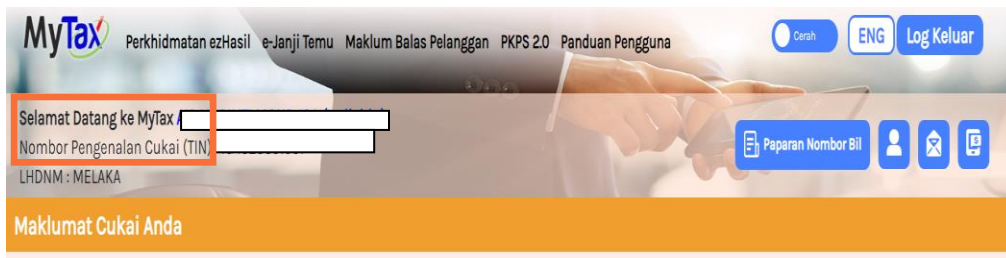


## TATACARA KEMASKINI NOMBOR CUKAI PENDAPATAN

1. Semakan Nombor Pengenalan Cukai di portal MyTax LHDN



Cetak paparan ini sebagai dokumen sokongan Borang Perubahan Gaji (KEW.320 - Pin. 1/2019)

2. Kemaskini di HCM paparan PA30 seperti berikut :

**HR Master Data**

Personnel no. \_\_\_\_\_  
 Name \_\_\_\_\_  
 EE group \_\_\_\_\_ Pers.area \_\_\_\_\_  
 EE subgroup \_\_\_\_\_ Cost Center \_\_\_\_\_

Basic personal data Pay Data **Statutory Data**

Infotype Text S...  
 Employees Provident Fund ✓  
**Schedular Deduction Tax** ✓  
 Addl. tax deduction  
 Employees' Social Security  
 BIK(TAX) Infotype for Malaysia ✓

Period  
 Period  
 From \_\_\_\_\_ To **31.12.9999**  
 Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year  
 Choose

Direct selection  
 Infotype \_\_\_\_\_ STy \_\_\_\_\_

Masukan No. Gaji > Pilih Statutory Data > Schedular Deduction Tax

**HR Master Data**

Personnel no. \_\_\_\_\_  
 Name \_\_\_\_\_  
 EE group \_\_\_\_\_ Pers.area \_\_\_\_\_  
 EE subgroup \_\_\_\_\_ Cost Center \_\_\_\_\_

Basic personal data Pay Data **Statutory Data**

Infotype Text S...  
 Employees Provident Fund ✓  
**Schedular Deduction Tax** ✓  
 Addl. tax deduction  
 Employees' Social Security  
 BIK(TAX) Infotype for Malaysia ✓

Period  
 Period  
 From **01.05.2024** To **31.12.9999**  
 Today  Curr.week  
 All  Current month  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Year  
 Choose

Restrictions  
 STypName  
 01: Schedular Tax Deduction  
 02: CP-38 Tax Deduction  
 03: Previous Employment Details  
 04: Previous Employment Approval  
 4 Entries found

Direct selection  
 Infotype \_\_\_\_\_ STy \_\_\_\_\_

Masukkan tarikh from: to : > copy > pilih 01: Schedular Deduction Tax > ✓

Personnel No. \_\_\_\_\_ Name \_\_\_\_\_  
 EE group \_\_\_\_\_ Pers.area \_\_\_\_\_  
 EE subgroup \_\_\_\_\_ Pers. subarea \_\_\_\_\_  
 Start \_\_\_\_\_ to **31.12.9999**

Employee Information  
 Tax Type - Malaysia **01** Schedular Tax Deduction Employee Category \_\_\_\_\_  
 Income tax number **SGI**  Contributing to tax  
 Income tax office **01** JAJNM

Family Information  
 Married  
 Number of dependents full allowance **20**  
 No. of dependents half allowance \_\_\_\_\_

Employer Information  
 ER Tax Reference No. \_\_\_\_\_ Payee name \_\_\_\_\_

Optional Deductions  
 Medical expense for parents \_\_\_\_\_ Personal computer allowance **0.00**  
 Equipments for disability \_\_\_\_\_ Deposit in SSF/N \_\_\_\_\_  
 Self disability \_\_\_\_\_ Asst. contribution \_\_\_\_\_  
 Spouse disability **0.00** Alimony to wife \_\_\_\_\_  
 Education fee for self \_\_\_\_\_ Life insurance \_\_\_\_\_

**PASTIKAN STATUS DAN BILANGAN TANGGUNGAN PEGAWAI ADALAH YANG TERKINI**

**Pastikan start date : bulan tindakan cth 01.02.2025 to 31.12.9999**

**Tukar Nombor TIN terkini bermula IGxxxxxxxxxxx**

ENTER > SAVE