

Malaysia Tourism Tax System

USER MANUAL REGISTRATION (OPERATOR)



Bahagian Teknologi Maklumat Unit Aplikasi GST



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MyTTx is an online submission and payment system for tourism tax(TTx). It is available 24 hours daily and accessible anywhere.

The system can be accessed through Internet Explorer Version 8.0 or above, Chrome or Firefox and is best viewed at 1024 x 768 > monitor resolution or higher. If you are using older browser, this system when viewed may appear distorted. Please download a newer browser.

If you are having technical difficulties using this system or website, please contact the <u>teknikalmyttx@customs.gov.my</u>

If you want to report broken links or content problems or have a suggestion for improving this website, please contact the <u>enquiry.tourismtax@customs.gov.my</u>.

A. New Registration

- 1. Go to url <u>https://www.myttx.customs.gov.my</u>
- 2. Click Registration

MULTICAL FORMATION MODE NOT CONTROL Royal Malaysian Customs Department Malaysian Tourism Tax System (MyTTx) Malaysian Tourism Tax System (MyTTx) Home About MyTTx Legislation, Guides & Forms Website Structure Registration Login
Bulletin Board The General Guide on Tourism Tax has been revisite [27/09/2017] This is testing server of 10.1.1.133 [04/08/2017]
MyTTx Online Services Useful Links

- 3. Fill in the application number to check status of application
- 4. Click Check button

Application for Tourism Tax Registration Tourism Tax Registration	
Important Notes 1) Please type in using BLOCK LETTERS. 2) Please refer to the attachment to fill in the item(s) that requires code. 4) Column with (*) is a mandatory field. 5) Please contact Customs Call Center at 1:300-888-500 or email enquiry.tourismtax@customs.gov.my for furthe 6) Abbreviation CBP - Cukai Barang dan Perkhidmatan GST - Geods and Services Tax PBT - Pihak Berkuasa Tempatan MOTAC - Ministry of Tourism and Culture	For Registerd User] STN Year No. Application No.[132] 2017 2000005 Check Current Status : Canceled 28/08/2017 13:56:05

- 5. Refer url : <u>https://www.myttx.customs.gov.my/CTTAX/index.html</u>
- 6. Choose appendix C :Guideline to fill up Form TTx-01 [Panduan Mengisi Borang TTx-01]
- 7. Key in:
 - i) Part A : Details Of Business
 - (Get GST Info for registrant GST)
 - ii) Part B : Details Of Accommodation Premises
 - iii) Part C : Applicant Declaration

- 8. Submit application by click Register button
- 9. Click **Clear** button to reset the application
- 10. Click **Close** button to exit

	PART A : DETAILS O	F BUSINESS
GST Registration No.	: 000123456789 Get GST Info	
Type of Business *	: Company 🔻	
	Labuan	Business Registration No.* : BRN 0123
Local Authority License No.	: PBT 0001	MOTAC Registration No. : MOTAC 123
Name of Business *	: TOURISM TAX SDN BHD	
Trading Name *	: HOTEL TOURISM	Same as Above
Business Address *	: ADDRESS 1	
(Please key in premise address	if ADDRESS 2	
different with business address	;)	Town : PUTRAJAYA State : PUTRA V
Postcode *	: 62000	
Correspondence Address *	: ADDRESS 1	
Same as Above	ADDRESS 2	
		Town : PUTRAJAYA State : PUTRA v
Postcode *	: 62000	
Telephone *	: 88882222	
Fax No.	: 88881111	
Contact Person *	: ABU BIN HASAN	
	PART B : DETAILS OF ACCOM	MODATION PREMISES
Accommodation Type *	: Hotel	
Rating *	• 5 STAR/RM10	Financial Year End * • DEC.
Number of Rooms *	: 200	Date Begin Operation * : 01/10/2010
	PART C : APPLICANT I	DECLARATION
I, hereby declare	that the information stated in this form and any suppor	ting documents attached (if any) are true,correct and complete.
Identity Card No. (Paccoart No.	* 111111111111	Nationality * (MALAVSIA
Email Address *	: TTX@TOURISM COM MY	
Telephone No.	: Office * 888844444	Mobile No. * 01944444444
	Register	Close
	Cical	

9. Click Confirm button to register

	PART	A : DETAILS OF BUSINESS
GST Registration No.	:000123456789	
Type of Business	:Company	Business Registration No. : BRN 0123
Local Authority License No.	:PBT 0001	MOTAC Registration No. : MOTAC 123
Name of Business	:TOURISM TAX SDN BHD	
Trading Name	:HOTEL TOURISM	
Business address	:ADDRESS 1	
	ADDRESS 2	
		Town: PUTRAJAYA
Post Code	:62000	State Code: PUTRAJAYA
Correspondence	:ADDRESS 1	
Address	ADDRESS 2	
		Town: PUTRAJAYA
Post Code	:62000	State Code: PUTRAJAYA
Telephone No.	:88882222	
Fax No.	:88881111	
Contact Person	:ABU BIN HASAN	
	PART B : DETA	ILS OF ACCOMMODATION PREMISES
Accomodation Type	:Hotel	
Rating	:5 STAR/RM10	Financial Year End: DEC
Number of rooms	:200	Date Begin Operation: 01/10/2010
	PART	C : APPLICANT DECLARATION
Name of applicant	:HASAN BIN ABU	
Identity Card No./Passport No	o.:11111111111	Nationality: MALAYSIA
Email Address	:fara k@customs.gov.my	
Telephone No.	:Office 888844444	Mobile No. 01944444444
Date	:05/10/2017	
		Confirm Back

Application for Tourism Tax Regi	istration	
Application for Fourish Tax Keg		
Tourism Tax Registration		
SM01N E-MAIL Send completed, Pl	ease confirm email an	d complete registration.
		PART A : DETAILS OF BUSINESS
GST Registration No.	:000123456789	
Type of Business	:Company	Business Registration No. :BRN 0123
Local Authority License No.	:PBT 0001	MOTAC Registration No. :MOTAC 123
Name of Business	TOURISM TAX SDN BHD	
Trading Name	HOTEL TOURISM	
Business address	:ADDRESS 1	
	ADDRESS 2	
		Town:PUTRAJAYA
Post Code	:62000	State Code:PUTRAJAYA
Correspondence	:ADDRESS 1	
Address	ADDRESS 2	
		Town:PUTRAJAYA
Post Code	:62000	State Code:PUTRAJAYA
Telephone No.	:88882222	
Fax No.	:88881111	
Contact Person	:ABU BIN HASAN	
		PART B - DETAILS OF ACCOMMODATION PREMIERS
Assemblation Type	Hatal	PART B : DETAILS OF ACCOMMODATION PREMISES
Pating	E CTAD/DM10	Financial Year EndoDEC
Number of rooms	13 STAR RM10	
Number of rooms	.200	Date Begin Operation.01/10/2010
		PART C : APPLICANT DECLARATION
Name of applicant	:HASAN BIN ABU	
Identity Card No./Passport N	o.:11111111111	Nationality:MALAYSIA
Email Address	:fara_k@customs.gov.my	
Telephone No.	:Office 888844444	Mobile No. 01944444444
Date	:05/10/2017	
Control 171		
		Close

- 11. Operator have to open email registered in MyTTx.
- 12. Click <u>Blue Link</u> to complete registration



13. Click Verify button

APPLICATION FOR TOURISM TAX REGISTRATION
Please click the Verify button. Your email will be verified. Thank you. Verify
Customs Call Center tel:1-300-888-500 email:enquiry.tourismtax@customs.gov.my copyright©2014. Kastam Diraja Malaysia.
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14. Click **Print** button to verify your application



15. Click **Print** button to get approval





B. Using MyTTx (Login Account MyTTx)

1. Login to TTX account https://www.myttx.customs.gov.my/

my 💽 🍋	Royal Malaysian Customs Department Malaysian Tourism Tax System (MyTTx)
Home About MyTTx Legislation, Guides & Forr	ns Website Structure Registration Login
Bulletin Board	
ANNOUNCEMENT 3/2017 [01/09/2017] ANNOUNCEMENT 2/2017 [31/08/2017] ANNOUNCEMENT 1/2017 [29/08/2017]	
MyTTx Online Services	Useful Links
Registration	MOTAC - MINISTRY OF TOURISM AND CULTURE MALAYSIA
Login	RMCD - ROYAL MALAYSIAN CUSTOMS DEPARTMENT

2. Key in User Id, Password and License Number.

R	VYAL MALAYSIAN CUSTOMS DEPARTMENT
	71000093117A
	•••••
	171201700000179
	Login

3. Upon loging in system will navigate to 'MyHome' Screen

Welcome to Malaysian Ti	ourism	Tax System (M	Royal Malaysi Malaysian Tourism	an Custom Tax System (N	s Departmo lyTTx)	ent	User Name: HASAN BIN ABU
		Home					You are login as
Home		Announcer	nent				
Inbox			No	Record(s) Found.			Name : HASAN BIN ABU E-mail : fara k@customs.g
User Information	×	Tax Submi	ssion Reminder				Type of User : Public User
Taurian Tau		No	Taxable Period	Due Date	1st Reminder	2nd Reminder	Access Level : Administrator Last Login :
Tourisin Tax		1	01/01/2017 to 31/01/2017	28/02/2017	05/10/2017		System Date : 05/10/2017 11:44
Administration	Þ	2	01/02/2017 to 28/02/2017	31/03/2017	05/10/2017		Useful Links
		3	01/03/2017 to 31/03/2017	02/05/2017	05/10/2017		USERII LIIKS
Logout		4	01/04/2017 to 30/04/2017	31/05/2017	05/10/2017		Get Adobe
		5	01/05/2017 to 31/05/2017	30/06/2017	05/10/2017		Adobe
		6	01/06/2017 to 30/06/2017	31/07/2017	05/10/2017		
		7	01/07/2017 to 31/07/2017	04/09/2017	05/10/2017		
		8	01/08/2017 to 31/08/2017	02/10/2017	05/10/2017		
					Page	[] Of 1	

4. Click on 'Logout' system will end the current session and navigate to login page

			Royal Malaysi Malaysian Tourism	an Custom Tax System (N	s Departm //yTTx)	ent	My	AN TOURISM TAX
Welcome to Malaysian 1	Tourism T	ax System (MyTTx). Server time is 05/10/2017 1:	1:44:55 .			User Name	: HASAN BIN ABU
Home		Announce	ement	_	_	_	rou are login as	,
Inbox			No	Record(s) Found.			Name : H E-mail : f	HASAN BIN ABU fara_k@customs.g
User Information	Þ	Tax Subn	nission Reminder				Type of User : F	Public User
Tauring Tau		No	Taxable Period	Due Date	1st Reminder	2nd Reminder	Last Login :	Administrator
Tourism Tax	,	1	01/01/2017 to 31/01/2017	28/02/2017	05/10/2017		System Date : 0	05/10/2017 11:44
Administration	Þ	2	01/02/2017 to 28/02/2017	31/03/2017	05/10/2017		licefu	Linke
		3	01/03/2017 to 31/03/2017	02/05/2017	05/10/2017	-	Useru	T LINKS
Logout		4	01/04/2017 to 30/04/2017	31/05/2017	05/10/2017		Get	Adobe [*] Reader [*]
		5	01/05/2017 to 31/05/2017	30/06/2017	05/10/2017		Adobe	reader
		6	01/06/2017 to 30/06/2017	31/07/2017	05/10/2017			
		7	01/07/2017 to 31/07/2017	04/09/2017	05/10/2017			
		8	01/08/2017 to 31/08/2017	02/10/2017	05/10/2017			
					Page	2 <u>n</u> Of 1		

C. Change Password

1. Click User Information > User Profile

User Information	
User Profile	
License No:	: 171-00000179/17 Status: REGISTERED
Business Name	TOURISM TAX SDN BHD
Trade Name	HOTEL TOURISM
User ID	71000093117A
Lev el of User	Administrator
IC No	1111111111
User Full Name	HASAN BIN ABU
Email Address	Frank@customs.gov.mv
Telephone No(Office)	:888844444
Telephone No(H/P)	01944444444
Registered Date/By	:05/10/2017 10:50:30 SYSTEM
Update/Suspend Date/	By:05/10/2017 10:50:30 SYSTEM
Last Login Date	
	Operator can update
Clear Close Print	Change Pwd Update

2. Click Change Pwd button

User Information			
User Profile			
	License No: Business Name Trade Name User ID Level of User IC No User Full Name Nationality Email Address Telephone No(H/P) Registered Date/By Update/Suspend Dat Last Login Date	: 171-00000179/17 : TOURISM TAX SDN BHD : HOTEL TOURISM : 71000033117A : Administrator • : 11111111111 Press OK to confirm • Current Password : •••••••• Confirm Password : •••••••• OK Cancel	Status: REGISTERED
Clear Close	Print	Change Pwd	Update

3. Click OK



CTUSI 05-10-2017 12:06:15 10.1.1.133 User Information User Profile Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Usa Lice Bus Tra Lice Bus Tra Usa Lice Bus Tra Lice Bus Lice Bus Tra Lice Bus Tra Lice Bus Tra Lice Bus Tra Lice Bus Tra Lice Bus Tra Lice Bus Lice Lice Bus Lice Lice Bus Lice Bus Lice Bus Lice Bus Lice Bus Lice Bus Lice Bus Lice Bus Lice Lice Lice Lice Lice Lice Lice Lice	10.1.1.133 says: Password changed successfully (OK amess Name TOURISM TAX SDN BHD de Name HOTEL TOURISM r ID I (J1000093117A el of User I (Administrator I) TF VII Name ionality ail Address ephone No(Office ephone No(H/P) jistered Date/Suspend Dat Current Password : (OK) Cancel	X User: HASAN BIN ABU(71000093117A)
Clear Close	Print Change Pwd	Update

D. Update License Profile Maintenance

1. Operator can update Profile License

		Roy Mala	yal Malaysian Cust o ysian Tourism Tax Syster	oms Department n (MyTTx)	MALAYSIAN TOURISM TAX
Home	nam n	Tourism Tax	61 ··· · · ·		USER NAME: HASAN DIN ADD
Inbox User Information	÷	TTx No. GST No Type of Business	:171-00000179/2017 :000123456789 :2 Company	Application No Type of Accom. Hotel Rating	171201720000205 Hotel ▼ 5 STAR/RM10 ▼
Tourism Tax	÷	Business Reg No. PBT License No MOTAC No. Business Name	: PBT 0001 MOTAC 123	No. of Room Name of Applicant IC or Passport	200 :HASAN BIN ABU :11111111111
Administration Logout	•	Trading Name Business Address	HOTEL TOURISM HOTEL TOURISM ADDRESS 1 ADDRE SS 2	Contact Control Station Commence Date	: para_k@customs.gov.my :Tel 888844444 HP 01944444444 :1/1-KLA CD :01/11/2017
		Post Code State Code Correspondence Add	PUTRAJAYA :62000 · PUTRAJAYA · ADDRESS 1 ADDRE SS 2	E	:
		Post Code Telephone No. Contact Person	PUTRAJAYA = 62000 = 88882222 = ABU BIN HASAN	State Code Fax No. Previous Credit Bal. Taxable Period	: PUTRAJAYA ▼ : 88881111 :0.00 : Every 1 Month
		Save			

E. Create User

- 1. Operator Administrator > Administration > User Registration > Create new User ID for the company (max 5 User ID)
- 2. Click **Create** button

User Administration	
User Registration	
License No:	:171-00000179/2017 Status:
Business Name	
Trade Name	:
User ID	ISMAIL
Level of User	Normal User
IC No	:751101086227
User Full Name	ISMAIL BIN ABDUL HAMID
Nationality	
Email Address Telephone No(Office)	MAIL@TOURISM.COM.MY
Telephone No(H/P)	:
Registered Date/By	
Update/Suspend Date/	/Ву:
Last Login Date	:
Clear Close Print	Reset Pwd Suspend Delete Undate Create Ionuin
	I react two I Suspend I Delete I Opuste I Create Induny

5. Click Ok

CTUS1 05-10-2017 14:41:59 10.1.1.133	User: HASAN BIN ABU(71000093117A)
User Administration	10.1.1.133 says:
User Administration User Registration Lice Busin Tradu User Leve IC N User	10.1.1.133 says: Record will be created. Are you sure? OK Cancel s: ID : SMAIL of User : Normal User V : [SMAIL BIN ABDUL HAMID III Name : [SMAIL BIN ABDUL HAMID
Natic Emai Telep Regi Upda Last	Address : MALAYSIA COL HARID Address : MALAYSIA COL, MAY hone No(Office) : 77774444 hone No(H/P) : tered Date/By tered Date/By : te/Suspend Date/By: Login Date :
Clear Close	Print Reset Pwd Suspend Delete Update Create Inquiry

- 6. User Record Created
- 7. Click Reset Pwd button to reset password
- 8. Click **Update** button to update user
- 9. Click **Suspand** button to unactive user

User Registration
License No: 171-00000179/17 Status: REGISTERED
Business Name TOURISM TAX SDN BHD
Trade Name HOTEL TOURISM
User ID ISMAIL
Level of User
IC No :751101086227
User Full Name : ISMAIL BIN ABDUL HAMID
Nationality :MALAYSIA
Email Address :MAIL@TOURISM.COM.MY
Telephone No(Office) :77774444
Telephone No(H/P) :
Registered Date/By :05/10/2017 14:42:27 71000093117A
Update/Suspend Date/By:05/10/2017 14:42:27 71000093117A
Last Login Date :
Clear Close Print Reset Pwd Suspend Delete Update Create Inquiry
GM10N RECORD CREATED.

E. list Of User

- 1. Click Administrator>List of User
- 2. Double click list to update user registration

User	User Administration								
List o	List of Users								
Lice	License No: 171-00000179/2017 Trade Name: HOTEL TOURISM								
No.	Status	User ID	User Full Nan	ne	User Level	Registered Date		_	
1	REGISTERED	71000093117A	HASAN BIN ABU		Administrator	05/10/2017 10:50:30			
2	REGISTERED	ISMAIL	ISMAIL BIN ABDUL HAMID		Normal	05/10/2017 14:42:27			
			Double click						
B	φ		[4] <	Page 1 of 1	▶> ▶1 100 ♥			View	1 - 2 of 2
	Clear	Close						Detail	Inquiry