

Dear Valued Clients

1 Jan 2018

**YEAR 2017 FORM E / FORM EA**

We wish to advise that **all employers** (Companies/Enterprise/Partnership, including companies which are dormant and/or have not commenced business), are required to prepare **Form EAs** for all employees and submit **Form E** to **Inland Revenue Board (“IRB”)** annually.

The submission deadline for Year 2017 Form EA and Form E is summarised as below:

Employers to prepare	Furnished/Submission to	Deadline
Form EA	All employees	28 February 2018
Form E	IRB	31 March 2018

**Penalties**

Failure to comply with the stipulated filing date will result in penalties ranging RM300 to RM20,000 or imprisonment for a term not exceeding 6 months or both being imposed.

**Clients who require assistance with their Form E/Form EA submissions**

We are pleased to advise that we provide the following services for clients who require assistance with their Form E/Form EA submissions:

Services	Professional fees *
1 Application of Employer’s “E Number” (New employers)	RM100
2 Prepare and submit Form E – Dormant company	RM350
3 Preparation/submission of Form E/Form EA <ul style="list-style-type: none"> <li>• less than 10 staffs</li> <li>• less than 20 staffs</li> <li>• 20 or more staffs</li> </ul>	RM650 RM750 Subject to final quote

\* The above professional fees exclude GST 6% and disbursements that may be incurred on the respective assignments.

Notes:

1. Complete salary information (i.e. pay-slip/salary analysis/statutory forms (EPF/SOCSO/PCB)/employee details) should be furnished to us on or before **10 Feb 2018**.
2. We may **NOT** be able to complete Form E/Form EAs if the said records are not furnished to us on or before 10 Feb 2018, and we shall **NOT** be held responsible thereof for late filing penalties thereof.

***Please sign and return to us the “Services Required” form, should you require our above-mentioned services.***

Please contact the undersigned should you have any queries on the above.

Yours faithfully

for and on behalf of

**ASSOCIATED SECRETARIAL & MANAGEMENT SDN BHD**

***Ong Cheng Eng***  
 Ong Cheng Eng  
 Supervisor

***Low Shan Ling***  
 Low Shan Ling  
 Supervisor

## **2017 FORM EA/FORM E 提交截止日期**

谨此通知，所有个人或合伙企业/有限公司（包括那些处于休眠状态和/或尚未开始营业的公司），都必须在 **2018 年 2 月 28 日** 前分发 **2017 年的 Form EA** 给所有员工，以及 **2018 年 3 月 31 日** 前提交 **2017 年的 Form E** 给内陆税收局。

如未能如期完成上述法定要求，罚款额将从 300 令吉至 2 万令吉 或 不超过 6 个月的监禁，或两者兼施。

如贵公司有意让我们帮您准备 Form EA 以及提交 Form E，请在报价服务表格 (**Services Required Form**) 上签名。我们的报价收费不包含 6% 的消费税及其他杂费。

贵公司也必须在 2018 年 2 月 10 日前准备好有关的 2017 年薪金资料给我们，以便我们可以在法定的时间内完成并分发 Form EA 给你们的员工，以及提交 Form E。如果贵公司无法在上述时间内提供完整资料给我们，我们可能无法如期完成工作，我们对于逾期提交以及其罚款将不承担任何法律责任。

若有任何疑问，请联络 Ms. Ong Cheng Eng / Ms Low Shan Ling.

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### **SERVICES REQUIRED**

**To: ASSOCIATED SECRETARIAL & MANAGEMENT SDN BHD**

**From:** \_\_\_\_\_ (“Company Name”)

We wish to advise that we require the following services (please TICK) and would be pleased if you will furnish to us your quotation and the “Staff Information Update Form”:

Pls (√)	Services	Professional fees*
	Application of Employer’s “E Number” (New employers)	RM100
	Prepare and submit Form E – Dormant company	RM350
	Prepare Form EA/E and submission of Form E – less than 10 staffs	RM650
	Prepare Form EA/E and submission of Form E – less than 20 staffs	RM750
	Prepare Form EA/E and submission of Form E – 20 or more staffs	Subject to final quote

\* The above professional fees exclude GST 6% and disbursements that may be incurred on the respective assignments.

Our total number of staffs in year 2017 is \_\_\_\_\_

Signature : \_\_\_\_\_  
Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Tel No. : \_\_\_\_\_  
Email : \_\_\_\_\_  
Date : \_\_\_\_\_