

What's New

Sage Payroll version 9.9.7.0

Release Date:
8th January 2021

9.9.7.0 Changes

The following enhancements are being released:

Enhancement: MY: LHDN YA2021 Income Tax Rate Update for Resident Individual

Enhancement: MY: LHDN YA2021 Increased in Disable Spouse Relief

Enhancement: MY: LHDN YA2021 Tax Relief Update

Enhancement: MY: KWSP YA2021 Employee Contribution Rate Update

Enhancement: MY: New CP21 Report Template

Enhancement: MY: Update CP22 Report Template

Enhancement: Payroll Housekeeping Setting

Bank Enhancement

Useful fixes

MY: LHDN YA2021 Income Tax Rate Update for Resident Individual

Starting from 1st Jan 2021, the income tax band will be reduced by 1% for chargeable income band from RM50,0001 to RM70,000.

P (RM)	M (RM)	R (%)	B Category 1 & 3 (RM)	B Category 2 (RM)
5,001 – 20,000	5,000	1	-400	-800
20,001 – 35,000	20,000	3	-250	-650
35,001 – 50,000	35,000	8	600	600
50,001 – 70,000	50,000	13	1,800	1,800
70,001 – 100,000	70,000	21	4,400	4,400
100,001 – 250,000	100,000	24	10,700	10,700
250,001 – 400,000	250,000	24.5	46,700	46,700
400,001 – 600,000	400,000	25	83,450	83,450
600,001 – 1,000,000	600,000	26	133,450	133,450
1,000,001 – 2,000,000	1,000,000	28	237,450	237,450
Exceeding 2,000,000	2,000,000	30	517,450	517,450

In system, we had updated the latest table at:

Housekeeping > Setup > Government Tables > PCB Constant Value > Resident > List

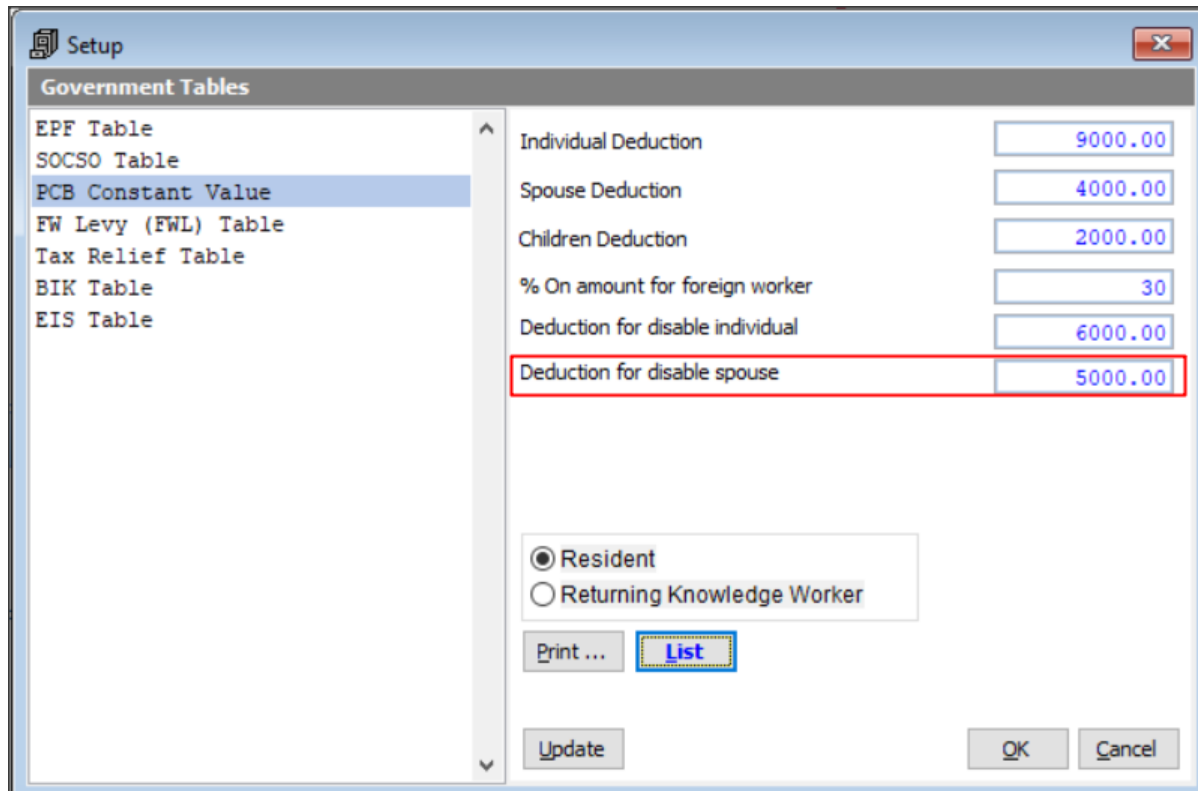
PCB Constant Value														
Taxpayf	Taxpayt	Fsthitpay	Taxper	K1	K3	K2	Individed	Spouseded	Childded	Pcbf_pec	Update	Su	Du	Taxtype
2500.00	5000.99	2500.00	0.00	-400.00	-400.00	-800.00	9000.00	4000.00	2000.00	30.00	02/03/2012	5000.00	6000.00	RS
5000.01	20000.99	5000.00	1.00	-400.00	-400.00	-800.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
20000.01	35000.99	20000.00	3.00	-250.00	-250.00	-650.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
35000.01	50000.99	35000.00	8.00	600.00	600.00	600.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
50000.01	70000.99	50000.00	13.00	1800.00	1800.00	1800.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
70000.01	100000.99	70000.00	21.00	4400.00	4400.00	4400.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
100000.01	250000.99	100000.00	24.00	10700.00	10700.00	10700.00	0.00	0.00	0.00	0.00	07/12/2009	0.00	0.00	RS
250000.01	400000.99	250000.00	24.50	46700.00	46700.00	46700.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
400000.01	600000.99	400000.00	25.00	83450.00	83450.00	83450.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
600000.01	1000000.99	600000.00	26.00	133450.00	133450.00	133450.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
0000001.00	2000000.99	0000000.00	28.00	237450.00	237450.00	237450.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS
0000001.00	999999999.99	0000000.00	30.00	517450.00	517450.00	51745.00	0.00	0.00	0.00	0.00	/ /	0.00	0.00	RS

MY: LHDN YA2021 Increase in Disabled Spouse Relief

Previously, an additional relief of RM3,500 is given to a resident individual taxpayer whose spouse is disabled. Starting from 1st Jan 2021, the disable spouse relief will be increase from RM3,500 to RM5,000.

In system, we had updated the latest value at:

Housekeeping > Setup > Government Tables > PCB Constant Value > Deduction for disable spouse



The screenshot shows the 'Setup' window with the 'Government Tables' section. The 'PCB Constant Value' table is selected in the left-hand list. The right-hand pane displays the values for various deductions. The 'Deduction for disable spouse' value is highlighted with a red box and is set to 5000.00. Below the list of deductions, there are radio buttons for 'Resident' (selected) and 'Returning Knowledge Worker'. At the bottom, there are buttons for 'Print ...', 'List', 'Update', 'OK', and 'Cancel'.

Table Name	Value
Individual Deduction	9000.00
Spouse Deduction	4000.00
Children Deduction	2000.00
% On amount for foreign worker	30
Deduction for disable individual	6000.00
Deduction for disable spouse	5000.00

☒ Resident
☐ Returning Knowledge Worker

Print ... List Update OK Cancel

MY: LHDN YA2021 Tax Relief Update

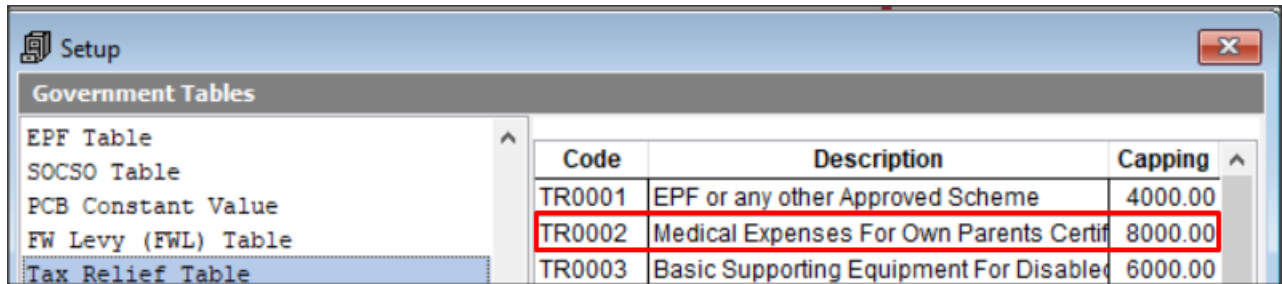
Below is the list of Tax Relief update of year assessment 2021 in the system:

a. Increase of Tax Relief on Medical Treatment, Special Needs and Carer Expense for Parents

Previously a resident individual taxpayer is eligible to claim a relief of up to RM5,000 on expenditure of medical treatment, special needs and carer expenses incurred on parents.

Starting year assessment 2021, the relief amount will be increase from RM5,000 to RM8,000.

In the system, we had updated the tax relief code **TR0002** with capping amount RM8,000.00.



Code	Description	Capping
TR0001	EPF or any other Approved Scheme	4000.00
TR0002	Medical Expenses For Own Parents Certif	8000.00
TR0003	Basic Supporting Equipment For Disabled	6000.00

b. Expansion of Education Fees (Self)

The Education Fees (Self) with relief amount up to RM7,000 is now expanding the scope of relief to cover for any course of study undertaken for the purpose of up-skilling or self-enhancement up to RM1,000.

In the system,

- **TR0005** Education Fees (Self) is remain as RM7,000.
- We added a new tax relief code **TR0038** with capping amount RM1,000 to which sub-category under TR0005.

Means that, the relief of TR0005 + TR0038 sum up should not be over RM7,000 above.

TR0038	Fees for skills improvement and self-impr	1000.00
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c. Review of Tax Relief on Medical Expenses for Serious Diseases

- Income tax relief on medical expenses for serious diseases and fertility treatment for taxpayer and spouse be increased from RM6,000 to RM8,000.
- Complete medical examination expenses for self, spouse or child be increased from RM500 up to RM1,000.
- Include Vaccination Expenses up to RM1,000 for taxpayer, spouse, and child.

In the system, we had updated:

- **TR0006** Medical Expenses for serious diseases capping amount from RM6,000 to RM8,000.
- **TR0024** Medical Check-up capping amount from RM500 to RM1,000.
- **TR0036** Cost of Fertility Treatment capping amount from RM6,000 to RM8,000.
- A new tax relief code **TR0039** Vaccination Expense capping amount RM1,000.

Code	Description	Capping
TR0001	EPF or any other Approved Scheme	4000.00
TR0002	Medical Expenses For Own Parents Certif	8000.00
TR0003	Basic Supporting Equipment For Disabled	6000.00
TR0005	Education Fees (Self) For Acquiring Law, A	7000.00
TR0006	Medical expenses on serious diseases fo	8000.00
TR0009	Net Deposit in Skim Simpanan Pendidikan	8000.00

Government Tables		
EPF Table		
SOCSSO Table		
PCB Constant Value		
FW Levy (FWL) Table		
Tax Relief Table		
BIK Table		
EIS Table		

Code	Description	Capping
TR0023	Allowance or Subsidies for Childcare	2400.00
TR0024	Medical Check-Ups	1000.00
TR0028	Annuity	3000.00
TR0029	SOCSSO Relief	250.00
TR0030	Medical Expenses For Father Certified By	1500.00
TR0031	Medical Expenses For Mother Certified By	1500.00
TR0032	Lifestyle (readings, computer/smartphone)	3000.00
TR0033	Fees paid to Child Care Centre and Kinde	3000.00
TR0034	Purchase of Breastfeeding Equipment(de	1000.00
TR0035	Life Insurance Premiums	3000.00
TR0036	Cost of fertility treatment for the tax payer c	8000.00
TR0037	Domestic Travel (Accommodation fee/Entra	1000.00
TR0038	Fees for skills improvement and self-impr	1000.00
TR0039	Vaccination expenses for self, spouse / ch	1000.00
TR0040	Lifestyle - Sport	500.00

- d. Additional Tax Relief for Purchase of Sport Equipment, Rental / Entry Fees for Sport Facilities and Registration Fees in Sport Competition

An additional relief limited up to RM500 be given to a resident individual taxpayer for taxpayers own use or the use of the spouse or child.

In the system, we had added a new tax relief code **TR0040** Lifestyle – Sport capping amount RM500.

TR0040	Lifestyle - Sport	500.00
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- e. Increase of Tax Relief for Child Care Fees Paid to a Registered Child Care Centres / Kindergartens for a Child Aged 6 Years and below

The income tax relief for fees paid to child care centres and kindergartens be increased from RM2,000 to RM3,000.

In the system, we had updated the tax relief code **TR0033** Fees paid to Child Care capping amount RM3,000.

TR0033	Fees paid to Child Care Centre and Kinde	3000.00
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- f. Tax Relief for Domestic Tourism Expenditure

A tax relief of up to RM1,000 be given to a resident taxpayer for payment of the following expenditure made on or after 1 March 2020 but no later than 31 December 2021:

- Premises must be registered with Commissioner of Tourism Malaysia.
- Entrance fees to tourist attraction centre.

In the system, we had added a new tax relief code **TR0037** Domestic Tourism (Accommodation fee/Entrance fee) capping amount RM1,000.

TR0037	Domestic Travel (Accommodation fee/Ent	1000.00
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- g. Increase of Income Tax Exemption Limit for Compensation for Loss Employment

In this version, we had updated the formula of Compensation for Loss Employment income tax exemption amount from RM10,000 to RM20,000 for each of completed year of service with the same employer or with companies within the same group for an individual who has ceased employment on or after 1 January 2020 but not later than 31 December 2021.

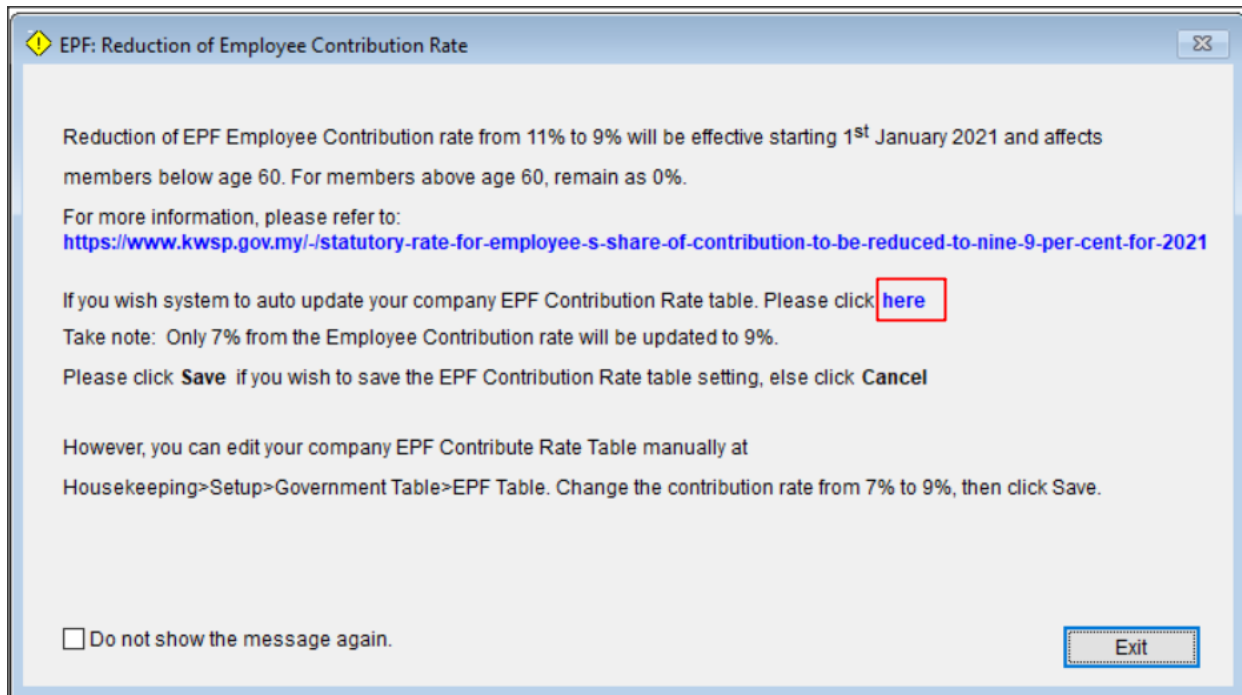
MY: KWSP YA2021 Employee Contribution Rate Update

The Employees Provident Fund (EPF) reduced minimum statutory contribution rate for employees, from 11% to 9% and the rate will be effective starting January 2021 (February 2021's contribution) up to December 2021 (January 2022's contribution). This new rate will only affect the members below age 60.

For more official information, please refer to: <https://www.kwsp.gov.my/-/statutory-rate-for-employee-s-share-of-contribution-to-be-reduced-to-nine-9-per-cent-for-2021>

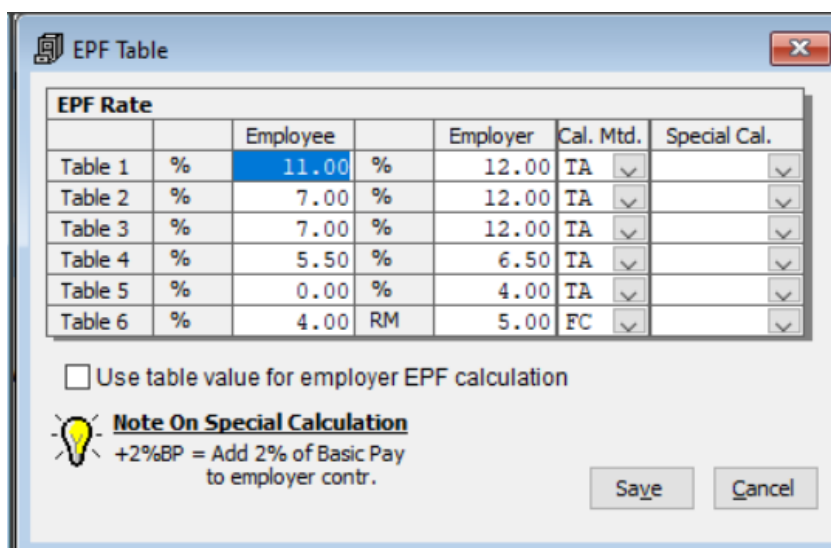
In the system, we had updated the message box for you to choose if you wish system would help you to change the % or you can edit yourself in the system.

- a. If you wish system to edit the EPF Contribution Rate table for you. Please click:



- b. System will prompt the EPF Contribution Rate Table in your company setting and change to 9% of Employee contribution rate for you. Take note that system will only update the Employee contribution amount which is 7% previously.

Take an example, your original EPF Contribution amount as below table:



So, when you click on the system update for EPF Contribution Rate Table, you will be expecting to see as below:

EPF: Reduction of Employee Contribution Rate

Reduction of EPF Employee Contribution rate from 11% to 9% will be effective starting 1st January 2021 and affects members below age 60. For members above age 60, remain as 0%.

For more information, please refer to: <https://www.kwsp.gov.my/-/statutory-rate-for-employee-s-share-of-contribution-to-be-reduced-to-nine-9-per-cent-for-2021>

If you wish system to auto update your company EPF Contribution Rate table. Please click **here**

Take note: Only 7% from the Employee Contribution rate will be updated to 9%.

Please click **Save** if you wish to save the EPF Contribution Rate table setting, else click **Cancel**

However, you can edit your company EPF Contribution Rate Table manually at Housekeeping>Setup>Government Table>EPF Table. Change the contribution rate from 7% to 9%, then click Save.

☐ Do not show the message again.

EPF Table

EPF Rate	Employee	Employer	Cal. Mtd.	Special Cal.
Table 1	% 11.00	% 12.00	TA	
Table 2	% 9.00	% 12.00	TA	
Table 3	% 9.00	% 12.00	TA	
Table 4	% 5.50	% 6.50	TA	
Table 5	% 0.00	% 4.00	TA	
Table 6	% 4.00	RM 5.00	FC	

☐ Use table value for employer EPF calculation

Note On Special Calculation
+2%BP = Add 2% of Basic Pay to employer contr.

Save **Cancel**

Exit

All the 7% from Employee contribution rate will update to 9%.

- c. Click **Save** once you done verify the % of the employee contribution rate, else **Cancel**.

EPF: Reduction of Employee Contribution Rate

Reduction of EPF Employee Contribution rate from 11% to 9% will be effective starting 1st January 2021 and affects members below age 60. For members above age 60, remain as 0%.

For more information, please refer to: <https://www.kwsp.gov.my/-/statutory-rate-for-employee-s-share-of-contribution-to-be-reduced-to-nine-9-per-cent-for-2021>

If you wish system to auto update your company EPF Contribution Rate table. Please click **here**

Take note: Only 7% from the Employee Contribution rate will be updated to 9%.

Please click **Save** if you wish to save the EPF Contribution Rate table setting, else click **Cancel**

However, you can edit your company EPF Contribution Rate Table manually at Housekeeping>Setup>Government Table>EPF Table. Change the contribution rate from 7% to 9%, then click Save.

☐ Do not show the message again.

EPF Table

EPF Rate	Employee	Employer	Cal. Mtd.	Special Cal.
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Table 3	% 9.00	% 12.00	TA	
Table 4	% 5.50	% 6.50	TA	
Table 5	% 0.00	% 4.00	TA	
Table 6	% 4.00	RM 5.00	FC	

☐ Use table value for employer EPF calculation

Note On Special Calculation
+2%BP = Add 2% of Basic Pay to employer contr.

Save **Cancel**

Exit

- d. Tick on the "Do not show the message again" box if you do not wish to show the message when you login to the company database. Else, it will always prompt when you login to your company database.

EPF: Reduction of Employee Contribution Rate

Reduction of EPF Employee Contribution rate from 11% to 9% will be effective starting 1st January 2021 and affects members below age 60. For members above age 60, remain as 0%.

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If you wish system to auto update your company EPF Contribution Rate table. Please click **here**

Take note: Only 7% from the Employee Contribution rate will be updated to 9%.

Please click **Save** if you wish to save the EPF Contribution Rate table setting, else click **Cancel**

However, you can edit your company EPF Contribution Rate Table manually at Housekeeping>Setup>Government Table>EPF Table. Change the contribution rate from 7% to 9%, then click Save.

☐ Do not show the message again.

Exit

- e. Click **Exit** once you done.
- f. If you wish to edit your EPF Contribution Table yourself, whenever you login to your company database, tick "Do not show the message again." and click **Exit**.

MY: New CP21 Report Template

In this version, we had enhanced the CP21 report template at Government > Income Tax Reports > CP21

- 2015 Page 1

LEMBAGA HASIL DALAM NEGERI MALAYSIA PEMBERITAHUAN OLEH MAJIKAN BAGI PEKERJA YANG HENDAK MENINGGALKAN MALAYSIA NOTIFICATION BY EMPLOYER OF EMPLOYEE'S DEPARTURE FROM MALAYSIA [SUBSEKSYEN 83(4) AKTA CUKAI PENDAPATAN 1967] [SUBSECTION 83(4) INCOME TAX ACT 1967]		LEAVER
<p>Satu salinan borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia sekurang-kurangnya satu (1) bulan sebelum tarikh dijangka meninggalkan Malaysia. A copy of this notification should be submitted to Inland Revenue Board not less than one(1) month before the expected date of departure .</p>		
<p>Nama & Alamat Majikan/ Employer's Name & Address</p> <p>Hong Leong Bank Connect First Test Suite 1B-G, Level G, Block 1B Plaza Sentral, Jalan Sentral Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur</p>	<p>No. Majikan/ Employer's No</p> <div style="border: 1px solid black; padding: 2px; display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="display: flex; flex-direction: row-reverse; justify-content: space-between; width: 100%;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">8</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">7</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">8</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> </div> </div>	
<p>No. Telefon Majikan/ Employer's Telephone No</p> <div style="border: 1px solid black; padding: 2px;">03-22614178</div>		
A. BUTIR-BUTIR PEKERJA YANG AKAN MENINGGALKAN MALAYSIA PARTICULARS OF THE EMPLOYEE WHO WILL BE LEAVING MALAYSIA		
<p>1. Nama Pembed/ Name of Employee</p> <div style="border: 1px solid black; padding: 2px;">EMPLOYEE 000</div> <p>2. Tarikh Mula Bekerja / Date of Commencement</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> </div> <p>3. Tarikh Dijangka Meninggalkan Malaysia / Expected Date to Leave Malaysia</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">3</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">3</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> </div> <p>4. No. Pengembara (No. Kad Pengembara/Polis/Terima/Passport) / Identification No. (Identity Card / Police / Army / Passport No.)</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">9</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> </div> <p>5. No. Cukai Pendapatan / Income Tax No.</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">G</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">G</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">3</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">0</div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">1</div> </div> <p>6. Warganegara / Citizen</p> <div style="border: 1px solid black; height: 20px;"></div> <p>7. Tarikh Lahir/ Date of Birth</p> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;"></div> </div> <p>8. Tempat Lahir/ Place of Birth</p> <div style="border: 1px solid black; height: 20px;"></div> <p>9. Jenis Pekerjaan/ Nature of Employment</p> <div style="border: 1px solid black; height: 20px;"></div> <p>10. No. Telefon Pekerja / Employee's Telephone No</p> <div style="border: 1px solid black; height: 20px;"></div>	<p>11. Alamat rumah-masyarakat pekerja yang terkini / Current address of employee</p> <div style="border: 1px solid black; padding: 2px;">11, JALAN MELAWATI</div> <div style="border: 1px solid black; padding: 2px;">TAMAN MELAWATI</div> <div style="border: 1px solid black; padding: 2px;">50470 KUALA LUMPUR</div> <div style="border: 1px solid black; padding: 2px;">KUALA LUMPUR</div> <p><input type="checkbox"/> Tandukan 'X' jika alamat rumah-masyarakat di atas adalah alamat ejen cukai <input type="checkbox"/> Mark 'X' if the above correspondence address is agent's address</p> <p>12. Alasan meninggalkan negara ini/ Reason for departure</p> <div style="border: 1px solid black; height: 20px;"></div> <p>13. Alamat rumah-masyarakat di luar Malaysia / Correspondence address outside Malaysia</p> <div style="border: 1px solid black; height: 20px;"></div> <div style="border: 1px solid black; height: 20px;"></div> <div style="border: 1px solid black; height: 20px;"></div> <div style="border: 1px solid black; height: 20px;"></div> <p>14. Jika akan kembali ke Malaysia, nyatakan tarikh dijangka kembali / If returning to Malaysia, state the probable date of return</p> <div style="border: 1px solid black; height: 20px;"></div>	

- 2015 Page 2

B. BUTIR-BUTIR SARAAN				
Jika pekerja tidak kembali, nyatakan di bawah ini emolumen dan caruman kepada mana-mana Kumpulan Wang yang diluluskan bagi tahun beliau meninggalkan negara ini : <i>If not returning, state the emoluments and any approved Provident Fund contributions for the year of departure below :</i>		Tahun Semasa / Current Year		
		Tempoh / Period		RM
		Dari / From	Hingga / Until	
1)	Gaji, bayaran, upah dan kerja lebih masa <i>Salary, fees, wages, and overtime pay</i>	01/01/2020	30/05/2020	39995.00
2)	Gaji cuti <i>Leave pay</i>			
3)	komisen dan bonus <i>Commission and bonus</i>	01/01/2020	30/05/2020	4100.00
4)	Ganjaran <i>Gratuity</i>	01/01/2020	30/05/2020	20,000.00
5)	Pampasan kerana kehilangan pekerjaan <i>Compensation for loss of employment</i>	01/01/2020	30/05/2020	2400.00
6)	Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun)..... <i>Allowance in cash including tax borne by the employer (please state type of allowance)</i>	01/01/2020	30/05/2020	500.00
7)	Pencen daripada majikan <i>Pension from employer</i>			
8)	Manfaat berupa barangan yang layak dikenakan cukai <i>Benefit in kind subject to tax</i>			
9)	Nilai tahunan tempat dediaman yang disediakan majikan <i>Value of living accommodation provided by the employer</i>	01/01/2020	30/05/2020	255.00
10)	Elaun-elaun selain dari wang seperti makanan, pakaian, lojing atau pembantu rumah yang diperuntukkan atau dibayar oleh majikan <i>Allowances in kind, e.g. value of food, clothing, lodging or servants provided or paid by the employer</i>			
11)	Bayaran-bayaran lain (jika ada, nyatakan) <i>Other payments (if any, please specify)</i>			
JUMLAH				RM
C. BUTIR-BUTIR PENDAPATAN YANG BELUM DILAPORKAN / INCOME OF PRECEDING YEARS NOT DECLARED				
Bil.	Jenis Pendapatan / Type of Income	Tempoh Diperoleh / Year for Which Paid	Jumlah Pendapatan (RM) / Total Income (RM)	Caruman KWSP Pekerja (RM) / Provident & Pension Fund Contribution (RM)
(i)				
(ii)				
(iii)				
D. BUTIR-BUTIR LAIN / OTHER PARTICULARS				
1)	Jumlah wang yang ditahan oleh majikan dan akan dibayar kepada pekerja / <i>Amount of money withheld by employer and due to employee</i>			RM
2)	Jumlah Potongan Cukai Bulanan yang dibayar ke LHDN dalam tahun ini / <i>Amount of Monthly Tax Deductions paid for the current year</i>			RM 5755.05
3)	Jumlah potongan zakat dalam tahun ini / <i>Amount of zakat paid for the current year</i>			RM 55.00
4)	Caruman pekerja kepada KWSP atau kumpulan wang yang diluluskan / <i>Employee contributions to Employee Provident Fund or any approved fund</i>			RM 4851
E. AKUAN PEGAWAI YANG DIBERI KUASA / DECLARATION BY AUTHORISE OFFICER				
Nama / Name :	JOY L.			
Jawatan / Designation :	PAYROLL MANAGER			
Tandatangan / Signature				
Tarikh / Date :	01 05 20			

Update CP22 Report Template

In this version, we updated the latest version 2020 of CP22 report template at Government > Income Tax Reports > CP22

LEMBAGA HASIL DALAM NEGERI MALAYSIA PEMBERITAHUAN PEKERJA BAHARU NOTIFICATION OF NEW EMPLOYEE (SUBSEKSYEN 83(2) AKTA CUKAI PENDAPATAN 1967) [SUBSECTION 83(2) OF THE INCOME TAX ACT 1967]		(C.P. 22 - Fin. 2020)
Borang ini hendaklah diserahkan dalam tempoh satu bulan dari tarikh mula penggajian. <i>This form must be submitted within one month from the date of commencement of employment.</i>		
Kepada / To: Lembaga Hasil Dalam Negeri Malaysia Tingkat 1, Blok LA, Kompleks Kerajaan Ke-10, Jalan Duta, Kementerian 11001 Kuala Lumpur	Nama majikan dan alamat / Employer's name and address <div style="border: 1px solid black; padding: 5px;"> Hong Leung Bank Commerce Full Term Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Sentral Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur </div> No. majikan / Employer's no E 4120101 No. Telefon Majikan / Employer's telephone no 03-22614175	
MAKLUMAT PEKERJA BAHARU / PARTICULARS OF NEW EMPLOYEE		
Nama Penuh / Full name EMPLOYEE001 Jenis pekerjaan / Nature of employment ENGINEERING Tarikh permulaan pekerjaan sekarang / Commence recent date of current employment 01012020 Tempoh pekerjaan yang dijangka / Expected duration of employment 1000000000 Alamat Kediaman Sekarang / Current residential address <div style="border: 1px solid black; padding: 2px;"> 82, JALAN INDUSTRY 01 TAMAN INDUSTRIY KUALA LUMPUR, KUALA LUMPUR </div> Alamat Surat Menyurat Sekarang / Current correspondence address <div style="border: 1px solid black; padding: 2px;"> 82, JALAN INDUSTRY 01 TAMAN INDUSTRIY 50000 KUALA LUMPUR </div> <input type="checkbox"/> Tandakan 'X' jika alamat surat-menyerut di atas adalah berbeza dengan alamat asal. <i>Mark 'X' if the above correspondence address belongs to a new agent</i> No. telefon / Telephone no. 010120200020 Alamat e-mel / e-Mail address 001@TESTING.COM	No. cukai pendapatan / Income tax ID. <div style="border: 1px solid black; padding: 2px;"> S G S 1 2 0 1 2 3 4 0 </div> No. kad pengenalan / Identity card no. <div style="border: 1px solid black; padding: 2px;"> 1 7 1 0 2 3 1 2 1 1 1 1 </div> No. Pasport Semasa / Current passport no <div style="border: 1px solid black; padding: 2px;"> J 1 2 3 1 1 2 1 </div> No. pasport yang pernah didaftarkan dengan LHDNM (jika ada) / Passport no. previously registered with LHDNM (if any) <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div> Jantina / Gender 1 Warganegara / Citizen <div style="display: flex; justify-content: space-between;"> 1 = Lelaki / Male 2 = Perempuan / Female </div> Tarikh Lahir / Date of birth 2 3 1 0 1 0 5 7 Tarikh Pendaftaran / Marital status <div style="display: flex; justify-content: space-between;"> 2 = Berkahwin / Married 1 = Tidak Berkahwin / Single </div> Jika berkahwin, nyatakan / If married, state: (a) Nama penuh suami/isteri / Full name of husband / wife <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div> (b) No. kad pengenalan / passport suami / isteri / Full name of husband / wife <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div> (c) No. cukai pendapatan suami / isteri / Husband's / Wife's income tax no. <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div>	
TERMA-TERMA PENGGAJIAN / TERMS OF EMPLOYMENT		
(a) Kadar gaji tetap / Monthly rate of fixed remuneration (b) Kadar gaji tetap termasuk segala bentuk elaun, termasuklah elaun perumahan, elaun perjalanan, elaun pakaian, elaun telefon, elaun insurans, elaun kereta, elaun makan, elaun minum, elaun lain-lain yang diberikan oleh majikan. <i>Monthly rate of fixed remuneration including all allowances e.g. housing allowance, travel allowance, clothing allowance, telephone allowance, insurance allowance, car allowance, food allowance, etc.</i>		RM 7000.00
(c) Senarai semua elaun yang diberikan (nyatakan bilangan dan tarikh jumlah bayaran akan diterima) <i>Listing all allowances to which he/she is entitled (state the details) and the date when the amounts will be known</i>		
Nota: Garansi bahawa semua maklumat yang diberikan adalah benar dan tidak ada kesalahan. <i>Note: Please use declaration in case of any affected writing space</i>		
Nama dan Alamat Majikan yang berada di Malaysia <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div>		
Tandatangan majikan / Employer's signature <div style="border: 1px solid black; padding: 2px;"> 1 1 1 1 1 1 1 1 </div>		
Nama / Name JOHNS Jawatan / Designation PAYROLL MANAGER		

Payroll Housekeeping Setting Enhancement

With this version and onwards, you can now be able to select XBM – Payslip as your default pay slip format at Housekeeping > Setup > Parameter Setup > Control > Default Pay Slip Format.

The screenshot shows the 'Parameter Setup' dialog box with the 'Control' tab selected. The 'Transaction' section contains various checkboxes for payroll settings. The 'Control' section includes a 'Pin nos. allowed to write' field, a 'Default Pay Slip Format' dropdown menu (highlighted with a red box), and several other checkboxes. The 'Administrative Tool' section at the bottom contains a warning message and an 'Administrative Settings' button.

Parameter Setup

Company Details | Pay Calculation | Pay Calculation[2] | **Control** | Auto Numbering

Transaction

- ☒ Allow 1st half under all conditions
- ☒ Clear advance on month end
- ☒ Clear bonus on month end
- ☒ Clear commission on month end
- ☒ Clear extra on month end
- ☒ Delete advance in transaction
- ☐ Check working days balanced in transaction
- ☒ Auto calculate working days in 1st half
- ☒ Automatic update Basic Rate
- ☒ Deduction No. 15 used as CP38
- ☒ Display Annual Leave & Medical Leave balanced in transaction
- ☐ Get hours per year from monthly OT hours table
- ☒ Full Fixed allowance used to calculate 1st half overtime

Control

Pin nos. allowed to write: 0123 Notes: e. g. 0123 0 01

Default Pay Slip Format: **X - Pay Slip** (dropdown menu open showing options: U - Pay Slip, V - Pay Slip, W - Pay Slip, X - Pay Slip, **XBM - Pay Slip**, Y - Pay Slip, Z - Pay Slip)

Default Report Paper Size: U - Pay Slip

Annual Leave Entitle based on: V - Pay Slip

☐ Set personal information to confidential

☒ Set transaction to confidential

☒ When print report with confidential

☐ Print pay slip with more AW. & DED. in Details

☒ Multi Company

☒ Update Company Name to Multi Company screen

☐ Photo

Administrative Tool

Please backup data before access and in network environment, you are the only user access to this option.

[Administrative Settings](#)

OK Cancel Apply

Bank Enhancement

Ambank Salary File Format

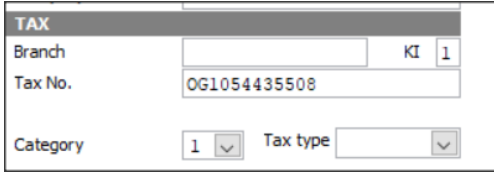

APS No.	Payment type	Enhancement (New/Update)	Details
37	Salary	Update	<ul style="list-style-type: none"> - Update format to fix the number record of employee generate in the Bonus/Advance Payment Text File.

Hong Leong Bank Connect First

APS No.	Payment type	Enhancement (New/Update)	Details
External Application	Salary	New	<ul style="list-style-type: none"> - We had updated the new Salary file of Hong Leong Bank Connect First.
External Application	LHDN	New	<ul style="list-style-type: none"> - We had updated the new LHDN file of Hong Leong Bank Connect First.

Useful Fixes

Below is the fixes detail that done in this version:

No	Case ID	Solution Area	Brief Description
1	SAP – 2109	File Directory	<p>Bank generate disk save to default folder despite file directory choose</p> <p>Issue:</p> <ul style="list-style-type: none"> - APS 110 UOB and APS 124 PBB, bank disk file generates to default folder instead of user selected directory. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. Bank file will be generated at the user selected directory instead of default folder.
2	SAP-2839	LHDN, Report	<p>Employee Income Tax No. do not display as full at some LHDN reports and screens.</p> <p>Issue:</p> <ul style="list-style-type: none"> - User who uses KI field (Personnel > Add/Update Employee > Govern. > Tax > KI) to store wife code purpose, the Employee Income Tax No. do not show as full at some LHDN reports and screens. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. Employee Income Tax No. will display as full number at below affected reports and screens: <ul style="list-style-type: none"> - Income Tax Reports > CP8D > CP22 - Income Tax Reports > CP8D > CP22A - Income Tax Reports > CP8D > TP1 - Income Tax Reports > CP8D > TP3 - Income Tax Reports > CP8D > Page 4 Report - Income Tax Reports > CP8D > Disk Text File - Income Tax Reports > CP8D > e-Data Prefill Text File - Income Tax Reports > EA Form Report Template - Income Tax Reports > EA Form > Update screen - Income Tax Reports > EA Form > Preview Screen - Income Tax Reports > EC Form Report Template - Income Tax Reports > EC Form > Update screen - Income Tax Reports > PCB 2 (11) Report Template - Income Tax Reports > CP38 Report Template - Income Tax Reports > Lampiran B Swasta - Personnel > Generate Report - Personnel > Individual Report <p>Example Income Tax No.:</p>  <p>EA Form:</p> 

No	Case ID	Solution Area	Brief Description
3	SAP – 2919	CP8D (Page 3)	<p>New joiner value incorrect at CP 8 Page 3</p> <p>Issue:</p> <ul style="list-style-type: none"> - New joiner value incorrect due to the same employee resign and re-join at the same year. System do not take up the count due to the same IC no. <p>Resolved:</p> <ul style="list-style-type: none"> - Issue is now fixed. Same employee who resigns and re-join at the same year will be count as new joiner.
4	SAP-2824	CP22A	<p>CP22A Report Section B No.6 Field Update</p> <p>Issue:</p> <ul style="list-style-type: none"> - Previously the CP22A form Section B No.6 Allowance in cash including tax borne by employer, the value do not include non-taxable amount. <p>Resolved:</p> <ul style="list-style-type: none"> - With the LHDN officer require, the CP22A form Section B No.6 Allowance in cash including tax borne by employer value need to be included with the non-taxable amount as well. We had updated the field which will show the taxable + non-taxable amount in the report.

***** End *****