

#137481

ERL MAINTENANCE SUPPORT SDN BHD

(Company No. 498574-T)



Effective Railway Operations; Reliable System Maintenance

HUMAN RESOURCE DEPARTMENT

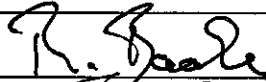
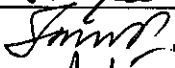
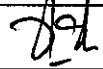


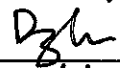
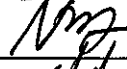



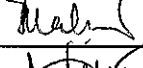
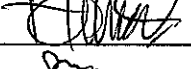

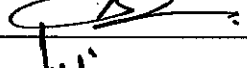
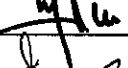

PAYROLL AND SALARY MANAGEMENT

Ref. No. G00.OMH.M11760.ZP.0001.D

ERL Maintenance Support Sdn Bhd

(Company No. 498574-T)

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 2 of 15	Payroll & Salary Management

Released:	Thomas Baake	Chief Executive Officer	24.11.17	
Checked:	James L. Boudville	Operations	7.11.17	
Checked:	Norhandee Nordin	Transportation	07.11.17	
Checked:	Omar Zakir	Operation Control Centre	10.10.17	
Checked:	Ham Mow Wai	Maintenance	21/10/17	
Checked:	Muhamad Dzulfaqar Yusoff	Project & Engineering	31/10/17	
Checked:	Norazman Abu Hassan	Rolling Stock	25.10.17	
Checked:	Anthony Arokianathan	Signalling	27/10/17	
Checked:	Jayarajah Savarimuthu	Electrification	6/11/17	
Checked:	Sukhbir Singh	Safety & Security	14/11/17	
Checked:	Mahalatchmy a/p Paidathally	Material Management / Administration	02/11/17	
Checked:	Nauwalah Amat Mustakim	Finance	4/10/17	
Checked:	Gan Lee Hong	Procurement	31.10.17	
Checked:	David Thiagarajan	Quality, Environment & Documentation	12/10/17	
Checked:	Nor Hashimah Basri	Human Resource	27/09/2017	
Author:	Atiqah Suid / Suriani Farisa	Human Resource	20 Sept 2017	
	Name	Dept.	Date	Signature

Amendments or additions to this procedure must be indicated with a vertical black line in the adjacent left margin

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 3 of 15	Payroll & Salary Management

Change Record and Configuration Control

D	20.09.2017	Revision due to changes from Statutory Bodies and handling of Company payroll	ATQ
C	01.04.2010	Revision, update SIRIM logo and to reflect change as per E-MAS organization chart [ref. No. G00.OMG.M11110.BB.0005.*]	HAB
B	31 Dec 07	Overall revised to reflect Company adopted practices in relation to payroll and salary management. Include items from Handbook as well.	OHA/ RJC
A	02-Jul-02	New	OHA / SUE
Revision	Date	Modification	Name

Planning Of Changes Reference For Revision: G00.OMH.M11760.ZP.0001.D					
Issues To Consider	Checked (Please mark X)				Remarks
1) Are there any negative impact?	YES		NO	X	
2) Will the integrity of QEMS be affected?	YES		NO	X	
3) Resources available?	YES	X	NO		
4) Allocation or relocation of responsibilities and authorities required?	YES	X	NO		Changes reflected in all clauses

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 4 of 15	Payroll & Salary Management

TABLE OF CONTENTS**Page**

1	Purpose.....	5
2	Distribution and Access.....	5
3	Abbreviation and Definitions.....	5
4	Registration To SAP HR.....	5
5	Company Designated Bank.....	6
6	Monthly Salary.....	6
6.1	Payroll Processing.....	7
6.2	Overtime and Shift Allowance	8
6.3	Entitled To Claim For Overtime	8
6.4	Not Entitled For OT Claims.....	9
6.5	Amount Owed to the Company	9
6.6	Salary Deduction	9
6.7	Claims [For Medical, Optical and Dental]	10
6.8	Payment of Salary for Resigning Employees	10
7	Statutory	11
7.1	Employees Provident Fund [EPF/KWSP].....	11
7.2	Employee Social Security [SOCISO/PERKESO].....	11
7.3	Inland Revenue Board [IRB/LDHN]	12
7.3.1	Earning Assessment.....	12
7.3.2	Tax Clearance for Employees Leaving the Country.....	13
8	Appendix 1 : HRD Terms and Definitions.....	13
9	Appendix 2 : Reference Procedure / Manual / Form	13
9.1	Related Procedures/Forms as available in EDMS.....	13
9.2	Statutory & Approved Organization/Financial Institutions Forms.....	14
10	Appendix 3 : Payment Rates : Overtime and Shift Allowance	15
10.1	Rate of Payment: Overtime/ Off Day/ Rest Day/ Public Holiday.....	15
10.2	Rate of Payment: Shift Allowance	15

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 5 of 15	Payroll & Salary Management

1 Purpose

This procedure explains the regulation and processes of handling salary and payroll administration in line with the relevant Acts under the Malaysian Law. As payroll administration and salary management is highly confidential, this procedure will only cover the general workflow that is applicable for all employees as to enable the employees to have a general understanding of the payroll administration process adopted by the Company.

This procedure covers the administration and processing of monthly payroll, overtime, shift allowance, personal claims [e.g. medical, optical and dental] and other relevant deductions as required by the relevant statutory bodies i.e. EPF, SOCSO, Income Tax etc and other forms of payment owing to the Company.

The Company reserves its right to amend the contents of this procedure to reflect any amendment to the statutes and rules enacted from time to time by relevant statutory bodies. The updated information from statutory bodies will be disseminated to employees via Company Documentation System¹.

2 Distribution and Access

This procedure is made available via Electronic Document Management System [EDMS] and access given to all E-MAS employees whose monthly remuneration are paid via Company's payroll system.

3 Abbreviation and Definitions

Please refer to HRD Terms and Definitions¹. [Note : To facilitate the use of 'Footnote' for any terms and abbreviations, the 'Footnote' would only appear for the first time the particular terms and abbreviations were mentioned or used in this procedure.]

4 Registration To SAP HR

- a) Processing of salaries shall be done by HRD Payroll Administrator [Pay-A]¹. He shall ensure that all relevant information concerning new and existing employees are updated accurately before each payroll run in the SAP-HR¹. SAP Process Guide² is used as guidelines in the administration of SAP HR.
- b) Registration in SAP HR is also in accordance with the EA55¹ requirement that an employer is to maintain a register of their employees.
- c) To ensure personal records are up-dated and the correct payment of salary to an employee:
 - i. New employees are to provide all relevant personal details and documents to HRD on the first day reporting for work. Details of new employees are keyed into the SAP-HR immediately on the first day a new employee reports to work. Failure to do so may result delay to payment of their monthly salary [refer item below]. These includes the following forms:
 - HRD 0014² : Employee's bank account number³
 - HRD 0012² : Employee Personal Information
 - PCB/TP3² : LHDN form requesting information of employee's previous employment

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

³ If Savings account: To provide a photocopy of the acknowledgement slip/savings book that has the account number and employee's name / If Current account: To provide a photocopy of bank in slip or monthly account statement that has the account number and employee's name.

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 6 of 15	Payroll & Salary Management

- ii. Employees must ensure that they advised HRD immediately via Form HRD 0012 for any changes in their personal particulars [enclosing all relevant documentary evidence, where applicable], including:
- Address and contact number[s]
 - Marital status, and spouse particular[s], birth of children
 - Acquisition of new educational or professional qualifications
 - Emergency contact person and phone number[s]

The Company shall not be liable for any inaccurate information in your records if you fail to update the Company of your information.

5 Company Designated Bank

- a) All employees are requested to maintain a bank account with CIMB¹ to facilitate smooth crediting of monthly nett salary to the employees' account. The Company is not liable for any delay in salary payment if an employee chooses to maintain his account with banks other than CIMB.
- b) If there's any change to the banking details, the said employee must submit form HRD 0014² [fill-in the new banking details] to the Pay-A **before 15th** of the payroll month.
- c) It is the employee's obligation to ensure that HRD has the latest and correct bank details in order to avoid E-MAS salary payment being rejected by the Bank. Failure to do so may affect not only the concerned employee's salary but also the entire Company's salary listing thus delaying salary payment for all employees.

6 Monthly Salary

- a) Salary is paid once a month for the period from 1st through the last day of the particular month worked. This shall include:
- Any payment for overtime and shift allowance for the period from 16th of the previous month to 15th of the current month
 - All statutory deductions i.e. SOCSO, EPF, monthly tax deductions/zakat [Option] and any other compulsory deductions as required by the statutory bodies
 - Any other payment due to an employee
 - Amount owing to the Company and other deductions
- b) Payment is made by crediting to the employee's bank account latest by the 7th of the following month. However, the Company may credit the monthly salary earlier than the 7th of the following month subject to approval from CEO¹ where currently, the approved monthly salary payment date is by the 26th of the month.
- c) For an employee who joins the Company after 21st of a particular month [i.e. late hires], the employee's monthly salaries for that month shall be paid separately latest by 7th of the following month.
- d) Pay slip will be distributed to all employees via their department representatives [DeptRep] latest by the 7th of the following month. It is the responsibility of the employee to keep their payslip in a proper and confidential manner. HRD will not entertain any request for re-issuance of payslip.

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 7 of 15	Payroll & Salary Management

6.1 Payroll Processing

- a) Payroll processing is done via SAP-HR as per the guidelines set in SAP Process Guide.
- b) Upon uploading the overtime and shift allowance data from Rostering System¹ to SAP HR and updating all the relevant employee information which includes employee movements, appointment, deductions, etc, the following reports [confidential] will be prepared by Pay-A for verification by HRD-HOD:
 - i. Salary Transaction Listing by Departments/Sections
 - ii. Bank Payout Listing for submission to CIMB
 - iii. Payroll Summary Listing [this include the instructions to FIN¹ for preparations of required payments either online or by cheques]These reports will then be forwarded for signatures in accordance with the Signature Mandate Regulation¹.
- c) The Pay-A will process the payroll for online payment at least 5 days [including off/rest/public holidays, if any] before uploading the Bank Listing to CIMB for authorization and approval from the Management. This is to ensure the Company meets our banker's requirements of 3 working days before crediting/pay day.
- d) HRD will proceed to prepare the relevant reporting for submission to the respective statutory bodies as per their stipulated deadlines. While payment to the approved financial institutions will be paid on or before 7th of the following month. This includes:
 - i. Statutory Payment : SOCSO¹, EPF¹, IRB¹
 - ii. Approved organization/financial/institutions²: ZAKAT, Bank Rakyat, MOCCIS, MBSB, Tabung Haji, ASB, MARA, PTPTN
- e) Pay-A must ensures that the relevant documents for payment are duly signed and dispatched accordingly for timely crediting to the respective bodies within the stipulated deadline.
- f) All identified users who have access into SAP-HR will be blocked out of the system and must not log in during the period of **16th to the 26th** of the payroll month including off/rest/public holidays if it falls between **16th to the 26th**. The SAP-HR will be blocked to facilitate smooth uploading of overtime and shift allowance data from the Rostering System and to ensure the running of the payroll processing is not disrupted. HRD can only release SAP-HR to these identified users after all posting have been confirmed and verified by FIN.
- g) Any alteration related to the format of the reports generated by the payroll system or printouts in relation to salary matters must be authorized by the HRD-HOD.
- h) For any information related to salary of their respective employee, the concerned HODs must make their request in writing to the HRD-HOD.
- i) All payroll reports shall be confined to the payroll administration section and are to be handled with strict confidentiality and any instructions or request to the Pay-A [in relation to payroll] must be made in writing and approved by HRD-HOD.

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 8 of 15	Payroll & Salary Management

6.2 Overtime and Shift Allowance

- a) Overtime [OT] is defined as the number of work hours carried out in excess of the normal hours of work, on off day, rest day or Public Holiday and must not exceed the total overtime hours stipulated under the EA55 [i.e. 104 hours in total]. OT in E-MAS must be approved by the respective HODs before it is performed. Refer Clause 11 for Overtime Payment Rates calculations and Shift Allowance rates.
- b) OT payment is made to eligible employees who fall under the EA55 and the First Schedule of EA55. For employees not in the category of First Schedule, please refer to Leave Administration Procedure¹ on handling of the above.
- c) An employee attending training/courses/seminars shall not be eligible for OT payment if the courses are conducted beyond his normal working day and on off/rest day/Public Holidays.
- d) OT claim is compulsory to be submitted on time for the month salary payment to Rostering System Administrator/person in charge [PIC] i.e. on or before 15th and 30th / 31st of current month [28th in case of February or 29th in case of a leap year].
- e) Missed files² are data [eg from OT performed, cancellation of unpaid leaves, swapping of duties and absences affecting shift allowances, etc] from the previous cut off payroll and were not or incorrectly keyed into the Rostering System during the actual payroll period. The scenario of missed file must be avoided because it will delay payment for SOCSO contribution of current month and Company will be subjected to penalty imposed by SOCSO.
- f) It is the responsibility of the respective Immediate Supervisor [IS] and DeptRep to ensure all information with regards to the daily duty schedule; shift allowance, overtime, etc are keyed-in correctly into Rostering System. Incorrect or omitted entry may result the employee being paid wrongly or not getting their shift allowance or OT payment accordingly. Pay-A will only do a random check of wage type for shift allowance.
- g) Respective department must ensure that all relevant forms and its supporting documents in relations to OT and shift rosters are filed and must be easily retrievable and readily available for any inspection by the Labour Office officers or HRD.
- h) For further information, employee may also refer to EMAS Shift Procedure².

6.3 Entitled To Claim For Overtime

- a) Any OT unclaimed more than **10 days** from the closing date without reasonable justifications will not be entertained.
 - i. Closing date 28th/30th/31st - due date by 10th following month
 - ii. Closing date 15th - due date by 25th current month
- b) Office based employees entitled for OT :
 - i. When making claims for OT, they are to complete forms HRD0010² and HRD 0009². The forms must be supported with the Time Attendance list with the approval from IS and HOD

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 9 of 15	Payroll & Salary Management

- ii. These approved forms must be submitted to HRD before the closing period [i.e. before 16th and 30th/31st of current month (28th in case of February or 29th in case of a leap year)] for the overtime to be paid in on time.
 - iii. Pay-A shall then keyed in the OT data into SAP-HR.
- c) Shift based employees' entitled for OT :
- iv. Have their duty schedules maintained via Rostering System by their IS and assisted by Dept Rept. When making claims for OT, they are needed to submit forms HRD0009 and HRD0010. The IS must compile all these forms and forward the approved forms to DeptRept on daily basis and this must be done before the closing period [i.e. before 16th and 30th/31st of current month (28th in case of February or 29th in case of a leap year)].
 - v. Upon confirmation and approval from HOD, Rostering System Administrator/PIC will perform closing to the Rostering System file and upload the data twice a month i.e on the 1st and 16th of each month.
 - vi. Upon confirmation from Rostering System Administrator/PIC, Pay-A shall then do the uploading to SAP HR. Uploading into SAP HR shall capture both OT payment and shift allowance for the period.
- d) Employees who on shift based but are not governed by the First Schedule of the EA55, the OT rate will be capped at a rate determine by the company. Such employees will be notifies accordingly. Handling of the OT claims are as per 6.3 (b)

6.4 Not Entitled For OT Claims

- a) Employees under this category may submit the approved form HRD 0009 to HRD before 16th of each month for the Compensation Leave [CPSL] to be credited to the leave entitlement. Refer to Leave Administration Procedure². The form must be supported with the Time Attendance list with the approval from IS and HOD.
- b) HRD shall then keyed in the CPSL into SAP-HR.

6.5 Amount Owed to the Company

- a) Employees must settle any amount owed to the Company within the date indicated in the billings issued to them. In the event that they failed to settle the amount, it shall then be deducted in full from their salary upon the expiry of the due date.
- b) The approval obtained by the Company for the purpose of the deductions is available in EDMS and HRD for viewing purpose.

6.6 Salary Deduction

- a) Employees are advised to take note on the per centum of salary deduction restrictions as mentioned in the Employment Act 1955; i.e. any salary deductions in total should not exceed 50% of employee's basic salary [after due deduction of unpaid leave for that particular month].
- b) The 50% salary deductions will be proportionate and prioritized as below :
 - i. 15% - for statutory [i.e. EPF, SOCSO, Income Tax includes CP 38], company's deductions [e.g. medical & insurance repayment, etc) and government instructions [e.g. Court Order]

² Refer to Appendix 2 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 10 of 15	Payroll & Salary Management

- ii. **35%** - for personal deductions [i.e. employee's personal contributions/loans repayment including PTPTN, MARA repayment]
- c) In cases where if the total statutory and the Company's deductions as well as government bodies/agencies' instructions are more than 15% as mentioned above, the statutory and Company's deduction shall always be prioritized before any other personal deductions. If this happen, employee has to make good their repayment to the bank/organization on their own for that particular month.
- d) Employees must give their authorization for deduction via the HRD 0014 form and the deduction amount [for personal deductions] must be within the limit stipulated above. This is not applicable for deduction instruction from statutory bodies.
- e) The Company reserves the right to revise or change the list of approved organizations/financial institutions from time to time.

6.7 Claims [For Medical, Optical and Dental]

- a) Claims related to the above is made through HRD0028² form and reimbursed via payroll.
- b) The approved HRD0028 form [attached with justification and supporting documents] is to reach HRD by 10th of each month for HOD-HRD's approval after the verification of the respective HOD.
- c) Claims submitted later than 10th of each month will only be processed in the following month's payroll. All claims which are more than 2 months [i.e. from the date of purchase / visitation] will not be entertained.
- d) However, an exception is given for new join employee whereby they may submit their claims to HRD after completion of the 3 months' of service.
- e) Previously approved claims made must not be taken as a precedent for future claims as each claim is evaluated based on case to case basis.
- f) All accounted HRD0028 forms shall then be forwarded to FIN on or before 14th of current month [by 1200 hours] for preparation of the claims summary. FIN will forward the approved summary to HRD latest by 16th for payroll processing before 1200 hours.
- g) An employee may claim for their optical entitlement once after every 12 months of their last optical claim [written justification is required for purchase made less than 12 months and are approval to approval].
- h) Further details on claims related to the above and group insurance can be obtained from Medical, Hospitalisation, Insurance and Medical Surveillance Procedure².

6.8 Payment of Salary for Resigning Employees

- a) Final payment of salary is made only upon completion and submission of forms HRD 0026² and HRD 0027².
- b) Any amount owing to the Company shall be deducted accordingly by the Company. However, in the event the employee still owes the Company, payment is to be made by the employee to FIN on or before their last working day.
- c) The payment of the final month salary of the employee leaving the Company's services shall be credited via online to the employee's account on the last day with condition that items stated in Clause 7.1 (a) above have been submitted to HRD.

² Refer to Appendix 2 for information on referred documents

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 11 of 15	Payroll & Salary Management

7 Statutory

Contributions to the statutory bodies [i.e. EPF, SOCSO, IRB] are made in accordance to the Malaysian statutory requirements.

If new employees have not registered themselves with EPF and SOCSO prior to joining the Company, HRD will assist them in their registration if necessary.

7.1 Employees Provident Fund [EPF/KWSP]

- a) The eligibility, rules and regulations with regards to the contribution to EPF are governed under the Employees Provident Fund Act 1991 [EPFA91]¹.
- b) The following forms are available at HRD:
 - o KWSP 3² : Application for members registration and amendment of member's particular
 - o KWSP 17A [AHL]² : Option Notice for Contribution more than Prevailing Rate
 - o KWSP 18A [AHL]² : Cancellation Notice for Contribution more than Prevailing Rate
- c) The Company shall contribute towards EPF [employer's portion] for local employees. At the same time, the Company will deduct the respective employees' portion of contribution from their monthly salary.
- d) The amount of the contribution [employer and employee] may change from time to time depending on prevailing Government statutory requirements.
- e) If an employee decides to increase his EPF contribution above the prevailing statutory rate, he may do so by filing up Form KWSP 17A[AHL].
- f) Employees are advised to update their EPF beneficiary to ensure correct nominees are registered.
- g) Employees may also log-in to the EPF website or contact EPF for further information and/or for matters other than the above

7.2 Employee Social Security [SOCSO/PERKESO]

- a) The eligibility, rules and regulations with regards to the contribution to the SOCSO is governed under the Employees Social Security Act 1969 [SSA69]¹.
- b) All contributions in respect of the SOCSO are shared between employer and employee in accordance to the schedule of payment provided by SOCSO.

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 12 of 15	Payroll & Salary Management

- c) In the event of accident [from/to/at work], SAS will be responsible to assist the employee concerned in making their claims to SOCSO. Please refer to Employee Handbook¹ on item SOCSO and Accident [from/to/at work]. HRD shall assist wherever possible to ensure smooth and efficient submission
- d) In the event of pension or death or any other types of claims employee or next of kin to apply directly to SOCSO. HRD shall assist wherever possible to ensure smooth and efficient submission.
- e) Employees may login to the SOCSO website or contact SOCSO for further information and/or for matters other than the above.

7.3 Inland Revenue Board [IRB/LDHN]

- a) All taxable employees shall have their income tax deducted from their remuneration in accordance to the Monthly Tax Deduction [MTD] CP39² as determined by IRB under the Income Tax Act 1967 [ITA67]¹.
- b) Employees can choose to contribute to ZAKAT for the taxable amount instead to IRB. They are required to complete the form PPZ 052² and submit to HRD for further action.
- c) If an employee decides to increase his MTD amount above the prevailing statutory rate, he may do so by filing up the form HRD 0014.
- d) If an employee decides to increase his Zakat contribution above the prevailing rate, he may do so by filing up the form HRD 0014 and PPZ 052.
- e) HRD at any time may receive instructions from IRB to deduct employee's salary for their unpaid taxes via CP38². Deductions will be done in the relevant months as instructed.
- f) Employees are responsible for their own tax handling.
- g) Employees may login to the IRB/LHDN website or contact IRB for further information and/or for matters other than the above.

7.3.1 Earning Assessment

- a) The Company shall distribute the Earning Assessment [EA] form to all employees by end of February each year. This EA form consists of employee's remuneration information [basic salary, shift/overtime allowances, EPF, additional payments, etc] of the previous year. An employee's EA form shall also reflects any Perquisites and benefits-in-kind he receives for the previous year.
- b) It is the responsibility of the employee to keep their EA form in a proper manner and make sufficient copies if the original had been submitted to IRB or other third party. HRD will not entertain any request of re-issuance or copies.
- c) Each employee shall be responsible for handling his personal income tax return [Form B/BE]².
- d) The Company is not liable for any penalty arising from late submission of income tax return.
- e) All employees must make themselves aware of Public Rulings that may have some tax implications on their personal income tax and it is an employee's obligation to

¹ Refer to Appendix 1 for information on referred documents

² Refer to Appendix 2 for information on referred documents

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 13 of 15	Payroll & Salary Management

understand and comply with the provision under Income Tax Act 1967 and submit correct tax return.

7.3.2 Tax Clearance for Employees Leaving the Country

All employees were responsible to inform the employer and IRB if they are leaving the country more than three months. This is referring to subsection 83[4] and 83[5] of the Income Tax Act 1967.

8 Appendix 1 : HRD Terms and Definitions

Provides the definitions on the various terms and abbreviations used for HRD procedures.

9 Appendix 2 : Reference Procedure / Manual / Form

9.1 Related Procedures/Forms as available in EDMS

No	Reference Procedure / Manual / Form	Doc. No	Description
1	Company Organization Procedure	G00.OMQ.M11110.BB.0002.*	Procedure
2	Employee Handbook	G00.OMH.M11750.ZG.0001.*	Procedure / Guidelines
3	Leave Administration Procedure	G00.OMH.M11750.ZP.0001.*	Procedure
4	Medical, Hospitalisation, Insurance and Medical Surveillance	G00.OMH.M11740.ZP.0001.*	Procedure
5	Monthly Salary Processing : Misfiles and Impact	OMH.OMG.M11760.18627	HRD Memo to HOD dated 04.07.2017 detailing the impact and the need to ensure no misfiles
6	SAP Process Guide [Confidential]	G00.OMH.M11760.ZP.0001.*	Access limited only for SAP HR User
7	Shift Procedure	G00.OMH.M11750.ZP.0006.*	Procedure
8	Signature Mandate Regulation	G00.OMB.M11160.CA.0001.*	Procedure
9	HRD Memo - Salary Deduction To Approved Organisation / Financial Institution	OMC.STF.M11751.6114	Memo dated 19.07.2005 detailing the approved organizations or financial institutions
10	HRD Memo - Taxable Item	OMH.STF.M11760.8116	Memo dated 15.05.2007 detailing the taxable benefit-in-kind
	<u>HRD Forms :</u>		
11	HRD0009 Form	G00.OMH.M11760.ZF.0003.*	Time Sheet Form
12	HRD0010 Form	G00.OMH.M11760.ZF.0004.*	Overtime Claim Form
13	HRD0012 Form	G00.OMH.M11760.ZF.0007.*	Employee Personal Information Form
14	HRD0014 Form	G00.OMH.M11760.ZF.0001.*	Authorization to credit and/or deduction from salary
15	HRD 0026 Form	G00.OMH.M11730.ZF.0002.*	Exit Interview Form

Location	Reference	Rev.	Date	Page No.	Document Name
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 14 of 15	Payroll & Salary Management

16	HRD 0027 Form	G00.OMH.M11730.ZF.0003.*	Exit Clearance Form
17	HRD0028 Form	G00.OMH.M11745.ZF.0001.*	Personnel Claim Form

9.2 Statutory & Approved Organization/Financial Institutions Forms

List of forms from statutory bodies and approved organization/financial institutions, which are commonly referred or used:

No	Document Name	Document Reference	Description
1	Permohonan Pendaftaran Ahli	KWSP 3	Application for members registration and amendment of member's particular
2	Notis Pilihan Mencarum Melebihi Kadar Berkanun [Syer Pekerja]	KWSP 17A [AHL]	Option Notice for Contribution more than Prevailing Rate
3	Notis Pembatalan Pemilihan Mencarum Melebihi Kadar Berkanun	KWSP 18A [AHL]	Cancellation Notice for Contribution more than Prevailing Rate
4	Kaedah Cukai Pendapatan [Potongan Daripada Saraan]	CP39	Statement of Monthly Tax Deduction (MTD) [Normal Remuneration]
5	Arahan Kepada Majikan Supaya Memotong Cukai	CP38	Order For Employer To Deduct Income Tax
6	Penyata Saraan Daripada Penggajian [Tahunan]	Form EA	Statement of Remuneration From Employment
7	Penyata Oleh Majikan [Tahunan] bersama, Penyata Saraan Daripada Penggajian [Tahunan] Dan Maklumat Mengenai Potongan Cukai Dibawah Kaedah-Kaedah Pendapatan	Form E bersama CP8D	Return Form of Employer with Statement of Remuneration From Employment
8	Borang Nyata Individu	Borang B/BE	Return Form of An Individual
9	Pemberitahuan Oleh Majikan Bagi Pekerja Yang Hendak Meninggalkan Malaysia	CP21	Notification by Employer of Employee's Departure from the Country
9	Pemberitahuan Pekerja Baru	CP22	Notification of New Employee
10	Pemberitahuan Pemberhentian Kerja [Swasta]	CP22A	Tax Clearance Form for Cessation of Employment of Private Sector Employees
11	Penyata Bayaran Cukai Oleh Majikan	PCB 2(II)	Employer's Statement on Payment of Tax
12	Borang Tuntutan Potongan Dan Rebat Individu Bagi Tujuan Potongan Cukai Bulanan [PCB]	PCB/TP1	Monthly Tax Deduction (MTD) - Form regarding Claim of Deduction and Rebate by Individual
13	Borang Maklumat Berkaitan Penggajian Dengan Majikan-Majikan Terdahulu Dalam Tahun Semasa Bagi Tujuan Potongan Cukai Bulanan [PCB]	PCB/TP3	Form of Information Related to Employment with Previous Employer

<i>Location</i>	<i>Reference</i>	<i>Rev.</i>	<i>Date</i>	<i>Page No.</i>	<i>Document Name</i>
E-MAS Offices	G00.OMH.M11760.ZP.0001	D	20.09.2017	Page 15 of 15	Payroll & Salary Management

No	Document Name	Document Reference	Description
14	Caruman Gaji Bulanan	Borang 8A	Monthly Contribution
15	Caruman Gaji Terkurang Bayar Bulan	Borang 8B	Previous Month's Contribution
16	Borang Pendaftaran Pekerja	Borang 2	Registration of Employee
17	Borang Kebenaran Potongan Gaji Zakat	PPZ 052	Salary Deduction Consent Form

10 Payment Rates : Overtime and Shift Allowance

10.1 Rate of Payment: Overtime/ Off Day/ Rest Day/ Public Holiday

Normal Day / Week Days and Off Days		
If less than or equal to 4 hours	If more than 4 hours but less than or equal to 8 hours	If more than 8 hours
OT rate = 1.5 hourly rate	OT rate = 1.5 hourly rate	OT rate = 1.5 hourly rate

Rest Day [RD]		
If less than or equal to 4 hours	If more than 4 hours but less than or equal to 8 hours	For work done after the 01 st 8 hours
RD rate = 0.5 daily rate	RD rate = 1.0 daily rate	OT RD rate = 2.0 hourly rate

Public Holidays [PH]		
If less than or equal to 4 hours	If more than 4 hours but less than or equal to 8 hours	For work done after the 01 st 8 hours
PH rate = 2.0 daily rate	PH rate = 2.0 daily rate	OT PH rate = 3.0 hourly rate

10.2 Rate of Payment: Shift Allowance

Type	Payment (per shift)	Term As
1 st Shift	RM4.00	Day Duty Allowance
2 nd Shift	RM7.50	Day to Night Duty Allowance
3 rd Shift	RM11.00	Night duty Allowance