



USER MANUAL

e-Form

- ezHASiL -

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SECTION A: INTRODUCTION

1.1 Purpose

This document is the user manual for ezHASiL Centralized Interface. In this document the guide of using ezHASiL system is listed for user's reference.

1.2 System Requirement

Requirement	Description
Computer / Processor	At least Intel Pentium® III and above
Memory	At least 128 megabyte(MB)
Operating System	At least Microsoft Windows 7 (Latest service pack), Linux and Macintosh
Internet Browser Microsoft Internet Explorer 11.0 and above Microsoft Edge Mozilla Firefox 44.0 Google Chrome 46.0 Safari 5	128-bit encryption
e-Filing Digital Certificate	
Internet Line	Priority 512Kbps speed and above
Adobe Reader	For printing Acknowledgement Receipt and User Manual.

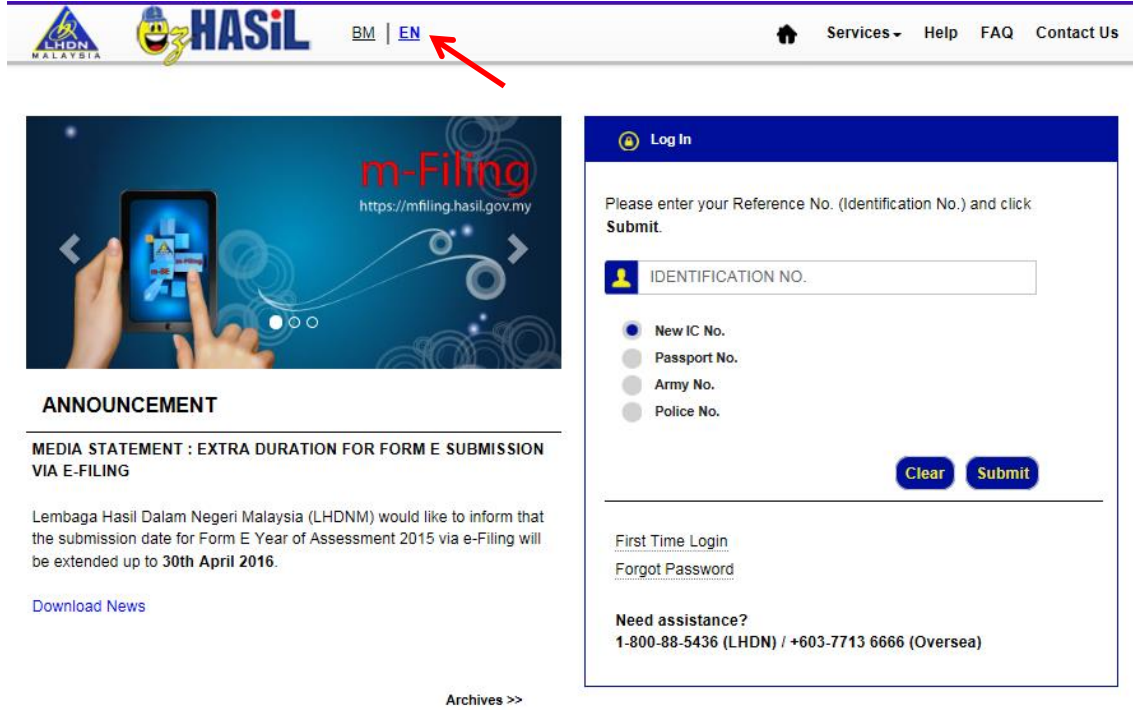
1.3 Internet Browser Setting

For users of ezHASiL system, you are required to set your browser as below:

Internet Explorer	Go to Tools -> Internet Options -> Privacy -> Pop-up Blocker. Click on "Turn On pop-up Blocker" checkbox to remove √.
Microsoft Edge	Go to Settings -> Advanced Setting -> View Advanced Setting -> Block pop-ups. Click on button to change display to "OFF".
Mozilla Firefox	Go to Menu -> Options -> Content -> Pop ups. Click on "Block pop-up windows" checkbox to remove √.
Google Chrome	Go to Settings -> Privacy -> Contents settings -> Pop-ups. Select "Allows all sites to show pop-ups".
Safari	Go to Settings. Select "Block Pop Up Windows" to remove √.

SECTION B: ACCESSING ezHASiL WEBSITE

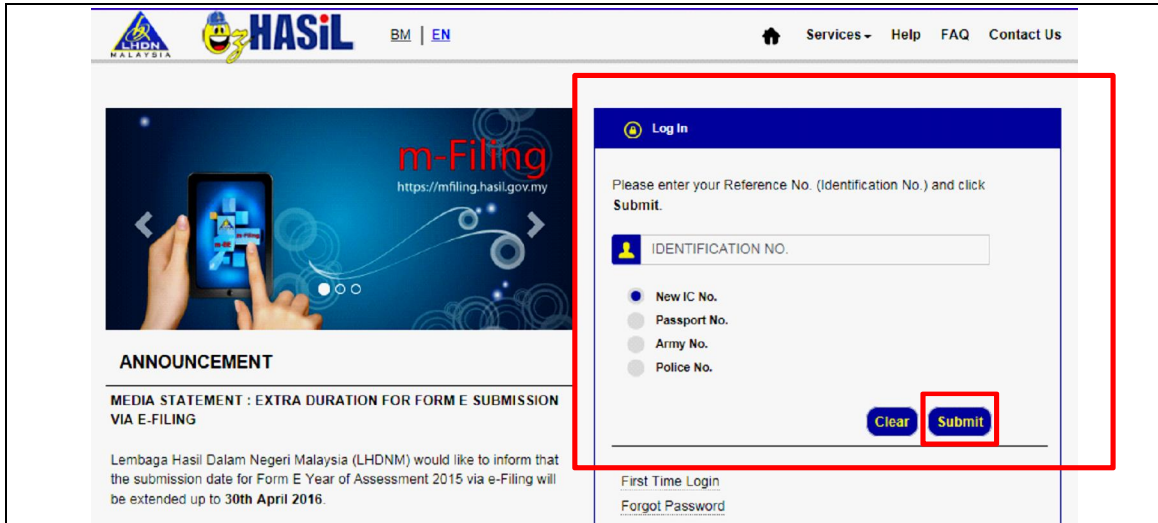
- i. Browse to ezHASiL website at <https://ez.hasil.gov.my>



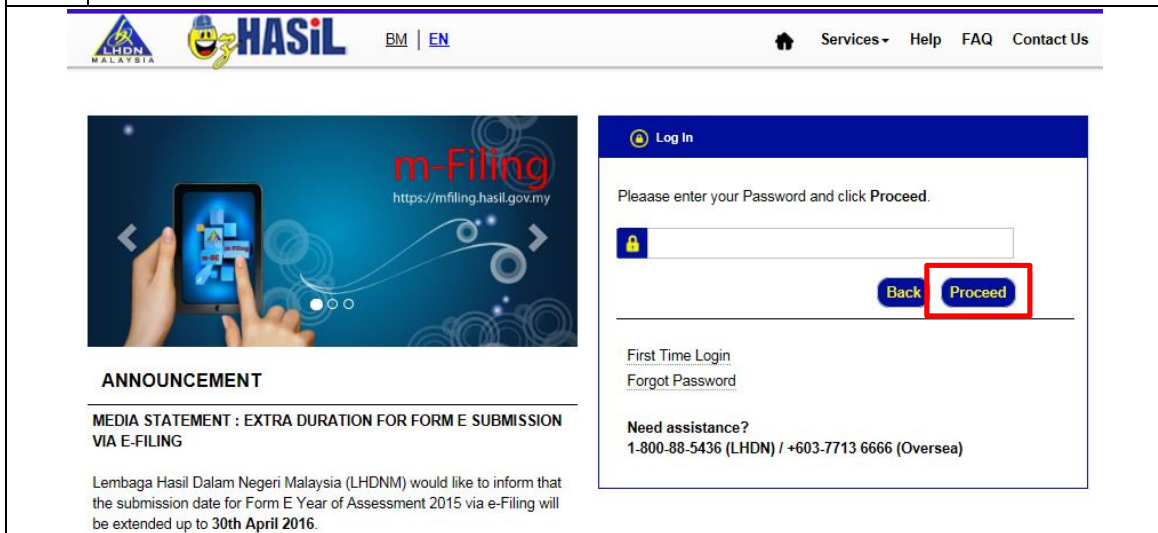
- ii. Click on **EN** link. ezHASiL system will be displayed in English version.

SECTION C: ezHASiL MODULE

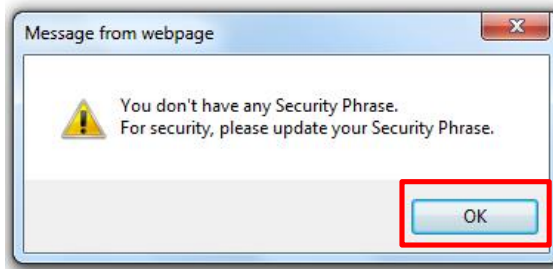
1.3.1 Login without Security Phrase



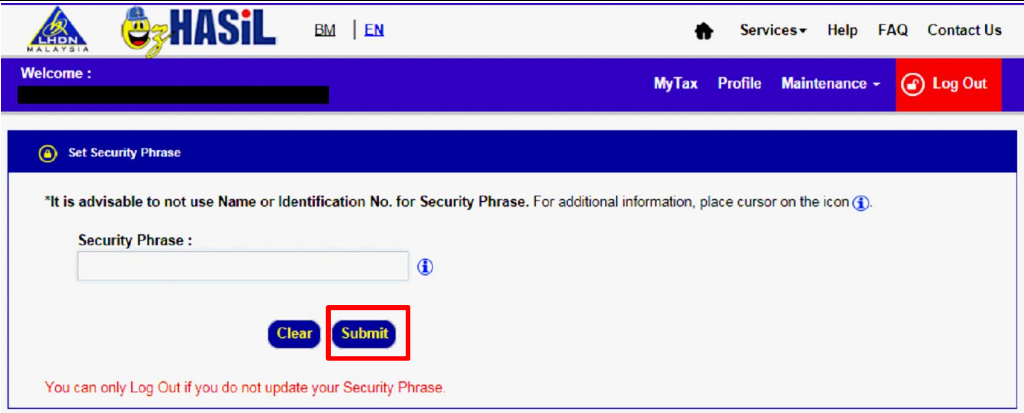
1. Enter your Identification No. and click on **Submit** button. Next login screen will be displayed.



2. Enter the correct Password and click on **Proceed** button. Message regarding Security Phrase will be displayed.



3. Click on **OK** button. Set Security Phrase page will be displayed as below.

	
4.	<p>Enter Security Phrase. To view security phrase criteria, place cursor on icon ⓘ - System will display security phrase criteria as below:</p> <ul style="list-style-type: none"> i. Must be between 8 to 15 characters ii. Special characters / Symbol are not allowed
5.	<p>Click on Submit button. System will display message “Your Security Phrase has been updated”. Click on OK button.</p> <p>*NOTE: You can only access Log Out menu as long as security phrase is not set.</p>

1.3.2 Login with Security Phrase

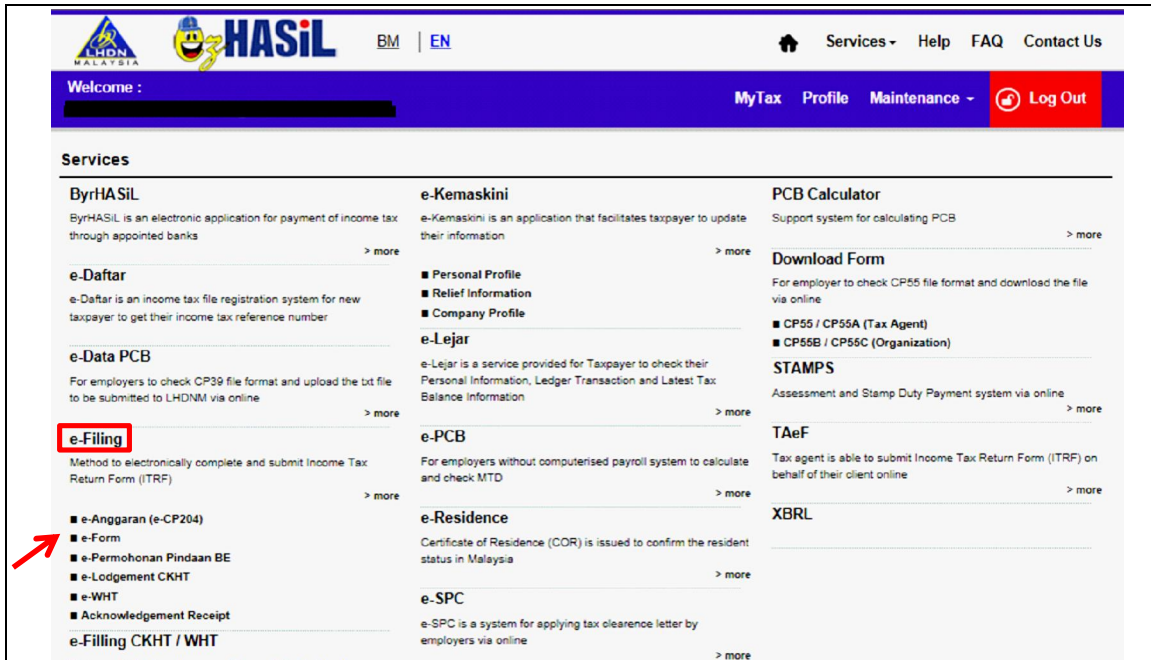
	
1.	<p>Enter your Identification No. and click on Submit button. Next login screen will be displayed.</p>

2. Verify the displayed Security Phrase. If correct, enter Password and click on **Proceed** button. ezHASiL home page will be displayed.

3. This page will list available services in ezHASiL. Please select appropriate service.

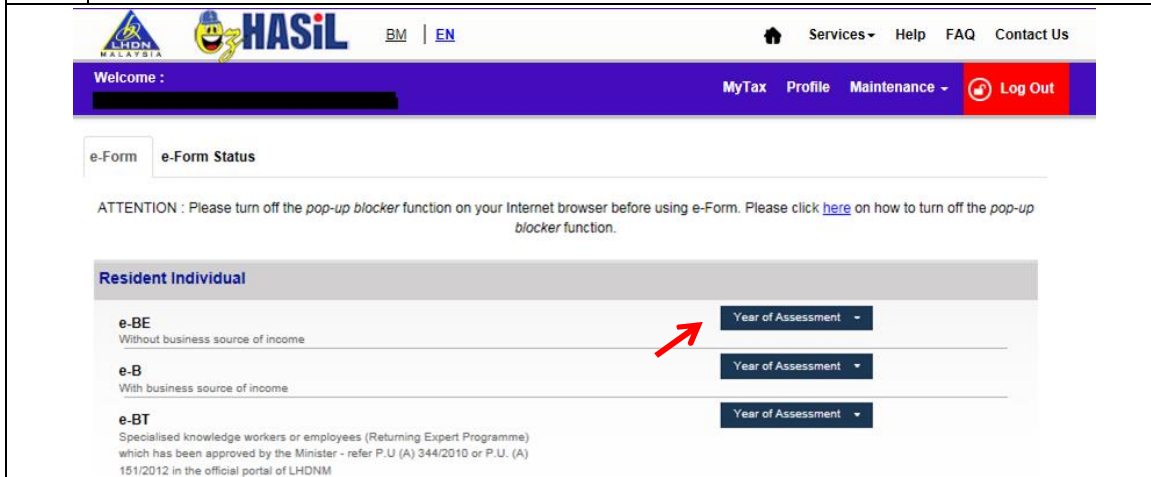
1.4 e-Form

Services screen will be displayed when users successfully login ezHASiL as below.



The screenshot shows the ezHASiL Services screen. The 'e-Filing' link under the 'e-Filing' menu is highlighted with a red box and a red arrow. The menu items under 'e-Filing' are: e-Anggaran (e-CP204), e-Form, e-Permohonan Pindaan BE, e-Lodgement CKHT, e-WHT, Acknowledgement Receipt, and e-Filing CKHT / WHT.

1. Click on **e-Form** link under e-Filing menu. ezHASiL System will display screen as below.



The screenshot shows the e-Form Status screen. The 'e-BE' form type and 'Year of Assessment' dropdown menu are highlighted with a red arrow. The form type is 'e-BE Without business source of income'. The 'Year of Assessment' dropdown menu is set to 'Year of Assessment'.

2. Select applicable form type and Year of Assessment. Please ensure that you have turn off the pop-up blocker function on your internet browser.

3. e-Form e-BE screen will be displayed in a new window. Information available in the form is divided into **4 section** as below:

- i. Individual Particulars
- ii. Statutory Income, Total Income and Income of Preceding Years Not Declared
- iii. Deduction / Rebate / Tax Deduction / Tax Relief
- iv. Summary

**RETURN FORM OF AN INDIVIDUAL
[RESIDENT WHO DOES NOT CARRY ON BUSINESS]**
UNDER SECTION 77 OF THE INCOME TAX ACT 1967
This form is prescribed under section 152 of the Income Tax Act 1967
Records and documents used in the calculation of tax must be kept for 7 years for LHDNM reference

**e-BE
YEAR OF
ASSESSMENT
2016**

[Bahasa
Melayu](#)

● **INDIVIDUAL PARTICULARS**

Name (as per identification document)

Income Tax No.

Identification No.

Current Passport No.

*Citizen

*Sex MALE FEMALE

*Date of Birth / /

*Status as at 31-12-2016

*Type of Assessment

Telephone No.

* Handphone No.

e-Mail

Name of Bank

Bank Account No.

Please ensure that the bank account number entered is accurate and correct for the purpose of direct refund/repayment into your account, if any

* Disposal of asset under the Real Property Gains Tax Act 1976

Disposal declared to LHDNM

● **STATUTORY INCOME, TOTAL INCOME AND NON-EMPLOYMENT INCOME OF PRECEDING YEARS NOT DECLARED**

● **DEDUCTIONS / REBATE / TAX DEDUCTIONS / TAX RELIEF**

● **SUMMARY**

[BE Explanatory Notes](#)

4. At **Individual Particulars** screen, fields labeled with (*) is mandatory. Information will be saved when users click on next tab.
 - i. Click on **“BE Explanatory Notes”** to view information BE form.
 - ii. Click on **Bahasa Melayu** link to display BE form in Bahasa Malaysia version.

**RETURN FORM OF AN INDIVIDUAL
[RESIDENT WHO DOES NOT CARRY ON BUSINESS]**
UNDER SECTION 77 OF THE INCOME TAX ACT 1967
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**e-BE
YEAR OF
ASSESSMENT
2016**

[Bahasa
Melayu](#)

● **INDIVIDUAL PARTICULARS**

● **STATUTORY INCOME, TOTAL INCOME AND NON-EMPLOYMENT INCOME OF PRECEDING YEARS NOT DECLARED**

STATUTORY INCOME

Statutory income from employment

Statutory income from rents

Statutory income from interest, discounts, royalties, premiums, pensions, annuities, other periodical payments and other gains or profits

AGGREGATE INCOME

LESS Approved Donations, Gifts And Contributions

TOTAL INCOME (SELF)

Instalments / Monthly Tax Deductions paid for 2016 income - SELF and HUSBAND / WIFE for joint assessment
The instalment payments / Monthly Tax Deductions (MTD) are as per record of payments received by LHDNM.

NON-EMPLOYMENT INCOME OF PRECEDING YEARS NOT DECLARED

Type of Income	Year of Assessment	Amount (RM)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0,00"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0,00"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0,00"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="0,00"/>

● **DEDUCTIONS / REBATE / TAX DEDUCTIONS / TAX RELIEF**

● **SUMMARY**

[BE Explanatory Notes](#)

5. At **Statutory Income, Total Income and Income of Preceding Years Not Declared**, information regarding payroll will be displayed. Please fill in accordingly.

e-BE
YEAR OF
ASSESSMENT
2016

[Bahasa Melayu](#)

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Records and documents used in the calculation of tax must be kept for 7 years for LHDNM reference

INDIVIDUAL PARTICULARS

STATUTORY INCOME, TOTAL INCOME AND NON-EMPLOYMENT INCOME OF PRECEDING YEARS NOT DECLARED

DEDUCTIONS / REBATE / TAX DEDUCTIONS / TAX RELIEF

Individual and dependent relatives 9,000

Medical treatment, special needs and carer expenses for parents (certified by medical practitioner)	Restricted to 5,000		.00	
OR				
Parent !				
i - Mother	Identification / Passport No.	Eligible Amount	No. of Individuals Who Claim	Amount Claimable
		1,500	+	=
				Restricted to 1,500 for only one mother
ii - Father		1,500	+	=
				Restricted to 1,500 for only one father

Basic supporting equipment for disabled self, spouse, child or parents	Restricted to 6,000		.00	
Disabled individual	6,000		.00	
Education fees (self) !	Restricted to 7,000		.00	
Medical expenses on serious diseases for self, spouse or child	a	.00	.00	
Complete medical examination for self, spouse or child	Restricted to 500	b	.00	Restricted to 6,000
Purchase of books/magazines/journals/similar publications (except newspapers and banned reading materials) for self, spouse or child	Restricted to 1,000		.00	
Purchase of personal computer for individual ! <small>(deduction allowed once in every 3 years)</small>	Restricted to 3,000		.00	
Net deposit in Skim Simpanan Pendidikan Nasional <small>(total deposit in 2016 minus total withdrawal in 2016)</small>	Restricted to 6,000		.00	

6. At **Deductions / Rebate / Tax Deductions / Tax Relief**, users are able to fill in information regarding tax relief. Place your cursor at ! for more information on tax relief.

e-BE
YEAR OF
ASSESSMENT
2016

[Bahasa Melayu](#)

**RETURN FORM OF AN INDIVIDUAL
[RESIDENT WHO DOES NOT CARRY ON BUSINESS]**
UNDER SECTION 77 OF THE INCOME TAX ACT 1967
This form is prescribed under section 152 of the Income Tax Act 1967
Records and documents used in the calculation of tax must be kept for 7 years for LHDNM reference

INDIVIDUAL PARTICULARS

STATUTORY INCOME, TOTAL INCOME AND NON-EMPLOYMENT INCOME OF PRECEDING YEARS NOT DECLARED

DEDUCTIONS / REBATE / TAX DEDUCTIONS / TAX RELIEF

SUMMARY

Total income				
Less : Total relief				
CHARGEABLE INCOME				
INCOME TAX COMPUTATION				
Chargeable Income Subject to Part I of Schedule 1				
Tax on the first				
Tax on the balance		At Rate(%)		
TOTAL INCOME TAX				
Tax rebate for individual		0		
Tax rebate for husband/wife		0		
Zakat and Fitrah				
Less : Total rebate (Restricted to Total Income Tax)				
TOTAL TAX CHARGED				
Less : Total tax deduction/relief (Section 132 & 133 tax relief restricted to total tax charged)				0.00
YEAR OF ASSESSMENT 2016 TAX PAYABLE				
Instalments/Monthly Tax Deductions paid for 2016 income - SELF and HUSBAND / WIFE for joint assessment				
YEAR OF ASSESSMENT 2016 TAX PAID IN EXCESS				

Continue

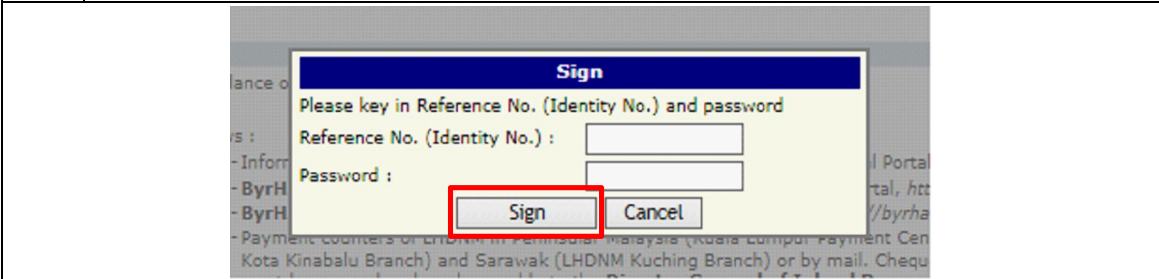
7. At **Summary** screen, e-Form will display your tax summary whether it is “Tax Paid In Excess” or “Tax Payable”. Users are able to verify entered information such as Total Income. Click on **Continue** button to submit your e-Form.



8. At **Declaration** screen, you are able to:

- i. **Print Form Draft** button – Print form in PDF format.
- ii. **Sign and Submit** button – To submit form.
- iii. **Back** button – To return to previous screen.

9. Click on **Sign and Submit** button to submit your e-Form. Sign screen will be displayed as below.




10. Enter your **Reference No. (Identification No.)** and **Password**. Click on **Sign** button to complete submission process. Your password is case sensitive. System will display Acknowledgment Receipt (Pengesahan Penerimaan) screen.

PENGESAHAN PENERIMAAN e-BE BAGI TAHUN TAKSIRAN 2016
ACKNOWLEDGEMENT RECEIPT e-BE FOR YEAR OF ASSESSMENT 2016

Nombor Siri <small>Serial Number</small>	BE [REDACTED]
Nama <small>Name</small>	[REDACTED]
No. Cukai Pendapatan <small>Income Tax No.</small>	SG [REDACTED]
No. Pengenalan <small>Identification No.</small>	[REDACTED]
Jumlah Pendapatan <small>Total Income</small>	RM [REDACTED]
Pendapatan Bercukai <small>Chargeable Income</small>	RM [REDACTED]
Jumlah Cukai Yang Dikenakan <small>Total Tax Charged</small>	RM [REDACTED]
CUKAI KENA DIBAYAR TAHUN TAKSIRAN 2016 <small>YEAR OF ASSESSMENT 2016 TAX PAYABLE</small>	RM [REDACTED]
Ansuran/Potongan Cukai Bulanan (PCB) yang telah dibayar untuk pendapatan tahun 2016 - SENDIRI dan SUAMI/ISTERI bagi taksiran bersama <small>Installments / Monthly Tax Deductions Paid for 2016 Income - SELF and HUSBAND / WIFE for joint assessment</small>	RM [REDACTED]
BAKI CUKAI TAHUN TAKSIRAN 2016 YEAR OF ASSESSMENT 2016 BALANCE OF TAX PAYABLE	RM [REDACTED]
Semakan kedudukan cukai <small>View tax ledger</small>	e-Lejar
Pengakuan Dan Ditandatangani Oleh <small>Declaration And Signed By</small>	[REDACTED]
No. Pengenalan <small>Identification No.</small>	[REDACTED]
Tarikh Dan Masa <small>Date and Time</small>	[REDACTED]

Terima kasih kerana menggunakan e-Filing LHDNM.
 Thank you for using LHDNM's e-Filing.



11. Acknowledgment Receipt screen will allow users to:
- i. **Save & Print Acknowledgment** button – To save and print Acknowledgment Receipt.
 - ii. **Print e-BE** button – To save and print form e-BE.
 - iii. **Keluar** button – To logout from e-Form.
 - iv. **e-Lejar** link – To view tax ledger.