



JABATAN KASTAM DIRAJA MALAYSIA

USER MANUAL

MALAYSIAN TOURISM TAX (MyTTx)

RETURN MODULE

(PPPD)


VERSION 2.0

Table Content

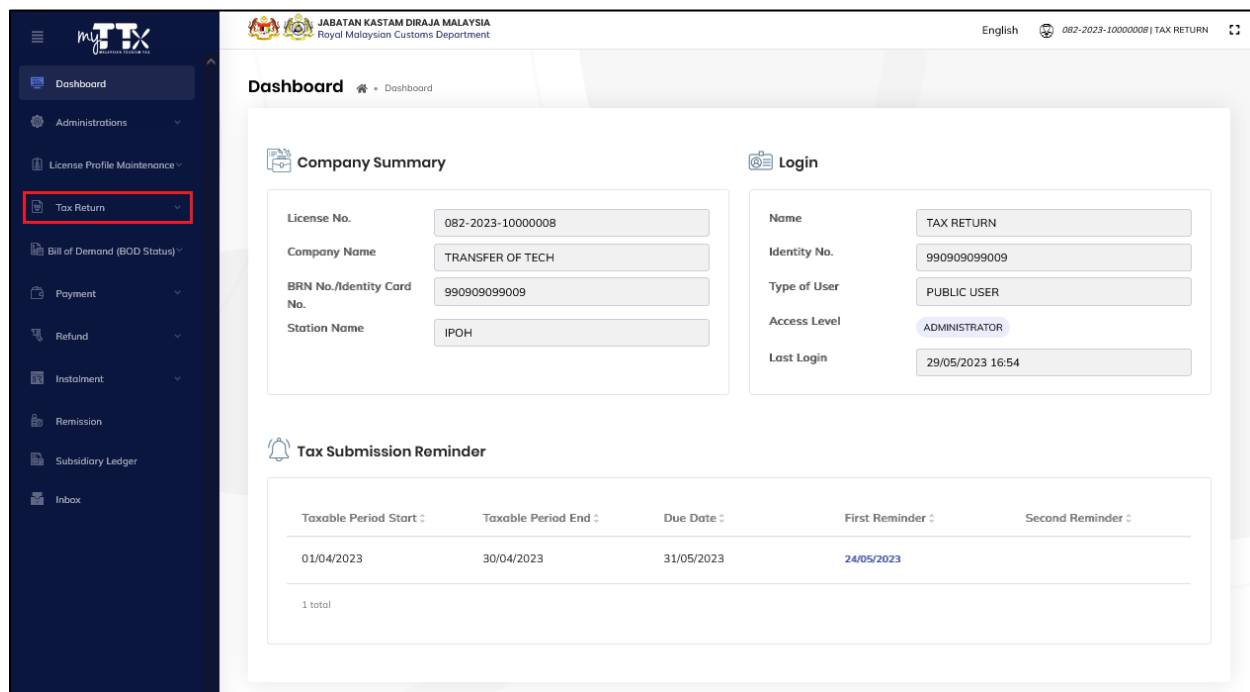
1	Tourism Tax menu	1
1.1	<i>Tax Return</i>	3
1.1.1.	View Tourism Tax Return	4
1.1.2.	Create Tax Return (TTx-03A) by PPPD	7
1.1.3.	Edit Calculation	11
1.1.4.	Delete Calculation	14
1.1.5.	Submit Tax Return	16
1.1.6.	Amend Tax Return	20
1.2	<i>Tax Return Maintenance</i>	29
1.3	<i>Reminder</i>	33
1.3.1.	View First / Second Reminder	33
1.3.2.	Print First / Second Reminder	36

List of Figures

Figure 1 Home page.....	1
Figure 2 Tax Return sub menus	2
Figure 3 Tax Return page	3
Figure 4 View button in Taxable Period table list	4
Figure 5 Tourism Tax Return page	5
Figure 6 Backward and Forward button in Taxable Period table list.....	6
Figure 7 Create button in Taxable Period table list (TTx-03A)	7
Figure 8 Create tax return form (TTx-03A)	7
Figure 9 Calculation page (TTx-03A)	8
Figure 10 Next button in calculation page (TTx-03A)	9
Figure 11 Tourism Tax Return - Draft page (TTx-03A)	10
Figure 12 View button in Taxable Period table list (Edit)	11
Figure 13 Edit and Delete button in view tax return page (Edit)	11
Figure 14 Calculation page (Edit).....	12
Figure 15 Next button in calculation page (Edit).....	13
Figure 16 Delete calculation confirmation message	14
Figure 17 Delete calculation success message	15
Figure 18 Comment field in Tourism Tax Return page	16
Figure 19 Save tax return success message	17
Figure 20 Submit button in Tourism Tax Return page	17
Figure 21 Submit return confirmation message.....	18
Figure 22 Submit return success message.....	18
Figure 23 Letter for TTx-03A submission	19
Figure 24 Amend button in Tourism Tax Return page.....	20
Figure 25 Amend tax return confirmation message	20
Figure 26 Amend tax return page	21
Figure 27 Calculation page (Amend)	22
Figure 28 Next button in calculation page (Amend)	23
Figure 29 Tourism Tax Return - Draft (Amend)	24
Figure 30 Save button in Tourism Tax Return page	25
Figure 31 Save tax return success message (Amend)	25
Figure 32 Submit button in amend tax return page	26
Figure 33 Submit amendment confirmation message	26
Figure 34 Submit amendment success message.....	27
Figure 35 Letter for TTx-03A amendment approval	28
Figure 36 Tax Return Maintenance page	29
Figure 37 Tax Return Maintenance - Draft page	29
Figure 38 Tax Return Maintenance - Submitted page	30
Figure 39 Tax Return Maintenance - Approval page.....	30
Figure 40 Tax Return Maintenance - Paid page	31
Figure 41 View button in Tax Return Maintenance table list	31
Figure 42 Tourism Tax Return page is displayed	32
Figure 43 Reminder page	33
Figure 44 First Reminder document page	34
Figure 45 Second Reminder document page	35

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 1

1 Tourism Tax menu




The screenshot shows the MyTTX dashboard for the Royal Malaysian Customs Department. The sidebar on the left contains a menu with the following items: Dashboard, Administrations, License Profile Maintenance, **Tax Return** (highlighted with a red box), Bill of Demand (BOD Status), Payment, Refund, Instalment, Remission, Subsidiary Ledger, and Inbox. The main dashboard area displays the 'Company Summary' and 'Login' sections. The 'Company Summary' section shows the following details: License No. 082-2023-10000008, Company Name TRANSFER OF TECH, BRN No./Identity Card No. 990909099009, and Station Name IPOH. The 'Login' section shows the following details: Name TAX RETURN, Identity No. 990909099009, Type of User PUBLIC USER, Access Level ADMINISTRATOR, and Last Login 29/05/2023 16:54. Below these sections is a 'Tax Submission Reminder' table.

Taxable Period Start :	Taxable Period End :	Due Date :	First Reminder :	Second Reminder :
01/04/2023	30/04/2023	31/05/2023	24/05/2023	

1 total

Figure 1 Home page

1. Click on **Tourism Tax** menu (Refer Figure 1).
2. List of sub menu for **Tourism Tax** menus displays (Refer Figure 2).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 2

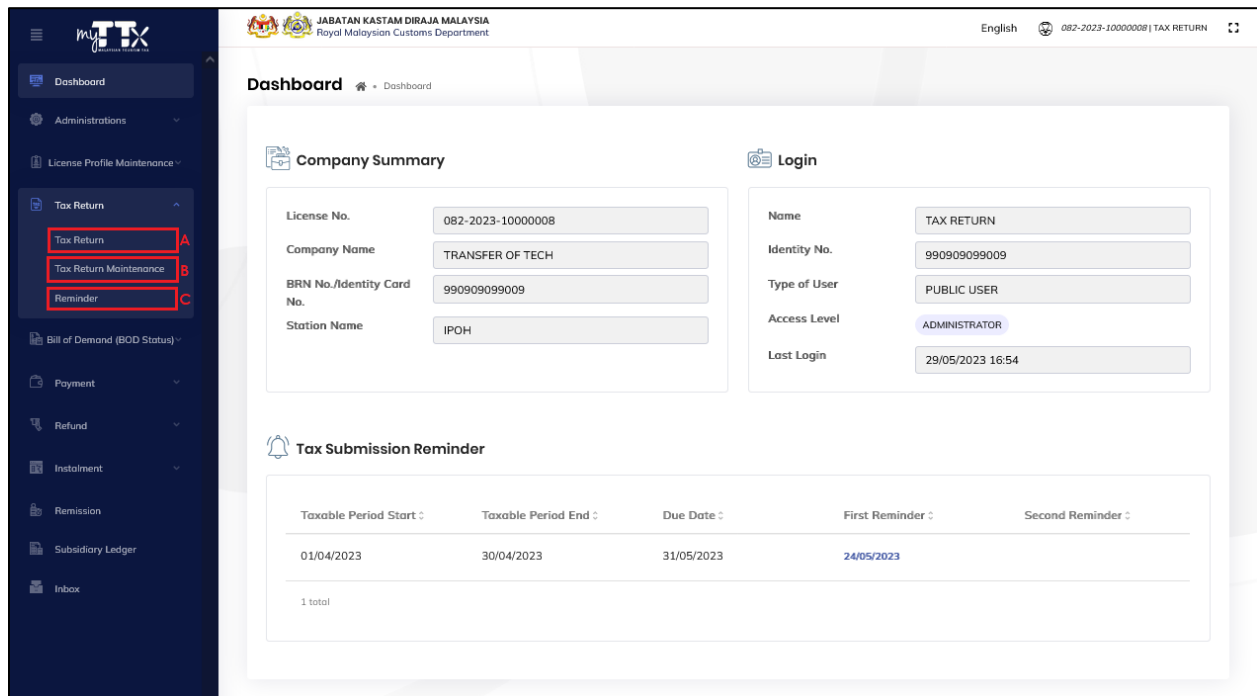
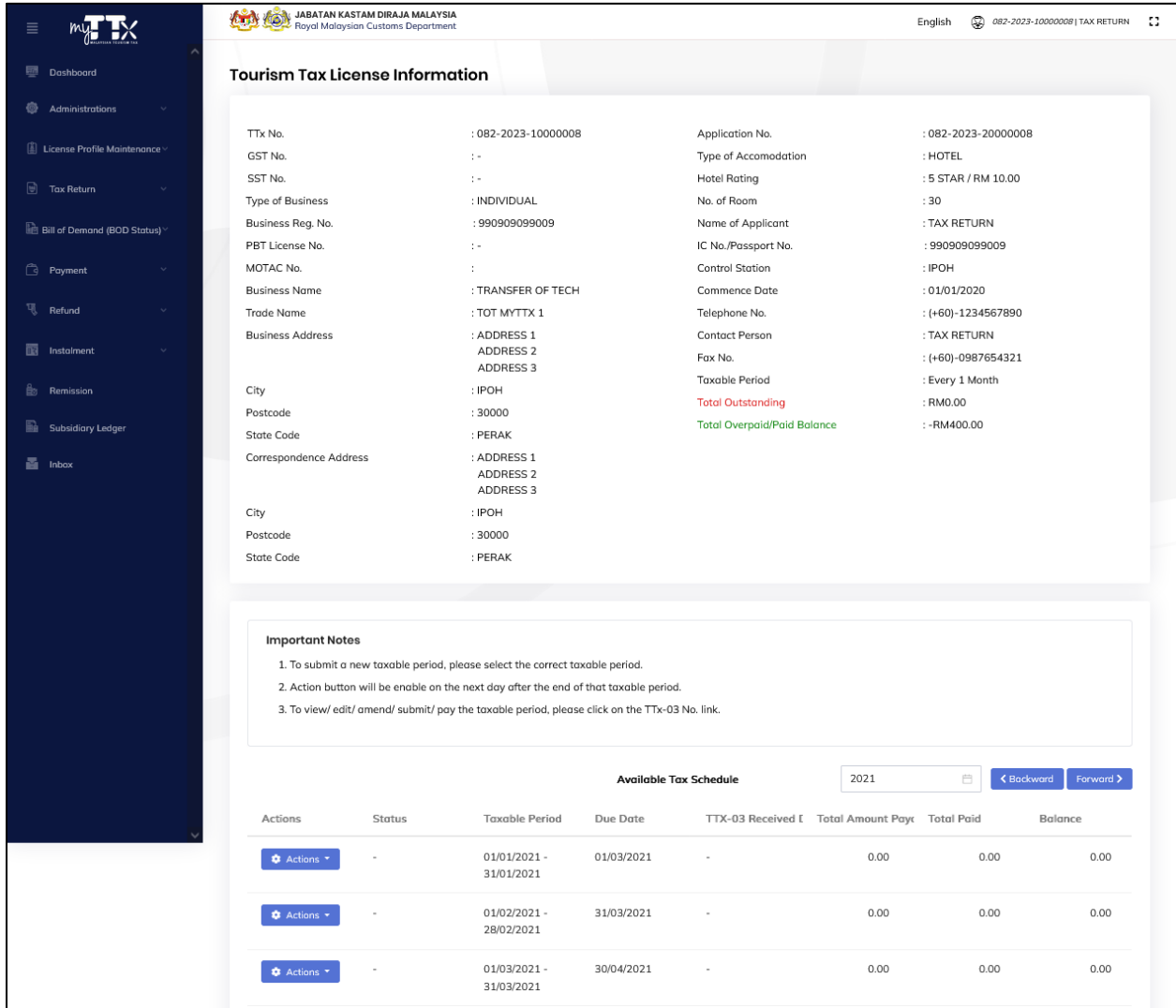


Figure 2 Tax Return sub menus

- Click on **Tax Return** sub menu (A) to view Tax Return page (Refer Figure 2).
- System will display Tax Return page (Refer Figure 3).
- Click on **Tax Return Maintenance** sub menu (B) to (Refer Figure 2).
- System will display Tax Return Maintenance page (Refer Figure 36).
- Click on **Reminder** sub menu (C) to (Refer Figure 2).
- System will display Reminder page (Refer Figure 57).

1.1 Tax Return



The screenshot displays the MYTTX (My Tax Return) interface. On the left is a dark blue sidebar with navigation links: Dashboard, Administrations, License Profile Maintenance, Tax Return, Bill of Demand (BOD Status), Payment, Refund, Instalment, Remission, and Subsidiary Ledger. The main content area is titled "Tourism Tax License Information" and contains two columns of details.

Field	Value	Field	Value
TTx No.	: 082-2023-10000008	Application No.	: 082-2023-20000008
GST No.	: -	Type of Accommodation	: HOTEL
SST No.	: -	Hotel Rating	: 5 STAR / RM 10.00
Type of Business	: INDIVIDUAL	No. of Room	: 30
Business Reg. No.	: 990909099009	Name of Applicant	: TAX RETURN
PBT License No.	: -	IC No./Passport No.	: 990909099009
MOTAC No.	: -	Control Station	: IPOH
Business Name	: TRANSFER OF TECH	Commence Date	: 01/01/2020
Trade Name	: TOT MYTTX 1	Telephone No.	: (+60)-1234567890
Business Address	: ADDRESS 1 ADDRESS 2 ADDRESS 3	Contact Person	: TAX RETURN
City	: IPOH	Fax No.	: (+60)-0987654321
Postcode	: 30000	Taxable Period	: Every 1 Month
State Code	: PERAK	Total Outstanding	: RM0.00
Correspondence Address	: ADDRESS 1 ADDRESS 2 ADDRESS 3	Total Overpaid/Paid Balance	: -RM400.00
City	: IPOH		
Postcode	: 30000		
State Code	: PERAK		

Below the license information, there is a section for "Important Notes" with three points:

1. To submit a new taxable period, please select the correct taxable period.
2. Action button will be enable on the next day after the end of that taxable period.
3. To view/ edit/ amend/ submit/ pay the taxable period, please click on the TTx-03 No. link.

At the bottom, there is a table titled "Available Tax Schedule" for the year 2021. It includes navigation buttons for "Backward" and "Forward".

Actions	Status	Taxable Period	Due Date	TTX-03 Received	Total Amount Pay	Total Paid	Balance
Actions	-	01/01/2021 - 31/01/2021	01/03/2021	-	0.00	0.00	0.00
Actions	-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00
Actions	-	01/03/2021 - 31/03/2021	30/04/2021	-	0.00	0.00	0.00

Figure 3 Tax Return page

1. In Tax Return, system will display Tourism Tax License Information and Taxable Period table list (Refer Figure 3).

1.1.1. View Tourism Tax Return

Available Tax Schedule							
					2022	< Backward Forward >	
Actions	Status	Taxable Period	Due Date	TTX-03 Received I	Total Amount Payc	Total Paid	Balance
<div>⚙ Actions ▾</div> <div>👁 View</div>	RECEIPTED	01/01/2022 - 31/01/2022	28/02/2022	01/02/2022	100.00	500.00	-400.00
⚙ Actions ▾	APPROVED (NO PAYMENT)	01/02/2022 - 28/02/2022	31/03/2022	01/03/2022	100.00	500.00	-400.00

Figure 4 View button in Taxable Period table list

1. Click **Actions** button (A) (Refer Figure 4).
2. Click **View** button (B) to view the Tourism Tax Return details page (Refer Figure 4).
3. System will display the Tourism Tax Return details page (Refer Figure 5).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 5

TTX

Dashboard

Administrations

License Profile Maintenance

Tax Return

Tax Return

Tax Return Maintenance

Reminder

Bill of Demand (BOD Status)

Payment

Refund

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA
Royal Malaysia Customs Department

English 161-2023-11000085 | RETURN

Tourism Tax Return

License Holder Name
License No. (TTX-02A)
Taxable Period
Declared by Name
Nationality
Tax Payable
Total Debit Note
Total Credit Note
Total Tax Payable
Penalty Amount
Actual Amount Payable
Total Previous Paid Amount
Net Amount Payable
Tax Exempted
Balance Amount Not Paid
Registered Name
Registered Mode
Overpaid/Paid Balance
Previous TTX-03A No.
Designation

: TOT RETURN (PPPD)
: 161-2023-11000085
: From 01/02/2023 To 28/02/2023
: RETURN
: 990909099009
: Malaysia
: RM200.00
: RM0.00
: RM0.00
: RM200.00
: RM0.00 (30.00%)
: RM260.00
: RM0.00
: RM260.00
: RM0.00
: RM0.00
: **RM260.00**
: RETURN
: ONLINE
: **RM0.00**
: -

TTX-03A No. : 161-30005-0/2305
TTX-03A Station Submit To : IBU PEJABAT
Form Status : **PENDING PAYMENT**
Payment Status : -
Due Date : 31/03/2023
Date Registered (System) : 31/05/2023
Date Declared (Received/Submit) : 31/05/2023
Cheque Postal Date : -
TT Payment Date : -
Receipt No. : -
Refund ID : -
Receipt Date : -
Receipt Amount : **RM0.00**
Penalty Receipt Amount : **RM0.00**
Total Receipted Amount : **RM0.00**
BOD Reference No. : -
BOD Date : -
BOD Total Receipted Amount/Total : **RM0.00 / RM0.00**
BOD Tax Receipted Amount/Total : **RM0.00 / RM0.00**
BOD Penalty Receipted Amount/Total : **RM0.00 / RM0.00**

ACCOUNT MANAGER

taxreturn@gmail.com

+60 - Malaysia 198231005

Tourism Tax Return Details

Actions	Tourism Tax Rate(%)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payable(Penalty Amount(R)	Actual Amount Pa
Actions	10.00	20	200.00	0.00	0.00	200.00	60.00 30.00%	260.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Comments

Back Pay Now Amend

List of historical amendments (System will show all history including the one show above) :-

Bill	Status :	Date Declared :	Tourism Tax Rate(%)	No of Stay :	Tax Payable(RM) :	Debit Note(RM) :	Credit Note(RM) :	Total Tax Payabl
> 0	PENDING PAYMENT 161-30005-0/2305	31/05/2023	10.00	20	200.00	0.00	0.00	200.00

Figure 5 Tourism Tax Return page



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 6

Important Notes

1. To submit a new taxable period, please select the correct taxable period.
2. Action button will be enable on the next day after the end of that taxable period.
3. To view/ edit/ amend/ submit/ pay the taxable period, please click on the TTx-03 No. link.

Available Tax Schedule


2023

A **B**
◀ Backward Forward ▶

Actions	Status	Taxable Period	Due Date	TTX-03 Received I	Total Amount Pay	Total Paid	Balance
⚙ Actions ▼	-	01/01/2023 - 31/01/2023	28/02/2023	-	0.00	0.00	0.00

Figure 6 Backward and Forward button in Taxable Period table list

4. Click on **Backward** button (A) to view the taxable period for the previous year (Refer Figure 6).
5. Click on **Forward** button (B) to view the taxable period for the next year (Refer Figure 6).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 7

1.1.2. Create Tax Return (TTx-03A) by PPPD

Available Tax Schedule							
				2021			
				< Backward		Forward >	
Actions	Status	Taxable Period	Due Date	TTX-03 Received I	Total Amount Paye	Total Paid	Balance
<div> <div>⚙ Actions</div> <div>+ Create</div> </div>	-	01/01/2021 - 31/01/2021	01/03/2021	-	0.00	0.00	0.00
<div> <div>⚙ Actions</div> </div>	-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00

Figure 7 Create button in Taxable Period table list (TTx-03A)

1. Click on **Actions** button (A) (Refer Figure 7).
2. Click on **Create** button (B) to create a tax return (Refer Figure 7).
3. System will display create form for Tourism Tax Return (TTx-03) (Refer Figure 8).

TTX

Dashboard

Administrations

License Profile Maintenance

Tax Return

Tax Return

Tax Return Maintenance

Reminder

Bill of Demand (BOD Status)

Payment

Refund

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA

Royal Malaysian Customs Department

English

161-2023-11000085 | RETURN

Tourism Tax Return

License Holder Name

: TOT RETURN (PPPD)

License No. (TTx-02A)

: 161-2023-11000085

Taxable Period

: From 01/03/2023 To 31/03/2023

Declared by Name

: RETURN

Declared by IC/Passport No.

: 99090999009

Tax Payable

: 0.00

Total Debit Note

: 0.00

Total Credit Note

: 0.00

Total Tax Payable

: 0.00

Penalty Amount

: 0.00

Actual Amount Payable

: 0.00

Total Previous Paid Amount

: 0.00

Net Amount Payable

: 0.00

Tax Exempted

: 0.00

Balance Amount Not Paid

: 0.00

Registered Name

: RETURN

Registered Mode

: -

Overpaid/Paid Balance

: -

Designation*

ACCOUNT MANAGER

Email*

taxreturn@gmail.com

Contact Number*

+60 - Malaysia 198002189

TTx-03A No.

: -

TTx-03A Station Submit To

: -

Form Status

: -

Due Date

: 30/04/2023

Date Registered (System)

: -

Date Declared (Received/Submit)

: -

Cheque Postal Date

: -

Receipt No.

: -

Receipt Date

: -

Receipt Amount

: 0.00

Penalty Receipt Amount

: 0.00

Total Receipted Amount

: 0.00

BOD Reference No.

: -

BOD Date

: -

BOD Total Receipted Amount/Total

: -

BOD Tax Receipted Amount/Total

: 0.00

BOD Penalty Receipted Amount/Total

: 0.00

⏪ Back

+ Add

Figure 8 Create tax return form (TTx-03A)

4. Input designation in **Designation** field.
Note: Mandatory
5. Input email in **Email** field.
Note: Mandatory



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 8

6. Input contact number in **Telephone No.** field.

Note: Mandatory

Note: Input numbers only

7. Click on **Back** button (A) to return to Tourism Tax License Information page (Refer Figure 8).
8. Click on **Add** button (B) to create the tax return (Refer Figure 8).

myTTX

Dashboard

Administrations

License Profile Maintenance

Tax Return

Bill of Demand (BOD Status)

Payment

Refund

Instalment

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA
Royal Malaysia Customs Department

English 082-2023-1000008 TAX RETURN

Tourism Tax Return

Important Notes

1. **(x) Total Previous Paid Amount** is the amount from the **(A) Total Paid/Received TTx-03 Amount** of the same taxable period. **(A)** will only have value when you amend a particular tax submission period.

2. If you have negative **(xi) Net Amount Payable**, your taxable return application will need to get approval from Custom officer online after your submission. All approved negative value will be kept into the **[Overpaid/Paid Balance]** value in the the system. **[Overpaid/Paid Balance]** can only be used for tax return amendment of the same Taxable Period and cannot be carried forward to the next Taxable Period. Please make sure you key in accurate **Total Number Room Per Night (Taxable)/Rate** for a particular taxable period or else, you will have to request refund in future for this **[Overpaid/Paid Balance]** in your account using the refund form. If positive **[(xi) Net Amount Payable]**, this will be the amount that you need to pay online.

3. **Tax Exempted** are stays amount that exempted and it is not use to deduct. (Please refer to Tourism Tax Guide)

Tourism Tax Return

#	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	10
ii	Rate (Per Stay)	10.00
iii	Tax Payable	0.00
(A)	Total Paid/Received TTx-03 Amount (Same Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	Debit Note
v	Credit Note	Credit Note
vi	Total Tax Payable [(iii)+(iv)-(v)]	0.00
	Tax Exempted*	0.00
Penalty		
vii	Penalty Rate (%)	0.00
viii	Penalty Amount [(vi)*(vii)/100]	0.00
ix	Actual Amount Payable [(vi) + (viii)]	0.00
Total Previous Paid Amount		
x	Total Previous Paid Amount {-(A)}	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	0.00

A

B


C

Back

Clear

Save

Figure 9 Calculation page (TTx-03A)

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 9

9. Input room per night in **Room Per Night** field.
10. Input debit note in **Debit Note** field.
11. Input credit note in **Credit Note** field.
12. Input exempted amount in **Tax Exempted** field.

Notes: Mandatory

13. Click on **Back** button (A) to return to Create tax return page (Refer Figure 9).
14. Click on **Clear** button (B) to clear all fields (Refer Figure 9).
15. Click on **Save** button (C) to save the record (Refer Figure 9).
16. System will calculate the net amount payable tax and display **Next** button (Refer Figure 10).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vii)*(vii)/100]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-) [(A)]	0.00
Net		
xi	Net Amount Payable [(ix) - (x)]	130.00

A
← Back
↺ Clear
💾 Save
B
Next →

Figure 10 Next button in calculation page (TTx-03A)

17. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 10).
18. Click on **Next** button (B) (Refer Figure 10).
19. System will display Tourism Tax Return – Draft page (Refer Figure 11).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 10

TTX

Dashboard

Administrations

License Profile Maintenance

Tax Return

Tax Return

Tax Return Maintenance

Reminder

Bill of Demand (BOD Status)

Payment

Refund

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA

Royal Malaysia Customs Department

English

161-2023-11000085 | RETURN

Tourism Tax Return

License Holder Name

License No. (TTx-02A)

Taxable Period

Declared by Name

Declared by IC/Passport No.

Nationality

Tax Payable

Total Debit Note

Total Credit Note

Total Tax Payable

Penalty Amount

Actual Amount Payable

Total Previous Paid Amount

Net Amount Payable

Tax Exempted

Balance Amount Not Paid

Registered Name

Registered Mode

Overpaid/Paid Balance

Previous TTx-03A No.

Designation

Email

Contact Number

TOT RETURN (PPPD)

161-2023-11000085

From 01/03/2023 To 31/03/2023

RETURN

990909099009

Malaysia

RM100.00

RM0.00

RM0.00

RM100.00

RM20.00 (20.00%)

RM120.00

RM0.00

RM120.00

RM0.00

RM0.00

RM0.00

RM120.00

RETURN

ONLINE

RM0.00

-

ACCOUNT MANAGER

taxreturn@gmail.com

+60 - Malaysia

198002189

TTx-03A No.

TTx-03A Station Submit To

Form Status

Payment Status

Due Date

Date Registered (System)

Date Declared (Received/Submit)

Cheque Postal Date

TT Payment Date

Receipt No.

Refund ID

Receipt Date

Receipt Amount

Penalty Receipt Amount

Total Receipted Amount

BOD Reference No.

BOD Date

BOD Total Receipted Amount/Total

BOD Tax Receipted Amount/Total

BOD Penalty Receipted Amount/Total

161-30006-0/2305

IBU PEJABAT

DRAFT

-

30/04/2023

31/05/2023

-

-

-

-

-

RM0.00

RM0.00

RM0.00

-

-

RM0.00 / RM0.00

RM0.00 / RM0.00

RM0.00 / RM0.00

Tourism Tax Return Details

Actions

Tourism Tax Rate(%)

No of Stay

Tax Payable(RM)

Debit Note(RM)

Credit Note(RM)

Total Tax Payable

Penalty Amount(RM)

Actual Amount Paid

Actions

10.00

10

100.00

0.00

0.00

100.00

20.00

120.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Comments

Back

Save

List of historical amendments (System will show all history including the one show above) :-

Bill

Status

Date Declared

Tourism Tax Rate(%)

No of Stay

Tax Payable(RM)

Debit Note(RM)

Credit Note(RM)

Total Tax Payable

> 0

DRAFT

-

10.00

10

100.00

0.00

0.00

100.00

161-30006-0/2305

Figure 11 Tourism Tax Return - Draft page (TTx-03A)



1.1.3. Edit Calculation

Important Notes

1. To submit a new taxable period, please select the correct taxable period.
2. Action button will be enable on the next day after the end of that taxable period.
3. To view/ edit/ amend/ submit/ pay the taxable period, please click on the TTx-03 No. link.

Available Tax Schedule

2021 Backward Forward

Actions	Status	Taxable Period	Due Date	TTX-03 Received D	Total Amount Paya	Total Paid	Balance	TTx-03 No.
<div><div>⚙️ Actions</div><div>View</div></div>	DRAFT	01/01/2021 - 31/01/2021	01/03/2021	30/05/2023	130.00	0.00	130.00	082-30003-0/2305
<div><div>⚙️ Actions</div></div>	-	01/02/2021 - 28/02/2021	31/03/2021	-	0.00	0.00	0.00	-

Figure 12 View button in Taxable Period table list (Edit)

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).

Tourism Tax Return Details

Actions	Tourism Tax Rate(i)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(R	Actual Amount Pa
<div><div>⚙️ Actions</div><div>Edit</div><div>Delete</div></div>	10.00	10	100.00	0.00	0.00	100.00	30.00 30.00%	130.00

1 total

Figure 13 Edit and Delete button in view tax return page (Edit)

4. Click on **Action** (A) button, to edit or delete the tax return details (Refer Figure 13).
5. Click on **Edit** button (B) to edit Tourism Tax Return Details (Refer Figure 13).
6. System will display Tourism Tax Return – Calculation page (Refer Figure 14).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 12

Important Notes

1. **(x) Total Previous Paid Amount** is the amount from the **(A) Total Paid/Received TTx-03 Amount** of the same taxable period. **(A)** will only have value when you amend a particular tax submission period.
2. If you have negative **(xi) Net Amount Payable**, your taxable return application will need to get approval from Custom officer online after your submission. All approved negative value will be kept into the **[Overpaid/Paid Balance]** value in the system. **[Overpaid/Paid Balance]** can only be used for tax return amendment of the same Taxable Period and cannot be carried forward to the next Taxable Period. Please make sure you key in accurate **Total Number Room Per Night (Taxable)/Rate** for a particular taxable period or else, you will have to request refund in future for this **[Overpaid/Paid Balance]** in your account using the refund form. If positive **(xi) Net Amount Payable**, this will be the amount that you need to pay online.
3. **Tax Exempted** are stays amount that exempted and it is not use to deduct. (Please refer to Tourism Tax Guide)

Tourism Tax Return

#	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	10
ii	Rate (Per Stay)	10.00
iii	Tax Payable	100.00
(A)	Total Paid/Received TTx-03 Amount (Some Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	0.00
v	Credit Note	0.00
vi	Total Tax Payable [(iii)-(iv)-(v)]	100.00
	Tax Exempted*	0.00
Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vi)*(vii)/100]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-)(A)	0.00
Net		
xi	Net Amount Payable [(ix) - (x)]	130.00

Buttons: A Back, B Clear, C Save

Figure 14 Calculation page (Edit)

7. Input room per night in **Room Per Night** field.
8. Input debit note in **Debit Note** field.
9. Input credit note in **Credit Note** field.
10. Input exempted amount in **Tax Exempted** field.

Notes: Mandatory

11. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 14).
12. Click on **Clear** button (B) to clear all fields (Refer Figure 14).
13. Click on **Save** button (C) to save the updates (Refer Figure 14).

14. System will calculate the net amount payable tax and display **Next** button (Refer Figure 15).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount $[(vii) * (vii)] / 100$	30.00
ix	Actual Amount Payable $[(vi) + (viii)]$	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount $[-] [(A)]$	0.00
Net		
xi	Net Amount Payable $[(ix) - (x)]$	130.00

A
← Back
Clear
Save
B
Next >


Figure 15 Next button in calculation page (Edit)

15. Click on **Back** button (A) to return to Tourism Tax Return – Draft page (Refer Figure 11).

16. Click on **Next** button (B) (Refer Figure 11).

17. System will display Tourism Tax Return – Draft page (Refer Figure 11).

18. Calculation is successfully updated.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 14

1.1.4. Delete Calculation

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).
4. Click on **Actions** button (A) (Refer Figure 13).
5. Click on **Delete** button (C) to delete tax return calculation (Refer Figure 13).
6. System will display confirmation message (Refer Figure 16).

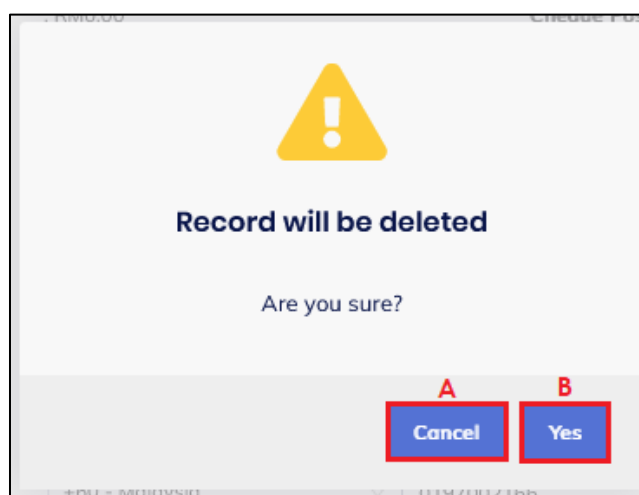



Figure 16 Delete calculation confirmation message

7. Click on **Cancel** button (A) to cancel deletion (Refer Figure 16).
8. Click on **Yes** button (B) to proceed with the deletion process (Refer Figure 16).
9. System will display success message (Refer Figure 17).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 15

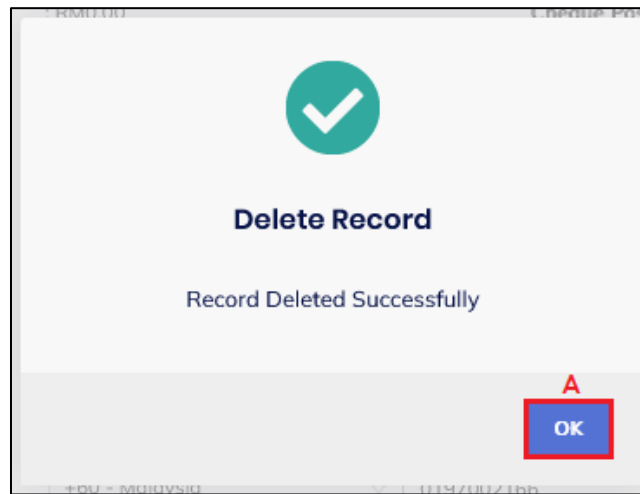



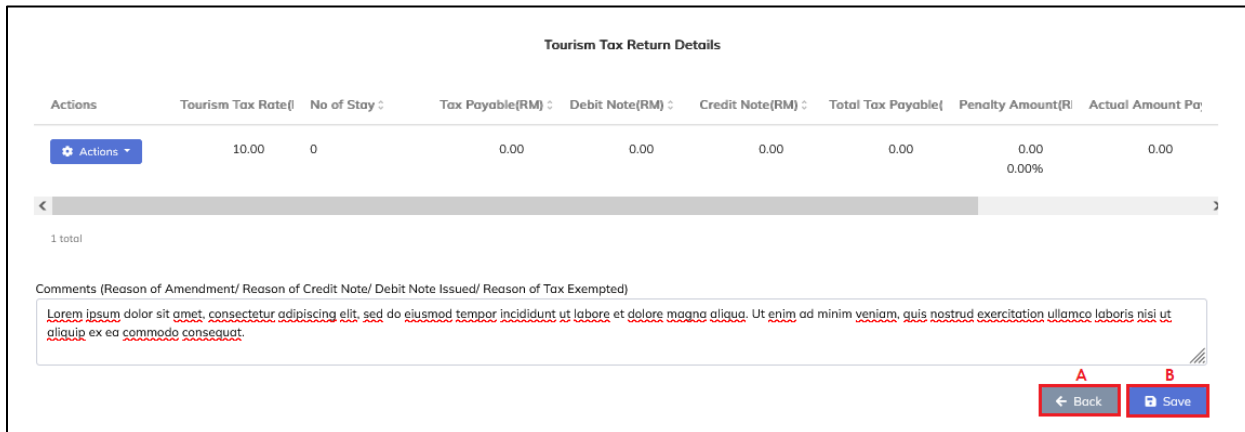
Figure 17 Delete calculation success message

10. Click on **OK** button (A) (Refer Figure 17).
11. Calculation is successfully deleted.


 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 16

1.1.5. Submit Tax Return

1. Click **Actions** button (A) on tax return with status Draft (Refer Figure 12).
2. Click **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return – Draft page (Refer Figure 11).



Tourism Tax Return Details

Actions	Tourism Tax Rate	No of Stay	Tax Payable	Debit Note	Credit Note	Total Tax Payable	Penalty Amount	Actual Amount Paid
	10.00	0	0.00	0.00	0.00	0.00	0.00 0.00%	0.00

1 total


Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

← Back
Save

Figure 18 Comment field in Tourism Tax Return page

4. Input comments in **Comments** field.
Note: Mandatory if amend tax return or input credit note/ debit note/ tax exempted fields
5. Click on **Back** button (A) to return to Tourism Tax Return – Taxable Period table list (Refer Figure 18).
6. Click on **Save** button (B) to save the record (Refer Figure 18).
7. System will display success message (Refer Figure 19).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 17

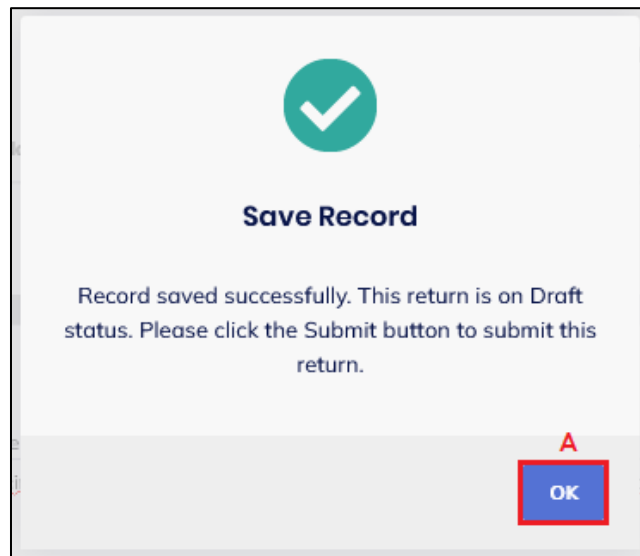


Figure 19 Save tax return success message

8. Click on **OK** button (A) (Refer Figure 19).
9. System will display **Submit** button (Refer Figure 20).

Tourism Tax Return Details								
Actions	Tourism Tax Rate(%)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paid
<div> <div>Actions</div> <div> <div></div> </div> </div>	10.00	0	0.00	0.00	0.00	0.00	0.00 0.00%	0.00

1 total


Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Back
Save
Submit

Figure 20 Submit button in Tourism Tax Return page

10. Click on **Submit** button (A) (Refer Figure 20).
11. System will display confirmation message (Refer Figure 21).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 18

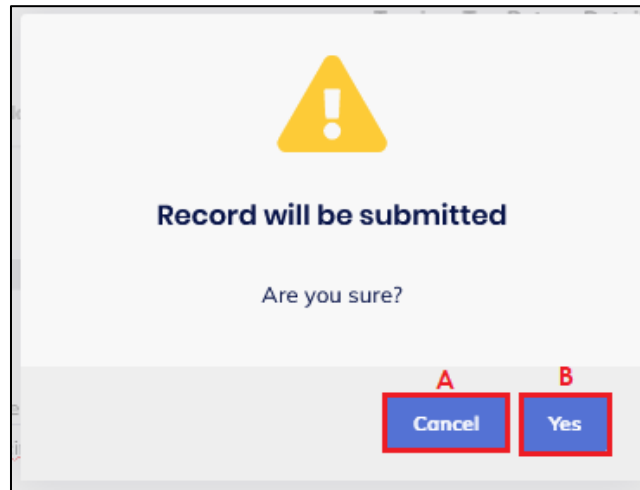


Figure 21 Submit return confirmation message

12. Click on **Cancel** button (A) to cancel submission (Refer Figure 21).
13. Click on **Yes** button (B) to proceed with the tax return submission (Refer Figure 21).
14. System will display success message (Refer Figure 22).

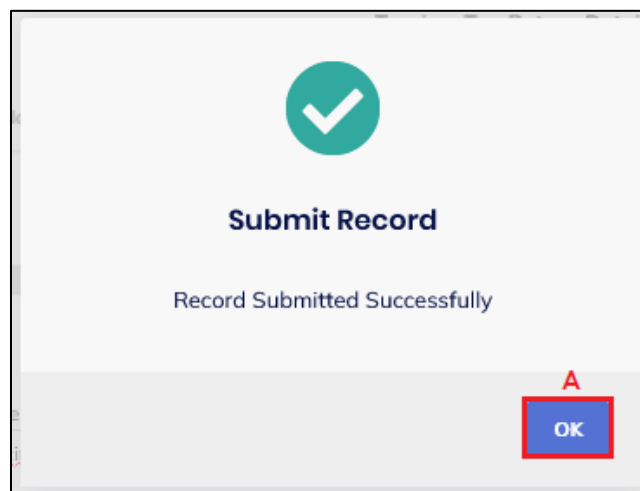



Figure 22 Submit return success message

15. Click on **OK** button (A) (Refer Figure 22).
16. Tax return is successfully submitted.
17. System will generate **NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017** letter for TTx-03 submission.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 19

18. These letters can be view and print in Inbox page (Refer Figure 23).


Email Date ⌵	Main Subject ⌵	Email ⌵
<div>  30/05/2023 04:18 PM </div>	NOTIS PERINGATAN PEMBAYARAN CUKAI DI BAWAH SEKSYEN 19 AKTA CUKAI PELANCONGAN 2017	khattab.testing1@gmail.com
--Attachments SubmitTx03Letter_082300030/2305_20230530_161846.pdf (NEW)		

Figure 23 Letter for TTx-03A submission

1.1.6. Amend Tax Return

1. Click **Actions** button (A) on tax return with status Pending Payment/ Received/ Received – Partial Paid/ Approved (No Payment)/ Approved (Nil Return)/ BOD Issued: Registered/ BOD Issued: Partial Paid/ BOD Issued: Received (Refer Figure 12).
2. Click on **View** button (B) (Refer Figure 12).
3. System will display Tourism Tax Return page (Refer Figure 24).

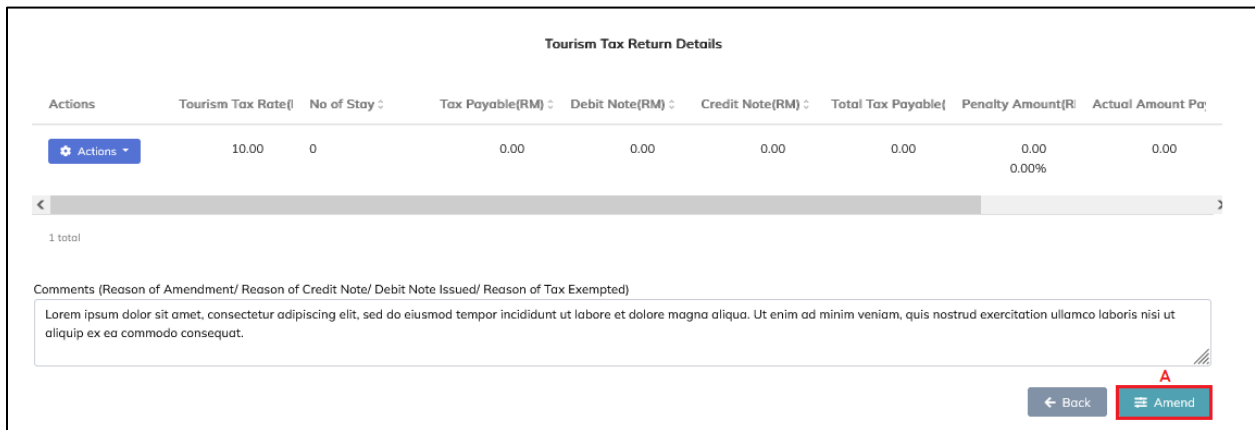


Figure 24 Amend button in Tourism Tax Return page

4. Click on **Amend** button (A) to amend tax return (Refer Figure 24).
5. System will display confirmation message (Refer Figure 25).

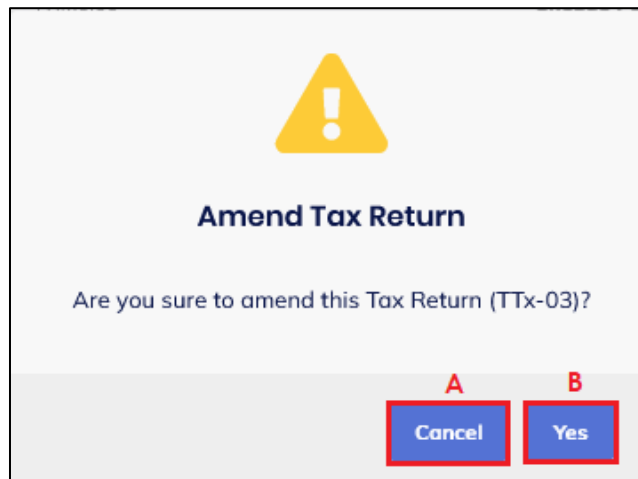

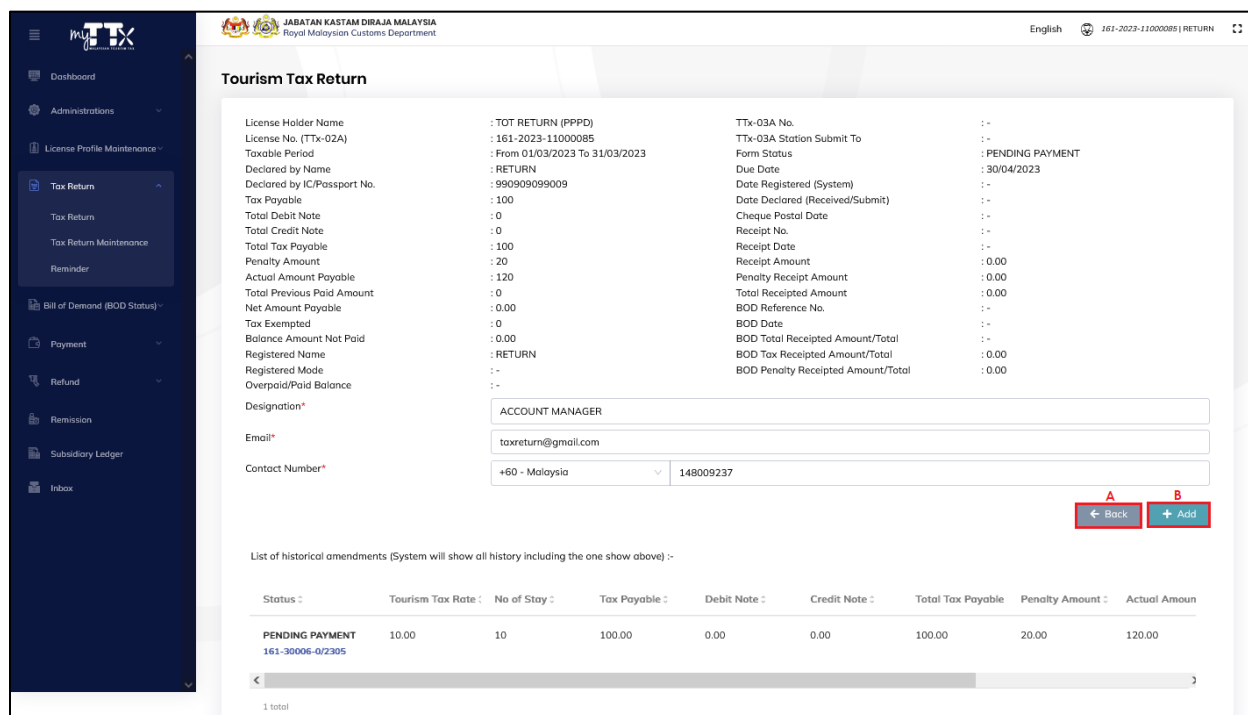


Figure 25 Amend tax return confirmation message

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 21

6. Click on **Cancel** button to cancel amend tax return (Refer Figure 25).
7. Click on **Yes** button to proceed amending the tax return (Refer Figure 25).
8. System will display amend tax return page (Refer Figure 26).



Tourism Tax Return

License Holder Name : TOT RETURN (PPPD) TTx-03A No. : -

License No. (TTx-02A) : 161-2023-11000085 TTx-03A Station Submit To : -

Taxable Period : From 01/03/2023 To 31/03/2023 Form Status : PENDING PAYMENT

Declared by Name : RETURN Due Date : 30/04/2023

Declared by IC/Passport No. : 990909099009 Date Registered (System) : -

Tax Payable : 100 Date Declared (Received/Submit) : -

Total Debit Note : 0 Cheque Postal Date : -

Total Credit Note : 0 Receipt No. : -

Total Tax Payable : 100 Receipt Date : -

Penalty Amount : 20 Receipt Amount : 0.00

Actual Amount Payable : 120 Penalty Receipt Amount : 0.00

Total Previous Paid Amount : 0 Total Received Amount : 0.00

Net Amount Payable : 0.00 BOD Reference No. : -

Tax Exempted : 0 BOD Date : -

Balance Amount Not Paid : 0.00 BOD Total Received Amount/Total : -

Registered Name : RETURN BOD Tax Received Amount/Total : 0.00

Registered Mode : - BOD Penalty Received Amount/Total : 0.00

Overpaid/Paid Balance : -

Designation* : ACCOUNT MANAGER

Email* : taxreturn@gmail.com

Contact Number* : +60 - Malaysia 148009237

← Back
+ Add

List of historical amendments (System will show all history including the one show above) :-

Status	Tourism Tax Rate	No of Stay	Tax Payable	Debit Note	Credit Note	Total Tax Payable	Penalty Amount	Actual Amount
PENDING PAYMENT 161-30006-0/2305	10.00	10	100.00	0.00	0.00	100.00	20.00	120.00

1 total

Figure 26 Amend tax return page

9. List of historical amendments table list is displayed on Amend tax return form (Refer Figure 26).
10. Click on **Back** (A) button to return to Tourism Tax Return page (Refer Figure 26).
11. Click on **Add** (B) button to proceed amending the tax return (Refer Figure 26).
12. System will display Tourism Tax Return – Calculation page (Refer Figure 27).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 22

Important Notes

1. **(x) Total Previous Paid Amount** is the amount from the **(A) Total Paid/Received TTx-03 Amount** of the same taxable period. **(A)** will only have value when you amend a particular tax submission period.
2. If you have negative **(xi) Net Amount Payable**, your taxable return application will need to get approval from Custom officer online after your submission. All approved negative value will be kept into the **[Overpaid/Paid Balance]** value in the system. **[Overpaid/Paid Balance]** can only be used for tax return amendment of the same Taxable Period and cannot be carried forward to the next Taxable Period. Please make sure you key in accurate **Total Number Room Per Night (Taxable)/Rate** for a particular taxable period or else, you will have to request refund in future for this **[Overpaid/Paid Balance]** in your account using the refund form. If positive **(xi) Net Amount Payable**, this will be the amount that you need to pay online.
3. **Tax Exempted** are stays amount that exempted and it is not use to deduct. (Please refer to Tourism Tax Guide)

Tourism Tax Return

S	DESCRIPTION	AMOUNT
Total Number Room Per Night (Taxable)/Rate		
i	Room Per Night	<input type="text" value="Room Per Night"/>
ii	Rate (Per Stay)	10.00
iii	Tax Payable	0.00
(A)	Total Paid/Received TTx-03 Amount (Same Period)	0.00
Tax Value on Adjustment		
iv	Debit Note	<input type="text" value="Debit Note"/>
v	Credit Note	<input type="text" value="Credit Note"/>
vi	Total Tax Payable [(iii)-(iv)-(v)]	0.00
	Tax Exempted*	<input type="text" value="Exempted Amount"/>
Penalty		
vii	Penalty Rate (%)	0.00
viii	Penalty Amount [(vi)*(vii)/100]	0.00
ix	Actual Amount Payable [(vi) - (viii)]	0.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-):(A)	0.00
Net		
xi	Net Amount Payable [(ix) - (x)]	0.00

A Back B Clear C Save

Figure 27 Calculation page (Amend)

13. Input room per night in **Room Per Night** field.

14. Input debit note in **Debit Note** field.

15. Input credit note in **Credit Note** field.

16. Input exempted amount in **Tax Exempted** field.

Notes: Mandatory

17. Click on **Back** button (A) to return to Tourism Tax Return page (Refer Figure 27).

18. Click on **Clear** button (B) to clear all fields (Refer Figure 27).

19. Click on **Save** button (C) to save the record (Refer Figure 27).

20. System will calculate the net amount payable tax and display **Next** button (Refer Figure 28).

Penalty		
vii	Penalty Rate (%)	30.00
viii	Penalty Amount [(vii)*{(vii)/100}]	30.00
ix	Actual Amount Payable [(vi) + (viii)]	130.00
Total Previous Paid Amount		
x	Total Previous Paid Amount (-) [(A)]	0.00
Net		
xi	Net Amount Payable [(ix)-(x)]	130.00

A
← Back
↺ Clear
💾 Save
B
Next >

Figure 28 Next button in calculation page (Amend)

21. Click on **Back** button (A) to return to Tourism Tax Return page (Refer Figure 28).
22. Click on **Next** button (B) (Refer Figure 28).
23. System will display Tourism Tax Return – Draft page (Refer Figure 29).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 24

TTX

Dashboard

Administrations

License Profile Maintenance

Tax Return

Tax Return

Tax Return Maintenance

Reminder

Bill of Demand (BOD Status)

Payment

Refund

Remission

Subsidiary Ledger

Inbox

JABATAN KASTAM DIRAJA MALAYSIA

Royal Malaysia Customs Department

English

161-2023-11000085 | RETURN

Tourism Tax Return

License Holder Name

License No. (TTX-02A)

Taxable Period

Declared by Name

Declared by IC/Passport No.

Nationality

Tax Payable

Total Debit Note

Total Credit Note

Total Tax Payable

Penalty Amount

Actual Amount Payable

Total Previous Paid Amount

Net Amount Payable

Tax Exempted

Balance Amount Not Paid

Registered Name

Registered Mode

Overpaid/Paid Balance

Previous TTX-03A No.

Designation

Email

Contact Number

TOT RETURN (PPPD)

161-2023-11000085

From 01/03/2023 To 31/03/2023

RETURN

990909099009

Malaysia

RM500.00

RM0.00

RM0.00

RM500.00

RM100.00 (20.00%)

RM600.00

RM0.00

RM600.00

RM0.00

RM0.00

RM0.00

RM600.00

RETURN

ONLINE

RM0.00

161-30006-0/2305

ACCOUNT MANAGER

taxreturn@gmail.com

+60 - Malaysia

148009237

TTX-03A No.

TTX-03A Station Submit To

Form Status

Payment Status

Due Date

Date Registered (System)

Date Declared (Received/Submit)

Cheque Postal Date

TT Payment Date

Receipt No.

Refund ID

Receipt Date

Receipt Amount

Penalty Receipt Amount

Total Receipted Amount

BOD Reference No.

BOD Date

BOD Total Receipted Amount/Total

BOD Tax Receipted Amount/Total

BOD Penalty Receipted Amount/Total

161-30006-1/2305

IBU PEJABAT

DRAFT

-

30/04/2023

31/05/2023

-

-

-

-

-

RM0.00

RM0.00

RM0.00

-

-

RM0.00 / RM0.00

RM0.00 / RM0.00

RM0.00 / RM0.00

Tourism Tax Return Details

Actions

Tourism Tax Rate(%)

No of Stay

Tax Payable(RM)

Debit Note(RM)

Credit Note(RM)

Total Tax Payable

Penalty Amount(RM)

Actual Amount Paid

Actions

10.00

50

500.00

0.00

0.00

500.00

100.00

600.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Comments

Back Save

List of historical amendments (System will show all history including the one show above) :-

Bill

Status

Date Declared

Tourism Tax Rate(%)

No of Stay

Tax Payable(RM)

Debit Note(RM)

Credit Note(RM)

Total Tax Payable

0

AMENDED

31/05/2023

10.00

10

100.00

0.00

0.00

100.00

1

DRAFT

-

10.00

50

500.00

0.00

0.00

500.00

2 total

Figure 29 Tourism Tax Return - Draft (Amend)

Tourism Tax Return Details

Actions	Tourism Tax Rate(%)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable(RM)	Penalty Amount(RM)	Actual Amount Paid
<div> <div>⚙️</div> <div>Actions</div> </div>	10.00	10	100.00	0.00	0.00	100.00	30.00 30.00%	130.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

← Back

A

Save


Figure 30 Save button in Tourism Tax Return page

24. Input comments in **Comments** field.

Note: Mandatory if amend tax return or input credit note/ debit note/ tax exempted fields

25. Click on **Save** button (A) to save the record (Refer Figure 30).

26. System will display success message (Refer Figure 31).



Save Record

Record saved successfully. This return is on Draft status. Please click the Submit button to submit this return.

A

OK

Figure 31 Save tax return success message (Amend)

27. Click on **OK** button (A) (Refer Figure 31).

28. System will display **Submit** button (Refer Figure 32).

Tourism Tax Return Details

Actions	Tourism Tax Rate	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(R)	Actual Amount Pa
<div style="border: 1px solid #007bff; padding: 2px; display: inline-block;"> Actions </div>	10.00	10	100.00	0.00	0.00	100.00	30.00 30.00%	130.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

← Back

Save

A
 ✓ Submit

Figure 32 Submit button in amend tax return page

29. Click on **Submit** button (A) (Refer Figure 32).
30. System will display confirmation message (Refer Figure 33).

Record will be submitted


Are you sure?

A
 Cancel

B
 Yes

Figure 33 Submit amendment confirmation message

31. Click on **Cancel** button (A) to cancel submission (Refer Figure 33).
32. Click on **Yes** button (B) to proceed with the tax return amendment submission (Refer Figure 33).
33. System will display success message (Refer Figure 34).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 27

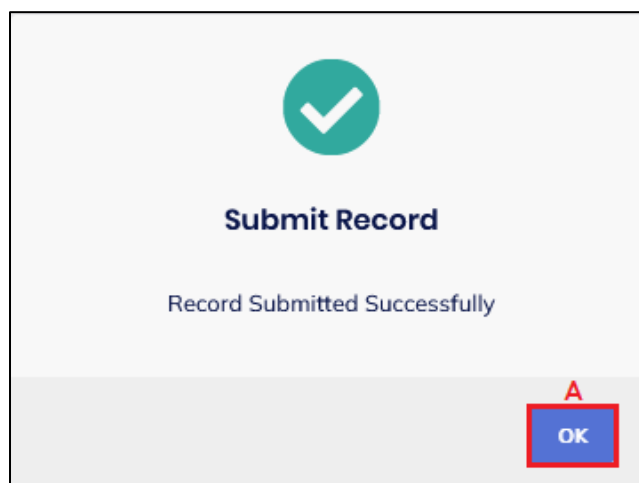


Figure 34 Submit amendment success message

34. Click on **OK** button (A) (Refer Figure 34).
35. Tax return amendments is successfully submitted.
36. If amendments have been made before payment:
 - a. If the amount of tax return/ BOD increased after amend, system will auto approve.
 - b. If the amount of tax return decreased after amend, system will auto approve.
 - c. If the amount of BOD decreased after amend, system will update status to Pending Approval.
37. If amendments have been made after payment:
 - a. If the amount of tax return/ BOD increased after amend, system will auto approve the amendments.
 - b. If the amount of tax return/ BOD decreased after amend, system will update status to Pending Approval.
38. System will generate **STATUS PINDAAN PENYATA TTx-03 DI BAWAH AKTA CUKAI PELANCONGAN 2017** letter after approval has been made by JKDM Officers for TTx-03 amendment submission.
39. These letters can be view and print in Inbox page (Refer Figure 35).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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


Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 28

Email Date :	Main Subject :	Email :
29/05/2023 04:02 PM	STATUS PINDAAN PENYATA TTx-03 DI BAWAH AKTA CUKAI PELANCONGAN 2017	khatab.testing1@gmail.com
:Attachments StatusReturnAmendmentLetter_124310092/2305_20230529_160238.pdf (NEW)		

Figure 35 Letter for TTx-03A amendment approval

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 29

1.2 Tax Return Maintenance

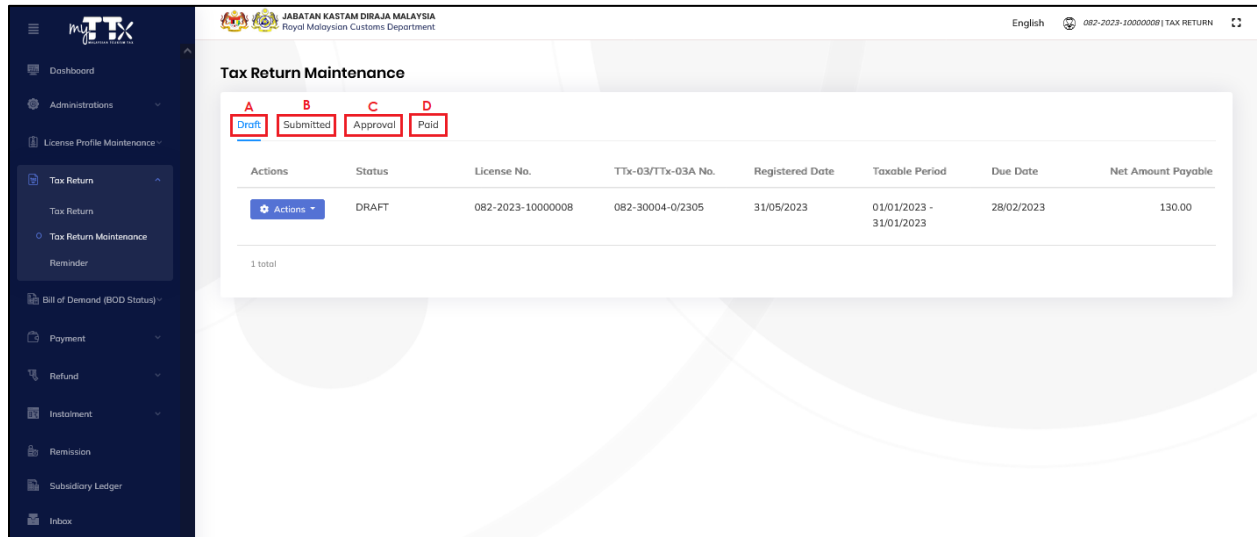


Figure 36 Tax Return Maintenance page

1. In Tax Return Maintenance, system will display Tax Return Maintenance table list.
2. Click on **Draft** menu (A) (Refer Figure 36).
3. System will display Tax Return Maintenance – Draft page (Refer Figure 37).

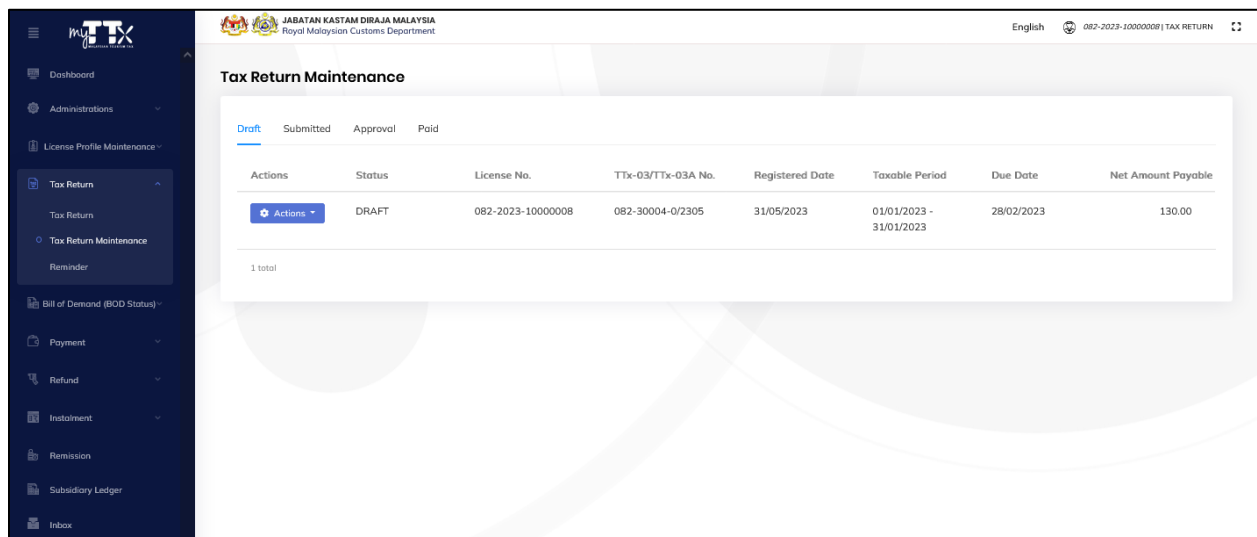

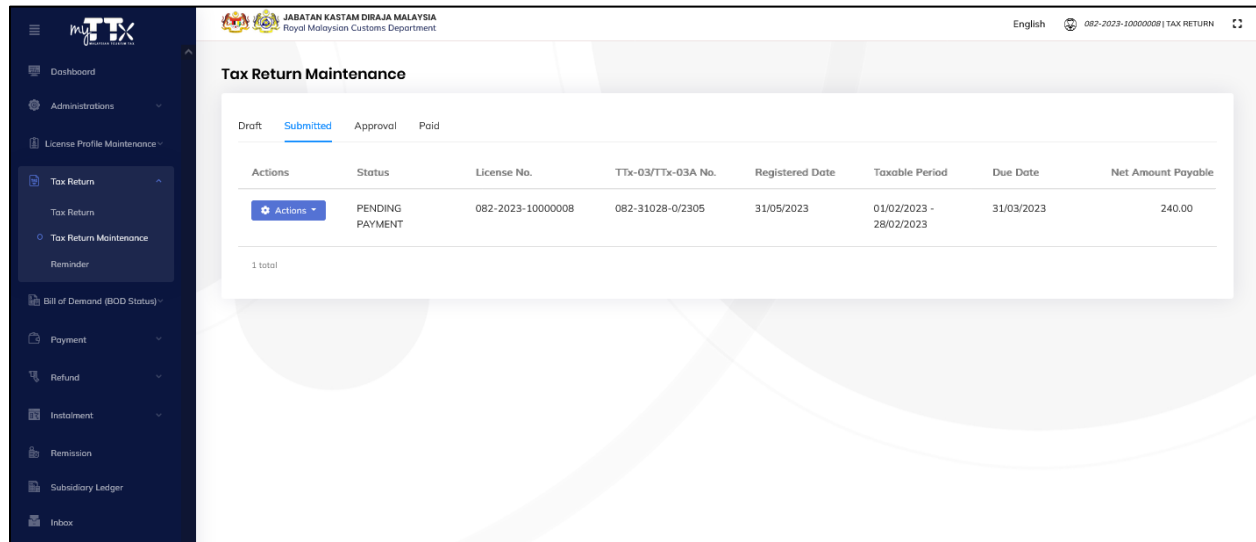


Figure 37 Tax Return Maintenance - Draft page

4. The table list will display Tax Return in Draft status.

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 30

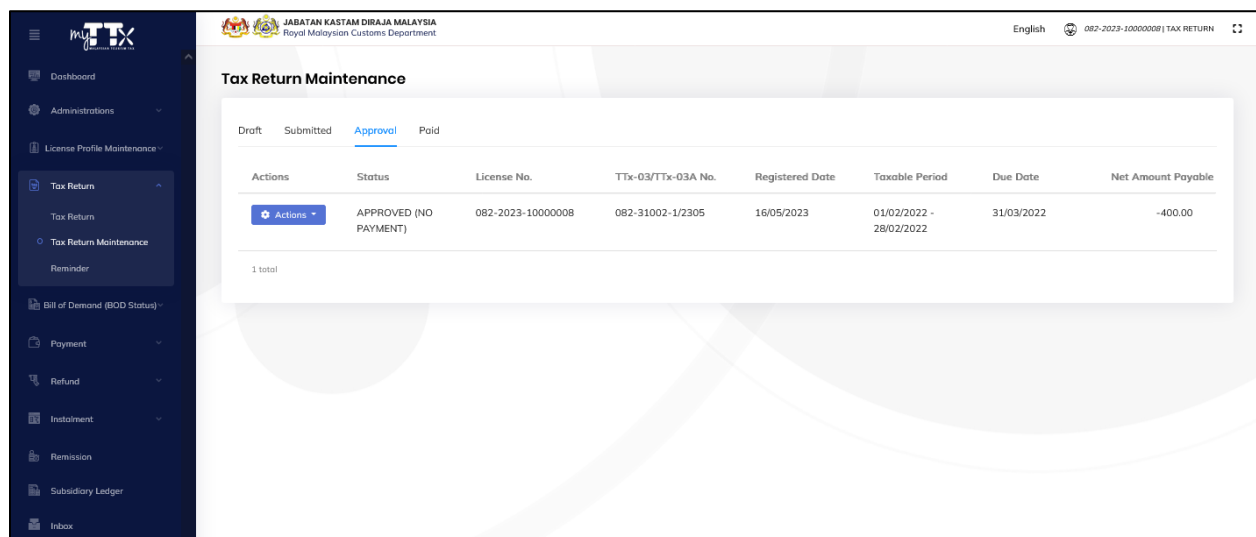
- Click on **Submitted** menu (B) (Refer Figure 36).
- System will display Tax Return Maintenance – Submitted page (Refer Figure 38).



Tax Return Maintenance							
Draft Submitted Approval Paid							
Actions	Status	License No.	TTX-03/TTX-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	PENDING PAYMENT	082-2023-10000008	082-31028-0/2305	31/05/2023	01/02/2023 - 28/02/2023	31/03/2023	240.00
1 total							


Figure 38 Tax Return Maintenance - Submitted page

- The table list will display Tax Return in Pending Payment status.
- Click on **Approval** menu (C) (Refer Figure 36).
- System will display Tax Return Maintenance – Approval page (Refer Figure 39).

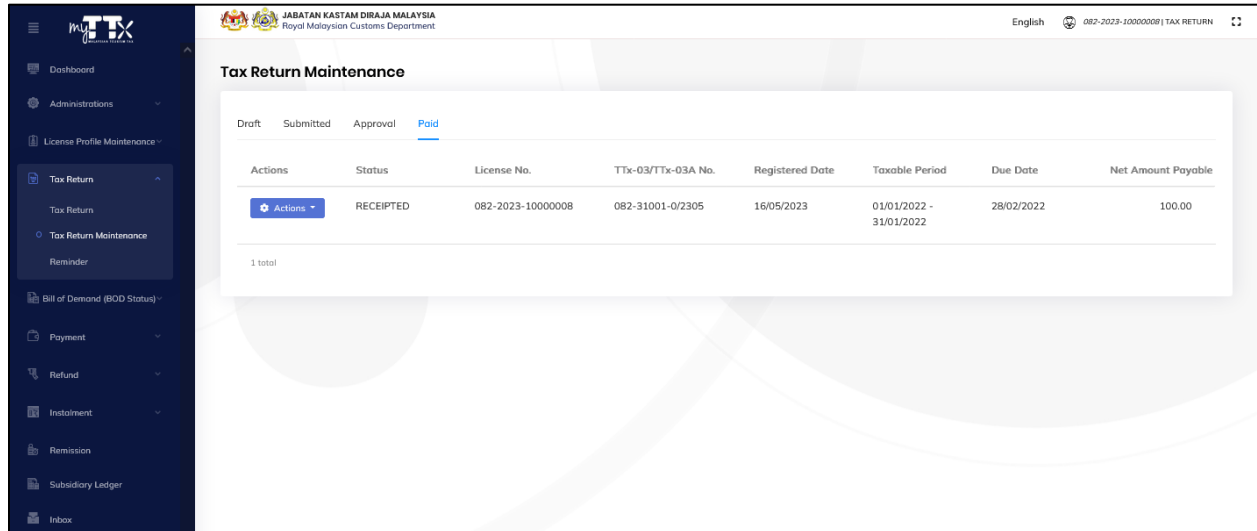


Tax Return Maintenance							
Draft Submitted Approval Paid							
Actions	Status	License No.	TTX-03/TTX-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	APPROVED (NO PAYMENT)	082-2023-10000008	082-31002-1/2305	16/05/2023	01/02/2022 - 28/02/2022	31/03/2022	-400.00
1 total							

Figure 39 Tax Return Maintenance - Approval page

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 31

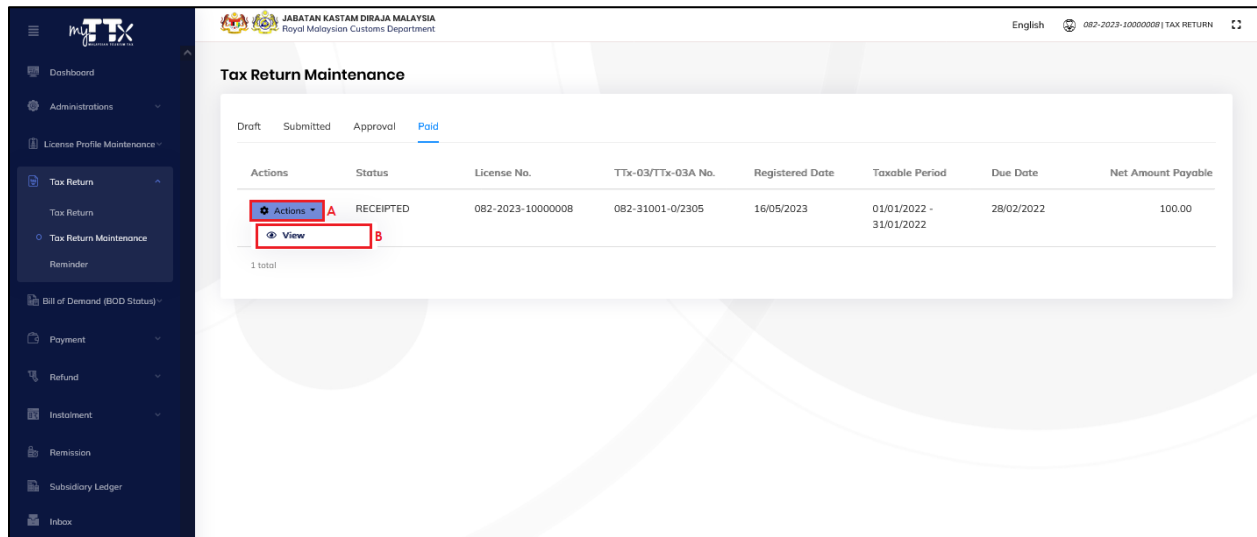
10. The table list will display Tax Return in Pending Approval, Approved (Nil Return) and Approved (No Payment) status.
11. Click on **Paid** menu (D) (Refer Figure 36).
12. System will display Tax Return Maintenance – Paid page (Refer Figure 40).



Tax Return Maintenance							
Draft Submitted Approval Paid							
Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions	RECEIPTED	082-2023-10000008	082-31001-0/2305	16/05/2023	01/01/2022 - 31/01/2022	28/02/2022	100.00
1 total							

Figure 40 Tax Return Maintenance - Paid page

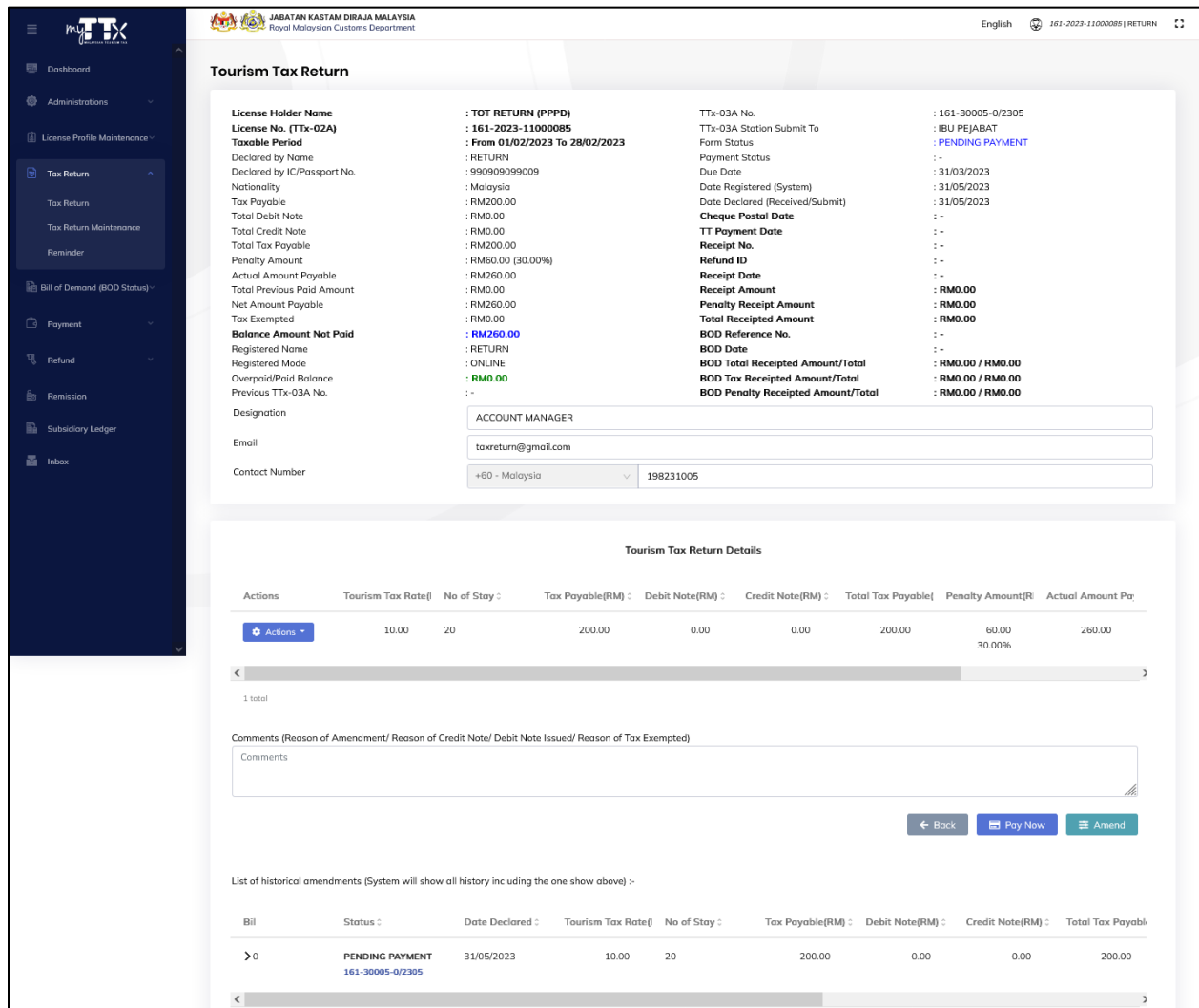
13. The table list will display Tax Return in Receipted and Receipted – Partial Paid status.



Tax Return Maintenance							
Draft Submitted Approval Paid							
Actions	Status	License No.	TTx-03/TTx-03A No.	Registered Date	Taxable Period	Due Date	Net Amount Payable
Actions A View B	RECEIPTED	082-2023-10000008	082-31001-0/2305	16/05/2023	01/01/2022 - 31/01/2022	28/02/2022	100.00
1 total							

Figure 41 View button in Tax Return Maintenance table list

14. Click **Actions** button (A) (Refer Figure 41).
15. Click **View** button (B) to view the Tourism Tax Return (Refer Figure 41).
16. System will display the Tourism Tax Return page (Refer Figure 42).



Tourism Tax Return

License Holder Name : TOT RETURN (PPPD)
License No. (TTx-02A) : 161-2023-11000085
Taxable Period : From 01/02/2023 To 28/02/2023
Declared by Name : RETURN
Declared by IC/Passport No. : 990909099009
Nationality : Malaysia
Tax Payable : RM200.00
Total Debit Note : RM0.00
Total Credit Note : RM0.00
Total Tax Payable : RM200.00
Penalty Amount : RM60.00 (30.00%)
Actual Amount Payable : RM260.00
Total Previous Paid Amount : RM0.00
Net Amount Payable : RM260.00
Tax Exempted : RM0.00
Balance Amount Not Paid : **RM260.00**
Registered Name : RETURN
Registered Mode : ONLINE
Overpaid/Paid Balance : **RM0.00**
Previous TTx-03A No. : -
Designation : ACCOUNT MANAGER
Email : taxreturn@gmail.com
Contact Number : +60 - Malaysia 198231005

TTx-03A No. : 161-30005-0/2305
TTx-03A Station Submit To : IBU PEJABAT
Form Status : PENDING PAYMENT
Payment Status : -
Due Date : 31/03/2023
Date Registered (System) : 31/05/2023
Date Declared (Received/Submit) : 31/05/2023
Cheque Postal Date : -
TT Payment Date : -
Receipt No. : -
Refund ID : -
Receipt Date : -
Receipt Amount : RM0.00
Penalty Receipt Amount : RM0.00
Total Receipted Amount : RM0.00
BOD Reference No. : -
BOD Date : -
BOD Total Receipted Amount/Total : RM0.00 / RM0.00
BOD Tax Receipted Amount/Total : RM0.00 / RM0.00
BOD Penalty Receipted Amount/Total : RM0.00 / RM0.00

Tourism Tax Return Details

Actions	Tourism Tax Rate(%)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable	Penalty Amount(R)	Actual Amount Paid
Actions	10.00	20	200.00	0.00	0.00	200.00	60.00 30.00%	260.00

1 total

Comments (Reason of Amendment/ Reason of Credit Note/ Debit Note Issued/ Reason of Tax Exempted)

Comments

Back Pay Now Amend

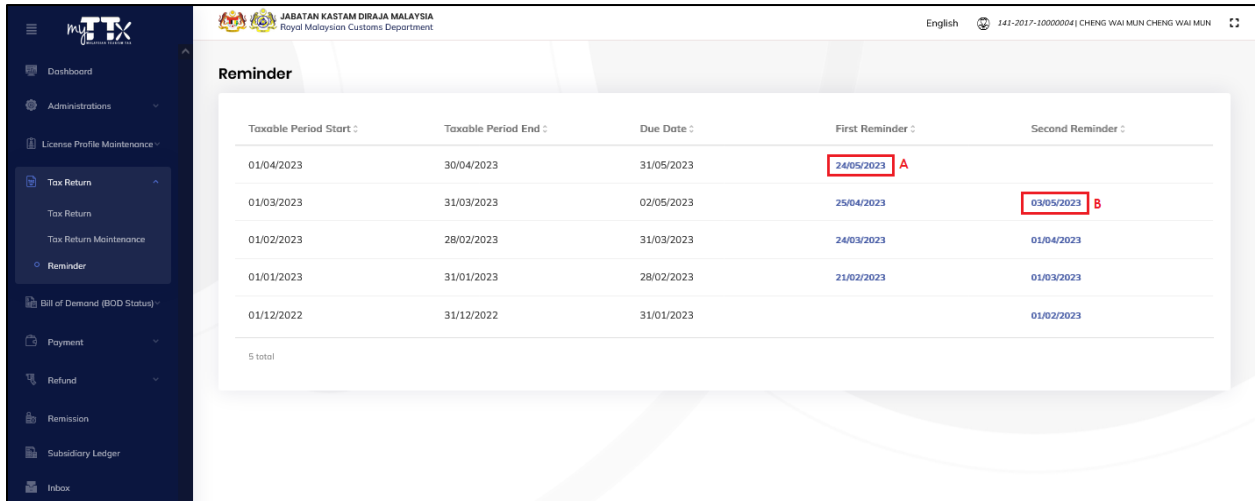
List of historical amendments (System will show all history including the one show above) :-

Bill	Status	Date Declared	Tourism Tax Rate(%)	No of Stay	Tax Payable(RM)	Debit Note(RM)	Credit Note(RM)	Total Tax Payable
> 0	PENDING PAYMENT 161-30005-0/2305	31/05/2023	10.00	20	200.00	0.00	0.00	200.00

Figure 42 Tourism Tax Return page is displayed

1.3 Reminder


1.3.1. View First / Second Reminder



Taxable Period Start :	Taxable Period End :	Due Date :	First Reminder :	Second Reminder :
01/04/2023	30/04/2023	31/05/2023	24/05/2023 A	
01/03/2023	31/03/2023	02/05/2023	25/04/2023	03/05/2023 B
01/02/2023	28/02/2023	31/03/2023	24/03/2023	01/04/2023
01/01/2023	31/01/2023	28/02/2023	21/02/2023	01/03/2023
01/12/2022	31/12/2022	31/01/2023		01/02/2023
5 total				

Figure 43 Reminder page

1. In Reminder page, system will display the Reminder table list.
2. System will generate First Reminder letter on the 7th day before due date.
3. System will generate Second Reminder letter on the 1st day after due date.
4. Click the **First Reminder Date** link (A) to view First Reminder letter (Refer Figure 43).
5. System will display First Reminder letter page (Refer Figure 44).

 JABATAN KASTAM DIRAJA MALAYSIA	User Manual	
	Doc Ref: EITS/CMMI/ENG/RSD/UM	Version: 2.0
	Doc ID: MYTTX_PPPD_RETURN_UM_v2.0	Page No: 34

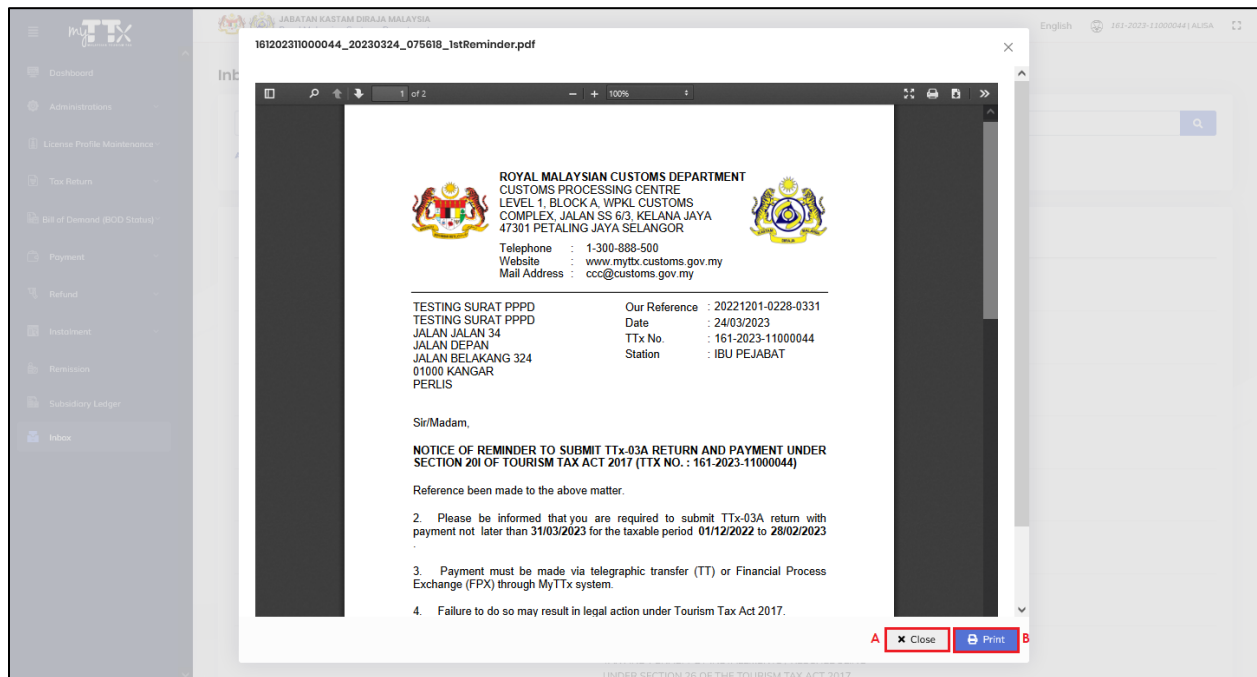


Figure 44 First Reminder document page

- Click on **Close** button (A) to return to Reminder page (Refer Figure 44).
- Click the **Second Reminder Date** link (B) to view Second Reminder letter (Refer Figure 43).
- System will display Second Reminder letter page (Refer Figure 45).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 35

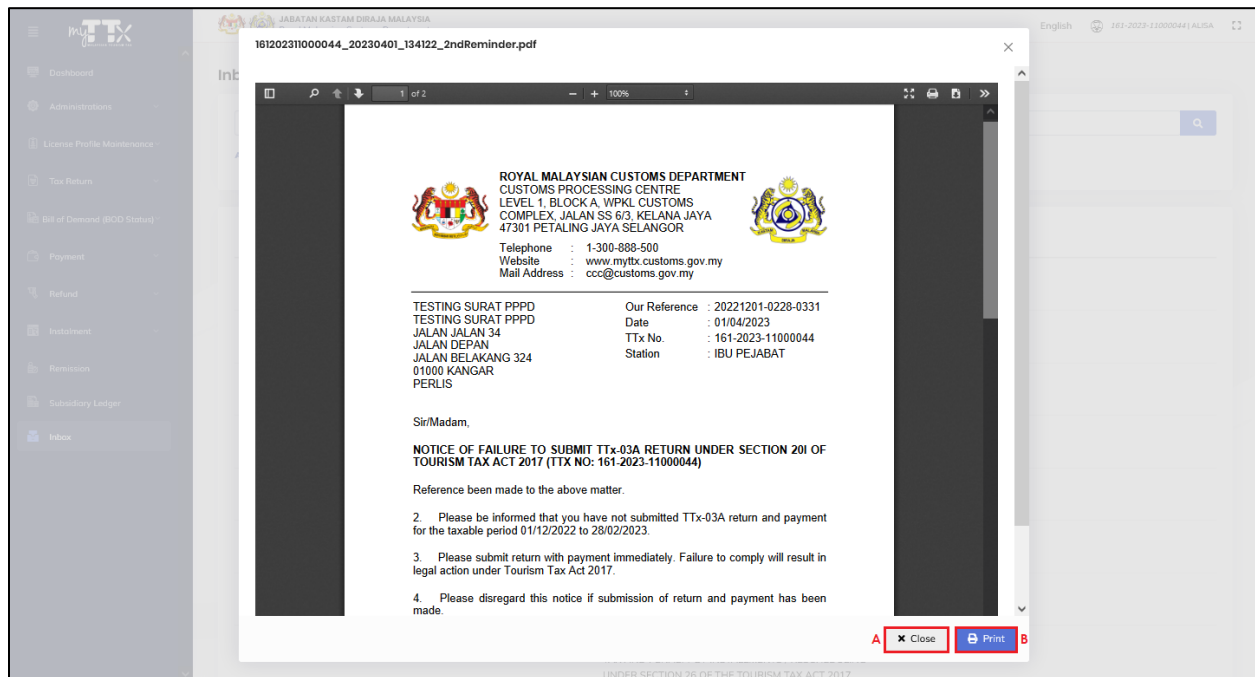


Figure 45 Second Reminder document page

9. Click on **Close** button (A) to go back to Reminder page (Refer Figure 45).



JABATAN KASTAM DIRAJA MALAYSIA

User Manual

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

Version: 2.0

Doc ID: MYTTX_PPPD_RETURN_UM_v2.0

Page No: 36

1.3.2. *Print First / Second Reminder*

1. Click the **First Reminder Date** link at the First Reminder (A) column to view First Reminder letter (Refer Figure 43).
2. System will display First Reminder letter page (Refer Figure 44).
3. Click on **Print** button (B) to print the letter (Refer Figure 44).
4. System will download the PDF document of the First Reminder letter.
5. Click the **Second Reminder Date** link at the Second Reminder (B) column to view Second Reminder Document (Refer Figure 43).
6. System will display Second Reminder letter page (Refer Figure 45).
7. Click on **Print** button (B) to print the letter (Refer Figure 45).
8. System will download the PDF document of the Second Reminder letter.