

Sign up this training programme to find out more about e-Invoice and MyInvois Portal!

# IMPLEMENTING E-INVOICE IN MALAYSIA AND NAVIGATING THE MYINVOIS PORTAL

## COURSE INTRODUCTION

Businesses will be required to issue e-Invoice in phases set by Lembaga Hasil Dalam Negeri Malaysia (LHDNM) / Inland Revenue Board Malaysia:

Implementation Date	Targeted Taxpayers
1 August 2024	Taxpayers with an annual turnover or revenue of <b>more than RM100 million</b>
1 January 2025	Taxpayers with an annual turnover or revenue of <b>more than RM25 million and up to RM100 million</b>
1 July 2025	Taxpayers with an annual turnover or revenue of <b>more than RM5 million and up to RM25 million</b>
1 January 2026	Taxpayers with an annual turnover or revenue of <b>more than RM1 million and up to RM5 million</b>
1 July 2026	Taxpayers with an annual turnover or revenue of <b>up to RM1 million</b>

Note: e-Invoice implementation timeline been updated on 5 June 2025

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To facilitate transition to e-Invoice, taxpayers can select the most suitable mechanism to transmit e-Invoices to LHDNM, based on their business requirements and specific situation. The two (2) options for the e-Invoice transmission mechanisms are MyInvois Portal and Application Programming Interface (API).

To assist you in gaining a clearer understanding on the compliance requirements of e-Invoice and MyInvois Portal, Suruhanjaya Syarikat Malaysia (**SSM**) / Companies Commission of Malaysia is please to collaborate with LHDNM in designing this training for business owners and corporate advisors.

## COURSE OBJECTIVES

The speakers from LHDNM will:

- Present the simplified e-Invoice concepts for easy understanding and implementation.
- Engage in in-depth discussion on the e-Invoice regulatory landscape.
- Provide step-by-step guidance on key aspects of e-Invoice, including implementation, compliance and record keeping and to ensure taxpayers can follow a structured approach in meeting their obligations.
- Demonstrate how e-Invoice requirements can be applied in different business contexts.
- Demonstrate on using MyInvois Portal and guide on practical hands-on knowledge.
- Explore the key features and function of MyInvois Portal.



## COURSE CONTENTS

1. Overview of e-Invoice in Malaysia
  - Why and what is e-Invoicing?
  - Who must comply with e-Invoice?
  - Benefits of e-Invoice.
  - Preparing for the implementation of e-Invoice.
  - Offences and penalties.
  - Latest updates on the implementation of e-Invoice.
2. e-Invoice Model
  - Two (2) e-Invoice transmission mechanisms:
    - Through the MyInvois Portal provided by LHDNM; and
    - Application Programming Interface (API).
  - List of required data fields for e-Invoice.
  - MyInvois Portal and API workflow.
3. 13 focus areas in the e-Invoice Specific Guidelines:
  - Transaction with buyers;
  - Statement / bills on a periodic basis;
  - Disbursement and reimbursement;
  - Employment prerequisites and benefits;
  - Certain expenses incurred by employee on behalf of the employer;
  - Treatment for self-billed e-Invoice;



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## COURSE CONTENTS



3. • Transactions which involve payments in monetary form to agents, dealers or distributors;
  - Cross-border transactions;
  - Profit distribution;
  - Foreign income;
  - Currency exchange rate;
  - API overview; and
  - Cybersecurity.
4. e-Invoice Software Development Kit (SDK).
5. The usage of Tax Identification Number (TIN) to facilitate the issuance of an e-Invoice.
6. Tax incentives / grants in relation to implementation of e-Invoice as announced in Budget 2024.
7. Walkthrough Q&A published by LHDNM on the implementation of e-Invoice for corporate service providers.
8. Demo and hands-on training using MyInvois Portal and step by step e-Invoicing on the portal.

## LEARNING OUTCOMES

By attending this course, the participants will be able to:



- Have an overview of the e-Invoice.
- Get started with the Malaysia's e-invoicing system.
- Understand specific guidelines on the issuance of e-Invoice.
- Identify practical issues relating to e-Invoice.
- Prepare business for the transitional period.
- Optimize the use of the MyInvois Portal in issuing e-Invoices.

## WHO SHOULD ATTEND

Company directors, accountants, auditors, tax agents, company secretaries, business owners, sole-proprietors, start-ups to small medium enterprises, corporate advisor and anyone who is keen to learn about e-Invoice and MyInvois Portal.

## ABOUT THE TRAINERS

The course will be delivered by representatives from Lembaga Hasil Dalam Negeri Malaysia (**LHDNM**). The speakers are experts in their dedicated fields and are involve in policy making and operational undertakings. The speakers have extensive experience in providing awareness and knowledge sharing in e-Invoice to business community and public at large.

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## ADMINISTRATIVE DETAILS

Date	4 February 2025 15 April 2025 13 May 2025 19 June 2025 2 September 2025 6 October 2025 17 November 2025 1 December 2025
Platform	Virtual platform
Time	9.00 am – 1.00 pm
Training Methodology	Lecture, discussion and hands-on session
Fee	RM 250.00
SSM CPE Points	4 points

## HOW TO REGISTER?

### STEP 01

Strictly via online registration at [www.ssm4u.com.my/ecomtrac](http://www.ssm4u.com.my/ecomtrac)

### STEP 02

#### NEW USER (First Time Login)

- Click on **SIGN UP**
- Key in **REGISTRATION INFORMATION**
- Click on **REGISTER**
- Key in **USERNAME** and **PASSWORD**

#### EXISTING USER

- Key in **USERNAME** and **PASSWORD**
- Click on **SIGN IN**

### STEP 03

- Select training
- Check on Available Seat
- Click on Add Participant
- Key in participant's information

- Click on Submit
- Check participant's details
- Click on Submit Payment

Note: Please submit your application within 15 minutes. Otherwise the system will automatically cancel your transaction and you will lose your seat(s). Please re-apply if you wish to proceed. Full payment shall be made at the point of registration.



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## TERMS & CONDITIONS FOR REGISTRATION OF TRAINING PROGRAMMES UNDER COMTRAC

### PROGRAMME FEE

- Fee is payable to SURUHANJAYA SYARIKAT MALAYSIA.
- Admittance to training programme shall be granted only upon registration and full payment is received.

### PAYMENT MODE

- Registrations and payment for training programmes MUST be made through online at **e-COMTRAC** (<http://www.ssm4u.com.my/ecomtrac>). Upon submitting the registration application, participants are deemed to have read and accepted the terms and conditions herein.
- Payment by cash and cheque is not acceptable effective from January 2021.

### CLASSROOM TRAINING

- For classroom-based training, a confirmation e-mail will be sent to participants at least 1 working day prior to the programme.
- Participants are required to present Malaysia's identification card and foreign participants are required to present passport at the registration counter for verification and admission to training programme.
- Admittance may be denied upon failure to present identification card / passport.

### WEBINAR ACCESS LINK

- A notification e-mail with the webinar access link will be sent to participants at least 1 working day prior to the webinar.
- The access link is unique for registered participants and should not be forwarded or shared with others.

### CERTIFICATE OF ATTENDANCE

- Upon full attendance of the programme and payment is received, participants will be issued an e-Certificate of Attendance.
- Participants can download the e-Certificate of Attendance from e-COMTRAC platform in three (3) working days after the programme. Please take note that the certificate is available for download up to 30 days from the conclusion of the programme. An administrative fee of RM30.00 per copy is chargeable for downloading the certificate after the 30th day. Any replacement of certificate due to errors in name or identification card number wrongly filled by participant / representative during registration or loss of certificate, etc will incur a fee of RM30.00 for reissuance.

### CANCELLATION / ABSENT

- No refund will be given to participants who failed to attend the programme.
- Replacing registered participant is not allowed.

### TRANSFER

Transfer of registration fee to another training programme is not allowed.

### PERSONAL DATA PROTECTION NOTICE

Your personal data and other information provided in this application and including any additional information you may subsequently provide, may be used and processed by COMTRAC/SSM as a reference in future to communicate with you on our training programmes/events. In line with the Personal Data Protection Act 2010, we wish to obtain your agreement and consent for using your personal data. If you do not consent to the processing and disclosure of your personal data, you should send an e-mail to us at [comtrac@ssm.com.my](mailto:comtrac@ssm.com.my).

### HUMAN RESOURCES DEVELOPMENT CORPORATION

SSM is registered as a training provider with HRD Corp under GOV1000117857. All trainings are claimable under SBL Scheme subject to HRD Corp approval. Participant's employer needs to apply for grant at least one day before the commencement of training.

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All information contained in the brochure is correct and accurate at the time of publication.

## COMPANIES COMMISSION OF MALAYSIA TRAINING ACADEMY & KNOWLEDGE MANAGEMENT DIVISION



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