

# 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

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**

### **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*

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

Table with 2 columns: Description and RM. Includes rows for gross salary (55,648.65), Fi (6,811.00), tip (3,300.00), and other deductions.

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

Tarikh 13/03/2017

Table with 2 columns: Field and Value. Includes Nama Pegawai (MS Cheng Lee Lee), Jawatan (Accounts Manager), and 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 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	_____
<b>TOTAL</b>	<b>65,759.65</b>

**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"> <li>(a) Relief RM .....3,800.00..</li> <li>(b) Zakat other than that paid via monthly salary deduction RM .....0.00..</li> </ul>	_____
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>

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