CHARTERED TAX INSTITUTE OF MALAYSIA

e-CIRCULAR TO MEMBERS

CHARTERED TAX INSTITUTE OF MALAYSIA (225750-T)

e-CTIM PP 1/2019 **15 April 2019**

TO ALL MEMBERS

PUBLIC PRACTICE

Malaysian Government Tax Management and Information System (MyCukai)

The Ministry of Finance ("MOF") has implemented the MyCukai system *(as reported in our e-CTIM PP 1/2017 dated 19 December 2017)* which is a system that replaces the Sistem Maklumat Pengurusan Cukai (SMPC) for the purpose of application for the income tax agent licence or the renewal of the income tax agent licence.

In order to submit the application to the MOF, the applicant must have a valid **digital certificate** to use the MyCukai system.

The following **Guides** are made available in the MyCukai portal (under the Guide tab) which explain the process to purchase and use the digital certificate: -

1. Registration, Log-In and Activation Guide

- Account Registration Guide for the purpose of MyCukai account registration and profile registration
- Account Activation Guide

Important note: *During the MyCukai account registration process, if an applicant receives a pop-up message – "The Screen Name You Requested Has Already Been Taken", the applicant is required to send an email to **mycukai_support@treasury.gov.my** with the subject title -"Request for activation of MyCukai account". The MOF will subsequently reply to the email by providing a link which will enable the applicant to proceed with the registration and activation of the MyCukai account.*

2. List of Digital Certificate Purchase Guides and Suppliers

- Digital Certificate Purchase Guide (POS Digicert Sdn Bhd)
- Digital Certificate Purchase Guide (MSC Trustgate Sdn Bhd)
- Digital Certificate Purchase Guide (TM Applied Business Sdn Bhd)

For any enquiries regarding the purchase of a digital certificate, members may contact the relevant supplier company as follows: -

- Pos Digicert:
  Tel: 03-8800 8008
  Email: customercare@digicert.com.my

- Trustgate:
  Tel: 03-8318 1800
  Email: mpki-support@msctrustgate.com

- TM:
  Tel: 03-7984 4989

3. Digital Signing Software (E-SIGN)

- Microsoft Windows Version (64 bit)
- Microsoft Windows Version (32 bit)
- Apple macOS version

4. Frequently Ask Question (under the F.A.Q tab in the MyCukai portal)

- Digital Certificate

In addition to the above, the followings are also made available in the MyCukai portal: -

Frequently Ask Question (under the F.A.Q tab in the MyCukai portal)

- MyCukai
- Data, Information and Files
- Import Duty and Excise Duty Exemption on Vehicles for MM2H Participants
- Common

Application Guideline Links

- GST Tax Agent Application (JKDM) Guideline *(no longer relevant)*
- Income Tax Agent Application (LHDNM) Guideline
- Import Duty Exemption on Sports Equipment Application Guideline
- Excise Duty Exemption and GST Relief On Mortuary Vehicles Application Guideline
- Excise Duty Exemption on National Vehicles for Disabled Persons Application Guideline
- Import Duty and Excise Duty Exemption on Vehicles for MM2H Participants Application Guideline
- Import Duty and Excise Duty Exemption on Motor Vehicles by Officers Returning from Overseas Service Application Guideline
- Import Duty and Excise Duty Exemption on Vehicles for REP (Returning Expert Programme) Application Guideline
- Excise Duty Exemption and GST Relief On Religious Equipment and Distinguished Building Materials Application Guideline
- Excise Duty Exemption on Four Wheel Drive Application Guideline for Members of State Assembly / Members of Parliament

Members may view the above information on the website the MyCukai portal.

You may write to the Institute at technical@ctim.org.my or secretariat@ctim.org.my in respect of any suggestions, concern or comments you may have on the above so that we may raise them to the MOF.