

Getting Started:

- Please refer to BizChannel@CIMB regarding the Cut-Off Time information.
- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

Section 1: Transaction initiation

- Click **'Bill Payment'** from the left side menu and select **'Bill Payments'** from the dropdown list.
- Pay From:** Click on magnifier icon and search for an account to pay from.
- Pay To:** Select **'New Entry'** to proceed.

Section 2: Details of Transaction

Biller Information:

- Category:** Select **'Government Agencies'** from the drop down list

User

The screenshot shows the 'Bill Payments' form with the following fields:

- Pay From*: 8000199963 - V.M. ODFJP. PPLUTPC(MYR) Online Balance
- Pay To*: Favourite Biller (New Entry selected)
- Bill Information:
 - Category*: GOVERNMENT AGENCIES
 - Bill Name*: LHDNM CORPORATE TAX
 - Tax Reference Number*: C22989177020
 - Payment Code*: 86 Bayaran Ansuran Cukai Syarikat (selected from a dropdown list)
 - Assessment Year*: (blank)
 - Installment Number*: (blank)
- Additional Information:
 - Our Reference No.: 150 Bayaran Kenaikan Seksyen 103A / 103
 - Remarks: 151 Bayaran Seksyen 108, 152 Bayaran Kenaikan Seksyen 108
- Beneficiary Notification:
 - Beneficiary Email: (blank)

- ii) **Bill Name:** Select 'LHDNM Corporate Tax' from the drop down list.
- iii) **Tax Reference Number:** Key-in 'Tax Reference No.'
- iv) **Payment Code:** Select 'Payment Code' from the drop down list. Refer to **Appendix 1**.

The screenshot shows the 'Bill Payments' form with the following fields:

- Pay From*: 8000199963 - V.M. ODFJP. PPLUTPC(MYR) Online Balance
- Pay To*: Favourite Biller (New Entry selected)
- Bill Information:
 - Category*: GOVERNMENT AGENCIES
 - Bill Name*: LHDNM - CORPORATE TAX
 - Tax Reference Number*: C22989177020
 - Payment Code*: 86 Bayaran Ansuran Cukai Syarikat
 - Assessment Year*: (blank)
 - Installment Number*: (blank)
- Additional Information:
 - Our Reference No.: (blank)
 - Remarks: (blank)
- Beneficiary Notification:
 - Beneficiary Email: (blank)

- v) **Assessment Year:** Key-in the 'Assessment Year' based on the letter that received from LHDNM.
 - vi) **Installment Number:** Key-in the 'Installment Number' based on the letter that received from LHDNM. It must be 2 digits. For example: 02 instead of 2
- Note:** Installment number applicable for selected Payment Code only. Refer to **Appendix 1**.

Sample

The screenshot shows the 'Bill Payments' form with the following fields:

- Pay From*: 8000199963 - V.M. ODFJP. PPLUTPC(MYR) Online Balance
- Pay To*: Favourite Biller (New Entry selected)
- Bill Information:
 - Category*: GOVERNMENT AGENCIES
 - Bill Name*: LHDNM - CORPORATE TAX
 - Tax Reference Number*: C22989177020
 - Payment Code*: 86 Bayaran Ansuran Cukai Syarikat
 - Assessment Year*: 2017
 - Installment Number*: 02
- Additional Information:
 - Our Reference No.: IRB0000123
 - Remarks: UAT Testing
- Beneficiary Notification:
 - Beneficiary Email: testuser1@uat.cimb.com

- vii) **Add to Favourite Biller:** If user wish to add in as Favourite Biller.
- viii) **Additional Information:** Enter the details
- ix) **Beneficiary Notification:** Key-in the email of the recipient(s) at 'Beneficiary Email'. Sample email beneficiary received, refer to Appendix 2.
- x) Review all the information are corrects and then click "Add to List" to proceed to Section 3.

Section 3: Submission of Transaction

Pay From	Billers Name	Billing Key 1	Billing Key 2	Amount
8000199963 / V.M. ODFJP_PPLUTPC	LHDNM - CORPORATE TAX	C 22989177020 - SM XXIN MXXXKTING SDN. BHD.		MYR: 1,370.00

- i) Check the and enter the payment amount in 'Amount' field.

Instruction Mode

Today i

Future Payment Date : (dd/mm/yyyy)

Session Time : 08:00 - Session 1

Standing Instruction :

Frequency : Daily

Interval : 1

Session Time : 08:00 - Session 1

Recurring Start Date : (dd/mm/yyyy)

Recurring End Date : (dd/mm/yyyy)

Instruction on Non Business Day : Preceding Business Day Following Business Day

Instruction Mode: Select one of the 'Instruction Mode'

- i) **Today:** Transaction to be process once approved, click 'Today'.

Instruction Mode

Today

Future Payment Date ii : (dd/mm/yyyy)

Session Time : 08:00 - Session 1

08:00 - Session 1

10:00 - Session 2

13:00 - Session 3

16:00 - Session 4

Session Time : 08:00 - Session 1

Recurring Start Date : (dd/mm/yyyy)

Recurring End Date : (dd/mm/yyyy)

Instruction on Non Business Day : Preceding Business Day Following Business Day

- ii) **Future Payment Date:** Click the box and the select the date of the transaction should process.

Session Time: Select which session of the transaction should be process from the drop down list.

Daily

Instruction Mode

Today

Future Payment Date : (dd/mm/yyyy)

Session Time : 08:00 - Session 1

Standing Instruction iii :

Frequency a : Daily b

Interval c : 1

Session Time : 08:00 - Session 1

Recurring Start Date d : (dd/mm/yyyy)

Recurring End Date e : (dd/mm/yyyy)

Instruction on Non Business Day f : Preceding Business Day Following Business Day

iv

- iii) **Standing Instruction:**

a) **Frequency:** Select 'Frequency' from the drop down list.

b) **Interval:** Selection depends on the frequency selected.

Daily: Defaulted to '1'

Weekly: Select the day from the drop down list.

Monthly: Select the specific 'date or End of Month' from the drop down list.

c) **Session Time:** Select which session of the transaction should be process from the drop down list.

d) **Recurring Start Date:** Select the start date

e) **Recurring End Date:** Select the end date

f) **Instruction on Non Business Day:** Select Preceding Business Day or Following Business Day

- iv) Click 'Confirm'.

Bill Payments

Pay From	Billers Name	Billing Key 1	Billing Key 2	Amount	Total Charges	Total GST
8000199963 / V.M. ODFJP_PPLUTPC	LHDNM - CORPORATE TAX	C 22989177020 - SM XXIN MXXXKTING SDN. BHD.	86 Bayaran Ansuran Cukai Syarikat	MYR 1,370.00	MYR 1.00	MYR 0.00

Instruction Mode

Today : 11-Jul-2018

10.104.20.112:9001 says

Click OK to Create the Record

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
* Subject to the effective GST rate at the date of transfer

- v) Review all the information are corrects and click 'Submit' and 'OK'.

Bill Payments

Result Message: This transaction is pending for approval

Transaction Reference No.	Pay From	Billers Name	Billing Key 1	Billing Key 2	Amount	Total Charges	Total GST	Workflow List
20180710000021327	8000199963 / V.M. ODFJP. PPLUTPC	LHDNM - CORPORATE TAX	QG22989128040 - YUSMAIZI BIN YUSOF	90 Bayaran Cukai Keuntungan Harta Tanah	MYR 3,000.00	MYR 1.00	MYR 0.00	Workflow List

Instruction Mode
 Today : 10-Jul-2018
 Submitted Time (Information of time is following GMT+8) : 10-Jul-2018 05:26:47

Print Save As Done

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
 * Subject to the effective GST rate at the date of transfer

Result Message: This transaction is pending for approval.

Important note: The authorizer will need to approve/decline the submitted transaction prior to processing by the bank.

Section 4: Approval of Transaction by Authorizer

BizChannel@CIMB

All Task Listing Pending Approval View Expired Transactions

Pending Tasks

Company * PREMIER Corporate

Search Account

Search By Account No Account Name

Pending Approval 1 - 10 of 85 transaction(s)

No.	Creation Date	Reference No.	Menu	Pay From	Transaction Amount	Instruction Mode	Instruction Date	Maker User ID	Status
1	11-Jul-2018 19:15:09	201807110000021384	Bill Payments	8000199963 / V.M. ODFJP. PPLUTPC (MYR)	MYR 1,370.00	Today	11-Jul-2018	MAKER	Approver Task Advance

Approve Reject

i) Click 'Pending Tasks' from the left side menu and select 'Pending Tasks'.

ii) Click the hyperlink at Reference No. column to see the transaction detail before approve.

Bill Payments

Transaction Reference No. : 201807110000021384
 Pay From : 8000199963/V.M. ODFJP. PPLUTPC(MYR)
 Our Reference No. : IRB0000123
 Remarks : UAT Testing
 Biller Name : LHDNM - CORPORATE TAX
 Tax Reference Number : C 22989177020 - SM XXIN MXXXKXTING SDN. BHD.
 Payment Code : 86 Bayaran Ansuran Cukai Syarikat
 Assessment Year : 2017
 Installment Number : 02
 Bill Amount to be Paid : MYR 1,370.00
 Transaction Fee : MYR 0.50
 GST Rate : 0.00 %
 GST Amount : MYR 0.00
 Biller Charges (2 sided) : MYR 0.50
 GST Rate : 0.00 %
 GST Amount : MYR 0.00
 Total Charges : MYR 1.00
 Total Debit Amount : MYR 1,371.00
 Beneficiary Email : testuser1@uat.cimb.com

Instruction Mode
 Today : 11-Jul-2018

Transaction History List

Action Date	User ID	User Name	Action
2018-07-11 19:15:10	MAKER	maker	Created

Approval Matrix List

Signature Set	Total Approver(s) Required	Number of Approver	Company	User Group	Targeted User
FARRIS TESTING 2	1	1	PREMIER	Farris Testing 2	Any User
set 2	2	1	PREMIER	All	Any User
		1	PREMIER	test1	Any User

Approver List

User ID	User Name	User Group
APPROVER2	approver2	All
APPROVER1	approver1	Farris Testing 2
NADYA	Nadya	All
APPROVER10	approver10	test1
MUGEN1	mugen1	test1

Authentication
 Challenge Number : 99999
 Response Number : Help

Approve Reject Back

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
 * Subject to the effective GST rate at the date of transfer

Authentication

i) **Response Number:** Enter the 'Response Number'.

ii) Click 'Approve' and 'OK'

Bill Payments

Result Message: Bill Payments has been successfully released and executed

Transaction Reference No.	Pay From	Billers Name	Billing Key 1	Billing Key 2	Amount	Total Charges	Total GST	Workflow List
201807110000021384	8000199963/V.M. ODFJP. PPLUTPC(MYR)	LHDNM - CORPORATE TAX	QG22989128040 - YUSMAIZI BIN YUSOF	90 Bayaran Cukai Keuntungan Harta Tanah	MYR 3,000.00	MYR 1.00	MYR 0.00	Workflow List

Instruction Mode
 Today : 11-Jul-2018
 Release Time (Information of time is following GMT+8) : 11-Jul-2018 07:52:12

Print Save As Back to Pending Task

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer
 * Subject to the effective GST rate at the date of transfer

Result Message: Bill Payment has been successfully released and executed.

Appendix 1

No	Payment Code	Description	Assessment Year	Installment Number	Tax Reference Types
1	084	Bayaran Ansuran Cukai - Individual	YES	YES	SG, OG, TP, F, J
2	086	Bayaran Ansuran Cukai - Syarikat	YES	YES	C, CS, TA, TC, TR, PT, TN
3	088	Pendahuluan / Ansuran Cukai Komposit	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
4	090	Bayaran Cukai Keuntungan Harta Tanah	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
5	095	Bayaran Cukai Pendapatan (tidak termasuk skim ansuran)	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
6	150	Bayaran Kenaikan Seksyen 103A / 103	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
7	151	Bayaran Seksyen 108	YES	NA	C
8	152	Bayaran Kenaikan Seksyen 108	YES	NA	C
9	153	Bayaran Kenaikan Komposit	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
10	154	Bayaran Kenaikan Seksyen 107C(9) / 107B(3)	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
11	155	Bayaran Kenaikan Seksyen 107C(10) / 107B(4)	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
12	156	Bayaran Kos Mahkamah	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
13	157	Bayaran Faedah Atas Hutang Hukuman	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
14	158	Bayaran Ansuran Dibenarkan oleh Audit	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
15	159	Bayaran Ansuran Dibenarkan oleh Unit Pemungutan	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
16	160	Bayaran Ansuran Dibenarkan oleh Unit Guaman Sivil	YES	YES	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
17	173	Bayaran Kos Guaman	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
18	178	Bayaran Seksyen 108 (Sek 25)	YES	NA	C
19	181	Bayaran Kenaikan Seksyen 25	YES	NA	C
20	196	Bayaran Penyelesaian Cukai	YES	NA	SG, OG
21	197	Bayaran Penyelesaian Cukai - Majikan	YES	NA	SG, OG
22	250	Bayaran Kenaikan CKHT Oleh Pelupus	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
23	286	Bayaran Kenaikan CKHT Oleh Pemeroleh	YES	NA	SG, OG, TP, F, J, C, CS, TA, TC, TR, PT, TN
24	161	Bayaran Cukai Petroleum	YES	YES	C

Appendix 2

Transaction Notification : Success		Wednesday, July 11, 2018 07:50PM
testuser1@uat.cimb.com To: testuser1@uat.cimb.com		Show Details
Dear Sir / Madam,		
We are pleased to inform you that a request to transfer into your account has been submitted to CIMB Bank for processing.		
Please refer to the payment details below:		
Date/Time	: 11-Jul-2018 19:52:07	
Reference No.	: 201807110000021384	
Transaction Type	: Bills Payment	
From Account Name	: V.M. ODFJP, PPLUTPC	
To Account	: LHDNM - CORPORATE TAX	
Amount	: MYR 1,370.00	
Remark	: UAT Testing	
Status	: Success	
Should you have any queries, please contact the Payer		
To discover more about our products and services, please log on to http://www.bizchannel.cimb.com.my		
Warm Regards BizChannel@CMB Team		

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to mybusinesscare@cimb.com.