



## LEMBAGA HASIL DALAM NEGERI MALAYSIA

### LAYOUT FOR INFORMATION ON C.P. 8D - Pin. 2015

RETURN OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDED 31 DECEMBER 2015 AND PARTICULARS OF INCOME TAX DEDUCTION UNDER THE INCOME TAX RULES (DEDUCTION FROM REMUNERATION) 1994

PART A:

GUIDE FOR THE SUBMISSION OF C.P. 8D INFORMATION ON TXT FILE

#### PARTICULARS OF EMPLOYER

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	2015

Example of txt data :

2900030000|Syarikat Bina Jaya|2015

Note: Each field is separated with a delimiter | and saved in txt file.

## PARTICULARS OF EMPLOYEE

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 given by LHDNM. Leave the item blank if the employee has no income tax number.	03770324020
Identity Card / Police / Army / Passport No.	variable character	12	Priority is given to new I/C no. followed by the police no. , army no. and passport no. Passport No. is for foreigners.	730510125580 or A2855084 or T0370834
Total Gross Remuneration	Decimal	11	The total gross remuneration excludes the value in <i>sen</i> .	RM 50000.70 and RM 50000.20 are reported as 50000
Tax Exempt Allowances / Perquisites / Gifts / Benefits	Decimal	11	Total of tax exempt allowances / perquisites / gifts / benefits without the value in <i>sen</i> .	RM 445.60 and RM 445.20 are reported as 445
MTD	Decimal	11	Total MTD with the value in <i>sen</i> .	RM 2555.25 and RM 2555.90
CP38	Decimal	11	Total CP38 with the value in <i>sen</i> .	RM 1058.45 and RM 1058.85

### Example of txt data:

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|1058.45  
Mike Thompson|5822221110|ZZ5842211|20200|400|1520.45|3200.00

Note: Each field is separated with a delimiter | and saved in txt file.

## PART B

### GUIDE FOR THE SUBMISSION OF C.P. 8D PARTICULARS IN MICROSOFT EXCEL FORMAT

1. The C.P. 8D format has been prepared by LHDNM using Microsoft Excel 2003 to facilitate the preparation of the required data by employers. This programme can be downloaded from the LHDNM website.
2. Employer who have sent information for prefill do not need to submit Form C.P. 8D.
3. The usable medium is CD.
4. Employers using the Microsoft Excel provided by LHDNM are required to name the file according to the following standard:

YYHHHHHHHHHH\_TTTT.XLS

YY : particulars of employer and employee (MP)  
HHHHHHHHHH : E No.  
TTTT : year of remuneration

Example: Employer with the E No. 2900030000 for year 2015 who uses Microsoft Excel.

One (1) file shall be furnished to LHDNM under the name of **MP2900030000\_2015.XLS**

5. Employers with their own computerized system and having many employees, are encouraged to prepare the data in txt format as given above (Part A).
6. Employers who elect not to use Microsoft Excel, have to save the particulars of the employer and employees in 2 different files. However, it must be saved on the same CD using the file name with the following standard:

YHHHHHHHHHH\_TTTT.TXT

Y : particulars of employer (M) **or** employees (P)  
HHHHHHHHHH : E no.  
TTTT : year of remuneration

Example: Employer with the E No. 2900030000 for year 2015 who submits txt file.

Two (2) files shall be furnished to LHDNM under the name of:

- (i) **M2900030000\_2015.txt** - consists of employer's particulars
- (ii) **P2900030000\_2015.txt** - consists of employees' particulars

## Guide for Errors While Using the Provided Microsoft Excel Format:

No.	ERROR	ERROR MESSAGE
1	<b>No. E:</b> A value which is not in digit or exceeding 10 digits entered.	1. The accepted value is digit 2. The number of digits exceeds 10
2	<b>Name of Employer:</b> Employer's name exceeding 80 characters entered.	Length exceeding 80
3	<b>Remuneration for the Year:</b> A value which is not in digit or exceeding 4 digits entered.	The value is not in digit or exceeds 4 digits.
4	<b>Name of Employee:</b> Employee's name exceeding 60 characters entered.	Length exceeding 60
5	<b>Income Tax No.:</b> A value which is not in digit or exceeding 11 digits entered.	The value is not in digit or exceeds 11 digits
6	<b>Identity Card / Police / Army / Passport No. :</b> Particulars exceeding 12 characters entered.	Length exceeding 12
7	<b>Total Gross Remuneration:</b> A value exceeding 11 digits or a value with <i>sen</i> entered.	The value exceeds 11 digits or the value has <i>sen</i> .
8	<b>Tax Exempt Allowances / Perquisites / Gifts / Benefits:</b> A value exceeding 11 digits or a value with <i>sen</i> entered.	The value exceeds 11 digits or the value has <i>sen</i> .
9	<b>MTD:</b> A value exceeding 11 digits is entered or a value in <i>sen</i> is omitted.	The value exceeds 11 digits or the value in <i>sen</i> is omitted.
10	<b>CP38:</b> A value exceeding 11 digits is entered or a value in <i>sen</i> is omitted.	The value exceeds 11 digits or the value in <i>sen</i> is omitted.