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RESPONSIBILITY OF EMPLOYER

2017



RESPONSIBILITY OF EMPLOYER

- Register E File after registering C / OG / D File or others
- Complete Form e-E
- Submit Form e-E via **e-Filing** before / on **31 March**
- Declare employee's income (cash or non-cash) in the Statement of Remuneration (EA / EC)
- Update details and address of employee
- Keep records and documents for 7 years for LHDNM 's audit purposes
- Deduct Monthly Tax Deduction (MTD) and remit before / on 15th of the following month (use e-PCB / e-Data PCB / Kalkulator PCB)
- Inform any new employee within 30 days
- Inform the resignation of an employee within a month and withhold payments (if any):
 - ✓ Employee who will be retiring
 - ✓ Death of employee
 - ✓ Employee intending to leave Malaysia (if more than 3 months)
 - ✓ Employee who is subject to MTD scheme but fails to remit MTD
- Hold payment to employee (if any) until a Tax Clearance Letter is issued
- Notify employees to submit:
 - ✓ Form TP1 = Claim of deduction and rebate for individual (at least twice a year)
 - ✓ Form TP3 = Information regarding previous employment in the current year



DOCUMENTS FOR MTD PAYMENT

ONLINE

- CP39 Data (.txt)*

BANK COUNTER

- Diskette - CP39 Data (.txt)*
- Bank Slip
- Cheque / Cash

LHDNM COUNTER

- Diskette - CP39 Data (.txt)*
- Confirmation Slip of e-PCB / e-Data PCB
- Form CP39
- Cheque / Cash

*text file

EMPLOYEE REMUNERATION SUBJECTED TO MTD (ALL TYPES OF EMPLOYMENT REMUNERATION)

Salary	Wages
Overtime Payment	Commission
Tips	Allowance
Bonus / Incentive	Director's Fee
Perquisite	Compensation
Tax Borne by Employer	Gratuity
Employees Share Option Scheme (ESOS)	Other Remuneration
Benefits-In-Kind (BIK)- With effect from year 2015	
Value of Living Accommodation (VOLA) – With effect from year 2015	

MINIMUM MONTHLY REMUNERATION SUBJECTED TO MTD (AFTER EPF DEDUCTION)

Single Individual

RM2,851

Married Individual with Unemployed Spouse

RM3,851

MTD Schedule 2017

OFFENCES BY EMPLOYER



- Late / non-submission of Form E
- Failure to notify new employee
- Failure to notify cessation / retirement of employee
- Failure to withhold money of employee going on compulsory retirement
- Failure to deduct MTD / CP38
- Non-compliance of MTD / CP38
- Late payment of MTD / CP38
- Failure to remit the deducted MTD / CP38 to LHDNM

PARTICULARS FOR TAX PAYMENT



- Income Tax File Number
- Employer's Name and Address
- Deduction Month
- Deduction Year
- Employee's Name and Identification Card Number
- Payment Amount
- Payment Code **(092 – MTD PAYMENT)**



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