

Dear Valued Clients

22 August 2019

**FORM CP39 (MTD/PCB) - NON-ACCEPTANCE
 OF MANUAL FORM AND PAYMENT OVER LHDN COUNTERS**

We wish to advise that **all employers** (companies/enterprise/partnerships) that effective from **1st September 2019**, Inland Revenue Board of Malaysia (LHDN) will no longer accept any manual submissions of Form CP39, CD, Flash Drive and Diskette as well as cash and cheques payment for the Monthly Tax Deduction (MTD/PCB) from employers.

All MTD/PCB submissions must be made via the e-PCB system. Details of the e-PCB system registration and payment process are provided below.

1	Registration	<p>All employer shall register for e-PCB/e-Data PCB for the MTD/PCB</p> <ul style="list-style-type: none"> Registration of e-PCB system for employer without payroll system, of which employer can input data online, <i>via LHDN website:</i> https://ekls.hasil.gov.my/index.php?&lang=eng * <i>User guide of e-PCB system as below:</i> https://ekls.hasil.gov.my/tutorial.php?&lang=may Registration of e-Data PCB system for employer with payroll system, of which employer can validate and upload CP39 text file (“TXT file”) online, <i>registration can be obtained from LHDN website:</i> https://eapps.hasil.gov.my/?&lang=en
2	Payment	Employer shall arrange payment via the Financial Process Exchange (FPX) internet banking or Interbank GIRO transfer (IBG)
3	Monthly submission deadline	Latest by 15th day of each month (payment is subject to online “ clearance date ” rather than payment submission date), failing which penalties will be imposed

Clients who require assistance with e-PCB registration

We are pleased to advise that we provide the following services for clients who require assistance with their e-PCB registration:

Services		Professional fees*
1	Registration of e-PCB	RM300
2	Monthly payroll services	Subject to further quote

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

Please complete and return to us the “Services Required” form, should you require our assistance in any of the above-mentioned services.

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Please do not hesitate to contact the undersigned should you have any queries on the above.

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Yours faithfully
for and on behalf of
ASSOCIATED SECRETARIAL & MANAGEMENT SDN BHD

Ong Cheng Eng
Ong Cheng Eng
Supervisor

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 on the Monthly Payroll Service (where applicable):

Pls (✓)	Services	Professional fees*
	Registration of e-PCB	RM300
	Monthly payroll services Total number of staffs in August 2019 is _____ persons	Subject to further quote

* The professional fees excluded SST 6% and disbursement that may be incurred on the respective assignments.

Signature : _____

Name : _____

Designation : _____

Tel No. : _____

Email : _____

Date : _____