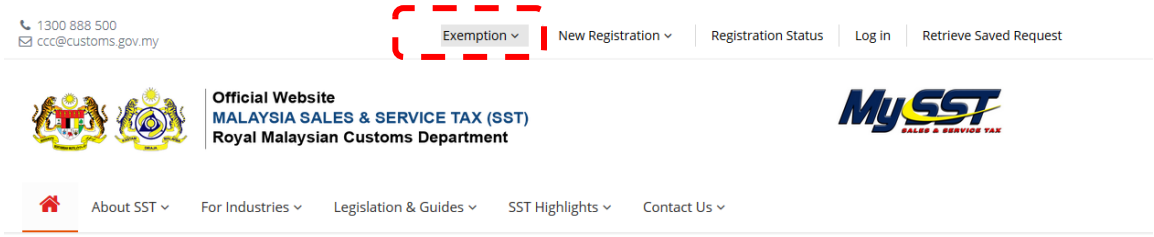
HOW TO APPLY EXEMPTION UNDER SCHEDULE B
SALES TAX (PERSON EXEMPTED FROM PAYMENT OF TAX) ORDER 2018

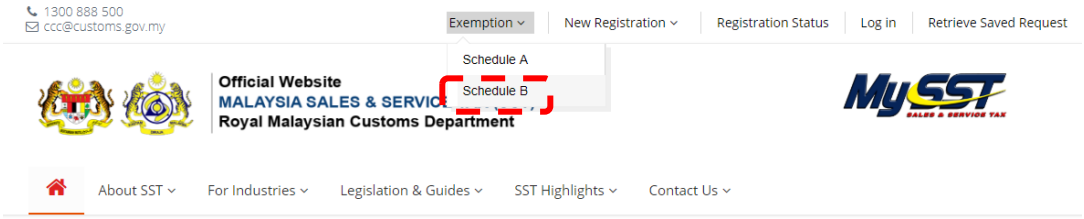
Application can be made online through MySST Portal

A. For first time application user need to sign up as below.

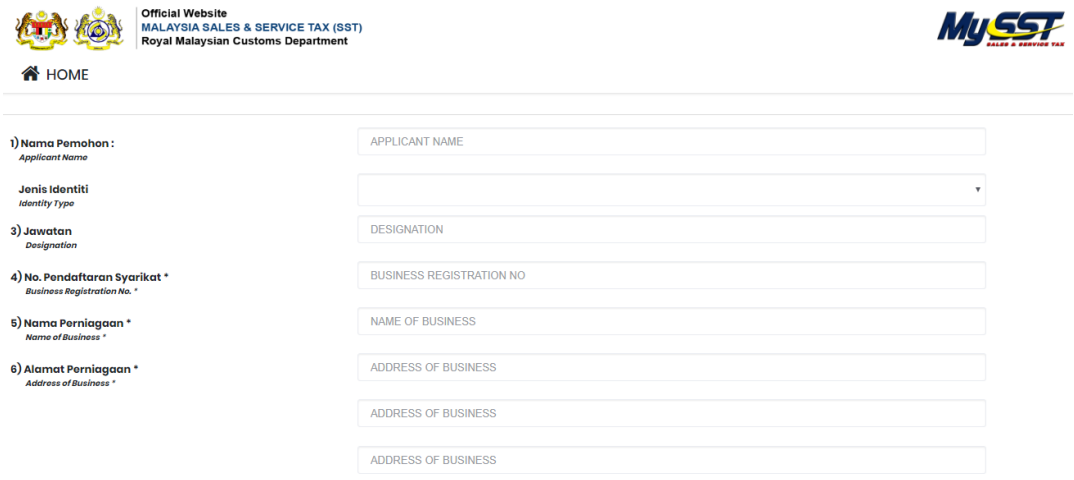
1. Click "***Exemption"*** hyperlink on the right top menu



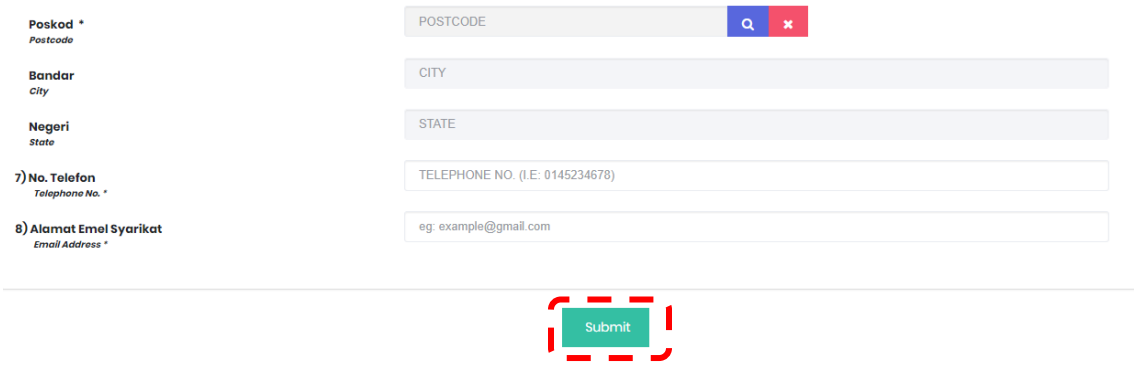
2. Select ***"Schedule B"***



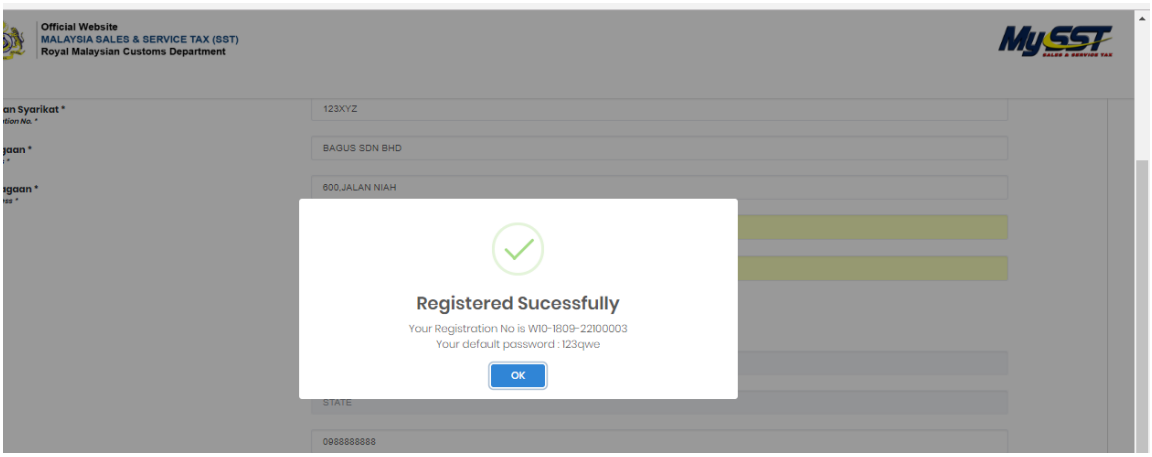
3. Fill in all required information



4. Click "***Submit***" button



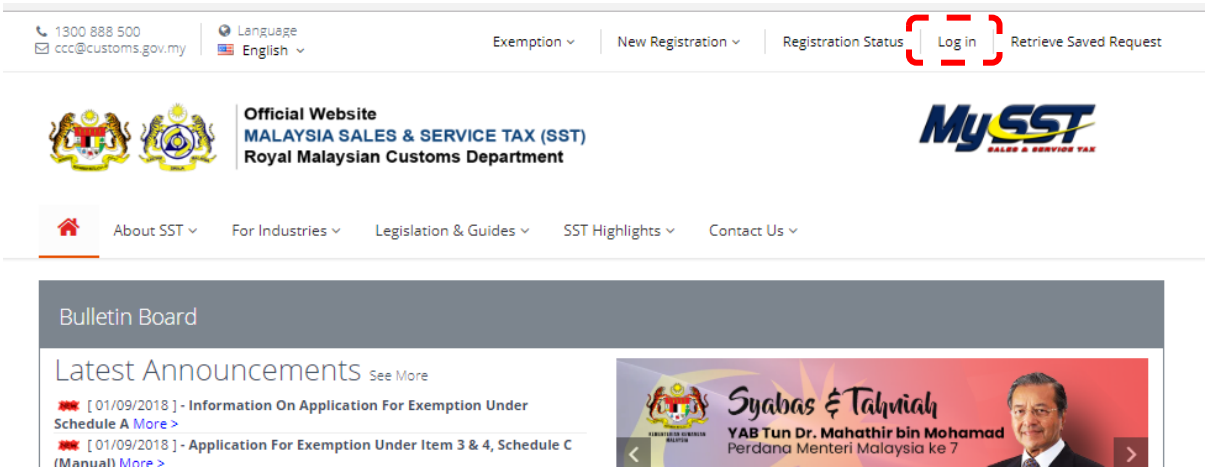
5. System will generate your reference Registration No and your temporary password (please take note of these information because it is to be used to login to the system)



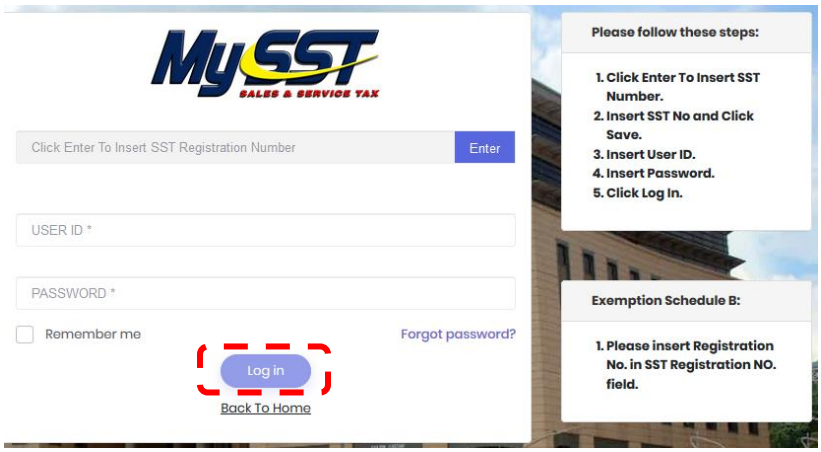
6. Click ***"OK"*** button and system will redirect to MySST Portal.

B. Login to MySST dashboard

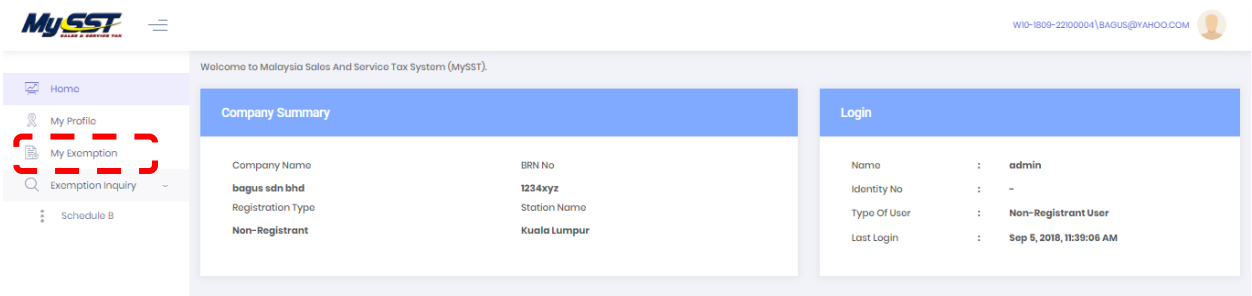
1. Click ***"Log in"*** hyperlink on the top of the page



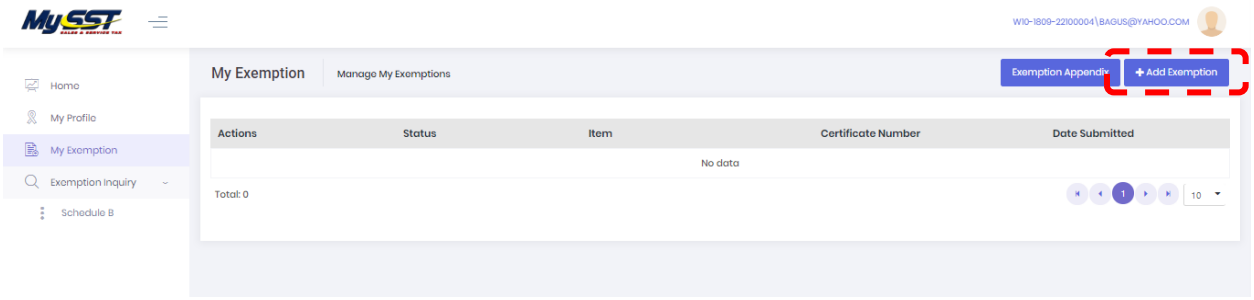
2. Fill in Registration No, Email address and Password as registered in Part A, then click ***"Log in"*** button



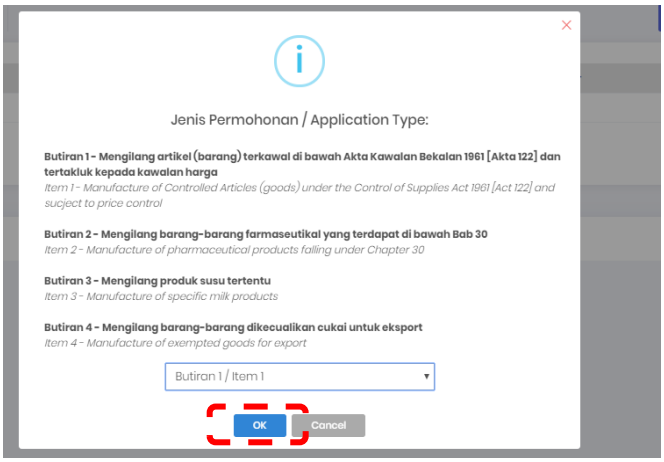
3. System will display user's dashboard main page with the ***"Company Summary"*** information. Click ***"My Exemption"*** from left side menu.



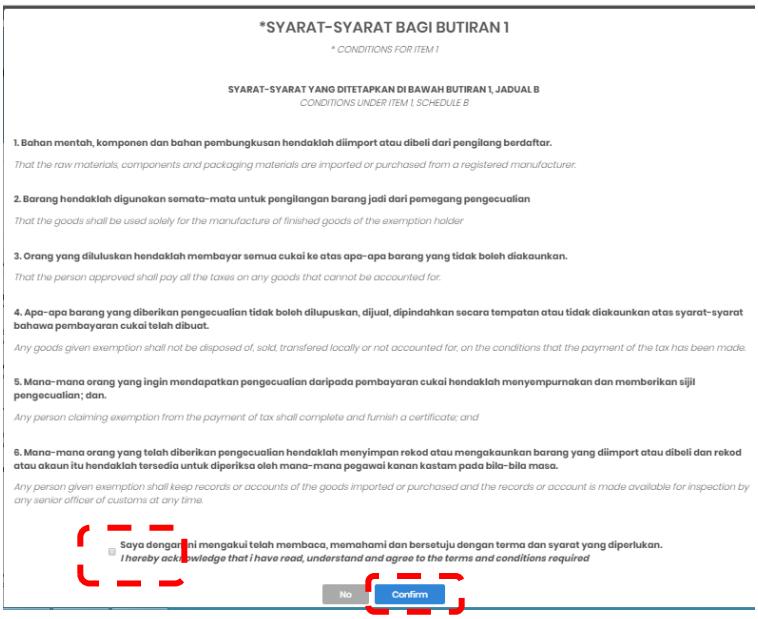
4. Click ***"Add Exemption"*** button



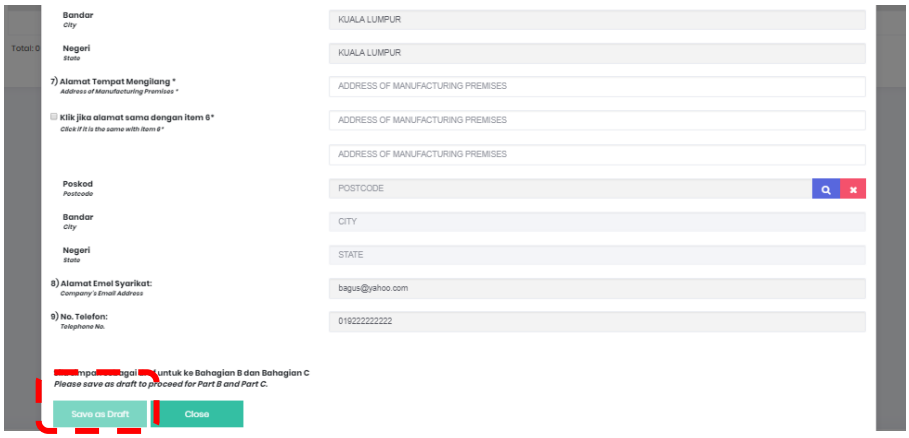
5. Choose related item to apply and click ***"OK"*** button.



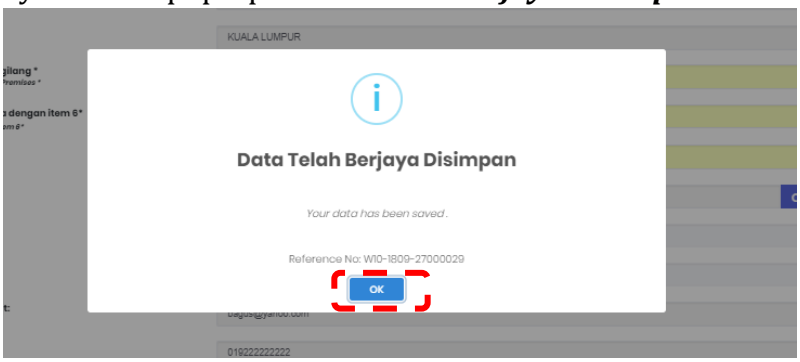
6. System will display conditions for selected item.
Please read the conditions and tick the acknowledgement checkbox.
Then click ***"Confirm"*** button.



7. Fill in all necessary information.
   After completion of mandatory information, click ***"Save as Draft"*** button



8. System will pop-up ***"Data Telah Berjaya Disimpan"*** message, then click ***"OK"*** button.

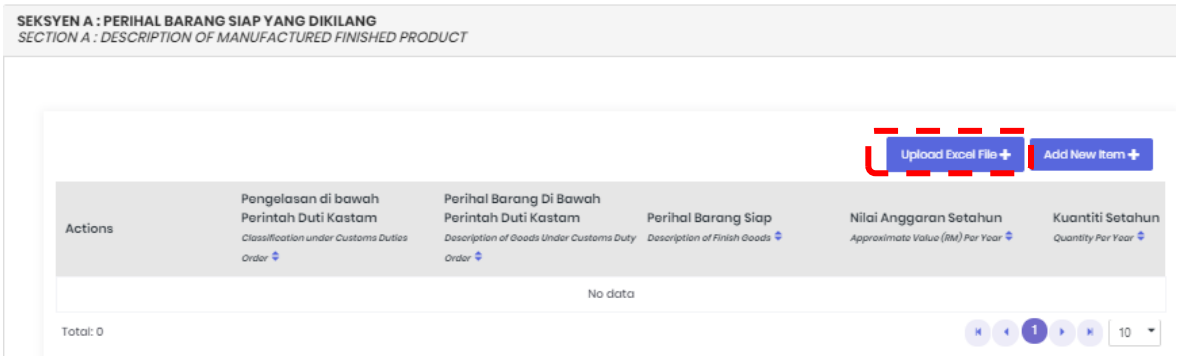


9. System will proceed to next section. Fill in all necessary information on each section
   i. Section A: Description of Manufactured Finished Product
   ii. Section B: Local Purchase
   iii. Section C: Import Purchase

10. Option to insert information of product/goods under Section A, B and C by:
   - Upload attachment for each group of product / goods by using Excel template provided in SST Portal by clicking "Upload Excel File" (refer Option 1)
     Or
   - Add new item for each group of product / goods (key-in one by one) by clicking "Add New Item" button (refer Option 2)

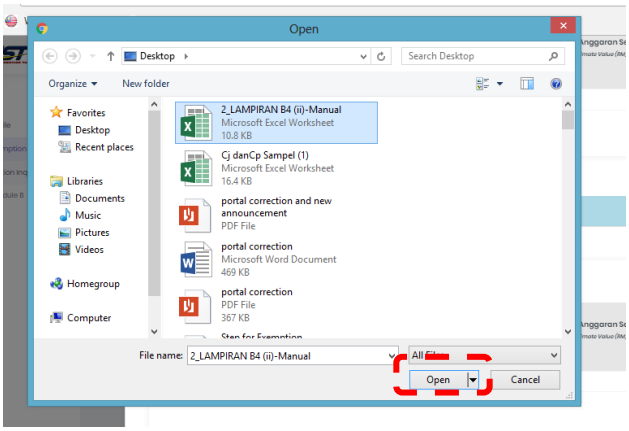
Option 1: Upload Excel File

a. Click the ***"Upload Excel File"*** button

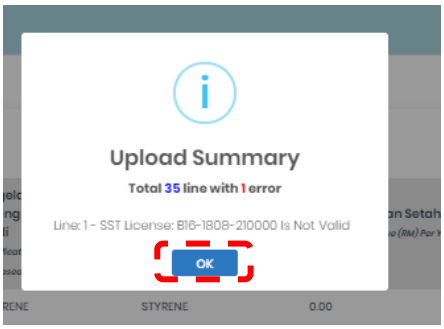


b. Locate and select related excel file

c. Click ***"Open"*** button



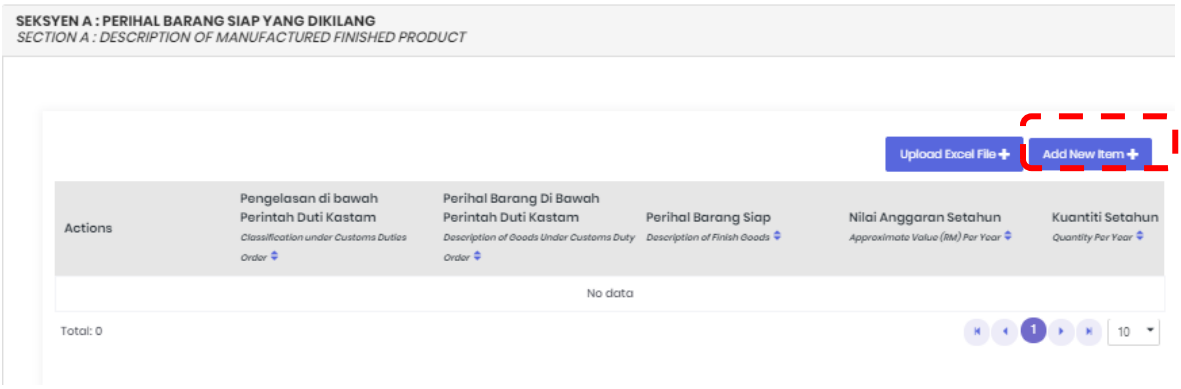
d. System will display a pop- up message with the summary of successful and unsuccessful data (error, eg wrong tariff code or wrong SST Registration No.)



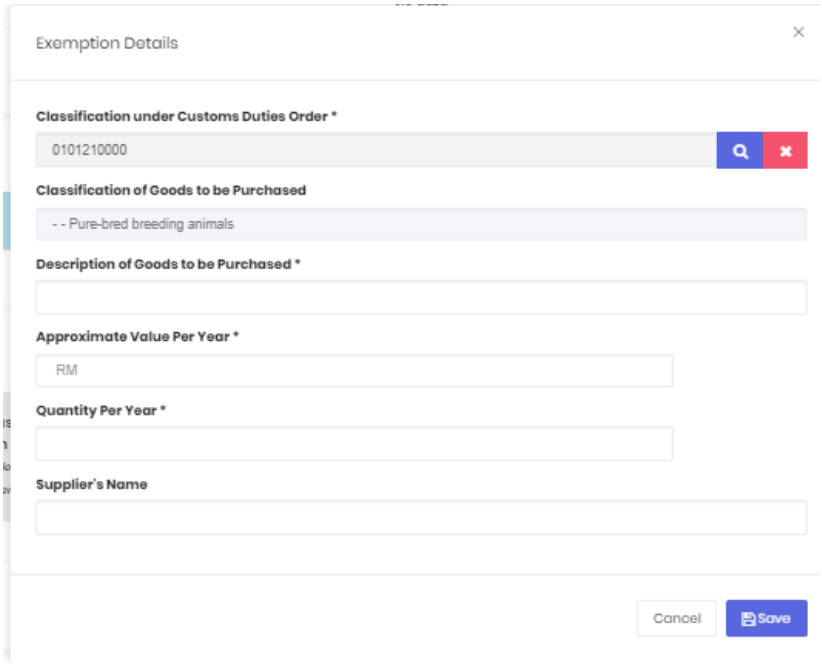
e. Click ***"OK"*** button and system will automatically upload the successful data from the Excel template

Option 2: Add new item

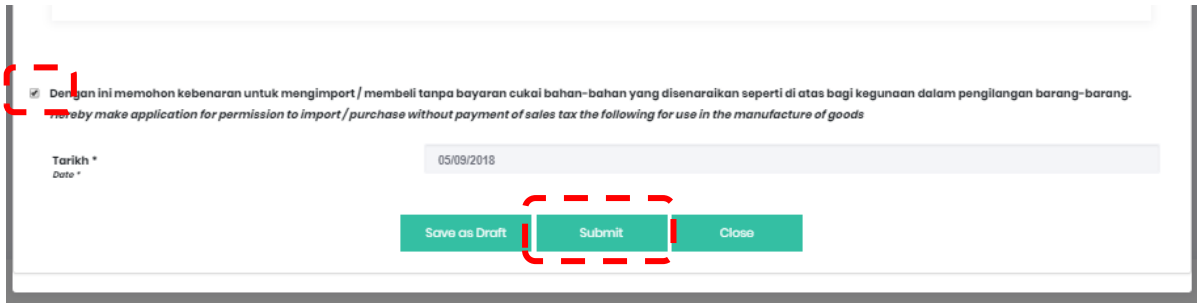
a. Click ***"Add New Item"*** button



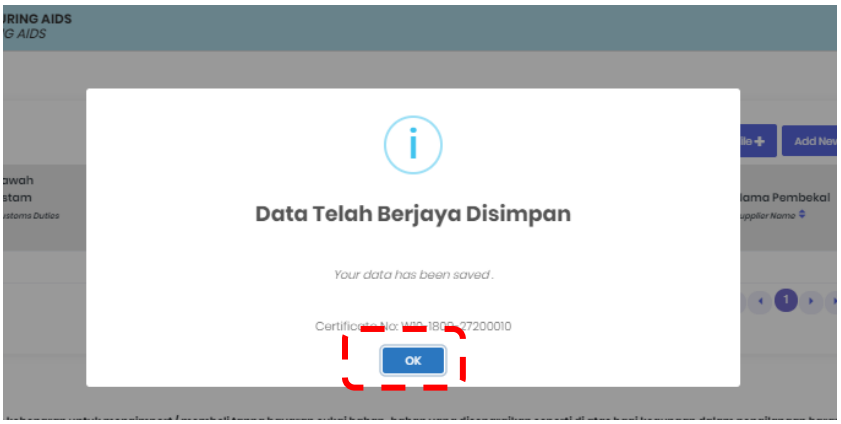
b. Fill in products/ good's tariff code or Search for products/good's tariff code or description



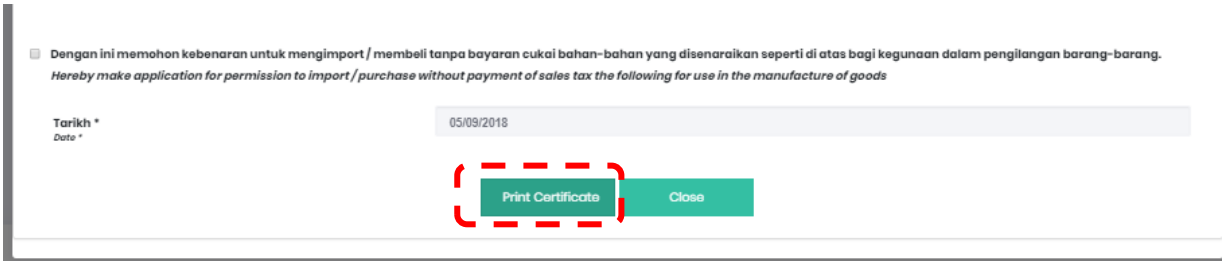
11. After complete fill in all required information, tick the confirmation checkbox and click ***"Submit"*** button



12. System will pop-up ***"Data Telah Berjaya Disimpan"*** message, then click ***"OK"*** button.



13. To print certificate of exemption, click ***"Print Certificate"*** button



14. System will display the Exemption Certificate in .pdf format.

Exemption Certificate Number: W10-1809-27200010

SALES TAX (PERSONS EXEMPTED FROM PAYMENT OF TAX) ORDER 2018
SALES TAX ACT 2018

CERTIFICATE UNDER THE SALES TAX (PERSON EXEMPTED FROM PAYMENT OF TAX) ORDER 2018

I AHMAD BIN ABU
(Director, Manager, Secretary or any other authorized person)

for BAGUS SDN BHD
(Name of firm or company)

address 6000,JALAN NIAH
(Address of place of business)

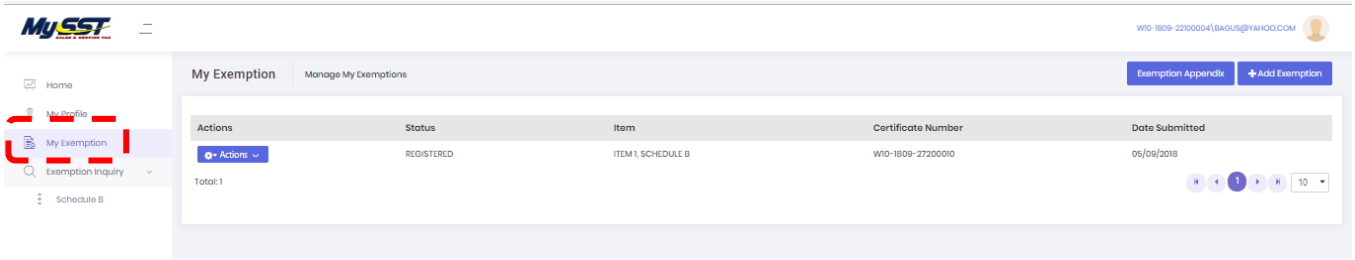
I hereby certify that the raw materials, components, packaging materials and manufacturing aids as described in the Appendix are imported/purchased with exemption from sales tax under Item 1 Schedule B, Sales Tax (Person Exempted From Payment of Tax) Order 2018, for use in the manufacture of goods, subject to the conditions specified by the Director General.

Signature: .....
Name: AHMAD BIN ABU
Identity Card Number : 890707105443
Designation : PENGARAH

Date: 05/09/2018

This document is computer printed and digitally signed. No signature is required

15. Applicant may also view the certificate that has been issues.
    Click ***"My Exemption"*** on the left side menu.



16. Click ***"Action"*** button

17. To view Exemption Certificate that has been issued, select ***"View"*** hyperlink
    Or
    To print Exemption Certificate that has been issued, select ***"Print Certificate"*** hyperlink