

The information required to be included in the self-billed e-Invoice are as per the required data fields outlined in Appendices 1 and 2 of the e-Invoice Guideline. The following details would assist the Buyer in issuing the self-billed e-Invoice:

| No | Data field | Details to be included by Buyer in a self-billed e-Invoice | Additional Remarks |
|----|-----------------|--|--|
| 1 | Supplier's Name | Name of Supplier | <p>For Business: Name of business</p> <p>For Malaysian individuals: Full name as per MyKad / MyTentera</p> <p>For non-Malaysian individuals: Full name as per passport / MyPR / MyKAS</p> |
| 2 | Supplier's TIN | TIN of Supplier | <p><u>For Malaysian Businesses</u> Buyer to input the Supplier's TIN and business registration number.</p> <p><u>For Foreign Businesses</u> Where available, Buyer to input foreign Supplier's business registration number and TIN.</p> <p>Where TIN is not available or not provided, Buyer to input "E100000000030" for foreign supplier.</p> <p>Where business registration number is not available or not provided, Buyer to input "NA"</p> |

| No | Data field | Details to be included by Buyer in a self-billed e-Invoice | Additional Remarks |
|----|---|---|---|
| 3 | Supplier's Registration / Identification Number / Passport Number | Details of registration / identification number / passport number | <p><u>For Malaysian Individuals</u></p> <ul style="list-style-type: none"> i. Option 1: TIN only ii. Option 2: MyKad / MyTentera identification number only iii. Option 3: Both TIN and MyKad / MyTentera identification number <p><u>For non-Malaysian Individuals</u></p> <ul style="list-style-type: none"> i. Option 1: TIN only ii. Option 2: Both TIN and passport number / MyPR / MyKAS identification number <p>For clarity, (i) refers to the TIN assigned by IRBM. In the event that the non-Malaysian individual does not have a TIN, Buyer may use the general TIN (as listed in Appendix 1 of this e-Invoice Specific Guideline), along with the passport number / MyPR / MyKAS identification number of the said individual.</p> |
| 4 | Supplier's Address | Address of Supplier | Buyer to input the business address (for business) / residential address (for individual) of Supplier |

| No | Data field | Details to be included by Buyer in a self-billed e-Invoice | Additional Remarks |
|----|--|--|--|
| 5 | Supplier's Contact Number | Telephone number of Supplier | Buyer to input the contact number of Supplier |
| 6 | Supplier's SST Registration Number | SST registration number of Supplier | Where applicable, Buyer to input Supplier's SST registration number Where Supplier is not registered for SST, Buyer to input "NA" |
| 7 | Supplier's Malaysia Standard Industrial Classification (MSIC code) | MSIC code of Supplier (where applicable) | Where applicable, Buyer to input Supplier's MSIC code Buyer to input "00000" if such information is not available or not provided |
| 8 | Supplier's Business Activity Description | Description of the Supplier's business activity | Where applicable, Buyer to input Supplier's Business Activity Description Buyer to input "NA" if such information is not available or not provided |
| 9 | Classification | Classification of products or services | Buyer to input a 3-digit integer (e.g., "000" to "999"), in accordance with the catalogue set by IRBM |

| No | Data field | Details to be included by Buyer in a self-billed e-Invoice | Additional Remarks |
|----|-------------------------|---|---|
| 10 | e-Invoice Code / Number | Document reference number used by Supplier for internal tracking purposes | Reference number of the invoice / bill / receipt issued by the Supplier (if applicable) |

Table 8.3 – Details required to be input by Buyer for issuance of self-billed e-Invoice