

## Sample Letter – Notification as Reporting Entity

Department of International Taxation  
 Headquarters Inland Revenue Board of Malaysia  
 Level 12, Menara Hasil  
 Persiaran Rimba Permai  
 Cyber 8, 63000 Cyberjaya  
 Selangor MALAYSIA

Date : .....

**Re : Notification under Subrule 6(1) of the Income Tax (Country-by-Country Reporting) Rules 2016/ Notification under subregulation6(1) of the Labuan Business Activity Tax (Country-by-Country Reporting) Regulations 2017**

Dear Sir

[Resident entity Name], a tax resident in Malaysia, being the [Ultimate Holding Entity or Surrogate Holding Entity] for [MNE Group] (hereinafter referred to as the "Reporting Entity") will file the Country-by-Country Report for [MNE Group] for the reporting period ending [Date].

2. The information of the Reporting Entity is provided in the table below :

Tax Identification Number	
Registration No	
Correspondence Address	
Contact Person :	
Name	
Telephone Number	
Designation	
Email Address	

3. The Country-by-Country Report to be filed by the Reporting Entity is intended to satisfy the filing requirement of all the constituent entities of [MNE Group] that are either resident for tax purposes or is carrying out a business through a branch or a permanent establishment as stated below:

(a) In Malaysia

Constituent Entity (Resident in Malaysia)	Tax Identification Number
[Entity filing the notification]	
[Additional Entity 1]	
[Additional Entity 2]	

(b) Outside Malaysia

<b>Constituent Entity (Resident Outside Malaysia)</b>	<b>Country of Resident</b>
[Entity filing the notification]	
[Additional Entity 1]	
[Additional Entity 2]	

Kind Regards

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

[Company's Director/ Authorised Representative/ Authorised Tax Agent]

Name : .....

Designation : .....

Entity's Stamp : .....

Address and Telephone Number : .....