

Dear Valued Clients

19 Jan 2021

**FORM E / FORM EA FILING PROGRAM FOR YEAR 2020**

1.0 The submission deadlines for Form E/Form EA for Year 2020 are as follows:

FORMS		SUBMISSION DEADLINE
Form EA	Issuance to all employees	28 February 2021
Form E	Submission to IRB	31 March 2021 (E-filing: Extended to 30 Apr 2021)

2.0 We wish to advise that:

- (a) **All employers** (Companies/Enterprise/Partnership, including companies which are dormant and/or have not commenced business), are required to prepare and submit Form E/Form EAs.
- (b) **Companies** must use e-Filing while other non-companies are encouraged to do so.
- (c) **Non-companies** who do not use the e-filing facility will have to:
  - (i) Download PDF forms from the Official Portal of IRB at [*Lembaga Hasil Dalam Negeri Malaysia>HomePage>Forms>Download Forms>Employer>2020*]; and
  - (ii) Complete the downloaded forms and submit the same manually.
- (d) Failure to comply with the stipulated filing date will result in penalties ranging RM200 to RM20,000 or imprisonment for a term not exceeding 6 months or both being imposed.

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

- (a) We are pleased to advise that we provide the services for clients who require assistance with their Form E/Form EA submissions.
- (b) Please kindly sign and return to us the attached "Form E/Form EA 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**  
AMS Supervisor

**FORM E/FORM EA 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)	RM150
	Preparation and submission of Form E (with/without Form EA)	
	(a) 0 ~ 1 staff	RM350
	(b) 2 ~ 5 staffs	RM450
	(c) 6 ~ 15 staffs	RM650
	(d) 16 ~ 25 staffs	RM750
	(e) 26 ~ 35 staffs	RM850
	(f) 36 staffs or more	Subject to final quote

<b>The total number of staff that we have in 2020</b>	
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*\* Excludes SST 6% and disbursement that may be incurred on the respective assignments*

Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Designation \_\_\_\_\_ Email \_\_\_\_\_  
Date \_\_\_\_\_

**Notes:**

1. Complete salary information should be furnished to us on or before **19 Feb 2021**
2. Such information, as summarised in the Staff Information Update Form:” which shall be furnished to you, would include:
  - (a) employee details
  - (b) pay-slips and salary analysis
  - (c) statutory forms (EPF/SOCSO/PCB)
3. We may NOT be able to complete Form E/Form EAs submissions if the said records are not furnished to us on or before **19 Feb 2021**, and we shall NOT be held responsible thereof for any late filing penalties thereof.