OODLINS FIELD GUIDE

Malaysia School e-Invoice Readiness Checklist - 2026

For Taska, Tadika, preschool, enrichment-centre and international-school teams. Use this operational checklist alongside the latest HASiL guidance and your own qualified tax advice.

Important: This is an operational preparation checklist, not tax or legal advice. Confirm your entity's e-Invoice obligation, implementation date and document treatment against current HASiL guidance.

1. Confirm the obligation

- ■ Record the legal entity that issues school fees and its current turnover or revenue position.
- ■ Save the latest HASiL implementation timeline, e-Invoice guideline and relevant FAQs in the finance working file.
- ■ Confirm the school's position and dates with a qualified tax adviser, including any new-business or multi-entity considerations.

2. Clean the finance data

- ■ Verify legal name, registration, tax and address information for the issuing entity.
- ■ Review payer records: parent, guardian, company or sponsor details, and how missing details are requested.
- ■ Standardise fee items: registration, tuition, meals, transport, materials, trips, programmes and other charges.
- ■ Map recurring billing, payment references, receipts, discounts, refunds and corrections.

3. Test the real workflow

- ■ Run a normal invoice, a recurring fee, a payment, an overdue reminder and a refund or correction through the agreed process.
- ■ Define who can create, approve and correct records. Keep an audit trail for exceptions.
- ■ Train finance, admin, admissions and school leaders on their part of the workflow and the parent support route.
- ■ Review the process after the first billing cycle and document the improvements.

Next step: See Oodlins e-Invoicing and billing workflows at oodlins.com/blog/malaysia-e-invoice-schools-2026/

Last reviewed: 25 July 2026. Official references: hasil.gov.my/en/e-invoice/implementation-of-e-invoicing-in-malaysia/e-invoice-implementation-timeline and hasil.gov.my/en/e-invoice/reference-for-the-implementation-of-e-invoice/guidelines/