



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

REGISTRATION MODULE

Application Registration (TTx-01)

by

Applicant


VERSION 2.0

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1 Applicant: Portal

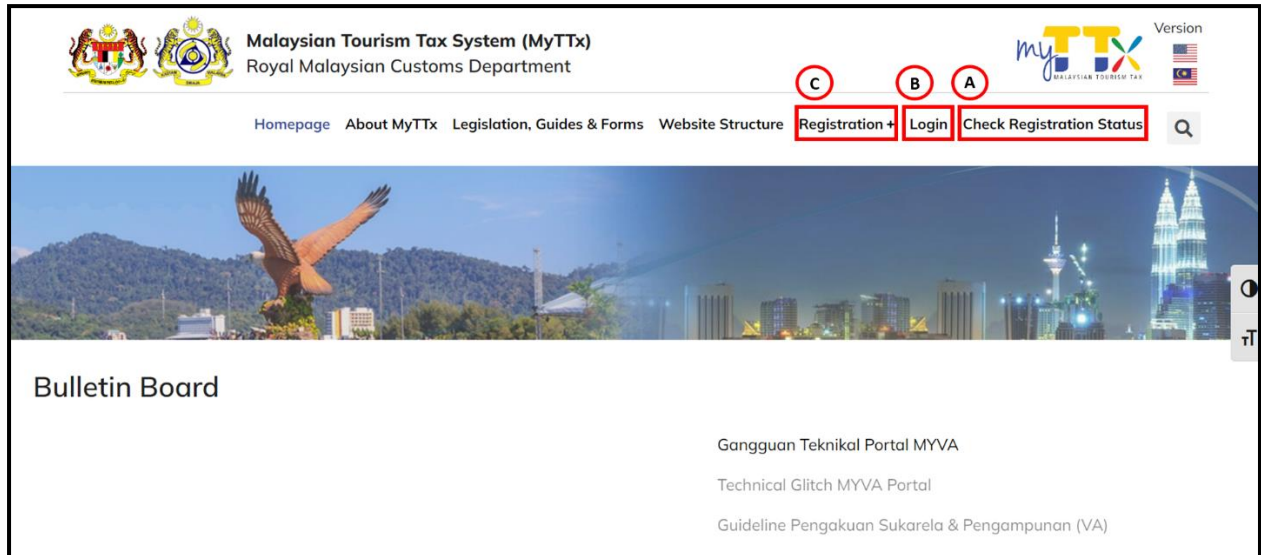

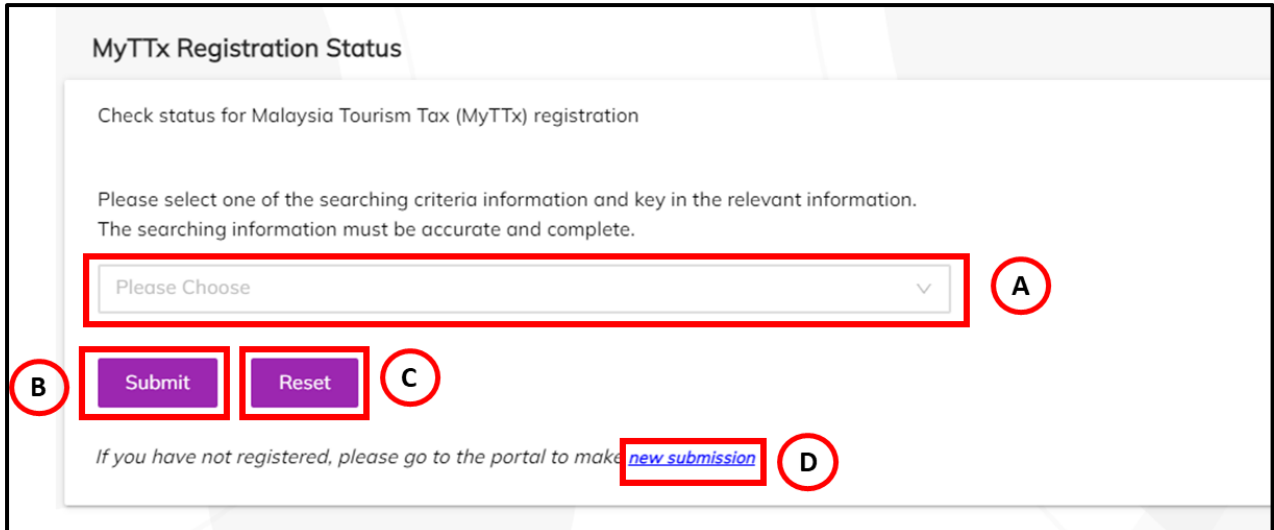


Figure 1 MyTTx portals

1. Go to <https://myttx.customs.gov.my/> and display MyTTx portal (Refer Figure 1).
2. Click **Check Registration Status** menu (A) (Refer Figure 1).
3. System will display **Check Registration Status** page (Refer Figure 2).
4. Click **Registration +** menu (B) (Refer Figure 1).
5. System will display **Registration** dropdown (Refer Figure 6).
6. Click **Login** menu (C) (Refer Figure 1).
7. System will display **Login** page (Refer Figure 7).

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1.1 Applicant: Check Registration Status



MyTTx Registration Status

Check status for Malaysia Tourism Tax (MyTTx) registration

Please select one of the searching criteria information and key in the relevant information.
The searching information must be accurate and complete.

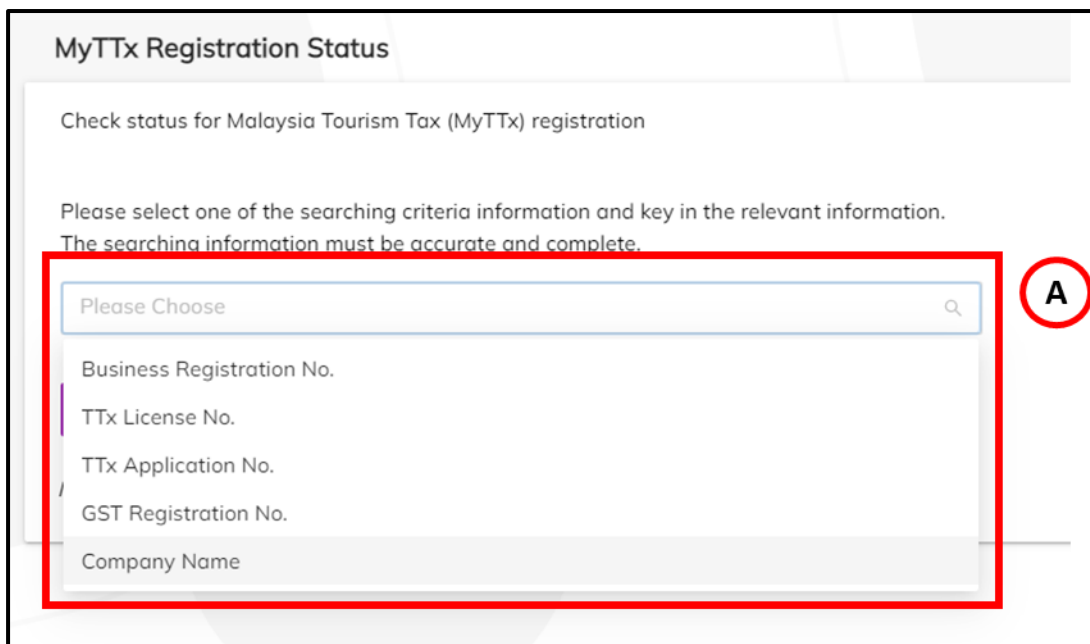
Please Choose ▼ (A)

(B) Submit (C) Reset

If you have not registered, please go to the portal to make [new submission](#) (D)

Figure 2 MyTTx Registration Status Page

1. Choose **Dropdown** field (A) (Refer Figure 2).
2. System will display **Searching Criteria Information** dropdown (Refer Figure 3).



MyTTx Registration Status

Check status for Malaysia Tourism Tax (MyTTx) registration

Please select one of the searching criteria information and key in the relevant information.
The searching information must be accurate and complete.

Please Choose ▼ (A)

- Business Registration No.
- TTx License No.
- TTx Application No.
- GST Registration No.
- Company Name

Figure 3 Dropdown Criteria Information



3. Click on **Dropdown** field (A) to choose criteria Information to checking Registration Status (Refer Figure 3).
4. System will display **Criteria Field** (A) to insert value for checking Registration Status (Refer Figure 4).

MyTTx Registration Status

Check status for Malaysia Tourism Tax (MyTTx) registration

Please select one of the searching criteria information and key in the relevant information.
The searching information must be accurate and complete.

Business Registration No. v

Business Registration No.

Business Registration No.

Submit **Reset**

If you have not registered, please go to the portal to make [new submission](#)

Figure 4 Criteria Field for Checking Registration Status


5. Input details in **Criteria field** based on dropdown chosen (Refer Figure 4):
 - a. **Business Registration No.** (Business Registration No.)
 - b. **Ttx License No.** (TTx License No)
Note: Format (STN-YYYY-1XXXXXX)
 - c. **Ttx Application No.** (TTx Application No.)
Note: Format (STN-YYYY-2XXXXXX)
 - d. **GST Registration No.** (GST Registration No.)
 - e. **Company Name** (Company Name)
6. Click on **Submit** button (B) to checking registration status based on criteria chosen (Refer Figure 2).

new submission'. Below this is a table with 9 columns: Application No., Business Name, Trading Name, Effective Date, Registration Status, License Status, ServiceTypeCode, Type of Business, and Busir. The table contains one row of data: Application No. (redacted), Business Name: EQIY HOTEL, Trading Name: EQIY HOTEL, Effective Date: 01/10/2022, Registration Status: APPROVED, License Status: ACTIVE, ServiceTypeCode: -, Type of Business: Association, and Busir: 8410. At the bottom left of the table, it says '1 total'."/>

Application No. :	Business Name :	Trading Name :	Effective Date :	Registration Status :	License Status :	ServiceTypeCode :	Type of Business :	Busir :
	EQIY HOTEL	EQIY HOTEL	01/10/2022	APPROVED	ACTIVE	-	Association	8410

Figure 5 MyTTx Registration Status List

7. System will display MyTTx Registration Status List (Refer Figure 5).
8. Click on **Reset** button (C) to clear field (Refer Figure 2).
9. Click on **New Submission** (D) to display MyTTx Portals (Refer Figure 2).
10. System will display MyTTx Portals page (Refer Figure 1).

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1.2 Applicant: Registration

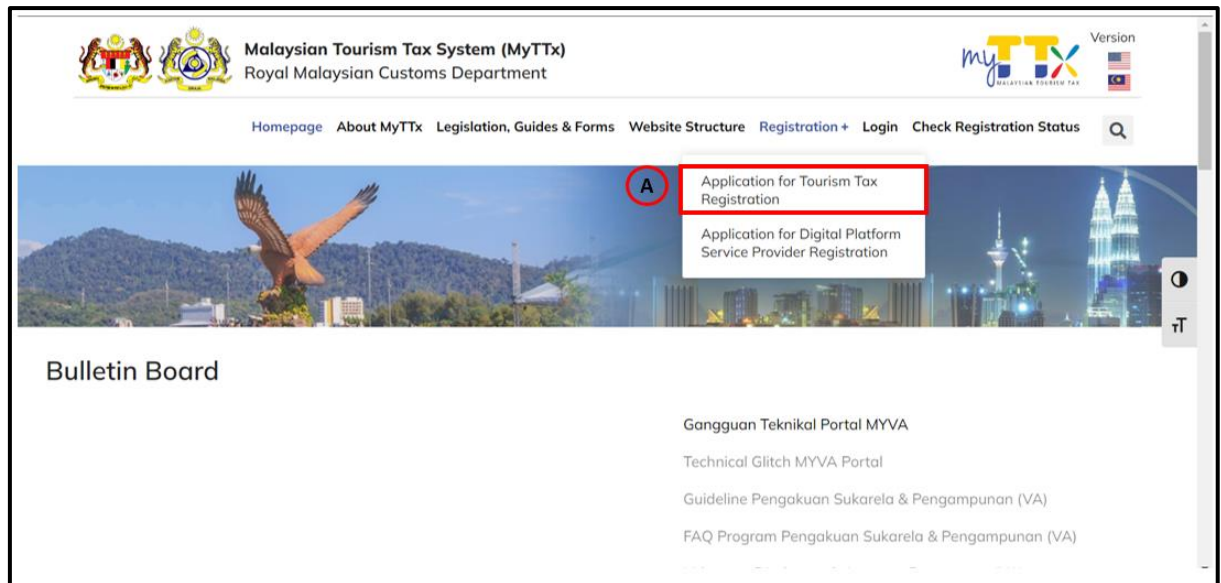

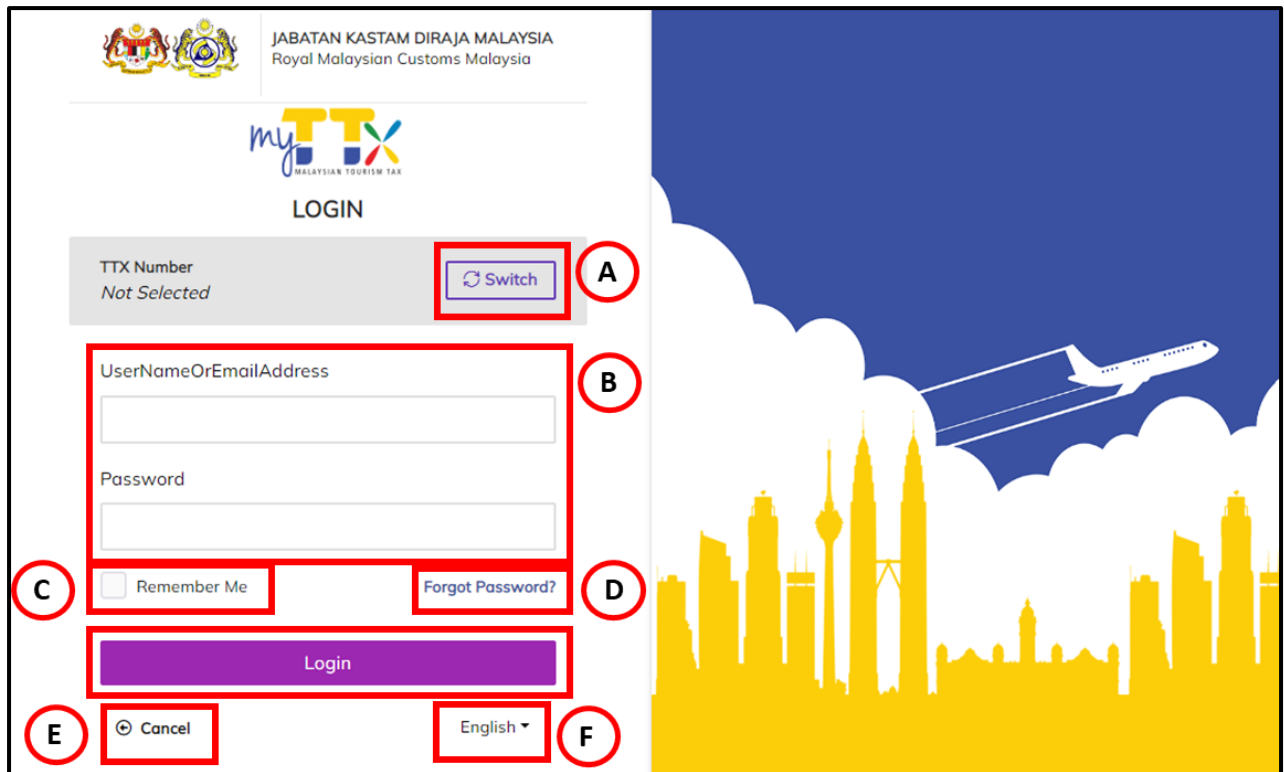


Figure 6 Type of Registration

1. Click menu **Application for Tourism Tax Registration (TTx-01)** (A) (Refer Figure 6).
2. System will display **TTx-01 Registration Form** (Refer Figure 9).

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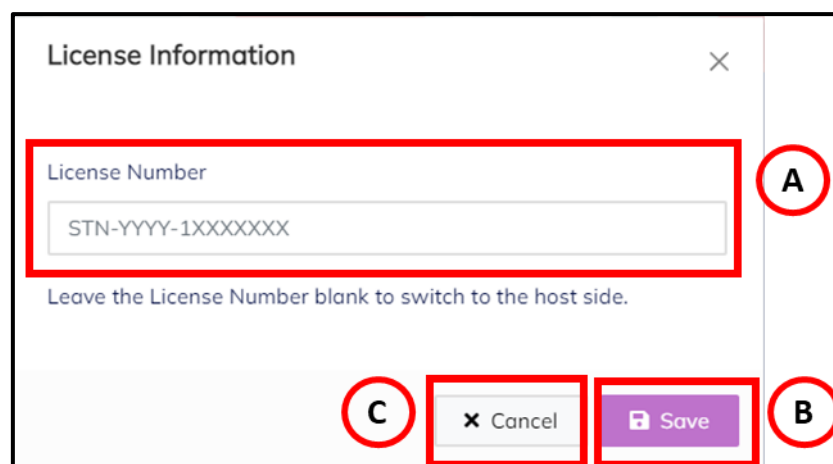
1.3 Applicant: Login Page



The screenshot shows the MyTTx Login Page. The header includes the Jabatan Kastam Diraja Malaysia logo and the text 'JABATAN KASTAM DIRAJA MALAYSIA Royal Malaysian Customs Malaysia'. Below this is the 'myTTX MALAYSIAN TOURISM TAX' logo and the word 'LOGIN'. The main form area contains a 'TTX Number' field with the text 'Not Selected' and a 'Switch' button (A). Below this are two input fields: 'UserNameOrEmailAddress' (B) and 'Password' (C). To the left of the password field is a 'Remember Me' checkbox (C), and to the right is a 'Forgot Password?' link (D). Below these fields is a large purple 'Login' button (E). At the bottom left is a 'Cancel' button (E), and at the bottom right is an 'English' dropdown menu (F). The background features a stylized yellow city skyline and a blue sky with white clouds and a white airplane.

Figure 7 MyTTx Login Page

1. Click **Switch** button (A) (Refer Figure 7).
2. System will display field to insert **License No.** (Refer Figure 8).



The screenshot shows a 'License Information' popup window. It has a title bar with a close button (X). The main content area contains a 'License Number' label and a text input field (A) with the placeholder text 'STN-YYYY-1XXXXXXX'. Below the input field is a note: 'Leave the License Number blank to switch to the host side.' At the bottom of the popup are two buttons: 'Cancel' (C) and 'Save' (B).

Figure 8 License Information Popup



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3. Input License No. in **License Number** field (A) (Refer Figure 8).
Note: Format License No (STN-YYYY-1XXXXXXX).
4. Click **Save** (B) button to save the License No. (Refer Figure 8).
5. Click Cancel (C) button to close the License Information modal (Refer Figure 8).
6. System will back to **Login Page** (Refer Figure 7).
7. Input username or email address and password in **User Name Or Email Address and Password** (B) field to login (Refer Figure 7).
8. Tick checkbox for **Remember Me** (C) to allow system to remember username and password (Refer Figure 7).
9. Click **Forgot Password** (D) to input email for reset password (Refer Figure 7).
10. Click **Cancel** (E) button to back on MyTTx Portals (Refer Figure 7).
11. Click **English** (F) dropdown to change language to Bahasa Melayu (Refer Figure 7).



2 Applicant: Registration

2.1 Applicant: Application for Tourism Tax Registration (TTx-01)

1. Application for Tourism Tax Registration (TTx-01) has three part that need to complete for process registration; that is:
 - a. Part A: Details of Business (Refer Figure 9 and 15);
 - b. Part B: Details of Accommodation Premises (Refer Figure 17);
 - c. Part C: Declaration of Applicant (Refer Figure 18).

Application for Tourism Tax Registration

Important Notes

If you have registered please check the status of the application [here](#) **A**

1. Please type in using BLOCK LETTERS.
2. Please refer to Tourism Tax Forms Guide.
3. Please refer to the attachment to fill in the item(s) that requires code.
4. Column with (*) is a mandatory field.
5. Please contact Customs Call Center at 1-300-888-500 / 03-78067200 or email ccc@customs.gov.my for further enquires.
6. Abbreviation
SST - Sales And Services Tax
GST - Goods and Services Tax
PBT - Local Authority
MOTAC - Ministry of Tourism and Culture

Part A: Details of Business

Type Of Business* Please Choose **B**

GST Registration No. GST Registration No. **C** Get GST Info

SST Registration No. SST Registration No. **D** Get SST Info

Identity Card No.* Identity Card No. **E**

MOTAC Registration No. MOTAC Registration No.

Local Authority License No. Local Authority License No.

Name of Business* Name of Business

Trading Name* Trading Name

☐ Click if the name is same to Name of Business

Figure 9 Registration TTx-01 form (1)

2. Click Link **Here** (A) for check status Application or License (Refer Figure 9)
3. System will display **MyTTx Registration Status Page** (Refer Figure 2).
4. Choose **Type of Business** (B) dropdown (Refer Figure 9).
Note: Mandatory field

Type Of Business* ASS - Association **A**

GST Registration No. GST Registration No. Get GST Info

SST Registration No. SST Registration No. Get SST Info

Identity Card No.* Identity Card No.


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Figure 10 Identity Card No. field

5. List Type of Business below, will show **Identity Card No** (A) field (Refer Figure 10):

- a. ASS – Association
- b. IND – Individual
- c. LLP – Limited Liability Partnership
- d. PRO – Professional
- e. PUB – Public Authority
- f. STA – Statutory Body
- g. LOC – Local Authority
- h. OTR – Other Entities

Note: Mandatory field



The screenshot shows a form with 'Type Of Business' set to 'COM - Company'. The 'Labuan' checkbox is checked and circled in red with a red 'A' next to it. Below it, the 'Identity Card No.' field is highlighted with a red border and a red 'B' next to it. Other fields include 'GST Registration No.', 'SST Registration No.', and buttons for 'Get GST Info' and 'Get SST Info'.

Figure 11 Tick Labuan - Identity Card No. field



The screenshot shows the same form with 'Type Of Business' set to 'COM - Company'. The 'Labuan' checkbox is unchecked and circled in red with a red 'A' next to it. Below it, the 'Business Registration No.' field is highlighted with a red border and a red 'B' next to it. Other fields include 'GST Registration No.', 'SST Registration No.', and buttons for 'Get GST Info' and 'Get SST Info'.

Figure 12 Untick Labuan – Business Registration No. field

6. If choose Type of Business, COM – Company:

- a. Tick **check box Labuan** (A) – Need to insert **Identity Card No.** (B) field (Refer Figure 11)
- b. Untick **check box Labuan** (A) – Need to insert **Business Registration No.** (B) field (Refer Figure 12)

Note: Mandatory field



The screenshot shows a form with 'Type Of Business' set to 'PAR - Partnership'. The 'Labuan/Sabah/Sarawak' checkbox is checked and circled in red with a red 'A' next to it. Below it, the 'Identity Card No.' field is highlighted with a red border and a red 'B' next to it. Other fields include 'GST Registration No.', 'SST Registration No.', and buttons for 'Get GST Info' and 'Get SST Info'.

Figure 13 Tick Labuan/Sabah/Sarawak - Identity Card No. field



Type Of Business*

☐ Labuan/Sabah/Sarawak (A)

PAR - Partnership

GST Registration No.

SST Registration No.

Business Registration No.* (B)

Figure 14 Untick Labuan/Sabah/Sarawak – Business Registration No. field

7. If choose Type of Business:

- a. PAR – Partnership
- b. SOL – Sole Proprietor
 - i. Tick **check box Labuan/Sabah/Sarawak** (A) – Need to insert **Identity Card No.** (B) field (Refer Figure 13)
 - ii. Untick **check box Labuan/Sabah/Sarawak** (A) – Need to insert **Business Registration No.** (B) field (Refer Figure 14)

Note: Mandatory field

8. Input GST No. in **GST Registration No.** field.
9. Click **Get GST Info** (C) button (Refer Figure 9).
10. System will automatically retrieve data applicant if available.
11. Input SST No. in **SST Registration No.** field.
12. Click **Get SST Info** (C) button (Refer Figure 9).
13. System will automatically retrieve data applicant if available.
14. Input Name of Business in **Name of Business** (D) field (Refer Figure 9).

Note: Mandatory field
15. Input Trading Name in **Trading Name** (D) field (Refer Figure 9).

Note: Mandatory field
16. If **Trading Name same as Name of Business**, can **tick checkbox** (E) (Refer Figure 9).
17. System will auto input Trading Name same as Business Name.

Business Address*
(Please key-in premise address if different with business address)

Street Address 1

Street Address 2

Street Address 3

Malaysia

Postal Code (B)

City

State

Correspondence Address*

☐ Click if the address same as Business Address (E)

Street Address 1

Street Address 2

Street Address 3

Malaysia

Postal Code (B)

City

State

Telephone No.* +60 - Malaysia

Fax No. +60 - Malaysia

Contact Person*



Figure 15 Registration TTx-01 form (2)

18. Input **Business Address** (A) in (Refer Figure 15) include:
- Input Street Address 1
 - Input Street Address 2
 - Input Street Address 3
 - Country (Will auto populate as Malaysia and not editable)
 - Click on **Search** (B) icon to search Postal Code (Refer Figure 15)
 - System will display list of Postal Code modal (Refer Figure 16)
 - City (Will auto populate based on postal code chosen)
 - State (Will auto populate based on postal code chosen)

Note: Mandatory field

Figure 16 Postcode modal

19. Input data and click on **Search** (A) icon to search Postcode data (Refer Figure 16).
20. System will display data based on input.
21. Click on **Select** (B) button to select the Postcode (Refer Figure 16).
- Note: Selected Postcode will display on Postcode, City and State field
22. Click on **Close** (C) button to close the Postcode list modal (Refer Figure 16).
23. System will display Registration page (Refer Figure 15).
24. Input **Correspondence Address** (C) in (Refer Figure 15) include:
- Input Street Address 1
 - Input Street Address 2
 - Input Street Address 3
 - Country (Will auto populate as Malaysia and not editable)
 - Click on **Search** (B) icon to search Postal Code (Refer Figure 15)
 - System will display list of Postal Code modal (Refer Figure 16)
 - City (Will auto populate based on postal code chosen)
 - State (Will auto populate based on postal code chosen)

Note: Mandatory field



25. If **Correspondence Address same as Business Address**, can **tick checkbox** (D) (Refer Figure 15).
26. System will auto input on Correspondence Address same as Business Address.
27. Input Telephone No. in **Telephone No.** (C) field (Refer Figure 15).
Note: System Auto Set as +60 – Malaysia for TTx-01 form and it is mandatory field
28. Input Fax No. in **Fax No.** (C) field (Refer Figure 15).
Note: System Auto Set as +60 – Malaysia for TTx-01 form
29. Input Contact Person in **Contact Person** (C) field (Refer Figure 15).
Note: Mandatory field

Part B: Details of Accommodation Premises

Accommodation Type* Please Choose

Rating* Please Choose

Number of Room* Number of Room

Financial Year End* Please Choose

Date Begin Operation* Select date

Part C: Declaration of Applicant

☐ I, hereby declare that the information stated in this form and any supporting documents attached (if any) are true, correct and complete and agree any notice to be served to me through electronic service*

Figure 17 Registration TTx-01 form (3)

30. Choose **Accommodation Type** dropdown (A) (Refer Figure 17).
Note: Mandatory field
31. List of Accommodation Type:
- Hotel
 - Apartment Hotel
 - Bed & Breakfast
 - Boutique Hotel
 - Eco Hotel
 - Guest Hotel
 - Family Inn
 - Hostel
 - Inn
 - Motel
 - Service Apartment
 - Chalet
 - Resort Hotel
 - Homestay
 - Budget Hotel
 - Innovative Accommodation
32. Choose **Rating** dropdown (A) (Refer Figure 17).
Note: Mandatory field
33. List of Rating:
- Orchid / RM 10.00
 - 1 star / RM 10.00
 - 2 star / RM 10.00



- d. 3 star / RM 10.00
 - e. 4 star / RM 10.00
 - f. 5 star / RM 10.00
 - g. Not Rated / RM 10.00
34. Input Number of Room in **Number of Room** (A) (Refer Figure 17).
Note: Mandatory field
35. Select month in **Financial Year End** (A) (Refer Figure 17).
Note: Dropdown list and mandatory field
36. Select date in **Date Begin Operation** (A) (Refer Figure 17).
Note: Calendar and mandatory field
37. Applicant need to **tick checkbox** (B) to make declaration of applicant (Refer Figure 17).
38. System will display field for declaration before submit registration form (TTx-01) (Refer Figure 18).

Part C: Declaration of Applicant

☒ I, hereby declare that the information stated in this form and any supporting documents attached (if any) are true, correct and complete and agree any notice to be served to me through electronic service*

Supporting Document*

Upload Supporting Document
[PDF, JPG, JPEG, PNG]

Date : 01/09/2022

Name of Applicant*

Identity Card No. / Passport No.*

Nationality*

Telephone No.*

Office Telephone No.*

Email Address*

Back Clear Register

Figure 18 Registration TTx-01 form (4)

39. Insert Supporting Details in **Supporting Details** (A) field (Refer Figure 18)
Note:
- a. Format Document: PDF, JPG, JPEG, PNG
 - b. Maximum: 2MB
 - c. Mandatory field
40. **Date** (B) field will auto populate based on current date (Refer Figure 18).
41. Input Name of Applicant in Name of Applicant (C) field (Refer Figure 18).
Note: Mandatory field
42. Choose and input **Identity Card No. / Passport No.** (C) (Refer Figure 18):



Identity Card No. / Passport No.*	IC - Identity Card No	A
	Identity Card No.	B
Nationality*	Malaysia	C

Figure 19 Identity Card No. Dropdown

- a. Choose **Identity Card No.** (A) – Need to insert **Identity Card No.** (B) field and **Nationality** (C) field will auto populate as Malaysia (Refer Figure 19)

Identity Card No. / Passport No.*	NP - Passport No	A
	Passport No.	B
Nationality*	Please Choose	C

Figure 20 Passport No. Dropdown

- b. Choose **Passport No.** (A) – Need to insert **Passport No** (B) field and choose Nationality in **Nationality** (C) dropdown (Refer Figure 20)

Note: Mandatory field

43. Input Telephone No. in **Telephone No.** (C) field (Refer Figure 18).
Note: System Auto Set as +60 – Malaysia for TTx-01 form and it is mandatory field
44. Input Office Telephone No. in **Office Telephone No.** (C) field (Refer Figure 18).
Note: System Auto Set as +60 – Malaysia for TTx-01 form
45. Input Email Address in Email Address (C) field (Refer Figure 18).
Note: Validation to input correct email address and mandatory field
46. Click **Back** (D) button to back on MyTTx Portals (Refer Figure 1).
47. Click on **Clear** button (E) to clear all field (Refer Figure 18).
48. Click on **Register** button (F) to view all details inserted by applicant on TTX-01 form before submit the application (Refer Figure 21).



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Application for Tourism Tax Registration

1. Please type in using BLOCK LETTERS.
2. Please refer to Tourism Tax Forms Guide.
3. Please refer to the attachment to fill in the item(s) that requires code.
4. Column with (*) is a mandatory field.
5. Please contact Customs Call Center at 1-300-888-500 / 03-78067200 or email ccc@customs.gov.my for further enquires.
6. Abbreviation
SST - Sales And Services Tax
GST - Goods and Services Tax

PBT - Local Authority

MOTAC - Ministry of Tourism and Culture

Part A: Details of Business

Type Of Business* : Association

GST Registration No. :-

SST Registration No. :-

Identity Card No.*

MOTAC Registration No. :-

Local Authority License No. :-

Name of Business*

Trading Name*

☒ Click if the name is same to Name of Business

Business Address*

SELANGOR, Malaysia

A

Correspondence Address*

☒ Click if the address same as Business Address

SELANGOR, Malaysia

Telephone No.*

Fax No.*

Contact Person*

Part B: Details of Accommodation Premises

Accommodation Type* : HOTEL

Rating* : 5 STAR

Number of Room* : 100

Financial Year End*

Date Begin Operation*

B



Part C: Declaration of Applicant

☒ I, hereby declare that the information stated in this form and any supporting documents attached (if any) are true, correct and complete and agree any notice to be served to me through electronic service

Supporting Document*

Date : 01/09/2022

Name of Applicant*

Identity Card No.* : IC - Identity Card No.

Nationality* : Malaysia

Telephone No.*

Office Telephone No.*

Email Address*

Back Confirm

D E

Figure 21 View Application TTx-01 before Confirm to Submit

49. Before applicant click submit button, applicant can **View Application** (A)(B)(C) (Refer Figure 21).
 50. Click **Back** (D) button to edit application (Refer Figure 21)
 51. System will display to applicant registration form to edit application (Refer Figure 9).
 52. Click **Confirm** (E) button to Submit Application TTx-01 (Refer Figure 21).
 53. System will display successful message (Refer Figure 22).
- Note: Verification link will send automatically to email address that applicant inserted after submit the application*

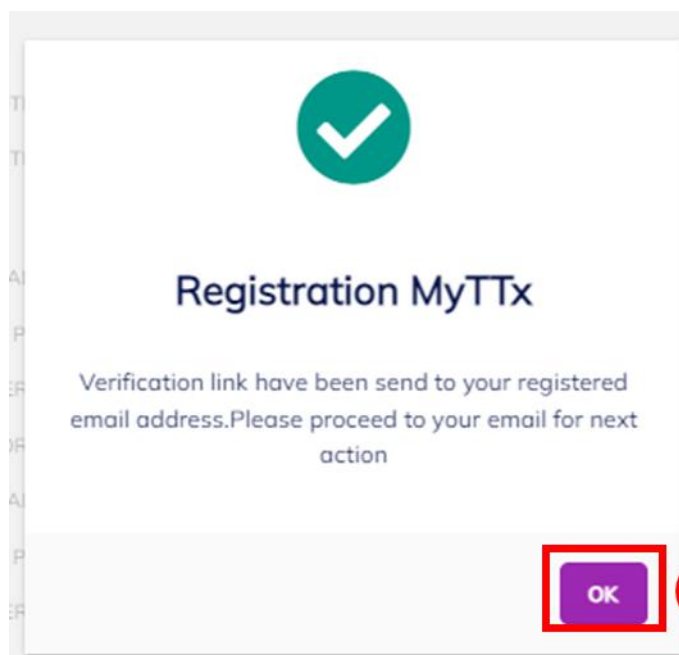


Figure 22 Successful Registration MyTTx Message

54. Click **OK** (A) button (Refer Figure 22).
55. System will directly go to portals (Refer Figure 1)



3 Applicant: Email Verification

1. After submit Application Form (TTx-01/TTx-01A); applicant must take action to check email for verification.

3.1 Applicant: Application for Tourism Tax Registration (TTx-01) – Email Verification



Figure 23 Email template for verification by applicant (TTx-01)

2. Click link (A) on email, to verify the Application (Refer Figure 23).
3. System will open verify page (Refer Figure 24).

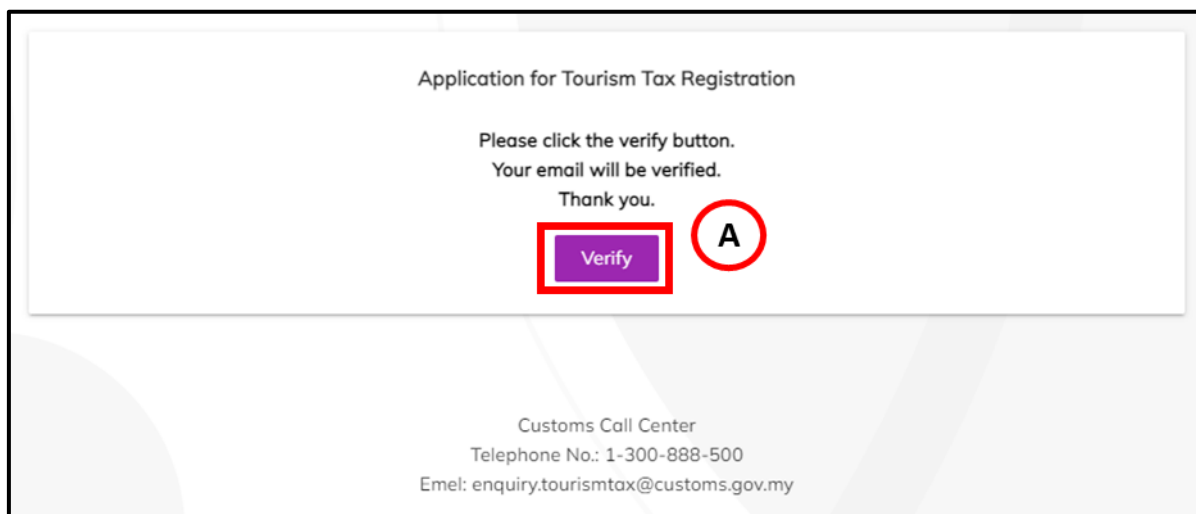


Figure 24 Email template for verification by applicant (TTx-01)

4. Click **Verify** (A) button to verify the application (Refer Figure 24).
5. System will show successfully verified page (Refer Figure 25)

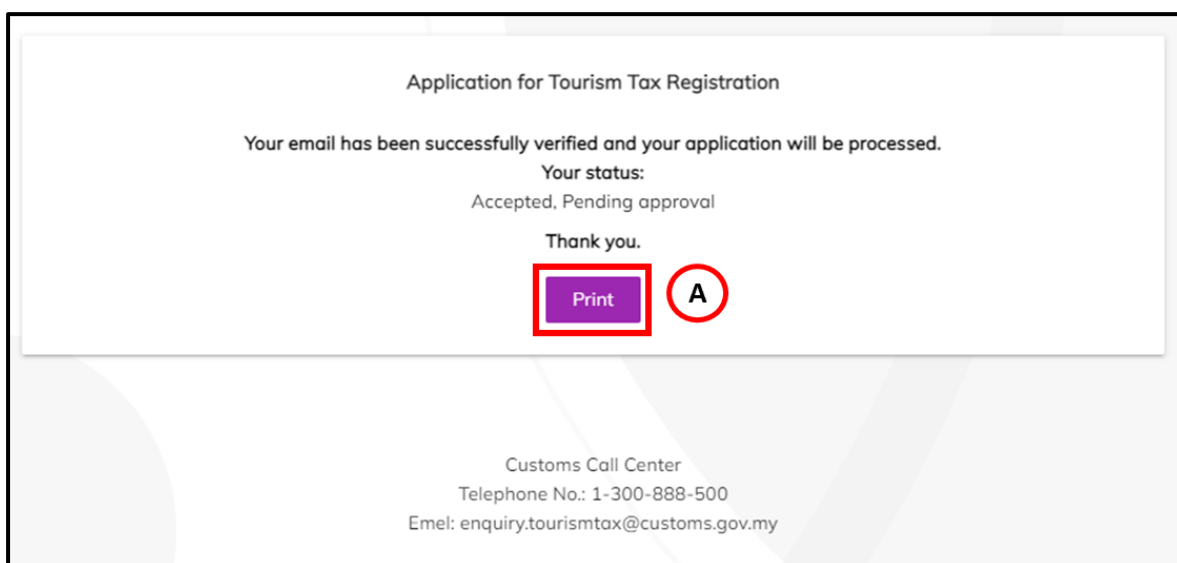
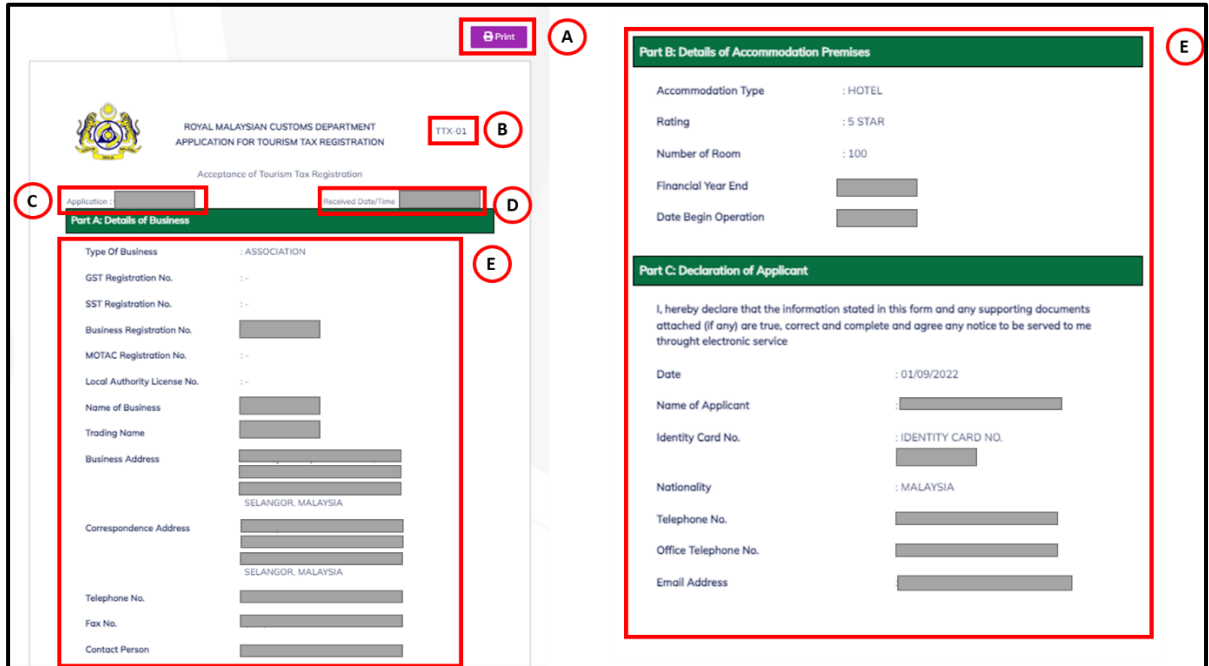


Figure 25 Successfully verified page

6. Click **Print** (A) button to view and print application form (Refer Figure 25).
7. System will show application registration form (TTx-01) (Refer Figure 26)



The screenshot shows the 'APPLICATION FOR TOURISM TAX REGISTRATION' form. It is divided into several sections:

- Header:** Includes the Royal Malaysian Customs Department logo and the form title 'TTX-01' (callout B).
- Form Fields:** Includes 'Application No.' (callout C) and 'Received Date/Time' (callout D).
- Part A: Details of Business:** A section containing fields for 'Type Of Business' (ASSOCIATION), 'GST Registration No.', 'SST Registration No.', 'Business Registration No.', 'MOTAC Registration No.', 'Local Authority License No.', 'Name of Business', 'Trading Name', 'Business Address' (SELANGOR, MALAYSIA), 'Correspondence Address' (SELANGOR, MALAYSIA), 'Telephone No.', 'Fax No.', and 'Contact Person' (callout E).
- Part B: Details of Accommodation Premises:** A section containing fields for 'Accommodation Type' (HOTEL), 'Rating' (5 STAR), 'Number of Room' (100), 'Financial Year End', and 'Date Begin Operation'.
- Part C: Declaration of Applicant:** A section containing a declaration statement and fields for 'Date' (01/09/2022), 'Name of Applicant', 'Identity Card No.', 'Nationality' (MALAYSIA), 'Telephone No.', 'Office Telephone No.', and 'Email Address'.
- Print Button:** A purple button labeled 'Print' (callout A) is located at the top right of the form.

Figure 26 View and print application registration form (TTx-01)

8. Click **Print** (A) button to print the application registration form (Refer Figure 25).
9. System will show Print option to print the application registration form.
10. Application registration form will show **Type of Application** (B) (Refer Figure 26).
11. Application registration form will show **Application No.** (C) (Refer Figure 26).
12. Application registration form will show **Received Date / Time** (D) (Refer Figure 26).
13. Application registration form will show **All Details Applicant** (E) inserted (Refer Figure 26).



4 Applicant: Query from JKDM Email

1. If officer from Jabatan Kastam Diraja Malaysia (JKDM) make query to applicant application, applicant will get email and need action from applicant to re-submit application.

4.1 Applicant: Application for Tourism Tax Registration (TTx-01) – Query from JKDM Email



Figure 27 Query email for applicant (TTx-01)

2. Click **link** (A) on email, to checking query from officer and re-submit the application (Refer Figure 27).
3. System will open application registration form page (Refer Figure 28).



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Application Registration

Application Status : Pending Query

A

Application No.:

B

Details Of Business

Type Of Business*	ASS - Association	
GST Registration No.	GST Registration No.	Get GST Info
SST Registration No.	SST Registration No.	Get SST Info
Identity Card No.*		
MOTAC Registration No.	MOTAC Registration No.	
Local Authority License No.	Local Authority License No.	
Name of Business*		
Trading Name*		
<input type="checkbox"/> Click if the name is same to Name of Business		
Business Address*		
	Street Address 3	
	Malaysia	
	09810	Q SERDANG
	SELANGOR	
Correspondence Address*		
<input type="checkbox"/> Click if the address same as Business Address		
	Street Address 3	
	Malaysia	
	09810	Q SERDANG
	SELANGOR	

C

Telephone No.*	+60 - Malaysia	
Fax No.	+60 - Malaysia	
Contact Person*		

Details Of Accommodation Premises

Accommodation Type*	HOTEL	
Rating*	5 STAR / RM 10.00	
Number of Room*	100	
Financial Year End*		
Date Begin Operation*		

Applicant Details

Name of Applicant*		
Identity Card No. / Passport No.*	IC - Identity Card No	
Nationality*	Malaysia	
Telephone No.*	+60 - Malaysia	
Office Telephone No.*	+60 - Malaysia	
Email Address*		

C


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Figure 28 Application Registration During Query (TTx-01)

4. **Application Status** (A) will show pending query (Refer Figure 28).
5. **Application No.** (B) will show number application for the applicant (Refer Figure 28).
6. Applicant can edit details on application registration form (C) (Refer Figure 28).
7. Input Remarks in Remarks (D) field (Refer Figure 28).
Note: Mandatory field
8. Insert Supporting Details in **Supporting Details** (E) field (Refer Figure 28)
Note:
 - d. Format Document: PDF, JPG, JPEG, PNG
 - e. Maximum: 2MB
 - f. Mandatory field
9. Click **Submit** (G) button to resubmit the application (Refer Figure 28).
10. System will display confirmation re-submit application (Refer Figure 29).

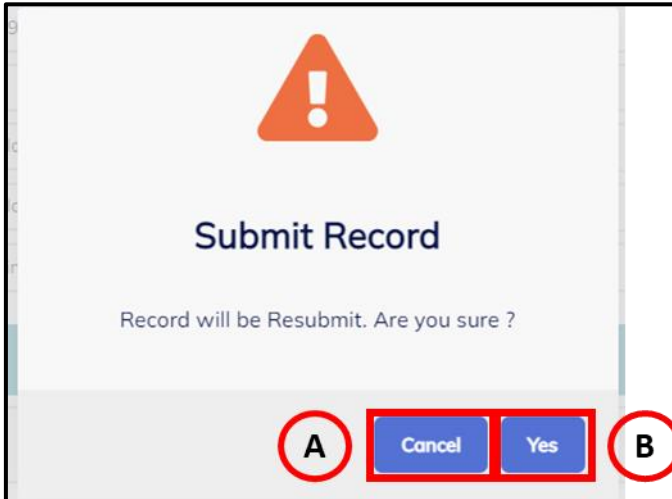


Figure 29 Confirmation Re-submit Application (TTx-01)

11. Click **Cancel** (A) button to cancel re-submit application (Refer Figure 29).
12. System will back to Application Registration page (Refer Figure 28).



13. Click **Yes** (B) button to resubmit application (Refer Figure 29).
14. System will display successful resubmit application (Refer Figure 30).

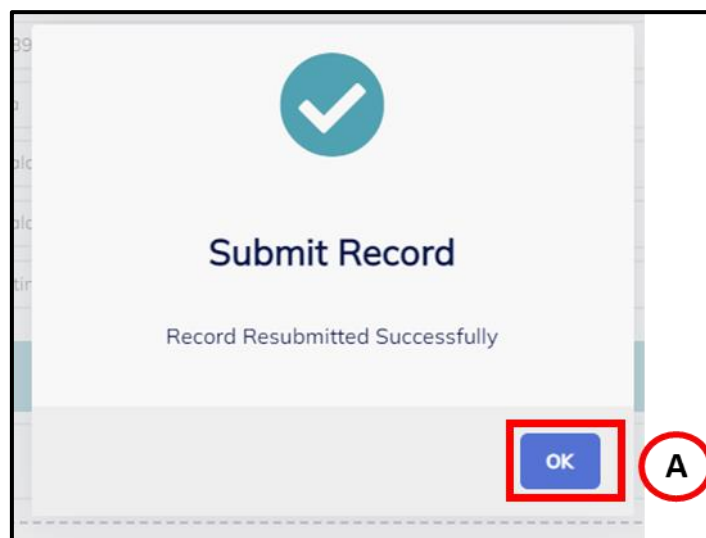


Figure 30 Successfully Create Request

15. Click **OK** (A) button (Refer Figure 30).
16. System will directly go to MyTTx Portals (Refer Figure 1).



5 Applicant: Application Approval Email

1. After office approve the application, applicant will get email with login information and approval letter or certificate.

5.1 Applicant: Application for Tourism Tax Registration (TTx-01) – Application Approval Email

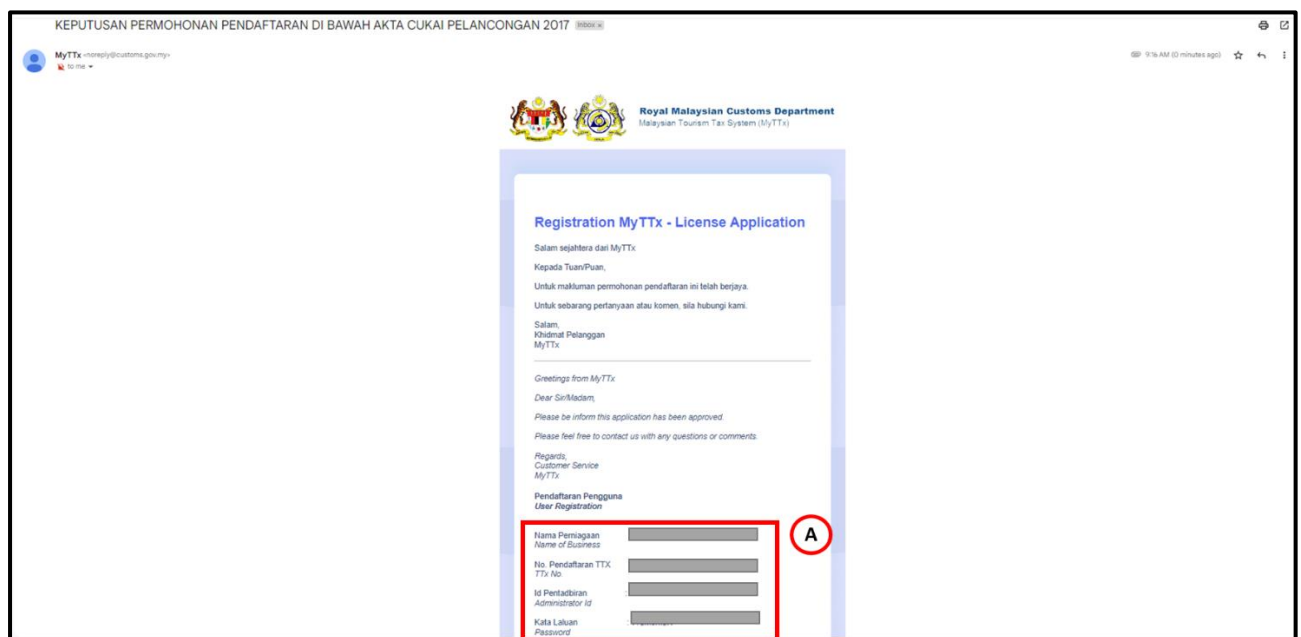




Figure 31 Approval Email for Applicant (TTx-01)


2. Label (A) will show login details for applicant login to MyTTx (Refer Figure 31).

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ROYAL MALAYSIAN CUSTOMS DEPARTMENT
PUSAT PEMROSESAN KASTAM
ARAS 1, BLOK A, KOMPLEKS KASTAM WPKL
JALAN SS 6/3, KELANA JAYA
47301 PETALING JAYA, SELANGOR

Telpon : 03-78067200 / 1-300-888-500
Faksimile : 03-78067599
Laman Web : www.myttx.customs.gov.my
E-Mel : enquiry.tourismtax@customs.gov.my



(A) [Redacted]

(C) BANDAR BARU BANGI
43650 BANDAR BARU BANGI
SELANGOR

(B) [Redacted]

Our Reference : [Redacted]

Date : 05/09/2022

Registration No. : [Redacted]

Sir / Madam,

**APPROVAL OF REGISTRATION UNDER SECTION 20c TOURISM TAX ACT 2017 AS
DIGITAL PLATFORM SERVICE PROVIDER**


Please be informed that you have been registered under Tourism Tax Act 2917 and details of your account as digital platform service provider shall be as follows:

Application Date	: 05/09/2022
Registration Effective Date	: 01/10/2022
Accounting Basis	: Payment Basis
Taxable Period	: Quarterly
First Taxable Period	: 01/10/2022 hingga 31/10/2022
Last date for Return Submission and Payment	: 30/11/2022
Second Taxable Period	: 01/11/2022 hingga 31/01/2023
Last date for Return Submission and Payment	: 28/02/2023
Subsequent Taxable Period	: Every Quarterly
Last date for Return Submission and Payment Taxable	: Last day of the month following the end of period
Controlling Station and Address	: IBU PEJABAT BAHAGIAN GST MENARA TULUS LEVEL 4 BLOCK A MENARA TULUS PRECINT 3 PUTRAJAYA 43650 SELANGOR

(D)

Figure 32 Approval Letter for Applicant (TTx-01)

3. Data (A) show company name (Refer Figure 32).
4. Data (B) show trading name (Refer Figure 32).
5. Data (C) show business address (Refer Figure 32).
6. Label (D) will show login applicant details (Refer Figure 32).

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No. Sijil :
Certificate No.


JABATAN KASTAM DIRAJA MALAYSIA
 ROYAL MALAYSIAN CUSTOMS DEPARTMENT

User Registration

Nama Perdagangan :
Trading Name

Nama Perniagaan :
Name of Business

ID Pentadbir :
Administrator ID

Kata laluan :
Password

A

Figure 33 Login Details for Applicant (TTx-01)

7. Data (A) show login details for applicant (Refer Figure 33).



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		TTx-02
No. ruj. permohonan : <input type="text"/>		
Application ref. no.		
		
JABATAN KASTAM DIRAJA MALAYSIA ROYAL MALAYSIAN CUSTOMS DEPARTMENT		
Sijil Pendaftaran sebagai Pengendali Premis Penginapan (Peraturan 4 Peraturan-peraturan Cukai Pelancongan 2017)		
Certificate of Registration as Accommodation Premise Operator (Regulation 4 Tourism Tax Regulations 2017)		
Nama Perdagangan Trading Name	:	<input type="text"/>
Nama Perniagaan Name of Business	:	<input type="text"/>
Alamat Syarikat/Premis Penginapan Address of Company/Accommodation Premise	:	<input type="text"/>
		09810 SERDANG SELANGOR
Nombor Pendaftaran TTx TTx Registration Number	:	<input type="text"/>
Didaftarkan di bawah Akta Registered under Act	:	Akta Cukai Pelancongan 2017
Tarikh Kuatkuasa Effective Date	:	01/10/2022
Tarikh Dikeluarkan Date of Issue	:	05/09/2022
KETUA PENGARAH KASTAM MALAYSIA DIRECTOR GENERAL OF CUSTOMS MALAYSIA		
Sijil cetakan komputer ini tidak memerlukan tandatangan No signature is required for this computer generated certificate		

A

Figure 34 Certificate of Registration for Applicant (TTx-01)

8. Data (A) show certificate of registration for applicant (Refer Figure 34).



6 Applicant: Application Rejected Email

1. After office rejected the application, applicant will get email.
2. Applicant can resubmit their application but must before 14 days after rejected date.

6.1 Applicant: Application for Tourism Tax Registration (TTx-01) – Application Rejected Email

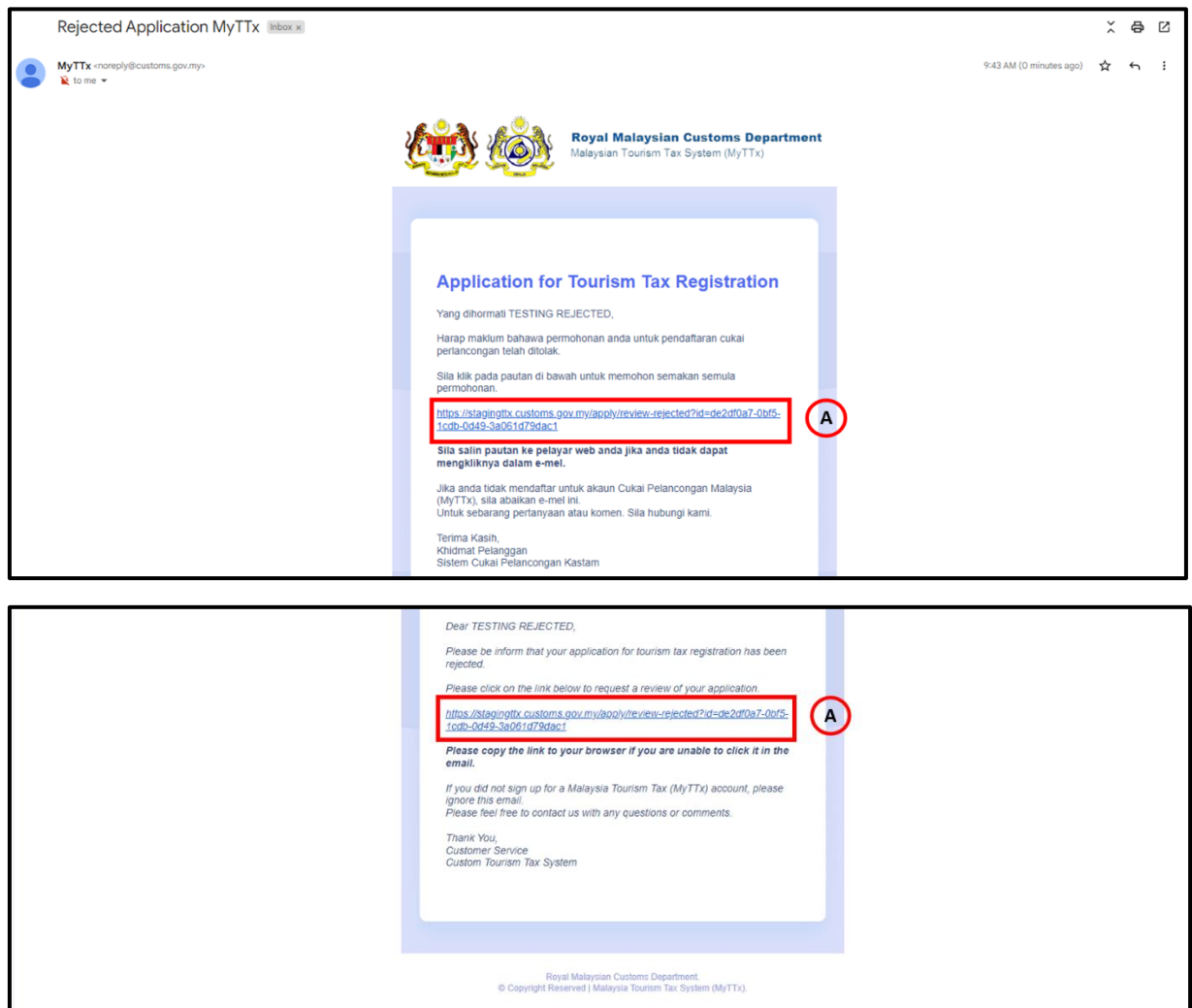


Figure 35 Rejected Email for Applicant (TTx-01)

3. Click link (A) to resubmit the application (Refer Figure 35).
Note: Can refer query resubmit process (Refer Figure 28)
4. Applicant can resubmit their application after rejected from officer.
5. After 14 days; the link will block so applicant need to submit new registration.