

Personal Tax e-Filing Checklist

1. Obtaining First Time Login Password

- IC Number
- Current correspondence address
- Contact number
- Occupation
- Company's name, address and registration number
- Scanned or photo of the front of your IC
- Business owner: All information related to your SSM registered business, including EPF & SOCSO registration number
- Business owner: Company's tax agency and registration number
- Record down the given Application Number / No. Permohonan.
- Check status to obtain your pin number and reference number (After 2-3 days)
- Once you have successful log in, change your password

2. Guide for e-Filing

- Personal Data: Name, IC & Income tax number will be automatically filled out. Do check if the information is correct
- You will enjoy tax exemption under Section 127(3)(b) or 127(3A) Income Tax Act 1967, and if you have been given an approval letter by the State government or Minister
- Proceeds from sales of real estate will be subjected to the RPGT tax (If applicable)
- Bank account number (If you have paid more than the actual tax amount, your tax return will be transferred to you)
- Name, IC number and date of birth of your spouse
- EA form and all relevant documents if you have other income source.
- Ensure you retain ALL receipts for the tax reliefs you are entitled for tax deduction for at least 7 years. List of tax reliefs can be found here
- Save or print all PDF documents after submitting your tax filing for safe keeping. Full list of tax relief can be found at <http://www.hasil.gov.my/> => Individual => Tax relief
- If you need to make your tax payment, go to <https://byrhasil.hasil.gov.my/> or head to any participating banks.