# **Amendment of GST-03**



# **Before submit to Custom**

Delete with draft copy on earlier submission:

Step 1 : Click **GST** Step 2 : Click on **Open GST Return.** 

GST Inqui 1.Click GST. New GST Recommendation
Open GST Return
2.Click on Open GST Return.
Print GST-03 Print GST Audit

Step 3 : **Right click** on the GST Return that you want to delete. Step 4 : Click on **Unlock.** 

ė,	Open GS	T Return								×
:	Status	Date From	Date To	Description	Σ Outpu	Σ Input	GST Amount Pa	Journal		
		01/04/2015	30/06/2015	GST Return - 01 A	232.50	2,929.92	Claimable.2,697.42	JVGST-2	GST-03	
		01/07/2015	30/09/2015	GST Return - 01 J	11,412.76	6.30	11,406.46	JVGST-2	GST-03	
		01/10/2015	31/12/2015	GST Return - 01 O	673.47	1,282.94	Claimable: 609.47	JVGST-2	GST-03	
		01/01/2016	31/03/2016	GST Return - 01 J	436.78	12,261.30	Claimable11,824.52	JVGST-2	GST-03	
		01/04/2016	30/06/2016	GST Return - 01 A	1,374.61	342.15	1,032.46	JVGST-2	GST-03	
		01/07/2016	30/09/2016	GST Return - 01 J	584.83	288.25	296.58	JVGST-2	GST-03	
		01/10/2016	31/12/2016	GST Return - 01 O	60.00	170.79	Claimable: 110.79	JVGST-2	GST-03	
Þ					217.00	000 C4	<u>e:</u> 2.62	<u>JVGST-2</u>	GST-03	
			Count = 8		14,99	Unlock Refresh	(2,509.32)			
Ne	w GST R	eturn								

Step 5 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete)then click on **OK**.

Enter ADMIN Password	×
Enter Password	
6. OK Cancel	

Step 6 : Click Yes on Notification on GST 03 Amendment.



The GST-03 with unlock feature will show as below:

2	Oper	n GST R	eturn								×
	E Stat	tus Da	te From	Date To	Description	Σ Outpu	Σ Input	GST Amount Pa	Journal		
		01/	/04/2015	30/06/2015	GST Return - 01 A	232.50	2,929.92	Claimable.2,697.42	<u>JVGST-2</u>	GST-03	
		01/	07/2015	30/09/2015	GST Return - 01 J	11,412.76	6.30	11,406.46	JVGST-2	GST-03	
		01/	/10/2015	31/12/2015	GST Return - 01 O	673.47	1,282.94	Claimable: 609.47	JVGST-2	GST-03	
		01/	01/2016	31/03/2016	GST Return - 01 J	436.78	12,261.30	Claimable11,824.52	JVGST-2	GST-03	
		01/	/04/2016	30/06/2016	GST Return - 01 A	1,374.61	342.15	1,032.46	<u>JVGST-2</u>	GST-03	
		01/	07/2016	30/09/2016	GST Return - 01 J	584.83	288.25	296.58	JVGST-2	GST-03	
		01/	/10/2016	31/12/2016	GST Return - 01 O	60.00	170.79	Claimable: 110.79	<u>JVGST-2</u>	GST-03	
	DRA	AFT 01	01/2017	31/03/2017	DRAFT GST Retur	217.99	220.61	Claimable: 2.62		GST-03	
	<b>I</b>	01/	01/2017	31/03/2017	GST Return - 01 J	217.99	220.61	Claimable: 2.62	JVGST-2	Recalculate	
	_										
				Count = 8		14,992.94	17,502.26	(2,509.32)			
1	New G	ST Retu	Irn								

After complete your amendment, then you may recalculate the GST-03.

2	Open GS	T Return								×
	Status	Date From	Date To	Description	Σ Outpu	Σ Input	GST Amount Pa	Journal		
		01/04/2015	30/06/2015	GST Return - 01 A	232.50	2,929.92	Claimable.2,697.42	JVGST-2	GST-03	
		01/07/2015	30/09/2015	GST Return - 01 J	11,412.76	6.30	11,406.46	JVGST-2	GST-03	
		01/10/2015	31/12/2015	GST Return - 01 O	673.47	1,282.94	Claimable: 609.47	JVGST-2	GST-03	
		01/01/2016	31/03/2016	GST Return - 01 J	436.78	12,261.30	Claimable11,824.52	JVGST-2	GST-03	
		01/04/2016	30/06/2016	GST Return - 01 A	1,374.61	342.15	1,032.46	JVGST-2	GST-03	
		01/07/2016	30/09/2016	GST Return - 01 J	584.83	288.25	296.58	JVGST-2	GST-03	
		01/10/2016	31/12/2016	GST Return - 01 O	60.00	170.79	Claimable: 110.79	JVGST-2	GST-03	
	• 🖻	01/01/2017	31/03/2017	GST Return - 01 J	217.99	220.61	Claimable: 2.62	JVGST-2	Recalculate	
										-
			Count = 8		14,992.94	17,502.26	(2,509.32)			
1	lew GST R	eturn								

#### Delete without any draft copy on earlier submission:

# Step 1 : Click **GST** Step 2 : Click on **Open GST Return.**



Step 3 : **Right click** on the GST Return that you want to delete.

#### Step 4 : Click on the **delete.**

<u>1</u>				Open GST Re	turn				x
3	Status	Date From	Date To	Description	Σ Output	Σ Input Tax	GST Amount Pay	CET 02	
Þ		01/07/2015	30/09/2015	GST Return - 01 Jul	128.58	0.00	1.70	GST-03	- -
	3. R Ret dele	ight clic urn that ete.	k on the you wa	e GST nt to			Refrest 4.	.Click on ne delete.	
			Count = 2		130.28	94.80	35.48		
Ne	w GST R	eturn							

Step 5 : Click **Yes** for the delete GST Return.



Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete)then click on **OK**.



Step 7 : Click **OK** for delete successfully.

Inform	nation ×
Delete successfully.	
	7. 🔷 ок

## After submit to Custom

After submit to Custom and you want to amend the GST-03 that you have proceed, you must get approval from Custom then only you can amend.

Step 1 : Click GST

Step 2 : Click on Open GST Return.



Step 3 : **Right click** on the GST Return that you want to delete. Step 4 : Click on the **delete.** 

<u>1</u>				Open GST Re	turn			- • •
)    	Status	Date From 01/04/2015 01/07/2015	Date To 30/06/2015 30/09/2015	Description GST Return - 01 Ap GST Return - 01 Jul	Σ Output 128.58 1.70	Σ Input Tax 94.80 0.00	GST Amount Pay 33.78 1.70 Delete	GST-03 ▼
	3. R Ret dele	ight clic urn that ete.	k on the you wa	e GST nt to			Refresh	
	_						4. tł	Click on ne delete.
Ne	w GST R	eturn	Count = 2		130.28	94.80	35.48	

Step 5 : Click **Yes** for the delete GST Return.

3	Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable		
		01/04/2015	30/06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	128.58	94.80	33.78	GST-03	-
)		01/07/2015	30/09/2015	GST Return - 01 Jul 2015 to 30 Sep 2015	1.70	0.00	1.70	GST-03	•
					Confirm	×			
					Commin				
		5 Click o	n the VES	Are you sure want	to delete this GST Return?				
		J.CIICK OI							
					Yes	No			
					-				

Step 6 : Please make sure that you are enter your **ADMIN user password** (only ADMIN user have the right to delete)then click on **OK**.



Step 7 : Click **OK** for delete successfully.



When you re-process the GST-03:

Step 8 : Click on **GST.** Step 9 : Click on **New GST Return.** 

		8.Click GST
N	lew GST R	eturn
C C N G	open GST F Aainta n Ta ST Effectio	Return ax ve Date
	9.Cli GST	ck New Return
P	rint GST A	udit

Step 10 : Insert the period that you want to re-process then make sure check on the amendment and process will do.

i Ne	w GST Return	
GST Return		
Process From	01/07/2015 v <b>To</b>	30/09/2015 🗸
Process Date	24/03/2015 🗸	
Amendmen	iod Adjust	neck on the ndment.
Description		
Description Description	GST Return - 01 Jul 2	015 to 30 Sep 2015
Description Description Ref 1	GST Return - 01 Jul 2	015 to 30 Sep 2015
Description Description Ref 1 Ref 2	GST Return - 01 Jul 2	015 to 30 Sep 2015

## So when you view your Kastam GST-03 format, there will have a checked under amendment:

ാ	rtuangan yang penanga ( ) agalah wajip diisi.	11
	Column with (*) is a mandatory field.	
4)	Sila tandakan (X ) dalam petak yang berkenaan.	
	Please tick (X) accordingly.	
5)	Sekiranya mengikrar nilai sifar, sila isi angka "0".	
· · ·	If declaring a zero amount, please fill in "0".	
6)	Sila hubungi Pusat Panggilan Kastam di talian 1-300-88-8500 / 03-78067200 atau emel ccc@customs.gov.my untuk pertanyaan lanjut.	
、 、	Please contactCustoms CallCenterat 1-300-88-8500 / 03-78067200or email ccc@customs.gov.my forfurther enquiry.	
	Pindean	
	Amenament	

#### **Re-submission GST-03 Amendment:**





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15 minutes of inactivity.

payment using TAP, a designated bank, or by mailing a cheque to the processing centre.

5

Import Review Return Details Next Save and Finish Later Cancel

Navigation Step 7 (a)	WHAT YOU NEED AFTER YOU FINISH	
My Accounts My Accounts Services tax payer to declare their GST for the selected filing period. Your session will expire after	Previous Return Details N	ext
15 minutes of inactivity.	GOODS AND SERVICES TAX RETURN	Step 7 (b)
	Total Value of Standard Rated Supply Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM 4,835,374.64 RM 291,470.69
	INPUT TAX	
	Total Value of Standard Rated Acquisition	RM 2,530,917.78
	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	RM 148,237.19
	GST Amount Payable	RM 143,233.50
	GST Amount Claimable	RM 0.00

Previous Additional Details Next		Previous	Indust	ry Codes	Next		
GOODS AND SERVICES TAX RETURN Step 7 (c) ADDITIONAL INFORMATION BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJK							
Total Value of Local Zero-Rated Supplies	RM	0.00	MSIC Code		Value of Output Tax	Percentar	16
Total Value of Export Supplies	RM	0.00		DM	201 470 60	100	a/
Total Value of Exempt Supplies	RM	0.00	40413	RIVI	291,470.09	100	%
Total Value of Supplies Granted GST Relief	RM	0.00		RM	0.00	0	%
Total Value of Goods Imported Under Approved Trader Scheme	RM	0.00		RM	0.00	0	%
Total Value of GST Suspended Under Approved Trader Scheme	RM	0.00		RM	0.00	0	%
Total Value of Capital Goods Acquired	RM	0.00		RM	0.00	0	%
Total Value of Bad Debt Relief Inclusive Tax	RM	0.00	Others	RM	0.00	0	%
Total Value of Bad Debt Recovered Inclusive Tax	RM	0.00	Total	RM	291,470.69	<b>100</b>	%





