



e-Invoice and Email Address Registration Form

Date: []

To: Sumitomo Mitsui Banking Corporation, Labuan Branch (Licensed Labuan Bank No. 930016C) (“Bank”, “SMBC LBN”).

This registration form is for the following two purposes:-

(1) Data collection of e-Invoice mandatory data

E-invoice implemented by Lembaga Hasil Dalam Negeri Malaysia (“**LHDN**”), also known as Inland Revenue Board of Malaysia (“**IRBM**”) in phases starting from August 2024 as per the IRBM’s e-Invoice Guideline issued under section 134A of the Income Tax Act 1967.

(2) Paperless initiative of Transactional Notices and Announcement

Customer Communication Management (“CCM”) service by SMBC LBN which enables delivery via email about:-

- Transactional notices & advices, statements, e-Invoice, customer’s copy of audit confirmation (collectively, “**Transactional Notices**”); and
- General announcement and mass communication (collectively, “**Announcement**”).

In connection with the purposes stated above, we hereby request to register the following with SMBC LBN:-

- e-Invoice mandatory data per section [B] of Appendix 1 below in this form in line with the e-Invoice Guideline;
- email addresses in section [A] of the Appendix 2 to receive Transactional Notices and Announcement via email; and
- Attachments of Transactional Notices and Announcement sent by SMBC LBN be protected with the password provided in section [B] of the Appendix 2.

We irrevocably and unconditionally agree, as a continuing obligation, to fully indemnify SMBC LBN, SMBC LBN’s successors in title and assigns and at all times to keep SMBC LBN fully and completely indemnified from and against all liabilities, damages, claims, demands, actions and proceedings, losses, costs and expenses including legal fees on a full indemnity basis and all other liabilities of whatsoever nature or description which may be incurred or suffered by SMBC LBN in relation to or arising out of SMBC LBN acting in accordance with our request herein. We shall pay all such sums to SMBC LBN on SMBC LBN’s first demand.

We also irrevocably and unconditionally agree not to hold SMBC LBN liable or responsible for any consequences arising out of or in relation to SMBC LBN acting on our request.

This form **supersedes** any earlier written request with SMBC LBN to receive the Transactional Notices and Announcement via email on applicable Transactional Notices and Announcement written with our email address in Appendix 2.

This form is to be signed on printed copy by relevant authorised signatory as per directors’ resolution/specimen signatures of authorised signatories. We hereby explicitly and voluntarily consent to SMBC LBN’s disclosure of our details in Appendix 1 and 2, Transactional Notices and Announcement including but not limited to relevant data and information to generate such Transactional Notices and Announcement be transferred and stored with SMBC Group for communications via email, oversight and governance, providing product/service to SMBC LBN, data processing activities related to SMBC LBN’s operations and compliance with legal and regulatory obligations.



SMBC Group here means the SMBC LBN's holding company, subsidiaries, related corporations, affiliates, associates, agents, representatives or service providers and other entities in Sumitomo Mitsui Banking Corporation Group (whether located in or outside Malaysia).

We acknowledge to submit Appendix 2 for subsequent changes on the password and/or email address.

For and on behalf of []
(Company Reg. No.: [])

Name: []

Authorised Signature(s) & Company Stamp (if applicable)

Section for Bank Use

For Operation Control Group

Customer ID:	
--------------	--

Checker	Maker	Signature verified



Appendix 1 of e-Invoice and Email Address Registration Form

Date: []

To: Sumitomo Mitsui Banking Corporation, Labuan Branch (Licensed Labuan Bank No. 930016C)

[A] Account Information						
Account Name <i>(as per bank's records)</i>						
Account Number, if any	ALL type of accounts with you. _____ <i>(first 6 digits only)</i>					
[B] e-Invoice Mandatory Data						
I / We hereby confirm and declare that all the information provided herein are true, accurate and complete for the purposes of issuance of e-Invoice as required by Lembaga Hasil Dalam Negeri Malaysia ("LHDN"), also known as Inland Revenue Board of Malaysia ("IRBM").						
Company Name <ul style="list-style-type: none"> As per registered with Suruhanjaya Syarikat Malaysia ("SSM"), also known as Companies Commission of Malaysia ("CCM"). 						
Business Registration Number <ul style="list-style-type: none"> Company registered with SSM/CCM is required to input the new Business Registration Number in 12-digit characters. For company that is registered with other authority / body, the company is required to input the relevant registration number. 						
Tax Identification Number ("TIN") <ul style="list-style-type: none"> TIN assigned by the LHDN/IRBM. Malaysian taxpayer can check the TIN in MyTax Portal. For company without TIN, to indicate "N/A". 						
Sales and Service Tax ("SST") Number <ul style="list-style-type: none"> Mandatory for SST registrant assigned by the Royal Malaysian Customs Department. For company without SST number, to indicate "N/A". 						
Contact Number <ul style="list-style-type: none"> Only one (1) telephone number. Format: [Country code] [Area code] [Phone numbers] Example: 6087410955 						
Malaysia Standard Industrial Classification (MSIC) Code and descriptions <ul style="list-style-type: none"> Indicate 5-digit numeric code available in following hyperlink that represent your company's business nature and activity. Select ONLY one code. https://sdk.myinvois.hasil.gov.my/codes/msic-codes/ 	<table border="1" style="width: 100%; height: 40px;"> <tr> <td style="width: 20%;"></td> </tr> </table>					



Appendix 2 of e-Invoice and Email Address Registration Form

Date: []

To: Sumitomo Mitsui Banking Corporation, Labuan Branch (Licensed Labuan Bank No. 930016C) (“SMBC LBN”)

This Appendix 2 will **supersede** any earlier written request with SMBC LBN to receive the Transactional Notices and Announcement via email and to **replace** as following.

[A] Email Addresses		
*Please enter one email address per field. Do note that there is a maximum limit of 65 characters per email address. A maximum of 5 email addresses are allowed for each category (except for e-Invoice).		
i. e-Invoice <i>e-Invoice related statements/advices on fees/charges reported by the Bank to LHDN/IRBM.</i> <u>Only one (1) email address.</u> <i>For Bank use: [20]</i>	1	
	Note that SMBC LBN's e-Invoice may include similar transactions details as Statement of Current Account (monthly basis), to select appropriate recipient email address.	
ii. Statement of Current Account and Current Account & Deposit <i>Only for Statement of Current Account (monthly basis), Current Account related notices and Deposit confirmations.</i> <i>For Bank use: [3]</i>	1	
	2	
	3	
	4	
	5	
iii. Loan <i>Bilateral/Syndication loans/financing related advices and notices.</i> <i>For Bank use: [6]</i>	1	
	2	
	3	
	4	
	5	
v. Trade <i>Trade related transaction advices and notices (including Bank Guarantee, Accounts Receivables Purchased, Invoice Financing, Supply Chain Financing).</i> <i>For Bank use: [5]</i>	1	
	2	
	3	
	4	
	5	



[A] Email Addresses

*Please enter one email address per field. Do note that there is a maximum limit of 65 characters per email address. A maximum of 5 email address are allowed for each category.

vi. Audit Confirmation & Balance Certification <i>Customer copy of Audit Confirmation and Balance Certification</i> <i>(Please do not include auditors).</i> <i>For Bank use: [7]</i>	1	
	2	
	3	
	4	
	5	
vii. General Communication <i>General information or notice (including change of tariff, T&Cs, operating hours).</i> <u><i>This category must have at least one (1) email address.</i></u> <i>For Bank use: [10]</i>	1	
	2	
	3	
	4	
	5	

Note: Please be informed the schedule to release CCM email delivery for 'vi. Audit Confirmation & Balance Certification' of customer's copy is subject to revision without further notice to customers.

[B] Password for protection and open of email attachments

* 6-16 digits which contain alphabets (case sensitive), numbers and the special characters except " _ " <underscore>.

Please select either (a) or (b). If nothing is selected, Bank will proceed as (a).

- (a) Remain existing password hence leave blank below.
- (b) Register and/or supersede as below.

Password	
-----------------	--

For and on behalf of [_____]
(Company Reg. No.: [_____])

Name: [_____]
Authorised Signature(s) & Company Stamp (if applicable)

Section for Bank Use

For Operation Control Group

Customer ID:	
--------------	--

Checker	Maker	Signature verified