

CbCR REGISTRATION PROCESS

CBCR REGISTRATION

This program is use to Register a Multinational Enterprise (MNE) in order for them to proceed with CbCR reporting.

To access the URL:

Testing Environment: - <https://hidef-dataexchangetest.hasil.gov.my/> .

Production Environment: - <https://hidef-support.hasil.gov.my/>

The homepage screen will be as follows:

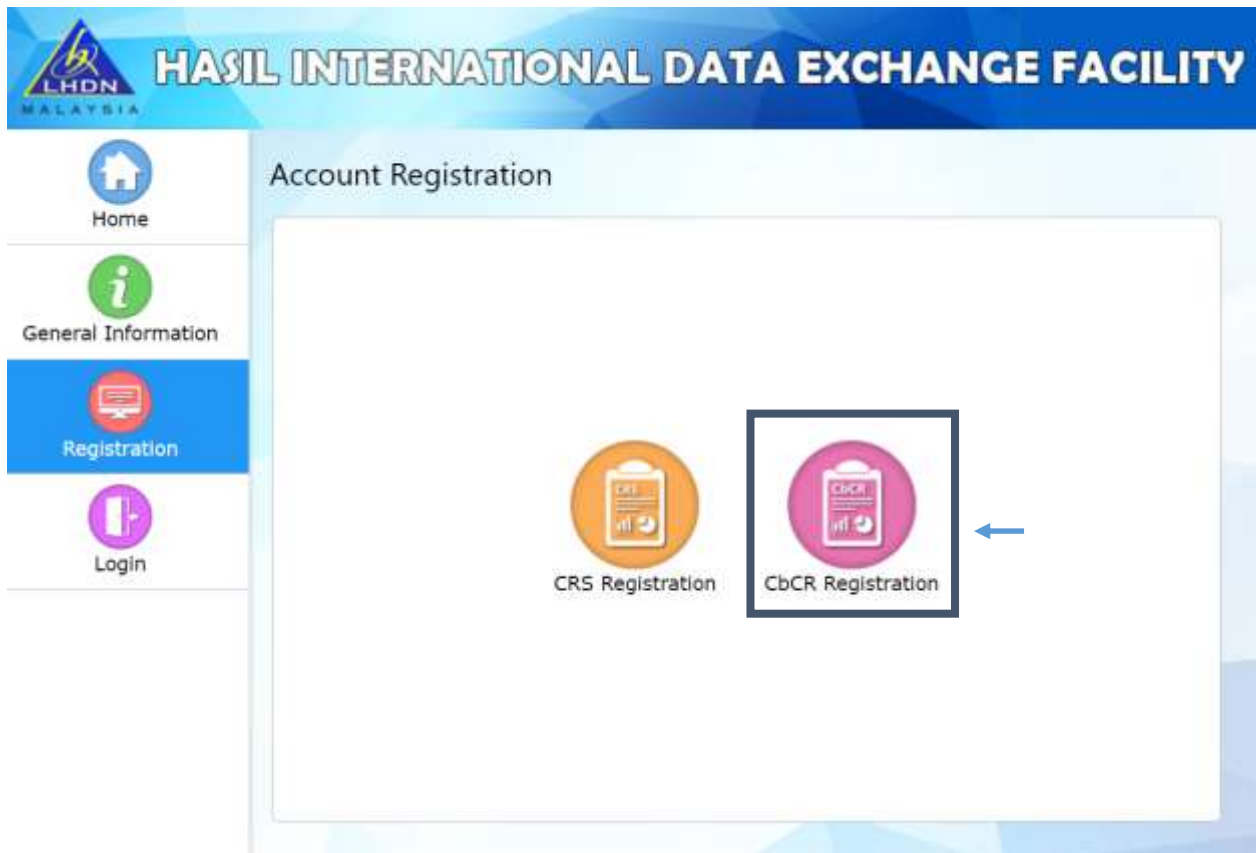


The application consist of 4 main menus on the left-hand side of the homepage screen:

- Home
- Registration
- Login
- General Information

To access the menu:

Home > Registration > CbCR Registration



1. Select CbCR Registration icon to proceed with registration.

Main page for CbCR Registration displayed as below:



2. Click the checkbox and click the PROCEED button.

Welcome to Country-by-Country Reporting (CbCR) Account Registration page. Tick the box for New User account registration and click proceed.



A side menu for CbCR Registration displayed as follows:



General Information

3. Select available Reporting Entity Status from the dropdown.
 - Two value can be selected here:-
 - a) Ultimate Holding Entity
 - b) Surrogate Holding Entity
 - 3.1 If value a) is selected, the screen will be as below:-

- Enter valid Ultimate Holding Entity Name.
- Select available Tax Identification Type from the dropdown.
- Enter valid Malaysia Tax Identification number.
- Enter valid Company Registration number.
- Default Country for Ultimate Holding Entity will be 'MALAYSIA'.
- Click on Next button to proceed next step.

3.2 If value b) is selected, the screen will be as below:-

General Information

General Information of the Reporting Entity

Reporting Entity Status*	<input type="text" value="Surrogate Holding Entity"/>	
Ultimate Holding Entity Name*	<input type="text"/>	
Tax Identification Number*	<input type="text"/>	
Country*	<input type="text"/>	
Reporting Entity Name*	<input type="text"/>	
Tax Identification Number*	<input type="text"/>	
Reference No. (Registration No.)*	<input type="text"/>	
Country*	<input type="text" value="MALAYSIA"/>	

Next

- Enter valid Ultimate Holding Entity Name.
- Enter valid Tax Identification number.
- Select Country for Ultimate Holding Company from the dropdown. ('MALAYSIA' will be disabled)
- Enter valid Reporting Entity Name.
- Select available Tax Identification Type from the dropdown.
- Enter valid Malaysia Tax Identification number.
- Enter valid Company Registration number.
- Default Country for Reporting Entity will be 'MALAYSIA'.
- Click on Next button to proceed next step.

**Note that all the fields mark with asterisk '*' is required fields, and every fields might have different kind of validations.*

Address Information

Click the Next button, and the page will redirect to Address Information section.

Malaysia CbCR Account Registration

Address Information

Mailing & Email Address of the Reporting Entity

Address Line 1*

Address Line 2

Address Line 3

City*

State*

Postal Code*

Office Phone Number*

Fax Number

Website

Group Email Address*

Please make sure the email address is valid and accessible

Previous Next

* Please do not use browser's back button/close this session until you have proceed with submission.

4. System will display Address Information section and enter valid information as following:
 - a. Address Line 1
 - b. Address Line 2
 - c. Address Line 3
 - d. City
 - e. State (dropdown)
 - f. Postal code
 - g. Office Phone Number
 - h. Fax Number
 - i. Website
 - j. Group Email Address
 - System will check the email address format. Invalid format entered system will prompt an error.
 - Note, Group Email address enter here will auto populate at Authorized person section column Email Address for CbCR Reporting.
 - Please contact your IT Support for **Group Email address** setup and creation. An email with the company's registered domain should be created during the registration process. Please follow the following format to create the email:
 - e.g: company ABC
 - crs_XXXX@abc.com.my
 - XXXX - create your own unique 5 alphanumeric characters
5. Click on Next button to proceed next step or click Previous to return to previous page or click the sidebar menu to navigate.

Financial Year

Click the Next button, and the page will redirect to Financial Year section.

The screenshot shows the 'Financial Year' section of the Malaysia CbCR Account Registration portal. On the left is a sidebar menu with options: Home, General Information, Address Information, Financial Year (highlighted with a blue bar and a blue arrow pointing to it), Authorised Person, Password, Acknowledgement, Submission Confirmation. The main content area is titled 'Financial Year' and contains the following text: 'Any constituent entity of the MNE group that is resident in Malaysia shall notify the Director General in writing if it is the Ultimate Holding Entity or the Surrogate Holding Entity, on or before the last day of the reporting financial year of the Ultimate Holding Entity'. Below this text are four input fields: 'Financial Year*' (a dropdown menu), 'Financial Year Begin*' (a calendar icon), 'Financial Year End*' (a calendar icon), and 'Have you submitted your notification letter?*' (a dropdown menu). Below these is a 'Date of Notification Letter*' field. At the bottom right, there are 'Previous' and 'Next' buttons, with a blue arrow pointing to the 'Next' button. A footer note reads: '* Please do not use browser's back button/close this session until you have proceed with submission.'

6. Select Financial Year available from the dropdown.

7. Select Financial Year Begin from the calendar.

8. Select Financial Year End from the calendar.

9. Select from the dropdown for 'Have you submitted your notification letter?' with value 'Yes' or 'No'.

10. If 'Yes' is selected, Select Date for Notification Letter from the calendar.

11. Click on Next button to proceed next step or click Previous to return to previous page or click the sidebar menu to navigate.

Authorised Person

Click the Next button, and the page will redirect to Authorised Person section.

The screenshot shows the 'Authorised Person' section of the Malaysia CbCR Account Registration portal. On the left is a sidebar menu with options: Home, General Information, Address Information, Financial Year, Authorised Person (highlighted with a blue bar and a blue arrow pointing to it), Password, Acknowledgement, Submission Confirmation. The main content area is titled 'Authorised Person' and contains the text: 'Company's Director/Authorised Representative OR Authorised Tax Representative'. Below this text are several input fields: 'Authorised Person*' (a dropdown menu), 'Name*' (text field), 'NRIC / Passport No.*' (text field), 'Designation*' (text field), 'Department*' (text field), 'Company*' (text field), 'Office Phone Number*' (text field), 'Phone Number' (text field), 'Email Address for CbCR Reporting*' (text field), and 'Tax Representative's Email Address*' (text field). A note below the last two fields reads: 'Please make sure the email address is valid and accessible'. At the bottom right, there are 'Previous' and 'Next' buttons, with a blue arrow pointing to the 'Next' button. A footer note reads: '* Please do not use browser's back button/close this session until you have proceed with submission.'

12. Select available Authorised Person from the dropdown.

- Three value can be selected here:-

- a) Company's Director
- b) Company's Authorised Representative
- c) Tax Representative

12.1 If value a) or b) is selected, the screen will be as below:-

Authorised Person

Company's Director/Authorised Representative OR Authorised Tax Representative

Authorised Person*	Company's Director ▼
Name*	<input type="text"/>
NRIC / Passport No.*	<input type="text"/>
Designation*	<input type="text"/>
Department*	<input type="text"/>
Office Phone Number*	<input type="text"/>
Email Address for CbCR Reporting*	<input type="text"/>

Please make sure the email address is valid and accessible

Previous Next

- Enter valid information as following:

- a. Name
- b. NRIC / Passport No.
- c. Designation
- d. Department
- e. Office Phone Number
- f. Email Address for CbCR Reporting (this column will be auto populated)

12.2 If value c) is selected, the screen will be as below:-

Authorised Person

Company's Director/Authorised Representative OR Authorised Tax Representative

Authorised Person*	Tax Representative ▼
Name*	<input type="text"/>
NRIC / Passport No.*	<input type="text"/>
Designation*	<input type="text"/>
Company*	<input type="text"/>
Office Phone Number*	<input type="text"/>
Phone Number	<input type="text"/>
Email Address for CbCR Reporting*	<input type="text"/>
Tax Representative's Email Address*	<input type="text"/>

Please make sure the email address is valid and accessible

Previous Next

- Enter valid information as following:
 - a. Name
 - b. NRIC / Passport No.
 - c. Designation
 - d. Company
 - e. Office Phone Number
 - f. Phone Number
 - g. Email Address for CbCR Reporting (this column will be auto populated)
 - h. Tax Representative's Email Address
- System will check the email address format. Invalid format entered system will prompt an error.
- The Email Address for CbCR Reporting entered at this section will be used to send all email notification during this registration.

13. Click on Next button to proceed next step or click Previous to return to previous page or click the sidebar menu to navigate.

Password Creation

Click the Next button, and the page will redirect to Password Creation section.

The screenshot shows the 'Password' section of the 'Malaysia CbCR Account Registration' page. The sidebar on the left includes a 'Home' button and a menu with items: 'General Information', 'Address Information', 'Notification', 'Authorised Person', 'Password' (highlighted), 'Acknowledgement', 'Submission', and 'Confirmation'. The main content area is titled 'Password' and contains the following text: 'Create a password that meet the following criteria'. Below this are four bullet points: 'must be at least eight (8) characters and maximum twenty (20) characters long', 'must contain both uppercase and lowercase letters', 'must contain a number', and 'must contain a special character ~!@#\$\$%^&*'. There are two input fields: 'Create Password*' and 'Confirm Password*', both containing asterisks. A blue arrow points to the 'Next' button in the bottom right corner. A footer note says: '* Please do not use browser's back button/close this session until you have proceed with submission.'


14. System will display Create Password section and enter as following:

- a. Create Password
- b. Confirm Password

Password must contain:

8-20 characters with at least

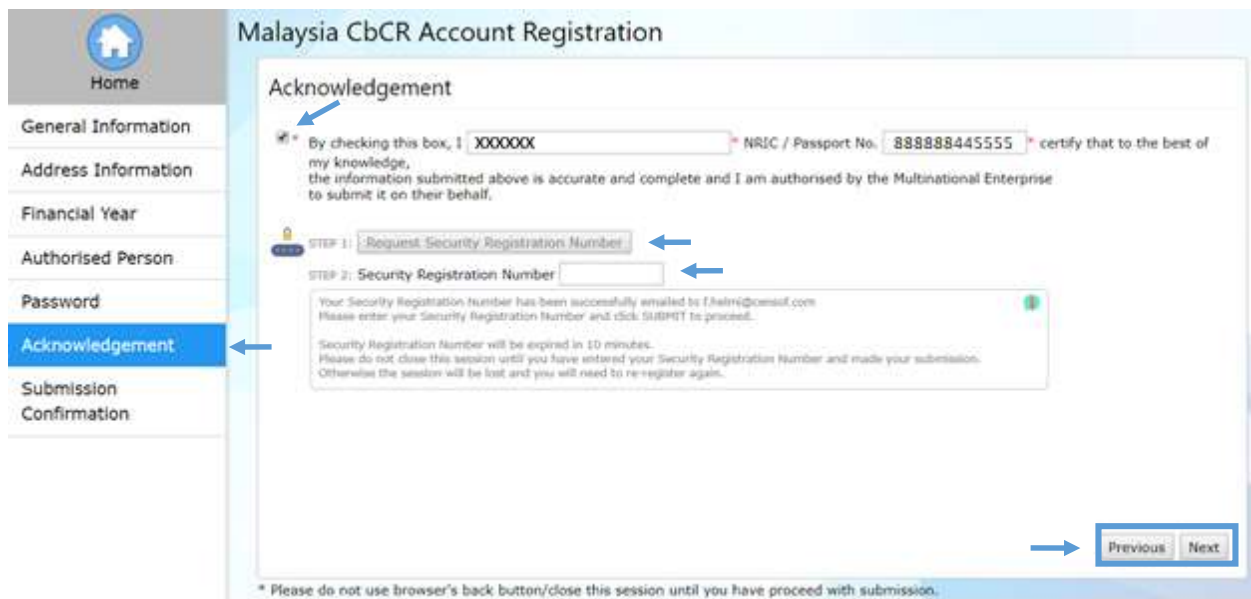
- a. 1 uppercase letter
- b. 1 lowercase letter
- c. 1 number
- d. 1 of the special characters ~!@#\$\$%^&*-

- Password must match for both of the column.
- The password must be kept in secure manner.
- Password can be viewed by using the Eye button → 
- Please put your password in secure places for the use of login afterwards.

15. Click on Next button to proceed next step or click Previous to return to previous page or click the sidebar menu to navigate.

Acknowledgement

Click the Next button, and the page will redirect to Acknowledgment section.



Malaysia CbCR Account Registration

Acknowledgement

By checking this box, I XXXXXX * NRIC / Passport No. 888888445555 * certify that to the best of my knowledge, the information submitted above is accurate and complete and I am authorised by the Multinational Enterprise to submit it on their behalf.

STEP 1: Request Security Registrations Number

STEP 2: Security Registration Number

Your Security Registration Number has been successfully emailed to Ehelm@comsif.com
Please enter your Security Registration Number and click SUBMIT to proceed.

Security Registration Number will be expired in 10 minutes.
Please do not close this session until you have entered your Security Registration Number and made your submission.
Otherwise the session will be lost and you will need to re-register again.

Previous Next

* Please do not use browser's back button/close this session until you have proceed with submission.

16. Tick the checkbox and click the Request Security Registration Number button.

- All section field validation will be check here, if there is still invalid field with incorrect value, system will pop up a message saying which value is incorrect, you will need to navigate at each section to correct the entered value.



These fields are invalid :

- Category
- Name
- Tax Information Number
- Answer 1
- Question 2
- Answer 2
- Password
- Confirm Password

OK

Sample Invalid Field checking

Your email address is mymne@company.com
Click OK to continue or Cancel to make changes.



OK Cancel

- After clicking Request Security Number (Step 1), system will check again to reconfirm Email Address for CbCR Reporting, the email will be sent to this email, please check then proceed by clicking OK button, click Cancel button if you want to amend and it will bring you to Address Information again.
- 10 minutes time out will be given once you click Security Registration Number button, After 10 minutes, if the Security Registration Number is still not entered, a popup will come out saying that your old SRN has expired click OK and the Security Registration Number button will be enable again. Click and wait another 10 minutes.

17. An email will be send to Email address for CbCR Reporting for Security Registration Number.

- Make sure you have entered the correct email in Email address for CbCR Reporting in the previous section.

Sample of email that will be received:

From: noreply.hidef@hasil.gov.my [mailto:noreply.hidef@hasil.gov.my]
 Sent: Friday, 29 June, 2018 11:30 AM
 To:
 Subject: HiDEF CbCR Registration - Security Registration Number

Dear Sir / Madam,

Thank you for your interest in applying the Multinational Enterprise (MNE) CbCR ID.
 Below is your requested Security Registration Number:

Security Registration Number : 409790

Please note that you are given 10 minutes timeout to enter your Security Registration Number and submit your application.

For any enquiries, please email to cocr@hasil.gov.my

Thank you.

18. Enter valid Security Registration Number that received through email.(Step 2)

- For three (3) trial of wrong Security Registration Number entered, system will prompt an alert message and redirect to the HiDEF Portal Home page.
- 15 minutes time out will be given after you click the Request button.
- You will need to reregister again if wrong Security Registration Number entered or time out exceeded.
- Submit Button is disable unless the correct Security Registration Number entered.

19. Once all validation check done and correct Security Registration Number entered, you can complete the registration by clicking the Next button.

After clicking the Next button, the page will redirect to Submission Confirmation page.

Your registration has been submitted to the Inland Revenue Board of Malaysia (IRBM).

This registration is not effective until processed by the IRBM.

You will be given the MyCbCRID to access the system once your application has been approved.

Please monitor your email for approval status and updates on your account status.



20. Click on Download Registration Details to download a .pdf file for a copy of your registration details and keep it in a safe place for future reference.

21. Click OK button, email notification will be send automatically for completed registration, but Your ID will only be given to you once IRBM approved your application, there is also a chance that your registration application being rejected for some reason.

Sample of email that will be received :

From: noreply.hidef@hasil.gov.my [<mailto:noreply.hidef@hasil.gov.my>]
Sent: Friday, 29 June, 2018 11:35 AM
To:
Subject: HiDEF CbCR Registration - Successful

Dear Sir / Madam,

Thank you for your interest in applying the Multinational Enterprise (MNE) CbCR ID.

Your application has been successfully sent for processing. We will process your application once all information provided have been verified.

Please be informed that it will take at least 14 working days for your application to be verified and approved by which you will be notified by email.

For any enquiries, please email to cbcr@hasil.gov.my

Thank you.

IRBM approved the application, an email will be sent to you with your MyCbCRID.

From: noreply.hidef@hasil.gov.my [<mailto:noreply.hidef@hasil.gov.my>]
Sent: Friday, 29 June, 2018 11:36 AM
To: Mohd Khairul Huozaine Mohd Zaki
Subject: HiDEF CbCR Registration - Approved

Dear Sir / Madam,

Your Multinational Enterprise (MNE) CbCR ID application has been verified and approved. Below is your MyCbCRID :

MNE Name : ABC BANK MALAYSIA
MyCbCRID : 20000081

Please keep your MyCbCRID and password in a secure place.
You can now login, upload a valid certificate and proceed with CbCR reporting.

For any enquiries, please email to cbcr@hasil.gov.my

Thank you.