

# Getting Started Manual For SST

Latest Update: 1<sup>st</sup> November 2024



For information about customer support, please visit our homepage at <http://www.treezsoft.com> on the World Wide Web.

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### **SST Updates Guidelines**

TreezSoft cloud accounting strives to give you the best accounting experience, we've rolled up updates on SST, FREE for our clients!

We will be updating the tax codes, Charts of Accounts, tax preferences, and many more automatically for our current clients so that all your accounts will be always up to date.

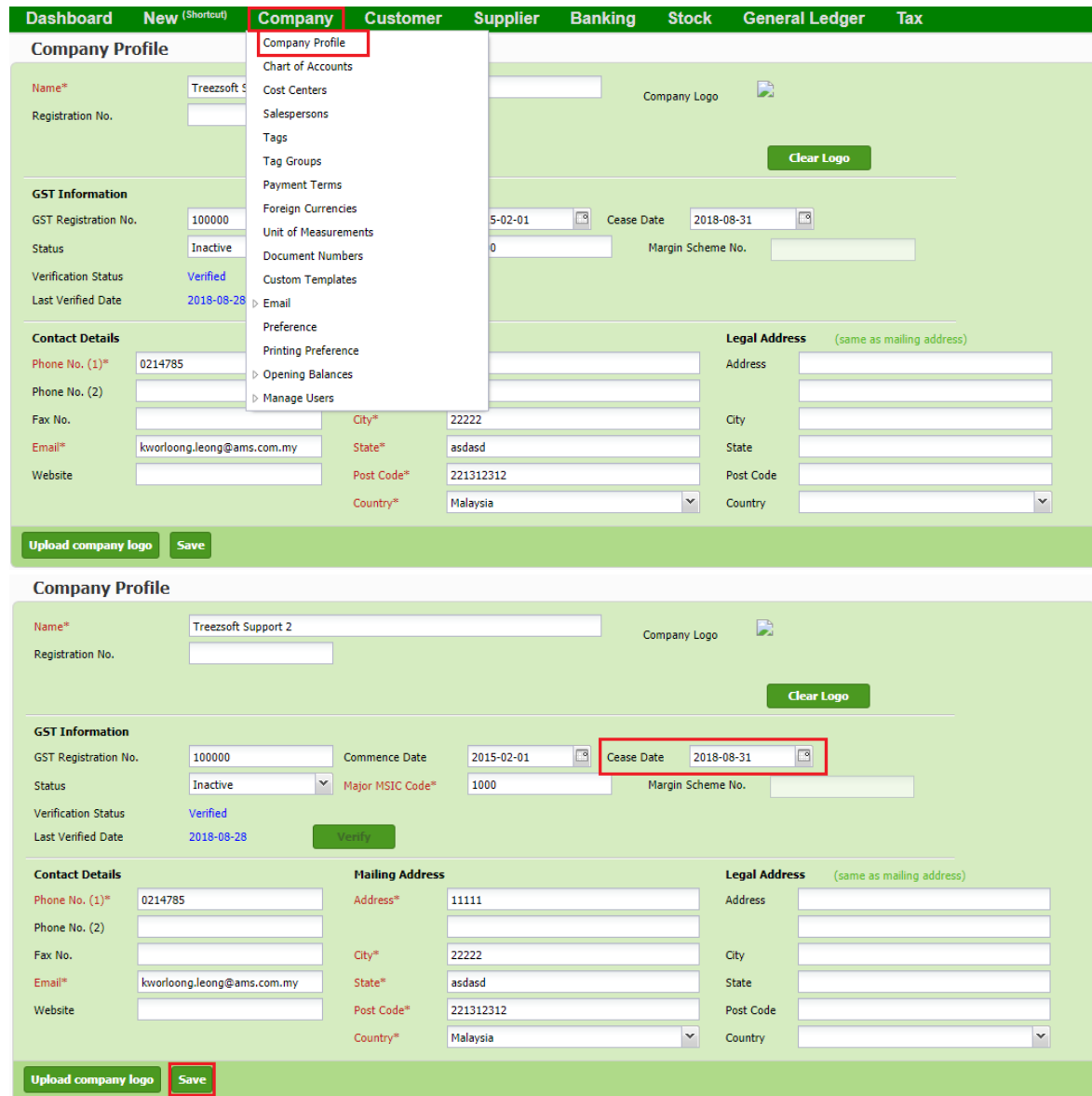
While most of the updates will be done by us automatically, you will need to follow a few simple steps to verify the changes and to update your own tax preferences.

We will guide you on those simple steps.

## 1) GST cease date

As SST will be replacing GST on 1st September, check that your GST registration cease date is automatically updated to be 31st August 2018.

To verify the **cease date**, navigate through: **Settings > Company Profile**.

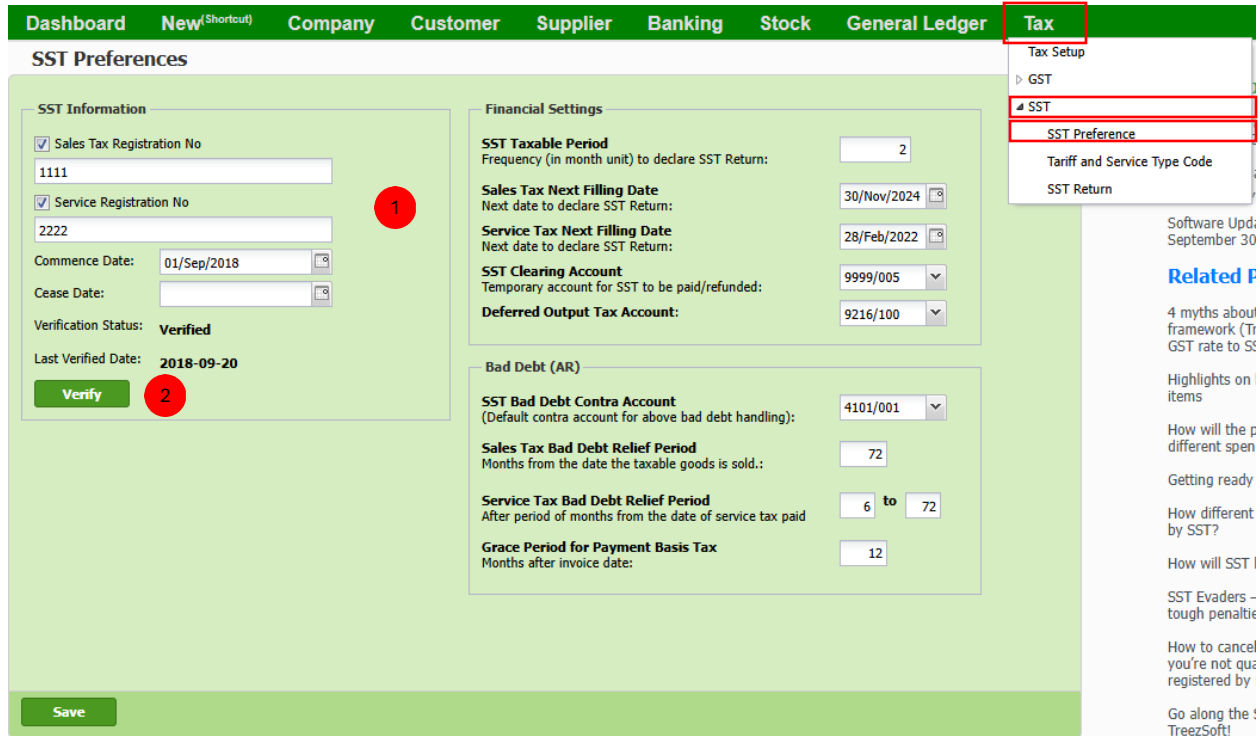


The screenshot shows the 'Company Profile' settings page in the Treezsoft software. The 'Cease Date' field is highlighted with a red box, showing '2018-08-31'. The 'GST Information' section includes fields for 'GST Registration No.', 'Status', 'Verification Status', 'Last Verified Date', 'Commence Date', 'Major MSIC Code', and 'Cease Date'. The 'Contact Details' section includes fields for 'Phone No. (1)', 'Phone No. (2)', 'Fax No.', 'Email', and 'Website'. The 'Mailing Address' and 'Legal Address' sections include fields for 'Address', 'City', 'State', 'Post Code', and 'Country'.

The cease date will be automatically updated to 31<sup>st</sup> August 2018 by our system. (but gst manual guide require us to be in GST mode)

## 2) Enable SST

After ceasing your GST registration, you will need to enable SST if you are SST registered. To enable SST mode, navigate through: **Tax > SST > SST Preference**.

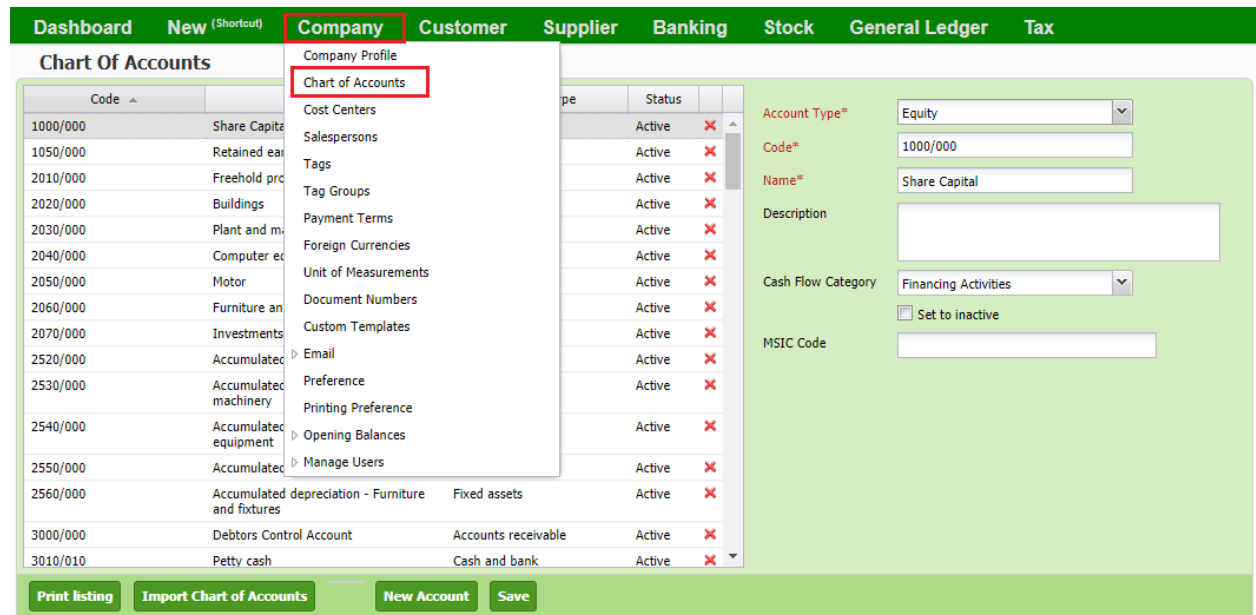


- 1 Fill in all information accordingly as shown above.
- 2 Click on verify to **verify** your SST information
- 3 Click **save**. You will have to re-login for the changes to take effect.

### 3) Verify COA and tax codes

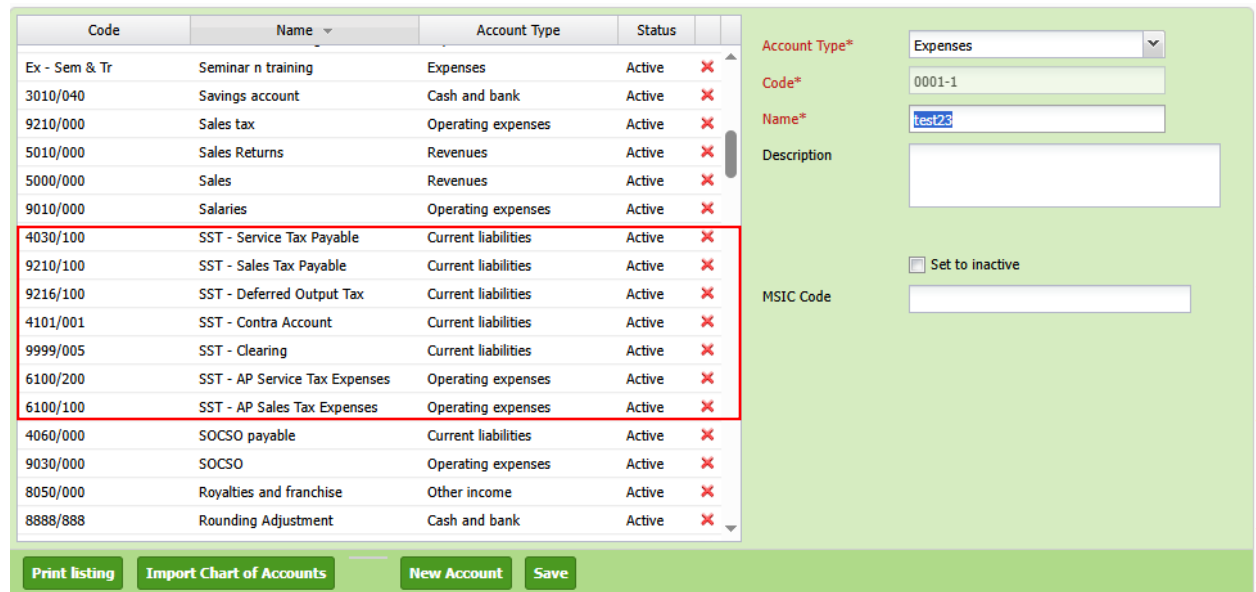
As we have automatically updated your accounts, please check back to make sure you are informed about the updates incurred.

There will be 5 new SST related account added to your COA. To verify this update, navigate through: **Settings > Charts of Account**.



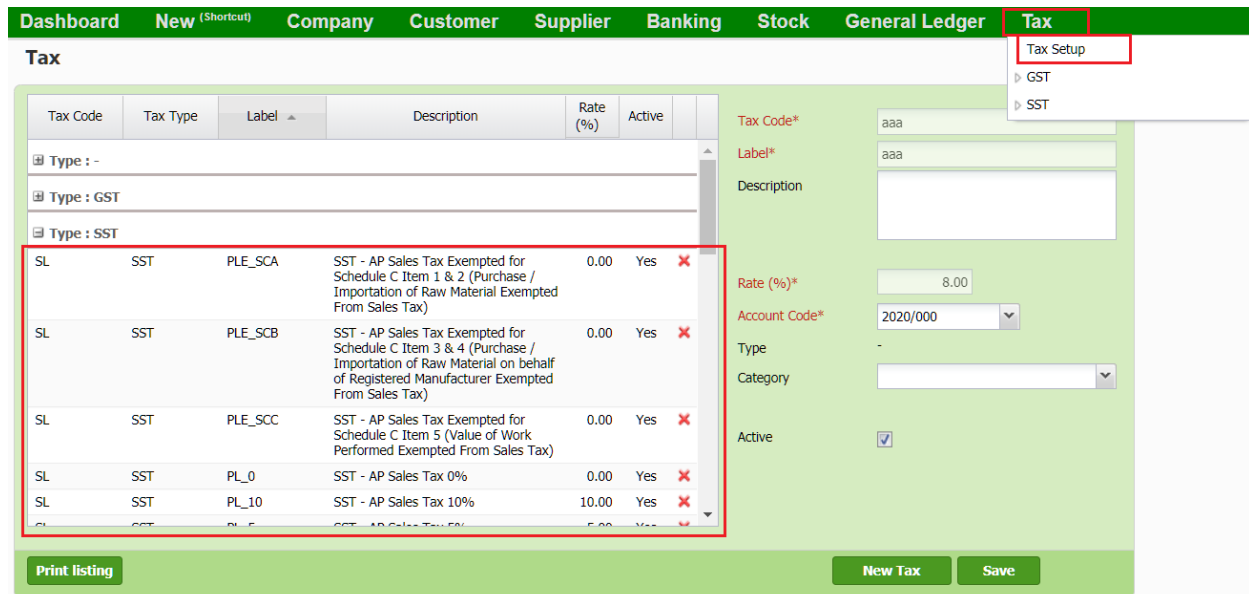
Code	Name	Account Type	Status
1000/000	Share Capital	Equity	Active
1050/000	Retained earnings	Equity	Active
2010/000	Freehold property	Fixed assets	Active
2020/000	Buildings	Fixed assets	Active
2030/000	Plant and machinery	Fixed assets	Active
2040/000	Computer equipment	Fixed assets	Active
2050/000	Motor vehicles	Fixed assets	Active
2060/000	Furniture and fixtures	Fixed assets	Active
2070/000	Investments	Fixed assets	Active
2520/000	Accumulated depreciation - Land	Fixed assets	Active
2530/000	Accumulated depreciation - Buildings	Fixed assets	Active
2540/000	Accumulated depreciation - Plant and machinery	Fixed assets	Active
2550/000	Accumulated depreciation - Motor vehicles	Fixed assets	Active
2560/000	Accumulated depreciation - Furniture and fixtures	Fixed assets	Active
3000/000	Debtors Control Account	Accounts receivable	Active
3010/010	Petty cash	Cash and bank	Active

There will be 5 new account added to your COA automatically.



Code	Name	Account Type	Status
Ex - Sem & Tr	Seminar n training	Expenses	Active
3010/040	Savings account	Cash and bank	Active
9210/000	Sales tax	Operating expenses	Active
5010/000	Sales Returns	Revenues	Active
5000/000	Sales	Revenues	Active
9010/000	Salaries	Operating expenses	Active
4030/100	SST - Service Tax Payable	Current liabilities	Active
9210/100	SST - Sales Tax Payable	Current liabilities	Active
9216/100	SST - Deferred Output Tax	Current liabilities	Active
4101/001	SST - Contra Account	Current liabilities	Active
9999/005	SST - Clearing	Current liabilities	Active
6100/200	SST - AP Service Tax Expenses	Operating expenses	Active
6100/100	SST - AP Sales Tax Expenses	Operating expenses	Active
4060/000	SOCISO payable	Current liabilities	Active
9030/000	SOCISO	Operating expenses	Active
8050/000	Royalties and franchise	Other income	Active
8888/888	Rounding Adjustment	Cash and bank	Active

After verifying your COA list, you can check you tax setup too. Simply navigate through:  
**Tax > Tax setup.**



Tax Code	Tax Type	Label	Description	Rate (%)	Active
SL	SST	PLE_SCA	SST - AP Sales Tax Exempted for Schedule C Item 1 & 2 (Purchase / Importation of Raw Material Exempted From Sales Tax)	0.00	Yes
SL	SST	PLE_SCB	SST - AP Sales Tax Exempted for Schedule C Item 3 & 4 (Purchase / Importation of Raw Material on behalf of Registered Manufacturer Exempted From Sales Tax)	0.00	Yes
SL	SST	PLE_SCC	SST - AP Sales Tax Exempted for Schedule C Item 5 (Value of Work Performed Exempted From Sales Tax)	0.00	Yes
SL	SST	PL_0	SST - AP Sales Tax 0%	0.00	Yes
SL	SST	PL_10	SST - AP Sales Tax 10%	10.00	Yes

**Tax Setup Details:**

- Tax Code\*: aaa
- Label\*: aaa
- Description:
- Rate (%)\*: 8.00
- Account Code\*: 2020/000
- Type: -
- Category:
- Active: ☒

Note that there will be a list of new tax codes added under SST group as shown above.



#### 4) Configure Tariff Code of goods and services

After setting up and reviewing your SST preferences and tax codes. You will now need to setup the Tariff Code and Service Type Code section.

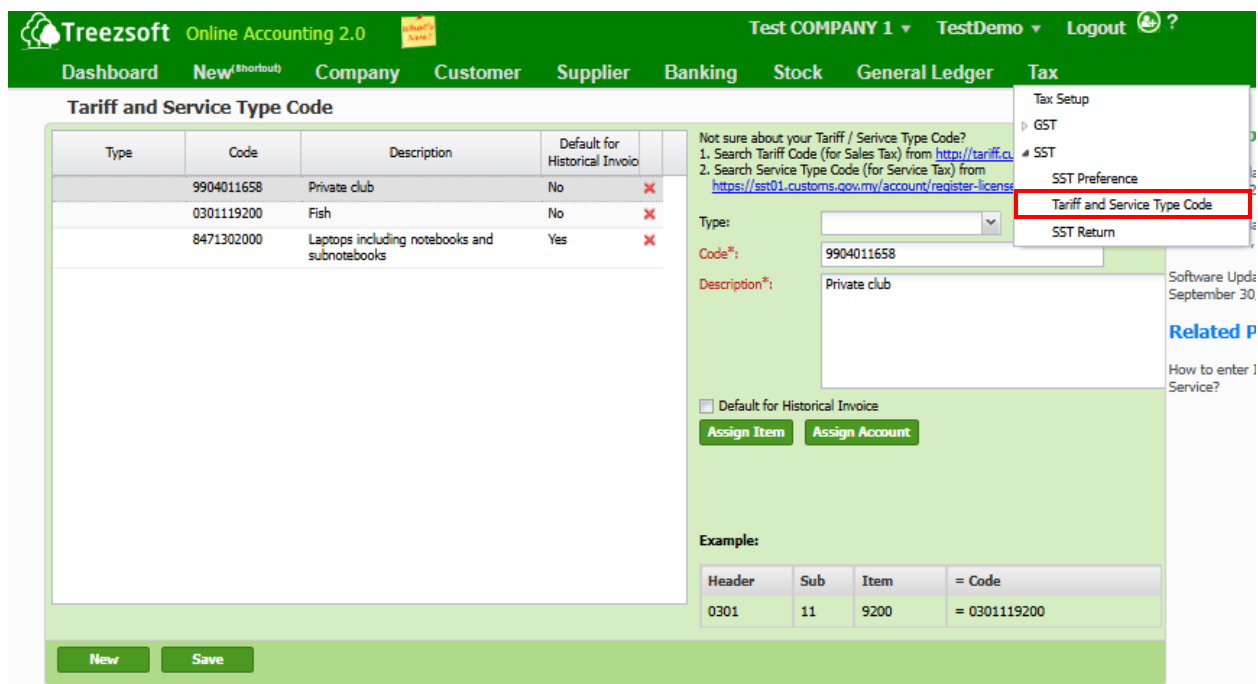
Mapping of **Tariff Codes** and **Service Type Codes** is used to determine the appropriate classification for goods or services, which can be linked through Stock Items or Accounts. For instance:

- If a sales invoice is created using a Stock Item, the **tariff code** assigned to the item will be applied.
- If a sales invoice is created using Accounts, either the **account's tariff code** or **service type code** (for services) will be used, depending on the nature of the transaction.

You can find your item's tariff code in the SST registration form that you submit to the custom department or visit this link: <http://mysstext.customs.gov.my/tariff/> while you can find service type code from <https://sst01.customs.gov.my/account/register-license/2>

After tariff code mapping is done, system will calculate and group the taxable amount in SST-02.

To setup your Tariff Codes and Service Type Code, navigate through: **Tax > SST > Tariff and Service Type Code.**



**Tariff and Service Type Code**

Type	Code	Description	Default for Historical Invoice
	9904011658	Private club	No
	0301119200	Fish	No
	8471302000	Laptops including notebooks and subnotebooks	Yes

Not sure about your Tariff / Service Type Code?  
 1. Search Tariff Code (for Sales Tax) from <http://tariff.customs.gov.my/>  
 2. Search Service Type Code (for Service Tax) from <https://sst01.customs.gov.my/account/register-license/2>

Type:   
 Code\*: 9904011658  
 Description\*: Private club

☐ Default for Historical Invoice  
 Assign Item Assign Account

Example:

Header	Sub	Item	= Code
0301	11	9200	= 0301119200

New Save

Tax Setup  
 GST  
 SST  
 SST Preference  
**Tariff and Service Type Code**  
 SST Return

Software Update  
 September 30  
 Related P  
 How to enter  
 Service?

### Tariff and Service Type Code

Type	Code	Description	Default for Historical Invoice	
	9904011658	Private club	No	✖
	0301119200	Fish	No	✖
	8471302000	Laptops including notebooks and subnotebooks	Yes	✖
				✖

Not sure about your Tariff / Service Type Code?

1. Search Tariff Code (for Sales Tax) from <http://tariff.customs.gov.my>

2. Search Service Type Code (for Service Tax) from <https://sst01.customs.gov.my/account/register-license/2>

Type: Tariff Code

Code\*: 0983215002

Description\*: Keyboard and mouses

☐ Default for Historical Invoice

Assign Item Assign Account

Example:

Header	Sub	Item	= Code
0301	11	9200	= 0301119200

New Save

- 1 This section shows list of Tarrif and Service Type Code you have created. Click on the red cross to delete the code you have created
- 2 Click New to create a new Tarrif Code/Service Type of Code
- 3 Enter all details in their respective columns
- 4 Click save
- 5 Click Assign Item or Assign Account that you would like to map Tariff Code/Service Type code to

A pop-up screen will appear when you click on **Assign Item** (as shown in screenshot below).

subnotebooks

Tariff Code: 0983215002    Keyboard and mouses    No

Code: 0983215002

Description\*: Keyboard and mouses

**Assign Tariff Code**

Please determine which items are under the selected Code **0983215002**.

**Note: This mapping will be used when your transaction is entered by Stock Item.**

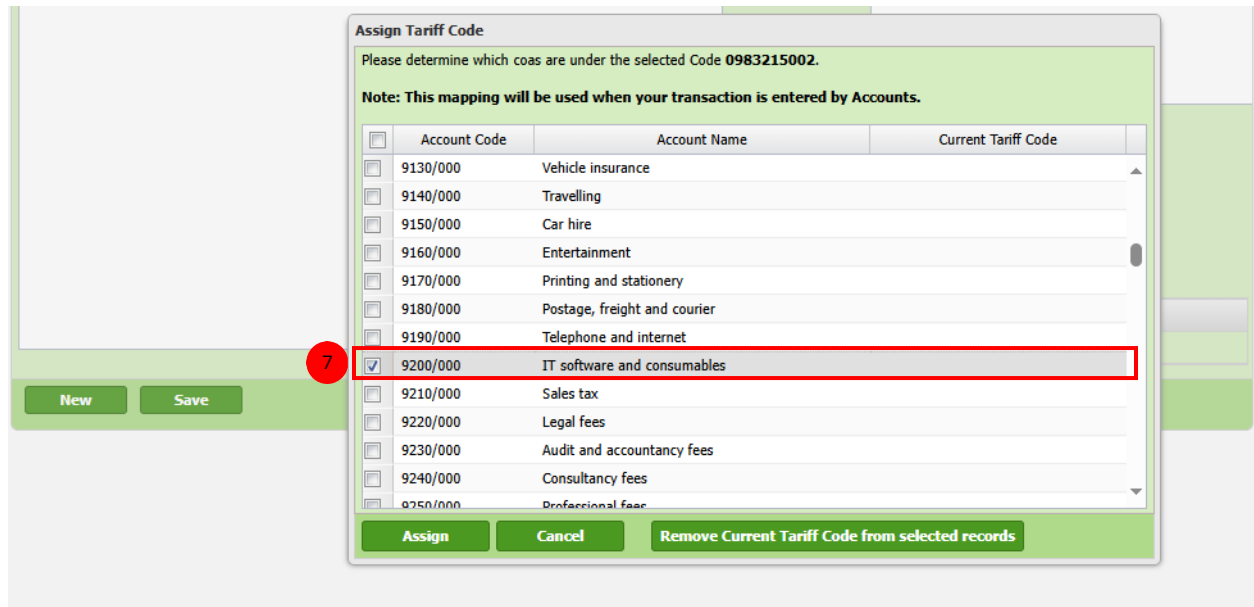
<input type="checkbox"/>	Item Code	Item Name	Current Code
<input type="checkbox"/>	AAD	DOBOT CR10 PACKAGE INCLUSIVE:- 1.) CR10 COLLABORATIVE ROBOT WEIGHT: 40KG PAYLOAD: 10KG WORKING RADIUS: 1300MM MAX REACH: 1525MM MAX SPEED of TCP: 4M/s 2.) CC16X ROBOT CONTROLLER WEIGHT: 12KG POWER INPUT: SINGLE PHASE 110V/220V AC,	8471302000
<input type="checkbox"/>	Saga 1.5	Proton Saga 1.5	
<input type="checkbox"/>	SAGA	Proton Saga 1.3 Standard	
<input type="checkbox"/>	HC001	Honda City 1.5 L V	
<input type="checkbox"/>	HC002	Honda City 1.5 L RS	
<input type="checkbox"/>	HC003	Honda City 1.5 L E - JKV 5883	
<input checked="" type="checkbox"/>	5001	Razor Black Widow Keyboard	
<input checked="" type="checkbox"/>	5501	Razor Essential Mouse	

Assign
Cancel
Remove Current Tariff Code from selected records

Code: 0301119200

- 6 Select the item that you would like to map to the tariff code and click **Assign**.

Similarly, you will see a pop-up screen as below when **Assign Account** button is clicked.



**Assign Tariff Code**

Please determine which coas are under the selected Code **0983215002**.

**Note: This mapping will be used when your transaction is entered by Accounts.**

<input type="checkbox"/>	Account Code	Account Name	Current Tariff Code
<input type="checkbox"/>	9130/000	Vehicle insurance	
<input type="checkbox"/>	9140/000	Travelling	
<input type="checkbox"/>	9150/000	Car hire	
<input type="checkbox"/>	9160/000	Entertainment	
<input type="checkbox"/>	9170/000	Printing and stationery	
<input type="checkbox"/>	9180/000	Postage, freight and courier	
<input type="checkbox"/>	9190/000	Telephone and internet	
<input checked="" type="checkbox"/>	9200/000	IT software and consumables	
<input type="checkbox"/>	9210/000	Sales tax	
<input type="checkbox"/>	9220/000	Legal fees	
<input type="checkbox"/>	9230/000	Audit and accountancy fees	
<input type="checkbox"/>	9240/000	Consultancy fees	
<input type="checkbox"/>	9250/000	Professional fees	

**Assign** **Cancel** **Remove Current Tariff Code from selected records**

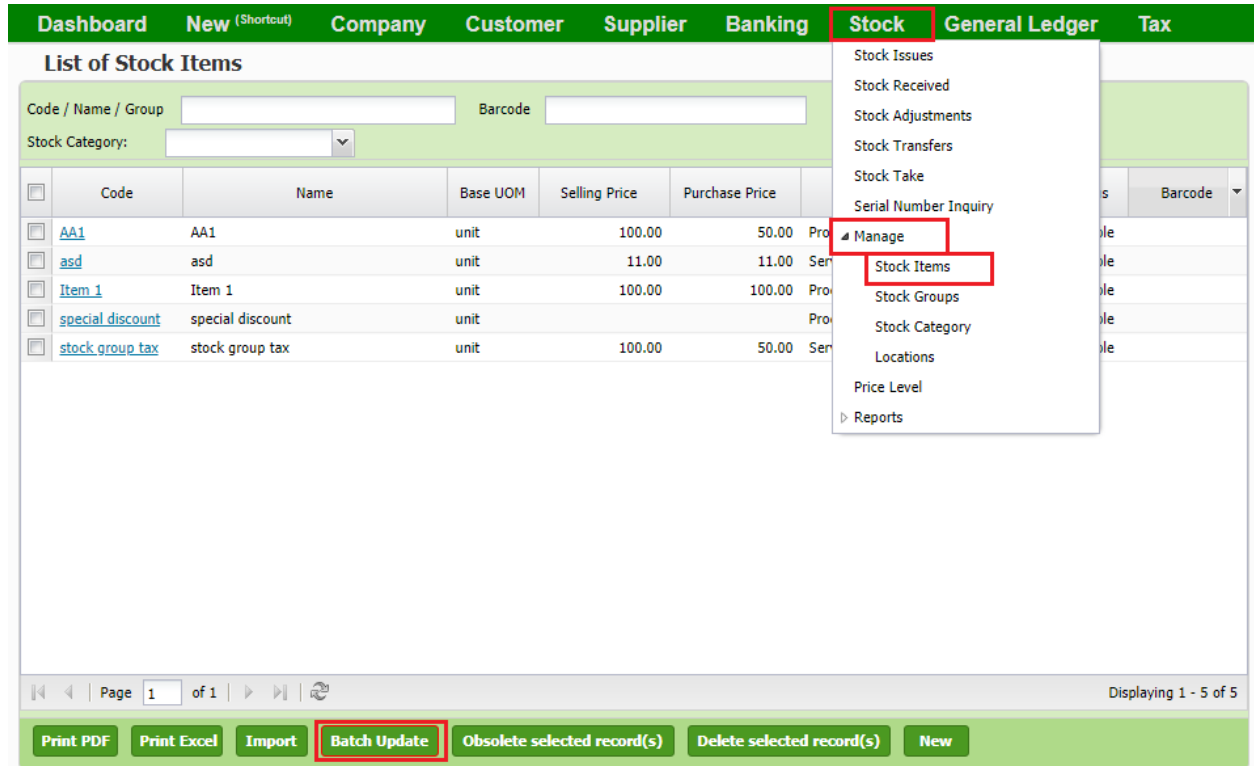
- 7 Select the account that you would like to map to the tariff code and click **Assign**.

*Note: The account should be an account that is used to represent the sales of goods and services.*

- 8 Click save to apply your changes for assigning tariff code to item and account

## 5) Update stock tax code

After that, you just need to update each of your stock item's tax code. You can easily update all by batch by navigating through: **Stock > Manage > Stock Item > Batch Update**.



The screenshot shows the 'List of Stock Items' interface. The top navigation bar includes 'Dashboard', 'New (Shortcut)', 'Company', 'Customer', 'Supplier', 'Banking', 'Stock', 'General Ledger', and 'Tax'. The 'Stock' menu is open, showing options like 'Stock Issues', 'Stock Received', 'Stock Adjustments', 'Stock Transfers', 'Stock Take', 'Serial Number Inquiry', 'Manage', 'Stock Items', 'Stock Groups', 'Stock Category', 'Locations', 'Price Level', and 'Reports'. The 'Manage' option is highlighted. Below the menu, the 'List of Stock Items' table is visible with columns: Code, Name, Base UOM, Selling Price, Purchase Price, and a status column. The table contains five rows of data. At the bottom, there is a pagination bar showing 'Page 1 of 1' and a status bar with buttons: 'Print PDF', 'Print Excel', 'Import', 'Batch Update', 'Obsolete selected record(s)', 'Delete selected record(s)', and 'New'. The 'Batch Update' button is highlighted.

Code	Name	Base UOM	Selling Price	Purchase Price	Status
AA1	AA1	unit	100.00	50.00	Pro
asd	asd	unit	11.00	11.00	Ser
Item 1	Item 1	unit	100.00	100.00	Pro
special discount	special discount	unit			Pro
stock group tax	stock group tax	unit	100.00	50.00	Ser

### Stock Item Batch Update

Code	Name	Selling Price	Purchase Price	Standard Cost	Sales Tax	Purchase Tax
AA1	AA1	100.00	50.00	50.00		
asd	asd	11.00	11.00	11.00	SL_10	
Item 1	Item 1	100.00	100.00	100.00	SL_5	
special discount	special discount				SV_6	
stock group tax	stock group tax	100.00	50.00	50.00		

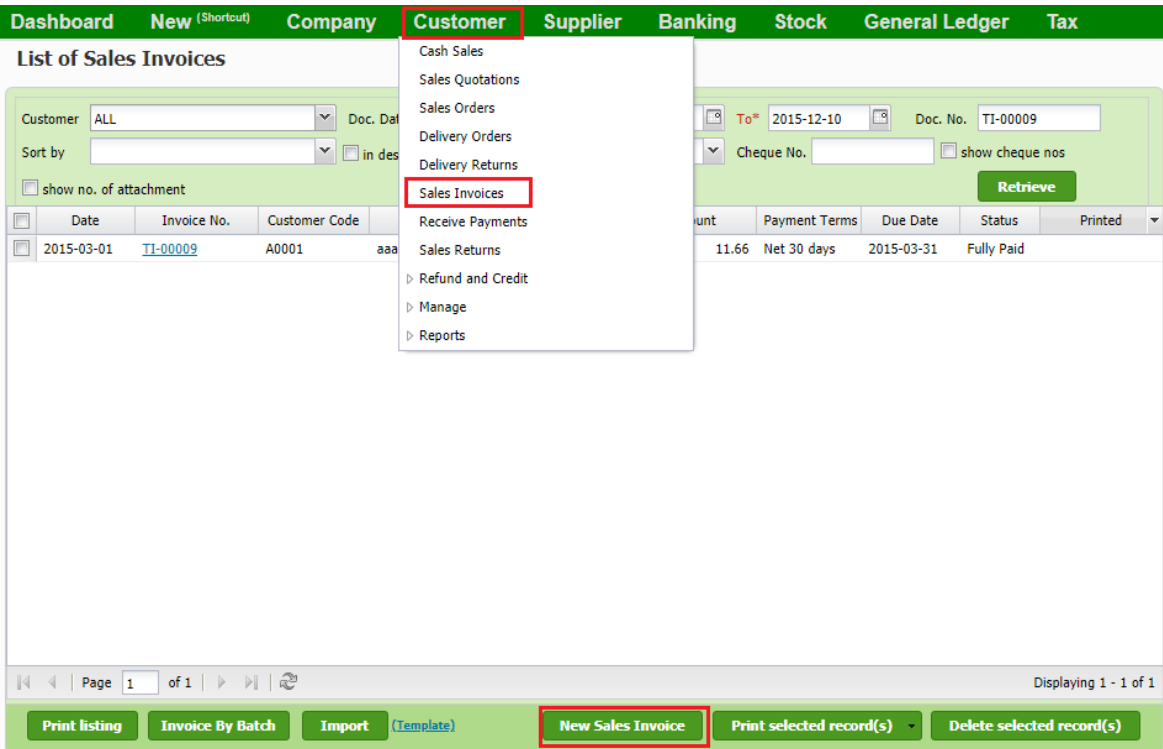
- 1 Choose the tax code for the respective stock item by clicking on the respective tax column.
- 2 Click **save** to confirm all changes made. You can also update your selling and purchase prices for each stock item if there is any changes.

Remember to set your purchase tax to “none” as you wouldn’t need to keep track of purchase tax (input tax) under the SST system.

## 6) Start your business operation as normal

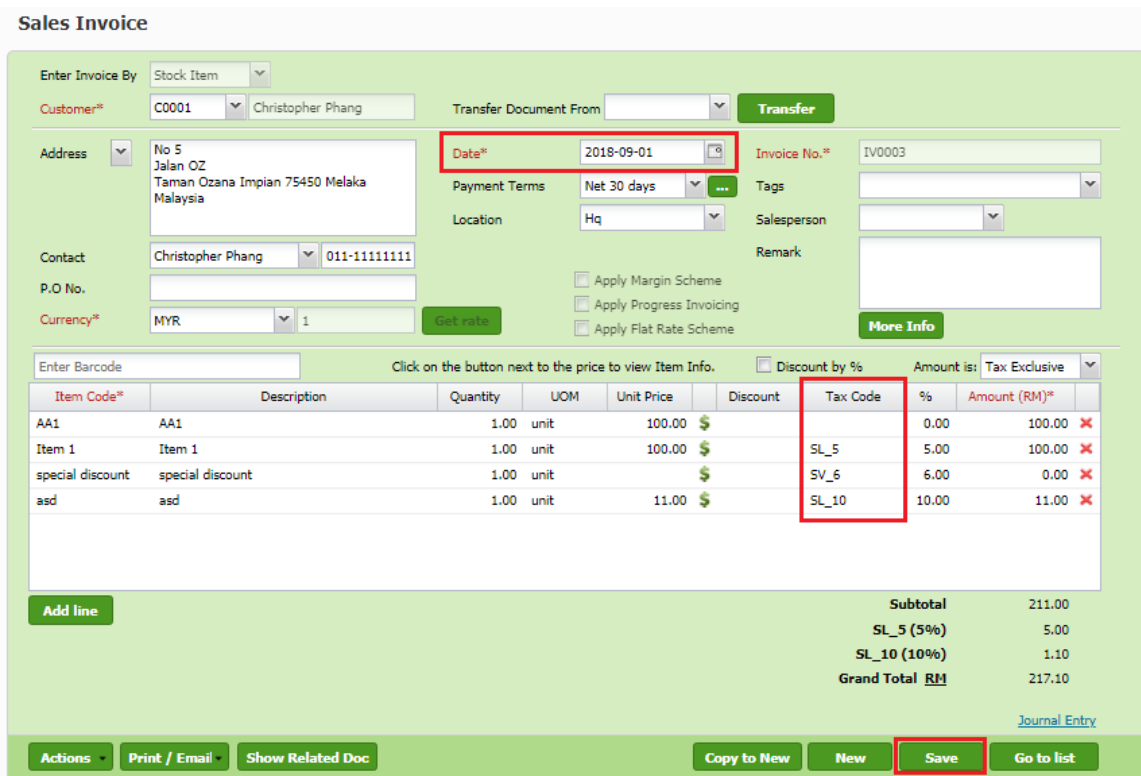
You're ready to start your business operation with TreezSoft now. You can check these changes when issuing a sales invoice that's DATED after or on **1st September 2018**. Your printout will be automatically updated according to your SST setup as well.

To issue a sales invoice, navigate through: **Sales > Sales invoice > New invoice**.



The screenshot shows the TreezSoft interface with the **Customer** menu open. The **Sales Invoices** option is highlighted. Below the menu, the **List of Sales Invoices** table is visible, showing a single record for date 2015-03-01 and invoice number TI-00009. The **New Sales Invoice** button is also highlighted in the bottom toolbar.

Date	Invoice No.	Customer Code	Customer Name
2015-03-01	TI-00009	A0001	aaa



The screenshot shows the **Sales Invoice** form. The **Date\*** field is highlighted with a red box, showing 2018-09-01. The **Tax Code** column in the item table is also highlighted with a red box, showing SL\_5, SV\_6, and SL\_10. The **Save** button is highlighted in the bottom toolbar.

Item Code*	Description	Quantity	UOM	Unit Price	Discount	Tax Code	%	Amount (RM)*
AA1	AA1	1.00	unit	100.00	\$		0.00	100.00
Item 1	Item 1	1.00	unit	100.00	\$	SL_5	5.00	100.00
special discount	special discount	1.00	unit		\$	SV_6	6.00	0.00
asd	asd	1.00	unit	11.00	\$	SL_10	10.00	11.00

	Amount
Subtotal	211.00
SL_5 (5%)	5.00
SL_10 (10%)	1.10
<b>Grand Total RM</b>	<b>217.10</b>

You can also view the accounts that each item has registered by clicking on the **Journal Entry** hyperlink.

**Sales Invoice**

Enter Invoice By: Stock Item  
Customer\*: C0001 Christopher Phang Transfer Document From:  **Transfer**  
Address: No 5 Jalan OZ Date\*: 2018-09-01 Invoice No.\*: IV0003

**Journal Entry**

Date	Document No.	Account Code	Account	Description	Debit	Credit	Last Modified By	Last Modified On
2018-09-01	IV0003	3000/000	Debtors Control Account		217.10		leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	special discount		0.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	asd		11.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	4030/100	SST - Service tax liability	SV_6 (6%)		0.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	9210/100	SST - Sales Tax Liability	SL_5 (5%)		5.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	9210/100	SST - Sales Tax Liability	SL_10 (10%)		1.10	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	Item 1		100.00	leongkl@a...	2018-08-29 14:46:45
2018-09-01	IV0003	5000/000	Sales	AA1		100.00	leongkl@a...	2018-08-29 14:46:45

Add line

Subtotal 211.00  
SL\_5 (5%) 5.00  
SL\_10 (10%) 1.10  
Grand Total **RM** 217.10

[Journal Entry](#)

Actions Print / Email Show Related Doc Copy to New New Save Go to list

**A gentle reminder:** Please make sure all updates are reflected in your invoices before starting your daily business operation. You can save and print your invoice to verify these updates as well. You can refer to the screenshot on the next page.



**Treezsoft Support 2**

11111 22222 221312312 asdasd Malaysia

Phone No. : 0214785

(Sales Tax Reg. No : 999999) | (Service Tax Reg. No : 888888)

**Invoice**
**No. : IV0003**

Payment Terms : Net 30 days

Date : 2018-09-01

Due Date : 2018-10-01

Page : 1 of 1

**Christopher Phang**

No 5 Jalan OZ Taman Ozana Impian 75450 Melaka Malaysia

Christopher Phang Phone No. Phone No. : 011-11111111

Item.	Description	Qty	UOM	Unit Price MYR	Disc. MYR	Amount MYR
1	AA1	1.00	unit	100.00	0.00	100.00
[SL_5]	2 Item 1	1.00	unit	100.00	0.00	100.00
[SV_6]	3 special discount	1.00	unit	0.00	0.00	0.00
[SL_10]	4 asd	1.00	unit	11.00	0.00	11.00

**Ringgit Malaysia** : Two Hundred  
Seventeen And Cents Ten Only

**Sub Total** **211.00**
**Sales Tax** **6.10**
**Service Tax** **0.00**
**Grand Total MYR** **217.10**

Tax Code	Amount	Tax
SL @ 5%	100.00	5.00
SV @ 6%	0.00	0.00
SL @ 10%	11.00	1.10

**Note :**
**Authorised Signature**

You can check that your SST information and tax codes are shown accordingly. Please also note that the title is "Invoice" instead of tax invoice used during GST period.

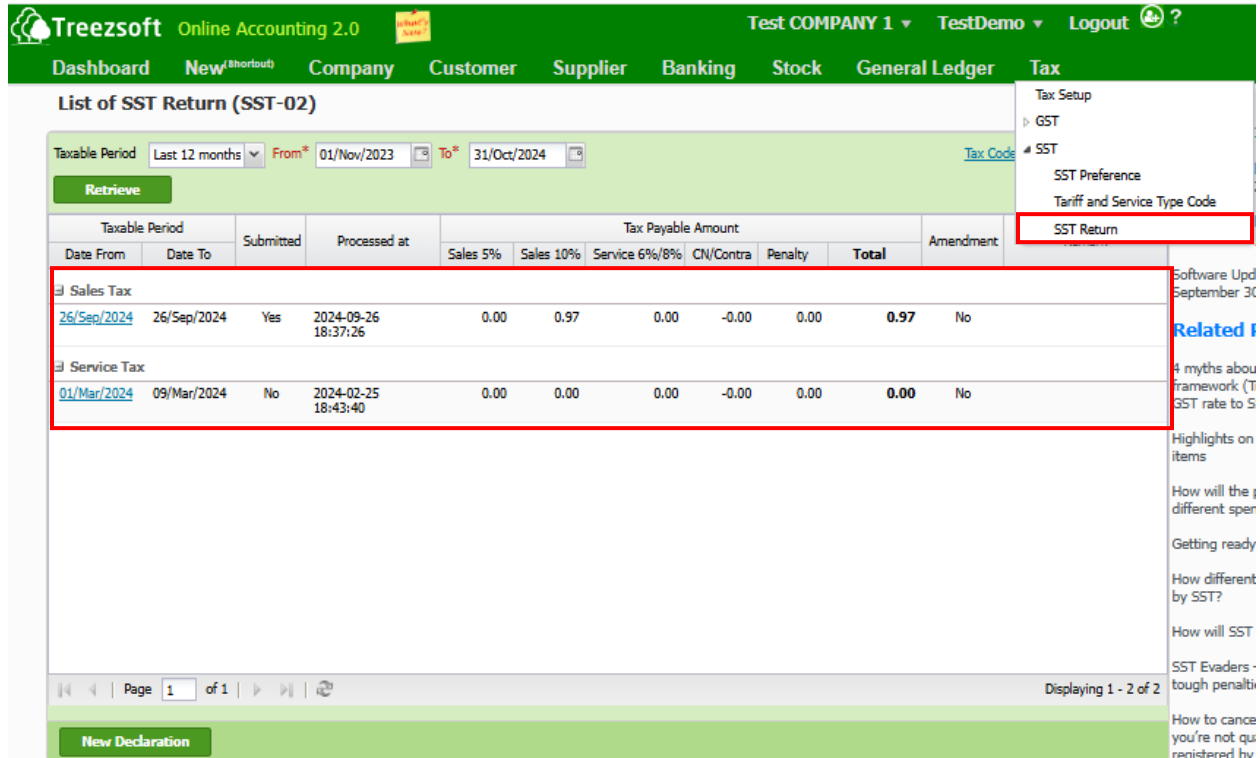
## 7) Generate SST Return (SST-02)

SST Return (SST-02) for Sales Tax and Service Tax need to be generated separately, if you are registered for both taxes.

Please note that for Service Tax return, only paid invoices or debit notes will be picked up, as it is “Cash Basis” according to the custom’s guideline.

To declare SST return, navigate through: **Tax > SST > SST Return**.

Click on **New Declaration** when you want to declare a new SST Return, or click on the **hyperlink** to



**Treezsoft Online Accounting 2.0** Test COMPANY 1 TestDemo Logout ?

Dashboard New (Shortcut) Company Customer Supplier Banking Stock General Ledger Tax

**List of SST Return (SST-02)**

Taxable Period: Last 12 months From: 01/Nov/2023 To: 31/Oct/2024 Tax Code

Retrieve

Taxable Period		Submitted	Processed at	Tax Payable Amount						Amendment
Date From	Date To			Sales 5%	Sales 10%	Service 6%/8%	CN/Contra	Penalty	Total	
<b>Sales Tax</b>										
<a href="#">26/Sep/2024</a>	26/Sep/2024	Yes	2024-09-26 18:37:26	0.00	0.97	0.00	-0.00	0.00	<b>0.97</b>	No
<b>Service Tax</b>										
<a href="#">01/Mar/2024</a>	09/Mar/2024	No	2024-02-25 18:43:40	0.00	0.00	0.00	-0.00	0.00	<b>0.00</b>	No

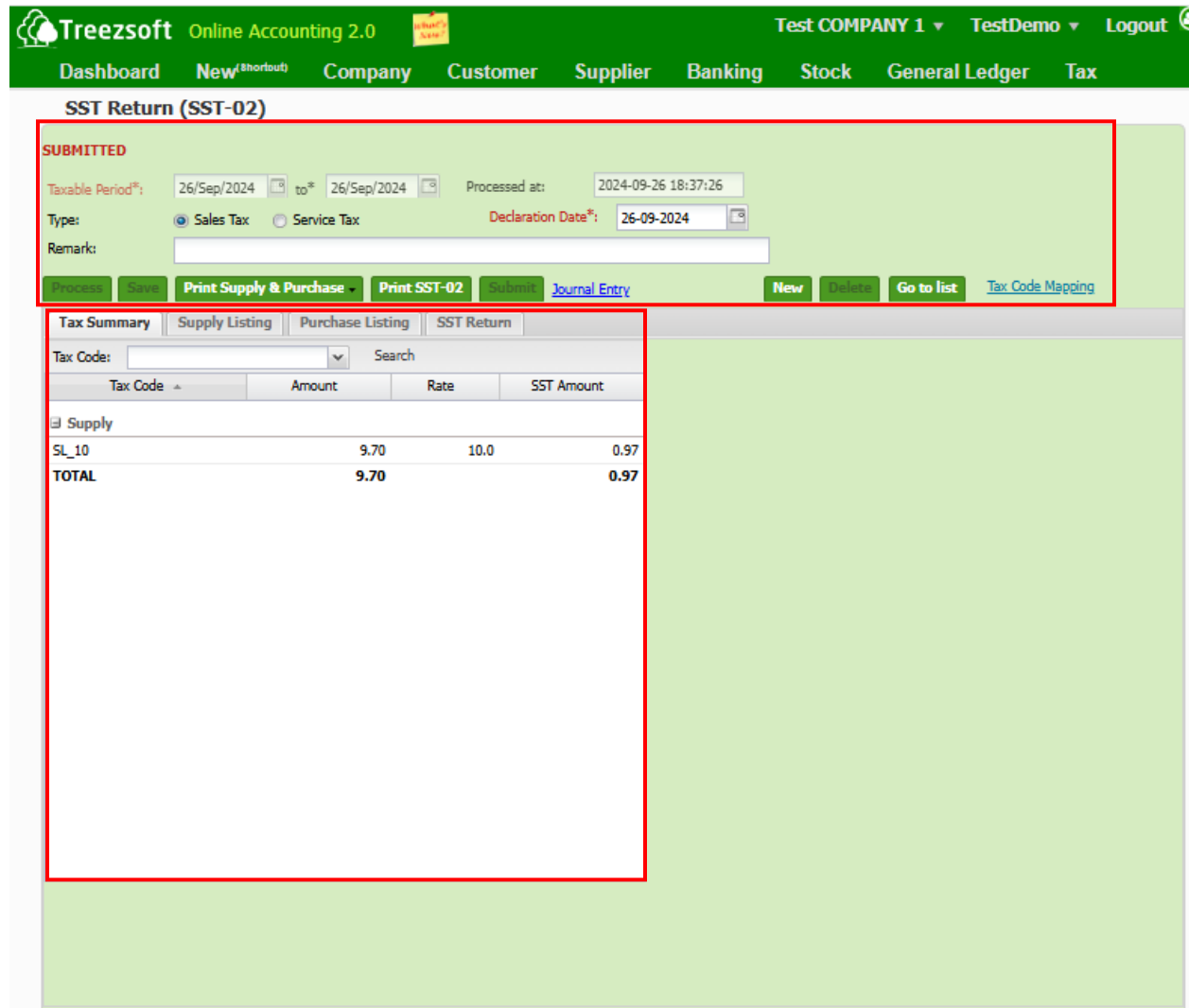
Page 1 of 1 Displaying 1 - 2 of 2

**New Declaration**

## 7.1 Tax Summary

It displays the Supply and Purchase amount that occurred during the taxable period, group by SST tax code.

On the screen below, select the **taxable period** you wanted and click on **Process** to generate your SST return report.



**SST Return (SST-02)**

**SUBMITTED**

Taxable Period\*: 26/Sep/2024 to\* 26/Sep/2024 Processed at: 2024-09-26 18:37:26

Type: ☒ Sales Tax ☐ Service Tax Declaration Date\*: 26-09-2024

Remark:


[Process](#) [Save](#) [Print Supply & Purchase](#) [Print SST-02](#) [Submit](#) [Journal Entry](#) [New](#) [Delete](#) [Go to list](#) [Tax Code Mapping](#)

Tax Code	Amount	Rate	SST Amount
<b>Supply</b>			
SL_10	9.70	10.0	0.97
<b>TOTAL</b>	<b>9.70</b>		<b>0.97</b>

## 7.2 Supply and Purchase Listing

It displays the details of all Supply and Purchase transactions that occurred during the taxable period. This allow you to do cross check easily.

You can click into each **hyperlink** to be directed to the document listed.


**Treezsoft** Online Accounting 2.0

Test COMPANY 1 ▼ TestDemo ▼ Logout

Dashboard New<sup>(Shortcut)</sup> Company Customer Supplier Banking Stock General Ledger Tax

### SST Return (SST-02)

**SUBMITTED**

Taxable Period\*: 26/Sep/2024 to\* 26/Sep/2024 Processed at: 2024-09-26 18:37:26  
 Type: ☒ Sales Tax ☐ Service Tax Declaration Date\*: 26-09-2024  
 Remark:

[Process](#) [Save](#) [Print Supply & Purchase](#) [Print SST-02](#) [Submit](#) [Journal Entry](#) [New](#) [Delete](#) [Go to list](#) [Tax Code Mapping](#)

Tax Summary
Supply Listing
Purchase Listing
SST Return

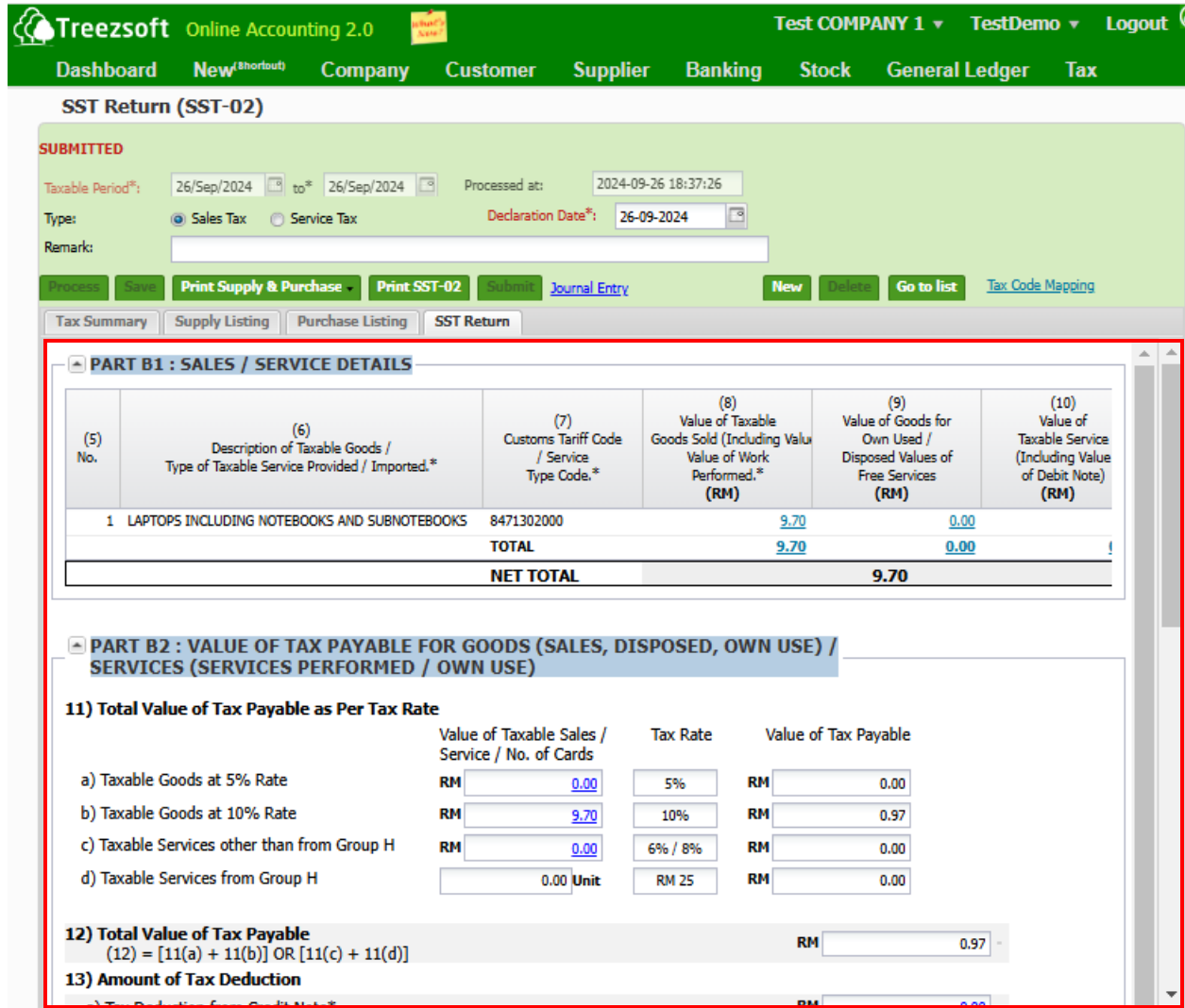
Type: Tax Code: Search

Customer	Date	Type	Doc. No	Description	Amount	Tax Rate	Tax Amount	Tax Code
Lam Su Yan	26/Sep/20...	Sales Invoice	<a href="#">7373</a>	01-天	9.70	10.0	0.97	SL_10
<b>TOTAL</b>					<b>9.70</b>		<b>0.97</b>	

### 7.3 SST Return

It is a screen mimicking SST-02 form. All amounts will be automatically calculated for you and will be filled in to their respective column.

You can then easily copy and paste these figures when filling in your SST-02 form in the MySST website.



**SST Return (SST-02)**

**SUBMITTED**

Taxable Period\*: 26/Sep/2024 to\* 26/Sep/2024 Processed at: 2024-09-26 18:37:26

Type: ☒ Sales Tax ☐ Service Tax Declaration Date\*: 26-09-2024

Remark:

Process Save **Print Supply & Purchase** **Print SST-02** Submit Journal Entry New Delete Go to list Tax Code Mapping

Tax Summary Supply Listing Purchase Listing **SST Return**

**PART B1 : SALES / SERVICE DETAILS**

(5) No.	(6) Description of Taxable Goods / Type of Taxable Service Provided / Imported.*	(7) Customs Tariff Code / Service Type Code.*	(8) Value of Taxable Goods Sold (Including Value of Work Performed.* (RM)	(9) Value of Goods for Own Used / Disposed Values of Free Services (RM)	(10) Value of Taxable Service (Including Value of Debit Note) (RM)
1	LAPTOPS INCLUDING NOTEBOOKS AND SUBNOTEBOOKS	8471302000	9.70	0.00	
<b>TOTAL</b>			9.70	0.00	
<b>NET TOTAL</b>			9.70		

**PART B2 : VALUE OF TAX PAYABLE FOR GOODS (SALES, DISPOSED, OWN USE) / SERVICES (SERVICES PERFORMED / OWN USE)**

**11) Total Value of Tax Payable as Per Tax Rate**

	Value of Taxable Sales / Service / No. of Cards	Tax Rate	Value of Tax Payable
a) Taxable Goods at 5% Rate	RM 0.00	5%	RM 0.00
b) Taxable Goods at 10% Rate	RM 9.70	10%	RM 0.97
c) Taxable Services other than from Group H	RM 0.00	6% / 8%	RM 0.00
d) Taxable Services from Group H	0.00 Unit	RM 25	RM 0.00

**12) Total Value of Tax Payable**  
(12) = [11(a) + 11(b)] OR [11(c) + 11(d)] RM 0.97

**13) Amount of Tax Deduction**

If you found some mistakes in your transactions, you may first update the transaction and then reprocess the SST Return.

You can easily be directed to list of transactions by clicking the respective figure.

Lastly, remember to **save** your SST Return.