

MyInvois Registration Checklist (LHDN e-Invoicing)

1. Business Information

- Company Name
- SSM Registration Number
- Business Address
- Email & Phone Number
- Industry / Business Category

2. Tax Information

- Tax Identification Number (TIN)
- Registered Entity Type (Individual / Company / Partnership)
- SST status (if applicable)

3. MyInvois Account Requirements

- Active MyTax account
- Access to MyInvois Portal
- Optional: dedicated email for e-Invoice operations

4. Invoice Data Required (per invoice)

Seller:

- Business Name
- Address
- TIN
- Contact

Buyer:

- Name
- TIN (if business)
- Address

Invoice Lines:

- Description
- Quantity
- Unit Price
- Tax Code (SR, ZR, ES, etc.)
- Tax Amount

5. Before Sending Your First e-Invoice

- Verify seller TIN
- Verify buyer TIN (if business)
- Check invoice numbering format

Confirm SST/GST codes if used

Test submit via MyInvois Portal

Keep internal copy of invoice

Prepared by eInvoiceHub.my

Simple e-Invoicing for Malaysian SMEs