

1. Login TAP website <https://gst.customs.gov.my/tap/>

The screenshot shows the TAP (Taxpayer Access Point) website interface. At the top, there is a navigation bar with the text "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department" and the "TAP TAXPAYER ACCESS POINT A BETTER TAX SYSTEM" logo. Below this, there is a main banner with the text "Not everything gets taxed, basic necessities are still free of GST" and an image of a market stall. The page is divided into several sections: a "Menu" section on the left with "Home" and "Back" options; a "Navigation" section with "Home"; a "Login" section with fields for "Email Address" (containing "wnyresources@gmail.com") and "Password" (masked with dots), and buttons for "Logon" and "Sign up"; a "Forgot My Password" link; an "I Want To" section with a list of actions: "Register For GST", "Apply for Registration Exemption", "Make a Payment", and "Apply for Flat Rate Scheme"; and a "Common Questions" section with links for "What is TAP?", "FAQ (pdf)", "What Can I Do In TAP?", and "Why Should I Sign Up?"; a "Language" section with "English" and "B.Melayu" options; and a "Search" section with a "Retrieve Saved Request" link. The browser's address bar shows the URL "https://gst.customs.gov.my/tap/" and the search bar contains "simplified tax invoice sectio".

2. Click your account id no.

The screenshot shows the official website of the Malaysia Goods & Services Tax (GST) TAP portal. The user is logged in as WAN NORULAIN BINTI WAN YAHYA. The page displays account information, including the IC Number (*****-03-5522) and My Balance (RM 0.00). The user's legal name, trading name, and business location are also shown. A table titled 'MY ACCOUNTS' lists the account details, including the Account ID (001534885888), Account Type (Goods and Services), Name (WAN NORULAIN BINTI WAN Y, Monthly), Frequency, Address (PT 29654 KM 62 MUKIM TANJUN), and Balance (RM) (0.00). The page includes a navigation menu on the left and a search bar at the top.

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT 1
A BETTER TAX SYSTEM

Menu Log Off
Home
Back

Navigation
My Accounts

Registration
Apply for Branch Registration
Manage Designated Persons
Manage Registered Entities

Miscellaneous
Accounting Software Survey

WAN NORULAIN BINTI WAN YAHYA
IC Number *****-03-5522
My Balance RM 0.00

NAMES AND ADDRESSES
Legal Name WAN NORULAIN BINTI WAN YAHYA
Trading Name Add
Location / Business PT 29654 KM 62 MUKIM TANJUNG DUA B
Correspondence Ad LOT 2677 KM 62 MUKIM TANJONG DUA B

I WANT TO...
Manage My Profile

ACCOUNTS¹ REQUESTS⁰ NOTICES² LETTERS¹

MY ACCOUNTS¹

Account Id	Account Type	Name	Frequency	Address	Balance(RM)
001534885888	Goods and Services	WAN NORULAIN BINTI WAN Y, Monthly		PT 29654 KM 62 MUKIM TANJUN	0.00

Hide History Filter

javascript:

3. Click on "Simplified Tax Invoice"

The screenshot shows the official website of the Malaysia Goods & Services Tax (GST) TAP (Taxpayer Access Point). The browser address bar shows the URL: https://gst.customs.gov.my/tap/_/#2. The page header includes the Malaysian coat of arms, the text "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department", and the TAP logo with the slogan "TAXPAYER ACCESS POINT A BETTER TAX SYSTEM".

The main content area is divided into several sections:

- Menu:** Log Off, Home, Back.
- Navigation:** My Accounts (Act: 001534885888).
- Registration:** Apply for Special Scheme, Simplified Tax Invoice.
- Refund:** Update Refund Bank Account, Check Refund Request Status.
- Miscellaneous:** Submit a Document, Request a Remission.

The central area displays taxpayer information:

GOODS AND SERVICES TAX		NAMES AND ADDRESSES		I WANT TO...	
IC Number	*****-03-5522	Legal Name	WAN NORULAIN BINTI WAN YAHYA	Make a Payment	
Monthly	001534885888	Trading Name	Add	Authorize Tax Agent Access	
My Balance	RM 0.00	Location / Business	PT 29654 KM 62 MUKIM TANJUNG DUA B	Request to Close Account	
Pending	RM 0.00	Correspondence Ad	LOT 2677 KM 62 MUKIM TANJONG DUA B		

Below this, there are tabs for PERIODS, REQUESTS, ACTIVITY, NOTICES, LETTERS, and SCHEMES. A SEARCH bar is also present. A table titled "PERIODS FROM 21-MAR-2013" is visible, with columns for Period, Return Status, Tax (RM), Penalty (RM), Credit (RM), Balance (RM), and Messages. The table currently contains no data rows.

4. Click Next

The screenshot displays the official website of the Malaysia Goods & Services Tax (GST) TAP (Taxpayer Access Point). The browser address bar shows the URL https://gst.customs.gov.my/tap/_/#3. The page header includes the Royal Malaysian Customs Department logo and the TAP logo with the tagline "A BETTER TAX SYSTEM".

The main navigation menu includes:

- Menu
- Log Off
- Review Simplified Tax Invoice Details
- Next
- Cancel

The main content area is divided into three sections:

- ABOUT THE SERVICE**
 - This service allows you to apply for simplified tax invoice registration.
 - Your session will expire after 15 minutes of inactivity.
- WHAT YOU NEED**
 - Invoice.
 - Copy of invoice.
- AFTER YOU FINISH**
 - Print the confirmation page for your records.

The left sidebar contains the following navigation options:

- Home
- Back
- Navigation
 - My Accounts
 - Act: 001534885888
 - Simplified Tax Invoice
- Attachments
 - Add

5. Fill in as below. Click Attach Tax Invoice 33(3).

The screenshot shows the 'Application' step of the TAP portal. The page is titled 'Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department'. The 'TAP TAXPAYER ACCESS POINT' logo is visible with the tagline 'A BETTER TAX SYSTEM'. The navigation menu includes 'Home', 'Back', 'My Accounts', 'Simplified Tax Invoice', and 'Attachments'. The main content area is divided into three sections: 'PAYMENT METHOD', 'TYPES OF INVOICE CURRENTLY IN USE', and 'BUSINESS ACTIVITY'. The 'PAYMENT METHOD' section shows a table with 'Total: 100%' and three rows: 'Cash Sales (including credit card) %' with a value of 100, 'Credit Sales %' with a value of 0, and 'Others %' with a value of 0. The 'TYPES OF INVOICE CURRENTLY IN USE' section has a list of invoice types with checkboxes: 'Tax Invoice [Section 33(1) GST Act 2014]' (unchecked), 'Tax Invoice [Section 33(3) GST Act 2014]' (checked), 'Self-billed Invoice [Section 33(5) GST Act 2014]' (unchecked), 'Invoice' (unchecked), and 'Others' (unchecked). The 'BUSINESS ACTIVITY' section has a list of activities with checkboxes: 'Manufacturing' (unchecked), 'Wholesale' (unchecked), 'Retail' (unchecked), and 'Others' (unchecked). A yellow tooltip labeled 'Mandatory' is positioned over the 'Others' checkbox. The browser's address bar shows 'https://gst.customs.gov.my/tap/_/#4' and the search bar contains 'simplified tax invoice sectio'. The browser's status bar at the bottom shows 'javascript:'.

Menu Log Off Previous Application Next Cancel

Home

Back

Navigation

My Accounts
Act: 001534885888
Simplified Tax Invoice

Attachments Add

PAYMENT METHOD

	Total: 100%
Cash Sales (including credit card) %	100
Credit Sales %	0
<input type="checkbox"/> Others %	0

TYPES OF INVOICE CURRENTLY IN USE

Tax Invoice [Section 33(1) GST Act 2014] Attach Tax Invoice 33(1)

Tax Invoice [Section 33(3) GST Act 2014] Attach Tax Invoice 33(3)

Self-billed Invoice [Section 33(5) GST Act 2014] Attach Self-Billed Invoice

Invoice

Others

BUSINESS ACTIVITY

Manufacturing

Wholesale

Retail

Others Mandatory

javascript: |||

6. Click Attach Tax Invoice 33(3). Fill in as below and attach your receipts.

The screenshot shows the Malaysia Goods & Services Tax (GST) TAP portal. The browser address bar displays https://gst.customs.gov.my/tap/_/#26. The page header includes the Royal Malaysian Customs Department logo and the text "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department". The TAP logo is also present with the slogan "TAXPAYER ACCESS POINT A BETTER TAX SYSTEM".

The main content area is titled "Application" and contains several sections:

- PAYMENT METHOD**: A table showing payment percentages. "Cash Sales (including credit card) %" is set to 100, and "Credit Sales %" is set to 0. The total is 100%.
- TYPES OF INVOICE**: A list of invoice types with checkboxes. "Tax Invoice" is selected.
- BUSINESS ACTIVITY**: A list of business activities with checkboxes. "Manufacturing", "Wholesale", "Retail", and "Others" are all selected.

A modal dialog box titled "Select a file to attach" is open in the foreground. It contains the following fields:

- Type**: A dropdown menu set to "Tax Invoice Section 33(3)".
- Description**: A text input field containing "Petrol Kiosk - high volume of invoices".
- File Name**: A text input field containing "simplified invoice21015.pdf".

Buttons for "Save" and "Cancel" are located at the bottom of the dialog box.

7. Tick Attach Tax Invoice 33(3) and Retail. Then click next.

The screenshot shows the TAP (Taxpayer Access Point) web application interface for the Malaysia Goods & Services Tax (GST). The page is titled "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department". The user is logged in as "TAXPAYER ACCESS POINT" with the slogan "A BETTER TAX SYSTEM".

The interface includes a navigation menu on the left with options like "Home", "Back", "My Accounts", "Simplified Tax Invoice", and "Attachments". The main content area is divided into sections:

- PAYMENT METHOD**: A table showing the distribution of sales types. The total is 100%.

	Total: 100%
Cash Sales (including credit card) %	100
Credit Sales %	0
Others %	0
- TYPES OF INVOICE CURRENTLY IN USE**: A list of invoice types with checkboxes for selection.

Tax Invoice [Section 33(1) GST Act 2014]	<input type="checkbox"/> Attach Tax Invoice 33(1)
Tax Invoice [Section 33(3) GST Act 2014]	<input checked="" type="checkbox"/> Attach Tax Invoice 33(3)
Self-billed Invoice [Section 33(5) GST Act 2014]	<input type="checkbox"/> Attach Self-Billed Invoice
Invoice	<input type="checkbox"/>
Others	<input type="checkbox"/>
- BUSINESS ACTIVITY**: A list of business activities with checkboxes for selection.

Manufacturing	<input type="checkbox"/>
Wholesale	<input type="checkbox"/>
Retail	<input checked="" type="checkbox"/>
Others	<input type="checkbox"/>

Navigation buttons include "Previous", "Application" (current step), "Next", and "Cancel".

8. Tick as below, then submit.

The screenshot shows the Malaysia Goods & Services Tax (GST) TAP (Taxpayer Access Point) web interface. The page is titled "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department". The TAP logo is visible, along with the slogan "A BETTER TAX SYSTEM".

The interface includes a navigation menu with options like "Home", "Back", "Navigation", "My Accounts", "Attachments", and "Log Off". The main content area is titled "PARTICULARS TO BE EXCLUDED" and contains a list of items with checkboxes:

Particulars to be Excluded	Checkbox
The word "tax invoice" in a prominent place	<input type="checkbox"/>
The rate of tax to be shown separately	<input type="checkbox"/>
The name of the buyer/recipient	<input checked="" type="checkbox"/>
The address of the buyer/recipient	<input checked="" type="checkbox"/>
The total amount payable excluding tax to be shown separately	<input type="checkbox"/>
The total tax chargeable to be shown separately	<input type="checkbox"/>
For each description, distinguish the type of supply	<input type="checkbox"/>
Others	<input type="checkbox"/>

Below the list, there is a text area labeled "State reasons to exclude particulars" which is currently empty.

9. Voila....you are almost done! Key in your password.

The screenshot shows a web browser window with the URL https://gst.customs.gov.my/tap/_/#1. The page header includes the logos of the Royal Malaysian Customs Department and the TAP (Taxpayer Access Point) system, with the tagline "A BETTER TAX SYSTEM". The main content area is titled "PARTICULARS TO BE EXCLUDED" and contains a table with three rows of checkboxes:

PARTICULARS TO BE EXCLUDED	
The word "tax invoice" in a prominent place	<input type="checkbox"/>
The rate of tax to be shown separately	<input type="checkbox"/>
The name of the buyer/recipient	<input checked="" type="checkbox"/>

A modal dialog box is overlaid on the page, containing the following text: "I hereby declare that the information stated in this form and in any supporting documents are true, correct and complete. My password will act as my signature." Below this text is a password input field with a masked password of "*****". The dialog box has "OK" and "Cancel" buttons.


Below the dialog box, there is a section titled "State reasons to exclude particulars" with a large empty text area for input.

10. Print Acknowledgement Receipt.


The screenshot shows a web browser window with the URL https://gst.customs.gov.my/tap/_/#2. The page header includes the Malaysian coat of arms, the text "Official Website MALAYSIA GOODS & SERVICES TAX (GST) Royal Malaysian Customs Department", and the "TAP TAXPAYER ACCESS POINT 1 A BETTER TAX SYSTEM" logo. A navigation menu on the left contains "Menu", "Home", "Back", "Navigation", "My Accounts", "Act: 001534885888", "Simplified Tax Invoice", and "Request". The main content area displays a success message: "You have submitted your request **successfully**." Below this, it states: "Your simplified tax invoice application has been received and is pending for processing." The submission details are: "Submitted Date: 21-Mar-2015 17:33:21" and "Acknowledgement Receipt No. 0-278-192-640". A note provides contact information: "For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200." A final instruction reads: "Please print a copy of this receipt for your records by using the 'Print Acknowledgment Receipt' button above." At the bottom of the message, there are two buttons: "OK" and "Printable View". A "Print Acknowledgment Receipt" button is also visible in the top right corner of the content area.

Once approved, you will receive letter/email as below (sample). It would take around 2 weeks to 1 month:-

for Saat * MLP: Taxpayer Access Poi * https://gst.customs.gov.m *
AP/_/Retrieve/0/b-/2Ux_j0rXa_RuJnAK7RqjWg_?FILE_=TAPVIEWMAIL



JABATAN KASTAM DIRAJA MALAYSIA
PUSAT PEMROSESAN GST
ARAS 1, BLOK A, KOMPLEKS KASTAM WPKL,
JALAN SS 6/3, KELANA JAYA
47300 PETALING JAYA
SELANGOR



Telefon	: 03-78067200 / 1-300-88-8500
Faksimile	: 03-78067599
Laman Web	: www.gst.customs.gov.my
E-Mel	: ccc@customs.gov.my

SAAHARAA FILLING STATION
LOT 16959, K.M 5.7 LEBUHRAYA LINGKARAN
TENGAH 2,
MUKIM BATU, KEPONG
52100 KUALA LUMPUR
KUALA LUMPUR

Ruj Kami : L2041016320
Tarikh : 18-03-2015
No. CBP : 002136580096
Stesen : Kuala Lumpur

Tuan,

KELULUSAN PERMILIHONAN MENGGUGURKAN BEBERAPA BUTIRAN YANG DITETAPKAN DI DALAM INVOIS CUKAI DI BAWAH SEKSYEN 33(3)(a) AKTA CUKAI BARANG DAN PERKHIDMATAN 2014

Perkara di atas dirujuk.

Sukacita dimaklumkan bahawa permohonan untuk menggugurkan beberapa butiran di dalam invois cukai telah **diluluskan**. Sehubungan itu, tuan dibenarkan untuk tidak memasukkan butiran seperti berikut :

- Nama penerima atau pembeli
- Alamat penerima atau pembeli

Sekiranya invois cukai yang diluluskan tidak mengandungi nama dan alamat orang yang menerima pembekalan (pembeli), jumlah maksimum cukai input yang boleh dituntut oleh pembeli adalah sebanyak RM 30.00 sahaja.