

**INFORMATION ON EXEMPTION APPLICATION FOR ALL SCHEDULE UNDER
SALES TAX (PERSON EXEMPTED FROM PAYMENT OF TAX) ORDER 2018**

1. Schedule A (All Item)

- a. Application can be made online through MySST Portal
- b. Click "**Exemption**" hyperlink on the right top menu
- c. Select "**Schedule A**"
- d. Follow the step to apply from this hyperlink ([Apply Exemption Schedule A How.pdf](#))

2. Schedule B (All Item)

- a. Application can be made online through MySST Portal
- b. Click "**Exemption**" hyperlink on the right top menu
- c. Select "**Schedule B**"
- d. Follow the step to apply from this hyperlink ([Apply Exemption Schedule B How.pdf](#))

3. Schedule C

I. (Item 1,2,3 &4)

- a. Application can be made online through MySST Portal
- b. Please login to MySST system
- c. Choose "**Exemption**" from left side menu
- d. Select "**Schedule C**"
- e. Follow the step to apply from this hyperlink :
 - Item 1, Schedule C ([Apply Exemption Schedule C1 How.pdf](#))
 - Item 2, Schedule C ([Apply Exemption Schedule C2 How.pdf](#))
 - Item 3, Schedule C ([Apply Exemption Schedule C3 How.pdf](#))
 - Item 4, Schedule C ([Apply Exemption Schedule C4 How.pdf](#))

Notes:

*To upload Excel files, please used the latest Excel format from the MySST portal.
Please refer below explanation for the information for local/import purchase of raw material, components, packaging materials and manufacturing aids.*

Tariff Code	Mandatory <i>(Please insert the correct tariff code. If the tariff code is wrong system will not capture the data)</i>
Description of Goods to be Purchased	Mandatory
Approximate Value Per Year	Optional
Approximate Quantity Per Year	Optional
Supplier Business Name	Optional <i>For local Purchase:</i> <i>Please key-in the correct format of the SST no, ie B16-1808-21000017. If the SST no is wrong system will not capture the data. If you don't have the supplier SST no. just leave the field empty.</i> <i>For import:</i> <i>Just leave the field empty</i>

II. (Item 5)

Application can be made online through MySST Portal. However this application is currently limited only to one application of sub-contractor. For second and onwards application for sub-contractor, the application is done manually.

Online application (first application of sub-contractor appointment)

- a. Please login to MySST system
- a. Choose "**Exemption**" from left side menu
- b. Select "**Schedule C**"
- b. Follow the step to apply from this hyperlink ([Apply Exemption Schedule C5 How.pdf](#))

Manual application (second and onwards application of sub-contractor appointment)

- a. Follow the step to apply from this hyperlink ([Apply Exemption Schedule C5 How Manual.pdf](#))