

Together We Develop The Nation



# LHDNM

## Individual Responsibility



Don't forget  
your responsibility..!!



Nik, LHDNM Teluk Intan

### Your Responsibility

- Register as a taxpayer\*
- Update personal particulars
  - Marital status
  - Address
  - Bank account number\*\*
  - Particulars of spouse for married individuals (name, identification card and tax reference number)
- Submit completed Income Tax Return Form via e-Filing (e-BE, e-B, e-M)
  - Declare income
  - Calculate own tax
- Comply with tax installment payment instruction
  - Employment : Monthly Tax Deduction (MTD)
  - Other than employment : Notice of Installment payment CP500
- Check balance of tax payable
- Update personal particulars with employer
- Pay the tax
- Keep the documents/records for 7 years
- Co-operate with LHDNM

### Register If You Are . . \*

Individual receiving annual income  
**more than RM26,500** (after EPF deduction)

Married individual with non-working spouse  
receiving annual income of **RM36,643 and above**  
(after EPF deduction)

### Registration

	Method	Supporting Document
1	e-Daftar (www.hasil.gov.my)	Upload the scanned Identification Card (New/Armed Forces/ Police/Passport)
2	Visit the nearest LHDNM Branch	Submit a copy of Identification Card (New/Armed Forces / Police/Passport) and Statement of Remuneration from Employment/income statement as attachment

### Your Rights

- Appeal
  - Obtain tax information and advice
  - Give comments and suggestions
- \*\* Electronic Fund Transfer (EFT) service  
for repayment cases (if any)



www.hasil.gov.my  
1-300-88-3010

#### Disclaimer

This leaflet is issued for general information only. It does not contain final advice or complete information pertaining to a particular topic and should not be used as legal reference