How to fill in Part D : Declaration in GST-03?



• Make sure you are using SQL Version 714 or above

1) Go tools | Maintain Users

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					<u>Delete</u> <u>More</u> ▼ <u>Preview</u> ▼ Refresh Detail ▼
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2) Highlight on Admin User and press on EDIT Button

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IC (New)	700101-10-0101	Save
IC (Old)	AD4564564	Save
Nationality	A24504504	Cancel
Nationality		More ▼ Preview ▼
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- 3) Enter the Name of Authorized Person
- 4) Go to MISC tab > fill in IC, Passport & Nationality
- 5) Press on Save



6) Process GST-03 as usual (Step : GST | New GST Return | Process)

8	N ^e		Open GST Return					×			
	: :	Status	Date From	Date To	Description	Σ Outpu	Σ Input	GST Amount Pa	Journal		
			01/04/2015	30/06/2015	GST Return - 01 A	300.00	0.00	300.00	<u>JV-00012</u>	GST-03	-
										<u>/</u>	
										-	
				Count = 1		300.00	0.00	300.00			
	New GST Return										

7) Click on GST-03 Button to preview

	BAHAGIAN D : AKUAN PART D : DECLARATION					
Saya I, her	Saya, dengan ini mengaku bahawa maklumat dinyatakan dalam borang ini adalah benar, betul dan lengkap. I, hereby declare that the information stated in this form are true, correct and complete.					
20)	Nama Orang Diberi Kuasa * Name of Authorized Person *	Tan Ah Meng				
21)	No. Kad Pengenalan Identity Card No.	Baru (New) *	Lama (Old)			
21)		700101-10-0101				
22)	No. Pasport *	A24564564				
	Passport No. ~	Wajb untuk warga negara asing (Mandatory for	foreign citizen)			
23)	Kewarganegaraan * Nationality *	Malaysian				
24)	Tarikh <i>Date</i>	30/06/2015 HH (DD) - BB (MM) - TTTT (YYYY)				

8) Number 20, 21,22, 23 will captured what you had key in Maintain Users (Step 3)

• Note: for Date (No.24) will capture system working date when you are process GST-03, you may set your date before process NEW GST Return (Step 6)



DONE