

Implementation of e-Invoice: Customer Communications

Dear Valued Customers,

Thank you for choosing MCIS Insurance Berhad (MCIS Life) as your preferred insurer. We are proud to be a member of the Life Insurance Association of Malaysia (LIAM).

In line with the Inland Revenue Board of Malaysia's (IRBM) announcement in October 2023 regarding the implementation of e-invoicing in Malaysia, MCIS Life has adopted e-invoicing since **1 August 2024**.

What You Need to Do:

To ensure a smooth transition and compliance with e-invoicing regulations, we kindly request that you update your profile with the following details:

1. Name
2. Address
3. Contact Number
4. Email Address
5. Tax Identification Number (TIN)
6. NRIC / Updated Business Registration Number (BRN)
7. Passport/ MyPR/ MyKAS identification number
8. Sales & Service Tax (SST) Number (if applicable)

Please update your details by filing out the appropriate form based on your profile:

- **For individuals:** Customer Service Request Form
- **For entities:** Entity Service Request Form

Both forms are available on the MCIS Life website under the Customer Care section at www.mcis.my/customer-care/download-forms.

Providing this information is crucial to ensure compliance with the e-invoicing requirements. We encourage you to update your details to support smooth and compliant implementation of e-Invoicing requirements

A Key Matter to Keep in Mind

As part of the **Interim Relaxation Period** announced by IRBM on **26 July 2024**, LIAM members, including **MCIS Life**, have been granted approval to issue **consolidated e-invoices** for all products and services. During this period, from **1 August 2024 to 30 June 2025**, validated e-invoices will not be issued for individual transactions.

Starting **1 July 2025**, MCIS Life will begin issuing validated e-invoices to customers for all transactions in accordance with IRBM's guidelines.

Based on the latest IRBM e-invoicing guidelines, we wish to highlight that, customers are **not required to obtain validated e-invoices from MCIS Life for income tax deduction or relief purposes** at this time.

For more information, please refer to the **Frequently Asked Questions (FAQs)** at www.mcis.my, or contact us via email at einvoice@mcis.my.

Thank you for your continued support and cooperation.

Regards,

MCIS Insurance Berhad