



8.0 SALARY ADMINISTRATION

8.1 Payment of Salary

- 8.1.1 All salary payment shall be paid on a monthly basis and the payments will be made through the bank designated by the Group.

8.2 Employee Provident Fund (EPF)

- 8.2.1 The Group shall contribute to the employee's KWSP the basic 12% for all employees and an additional 3% for employees who have completed more than five (5) years of continuous service with the Group.
- 8.2.2 All fixed income i.e. basic salary and all fixed allowances shall be subject to EPF contributions.

8.3 Social Security Contribution (SOCSO)

- 8.3.1 The Group shall contribute to the PERKESO according to the regulations stipulated the Employees' Social Security Organisation Act, 1969 (Act 4).
- 8.3.2 For the purposes of SOCSO contributions, "wages" are defined as payments made to employees such as:
- 8.3.2.1 Salary;
 - 8.3.2.2 Overtime payments;
 - 8.3.2.3 Commission;
 - 8.3.2.4 Payment for leave such as annual, sick and maternity leave, rest days and public holidays;
 - 8.3.2.5 Allowances such as incentive, good behaviour, Cost of Living allowance; and
 - 8.3.2.6 Service charge.

8.4 Income Tax

- 8.4.1 The Group shall make the Income Tax deduction for all employees in accordance to the prevailing rates as stipulated in the latest Income Tax Schedule published for each year.
- 8.4.2 All forms of income paid to an employee shall be subject to Income Tax deduction.
- 8.4.3 All employees are responsible for settling their own salary tax liabilities unless otherwise specified in the employment terms.