

HR2000 E-Mail CP8A



*Deliver employee
CP8A (EA forms)
via E-Mail within
minutes...*

What is e-Mail CP8A ?

CP8A Forms (or EA Forms) are sent in HTML formatted e-mail and with options to include file attachments such as PDF documents, Ms Words, Ms Excel, etc.

Benefits

- Deliver yearly employee CP8A Forms fast & on-time
- Save paper & printing costs
- Employees can view CP8A Form anytime, anywhere...



How it Works ?

- Enter employee e-mail account into EMPLOYEE MASTER.
- From E-MAIL CP8A module, enter e-mail subject line & setup SMTP e-mail detail. You may attach additional documents such as PDF files, Ms Words or Ms Excel documents.
- Click SEND E-MAIL button !

HR 2000 SDN BHD

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FREQUENTLY ASKED QUESTIONS

Q) How do we setup e-mail CP8A in QUICK PAY ?

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL CP8A module, and configure your SMTP e-mail server setting and other preferences. Finally, click SEND button to view and send e-mail CP8Aforms to your employees.

Q) Can we send e-mail to HotMail.com, Yahoo.com, Gmail.com, etc ?

YES ! You may send email to your own corporate e-mail servers, and also other popular public e-mail hosts such as Yahoo.com, Gmail.com and HotMail.com.

Q) Can we attach & e-mail documents such PDF, Ms Words, and Ms Excel ?

YES !

Q) Can we attach company logo into E-Mail ?

NO.

Q) Can we request a "receipt" for all e-mail sent ?

YES ! You need to enable option "Request Read Receipts".

Q) Can we keep a CC and BCC copy of all e-mail sent ?

YES ! You need to specify an e-mail account into "CC E-Mail" or "BCC E-Mail" fields.

Q) Can we choose language either in ENGLISH or BAHASA ?

YES !

Q) Is the email encrypted for security purposes?

Yes, user can choose to encrypt with password using IC number, Hire Date, EPF number, Tax number, or birth date. Encrypted file is stored as PDF password protected attachment.

Sample Reports

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: <u>...ssdfdsdffdffdsfs...</u>)	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	_____
TOTAL	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: <ul style="list-style-type: none"> (a) Relief RM3,800.00.. (b) Zakat other than that paid via monthly salary deduction RM0.00.. 	_____
5. Total qualifying child relief	0.00

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

1. Name of Provident Fund <u>KUMPULAN WANG SIMPANAN PEKERJA (KWSP)</u>	
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

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>

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)
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Date 13/03/2017

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