**EMPLOYEE PARTICULARS UPDATE FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL PARTICULARS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name  (as per NRIC) | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Designation | | | |  | | | | | | | | | | | | | | | Job Grade | |  | | | | | |
| Company | | | |  | | | | | | | | | | | | | | | Location | |  | | | | | |
| New NRIC No. | | | |  | | | | | Old NRIC No. | | | | | | |  | | | Highest Education | |  | | | | | |
| Present Address | | | |  | | | | | | | | Permanent Address | | | | | | |  | | | | | | | |
| Telephone No. | | | |  | | |  | | | | | Handphone No. | | | | | | |  | | | | |  | | |
| Religion | | | |  | | | Marital Status | | | | |  | | | | | | | Date of Marriage | | | | |  | | |
| **FAMILY RECORDS (FOR ADMINISTRATIVE & TAX TABLE PURPOSE)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SPOUSE DETAILS** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Spouse’s Name  (as per NRIC) | | | |  | | | | | | | | | | | | | Income Tax No. | | | | |  | | | | |
| New NRIC No. | | | |  | | | | | | | | | | | | | Old NRIC No. | | | | |  | | | | |
| Status | | | | Working  Not working | | | | Employer Name & Address | | | | | | | | |  | | | | | | | | | |
| **CHILDREN DETAILS (if more than 3, please use addendum sheet)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name |  | | | | | | | | | | | | | NRIC No. | | | |  | | | | | Gender | | |  |
| Status Child 1  (Select all that relevant) | | | | | Tax Relief | | | | | below age of 18 | | | | | | | | Single | | | | | Disabled | | | |
| Study in M’sia | | | | | Study outside M’sia | | | | | | | | Degree & above | | | | | Diploma | | | |
| A Level/ Certificate/ Matriculation/ preparatory courses | | | | | | | | | | | | | | | | | | Working | | | |
| Name |  | | | | | | | | | | | | | NRIC No. | | | |  | | | | | Gender | | |  |
| Status Child 2  (Select all that relevant) | | | | | Tax Relief | | | | | below age of 18 | | | | | | | | Single | | | | | Disabled | | | |
| Study in M’sia | | | | | Study outside M’sia | | | | | | | | Degree & above | | | | | Diploma | | | |
| A Level/ Certificate/ Matriculation/ preparatory courses | | | | | | | | | | | | | | | | | | Working | | | |
| Name | |  | | | | | | | | | | | | | NRIC No. | | |  | | | | | Gender | | |  |
| Status Child 3  (Select all that relevant) | | | | | Tax Relief | | | | | below age of 18 | | | | | | | | Single | | | | | Disabled | | | |
| Study in M’sia | | | | | Study outside M’sia | | | | | | | | Degree & above | | | | | Diploma | | | |
| A Level/ Certificate/ Matriculation/ preparatory courses | | | | | | | | | | | | | | | | | | Working | | | |
| **BANK ACCOUNT (FOR SALARY CREDITING)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK |  | | | | | ACCOUNT NO. | | | | |  | | | | | | | | | TYPE OF ACC | | | | |  | |
| **EMERGENCY CONTACT** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1st Person Name | | |  | | | | | | Relations | | | |  | | | | | | Telephone/ Handphone No. | | | | |  | | |
| Address | | | |  | | | | | | | | | | | | | |
| 2nd Person Name | | |  | | | | | | Relations | | | |  | | | | | | Telephone/ Handphone No. | | | | |  | | |
| Address | | | |  | | | | | | | | | | | | | |