



LEMBAGA HASIL DALAM NEGERI MALAYSIA

LAYOUT OF INFORMATION FOR PREFILL

RETURN OF REMUNERATION FROM EMPLOYMENT FOR THE YEAR ENDED 31 DECEMBER 2017 AND PARTICULARS OF INCOME TAX DEDUCTION UNDER THE INCOME TAX RULES (DEDUCTION FROM REMUNERATION) 1994

PARTICULARS OF EMPLOYEE

FIELD	PARTICULARS	TYPE	LENGTH	EXPLANATION	EXAMPLE
1	* Name of Employee	Variable character	60	Name as per identity card.	Ali bin Ahmad
2	Income Tax No.	Integer	11	Income Tax No. given by LHDNM.	03770324020
3	* New / Old Identity Card / Police / Army / Passport No.	Variable character	12	Priority is given to New Identity Card No. followed by the Police No., Army No. and Passport No. Passport No. is for foreigners.	730510125580 or A2855084 or T0370834
4	* Total Gross Remuneration	Integer	11	The total gross remuneration excludes the value in <i>sen</i>	RM 50000.70 or RM 50000.20 reported as 50000
5	Tax Exempt Allowances / Perquisites / Gifts / Benefits	Integer	11	Total of tax exempt allowances / perquisites / gifts / benefits without the value in <i>sen</i>	RM 445.60 or RM 445.20 reported as 445
6	Monthly Tax Deduction (MTD)	Decimal	11	Total MTD with the value in <i>sen</i>	RM2555.25 reported as 2555.25

7	CP38	Decimal	11	Total CP38 with the value in <i>sen</i>	RM1058.45 reported as 1058.45
8	Deduction for <i>Zakat</i>	Decimal	11	Total deduction for <i>zakat</i> with the value in <i>sen</i>	RM600.45 reported 600.45
9	EPF contribution	Decimal	11	Total EPF contribution without the value in <i>sen</i>	RM5005.90 or RM5005.20 reported as 5005
10	Medical Insurance	Integer	6	Amount of medical insurance without the value in <i>sen</i>	RM3000.70 or RM3000.20 reported as 3000
11	SOCSSO contribution	Integer	6	Total SOCSSO contribution without the value in <i>sen</i>	RM300.70 or RM300.20 reported as 300

Example of txt data 1: (Each field has value)

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|1058.45| 600.45|5005|3000|300

Example of txt data 2: (The first seven fields have value and no value for subsequent fields)

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|1058.45||||

Example of txt data 3: (The first six fields have value, 7th and 8th field has no value, 9th field has value and no value for subsequent fields)

Ali bin Ahmad|03770324020|730510125580|50000|445|2555.25|||5005||

Note: Each field is separated with a delimiter | and saved in txt file.

GUIDE FOR PREPARATION OF DATA FOR PREFILL

1. Format for the data in txt must be according to the format given above.
2. Praise data information should be kept with the following name standards :

PHHHHHHHHHH_TTTT.TXT

P : Employee information

HHHHHHHHHH : No. E

YYYY : Year of remuneration

Example:

Employer with No. E 2900030000 for the year 2017 remuneration which sends a txt file.

The employee information file will be sent to IRBM with the name: P2900030000_2017.txt

3. Fields marked with * are mandatory.
4. Procedure on submission of Prefill Data is online submission through e-Data Praisi which can be accessed via LHDNM Official Portal, <http://www.hasil.gov.my>