

NOTIFICATION OF NEW EMPLOYEE UNDER SECTION 83 (2) OF THE INCOME TAX ACT 1967

This form is to be sent to the Department of Inland Revenue of the Tax District or Region in which the employee is employed

Section 83 (2) of the Income Tax Act 1967, reads :

"Where an employer commences to employ an individual who is or is likely to be chargeable to tax in respect of income, in respect of gains or profits from the employment, the employer shall not later than one month thereafter give written notice to the Director General stating the full name and address of the individual and the terms and date of commencement of the employment"

To.

Employer's File No.

Employer's Telephone No.

From

The following particulars are given in respect of an employee who commenced to be employed by me/us in Malaysia and is or is likely to be chargeable to tax.

Full Name			
Income Tax File No.		Identity Card No :	
Passport No.		New Identity Card No.	
Immigration No.		Date of Birth	Marital Status
Present Residential Address		Day Month Year	
		If a married woman, state:	
		(a) Full Name of Husband	
Present Correspondence Address		(b) Husband's Identity Card No.	
		(c) Husband's Income Tax File No.	
Nature of Employment		No. of Children under 18 years of age last year	
Date of Commencement of Present Employment		Expected Duration of Employment	
	Day Month Year		

Terms of Employment	
(a) Monthly Rate of Fixed Remuneration	
(b) Monthly rate of cash allowances, e.g. cost of living or other fixed allowances and rate of allowances in kind .e.g. quarters, food, clothing, etc	
(c) Fluctuating emoluments to which he may become entitled (description) and the date when the amount will be known	

Name and Address of previous employer in Malaysia	

Date

Signature

Name

Designation