



MySST User Manual

(Registrant)
Registration

Release 2

Version 5.0

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1. How to check your Registration Status

1. Registration Status Tab: This tab will bring user to Registration Status Page, for user to check their registration status (Refer Figure 1.1 and Figure 1.2).

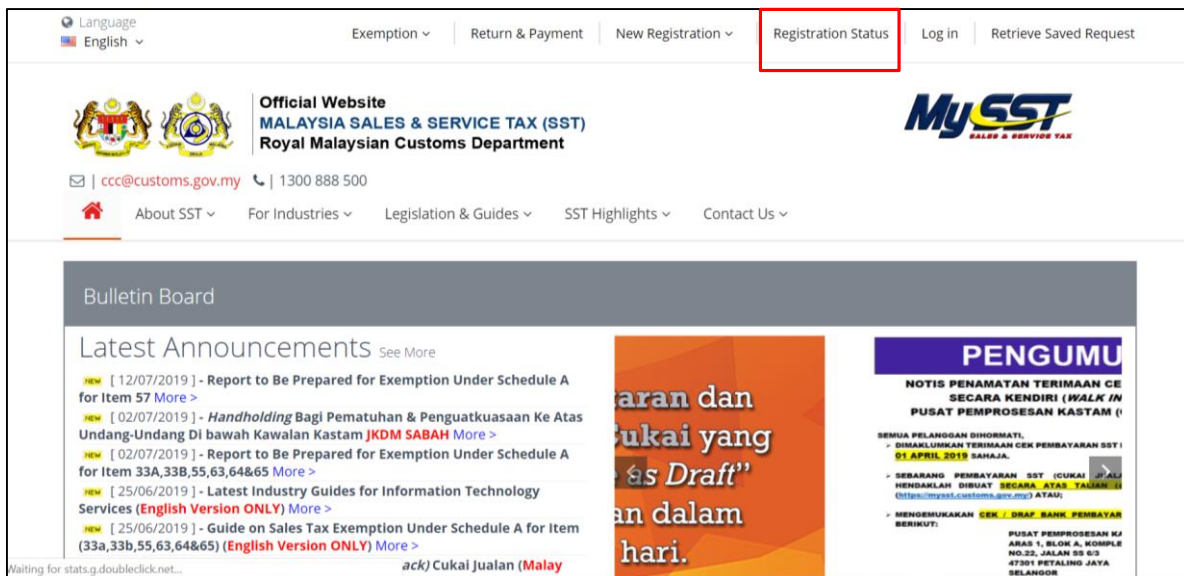


Figure 1.1 Registration Status tab

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STATUS PENDAFTARAN SST

SST REGISTRATION STATUS

Semakan status pendaftaran cukai jualan dan cukai perkhidmatan (SST)
Check status for sales and services tax (SST) registration

Sila pilih salah satu kriteria maklumat carian dan masukkan maklumat berkaitan.
Maklumat carian hendaklah lengkap dan tepat.
Please select one of the searching criteria information and key in the relevant information.
The searching information must be accurate and complete.

--Please Select--

Submit

Reset

Figure 1.2 Registration Status page

- Choose one of the dropdown selection which are:
 - GST Registration No.
 - Business Registration No. (BRN)
 - Name of Business
 - SST Registration No.
- Enter Selection
Example:
 - Select GST Registration No. from the selection choices
 - Fill in GST Registration No
 - Click Submit button to check registration status
 - Registration info will be displayed.



JABATAN KASTAM DIRAJA MALAYSIA

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Bil / No	No. SST / SST No. ▴ ▾	Name Perniagaan / Business name ▴ ▾	Nama Perdagangan / Trading Name ▴ ▾	Tarikh Kuatkuasa Pendaftaran / Effective Date ▴ ▾	Jenis pendaftaran / Registration Type ▴ ▾	Status pendaftaran / Registration status ▴ ▾	Jenis Perkhidmatan / Service Type Code ▴ ▾	Kumpulan / Group ▴ ▾	Perkhidmatan Bercukai / Taxable Service ▴ ▾
1	W10-1808-31000001	WONG MEW CHAN	WONG MEW CHAN	Sat Sep 01 2018 00:00:00 GMT+0800	SERVICE TAX	REGISTERED	9902012651	GROUP - B	FOOD AND BEVERAGE
Back									

Figure 1.3 Registration Info.

4. If not registered in MySST system, 'No Record Found' message will appear (Refer Figure 1.4).

Bil / No ▴ ▾	Name No. SST / SST No. ▴ ▾	Name Perniagaan / Business name ▴ ▾	Nama Perdagangan / Trading Name ▴ ▾	Tarikh Kuatkuasa Pendaftaran / Effective Date ▴ ▾	Jenis pendaftaran / Registration Type ▴ ▾	Status pendaftaran / Registration status ▴ ▾	Jenis Perkhidmatan / Service Type Code ▴ ▾	Kumpulan / Group ▴ ▾	Perkhidmatan Bercukai / Taxable Service ▴ ▾
Tiada rekod ditemui / No record found									
Back									

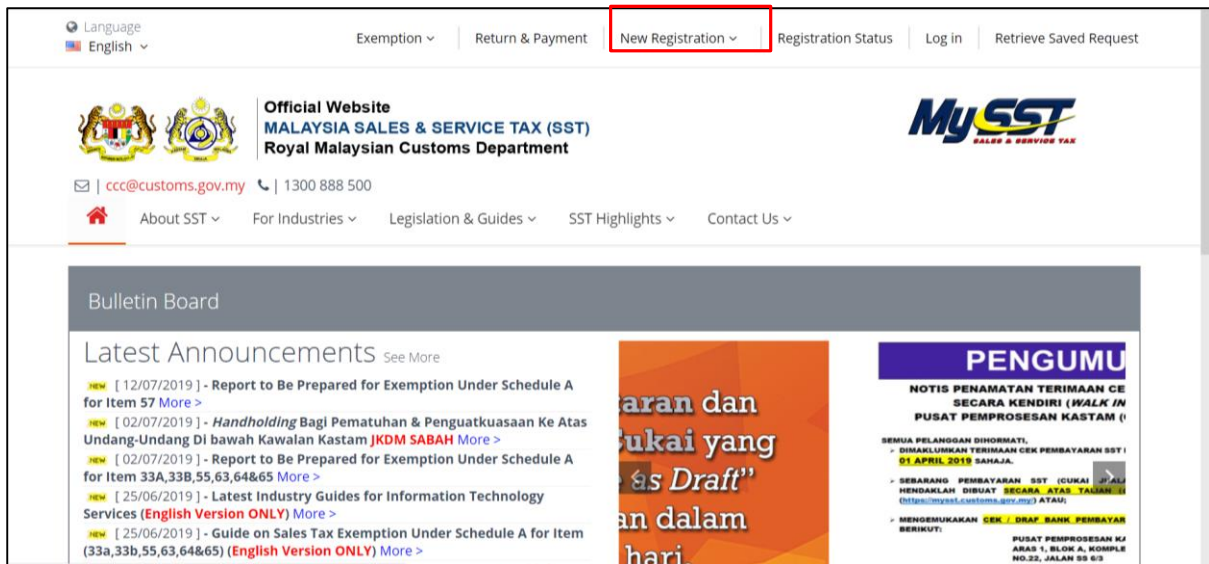
Figure 1.4 No Record Found

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2. New Registration Process

1. For new registration:

- i. New Registration Tab: This tab will bring user to New Registration Page, for user to register their application.
- ii. Under New Registration tab, user can apply for :
- iii. Sales Tax Registration
- iv. Service Tax Registration
- v. User has to fill in all required information. Field mark with (**|**) symbol is mandatory.



The screenshot shows the official website of the Malaysia Sales & Service Tax (SST) under the Royal Malaysian Customs Department. The top navigation bar includes links for Language (English), Exemption, Return & Payment, **New Registration** (highlighted with a red box), Registration Status, Log in, and Retrieve Saved Request. The main header features the department's logo, contact information (ccc@customs.gov.my, 1300 888 500), and a menu with links to About SST, For Industries, Legislation & Guides, SST Highlights, and Contact Us. The main content area is titled 'Bulletin Board' and contains 'Latest Announcements' with several news items dated from 2019, including reports on exemptions and industry guides. There are also two large promotional banners: one for 'Bantuan dan Insentif yang 'As Draft'' and another titled 'PENGUMU' (Notice) regarding the submission of SST returns.

Figure 2.1 Main Page

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Language

English

Exemption

Return & Payment

New Registration

Registration Status

Log in

Retrieve Saved Request



Official Website
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Royal Malaysian Customs Department

ccc@customs.gov.my | 1300 888 500

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[Legislation & Guides](#)
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MySST

SALES & SERVICE TAX

Sales Tax

Service Tax

Non-Registrant : Imported Service

Bulletin Board

Latest Announcements [See More](#)

NEW

[12/07/2019] - Report to Be Prepared for Exemption Under Schedule A for Item 57 [More >](#)

NEW

[02/07/2019] - *Handholding* Bagi Pematuhan & Penguatkuasaan Ke Atas Undang-Undang Di bawah Kawalan Kastam **JKDM SABAH** [More >](#)

NEW

[02/07/2019] - Report to Be Prepared for Exemption Under Schedule A for Item 33A,33B,55,63,64&65 [More >](#)

NEW

[25/06/2019] - Latest Industry Guides for Information Technology Services (**English Version ONLY**) [More >](#)

NEW

[25/06/2019] - Guide on Sales Tax Exemption Under Schedule A for Item (33a,33b,55,63,64&65) (**English Version ONLY**) [More >](#)

PENGUMUMAN

NOTIS PENAMATAN TERIMAAN CEK PEMBAYARAN SST SECARA KENDIRI (*WALK IN*) DI KAUNTER PUSAT PEMROSESAN KASTAM (CPC), KELANA JAYA

SEMUA PELANGGAN DIHORMATI,

DISARUKAN TERIMAAN CEK PEMBAYARAN SST DI KAUNTER CPC ADALAH SEHINGGA 01 APRIL 2019 SAHAJA.

SEBARANG PEMBAYARAN SST (CUKAI JUALAN DAN CUKAI PERKHIDMATAN) HENDAKLAH DIBUAT SECARA ATAS TALIAN (*ONLINE*) MELALUI PORTAL MYSTT (<https://myast.customs.gov.my>) ATAU;

MENGEMUKAKAN CEK / DRAF BANK PEMBAYARAN SST SECARA POS KE ALAMAT BERIKUT:

PUSAT PEMROSESAN KASTAM

ARAS 1, BLOK A, KOMPLEKS KASTAM WPKL

NO.32, JALAN SS 6/3

47301 PETALING JAYA

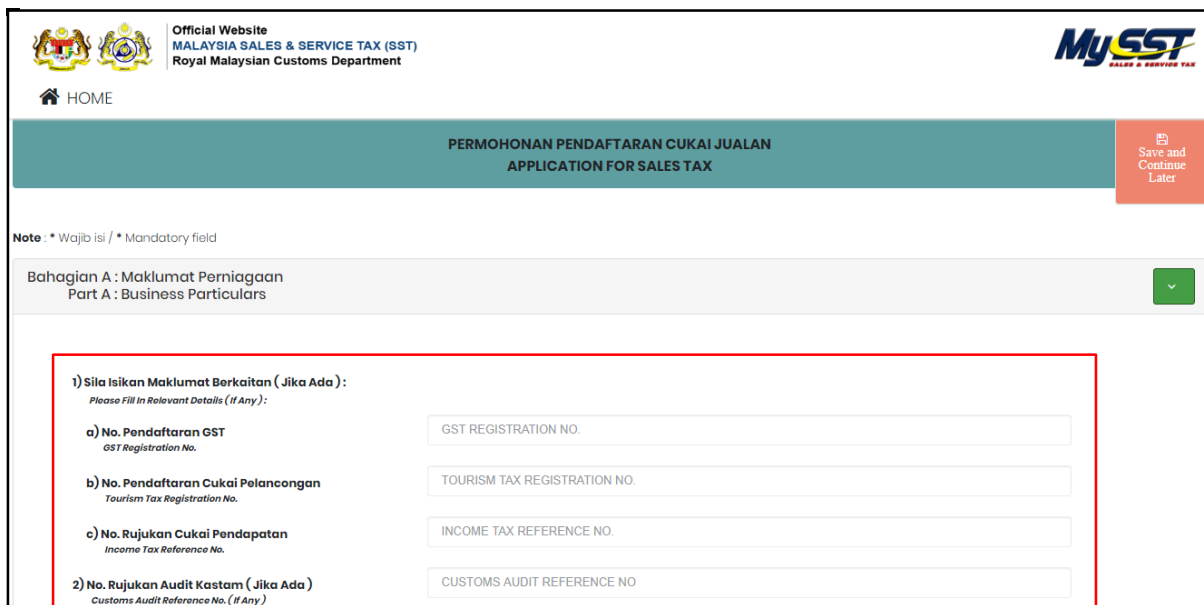
SELANGOR

Figure 2.2 SST Type

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2.1 Sales Tax

1. For Part A: Business Particular,
 - i. No. 1 a) Fill in GST Registration No in the field provided with 12 in numeric format.
 - ii. If user fill in less than 12, a popup window will display. Refer to figure 2.1.3
 - iii. A successful pop up window will display for registrant who already registered after key in GST Registration No as refer to figure 2.1.2. Click button OK and it will directly go to main page.
 - iv. No. 1 b) Fill in Tourism Tax Registered No. in the provided field with maximum 15 in alphanumeric format.
 - v. No. 1 c) Fill in Income Tax Reference No. in the provided field with maximum 13 in alphanumeric format.
 - vi. No. 2 Fill in Customs Audit Reference No. in the provided field with maximum 15 in alphanumeric format as refer to figure 2.1.1



Official Website
MALAYSIA SALES & SERVICE TAX (SST)
Royal Malaysian Customs Department

MySST
SALES & SERVICE TAX

HOME

PERMOHONAN PENDAFTARAN CUKAI JUALAN
APPLICATION FOR SALES TAX

Note : * Wajib isi / * Mandatory field

Bahagian A : Maklumat Perniagaan
Part A : Business Particulars

1) Sila Isikan Maklumat Berkaitan (Jika Ada) :
Please Fill In Relevant Details (If Any) :

a) No. Pendaftaran GST
GST Registration No.

b) No. Pendaftaran Cukai Pelancongan
Tourism Tax Registration No.

c) No. Rujukan Cukai Pendapatan
Income Tax Reference No.

2) No. Rujukan Audit Kastam (Jika Ada)
Customs Audit Reference No. (If Any)

GST REGISTRATION NO.

TOURISM TAX REGISTRATION NO.

INCOME TAX REFERENCE NO.

CUSTOMS AUDIT REFERENCE NO.

Figure 2.1.1 Application Sales Tax. Part A: Business Particulars
(No. 1 - 2)

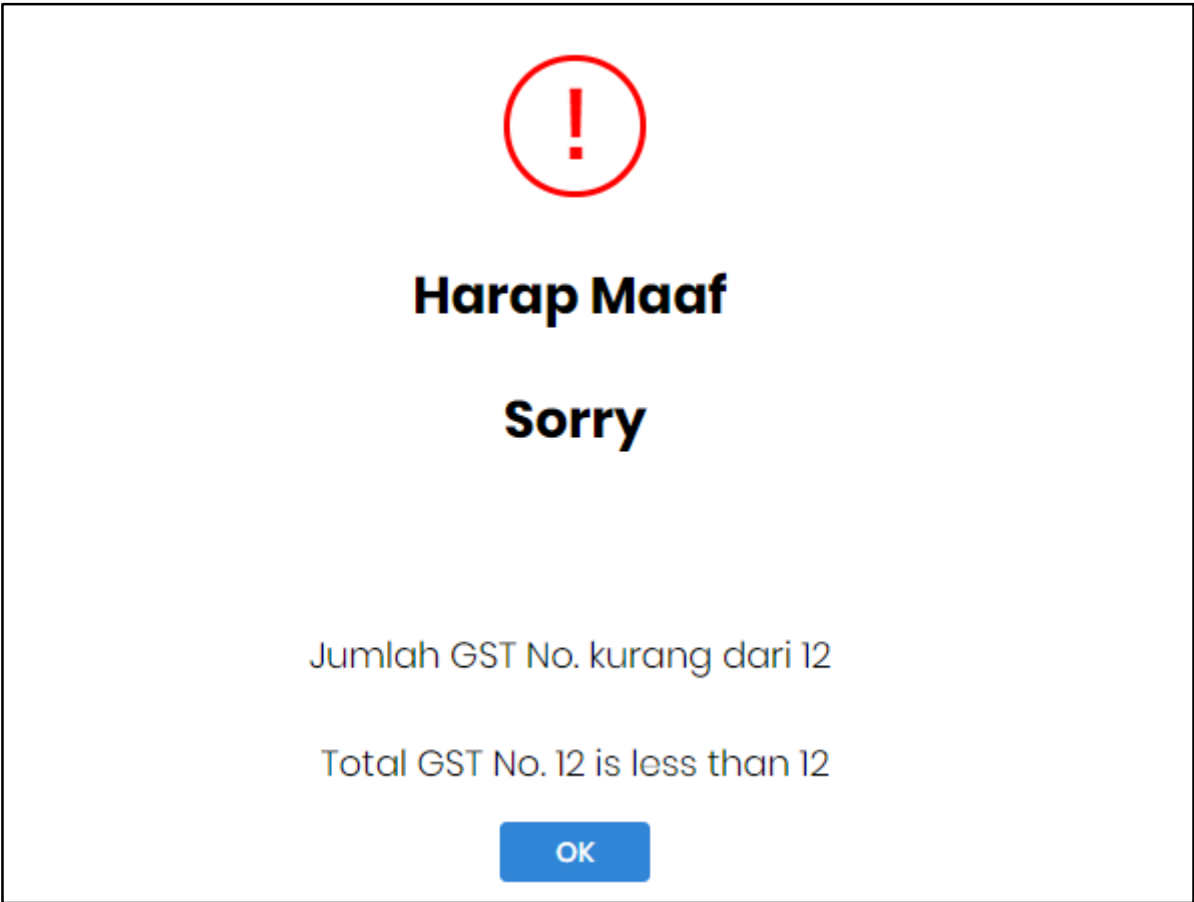


Figure 2.1.2 GST No. is less than 12

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STATUS PENDAFTARAN SST

ANDA TELAH DIDAFTARKAN DIBAWAH **PERUNDANGAN CUKAI PERKHIDMATAN**

Sila semak email berdaftar anda atau hubungi Pusat Panggilan Kastam
1-300-888-500 / ccc@customs.gov.my
[Sila klik disini untuk pendaftaran baru bagi Cukai Jualan](#)

SST REGISTRATION STATUS

*YOU HAVE BEEN REGISTERED UNDER **THE SERVICE TAX ACT***

*Please check your registered email or contact Customs Call Center
1-300-888-500 / ccc@customs.gov.my
[Please click here to new registration for Sales Tax](#)*

Figure 2.1.3 Already registered

2. For Part A: Business Particular, No 3 is optional to fill in and No 4 is required to fill in.
 - i. For No 3, user need to click on the box if the application is due to the registered manufactured business and fill in the required details which are date of replacement, previous registration no with maximum 18 alphanumeric format and previous registration name. Refer to figure 2.1.4
 - ii. (I) symbol is mandatory to fill in.
 - iii. Required to choose Business Type in field no. 4. Refer to figure 2.1.5
 - iv. If user click to choose Others in Business Type, user need to choose the related choices. Refer to figure 2.1.6

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Figure 2.1.4 Application Sales Tax. Part A: Business Particulars
(No. 3)



Figure 2.1.5 Application Sales Tax. Part A: Business Particulars
(No. 4)

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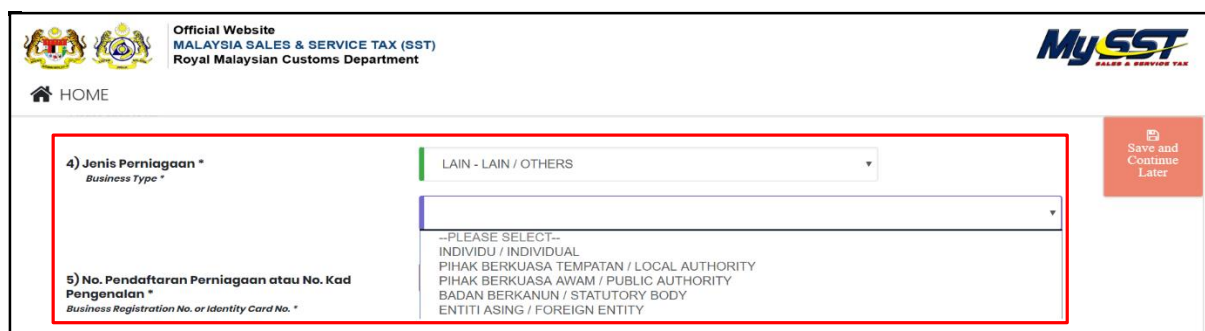


Figure 2.1.6 No. 4 (Others)

3. For Part A: Business Particular, No. 5 until No.7 is required to fill up.

- i. No. 5, required to fill in the Business Registration No. / Identity Card No. in the field provided.
- ii. No. 6, required to fill in the Name of Registration Business in the provided field
- iii. Required to fill in Address of Registered Business in the provided field. Refer to figure 2.1.7
- iv. For postcode, click on pick button to search and click on select postcode as refer to figure 2.1.8
- v. No. 7, click on box that provided if Trade Name user same with Address of Registered Business as refer to figure 2.1.7 if else need to fill in.

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5) No. Pendaftaran Perniagaan atau No. Kad Pengenalan *
*Business Registration No. or Identity Card No. **

BUSINESS REGISTRATION NO / IDENTITY CARD NO.

Save and Continue Later

6) Nama dan Alamat Berdaftar Perniagaan*
*Name and Registered Address of Business **

Nama Perniagaan Berdaftar *
*Name of Registered Business **

NAME OF REGISTERED BUSINESS

Alamat Perniagaan Berdaftar *
Address of Registered Business

ADDRESS OF REGISTERED BUSINESS

ADDRESS OF REGISTERED BUSINESS

ADDRESS OF REGISTERED BUSINESS

Poskod *
Postcode

POSTCODE

Q X

Bandar
City

CITY

Negeri
State

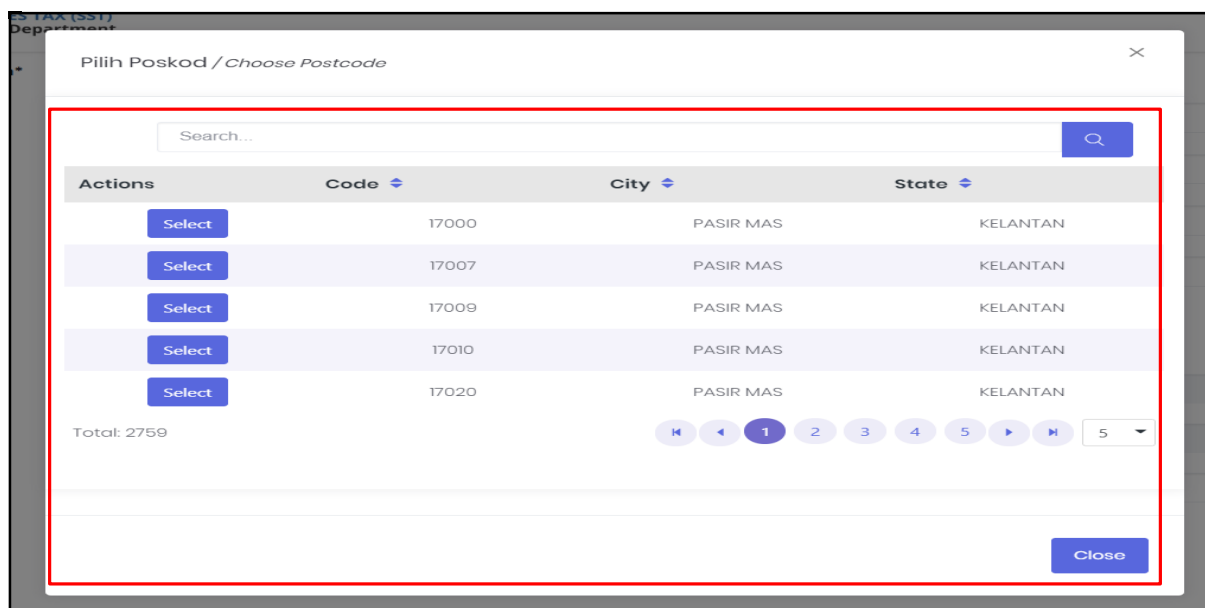
STATE

7) Nama Perdagangan
Trade Name

TRADE NAME

☐ Klik jika nama sama dengan item 6*
*Click if it is the same with item 6**

Figure 2.1.7 Application Sales Tax. Part A: Business Particulars
(No. 5 - 7)



Pilih Poskod / Choose Postcode

Search...

Actions	Code	City	State
Select	17000	PASIR MAS	KELANTAN
Select	17007	PASIR MAS	KELANTAN
Select	17009	PASIR MAS	KELANTAN
Select	17010	PASIR MAS	KELANTAN
Select	17020	PASIR MAS	KELANTAN

Total: 2759

1 2 3 4 5

Close

Figure 2.1.8 Postcode

4. For Part A: Business Particular, No. 8 and No. 9 are required to fill up (if any).
 - i. Fill in the Others Place of Manufacturing Address if any in field 8 with click on add button.
 - ii. Required to fill in Premise Name and Address. After completing the detail click on save button as refer to figure 2.1.10
 - iii. Field 9, click on box that provided if Correspondence Address of Business user same with Address of Registered Business as refer to figure 2.1.9 if else need to fill in.



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Royal Malaysian Customs Department



HOME

8) Tempat Pengilangan Lain (Jika Ada)
Other Place of Manufacturing Address (If Any)

+

Actions	Premise Name	Address	Postcode	City	State
No data					

Total: 0

1
10

Save and Continue Later

9) Alamat Surat Menyurat Perniagaan (Jika Berlainan)
Correspondence Address of Business (If Different)

CORRESPONDENCE ADDRESS OF BUSINESS

☐ Klik Jika Alamat Sama dengan Item 8
Please Click If the Address Same with Item 8

CORRESPONDENCE ADDRESS OF BUSINESS

CORRESPONDENCE ADDRESS OF BUSINESS

Poskod
Postcode

POSTCODE

Q X

Bandar
City

CITY

Figure 2.1.9 Application Sales Tax. Part A: Business Particulars (No. 8 - 9)

Create New Premise

Premise Name*

PREMISE NAME

Address*

PREMISE ADDRESS

PREMISE ADDRESS

PREMISE ADDRESS

Postcode

POSTCODE

Q X

City

CITY

State

STATE

Cancel

Save

Figure 2.1.10 create new premise

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5. For Part A: Business Particular, No. 10, No. 12 and No. 13 are required to fill in. But for No.11 are optional to fill in if required.

- i. No. 10, required to fill in Telephone No in the provided field with maximum 14 in numeric format.
- ii. No. 11, Fax No is optional to fill in. Depend on user.
- iii. No. 12, required to fill in Email Address with @ in the provided field.
- iv. Button Save and Continue Later can be use after user completing their details until No. 12 with fill in email address and confirmation email address. Refer to figure 2.1.11
- v. Click on submit button and popup window will display about Application SST Reference Number and user's station name as refer to figure 2.1.12
- vi. User must remember SST Reference Number in order to retrieve data that already submitted.
- vii. Before No. 12, user cannot use this button as refer to 2.1.12.
- viii. No. 13, optional to fill in details of Director / Owner with click on add button. Refer to figure 2.1.13
- ix. Fill in all the required information :
 - i. Required to fill in Name of Director
 - ii. Required to fill in Address
 - iii. Required to fill in Telephone No with maximum 14 in numeric format
 - iv. Required to select in Identity Type either Identity Card (IC) or Passport Number (NP)
 - v. If choose Identity card, required to fill IC number with maximum 12 in numeric format
 - vi. If choose Passport Number, required to fill in NP number with maximum 12 in alphanumeric format
 - vii. For nationality, it will auto generate if user choose IC but if user choose NP, user need to fill in by themselves
 - viii. Required to fill in Appointed Date
- x. Click on save button after completing the form as refer to figure 2.1.14

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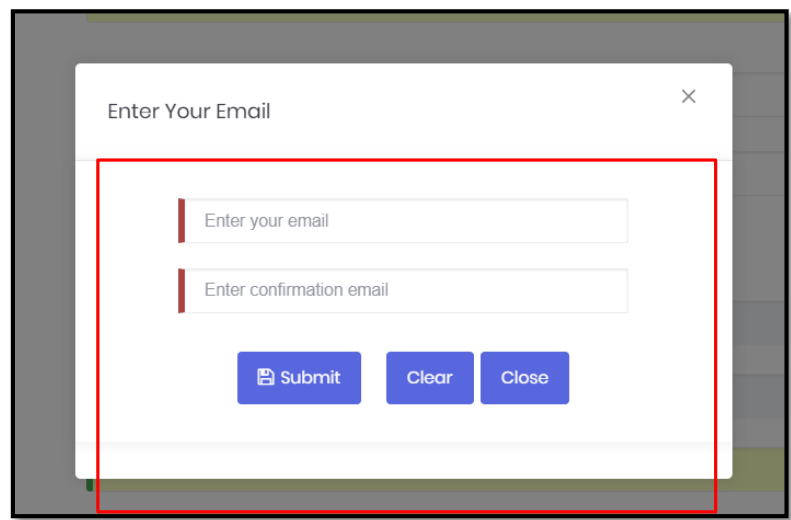


Figure 2.1.11 Email Address

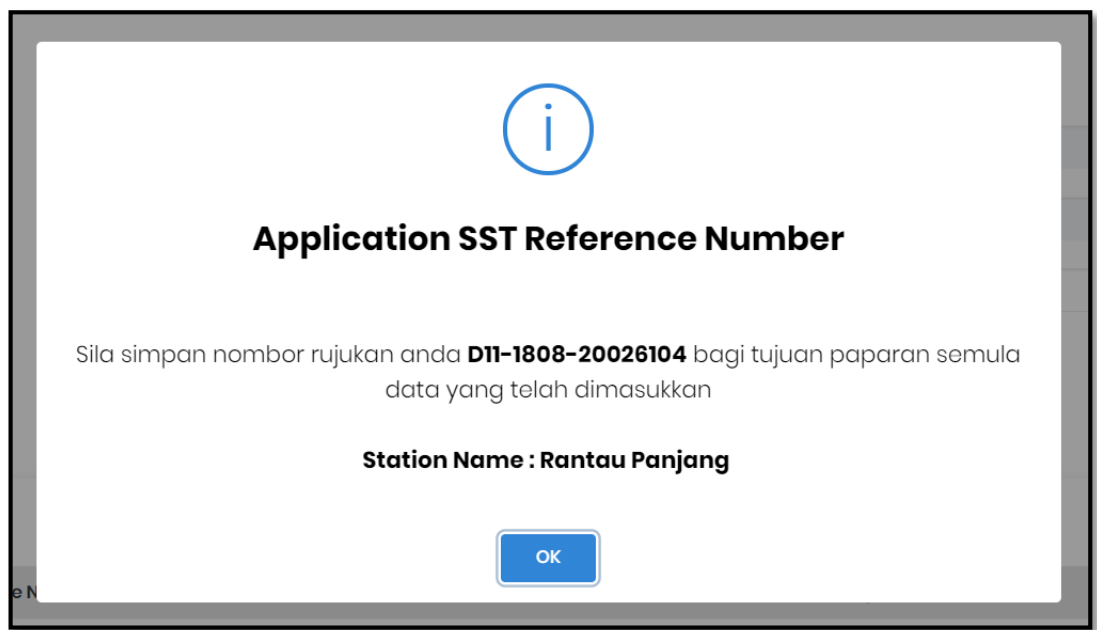


Figure 2.1.12 Application for SST Reference number

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[HOME](#)

10) No. Telefon *
Telephone No. *

TELEPHONE NO. (I.E: 0145234678)

11) No. Faks
Fax No.

FAX NO.

12) Alamat E-mel *
Email Address *

eg. example@gmail.com

13) Senarai Maklumat Pengarah / Pemilik Perniagaan *
Details of Director / Owner *

+

Actions	Name	Current Address	Telephone No.	Appointed Date
No data				

Total: 0

Save and Continue Later

Figure 2.1.13 create new director

Create New Director

Nama / Name *

NAME OF DIRECTOR

Alamat / Address *

ADDRESS 1

ADDRESS 2

ADDRESS 3

Postcode

Q

X

City

State

No. Telefon / Telephone No. *

Telephone No. (I.e: 0145234678)

Sila Pilih Jenis Identiti / Please choose your identity type. *

Warganegara / Nationality *

--PLEASE SELECT--

Tarikh Lantikan / Appointed Date *

Cancel

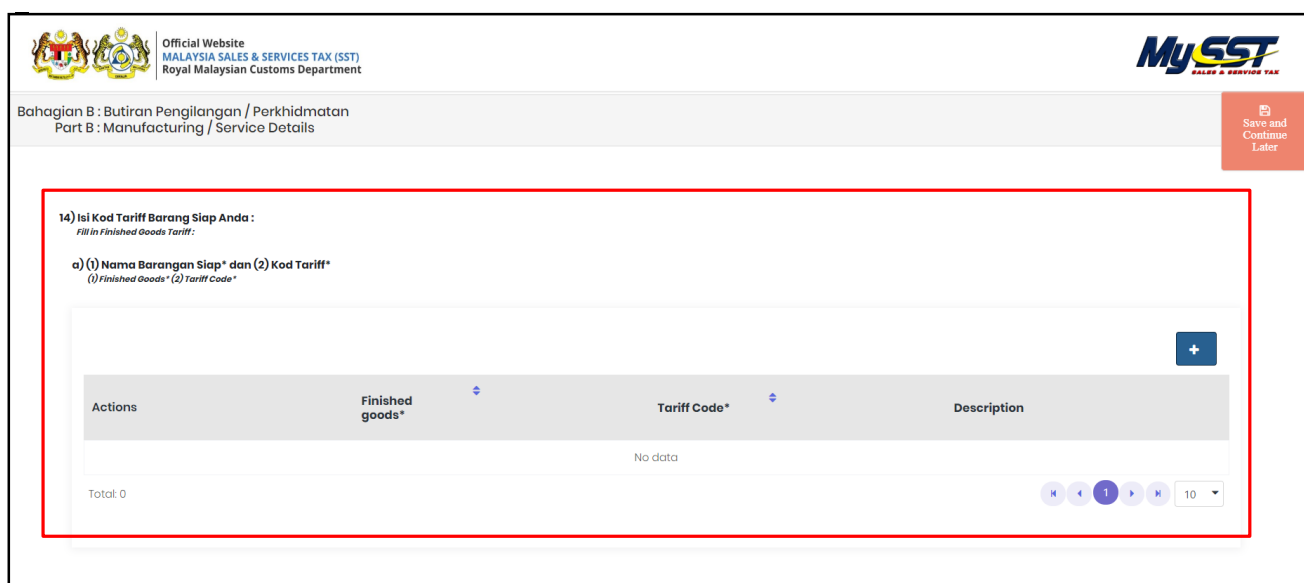
Save

Figure 2.1.14 Create new Director

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6. For Part B: Manufacturing / Service Details, No. 14 (a) is required to fill in.

- i. No. 14 a), to fill in Finished Goods and tariff Code user need to click on add button as refer to figure 2.1.15
- ii. Click on add button and popup window for add Tariff code will display. User need to fill in all the required detail and click on save button to save the information as refer to figure 2.1.16



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MySST
SALES & SERVICE TAX

Bahagian B : Butiran Pengilangan / Perkhidmatan
Part B : Manufacturing / Service Details

Save and Continue Later

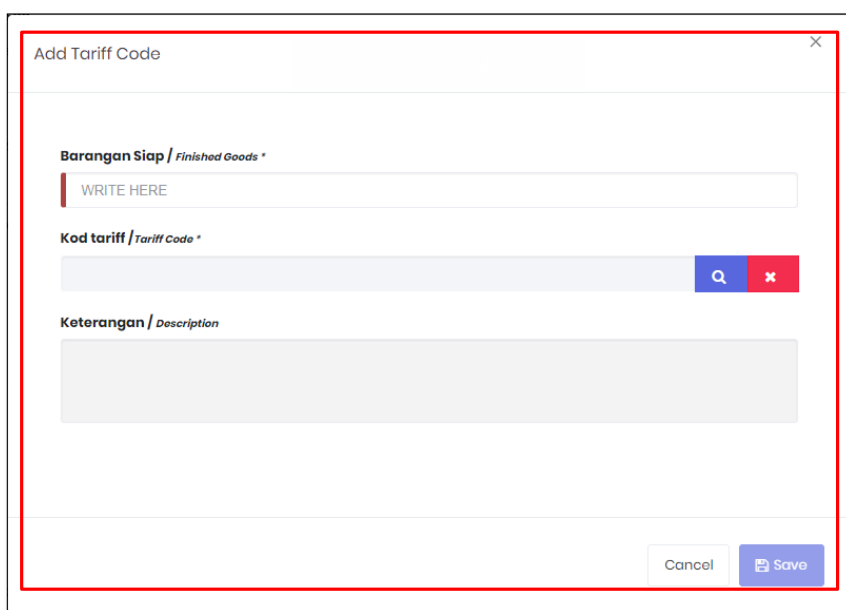
14) Isi Kod Tariff Barang Siap Anda :
Fill in Finished Goods Tariff:

a) (1) Nama Barangan Siap* dan (2) Kod Tariff*
(1) Finished Goods* (2) Tariff Code*

Actions	Finished goods*	Tariff Code*	Description
No data			

Total: 0

Figure 2.1.15 Part B: Details of Manufacture / Service (No. 14(a))



Add Tariff Code

Barangan Siap / Finished Goods *
WRITE HERE

Kod tariff / Tariff Code *

Keterangan / Description

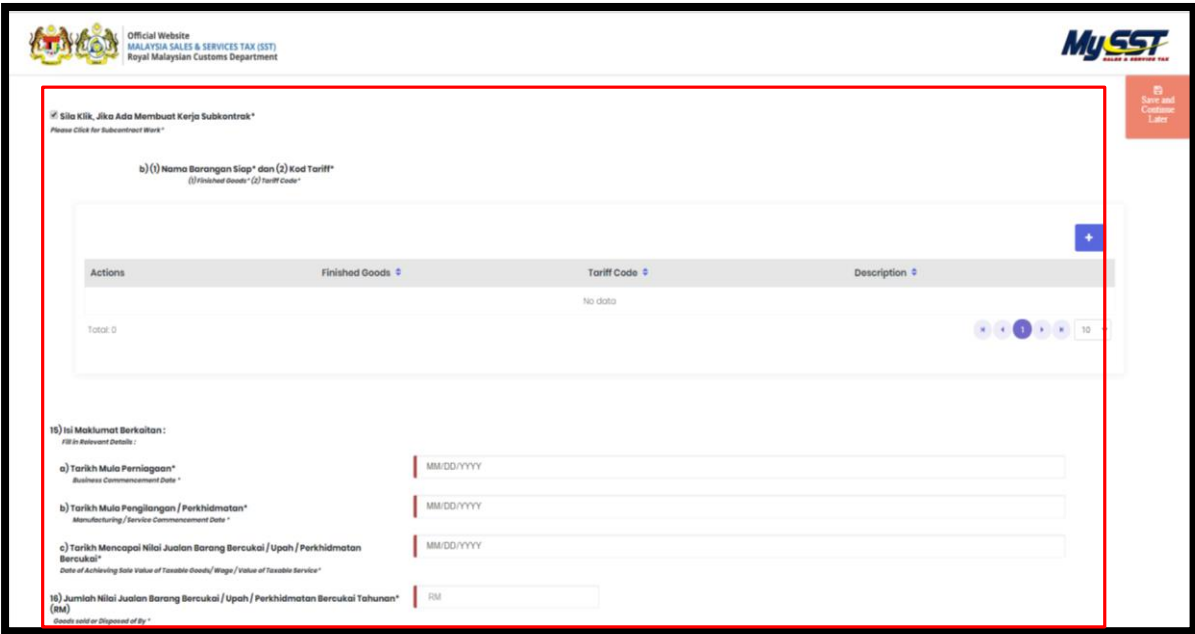
Cancel Save

Figure 2.1.16 Tariff Code

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7. For Part B: Manufacturing / Service Details, No. 14 (a) is required to fill in. For Subcontract Work. No. 14 (b) and No. 15 are required to fill in.

- i. Click on the box to fill in details for Subcontractor Word and click on add button as refer to figure 2.1.17
- ii. Fill in all the required information as refer to figure 2.1.18
- iii. Required to fill in data in Business Commencement Date in No. 15(a)
- iv. Required to fill in data in Manufacturing / Service Commencement Date in No. 15 (b)
- v. Required to fill in data in Date of Achieving Sale Value of Taxable Goods/ Wage/ Value of Taxable Service in No. 15 (c)
- vi. User must fill in date for No. 15 (a) and No. 15 (b) first before fill in No. 15 (c). Cannot directly fill in in No. 15 (c) without fill in No. 15 (a) and No. 15 (b).
- vii. Required to fill in data in Goods sold or Disposed of By (RM) refer to figure 2.1.17



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Royal Malaysian Customs Department

MySST
MAKIL & MENDUKA

Sila Klik, Jika Ada Membuat Kerja Subkontrak*
Please Click for Subcontract Work*

b) (1) Nama Barangan Siap* dan (2) Kod Tariff*
(1) Finished Goods* (2) Tariff Code*

Actions	Finished Goods	Tariff Code	Description
No data			

Total: 0

15) Isi Maklumat Berkaitan:
Fill in Relevant Details:

a) Tarikh Mula Perniagaan*
Business Commencement Date* MM/DD/YYYY

b) Tarikh Mula Pengilangan / Perkhidmatan*
Manufacturing / Service Commencement Date* MM/DD/YYYY

c) Tarikh Mencapai Nilai Jualan Barangan Bercukai / Upah / Perkhidmatan Bercukai*
Date of Achieving Sale Value of Taxable Goods/ Wage/ Value of Taxable Service* MM/DD/YYYY

16) Jumlah Nilai Jualan Barangan Bercukai / Upah / Perkhidmatan Bercukai Tahunan*
(RM) RM

Figure 2.1.17 Part B: Details of Manufacture / Service
(No. 14(b) - 15)

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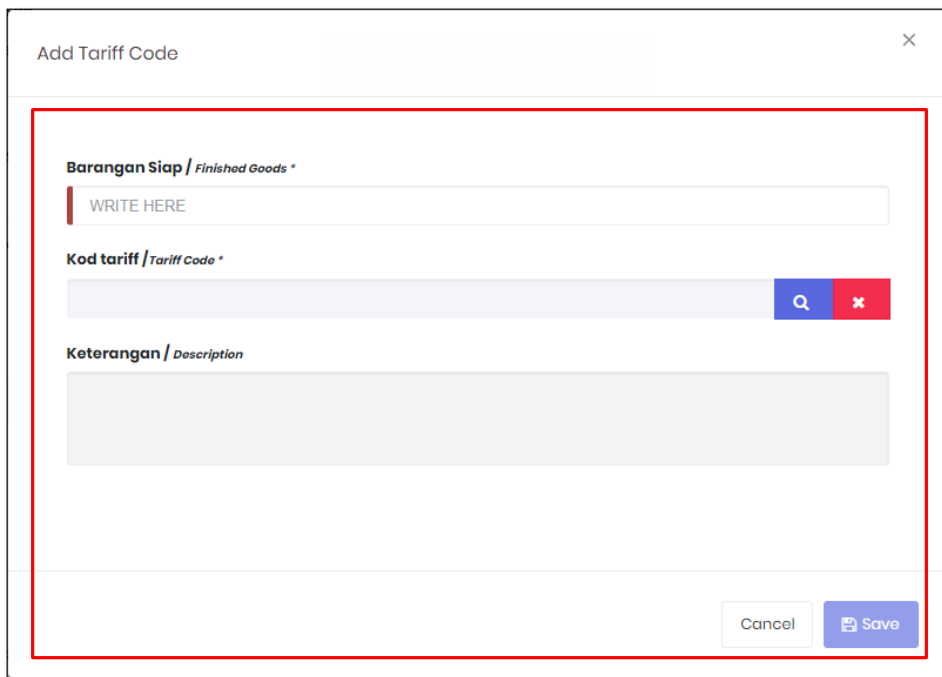
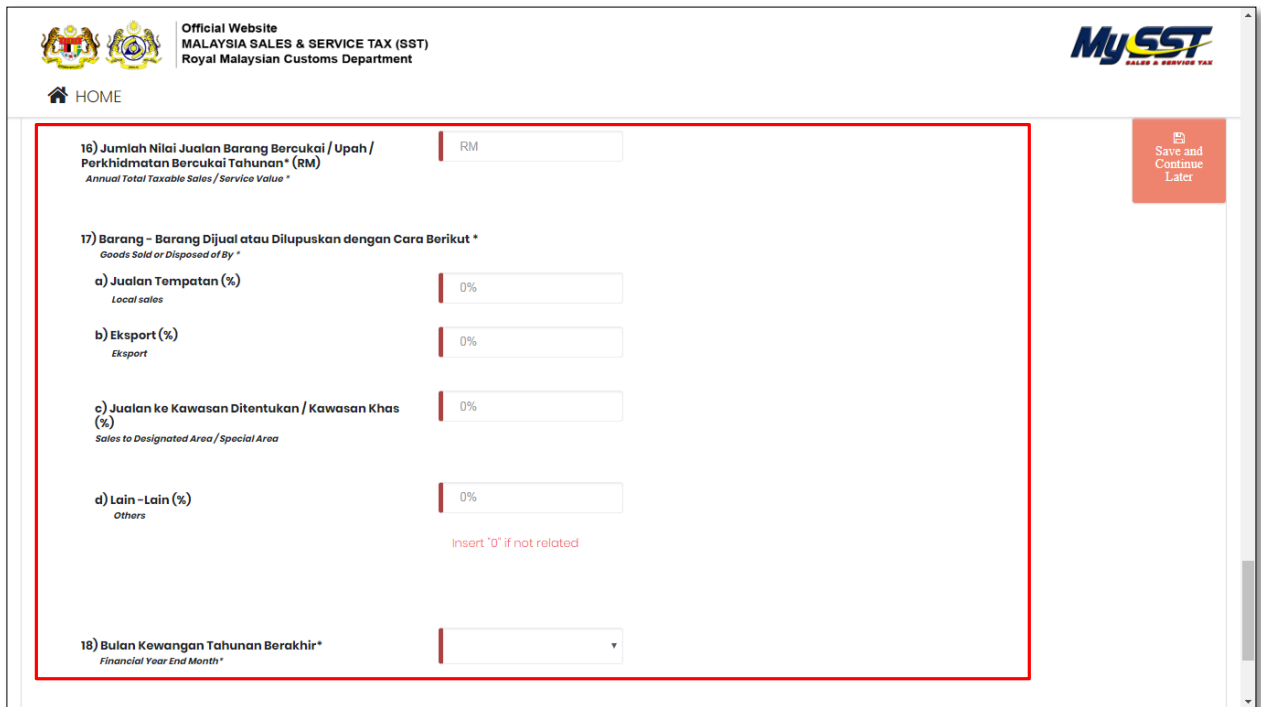


Figure 2.1.18 Create Tariff

8. For Part B: Manufacturing / Service Details, No. 16 until No. 18 is required to fill in.
 - i. For 'Goods sold or Disposed by', state all the data in boxes provided. Refer to figure 2.1.19
 - ii. Fill in local sales in (%).
 - iii. Fill in Export in (%).
 - iv. Fill in Sales to Designated Area/ Special Area in (%)
 - v. Fill in Others in (%)
 - vi. Total for Goods sold or Disposed By should be 100%, cannot be more or less than 100%. If not, popup window will display as refer to figure 2.1.20
 - vii. Fill in data in "Financial Year End Month" in the box provided.
 - viii. Choose "Financial Year End Month" as Figure 2.1.20

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16) Jumlah Nilai Jualan Barang Bercukai / Upah / Perkhidmatan Bercukai Tahunan* (RM)
*Annual Total Taxable Sales / Service Value **

RM

17) Barang - Barang Dijual atau Dilupuskan dengan Cara Berikut *
*Goods Sold or Disposed of By **

a) Jualan Tempatan (%)
Local sales

0%

b) Eksport (%)
Export

0%

c) Jualan ke Kawasan Ditentukan / Kawasan Khas (%)
Sales to Designated Area / Special Area

0%

d) Lain - Lain (%)
Others

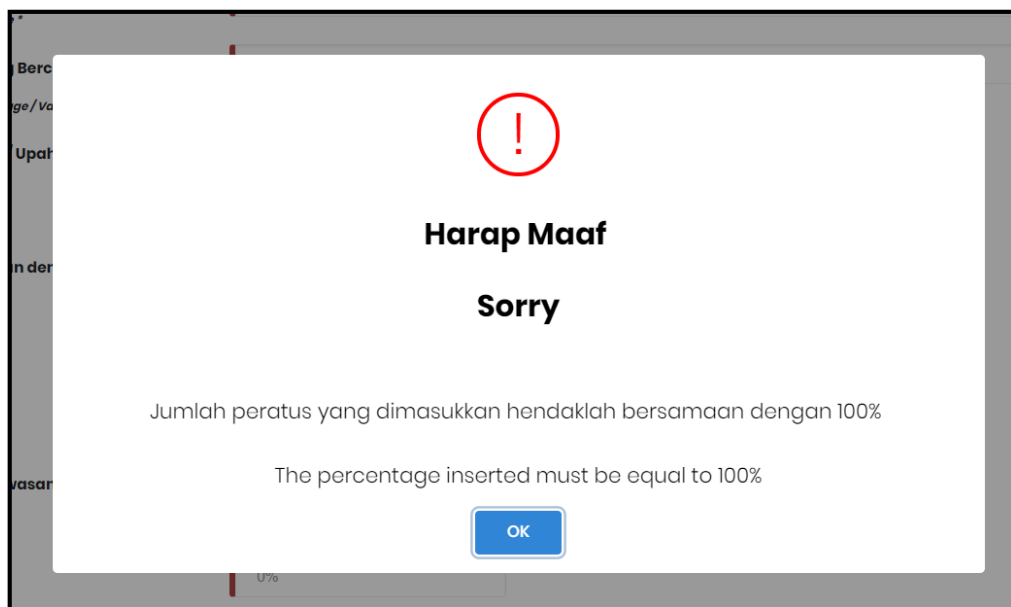
0%

Insert "0" if not related

18) Bulan Kewangan Tahunan Berakhir*
*Financial Year End Month **

Save and Continue Later

Figure 2.1.19 Part B: Details of Manufacture / Service (No. 17 – No. 18)



Harap Maaf
Sorry

Jumlah peratus yang dimasukkan hendaklah bersamaan dengan 100%

The percentage inserted must be equal to 100%

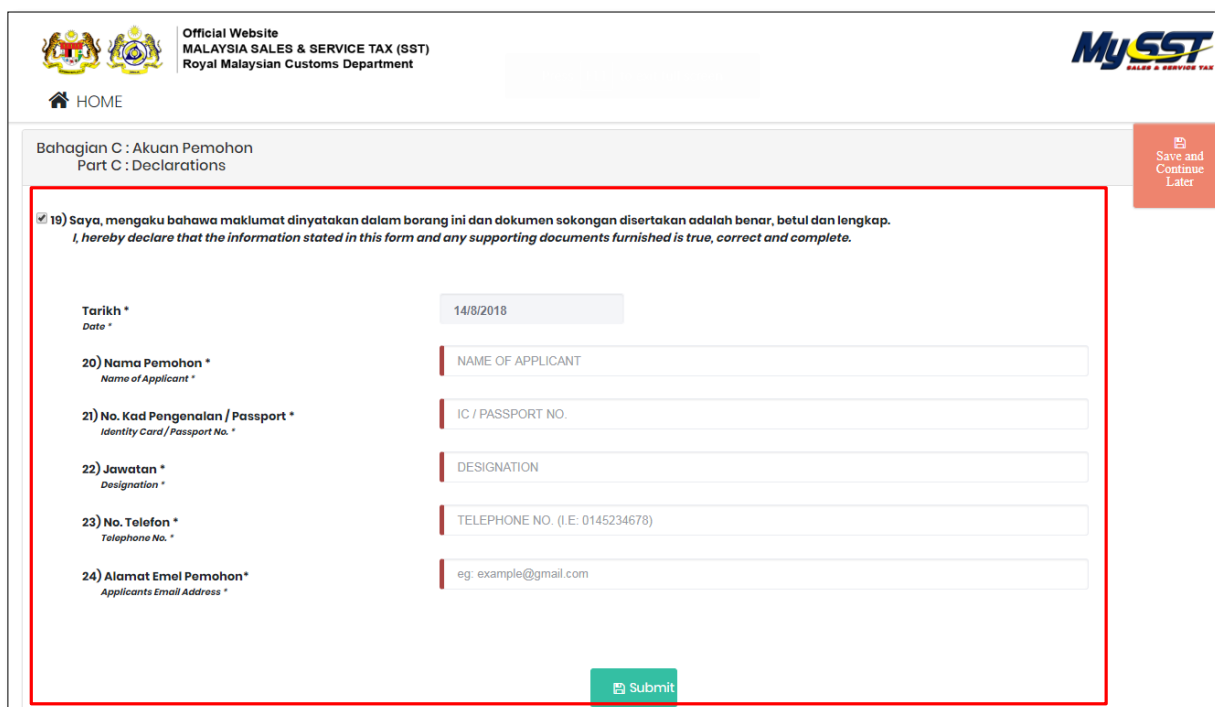
OK

Figure 2.1.20 Part B: Total of Goods sold or Disposed by (%)

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9. For Part C: Declarations, No. 19 are required to fill in.

- i. Tick on the box in the applicant's declaration, where I hereby.....
- ii. Date will be automatic generate from real time date.
- iii. Fill in name in Name of Applicant.
- iv. Fill in Identity Card/Passport No. in Identity Card / Passport No.
- v. Fill in Designation.
- vi. Fill in Telephone No. with 11 in numeric format.
- vii. Fill in Email Address.
- viii. Click **Submit** button after complete. Refer to figure 2.1.21



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Bahagian C: Akaun Pemohon
Part C: Declarations

Save and Continue Later

19) Saya, mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and any supporting documents furnished is true, correct and complete.

Tarikh *
Date * 14/8/2018

20) Nama Pemohon *
Name of Applicant * NAME OF APPLICANT

21) No. Kad Pengenalan / Passport *
Identity Card / Passport No. * IC / PASSPORT NO.

22) Jawatan *
Designation * DESIGNATION

23) No. Telefon *
Telephone No. * TELEPHONE NO. (I.E: 0145234678)

24) Alamat Emel Pemohon *
Applicants Email Address * eg: example@gmail.com

Submit

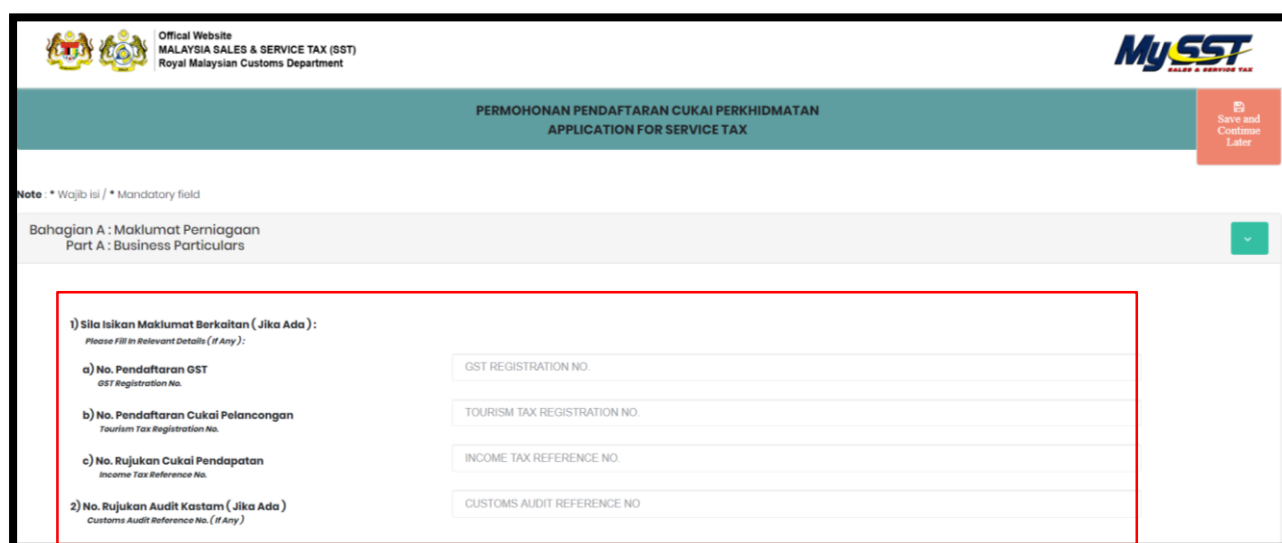
Figure 2.1.21 Applicant's Declaration

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2.2 Service Tax

1. For Part A: Business Particular, No 1 and No 2 is an optional to fill up.

- i. No. 1 a) Fill in GST Registration No in the field provided with 12 in numeric format.
- ii. If user fill in less than 12, a popup window will display. Refer to figure 2.2.2
- iii. A successful pop up window will display for registrant who already registered in to the system after key in GST Registration No as refer to figure 2.2.3. Click button OK and it will directly go to main page.
- iv. No. 1 b) Fill in Tourism Tax Registered No. in the provided field with maximum 15 in alphanumeric format.
- v. No. 1 c) Fill in Income Tax Reference No. in the provided field with maximum 13 in alphanumeric format.
- vi. No. 2 Fill in Customs Audit Reference No. in the provided field with maximum 15 in alphanumeric format as refer to figure 2.2.1



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PERMOHONAN PENDAFTARAN CUKAI PERKHIDMATAN
APPLICATION FOR SERVICE TAX

Save and Continue Later

Note : * Wajib isi / * Mandatory field

Bahagian A : Maklumat Perniagaan
Part A : Business Particulars

1) Sila Isikan Maklumat Berkaitan (Jika Ada):
Please Fill in Relevant Details (If Any):

a) No. Pendaftaran GST
GST Registration No.

b) No. Pendaftaran Cukai Pelancongan
Tourism Tax Registration No.

c) No. Rujukan Cukai Pendapatan
Income Tax Reference No.

2) No. Rujukan Audit Kastam (Jika Ada)
Customs Audit Reference No. (If Any)

Figure 2.2.1 Application Service Tax. Part A: Business Particulars (No. 1 - 2)

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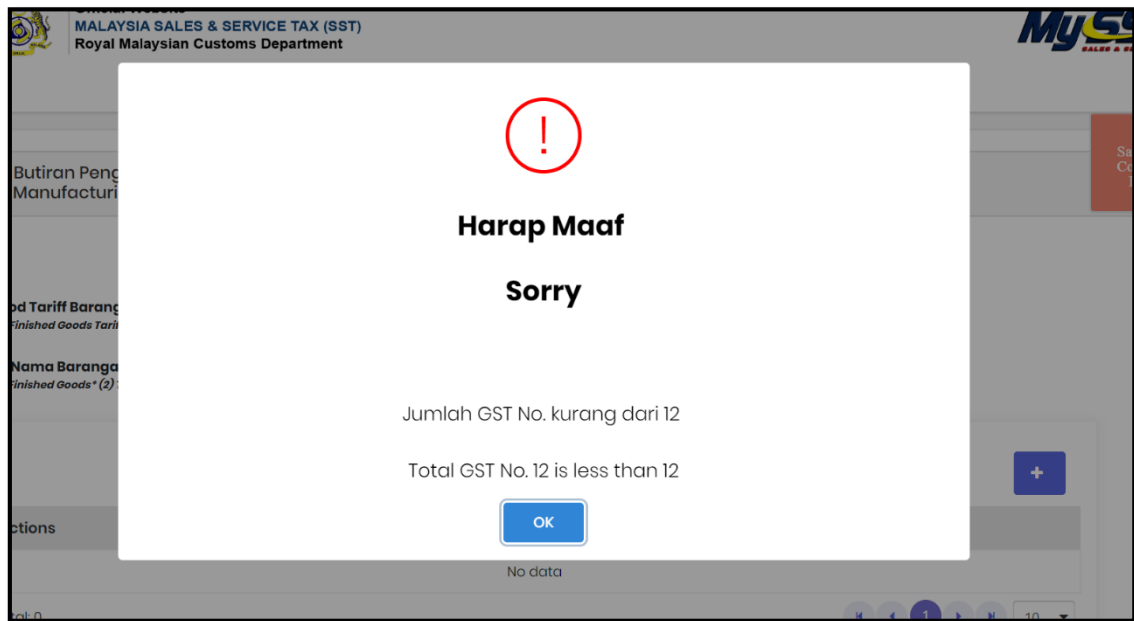


Figure 2.2.2 GST No. is less than 12

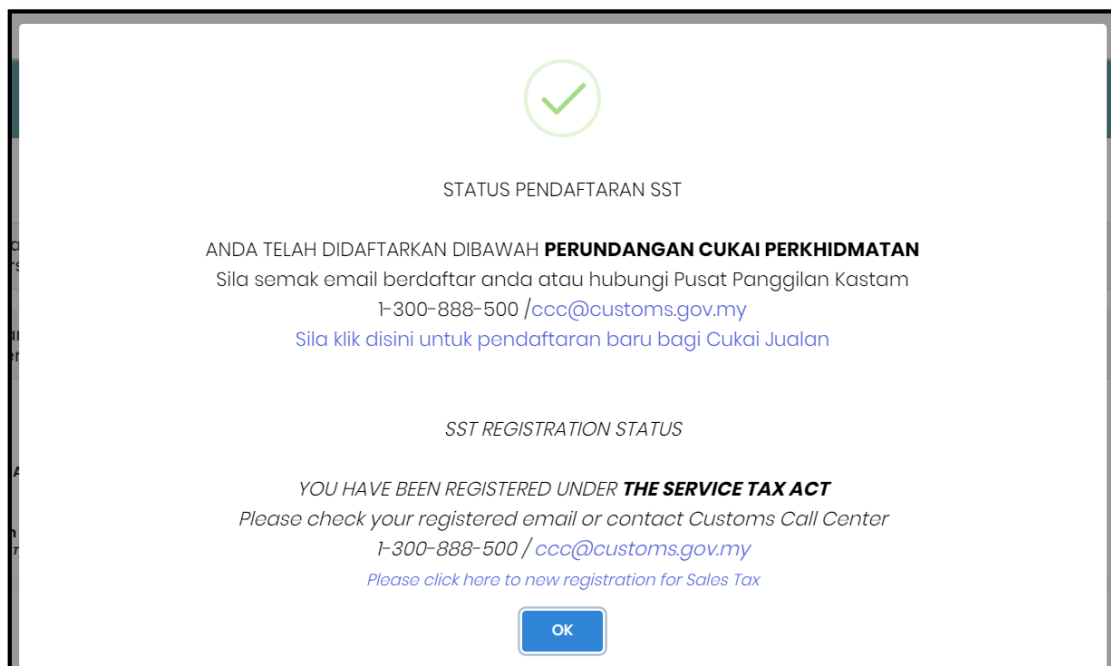


Figure 2.2.3 Already registered

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
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2. For Part A: Business Particular, No 3 is optional to fill in and No 4 is required to fill in.

- i. For No 3, user need to click on the box if the application is due to the registered manufactured business and fill in the required details which are date of replacement, previous registration no with maximum 18 alphanumeric format and previous registration name. Refer to figure 2.2.4
- ii. (|) symbol is mandatory to fill in.
- iii. Required to choose Business Type in field no. 4. Refer to figure 2.2.5
- iv. If user click to choose Others in Business Type, user need to choose the related choices. Refer to figure 2.2.6



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3) Jika permohonan disebabkan oleh penggantian perniagaan pengilang berdaftar, sila isikan Tarikh Penggantian, No. Daftar dan Nama Pengilang Berdaftar Terdahulu.
If the application is due to the registered manufactured business is succeeded, please fill in the Date of Succession, Previous Registration Number and Previous Registered Manufacturer's Name.

☒ Sila Klik untuk Isi
Please Click to Fill

Tarikh Penggantian
Date of Replacement

DD/MM/YYYY

No. Pendaftaran Terdahulu
Previous Registration No.

123456789012345678

Nama Pendaftar Terdahulu
Previous Registration Name

PREVIOUS MANUFACTURER'S REGISTRATION NAME

Save and Continue Later

Figure 2.2.4 Application Service Tax. Part A: Business Particulars
(No. 3)

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3) Jika permohonan disebabkan oleh penggantian perniagaan pengilang berdaftar, sila isikan Tarikh Penggantian, No. Daftar dan Nama Pengilang Berdaftar Terdahulu.
If the application is due to the registered manufactured business is succeeded, please fill in the Date of Succession, Previous Registration Number and Previous Registered Manufacturer's Name.

☐ Sila Klik untuk Isi
Please Click to Fill

4) Jenis Perniagaan *
*Business Type **

--PLEASE SELECT--
PEMILIKAN TUNGGAL / SOLE - PROPRIETORSHIP
RAKAN KONGSI / PARTNERSHIP
SYARIKAT SENDIRIAN BERHAD / PRIVATE LIMITED COMPANY
PERKONGSIAN LIABILITI TERHAD / LIMITED LIABILITY PARTNERSHIP
SYARIKAT BERHAD / LIMITED COMPANY
PERTUBUHAN / ASSOCIATION
LAIN - LAIN / OTHERS

5) No. Pendaftaran Perniagaan atau No. Kad Pengenalan *
*Business Registration No. or Identity Card No. **

Save and Continue Later

Figure 2.2.5 Application Service Tax. Part A: Business Particulars (No. 4)



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4) Jenis Perniagaan *
*Business Type **

LAIN - LAIN / OTHERS

--PLEASE SELECT--
INDIVIDU / INDIVIDUAL
PIHAK BERKUASA TEMPATAN / LOCAL AUTHORITY
PIHAK BERKUASA AWAM / PUBLIC AUTHORITY
BADAN BERKANUN / STATUTORY BODY
ENTITI ASING / FOREIGN ENTITY

5) No. Pendaftaran Perniagaan atau No. Kad Pengenalan *
*Business Registration No. or Identity Card No. **

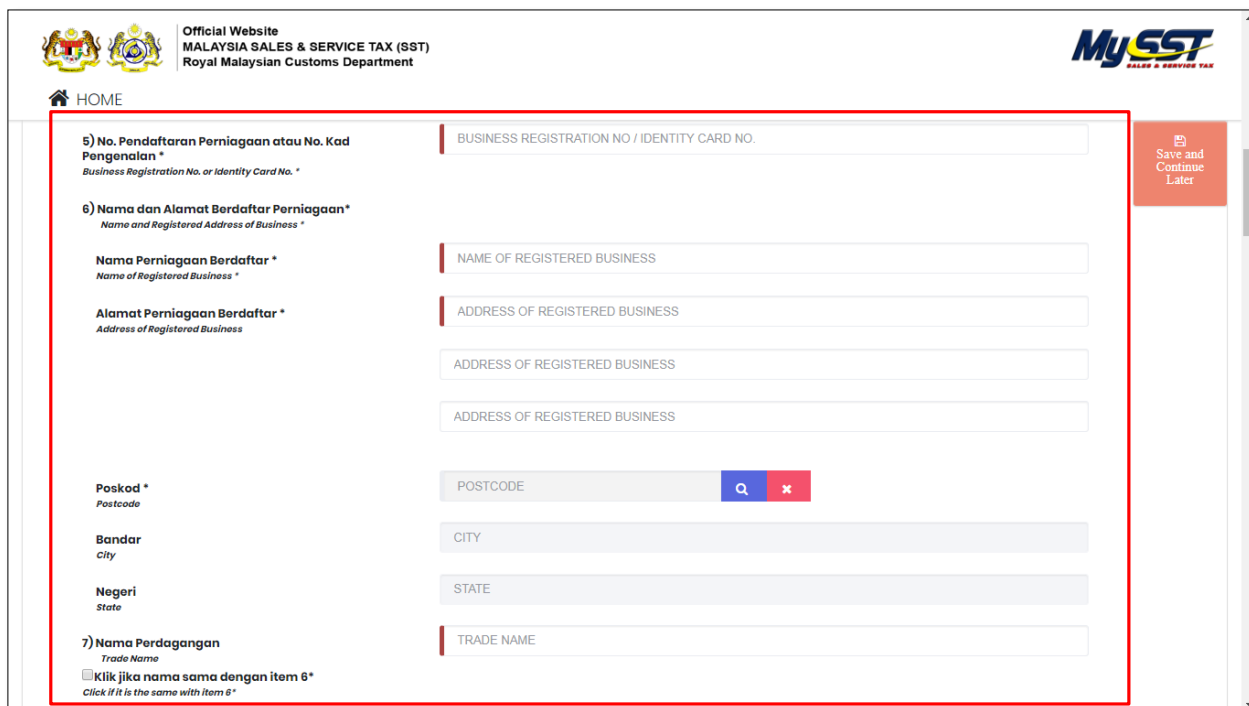
Save and Continue Later

Figure 2.2.6 No. 4 (Others)

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
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3. For Part A: Business Particular, No. 5 until No.7 is required to fill up.

- vi. No. 5, required to fill in the Business Registration No. / Identity Card No. in the field provided.
- vii. No. 6, required to fill in the Name of Registration Business in the provided field
- viii. Required to fill in Address of Registered Business in the provided field. Refer to figure 2.2.7
- ix. For postcode, click on pick button to search and click on select postcode as refer to 2.2.8
- x. No. 7, click on box that provided if Trade Name user same with Address of Registered Business in No.6 as refer to figure 2.2.7 if else need to fill in.



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5) No. Pendaftaran Perniagaan atau No. Kad Pengenalan *
*Business Registration No. or Identity Card No. **

BUSINESS REGISTRATION NO / IDENTITY CARD NO.

6) Nama dan Alamat Berdaftar Perniagaan *
*Name and Registered Address of Business **

Nama Perniagaan Berdaftar *
*Name of Registered Business **

NAME OF REGISTERED BUSINESS

Alamat Perniagaan Berdaftar *
Address of Registered Business

ADDRESS OF REGISTERED BUSINESS

ADDRESS OF REGISTERED BUSINESS

ADDRESS OF REGISTERED BUSINESS

Poskod *
Postcode

POSTCODE

Bandar
City

CITY

Negeri
State

STATE

7) Nama Perdagangan
Trade Name

TRADE NAME

☐ **Klik jika nama sama dengan item 6 ***
*Click if it is the same with item 6 **

Save and Continue Later

Figure 2.2.7 Application Sales Tax. Part A: Business Particulars (No. 5 - 7)



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Pilih Poskod / Choose Postcode

Search...

Actions	Code	City	State
Select	17000	PASIR MAS	KELANTAN
Select	17007	PASIR MAS	KELANTAN
Select	17009	PASIR MAS	KELANTAN
Select	17010	PASIR MAS	KELANTAN
Select	17020	PASIR MAS	KELANTAN

Total: 2759

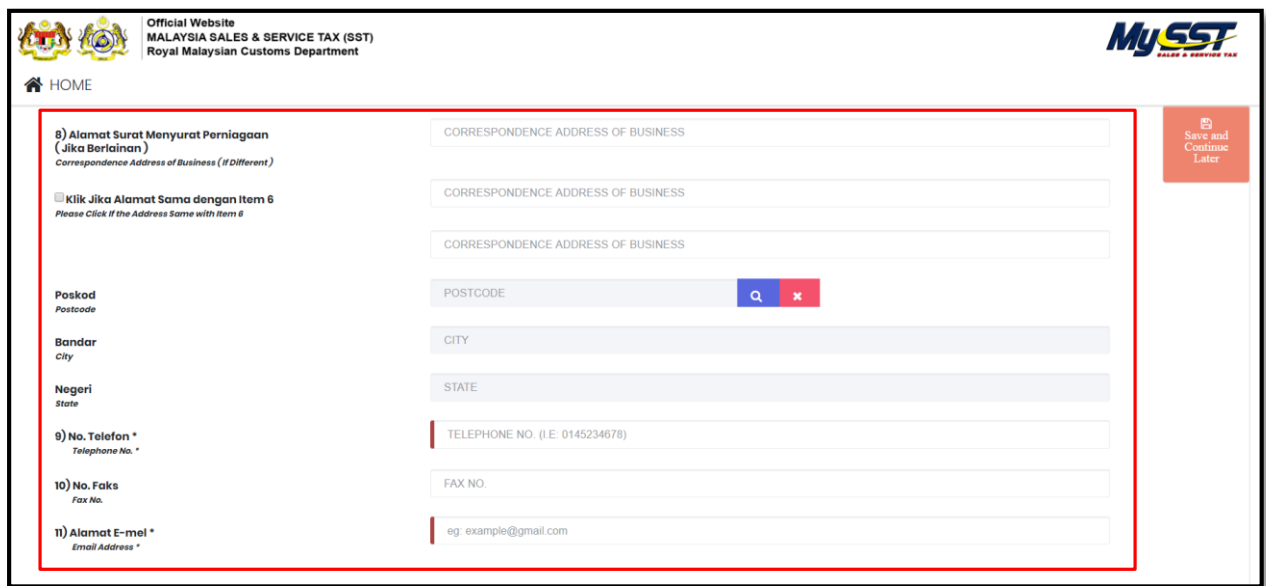
1 2 3 4 5

Close

Figure 2.2.8 Postcode

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
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1. For Part A: Business Particular:
Tick checkbox if Correspondence Address of Business same with Address of Registered Business as refer to figure 2.2.9 if else need to fill in.
2. Required to fill in Telephone No. in the field provided with 14 in numeric format.
3. Optional to fill in Fax No. in the field provided.
4. Required to fill in Email Address with @ in the field provided.



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8) Alamat Surat Menyurat Perniagaan
(Jika Berlainan)
Correspondence Address of Business (If Different)

☐ Klik Jika Alamat Sama dengan Item 6
Please Click If the Address Same with Item 6

Poskod
Postcode

Bandar
City

Negeri
State

9) No. Telefon *
Telephone No. *

10) No. Faks
Fax No.

11) Alamat E-mel *
Email Address *

CORRESPONDENCE ADDRESS OF BUSINESS

CORRESPONDENCE ADDRESS OF BUSINESS

CORRESPONDENCE ADDRESS OF BUSINESS

POSTCODE

CITY

STATE

TELEPHONE NO. (I.E. 0145234678)

FAX NO.

eg. example@gmail.com

Save and Continue Later

Figure 2.2.9 Application Service Tax. Part A: Business Particulars
(No. 8 - 11)

4. For Part A: Business Particular, No. 12 are required to fill up.
 1. Save and Continue Later button can be use after user completing their details until No. 11 with fill in email address and confirmation email address. Refer to figure 2.2.10.
 2. Click on submit button and popup window will display about Application SST Reference Number and station name as refer to figure 2.2.11
 3. User must remember SST Reference Number in order to retrieve data that already submitted.
 4. No. 12, required to fill in details of Director / Owner with click on add button. Refer to figure 2.2.12.
 5. Fill in all the required information :
 - ix. Required to fill in Name of Director
 - x. Required to fill in Address
 - xi. Required to fill in Telephone No with maximum 14 in numeric format

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- xii. Required to select in Identity Type either Identity Card (IC) or Passport Number (NP)
 - xiii. If choose Identity card, required to fill IC number with maximum 12 in numeric format
 - xiv. If choose Passport Number, required to fill in NP number with maximum 12 in alphanumeric format
 - xv. For nationality, it will auto generate if user choose IC but if user choose NP, user need to fill in by themselves
 - xvi. Required to fill in Appointed Date
6. Click on save button after completing the form as refer to figure 2.2.13

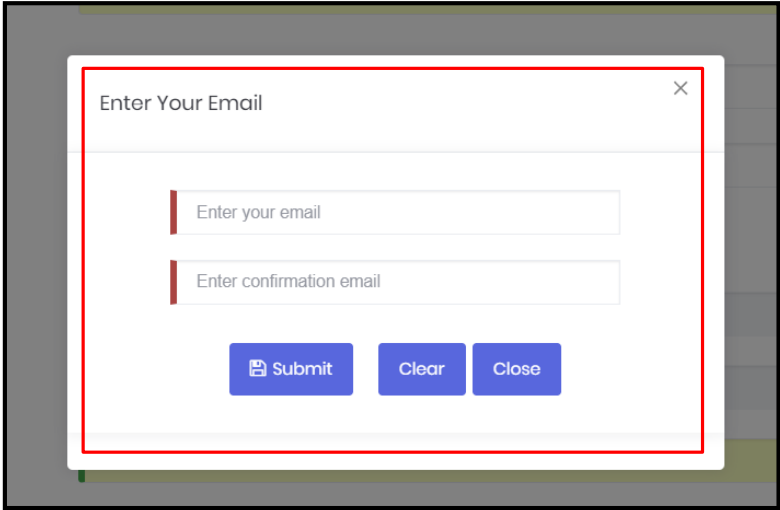


Figure 2.2.10 Email Address

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Application SST Reference Number

Sila simpan nombor rujukan anda **D11-1808-30042169** bagi tujuan paparan semula data yang telah dimasukkan

Station Name : Rantau Panjang

Figure 2.2.11 Application for SST Reference number



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12) Senarai Maklumat Pengarah / Pemilik Perniagaan *
Details of Director / Owner *

+

Actions	Name	Current Address	Telephone No.	Appointed Date
No data				

Total: 0

1
10

Save and Continue Later

Figure 2.2.12 Application Service Tax. Part A: Business Particulars (No. 12)

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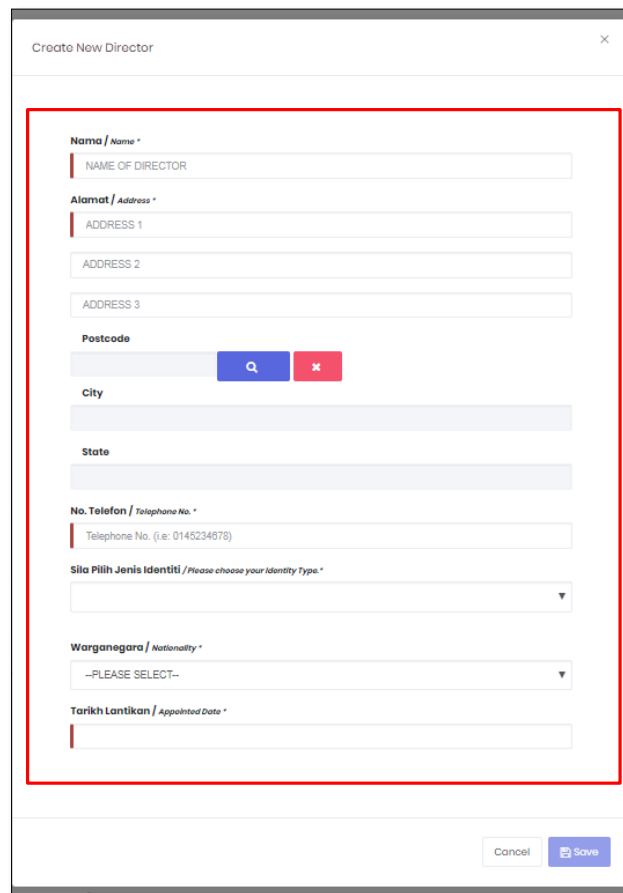


Figure 2.2.13 Create new Director

5. For Part B: Manufacturing / Service Details, No. 13 (a) is required to fill in.
 1. No. 13 a), to fill in Service Group and Service Type Code in the box provided refer to Figure 2.2.14
 2. Click add button and popup window for add Tariff code will display. User need to fill in all the required detail and click on save button to save the information as refer to figure 2.2.15

Figure 2.2.14 Part B: Details of Manufacture / Service (No. 13(a))

Figure 2.2.15 Service Type Code

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6. For Part B: Manufacturing / Service Details, No. 14 until No. 16 are required to fill in.

1. Required to fill in data in Business Commencement Date in No.14 (a)
2. Required to fill in data in Manufacturing/ Service Commencement Date in No. 14 (b)
3. Required to fill in data in Date of Achieving Sale Value of Taxable Goods/ Wage/ Value of Taxable Service in No. 14 (c)
4. User must fill in date for No. 14 (a) and No. 14 (b) first before fill in No. 14 (c). Cannot directly fill in in No. 14 (c) without fill in No. 14 (a) and No. 14 (b).
5. Required to fill in Annual total Taxable Sales/ Service value (RM).
6. Required to fill in data in Financial Year End Month in the box provided refer to figure 2.2.16



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14) Isi Maklumat Berkaitan :
Fill in Relevant Details :

a) Tarikh Mula Perniagaan*
*Business Commencement Date ** DD/MM/YYYY

b) Tarikh Mula Pengilangan / Perkhidmatan*
*Manufacturing / Service Commencement Date ** DD/MM/YYYY

c) Tarikh Mencapai Nilai Jualan Barang Bercukai / Upah / Perkhidmatan Bercukai*
*Date of Achieving Sale Value of Taxable Goods/ Wage/ Value of Taxable Service ** DD/MM/YYYY

15) Jumlah Nilai Jualan Barang Bercukai / Upah / Perkhidmatan Bercukai Tahunan* (RM)
*Annual Total Taxable Sales / Service Value ** RM

16) Bulan Kewangan Tahunan Berakhir*
*Financial Year End Month **

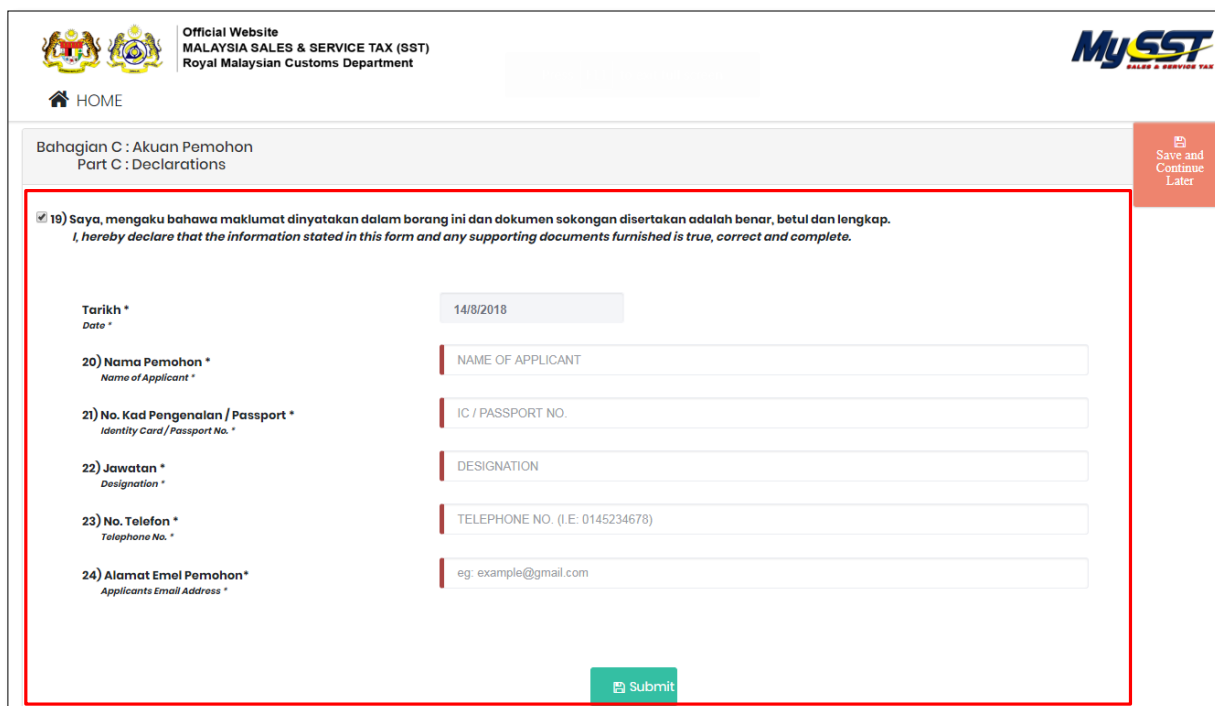
Save and Continue Later

Figure 2.2.16 Part B: Details of Manufacture / Service (No. 14 - 16)

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7. For Part C: Declarations, No. 19 are required to fill in.

- ix. Tick checkbox in the applicant's declaration, where I hereby.....
- x. Date will be automatic generate from real time date.
- xi. Fill in Name of Applicant in the box provided.
- xii. Fill in Identity Card/Passport No. in Identity Card / Passport No. in the box provided.
- xiii. Fill in data in Designation in box provided.
- xiv. Fill in number in Telephone No. in the box provided with 11 in numeric format.
- xv. Fill in email of applicant in Email Address in the box provided.
- xvi. After user complete fill-in all data in the box, click on **Submit** button to submit data. Refer to figure 2.2.17



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Bahagian C : Aduan Pemohon
Part C : Declarations

☒ 19) Saya, mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and any supporting documents furnished is true, correct and complete.

Tarikh *
Date * 14/8/2018

20) Nama Pemohon *
Name of Applicant * NAME OF APPLICANT

21) No. Kad Pengenalan / Passport *
Identity Card / Passport No. * IC / PASSPORT NO.

22) Jawatan *
Designation * DESIGNATION

23) No. Telefon *
Telephone No. * TELEPHONE NO. (I.E: 0145234678)

24) Alamat Emel Pemohon *
Applicant's Email Address * eg: example@gmail.com

Submit

Save and Continue Later

Figure 2.2.17 Applicant's Declaration

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3. Procedure to Login to MySST System (SST Registrant)

1. For existing GST registrant, they will receive an email from MySST containing:
 - I. The URL to MySST landing page
 - II. User ID
 - III. Temporary password to login the system.
 - IV. Approval Letter.

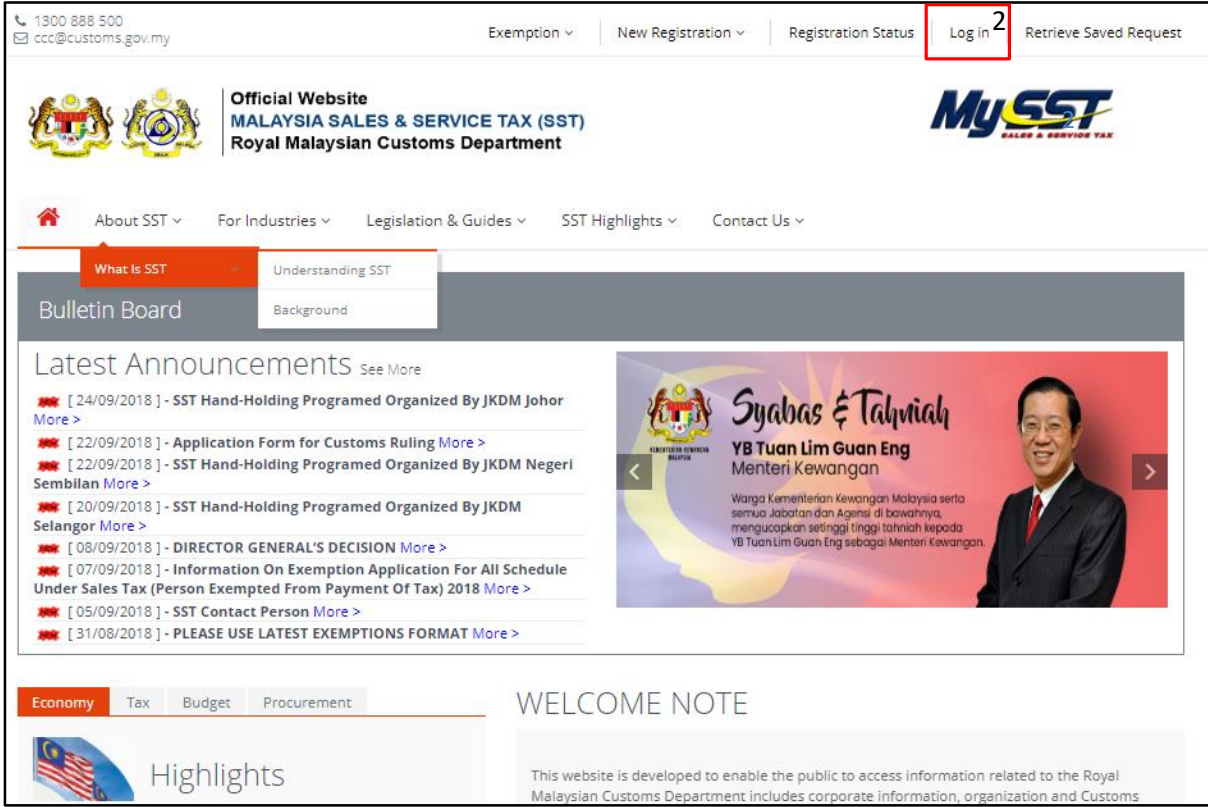
Refer Figure 3.1 for email sample.



Figure 3.1: Email Received By SST Registrant

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2. Click on Login tab in Main Page. Refer figure 3.2



The screenshot shows the official website of the Malaysia Sales & Service Tax (SST) under the Royal Malaysian Customs Department. At the top, there is a navigation bar with links for Exemption, New Registration, Registration Status, **Log in²**, and Retrieve Saved Request. The main header includes the department's logo, name, and the 'MySST' logo. Below this is a secondary navigation menu with links like About SST, For Industries, Legislation & Guides, SST Highlights, and Contact Us. A dropdown menu for 'What Is SST' is open, showing options for Understanding SST and Background. The main content area features a 'Bulletin Board' and 'Latest Announcements' section with several news items dated from 2018. A large banner on the right celebrates the appointment of YB Tuan Lim Guan Eng as Minister of Finance. At the bottom, there is a 'WELCOME NOTE' and a 'Highlights' section with a Malaysian flag.

Figure 3.2 Main Page

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3. On the right panel, there is a steps to follow.
4. Please click on Enter button to fill in SST Registration Number in the box provided. (Refer Figure 3.3 Login Page).

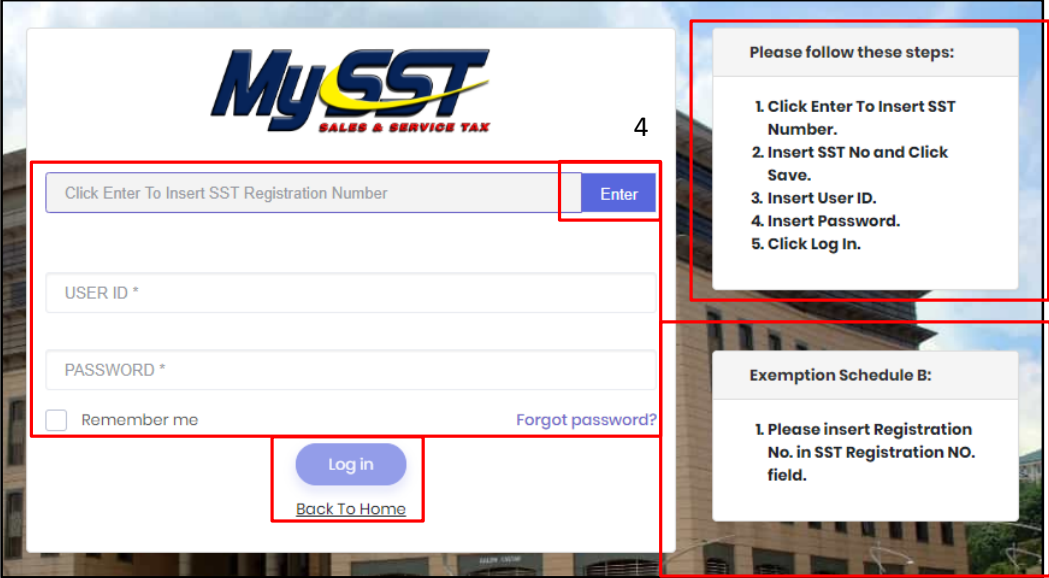


Figure 3.3 Login Page

5. Fill in SST Registration No. Refer Figure 3.4.

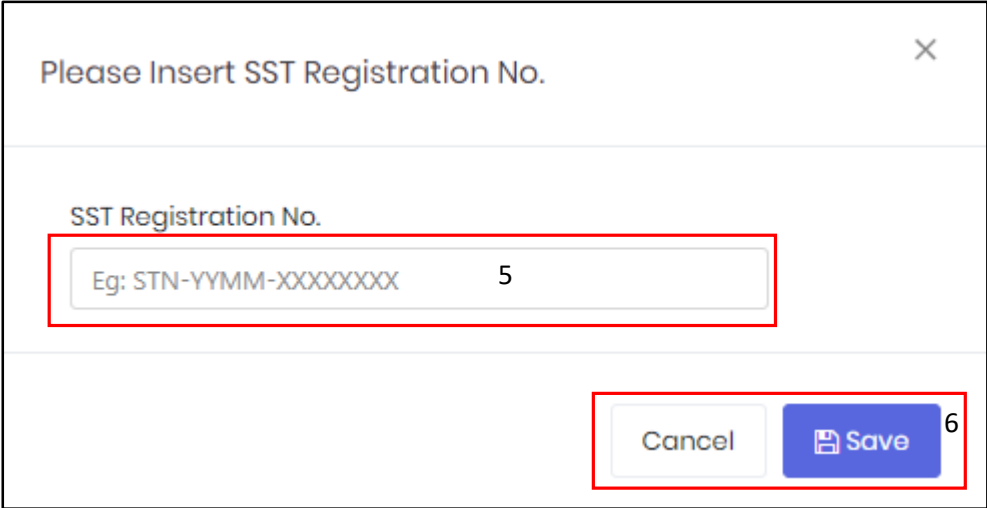
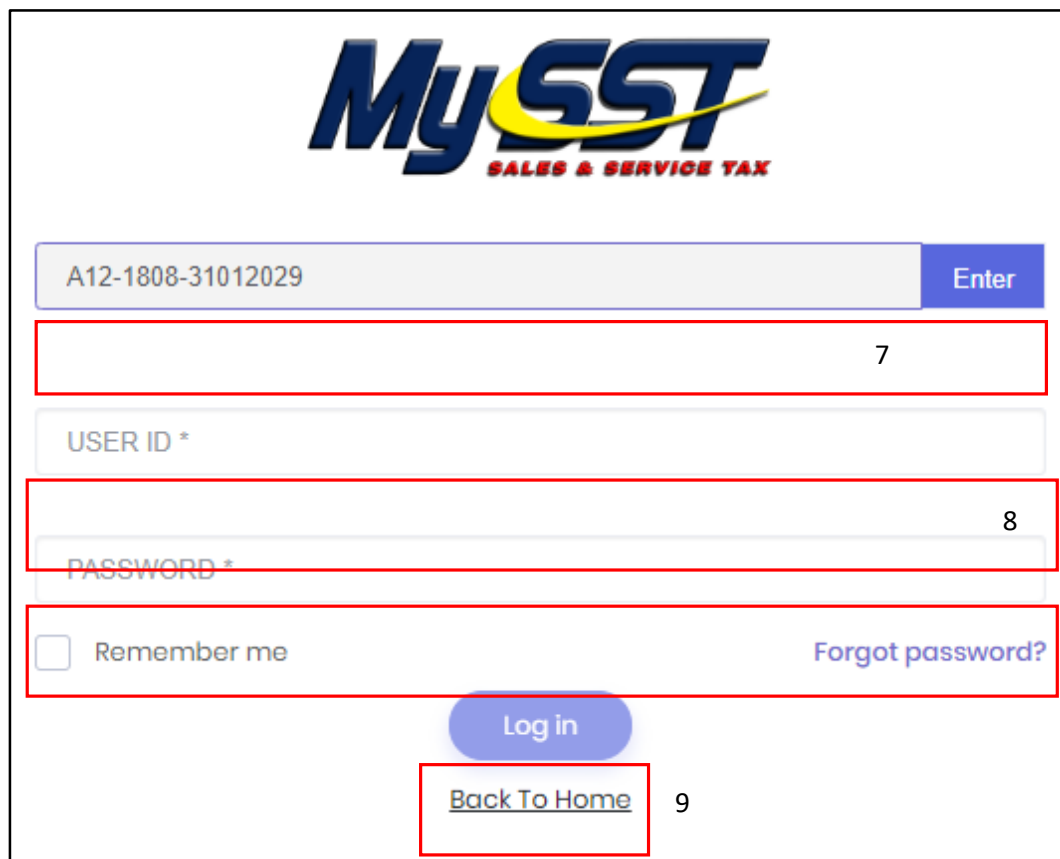


Figure 3.4: SST Registration No.

6. Click Save button.

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7. Fill in email address and password (Refer Figure 3.1. and Figure 3.5).
8. Click on Log in button to login in MySST system.



The screenshot shows the MySST login interface. At the top is the MySST logo with the tagline 'SALES & SERVICE TAX'. Below the logo is a registration number input field containing 'A12-1808-31012029' and an 'Enter' button. This is followed by a red rectangular box labeled '7'. Below this is a 'USER ID *' input field, followed by a red rectangular box labeled '8'. Below the '8' box is a 'PASSWORD *' input field. At the bottom left is a 'Remember me' checkbox. At the bottom right is a 'Forgot password?' link. In the center is a blue 'Log in' button. Below the 'Log in' button is a red rectangular box labeled '9' containing a 'Back To Home' link.

Figure 3.5 Login Page

9. If the SST Registration number is not available in the system, a pop up message will appear as in Figure 3.6.

**Note: Account will be block if user fill in wrong password in 5 consecutive times. Need to wait for 5 minutes to try again or just do forgot password*

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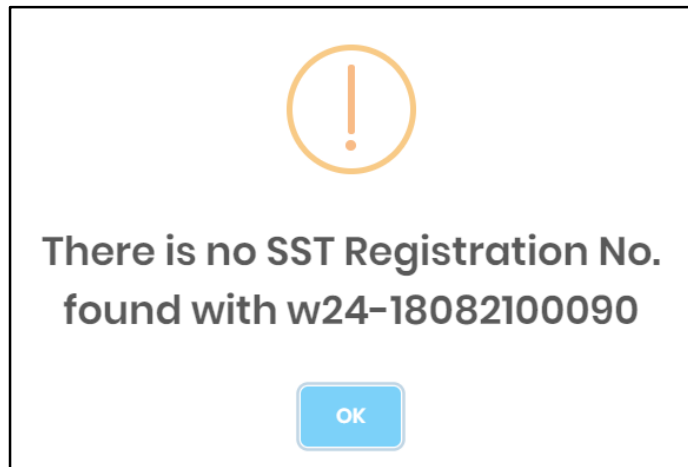


Figure 3.6 Pop Up Display No SST Registration Record Found

3.1 Forgot Password?

1. If forgot password, click Forgot Password link on the right corner as Figure 3.1.1 and fill in your Email Address.
2. Refer figure 3.1.2 Email Address. The password reset link will be sent to your email to reset your password. If you don't get an email within a few minutes, please re-try.

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A12-1808-31012029

Enter

USER ID *

PASSWORD *

☐ Remember me

Forgot password?¹

Log in

[Back To Home](#)

Figure 3.1.1 Forgot Password



Forgot password?

A password reset link will be sent to your email to reset your password. If you don't get an email within a few minutes, please re-try.

Email address *

2

Back

Submit

Figure 3.1.2 Email Address

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3. Fill in your new password. (Refer Figure 3.1.3 Change Password)
**Note: Format: Minimum 8, Maximum 12, Number (1-8), Alphanumeric & special character (@).*

4. Repeat the same new password to ensure it is match, Click Submit button.
 (Refer Figure 3.1.3 Change Password)
**Note: Format: Minimum 8, Maximum 12, Number (1-8), & Alphanumeric & special character (@).*



Change password

Please enter your new password.

Password

3

Password (repeat)

4

← Back

✓ Submit

5

Figure 3.1.3 Change Password

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4. Dashboard

4.1 Public User

1. A popup window will appear for first time login. It informs user to update Company Information. Refer to figure 4.1.1

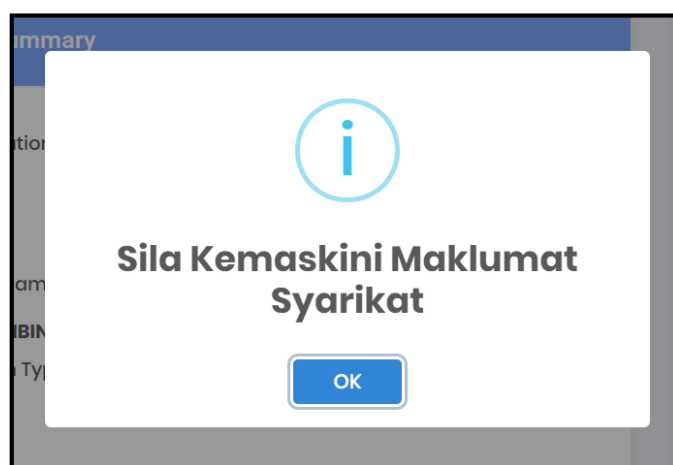


Figure 4.1.1 popup update Company Information

2. Update related information in Part A, click update. Refer to figure 4.1.2
3. Continue update in Part B, Director, Premises (Sales Tax)/ Branch (Service Tax), Registered Branch (Service Tax), Finished Goods(Sales Tax)/ Service Type Code (Service Tax), Sub Contractor (Sales Tax) and Agreement.
4. After done, click update button. Refer to figure 4.1.3



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My SST USER GUIDE(S) A10-1808-210000971(CXENGINEERING78@GMAIL.COM)

Home Administration Users Registrant Registration Info Exemption Schedule C Sales Tax Deduction Registration Form Exemption Inquiry Schedule C Return & Payment

Registration Info

Part A: Business Particulars Part B: Manufacturing/Service Details Director Premises Finished Goods Sub-Contract Agreement

1. No. Pendaftaran
Registration No.
a) No. Pendaftaran SST : A10-1808-21000097
SST Registration No.
Nama Stesen : A10 - IPOH
Station Name

b) No. Pendaftaran GST :
GST Registration No.
00000684972

c) No. Pendaftaran Cukai Pelancengan :
Tourism Tax Registration No.
TOURISM TAX REGISTRATION NO.

d) No. Rujukan Cukai Pendapatan:
Income Tax Reference No.
INCOME TAX REFERENCE NO.

2. No. Rujukan Audit Kastam :
Customs Audit Reference No.
CUSTOMS AUDIT REFERENCE NO.

3. Pendaftaran Terdahulu :
Previous Registered Manufacturer
a) Tarikh Penggantian : DD/MM/YYYY
Date of Replacement
b) No. Pendaftaran Terdahulu : PREVIOUS MANUFACTURER'S REGISTRATION NUMBER
Previous Registration No.
c) Nama Pendaftaran Terdahulu : PREVIOUS MANUFACTURER'S REGISTRATION NAME
Previous Registration Name

4. Jenis Perniagaan :
Business Type
SYARIKAT SENDIRIAN BERHAD / PRIVATE LIMITED PARTNERSHIP

5. No. Pendaftaran Perniagaan atau No. Kad Pengenalan * :
Business Registration No. or Identity Card No.
75350T

6. Nama dan Alamat Perniagaan Berdaftar
Name and Registered Address of Business
Nama Perniagaan Berdaftar : MULTIMECH SDN BHD
Name of Registered Business
Alamat Perniagaan Berdaftar : 5, JALAN KILANG SATU,
Address of Registered Business
KAWASAN PERINDUSTRIAN JELAPANG,
IPOH
30100
Poskod :
Postcode
Bandar : IPOH
City
Negeri : PERAK
State

7. Nama Perdagangan :
Trade Name
MULTIMECH SDN BHD
☐ Klik jika nama sama dengan item 6*
Click if it is the same with item 6*

8. Alamat Surat-menyurat :
Correspondence Address
☐ Klik jika Alamat Sama dengan Item 6
Please Click if the Address Same with Item 6
5, JALAN KILANG SATU,
KAWASAN PERINDUSTRIAN JELAPANG,
IPOH
30100
Poskod :
Postcode
Bandar : IPOH
City
Negeri : PERAK
State

8. Alamat Surat-menyurat :
Correspondence Address
☐ Klik jika Alamat Sama dengan Item 6
Please Click if the Address Same with Item 6
5, JALAN KILANG SATU,
KAWASAN PERINDUSTRIAN JELAPANG,
IPOH
30100
Poskod :
Postcode
Bandar : IPOH
City
Negeri : PERAK
State

9. No. Telefon :
Telephone No.
055269091

10. No. Faks :
Fax No.
055261188

11. Alamat Emel :
Email Address
edaransst@gmail.com

Update

Figure 4.1.2 Registration Information page (Part A)



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The screenshot shows the 'Registration Info' page with a sidebar on the left containing navigation links: Home, Administration, Users, Registrant (highlighted), Registration Info, Exemption, Schedule C, Sales Tax Deduction, Registration Form, Exemption Inquiry, Schedule C, and Return & Payment. The main content area is titled 'Part B: Manufacturing/Service Details' and contains several sections:

- 12. Maklumat Perniagaan:** Business Details
 - a) Tarikh Mula Perniagaan: 01/04/2015
 - b) Tarikh Mula Pengilangan / Perkhidmatan: 01/04/2015
 - c) Tarikh Mencapai Nilai Jualan Barang / Perkhidmatan Bercukai: 01/04/2015
- 13. Tarikh Kuat Kuasa:** Effective Date: 01/09/2018
- 14. Jumlah Nilai Jualan Barang / Perkhidmatan Bercukai:** Total Annual Sale Value of Taxable Goods/Value of Taxable Service: RM 3,183,464.00
- 15. Barang - Barang Dijual atau Dilupuskan dengan Cara Berikut *** Goods Sold or Disposed of By *
 - a) Jualan Tempatan (%): 0
 - b) Eksport (%): 0
 - c) Jualan ke Kawasan Ditentukan / Kawasan Khas (%): 0
 - d) Lain-Lain (%): 0
- 16. Bulan Kewangan Tahunan Berakhir:** Financial Year End Month: SEP

An 'Update' button is located at the bottom right of the form.

Figure 4.1.3 Registration Information page (Part B)

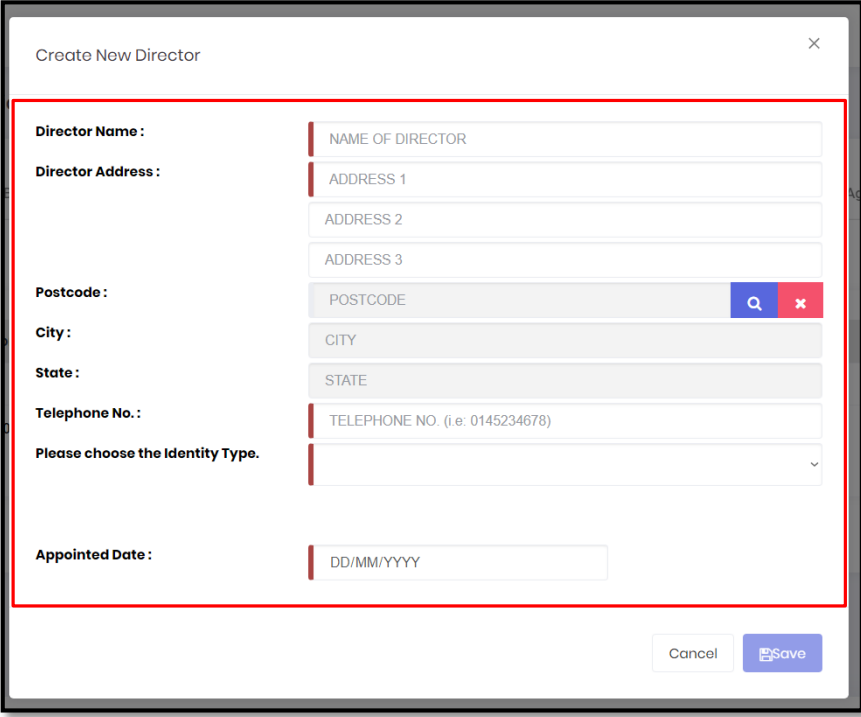
The screenshot shows the 'Registration Info' page with the 'Director' tab selected. The sidebar is the same as in Figure 4.1.3. The main content area shows a table of directors with the following columns: Actions, Name, Current Address, Telephone No., and Appointed Date. There is one entry for 'ALI B MOHD' with address 'JLN 3, BLOK MURNI' and telephone number '01232243432', appointed on '18/03/2019'. A '+ Add New Director' button is in the top right. At the bottom, it says 'Total: 1' and has a pagination control showing '1' of 10 items.

Actions	Name	Current Address	Telephone No.	Appointed Date
+ Action	ALI B MOHD	JLN 3, BLOK MURNI	01232243432	18/03/2019

Figure 4.1.4 Registration Information page (Director)

5. Click Director Tab to add new director. Refer to figure 4.1.4

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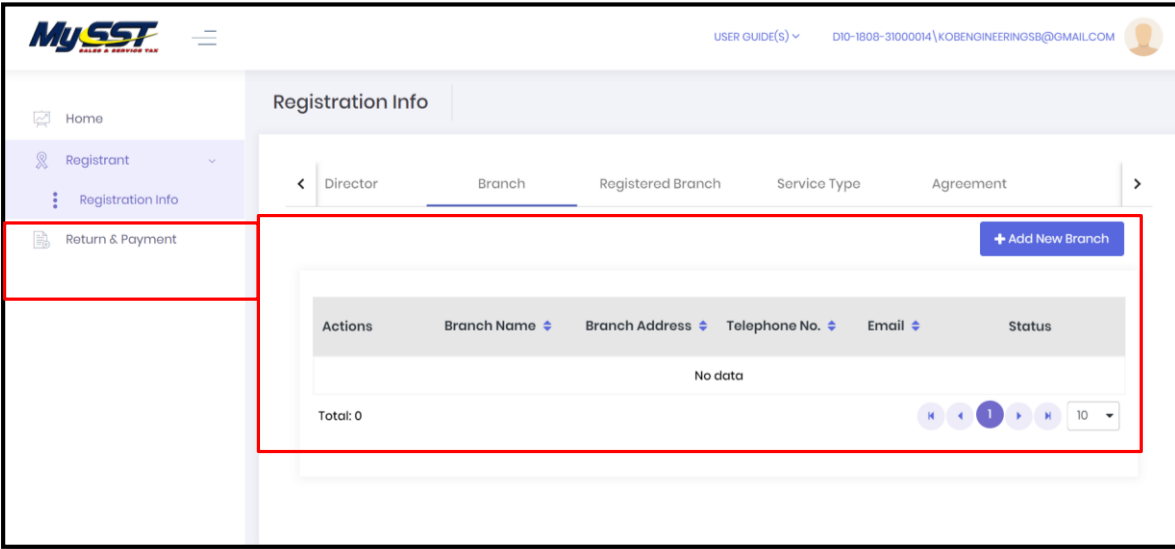
The 'Create New Director' form contains the following fields:

- Director Name :** NAME OF DIRECTOR
- Director Address :** ADDRESS 1, ADDRESS 2, ADDRESS 3
- Postcode :** POSTCODE
- City :** CITY
- State :** STATE
- Telephone No. :** TELEPHONE NO. (i.e: 0145234678)
- Please choose the Identity Type.** (Dropdown menu)
- Appointed Date :** DD/MM/YYYY

Buttons: Cancel, Save

Figure 4.1.5 Create New Director

6. User need to fill up the entire mandatory field in the form. Refer to figure 4.1.5



The 'Registration Information' page shows the following components:

- Navigation Menu:** Home, Registrant, Registration Info, Return & Payment.
- Registration Info Tab:** Director, Branch, Registered Branch, Service Type, Agreement.
- Branch List:**

Actions	Branch Name	Branch Address	Telephone No.	Email	Status
No data					
- Buttons:** Add New Branch
- Footer:** Total: 0, Page 1 of 10

Figure 4.1.6 Registration Information page (Service Tax)

7. Click Branch Tab to add new branch. Refer to figure 4.1.6



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Create New Branch

Part A: Business Particulars Part B: Manufacturing/Service Details Director Service Type

1. No. Pendaftaran
Registration No.

a) No. Pendaftaran GST Cawangan :
GST Branch Registration No.

b) No. Pendaftaran Cukai Pelancongan :
Tourism Tax Registration No.

c) No. Rujukan Cukai Pendapatan:
Income Tax Reference No.

2. No. Rujukan Audit Kastam :
Customs Audit Reference No.

3. Pendaftaran Terdahulu :
Previous Registered Manufacturer

a) Tarikh Penggantian :
Date of Replacement

b) No. Pendaftaran Terdahulu :
Previous Registration No.

c) Nama Pendaftaran Terdahulu :
Previous Registration Name

4. Jenis Perniagaan :
Business Type

5. No. Pendaftaran Perniagaan atau No. Kad Pengenalan * :
*Business Registration No. or Identity Card No. **

6. Kategori Cawangan :
Branch Categories

7. Nama dan Alamat Cawangan Berdaftar
Name and Registered Address of Branch

Nama Cawangan Berdaftar
Name of Registered Branch

Alamat Cawangan Berdaftar :
Address of Registered Branch

Poskod :
Postcode

Bandar :
City

Negeri :
State

8. No. Telefon :
Telephone No.

9. No. Faks :
Fax No.

10. Alamat Emel :
Email Address

NAME OF REGISTERED BRANCH

ADDRESS OF REGISTERED BRANCH

ADDRESS OF REGISTERED BRANCH

ADDRESS OF REGISTERED BRANCH

POSTCODE

CITY

STATE

TELEPHONE NO. (I.E: 0145234678)

FAX NO.

eg: example@gmail.com

Save

Filter By Status

Q

X

Close

Submit

Figure 4.1.7 Add New Branch

8. User need to fill up the entire mandatory field in the form. Refer to figure 4.1.5

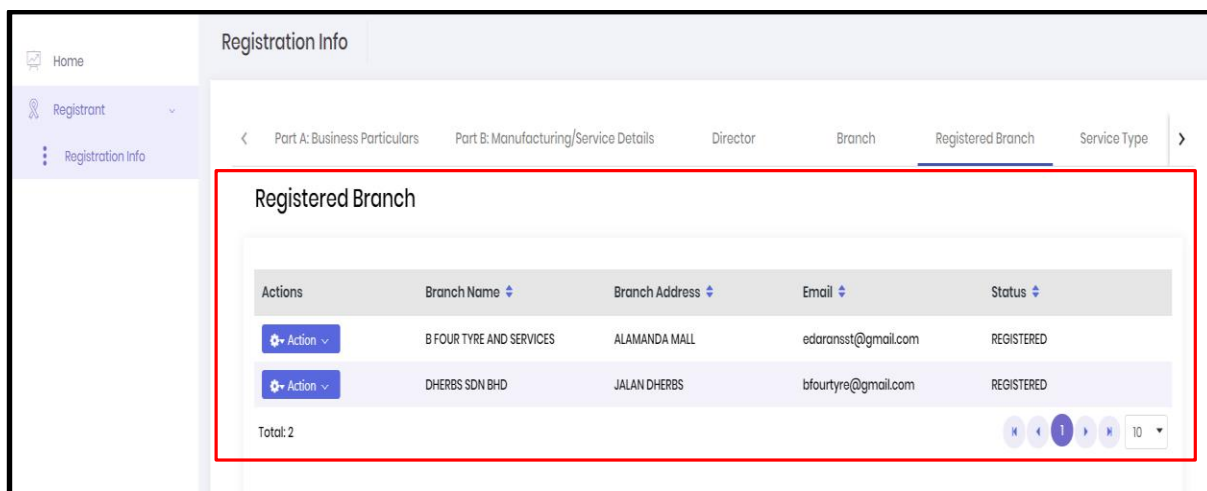


Figure 4.1.8 Registration Information page (Service Tax)

- Click Registered Branch Tab to view branch details or view approval letter. Refer to figure 4.1.8



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View Branch

Part A: Business ParticularsPart B: Manufacturing/Service DetailsDirectorService Type

1. No. Pendaftaran

Registration No.

a) No. Pendaftaran GST Cawangan :

GST Branch Registration No.

GST BRANCH REGISTRATION NO.

b) No. Pendaftaran Cukai Pelancongan :

Tourism Tax Registration No.

TOURISM TAX REGISTRATION NO.

c) No. Rujukan Cukai Pendapatan:

Income Tax Reference No.

INCOME TAX REFERENCE NO.

2. No. Rujukan Audit Kastam :

Customs Audit Reference No.

CUSTOMS AUDIT REFERENCE NO

3. Pendaftar Terdahulu :

Previous Registered Manufacturer

a) Tarikh Penggantian :

Date of Replacement

DD/MM/YYYY

b) No. Pendaftar Terdahulu :

Previous Registration No.

PREVIOUS MANUFACTURER'S REGISTRATION NUMBER

c) Nama Pendaftar Terdahulu :

Previous Registration Name

Previous Manufacturer's Registration Name

4. Jenis Perniagaan :

Business Type

RAKAN KONGSI / PARTNERSHIP

5. No. Pendaftaran Perniagaan atau No. Kad Pengenalan * :

Business Registration No. or Identity Card No. *

IP0345938V

6. Kategori Cawangan :

Branch Categories

7. Nama dan Alamat Cawangan Berdaftar

Name and Registered Address of Branch

Nama Cawangan Berdaftar

Name of Registered Branch

B FOUR TYRE AND SERVICES

Alamat Cawangan Berdaftar :

Address of Registered Branch

ALAMANDA MALL

PRESINT 2

KELANTAN

Poskod :

Postcode

62000

Bandar :

City

PUTRAJAYA

Negeri :

State

PUTRAJAYA

8. No. Telefon :

Telephone No.

0123456789

9. No. Faks :

Fax No.

055417971

10. Alamat Emel :

Email Address

edaransst@gmail.com

Close

Figure 4.1.9 Add New Registered Branch

10. Example of branch details. Refer to figure 4.1.9

Registration Info

< Part A: Business Particulars Part B: Manufacturing/Service Details Director Branch Registered Branch Service Type >

+ Add New Service Type

Search...

Actions	Service Group	Service Type Code	Description	Remark
+ Actions	I-OTHER SERVICE PROVIDERS	9909051666	AUTOMATIVE REPAIR CENTRE	

Total: 1

1

10

Figure 4.1.10 Service Type

Add New Service Type

Service Group

Service Type Code

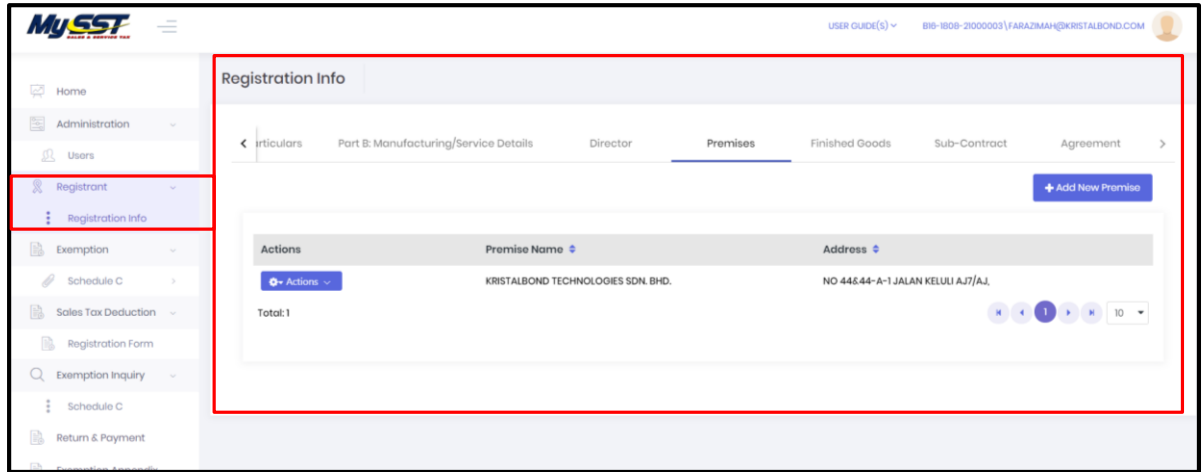
Description

Remark

Cancel

Save

Figure 4.1.11 Add New Service Type



Registration Info

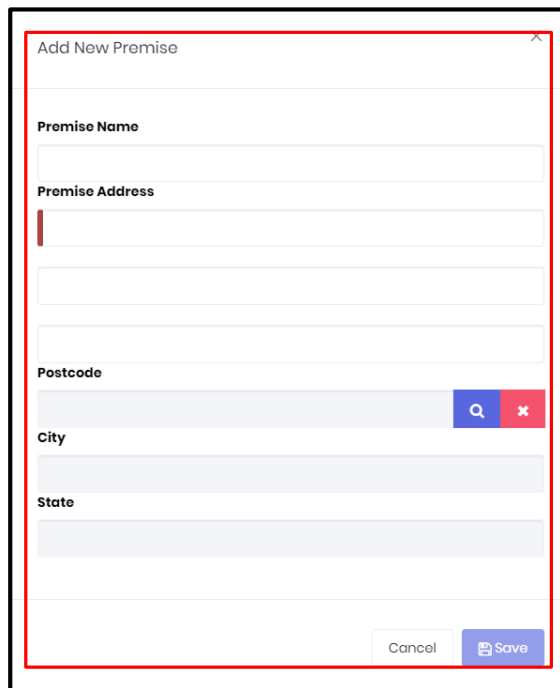
Articulars | Part B: Manufacturing/Service Details | Director | **Premises** | Finished Goods | Sub-Contract | Agreement

[+ Add New Premise](#)

Actions	Premise Name	Address
+ Actions	KRISTALBOND TECHNOLOGIES SDN. BHD.	NO 44&44- A-1 JALAN KELU A/J/AJ

Total: 1

Figure 4.1.12 Premises, Finished Goods and Sub-Contract (Sales Tax)



Add New Premise

Premise Name

Premise Address

Postcode

City

State

[Cancel](#) [Save](#)

Figure 4.1.13 Add New Premise

Registration Info

<Part A: Business ParticularsPart B: Manufacturing/Service DetailsDirectorPremisesFinished GoodsSub-Contract>

+ Add New Finished Goods

Actions	Finished Goods	Tariff Code	Description
⚙️ Actions	CREATED BY SYSTEM	8430690000	-- OTHER

Total: 1

⏪⏩110

Figure 4.1.14 Finished Goods

Add New Finished Goods

Finished Goods

Tariff Code

🔍✖

Description

Cancel

💾 Save

Figure 4.1.15 Add New Finished Goods

Registration Info

< Part A: Business Particulars Part B: Manufacturing/Service Details Director Premises Finished Goods Sub-Contract >

+ Add New Sub-Contract

Actions	Finished Goods	Tariff Code	Description
No data			

Total: 0

1

10

Figure 4.1.16 Sub-Contract

Add New Finished Goods

Finished Goods

Tariff Code

Description

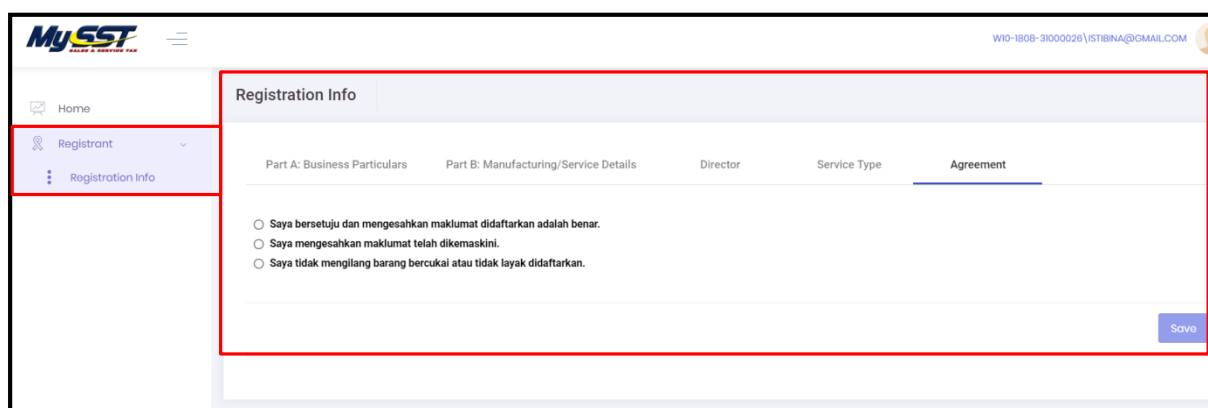
Cancel

Save

Figure 4.1.17 Add New Sub-Contract

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11. On Agreement tab, user need to click only one from the listed in radio button. Refer to figure 4.1.18
12. If user click on 'Saya tidak mengilang barang bercukai atau tidak layak didaftarkan.' A popup window will display. Refer to figure 4.1.19. Click Ok button and directly go to home page. Refer to figure 4.1.21
13. If user click other than No.1 above, user just need to click save and it will directly go to home page. Refer to figure 4.1.21
14. If user didn't add at least one director information, a popup 'Sila Isi Maklumat Pengarah.' Refer to figure 4.1.20



MySST Malaysia's Smart Service Tax

WID-1808-31000026\ESTBNA@GMAIL.COM

Home

Registrant

Registration Info

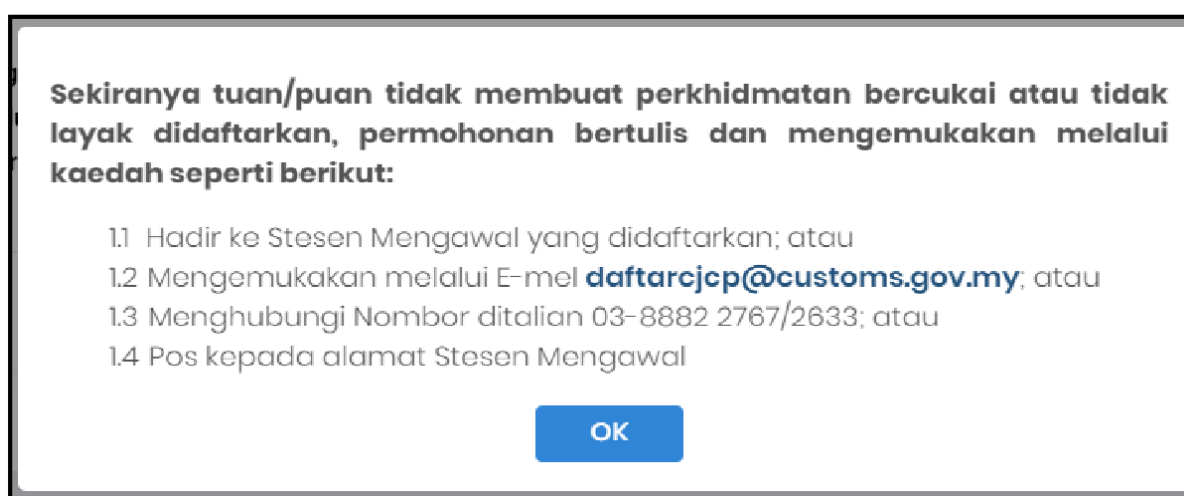
Registration Info

Part A: Business Particulars Part B: Manufacturing/Service Details Director Service Type **Agreement**

☐ Saya bersetuju dan mengesahkan maklumat didaftarkan adalah benar.
☐ Saya mengesahkan maklumat telah dikemaskini.
☐ Saya tidak mengilang barang bercukai atau tidak layak didaftarkan.

Save

Figure 4.1.18 Agreement



Sekiranya tuan/puan tidak membuat perkhidmatan bercukai atau tidak layak didaftarkan, permohonan bertulis dan mengemukakan melalui kaedah seperti berikut:

- 1.1 Hadir ke Stesen Mengawal yang didaftarkan; atau
- 1.2 Mengemukakan melalui E-mel daftarcjcp@customs.gov.my; atau
- 1.3 Menghubungi Nombor ditalian 03-8882 2767/2633; atau
- 1.4 Pos kepada alamat Stesen Mengawal

OK

Figure 4.1.19 popup for 'Saya tidak mengilang barang bercukai atau tidak layak didaftarkan.'

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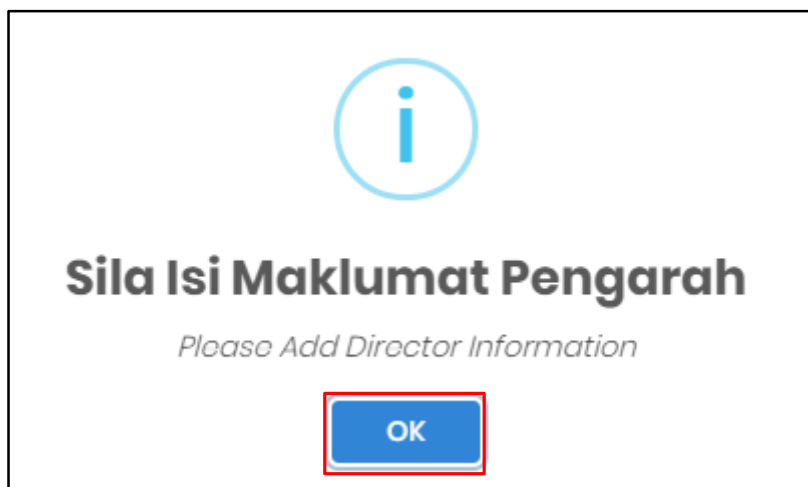


Figure 4.1.20 popup for 'Sila Isi Maklumat Pengarah.'

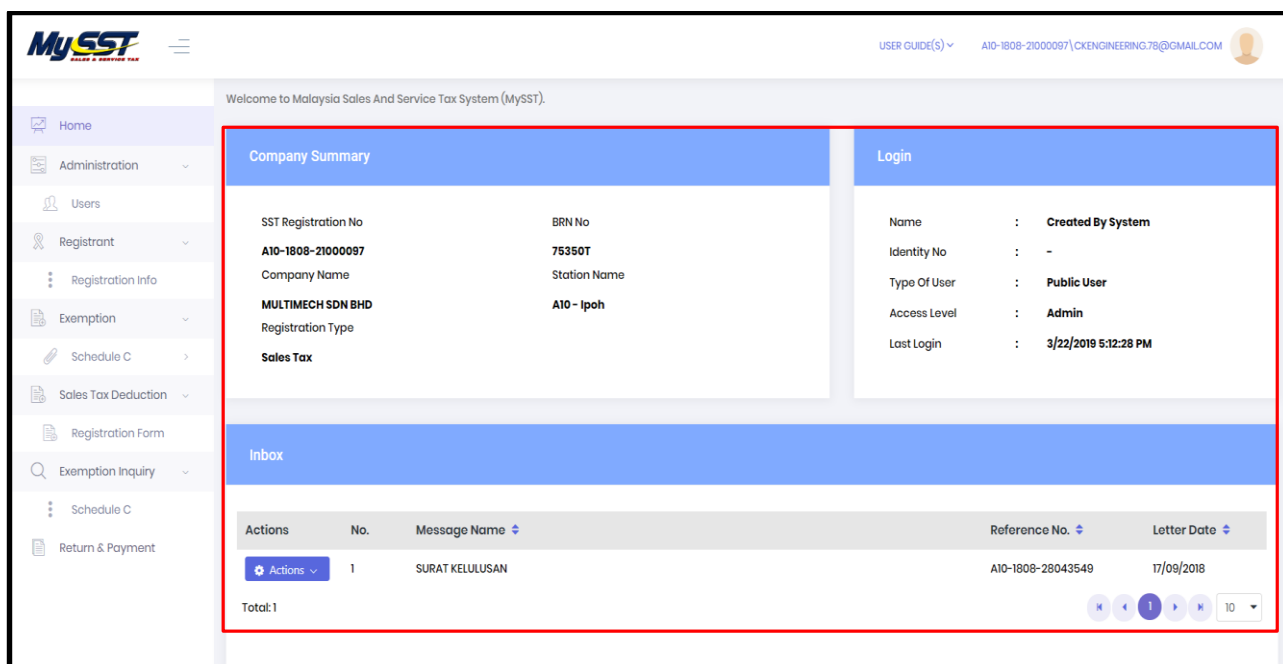


Figure 4.1.21 Main page admin

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4.2 Public User Menu (Sales Tax)

4.2.1 Home

1. Click Home on left navigation bar, home page will appear.
Refer to figure 4.2.1.1
2. It's contains 3 section:
 - I. Company Summary
 - II. Login
 - III. Inbox

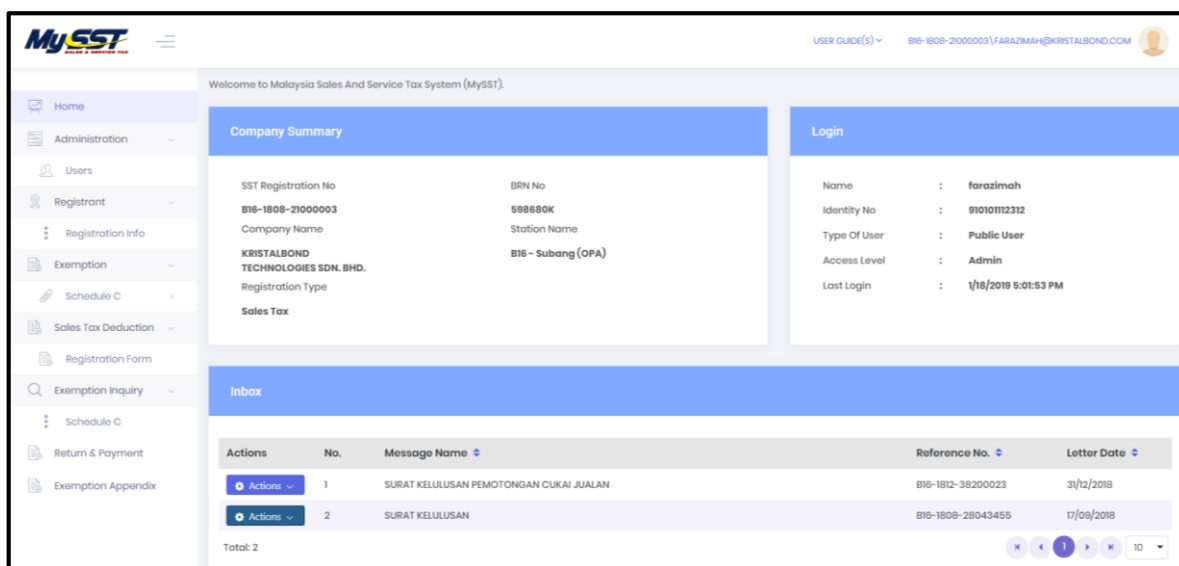


Figure 4.2.1.1 Home page

4.2.2 Administration

1. User can manage and edit user details. User also can create new user. Click on Action button and click edit to edit the user detail. Refer to figure 4.2.2.1
2. Click create new user button to add other users. Fill in all the required details as refer to figure 4.2.2.2 and click save button refer Figure 4.2.2.3

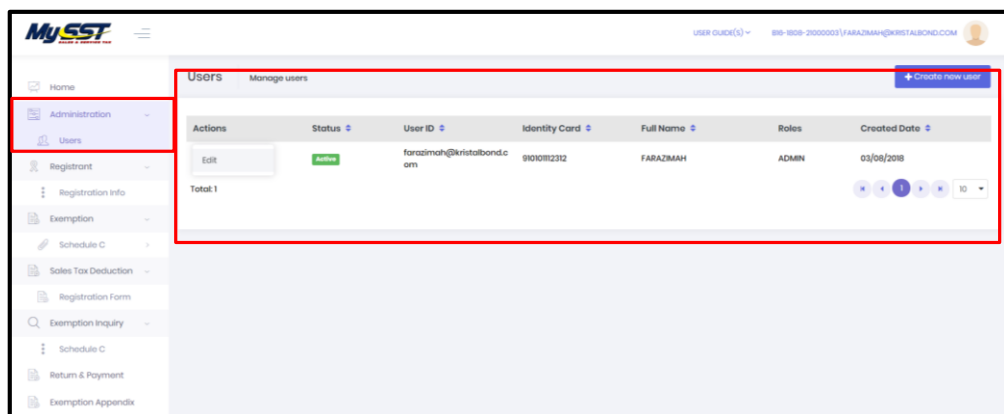


Figure 4.2.2.1 Administration page



Create new user

User informations



User Full Name *

USER FULL NAME

Identity Card Number *

IDENTITY CARD NUMBER

Email Address *

EMAIL ADDRESS

User ID

USER ID

Telephone No (H/P)

HANDPHONE NUMBER

Telephone No (Office)

OFFICE NUMBER

Password *

PASSWORD

Password (repeat) *

PASSWORD

☒ Active

Cancel

Save

Figure 4.2.2.2 Create New User

Create new user

User informations

Roles 2

☒ Admin

☒ Normal User

Cancel

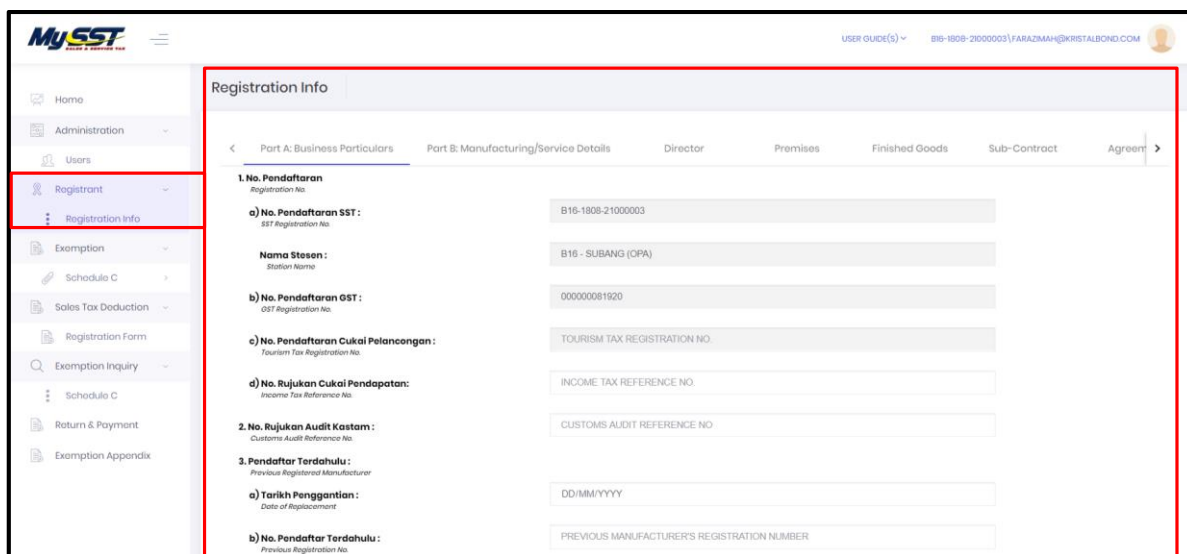
Save

Figure 4.2.2.3 Roles User

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4.2.3 Registrant

1. Registrant module contain sub-module which is Registration Info.
2. Registration Info have a few tab which are Part A, Part B, Director, Premises, Finished Goods, Sub-Contract and Agreement. Refer to figure 4.2.3.1



MySST Malaysia's Single Window

USER GUIDE(S) 816-1808-21000003\FARAZMAH@KRISTALBOND.COM

Home Administration Users Registrant **Registration Info** Exemption Schedule C Sales Tax Deduction Registration Form Exemption Inquiry Schedule C Return & Payment Exemption Appendix

Registration Info

< Part A: Business Particulars Part B: Manufacturing/Service Details Director Premises Finished Goods Sub-Contract Agreement >

1. No. Pendaftaran
Registration No.

a) No. Pendaftaran SST : B16-1808-21000003
SST Registration No.

Nama Stesen : B16 - SUBANG (CPA)
Station Name

b) No. Pendaftaran GST : 000000081920
GST Registration No.

c) No. Pendaftaran Cukai Pelancangan : TOURISM TAX REGISTRATION NO.
Tourism Tax Registration No.

d) No. Rujukan Cukai Pendapatan : INCOME TAX REFERENCE NO.
Income Tax Reference No.

2. No. Rujukan Audit Kastam : CUSTOMS AUDIT REFERENCE NO.
Customs Audit Reference No.

3. Pendaftar Terdahulu : PREVIOUS REGISTERED MANUFACTURER
Previous Registered Manufacturer

a) Tarikh Penggantian : DD/MM/YYYY
Date of Replacement

b) No. Pendaftar Terdahulu : PREVIOUS MANUFACTURER'S REGISTRATION NUMBER
Previous Registration No.

Figure 4.2.3.1 Registration Info page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 61

4.2.4 Exemption

1. Schedule C is under sub – module Exemption. It contains a few item.
2. The item are Item C1 (Formerly CJ5), Item C2 (CJ5 Petroleum), Item C3 (CJ5A), Item C4 (CJ5A Petroleum) and Item C5 (CJ5B). Refer to figure 4.2.4.1.

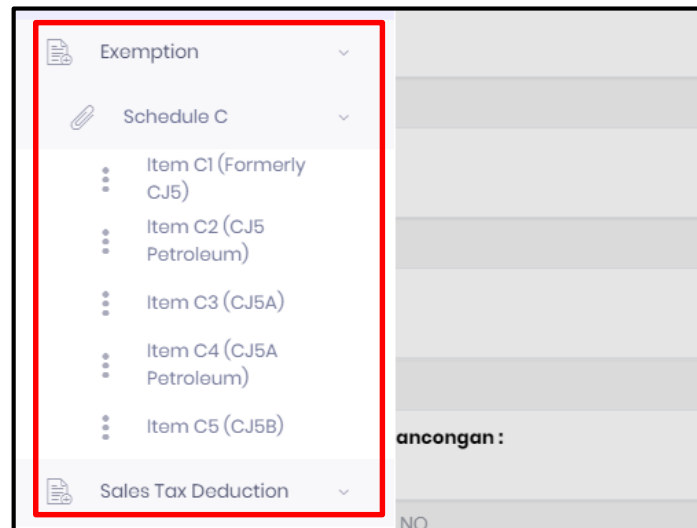
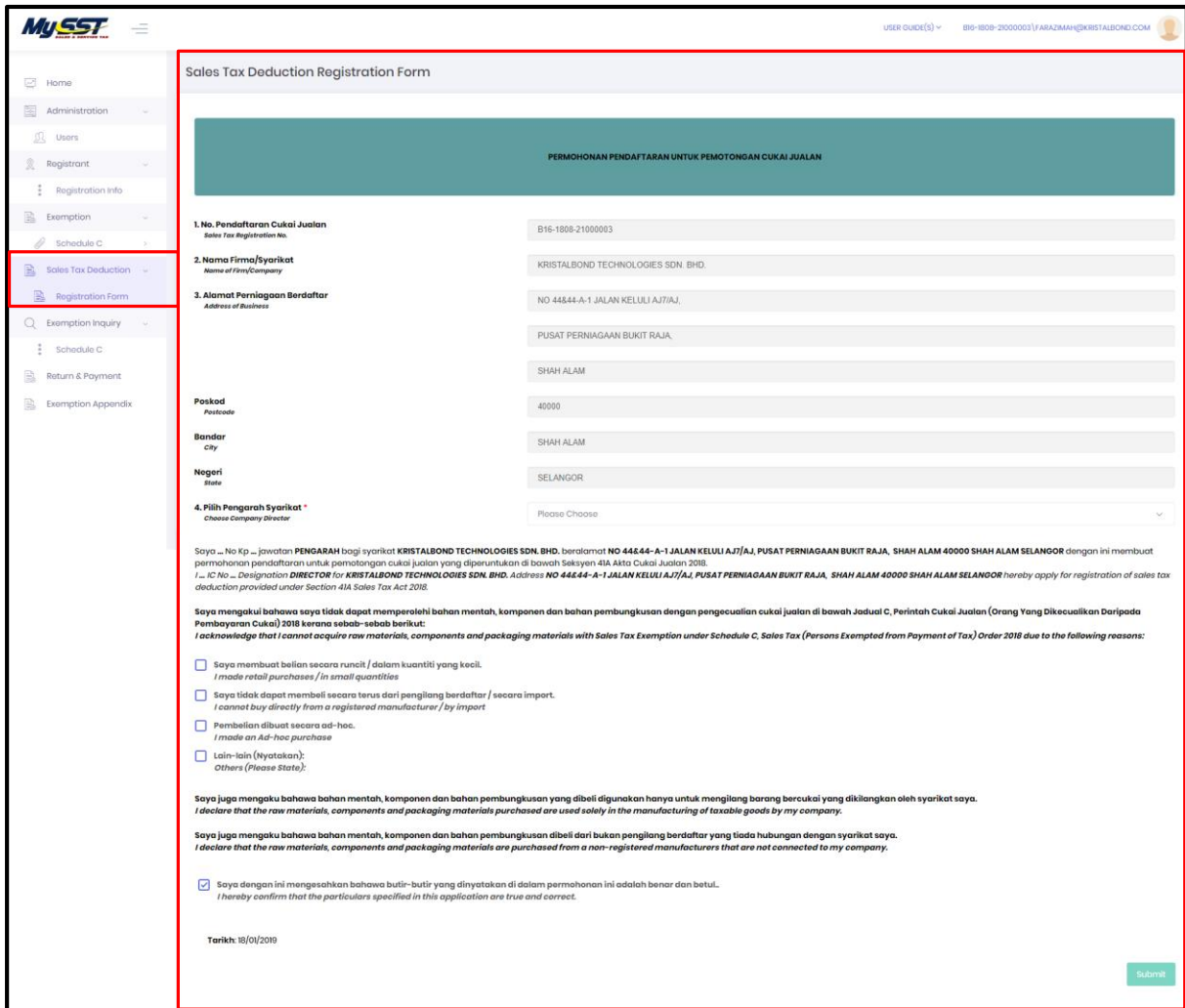


Figure 4.2.4.1 Exemption module

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 62

4.2.5 Sales Tax Deduction

1. Click on Registration Form sub-module, sales tax deduction registration form will appear.
2. User need to fill in all the required information and click submit to apply this deduction refer to figure 4.2.5.1. Pop up message will display as figure 4.2.5.2
3. Please refer to Inbox for Sales Tax Deduction Approval Letter. As refer figure 4.2.5.4
4. Click OK on pop up message, page will directly go to deduction period list page. As refer to figure 4.2.5.4



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Sales Tax Deduction Registration Form

PERMOHONAN PENDAFTARAN UNTUK PEMOTONGAN CUKAI JUALAN

1. No. Pendaftaran Cukai Jualan
Sales Tax Registration No.

2. Nama Firma/Syarikat
Name of Firm/Company

3. Alamat Perniagaan Berdaftar
Address of Business

Poskod
Postcode

Bandar
City

Negeri
State

4. Pilih Pengarah Syarikat *
Choose Company Director

Saya, No Kp., Jawatan PENGARAH bagi syarikat KRISTALBOND TECHNOLOGIES SDN. BHD. beralamat NO 44&44-A-1 JALAN KELULU AJ7/AJ, PUSAT PERNIAGAAN BUKIT RAJA, SHAH ALAM 40000 SHAH ALAM SELANGOR dengan ini membuat permohonan pendaftaran untuk pemotongan cukai jualan yang diperuntukan di bawah Seksyen 41A Akta Cukai Jualan 2018.
I, IC No., Designation DIRECTOR for KRISTALBOND TECHNOLOGIES SDN. BHD. Address NO 44&44-A-1 JALAN KELULU AJ7/AJ, PUSAT PERNIAGAAN BUKIT RAJA, SHAH ALAM 40000 SHAH ALAM SELANGOR hereby apply for registration of sales tax deduction provided under Section 41A Sales Tax Act 2018.

Saya mengaku bahawa saya tidak dapat memperoleh bahan mentah, komponen dan bahan pembungkusan dengan pengecualian cukai jualan di bawah Jadual C, Perintah Cukai Jualan (Orang Yang Dikecualikan Daripada Pembayaran Cukai) 2018 kerana sebab-sebab berikut:
I acknowledge that I cannot acquire raw materials, components and packaging materials with Sales Tax Exemption under Schedule C, Sales Tax (Persons Exempted from Payment of Tax) Order 2018 due to the following reasons:

☐ Saya membuat belian secara runcit / dalam kuantiti yang kecil.
I made retail purchases / in small quantities

☐ Saya tidak dapat membeli secara terus dari pengilang berdaftar / secara import.
I cannot buy directly from a registered manufacturer / by import

☐ Pembelian dibuat secara ad-hoc.
I made an Ad-hoc purchase

☐ Lain-lain (Nyatakan):
Others (Please State):

Saya juga mengaku bahawa bahan mentah, komponen dan bahan pembungkusan yang dibeli digunakan hanya untuk mengilang barang bercukai yang dikilangkan oleh syarikat saya.
I declare that the raw materials, components and packaging materials purchased are used solely in the manufacturing of taxable goods by my company.

Saya juga mengaku bahawa bahan mentah, komponen dan bahan pembungkusan dibeli dari bukan pengilang berdaftar yang tiada hubungan dengan syarikat saya.
I declare that the raw materials, components and packaging materials are purchased from a non-registered manufacturers that are not connected to my company.

☒ Saya dengan ini mengesahkan bahawa butir-butir yang dinyatakan di dalam permohonan ini adalah benar dan betul.
I hereby confirm that the particulars specified in this application are true and correct.

Tarikh: 18/01/2019

Submit

Figure 4.2.5.1 Sales tax deduction registration form

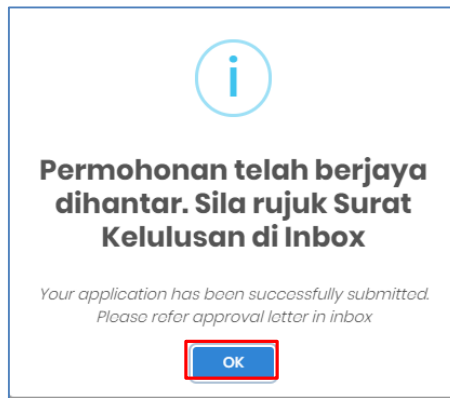


Figure 4.2.5.2 pop up message registration form

MySST

Small text below logo

Home

Administration

Users

Registrant

Registration Info

Exemption

Schedule C

Sales Tax Deduction

Deduction Period List

Exemption Inquiry

Schedule C

Return & Payment

Exemption Appendix

USER GUIDE

BR-1808-2000003 | FARAZMAH@KRISTALBOND.COM

Deduction Period List

Manage Deduction Period Application

Action	Start Date	End Date	Tax Return End Date	Credit No	Total Deduction	Status	Status Date
Actions	01/08/2018	31/10/2018	30/11/2018	-	-	-	-
Actions	01/12/2018	31/01/2019	28/02/2019	-	-	-	-
Actions	01/01/2019	28/02/2019	01/04/2019	-	-	-	-
Actions	01/03/2019	30/04/2019	31/05/2019	-	-	-	-
Actions	01/05/2019	30/06/2019	31/07/2019	-	-	-	-
Actions	01/07/2019	31/08/2019	30/09/2019	-	-	-	-

Total: 6

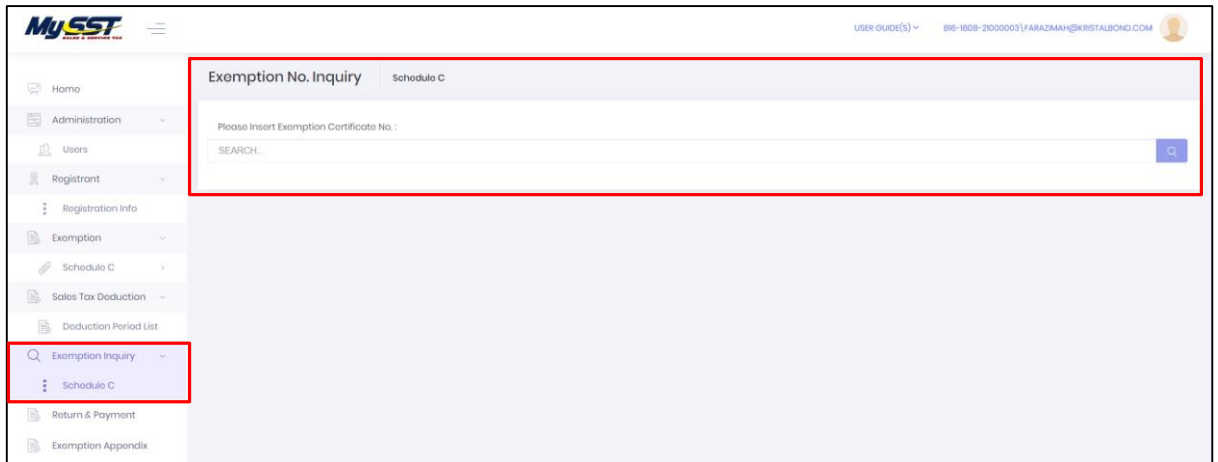
Navigation icons

Figure 4.2.5.3 deduction period list page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 64

4.2.6 Exemption Inquiry

1. Schedule C- fill in Exemption certificate no in the provided field and click on search icon. It will generate the exemption details. As refer to figure 4.2.6.1



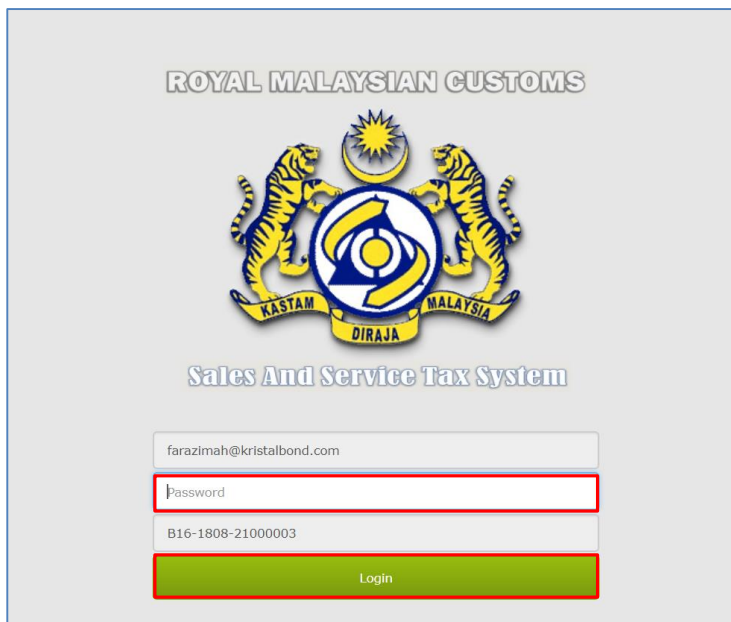
The screenshot displays the MySST web application interface. On the left, a sidebar menu lists various functions, with 'Exemption Inquiry' and 'Schedule C' highlighted. The main content area is titled 'Exemption No. Inquiry' and 'Schedule C'. It features a search bar with the placeholder text 'Please Insert Exemption Certificate No.' and a 'SEARCH' button. The search bar is currently empty, and the button is a blue square with a magnifying glass icon.

Figure 4.2.6.1 Exemption No. Inquiry page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 65

4.2.7 Return & Payment

1. It will directly go to return & payment page when user click on the button. It will auto generate username and SST no. User just need to fill in password. Refer to figure 4.2.7.1



ROYAL MALAYSIAN CUSTOMS


Sales And Service Tax System

farazimah@kristalbond.com

password

B16-1808-21000003

Login

Figure 4.2.7.1 Return & Payment page

Figure 4.2.8.1 Exemption Appendix page

4.3 Public User Menu (Service Tax)

4.3.1 Home

1. Click Home on left navigation bar, home page will appear. Refer to figure 4.3.1.1
2. It's contains 3 section:
 - I. Company Summary
 - II. Login
 - III. Inbox

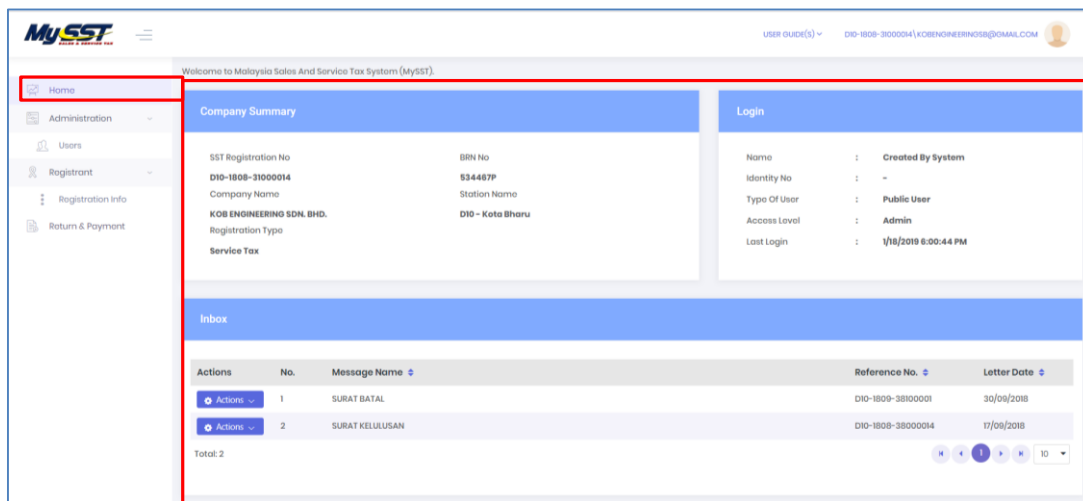


Figure 4.3.1.1 home page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 68

4.3.2 Administrator

1. User can manage and edit user details. User also can create new user. Click on Action button and click edit to edit the user detail. Refer to figure 4.3.2.1
2. Click on Create new user button to create new user, pop up create new modal. Fill in all the required details as refer to figure 4.3.2.2 and choose roles for users refer Figure 4.3.2.3

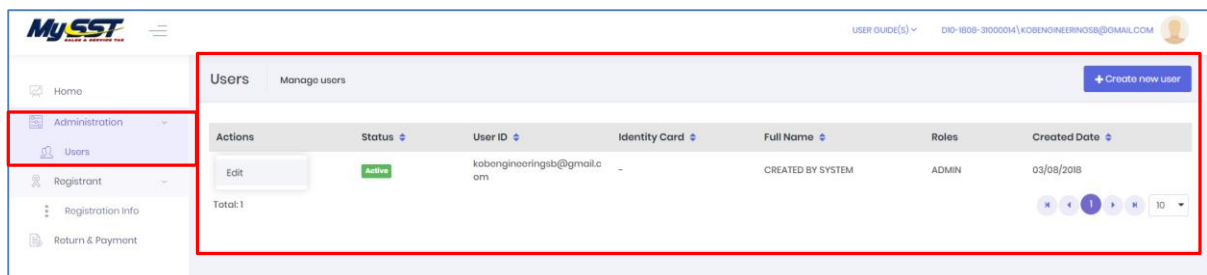


Figure 4.3.2.1 users page



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

Doc Ref : EITS/CMMI/ENG/RSD/UM

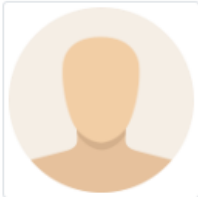
Version : 5.0

Doc ID :
SST_REGISTRATION_REG_UM_v5.0

Page No : 69

Create new user

User informations



User Full Name *

USER FULL NAME

Identity Card Number *

IDENTITY CARD NUMBER

Email Address *

EMAIL ADDRESS

User ID

USER ID

Telephone No (H/P)

HANDPHONE NUMBER

Telephone No (Office)

OFFICE NUMBER

Password *

PASSWORD

Password (repeat) *

PASSWORD

☒ Active

Cancel

Save

Figure 4.3.2.2 Create New User

Create new user

User informations

Roles 2

☒ Admin

☒ Normal User

Cancel

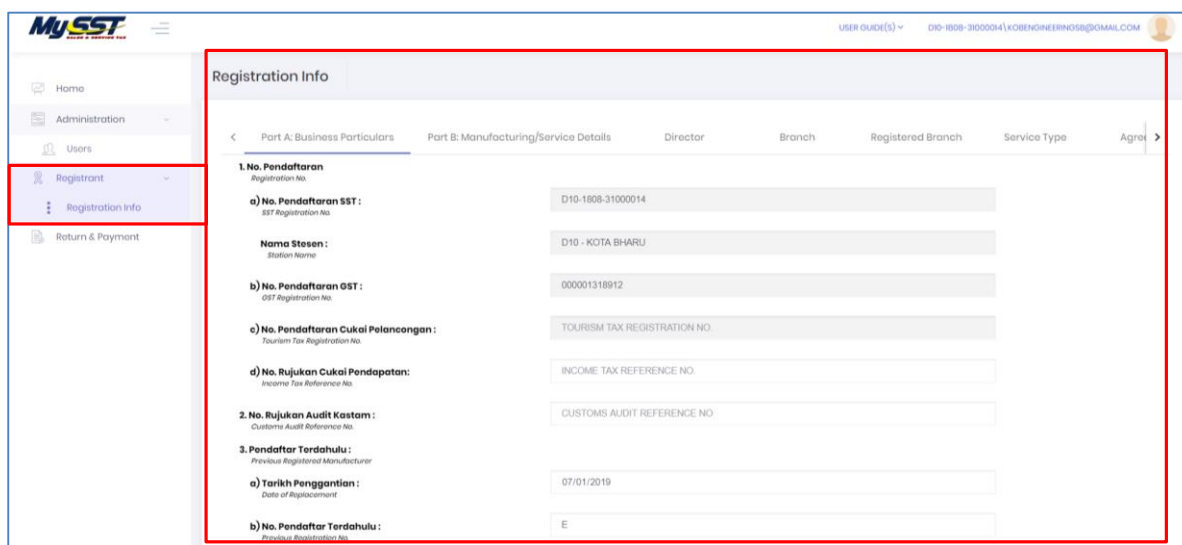
Save

Figure 4.3.2.3 Roles User

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 71

4.3.3 Registrant

1. Registrant module contain sub-module which is Registration Info.
2. Registration Info have a few tab which are Part A, Part B, Director, Branch, Registered Branch, Service Type and Agreement. Refer to figure 4.3.3.1



Registration Info

Part A: Business Particulars | Part B: Manufacturing/Service Details | Director | Branch | Registered Branch | Service Type | Agreement

1. No. Pendaftaran
Registration No.

a) No. Pendaftaran SST : D10-1808-31000014
SST Registration No.

Nama Stesen : D10 - KOTA BHARU
Station Name

b) No. Pendaftaran GST : 000001318912
GST Registration No.

c) No. Pendaftaran Cukai Pelancongan : TOURISM TAX REGISTRATION NO.
Tourism Tax Registration No.

d) No. Rujukan Cukai Pendapatan : INCOME TAX REFERENCE NO.
Income Tax Reference No.

2. No. Rujukan Audit Kastam : CUSTOMS AUDIT REFERENCE NO.
Customs Audit Reference No.

3. Pendaftaran Terdahulu :
Previous Registered Manufacturer

a) Tarikh Penggantian : 07/01/2019
Date of Replacement

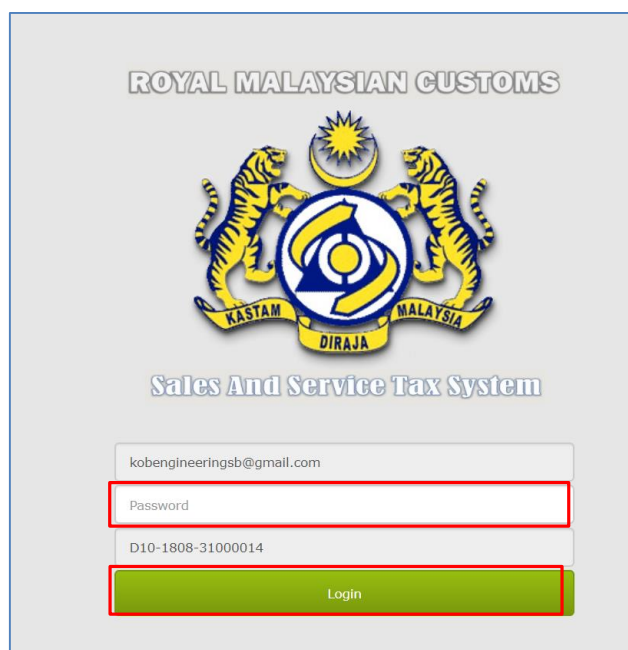
b) No. Pendaftaran Terdahulu : E
Previous Registration No.

Figure 4.3.3.1 registrant Info page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 72

4.3.4 Return & Payment

1. It will directly go to return & payment page when user click on the button. It will auto generate username and SST no. User just need to fill in password. Refer to figure 4.3.4.1



ROYAL MALAYSIAN CUSTOMS



Sales And Service Tax System

kobengineeringsb@gmail.com

Password

D10-1808-31000014

Login

Figure 4.3.4.1 Return & Payment page

4.4 Administration

1. Click Administration to manage user for example to create new user, edit user and delete user. Refer Figure 4.4.1
2. If admin user want to edit or delete user, admin need to click actions button. Refer Figure 4.4.2
3. If admin want to create users, admin need to click “Create new user” button. Admin has limit to add five user only for create new user. Admin must fill in all the required field refer Figure 4.4.3 and choose roles for users refer Figure 4.4.4

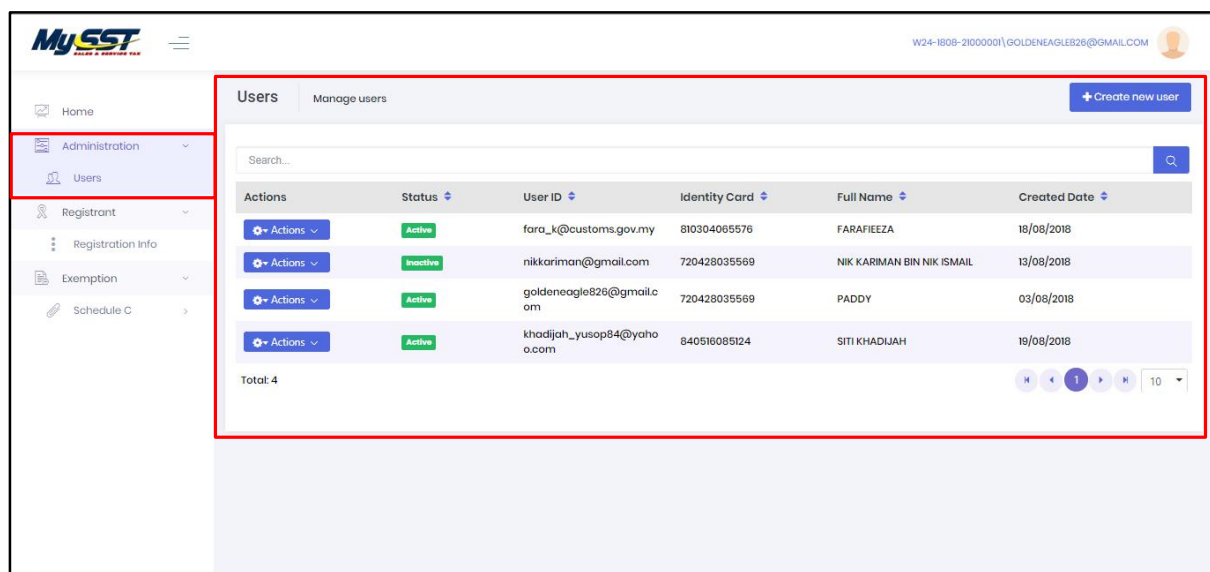


Figure 4.4.1 Admin Users

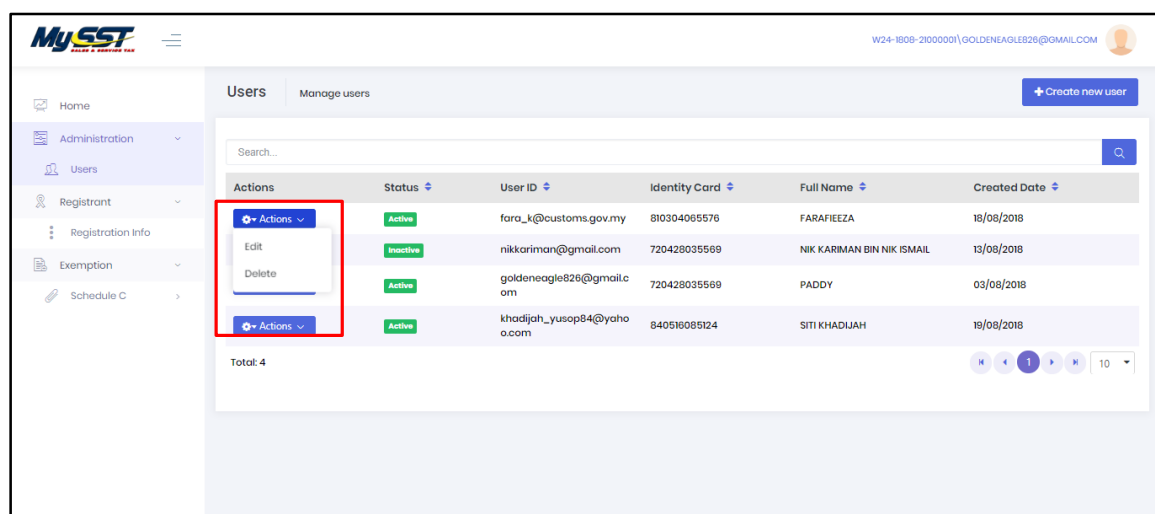


Figure 4.4.2 Actions



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

Doc Ref : EITS/CMMI/ENG/RSD/UM

Version : 5.0

Doc ID :
SST_REGISTRATION_REG_UM_v5.0

Page No : 74

Create new user

User informations



User Full Name *

USER FULL NAME

Identity Card Number *

IDENTITY CARD NUMBER

Email Address *

EMAIL ADDRESS

User ID

USER ID

Telephone No (H/P)

HANDPHONE NUMBER

Telephone No (Office)

OFFICE NUMBER

Password *

PASSWORD

Password (repeat) *

PASSWORD

☒ Active

Cancel

Save

Figure 4.4.3 Create New User

Create new user

User informations

Roles 2

☒ Admin

☒ Normal User

Cancel

Save

Figure 4.4.4 Roles User

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 76

5. Auto Save Button

5.1 Save and Continue Later

1. Save and Continue Later icon is a facility to enable user to save application as a draft at any section in the application form.
2. The record will be save for 14 days only. Save and Continue Later icon is shown in figure 5.1.1.
3. When user click on the Save and Continue Later icon, the system will prompt a pop up screen to enter your email and verify the same email in the field provided as Figure 5.1.2
4. Pop up message of "Application SST Reference Number" displayed after user submit email to save and continue later for previous draft form for Retrieve Saved Request.

*Note: User advised to take a note of Reference Number stated for example 'D11-1808-20032117' to be used for Retrieve Saved Request. Figure 5.1.3

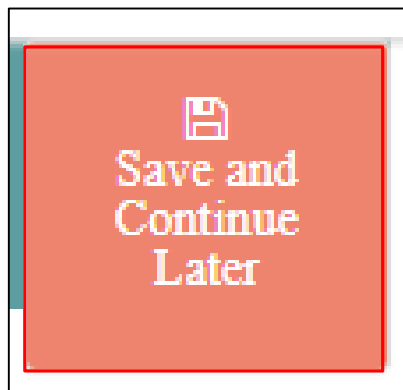


Figure 5.1.1 Save and Continue Later

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 77

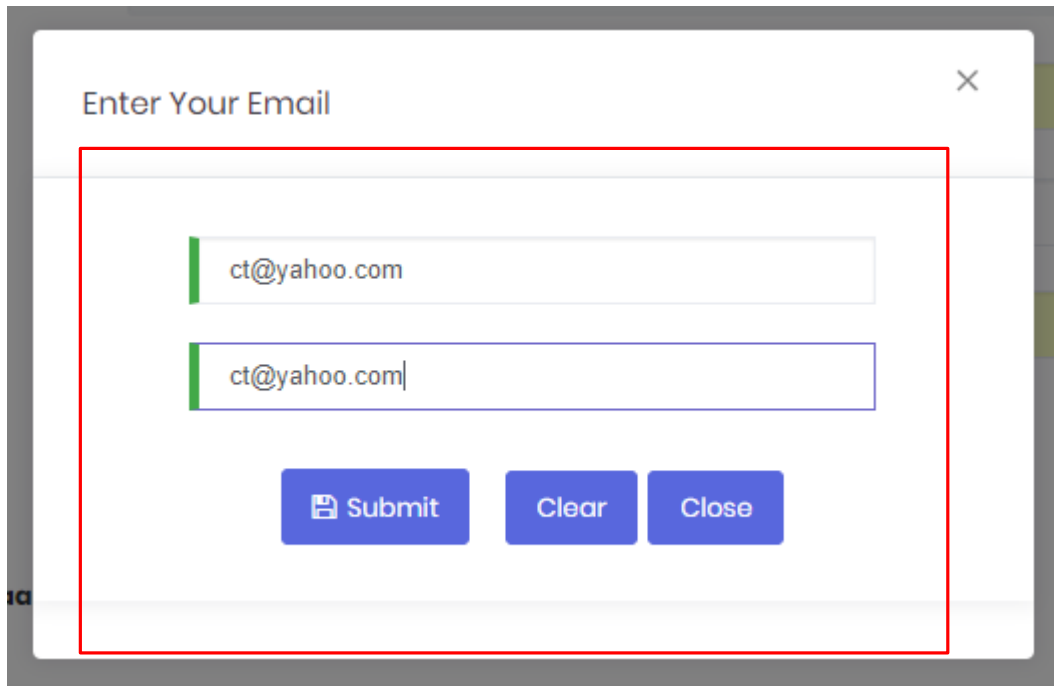


Figure 5.1.2 Enter Your Email

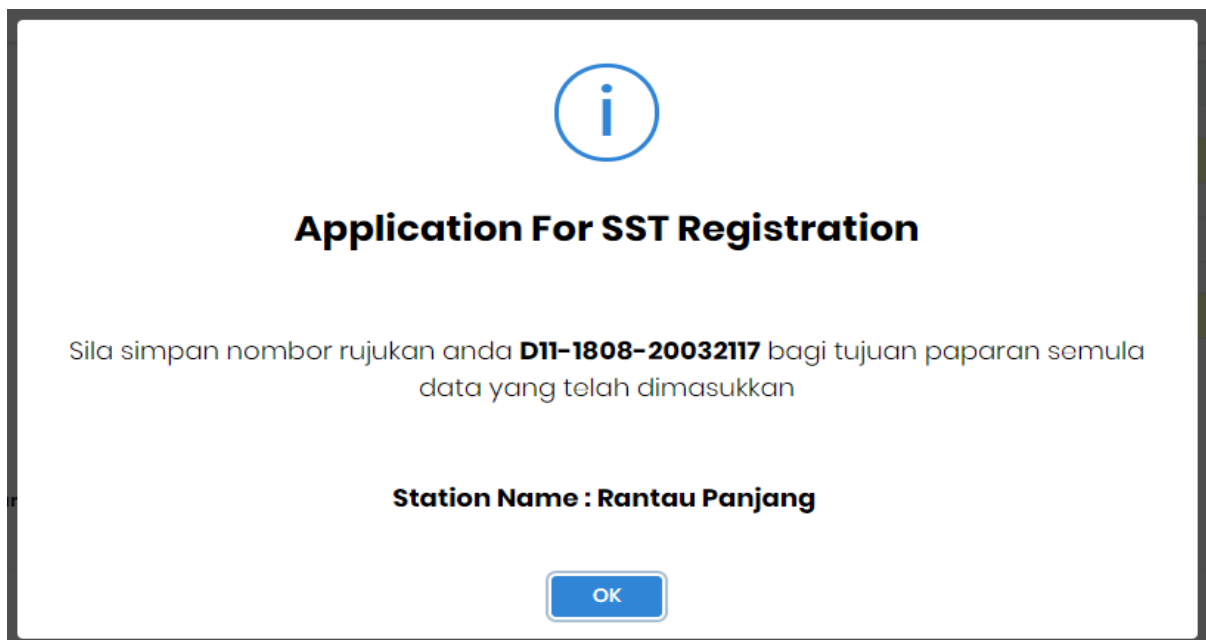


Figure 5.1.3 Application SST Reference Number

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 78

5.2 Retrieve Saved Request

1. Click on “Retrieve Saved Request” icon at the top right menu on MySST homepage or “Retrieve Saved Request” icon as Figure 5.2.1.

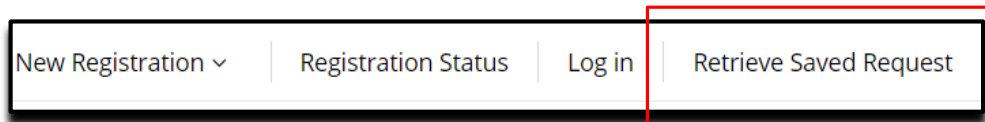


Figure 5.2.1

2. On Retrieve Draft, enter SST Application Number that are stated in pop up message of Application SST Reference Number after submit the email confirmation for saved draft, that can be obtain from Figure 5.2.2 and enter email to retrieve previous draft form that were save and continue later previously for further action. Figure 5.2.3

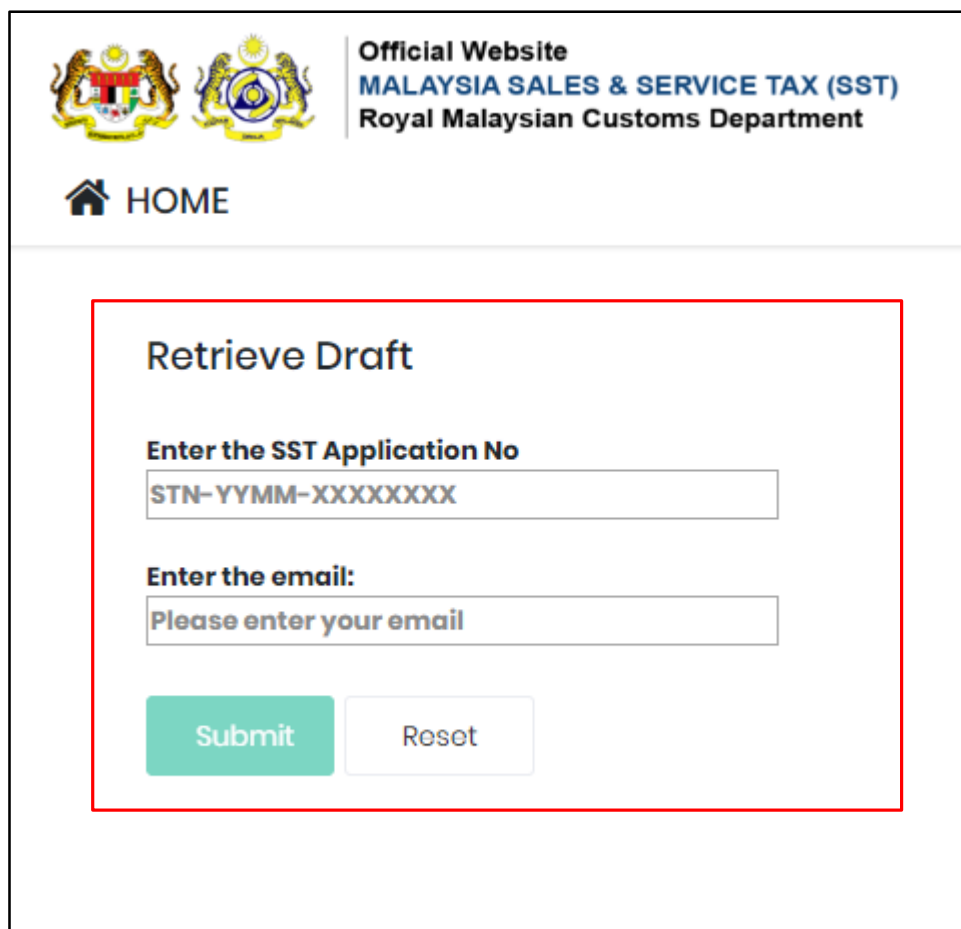
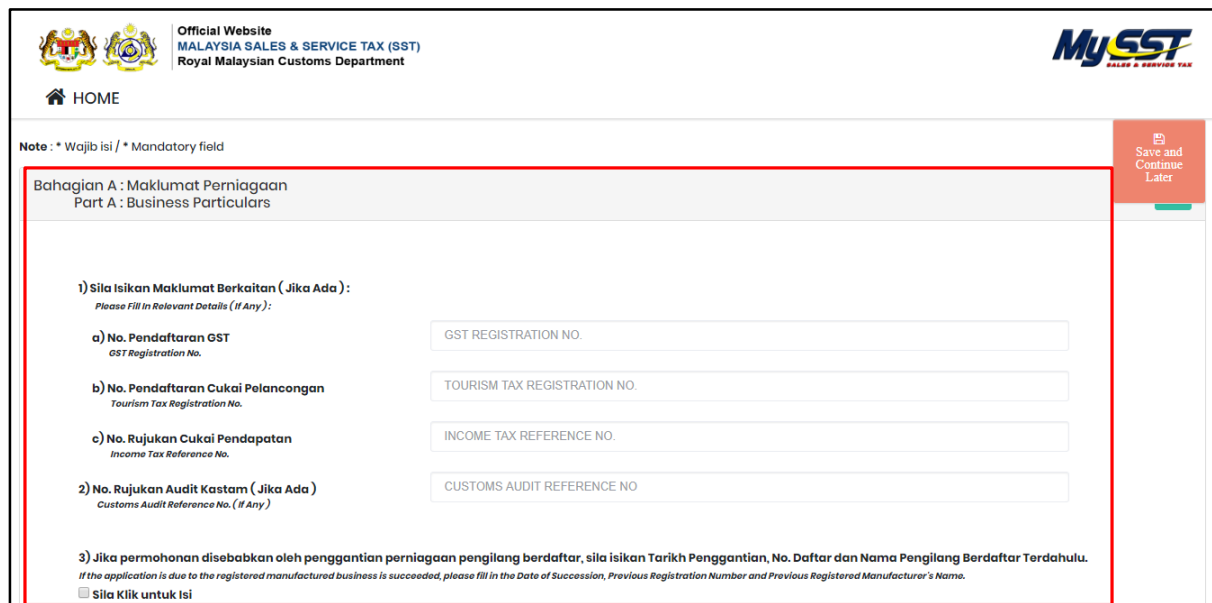


Figure 5.2.2 Retrieve Draft

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 5.0
	Doc ID : SST_REGISTRATION_REG_UM_v5.0	Page No : 79

1. After submit for Retrieve Draft, then previous draft form which is saved can be retrieved by user to be view or update and submit completed form. For draft, the duration only within 14 days and after 14 days, the draft will be automatically abort. Figure 5.2.3



Official Website
MALAYSIA SALES & SERVICE TAX (SST)
Royal Malaysian Customs Department

MySST
SALES & SERVICE TAX

HOME

Note : * Wajib isi / * Mandatory field

Bahagian A : Maklumat Perniagaan
Part A : Business Particulars

1) Sila isikan Maklumat Berkaitan (Jika Ada) :
Please Fill in Relevant Details (If Any) :

a) No. Pendaftaran GST
GST Registration No.

b) No. Pendaftaran Cukai Pelancungan
Tourism Tax Registration No.

c) No. Rujukan Cukai Pendapatan
Income Tax Reference No.

2) No. Rujukan Audit Kastam (Jika Ada)
Customs Audit Reference No. (If Any)

3) Jika permohonan disebabkan oleh penggantian perniagaan pengilang berdaftar, sila isikan Tarikh Penggantian, No. Daftar dan Nama Pengilang Berdaftar Terdahulu.
If the application is due to the registered manufactured business is succeeded, please fill in the Date of Succession, Previous Registration Number and Previous Registered Manufacturer's Name.

☐ Sila Klik untuk isi

Save and Continue Later

Figure 5.2.3 Retrieve Draft Form