

CIMB e-Invoicing Customers Guide to Submit e-Invoicing Information (OCTO Biz Web)

Purpose of Document

1. To provide guidance to all CIMB customers (Individual & Non-Individual) to update e-Invoicing information via
 - OCTO Biz Web (Non-Individual)

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (1/8)

The screenshot displays the OCTO Biz web interface. On the left is a red sidebar with a menu including Dashboard, Inquiry, Account, Pay & Transfer, Bulk File Upload, Fixed Deposit, Cheque Service, FX Rate Booking, Services, and Settings. The 'Services' menu item is highlighted with a red box and the number 1. The main content area is titled 'Manage TIN & SST' and features a 'Welcome' header with user details and notification icons. Below the header is an 'Important Information' section with four numbered instructions, highlighted with a red box and the number 2. The 'Details' section contains several input fields: Company Name (SEJATI SDN BHD), Business Registration No. (110101141213), Malaysian Tax Identification Number (TIN), Sales & Service Tax (SST) Registration Number 1, Sales & Service Tax (SST) Registration Number 2, Tourism Tax Registration No., and IRBM Malaysian Standard Industrial Classification (MSIC) Code. The 'Company Name' and 'Business Registration No.' fields are highlighted with red boxes and the number 3. Below the details is a 'Contact Information' section with an 'Email Address' field. At the bottom is a 'Declaration' section with three checkboxes and a 'Next' button. The footer contains links for Privacy Policy, Security Arrangement, Client Charter, and Terms & Conditions, along with copyright information for CIMB Bank Berhad.

1. Upon successful login, access e-Invoicing Information Update Form via OCTO Biz web.
 - The menu for e-Invoice Information Update Form will be located under **Services > Manage TIN & SST**.
2. You may refer to the **Important Information** before proceeding with the e-Invoicing information submission.
3. These fields will be auto populated and non-editable. Please ensure that your information is accurate before you proceed to update your e-Invoicing information:
 - **Company Name**
 - **Business Registration No.**

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (2/8)

OCTO Biz

Welcome,
SUN HORN
Last Login: 27 May 2025 14:48:25 MYT
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Manage TIN & SST

Important Information

- You can submit your **Tax Identification Number (TIN)** and **Sales & Service Tax (SST)** details through OCTO Biz Web.
- For **Maker/Authoriser** process, your submission will be pending for Authoriser to approve. In the meantime, if you wish to review the information that you have submitted, go to **Inquiry > Task List > Inquiry & Listing**. Under the **Viewing**, click on **"Maintenance"**.
- Once approved, the submission will be validated by **Inland Revenue Board of Malaysia (IRBM)** and this may take up to several working days to be reflected in your profile. Please return to this page to track the status by clicking on **"TIN Submission Status"**.
- For further details, visit **CMB Website** and search for **"e-Invoicing"**.

Details

Company Name *	Business Registration No. *
WUB CORP055	980101141105
Malaysian Tax Identification Number ("TIN") *	TIN Submission Status >
EAK0125052025	Sales & Service Tax ("SST") Registration Number 1 (if applicable) *
	Q11-1111-11111111
Sales & Service Tax ("SST") Registration Number 2 (if applicable) *	Tourism Tax Registration No. (if applicable) *
D32-3242-35353464	A23-5678-01234567
IRBM Malaysian Standard Industrial Classification ("MSIC") Code *	
98200 - Undifferentiated service-producing activities of private hou...	

Contact Information

Email Address *

testuser@uat.cimb.com

Declaration *

By checking this box, I/we on behalf of the company agree for e-Invoices to be sent to the email address given in this form for any transactions carried out with the relevant CIMB Group entities.

By checking this box, I/we on behalf of the company declare that the information provided in this form is true, accurate, and complete, and understand that the information will be taken as the latest company information for e-Invoicing purposes, and will not hold any relevant CIMB Group entities responsible or liable whatsoever relating to the company's inability to receive any e-Invoices due to inaccurate or incomplete information given or inconsistency in the information which the company has registered with IRBM and/or due to unforeseeable events beyond relevant CIMB Group entities' control.

By checking this box, I/we on behalf of the company 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.

CIMB Group refers to CIMB Group Holdings Berhad and all its related corporations, as defined in section 7 of the Companies Act 2016 and jointly controlled companies, providing financial and other regulated services, excluding companies, branches, offices and other forms of presence operating outside of Malaysia unless and to the extent otherwise stated.

Next

4. Fill up these fields:

- **Tax Identification Number (TIN)**
- **SST Registration Number 1 (if applicable)**
- **SST Registration Number 2 (if applicable)**
- **Tourism Tax Registration No. (if applicable)**
- **IRBM MSIC code**
- **Email Address**

5. Once you have filled up the details, tick the consent checkboxes.

6. Then, click 'Next'.

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (3/8)

OCTO Biz

Welcome,
HOTFIXTECH CORP.
Last Login: 05 May 2025 13:21:25 MYT
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Manage TIN & SST > Review Details

Details

Company Name NGB CORP054	Business Registration No. 910101141164
Malaysian Tax Identification Number ("TIN") B1141164MY	Sales & Service Tax ("SST") Registration Number 1 (if applicable) A11-1111-22222222
Sales & Service Tax ("SST") Registration Number 2 (if applicable) B11-1111-22222222	Tourism Tax Registration No. (if applicable) 1234567890
IRBM Malaysian Standard Industrial Classification ("MSIC") Code 01113 - Growing of oil seeds	

Contact Information

Email Address
test@mail.com

Declaration

By checking this box, I/we on behalf of the company agree for e-Invoices to be sent to the email address given in this form for any transactions carried out with the relevant CIMB Group entities.

By checking this box, I/we on behalf of the company declare that the information provided in this form is true, accurate, and complete, and understand that the information will be taken as the latest company information for e-Invoicing purposes, and will not hold any relevant CIMB Group entities responsible or liable whatsoever relating to the company's inability to receive any e-Invoices due to inaccurate or incomplete information given or inconsistency in the information which the company has registered with IRBM and/or due to unforeseeable events beyond relevant CIMB Group entities' control.

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Back **Submit**

7. Verify the details you have filled up are accurate.
8. Then, click '**Submit**'.

i Important note:

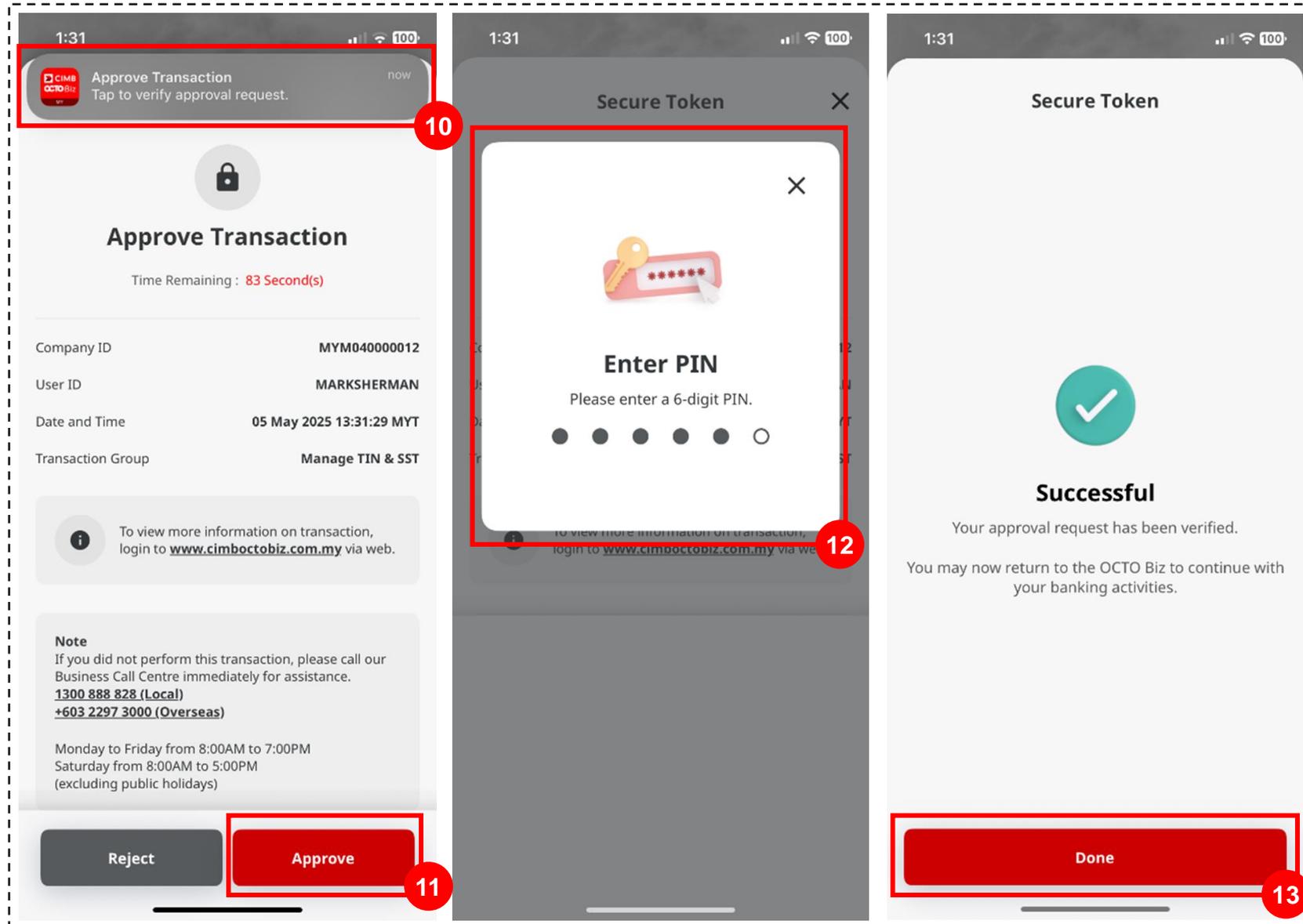
- Tax Identification Number (TIN) will be validated by IRBM after 1 July 2025

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (4/8)

The screenshot displays the OCTO Biz web interface. On the left is a dark red sidebar with navigation options: Dashboard, Inquiry, Account, Pay & Transfer, Bulk File Upload, Fixed Deposit, Cheque Service, FX Rate Booking, Services (highlighted), Tools, and Administration. The main content area shows a user profile for MARK SAU (HOTFIXTECH CORP1) with a 'Welcome' message and login details. Below this is a 'Manage TIN &' section with a 'Details' tab. The details include: Company Name (NGB CORP054), Malaysian Tax Identification (B1141164MY), Sales & Service Tax ("SST") Registration Number (B11-1111-2222222), and IRBM Malaysian Standard ID (01113 - Growing of oil). To the right of these details are registration numbers for Business Registration No. (910101141164), Sales & Service Tax ("SST") Registration Number 1 (A11-1111-2222222), and Tourism Tax Registration No. (1234567890). A notification modal is centered on the screen, titled 'Approve transaction'. It features an illustration of a smartphone with a key icon and a password field. The text reads: 'Approve transaction', 'A notification has been sent to your mobile. Please tap on it to approve task.', 'Your mobile data must be switched on to receive this notification.', and 'Time Remaining : 83 Second(s)'. At the bottom of the modal are 'Cancel' and 'Resend' buttons. A red circle with the number '9' is positioned at the bottom right of the modal.

9. Then, a notification will be sent to the approver's OCTO Biz app to approve the submission.

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (5/8)



10. Approver may approve the request/change by clicking the **banner**.
11. Then, click "**Approve**".
12. Enter 6-digit PIN number.
13. Then, click '**Done**'.

- i** Important note:
- Approver may approve the request/change via Task List as well

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (6/8)

The screenshot displays the OCTO Biz web interface. On the left is a red sidebar with navigation options: Dashboard, Inquiry, Account, Pay & Transfer, Bulk File Upload, Fixed Deposit, Cheque Service, FX Rate Booking, Services (highlighted), Tools, Administration, Help & Support, and Settings. The main content area shows a 'Welcome' message for 'M HOIYOTECH CORP' with a 'Last Login' of 05 May 2025 13:21:25 MYT and 0 failed login attempts. Below this is a 'Manage TIN & SST > Acknowledgement' section. A green 'Successful' banner is highlighted with a red box and a '14' callout, showing 'Reference No.: M2223050500000009' and 'Submitted On: 05 May 2025 13:31:45 MYT'. The 'Transaction Status' is 'Successful'. A reminder states: 'Refer to Transaction Status Inquiry Module for latest details updated status.' The 'Details' section contains a table of registration numbers:

Company Name NGB CORP054	Business Registration No. 910101141164
Malaysian Tax Identification Number ("TIN") B1141164MY	Sales & Service Tax ("SST") Registration Number 1 (if applicable) A11-1111-22222222
Sales & Service Tax ("SST") Registration Number 2 (if applicable) B11-1111-22222222	Tourism Tax Registration No. (if applicable) 1234567890

The 'Contact Information' section shows an email address of 'test@mail.com'. The 'Declaration' section has three checked items. At the bottom right, a 'Done' button is highlighted with a red box and a '15' callout.

14. Once approver has approved the request/changes, a successful notice banner will show.

15. Then, click 'Done'.

i Important note:

- Once the maker submitted the information, the status will change to "Submitted for Approval", then the task will be routed to Approver to approve the request/change
- If the e-Invoicing Information Update Form submission fails due to system timeout or data entry error, you are required to resubmit the Form

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (7/8)

OCTO Biz

- Dashboard
- Inquiry
- Account
- Pay & Transfer
- Bulk File Upload
- Fixed Deposit
- Cheque Service
- FX Rate Booking
- Services**
- Tools
- Help & Support
- Settings

Welcome,
SUN Hoofx
Last Login: 27 May 2025 16:48:25 MYT
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Manage TIN & SST

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Important Information

- You can submit your **Tax Identification Number (TIN)** and **Sales & Service Tax (SST)** details through OCTO Biz Web.
- For **Maker/Authoriser** process, your submission will be pending for Authoriser to approve. In the meantime, if you wish to review the information that you have submitted, go to **Inquiry > Task List > Inquiry & Listing**. Under the **Viewing**, click on **"Maintenance"**.
- Once approved, the submission will be validated by **Inland Revenue Board of Malaysia (IRBM)** and this may take up to several working days to be reflected in your profile. Please return to this page to track the status by clicking on **"TIN Submission Status"**.
- For further details, visit CIMB Website and search for **"e-Invoicing"**.

Details

Company Name * SEJATI SDN BHD Business Registration No. * 010101141213

Malaysian Tax Identification Number ("TIN") * **TIN Submission Status** > Sales & Service Tax ("SST") Registration Number 1 (if applicable) *

Sales & Service Tax ("SST") Registration Number 2 (if applicable) * Tourism Tax Registration No. (if applicable) *

IRBM Malaysian Standard Industrial Classification ("MISC") Code *

Contact Information

Email Address *

Declaration *

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Privacy Policy Security Arrangement Client Charter Terms & Conditions

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16. You will land on 'Manage TIN & SST' page again.

17. Click on '**TIN Submission Status**' if you want to check the submission status.

Update e-Invoicing Information via OCTO Biz Web (Non-Individual) (8/8)

The screenshot shows the OCTO Biz Web interface with a sidebar on the left containing menu items: Bulk File Upload, Fixed Deposit, Cheque Service, FX Rate Booking, Services, Tools, Administration, Help & Support, and Settings. A modal window titled "TIN Submission Status" is open, displaying a table with the following data:

ID Type	Business Registration No.	Validation Date/Time	Status
018	910101141164	12 Feb 2025 00:00:00 MYT	Pending Submission <i>TIN submission request has not yet been sent to IRBM.</i>

A "Close" button is located at the bottom right of the modal. Red callout boxes with numbers 18 and 19 highlight the modal title and the status message respectively.

18. Upon clicking, the **TIN Submission Status** lightbox will appear.

19. If the form has been successfully submitted, the **TIN Validation Status** will appear as “**Pending Submission**”. For further reference, refer to [TIN Validation Status](#).

i Important note:

- Tax Identification Number (TIN) will be validated by IRBM after 1 July 2025.