



Associated Secretarial & Management Sdn Bhd

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Dear Valued Clients

8 February 2022

FORM E / FORM EA FILING PROGRAM FOR YEAR 2021

1.0 The submission deadlines for Form E/Form EA for Year 2021 are as follows:

FORMS		SUBMISSION DEADLINE
Form EA	Issuance to all employees	28 February 2022
Form E	Submission to IRB	31 March 2022 (E-filing: Extended to 30 Apr 2022)

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 Form*]; 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 RM300 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.

Wishing one and all, stay safe and well.

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

The total number of staff that we have in 2021

* 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 **21 Feb 2022**
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 **21 Feb 2022**, and we shall NOT be held responsible thereof for any late filing penalties thereof.
4. We shall NOT take any responsibility of the incorrect information provided by you.