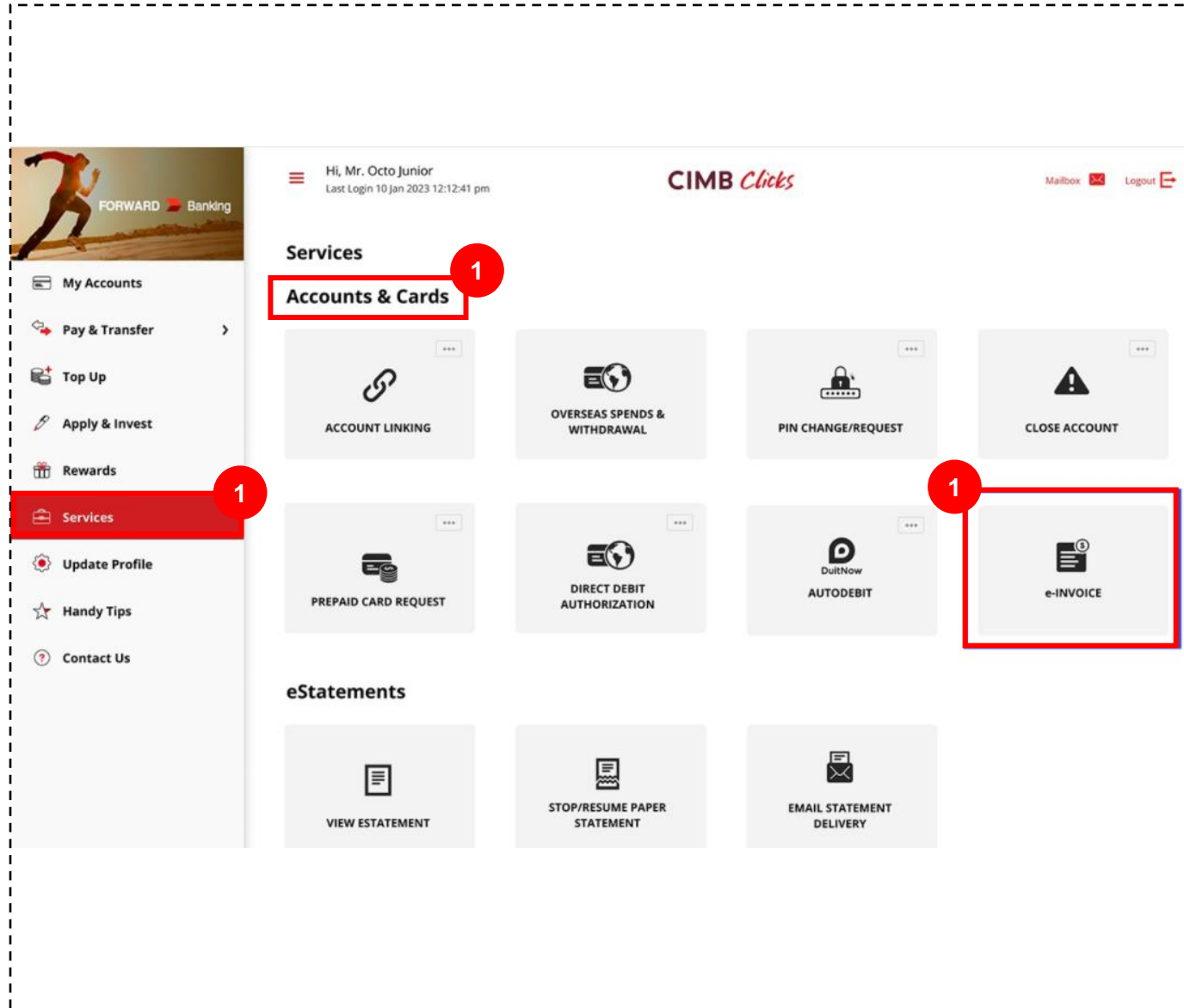


CIMB e-Invoicing Customers Guide to Submit e-Invoicing Information (Clicks – Web)

Purpose of Document

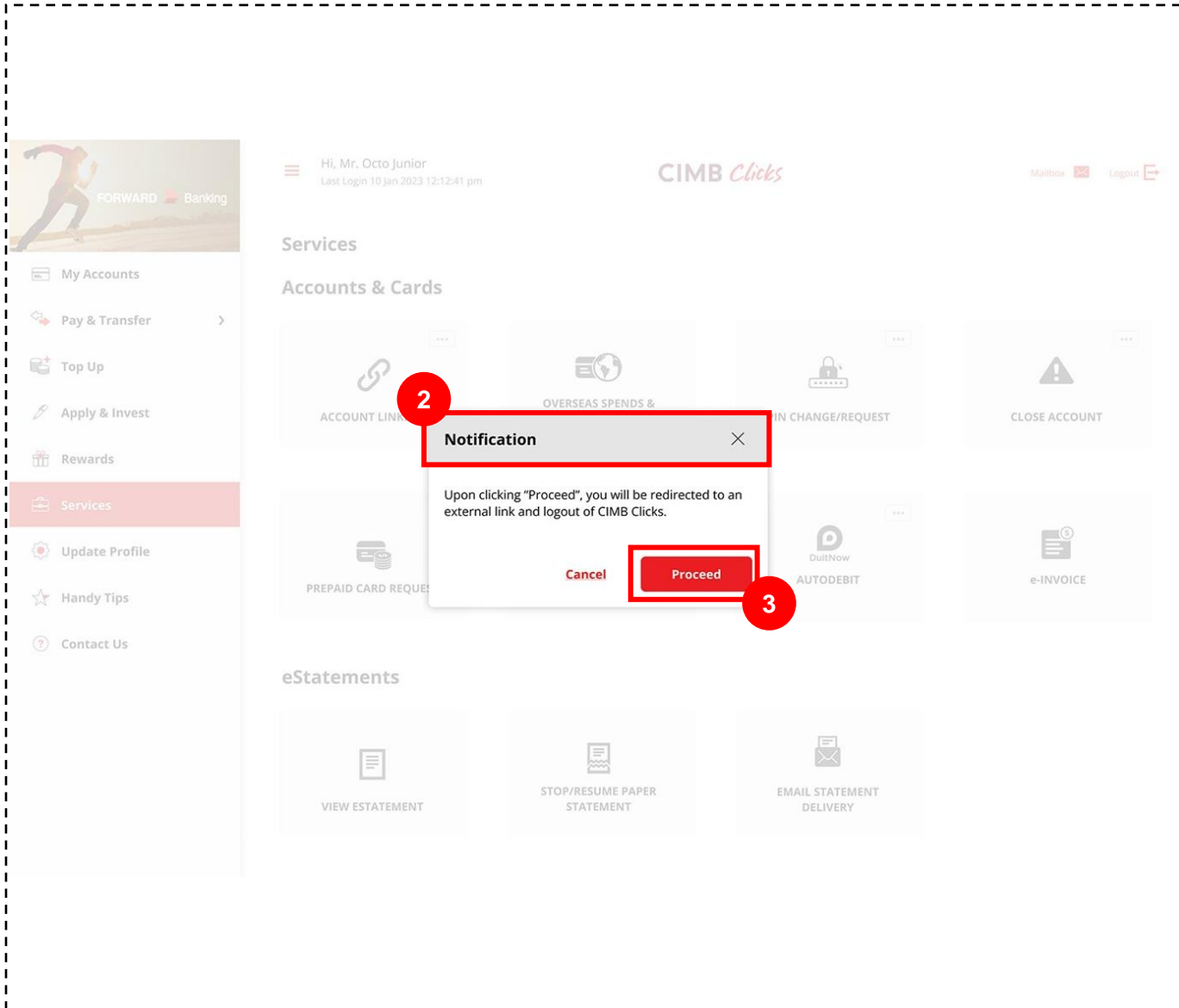
1. To provide guidance to all CIMB customers (Individual) to update e-Invoicing information via
 - Clicks – Web (Individual)

Update e-Invoicing Information via Clicks – Web (Individual) (1/7)



1. Upon successful login, access e-Invoicing Information Update Form via Clicks web
 - The menu for e-INVOICE will be located under **Services > Accounts & Cards > e-INVOICE**

Update e-Invoicing Information via Clicks – Web (Individual) (2/7)

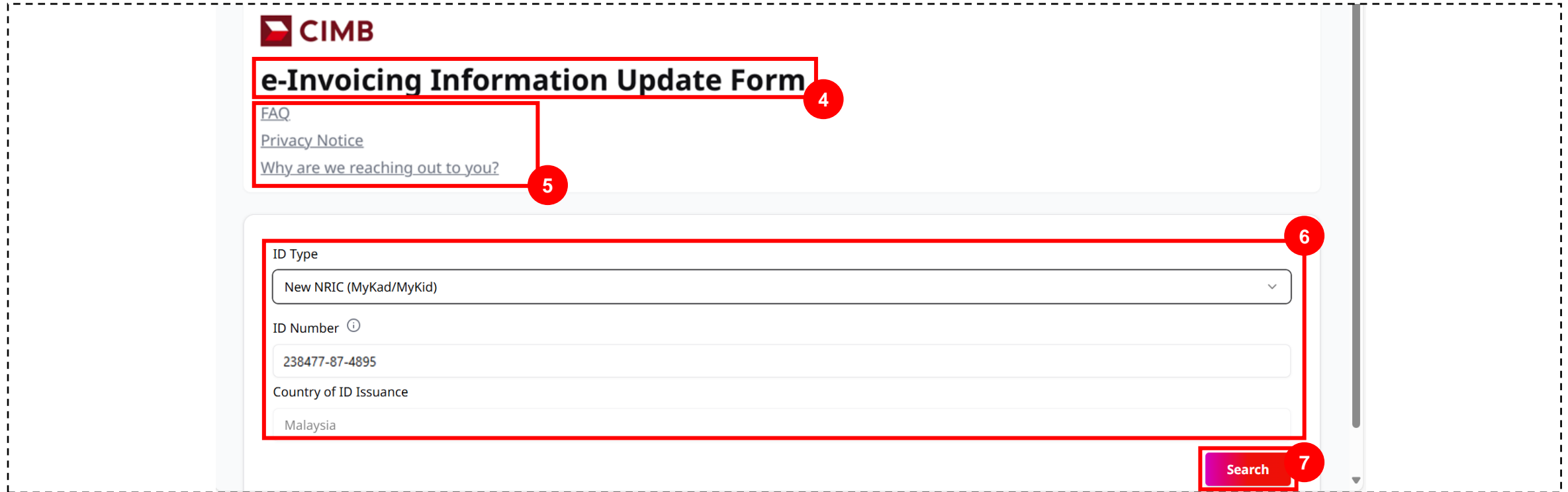


2. A notification pop-up will be displayed.
3. Click '**Proceed**'.

Important Note:

- If you do not wish to update your e-Invoicing information, you may click '**Cancel**'.

Update e-Invoicing Information via Clicks – Web (Individual) (3/7)



The screenshot shows the CIMB e-Invoicing Information Update Form. The form is titled "e-Invoicing Information Update Form" (callout 4). Below the title, there are three links: "FAQ" (callout 5), "Privacy Notice", and "Why are we reaching out to you?". The main form area contains three fields: "ID Type" (a dropdown menu showing "New NRIC (MyKad/MyKid)" (callout 6)), "ID Number" (a text field showing "238477-87-4895"), and "Country of ID Issuance" (a text field showing "Malaysia"). A "Search" button is located at the bottom right of the form (callout 7).

4. You will be redirected to **e-Invoicing Information Update Form**.
5. You may click the links to be redirected to FAQ/ Privacy Notice/ Why are we reaching out to you pages respectively.
6. These fields will be auto-populated and non-editable upon landing on this page. Please ensure that your information is accurate before you proceed to update your e-Invoicing information:
 - **ID Type**
 - **ID Number**
 - **Country of ID Issuance**
7. Click '**Search**'.

Update e-Invoicing Information via Clicks – Web (Individual) (4/7)

Customer TIN Profile

ID Type

New NRIC (MyKad/MyKid)

ID Number

238477-87-4895

Sales & Service Tax ("SST") Registration Number (if applicable)

TIN Validation Status

Country of ID Issuance

Malaysia

Malaysian Tax Identification Number ("TIN") *

IG

Email Address *

Back

Modify

8. You will land on **Update Customer TIN Profile** page.

9. Click '**Modify**' to fill up the remaining fields.

Update e-Invoicing Information via Clicks – Web (Individual) (5/7)

Update Customer TIN Profile

ID Type

New NRIC (MyKad/MyKid)

Country of ID Issuance

Malaysia

ID Number

238477-87-4895

Malaysian Tax Identification Number ("TIN") * ⓘ

IG Enter Malaysian Tax Identification Number ("TIN")

Sales & Service Tax ("SST") Registration Number (if applicable) ⓘ

Enter Sales & Service Tax ("SST") Registration Number (if applicable)

Email Address * ⓘ

Enter email address

- ☐ By checking this box, I declare that the information provided in this Form is true, accurate and complete, and I will not hold any relevant CIMB entities responsible or liable whatsoever relating to my inability to receive any e-Invoices due to inaccurate or incomplete information given or inconsistency in the information which I have registered with IRBM and/or due to unforeseeable events beyond relevant CIMB Group entities' control. *
- ☐ By checking this box, I hereby authorise CIMB Group to share the data in this Form with (i) the other relevant CIMB Group entities for facilitating the business, operations, provision of the financial product/facilities and performance of the contract, services of or granted or provided by CIMB Group to their customers or service recipients; and (ii) IRBM for any purpose relating to generating standalone e-Invoices. *
- ☐ By checking this box, I agree for e-Invoices to be sent to my email address given in this Form for any transactions carried out with the relevant CIMB Group entities. *

10. Continue to fill up the remaining fields:

- **Malaysian Tax Identification Number ("TIN")**
- **Sales & Service Tax ("SST") Registration Number (if applicable)**
- **Email Address**

Update e-Invoicing Information via Clicks – Web (Individual) (6/7)

Update Customer TIN Profile

ID Type

New NRIC (MyKad/MyKid)

Country of ID Issuance

Malaysia

ID Number ⓘ

238477-87-4895

Malaysian Tax Identification Number ("TIN") * ⓘ

IG 544434768979

Sales & Service Tax ("SST") Registration Number (if applicable) ⓘ

A44-4441-23456781

Email Address * ⓘ

JKLMNOPQ6789JKLMNOPQ6789JKLMNOPQ6789@longdomainexampldddsdsdsde.

- ☐ By checking this box, I declare that the information provided in this Form is true, accurate and complete, and I will not hold any relevant CIMB entities responsible or liable whatsoever relating to my inability to receive any e-Invoices due to inaccurate or incomplete information given or inconsistency in the information which I have registered with IRBM and/or due to unforeseeable events beyond relevant CIMB Group entities' control. *
- ☐ By checking this box, I hereby authorise CIMB Group to share the data in this Form with (i) the other relevant CIMB Group entities for facilitating the business, operations, provision of the financial product/facilities and performance of the contract, services of or granted or provided by CIMB Group to their customers or service recipients; and (ii) IRBM for any purpose relating to generating standalone e-Invoices. *
- ☐ By checking this box, I agree for e-Invoices to be sent to my email address given in this Form for any transactions carried out with the relevant CIMB Group entities. *

Reset

✓ Submit

11. Read and tick the consent checkboxes.

12. Then, click 'Submit'.

Update e-Invoicing Information via Clicks – Web (Individual) (7/7)

Customer TIN Profile

✓ Success
Customer e-Invoice Profile has been successfully updated.

13

ID Type	Country of ID Issuance
<input type="text" value="New NRIC (MyKad/MyKid)"/>	<input type="text" value="Malaysia"/>
ID Number	Malaysian Tax Identification Number ("TIN") * ⓘ
<input type="text" value="238477-87-4895"/>	<input type="text" value="IG 544434768979"/>
Sales & Service Tax ("SST") Registration Number (if applicable) ⓘ	Email Address * ⓘ
<input type="text" value="A44-4441-23456781"/>	<input type="text" value="tester@gmail.com"/>

TIN Validation Status

Pending Processing

14

13. If the form has been successfully submitted, the following successful notice will appear.

14. The **TIN Validation Status** will appear as '**Pending Processing**'. For further reference, refer to [TIN Validation Status](#).



Important note:

- Tax Identification Number (TIN) will be validated by IRBM after 1 July 2025
- If the e-Invoicing Information Update Form submission fails due to system timeout or data entry error, you are required to resubmit the Form