

Online Registration

Step-by-Step Guide

1. Go to <http://gst.customs.gov.my/>
2. Click on Taxpayer Access Point (TAP) https://gst.customs.gov.my/TAP/_/?Language=ENG
3. Click on “I want to **register for GST**”.
4. Read and understand registration requirements.
 - a. Please note that your session will expire after 15 minutes of inactivity.
 - b. After completing “**Contact Information**” page, you may click on “**Save and Finish Later**” button if you wish to save the information you have entered.
 - c. **Please note down the Confirmation Code** generated by the site as you need this code to login. The system will only activate your password after you have SUBMITTED your application.
 - d. Click on “**Retrieve Saved Request**” to continue where you have stopped. You will be requested to enter your **registered e-mail address** and **confirmation code**.
5. Please get ready the following information:
 - Business Registration Number, Company Number and/or I.C. Number
 - Applicant’s and / or Director’s details, refer item 21.
 - Income Tax file number
 - A valid email address
 - Password
 - Annual turnover whether taxable or non-taxable supplies in RM.
 - Percentage of standard, export, zero-rated and exempt supplies.
 - Total Taxable Supplies in RM
 - Specific nature of business(es) and / or industry codes
 - Bank account information
 - Scanned copy of bank statement containing applicant’s information and account number.
6. Click “Next”.

7. Enter type of entity.

The screenshot shows the 'REGISTER A BUSINESS FOR GST' form. The 'Type of Business' dropdown menu is open, displaying a list of entity types: Association, Company, Individual, Limited Liability Partnership, Local Authority, Partnership, Professional, Public Authority, Sole Proprietor, and Statutory Body. A 'Mandatory' label is next to the dropdown. The form includes a navigation menu on the left with 'Home', 'New Registration', and 'Attachments' options. The top header features the Malaysia coat of arms, the official website name, and the 'TAP TAXPAYER ACCESS POINT' logo.

8. Enter applicant's information and UNCHECK "Single Entity Registration" checkbox.

9. Enter trading name if applicable. E.g. Best Minimarket Sdn Bhd is trading as "Seven Ten Minimart".

10. Agent Registration?: "No"

11. Enter correspondence address if different from business address.

The screenshot shows the 'REGISTER A BUSINESS FOR GST' form at the second step. The 'Type of Business' is set to 'Company'. The 'Single Entity Registration?' checkbox is unchecked, with an orange arrow pointing to it. The 'Business Name' and 'Trading Name' fields are filled with placeholder text. The 'Agent Registration?' is set to 'No'. The 'ADDRESSES' section shows the 'Business Address' and 'Correspondence Address (if Different)' fields. The 'Business Address' is set to 'PULAU PINANG' and 'MALAYSIA'. The 'Correspondence Address' fields are also filled with placeholder text. The form includes a navigation menu on the left and the same header as the previous screenshot.

12. Enter applicant's contact information.
13. Please take note of rules for setting your password.

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT
A BETTER TAX SYSTEM

Menu
Home
> Back
Navigation
Home
New Registration
Attachments Add

Previous Contact Information Next Save and Finish Later Cancel

CONTACT INFORMATION

Telephone No.
Fax No.
Preferred Notification Method Email
Applicant Email Address
Confirm Email Address

TAXPAYER ACCESS POINT (TAP) ACCESS

Password
Confirm Password
Secret Question In what city or town was your first job?
Secret Answer
Confirm Secret Answer

Password Rules

- Must be between 6-12 characters
- Must include at least one number
- Must include at least one special character ~ ! @ # \$ % ^ & * _ - + | /

14. Enter applicant's business information.
15. Please lookup Mandatory Registration <http://jhtaxplanners.com/gst/mandatoryreg.pdf> for more information or point cursor at blue button with letter "i" for more information.
16. Leave "Registration Details" checkbox unchecked if not applicable.

MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP ACCESS POINT
A BETTER TAX SYSTEM

Menu
Home
Back
Navigation
Home
New Registration
Attachments Add

Previous Business Details Next **Save and Finish Later Cancel**

FINANCIAL AND ACCOUNTING DETAILS

Financial Year End Month: 09
Total Turnover (RM): 2,000,000 ☐ Zero Total Turnover
Total: 100%
Standard Rate %: 8%
Export %: 12%
Zero Rated %: 0%
Exempt %: 0%
Total Taxable Supplies (RM): 2,000,000
GST Account Commence: 01-Apr-2015
☐ Propose Different Commence Date

REGISTRATION DETAILS

☐ Registration is the result of an audit.
☐ Registration is the result of a transfer of going concern.

17. Applicant's industry codes.

- a. Click on "MSIC Description Site" (<http://msic.stats.gov.my/bi/>).
 - i. Click on "**MSIC Description**" (<http://msic.stats.gov.my/bi/carianDeskripsi.php>)
 - ii. Enter your business nature key word e.g. *air cond, restaurant, information technology, computer*. Please note that "air cond" and "air-cond" will return different search results. Please choose the most appropriate MSIC code.
 - iii. Alternatively, you may search via "**MSIC Structure**" <http://msic.stats.gov.my/bi/carianInteraktif.php>.
 - iv. The other option is to use MSIC Code provided in your Sole-Proprietor / Partnership registration Form A. Click on "MSIC Code" <http://msic.stats.gov.my/bi/carianKod.php>, enter the 4 digit code extracted from Form A. Lookup the 5 digit MSIC Code.
- b. Note down the 5 digit MSIC 2008 code from MISC site, then click on "Lookup Industry Code". Enter the code.
- c. Click on "Add Code" for additional activities and repeat the above steps .

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

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A BETTER T.

Menu: Home, Back, Navigation: Home, New Registration, Attachments: Add

Previous: Industry Codes, Next, Save and Finish Later

You must add at least one industry code.

Lookup Industry Code, MSIC Description Site

Industry Code	Description
26101	Manufacture of diodes, transistors and similar semiconductor devices
71102	Engineering services
33200	Installation of industrial machinery and equipment
26511	Manufacture of measuring, testing, navigating and control equipment
27330	Manufacture of current-carrying and non current-carrying wiring devices for electrical circuits regardless of material
81100	Combined facilities support activities
58203	Operating systems
25999	Manufacture of any other fabricated metal products n.e.c.

Add Code

<http://msic.stats.gov.my/bi/carianDeskripsi.php>



18. Enter applicant's bank account information (one bank account only) for the purposes of refund.

The screenshot shows the 'Bank Information' form on the Malaysia Goods & Services Tax (GST) Official Website. The form is titled 'BANK INFORMATION' and includes the following fields:

- Bank Code / Name: [Dropdown menu]
- Bank Account Type: [Dropdown menu, currently set to 'Current']
- Bank Account No.: [Text input field]
- Bank Address: [Text input field]
- Location: [Dropdown menu, currently set to 'PULAU PINANG'] and [Dropdown menu, currently set to 'MALAYSIA']

Below the form, there is an 'ADD AN ATTACHMENT' section with an 'Add Attachment' button. The left sidebar contains a 'Menu' with 'Home' and 'Back' links, a 'Navigation' section with 'Home' and 'New Registration' links, and an 'Attachments' section with an 'Add' button. A red 'X' icon is visible next to the 'Attachments' section.

19. Upload bank statement page containing applicant's information details for the purpose of refund.

The screenshot shows the 'Bank Information' form on the Malaysia Goods & Services Tax (GST) Official Website. A file upload dialog box is open, titled 'Select a file to attach'. The dialog box includes the following fields:

- Type: [Dropdown menu, currently set to 'Bank Statement']
- Description: [Text input field]
- File selection: [Browse... button]
- Buttons: [Save] and [Cancel]

The dialog box also features a 'Mandatory' label. Below the form, there is an 'ADD AN ATTACHMENT' section with an 'Add Attachment' button. The left sidebar contains a 'Menu' with 'Home' and 'Back' links, a 'Navigation' section with 'Home' and 'New Registration' links, and an 'Attachments' section with an 'Add' button. A red 'X' icon is visible next to the 'Attachments' section.

A red error message is displayed at the bottom of the page: "A bank statement must be attached in order to proceed with this application."

20. Enter applicant's designated person(s) (normally a Director) information.

The screenshot shows the official website of the Malaysia Goods & Services Tax (GST) under the Royal Malaysian Customs Department. The TAP (Taxpayer Access Point) logo is visible with the tagline 'A BETTER TAX'. The interface includes a navigation menu on the left with options like Home, Back, New Registration, and Attachments. The main content area has tabs for 'Previous', 'Designated Persons', and 'Next'. A message states 'One applicant must be entered.' Below this is a table titled 'MANAGE DESIGNATED PERSONS' with columns for Name, Designation, Applicant?, Nationality, and Type. An 'Add Person' button is highlighted with a blue arrow. At the bottom left, there is a download link for 'PBB 052014.pdf statement - May 2014'.

21. Enter designated person information.

The screenshot shows the 'Persons' form within the TAP portal. The form is titled 'MANAGE DESIGNATED PERSONS' and contains various fields for entering person information. The 'Type' field is set to 'Director'. Other fields include Name, Designation, Appointed Date, Email Address, Telephone No., Fax No., I.C. No., I.C. No. (Old), Passport No., and Nationality (set to MALAYSIA). A 'Residential Address' section includes fields for Address Line 1, Address Line 2 (marked as mandatory), Post Code, City/Town, and State (set to MALAYSIA). The form has 'Add' and 'Cancel' buttons at the bottom right.

22. Other designated person information if necessary.

The screenshot shows the 'MANAGE DESIGNATED PERSONS' form within the TAP (Taxpayer Access Point) system. The form is titled 'Persons' and includes a 'Save and Finish Later' button. The form fields are as follows:

- Type: Director (selected)
- Applicant? ☒ (checked)
- Name: [Redacted]
- Designation: [Redacted]
- Appointed Date: [Redacted]
- Email Address: [Redacted]
- Telephone No.: [Redacted]
- Fax No.: [Redacted]
- I.C. No.: [Redacted]
- I.C. No. (Old): [Redacted]
- Passport No.: [Redacted]
- Nationality: MALAYSIA (selected)
- Residential Address: [Redacted]
- Address Line 2: [Redacted]
- PULAU PINANG (selected) MALAYSIA (selected)

Buttons: Add, Cancel

23. Review application before submission.

The screenshot shows the 'REVIEW REGISTRATION DETAILS' page within the TAP system. The page includes a 'Menu' on the left with links to Home, Back, New Registration, and Attachments. The main content area displays the following details:

- Applicant Name
- Applicant I.C. Number
- Applicant Passport Number
- Business Type
- Business Registration No.
- Business Name
- Business Address
- Correspondence Address
- Taxable Supply
- GST Account Commence
- Bank
- Email Address

Buttons: Previous, Review, Submit, Save and Finish Later

24. After submission:

- a. Print confirmation page for your record.
- b. Use the 'Lookup Application Status' link on the logon screen to check the status of your application.
- c. You will receive an e-mail informing you of your registration approval or denial.

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