



FOR REFERENCE ONLY

FORM E REMUNERATION FOR THE YEAR

The above has reference.

2. By virtue of the Gazette Notification _____ dated _____, you are hereby required to complete and submit the enclosed Form E.
3. You are required to:
 - (i) complete this form correctly, carefully and clearly in accordance with the enclosed Explanatory Notes. The Explanatory Notes is also available from the website of the Inland Revenue Board (IRB) of Malaysia.
 - (ii) complete the Form CP 8A/8C for your employees to enable them to fill out and submit their respective Income Tax Form within the stipulated period.
4. Kindly detach and submit the completed Form E only within the stipulated period to IRB at the above address.

Director General of Inland Revenue
Inland Revenue Board of Malaysia

FORM E
EXPLANATORY NOTES

RETURN OF REMUNERATION BY AN EMPLOYER

REMUNERATION FOR YEAR

2004

SELF ASSESSMENT SYSTEM



INLAND REVENUE BOARD OF MALAYSIA

BASIC INFORMATION

Item	Subject	Explanation																								
1	Name Of Employer	Name of employer as registered with the Companies Commission of Malaysia (CCM). For an individual who is not registered with CCM, fill in the name as per identity card/passport.																								
2	Reference No. E	Employer's reference number. Example: E 1234567-08																								
3	Status	Status codes for employers are as follows:- <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Code</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">01</td><td>Government</td></tr> <tr><td style="text-align: center;">02</td><td>Government (computerised)</td></tr> <tr><td style="text-align: center;">03</td><td>Statutory</td></tr> <tr><td style="text-align: center;">04</td><td>Statutory (computerised)</td></tr> <tr><td style="text-align: center;">05</td><td>Private</td></tr> <tr><td style="text-align: center;">06</td><td>Private (computerised)</td></tr> <tr><td style="text-align: center;">07</td><td>Public Education Centre</td></tr> <tr><td style="text-align: center;">08</td><td>Public Education Centre (computerised)</td></tr> <tr><td style="text-align: center;">09</td><td>Private Education Centre</td></tr> <tr><td style="text-align: center;">10</td><td>Private Education Centre (computerised)</td></tr> <tr><td style="text-align: center;">11</td><td>Army</td></tr> </tbody> </table>	Code	Status	01	Government	02	Government (computerised)	03	Statutory	04	Statutory (computerised)	05	Private	06	Private (computerised)	07	Public Education Centre	08	Public Education Centre (computerised)	09	Private Education Centre	10	Private Education Centre (computerised)	11	Army
Code	Status																									
01	Government																									
02	Government (computerised)																									
03	Statutory																									
04	Statutory (computerised)																									
05	Private																									
06	Private (computerised)																									
07	Public Education Centre																									
08	Public Education Centre (computerised)																									
09	Private Education Centre																									
10	Private Education Centre (computerised)																									
11	Army																									
4	Tax Reference No. SG/OG/D/C/J/F/ TP/TA/TC/CS	Employer's income tax reference number. Enter "01" for SG/ "02" for OG/ "03" for Partnership/ "04" for Company/ "05" for Hindu Joint Family/ "06" for Association/ "07" for Deceased Person's Estate/ "08" for Trust Body/ "09" for Unit/Real Property Trust/ "10" for Co-Operative Society. Subsequently, fill in the reference number in the boxes provided.																								
5	New Identity Card No.	New identity card number of the company director/precedent partner/sole proprietor.																								
6	Old Identity Card No.	Old identity card number of the company director/precedent partner/sole proprietor.																								
7	Passport No.	Passport number of the company director/precedent partner/sole proprietor.																								
8	Registration No. Of Company/ Co-Operative Society	Number as registered with the Companies Commission of Malaysia.																								

PART A: NUMBER OF EMPLOYEES FOR THE YEAR ENDED 31 DECEMBER 2004

Item	Subject	Explanation
A1	Number of employees	Total number of employees in your company/business.
A2	Number of employees under the STD scheme	Total number of employees subject to the Schedular Tax Deduction scheme (STD).
A3	Number of new employees	Total number of employees who commenced employment in your company/business.
A4	Number of employees who ceased employment	Total number of employees who ceased employment in the basis period.

PART B: PARTICULARS OF INCOME TAX DEDUCTION UNDER INCOME TAX RULES (DEDUCTION FROM REMUNERATION) (AMENDMENT) 1994

Item	Subject	Explanation
B1	Total gross remuneration	Total gross amount of remuneration paid to employees excluding benefit-in-kind and the benefit/value of accomodation provided.
B2	Total gross remuneration subject to Income Tax Rules (deduction from remuneration)	Total gross amount of remuneration paid to employees who are subjected to the Schedular Tax Deduction scheme (STD).
B3	Total income tax deducted under Income Tax Rules (deduction from remuneration)	Total amount of income tax deducted in accordance with the Income Tax Rules for Schedular Tax Deduction (STD) scheme.
B4	Total income tax deducted and remitted to IRB of Malaysia	Total amount of income tax deducted and remitted to IRB of Malaysia.
B5	Total zakat deducted and remitted to the Pusat Pungutan Zakat	Total amount of zakat deducted and remitted to the Pusat Pungutan Zakat.

PART C:**PARTICULARS OF FOREIGN LEAVERS**

Item	Subject	Explanation
C1	Has any employee ceased employment and left Malaysia?	Enter "1" if any employee has ceased employment and left Malaysia in the basis period or "2" if none.
C2	Has the cessation been reported to IRB of Malaysia?	Fill in "1" if the cessation has been reported to IRB of Malaysia. Enter "2" if not reported and contact the IRB branch handling your employee's income tax file. This item need not be filled if not applicable.

PART D:**PARTICULARS OF EMPLOYER**

Item	Subject	Explanation
D1	Correspondence Address	Address to be used for any correspondence with IRB of Malaysia.
D2	Telephone No.	Office/House telephone numbers.
D3	e-mail	e-mail address (if any).

PART E:**DECLARATION**

If the form is not affirmed and duly signed, it shall be deemed incomplete and returned to you. Penalty will be imposed in case of late resubmission of the form to IRB of Malaysia.