

# 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:

Tarikh: 13/03/2017

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

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./<br>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./<br>Bank Slip No./<br>Transaction No. | Receipt Date/<br>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