



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

BOD MODULE
(PPPD)


VERSION 2.0

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1 Applicant: Portal

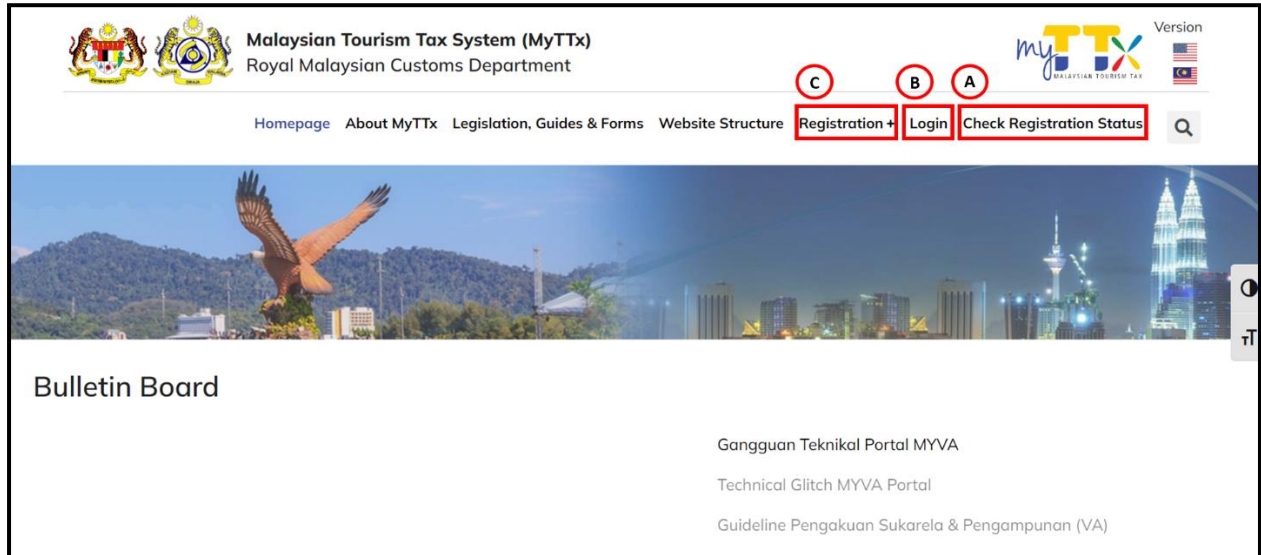

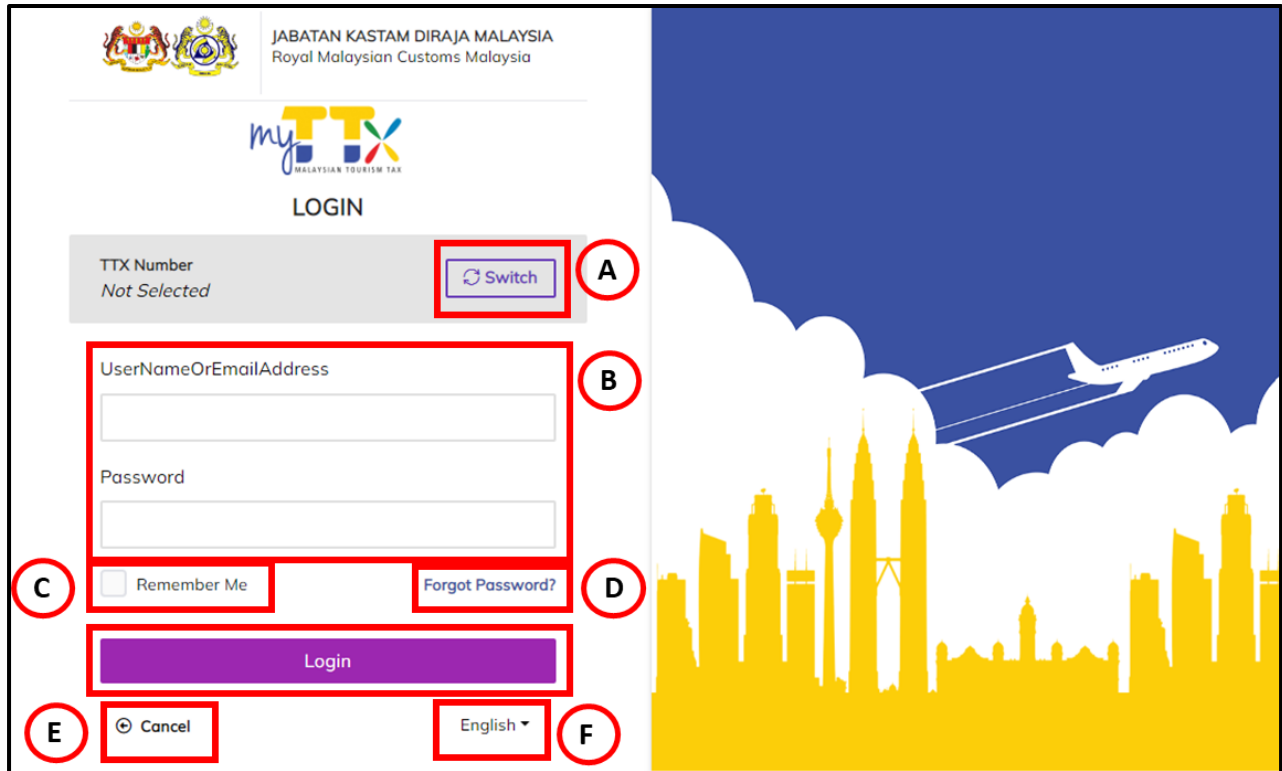


Figure 1 MyTTx portals

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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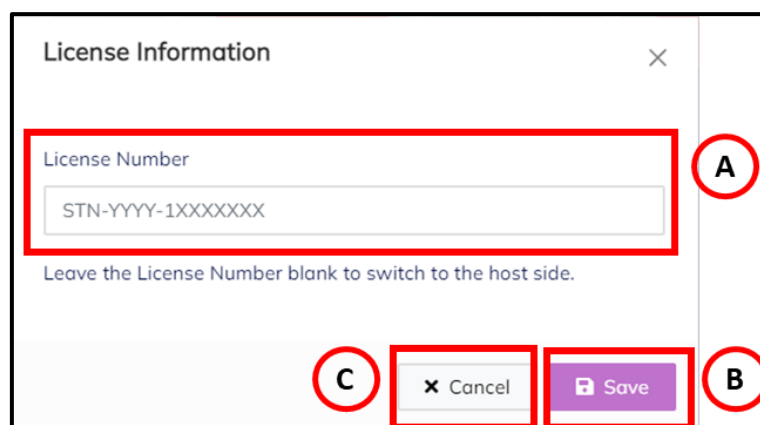
1.1 Applicant: Login Page



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 MALAYSIAN TOURISM TAX' 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 (C), a 'Remember Me' checkbox (D), a 'Forgot Password?' link (E), a 'Login' button (F), a 'Cancel' button (G), and a language dropdown menu (H) set to 'English'. 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 the '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' (B) and 'Save' (C).

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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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).



2.1.1.2 Filter

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).

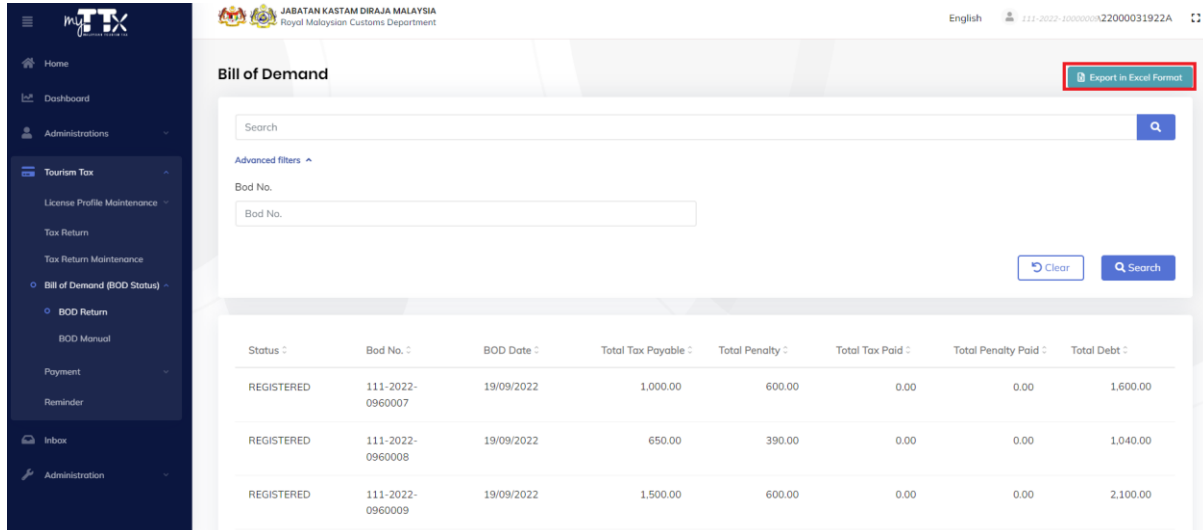
Status	Bod No.	BOD Date	Total Tax Payable	Total Penalty	Total Tax Paid	Total Penalty Paid	Total Debt
REGISTERED	111-2022-0960007	19/09/2022	1,000.00	600.00	0.00	0.00	1,600.00
REGISTERED	111-2022-0960008	19/09/2022	650.00	390.00	0.00	0.00	1,040.00
REGISTERED	111-2022-0960009	19/09/2022	1,500.00	600.00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

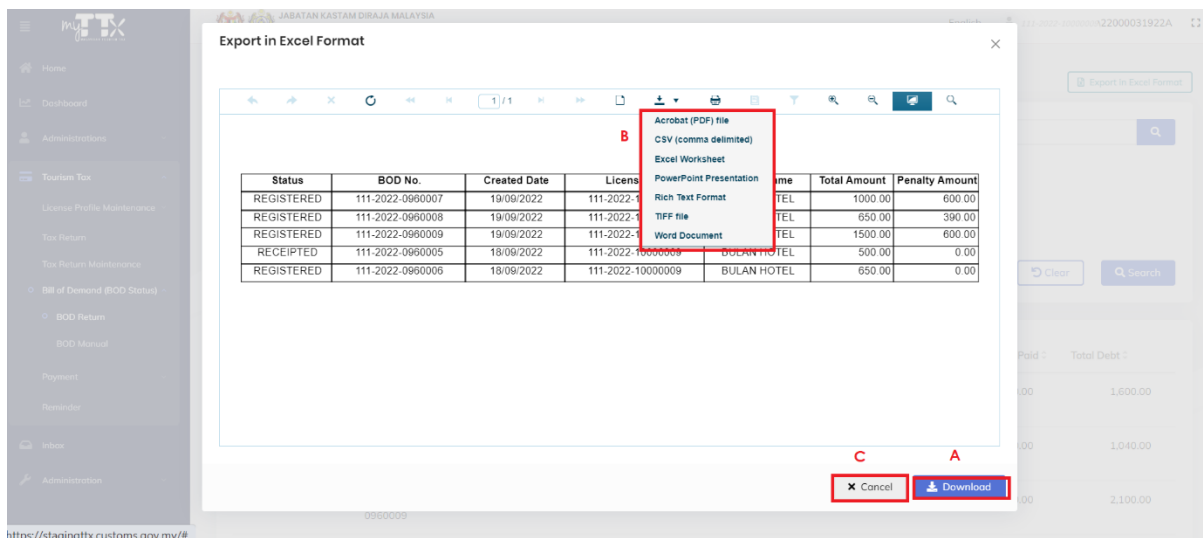


The screenshot shows the 'Bill of Demand' page in the MYTTX system. On the left is a navigation menu with options like Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Return, Tax Return Maintenance, Bill of Demand (BOD Status), BOD Return, BOD Manual, Payment, and Reminder. 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 in the top right corner of the table 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 table with columns: Status, BOD No., Created Date, License, Name, Total Amount, and Penalty Amount. A list of file formats is shown on the right, with 'Excel Worksheet' selected. At the bottom, there are 'Cancel' and 'Download' buttons, with the 'Download' button highlighted with a red box.

Status	BOD No.	Created Date	License	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

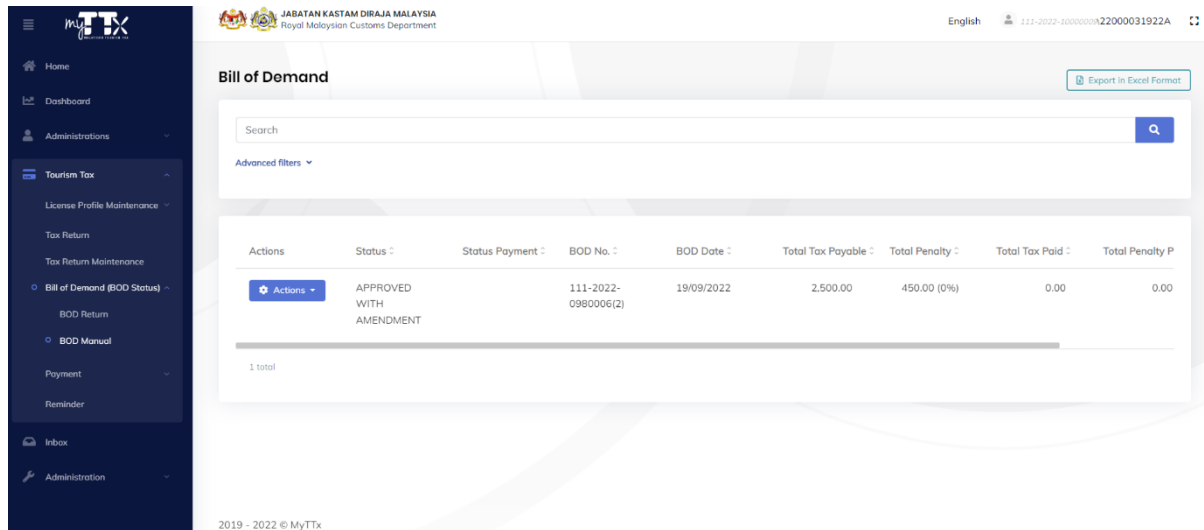


Figure 12 BOD Manual

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

2.1.2.1 Search

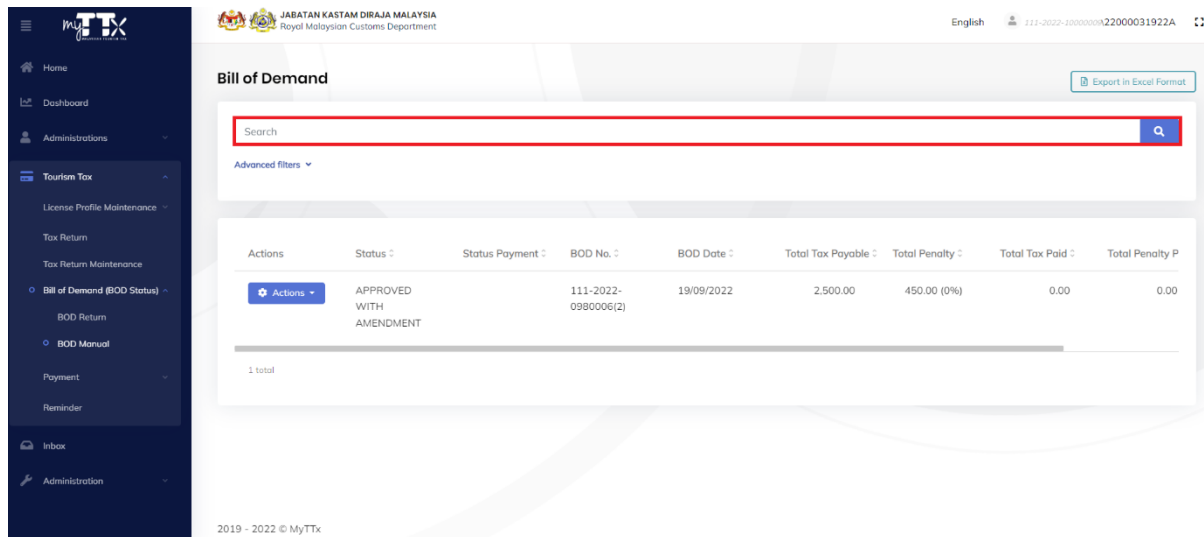


Figure 13 Search

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

2.1.2.2 Filter

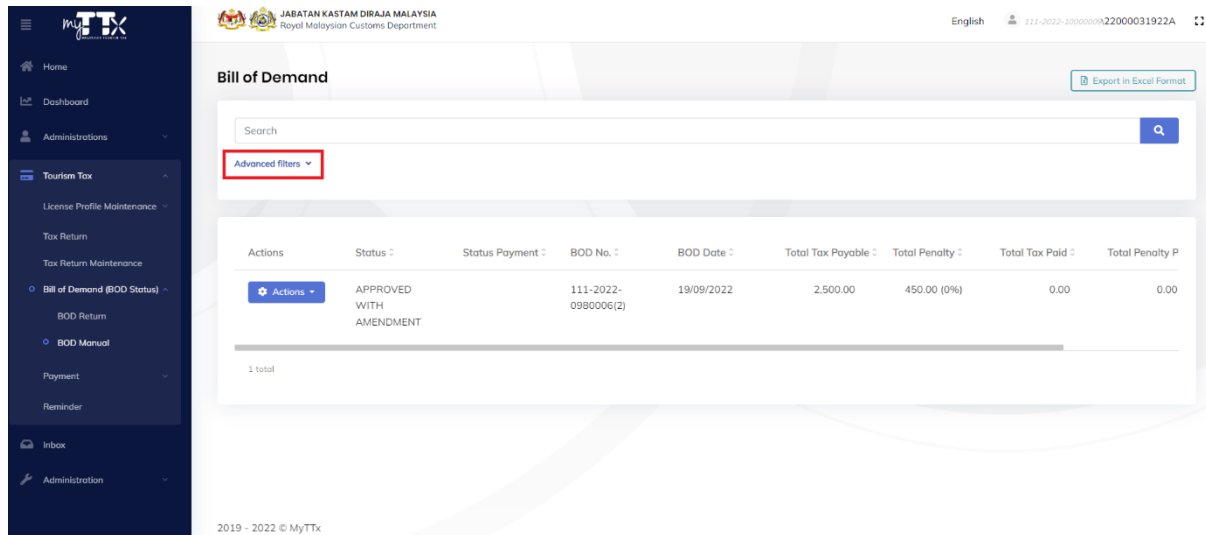


Figure 14 Filter

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

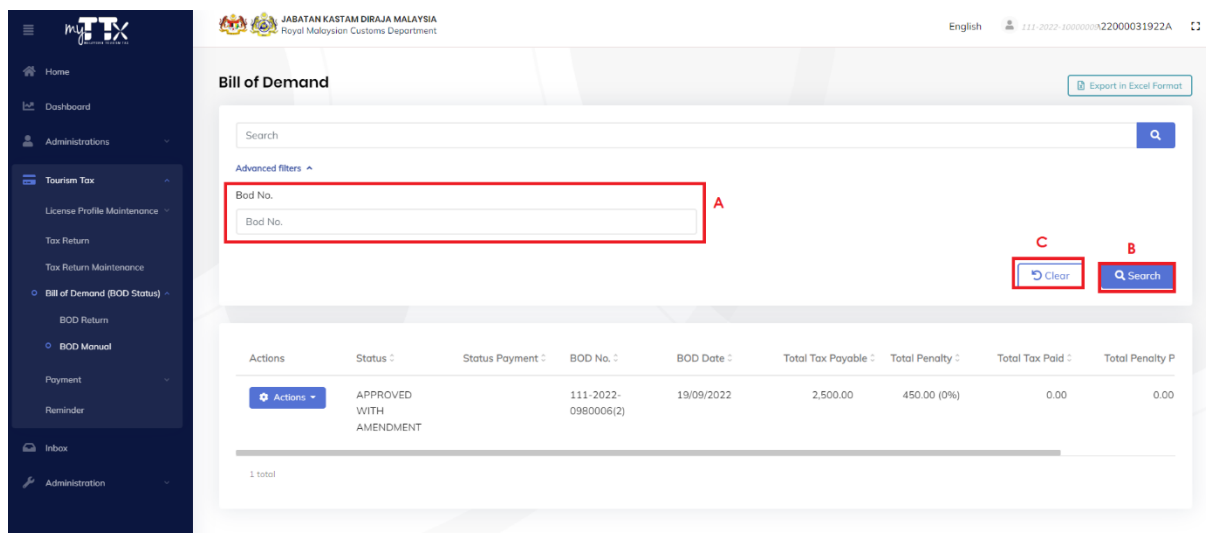

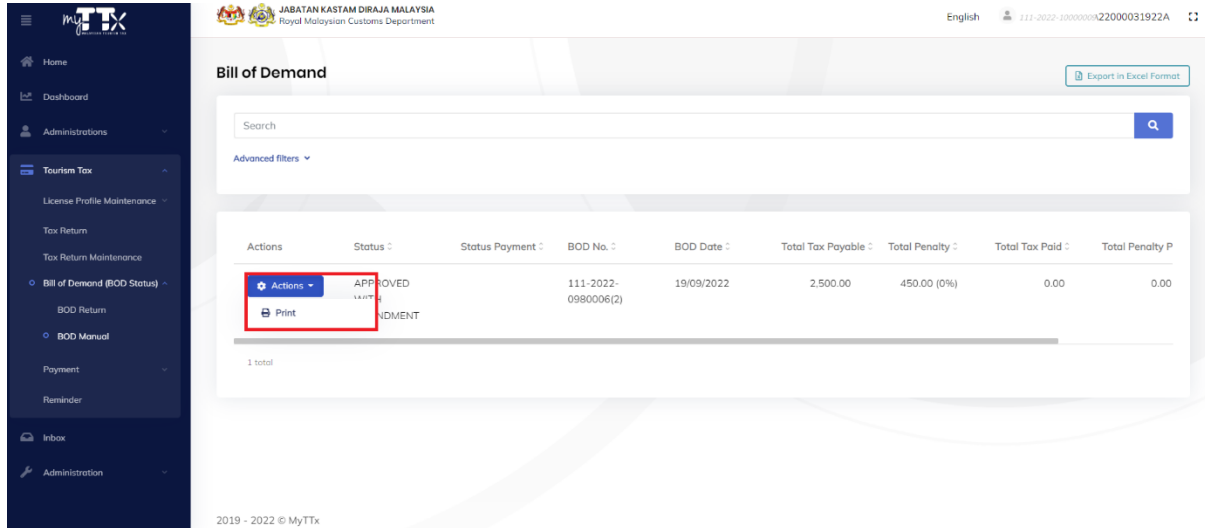


Figure 15 Advanced Filter

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

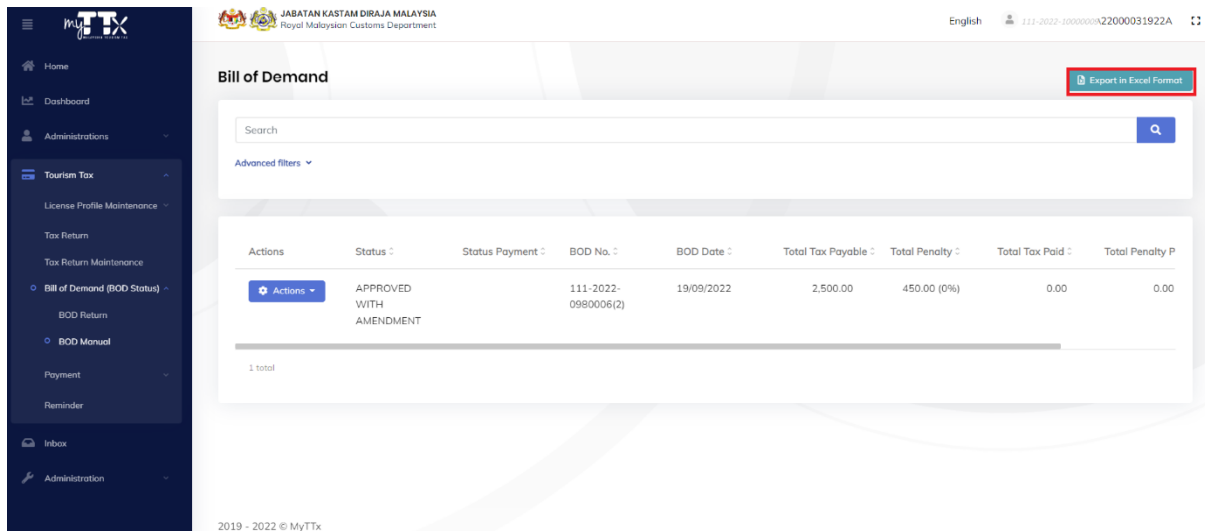


The screenshot shows the 'Bill of Demand' page in the MyTTx system. On the left is a dark blue sidebar with navigation options: Home, Dashboard, Administrations, Tourism Tax, License Profile Maintenance, Tax Return, Tax Return Maintenance, Bill of Demand (BOD Status), BOD Return, BOD Manual, Payment, and Reminder. The main content area has a header with the Malaysian Customs Department logo and name, language settings (English), and a user ID. Below the header is a search bar and an 'Export in Excel Format' button. A table lists BOD entries with columns: Actions, Status, Status Payment, BOD No., BOD Date, Total Tax Payable, Total Penalty, Total Tax Paid, and Total Penalty P. One entry is shown with status 'APPROVED WITH AMENDMENT'. In the 'Actions' column, a dropdown menu is open, and the 'Print' option is highlighted with a red box.

Figure 16 Print BOD Letter

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

2.1.2.4 Export



This screenshot is similar to the previous one, showing the 'Bill of Demand' page. The 'Export in Excel Format' button in the top right corner of the table area is highlighted with a red box. The table content and sidebar are identical to the previous figure.

Figure 17 Export

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



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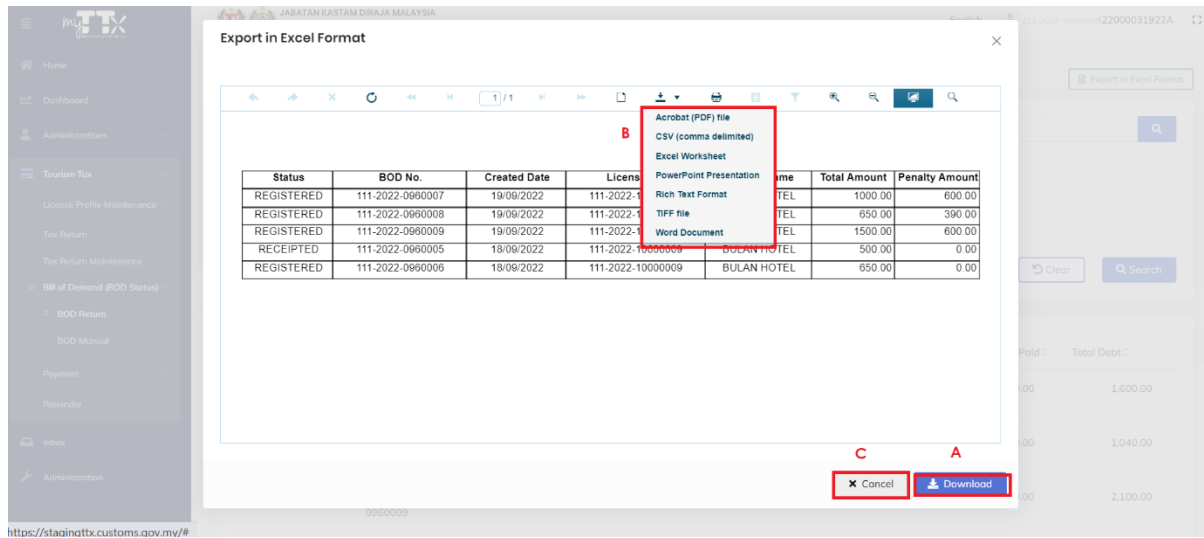


Figure 18 Print Screen

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.