



**JABATAN KASTAM DIRAJA MALAYSIA**

**USER MANUAL**

MALAYSIAN TOURISM TAX (MyTTx)

RETURN MODULE  
(OPERATOR AND PPPD)

VERSION 1.0

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## 1 Tourism Tax menu

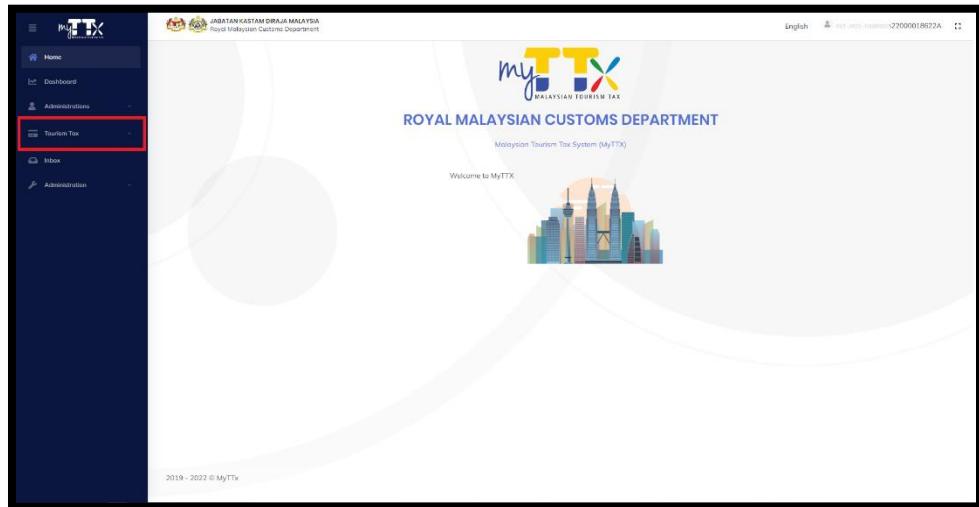


Figure 1 Home page

1. Click on **Tourism Tax** menu (Refer Figure 1).
2. List of sub menu for **Tourism Tax** menus displays (Refer Figure 2).

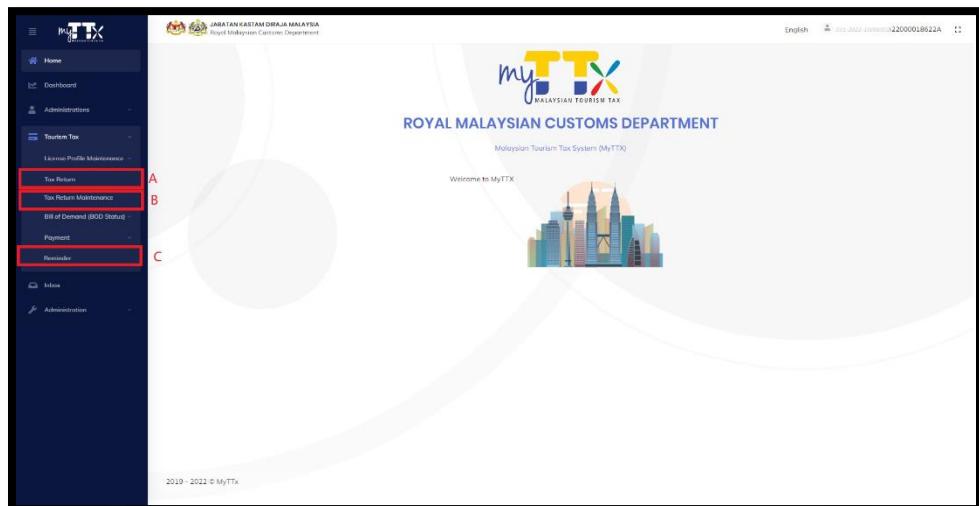


Figure 2 Tax Return sub menus

3. Click on **Tax Return** sub menu (A) to view Tax Return page (Refer Figure 2).
4. System will display Tax Return page (Refer Figure 3).
5. Click on **Tax Return Maintenance** sub menu (B) to (Refer Figure 2).



JABATAN KASTAM DIRAJA MALAYSIA

## User Manual

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

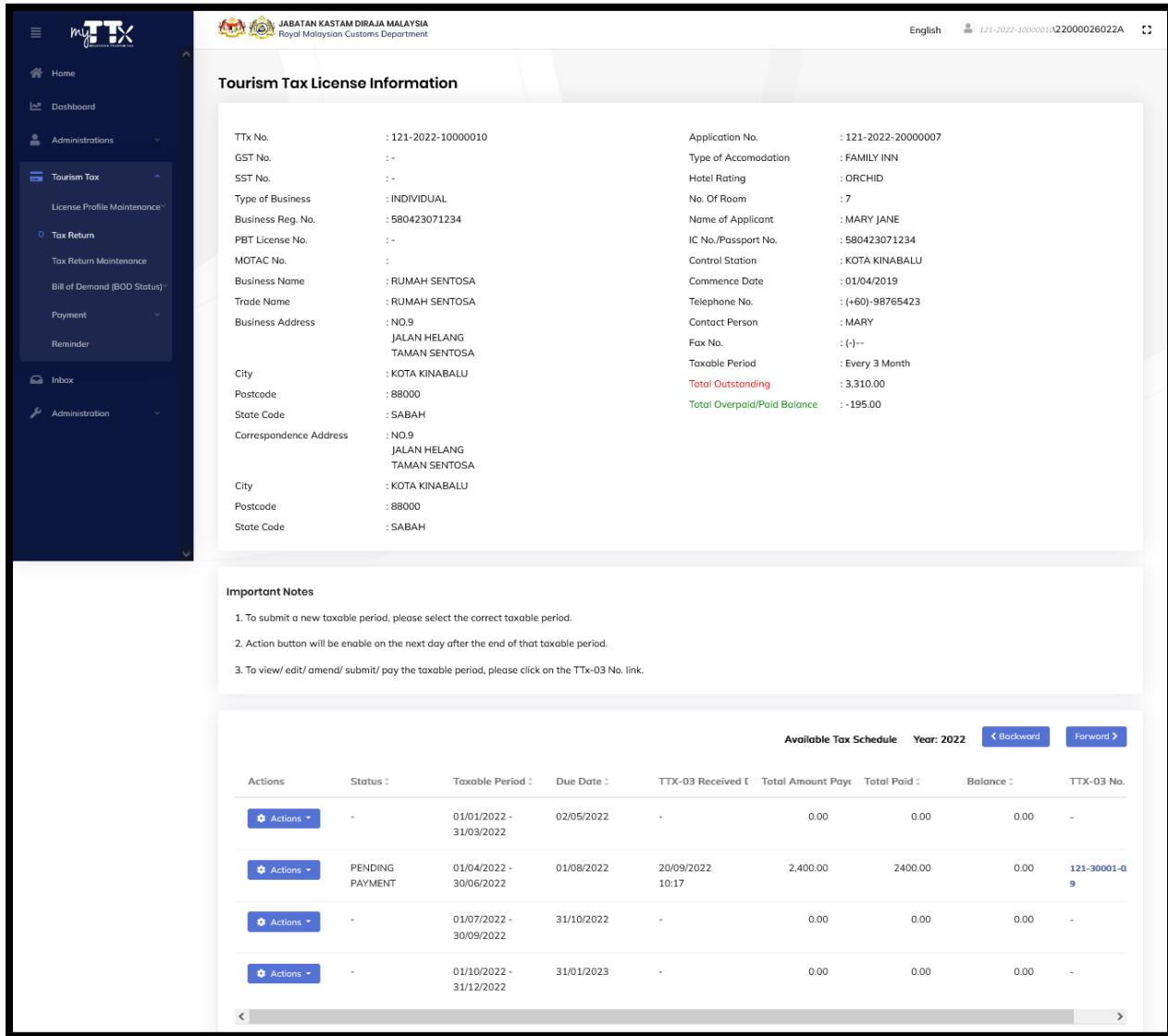
Version: 1.0

Doc ID: MYTTX\_OPERATOR\_PPPD\_RETURN\_UM\_v1.0

Page No: 2

6. System will display Tax Return Maintenance page (Refer Figure 57).
7. Click on **Reminder** sub menu (C) to (Refer Figure 2).
8. System will display Reminder page (Refer Figure 64).

### 1.1 Tax Return



The screenshot shows the 'Tourism Tax License Information' section. It lists various details such as TTx No., Application No., Type of Accommodation, Hotel Rating, No. Of Room, Name of Applicant, IC No./Passport No., Control Station, Commence Date, Telephone No., Contact Person, Fax No., Taxable Period, Total Outstanding, and Total Overpaid/Paid Balance.

	Value
TTx No.	: 121-2022-10000010
GST No.	: -
SST No.	: -
Type of Business	: INDIVIDUAL
Business Reg. No.	: 580423071234
PBT License No.	: -
MOTAC No.	: -
Business Name	: RUMAH SENTOSA
Trade Name	: RUMAH SENTOSA
Business Address	: NO.9 JALAN HELANG TAMAN SENTOSA
City	: KOTA KINABALU
Postcode	: 88000
State Code	: SABAH
Correspondence Address	: NO.9 JALAN HELANG TAMAN SENTOSA
City	: KOTA KINABALU
Postcode	: 88000
State Code	: SABAH

**Important Notes**

1. To submit a new taxable period, please select the correct taxable period.
2. Action button will be enable on the next day after the end of that taxable period.
3. To view/ edit/ amend/ submit/ pay the taxable period, please click on the TTX-03 No. link.

Available Tax Schedule Year: 2022

Actions	Status	Taxable Period	Due Date	TTX-03 Received	Total Amount Pay	Total Paid	Balance	TTX-03 No.
[Actions]	-	01/01/2022 - 31/03/2022	02/05/2022	-	0.00	0.00	0.00	-
[Actions]	PENDING PAYMENT	01/04/2022 - 30/06/2022	01/08/2022	20/09/2022 10:17	2,400.00	2400.00	0.00	121-30001-09
[Actions]	-	01/07/2022 - 30/09/2022	31/10/2022	-	0.00	0.00	0.00	-
[Actions]	-	01/10/2022 - 31/12/2022	31/01/2023	-	0.00	0.00	0.00	-

Figure 3 Tax Return page

1. In Tax Return, system will display Tourism Tax License Information and Taxable Period table list.

### 1.1.1 View Tourism Tax Return

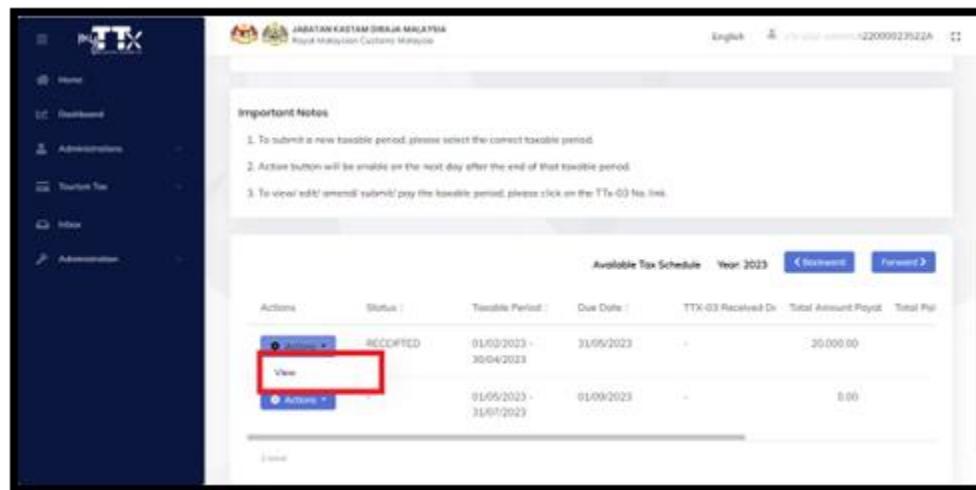


Figure 4 View button in Taxable Period table list

1. Click **Action** button.
2. Click **View** button to view the Tourism Tax License Information (Refer Figure 4).
3. System will display the Tourism Tax Return page (Refer Figure 5).

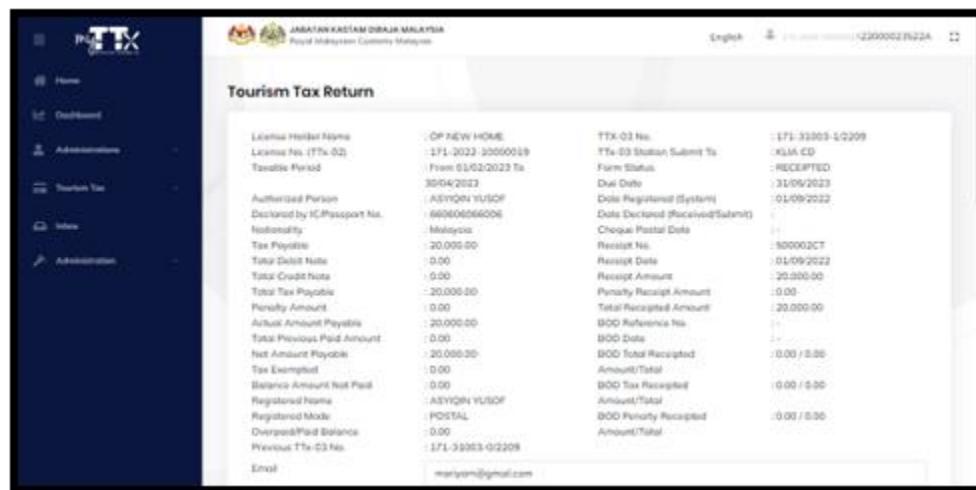


Figure 5 Tourism Tax Return page

Available Tax Schedule Year: 2022							
Action	Status	Taxable Period	Due Date	TTX-03 Received Date	Total Amount Payable	Total Paid	Balance
<a href="#">Actions</a>	DRAFT	01/01/2022 - 31/01/2022	08/09/2022	29/08/2022 07:30	1,300.00	0.00	0.00 031-31001-0/2208
<a href="#">Actions</a>	DRAFT	01/02/2022 - 28/02/2022	29/09/2022	28/08/2022 07:33	2,600.00	0.00	0.00 031-31002-0/2208
<a href="#">Actions</a>	BOD ISSUED - RECEIVED	01/03/2022 - 31/03/2022	02/05/2022	-	3,250.00	0.00	0.00 031-31004-0/2208
<a href="#">Actions</a>	BOD ISSUED - RECEIVED	01/04/2022 - 30/04/2022	31/05/2022	-	1,200.00	0.00	0.00 031-31005-0/2208
<a href="#">Actions</a>	BOD ISSUED - RECEIVED	01/05/2022 - 31/05/2022	30/06/2022	-	1,950.00	0.00	0.00 031-31006-0/2208
<a href="#">Actions</a>	BOD ISSUED - PARTIAL PAID	01/06/2022 - 30/06/2022	01/08/2022	-	880.00	0.00	0.00 031-31007-0/2208
<a href="#">Actions</a>	RECEIVED	01/07/2022 - 31/07/2022	31/08/2022	30/08/2022 08:52	1,000.00	0.00	0.00 031-31008-0/2208
<a href="#">Actions</a>	RECEIVED	01/08/2022 - 31/08/2022	30/09/2022	10/09/2022 14:57	1,000.00	0.00	0.00 031-30009-0/2209
<a href="#">Actions</a>	RECEIVED	01/09/2022 - 30/09/2022	31/10/2022	10/09/2022 14:58	1,000.00	0.00	0.00 031-30008-0/2209
<a href="#">Actions</a>	RECEIVED	01/10/2022 - 31/10/2022	30/11/2022	09/09/2022 23:09	900.00	0.00	0.00 031-31007-1/2209

Figure 6 Backward and Forward button in Taxable Period table list

4. Click on **Backward** button (A) (Refer Figure 6) to view the taxable period for the previous year (Refer Figure 7).
5. Click on **Forward** button (B) (Refer Figure 6) to view the taxable period for the next year (Refer Figure 8).

Available Tax Schedule Year: 2019							
Action	Status	Taxable Period	Due Date	TTX-03 Received Date	Total Amount Payable	Total Paid	Balance
<b>No data to display</b>							

Figure 7 Previous year displayed in Taxable Period table list

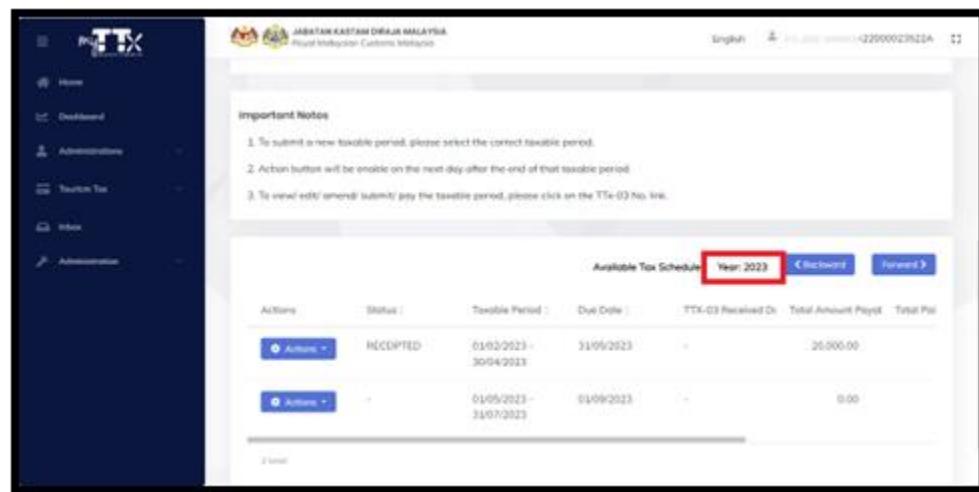


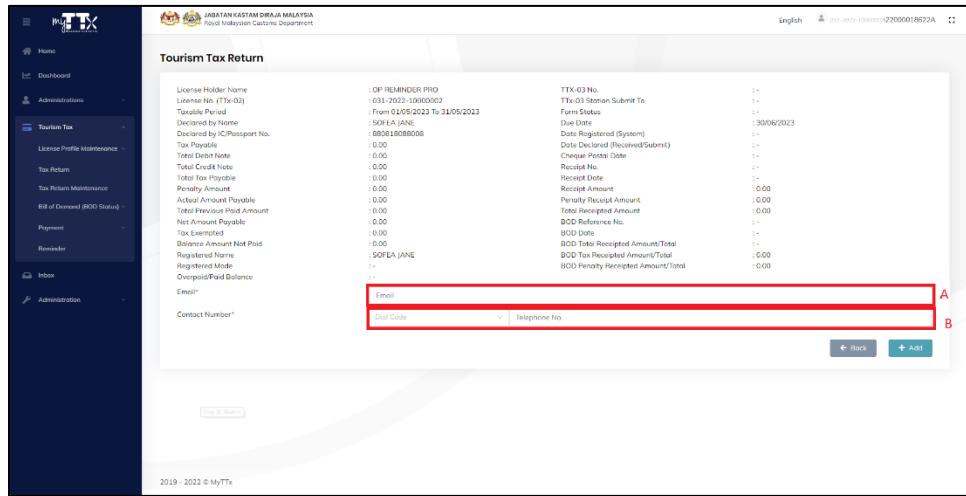
Figure 8 Next year displayed in Taxable Period table list

### 1.1.2 Create Tax Return (TTx-03) by Operator

Available Tax Schedule Year: 2023								
Action	Status	To/End Period	Due Date	TTX-03 Received Date	Total Amount Payable	Total Paid	Balance	TTX-03 No.:
<a href="#">Actions</a>	PENDING PAYMENT	01/01/2023 - 31/01/2023	28/02/2023	06/09/2022 01:57	1,000.00	1,000.00	0.00	031-31004-02209
<a href="#">Actions</a>	PENDING PAYMENT	01/02/2023 - 28/02/2023	31/03/2023	11/09/2022 14:19	1,500.00	1,500.00	0.00	031-30009-12209
<a href="#">Actions</a>	RECDPCTED	01/03/2023 - 31/03/2023	01/05/2023	12/09/2022 11:34	1,000.00	0.00	0.00	031-30011-02209
<a href="#">Actions</a>	PENDING PAYMENT	01/04/2023 - 30/04/2023	31/05/2023	12/09/2022 11:42	1,250.00	1,250.00	0.00	031-30011-02209
<a href="#">Actions</a>	A + Create	01/05/2023 - 31/05/2023	30/06/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/06/2023 - 30/06/2023	31/07/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/07/2023 - 31/07/2023	31/08/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/08/2023 - 31/08/2023	02/10/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/09/2023 - 30/09/2023	31/10/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/10/2023 - 31/10/2023	30/11/2023	-	0.00	0.00	0.00	-
<a href="#">Actions</a>	-	01/11/2023 - 30/11/2023	01/12/2023	-	0.00	0.00	0.00	-

Figure 9 Create button in Taxable Period table list (TTx-03)

- Click on **Actions** button (A) (Refer Figure 9).
- Click on **Create** button (B) to create a tax return (Refer Figure 9).
- System will display create form for Tourism Tax Return (TTx-03) (Refer Figure 10).



The screenshot shows the 'Tourism Tax Return' creation form. The left sidebar has a 'Tourism Tax' section selected. The main form contains fields for License Holder Name, License No. (TTx-02), Tax Period, Declared by Name, Declared by IC/Passport No., Tax Payable, Total Received, Total Credit Note, Total Tax Payable, Penalty Amount, Actual Amount Payable, Total Previous Paid Amount, Non-Audit Penalties, Tax Exempted, Balance Amount Not Paid, Registered Name, Registered Model, Deposit/Paid Balance, Email, and Contact Number. The 'Email' field (A) and 'Contact Number' field (B) are highlighted with red boxes.

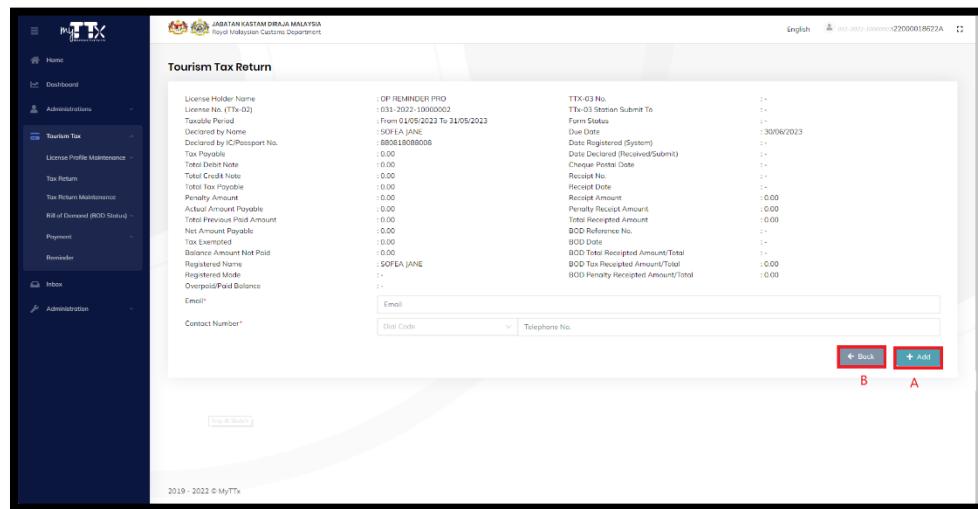
Figure 10 Create tax return form (TTx-03)

- Input email in **Email** field (A) (Refer Figure 10).

Note: Mandatory

- Input contact number in **Telephone No.** Field (B) (Refer Figure 10).

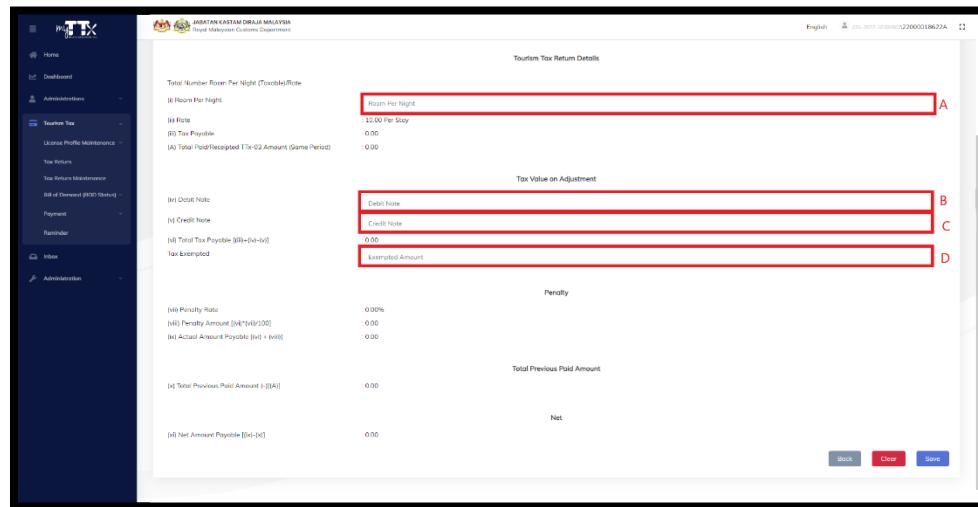
*Note: Input numbers only*



The screenshot shows the 'Tourism Tax Return' page. On the left, there's a sidebar with various menu items like Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Return, Tax Return Maintenance, Bill of Demand (BOD Status), Payment, Reminder, Inbox, and Administration. The main area has a header 'Tourism Tax Return' and a table with columns for License Holder Name, GPF REMINDER PERIOD, TTX-03 No., and other tax-related details. At the bottom, there's a form with fields for Contact Number, Date Code, and Telephone No. Two buttons are highlighted with red boxes: 'Back' (A) and 'Add' (B).

Figure 11 Back and Add buttons in create tax return page (TTx-03)

- Click on **Back** button (A) to return to Tourism Tax License Information page (Refer Figure 11).
- Click on **Add** button (B) to create the tax return (Refer Figure 11).

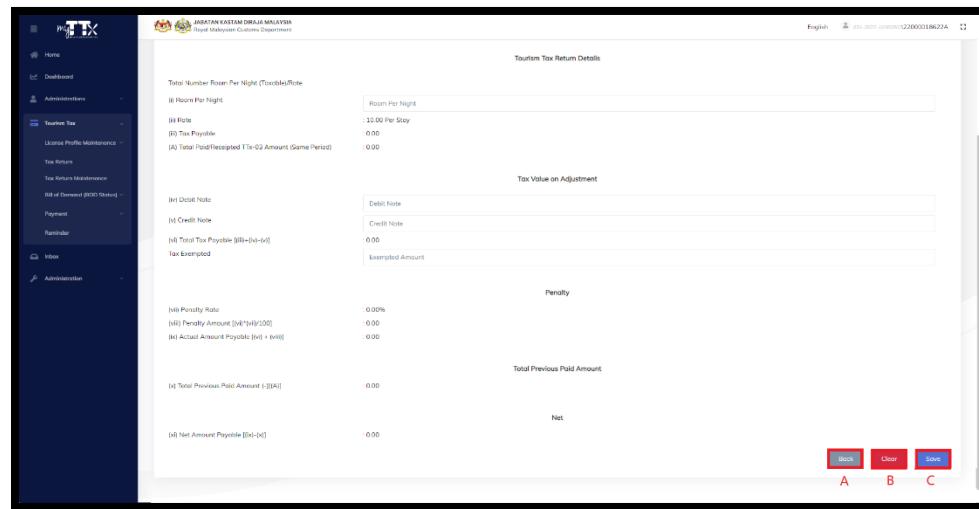


The screenshot shows the 'Tourism Tax Return Details' page. It contains several input fields and calculations. Some fields are highlighted with red boxes: 'Room Per Night' (A), 'Debit Note' (B), 'Credit Note' (C), and 'Exempted Amount' (D). Other visible fields include Room Per Night, Tax Value on Adjustment, Penalty, Total Previous Paid Amount, and Net.

Figure 12 Calculation page (TTx-03)

- Input room per night in **Room Per Night** (A) field (Refer Figure 12).

9. Input debit note in **Debit Note** (B) field (Refer Figure 12).
10. Input credit note in **Credit Note** (C) field (Refer Figure 12).
11. Input exempted amount in **Tax Exempted** (D) field (Refer Figure 12).



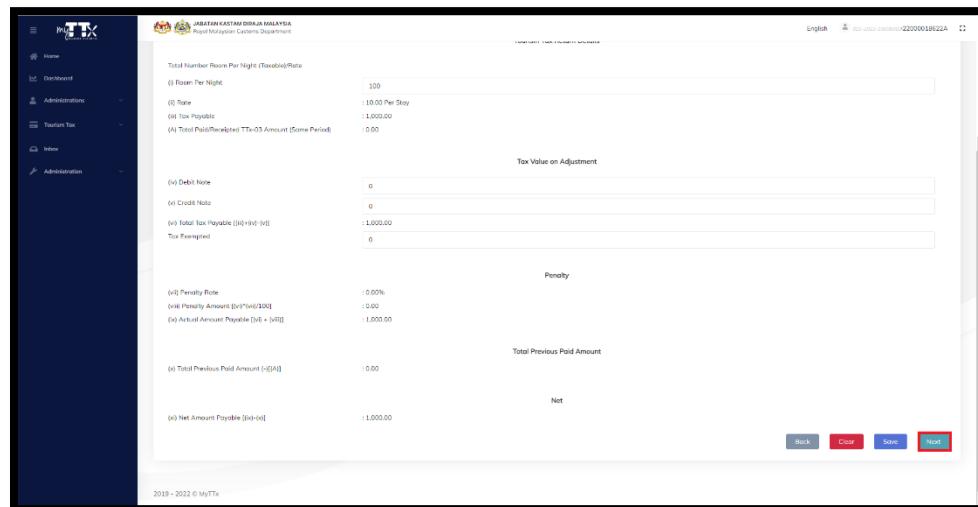
The screenshot shows the 'Tourism Tax Return Details' page. It displays several tax calculations:

- Total Number Room Per Night (Toricke) (Rate)
  - (ii) Room Per Night: Room Per Night
  - (iii) Rate: 10.00 Per Stay
  - (iv) Tax Payable: 0.00
  - (v) Total Paid/Received ITx-02 Amount (Same Period): 0.00
- Tax Value on Adjustment
- Debit Note: Debit Note
- Credit Note: Credit Note
- Total Tax Payable [(ii)+(iv)-(v)]
- Tax Exempted: Exempted Amount
- Penalty
- (vi) Penalty Rate: 0.00%
- (vii) Penalty Amount [(vi)\*(viii)/100]
- (viii) Actual Amount Payable [(vii)+(v)]
- Total Previous Paid Amount
- Total Previous Paid Amount [(vii)+(v)]
- Net
- (ix) Net Amount Payable [(vii)-(v)]

At the bottom right, there are three buttons labeled A, B, and C, each enclosed in a red rectangle.

Figure 13 Back, Clear and Save button in calculation page (TTx-03)

12. Click on **Back** button (A) to go back to Draft page (Refer Figure 13)
13. Click on **Clear** button (B) to clear all fields (Refer Figure 13).
14. Click on **Save** button (C) to save the record (Refer Figure 13).
15. System will calculate the net amount payable tax and display **Next** button (Refer Figure 14).



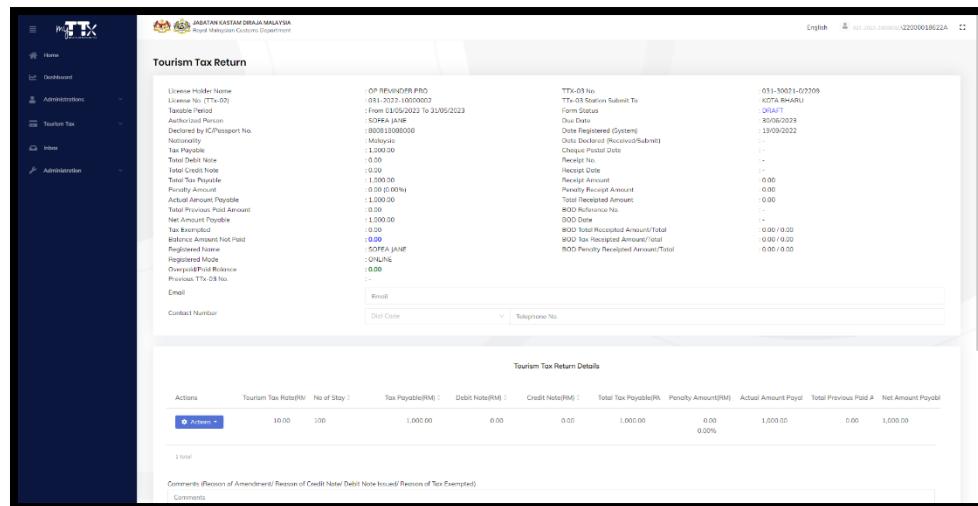
The screenshot shows the 'Tourism Tax Return' section of the MyTTX system. It displays several tax calculations:

- Total Number Room Per Night (Taxable): 100
- Tax Per Night: 10.00 Per Stay
- Tax Payable: 1,000.00
- Total Paid/Received (TTx-03) Amount (Some Period): 0.00
- Debit Note: 0
- Credit Note: 0
- Total Tax Payable [(ii)+(iii)-(iv)]: 1,000.00
- Tax Exempted: 0
- Penalty Rate: 0.00%
- Penalty Amount [(v)\*(vi)/100]: 0.00
- Actual Amount Payable [(ii)+(iii)+(v)]: 1,000.00
- Total Previous Paid Amount: 0.00
- Net Amount Payable [(ii)-(v)]: 1,000.00

At the bottom right, there are buttons: 'Back', 'Clear', 'Save', and a red-bordered 'Next' button.

Figure 14 Next button in calculation page (TTx-03)

16. System will display Tourism Tax Return – Draft page (Refer Figure 15).



The screenshot shows the 'Tourism Tax Return - Draft' page. It displays the following details:

Information	Value
License Holder Name	OP REPUTATION PRO
License No. (TTx-03)	051-2022-10050003
Taxable Period	From 01/09/2022 To 31/09/2022
Address/Location	000010000000
Declared by IC/Passport No.	Malaysia
Nationality	
Tax Payable	1,000.00
Total Debit Note	0.00
Total Credit Note	0.00
Total Tax Payable	1,000.00
Penalty Amount	0.00 (0.00%)
Actual Amount Payable	1,000.00
Total Previous Paid Amount	0.00
Net Amount Payable	1,000.00
Tax Exempted	0.00
Balance Amount Not Paid	0.00
Repayments	0.00
Interest/JARF	0.00
Impressed Mode	ONLINE
Overpaid/FUD Balance	0.00
Previous TTx-03 No.	-

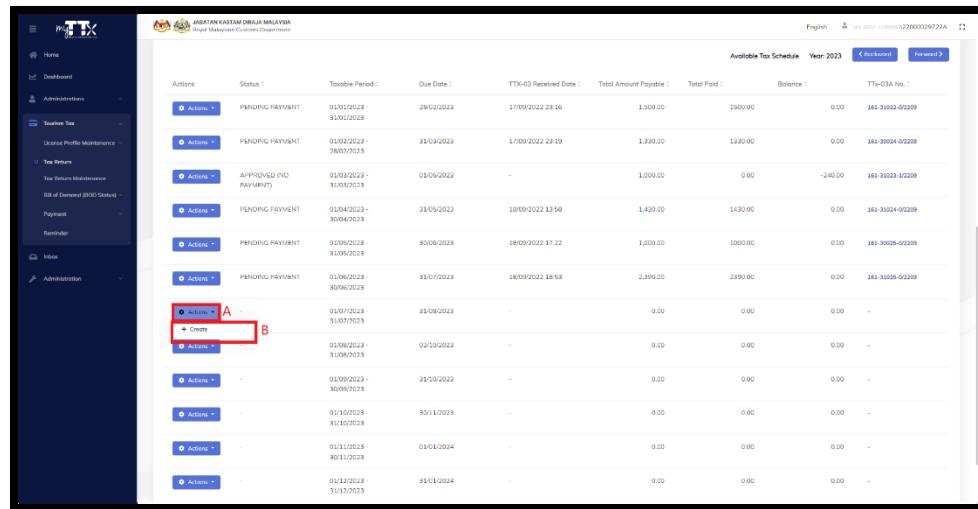
On the right side, there is a summary table:

TTx-03 No.	TTx-03 Status/Submit To	Date Received (System)	Date Received (User)
051-30011-02209	KOTA BHARU DRAFT	10/09/2022	10/09/2022

Below these tables, there are input fields for Email, Contact Number, and a 'Next' button highlighted with a red box.

Figure 15 Tourism Tax Return - Draft page (TTx-03)

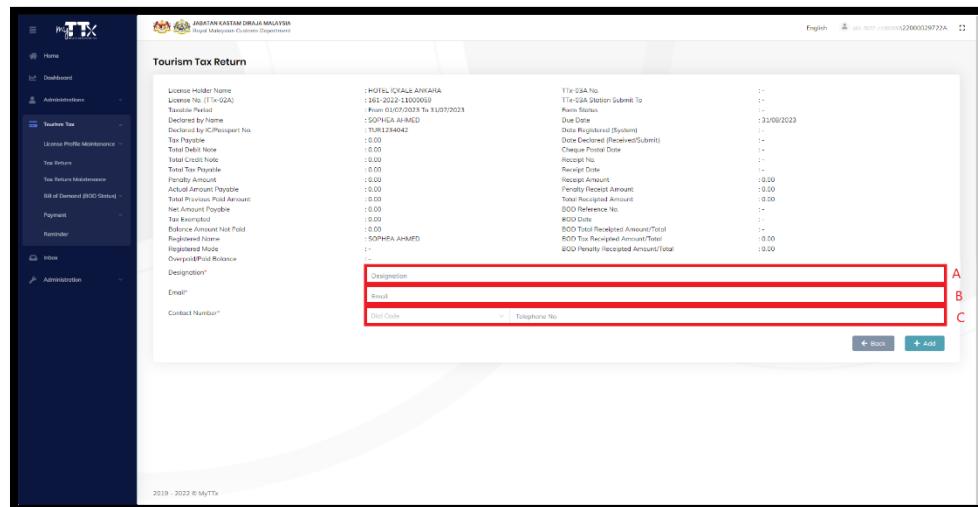
### 1.1.3 Create Tax Return (TTx-03) by PPPD



Action	Status	Taxable Period	Due Date	TTx-03 Received Date	Total Amount Payable	Total Paid	Balance	TTx-03A No.
<span>Actions</span>	PENDING PAYMENT	01/01/2022 - 31/01/2022	28/02/2022	17/03/2022 23:38	1,300.00	1,000.00	0.00	181-31022-05209
<span>Actions</span>	PENDING PAYMENT	01/02/2022 - 28/02/2022	31/03/2022	17/03/2022 23:19	1,300.00	1,280.00	0.00	181-30024-07209
<span>Actions</span>	APPROVED (NO PAYMENT)	01/03/2022 - 31/03/2022	01/05/2022	-	1,000.00	0.00	-240.00	181-31022-1/209
<span>Actions</span>	PENDING PAYMENT	01/04/2022 - 30/04/2022	31/05/2022	18/09/2022 13:50	1,400.00	1,420.00	0.00	181-31024-07209
<span>Actions</span>	PENDING PAYMENT	01/05/2022 - 31/05/2022	01/06/2022	18/09/2022 17:12	1,000.00	1000.00	0.00	181-30024-07209
<span>Actions</span>	PENDING PAYMENT	01/06/2022 - 30/06/2022	31/07/2022	18/09/2022 18:58	2,800.00	2,800.00	0.00	181-31020-07209
<span>Actions</span>	A	01/07/2022 - 31/07/2022	31/08/2022	-	0.00	0.00	0.00	-
<span>Actions</span>	B	01/08/2022 - 31/08/2022	02/09/2022	-	0.00	0.00	0.00	-
<span>Actions</span>	-	01/09/2022 - 30/09/2022	21/10/2022	-	0.00	0.00	0.00	-
<span>Actions</span>	-	01/10/2022 - 31/10/2022	09/11/2022	-	0.00	0.00	0.00	-
<span>Actions</span>	-	01/11/2022 - 30/11/2022	01/01/2024	-	0.00	0.00	0.00	-
<span>Actions</span>	-	01/12/2022 - 31/12/2022	31/01/2024	-	0.00	0.00	0.00	-

Figure 16 Create button in Taxable Period table list (TTx-03A)

- Click on **Actions** button (A) (Refer Figure 16).
- Click on **Create** button (B) to create a tax return (Refer Figure 16).
- System will display create form for Tourism Tax Return (TTx-03A) (Refer Figure 17).



License Holder Name : HOTEL IKALA'S ANWARA	Taxx-02A No. : 1-
License No. (TTx-02A) : 181-2022-1100009	Taxx-02A Status : 1-
Taxable Period : From 01/07/2023 To 31/07/2023	From Status : 1-
Declaration Status : Declared by C/P/Request No. TUR12344442	Due Date : 31/08/2023
TCN/Tax Payable : 0.00	Date Received (Received/Submit) : 1-
Total Tax Payable : 0.00	Change Pending Date : 1-
Total Credit Note : 0.00	Receipt Date : 1-
Total Tax Payable : 0.00	Receipt Amount : 0.00
Forally Amount : 0.00	Penalty Amount : 0.00
Actual Total Payable : 0.00	Total Received Amount : 0.00
Total Previous Paid Amount : 0.00	EDO Reference No. : 1-
Net Amount Payable : 0.00	EDO Date : 1-
Tax Received : 0.00	EDO Total Received Amount/Total : 1-
Balance Amount Not Paid : 0.00	EDO Tax Received Amount/Total : 0.00
Registered Name : SOPHIA AHMED	EDO Penalty Received Amount/Total : 0.00
Registered Mode : 1-	
Overpaid/Bal Balance : 0.00	
Designation : <input type="text" value="Administrator"/>	A
Email : <input type="text" value="email@example.com"/>	B
Contact Number : <input type="text" value="012-3456789"/>	C

Figure 17 Create tax return form (TTx-03A)

- Input designation in **Designation** field (A) (Refer Figure 17).

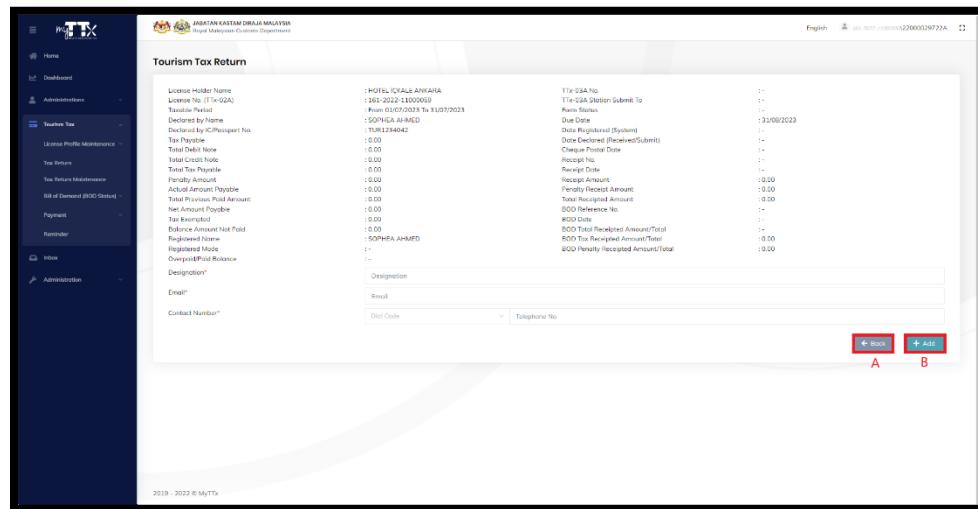
Note: Mandatory

5. Input email in **Email** field (B) (Refer Figure 17).

*Note: Mandatory*

6. Input contact number in **Telephone No.** Field (C) (Refer Figure 17).

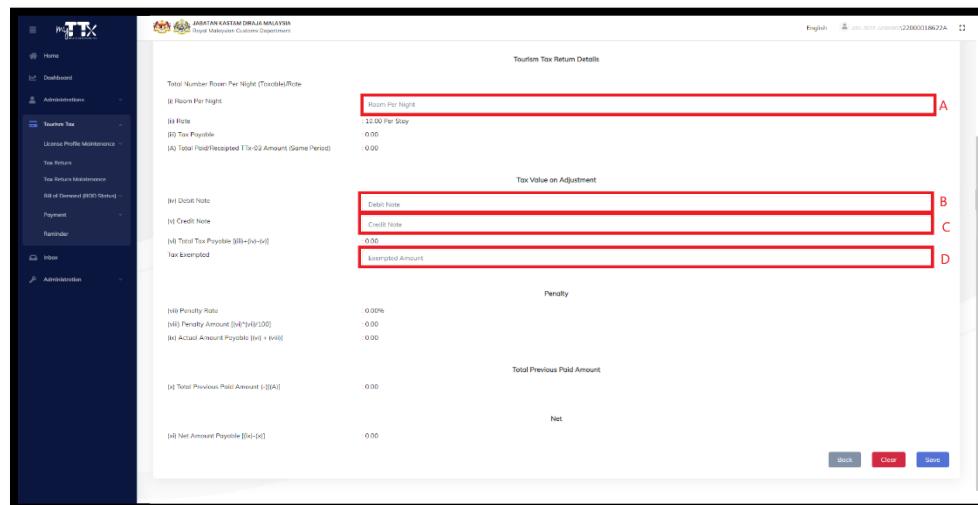
*Note: Input numbers only*



The screenshot shows the 'Tourism Tax Return' page. On the left, there's a sidebar with various menu items like Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Returns, Tax Returns Maintenance, Bill of Demand (BOD) Status, Payment, Reminder, Inbox, and Administration. The main area has sections for 'Declaration' and 'Designation'. Under 'Declaration', it lists fields such as License Holder Name, License No. (Tx-02), Transaction Date, Declared by Name, Declared by C/P/Passport No., Tax Period, Total Debit Note, Total Credit Note, Total Tax Payable, Display Tax, Actual Amount Payable, Total Previous Paid Amount, Tax Exempted, Balance Amount Not Paid, Receipt Note, Reopened Mode, Overpaid/Paid Advance, Designation, Email, and Contact Number. Below these fields are two red-bordered buttons: 'Back' (labeled A) and 'Add' (labeled B). The URL at the top right is <https://app.mttx.gov.my/200002972A>.

Figure 18 Back and Add button in create tax return page (TTx-03A)

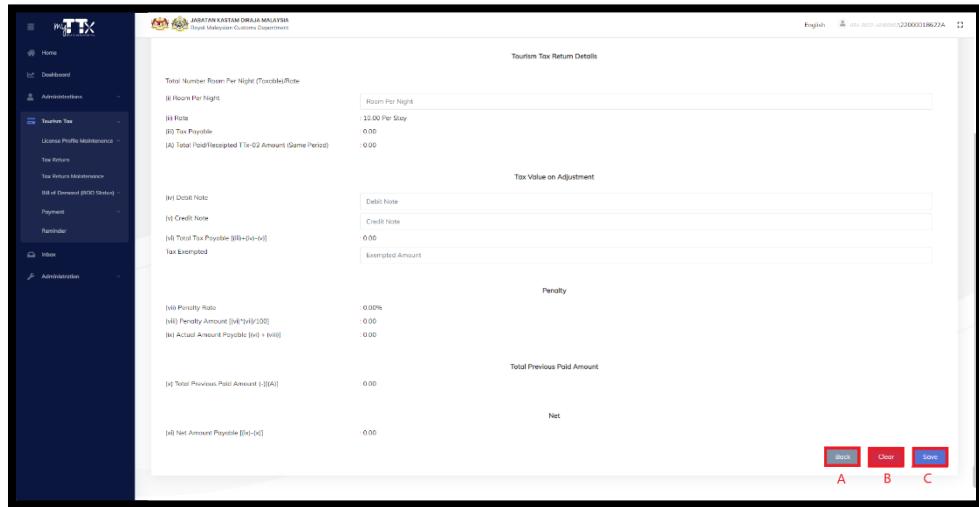
7. Click on **Back** button (A) to return to Tourism Tax License Information page (Refer Figure 18).
8. Click on **Add** button (B) to create the tax return (Refer Figure 18).



The screenshot shows the 'Tourism Tax Return Details' page. It includes sections for 'Tax Value on Adjustment' (with fields for Dedit Note, Credit Note, and their sum), 'Penalty' (with fields for Rate, Amount, and Actual Amount Payable), and 'Total Previous Paid Amount' (with fields for Total Previous Paid Amount and Net). There are four red-bordered boxes labeled A, B, C, and D, corresponding to specific input fields: Box A covers the 'Tax Value on Adjustment' section; Box B covers the 'Penalty' section; Box C covers the 'Total Previous Paid Amount' section; and Box D covers the 'Net' section. The URL at the top right is <https://app.mttx.gov.my/220003862A>.

Figure 19 Calculation page (TTx-03A)

9. Input room per night in **Room Per Night** (A) field (Refer Figure 19).
10. Input debit note in **Debit Note** (B) field (Refer Figure 19).
11. Input credit note in **Credit Note** (C) field (Refer Figure 19).
12. Input exempted amount in **Tax Exempted** (D) field (Refer Figure 19).



The screenshot shows the 'Tourism Tax Return Details' page. It includes fields for Room Per Night (15.00 Per Stay), Debit Note (0.00), Credit Note (0.00), and Tax Exempted (0.00). Below these are sections for Total Previous Paid Amount (0.00) and Net (0.00). At the bottom right are three buttons: 'Back' (labeled A), 'Clear' (labeled B), and 'Save' (labeled C).

Figure 20 Back, Clear and Save buttons in calculation page (TTx-03A)

13. Click on **Back** button (A) to go back to Draft page (Refer Figure 20)
14. Click on **Clear** button (B) to clear all fields (Refer Figure 20).
15. Click on **Save** button (C) to save the record (Refer Figure 20).
16. System will calculate the net amount payable tax and display **Next** button (Refer Figure 21).

Total Number Room Per Night (Taxable)/Rate	
(i) Room Per Night	100
(ii) Tax Rate	: 10.00 Per Stay
(iii) Tax Payable	: 1,000.00
(iv) Total Paid/Received(TTx-03 Amount (Some Period))	: 0.00
<b>Tax Value on Adjustment</b>	
(v) Debit Note	: 0
(vi) Credit Note	: 0
(vii) Total Tax Payable [(ii)+(v)-(vi)]	: 1,000.00
Tax Exempted	: 0
<b>Penalty</b>	
(viii) Penalty Rate	: 0.00%
(ix) Penalty Amount [(vii)*((viii)/100)]	: 0.00
(x) Actual Amount Payable [(vii)+(ix)]	: 1,000.00
<b>Total Previous Paid Amount</b>	
(xi) Total Previous Paid Amount (-)(x)]	: 0.00
<b>Net</b>	
(xii) Net Amount Payable [(x)-(xi)]	: 1,000.00

Buttons: Back, Clear, Save, **Next**

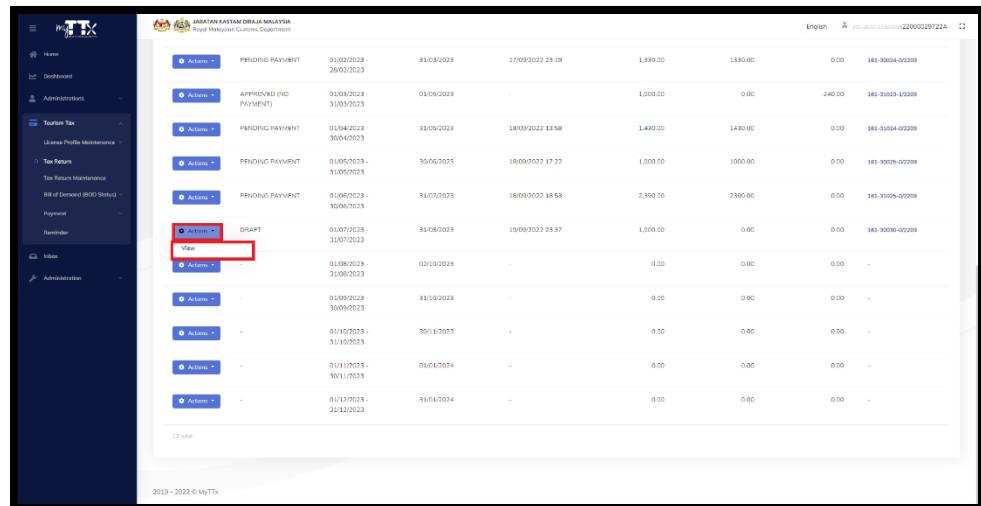
Figure 21 Next button in calculation page (TTx-03A)

17. Click on **Next** button (Refer Figure 21).
18. System will display Tourism Tax Return – Draft page (Refer Figure 22).

Tourism Tax Return Details										
Action	Tourism Tax Rate(RM)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paid	Total Previous Paid A	Net Amount Payabl
<b>Actions</b>	10.00	100	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	0.00	1,000.00
<b>Total</b>										0.02%

Figure 22 Tourism Tax Return - Draft page (TTx-03A)

### 1.1.4 Edit Calculation



Action	PENDING PAYMENT	01/02/2023 - 28/02/2023	31/03/2023	17/09/2022 28:19	1,380.00	1380.00	0.00	181-90004-09229
Action	APPROVED (NO PAYMENT)	01/03/2023 - 31/03/2023	01/04/2023	-	1,000.00	0.00	240.00	181-90003-09229
Action	PENDING PAYMENT	01/04/2023 - 30/04/2023	31/05/2023	18/09/2022 18:58	1,480.00	1480.00	0.00	181-90004-09229
Action	PENDING PAYMENT	01/05/2023 - 31/05/2023	30/06/2023	18/09/2022 17:22	1,000.00	1000.00	0.00	181-90005-09229
Action	PENDING PAYMENT	01/06/2023 - 30/06/2023	31/07/2023	18/09/2022 18:53	2,380.00	2380.00	0.00	181-90006-09229
<b>Action</b>	<b>DRAFT</b>	01/07/2023 - 31/07/2023	31/08/2023	19/09/2022 28:37	1,000.00	0.00	0.00	181-90008-09229
Action	View	01/08/2023 - 31/08/2023	02/09/2023	-	0.00	0.00	0.00	-
Action	-	01/09/2023 - 30/09/2023	31/10/2023	-	0.00	0.00	0.00	-
Action	-	01/10/2023 - 31/10/2023	30/11/2023	-	0.00	0.00	0.00	-
Action	-	01/11/2023 - 30/11/2023	01/01/2024	-	0.00	0.00	0.00	-
Action	-	01/12/2023 - 31/12/2023	31/01/2024	-	0.00	0.00	0.00	-

Figure 23 View button in Taxable Period table list (Edit)

- Click **View** button on tax return with status Draft (Refer Figure 23).
- System will display Tourism Tax Return – Draft page (Refer Figure 24).



Bill	Status	Date Declared	Tourism Tax Rate(RM)	No of stay	Tax Payable(RM)	Debit
0	AMENDED	30/08/2023	10.00	300	3,000.00	L 000.00

Figure 24 Edit and Delete button in view tax return page (Edit)

- Click on **Action** (a) button, to edit or delete the tax return details (Refer Figure 24).
- Click on **Edit** option to edit Tourism Tax Return Details (Refer Figure 24).
- System will display Tourism Tax Return – Calculation page (Refer Figure 25).



The screenshot shows the 'Tourism Tax Return Details' page. It includes fields for Room Per Night, Tax Value on Adjustment (Debit Note, Credit Note, Total Tax Payable), and Tax Exempted amount.

Figure 25 Calculation page (Edit)

1. Input room per night in **Room Per Night** (k) field (Refer Figure 25).
2. Input debit note in **Debit Note** (l) field (Refer Figure 25).
3. Input credit note in **Credit Note** (m) field Refer Figure 25).
4. Input exempted amount in **Tax Exempted** (n) field (Refer Figure 25).



The screenshot shows the calculation page with sections for Penalty, Total Previous Paid Amount, and Net. It also features three buttons at the bottom: Back (o), Clear (p), and Save (q).

Figure 26 Back, Clear and Save button in calculation page (Edit)

5. Click on **Back** button (o) (Refer Figure 26).
6. System will display Tourism Tax Return – Draft page (Refer Figure 24).
7. Click on **Clear** button (p) to clear all fields (Refer Figure 26).
8. Click on **Save** button (q) to save the record (Refer Figure 26).

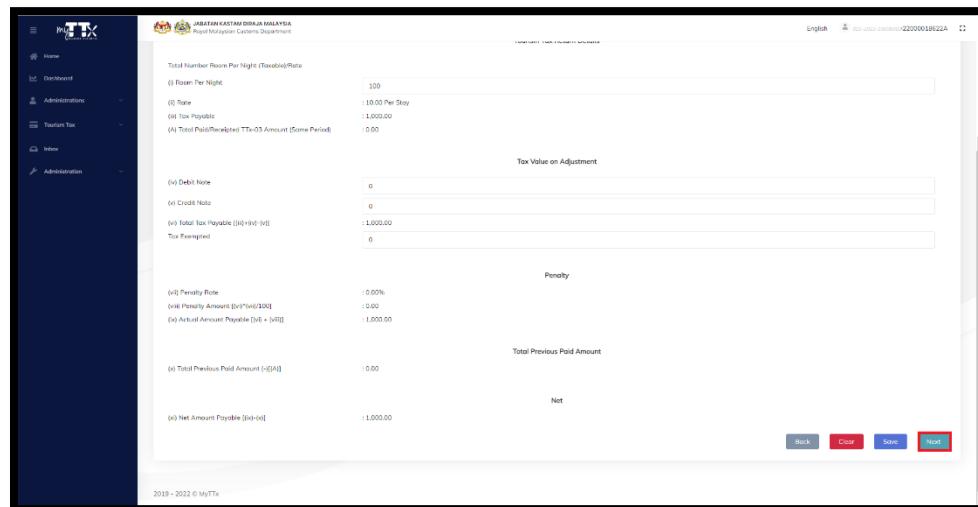
## User Manual

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

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Doc ID: MYTTX\_OPERATOR\_PPPD\_RETURN\_UM\_v1.0

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The screenshot shows the 'Tourism Tax' section of the MyTTX application. It displays a form for calculating tourism tax returns. The 'Next' button at the bottom right is highlighted with a red border.

Total Number Room Per Night (Taxable)/Rate	
(i) Room Per Night	100
(ii) Rate	1.00 Per Stay
(iii) Tax Payable	1,000.00
(iv) Total Paid/Received(TTx-03) Amount (Some Period)	0.00

Tax Value on Adjustment	
(v) Debit Note	0
(vi) Credit Note	0
(vii) Total Tax Payable [(ii)+(iii)-(v)-(vi)]	1,000.00
Tax Exempted	0

Penalty	
(viii) Penalty Rate	0.00%
(ix) Penalty Amount [(vii)*((viii)/100)]	0.00
(x) Actual Amount Payable [(vii)+(ix)]	1,000.00

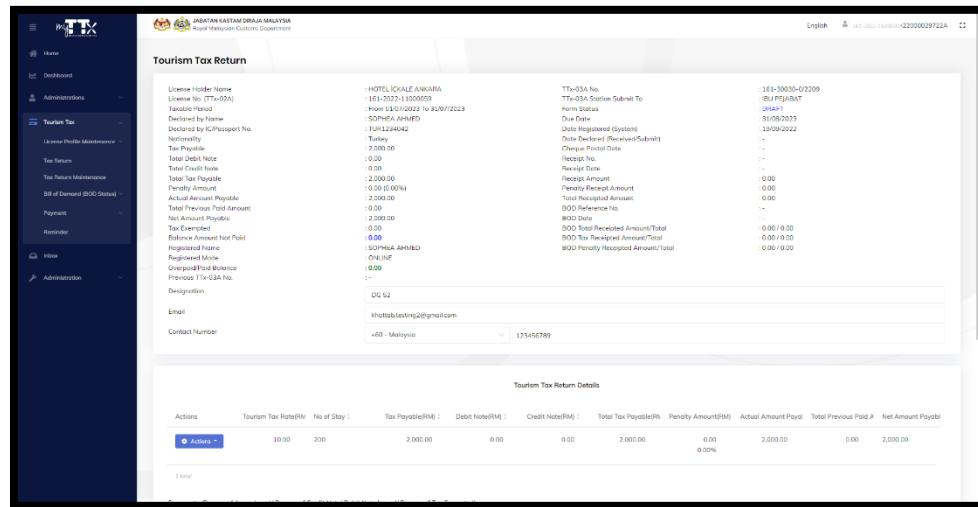
Total Previous Paid Amount	
(xi) Total Previous Paid Amount (-)(iv)]	0.00

Net	
(xii) Net Amount Payable [(x)-(xi)]	1,000.00

Figure 27 Next button in calculation page (Edit)

9. System will calculate the net amount payable tax and display **Next** button (Refer Figure 27).
10. System will display Tourism Tax Return – Draft page (Refer Figure 28).
11. Calculation is successfully updated (Refer Figure 28).



The screenshot shows the 'Tourism Tax Return' section of the MyTTX application. It displays a summary of the tourism tax return details and the 'Tourism Tax Return Details' table.

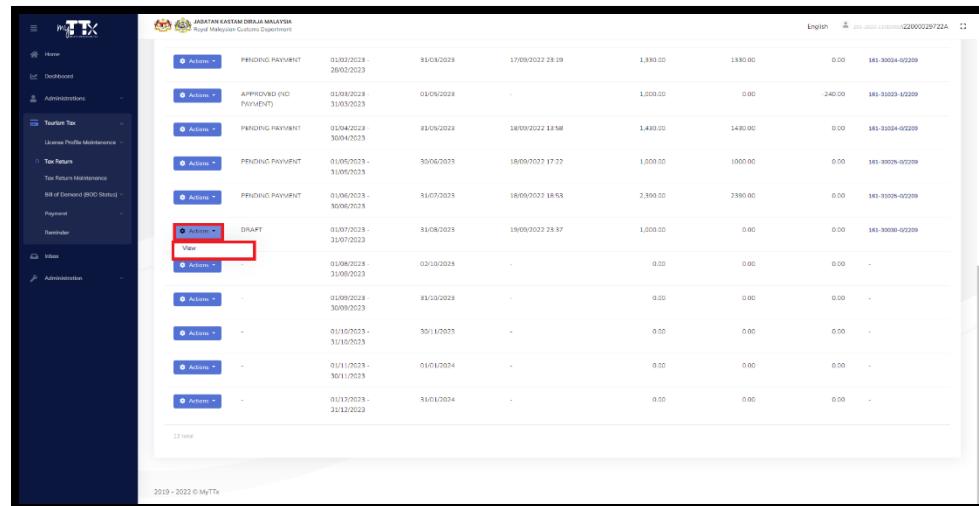
Tourism Tax Return	
Hospital Name	HOTEL İÇHALE ANKARA
License No.	161-2522-1000059
Variable Period	From 01/01/2023 To 31/07/2023
Declarer by Name	SÜZYEA AHMET
Declarer by Surname	AHMET
Tax Type	TUR12124042
Tax Payable	2,000.00
Total Paid	0.00
Total Credit Note	0.00
Total Tax Payable	2,000.00
Bill Demand (BOD) Status	0.00
Actual Amount Payable	2,000.00
Total Previous Paid Amount	0.00
Net Amount Payable	2,000.00
The Due Date	0.00
Balance Amount Not Paid	0.00
Registered Name	SÜZYEA AHMET
Registration Code	0141NF
Overpaid/Under Balance	0.00
Previous TTX-QAA No.	-
Designation	DC 52
Email	khattabtestinp2@gmail.com
Contact Number	+60 - Malaysia 123456789

Tourism Tax Return Details										
Actions	Tourism Tax Rate(RM)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paid	Total Previous Paid A	Net Amount Payabl
<b>Action</b>	10.00	200	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	0.00	2,000.00

Figure 28 Calculation is successfully updated

### 1.1.5 Delete Calculation



Action	Pending Payment	Date	Time	Total	Refund	Debit Note	Comments
Action	PENDING PAYMENT	01/02/2023 - 28/02/2023	31/03/2023	17/09/2022 28:19	1,830.00	1,830.00	0.00 181-9004-09229
Action	APPROVED (NO PAYMENT)	01/08/2023 - 31/03/2023	01/03/2023	-	1,000.00	0.00	240.00 181-9103-1/229
Action	PENDING PAYMENT	01/04/2023 - 30/04/2023	31/05/2023	18/09/2022 18:58	1,430.00	1,430.00	0.00 181-9104-09229
Action	PENDING PAYMENT	01/05/2023 - 31/05/2023	30/06/2023	18/09/2022 17:22	1,000.00	1,000.00	0.00 181-9105-09229
Action	PENDING PAYMENT	01/06/2023 - 30/06/2023	31/07/2023	18/09/2022 18:53	2,300.00	2,300.00	0.00 181-9106-09229
<b>Action</b>	<b>DRAFT</b>	01/07/2023 - 31/07/2023	31/08/2023	19/09/2022 28:37	1,000.00	0.00	0.00 181-9108-09229
Action	View	01/08/2023 - 31/08/2023	02/03/2023	-	0.00	0.00	0.00 -
Action	-	01/09/2023 - 30/09/2023	31/10/2023	-	0.00	0.00	0.00 -
Action	-	01/10/2023 - 31/10/2023	30/11/2023	-	0.00	0.00	0.00 -
Action	-	01/11/2023 - 30/11/2023	01/01/2024	-	0.00	0.00	0.00 -
Action	-	01/12/2023 - 31/12/2023	31/01/2024	-	0.00	0.00	0.00 -

Figure 29 View button in Taxable Period table list (Delete)

- Click **View** button on tax return with status Draft (Refer Figure 29).
- System will display Tourism Tax Return – Draft page (Refer Figure 30).



Tourism Tax Return Details

Action	Tourism Tax Rate(RM)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total
<b>Edit</b>	30.00	90	900.00	0.00	0.00	900.00
<b>Delete</b>						

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted):  
Comments

List of historical amendments (System will show all history audit including the one shown above):

Bill	Status	Date Declared	Tourism Tax Rate(RM)	No of Stay	Tax Payable(RM)	Debit
0	AMENDED	30/08/2023	30.00	100	300.00	0.00

Figure 30 Edit and Delete button in view tax return page (Delete)

- Click on **Actions** button (Refer Figure 30).
- Click on **Delete** button (b) to delete the tax return's calculation (Refer Figure 30).
- System will display confirmation message (Refer Figure 31).

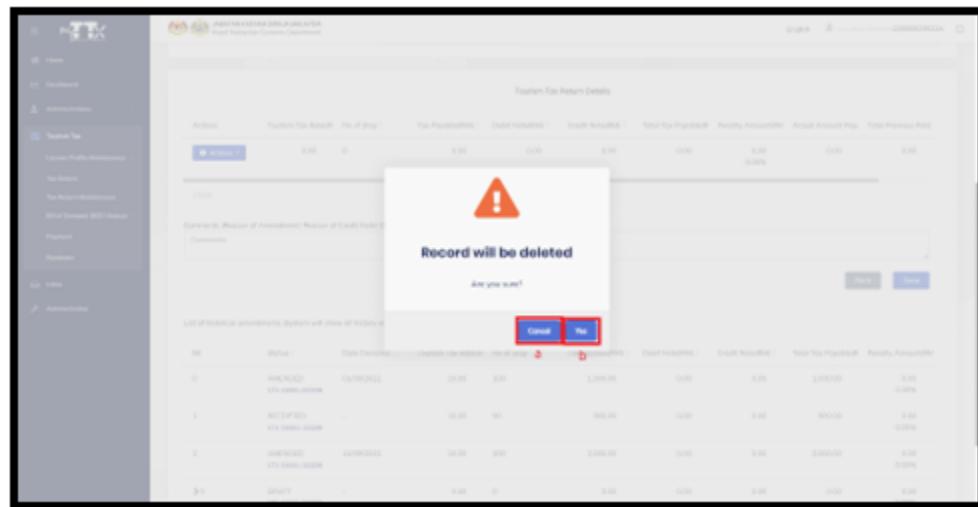


Figure 31 Delete calculation confirmation message

6. Click on **Cancel** button (a) to cancel deletion (Refer Figure 31).
7. Click on **Yes** button (b) to proceed with the deletion process (Refer Figure 31).
8. System will display success message (Refer Figure 32).

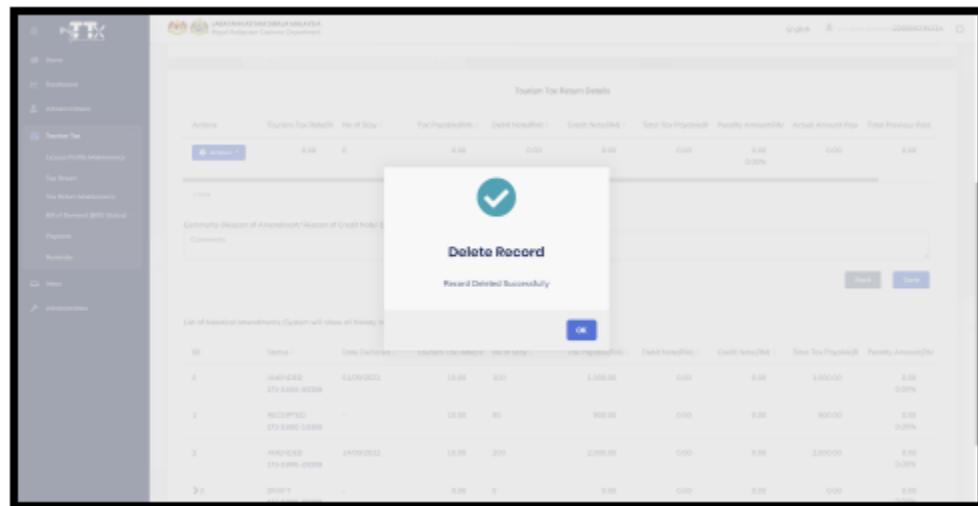


Figure 32 Delete calculation success message

9. Click on **OK** button (Refer Figure 32).
10. Calculation is successfully deleted (Refer Figure 33).



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The screenshot shows the 'Tourism Tax Return' page from the MyTTX system. The main content area displays a table of tax return details. At the bottom of the table, there is a row for 'Actions' which includes a delete icon. A modal dialog box is overlaid on the page, indicating that a record has been successfully deleted.

Tourism Tax Return Details									
Actions	Tourism Tax Rate(RM)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paye	Total Previous Paid A Net Amount Payabl
<span style="color: blue;">Delete</span>	0.00	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Modal Dialog Content:

Success!

The record has been successfully deleted.

Figure 33 Calculation is successfully deleted

### 1.1.6 Submit Tax Return

Action	PENDING PAYMENT	01/03/2023 - 28/03/2023	31/03/2023	17/09/2022 28:19	1,380.00	1380.00	0.00	181-30004-092209
Action	APPROVED (NO PAYMENT)	01/08/2023 - 31/03/2023	01/09/2023	-	1,000.00	0.00	240.00	181-30003-092209
Action	PENDING PAYMENT	01/04/2023 - 30/04/2023	31/05/2023	18/09/2022 18:58	1,480.00	1480.00	0.00	181-30004-092209
Action	PENDING PAYMENT	01/05/2023 - 31/05/2023	30/06/2023	18/09/2022 17:22	1,000.00	1000.00	0.00	181-30006-092209
Action	PENDING PAYMENT	01/06/2023 - 30/06/2023	31/07/2023	18/09/2022 18:53	2,380.00	2380.00	0.00	181-30006-092209
<b>Action</b>	<b>DRAFT</b>	01/07/2023 - 31/07/2023	31/08/2023	19/09/2022 28:37	1,000.00	0.00	0.00	181-30006-092209
Action	View	01/08/2023 - 31/08/2023	02/09/2023	-	0.00	0.00	0.00	-
Action	-	01/09/2023 - 30/09/2023	31/10/2023	-	0.00	0.00	0.00	-
Action	-	01/10/2023 - 31/10/2023	30/11/2023	-	0.00	0.00	0.00	-
Action	-	01/11/2023 - 30/11/2023	01/12/2024	-	0.00	0.00	0.00	-
Action	-	01/12/2023 - 31/12/2023	31/01/2024	-	0.00	0.00	0.00	-

Figure 34 View button in Taxable Period table list (Submit)

- Click **View** button on tax return with status Draft (Refer Figure 34).
- System will display Tourism Tax Return – Draft page (Refer Figure 35).

Designation	DG 52										
Email	khattab.testing@gmail.com										
Contact Number	+60 - Malaysia 123456789										
<b>Tourism Tax Return Details</b>											
Actions	Tourism Tax Rate(RM) : 0.00	No. of Stay : 0	Tax Payable(RM) : 0.00	Debit Note(RM) : 0.00	Credit Note(RM) : 0.00	Total Tax Payable(RM) : 0.00	Penalty Amount(RM) : 0.00%	Actual Amount Pay : 0.00	Total Previous Paid A : 0.00	Net Amount Payable : 0.00	
Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issue/ Reasons of Tax Exempted)											
<input type="text" value="Comments"/> <input type="button" value="Save"/> <input type="button" value="Discard"/>											
List of historical amendments (System will show all history including the one show above) >											
#	Status :	Date Declared :	Tourism Tax Rate(RM) :	No. of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(RM) :	Penalty Amount(RM) :	Actual Amount Pay :	Total Pr
>0	DRAFT	18/09/2023	0.00	0	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
1 total											

Figure 35 Comment field in Tourism Tax Return page

- Input comments in **Comments** field (Refer Figure 35).

Note: Mandatory if amend tax return or input credit note/ debit note/ tax exempted fields

4. Click on **Back** button to return to Tourism Tax Return – Taxable Period table list (Refer Figure 35).
5. Click on **Save** button to save the record (Refer Figure 35).
6. System will display success message (Refer Figure 36).

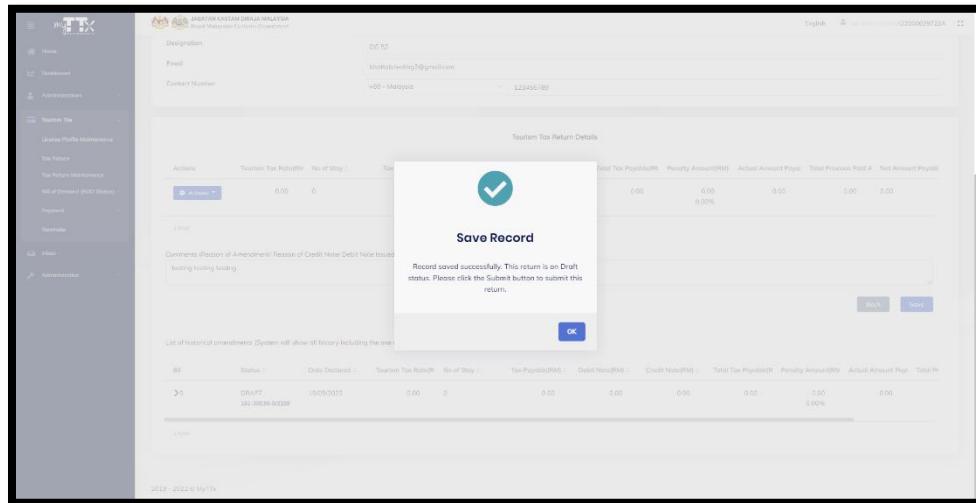


Figure 36 Save tax return success message

7. Click on **OK** button (Refer Figure 36).
8. System will display **Submit** button (Refer Figure 37).

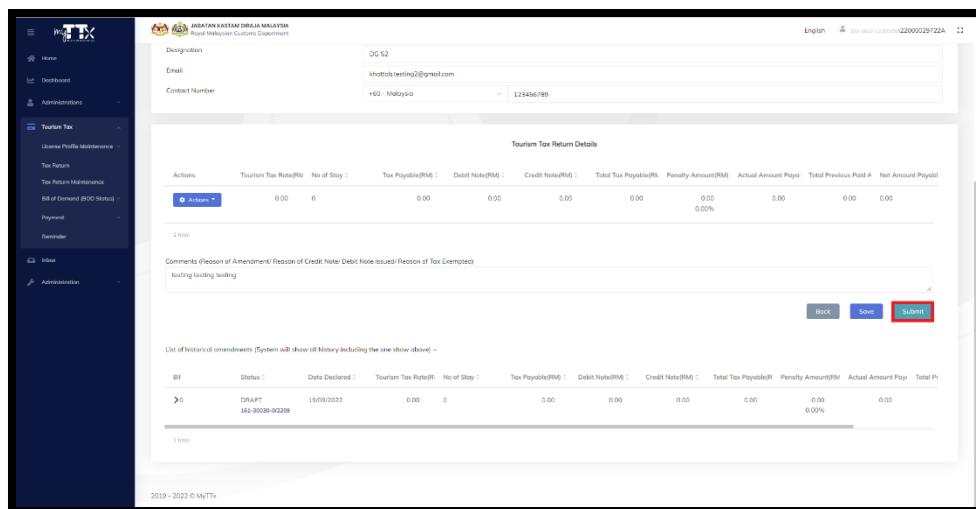


Figure 37 Submit button in Tourism Tax Return page

9. Click on **Submit** button (Refer Figure 37).
10. System will display confirmation message (Refer Figure 38).

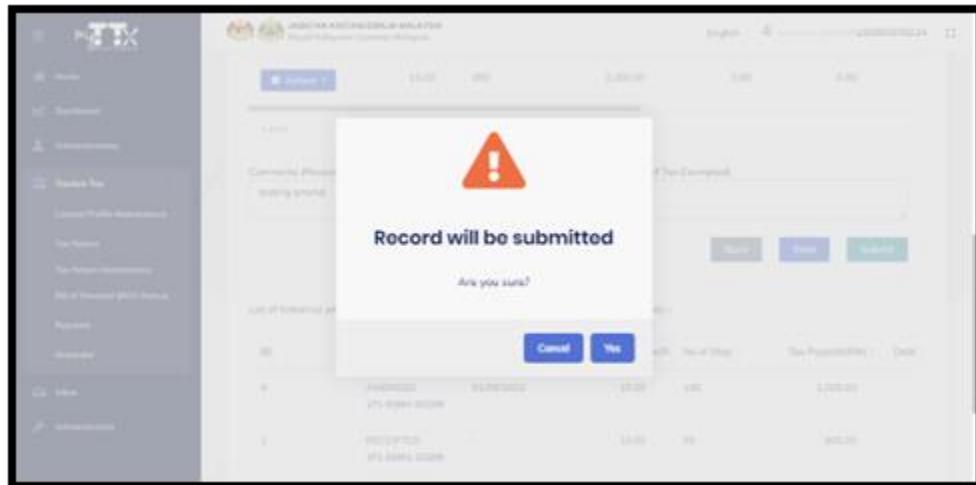


Figure 38 Submit return confirmation message

11. Click on **Cancel** button to cancel submission (Refer Figure 38).
12. Click on **Yes** button to proceed with the tax return submission (Refer Figure 38).
13. System will display success message (Refer Figure 39).

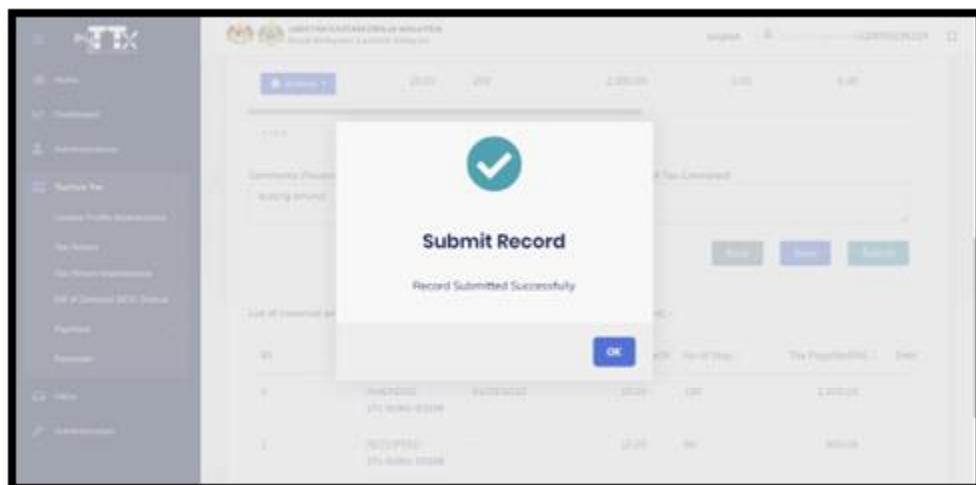


Figure 39 Submit return success message

14. Click on **OK** button (Refer Figure 39).

15. Tax return is successfully submitted. System will update status from Draft to Pending Payment.
16. System will generate **NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017** letter for TTx-03 submission.
17. While, system will generate **NOTICE OF REMINDER FOR TAX PAYMENT UNDER SECTION 19 OF TOURISM TAX ACT 2017** letter for TTx-03A submission.
18. These letters can be view and print in Inbox page (Refer Figure 40 & Figure 41).

Email Date :	Main Subject :	Email :
▼ 20/09/2022 11:52 AM	NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017	khattab.testing1@gmail.com
::Attachments		
<a href="#">SubmitTTx03Letter_031300210/2209_20220920_115231.pdf (NEW)</a>		

Figure 40 Letter for TTx-03 submission

Email Date :	Main Subject :	Email :
▼ 19/09/2022 04:01 PM	NOTICE OF REMINDER FOR TAX PAYMENT UNDER SECTION 19 OF TOURISM TAX ACT 2017	khattab.testing2@gmail.com
::Attachments		
<a href="#">SubmitTTx03ALetter_161300290/2209_20220919_160121.pdf (NEW)</a>		

Figure 41 Letter for TTx-03A submission

### 1.1.7 Amend Tax Return

Available Tax Schedule Year: 2023							
Actions	Status	Taxable Period	Due Date	TTX-03 Received Date	Total Amount Payable	Total Paid	Balance
<a href="#">Actions</a>	PENDING PAYMENT	01/01/2023 - 31/01/2023	28/02/2023	17/09/2022 23:16	1500.00	1500.00	0.00
<a href="#">View</a>	PENDING PAYMENT	01/02/2023 - 28/02/2023	31/03/2023	17/09/2022 23:19	1380.00	1380.00	0.00
<a href="#">Actions</a>	APPROVED (NO PAYMENT)	01/01/2023 - 31/03/2023	18/09/2023	-	1000.00	0.00	1000.00
<a href="#">Actions</a>	PENDING PAYMENT	01/04/2023 - 30/04/2023	31/05/2023	18/09/2022 18:58	1400.00	1400.00	0.00
<a href="#">Actions</a>	PENDING PAYMENT	01/05/2023 - 31/05/2023	30/06/2023	18/09/2022 17:23	1000.00	1000.00	0.00
<a href="#">Actions</a>	PENDING PAYMENT	01/06/2023 - 30/06/2023	24/07/2023	18/09/2022 18:53	2300.00	2300.00	0.00
<a href="#">Actions</a>	DRAFT	01/07/2023 - 31/07/2023	31/08/2023	19/09/2022 23:37	0.00	0.00	0.00
<a href="#">Actions</a>	-	01/08/2023 - 31/08/2023	02/09/2023	-	0.00	0.00	0.00
<a href="#">Actions</a>	-	01/09/2023 - 30/09/2023	31/10/2023	-	0.00	0.00	0.00
<a href="#">Actions</a>	-	01/10/2023 - 31/10/2023	30/11/2023	-	0.00	0.00	0.00
<a href="#">Actions</a>	-	01/11/2023 - 30/11/2023	01/01/2024	-	0.00	0.00	0.00
<a href="#">Actions</a>	-	01/12/2023 - 31/12/2023	31/01/2024	-	0.00	0.00	0.00

Figure 42 View button in Taxable Period table list (Amend)

- Click **View** button on tax return with status Pending Payment/ Receipted/ Receipted – Partial Paid/ BOD Issued: Registered/ BOD Issued: Partial Paid/ BOD Issued: Receipted (Refer Figure 42).
- System will display Tourism Tax Return page (Refer Figure 43).

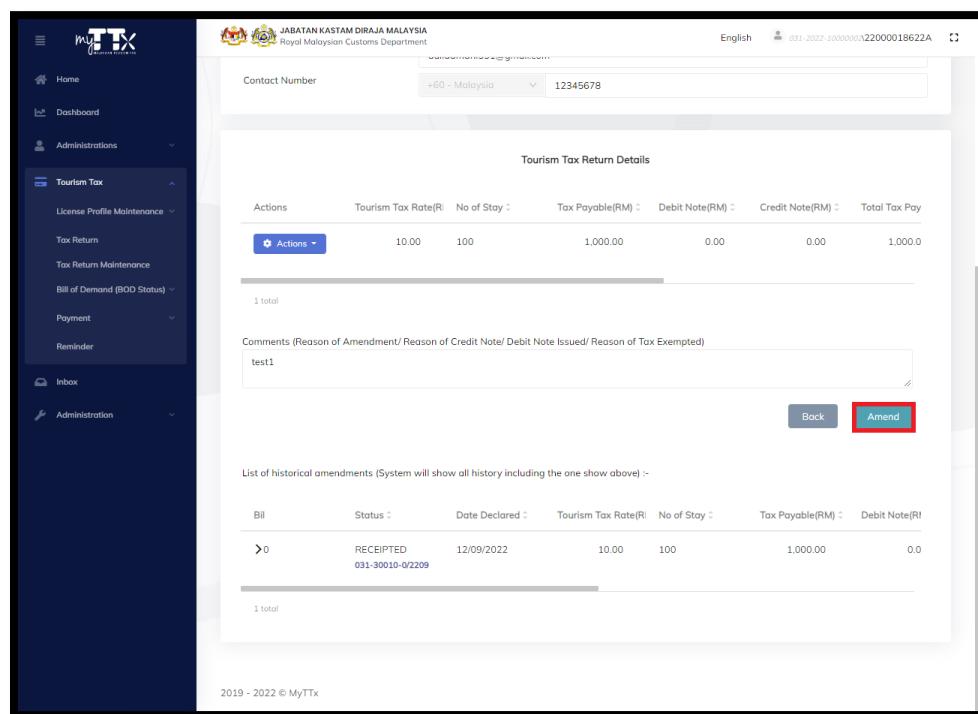


Figure 43 Amend button in Tourism Tax Return page

3. Click on **Amend** button to amend tax return (Refer Figure 43).
4. System will display confirmation message (Refer Figure 44).

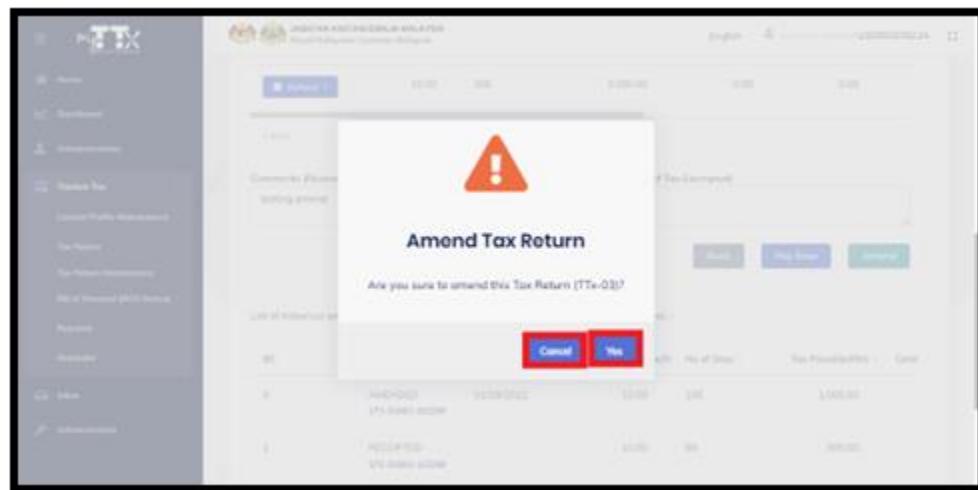
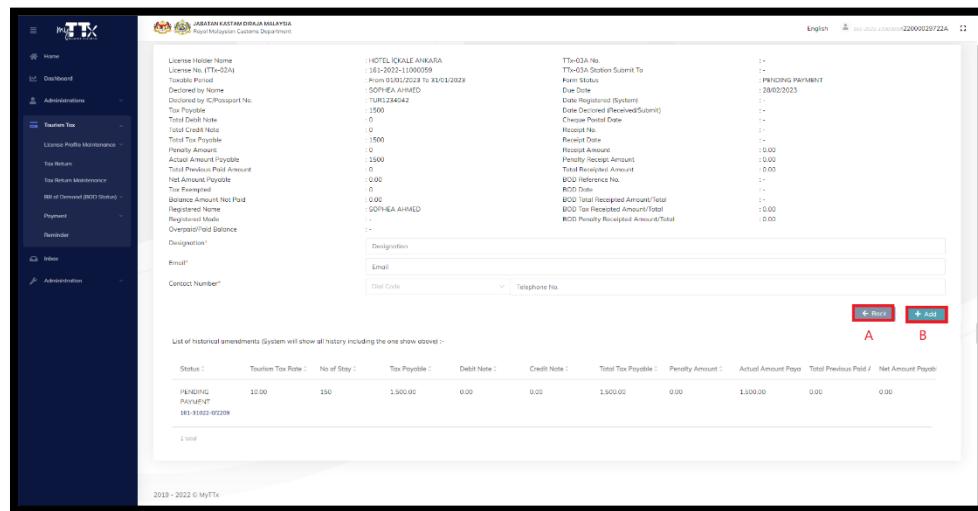


Figure 44 Amend tax return confirmation message

5. Click on **Cancel** button to cancel amend tax return (Refer Figure 44).

6. Click on **Yes** button to proceed amending the tax return (Refer Figure 44).
7. System will display amend tax return page (Refer Figure 45).



Status	Tourism Tax Rate	No of Stay	Tax Payable	Debit Note	Credit Note	Total Tax Payable	Penalty Amount	Actual Amount Paya	Total Previous Paid / Net Amount Payable
PENDING PAYMENT 143-31022-02209	10.00	150	1500.00	0.00	0.00	1500.00	0.00	1500.00	0.00

A      B

Figure 45 Amend tax return page

8. Click on **Back** (A) button to go back to Tourism Tax Return page (Refer Figure 45).
9. Click on **Add** (B) button to proceed amending the tax return (Refer Figure 45).
10. System will display Tourism Tax Return – Calculation page (Refer Figure 46).



Figure 46 Calculation page (Amend)

9. Input room per night in **Room Per Night** (k) field (Refer Figure 46).
10. Input debit note in **Debit Note** (l) field (Refer Figure 46).

11. Input credit note in **Credit Note** (m) field (Refer Figure 46).
12. Input exempted amount in **Tax Exempted** (n) field (Refer Figure 46).



The screenshot shows a software interface for calculating tourism tax returns. On the left is a sidebar with navigation links: Home, Dashboard, Administratives, Tourism Tax, Help, and Administratives. The main content area has three sections: 'Penalty' (with fields for Rate, Amount, and Payable), 'Total Previous Paid Amount' (with a field for Payable), and 'Net' (with a field for Payable). At the bottom right are three buttons: 'Back' (highlighted with a red border), 'Clear', and 'Save'.

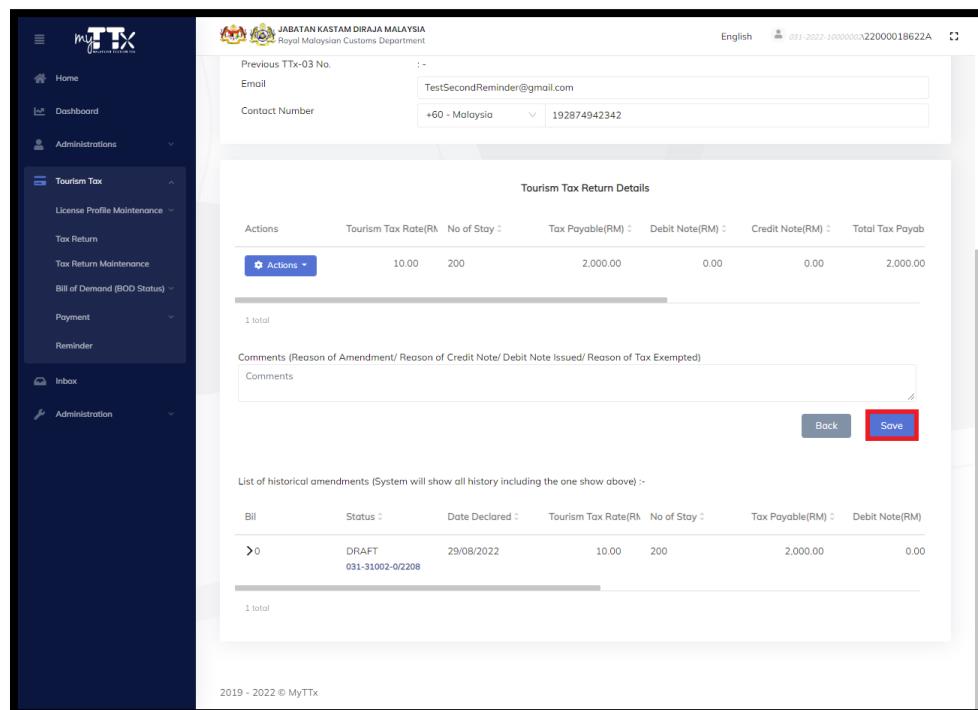
Figure 47 Back, Clear and Save buttons in calculation page (Amend)

13. Click on **Back** button (o) (Refer Figure 47).
14. System will display Tourism Tax Return – Draft page (Refer Figure 43).
15. Click on **Clear** button (p) to clear all fields (Refer Figure 47).
16. Click on **Save** button (q) to save the record (Refer Figure 47).
17. System will calculate the net amount payable tax and display **Next** button (Refer Figure 48).

Figure 48 Next button in calculation page (Amend)

18. Click on **Next** button (Refer Figure 48).
19. System will display Tourism Tax Return – Draft page (Refer Figure 49).

Figure 49 Tourism Tax Return - Draft (Amend)



The screenshot shows the 'Tourism Tax Return Details' page. At the top, there are fields for 'Previous TTx-03 No.', 'Email' (TestSecondReminder@gmail.com), and 'Contact Number' (+60 - Malaysia 192874942342). Below this is a table with columns: Actions, Tourism Tax Rate(RM), No of Stay, Tax Payable(RM), Debit Note(RM), Credit Note(RM), and Total Tax Payable. A single row is shown with values: 10.00, 200, 2,000.00, 0.00, 0.00, and 2,000.00. Below the table, it says '1 total'. There is a 'Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)' section with a 'Comments' input field. At the bottom right are 'Back' and 'Save' buttons, with 'Save' being highlighted by a red box. At the very bottom, it says 'List of historical amendments (System will show all history including the one show above) :-' followed by a table with columns: Bill, Status, Date Declared, Tourism Tax Rate(RM), No of Stay, Tax Payable(RM), and Debit Note(RM). One entry is shown: Bill 0, Status DRAFT, Date Declared 29/08/2022, Tourism Tax Rate(RM) 10.00, No of Stay 200, Tax Payable(RM) 2,000.00, and Debit Note(RM) 0.00. Below this table, it says '1 total'. The footer of the page includes the text '2019 - 2022 © MyTTx'.

Figure 50 Save button in Tourism Tax Return page

20. Input comments in **Comments** field

*Note: Mandatory if amend tax return or input credit note/ debit note/ tax exempted fields*

21. Click on **Save** button to save the record (Refer Figure 50).

22. System will display success message (Refer ).

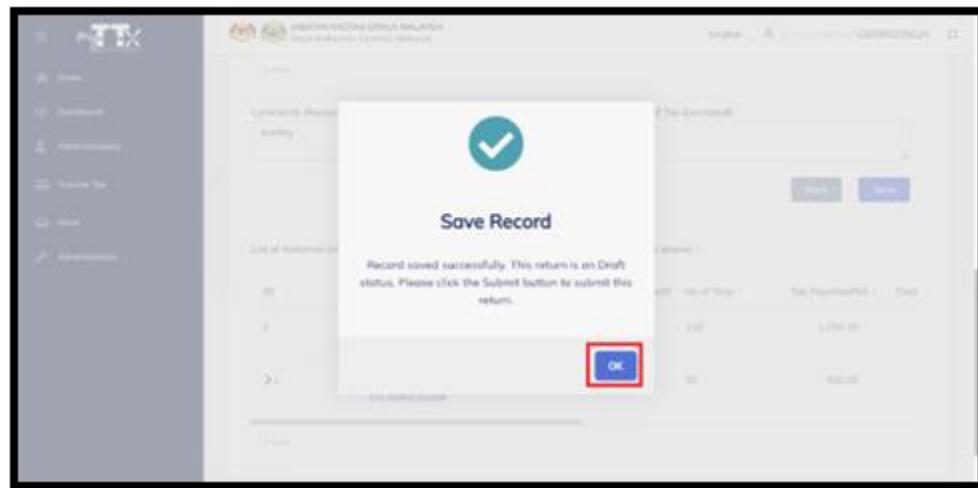


Figure 51 Save tax return success message (Amend)

23. Click on **OK** button (Refer Figure 51).
24. System will display **Submit** button (Refer Figure 52).

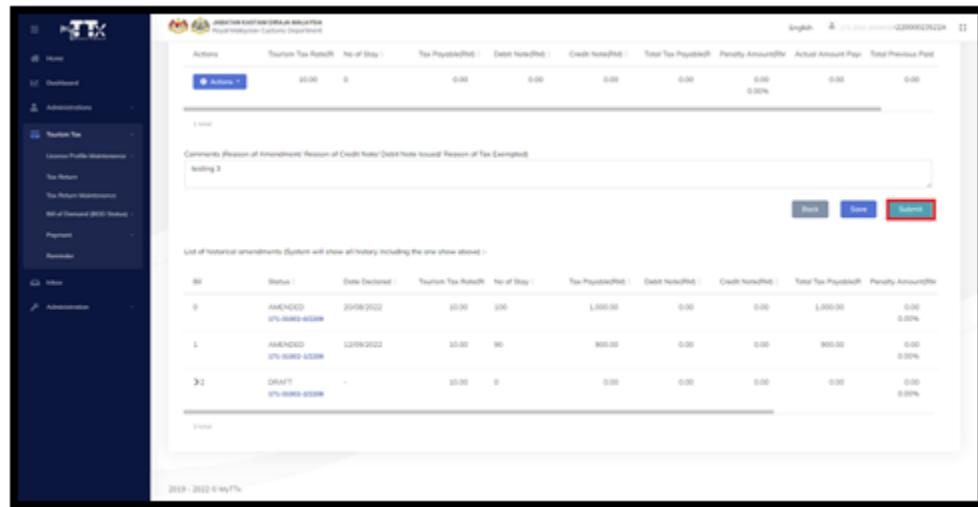


Figure 52 Submit button in amend tax return page

25. Click on **Submit** button (Refer Figure 52).
26. System will display confirmation message (Refer Figure 53).

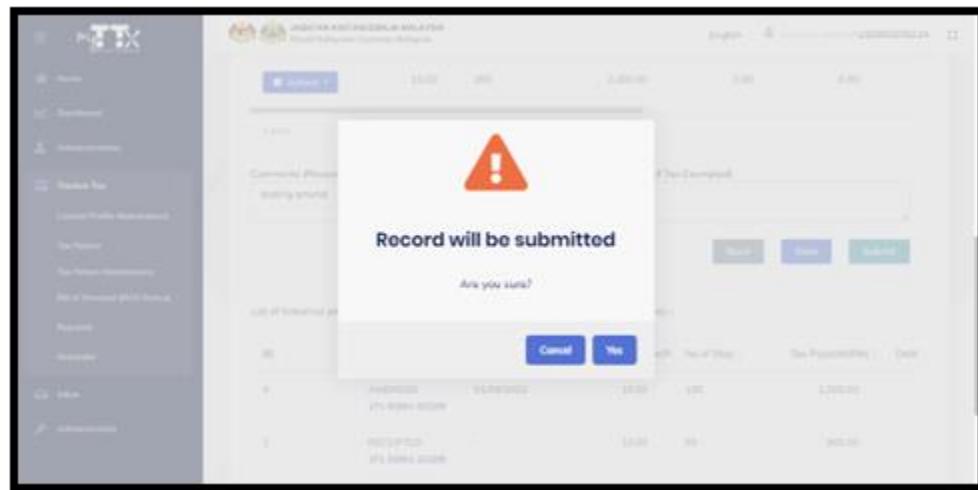


Figure 53 Submit amendment confirmation message

27. Click on **Cancel** button to cancel submission (Refer Figure 53).
28. Click on **Yes** button to proceed with the tax return amendment submission (Refer Figure 53).
29. System will display success message (Refer Figure 54).

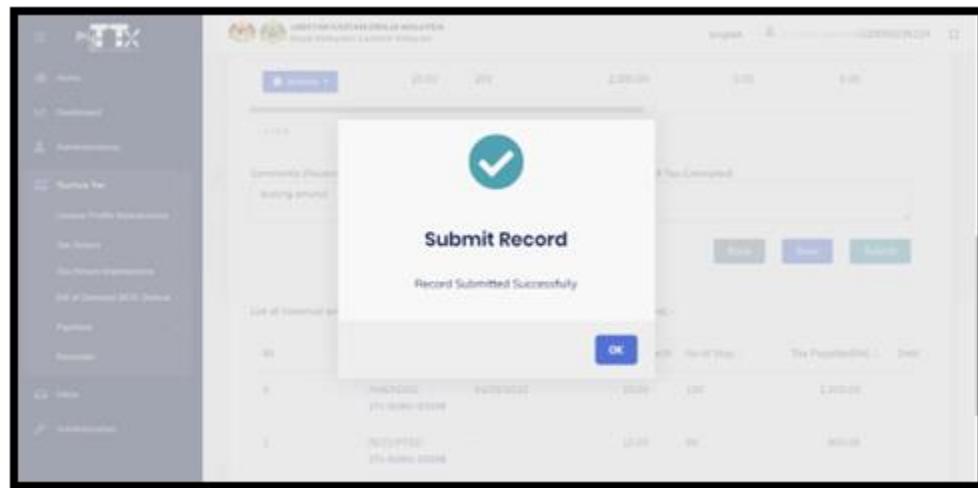


Figure 54 Submit amendment success message

30. Click on **OK** button (Refer Figure 54).
31. Tax return amendments is successfully submitted.
32. If amendments have been made before payment, system will auto approve.
33. If amendments have been made after payment:

- a. If amount of the tax return increased after amend, system will auto approve the amendments.
  - b. If amount of the tax return decreased after amend, system will update status to Pending Approval.
34. System will generate **STATUS PINDAAN PENYATA TTx-03 DI BAWAH AKTA CUKAI PELANCONGAN 2017** letter after approval has been made by JKDM Officers for TTx-03 amendment submission.
35. System will generate **STATUS OF TTx-03A RETURN AMENDMENT UNDER SECTION 19 OF TOURISM TAX ACT 2017** letter after approval has been made by JKDM Officers for TTx-03A amendment submission.
36. These letters can be view and print in Inbox page (Refer Figure 55 & Figure 56)



Figure 55 Letter for TTx-03 amendment approval

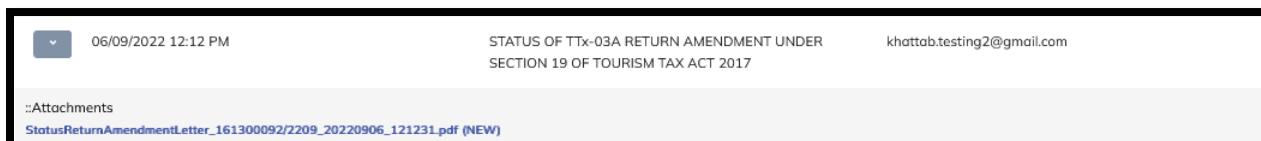
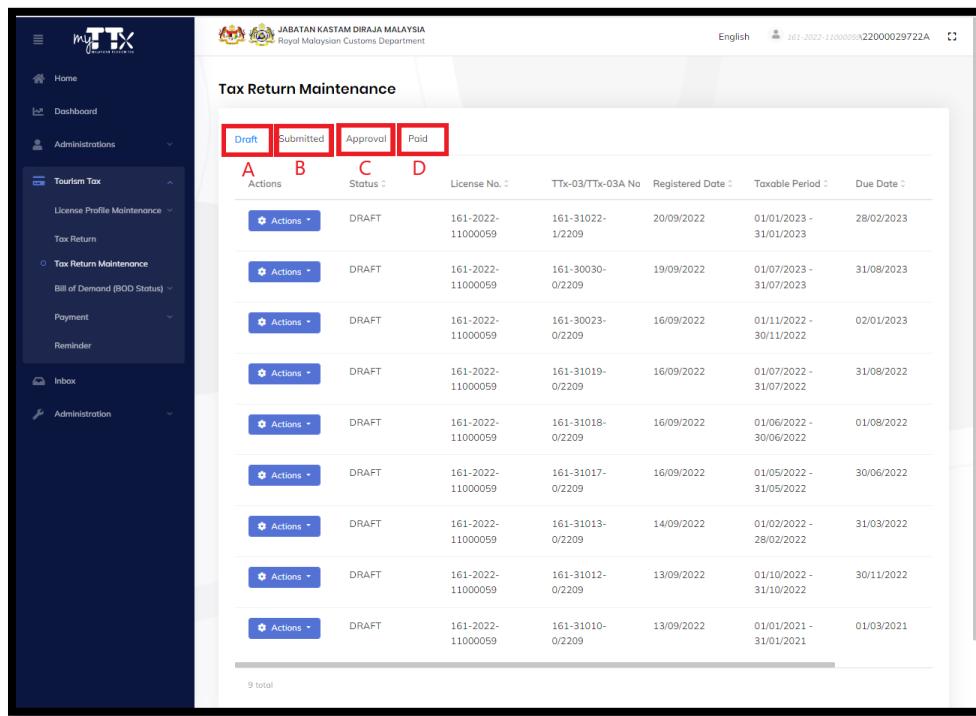


Figure 56 Letter for TTx-03A amendment approval

## 1.2 Tax Return Maintenance



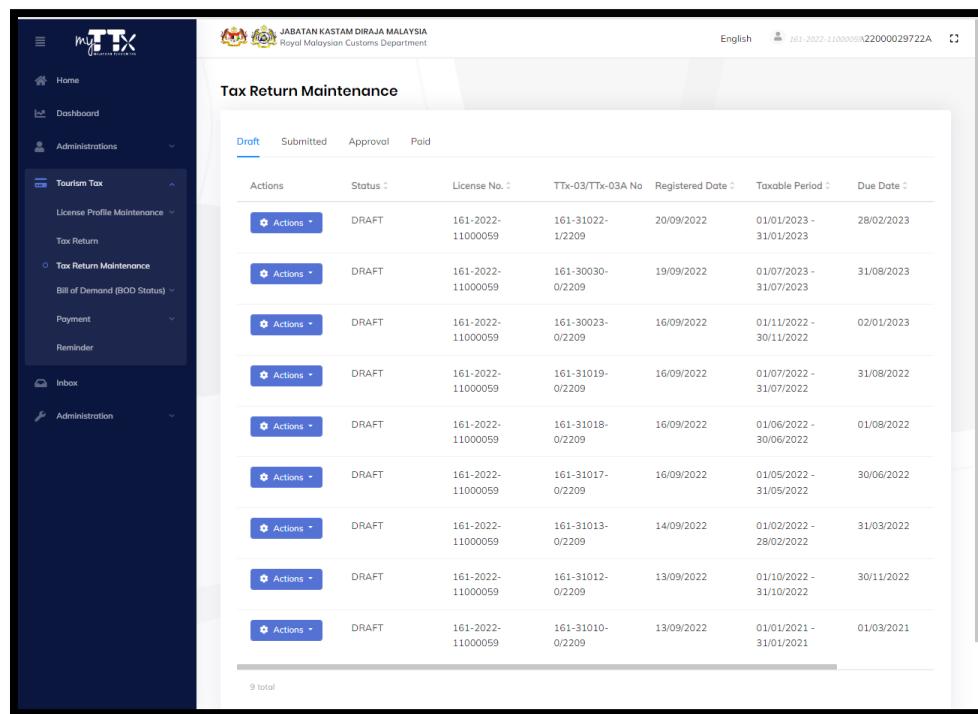
The screenshot shows the 'Tax Return Maintenance' page from the MyTTX system. At the top, there are four buttons: Draft (highlighted with a red box), Submitted, Approval, and Paid. Below these buttons is a table with the following columns: Actions, Status, License No., Registered Date, Taxable Period, and Due Date. The table contains eight rows, each representing a draft tax return. The data in the table is as follows:

Actions	Status	License No.	Registered Date	Taxable Period	Due Date
<a href="#">Actions</a>	DRAFT	161-2022-11000059	20/09/2022	01/01/2023 - 31/01/2023	28/02/2023
<a href="#">Actions</a>	DRAFT	161-2022-11000059	19/09/2022	01/07/2023 - 31/07/2023	31/08/2023
<a href="#">Actions</a>	DRAFT	161-2022-11000059	16/09/2022	01/11/2022 - 30/11/2022	02/01/2023
<a href="#">Actions</a>	DRAFT	161-2022-11000059	16/09/2022	01/07/2022 - 31/07/2022	31/08/2022
<a href="#">Actions</a>	DRAFT	161-2022-11000059	16/09/2022	01/06/2022 - 30/06/2022	01/08/2022
<a href="#">Actions</a>	DRAFT	161-2022-11000059	16/09/2022	01/05/2022 - 31/05/2022	30/06/2022
<a href="#">Actions</a>	DRAFT	161-2022-11000059	14/09/2022	01/02/2022 - 28/02/2022	31/03/2022
<a href="#">Actions</a>	DRAFT	161-2022-11000059	13/09/2022	01/10/2022 - 31/10/2022	30/11/2022
<a href="#">Actions</a>	DRAFT	161-2022-11000059	13/09/2022	01/01/2021 - 31/01/2021	01/03/2021

At the bottom left of the table, it says '8 total'.

Figure 57 Tax Return Maintenance page

1. In Tax Return Maintenance, system will display Tax Return Maintenance table list.
2. Click on **Draft** menu (A) (Refer Figure 57).
3. System will display Tax Return Maintenance – Draft page (Refer Figure 58).

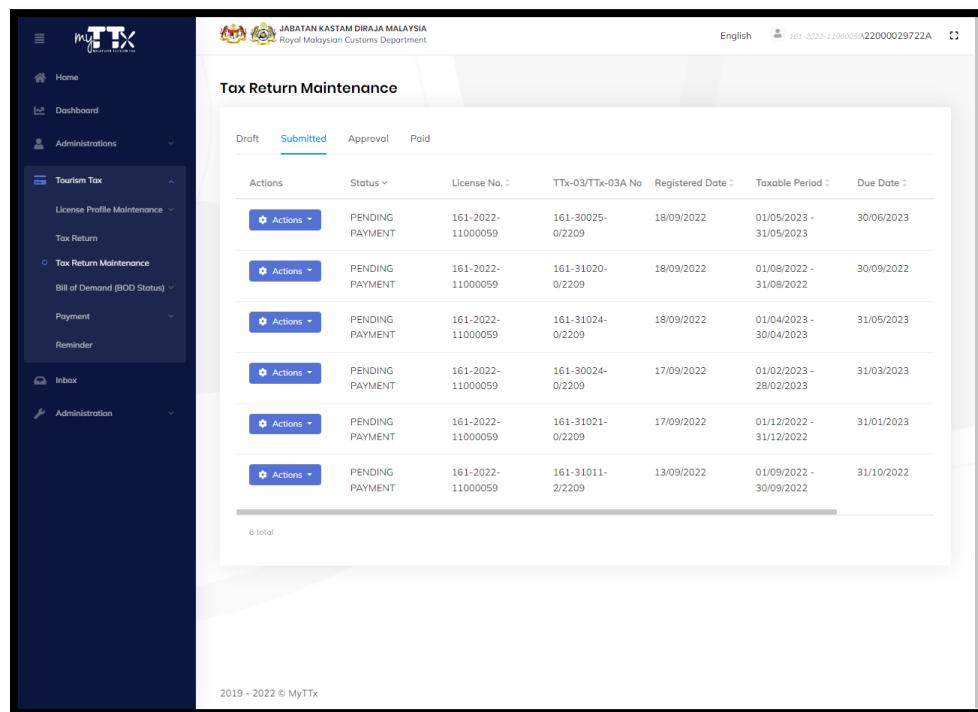


Actions	Status	License No.	TTx-03/TTx-03A No	Registered Date	Taxable Period	Due Date
<button>Action</button>	DRAFT	161-2022-11000059	161-31022-1/2209	20/09/2022	01/01/2023 - 31/01/2023	28/02/2023
<button>Action</button>	DRAFT	161-2022-11000059	161-30030-0/2209	19/09/2022	01/07/2023 - 31/07/2023	31/08/2023
<button>Action</button>	DRAFT	161-2022-11000059	161-30023-0/2209	16/09/2022	01/11/2022 - 30/11/2022	02/01/2023
<button>Action</button>	DRAFT	161-2022-11000059	161-31019-0/2209	16/09/2022	01/07/2022 - 31/07/2022	31/08/2022
<button>Action</button>	DRAFT	161-2022-11000059	161-31018-0/2209	16/09/2022	01/06/2022 - 30/06/2022	01/08/2022
<button>Action</button>	DRAFT	161-2022-11000059	161-31017-0/2209	16/09/2022	01/05/2022 - 31/05/2022	30/06/2022
<button>Action</button>	DRAFT	161-2022-11000059	161-31013-0/2209	14/09/2022	01/02/2022 - 28/02/2022	31/03/2022
<button>Action</button>	DRAFT	161-2022-11000059	161-31012-0/2209	13/09/2022	01/10/2022 - 31/10/2022	30/11/2022
<button>Action</button>	DRAFT	161-2022-11000059	161-31010-0/2209	13/09/2022	01/01/2021 - 31/01/2021	01/03/2021

9 total

Figure 58 Tax Return Maintenance - Draft page

4. The table list will display Tax Return in Draft status.
5. Click on **Submitted** menu (B) (Refer Figure 57).
6. System will display Tax Return Maintenance – Submitted page (Refer Figure 59).



Actions	Status	License No.	TTx-03/TTx-03A No	Registered Date	Taxable Period	Due Date
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-30025-0/2209	18/09/2022	01/05/2023 - 31/05/2023	30/06/2023
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-31020-0/2209	18/09/2022	01/08/2022 - 31/08/2022	30/09/2022
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-31024-0/2209	18/09/2022	01/04/2023 - 30/04/2023	31/05/2023
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-30024-0/2209	17/09/2022	01/02/2023 - 28/02/2023	31/03/2023
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-31021-0/2209	17/09/2022	01/12/2022 - 31/12/2022	31/01/2023
<a href="#">Actions</a>	PENDING PAYMENT	161-2022-11000059	161-31011-2/2209	13/09/2022	01/09/2022 - 30/09/2022	31/10/2022

6 total

2019 - 2022 © MyTTx

Figure 59 Tax Return Maintenance - Submitted page

7. The table list will display Tax Return in Pending Payment and BOD Issued: Registered status.
8. Click on **Approval** menu (C) (Refer Figure 57).
9. System will display Tax Return Maintenance – Approval page (Refer Figure 60).

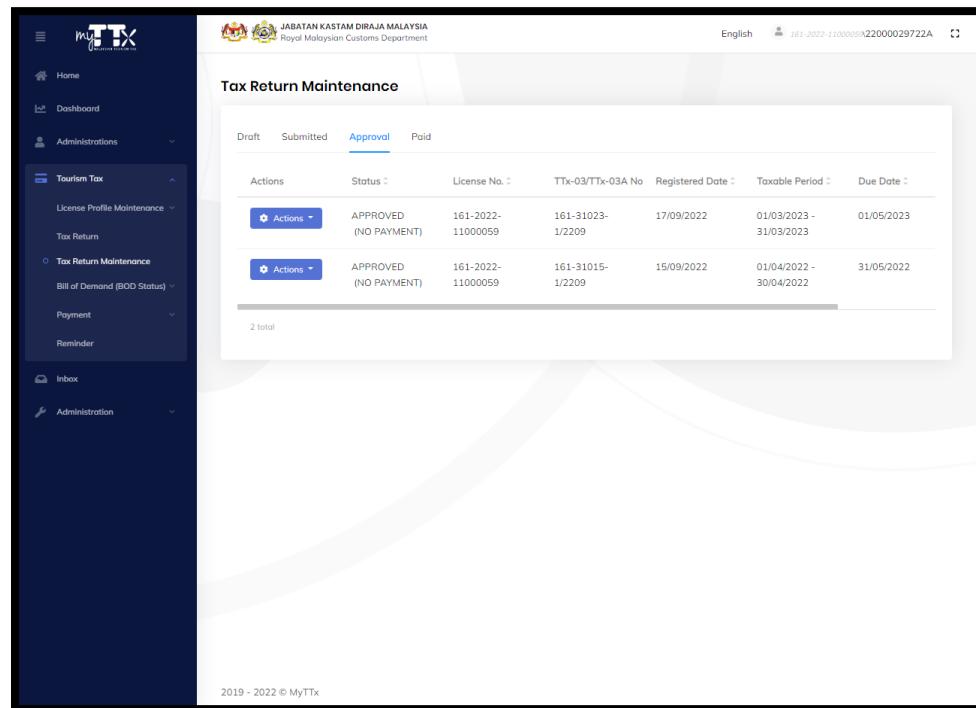


Figure 60 Tax Return Maintenance - Approval page

10. The table list will display Tax Return in Pending Approval, Approved (Nil Return) and Approved (No Payment) status
11. Click on **Paid** menu (D) (Refer Figure 57).
12. System will display Tax Return Maintenance – Paid page (Refer Figure 61).

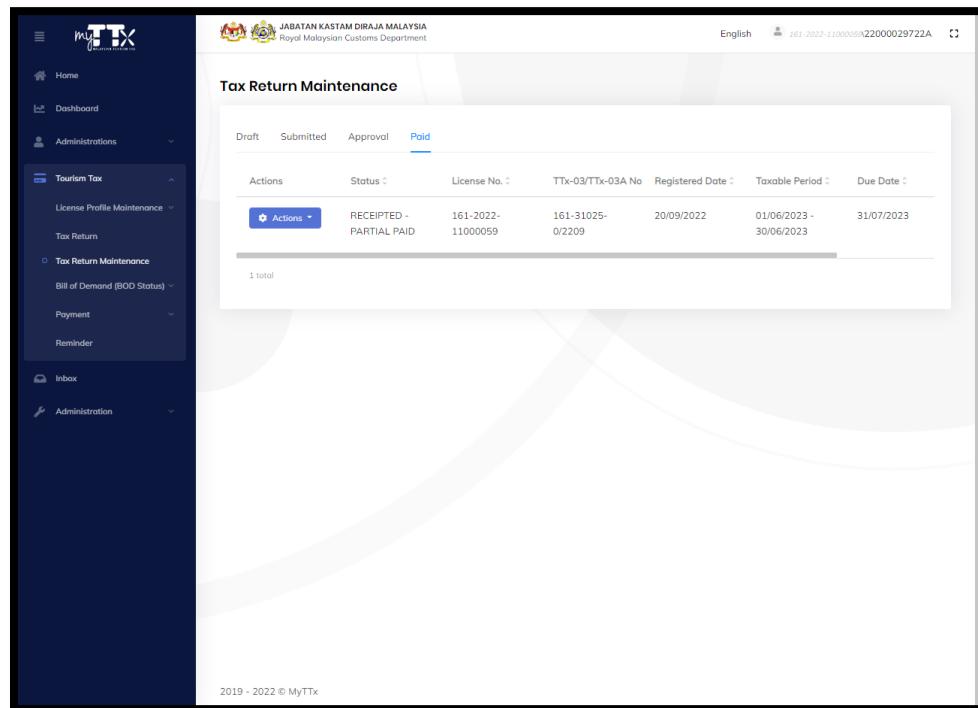


Figure 61 Tax Return Maintenance - Paid page

13. The table list will display Tax Return in Received, Received – Partial Paid, BOD Issued: Received and BOD Issued: Partial Paid status.

Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31025-0/2209	20/09/2022	01/01/2023 - 31/01/2023	28/09/2023	0.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-30030-0/2209	18/09/2022	01/07/2022 - 31/07/2022	31/08/2022	0.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31019-0/2209	16/09/2022	01/07/2022 - 31/07/2022	31/08/2022	1,000.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31018-0/2209	14/09/2022	01/06/2022 - 30/06/2022	01/08/2022	1,000.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31017-0/2209	14/09/2022	01/06/2022 - 31/06/2022	30/06/2022	1,000.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31015-0/2209	14/09/2022	01/02/2022 - 28/02/2022	31/03/2022	1,000.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31012-0/2209	13/09/2022	01/10/2022 - 31/10/2022	30/11/2022	1,000.00
<a href="#">Actions</a>	DRAFT	161-2022-11000059	161-31010-0/2209	13/09/2022	01/01/2023 - 31/01/2021	01/08/2021	1,000.00

0 total

Figure 62 View button in Tax Return Maintenance table list

14. Click **Action** button (Refer Figure 62).

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

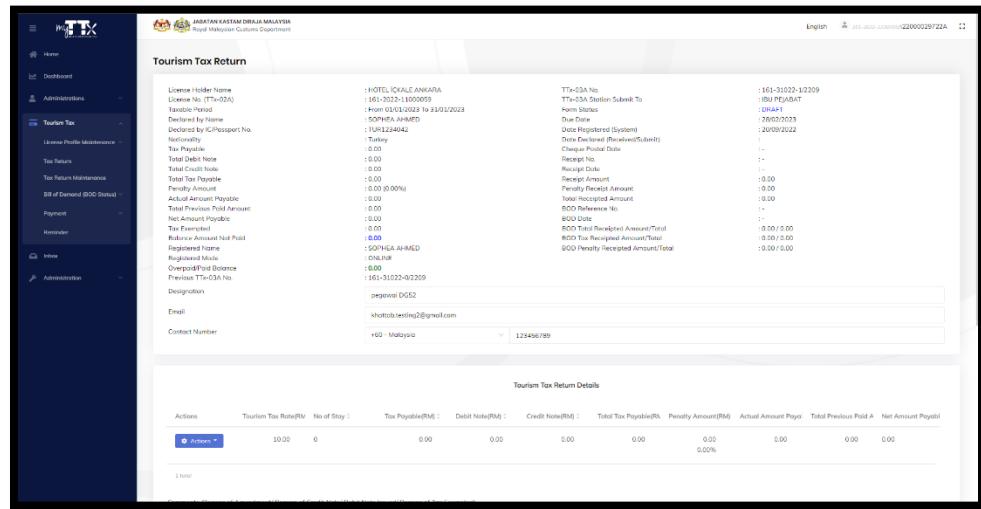
Version: 1.0

Doc ID: MYTTX\_OPERATOR\_PPPD\_RETURN\_UM\_v1.0

Page No: 39

15. Click **View** button to view the Tourism Tax Return (Refer Figure 62).

16. System will display the Tourism Tax Return page (Refer Figure 63).



Action	Tourism Tax Rate(RM)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paid A	Total Previous Paid A	Net Amount Payable
<b>Action</b>	<b>10.00</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Figure 63 Tourism Tax Return page is displayed

## 1.3 Reminder

### 1.3.1 View First / Second Reminder

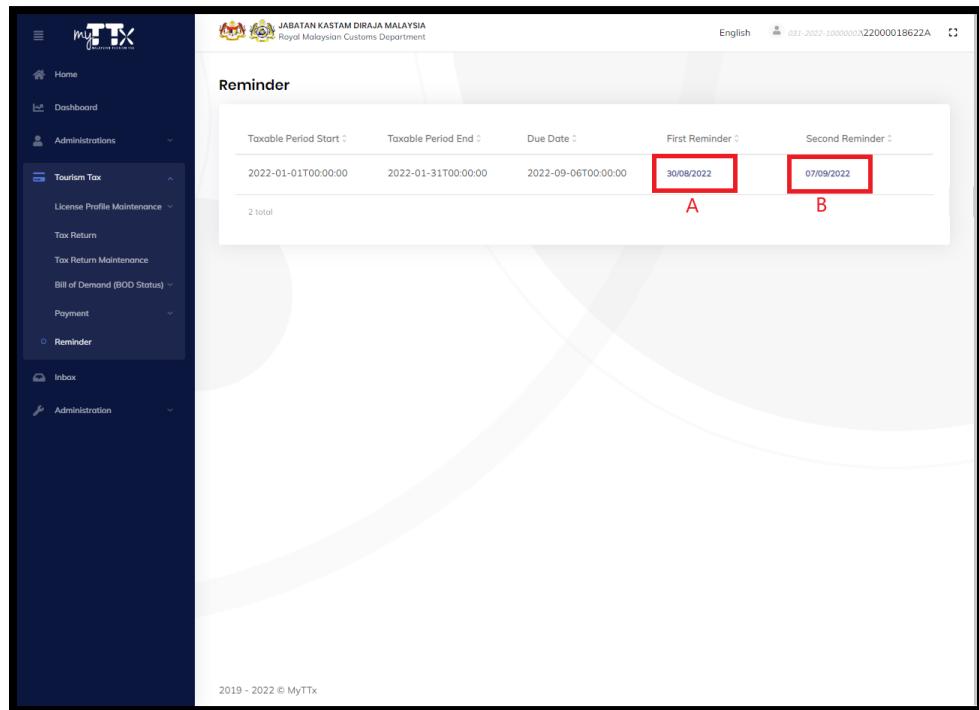


Figure 64 Reminder page

1. In Reminder, system will display the Reminder table list.
2. System will generate First Reminder letter on the 7th day before due date.
3. System will generate Second Reminder letter on the 1st day after due date.
4. Click the **First Reminder Date** link (A) to view First Reminder Document (Refer Figure 64).
5. System will display First Reminder document page (Refer Figure 65).



JABATAN KASTAM DIRAJA MALAYSIA

# User Manual

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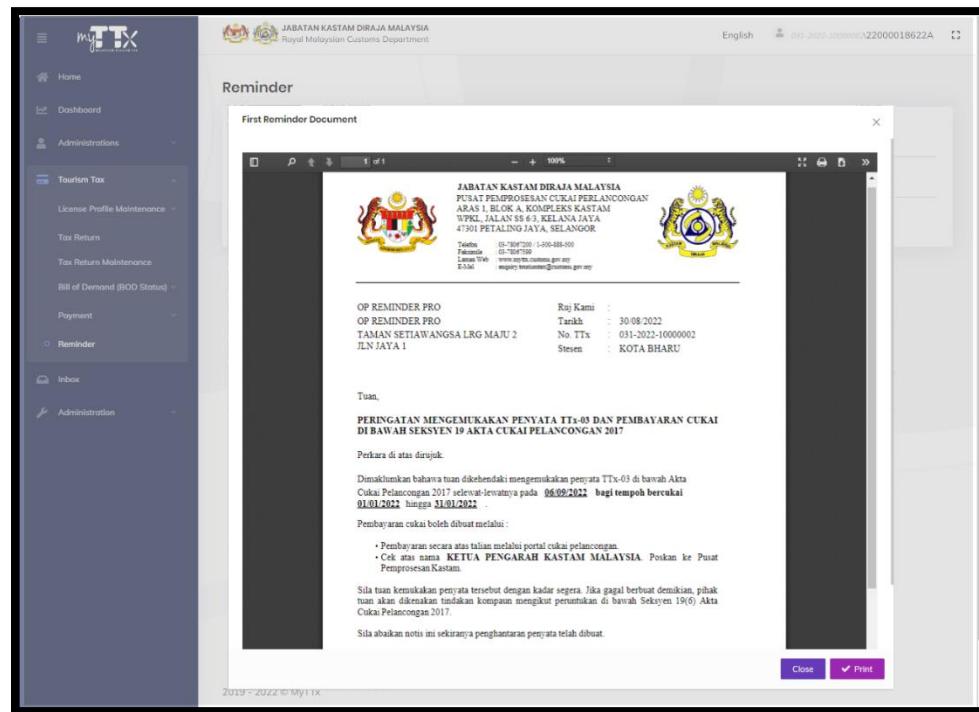


Figure 65 First Reminder document page

6. Click on **Close** button to return to Reminder page (Refer Figure 65).
  7. Click the **Second Reminder Date** link (B) to view Second Reminder Document (Refer Figure 64).
  8. System will display Second Reminder document page (Refer Figure 66).

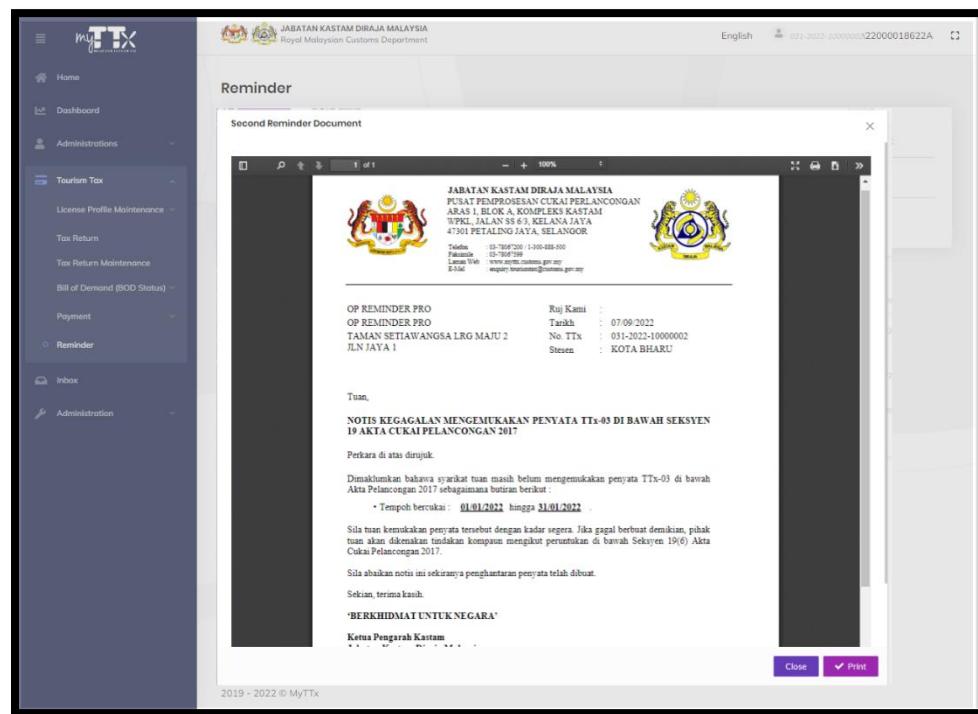


Figure 66 Second Reminder document page

- Click on **Close** button to go back to Reminder page (Refer Figure 66).

### 1.3.1 Print First / Second Reminder

1. Click the **First Reminder Date** link at the First Reminder (A) column to view First Reminder Document (Refer Figure 64).
2. System will display First Reminder document page (Refer Figure 65).
3. Click on **Print** button (B) to print the letter (Refer Figure 65).
4. System will download the PDF document of the First Reminder letter (Refer Figure 67).
5. Click the **Second Reminder Date** link at the Second Reminder (B) column to view Second Reminder Document (Refer Figure 64).
6. System will display Second Reminder document page (Refer Figure 66).
7. Click on **Print** button (B) to print the letter (Refer Figure 66).
8. System will download the PDF document of the Second Reminder letter.

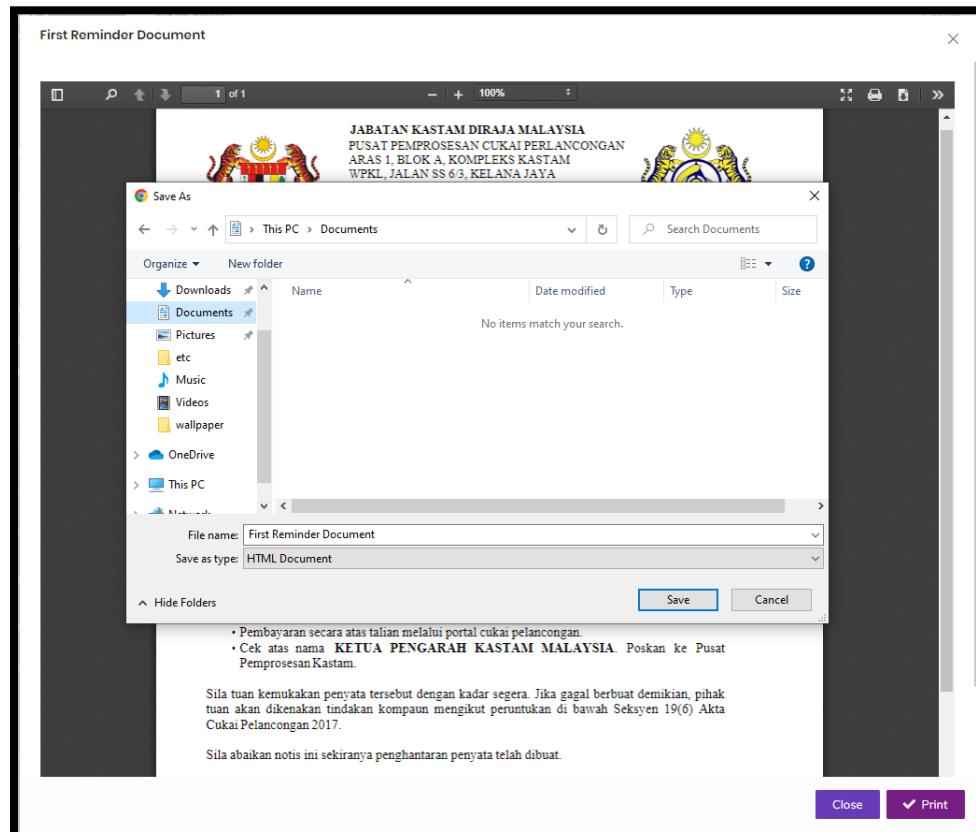


Figure 67 File download window