

How to Register for a Digital Tax Account

1. Navigate to <https://digitaltax.pajak.go.id>



Portal for e-Commerce VAT Collectors Indonesian VAT on Digital Products

From 1 July 2020 Indonesian value-added tax (VAT) applies to sales of digital products supplied by foreign businesses to Indonesian consumers.

Examples of these sales include downloading or streaming of apps, books, computer software, games, magazines, movies, music, and newspapers, as well as the subscription of such products. Online services such as advertising, design, marketing, and video conferencing services are also examples of digital products covered by this measure.

Overseas businesses that make sales like those described above and meet certain criteria will be appointed as VAT collectors by the Indonesian Government and be responsible for:

- charging VAT on sales of digital products
- making a monthly payment to the Indonesian Government, and
- submitting a quarterly VAT return to the Indonesian Directorate General of Taxes (DGT)

The criteria to be appointed as VAT collectors are:

- the value of transactions with buyers in Indonesia exceeds IDR 600,000,000.00 in 1 year or IDR 50,000,000.00 in 1 month; and / or
- the amount of traffic or access in Indonesia exceeds 12,000 in 1 year or 1,000 in 1 month.

The applicable VAT rate is 10 percent. This means the VAT amount on a taxable sale will be 1/11th of the price the Indonesian customer pays.
[View More](#)

Click [here](#) to enter The Application.

2. Click here button to enter The Application and you will redirect to login page

3. Click “**Click here**” to register

4. Fill in Name, Email, and other information in the **Identity** Field

User Registration

Identity

Service Information

PIC Identity

Name

Company Nama Ltd

Email

companyemail@email.com

Bussiness Entity

Entity

Address

Company Address Street 123

Bussiness Registration Number

BR-Number-123

Tax Id Number from Country of Origin

TIN/2314124

Fiscal Year

January

December

Bussiness Clasification

Retail Trade Through Electronic Commerce for Various Kinds of Other Go

Payment Currency

Indonesian Rupiah

5. Click “**Service Information**” Fill in The Type of Service and other information in the Service Information Field

User Registration

Identity

Service Information

PIC Identity

Type of Service

Database and/or Cloud and Hosting

Number of Indonesian Subscribers

10,000,000

Currency

USD-US Dollars

Total Transaction from Indonesia

1,000,000

Total Global Transaction

100,000,000

Website

www.companyofile.com

6. Click “PIC Identity” > Click “Add New” and then fill in Detail PIC Identity

User Registration


Identity Service Information **PIC Identity**

list of persons in charge 1 [+ Add New](#)

Show 10 entries Search:

NAME	POSITION	IDENTITY NUMBER	ACTIONS
PIC Name	CEO	Passport Number/123	Edit Delete

Showing 1 to 1 of 1 entries

Captcha Image  click image to refresh code

Type this Captcha 2

3 [Submit Registration](#) [Cancel](#)

Detail PIC Identity ×

Name

Position

Nationality

ID or Passport Number

Phone Number

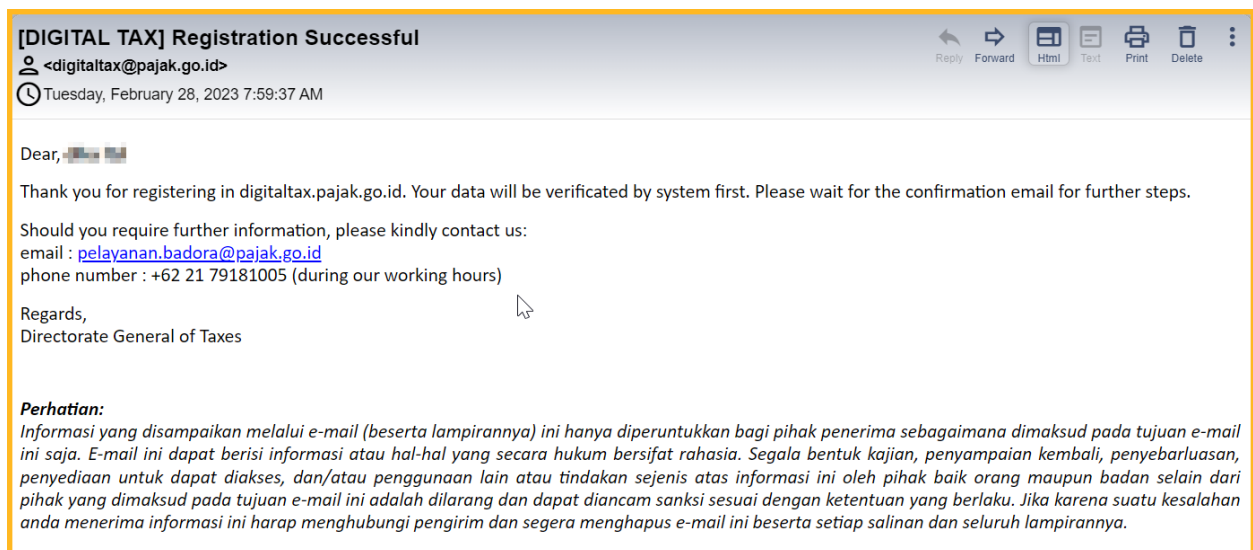
Email Address

Address

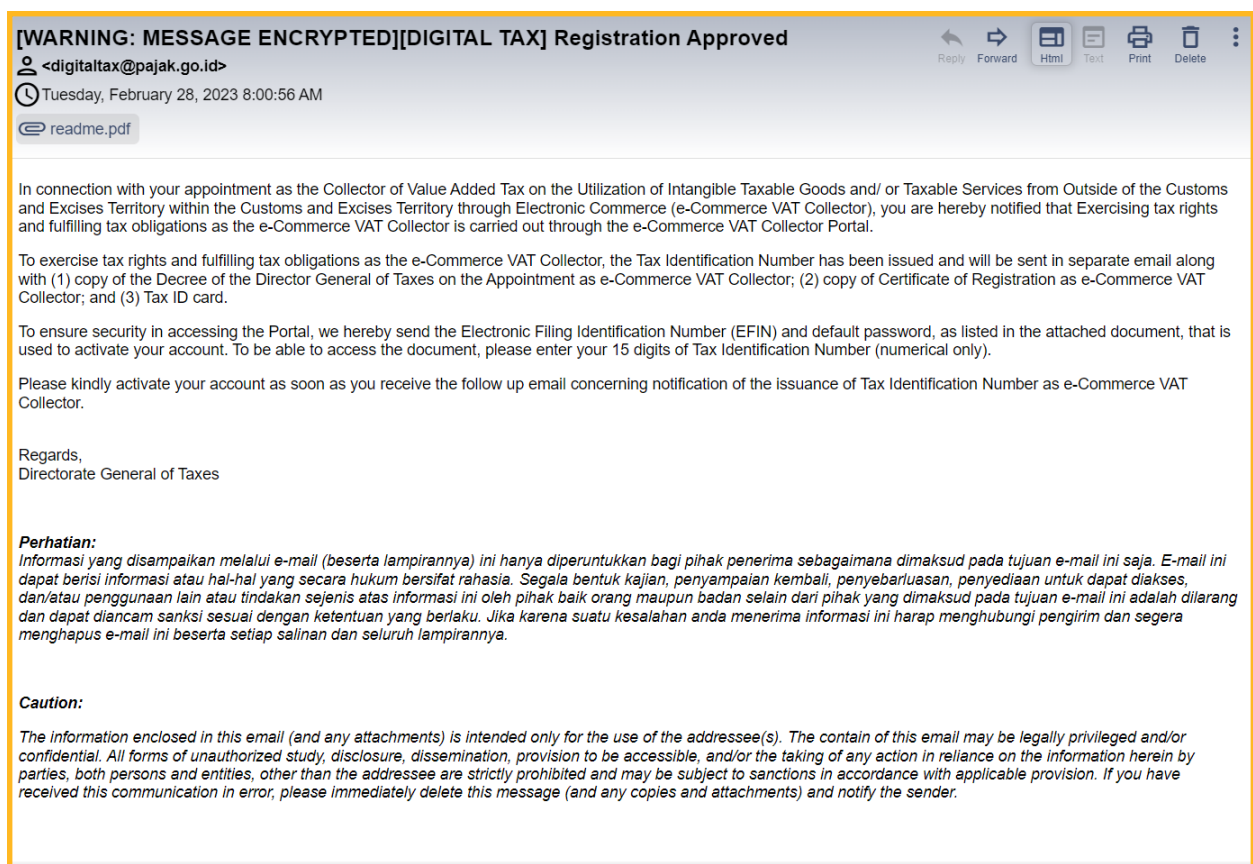
[Close](#) [Add](#) 1

7. Fill in **Captcha** from Captcha image and **Submit Registration**

8. Regularly check the registered email and you will receive a **notification** of successful registration



9. Please wait for the confirmation email and you will receive **Registration Approval**



10. Download **readme.pdf** file (To access the document, please **enter** your 15 digits of **Tax Identification Number** (numerical only))

Password required

This document is password protected. Please enter a password.

.....

Submit

KEMENTERIAN KEUANGAN REPUBLIK INDONESIA
MINISTRY OF FINANCE OF THE REPUBLIC OF INDONESIA

DIREKTORAT JENDERAL PAJAK
DIRECTORATE GENERAL OF TAXES

Electronic Filing Identification Number (EFIN) : 2436453539 **1**

Default Password : 725409 **2**

11. Please wait for the Issuance of Tax Identification Number as the e-Commerce VAT Collector from DGT

[DIGITAL TAX] Notification of the Issuance of Tax Identification Number as the e-Commerce VAT Collector

<digitaltax@pajak.go.id>

Tuesday, February 28, 2023 7:04:49 AM

Decree o... **1** Certificat... **2** Tax ID C... **3**

Dear, [REDACTED]

Pursuant to Article 2 section (2) of the Regulation of the Minister of Finance Number 48/PMK.03/2020 on the Procedures for the Appointment of the Collectors, Collection, Remittance, and Filing of Value Added Tax on the Utilization of Intangible Taxable Goods and/or Taxable Services from Outside of the Customs and Excises Territory within the Custom and Excises Territory through Electronic Commerce, it is hereby informed that you have been appointed as the Collector of Value Added Tax on the Utilization of Intangible Taxable Goods and/or Taxable Services from Outside of the Customs and Excises Territory within the Custom and Excises Territory through Electronic Commerce (e-Commerce VAT Collector).

In connection with such appointment, Tax Identification Number has been issued for :

Name: [REDACTED]

Tax Identification Number: **330013798053000** **4**

to be used in exercising tax rights and fulfilling tax obligations as the e-Commerce VAT Collector. Upon such issuance of Tax Identification Number, it is informed several matters as follows :

1. Tax Identification Number as mentioned above has been registered in the administration of the Directorate General of Taxes as of **2023-02-28** and the appointment as the e-Commerce VAT Collector shall become effective as of **2023-03-01**

Click the following link to activate your account. If that doesn't work, copy the link into your browser <http://10.254.208.229:8080/activate?key=WOxQAQAp9OcpbWrOx7upUGhUW/7ArsogDA43U1nNxMEc=> **5**

Should you require further information please kindly email us to or call during our working hour.

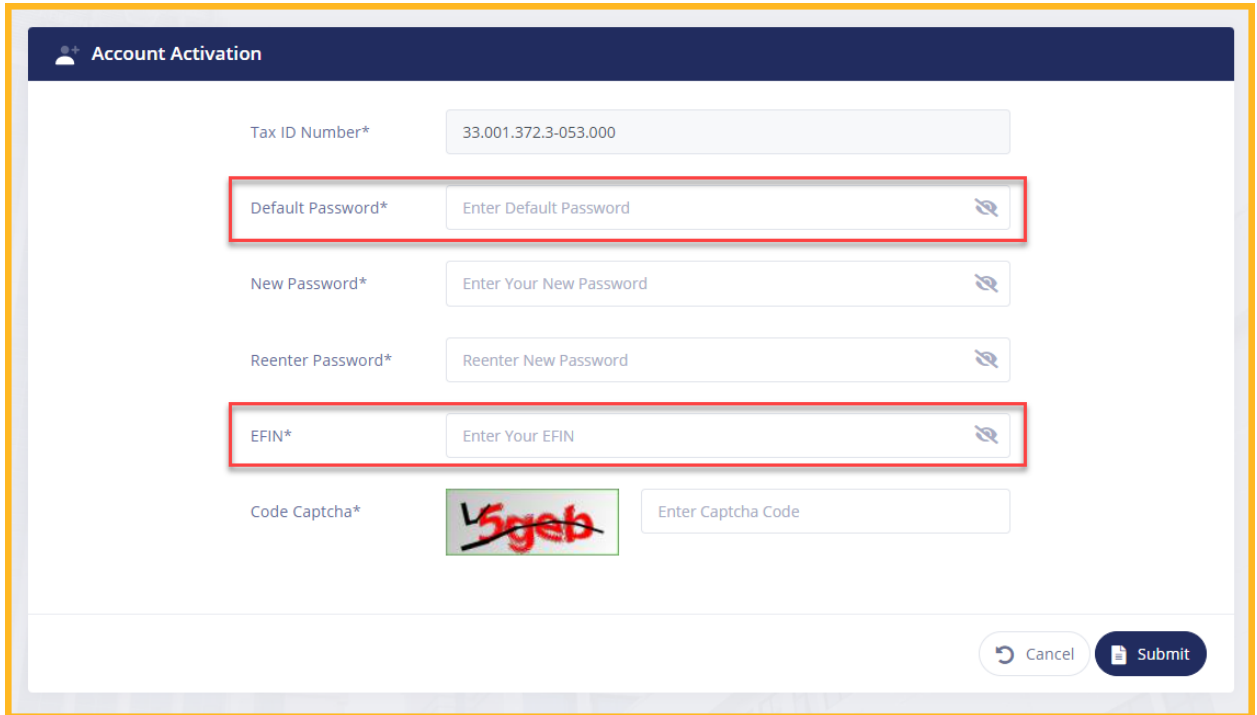
Thank you for your attention and cooperation .

Note:

- a) File you can download for your administration purpose. (Pont 1, 2 and 3)
- b) Tax Identification Number To access the document (readme.pdf) (point 4)

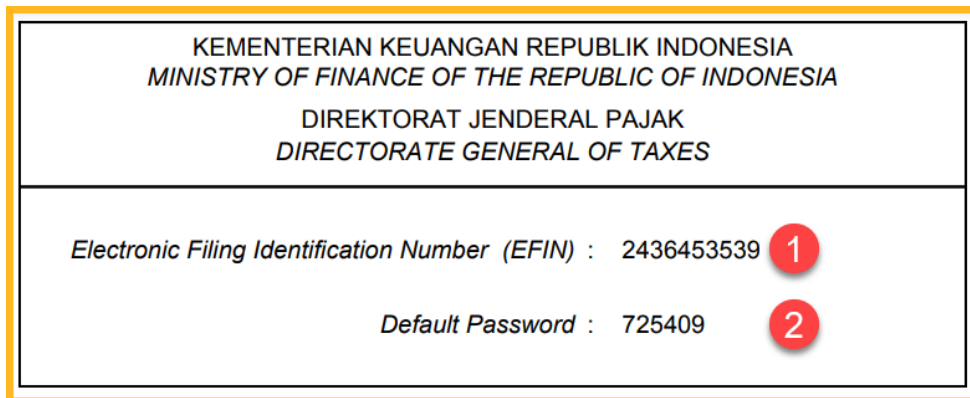
12. Click **link** from email (Point 5) to activate your account.

13. The activation page is as shown in the picture below.



The screenshot shows the 'Account Activation' page. It features a dark blue header with a user icon and the text 'Account Activation'. Below the header, there are several input fields: 'Tax ID Number*' with the value '33.001.372.3-053.000', 'Default Password*' with the placeholder 'Enter Default Password', 'New Password*' with the placeholder 'Enter Your New Password', 'Reenter Password*' with the placeholder 'Reenter New Password', and 'EFIN*' with the placeholder 'Enter Your EFIN'. Each password field has a red box around it and a small eye icon to toggle visibility. Below these fields is a 'Code Captcha*' section with a captcha image showing the word '5geb' and a text input field for the captcha code. At the bottom right, there are 'Cancel' and 'Submit' buttons.

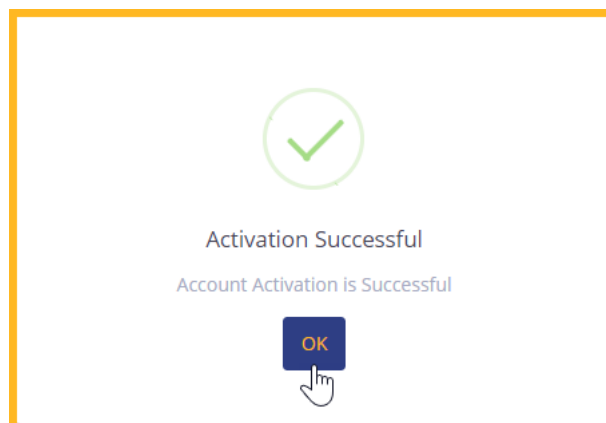
14. Fill in **Default Password** and **EFIN** from the approval registration email as shown in the picture below.



The screenshot shows an email from the 'KEMENTERIAN KEUANGAN REPUBLIK INDONESIA' (Ministry of Finance of the Republic of Indonesia), specifically from the 'DIREKTORAT JENDERAL PAJAK' (Directorate General of Taxes). The email contains the following information:

- Electronic Filing Identification Number (EFIN) :** 2436453539 (marked with a red circle 1)
- Default Password :** 725409 (marked with a red circle 2)

15. Create **New Password** and Fill in **Captcha** and you And you have successfully activated it



How to create a Quarterly Report

1. Navigate your browser to <https://digitaltax.pajak.go.id>
2. Enter The Application
3. Fill in **Tax ID Number**, Enter your **Password**, Enter **Captcha** and Click **Login**

The login form is titled "Login" and contains the following elements:

- 1. Tax ID Number input field
- 2. Enter your Password input field with a toggle icon
- 3. Captcha image and "Enter Captcha" input field
- 4. Login button

Below the login button, there are links for "forgot password? Click here" and "not registered yet? Click here".

4. Click "**Report**" menu from your Dashboard

The dashboard interface shows the "Report" menu highlighted in the top navigation bar. The left sidebar contains a "Report Menu" with options: Dashboard, Preparation, and Submission. The main content area displays a table of electronic receipts.

ELECTRONIC RECEIPT NUMBER	REPORT TYPE	QUARTER/YEAR	REV NUMBER	SUBMIT DATE	ACTIONS
71652073562333203211	Quarter	Q3/2022	0	February 20, 2023	RECEIPT REPORT
65652073252333204110	Quarter	Q1/2022	0	February 20, 2023	RECEIPT REPORT
41652073872333205215	Quarter	Q1/2021	0	February 20, 2023	RECEIPT REPORT
20652073382333208310	Quarter	Q1/2023	0	February 20, 2023	RECEIPT REPORT

5. Click **Preparation** from Report Menu
6. Select **Tax Year** and the **Quarter** which you will report.

The screenshot shows the 'VAT COLLECTOR PORTAL' interface. The 'Report Menu' on the left has 'Preparation' highlighted with a red circle '1'. The main area is titled 'Preparation of Quarterly Tax Reports'. It features two dropdown menus: 'Tax Year' (with a red circle '2') and 'Quarter' (with a red circle '3').

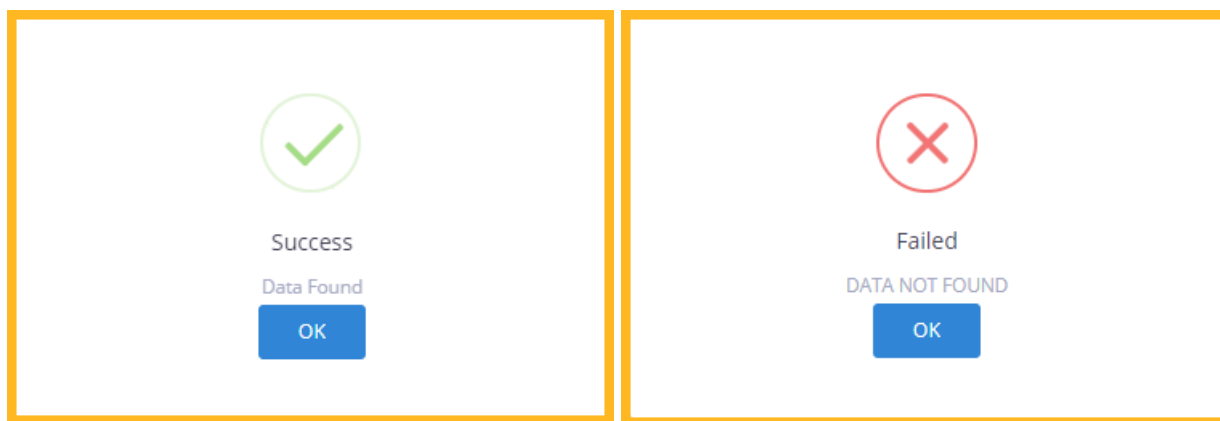
7. Click **Prepopulated** If you have made a payment in the quarter that you will report (The system will **automatically** read your payment) and click **add** if you want to record payments one by one.

The screenshot shows the 'VAT COLLECTOR PORTAL' interface. The 'Report Menu' on the left has 'Preparation' highlighted. The main area is titled 'Preparation of Quarterly Tax Reports'. It features two dropdown menus: 'Tax Year' (set to 2023) and 'Quarter' (set to Q1). Below these are three buttons: 'Prepopulated', 'Add' (highlighted with a red box and a red circle, with a red arrow pointing to it and the text 'Click Add'), and 'Posting'. Below the buttons is a table with columns: NTPN, TAX TYPE, TAX YEAR, TAX PERIOD, AMOUNT, PAYMENT DATE, and ACTIONS. The table is empty, showing 'No data available in table'. Below the table is a search bar and a 'Show 10 entries' dropdown.

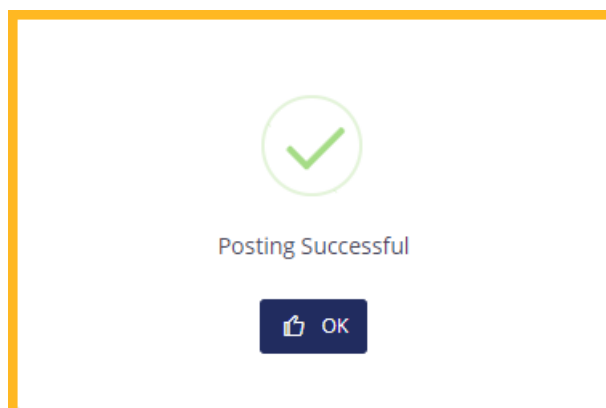
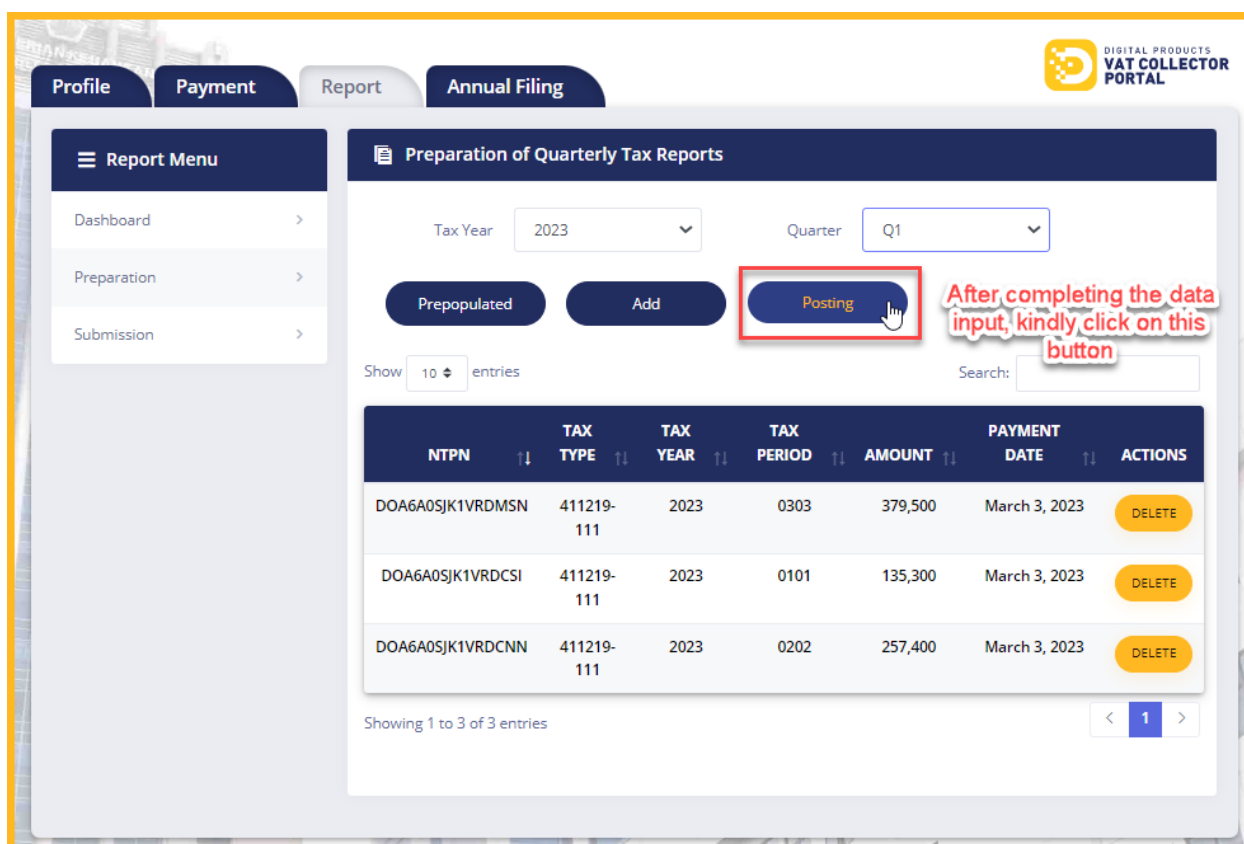
8. Input Deposit Number and Click Save to add payment (Add **manually**)

The screenshot shows the 'Tax Payment Slip' form. It has a 'Tax Period' dropdown set to 'Q1/2023'. Below it is a 'Proof of deposit number' field, which is highlighted with a red box and the text 'Input Deposit Number'. At the bottom right, there is a 'Save' button, which is highlighted with a red circle and the text 'Click Save'.

9. The Notification of data found and not found.



10. Please click **Posting** when you have finished submitting the data.



11. Click **Submission** to Fill Tax Report Data

The screenshot shows the 'Digital Products VAT Collector Portal' interface. On the left, the 'Report Menu' is visible with 'Submission' highlighted. The main area is the 'Dashboard' showing a table of electronic receipts. The table has columns: ELECTRONIC RECEIPT NUMBER, REPORT TYPE, QUARTER/YEAR, REV NUMBER, SUBMIT DATE, and ACTIONS. There are four rows of data, each with a 'RECEIPT' and 'REPORT' button in the actions column.

ELECTRONIC RECEIPT NUMBER	REPORT TYPE	QUARTER/YEAR	REV NUMBER	SUBMIT DATE	ACTIONS
7165207356233203211	Quarter	Q3/2022	0	February 20, 2023	RECEIPT REPORT
6565207325233204110	Quarter	Q1/2022	0	February 20, 2023	RECEIPT REPORT
4165207387233205215	Quarter	Q1/2021	0	February 20, 2023	RECEIPT REPORT
2065207338233208310	Quarter	Q1/2023	0	February 20, 2023	RECEIPT REPORT

12. Fill in Tax Report Data (Number Of Buyers & Ammount of Transaction Payment) and Click Submit

The screenshot shows the 'Tax Report Data' form. It includes fields for Quarter (2), Tax Id Number (330013665053000), Email (lazada@yopmail.com), Rev No (0), Name (LAZADA CORPS LTD), and Currency (USD). Below these is a table for inputting tax data for quarters 4, 5, and 6. The table has columns for Tax Period, Number of Buyers, Amount of Transaction Payment, VAT Collected, and VAT Paid. At the bottom, there are 'SAVE' and 'SAVE AND SUBMIT' buttons.

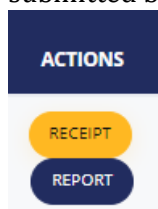
Tax Period	Number of Buyers	Amount of Transaction Payment	VAT Collected	VAT Paid
4	100	10,000,000.00	1,100,000.00	2,200,000.00
5	0	0.00	0.00	0.00
6	0	0.00	0.00	0.00

Vat Paid (Overpaid)
Overpayment transferred on VAT from Quarter
VAT Paid (Overpaid) after overpayment transferred

SAVE SAVE AND SUBMIT

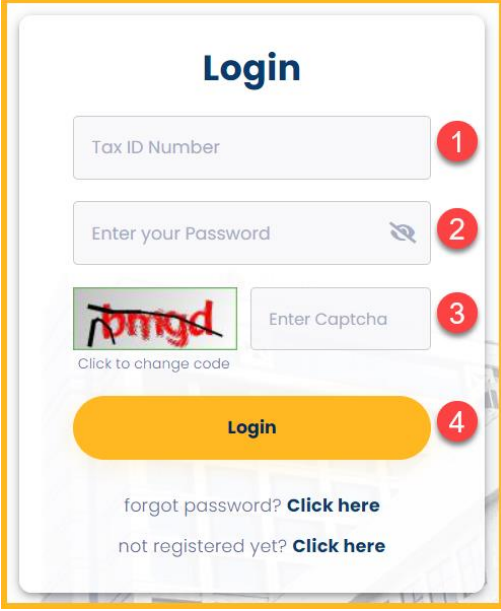
Note:

- a) VAT Collected will be Automatically filled in.
- b) VAT Paid comes from the total payment recorded in the preparation menu.
- c) Over Payment only appears if there is an excess payment in the previous quarter
- d) 4. VAT Paid must be greater than or equal to VAT collected
- e) You can download the receipt and the report of the quarterly report that you have successfully submitted by clicking **Receipt** and **Report** from Dashboard Page:



How to create an Annual Filing/Report

1. Navigate your browser to <https://digitaltax.pajak.go.id>
2. Enter The Application
3. Fill in **Tax ID Number**, Enter your **Password**, Enter **Captcha** and Click **Login**

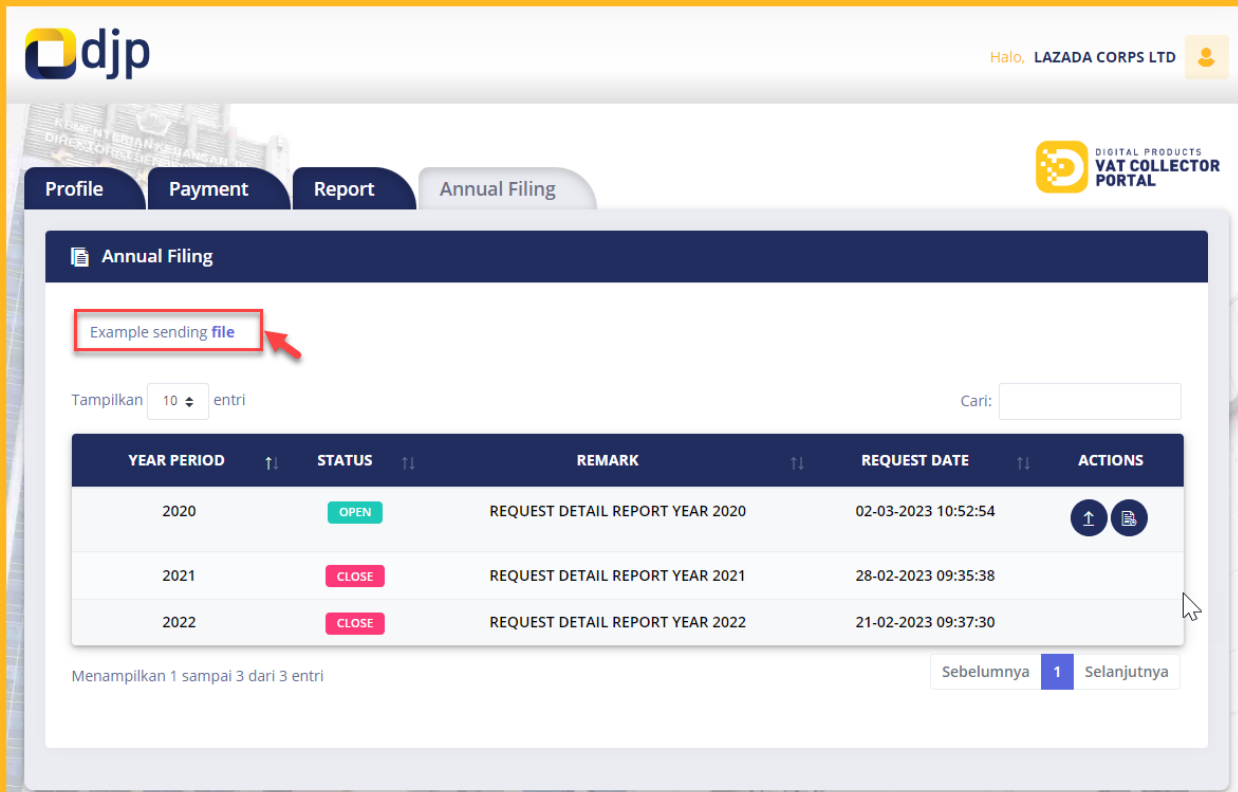


The login form is titled "Login" and contains the following elements:

- 1. Tax ID Number input field
- 2. Enter your Password input field with an eye icon for toggling visibility
- 3. Captcha input field with a "bmgd" captcha image and a "Click to change code" link
- 4. Login button

Below the login button, there are two links: "forgot password? [Click here](#)" and "not registered yet? [Click here](#)".

4. Click "**Annual Filing**" menu from your Dashboard.
5. You will receive an email notification requesting the detailed reports for each year and you have to **send transaction data (detailed reports)** if the request status in application is still **open**.



The screenshot shows the "Annual Filing" dashboard. At the top, there is a header with the "djp" logo, the user name "Halo, LAZADA CORPS LTD", and a user icon. Below the header, there is a navigation bar with tabs: "Profile", "Payment", "Report", and "Annual Filing". The "Annual Filing" tab is selected.

The main content area is titled "Annual Filing" and contains a section "Example sending file" with a red arrow pointing to it. Below this, there is a table with the following columns: "YEAR PERIOD", "STATUS", "REMARK", "REQUEST DATE", and "ACTIONS".

YEAR PERIOD	STATUS	REMARK	REQUEST DATE	ACTIONS
2020	OPEN	REQUEST DETAIL REPORT YEAR 2020	02-03-2023 10:52:54	↑ 📄
2021	CLOSE	REQUEST DETAIL REPORT YEAR 2021	28-02-2023 09:35:38	
2022	CLOSE	REQUEST DETAIL REPORT YEAR 2022	21-02-2023 09:37:30	

At the bottom of the table, there is a pagination bar showing "Menampilkan 1 sampai 3 dari 3 entri" and navigation buttons "Sebelumnya", "1", and "Selanjutnya".

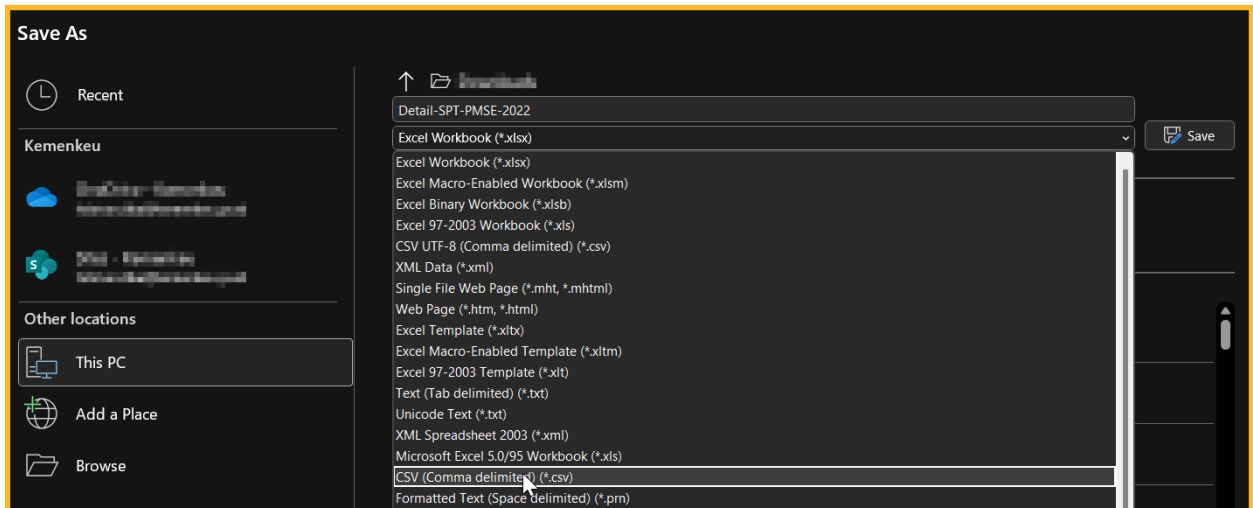
6. Edit the file and fill in the Data with Column Name order as follows:

1. Invoice Number	2. Invoice Date (dd-mm-yyyy)
3. Amount of Transaction	4. VAT Collected
5. Currency (IDR/USD)	6. Customer Name
7. Customer Tax Identity Number	8. Customer ID
9. Customer Email	10. Customer Phone Number

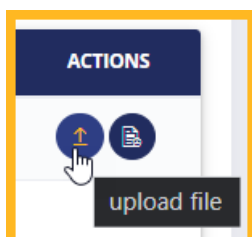
INVOICE_NUMBER	INVOICE_DATE (dd-MM-yyyy)	AMOUNT	VAT	CURRENCY (IDR/USD)	CUST_NAME	CUST_TIN	CUST_ID	CUST_EMAIL	CUST_PHONE
'001	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'002	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'003	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'004	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'005	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'006	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'007	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'008	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'009	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'010	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'011	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'012	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'013	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'014	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'015	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'016	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'017	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'018	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'019	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677
'020	01-01-2022	10000000	10000000	IDR	TESTING	12345678901234	12345678901234	wp@gmail.com	081234455677

Note: Please Remove Column Name (Header) Before Saving the File

7. Save File as Comma Delimited (.csv)



8. Send File (File transactions/Detailed Reports) by Click upload file in Action Column



9. Choose File (.csv) input the number of rows, fill in remark and click submit.

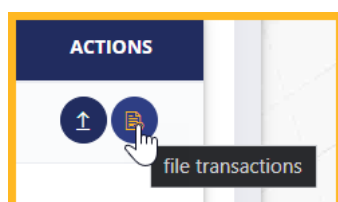
Add File Transaction Details -

File: csv-pms...4 (3).csv

Number of rows:

Remark:

10. Upload Success and click file transactions to see the File Transactions Detail



11. File Transactions Detail as shown in the picture below.

File Transaction Details

Show 10 entries Search:

FILENAME	NUM ROWS	STATUS	REMARK	CREATED AT	UPDATED AT
csv-pmse13-4 (3).csv	5438	Success	test 5438	03-03-2023 08:02:33	03-03-2023 08:02:34

Note:

- a) Make sure the status on the transactions detail file is success.
- b) If you encounter an error, see the detailed error information in the remark column.
- c) Your report will be reviewed by the Directorate General of Taxes and if it is complete, the request status will be closed.

YEAR PERIOD	STATUS	REMARK	REQUEST DATE	ACTIONS
2021	<input type="button" value="CLOSE"/>	REQUEST DETAIL REPORT YEAR 2021	28-02-2023 09:35:38	
2022	<input type="button" value="CLOSE"/>	REQUEST DETAIL REPORT YEAR 2022	21-02-2023 09:37:30	
2020	<input type="button" value="OPEN"/>	REQUEST DETAIL REPORT YEAR 2020	02-03-2023 10:52:54	<input type="button" value="Up Arrow"/> <input type="button" value="Document"/>