



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

PAYMENT MODULE

(PPPD)

TELEGRAPHIC TRANSFER (TT)

VERSION 2.0

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1 Payment Request - Telegraphic Transfer

1.1 Payment Request

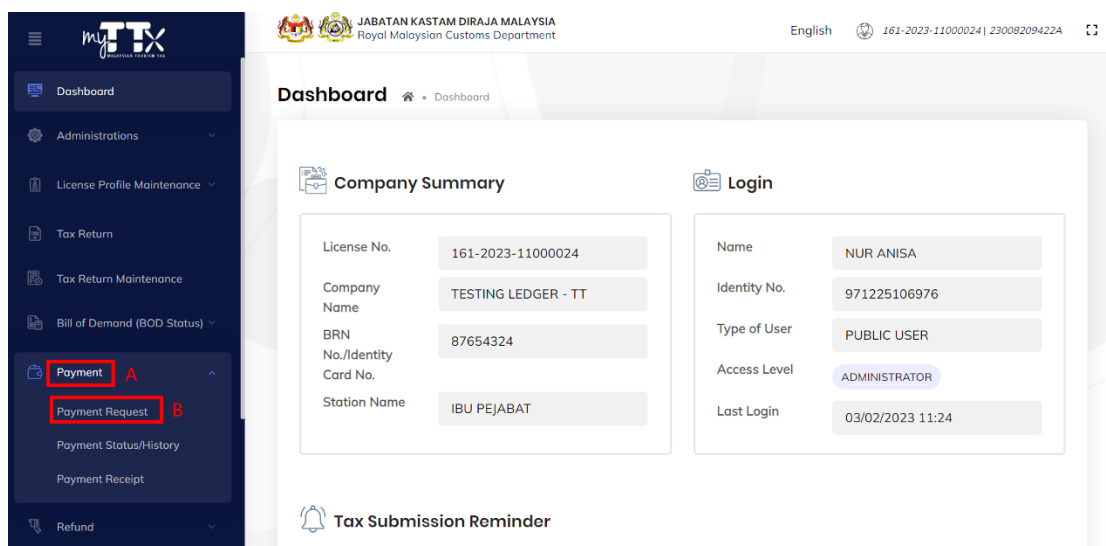


Figure 1 Payment menu

1. Click on **Payment** menu (A) (Refer Figure 1).
2. Click on **Payment Request** sub menu (B) (Refer Figure 1).
3. Payment request page will be displayed (Refer Figure 2).

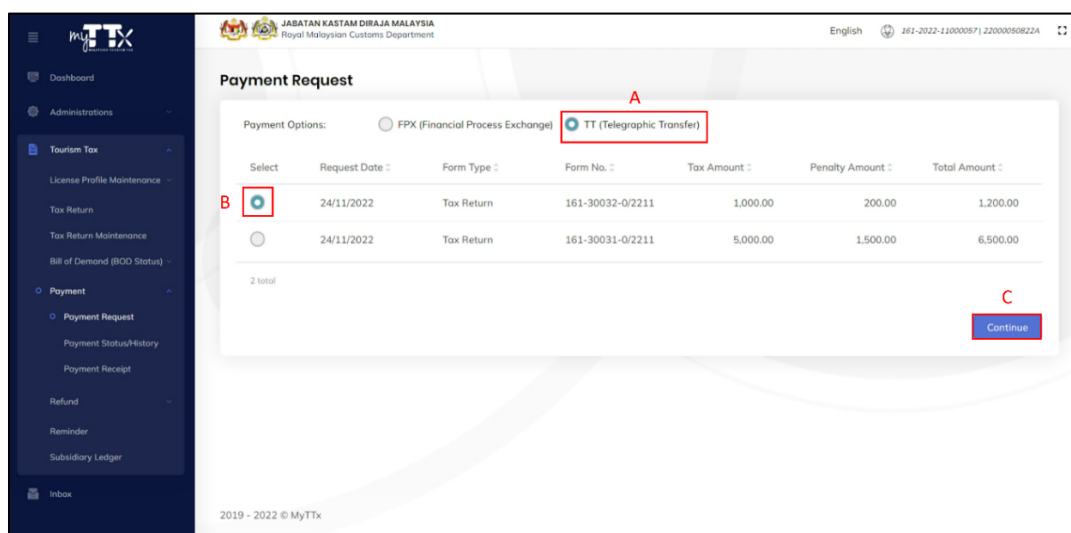

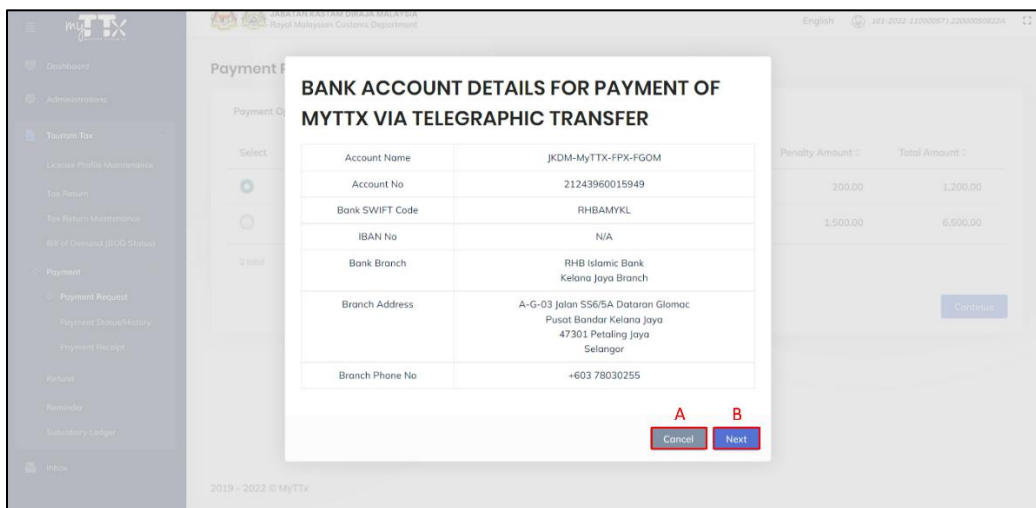


Figure 2 Payment Request page

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4. Click on **Telegraphic Transfer (TT)** option (A) (Refer Figure 2).
5. Select transaction in Payment Request table (B) (Refer Figure 2).
Note: Telegraphic Transfer only able to do one-to-one transaction
6. Click on **Continue** button (C) (Refer Figure 2).
7. Telegraphic Transfer Bank Details pop-out will be displayed (Refer



Account Name	JKD-MYTTX-FPX-FGOM
Account No	21243960015949
Bank SWIFT Code	RHBAMYKL
IBAN No	N/A
Bank Branch	RHB Islamic Bank Kelana Jaya Branch
Branch Address	A-G-03 Jalan SS6/5A Dataran Glomac Pusat Bandar Kelana Jaya 47301 Petaling Jaya Selangor
Branch Phone No	+603 78030255

Buttons: **A** Cancel, **B** Next

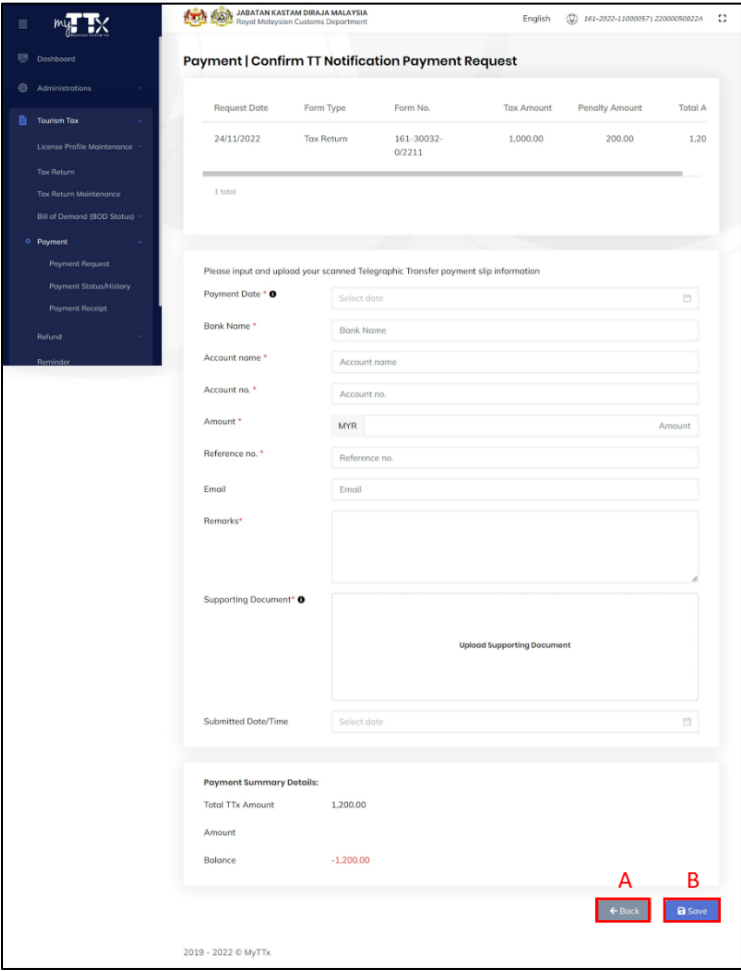
Figure 3 Bank Account Details for Payment of MyTTx via TT

8. Click on **Cancel** button (A) (Refer Figure 3).
9. Payment Request page will be displayed (Refer Figure 2).
10. Click on **Next** button (B) (Refer Figure 3).

1.2 Create Telegraphic Transfer Payment

1. **Confirmation TT Notification Payment Request** page will be displayed (Refer Figure 4).

Note: Form details will be displayed on the top of the page.



Payment | Confirm TT Notification Payment Request

Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total A
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1.20
1 total					

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date *

Bank Name *

Account name *

Account no. *

Amount *

Reference no. *

Email

Remarks*

Supporting Document *

Submitted Date/Time

Payment Summary Details:


Total TTx Amount	1,200.00
Amount	
Balance	-1,200.00

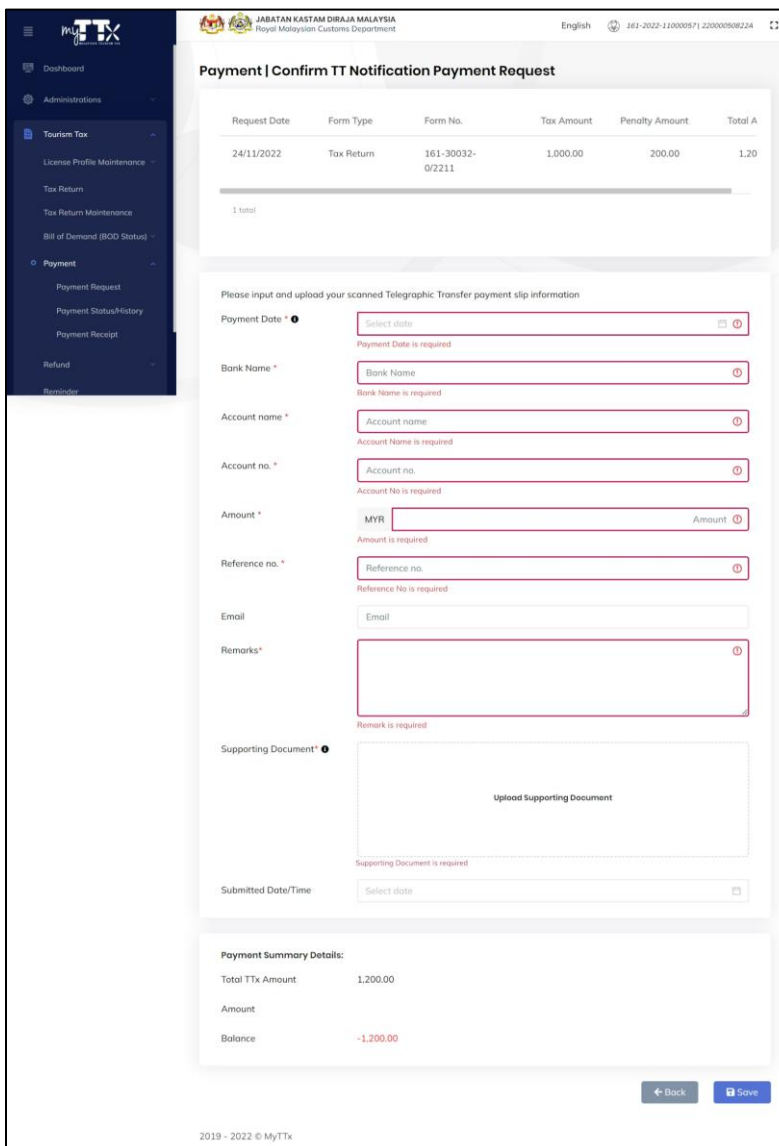
A B

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Figure 4 Confirmation TT Notification Payment Request

2. Click on **Cancel** button (A) (Refer Figure 4).
3. Payment request page will be displayed (Refer Figure 2).
4. Click on **Save** button (B) (Refer Figure 4).
5. Validation message will be displayed (Refer Figure 5).

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Payment | Confirm TT Notification Payment Request

Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total A
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1.20

1 total

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date * Payment Date is required

Bank Name * Bank Name is required

Account name * Account Name is required

Account no. * Account No is required

Amount * MYR Amount is required

Reference no. * Reference No is required

Email

Remarks*

Supporting Document* Supporting Document is required

Submitted Date/Time


Payment Summary Details:

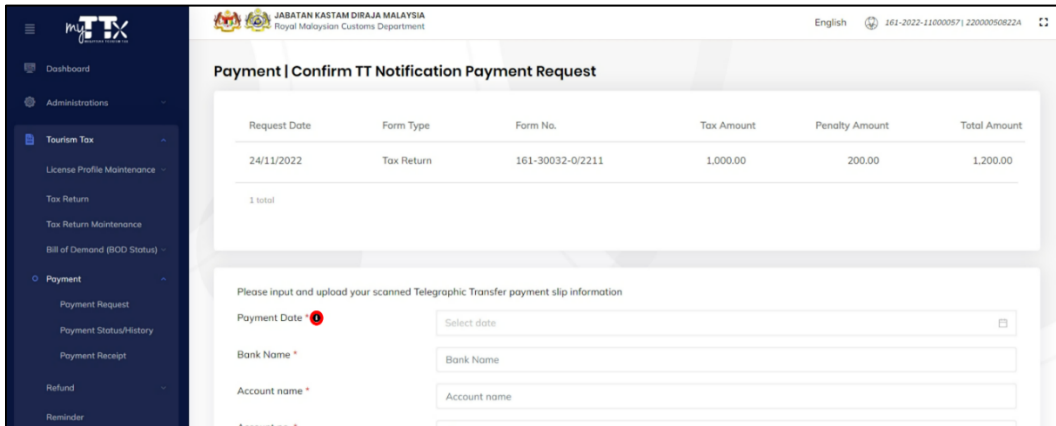
Total TTx Amount	1,200.00
Amount	
Balance	-1,200.00

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Figure 5 Validation message for required fields

- Input all required fields for Telegraphic Transfer payment (Refer Figure 5).
- Input Payment Date in **Payment Date** field.
Note: Field is mandatory
- Click on  at **Payment Date** label (Refer Figure 6).

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Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total Amount
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1,200.00
1 total					

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date * !

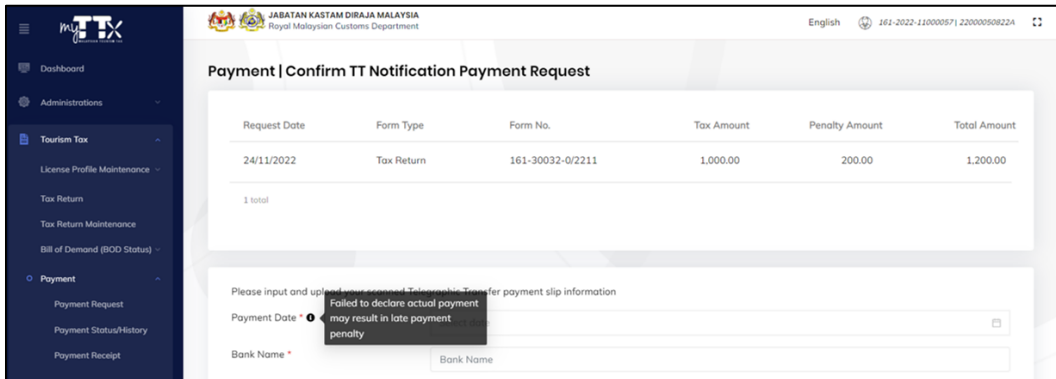
Bank Name *

Account name *

Account no. *

Figure 6 Payment Date - Information

9. **Information** description will be displayed (Refer Figure 7).



Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total Amount
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1,200.00
1 total					

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date * !
Failed to declare actual payment may result in late payment penalty

Bank Name *

Account name *

Account no. *

Figure 7 Description – Information Payment Date

10. Input Bank Name in **Bank Name** field.

Note: Field is mandatory

11. Input Account Name in **Account Name** field.

Note: Field is mandatory

12. Input Account No. in **Account No.** field.


Note:

- *Field is mandatory*
- *Numeric value only.*

13. Input Amount in **Amount** field.

Note:

- *Field is mandatory*
- *Numeric value only.*

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- Formula: Amount – Total TTx No. = Balance

14. Input Reference No. in **Reference No.** field

Note: Field is mandatory.

15. Input Email in **Email** field.

Note: Field is optional.

16. Input Remark in **Remark** field.

Note: Field is mandatory.

17. Input Supporting Document in **Supporting Document** field.

18. Click on  at **Supporting Document** label (Refer Figure 8).

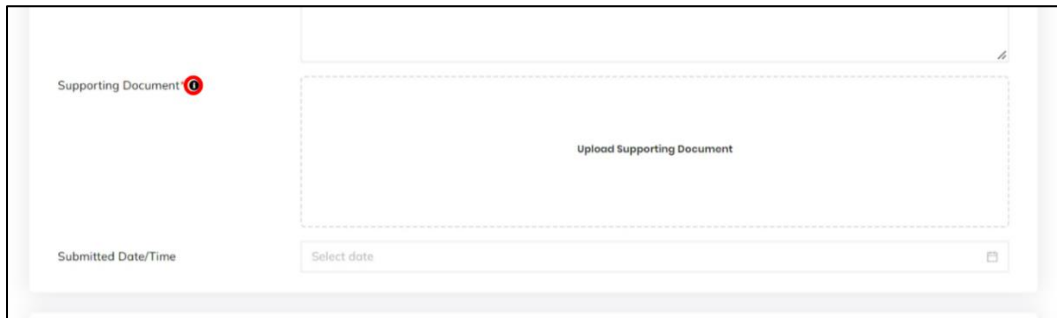


Figure 8 Supporting Document - Information

19. **Information** description will be displayed (Refer Figure 9).

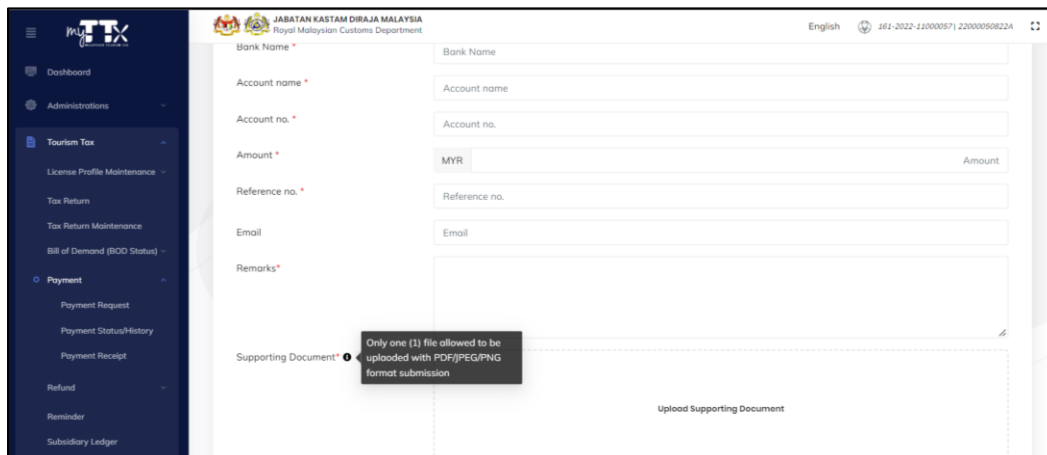



Figure 9 Description - Information Supporting Document

20. Click on **Save** button (B) in **Confirm TT Notification Payment Request** page (Refer Figure 4)

21. Save confirmation message will be displayed (Refer Figure 10).

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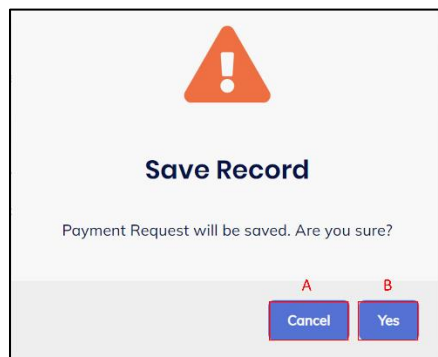


Figure 10 Confirmation Save Record message

22. Click on **Cancel** button (A) (Refer Figure 10).
23. **Confirmation TT Notification Payment Request** page will be displayed (Refer Figure 4).
24. Click on **Yes** button (B) to proceed create payment TT process (Refer Figure 10).
25. Success save record message will be displayed (Refer Figure 11).

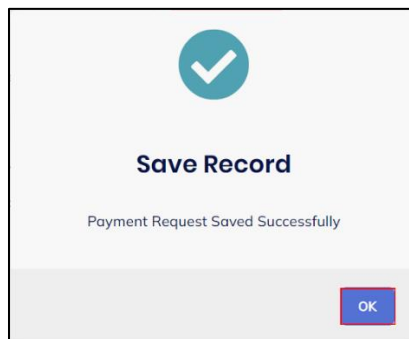



Figure 11 Success saves record message

26. Click on **OK** button to proceed process

Note: Status payment will display as DRAFT.

27. System will redirect to Payment Status/History page (Refer Figure 12).

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2 Payment Status/History – Telegraphic Transfer

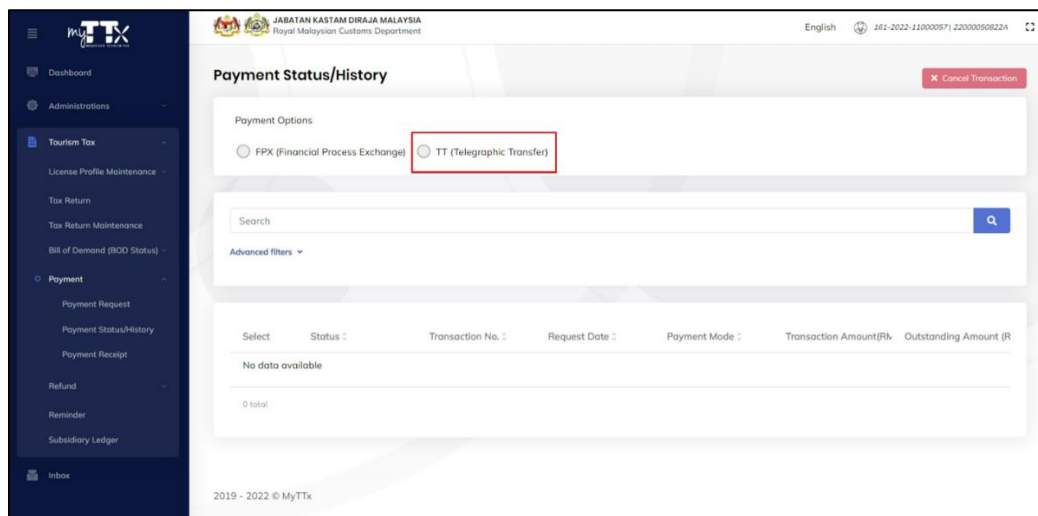


Figure 12 Payment Status/History page

1. Click on **TT (Telegraphic Transfer)** payment options (Refer Figure 12).
2. **Payment Status/History – Telegraphic Transfer** page will be displayed (Refer Figure 13)

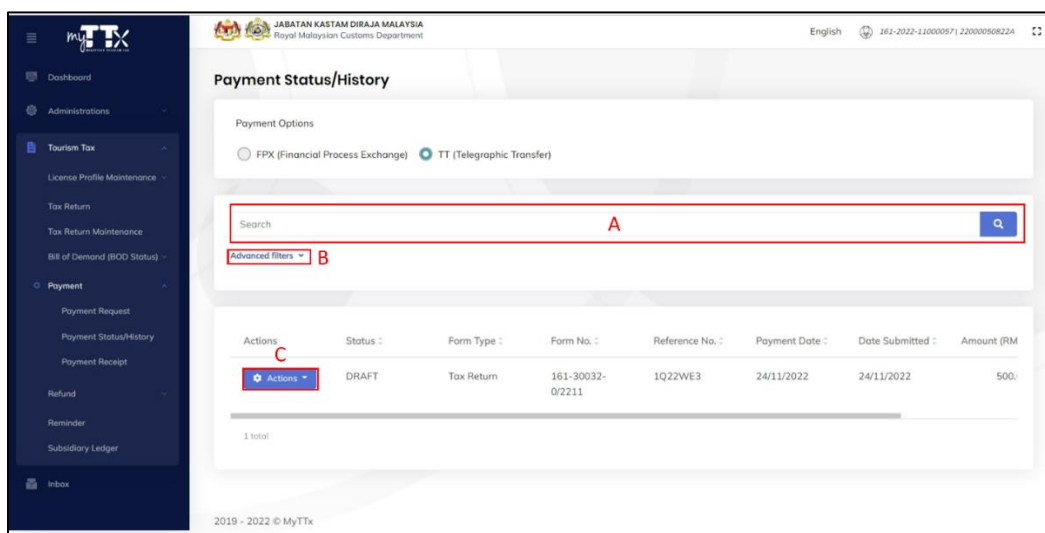




Figure 13 Payment Status/History - Telegraphic Transfer

3. Input data in **Search bar** (A) (Refer Figure 13).
4. Click on  button (Refer Figure 13).
5. Result will be displayed based on the inputted data.

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6. Click on **Advanced Filter** link (B) (Refer Figure 13).
7. **Advanced Filter** dropdown will be displayed (Refer Figure 14).

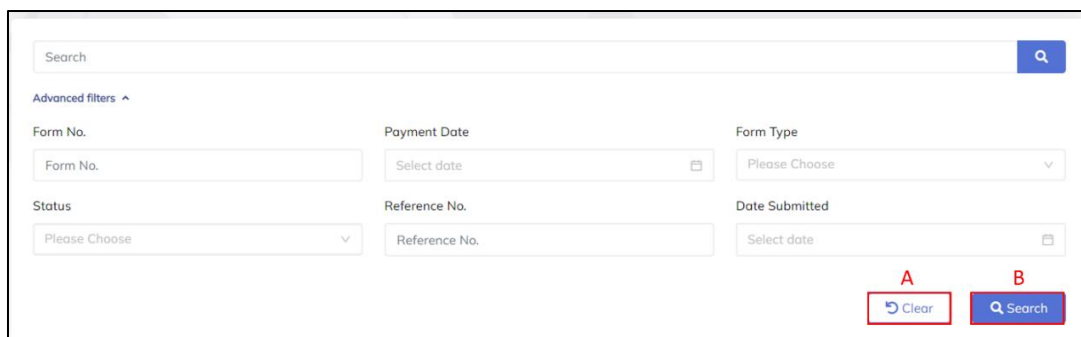


Figure 14 Advanced Filter dropdown

8. Input all fields and click on **Clear** button (A) (Refer Figure 14).
9. All fields will be reset.
10. Input all fields and click on **Search** button (B) (Refer Figure 14).
11. Result will be displayed based on data input.
12. Click on **Action** button (C) (Refer Figure 13).
13. List of action will be displayed (Refer Figure 15).



Actions	Status	Form Type	Form No.	Reference No.	Payment Date	Date Submitted	Amount (RM)
<div> <div>⚙️ Actions</div> <div> <div>👁️ View A</div> <div>✎️ Edit B</div> </div> </div>	DRAFT	Tax Return	161-30032-0/2211	1Q22WE3	24/11/2022	24/11/2022	500.

Figure 15 List of Action button

14. Click on **View** button (A) (Refer Figure 15).
15. **Confirmation TT Notification Payment Request – View** page will be displayed (Refer Figure 16).



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Payment | Confirm TT Notification Payment Request

Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total Amount
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1,200.00
3 total					

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date * 24/11/2022

Bank Name * TEST BANK

Account name * TEST ACCOUNT

Account no. * 1234567890765432

Amount * MYR 500.00

Reference no. * 1Q22WE3

Email nuranisahrdn@gmail.com

Remarks * TESTING

Supporting Document * Upload Supporting Document

Submitted DateTime 24/11/2022 11:51:20 AM

Payment Summary Details:

Total TTx Amount	1,200.00
Amount	500.00
Balance	-700.00

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Figure 16 Confirmation TT Notification Payment Request - View page

16. Click on **Back** button (Refer Figure 16).
17. **Payment Status/History** page will be displayed (Figure 12).
18. Click on **Edit** button (B) (Refer Figure 15).
19. **Confirmation TT Notification Payment Request – Edit** page will be displayed (Refer Figure 16).



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Payment | Confirm TT Notification Payment Request

Request Date	Form Type	Form No.	Tax Amount	Penalty Amount	Total Amount
24/11/2022	Tax Return	161-30032-0/2211	1,000.00	200.00	1,200.00
1 total					

Please input and upload your scanned Telegraphic Transfer payment slip information

Payment Date * 24/11/2022

Bank Name * TEST BANK

Account name * TEST ACCOUNT

Account no. * 1234567898765432

Amount * MYR 500.00

Reference no. * 1Q22WE3

Email nuranisazhrdn@gmail.com

Remarks * TESTING

Supporting Document * Upload Supporting Document

Meeting on MyTTx 23_11_22.pdf

Submitted Date/Time 24/11/2022 11:51:20 AM

Payment Summary Details:

Total TTx Amount	1,200.00
Amount	500.00
Balance	-700.00

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A B C

Back Update Submit

Figure 17 Confirmation TT Notification Payment Request – Edit page

20. Update all required fields for Telegraphic Transfer payment (Refer Figure 5).

21. Input Payment Date in **Payment Date** field.

Note: Field is mandatory

22. Input Bank Name in **Bank Name** field.

Note: Field is mandatory


23. Input Account Name in **Account Name** field.

Note: Field is mandatory

24. Input Account No. in **Account No.** field.

Note:

- *Field is mandatory*
- *Numeric value only.*

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25. Input Amount in **Amount** field.

Note:

- Field is mandatory
- Numeric value only.
- Formula: Amount – Total TTx No. = Balance

26. Input Reference No. in **Reference No.** field

Note: Field is mandatory.

27. Input Email in **Email** field.

Note: Field is optional.

28. Input Remark in **Remark** field.

Note: Field is mandatory.

29. Input Supporting Document in **Supporting Document** field.

30. Click on **Back** button (A) (Refer Figure 17).

31. **Payment Status/History** page will be displayed (Figure 12).

32. Click on **Update** button (B) (Refer Figure 17).

33. Data will be updated based on inputted data

34. Click on **Submit** button (C) (Refer Figure 17).

35. Confirmation Submit record message will be displayed (Refer Figure 18).

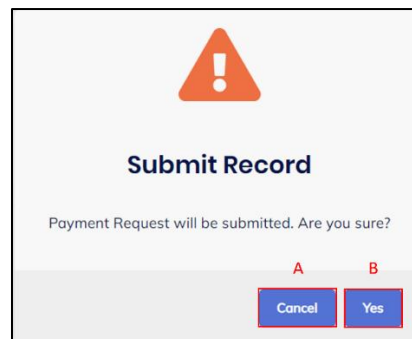



Figure 18 Confirmation Submit Record message

36. Click on **Cancel** button (A) (Refer Figure 18).

37. **Confirmation TT Notification Payment Request – Edit** page will be displayed (Refer Figure 17).

38. Click on **Yes** button (B) (Refer Figure 18).

39. Success save record message will be displayed (Refer Figure 19).

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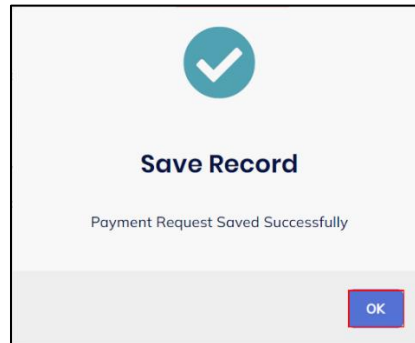


Figure 19 Success saves record message

40. Click on **OK** button to proceed process

41. Status payment will display as **PENDING APPROVAL** (Refer Figure 20).

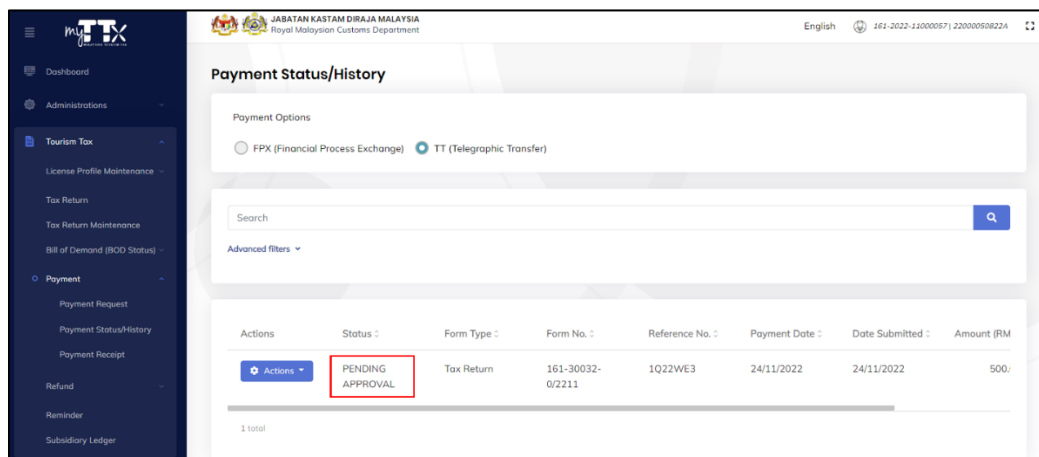



Figure 20 Payment Status/History - TT - Pending Approval

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3 Payment Notification

1. User will receive email notification (Refer Figure 21).

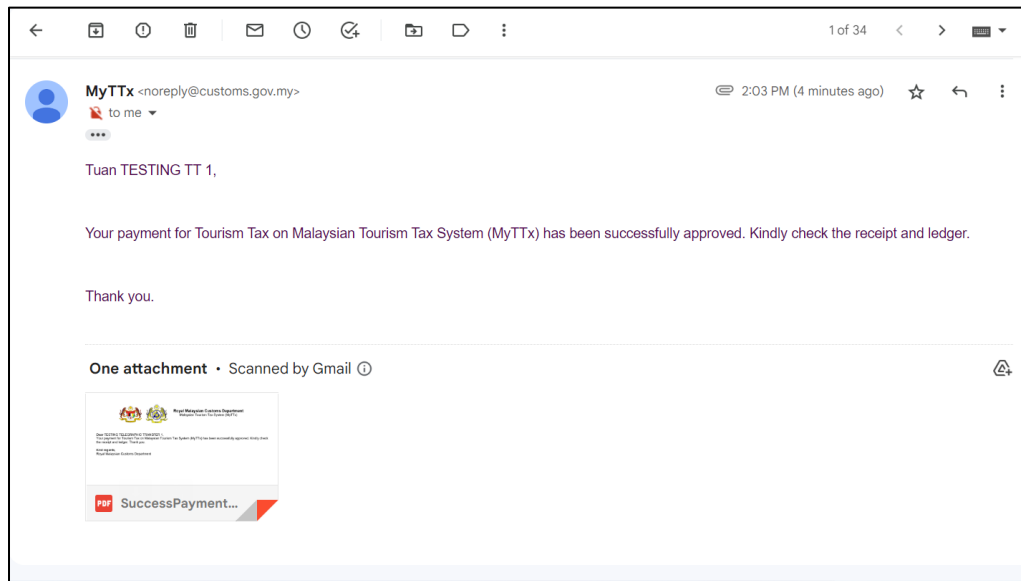


Figure 21 Email notification

2. User will also receive inbox notification (Refer Figure 22).

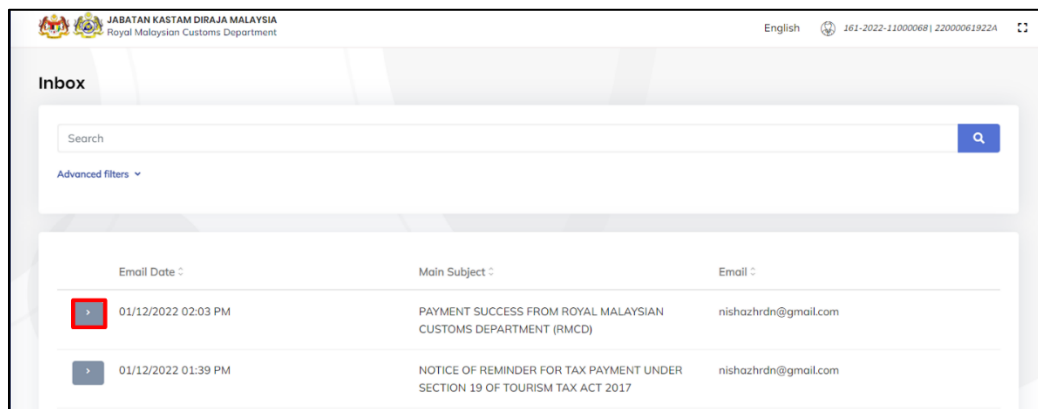




Figure 22 Inbox page

3. Click on  button to expand the notification (Refer Figure 22).
4. Notification will be expanded (Refer Figure 22).

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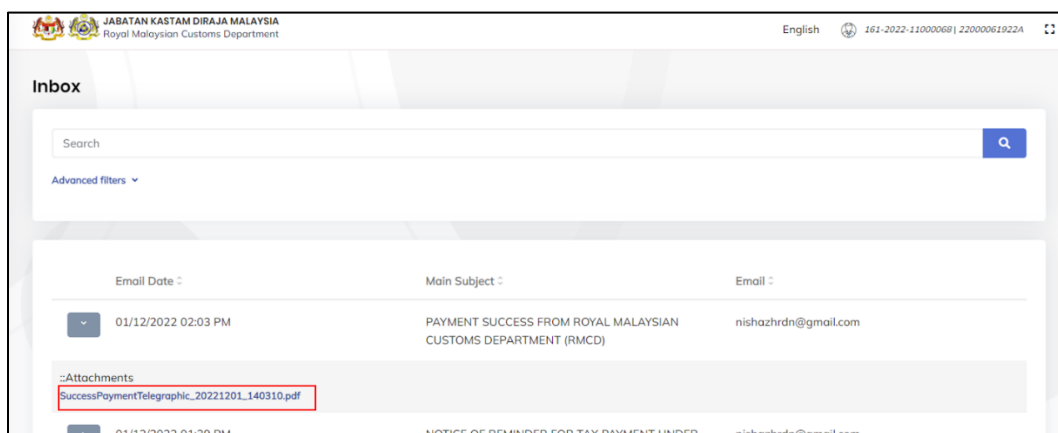


Figure 23 Inbox - Link document

- Click on link to view the document (Refer Figure 23).
- Document will be preview (Refer Figure 24).

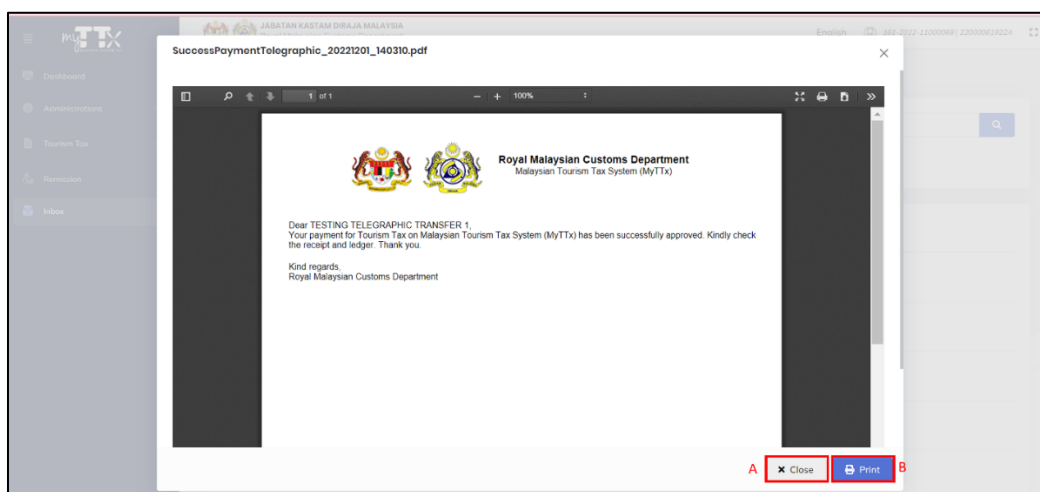



Figure 24 Inbox - Document Preview

- Click on **Close** button (A) to close the preview (Refer Figure 24).
- Click on **Print** button (B) to print the document (Refer Figure 24).

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4 Payment Receipt

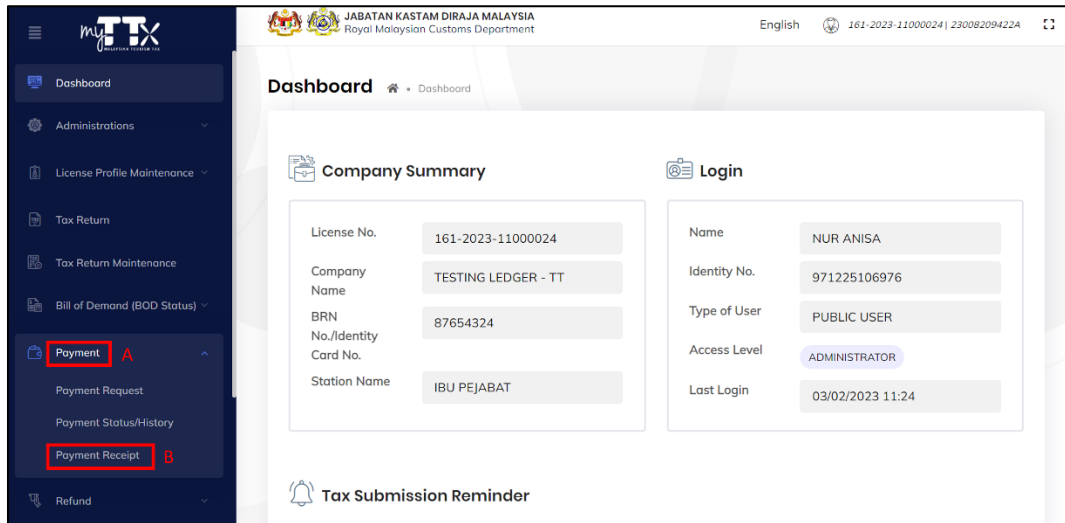


Figure 25 Menu - Payment Receipt

1. Click on **Payment** (A) menu (Refer Figure 25).
2. Click on **Payment Receipt** (B) (Refer Figure 25).
3. Payment Receipt page will be displayed (Refer Figure 26).

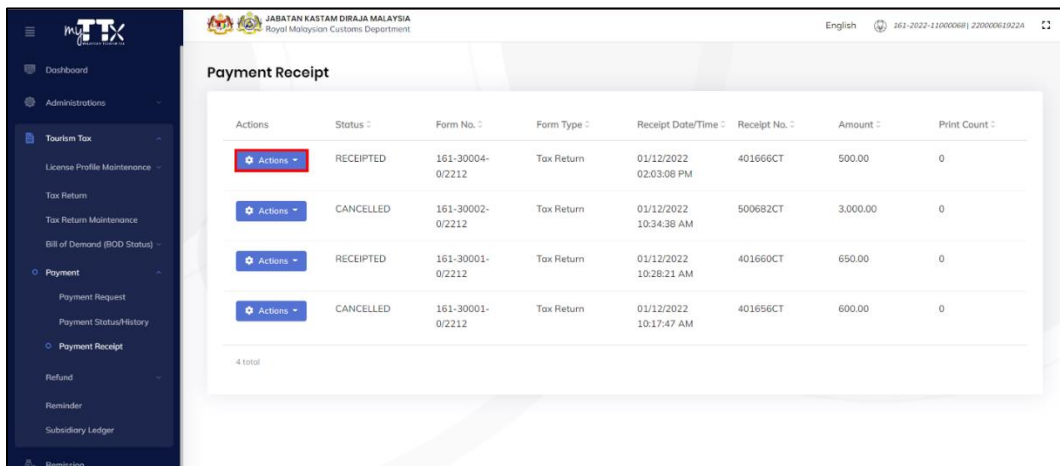


Figure 26 Payment Receipt page

4. Click on Action button (Refer Figure 26).
5. List of action will be displayed (Refer Figure 27).



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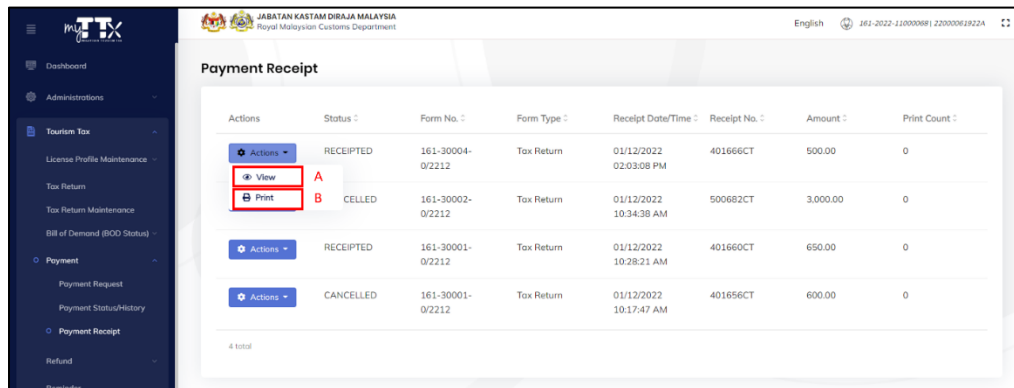



Figure 27 Payment Receipt - List of actions

- Click on **View** button (A) to view the receipt (Refer Figure 27).
- Receipt preview will be displayed (Refer Figure 28).



Figure 28 Receipt – Preview

- Click on **Print** button (B) to print receipt (Refer Figure 27).
- Print receipt will be displayed (Refer Figure 29).

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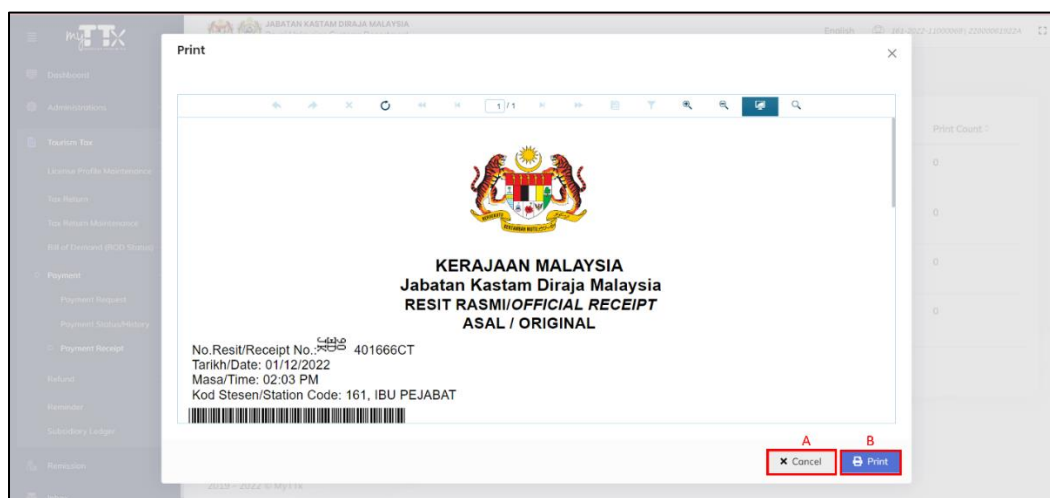


Figure 29 Receipt – Print

10. Click on **Cancel** button (A) to close the print modal (Refer Figure 29).
11. Click on **Print** button (B) to print the receipt (Refer Figure 29).