



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

BOD MODULE
(NON-REGISTRANT)


VERSION 2.0

Table Content

1	Applicant: Portal	1
1.1	Applicant: Login Page	2
2	Tourism Tax menu	4
2.1	Bill of Demand (BOD Status)	4
2.1.1	BOD Manual	5

List of Figures

Figure 1 MyTTx portals	1
Figure 2 MyTTx Login Page	2
Figure 3 License Information Popup	2
Figure 4 Tourism Tax menu	4
Figure 5 Bill of Demand (BOD Status)	4
Figure 6 BOD Manual.....	5
Figure 7 Search.....	5
Figure 8 Filter	6
Figure 9 Advanced Filter	6
Figure 10 Print BOD Letter.....	7
Figure 11 Export	7
Figure 12 Print Screen	8

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 1

1 Applicant: Portal

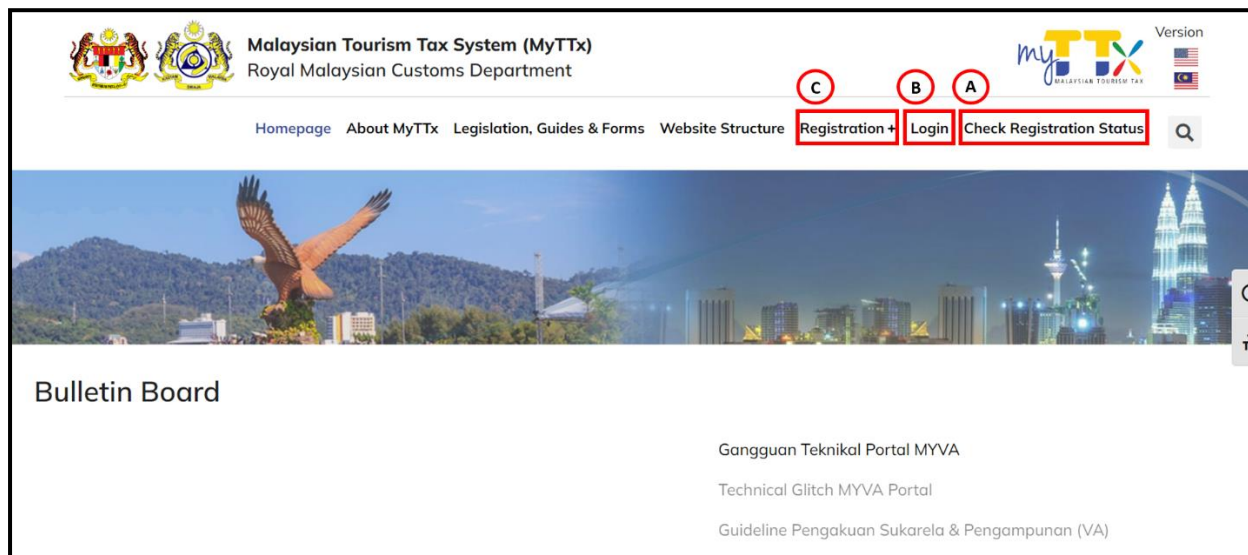

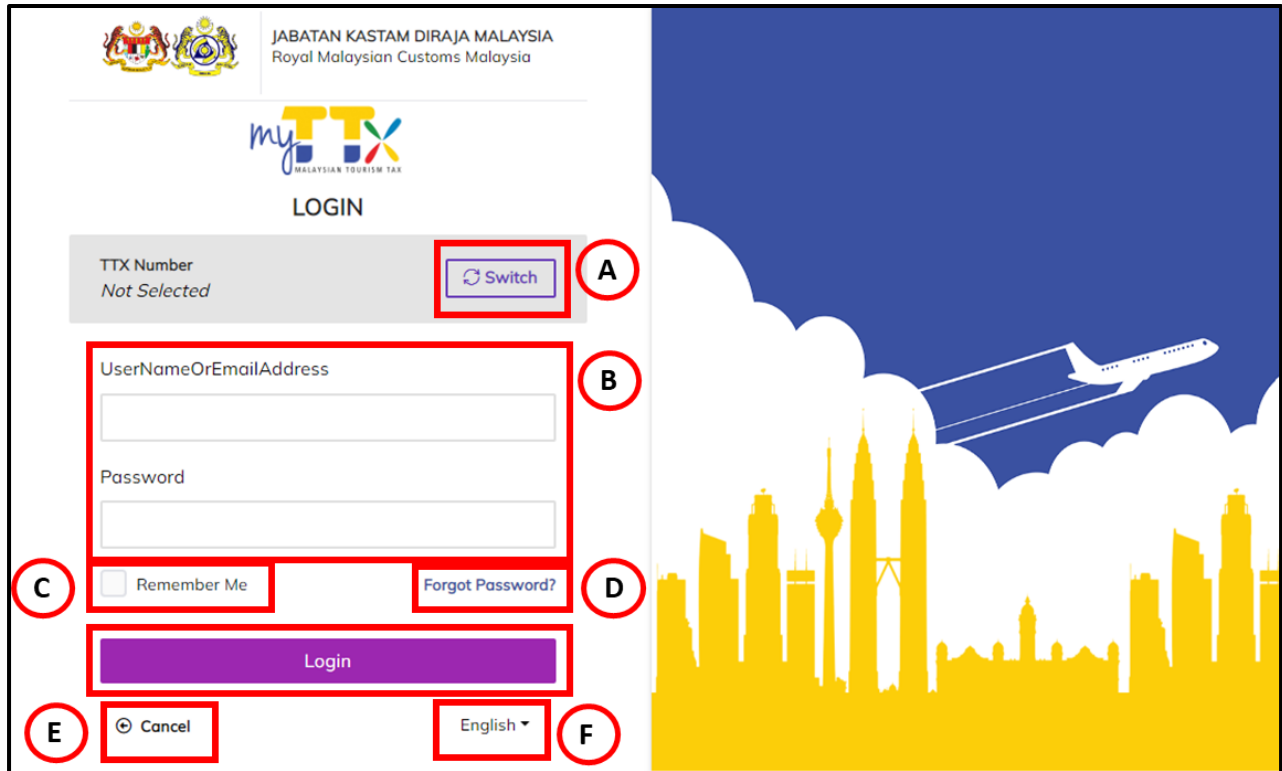


Figure 1 MyTTx portals

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.
4. Click **Registration +** menu (B) (Refer Figure 1).
5. System will display **Registration** dropdown.
6. Click **Login** menu (C) (Refer Figure 1).
7. System will display **Login** page (Refer Figure 2).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 2

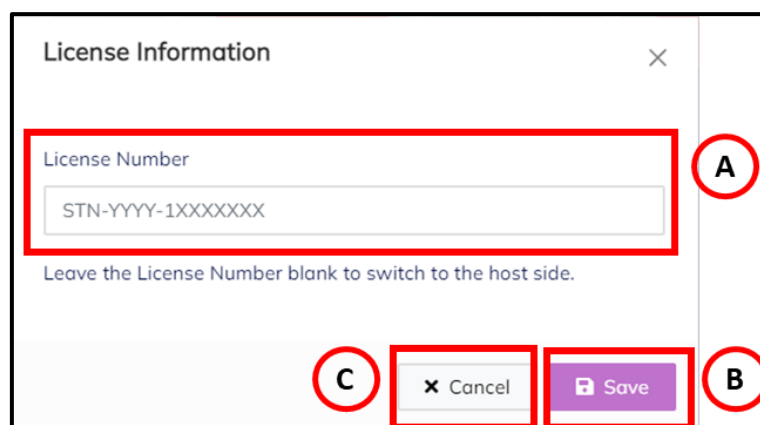
1.1 Applicant: Login Page



The screenshot shows the MyTTx Login Page. The page header includes the Jabatan Kastam Diraja Malaysia logo and the text 'JABATAN KASTAM DIRAJA MALAYSIA Royal Malaysian Customs Malaysia'. Below this is the 'myTTX' logo and the word 'LOGIN'. The login form consists of several elements: a 'TTX Number' field with a 'Switch' button (A), a 'UserNameOrEmailAddress' field (B), a 'Password' field (B), a 'Remember Me' checkbox (C), a 'Forgot Password?' link (D), a 'Login' button (E), a 'Cancel' button (E), and a language dropdown menu set to 'English' (F). The background features a stylized city skyline and an airplane flying over clouds.

Figure 2 MyTTx Login Page

1. Click **Switch** button (A) (Refer Figure 2).
2. System will display field to insert **License No.** (Refer Figure 3).



The screenshot shows a 'License Information' popup window. It contains a 'License Number' field (A) with the placeholder text 'STN-YYYY-1XXXXXXX'. Below the 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 3 License Information Popup

3. Input License No. in **License Number** field (A) (Refer Figure 3).
Note: Format License No (STN-YYYY-1XXXXXXX).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual


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

Version : 2.0

Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0

Page No : 3

4. Click **Save** (B) button to save the License No. (Refer Figure 3).
5. Click Cancel (C) button to close the License Information modal (Refer Figure 3).
6. System will back to **Login Page** (Refer Figure 2).
7. Input username or email address and password in **User Name Or Email Address and Password** (B) field to login (Refer Figure 2).
8. Tick checkbox for **Remember Me** (C) to allow system to remember username and password (Refer Figure 2).
9. Click **Forgot Password** (D) to input email for reset password (Refer Figure 2).
10. Click **Cancel** (E) button to back on MyTTx Portals (Refer Figure 2).
11. Click **English** (F) dropdown to change language to Bahasa Melayu (Refer Figure 2).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 4

2 Tourism Tax menu



Figure 4 Tourism Tax menu

1. Click on **Tourism Tax** menu (A).
2. System will display sub menu (B) for **Tourism Tax** menu.

2.1 Bill of Demand (BOD Status)

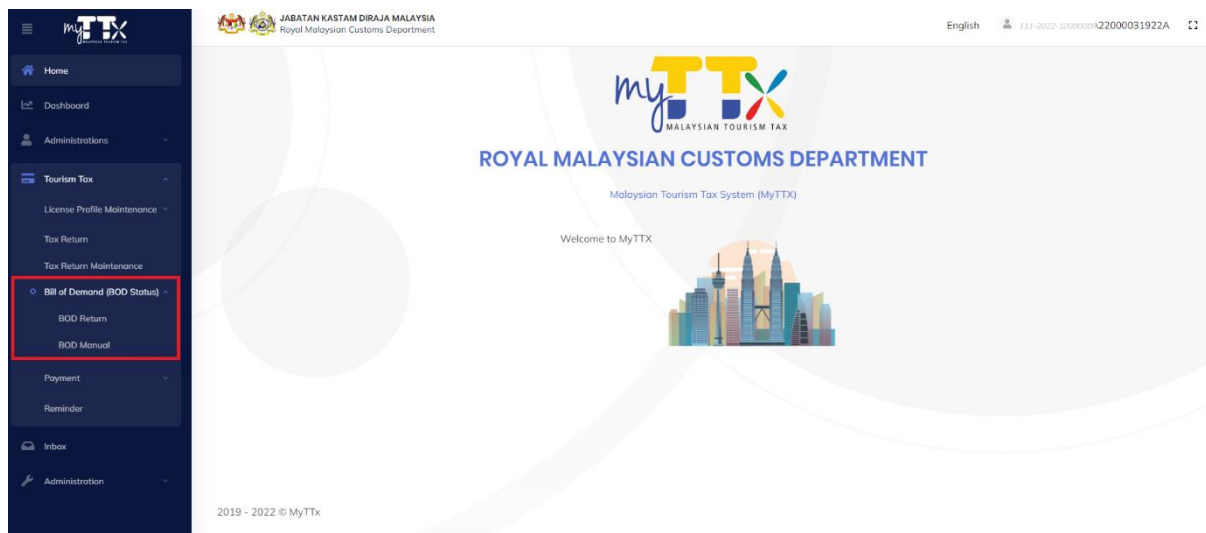



Figure 5 Bill of Demand (BOD Status)

1. Click on **Bill of Demand (BOD Status)** sub menu.
2. System will display sub menu for **Bill of Demand (BOD Status)**.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 5

2.1.1 BOD Manual

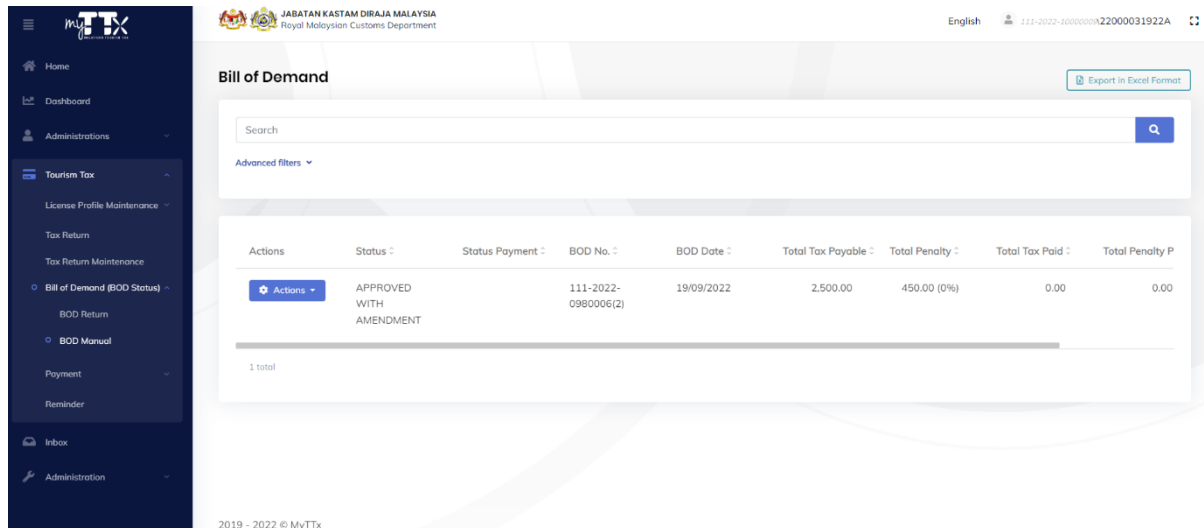


Figure 6 BOD Manual

1. Click on **BOD Manual** menu, will display BOD Manual screen (Refer Figure 6).

2.1.1.1 Search

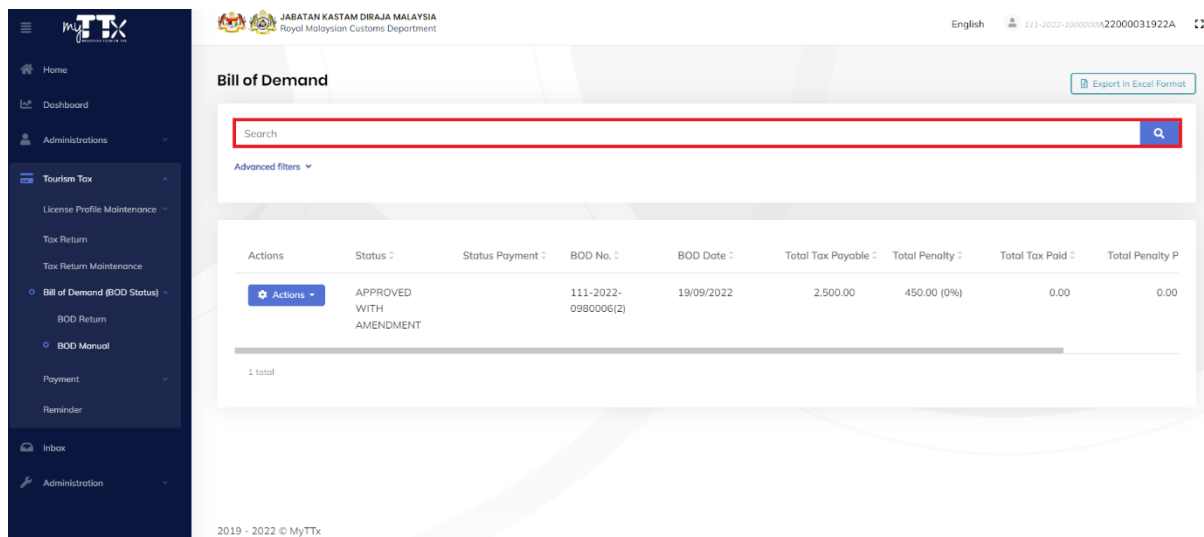



Figure 7 Search

1. Input data in search field.
2. System will automatically display BOD list related to search data.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 6

2.1.1.2 Filter

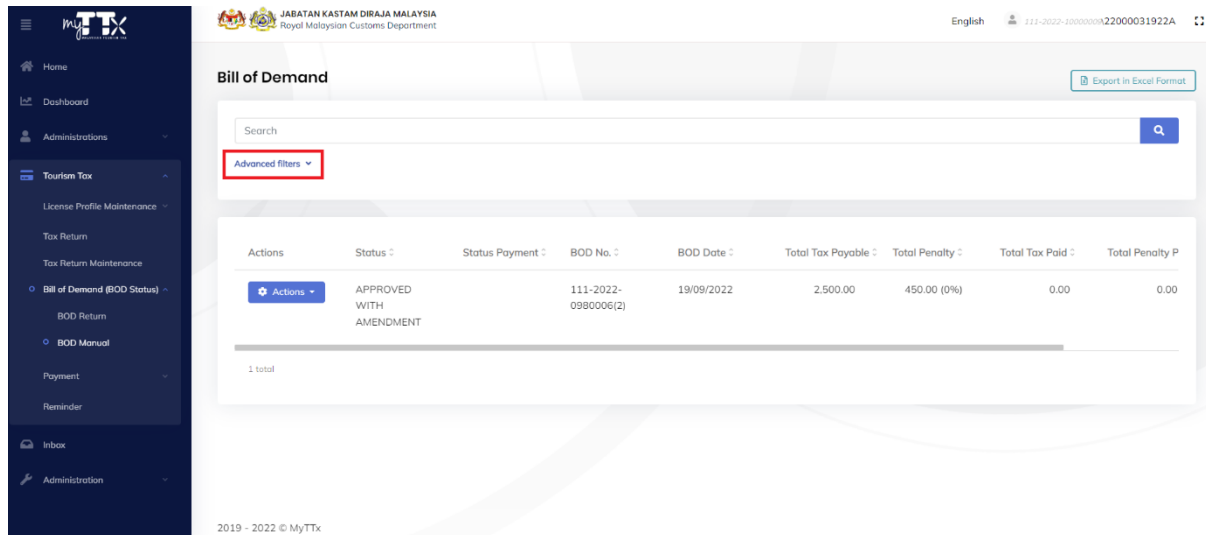


Figure 8 Filter

1. Click on **Advanced Filters** to display advance filter field.
2. System will display **BOD No. field (A)** (Refer Figure 8).

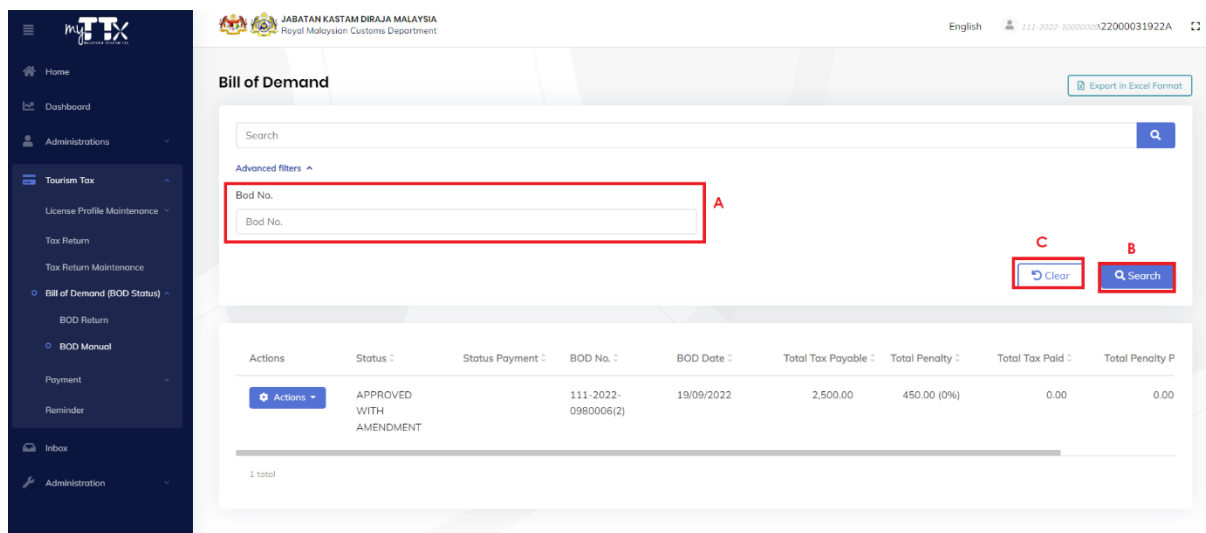

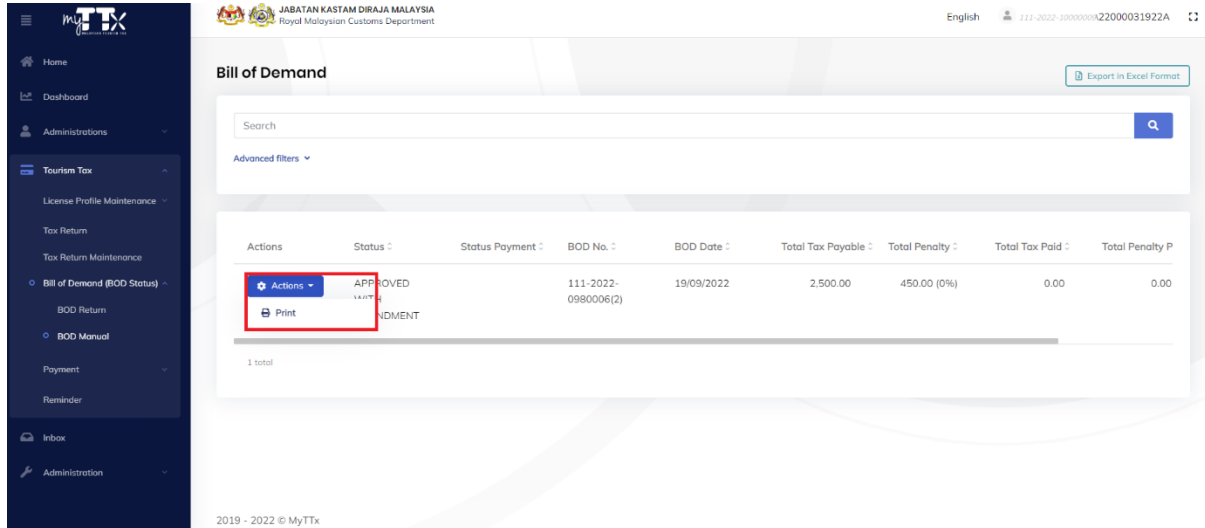


Figure 9 Advanced Filter

3. Click on **Search** button (B) to search BOD No.
4. System will display BOD No. related to filter data.
5. Click on **Clear** button (C) to reset filter.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref : EITS/CMMI/ENG/RSD/UM	Version : 2.0
	Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0	Page No : 7

2.1.1.3 Print Letter

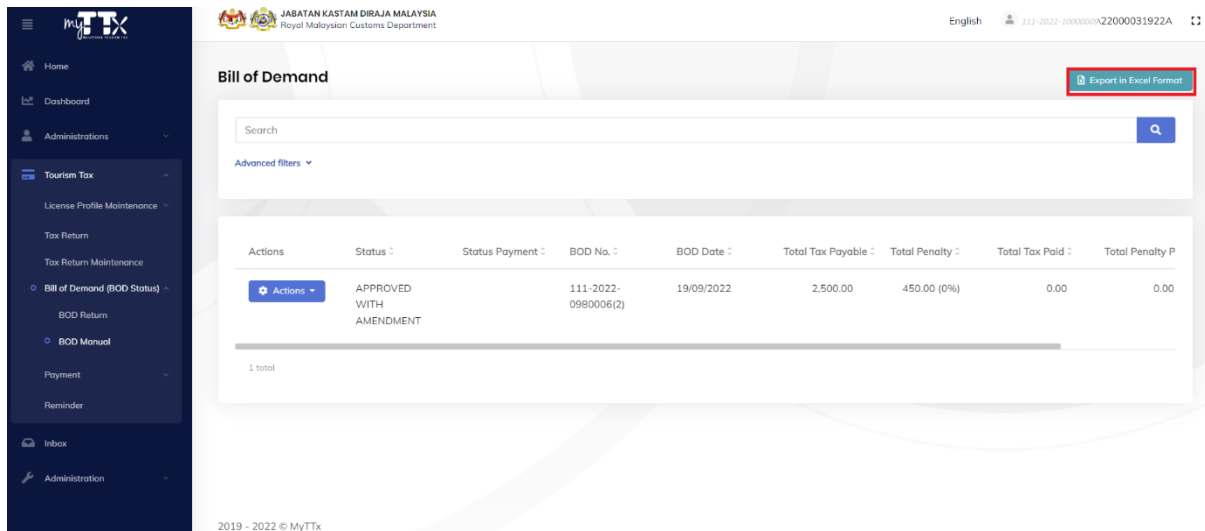


The screenshot shows the 'Bill of Demand' page in the MyTTx system. On the left is a dark blue sidebar with navigation options: Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Return, Tax Return Maintenance, Bill of Demand (BOD Status), BOD Return, BOD Manual, Payment, and Reminder. The main area displays a table of BODs. The first row is highlighted, and the 'Actions' column for this row contains a dropdown menu with 'Actions' and 'Print' options. The 'Print' option is highlighted with a red box. The table columns are: Actions, Status, Status Payment, BOD No., BOD Date, Total Tax Payable, Total Penalty, Total Tax Paid, and Total Penalty P. The data row shows: APPROVED, 111-2022-0980006(2), 19/09/2022, 2,500.00, 450.00 (0%), 0.00, and 0.00. At the bottom, it says '1 total'.

Figure 10 Print BOD Letter

1. Click on **Action** button > **Print** to print BOD Letter.

2.1.1.4 Export



The screenshot shows the same 'Bill of Demand' page as Figure 10. In this view, the 'Export in Excel Format' button in the top right corner is highlighted with a red box. The table data is the same as in Figure 10.

Figure 11 Export

1. Click on **Export in Excel Format** button to download BOD list.



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version : 2.0

Doc ID : MYTTX_NON-REGISTRANT_BOD_UM_v2.0

Page No : 8

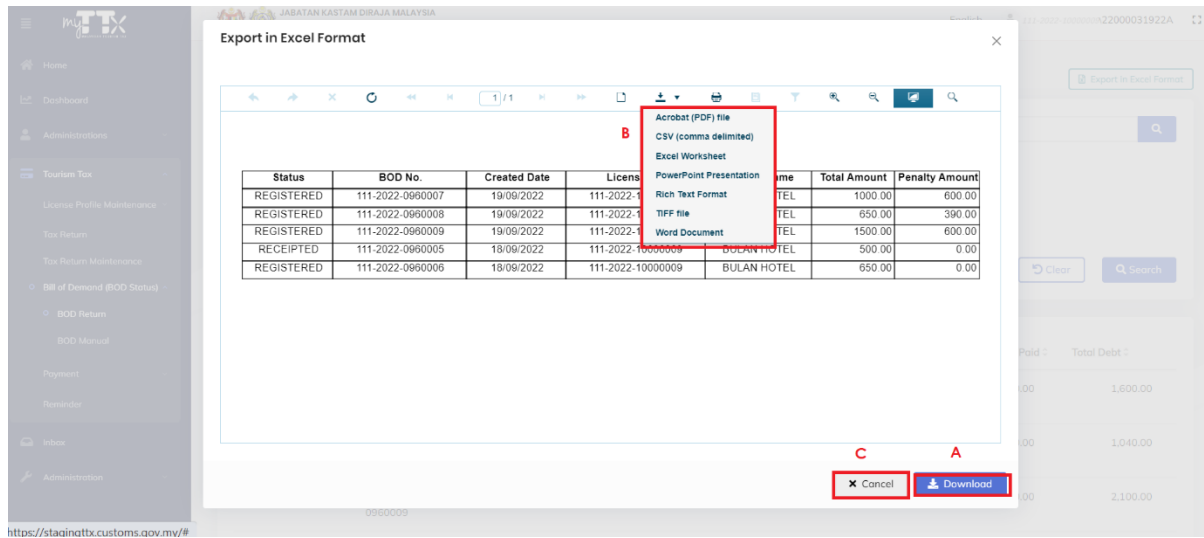


Figure 12 Print Screen

2. System will display print screen for user review.
3. Click on **Download** button (A) to download BOD list.
4. System will download in default format which is Excel form.
5. Click on **Export** button (B) to select another format.
6. Click on **Cancel** button (C) to abort download.
7. System will redirect to previous page.