



**JABATAN KASTAM DIRAJA MALAYSIA
ROYAL MALAYSIAN CUSTOMS DEPARTMENT**

GST - Adm2

**PERMOHONAN SKIM KADAR RATA / PELEPASAN BARANG TERPAKAI /
INVOIS BIL KENDIRI / SKIM BAYAR BALIK PELANCONG
APPLICATION FOR FLAT RATE SCHEME/ RELIEF FOR SECOND-HAND GOODS /
SELF-BILLED INVOICE / TOURIST REFUND SCHEME**

Nota Penting (Important Notes)

- 1) Sila isikan borang ini dengan **HURUF BESAR** dan menggunakan pen mata bulat berdiskut hitam.
*Please fill in this form in **BLOCK LETTERS** using black ink ball-point pen.*
- 2) Sila rujuk Buku Panduan Borang Cukai Barang dan Perkhidmatan (CBP).
Please refer to Goods and Services Tax (GST) Form Guide.
- 3) Sila rujuk lampiran bagi mengisi butiran yang memerlukan kod.
Please refer to the attachment to fill in the item(s) that requires code.
- 4) Ruangan yang bertanda (*) adalah wajib diisi.
Column with () is a mandatory field.*
- 5) Sila isi dan lampirkan borang berkaitan sekiranya anda mengisi Butiran 15 dan 19.
Please fill in and attach the relevant form if you fill in Item 15 and 19.
- 6) Sila tandakan (X) dalam petak yang berkenaan.
Please tick (X) accordingly.
- 7) Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.
Please contact Customs Call Center at 1-300-88-8500 / 03-78067200 or email ccc@customs.gov.my for further enquiry.

No. CBP *
GST No. *

ATAU / OR

No. Pendaftaran Perniagaan *
Business Registration No. *

ATAU / OR

No. Kad Pengenalan *
Identity Card No. *

**BAHAGIAN A : BUTIRAN PERMOHONAN SKIM KHAS
PART A : SPECIAL SCHEME APPLICATION DETAILS**

Jenis Permohonan (Type of Application)

- ☐ Permohonan Baru
New Application
- ☐ Pembaharuan (terpakai untuk SKR sahaja)
Renewal (applicable for FRS only)

Jenis Skim Khas (Type of Special Scheme)

- ☐ Skim Bayar Balik Pelancong (SBP)
Tourist Refund Scheme (TRS)
- ☐ Pelepasan Barang Terpakai (PBT)
Relief For Second-Hand Goods (RSG)
- ☐ Invois Bil Kendiri (IBK)
Self-Billed Invoice (SBI)
- ☐ Skim Kadar Rata (SKR)
Flat Rate Scheme (FRS)

**BAHAGIAN B : BUTIRAN PEMOHON
PART B : APPLICANT DETAILS**

Hanya terpakai untuk permohonan Skim Kadar Rata (SKR).
(Applicable for Flat Rate Scheme (FRS) only).

1) Kod Jenis Perniagaan *
*Type of Business Code **

2) Adakah perniagaan anda didaftarkan di Sabah atau Sarawak ? *
*Is your business registered in Sabah or Sarawak ? **

☐ Ya (Yes)

☐ Tidak (No)

Wajib diisi untuk jenis perniagaan Perkongsian dan Pemilik Tunggal
(Mandatory for Partnership and Sole Proprietorship business type)

No. CBP *
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Identity Card No. *

3) Nama Pemohon *
Name of Applicant *

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Pihak Berkuasa Tempatan, Perkongsian, Pihak Berkuasa Awam, Pemilik Tunggal, Badan Berkanun dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Local Authority, Partnership, Public Authority, Sole Proprietorship, Statutory Body and Limited Liability Partnership business type)

4) No. Kad Pengenalan
Identity Card No.

Baru (New)*

Lama (Old)

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Pihak Berkuasa Tempatan, Perkongsian, Pihak Berkuasa Awam, Pemilik Tunggal, Badan Berkanun dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Local Authority, Partnership, Public Authority, Sole Proprietorship, Statutory Body and Limited Liability Partnership business type)

5) No. Pasport *
Passport No. *

Wajib untuk warganegara asing (Mandatory for foreign citizen)

6) Kewarganegaraan
Nationality

BAHAGIAN C : BUTIRAN PERNIAGAAN PART C : BUSINESS DETAILS

Sekiranya memohon untuk Skim Kadar Rata (SKR), sila lengkapkan Bahagian C. Sekiranya tidak, sila isi Butiran 8 dan 12 sahaja.
(If you are applying for Flat Rate Scheme (FRS), please complete Part C. If not, please fill in Item 8 and 12 only).

7) Nama Perniagaan *
Name of Business *

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Pihak Berkuasa Tempatan, Perkongsian, Pihak Berkuasa Awam, Pemilik Tunggal, Badan Berkanun dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Local Authority, Partnership, Public Authority, Sole Proprietorship, Statutory Body and Limited Liability Partnership business type)

8) No. CBP *
GST No. *

Tidak berkaitan untuk SKR (not applicable for FRS)

9) No. Pendaftaran Perniagaan
Business Registration No.

Wajib diisi untuk jenis perniagaan Persatuan, Syarikat, Perkongsian, Pemilik Tunggal dan Perkongsian Liabiliti Terhad
(Mandatory for Association, Company, Partnership, Sole Proprietorship and Limited Liability Partnership business type)

10) Alamat Perniagaan *
Business Address *

Bandar (Town)

Poskod (Postcode)

Kod Negeri (State Code)

11) No. Telefon
Telephone No.

12) Cadangan Tarikh Kuat kuasa *
Proposed Effective Date *

HH (DD) – BB (MM) – TTTT (YYYY)

No. CBP *
GST No. *

ATAU / OR

No. Pendaftaran Perniagaan *
Business Registration No. *

ATAU / OR

No. Kad Pengenalan *
Identity Card No. *

BAHAGIAN D : BUTIRAN SKIM BAYAR BALIK PELANCONG (SBP)
PART D : TOURIST REFUND SCHEME (TRS) DETAILS

- 13) Adakah syarikat tuan berdaftar di bawah perkhidmatan elektronik? *
Are you a registered user of electronic services? *

☐ Ya (Yes)

☐ Tidak (No)

- 14) Sila nyatakan modal berbayar syarikat tuan *
Please indicate your company's paid up capital *

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Sekiranya syarikat tuan mempunyai cawangan, sila nyatakan bilangan cawangan di bawah dan isikan butir-butir cawangan di borang GST Adm2B.
If your company has branch(es), please specify number of branch(es) below and complete branch(es) details in GST Adm2B.

- 15) Bilangan Cawangan
Number of Branches

BAHAGIAN E : BUTIRAN PELEPASAN BARANG TERPAKAI (PBT)
PART E : RELIEF FOR SECOND-HAND GOODS (RSG) DETAILS

- 16) Kaedah Mengenaikan CBP *
Method of Charging GST *

☐

Nilai Kadar Biasa dan Margin
Normal and Margin Value

☐

Nilai Margin Sahaja
Solely Margin Value

- 17) Barang-barang terpakai diperolehi tanpa CBP daripada : *
Second hand goods acquired without GST from : *

☐

Individu atau syarikat yang tidak
berdaftar CBP
Individual or company which is not
registered under GST

☐

Syarikat berdaftar CBP di bawah
Skim Margin
GST registered company under the
Margin Scheme

☐

Syarikat berdaftar CBP bukan di
bawah Skim Margin
GST registered company not under
the Margin Scheme

- 18) Kod Industri *
Industry Code *

Industri 1
Industry 1

Industri 3
Industry 3

Industri 5
Industry 5

Industri 2
Industry 2

Industri 4
Industry 4

Industri 6
Industry 6

BAHAGIAN F : BUTIRAN INVOIS BIL KENDIRI (IBK)
PART F : SELF-BILLED INVOICE (SBI) DETAILS

- 19) Bilangan Pembekal *
Number of Supplier *

Sila lengkapkan borang GST-Adm2A (Please complete GST-Adm2A Form)

BAHAGIAN G : BUTIRAN SKIM KADAR RATA (SKR)
PART G : FLAT RATE SCHEME (FRS) DETAILS

- 20) No. Kadar Rata (Jika berkenaan) *
Flat Rate No. (If applicable) *

- 21) Nilai anggaran pembekalan di bawah Skim Kadar Rata bagi tempoh
dua belas (12) bulan akan datang *
Estimated value of supplies under Flat Rate Scheme for the next
twelve (12) months *

RM

- 22) Nilai anggaran pembekalan selain daripada nilai pembekalan di bawah
Skim Kadar Rata bagi tempoh dua belas (12) bulan akan datang
Estimated value of supplies other than value of supplies under the
Flat Rate Scheme for the next twelve (12) months

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Business Registration No. *

ATAU / OR

No. Kad Pengenalan *
Identity Card No. *

23) Kod Industri
Industry Code

Industri 1
Industry 1

Industri 3
Industry 3

Industri 5
Industry 5

Industri 2
Industry 2

Industri 4
Industry 4

Industri 6
Industry 6

24) Pendaftaran dengan pihak berkuasa berkenaan *
Registration with relevant authorities *

a) Pihak berkuasa
Authorities

b) No. Rujukan
Reference No.

DRAFT
BAHAGIAN H : AKUAN
PART H : DECLARATION

Saya, dengan ini mengaku bahawa maklumat dinyatakan dalam borang ini dan dokumen sokongan disertakan adalah benar, betul dan lengkap.
I, hereby declare that the information stated in this form and in any supporting documents attached are true, correct and complete.

25) Nama Pegawai Yang Diberi
Kuasa *
Name of Authorized Person *

26) No. Kad Pengenalan
Identity Card No.

Baru (New) *

Lama (Old)

27) No. Pasport *
Passport No. *

Wajib untuk warga negara asing (Mandatory for foreign citizen)

28) Kewarganegaraan *
Nationality *

29) Jawatan
Designation

30) No. Telefon *
Telephone No *

31) Tarikh *
Date *

HH (DD) - BB (MM) - TTTT (YYYY)

32) Tandatangan *
Signature *

UNTUK KEGUNAAN PEJABAT (FOR OFFICE USE ONLY)

No. Akuan Terima (Acknowledgement Receipt No.) *

Tarikh Diterima (Received Date) *

HH (DD) - BB (MM) - TTTT (YYYY)

LAMPIRAN (ATTACHMENT)

SENARAI KOD (CODE LIST)

1. Kod Jenis Perniagaan (Type of Business Code)

No.	Kod (Code)	Keterangan	Description
1.	ASS	Persatuan	Association
2.	COM	Syarikat	Company
3.	IND	Individu	Individual
4.	LOC	Pihak Berkuasa Tempatan	Local Authority
5.	PAR	Perkongsian	Partnership
6.	PRO	Profesional	Professional
7.	PUB	Pihak Berkuasa Awam	Public Authority
8.	SOL	Pemilik Tunggal	Sole Proprietor
9.	STA	Badan Berkanun	Statutory Body
10.	LLP	Perkongsian Liabiliti Terhad	Limited Liability Partnership

2. Kod Negeri (State Code)

No.	Kod (Code)	Keterangan (Description)
1.	01	Johor
2.	02	Kedah
3.	03	Kelantan
4.	04	Melaka
5.	05	Negeri Sembilan
6.	06	Pahang
7.	07	Pulau Pinang
8.	08	Perak
9.	09	Perlis
10.	10	Selangor
11.	11	Terengganu
12.	12	Sabah
13.	13	Sarawak
14.	14	Kuala Lumpur
15.	15	Labuan
16.	16	Putrajaya