

2016

101

e-FILING (INDIVIDUAL)

1 APPLICATION FOR PIN NO.

- Can be made at LHDNM branches / Revenue Service Centres / UTC
- Documents needed:
 - Verification of applicant's identity (Identity card no. / Passport no. / Police no. / Army no.)
 - Form CP55D (PIN No. Application Form) – can be obtained at LHDNM counters
- If a representative, please furnish:
 - Written consent of the applicant,
 - Copy of applicant's and the representative's identity card; and
 - Form CP55D (PIN No. Application Form) – can be obtained at LHDNM counters

2 REGISTRATION OF DIGITAL CERTIFICATE

- Click **Log in Kali Pertama** and follow the stated procedure
- Enter **Kata Laluan** between 8 to 12 characters and should have at least:
 - One (1) capital letter
 - One (1) small letter
 - One (1) number
 - Must not contain any special characters or symbols
 - Example: **pAssword123**



3 e-BORANG LOGIN

- Choose **Log Masuk** menu, enter **No. Pengenalan** and the exact **Kata Laluan**



- Click **e-Borang** > Choose **Jenis Borang** > Choose **Tahun Taksiran**
- Type of Forms (Individual): e-BE/e-B/e-BT/e-M/e-MT/e-E/e-P
- Fill in the correct information and follow the stated procedure
- Click **Tandatangan & Hantar** to submit **e-Borang**
- An Acknowledgement Receipt of **e-Borang** will be displayed after the form was successfully submitted

4 ACKNOWLEDGEMENT RECEIPT OF e-BORANG

- Choose **Log Masuk** menu, enter **No. Pengenalan** and the exact **Kata Laluan**
- Choose **Perkhidmatan** > **e-Filing** > **Semakan Pengesahan**



5 FORGOT PASSWORD

WITH A REGISTERED E-MAIL ADDRESS WITH LHDNM:

- Click **Terlupa Kata Laluan** > enter **No. Pengenalan** > Choose **Jenis Sijil: Individu** > Choose **Medium Reset: e-Mel Berdaftar dengan LHDNM**



WITHOUT REGISTERED E-MAIL ADDRESS WITH LHDNM:

- Please visit to the nearest LHDNM branches / Revenue Service Centres / UTC to obtain **Kod Pengaktifan Sementara**
- Taxpayer's identification verification is needed
- Click **Terlupa Kata Laluan** > Enter **No. Pengenalan** > Choose **Jenis Sijil: Individu** > Choose **Medium Reset: Kod Pengaktifan Sementara** > Enter the new password



6 DIGITAL CERTIFICATE EXPIRED

- Choose **Log Masuk** menu
- Taxpayer should choose to register automatically by clicking **'Setuju'** button
- Enter **Log Masuk** using the original password

PLEASE VISIT
<https://ez.hasil.gov.my>



www.hasil.gov.my

LEMBAGA HASIL DALAM NEGERI MALAYSIA

LHDNM/R10/16



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