not more than 300k.
b) File name must use Alphanumeric and allowable characters (-, _ , () , , ,)
c) The uploaded image must be cleared.

1



2

File Name	Action

4

3

No.	Field Name/ Menu	Action	Remarks
1.	Select file	Click on this field.	<p>Popup window to upload document is displayed.</p> <p>Only the front of Identity Card showing Name and Identification Card Number is required.</p> <p>System will only allow documents with .gif format and the file size must be from 40K and not more than 300K.</p> <p>File name must only contain Alphanumeric Characters (a-z, A-Z and 0-9).</p>
2.	Upload button	Click on this button.	After selecting document, user need to click on this button.


No.	Field Name/ Menu	Action	Remarks
			<p>If document meets the requirements, system will upload the document and the alert below is displayed.</p>  <p>Otherwise, System will displayed the alert as follows.</p> 
3.	Back button	Click on this button.	PART D: PARTICULARS OF TAX AGENT page will be displayed. Please see Section 2.4.4.
4.	Next button	Click on this button.	DECLARATION BY TRUSTEE/ FUND MANAGER/ TAX AGENT page will be displayed.

2.14.6. Declaration

- i. Once the Next button is clicked on Upload Document part, Declaration part will be displayed as follows:

DECLARATION BY TRUSTEE MANAGER

I hereby declare that the information given in this form is true, correct and complete.

 Trustee Manager


Name *

Reference Number

← Back

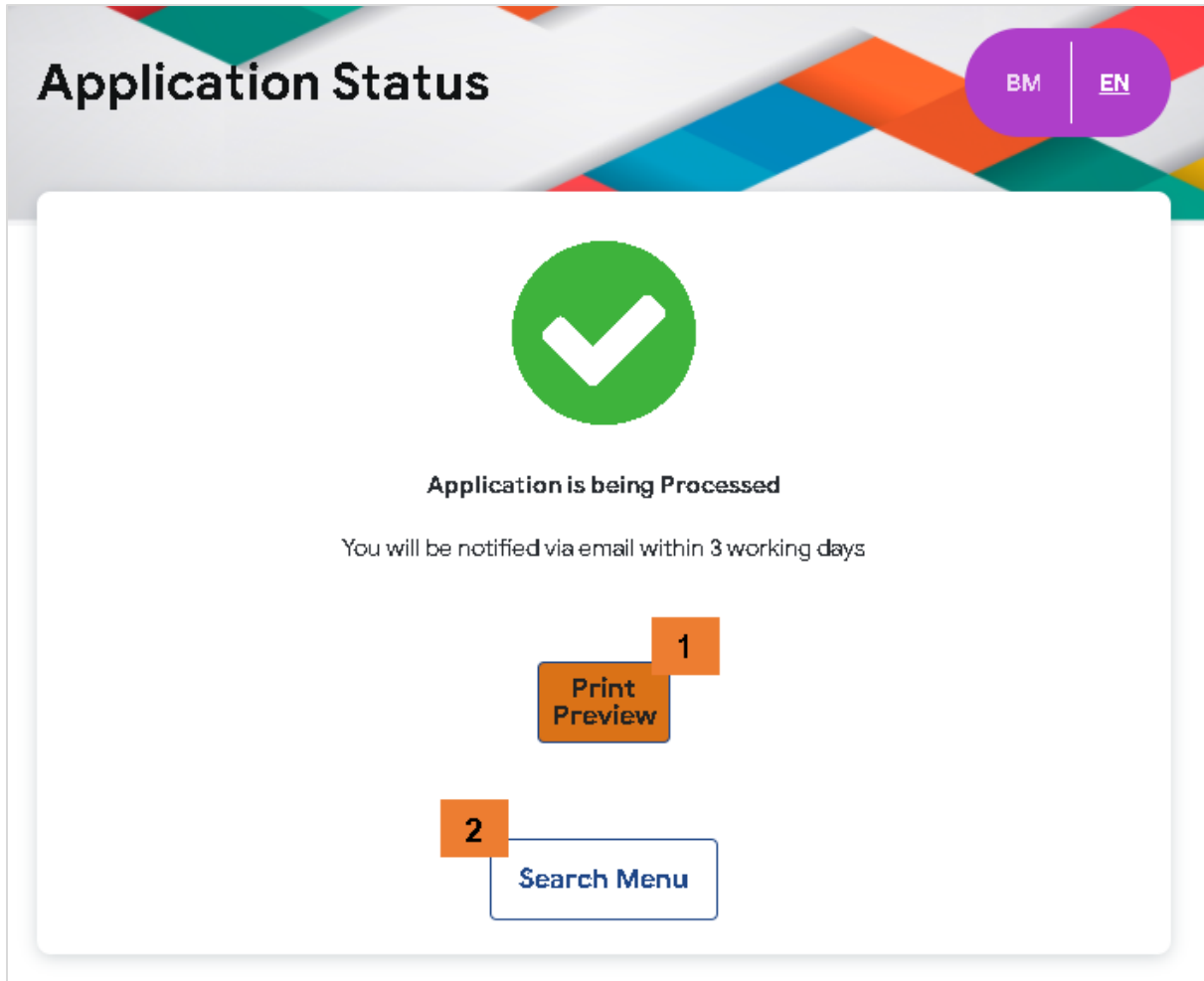
Save

✔ Submit

No.	Field Name/ Menu	Action	Remarks
1.	a. Trustee - Name - Identification Card Number	11. Tick on respective radio button. Insert data into the fields.	Fields indicated with * symbol is mandatory. System will retrieve information from the saved inserted data prior to the declaration process (if applicable).
2.	Back button	Click on this button.	Upload Document page will be displayed.
3.	Save button	Click on this button.	System will save information inserted into the fields. 
4.	Submit button	Click on this button.	Application Status page will be displayed.

2.14.7. Application Status

- i. Once the Submit button is clicked on Declaration part, application status page will be displayed as follows:



No.	Field Name/ Menu	Action	Remarks
1.	Print Preview	Click on this button.	The system will display acknowledge slip.
2.	Search Menu	Click on this button.	Back to <i>e-Daftar</i> landing page

- ii. Acknowledgement slip will be displayed after the Print Preview button clicked.

LHDN MALAYSIA

Sir / Mrs,

APPLICATION FOR INCOMETAX REGISTRATION NUMBER ACKNOWLEDGEMENT SLIP

BUSINESS TRUST NAME	: DSDSDS
BUSINESS TRUST	:
REGISTRATION NUMBER	:
APPLICATION NUMBER	: FA97IL0GAF6g
DATE AND TIME	: 08/03/2021 00:03
EMAIL	: nurhanani@hasil.gov.my

Thank You.

"PRIHATIN RAKYAT : DARURAT MEMERANGI COVID-19"
"BERKHIDMAT UNTUK NEGARA"
"BERSAMA MEMBANGUN NEGARA"

Chief Executive Officer,
 Inland Revenue Board Malaysia.

2 **Print** **Back**

No.	Field Name/ Menu	Action	Remarks
1.	Acknowledgement Info	Read-only	An application number is a number automatically generated by the system for reference.
2.	Print	Click on this button.	To print acknowledgement slip

END OF DOCUMENT