



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

RETURN MODULE

(OPERATOR)

VERSION 2.0

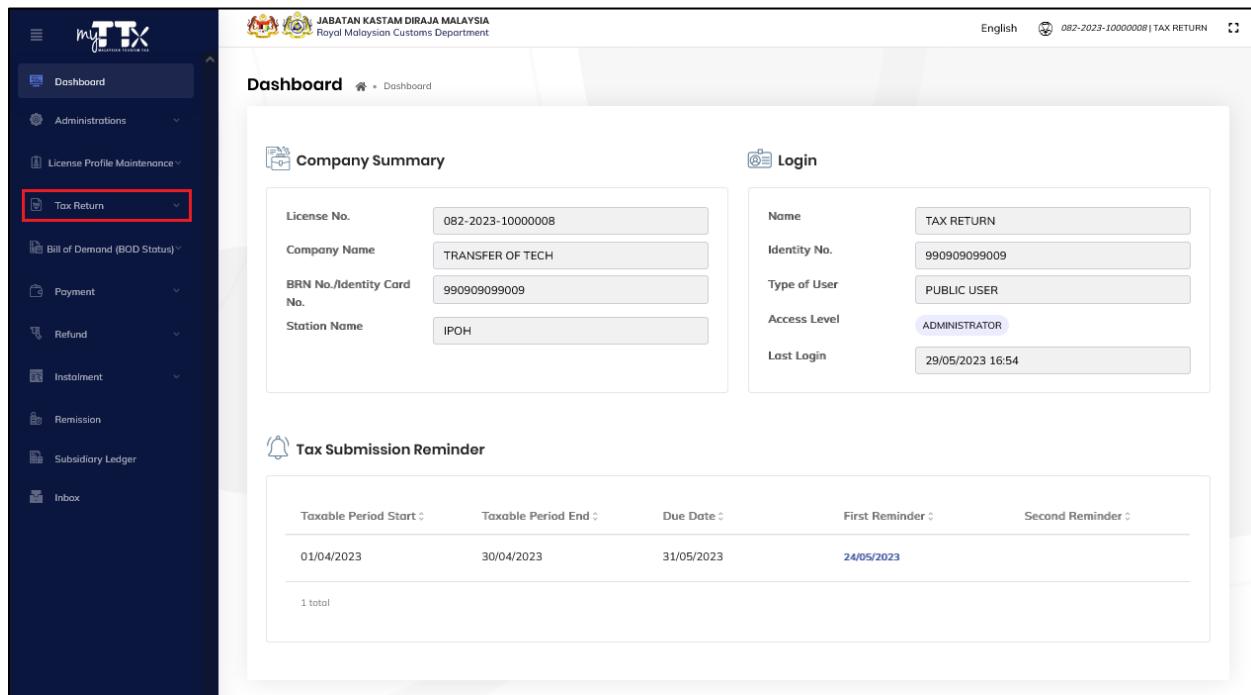
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1 Tourism Tax menu



The screenshot shows the MyTTX application interface. On the left, there is a dark sidebar with various menu options: Dashboard, Administrations, License Profile Maintenance, **Tax Return** (highlighted with a red box), Bill of Demand (BOD Status), Payment, Refund, Instalment, Remission, Subsidiary Ledger, and Inbox. The main content area is titled 'Dashboard' and contains three sections: 'Company Summary' (License No: 082-2023-1000008, Company Name: TRANSFER OF TECH, BRN No./Identity Card No: 990909099009, Station Name: IPOH), 'Login' (Name: TAX RETURN, Identity No: 990909099009, Type of User: PUBLIC USER, Access Level: ADMINISTRATOR, Last Login: 29/05/2023 16:54), and 'Tax Submission Reminder' (Taxable Period Start: 01/04/2023, Taxable Period End: 30/04/2023, Due Date: 31/05/2023, First Reminder: 24/05/2023, Second Reminder: 25/05/2023). At the top right, there are language and document version indicators.

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).

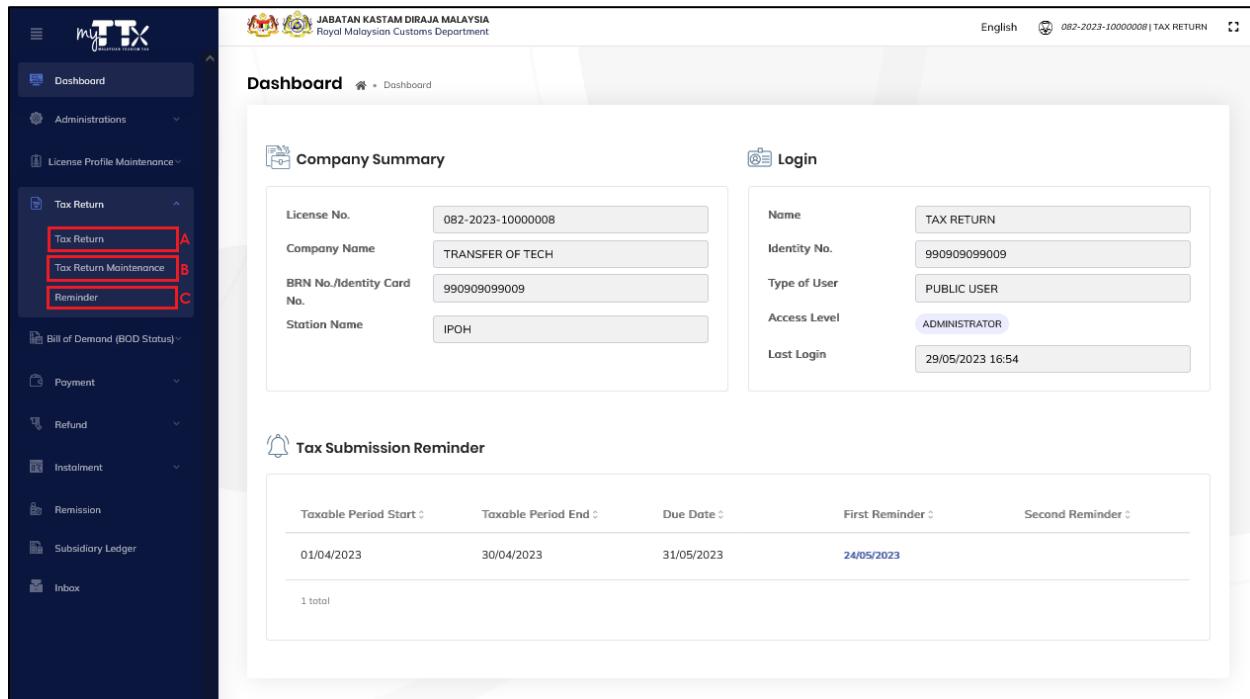
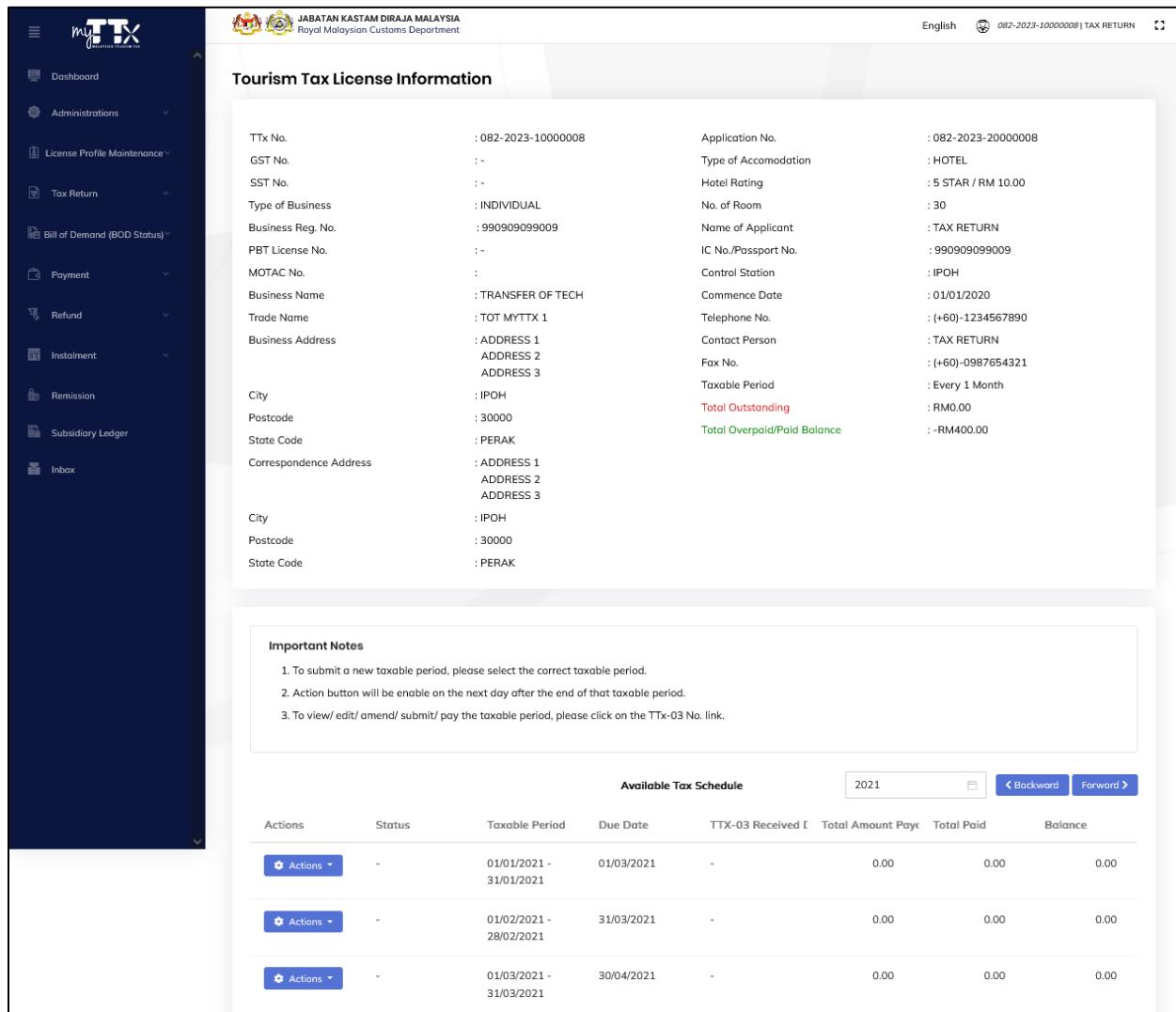


Figure 2 Tax Return sub menus

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).
6. System will display Tax Return Maintenance page (Refer Figure 36).
7. Click on **Reminder** sub menu (C) to (Refer Figure 2).
8. System will display Reminder page (Refer Figure 57).

1.1 Tax Return



The screenshot shows the 'Tourism Tax License Information' section and the 'Available Tax Schedule' table.

Tourism Tax License Information:

TTx No.	: 082-2023-10000008	Application No.	: 082-2023-20000008
GST No.	: -	Type of Accommodation	: HOTEL
SST No.	: -	Hotel Rating	: 5 STAR / RM 10.00
Type of Business	: INDIVIDUAL	No. of Room	: 30
Business Reg. No.	: 990909099009	Name of Applicant	: TAX RETURN
PBT License No.	: -	IC No./Passport No.	: 990909099009
MOTAC No.	: -	Control Station	: IPOH
Business Name	: TRANSFER OF TECH	Commence Date	: 01/01/2020
Trade Name	: TOT MYTTX 1	Telephone No.	: (+60)-1234567890
Business Address	: ADDRESS 1 ADDRESS 2 ADDRESS 3	Contact Person	: TAX RETURN
City	: IPOH	Fax No.	: (+60)-0987654321
Postcode	: 30000	Total Outstanding	: RM0.00
State Code	: PERAK	Total Overpaid/Paid Balance	: -RM400.00
Correspondence Address	: ADDRESS 1 ADDRESS 2 ADDRESS 3		
City	: IPOH		
Postcode	: 30000		
State Code	: PERAK		

Important Notes:

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

Available Tax Schedule:

Actions		Status	Taxable Period	Due Date	TTX-03 Received	Total Amount Pay	Total Paid	Balance
<button>Actions</button>		-	01/01/2021 - 31/01/2021	01/03/2021	-	0.00	0.00	0.00
<button>Actions</button>		-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00
<button>Actions</button>		-	01/03/2021 - 31/03/2021	30/04/2021	-	0.00	0.00	0.00

Figure 3 Tax Return page

- In Tax Return, system will display Tourism Tax License Information and Taxable Period table list (Refer Figure 3).

1.1.1. View Tourism Tax Return

Available Tax Schedule							
				2022		 Backward	 Forward
Actions	Status	Taxable Period	Due Date	TTX-03 Received	Total Amount Payc	Total Paid	Balance
 Actions A	RECEIVED	01/01/2022 - 31/01/2022	28/02/2022	01/02/2022	100.00	500.00	-400.00
 View B	APPROVED (NO PAYMENT)	01/02/2022 - 28/02/2022	31/03/2022	01/03/2022	100.00	500.00	-400.00

Figure 4 View button in Taxable Period table list

1. Click **Actions** button (A) (Refer Figure 4).
2. Click **View** button (B) to view the Tourism Tax Return details page (Refer Figure 4).
3. System will display the Tourism Tax Return details page (Refer Figure 5).

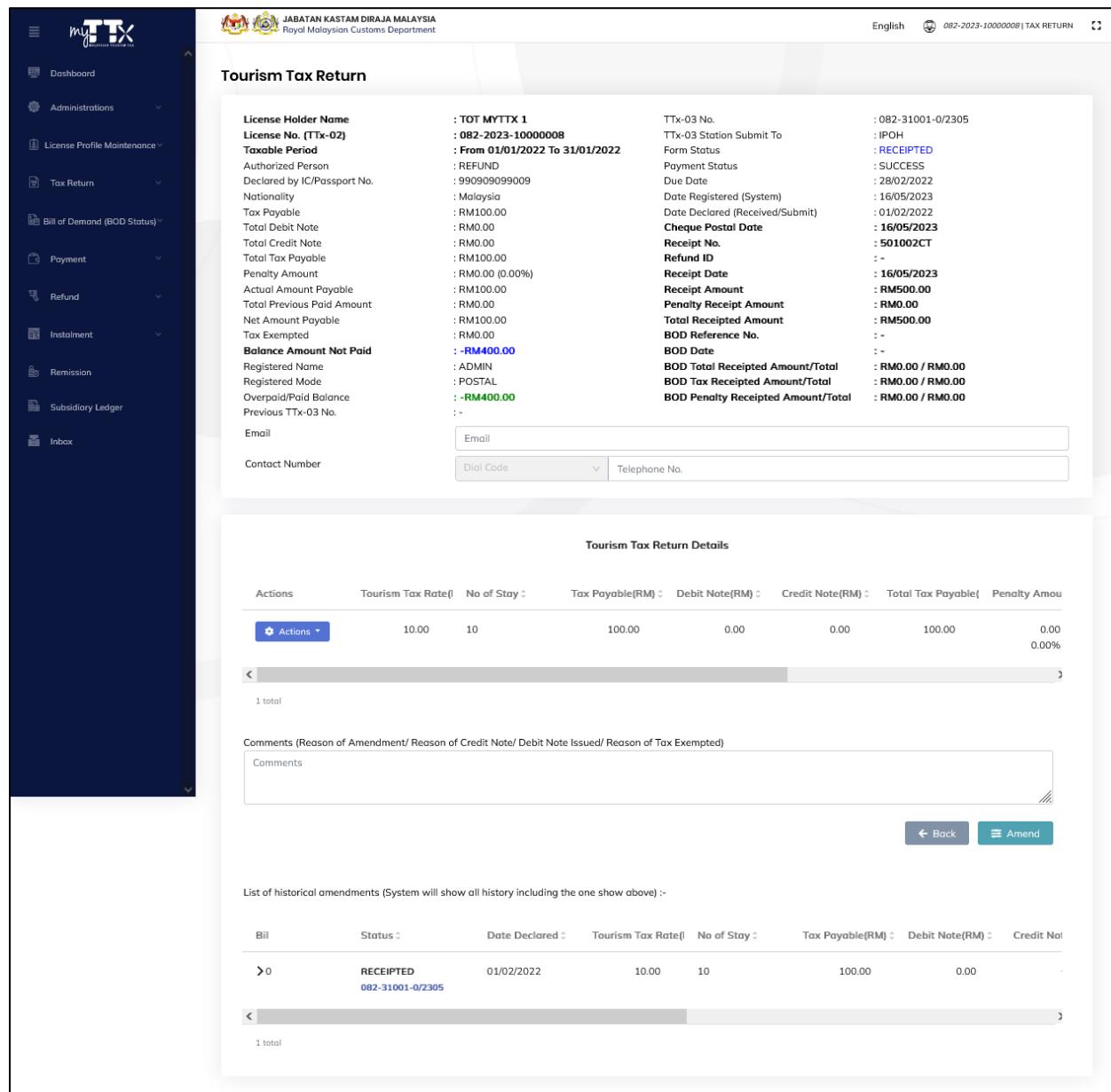
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Tourism Tax Return

LICENSE HOLDER NAME	: TOT MYTTX 1	TTx-03 No.	: 082-31001-0/2305
LICENSE NO. (TTx-02)	: 082-2023-10000008	TTx-03 Station Submit To	: IPOH
TAXABLE PERIOD	: From 01/01/2022 To 31/01/2022	Form Status	: RECEIVED
AUTHORIZED PERSON	: REFUND	Payment Status	: SUCCESS
Declared by IC/Passport No.	: 990909099009	Due Date	: 28/02/2022
NATIONALITY	: Malaysia	Date Registered (System)	: 16/05/2023
TAX PAYABLE	: RM100.00	Date Declared (Received/Submit)	: 01/02/2022
TOTAL DEBIT NOTE	: RM0.00	Cheque Postal Date	: 16/05/2023
TOTAL CREDIT NOTE	: RM0.00	Receipt No.	: 501002CT
TOTAL TAX PAYABLE	: RM100.00	Refund ID	: -
PENALTY AMOUNT	: RM0.00 (0.00%)	Receipt Date	: 16/05/2023
ACTUAL AMOUNT PAYABLE	: RM100.00	Receipt Amount	: RM500.00
TOTAL PREVIOUS PAID AMOUNT	: RM0.00	Penalty Receipt Amount	: RM0.00
NET AMOUNT PAYABLE	: RM100.00	Total Received Amount	: RM500.00
TAX EXEMPTED	: RM0.00	BOD Reference No.	: -
BALANCE AMOUNT NOT PAID	: -RM400.00	BOD Date	: -
REGISTERED NAME	: ADMIN	BOD Total Received Amount/Total	: RM0.00 / RM0.00
REGISTERED MODE	: POSTAL	BOD Tax Received Amount/Total	: RM0.00 / RM0.00
OVERTOTAL/Paid Balance	: +RM400.00	BOD Penalty Received Amount/Total	: RM0.00 / RM0.00
PREVIOUS TTx-03 NO.	: -		
EMAIL	Email		
CONTACT NUMBER	Dial Code	Telephone No.	

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 Amou
Actions	10.00	10	100.00	0.00	0.00	100.00	0.00 0.00%

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

Back Amend

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

Bill	Status	Date Declared	Tourism Tax Rate(RM)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)
>0	RECEIVED 082-31001-0/2305	01/02/2022	10.00	10	100.00	0.00	-

1 total

Figure 5 Tourism Tax Return page

Available Tax Schedule							
				2023		A	B
Actions	Status	Taxable Period	Due Date	TTX-03 Received	Total Amount Pay	Total Paid	Balance
Actions	-	01/01/2023 - 31/01/2023	28/02/2023	-	0.00	0.00	0.00

Figure 6 Backward and Forward button in Taxable Period table list

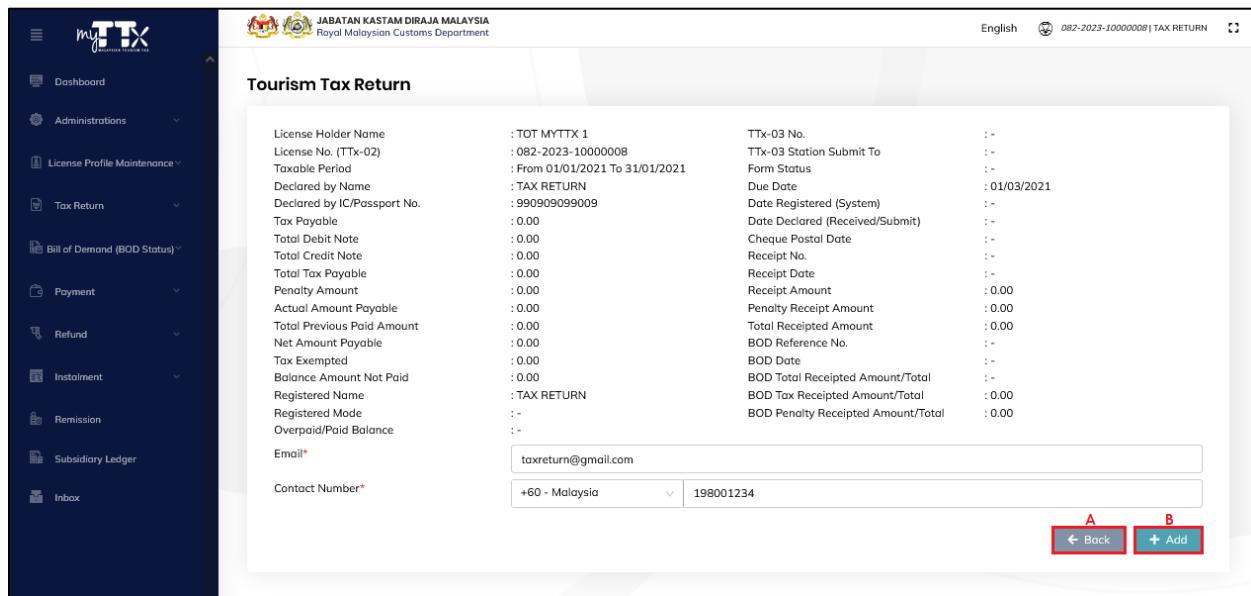
4. Click on **Backward** button (A) to view the taxable period for the previous year (Refer Figure 6).
5. Click on **Forward** button (B) to view the taxable period for the next year (Refer Figure 6).

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

Available Tax Schedule							
	Status	Taxable Period	Due Date	TTx-03 Received I	Total Amount Payr	Total Paid	Balance
Actions A	-	01/01/2021 - 31/01/2021	01/03/2021	-	0.00	0.00	0.00
+ Create B	-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00

Figure 7 Create button in Taxable Period table list (TTx-03)

1. Click on **Actions** button (A) (Refer Figure 7).
2. Click on **Create** button (B) to create a tax return (Refer Figure 7).
3. System will display create form for Tourism Tax Return (TTx-03) (Refer Figure 8).



The screenshot shows the 'Tourism Tax Return' form. The left sidebar has a dark theme with various menu items like Dashboard, Administrations, License Profile Maintenance, Tax Return, Bill of Demand (BOD Status), Payment, Refund, Instalment, Remission, Subsidiary Ledger, and Inbox. The main area is titled 'Tourism Tax Return' and contains the following fields:

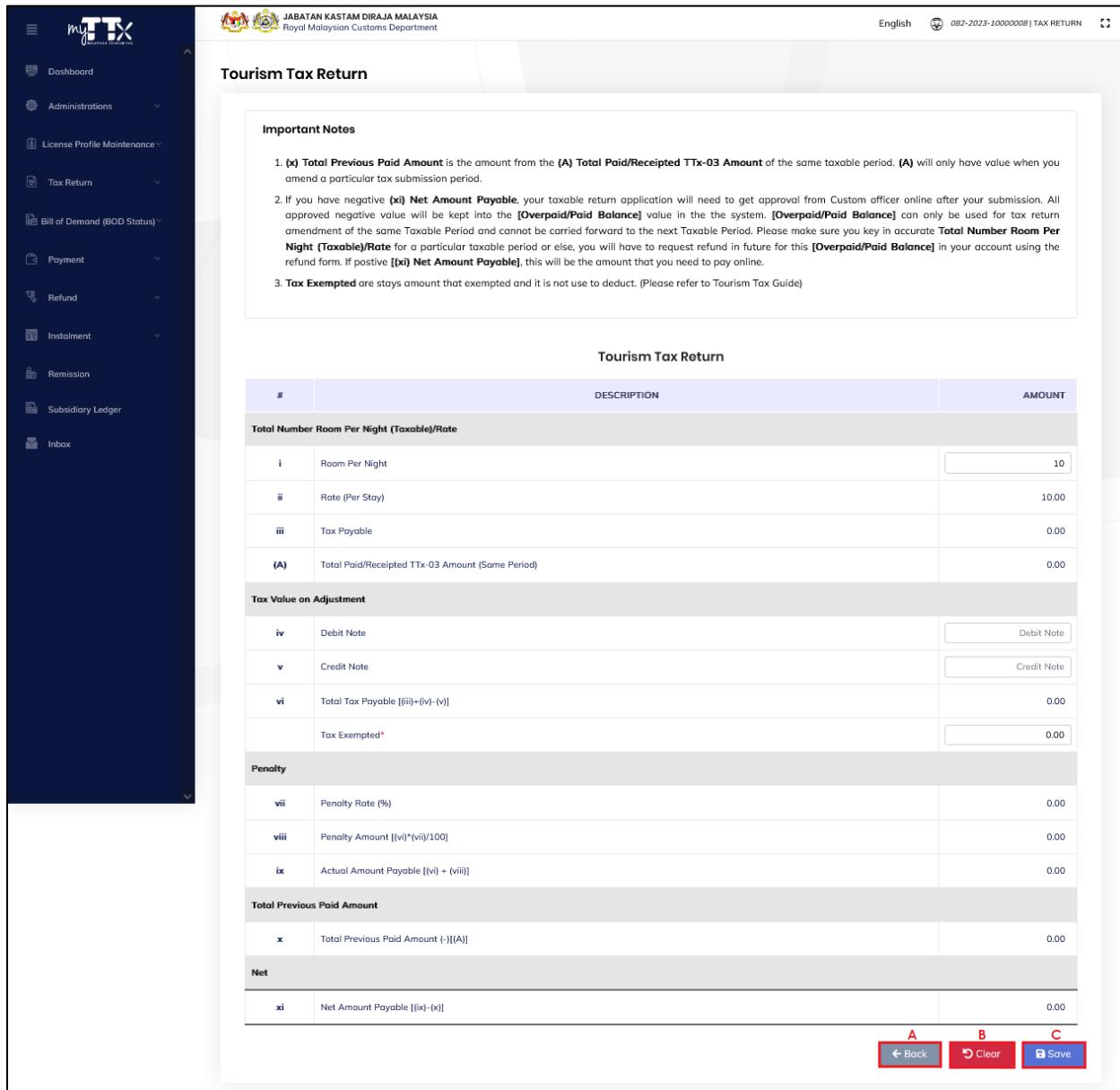
- License Holder Name: TOT MYTTX 1
- License No. (TTx-02): 082-2023-10000008
- Taxable Period: From 01/01/2021 To 31/01/2021
- Declared by Name: TAX RETURN
- Declared by IC/Passport No.: 990909090009
- Tax Payable: 0.00
- Total Debit Note: 0.00
- Total Credit Note: 0.00
- Total Tax Payable: 0.00
- Penalty Amount: 0.00
- Actual Amount Payable: 0.00
- Total Previous Paid Amount: 0.00
- Net Amount Payable: 0.00
- Tax Exempted: 0.00
- Balance Amount Not Paid: 0.00
- Registered Name: TAX RETURN
- Registered Mode: Overpaid/Paid Balance
- Email*: taxreturn@gmail.com
- Contact Number*: +60 - Malaysia 198001234

On the right side of the form, there are two buttons labeled 'A' and 'B'. Button A is positioned above the 'Back' button, and button B is positioned above the 'Add' button.

Figure 8 Create tax return form (TTx-03)

4. Input email in **Email** field.
Note: Mandatory
5. Input contact number in **Telephone No.** field.
Note: Mandatory
Note: Input numbers only

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



Important Notes

- (x) Total Previous Paid Amount is the amount from the (A) Total Paid/Received TTx-03 Amount of the same taxable period. (A) will only have value when you amend a particular tax submission period.
- If you have negative (xi) Net Amount Payable, your taxable return application will need to get approval from Custom officer online after your submission. All approved negative value will be kept into the [Overpaid/Paid Balance] value in the system. [Overpaid/Paid Balance] can only be used for tax return amendment of the same Taxable Period and cannot be carried forward to the next Taxable Period. Please make sure you key in accurate **Total Number Room Per Night (Taxable)/Rate** for a particular taxable period or else, you will have to request refund in future for this [Overpaid/Paid Balance] in your account using the refund form. If positive [(xi) Net Amount Payable], this will be the amount that you need to pay online.
- Tax Exempted** are stays amount that exempted and it is not use to deduct. (Please refer to Tourism Tax Guide)

#	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	10
ii	Rate (Per Stay)	10.00
iii	Tax Payable	0.00
(A)	Total Paid/Received TTx-03 Amount (Same Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	Debit Note
v	Credit Note	Credit Note
vi	Total Tax Payable [(iii)+(v)-(iv)]	0.00
	Tax Exempted*	0.00
Penalty		
vii	Penalty Rate (%)	0.00
viii	Penalty Amount [(vi)*(vii)/100]	0.00
ix	Actual Amount Payable [(vi) + (viii)]	0.00
Total Previous Paid Amount		
x	Total Previous Paid Amount -(i)-(A)	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	0.00

A Back
B Clear
C Save

Figure 9 Calculation page (TTx-03)

8. Input room per night in **Room Per Night** field.
9. Input debit note in **Debit Note** field.

10. Input credit note in **Credit Note** field.
11. Input exempted amount in **Tax Exempted** field.
Notes: Mandatory
12. Click on **Back** button (A) to return to Create tax return page (Refer Figure 9).
13. Click on **Clear** button (B) to clear all fields (Refer Figure 9).
14. Click on **Save** button (C) to save the record (Refer Figure 9).
15. System will calculate the net amount payable tax and display **Next** button (Refer Figure 10).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [{vi}*(vii)/100]	30.00
ix	Actual Amount Payable [{vi} + {viii}]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-){[A]}	0.00
Net		
xi	Net Amount Payable [{ix}-{x}]	130.00
A Back	B Clear	C Save
		D Next >

Figure 10 Next button in calculation page (TTx-03)

16. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 10).
17. Click on **Next** button (B) (Refer Figure 10).
18. System will display Tourism Tax Return – Draft page (Refer Figure 11).



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Tourism Tax Return

License Holder Name	: TOT MYTTX 1	TTx-03 No.	: 082-30003-0/2305
License No. (TTx-02)	: 082-2023-10000008	TTx-03 Station Submit To	: IPOH
Taxable Period	: From 01/01/2021 To 31/01/2021	Payment Status	: -
Authorized Person Declared by IC/Passport No.	: 990909099909	Due Date	: 01/03/2021
Nationality	: Malaysia	Date Registered (System)	: 30/05/2023
Tax Payable	: RM100.00	Date Declared (Received/Submit)	: -
Total Debit Note	: RM0.00	Cheque Postal Date	: -
Total Credit Note	: RM0.00	Receipt No.	: -
Total Tax Payable	: RM100.00	Refund ID	: -
Penalty Amount	: RM30.00 (30.00%)	Receipt Date	: -
Actual Amount Payable	: RM130.00	Receipt Amount	: RM0.00
Total Previous Paid Amount	: RM0.00	Penalty Receipt Amount	: RM0.00
Net Amount Payable	: RM130.00	Total Received Amount	: RM0.00
Tax Exempted	: RM0.00	BOD Reference No.	: -
Balance Amount Not Paid	: RM130.00	BOD Date	: -
Registered Name	: TAX RETURN	BOD Total Received Amount/Total	: RM0.00 / RM0.00
Registered Mode	: ONLINE	BOD Tax Received Amount/Total	: RM0.00 / RM0.00
Overpaid/Paid Balance	: RM0.00	BOD Penalty Received Amount/Total	: RM0.00 / RM0.00
Previous TTx-03 No.	: -		
Email	taxreturn@gmail.com		
Contact Number	+60 - Malaysia	0197002166	

Tourism Tax Return Details

Actions	Tourism Tax Rate[]	No of Stay []	Tax Payable(RM) []	Debit Note(RM) []	Credit Note(RM) []	Total Tax Payable[]	Penalty Amount(RM) []	Actual Amount Pa[]
Actions ▼	10.00	10	100.00	0.00	0.00	100.00	30.00	130.00

1 total

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

Comments

Back Save

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

Bil	Status []	Date Declared []	Tourism Tax Rate[]	No of Stay []	Tax Payable(RM) []	Debit Note(RM) []	Credit Note(RM) []	Total Tax Payabl[]
> 0	DRAFT 082-30003-0/2305	30/05/2023	10.00	10	100.00	0.00	0.00	100.00

1 total

Figure 11 Tourism Tax Return - Draft page (TTx-03)

1.1.3. Edit Calculation

Available Tax Schedule								
				2021				
Actions	Status	Taxable Period	Due Date	TTX-03 Received D	Total Amount Paya	Total Paid	Balance	TTx-03 No.
Actions A	DRAFT	01/01/2021 - 31/01/2021	01/03/2021	30/05/2023	130.00	0.00	130.00	082-30003-0/2305
View B	-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00	-

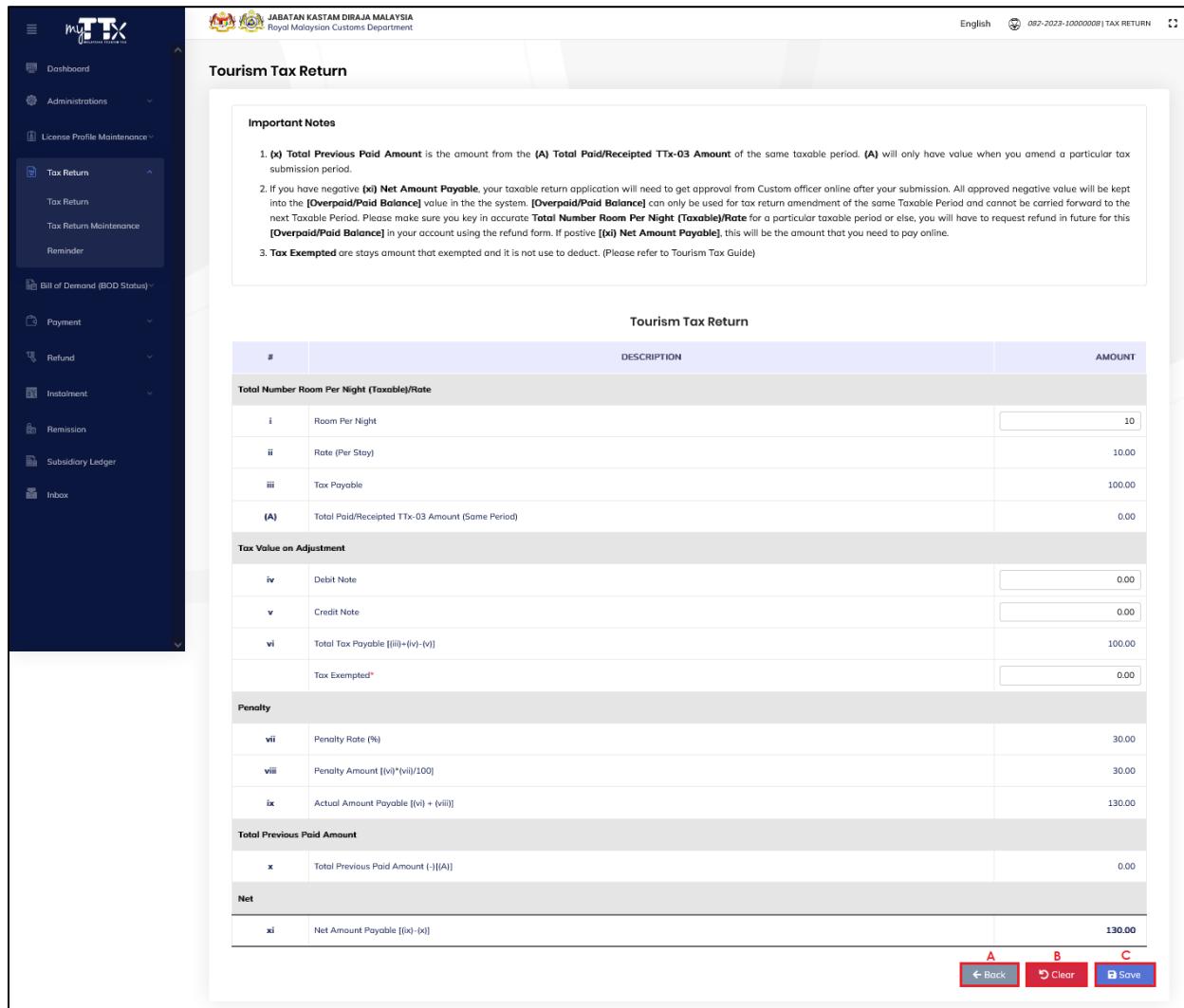
Figure 12 View button in Taxable Period table list (Edit)

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).

Tourism Tax Return Details								
Actions	Tourism Tax Rate(%)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(RM)	Actual Amount Paid
Actions A	10.00	10	100.00	0.00	0.00	100.00	30.00	130.00
Edit B							30.00%	
Delete C								

Figure 13 Edit and Delete button in view tax return page (Edit)

4. Click on **Action** (A) button, to edit or delete the tax return details (Refer Figure 13).
5. Click on **Edit** button (B) to edit Tourism Tax Return Details (Refer Figure 13).
6. System will display Tourism Tax Return – Calculation page (Refer Figure 14).



#	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	10
ii	Rate (Per Stay)	10.00
iii	Tax Payable	100.00
(A)	Total Paid/Received TTx-03 Amount (Same Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	0.00
v	Credit Note	0.00
vi	Total Tax Payable [(iii)+(iv)-(v)]	100.00
	Tax Exempted*	0.00
Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vi)*(vii)/100]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-)(A)	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	130.00

Figure 14 Calculation page (Edit)

7. Input room per night in **Room Per Night** field.
8. Input debit note in **Debit Note** field.
9. Input credit note in **Credit Note** field.
10. Input exempted amount in **Tax Exempted** field.

Notes: Mandatory

11. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 14).
12. Click on **Clear** button (B) to clear all fields (Refer Figure 14).
13. Click on **Save** button (C) to save the updates (Refer Figure 14).

14. System will calculate the net amount payable tax and display **Next** button (Refer Figure 15).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vi)*(vii)/100]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-)[(A)]	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	130.00

A B

← Back Clear Save Next >

Figure 15 Next button in calculation page (Edit)

15. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 11).
16. Click on **Next** button (B) (Refer Figure 11).
17. System will display Tourism Tax Return – Draft page (Refer Figure 11).
18. Calculation is successfully updated.

1.1.4. Delete Calculation

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).
4. Click on **Actions** button (A) (Refer Figure 13).
5. Click on **Delete** button (C) to delete tax return calculation (Refer Figure 13).
6. System will display confirmation message (Refer Figure 16).

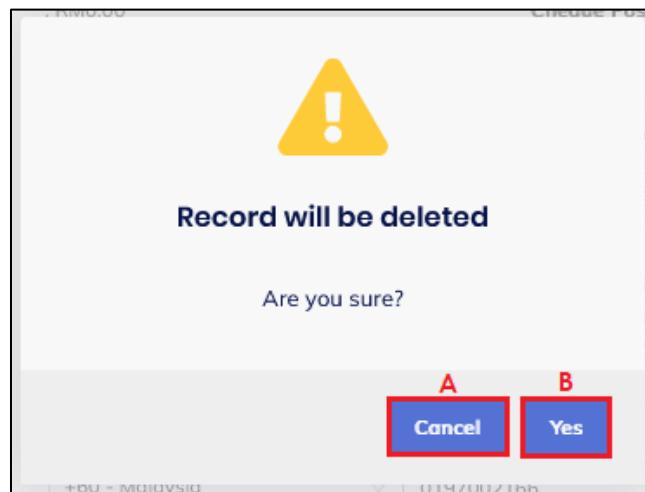


Figure 16 Delete calculation confirmation message

7. Click on **Cancel** button (A) to cancel deletion (Refer Figure 16).
8. Click on **Yes** button (B) to proceed with the deletion process (Refer Figure 16).
9. System will display success message (Refer Figure 17).

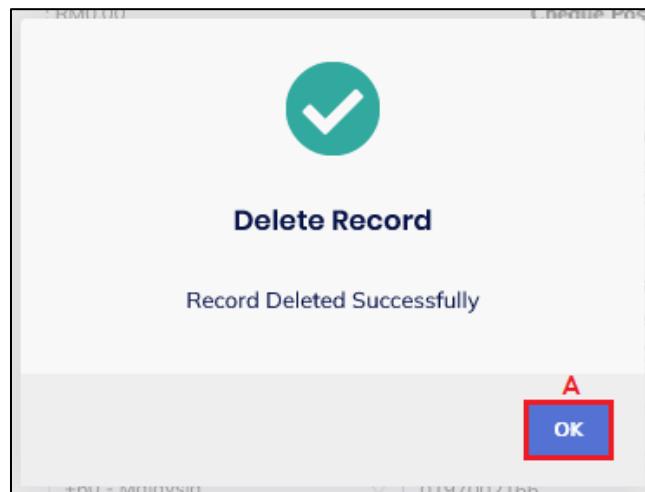
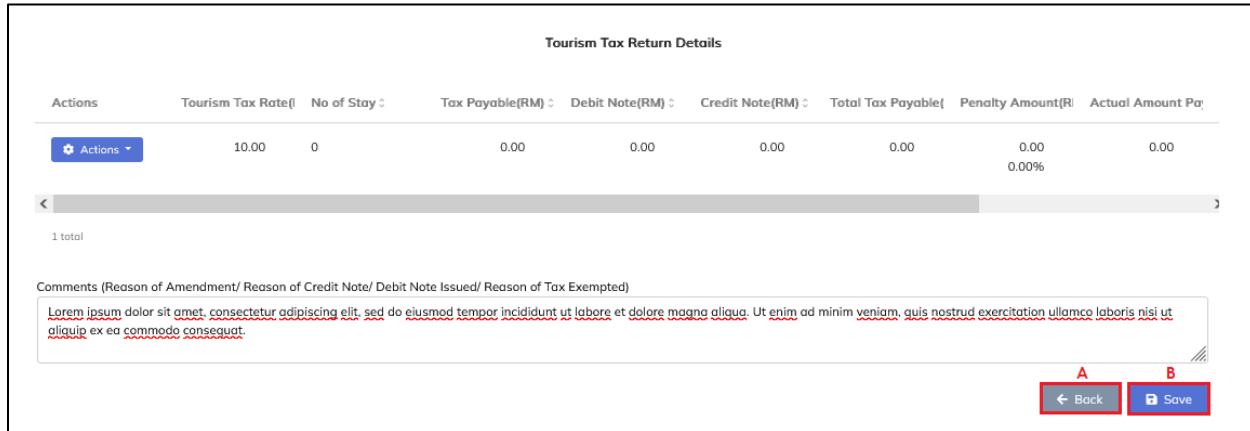


Figure 17 Delete calculation success message

10. Click on **OK** button (A) (Refer Figure 17).
11. Calculation is successfully deleted.

1.1.5. Submit Tax Return

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).



The screenshot shows a table titled "Tourism Tax Return Details" with the following data:

Actions	Tourism Tax Rate(RM)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(RM)	Actual Amount Paid
Actions	10.00	0	0.00	0.00	0.00	0.00	0.00	0.00

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

1 total

Comments: *Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.*

Buttons at the bottom:

- A: Back
- B: Save

Figure 18 Comment field in Tourism Tax Return page

4. Input comments in **Comments** field.

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

5. Click on **Back** button (A) to return to Tourism Tax Return – Taxable Period table list (Refer Figure 18).
6. Click on **Save** button (B) to save the record (Refer Figure 18).
7. System will display success message (Refer Figure 19).

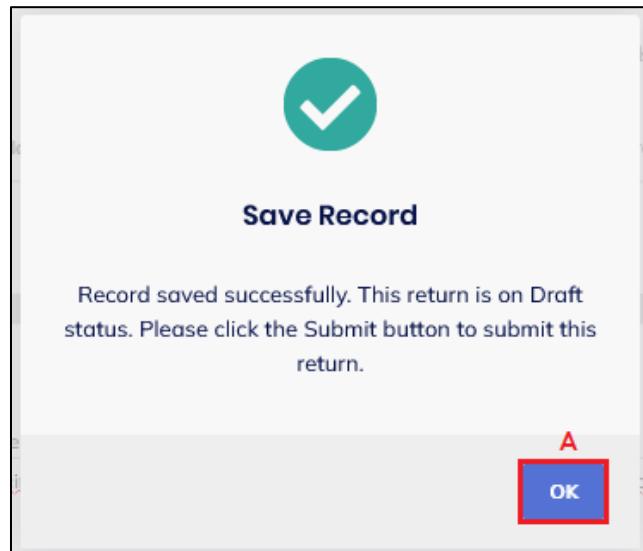


Figure 19 Save tax return success message

8. Click on **OK** button (A) (Refer Figure 19).
9. System will display **Submit** button (Refer Figure 20).

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)
Actions	10.00	0	0.00	0.00	0.00	0.00	0.00%
<input type="button" value="Back"/> <input type="button" value="Save"/> <input style="background-color: #007bff; color: white; border: 2px solid #007bff; border-radius: 5px; padding: 5px; margin-left: 10px;" type="button" value="Submit"/>							

Figure 20 Submit button in Tourism Tax Return page

10. Click on **Submit** button (A) (Refer Figure 20).
11. System will display confirmation message (Refer Figure 21).

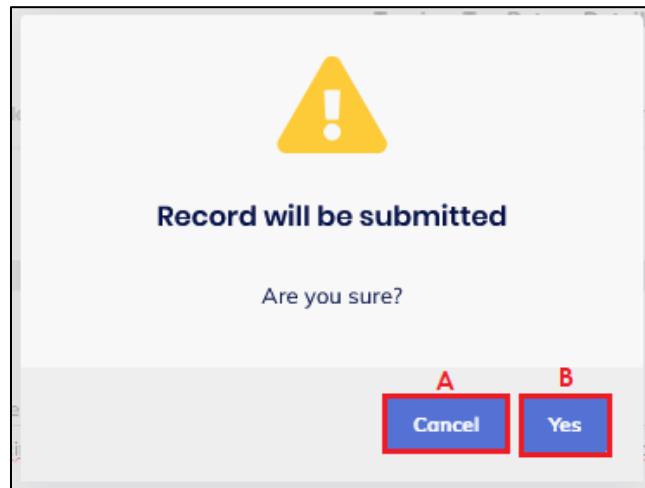


Figure 21 Submit return confirmation message

12. Click on **Cancel** button (A) to cancel submission (Refer Figure 21).
13. Click on **Yes** button (B) to proceed with the tax return submission (Refer Figure 21).
14. System will display success message (Refer Figure 22).

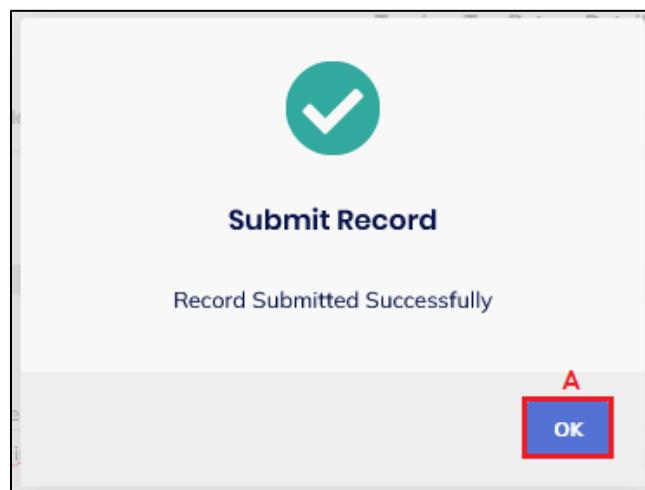


Figure 22 Submit return success message

15. Click on **OK** button (A) (Refer Figure 22).
16. Tax return is successfully submitted.
17. System will generate **NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017** letter for TTx-03 submission.

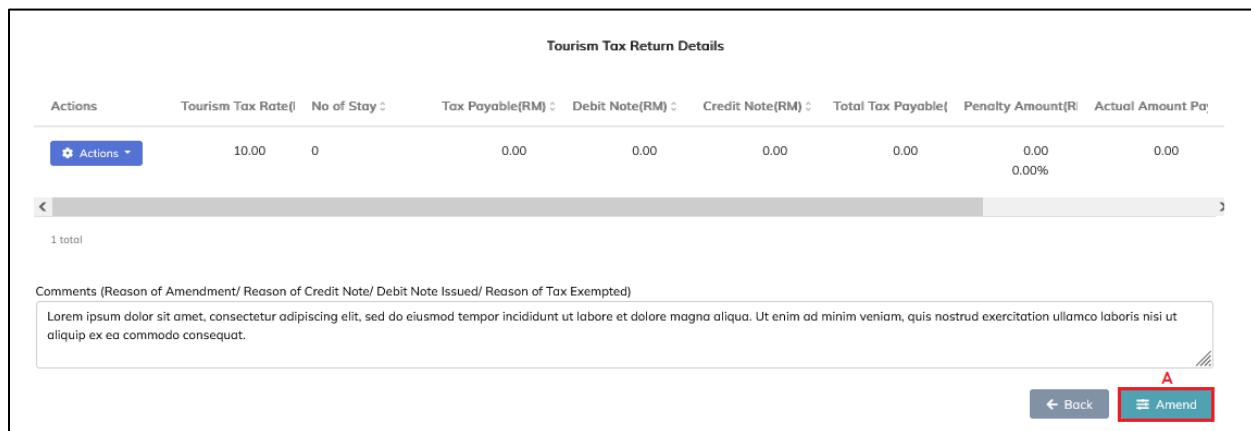
18. These letters can be view and print in Inbox page (Refer Figure 23).

Email Date	Main Subject	Email
30/05/2023 04:18 PM	NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017	khottab.testing1@gmail.com
::Attachments SubmitTTx03Letter_082300030/2305_20230530_161846.pdf (NEW)		

Figure 23 Letter for TTx-03 submission

1.1.6. Amend Tax Return

1. Click **Actions** button (A) on tax return with status Pending Payment/ Receipted/ Receipted – Partial Paid/ Approved (No Payment)/ Approved (Nil Return)/ BOD Issued: Registered/ BOD Issued: Partial Paid/ BOD Issued: Receipted (Refer Figure 12).
2. Click on **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return page (Refer Figure 24).



The screenshot shows a table with columns: Actions, Tourism Tax Rate(RM), No of Stay, Tax Payable(RM), Debit Note(RM), Credit Note(RM), Total Tax Payable(RM), Penalty Amount(RM), and Actual Amount Pa. There is one row with values: 10.00, 0, 0.00, 0.00, 0.00, 0.00, 0.00, and 0.00%. Below the table is a scrollable area containing a single item with the text "1 total". Underneath is a "Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)" section with placeholder text. At the bottom right are "Back" and "Amend" buttons, with the "Amend" button highlighted by a red box and labeled "A".

Figure 24 Amend button in Tourism Tax Return page

4. Click on **Amend** button (A) to amend tax return (Refer Figure 24).
5. System will display confirmation message (Refer Figure 25).

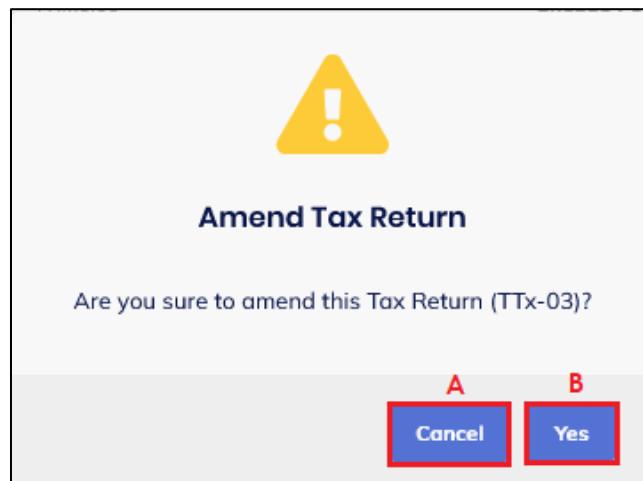
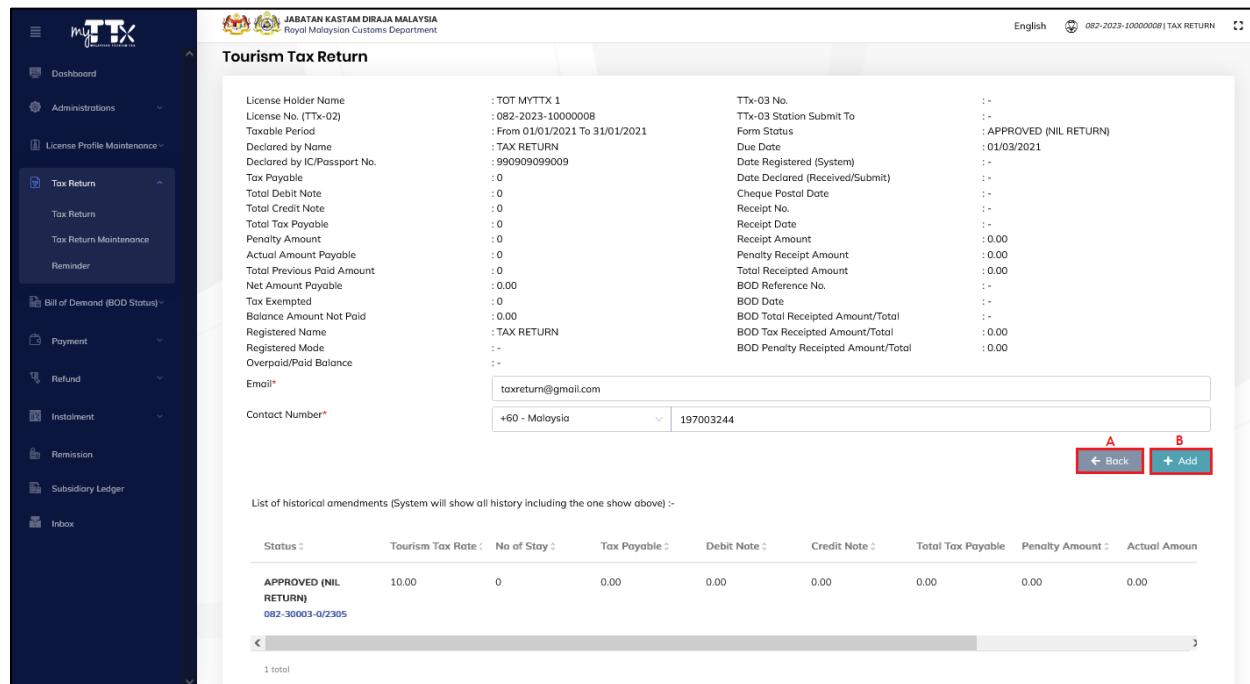


Figure 25 Amend tax return confirmation message

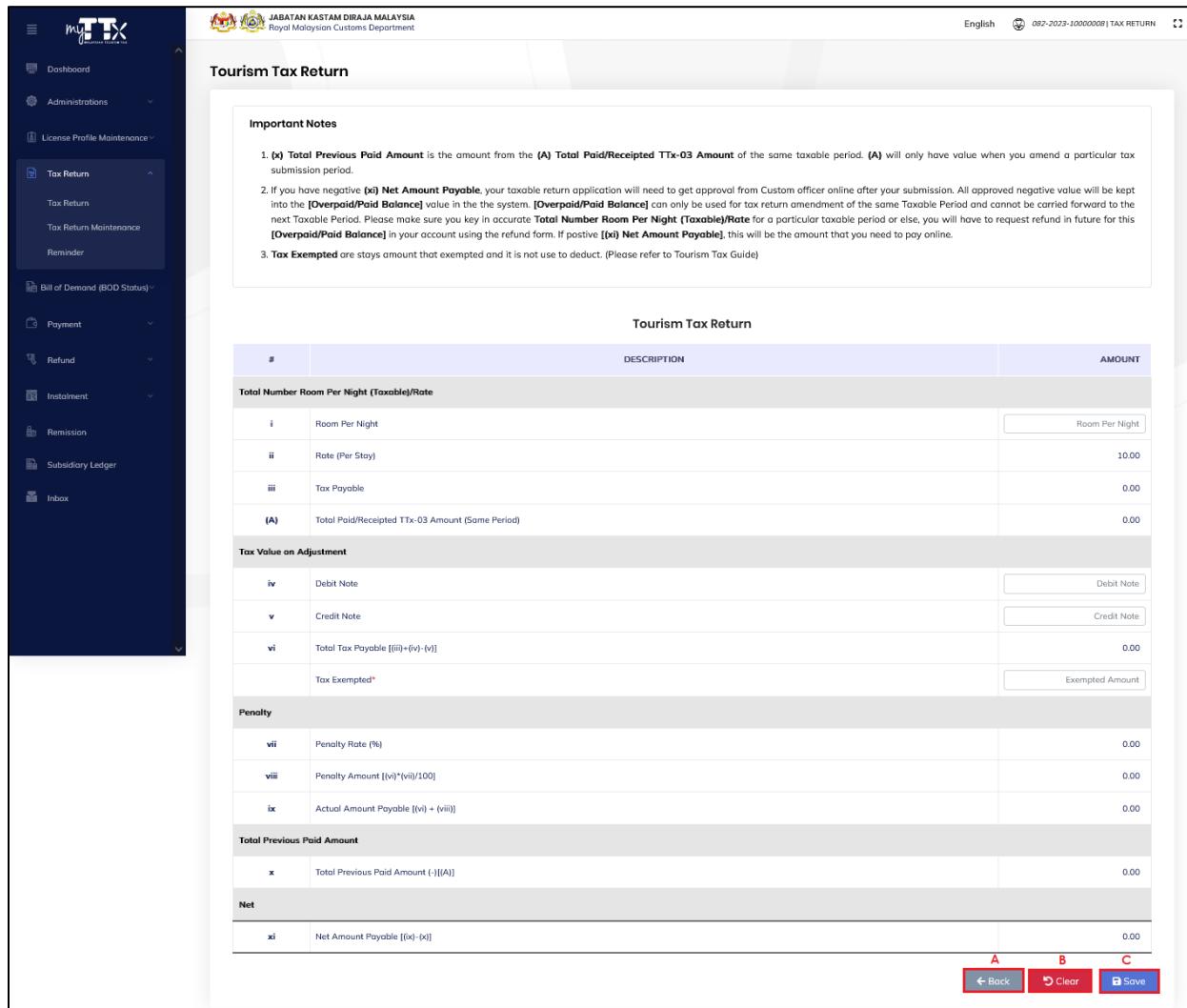
6. Click on **Cancel** button to cancel amend tax return (Refer Figure 25).
7. Click on **Yes** button to proceed amending the tax return (Refer Figure 25).
8. System will display amend tax return page (Refer Figure 26).



The screenshot shows the 'Tourism Tax Return' page. On the left, there's a navigation sidebar with 'Tax Return' selected. The main area has a header 'Tourism Tax Return'. It contains several input fields and dropdowns, such as 'License Holder Name' (TOT MYTTX 1), 'TAX RETURN', 'Email*' (taxreturn@gmail.com), and 'Contact Number*' (+60 - Malaysia 197003244). A table at the bottom lists historical amendments with one row shown: 'APPROVED (NIL RETURN) 082-30003-0/2305'. At the bottom right are two buttons: 'Back' (labeled 'A') and 'Add' (labeled 'B').

Figure 26 Amend tax return page

9. List of historical amendments table list is displayed on Amend tax return form (Refer Figure 26).
10. Click on **Back** (A) button to return to Tourism Tax Return page (Refer Figure 26).
11. Click on **Add** (B) button to proceed amending the tax return (Refer Figure 26).
12. System will display Tourism Tax Return – Calculation page (Refer Figure 27).



#	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	<input type="text"/>
ii	Rate (Per Stay)	10.00
iii	Tax Payable	0.00
(A)	Total Paid/Received TTX-03 Amount (Same Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	<input type="text"/> Debit Note
v	Credit Note	<input type="text"/> Credit Note
vi	Total Tax Payable [(iii)-(iv)-(v)]	0.00
	Tax Exempted*	<input type="text"/> Exempted Amount
Penalty		
vii	Penalty Rate (%)	0.00
viii	Penalty Amount [(vi)*(vii)/100]	0.00
ix	Actual Amount Payable [(vi) + (viii)]	0.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-)(A)]	0.00
Net		
xi	Net Amount Payable [(x)-(ix)]	0.00

A
B
C

Figure 27 Calculation page (Amend)

13. Input room per night in **Room Per Night** field.
14. Input debit note in **Debit Note** field.
15. Input credit note in **Credit Note** field.
16. Input exempted amount in **Tax Exempted** field.

Notes: Mandatory

17. Click on **Back** button (A) to return to Tourism Tax Return page (Refer Figure 27).
18. Click on **Clear** button (B) to clear all fields (Refer Figure 27).
19. Click on **Save** button (C) to save the record (Refer Figure 27).

20. System will calculate the net amount payable tax and display **Next** button (Refer Figure 28).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vii)*(vii)/100]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-)[(A)]	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	130.00

A ← Back B Clear Save Next >

Figure 28 Next button in calculation page (Amend)

21. Click on **Back** button (A) to return to Tourism Tax Return page (Refer Figure 28).
 22. Click on **Next** button (B) (Refer Figure 28).
 23. System will display Tourism Tax Return – Draft page (Refer Figure 29).

User Manual

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Dashboard

Administrations

License Profile Maintenance

Tax Return

- Tax Return**
- Tax Return Maintenance
- Reminder

Bill of Demand (BOD Status)

Payment

Refund

Instalment

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA
Royal Malaysian Customs Department

English 082-2023-1000009 | TAX RETURN

Tourism Tax Return

License Holder Name	: TOT MYTTX 1	TTx-03 No.	: 082-30003-1/2305
License No. (TTx-02)	: 082-2023-10000008	TTx-03 Station Submit To	: IPOH
Taxable Period	: From 01/01/2021 To 31/01/2021	Form Status	: DRAFT
Authorized Person	: TAX RETURN	Payment Status	: -
Declared by IC/Passport No.	: 990909099009	Due Date	: 01/03/2021
Nationality	: Malaysia	Date Registered (System)	: 30/05/2023
Tax Payable	: RM100.00	Date Declared (Received/Submit)	: -
Total Debit Note	: RM0.00	Cheque Postal Date	: -
Total Credit Note	: RM0.00	Receipt No.	: -
Total Tax Payable	: RM100.00	Refund ID	: -
Penalty Amount	: RM30.00 (30.00%)	Receipt Date	: -
Actual Amount Payable	: RM130.00	Receipt Amount	: RM0.00
Total Previous Paid Amount	: RM0.00	Penalty Receipt Amount	: RM0.00
Net Amount Payable	: RM130.00	Total Received Amount	: RM0.00
Tax Exempted	: RM0.00	BOD Reference No.	: -
Balance Amount Not Paid	: RM130.00	BOD Date	: -
Registered Name	: TAX RETURN	BOD Total Received Amount/Total	: RM0.00 / RM0.00
Registered Mode	: ONLINE	BOD Tax Received Amount/Total	: RM0.00 / RM0.00
Overpaid/Paid Balance	: RM0.00	BOD Penalty Received Amount/Total	: RM0.00 / RM0.00
Previous TTx-03 No.	: 082-30003-0/2305		
Email	taxreturn@gmail.com		
Contact Number	+60 - Malaysia	197003244	

Tourism Tax Return Details

Actions	Tourism Tax Rate[:]	No of Stay[:]	Tax Payable(RM) [:]	Debit Note(RM) [:]	Credit Note(RM) [:]	Total Tax Payable[:]	Penalty Amount(RM) [:]	Actual Amount Pa[:]
Actions	10.00	10	100.00	0.00	0.00	100.00	30.00	130.00

< 1 total >

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

Comments

[Back](#) [Save](#)

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

Bil	Status [:]	Date Declared [:]	Tourism Tax Rate[:]	No of Stay[:]	Tax Payable(RM) [:]	Debit Note(RM) [:]	Credit Note(RM) [:]	Total Tax Payabl[:]
0	APPROVED (NIL RETURN) 082-30003-0/2305	30/05/2023	10.00	0	0.00	0.00	0.00	0.00
> 1	DRAFT 082-30003-1/2305	-	10.00	10	100.00	0.00	0.00	100.00

< 2 total >

Figure 29 Tourism Tax Return - Draft (Amend)

Tourism Tax Return Details								
Actions	Tourism Tax Rate[No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable[Penalty Amount[R	Actual Amount Pa
Actions	10.00	10	100.00	0.00	0.00	100.00	30.00	130.00 30.00%
<small>< 1 total</small>								
Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted) <small>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</small>								
								A Back Save

Figure 30 Save button in Tourism Tax Return page

24. Input comments in **Comments** field.

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

25. Click on **Save** button (A) to save the record (Refer Figure 30).

26. System will display success message (Refer Figure 31).

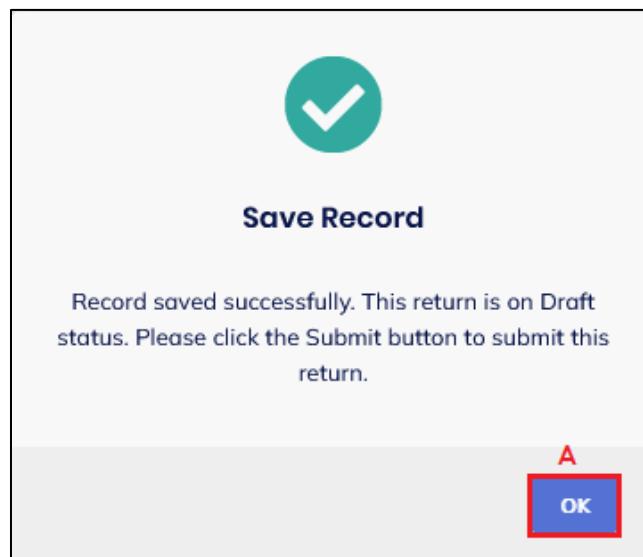


Figure 31 Save tax return success message (Amend)

27. Click on **OK** button (A) (Refer Figure 31).

28. System will display **Submit** button (Refer Figure 32).

Tourism Tax Return Details								
Actions	Tourism Tax Rate(RM)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(RM)	Actual Amount Paid
Actions	10.00	10	100.00	0.00	0.00	100.00	30.00	130.00 30.00%
< > 1 total								
Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted) Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.								
Back Save A Submit								

Figure 32 Submit button in amend tax return page

29. Click on **Submit** button (A) (Refer Figure 32).
30. System will display confirmation message (Refer Figure 33).

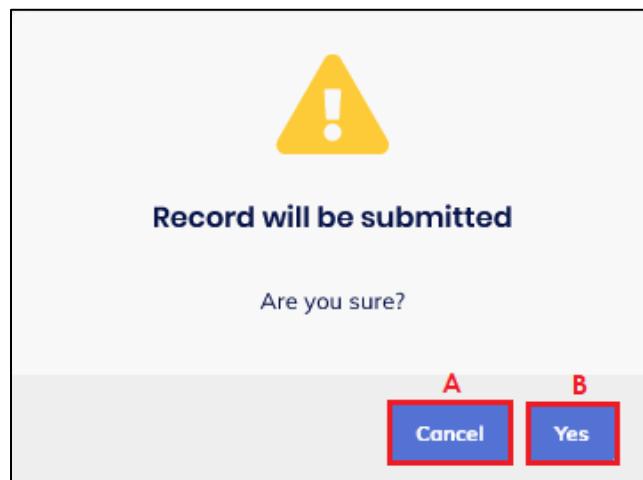


Figure 33 Submit amendment confirmation message

31. Click on **Cancel** button (A) to cancel submission (Refer Figure 33).
32. Click on **Yes** button (B) to proceed with the tax return amendment submission (Refer Figure 33).
33. System will display success message (Refer Figure 34).

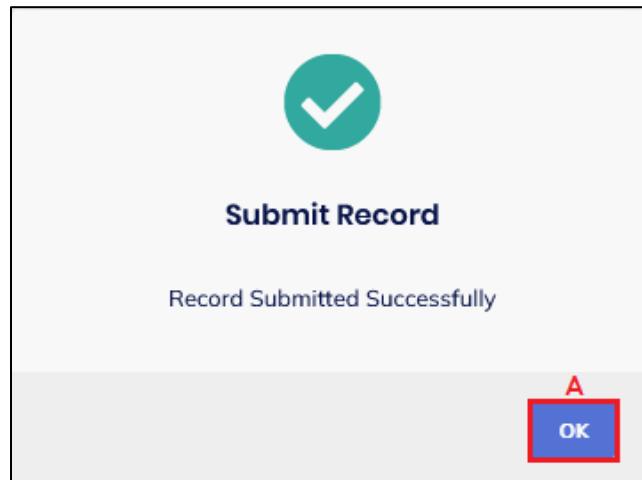


Figure 34 Submit amendment success message

34. Click on **OK** button (A) (Refer Figure 34).
35. Tax return amendments is successfully submitted.
36. If amendments have been made before payment:
 - a. If the amount of tax return/ BOD increased after amend, system will auto approve.
 - b. If the amount of tax return decreased after amend, system will auto approve.
 - c. If the amount of BOD decreased after amend, system will update status to Pending Approval.
37. If amendments have been made after payment:
 - a. If the amount of tax return/ BOD increased after amend, system will auto approve the amendments.
 - b. If the amount of tax return/ BOD decreased after amend, system will update status to Pending Approval.
38. 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.
39. These letters can be view and print in Inbox page (Refer Figure 35).



User Manual

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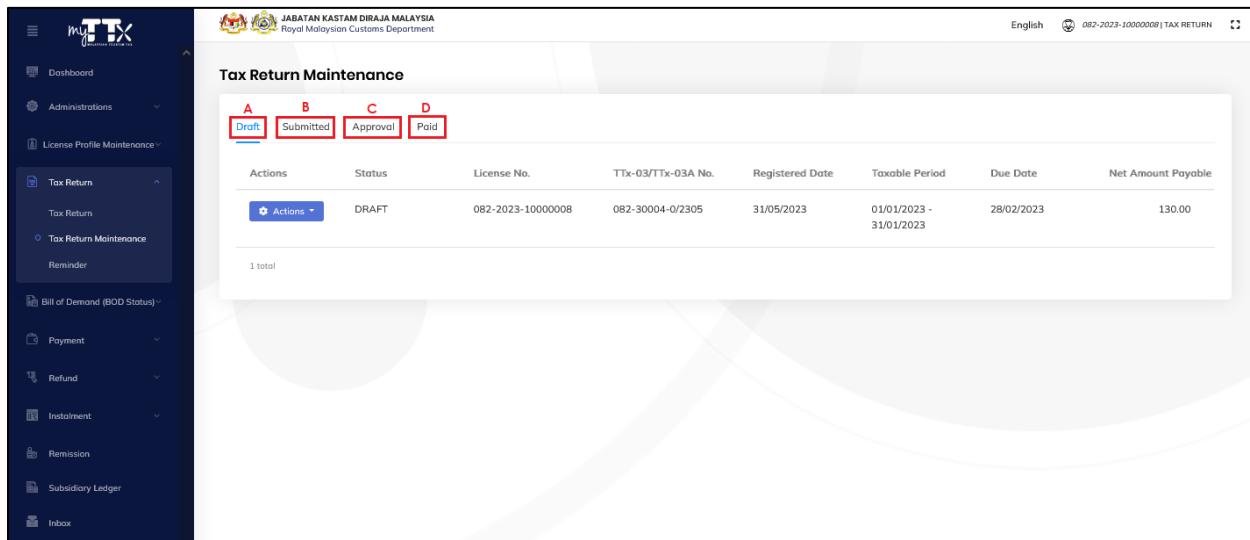
Doc ID: MYTTX_OPERATOR_RETURN_UM_v2.0

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Email Date	Main Subject	Email
29/05/2023 04:02 PM	STATUS PINDAAN PENYATA TTx-03 DI BAWAH AKTA CUKAI PELANCONGAN 2017	khattab.testing1@gmail.com
::Attachments StatusReturnAmendmentLetter_124310092/2305_20230529_160238.pdf (NEW)		

Figure 35 Letter for TTx-03 amendment approval

1.2 Tax Return Maintenance

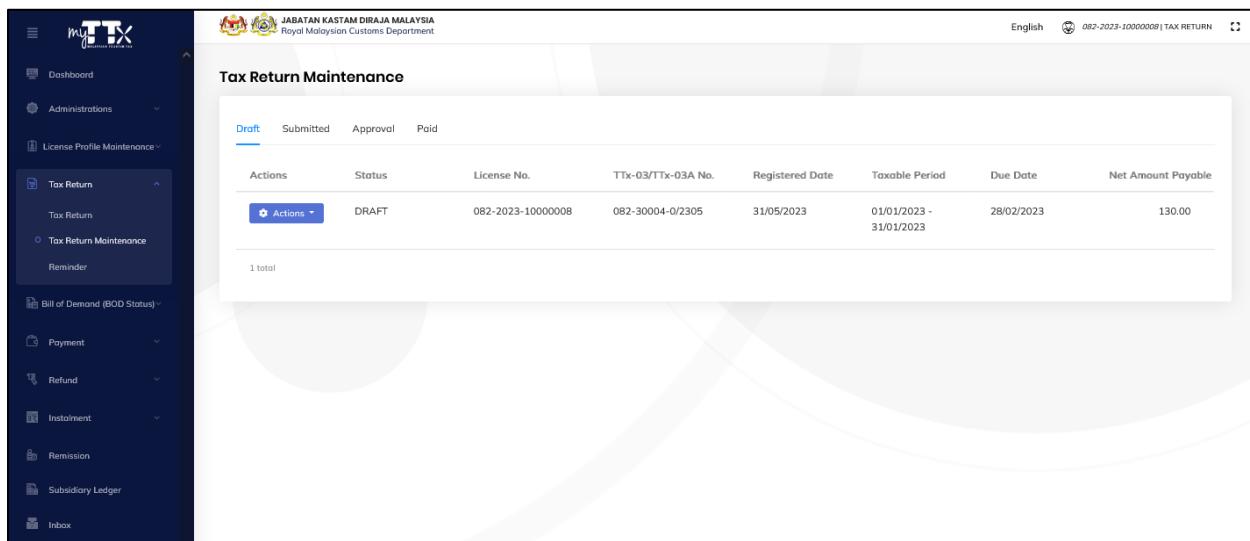


Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	DRAFT	082-2023-10000008	082-30004-0/2305	31/05/2023	01/01/2023 - 31/01/2023	28/02/2023	130.00

1 total

Figure 36 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 36).
3. System will display Tax Return Maintenance – Draft page (Refer Figure 37).



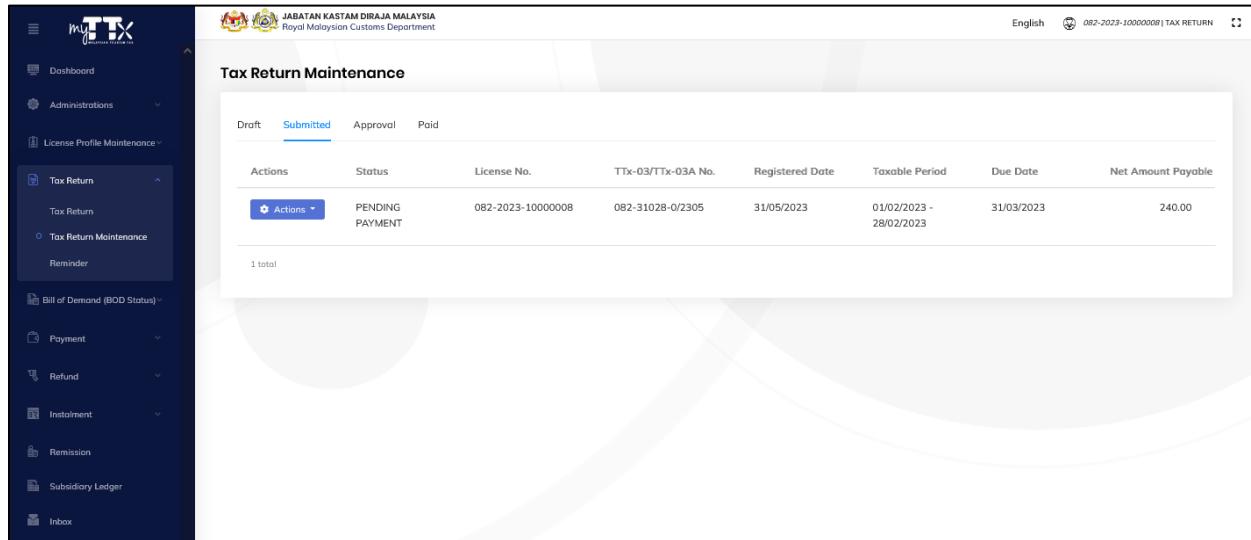
Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	DRAFT	082-2023-10000008	082-30004-0/2305	31/05/2023	01/01/2023 - 31/01/2023	28/02/2023	130.00

1 total

Figure 37 Tax Return Maintenance - Draft page

4. The table list will display Tax Return in Draft status.

5. Click on **Submitted** menu (B) (Refer Figure 36).
6. System will display Tax Return Maintenance – Submitted page (Refer Figure 38).

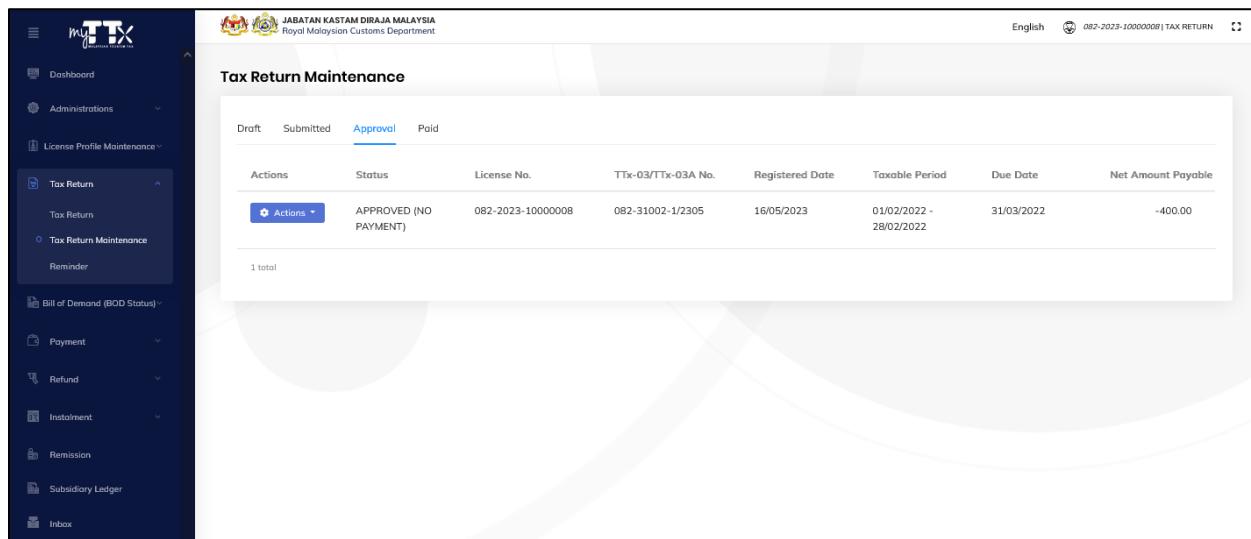


Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
<button>Action</button>	PENDING PAYMENT	082-2023-10000008	082-31028-0/2305	31/05/2023	01/02/2023 - 28/02/2023	31/03/2023	240.00

1 total

Figure 38 Tax Return Maintenance - Submitted page

7. The table list will display Tax Return in Pending Payment status.
8. Click on **Approval** menu (C) (Refer Figure 36).
9. System will display Tax Return Maintenance – Approval page (Refer Figure 39).

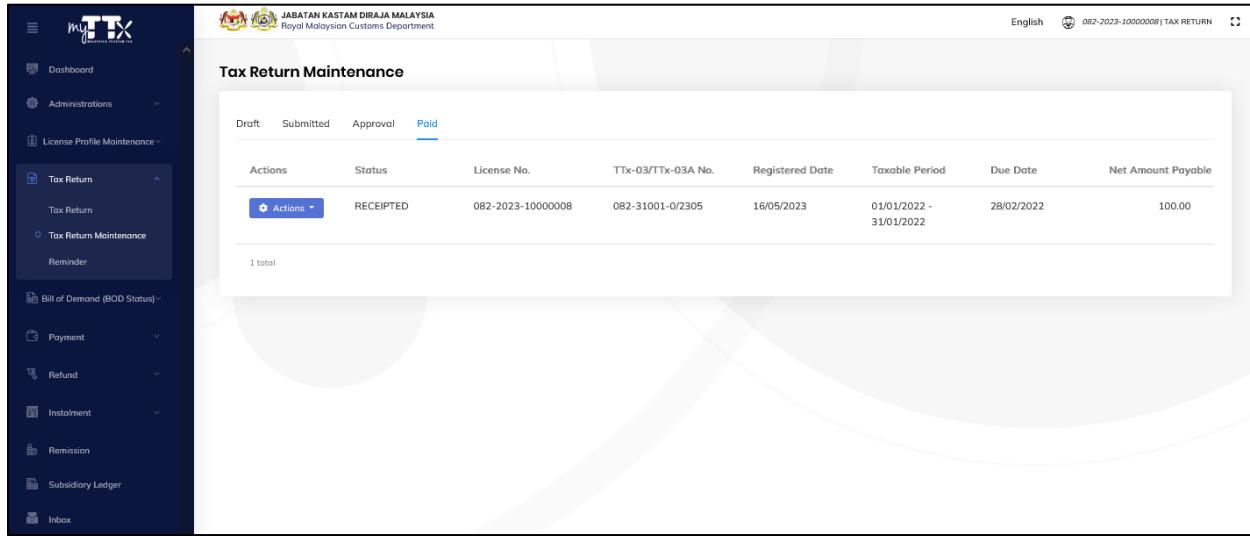


Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
<button>Action</button>	APPROVED (NO PAYMENT)	082-2023-10000008	082-31002-1/2305	16/05/2023	01/02/2022 - 28/02/2022	31/03/2022	-400.00

1 total

Figure 39 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 36).
12. System will display Tax Return Maintenance – Paid page (Refer Figure 40).



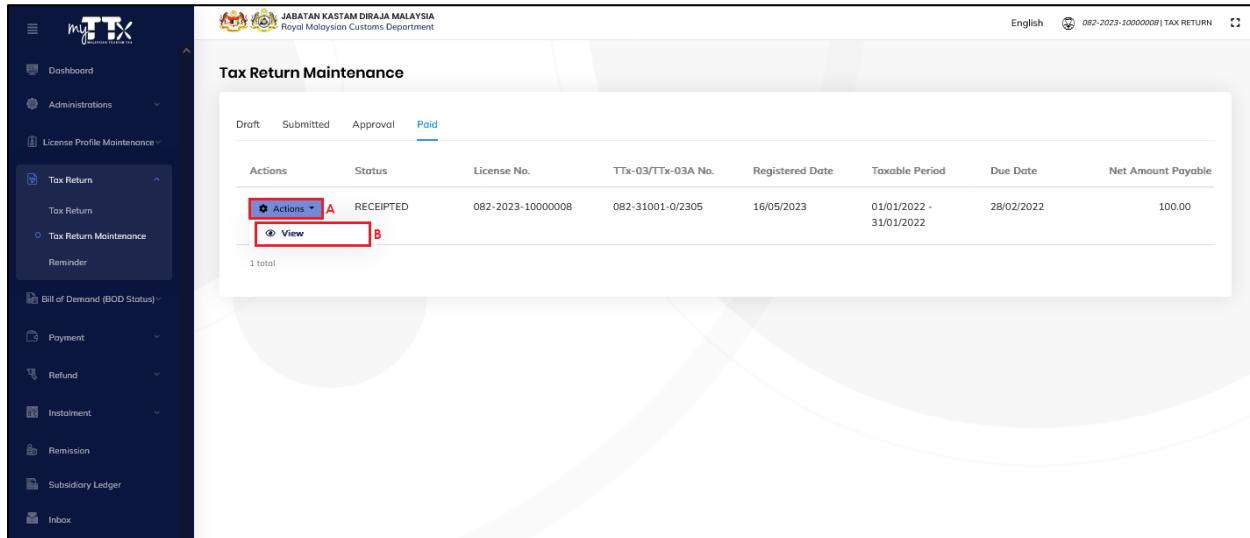
The screenshot shows the 'Tax Return Maintenance' page with the 'Paid' tab selected. The table lists one record:

Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	RECEIVED	082-2023-10000008	082-31001-0/2305	16/05/2023	01/01/2022 - 31/01/2022	28/02/2022	100.00

1 total

Figure 40 Tax Return Maintenance - Paid page

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



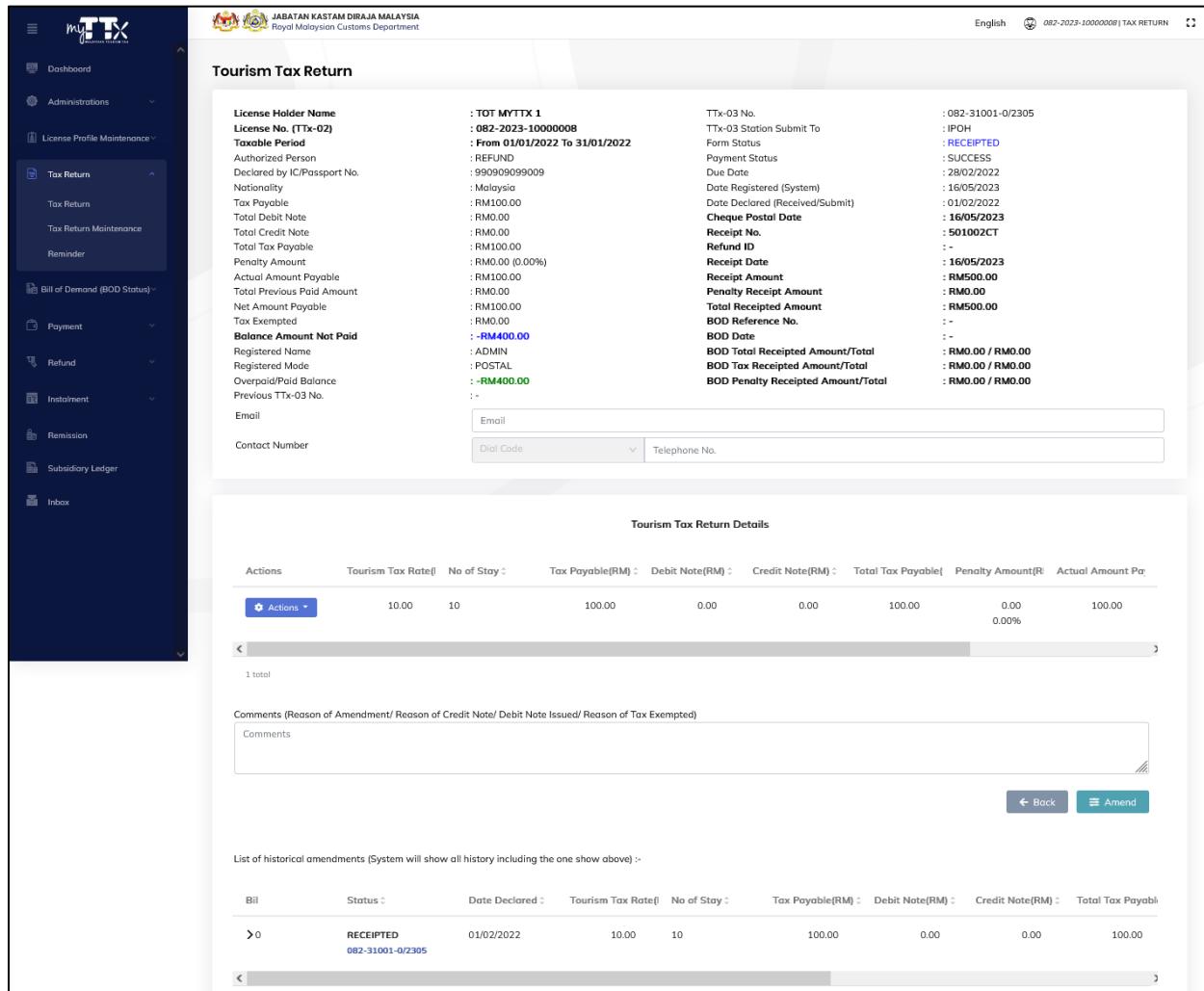
The screenshot shows the 'Tax Return Maintenance' page with the 'Paid' tab selected. The table lists one record, with the 'View' button highlighted by a red box:

Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions A View B	RECEIVED	082-2023-10000008	082-31001-0/2305	16/05/2023	01/01/2022 - 31/01/2022	28/02/2022	100.00

1 total

Figure 41 View button in Tax Return Maintenance table list

14. Click **Actions** button (A) (Refer Figure 41).
15. Click **View** button (B) to view the Tourism Tax Return (Refer Figure 41).
16. System will display the Tourism Tax Return page (Refer Figure 42).



Tourism Tax Return

License Holder Name	: TOT MYTTX 1	TTx-03 No.	: 082-31001-0/2305
License No. (TTx-02)	: 082-2023-1000008	TTx-03 Station Submit To	: IPOH
Taxable Period	: From 01/01/2022 To 31/01/2022	Form Status	: RECEIVED
Authorized Person	: REFUND	Payment Status	: SUCCESS
Declared by IC/Passport No.	: 990909099909	Due Date	: 28/02/2022
Nationality	: Malaysia	Date Registered (System)	: 16/05/2023
Tax Payable	: RM100.00	Date Declared (Received/Submit)	: 01/02/2022
Total Debit Note	: RM0.00	Cheque Postal Date	: 16/05/2023
Total Credit Note	: RM0.00	Receipt No.	: 501002CT
Total Tax Payable	: RM100.00	Refund ID	: -
Penalty Amount	: RM0.00 (0.00%)	Receipt Date	: 16/05/2023
Actual Amount Payable	: RM100.00	Receipt Amount	: RM500.00
Total Previous Paid Amount	: RM0.00	Penalty Receipt Amount	: RM0.00
Net Amount Payable	: RM100.00	Total Received Amount	: RM500.00
Tax Exempted	: RM0.00	BOD Reference No.	: -
Balance Amount Not Paid	: -RM400.00	BOD Date	: -
Registered Name	: ADMIN	BOD Total Received Amount/Total	: RM0.00 / RM0.00
Registered Mode	: POSTAL	BOD Tax Received Amount/Total	: RM0.00 / RM0.00
Overpaid/Paid Balance	: -RM400.00	BOD Penalty Received Amount/Total	: RM0.00 / RM0.00
Previous TTx-03 No.	: -		
Email	Email		
Contact Number	Dial Code	Telephone No.	

Tourism Tax Return Details

Actions	Tourism Tax Rate[No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable[Penalty Amount(RM)	Actual Amount Pa
Actions	10.00	10	100.00	0.00	0.00	100.00	0.00	100.00

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

Comments

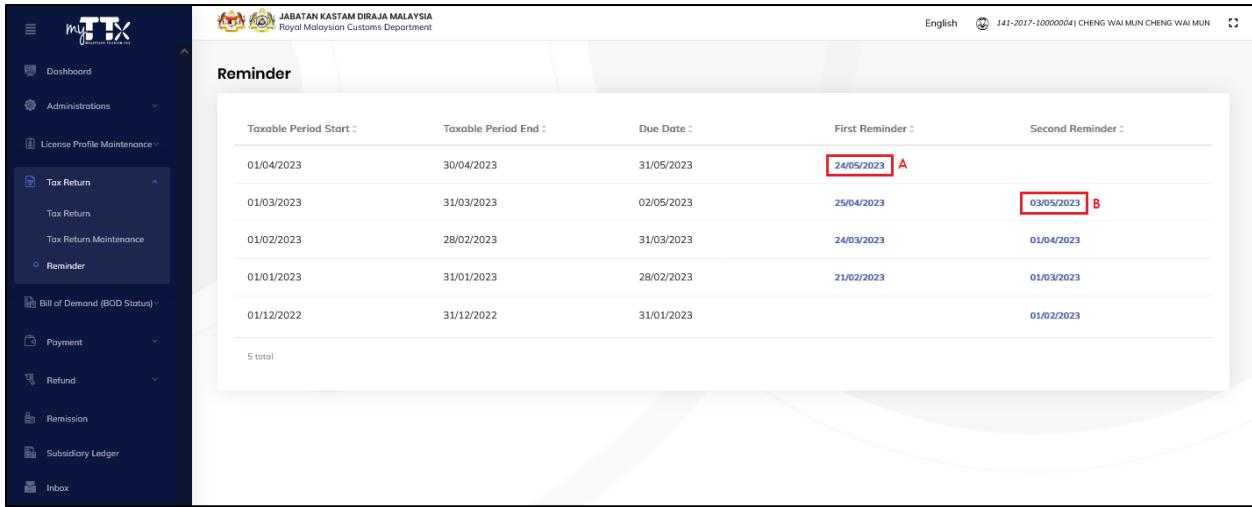
List of historical amendments (System will show all history including the one show above) :-

Bill	Status :	Date Declared :	Tourism Tax Rate[No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payabl
>0	RECEIVED 082-31001-0/2305	01/02/2022	10.00	10	100.00	0.00	0.00	100.00

Figure 42 Tourism Tax Return page is displayed

1.3 Reminder

1.3.1. View First / Second Reminder



Taxable Period Start	Taxable Period End	Due Date	First Reminder	Second Reminder
01/04/2023	30/04/2023	31/05/2023	24/05/2023 A	
01/03/2023	31/03/2023	02/05/2023	25/04/2023	03/05/2023 B
01/02/2023	28/02/2023	31/03/2023	24/03/2023	01/04/2023
01/01/2023	31/01/2023	28/02/2023	21/02/2023	01/03/2023
01/12/2022	31/12/2022	31/01/2023		01/02/2023
5 total				

Figure 43 Reminder page

1. In Reminder page, 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 letter (Refer Figure 43).
5. System will display First Reminder letter page (Refer Figure 44).

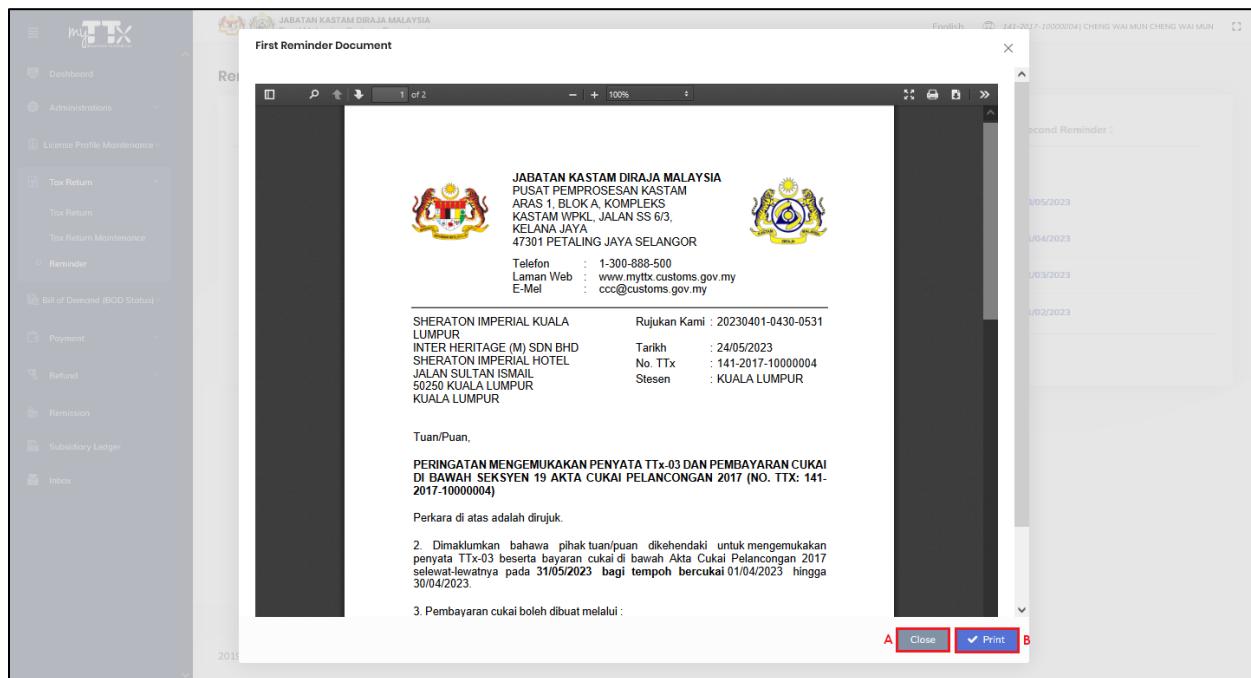


Figure 44 First Reminder document page

6. Click on **Close** button (A) to return to Reminder page (Refer Figure 44).
7. Click the **Second Reminder Date** link (B) to view Second Reminder letter (Refer Figure 43).
8. System will display Second Reminder letter page (Refer Figure 45).



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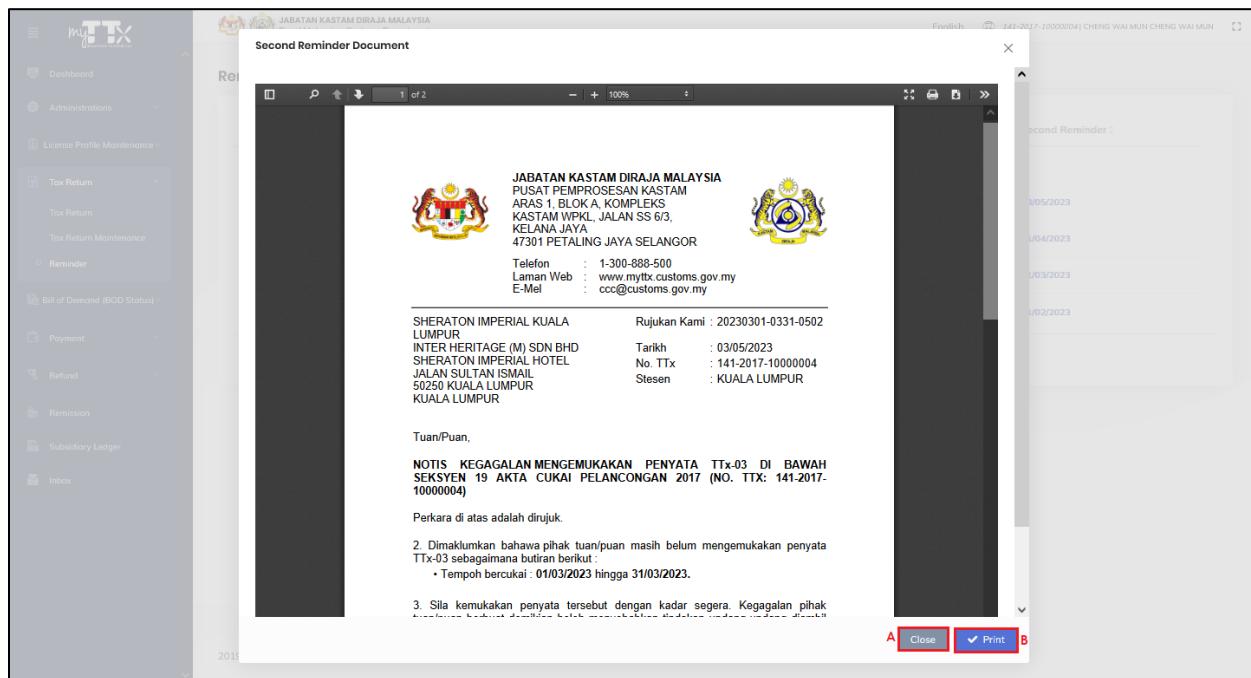


Figure 45 Second Reminder document page

9. Click on **Close** button (A) to go back to Reminder page (Refer Figure 45).

1.3.2. Print First / Second Reminder

1. Click the **First Reminder Date** link at the First Reminder (A) column to view First Reminder letter (Refer Figure 43).
2. System will display First Reminder letter page (Refer Figure 44).
3. Click on **Print** button (B) to print the letter (Refer Figure 44).
4. System will download the PDF document of the First Reminder letter.
5. Click the **Second Reminder Date** link at the Second Reminder (B) column to view Second Reminder Document (Refer Figure 43).
6. System will display Second Reminder letter page (Refer Figure 45).
7. Click on **Print** button (B) to print the letter (Refer Figure 45).
8. System will download the PDF document of the Second Reminder letter.