



User Manual

e-Daftar (ED) Module

UM/SA03-01-00/ED

e-Kemaskini - Individual

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HITS PROJECT



RESTRICTED

Document Administration

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1.0 INTRODUCTION

1.1. *E-DAFTAR*

e-Daftar module is one of the modules in e-Apps. This module is about taxpayers who want to register as taxpayers online. There are several types of taxpayers that can be registered in this module. File type is the code used to distinguish the types of taxpayers when generating income tax file number. Below are the types of taxpayers who are allowed to register on the *e-Daftar* module:

- Individual
- Company
- Employer
- Association
- Partnership
- Limited Liability Partnership
- Co-operative Society
- Trust Body
- Unit Trust/ Property Trust
- Real Estate Investment Trust/ Property Trust Fund
- Business Trust

This document is one of the guideline documentation on how to operate this *e-Daftar* module. There are two series of documentation that users need to read:

- UM/SA01-01-00 – Access to MyTax
- UM/SC03-00-00/ED – Navigate *e-Kemaskini*

This is a document for 'UM/SA03-00-00/ED – Navigate *e-Kemaskini*'

1.2. OBJECTIVES

This user manual will enable the user to:

- a. Update Individual Information
- b. Update Company Information

2.0 STEPS

2.1. NAVIGATE TO *E-KEMASKIN*/LANDING PAGE

Go to <https://mytax-dev.hasil.gov.my/web/>

- i. Log in to the system as shown below



No.	Field Name/ Menu	Action	Remarks
1.	Please choose ID Type	Select dropdown list	This field is mandatory to be selected Below are available choices: • Identification Card No. • Passport No. • Army No. • Police No
2.	New Identification No.		Insert a valid identification no.
3.	Submit Button	Click this button	System will check in database and display area to insert password



No.	Field Name/ Menu	Action	Remarks
1.	Please enter password	Fill in text	This field is mandatory to key in the password
2.	Login Button	Click this button	System will verify the account and redirect to Main Page
3.	Back Button	Click this button	System will go the previous screen
4.	Forgot Password Button	Click this button	System will redirect to page Forgot Password

- ii. In the main page, to go to e-Kemaskini page, user must click on menu **ezHasil Services**, then select **e-Kemaskini** sub menu and then select **Taxpayer**.
- iii. System will display page e-Kemaskini Individual or e-Kemaskini Company based on login ID used.



2.2. UPDATE INDIVIDUAL INFORMATION

From search screen above, the following screen will be displayed if inserted reference number is valid and registered with LHDN.

2.2.1. Part A: Basic Particulars

[illegible]

No.	Field Name/ Menu	Action	Remarks
1.	Editable field in Correspondance Address and Residential Address.	Update information.	Only editable fields are allowed to be updated in <i>e-Kemaskini</i> .
2.	Next button.	Click on this button.	System will display PART B: PARTICULARS OF EMPLOYMENT section.

[illegible][illegible]

The screenshot shows a web application interface for 'HITS - PARTICULARS OF EMPLOYMENT'. On the left is a sidebar menu with options like 'Particulars of Business', 'Particulars of Employer', and 'Particulars of Employee'. The main area contains a form with several input fields and buttons. A red box with the number '2' is placed over the 'Add Employment' button at the bottom right of the form.

No.	Field Name/ Menu	Action	Remarks
1.	Pencil Icon	Click on this icon.	System will populate the information into the following textbox accordingly: To Update Employment
2.	Add Employment button	Click on this button.	System will populate the 'Add Employment' text box.
3.	Next button	Click on this button.	System will display PART C: PARTICULARS OF BUSINESS section.
4.	Back button	Click on this button.	System will display Part A: BASIC PARTICULARS section.

2.2.3. Part C: Particulars of Business

Upon clicking on 'Next' button in Particulars of Employment or by clicking on Particulars of Business, the following page will be displayed:

e-Kemaskini Individual

1. Personal Information 2. Business Information 3. Particulars of Business

PART C: PARTICULARS OF BUSINESS

List of Business (0)

Name of Business	Business Registration Number	Action
WATSON'S GUNPA Sdn Bhd	1100088420	

 Get More Info

 Data  Next

5 4

PART C: PARTICULARS OF BUSINESS

List of Business (0)

Name of Business	Business Registration Number	Action
WATSON'S GUNPA Sdn Bhd	1100088420	

1.1

Name of Business :

Business Registration Number :

Business Status :

Incorporation/Date of Incorporation :

Date of Business Start :

Address of Business Premises :

City :

State :

Postcode :

 

No.	Field Name/ Menu	Action	Remarks
1.	Pencil Icon	Click on this icon.	System will populate the information into the following textbox accordingly: To Update Business. (1.1)
2.	Add Business button	Click on this button.	System will populate the 'Add Business' textbox. (2.1)
3.	Check button	Click on this button.	System will check if the business entered is already exist. If it does not exist, user will have to fill the generated field to add new business and click the 'Add Business' (3.1) button to save.
4.	Next button	Click on this button.	System will display PART D: PARTICULARS OF SPOUSE section.
5.	Back button	Click on this button.	System will display Part B: PARTICULARS OF EMPLOYMENT section.

2.2.4. Part D: Particulars of Spouse

Upon clicking on 'Next' button in Particulars of Business or by clicking on Particulars of Spouse, the following page will be displayed:

e-Kemaskini Individual

1. Information 2. Spouse Information 3. Closing & Submit

PART D: PARTICULARS OF SPOUSE

List of Spouse (0)

Name of Spouse	Identification Number	Marriage Status	Action
WONG SENG SENG GUAN	90 00000000	WIDOWED	 1
WONG SENG SENG GUAN	90 00000000	WIDOWED	 2

3. Add Spouse 4. Back 5. Next

1.1

Type of Identification Number: 900000000000

Spouse's Full Name:

Name of Spouse:

Marriage Status: Date of Marriage:

2.1

Type of Identification Number:

Spouse's Full Name:

Name of Spouse:

Marriage Status:

No.	Field Name/ Menu	Action	Remarks
1.	Pencil Icon	Click on this icon.	System will populate the information into the following textbox accordingly: This data will be populated to update the spouse. (1.1)
2.	Add Spouse button	Click on this button.	System will populate the information into the following textbox accordingly: To Add Spouse. (2.1)
3.	Next button	Click on this button.	System will display PART E: PARTICULARS OF CHILDREN section.
4.	Back button	Click on this button.	System will display Part C: PARTICULARS OF BUSINESS section.

2.2.5. Part E: Particulars of Children

Upon clicking on 'Next' button in Particulars of Spouse or by clicking on Particulars of Children, the following page will be displayed:

e-Kamaskini Individual

Part E: PARTICULARS OF CHILDREN

Child's Name	Identification Number	Date of Birth	Action
JOHN OF AMAR	123456789	12/12/2000	
JENNIFER OF AMAR	987654321	01/01/2001	

Buttons: Add (4), Next (3), Add New (2)

e-Kamaskini Individual

Part E: PARTICULARS OF CHILDREN

Child's Name	Identification Number	Date of Birth	Action
JOHN OF AMAR	123456789	12/12/2000	
JENNIFER OF AMAR	987654321	01/01/2001	

Buttons: Add (1.1), Next, Add New

e-Kamaskini Individual

Part E: PARTICULARS OF CHILDREN

Child's Name	Identification Number	Date of Birth	Action
JOHN OF AMAR	123456789	12/12/2000	
JENNIFER OF AMAR	987654321	01/01/2001	

Buttons: Add (2.1), Next, Add New

No.	Field Name/ Menu	Action	Remarks
1.	Pencil Icon	Click on this icon.	System will populate the information into the following textbox accordingly: This data will be populated to Update Child. (1.1)
2.	Add Child button	Click on this button.	System will populate the information into the following textbox accordingly: To Add Child. (2.1)
3.	Next button	Click on this button.	System will display PART F : PARTICULARS OF LEGAL REPRESENTATIVE (MOTHER/ FATHER/ GUARDIAN) section.
4.	Back button	Click on this button.	System will display Part D: PARTICULARS OF SPOUSE section.

2.2.6. Part F: Particulars of Legal Representative (Mother/ Father/ Guardian)

Upon clicking on 'Next' button in Particulars of Children or by clicking on Particulars of Legal Representative (Mother/ Father/ Guardian), the following page will be displayed:

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Legal Representative (Mother/ Father/ Guardian).	N/A	These fields will be displayed in view mode only.
2.	Next button	Click on this button.	System will display PART G : PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON section.
3.	Back button	Click on this button.	System will display Part E: PARTICULARS OF CHILDREN section.

2.2.7. Part G: Particulars of Administrator of The Estate or Legal Representative of The Deceased Person

Upon clicking on 'Next' button in Particulars of Legal Representative (Mother/ Father/ Guardian) or by clicking on Particulars of Administrator of The Estate or Legal Representative of The Deceased Person, the following page will be displayed:

e-Kemaskini Individual

1. The Information 2. Update Information 3. Checking & Submit

Part G: PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON

Name

Identification Card Number

Passport Number

Legal Representative's Address

Postcode

City

State

Country

Phone Number

Mobile Number

Email

Back Next

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Administrator of The Estate or Legal Representative of The Deceased Person.	N/A	These fields will be displayed in view mode only.

No.	Field Name/ Menu	Action	Remarks
2.	Next button	Click on this button.	System will display PART H : PARTICULARS OF TAX AGENT section.
3.	Back button	Click on this button.	System will display Part F: PARTICULARS OF LEGAL REPRESENTATIVE (MOTHER/ FATHER/ GUARDIAN) section.

2.2.8. Particulars of Tax Agent

Upon clicking on 'Next' button in Particulars of Administrator of The Estate or Legal Representative of The Deceased Person or by clicking on Tax Agent, the following page will be displayed:

No.	Field Name/ Menu	Action	Remarks
1.	Particulars of Tax Agent Information.	N/A	These fields will be displayed in view mode only.
2.	Next button	Click on this button.	System will display DECLARATION section.

No.	Field Name/ Menu	Action	Remarks
3.	Back button	Click on this button.	System will display PART G: PARTICULARS OF ADMINISTRATOR OF THE ESTATE OR LEGAL REPRESENTATIVE OF THE DECEASED PERSON section.

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No.	Field Name/ Menu	Action	Remarks
1.	Declarer Option	Click on declarer radio button.	To declare that all information is correct
2.	Signature button	Click on this button.	System will update the inserted information and display the following alert.  Otherwise, System will display required field alert at the respective mandatory field.
3.	Cancel button	Click on this button.	System will delete Identification Card Number in the field.

2.3. UPDATE COMPANY INFORMATION

From the search screen, the following screen will be displayed if inserted reference number is valid and registered with LHDN.

2.3.1. Part A: Particulars of Company

e-Kemaskini Company

1 File Information 2 Company Information 3 Company & Sales

NOTE: (PARTICULARS OF COMPANY)

1

2

2

No.	Field Name/ Menu	Action	Remarks
3.	Editable field in Correspondence Address and Address of Business Premise.	Insert update information.	Only editable fields are allowed to be updated in e-Kemaskini.
4.	Next button.	Click on this button.	System will display PART B: PARTICULARS OF DIRECTORS section.

2.3.2. Part B: Particulars of Directors

Upon clicking on 'Next' button in Basic Particulars or by clicking on Particulars of Directors, the following page will be displayed.

The screenshot shows the 'e-Kemaskini Company' interface. On the left is a sidebar menu with the following items: 'Particulars of Company', 'Particulars of Directors' (highlighted), 'Particulars of Employees', 'Site Admin', and 'Declaration'. The main content area is titled 'PART B: PARTICULARS OF DIRECTORS'. It features a table with the following columns: 'Name of Director', 'Identification Number', and 'Action'. The table contains several rows of data. Below the table, there is a modal form for adding a new director, titled 'ADD NEW PARTICULARS OF DIRECTORS'. The form includes fields for 'Name of Director', 'Identification Number', 'Address of Director', 'Residence of Director', 'Phone Number', 'Mobile Phone Number', 'Email', and 'Remarks'. There are also buttons for 'Save' and 'Cancel'.

No.	Field Name/ Menu	Action	Remarks
5.	Eye Icon	Click on this icon.	System will populate the information into the following textbox accordingly: This data will be populated in view mode only.
6.	X button	Click on this button.	System will close the populated information from textbox.
7.	Next button	Click on this button.	System will display PART C: PARTICULARS OF EMPLOYER section.
8.	Back button	Click on this button.	System will display Part A: PARTICULARS OF COMPANY section.

2.3.3. Part C: Particulars of Employer

Upon clicking on 'Next' button in Particulars of Directors or by clicking on Particulars of Employer, the following page will be displayed:



No.	Field Name/ Menu	Action	Remarks
1.	File Registration of Employer Information.	N/A	These fields will be displayed in view mode only.
2.	Next button	Click on this button.	System will display PARTICULARS OF TAX AGENT section.
3.	Back button	Click on this button.	System will display PART C: PARTICULARS OF DIRECTORS section.

2.3.4. Particulars of Tax Agent

Upon clicking on 'Next' button in Particulars of Employer or by clicking on Particulars of Tax Agent, the following page will be displayed:

No.	Field Name/ Menu	Action	Remarks
4.	Particulars of Tax Agent Information.	N/A	These fields will be displayed in view mode only. 'No Information' will be displayed if there is no information about the tax agent.
5.	Next button	Click on this button.	System will display DECLARATION section.
6.	Back button	Click on this button.	System will display PART C: PARTICULARS OF EMPLOYER section.

2.3.5. Declaration

Upon clicking on 'Next' button in Particulars of Tax Agent or by clicking on Declaration, the following page will be displayed:

No.	Field Name/ Menu	Action	Remarks
4.	Declarer Option	Click on declarer radio button.	System will display the information of declarer accordingly based on selected radio button.
5.	Cancel button	Click on this button.	System will erase the Identification Card Number section.
6.	Signature button	Click on this button.	System will update the inserted information and display the following alert.  Otherwise, System will display required field alert at the respective mandatory field.

END OF DOCUMENT