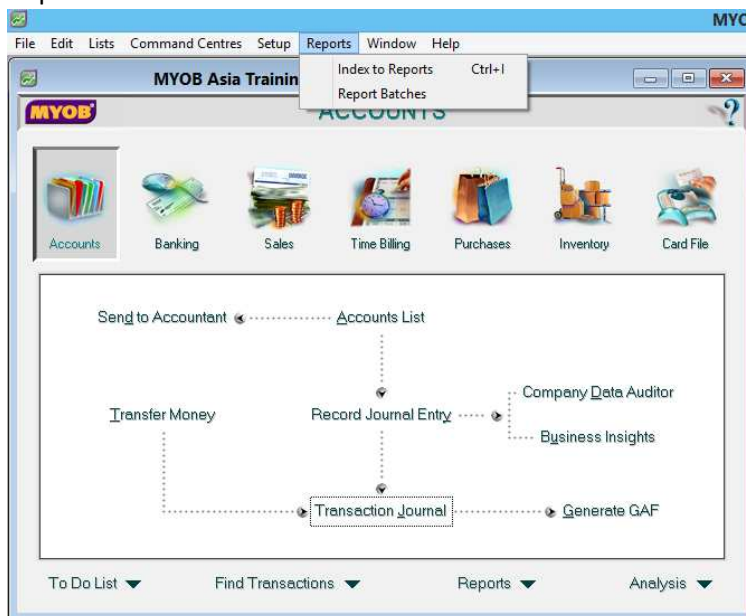


Panduan mengemukakan GST 03 secara atas talian menggunakan MYOB Premier 16.1 atau MYOB Accounting 21.1.

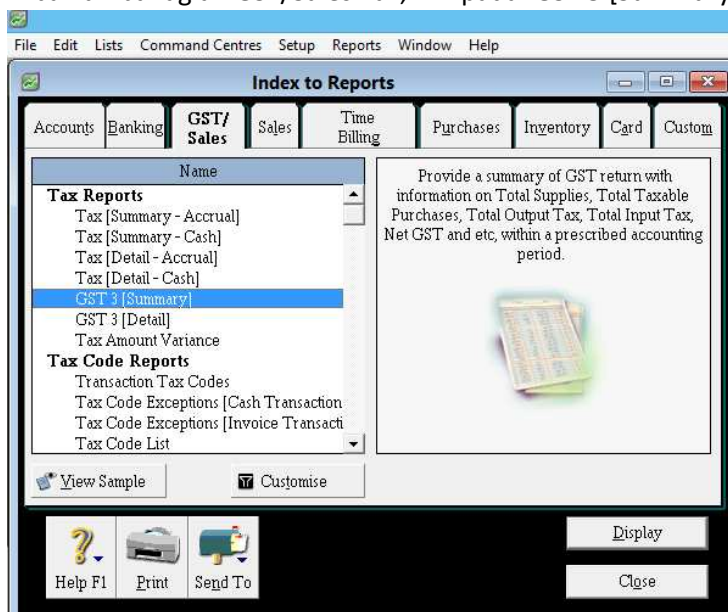
Berikut merupakan langkah-langkah yang harus diikuti di perisian MYOB serta portal TAP Kastam bagi mengemukakan borang GST 03.

LANGKAH 1: Hasilkan fail TXT GST 03 anda dan simpan di folder MYOB anda

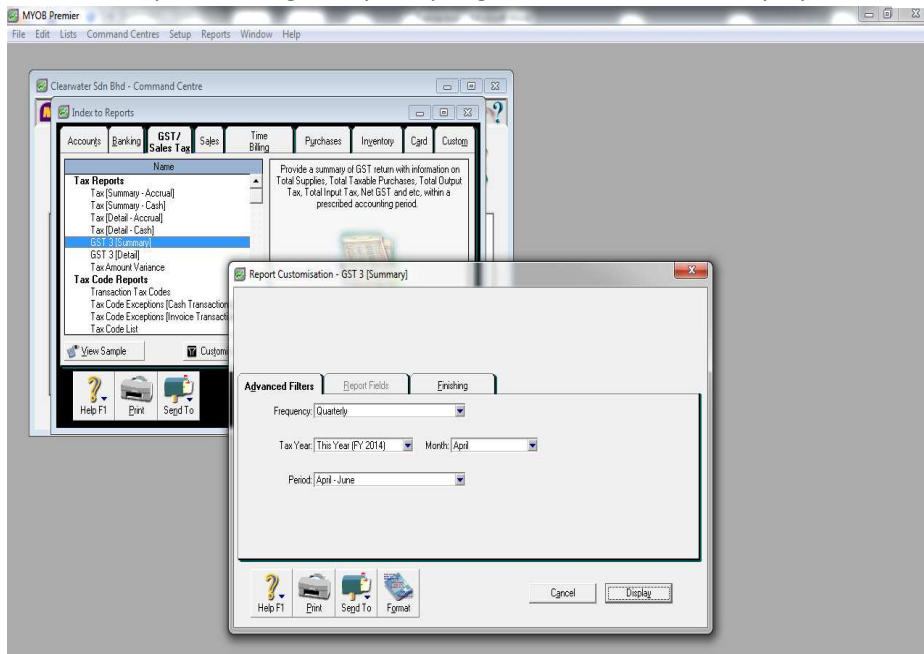
- 1) Bagi menghasilkan laporan GST 03, klik pada 'Reports' di bar menu, diikuti dengan 'Index to Reports'.



- 2) Dibawah bahagian GST/Sales Tax, klik pada 'GST 3 [Summary]'.



3) Sesuaikan laporan mengikut syarat pengemukaan, dan klik 'Display'.



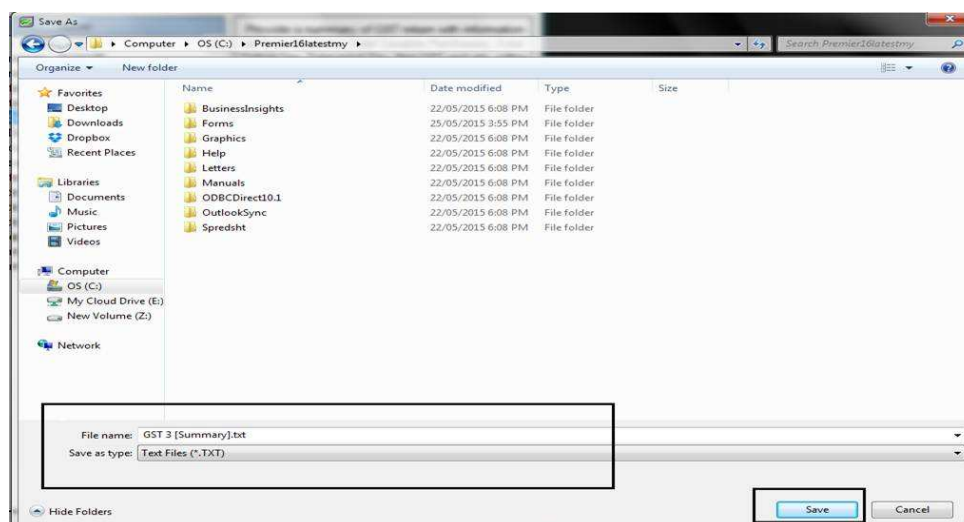
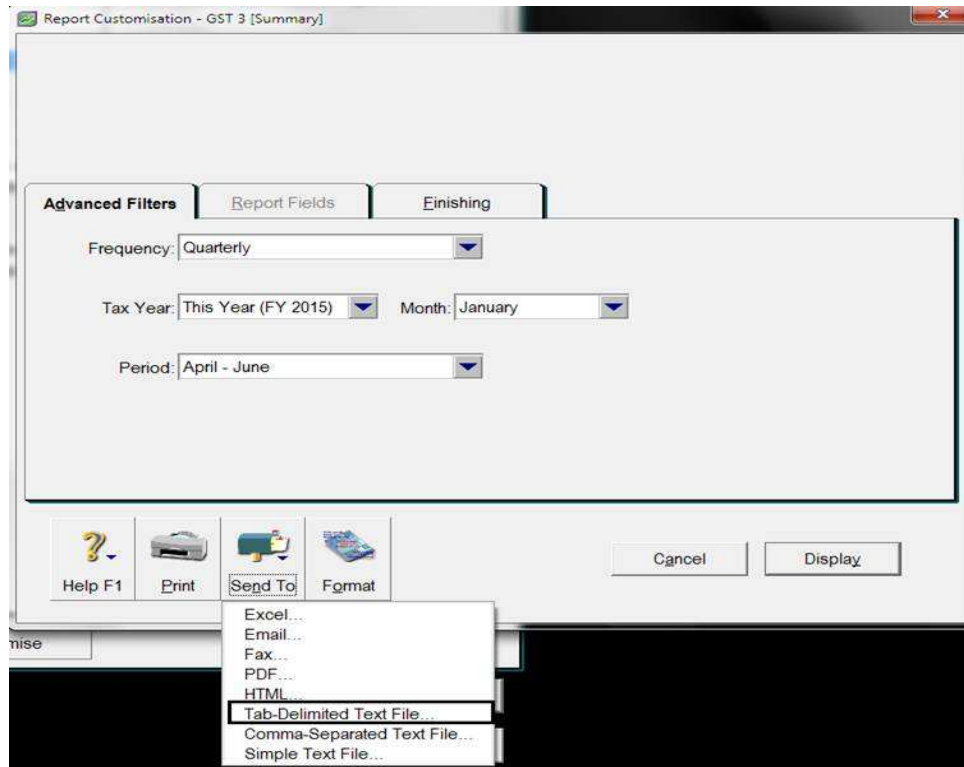
4) Laporan akan dipaparkan.

GST 3 [Detail]			
April 2015 To June 2015			
Date	ID#	Source	Amount
Field 12: Total Value of Exempt Supplies		Total of Field 12 :	RM0.00
Field 13: Total Value of Supplies Granted GST Relief		Total of Field 13 :	RM0.00
Field 14: Total Value of Goods Imported Under Approved Trader Scheme		Total of Field 14 :	RM0.00
Field 15: Total Value of GST Suspended under item 14		Total of Field 15 :	RM0.00
Field 16: Total Value of Capital Goods Acquired		Total of Field 16 :	RM0.00
Field 17: Bad Debt Relief		Total of Field 17 :	RM0.00
Field 18: Bad Debt Recovered		Total of Field 18 :	RM0.00
Field 19: Breakdown Value of Output Tax in accordance with MSIC Code			
01118			RM4,800.00
01117			RM4,200.00
01116			RM3,600.00
01115			RM3,000.00
01114			RM2,400.00
Others			RM3,633.91
		Total of Field 19 :	RM21,633.91

IRR = ((SR+ZRL+ZRE+DS+OS+RS+GS) / (SR+ZRL+ZRE+DS+OS+RS+GS+ES)) * 100% = 100.00%

Nota: MSIC Code merupakan MSIC Code pemilik syarikat yang berdaftar untuk GST.

5) Klik 'send to', dan pilih 'tab delimited text file'. Simpan fail di desktop anda.

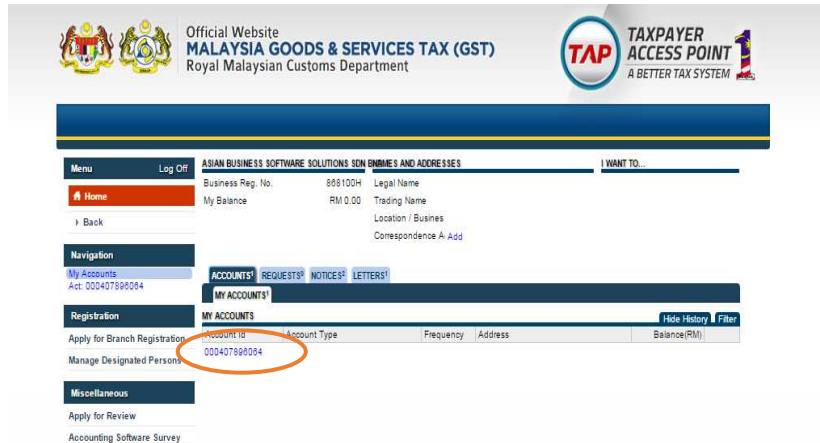


LANGKAH 2: Kemukakan GST 03 anda secara atas talian melalui portal TAP Kastam

- 1) Log masuk ke dalam akaun GST TAP dengan nama pengguna dan kata laluan.
<https://gst.customs.gov.my/TAP/#17>
- 2) Masukkan alamat e-mel dan kata pengguna yang diberikan oleh Jabatan Kastam Diraja Malaysia semasa anda mendaftar perniagaan anda untuk GST dan log masuk.

The screenshot shows the MYOB GST TAP portal interface. On the left, there is a navigation menu with a 'Menu' section containing 'Home' and 'Back' links, and a 'Navigation' section containing 'Home'. The main content area features a banner with the text 'Not everything gets taxed, basic necessities are still free of GST' over an image of a man at a market stall. Below the banner is a 'Login' section with a lock icon and a dropdown arrow. It contains two input fields: 'Email Address' and 'Password'. The 'Password' field has a yellow 'Mandatory' label next to it. Below the input fields is a link for 'Forgot My Password' and two buttons: 'Logon' and 'Sign up'.

3) Di skrin dibawah, klik pada 'Account Id'



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

TAP TAXPAYER ACCESS POINT
A BETTER TAX SYSTEM

Menu Log Off ASIAN BUSINESS SOFTWARE SOLUTIONS SON ENIMES AND ADDRESSES I WANT TO...

Home
Back

Navigation
My Accounts
Act: 000407890084

Registration
Apply for Branch Registration
Manage Designated Person

Miscellaneous
Apply for Review
Accounting Software Survey

ACCOUNTS¹ REQUESTS¹ NOTICES¹ LETTERS¹

MY ACCOUNTS¹

Account Id	Account Type	Frequency	Address	Balance(RM)
000407890084				

4) Anda akan melihat skrin seperti di bawah. Klik pada 'File Now'.



Menu Log Off GOODS AND SERVICES TAX NAMES AND ADDRESSES I WANT TO...

Home
Back

Navigation
My Accounts
Act: 000407890084


Registration
Apply for Special Scheme
Simplified Tax Invoice
Apply for Group Registration

PERIODS REQUESTS¹ ACTIVITY¹ NOTICES¹ LETTERS¹ SCHEMES¹

ATTENTION NEEDED¹ SEARCH

Period	Return Status	Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RM)	Messages
		0.00	0.00	0.00	0.00	File Return

5) Pada skrin seterusnya, pilih 'Next'



Menu Log Off Review Return Details Next Save and Finish Later Cancel

Home
Back

Navigation
My Accounts
Act: 000407890084
Goods and Services Tax Return

ABOUT THE SERVICE

- This service allows a registered Goods and Services taxpayer to declare their GST for the selected filing period.
- Your session will expire after 15 minutes of inactivity.

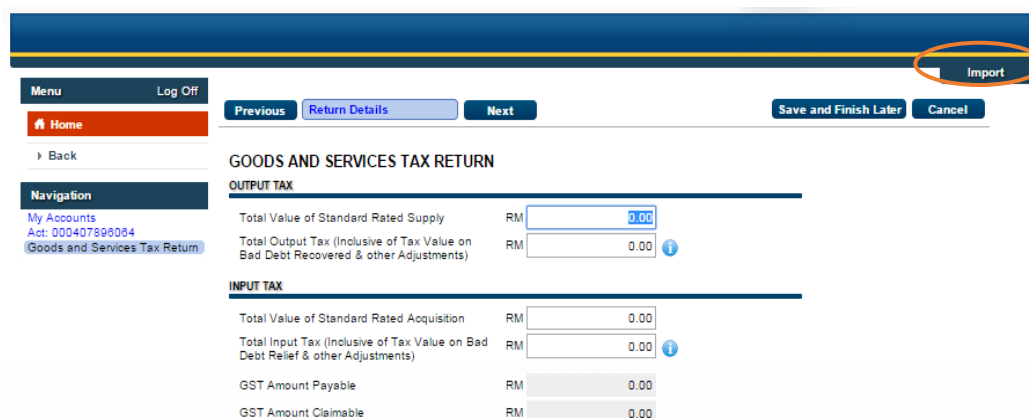
WHAT YOU NEED

- 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.

6) Di skrin dibawah, klik import dan pilih GST 03 summary text file.

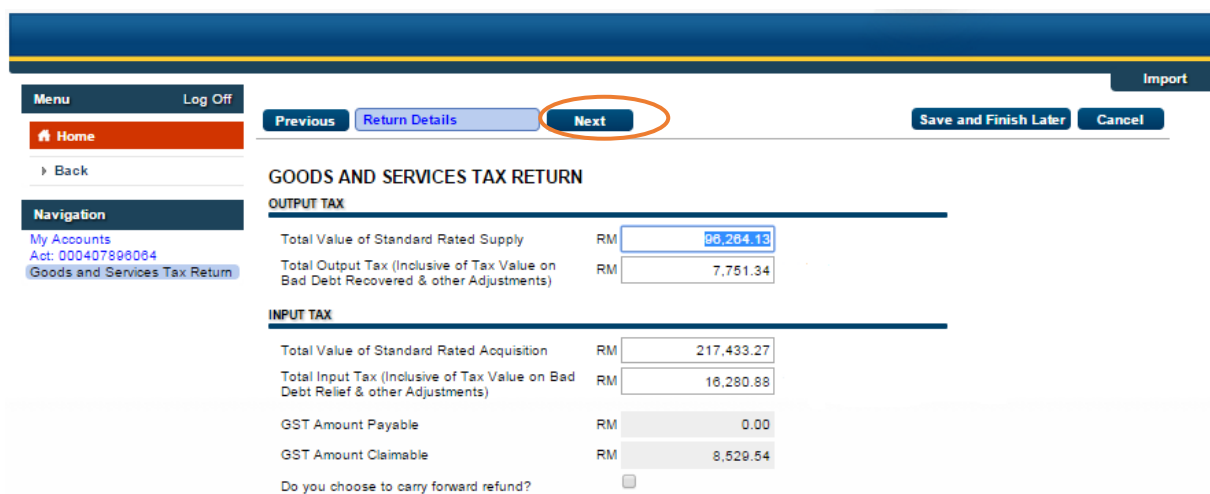


The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen. The 'Import' button in the top right corner is circled in red. The screen displays the following data:

OUTPUT TAX	
Total Value of Standard Rated Supply	RM 0.00
Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM 0.00

INPUT TAX	
Total Value of Standard Rated Acquisition	RM 0.00
Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM 0.00
GST Amount Payable	RM 0.00
GST Amount Claimable	RM 0.00

7) Anda akan melihat skrin berikut dengan semua maklumat cukai anda yang telah dimasukkan secara automatik oleh MYOB. Klik 'Next'



The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen after data has been imported. The 'Next' button in the top navigation bar is circled in red. The screen displays the following data:

OUTPUT TAX	
Total Value of Standard Rated Supply	RM 80,284.13
Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM 7,751.34

INPUT TAX	
Total Value of Standard Rated Acquisition	RM 217,433.27
Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM 18,280.88
GST Amount Payable	RM 0.00
GST Amount Claimable	RM 8,529.54

Do you choose to carry forward refund?

8) Pada skrin seterusnya, klik 'Next' kerana MYOB telahpun memasukkan maklumat tambahan.

The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen. The 'Next' button in the navigation bar is highlighted with a red circle. The main content area displays 'ADDITIONAL INFORMATION' with a table of tax-related values.

ADDITIONAL INFORMATION		
Total Value of Local Zero-Rated Supplies	RM	5,975.00
Total Value of Export Supplies	RM	109,500.00
Total Value of Exempt Supplies	RM	2,000.00
Total Value of Supplies Granted GST Relief	RM	248.00
Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00
Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00
Total Value of Capital Goods Acquired	RM	113,207.55
Total Value of Bad Debt Relief Inclusive Tax	RM	0.00
Total Value of Bad Debt Recovered Inclusive Tax	RM	0.00

9) Klik 'Next' dan anda akan melihat skrin berikut.

The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen. The 'Next' button in the navigation bar is highlighted with a red circle. The main content area displays 'BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRY CODES' with a table of industry codes and their respective output tax values and percentages.

MSIC Code	Value of Output Tax	Percentage
11111	RM 7,751.34	100 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
	RM 0.00	0 %
Others	RM 0.00	0 %
Total	RM 7,751.34	100 %

10) Pada skrin terakhir dibawah, klik pada butang Submit

The screenshot shows the MYOB Goods and Services Tax Return interface. At the top, there is a navigation bar with buttons for 'Menu', 'Log Off', 'Home', 'Previous', 'Return Summary', 'Submit', 'Save and Finish Later', and 'Cancel'. The 'Submit' button is circled in orange. Below the navigation bar, the main content area is titled 'GOODS AND SERVICES TAX RETURN' and 'GOODS AND SERVICES TAX RETURN FOR ACTIVITY FROM 01-APR-2015 TO 30-JUN-2015'. The interface displays a table of tax return items and their values.

Item	Value
GST Amount Payable	RM 0.00
GST Amount Claimable	RM 8,339.54
Local Zero-Rated Supplies	RM 5,978.00
Export Supplies	RM 109,500.00
Exempt Supplies	RM 2,000.00
Supplies Granted GST Relief	RM 248.00
Goods Imported Under ATS	RM 0.00
GST Suspended Under ATS	RM 0.00
Capital Goods Acquired	RM 113,207.85
Bad Debt Relief	RM 0.00
Bad Debt Recovered	RM 0.00

M SIC Value of Output Tax Percentage	Value	Percentage
11111	RM 7,751.34	100%
Total	RM 7,751.34	100%

Dokumen Tamat



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