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By Email & Fax

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Dear En. Mahmood,

**REQUIREMENT TO REGISTER STAFF OF APPROVED TAX AGENTS UNDER SECTION 153(3) OF THE INCOME TAX ACT 1967 WHO ENGAGE WITH LHDNM OFFICERS IN THE TAEF SYSTEM**

Reference is made to the Inland Revenue Board of Malaysia's (LHDNM) letter dated 14 July 2015 regarding the above matter.

Our Institute has received several requests for clarification in respect of the above matter from members. In this respect, we would like to seek the LHDNM's confirmation on the following:

1. Staff are still required to present the authorisation letter from the approved tax agent for the purpose of engaging with LHDNM officers on behalf of the approved tax agent.
2. All approved tax agents' names are required to be registered in the TAef system including those who are not involved in providing tax filing services such as those who provide transfer pricing services, assistance on tax audits and investigations etc.
3. Registration of approved tax agents who are employees of a tax firm is done by registering their names and particulars in the TAef environment \* of that tax firm.
4. Registration of approved tax agents who have their own tax firm is done by registering that tax firm in the TAef with the approved tax agent's name and particulars.
5. Registration of staff is done by registering their names and particulars in the TAef environment \* of their tax firm. As such, the issue of registering staff who work for several approved tax agents in a tax firm should not arise.

6. Staff who engage with LHDNM officers are required to be registered in the TAef system. Staff who do not engage with LHDNM officers are not required to be registered in the TAef system \*\*.
7. In respect of item 6 above, staff who engage with LHDNM officers include staff who are authorised signatories or who are in attendance to engage with the LHDNM on behalf of the approved tax agents.
8. Approved tax agents and staff who are already registered in the TAef system do not need to be registered in the TAef system a second time.
9. When the staff leaves the tax firm, will the LHDNM's records be updated automatically when the TAef environment \* of the tax firm is updated?

Note

\* The TAef environment is created by the user following the user's first time registration of a tax firm in the TAef with the approved tax agent's particulars. The administrator of the TAef environment can be assigned by the user. The administrator can add other approved tax agents and staff into the TAef environment as and when required.

\*\* Staff who are involved in tax filing are registered in the TAef system as per the normal practice.

We look forward to your early response on the above so that members can comply with the above matter as required.

Yours sincerely,

CHARTERED TAX INSTITUTE OF MALAYSIA



Aruljothi Kanagaretnam  
President

AK/tvk