

# E-OFFICE WEB-SPACE

*Simple | Fast | Secure - Employee Self Service*



## About E-OFFICE web-SPACE

E-OFFICE webSPACE (ESS module) is an Employee-Self-Service to allow employees access their payslip, CP8A/CP8C and PCB2 documents directly from a secure web site. It also lets Human Resource departments to upload & share corporate bulletin files to your employees within a secure and convenient storage area.

## Benefits

- 24/7 access from anywhere to payslips, CP8A/CP8C and PCB2
- Password security control with system login password & PDF password
- PDF documents are password protected and can be downloaded and printed online
- Fast delivery & reduce cost of distributing documents to employees
- Documents are securely hosted in HR2000's fully managed dedicated web server

## How it Works

- Administrator generates PDF documents using QUICK PAY Ver 7
- PDF documents are uploaded to E-OFFICE using FTP
- Employees login to E-OFFICE to retrieve payslip, CP8A, CP8C and PCB2 files

Password  
Protected  
PDF

### HR 2000 SDN BHD

9A Jalan USJ 10/1C, Subang Jaya 47620, Selangor Darul Ehsan, Malaysia.  
Tel: 03-5632-9094 (Hunting) | Fax: 03-5631-9736 | Email: sales@hr2000.com.my | Web: www.hr2000.com.my



## FREQUENTLY ASKED QUESTIONS (FAQ)



### Q) What is the product specification?

Web-SPACE included the following items:

- One (1) database hosted in [www.iLoginHR.com](http://www.iLoginHR.com).
- Modules **E-Payslip + e-CP8A + e-CP8C + e-PCB2**
- Unmetered Bandwidth & Disk space
- Installation, setup and implementation service
- **3 years** after sales maintenance service

### Q) How do employees **access their documents** such as payslip, CP8A/CP8C and PCB2 forms ?

Employees need to use any web browser to login into E-OFFICE ([www.iLoginHR.com](http://www.iLoginHR.com)) => webSPACE. All previously uploaded documents such as payslips, CP8A/CP8C and PCB2 will be shown. Employees may choose to download these documents to view or print.

### Q) Which **web browsers** are supported by E-OFFICE webSPACE ?

webSPACE works with most popular desktop browsers such as Microsoft IE, Firefox, Google Chrome, Safari, Opera, etc. Apple IOS may use Safari while Android OS is recommended to use FireFox.

### Q) Can documents be viewed from a **mobile device** ?

Yes. All uploaded documents are in PDF (password protected) files and can be viewed by web browsers that supports PDF file viewing. Mobile devices with problems viewing PDF files may try using web browsers such as FireFox & Opera.

### Q) How **secure** is webSPACE ?

webSPACE uses 2 level password protection ie. a user login ID and password to gain access to E-OFFICE ([www.iLoginHR.com](http://www.iLoginHR.com)) and a second password to open the encrypted PDF documents.

iLoginHR.com website is protected by firewall and using secured HTTPS connection. Server files and databases are automatically backup daily to multiple locations.

### Q) How secure is transferring PDF documents from PC to E-OFFICE server ?

Each customer is given a dedicated FTP account & password for uploading files to E-OFFICE server. This dedicated account is NOT shared with any other users.

### Q) What is the capacity or limitation of bandwidth & disk space ?

We do not limit your bandwidth & disk space usage.

### Q) We detected a fault in previously uploaded documents. Can we upload again ?

Yes. Use options in QUICK PAY Ver7 to upload your documents again. All previously uploaded documents will be overwritten.

**Q) How do we housekeep our documents in E-OFFICE server ?**

From Quick Pay ver7 => SMTP/FTP setup, use option to connect & manage your server files. From here, you may upload, download and delete files. You can also use FTP applications such as WS FTP, FileZilla, CoreFTP, CoffeeCup FTP, etc to manage your files.

**Q) How long does E-OFFICE server keeps our documents ?**

E-OFFICE server does not automatically remove your documents. You need to manually free up your server space by deleting previously uploaded documents.

**Q) We already purchased E-OFFICE e-Leave system. Can we use webSPACE ?**

Yes. You just need to make a purchase on webSPACE. Your employees can instantly use webSPACE module.

**Q) We have many company databases in QUICK PAY Ver7. Can we purchase only one database in webSPACE ?**

Yes. You just need to ensure all employee number in QUICK PAY Ver7 are unique & without duplicates.

**Q) Do we need to pay annual maintenance fee ?**

Annual maintenance fee for webSPACE module is optional.

**Q) Can we still use E-OFFICE if annual support/maintenance fee is not paid ?**

Yes, employees can still access the website to view previously uploaded documents. Your FTP account will still be able to upload documents into webSPACE.



# Network & Data Centres



HR2000 web-based solutions are fully hosted in **SHINJIRU Malaysia**.

## About Shinjiru Malaysia

Shinjiru has 2 data centres in Malaysia, one in Menara AIMS, Kuala Lumpur and another in CX2, Cyberjaya. SHINJIRU Malaysia is a leading web hosting solutions company in Malaysia (since 1998). SHINJIRU has achieved numerous awards and certifications such as the ISO9001:2015 Certification, APNIC IP Provider, Certified ICANN Registrar, Official MYNIC Partner, MSC Status, Deloitte Technology Fast500 Award, Microsoft 1-Tier Cloud Solutions Provider, Microsoft Silver Certified Partner and many more. Shinjiru is SOC2 certified by DELOITTE PLT

<https://www.shinjiru.com.my/accreditations-awards/>

### Anti-DDoS Protection

With the help of our built-in Distributed Denial of Service (DDoS) detection and mitigation services, our premium network is able to absorb the DDoS attack before it reaches your server.

### Sophisticated Detection Techniques

Built-in attack profiles, statistical and behavioral analysis methods to quickly identify attacks in progress.

### Advanced Monitoring Network System

Scrutinizes network traffic in real-time to identify anomalies, quarantines attack packets and blocks malicious traffic.

### Clean Pipe Network

Our premium network cleans all internet traffic, eliminates malware, spam and viruses without you incurring capital expenditure on hardware. Rest assured that your data is clean and secured.

### Higher Burstable Level

Our premium network allows you to burst your bandwidth up to 10 times more than a normal network.

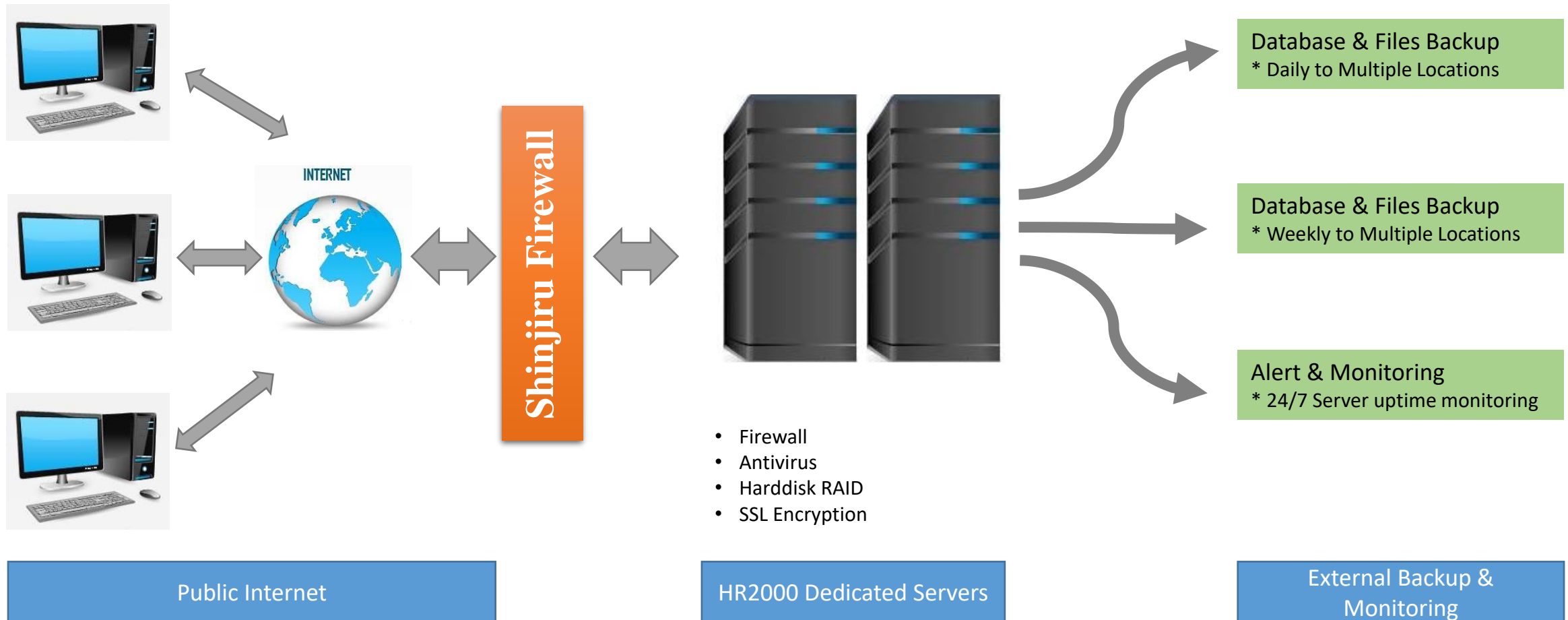
### 100% Bandwidth Utilisation

Our system eliminates threats and ensures clean traffic, which is why you get the optimal utilization of bandwidth you purchased. You get 100% of what you paid for!



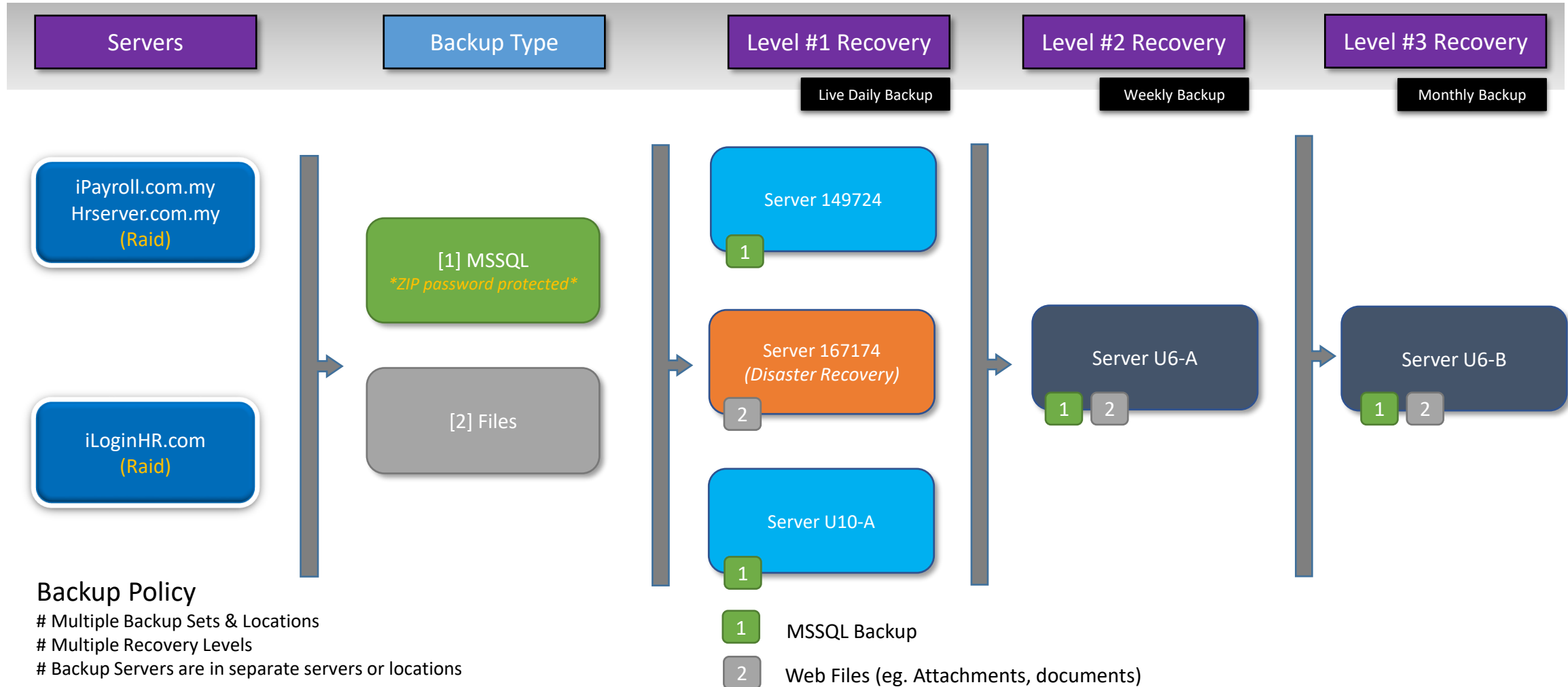


# Server Infrastructure Diagram





# Backup Diagram





## HR2000 :: SERVICE LEVEL AGREEMENT (SLA)

Version Date: October 14th 2024

This Service Level Agreement (**SLA**) describes the standard level of service customers can expect from HR2000. This SLA attempts to quantify the levels of service that customer (hereinafter referred to as "**CUSTOMER**") of HR 2000 SDN BHD (hereinafter referred to as "**HR2000**") can expect, and the remedies we offer in case HR2000 fails to provide service at those levels.

**HR2000 will carry out our obligations with highest care and skill to ensure customers data safety and application reliability and performance. HR2000 is committed to offering an exceptional level of service to all customers.**

This SLA guarantees CUSTOMER's website and/or email service availability, reliability and performance.

### **1. HR2000 is committed in providing:**

- Technical assistance in the event of a glitch; to repair and fully restore in the event data corruption is detected
- E-mail & phone support response time is guaranteed within 60 minutes (exclude peak hours).
- Regular software updates included system stability improvements, bug fixes, new and/or enhanced features, and further improvements to performance
- A highest possible 99.75% uptime for its paid services, excluding scheduled maintenance
- HR2000 periodically rolls out new features and system security fixes that improve functionality throughout all of our applications. HR2000 retains the right to modify the frequency of features release availability at its discretion.
- Secure HTTPS access, server firewall, server antivirus
- Backup & Redundancy to multiple different locations in Malaysia, namely
  1. Redundancy data protection Using **RAID**
  2. Databases & Files backup located to multiple secured remote locations
- In case of HR2000 server hardware failure, HR2000 will execute 4 hour replacement to hardware (such as hard drive, memory, processor, power supply, NIC, motherboard).
- In the event of data disaster, HR2000 will perform a 24-hour data recovery from the most recent sets of reliable backup data.



## 2. This SLA does not cover (without limitation):

- network performance at CUSTOMER's physical location or internet access point (such as a local DSL/cable modem)

## 3. Dedicated Server hosted @ Shinjiru [ISO 9001:2015]

- Dedicated Server: Quad Core Xeon E3 / 64GB RAM / Bandwidth : 1 Gbps
- Server Location : Hosting by Shinjiru @ AIMS Kuala Lumpur, Malaysia
- Windows Server 2019 Standard
- MSSQL Web Edition 2019
- Average 99.75% server uptime
- **Unmetered** bandwidth & disk space for customer account
- Shinjiru Anti DDOS Protection (refer <https://www.shinjiru.com.my/security/ddos-protection/>)
- Shinjiru ISO 9001:2015 Certified (refer <https://www.shinjiru.com.my/accreditations-awards/>)
- Secure **SSL** connection (encrypted data transfer)
- Protected & monitored with RAID, Firewall, Antivirus, DDOS Protection, Auto Backup, 24/7 monitoring
- Daily automated database backup to multiple locations
- Software fully managed by HR2000 technicians
- Hardware fully managed by SHINJIRU (hosting) technicians

### **Note: Shinjiru Anti DDOS Protection Feature:**

1 Gbps Protection / Unlimited Amount of Attacks / Website Application Firewall (WAF) / Performance Optimization (CDN) / Network (Layer 3/4) DDos Protection / Http & Https Layer 7 DDos Protection / High Availability/Load Balancing / Firewall – HTTPS & PCI Compliant / Multiple Caching Level

## 4. Trademarks & Copyright

iPayroll.com.my / iLoginHR.com / HRserver.com.my (hereinafter referred to as "SERVICES") are trademarks of HR2000. HR2000's trademarks may not be used in connection with any product or service that is not of HR2000 in any manner that is likely to cause confusion among customers. All trademarks not owned by HR2000 that appear on this WEBSITES are the property of their respective owners. All content included on the site, such as text, graphics, logos, button icons, images, audio clips, digital downloads, data compilations, and software, is the property of HR2000. All software used on this site is the property of HR2000 or its software suppliers and is protected by Malaysian and international copyright laws.



## **5. Your Account**

If you use the SERVICES, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. HR2000 reserves the right to refuse service, terminate accounts or remove or edit content in its sole discretion. You authorize and grant HR2000 the right of processing your data for your usage of the system, include but not limited to reporting and analytics, billing, processing HR procedures, referring new customers and others. During support of your usage, you may need to furnish some information to ease troubleshooting. The data we asked should be relevant to troubleshoot and fix your issue in using the SERVICES.

## **6. Disclaimer of Warranties and Limited Liability**

The service is made available "AS IS" and "AS AVAILABLE". Your use of the Service is entirely at your own risk. In order to use the Service, you must submit accurate salary/wage and payroll information to Service during the enrollment process. Thereafter, you shall timely and accurately update all wage and payroll information as necessary to reflect changes. It is your responsibility to submit complete and accurate information to the Service and to remit the fees due in connection with the Service. It is your responsibility to check that statutory contributions and banking files are calculated accurately.

HR2000 disclaims all other warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, for the service and all accompanying written materials. HR2000 is not liable for damages for loss of business profits, business interruption, loss of business information, or other pecuniary loss arising out of use or inability to use the service.

## **7. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**



# Terms

## HR2000 :: TERMS & CONDITIONS

Version Date: 20 July 2022

These terms and conditions govern your use of these SERVICES; by using the SERVICES, you accept these terms and conditions in full.

### **1. Privacy Statement**

HR2000 is committed to protecting your privacy. Authorized employees within the company on a need to know basis only use any information collected from individual customers. We constantly review our systems and data to ensure the best possible service to our customers.

### **2. Confidentiality & Personal Data Protection Act 2010**

HR2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. Client records are regarded as confidential and therefore will not be divulged to any third party. We will not sell, share, or rent your personal information to any third party.

### **3. Retention of the data**

If you're still actively using the SERVICES, the data shall be kept at a minimum of 7 years according to the law. If you're not using the SERVICES anymore or requests us to remove the data totally, we will clean it and not keeping a copy of your data in our website.

### **4. Prohibitions**

You must not misuse this SERVICES. You will not: commit or encourage a criminal offense; transmit or distribute a virus, trojan, worm, logic bomb or any other material which is malicious, technologically harmful, in breach of confidence or in any way offensive or obscene; hack into any aspect of the Service; corrupt data; cause annoyance to other users; infringe upon the rights of any other person's proprietary rights; send any unsolicited advertising or promotional material, commonly referred to as "spam"; or attempt to affect the performance or functionality of any computer facilities of or accessed through this SERVICES.

## **5. Breaches of these terms and conditions**

Without prejudice to HR2000 other rights under these terms and conditions, if you breach these terms and conditions in any way, HR2000 may take such action as HR2000 deems appropriate to deal with the breach, including suspending your access to the SERVICE, prohibiting you from accessing the SERVICES, blocking computers using your IP address from accessing the SERVICES.

## **6. Force Majeure**

Neither party shall be liable to the other for any failure to perform any obligation under any Agreement which is due to an event beyond the control of such party including but not limited to any Act of God, terrorism, war, Political insurgence, insurrection, riot, civil unrest, act of civil or military authority, uprising, earthquake, flood or any other natural or man-made eventuality outside of our control, which causes the termination of an agreement or contract entered into, nor which could have been reasonably foreseen. Any Party affected by such event shall forthwith inform the other Party of the same and shall use all reasonable endeavors to comply with the terms and conditions of any Agreement contained herein.

## **7. Indemnity**

You agree to indemnify, defend and hold harmless HR2000, its directors, officers, employees, consultants, agents, and affiliates, from any and all third party claims, liability, damages and/or costs (including, but not limited to, legal fees) arising from your use the SERVICES or your breach of the Terms of Service.

## **8. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**



## HR2000 :: PERSONAL DATA PROTECTION ACT (PDPA) 2010

Version Date: 2nd April 2023

### **What is PDPA ?**

The Personal Data Protection Act 2010 (“PDPA”) is an Act that regulates the processing of personal data in regards to commercial transaction. It was gazette in June 2010. References: <http://www.pdp.gov.my>

### **How does HR2000 comply with PDPA ?**

HR 2000 respects the privacy of individuals with regard to personal data and is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. This privacy policy is formulated in accordance with the Personal Data Protection Act 2010 (“Act”), which describes how your information is collected and used and your choices with respect to your Personal Data.

#### **1.Information collected**

We collect information about users during the registration process for certain parts of our websites/applications; through their participation in certain activities and through the use of cookies. When you request pages from our websites/applications, it automatically collects some information about your preferences, including your IP address. We use this to help diagnose problems with our server, and to administer our site. The user-supplied information collected is not shared with other organizations for commercial purposes.

#### **2. Purpose of Personal Data collected**

Personal Data that you provide to us voluntarily on our website and its other related channels will be processed for the following purposes (“Purposes”): to complete transactions with you; to direct market to you; to understand and analyze our sales, and your needs and preferences; to develop, enhance, market and provide products and services to meet your needs; to improve our services; and, to respond to requests or complaints. Although the precise details of the Personal Data collected will vary according to the specific purpose whether via online or otherwise, we may typically collect the following Personal Data from or in relation to you: Name; Address; Phone number(s); Date of birth; Email address; Gender; Identity card number or passport number; Other personal particulars and salary related information.

### **3. Use and Disclosure**

We may disclose your Personal Data to other subsidiaries within our group. These subsidiaries will treat your Personal Data as confidential, in accordance with this Privacy Policy and with all applicable Data Protection legislation and will process such Personal Data only for the Purposes and within the terms set out herein. We are responsible for the Personal Data under our control, including Personal Data disclosed by us to a Vendor (often referred to as the data processor). “Vendor” in this Privacy Policy means in relation to Personal Data any person or entity (other than an employee of HR 2000 SDN BHD) who processes the Personal Data on behalf of us. “Processing”, in relation to Personal Data means for example obtaining, recording, holding or using the Personal Data in carrying out any operation or set of operations on the Personal Data including organization, compilation, retrieval disclosure of the Personal Data for verification Purposes. We take every measure to provide a comparable level of protection for Personal Data should the information be Processed by a Vendor.

### **4. Storage and Retention of Personal Data**

Your Personal Data shall be stored either in hard copies in our offices or stored in servers and operated by us or our service providers. Any Personal Data supplied by you will be retained by our organization as long as necessary for the fulfillment of the purposes stated in (2) above or is required to satisfy legal regulatory, accounting requirements or to protect our interests.

### **5. Internet Cookies**

When you access our websites, we may collect non-personal data (e.g. type of Internet browser and operating system used, domain name of the website from which you came, number of visits, average time spent on the site, pages viewed). When you view our websites, we may store some data on your computer in the form of a “cookie” to automatically recognize your personal computer next time you visit. Cookies can help us in many ways, for example, by allowing us to tailor a website to better match your interests or to store your password to save you having to re-enter it each time. If you do not wish to receive cookies, please configure your Internet browser to erase all cookies from your computer’s hard drive, block all cookies or to receive a warning before a cookie is stored.

### **6. Third Party Links**

We may provide links and references to third party sites (e.g. articles, Malaysian government website links to KWSP, LHDN, PERKESO). We have no control over such third party sites, and you acknowledge and agree that we are not responsible for the availability of such external sites or resources, and do not endorse and are not responsible or liable for any content, advertising, products, services or materials on or available through such sites or resources, including Third Party Content. You further acknowledge and agree that we shall not be responsible or liable, directly or indirectly, for any damage or loss caused by or in connection with use of or reliance on any content, goods or services on or available through any such site or resource.

## **7. Confidentiality & Security**

Personal Data held by us will be kept confidential in accordance with this Privacy Policy pursuant to any applicable law that may from time to time be in force. The websites/applications have security measures in place to protect the loss, misuse and alteration of the information under our control. For the internet, unfortunately, no data transmission over the internet can be guaranteed as completely secure. So while we strive to protect such Personal Data, we cannot ensure or warrant the security of any Personal Data transmitted to us and individuals do so at their own risk. We will take reasonable steps to protect that information from misuse and loss and from unauthorized access, modification or disclosure.

## **8. Right of Access to Personal Data**

Under the Act, you have the right of access to your Personal Data held by us. If you have any questions regarding this Privacy Policy or if you wish to request access to your Personal Data or if you wish to correct your Personal Data or if you wish to withdraw your consent to us for the processing of your Personal Data for the purposes as set out in (2) above or for the transfer of your Personal Data to the parties stated in (3) above, you may send your request in writing to us.

## **9. Malaysian Governing Law & Compliance with EU General Data Protection Regulation (GDPR)**

This policy shall be governed in all respects by the laws of Malaysia.

We reassure our clients that the Malaysian PDPA, along with our SLA and T&C, complies with many of the requirements of the EU GDPR.

## **10. Notification of Changes**

HR2000 reserves the right to change the terms of this policy, at our sole discretion, to ensure that it is consistent with our future developments, industry trends, and/or any changes in legal or regulatory requirements. Notices to you regarding any modifications to this policy may be sent to you through email or ordinary mail. Any modifications to our policy will be announced on our website and other important pages. Therefore, it is suggested that you frequently read this declaration.

**HR 2000 SDN BHD (475163-M)**



## Management Reports







# ECO GREEN SDN BHD

<b>COMP : DEMONSTRATION COMPANY</b>		<b>( 180838-D )</b>		<b>END-DEC-2016</b>	
<b>NAME : JENNIFER WHITE</b>		<b>SEX : FEMALE</b>		<b>EMPL# : 001</b>	
<b>I/C # : 661110-10-5088</b>		<b>DEPT# : PROD</b>			
<b>EARNINGS DESCRIPTION</b>		<b>RM</b>	<b>DEDUCTIONS DESCRIPTION</b>		<b>RM</b>
BASIC PAY		8,000.00	EMPLOYEE EPF (KWSP)		913.00
Normal OT 10.00Hr x57.6900		576.90	EMPLOYEE SOCSO (PERKESO)		19.75
RestDay OT 5.00Hr x76.9200		384.60	INCOME TAX PCB		216.65
Public OT 5.00Hr x115.3800		576.90	NPL DAYS 1.000Days x307.6900		307.69
Meal Allow 20.00Days x10.0000		200.00			
Shif #1 20.00Days x8.0000		160.00			
Shif #2 20.00Days x5.0000		100.00			
ATTENDANCE ALLOWANCE		123.80			
<b>TOTAL :</b>		<b>10,122.20</b>	<b>TOTAL :</b>		<b>1,457.09</b>
ANNL LEAVE TAKEN : 5.00		BALANCE : 15.00	<b>NETT PAY :</b>		<b>8,665.11</b>
SICK LEAVE TAKEN : 0.00		BALANCE : 18.00	EPF# : 12955678		
			SOCSO# : T1235897Y		
			TAX# : SG 2178656-09		
			BANK A/C : HLBB 123456789012		
<b>Current Month</b>			<b>Year-to-Date</b>		
	<b>E.P.F.</b>	<b>SOCSO</b>		<b>E.P.F.</b>	<b>SOCSO</b>
Employee :	913.00	19.75	Employee :	7,168.00	237.00
Employer :	1,610.00	69.05	Employer :	11,488.00	828.60
Total :	2,523.00	88.80	Total :	18,656.00	1,065.60
	<b>TAX</b>			<b>TAX</b>	
	216.65			2,035.70	

PERIOD : END-DEC-2016

STAFF# : 001

--- EARNINGS ---		--- RM ---	--- DEDUCTIONS ---		--- RM ---
BASIC PAY		8,000.00	EMPLOYEE EPF (KWSP)		913.00
Normal OT	10.00Hr x57.6900	576.90	EMPLOYEE SOCSO (PERKESO)		19.75
RestDay OT	5.00Hr x76.9200	384.60	INCOME TAX PCB		216.65
Public OT	5.00Hr x115.3800	576.90	NPL DAYS 1.000Days x307.6900		307.69
Meal Allow	20.00Days x10.0000	200.00			
Shif #1	20.00Days x8.0000	160.00			
Shif #2	20.00Days x5.0000	100.00			
ATTENDANCE ALLOWANCE		123.80			
TOTAL EARNING :		10,122.20	TOTAL DEDUCTION :		1,457.09
ANNUAL LEAVE TAKEN : 5.00		BALANCE : 15.00	NETT PAY :		8,665.11
SICK LEAVE TAKEN : 0.00		BALANCE : 18.00			

NAME : JENNIFER WHITE  
DEPT : PRODUCTION

PAY PERIOD : END-DEC-2016  
STAFF NO. : 001  
I/C NO. : 661110-10-5088

--- EARNINGS ---		--- RM ---	--- DEDUCTIONS ---		--- RM ---
BASIC PAY		8,000.00	EMPLOYEE EPF (KWSP)		913.00
Normal OT	10.00Hr x57.6900	576.90	EMPLOYEE SOCSO (PERKESO)		19.75
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Meal Allow	20.00Days x10.0000	200.00			
Shif #1	20.00Days x8.0000	160.00			
Shif #2	20.00Days x5.0000	100.00			
ATTENDANCE ALLOWANCE		123.80			
TOTAL :		10,122.20	TOTAL :		1,457.09
			NETT PAY :		8,665.11
Empl'e EPF# : 12955678					
Empl'e SOCSO# : T1235897Y					
Empl'e TAX# : SG 2178656-09					
Empl'e BANK A/C# : HLBB 123456789012			YEAR-TO-DATE		
			Employee	Employer	Total
Empl'r EPF [ 002814012 ] RM 1,610.00			EPF : 7,168.00	11,488.00	18,656.00
Empl'r SOC [ A 35123052 ] RM 69.05			Socso : 237.00	828.60	1,065.60
Empl'r TAX [ 294422330 ]			Tax : 2,035.70		
			Zakat : 0.00		

## CUKAI PENDAPATAN

Penyata Gaji Pekerja SWASTA **EA**No. Cukai Pendapatan Pekerja  
SG 2178656-09

No. Siri C000016

PENYATA SARAAN DARIPADA PENGGAJIAN

No. Majikan E 294422330

BAGI TAHUN BERAKHIR 31 DISEMBER 2016

Cawangan LHDNM KL

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

**A BUTIRAN PEKERJA**

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) JENNIFER WHITE

2. Jawatan ADMINISTRATION MANAGER

3. No. Kakitangan/No. Gaji 001

4. No. K.P. Baru 661110-10-5088

5. No. Pasport M123456789

6. No. KWSP 12955678

7. No. PERKESO T1235897Y

8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 0

9. Jika bekerja tidak genap setahun, nyatakan:  
(a) Tarikh mula bekerja  
(b) Tarikh berhenti kerja 31/12/2016

**B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN**

(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)

	RM
1. (a) Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)	55,648.65
(b) Fi (termasuk fi pengarah), komisen atau bonus	6,811.00
(c) Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran: ..ssdfdsddfsfs.....)	3,300.00
(d) Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja	
(e) Manfaat Skim Opsyen Saham Pekerja (ESOS)	
(f) Ganjaran bagi tempoh dari ..... hingga .....	
2. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa	
Jenis pendapatan (a) .....	
(b) .....	
3. Manfaat berupa barangan (Nyatakan: .....)	
4. Nilai tempat kediaman (Alamat: .....)	
5. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan	
6. Pampasan kerana kehilangan pekerjaan	

**C PENCEN DAN LAIN-LAIN**

1. Pencen

2. Anuiti atau Bayaran Berkala yang lain

**JUMLAH** 65,759.65

**D JUMLAH POTONGAN**

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 2,096.00

2. Arahan Potongan CP 38 55.00

3. Zakat yang dibayar melalui potongan gaji 0.00

4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:

(a) Pelepasan RM ..... 3,800.00..

(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM ..... 0.00..

5. Jumlah pelepasan bagi anak yang layak 0.00

**E CARUMAN YANG DIBAYAR OLEH PEKERJA KEPADA KUMPULAN WANG SIMPANAN/PENCEN YANG DILULUSKAN DAN PERKESO**

1. Nama Kumpulan Wang KUMPULAN WANG SIMPANAN PEKERJA (KWSP)

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 7,322.00

2. PERKESO : Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja) RM 237.00

**F JUMLAH ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI**RM 0.00

Nama Pegawai	MS Cheng Lee Lee
Jawatan	Accounts Manager
Nama dan Alamat Majikan	DEMONSTRATION COMPANY 8 Jalan USJ 10/1M UEP Subang Jaya Selangor Poskod 47620
No. Telefon Majikan	03-56329094

Tarikh 13/03/2017

## INCOME TAX

Employee's Income Tax No.  
SG 2178656-09

Serial No. C000016

STATEMENT OF REMUNERATION FROM EMPLOYMENT

Employer's No. E 294422330

FOR THE YEAR ENDED 31 DECEMBER 2016

LHDNM Branch

KL

THIS FORM EA MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE

**A PARTICULARS OF EMPLOYEE**

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE

2. Job Designation ADMINISTRATION MANAGER

3. Staff No./Payroll No. 001

4. New I.C. No. 661110-10-5088

5. Passport No. M123456789

6. EPF No. 12955678

7. SOCSO No. T1235897Y

8. Number Of Children  
Qualified For Tax Relief 0

9. If the period of employment is less than a year, please state:

(a) Date of commencement

(b) Date of cessation 31/12/2016

**B EMPLOYMENT INCOME, BENEFITS AND LIVING ACCOMMODATION**

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)

RM

1. (a) Gross salary, wages or leave pay (including overtime pay)	55,648.65
(b) Fees (including director fees), commission or bonus	6,811.00
(c) Gross tips, perquisites, awards/rewards or other allowances (Details of payment: ..ssdfdsdffdffsfs....)	3,300.00
(d) Income Tax borne by the Employer in respect of his Employee	
(e) Employee Share Option Scheme (ESOS) benefit	
(f) Gratuity for the period from ..... to .....	
2. Details of arrears and others for preceding years paid in the current year	
Type of income (a) .....	
(b) .....	
3. Benefits in kind (Specify: .....)	
4. Value of living accommodation provided (Address: .....)	
5. Refund from unapproved Provident/Pension Fund	
6. Compensation for loss of employment	

**C PENSION AND OTHERS**

1. Pension	
2. Annuities or other Periodical Payments	
<b>TOTAL</b>	65,759.65

**D TOTAL DEDUCTION**

1. Monthly Tax Deductions (MTD) remitted to LHDNM	2,096.00
2. CP 38 Deductions	55.00
3. Zakat paid via salary deduction	0.00
4. Total claim for deduction by employee via Form TP1 in respect of:	
(a) Relief RM ..... 3,800.00..	
(b) Zakat other than that paid via monthly salary deduction RM ..... 0.00..	
5. Total qualifying child relief	0.00

**E CONTRIBUTIONS PAID BY EMPLOYEE TO APPROVED PROVIDENT/PENSION FUND AND SOCSO**

1. Name of Provident Fund KUMPULAN WANG SIMPANAN PEKERJA (KWSP)	
Amount of compulsory contribution paid (state the employee's share of contribution only)	RM 7,322.00
2. SOCSO : Amount of compulsory contribution paid (state the employee's share of contribution only)	RM 237.00

**F TOTAL TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS**

RM 0.00

Name of Officer	MS Cheng Lee Lee
Designation	Accounts Manager
Name and Address of Employer	DEMONSTRATION COMPANY 8 Jalan USJ 10/1M UEP Subang Jaya Selangor Poskod 47620
Employer's Telephone No.	03-56329094

Date 13/03/2017

## CUKAI PENDAPATAN

No. Cukai Pendapatan Pekerja  
SG 2178656-09

No. Siri C000016

PENYATA SARAAN DARIPADA PENGGAJIAN

No. Majikan E 294422330

BAGI TAHUN BERAKHIR 31 DISEMBER 2016

Cawangan LHDNM KL

BORANG EC INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATAN

## A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) JENNIFER WHITE

2. Jabatan PRODUCTION

3. Jawatan ADMINISTRATION MANAGER

4. No. Kakitangan/No. Gaji 001

5. No. Kad Pengenalan/Polis/Tentera/Pasport 661110-10-5088 M123456789

6. No. KWSP 12955678

7. No. PERKESO T1235897Y

8. Bilangan Anak Yang Layak Untuk Pelepasan Cukai 0

9. Jika bekerja tidak genap setahun, nyatakan:  
(a) Tarikh mula bekerja  
(b) Tarikh berhenti kerja 31/12/2016

## B PENDAPATAN PENGGAJIAN DAN MANFAAT

(Tidak Termasuk Elaun/Perkuisit/Pemberian/Manfaat Yang Dikecualikan Cukai)

RM

1. Gaji/Emolumen

(a) Gaji, termasuk Gaji Cuti, Bonus, Elaun Kena Cukai dan lain-lain 55,648.65

(b) Ganjaran bagi tempoh dari ..... hingga .....

2. Manfaat berupa barangan (Nyatakan: .....)

3. Manfaat Tambang Percutian (jika berkenaan)

4. Butiran bayaran tunggakan dan lain-lain bagi tahun-tahun terdahulu dalam tahun semasa

Jenis pendapatan (a) .....  
(b) .....

PENDAPATAN BOLEH DICUKAI ( B1 + B2 + B3 + B4 )

65,759.65

## C JUMLAH POTONGAN

1. Potongan Cukai Bulanan (PCB) yang dibayar kepada LHDNM 2,096.00

2. Arahan Potongan CP 38 55.00

3. Zakat yang dibayar melalui potongan gaji 0.00

4. Jumlah tuntutan potongan oleh pekerja melalui Borang TP1 berkaitan:

(a) Pelepasan RM ..... 3,800.00

(b) Zakat selain yang dibayar melalui potongan gaji bulanan RM ..... 0.00

5. Jumlah pelepasan bagi anak yang layak 0.00

## D CARUMAN KEPADA KUMPULAN WANG SIMPANAN PEKERJA DAN PERKESO

Amaun caruman yang wajib dibayar (nyatakan bahagian pekerja sahaja)

1. KWSP : RM 7,322.00

2. PERKESO : RM 237.00

## E SENARAI ELAUN / PERKUISIT / PEMBERIAN / MANFAAT YANG DIKECUALIKAN CUKAI SERTA AMAUN MASING-MASING

Jenis Elaun/Perkuisit/Pemberian/Manfaat Jumlah Dikecualikan (RM) Jenis Elaun/Perkuisit/Pemberian/Manfaat Jumlah Dikecualikan (RM)

Tarikh 13/03/2017

Nama Pegawai MS Cheng Lee Lee

Jawatan Accounts Manager

Nama dan Alamat Majikan DEMONSTRATION COMPANY  
8 Jalan USJ 10/1M  
UEP Subang Jaya  
Selangor Poskod 47620

No. Telefon Majikan 03-56329094

Serial No. C000016

STATEMENT OF REMUNERATION FROM EMPLOYMENT

Employer's No. E 294422330

FOR THE YEAR ENDED 31 DECEMBER 2016

LHDNM Branch

KL

THIS FORM EC MUST BE PREPARED AND PROVIDED TO THE EMPLOYEE FOR INCOME TAX PURPOSE

**A PARTICULARS OF EMPLOYEE**

1. Full Name of Employee/Pensioner (Mr./Miss/Madam) JENNIFER WHITE

2. Department PRODUCTION

3. Job Designation ADMINISTRATION MANAGER

4. Staff No./Payroll No. 001

5. Identity Card / Police / Army / Passport No. 661110-10-5088 M123456789

6. EPF No. 12955678

7. SOCSO No. T1235897Y

8. Number of Children 0

9. If the period of employment is less than a year, please state:

(a) Date of commencement

(b) Date of cessation 31/12/2016

**B EMPLOYMENT INCOME AND BENEFITS**

(Excluding Tax Exempt Allowances/Perquisites/Gifts/Benefits)

RM

1. Salary/Emoluments

(a) Salary, including Leave Pay, Bonus, Taxable Allowances and others 55,648.65

(b) Gratuity for the period from ..... to .....

2. Benefits In Kind (State details: .....)

3. Benefit of Leave Passage for Travel (if applicable)

4. Details of arrears and others for preceding years paid in the current year

Type of income (a) .....

(b) .....

**TAXABLE INCOME ( B1 + B2 + B3 + B4 )**

65,759.65

**C TOTAL DEDUCTION**

1. Monthly Tax Deductions (MTD) remitted to LHDNMM 2,096.00

2. CP 38 Deductions 55.00

3. Zakat paid via salary deduction 0.00

4. Total claim for deduction by employee via Form TP1 in respect of:

(a) Relief RM 3,800.00

(b) Zakat other than that paid via monthly salary deduction RM 0.00

5. Total qualifying child relief 0.00

**D CONTRIBUTION TO EMPLOYEES PROVIDENT FUND AND SOCSO**

Amount of compulsory contribution paid (state the employee's share of contribution only)

1. EPF : RM 7,322.00

2. SOCSO : RM 237.00

**E LIST OF TAX EXEMPT ALLOWANCES / PERQUISITES / GIFTS / BENEFITS WITH RESPECTIVE AMOUNT**

Type of Allowance/Perquisite/Gift/Benefit Exempted Amount (RM) Type of Allowance/Perquisite/Gift/Benefit Exempted Amount (RM)

Name of Officer MS Cheng Lee Lee

Designation Accounts Manager

Name and Address of Employer DEMONSTRATION COMPANY  
8 Jalan USJ 10/1M  
UEP Subang Jaya  
Selangor Poskod 47620

Employer's Telephone No. 03-56329094

Date 13/03/2017



**PENYATA BAYARAN CUKAI OLEH MAJIKAN****PCB 2(II)-Pin. 2012**

Kepada:

Tarikh: 13/03/2017

Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri

Lembaga Hasil Dalam Negeri Malaysia

Cawangan .....

Tuan,

Potongan Cukai Yang Dibuat Dalam Tahun

2016

Nama Pekerja

JENNIFER WHITE

No. Kad Pengenalan/No. Passport

661110-10-5088

M123456789

No. Cukai Pendapatan Pekerja

SG 2178656-09

No. Pekerja

001

No. Majikan (E)

294422330

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Potongan-potongan yang telah dibuat bagi pekerja di atas dalam tahun semasa adalah seperti berikut:

Bulan	Amaun (RM)		No. Resit/No. Slip Bank/No. Transaksi		Tarikh Resit/Tarikh Transaksi	
	PCB	CP38	PCB	CP38	PCB	CP38
Januari	66.65	0.00	B00001		25/01/2000	
Februari	62.65	0.00	B00002		25/02/2000	
Mac	553.50	0.00	B00003		25/03/2000	
April	801.85	0.00	B00004		25/04/2000	
Mei	45.35	0.00	B00005		25/05/2000	
Jun	45.35	0.00	B00006		25/06/2000	
Julai	45.30	0.00	B00007		25/07/2000	
Ogos	45.30	0.00	B00008		25/08/2000	
September	45.30	0.00	B00009		25/09/2000	
Oktober	45.25	0.00	B00010		25/10/2000	
November	62.55	0.00	B00011		25/11/2000	
Disember	276.95	55.00	B00012		25/12/2000	
Jumlah	2,096.00	55.00				

3. Potongan-potongan yang telah dibuat bagi pendapatan pekerja untuk tahun terdahulu dalam tahun semasa adalah seperti berikut:

Jenis Pendapatan	Bulan	Tahun	Amaun PCB (RM)	No. Resit/No. Slip Bank/No. Transaksi	Tarikh Resit/Tarikh Transaksi

Sekian. Terima kasih.

Nama pegawai

Ms Cheng Lee Lee

Jawatan

Accounts Manager

No. Telefon

03-56329094

Nama Dan Alamat Majikan

DEMONSTRATION COMPANY

8 Jalan USJ 10/1M

UEP Subang Jaya

Selangor Poskod 47620

**STATEMENT OF PAYMENT BY EMPLOYER****PCB 2(II)-Pin. 2012**

To:

Date: 13/03/2017

Chief Executive Officer/Director General Inland Revenue

Inland Revenue Board Of Malaysia

Branch .....

Sir,

Tax Deduction Made During The Year

2016

Name Of Employee

JENNIFER WHITE

New Identity Card No./Passport No.

661110-10-5088

M123456789

Employee Income Tax No.

SG 2178656-09

Staff No.

001

Employer's No. (E)

294422330

The above matter is hereby referred.

2. Deductions that have been made to the above employee in the current year are as followed:

Month	Amount (RM)		Receipt No./Bank Slip No./ Transaction No.		Receipt Date/Transaction Date	
	MTD	CP38	MTD	CP38	MTD	CP38
January	66.65	0.00	B00001		25/01/2000	
February	62.65	0.00	B00002		25/02/2000	
March	553.50	0.00	B00003		25/03/2000	
April	801.85	0.00	B00004		25/04/2000	
May	45.35	0.00	B00005		25/05/2000	
June	45.35	0.00	B00006		25/06/2000	
July	45.30	0.00	B00007		25/07/2000	
August	45.30	0.00	B00008		25/08/2000	
September	45.30	0.00	B00009		25/09/2000	
October	45.25	0.00	B00010		25/10/2000	
November	62.55	0.00	B00011		25/11/2000	
December	276.95	55.00	B00012		25/12/2000	
Total	2,096.00	55.00				

3. Deductions that have been made to the above employee for the preceeding year income in the current year are as followed:

Type Of Income	Month	Year	MTD Amount (RM)	Receipt No./ Bank Slip No./ Transaction No.	Receipt Date/ Transaction Date

Thank you.

Name Of Officer

Ms Cheng Lee Lee

Designation

Accounts Manager

Telephone No.

03-56329094

Name And Address Of Employer

DEMONSTRATION COMPANY

8 Jalan USJ 10/1M

UEP Subang Jaya

Selangor Poskod 47620