



ONE•COMMON•PORTAL

**eService (ES) User Guide**  
**Tax Schedules**

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## OCP – Tax Schedules

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### PURPOSE

This user guide acts as a reference for steps on navigating through the Tax Schedule module in One Common Portal (OCP).

### FURTHER ASSISTANCE

For any inquiries, please contact +673-2383933, +673-2380651 or email [revenue@mofe.gov.bn](mailto:revenue@mofe.gov.bn)

Operating Hours:

Mondays to Thursdays: 8.30am – 12.00pm and 1.30pm - 3.30pm

Saturdays: 8.30am - 12.00pm and 1.30pm - 3.30pm

Closed on Fridays, Sundays, and Public Holidays

### B. General Information

1. All tax schedules must be submitted. However, for tax schedules that are not relevant, user may declare and submit those tax schedules with no record by following the steps in [Section H. Add Tax Schedule With No Record](#).
  
2. If using file upload:
  - a. Only Excel file (.xls or .xlsx format) can be uploaded.
  - b. The size of each Excel file should not exceed 5MB.
  - c. Users are strongly encouraged to use the Excel file template provided. This can be obtained from either the Tax Schedule (Schedule Details) page or from One Common Portal under [Resources & Guides](#).
  - d. Each tax schedule must be saved in one (1) Excel file containing one (1) worksheet only. If the file contains multiple worksheets, only the first worksheet will be uploaded.
  - e. Each worksheet should contain no more than 1,000 rows of records. If there are more than 1,000 rows of records, the records must be split into multiple files. User would then need to upload the files one after another.
  - f. There must be no formula included in the worksheet as this may disrupt the data and the submission process.
  - g. No cells should be left blank. If a cell is not applicable, input 'n/a' or '-' or '0', whichever is applicable.
  - h. Each schedule must be prepared and submitted separately according to the tax schedule type.
  
3. Once the Tax Schedules are submitted, certain records will be auto-reflected in the Income Tax Form. Please ensure the total amount for each schedule tallies with the corresponding amount in the Income Tax Form. You may refer [Section C. Tax Schedule Mapping](#) for the relevant Tax Schedules and the corresponding Income Tax Form fields.

## OCP – Tax Schedules

### C. Tax Schedule Mapping

Schedule Name	Tax Schedule Column	Income Tax Form Fields
<b>Revenue Records - General</b>	Total Sum of Total Revenue (column C)	D1
<b>Revenue and Cost Records - Contract</b>	Total sum of progress billing for the year (column I)	D1
<b>Revenue and Cost Records - Motor Vehicle Dealers</b>	Total sum of sales price (column I)	D1
<b>Purchases Records</b>	Total Sum of Total Purchases (column C)	D6
<b>Salaries and Wages Records</b>	Total sum of Total basic salaries/wages (column E)	Section E, E10(i) Salary
	Total sum of Bonus (column F)	Section E, E10(ii) Bonus
	Total sum of Allowances (column G)	Section E, E10(iii) Allowance
	Total sum of Overtime (column H)	Section E, E10(iv) Other Emoluments
	and Total sum of Other payments (column I)	
<b>Directors' Remuneration Records</b>	Total sum of Total Salary (column H)	Section E, E3(i) Salary
	Total sum of Bonus (column J)	Section E, E3(ii) Bonus
	Total sum of Allowances (column K)	Section E, E3(iii) Allowance
	Total sum of Fee (column I)	Section E, E3(iv) Fees
	Total sum of Benefit in kind/other payment (column L)	Section E, E3(v) Others
<b>Motor Vehicle Expenses Records</b>	Total Sum of Fuel and parking (column D)	Section E, E7(i) Fuel and parking
	Total Sum of Repair and maintenance (column F)	Section E, E7(ii) Repair and maintenance
	Total Sum of Road tax and insurance (column E)	Section E, E7(iii) Road tax and insurance
	Total Sum of Others (column G)	Section E, E7(iv) Others

## OCP – Tax Schedules

### C. Tax Schedule Mapping

<b>Schedule Name</b>	<b>Tax Schedule Column</b>	<b>Income Tax Form Fields</b>
<b>Entertainment Expenses Records</b>	Total Sum of Amount (column I)	Section E, E4 Entertainment
<b>Fixed Assets Records – Registered Motor Vehicles</b>	None	None
<b>Fixed Assets Records – Other Assets</b>	None	None
<b>Related Party Disclosure</b>	None	None
<b>Rental Expenses Records – Immovable Properties</b>	Total Sum of Rental / lease charge for the year (column L)	Section E, E8 Rents
<b>Rental Expense Records – Movable Properties</b>	None	None

# OCP – Tax Schedules

SEARCH AND  
SELECT ENTITY

Online User

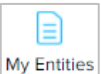
Director / Employee / Agent

This section will guide user to search and select entity in OCP.

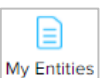
The screenshot displays the OCP dashboard interface. At the top, there is a header with the Ministry of Finance and Economy logo and the OCP logo. Below the header, there are buttons for '+ New Business Entity' and '+ Stamp Duty'. The main content area is divided into several sections. On the left, there is a navigation menu with icons for Search, Dashboard, My Entities (highlighted with a red box), Purchased Items, Verify Document, Stamp Duty, Payment Search, Finished Businesses, and Help. The 'My Entities' section is highlighted with a red box and shows a table with 19 entities. The table has columns: Registration No, Name, User Role, Security Role, User Role Expiry Date, Entity Type, and Status. The first row is highlighted with a red box and has a red '1' in the status column. Below the table, there are sections for 'Unfinished Businesses' (3 items), 'Overdue Submissions' (0 items), 'Correspondences' (104 items), and 'Pending Payments' (127 items).

Registration No	Name	User Role	Security Role	User Role Expiry Date	Entity Type	Status
12345678	SZ Sdn Bhd	Director	CRS Agent	N/A	Individual	Active
12345679	SZ Sdn Bhd	Individual	Tax Agent	N/A	Individual	Active
12345680	SA Sdn Bhd	BusinessOwner	CRS Agent	N/A	Business Name	Registered
12345681	SA Sdn Bhd	Owner	CRS Agent	N/A	Business Name	Registered
12345682	SA Sdn Bhd	Owner	Tax Agent	N/A	Business Name	Registered

Once user logged in, a list of entities will be displayed in the dashboard under the **My Entities**

section or by clicking on the  icon on the left-hand side menu.

1. Click on the **Entity** for which Tax Schedule is to be submitted and [proceed to Step 4](#).

If the entity is not listed, click on the  icon and [proceed to step 2](#).

# OCP – Tax Schedules

The **My Entities** page will be displayed.

My Entities

Item Name or Number

Register Type

Search

Reset

Displaying 1 - 20 of 24 results

Registration No	Name	User Role	Security Role	User Role Expiry Date	Entity Type	Status
RC50001234	SZ Sdn Bhd	Director	CRS Agent	N/A	Private Company	Registered
RC50001234	SZ Sdn Bhd	Shareholder	CRS Agent	N/A	Private Company	Registered
RC50001234	SZ Sdn Bhd	Director	CRS Agent	N/A	Private Company	Registered
RC50001234	SZ Sdn Bhd	Director	CRS Agent	N/A	Private Company	Registered
RC50001234	SZ Sdn Bhd	Shareholder	CRS Agent	N/A	Private Company	Registered
RC50001234	SZ Sdn Bhd	Director	CRS Agent	N/A	Private Company	Registered

Max Results per page: 20

2. Enter the details in **My Entities** section as per the example below.

Field	Example
Item Name or Number	<i>SZ Sdn Bhd or RC50001234</i>
Register Type	<i>Companies</i>

3. Click on [Search](#)



# OCP – Tax Schedules

The **Search Results** will be displayed below the **My Entities** section.

The screenshot shows the OCP (ONE-COMMERCIAL) portal interface. The top navigation bar includes the Ministry of Finance and Economy logo, the OCP logo, and buttons for '+ New Business Entity' and '+ Stamp Duty'. The left sidebar contains navigation options: Search, Dashboard, My Entities, Purchased Items, Verify Document, Stamp Duty, Payment Search, and Finished Businesses. The main content area is titled 'My Entities' and features a search filter with 'Item Name or Number' set to 'Contains' and 'sz sdn', and 'Register Type' set to 'Any'. A 'Search' button and a 'Reset' button are present. Below the search filters, a message states 'Displaying 1 - 1 of 1 results'. A table displays the search results with columns: Registration No, Name, User Role, Security Role, User Role Expiry Date, Entity Type, and Status. The first row shows 'SZ Sdn Bhd' with a 'Registered' status. A red box highlights the search results table, and a red '3' is in the top right corner.

Registration No	Name	User Role	Security Role	User Role Expiry Date	Entity Type	Status
[REDACTED]	SZ Sdn Bhd	Director	CRS Agent	N/A	Private Company	Registered

4. Click on the entity.

The **General Details** page of the selected entity will be displayed.

The screenshot shows the 'General Details' page for the entity 'SZ Sdn Bhd'. The page has a sidebar with navigation options: General Details, Addresses, Directors, Shareholders, Register of Controllers, Other Information, and Filings. The main content area is titled 'General Details' and shows the company name 'SZ Sdn Bhd' with a registration number. The page includes a table of company details:

Field	Value
Company Status	Registered
Company Type	Private Company
Incorporation Date	19-Sep-2022
AGM Due Date	19-Mar-2024
Business Sector	06 Extraction of crude petroleum and natural gas
Authorised Share Capital	25000

Actions: Admin, Registry, STARS

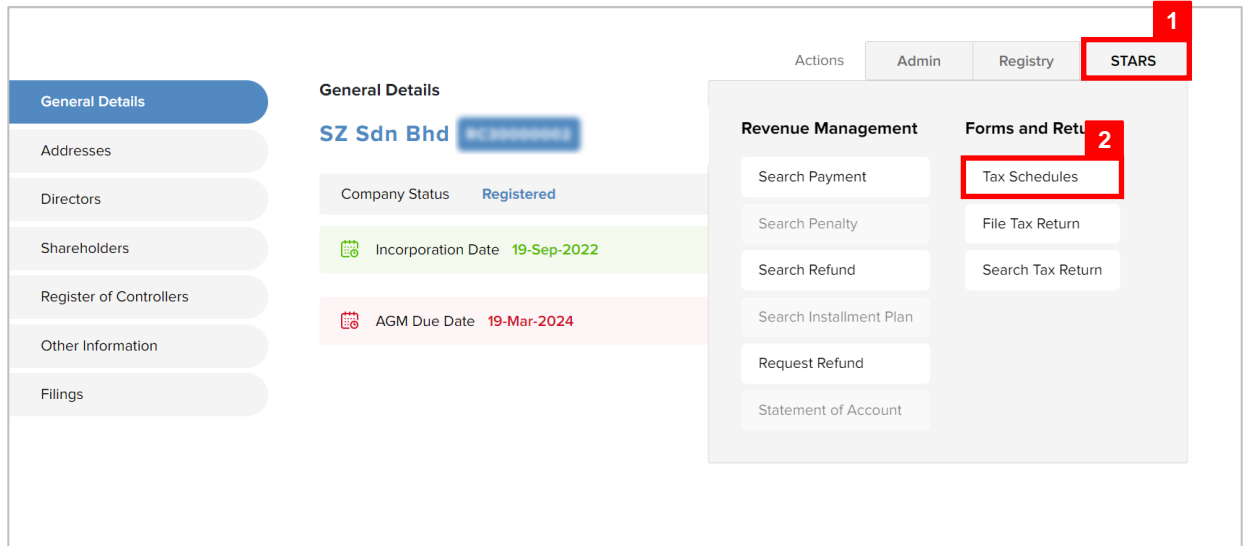
# OCP – Tax Schedules

**SUBMIT TAX SCHEDULES**

Online User

Director / Employee / Agent

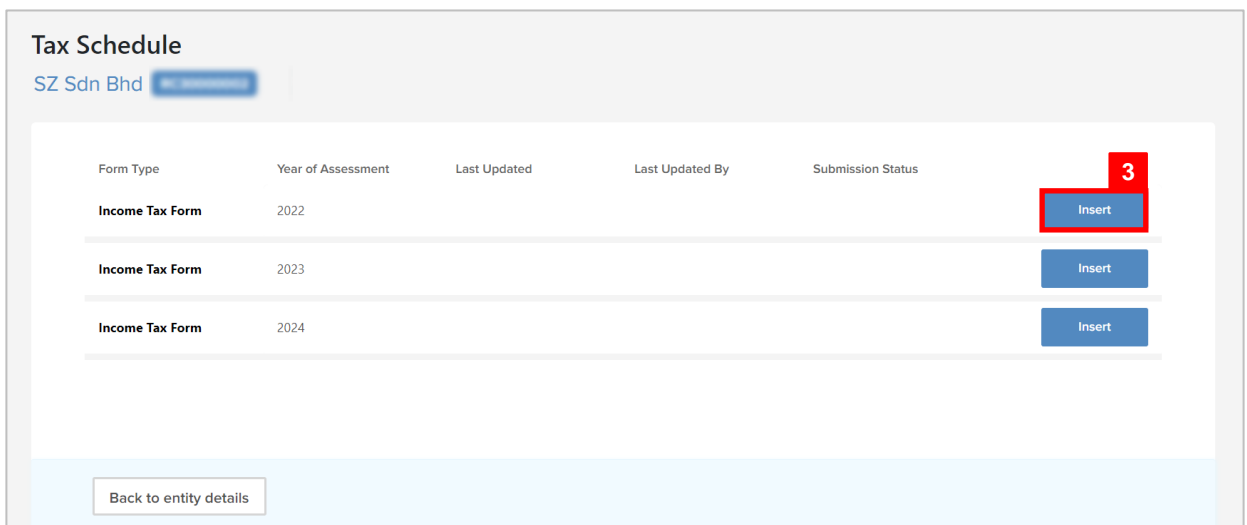
This section guides user on how to submit Tax Schedules.



1. On the **General Details** page of the entity, click on the **STARS** tab.

2. Select and click on **Tax Schedules**.

The **Tax Schedule** page will be displayed.



3. Select the relevant Year of Assessment and click on **Insert**

# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed.

### Tax Schedule (List of Schedules)

SZ Sdn Bhd

#### Year of Assessment 2022

<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input checked="" type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 0.00			
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 0.00			
<input type="checkbox"/>	2C - Revenue and Cost Records - Motor vehicle Dealers	Sales price: 0.00			
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 0.00			
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 0.00 Bonus: 0.00 Allowance: 0.00 Overtime: 0.00 Other Payments: 0.00			
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 0.00 Fee: 0.00 Bonus: 0.00 Benefit-in-kind / Other payments: 0.00 Allowances: 0.00			
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 0.00 Road tax and insurance: 0.00 Repair and maintenance: 0.00 Others: 0.00			
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 0.00			
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles				
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets				
<input type="checkbox"/>	13: Related Party Disclosure				
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 0.00			
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties				

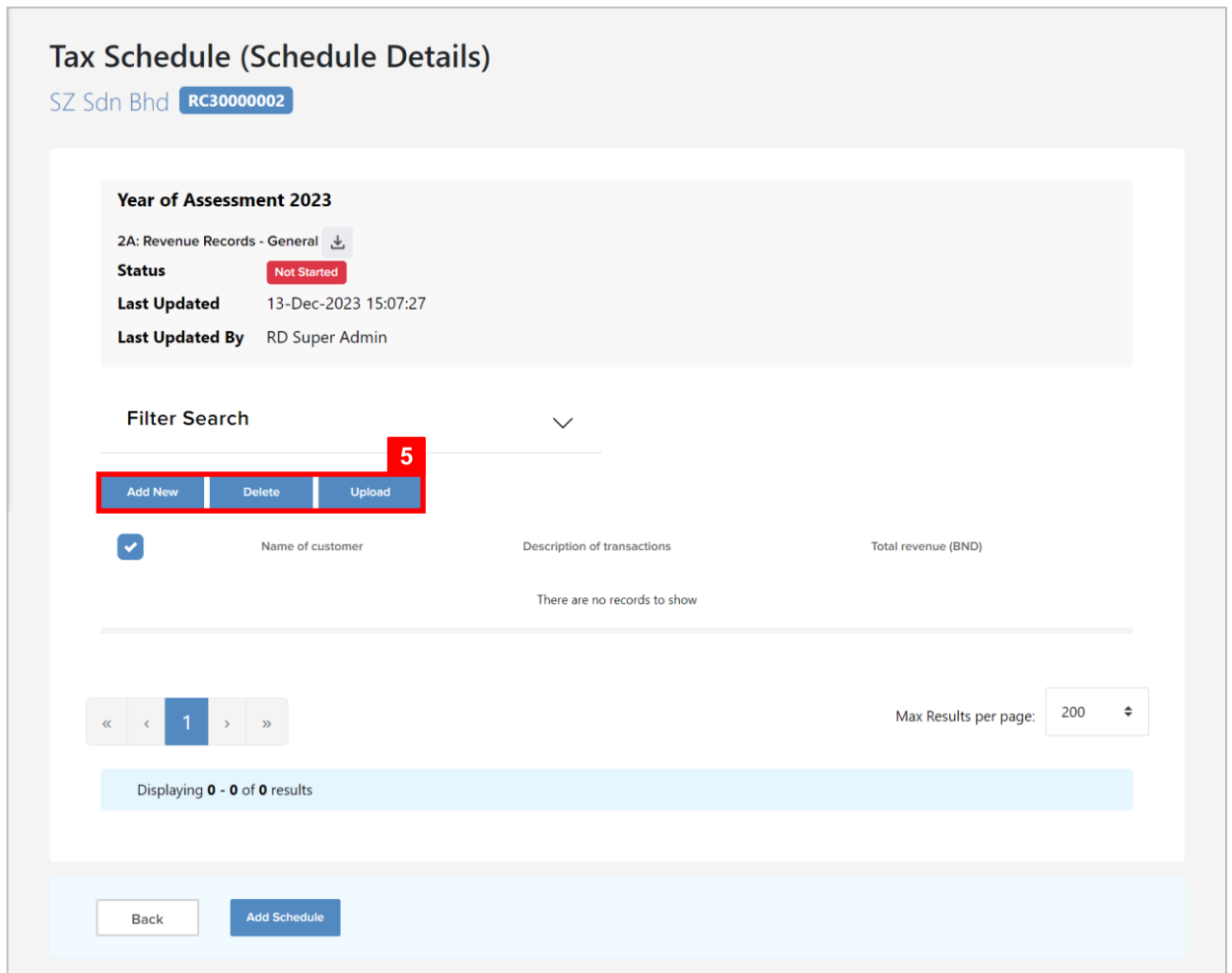
\* Denotes required schedule


Please ensure that all total amount are correct before submitting the tax schedules.

4. Click on the  button of the relevant tax schedule.


# OCP – Tax Schedules

The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.

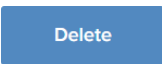



5. To **enter records manually**, click on  and [proceed to A.](#)

To **upload from an excel file**, click on  and [proceed to B.](#)

**Note:** A **prescribed template** must be used for File Upload. You may download the template by clicking the  icon.

**Note:** User may opt to click on the following button to be redirected as follows:

	To delete the records
	To go back to Tax Schedule (List of Schedules) page

# OCP – Tax Schedules

## A. Manual entry of Tax Schedule records

Continuing [from Step 5](#), the **Tax Schedule (Manual Entry)** page will be displayed.

### Tax Schedule (Manual Entry)

SZ Sdn Bhd **RC30000002**

**Year of Assessment 2023**  
2A: Revenue Records - General

Add New Record A1

\* Name of customer

\* Description of transactions

\* Total revenue

A1. Enter the details in the **Add New Record** section as per the example below

Field	Example
Name of Related Party (company/others entities/individual)	<i>Awang Budiman</i>
Description of Transaction	<i>Equipment Rental &amp; Personnel Services</i>
Total Revenue	<i>18,827.65</i>

# OCP – Tax Schedules

## Tax Schedule (Manual Entry)

SZ Sdn Bhd **RC3000002**

**Year of Assessment 2023**  
2A: Revenue Records - General

Add New Record

---

\* Name of customer

\* Description of transactions

\* Total revenue

**A2**

A2. Once details have been completed, click on

**Note:** User may opt to click on the following button to be redirected as follows:

<input type="button" value="Discard"/>	To discard the record
--	-----------------------


## OCP – Tax Schedules

A **confirmation message** will appear to notify user that a record has been added. The added record(s) should be shown on the page. Status will be set to **In Progress**.

### Tax Schedule (Schedule Details)

SZ Sdn Bhd **RC3000002**

**Year of Assessment 2023**


2A: Revenue Records - General 

**Status** **In-Progress**

**Last Updated** 13-Dec-2023 15:23:35


**Last Updated By** RD Super Admin

**Records added successfully**

**Filter Search** 

**Add New** **Delete** **Upload**

<input type="checkbox"/>	Name of customer	Description of transactions	Total revenue (BND)
<input type="checkbox"/>	Awang Budiman	Cash Transaction	2,000.00

« < 1 > » Max Results per page: 200 

Displaying 1 - 1 of 1 results

**A3**

**Back** **Add Schedule**

To add more record, [repeat from step 5](#).

To continue at another time, click on the  button and all records will be saved. User will be directed back to the **Tax Schedule (List of Schedules)** page.

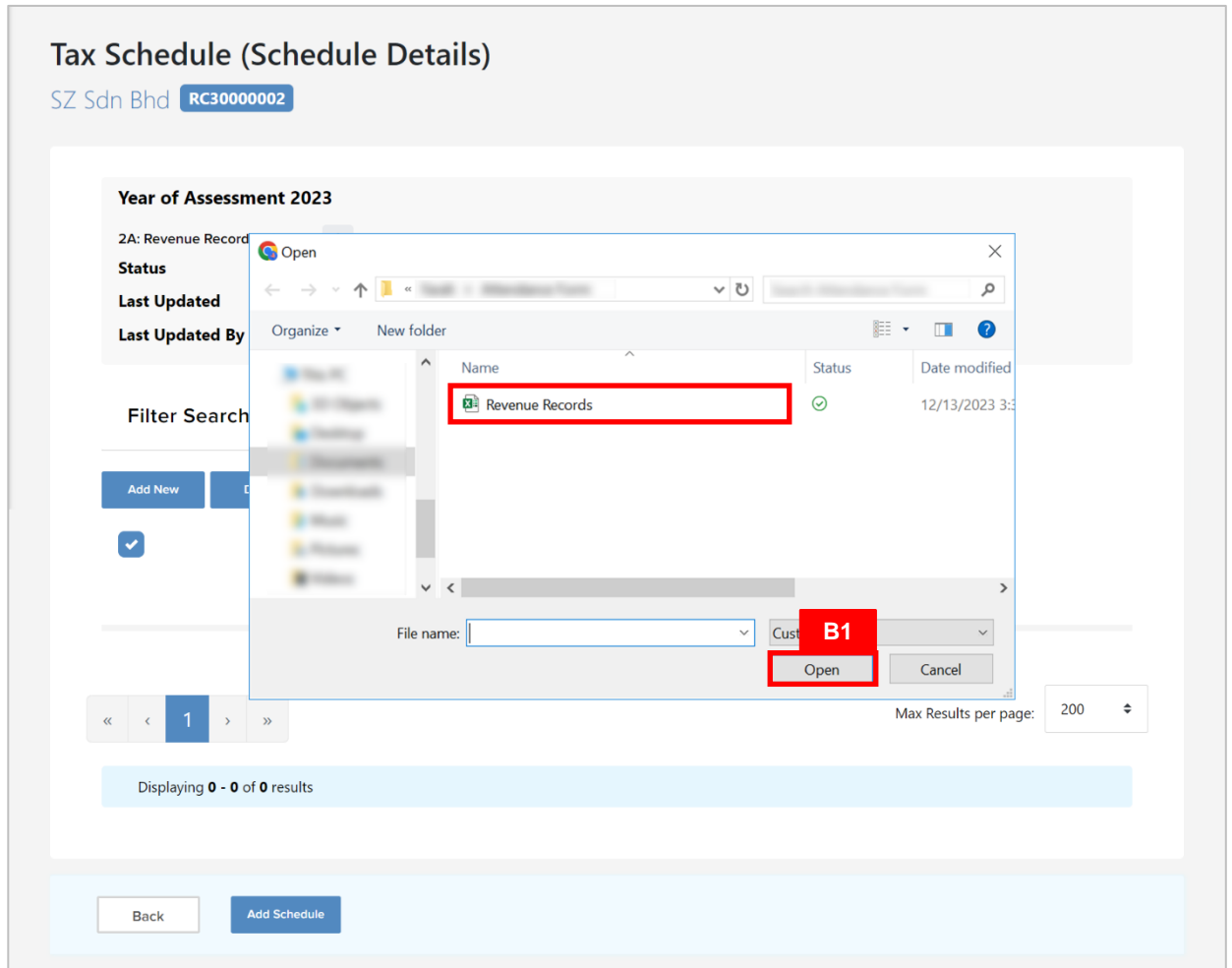
A3. Once all records have been added, click on 

Continue [to Step 6](#).

# OCP – Tax Schedules

## B. Input of Tax Schedule via file upload

Continuing [from Step 5](#), Upload File window will pop up.



B1. Select on the relevant file and click Open.

**Note:** Please read the [General Information](#) before uploading any files.



# OCP – Tax Schedules

The **Tax Schedule (File Upload)** page will be displayed.

### Tax Schedule (File Upload)

SZ Sdn Bhd RC30000002

**Year of Assessment 2023**  
2A: Revenue Records - General

**Filename :** 2A Revenue Records - General (1).xlsx  
**File Size :** 0.0  
**Number of Records :** 2

**Note:** Please update the source column to match with the target column

Source Column	Target Column
<input type="text"/>	Name of customer
<input type="text"/>	Description of transactions
<input type="text"/>	Total revenue

Save Reupload File Discard

B2: Select the **source column** from the file selected to match with the **target column** as per the example below:

Source Column from uploaded file	Target Column
<i>Name of Customer</i>	Awang Budiman
<i>Description of transactions</i>	Equipment rental & Personnel Services
<i>Total Revenue</i>	18,827.65

**Note:** Please ensure the columns are correctly matched in order for the data to be correctly uploaded. The names of the source column and target column **do not** have to be the same as long as the data is correct.

# OCP – Tax Schedules

## Tax Schedule (File Upload)

SZ Sdn Bhd **RC3000002**

**Year of Assessment 2023**  
2A: Revenue Records - General

**Filename :** 2A Revenue Records - General (1).xlsx  
**File Size :** 0.0  
**Number of Records :** 2

**Note:** Please update the source column to match with the target column

Source Column	Target Column
Name of customer	Name of customer
Description of transactions	Description of transactions
Total revenue (\$)	Total revenue

**B3** Save Reupload File Discard

B3. Once all columns have been matched, click on

Save

**Note:** User may opt to click on the following button to be redirected as follows:

Discard	To discard the record
---------	-----------------------


## OCP – Tax Schedules

A **confirmation message** will appear to notify user that the records have been uploaded. The uploaded record(s) should be shown on the page. Status will be set to **In Progress**.

### Tax Schedule (Schedule Details)

SZ Sdn Bhd **RC3000002**

**Year of Assessment 2023**


2A: Revenue Records - General 

**Status** **In-Progress**

**Last Updated** 13-Dec-2023 15:49:29


**Last Updated By** RD Super Admin

**Records uploaded and added into list successfully**

**Filter Search** 

**Add New** **Delete** **Upload**

<input type="checkbox"/>	Name of customer	Description of transactions	Total revenue (BND)
<input type="checkbox"/>	Awang Budiman	Cash Transaction	2,000.00
<input type="checkbox"/>	Ahmad	Equipment Rental & Personnel Services	18,827.65
<input type="checkbox"/>	Bakar	Selling Scrap Items	10,771.50

« < 1 > » Max Results per page: 200 

Displaying 1 - 3 of 3 results

**B4**

**Back** **Add Schedule**

To add more records, [repeat from step 5](#).

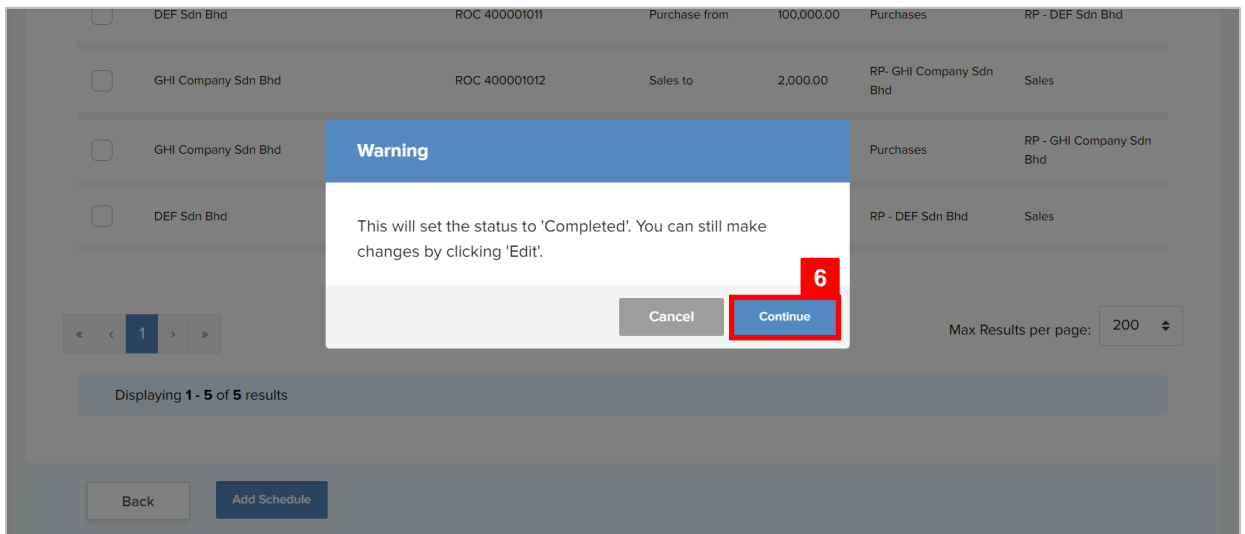
To continue at another time, click on the **Add Schedule** button and all records will be saved. User will be directed back to the **Tax Schedule (List of Schedules)** page.

B4. Once all records have been added, click on **Back**

Continue [to Step 6](#).


## OCP – Tax Schedules

System will prompt user before adding the tax schedule.



6. Click on  to confirm.

**Note:** User may opt to click on the following button to be redirected as follows:

	To cancel Add Schedule
---	------------------------

# OCP – Tax Schedules

The status will be set to **Completed**.

### Tax Schedule (Schedule Details)

SZ Sdn Bhd **RC30000002**

**Year of Assessment 2023**

2A: Revenue Records - General ↓

**Status** Completed

**Last Updated** 13-Dec-2023 15:53:51

**Last Updated By** RD Super Admin

**Filter Search** ↓

Name of customer	Description of transactions	Total revenue (BND)
Awang Budiman	Cash Transaction	2,000.00
Ahmad	Equipment Rental & Personnel Services	18,827.65
Bakar	Selling Scrap Items	10,771.50

« < 1 > » Max Results per page: 200

Displaying 1 - 3 of 3 results

**7** Back Edit Records

7. Click on Back

**Note:** User may opt to click on the following button to be redirected as follows:

<span>Edit Records</span>	To edit the records
---------------------------	---------------------

## OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed. Status for completed tax schedules will be set to **Completed**. Please ensure that the total amount tallies with user's tax schedules.

**Tax Schedule (List of Schedules)**  
SZ Sdn Bhd

Year of Assessment 2022

8

<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 20,544,139.00	03-Apr-2023 11:11:20	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	13-Mar-2023 14:08:55	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	13-Mar-2023 14:11:03	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 1,585,008.89	13-Mar-2023 14:11:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	13-Mar-2023 14:12:22	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	13-Mar-2023 14:13:34	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	13-Mar-2023 14:14:17	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 5,499.27	03-Apr-2023 11:11:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles		06-Mar-2023 15:19:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets		06-Mar-2023 15:19:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	13: Related Party Disclosure		03-Apr-2023 13:27:02	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

To add more records, [repeat from Step 4](#).

If user has not completed all tax schedules and would like to continue at another time, click on the  button at the bottom of the page.

**8. Once all Tax Schedules have been completed, click on the tick box to select all Tax Schedules.**

# OCP – Tax Schedules

\* Denotes required schedule

Please ensure that all total amount are correct before submitting the tax schedules.

**9**

By submitting the schedules, you declare that:

**Company**

- All the information stated in the schedules and the accompanying information are true and correct; and
- I have the necessary receipts and/or other records - or accept to obtain the necessary evidence within a reasonable time of furnishing the schedules - to support my claims.

**Tax Agents**

- The schedules have been prepared in accordance with information provided by the taxpayer;
- That the taxpayer has given me a declaration stating that the information provided to me is true and correct; and
- That the taxpayer has authorised me to furnish the tax schedules.

**Note :** Pursuant to section 47 of Income Tax Act (Chapter 35), the manager or principal officer in Brunei Darussalam of every company or body of person shall be answerable for doing all such acts matters and things as are required to be done by virtue of the Act for the assessment of such company or body and payment of tax.

**10**

9. Read through the **Disclaimer** and click on the  By submitting the schedules, you declare that: checkbox.

10. Click on

System will prompt user before submitting the tax schedules.

\* Denotes required schedule

By submitting the schedules, you declare that:

**Company**

- All the information stated in the sch
- I have the necessary receipts and/o

**Tax Agents**

- The schedules have been prepared
- That the taxpayer has given me a d
- That the taxpayer has authorised m

**Note :** Pursuant to section 47 of In of every company or body of person shall be answerable for doing all such acts matters and things as are required to be done by virtue of the Act for the assessment of such company or body and payment of tax.

**Confirmation**

This will set the status to 'Completed'. You can still make changes by clicking 'Edit'.

**11**

11. Click on

**Note:** User may opt to click on the following button to be redirected as follows:

<input type="Cancel"/>	To cancel submission
------------------------	----------------------

# OCP – Tax Schedules

A **confirmation message** will appear to notify user that the Tax Schedules have been submitted.

### Tax Schedule (List of Schedules)

SZ Sdn Bhd ▼

Year of Assessment 2022

Tax Schedules have been successfully submitted

<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 20,544,139.00	03-Apr-2023 11:11:20	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	13-Mar-2023 14:08:55	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	13-Mar-2023 14:11:03	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 1,585,008.89	13-Mar-2023 14:11:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00  Bonus: 5,330.00  Allowance: 2,300.00  Overtime: 344.00  Other Payments: 9,443.50	13-Mar-2023 14:12:22	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 78,800.00  Fee: 3,000.00  Bonus: 6,000.00  Benefit-in-kind / Other payments: 8,987.00  Allowances: 4,203.00	13-Mar-2023 14:13:34	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00  Road tax and insurance: 2,675.00  Repair and maintenance: 6,599.00  Others: 1,100.00	13-Mar-2023 14:14:17	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 5,499.27	03-Apr-2023 11:11:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles		06-Mar-2023 15:19:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets		06-Mar-2023 15:19:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	13: Related Party Disclosure		03-Apr-2023 13:27:02	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	13-Mar-2023 14:18:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties		13-Mar-2023 14:19:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed



# OCP – Tax Schedules

\* Denotes required schedule

Please ensure that all total amount are correct before submitting the tax schedules.

By submitting the schedules, you declare that:

**Company**

- All the information stated in the schedules and the accompanying information are true and correct; and
- I have the necessary receipts and/or other records - or accept to obtain the necessary evidence within a reasonable time of furnishing the schedules - to support my claims.

**Tax Agents**

- The schedules have been prepared in accordance with information provided by the taxpayer;
- That the taxpayer has given me a declaration stating that the information provided to me is true and correct; and
- That the taxpayer has authorised me to furnish the tax schedules.

**Note :** Pursuant to section 47 of Income Tax Act (Chapter 35), the manager or principal officer in Brunei Darussalam of every company or body of person shall be answerable for doing all such acts matters and things as are required to be done by virtue of the Act for the assessment of such company or body and payment of tax.

12. Click on

**Note:** User may opt to click on the following button to be redirected as follows:

<input type="button" value="Set to In-Progress"/>	To set the Tax Schedule status back to In-Progress, allowing user to edit their Tax Schedules (see <a href="#">Section G. Edit Tax Schedule After Submission</a> )
---	--

User will be redirected to the **Tax Schedule** page.

The submission status will be set to **Completed**.

### Tax Schedule

SZ Sdn Bhd

Form Type	Year of Assessment	Last Updated	Last Updated By	Submission Status	
Income Tax Form	2022	29-Mar-2023 08:13:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed	<input type="button" value="Edit"/>
Income Tax Form					<input type="button" value="Insert"/>
Income Tax Form					<input type="button" value="Insert"/>

# OCP – Tax Schedules

ADD OR EDIT  
RECORDS

Online User

Director / Employee / Agent

This section guides user to add or edit records before Tax Schedules are submitted.

The screenshot shows the 'General Details' page for 'SZ Sdn Bhd'. On the right side, there are tabs for 'Actions', 'Admin', 'Registry', and 'STARS'. The 'STARS' tab is highlighted with a red box and a '1' in a red box. Below the 'STARS' tab, there are two columns: 'Revenue Management' and 'Forms and Returns'. The 'Forms and Returns' column has a 'Tax Schedules' button highlighted with a red box and a '2' in a red box. Other buttons in the 'Forms and Returns' column include 'File Tax Return' and 'Search Tax Return'. The 'Revenue Management' column has buttons for 'Search Payment', 'Search Penalty', 'Search Refund', 'Search Installment Plan', 'Request Refund', and 'Statement of Account'.

1. On the **General Details** page of the selected entity, click on the **STARS** tab.

2. Select and click on **Tax Schedules** .

The **Tax Schedule** page will be displayed.

The screenshot shows the 'Tax Schedule' page for 'SZ Sdn Bhd'. It features a table with the following columns: Form Type, Year of Assessment, Last Updated, Last Updated By, and Submission Status. The first row is highlighted with a red box and a '3' in a red box, with the 'Edit' button highlighted. The table contains the following data:

Form Type	Year of Assessment	Last Updated	Last Updated By	Submission Status	
Income Tax Form	2022	29-Mar-2023 08:13:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	In-Progress	Edit
Income Tax Form					Insert
Income Tax Form					Insert

At the bottom left, there is a 'Back to entity details' button.

3. Select the relevant Year of Assessment and click on **Edit** to edit.

# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed.

## Tax Schedule (List of Schedules)

SZ Sdn Bhd **RC3000002**

### Year of Assessment 2023

Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* * 2A: Revenue Records - General	Total revenue: 31,599.15	13-Dec-2023 15:53:51	RD Super Admin	In-Progress
+ * * 2B: Revenue and Cost Records - Contract	Progress billing for the year: 0.00			
+ * * 2C: Revenue and Cost Records - Motor Vehicle Dealers	Sales price: 0.00			
+ * * 3A: Purchases Records	Total purchases: 0.00			
+ * * 6A: Salaries and Wages Records	Total Basic Salaries / Wages: 0.00 Bonus: 0.00 Allowance: 0.00 Overtime: 0.00 Other Payments: 0.00			
+ * * 6B: Directors' Remuneration Records	Salary: 0.00 Fee: 0.00 Bonus: 0.00 Benefit-in-kind / Other payments: 0.00 Allowances: 0.00			
+ * * 8: Motor Vehicle Expenses Records	Fuel and parking: 0.00 Road tax and insurance: 0.00 Repair and maintenance: 0.00 Others: 0.00			
+ * * 10: Entertainment Expenses Records	Amount: 0.00			
+ * * 11A: Fixed Assets Records – Registered Motor Vehicles				
+ * * 11B: Fixed Assets Records – Other Assets				
+ * * 13: Related Party Disclosure				
+ * * 14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 0.00			
+ * * 14B: Rental Expenses Records – Movable Properties				

\* \* Denotes required schedule  
**Please ensure that all total amount are correct before submitting the tax schedules.**

By submitting the schedules, you declare that:

**Company**

- All the information stated in the schedules and the accompanying information are true and correct; and
- I have the necessary receipts and/or other records - or accept to obtain the necessary evidence within a reasonable time of furnishing the schedules - to support my claims.

**Tax Agents**

- The schedules have been prepared in accordance with information provided by the taxpayer;
- That the taxpayer has given me a declaration stating that the information provided to me is true and correct; and
- That the taxpayer has authorised me to furnish the tax schedules.

**Note :** Pursuant to section 47 of Income Tax Act (Chapter 35), the manager or principal officer in Brunei Darussalam of every company or body of person shall be answerable for doing all such acts matters and things as are required to be done by virtue of the Act for the assessment of such company or body and payment of tax.

4. Select and click on the relevant Tax Schedule that user would like to edit.


# OCP – Tax Schedules

The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.

### Tax Schedule (Schedule Details)

SZ Sdn Bhd **RC3000002**


**Year of Assessment 2023**

2A: Revenue Records - General 

**Status** **In-Progress**


**Last Updated** 13-Dec-2023 15:23:35

**Last Updated By** RD Super Admin

**Filter Search** 

**Add New** **Delete** **Upload**

<input type="checkbox"/>	Name of customer	Description of transactions	Total revenue (BND)
<input type="checkbox"/>	Awang Budiman	Cash Transaction	2,000.00

« < **1** > » Max Results per page: 200 


Displaying 1 - 1 of 1 results

**Back** **Add Schedule**

5. To edit records, click on the relevant record.

To add records, user may follow steps from [Section E. Submit Tax Schedule from Step 5 through Step 12](#) of that section.

**Note:** User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
<b>Delete</b>	To delete the records
<b>Back</b>	To go back to List of Schedules page

# OCP – Tax Schedules

The **Tax Schedule (Amendment)** Page will be displayed.

**Tax Schedule (Amendment)**  
SZ Sdn Bhd RC30000002

**Year of Assessment 2022**  
2A: Revenue Records - General

**Edit Record**

\* Name of customer: Ahmad

\* Description of transactions: Equipment Rental & Personnel Services

\* Total revenue: 18,827.65

Save Discard

6. Edit the relevant details that you would like to edit as per example below:

Field	Example
Amount	20,000.00

7. Once the details have been edited, click on

Save

# OCP – Tax Schedules

User will be redirected to the **Tax Schedule (Schedule Details)** page. A **confirmation message** will appear to notify user that the record has been edited.

**Tax Schedule (Schedule Details)**  
SZ Sdn Bhd

**Year of Assessment 2022**  
2A: Revenue Records - General  
Status: In-Progress  
Last Updated: 14-Jun-2023 11:34:49  
Last Updated By: [User Name]

**Records edited successfully**

Filter Search

Add New Delete Upload

<input type="checkbox"/>	Name of customer	Description of transactions	Total revenue (BND)
<input type="checkbox"/>	Ahmad	Equipment Rental & Personnel Services	20,000.00
<input type="checkbox"/>	Bakar	Selling Scrap Items	10,771.50

Max Results per page: 200

Displaying 1 - 2 of 2 results

Back Add Schedule

To edit more records, [repeat from Step 5](#).

8. Once editing is done, click on the **Add Schedule** button to proceed.

Continue to [Step 6 through Step 12 of Section E. Submit Tax Schedule](#).

**Note:** User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
	To go back to List of Schedules page

# OCP – Tax Schedules

EDIT TAX  
SCHEDULE

Online User

Director / Employee / Agent

This section guides users to edit the tax schedules **after** submission.

The screenshot shows the 'General Details' page for 'SZ Sdn Bhd'. On the left is a navigation menu with 'General Details' selected. The main content area shows company information: 'Company Status: Registered', 'Incorporation Date: 19-Sep-2022', and 'AGM Due Date: 19-Mar-2024'. On the right, there are tabs for 'Actions', 'Admin', 'Registry', and 'STARS'. The 'STARS' tab is highlighted with a red box and a '1' in a red square. Below the 'STARS' tab, there are two columns of buttons: 'Revenue Management' (Search Payment, Search Penalty, Search Refund, Search Installment Plan, Request Refund, Statement of Account) and 'Forms and Returns' (Tax Schedules, File Tax Return, Search Tax Return). The 'Tax Schedules' button is highlighted with a red box and a '2' in a red square.

1. On the **General Details** page of the selected entity, click on the **STARS** tab.

2. Select and click on **Tax Schedules**.

The **Tax Schedule** page will be displayed.

The screenshot shows the 'Tax Schedule' page for 'SZ Sdn Bhd'. It features a table with the following columns: 'Form Type', 'Year of Assessment', 'Last Updated', 'Last Updated By', and 'Submission Status'. The first row shows an 'Income Tax Form' for the year 2022, last updated on 29-Mar-2023 08:13:33 by ABDUL SHAKIR ZUFAYRI BIN MOHD, with a 'Completed' status. An 'Edit' button is highlighted with a red box and a '3' in a red square. Below the table are two 'Insert' buttons. At the bottom left, there is a 'Back to entity details' button.

3. Select the relevant Year of Assessment and click on **Edit** to edit.

# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed.

Tax Schedule (List of Schedules)					
SZ Sdn Bhd					
Year of Assessment 2022					
<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed



# OCP – Tax Schedules

\* Denotes required schedule

Please ensure that all total amount are correct before submitting the tax schedules.

By submitting the schedules, you declare that:

**Company**

- All the information stated in the schedules and the accompanying information are true and correct; and
- I have the necessary receipts and/or other records - or accept to obtain the necessary evidence within a reasonable time of furnishing the schedules - to support my claims.

**Tax Agents**

- The schedules have been prepared in accordance with information provided by the taxpayer;
- That the taxpayer has given me a declaration stating that the information provided to me is true and correct; and
- That the taxpayer has authorised me to furnish the tax schedules.

**Note :** Pursuant to section 47 of Income Tax Act (Chapter 35), the manager or principal officer in Brunei Darussalam of every company or body of person shall be answerable for doing all such acts matters and things as are required to be done by virtue of the Act for the assessment of such company or body and payment of tax.

**4**

[Set to In-Progress](#) [Back](#)

4. Scroll to the bottom of the page and click on [Set to In-Progress](#)

**Note:** User may opt to click on the following button to be redirected as follows:

<a href="#">Back</a>	To go back Tax Schedules page
----------------------	-------------------------------

# OCP – Tax Schedules

## Tax Schedule (List of Schedules)

SZ Sdn Bhd

Year of Assessment 2022

<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

5. Select and click on the relevant Tax Schedule that user would like to edit.


# OCP – Tax Schedules

The **Tax Schedule (Schedule Details)** page will be displayed.

### Tax Schedule (Schedule Details)

SZ Sdn Bhd


**Year of Assessment 2022**

13: Related Party Disclosure 

Status: Completed

Last Updated: 06-Apr-2023 10:50:40

Last Updated By: ABEILA SHARIF SUPRIYATI@MAMMOUD

Filter Search 

Name of related party (company / other entities / individual)	Registration no. or IC/Passport no.	Type of transaction	Amount	Debited account	Credited account
ABC Sdn Bhd	ROC 400001010	Sales to	500,000.00	RP- ABC Sdn Bhd	Sales
DEF Sdn Bhd	ROC 400001011	Purchase from	100,000.00	Purchases	RP - DEF Sdn Bhd
GHI Company Sdn Bhd	ROC 400001012	Sales to	2,000.00	RP- GHI Company Sdn Bhd	Sales
GHI Company Sdn Bhd	ROC 400001012	Purchase from	100,000.00	Purchases	RP - GHI Company Sdn Bhd
DEF Sdn Bhd	ROC 400001011	Sales to	200,000.00	RP - DEF Sdn Bhd	Sales


Navigation: < 1 > Max Results per page: 200

Displaying 1 - 5 of 5 results

Buttons: Back, **Edit Records** (with red box and number 6)

6. Click on **Edit Records** to edit.

**Note:** User may opt to click on the following button to be redirected as follows:


	To download the Tax Schedule Excel template
Back	To go back to List of Schedules page

# OCP – Tax Schedules


The status will be set to **In-Progress**.


**Tax Schedule (Schedule Details)**  
SZ Sdn Bhd

**Year of Assessment 2022**

13: Related Party Disclosure 


**Status** In-Progress

Last Updated: 06-Apr-2023 11:32:27  
Last Updated By: 

Filter Search 

Add New Delete Upload

<input type="checkbox"/>	Name of related party (company / other entities / individual)	Registration no. or IC/Passport no.	Type of transaction	Amount	Debited account	Credited account	5
<input type="checkbox"/>	ABC Sdn Bhd	ROC 400001010	Sales to	500,000.00	RP- ABC Sdn Bhd	Sales	
<input type="checkbox"/>	DEF Sdn Bhd	ROC 400001011	Purchase from	100,000.00	Purchases	RP - DEF Sdn Bhd	
<input type="checkbox"/>	GHI Company Sdn Bhd	ROC 400001012	Sales to	2,000.00	RP- GHI Company Sdn Bhd	Sales	
<input type="checkbox"/>	GHI Company Sdn Bhd	ROC 400001012	Purchase from	100,000.00	Purchases	RP - GHI Company Sdn Bhd	
<input type="checkbox"/>	DEF Sdn Bhd	ROC 400001011	Sales to	200,000.00	RP - DEF Sdn Bhd	Sales	

Max Results per page: 200 


Displaying 1 - 5 of 5 results

Back Add Schedule

5. To edit records, click on the relevant record and [continue to Step 6 through Step 8 of Section F. Add or Edit Records Before Submission.](#)

To add records, user may follow steps from [Section E. Submit Tax Schedule from Step 5 through Step 12](#) of that section.

**Note:** User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
<span>Back</span>	To go back to List of Schedules page

# OCP – Tax Schedules

**ADD TAX SCHEDULE  
WITH NO RECORD**

**Online User**

Director / Employee / Agent

This section guides user on how to add Tax Schedules with no record.

The screenshot shows the 'General Details' page for 'SZ Sdn Bhd'. The 'STARS' tab is highlighted with a red box and a '1' in a red square. The 'Forms and Returns' section is also highlighted with a red box and a '2' in a red square, with the 'Tax Schedules' button specifically highlighted.

1. On the **General Details** page of the selected entity, click on the **STARS** tab.
2. Select and click on **Tax Schedules**.

The **Tax Schedule** page will be displayed.

The screenshot shows the 'Tax Schedule' page for 'SZ Sdn Bhd'. A table lists 'Income Tax Form' records for years 2022, 2023, and 2024. The 'Insert' button for the 2022 record is highlighted with a red box and a '3' in a red square.

Form Type	Year of Assessment	Last Updated	Last Updated By	Submission Status
Income Tax Form	2022			Insert
Income Tax Form	2023			Insert
Income Tax Form	2024			Insert

3. Select the relevant Year of Assessment and click on **Insert**. If user has started to enter Tax Schedule records, an **Edit** button will be shown instead.

# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed.

### Tax Schedule (List of Schedules)

SZ Sdn Bhd

#### Year of Assessment 2022

<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 0.00			
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 0.00			
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 0.00			
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 0.00			
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 0.00 Bonus: 0.00 Allowance: 0.00 Overtime: 0.00 Other Payments: 0.00			
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 0.00 Fee: 0.00 Bonus: 0.00 Benefit-in-kind / Other payments: 0.00 Allowances: 0.00			
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 0.00 Road tax and insurance: 0.00 Repair and maintenance: 0.00 Others: 0.00			
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 0.00			
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles				
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets				
<input checked="" type="checkbox"/>	13: Related Party Disclosure				
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 0.00			
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties				

\* Denotes required schedule

Please ensure that all total amount are correct before submitting the tax schedules.

4. Click on the  button of the relevant tax schedule.

# OCP – Tax Schedules

The **Tax Schedule (Schedule Details)** page for the selected Tax Schedule will be displayed.

**Tax Schedule (Schedule Details)**  
SZ Sdn Bhd

Year of Assessment 2022

13: Related Party Disclosure

Status **Not Started**

Last Updated 03-Apr-2023 12:34:06

Last Updated By

Records added successfully

Filter Search

**Add New** **Delete** **Upload**

<input type="checkbox"/>	Name of related party (company / other entities / individual)	Registration no. or IC/Passport no.	Type of transaction	Amount	Debited account	Credited account
--------------------------	---	-------------------------------------	---------------------	--------	-----------------	------------------

« < 1 > »

Max Results per page: 200

Displaying 1 - 1 of 1 results

**Back** **Add Schedule**

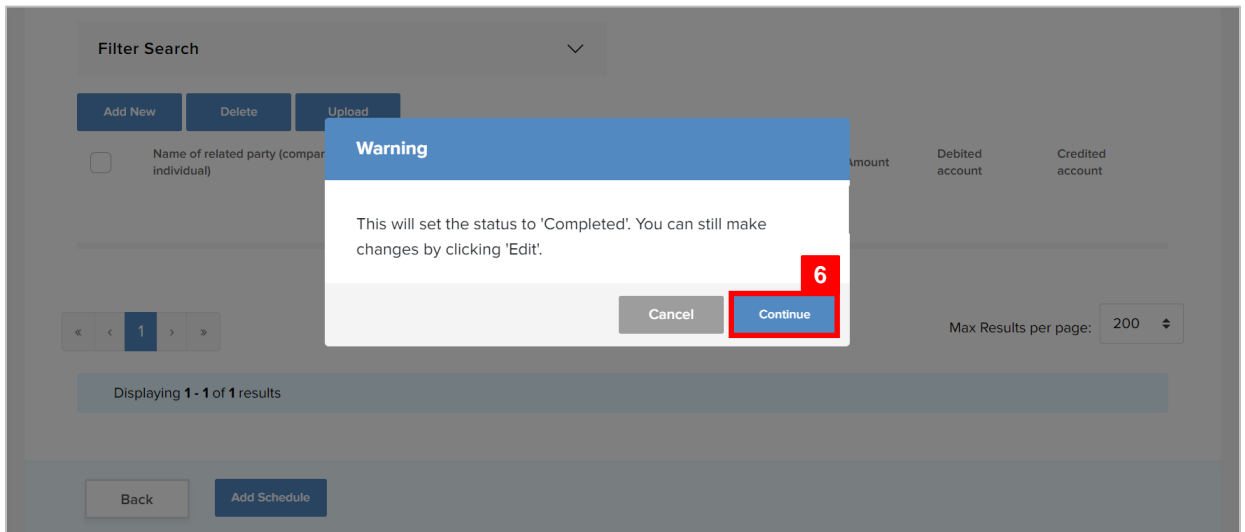
5. Click on

**Note:** User may opt to click on the following button to be redirected as follows:

	To download the Tax Schedule Excel template
<b>Back</b>	To go back to List of Schedules page

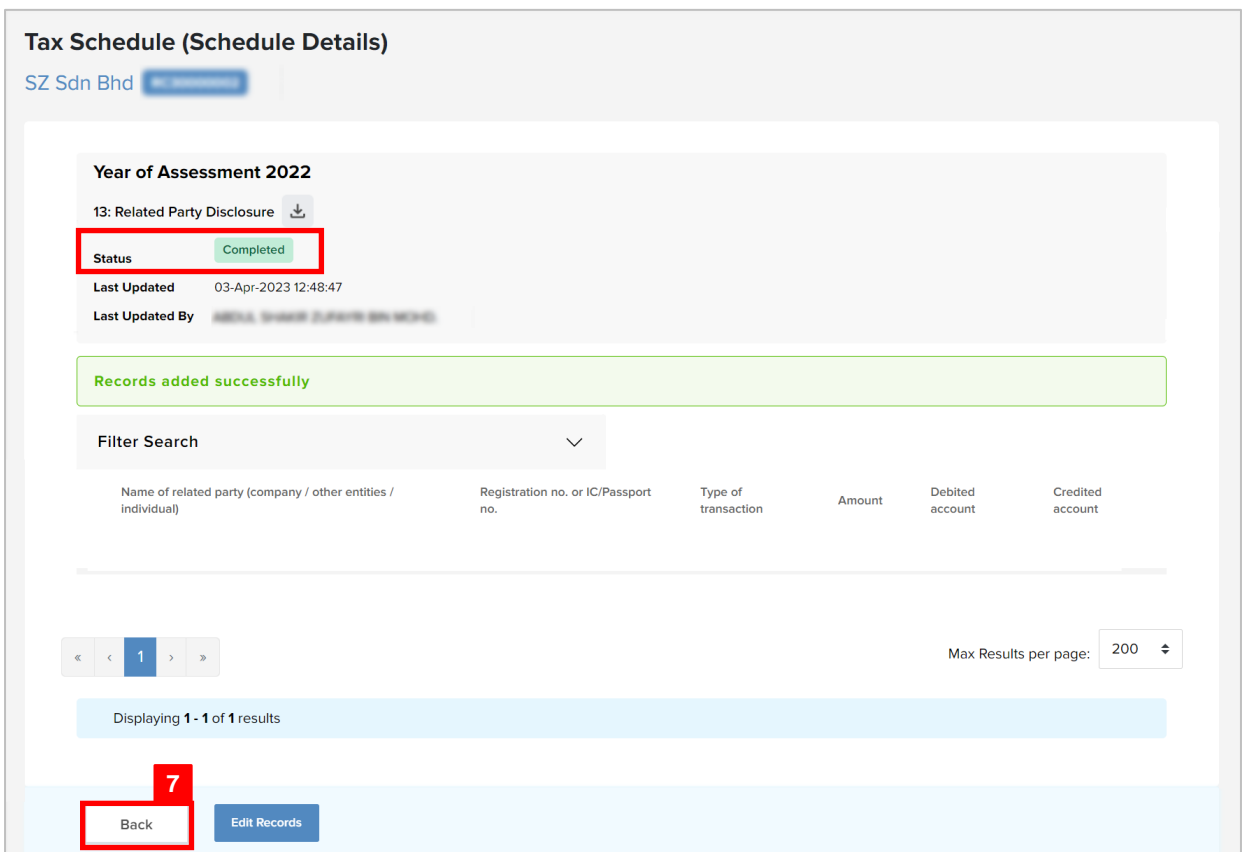
# OCP – Tax Schedules

System will prompt user before adding schedule.



6. Click on 

The status will be set to **Completed**.



7. Click on 



# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed. Please ensure that the total amount tallies with user's tax schedules.

**Tax Schedule (List of Schedules)**  
SZ Sdn Bhd

Year of Assessment 2022

8

Schedule Name	Total Amount	Last Updated	Last Updated By	Status
* 2A: Revenue Records - General	Total revenue: 20,544,139.00	03-Apr-2023 11:11:20	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	13-Mar-2023 14:08:55	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	13-Mar-2023 14:11:03	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
3A: Purchases Records	Total purchases: 1,585,008.89	13-Mar-2023 14:11:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	13-Mar-2023 14:12:22	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	13-Mar-2023 14:13:34	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	13-Mar-2023 14:14:17	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
10: Entertainment Expenses Records	Amount: 5,499.27	03-Apr-2023 11:11:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11A: Fixed Assets Records – Registered Motor Vehicles		06-Mar-2023 15:19:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
11B: Fixed Assets Records – Other Assets		06-Mar-2023 15:19:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
13: Related Party Disclosure		03-Apr-2023 13:27:02	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	13-Mar-2023 14:18:32	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
14B: Rental Expense Records – Movable Properties		13-Mar-2023 14:19:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

[Repeat from Step 4](#) if applicable.

If user has not completed all tax schedules and would like to continue at another time, click on the  button at the bottom of the page.

8. Once **all Tax Schedules have been completed**, click on the **tick box** to select all Tax Schedules and continue to [Step 9 through Step 12 of Section E. Submit Tax Schedule.](#)

# OCP – Tax Schedules

VIEW TAX  
SCHEDULES

Online User

Director / Employee / Agent

This section guides user on how to view Tax Schedules after submission.

The screenshot shows the 'General Details' page for 'SZ Sdn Bhd'. The left sidebar contains navigation options: General Details, Addresses, Directors, Shareholders, Register of Controllers, Other Information, and Filings. The main content area displays company information: Company Status (Registered), Incorporation Date (19-Sep-2022), and AGM Due Date (19-Mar-2024). The top navigation bar includes 'Actions', 'Admin', 'Registry', and 'STARS' (annotated with '1'). The 'Forms and Returns' section contains buttons for 'Tax Schedules' (annotated with '2'), 'File Tax Return', and 'Search Tax Return'. The 'Revenue Management' section includes buttons for 'Search Payment', 'Search Penalty', 'Search Refund', 'Search Installment Plan', 'Request Refund', and 'Statement of Account'.

1. On the **General Details** page of the selected entity, click on the **STARS** tab.

2. Select and click on **Tax Schedules**.

The **Tax Schedule** page will be displayed.

The screenshot shows the 'Tax Schedule' page for 'SZ Sdn Bhd'. It features a table with the following columns: Form Type, Year of Assessment, Last Updated, Last Updated By, and Submission Status. The first row shows an 'Income Tax Form' for the year 2022, last updated on 29-Mar-2023 at 08:13:33 by ABDUL SHAKIR ZUFAYRI BIN MOHD, with a 'Completed' status. An 'Edit' button (annotated with '3') is located to the right of this row. Below the table are two more 'Income Tax Form' entries, each with an 'Insert' button. A 'Back to entity details' button is located at the bottom left of the page.

3. Select the relevant Year of Assessment and click on **Edit** to edit.

# OCP – Tax Schedules

The **Tax Schedule (List of Schedules)** page will be displayed. User may click on the relevant Tax Schedule to view it.

Tax Schedule (List of Schedules)					
SZ Sdn Bhd					
Year of Assessment 2022					
<input type="checkbox"/>	Schedule Name	Total Amount	Last Updated	Last Updated By	Status
<input type="checkbox"/>	* 2A: Revenue Records - General	Total revenue: 126,731.15	06-Apr-2023 10:49:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2B: Revenue and Cost Records - Contract	Progress billing for the year: 2,333,334.00	06-Apr-2023 10:49:30	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	2C – Revenue and Cost Records - Motor vehicle Dealers	Sales price: 805,666.25	06-Apr-2023 10:49:42	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	3A: Purchases Records	Total purchases: 1,585,008.89	06-Apr-2023 10:49:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6A: Salaries and Wages Records	Total Basic Salaries / Wages: 15,420.00 Bonus: 5,330.00 Allowance: 2,300.00 Overtime: 344.00 Other Payments: 9,443.50	06-Apr-2023 10:49:53	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	6B: Directors' Remuneration Records	Salary: 78,800.00 Fee: 3,000.00 Bonus: 6,000.00 Benefit-in-kind / Other payments: 8,987.00 Allowances: 4,203.00	06-Apr-2023 10:50:00	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	8: Motor Vehicle Expenses Records	Fuel and parking: 1,093.00 Road tax and insurance: 2,675.00 Repair and maintenance: 6,599.00 Others: 1,100.00	06-Apr-2023 10:50:06	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	10: Entertainment Expenses Records	Amount: 5,499.27	06-Apr-2023 10:50:14	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11A: Fixed Assets Records – Registered Motor Vehicles		06-Apr-2023 10:50:21	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	11B: Fixed Assets Records – Other Assets		06-Apr-2023 10:50:33	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	13: Related Party Disclosure		06-Apr-2023 10:50:40	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14A: Rental Expenses Records – Immovable Properties	Rental / lease charge for the year: 93,000.00	06-Apr-2023 10:50:48	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed
<input type="checkbox"/>	14B: Rental Expense Records – Movable Properties		06-Apr-2023 10:50:54	ABDUL SHAKIR ZUFAYRI BIN MOHD.	Completed

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## OCP – Tax Schedules

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<b>STATUS TYPES</b>	<b>Online User</b>
	Director / Employee / Agent

This section explains the different types of status being used.

<b>STATUS</b>	<b>DEFINITION</b>
<b>Not Started</b>	User has not yet entered or uploaded any record into the tax schedules.
<b>In-Progress</b>	User has already entered or uploaded records into the tax schedules, but is yet to complete it.
<b>Completed</b>	User has already entered or uploaded records into the tax schedules, and has completed it.

# OCP – Tax Schedules

## TROUBLESHOOTING GUIDE

Online User

Director / Employee / Agent

This section **contains** common issues and error messages and the solutions.

### 1. Error message: File Must Contain at Least One Column Name

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

File Must Contain AtLeast One Column Name

The file contains one or more headers with missing titles, which may lead to unexpected mapping behavior. Kindly review the newly uploaded records after finishing the upload process to ensure their accuracy.

This indicates that the Headers of the data are not on the first row of the worksheet.

	A	B	C
1			
2			
3	<b>Name of customer</b>	<b>Description of transactions</b>	<b>Total revenue (\$)</b>
4	Customer 1	Supply of spare parts	682.00
5	Customer 2	Supply of gas	326.00
6	Customer 3	Supply of equipment	4541.00
7	Customer 4	Supply of condenser	541.00
8	Customer 5	Supply of airconditioner	5521.00
9	Customer 6	Supply of gas	235.00
10	Customer 7	Supply of spare parts	1541.00
11	Customer 8	Supply of condenser	763.00
12	Customer 9	Supply of airconditioner	259.00
13	Customer 10	Supply of gas	256.00



Do not leave the first rows blank.

	A	B	C
1	<b>Name of customer</b>	<b>Description of transactions</b>	<b>Total revenue (\$)</b>
2	Customer 1	Supply of spare parts	682.00
3	Customer 2	Supply of gas	326.00
4	Customer 3	Supply of equipment	4541.00
5	Customer 4	Supply of condenser	541.00
6	Customer 5	Supply of airconditioner	5521.00
7	Customer 6	Supply of gas	235.00
8	Customer 7	Supply of spare parts	1541.00
9	Customer 8	Supply of condenser	763.00
10	Customer 9	Supply of airconditioner	259.00
11	Customer 10	Supply of gas	256.00
12	Customer 11	Supply of spare parts	4534.00
13	Customer 12	Supply of spare parts	325.00



Ensure that headers are on the first row.

## 2. Error Message: First Column Name must be in the First Column

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

First Column Name Must be in the First Column

The file contains one or more headers with missing titles, which may lead to unexpected mapping behavior. Kindly review the newly uploaded records after finishing the upload process to ensure their accuracy.

This indicates that user's Excel worksheet has a blank first column.

	A	B	C
1		Name of customer	Description of transactions
2		Customer 1	Supply of spare parts
3		Customer 2	Supply of gas
4		Customer 3	Supply of equipment
5		Customer 4	Supply of condenser
6		Customer 5	Supply of airconditioner
7		Customer 6	Supply of gas
8		Customer 7	Supply of spare parts
9		Customer 8	Supply of condenser
10		Customer 9	Supply of airconditioner
11		Customer 10	Supply of gas
12		Customer 11	Supply of spare parts
13		Customer 12	Supply of spare parts



Do not leave the first column blank.

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
2	Customer 1	Supply of spare parts	682.00
3	Customer 2	Supply of gas	326.00
4	Customer 3	Supply of equipment	4541.00
5	Customer 4	Supply of condenser	541.00
6	Customer 5	Supply of airconditioner	5521.00
7	Customer 6	Supply of gas	235.00
8	Customer 7	Supply of spare parts	1541.00
9	Customer 8	Supply of condenser	763.00
10	Customer 9	Supply of airconditioner	259.00
11	Customer 10	Supply of gas	256.00
12	Customer 11	Supply of spare parts	4534.00
13	Customer 12	Supply of spare parts	325.00



Ensure that the header data starts on the first column.

# OCP – Tax Schedules

## 3. Error message: This schedule have more than 1000 records.

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

The schedule have more than 1000 records. Only the first 1000 records will be added. Please save your schedules into multiple documents of no more than 1000 records each and upload the document one by one.

This indicates that the Excel worksheet contains more than 1,000 rows of records.

Each schedule must be saved in one (1) worksheet of no more than 1,000 rows. If your data has more than 1,000 rows, save them in multiple files and upload one file after another.

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
995	Customer 992	Supply of gas	326.00
996	Customer 993	Supply of equipment	4541.00
997	Customer 994	Supply of condenser	541.00
998	Customer 995	Supply of airconditioner	5521.00
999	Customer 996	Supply of gas	235.00
1000	Customer 997	Supply of spare parts	1541.00
1001	Customer 998	Supply of condenser	763.00
1002	Customer 999	Supply of airconditioner	259.00
1003	Customer 1000	Supply of gas	256.00
1004	Customer 1001	Supply of spare parts	4534.00
1005	Customer 1002	Supply of spare parts	325.00
1006	Customer 1003	Supply of airconditioner	143.00



Do not save data that contains more than 1,000 rows of records in one file.

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
995	Customer 992	Supply of gas	326.00
996	Customer 993	Supply of equipment	4541.00
997	Customer 994	Supply of condenser	541.00
998	Customer 995	Supply of airconditioner	5521.00
999	Customer 996	Supply of gas	235.00
1000	Customer 997	Supply of spare parts	1541.00



Separate the records into multiple files. Each file can only contain a maximum of 1,000 rows of records.

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
2	Customer 998	Supply of condenser	763.00
3	Customer 999	Supply of airconditioner	259.00
4	Customer 1000	Supply of gas	256.00
5	Customer 1001	Supply of spare parts	4534.00
6	Customer 1002	Supply of spare parts	325.00
7	Customer 1003	Supply of airconditioner	143.00
8	Customer 1004	Supply of equipment	135.00
9	Customer 1005	Supply of condenser	867.00
10	Customer 1006	Supply of airconditioner	656.00
11	Customer 1007	Supply of spare parts	842.00
12	Customer 1008	Supply of gas	712.00
13	Customer 1009	Supply of equipment	682.00

# OCP – Tax Schedules

## 4. Error message: File Must Not Contain Merge Cell.

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

File Must Not Contain Merge Cell

This indicates that the worksheet contains a merged cell(s).

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
2	Customer 1	Supply of airconditioner parts	763.00
3	Customer 2		259.00
4	Customer 3		256.00
5	Customer 4		4534.00
6	Customer 5		325.00
7	Customer 6		278.00
8	Customer 7		
9	Customer 8		867.00
10	Customer 9		656.00
11	Customer 10		842.00
12	Customer 11		712.00
13	Customer 12		682.00



Do not merge any cells

	A	B	C
1	Name of customer	Description of transactions	Total revenue (\$)
2	Customer 1	Supply of airconditioner parts	763.00
3	Customer 2	Supply of airconditioner parts	259.00
4	Customer 3	Supply of airconditioner parts	256.00
5	Customer 4	Supply of airconditioner parts	4534.00
6	Customer 5	Supply of airconditioner parts	325.00
7	Customer 6	Supply of airconditioner parts	143.00
8	Customer 7	Supply of airconditioner parts	135.00
9	Customer 8	Supply of airconditioner parts	867.00
10	Customer 9	Supply of airconditioner parts	656.00
11	Customer 10	Supply of airconditioner parts	842.00
12	Customer 11	Supply of airconditioner parts	712.00
13	Customer 12	Supply of airconditioner parts	682.00



Record each data separately



# OCP – Tax Schedules

## 5. Error message: All target columns must have mapping from source columns.

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

All target columns must have mapping from source columns.

This indicates that there is one or more Source Columns that have not been matched to the Target Column.

Source Column	Target Column
Name of customer	Name of customer
	Description of transactions
Total revenue (\$)	Total revenue



Do not leave any Source Columns not matched to the Target Column

Source Column	Target Column
Name of customer ✓	Name of customer
Description of transactions ✓	Description of transactions
Total revenue ✓	Total revenue



All Source Columns should be matched to the Target Columns.

# OCP – Tax Schedules

## 6. Error message: Each source column is only allowed to map with 1 target column.

**Tax Schedule (File Upload)**  
SZ Sdn Bhd

Each source column is only allowed to map with 1 target column

This indicates that the same Source Column is matched more than once to different Target Columns.

Source Column	Target Column
Name of customer ✓	Name of customer
Description of transactions ⓘ	Description of transactions
Description of transactions ⓘ	Total revenue

**✗ DON'T**

Do not use the same Source Columns more than once.

Source Column	Target Column
Name of customer ✓	Name of customer
Description of transactions ✓	Description of transactions
Total revenue ✓	Total revenue

**✓ DO**

Each Target Column should be matched to its respective Source Column.