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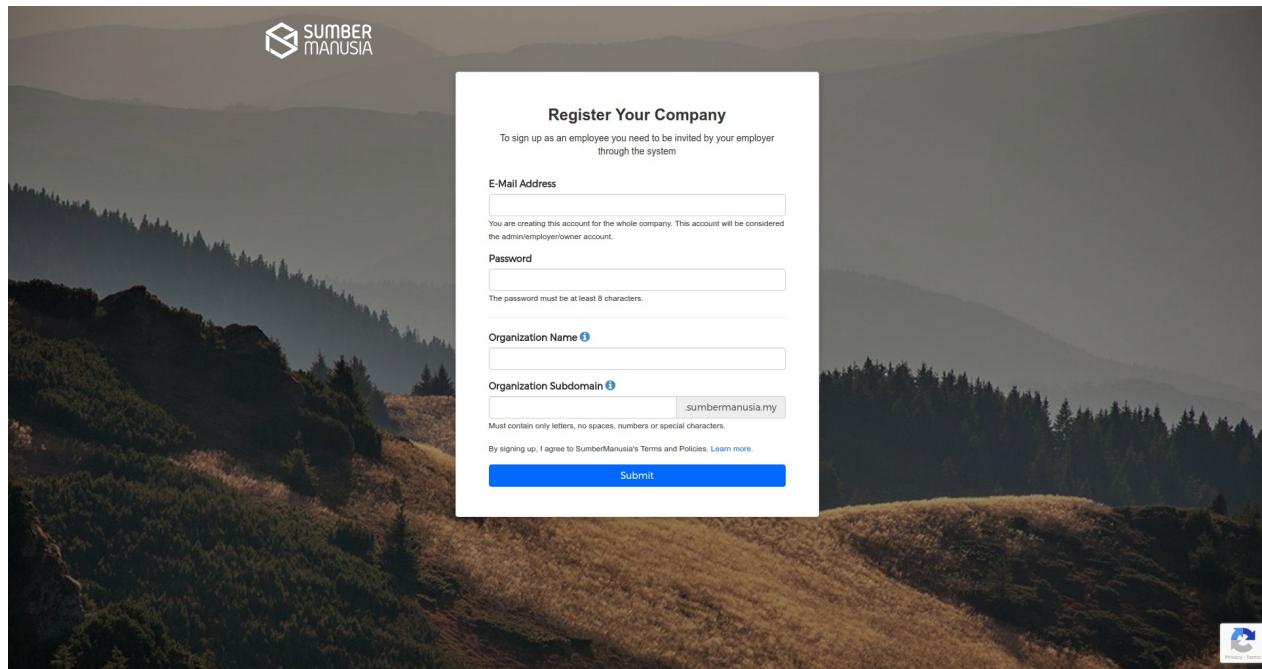
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## **Introduction**

## **Register "Sumber Manusia" 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.**



## Account Confirmation

Thank you for your registration at **SumberManusia!**  
One last step, please check your email at for account activation.



## 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](#)

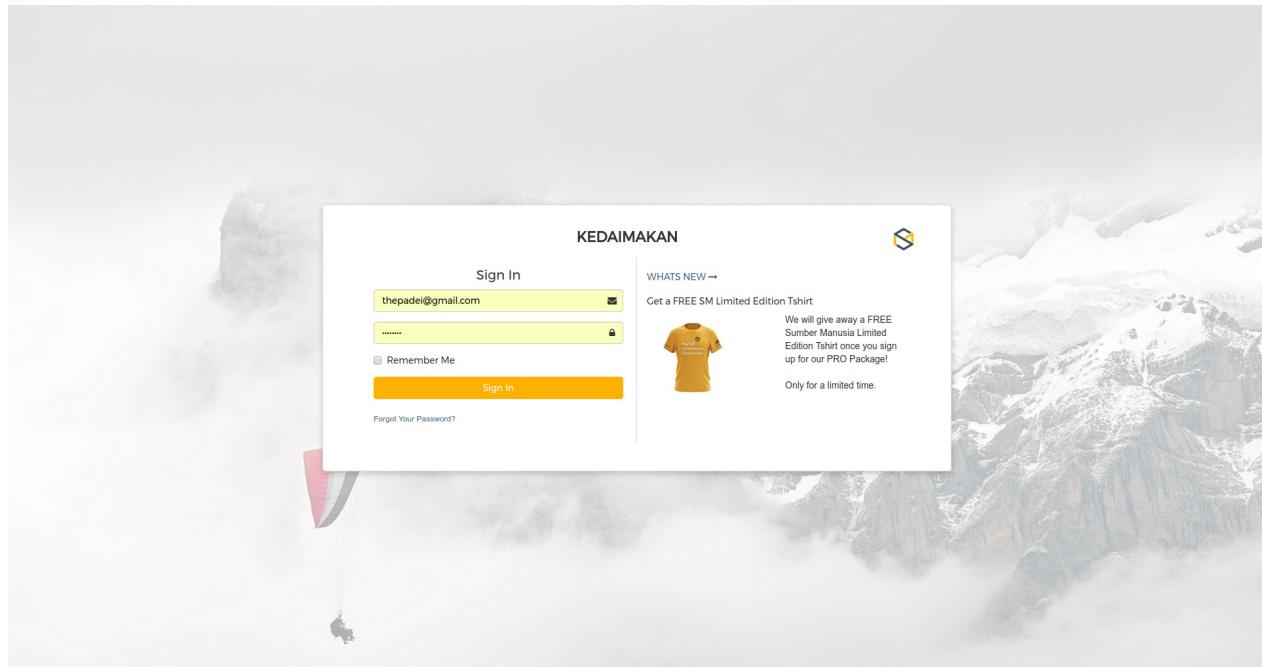
Thanks,  
SumberManusia

© 2017 SumberManusia. All rights reserved.

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

## User Login

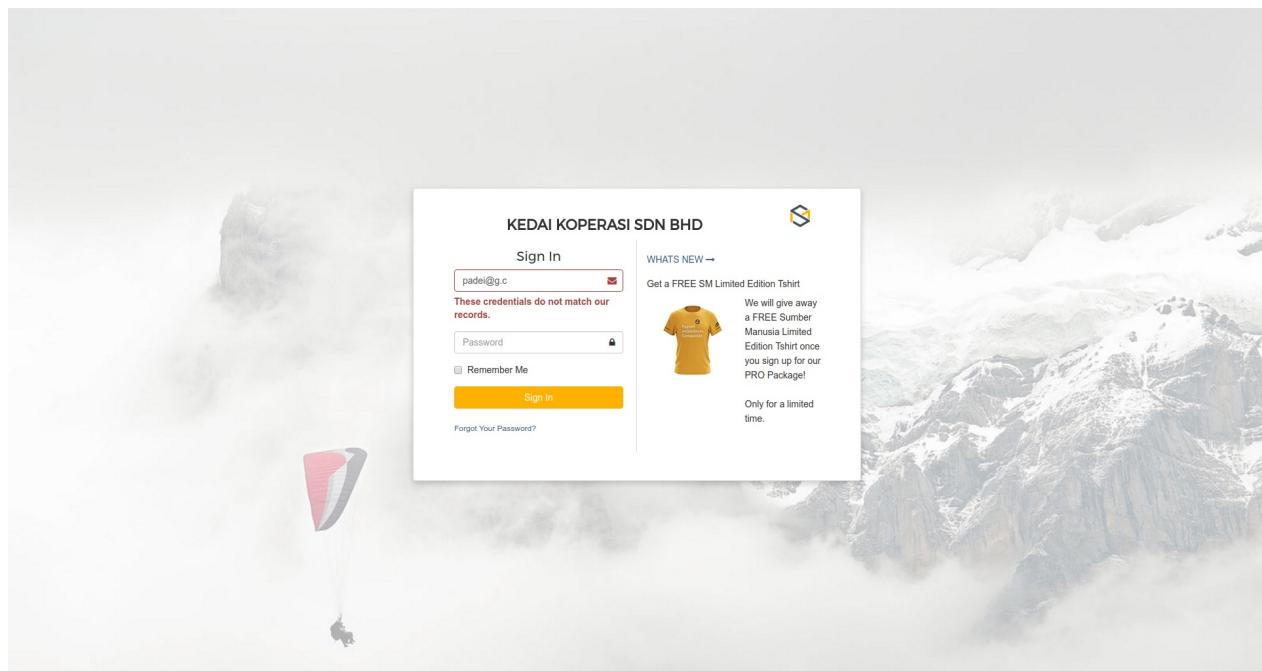
Insert your email address and password on login page.



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.**

The screenshot shows a wizard form titled "kedaimakan @ SumberManusia". The instructions state: "Before we started, we need some help from you to setup your Organization." The form contains three fields: "Your preferred name" (text input), "Your main business operates in" (dropdown menu with "Please Select" option), and "Are you one of the employee?" (radio button group with "Yes" and "No" options, where "No" is selected). A blue "Continue" button is at the bottom.

**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 RUZW dashboard with the following layout:

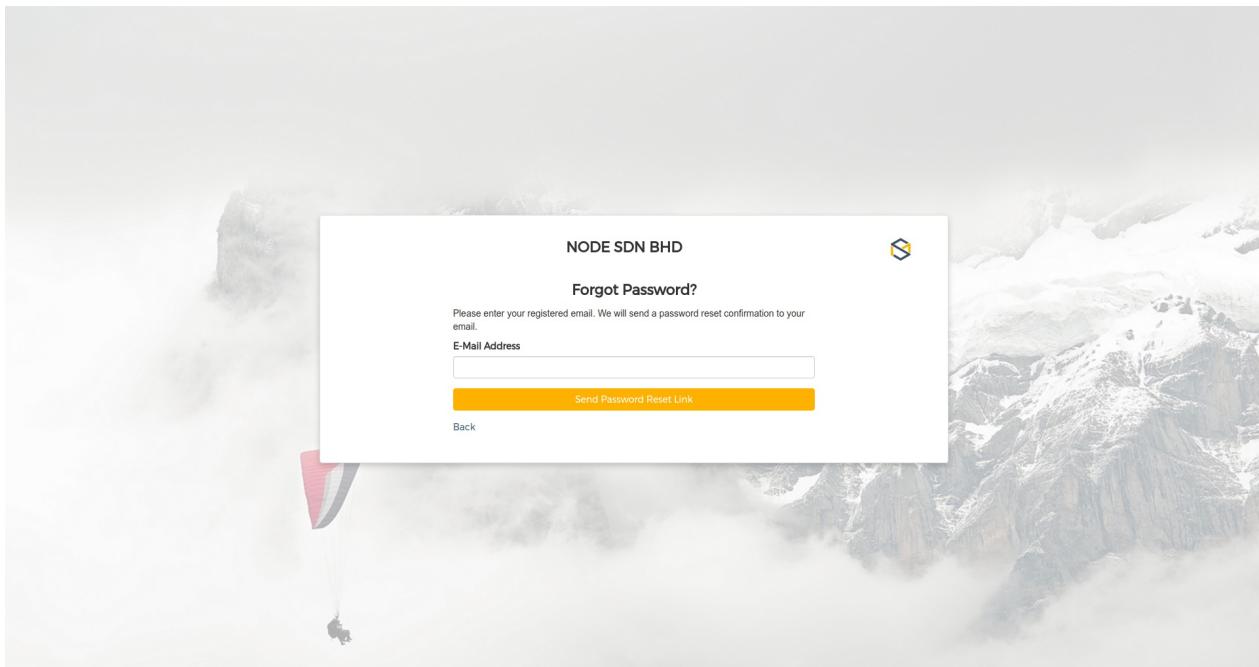
- Organization:** 1 item. Button: View Organizations.
- Branch:** 1 item. Button: View Branches.
- Departments:** 1 item. Button: View Departments.
- Employees:** 1 item. Button: View Employees.

A blue banner at the top says: "We would love to hear your thoughts or feedback on how we can improve your experience! Send your feedback" with a close button "x".

Bottom footer: 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

Open in a new tab

HTML    HTML Source    Text    Raw    Analysis    Check HTML

SumberManusia

Hello!

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

[Reset Password](#)

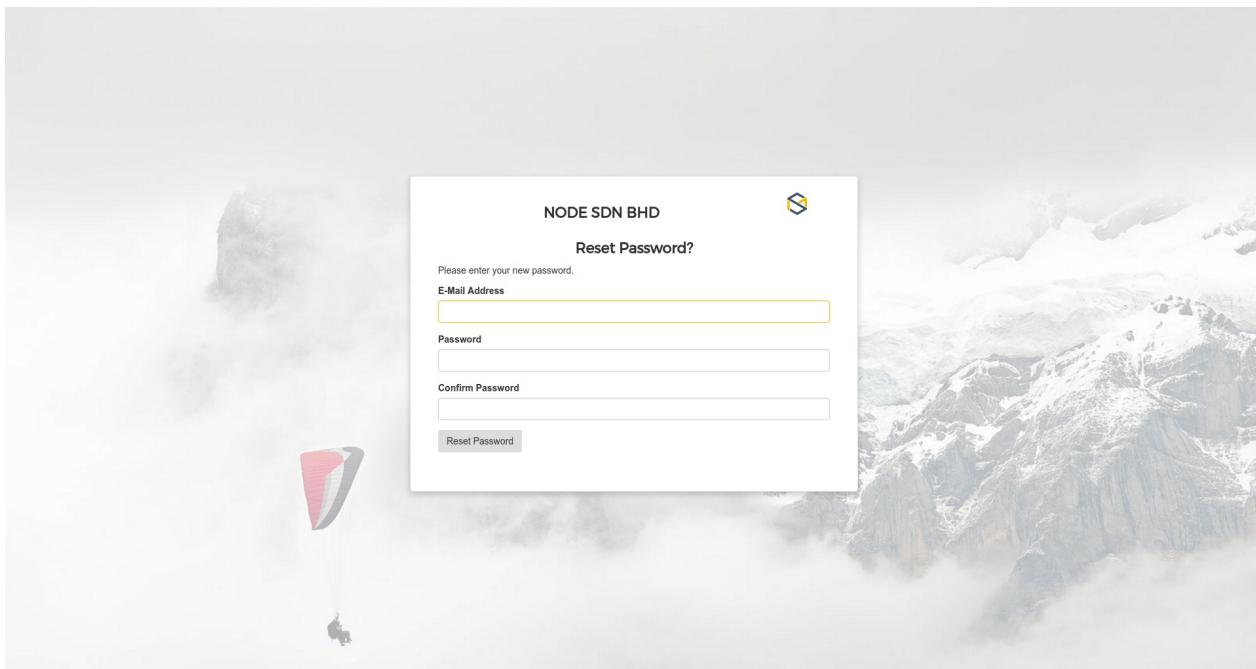
If you did not request a password reset, no further action is required.

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/c3617988be60b44af936d633469511db0ea7432eb04c118cf3ac4c7c1ed453d>

© 2017 SumberManusia. All rights reserved.

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



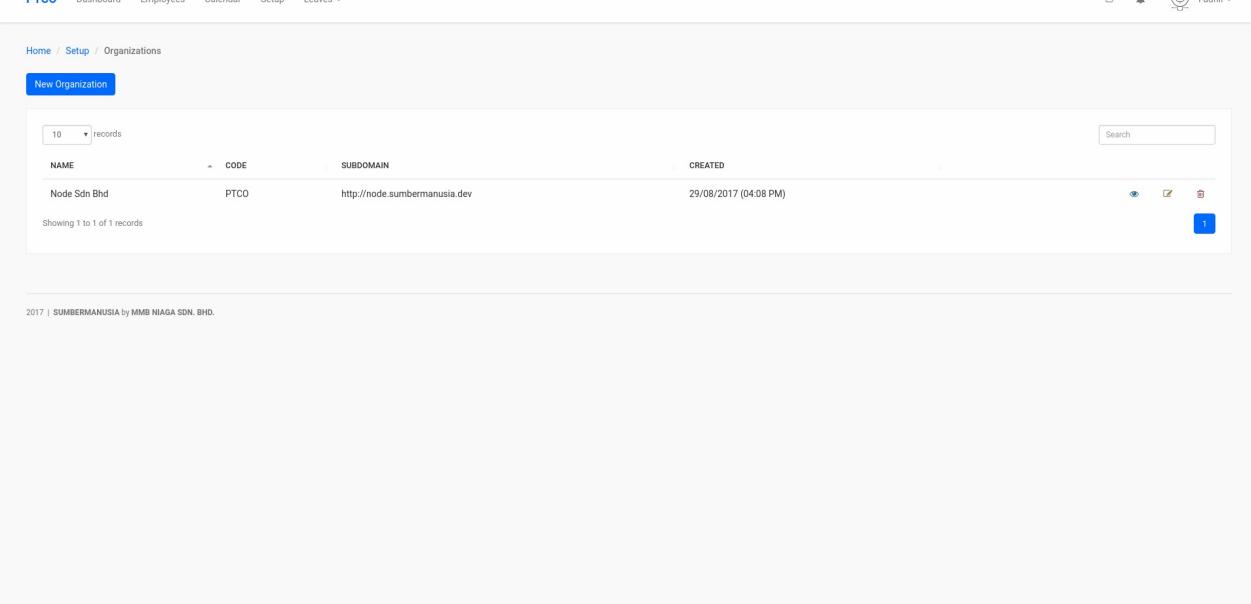
Instruction	Explanation
Enter email address	This email address will be use for emailing purpose
Password	Password must be new password with at least 8 characters
Confirm Password	Reenter the above password

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

## **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 Home, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhill' and some notification icons. Below the navigation, the URL 'Home / Setup / Organizations' is visible. A prominent blue button labeled 'New Organization' is centered above a table. The table has four columns: NAME, CODE, SUBDOMAIN, and CREATED. There is one record displayed: 'Node Sdn Bhd' with code 'PTCO' and subdomain 'http://node.sumbermanusia.dev', created on '29/08/2017 (04:08 PM)'. To the right of the table are several small icons for filtering and sorting. A search bar is located at the top right of the table area. At the bottom left of the page, there is a copyright notice: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

NAME	CODE	SUBDOMAIN	CREATED
Node Sdn Bhd	PTCO	http://node.sumbermanusia.dev	29/08/2017 (04:08 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 "New Organization" to create new Organization.**

**New Organization form consisting of three parts will be displayed.**

DEMOALI Dashboard Employees Payroll Calendar Setup Leaves 

Dashboard / Setup / Organizations / Edit Organization Details

Organization Information		Statutory Information	
Organization Name *	Demo Ali Sdn Bhd Must be more than 5 characters. Can be found on: Borang A, Borang 8A, CP39, Form E, Form EA.	Registration No.	95190756 Can be found on: Borang SSM, Borang 8A, CP39, Form E (12211818M)
Organization Subdomain	demoali sumbermanusia.my Must contain only letters, no spaces, numbers or special characters with minimum of 4 characters.	EPF Reference No.	6441 Can be found on: Borang A (No. Rujukan Majikan).
Organization Type *	Private Limited Company (Sdn Bhd) Your organization/company/business type.	SOC SO Reference No.	3566 Can be found on: Perkeso Borang 8A (No. Kod Majikan).
Organization Logo	<input type="button" value="Browse Image..."/> Organization logo is optional.	GST Reference No.	2 Your registered GST number with LHDN.
<b>Mailing Address Information</b>		<b>Physical Address Information</b>	
Address	<input type="checkbox"/> Same with Mailing Address		
Postcode	Address	Postcode	Address
City	Must be more than 10 characters	City	Must be more than 10 characters
State	Please Select	State	Please Select
Country	Please Select	Country	Please Select
<input type="button" value="Update Organization Details"/>			

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### 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	
State	
Country	

**Form: Physical Address Information.**

Instruction	Explanation
Same with Mailing Address checkbox	If same address is used, check
Postcode	
City	
State	
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 the UIQP interface for organization setup. At the top, there's a navigation bar with links for Dashboard, Employees, Payroll, Calendar, Setup, Leaves, and a user icon labeled 'padei'. Below the navigation is a breadcrumb trail: Dashboard / Setup / Organizations / Organization Details. On the left, there's a placeholder for a company logo with the text 'YOUR COMPANY' below it. The main content area contains a table with organization details:

Organization Name	Node Sdn Bhd
Organization Subdomain	nodejs
Organization Type	Partnership
Organization No.	12211818M
Organization EPF No.	4651568
Organization SOCSO No.	88655616
Organization GST No.	6256564
Mailing Address	NodeJs Corporation 43000 Kajang Selangor Malaysia
Physical Address	NodeJs Corporation 43000 Kajang Selangor Malaysia

At the bottom left of the content area, there's 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.**

UIQP Dashboard Employees Payroll Calendar Setup Leaves ▾

Dashboard / Setup / Organizations / Edit Organization Details

Organization Information		Statutory Information	
Organization Name *	Node Sdn Bhd Must be more than 5 characters. Can be found on: Borang A, Borang 8A, CP39, Form E, Form EA.	Registration No.	12211818M Can be found on: Borang SSM, Borang 8A, CP39, Form E (12211818M)
Organization Subdomain	nodejs sumbermanusia.my Must contain only letters, no spaces, numbers or special characters with minimum of 4 characters.	EPF Reference No.	4651568 Can be found on: Borang A (No. Rujukan Majikan).
Organization Type *	Partnership Your organization/company/business type.	SOC SO Reference No.	88655616 Can be found on: Perkeso Borang 8A (No. Kod Majikan).
Organization Logo	<input type="button" value="Browse Image..."/> Organization logo is optional.	GST Reference No.	6256564 Your registered GST number with LHDN.
<b>Mailing Address Information</b>		<b>Physical Address Information</b>	
Address	NodeJs Corporation Must be more than 10 characters	Address	NodeJs Corporation Must be more than 10 characters
Postcode	43000	Postcode	43000
City	Kajang	City	Kajang
State	Selangor	State	Selangor
Country	Malaysia	Country	Malaysia
<input type="button" value="Update Organization Details"/>			

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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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home / Setup / Organizations

New Organization

Confirmation

Are you sure you want to delete this?

Organization List			
NAME	CODE	SUBDOMAIN	CREATED
NodeJs	FYIW	http://nodejs.sumbermanusia.dev	29/08/2017 (04:15 PM)
Node Sdn Bhd	PTCO	http://node.sumbermanusia.dev	29/08/2017 (04:08 PM)

Showing 1 to 2 of 2 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 Home, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhill' and a dropdown menu. Below the navigation bar, the page title is 'Setup / Branches'. A blue button labeled 'New Branch' is visible. The main content area contains a table with the following data:

BRANCH NAME	HQ	CREATED
Main Branch	Yes	29/08/2017 (04:08 PM)

Below the table, it says 'Showing 1 to 1 of 1 records'. There are also standard table control buttons (refresh, search, sort, etc.) and a small blue button with the number '1'.

**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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home 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**

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**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	
State	
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.**

The screenshot shows the PTCO application interface. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhill. Below the navigation bar, the URL is Home > Setup / Branches. A green success message box displays "Branch successfully created." On the main page, there is a table listing two branches: "Kajang Branch" and "Main Branch". The table includes columns for BRANCH NAME, HQ (Yes/No), and CREATED. The "Kajang Branch" row shows "No" under HQ and "29/08/2017 (05:12 PM)" under CREATED. The "Main Branch" row shows "Yes" under HQ and "29/08/2017 (04:08 PM)" under CREATED. To the right of the table, there are icons for search, export, and other actions. At the bottom left, a footer note reads "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 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 PTCO application's Branch Setup interface. At the top, there is a navigation bar with links for Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhil'.

The main content area is titled 'Edit Branch Details'. It contains several sections:

- Branch Information:** A field labeled 'Branch Name \*' contains 'Kajang Branch'. A note below it says 'This is your branch name. (Kuala Lumpur Branch)'.
- Mailing Address Information:** Fields for Address, Postcode, City, State, and Country are filled with 'NodeJs Corporation', '43000', 'Kajang', 'Selangor', and 'Malaysia' respectively.
- Physical Address Information:** This section is identical to the Mailing Address section, with the 'Same with Mailing Address' checkbox checked.
- Working Days Information:** A table shows working days for different categories: 'Full Working Days' (all days marked), 'Half Working Days' (marked for Monday, Wednesday, Friday, Saturday), and 'Off Days' (marked for Tuesday, Thursday, Sunday).
- Action Buttons:** At the bottom left is a blue button labeled 'Update Branch Details'.

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

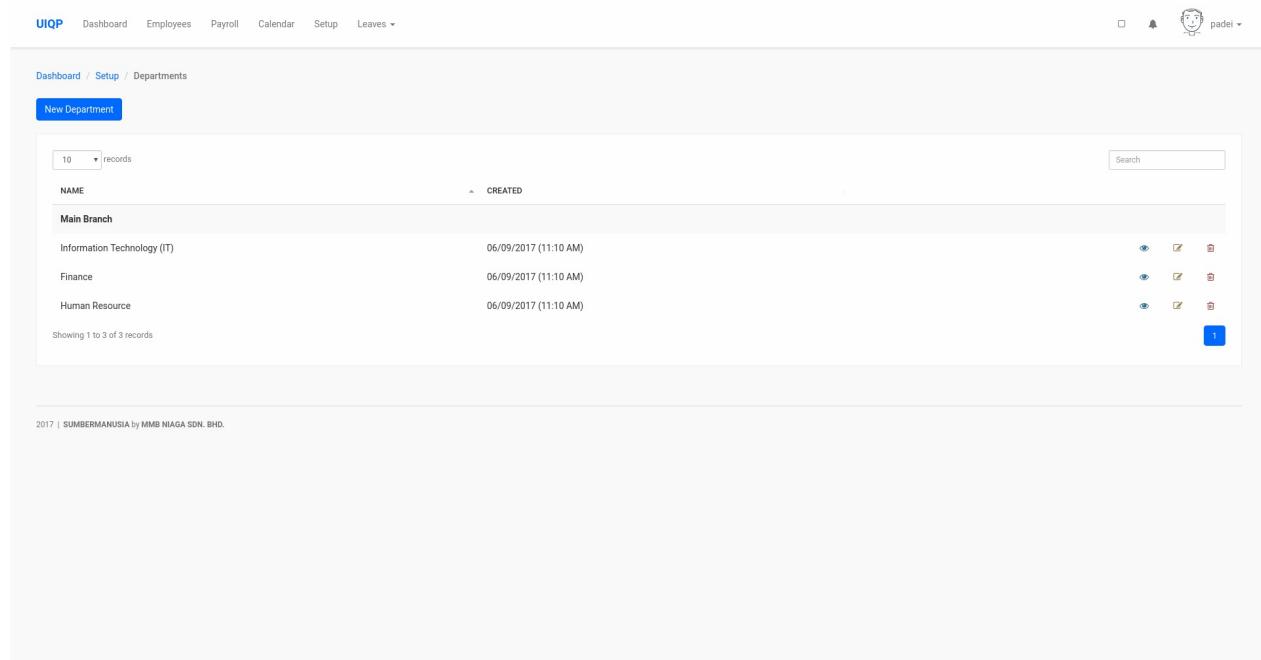
To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.

The screenshot shows a software application window titled "PTCO". The top navigation bar includes links for Dashboard, Employees, Calendar, Setup, and Leaves. A user profile for "Fadhil" is visible on the right. The main content area displays a "Confirmation" dialog box asking "Are you sure you want to delete this?". Below the dialog, a table lists two branches: "Kajang Branch" (HQ: No, Created: 29/08/2017 05:12 PM) and "Main Branch" (HQ: Yes, Created: 29/08/2017 04:08 PM). The table has columns for "BRANCH NAME", "HQ", and "CREATED". On the far right of each row are three icons: a magnifying glass, a checkmark, and a trash can. A search bar is located at the top right of the table area. At the bottom left, it says "Showing 1 to 2 of 2 records". The footer contains the text "2017 | SUMBERMANUSIA by MMB HIAGA SDN. BHD."

BRANCH NAME	HQ	CREATED
Kajang Branch	No	29/08/2017 (05:12 PM)
Main Branch	Yes	29/08/2017 (04:08 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 UIQP, Dashboard, Employees, Payroll, Calendar, Setup, Leaves, and a user icon labeled 'padei'. Below the navigation is a breadcrumb trail: Dashboard / Setup / Departments. A blue button labeled 'New Department' is visible. The main content area displays a table with three rows of department data. The columns are labeled 'NAME' and 'CREATED'. The data is grouped under a 'Main Branch' heading. The first row lists 'Information Technology (IT)' with a creation date of '06/09/2017 (11:10 AM)'. The second row lists 'Finance' with the same creation date. The third row lists 'Human Resource' with the same creation date. To the right of each row are three small icons: a magnifying glass, a checkmark, and a trash can. A search bar is located at the top right of the table. At the bottom left, there is a note: 'Showing 1 to 3 of 3 records'. The footer of the page includes the text '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

NAME	CREATED
Main Branch	
Information Technology (IT)	06/09/2017 (11:10 AM)
Finance	06/09/2017 (11:10 AM)
Human Resource	06/09/2017 (11:10 AM)

**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.**

PTCO Dashboard Employees Calendar Setup Leaves

Home / Setup / Departments / New Department

**Branch \*** Please Select

**Department Name \***

**Create Department**

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**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.**

PTCO Dashboard Employees Calendar Setup Leaves

Home / Setup / Departments

Department successfully created.

New Department

NAME	CREATED
Kajang Branch	29/08/2017 (05:24 PM)
Main Branch	29/08/2017 (04:08 PM)

Showing 1 to 2 of 2 records

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 department.**

This screenshot shows a read-only view of department details. At the top, there is a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation, a breadcrumb trail indicates the current location: Home > Setup > Departments > Show Department Details. The main content area displays a table with two rows of data:

Branch	Kajang Branch
Name	Financial Department

At the bottom left of the page, there is a small copyright notice: 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 an edit form for department details. The layout is similar to the previous screenshot, with a navigation bar at the top and a breadcrumb trail indicating the current location: Home > Setup > Departments > Edit Department Details. The main content area contains a form with two input fields:

- A dropdown menu labeled "Branch \*" with "Kajang Branch" selected.
- A text input field labeled "Department Name \*" containing the value "Financial Department".

Below the form is a blue "Update Department Details" button. At the bottom left of the page, there is a small copyright notice: 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 web-based application interface for managing departments. At the top, there is a navigation bar with links: PTCO, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhil'.

The main content area shows a table of department records. The columns are labeled 'NAME' and 'CREATED'. The data in the table is as follows:

NAME	CREATED
Kajang Branch	29/08/2017 (05:24 PM)
Main Branch	29/08/2017 (04:08 PM)

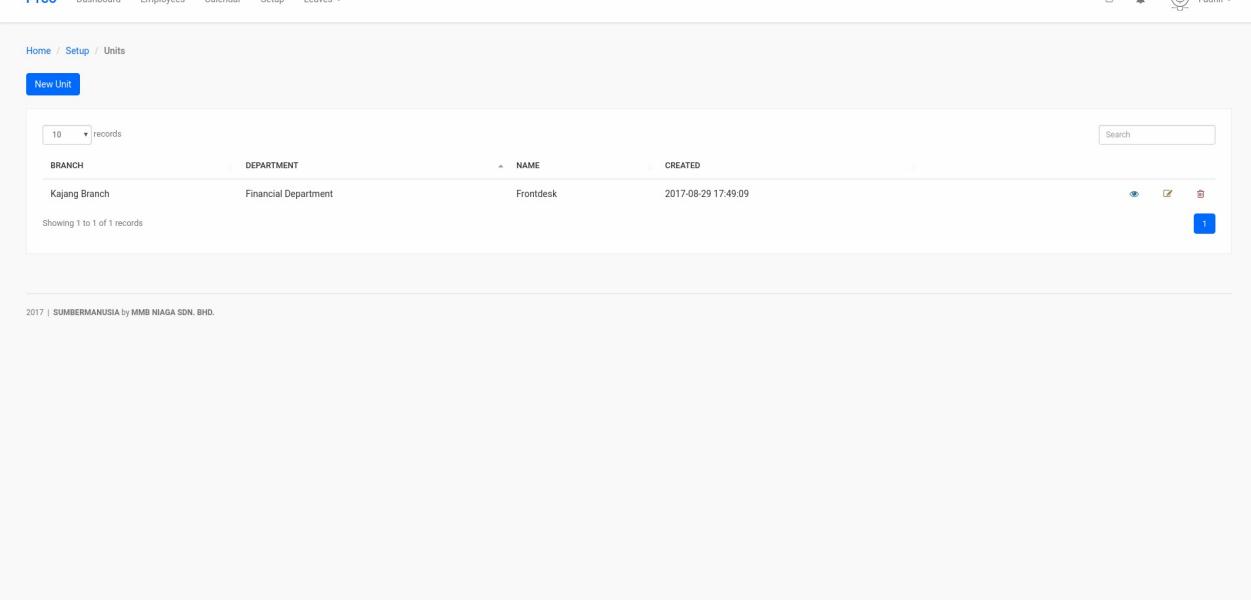
Below the table, it says 'Showing 1 to 2 of 2 records'. A search bar is located at the top right of the table area.

A modal window titled 'Confirmation' is displayed in the center of the screen, asking 'Are you sure you want to delete this?'. It has two buttons: 'Cancel' and 'Delete'.

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

## Unit Setup

**Unit dashboard will be displayed.**



The screenshot shows the PTCO application interface for Unit Setup. At the top, there is a navigation bar with links for Home, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhill' and some notification icons. Below the navigation bar, the page title is 'Setup / Units'. A blue button labeled 'New Unit' is visible. The main content area contains a table with the following data:

BRANCH	DEPARTMENT	NAME	CREATED
Kajang Branch	Financial Department	Frontdesk	2017-08-29 17:49:09

Below the table, it says 'Showing 1 to 1 of 1 records'. There are also search and filter options at the top right of the table. 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.**

Home   Setup / Units / New Unit

Branch *	Please Select
Department *	Please Select
Unit Name *	

**Create Unit**

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.**

Home   Setup / Units

Unit successfully created.

**New Unit**

BRANCH	DEPARTMENT	NAME	CREATED
Kajang Branch	Financial Department	Frontdesk	2017-08-29 17:49:09

Showing 1 to 1 of 1 records

1

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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 group.

The screenshot shows a web application interface for 'PTCO'. At the top, there is a navigation bar with links: Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for 'Fadhil'. Below the navigation bar, the URL 'Home / Setup / Units / Show Unit Details' is visible. The main content area displays a table with three rows of information:

Branch	Kajang Branch
Department	Financial Department
Name	Frontdesk

At the bottom left 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 group page will be displayed containing old information inserted which can be alter.

The screenshot shows a web application interface for 'PTCO'. At the top, there is a navigation bar with links: Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for 'Fadhil'. Below the navigation bar, the URL 'Home / Setup / Units / Edit Unit Details' is visible. The main content area displays a form with three input fields:

- Branch \***: A dropdown menu set to 'Kajang Branch'.
- Department \***: A dropdown menu set to 'Financial Department - (Kajang Branch)'.
- Unit Name \***: An input field set to 'Frontdesk'.

Below the input fields is a blue button labeled 'Update Unit Details'.

At the bottom left of the page, there is a small note: '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 software application window titled "PTCO". The top navigation bar includes links for Dashboard, Employees, Calendar, Setup, and Leaves. A user profile icon for "Fadhill" is visible in the top right corner. The main content area displays a "Confirmation" dialog box with the message "Are you sure you want to delete this?". Below the dialog, there is a table with the following data:

BRANCH	DEPARTMENT	NAME	CREATED
Kajang Branch	Financial Department	Frontdesk	2017-08-29 17:49:09

At the bottom left, it says "Showing 1 to 1 of 1 records". On the far right of the table, there are three icons: a blue eye, a green checkmark, and a red trash can. At the bottom right of the table, there is a small blue square containing the number "1".

## Employee Group Setup

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

NAME	CREATED
Executive	29/08/2017 (04:08 PM)
Management	29/08/2017 (04:08 PM)
Non-Executive	29/08/2017 (04:08 PM)

Showing 1 to 3 of 3 records

**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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home Setup / Employee Groups / New Employee Group

Name	<input type="text"/>
Your Employee Group name. (Executive, Non-Executive)	
<a href="#">Save Changes</a>	

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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home Setup / Employee Groups

Employee group successfully created.

[New Employee Group](#)

NAME	CREATED	
Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>
Internship	29/08/2017 (05:32 PM)	<input checked="" type="checkbox"/>
Management	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>
Non-Executive	29/08/2017 (04:08 PM)	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 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 group.

This screenshot shows a read-only view of an employee group. At the top, there's a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile for Fadhil. Below the navigation is a breadcrumb trail: Home > Setup > Employee Groups > Show Employee Group Details. The main content area contains a table with one row, showing the name 'Internship'. At the bottom left, there's 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.

This screenshot shows an edit page for an employee group. The layout is similar to the previous screenshot, with a navigation bar, breadcrumb trail, and a table in the center. The table has one row with the name 'Internship'. A note below the table says 'Your Employee Group name: (Executive, Non-Executive)'. At the bottom of the form is a blue 'Save Changes' button. The bottom left corner includes the copyright notice: 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 software application window titled "PTCO". The top navigation bar includes links for Dashboard, Employees, Calendar, Setup, and Leaves. A user profile icon for "Fadhil" is visible in the top right corner. The main content area displays a "Confirmation" dialog box with the message "Are you sure you want to delete this?" and two buttons: "Cancel" and "Delete". Below the dialog is a table listing four employee groups:

NAME	CREATED	Action Icons
Executive	29/08/2017 (04:08 PM)	
Internship	29/08/2017 (05:32 PM)	
Management	29/08/2017 (04:08 PM)	
Non-Executive	29/08/2017 (04:08 PM)	

At the bottom left, it says "Showing 1 to 4 of 4 records". The footer contains the text "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.".

## 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 PTCO, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there is a user profile icon for 'Fadhill'.

The main content area is titled 'Holiday Lists'. Below this, there is a sub-titile 'New Holiday List' enclosed in a blue button-like box. A search bar is located at the top right of the table area.

The table displays the following columns: LABEL, DATE, IS BLOCK DATE, and CREATED. The data is grouped under the year '2017'. Each row contains a set of three icons (eye, edit, delete) for managing individual records.

LABEL	DATE	IS BLOCK DATE	CREATED
Christmas Day	25/12/2017	Yes	29/08/2017 (04:11 PM)
Sultan of Selangor's Birthday	11/12/2017	Yes	29/08/2017 (04:11 PM)
Prophet Muhammad's Birthday	01/12/2017	Yes	29/08/2017 (04:11 PM)
Deepavali	18/10/2017	Yes	29/08/2017 (04:11 PM)
Awal Muhamarram	22/09/2017	Yes	29/08/2017 (04:11 PM)
Malaysia Day	16/09/2017	Yes	29/08/2017 (04:11 PM)
Agong's Birthday	09/09/2017	Yes	29/08/2017 (04:11 PM)
Hari Raya Haji	01/09/2017	Yes	29/08/2017 (04:11 PM)
Merdeka Day	31/08/2017	Yes	29/08/2017 (04:11 PM)
Hari Raya Aidilfitri Holiday	26/06/2017	Yes	29/08/2017 (04:11 PM)

At the bottom left, it says 'Showing 1 to 10 of 62 records'. At the bottom right, there is a page navigation bar with numbers 1 through 7.

At the very bottom of the page, there is a small footer 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.**

**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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home Setup / Holiday Lists / New Holiday List

Holiday Name	<input type="text"/>
Date	<input type="text"/>
<a href="#">Create New Holiday</a>	

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

### Form: Organization Information \*compulsory

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.**

PTCO Dashboard Employees Calendar Setup Leaves ▾

Home Setup / Holiday Lists

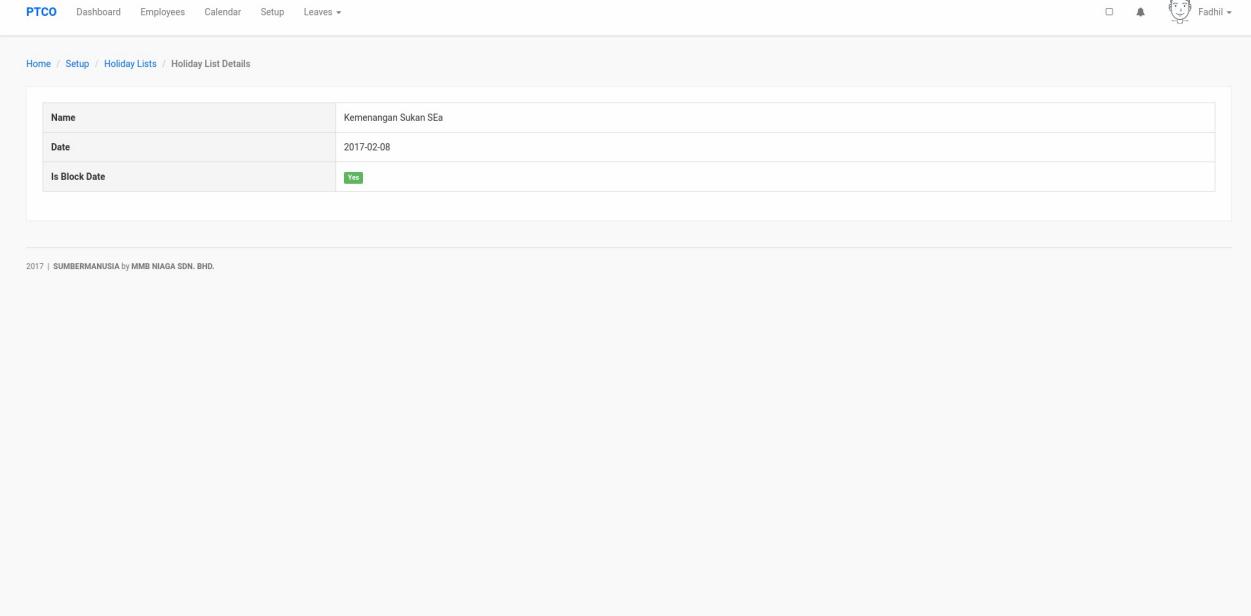
Holiday list successfully created. x

New Holiday List					
10 records					
LABEL	DATE	IS BLOCK DATE	CREATED		
2017					
Kemenangan Sukan SEA	08/02/2017	Yes	29/08/2017 (06:07 PM)		
Christmas Day	25/12/2017	Yes	29/08/2017 (04:11 PM)		
Sultan of Selangor's Birthday	11/12/2017	Yes	29/08/2017 (04:11 PM)		
Prophet Muhammad's Birthday	01/12/2017	Yes	29/08/2017 (04:11 PM)		
Deepavali	18/10/2017	Yes	29/08/2017 (04:11 PM)		
Awal Muhamarram	22/09/2017	Yes	29/08/2017 (04:11 PM)		
Malaysia Day	16/09/2017	Yes	29/08/2017 (04:11 PM)		
Agong's Birthday	09/09/2017	Yes	29/08/2017 (04:11 PM)		
Hari Raya Haji	01/09/2017	Yes	29/08/2017 (04:11 PM)		
Merdeka Day	31/08/2017	Yes	29/08/2017 (04:11 PM)		

Showing 1 to 10 of 63 records 1 2 3 4 5 6 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.

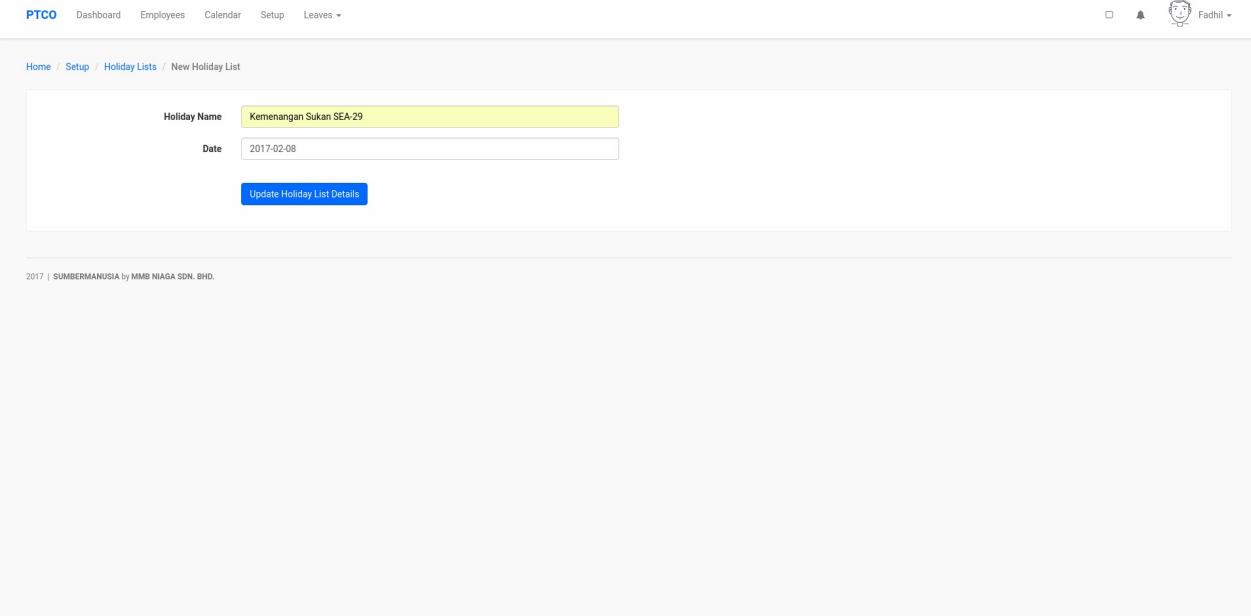


This screenshot shows a single row of data in a table. The columns are labeled 'Name' (Kemenangan Sukan SEA), 'Date' (2017-02-08), and 'Is Block Date' (Yes). The table has a light gray background with alternating row colors. At the bottom left, there is a small note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Name	Kemenangan Sukan SEA
Date	2017-02-08
Is Block Date	Yes

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.



This screenshot shows a form for editing a holiday list. It has two input fields: 'Holiday Name' (Kemenangan Sukan SEA-29) and 'Date' (2017-02-08). Below the inputs is a blue button labeled 'Update Holiday List Details'. At the bottom left, there is a small note: '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

Holiday Name	Kemenangan Sukan SEA-29
Date	2017-02-08

**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 for managing holidays. At the top, there's a navigation bar with links for PTCO, Dashboard, Employees, Calendar, Setup, and Leaves. On the far right, there's a user profile for 'Fadhil'. Below the navigation, a breadcrumb trail shows 'Home / Setup / Holiday Lists'. A button labeled 'New Holiday List' is visible. The main area displays a table of holidays for the year 2017. The columns are labeled 'LABEL', 'DATE', 'IS BLOCK DATE', and 'CREATED'. Each row contains a list of national and religious holidays. To the right of each row is a set of three icons: a magnifying glass, a checkmark, and a trash can. A confirmation dialog box is centered over the table, 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 63 records' and includes a page navigation bar with numbers 1 through 7.

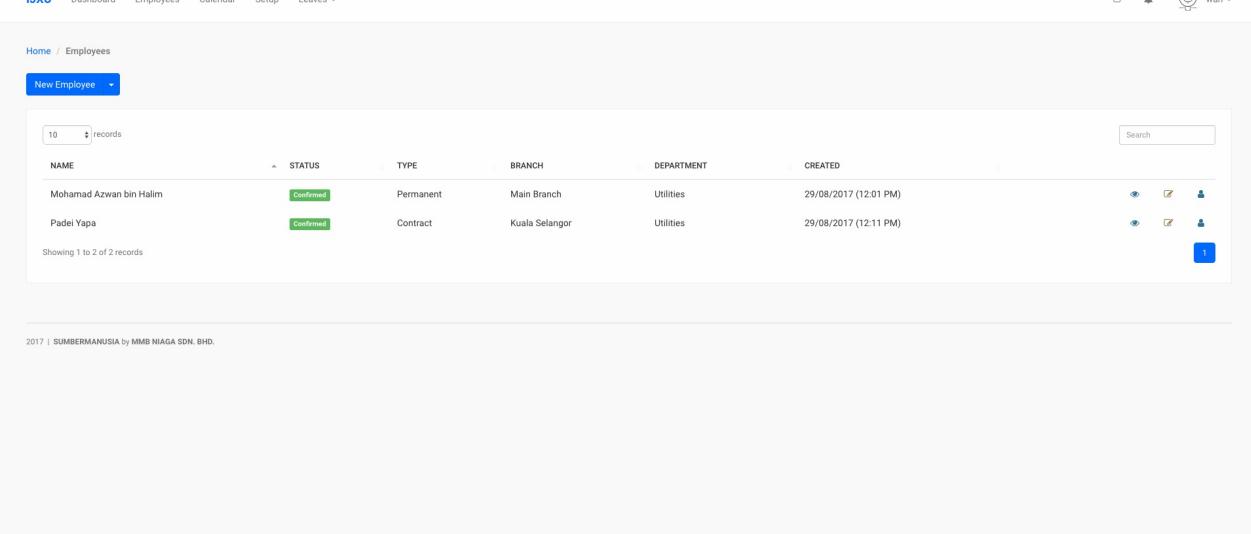
LABEL	DATE	IS BLOCK DATE	CREATED
Kemenangan Sukan SEA	08/02/2017	Yes	29/08/2017 (06:07 PM)
Christmas Day	25/12/2017	Yes	29/08/2017 (04:11 PM)
Sultan of Selangor's Birthday	11/12/2017	Yes	29/08/2017 (04:11 PM)
Prophet Muhammad's Birthday	01/12/2017	Yes	29/08/2017 (04:11 PM)
Deepavali	18/10/2017	Yes	29/08/2017 (04:11 PM)
Awal Muharram	22/09/2017	Yes	29/08/2017 (04:11 PM)
Malaysia Day	16/09/2017	Yes	29/08/2017 (04:11 PM)
Agong's Birthday	09/09/2017	Yes	29/08/2017 (04:11 PM)
Hari Raya Haji	01/09/2017	Yes	29/08/2017 (04:11 PM)
Merdeka Day	31/08/2017	Yes	29/08/2017 (04:11 PM)

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 IJXU, Dashboard, Employees, Calendar, Setup, Leaves, and a user profile icon. Below the navigation bar, the page title is "Employees". A blue button labeled "New Employee" is visible. The main content area displays a table of employee records. The table has columns for NAME, STATUS, TYPE, BRANCH, DEPARTMENT, and CREATED. There are two entries: "Mohamad Azwan bin Halim" (Permanent, Main Branch, Utilities, created 29/08/2017 12:01 PM) and "Padel Yapa" (Contract, Kuala Selangor, Utilities, created 29/08/2017 12:11 PM). The table includes sorting icons for each column header and a search bar at the top right. A footer note at the bottom left reads "2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD."

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Mohamad Azwan bin Halim	Confirmed	Permanent	Main Branch	Utilities	29/08/2017 (12:01 PM)
Padel Yapa	Confirmed	Contract	Kuala Selangor	Utilities	29/08/2017 (12:11 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 the 'General' tab selected in a navigation sidebar. The main form area is titled 'General Information'. It includes fields for Salutation (a dropdown menu with 'Please Select' as the default), First Name, Middle Name, Last Name, and Email. Below the email field is a note: 'Email used for login to the system.' At the bottom of the form is a blue 'Next' button. The top navigation bar includes links for Home, Employees, Calendar, Setup, Leaves, and user profile icons.

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

**Form: Job Information. \* compulsory**

Home Employees / New Employee

General  
Job  
Statutory  
Salary

### Job Information

Employment Status *	Please Select	
Employment Type *	Please Select	
Designation *	Please Select	
Branch *	Please Select	
Department *	Please Select	
Unit *	Please Select	
Joining Date *	<input type="text"/>	
Confirmation Date *	<input type="text"/>	
Supervisors	Supervisor Name <input type="button" value="Add Row"/>	Priority
<input type="button" value="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**

Home Employees / New Employee

General  
Job  
**Statutory**  
Salary

**Statutory Information**

Income Tax No.*	<input type="text"/>
EPF Membership No.*	<input type="text"/>
Employee EPF Rate*	<input type="text"/> Please Select
Employer EPF Rate*	<input type="text"/> Please Select
SOCSCO No.*	<input type="text"/>
SOCSCO Category*	<input type="text"/> Please Select
Work Permit No.	<input type="text"/>
Valid From Date	<input type="text"/>
Permit Expiry Date	<input type="text"/>
Passport No.	<input type="text"/>
Date Of Issue	<input type="text"/>
Date Of Expiry	<input type="text"/>
<input type="button" value="Next"/>	

2017 | SUMBERMANUSIA by MMB HIAGA SDN. BHD.

**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
SOCSCO No	What is employee's SOCSCO number
SOCSCO 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**

Home Employees / New Employee

General  
Job  
Statutory  
**Salary**

**Salary Information**

Salary Payment Mode \* Bank Transfer

Salary Frequency \* Monthly

Financial Institute \* Please Select

Bank Account No.

Basic Salary \* MYR

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.**

Home Employees

Employee successfully created.

New Employee

NAME	STATUS	TYPE	BRANCH	DEPARTMENT	CREATED
Padei Yappa	Confirmed	Part-Time	Main Branch	Human Resource	29/08/2017 (11:18 PM)
azwan bin halim	Confirmed	Permanent	Main Branch	Human Resource	29/08/2017 (11:13 PM)

Showing 1 to 2 of 2 records

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.**

The screenshot shows the 'Show Employee Details' page for Padei Yappa. At the top, there's a navigation bar with links for Home, Employees, Calendar, Setup, and Leaves. On the right, there are icons for search, notifications, user profile, and dropdown menus. The main content area has a header 'Padei Yappa' with a small profile picture. Below it, a green button says 'Confirm'. Under the header, there's a section for 'General Information' containing fields for Full Name (Padei Yappa), Preferred Name (-), First Name (Padei), Middle Name (-), and Last Name (Yappa). There are also sections for 'Personal Information' (New NRIC No., Nationality, Gender) and 'Job Information' (Employment Status, Employment Type, Designation, Branch, Department, Unit, Joining Date, Confirm Date). At the bottom left, a small note says '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

**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.**

The screenshot shows the 'Edit Employee Details' page for Padei Yappa. The navigation bar and user interface are identical to the previous screenshot. The left sidebar has tabs for General (which is selected and highlighted in blue), Job, Statutory, and Salary. The main content area has a 'General Information' section with fields for Salutation (Mr), First Name (Padei), Middle Name (-), Last Name (Yappa), and Email (padei@gmail.com). A note below the email field says 'Email used for login to the system.' At the bottom of the form is a blue 'Next' button. The bottom left corner includes the copyright notice '2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.'

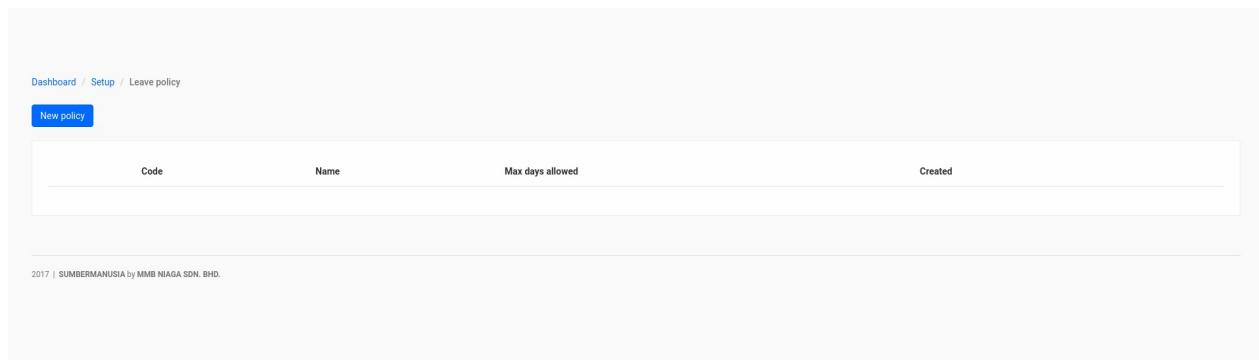
**To delete individual row, click on the right icon on the last columns and you will be prompted with a confirmation-popout.**





## Leave Policy

**Leave Policies dashboard will be presented.**



**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.**

Home   Setup / Leave policy

**General**

**General Information**

Policy*	Code
Name*	Name
Max Days allowed*	Max days allowed
Carry forward allowed*	Carry forward allowed
Entitlement Days per year*	Entitlement days per year

**Save**

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

**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.**

Home   Setup / Leave policy

Policy successfully created.

**New policy**

Code	Name	Max days allowed	Created
A123	Medical Checkup	3.0	2017-09-06 16:04:58

2017 | SUMBERMANUSIA by MMB NIAGA SDN. BHD.

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.

General Information

Policy*	A123
Name*	Medical Checkup
Max Days allowed*	3.0
Carry forward allowed*	4.0
Entitlement Days per year*	10.0

**Save**

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

Policies has been deleted.

Code	Name	Max days allowed	Created

**New policy**

## 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



BORANG 9  
AKTA SYARIKAT 1965

[Seksyen 16(4)]

No. Syarikat - MyCoID

1160306 A

### PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN

Dengan ini diperakui bahawa

**PAYROLL PANDA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 1965, pada dan mulai dari 28 haribulan September 2015, 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 28 haribulan September 2015.

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. MyCode / No. Pendaftaran Perniagaan			Amaun Caruman (RM)
Amaun caruman di atas hendaklah dibayar kepada PERKESO/EJEN PEMUNGUT tidak lewat daripada				
Nama dan Alamat Majikan		Lembaran	Bil. Pekerja	
		<span style="border: 1px solid red; padding: 2px;"> </span>	<span style="border: 1px solid red; padding: 2px;"> </span>	
		Kegunaan Ejen Pemungut		
		Cop		
		No. Slip Bayaran		
		<span style="border: 1px solid black; padding: 2px;"> </span>		
TARIKH MULA/BERHENTI KERJA (hh/bttttt) (1)	STATUS (2)	NO. KAD PENGENALAN (3)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4)	CARUMAN (5)
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3. Borang A



Borang ini boleh dilotekop!

KETUA PENGARAH HASIL DALAM NEGERI
LEMBAGA HASIL DALAM NEGERI
Cawangan Pungutan Kuala Lumpur
Kaunter Bayaran Dan Tingkat 1, Blok 8A
Kompleks Bangunan Kerajaan, Jalan Duta
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. Rejisi	<input type="text"/>

BUTIR-BUTIR MAJIKAN		BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN MAKLUMAT	
		PCB	CP38		
No. Rujukan Majikan E	<input type="text"/> - <input type="text"/>	Jumlah Potongan		Tandatangan	.....
No. Pendaftaran Pernagan		Bilangan Pekerja		Nama Penuh	.....
Nama Syarikat/ Perniagaan		Butir-butir / Cek / Bank / Deraf / Kiriman Wang / Wang Pos	Amaun	No. K/P	.....
Alamat Syarikat/ Perniagaan			Nombor	Jawatan	.....
.....			Cawangan	No. Telefon	.....
			Tarikh		

**A BORANG CP 39**

1. Borang ini mestilah disi dengan lengkap dan betul.
2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera pada/premacu flash mengikut format dan spesifikasi yang ditentuan oleh LHDN bagi mengantikan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
  - 3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-00|0 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 mendaftar secara atas talian melalui e-Daftar di www.hasil.gov.my, atau
    - ii. Borang CP22 atau borang *in lieu* of CP39 dikemukakan ke cawangan LHDNM yang berdekatan.
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 amuan cukai mengikut Potongan Cukai Bulanan. CP38 • Isikan amuan 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 selawat lewatnya pada hari kesepuluh bulan berikutnya.  
Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sediakan borang CP39 berserta cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang bersanggar 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 Pengaroh 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,  
Wilma Hasil Ara 1, Wilma 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.

**4. Form E**



Form

**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 - Pin. 2015

1	Name of Employer as Registered	

2 Employer's No.

3 Status of Employer  1 = Government  
3 = Private Sector  2 = Statutory

4 Status of Business  1 = In operation 2 = Has not commenced operations  
3 = Dormant 4 = In the process of winding-up

5 Income Tax No. 01 = SG 03 = D 05 = J 07 = TP 09 = TC 11 = TR 13 = TN  
02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others

6 Identification No.

7 Passport No.

8 Registration No.  
with Companies  
Commission of  
Malaysia or others

9 Correspondence Address

**Company Registration Number**

Can be obtained from:

1. Borang SSM



SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA



BORANG 9  
AKTA SYARIKAT 1965

[Seksyen 16(4)]

No. Syarikat - MyCoID

1160306	A
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### PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN

Dengan ini diperakui bahawa

**PAYROLL PANDA SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat 1965, pada dan mulai dari 28 haribulan September 2015, dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

2. Borang 8A



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

2346249101

**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 dari pada		
Nama dan Alamat Majikan		
		Lembaran <input type="text"/> / <input type="text"/> Bil. Pekerja <input type="text"/> / <input type="text"/>
Kegunaan Ejen Pemungut		
Cop		
No. Slip Bayaran		
<input type="text"/> / <input type="text"/>		

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

3. CP39

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

#### 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><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>2</b> Employer's No.</p> <p><input type="text"/> E <input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government      <input type="checkbox"/> 2 = Statutory  <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  <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  02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>6</b> Identification No.</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>7</b> Passport No.</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p><input type="text"/> <input type="text"/> <input type="text"/></p>
<p><b>9</b> Correspondence Address</p> <p><input type="text"/> <input type="text"/> <input type="text"/>  <input type="text"/> <input type="text"/> <input type="text"/></p>

**E-Number**

Can be obtained from:

1. CP39

Borang ini boleh ditolak oleh		Cukai Pendapatan Malaysia		CP39 Pin. 2011	
KETUA PENGARAH HASIL DALAM NEGERI		PENYATA POTONGAN CUKAI OLEH MAJIKAN		UNTUK KEGUNAAN PEJABAT	
LEMBAGA HASIL DALAM NEGERI		[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967]			
Cawangan Pungutan Kuala Lumpur		KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]			
Kaunter Bayaran Dan Tingkat 1, Blok 8A					
Kompleks Bangunan Kerajaan, Jalan Duta					
50600 KUALA LUMPUR					
		POTONGAN BAGI BULAN	TAHUN		
		<input type="text"/>	<input type="text"/>		

BUTIR-BUTIR MAJIKAN		BUTIR-BUTIR PEMBAYARAN		PEGAWAI YANG MENYEDIAKAN MAKLUMAT	
No. Rujukan Majikan E	<input type="text"/> - <input type="text"/>	Jumlah Potongan	PCB	CP38	Tandatangan _____
No. Perakitan atau Perniagaan		Bilangan Pekerja			Nama Penuh _____
Nama Syarikat/ Perniagaan		Butir-butir / Cek / Bank / Derai / Kiriman Wang / Wang Pos	Amaun		No. K/P _____
Alamat Syarikat/ Perniagaan			Nombor		Jawatan _____
			Cawangan		No. Telefon _____
			Tarikh		

**A BORANG CP 39**

1. Borang ini mestilah lengkap dan betul.
2. Majikan digalakkan menghantar maklumat potongan dalam bentuk disket/cakera pada/semacam flash mengikut format dan spesifikasi yang ditentukan oleh LHDN bagi menggunakan Borang CP39.
3. No. Rujukan Cukai Pendapatan:
  - 3.1 Isikan nombor rujukan cukai pendapatan dalam ruangan yang telah disediakan.  
Contoh: SG 2506203-000(0) boleh dituliskan sebagai SG 02506203000
  - 3.2 Bagi pekerja yang layak dikenakan PCB tetapi tidak nombor rujukan fail cukai pendapatan, pendaftaran boleh dibuat melalui :
    - i. majikan atau pekerja boleh mendatar secara atas talian melalui e-Daftar di [www.hasil.gov.my](http://www.hasil.gov.my), atau
    - ii. Borang CP22 atau borang ini bukan CP39 dikemukakan ke cawangan LHDNM yang berdekatan.
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 (sekitaranya 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 ditulis mesilah sampai ke Cawangan Pungutan LHDN selepas lewatnya pada hari kesepuluh bulan berkenaan.  
Contoh: PCB/CP38 bagi bulan April 2010, tarikh akhirnya ialah pada 10 Mei 2010.
2. Sedikan borang CP39 bersama cek/bank draft/kiriman wang/wang pos (instrumen bayaran) yang berasingan 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 Pengaruh Hasil Dalam Negeri. Catatkan 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	Aras 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**



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><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      <input type="checkbox"/> 2 = Statutory  <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  <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 = PR 13 = TN  02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</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 Address Lines]</p>

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. 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**  
CPB - Pn. 2015

<p><b>1</b> Name of Employer as Registered</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p>	
<p><b>2</b> Employer's No.</p> <p><input checked="" type="text"/> E <input type="text"/></p>	
<p><b>3</b> Status of Employer</p> <p><input type="checkbox"/> 1 = Government      <input type="checkbox"/> 2 = Statutory</p> <p><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</p> <p><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</p> <p>02 = OG 04 = C 06 = F 08 = TA 10 = CS 12 = PT 14 = Others</p> <p><input type="text"/> <input type="text"/></p>	
<p><b>6</b> Identification No.</p> <p><input type="text"/></p>	
<p><b>7</b> Passport No.</p> <p><input type="text"/></p>	
<p><b>8</b> Registration No. with Companies Commission of Malaysia or others</p> <p><input type="text"/></p>	
<p><b>9</b> Correspondence Address</p> <p><input type="text"/></p> <p><input type="text"/></p>	

**EPF Number**

Can be obtained on **Borang A**.

<b>KUMPULAN WANG SIMPANAN PEKERJA</b> PERATURAN-PERATURAN DAN KADEAH-KADEAH KWSP 1991 KADEAH 11(1)							KWSP 6								
		<table border="1"> <tr> <td>No Rujukan Majikan</td> <td>Bulan Caruman</td> <td>Amaun Caruman (RM)</td> <td>No Rujukan Borang A</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Jumlah caruman untuk bulan di atas hendaklah dibayar kepada KWSP/Agen Kutipan KWSP sebelum/pada 15hb setiap bulan</p> <p><input type="checkbox"/> Wang Tunai    <input type="checkbox"/> Cek/Kiriman Wang/Wang Pos  <input type="checkbox"/> /Draf Bank*No /EFT /TT : _____</p>			No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A					<p><b>Borang A</b></p> <p>Mukasurat:</p> <p>Cap Agen Kutipan</p>		
No Rujukan Majikan	Bulan Caruman	Amaun Caruman (RM)	No Rujukan Borang A												
Nama Majikan Alamat			Tarikh DiCetak : Bil Pekerja :												
<b>BIL</b>	<b>NO AHLI</b>	<b>N K</b>	<b>NO KAD PENGENALAN</b>	<b>NAMA PEKERJA / AHLI (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)															

## SOCOSO Number

Can be obtained on **Borang 8A**.



## 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"/> <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"/>			
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"/> <input type="text"/>			
		Kegunaan Ejen Pemungut Cop			
No. Slip Bayaran <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
TARIKH MULAI/BERHENTI KERJA (hhbbtttt) (1)	STATUS (2)	NO. KAD PENGENALAN (3)	NAMA PEKERJA (MENGIKUT KAD PENGENALAN) (4)	CARUMAN (5)	
				RM	SEN
				<input type="text"/>	<input type="text"/>
				<input type="text"/>	<input type="text"/>
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				<input type="text"/>	<input type="text"/>

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