

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.

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: Registration Application Next: Save and Finish Later Cancel

REGISTER A BUSINESS FOR GST

Type of Business: [Dropdown Menu] Mandatory

- Association
- Company
- Individual
- Limited Liability Partnership
- Local Authority
- Partnership
- Professional
- Public Authority
- Sole Proprietor
- Statutory Body

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.

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REGISTER A BUSINESS FOR GST

Type of Business: Company Single Entity Registration? (Arrow points to this checkbox)

Business Reg No. (BRN): [Field]

Income/Corporate Tax No.: [Field]

Business Name: [Field]

Trading Name: [Field] (If Different from Business Name)

Agent Registration? No Yes

ADDRESSES

Business Address	Correspondence Address (if Different)
[Field]	Address Line 1: [Field]
[Field]	Address Line 2: [Field]
[Field]	Post Code: [Field]
[Field]	City / Town: [Field]
PULAU PINANG MALAYSIA	State: MALAYSIA

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

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Menu
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Home
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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.

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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	<input type="checkbox"/> Zero Total Turnover
Total: 100%		
Standard Rate %	88%	i
Export %	12%	i
Zero Rated %	0%	i
Exempt %	0%	i
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)
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Industry Code	Description
25101	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.

<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) portal. The form includes the following fields:

- Bank Code / Name: [Dropdown menu]
- Bank Account Type: Current [Dropdown menu]
- Bank Account No.: [Text input field]
- Bank Address: [Text input field]
- Location: PULAU PINANG [Dropdown menu] MALAYSIA [Dropdown menu]

Below the form is an 'ADD AN ATTACHMENT' section with an 'Add Attachment' button. A notification at the bottom of the page states: 'A bank statement must be attached in order to proceed with this application.'

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) portal. A 'Select a file to attach' dialog box is open, showing the following details:

- Type: Bank Statement [Dropdown menu]
- Description: [Text input field]
- Buttons: Browse, Save, Cancel

The dialog box also includes a 'Mandatory' label. Below the form is an 'ADD AN ATTACHMENT' section with an 'Add Attachment' button. A notification at the bottom of the page states: 'A bank statement must be attached in order to proceed with this application.'

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

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Menu: Home, Back, Navigation, Attachments

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One applicant must be entered.

Name	Designation	Applicant?	Nationality	Type
Add Person				

PBB 052014.pdf statement - May 2014

21. Enter designated person information.

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Persons

MANAGE DESIGNATED PERSONS

Type: Director | Applicant?

Name: [Redacted] | I.C. No.: [Redacted]

Designation: [Redacted] | I.C. No. (Old): [Redacted]

Appointed Date: [Redacted] | Passport No.: [Redacted]

Email Address: [Redacted] | Nationality: MALAYSIA

Telephone No.: [Redacted]

Fax No.: [Redacted]

Residential Address

[Redacted] | Address Line 2: [Redacted] | Post Code: [Redacted] | City/Town: [Redacted] | State: MALAYSIA

Mandatory

Add | Cancel

22. Other designated person information if necessary.

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Persons

MANAGE DESIGNATED PERSONS

Type: Director Applicant? ⓘ

Name: [Redacted] I.C. No.: [Redacted]

Designation: [Redacted] I.C. No. (Old): [Redacted]

Appointed Date: [Redacted] Passport No.: [Redacted]

Email Address: [Redacted] Nationality: MALAYSIA

Telephone No.: [Redacted]

Fax No.: [Redacted]

Residential Address

[Redacted]

Address Line 2: [Redacted]

[Redacted] [Redacted]

PULAU PINANG MALAYSIA

Add Cancel

23. Review application before submission.

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Previous Review Submit Save and Finish Later

REVIEW REGISTRATION 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

[Redacted]

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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