

Guide on submitting your GST 03 online using MYOB Premier 16.1 or MYOB Accounting 21.1

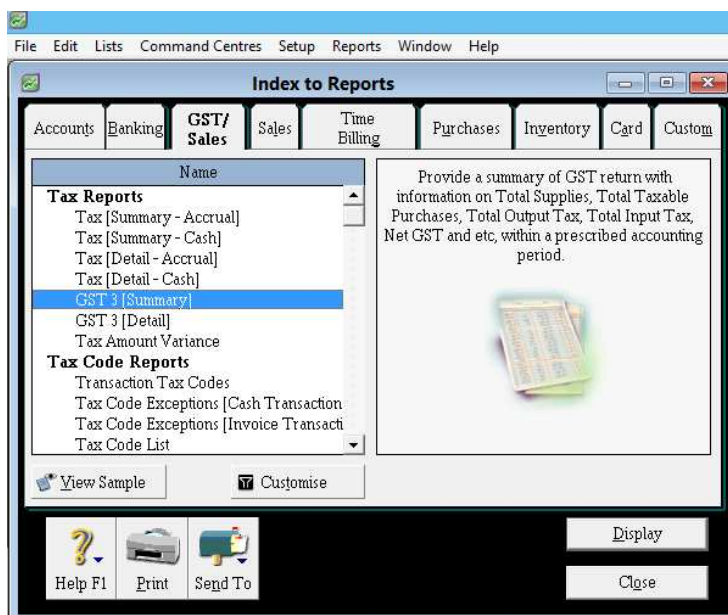
Here is a step by step guideline on what you need to do in MYOB and on the Royal Malaysian Customs Department (RMCD) TAP portal to successfully submit your GST 03 returns.

STEP 1: Generate your GST 03 TXT file and save it in your MYOB folder.

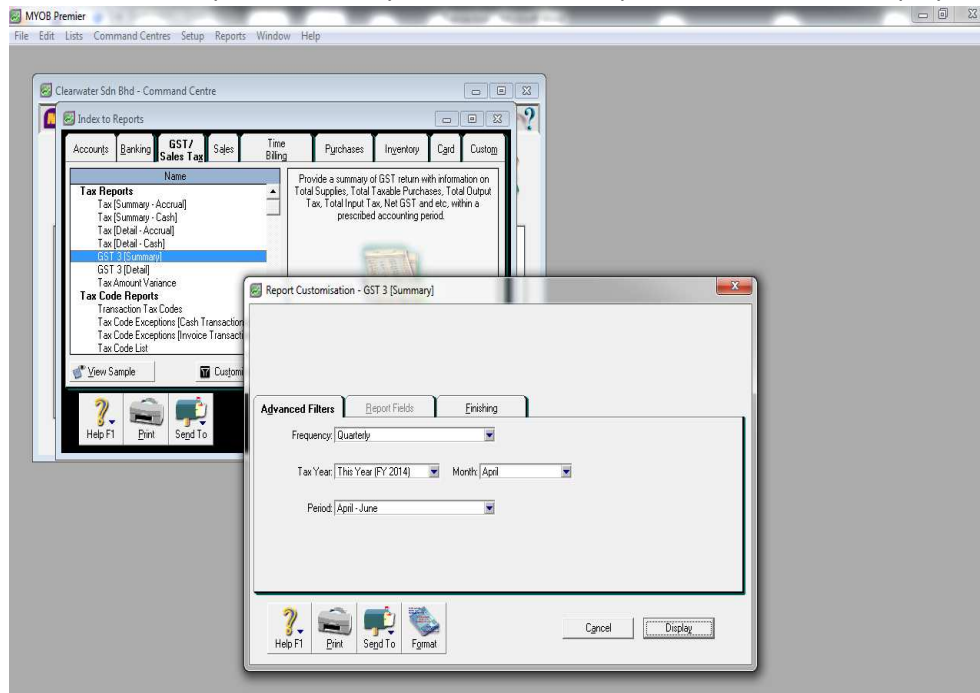
- 1) To generate the GST 03 report, click on Reports on the menu bar, followed by index to reports.



- 2) Under the GST/Sales tax tab, click on GST 3 [Summary]



- 3) Customize the report based on your submission requirements and click display.



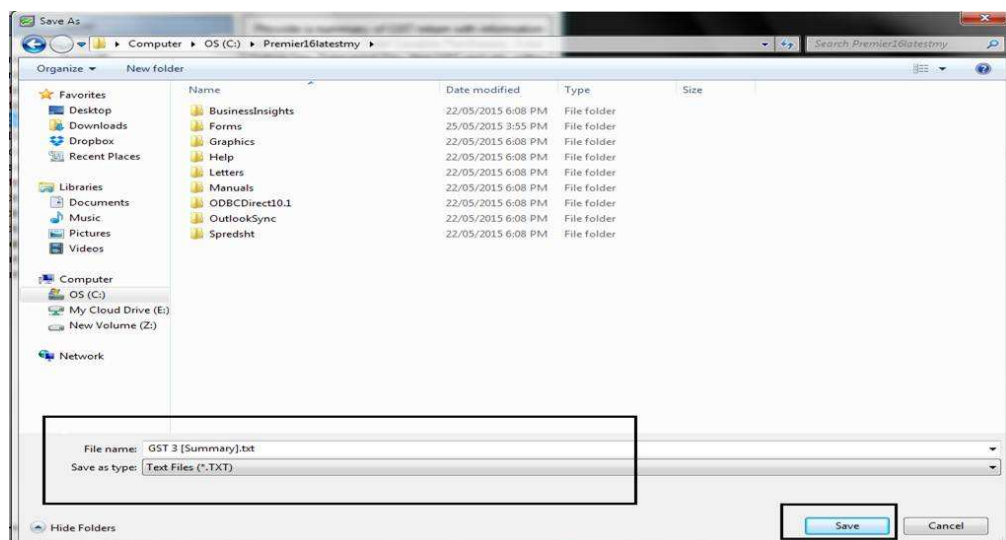
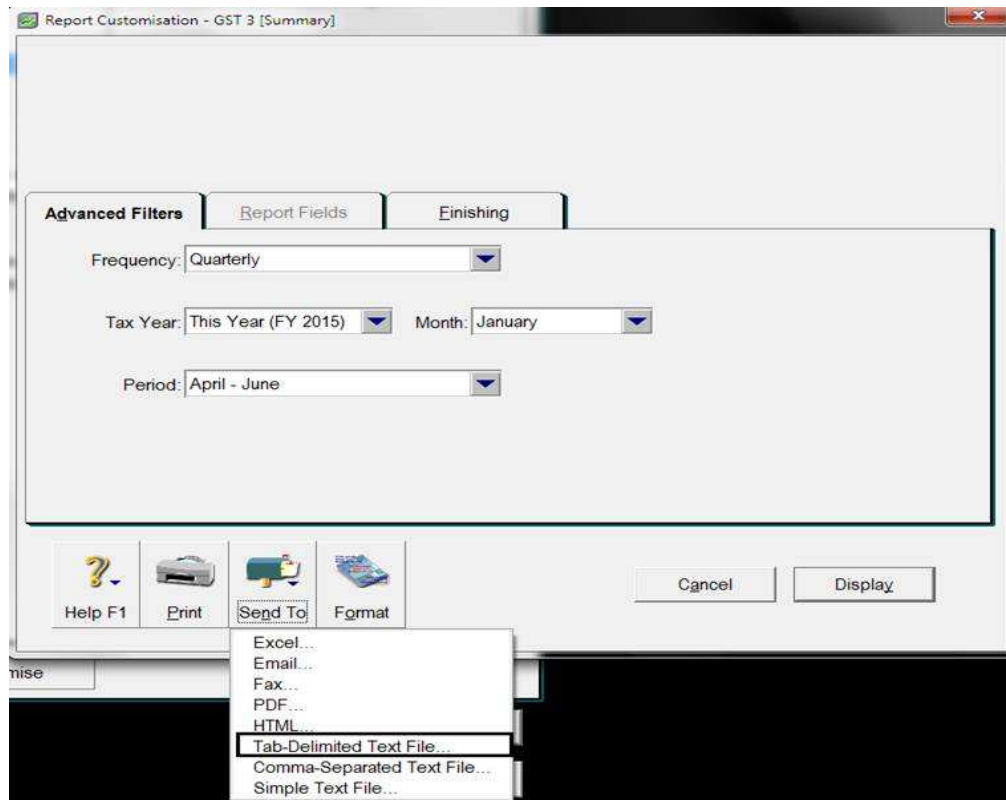
- 4) The report will be displayed.

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%

Note: MSIC Code is the GST Registered Business Owner's Code.

5) Click send to, and select tab delimited text file. Save the file to your PC.



STEP 2: Submitting your GST 03 online via RMCD online TAP portal

- 1) Log on to your GST TAP account with your user name and password
<https://gst.customs.gov.my/TAP/#17>
- 2) Key in your Email Address and Password provided by RMCD when you registered your business for GST and Log in.

The screenshot shows the MYOB TAP portal interface. On the left, there is a navigation menu with a 'Menu' section containing 'Home' and 'Back' options, and a 'Navigation' section with a 'Home' link. The main content area features a banner with the text 'Not everything gets taxed, basic necessities are still free of GST' and a 'Login' section. The login section includes an 'Email Address' field, a 'Password' field (marked as 'Mandatory'), a 'Forgot My Password' link, and 'Logon' and 'Sign up' buttons.

3) In the screen below click on the Account Id field

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 SDN BHD NAMES AND ADDRESSES I WANT TO...

Home
Back

Navigation
My Accounts
Act: 000407898084

Registration
Apply for Branch Registration
Manage Designated Persons

Miscellaneous
Apply for Review
Accounting Software Survey

ACCOUNTS¹ REQUESTS² NOTICES³ LETTERS⁴

MY ACCOUNTS¹

Account Id	Account Type	Frequency	Address	Balance(RM)
000407898084				

4) You will see the following screen. Click on File Now.

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

Home
Back

Navigation
My Accounts
Act: 000407898084

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

PERIODS REQUESTS² ACTIVITY³ NOTICES⁴ LETTERS⁵ SCHEMES⁶

ATTENTION NEEDED¹ SEARCH

PERIODS REQUIRING ATTENTION

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

5) In the screen below select Next

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

Home
Back

Navigation
My Accounts
Act: 000407898084
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.

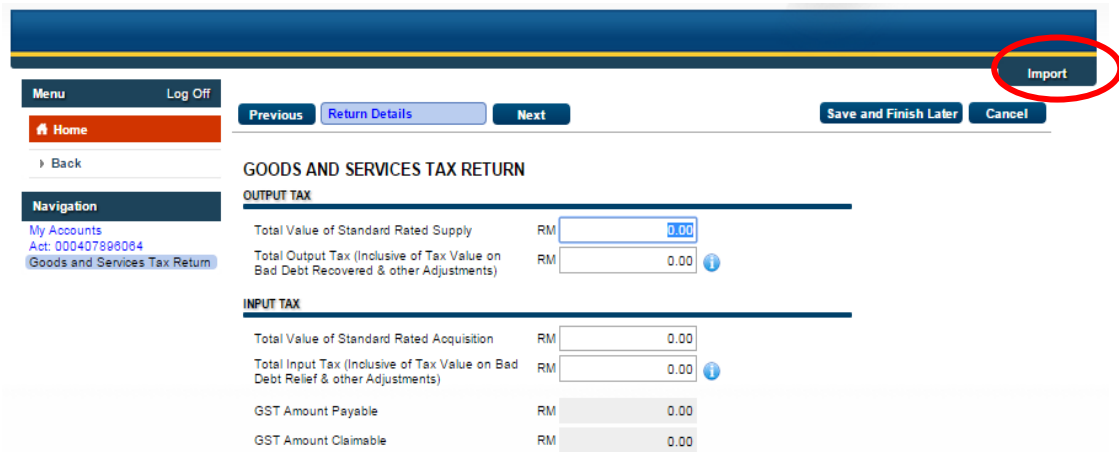
WHAT YOU NEED

- 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) In the screen below click import and select your GST 03 summary text file.

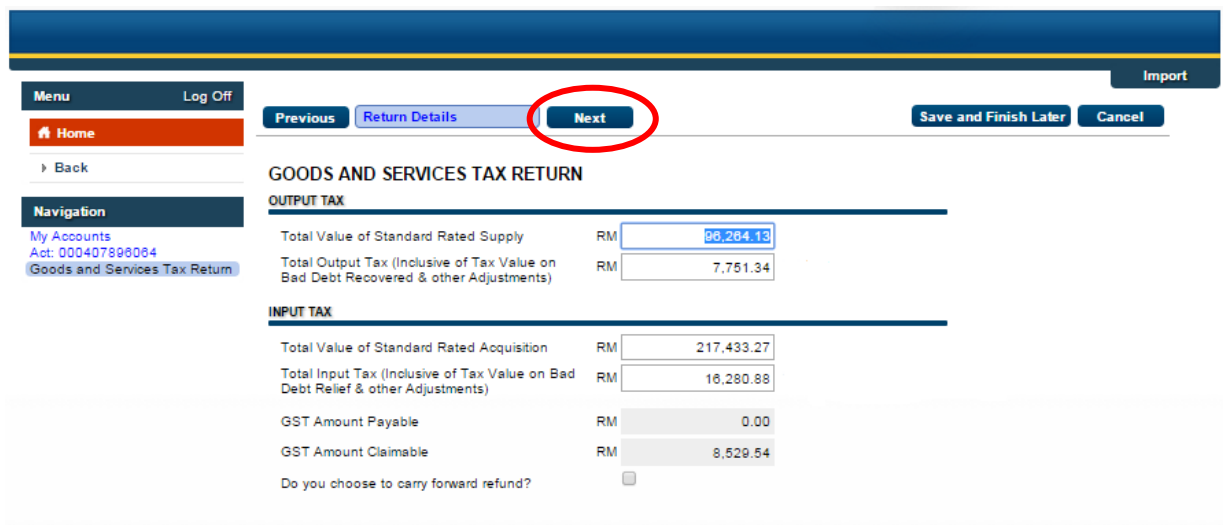


The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen. The 'Import' button in the top right corner is circled in red. The screen displays the following data:

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) You will see the following screen with all of your tax information plotted automatically by MYOB. Click Next



The screenshot shows the 'GOODS AND SERVICES TAX RETURN' screen with the 'Next' button circled in red. The screen displays the following data:

OUTPUT TAX	
Total Value of Standard Rated Supply	RM 98,284.13
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) In the next screen, click next again as MYOB would have plotted the additional information

Menu Log Off Import

Home Previous Additional Details **Next** Save and Finish Later Cancel

Back

Navigation
My Accounts
Act: 000407890084
Goods and Services Tax Return

GOODS AND SERVICES TAX RETURN

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) Click next and you will see the following screen. Click Next.

Menu Log Off Import

Home Previous Industry Codes **Next** Save and Finish Later Cancel

Back

Navigation
My Accounts
Act: 000407890084
Goods and Services Tax Return

GOODS AND SERVICES TAX RETURN

BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRY CODES

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) In the final screen below Click on the submit button

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', 'Previous', 'Return Summary', 'Submit', 'Save and Finish Later', and 'Cancel'. The 'Submit' button is circled in red. 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 list of tax items and their values, along with a summary table for M S C Value of Output Tax Percentage.

Item	Value
GST Amount Payable	RM 0.00
GST Amount Claimable	RM 8,329.84
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 ATIS	RM 0.00
GST Suspended Under ATIS	RM 0.00
Capital Goods Acquired	RM 113,207.88
Bad Debt Relief	RM 0.00
Bad Debt Recovered	RM 0.00

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

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