



USER MANUAL

SISTEM CUKAI JUALAN KE ATAS BARANG BERNILAI RENDAH (LOW VALUE GOODS - LVG)



REGISTRATION MODULE

Registration Application by Applicant

VERSION 1.0

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1 PUBLIC USER: PORTAL

1.1 MYLVG HOME

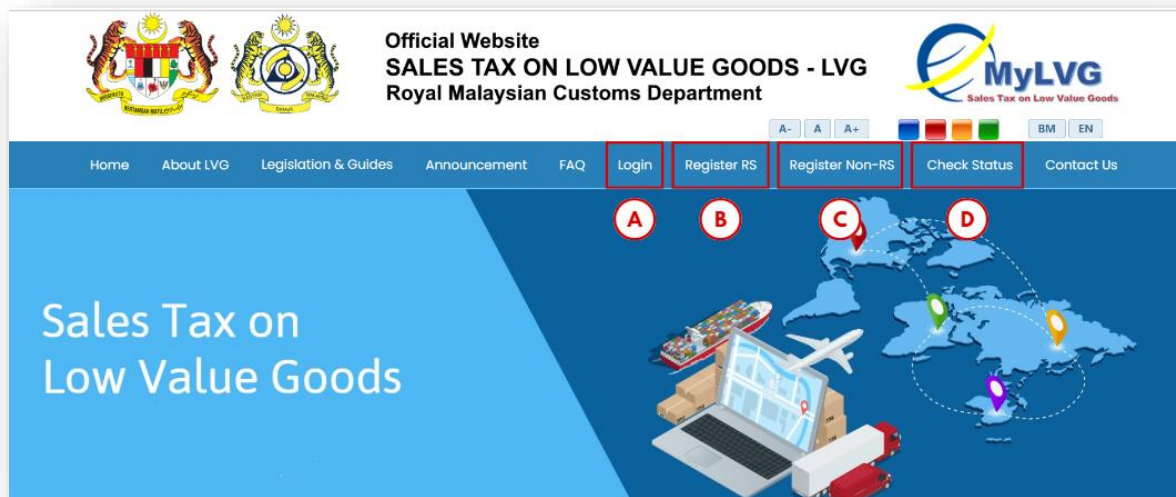


Figure 1: MyLVG Home Screen

1. Go to <https://mylvg.customs.gov.my/> and MyLVG Home Screen is displayed (Refer Figure 1).
2. Click Login menu (A) (Refer Figure 1).
3. System will display Login page (Refer Figure 2)
4. Click Register RS menu (B) (Refer Figure 1).
5. System will display Registration Menu (Refer Figure 3).
6. Click Register Non-RS menu (C) (Refer Figure 1).
- 7.. System will display Non-RS Registration (Refer Figure 4).
8. Click Check Status menu (D) (Refer Figure 1).
- 9.. System will display Check Status screen (Refer Figure 5).

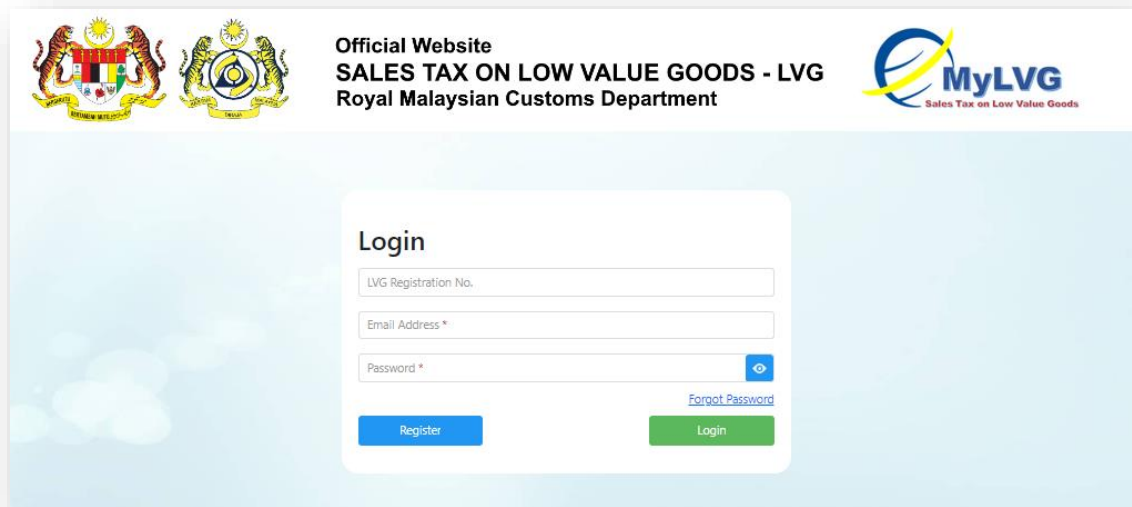


Figure 2: Login Screen

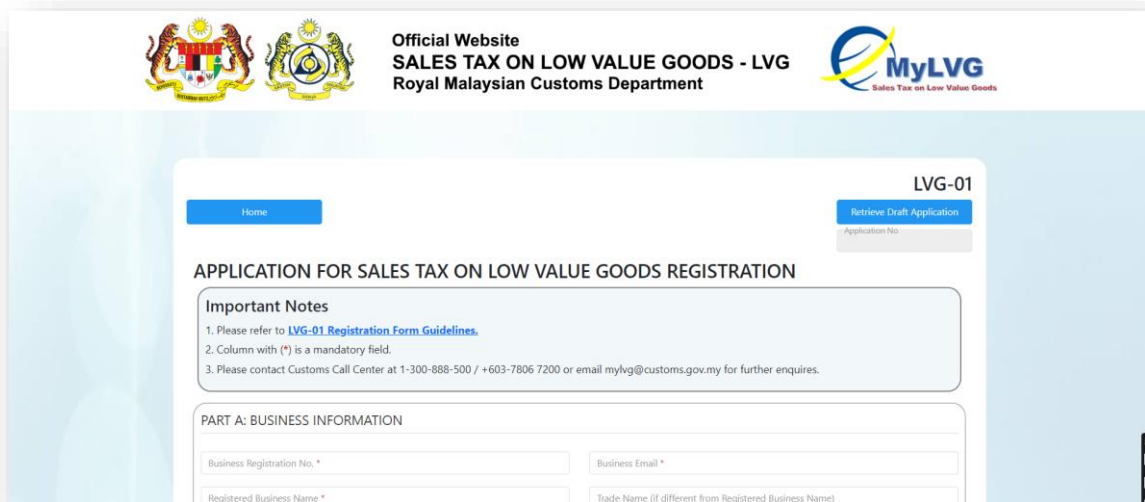





Figure 3: Register RS Screen

Official Website
SALES TAX ON LOW VALUE GOODS - LVG
Royal Malaysian Customs Department



LVG-01

Home Retrieve Draft Application

Application No.

APPLICATION FOR NON-REGISTERED SELLER REGISTRATION

PART A: BUSINESS INFORMATION

Business Registration No. *

Registered Business Name *

Registered Business Address 1 *

Registered Business Address 2

Registered Business Address 3

Town or City *

Postcode / Zip Code *

State / Province *

Country *

International Phone Code *

Website URL

Financial Year End Month

Business Email *

Trade Name (if different from Registered Business Name)

Tick this box if Registered Address and Correspondence Address are the same

Correspondence Address 1 *

Correspondence Address 2

Correspondence Address 3

Correspondence Town / City *

Correspondence Postcode / Zip Code *

Correspondence State / Province *

Correspondence Country *

Telephone No. *

Service Tax on Digital Services (MySToDS) number

Details of Person Authorised by Company / Directors / Owner * Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
No data					

PART B: BUSINESS DETAIL

Are You

Date of Achieving Sale Value on Low Value Goods

Total Sale Value on Low Value Goods

Figure 4: Register Non-RS Screen

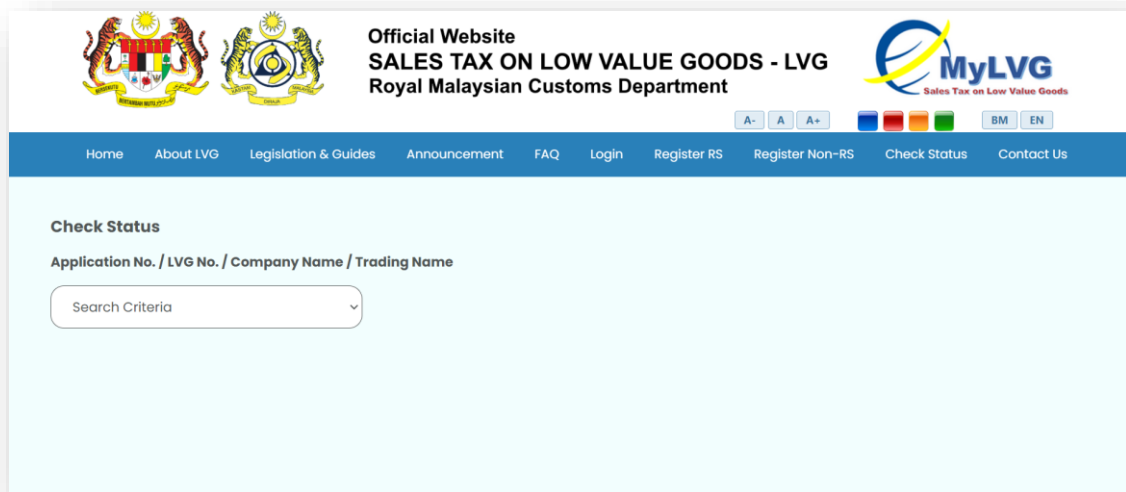


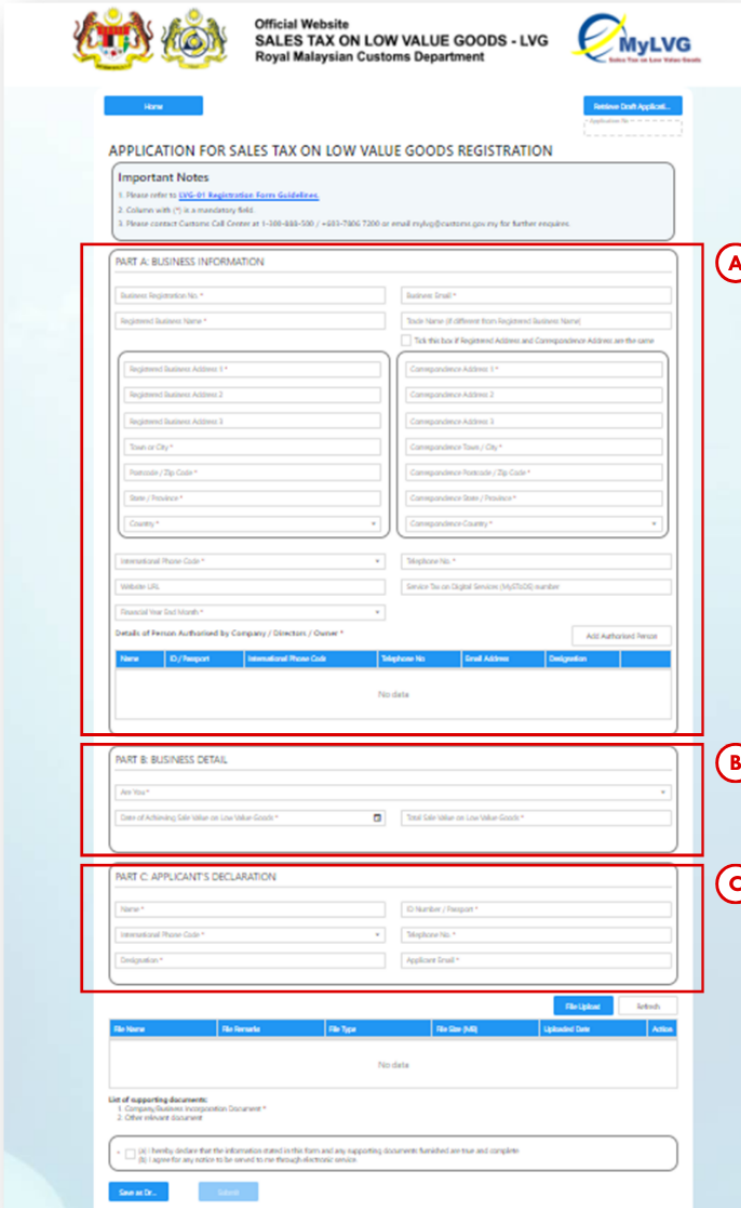
Figure 5: Check Status Screen

2 APPLICANT: REGISTRATION

2.1 REGISTERED SELLER REGISTRATION FOR LOW VALUE GOODS TAX (LVG-01)

1. Application for Low Value Goods Registration (LVG-01) has three parts that need to be completed for registration process; that is:
 - a. Part A: Business Information (Refer A in Figure 6)
 - b. Part B: Business Details (Refer B in Figure 6)

c. Part C: Applicant's Declaration (Refer C in Figure 6)



Official Website SALES TAX ON LOW VALUE GOODS - LVG Royal Malaysian Customs Department

MyLVG

Home Address Book Applied...

APPLICATION FOR SALES TAX ON LOW VALUE GOODS REGISTRATION

Important Notes

- Please refer to [LVG-01 Registration Form Guidelines](#).
- Customs will (*) in a mandatory field.
- Please contact Customs Call Center at 1-300-888-500 / +603-7806 7260 or email mylg@customs.gov.my for further enquiries.

PART A: BUSINESS INFORMATION (A)

Business Registration No. * Business Email *
 Registered Business Name * Trade Name (if different from Registered Business Name)
 Tick the box if Registered Address and Correspondence Address are the same

Registered Business Address 1 * Correspondence Address 1 *
 Registered Business Address 2 Correspondence Address 2
 Registered Business Address 3 Correspondence Address 3
 Town or City * Correspondence Town / City *
 Postcode / Zip Code * Correspondence Postcode / Zip Code *
 State / Province * Correspondence State / Province *
 Country * Correspondence Country *

International Phone Code * Telephone No. *
 Website URL Service Tax on Digital Services (SDY/SDOD) number
 Financial Year End Month *

Details of Person Authorised by Company / Director / Owner * Add Authorized Person

Name	ID / Passport	International Phone Code	Telephone No.	Email Address	Designation
No data					

PART B: BUSINESS DETAIL (B)

Are You *
 Date of Acquiring Sale Value on Low Value Goods * Total Sale Value on Low Value Goods *

PART C: APPLICANT'S DECLARATION (C)

Name * ID Number / Passport *
 International Phone Code * Telephone No. *
 Designation * Applicant Email *

File Name	File Details	File Type	File Size (KB)	Uploaded Date	Action
No data					

List of supporting documents:

- Company/Individual Incorporation Document *
- Other relevant document

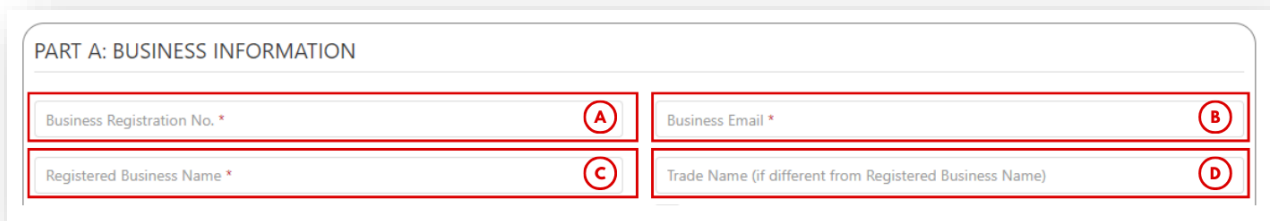
I hereby declare that the information stated in this form and any supporting documents furnished are true and complete.
 I agree for any notice to be served to me through electronic service.

Figure 6: LVG-01 Form

2. Input Business Registration Number in Business Registration Number (A) field (Refer Figure 7).

Note: Mandatory field

3. Input Business Email Address Business in Business Email (B) field (Refer Figure 7).
Note: Mandatory field
4. Input Name of Business in Registered Business Name (C) field (Refer Figure 7).
Note: Mandatory field
5. Input Trade Name in Trade Name (D) field (Refer Figure 7).
Note: Not a mandatory field



The screenshot shows a form titled "PART A: BUSINESS INFORMATION". It contains four input fields arranged in a 2x2 grid. Each field is highlighted with a red border and a red circle containing a letter (A, B, C, or D) in its top right corner. The fields are: "Business Registration No. *" (A), "Business Email *" (B), "Registered Business Name *" (C), and "Trade Name (if different from Registered Business Name)" (D).

Figure 7: Part A: Business Information

6. Input Business Address (A) in (Refer Figure 8) include:
 - a. Input Street Address 1
 - b. Input Street Address 2
 - c. Input Street Address 3
 - d. Town or City (B)
 - e. Postcode /Zip Code (C)
 - f. State / Province (D) (Will auto populate if (e) is Malaysian Postcode/ Zip Code and is editable)
 - g. Country (E)Note: Mandatory field
- h. Tick (F) if Correspondence address is same as Business Address (A). System will auto-populate Correspondence address based on Business Address.

- i. Input Correspondence address (G) if Correspondence address is different with Business Address.

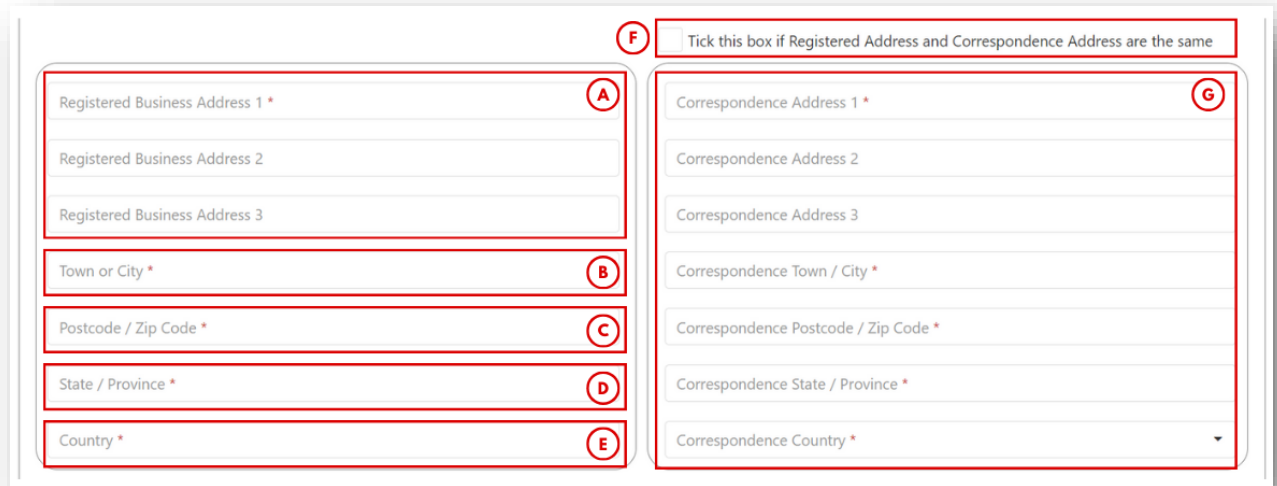


Figure 8: Part A: Business Address

- 7. Input International Phone Code in International Phone Code. (A) field (Refer Figure 9).
- Note: Mandatory field
- 8. Input Telephone No. in Telephone No. (B) field (Refer Figure 9).
- Note: Mandatory field
- 9. Input Website URL in Website URL (C) field (Refer Figure 9).
- 10. Input Service Tax on Digital Services (MySToDS) Number in Service Tax on Digital Services (MySToDS) Number (D) field (Refer Figure 9).
- 11. Input Financial Year End Month in Financial Year End Month (E) (Refer Figure 9).
- Note: Dropdown list and mandatory list

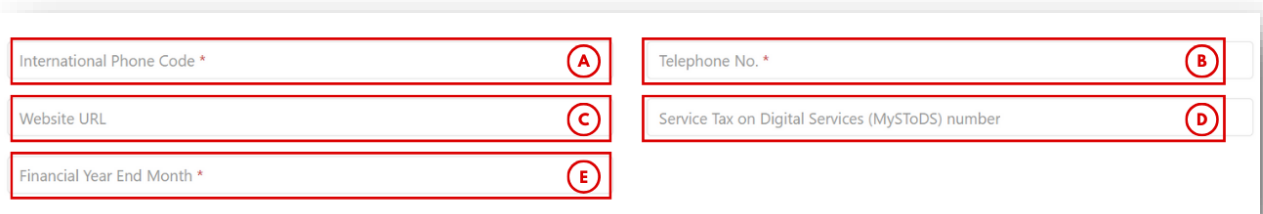
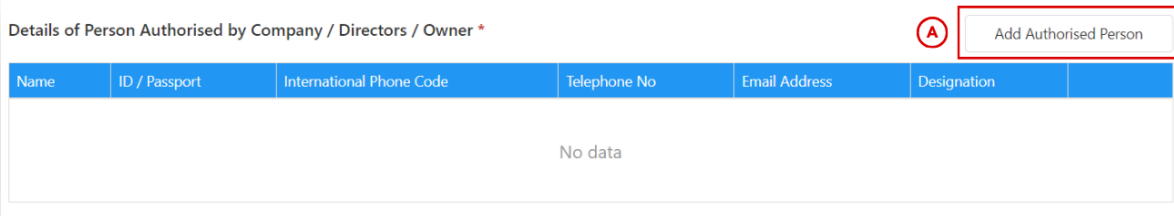


Figure 9: Phone No, Website, MySToDS No. and Financial Year End

12. Click button “Add Authorised Person” (A) (Refer Figure 10)



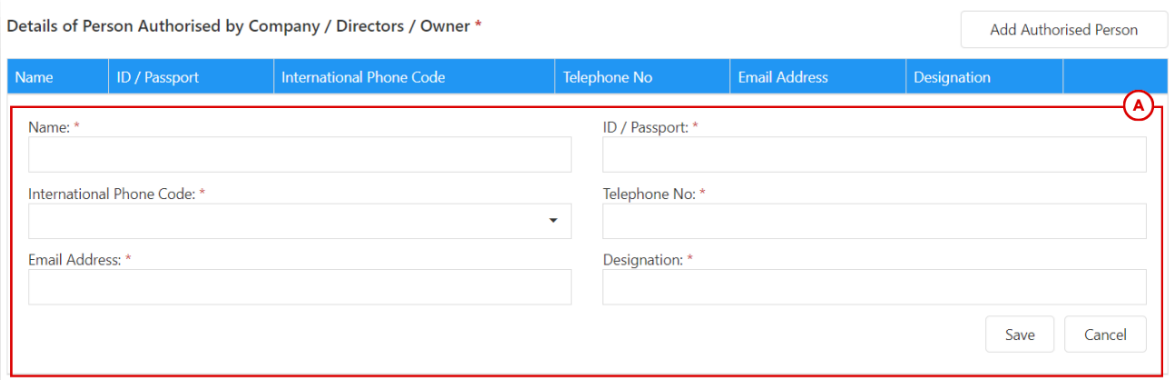
Details of Person Authorised by Company / Directors / Owner *

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
No data					

Add Authorised Person

Figure 10: Add Authorised Person button

13. Authorised Person detail fields appear (A) (Refer Figure 11)



Details of Person Authorised by Company / Directors / Owner *

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
<div style="border: 1px solid red; padding: 5px;"> <p>Name: *</p> <input type="text"/> <p>ID / Passport: *</p> <input type="text"/> <p>International Phone Code: *</p> <input type="text"/> <p>Telephone No: *</p> <input type="text"/> <p>Email Address: *</p> <input type="text"/> <p>Designation: *</p> <input type="text"/> <p style="text-align: right;">Save Cancel</p> </div>					

Add Authorised Person

Figure 11: Authorised Person detail fields

14. Input name of authorised Person in Name (A) (Refer Figure 12)

15. Input authorised person’s ID / Passport in ID / Passport (B) (Refer Figure 12)

16. Input authorised person’s international phone code in International Phone Code (C) (Refer Figure 12)

17. Input authorised person’s email address in Email Address (D) (Refer Figure 12)

18. Input authorised person's designation in Designation (E) (Refer Figure 12)

19. Click “Save” (F)

Details of Person Authorised by Company / Directors / Owner *

Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
Name: *	ID / Passport: *	International Phone Code: *	Telephone No: *	Email Address: *	Designation: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 12: Authorised Person

20. Choose Type of Seller in 'Are You' dropdown (Refer A in Figure 13). Applicant can select:

- a. Seller in Malaysia
- b. Seller outside Malaysia
- c. Online Marketplace Operator

Note: Mandatory field

PART B: BUSINESS DETAIL

Are You *

Date of Achieving Sale Value on Low Value Goods *

Total Sale Value on Low Value Goods *

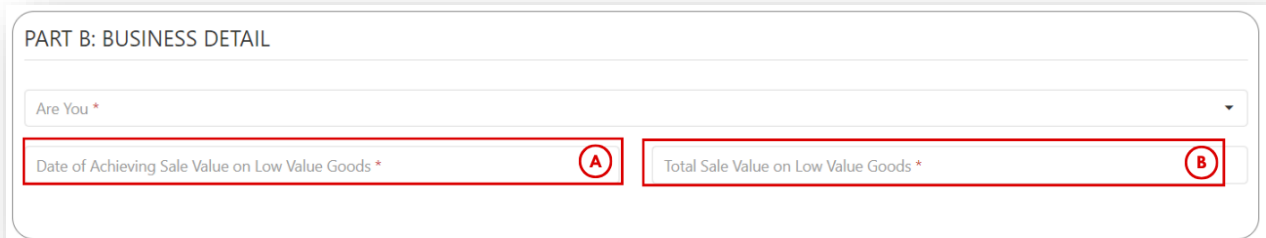
Figure 13: Type of Seller

21. Input Date of Achieving Sale Value on Low Value Goods in Date of Achieving Sale Value on Low Value Goods (A) (Refer Figure 14)

Note: Future dates cannot be selected. Calendar and mandatory field

22. Input Total Sale Value on Low Value Goods in Total Sale Value on Low Value Goods (B) (Refer Figure 14)

Note: Value must be more than RM 500,000.00



PART B: BUSINESS DETAIL

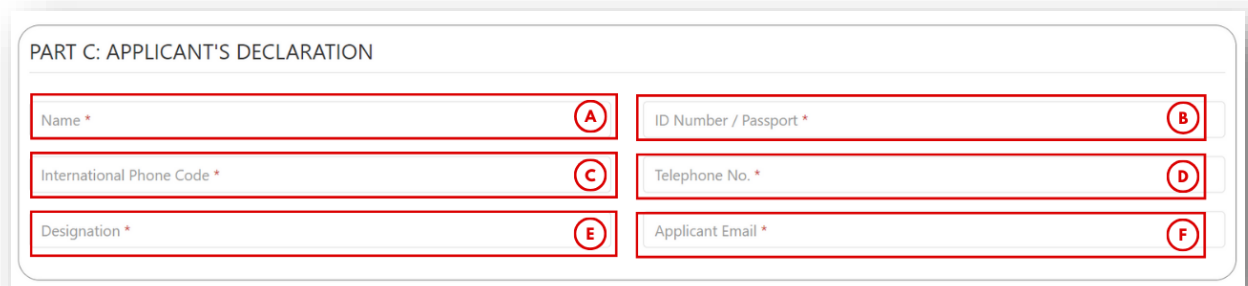
Are You *

Date of Achieving Sale Value on Low Value Goods * (A)

Total Sale Value on Low Value Goods * (B)

Figure 14: Business Details

23. Input name of applicant in Name (A) (Refer Figure 15)
24. Input applicant's ID / Passport in ID Number / Passport (B) (Refer Figure 15)
25. Input applicant's international phone code in International Phone Code (C) (Refer Figure 15)
26. Input applicant's telephone no. in Telephone No. (D) (Refer Figure 15)
27. Input applicant's designation in designation (E) (Refer Figure 15)
28. Input applicant's email in Applicant Email (F) (Refer Figure 15)



PART C: APPLICANT'S DECLARATION

Name * (A)

ID Number / Passport * (B)

International Phone Code * (C)

Telephone No. * (D)

Designation * (E)

Applicant Email * (F)

Figure 15: Applicant's Declaration

29. Click File Upload (A) (Refer Figure 16)

Note: Business Registration No., Business Email and Registered Business Name is mandatory to be filled-in before Applicant is allowed to click File Upload (A) (Refer Figure 16)

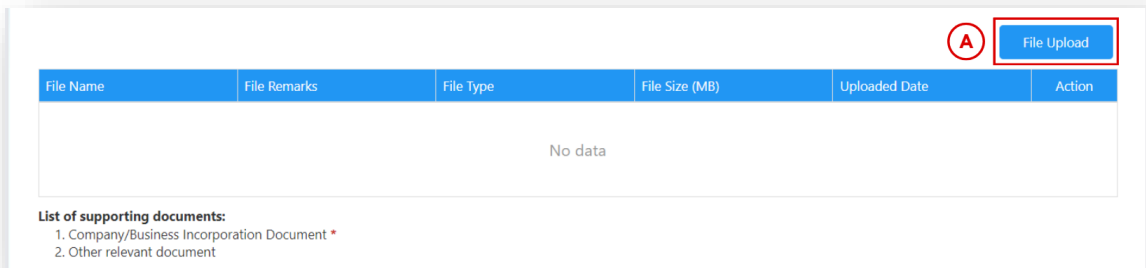


Figure 16: File Upload button

30.Attachment screen appear (A) (Refer Figure 17).

31.Click Select File (B) (Refer Figure 17)

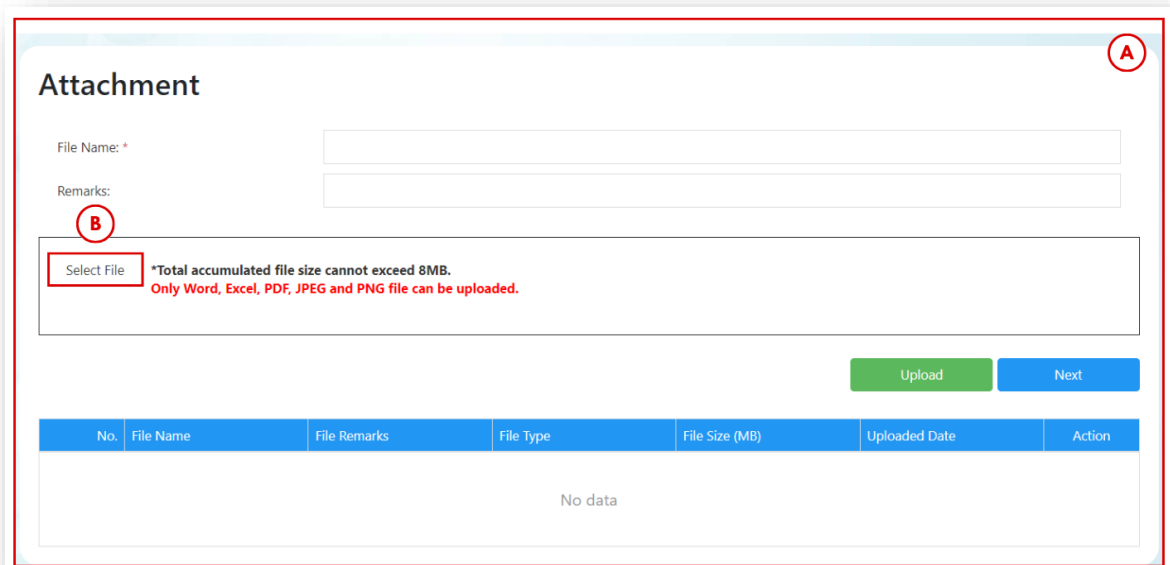


Figure 17: Attachment screen

32.Local folder pops out (A). Applicant select file and click Open (B) (Refer Figure 18).

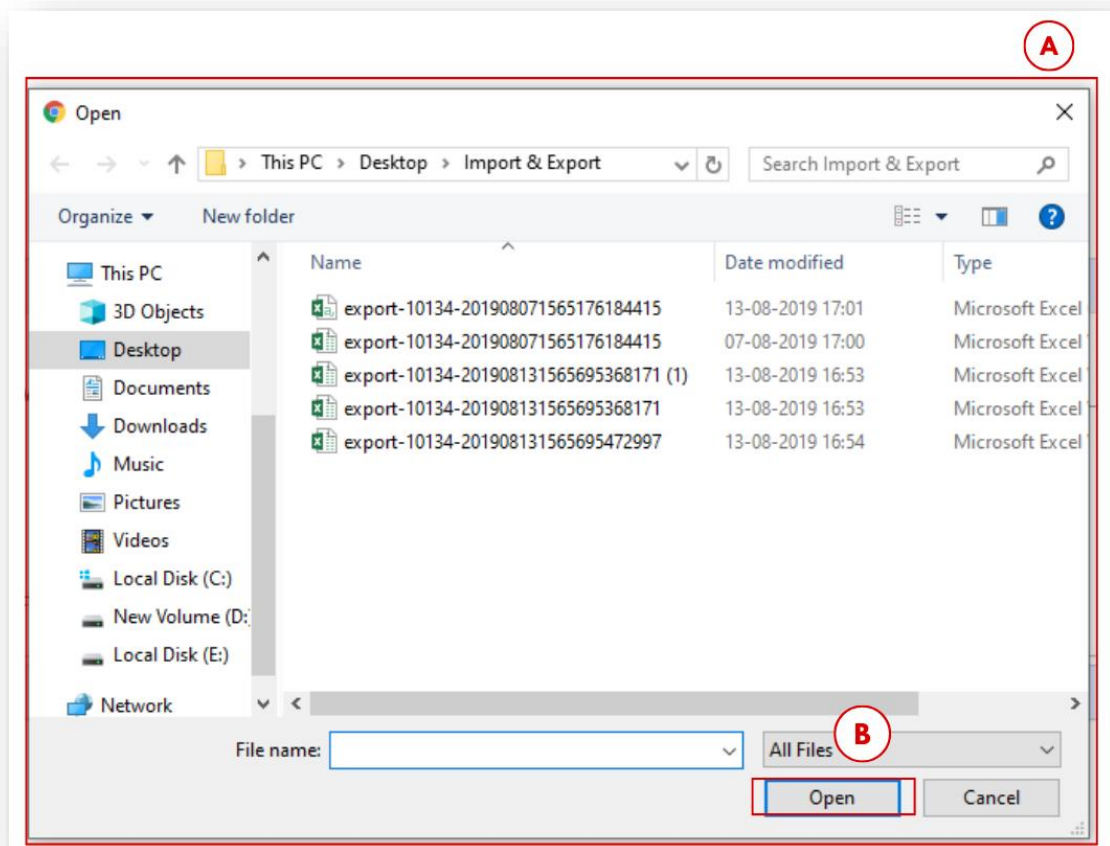


Figure 18: Local Folder

33. File is uploaded in MyLVG System (A) (Refer Figure 19)

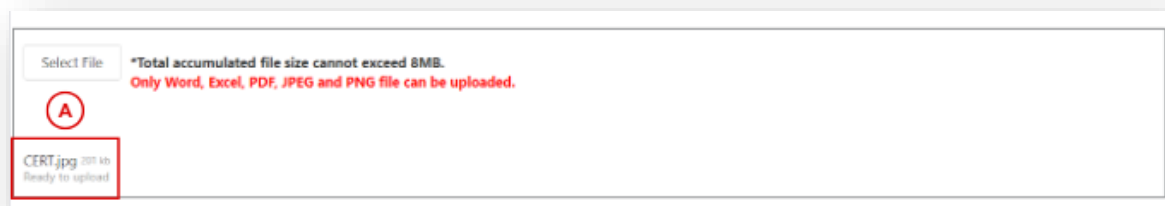
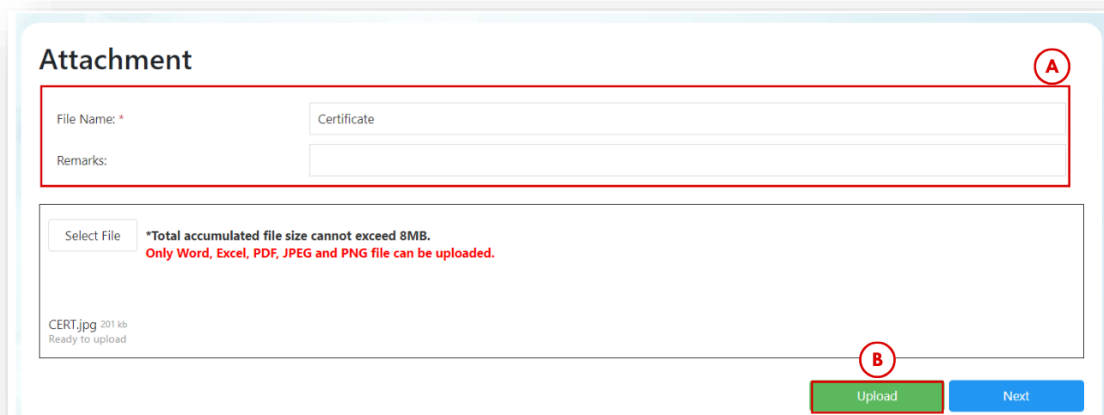


Figure 19: File selected

34. Input File Name (Mandatory) and Remarks (Not mandatory) (A) (Refer Figure 20).

35. Click Upload button (B) to upload file into the MyLVG System (Refer Figure 20).



Attachment (A)

File Name: *

Remarks:

Select File ***Total accumulated file size cannot exceed 8MB.
Only Word, Excel, PDF, JPEG and PNG file can be uploaded.**

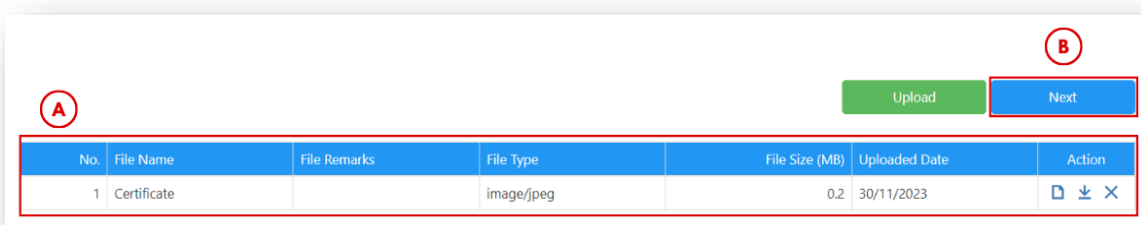
CERT.jpg 201 kb
Ready to upload

(B)

Upload Next

Figure 20: Upload File

- 36. System shows the uploaded file in the table (A) (Refer Figure 21).
- 37. Repeat step 31 – 36 to upload another file.
- 38. Click Next button (B) to close the Attachment screen tab and to return to Registration screen (Refer Figure 21).



(B)

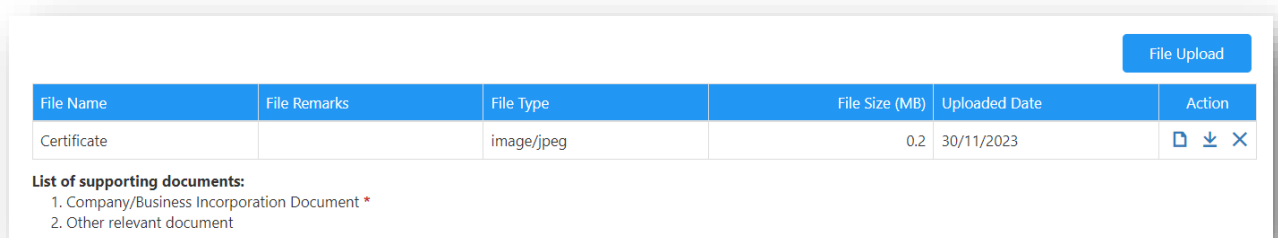
Upload Next

No.	File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
1	Certificate		image/jpeg	0.2	30/11/2023	D ↓ X

(A)

Figure 21: Uploaded File Table

- 39. The File Upload table in Registration screen is updated (Refer Figure 22)



File Upload

File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
Certificate		image/jpeg	0.2	30/11/2023	D ↓ X

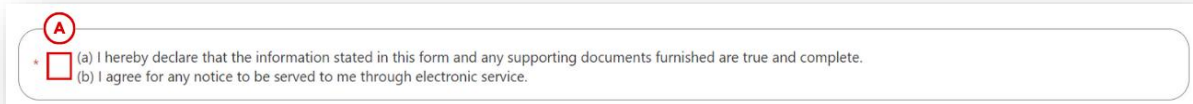
List of supporting documents:

1. Company/Business Incorporation Document *
2. Other relevant document

Figure 22: File Upload Table

40. Tick declaration checkbox to submit form (A) (Refer Figure 23)

Note: Submit button is only active if declaration is ticked.



(a) I hereby declare that the information stated in this form and any supporting documents furnished are true and complete.
(b) I agree for any notice to be served to me through electronic service.

Figure 23: Declaration

3 **APPLICANT: SAVE/SUBMIT AND CHECK STATUS**

3.1 **APPLICANT SAVE REGISTRATION APPLICATION AS DRAFT**

1. Click “Save as Draft” button (A) to save application as draft (Refer Figure 24)

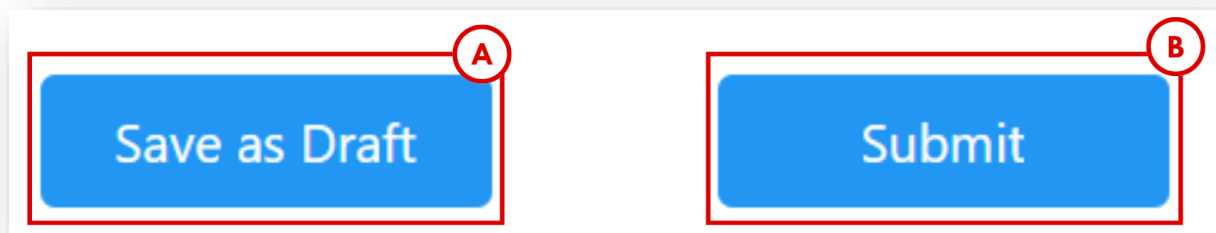


Figure 24: Save/Submit Application

2. System will display to applicant confirmation popup (Refer figure 25)

3. Click “Save” button (A) (Refer Figure 25) to save application as draft

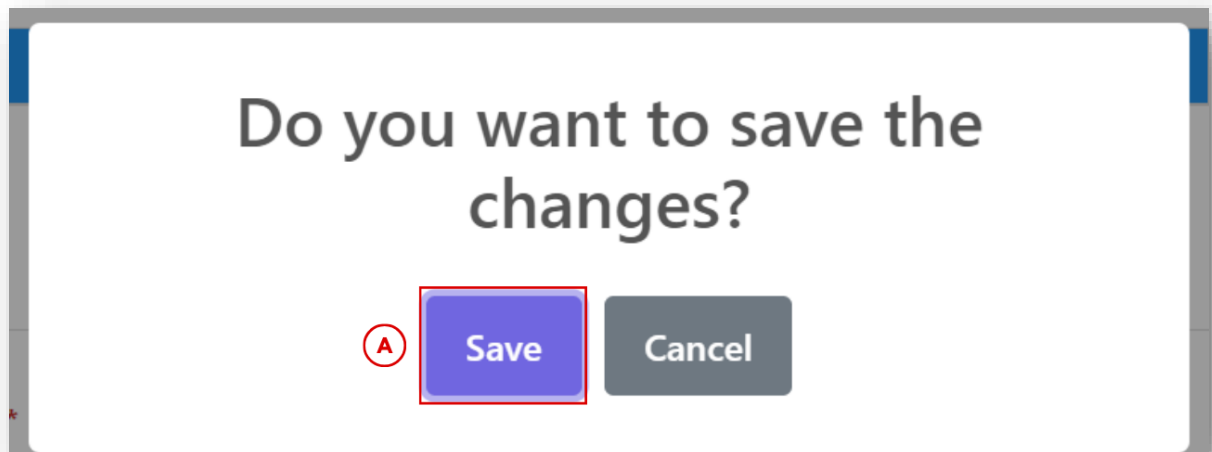


Figure 25: Save Confirmation Popup

4. System will display successful message (Refer Figure 26)

Note: Application No. will be sent automatically upon saving the registration application to business email address that applicant inserted (Refer Figure 27)

5. Click "OK" (A) (Refer Figure 26)

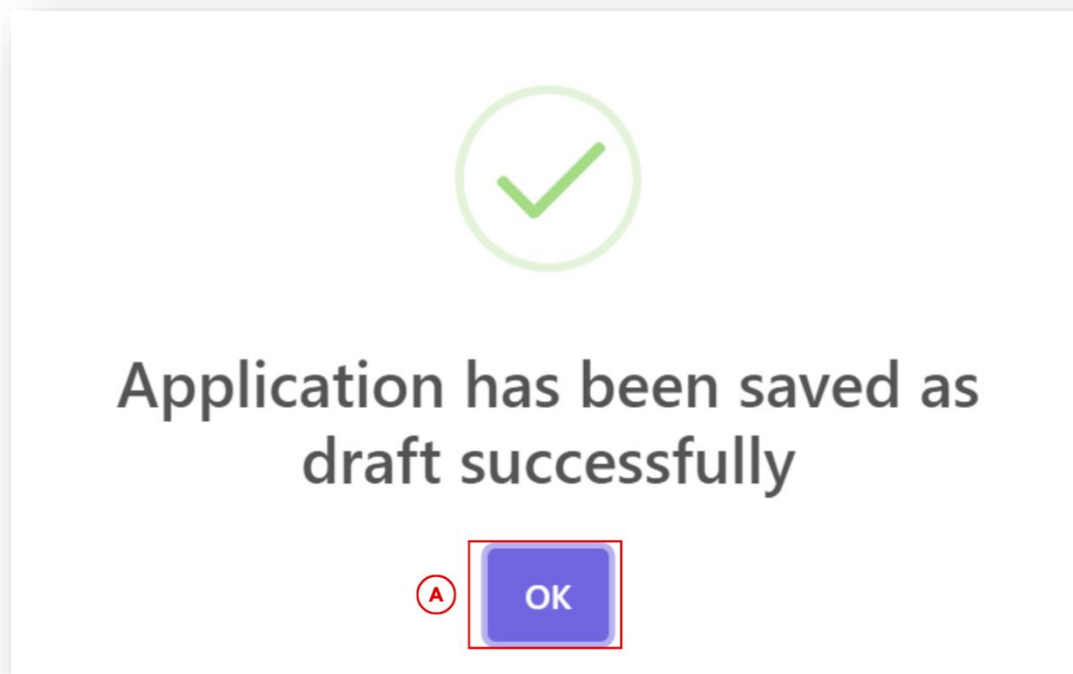


Figure 26: Successful Save Popup

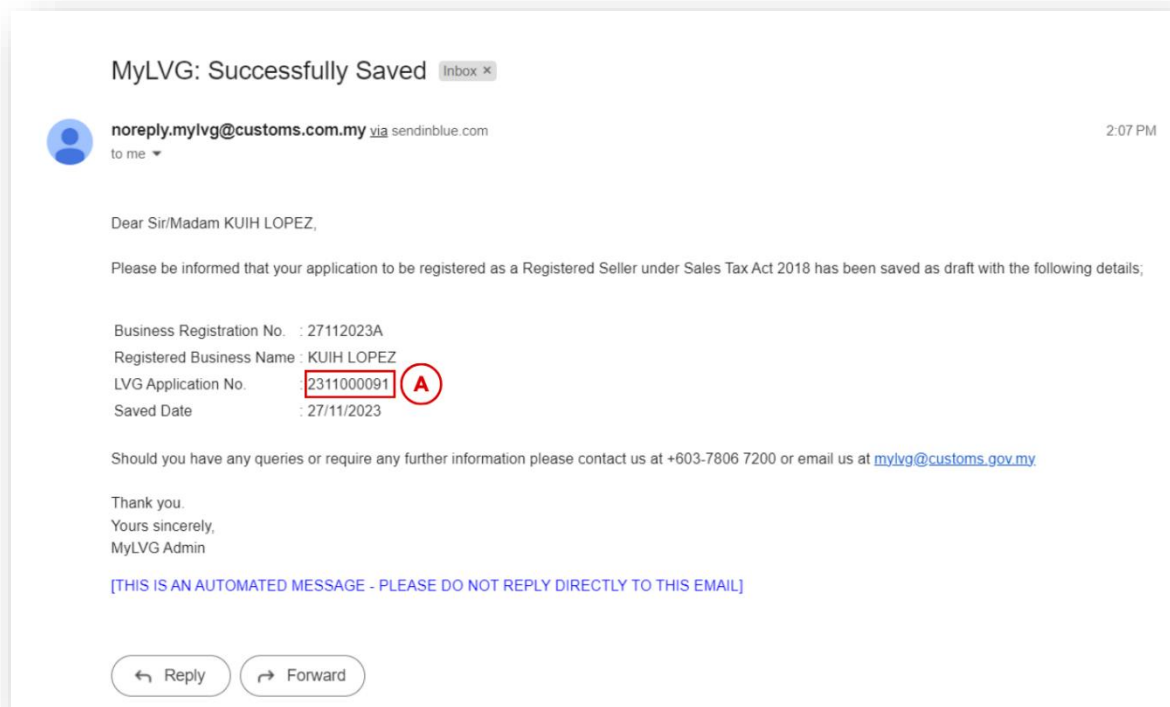


Figure 27: Application No in Email Notification

3.2 APPLICANT CHECK STATUS

6. Click “Check Status” menu (A). Check status search will appear (B) (Refer Figure 28)

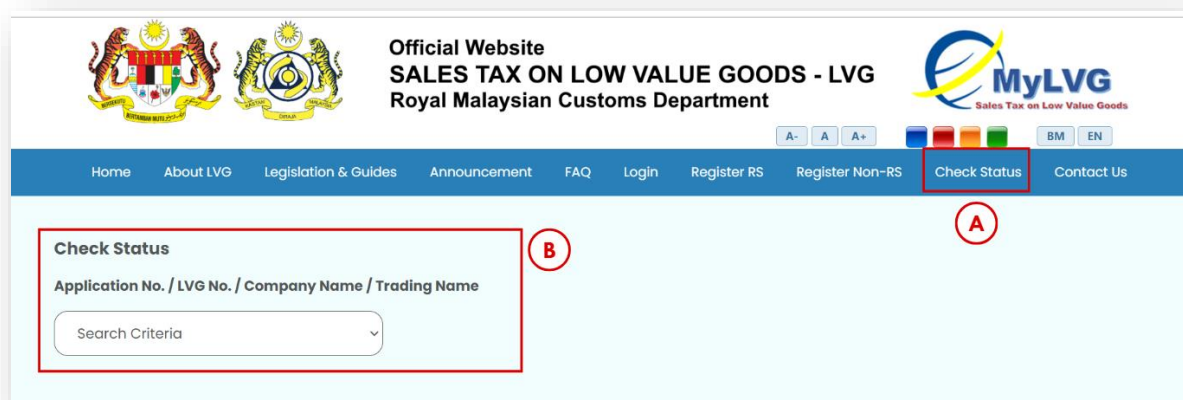
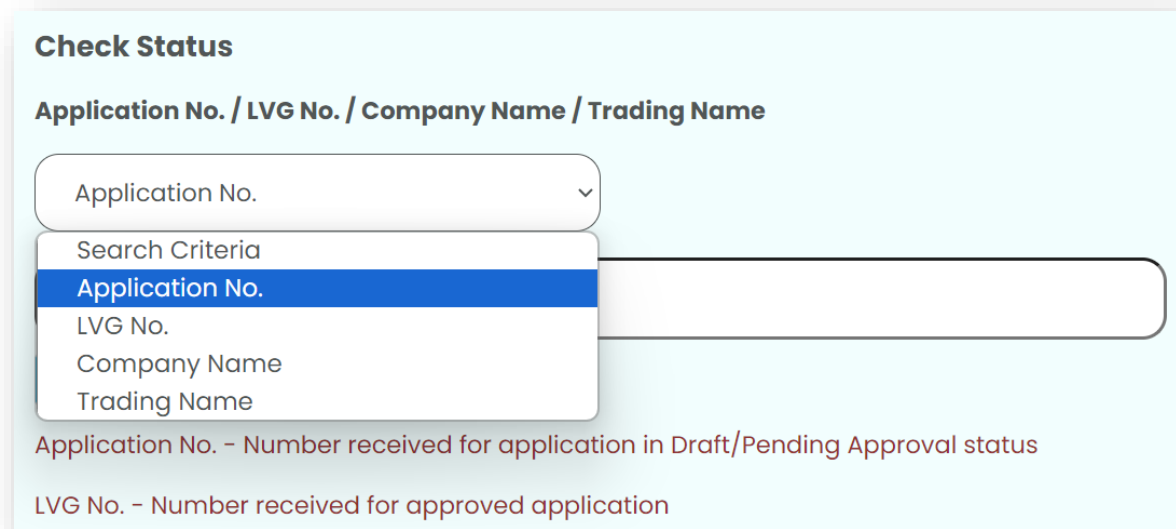


Figure 28: Check Status

7. Select searching criteria (Refer Figure 29).

Note: Dropdown criteria selection as follows: Application No/ LVG No./ Company Name/ Trading Name



Check Status

Application No. / LVG No. / Company Name / Trading Name

Application No. [v]

Search Criteria

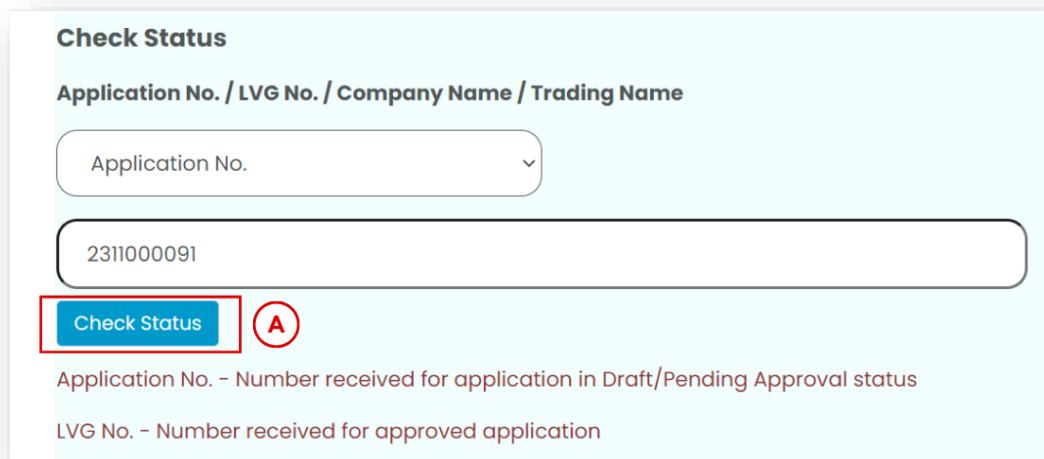
- Application No.
- LVG No.
- Company Name
- Trading Name

Application No. - Number received for application in Draft/Pending Approval status

LVG No. - Number received for approved application

Figure 29: Check Status Searching Criteria

8. Input data based on selection made in (7). (Refer Figure 30)



Check Status

Application No. / LVG No. / Company Name / Trading Name

Application No. [v]

2311000091

Check Status (A)

Application No. - Number received for application in Draft/Pending Approval status

LVG No. - Number received for approved application

Figure 30: Check Status Button

9. Click “Check Status” (A) (Refer Figure 30)

10. Application status will appear.

3.3 RETRIEVE DRAFT & SUBMIT APPLICATION

1. In Registration screen, click Retrieve Draft Application (A) (Refer Figure 31)

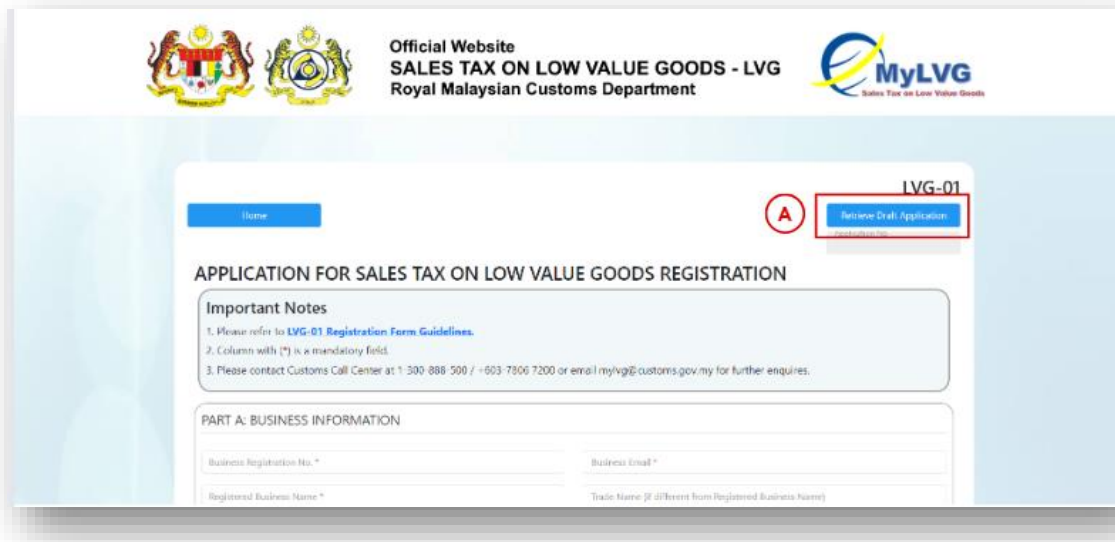


Figure 31: Retrieve Draft Application Button

2. Retrieve Draft Screen appear (Refer Figure 32).

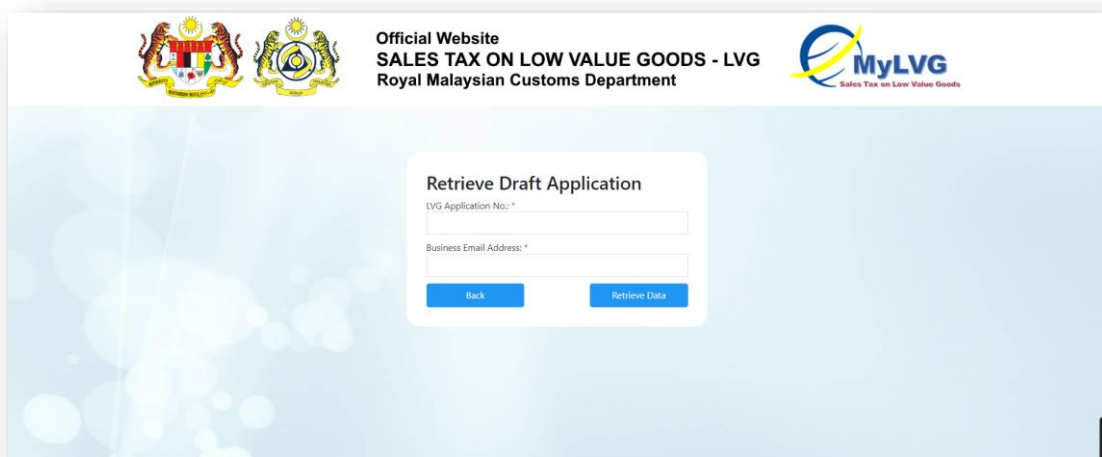


Figure 32: Retrieve Draft Application Search Fields

3. Input LVG Application No.in LVG Application No. (A) (Refer Figure 33)
Note: LVG Application No. is received in save as draft email notification via inserted business email address.
4. Input Business Email Address in Business Email Address. (B) (Refer Figure 33)

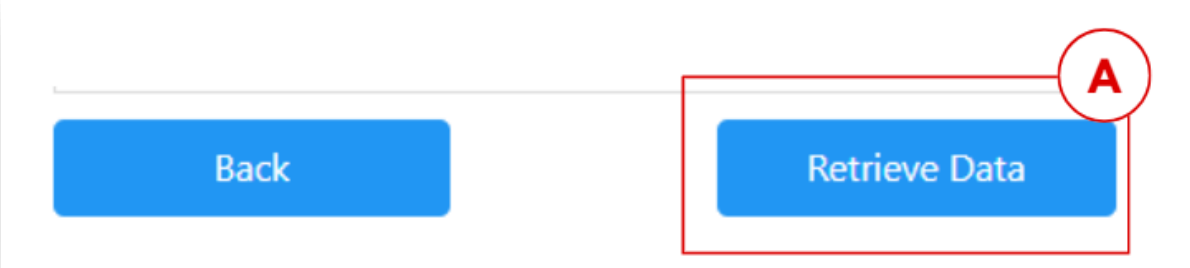
Note: Business email address must be the business email address inserted during registration process.



The image shows a search application form with two input fields. The first field is labeled "LVG Application No.: *" and is marked with a red circle containing the letter "A". The second field is labeled "Business Email Address: *" and is marked with a red circle containing the letter "B".

Figure 33: Search Application

5. Click Retrieve Draft button (A) (Refer Figure 34).



The image shows two buttons: a blue "Back" button on the left and a blue "Retrieve Data" button on the right. The "Retrieve Data" button is highlighted with a red box and a red circle containing the letter "A".

Figure 34: Retrieve Draft button

6. Draft is retrieved (Refer Figure 35).
7. LVG Application No. appear in (A) as reference (Refer Figure 35).

Figure 35: Draft Retrieved

8. Fill in all mandatory fields.
9. Click submit (B) (Refer Figure 36).

Figure 36: Submit Button

1. Confirmation popup appears (Refer Figure 37).
2. Click Confirm (A) to submit application (Refer Figure 37).

Confirmation Page

Please confirm on the details below before clicking the confirm button

Business Registration No: **30112023**

Company Name: **THE RED LOTUS**

Trade Name:

Business Email: **sitihanania01@gmail.com**

Registered Business Address:	Correspondence Address:
NO 3, JALAN PERSIARAN AMBER BANDAR KOTA PEKAN BANDARAYA SILAT SHAH ALAM 40150 SELANGOR	NO 3, JALAN PERSIARAN AMBER BANDAR KOTA PEKAN BANDARAYA SILAT SHAH ALAM 40150 SELANGOR

Figure 37: Confirmation Page Screen

3. Applicant is notified that application is submitted (Refer Figure 38).

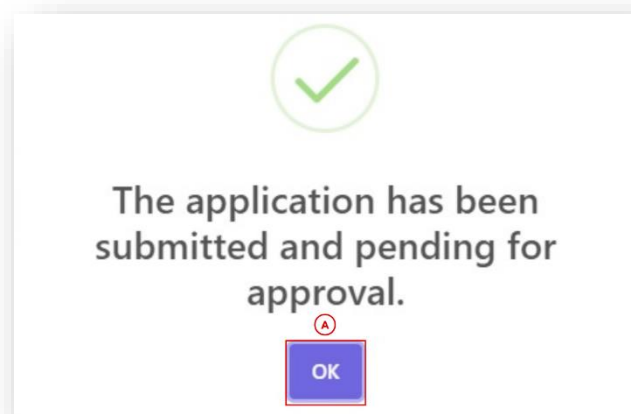


Figure 38: Submit Application

4. Applicant receives email notification on registration application submission (Refer Figure 39).

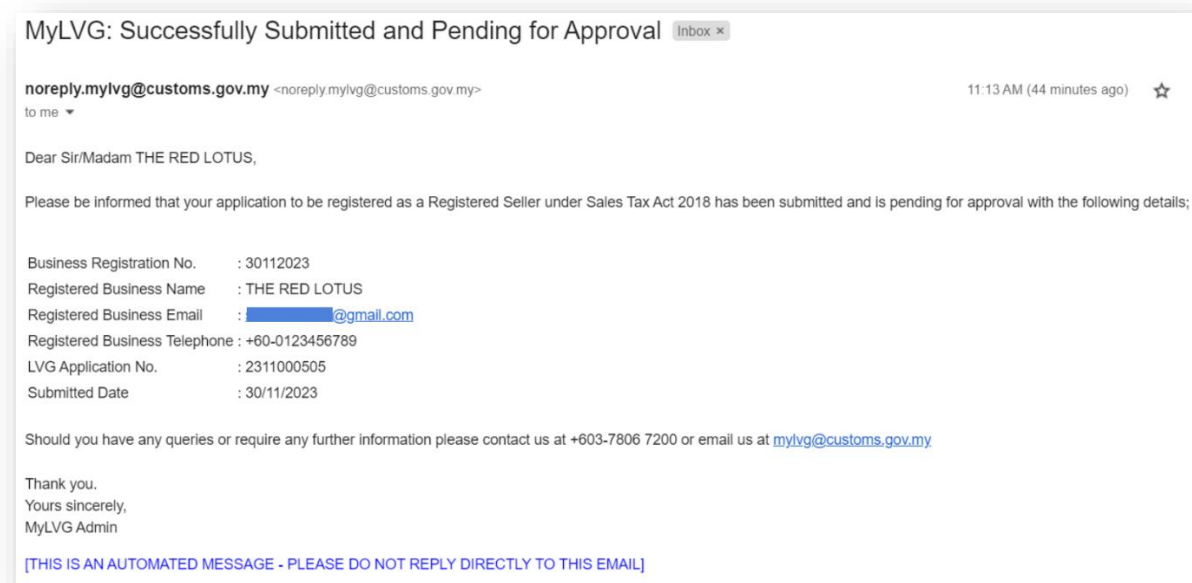


Figure 39: Registration Application Submitted

3.4 APPLICATION IS QUERIED BY RMCD ADMIN

1. Once registration application is submitted, application may be queried by RMCD Admin. Check registered business email if application is queried.
2. If application is queried, Applicant will receive query email (Refer Figure 40)
3. Query email contain LVG Application No. (A) (Refer Figure 40).
4. Click Retrieve Draft Application hyperlink (B) (Refer Figure 40).
5. Alternatively, copy the link (C) to be redirected to the Retrieve Draft Application (Refer Figure 40).

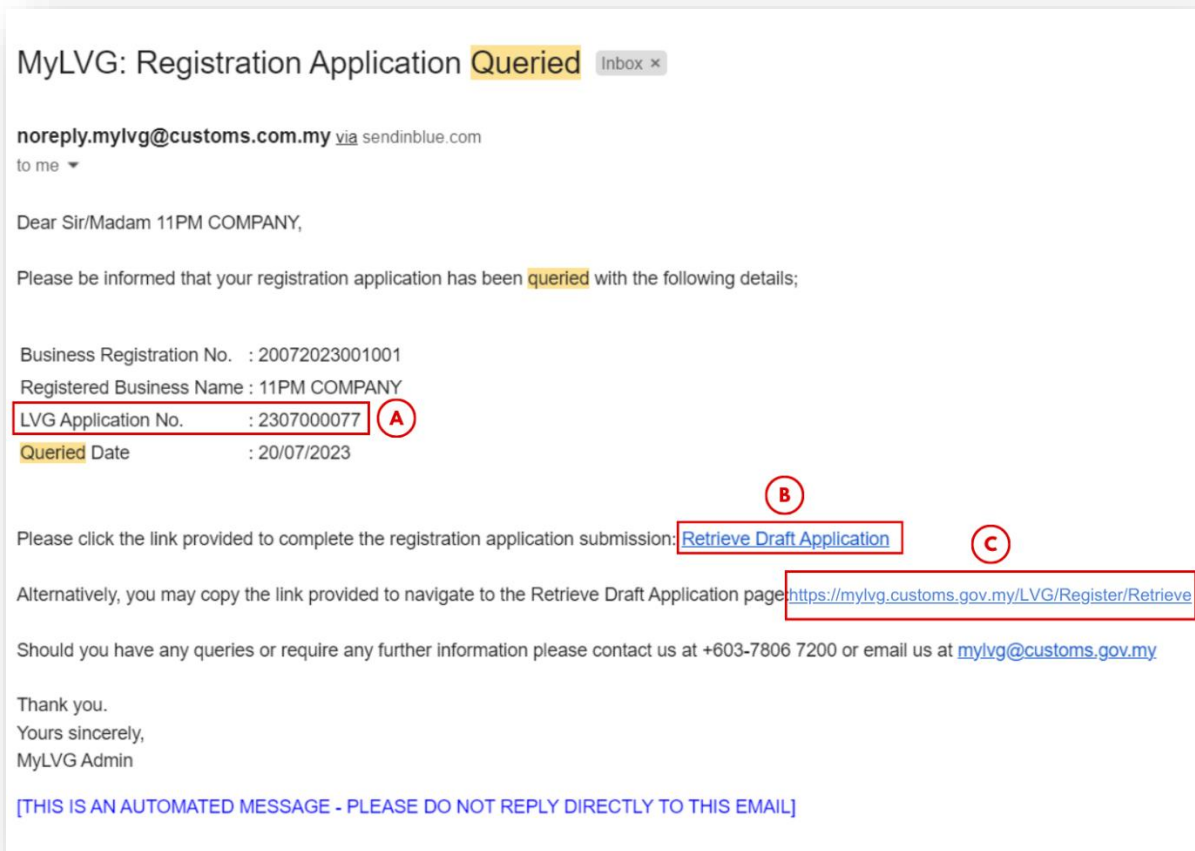


Figure 40: Registration Application Queried Email Notification

6. Applicant is directed to Retrieve Draft Screen (Refer Figure 41).

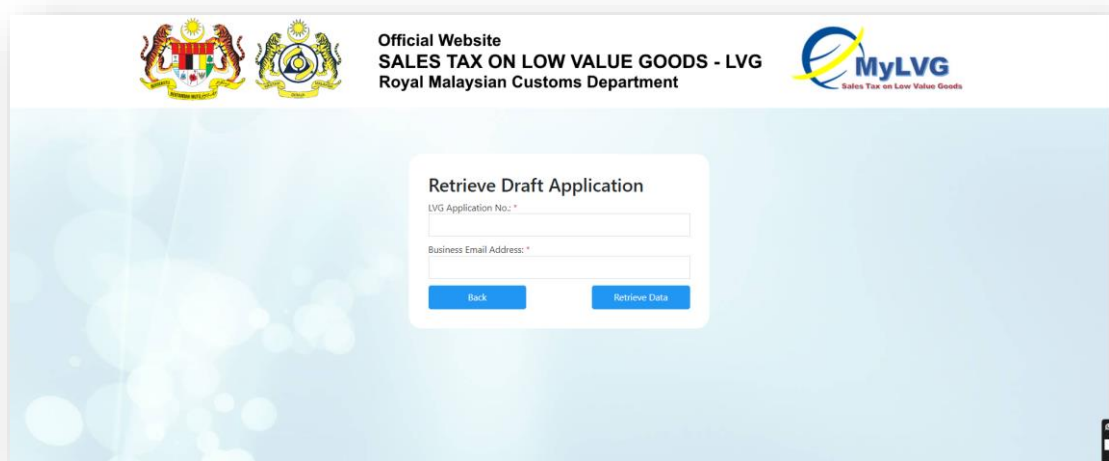


Figure 41: Retrieve Draft Application Search Fields

7. Input LVG Application No.in LVG Application No. (A) (Refer Figure 42)

Note: LVG Application No. is received in queried email notification via inserted business email address. (Refer Figure 40)

8. Input Business Email Address.in Business Email Address. (B) (Refer Figure 42)

Note: Business email address must be the business email address inserted during registration process.

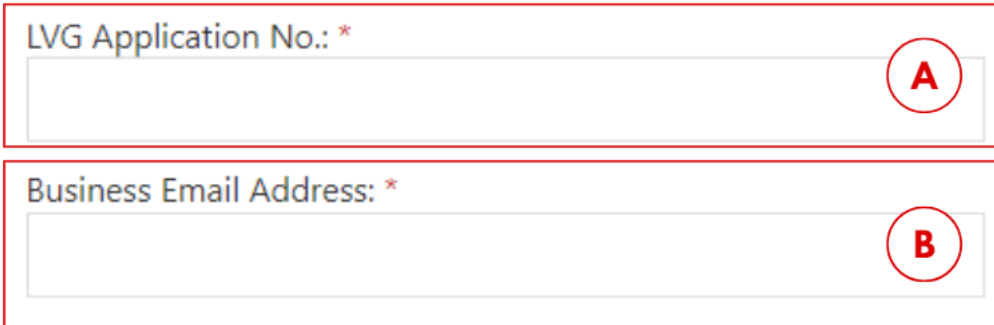


Figure 42: Search Application

9. Click “Retrieve Draft” button (A) (Refer Figure 43).

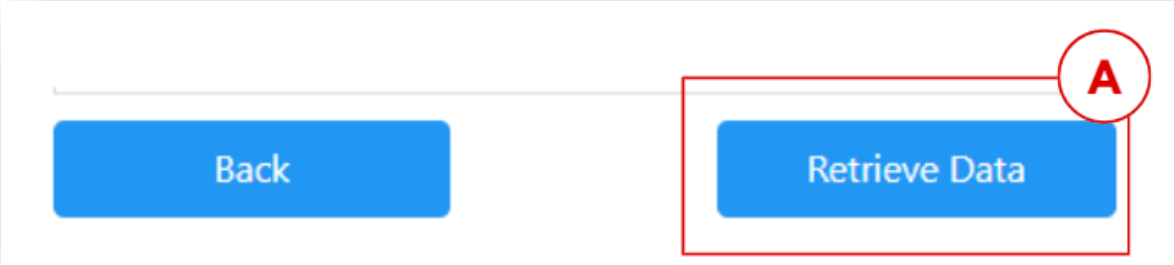


Figure 43: Retrieve Draft button

10. Draft is retrieved.

11. Query by RMCD can be seen in the Registration Screen (Refer Figure 44)




Figure 44: Query Notes by RMCD Admin

12. LVG Application No. appear in as reference.

13. Fill in all mandatory fields.

14. Click submit (B) (Refer Figure 45).



Figure 45: Submit Button

15. Confirmation popup appears (Refer Figure 46).

16. Input remarks in “Please insert your response” (A) (Refer Figure 46).

17. Click Confirm (B) to submit application (Refer Figure 46).

Confirmation Page

Please confirm on the details below before clicking the confirm button

Business Registration No: **30112023**

Company Name: **THE RED LOTUS**

Trade Name:

Business Email: **sitihanania01@gmail.com**

Registered Business Address: NO 3, JALAN PERSIARAN AMBER BANDAR KOTA PEKAN BANDARAYA SILAT SHAH ALAM 40150 SELANGOR	Correspondence Address: NO 3, JALAN PERSIARAN AMBER BANDAR KOTA PEKAN BANDARAYA SILAT SHAH ALAM 40150 SELANGOR
--	---

*Please insert your response.

Cancel
Confirm

Figure 46: Confirmation Page Screen

18. Applicant is notified that query is responded and application is submitted (Refer Figure 47).

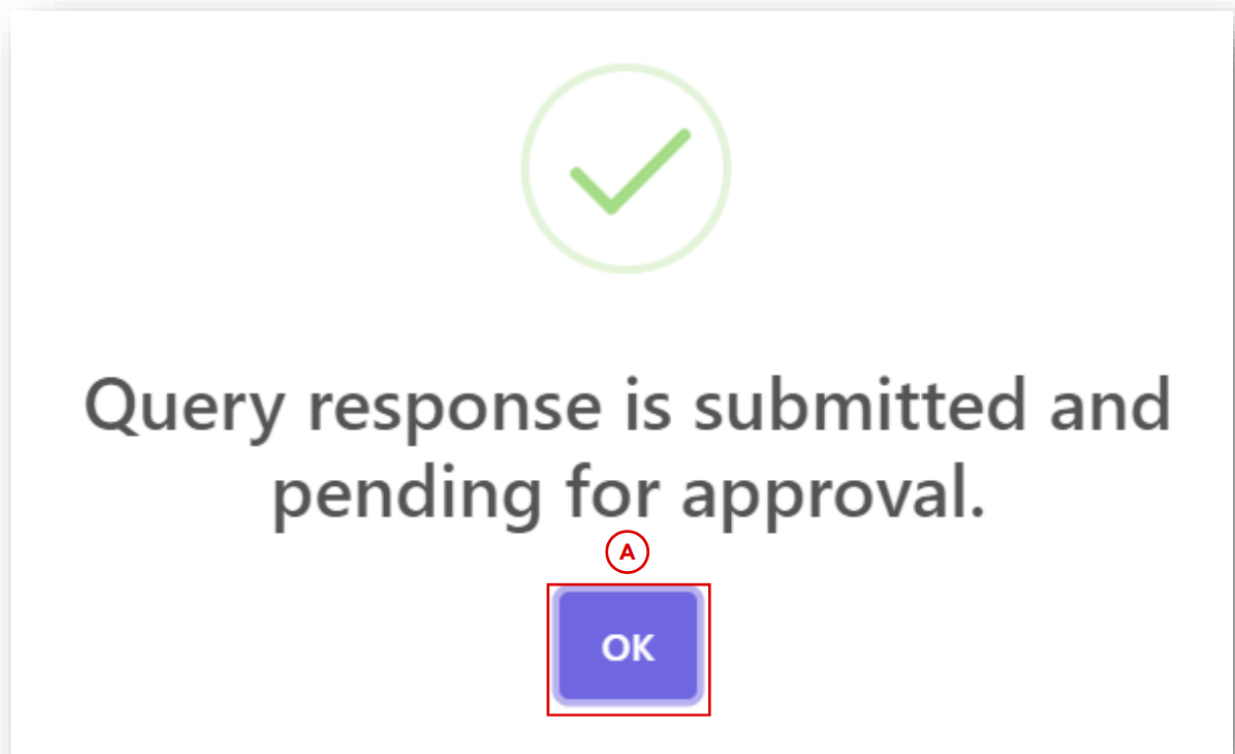


Figure 47: Resubmit Application

19. Applicant receive email notification on application query response and submission (Refer Figure 48).



Figure 48: Registration Application Query Responded Email Notification

3.5 APPLICATION SUCCESSFULLY APPROVE

1. When application is approved, applicant will receive an email notification (Refer Figure 49)

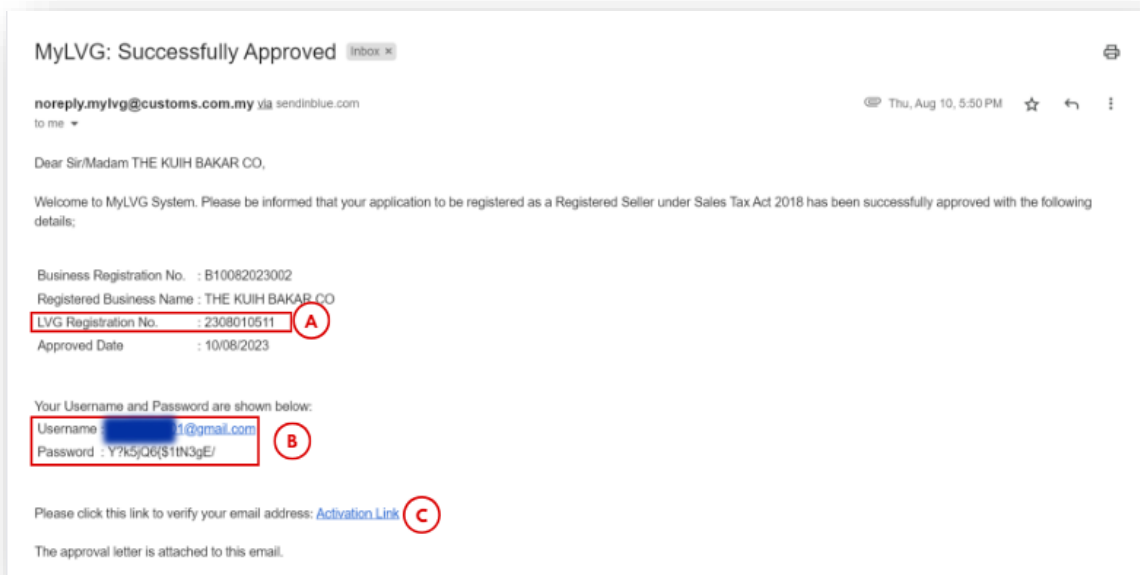


Figure 49: Application Approved

2. Click Activation Link (C) (Refer Figure 49)
3. Use (A) and (B) to access MyLVG System by using the credentials (LVG No., Username and Password) in Login screen (Refer Figure 2).
4. Email contains approval letter (Refer Figure 50).

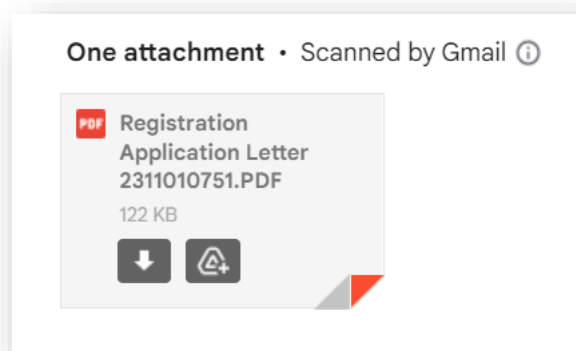


Figure 50: Approval Letter

3.6 APPLICATION REJECTED

1. When application is rejected, applicant will receive an email notification (Refer Figure 51)

Dear Sir/Madam SELESA SUPPLIES,

Please be informed that your application to be registered as a Registered Seller under Sales Tax Act 2018 has been **rejected** with the following details;

Business Registration No. : 5467832

Registered Business Name : SELESA SUPPLIES

LVG Application No. : 2311000093

Rejected Date : 28/11/2023

Should you have any queries or require any further information please contact us at +603-7806 7200 or email us at mylvg@customs.gov.my

Thank you.

Yours sincerely,

MyLVG Admin

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

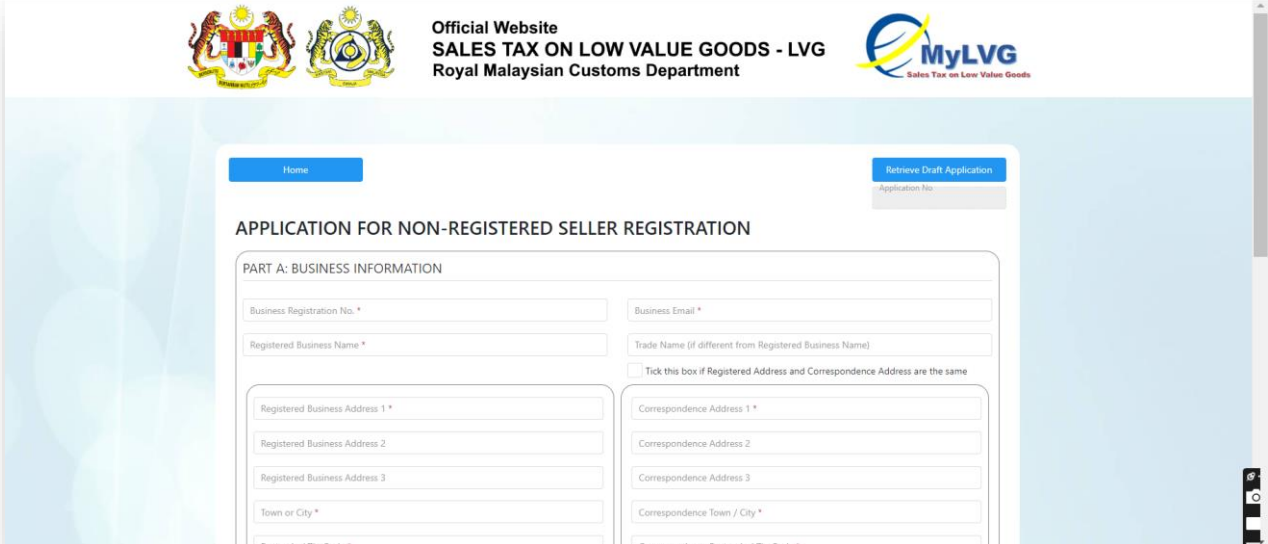
One attachment • Scanned by Gmail ⓘ



Figure 51: Rejection Email Notification

4 APPLICANT: NON-REGISTERED SELLER REGISTRATION

4.1 ACCESS REGISTRATION FORM VIA MYLVG PORTAL



The screenshot displays the official website for the Sales Tax on Low Value Goods (LVG) under the Royal Malaysian Customs Department. The page features the MyLVG logo and navigation buttons for 'Home' and 'Retrieve Draft Application'. The main content area is titled 'APPLICATION FOR NON-REGISTERED SELLER REGISTRATION' and contains a form for 'PART A: BUSINESS INFORMATION'. The form includes the following fields:

- Business Registration No. *
- Business Email *
- Registered Business Name *
- Trade Name (if different from Registered Business Name)
- Tick this box if Registered Address and Correspondence Address are the same
- Registered Business Address 1 *
- Registered Business Address 2
- Registered Business Address 3
- Town or City *
- Postcode / Zip Code *
- Correspondence Address 1 *
- Correspondence Address 2
- Correspondence Address 3
- Correspondence Town / City *
- Correspondence Postcode / Zip Code *

Figure 52: Non-RS Register Screen

1. Click menu Non-RS Register in MyLVG Portal.
2. System will display Non-Registered Seller Registration Form (Refer Figure 52).

4.2 FILL-IN REGISTRATION APPLICATION FORM (LVG-01)

1. Application for Non-RS has one part that need to completed for registration process; that is:
 - a. Part A: Business Information (Refer Figure 53).

APPLICATION FOR NON-REGISTERED SELLER REGISTRATION

PART A: BUSINESS INFORMATION

Business Registration No. *

Registered Business Name *

Business Email *

Trade Name (if different from Registered Business Name)

Tick this box if Registered Address and Correspondence Address are the same

Registered Business Address 1 *

Registered Business Address 2

Registered Business Address 3

Town or City *

Postcode / Zip Code *

State / Province *

Country *

Correspondence Address 1 *

Correspondence Address 2

Correspondence Address 3

Correspondence Town / City *

Correspondence Postcode / Zip Code *

Correspondence State / Province *

Correspondence Country *

International Phone Code *

Telephone No. *

Website URL

Service Tax on Digital Services (MySToDS) number

Details of Person Authorised by Company / Directors / Owner * Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
No data					

File Upload

File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
No data					

List of supporting documents:

- Company/Business Incorporation Document
- Other relevant document

(a) I hereby declare that the information stated in this form and any supporting documents furnished are true and complete.

(b) I agree for any notice to be served to me through electronic service.

Save as Dr...
Submit

Figure 53: Part A Non RS Registration

PART A: BUSINESS INFORMATION

Business Registration No. *	(A)	Business Email *	(B)
Registered Business Name *	(C)	Trade Name (if different from Registered Business Name)	(D)

Figure 54: Part A: Business Information

2. Input Business Registration Number in Business Registration Number field (A) (Refer Figure 54).

Note: Mandatory field

3. Input Business Email Address Business in Business Email (B) field (Refer Figure 54).

Note: Mandatory field

4. Input Name of Business in Registered Business Name field © (Refer Figure 54).

Note: Mandatory field

5. Input Trade Name in Trade Name field (D) (Refer Figure 54).

Note: Not a mandatory field

6. Input Business Address (A) in (Refer Figure 56) include:

- a. Input Street Address 1

- b. Input Street Address 2

- c. Input Street Address 3

- d. Town or City (B)

- e. Postcode /Zip Code (C)

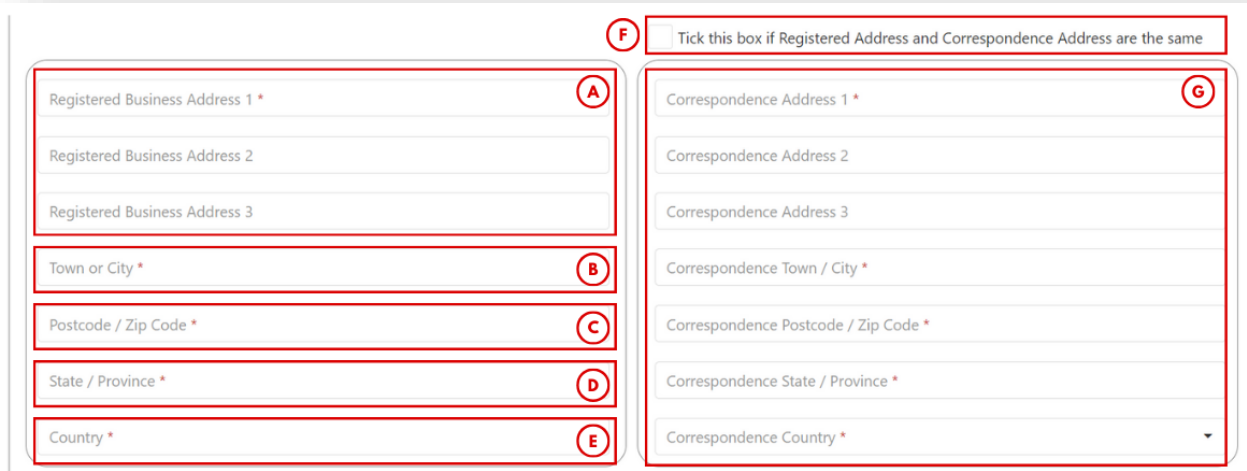
- f. State / Province (D) (Will auto populate if (e) is Malaysian Postcode/ Zip Code and is editable)

- g. Country (E)

Note: Mandatory field

- h. Tick (F) if Correspondence address is same as Business Address (A). System will auto-populate Correspondence address based on Business Address.

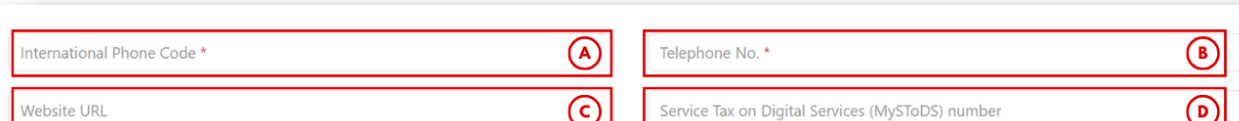
- i. Input Correspondence address (G) if Correspondence address is different with Business Address.



The screenshot shows a registration form with two main columns of address fields. At the top right, there is a checkbox labeled 'F' with the text 'Tick this box if Registered Address and Correspondence Address are the same'. The left column contains fields for 'Registered Business Address' (1, 2, 3), 'Town or City', 'Postcode / Zip Code', 'State / Province', and 'Country'. The right column contains fields for 'Correspondence Address' (1, 2, 3), 'Correspondence Town / City', 'Correspondence Postcode / Zip Code', 'Correspondence State / Province', and 'Correspondence Country'. Callouts A through G are placed next to specific fields: A is next to 'Registered Business Address 1', B to 'Town or City', C to 'Postcode / Zip Code', D to 'State / Province', E to 'Country', F to the checkbox, and G to 'Correspondence Address 1'.

Figure 56: Address

7. Input International Phone Code in International Phone Code. (A) field (Refer Figure 57).
- Note: Mandatory field
8. Input Telephone No. in Telephone No. (B) field (Refer Figure 57).
- Note: Mandatory field
9. Input Website URL in Website URL (C) field (Refer Figure 57).
10. Input Service Tax on Digital Services (MySToDS) Number in Service Tax on Digital Services (MySToDS) Number (D) field (Refer Figure 57).



The screenshot shows four input fields arranged in a 2x2 grid. The top-left field is 'International Phone Code' with callout A. The top-right field is 'Telephone No.' with callout B. The bottom-left field is 'Website URL' with callout C. The bottom-right field is 'Service Tax on Digital Services (MySToDS) number' with callout D.

Figure 57: Phone No, Website, MySToDS No.

Details of Person Authorised by Company / Directors / Owner * (A) Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation	
No data						

Figure 58: Add Authorised Person button

11. Click Add Authorised Person button (A) (Refer Figure 58)
12. Authorised Person detail fields appear (A) (Refer Figure 59)

Details of Person Authorised by Company / Directors / Owner * Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation	
<div style="border: 1px solid red; padding: 5px;"><p>Name: * <input type="text"/> ID / Passport: * <input type="text"/></p><p>International Phone Code: * <input type="text"/> Telephone No: * <input type="text"/></p><p>Email Address: * <input type="text"/> Designation: * <input type="text"/></p><p style="text-align: right;"><input type="button" value="Save"/> <input type="button" value="Cancel"/></p></div>						

Figure 59: Authorised Person detail fields

13. Input name of authorised Person in Name (A) (Refer Figure 60)
14. Input authorised person's ID / Passport in ID / Passport (B) (Refer Figure 60)
15. Input authorised person's international phone code in International Phone Code (C) (Refer Figure 60)
16. Input authorised person's email address in Email Address (D) (Refer Figure 60)
17. Input authorised person's designation in Designation (E) (Refer Figure 60)
18. Click "Save" (F)

Details of Person Authorised by Company / Directors / Owner * Add Authorised Person

Name	ID / Passport	International Phone Code	Telephone No	Email Address	Designation
Name: *	ID / Passport: *	International Phone Code: *	Telephone No: *	Email Address: *	Designation: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Figure 60: Authorised Person

PART C: APPLICANT'S DECLARATION

Name *	ID Number / Passport *
International Phone Code *	Telephone No. *
Designation *	Applicant Email *

Figure 61: Applicant's Declaration

19. Click File Upload (A) (Refer Figure 62)

Note: Business Registration No., Business Email and Registered Business Name is mandatory to be filled-in before Applicant is allowed to click File Upload (A) (Refer Figure 62)

File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
No data					

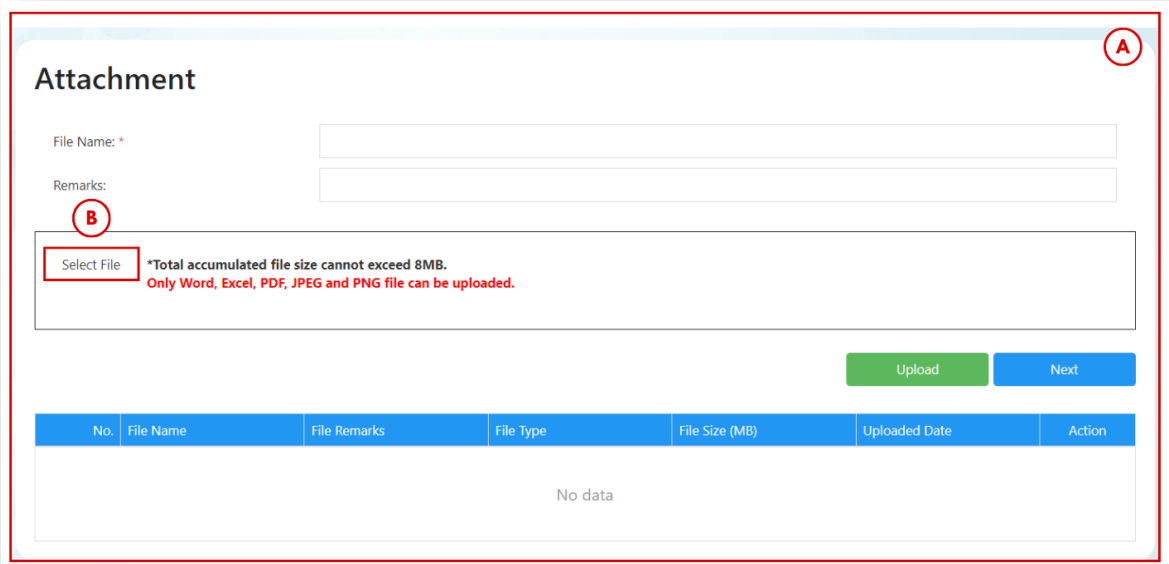
List of supporting documents:

- Company/Business Incorporation Document *
- Other relevant document

Figure 62: File Upload button

20. Attachment screen appear (A) (Refer Figure 63).

21. Click Select File (B) (Refer Figure 63)



No.	File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
No data						

Figure 63: Attachment screen

22. Local folder pops out (A). Applicant select file and click Open (B) (Refer Figure 64).

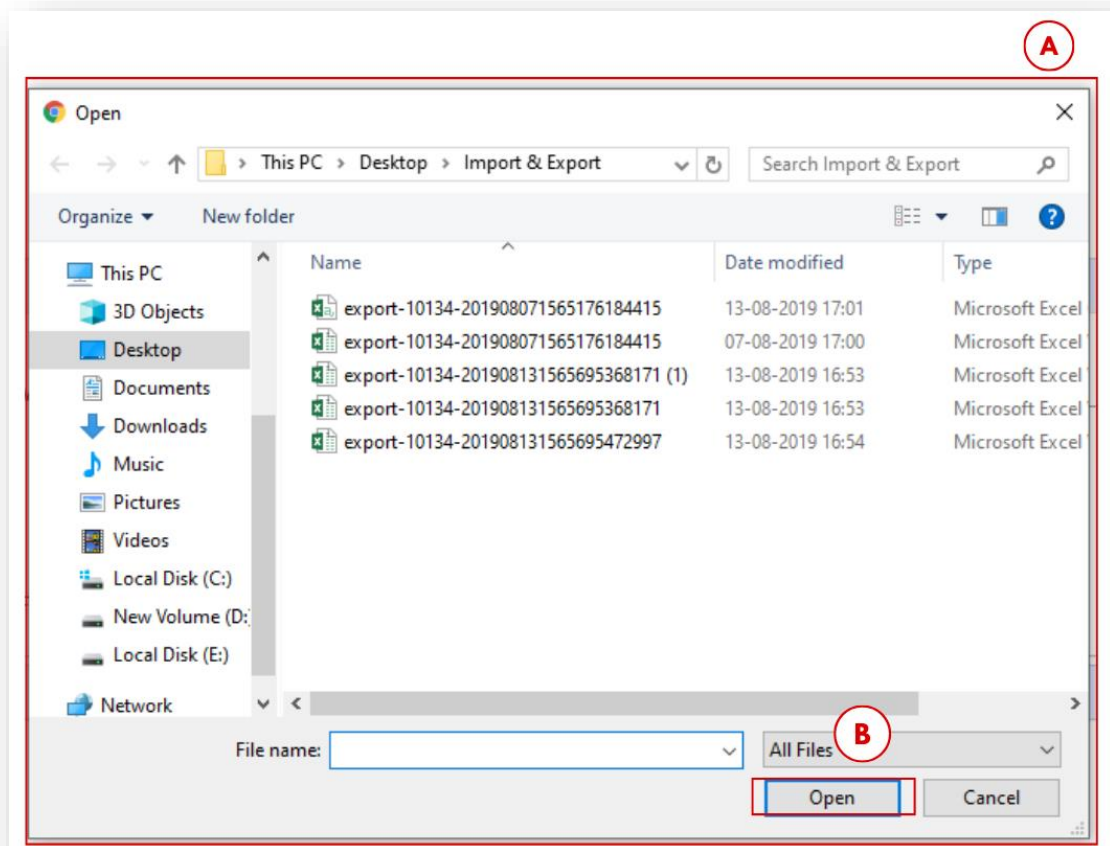


Figure 64: Local Folder

23. File is uploaded in MyLVG System (A) (Refer Figure 65)

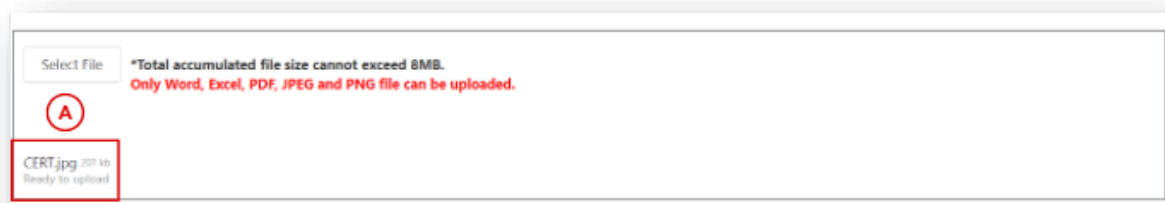
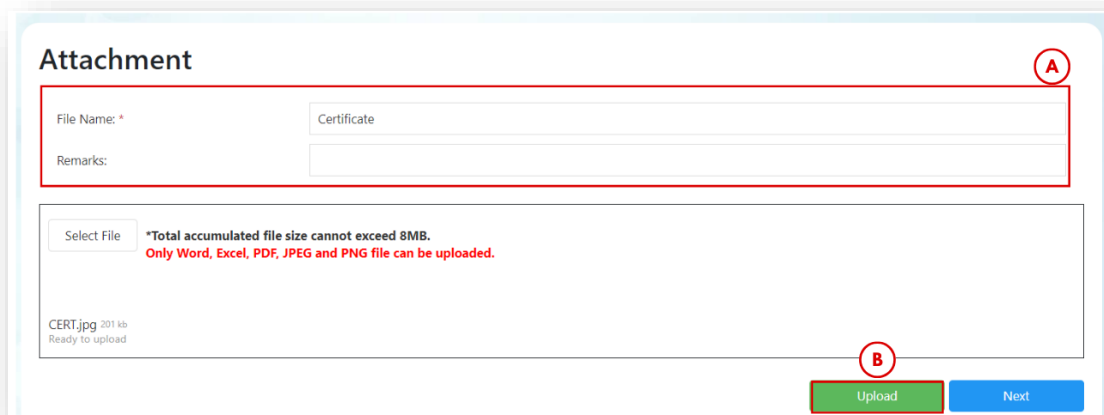


Figure 65: File selected

24. Input File Name (Mandatory) and Remarks (Not mandatory) (A) (Refer Figure 66).

25. Click Upload button (B) to upload file into the MyLVG System(Refer Figure 66).



Attachment (A)

File Name: *

Remarks:

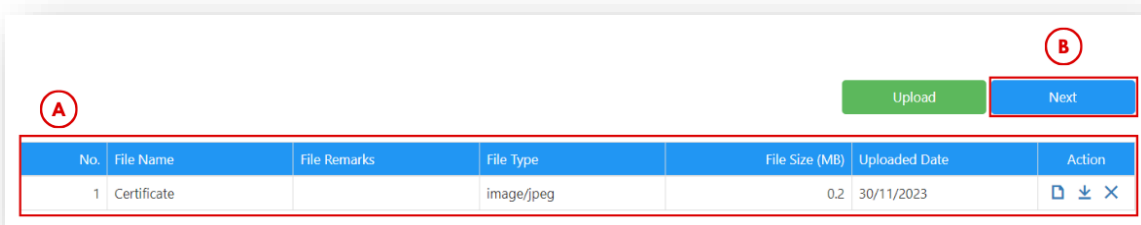
Select File ***Total accumulated file size cannot exceed 8MB.
Only Word, Excel, PDF, JPEG and PNG file can be uploaded.**

CERT.jpg 201 kb
Ready to upload

(B)
Upload Next

Figure 66: Upload File

- 26. System shows the uploaded file in the table (A) (Refer Figure 67).
- 27. Repeat step 31 – 36 to upload another file.
- 28. Click Next button (B) to close the Attachment screen tab and to return to Registration screen (Refer Figure 67).



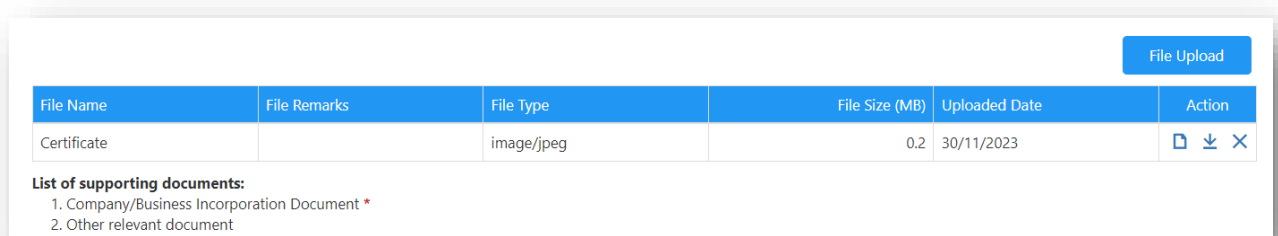
(B)
Upload Next

No.	File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
1	Certificate		image/jpeg	0.2	30/11/2023	D ↓ ×

(A)

Figure 67: Uploaded File Table

- 29. The File Upload table in Registration screen is updated (Refer Figure 68)



File Upload

File Name	File Remarks	File Type	File Size (MB)	Uploaded Date	Action
Certificate		image/jpeg	0.2	30/11/2023	D ↓ ×

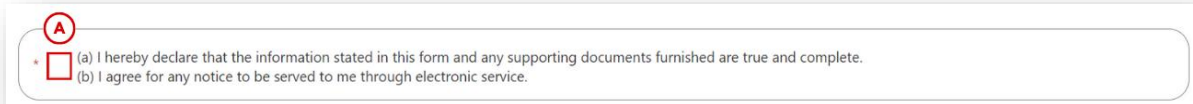
List of supporting documents:

1. Company/Business Incorporation Document *
2. Other relevant document

Figure 68: File Upload Table

30. Tick declaration checkbox to submit form (A) (Refer Figure 69)

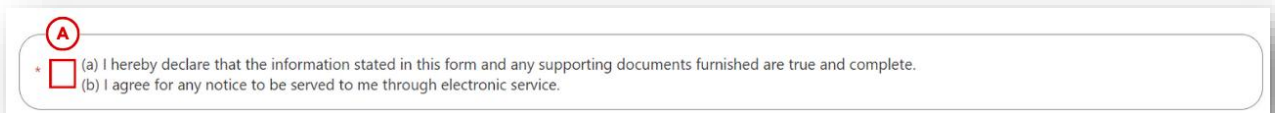
Note: Submit button is only active if declaration is ticked.



A screenshot of a declaration form. A red circle with the letter 'A' is positioned above a checkbox. The text next to the checkbox reads: "(a) I hereby declare that the information stated in this form and any supporting documents furnished are true and complete. (b) I agree for any notice to be served to me through electronic service."

Figure 69: Declaration

31. Tick declaration to submit form (A) (Refer Figure 70)

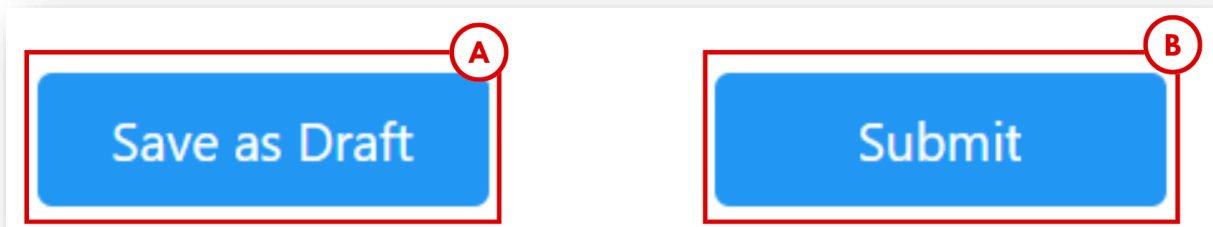


A screenshot of a declaration form, identical to Figure 69. A red circle with the letter 'A' is positioned above the checkbox. The text next to the checkbox reads: "(a) I hereby declare that the information stated in this form and any supporting documents furnished are true and complete. (b) I agree for any notice to be served to me through electronic service."

Figure 70: Declaration

32. Click submit (B) to submit application (Refer Figure 71).

Note: To save application, refer 3.1



A screenshot showing two blue buttons with white text. The left button is labeled "Save as Draft" and has a red circle with the letter 'A' in its top right corner. The right button is labeled "Submit" and has a red circle with the letter 'B' in its top right corner.

Figure 71: Submit Button