



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

SALES TAX DEDUCTION (REGISTRANT)

VERSION 2.1

Table Content

1	Public User Dashboard	1
1.1	Login	2
1.2	Update Director	4
1.3	Apply Sales Tax Deduction Registration Form	10
1.4	View Approval Letter	14
2	Apply Deduction	16
2.1	Application Information Tab.....	18
2.2	Items Tab	19
2.3	Declaration Tab	28
3	View Application	30
4	Sales Tax Deduction in SST02 (Return & Payment)	34
5	Re-application of Sales Tax Deduction Registration Form	37

List of Figures

Figure 1 MySST portal	1
Figure 2 Login page	2
Figure 3 Pop up to insert SST Registration No.	2
Figure 4 Forgot Password Screen	3
Figure 5 Update Director Information	4
Figure 6 Registration Info.....	4
Figure 7 Director	5
Figure 8 Create New Director form	5
Figure 9 Postcode	6
Figure 10 Identity Type for IC	7
Figure 11 Identity Type for NP	7
Figure 12 Save.....	8
Figure 13 New Director is added.....	8
Figure 14 Agreement	9
Figure 15 Homepage.....	10
Figure 16 Sales Tax Deduction Registration Form	11
Figure 17 Company Director	12
Figure 18 Others field	12
Figure 19 Tick declaration and Submit	13
Figure 20 'Permohonan telah Berjaya dihantar/ Your application has been successfully submitted'	13
Figure 21 Inbox.....	14
Figure 22 Print Tax Deduction Approval Letter	14
Figure 23 Approval Letter	15
Figure 24 Deduction Period List.....	16
Figure 25 Apply Deduction	16
Figure 26 Application Conditions	17
Figure 27 Application Information.....	18
Figure 28 Add Invoice.....	19
Figure 29 Add Invoice screen	19
Figure 30 Item Tab: Invoice Details	20
Figure 31 Edit Invoice	20
Figure 32 Items Tab - Delete Invoice	21
Figure 33 Confirmation message	21
Figure 34 Add Items.....	22
Figure 35 Add Credit Item screen	23
Figure 36 Actions > Edit	24
Figure 37 Edit Credit Item Screen	24
Figure 38 Action > Delete	25
Figure 39 Confirmation message	25
Figure 40 Tab Items.....	26
Figure 41 Status Draft	27

Figure 42 Declarations Tab.....	28
Figure 43 Confirmation Message.....	28
Figure 44 Deduction Period List.....	29
Figure 45 Deduction Period List screen: View	30
Figure 46 Tab Items.....	30
Figure 47 Example of Export Item to Excel (.csv)	31
Figure 48 Example Print Applicant Information (.pdf)	32
Figure 49 Example of Print Item (.pdf)	33
Figure 50 MySST - Return & Payment menu.....	34
Figure 51 Sales and Service Tax (Return & Payment) Login Page	34
Figure 52 Public User Dashboard.....	35
Figure 53 Sales Tax License Information	36
Figure 54 List of Item applied.....	36
Figure 55 Sales Tax Deduction Registration Form (Reapply)	37



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version : 2.1

Doc ID : SST_REG_CREDIT_UM_v2.1

Page No : 1

1 Public User Dashboard

Language English Exemption Return & Payment New Registration Registration Status **Log in** Retrieve Saved Request

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

MySST
SALES & SERVICE TAX

ccc@customs.gov.my | 1300 888 500

About SST For Industries Legislation & Guides SST Highlights Contact Us

Bulletin Board

Latest Announcements [See More](#)

- NEW** [21/12/2018] - Amendments To DG's Decision 1/2018 & 3/2018 Are As Follows [More >](#)
- NEW** [14/12/2018] - Guide to Filling the SST-02 Tax Return Manually [More >](#)
- NEW** [05/12/2018] - Video Demo Guide For Online Registration, Return & Payment And Exemption Schedule B & C [More >](#)
- NEW** [05/12/2018] - "Please be inform Voluntary Disclosure can be done through "BORANG VD" effective from 3rd December 2018." [More >](#)
- [29/11/2018] - Method Of Payment Of Sales Tax And Service Tax [More >](#)
- [05/10/2018] - User Manual for Online Return and Payment Submission [More >](#)
- [03/10/2018] - HOT NEWS- Drop us Your Inquiries Regarding SST Issues [More >](#)
- [08/09/2018] - DIRECTOR GENERAL'S DECISION [More >](#)
- [05/09/2018] - SST Contact Person [More >](#)

GET ADVICES FROM SST CONTACT PERSON [CLICK HERE >](#)

Contact Us
SST Office
SST Contact Person
Drop Us Your Feedback
Call Center/HelpDesk

Figure 1 MySST portal

1. Go to <https://mysst.customs.gov.my/> and display MySST portal (Refer Figure 1).
2. Click **Log in** menu (A) (Refer Figure 1).
3. System will display Login page (Refer Figure 2).



1.1 Login

Figure 2 Login page

1. To insert **SST Registration Number**, click **Enter** (A) (Refer Figure 2).
2. System will display **Please Insert SST Registration No.** (E) (Refer Figure 3).

Figure 3 Pop up to insert SST Registration No.

3. Insert **SST Registration No.** (e.g.: STN-YYMM-XXXXXXXX) (A) and click **Save** button (B) (Refer Figure 3).



4. Insert **User ID** (email address) (B) (Refer Figure 2).
5. Insert **Password** (C) and click **Log in** button (D) (Refer Figure 2).
6. System will display user Homepage (Refer Figure 5).
7. If registrant forgot their password, they can click **Forgot Password?** (E) (Refer Figure 2).
8. System will display forgot password page (Refer Figure 4).

MySST
SALES & SERVICE TAX

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.

 A

C B

Figure 4 Forgot Password Screen

9. Click **Back** button (C) (Refer Figure 4) to back on Login Page.
10. Insert **Email Address** (A) and click **Submit** button (B) (Refer Figure 4).
11. Password reset link will be sent to registrant email to reset new password. If registrant don't get an email within a few minutes, please re-try.



1.2 Update Director

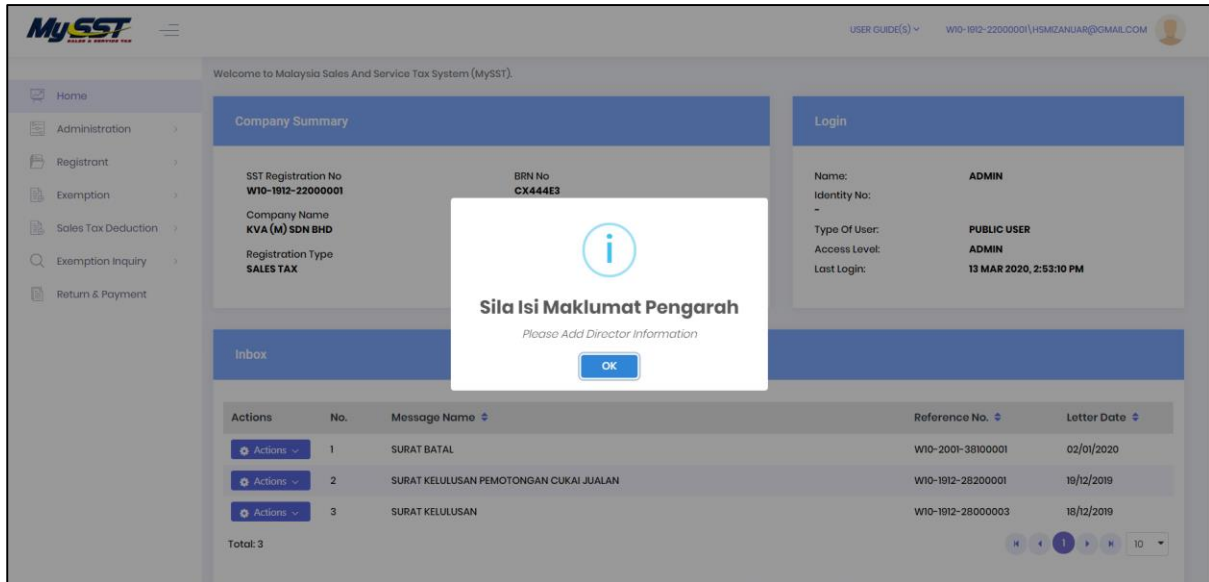


Figure 5 Update Director Information

1. It is mandatory for registrants to add new director in Registration Info (Refer Figure 5).

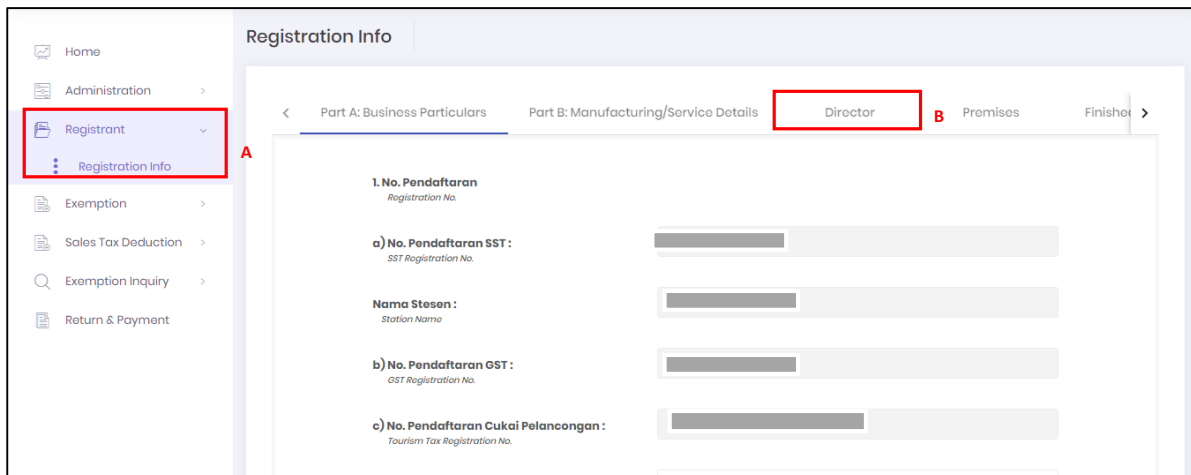


Figure 6 Registration Info

2. **Registrant's Dashboard** screen > **Registrant** menu > **Registration Info** (A) > **Director** (B) (Refer Figure 6).
3. Click **Director** tab to add new director.

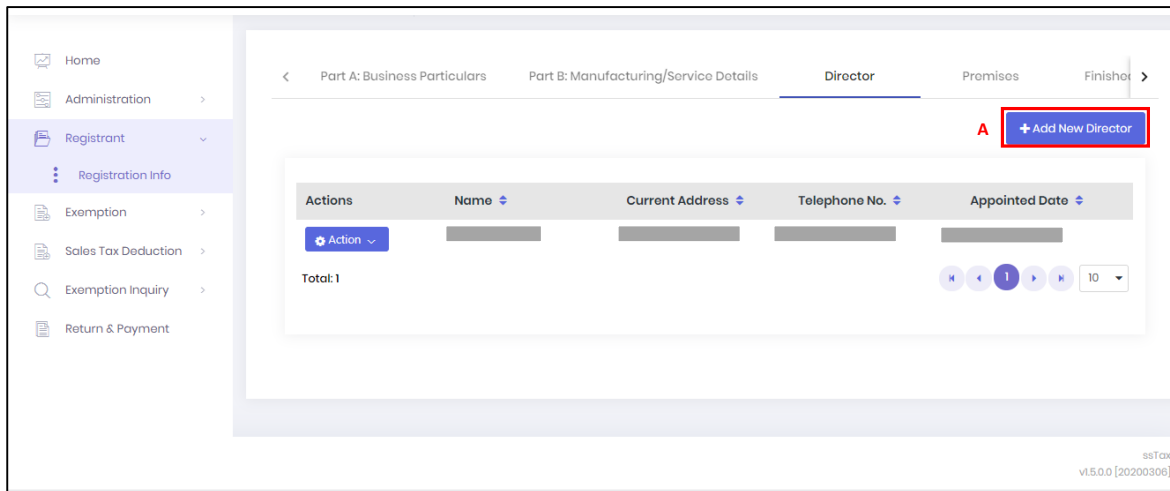


Figure 7 Director

4. Click on **Add New Director** (A) (Refer Figure 7).

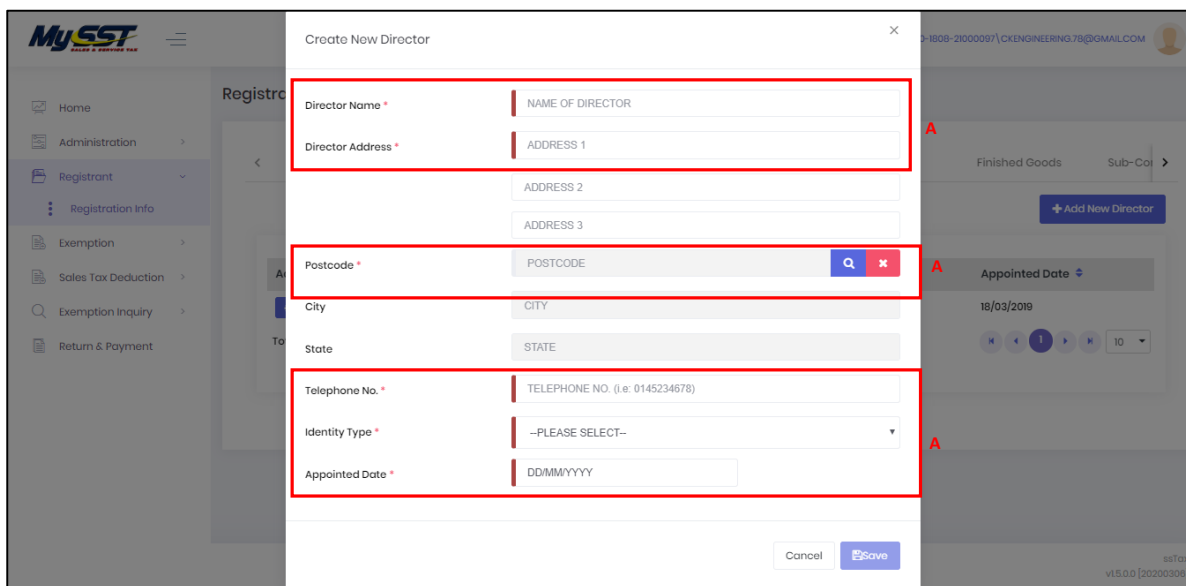


Figure 8 Create New Director form

5. System will display Create New Director form.



6. Registrant must fill in all the required field (Refer Figure 8) (A) :

- i. Director Name
- ii. Director Address
- iii. Postcode
- iv. Telephone Number
- v. Identity Type
- vi. Appointed Date

The screenshot shows a web application interface for creating a new director. The form is titled 'Create New Director' and contains several fields. The 'Postcode' field is highlighted with a red box and contains the value '17000'. The 'City' field is auto-populated with 'PASIR MAS' and the 'State' field is auto-populated with 'KELANTAN'. Other fields include 'Director Name', 'Director Address', 'ADDRESS 2', 'ADDRESS 3', 'Telephone No.', 'Identity Type', 'Identity Card No.', 'Nationality' (set to 'MY - MALAYSIA'), and 'Appointed Date' (set to '13/03/2020'). The form has 'Cancel' and 'Save' buttons at the bottom.

Figure 9 Postcode

7. City and State will be auto populated once Postcode is chosen (A) (Refer Figure 9).



The screenshot shows the 'Create New Director' form in the MySST system. The form is for registration and includes fields for Director Name, Director Address, ADDRESS 2, ADDRESS 3, Postcode, City, State, Telephone No., Identity Type, Identity Card No., Nationality, and Appointed Date. The Identity Type is set to 'IC - NOMBOR KAD PENGENALAN / IDENTITY CARD NO'. The Identity Card No. and Nationality fields are highlighted with red boxes and labeled 'A' and 'B' respectively.

Figure 10 Identity Type for IC

8. Identity Card No. is mandatory for Registrant to fill in if they chose IC as their Identity Type (A) (Refer Figure 10).
9. Nationality field is auto populated (B) (Refer Figure 10).

The screenshot shows the 'Create New Director' form in the MySST system. The form is for registration and includes fields for Director Name, Director Address, ADDRESS 2, ADDRESS 3, Postcode, City, State, Telephone No., Identity Type, Passport No., Nationality, and Appointed Date. The Identity Type is set to 'NP - NOMBOR PASPORT / PASSPORT NUMBER'. The Passport No. and Nationality fields are highlighted with red boxes and labeled 'A' and 'B' respectively.

Figure 11 Identity Type for NP

10. Passport No. is mandatory for Registrant to fill in if they chose NP as their Identity Type (A) (Refer Figure 11).
11. Registrant have to choose Nationality from dropdown list (B) (Refer Figure 11).



MySST
Registration Info
Create New Director
Director Name *
Director Address *
ADDRESS 2
ADDRESS 3
Postcode *
City
State
Telephone No. *
Identity Type *
Identity Card No *
Nationality
Appointed Date *
Cancel Save (A)

Figure 12 Save

12. Registrant must click **Save** to save (A) (Refer Figure 12).

MySST
Registration Info
Part A: Business Particulars Part B: Manufacturing/Service Details Director Premises Finished Goods Sub-Contract Agreement
+ Add New Director
Actions Name Current Address Telephone No. Appointed Date
+ Action
+ Action TEST PUTRAJAYA 01122334455 13/03/2020
Total: 2

Figure 13 New Director is added

13. New Director is now added in the Director list in Registration Info (A) (Refer Figure 13).

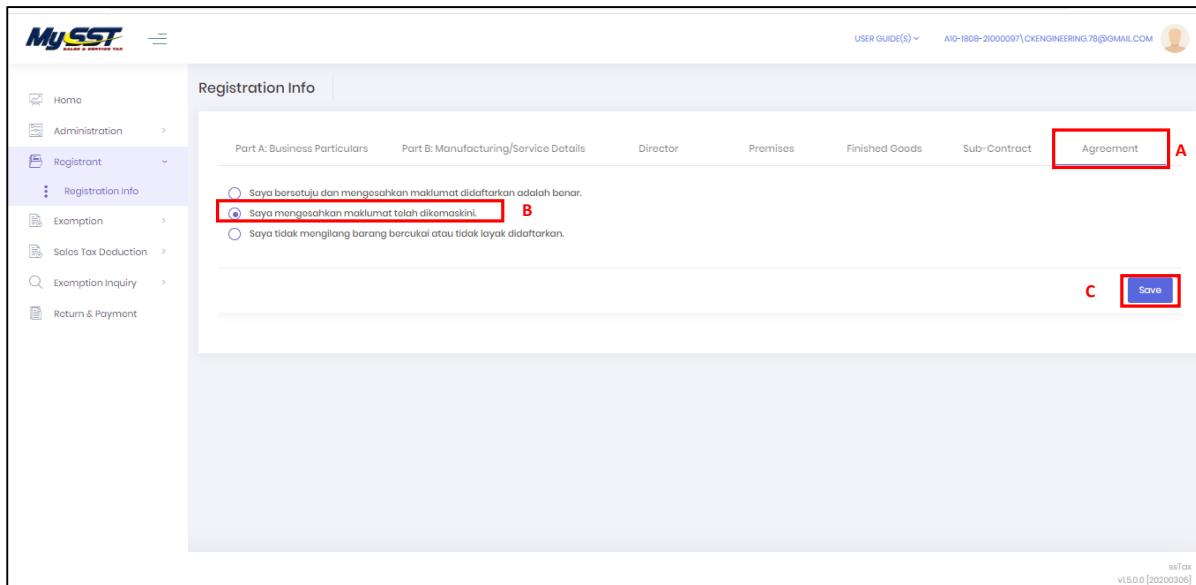


Figure 14 Agreement

14. **Registrant's Dashboard** screen > **Registrant** menu > **Registration Info** > **Agreement** (A)
(Refer Figure 14).
15. Registrant has to choose the second radio button to confirm their information have been updated (B) (Refer Figure 14).
16. Click **Save** (C) (Refer Figure 14).



1.3 Apply Sales Tax Deduction Registration Form

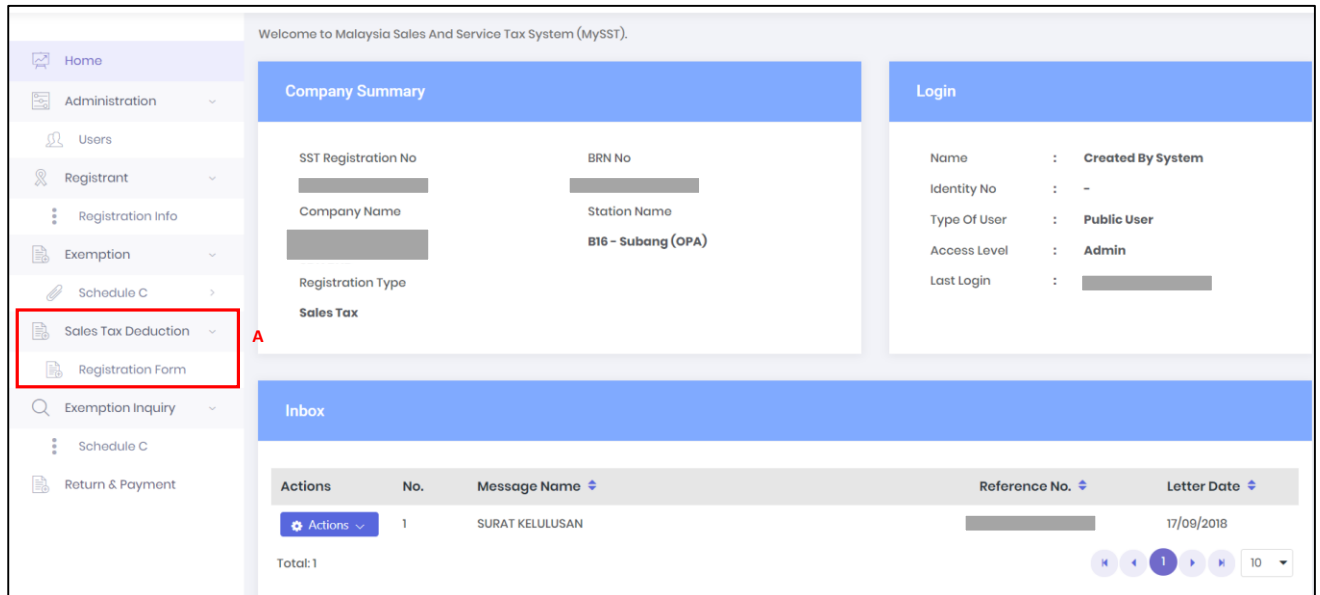


Figure 15 Homepage

1. **Registrant's Dashboard** screen > **Sales Tax Deduction** menu > **Registration Form** (A)
(Refer Figure 15).
2. System will display **Sales Tax Deduction Registration Form** (Refer Figure 16).



Sales Tax Deduction Registration Form

PERMOHONAN PENDAFTARAN UNTUK PEMOTONGAN CUKAI JUALAN

1. No. Pendaftaran Cukai Jualan <i>Sales Tax Registration No.</i>	<input type="text"/>
2. Nama Firma/Syarikat <i>Name of Firm/Company</i>	<input type="text"/>
3. Alamat Perniagaan Berdaftar <i>Address of Business</i>	LOT 27-31, JALAN KRI 5 TAMAN INDUSTRY KRI RAWANG
Poskod <i>Postcode</i>	48000
Bandar <i>City</i>	RAWANG
Negeri <i>State</i>	SELANGOR
4. Pilih Pengarah Syarikat <i>Choose Company Director</i>	Please Choose

Figure 16 Sales Tax Deduction Registration Form

3. Field below are auto populated (A) (refer Figure 16) :
 - a) Sales Tax Registration No.
 - b) Name of Firm/ Company
 - c) Address of Business
 - d) Postcode
 - e) City
 - f) State
4. Registrant required to choose **Company Director** (B) (Refer Figure 16).



4. Pilih Pengarah Syarikat
Choose Company Director

Please Choose

I

Saya ... No Kp ... jawatan PENGARAH bagi syarikat [REDACTED] IHD b6 ALI ABU
pemotongan cukai jualan yang diperuntukan di bawah Seksyen 41A Akta Cukai Ji
/ ... IC No ... Designation DIRECTOR for [REDACTED] Address LOT 27-31, JALAN KRI 5 TAMAN INDUSTRY KRI RAWANG 48000 RAWANG SELANGOR hereby apply for registration of sales tax deduction provided under Section 41A
Sales Tax Act 2018.

Saya mengaku bahawa saya tidak dapat memperolehi 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: 31/12/2018

Submit

Figure 17 Company Director

5. Registrant will choose **Company Director** (A) from dropdown list (Refer Figure 17).
6. The selected Director Information will auto populate on declaration statement (A) (Refer Figure 17).
7. Registrant required to tick the checkbox at least once (B) (Refer Figure 17).

Saya mengaku bahawa saya tidak dapat memperolehi 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):

PLEASE STATE...

Please state your reason

Figure 18 Others field

8. If tick for '**Others**' (A), registrant is required to state the reason in box provided (Refer Figure 18).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version : 2.1

Doc ID : SST_REG_CREDIT_UM_v2.1

Page No : 13

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: 31/12/2018

Submit

Figure 19 Tick declaration and Submit

9. Registrant has to tick the declaration (A) before Click **Submit** button (Refer Figure 19).
10. Submit button will turn up when all information completed (B) (Refer Figure 19).

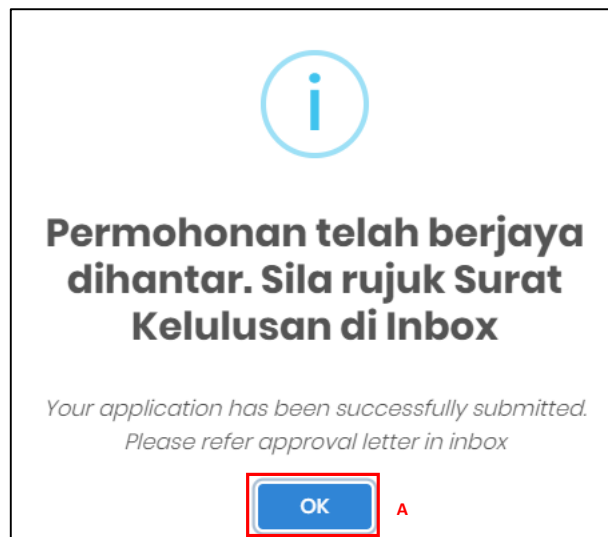


Figure 20 'Permohonan telah Berjaya dihantar/ Your application has been successfully submitted'

11. System will display '**Permohonan telah berjaya dihantar. Sila rujuk Surat Kelulusan di Inbox / Your application has been successfully submitted. Please refer approval letter in Inbox**' (Refer Figure 20).
12. Click **Ok** button (A) (Refer Figure 20).
13. Registrant can view '*Surat Kelulusan Pemotongan Cukai Jualan/ Sales Tax Deduction Approval Letter*' in Homepage (Inbox) (Refer Figure 21).



1.4 View Approval Letter

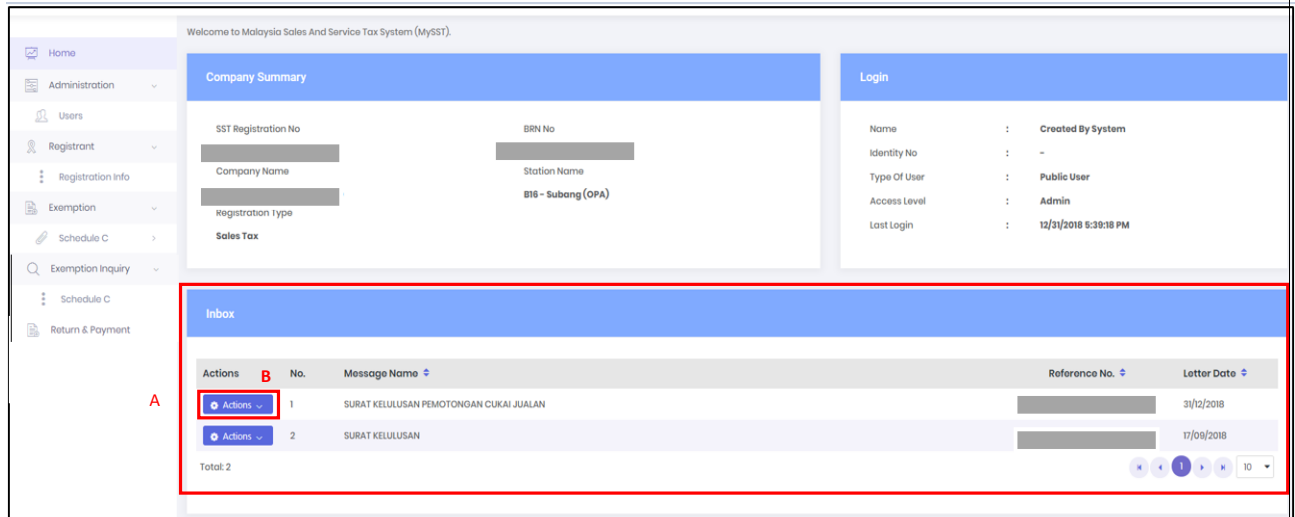


Figure 21 Inbox

1. Go to **Inbox** in Homepage (A) (Refer Figure 21).
2. To view 'Surat Kelulusan Pemotongan Cukai Jualan' in **Inbox**, click Action button (B) (Refer Figure 21)
3. Click **Actions > Print Tax Deduction Approval Letter** (A) (Refer Figure 22).

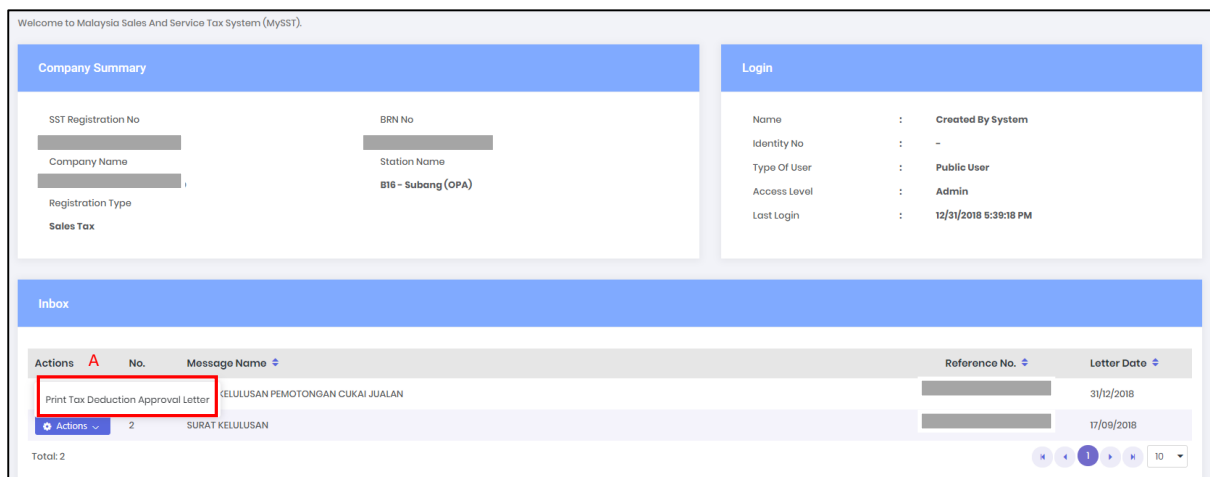


Figure 22 Print Tax Deduction Approval Letter

4. Tax Deduction Approval Letter will be auto downloaded (in pdf). Can be viewed and print (Refer Figure 22).
5. Sales Tax Deduction Letter contain of **"No. Kelulusan Pendaftaran & Tarikh Berkuatkuasa"** (A) (Refer Figure 23).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version : 2.1

Doc ID : SST_REG_CREDIT_UM_v2.1

Page No : 15



JABATAN KASTAM DIRAJA MALAYSIA
Stesen Batu Pahat
Jabatan Kastam Diraja Malaysia
Jalan Jeragan, Batu Pahat, 83000, Johor

Telefon : 03-83232100 / 1-300-888-500
Faksimile : 03-88824911
Laman Web : www.mysst.customs.gov.my
E-Mel : ccc@customs.gov.my



██████████	Ruj Kami :	██████████
████████████████████	Tarikh :	19/02/2019
██████████	SST No. :	██████████
██████████	Stesen Mengawal :	██████████

Tuan/Puan,

SURAT KELULUSAN PERMOHONAN PENDAFTARAN UNTUK PEMOTONGAN CUKAI JUALAN DI BAWAH SEKSYEN 41A, AKTA CUKAI JUALAN 2018

Perkara di atas dirujuk.

Dimaklumkan bahawa permohonan tuan/puan untuk pendaftaran pemotongan cukai jualan telah diluluskan selaras dengan Seksyen 41A, Akta Cukai Jualan 2018 berdasarkan sebab-sebab berikut:

1. PEMBELIAN SECARA RUNCIT / DALAM KUANTITI YANG KECIL.
2. PEMBELIAN TIDAK DAPAT DIBUAT SECARA TERUS DARI PENGILANG BERDAFTAR / SECARA IMPORT.
3. PEMBELIAN DIBUAT SECARA AD-HOC.
4. LAIN - LAIN : TEST 190219

Butir-butir kelulusan tuan/puan adalah seperti berikut:

No Kelulusan Pendaftaran :	██████████	A
Tarikh Berkuatkuasa :	19/02/2019	

Sebagai orang yang telah diluluskan pendaftaran untuk pemotongan cukai jualan di bawah Seksyen 41A, Akta Cukai Jualan 2018 tuan/puan dikehendaki mematuhi syarat-syarat pemotongan cukai jualan yang ditetapkan seperti di **LAMPIRAN 1**

Tuan/Puan boleh melayari laman web MySST di capaian www.mysst.customs.gov.my atau menghubungi pejabat ini seperti maklumat yang tertera di atas untuk keterangan lanjut.

Sila ambil maklum bahawa keputusan ini boleh dibatal, ditarik balik atau terbatal pada bila-bila masa sekiranya pihak tuan/puan didapati melanggar syarat-syarat yang telah ditetapkan.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Jabatan Kastam Diraja Malaysia

Cetakan komputer ini tidak memerlukan tandatangan

Figure 23 Approval Letter

Notes:

1. Once Sales Tax Deduction Registration Form submitted and approved, Registration Form sub-menu will be disappeared.
2. Refer to Sales Tax Deduction Approval Letter in Inbox.
3. If JKDM Officer cancel the STD registration, registrant can reapply STD.



2 Apply Deduction

Action	Start Date	End Date	Tax Return Due Date	STD No	Total Deduction	Status	Status Date
Actions	01/09/2018	31/10/2018	30/11/2018	-	-	Not Applied	-
Actions	01/11/2018	31/12/2018	31/01/2019	-	-	Not Applied	-
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	-	-	-	-

Figure 24 Deduction Period List

1. Once STD's registration status is approved, **Deduction Period List** (A) sub-menu will be appeared on dashboard (Refer Figure 24).

Action	Start Date	End Date	Tax Return Due Date	STD No	Total Deduction	Status	Status Date
Actions	01/09/2018	31/10/2018	30/11/2018	-	-	Not Applied	-
Actions	01/11/2018	31/12/2018	31/01/2019	-	-	Not Applied	-
Actions	01/01/2019	28/02/2019	01/04/2019	-	-	-	-
Apply	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	-	-	-	-

Figure 25 Apply Deduction

2. Click **Actions** (A) > click **Apply** (B) to apply deduction for taxable period (Refer Figure 25).



***SYARAT-SYARAT PERMOHONAN
* Application Conditions**

1. Bahan mentah, komponen atau bahan pembungkusan bercukai jualan dibeli dan digunakan semata-mata dalam pengilangan barang-barang siap bercukai jualan.

That the taxable raw materials, components or packaging materials are purchased and use solely in the manufacturing of taxable goods.

2. Bahan mentah, komponen atau bahan pembungkusan bercukai jualan dibeli daripada orang yang bukan pengilang berdaftar.

That the taxable raw materials, components or packaging are purchased from a non-registered manufacturer.

3. Pembekal itu tidak mempunyai hubungan dengan pengilang berdaftar.

That the supplier is not connected to the registered manufacturer.

4. Cukai jualan bagi bahan mentah, komponen atau bahan pembungkusan yang dibeli telah dibayar.

That the sales tax of taxable raw materials, components or packaging materials purchased has been paid.

5. Invois yang dikeluarkan oleh pembekal kepada pengilang berdaftar adalah dalam Bahasa Melayu atau Bahasa Inggeris yang mengandungi butir-butir yang ditetapkan seperti dalam Peraturan 7 (Peraturan Cukai Jualan 2018).

That the invoice issued by the supplier to the registered manufacturer is in National language or English language containing the prescribed details as in Reg. 7 (Sales Tax Regulation 2018).

6. Pengilang berdaftar hendaklah membuat pemotongan dalam borang SST-02 bagi tempoh bercukai di mana barang itu dibeli.

The registered manufacturer shall make the deduction in the return SST-02 for the taxable period during which the goods were purchased.

7. Untuk pemotongan cukai jualan kali pertama, Pengilang berdaftar hanya boleh membuat pemotongan cukai jualan ke atas invois pembelian yang dikeluarkan pada/selepas tarikh kelulusan pendaftaran berkuatkuasa.

For first time sales tax deduction, a registered Manufacturer may only deduct sales tax on the purchase invoice issued on / after the date of registration application approved.

8. Pengilang berdaftar yang telah membuat pemotongan apa-apa jumlah cukai jualan ke atas pembelian bahan mentah, komponen atau bahan pembungkusan yang bercukai jualan tidak boleh melupuskan barang tersebut atau dia perlu membayar jumlah pemotongan cukai jualan yang terlibat.

Registered manufacturer who has deducted any amount of sales tax on the purchase of taxable raw materials, components or packaging materials shall not dispose the said goods or he may need to pay the amount of sales tax deductible.

A
 saya dengan ini mengakui bahawa saya faham dan akan mematuhi syarat-syarat yang ditetapkan di bawah permohonan untuk menggunakan pemotongan cukai jualan.

I hereby acknowledge that I understand and agree to comply with the terms and conditions of this application for sales tax deduction.

B C

Figure 26 Application Conditions

3. System will display Application Conditions (Refer Figure 26).
4. Registrant required to **tick** (A) declaration on Application Conditions (Refer Figure 26).
5. Click **No** (B) button (Refer Figure 26) to cancel declare Sales Tax Deduction Application Form.
6. Click **Confirm** (C) button (Refer Figure 26) to proceed to Sales Tax Deduction Application Form.



2.1 Application Information Tab

Sales Tax Deduction Application Form

Applicant Information | Items | Declarations

1. Nama Pengikrar
Name of Declarant

2a. Jenis Pengenalan
Identity Type.

2b. No. Kad Pengenalan
Identity Card No.

3. Jawatan
Designation

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

5. Nama Firma/Syarikat
Name of Firm/Company

6. Alamat Perniagaan Berdaftar
Address of Business

Poskod
Postcode

Bandar
City

Negeri
State

7. Tarikh Permohonan
Application Date

8. No Kelulusan Pendaftaran Pemetongan Cukai Jualan
Deduction of Sales Tax Approval No.

9. Tempoh Bercukai untuk Pemetongan Cukai Jualan
Taxable Period for deduction of Sales Tax

NAME OF DECLARANT

PLEASE CHOOSE

IDENTITY CARD NO

DESIGNATION

47100

PUCHONG

SELANGOR

15/02/2019

Save & Continue →

Figure 27 Application Information

14. Registrant must fill in all the required field (Refer Figure 27) (A) :

- vii. Name of Declarant
- viii. Identity Type
- ix. Identity Card No. / Passport No.
- x. Designation

15. Registrant must click **Save & Continue** button (B) to save and proceed to next process (Refer Figure 27).



2.2 Items Tab

Sales Tax Deduction Application Form

Applicant Information **Items** Declarations

A + Add Invoice

Actions	Nama Pembekal / Supplier's Name	No BRN / Birn No	No Invois / Invoice No	Tarikh Invois / Invoice Date
No data				

Total: 0

View All Items + Add Item

Actions	No Invois / Invoice No	Kod Tariff / Tariff Code	Perihal Barang-barang yang Hendak Dibeli / Description of Goods to be Purchased	Perihal Barang-barang / Description of Goods	Kadar Cukai Jualan / Rate of Sales Tax	Harga Beli / Purchase Price	Kadar Potongan Cukai Jualan / Rate of Sales Tax deduction	Amaun Potongan Cukai Jualan / Amount of Sales tax Deduction
No data								

Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction RM0.00

Total: 0

*Nota. Anda boleh mengisi maklumat barangan bermula dari tarikh permohonan sehingga tarikh akhir tempoh bercukai.
Note: You may fill in the goods information from the date of application until the due date of the taxable period.*

← Back Save As Draft Save & Continue →

Figure 28 Add Invoice

16. Click **Add Invoice** button (A) under Item Tab to add invoice (Refer Figure 28).

17. System will display Add Invoice screen (Refer Figure 29).

Add Invoice

A

1. Nama Pembekal Supplier's Name	SUPPLIER'S NAME
2. No. Pendaftaran Perniagaan Business Registration No	BUSINESS REGISTRATION NO
3. No Invois Invoice No	INVOICE NO
4. Tarikh Invois Invoice Date	Invoice Date

B Cancel Save **C**

Figure 29 Add Invoice screen

18. Fill in all the required field (A) (Refer Figure 29):

- i. Supplier's Name
- ii. Business Registration No.



- iii. Invoice No.
- iv. Invoice Date
- 19. Click **Cancel** button (B) to return the previous screen (Refer Figure 29).
- 20. Click **Save** button (C) to save the Invoice details (Refer Figure 29).
- 21. System will display details of invoice in table list (Refer Figure 30).

Actions	Nama Pembekal/ Supplier's Name	No BRN/ Birn No	No Invois/ Invoice No	Tarikh Invois/ Invoice Date
<input type="radio"/> Edit B	SMO BOOKSTORES	SMO	SMO01	15/02/2019
<input type="radio"/> Delete Invoice	MPH BOOKSTORES	MPH	MPH01	15/02/2019
<input checked="" type="radio"/> Actions A	KINOKUNIYA	KINO	KINO01	15/02/2019

Total: 3

Figure 30 Item Tab: Invoice Details

- 22. Invoice details can be updated before submitted.
- 23. Click **Actions** button (A) > click **Edit** button (B) to edit invoice details (Refer Figure 30).
- 24. System will display pop up screen **Edit Invoice** (B) (Refer Figure 31).

Edit Invoice

1. Nama Pembekal
Supplier's Name: SMO BOOKSTORES

2. No. Pendaftaran Perniagaan
Business Registration No: SMO

3. No Invois
Invoice No: SMO01

4. Tarikh Invois
Invoice Date: 06/11/2019

A Cancel **B** Save

Figure 31 Edit Invoice

- 25. All the information auto populated and can be updated (Refer Figure 31).
- 26. To cancel update process, click **Cancel** button (A) (Refer Figure 31). System will display previous screen (Refer Figure 30).
- 27. Click **Save** button (B) to save the changes (Refer Figure 31).



Actions	Nama Pembekal/ Supplier's Name	No BRN/ Brn No	No Invois/ Invoice No	Tarikh Invois/ Invoice Date
<input type="radio"/> Edit	SMO BOOKSTORES	SMO	SMO01	15/02/2019
<input type="radio"/> DeleteInvoice B	MPH BOOKSTORES	MPH	MPH01	15/02/2019
<input checked="" type="radio"/> Actions A	KINOKUNIYA	KINO	KINO01	15/02/2019

Total: 3

Figure 32 Items Tab - Delete Invoice

28. To delete invoice, click **Actions** button (A). Then click **DeleteInvoice** button (B) (Refer Figure 32).
29. Pop up confirmation message (Refer Figure 33).

Notes:

1. When registrant delete invoice, system will delete selected invoice and item(s) which related to selected invoice.

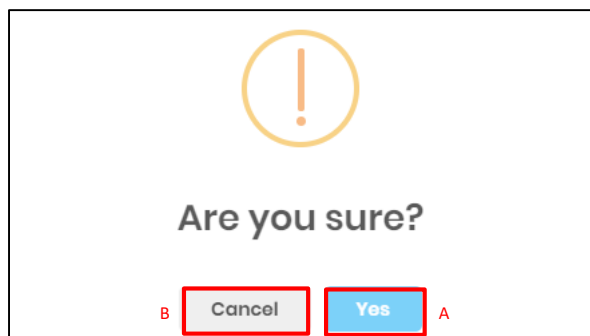


Figure 33 Confirmation message

30. Click **Yes** button (A) to delete selected invoice (Refer Figure 33).
31. Click **Cancel** button (B) to cancel delete process. System will return to previous screen (Refer Figure 33).



Sales Tax Deduction Application Form

Applicant Information **Items** Declarations

A	Actions	Nama Pembekal/ Supplier's Name	No BRN/ Brn No	No Invois/ Invoice No	Tarikh Invois/ Invoice Date
<input checked="" type="checkbox"/>	<input type="button" value="Actions"/>	SMO BOOKSTORES	SMO	SMO01	15/02/2019

Total: 1

Actions	No Invois/ Invoice No	Kod Tariff/ Tariff Code	Perihal Barang-barang yang Hendak Dibeli/ Description of Goods to be Purchased	Perihal Barang-barang/ Description of Goods	Kadar Cukai Jualan / Rate of Sales Tax	Harga Beli/ Purchase Price	Kadar Potongan Cukai Jualan/ Rate of Sales Tax deduction	Amaun Potongan Cukai Jualan/ Amount of Sales tax Deduction
Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction								RM0.00
No data								

Total: 0

Nota. Anda boleh mengisi maklumat barangan bermula dari tarikh permohonan sehingga tarikh akhir tempoh bercukai.
Note: You may fill in the goods information from the date of application until the due date of the taxable period.

Figure 34 Add Items

32. To Add Item, registrant is required to **tick** checkbox (A) to select an invoice in invoice list to enable **Add Item** button to displayed (B) (Refer Figure 34).
33. Click **Add Item** button (B) (Refer Figure 34).
34. System will display **Add Credit Item** screen (Refer Figure 35).



Figure 35 Add Credit Item screen

35. Fill in all the required field (A) (Refer Figure 35) :

- i. Classification under Customs Duties Order
- ii. Description of Goods Purchased
- iii. Description
- iv. Rate of Sales Tax
- v. Purchase Price (RM)

36. Click **Cancel** button (B) to cancel the process. System will return to previous screen (Refer Figure 34).

37. Click **Save** button (C) to save the information (Refer Figure 35).

38. The details of items will appear in item table list (Refer Figure 36).



Actions	No Invois/ Invoice No	Kod Tarif/ Tariff Code	Perihal Barang-barang yang Hendak Dibeli/ Description of Goods to be Purchased	Perihal Barang- barang/ Description of Goods	Kadar Cukai Jualan / Rate of Sales Tax	Harga Beli/ Purchase Price	Kadar Potongan Cukai Jualan/ Rate of Sales Tax deduction	Amaun Potongan Cukai Jualan/ Amount of Sales tax Deduction
A Actions Edit B Delete	SMO01	5901100000	- TEXTILE FABRICS COATED WITH GUM OR AMYLACEOUS SUBSTANCES, OF A KIND USED FOR THE OUTER COVERS OF BOOKS OR THE LIKE	BOOK	10%	8,989.89	4%	359.60
	IPH01	0306129000	- - - OTHER	OTHER	10%	787.90	4%	31.52
Actions	KINO01	8507802000	- - OF A KIND USED FOR LAPTOPS INCLUDING NOTEBOOKS AND SUBNOTEBOOKS	BOOK COVER	10%	7,879.80	4%	315.19

Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction RM706.31

Total: 3 10

Figure 36 Actions > Edit

39. Items can be updated before submit.

40. Click **Actions** button (A) > click **Edit** button (B) to edit items (Refer Figure 36).

41. System will display Add Credit Item screen (Refer Figure 37).

Add Credit Item

1. No Invois
Invoice No: KINO01

2. Nama Pembekal
Supplier's Name: KINOKUNIYA

3. No BRN
BRN No: KINO

4. Pengelasan di bawah Perintah Duti Kastam *
Classification under Customs Duties Order: 8305901000

5. Perihal Barang-barang yang Hendak Dibeli *
Description of Goods to be Purchased: - HAND-MADE PAPER AND PAPERBOARD

6. Deskripsi *
Description: PAPER CLIPS

7. Kadar Cukai Jualan
Rate of Sales Tax: 10

8. Harga Beli *
Purchase Price(RM): RM 45.00

9a. Kadar Potongan Cukai Jualan
Rate of Sales Tax Deduction: 4

9b. Amaun(RM)
Amount(RM): RM 1.80

B Cancel **C** Save

Figure 37 Edit Credit Item Screen

42. All the relate field can be updated (A) (Refer Figure 37).



- 43. Click **Cancel** button (B) to cancel the process. System will return to previous screen (Refer Figure 37).
- 44. Click **Save** button (C) to save the information (Refer Figure 37).

Actions	No Invois/ Invoice No	Kod Tarif/ Tariff Code	Perihal Barang-barang yang Hendak Dibeli/ Description of Goods to be Purchased	Perihal Barang-barang/ Description of Goods	Kadar Cukai Jualan/ Rate of Sales Tax	Harga Beli/ Purchase Price	Kadar Potongan Cukai Jualan/ Rate of Sales Tax deduction	Amaun Potongan Cukai Jualan/ Amount of Sales tax Deduction
A Actions	SMO01	5901100000	- TEXTILE FABRICS COATED WITH GUM OR AMYLACEOUS SUBSTANCES, OF A KIND USED FOR THE OUTER COVERS OF BOOKS OR THE LIKE	BOOK	10%	8,989.89	4%	359.60
B Delete	PH01	0306129000	--- OTHER	OTHER	10%	787.90	4%	31.52
Actions	KIN001	8507802000	-- OF A KIND USED FOR LAPTOPS INCLUDING NOTEBOOKS AND SUBNOTEBOOKS	BOOK COVER	10%	7,879.80	4%	315.19

Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction RM706.31

Total: 3

Figure 38 Action > Delete

- 45. Click **Actions** button (A) > click **Delete** button (B) to delete item (Refer Figure 38).
- 46. System will display confirmation message (Refer Figure 39).

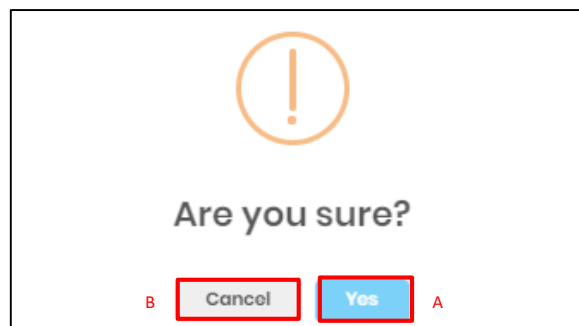


Figure 39 Confirmation message

- 47. Click **Cancel** button (B) to cancel delete process. System will return to previous screen (Refer Figure 38).
- 48. Click **Yes** button (A) to proceed to delete item (Refer Figure 39).



Sales Tax Deduction Application Form

Applicant Information **Items** Declarations

[+ Add Invoice](#)

Actions	Nama Pembekal/ Supplier's Name	No BRN/ Bm No	No Invois/ Invoice No	Tarikh Invois/ Invoice Date
Actions	SMO BOOKSTORES	SMO	SMO01	15/02/2019
Actions	MPH BOOKSTORES	MPH	MPH01	15/02/2019
Actions	KINOKUNIYA	KINO	KINO01	15/02/2019

Total: 3

[View All Items](#) A

[+ Add Item](#)

Actions	No Invois/ Invoice No	Kod Tariff/ Tariff Code	Perihal Barang-barang yang Hendak Dibeli/ Description of Goods to be Purchased	Perihal Barang-barang/ Description of Goods	Kadar Cukai Jualan / Rate of Sales Tax	Harga Beli/ Purchase Price	Kadar Potongan Cukai Jualan/ Rate of Sales Tax deduction	Amaun Potongan Cukai Jualan/ Amount of Sales tax Deduction
Actions	SMO01	5901100000	- TEXTILE FABRICS COATED WITH GUM OR AMYLACEOUS SUBSTANCES, OF A KIND USED FOR THE OUTER COVERS OF BOOKS OR THE LIKE	BOOK	10%	8,989.89	4%	359.60
Actions	MPH01	0306129000	- - - OTHER	OTHER	10%	787.90	4%	31.52
Actions	KINO01	8507802000	- - OF A KIND USED FOR LAPTOPS INCLUDING NOTEBOOKS AND SUBNOTEBOOKS	BOOK COVER	10%	7,879.80	4%	315.19

Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction RM706.31

Total: 3

Nota. Anda boleh mengisi maklumat barangan bermula dari tarikh permohonan sehingga tarikh akhir tempoh bercukai.
Note: You may fill in the goods information from the date of application until the due date of the taxable period.

[← Back](#) D [Save As Draft](#) B [Save & Continue →](#) C

Figure 40 Tab Items

- 49. Click **View All Items** button (A) to view list of all items (Refer Figure 40).
- 50. Click **Save As Draft** button (B) to save and to continue the process later (Refer Figure 40).
- 51. System will display status as **Draft** for that taxable period (A) (Refer Figure 41).



The screenshot shows the 'Deduction Period List' interface in MySST. The table contains the following data:

Action	Start Date	End Date	Tax Return Due Date	STD No	Total Deduction	Status	Status Date
Actions	01/03/2019	31/03/2019	30/04/2019	-	-	Not Applied	-
Actions	01/04/2019	31/05/2019	01/07/2019	-	-	Not Applied	-
Actions	01/06/2019	31/07/2019	31/08/2019	-	-	Not Applied	-
Actions	01/08/2019	30/09/2019	31/10/2019	-	-	Not Applied	-
Actions	01/10/2019	30/11/2019	31/12/2019	-	-	Not Applied	-
Actions	01/12/2019	31/01/2020	29/02/2020	-	RM0.00 -	Draft	04/02/2020
Actions	01/02/2020	31/03/2020	30/04/2020	-	-	-	-
Actions	01/04/2020	31/05/2020	30/06/2020	-	-	-	-
Actions	01/06/2020	31/07/2020	01/09/2020	-	-	-	-
Actions	01/08/2020	30/09/2020	02/11/2020	-	-	-	-

Total: 12

Figure 41 Status Draft

- 52. To submit the application, click **Save & Continue** button (C) (Refer Figure 40).
- 53. **Declarations Tab** screen will be displayed (Refer Figure 42).
- 54. **Back** button (D) to return to previous tab (Applicant Information) (Refer Figure 27).



2.3 Declaration Tab

Sales Tax Deduction Application Form

Applicant Information Items **Declarations**

A Saya mengaku bahawa maklumat dinyatakan di dalam borang ini adalah benar dan lengkap.
confirm that the information given in this form is true, complete and accurate.

Nota. Sila semak semula butir-butir yang telah diisi dalam permohonan ini sebelum klik butang "Submit". Tiada sebarang pindaan boleh dibuat setelah klik "Submit"

Note: Please review the details / information that has been provided in this application before clicking the submit button. No amendments can be made after submission.

B C

Figure 42 Declarations Tab

1. Click **Back** button (B) (Refer Figure 42) to return to previous tab (Item Tab) (Refer Figure 28).
2. **Tick** checkbox declaration (A) and click **Submit** button (C) (Refer Figure 42).
3. System will display confirmation message (Refer Figure 43).

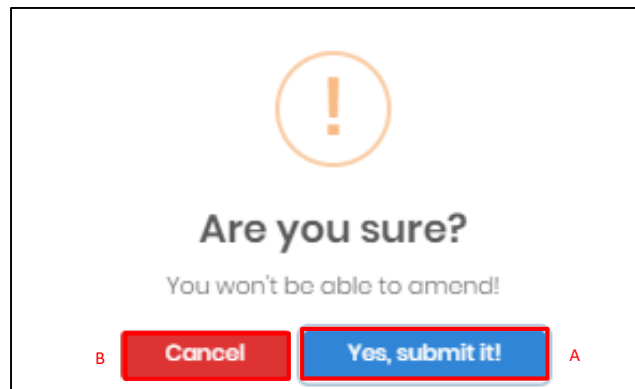


Figure 43 Confirmation Message

4. Click **Yes, Submit it!** button (A) to submit the application (Refer Figure 43).
5. To cancel the submission, click **Cancel** button (B) to cancel process (Refer Figure 43).
6. Redirect to deduction period list page (Refer Figure 44).



The screenshot shows the 'Deduction Period List' interface in MySST. The table lists various deduction periods with columns for Action, Start Date, End Date, Tax Return Due Date, STD No, Total Deduction, Status, and Status Date. A red box highlights the row for the period 01/12/2019 to 31/01/2020, which has a status of 'Approved' and a total deduction of RM39.85. A red letter 'A' is placed to the left of this row.

Action	Start Date	End Date	Tax Return Due Date	STD No	Total Deduction	Status	Status Date
Actions	01/03/2019	31/03/2019	30/04/2019	-	-	Not Applied	-
Actions	01/04/2019	31/05/2019	01/07/2019	-	-	Not Applied	-
Actions	01/06/2019	31/07/2019	31/08/2019	-	-	Not Applied	-
Actions	01/08/2019	30/09/2019	31/10/2019	-	-	Not Applied	-
Actions	01/10/2019	30/11/2019	31/12/2019	-	-	Not Applied	-
Actions	01/12/2019	31/01/2020	29/02/2020	D11-2002-42000001	RM39.85	Approved	04/02/2020
Actions	01/02/2020	31/03/2020	30/04/2020	-	-	-	-
Actions	01/04/2020	31/05/2020	30/06/2020	-	-	-	-
Actions	01/06/2020	31/07/2020	01/09/2020	-	-	-	-
Actions	01/08/2020	30/09/2020	02/11/2020	-	-	-	-

Figure 44 Deduction Period List

- The status will be changed to Approve in Deduction Period List table list (A) (Refer Figure 44).
- Total deduction will be displayed on tax return (SST-02) with STD No.



3 View Application

Deduction Period List Manage Deduction Period Application

Action	Start Date	End Date	Tax Return Due Date	STD No	Total Deduction	Status	Status Date
Actions	01/09/2018	30/09/2018	31/10/2018	-	-	Not Applied	-
Actions	01/10/2018	30/11/2018	31/12/2018	-	-	Not Applied	-
Actions	01/12/2018	31/01/2019	28/02/2019	B16-1901-42000002	RM340.00	Approved	23/01/2019
Actions	01/02/2019	31/03/2019	30/04/2019	-	-	Not Applied	-
Actions	01/04/2019	31/05/2019	01/07/2019	-	-	Not Applied	-
Actions	01/06/2019	31/07/2019	02/09/2019	-	-	Not Applied	-
Actions	01/08/2019	30/09/2019	31/10/2019	B16-1910-42000002	RM3,912.80		03/10/2019

View

Figure 45 Deduction Period List screen: View

1. Click **Actions** button (A), then click **View** button (B) to view the details of the application (Refer Figure 45).

Sales Tax Deduction Application Form

Applicant Information Items

Nama Pembekal	No BRN	No Invois	Tarikh Invois
Supplier's Name	Brn No	Invoice No	Invoice Date
TEST	TEST	122122	24/09/2019
A	A880	A88	29/09/2019

Total: 2

View All Items

No Invois	Kod Tarif	Perihal Barang-barang Berdasarkan PDK 2017	Perihal Barang-barang	Kadar Cukai Jualan	Harga Bolian	Kadar Potongan Cukai Jualan	Amaun Potongan Cukai Jualan
Invoice No.	Tariff Code	Goods Description Based on PDK 2017	Description of Goods	Rate of Sales Tax	Purchase Price	Rate of Sales Tax deduction	Amount of Sales tax Deduction
122122	9706000000	ANTIQUES OF AN AGE EXCEEDING ONE HUNDRED YEARS.	ANTIQUE	10%	90,909.90	4%	3,636.40
A88	9705001000	- OF HISTORICAL, ARCHAEOLOGICAL, PALAEOLOGICAL AND ETHNOGRAPHIC INTEREST	BONES	10%	6,909.90	4%	276.40

Jumlah Keseluruhan Potongan Cukai Jualan / Total Amount of Sales Tax Deduction RM3,912.80

Total: 2

Nota: Pembelian yang dibuat sebelum tarikh berkuatkuasa surat kelulusan permohonan adalah tidak dibenarkan untuk pemptionan cukai jualan.
Note: Purchases made prior to the effective date of the registration application approval letter are not allowed for a sales tax deduction.

Back Export Item to Excel Print Applicant Information Print Item

Figure 46 Tab Items



2. In **Items Tab**, registrant can **Export Item to Excel** (A), **Print Applicant Information** (B) and **Print Item** (C) (Refer Figure 46).
3. To export item to excel, click **Export Item to Excel** button (A) (Refer Figure 46).
4. It will auto download and can be view as in Figure 47.

The screenshot shows the Microsoft Excel interface with a table of sales tax deduction items. The table has the following columns: Invoice Date, Invoice No., Supplier's Name, BRN, Tariff Code, Description of Goods To be Purchased, Description of Goods, Rate of Sales Tax (%), Purchase Price (RM), Rate of Sales Tax Deduction (%), and Amount of Sales Tax Deduction (RM). The data in the table is as follows:

Invoice Date	Invoice No.	Supplier's Name	BRN	Tariff Code	Description of Goods To be Purchased	Description of Goods	Rate of Sales Tax (%)	Purchase Price (RM)	Rate of Sales Tax Deduction (%)	Amount of Sales Tax Deduction (RM)
07/01/2020	TESTING	TESTING	TESTING	0308120000	- - FROZEN	TEST	5.00	1,992.67	2.00	39.85
Total Deduction Amount (RM)										39.85

Figure 47 Example of Export Item to Excel (.csv)

5. Click **Print Applicant Information** button (B) (Refer Figure 46).
6. It will auto download and can be view as in Figure 48.



JABATAN KASTAM DIRAJA MALAYSIA
Sales Tax Deduction Application Form

1. Nama Pengikrar : ADMIN
Name of Declarant

2a. Jenis Pengenalan : NOMBOR KAD PENGENALAN
Identity Type

2b. No. Kad Pengenalan :
Identity Card No.

3. Jawatan : TEST
Designation

4. No. Pendaftaran Cukai Jualan :
Sales Tax Registration No.

5. Nama Firma/Syarikat :
Name of Firm/Company

6. Alamat Perniagaan Berdaftar :
Address of Business

Poskod : 17009
Postcode

Bandar : PASIR MAS
City

Negeri : KELANTAN
State

7. Tarikh Permohonan : 04/02/2020
Application Date

8. No Kelulusan Pendaftaran Pemotongan Cukai Jualan :
Deduction of Sales Tax Approval No.

9. Tempoh Bercukai untuk Pemotongan Cukai Jualan :
Taxable Period for deduction of Sales Tax

Figure 48 Example Print Applicant Information (.pdf)

7. Click **Print Item** button (C) (Refer Figure 46).
8. It will auto download and can be view as in Figure 49.



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version : 2.1

Doc ID : SST_REG_CREDIT_UM_v2.1

Page No : 33

SST No.: [REDACTED]					STD No.: [REDACTED]						
Company Name: [REDACTED]					Taxable Period: 01/08/2019 - 30/09/2019						
I hereby certify that purchased items from date 01/08/2019 as below:											
NO	INVOICE DATE	INVOICE NO.	SUPPLIER'S NAME	BRN	TARIFF CODE	DESCRIPTION OF GOODS TO BE PURCHASED	DESCRIPTION OF GOODS	RATE OF SALES TAX	PURCHASE PRICE (RM)	RATE OF SALES TAX DEDUCTION (%)	AMOUNT OF SALES TAX DEDUCTION (RM)
1	24/09/2019	122122	TEST	TEST	9706000000	ANTIQUES OF AN AGE EXCEEDING ONE HUNDRED YEARS.	ANTIQUE	10.00	90,909.90	4.00	3,636.40
2	29/09/2019	A88	A	A890	9705001000	- OF HISTORICAL, ARCHAEOLOGICAL AND ETHNOGRAPHIC INTEREST	BONES	10.00	6,909.90	4.00	276.40
Total Deduction Amount : RM 3,912.80											

Figure 49 Example of Print Item (.pdf)

9. Click **Back** button (D) (Refer Figure 46).



4 Sales Tax Deduction in SST02 (Return & Payment)

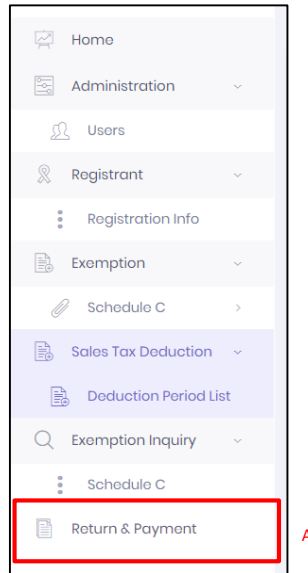


Figure 50 MySST - Return & Payment menu

1. To access to Sales and Service Tax (Return & Payment), click **Return & Payment** menu on left bar navigation (Refer Figure 50).



Figure 51 Sales and Service Tax (Return & Payment) Login Page

2. System will redirect to Login Page (Refer Figure 51).
3. System will auto populated Username and SST No. field (A) (Refer Figure 51).
4. Fill in **Password** field (B) and click **Login** button (C) (Refer Figure 51).



5. System will display main page of **Sales and Service Tax (Return & Payment)** (Refer Figure 52).

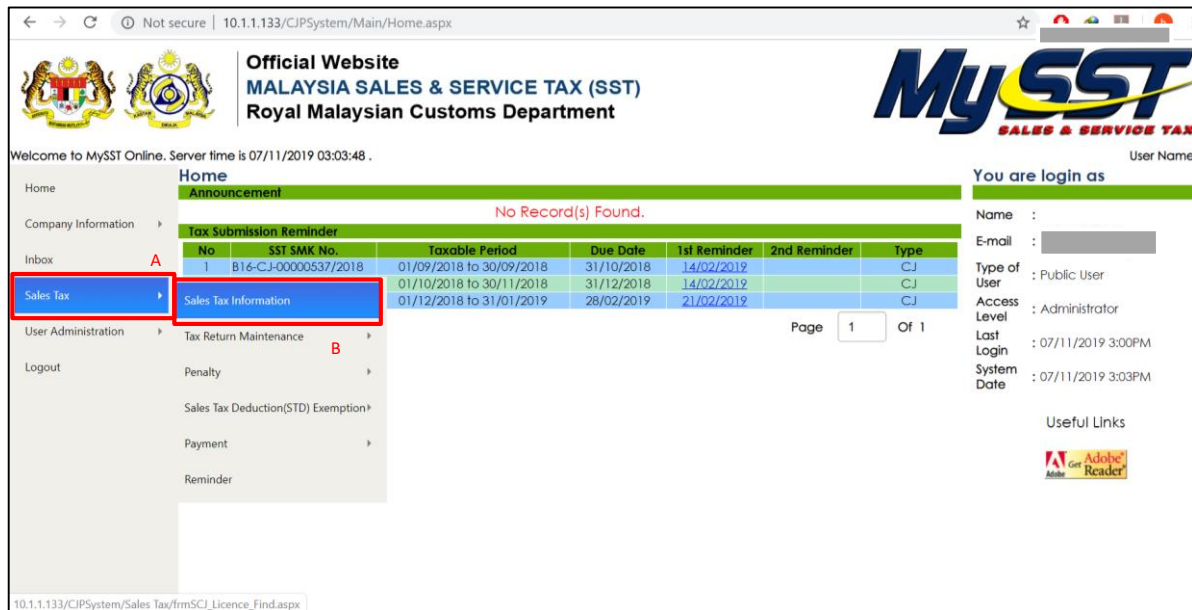


Figure 52 Public User Dashboard

6. Click **Sales Tax (A) > Sales Tax Information (B)** on left bar navigation (Refer Figure 52).
7. STD declaration can be view via **Sales Tax License Information** screen (Refer Figure 52).
8. Find the taxable period that we apply in sales tax deduction (Refer Figure 53).



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

MySST
SALES & SERVICE TAX

Welcome to MySST Online. Server time is 07/11/2019 04:18:42. User Name:

Sales Tax
Sales Tax Licence Information

SST SMK No. : [Redacted] SST Station : [Redacted]
 Company Name : [Redacted] SST Registration No. : [Redacted]
 BRN : [Redacted]
 Date Registered : 10/08/2018 Date Applied : 10/08/2018
 Date Approved : 31/08/2018 Approved By : [Redacted]
 Effective Date : 01/09/2018
 Premise Address : [Redacted] Company Address : [Redacted]
 Tel No. : [Redacted] Tel No. : 0351218090
 Exemption Schedule C (Yes/No) : Manufacturing Date :
 SST Status : Active Financial Year End : 31/03
 SST Cancel Date : Total STD Balance (RM) : 0.00
 Credit Deduction Date : Yes

Available Tax Schedule Year: 2019 [Backward] [Forward]

1 - 4 in 4 are displayed

Select	No	TAXABLE PERIOD	DUE DATE	RECEIVED DATE	RECEIPT AMT	RECEIPT NO	SST-02 No	STATUS	STD NO	STD STATUS
<input type="radio"/>	1	01/02/2019 to 31/03/2019	30/04/2019							
<input type="radio"/>	2	01/04/2019 to 31/05/2019	01/07/2019							A
<input type="radio"/>	3	01/06/2019 to 31/07/2019	31/08/2019							
<input type="radio"/>	4	01/08/2019 to 30/09/2019	31/10/2019				[Redacted]	Draft	[Redacted]	SST02 Registered

Page 1 of 1

Note: To submit a new taxable period, please select the correct taxable period radio button above and then click the [View Detail] button. The radio button will be enable on the next day after the end of that taxable period. To view/edit/submit/pay the taxable period, please click on the SST-02 No. link.

Figure 53 Sales Tax License Information

- Click on the **STD No.** (A) to view all the item that registrant applied in MySST (Sales Tax Deduction) (Refer Figure 52).
- System will display Sales Tax deduction Application STD screen (Refer Figure 53).

Sales Tax
Sales Tax Deduction Application STD (View Only)

SST Holder Name : [Redacted] STD Reg. Number : [Redacted]
 SST SMK No. (CJ) : [Redacted] CJ2 Station : [Redacted]
 Taxable Schedule : From 01/08/2019 To 30/09/2019 Application Date : 24/09/2019
 Total Deduction Amount : 3,912.80 A Date Approved : 03/10/2019 11:20:04
 Total Detail : 2 Status : SST02 Registered
 STD Registered By IC : Registered Name : Credit Balance : 313.80

Detail Sales Tax Deduction Application STD

1 - 2 in 2 are displayed

Select	No	Tariff Code	Good Description	Price	Deduct Percentage	Supplier Name	Tax Rate %	Purchase Date	Amount Deducted
<input type="radio"/>	1	9706.00.0000	antique	90,909.90	4.00%	test	10.00%	03/10/2019	3,636.40
<input type="radio"/>	2	9705.00.1000	bones	6,909.90	4.00%	A	10.00%	03/10/2019	276.40

Back

Figure 54 List of Item applied

- Total deduction amount** (A) will be the same amount as registrant declared at Sales Tax Deduction in MySST (Refer Figure 54).



5 Re-application of Sales Tax Deduction Registration Form

Figure 55 Sales Tax Deduction Registration Form (Reapply)

1. For application that has been cancelled, registrant can reapply the Sales Tax Deduction (Refer Figure 55).
2. To reapply, click **Registration Form** submenu (A) (Refer Figure 55).
3. This additional details will displayed (Auto-populate) (B):
 - a. Credit Approval No.
 - b. Current Status
 - c. Status Date



4. The other details will be auto populated based on registration form (C) (Refer Figure 55).
5. Registrant will choose **Company Director** (D) from dropdown list. The selected director information will auto populated on declaration statement (D) (Refer Figure 55).
6. Registrant required to tick the checkbox at least once (E) (Refer Figure 55).
7. Registrant required to tick declarations (F) before reapply Sales Tax Deduction Registration (Refer Figure 55).
8. Click **Reapply** button (G) to submit the application (Refer Figure 55).

Note:

1. For Cancelled status of SST No., user are unable to login to dashboard.
2. For Cancelled status of Sales Tax Deduction (STD), user are unable to apply Deduction (Deduction Period List). JKDM Officer needs to reactivate or user need to reapply Registration Sales Tax Deduction in order for user to login to dashboard and apply for Sales Tax Deduction.
If User reapply STD, the previous data will reset as a new registration.
If JKDM Officer reactivate user STD, the previous data will restore.