



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

BOD MODULE
(OPERATOR)


VERSION 2.0

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1 Applicant: Portal

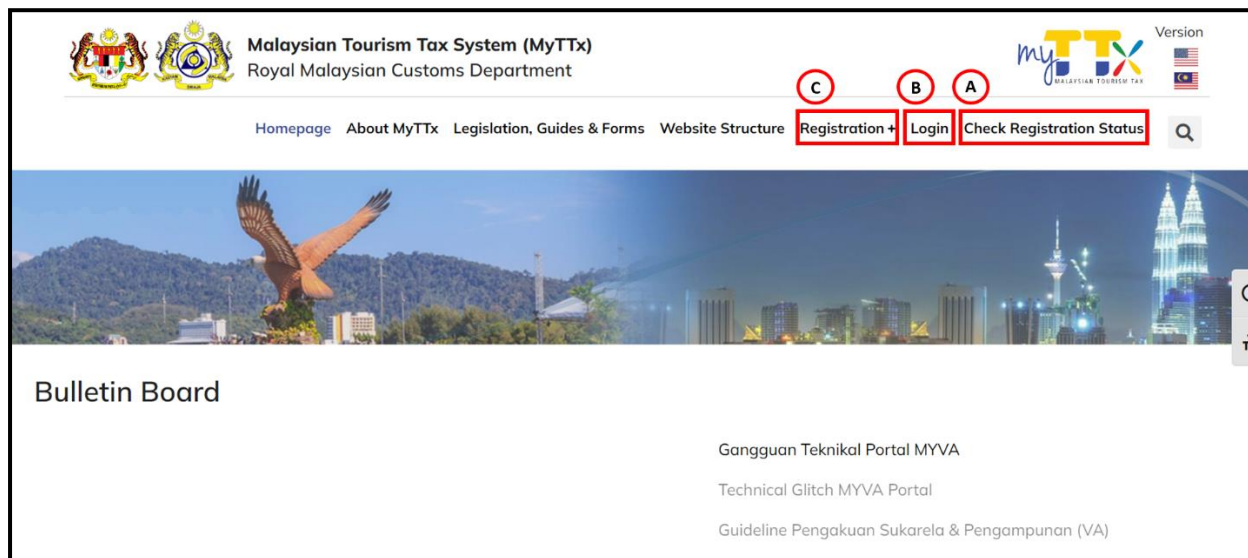

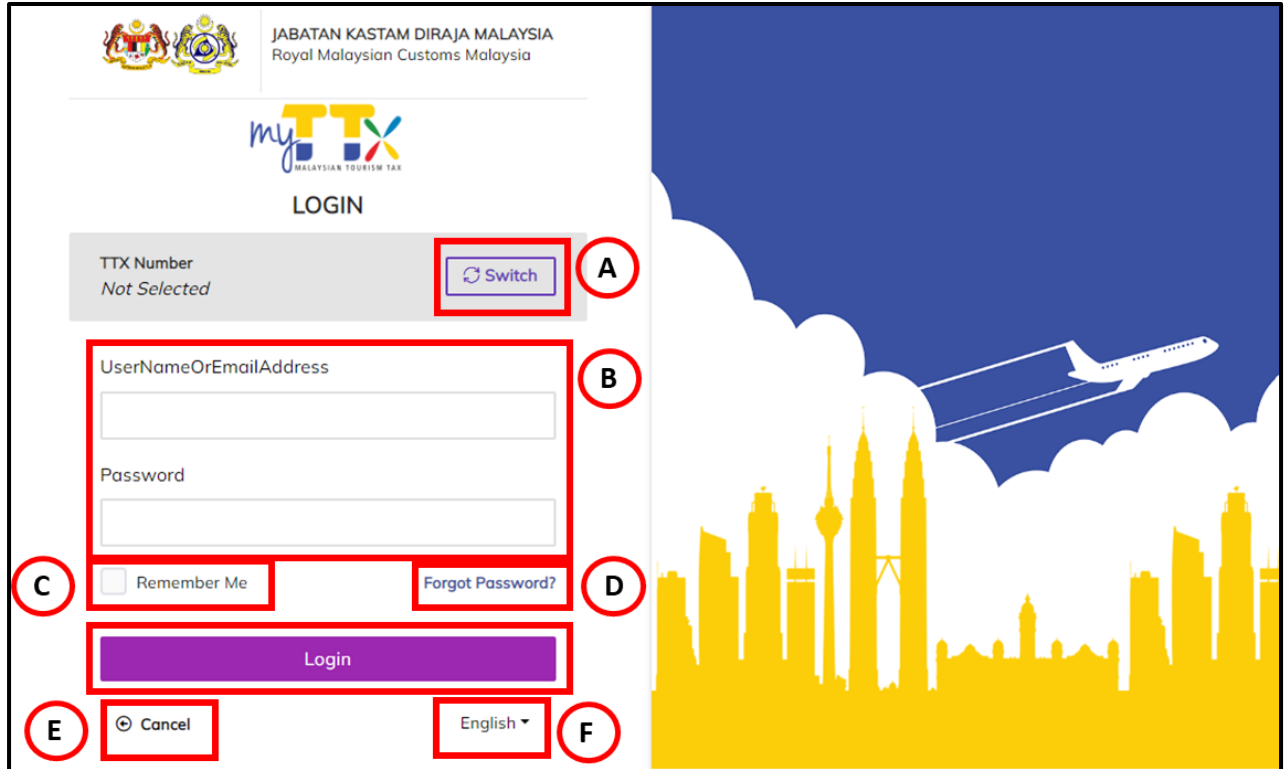


Figure 1 MyTTx portals

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.
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).

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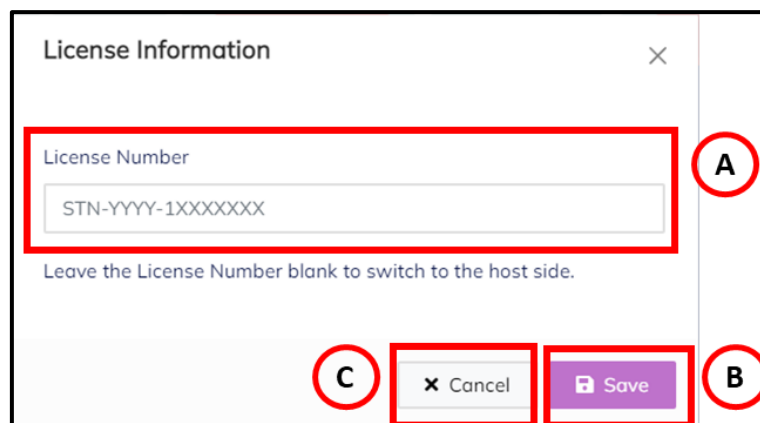
1.1 Applicant: Login Page



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 (D), 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 has a title bar with a close button (X). The main content area 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).



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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).



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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)**.



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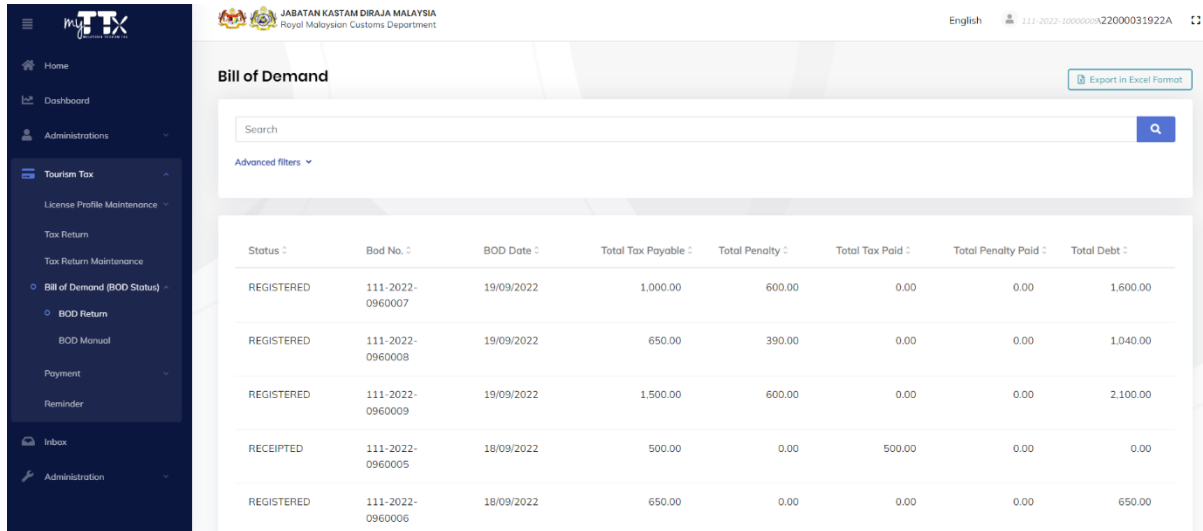
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2.1.1 BOD Return

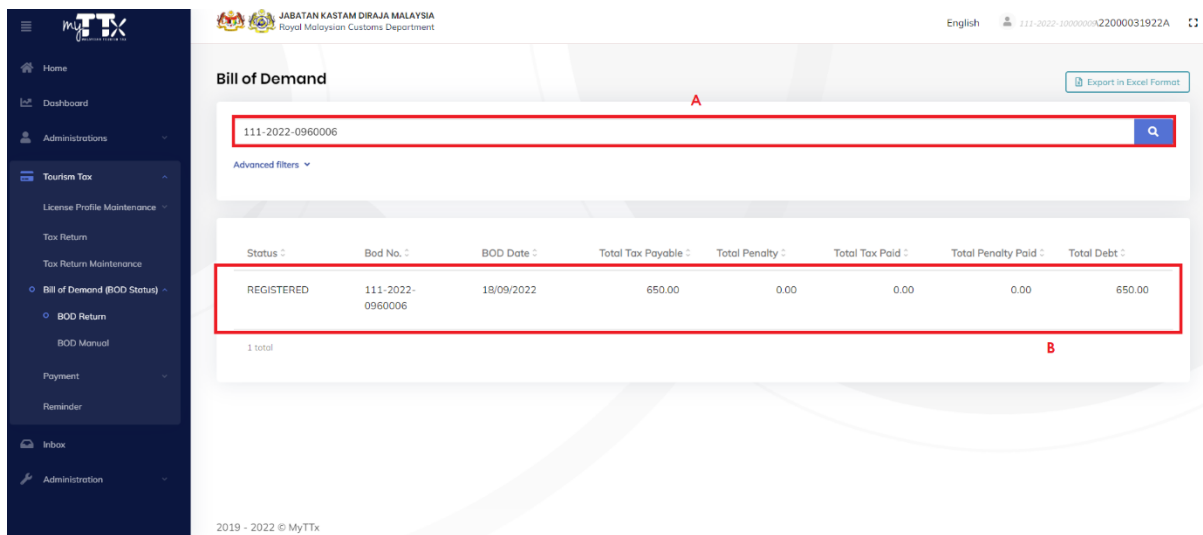


| Status | Bod No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt |
|------------|------------------|------------|-------------------|---------------|----------------|--------------------|------------|
| REGISTERED | 111-2022-0960007 | 19/09/2022 | 1,000.00 | 600.00 | 0.00 | 0.00 | 1,600.00 |
| REGISTERED | 111-2022-0960008 | 19/09/2022 | 650.00 | 390.00 | 0.00 | 0.00 | 1,040.00 |
| REGISTERED | 111-2022-0960009 | 19/09/2022 | 1,500.00 | 600.00 | 0.00 | 0.00 | 2,100.00 |
| RECEIPTED | 111-2022-0960005 | 18/09/2022 | 500.00 | 0.00 | 500.00 | 0.00 | 0.00 |
| REGISTERED | 111-2022-0960006 | 18/09/2022 | 650.00 | 0.00 | 0.00 | 0.00 | 650.00 |

Figure 6 BOD Return Screen

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


2.1.1.1 Search



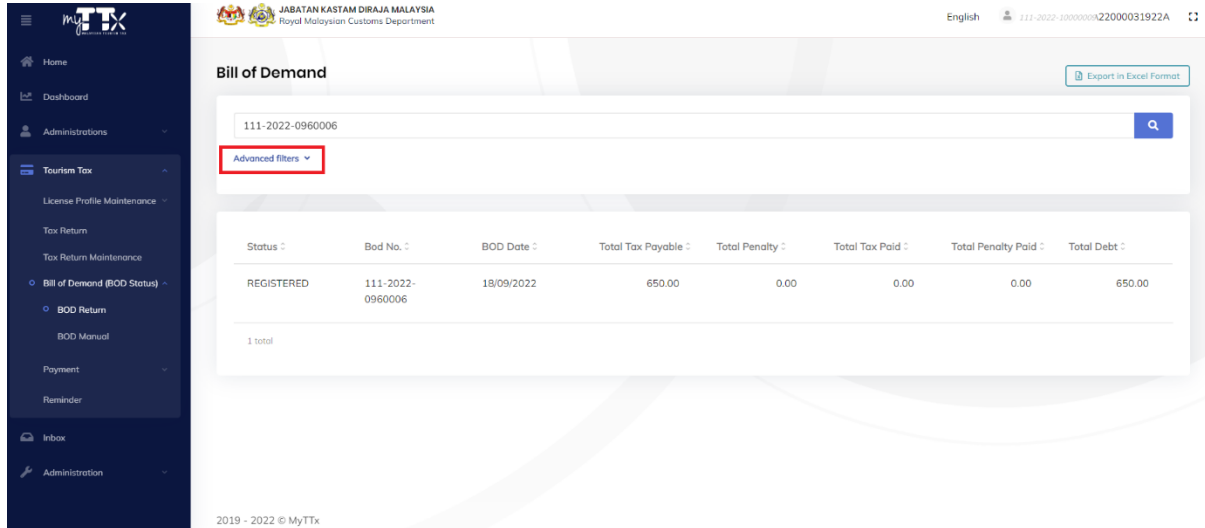
| Status | Bod No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt |
|------------|------------------|------------|-------------------|---------------|----------------|--------------------|------------|
| REGISTERED | 111-2022-0960006 | 18/09/2022 | 650.00 | 0.00 | 0.00 | 0.00 | 650.00 |

Figure 7 Search

1. Input key word in search field (A).
2. System will automatically display data related to search word (B).

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2.1.1.2 Filter

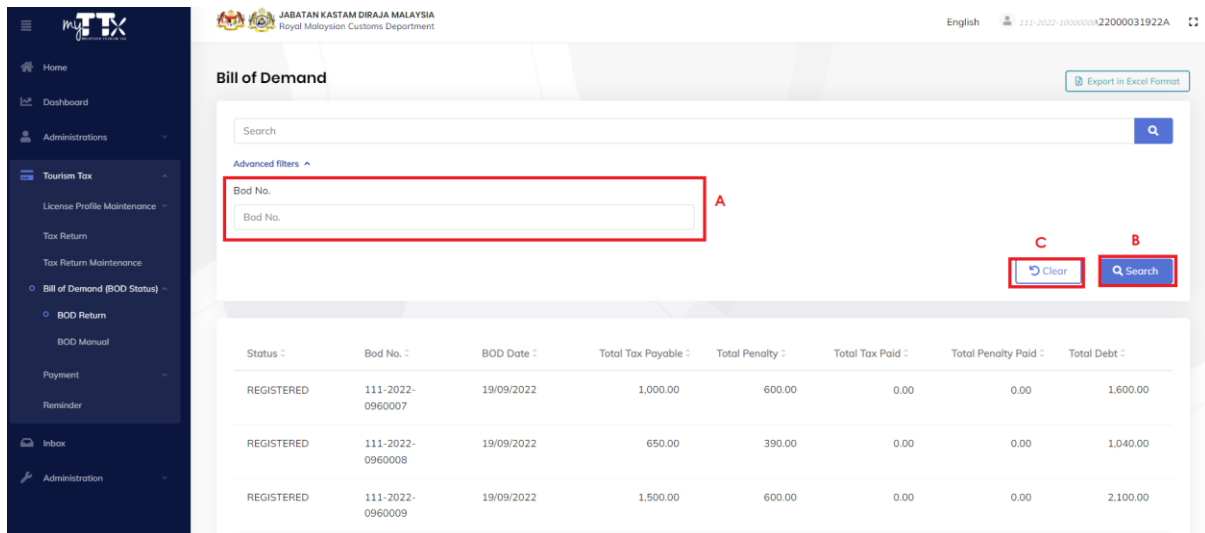


The screenshot shows the 'Bill of Demand' page in the MyTTX system. A sidebar on the left contains navigation links. The main content area has a search bar with the value '111-2022-0960006'. Below the search bar, the 'Advanced filters' dropdown menu is open and highlighted with a red box. The table below shows a single result for a registered bill of demand.

| Status | Bod No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt |
|------------|------------------|------------|-------------------|---------------|----------------|--------------------|------------|
| REGISTERED | 111-2022-0960006 | 18/09/2022 | 650.00 | 0.00 | 0.00 | 0.00 | 650.00 |

Figure 8 Filter

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




The screenshot shows the 'Advanced filters' section expanded. The 'BOD No.' field is highlighted with a red box and labeled 'A'. Below the field, there are 'Clear' (labeled 'C') and 'Search' (labeled 'B') buttons. The table below shows three results for registered bills of demand.

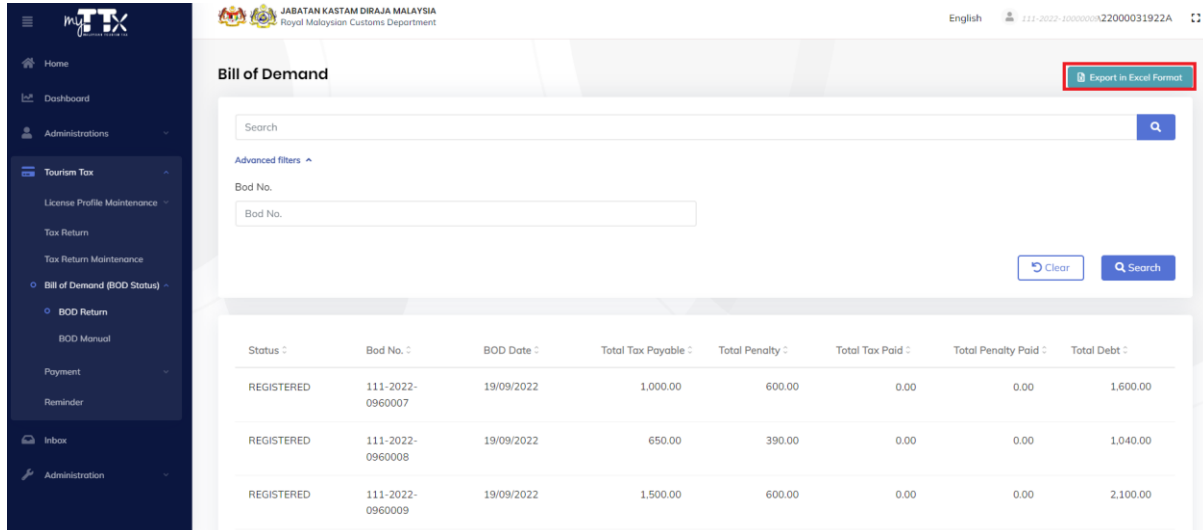
| Status | Bod No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt |
|------------|------------------|------------|-------------------|---------------|----------------|--------------------|------------|
| REGISTERED | 111-2022-0960007 | 19/09/2022 | 1,000.00 | 600.00 | 0.00 | 0.00 | 1,600.00 |
| REGISTERED | 111-2022-0960008 | 19/09/2022 | 650.00 | 390.00 | 0.00 | 0.00 | 1,040.00 |
| REGISTERED | 111-2022-0960009 | 19/09/2022 | 1,500.00 | 600.00 | 0.00 | 0.00 | 2,100.00 |

Figure 9 Advanced Filter

3. Input data in **BOD No. field** (A).
4. Click on **Search** button (B) to search data.
5. System will display all result related to filter data.
6. Click on **Clear** button (C) to reset BOD No. field.

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2.1.1.3 Export

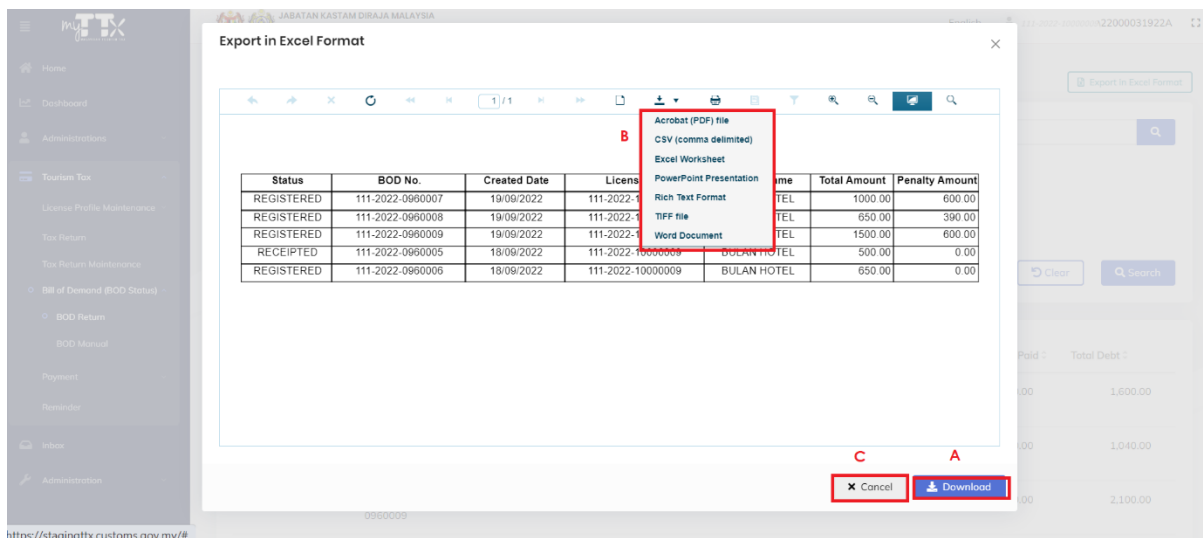


The screenshot shows the 'Bill of Demand' page in the MYTTX system. On the left is a dark sidebar with navigation options like Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Return, Tax Return Maintenance, Bill of Demand (BOD Status), BOD Return, BOD Manual, Payment, and Reminder. The main area displays a table of BOD records with columns: Status, Bod No., BOD Date, Total Tax Payable, Total Penalty, Total Tax Paid, Total Penalty Paid, and Total Debt. An 'Export in Excel Format' button is highlighted with a red box in the top right corner of the main area.

| Status | Bod No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty Paid | Total Debt |
|------------|------------------|------------|-------------------|---------------|----------------|--------------------|------------|
| REGISTERED | 111-2022-0960007 | 19/09/2022 | 1,000.00 | 600.00 | 0.00 | 0.00 | 1,600.00 |
| REGISTERED | 111-2022-0960008 | 19/09/2022 | 650.00 | 390.00 | 0.00 | 0.00 | 1,040.00 |
| REGISTERED | 111-2022-0960009 | 19/09/2022 | 1,500.00 | 600.00 | 0.00 | 0.00 | 2,100.00 |

Figure 10 Export

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




The screenshot shows the 'Export in Excel Format' dialog box. It contains a list of file formats: Acrobat (PDF) file, CSV (comma delimited), Excel Worksheet, PowerPoint Presentation, Rich Text Format, TIFF file, and Word Document. A table of BOD records is displayed below the list. At the bottom of the dialog, there are 'Cancel' and 'Download' buttons, with the 'Download' button highlighted by a red box and labeled 'A'. The 'Cancel' button is labeled 'C'. A red box labeled 'B' highlights the 'Excel Worksheet' option in the file format list.

| Status | BOD No. | Created Date | Licence | Name | Total Amount | Penalty Amount |
|------------|------------------|--------------|-------------------|-------------|--------------|----------------|
| REGISTERED | 111-2022-0960007 | 19/09/2022 | 111-2022-0960007 | TEL | 1000.00 | 600.00 |
| REGISTERED | 111-2022-0960008 | 19/09/2022 | 111-2022-0960008 | TEL | 650.00 | 390.00 |
| REGISTERED | 111-2022-0960009 | 19/09/2022 | 111-2022-0960009 | TEL | 1500.00 | 600.00 |
| RECEIPTED | 111-2022-0960005 | 18/09/2022 | 111-2022-10000009 | BULAN HOTEL | 500.00 | 0.00 |
| REGISTERED | 111-2022-0960006 | 18/09/2022 | 111-2022-10000009 | BULAN HOTEL | 650.00 | 0.00 |

Figure 11 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.

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2.1.2 BOD Manual

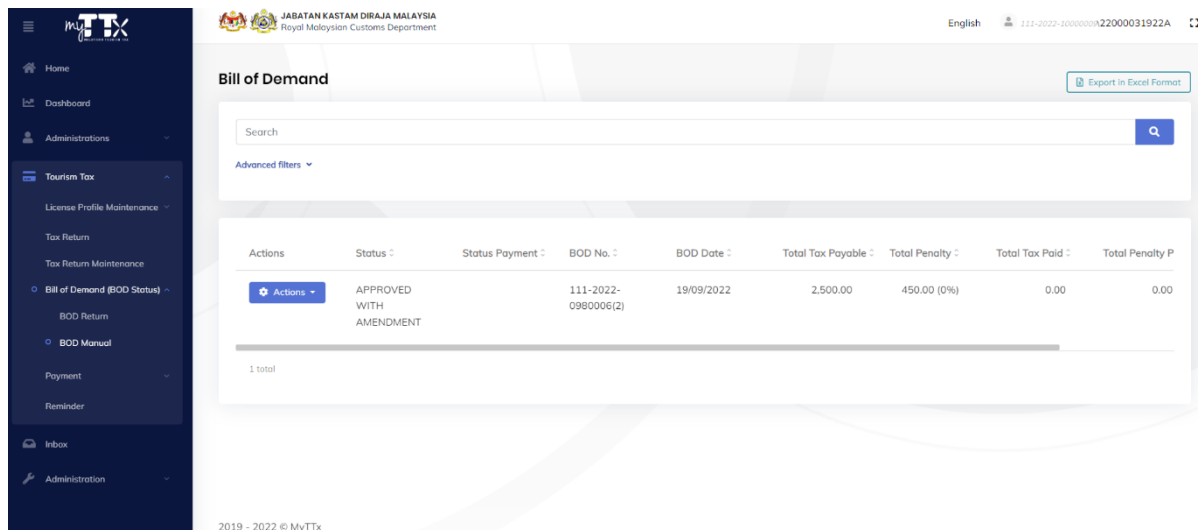


Figure 12 BOD Manual

1. Click on **BOD Manual** menu, will display BOD Manual screen (Refer Figure 12).

2.1.2.1 Search

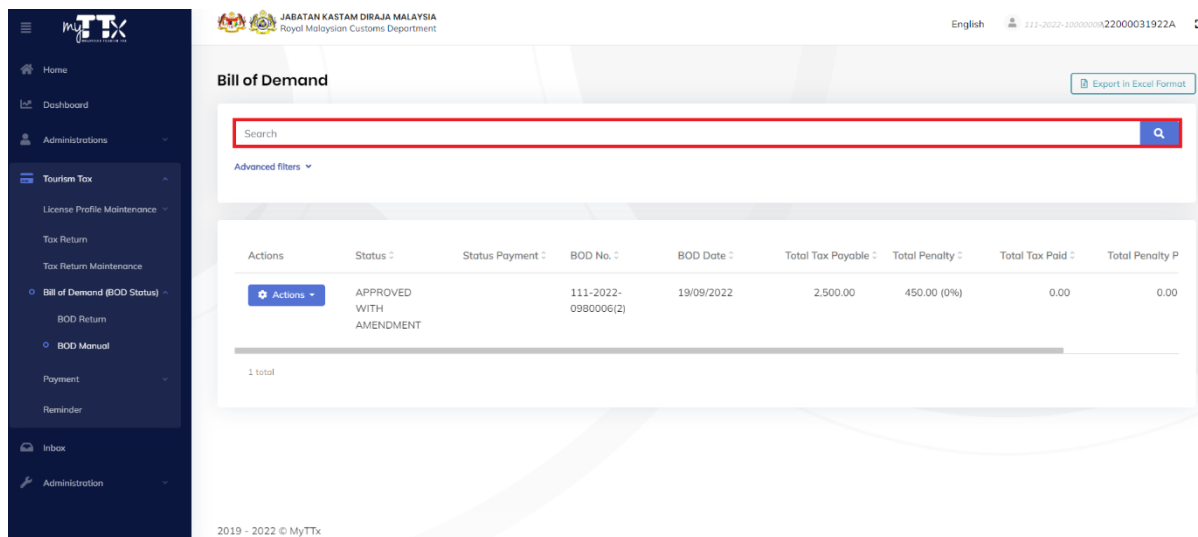

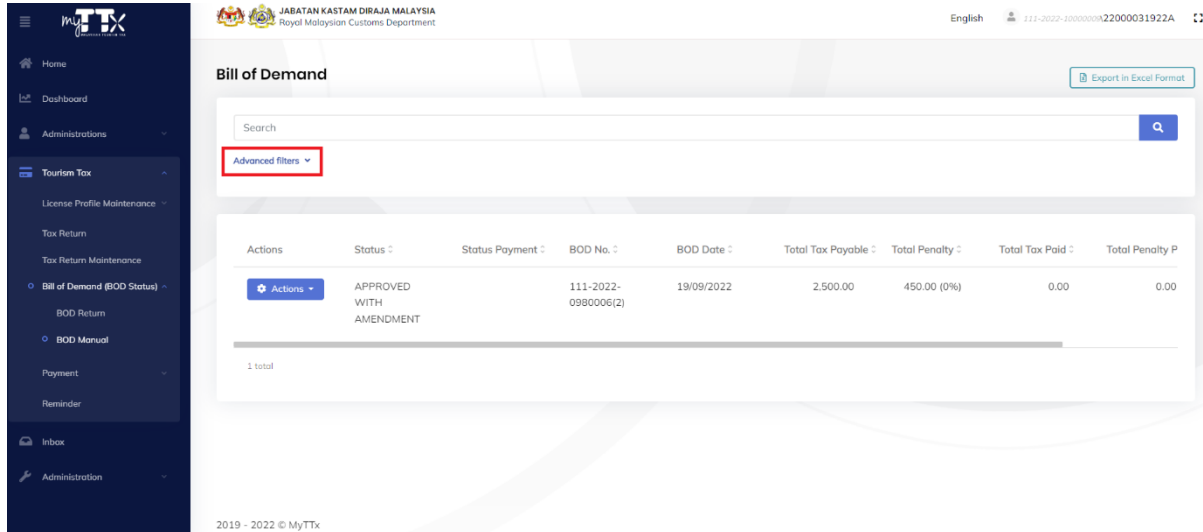


Figure 13 Search

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

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2.1.2.2 Filter

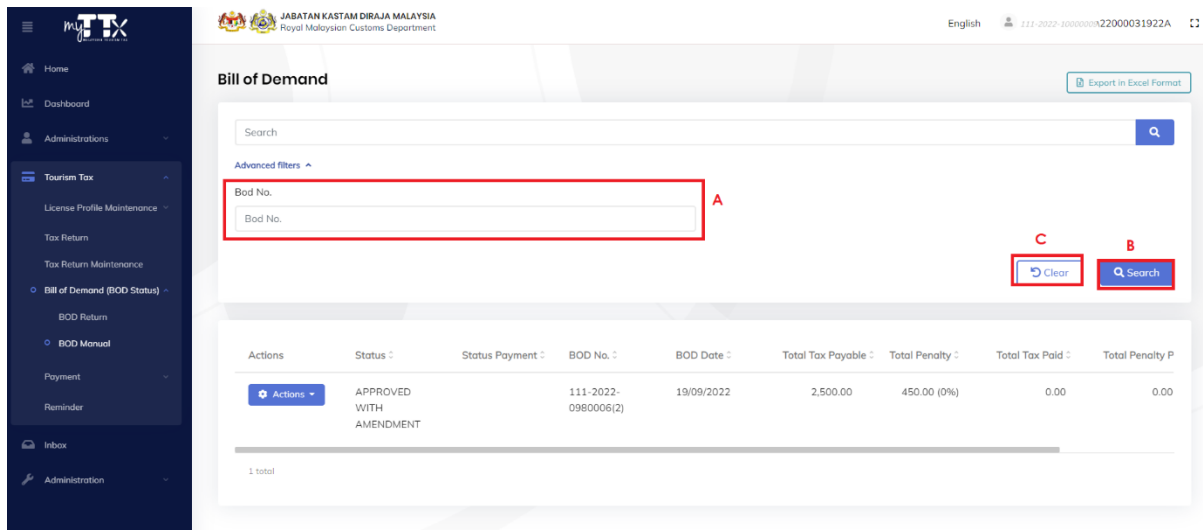


The screenshot shows the 'Bill of Demand' section of the MyTTX system. On the left is a dark blue sidebar with navigation options. The main content area has a header with the system name and a search bar. Below the search bar, the 'Advanced filters' dropdown menu is open and highlighted with a red box. The table below shows a single entry with status 'APPROVED WITH AMENDMENT'.

| Actions | Status | Status Payment | BOD No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty P |
|-------------------------|-------------------------|----------------|---------------------|------------|-------------------|---------------|----------------|-----------------|
| Actions | APPROVED WITH AMENDMENT | | 111-2022-0980006(2) | 19/09/2022 | 2,500.00 | 450.00 (0%) | 0.00 | 0.00 |

Figure 14 Filter

1. Click on **Advanced Filters** to display advance filter field.
2. System will display **BOD No. field (A)** (Refer Figure 14).



This screenshot shows the 'Advanced filters' section expanded. It contains two input fields for 'Bod No.', with the first one labeled 'A'. To the right of these fields are two buttons: 'Clear' (labeled 'C') and 'Search' (labeled 'B'). The table below remains the same as in Figure 14.

| Actions | Status | Status Payment | BOD No. | BOD Date | Total Tax Payable | Total Penalty | Total Tax Paid | Total Penalty P |
|-------------------------|-------------------------|----------------|---------------------|------------|-------------------|---------------|----------------|-----------------|
| Actions | APPROVED WITH AMENDMENT | | 111-2022-0980006(2) | 19/09/2022 | 2,500.00 | 450.00 (0%) | 0.00 | 0.00 |

Figure 15 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.



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2.1.2.3 Print Letter

The screenshot shows the 'Bill of Demand' page in the MyTTx system. The left sidebar contains a menu with 'Tourism Tax' expanded, showing options like 'License Profile Maintenance', 'Tax Return', 'Tax Return Maintenance', 'Bill of Demand (BOD Status)', 'BOD Return', 'BOD Manual', 'Payment', and 'Reminder'. The main content area displays a table of BODs. The first row is highlighted, and the 'Actions' column for this row contains a dropdown menu with 'Print' selected. 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. A red box highlights the 'Print' button in the Actions column.

Figure 16 Print BOD Letter

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

2.1.2.4 Export

The screenshot shows the 'Bill of Demand' page in the MyTTx system, similar to the previous one. 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 16.

Figure 17 Export

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



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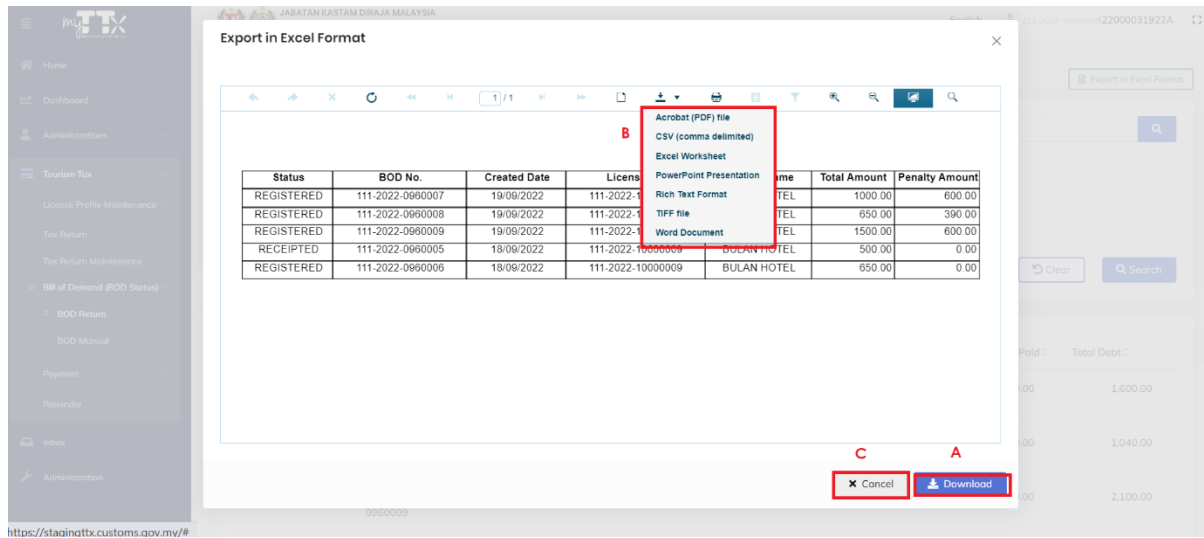


Figure 18 Print Screen

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.