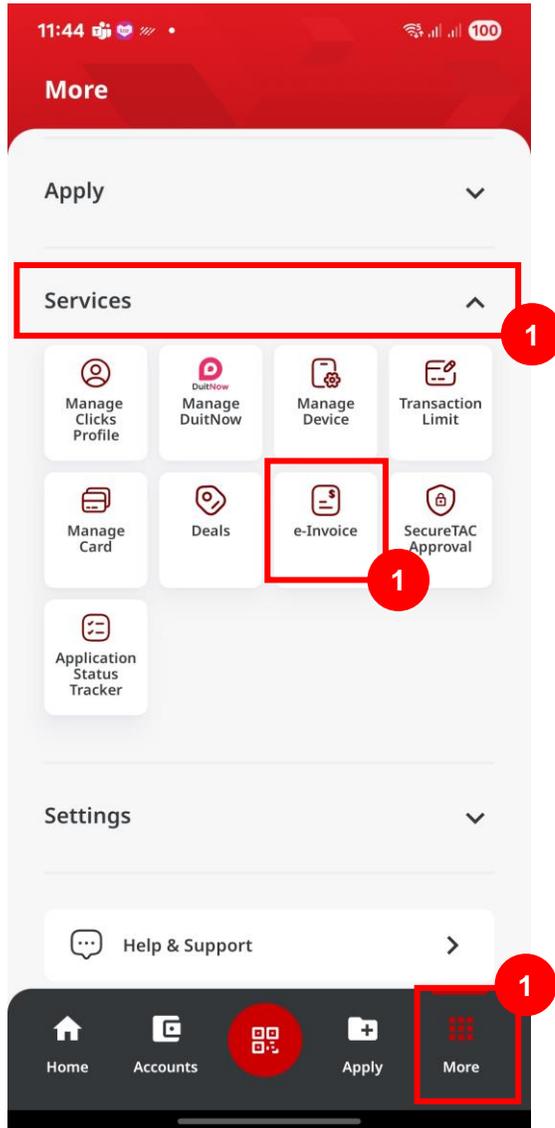


CIMB e-Invoicing Customers Guide to Submit e-Invoicing Information (OCTO – App)

Purpose of Document

1. To provide guidance to all CIMB customers (Individual) to update e-Invoicing information via
 - OCTO App (Individual)

Update e-Invoicing Information via OCTO App (Individual) (1/7)



1. Upon successful login, access e-Invoicing Information Update Form via OCTO app
 - The menu for e-Invoice will be located under **More > Services > e-Invoice**

Update e-Invoicing Information via OCTO App (Individual) (2/7)



2. Upon clicking **e-Invoice button**, you will be required to enter your password.
3. Then, click '**Proceed**'.

Update e-Invoicing Information via OCTO App (Individual) (3/7)

1:24 76%

e-Invoice

CIMB

e-Invoicing Information Update Form

[FAQ](#)

[Privacy Notice](#)

[Why are we reaching out to you?](#)

ID Type
New NRIC (MyKad/MyKid)

ID Number ⓘ
691102-08-6227

Country of ID Issuance
Malaysia

Search

4. Then, you will land on the **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**'.

- i** Important Note:
- If you do not wish to update your e-Invoicing information, you may click '×'.

Update e-Invoicing Information via OCTO App (Individual) (4/7)

11:12

e-Invoice

Customer TIN Profile 8

ID Type

New NRIC (MyKad/MyKid)

Country of ID Issuance

Malaysia

ID Number ⓘ

560611-05-5537

Malaysian Tax Identification Number ("TIN") * ⓘ

IG

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

Email Address * ⓘ

TIN Validation Status

Back

Modify 9

8. You will land on **Update Customer TIN Profile** page.
9. Click '**Modify**' to fill up the remaining fields.

Update e-Invoicing Information via OCTO App (Individual) (5/7)

11:12

e-Invoice

Update Customer TIN Profile

ID Type

New NRIC (MyKad/MyKid)

Country of ID Issuance

Malaysia

ID Number ⓘ

560611-05-5537

Malaysian Tax Identification Number ("TIN") * ⓘ **10**

IG 123456789

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

R12-4233-23444321

Email Address * ⓘ

abc@gmail.com.my

By checking this box, I declare that the information provided in this Form is true.

Reset

Submit

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 OCTO App (Individual) (6/7)

The screenshot shows the 'e-Invoice' form in the OCTO App. At the top, the time is 11:13 and the battery is at 73%. The form contains a text field with 'R12-4233-23444321' and an 'Email Address' field with 'abc@gmail.com.my'. Below these are three consent checkboxes, each with a red circle '11' next to it. The first checkbox is checked. At the bottom, there are two buttons: 'Reset' and 'Submit', with a red circle '12' next to the 'Submit' button. The entire form is enclosed in a dashed black border.

11:13

e-Invoice

R12-4233-23444321

Email Address *

abc@gmail.com.my

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 OCTO App (Individual) (7/7)

The image displays two screenshots of the OCTO app interface. The left screenshot shows the 'e-Invoicing Information Update Form' with a 'Customer TIN Profile' section highlighted by a red box and a red circle with the number '13'. The right screenshot shows the 'Customer TIN Profile' form with a 'TIN Validation Status' field highlighted by a red box and a red circle with the number '14'. Both screenshots show a success message: 'Success Customer e-Invoice Profile has been successfully updated.'

13

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](#).

i 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