(Updated on 21 March 2020)   (Amendment 1/2020)

RETURN FORM (RF) FILING PROGRAMME FOR THE YEAR 2020

* Taxpayers and employers are encouraged to use e-Filing for the submission of RF with e-Filing facility.
* Non-company / non-Labuan company taxpayers and employers who submit paper RF have to print the RF in PDF format from the Official Portal of Lembaga Hasil Dalam Negeri Malaysia (LHDNM) > Home Page > Forms > Download Forms.
* Tax agents who submit paper RF on behalf of their clients have to print the RF in PDF format from the LHDNM Official Portal.

No.	File Type	Form Type	Category of Taxpayer	Due Date for Submission of RF according to the relevant Act	Grace Period for Submission of RF and Payment of Balance of Tax (if any): Method and Grace Period	e-Filing	Via Postal Delivery	By Hand-Delivery	Availability of e-Filing System for: Taxpayers	Tax Agents (TAeF)	Guide Notes on Submission
A.	**EMPLOYERS - Return for The Year Of Remuneration 2019**										
1.	E	• E • e-E	i. Company / Labuan Company Employers	31 March 2020	**Method:**	√	X	X	1 March 2020		Refer to Guide Note 2
					Grace Period:	2 months	None	None			
			ii. NON-company / NON-Labuan Company Employers		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
B.	**INDIVIDUALS, PARTNERSHIPS, ASSOCIATIONS, DECEASED PERSONS' ESTATE AND HINDU JOINT FAMILIES - Return for the Year of Assessment 2019**										
1.	SG	• BE • e-BE • m-BE	Resident Individuals Who Do NOT Carry On Business	30 April 2020	**Method:**	√	√	√	1 March 2020		Refer to Guide Note 1
					Grace Period:	2 months	2 months	2 months			
2.	SG / OG	• B • e-B	Resident Individuals Who Carry On Business	30 June 2020	**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
3.	D	• P • e-P	Partnerships		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
4.	SG / OG	• BT • e-BT	Resident Individuals (Knowledge / Expert Workers)	Do NOT Carry On Business: 30 April 2020 Carry On Business: 30 June 2020	**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
5.	SG / OG	• M • e-M	Non-resident Individuals		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
6.	SG / OG	• MT • e-MT	Non-resident Individuals (Knowledge Workers)		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
7.	F	• TF • e-TF	Associations		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
8.	TP	• TP • e-TP	Deceased Persons' Estate		**Method:**	√	√	√			
					Grace Period:	2 months	2 months	2 months			
9.	J	• TJ	Hindu Joint Families		**Method:**		√	√			
					Grace Period:		2 months	2 months			
C.	**COMPANIES, CO-OPERATIVE SOCIETIES, LIMITED LIABILITY PARTNERSHIPS AND TRUST BODIES - Return for the Year of Assessment 2020**										
	Additional information: Return for the Year of Assessment 2019 - Two (2) months grace period from the due date of submission is allowed for those with accounting period ending 31 July 2019 until 30 November 2019										
1.	C	• e-C	Companies	Within 7 months from the date following the close of the accounting period which constitutes the basis period for the year of assessment	**Method:**	√	X	X	1 April 2020		Refer to Guide Notes 1 & 3
					Grace Period:	1 month	None	None			
2.	CS	• C1 • e-C1	Co-operative Societies		**Method:**	√	√	√	1 August 2020		
					Grace Period:	1 month	3 working days	None			
3.	PT	• PT • e-PT	Limited Liability Partnerships		**Method:**	√	√	√	1 July 2020		
					Grace Period:	1 month	3 working days	None			
4.	TA	• TA • e-TA	Trust Bodies		**Method:**	√	√	√	1 August 2020		
					Grace Period:	1 month	3 working days	None			
5.	TC	• TC • e-TC	Unit Trusts / Property Trusts		**Method:**	√	√	√	1 July 2020		
					Grace Period:	1 month	3 working days	None			
6.	TR	• TR	Real Estate Investment Trusts / Property Trust Funds		**Method:**		√	√			
					Grace Period:		3 working days	None			
7.	TN	• TN	Business Trusts		**Method:**		√	√			
					Grace Period:		3 working days	None			
D.	**PETROLEUM**										
	Additional information: Return for the Year of Assessment 2019 - Two (2) months grace period from the due date of submission is allowed for those with accounting period ending 31 July 2019 until 30 November 2019										
1.	C	• CPE • e-CPE	Chargeable person under section 30A of the Petroleum (Income Tax) Act 1967 [Exploration]	Within 7 months from the date following the end of the exploration period	**Method:**	√	√	√	1 June 2020		
					Grace Period:	1 month	3 working days	None			
2.	C	• CPP • e-CPP 2019	Chargeable person under section 30 of the Petroleum (Income Tax) Act 1967 [Production]	Within 7 months from the date following the end of the basis period for the year of assessment	**Method:**	√	√	√			
					Grace Period:	1 month	3 working days	None			

NOTE: This programme is applicable until the following year's programme is issued.

GUIDE NOTES ON SUBMISSION OF RF		
No.	**Subject**	**Guide Notes**
1.	Grace Period	i) RF furnished via e-Filing / postal delivery after the due date for submission of the relevant RF shall be deemed to be received within the stipulated period if it is received within the grace period after the due date for submission of the mentioned RF. ii) This grace period also applies to the payment of the balance of tax under subsection 103(1) of the Income Tax Act 1967 (ITA 1967) / subsection 48(1) of the Petroleum (Income Tax) Act 1967 [PITA 1967] for RF (except Form E, Form P and Form CPE) furnished via e-Filing / postal delivery. iii) For failure to furnish within the allowable period, the following action can be taken based on the due date for submission of the relevant RF:- a) **RF other than Form E and Form P** Action under subsection 112(1), ITA 1967 / subsection 51(1), PITA 1967 **OR** Imposition of penalty under subsection 112(3), ITA 1967 / subsection 51(3), PITA 1967. b) **Form E and Form P** Action under subsection 120(1), ITA 1967. Example I: The due date for submission of Form BE for Year of Assessment 2019 is 30 April 2020. Grace period is given until 30 June 2020 for the submission via e-Filing, postal delivery or by hand-delivery. If a taxpayer furnished his Form e-BE for Year of Assessment 2019 on 1 July 2020, the receipt of his RF shall be considered late as from 1 May 2020 and penalty shall be imposed under subsection 112(3) of ITA 1967. Example II: The accounting period of a real estate investment trust (REIT) ends on 31 May 2020. The due date for submission of the REIT's RF (Form TR) for Year of Assessment 2020 is 31 December 2020. Grace period is given until 6 January 2021. If Lembaga Hasil Dalam Negeri Malaysia (LHDNM) received the RF via postal delivery on 7 January 2021, the receipt of the RF shall be considered late as from 1 January 2021 and penalty shall be imposed under subsection 112(3) of ITA 1967.

<table>
<tr><th colspan="3">GUIDE NOTES ON SUBMISSION OF RF</th></tr>
<tr><td>2.</td><td>Form E for the Year of Remuneration 2019</td><td>

i) **Submission of a Complete and Acceptable Form E**

a) Form E shall only be considered complete if C.P.8D is furnished on or before the due date for submission of the form.

b) Form E and C.P.8D must be submitted in accordance with the format as provided by LHDNM. Form E and C.P.8D which do not comply with the format as stipulated by LHDNM, are unacceptable and will not be processed.

ii) **Form C.P.8A / C.P.8C (EA / EC) to be Rendered to Employees**

Pursuant to the provision under subsection 83(1A) of ITA 1967, employers are required to prepare Form C.P.8A / C.P.8C (EA / EC) for the year ended 2019 and render the completed form to all their employees on or before **29 February 2020**.

iii) **Procedure on the Submission of Form E and C.P.8D**

a) The completed paper return (E) must be submitted to Pusat Pemprosesan Maklumat.

b) C.P.8D must be submitted via the following methods:-

<table>
<tr><th colspan="2">Method of C.P.8D Submission</th></tr>
<tr><td>i)</td><td>Together with Form e-E (e-Filing) [upload txt file format / C.P.8D e-Filing format]</td></tr>
<tr><td>ii)</td><td>Via e-Data Praisi (upload txt file format on or before 25 February 2020)</td></tr>
<tr><td>iii)</td><td>Compact disc (CD) / USB drive / external hard disk (txt file format or Microsoft Excel)</td></tr>
</table>

c) C.P.8D is unacceptable if not be submitted via the methods above.

iv) **Prefill of Remuneration Particulars in e-Filing**

To save time and facilitate employees' use of e-Filing, employers are encouraged to furnish data for prefill (employees' income data) in the e-Forms (e-BE / e-B / e-BT / e-M / e-MT). Prior to signing and sending the e-Forms electronically, the prefilled particulars can be altered if there is any change. Employers may use the e-Data Praisi system at the LHDNM Official Portal to check compliance with the data format for prefill as specified by LHDNM, and furnish the data online **on or before 25 February 2020.** Format for <u>**Prefill Information Layout**</u> can be obtained from the LHDNM Official Portal.

</td></tr>
<tr><td>3.</td><td>Dormant * Companies, Co-operative Societies, Limited Liability Partnerships and Trust Bodies</td><td>

i) Companies, co-operative societies, limited liability partnerships and trust bodies which:-

a) are dormant * are required to furnish the RF (including Form E).

b) have not commenced operation need not furnish Form CP204.

c) own shares, real properties, fixed deposits and other similar investments are not considered as dormant.

d) furnish false information shall be subject to the provisions under section 113 and section 114 of ITA 1967.

ii) For the purpose of submission via e-Filing (e-C), dormant companies * are required to complete the RF as follows:

<table>
<tr><td>a)</td><td>Accounting Period</td><td>Mandatory to fill up this item. Accounting period is as reported in the annual return to Companies Commission of Malaysia (SSM).</td></tr>
<tr><td>b)</td><td>Basis Period</td><td>Mandatory to fill up this item.</td></tr>
<tr><td>c)</td><td>Business / Partnership Statutory Income</td><td rowspan="2">Mandatory to fill up these items if either one is completed.</td></tr>
<tr><td>d)</td><td>Business Code</td></tr>
</table>

*** Note:-** For the above purpose, 'dormant' means:-

i) Never commenced operations since the date it was incorporated / established; or

ii) Had previously been in operation or carried on business but has now ceased operations or business.

</td></tr>
</table>

<table>
<tr><th colspan="3">GUIDE NOTES ON SUBMISSION OF RF</th></tr>
<tr><td>4.</td><td>Repayment Case</td><td>i) Appendices / Working Sheets

Appendices / Working sheets used for computation need not be submitted together with the RF. Only the following appendices or working sheets in relation to repayments cases have to be furnished:
(a) Appendix B2 / HK-6 pertaining to tax deduction under section 110 of ITA 1967 (others);
(b) Appendix B3 / HK-8 regarding the claim for tax relief under section 132 of ITA 1967; or
(c) Appendix B4 / HK-9 relating to the claim for tax relief under section 133 of ITA 1967.

ii) Other Documents

Other documents relating to the claim for tax deduction under section 110 of ITA 1967 (others) and foreign tax deducted in the country of origin have to be furnished only if requested for the purpose of audit.</td></tr>
<tr><td>5.</td><td>Concession for the Payment of Tax under Subsection 103(2) of ITA 1967</td><td>Grace Period for the Payment of Tax / Balance of Tax

For assessments raised under sections 91, 92, 96A and subsections 90(2A), 90(3), 101(2) of ITA 1967, the tax / balance of tax must be paid within 30 days from the date of assessment. Nevertheless, a grace period of 7 days is given.</td></tr>
</table>

LEMBAGA HASIL DALAM NEGERI MALAYSIA

C.P.8D INFORMATION LAYOUT - Pin. 2019

STATEMENT OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDING 31 DECEMBER 2019 AND PARTICULARS OF TAX DEDUCTION UNDER THE INCOME TAX RULES (DEDUCTION FROM REMUNERATION) 1994

IMPORTANT INFORMATION:

Employers with their own computerised system and many employees, are encouraged to prepare C.P.8D data in the form of txt as per format stated in Part A.

PART A:

GUIDE ON SUBMISSION OF C.P. 8D PARTICULARS IN TXT FILE

1. If the method of C.P.8D submission is by using compact disc (CD) / USB drive / external hard disk, employers are required to keep the employer and employees' particulars in two (2) separate files using the file name according to the following standard.
2. Where the method of C.P.8D submission is by uploading the C.P.8D in the form of txt via e-Filing of Form E (e-E), employers are required to upload the employees particulars only. Employees' particulars and file name are as per format and standard stipulated below.

EMPLOYER'S PARTICULAR

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
Employer's no.	Integer	10	Employer's E number. Enter without E in front	2900030000
Name of employer	Variable character	80	Employer's name as reported to LHDNM	Syarikat Bina Jaya
Remuneration for the year	Integer	4	Relevant year of remuneration	2019

Example of txt data:

2900030000|Syarikat Bina Jaya|2019

Note:

1) Every field is separated by a delimiter | and saved in txt file.
2) Employer's particulars must be kept in the name using the following standard:

MHHHHHHHHHH_TTTT.TXT

M	:	employer's particulars
HHHHHHHHHH	:	E no.
TTTT	:	year of remuneration

Example:

Employer with E No. 2900030000 sent a txt file for the year of remuneration 2019.
File with employer's particulars will be sent to LHDNM using the name: **M2900030000_2019.txt**

EMPLOYEES' PARTICULARS

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
Name of employee	Variable character	60	Name as per identity card.	Ali bin Ahmad
Income tax no.	Integer	11	Income tax number is as given by LHDNM. Leave the item blank if the employee has no income tax number.	03770324020
Identification / passport no.	Variable character	12	Priority is given to new Identification Card No. followed by Police No., Army No. and Passport No. Passport No. is for foreigners.	730510125580 or A2855084 or T0370834
Category of employee	Integer	1	**Category of Employee** (as per MTD Schedule):- ~**Category 1**: Single ~**Category 2**: Married and husband or wife is not working ~**Category 3**: Married and husband or wife is working, divorced or widowed, or single with adopted child If there is a change in status for example, from Category 1 to Category 3, enter the latest Category of Employee.	The employee married on 24th June 2019 and his wife is working. The latest Category of Employee in respect of this employee is '3'.
Tax borne by employer	Integer	1	Enter '1' or '2' ie.:- 1 = Yes 2 = No	The employee's income tax is not borne by his employer. Enter '2' in respect of this employee.
Number of children qualified for tax relief	Integer	2	Enter the number of children qualified for claim on tax relief.	Number of children = 2 persons. 1 child is 22 years old and married while another child is still schooling. Number of children qualified for tax relief = 1
Total qualifying child relief	Decimal	7	The total qualifying child relief is the same as the total child relief computed for the purpose of MTD. This total excludes the value in *sen*.	Total qualifying child relief for this employee is RM2000 (reported as 2000).

PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
Total gross remuneration	Decimal	11	The total gross remuneration excludes the value in *sen*.	RM50000.70 and RM50000.20 is reported as 50000.
Benefits in kind	Decimal	11	The total value of the benefits in kind provided by the employer excludes the value in *sen*.	RM4200.80 and RM4200.10 is reported as 4200.
Value of living accommodation	Decimal	11	The total value of the living accommodation benefit provided by the employer in Malaysia excludes the value in *sen*.	RM12000.90 or RM12000.20 is reported as 12000.
Employee share option scheme (ESOS) benefit	Decimal	11	The total value of the ESOS benefit excludes the value in *sen*.	RM 1300.80 or RM 1300.30 is reported as 1300.
Tax exempt allowances / perquisites / gifts / benefits	Decimal	11	The total of tax exempt allowances / perquisites / gifts / benefits excludes the value in *sen*.	RM445.60 and RM445.20 is reported as 445.
Total claim for relief by employee via Form TP1	Decimal	11	The total claim for relief by employee via Form TP1 excludes the value in *sen*.	RM2200.50 and RM2200.10 is reported as 2200.
Total claim on payment of *Zakat* by employee via Form TP1	Decimal	11	Total payment of *zakat* (OTHER THAN that paid via monthly salary deduction) claimed by the employee via Form TP1. This total has value in *sen*.	RM1400.30 is reported as 1400.30.
Contribution to Employees Provident Fund	Decimal	11	The total contribution to the Employees Provident Fund excludes the value in *sen*.	RM3600.90 and RM3600.30 is reported as 3600.
Zakat paid via salary deduction	Decimal	11	The total *zakat* paid via salary deduction has value in *sen*.	RM1700.20 is reported as 1700.20.
MTD	Decimal	11	The total MTD has value in *sen*.	RM2555.25 is reported as 2555.25.
CP38	Decimal	11	The total CP38 has value in *sen*.	RM1822.63 is reported as 1822.63.

Txt data Example 1:

The information is as per the example in the above schedule:

Ali bin Ahmad|03770324020|730510125580|3|2|1|2000|50000|4200|12000|1300|445|2200|
1400.30|3600|1700.20|2555.25|1822.63

Txt data Example 2:

The information is similar to the example in the above schedule except for the following:

- The employee is not provided with living accommodation benefit by his employer.
- The employee is not given ESOS benefit by his employer.
- There is no income tax deduction via CP38 for this employee.

Ali bin Ahmad|03770324020|730510125580|3|2|1|2000|50000|4200|||445|2200|1400.30|3600|
1700.20|2555.25|

Note:

1) Every field is separated by a delimiter | and saved in txt file.
2) Employee's particulars must be kept in the name using the following standard:

PHHHHHHHHHH_TTTT.TXT

P	:	employee's number
HHHHHHHHHH	:	E no.
TTTT	:	year of remuneration

Example:

Employer with E No. 2900030000 sent a txt file for the year of remuneration 2019.
File with employees' particulars will be sent to LHDNM using the name: **P2900030000_2019.txt**

PART B:

GUIDE ON SUBMISSION OF C.P.8D PARTICULARS IN MICROSOFT EXCEL

1. LHDNM has prepared the C.P.8D format in Microsoft Excel 2003 to assist employers in preparing the data. This program can be obtained from the LHDNM Official Portal.
2. C.P.8D format in Microsoft Excel 2003 can only be submitted using CD / USB drive / external hard disk, and its submission via e-Filing is unacceptable.
3. Employers using the Microsoft Excel facility provided by LHDNM are required to name the file using the following standard:

YYHHHHHHHHHH_TTTT.XLS

YY	:	particulars of employer and employees (MP)
HHHHHHHHHH	:	E no.
TTTT	:	year of remuneration

Example:

Employer with E No. 2900030000 uses Mircrosoft Excel for the year of remuneration 2019.

One (1) file will be sent to LHDNM using the name **MP2900030000_2019.XLS or MP2900030000_2019.XLSX**

GUIDE ON ERRORS AND ERROR MESSAGES WHEN USING THE PROVIDED MICROSOFT EXCEL FORMAT

NO.	ERROR	ERROR MESSAGE
1.	**Employer's no.: (E No.)** Entry of non-digit value or value exceeding 10 digits.	1. Value received is in digit. 2. Number of digits exceed 10.
2.	**Name of employer:** Entry of employer's name which exceeds 80 characters.	Length exceeds 80 characters.
3.	**Remuneration for the year:** Entry of value which is non-digit or exceeds 4 digits.	Value is not in digit or exceeds 4 digits.
4.	**Name of employee:** Entry of employee's name which exceeds 60 characters.	Length exceeds 60 characters.
5.	**Income tax no.:** Entry of value which is non-digit or exceeds 11 digits.	Value entered is not in digit or exceeds 11 digits.
6.	**Identification / passport no.:** Entry of information exceeding 12 characters.	Length exceeds 12 characters.

GUIDE ON ERRORS AND ERROR MESSAGES WHEN USING THE PROVIDED MICROSOFT EXCEL FORMAT

NO.	ERROR	ERROR MESSAGE
7.	**Category of employee:** Entry of information which is other than a digit 1, 2 or 3	Information entered is not valid.
8.	**Tax borne by employer:** Entry of information which is other than a digit 1 or 2	Information entered is not valid.
9.	**Number of children qualified for tax relief:** Entry of information which is non-digit or exceeds 2 digits.	Number entered is not in digit or exceeds 2 digits.
10.	**Total qualifying child relief:** Entry of value which exceeds 7 digits or has value in *sen*.	Value entered exceeds 7 digits or has value in *sen*.
11.	**Total gross remuneration:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
12.	**Benefits in kind:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
13.	**Value of living accommodation:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
14.	**Employee share option scheme (ESOS) benefit:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
15.	**Tax exempt allowances / perquisites / gifts / benefits:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
16.	**Total claim for relief by employee via Form TP1:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
17.	**Total claim on payment of *zakat* by employee via Form TP1:** Entry of value which exceeds 11 digits or without value in *sen*.	Value exceeds 11 digits or without value in *sen*.
18.	**Contribution to Employees Provident Fund:** Entry of value which exceeds 11 digits or has value in *sen*.	Value exceeds 11 digits or has value in *sen*.
19.	***Zakat* paid via salary deduction:** Entry of value which exceeds 11 digits or without value in *sen*.	Value exceeds 11 digits or without value in *sen*.
20.	**MTD:** Entry of value which exceeds 11 digits or without value in *sen*.	Value exceeds 11 digits or without value in *sen*.
21.	**CP38:** Entry of value which exceeds 11 digits or without value in *sen*.	Value exceeds 11 digits or without value in *sen*.