



# 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	Category Of Employee	Integer	1	<b>Category of Employee</b> (As per MTD Schedule):- ~ <b>Category 1:</b> Single ~ <b>Category 2:</b> Married and husband or wife is not working ~ <b>Category 3:</b> Married and husband or wife is working, divorced or widowed, or single with adopted child	The employee married on 24th June 2016 and his wife is working. The latest Category of Employee in respect of this employee is '3'.

				If there is a change in status for example, from Category 1 to Category 3, enter the latest Category of Employee	
5	Tax Borne By Employer	Integer	1	Enter '1' or '2' ie.:- 1 = Yes 2 = No	The employee's income tax is not borne by his employer. Enter '2' in respect of this employee.
6	Number Of Children Qualified For Tax Relief	Integer	2	Enter the number of children qualified for claim on tax relief.	Number of children = 2 persons. 1 child is 22 years old and married while another child is still schooling. Number of children qualified for tax relief = 1
7	Total Qualifying Child Relief	Decimal	7	The total qualifying child relief is the same as the total child relief computed for the purpose of MTD. This total excludes the value in <i>sen</i> .	Total qualifying child relief for this employee is RM2000 (reported as 2000).
8	* Total Gross Remuneration	Decimal	11	The total gross remuneration excludes the value in <i>sen</i>	RM 50000.70 or RM 50000.20 reported as 50000
9	Benefits In Kind	Decimal	11	The total value of the benefits in kind provided by the employer excludes the value in <i>sen</i> .	RM4200.80 or RM4200.10 is reported as 4200
10	Value Of Living Accommodation	Decimal	11	The total value of the living accommodation benefit provided by the employer in Malaysia excludes the value in <i>sen</i> .	RM12000.90 or RM12000.20 is reported as 12000

11	Employee Share Option Scheme (ESOS) Benefit	Decimal	11	The total value of the ESOS benefit excludes the value in <i>sen</i> .	RM 1300.80 or RM 1300.30 is reported as 1300
12	Tax Exempt Allowances / Perquisites / Gifts / Benefits	Decimal	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
13	Total Claim For Relief By Employee Via Form TP1	Decimal	11	Total claim for relief by employee via form TP1 without the value in <i>sen</i> .	RM2200.50 or RM2200.10 is reported as 2200
14	Total Claim On Payment Of Zakat By Employee Via Form TP1	Decimal	11	Total payment of <i>zakat</i> (OTHER THAN that paid via monthly salary deduction) claimed by the employee via Form TP1. This total has value in <i>sen</i> .	RM1400.30 is reported as 1400.30
15	Contribution To Employees Provident Fund	Decimal	11	The total contribution to the Employees Provident Fund excludes the value in <i>sen</i>	RM3600.90 or RM3600.30 is reported as 3600
16	Zakat Paid Via Salary Deduction	Decimal	11	The total zakat paid via salary deduction has value in <i>sen</i> .	RM1700.20 is reported as 1700.20
17	Monthly Tax Deduction (MTD)	Decimal	11	Total MTD with the value in <i>sen</i>	RM2555.25 is reported as 2555.25
18	CP38	Decimal	11	Total CP38 with the value in <i>sen</i>	RM1822.63 is reported as 1822.63
19	Medical Insurance	Integer	6	Amount of medical insurance without the value in <i>sen</i>	RM2210.90 or RM2210.30 is reported as 2210
20	SOCSSO contribution	Integer	6	Total SOCSSO contribution without the value in <i>sen</i>	RM150.90 or RM150.30 is reported as 150

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

Ali bin Ahmad|03770324020|730510125580|3|2|1|2000|50000|4200|12000|1300|445|2200|1400.30|3600|1700.20|2555.25|1822.63|2210|150

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

Ali bin Ahmad|03770324020|730510125580|3|2|1|2000|50000|4200|12000|1300|||||||

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

Ali bin Ahmad|03770324020|730510125580|3|2|1|||4200|||||||

**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>