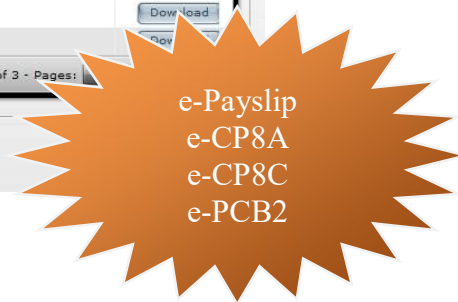


# E-OFFICE WEB-SPACE

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



## 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](http://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 Centers



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

## About Shinjiru Malaysia

Shinjiru has 2 data centers 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.

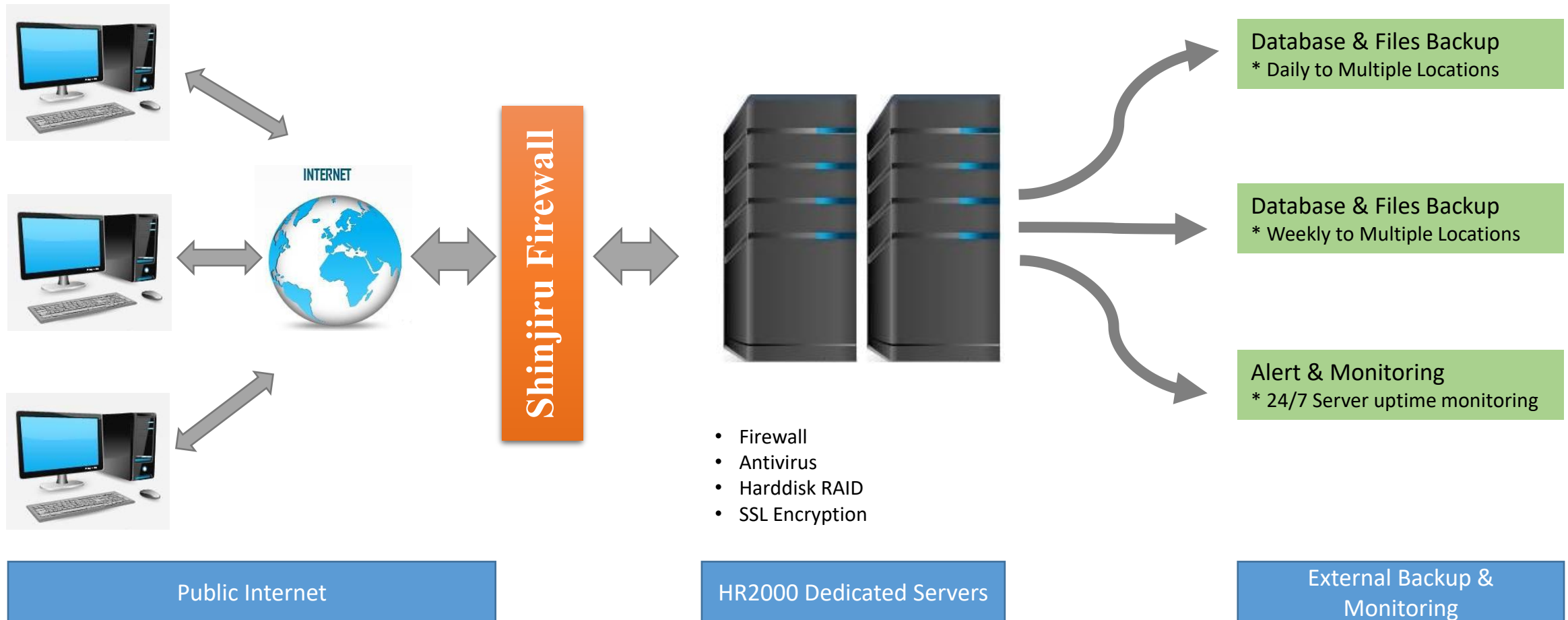
## 100% Bandwidth Utilization

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!



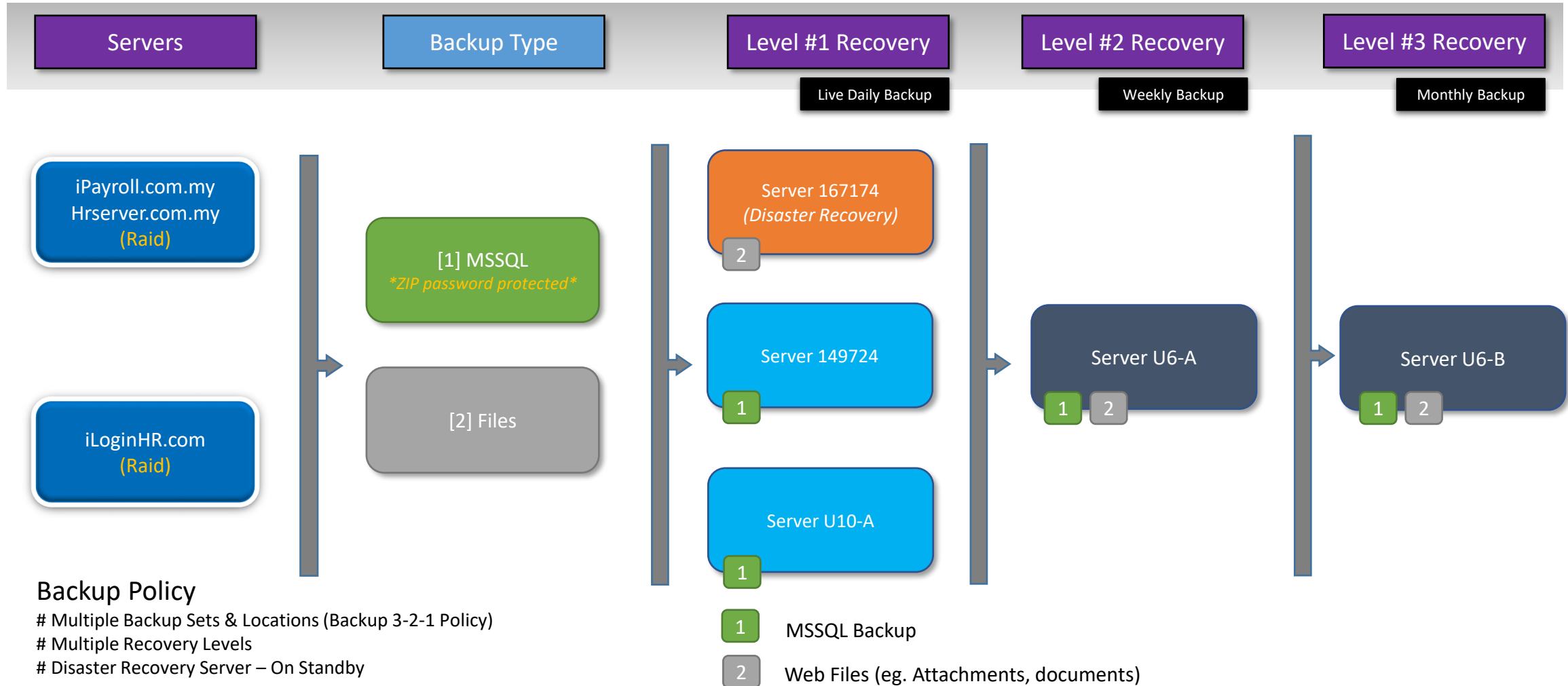


# Server Infrastructure Diagram





# Backup Diagram



## **Backup 3-2-1 Policy**

The 3-2-1 backup rule is a data protection strategy that recommends creating three copies of your data, storing them on two different media types, and keeping one copy off-site. This method ensures data redundancy and protection against various failure scenarios, including hardware failures, data corruption, and natural disasters. By following this rule, you can significantly reduce the risk of data loss and improve your ability to recover data in case of a disaster.

## **Disaster Recovery**

Disaster recovery (DR) is a process for restoring an organization's IT infrastructure and operations after a disruptive event, whether natural or human-caused. The goal is to minimize the impact of the disaster and restore normal operations as quickly as possible.

## **Firewall**

A firewall is a network security device that acts as a barrier between a trusted internal network and untrusted external networks, like the internet. It monitors, filters, and controls incoming and outgoing network traffic based on predefined security rules. Firewalls help protect networks from unauthorized access, malicious activities, and potential threats.

## **Antivirus**

Antivirus software is a security program designed to protect computers and other devices from malware, such as viruses, worms, trojans, and ransomware. It works by detecting, preventing, and removing these malicious threats, helping to keep devices secure and prevent data loss or damage.

## **Hard disk RAID**

HDD RAID refers to using multiple hard disk drives (HDDs) together in a Redundant Array of Independent Disks (RAID) configuration. RAID is a storage system that combines multiple physical drives into a single logical unit to improve performance, increase storage capacity, or provide data redundancy (protection against drive failures).

## **SSL Encryption**

SSL encryption, or Secure Sockets Layer, is a protocol that secures online communication by encrypting data transmitted between a website and a web browser or between two servers. It's a key part of what makes websites appear secure, represented by a padlock icon in the browser's address bar. Essentially, SSL encryption ensures that sensitive information like passwords, payment details, and personal data remains private and protected from interception during online transmission.

## **Alert & Monitoring**

An alert and monitoring tool is a system used to proactively track the health and performance of systems, applications, or infrastructure, and then automatically notify administrators or operators when specific conditions are met or thresholds are breached. These tools help identify and resolve potential issues before they impact users.



## Definitions:

HR 2000 SDN BHD (“**HR2000**”, “we”, “our”, or “us”) is committed to carry out our obligations to ensure customers data safety and application reliability and performance.

HR2000 operates a web-based solution available via our website and sub-domains of **iPayroll.com.my / iLoginHR.com / HRserver.com.my** (our “**Website**”), our application software (our “**Platform**”), and our mobile application software for digital tablets and mobile phones (our “**App**”) as well as other products and services that we make available (together, the “**Services**”).

“**Customer**” shall mean the organization (company or other legal entity) that is receiving our Services pursuant to HR2000’s general terms and conditions of services and “**End User**” shall mean any individual who has access to our Website, Platform, and/or App.

“**Confidential Information**” means all information, data, documents, materials, reports, records, or communications (whether written, oral, physical, electronic or otherwise) disclosed by the Customer to HR2000 that is not in the public domain and includes employee information, payroll data, system access credentials, and business processes, or any information which comes to our knowledge or possession while carrying out any assignment relating to the Services for the Customer.

## 1. Purpose

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 of HR2000 can expect, and the remedies we offer in case HR2000 fails to provide service at those levels.



## 2. HR2000 is committed in providing:

- E-mail & phone **support response** time is guaranteed within 60 minutes (exclude peak hours) and available within HR2000 standard business day.
- **Technical assistance** in the event of a glitch; to repair and fully restore in the event data corruption is detected.
- Regular **software updates** included system stability improvements, bug fixes, system security fixes, new and/or enhanced features, and further improvements to performance. HR2000 retains the right to modify the frequency of features release availability at its discretion.
- 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.
- The following services are available upon customers' request and subject to additional fees:
  - Re-fresher Software training
  - Re-installing the SERVICES into customers computing environment
  - Poller Installation
  - Payslip Customization
  - Database Conversion
  - Database Clone Setup
  - Database Portability: To obtain your Personal Data that you have provided to us with your consent in a format which enables you to transfer that Personal Data to another organization
  - Plug-In: CEO Login (Group) / Claim Project / MTD Payroll GL Report / Claim GL Report
- A highest possible 99.75% **server uptime** for its paid services, excluding scheduled maintenance.
- **Backup & Redundancy** to multiple different locations in Malaysia, namely
  - (a) Redundancy data protection Using **RAID**
  - (b) Databases & Files backup located to multiple secured remote locations
- In the event of **data disaster**, HR2000 will perform a 24-hour data recovery from the most recent sets of reliable backup data.
- **Data Security Assurance:** SSL/TLS (SHA-256) encrypts data transmitted between the website and the user's browser; Database backup sets are in encrypted ZIP (AES-256) format; Data User login with Two-factor authentication (2FA); PDF password protected with 128-bit AES;
- **Server Security Assurance:** HTTPS secure access; Antivirus; Firewall; DDOS Protection; Harddisk RAID; Backup 3-2-1 policy; Internal Penetration Testing; Server OS updates; Secured administrator access login with NLA and SSL enabled; Disaster Recovery server; Server Alert & Monitoring;

## 3. 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).



## 4. Service Availability & Response Time

Telephone and e-mail support (Mon – Fri) 9:00 am to 5:45 pm - excluding State & Public holidays. All reports of Incidents must be made to HR2000 by customer’s Authorized Contact(s) either via e-mail or telephone.

HR2000 will respond to service-related incidents and/or requests submitted by the Customer within the following time frames. These levels are used to categorize the impact and urgency of incidents, allowing for more efficient and targeted support:

Severity Level	Support Resolution Time	Sample Incidents
S1 (Critical)	5 business days (max)	<p><b>Complete system outage or a critical security breach</b></p> <p>Means the most severe issues, often impacting the entire system or organization. Examples include a complete system outage or a critical security breach.</p> <p><i>eg. affects an entire service, resulting in the inability to perform/provide the functions of the service</i></p>
S2 (High)	2 business days (max)	<p><b>Major network outage or a critical data corruption</b></p> <p>Means significant problems that affect a large portion of users or applications, but not the entire system. Examples include a major network outage, critical data corruption or server hardware failure (such as hard drive, memory, processor, power supply, NIC and motherboard).</p> <p><i>eg. affects user’s ability to perform a function that is critical to their role and standard business operations</i></p>
S3 (Medium)	24 business hours (max)	<p><b>Functional issue or a performance degradation</b></p> <p>Means issues that affect a smaller subset of users or applications, but are still disruptive. Examples include a functional issue or a performance degradation.</p> <p><i>eg. moderately affects a user’s ability to perform functions as a part of their role</i></p>
S4 (Low)	4 business hours (max)	<p><b>Cosmetic bug or a minor performance slowdown</b></p> <p>Means issues that have limited impact and are not considered critical. Examples include a cosmetic bug or a minor performance slowdown.</p> <p><i>eg. Does not impede a user’s ability to perform a function or a workaround is available</i></p>



## 5. HR2000 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

### ***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

## 6. Your Account and Confidentiality

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. 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 will no longer provide support for obsolete or unsupported Windows operating systems, including Windows XP, Windows Vista, and Windows 7. To ensure security, stability, and full compatibility with our products and services, we recommend upgrading to a currently supported version of Windows.

## 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. 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)**



## Introduction:

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

## 1. Trademarks & Copyright

iPayroll.com.my / iLoginHR.com / HRserver.com.my / Quick Pay / Quick Staff / Quick TMS 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.

## 2. Software License Agreement

Each software license issued by HR2000 grants the customer a limited, non-exclusive, and **non-transferable** right to use the software solely for internal business purposes. The software is licensed, not sold, and all ownership and intellectual property rights remain with HR2000. Licenses may not be transferred, resold, rented, or sublicensed to any third party.

## 3. 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. 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.

## 4. Confidentiality & Personal Data Protection

HR2000 is committed to protecting the privacy of our users, and strives to provide a safe, secure user experience. You authorize and grant HR2000 the right of processing your data for your usage of the SERVICES. During support of your usage, you may need to furnish some information to ease troubleshooting and fix your issue in using the SERVICES. HR2000 reserves the right to refuse service, terminate accounts or remove or edit content in its sole discretion. We will take all reasonable measures to guarantee that no employee, agent, or other person hired to provide services to the customer discloses or makes public the confidential information, and that these individuals are informed of the confidential nature of the assignments. We state and undertake that we shall not disclose any Confidential Information to any third party without first obtaining the Customer's written consent. We further agree and undertake that all such Confidential Information shall be kept confidential and shall not be used or applied for purposes other than carrying out the assignments requested by the Customer and for the Services herein. We will not sell, share, or rent your personal information to any third party.



## 5. 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.

## 6. 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.

## 7. Customer Responsibilities

Customer acknowledges that they are solely responsible for the security of their account, including but not limited to, the protection of their login credentials, access to the service, and any data or information stored or processed within the service. Customer agrees to implement reasonable security measures to prevent unauthorized access to their account and data, including, but not limited to, using strong passwords, regularly updating their systems, and being vigilant against phishing and social engineering attacks. Customer is responsible for all activities that occur under their account.

## 8. 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.

## 9. 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.



## 10. Annual Maintenance Contract & Fees

The SERVICES will be updated and maintained by HR2000. HR2000 retains the right to modify the frequency of features release availability at its discretion. Future software additions, such as revisions to the employment act or statutory board, bank format, and year-end reporting, require an annual maintenance contract. This agreement will automatically be renewed annually after the first term ends, provided that one month's notice is given beforehand. Either party may terminate the maintenance contract agreement by providing written notice before the actual contract expiration date. HR2000 maintains the right to amend maintenance fees with at least one (1) month's written notice. A number of causes, such as rising operational costs, inflation, or shifts in third-party service provider fees, may necessitate such alterations.

## 11. Redemption of Training Sessions

All Training session must be redeemed within 90 days period starting on the invoice date. Otherwise, the user is deemed to have been trained.

## 12. Redemption of Plug-In Module

Every supplied PLUG-IN module must be redeemed within the warranty period starting on the invoice date. The following PLUG-IN services are available upon customers' request and subject to additional fees:

- Poller Installation
- Payslip Customization
- Database Conversion
- Database Clone Setup
- Database Portability: To obtain your Personal Data that you have provided to us with your consent in a format which enables you to transfer that Personal Data to another organization
- Plug-In: CEO Login (Group) / Claim Project / MTD Payroll GL Report / Claim GL Report

## 13. 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.

## 14. 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. 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>EMPL# : 001</b>			
<b>I/C # : 661110-10-5088</b>		<b>SEX : FEMALE</b>		<b>DEPT# : PROD</b>			
<u>EARNINGS DESCRIPTION</u>		<u>RM</u>		<u>DEDUCTIONS DESCRIPTION</u>			
BASIC PAY		8,000.00		EMPLOYEE EPF (KWSP)			
Normal OT 10.00Hr x57.6900		576.90		EMPLOYEE SOCSO (PERKESO)			
RestDay OT 5.00Hr x76.9200		384.60		INCOME TAX PCB			
Public OT 5.00Hr x115.3800		576.90		NPL DAYS 1.000Days x307.6900			
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>			
SICK LEAVE TAKEN : 0.00		BALANCE : 18.00		<b>8,665.11</b>			
				EPF# : 12955678			
				SOCSO# : T1235897Y			
				TAX# : SG 2178656-09			
				BANK A/C : HLBB 123456789012			
<u>Current Month</u>			<u>Year-to-Date</u>				
	<u>E.P.F.</u>	<u>SOCSO</u>	<u>TAX</u>		<u>E.P.F.</u>	<u>SOCSO</u>	<u>TAX</u>
Employee :	913.00	19.75	216.65	Employee :	7,168.00	237.00	2,035.70
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	

COMP : DEMONSTRATION COMPANY

PERIOD : END-DEC-2016

NAME : JENNIFER WHITE

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			

**DEMONSTRATION COMPANY**

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
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>

**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

Empl'r EPF [002814012 ] RM 1,610.00  
 Empl'r SOC [A 35123052 ] RM 69.05  
 Empl'r TAX [294422330 ]

YEAR-TO-DATE

	<u>Employee</u>	<u>Employer</u>	<u>Total</u>
EPF :	7,168.00	11,488.00	18,656.00
Socso :	237.00	828.60	1,065.60
Tax :	2,035.70		
Zakat :	0.00		





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

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 55,648.65

(a) Salary, including Leave Pay, Bonus, Taxable Allowances and others \_\_\_\_\_

(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)

Date 13/03/2017

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

**PENYATA BAYARAN CUKAI OLEH MAJIKAN**

**PCB 2(II)-Pin. 2012**

Kepada:  
 Ketua Pegawai Eksekutif/Ketua Pengarah Hasil Dalam Negeri  
 Lembaga Hasil Dalam Negeri Malaysia  
 Cawangan .....

Tarikh: 13/03/2017

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:  
 Chief Executive Officer/Director General Inland Revenue  
 Inland Revenue Board Of Malaysia  
 Branch .....

Date: 13/03/2017

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