

Assigning Yourself as Director via MyTax Portal

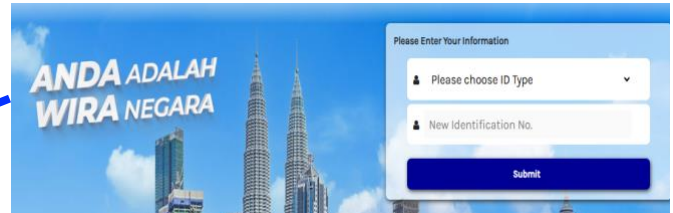
Step-by-Step Process

STEP 1: Access [MyTax Portal](https://mytax.hasil.gov.my/)

- <https://mytax.hasil.gov.my/>

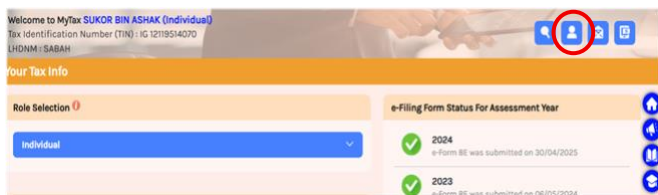
STEP 2: Log in

- Use your personal **MyTax credentials** to sign in



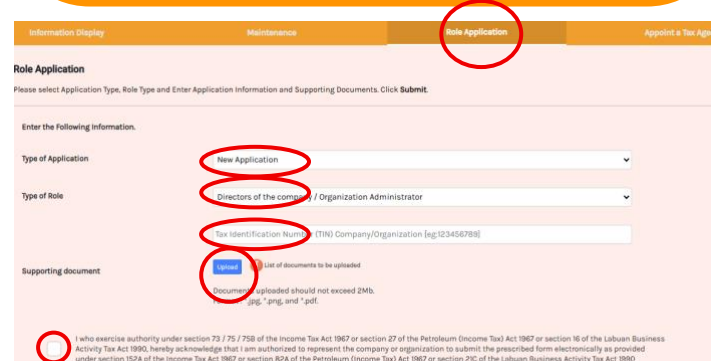
STEP 3: Go to Profile Section

- Click the **Profile** button (top-right corner)



STEP 4: Role Application

- Navigate to **Role Application** tab
- Select **New Application**
- Choose as **Director/Organisation Administrator**
- Enter your **Labuan entity's TIN**
- Verify company details shown
- Upload:
 - Certificate of Incorporation
 - Form 25
- Check the **declaration box**
- Click **Submit**



STEP 5: Digital Signature

- Enter **Passport/NRIC no.** and **MyTax password** when prompted

STEP 6: Confirmation

- Message: "Success" and "New Application is being processed"
- Approval time: 1-2 working days
- Click **OK** to view application status