

CJP Online User Manual (Public Users)

Version 1.1



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1 Purpose of the Document

This document is prepared to guide users on how to use the Malaysia Customs CJP Online System (CJP Online). This is a step-by-step tour procedure, for the purpose of giving users the look and feel of the final product.

2 Available Menu in the CJP Online System

Following are the available menu in the system:

No	Menu Level 1	Menu Level 2	Menu Level 3	Description /Remark
1	Home			First page you visited after you login.
2	Company Information	Company Profile		To view the company profile and available valid license for this company for Tax Return submission.
3	User Information	User Profile		To allow user to change password
4	Sales Tax	Sales Tax License		To view your sales Tax license information and available Tax schedule for submission.
		Tax Return Maintenance	Tax Return (Draft)	To view your saved Draft Status Sales Tax submission
			Tax Return (Submitted)	To view your saved Submitted Status Sales Tax submission that ready for payment.
			Tax Return (Paid)	To view your Paid Status Sales Tax submission.
		Penalty	Penalty Status	
			Installment Status	
		Payment	Payment Request	To select all the Sales Tax submission for online payment.
			Payment Status/History	To view the status and detail of your online payment.
			Payment Receipt	To print the receipt for the payment you have made.

		Exemption	CJ10 Credit Application	To apply for CJ10 credit deduction before submitting Sales Tax Return.
		Exemption Maintenance	Exemption (Saved)	To retrieve saved CJ10 Credit application for submission
			Exemption (Applied)	To view applied CJ10 Credit application
			Exemption (Approved/Rejected)	To view the status of the CJ10 Credit application.
5	Service Tax	Service Tax License		To view your Service Tax license information and available Tax schedule for submission.
		Tax Return Maintenance	Tax Return (Draft)	To view your saved Draft Status Service Tax submission
			Tax Return (Submitted)	To view your saved Submitted Status Service Tax submission that ready for payment.
			Tax Return (Paid)	To view your Paid Status Service Tax submission.
		Penalty	Penalty Status	
			Installment Status	
		Exemption	CJ10 Credit Application	
		Exemption Maintenance	Exemption(Saved)	
			Exemption(Applied)	
			Exemption(Approved/Reject)	
		Payment	Payment Request	To select all the Service Tax submission for online payment.
			Payment Status/History	To view the status and detail of your online payment.
			Payment Receipt	To print the receipt for the payment you have made.

6	User Administration	User Registration		To register new user in the system. Only user with Administrator Level able to access to this function.
		List of Users		To reset user password, to update user information, to deactivate and to activate user information. Only user with Administrator Level able to access to this function.
7	Logout			To logout from the system.

3 Procedure to Login to CJP Online System

1. Open the Windows Internet Explorer, Type the URL address <https://cjponline.customs.gov.my/> to access to CJP Online system. To login to the CJP Online system, click Login button (Figure 1.1) on the left hand side menu and a pop-up window (Figure 1.2) will be displayed.

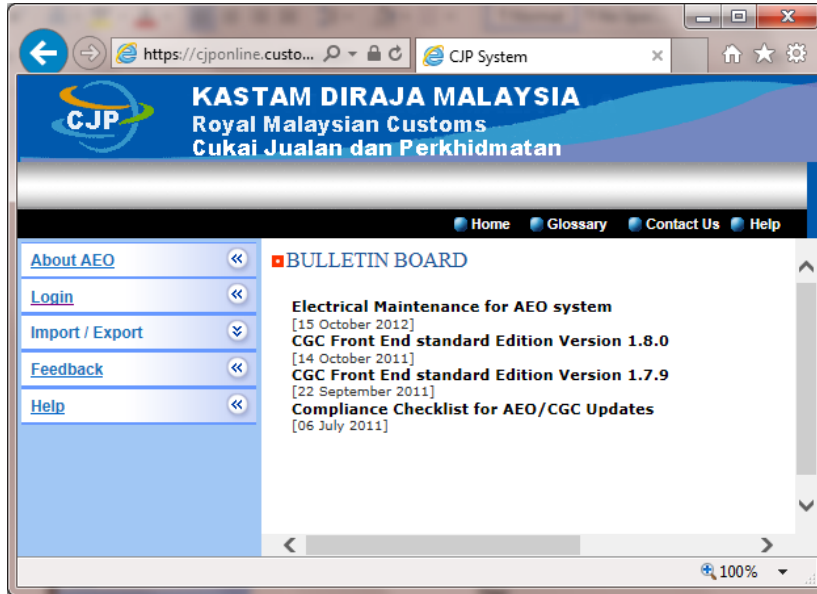


Figure 1.1 - CJP Online Homepage

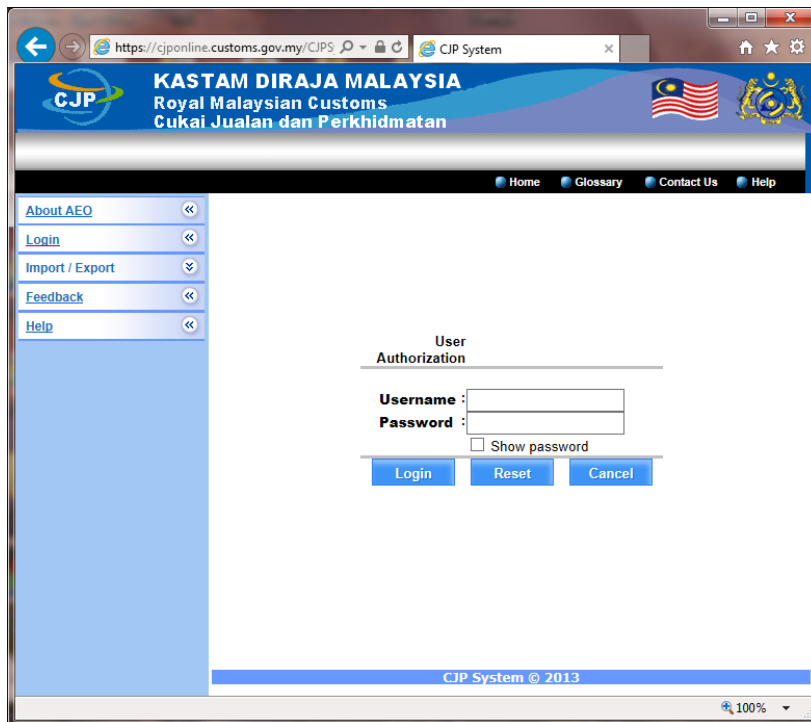


Figure 1.2 - CJP Online User Login

- The user will be directed to the CJP Online main page (https) (Figure 1.3 – 1.4) by key in correct user name, password (Please obtain your User name from **Jabatan Kastam Diraja Malaysia**).

Current Menu Level - > Home

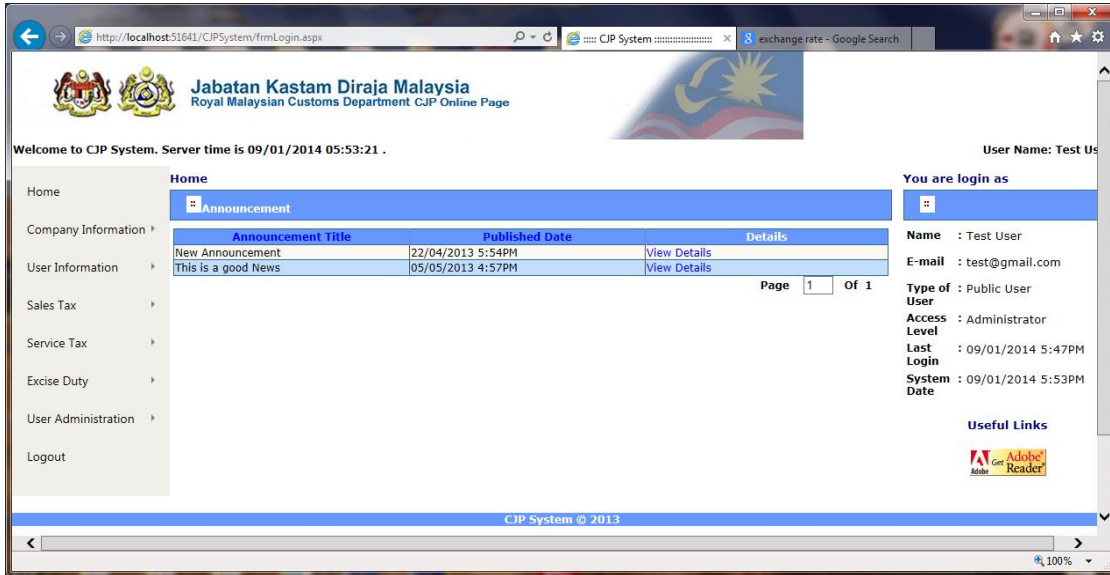


Figure 1.3 - CJP Online Main page (Company administrator user only)

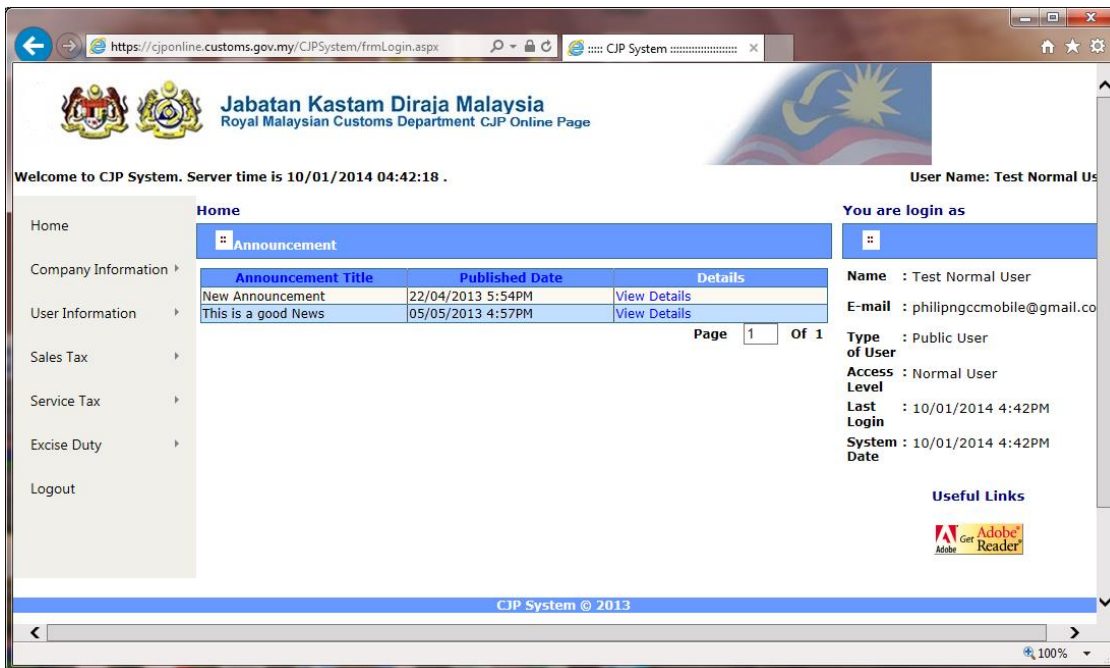


Figure 1.4 - CJP Online Main page (Company normal user only)

4 To View Available Active License for the Company

1. Click Menu [*Company Information*]-> [*Company Profile*]. (Figure 2.1)

Welcome to CJP System. Server time is 15/01/2014 11:00:01 . User Name: Test User

Company Information
Company Profile

ROB/ROC : B56503A
Company Name : ABC SDN BHD
Company Address : 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 Kuala Lumpur
Postal Code : 56100 **State** : SABAH
Telephone Number : 0391001004 **Fax Number** : 0392001223
Contact Person Name (1) : Ng Mi Rong **Email (1)** : ngmirong888@gmail.com
Contact Person Name (2) : Ng Kai Dong **Email (2)** : ngkaidong888@gmail.com
Register in CJP Online Date Time : 12/12/2013 12:11:11
Effective Date (From) : 12/12/2013 **No. of User Registered** : 7
Effective Date (To) : 12/12/2014 **No. of Registered Licence** : 1

Available Company Licence Profile:

Select	No	Licence Type	Licence No / Licence Year	Status	Effective Date(From)	Effective Date(To)
<input checked="" type="radio"/>	1	Sales Tax	A10-CJ-A053091 /1993	Active	09/04/1993	-
<input type="radio"/>	2	Sales Tax	A10-CJ-A75242 /2007	Active	01/08/2012	-
<input type="radio"/>	3	Service Tax	A10-CP-41371 /2002	Active	24/09/2002	-
<input type="radio"/>	4	Service Tax	A10-CP-09000008/2009	Cancel	16/07/2009	-

Page 1 Of 1

[View Detail](#)

CJP System © 2013

Figure 2.1 – Company Profile page

2. To view the license, please select the radio button of the licence you want to view. Click [*View Detail*] button to display the license information.

5 Sales Tax

5.1 To View Sales Tax License Information and Sales Tax Return Schedule

1. Click Menu [*Sales Tax*]-> [*Sales Tax Licence*]. (Figure 2.2)

The screenshot displays the 'Sales Tax' section of the CJP System. The left sidebar contains navigation options: Home, Company Information, User Information, Sales Tax, Service Tax, Excise Duty, User Administration, and Logout. The main content area is titled 'Sales Tax Licence Information' and contains the following details:

CJ2 Licence Reg No.	:A10-CJ-A053091 /1993	Licence Station	:A10 IPOH,PERAK
Company Name	:UNITED WEAVING MILLS SDN BHD		
Ref. No (ROB/ROC)	:B56503A	Application Reference	:
Date Registered	:01/03/1993	Date Applied	:01/03/1993
Date Approved	:21/04/1993	Approved By	:
Effective Date	:09/04/1993	Industry	:416 KAIN
Premise Address	:LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR		
Tel No.	:019-7376917	Tel No.	:
Last CJP1 Date	:23/06/2005	Next CJP1 Date	:29/08/2005
CJ5 Holder	:		
Credit System	:Yes (01/01/2013 - 01/12/2014)		
Bank Guarantee	:	Manufacturing Date	:09/04/1993
Cur Credit Value	:0.00	EOM Date / EOY Date	:99 /

Below the license information, there is a section for 'Available Tax Schedule' with a 'Year' dropdown set to '2005' and 'Backward' and 'Forward' buttons. A table displays the schedule for 2005:

Select	No	TAXABLE PERIOD	DUE DATE	CJP1 RECEIVED DATE	RECEIPT AMT	RECEIPT NO	CJP1 No	CJP1 STATUS	CJ10 NO	CJ10 STATUS
<input checked="" type="radio"/>	1	01/04/2005 to 31/05/2005	28/06/2005							
<input type="radio"/>	2	01/06/2005 to 31/07/2005	29/08/2005							
<input type="radio"/>	3	01/08/2005 to 30/09/2005	28/10/2005							
<input type="radio"/>	4	01/10/2005 to 30/11/2005	28/12/2005							
<input type="radio"/>	5	01/12/2005 to 31/01/2006	28/02/2006							

At the bottom of the table, it indicates 'Page 1 Of 1'. A note states: 'NB: If you have CJ10, please apply CJ10 first and get approval before submitting your CJP1.' Below the note are 'Submit CJP1' and 'Apply C.J10' buttons.

Figure 2.2 – Sales Tax License Information

2. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule

5.2 To Apply CJ10 Credit System Application for Sales Tax Return

1. Click Menu [*Sales Tax*]-> [*Sales Tax Licence*]. (Figure 2.2) or go to menu [*Sales Tax*]-> [*Exemption*]-> [*CJ10 Credit Application*].
2. You are allowed to apply CJ10 Credit Deduction if your Licence have Credit System enable and it is still active (Not expire). In the sample above (Figure 2.2) you will see Credit System is "Yes (01/01/2013 – 01/12/2014)"
3. Select the radio button of the. Click [*Apply CJ10*] button to apply for CJ10 Credit Deduction. (Figure 2.3)

Welcome to CJP System. Server time is 10/01/2014 10:48:57 . User Name: Test User

Sales Tax
Credit System Application CJ10 (Draft)

Licence Holder Name : UNITED WEAVING MILLS SDN BHD(B56503A) **CJ10 Reg. Number** : This field will be automatic generated
Licence Reg No. (CJ2) : A10-CJ-A053091 /1993 **CJ2 Stn** : A10 IPOH,PERAK
Taxable Schedule : From 01/04/2005 To 31/05/2005 **Application Date** :
Total Deduction Amount : 0.00 **Date Approved** :
Total Detail : 0 **Status** : Draft
CJ10 Registered By IC :
Registered Name :

Detail Credit System Application CJ10

Add

Back Clear

CJP System © 2013

Figure 2.3 – CJ10 Credit System Application Screen

- Press the [Add] button to create the detail (Figure 2.3)

Welcome to CJP System. Server time is 10/01/2014 10:49:13 . User Name: Test User

Sales Tax
Detail Credit System Application CJ10

Detail Credit System Application CJ10

Tariff Code :

Goods Description :

Price :

Deduction Rate % : **Tax Rate %** :

Deduction Amt : 0.00

Back Clear Add

CJP System © 2013

Figure 2.4 – CJ10 Credit System Detail Screen

- Please fill in the detail information for CJ10 (Figure 2.4) before pressing the [Add] button. Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Tariff Code	Numeric	10	Yes	Must be a valid Tariff code Eg: 7318150020
2	Goods Description	Alphanumeric	70	No	
3	Price	Decimal	11,2	Yes	With no more than two decimal places and must be more than 0. Maximum value can be entered: 999,999,999.99

6. Click on the magnifying glass on the right side of Tariff Code to search for frequently used added Tariff Code. (Figure 2.5)

Figure 2.5–Tariff Code Search Screen

Following are the field description and criteria for Figure 2.5:-

No	Field Name	Type	Size	Mandatory	Remark (Example)
1	Tariff Code	Numeric	10	No	Must be a valid Tariff code Eg: 7318150020
2	Product Description	Alphanumeric	70	No	

7. You may search Tariff Code with the filtering criteria before pressing the [Search] button.
8. To choose the Tariff Code, click on the hyperlink at the Tariff Code column. If no result is return, press Close to return to previous screen Figure 2.4.

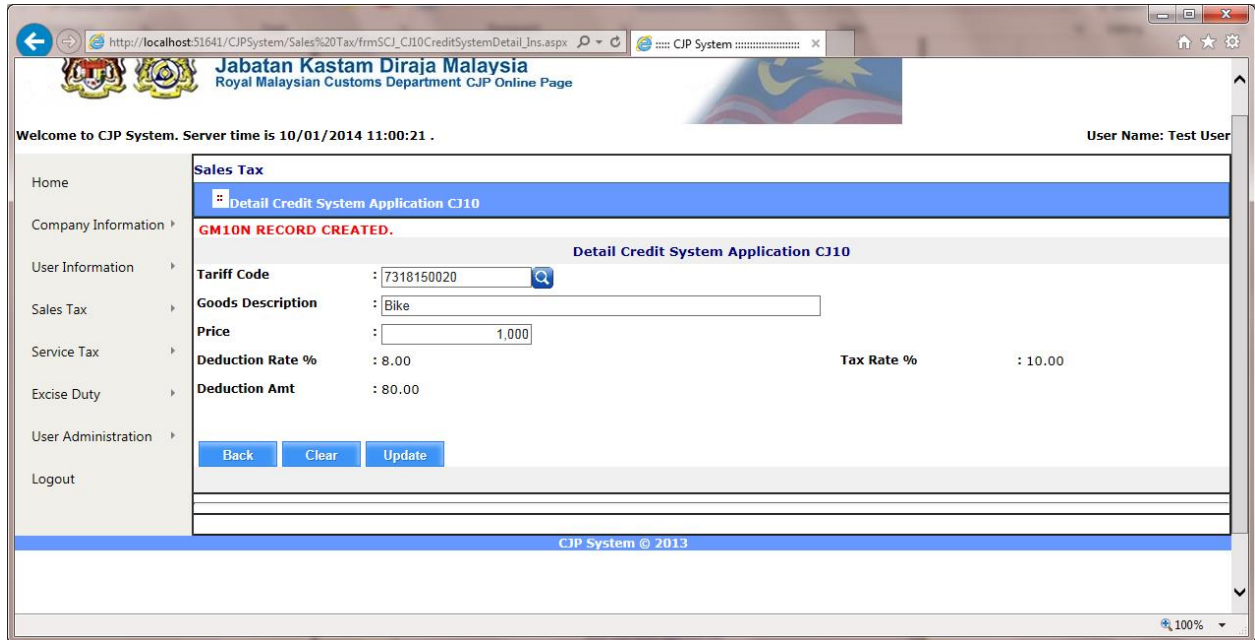


Figure 2.6 – CJ10 Credit System Detail Screen

- After select a valid Tariff Code and key in the price and good description, click on the [Add] button at Figure 2.5 and your will see the message Record Created. If mandatory field is not enter, it will be highlighted in red. Press [Back] button to return to previous screen (Figure 2.7).



Figure 2.7 – CJ10 Credit System Header Screen

- You may edit or delete the Detail that you have entered. (Figure 2.7)

- To submit the CJ10 application, you need to press the [Save] (Figure 2.7) and then follow by pressing the [Submit] button at Figure 2.8. A confirmation will be prompt to ask whether you want to submit the CJ10 application. Submitted CJ10 will change status from Draft to Submitted.



Figure 2.8 – To submit CJ10 Application.

- If you decide to submit CJ10 later, draft CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Saved)]
- If you have submitted your CJ10, submitted CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Applied)]
- If your CJ10 has been approved/rejected, approved CJ10 will appear under the menu [Sales Tax]-[Exemption Maintenance]-[Exemption (Approved/Rejected)]. Figure 2.9

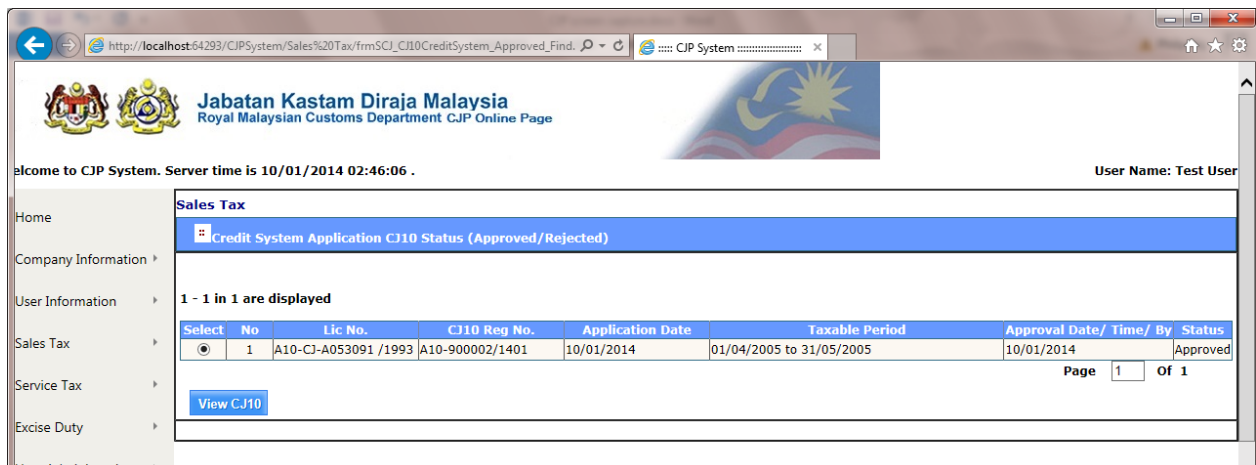


Figure 2.9 – To view status of CJP10

5.3 To Submit Sales Tax Return

1. Click Menu [Sales Tax]-> [Sales Tax Licence]. (Figure 3.0)

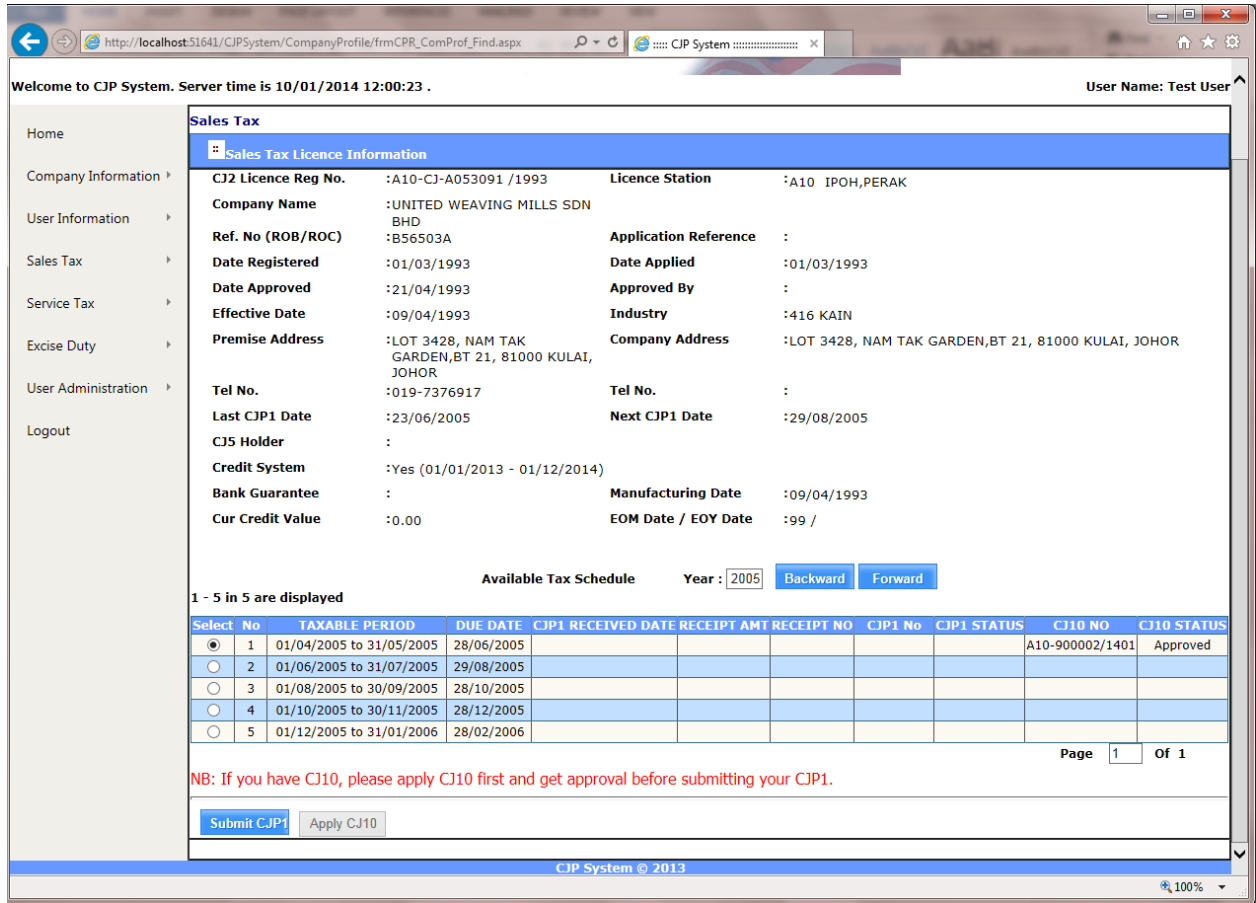


Figure 3.0 – Sales Tax License Information

2. Select the radio button at Figure 3.0, then press the [Submit CJP1] button.
3. Please fill in the header information for Sales Tax CJP1 form (Figure 3.1), then follow by pressing the [Add] button to add the detail of the Sales Tax CJP1.

Following are the field description and criteria for Sales Tax Header:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Export Sales	Decimal	11,2	No	With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99
2	Local Sales (Exempted Goods) CJP(2)	Decimal	11,2	No	
3	Exempted Sales	Decimal	11,2	No	
4	Sales to CJ5 Holder	Decimal	11,2	No	
5	Total Credit Notes	Decimal	11,2	No	

Welcome to CJP System. Server time is 10/01/2014 12:01:23 . User Name: Test User

Sales Tax

Sales Tax Return (Draft)

Licence Holder Name : UNITED WEAVING MILLS SDN BHD(B56503A) **CJP1 Reg. Number** : This field will be automatic generated
Licence Reg No. (CJ2) : A10-CJ-A053091 /1993 **CJP1 Stn Submit To** : A10 IPOH,PERAK
Taxable Schedule : From 01/04/2005 To 31/05/2005 **Due Date** : 28/06/2005
Export Sales : **Date Registered** :
Local Sales (Exempted Goods) CJP(2) : **Date Received** :
Exempted Sales : **Form Status** : Draft
Sales To CJ5 Holder : **Receipt No** :
Total Taxable Sales : 0.00 **Receipt Date** :
Total Tax Amount : 0.00 **Amount Paid** : 0.00
Total CJ10 : 80.00 **Balance** : 0.00
Total Credit Note : **BOD Ref** :
Total Tax Payable : 0.00 **BOD Date** :
Penalty Rate : 50.00% **Remark** :
Total Penalty : 0.00
Total Amount Payable :
CJP1 Registered By IC : **Registered Name** :
Total Detail : 0

Detail Sales Tax Return

Add

Page Of

Back Clear

CJP System © 2013

Figure 3.1 – Sales Tax License CJP1 Form header

4. Press the [Add] button to create the detail of Sales Tax Return at Figure 3.1.

Welcome to CJP System. Server time is 10/01/2014 12:02:05 . User Name: Test User

Sales Tax

Sales Tax Return (Draft)

Detail Sales Tax Return

Tariff Code :
Goods Description :
Good Sold Amount :
Own Use Amount : **Tax Rate %** :
Leased Amount : **Total Amount** :
Work Done Amount : **Total Tax Payable** :

Back Clear Add

Detail Sales Tax Return Listing

CJP System © 2013

Figure 3.2 – Sales Tax License CJP1 Form detail

5. Please fill in the detail information for Sales Tax CJP1 (Figure 3.2) before pressing the [Add] button.

Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Tariff Code	Numeric	10	Yes	Must be a valid Tariff code Eg: 7318150020
2	Goods Description	Alphanumeric	70	No	
3	Good Sold Amount	Decimal	11,2	At least one need to have value	With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99
4	Own Use Amount	Decimal	11,2		
5	Leased Amount	Decimal	11,2		
6	Work Done Amount	Decimal	11,2		

6. Click on the magnifying glass on the right side of Tariff Code to search for frequently used added Tariff Code. (Figure 3.3)

Figure 3.3–Tariff Code Search Screen

Following are the field description and criteria for Figure 3.3:-

No	Field Name	Type	Size	Mandatory	Remark (Example)
1	Tariff Code	Numeric	10	No	Must be a valid Tariff code Eg: 7318150020
2	Product Description	Alphanumeric	70	No	

7. Click on the magnifying glass on the right side of Tariff Code to search for
8. You may search Tariff Code with the filtering criteria before pressing the [Search] button.
9. To choose the Tariff Code, click on the hyperlink at the Tariff Code column. If no result is return, press Close to return to previous screen Figure 3.3.
10. After select a valid Tariff Code and key in the price and good description, click on the [Add] button at Figure 3.5 and your will see the message Record Created. If mandatory field is not enter, it will be highlighted in red (Figure 3.4). Press [Back] button to return to previous screen. (Figure 3.6). A Summary will be shown at the bottom of page.

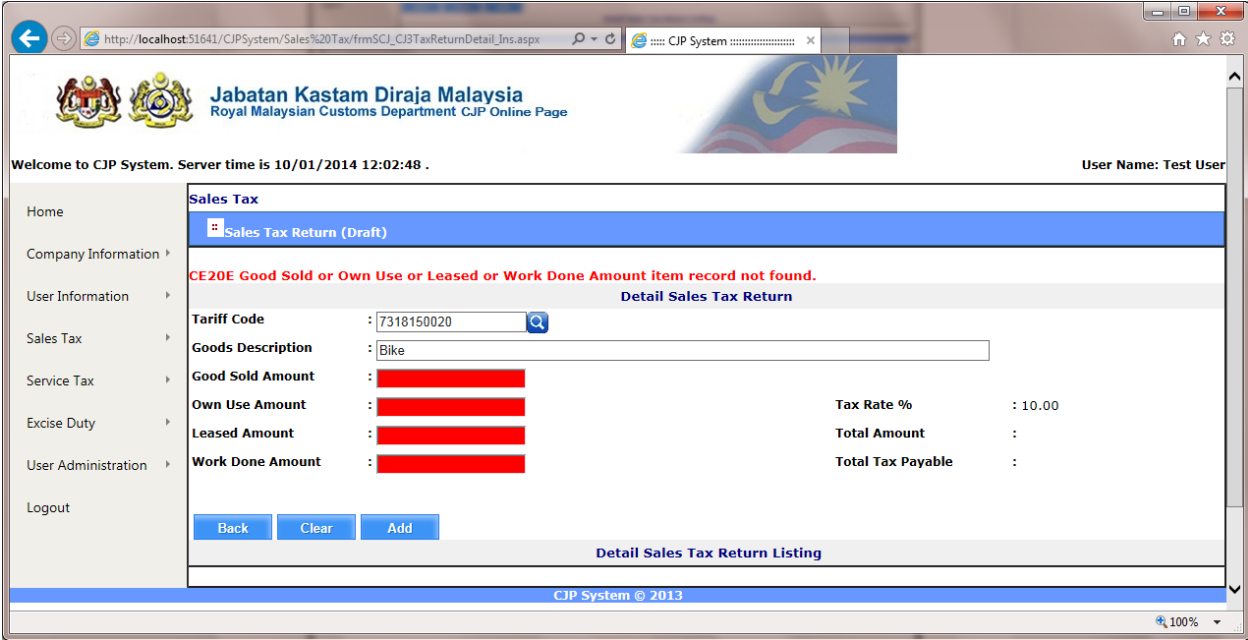


Figure 3.4–Mandatory Field for Sales Tax Return Detail



Figure 3.5– After creation of Sales Tax Return Detail

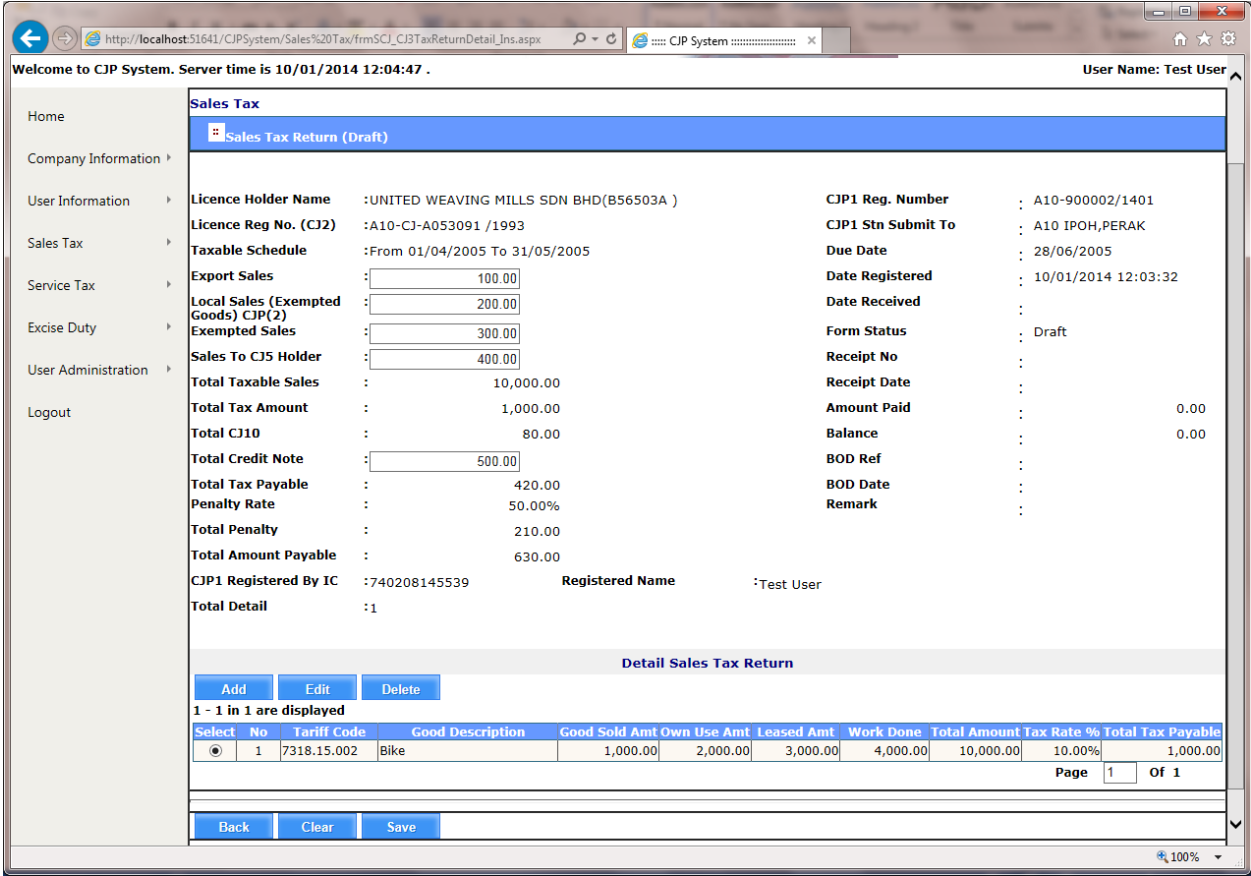


Figure 3.6– CJP1 Header for Sales Tax

11. You may edit or delete the Detail that you have entered. (Figure 3.6)
12. To submit the CJP1 Form, you need to press the [Save] (Figure 3.6) and then follow by pressing the [Submit] button at Figure 3.7. A confirmation will be prompt to ask whether you want to submit the CJP1 Form. Submitted CJP1 Form for Sales Tax it will change status from Draft to Submitted.

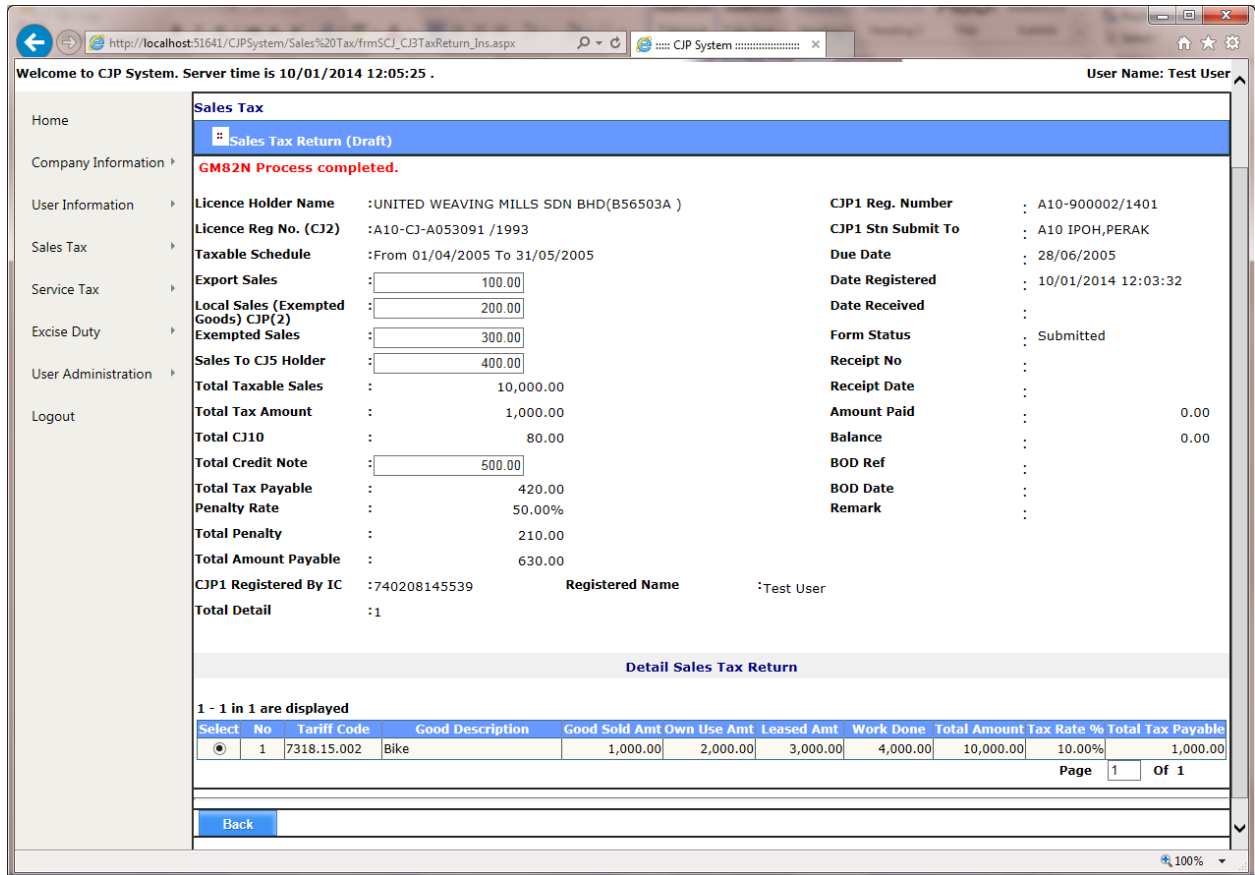


Figure 3.7– To submit CJP1 form for Sales Tax

13. If you decide to submit CJP1 later, draft CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Draft)]
14. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 3.8
15. If your CJP1 has been paid, it will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Paid)].

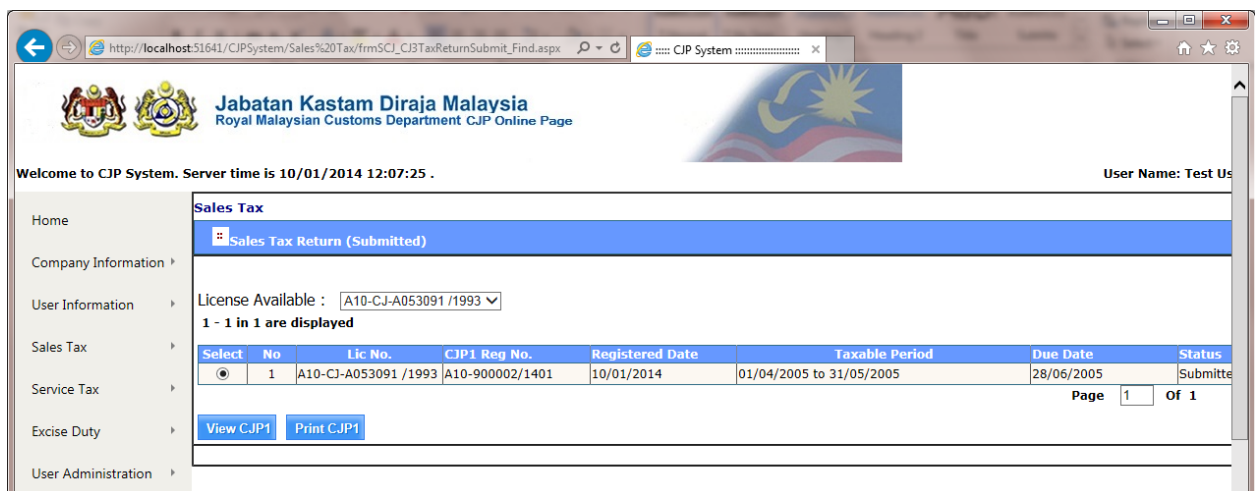
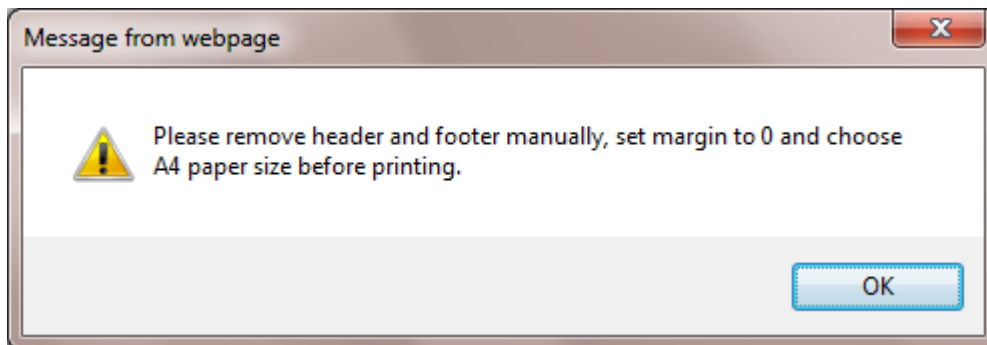


Figure 3.8– Submitted CJP1 form for Sales Tax

16. To view the CJP1 form in pre-printed form, please click on the [Print CJP1] button. (Figure 3.9)

Figure 3.9–CJP1 form for Sales Tax

- To print current page of CJP1 form, please click on the [Print Current Page] or click on [Print All Pages] to print all. For Print All Pages, you will be prompted with instruction for each pages that you need to be printed on top of the pre-printed form. System will automatically adjust 5 record per page for you to fit in the form. Please remove the browser header and footer manually, set margin to 0 and choose A4 paper size before printing the form.



5.4 To Pay the CJP1 Sales Tax Return Using Online Payment Gateway

1. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Sales Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 3.8
2. Select the radio button of the CJP1 form that you would like to pay and click on [View CJP1] button.

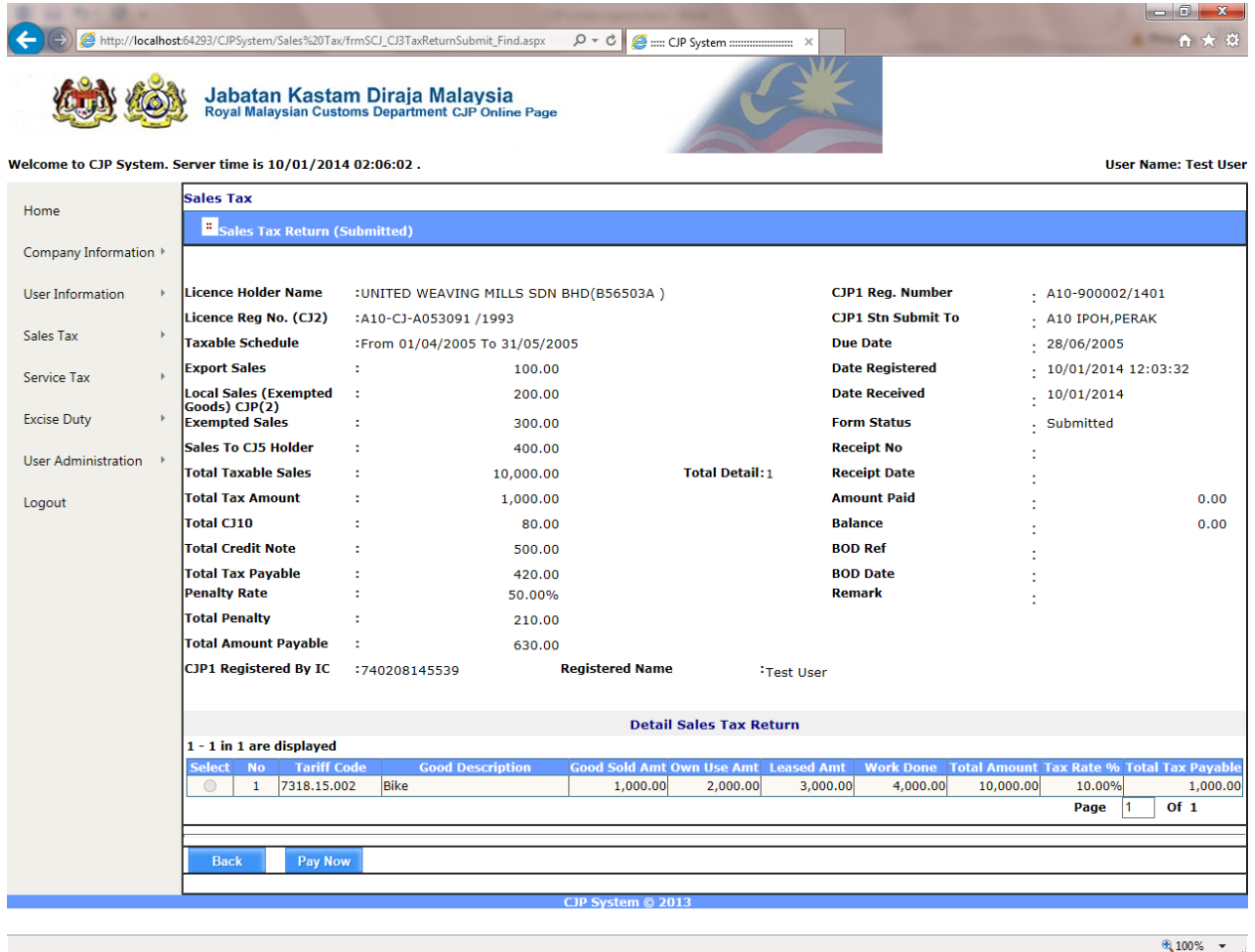


Figure 4.0 – CJP1 form ready for payment

3. Click on the [Pay Now] button. Make sure your CJ10 Application has been approved before you submit your CJP1 form. If CJP1 form is submitted before the CJ10 approval, the pending CJ10 application will be cancelled.

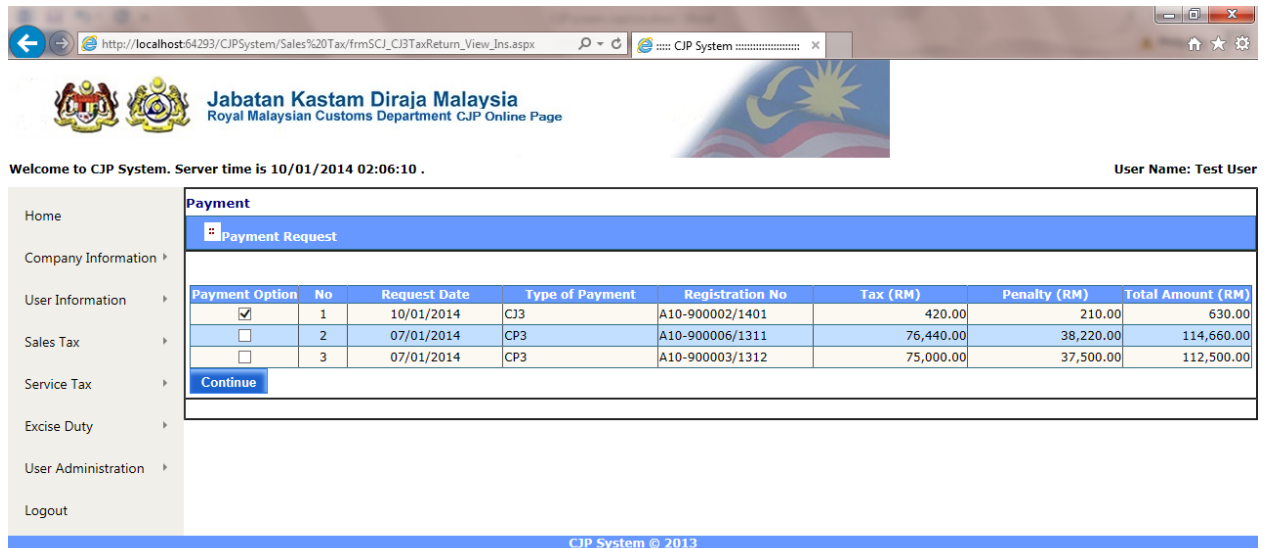


Figure 4.1 – Payment request selection

4. Tick the Form that you would like to make payment and click the [Continue] button. (Figure 4.1)

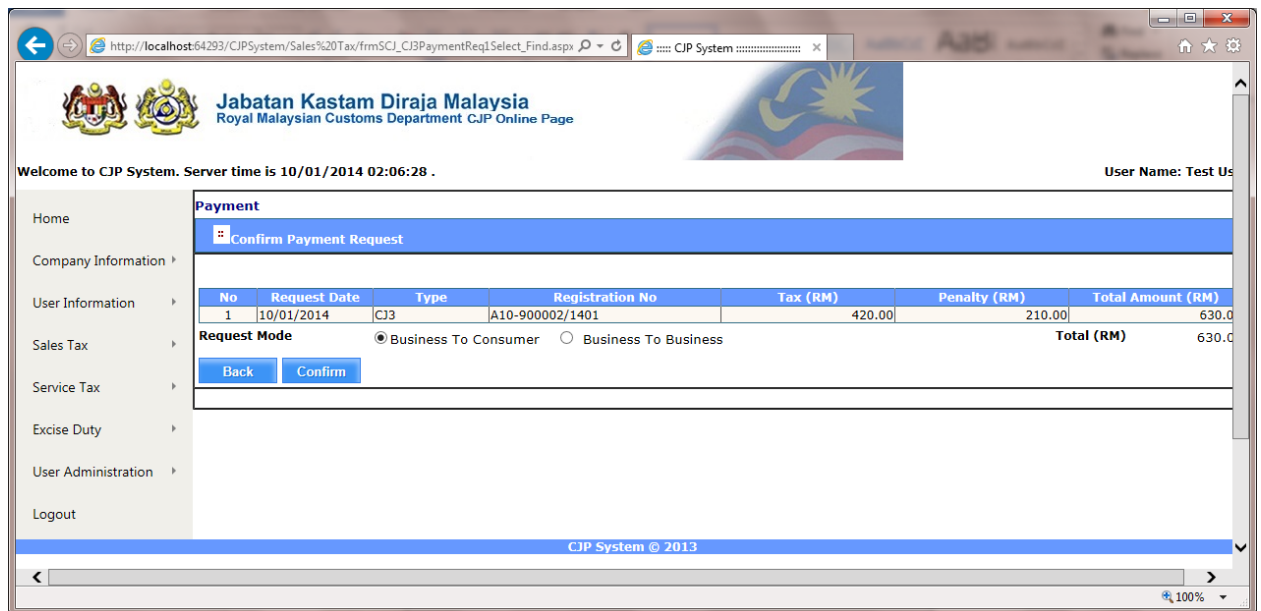


Figure 4.2 – Payment confirmation

5. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway

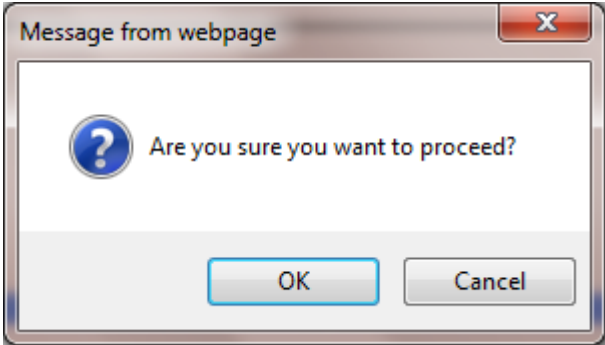


Figure 4.3 – Confirmation before proceeding to online gateway

- 6. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway

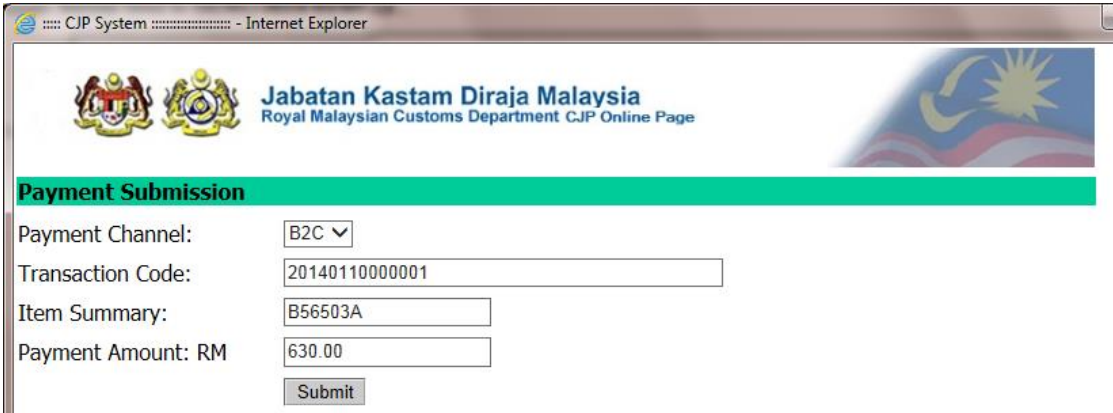


Figure 4.4 – Online Payment Gateway Step 1

- 7. Press the [Submit] button to continue.

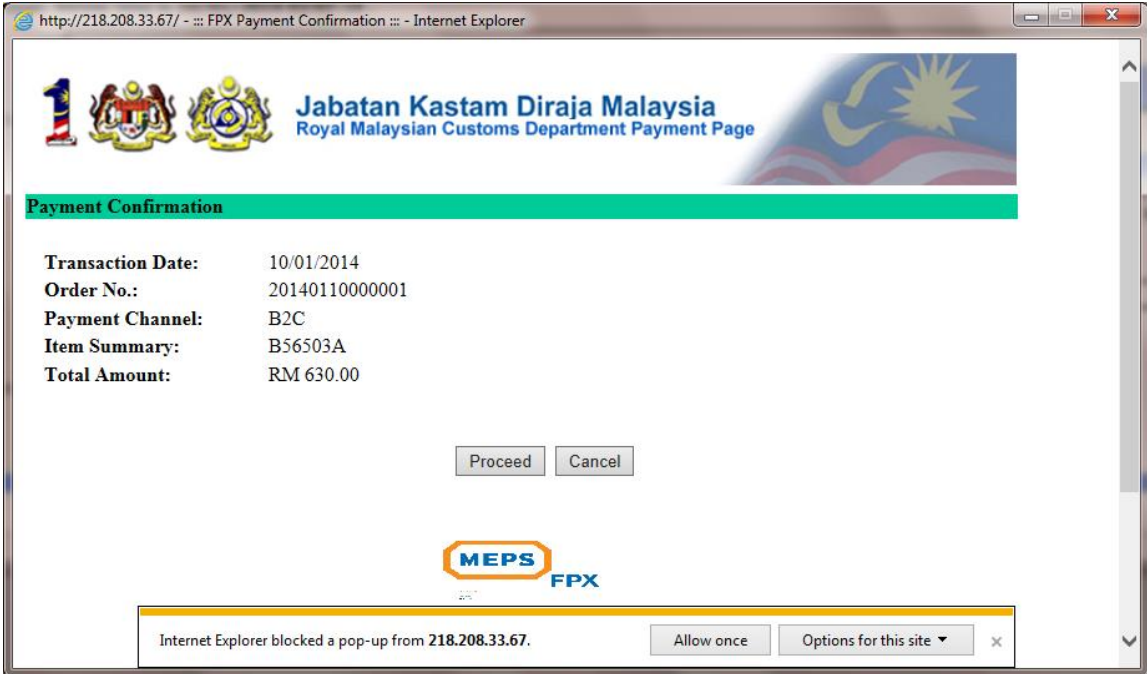


Figure 4.5 – Online Payment Gateway Step 2

8. Make sure your pop up blocker is off or set to always allow this website to pop up before you continue. Click [Proceed] button to continue. Figure 4.5

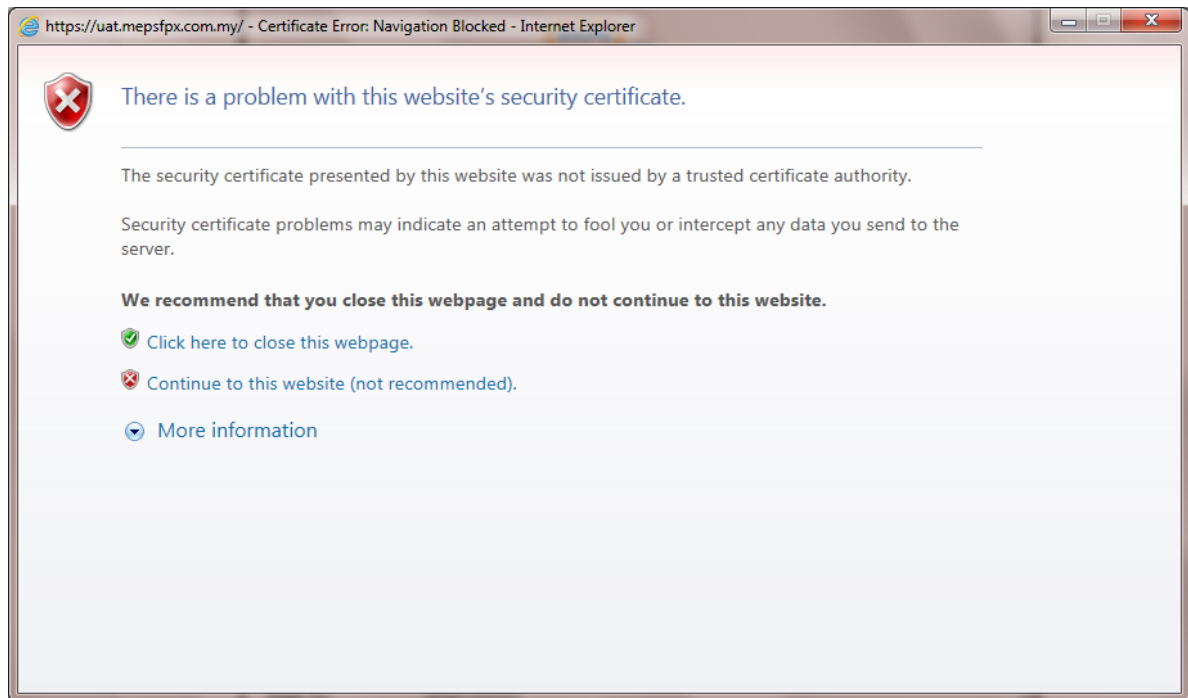


Figure 4.6 – Online Payment Gateway Step 3

9. If you receive this certificate warning, please click [Continue to this website] to continue. Figure 4.6

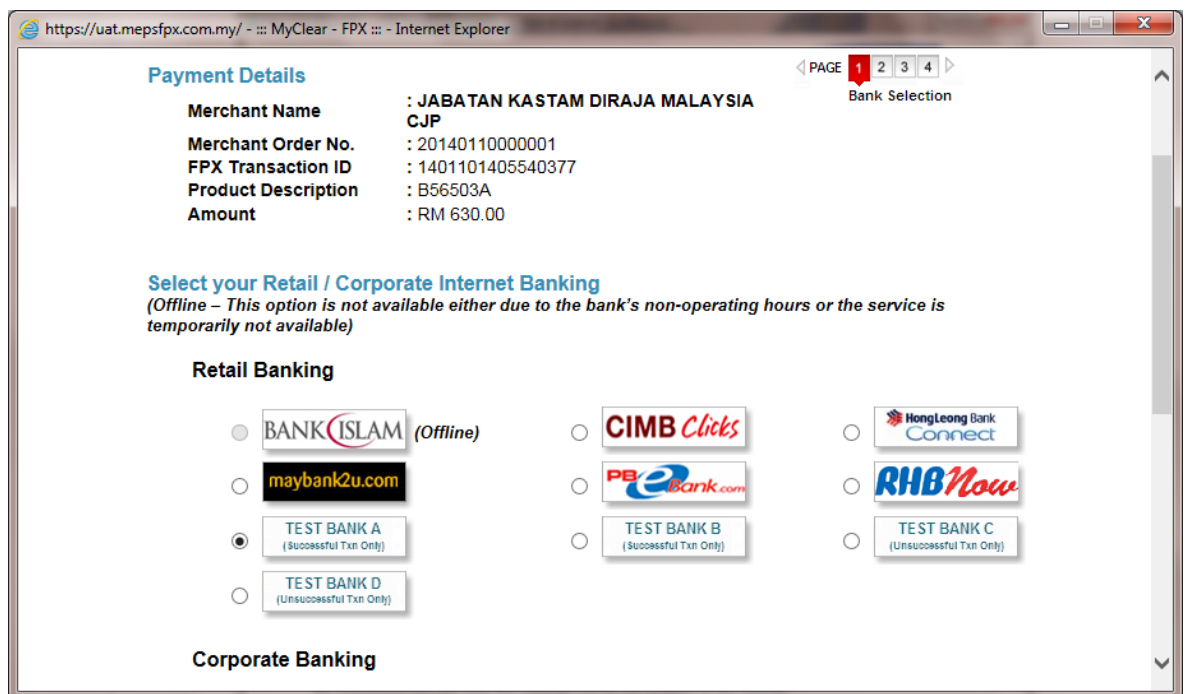


Figure 4.7 – Online Payment Gateway Step 4

10. Please choose your bank of choice before click the [Continue] button to bring you to your own online banking website. Figure 4.7
11. Please login using your own bank username and password and confirm the transaction amount. Once you are done, you will be prompt the complete transaction page. Click [Click Here to Complete Your Transaction] Figure 4.8



Figure 4.8 – Online Payment Gateway Step 5

http://218.208.33.67/ - :: FPX Payment Status - Internet Explorer

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department Payment Page

FPX Transaksi Status

Print

Successful Transaction	
Seller Order No.	20140110000001
Message Order No.	20140110140446
Order Amount.	630.00
FPX Transaction ID	1401101405540377
Debit Auth Code	00
Debit Auth No.	40752
Credit Auth Code	00
Credit Auth No.	9999999999
Seller Bank	

Order Amount.	630.00
FPX Transaction ID	1401101405540377
Debit Auth Code	00
Debit Auth No.	40752
Credit Auth Code	00
Credit Auth No.	9999999999
Seller Bank	
Buyer Name	Meps User
Buyer Id	
Buyer Bank ID	TEST0001
Buyer Bank Branch	TESTBANK A
Buyer Acc No	
Buyer I Bank	TESTBANK A
Maker Name	TESTBANK A
Currency	MYR
Charge Type	AA
Order Count	1
Transaction Date	10/1/2014 2:04:46 PM

Figure 4.9 – Online Payment Gateway Step 6

12. You will receive the complete transaction pages, please click [Continue] at the bottom of the page to continue. Figure 4.9
13. The last step you will see the following page at our website to indicate the Payment Request has been completed successfully. Click [OK] to close the screen. Figure 5.0

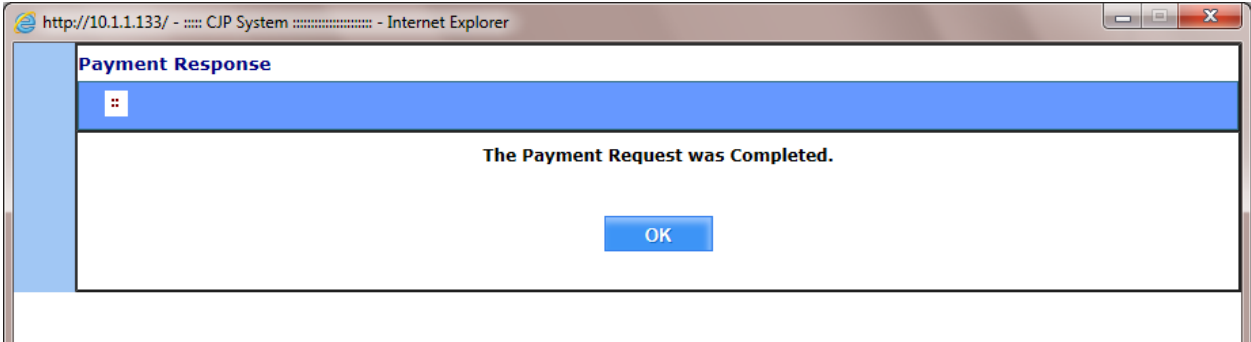


Figure 5.0 – Online Payment Gateway Step 7

5.5 To View the Status of Your Payment Request

1. To view the status of your payment request, please go to menu [Sales Tax]-[Payment]-[Payment Status/History] Figure 5.1

Welcome to CJP System. Server time is 10/01/2014 02:12:58 . User Name: Test User

Payment

Payment Status/History

Fill in the information below and click Search

Transaction No. :

Transaction Date :

Status : All Status

Search Clear

1 - 10 in 115 are displayed

Select	No	Transaction Code	Request Date/Time	Payment Mode	Transaction Amount	Status
<input checked="" type="radio"/>	1	2014011000001	10/01/2014 14:07:18	Business To Consumer	630.00	Success
<input type="radio"/>	2	20131220000263	20/12/2013 16:27:18	Business To Consumer	4,801.50	Success
<input type="radio"/>	3	20131218000260	18/12/2013 17:51:02	Business To Consumer	3,000.00	Success
<input type="radio"/>	4	20131218000259	18/12/2013 16:55:18	Business To Consumer	1,500.00	Success
<input type="radio"/>	5	20131218000258	18/12/2013 16:51:46	Business To Consumer	1,500.00	Send To Online Payment
<input type="radio"/>	6	20131218000192	18/12/2013 11:40:03	Business To Consumer	197,833.20	Success
<input type="radio"/>	7	20131209000123	09/12/2013 16:34:50	Business To Consumer	6,000.00	Success
<input type="radio"/>	8	20131209000122	09/12/2013 16:30:50	Business To Consumer	6,000.00	Payment Request Cancelled
<input type="radio"/>	9	20131209000121	09/12/2013 16:28:35	Business To Consumer	0.00	Send To Online Payment
<input type="radio"/>	10	20131204000072	04/12/2013 18:13:14	Business To Consumer	0.00	Rejected

Page 1 Of 12

Detail Cancel

CJP System © 2013

Figure 5.1 – Payment Status/History

2. To view the detail of your payment request, select the radio button of the transaction that you wish to view and click on the [Detail] button. Figure 5.2

Welcome to CJP System. Server time is 10/01/2014 02:14:13 . User Name: Test User

Payment

Payment Status/History

No	Transaction Code	Type	Form No.	Actual Amount	Paid Amount
1	2014011000001	CJ3	A10-900002/1401	630.00	630.00

Page 1 Of 1

Back

CJP System © 2013

Figure 5.2 – Payment Status/History Detail

5.6 To Print Your Official Payment Receipt

1. To print official payment receipt, please go to menu [Sales Tax]-[Payment]-[Payment Receipt]
Figure 5.3

Welcome to CJP System. Server time is 10/01/2014 02:15:06 . User Name: Test Us

Payment

Payment Receipt

Select	No	Form No	Request Type	Receipt Date/Time	Receipt No	Amount	Status
<input checked="" type="radio"/>	1	A10-900002/1401	CJ3	10/01/2014 14:05:19	000001CJ	630.00	Printed (0)
<input type="radio"/>	2	A10-900002/1312	CJ3	20/12/2013 16:27:21	000146CJ	4,801.50	Printed (0)
<input type="radio"/>	3	A10-900021/1311	CJ3	18/12/2013 17:51:04	000141CJ	3,000.00	Printed (3)
<input type="radio"/>	4	A10-900019/1311	CJ3	18/12/2013 16:54:58	000140CJ	1,500.00	Printed (0)
<input type="radio"/>	5	A10-900020/1311	CJ3	18/12/2013 16:50:59	000139CJ	1,500.00	Printed (0)
<input type="radio"/>	6	A10-900015/1311	CJ3	18/12/2013 11:40:04	000070CJ	197,833.20	Printed (1)
<input type="radio"/>	7	A10-900016/1311	CJ3	09/12/2013 16:31:06	000015CJ	6,000.00	Printed (1)
<input type="radio"/>	8	A10-900014/1311	CJ3	03/12/2013 13:19:32	000002CJ	3,600.00	Printed (0)
<input type="radio"/>	9	A10-900017/1311	CJ3	25/11/2013 16:03:45	13000038	600.00	Printed (36)
<input type="radio"/>	10	A10-900011/1311	CJ3	25/11/2013 16:02:48	13000037	1,000.00	Printed (3)

Page 1 Of 2

Print Preview

Note: Please ensure that your browser's pop-up blocker is disabled before printing. You are only allow to print 3 times. 1st original, 2nd and 3rd are duplicate.

CJP System © 2013

Figure 5.3 – Payment Receipt

2. To Preview the receipt, select the radio button of the transaction that you wish to preview and click on the [Preview] button. (Figure 5.3). You are require to turn off the pop up blocker before printing or previewing the receipt. Preview receipt is not an official receipt. Figure 5.4. To exit the preview, click on the cross button of the open window.

KERAJAAN MALAYSIA
Jabatan Kastam Diraja Malaysia
Bukan Resit Rasmi/Not Official Receipt
PREVIEW COPY

No Resit/Receipt No: 000001CJ
Tarikh/Date: 10-01-2014
Masa/Time: 14:05:19
Kod Stesen/Station Code: A10, IPOH, PERAK
2/0/14/0/0/0/0/0/1/_/_/_

Maklumat Pembayar/: ABC SDN BHD
Payee Details: 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 Kuala Lumpur

No Pendaftaran/Lain-Lain/ B56503A
Registration No/Others

Perihal Transaksi/ Transaction Details	Cara Bayaran/ Method Of Payment	No Pendaftaran/ Registration No	Amaun(RM) Amount
Pembayaran Cukai Jualan	EFT	A10-900002/1401	RM 630.00 ***

Ringgit Malaysia/: Enam Ratus Tiga Puluh Sahaja
Malaysian Ringgit

No Kebenaran: BPKS(8.15)248-11(6)
740208145539/ 02.44.03/ 10/01/2014

Figure 5.4 – Preview Receipt

- To print the receipt, select the radio button of the transaction that you wish to preview and click on the [Print] button. Figure 5.3

KERAJAAN MALAYSIA
Jabatan Kastam Diraja Malaysia
Resit Rasmi/Official Receipt
ASAL / ORIGINAL

No Resit/Receipt No: 000001CJ
Tarikh/Date: 10-01-2014
Masa/Time: 14:05:19
Kod Stesen/Station Code: A10, IPOH, PERAK
2/0/14/0/0/0/0/0/1/_/_/_

Maklumat Pembayar/: ABC SDN BHD
Payee Details: 888, Jln Desa Bukit Antara 2, Taman Antara, 56100 Kuala Lumpur

No Pendaftaran/Lain-Lain/ B56503A
Registration No/Others

Perihal Transaksi/ Transaction Details	Cara Bayaran/ Method Of Payment	No Pendaftaran/ Registration No	Amaun(RM) Amount
Pembayaran Cukai Jualan	EFT	A10-900002/1401	RM 630.00 ***

Ringgit Malaysia/: Enam Ratus Tiga Puluh Sahaja
Malaysian Ringgit

No Kebenaran: BPKS(8.15)248-11(6)
740208145539/ 02.43.22/ 10/01/2014

Figure 5.5 –Original Copy of Receipt

- The first printed copy will be original copy (Figure 5.5) and subsequent 2nd and 3rd printed copy will be duplicated copy (Figure 5.6). You are only allow to print 3 times.



Figure 5.6 –Duplicate Copy of Receipt

5.7 To View Historical Paid Penalty Record

- To view historical paid penalty record, please go to menu [Sales Tax]-[Penalty]-[Penalty Status] Figure 5.7

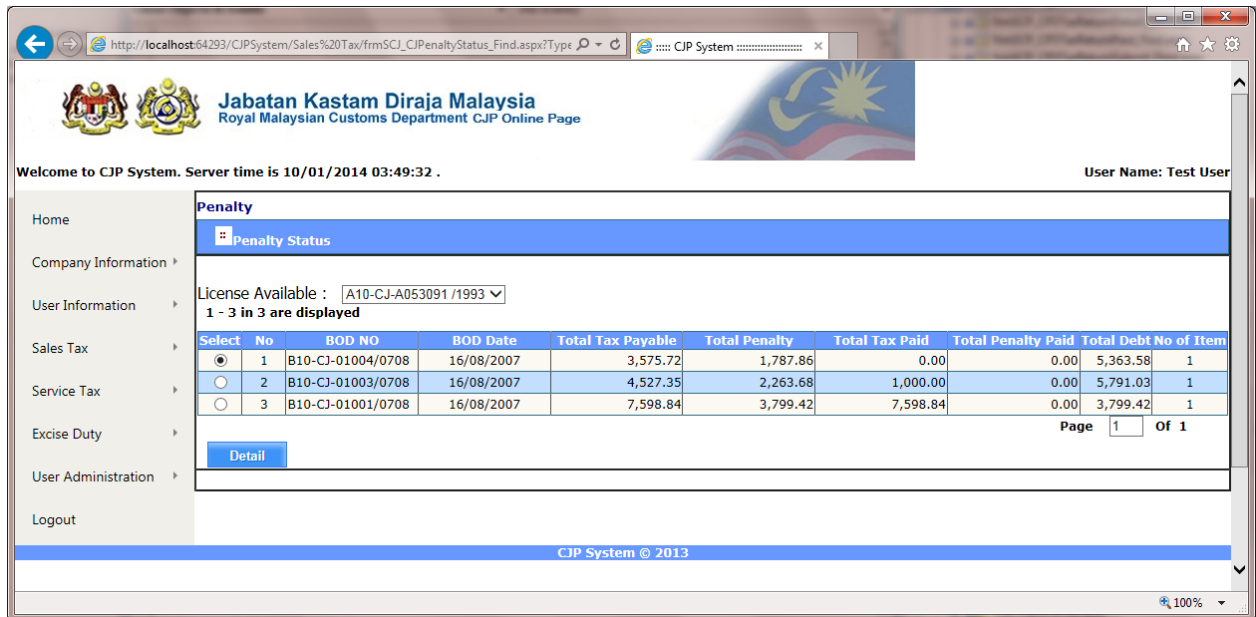


Figure 5.7 – Penalty Status

- To view detail of historical paid penalty record, please select the radio button and click the [Detail] button Figure 5.7



Figure 5.8 – Detail Penalty Status

5.8 To View Historical Paid Installment Record

- To view the historical paid installment transaction, please go to menu [Sales Tax]-[Penalty]-[Installment Status] Figure 5.9



Figure 5.9 – Installment Status

- To view detail of historical paid installment transaction, please select the radio button and click the [Detail] button. Figure 5.9

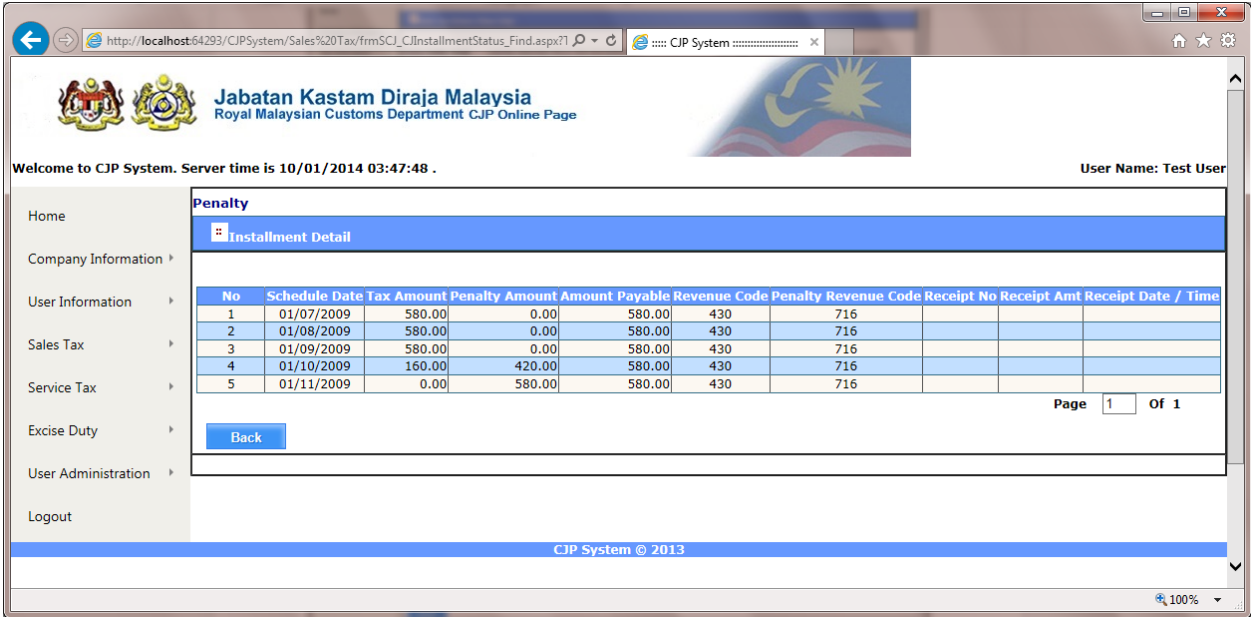


Figure 6.0 – Detail Installment Status

6 Service Tax

6.1 To View Service Tax License Information and Service Tax Return Schedule

1. Click Menu [**Service Tax**]-> [**Service Tax Licence**]. (Figure 6.1) Please tick the license that you would like to view and click [**View Detail**] button (Figure 6.2).



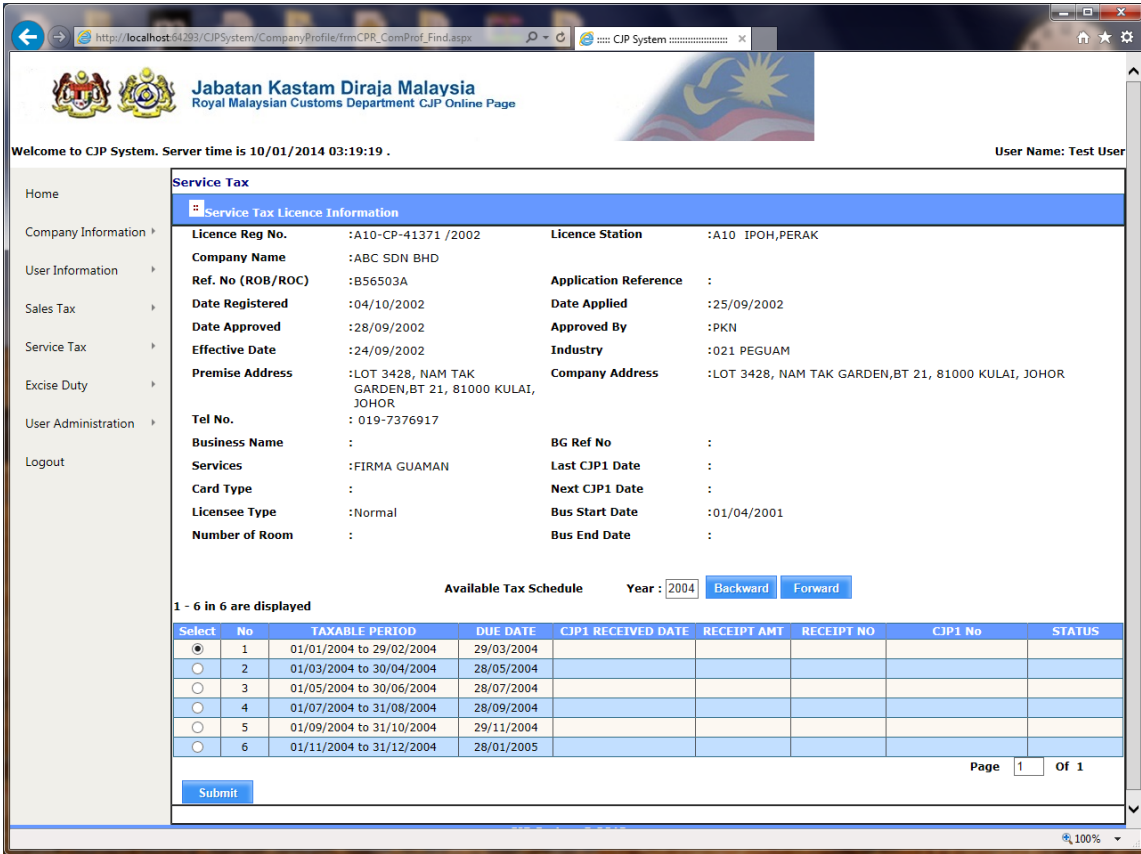


Figure 6.2 – Service Tax License Information

- 2. Click the [Backward] and [Forward] button to navigate through the available Tax Schedule

6.2 To Submit Service Tax Return

1. Click Menu [Service Tax]-> [Service Tax Licence]. (Figure 6.3)

Welcome to CJP System. Server time is 10/01/2014 03:19:19 . User Name: Test User

Service Tax

Service Tax Licence Information

Licence Reg No. :A10-CP-41371 /2002 **Licence Station** :A10 IPOH,PERAK

Company Name :ABC SDN BHD

Ref. No (ROB/ROC) :B56503A **Application Reference** :

Date Registered :04/10/2002 **Date Applied** :25/09/2002

Date Approved :28/09/2002 **Approved By** :PKN

Effective Date :24/09/2002 **Industry** :021 PEGUAM

Premise Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR

Company Address :LOT 3428, NAM TAK GARDEN,BT 21, 81000 KULAI, JOHOR

Tel No. : 019-7376917

Business Name :

BG Ref No :

Services :FIRMA GUAMAN **Last CJP1 Date** :

Card Type :

Next CJP1 Date :

Licensee Type :Normal **Bus Start Date** :01/04/2001

Number of Room :

Bus End Date :

Available Tax Schedule Year : 2004 Backward Forward

1 - 6 in 6 are displayed

Select	No	TAXABLE PERIOD	DUE DATE	CJP1 RECEIVED DATE	RECEIPT AMT	RECEIPT NO	CJP1 No	STATUS
<input checked="" type="radio"/>	1	01/01/2004 to 29/02/2004	29/03/2004					
<input type="radio"/>	2	01/03/2004 to 30/04/2004	28/05/2004					
<input type="radio"/>	3	01/05/2004 to 30/06/2004	28/07/2004					
<input type="radio"/>	4	01/07/2004 to 31/08/2004	28/09/2004					
<input type="radio"/>	5	01/09/2004 to 31/10/2004	29/11/2004					
<input type="radio"/>	6	01/11/2004 to 31/12/2004	28/01/2005					

Page 1 Of 1

Submit

Figure 6.3 – Service Tax License Information

2. Select the radio button at Figure 6.3, then press the [Submit CJP1] button.
3. You will see the header information for Service Tax CJP1 form (Figure 6.4), then follow by pressing the [Add] button to add the detail of the Service Tax CJP1.

Service Tax

Service Tax Return (Draft)

Licence Holder Name : ABC SDN BHD(B56503A)

Licence Reg No. (CP2) : A10-CP-41371 /2002

Taxable Schedule : From 01/01/2004 To 29/02/2004

Declare By : Test User

Total Taxable Services Value : 0.00

Total Tax Computed : 0.00

Total Penalty : 0.00

Total Amt Payable : 0.00

CJP1 Registered By ID : 740208145539

Registered Name : Test User

Total Detail : 0

CJP1 Reg. Number : This field will be automatic generated

CJP1 Stn Submit To : A10 IPOH,PERAK

Due Date : 29/03/2004

Date Registered :

Date Received :

Form Status : Draft

Receipt No :

Receipt Date :

Receipt Amt : 0.00

Penalty Receipt Amt : 0.00

BOD Ref. : 888888

BOD Date : 12/12/2033

Detail Service Tax Return

1 - 3 in 3 are displayed

Select	No	Serv Type	Service Tax Rate	Services Prov	No of Main /Supl Card	Comple. Room	Computed Tax Amt	Penalty Rate /Amt	Tot Amt Payable
<input checked="" type="radio"/>	1	601							
<input type="radio"/>	2	602							
<input type="radio"/>	3	612							

Page 1 Of 1

Back Clear Save

CJP System © 2013

Figure 6.4 – Service Tax License CJP1 Form header

- Press the [Add] button to create the detail of Service Tax Return at Figure 6.5.

Detail Service Tax Return

Service Type : 601 MAKANAN/MINUMAN/TEBKAU DLM HOTEL

Services Provided (RM) : 1,000

Total Taxable Value : 0.00

Complementary Room / Rate : Room 10 Rate 3,00000

Tax Amt Computed : 0.00

Tax Rate % : 6.00

Penalty Rate : 50.00

Total Penalty : 0.00

Tax Amt Payable : 0.00

Back Clear Confirm

CJP System © 2013

Figure 6.5 – Service Tax License CJP1 Form detail (Hotel Services)

- Please fill in the detail information for Service Tax CJP1 (Figure 6.5) before pressing the [Confirm] button. The above example is for Hotel Services.

Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Services Provided (RM)	Decimal	11,2	No	With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99
2	Complementary Room	Decimal	4,0	No	No decimal places. Maximum value can be entered: 9,999

- To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.6)

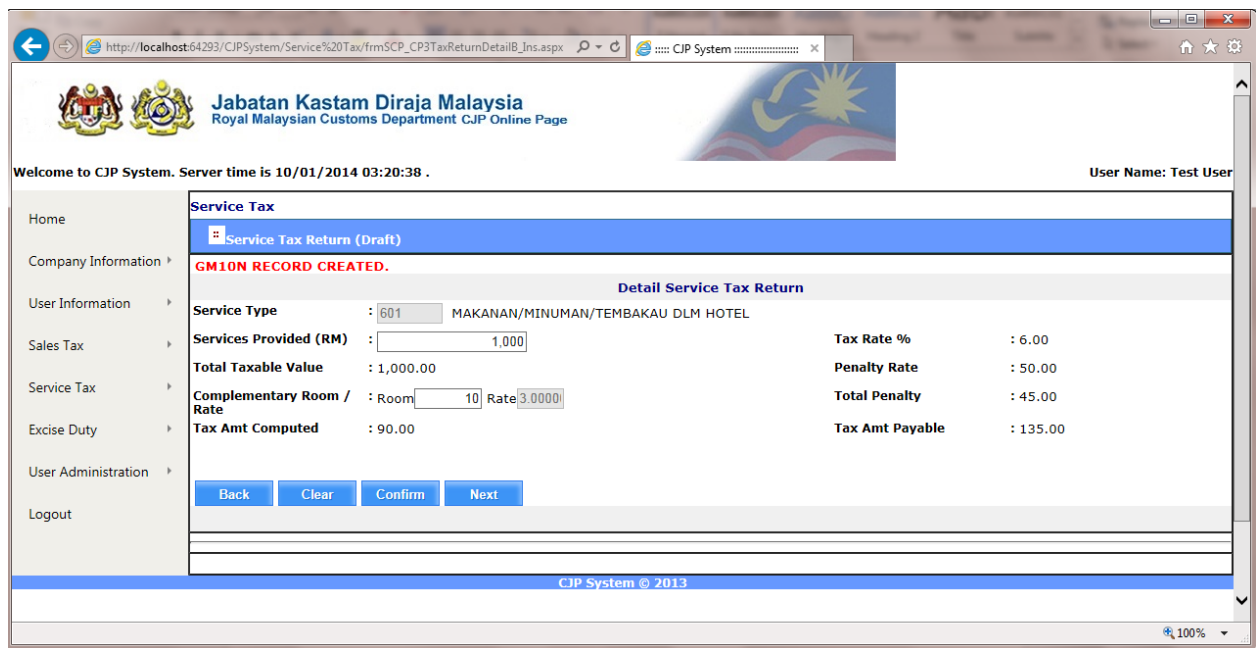


Figure 6.6 – Service Tax License CJP1 Form detail (Hotel Services)

- Click on the [Next] button to move update the next services entry (Figure 6.6)

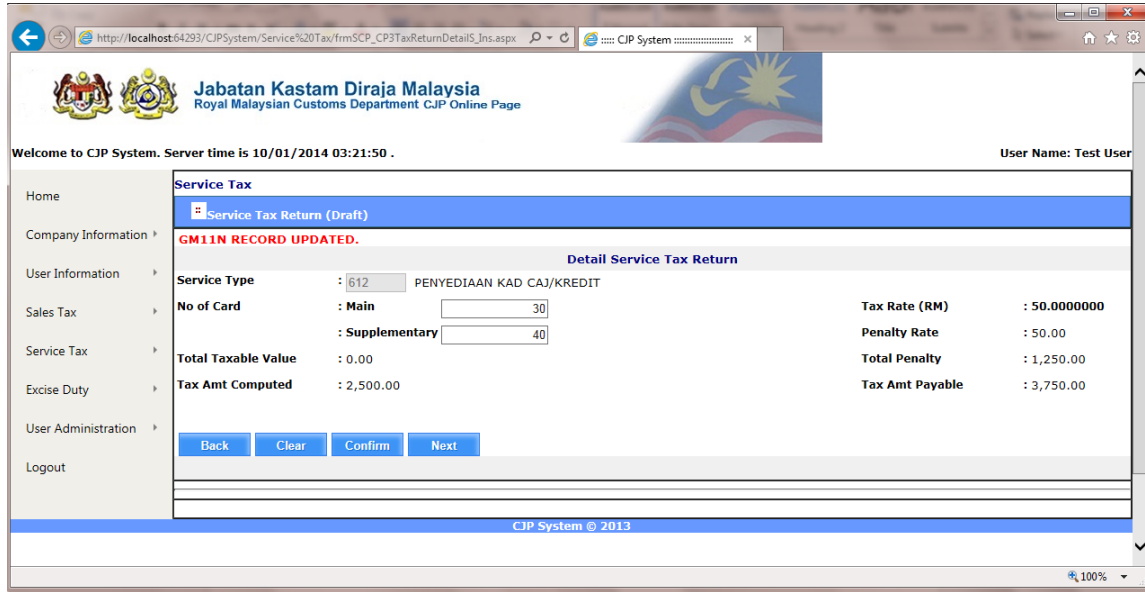


Figure 6.7 – Service Tax License CJP1 Form detail (Credit Card Services)

- Please fill in the detail information for Service Tax CJP1 (Figure 6.7) before pressing the [Confirm] button. The above example is for Credit Card Services.

Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Main	Decimal	8,0	No	With no decimal places and must be equal or more than 0. Maximum value can be entered: 99,999,999
2	Supplementary	Decimal	8,0	No	

- To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.8)

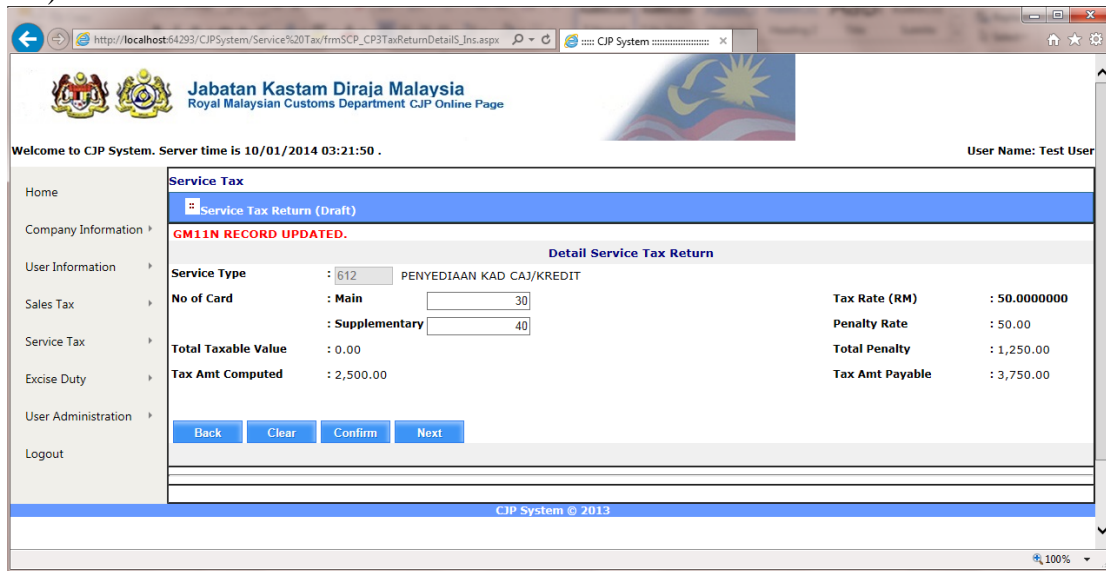


Figure 6.8 – Service Tax License CJP1 Form detail (Credit Card Services)

- Click on the [Next] button to move update the next services entry (Figure 6.8)

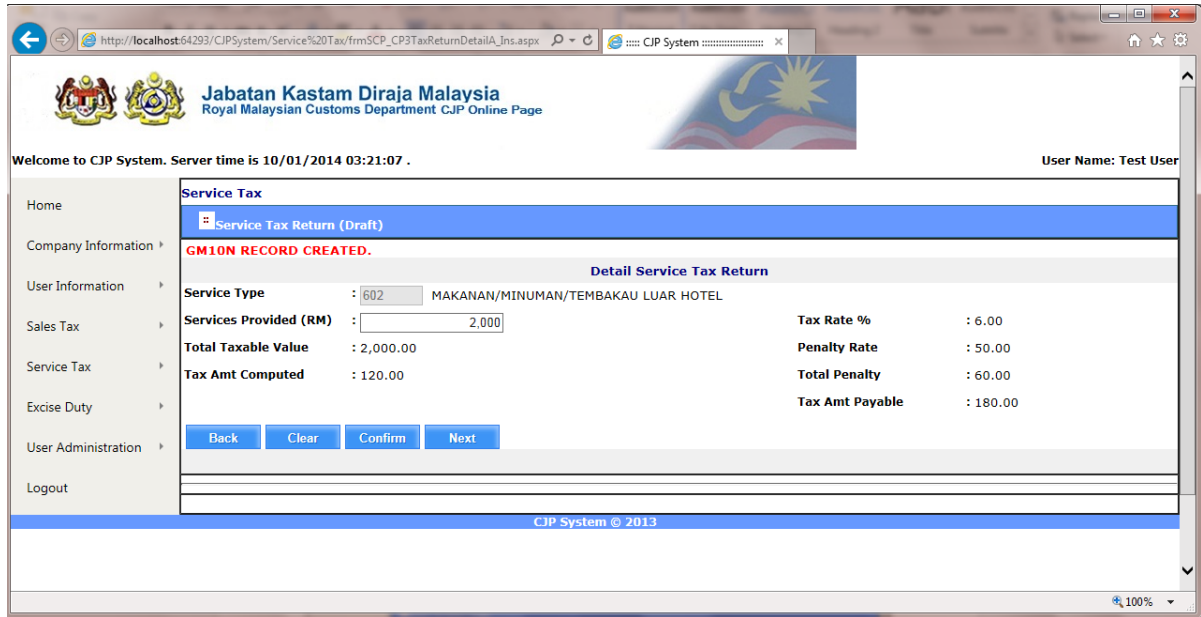


Figure 6.9 – Service Tax License CJP1 Form detail (General Services)

11. Please fill in the detail information for Service Tax CJP1 (Figure 6.9) before pressing the [Confirm] button. The above example is for General Services.

Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Services Provided (RM)	Decimal	11,2	No	With no more than two decimal places and must be equal or more than 0. Maximum value can be entered: 999,999,999.99

12. To save, click on the [Confirm] button and you will receive Record Created message (Figure 6.9)

13. Click on the [Next] button to move update the next services entry (Figure 6.9)

Jabatan Kastam Diraja Malaysia
Royal Malaysian Customs Department CJP Online Page

Welcome to CJP System. Server time is 10/01/2014 03:22:05 . User Name: Test User

Service Tax

Service Tax Return (Draft)

Licence Holder Name	:ABC SDN BHD(B56503A)	CJP1 Reg. Number	: A10-900001/1401
Licence Reg No. (CP2)	:A10-CP-41371 /2002	CJP1 Stn Submit To	: A10 IPOH,PERAK
Taxable Schedule	:From 01/01/2004 To 29/02/2004	Due Date	: 29/03/2004
Declare By	:Test User	Date Registered	: 10/01/2014
Total Taxable Services Value	: 3,000.00	Date Received	:
Total Tax Computed	: 2,710.00	Form Status	: Draft
Total Penalty	: 1,355.00	Receipt No	:
Total Amt Payable	: 4,065.00	Receipt Date	:
CJP1 Registered By ID	:740208145539	Receipt Amt	: 0.00
Registered Name	:Test User	Penalty Receipt Amt	: 0.00
Total Detail	:3	BOD Ref.	:
		BOD Date	:

Detail Service Tax Return

Add Edit Delete

1 - 3 in 3 are displayed

Select	No	Serv Type	Service Tax Rate	Services Prov	No of Main /Supl Card	Comple. Room	Computed Tax Amt	Penalty Rate /Amt	Tot Amt Payable
<input checked="" type="radio"/>	1	601	6.00% and 3.00	1,000.00		10	90.00	50.00/ 45.00	135.00
<input type="radio"/>	2	602	6.00%	2,000.00			120.00	50.00/ 60.00	180.00
<input type="radio"/>	3	612	RM50.00 per card	0.00	30/ 40		2,500.00	50.00/ 1,250.00	3,750.00

Page 1 Of 1

Back Clear Save

CJP System © 2013

Figure 7.0– CJPI Header for Service Tax

14. You may edit or delete the Detail that you have entered. (Figure 7.0)
15. To submit the CJPI Form, you need to press the [Save] (Figure 7.0) and then follow by pressing the [Submit] button at Figure 7.1. A confirmation will be prompt to ask whether you want to submit the CJPI Form. Submitted CJPI Form for Service Tax it will change status from Draft to Submitted.

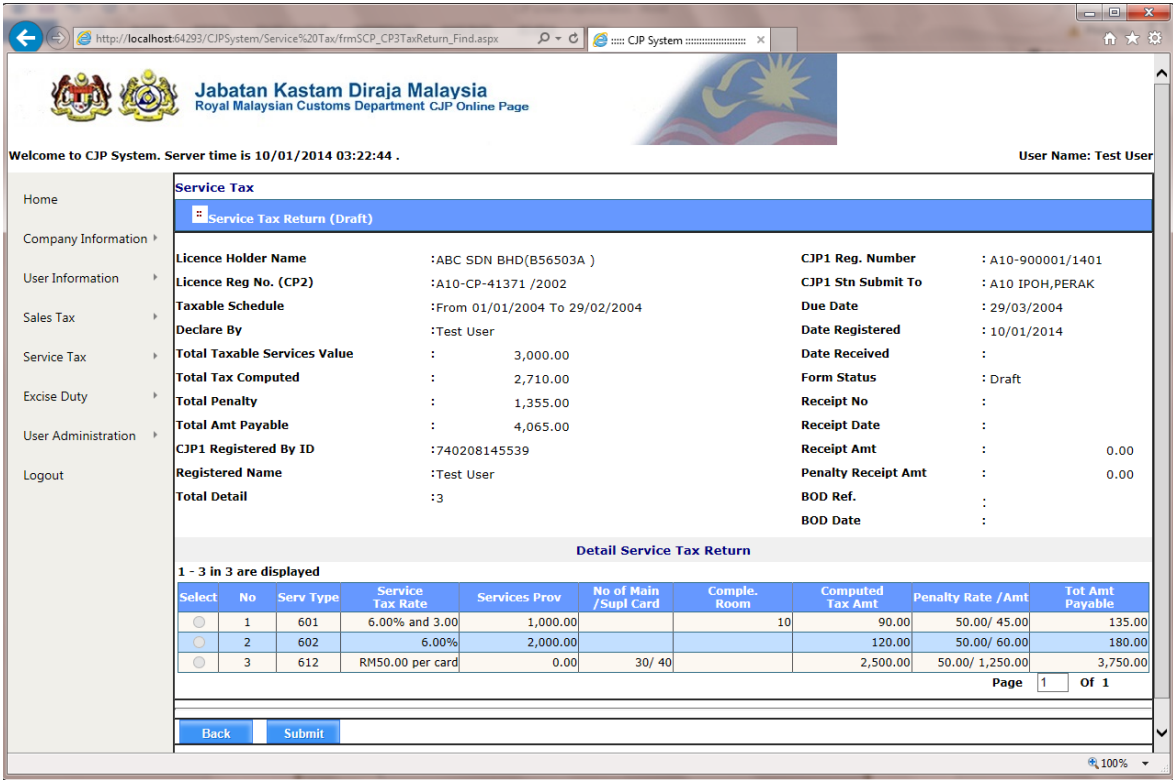


Figure 7.1– To submit CJP1 form for Service Tax

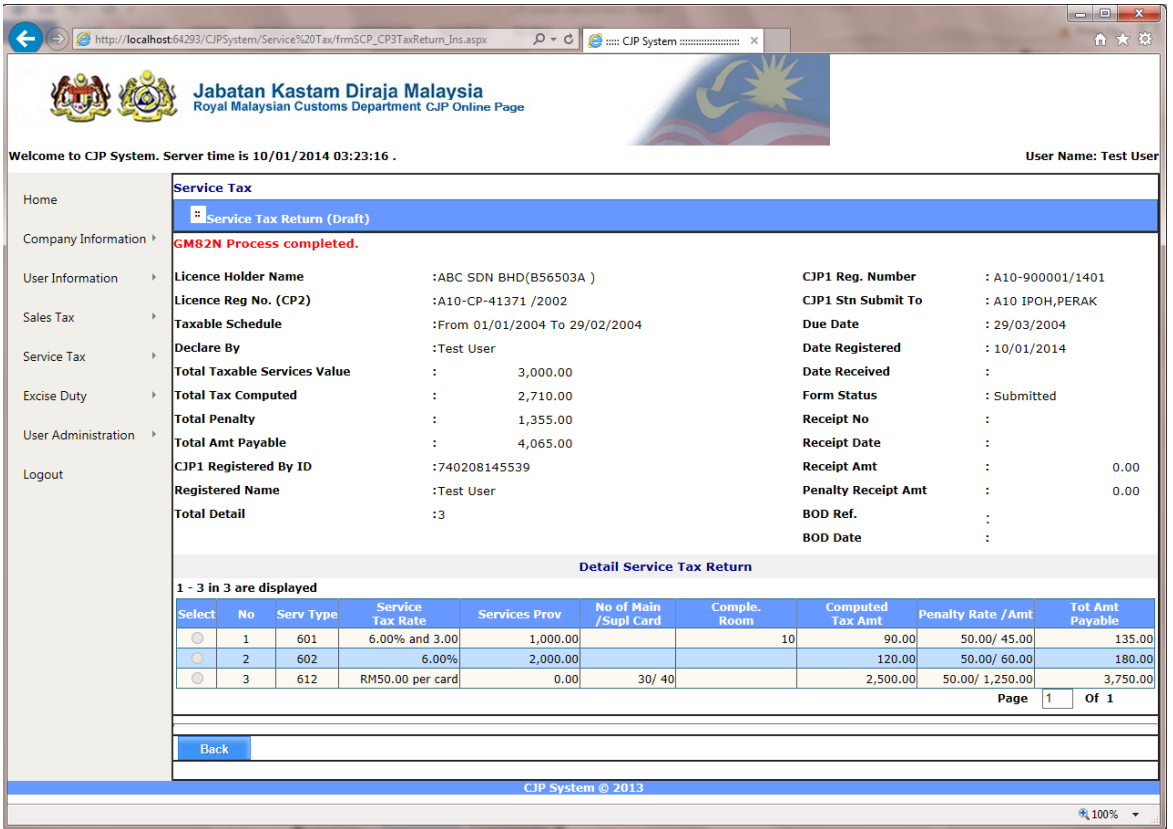


Figure 7.2–CJP1 form for Service Tax submitted successfully

16. If you decide to submit CJP1 later, draft CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Draft)] Figure 7.3

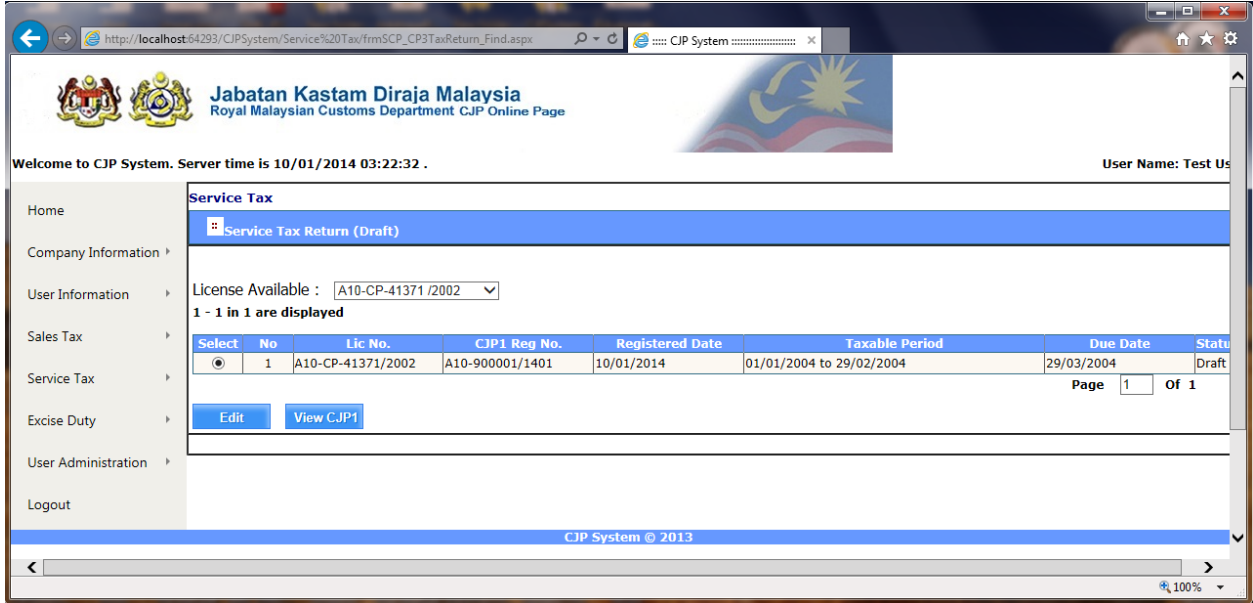


Figure 7.3–CJP1 form for Service Tax (Draft)

17. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 7.4

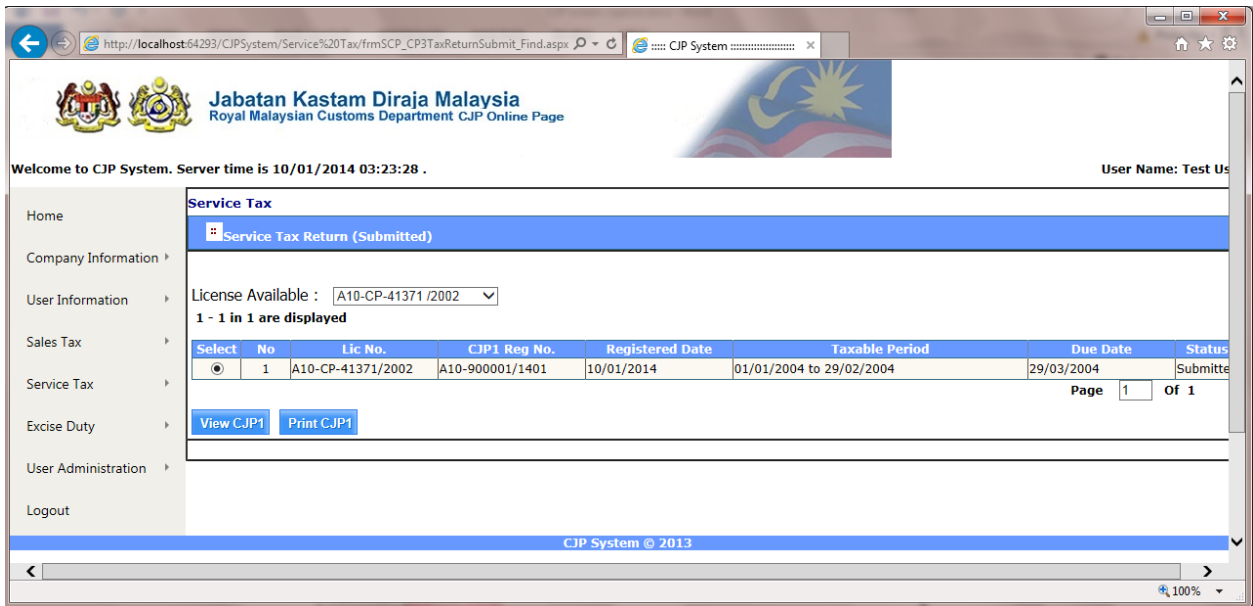


Figure 7.4– Submitted CJP1 form for Service Tax

18. If your CJP1 has been paid, it will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Paid)].

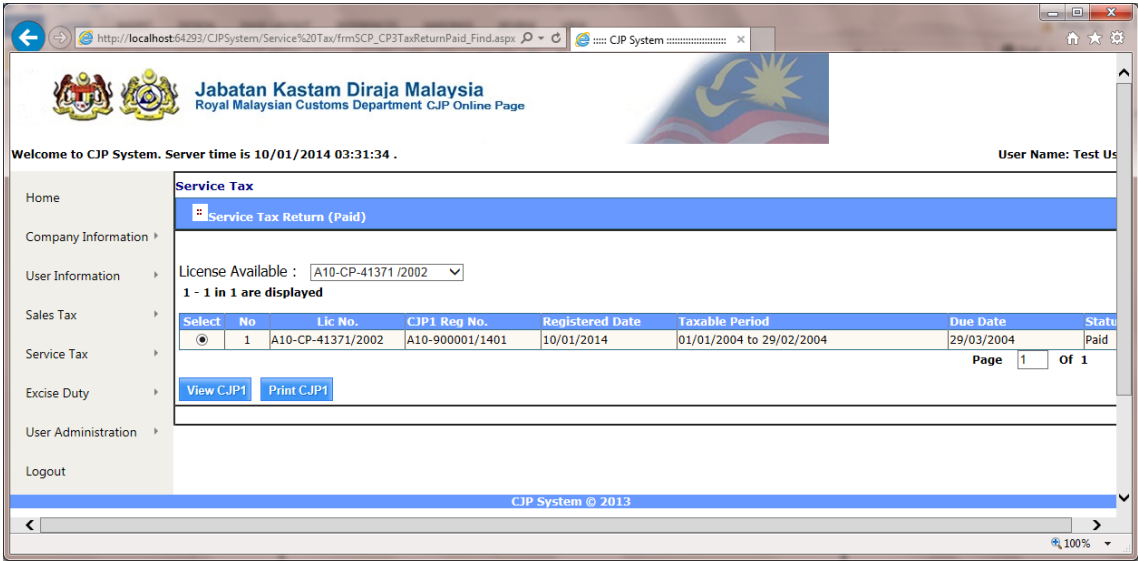


Figure 7.4a– Paid CJP1 form for Service Tax

19. To view the CJP1 form in pre-printed form, please click on the [Print CJP1] button. (Figure 7.5)

Navigate Report Page Here: << >> Print Current Page Print All Pages

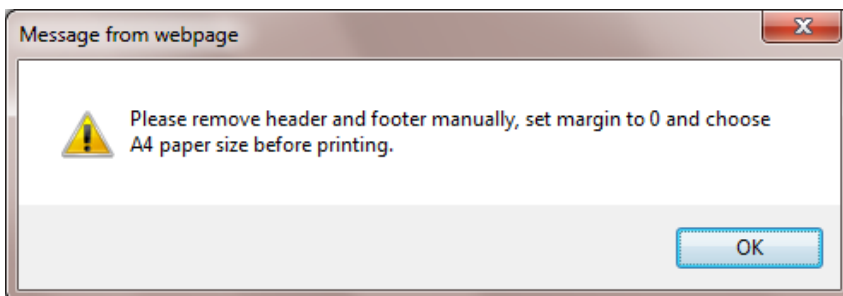
() Tandakan kotak yang berkenaan/Tick the appropriate box

CJP No. 1 CUKAI JUALAN/SALES TAX CUKAI PERKHIDMATAN/SERVICE TAX

MAKLUMAT PEMILIK/LICENCEE'S INFORMATION				UNTUK KEHIGIAAN RASMI/FOR OFFICIAL USE		
1. Nama Pemegang lesen: Name of Licensee ABC SDN BHD		6. Tarikh dan Waktu Terima Date and Time of Receipt 10/01/2014		7. No. Pendaftaran/Registration No. A10-900001/1401		
2. No. Lesen Cukai Jualan/Cukai Perkhidmatan Sales Tax/Service Tax License No. A10-CP-41371 /2002		9. Pernyataan Diterima Oleh Return Received By 10/01/2014 Tarikh/Date		8. Kod Stesen Station Code A10		
3. Pernyataan/Pernyataan RM		10. Pernyataan Bagi Tempoh Berkuatkuasa Reasons for Suitable Period Dari/From 01/01/2004 Hingga/To 29/02/2004 Hari/Day Bulan/Month Tahun/Year		11. Pegawai Yang Hasil/Prepared Officer		
4. Jualan/Temponi Yang Dikawatirkan Exempted/Exempt Sales RM		12. Jenis Perkhidmatan/Diawalkan Type of Service Provided		13. Kod Tarif Tariff Code		
5. Jumlah Kepada Pemegang Lesen Sold to Licensee/Master/Partner RM		14. Nilai Sahaja Barangan/ Nilai Uprah/Nilai Pekhalangan Value of Goods/Value of Permitted/Value of Service RM		15. Nilai Jualan/Barang Yang Dipaparkan/Barang Yang Dipaparkan Value of Goods For Sale/ Value of Goods For Sale RM		16. Jumlah Nilai Yang Kena Di Bayar Total of Payable Value RM
11. Bil. No	12. Kuantiti dan Deskripsi Barangan/ Jenis Perkhidmatan/Diawalkan Quantity and Description of Goods/ Type of Service Provided	13. Kod Tarif Revenue Code	14. Kod Tarif Tariff Code	15. Nilai Sahaja Barangan/ Nilai Uprah/Nilai Pekhalangan Value of Goods/Value of Permitted/Value of Service RM	16. Nilai Jualan/Barang Yang Dipaparkan/Barang Yang Dipaparkan Value of Goods For Sale/ Value of Goods For Sale RM	17. Jumlah Nilai Yang Kena Di Bayar Total of Payable Value RM
1	MAKANAN/MINUMAN/TEBKAU DLM HOTEL	601		1,000.00	10 Compl rm	1,000.00
2	MAKANAN/MINUMAN/TEBKAU LUAR HOTEL	602		2,000.00		2,000.00
3	PENYEDIAAN KAD CAJ/KREDIT	612		30 Mn./30 Sp.		
				3,000.00		3,000.00
18. Kadar Rate	19. Jumlah Amount RM	20. Jumlah Pengecualan Cukai Melalui C.T. No. 10 Amount of Tax Deduction Via C.T. No. 10 RM	21. Jumlah Pengecualan Cukai Melalui Nota Kredit/ Pengecualan Yang Dibenarkan Via Credit Nota/ Deduction Allowed RM	22. Jumlah Cukai Total Tax RM	23. Jumlah Penalty RM	24. Jumlah Cukai Yang Kena Dibayar/ Total Tax Payable RM
6.00% and 3.00	90.00			90.00	50.00	135.00
6.00%	120.00			120.00	50.00	180.00
RM50.00 per card	2,500.00			2,500.00	50.00	3,750.00
	2,710.00			2,710.00	1,355.00	4,065.00
25. Nama Pengatur dan Jawatan Name of Declarant and Designation Test User				27. No. Resit Receipt No. Submitted		
26. Saya mengesahkan bahawa maklumat ini adalah benar dan lengkap I hereby certify that this declaration is true and complete 10/01/2014 Tarikh/Date				27. No. Resit Receipt No. Submitted		

Figure 7.5–CJP1 form for Service Tax

20. To print current page of CJP1 form, please click on the [Print Current Page] or click on [Print All Pages] to print all. For Print All Pages, you will be prompted with instruction for each pages that you need to be printed on top of the pre-printed form. System will automatically adjust 5 record per page for you to fit in the form. Please remove the browser header and footer manually, set margin to 0 and choose A4 paper size before printing the form.



6.3 To Pay the CJP1 Service Tax Return Using Online Payment Gateway

1. If you have submitted your CJP1, submitted CJP1 will appear under the menu [Service Tax]-[Tax Return Maintenance]-[Tax Return (Submitted)] Figure 7.4
2. Select the radio button of the CJP1 form that you would like to pay and click on [View CJP1] button. Figure 7.6

Welcome to CJP System. Server time is 10/01/2014 03:24:36 . User Name: Test User

Service Tax

Service Tax Return (Submitted)

Licence Holder Name	: ABC SDN BHD(B56503A)	CJP1 Reg. Number	: A10-900001/1401
Licence Reg No. (CP2)	: A10-CP-41371 /2002	CJP1 Stn Submit To	: A10 IPOH,PERAK
Taxable Schedule	: From 01/01/2004 To 29/02/2004	Due Date	: 29/03/2004
Declare By	: Test User	Date Registered	: 10/01/2014
Total Taxable Services Value	: 3,000.00	Date Received	: 10/01/2014
Total Tax Computed	: 2,710.00	Form Status	: Submitted
Total Penalty	: 1,355.00	Receipt No	:
Total Amt Payable	: 4,065.00	Receipt Date	:
CJP1 Registered By ID	: 740208145539	Receipt Amt	: 0.00
Registered Name	: Test User	Penalty Receipt Amt	: 0.00
Total Detail	: 3	BOD Ref.	:
		BOD Date	:

Detail Service Tax Return

1 - 3 in 3 are displayed

Select	No	Serv Type	Service Tax Rate	Services Prov	No of Main /Supl Card	Comple. Room	Computed Tax Amt	Penalty Rate /Amt	Tot Amt Payable
<input type="radio"/>	1	601	6.00% and 3.00	1,000.00		10	90.00	50.00/ 45.00	135.00
<input type="radio"/>	2	602	6.00%	2,000.00			120.00	50.00/ 60.00	180.00
<input type="radio"/>	3	612	RM50.00 per card	0.00	30/ 40		2,500.00	50.00/ 1,250.00	3,750.00

Page 1 Of 1

CJP System © 2013

Figure 7.6 – CJP1 form ready for payment

3. Click on the [Pay Now] button.

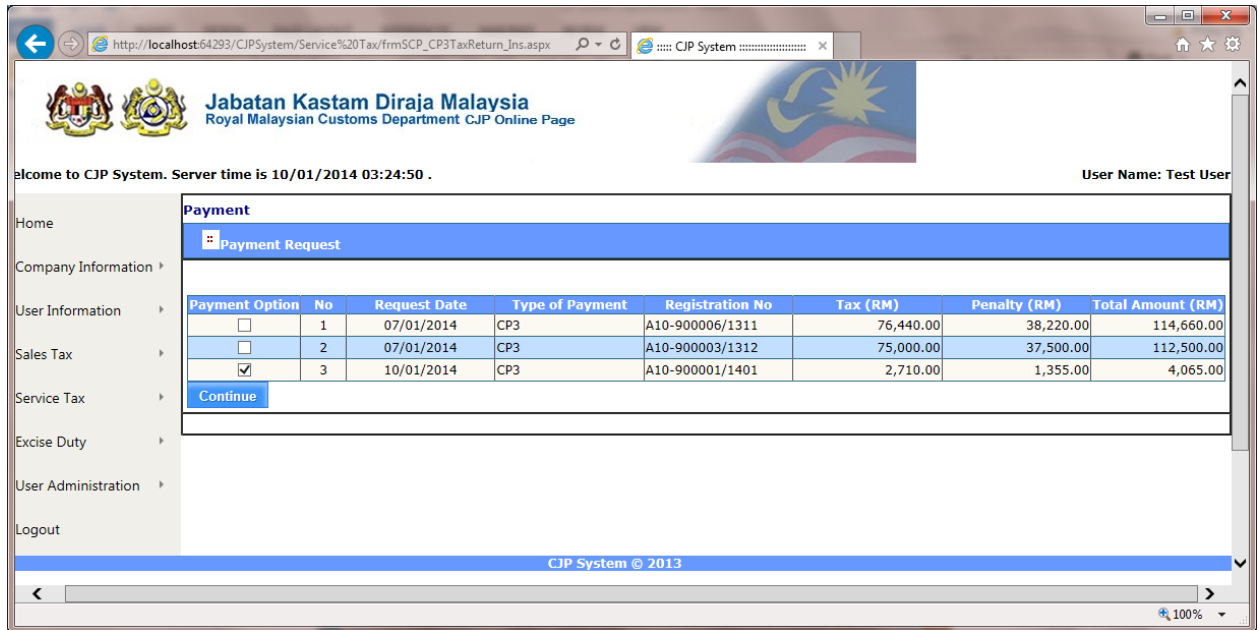


Figure 7.7 – Payment request selection

4. Tick the Form that you would like to make payment and click the [Continue] button. (Figure 7.7)



Figure 7.8 – Payment confirmation

5. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway Figure 7.9.

Note: Please make sure your browser pop up blocker is off or set to always allow this website to pop up before you continue.

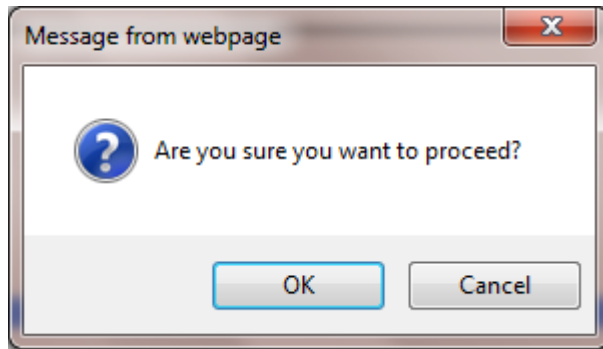


Figure 7.9 – Confirmation before proceeding to online gateway

6. Press the [Confirm] button and you will be prompt whether you are sure to proceed to online payment gateway



Figure 8.0 – Online Payment Gateway Step 1

7. Make sure your pop up blocker is off or set to always allow this website to pop up before you continue. Click [Proceed] button to continue. Figure 8.0

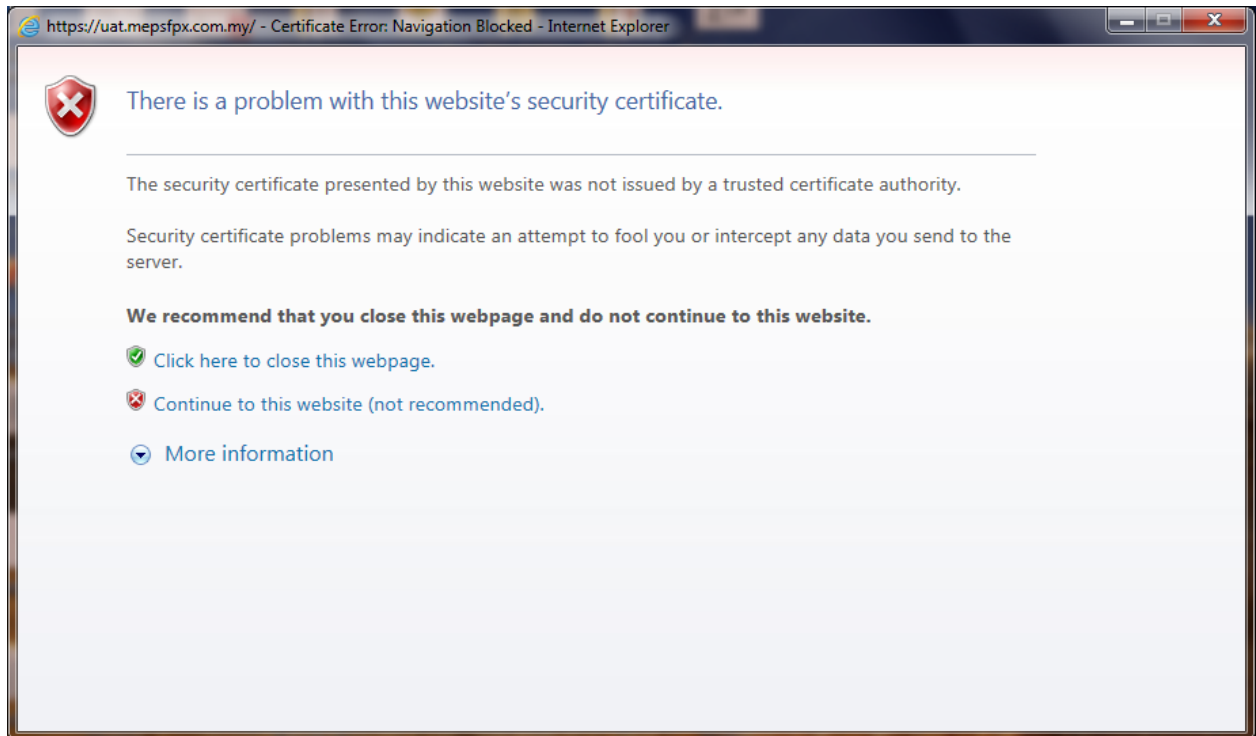


Figure 8.1 – Online Payment Gateway Step 2

8. If you receive this certificate warning, please click [Continue to this website] to continue. Figure 8.1

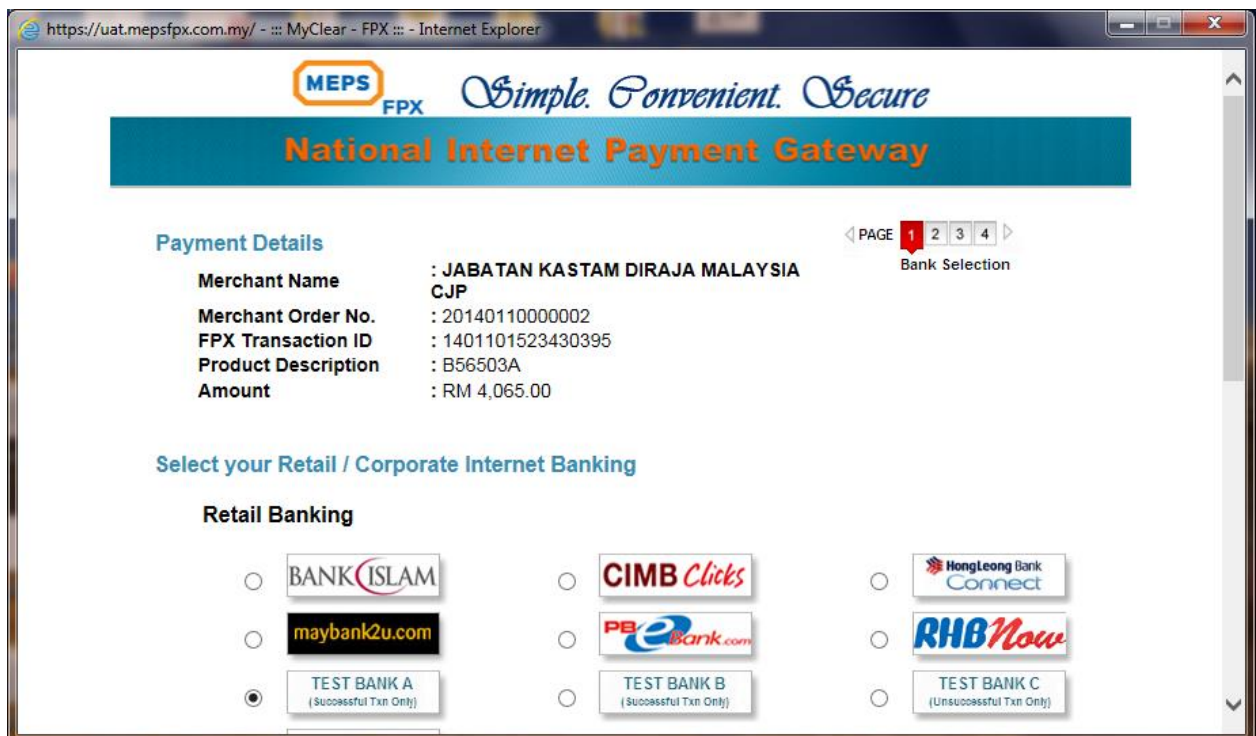


Figure 8.2 – Online Payment Gateway Step 3

9. Please choose your bank of choice before click the [Continue] button to bring you to your own online banking website. Figure 8.2

- Please login using your own bank username and password and confirm the transaction amount. Once you are done, you will be prompt the complete transaction page. Click [Click Here to Complete Your Transaction] Figure 8.3



Figure 8.3 – Online Payment Gateway Step 4

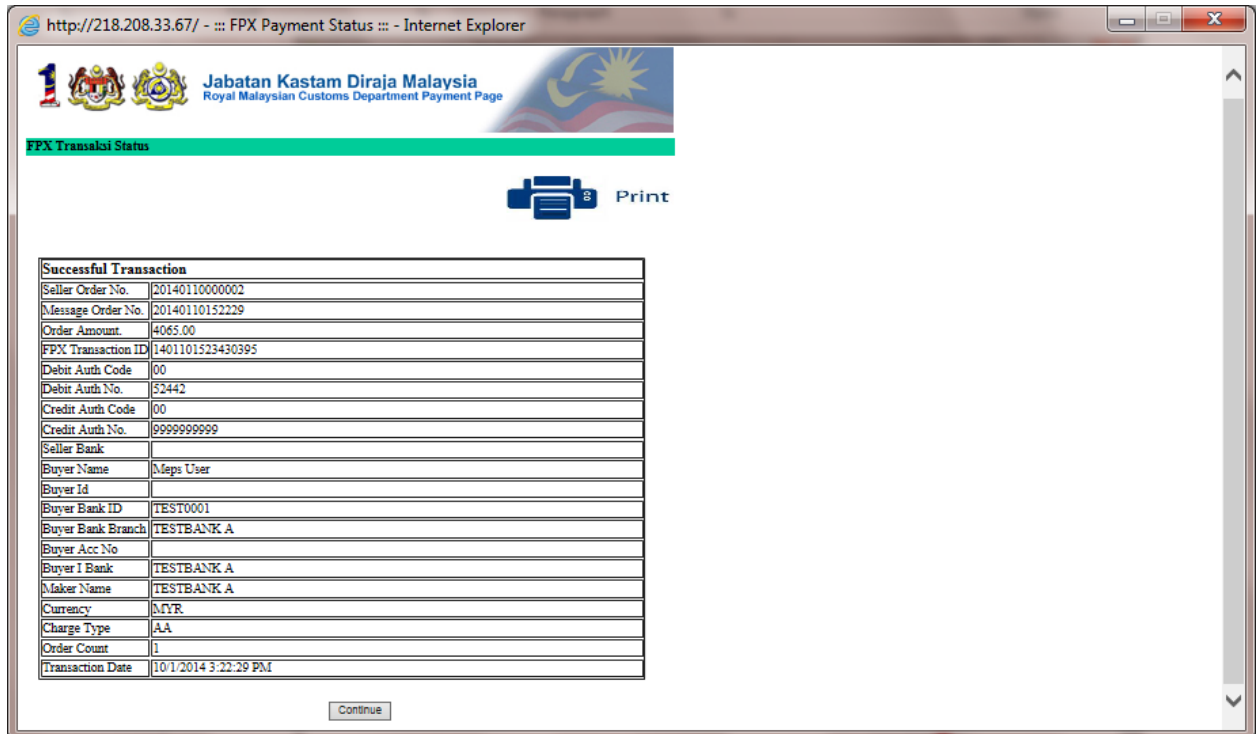


Figure 8.4 – Online Payment Gateway Step 5

11. You will receive the complete transaction pages, please click [Continue] at the bottom of the page to continue. Figure 8.4
12. The last step you will see the following page at our website to indicate the Payment Request has been completed successfully. Click [OK] to close the screen. Figure 8.5

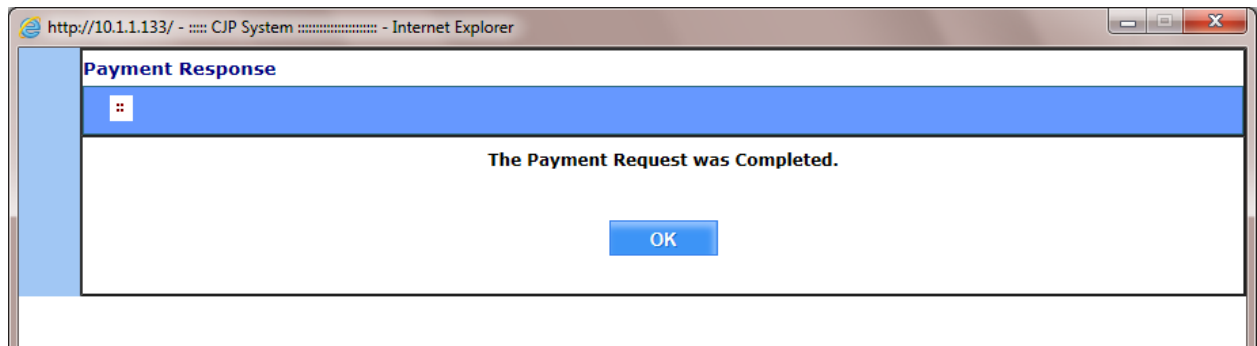


Figure 8.5 – Online Payment Gateway Step 6

6.4 To View the Status of Your Payment Request

- 1. To view the status of your payment request, please go to menu [Service Tax]-[Payment]-[Payment Status/History] Figure 8.6

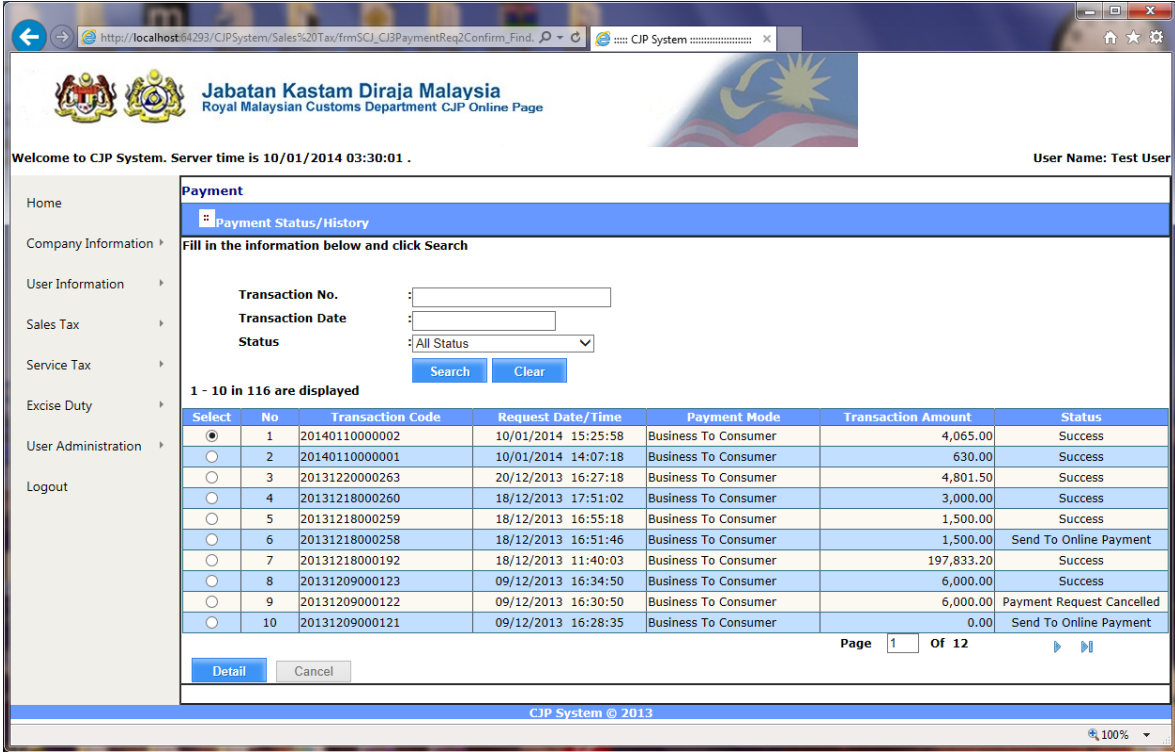


Figure 8.6 – Payment Status/History

- 2. To view the detail of your payment request, select the radio button of the transaction that you wish to view and click on the [Detail] button. Figure 8.6

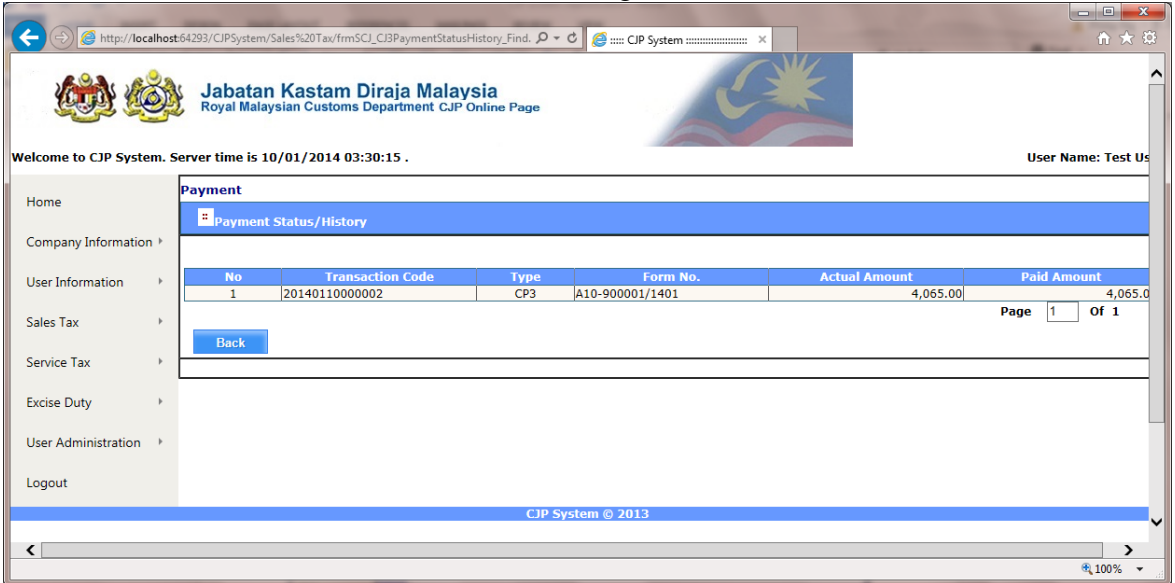


Figure 8.6 – Payment Status/History Detail

6.5 To Print Your Official Payment Receipt

1. To print official payment receipt, please go to menu [Service Tax]-[Payment]-[Payment Receipt] Figure 8.7

The screenshot shows the 'Payment Receipt' screen in the CJP System. The header includes the logo of the Royal Malaysian Customs Department and the text 'Jabatan Kastam Diraja Malaysia Royal Malaysian Customs Department CJP Online Page'. The user is logged in as 'Test User'.

The main content area displays a table of payment transactions. The table has the following columns: Select, No, Form No, Request Type, Receipt Date/Time, Receipt No, Amount, and Status. The first row is selected, and the 'Print' button is visible below the table.

Select	No	Form No	Request Type	Receipt Date/Time	Receipt No	Amount	Status
<input checked="" type="radio"/>	1	A10-900001/1401	CP3	10/01/2014 15:22:05	000002CP	4,065.00	Printed (0)
<input type="radio"/>	2	A10-900002/1401	CJ3	10/01/2014 14:05:19	000001CJ	630.00	Printed (2)
<input type="radio"/>	3	A10-900002/1312	CJ3	20/12/2013 16:27:21	000146CJ	4,801.50	Printed (0)
<input type="radio"/>	4	A10-900021/1311	CJ3	18/12/2013 17:51:04	000141CJ	3,000.00	Printed (3)
<input type="radio"/>	5	A10-900019/1311	CJ3	18/12/2013 16:54:58	000140CJ	1,500.00	Printed (0)
<input type="radio"/>	6	A10-900020/1311	CJ3	18/12/2013 16:50:59	000139CJ	1,500.00	Printed (0)
<input type="radio"/>	7	A10-900015/1311	CJ3	18/12/2013 11:40:04	000070CJ	197,833.20	Printed (1)
<input type="radio"/>	8	A10-900016/1311	CJ3	09/12/2013 16:31:06	000015CJ	6,000.00	Printed (1)
<input type="radio"/>	9	A10-900014/1311	CJ3	03/12/2013 13:19:32	000002CJ	3,600.00	Printed (0)
<input type="radio"/>	10	A10-900017/1311	CJ3	25/11/2013 16:03:45	13000038	600.00	Printed (36)


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Note: Please ensure that your browser's pop-up blocker is disabled before printing. You are only allow to print 3 times. 1st original, 2nd and 3rd are duplicate.

Figure 8.7 – Payment Receipt

2. To Preview the receipt, select the radio button of the transaction that you wish to preview and click on the [Preview] button. (Figure 8.7). You are require to turn off the pop up blocker before printing or previewing the receipt. Preview receipt is not an official receipt. Figure 8.8. To exit the preview, click on the cross button of the open window.

http://localhost:64293/CJPSysstem/FundTransfer/frmCJP_PaymentReceipt_Print.aspx?Mode=Preview&obj - Internet Explorer



KERAJAAN MALAYSIA
Jabatan Kastam Diraja Malaysia
Bukan Resit Rasmi/Not Official Receipt
PREVIEW COPY

No Resit/Receipt No: 000002CP
 Tarikh/Date: 10-01-2014
 Masa/Time: 15:22:05
 Kod Stesen/Station Code: A10, IPOH,PERAK
 /2/0/1/4/0/0/0/0/0/0/0/2/_/_/

Maklumat Pembayar/: ABC SDN BHD
 Payee Details 888, Jln Desa Bukit Antara 2, Taman Antara, 56100
 KualaLumpur

No.Pendaftaran/Lain-Lain/ B56503A
 Registration No/Others

Perihal Transaksi/ Transaction Details	Cara Bayaran/ Method Of Payment	No Pendaftaran/ Registration No	Amaun(RM) Amount
Pembayaran Cukai Perkhidmatan	EFT	A10-900001/1401	RM 4,065.00 *****

Ringgit Malaysia/: Empat Ribu Enam Puluh Lima Sahaja
 Malaysian Ringgit

No Kebenaran: BPKS(8.15)248-11(6)
 740208145539/ 03:30:50/ 10/01/2014

Figure 8.8 – Preview Receipt

- To print the receipt, select the radio button of the transaction that you wish to preview and click on the [Print] button. Figure 8.9

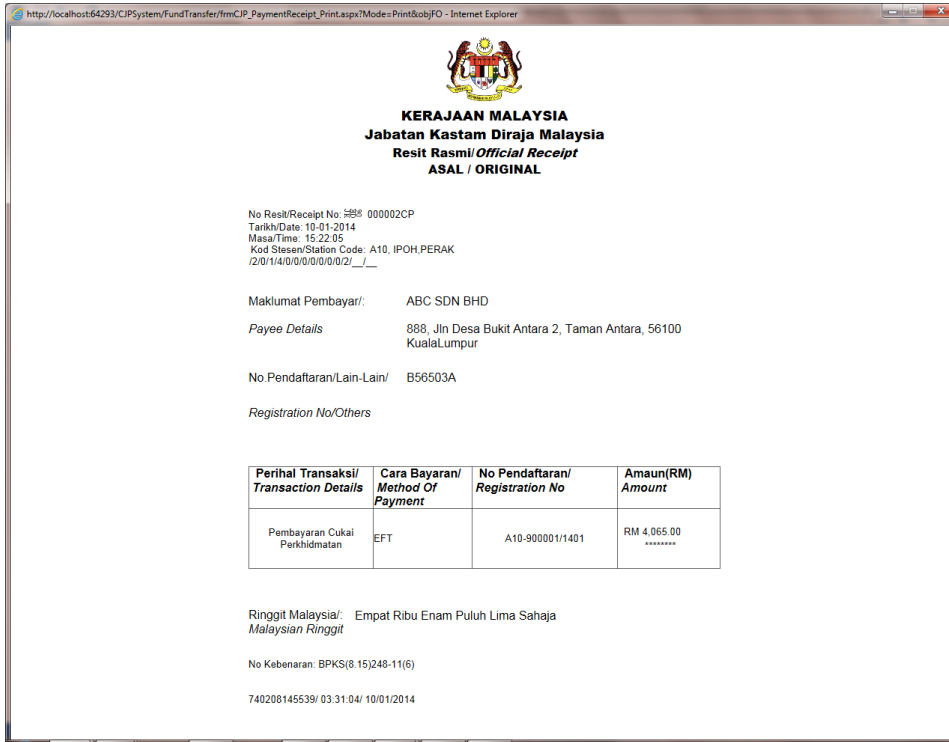


Figure 8.9 –Original Copy of Receipt

- The first printed copy will be original copy (Figure 8.9) and subsequent 2nd and 3rd printed copy will be duplicated copy (Figure 9.0). You are only allow to print 3 times.



Figure 9.0 –Duplicate Copy of Receipt

6.6 To View Historical Paid Penalty Record

- 1. To view historical paid penalty record, please go to menu [Service Tax]-[Penalty]-[Penalty Status] Figure 9.1

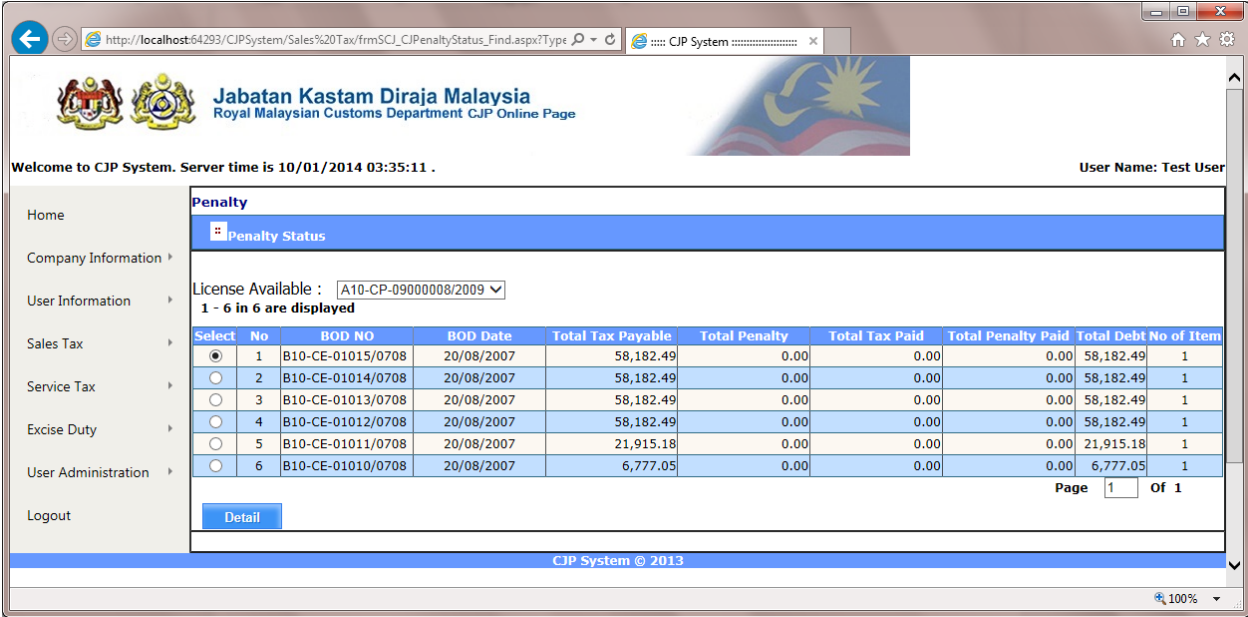


Figure 9.1 – Penalty Status

- 2. To view detail of historical paid penalty record, please select the radio button and click the [Detail] button Figure 9.1

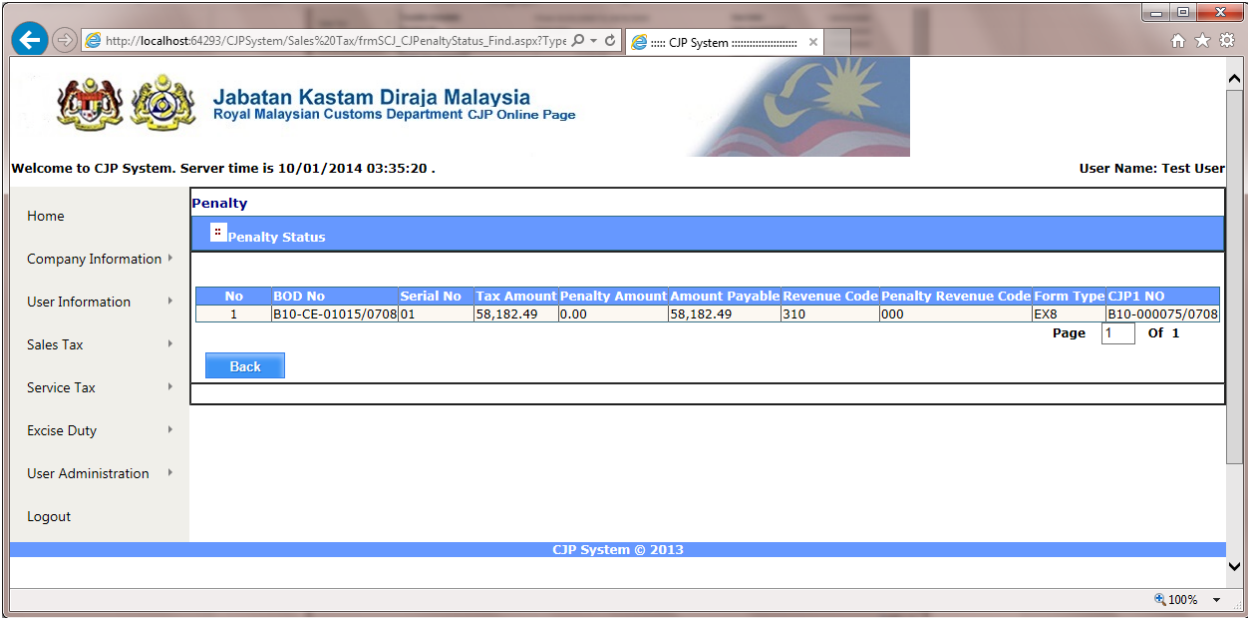


Figure 9.2 – Detail Penalty Status

6.7 To View Historical Paid Installment Record

1. To view the historical paid installment transaction, please go to menu [Service Tax]-[Penalty]-[Installment Status] Figure 9.3

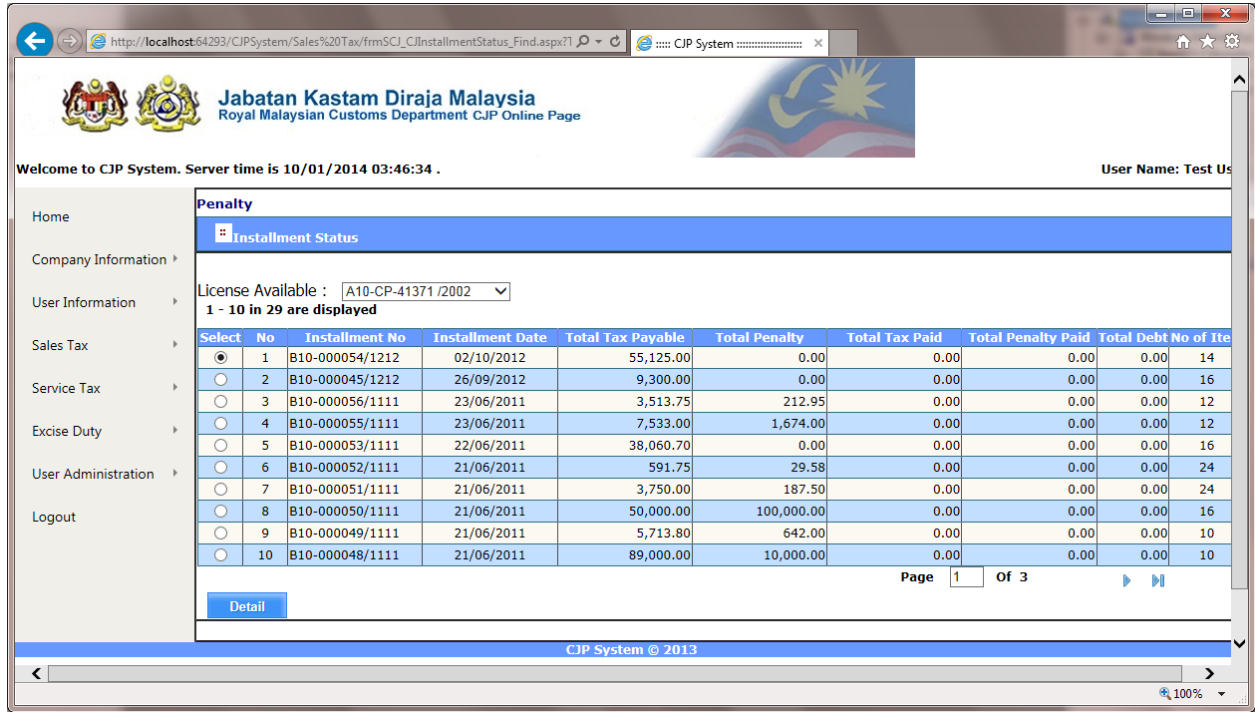


Figure 9.3 – Installment Status

2. To view detail of historical paid installment transaction, please select the radio button and click the [Detail] button. Figure 9.3

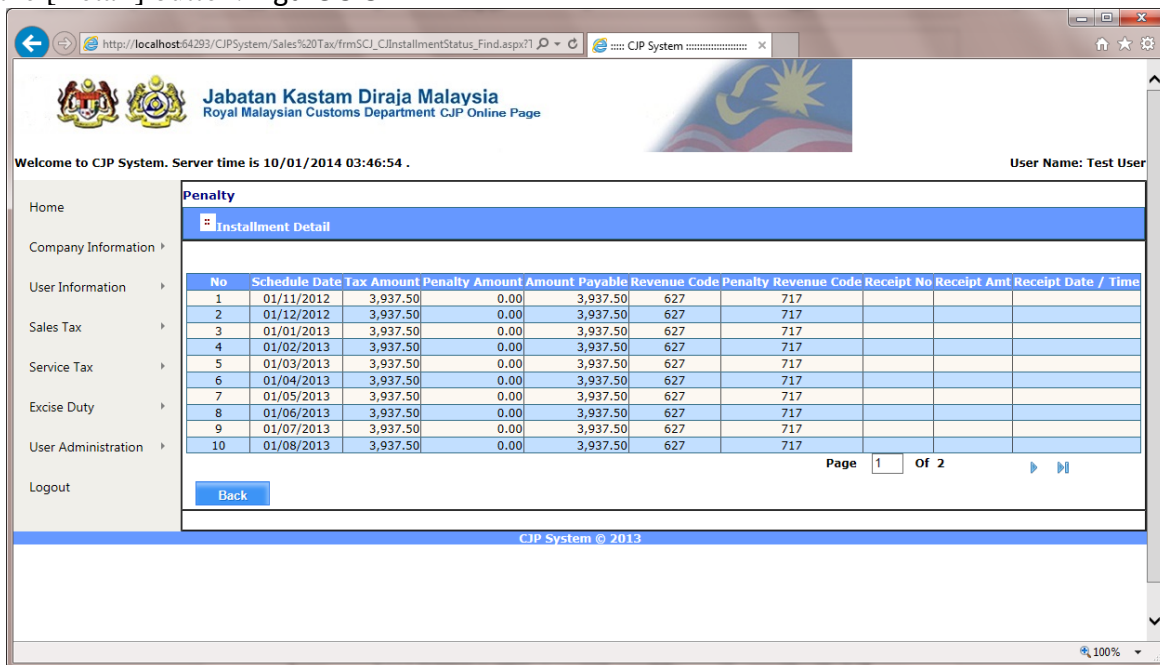


Figure 9.4 – Detail Installment Status

7 User Administration

7.1 To Create Internal CJP Online User ID

1. Administrator of the company may create own user id for internal staff, please go to menu [User Administration]-[User Registration] Figure 9.5

The screenshot shows a web browser window displaying the 'User Administration' page of the 'Jabatan Kastam Diraja Malaysia' (Royal Malaysian Customs Department). The page title is 'User Administration' and the sub-page is 'User Registration'. The form contains the following fields and values:

- Company Name: ABC SDN BHD(B56503A)
- Level of User: Normal User (selected), Administrator
- IC No.: [Empty field]
- User Name: [Empty field]
- E-Mail: [Empty field]
- Telephone No. (Office): [Empty field]
- Telephone No. (H/P): [Empty field]

Buttons for 'Register' and 'Clear' are located at the bottom of the form. The page footer indicates 'CJP System © 2013'.

Figure 9.5 – User Registration

2. Please fill in the detail information for new user (Figure 9.5) before pressing the [Register] button. Following are the field description and criteria:-

No	Field Name	Type	Size	Mandatory	Condition (Example)
1	Level of User			Yes	Normal User or Administrator of the company.
2	IC No	Numeric	12	Yes	IC number of the user. Example: 740214145596
3	User Name	Alphanumeric	100	Yes	Name of the user
4	Email address	Alphanumeric	50	Yes	Must be valid email.
5	Telephone No. (Office)	Numeric	12	No	
6	Telephone No. (H/P)	Numeric	12	No	

7.2 To Update Profile/Activate/Suspend/Reset Password of CJP Online User

1. Administrator of the company may update the user profile for internal staff, please go to menu [User Administration]-[List of Users] Figure 9.6

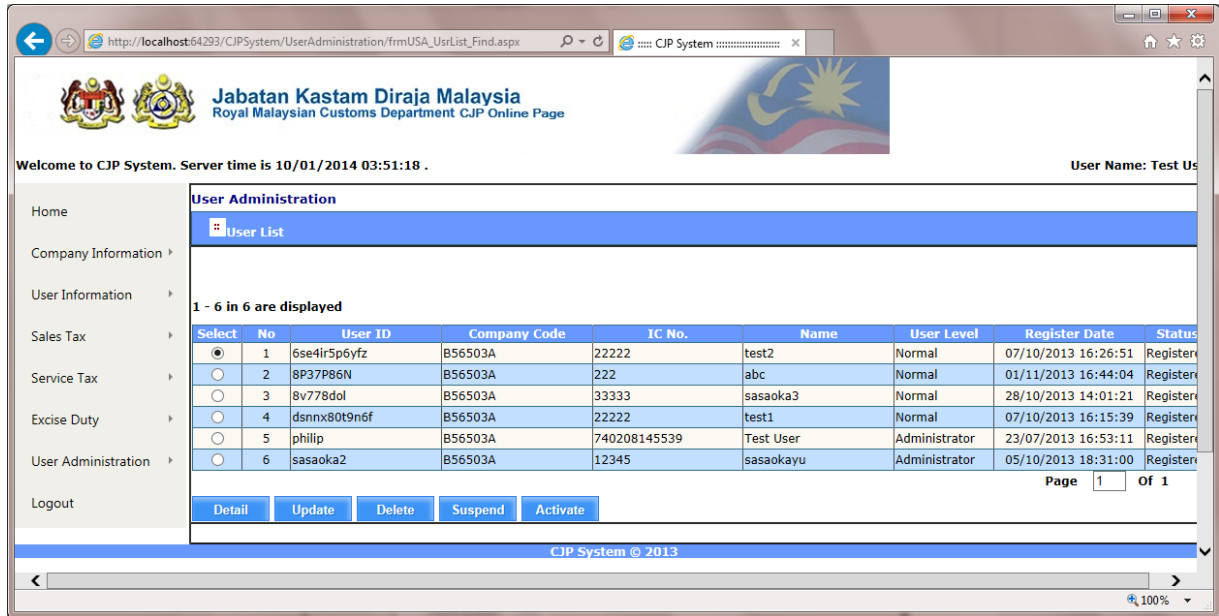


Figure 9.6 – List of Users

2. User may reset password (Figure 9.7), update user profile (Figure 9.8), delete user ID, Suspend account and activate the account using this function. (Figure 9.9),



Figure 9.7 – Detail button to Reset Password

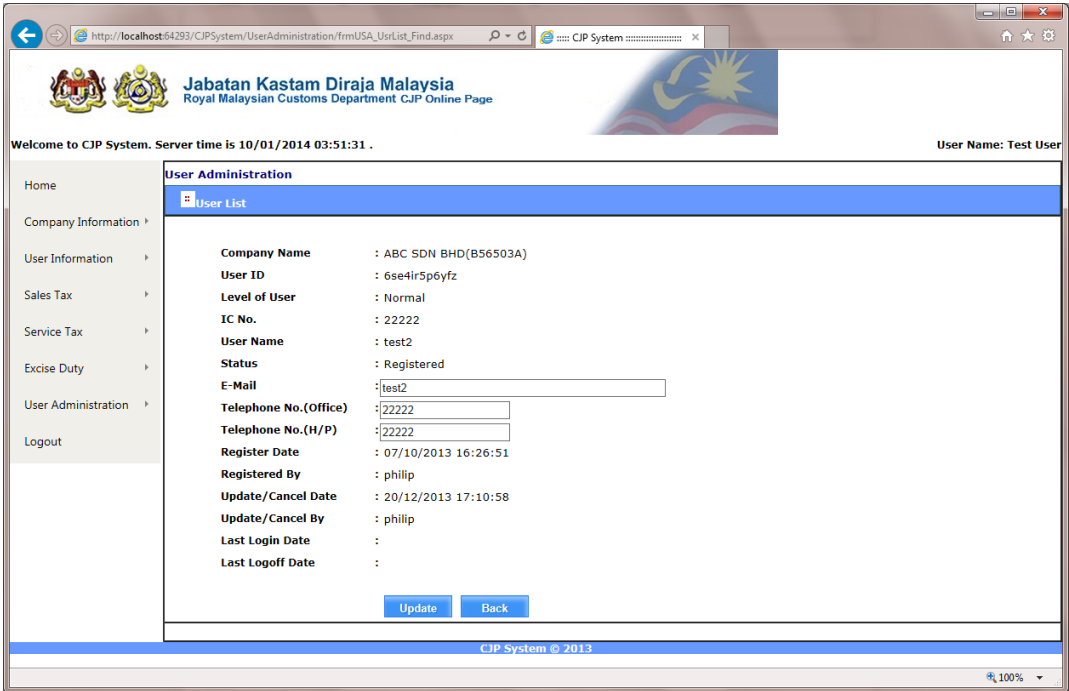


Figure 9.8 – Update button is to change User email and phone number

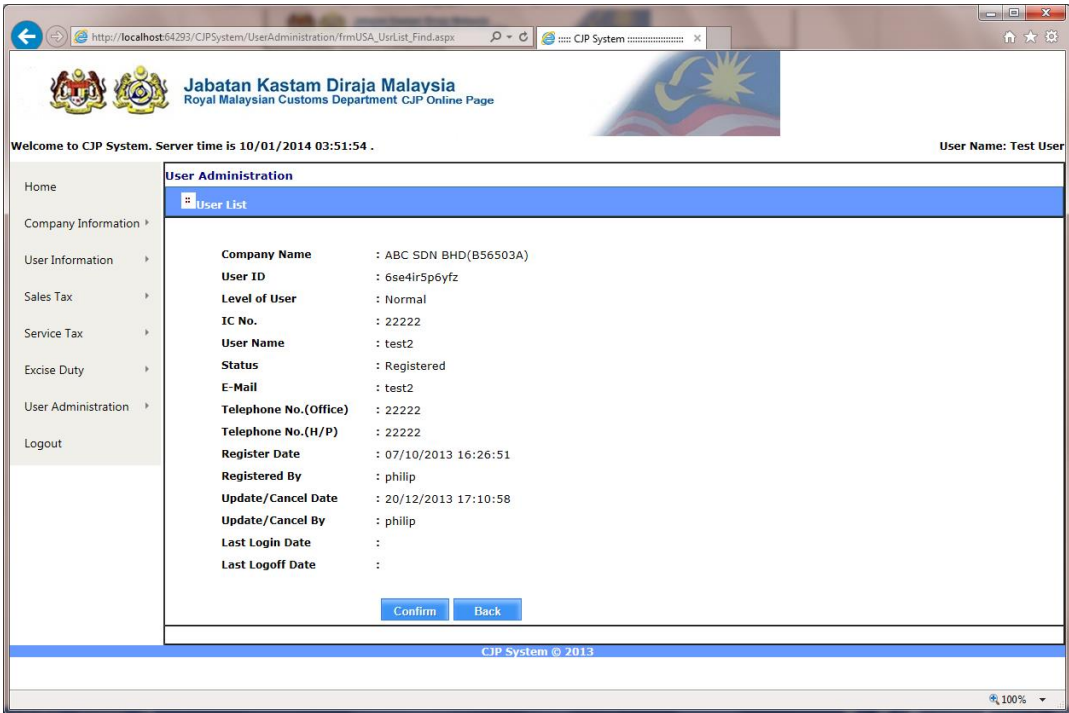


Figure 9.9 – Deletion, Suspend or Activate confirmation