



## 4. Service Tax

### 4.1. To View Service Tax License Information and Service Tax Return Schedule

1. Click Menu [*Home*] (Figure 1.0)

Official Website  
MALAYSIA SALES & SERVICE TAX (SST)  
Royal Malaysian Customs Department

Welcome to MySST Online. Server time is 30/09/2018 01:06:47 .

User Name: Created By System

You are login as

Announcement Title	Published Date	Details
Welcome to CJP Online	18/02/2014 10:05AM	<a href="#">View Details</a>
Meeting for New User 2	11/02/2014 9:49AM	<a href="#">View Details</a>

Page 1 Of 1

Name : Created By System  
E-mail :  
Type of User : Public User  
Access Level : Administrator  
Last Login : 30/09/2018 1:06PM  
System Date : 30/09/2018 1:06PM

Useful Links

Figure 1.0: Home

2. Click Menu [*Company Information*] -> [*Company Profile*]. (Figure 1.1)

Company Information  
Company Profile

ROB/ROC :  
Company Name :  
Company Address : 5, JALAN KILANG 1, KAWASAN PERINDUSTRIAN JELAPANG 30100 IPOH, PERAK  
Postal Code : 30100 State : PERAK  
Telephone Number : 05-5269091 Fax Number : 05-5261188  
Contact Person Name (1) : SST 1 Email (1) :  
Contact Person Name (2) : Email (2) :  
Register in MySST Online Date Time : 20/09/2018 15:09:04  
Effective Date (From) : No. of User Registered : 3  
Effective Date (To) : No. of Registered Licence : 1

Available Company Licence Profile:

Select	No	Licence Type	SST Reg No / Licence Year	Status	Effective Date(From)	Effective Date(to)
<input checked="" type="radio"/>	1	Sales Tax		Active	01/09/2018	-
<input type="radio"/>	2	Service Tax		Active	01/09/2018	-

Page 1 Of 1

[View Detail](#)

Figure 1.1 – Company Profile page

3. To view the license, select the radio button of the licence you want to view. Click [*View Detail*] button to display the license information. (Figure 1.1)



4. Click Menu [*Service Tax*] then to [*Service Tax Licence Information*]. (Figure 1.2) Tick the license that you would like to view and click [Next] button (Figure 1.2).

**Service Tax**  
**Service Tax Licence Information**

SST SMK No. : [Redacted] Station Name : A10 IPOH,PERAK  
 Trade Name : [Redacted] SST Registration No. : [Redacted]  
 BRN : [Redacted]  
 Registered Date : 19/09/2018 Application Date : 10/08/2018  
 Approval Date : 01/09/2018 Approved By :  
 Effective Date : 01/09/2018  
 Premise Address : NO. 31, LEBUH BERCHAM SELATAN 1, Correspondence Address : NO. 31, LEBUH BERCHAM SELATAN 1,  
 Tel No. : 055417971 Last SST-02 Date :  
 Business Name : [Redacted] Next SST-02 Date : 01/09/2018  
 Services : Bus Start Date : 01/04/2015  
 Bus End Date :

Available Tax Schedule Year : 2018 **Backward** **Forward**

1 - 7 in 7 are displayed

Select	No	TAXABLE PERIOD	DUE DATE	SST-02 RECEIVED DATE	RECEIPT AMT	RECEIPT NO	SST-02 No	STATUS
<input type="radio"/>	1	01/01/2018 to 28/02/2018	31/03/2018	27/09/2018	750.00	500079CP	A10-900160/1809	Paid
<input type="radio"/>	2	01/02/2018 to 31/03/2018	30/04/2018				A10-900090/1809	Paid
<input checked="" type="radio"/>	3	01/03/2018 to 30/04/2018	31/05/2018				A10-900210/1809	Draft
<input type="radio"/>	4	01/04/2018 to 31/05/2018	30/06/2018	25/09/2018	672.00	000017CP	A10-900100/1809	Paid
<input type="radio"/>	5	01/05/2018 to 30/06/2018	31/07/2018				A10-900220/1809	Paid
<input type="radio"/>	6	01/06/2018 to 31/07/2018	31/08/2018					
<input type="radio"/>	7	01/07/2018 to 31/08/2018	01/10/2018				A10-900270/1809	Draft

Page 1 Of 1

**Next**

Note: To submit a new taxable period, please select the correct taxable period radio button above and then click the [Next] button. The radio button will be enable on the next day after the end of that taxable period. To view/edit/submit/pay the Taxable period, please click on the SST-02 No. link.

Figure 1.2 – Service Tax License Profile Selection

**Service Tax**  
**Service Tax Return (Draft)**

SST Name : [Redacted] SST-02 No. : This field will be automatic generated  
 SST No. (CP) : [Redacted] Station Name : A10 IPOH,PERAK  
 Taxable Period : From 01/06/2018 To 31/07/2018 Due Date : 31/08/2018  
 Declared By Name : Created By System Date Registered (System) :  
 Declared By IC :  
 Total Taxable Services Value : 0.00 Date Declare (Received/ Submit) :  
 Total Value of Tax Payable : 0.00 Form Status : Draft  
 Total Penalty : 0.00 Receipt No :  
 Total Tax Payable Inclusive Penalty : 0.00 Receipt Date :  
 SST-02 Registered By ID : Receipt Amount : 0.00  
 Registered Name : Created By System Penalty Receipt Amount : 0.00  
 Total Detail : 0 BOD Ref No :  
 BOD Date :

Add Edit Delete New Service Type

1 - 1 in 1 are displayed

Select	No	Serv Type	Service Tax Rate	Value of Taxable Services	Value of Services For Own Use	No of Card	Computed Tax Amt	Penalty Rate /Amt	Tot Amt Payable
<input checked="" type="radio"/>	1	666							

Page 1 Of 1

Back Clear Save

Note: Reset Button is used to reset status from Submitted to Draft. If you reset after due date, you will get penalty on your Tax Return. Not allow to reset if status is Paid or have pending payment request.

Total Tax Payable Inclusive Penalty amount that ends in 1, 2, 6 and 7 sen to be rounded downwards and 3, 4, 8 and 9 sen to be rounded upwards to the nearest multiple of 5 sen. Refer to [BNM Guidline](#).

Figure 1.3 – Service Tax Return (Draft)

5. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule

