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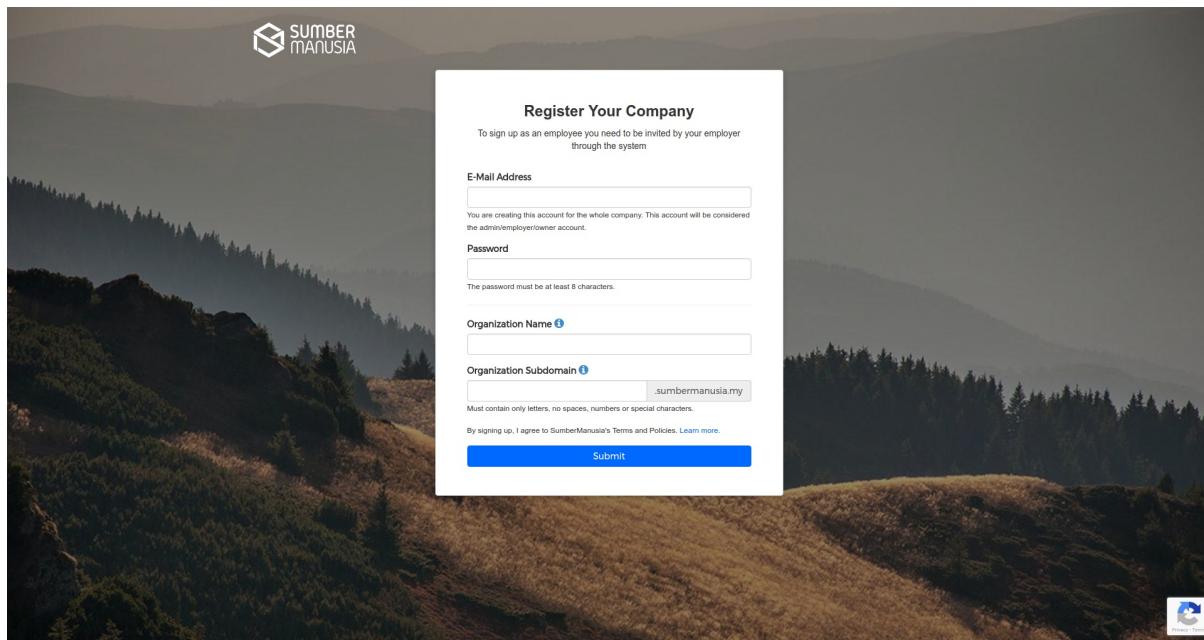
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## **Introduction**

## **Register "SumberManusia" for the first time**

## Employee signing up

Go to <http://sumbermanusia.my> and click register.



Fill up form. \* compulsory

| Instruction             | Explanation                                         |
|-------------------------|-----------------------------------------------------|
| Enter email address     | This email address will be use for emailing purpose |
| Account password        | Password must be at least 8 characters              |
| Organization name       | The name of your organization                       |
| Organization Sub-Domain | (mmb).sumbermanusia.my                              |

**Successful submission will yield below's image.**

The screenshot shows the SumberManusia website. At the top, there is a navigation bar with the logo "SUMBER MANUSIA" on the left and links for "FEATURES", "PRICING", "ABOUT", and a yellow "Sign Up Now" button on the right. Below the navigation bar, there is a large white area containing the text "Account Confirmation". Underneath this, it says "Thank you for your registration at **SumberManusia!**". It also includes a note: "One last step, please check your email at [azwanhalim@g.c](mailto:azwanhalim@g.c) for account activation." To the right of the text, there is a photograph of art supplies: several small paint palettes with yellow, blue, orange, and green paint, and two paintbrushes. At the bottom of the page, there is a dark footer section. The footer contains the "SUMBER MANUSIA" logo, social media links for Facebook and Instagram, and a copyright notice: "Copyright © 2017 MMB Niaga Sdn Bhd (1221818-M). All rights reserved." It also includes links for "RETURN POLICY", "PRIVACY POLICY", "TERM OF USE", and "DESIGNED BY [Hartung Hartanto](#)".

## Activation email

An activation email with link to activate your account will be in your inbox.

**Account Activation**

From: Aishah <aishah@sumbermanusia.my>  
To: <thepadei@gmail.com>  
[More info](#)

2017-08-28 08:23  
(a few seconds ago)  
Size: 7.9 KB

[HTML](#) [HTML Source](#) [Text](#) [Raw](#) [Analysis](#) [Check HTML](#) [Open in a new tab](#)

SumberManusia

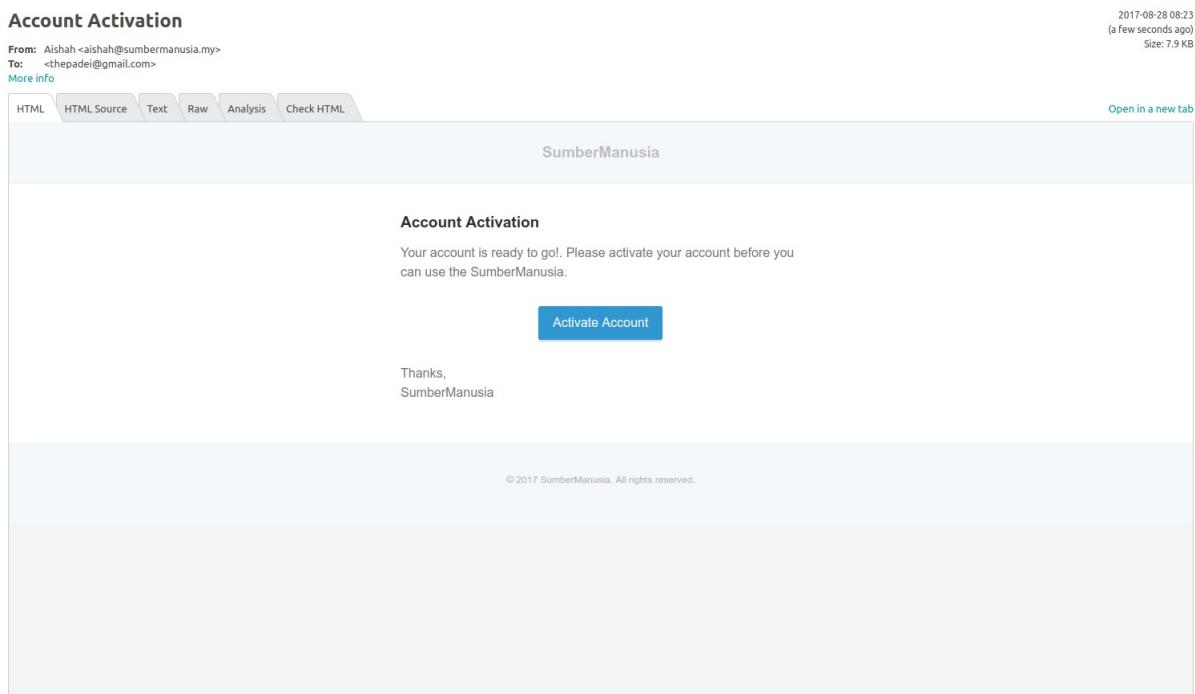
**Account Activation**

Your account is ready to go! Please activate your account before you can use the SumberManusia.

[Activate Account](#)

Thanks,  
SumberManusia

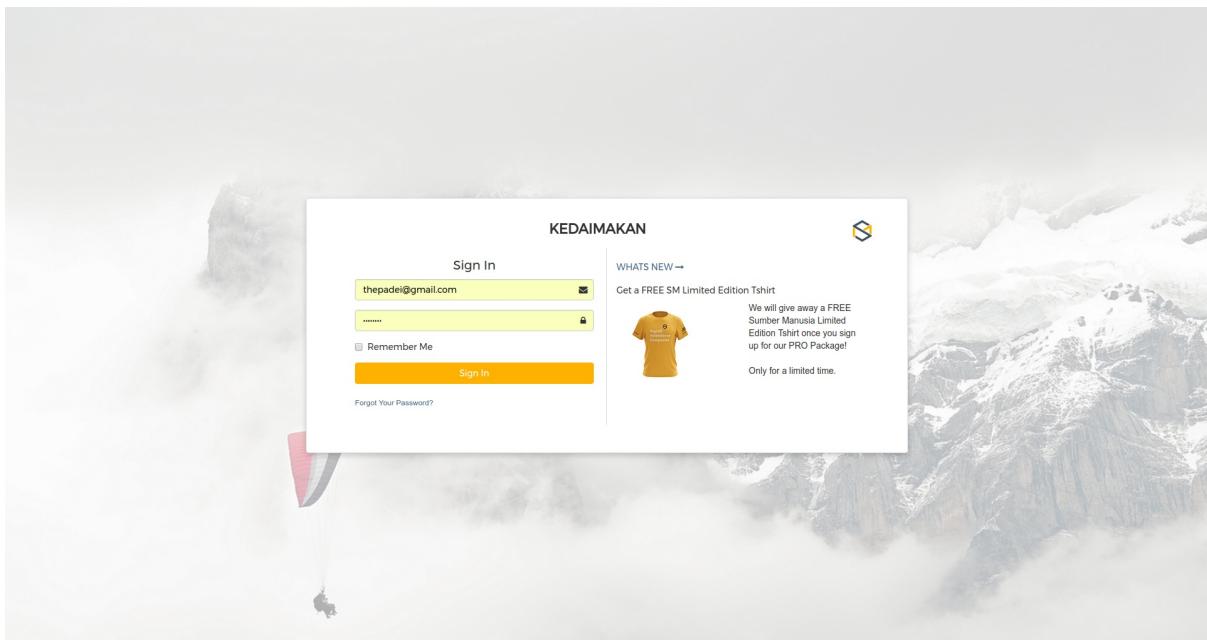
© 2017 SumberManusia. All rights reserved.



Click "Activate Account" and a new [Login](#) page will be loaded.

## User Login

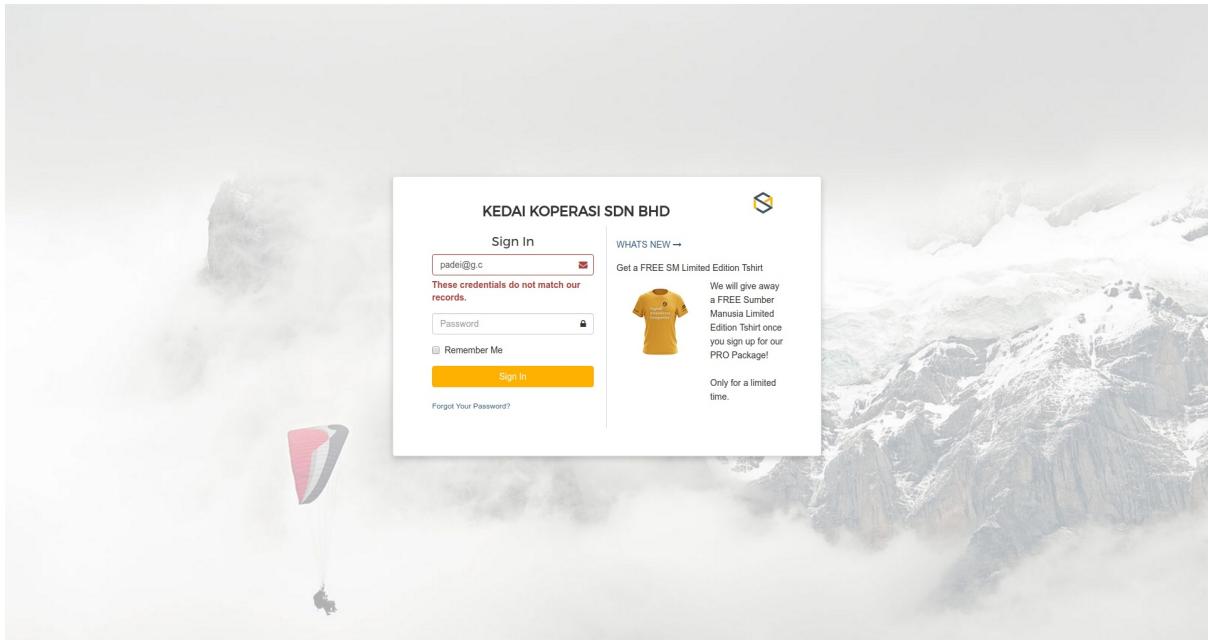
Insert your email address and password on login page.



Check "remember me", to save credentials for future login. \*optional

Forgot password, will redirect you to a [Forgot Password](#) page.

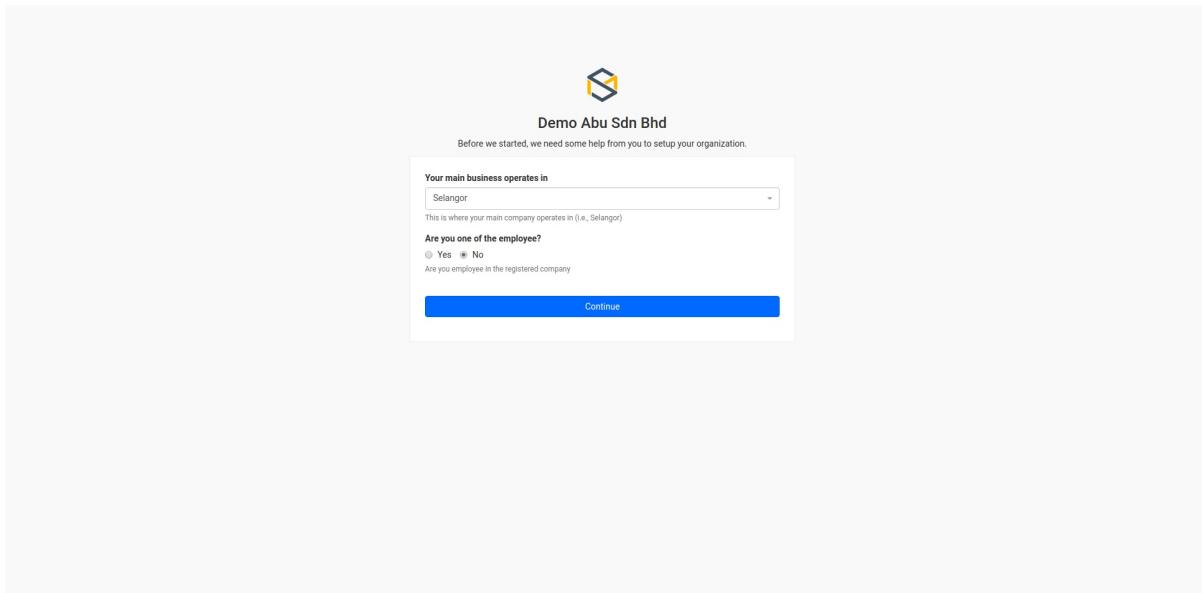
If email, has not been verified, an error "*These credentials do not match our records*" will be visible under the input-box.



You will be greeted with new **Wizard** page.

## Wizard

**On successful login, you will need to complete loaded wizard.**



**Fill up form. \* compulsory**

| Instruction                    | Explanation                                     |
|--------------------------------|-------------------------------------------------|
| Your prefered name             | What would you like to be called, e.g. nickname |
| Your main business operates in | Whereabout of your business                     |
| Employment status              | Are you one of the employees                    |

User's dashboard will displayed after finishing the wizard.

The screenshot shows the SumberManusia dashboard for user DEMO ALI. At the top, there is a navigation bar with links for Employees, Leaves, Payrolls, and a profile icon. Below the navigation bar, a banner invites users to provide feedback. A message at the top left says "Thank you for using SumberManusia! Let's kick start your productivity with some steps:" followed by three numbered steps: 1. Update Your Organization Profile [here](#). (Your organization address is essential for Payslip), 2. Setup your branch, department, unit and other settings [here](#). and 3. Add/Import Your Employee(s) [here](#).

The main dashboard features four cards:

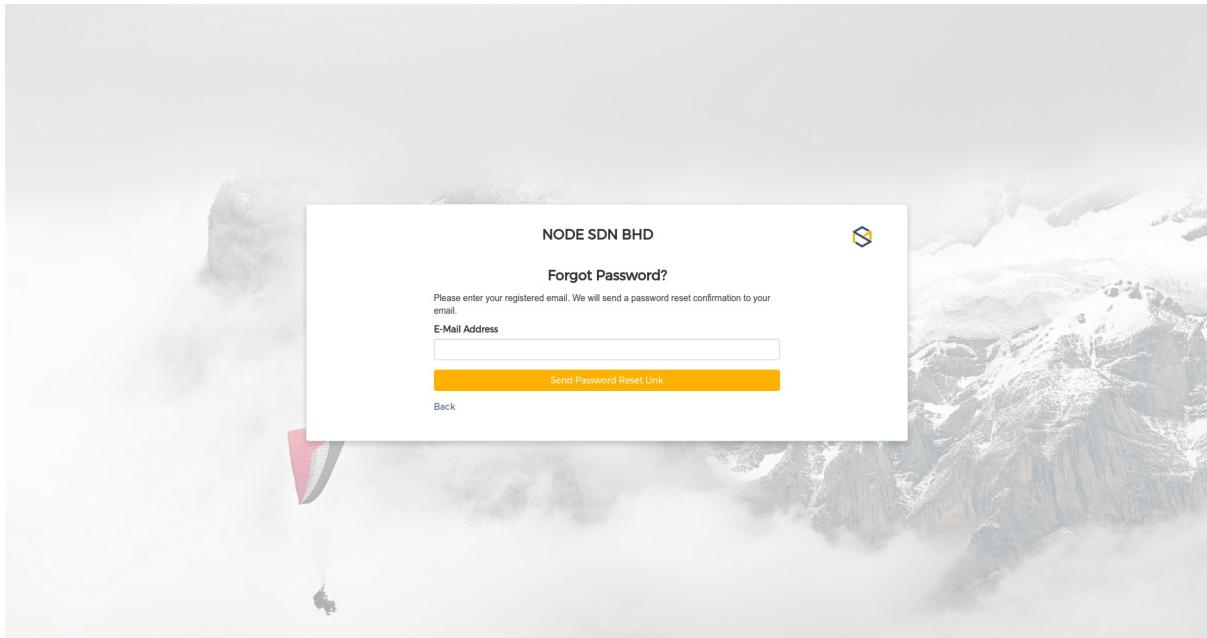
- Organization:** 1 item, View Organizations
- Branch:** 5 items, View Branches
- Departments:** 4 items, View Departments
- Employees:** 250 items, View Employees

To the right, a sidebar displays a welcome message "Welcome Demo ALI!", the date "Today is Thursday , 14th September 2017", and an "Activities" section which states "Notice No activity to show."

At the bottom left, a footer note reads "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

## Forgot Password

New forgot password page will be loaded.



Insert you email address for password resetting purpose.

Next, an email containing a link to reset your password will be sent to your inbox.

**Reset Password**

From: Aishah <aishah@sumbermanusia.my>  
To: <thepadei@gmail.com>  
[More info](#)

2017-09-06 04:08  
(a few seconds ago)  
Size: 9.3 KB

[HTML](#) [HTML Source](#) [Text](#) [Raw](#) [Analysis](#) [Check HTML](#) [Open in a new tab](#)

SumberManusia

Hello!

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

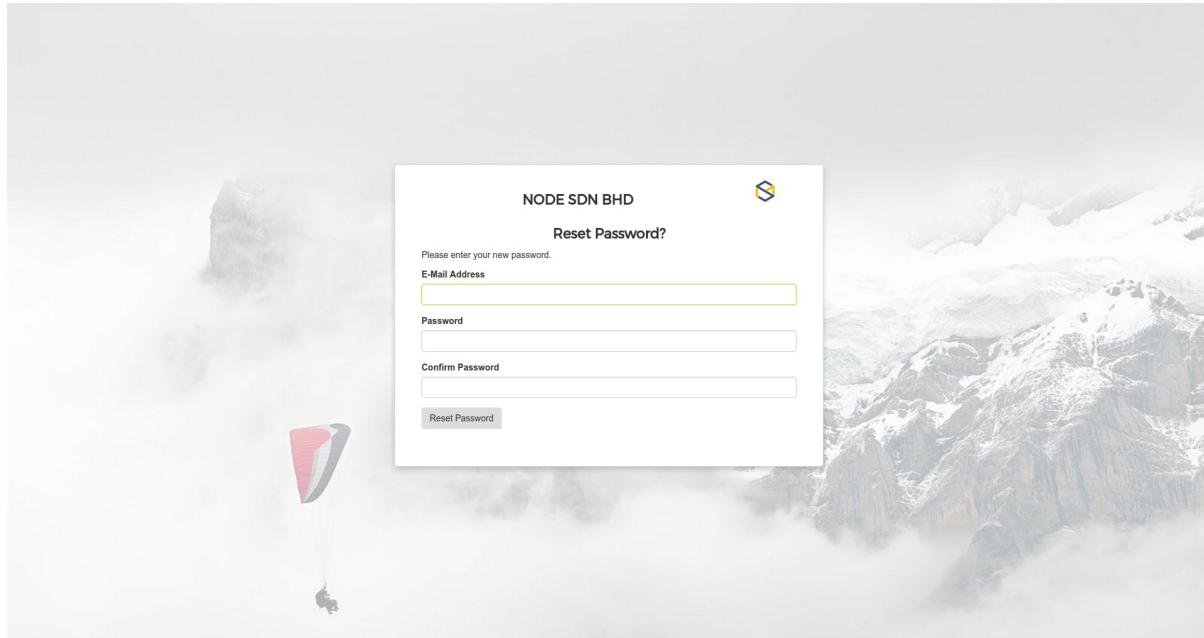
If you did not request a password reset, no further action is required.

Regards,  
SumberManusia

If you're having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser:  
<http://nodeis.sumbermanusia.dev/password/reset/c3617988be60b44af936d633469511db0ea7432eb094c118cf3ac4c7c1ed453d>

© 2017 SumberManusia. All rights reserved.

**Click "Reset Password" to open a new tab for password-resetting.**



| Instruction         | Explanation                                              |
|---------------------|----------------------------------------------------------|
| Enter email address | This email address will be use for emailing purpose      |
| Password            | Password must be new password with at least 8 characters |
| Confirm Password    | Reenter the above password                               |

**Upon finishing the process, you will be directed to the dashboard.**

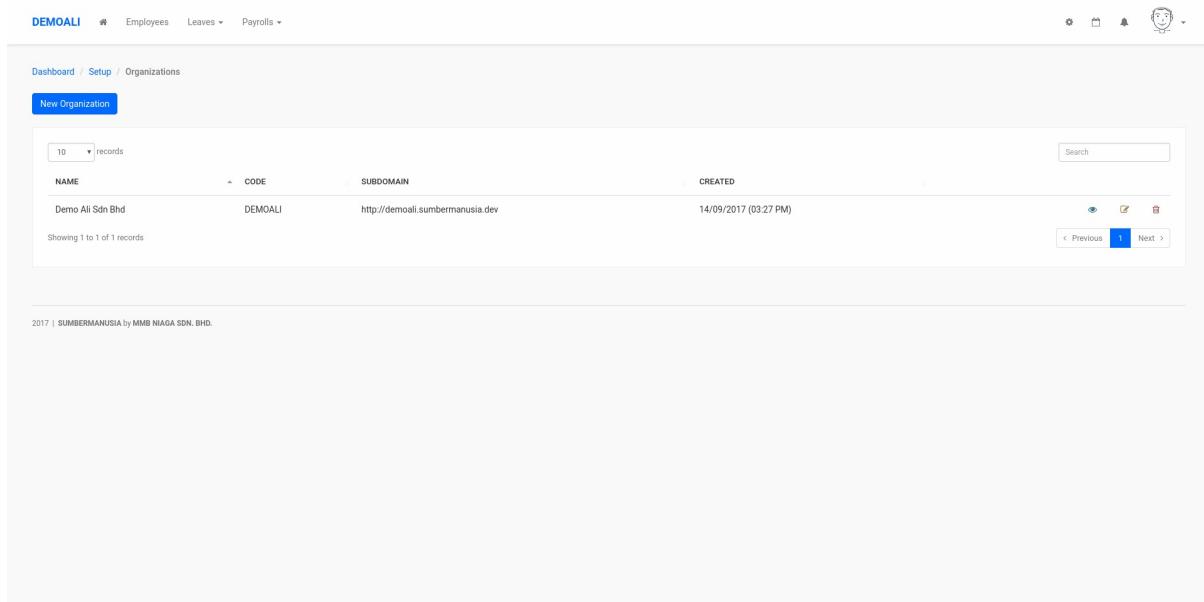
A screenshot of the SumberManusia dashboard. At the top, there is a navigation bar with 'DEMO ALI' and links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation is a 'Dashboard' section with a message: 'We would love to hear your thoughts or feedback on how we can improve your experience! Send your feedback.' To the right of this is a 'Welcome Demo ALI!' message and a date 'Today is Thursday , 14th September 2017'. The main area features four large cards: 'Organization' (1), 'Branch' (5), 'Departments' (4), and 'Employees' (250). Each card has a blue 'View [Category]' button. On the right side, there is an 'Activities' section with a notice: 'Notice No activity to show.' At the bottom left, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'.



## **Setting up "Sumber Manusia" for the first time**

## Organization Setup

Organization dashboard will be presented.



The screenshot shows a web-based application interface for managing organizations. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Organizations'. A prominent blue button labeled 'New Organization' is centered above a table. The table has columns for 'NAME', 'CODE', 'SUBDOMAIN', and 'CREATED'. One record is listed: 'Demo Ali Sdn Bhd' with code 'DEMOALI' and subdomain 'http://demoali.sumbermanusia.dev', created on '14/09/2017 (03:27 PM)'. The bottom of the page includes a search bar, pagination controls ('< Previous', '1', 'Next >'), and a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Search function can be found on top right of the table to find information needed.

Each of the column are sort-able by clicking on title of column.

Number of records displayed can also be change from 10 up to 100.

Click "New Organization" to create new Organization.

New Organization form consisting of three parts will be displayed.



**Form: Organization Information. \* compulsory**

| Instruction                           | Explanation                                               |
|---------------------------------------|-----------------------------------------------------------|
| Enter new organization's desired name | Name must be more than 5 characters                       |
| Prefix code                           | Must be unique characters and not more than 4 characters. |
| Subdomain                             | e.g. fadhil.sumbermanusia.my <b>fadhil</b> is subdomain.  |
| Organization Type                     | .e.g. Sole Proprietorship, Partnership, etc...            |
| Organization Logo                     | Insert any photo format e.g JPG ,JPEG, PNG                |

**Form: Statutory Information.**

| Instruction       | Explanation                                         |
|-------------------|-----------------------------------------------------|
| Registration No   | Can be found in Borang SSM, Borang 8A, CP39, Form E |
| EPF Reference No. | Can be found in Borang A (No. Rujukan Majikan)      |
| GST Reference No. | Number registered with LHDN                         |

**Form: Mailing Address Information.**

| Instruction | Explanation                                           |
|-------------|-------------------------------------------------------|
| Address     | Company's address. Need to be more than 10 characters |
| Postcode    | City's poscode                                        |
| City        | User's living city                                    |
| State       | User's living state                                   |
| Country     | User's living country                                 |

**Form: Physical Address Information.**

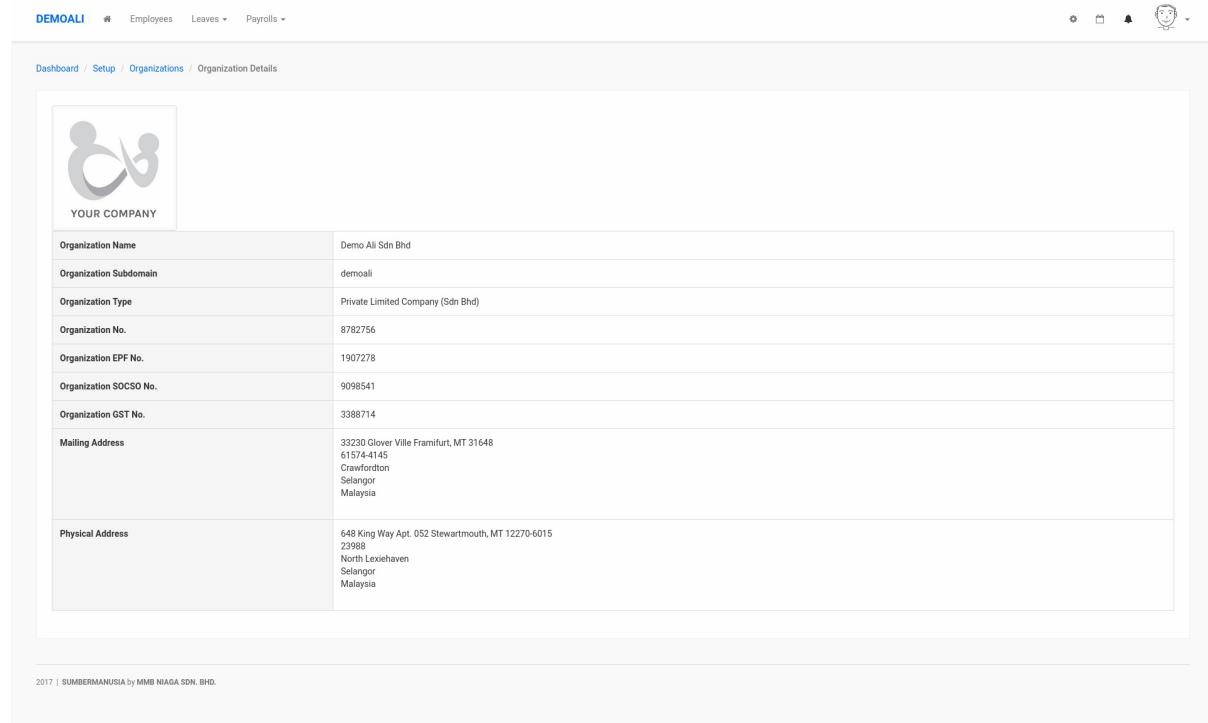
| Instruction                        | Explanation                    |
|------------------------------------|--------------------------------|
| Same with Mailing Address checkbox | If same address is used, check |
| Postcode                           | City's poscode                 |
| City                               | User's living city             |
| State                              | User's living state            |

|         |                       |
|---------|-----------------------|
| Country | User's living country |
|---------|-----------------------|

**Succesfull submission will redirect the page to organization's dasboard. A newly added organization will be added.**

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the organization.**



The screenshot shows a web application interface for managing organizations. At the top, there is a navigation bar with links for 'Employees', 'Leaves', 'Payrolls', and a user profile icon. Below the navigation bar, the current page path is displayed: 'Dashboard / Setup / Organizations / Organization Details'. On the left, there is a logo placeholder labeled 'YOUR COMPANY' and a 'Mailing Address' section. The main content area contains a table with organization details:

|                        |                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------|
| Organization Name      | Demo Ali Sdn Bhd                                                                                       |
| Organization Subdomain | demiali                                                                                                |
| Organization Type      | Private Limited Company (Sdn Bhd)                                                                      |
| Organization No.       | 8782756                                                                                                |
| Organization EPF No.   | 1907278                                                                                                |
| Organization SOCSO No. | 9098541                                                                                                |
| Organization GST No.   | 3388714                                                                                                |
| Mailing Address        | 33230 Glover Ville Framfurt, MT 31648<br>61574-4145<br>Crawfordton<br>Selangor<br>Malaysia             |
| Physical Address       | 648 King Way Apt. 052 Stewartmouth, MT 12270-6015<br>23990<br>North Lexiehaven<br>Selangor<br>Malaysia |

At the bottom of the page, there is a small note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**To edit individual row, click on the middle icon on the last columns.**

**An edit organization page will be displayed containing old information inserted which can be alter.**

**Organization Information**

**Statutory Information**

**Mailing Address Information**

**Physical Address Information**

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**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

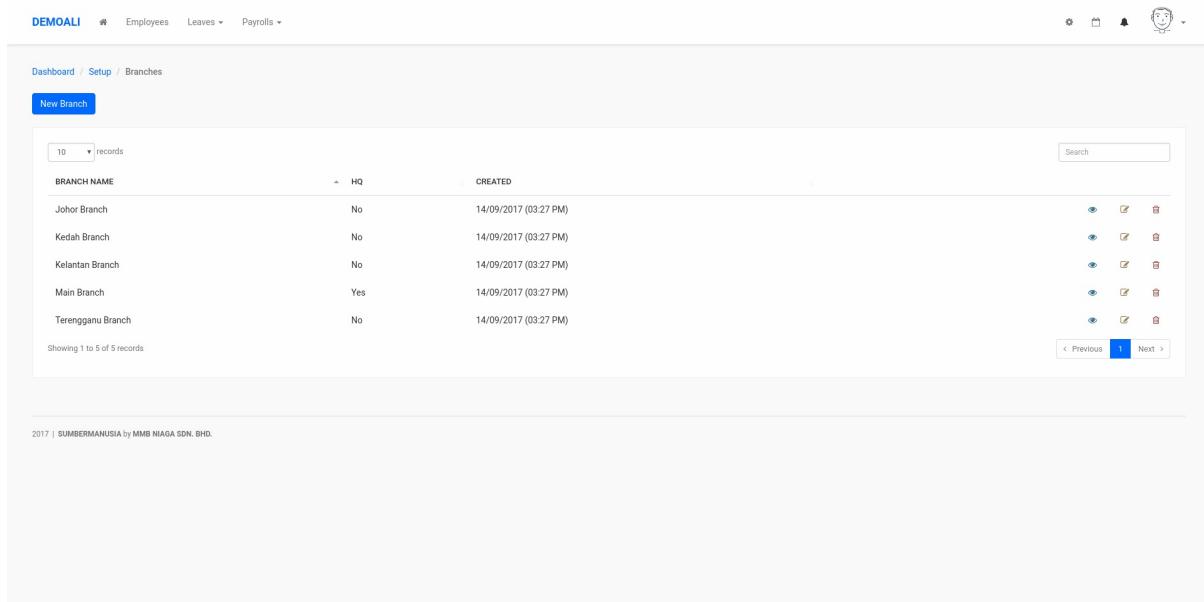
| NAME             | CODE    | SUBDOMAIN                        | CREATED               |
|------------------|---------|----------------------------------|-----------------------|
| Demo Ali Sdn Bhd | DEMOALI | http://demoali.sumbermanusia.dev | 14/09/2017 (03:27 PM) |

Showing 1 to 1 of 1 records

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## Branch Setup

**Branch dashboard will be presented.**



The screenshot shows a web-based application interface for managing branches. At the top, there is a navigation bar with links for 'Dashboard', 'Setup', and 'Branches'. A blue button labeled 'New Branch' is prominently displayed. Below the navigation, there is a search bar and a dropdown menu for selecting the number of records (set to 10). The main content area is a table listing five branches:

| BRANCH NAME       | HQ  | CREATED               | Action   |
|-------------------|-----|-----------------------|----------|
| Johor Branch      | No  | 14/09/2017 (03:27 PM) | Eye icon |
| Kedah Branch      | No  | 14/09/2017 (03:27 PM) | Eye icon |
| Kelantan Branch   | No  | 14/09/2017 (03:27 PM) | Eye icon |
| Main Branch       | Yes | 14/09/2017 (03:27 PM) | Eye icon |
| Terengganu Branch | No  | 14/09/2017 (03:27 PM) | Eye icon |

At the bottom of the table, it says 'Showing 1 to 5 of 5 records'. There are also 'Previous' and 'Next' buttons. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Branch" to create new Branch.**

**DEMOALI** Employees Leaves Payrolls

Dashboard / Setup / Branches / New Branch

### Branch Information

Branch Name \*  This is your branch name. Eg: Kuala Lumpur Branch

### Mailing Address Information

Address

Postcode

City

State

Country

### Physical Address Information

Same with Mailing Address

Address

Postcode

City

State

Country

### Working Days Information

| Working Days *    | Mon | Tue | Wed | Thur | Friday | Sat | Sun |
|-------------------|-----|-----|-----|------|--------|-----|-----|
| Full Working Days | ●   | ●   | ●   | ●    | ●      | ○   | ○   |
| Half Working Days | ○   | ○   | ○   | ○    | ○      | ○   | ○   |
| Off Days          | ○   | ○   | ○   | ○    | ○      | ●   | ●   |

**Create Branch**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Branch Information \* compulsory.**

| Instruction | Explanation        |
|-------------|--------------------|
| Branch Name | Name of new Branch |

**Form: Mailing Address Information.**

| Instruction | Explanation                                           |
|-------------|-------------------------------------------------------|
| Address     | Company's address. Need to be more than 10 characters |
| Postcode    | City's poscode                                        |
| City        | Company's city                                        |
| State       | Company's state                                       |
| Country     | Company's country                                     |

**Form: Physical Address Information.**

| Instruction                        | Explanation                    |
|------------------------------------|--------------------------------|
| Same with Mailing Address checkbox | If same address is used, check |
| Postcode                           |                                |
| City                               |                                |
| State                              |                                |
| Country                            |                                |

**Form: Working Days Information.**

**Working days**

- Configure working days of particular branch. Configurable with three configuration
- Full working days = 8 hours.
- Half working days = 4 hours
- Off Days = Holiday

**Succesfull submission will redirect the page to branch's dasboard. A newly added branch will be added.**

| BRANCH NAME       | HQ  | CREATED               |
|-------------------|-----|-----------------------|
| Johor Branch      | No  | 14/09/2017 (03:27 PM) |
| Kedah Branch      | No  | 14/09/2017 (03:27 PM) |
| Kelantan Branch   | No  | 14/09/2017 (03:27 PM) |
| Main Branch       | Yes | 14/09/2017 (03:27 PM) |
| Middle Branch     | No  | 14/09/2017 (07:23 PM) |
| Terengganu Branch | No  | 14/09/2017 (03:27 PM) |

Showing 1 to 6 of 6 records

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**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the branch.**

**To edit individual row, click on the middle icon on the last columns.**

**An edit branch page will be displayed containing old information inserted which can be alter.**

The screenshot shows the 'Edit Branch Details' page in the DEMOALI application. The page has a header with navigation links: DEMOALI, Employees, Leaves, Payrolls, and a user profile icon. Below the header, the breadcrumb navigation shows: Dashboard / Setup / Branches / Edit Branch Details.

**Branch Information:** Contains a 'Branch Name \*' field with 'Johor Branch' and a note 'This is your branch name. (Kuala Lumpur Branch)'.

**Mailing Address Information:** Includes fields for Address (5885 Klein Bypass Apt. 592 New Celestine, NH 02532-1855), Postcode (35450-3089), City (New Jason), State (Johor), and Country (Malaysia).

**Physical Address Information:** Includes fields for Address (15130 Ondricka Club New Elouiseside, ND 38728-3456), Postcode (58641-6603), City (Treutelbury), State (Johor), and Country (Malaysia). A checkbox 'Same with Mailing Address' is checked.

**Working Days Information:** A table showing working patterns for each day of the week:

| Working Days      | Mon | Tue | Wed | Thur | Friday | Sat | Sun |
|-------------------|-----|-----|-----|------|--------|-----|-----|
| Full Working Days | ●   | ●   | ●   | ●    | ●      | ●   | ●   |
| Half Working Days | ○   | ○   | ○   | ○    | ○      | ○   | ○   |
| Off Days          | ○   | ○   | ○   | ○    | ○      | ●   | ●   |

A blue 'Update Branch Details' button is located at the bottom of the form.

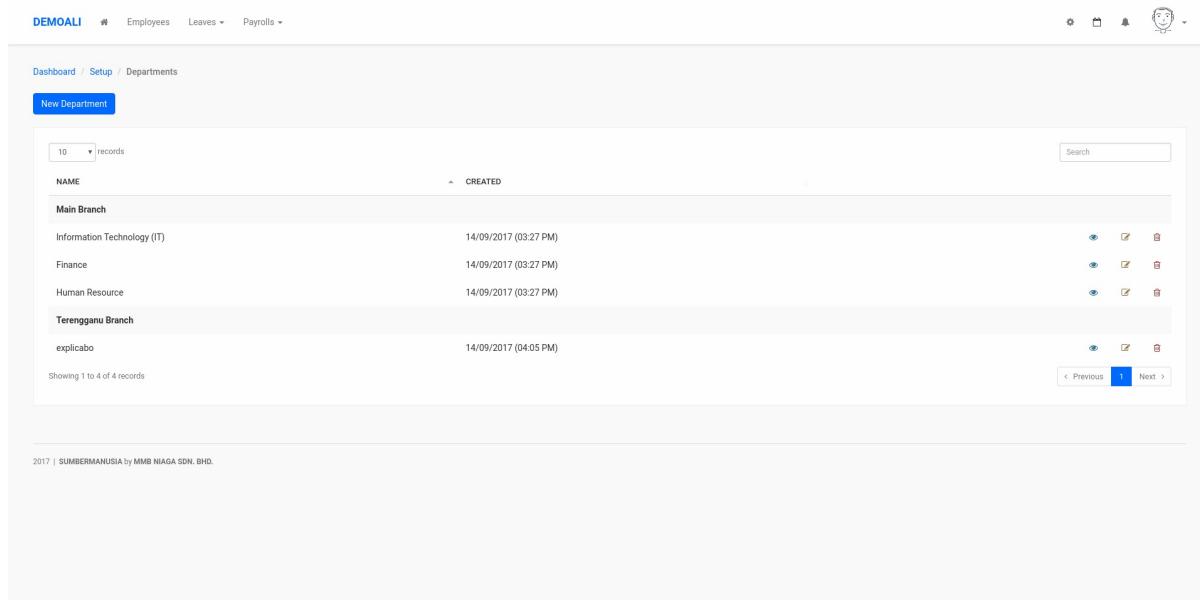
**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

The screenshot shows a software application window titled "DEMOALI". The top navigation bar includes links for Employees, Leaves, and Payrolls. Below the navigation, a breadcrumb trail indicates the current location: Dashboard / Setup / Branches. A "New Branch" button is visible. The main content area displays a table of branch records with columns: BRANCH NAME, HQ, and CREATED. The table lists five branches: Johor Branch, Kedah Branch, Kelantan Branch, Main Branch, and Terengganu Branch. Each row has a set of icons in the last column for actions like edit, delete, and details. A modal dialog box titled "Confirmation" is overlaid on the screen, asking "Are you sure you want to delete this?". It contains "Cancel" and "Delete" buttons. At the bottom of the main table area, it says "Showing 1 to 5 of 5 records". The footer of the page includes the text "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

| BRANCH NAME       | HQ  | CREATED               |
|-------------------|-----|-----------------------|
| Johor Branch      | No  | 14/09/2017 (03:27 PM) |
| Kedah Branch      | No  | 14/09/2017 (03:27 PM) |
| Kelantan Branch   | No  | 14/09/2017 (03:27 PM) |
| Main Branch       | Yes | 14/09/2017 (03:27 PM) |
| Terengganu Branch | No  | 14/09/2017 (03:27 PM) |

## Department Setup

**Department dashboard will be presented where departments will be listed under their specified branches.**



The screenshot shows a web-based application interface for department setup. At the top, there is a navigation bar with links for 'Dashboard', 'Setup' (which is highlighted in blue), and 'Departments'. Below the navigation is a search bar labeled 'Search'. A button labeled 'New Department' is visible. The main content area displays a table of department records. The table has two columns: 'NAME' and 'CREATED'. The 'NAME' column lists 'Main Branch' and 'Terengganu Branch' sections, each containing three entries: 'Information Technology (IT)', 'Finance', and 'Human Resource'. The 'CREATED' column shows the creation date and time for each entry. At the bottom of the table, it says 'Showing 1 to 4 of 4 records'. There are also 'Previous' and 'Next' buttons. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

| NAME                        | CREATED               |
|-----------------------------|-----------------------|
| Main Branch                 |                       |
| Information Technology (IT) | 14/09/2017 (03:27 PM) |
| Finance                     | 14/09/2017 (03:27 PM) |
| Human Resource              | 14/09/2017 (03:27 PM) |
| Terengganu Branch           |                       |
| expicabo                    | 14/09/2017 (04:05 PM) |

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Department" to create new department.**

Dashboard / Setup / Departments / New Department

Branch \* Please Select

Department Name \*

Create Department

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Department Information \* compulsory.**

| Instruction     | Explanation                                            |
|-----------------|--------------------------------------------------------|
| Select Branch   | Select branch where the department will be deployed at |
| Department Name | Name for new department                                |

**Succesfull submission will redirect the page to department's dasboard. A newly added department will be added.**

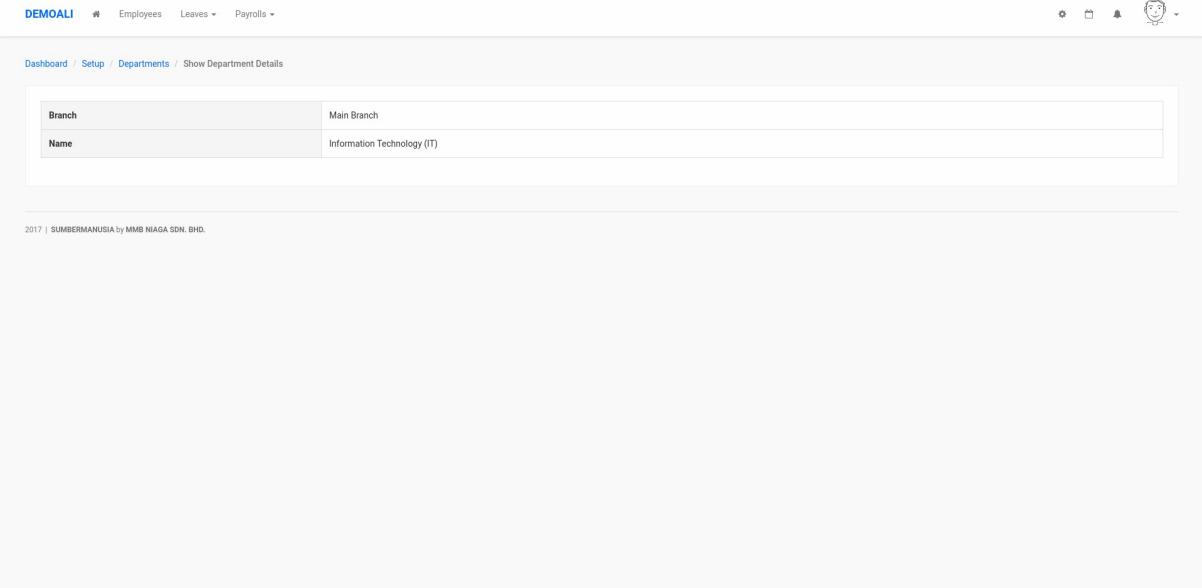
| NAME                        |                       | CREATED                  |                          |
|-----------------------------|-----------------------|--------------------------|--------------------------|
| <b>Kedah Branch</b>         |                       |                          |                          |
| Human Resource              | 14/09/2017 (07:20 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| Utilities                   | 14/09/2017 (07:19 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| Development                 | 14/09/2017 (07:21 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Main Branch</b>          |                       |                          |                          |
| Human Resource              | 14/09/2017 (03:27 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| Information Technology (IT) | 14/09/2017 (03:27 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| Finance                     | 14/09/2017 (03:27 PM) | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Terengganu Branch</b>    |                       |                          |                          |
| explicabo                   | 14/09/2017 (04:05 PM) | <input type="checkbox"/> | <input type="checkbox"/> |

Showing 1 to 7 of 7 records

← Previous **1** Next →

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the department.**



The screenshot shows a software interface titled 'DEMOALI'. At the top, there are navigation links: 'Employees', 'Leaves', and 'Payrolls'. On the right side, there are icons for search, refresh, and user profile. Below the header, a breadcrumb navigation shows 'Dashboard / Setup / Departments / Show Department Details'. The main content area displays a table with two rows:

| Branch | Main Branch                 |
|--------|-----------------------------|
| Name   | Information Technology (IT) |

At the bottom left of the screen, there is a small text: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**To edit individual row, click on the middle icon on the last columns.**

**An edit department page will be displayed containing old information inserted which can be alter.**

This screenshot shows the 'Edit Department Details' page. At the top, there are navigation links: DEMOALI, Employees, Leaves, Payrolls, and a user icon. Below the header, the URL is 'Dashboard / Setup / Departments / Edit Department Details'. The main form has two input fields: 'Branch \*' (set to 'Main Branch') and 'Department Name \*' (set to 'Information Technology (IT)'). A blue 'Update Department Details' button is at the bottom. At the very bottom left, it says '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

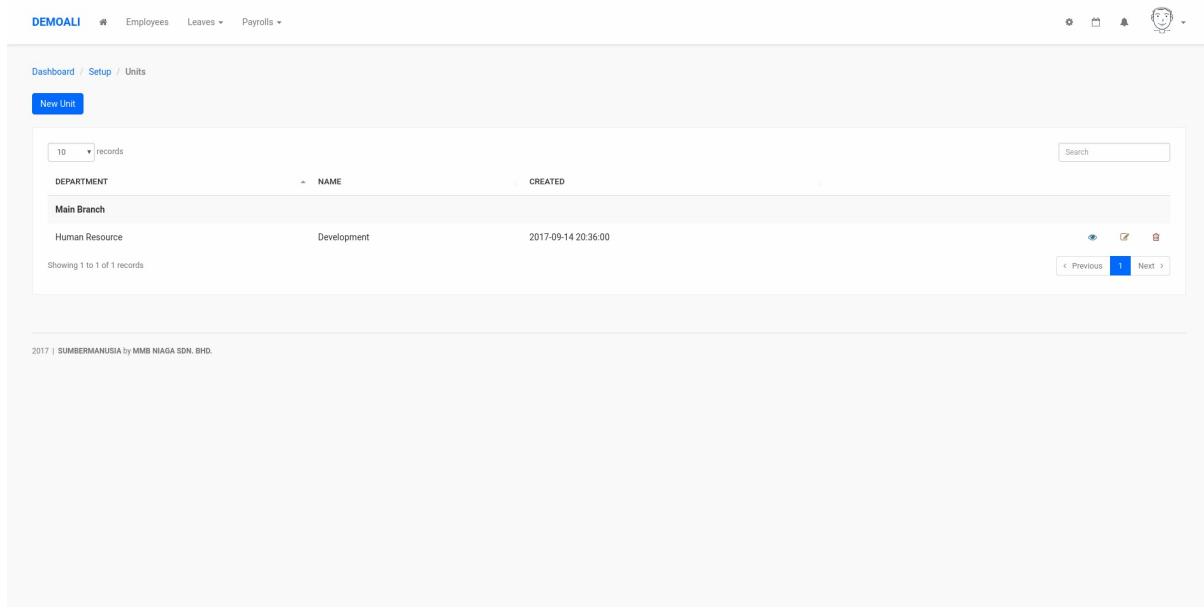
**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

This screenshot shows the 'Departments' list page. At the top, there are navigation links: DEMOALI, Employees, Leaves, Payrolls, and a user icon. Below the header, the URL is 'Dashboard / Setup / Departments'. A modal window titled 'Confirmation' asks 'Are you sure you want to delete this?'. It has 'Cancel' and 'Delete' buttons. The main table lists departments with columns for NAME and CREATED. The first three rows belong to 'Main Branch' and the last one to 'Terengganu Branch'. Each row has three icons in the last column: a magnifying glass, a checkmark, and a trash can. At the bottom of the table, it says 'Showing 1 to 4 of 4 records'. The footer includes a search bar and navigation buttons for 'Previous' and 'Next'. At the very bottom left, it says '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

| NAME                        | CREATED               |
|-----------------------------|-----------------------|
| Main Branch                 |                       |
| Information Technology (IT) | 14/09/2017 (03:27 PM) |
| Finance                     | 14/09/2017 (03:27 PM) |
| Human Resource              | 14/09/2017 (03:27 PM) |
| Terengganu Branch           |                       |
| explicabo                   | 14/09/2017 (04:05 PM) |

## Unit Setup

**Unit dashboard will be displayed.**



The screenshot shows a web-based application interface for managing units. At the top, there is a navigation bar with links for 'Dashboard', 'Setup', and 'Units'. A blue button labeled 'New Unit' is prominently displayed. Below the navigation, there is a search bar and a dropdown menu for selecting the number of records (set to 10). The main content area displays a table with three columns: 'DEPARTMENT', 'NAME', and 'CREATED'. There is one record listed: 'Main Branch' under 'DEPARTMENT', 'Development' under 'NAME', and '2017-09-14 20:36:00' under 'CREATED'. At the bottom of the table, it says 'Showing 1 to 1 of 1 records'. On the right side of the table, there are icons for search, filter, and refresh. Navigation buttons for 'Previous' and 'Next' are also present. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Unit" to create new unit.**

**New Unit form will be displayed.**

The screenshot shows a web-based application interface for creating a new unit. At the top, there is a navigation bar with links for 'Dashboard', 'Setup', 'Employees', 'Leaves', 'Payrolls', and a user profile icon. Below the navigation, the page title is 'New Unit'. The main content area contains three dropdown fields: 'Branch \*' (set to 'Please Select'), 'Department \*' (set to 'Please Select'), and 'Unit Name \*' (empty). A blue 'Create Unit' button is located below these fields. At the bottom left of the page, there is a small copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Form: Unit Information \* compulsory.**

| Instruction | Explanation                                                        |
|-------------|--------------------------------------------------------------------|
| Branch      | Select branch where the unit will be deployed                      |
| Department  | Select the department within the branch where unit will be created |
| Unit Name   | Name of newly created unit                                         |

**Succesfull submission will redirect the page to group's dasboard. A newly added group will be added.**

DEMOALI Employees Leaves Payrolls

Dashboard Setup / Units

Unit successfully created.

New Unit

10 records

DEPARTMENT NAME CREATED

|               |                |             |                     |  |  |  |
|---------------|----------------|-------------|---------------------|--|--|--|
| Middle Branch | Human Resource | Utilities   | 2017-09-14 20:39:00 |  |  |  |
| Main Branch   | Human Resource | Development | 2017-09-14 20:36:00 |  |  |  |

Showing 1 to 2 of 2 records

< Previous 1 Next >

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

To view individual row, click on the first icon on the last columns.

DEMOALI Employees Leaves Payrolls

Dashboard Setup / Units / Show Unit Details

|            |                |
|------------|----------------|
| Branch     | Main Branch    |
| Department | Human Resource |
| Name       | Development    |

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

To edit individual row, click on the middle icon on the last columns.

An edit group page will be displayed containing old information inserted which can be alter.

DEMOALI Employees Leaves Payrolls

Dashboard / Setup / Units / Edit Unit Details

Department \* Human Resource - (Main Branch)

Unit Name \* Development

Update Unit Details

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

DEMOALI Employees Leaves Payrolls

Dashboard / Setup / Units

New Unit

10 records

Search

| DEPARTMENT  | NAME           | CREATED     | Actions             |  |
|-------------|----------------|-------------|---------------------|--|
| Main Branch | Human Resource | Development | 2017-09-14 20:36:00 |  |

Showing 1 to 1 of 1 records

< Previous Next >

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## Employee Group Setup

**Employee Group dashboard will be presented where all types of group will be displayed.**

The screenshot shows a web-based application interface for managing employee groups. At the top, there is a navigation bar with links for 'Dashboard', 'Setup', and 'Employee Groups'. Below the navigation, a sub-menu bar includes 'New Employee Group' (which is highlighted in blue), 'Edit Employee Group', 'Delete Employee Group', and 'Print Employee Group'. A search bar labeled 'Search' is positioned on the right side of the header. The main content area displays a table with four records. The table has two columns: 'NAME' and 'CREATED'. The data is as follows:

| NAME          | CREATED               |
|---------------|-----------------------|
| Executive     | 14/09/2017 (03:27 PM) |
| Management    | 14/09/2017 (03:27 PM) |
| Non-Executive | 14/09/2017 (03:27 PM) |
| Obstetrician  | 14/09/2017 (04:06 PM) |

Below the table, a message indicates 'Showing 1 to 4 of 4 records'. On the far left, there is a dropdown menu for selecting the number of records (10 or 100). On the far right, there are navigation buttons for 'Previous', 'Next', and a page number indicator showing '1'. The bottom of the screen features a footer with the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Employee Group" to create new group.**

**New Employee Group form will be displayed.**

DEMOALI Employees Leaves Payrolls

Dashboard Setup Employee Groups New Employee Group

Name

Your Employee Group name. (Executive, Non-Executive)

**Save Changes**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Form: Organization Information \* compulsory.**

| Instruction | Explanation                                                                                                    |
|-------------|----------------------------------------------------------------------------------------------------------------|
| Name        | Name of employee group. To group a number of employee in the same team or group. e.g. Executive, Non-Executive |

**Succesfull submission will redirect the page to group's dasboard. A newly added group will be added.**

| New Employee Group                                                        |                             |
|---------------------------------------------------------------------------|-----------------------------|
| 10 records                                                                | <input type="text"/> Search |
| NAME                                                                      | CREATED                     |
| Board of Directors                                                        | 14/09/2017 (08:42 PM)       |
| Executive                                                                 | 14/09/2017 (03:27 PM)       |
| Management                                                                | 14/09/2017 (03:27 PM)       |
| Non-Executive                                                             | 14/09/2017 (03:27 PM)       |
| Obstetrician                                                              | 14/09/2017 (04:06 PM)       |
| Showing 1 to 5 of 5 records                                               |                             |
| <a href="#">&lt; Previous</a> <a href="#">1</a> <a href="#">Next &gt;</a> |                             |

Employee group successfully created.

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the group.**

The screenshot shows a software application window titled "DEMOALI". At the top, there is a navigation bar with icons for Employees, Leaves, and Payrolls. Below the navigation bar, the URL path is displayed as "Dashboard / Setup / Employee Groups / Show Employee Group Details". The main content area contains a table with one row. The first column is labeled "Name" and contains the value "Executive". The second column is labeled "Last Name" and contains the value "Doe". To the right of the table is a large, empty white space. At the bottom left of the screen, there is a copyright notice: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.".

**To edit individual row, click on the middle icon on the last columns.**

**An edit group page will be displayed containing old information inserted which can be alter.**

The screenshot shows a web-based application interface for managing employee groups. At the top, there's a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation is a breadcrumb trail: 'Dashboard / Setup / Employee Groups / Edit Employee Group Details'. The main content area contains a form with a single input field labeled 'Name' containing the value 'Executive'. Below the input field is a placeholder text: 'Your Employee Group name. (Executive, Non-Executive)'. A blue 'Save Changes' button is located at the bottom of the form. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

The screenshot shows a list of employee groups. The table has two columns: 'NAME' and 'CREATED'. The data rows are:

| NAME          | CREATED               |
|---------------|-----------------------|
| Executive     | 14/09/2017 (03:27 PM) |
| Management    | 14/09/2017 (03:27 PM) |
| Non-Executive | 14/09/2017 (03:27 PM) |
| Obstetrician  | 14/09/2017 (04:06 PM) |

Below the table, it says 'Showing 1 to 4 of 4 records'. A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to delete this?'. It has 'Cancel' and 'Delete' buttons. The background of the page is dimmed.

## Holiday List Setup

**Holiday List dashboard will be presented where all holidays will be displayed.**

The screenshot shows a web-based application interface for managing holiday lists. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation is a breadcrumb trail: 'Dashboard / Setup / Holiday Lists'. A prominent blue button labeled 'New Holiday List' is located just below the breadcrumb. The main content area features a table with the following columns: 'LABEL', 'DATE', 'IS BLOCK DATE', and 'CREATED'. The table lists various national and religious holidays for the year 2017, such as Christmas Day, Sultan of Selangor's Birthday, Prophet Muhammad's Birthday, Deepavali, Awal Muhamarram, Malaysia Day, Agong's Birthday, Hari Raya Haji, Merdeka Day, and Hari Raya Aidilfitri Holiday. Each row in the table includes three small icons for edit, delete, and details. At the bottom of the table, there is a note indicating 'Showing 1 to 10 of 62 records' and a navigation bar with page numbers from 1 to 7.

| LABEL                         | DATE       | IS BLOCK DATE | CREATED               |  |
|-------------------------------|------------|---------------|-----------------------|--|
| 2017                          |            |               |                       |  |
| Christmas Day                 | 25/12/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Sultan of Selangor's Birthday | 11/12/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Prophet Muhammad's Birthday   | 01/12/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Deepavali                     | 18/10/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Awal Muhamarram               | 22/09/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Malaysia Day                  | 16/09/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Agong's Birthday              | 09/09/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Hari Raya Haji                | 01/09/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Merdeka Day                   | 31/08/2017 | Yes           | 14/09/2017 (03:31 PM) |  |
| Hari Raya Aidilfitri Holiday  | 26/06/2017 | Yes           | 14/09/2017 (03:31 PM) |  |

Showing 1 to 10 of 62 records

< Previous 2 3 4 5 6 7 Next >

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click "New Holiday List" to create new holiday.**

**New Holiday List form will be displayed.**

The screenshot shows a web-based application for managing holidays. At the top, there's a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. On the right side of the header are icons for user profile and settings. Below the header, the main content area has a breadcrumb navigation: 'Dashboard' > 'Setup' > 'Holiday Lists' > 'New Holiday List'. The form itself has two input fields: 'Holiday Name' and 'Date', both with placeholder text. A blue button labeled 'Create New Holiday' is positioned below the inputs. At the bottom left of the page, there's a small note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

### Form: Organization Information \*compulsary

| Instruction  | Explanation                                     |
|--------------|-------------------------------------------------|
| Holiday Name | Name of holiday. e.g. Cuti Kemenangan Sukan SEA |
| Date         | When is the holiday ?                           |

Succesfull submission will redirect the page to list's dasboard. A newly added holiday will be added.

The screenshot shows a list of holidays that have been successfully created. At the top, there's a navigation bar with links for 'Home', 'Setup', and 'Holiday Lists'. A green banner at the top of the content area says 'Holiday list successfully created.' On the right side of the header are icons for user profile and settings. Below the header, the main content area has a table with columns: 'LABEL', 'DATE', 'IS BLOCK DATE', and 'CREATED'. The table lists various holidays from 2017, such as 'Kemenangan Sukan SEA', 'Christmas Day', 'Sultan of Selangor's Birthday', etc., along with their respective dates and creation details. At the bottom of the table, it says 'Showing 1 to 10 of 63 records'. There are also navigation buttons for page numbers 1 through 7.

**To view individual row, click on the first icon on the last columns.**

**Page will be redirected to a read-only page displaying all related informations on the holiday.**

The screenshot shows a web-based application interface for managing holidays. At the top, there is a navigation bar with links for 'DEMOALI', 'Employees', 'Leaves', 'Payrolls', and a user profile icon. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Holiday Lists / Holiday List Details'. The main content area displays a table with three rows of data:

| Name          | Christmas Day                                                   |
|---------------|-----------------------------------------------------------------|
| Date          | 2017-12-25 00:00:00                                             |
| Is Block Date | <span style="background-color: green; color: white;">Yes</span> |

At the bottom left of the page, there is a small copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.' On the right side of the table, there are three small icons: a pencil, a copy symbol, and a delete symbol, which are typically used for editing, copying, and deleting records respectively.

**To edit individual row, click on the middle icon on the last columns.**

**An edit holiday page will be displayed containing old information inserted which can be alter.**

**DEMOALI** Employees Leaves Payrolls 

Dashboard / Setup / Holiday Lists / New Holiday List

|                                             |                     |
|---------------------------------------------|---------------------|
| Holiday Name                                | Christmas Day       |
| Date                                        | 2017-12-25 00:00:00 |
| <a href="#">Update Holiday List Details</a> |                     |

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**

**DEMOALI** Employees Leaves Payrolls 

Dashboard / Setup / Holiday Lists

New Holiday List

| Confirmation                          |            |                                     |                       |                                                                                                                                                                                                                                                                   |
|---------------------------------------|------------|-------------------------------------|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Are you sure you want to delete this? |            |                                     |                       |                                                                                                                                                                                                                                                                   |
| Cancel <a href="#">Delete</a>         |            |                                     |                       |                                                                                                                                                                                                                                                                   |
| 10 records                            | DATE       | IS BLOCK DATE                       | CREATED               |                                                                                                                                                                                                                                                                   |
| <b>2017</b>                           |            |                                     |                       |                                                                                                                                                                                                                                                                   |
| Christmas Day                         | 25/12/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Sultan of Selangor's Birthday         | 11/12/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Prophet Muhammad's Birthday           | 01/12/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Deepavali                             | 18/10/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Awal Muhamarram                       | 22/09/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Malaysia Day                          | 16/09/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Agong's Birthday                      | 09/09/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Hari Raya Haji                        | 01/09/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Merdeka Day                           | 31/08/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |
| Hari Raya Aidilfitri Holiday          | 26/06/2017 | <input checked="" type="checkbox"/> | 14/09/2017 (03:31 PM) |    |

Showing 1 to 10 of 62 records

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2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## **Employee**

## Employee Dashboard

User will be presented with Employee's Dashboard.

The screenshot shows a web-based employee management system. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation is a breadcrumb trail: 'Dashboard / Employees'. A blue button labeled 'New Employee' is visible. The main area contains a table with columns: NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. The table lists 10 records out of 251. Each row includes a small profile picture and several action icons. A search bar is located at the top right of the table. At the bottom of the table, there is a page navigation section with buttons for 'Previous', 'Next', and page numbers 1 through 26. The footer of the page contains the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

| NAME              | STATUS         | TYPE       | BRANCH            | DEPARTMENT                  | CREATED               |
|-------------------|----------------|------------|-------------------|-----------------------------|-----------------------|
| Abraham Emmerich  | Retrenched     | Permanent  | Main Branch       | Finance                     | 14/09/2017 (03:27 PM) |
| Adan Predovic     | Contract Ended | Internship | Kedah Branch      | Human Resource              | 14/09/2017 (03:27 PM) |
| Adolfo Flatley    | Dismissed      | Internship | Kelantan Branch   | Human Resource              | 14/09/2017 (03:27 PM) |
| Adrain Howe       | Probation      | Internship | Terengganu Branch | Information Technology (IT) | 14/09/2017 (03:27 PM) |
| Adrain Jaskolski  | Resigned       | Internship | Main Branch       | Finance                     | 14/09/2017 (03:27 PM) |
| Akeem Satterfield | Dismissed      | Contract   | Main Branch       | Information Technology (IT) | 14/09/2017 (03:27 PM) |
| Albert Stark      | Dismissed      | Permanent  | Johor Branch      | Human Resource              | 14/09/2017 (03:27 PM) |
| Albina Botsford   | Retrenched     | Contract   | Kedah Branch      | Finance                     | 14/09/2017 (03:27 PM) |
| Albin Stehr       | Retrenched     | Permanent  | Terengganu Branch | Finance                     | 14/09/2017 (03:27 PM) |
| Alejandra Lowe    | Contract Ended | Permanent  | Johor Branch      | Information Technology (IT) | 14/09/2017 (03:27 PM) |

Search function can be found on top right of the table to find information needed.

Each of the column are sort-able by clicking on title of column.

Number of records displayed can also be change from 10 up to 100.

Click on "New Employee" to add new employee entry.

## Add Employee

**Click on new Employee to add new employee information.**

**Form: General Information. \* compulsory**

The screenshot shows a software application window titled 'DEMOALI'. The top navigation bar includes links for 'Employees', 'Leaves', and 'Payrolls'. The main content area is titled 'New Employee' and contains a 'General' tab selected. The 'General Information' section contains the following fields:

- Salutation: Miss
- First Name: Favian
- Middle Name: bin
- Last Name: Hauck
- Email: burnice28@langosh.info
- Role: Human Resource Administrator

A 'Next' button is located at the bottom of the form. The footer of the application displays the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

| Instruction | Explanation                                 |
|-------------|---------------------------------------------|
| Salutation  | Salutation in name                          |
| First Name  | What is Employee's First Name               |
| Middle Name | What is Employee's Middle Name              |
| Last Name   | What is Employee's Last Name                |
| Email       | Employee's Email address for login purposes |
| Role        | Employee's role in the organization         |

**Form: Address. \* compulsory**

**DEMOALI** Employees Leaves Payrolls 

Dashboard Employees / New Employee

General

- Address** Address
- Job
- Statutory
- Salary

**Mailing Address Information**

Address: 231, Taman Rasa Sayang  
Must be more than 10 characters

Postcode: 43600

City: Bandar Baru Bangi

State: Selangor

Country: Malaysia

**Physical Address Information**

Address: 231, Taman Rasa Sayang  
Must be more than 10 characters

Postcode: 43600

City: Bandar Baru Bangi

State: Selangor

Country: Malaysia

Same with Mailing Address

**Next**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

### Form: Job Information. \* compulsory

**DEMOALI** Employees Leaves Payrolls 

Dashboard Employees / New Employee

General

- Address**
- Job** Job
- Statutory
- Salary

**Job Information**

|                     |                                                           |          |
|---------------------|-----------------------------------------------------------|----------|
| Employment Status * | Probation                                                 |          |
| Employment Type *   | Permanent                                                 |          |
| Employee Group *    | Obstetrician                                              |          |
| Designation *       | Head of Department                                        |          |
| Branch *            | Middle Branch                                             |          |
| Department *        | Development                                               |          |
| Joining Date *      | <input type="text" value="06/09/2017"/>                   |          |
| Confirmation Date * | <input type="text" value="08/09/2017"/>                   |          |
| Supervisors         | Supervisor Name<br><input type="button" value="Add Row"/> | Priority |

**Next**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

| Instruction                                         | Explanation                                            |
|-----------------------------------------------------|--------------------------------------------------------|
| Employment Status                                   | Status of employment. E.g. Confirmed, Probation        |
| Employment Type                                     | What is the type of employment? Permanent or Contract? |
| Employee Group                                      | In which group does this employee belongs to ?         |
| Start Date/End date *if employment type is contract | Start and end of contract                              |
| Designation                                         | What is his/her job title ?                            |
| Branch                                              | In which branch will he/she work ?                     |

|                   |                                       |
|-------------------|---------------------------------------|
| Joining Date      | Date he/she will start to join        |
| Confirmation Date | Date he/she accept/confirm to work    |
| Supervisors       | Who will monitor/manage this employee |

**Form: Statutory Information. \* compulsory**

The screenshot shows the DEMOALI software interface for adding an employee. The 'Statutory' tab is selected in the sidebar. The main form is titled 'Statutory Information' and includes fields for various employment details.

| Field               | Description                                   |
|---------------------|-----------------------------------------------|
| Income Tax No.      | 12345678                                      |
| EPF Membership No.  | 12345678                                      |
| Employee EPF Rate * | 4.0%                                          |
| Employer EPF Rate * | 6.0%                                          |
| SOCSO No.           | 12345678                                      |
| SOCSO Category *    | Employment Injury & Invalidity Pension Scheme |
| Zakat               | 3.5                                           |
| Work Permit No.     |                                               |
| Valid From Date     |                                               |
| Permit Expiry Date  |                                               |
| Passport No.        |                                               |
| Date Of Issue       |                                               |
| Date Of Expiry      |                                               |

**Native**

| Instruction        | Explanation                             |
|--------------------|-----------------------------------------|
| Income Tax No.     | Number for income tax                   |
| EPF Membership No. | Employee's EPF Membership number        |
| Employee EPF Rate  | What is employee's desired rate         |
| SOCSO No           | What is employee's SOCSO number         |
| SOCSO Category     | Which category does employee belongs to |

**Foreigner**

| Instruction        | Explanation                |
|--------------------|----------------------------|
| Work Permit No.    | Employee's permit number   |
| Valid From Date    | Initial Date of validation |
| Permit Expiry Date | Expiry Date of permit      |
| Passport No.       |                            |
| Date of Issue      |                            |
| Date of Expiry     | Expiry date of passport    |

**Form: Salary Information. \*compulsory**

Dashboard Employees / New Employee

General  
Address  
Job  
Statutory  
**Salary**

**Salary Information**

Salary Payment Mode \*: Bank Transfer

Salary Frequency \*: Monthly

Financial Institute \*: AFFIN BANK BERHAD

Bank Account No. \*: 12345678

Basic Salary \*: MYR 35000

Create New Employee

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

| Instruction         | Explanation                                                       |
|---------------------|-------------------------------------------------------------------|
| Salary Payment Mode | How payment will be made, via Online, Cheque                      |
| Salary Frequency    | The interval of which salary will be given, is it weekly , hourly |
| Financial Institute | Name of bank to transfer salary                                   |
| Bank Account No.    | Account number for stated bank                                    |
| Basic Salary        | Basic salary of employee, in RM                                   |

**Succesfull submission will redirect the page to employee's dasboard. A newly added employee will be added.**

Dashboard Employees

Employee successfully created.

New Employee

| NAME | STATUS | TYPE | BRANCH        | DEPARTMENT | CREATED |
|------|--------|------|---------------|------------|---------|
|      |        |      | Processing... |            |         |

10 records

Search

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

To view individual row, click on the first icon on the last columns.

Page will be redirected to a read-only page displaying all related informations on the employee.

| Personal Information |   | Job Information    |            | Salary Information |                                  | Statutory Information |                          |
|----------------------|---|--------------------|------------|--------------------|----------------------------------|-----------------------|--------------------------|
| New NRIC No.:        | - | Employment Status: | Retrenched | Basic Salary:      | -                                | Income Tax No.:       | 8424455                  |
| Nationality:         | - | Employment Type:   | Permanent  | Bank Account No.:  | 72145014735                      | EPF Membership No.:   | 8424455                  |
| Gender:              | - | Employee Group:    | -          | Bank:              | MAJAHAN BANKING BERHAD (MAYBANK) | Employee EPF Rate:    | -                        |
|                      |   |                    |            | Salary Mode:       | Bank Transfer                    | SOCSSO No.:           | 8424455                  |
|                      |   |                    |            | Salary Frequency:  | Monthly                          | SOCSSO Category:      | Employment Injury Scheme |

To edit individual row, click on the middle icon on the last columns.

An edit employee page will be displayed containing old information inserted which can be alter.

| General                                                                                                                                                                                       | Job | Statutory | Salary |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|--------|
| <b>General Information</b><br>Salutation *: Mr<br>First Name *: Padel<br>Middle Name:<br>Last Name *: Yappa<br>Email *: padel@gmail.com<br><small>Email used for login to the system.</small> |     |           |        |

To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.

The screenshot shows a web-based employee management system. At the top left, there's a breadcrumb navigation: Dashboard / Employees. Below it, a button labeled 'New Employee' with a dropdown arrow. The main area displays a table of employees with the following columns: NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. The table lists 10 records out of 251. Each row includes a small red icon in the STATUS column and a set of icons in the last column for actions like edit, delete, and details. A modal window titled 'Confirmation' is overlaid on the page, asking 'Are you sure you want to delete this?'. It has 'Cancel' and 'Delete' buttons. At the bottom of the table, it says 'Showing 1 to 10 of 251 records' and features a navigation bar with links for 'Previous', page numbers (1, 2, 3, 4, 5, ..., 26), and 'Next'.

Dashboard / Employees

New Employee

10 records

Search

| NAME              | STATUS         | TYPE       | BRANCH            | DEPARTMENT                  | CREATED               | Action Icons |
|-------------------|----------------|------------|-------------------|-----------------------------|-----------------------|--------------|
| Abraham Emmerich  | Retrenched     | Permanent  | Main Branch       | Finance                     | 14/09/2017 (03:27 PM) |              |
| Adan Predovic     | Contract Ended | Internship | Kedah Branch      | Human Resource              | 14/09/2017 (03:27 PM) |              |
| Adolfo Flatley    | Dismissed      | Internship | Kelantan Branch   | Human Resource              | 14/09/2017 (03:27 PM) |              |
| Adrain Howe       | Probation      | Internship | Terengganu Branch | Information Technology (IT) | 14/09/2017 (03:27 PM) |              |
| Adrain Jakolski   | Retained       | Internship | Main Branch       | Finance                     | 14/09/2017 (03:27 PM) |              |
| Akeem Satterfield | Dismissed      | Contract   | Main Branch       | Information Technology (IT) | 14/09/2017 (03:27 PM) |              |
| Albert Stark      | Dismissed      | Permanent  | Johor Branch      | Human Resource              | 14/09/2017 (03:27 PM) |              |
| Albina Botsford   | Retrenched     | Contract   | Kedah Branch      | Finance                     | 14/09/2017 (03:27 PM) |              |
| Albin Stehr       | Retrenched     | Permanent  | Terengganu Branch | Finance                     | 14/09/2017 (03:27 PM) |              |
| Alejandra Lowe    | Contract Ended | Permanent  | Johor Branch      | Information Technology (IT) | 14/09/2017 (03:27 PM) |              |

Showing 1 to 10 of 251 records

1 Previous 1 2 3 4 5 ... 26 Next

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

## Import employee data from excell

Click New Employee dropdown and select Import from Excel

MWNI Employees Leaves Payrolls

Dashboard / Employees

New Employee ▾

Import From Excel  
Download Excel Template

| NAME                | STATUS    | TYPE      | BRANCH      | DEPARTMENT                  | CREATED      |
|---------------------|-----------|-----------|-------------|-----------------------------|--------------|
| Pablo Escobar       | -         | -         | -           | -                           | 13/09/2017 ( |
| Mohamad Azwan Halim | Confirmed | Permanent | Main Branch | Information Technology (IT) | 13/09/2017 ( |

Showing 1 to 2 of 2 records

Click choose file to upload Excel file and submit for review

Import Employee

Import excel file

Choose File No file chosen

Close Submit For Review

System will review the file whether it follow the database scheme

**Click 'Import Success Row' to import file's data to the database**

The screenshot shows a web application interface for managing employees. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. On the right side of the header, there is a user profile icon for 'fadhil imran'. Below the header, the URL 'Dashboard / Employees / Import Employees' is visible. To the right of the URL, there is a green button labeled 'Re-import Excel'. The main content area has a title 'Success [200 Rows]' and a blue button labeled 'Import Success Row'. A table lists 200 rows of imported data, each with a row number and a 'Details' column containing name and email information. The rows are numbered from 1 to 8.

| Row | Details                                              |
|-----|------------------------------------------------------|
| 1   | Name : kamal adli a<br>Email : popo@abcd.com1 ...    |
| 2   | Name : azmi khairul b<br>Email : popo@abcd.com2 ...  |
| 3   | Name : khai rahman s<br>Email : popo@abcd.com3 ...   |
| 4   | Name : aiman hazim c<br>Email : popo@abcd.com4 ...   |
| 5   | Name : fatin syuhada d<br>Email : popo@abcd.com5 ... |
| 6   | Name : aina aida s<br>Email : popo@abcd.com6 ...     |
| 7   | Name : muhd nor e<br>Email : popo@abcd.com7 ...      |
| 8   | Name : padei padei op<br>Email : popo@abcd.com8 ...  |

**All the data that successfully upload to the database will be appear at data table**

The screenshot shows a data table titled 'New Employee' with 10 records. The columns include NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. The data table lists 10 employees, each with a unique name, status (e.g., Renewed, Pending, Confirmed), type (Contract), branch (Main Branch), department (Human Resource), and creation date (13/09/2017 at 09:47 AM). Each row has a set of icons for actions like edit, delete, and view. At the bottom of the table, there is a note 'Showing 1 to 10 of 201 records' and a page navigation bar with numbers 1 through 21.

| NAME            | STATUS                                                                | TYPE     | BRANCH      | DEPARTMENT     | CREATED               |
|-----------------|-----------------------------------------------------------------------|----------|-------------|----------------|-----------------------|
| fadhil imran    | -                                                                     | -        | -           | -              | 13/09/2017 (09:47 AM) |
| aiman hazim c   | <span style="background-color: red; color: white;">Renewed</span>     | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| aina aida s     | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| azmi khairul b  | <span style="background-color: red; color: white;">Pending</span>     | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| fatin syuhada d | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| kamal adli a    | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| khai rahman s   | <span style="background-color: red; color: white;">Resigned</span>    | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| muhd nor e      | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| padei padei op  | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |
| padei padei op  | <span style="background-color: green; color: white;">Confirmed</span> | Contract | Main Branch | Human Resource | 13/09/2017 (05:34 PM) |



## Create Payroll

Click on Payroll in the navigation bar.

Click on Payroll in the drop-down menu.

The screenshot shows the FCGL Payroll application interface. At the top, there is a navigation bar with links for 'Employees', 'Leaves', 'Payrolls', and a user profile for 'fadhil imran'. A dropdown menu for 'Payrolls' is open, showing 'Payrolls' and 'Authorization' as options. Below the navigation bar, there is a feedback banner that says 'We would love to hear your thoughts or feedback on how we can improve your experience! [Send your feedback](#)' with a close button. The main content area contains several cards: 'Organization' (1 item, View Organizations), 'Branch' (1 item, View Branches), 'Activities' (Notice: There is not activies to show), 'Departments' (3 items, View Departments), and 'Employees' (1 item, View Employees). At the bottom left, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Search function can be found on top right of the table to find information needed.

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Payroll" to create new Payroll.**

| Month    | Issue Date  | Num of Employee | Status   | Action                                |
|----------|-------------|-----------------|----------|---------------------------------------|
| Sep 2017 | 13 Sep 2017 | 1               | Accepted | <input type="button" value="Status"/> |
| Sep 2017 | 13 Sep 2017 | 1               | Accepted | <input type="button" value="Status"/> |

### **Form: Branch Information \* compulsory.**

| Instruction | Explanation                                          |
|-------------|------------------------------------------------------|
| Pay Month   | Select the month you wish to display the information |
| Pay Day     | Select the pay day that you want to choose           |

**Succesfull submission will redirect the page to payroll's dasboard. A newly added payroll will be added.**

FCGI Employees Leaves Payrolls fadil imran

Payroll successfully approved

New Payroll

| Month    | Issue Date  | Num of Employee | Status  | Action                              |          |
|----------|-------------|-----------------|---------|-------------------------------------|----------|
| Sep 2017 | 13 Sep 2017 | 0               | Pending | <input checked="" type="checkbox"/> | Status ▾ |
| Nov 2017 | 13 Sep 2017 | 0               | Pending | <input checked="" type="checkbox"/> | Status ▾ |

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**Click on status button to change the status of the payroll**

MWNI Employees Leaves Payrolls Pablo Escobar

New Payroll

| Month    | Issue Date  | Num of Employee | Status   | Action                              |          |
|----------|-------------|-----------------|----------|-------------------------------------|----------|
| Sep 2017 | 13 Sep 2017 | 1               | Accepted | <input checked="" type="checkbox"/> | Status ▾ |
| Sep 2017 | 13 Sep 2017 | 1               | Accepted | <input checked="" type="checkbox"/> | Status ▾ |

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| Instruction | Explanation                          |
|-------------|--------------------------------------|
| Pending     | Payroll not be review yet            |
| Reviewed    | Payroll reviewed but not decided yet |
| Accepted    | Payroll is accepted                  |
| Rejected    | Payroll rejected                     |
| Cancelled   | Payroll cancelled                    |
| Processed   | Payroll in process                   |

**Click edit button on the action column**

**Click preview payslip to view payslip and verify**

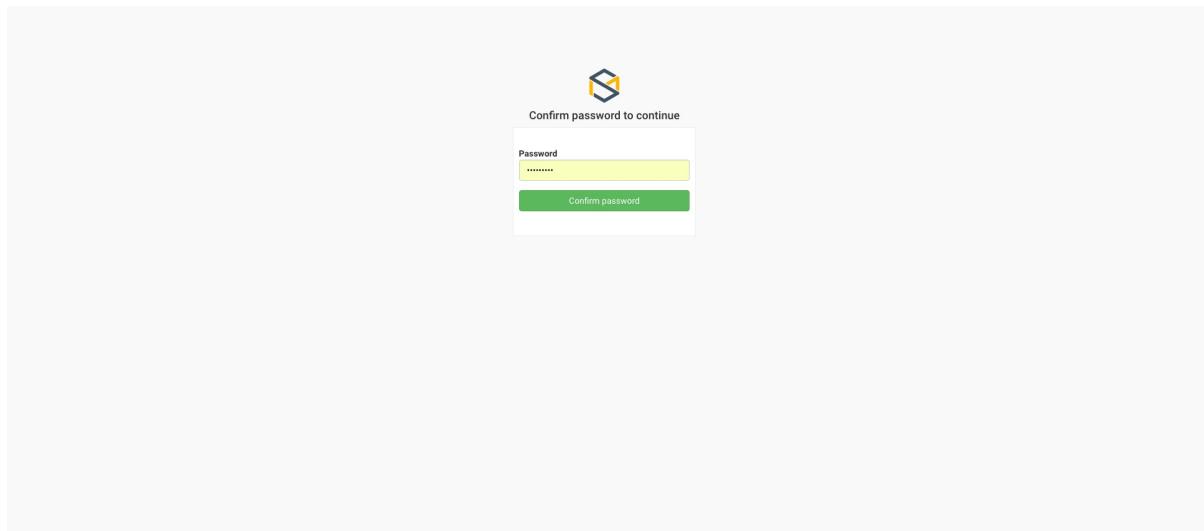
The screenshot shows a 'Preview Payslip' modal. At the top right, a message says 'Payslip is unverified at 23:56:31, 13/Sep/2017'. The modal has a header 'Payslip for Sep, 2017'. Below it is a 'Summary' section with tables for 'Total Earnings' and 'Total Deductions'. The 'Earnings Types' table includes rows for Basic, Overtime, Incentive Pay, Bonus, and Other. The 'Deduction Types' table includes rows for SOCSO, EPF, Income Tax, CP38, Loan, and Zakat. A 'Contributions' section shows employer contributions for EPF and SOCSO. Action buttons include a green checkmark and a 'Close' button.

**Click email icon to send payslip through email to the employee**

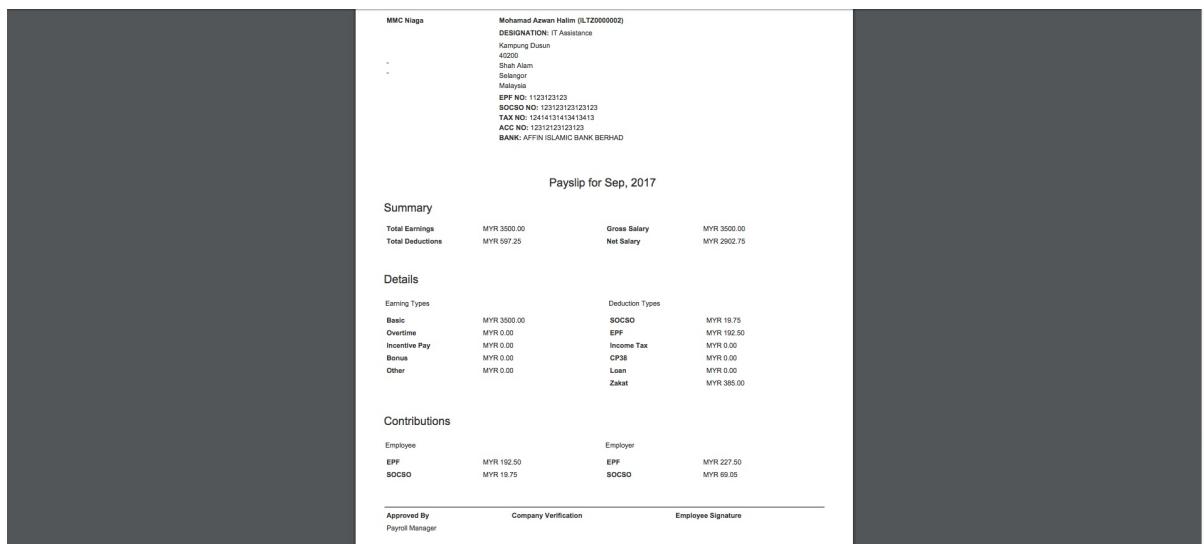
The screenshot shows a list of employees under 'Information Technology (IT)'. The first employee, Mohamad Azwan Halim, has an email icon next to their name in the 'ACTION' column. The status bar at the top right indicates 'Payslip sent to employee... [upload]'. The list includes columns for Employee ID, Name, Basic Salary, Gross Salary, Total Earnings, Total Deduction, Net Salary, and Action. Action buttons include a green checkmark, a download icon, an email icon, a print icon, and a blue eye icon.

**Click download icon to download payslip**

**Enter user password to proceed on download**



**Print preview will be shown**



**Click view payslip icon to view payslip details**

ILTZ Employees Leaves Payrolls

Pablo Escobar

MMC Niaga Mohamad Azwan Halim  
(ILT20000002)

DESIGNATION: IT Assistance  
Kampung Dusun  
40200  
Shah Alam  
Selangor  
Malaysia

EPF NO: 1123123123  
SOCSO NO: 123123123123  
TAX NO: 1241314341843  
BANK: AFFIN ISLAMIC BANK BERHAD  
ACCOUNT BANK / BANK: 123123123123

Payslip for Sep, 2017

**Summary**

|                  |             |              |             |
|------------------|-------------|--------------|-------------|
| Total Earnings   | MYR 3500.00 | Gross Salary | MYR 3500.00 |
| Total Deductions | MYR 597.25  | Net Salary   | MYR 2902.75 |

**Details**

| Earning Types | Deduction Types     |
|---------------|---------------------|
| Basic         | SOCSO MYR 19.75     |
| Overtime      | EPF MYR 192.50      |
| Incentive Pay | Income Tax MYR 0.00 |
| Bonus         | CP38 MYR 0.00       |
| Other         | Loan MYR 0.00       |
|               | Zakat MYR 385.00    |

**Contributions**

| Employee         | Employer         |
|------------------|------------------|
| EPF MYR 192.50   | EPF MYR 227.50   |
| SOCSCO MYR 19.75 | SOCSCO MYR 69.05 |

This is computer generated document. No signature required.

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**Click add more earning icon to see more feature we offered in SumberManusia**

ILTZ Employees Leaves Payrolls

Pablo Escobar

Status : Active  
Pay Month : Oct 2017  
Pay Day : 13 Sep 2017

List Of Employee(s) : 10 records

Information Technology (IT)

| EMPLOYEE ID | NAME                | BASIC SALARY | NET SALARY  | ACTION      |            |             |   |
|-------------|---------------------|--------------|-------------|-------------|------------|-------------|---|
| ILT20000002 | Mohamad Azwan Halim | MYR 3500.00  | MYR 7000.00 | MYR 3500.00 | MYR 597.25 | MYR 2902.75 | + |

Showing 1 to 1 of 1 records

Add More Earnings

We are offering more feature on Payroll module.  
The incoming features to enable employer to add more earnings.

Following are the earnings we offer:

- 1. Non-Paid Leave
- 2. Overtime
- 3. Add Pay
- 4. Shift

Status ▾

Search



## Payroll Authorization

Click Payrolls and select Authorization

The screenshot shows a web-based payroll management system. At the top, there is a navigation bar with the FCGI logo, a home icon, 'Employees', 'Leaves', a dropdown menu for 'Payrolls' (which is currently selected), and user profile information for 'fadhil imran'. Below the navigation bar is a 'Dashboard' section. A callout box highlights the 'Payrolls Authorization' option under the 'Payrolls' menu. A feedback survey banner at the top of the dashboard asks for thoughts or feedback on how to improve the experience, with a 'Send your feedback' button and a close 'X' button. The main content area displays five summary cards:

- Organization:** 1 item, View Organizations button.
- Branch:** 1 item, View Branches button.
- Activities:** Notice: There is not activies to show.
- Departments:** 3 items, View Departments button.
- Employees:** 1 item, View Employees button.

At the bottom left of the main content area, there is a copyright notice: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

### Select name for Payroll Authorization form

| Instruction      | Explanation                               |
|------------------|-------------------------------------------|
| Payroll Approver | People who responsible to approve payroll |
| Payroll Verifier | People who responsible to verify payroll  |

Main Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

Terengganu Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

Kelantan Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

Kedah Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

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### Select name for Payroll Approver

Main Branch  
Payroll Approver  
DEMOALI0000151 - Robb Upton  
Payroll Verifier  
Please Select

Terengganu Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

Kelantan Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

Kedah Branch  
Payroll Approver  
Please Select  
Payroll Verifier  
Please Select

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## Select name for Payroll Verifier

DEMOALI Employees Leaves Payrolls

|                                                                |                                                        |                                                      |                                                   |
|----------------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|---------------------------------------------------|
| Main Branch<br>Payroll Approver<br>DEMOALI0000151 - Robb Upton | Terengganu Branch<br>Payroll Approver<br>Please Select | Kelantan Branch<br>Payroll Approver<br>Please Select | Kedah Branch<br>Payroll Approver<br>Please Select |
| Payroll Verifier<br>DEMOALI0000251 - Harmony bin Corkery       | Payroll Verifier<br>Please Select                      | Payroll Verifier<br>Please Select                    | Payroll Verifier<br>Please Select                 |
| Johor Branch<br>Payroll Approver<br>Please Select              |                                                        |                                                      |                                                   |
| Payroll Verifier<br>Please Select                              |                                                        |                                                      |                                                   |

Payroll Verifier for Xian Branch assigned to Harmony bin Corkery

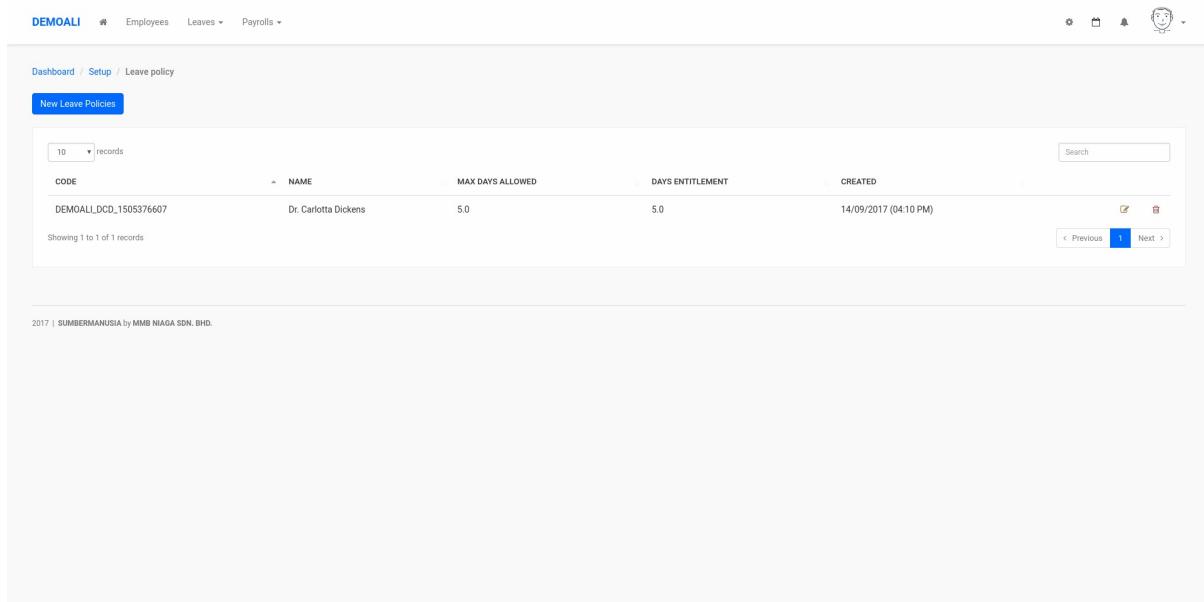
Payroll Approver for Main Branch assigned to Robb Upton

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## **Setting up "Leave" for the first time**

## Leave Policy

**Leave Policies dashboard will be presented.**



The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Leave policy'. A prominent blue button labeled 'New Leave Policies' is located above a table. The table has columns for 'CODE', 'NAME', 'MAX DAYS ALLOWED', 'DAYS ENTITLEMENT', and 'CREATED'. One record is listed: 'DEMOALL\_DCD\_1505376607' with 'Dr. Carlotta Dickens' as the name, '5.0' for both max days allowed and days entitlement, and a creation date of '14/09/2017 (04:10 PM)'. A search bar is positioned at the top right of the table area. At the bottom left, a copyright notice reads '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

| CODE                   | NAME                 | MAX DAYS ALLOWED | DAYS ENTITLEMENT | CREATED               |
|------------------------|----------------------|------------------|------------------|-----------------------|
| DEMOALL_DCD_1505376607 | Dr. Carlotta Dickens | 5.0              | 5.0              | 14/09/2017 (04:10 PM) |

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Leave Policy" to create new Policy.**

DEMOALI Employees Leaves Payrolls

Dashboard Setup / Leave policy

|                                                        |                      |
|--------------------------------------------------------|----------------------|
| Policy                                                 | <input type="text"/> |
| Name*                                                  | <input type="text"/> |
| Max Days allowed*                                      | <input type="text"/> |
| Carry forward allowed*                                 | <input type="text"/> |
| Entitlement Days per year*                             | <input type="text"/> |
| <input type="button" value="Create New Leave Policy"/> |                      |

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**Form: Leave Policy Information \* compulsory.**

| Instruction               | Explanation                                      |
|---------------------------|--------------------------------------------------|
| Policy                    | The code to identify the policy                  |
| Name                      | Name of new Policy                               |
| Max Days Allowed          | Maximum number of leaves allowed for this policy |
| Carry Forward Allowed     | Number of carry forward allowed each year        |
| Entitlement Days per year | Number of days entitled, per year                |

**Succesfull submission will redirect the page to policy's dasboard. A newly added policy will be added.**

The screenshot shows a list of three leave policies:

| CODE                   | NAME                 | MAX DAYS ALLOWED | DAYS ENTITLEMENT | CREATED               |
|------------------------|----------------------|------------------|------------------|-----------------------|
| DEMOALL_DCD_1505376607 | Dr. Carlotta Dickens | 5.0              | 5.0              | 14/09/2017 (04:10 PM) |
| DEMOALL_PL_1505390491  | Pregnancy Leave      | 2.0              | 2.0              | 14/09/2017 (08:01 PM) |
| DEMOALL_PL_1505390522  | Pregnancy Leave      | 3.0              | 3.0              | 14/09/2017 (08:02 PM) |

Showing 1 to 3 of 3 records.

**To edit individual row, click on the middle icon on the last columns.**

**An edit leave policy page will be displayed containing old information inserted which can be alter.**

The screenshot shows the 'Edit Leave Policy Details' page with the following fields:

- Policy: DEMOALL\_DCD\_1505376607
- Name\*: Dr. Carlotta Dickens
- Max Days allowed\*: 5.0
- Carry forward allowed\*: 5.0
- Entitlement Days per year\*: 5.0

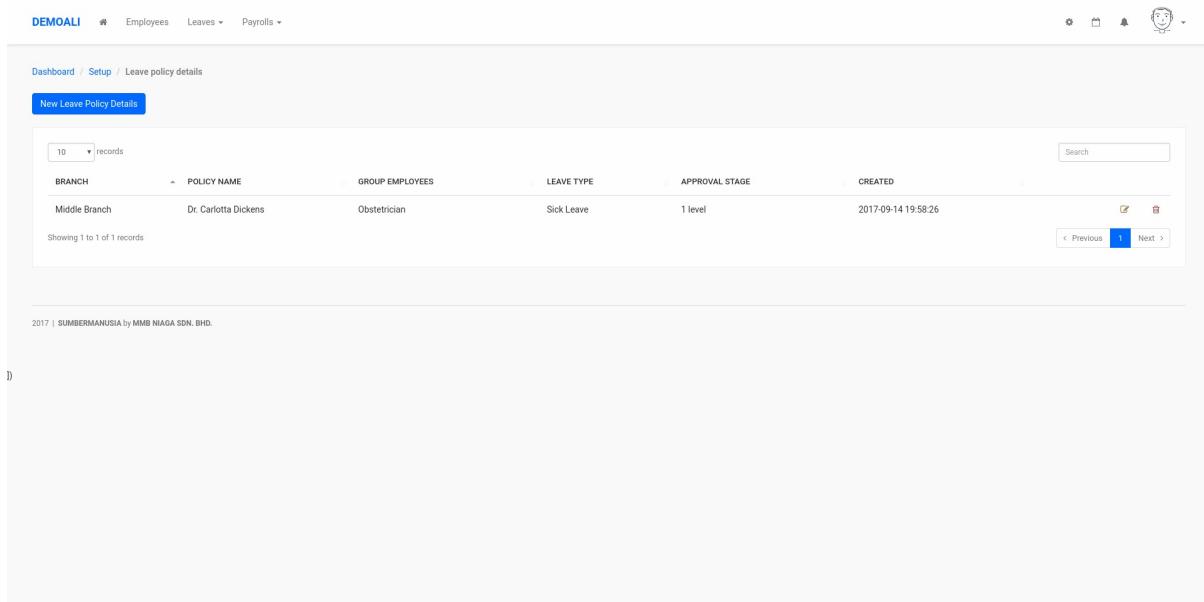
Update Leave Policy Details

**To delete individual row, click on the right icon on the last columns and you will be prompted with an alert.**

The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Leave policy'. A prominent button labeled 'New Leave Policies' is visible. On the left, a sidebar displays a list of leave policies with columns for 'CODE', 'NAME', 'MAX DAYS ALLOWED', 'DAYS ENTITLEMENT', and 'CREATED'. One record is listed: 'DEMOALL\_DCD\_1505376607' (Dr. Carlotta Dickens), MAX DAYS ALLOWED: 5.0, DAYS ENTITLEMENT: 5.0, CREATED: 14/09/2017 (04:10 PM). A confirmation dialog box is overlaid on the page, asking 'Are you sure you want to delete this?' with 'Cancel' and 'Delete' buttons. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

## Leave Policy Details

**Leave Policies Details dashboard will be presented.**



The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for DEMOALI, Employees, Leaves, and Payrolls. Below the navigation is a breadcrumb trail: Dashboard / Setup / Leave policy details. A blue button labeled "New Leave Policy Details" is visible. The main content area contains a table with one record:

| BRANCH        | POLICY NAME          | GROUP EMPLOYEES | LEAVE TYPE | APPROVAL STAGE | CREATED             |
|---------------|----------------------|-----------------|------------|----------------|---------------------|
| Middle Branch | Dr. Carlotta Dickens | Obstetrician    | Sick Leave | 1 level        | 2017-09-14 19:58:26 |

Below the table, a message says "Showing 1 to 1 of 1 records". On the right side of the table, there are search and filter icons. At the bottom of the page, there is a footer note: "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD." and a small logo.

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Number of records displayed can also be change from 10 up to 100.**

**Click on "New Leave Policy Details" to create new Policy.**

The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. On the right side of the header, there are icons for search, refresh, and user profile. Below the header, a breadcrumb navigation shows 'Dashboard / Setup / Leave policy details'. The main content area contains a form with the following fields:

- Branch\***: A dropdown menu with the placeholder 'Please Select'.
- Policy\***: A dropdown menu with the placeholder 'Please Select'.
- Leave type\***: A dropdown menu with the placeholder 'Please Select'.
- Apply status\***: A dropdown menu with the placeholder 'Please Select'.
- Applicable employee group\***: A dropdown menu with the placeholder 'Please Select'.
- Stage approvals\***: A dropdown menu with the placeholder 'Please Select'.
- Prorate\***: A dropdown menu with the option 'Yes' selected.

At the bottom of the form is a blue button labeled 'Create New Leave Policy'.

In the bottom left corner of the page, there is a small text: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

### Form: Leave Policy Information \* compulsory

| Instruction               | Explanation                          |
|---------------------------|--------------------------------------|
| Branch                    | Branch to apply leave policy to      |
| Policy                    | Select policy that you want to use   |
| Leave Type                | Type of leave                        |
| Apply Status              | When does confirmation needed        |
| Applicable employee group | Group that the selected leaves apply |
| Stage approvals           | Number of stage of approvals         |
| Prorate                   |                                      |

**Succesfull submission will redirect the page to policy's dasboard. A newly added policy will be added.**

The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for 'DEMOALI', 'Employees', 'Leaves', and 'Payrolls'. Below the navigation is a breadcrumb trail: 'Dashboard / Setup / Leave policy details'. A prominent blue banner at the top states 'Leave policy details sucessfully created.' Below this, a button labeled 'New Leave Policy Details' is visible. The main content area displays a table with columns: 'BRANCH', 'POLICY NAME', 'GROUP EMPLOYEES', 'Processing...', 'APPROVAL STAGE', and 'CREATED'. A dropdown menu next to 'records' shows '10'. A search bar is located on the right side of the table header. At the bottom left, a copyright notice reads '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.' and the bottom right has a user profile icon.

**To edit individual row, click on the middle icon on the last columns.**

**An edit leave policy page will be displayed containing old information inserted which can be alter.**

This screenshot is identical to the one above, showing the 'Leave policy details sucessfully created.' message and the table with the 'Processing...' status in the fourth column. The layout, including the navigation bar, breadcrumb, and footer, is also identical.

To delete individual row, click on the right icon on the last columns and you will be prompted with an alert.

The screenshot shows a web-based application interface for managing leave policies. At the top, there is a navigation bar with links for 'DEMOALI', 'Employees', 'Leaves', and 'Payrolls'. On the far right of the header are icons for user profile, notifications, and search. Below the header, the breadcrumb navigation shows 'Dashboard / Setup / Leave policy details'. A message box indicates 'Policy details has been deleted.' A blue button labeled 'New Leave Policy Details' is visible. The main content area contains a table with the following data:

| BRANCH        | POLICY NAME          | GROUP EMPLOYEES | LEAVE TYPE | APPROVAL STAGE | CREATED             |
|---------------|----------------------|-----------------|------------|----------------|---------------------|
| Middle Branch | Dr. Carlotta Dickens | Obstetrician    | Sick Leave | 1 level        | 2017-09-14 19:58:26 |

Below the table, a note says 'Showing 1 to 1 of 1 records'. There are also 'Search' and pagination controls ('< Previous', '1', 'Next >'). At the bottom left, a small note reads '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

## Leave Block List

**Leave Block List dashboard will be displayed**

The screenshot shows a web-based application interface for managing leave blocks. At the top, there is a navigation bar with links for 'Employees', 'Leaves', and 'Payrolls'. Below the navigation, a breadcrumb trail indicates the current location: 'Dashboard / Setup / Holiday Lists'. A prominent blue button labeled 'New Holiday Block List' is located just below the breadcrumb. The main content area features a table with the following data:

| Label                                              | Branch            | Date       | Year | Created             | Action |
|----------------------------------------------------|-------------------|------------|------|---------------------|--------|
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Kedah Branch      | 2017-09-17 | 2017 | 2017-09-14 22:10:12 |        |
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Terengganu Branch | 2017-09-17 | 2017 | 2017-09-14 22:10:12 |        |

At the bottom left of the dashboard, there is a small note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**Search function can be found on top right of the table to find information needed.**

**Each of the column are sort-able by clicking on title of column.**

**Click New Holiday Block List to create new holiday block list**

## Form: Leave Holiday Block List Form \* compulsory

DASHBOARD Employees Leaves Payrolls

Dashboard / Setup / Holiday Lists / New Holiday List

Holiday Name: Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur

Select branches:

- Main Branch
- Terengganu Branch
- Kelantan Branch**
- Kedah Branch

+ Add

Exclude for branches:

- Terengganu Branch
- Kelantan Branch

- Clear

Note: \* Exclude Selected List ?

Date: 18/09/2017

Save

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

| Instruction    | Explanation                                                    |
|----------------|----------------------------------------------------------------|
| Holiday Name   | Name of the new holiday block list                             |
| Select Branch  | Select the branch that will get the holiday on certain day     |
| Selection Note | Tick then selected branch will be excluded to the holiday list |
| Date           | Holiday date                                                   |

**Succesfull submission will redirect the page to Holiday Block List dasboard. A newly added Block List will be added.**

DASHBOARD Employees Leaves Payrolls

Dashboard / Setup / Holiday Lists

New leave block list successfully created.

New Holiday Block List

| Label                                              | Branch            | Date       | Year | Created             |
|----------------------------------------------------|-------------------|------------|------|---------------------|
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Johor Branch      | 2017-09-18 | 2017 | 2017-09-15 00:16:26 |
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Kedah Branch      | 2017-09-18 | 2017 | 2017-09-15 00:16:26 |
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Main Branch       | 2017-09-18 | 2017 | 2017-09-15 00:16:26 |
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Kedah Branch      | 2017-09-17 | 2017 | 2017-09-14 22:10:12 |
| Cuti Umum Juara Keseluruhan Sukan Sea Kuala Lumpur | Terengganu Branch | 2017-09-17 | 2017 | 2017-09-14 22:10:12 |

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.



## Where do i find all the informations needed in the form ?

You will be able to find all related information as follows:

### Company Name

Can be obtained from:

1. Borang SSM



AKTA SYARIKAT 2016

[Seksyen 17]

No. Syarikat - MyCoID

|         |   |
|---------|---|
| 1221818 | M |
|---------|---|

### PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN

Dengan ini diperakui bahawa

**MMB NIAGA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 2016, pada dan mulai dari 10 haribulan Mac 2017, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

Dibuat di bawah tandatangan dan meterai saya di Kuala Lumpur pada 10 haribulan Mac 2017.

2. Borang 8A



**PERTUBUHAN KESELAMATAN SOSIAL**  
**PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)**  
**CARUMAN GAJI BULAN**

bulan      tahun

2346249101

**BORANG 8A**

|                                                                                           |                                         |                                             |
|-------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------|
| No. Kod Majikan                                                                           | No. MyCoID / No. Pendaftaran Perniagaan | Amaun Caruman (RM)                          |
| <input type="text"/>                                                                      | <input type="text"/>                    | <input type="text"/> . <input type="text"/> |
| Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat daripada |                                         |                                             |
| Nama dan Alamat Majikan                                                                   |                                         | Lembaran / Bil. Pekerja                     |
|                                                                                           |                                         | Cop                                         |
| Kegunaan Ejen Pemungut                                                                    |                                         |                                             |
| No. Slip Bayaran                                                                          |                                         |                                             |

| TARIKH<br>MULA/BERHENTI<br>KERJA<br>(hhbbttt)<br>(1) | STATUS<br>(2) | NO. KAD PENGENALAN<br>(3) | NAMA PEKERJA (MENGIKUT KAD PENGENALAN)<br>(4) | CARUMAN<br>(5)       |     |
|------------------------------------------------------|---------------|---------------------------|-----------------------------------------------|----------------------|-----|
|                                                      |               |                           |                                               | RM                   | SEN |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |
|                                                      |               |                           |                                               | <input type="text"/> | .   |

3. Borang A

| <b>KUMPULAN WANG SIMPANAN PEKERJA</b><br>PERATURAN-PERATURAN DAN KADEAH-KADEAH KWSP 1991 KADEAH 11(1)                                                                                                                                                                   |                |                |                              |                                                                                |                  |                     | <b>KWSP 6</b>  |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|------------------------------|--------------------------------------------------------------------------------|------------------|---------------------|----------------|------------------|
|                                                                                                                                                                                        |                |                |                              |                                                                                |                  |                     |                |                  |
| No Rujukan Majikan                                                                                                                                                                                                                                                      |                | Bulan Caruman  | Amaun Caruman (RM)           | No Rujukan Borang A                                                            |                  |                     |                |                  |
|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                |                  |                     |                |                  |
| Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan<br><input type="checkbox"/> Wang Tunai <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos<br><input type="checkbox"/> /Draf Bank*No /EFT /TT. : _____ |                |                |                              |                                                                                |                  |                     |                |                  |
| Nama Majikan<br>Alamat                                                                                                                                                                                                                                                  |                |                |                              |                                                                                | Tarikh DiCetak : |                     |                |                  |
|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                | Bil Pekerja :    |                     |                |                  |
|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                |                  |                     |                | Cop Agen Kutipan |
| <b>BIL</b>                                                                                                                                                                                                                                                              | <b>NO AHLI</b> | <b>N<br/>K</b> | <b>NO KAD<br/>PENGENALAN</b> | <b>NAMA PEKERJA / AHLI<br/>(Seperti yang terdapat di dalam Kad Pengenalan)</b> | <b>UPAH (RM)</b> | <b>CARUMAN (RM)</b> |                |                  |
|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                |                  | <b>MAJIKAN</b>      | <b>PEKERJA</b> |                  |
| Jumlah yang dibawa dari mukasurat terdahulu (jika ada)                                                                                                                                                                                                                  |                |                |                              |                                                                                |                  |                     |                |                  |
|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                |                  |                     |                |                  |
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|                                                                                                                                                                                                                                                                         |                |                |                              |                                                                                |                  |                     |                |                  |

4. CP39

**Borang****A**

Mukasurat:



Cop Agen Kutipan

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|------|------------------|--|--|--|---------------------------------------------------------------------|-------|--|--------|--|----------|--|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Borang ini boleh difotokopi</p> <p>KETUA PENGARAH HASIL DALAM NEGERI<br/>LEMBAGA HASIL DALAM NEGERI<br/>Cawangan Pungutan Kuala Lumpur<br/>Kaunter Bayaran Dan Tingkat 1, Blok 8A<br/>Kompleks Bangunan Kerajaan, Jalan Dut<sup>a</sup><br/>50600 KUALA LUMPUR</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |  <p>CUKAI PENDAPATAN MALAYSIA<br/>PENYATA POTONGAN CUKAI OLEH MAJIKAN<br/>[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967]<br/>KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | CP39 Pin. 2011<br><b>UNTUK KEGUNAAN PEJABAT</b><br>No. Kelompok <input type="text"/> <input type="text"/><br>No. Resit <input type="text"/> <input type="text"/> |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |          | POTONGAN BAGI BULAN <input type="text"/> TAHUN <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
| <b>BUTIR-BUTIR MAJIKAN</b><br>No. Rujukan Majikan E <input type="text"/> - <input type="text"/><br>No. Pendaftran Perniagaan <input type="text"/><br><br>Nama Syarikat/<br>Perniagaan <input type="text"/><br>Alamat Syarikat/<br>Perniagaan <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |          | <b>BUTIR-BUTIR PEMBAYARAN</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Jumlah Potongan</td> <td style="width: 50%;">PCB</td> </tr> <tr> <td></td> <td>CP38</td> </tr> <tr> <td style="text-align: center;">Bilangan Pekerja</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">Butir-butir / Cek /<br/>Bank / Derai /<br/>Kiriman Wang /<br/>Wang Pos</td> <td>Amaun</td> </tr> <tr> <td></td> <td>Nombor</td> </tr> <tr> <td></td> <td>Cawangan</td> </tr> <tr> <td></td> <td>Tarikh</td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                  | Jumlah Potongan                                                                                                                                                                                          | PCB |  | CP38 | Bilangan Pekerja |  |  |  | Butir-butir / Cek /<br>Bank / Derai /<br>Kiriman Wang /<br>Wang Pos | Amaun |  | Nombor |  | Cawangan |  | Tarikh | <b>PEGAWAI YANG MENYEDIAKAN MAKLUMAT</b><br>Tandatangan <input type="text"/><br>Nama Penuh <input type="text"/><br><br>No. K/P <input type="text"/><br>Jawatan <input type="text"/><br>No. Telefon <input type="text"/> |
| Jumlah Potongan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PCB      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CP38     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
| Bilangan Pekerja                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
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| Butir-butir / Cek /<br>Bank / Derai /<br>Kiriman Wang /<br>Wang Pos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amaun    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Nombor   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Cawangan |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Tarikh   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                  |                                                                                                                                                                                                          |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |
| <b>A BORANG CP 39</b><br>1. Borang ini mestilah disi dengan lengkap dan betul.<br>2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggantikan Borang CP39.<br>3. No. Rujukan Cukai Pendapatan:<br>3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.<br>Contoh: SG 2506203-00(0) boleh disi sebagai SG 02506203000<br>3.2 Bagi pekerja yang layak dikenakan PCB tetapi tidak nombor rujukan fail cukai pendapatan, pendaftran boleh dibuat melalui :<br>i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau<br>ii. Borang CP22 atau borang <i>in lieu</i> of CP39 dikemukakan ke cawangan LHDNM yang berdekat.<br>4. Nama pekerja :<br>Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).<br>5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).<br>Contoh: 720403065235 atau A2172122<br>6. Jumlah Potongan Cukai: PCB + Isikan amanah cukai mengikut Potongan Cukai Bulanan.<br>CP38 + Isikan amanah potongan cukai mengikut arahan Borang CP38 (jika ada). |          | <b>B PEMBAYARAN</b><br>1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berkenaan.<br>Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.<br>2. Sedakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.<br>3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.<br>4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catakan no rujukan majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.<br>5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.<br>6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu<br>Wisma Hasil<br>Jalan Tunku Abdul Rahman<br>88600 Kota Kinabalu, Sabah<br>Aras 1, Wisma Hasil,<br>No. 1, Jalan Padungan,<br>93100 Kuching, Sarawak<br>8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut. |                                                                                                                                                                  | <b>C PERINGATAN</b><br>1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.<br>2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun. |     |  |      |                  |  |  |  |                                                                     |       |  |        |  |          |  |        |                                                                                                                                                                                                                         |

## 4. Form E



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

|          |                                                                           |                                                                                                                    |                                                                                                         |
|----------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>1</b> | Name of Employer as Registered                                            |                                                                                                                    |                                                                                                         |
|          |                                                                           |                                                                                                                    |                                                                                                         |
|          |                                                                           |                                                                                                                    |                                                                                                         |
|          |                                                                           |                                                                                                                    |                                                                                                         |
| <b>2</b> | Employer's No.                                                            | <b>E</b>                                                                                                           |                                                                                                         |
| <b>3</b> | Status of Employer                                                        | <input type="checkbox"/>                                                                                           | 1 = Government<br>3 = Private Sector                                                                    |
| <b>4</b> | Status of Business                                                        | <input type="checkbox"/>                                                                                           | 1 = In operation<br>2 = Has not commenced operations<br>3 = Dormant<br>4 = In the process of winding-up |
| <b>5</b> | Income Tax No.                                                            | 01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN<br>02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others |                                                                                                         |
| <b>6</b> | Identification No.                                                        |                                                                                                                    |                                                                                                         |
| <b>7</b> | Passport No.                                                              |                                                                                                                    |                                                                                                         |
| <b>8</b> | Registration No.<br>with Companies<br>Commission of<br>Malaysia or others |                                                                                                                    |                                                                                                         |
| <b>9</b> | Correspondence Address                                                    |                                                                                                                    |                                                                                                         |
|          |                                                                           |                                                                                                                    |                                                                                                         |

**Company Registration Number**

Can be obtained from:

1. Borang SSM



AKTA SYARIKAT 2016

[Seksyen 17]

No. Syarikat - MyCoID

1221818 M

**PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN**

Dengan ini diperakui bahawa

**MMB NIAGA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 2016, pada dan mulai dari 10 haribulan Mac 2017, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

Dibuat di bawah tandatangan dan meterai saya di Kuala Lumpur pada 10 haribulan Mac 2017.

2. Borang 8A



**PERTUBUHAN KESELAMATAN SOSIAL**  
**PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)**  
**CARUMAN GAJIL BULAN**

|     |     |     |
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2346249101  
**BORANG 8A**

|                                                                                                                                                                                                         |                                         |                    |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|-----|-----|-----|-----|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|
| No. Kod Majikan                                                                                                                                                                                         | No. MyCoID / No. Pendaftaran Perniagaan | Amaun Caruman (RM) |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table>                     | [ ]                                     | [ ]                | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table> | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table> | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |
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| Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat dari pada                                                                                                              |                                         |                    |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
| Nama dan Alamat Majikan                                                                                                                                                                                 | Lembaran                                | Bil. Pekerja       |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
| <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table>                     | [ ]                                     | [ ]                | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table> | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
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| Kegunaan Ejen Pemungut<br>Cop                                                                                                                                                                           |                                         |                    |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
| No. Slip Bayaran<br><table border="1" style="width: 100%; border-collapse: collapse;"><tr><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td><td>[ ]</td></tr></table> |                                         |                    | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ]                                                                                                                                                                                 | [ ] |     |     |     |     |     |     |     |                                                                                                                                                                                     |     |     |     |     |     |     |     |     |
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| TARIKH<br>MULA/BERHENTI<br>KERJA<br>(hhbbbttt)<br>(1) | STATUS<br>(2) | NO. KAD PENGENALAN<br>(3) | NAMA PEKERJA (MENGIKUT KAD PENGENALAN)<br>(4) | CARUMAN<br>(5) |     |
|-------------------------------------------------------|---------------|---------------------------|-----------------------------------------------|----------------|-----|
|                                                       |               |                           |                                               | RM             | SEN |
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3. CP39

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------|-----|--|------|------------------|--|------------------------------------------------------------|--|-------|--|--------|--|----------|--|--------|--|
| Borang ini boleh difotokopi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |      | CP39 Pin. 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| <b>KETUA PENGARAH HASIL DALAM NEGERI</b><br><b>LEMBAGA HASIL DALAM NEGERI</b><br>Cawangan Pungutan Kuala Lumpur<br>Kuarter Bayaran Dan Tingkat 1, Blok BA<br>Kompleks Bangunan Kerajaan, Jalan Duta<br>50600 KUALA LUMPUR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |      | <b>CUKAI PENDAPATAN MALAYSIA</b><br><b>PENYATA POTONGAN CUKAI OLEH MAJIKAN</b><br><b>[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967</b><br><b>KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]</b>                                                                                                                                                                                                                                                                                                                                            |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      | <b>POTONGAN BAGI BULAN</b> <input type="text"/> <b>TAHUN</b> <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| <b>BUTIR-BUTIR MAJIKAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      | <b>BUTIR-BUTIR PEMBAYARAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| No. Rujukan Majikan E No. Pendataran Perniagaan <input type="text"/> - <input type="text"/><br><br>Nama Syarikat/ Perniagaan <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Jumlah Potongan</td> <td style="width: 50%;">PCB</td> </tr> <tr> <td></td> <td>CP38</td> </tr> <tr> <td style="height: 40px;">Bilangan Pekerja</td> <td></td> </tr> <tr> <td style="height: 40px;">Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos</td> <td></td> </tr> <tr> <td>Amaun</td> <td></td> </tr> <tr> <td>Nombor</td> <td></td> </tr> <tr> <td>Cawangan</td> <td></td> </tr> <tr> <td>Tarikh</td> <td></td> </tr> </table> |  | Jumlah Potongan | PCB |  | CP38 | Bilangan Pekerja |  | Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos |  | Amaun |  | Nombor |  | Cawangan |  | Tarikh |  |
| Jumlah Potongan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PCB  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CP38 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Bilangan Pekerja                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Amaun                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Nombor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Cawangan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| Tarikh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| <b>PEGAWAI YANG MENYEDIAKAN MAKLUMAT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |      | Tandatangan .....<br>Nama Penuh .....<br>No. K/P .....<br>Jawatan .....<br>No. Telefon .....                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| <b>A BORANG CP 39</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      | <b>B PEMBAYARAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| 1. Borang ini mestilah lengkap dan betul.<br>2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggantikan Borang CP39.<br>3. No. Rujukan Cukai Pendapatan:<br>3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.<br>Contoh: SG 2506203-000(0) boleh dituliskan sebagai SG 02506203000<br>3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :<br>i. majikan atau pekerja boleh mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau<br>ii. Borang CP22 atau borang in lieu of CP39 dikemukakan ke cawangan LHDNM yang berdekatan.<br>4. Nama pekerja :<br>Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).<br>5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).<br>Contoh: 720403065235 atau A2172122<br>6. Jumlah Potongan Cukai: PCB • Isikan amaun cukai mengikut Potongan Cukai Bulanan.<br>CP38 • Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada). |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| 1. Bayaran dan Borang CP39 yang telah lengkap disi mesyih sampai ke Cawangan Pungutan LHDN selewat lewatnya pada hari kesepuluh bulan berikutnya.<br>Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.<br>2. Sedikan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan untuk bulan atau tahun berlainan.<br>3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.<br>4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catatkan no rujukan majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.<br>5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.<br>6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu Wisma Hasil, Jalan Tunku Abdul Rahman No. 1, Jalan Padungan, 88600 Kota Kinabalu, Sabah 93100 Kuching, Sarawak<br>8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.                              |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| <b>C PERINGATAN</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |
| 1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.<br>2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |                 |     |  |      |                  |  |                                                            |  |       |  |        |  |          |  |        |  |

## 4. Form E



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

|                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1</b> Name of Employer as Registered</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p>                                                                              |
| <p><b>2</b> Employer's No.</p> <p><b>E</b> [Redacted]</p>                                                                                                                                                                                                   |
| <p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government<br/> <input type="checkbox"/> 2 = Statutory<br/> <input type="checkbox"/> 3 = Private Sector</p>                                                                              |
| <p><b>4</b> Status of Business</p> <p><input type="checkbox"/> 1 = In operation<br/> <input type="checkbox"/> 2 = Has not commenced operations<br/> <input type="checkbox"/> 3 = Dormant<br/> <input type="checkbox"/> 4 = In the process of winding-up</p> |
| <p><b>5</b> Income Tax No.</p> <p>01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN<br/> 02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p>[Redacted]</p> <p>[Redacted]</p>                                                              |
| <p><b>6</b> Identification No.</p> <p>[Redacted]</p>                                                                                                                                                                                                        |
| <p><b>7</b> Passport No.</p> <p>[Redacted]</p>                                                                                                                                                                                                              |
| <p><b>8</b> Registration No.<br/>with Companies<br/>Commission of<br/>Malaysia or others</p> <p>[Redacted]</p>                                                                                                                                              |
| <p><b>9</b> Correspondence Address</p> <p>[Redacted]</p> <p>[Redacted]</p>                                                                                                                                                                                  |

**E-Number**

Can be obtained from:

1. CP39

Borang ini boleh difotokopi

**KETUA PENGARAH HASIL DALAM NEGERI**  
**LEMBAGA HASIL DALAM NEGERI**  
Cawangan Pungutan Kuala Lumpur  
Kaunter Bayaran Dan Tingkat 1, Blok 8A  
Kompleks Bangunan Kerajaan, Jalan Dutta  
50600 KUALA LUMPUR

POTONGAN BAGI BULAN  TAHUN 

**CUKAI PENDAPATAN MALAYSIA**  
**PENYATA POTONGAN CUKAI OLEH MAJIKAN**  
[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967]  
**KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]**

CP39 Pin. 2011

|                        |                      |                      |                      |                      |                      |
|------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| UNTUK KEGUNAAN PEJABAT |                      |                      |                      |                      |                      |
| No. Kelompok           | <input type="text"/> |
| No. Resit              | <input type="text"/> |

| BUTIR-BUTIR MAJIKAN         |       | BUTIR-BUTIR PEMBAYARAN                                     |          | PEGAWAI YANG MENYEDIAKAN MAKLUMAT |  |
|-----------------------------|-------|------------------------------------------------------------|----------|-----------------------------------|--|
| No. Rujukan Majikan E       | No. - | PCB                                                        | CP38     | Tandatangan                       |  |
| No. Pendaftaran Perniagaan  |       | Jumlah Potongan                                            |          | Nama Penuh                        |  |
| Nama Syarikat/ Perniagaan   |       | Bilangan Pekerja                                           |          | No. K/P                           |  |
| Alamat Syarikat/ Perniagaan |       | Butir-butir / Cek / Bank / Derai / Kinihan Wang / Wang Pos | Amaun    | Jawatan                           |  |
|                             |       |                                                            | Nombor   |                                   |  |
|                             |       |                                                            | Cawangan |                                   |  |
|                             |       |                                                            | Tarikh   | No. Telefon                       |  |

**A BORANG CP 39**

1. Borang ini mestilah disi dengan lengkap dan betul.
2. Majikan digatakan mohonkan maklumat potongan dalam bentuk disket/cakera padat/pemacu flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggantikan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
  - 3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-0000 boleh disi sebagai SG 02506203000
  - 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tiada nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :
    - i. majikan atau pekerja boleh mendafat secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
    - ii. Borang CP22 atau borang in leu CP39 dikemukakan ke cawangan LHDNM yang berdekat.
4. Nama pekerja :  
Isikan nama penuh pekerja seperti di kad pengenalan/pasport (Jangan senaraikan pekerja yang tidak layak dikenakan potongan bagi bulan berkenaan).
5. Nombor Kad Pengenalan : Isikan kedua-dua nombor kad pengenalan baru dan lama (sekiranya ada).  
Contoh: 720403065235 atau A2172122
6. Jumlah Potongan Cukai: PCB • Isikan amaun cukai mengikut Potongan Cukai Bulanan. CP38 • Isikan amaun potongan cukai mengikut arahan Borang CP38 (jika ada).

**B PEMBAYARAN**

1. Bayaran dan Borang CP39 yang telah lengkap disi mestilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berlakunya.  
Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sediakan borang CP39 beserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasangan untuk bulan atau tahun berlainan.
3. Pastikan jumlah potongan PCB/CP38 adalah betul dan sama dengan nilai instrumen bayaran.
4. Instrumen bayaran hendaklah dibayar kepada Ketua Pengarah Hasil Dalam Negeri. Catarkan no rujukan majikan E, Nama Syarikat/Perniagaan dan alamat majikan di belakang instrumen bayaran.
5. Bayaran untuk Cukai Syarikat, Skim Ansurans (CP500), Penyelesaian Cukai (Pemberhentian Kerja) dan Cukai Keuntungan Harta Tanah tidak boleh dibayar bersama dengan bayaran yang menggunakan borang ini.
6. Untuk bayaran bagi Negeri Sabah, sila alamatkan ke : 7. Untuk bayaran bagi Negeri Sarawak, sila alamatkan ke : Cawangan Pungutan Kota Kinabalu Cawangan Pungutan Kuching,  
Wisma Hasil Arau 1, Wisma Hasil,  
Jalan Tunku Abdul Rahman No. 1, Jalan Padungan,  
88600 Kota Kinabalu, Sabah 93100 Kuching, Sarawak
8. Sila hubungi talian 1-300-88-3010 untuk sebarang pertanyaan lanjut.

**C PERINGATAN**

1. Jika jumlah instrumen bayaran tidak sama dengan jumlah potongan, bayaran akan ditolak.
2. Sekiranya maklumat tidak lengkap dan tidak betul, majikan akan dikenakan kompaun.

**2. Form E**



**LEMBAGA HASIL DALAM NEGERI MALAYSIA  
RETURN FORM OF EMPLOYER  
UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CPB - Pn. 2015

|          |                                                                           |   |                                                                                                         |
|----------|---------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------|
| <b>1</b> | Name of Employer as Registered                                            |   |                                                                                                         |
|          |                                                                           |   |                                                                                                         |
|          |                                                                           |   |                                                                                                         |
|          |                                                                           |   |                                                                                                         |
| <b>2</b> | Employer's No.                                                            | E |                                                                                                         |
| <b>3</b> | Status of Employer                                                        |   | 1 = Government<br>3 = Private Sector                                                                    |
| <b>4</b> | Status of Business                                                        |   | 1 = In operation<br>2 = Has not commenced operations<br>3 = Dormant<br>4 = In the process of winding-up |
| <b>5</b> | Income Tax No.                                                            |   |                                                                                                         |
| <b>6</b> | Identification No.                                                        |   |                                                                                                         |
| <b>7</b> | Passport No.                                                              |   |                                                                                                         |
| <b>8</b> | Registration No.<br>with Companies<br>Commission of<br>Malaysia or others |   |                                                                                                         |
| <b>9</b> | Correspondence Address                                                    |   |                                                                                                         |
|          |                                                                           |   |                                                                                                         |

3. Form EA

(C.P. 8A - Pn. 2010)

MALAYSIA  
**INCOME TAX**

**PRIVATE SECTOR Employee's Statement of Remuneration EA**  
Employee's Income Tax No.

Serial No. ....

Employer's No. E .....  

STATEMENT OF REMUNERATION FROM EMPLOYMENT  
FOR THE YEAR ENDED 31 DISEMBER .....  
LHDNM Branch .....

**THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE**

**A PARTICULARS OF EMPLOYEE**

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) .....
2. Job Designation ..... 3. Staff No./Payroll No. .....
4. New Identity Card No. ..... 5. Passport No. .....
6. EPF No. ....
7. If the period of employment is less than a year, please state:
  - (a) Date of commencement .....
  - (b) Date of cessation .....

**B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION (Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)**

RM

1. Gross salary, wages or leave pay (including overtime pay)  
Fees (including director fees), commissions or bonuses  
Gross tips, perquisites, awards/rewards or other allowances (Details of payment  
Income tax borne by the employer in respect of his employee) .....
2. Value of benefits-in kind:
  - (a) Motorcars (Actual date provided ..... )  
(Type ..... Year ..... Model ..... ) (i) Value of motorcar and petrol  
(ii) Value of driver .....
  - (b) Electricity, water, telephone and other benefits .....
  - (c) Value of household benefits: (\*Delete whichever is not relevant)
    - (i) Semi-furnished with furniture\*/air-conditioners\*/curtains\*/carpets\*, or
    - (ii) Fully-furnished with kitchen equipment, crockery, utensils and appliances, or
    - (iii) Separate Items: Furniture and fittings  
Kitchen equipment  
Entertainment and recreation .....
  - (d) Household servant and gardener .....
  - (e) Benefit of leave passage for travel .....
  - (f) Others (for example food and garments) .....
3. Value of living accomodation provided (Address ..... ) .....

**C-Number**

Can be obtained on Form E.



Form  
**E**

**LEMBAGA HASIL DALAM NEGERI MALAYSIA**  
**RETURN FORM OF EMPLOYER**  
**UNDER SUBSECTION 83(1) OF THE INCOME TAX ACT 1967**  
This form is prescribed under section 152 of the Income Tax Act 1967

REMUNERATION FOR YEAR  
**2015**  
CP8 - Pn. 2015

|                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1</b> Name of Employer as Registered</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p> <p>[Redacted Address Lines]</p>                          |
| <p><b>2</b> Employer's No.</p> <p><b>E</b> [Redacted]</p>                                                                                                                                               |
| <p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government<br/> <input type="checkbox"/> 2 = Statutory<br/> <input type="checkbox"/> 3 = Private Sector</p>                          |
| <p><b>4</b> Status of Business</p> <p><input type="checkbox"/> 1 = In operation    2 = Has not commenced operations<br/> <input type="checkbox"/> 3 = Dormant      4 = In the process of winding-up</p> |
| <p><b>5</b> Income Tax No.</p> <p>01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN<br/> 02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p>[Redacted]</p> <p>[Redacted]</p>          |
| <p><b>6</b> Identification No.</p> <p>[Redacted]</p>                                                                                                                                                    |
| <p><b>7</b> Passport No.</p> <p>[Redacted]</p>                                                                                                                                                          |
| <p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p>[Redacted]</p>                                                                                                      |
| <p><b>9</b> Correspondence Address</p> <p>[Redacted]</p> <p>[Redacted]</p>                                                                                                                              |

**EPF Number**

Can be obtained on Borang A.




**PERTUBUHAN KESELAMATAN SOSIAL**

2346249101

PERATURAN - PERATURAN (AM) KESELAMATAN SOSIAL PEKERJA 1971 (PER. 44A)

**CARUMAN GAJI BULAN**
 bulan     tahun

**BORANG 8A**

|                                                                                           |                                             |                                             |
|-------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|
| No. Kod Majikan                                                                           | No. MyCoID / No. Pendaftaran Perniagaan     | Amaun Caruman (RM)                          |
| <input type="text"/>                                                                      | <input type="text"/>                        | <input type="text"/> . <input type="text"/> |
| Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat daripada |                                             |                                             |
| Nama dan Alamat Majikan                                                                   | Lembaran                                    | Bil. Pekerja                                |
|                                                                                           | <input type="text"/> / <input type="text"/> | <input type="text"/>                        |
| Kegunaan Ejen Pemungut                                                                    |                                             |                                             |
| Cop                                                                                       |                                             |                                             |
| No. Slip Bayaran                                                                          |                                             |                                             |
| <input type="text"/>                                                                      | <input type="text"/>                        | <input type="text"/>                        |

| TARIKH<br>MULA/BERHENTI<br>KERJA<br>(hhbbbttt)<br>(1) | STATUS<br>(2) | NO. KAD PENGENALAN<br>(3) | NAMA PEKERJA (MENGIKUT KAD PENGENALAN)<br>(4) | CARUMAN<br>(5)       |                      |
|-------------------------------------------------------|---------------|---------------------------|-----------------------------------------------|----------------------|----------------------|
|                                                       |               |                           |                                               | RM                   | SEN                  |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
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|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |
|                                                       |               |                           |                                               | <input type="text"/> | <input type="text"/> |

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