



User Manual
e-SPC (ES) Module
UM/SA02-00-00/ES
Navigate e-SPC Module

LEMBAGA HASIL DALAM NEGERI MALAYSIA
HITS PROJECT



RESTRICTED

Document Administration

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1.0 INTRODUCTION

1.1. E-SPC

This module is to enable employer to apply for Tax Clearance Letter for their employee electronically. For Individual taxpayer, employer is required to submit a leaver notification using CP22A/ CP22B and CP21 form. For Company, form CP7 must be submitted to enable SPC being issued.

- i. CP22 A (*Pemberitahuan Pemberhentian Kerja Swasta*)
 - a. *Butir-butir Pekerja Yang Berhenti Kerja/ Bersara/ Meninggal Dunia*
 - b. *Butir-butir Saraan*
 - c. *Butir-butir Pendapatan Yang Belum Dilaporkan*
 - d. *Butir-butir Lain*
 - e. *Akuan Pegawai Yang Diberi Kuasa*
- ii. CP22 B (*Pemberitahuan Pemberhentian Kerja Agensi Kerajaan*)
 - a. *Butir-butir Pekerja Yang Berhenti Kerja/ Bersara/ Meninggal Dunia*
 - b. *Butir-butir Saraan*
 - c. *Butir-butir Pendapatan Yang Belum Dilaporkan*
 - d. *Butir-butir Lain*
 - e. *Akuan Pegawai Yang Diberi Kuasa*
- iii. CP 21 (*Pemberitahuan Oleh Majikan Bagi Pekerja Yang Hendak Meninggalkan Malaysia*)
 - a. Particulars of The Employee Who Will Be Leaving Malaysia
 - b. Remuneration Details
 - c. Income of Preceding Years Not Declared
 - d. Other Particulars
 - e. Supported Documents
 - f. Declaration by Authorise Officer
- iv. CP7 (*Penyata Untuk Memohon SPC Bagi Syarikat Yang Tidak Aktif*)
 - a. *Kategori Pembubaran Syarikat*
 - b. *Pengesahan Maklumat*
 - c. *Akuan Pegawai Yang Diberi Kuasa*
- v. CP7C (*Penyata Untuk Memohon SPC Bagi Syarikat*)
 - a. *Kategori Pembubaran Syarikat*
 - b. *Pengesahan Maklumat*
 - c. *Dokumen Sokongan*
 - d. *Akuan Pegawai Yang Diberi Kuasa*
- vi. CP7PT (*Penyata untuk Memohon SPC bagi Perkongsian Liabiliti Terhad*)
 - a. *Kategori Pembubaran Syarikat*
 - b. *Pengesahan Maklumat*

- c. *Akuan Pegawai Yang Diberi Kuasa*
- vii. *CP7LE (Penyata untuk Memohon SPC bagi Entiti Labuan)*
 - a. *Kategori Pembubaran Syarikat*
 - b. *Pengesahan Maklumat*
 - c. *Dokumen Sokongan*
 - d. *Akuan Pegawai Yang Diberi Kuasa*

This document is one of the guideline documentation on how to operate this e-SPC module.

There are two series of documentation that users need to read:

- UM/SA01-01-00 – Access to MyTax
- UM/SA02-00-00/ES – Navigate e-SPC Module

This is a document for 'UM/SA02-00-00/ES – Navigate e-SPC Module'

1.2. OBJECTIVES

This user manual will enable the user to:

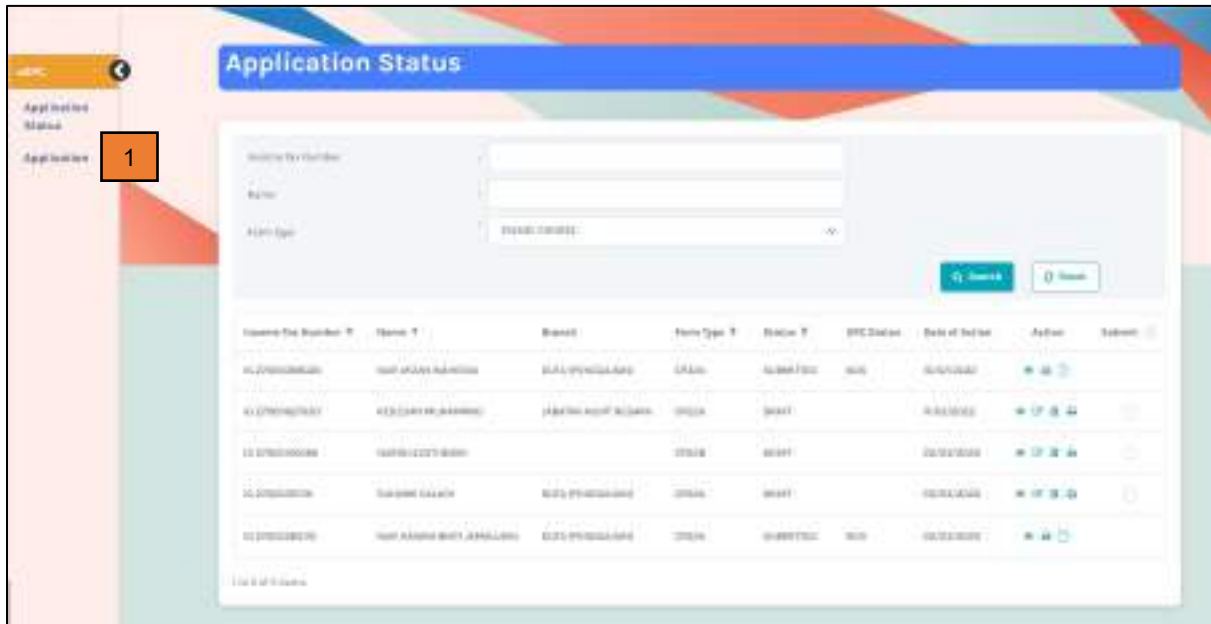
- a. Register CP21, CP22A, CP22B
- b. Register CP7, CP7 (C), CP7(LE), CP7(PT)
- c. Search, View, Update, Delete and Print
- d. View SPC Status, SPC Letter.

2.0 STEPS FOR CP21, CP22A AND CP22B INDIVIDUAL REGISTRATION

2.1. REGISTRATION CP21

In these steps, user will be able to register SPC for Individual.

- i. To register new SPC, navigate to the eSPC Application page.

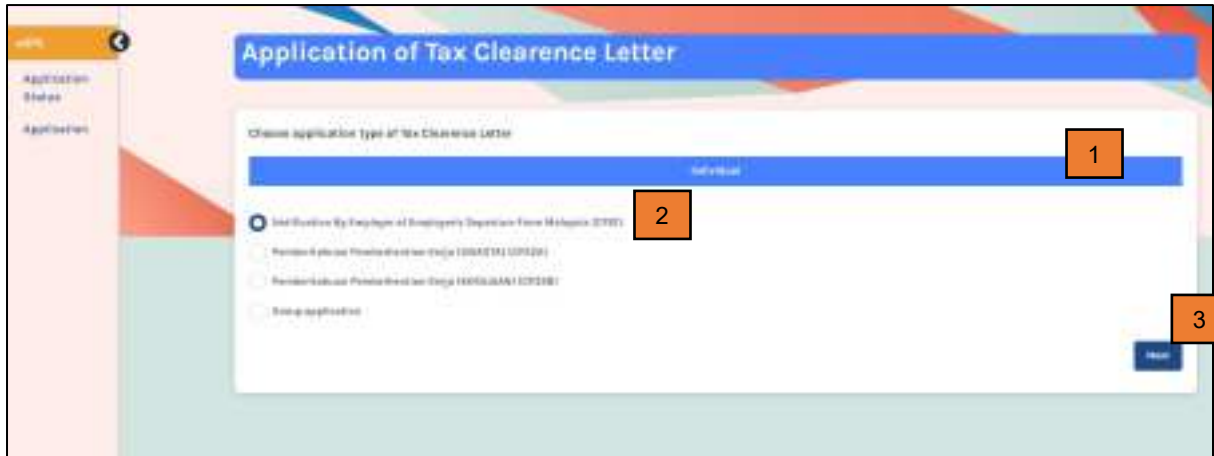


No.	Field Name/ Menu	Action	Remarks
1.	Application	Navigate to left side menu, Application	Application of Tax Clearance Letter page is displayed.

- ii. Application of Tax Clearance Letter page will be displayed.



- iii. From screen below, select Notification by Employer of Employee's Departure from Malaysia (CP21).



No.	Field Name/ Menu	Action	Remarks
1.	Individual		Three (3) types of tax clearance letter under Individual are displayed.
2.	Radio button – CP21	Select CP21.	
3.	Next button	Click on this button.	CP21 form is displayed.

Notification By Employer of Employee's Departure From Malaysia (CP21)

[SUBSECTION 83(4) INCOME TAX ACT 1987]
This form is prescribed under section 152 of the Income Tax Act 1967

This notification form, which is to be submitted to the Inland Revenue Board of Malaysia (IRB),
 • must be filed 30 days before the expected date of departure from Malaysia.

Employer's information

Employer's name: MALU ENTERPRISE

Employer's number: 300092504

Employer's telephone number: 603-20041200

Employer's address: 7000, 05000, 11000, 12000, 13000, 14000, 15000, 16000, 17000, 18000, 19000, 20000, 21000, 22000, 23000, 24000, 25000, 26000, 27000, 28000, 29000, 30000, 31000, 32000, 33000, 34000, 35000, 36000, 37000, 38000, 39000, 40000, 41000, 42000, 43000, 44000, 45000, 46000, 47000, 48000, 49000, 50000, 51000, 52000, 53000, 54000, 55000, 56000, 57000, 58000, 59000, 60000, 61000, 62000, 63000, 64000, 65000, 66000, 67000, 68000, 69000, 70000, 71000, 72000, 73000, 74000, 75000, 76000, 77000, 78000, 79000, 80000, 81000, 82000, 83000, 84000, 85000, 86000, 87000, 88000, 89000, 90000, 91000, 92000, 93000, 94000, 95000, 96000, 97000, 98000, 99000, 00000

A. Particulars of The Employee Who Will Be Leaving Malaysia

B. Particulars of Remuneration

C. Income of Preceding Years Not Declared

D. Other Particulars


E. Supported Document

F. Declaration By Authorised Officer

No.	Field Name/ Menu	Action	Remarks
1.	Employer's Information	Insert updated information.	System will populate the employer information accordingly. Employer's telephone number, email, and address are prefilled (if any) and editable.
2.	CP21 subsection	Insert information.	System will only allow to fill in the next subsection once the previous subsection is completed.


2.1.1. Part A: Particulars of The Employee Who Will Be Leaving Malaysia

No.	Field Name/ Menu	Action	Remarks
1.	a. Identification Type	Select identification type.	
	b. Identification/Passport Number	Fill in valid identification/passport number.	System will populate the taxpayer information accordingly.

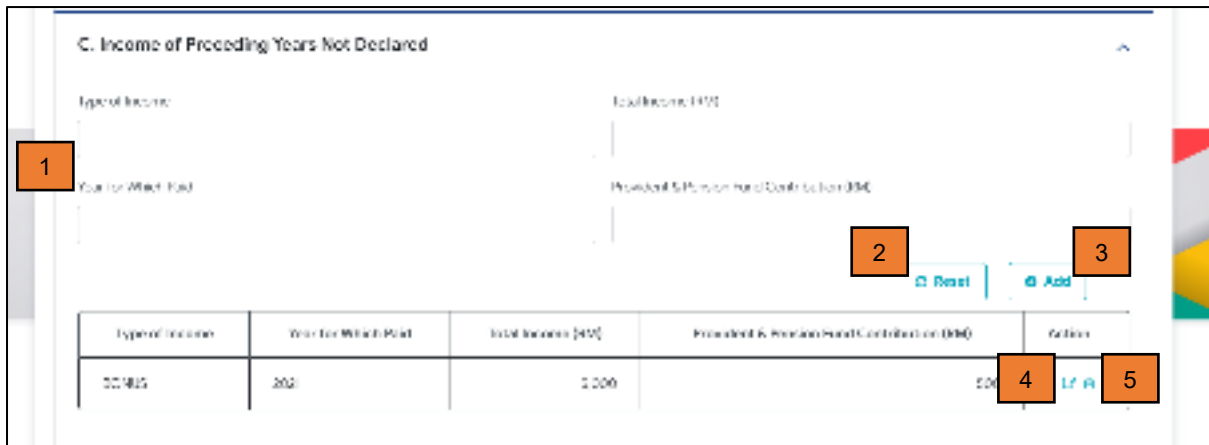
No.	Field Name/ Menu	Action	Remarks
			Information is editable except for taxpayer full name and income tax number.
	a. Date of Commencement of Employment b. Expected Date to Leave Malaysia c. Citizen d. Date of Birth e. Nature of Employment f. Employee's Telephone Number g. Employee's Email h. Current address of employee i. Reason for departure	Insert or select any fields if necessary. Insert address line 1 because it is mandatory fields. Others depend on the selection.	These fields are mandatory to be filled in. If Overseas checkbox is checked, the state field will be hidden and the country field needs to select. If Overseas checkbox is unchecked, city, state and country fields will be disabled and the postcode field is mandatory to be inserted. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state. If expected date of return is entered, the date must be larger than expected date to leave Malaysia.
2.	Save button	Click on this button. This is mandatory action.	Record will be saved. The following message will be displayed.  Reset button will be hidden.
3.	Reset button	Click on this button.	System will clear all the inserted information.






2.1.2. Part B: Particulars of Remuneration


The screenshot shows a web form titled "B. Particulars of Remuneration". It includes a list of items with corresponding "From", "Until", and "RM" fields. A red box labeled "1" is positioned over the "RM" column header. A red box labeled "2" is positioned over the "Save" button at the bottom center of the form.

No.	Field Name/ Menu	Action	Remarks
1.	a. From b. Until c. RM	Fill in the information.	Date Until must be larger than date From. RM fields will not calculate the cent value. Date From, Until and RM must be completely filled in. Else, system will display following message. 
2.	Save button	Click on this button. This is mandatory action.	System will save the information.

2.1.3. Part C: Income of Preceding Years Not Declared




No.	Field Name/ Menu	Action	Remarks
1.	a. Type of Income b. Year for Which Paid c. Total Income (RM) d. Provident & Pension Fund Contribution (RM)	Fill in the information.	Cent values will not be calculated for Total Income (RM) and Provident & Pension Fund Contribution (RM) fields.
2.	Reset button	Click on this button.	System will clear all the inserted information.
3.	Add button	Click on this button.	Record will be added. The following message will be displayed. 
4.		Click on this icon.	 a. Reset: System will clear all the inserted information. b. Update: Record will be updated. The following message will be displayed. 
5.		Click on this icon.	The record will be deleted.

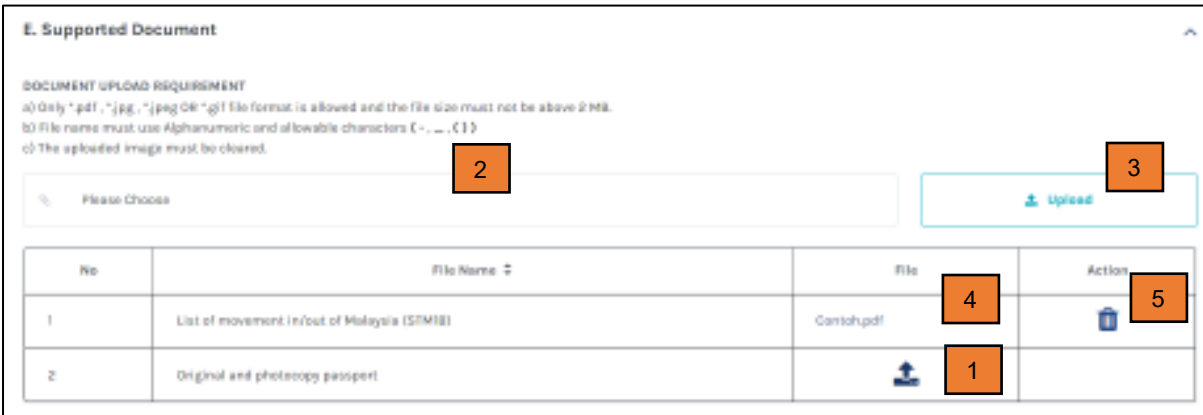
No.	Field Name/ Menu	Action	Remarks
			The following message will be displayed. 




2.1.4. Part D: Other Particulars



No.	Field Name/ Menu	Action	Remarks
1.	Other Particulars	Fill in the information.	Cent value will not be calculated for Employee contributions to Employee Provident Fund or any approved fund field.
2.	Save button	Click on this button. This is mandatory action.	Record will be saved. The following message will be displayed. 

2.1.5. Part E: Supported Document



No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display Please Choose box.
2.	Please Choose	Click on this box.	Select the appropriate document from computer. The document name will display in the box. Ensure the file names do not include any special characters and the file size does not exceed 3 MB and must be in .pdf, .jpg, .jpeg or .gif file format only.
3.	Upload button	Click on this button.	File will be uploaded and saved. The following message will be displayed. 
4.	File uploaded	Click on the file name.	File will be downloaded.
5.		Click on this icon.	System will delete the uploaded file.

2.1.6. Part F: Declaration by Authorised Officer

F. Declaration By Authorise Officer

Name: MOHD KHAIROL IMRAN BIN MOHD ALI

Designation:

Employer's Name: MALIK ENTERPRISE

Date: 13/11/2022

Note:
This declaration must be made by the employer in accordance with the category of employer as provided under sections 66 to 76 and section 86 of the Income Tax Act 1967

MOHD KHAIROL IMRAN BIN MOHD ALI declare that the information provided in this form is true, correct and complete.




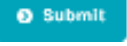



Updated Date: 13/11/2022


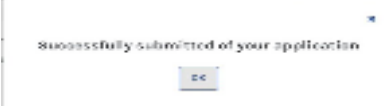



Signature

Reference Number:

Password:

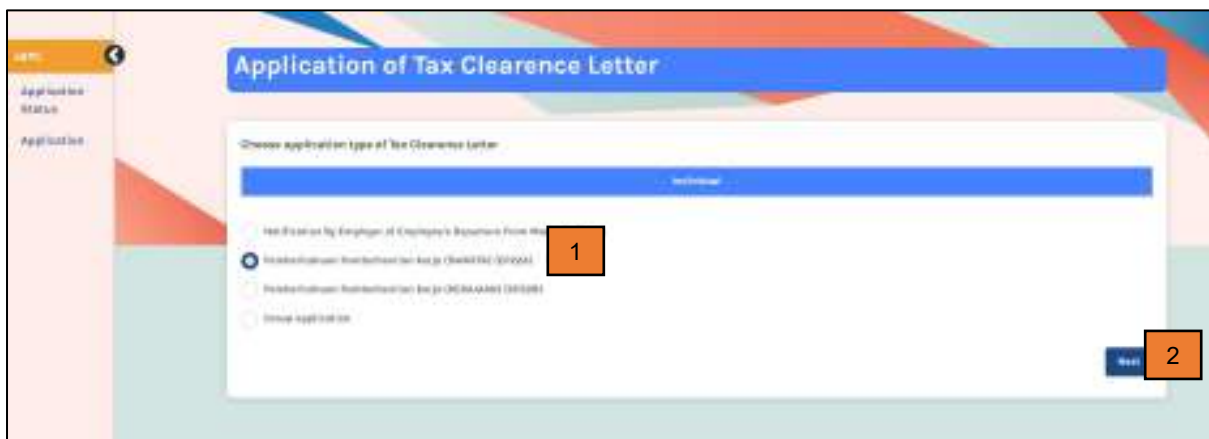
No.	Field Name/ Menu	Action	Remarks
1.	Name		System will populate based on MyTax user login.
2.	Jawatan	Fill in the information.	

No.	Field Name/ Menu	Action	Remarks
3.	<i>Nama Majikan</i>		System will populate based on No Majikan keyed in earlier user login.
4.	<i>Tarikh</i>		System will populate based on current date.
5.	Save button 	Click on this button.	Record will be saved. The following message will be displayed. 
6.	Back button 	Click on this button.	System will navigate to Application Status screen.
7.	Submit Button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
8.	Sign and Submit button 	Click on this button	System will pop up a new window for user to key in Reference Number and Password. 
9.	Reference Number and Password	Fill in the information	Be sure to key in the correct identification/ passport number and password.

No.	Field Name/ Menu	Action	Remarks
10.	Signature button 	Click on this button	If the information keyed in is correct, form will be submitted and the following message will be displayed.  Else, system will display following message. 
11.	Cancel button 	Click on this button.	System will reset reference number and password keyin.
12.	 icon	Click on this icon.	System will close popup window.

2.2. REGISTRATION CP22A

i. From screen below, select *Pemberitahuan Pemberhentian Kerja (SWASTA)(CP22A)*.



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP22A	Select CP22A.	
2.	Next button	Click on this button.	CP22A form is displayed.

Pemberitahuan Pemberhentian Kerja (SWASTA) (CP22A)

[SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967]

Sebelum memulakan permohonan ini, anda perlu memeriksa maklumat berikut: Hasil Kerja Majikan (RUKM) • Kelengkapan maklumat 20 hari sebelum tarikh pemberhentian berdasarkan pemberitahuan • Untuk maklumat lebih lanjut mengenai prosedur ini, sila rujuk maklumat berikut: [www.lipis.gov.my](#)

1 Maklumat Majikan

Kod Pengiraan: (Akaun Majikan)

No. Pendaftaran:

No. Telefon Majikan: MALAYSIA CODE:

E-mel:

Jumlah: Sisa:

Wujud: Tidak:

2

A. Butir - Butir Pekerjaan Yang Berhenti Kerja / Bersara / Meninggal Dunia

B. Butir - Butir Saraan

C. Butir - Butir Pendapatan Yang Belum Dilaporkan


D. Butir - Butir Lain

E. Akaun Pekerjaan Yang Diberi Kuasa

No.	Field Name/ Menu	Action	Remarks
1.	<i>Maklumat Majikan</i>	Insert updated information.	System will populate the employer information accordingly. Employer's telephone number, email, and address are prefilled (if any) and editable.
2.	CP22A subsection	Insert information.	System will only proceed to the next subsection once the previous subsection is completed.

2.2.1. Part A: Butir – Butir Pekerja Yang Berhenti Kerja/ Bersara/ Meninggal Dunia

No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Jenis Pengenalan</i>	Select identification type.	
	b. <i>No Pengenalan/ Pasport</i>	Fill in valid identification/passport number.	<p>System will populate the taxpayer information accordingly.</p> <p>Information is editable except for taxpayer full name and income tax number.</p>
	c. <i>Tarikh Mula Bekerja</i>	Insert or select any fields if necessary.	These fields are mandatory to be filled in.

No.	Field Name/ Menu	Action	Remarks
	d. <i>Sebab Pemberhentian Kerja</i> e. <i>Tarikh Lahir</i> f. <i>Jenis Persaraan</i> g. <i>Taraf Perkahwinan</i> h. <i>No Telefon</i> i. <i>E-mel</i> j. <i>Alamat Surat-Menyurat Terkini</i>	Insert address line 1 because it is mandatory fields. Others depend on the selection.	If Overseas checkbox is checked, the state field will be hidden and the country field needs to be selected. If Overseas checkbox is unchecked, city, state and country fields will be disabled and the postcode field is mandatory to be inserted. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state. Date will be required once <i>Sebab Pemberhentian Kerja</i> field is selected. If <i>Sebab Pemberhentian Kerja</i> is <i>Kematian</i> , <i>Maklumat Wakil Sah</i> field will be displayed. This field is optional to be fill in. If <i>Taraf Perkahwinan</i> is <i>Berkahwin</i> , <i>Maklumat Pasangan</i> field will be displayed. This field is optional to be fill in.
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	Record will be saved. The following message will be displayed.  <i>Semula</i> button will be hidden.
3.	<i>Semula</i> button	Click on this button.	System will clear all the inserted information.

2.2.2. Part B: *Butir – Butir Saraan*







The screenshot shows a web-based form for 'Butir – Butir Saraan'. The form has a header section with a title and a description. Below this is a table with columns for 'Dari', 'Hingga', and 'RM'. The table contains several rows of data, each with a description of an item and its corresponding values in the columns. At the bottom of the table, there is a 'Jumlah' field. A red box labeled '1' highlights the 'Hingga' and 'RM' columns, and a red box labeled '2' highlights the 'Jumlah' field.


No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Dari</i> b. <i>Hingga</i> c. RM	Fill in the information.	Date Until must be larger than date From. RM fields will not calculate the cent value. Date <i>Dari</i> , <i>Hingga</i> and RM must be completely filled in. Else, system will display following message. <div style="border: 1px solid red; background-color: red; color: white; padding: 2px; display: inline-block;"> ❗ Sila lengkapkan tarikh dari, tarikh hingga dan jumlah </div>

No.	Field Name/ Menu	Action	Remarks
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	System will save the information.

2.2.3. Part C: Butir – Butir Pendapatan Yang Belum Dilaporkan




No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Jenis Pendapatan</i> b. <i>Tahun Diperoleh</i> c. <i>Jumlah Pendapatan (RM)</i> d. <i>Caruman KWSP Pekerja (RM)</i>	Fill in the information.	Cent values will not be calculated for <i>Jumlah Pendapatan (RM)</i> and <i>Caruman KWSP Pekerja (RM)</i> fields.
2.	<i>Semula</i> button	Click on this button.	System will clear all the inserted information.
3.	<i>Tambah</i> button	Click on this button.	System will display following message. 
4.		Click on this icon.	  a. <i>Semula</i> : System will clear all the inserted information. b. <i>Kemaskini</i> : Record will be updated. The following message will be displayed. 
5.		Click on this icon.	Record will be deleted.

No.	Field Name/ Menu	Action	Remarks
			<p>The following message will be displayed.</p> 

2.2.4. Part D: Butir – Butir Lain



No.	Field Name/ Menu	Action	Remarks
1.	<i>Butir-Butir Lain</i>	Fill in the information.	Cent value will not be calculated for <i>Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan</i> field.
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	<p>Record will be saved.</p> <p>The following message will be displayed.</p> 

2.2.5. Part E: *Akuan Pegawai Yang Diberi Kuasa*

E. Akuan Pegawai Yang Diberi Kuasa

Nama : MOHD KHAIRUL IMRAN BIN MOHD ALI 1

Jawatan : 2

Nama Majikan : MALDO ENTERPRISE 3

Tarikh : 12/11/2022 4

Nota :
 Pengakuan ini perlu dibuat oleh majikan mengikut kategori majikan selaras dengan peruntukan seksyen 70 dan seksyen 66 Akta Cukai Pendapatan 1967

5
Simpan

6
Kembali
Hantar
7

Saya MOHD KHAIRUL IMRAN BIN MOHD ALI dengan ini mengakukan bahawa maklumat yang diberikan dalam borang ini adalah benar, betul dan lengkap.

Tarikh Kemaskini: 12/11/2022

Tandatangan dan Hantar 8








Tandatangan






Nombor Rujukan : 9

Kata Laluan : 12

10
Tandatangan
Batal
11

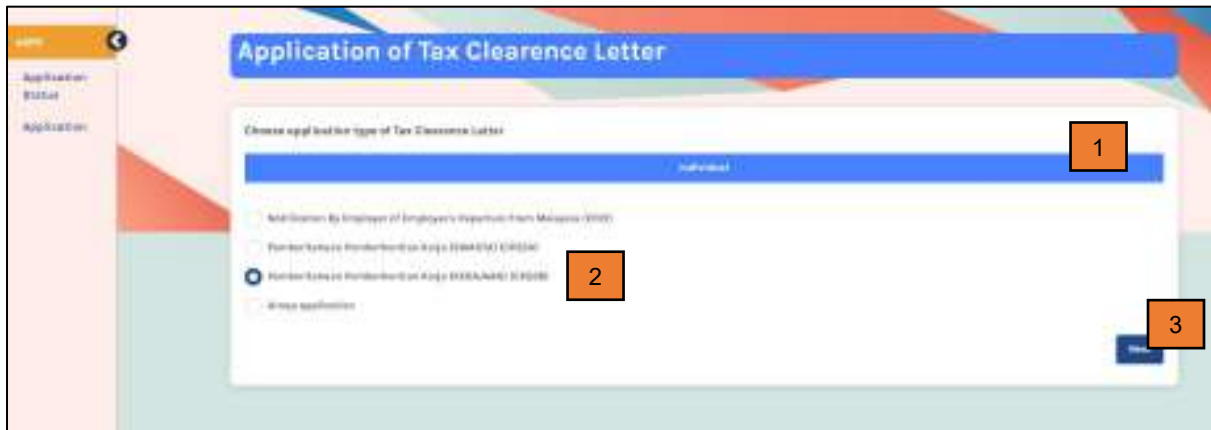
No.	Field Name/ Menu	Action	Remarks
1.	Name		System will populate based on MyTax user login.
2.	<i>Jawatan</i>	Fill in the information.	

No.	Field Name/ Menu	Action	Remarks
3.	<i>Nama Majikan</i>		System will populate based on <i>No Majikan</i> keyed in earlier user login.
4.	<i>Tarikh</i>		System will populate based on current date.
5.	<p><i>Simpan</i> button</p> 	Click on this button.	<p>Record will be saved.</p> <p>The following message will be displayed.</p> 
6.	<p><i>Kembali</i> button</p> 	Click on this button.	System will navigate to Application Status screen.
7.	<p><i>Hantar</i> button</p> 	Click on this button.	<p>System will pop up a window for user to declare that all the information given in this form is true, correct and complete.</p> 
8.	<p><i>Tandatangan dan Hantar</i> button</p> 	Click on this button	<p>System will pop up a new window for user to key in <i>Nombor Rujukan</i> and <i>Kata Laluan</i>.</p> 
9.	<i>Nombor Rujukan dan Kata Laluan</i>	Fill in the information	Be sure to key in the correct identification/ passport number and password.

No.	Field Name/ Menu	Action	Remarks
10.	<p><i>Tandatangan</i> button</p> 	Click on this button	<p>If the information keyed in is correct, form will be submitted and the following message will be displayed.</p>  <p>Else, system will display following message.</p> 
11.	<p><i>Batal</i> button</p> 	Click on this button.	System will reset reference number and password keyin.
12.	<p> icon</p>	Click on this icon.	System will close popup window.

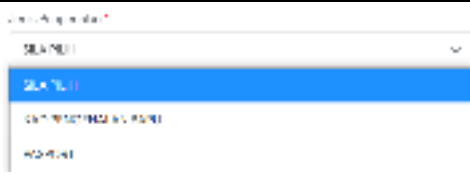
2.3. REGISTRATION CP22B


i. From screen below, select *Pemberitahuan Pemberhentian Kerja (Kerajaan)(CP22B)*.



No.	Field Name/ Menu	Action	Remarks
1.	Individual		Three (3) types of tax clearance letter under Individual are displayed.
2.	Radio button – CP22B	Select CP22B.	
3.	Next button	Click on this button.	CP22B form is displayed.

2.3.1. Part A: *Butir – Butir Pekerja Yang Berhenti Kerja/Bersara/Meninggal Dunia*








No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Jenis Pengenalan</i>	Select identification type.	
	b. <i>No Pengenalan/ Passport</i>	Fill in valid identification/passport number.	System will populate the taxpayer information accordingly. Information is editable except for taxpayer full name and income tax number.

No.	Field Name/ Menu	Action	Remarks
	c. <i>Tarikh Mula Bekerja</i> d. <i>Sebab Pemberhentian Kerja</i> e. <i>Tarikh Lahir</i> f. <i>Jenis Persaraan</i> g. <i>Taraf Perkahwinan</i> h. <i>No Telefon</i> i. <i>E-mel</i> j. <i>Alamat Surat-Menyurat Terkini</i>	Insert or select any fields if necessary. Insert address line 1 because it is mandatory fields. Others depend on the selection.	These fields are mandatory to be filled in. If Overseas checkbox is checked, the state field will be hidden and the country field needs to select. If Overseas checkbox is unchecked, city, state and country fields will be disabled and the postcode field is mandatory to insert. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state. Date will be required once <i>Sebab Pemberhentian Kerja</i> field is selected. If <i>Sebab Pemberhentian Kerja</i> is <i>Kematian</i> , <i>Maklumat Wakil Sah</i> field will be displayed. This field is optional to be fill in. If <i>Taraf Perkahwinan</i> is <i>Berkahwin</i> , <i>Maklumat Pasangan</i> field will be displayed. This field is optional to be fill in.
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	Record will be saved. The following message will be displayed.  <i>Semula</i> button will be hidden.
3.	<i>Semula</i> button	Click on this button.	System will clear all the inserted information.

2.3.2. Part B: *Butir – Butir Saraan*


No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Dari</i> b. <i>Hingga</i> c. RM	Fill in the information.	Date Until must be larger than date From. RM fields will not calculate the cent value. Date <i>Dari</i> , <i>Hingga</i> and RM must be completely filled in. Else, system will display following message. <div style="border: 1px solid red; background-color: #f08080; padding: 2px; display: inline-block;"> * Sila lengkapkan tarikh dari, tarikh hingga dan jumlah </div>
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	System will save the information.

2.3.3. Part C: *Butir – Butir Pendapatan Yang Belum Dilaporkan*

No.	Field Name/ Menu	Action	Remarks
1.	a. <i>Jenis Pendapatan</i> b. <i>Tahun Diperoleh</i> c. <i>Jumlah Pendapatan (RM)</i> d. <i>Caruman KWSP Pekerja (RM)</i>	Fill in the information.	Cent values will not be calculated for <i>Jumlah Pendapatan (RM)</i> and <i>Caruman KWSP Pekerja (RM)</i> fields.
2.	<i>Semula</i> button	Click on this button.	System will clear all the inserted information.
3.	<i>Tambah</i> button	Click on this button.	System will display following message. 
4.		Click on this icon.	  a. <i>Semula</i> : System will clear all the inserted information. b. <i>Kemaskini</i> : Record will be updated. The following message will be displayed. 
5.		Click on this icon.	Record will be deleted. The following message will be displayed. 

2.3.4. Part D: Butir – Butir Lain





No.	Field Name/ Menu	Action	Remarks
1.	<i>Butir-Butir Lain</i>	Fill in the information.	Cent value will not be calculated for <i>Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan</i> field.
2.	<i>Simpan</i> button	Click on this button. This is mandatory action.	Record will be saved. The following message will be displayed. 



2.3.5. Part E: Akaun Pegawai Yang Diberi Kuasa





No.	Field Name/ Menu	Action	Remarks
1.	Name		System will populate based on MyTax user login.
2.	<i>Jawatan</i>	Fill in the information.	
3.	<i>Kementerian/ Jabatan</i>	Fill in the information.	
4.	<i>Nama Majikan</i>		System will populate based on No Majikan keyed in earlier user login.
5.	<i>Tarikh</i>		System will populate based on current date.
6.	<i>Simpan</i> button 	Click on this button.	Record will be saved. The following message will be displayed. 

No.	Field Name/ Menu	Action	Remarks
7.	<i>Kembali</i> button 	Click on this button.	System will navigate to Application Status screen.
8.	<i>Hantar</i> button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
9.	<i>Tandatangan dan Hantar</i> button 	Click on this button	System will pop up a new window for user to key in <i>Nombor Rujukan and Kata Laluan</i> . 
10.	<i>Nombor Rujukan dan Kata Laluan</i>	Fill in the information	Be sure to key in the correct identification/passport number and password.
11.	<i>Tandatangan</i> button 	Click on this button	If the information keyed in is correct, form will be submitted and the following message will be displayed.  Else, system will display following message. 
12.	<i>Batal</i> button	Click on this button.	System will reset reference number and password keyin.

No.	Field Name/ Menu	Action	Remarks
	 A rectangular button with a blue border and the text "Batal" in blue, preceded by a small blue circular icon.		
13.	 iconA blue 'X' icon followed by the text "icon".	Click on this icon.	System will close popup window.

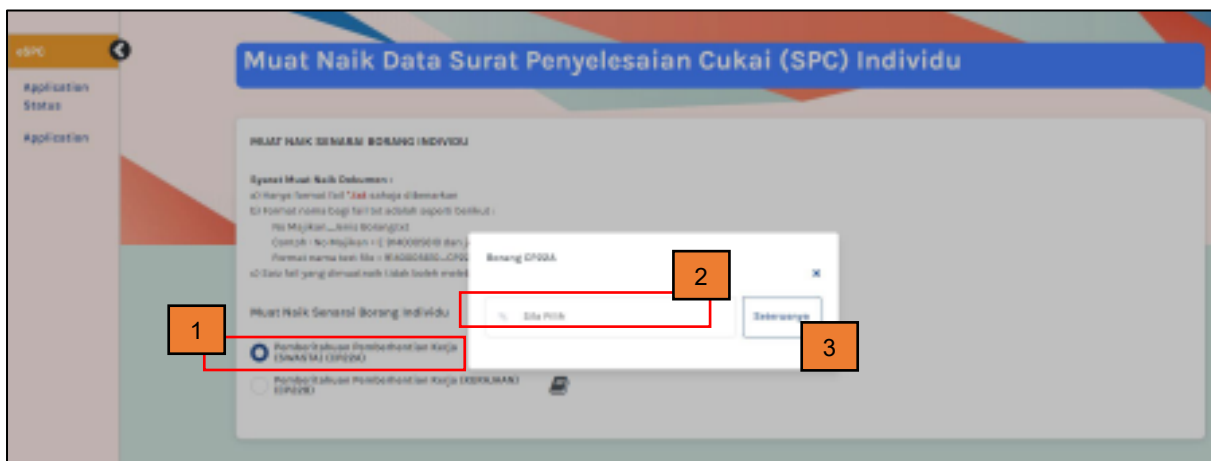
2.4. GROUP APPLICATION

i. From screen below, select Group application.





No.	Field Name/ Menu	Action	Remarks
1.	Radio button - Group application	Select Group application.	
2.	Next button	Click on this button.	<i>Muat Naik Data Surat Penyelesaian Cukai (SPC) Individu</i> will be displayed.

ii. Upon selection from application screen above, the following screen will be displayed.

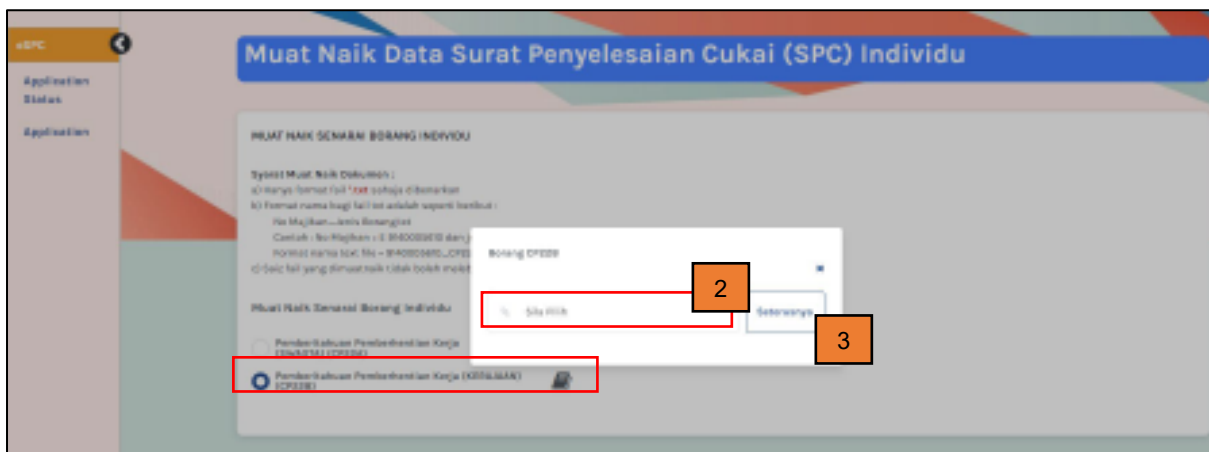





No.	Field Name/ Menu	Action	Remarks
1.	Radio button - CP22A	Select CP22A.	System will display the upload box.
2.	<i>Sila Pilih</i>	Click on this box.	Select the appropriate document from computer. The document name will display in the box.

No.	Field Name/ Menu	Action	Remarks
			<p>Be sure the file name follows the file name format and must be in .txt file format only.</p> <p>File size must not exceed 3MB.</p>
3.	<i>Seterusnya</i>	Click on this button.	<p>System will display list of details as below:</p>  <p>If no file is selected, error message will be displayed as below:</p> 
		Click on <i>Muatnaik</i> button.	<p>System will display successful message if validation is a success.</p> <p>System will display error if validation is not successful. Please refer to the Guideline provided for layout format.</p>
		Click <i>Batal</i> button.	System will navigate to previous screen.

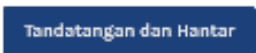
2.5. UPLOAD DOCUMENT FOR CP22A/CP22B







- i. From screen below, select either CP22A/CP22B.



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP22B	Select either CP22A/ CP22B.	System will display the upload box.
2.	<i>Sila Pilih</i>	Click on this box.	Select the appropriate document from computer. The document name will display in the box. Be sure the file name follows the file name format and must be in .txt file format only. File size must not exceed 3MB.
3.	<i>Seterusnya</i>	Click on this button.	System will display list of details as below:  If no file selected, error message will display as below: 
		Click on <i>Muatnaik</i> button.	System will display successful message if validation is a success. System will display error if validation is not successful as follow:  Please refer to the Guideline provided for layout format.
		Click <i>Batal</i> button.	System will navigate to previous screen.

2.5.1. Declaration

No.	Field Name/ Menu	Action	Remarks
1.	<i>Nama</i>		System populate from Mytax login.
2.	<i>Jawatan</i>	Fill in the information.	
3.	<i>Hantar button</i>	Click on this button.	
4.	<i>Semula button</i>	Click on this button.	System will reset nama and jawatan fields.
5.	<i>Tandatangan dan Hantar button</i> 	Click on this button	System will pop up a new window for user to key in <i>Nombor Rujukan</i> and <i>Kata Laluan</i> .

No.	Field Name/ Menu	Action	Remarks
			
6.	<i>Nombor Rujukan dan Kata Laluan</i>	Fill in the information	Be sure to key in the correct identification/ passport number and password.
7.	<i>Tandatangan</i> button 	Click on this button	<p>If the information keyed in is correct, form will be submitted and the following message will be displayed.</p>  <p>Else, system will display following message.</p> 
8.	<i>Batal</i> button 	Click on this button.	System will reset reference number and password keyin.
9.	 icon	Click on this icon.	System will close popup window.

3.0 STEPS FOR CPC7(C), CP7, CP7(LE) AND CP7(PT) ORGANISATION REGISTRATION

3.1. TAX CLEARANCE FOR ORGANISATION

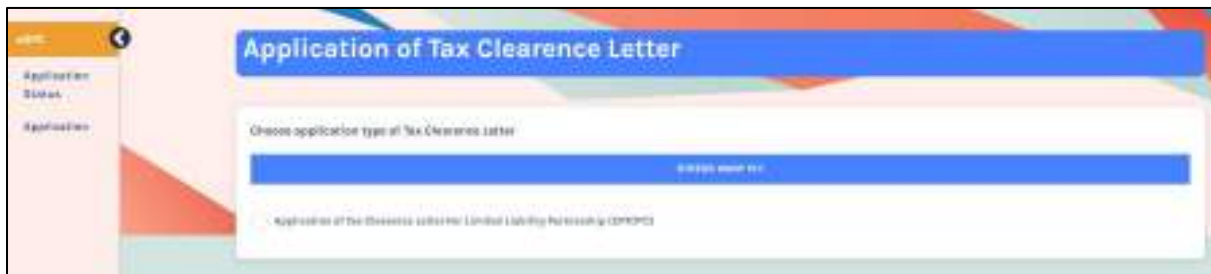
i. For company, there are two (2) types of Tax Clearance Letter: CP7(C) and CP7.



ii. For Labuan Entity, only one (1) type of Tax Clearance Letter: CP7(LE) is required.



iii. For Limited Liability Partnership (PT), only one (1) type of Tax Clearance Letter: CP7(PT).



3.1.1. CP7(C) Application


- i. To register new SPC for CP7(C), navigate to Application page.

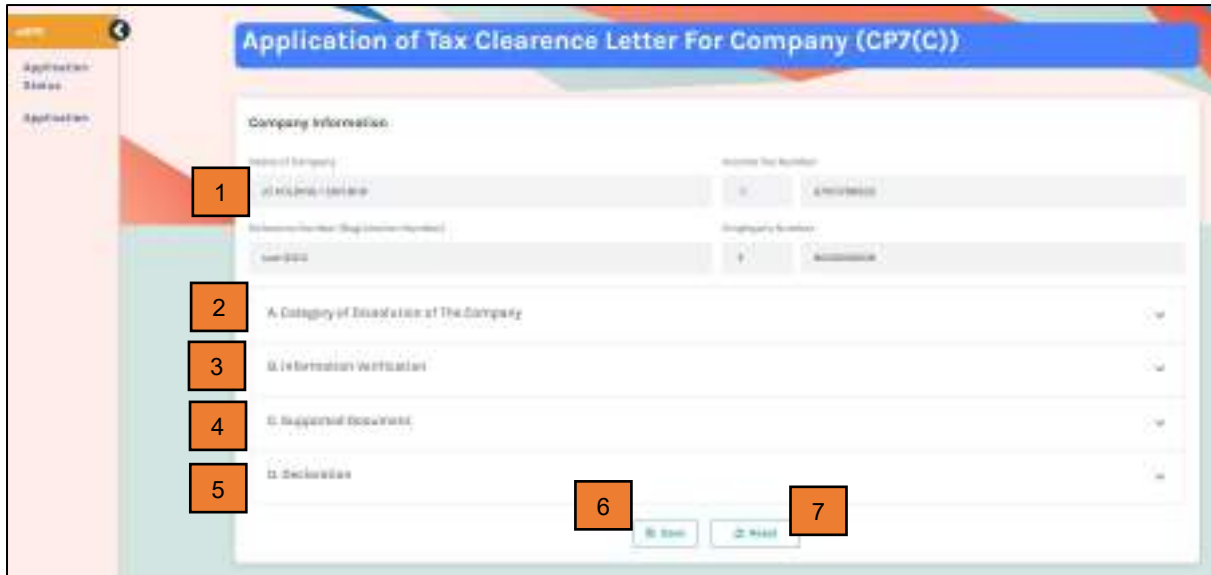


No.	Field Name/ Menu	Action	Remarks
1.	Application	Navigate to the left side menu, Application	Application of Tax Clearance Letter page is displayed.


- ii. Application of Tax Clearance Letter page will be displayed.
- iii. From screen below, select Application of Tax Clearance Letter for Company (CP7(C)).



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP7(C)	Select CP7(C).	
2.	Next button	Click on this button.	System will display CP7(C) application screen. If SPC is already registered, the following message will be displayed. 



No.	Field Name/ Menu	Action	Remarks
1.	Company Information		System will populate the company information accordingly.
2.	Category of Dissolution of The Company	Select the category option.	<p>A. Category of Dissolution of The Company</p> <p>Mark as applicable :</p> <p><input type="checkbox"/> Members' voluntary winding-up</p> <p><input type="checkbox"/> Creditors' voluntary winding-up</p> <p><input type="checkbox"/> Winding-up by court order</p> <p><input type="checkbox"/> Cessation of business (Foreign company)</p>
3.	Information Verification	Select the verification option.	
4.	Supported Document	Upload document	<p>List of supported documents are based on the Category of Dissolution selection.</p> <p>Ensure the file names do not include any special characters and the file size does not exceed 3 MB and must be in .pdf, .jpg, .jpeg or .gif file format only.</p> <p>Supported documents are mandatory upon submission.</p>
5.	Declaration	Fill in the required field.	
6.	Save button	Click on this button.	Record will be saved.

No.	Field Name/ Menu	Action	Remarks
			<p>The following message will be displayed.</p>  <p>Reset button will be hidden.</p>
7.	Reset button	Click on this button.	System will clear all the inserted information.

3.1.1.1 Declaration

D. Declaration

I declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 73(1)(b) of the ITA may be instituted against me and conviction, I shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000) and shall pay a special penalty of double the amount of tax which has been undercharged.

Name: Email:

Identification Type: Telephone Number:

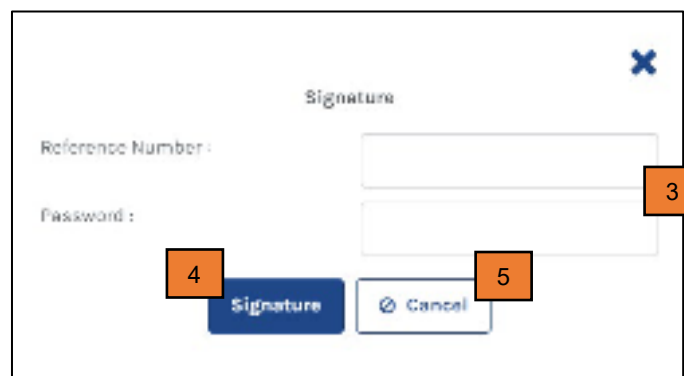
Identification / Passport Number: Date:




Designation:




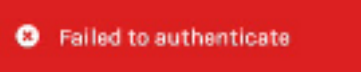


Note:

- The issuance of Tax Clearance Letter is **subject to the complete documents and information received** with the consideration of these criteria:
 - Has submitted Form C for the current year of assessment and for all years assessment
 - Has submitted Form E for the current year of remuneration and for all years of remuneration
 - All audit cases for previous year(s), if any, has been resolved
 - PCB audit, if any, has been resolved
 - Compound / civil suit case, if any, has been resolved
 - The ledger does not show any debit balance

1



No.	Field Name/ Menu	Action	Remarks
1.	Submit button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
2.	Sign and Submit button 	Click on this button	System will pop up a new window for user to key in Reference Number and Password.

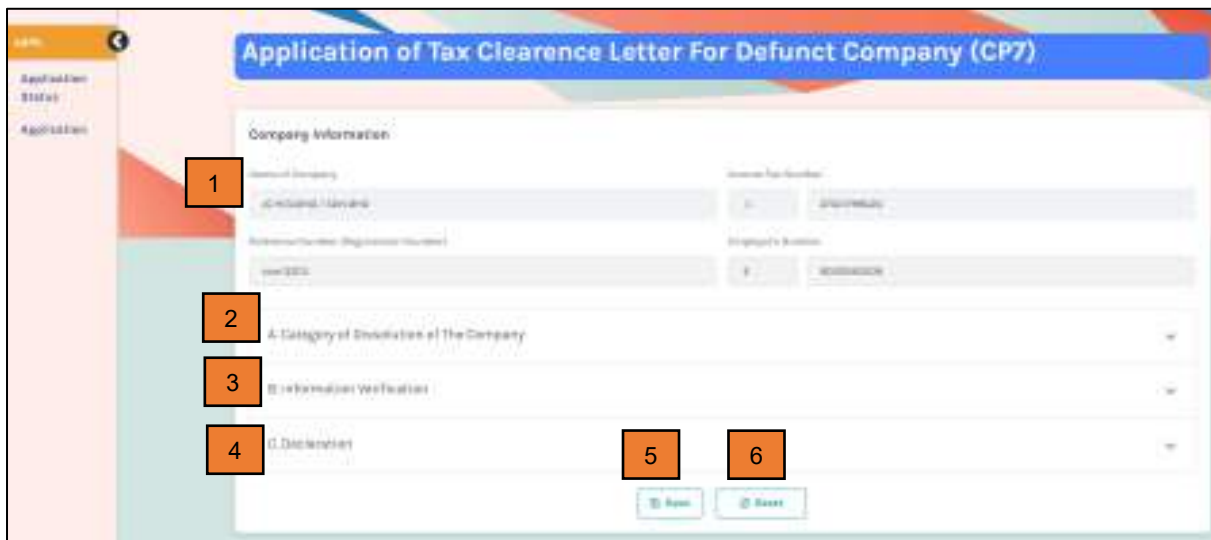
No.	Field Name/ Menu	Action	Remarks
			
3.	Reference Number and Password	Fill in the information	Ensure to key in the correct identification/ passport number and password.
4.	Signature button 	Click on this button	If the information keyed in is correct, form will be submitted and the following message will be displayed.  Else, system will display following message. 
5.	Cancel button 	Click on this button.	System will reset reference number and password keyin.
6.	 icon	Click on this icon.	System will close popup window.

3.1.2. CP7 Application


- i. From screen below, select Application of Tax Clearance Letter for Defunct Company (CP7).



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP7	Select CP7.	
2.	Next button	Click on this button.	System will display CP7 application screen. If SPC already registered, the following message will be displayed. <div style="background-color: red; color: white; padding: 5px; border: 1px solid black;"> The Clearance Letter for this Income Tax Number has been registered. </div>



No.	Field Name/ Menu	Action	Remarks
1.	Company Information		System will populate the company information accordingly.

No.	Field Name/ Menu	Action	Remarks
2.	Category of Dissolution of The Company	Select the category option.	<p>A. Category of Dissolution of The Company</p> <p>Mark as applicable</p> <p><input type="checkbox"/> Members' voluntary winding-up</p>
3.	Information Verification	Select the verification option.	<p>Address information will populate accordingly.</p> <p>If Overseas checkbox is checked, the state field will be hidden and the country field needs to be selected.</p> <p>If Overseas checkbox is unchecked, city, state and country fields will be disabled and the postcode field is mandatory to be inserted. The country field will be set to Malaysia. Once the postcode is inserted, the system will populate the value of city and state.</p>
4.	Declaration	Fill in the required field.	
5.	Save button	Click on this button.	<p>Record will be saved.</p> <p>The following message will be displayed.</p> <div data-bbox="1013 1339 1294 1406" style="border: 1px solid green; background-color: #2e8b57; color: white; padding: 5px; display: inline-block;">  Saved Successfully </div> <p>Reset button will be hidden.</p>
6.	Reset button	Click on this button.	System will clear all the inserted information.

3.1.2.1 Declaration

C. Declaration

I declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 113(1)(b) of the Income Tax Act 1967 may be instituted against me and upon conviction, shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000) and shall pay a special penalty of double the amount of tax which has been undercharged.

Name INOH KHIRUL IMRAN BIN MOHD ALI	Email mohamad@gmail.com
Identification Type KAD KHALIFAH MALAYSIA	Telephone Number MALAYSIA (000) 123456789
Identification / Passport Number 99020001234	Date 12/11/2022

Address

JALAN DENDANG
TOWNSHIP
TUNJONG DULOH

Postcode: 10000 City: KUALA LUMPUR State: WILAYAH PERSEKUTUAN

NOTE:

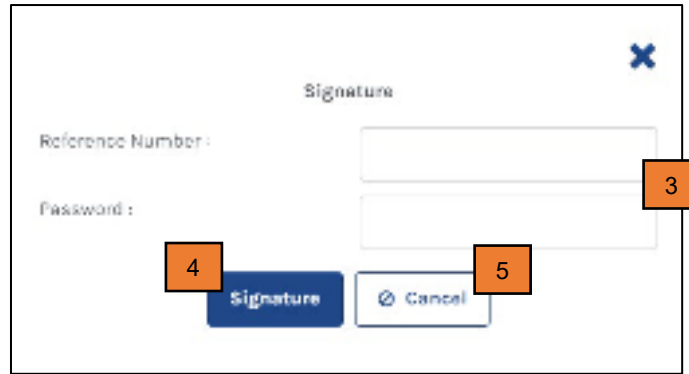
- 1. The issuance of tax clearance letter is subject to the complete documents and information received with the consideration of these criteria:
 - Has submitted Form 2 for the current year of assessment and for all years assessment
 - Has submitted Form 2 for the current year of remuneration and for all years of remuneration
 - All audit cases for previous year(s), if any, has been resolved
 - Not audit, if any, has been received
 - Compound / civil suit cases, if any, has been resolved
 - The ledger does not show any debit balance






1





INOH KHIRUL IMRAN BIN MOHD ALI Identification Number **80290016028** declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 113(1)(b) of the Income Tax Act 1967 may be instituted against me and upon conviction, shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000).

Updated Date: 12/11/2022

2

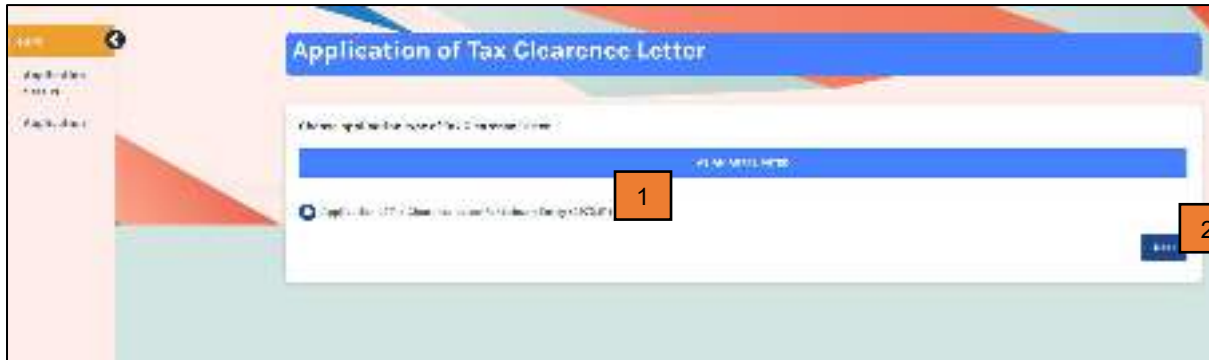


No.	Field Name/ Menu	Action	Remarks
1.	Submit button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
2.	Sign and Submit button 	Click on this button	System will pop up a new window for user to key in Reference Number and Password. 
3.	Reference Number and Password	Fill in the information	Ensure to key in the correct identification/passport number and password.
4.	Signature button 	Click on this button	If the information keyed in is correct, form will be submitted and the following message will be displayed.

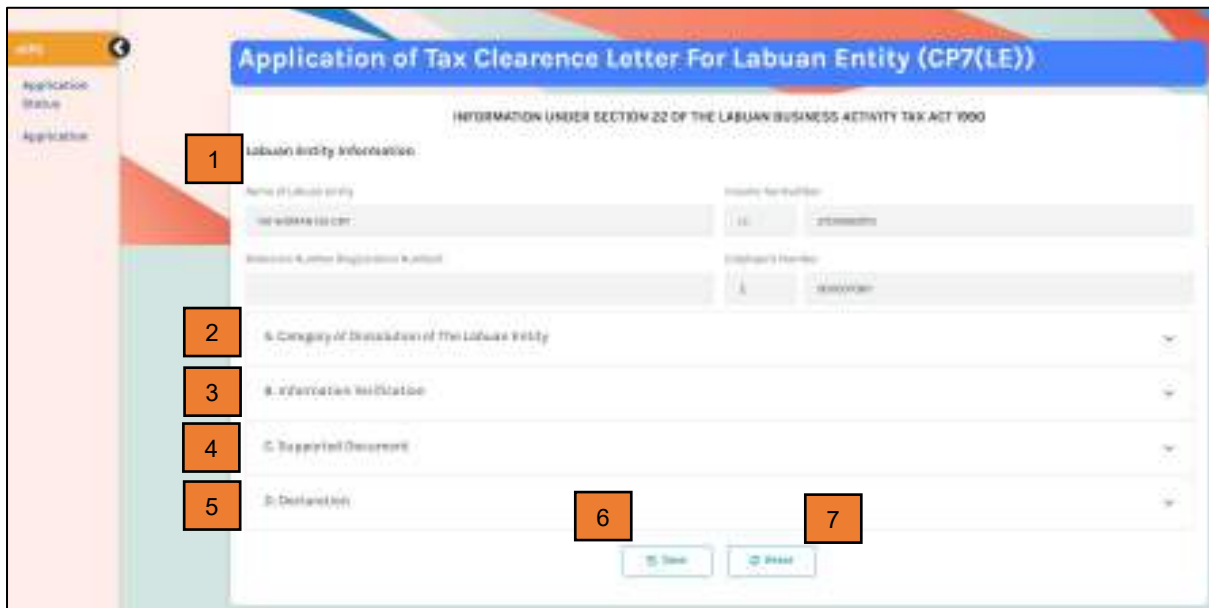
No.	Field Name/ Menu	Action	Remarks
			 <p>Else, system will display following message.</p> 
5.	Cancel button 	Click on this button.	System will reset reference number and password keyin.
6.	 icon	Click on this icon.	System will close popup window.


3.1.3. CP7(LE) Application

- i. From screen below, select Application of Tax Clearance Letter for Labuan Entity (CP7LE).



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP7LE	Select CP7LE.	
2.	Next button	Click on this button.	System will display CP7(LE) application screen. If SPC already registered, the following message will be displayed. <div style="border: 1px solid black; background-color: #f00; padding: 5px; width: fit-content; margin: 5px auto;"> ⓘ Tax Clearance Letter for this Income Tax Number has been registered </div>



No.	Field Name/ Menu	Action	Remarks
1.	Labuan Entity Information		System will populate the Labuan Entity information accordingly.
2.	Category of Dissolution of The Labuan Entity	Select the category option.	<p>A. Category of Dissolution of The Labuan Entity</p> <p>Mark as applicable :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Members' voluntary winding-up <input type="checkbox"/> Creditors' voluntary winding-up <input type="checkbox"/> Winding-up by court order <input type="checkbox"/> Striking off the name of the Labuan entity <input type="checkbox"/> Dissolution through a declaration <input type="checkbox"/> Dissolution of a LLP Labuan <input type="checkbox"/> Transfer from Labuan <input type="checkbox"/> Cessation of business in Labuan (Foreign company)
3.	Information Verification	Select the verification option.	
4.	Supported Document	Upload document	<p>List of supported documents are based on the Category of Dissolution selection.</p> <p>Ensure the file names do not include any special characters and the file size does not exceed 3 MB and must be in .pdf, .jpg, .jpeg or .gif file format only.</p> <p>Supported documents are mandatory upon submission.</p>
5.	Declaration	Fill in the required field.	
6.	Save button	Click on this button.	<p>Record will be saved.</p> <p>The following message will be displayed.</p> <div style="border: 1px solid green; background-color: #2e7d32; color: white; padding: 5px; display: inline-block; margin: 10px 0;">  Saved Successfully </div> <p>Reset button will be hidden.</p>
7.	Reset button	Click on this button.	System will clear all the inserted information.

3.1.3.1 Declaration

D. Declaration

I declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 100(1)(b) of the ITA may be instituted against me and conviction, I shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000) and shall pay a special penalty of double the amount of tax which has been undercharged.

Name: Email:

Identification Type: Telephone Number:

Identification / Passport Number: Date:

Designation:

Note :

1. The issuance of tax Clearance Letter is "subject to the complete documents and information received with the consideration of these criteria:

- Has submit Statutory Declaration and / or Return of Profit for the current year of assessment and for all years assessment.
- Has submitted Form E for the current year of remuneration and for all years of remuneration
- All audit cases for previous year(s), if any, has been resolved
- PCB and/or, if any, has been resolved
- Compound / civil suit case, if any, has been resolved
- The lodger does not show any debit balance







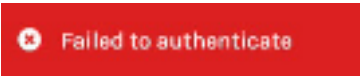

MUHO KHAIRUL IMRAN BIN MOHD ALI Identification Number 9902009002 declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 100(1)(b) of the Income Tax Act 1967 may be instituted against me and upon conviction, shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000).


Updated Date: 10/11/2022

Signature

Reference Number:

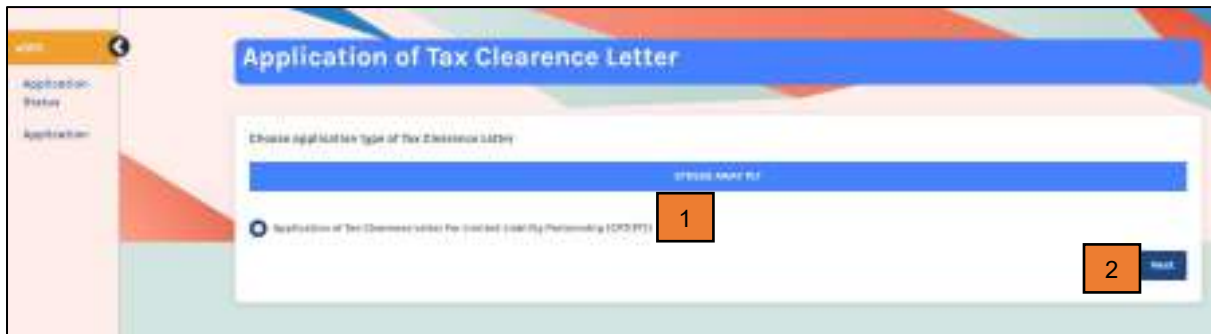
Password:

No.	Field Name/ Menu	Action	Remarks
1.	Submit button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
2.	Sign and Submit button 	Click on this button	System will pop up a new window for user to key in Reference Number and Password. 
3.	Reference Number and Password	Fill in the information	Ensure the correct identification/ passport number and password is keyed in.
4.	Signature button 	Click on this button	If the information keyed in is correct, form will be submitted and the following message will be displayed.  Else, system will display following message. 
5.	Cancel button 	Click on this button.	System will reset reference number and password keyin.

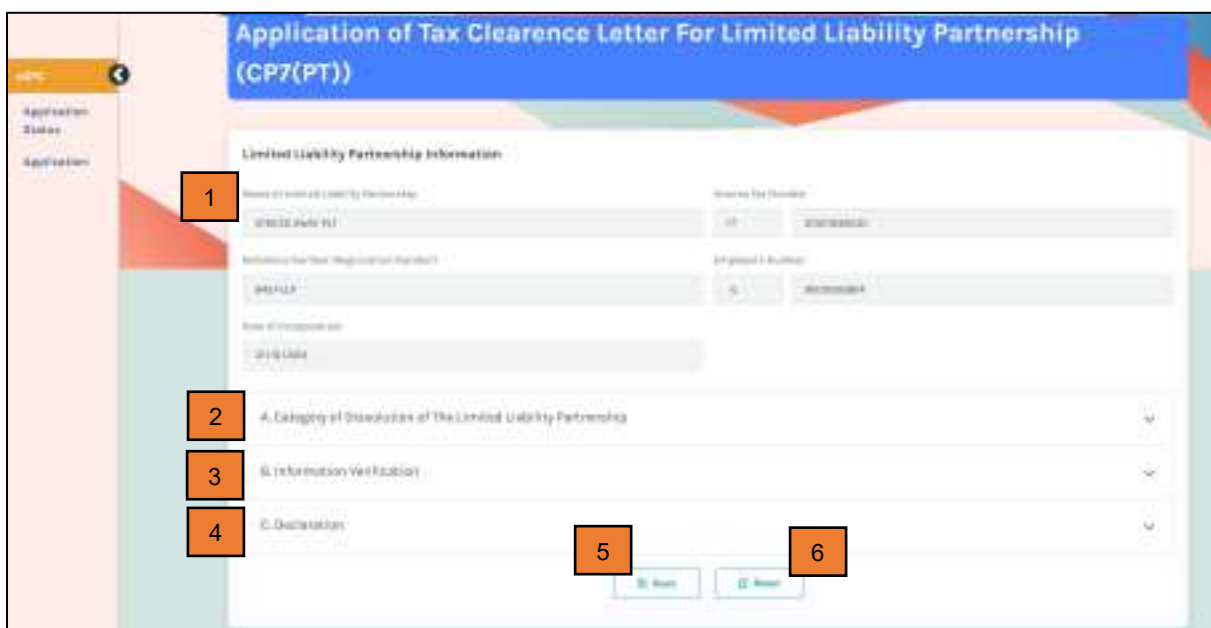
No.	Field Name/ Menu	Action	Remarks
6.	 icon	Click on this icon.	System will close popup window.



3.1.4. CP7(PT) Application

- i. From screen below, select Application of Tax Clearance Letter for Limited Liability Partnership (CP7PT).



No.	Field Name/ Menu	Action	Remarks
1.	Radio button – CP7PT	Select CP7PT.	
2.	Next button	Click on this button.	System will display CP7(PT) application screen. If SPC already registered, the following message will be displayed. <div style="border: 1px solid red; background-color: red; color: white; padding: 5px; width: fit-content; margin: 5px auto;"> No Clearance Letter for this Income Tax Number has been registered </div>



No.	Field Name/ Menu	Action	Remarks
1.	Limited Liability Partnership Information		System will populate the company information accordingly.
2.	Category of Dissolution of The Limited Liability Partnership	Select the category option.	
3.	Information Verification	Select the verification option.	
4.	Declaration	Fill in the required field.	
5.	Save button	Click on this button.	Record will be saved. The following message will be displayed.  Reset button will be hidden.
6.	Reset button	Click on this button.	System will clear all the inserted information.

3.1.4.1 Declaration

C. Declaration

I declare that the above information is true, complete and correct. Otherwise, prosecution under paragraph 100(30) of the ITA may be instituted against me and conviction, I shall be liable to a fine of not less than one thousand ringgit (RM1,000) and not more than ten thousand ringgit (RM10,000) and shall pay a special penalty of double the amount of tax which has been undercharged.

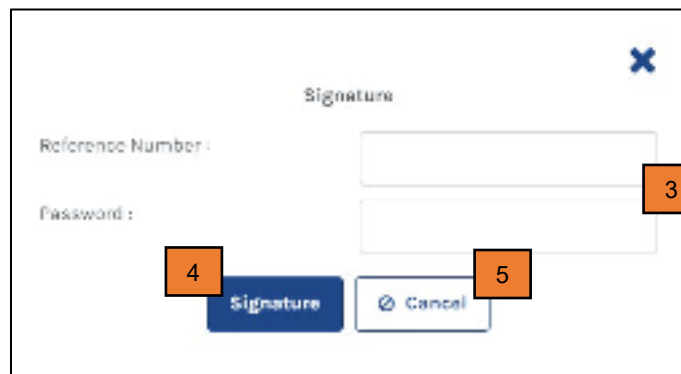
Name of Compliance Officer	Email
<input type="text" value="MOHD KHARUL IMRAN BIN MOHD AJI"/>	<input type="text" value="mohamad@gmail.com"/>
Identification Type	Telephone Number
<input type="text" value="NEW IDENTITY CARD"/>	<input type="text" value="MALAYSIA, 0300"/> <input type="text" value="0162269227"/>
Identification / Passport Number	Date
<input type="text" value="840220076023"/>	<input type="text" value="12/11/2022"/>




Note :



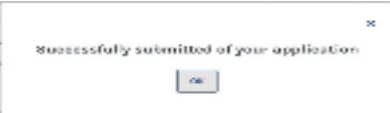



The issuance of Tax Clearance Letter is **subject to the complete documents and information received with the consideration of these criteria:**

- Has submitted Form PT for the current year of assessment and for all years assessment.
- Has submitted Form E for the current year of remuneration and for all years of remuneration
- All audit cases for previous year(s), if any, has been resolved
- PCB audit, if any, has been resolved
- Compound / civil suit case, if any, has been resolved
- The ledger does not show any debit balance

1



No.	Field Name/ Menu	Action	Remarks
1.	Submit button 	Click on this button.	System will pop up a window for user to declare that all the information given in this form is true, correct and complete. 
2.	Sign and Submit button 	Click on this button	System will pop up a new window for user to key in Reference Number and Password.

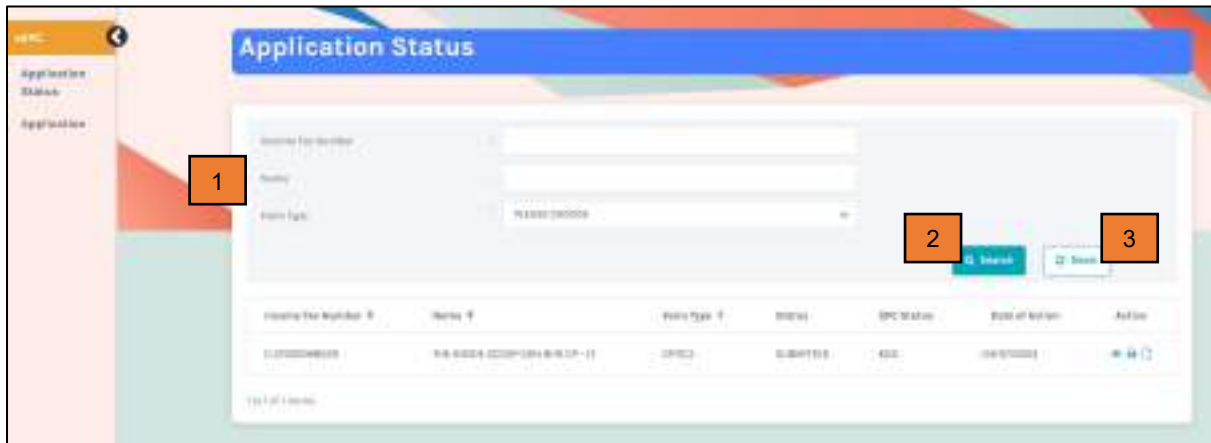
No.	Field Name/ Menu	Action	Remarks
			
3.	Reference Number and Password	Fill in the information	Ensure to key in the correct identification/passport number and password.
4.	Signature button 	Click on this button	<p>If the information keyed in is correct, form will be submitted and the following message will be displayed.</p>  <p>Else, system will display following message.</p> 
5.	Cancel button 	Click on this button.	System will reset reference number and password keyin.
6.	 icon	Click on this icon.	System will close popup window.

4.0 ACTION

4.1. SEARCH, VIEW, UPDATE, DELETE AND PRINT

4.1.1. Search

- i. At Application List Menu screen, fill up the searching criteria.



No.	Field Name/ Menu	Action	Remarks
1.	a. Income Tax Number	Insert searching parameter.	Income tax number can be search using wildcard parameter.
	b. Name	Input searching parameter.	Name can be search using wildcard parameter.
	c. Form type	Select form type from the dropdown list	System will display dropdown list if record exist.
2.	Search Button	Click on this button.	Result will be shown based on the search parameter.
3.	Reset Button	Click on this button.	System will reset inserted data.

4.1.2. View

Income Tax Number	Name	Form type	Status	App Status	State of action	Action
1234567890	THE BANK OF AMERICA	1099C	FURNISHED	OK	DELETED	

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display the application in view-only mode.

4.1.3. Update

Income Tax Number	Name	Form type	Status	App Status	State of action	Action
1234567890	AT & T	1099	DEPT	OK	DELETED	

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	The selected record will be displayed and can be updated.

4.1.4. Delete



Income Tax Number	Name	Form type	Status	App Status	State of action	Action
1234567890	AT & T	1099	DEPT	OK	DELETED	



No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display confirmation message as follows:
		Click Yes button.	Record will be deleted. The following message will be displayed.
		Click No button.	System will close the popup screen.

4.1.5. Print


4.1.5.1 e-Borang

Income tax number	Name	Form type	Status	App Status	Date of action	Action
27002068030	THE INSIDE SCOOP SDN BHD CP - LT	CPYC	FINISHED	ONE	14/12/2022	 

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display the <i>e-Borang</i> .
2.		Click on this icon.	System will display the confirmation receipt.

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CP7 2 02 1



LEMBAGA HASIL DALAM NEGERI MALAYSIA
(APPLICATION OF TAX CLEARANCE LETTER FOR COMPANY)

Company Information

Name of Company	THE INSIDE SCOOP SDN BHD CP - LT		
Income Tax Number	C	27002068030	Reference Number (Registration Number)
Employer's Number	E	9000101108	

A. Category of Dissolution of The Company

Mark as applicable :

<input type="checkbox"/> Members' voluntary winding-up	<input type="checkbox"/> Winding-up by court order
<input type="checkbox"/> Creditors' voluntary winding-up	<input checked="" type="checkbox"/> Cessation of business (Foreign company)

B. Information Verification

I hereby affirm the following information :

a) I am a

Company Director



Liquidator

Tax Agent

b) This company

Will submit Form C until current year of assessment and Form E for all years of remuneration whereby the company is still operating and / or as demanded by the Director General of Inland Revenue (DGIR).

Has submitted Form C until current year of assessment and Form E for all years of remuneration whereby the company is still operating and / or as demanded by the Director General of Inland Revenue (DGIR).

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display the print dialog box.
2.		Click on this icon.	System will download the e-Borang.

4.1.5.2 Confirmation Receipt

1 / 1
 



LEMBAGA HASIL DALAM NEGERI MALAYSIA



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PENGESAHAN PENERIMAAN E-SPC SYARIKAT
ACKNOWLEDGEMENT RECEIPT COMPANY E-SPC

Nombor Siri Serial Number	ES2200000690
Nama Syarikat Name Company	THE INSIDE SCOOP SDN BHD CP - LT
No.Cukai Pendapatan Income Tax No.	C 27002068030
No.Rujukan (No.Pendaftaran) Reference No. (Registration No.)	
Kategori Pembubaran Syarikat Category of Dissolution of Syarikat	Pemberhentian perniagaan (Syarikat asing) Business Stop (Foreign company)
Perakuan dan ditandatangani oleh Declaration and signed by	HIDAYAH
Jawatan Designation	EKSEKUTIF
Tarikh dan Masa Date and Time	04-07-2022
Alamat IP IP Address	[REDACTED]

[Cetakan komputer ini tidak memerlukan tandatangan]
 [Computer generated does not required signature]

No.	Field Name/ Menu	Action	Remarks
1.		Click on this icon.	System will display the print dialog box.
2.		Click on this icon.	System will download the receipt.

4.2. EMAIL NOTIFICATION

4.2.1. Employer



No.	Field Name/ Menu	Action	Remarks
1.	Email		Once submission succeeded, email will be sent out to the provided employer email address.

4.2.2. Branch



No.	Field Name/ Menu	Action	Remarks
1.	Email		List of eSPC application will be sent out to provided email address at the end of the day. <u>Note:</u> For testing purpose, email will be sent out at 12:15 AM daily.

4.3. SPC STATUS, SPC LETTER

4.3.1. Status SPC

Invoice Number :	Name :	Item Type :	Status	SPC Status	Date of Action	Action
IN 000000000	TECHNICAL	0000	KDS	00000000		   


1

No.	Field Name/ Menu	Action	Remarks
1.	SPC Status		Once submitted, the SPC status will be captured as KDS and waiting for SPC to be process by LHDN officer. SPC status will be changed based on status in SPC.

4.3.2. SPC Letter

Invoice Number :	Name :	Item Type :	Status	SPC Status	Date of Action	Action
IN 000000000	TECHNICAL	0000	KDS	00000000		   

1

No.	Field Name/ Menu	Action	Remarks
1.	 icon	Click on this icon.	SPC letter will display in new tab.

END OF DOCUMENT