

e-Invoice Implementation Registration Guidelines

Registration Type

Before you start, please choose a Registration Type that applies to you:

- A. Individual
- B. Employer
- C. Training Provider
- D. Vendor

Remark: Kindly be informed to register only once (1) for each MYCOID.

A. INDIVIDUALS

1. Choose only ONE (1) type of credential:
 - NRIC/MyKad/MyTentera ID
 - Passport ID
 - Army ID
 - MyPR/MyKAS ID

2. Fill in the information accurately.
 - Without dash “-” for NRIC/MyKad/MyTentera ID
 - Example: 111111223333

3. Choose your bank name and swift code.

4. Fill in your bank account number without dash “-” or space.

5. Fill in the address, postcode, city, state and country of your business.

6. Fill in your Business Tax Identification Number (TIN) as issued by IRBM.
 - Without space
 - Example: C10831258050

7. Choose only ONE (1) type of SST registered business, either sales or services, or a combination of both. For non-SST registered business, choose NA.
8. Fill in your business Sales and Service (SST) registration number.
 - With dash “-”
 - Example: W10-1906-32000027
9. Fill in the Supplier's Tourism Tax registration number. For non-tourism tax registrants or foreign businesses, fill in NA.
10. Choose only ONE (1) IRBM Classification Code.
11. If your business is exempted from tax, fill in the tax exemption reason. If your business is NOT exempted from tax, fill in NA.
12. Fill in the designated email address that matches the same one that you are using to receive e-Invoice notification from IRBM.
13. Fill in the name of the Person in Charge that matches the same name that you are using for e-Invoice purposes. After that, fill in their position or job title in the company and contact number.
14. Please ensure that all the information provided for e-Invoice is correct. Declare and confirm your answer in this final step.

B. EMPLOYERS & TRAINING PROVIDERS

1. Fill in your business name as per registered in SSM.
2. Fill in your Business Registration Number (BRN) type. If you have a NEW BRN, you must fill in your OLD BRN as well.
 - NEW Business Registration Number
 - a. Fill in the 12 digits as per SSM.
 - b. Example: 200101009387
 - OLD Business Registration Number
 - a. Fill in with dash "- "
 - b. Example: 545143-D
3. Fill in your business Tax Identification Number (TIN) as issued by IRBM.
 - Without space
 - Example: C10831258050
4. Choose only ONE (1) type of SST registered business, either sales or services, or a combination of both. For non-SST registered business, choose NA.
5. Fill in your business Sales and Service (SST) registration number.
 - With dash "- "
 - Example: W10-1906-32000027
6. Fill in Supplier's Tourism Tax registration number. For non-tourism tax registrants or foreign businesses, fill in NA.
7. Choose only ONE (1) IRBM Classification Code.
8. If your business is exempted from tax, fill in the tax exemption reason. If your business is NOT exempted from tax, fill in NA.
9. Fill in the designated email address that matches the same one that you are using to receive e-Invoice notification from IRBM.

10. Fill in the name of the Person in Charge that matches the same name that you are using for e-Invoice purposes. After that, fill in their position or job title in the company and contact number.
11. Please ensure that all the information provided for e-Invoice is correct. Declare and confirm your answer in this final step.

C. **VENDOR**

1. Fill in your business name as per registered in SSM.
2. Fill in your Business Registration Number (BRN) type. If you have a NEW BRN, you must fill in your OLD BRN as well.
 - NEW Business Registration Number
 - a. Fill in the 12 digits as per SSM.
 - b. Example: 200101009387
 - OLD Business Registration Number
 - a. Fill in with dash “- “
 - b. Example: 545143-D
3. Choose the applicable Malaysia Standard Industrial Classification (MSIC) Code according to your nature of business.
 - Fill in your MISC Code along with the description as set by IRBM [here](#).
 - Example: 64304 - Other administration of trusts accounts.
4. Choose the status of your residency in Malaysia based on your business address.
 - Yes: Fill in the city and state of your business address.
 - No: Choose the country of your business address.
5. Fill in your business Tax Identification Number (TIN) as issued by IRBM.
 - Without space
 - Example: C10831258050

PEMBANGUNAN SUMBER MANUSIA BERHAD (545143-D)

Wisma HRD Corp, Jalan Beringin, Damansara Heights,
50490 Kuala Lumpur, Malaysia

1800 88 4800 | www.hrdcorp.gov.my



6. Choose only ONE (1) type of SST registered business, either sales or services, or a combination of both.
7. Fill in your business Sales and Service (SST) registration number.
 - With dash “- “
 - Example: W10-1906-32000027
 - Fill in NA if you are a non-SST registrant
8. Fill in Supplier's Tourism Tax registration number. For non-tourism tax registrants or foreign businesses, fill in NA.
9. Choose only ONE (1) IRBM Classification Code.
10. If your business is exempted from tax, fill in the tax exemption reason. If your business is NOT exempted from tax, fill in NA.
11. Fill in the designated email address that matches the same one that you are using to receive e-Invoice notification from IRBM.
12. Fill in the name of the Person in Charge that matches the same name that you are using for e-Invoice purposes. After that, fill in their position or job title in the company and contact number.
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