

# HR2000 E-Mail PCB2



*Deliver PCB2 (slip jawaban) via E-Mail within minutes...*

## What is e-Mail PCB2 ?

PCB 2 Forms (or Slip Jawaban CP159) 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 PCB 2 Forms fast & on-time
- Save paper & printing costs
- Employees can view PCB 2 Form anytime, anywhere...



## How it Works ?

- Enter employee e-mail account into EMPLOYEE MASTER.
- From E-MAIL PCB 2 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 PCB2 in QUICK PAY ?**

First, enter employee e-mail accounts into EMPLOYEE MASTER records. Then, goto E-MAIL PCB 2 module, and configure your SMTP e-mail server setting and other preferences. Finally, click SEND button to view and send e-mail PCB 2 forms 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*

**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