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ASSURANCE | TAX | CONSULTING

Simon

One of the
RSM team



Tax Updates

Changes of e-CP8D System Access
March 2024

We are writing to inform you of an important update regarding the e-CP8D system, effective from March 13, 2024.

Please note that submission of e-C.P.8D, and e-CP22 through e-Filing is now restricted to individuals holding the role of Employer or Employer's Representative. It's crucial to note that only the director of the company is designated as the employer, with the authority to appoint individuals as employer's representatives.

As your tax agent, we are not authorised to access the function of e-CP8D in the MyTax platform. The director is required to log in into his/her MyTax account and perform the following procedures:-

STEP 1 – APPLICATION OF ROLE OF DIRECTOR

Steps to apply role of director

Step 1:

Login to <https://mytax.hasil.gov.my/>

Step 2:

Click the Profile icon at the top

Step 3:

For company

- Click > Role Application > Select Application Type > New Application
- Select > Role Type > Director of the company
- Input the company's TIN
- Upload supporting documents
 - Company's registration certificate ; and
 - Notification of registration of directors, managers & secretary [showing the person's name as the directors of the Company]
- Click > declaration box
- Click > Submit

Note: Applications will be processed within 5 working days. This role of employer will be assigned automatically if the application for the role of Director has been approved.

For categories other than company

- Click > Role Application > Select Application Type > New Application
- Select > Role Type > Employer
- Select Employer Category > Sole Proprietorship
 - Government / Statutory Body / Local Authority
 - Labuan entity
- Input the Employer's TIN
- Upload supporting documents
 - Sole Proprietorship / Labuan Entities' business registration certificate ; or
 - Confirmation letter of appointment as Employer using official letterhead of the ministry / department / agency.
- Click > declaration box
- Click > Submit

Applications will be processed within 5 working days.

Thereafter, the director/employer will need to log in again after five (5) days to check on their status and if the application has been approved, he/she can proceed to appoint the employer's representative.

STEP 1 – APPLICATION OF ROLE OF DIRECTOR

Steps to apply employer representative

Step 1:

Login to <https://mytax.hasil.gov.my/>

Step 2:

- i. Click > individual
- ii. Click > employer > name of the company
- iii. Click > profile
- iv. Click > Appointment of representative

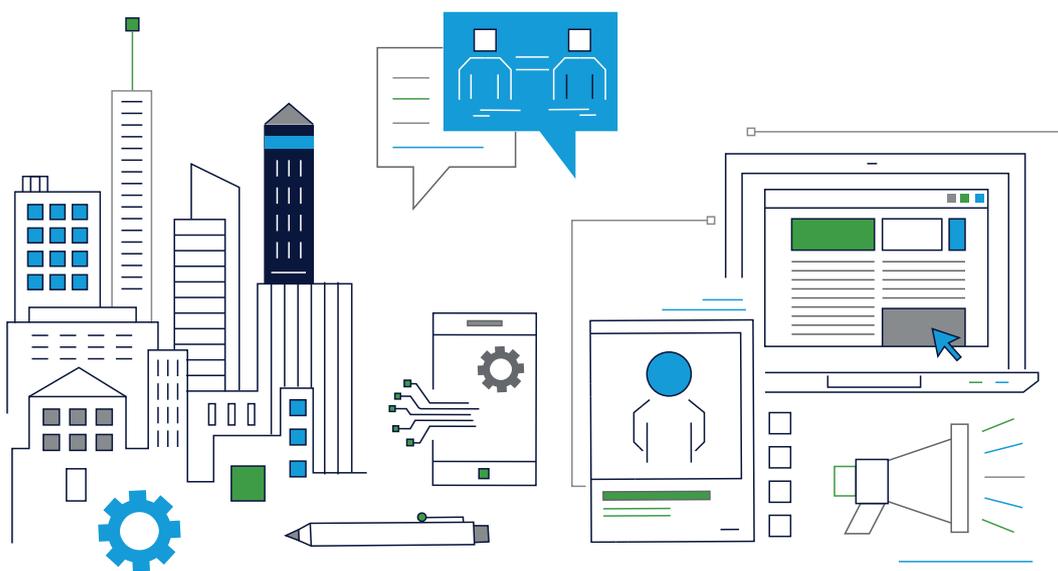
Step 3:

Click > ID type > Tax identification number. (TIN)
Input TIN no
Click > submit

This process will enable us to continue managing employer's tax return effectively. Should you require any assistance or clarification regarding the registration process or any other matter, please do not hesitate to contact us. We are here to support you throughout this transition.

On a separate matter, if you require our assistance to apply for the ID of the director to access to MyTax Portal, kindly let us know.

Thank you for your attention to this matter, and we appreciate your cooperation in ensuring compliance with the updated e-CP8D system requirements.



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