



PREPARATION OF TAX REPORTING 2022

PREPARE CLAIM DOCUMENTS BEFORE COMPLETING THE FORM :

- INCOME STATEMENT
- PURCHASE RECEIPTS
- INSURANCE STATEMENT / ZAKAT / ETC

1. EMPLOYERS : KNOW YOUR RESPONSIBILITIES

An employer acts as a facilitator in employees taxation, especially involving the Monthly Tax Deduction (MTD). In addition, below are few employers' responsibilities :

- a) Submit :
Return form of employer (E Form) together with the C.P.8D on or before 31st March of the following year :
 - i) Employer (company and Labuan Company) is compulsory to submit E Form via e-Filing (e-E) with effect from The Year of Remuneration 2016, and
 - ii) E Form is considered complete once the C.P.8D is furnished within the stipulated timeframe. However, C.P.8D not compulsory if employers have submitted information via e-Data Praisii.

- b) Prepare and Submit :
 - i) Statement of remuneration (EA / EC Form) **on or before the last day of February** of the following year.
 - ii) A copy of statement of monetary and non-monetary incentive payment to agent, dealer or distributor (CP58 Form) **on or before 31st March** of the following year.

Further information on Employers Responsibilities can be obtained from the HASiL Official Portal, www.hasil.gov.my > Services > Employers.

2. MTD CONTRIBUTION BY EMPLOYER

Each year, employer will prepare the Employees Annual Income Statement :

- i) EA Form for Private Sectors, and
- ii) EC Form for Civil Servants.

Employees are responsible to ensure the information stated in income statement is accurate.

Employees are advised to recheck the Monthly Tax Deduction (MTD) contributions amount in the income statement (EA/EC) is equal to the total contribution made by the employer to HASiL.

Log on to MyTax at <https://mytax.hasil.gov.my/> to check the MTD contribution via e-Lejar.

Employees are also advised to reconfirm and amend the amount if any discrepancy of information in the EA/EC Form.

3. e-DATA PRAISI : PREFILL EMPLOYEES SALARY INFORMATION IN E-FILING

e-Data Praisi is a system where employers can upload employees income data online using C.P.8D format. This employees remuneration information used to pre-fill the individual e-Form (e-Be/e-B/e-BT/e-M/e-MT Year Assessment 2022) and it's expediate e-Filing submission. The information pre-filled can be amended easily through the system.

The employees remuneration data can be submitted via MyTax portal at <https://mytax.hasil.gov.my> from 1st January 2023 until 25th February 2023.

4. THE 2022 NATIONAL TAX SEMINAR REGISTRATION IS RE-OPENED

Due to the announcement of re-tabling budget on 24th February 2023, the Inland Revenue Board of Malaysia (HASiL) has set a new date of National Tax Seminar (NTS) 2022 which will be on 7th March 2023 (Session 1) and 8th March 2023 (Session 2).

The main topics to be discussed are "2023 Budget Proposal" and "Tax Corporate Governance - HASiL's Perspective".

NTS is a platform to tax practitioners and taxpayers for clear understanding related on amendments of law administered by HASiL after the budget presentation by the Minister of Finance.

Any further information on participation can be obtained from NTS Portal, <https://spk.hasil.gov.my>.

BEWARE OF SCAMMERS:

ALWAYS BE AWARE OF ANNOUNCEMENT BY AUTHORITIES AND RELATED AGENCIES ON LATEST MODES OF SCAMMERS OPERATION USED BY SCAMMERS.

BE CAREFUL AND DON'T BE FOOLED.