

LHDN E-Invoice Compliance Checklist

Ten steps to get your business ready for the LHDN e-invoice mandate. Work top to bottom and tick each box as you go.

- ☐ **Confirm your compliance deadline**
Then subtract about four weeks as an implementation buffer.
- ☐ **Register on the MyInvois portal**
You will need your company TIN to do this.
- ☐ **Audit your current invoicing process**
Who creates the invoice, in what tool, how it is sent, and where it is stored.
- ☐ **Check your data quality**
Seller TIN and BRN, buyer TIN and BRN, line items, and tax amounts.
- ☐ **Assess your software's e-invoice capability**
Ask your vendor directly about MyInvois integration.
- ☐ **Decide your compliance path**
 - A. Enable e-invoicing in your existing software
 - B. Add a standalone e-invoice tool, from RM 7,000
 - C. Move to a full ERP with built-in e-invoicing, from RM 15,000
- ☐ **Plan for credit notes and debit notes**
They need e-invoicing too, so do not forget them.
- ☐ **Train your team on the new workflow**
Schedule a 1 to 2 hour hands-on session.
- ☐ **Run a parallel test period**
One to two weeks alongside your existing process.
- ☐ **Set up monitoring and a compliance owner**
Assign someone to own it for the first three months.

DO NOT FORGET

Start collecting your customers' TINs now. It is the number one gap for most SMEs, and the easiest to leave too late.