

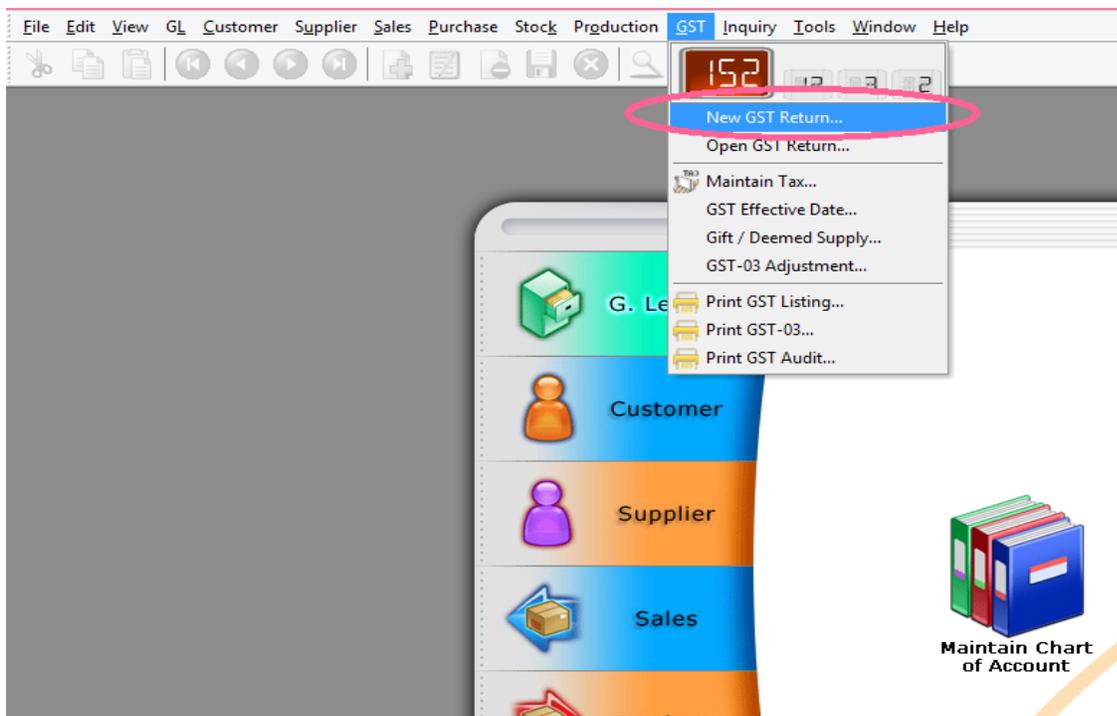
First accounting software in Malaysia to show GST 03 submission online

- 1) How to process new GST return
- 2) How to submit GST 03 Tap through online

1) How to process new GST return

[Part A]

Click on **GST**, then **New GST Return**



Click on **Process**

(*every month or every 3 month based on company registered to GST)

GST Return

Process From: 01/04/2015 To: 30/06/2015

Process Date: 30/06/2015

Amendment

C/F Refund for GST

Longer Period Adjustment

Description

Description: GST Return - 01 Apr 2015 to 30 Jun 2015

Ref 1:

Ref 2:

Process

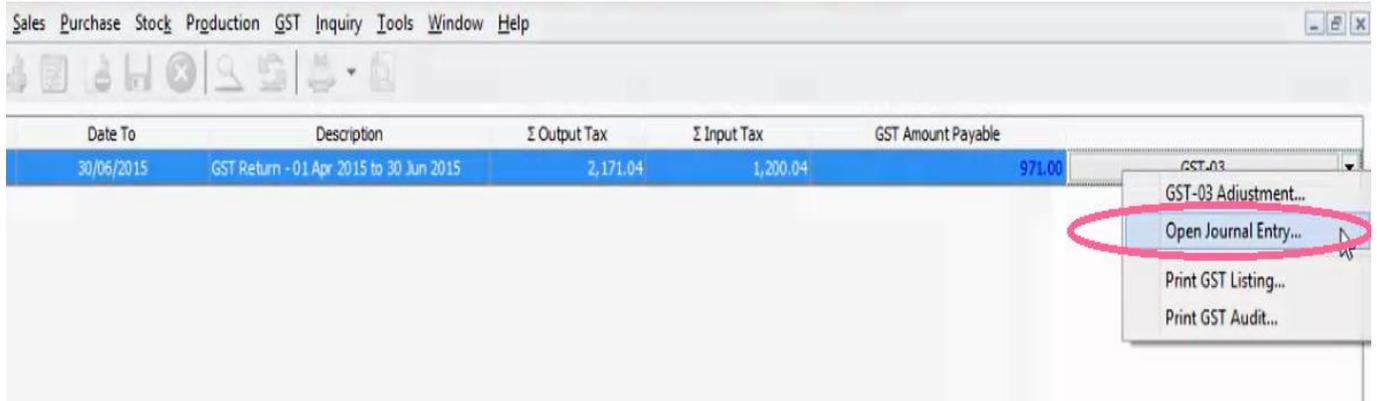
Description	Σ Output Tax	Σ Input Tax	GST Amount Payable
GST Return - 01 Apr 2015 to 30 Jun 2015	2,171.04	1,200.04	971.00

(System auto calculated -Output Tax -Input Tax - GST Amount Payable)

(System auto generated Journal Voucher to post to account accordingly)

[Part B]

Click **Open Journal Entry**



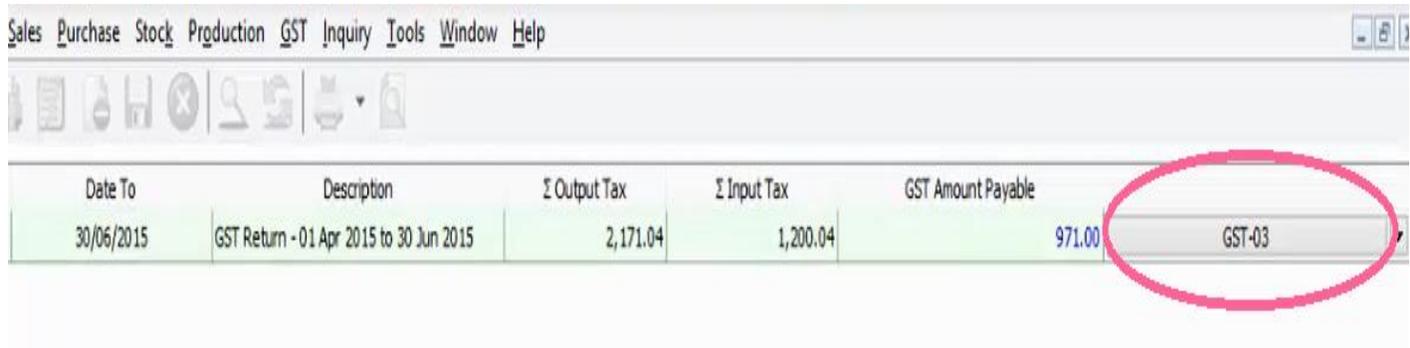
(***DR** GST PAYABLE
CR GST CLAIMABLE
CR GST PAYABLE TO KASTAM)



2) How to submit GST 03 Tap through Online

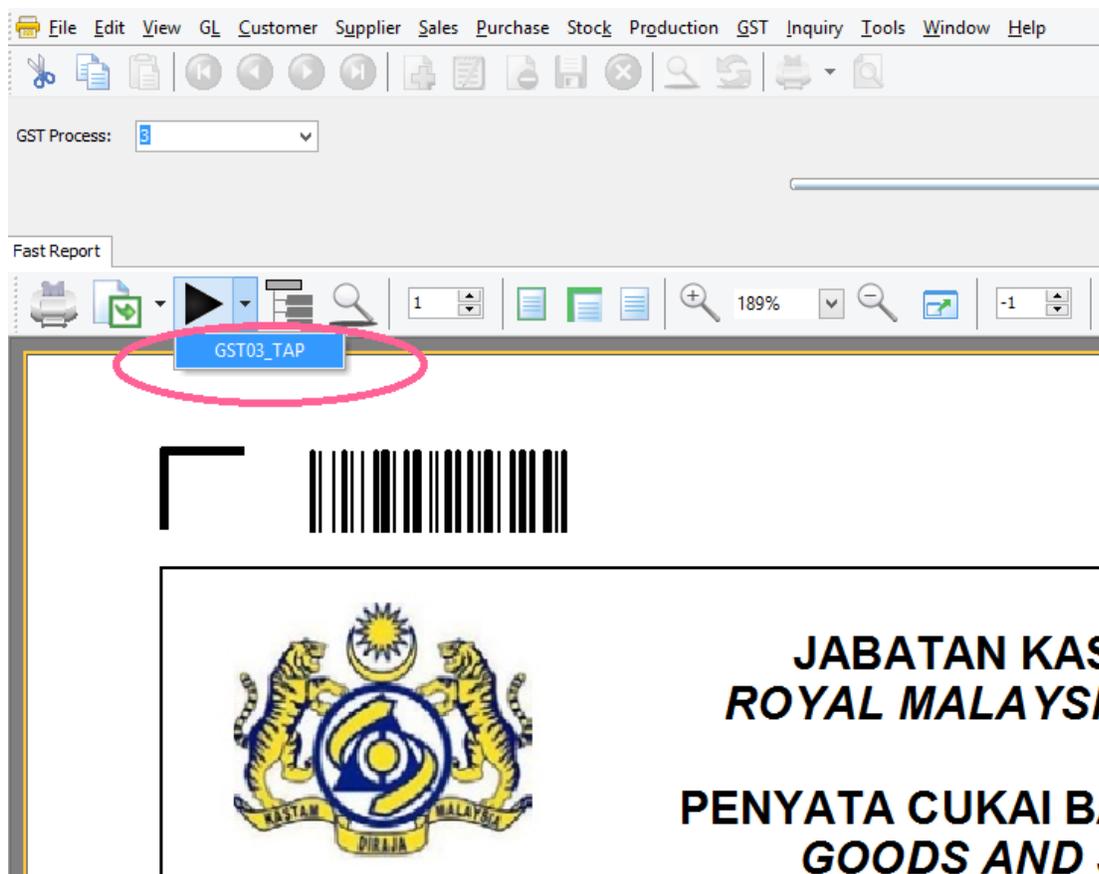
[Part A]

Click on **GST 03**



Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	
30/06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	2,171.04	1,200.04	971.00	GST-03

Click **GST03_TAP**



File Edit View GL Customer Supplier Sales Purchase Stock Production GST Inquiry Tools Window Help

GST Process: 3

Fast Report

1 189% -1

GST03_TAP

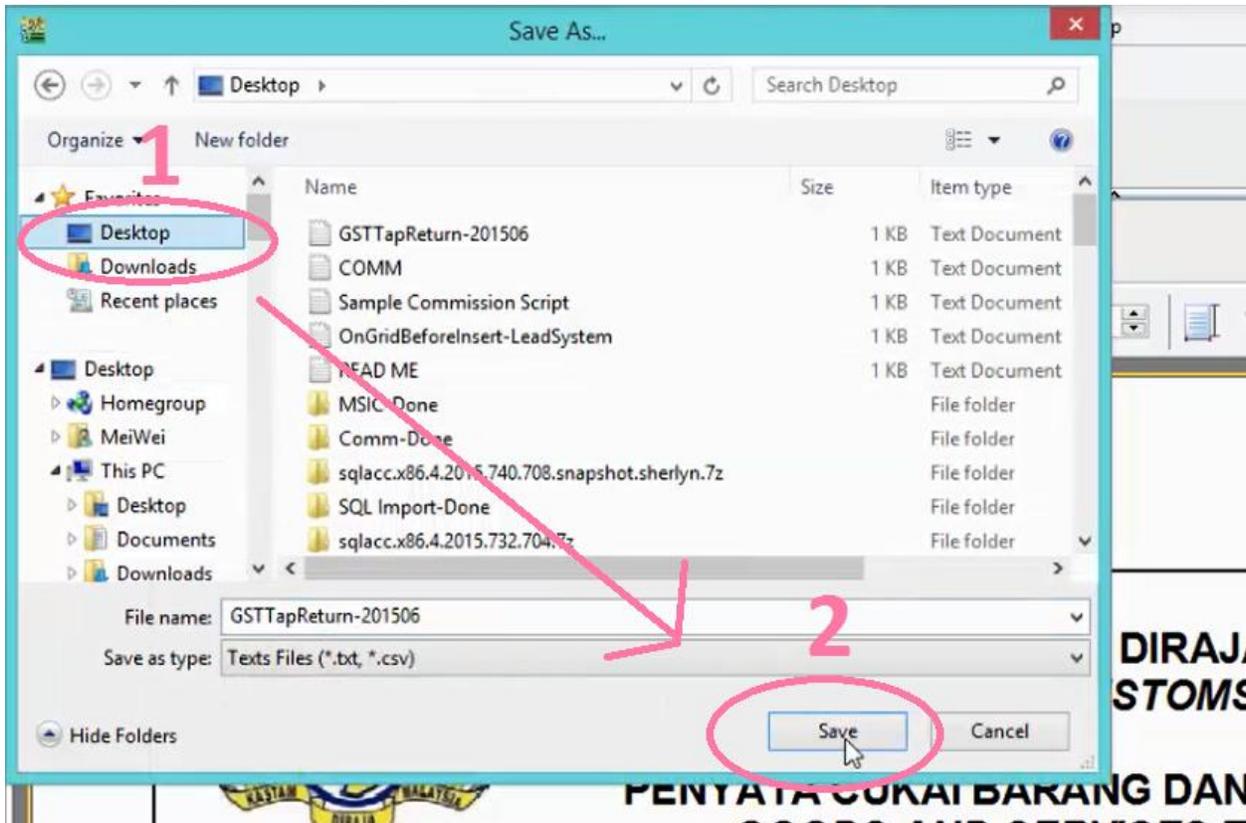


**JABATAN KASTAM
ROYAL MALAYSIA**

**PENYATA CUKAI BARU
GOODS AND SERVICES**

Export it out to **DESKTOP**

Then **SAVE**

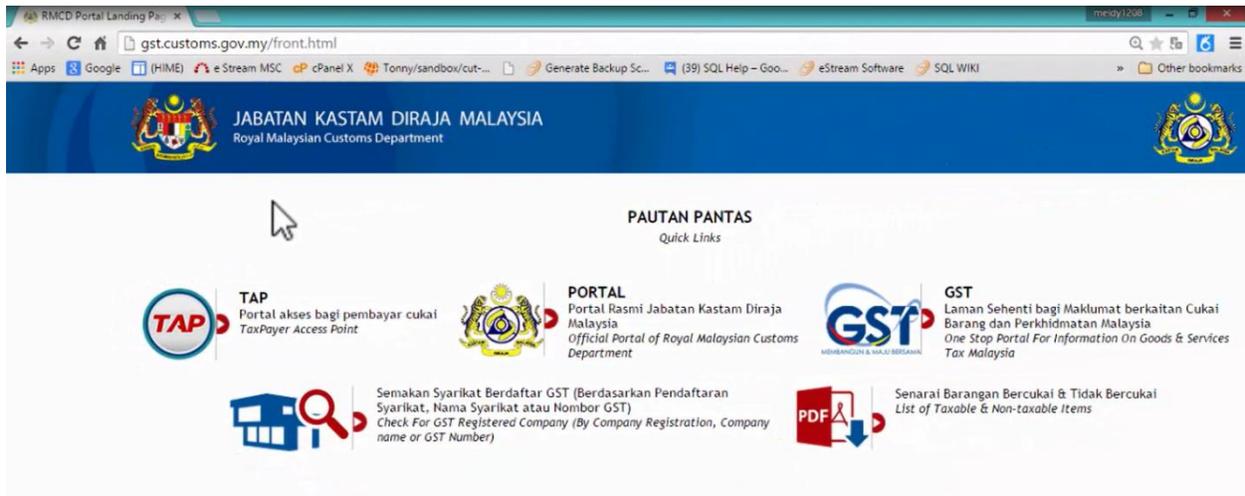


Click **OK**

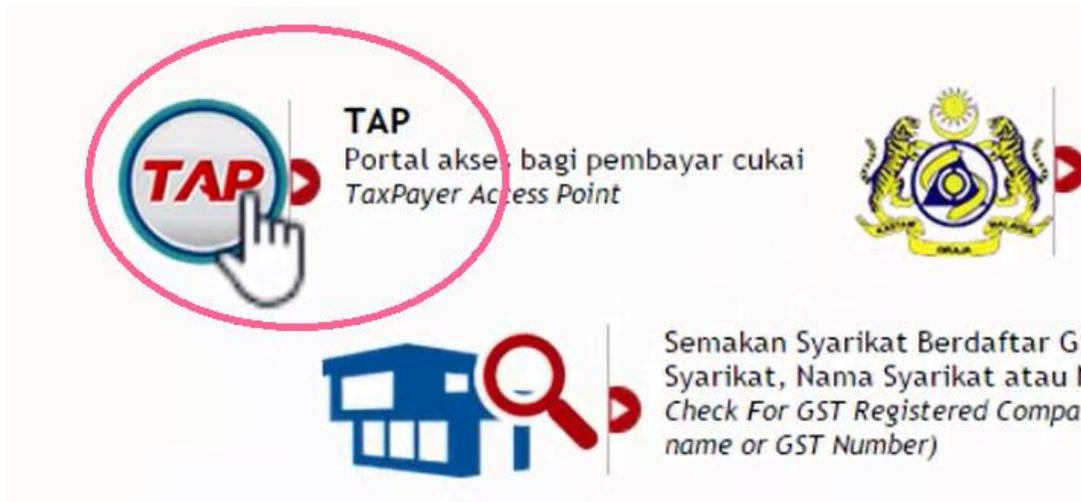


[Part B]

Logon to <http://gst.customs.gov.my/front.html>

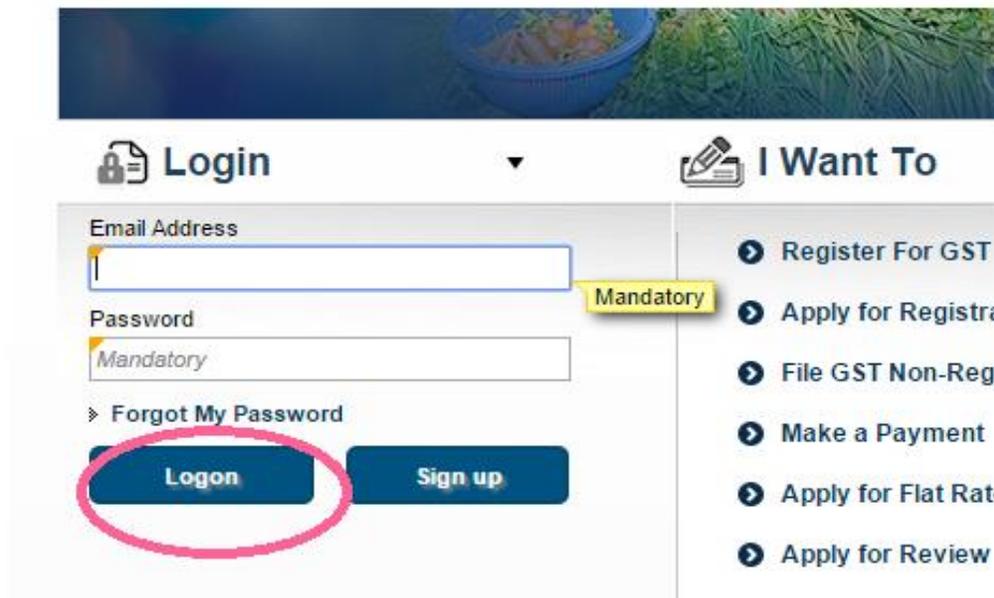


Press on **TAP**



Enter **Email Address** & **Password**

Then **Logon**



The screenshot shows a login interface. At the top, there is a banner image of a blue bucket with green plants. Below the banner, there are two main sections: 'Login' and 'I Want To'. The 'Login' section contains an 'Email Address' input field, a 'Password' input field with a 'Mandatory' label, and a 'Forgot My Password' link. Below these fields are two buttons: 'Logon' (circled in pink) and 'Sign up'. The 'I Want To' section contains a list of actions: 'Register For GST', 'Apply for Registra', 'File GST Non-Regi', 'Make a Payment', 'Apply for Flat Rate', and 'Apply for Review'.

Press on **Account id**



The screenshot shows a navigation menu on the left and a table of accounts on the right. The navigation menu includes 'Navigation' (with 'My Accounts' selected), 'Registration' (with 'Apply for Branch Registration' and 'Manage Designated Persons'), and 'Miscellaneous' (with 'Apply for Review'). The table on the right is titled 'MY ACCOUNTS' and has columns for 'Account Id', 'Account Type', 'Frequency', and 'Address'. The first row of data has the 'Account Id' '000479723520' circled in pink. A hand icon is pointing at this value.

Account Id	Account Type	Frequency	Address
000479723520	Goods and Services Tax	3 Monthly	32, 1ST FLOOR, JALAN TIARA 4, BANDAR

Press on **File Now**

Navigation
My Accounts
Act: 000479723520

Registration
Apply for Special Scheme
Simplified Tax Invoice

PERIODS REQUESTS⁰ ACTIVITY NOTICES⁰ LETTERS¹ SCHEMES⁰

ATTENTION NEEDED¹ SEARCH

PERIODS REQUIRING ATTENTION

Period	Return Status		Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RM)
30-Jun-2015	Generated	File Now	0.00	0.00	0.00	0.00

Pay

Press on **Import**

SERVICES TAX (GST)
Department

TAP TAXPAYER ACCESS POINT
A BETTER TAX SYSTEM

[Import](#)

Save and Finish Later Cancel

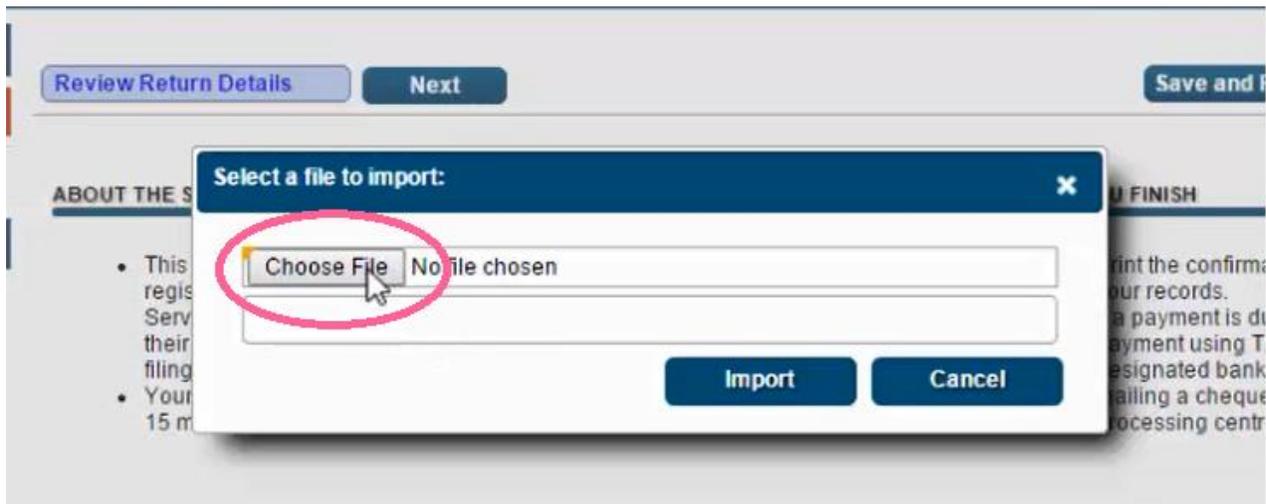
WHAT YOU NEED

- GST info for the selected filing period.

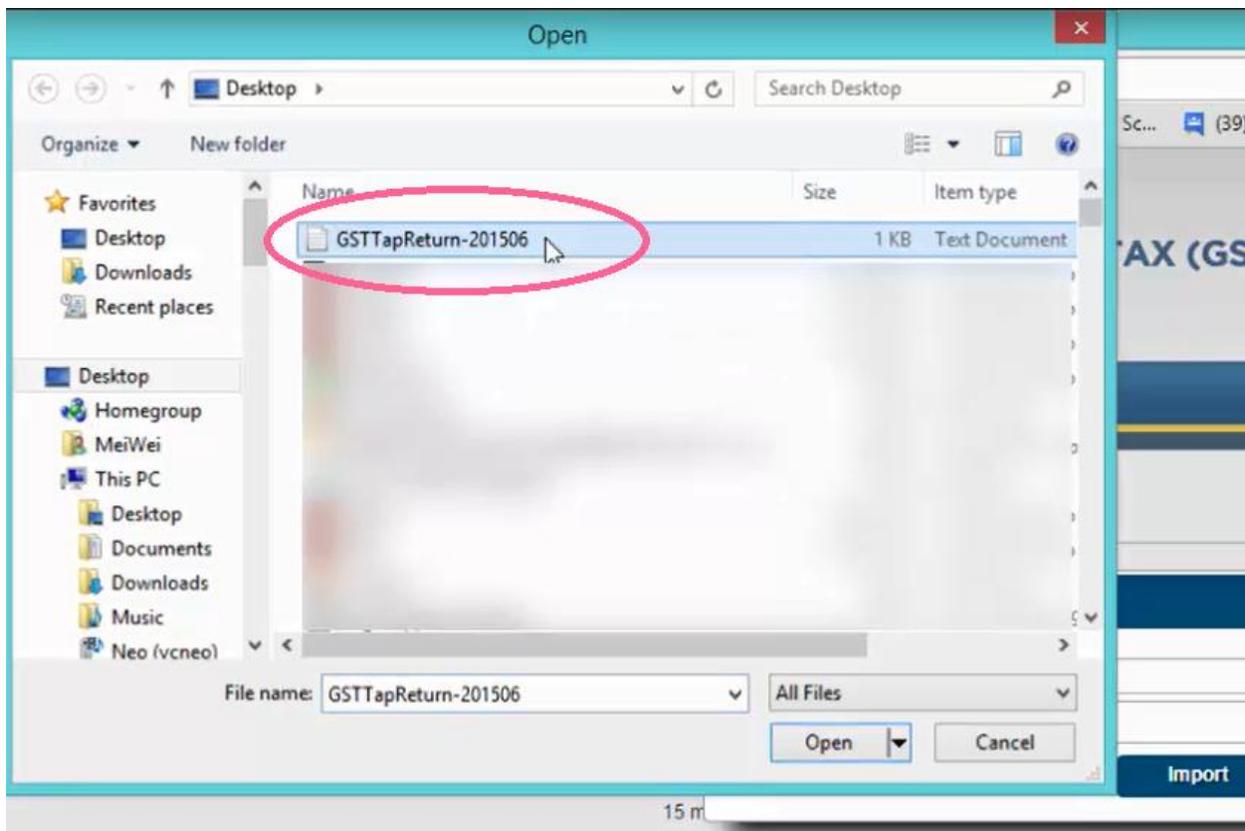
AFTER YOU FINISH

- Print the confirmation page for your records.
- If a payment is due, make a payment using TAP, a designated bank, or by mailing a cheque to the processing centre.

Click **Choose File**



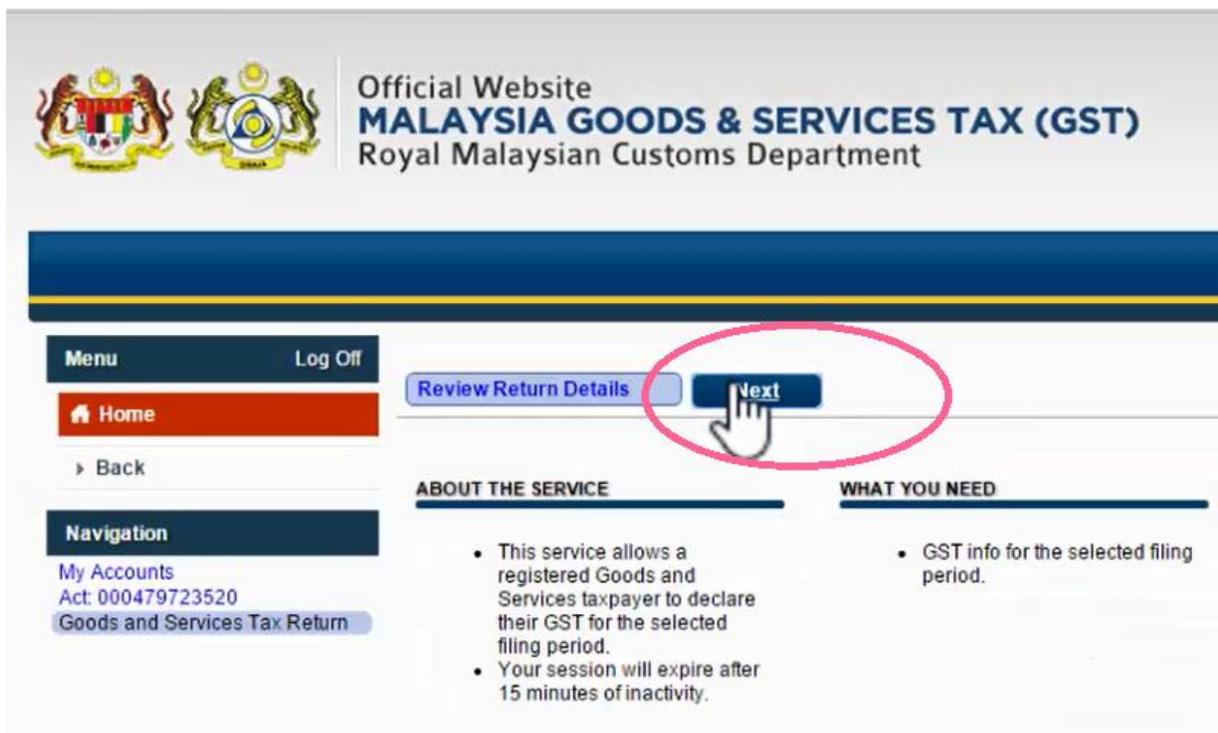
Select **GSTTapReturn-201506** exported from SQL



Click **Import**



Click **Next**



Click **Next**

(*All the information been filled in automatically)

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

 **ACCESS POINT**
A BETTER TAX SYSTEM

Log Off [Previous](#) [Return Details](#) **Next** [Save and Finish Later](#) [Cancel](#)

GOODS AND SERVICES TAX RETURN

3520 [Goods Tax Return](#)

OUTPUT TAX	
Total Value of Standard Rated Supply	RM <input type="text" value="36,184.00"/>
Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM <input type="text" value="2,171.04"/> ⓘ

INPUT TAX	
Total Value of Standard Rated Acquisition	RM <input type="text" value="20,000.76"/>
Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM <input type="text" value="1,200.04"/> ⓘ
GST Amount Payable	RM <input type="text" value="971.00"/>
GST Amount Claimable	RM <input type="text" value="0.00"/>

This amount does not follow the standard GST rate and will need to be reviewed by a Customs Officer

Click **Next**

Log Off [Previous](#) [Additional Details](#) **Next** [Save and Finish Later](#) [Cancel](#)

GOODS AND SERVICES TAX RETURN

[Tax Return](#)

ADDITIONAL INFORMATION	
Total Value of Local Zero-Rated Supplies	RM <input type="text" value="0.00"/>
Total Value of Export Supplies	RM <input type="text" value="0.00"/>
Total Value of Exempt Supplies	RM <input type="text" value="0.00"/>
Total Value of Supplies Granted GST Relief	RM <input type="text" value="0.00"/>
Total Value of Goods Imported Under Approved Trader Scheme	RM <input type="text" value="0.00"/>
Total Value of GST Suspended Under Approved Trader Scheme	RM <input type="text" value="0.00"/>
Total Value of Capital Goods Acquired	RM <input type="text" value="0.00"/>
Total Value of Bad Debt Relief Inclusive Tax	RM <input type="text" value="0.00"/>
Total Value of Bad Debt Recovered Inclusive Tax	RM <input type="text" value="0.00"/>

Click **Next**

Log Off

Previous **Industry Codes** **Next** Save and Finish Later

GOODS AND SERVICES TAX RETURN

BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRY CODES

MSIC Code	Value of Output Tax	Percentage
01223	RM 2,167.14	100 %
01222	RM 3.90	0 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
Others	RM 0.00	0 %
Total	RM 2,171.04	100 %

Click **Submit**

Royal Malaysian Customs Department

ACCESS POINT A BETTER TAX SYSTEM

Log Off

Previous **Return Summary** **Submit** Save and Finish Later Cancel

GOODS AND SERVICES TAX RETURN

GOODS AND SERVICES TAX RETURN FOR ACTIVITY FROM 01-APR-2015 TO 30-JUN-2015

GST Amount Payable	RM 971.00
GST Amount Claimable	RM 0.00
Local Zero-Rated Supplies	RM 0.00
Export Supplies	RM 0.00
Exempt Supplies	RM 0.00
Supplies Granted GST Relief	RM 0.00
Goods Imported Under ATS	RM 0.00
GST Suspended Under ATS	RM 0.00
Capital Goods Acquired	RM 0.00
Bad Debt Relief	RM 0.00
Bad Debt Recovered	RM 0.00

MSIC	Value of Output Tax	Percentage
01223	RM 2,167.14	100%
01222	RM 3.90	0%
	RM 0.00	0%

Re-enter Password , Click OK

Royal Malaysian Customs Department

TAP TAXPAYER ACCESS POINT A BETTER TAX SYSTEM

Log Off Previous Return Summary Submit Save and Finish Later Cancel

This will submit your 30-Jun-2015 Goods and Services Tax return to the Royal Malaysian Customs Department.
Are you sure you want to continue?
Password

Mandatory OK Cancel

Supplies Granted GST Relief	RM 0.00	
Goods Imported Under ATS	RM 0.00	
GST Suspended Under ATS	RM 0.00	
Capital Goods Acquired	RM 0.00	
Bad Debt Relief	RM 0.00	
Bad Debt Recovered	RM 0.00	
MSIC	Value of Output Tax	Percentage
01223	RM 2,167.14	100%
01222	RM 3.90	0%
	RM 0.00	0%

‘You have submitted your request successfully.’

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

TAP TAXPAYER ACCESS POINT A BETTER TAX SYSTEM

Log Off Print Print Acknowledgment R

You have submitted your request **successfully**.

Taxpayer Name	E STREAM MSC SDN BHD
GST No.	000479723520
Filing Period	30-Jun-2015
Amount Due	RM 0.00
Due Date	31-Jul-2015
Submitted On	24-Apr-2015 17:59:15
Acknowledgment Receipt No.	2-116-921-856

Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200.

OK Printable View

To print out receipt

click on **Print Acknowledgement Receipt**

The screenshot shows a web application interface with a dark blue header and footer. In the top right of the header, there are two buttons: "Print" and "Print Acknowledgment Receipt", with the latter circled in pink. On the left side, there is a vertical navigation menu with a "Log Off" button and a "20 es Tax Return" link. The main content area displays a green message: "You have submitted your request **successfully**." Below this is a table of taxpayer information:

Taxpayer Name	E STREAM MSC SDN BHD
GST No.	000479723520
Filing Period	30-Jun-2015
Amount Due	RM 0.00
Due Date	31-Jul-2015
Submitted On	24-Apr-2015 17:59:15
Acknowledgment Receipt No.	2-116-921-856

Below the table, there is a note: "Please print a copy of this receipt for record purposes. For further information and inquiries please visit our website www.gst.customs.gov.my or contact us at 03-78067200." At the bottom of the main content area, there are two buttons: "OK" and "Printable View". In the bottom right of the footer, there are two buttons: "Print" and "Print Acknowledgment Receipt", with the latter circled in pink.

DONE