

INCOME TAX (ISSUANCE OF ELECTRONIC INVOICE) RULES 2024

PU (A) 265

30 September 2024

IN exercise of the powers conferred by paragraph 154(1)(b) of the Income Tax Act 1967 [Act 53], read together with paragraph 82c(2)(a) of the Act, the Minister makes the following rules:

CITATION AND COMMENCEMENT

1(1) These rules may be cited as the **Income Tax (Issuance of Electronic Invoice) Rules 2024**.

1(2) These Rules come into operation on 1 October 2024.

ISSUANCE OF ELECTRONIC INVOICE

2(1) Any person who carries out a transaction in respect of any goods sold or service performed shall issue an electronic invoice —

(a) in relation to annual sales of more than one hundred million ringgit, the electronic invoice shall be issued from 1 October 2024;

(b) in relation to annual sales of more than twenty-five million ringgit but not exceeding one hundred million ringgit, the electronic invoice shall be issued from 1 January 2025; or

(c) in relation to annual sales other than specified in paragraphs (a) and (b), the electronic invoice shall be issued from 1 July 2025.

2(2) For the purposes of the electronic invoice issued under subrule (1) —

(a) if the person has an audited financial statement, the annual sales shall be determined based on the annual income specified in the audited financial statement for financial year 2022; or

(b) if the person does not have an audited financial statement, the annual sales shall be determined based on the annual income reported in the return for the year of assessment 2022.

2(3) Notwithstanding subrule (1), where there is a change of accounting period for the financial year 2022, the annual sales shall be determined in accordance with the following formula:

$$\frac{A}{B} \times 12 \text{ months}$$

where

A is the annual income for financial year 2022

B is the total months of the accounting period for financial year 2022

PARTICULARS IN ELECTRONIC INVOICE

3 An electronic invoice issued by the person referred to in subrule 2(1) shall contain the particulars as specified in the Schedule.

NON-APPLICATION

4 These Rules shall not apply to —

- (a) a foreign diplomatic office;
- (b) an individual who does not carry on business;
- (c) a statutory body, statutory authority or local authority in relation to —
 - (i) collection of payment, fee, charge, statutory levy, summon, compound and penalty in carrying out its functions under any written law; and
 - (ii) transaction of any goods sold or service performed before 1 July 2025; and
- (d) an international organization for transaction of any goods sold or service performed before 1 July 2025.

SCHEDULE [Paragraph 3]

(1) No.	(2) Category	(3) Mandatory particulars	(4) Optional particulars
1.	Particulars of seller or service provider	(a) Name of a person who issues an electronic invoice in a commercial transaction (b) Tax identification number assigned by the Inland Revenue Board of Malaysia (c) Business registration number, national registration identification number or passport number for a non-citizen (d) Sales tax or service tax registration number issued by the Royal Malaysian Customs Department, if applicable (e) Tourism tax registration number issued by the Royal Malaysian Customs Department, if applicable (f) Registered address of business or residence address (g) Telephone number (h) Malaysia Standard Industrial Classification code (i) Description of sales or services activity	E-mail address

(1) No.	(2) Category	(3) Mandatory particulars	(4) Optional particulars
2.	Particulars of buyer or customer	<ul style="list-style-type: none"> (a) Name of a buyer or customer in a commercial transaction (b) Tax identification number assigned by the Inland Revenue Board of Malaysia (c) Business registration number, national registration identification number or passport number for a non-citizen (d) Sales tax or service tax registration number issued by the Royal Malaysian Customs Department, if applicable (e) Registered address of business or residence address (f) Telephone number 	E-mail address
3.	Information of electronic invoice	<ul style="list-style-type: none"> (a) Code of issuance of electronic invoice (b) Type of electronic invoice (c) Code or number of the electronic invoice used by the seller or supplier for the purpose of internal tracking (d) Reference number of the first issuance electronic invoice or document, namely the Inland Revenue Board of Malaysia unique identifier number, if applicable (e) Date and time the electronic invoice is issued (f) Digital signature of the issuer (g) Currency code of the electronic invoice (h) Rate of currency exchange, if applicable 	<ul style="list-style-type: none"> (a) Billing frequency (b) Billing period

(1) No.	(2) Category	(3) Mandatory particulars	(4) Optional particulars
4.	Particulars of product or service	(a) Classification of the product or service (b) Description of the product or service (c) Unit price (d) Type of tax (e) Rate of tax, if applicable (f) Amount of tax (g) Description of tax exemption, if applicable (h) Amount exempted from tax, if applicable (i) Subtotal (j) Amount excluding tax (k) Amount including tax (l) Total payable amount	(a) Total nett amount (b) Rounding amount (c) Total taxable amount per type of tax (d) Quantity (e) Measurement (f) Discount rate (g) Discount amount (h) Fee or charge rate (i) Fee or charge amount
5.	Transaction of import or export of goods	Reference number of the customs form	(a) International commercial terms (b) Tariff code of the goods (c) Information on the Free Trade Agreement for an export transaction (d) Authorization number for a certified exporter for an export transaction (e) Reference number of the customs form (f) Country of origin of the goods (g) Description of other charges
6.	Particulars of payment	Nil	(a) Payment method (b) Bank account number of seller or supplier (c) Payment terms (d) Prepayment amount (e) Prepayment date (f) Prepayment reference number (g) Bill reference number

(1) No.	(2) Category	(3) Mandatory particulars	(4) Optional particulars
7.	Particulars of recipient if the goods sold are delivered to a recipient other than the buyer or customer	Nil	(a) Name of a recipient (b) Registered address of business or residence address (c) Tax identification number of a recipient assigned by the Inland Revenue Board of Malaysia (d) Business registration number, national registration identification number or passport number for a non-citizen