



## **APPLYING FOR THE e-FILING PIN NUMBER**

Individual and corporate taxpayers can obtain the e-Filing PIN Number to register their respective digital certificates, at **all Inland Revenue Board of Malaysia (IRBM) counters**, located at the following places:

- IRBM Branch Offices nationwide
- Urban Transformation Centres (UTC) / Pusat Transformasi Bandar
- Revenue Service Centres / Pusat Khidmat Hasil (PKH)

The application procedures for obtaining the e-Filing PIN Number are as follows:

### **DIGITAL CERTIFICATES FOR INDIVIDUAL TAXPAYERS**

The documents required for this application are:

- The Identification Card (IC) or Passport of the applicant; *and*
- The e-Filing PIN Number Application Form for Individuals (**Form CP55D**), which can be obtained at all IRBM counters.
- Applications made through **representatives / third-parties** are also **accepted**, provided that the representative has the following documents, in addition to the ones stated above, under section **Digital Certificates for Individual Taxpayers**:
  - A written permission by the applicant;
  - A copy of the applicant's IC; *and*
  - A copy of the representative's IC.

### **DIGITAL CERTIFICATES FOR ORGANISATIONS**

For all corporate taxpayers, the Digital Certificates for Organisations will only be provided to authorised individuals under Subsection 75(1)(a) of the Income Tax Act 1967. Each corporate taxpayer is also required to appoint one individual that will be given the authority to keep and be in charge of the organisation's digital certificate.

The documents required for this application are:

- The Identification Card (IC) or Passport of the applicant;
- The e-Filing PIN Number Application Form for Organisations (**Form CP55B**), which can be obtained at all IRBM counters; *and*
  - \* **NOTE:** If Form CP55B was signed by an individual other than the company's director, please attach the company's letter of appointment, a copy of the company director's IC and a copy of the applicant's IC, together with Form CP55B.
- A copy of Form 49.

Applications made through **third-parties** are also **accepted** and must include the following documents:

- A written permission by the company, using the company's letterhead; *and*
- All the documents stated above, under section **Digital Certificates for Corporate Taxpayers**.