



# Varied Taxable Period to Standard Taxable Period

**Application Through TAP**

1. Fill in Email Address and Password information. Click Logon button.

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 **Login** 

Email Address

**Mandatory**

Password

[Forgot My Password](#)   [Sign Up for Web Logon](#)

**Logon**

## 2. Click account id hyperlink.

← → ↻ Not secure [https://gentaxmls.customs.gov.my/TAP/\\_/#1](https://gentaxmls.customs.gov.my/TAP/_/#1) ☆ 🗑️ ⋮

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RunDate: 18-Sep-2017

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**Registration**

[Apply for Branch Registration](#)

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**Miscellaneous**

[Apply for Review \(Customs\)](#)

[Apply for Appeal \(Tribunal\)](#)

[Accounting Software Survey](#)

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**SALUTICA ALLIED SOLUTIONS SDN BHD** **NAMES AND ADDRESSES** **I WANT TO...**

Business Reg. No. 206341H Legal Name [Manage My Profile](#)

Trading Name [Add](#)

Location / Business

Correspondence Ad [Add](#)

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**ACCOUNTS<sup>1</sup>** **REQUESTS** **NOTICES<sup>52</sup>** **LETTERS<sup>50</sup>**

**MY ACCOUNTS<sup>1</sup>**

**MY ACCOUNTS** [Hide History](#) [Filter](#)

Account Id	Account Type	Frequency	Address	Estimated Balance(RM)
<a href="#">000177209344</a>	Goods and Services Tax	Varied	3 JALAN ZARIB 6, KAWASAN PERINDUS1	0.00

**Note:**

- All credit balances shown in the taxable period are subject to Royal Malaysian Customs Department review.
- All debit balances shown in the taxable period shall be paid in full to Royal Malaysian Customs Department.

# 3. Click Update Registration Details button.

← → ↻ **Not secure** | [https://gentaxmls.customs.gov.my/TAP/\\_/#2](https://gentaxmls.customs.gov.my/TAP/_/#2)

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[Manage Advance Ruling](#)

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**Update Registration Details**

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**Refund**

[Update Refund Bank Account](#)

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**Miscellaneous**

[Submit a Document](#)

[SMS / USSD Subscription](#)

[Request a Remission](#)

[Submit Form F](#)

[Bad Debt Relief Deferral](#)

[Add Outlet/Branch Address](#)

**GOODS AND SERVICES TAX**

Business Reg. No. 206341H

Varied 000177209344

**NAMES AND ADDRESSES**

Legal Name

Trading Name [Add](#)

Location / Business

Correspondence Ad [Add](#)

**I WANT TO...**

[Make a Payment](#)

[Authorize Tax Agent Access](#)

[Request to Close Account](#)

**PERIODS** **REQUESTS** **ACTIVITY** **NOTICES<sup>61</sup>** **LETTERS<sup>90</sup>** **SCHEMES<sup>0</sup>**

**ATTENTION NEEDED - RETURNS AND PAYMENTS<sup>1</sup>** **SEARCH**

**PERIODS REQUIRING ATTENTION** [Filter](#)

Period	Return Status			Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RM)	Messages
29-Aug-2017	Generated	<a href="#">File Now</a>	<a href="#">Pay</a>	0.00	0.00	0.00	0.00	File Return

**Note:**

-All credit balances shown in the taxable period are subject to Royal Malaysian Customs Department review.

-All debit balances shown in the taxable period shall be paid in full to Royal Malaysian Customs Department.

[Click here to update registration details.](#)

4. Read the notification carefully and understand it. Then click Next button.

Not secure | [https://gentaxmls.customs.gov.my/TAP/\\_/#3](https://gentaxmls.customs.gov.my/TAP/_/#3)

Menu Log Off 1. Update Registration Details

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Navigation  
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Act: 000177209344  
Update Registration Details

Attachments Add

**ABOUT THE SERVICE**

- This service allows you to update registration values.
- Your session will expire after 15 minutes of inactivity.

**WHAT YOU NEED**

- Document related to your amendment.

**AFTER YOU FINISH**

- Print the confirmation page for your records.

Cancel Previous **Next**

# 5. Select Filing Frequency.

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Attachments Add

1. Update Registration Details **2. Update Registration Field**

## Update Registration Field

### UPDATE REGISTRATION DETAILS

Only one field can be updated per request, but you may submit new requests for each field.  
Please attach any documents through the Add button on the left, and add your remarks on the next screen.

Select Field	<input type="text"/>	<span>ⓘ</span>	<span>Mandatory</span>
Commence Date			
Financial Year End Month			
Filing Frequency	<b>Filing Frequency</b>		
Supply %		Exempt	0 <span>Total is 0%, must be 100%</span>
Business Name			

### BUSINESS ADDRESS

Address Line 1	
Address Line 2	
PostCode	City / Town
State	MALAYSIA

Cancel Previous Next

6. Select 3 monthly or monthly. If you are not sure, please refer to your previous standard taxable period

Not secure | [https://gentaxmls.customs.gov.my/TAP/\\_/#4](https://gentaxmls.customs.gov.my/TAP/_/#4)

Menu Log Off 1. Update Registration Details 2. Update Registration Field

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MLS RunDate: 01-Oct-2017

Navigation My Accounts Act: 000177209344 Update Registration Details

Attachments Add

**UPDATE REGISTRATION DETAILS**

Only one field can be updated per request, but you may submit new requests for each field. Please attach any documents through the Add button on the left, and add your remarks on the next screen.

Select Field Filing Frequency

Commence Date

Financial Year End Month

Filing Frequency

Supply % 0 Total is 0%, must be 100%

Business Name Monthly

**BUSINESS ADDRESS**

Address Line 1

Address Line 2

PostCode City / Town

State MALAYSIA

Cancel Previous Next

# 7. Click Add button.

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Attachments **Add**

1. Update Registration Details **2. Update Registration Field**

## Update Registration Field

### UPDATE REGISTRATION DETAILS

Only one field can be updated per request, but you may submit new requests for each field.  
Please attach any documents through the Add button on the left, and add your remarks on the next screen.

Select Field	Filing Frequency				
Commence Date					
Financial Year End Month					
Filing Frequency	Monthly				
Supply %	0	0	0	0	Total is 0%, must be 100%
Business Name					

### BUSINESS ADDRESS

Address Line 1	
Address Line 2	
PostCode	City / Town
State	MALAYSIA

Cancel Previous Next



# 8. Fill in the description of the document.

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Update Registration Details

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UPDATE REGISTRATION DETAILS

Only one field can be updated per request, but you may submit new requests for each field.  
Please attach any documents through the Add button on the left, and add your remarks on the next screen.

Select Field Filing Frequency

Commence Date

Financial Year End Month

Filing Frequency Monthly

Standard Export Zero Rate Exempt

Select a file to attach

Type Supporting Documents

Description Standard Taxable Period 2019

Choose File No file chosen

Mandatory

Save Cancel

Cancel Previous Next

9. Click Choose File. Find your company application letter. Then Click Save.

The screenshot shows a web application interface for updating registration details. The browser address bar displays "Not secure | https://gentaxmls.customs.gov.my/TAP/\_/#4". The page title is "Update Registration Field". The main content area is titled "UPDATE REGISTRATION DETAILS" and contains a form with the following fields:

- Select Field: Filing Frequency
- Commence Date: (empty)
- Financial Year End Month: (empty)
- Filing Frequency: Monthly

Below the form, there are radio buttons for "Standard", "Export", "Zero Rate", and "Exempt". A modal window titled "Select a file to attach" is open, showing a "Choose File" button circled in grey and a "Save" button circled in orange. The modal also displays a "Mandatory" label and a "No file chosen" status. The modal contains the following fields:

- Type: Supporting Documents
- Description: Standard Taxable Period 2019

At the bottom of the modal, there are "Save" and "Cancel" buttons. The "Save" button is circled in orange. The "Choose File" button is circled in grey. A yellow label "Mandatory" points to the "Description" field. A grey label "%, must be 100%" is visible in the background.

# 10. Click Next button.

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Attachments Add  
[Attachment B.png](#) ✘  
Standard Taxable Period 2019

**UPDATE REGISTRATION DETAILS**

Only one field can be updated per request, but you may submit new requests for each field.  
Please attach any documents through the Add button on the left, and add your remarks on the next screen.

Select Field

Commence Date

Financial Year End Month

Filing Frequency

Standard	Export	Zero Rate	Exempt	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	Total is 0%, must be 100%

Supply %

Business Name

**BUSINESS ADDRESS**

Address Line 1

Address Line 2

PostCode  City / Town

State

Cancel Previous **Next**

11. Choose date you wish to start your Standard Taxable Period. Only 1<sup>st</sup> day of month is allowed. Then click Next button.

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[Update Registration Details](#)


**Attachments** [Add](#)

[Attachment B.png](#) ✘  
Standard Taxable Period 2019

1. Update Registration Details > 2. Update Registration Field > 3. Filing Period

### Filing Period

**STANDARD FILING PERIOD BEGIN**

Filing Period Begin  

Filing Period End

[Cancel](#) [Previous](#) [Next](#) Next

# 12. Insert remarks then click Submit button.

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The screenshot shows a web application interface with a dark blue header and a left sidebar. The main content area is titled 'User Remarks' and contains a text input field with the text 'Company's new policy' inside. Below the input field are three buttons: 'Cancel', 'Previous', and 'Submit'. The 'Submit' button is circled in grey. The sidebar contains several sections: 'Menu' with a 'Log Off' link, 'Home' with a 'Back' link, 'MLS' with 'RunDate: 30-Oct-2017', 'Navigation' with links for 'My Accounts', 'Act: 000177209344', and 'Update Registration Details', and 'Attachments' with an 'Add' link and a file named 'Attachment B.png' with a red 'X' icon next to it. At the top of the main content area, there is a progress bar with four steps: '1. Update Registration Details', '2. Update Registration Field', '3. Filing Period', and '4. User Remarks', with the fourth step being the active one.

Menu [Log Off](#)

1. Update Registration Details > 2. Update Registration Field > 3. Filing Period > 4. User Remarks

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Standard Taxable Period 2019

Remarks

Company's new policy

[Cancel](#) [Previous](#) [Submit](#)

14. Finished. Once your application has been approved, you will receive your letter of approval via TAP.

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[Print Acknowledgement Receipt](#)

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**MLS**

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**Navigation**

[My Accounts](#)  
Act: 000177209344  
[Update Registration Details Request](#)

You have submitted your request to update your "Filing Frequency" **successfully**.  
Your request has been received and is pending for processing.

Submitted Date 30-Oct-2017 09:54:00  
Acknowledgement Receipt No. 1-562-643-328

For further information and inquiries please visit our website [www.gst.customs.gov.my](http://www.gst.customs.gov.my) or contact us at 03-78067200/ 1300-888-500.  
Please print a copy of this receipt for your records by using the "Print Acknowledgment Receipt" button above.

[OK](#) [Printable View](#)