

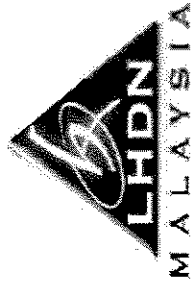
Prefill of Remuneration Particulars in e-Filing

To facilitate taxpayers' use of e-Filing in line with current technological development, LHDNM is further reinforcing its e-Filing system by obtaining remuneration particulars of taxpayers from their employers for prefill in their respective e-Filing forms. Prior to signing and sending the forms electronically, taxpayers using e-Filing may alter the prefilled particulars if there's a change.

Employers are encouraged to furnish the particulars in accordance with the format provided by LHDNM for the year 2011. The required particulars can be furnished via CD to the following address or e-mail to **bantuan_praisi@hasil.gov.my** on or before **15/02/2012**. To ensure compliance with the required format, please submit the test data to the mentioned e-mail address. Particulars furnished are acceptable as CP8D particulars for Form E. Enquiries can be e-mailed to **bantuan_praisi@hasil.gov.my**

Address :

**Jabatan Operasi Cukai
Aras 12, Wisma Hasil
Persiaran Rimba Permai
Cyber 8, Peti Surat 11833
63000 Cyberjaya,
Selangor Darul Ehsan**



LEMBAGA HASIL DALAM NEGERI MALAYSIA

INFORMATION LAYOUT FOR PREFILL

RETURN OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDED 31 DECEMBER 2011 AND PARTICULARS OF INCOME TAX DEDUCTION UNDER THE INCOME TAX RULES (DEDUCTION FROM REMUNERATION) 1994

PARTICULARS OF EMPLOYER

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
* Employer's No.	Integer	10	Employer's E number. Enter without E in front.	2900030000
* Name of Employer	Character	80	Employer's name as reported to LHDNM.	Syarikat Bina Jaya
* Remuneration for the Year	Integer	4	Relevant year of remuneration	2011

Example of txt data:

2900030000|Syarikat Bina Jaya|2008

Note: Each field is separated with a delimiter | and saved in txt file.

PARTICULARS OF EMPLOYEE

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
* Name of Employee	Character	60	Name as per identity card.	Ali bin Ahmad
Income Tax No.	Character	11	Income tax number as given by LHDNM. Leave the item blank if the employee has no income tax number.	03770324020
* New / Old Identity Card / Police / Army Passport No.	Character	12	Priority is given to new Identity Card no. followed by the police no., army no. and passport no. Passport no. is for foreigners.	730510125580 or A2855084 or T0370834
* Total Gross Remuneration	Decimal	11	The total gross remuneration excludes the value in sen.	RM50000.70 and RM50000.20 are reported as 50000
Tax Exempt Allowances / Perquisites / Gifts / Benefits	Decimal	11	Total of tax exempt allowances / perquisites / gifts / benefits without the value in sen.	RM445.60 and RM445.20 are reported as 445
MTD	Decimal	11	Total MTD with the value in sen.	RM2555.25
CP38	Decimal	11	Total CP38 with the value in sen.	RM1058.45
Deduction for Zakat	Decimal	11	Total deduction for zakat with the value in sen.	RM600.45

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
EPF contribution	Decimal	6	Total EPF contribution without the value in sen.	RM5005
Medical Insurance	Decimal	6	Amount of medical insurance without the value in sen.	RM3000
Type of Income 1	Character	30	Type of prior year's income.	Arrears in Salary
Payment for Year	Integer	4	Year for which payment of the prior year's income is made.	2008
Gross Amount	Decimal	10	Gross amount excluding the value in sen.	8000
Provident Fund Contribution	Decimal	9	Provident fund contribution without the value in sen.	800
Type of Income 2	Character	30	Type of prior year's income.	Arrears in Salary
Payment for Year	Integer	4	Year for which payment of the prior year's income is made.	2007
Gross Amount	Decimal	10	Gross amount excluding the value in sen.	7000
Provident Fund Contribution	Decimal	9	Provident fund contribution without the value in sen.	700
Type of Income 3	Character	30	Type of prior year's income.	Arrears in Allowance
Payment for Year	Integer	4	Year for which payment of the prior year's income is made.	2006
Gross Amount	Decimal	10	Gross amount excluding the value in sen.	6000

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
Provident Fund Contribution	Decimal	9	Provident fund contribution without the value in sen.	600
Type of Income 4	Character	30	Type of prior year's income.	Arrears in Salary
Payment for Year	integer	4	Year for which payment of the prior year's income is made.	2005
Gross Amount	Decimal	10	Gross amount excluding the value in sen.	5000
Provident Fund Contribution	Decimal	9	Provident fund contribution without the value in sen.	500
Type of Income 5	Character	30	Type of prior year's income.	Arrears in Salary
Payment for Year	integer	4	Year for which payment of the prior year's income is made.	2004
Gross Amount	Decimal	10	Gross amount excluding the value in sen.	4000
Provident Fund Contribution	Decimal	9	Provident fund contribution without the value in sen.	400

Example of txt data 1 : (where all fields have value)

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|1058.45| 600.45|5005|3000|Arrears in Salary|2008|800|Arrears in Salary |2007|7000|700|Arrears in Allowance |2006|6000|600|Arrears in Salary |2005|5000|500|Arrears in Salary |2004|4000|400|

Example of txt data 2 : (where the fields for deduction of zakat and prior years' income have no value)

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|1058.45||5005|3000||||||||||||||||

Note :

1. If there is no value for any field of an employee, the fields are separated with delimiter only. Refer to the example of text data 2.
2. Every field is separated with a delimiter | and saved in txt file.
3. Fields in red and marked with * are mandatory.

GUIDE FOR PREPARATION OF DATA FOR PREFILL

1. The usable medium is CD .
2. Format for the data in txt must be according to the format given above.
3. Particulars of employer and employees are kept in 2 separate files. However, it must be saved on the same CD using the file name with the following standard:

YHHHHHHHHH_TTTT.TXT

Y : particulars of employer (M) or employees (P)
 HHHHHHHHHH : E no.
 TTTT : year of remuneration

Example : Employer with the E No. 2900030000 for the year 2008 who submits txt file.
 2 files shall be furnished to LHDNM under the name of:-

M2900030000_2008.txt – consists of employer's particulars
P2900030000_2008.txt – consists of employees' particulars