

<In your company letterhead>

Date: XXX

**Pelabuhan Tanjung Pelepas Sdn Bhd**

Blok A, Wisma PTP  
Jalan Pelabuhan Tanjung Pelepas  
TST 507, 81560 Gelang Patah  
Johor Darul Takzim,  
Malaysia

Attention : **Billing and AR Team, 4th Floor**

**RE: CONFIRMATION OF SERVICE TAX EXEMPTION FOR LOGISTICS SERVICES  
(GROUP J)**

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Reference is made to the abovementioned and the Service Tax (Persons Exempted from Payment of Tax) (Amendment) Order 2024 (P.U.(A) 66) ("**the 2024 Exemption Order**").

Effective 1 March 2024, a service tax exemption applies for a service tax registered person ("Service Tax Registered Company") in Group J who acquires taxable services from another registered person in Group J providing the same taxable service.

In the above regard, we **[please insert company name]** hereby confirm that our company is a Service Tax Registered Company with the registration number **[please insert service tax reg number]** and is classified under the logistics services of Group J and our business comprises of **[please insert company nature of business]**.

We **[please insert company name]** further confirm that our company complies with the exemption requirement as provided by the 2024 Exemption Order and is exempted from paying service tax for the **[please insert services provided]** provided by **Pelabuhan Tanjung Pelepas Sdn Bhd**.

I, **[please insert full name]** with IC No **[please insert IC number]** being the authorized representative of **[please insert company name]** hereby agree, covenant and undertake for and on behalf of **[please insert company name]** as follows:

- i) that **[please insert company name]** shall pay the full amount of service tax and any penalties imposed on **Pelabuhan Tanjung Pelepas Sdn Bhd** by the Royal Malaysian Customs Department ("**RMCD**") or any other regulatory authority in the event our confirmation regarding the service tax exemption herein is found to be inaccurate or if RMCD or any other regulatory authority finds any non-compliance by our company with the tax exemption requirements; and
- ii) that **[please insert company name]** shall be fully responsible for and shall save, indemnify, defend and hold harmless **Pelabuhan Tanjung Pelepas Sdn Bhd** against any liabilities, expenses and/or any other costs (including legal costs) incurred by **Pelabuhan Tanjung Pelepas Sdn Bhd** due to any action brought against **Pelabuhan Tanjung Pelepas Sdn Bhd** by RMCD or any other regulatory authority in connection with item (i) mentioned above.

Yours faithfully,

**FOR AND ON BEHALF OF**  
**Company name (the Client)**

**[Please insert full name]**  
**[Please insert designation]**