

Post Incorporation Services

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& professional

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Let Us Serve You

Let Us Serve You

Licenses & Permits

- Business Premise & Signboard License
- Fire Dept. Clearance Letter
- Department of Environment Permit
- Department of Health & Safety Permit
- Manufacturing License / Exemption

Payroll

- Monthly Payroll
- Registration for
 - EPF
 - SOCSO
 - Employer Tax File No
- Yearly Payroll
- HRDF

Accounting

- Financial Statements
- Bank Reconciliation
- Budgeting ,Cash Flow State & Analysis
- Financial Consulting & Analysis
- Liaising with bankers for banking facilities
- Advisory to Directors on compliance of regulations
- Accounting Supervision

Human Resource

- Expatriate Posts

Investment Incentives

- Pioneer Status
- Investment Tax Allowances

Ad-Hoc

- Nominee Director
- Mailing

Business Premise & Signboard License

- It is compulsory to obtain a Business Premise And Signboard License from the local authority before the commencing of business operations.
- The local authority collects taxes (assessment tax), create by-laws, and grant licenses and permits for any trade within its area of jurisdiction, other than providing basic amenities, e.g. collecting and managing waste and garbage as well as planning and developing its area.
- Supporting documents for application include approval letters from :-



Fire Dept.



Dept. of Environment



Dept. of Safety & Health



Others (for trade licenses e.g. MIDA for Manufacturing licence)



Why A Signboard License?



Every business premise must have a signboard that displays prominently the name of the company and its business registration number in order to establish the legitimacy of the business.

Before application, a signboard design artwork must be approved by "Dewan Bahasa dan Pustaka" on the proper usage of Bahasa Malaysia texts on the signboard.



Hence, new companies need to jointly apply for the business premise and the signboard license.

The approved design artwork is submitted as supporting document along with the application form for business premise license.

A clearance letter from the Fire Department is required for approval to your Business Premise License.

Prior to on-site inspection by Fire Department Officers, these are the following supporting documents required for submission to the Fire Department:

Certified True Copy (CTC) of Registration of Company

Applicant's I/C or Passport (Photostat)

Photostats of H13/ Receipt of Fire Extinguishers

Photostat Plan of Original Building & CFO

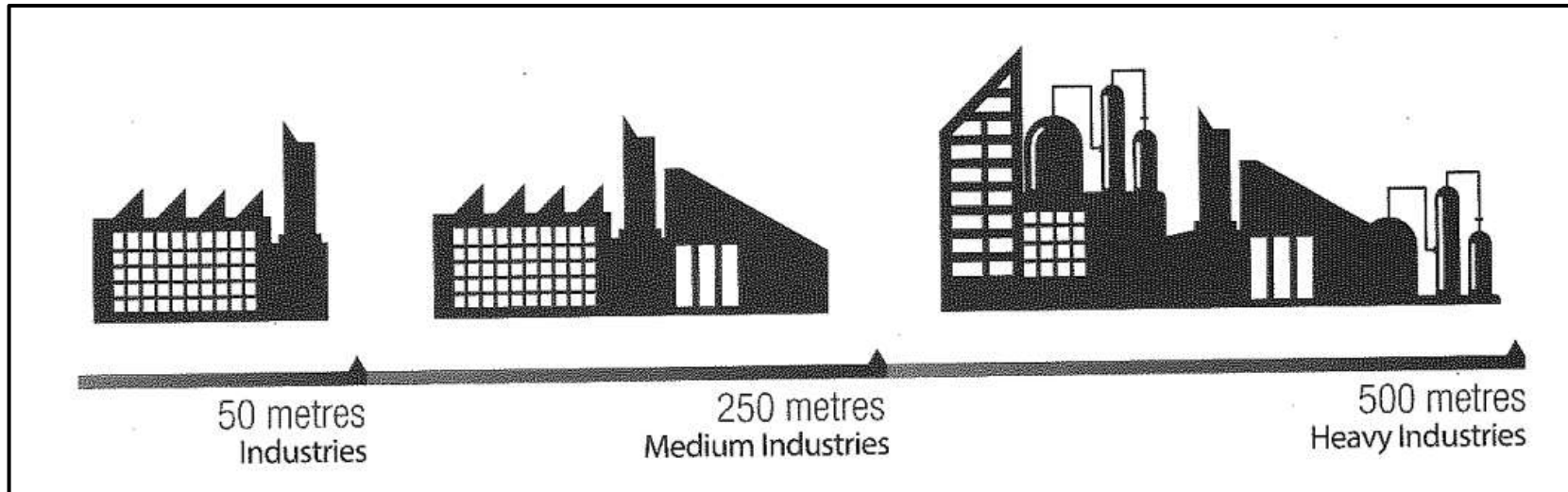
Fire Certificate for Sprinkler System

Clearance Letter From Department Of Environment “DOE”

Approval from the Department of Environment (DOE) is required to site a factory

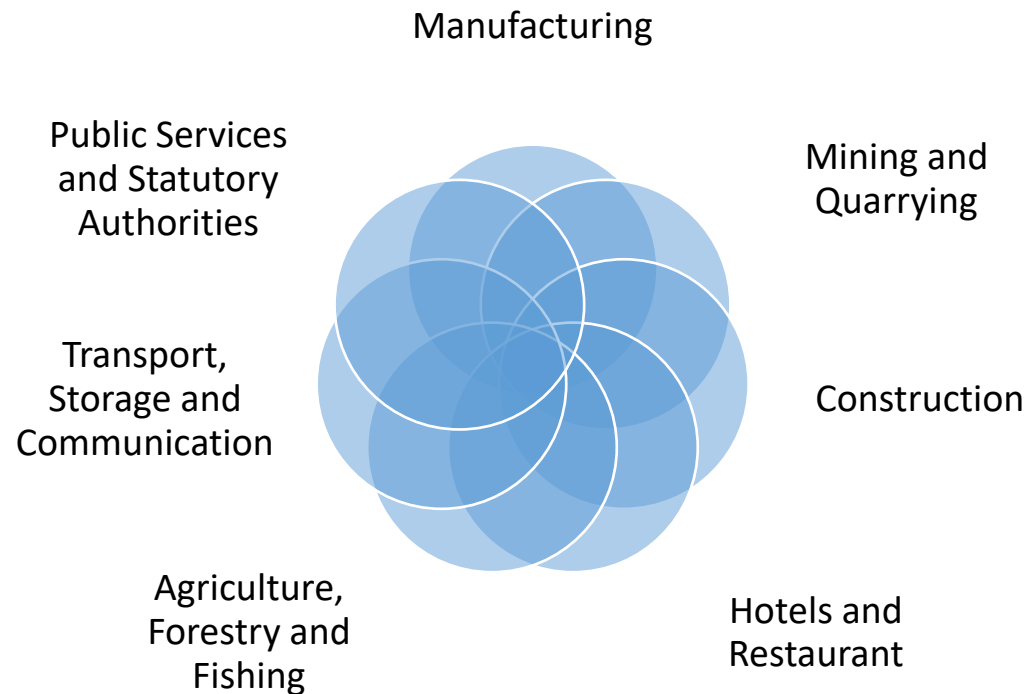
In Malaysia, for environmental and safety control reasons (noise, air, water pollution etc.) all manufacturing industries must be sited at specific allocated zones.

In the case of light industries, a minimum buffer zone of 50 metres, medium industries, 250 metres and heavy industries, 500 metres



Clearance Letter From Department Of Occupational Safety & Health (“DOSH”)

(DOSH) is a department under the Ministry of Human Resources which is responsible for ensuring the safety, health and welfare of people at work as well as protecting other people from the safety and health hazards arising from the activities sectors . They include:



Registering With Department Of Occupational Safety & Health

DOSH is in charge of registering factories and installations, workplaces, and machinery that require certification of fitness such as steam boilers, unfired pressure vessels, hoisting machinery, passenger lifts, and escalators



Manufacturing License / Exemption From

Malaysian Investment Development Authority (MIDA)

Manufacturing companies need a manufacturing license, or a letter for its exemption to operate because they are necessary documents to support the application of the business premise licence.

Companies with paid-up capital less than RM2.5 million or those having less than 75 employees must apply for an exemption of the manufacturing license in order to be legally permitted to commence manufacturing operations.

Application must be submitted to MIDA along with a copy of the following documents:-

- Company's Constitution (if any)
- Certificate of Incorporation (Form 9)
- Registered Address (Form 44)

Manufacturing Licence Guideline

Approval for industrial projects is based on the amount of the company's capital invested in the project compared with the number of its employees i.e. the Capital Investment per Employee or C/E Ratio

Projects with a C/E Ratio of less than RM55,000 are categorised as labor-intensive and do not qualify for manufacturing licence nor tax incentives.

Nevertheless, a project will be exempted from the above guidelines if it fulfils one of the following criteria:



- The value-added is 20% or more
- The Managerial, Technical and Supervisory (MTS) Index is 15% or more
- The project undertakes promoted activities or manufacture products shown in MIDA's List of Promoted Activities and Products for High Technology Companies

Monthly Payroll

It is mandatory to pay workers, by the 7th day of the following month for days worked, failing which, penalties would be imposed.

Calculation and distribution of wages to employees can be time consuming and complicated



Outsourcing Monthly Payroll

Outsourcing the payroll function, is a good solution to ensure the accuracy and timely payment of your employees' wages.

Sensitive information, regarding staff pay, are kept private and confidential, while there will be savings in the employment of payroll personnel.



Registrations For Payroll

Compulsory for new companies to register with these regulatory bodies.



The EPF Act 1991 is a retirement scheme for employees.

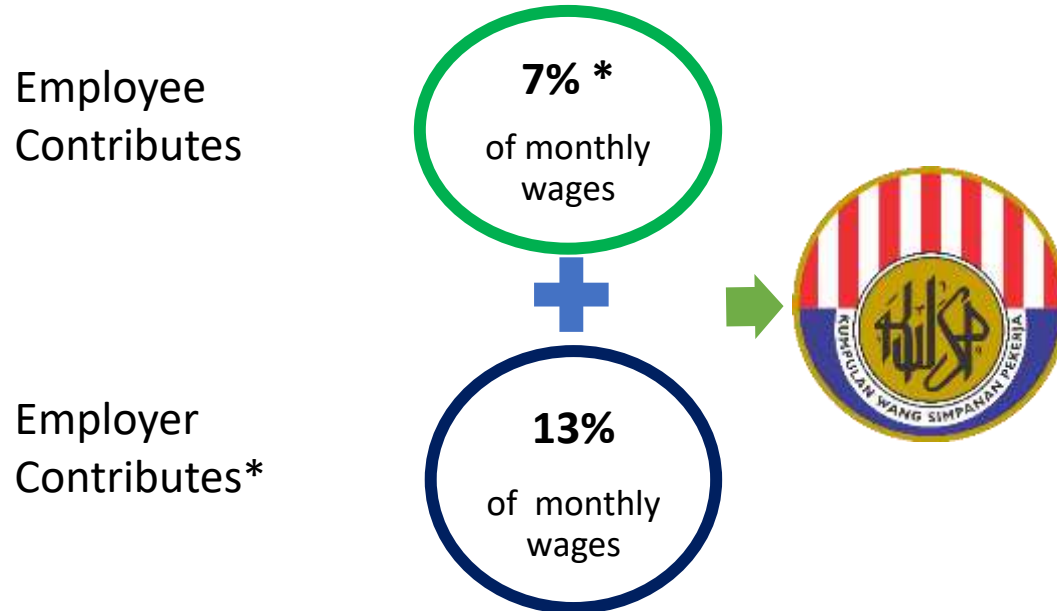
The SOCSO Act 1969 is an insurance scheme for Malaysian employees for employment injury or invalidity. Both employer and employee are required by law to contribute to EPF & SOCSO

The Monthly Tax Deduction (MTD) or “PCB” scheme is a compulsory pay-as-you-earn (PYE) scheme, whereby employers are required to deduct employees’ tax on a monthly basis using the schedule, formula, approved vendor software or e-calculator.

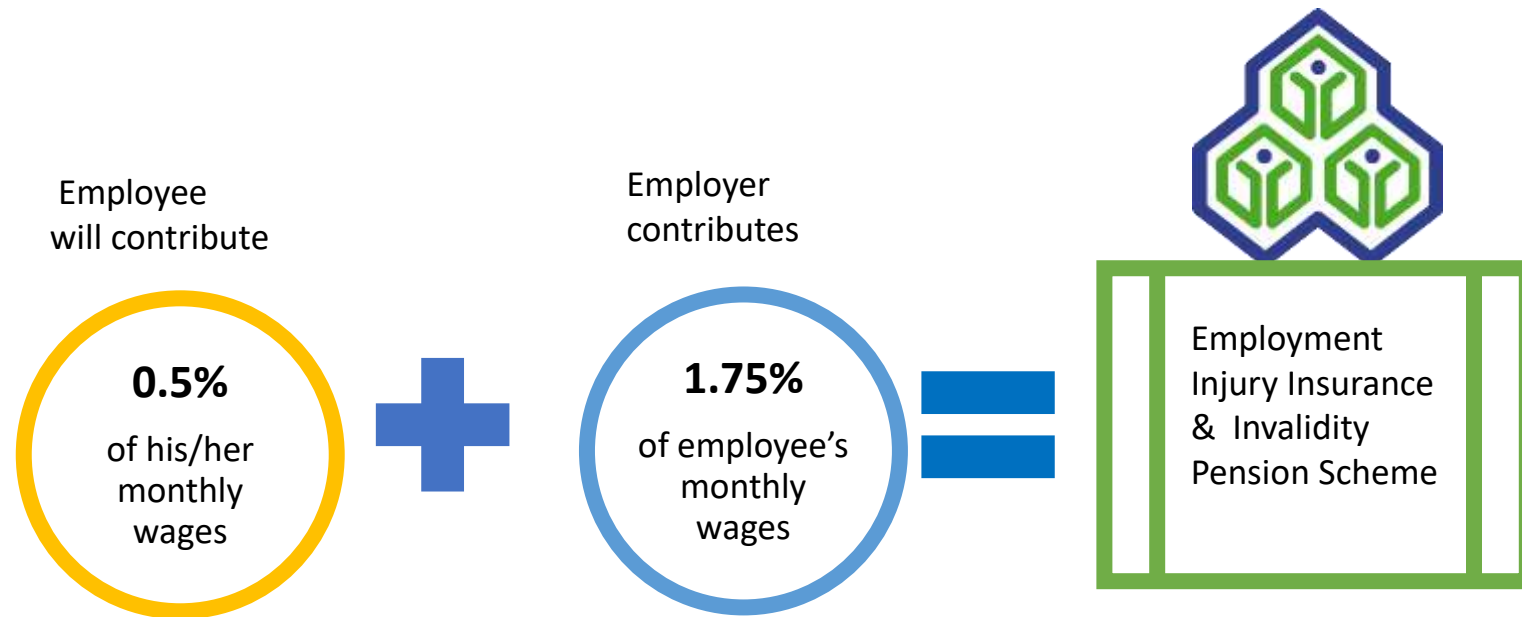
Payroll consist of the wages / remuneration , for which there should be deduction for PCB/MTD; and employer and employee contribution for SOCSO, & EPF

Employees Provident Fund (“EPF”)

EPF Contribution breakdown is as follows:-



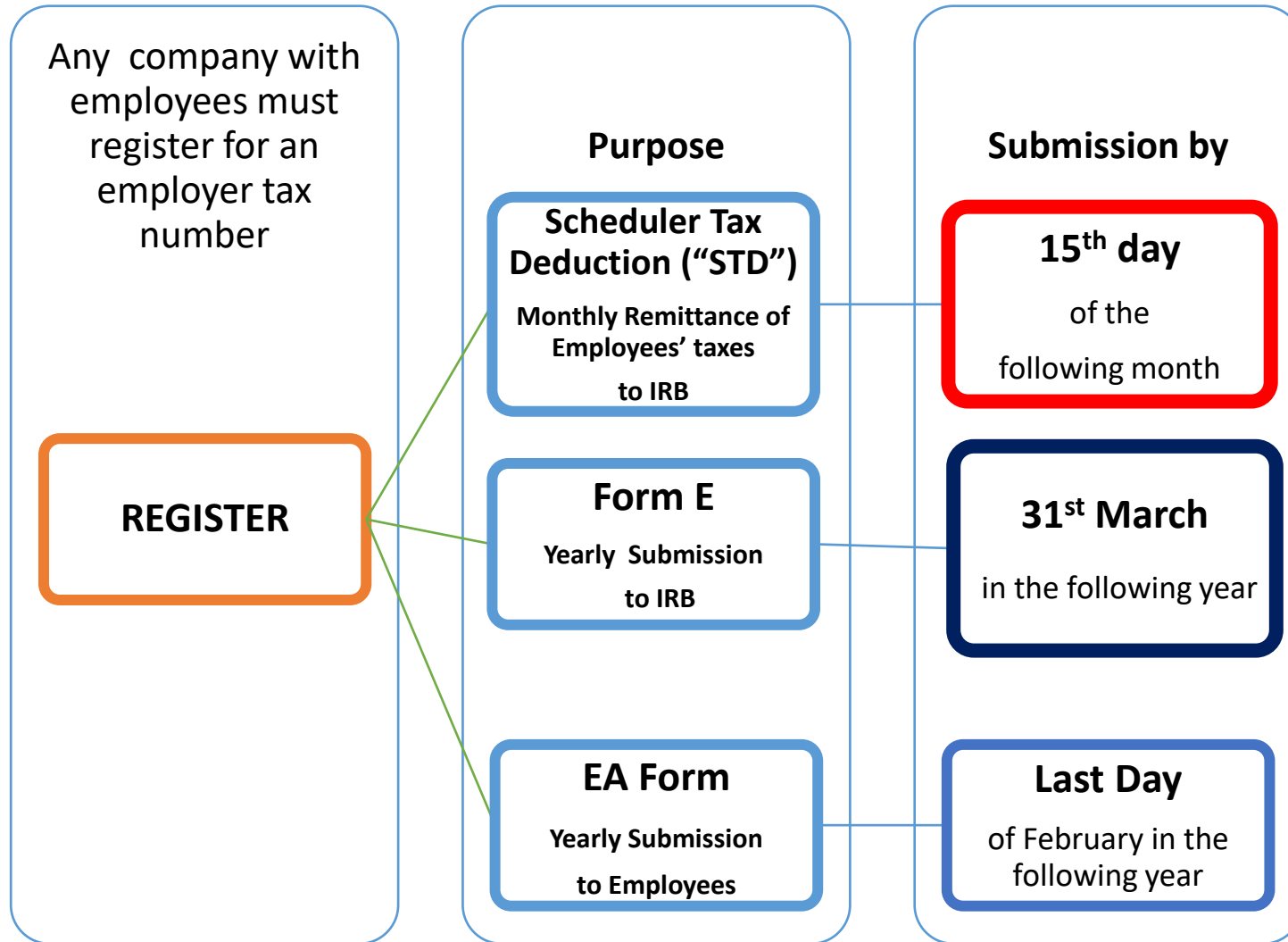
- On 27/02/20, the Government announced the reduction of the employee’s share from 11% to 7% , thus affecting April 2020’s wages (May 2020 contribution). Employees may choose to maintain the rate at 11 per cent by applying to the EPF via employers.
- For employees who receive wages exceeding RM5,000 the employee’s contribution remains unchanged, while the employer's contribution is reduced to 12%.



A compulsory social security protection scheme for Malaysian employees earning a monthly wage of RM3,000 and below

The scheme involves [cash payment and benefits](#) to all registered workers in case of emergencies, injuries, or even death.

Both Employees & Employers shall each pay a monthly contribution according to the rates specified under the Act



Employer Tax File Number

Schedular Tax Deduction (“PCB”)

Monthly Tax Deduction (“MTD”)

- The compulsory monthly tax deduction exercise carried out on the taxable remuneration (salary) of the employee.
- MTD helps lessen the burden of having to pay in “one lump sum”, the actual tax amount upon the filing of the tax returns to IRB annually.

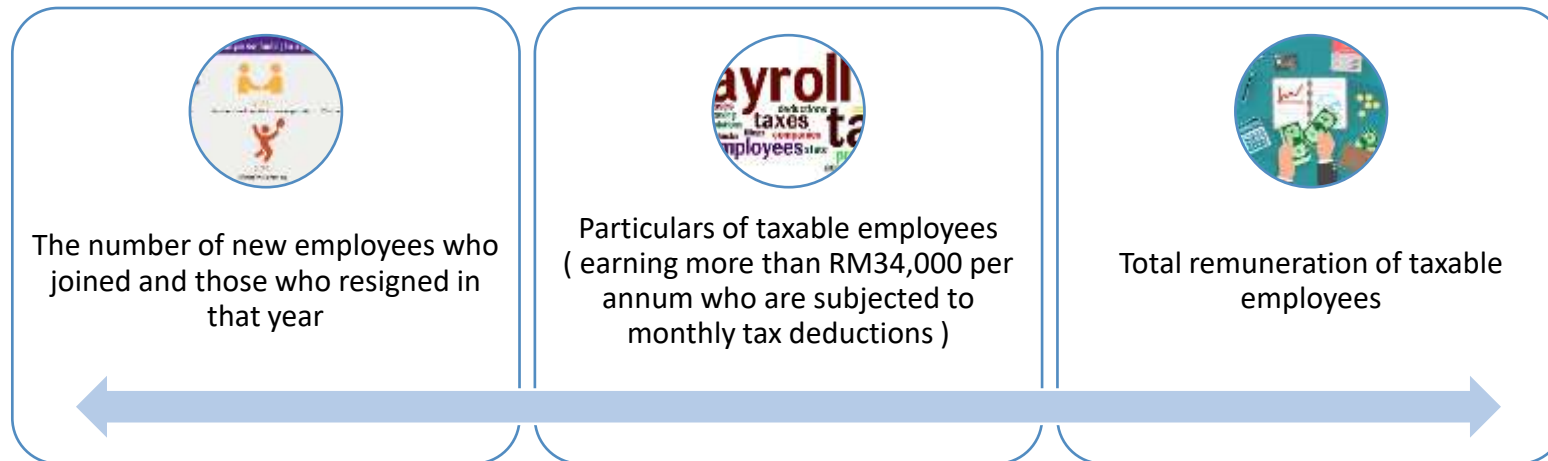
CUKAI PENDAPATAN MALAYSIA
PENYATA POTONGAN CUKAI OLEH MAJIKAN
[SEKSYEN 107 AKTA CUKAI PENDAPATAN, 1967
KAEDAH CUKAI PENDAPATAN (POTONGAN DARIPADA SARAAN), 1994]

POTONGAN BAGI BULAN TAHUN

Yearly Payroll Exercise

Preparation and Submission of Form E to IRB

- 1) All employers are required to fill and submit Form E to IRB by 31st March of the following year. The purpose of the form is for IRB to collect information on ,



- 2) IRB wants information in the filled-in-form to be clear and accurate.
- 3) Failure to submit Form E will result in legal action taken against the company's directors.

Yearly Payroll Exercise Services

Preparation & issuing of EA Forms to Employees

The EA form is :-

- A Statement of Remuneration prepared by the employer for each employee and
- It must be given, on or before the last day of February of the following year.
- EA information is used by the employee to file his/her personal tax return by 30th April of the year.

(C.P. 8A - Pin. 2010) MALAYSIA **Penyata Gaji Pekerja SWASTA** **EA**

CUKAI PENDAPATAN
PENYATA SARAAAN DARIPADA PENGGAJIAN
BAGI TAHUN BERAKHIR 31 DISEMBER _____
No. Siri _____
No. Majikan E _____
No. Cukai Pendapatan Pekerja _____
Cawangan LHDNM _____

BORANG EA INI PERLU DISEDIAKAN UNTUK DISERAHKAN KEPADA PEKERJA BAGI TUJUAN CUKAI PENDAPATANNYA

A BUTIRAN PEKERJA

1. Nama Penuh Pekerja/Pesara (En./Cik/Puan) _____
2. Jawatan _____
3. No. Kakitangan/No. Gaji _____
4. No. K.P. Baru _____
5. No. Pasport _____
6. No. KWSP _____
7. Jika bekerja tidak genap setahun, nyatakan:
(a) Tarikh mula bekerja _____
(b) Tarikh berhenti kerja _____

B PENDAPATAN PENGGAJIAN, MANFAAT DAN TEMPAT KEDIAMAN (Tidak Termasuk Elaun/Perkuisit/ Pemberian/Manfaat Yang Dikecualikan Cukai) RM

1. Gaji kasar, upah atau gaji cuti (termasuk gaji lebih masa)
Fi (termasuk fi pengarah), komisen atau bonus _____
Tip kasar, perkuisit, penerimaan sagu hati atau elaun-elaun lain (Perihal pembayaran _____)
Cukai Pendapatan yang dibayar oleh Majikan bagi pihak Pekerja _____

2. Nilai Manfaat atau kemudahan berupa barangan:
(a) Kereta (Tarikh sebenar diperuntukkan _____) (i) Nilai kereta dan petrol
(Jenis _____ Tahun _____ Model _____) (ii) Nilai pemandu _____
(b) Elektrik, air, telefon dan kemudahan lain _____
(c) Nilai manfaat rumah tangga: (*Potong yang tidak berkenaan)
(i) Sepenuh lengkap dengan perabot/penyaman udara/langsir/permaidani, atau _____
(ii) Lengkap dengan perkakas dapur, pinggan mangkuk, peralatan atau perkakas, atau _____
(iii) Butiran berasingan: Perabot dan kelengkapan _____
Perkakas dapur _____
Hiburan dan rekreasi _____
(d) Pembantu rumah dan tukang kebun _____
(e) Manfaat tambang percutian _____
(f) Lain-lain (misalnya makanan dan pakaian) _____

3. Nilai tempat kediaman (Alamat _____) _____
4. Bayaran balik daripada Kumpulan Wang Simpanan/Pencen yang tidak diluluskan _____
5. Pampasan kerana kehilangan pekerjaan _____

C PENCEN DAN LAIN-LAIN



HRDF contribution is a government levy imposed on a specific group of businesses for the purpose of collecting funds for employee training and skills upgrading.



Employers are liable to make monthly remittance to HRDF, by the last day of the following month, a total amount based on 1.0% of each employee monthly salary.



Employers registered with HRDF are eligible to apply for training grants (financial assistance), to defray all or a major portion of the “allowable costs” of training their employees.



They are also eligible to claim training reimbursements through various training schemes implemented by the HRDF Board.

Registration	No of Malaysian Employees	HRDF Levy
Mandatory	≥ 10	1%
Optional	5 - 9	0.5%

If Your Business Is in this List You Need To Register For HDRF



- 1) Manufacturing Sector
- 2) Mining & Quarrying Sector
- 3) Hotel
- 4) Air Transport
- 5) Travel Agency (inbound)
- 6) Telecommunication
- 7) Freight Forwarding
- 8) Shipping
- 9) Postal or Courier
- 10) Advertising
- 11) Computer Services
- 12) Energy
- 13) Training
- 14) Higher Education
- 15) Commercial Land
- 16) Transport &
- 17) Railway Transport Services
- 18) Direct Selling
- 19) Port Services
- 20) Engineering Support and Maintenance Services
- 20) Research and Development
- 21) Warehousing Services
- 22) Security Services

Registration

Mandatory
≥ 10 Employees



Optional
5 -9 Employees

- 23) Gas, Steam and Air-Conditioning Supply
- 24) Water Treatment and Supply
- 25) Sewerage
- 26) Waste
- 27) Private Hospital Services
- 28) Management and Material Recovery Services
- 29) Production of Motion Picture, Video and Television
- 30) Programme, Sound Recording and Music Publishing
- 31) Information Service
- 32) Building and Landscape Services
- 33) Event Management Services
- 34) Early Childhood Education
- 35) Health Support Services
- 36) Franchise
- 37) Sale and Repair of Motor Vehicles
- 38) Private Broadcasting Services
- 39) Driving School
- 40) Veterinary Services
- 41) Hypermarket, Supermarket and Departmental Store
- 42) Food and Beverage Services
- 43) Tourism Enterprise (outbound)



It is compulsory to submit company's financial statements to the Companies Commission of Malaysia (CCM) and the Inland Revenue Board of Malaysia.

Failure to comply attracts fines and penalties . These regulatory bodies in charge are :

The Companies Commission of Malaysia

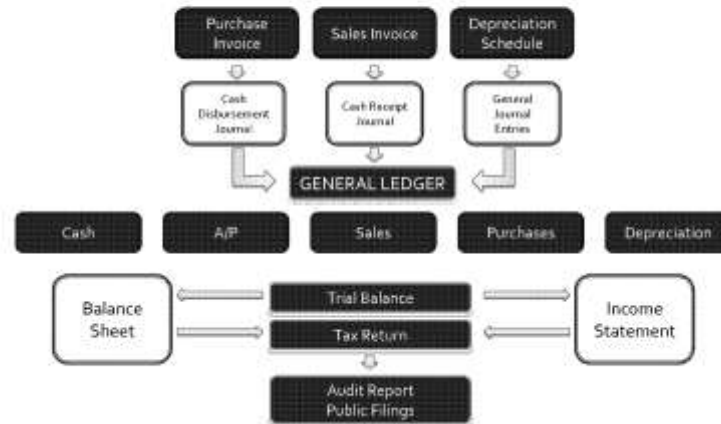
All Public and Non-exempted Private limited Companies are required to lodge their audit report and financial statements within 6 months from their financial year end.

Inland Revenue Board of Malaysia

Every type of businesses are required to lodge and file yearly tax returns that are based on accurate tax computation sourced from reliable and accurate financial statements.

All businesses need a systematic process of keeping proper financial documents and transactions

THE FLOW OF ACCOUNTING DOCUMENTS



Outsource the work to our qualified and experienced professionals. We can save you time, money and the hassle of recruiting the right personnel. Besides, you avoid fines and late penalties so that you can focus on what you do best i.e. looking after your business.



We offer a broad range of services and our rates are affordable .

Financial Statements



- Balance Sheet
- Profit & Loss Account
- General Ledger
- Value Added Services

Meeting, Presentation & Discussion with director(s) and /or officers to analyse overall business performance and provide advisory assistance.

Bank Reconciliation



Able to detect fraud, overdraft, and bank errors & facilitate debt collection exercises

Budgeting



For setting company projections & goals



Financial Costing & Analysis

Provides clear picture of your Company's financial health. Monitoring cash in and cash out can help you make better decisions before it is too late.



Advisory Service to Directors on compliance of regulations

To avoid late penalty fines from CCM & IRB



Liaise with Bankers for banking facilities

Business Correspondence & meeting . Involves evaluating business performance for bankers & investors' reference to obtain funds or loans



Financial Consulting & Analysis

For planning, controlling & decision making. We also make sure that you will not be missing on tax deductions

Nominee Director(s)' service

Companies are required to have at least one director having his/her principal or only place of residence within Malaysia.

If you do not have a director to meet the requirement of the Malaysia Companies Act, you can engage our Nominee Director Service.

The job function and responsibilities of a nominee director is as follows:



The routine attendance at Board Meetings and General Meetings;



The signing of Directors' Circular Resolutions; and



Signing of statutory returns in compliance with the act and relevant statutory legislations

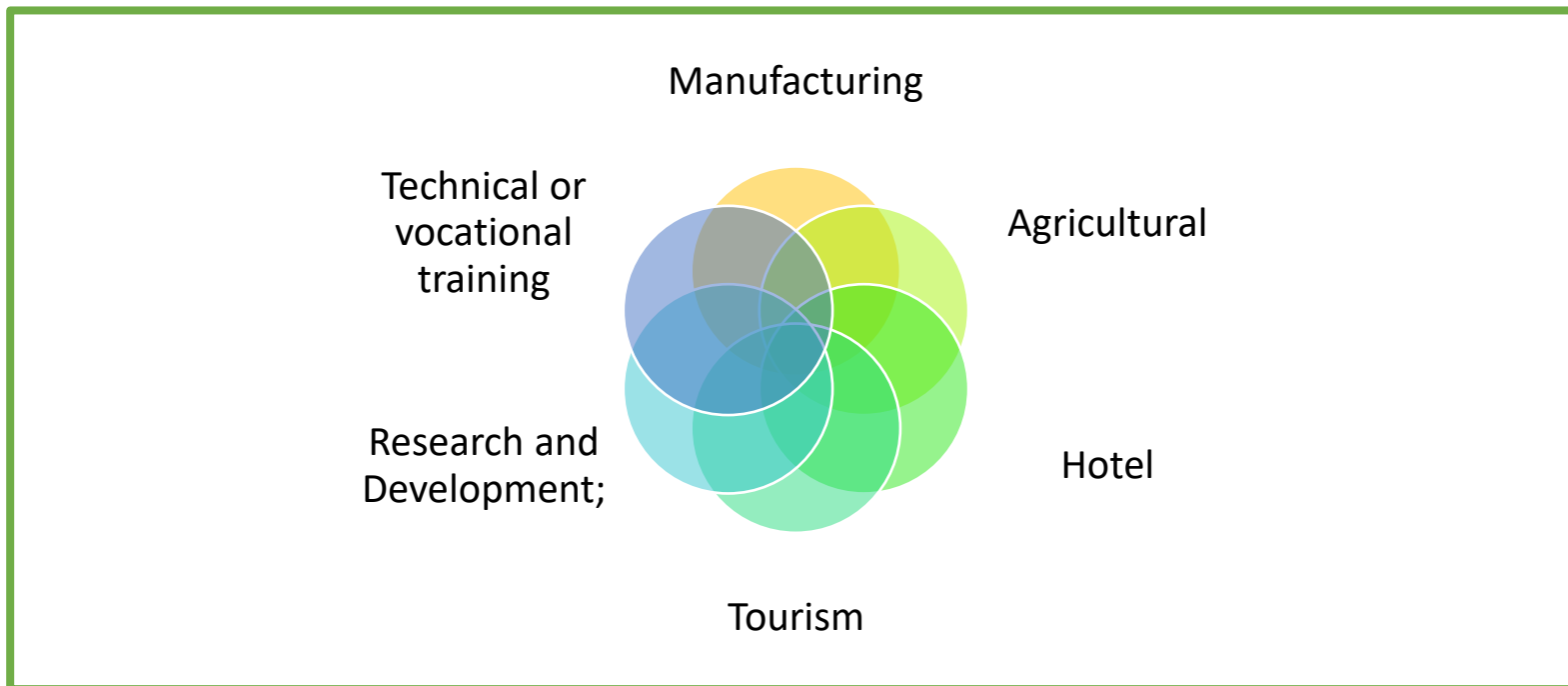
Nominee Director(s)' service

Nominee Director will perform its responsibilities according to the following provisions:-

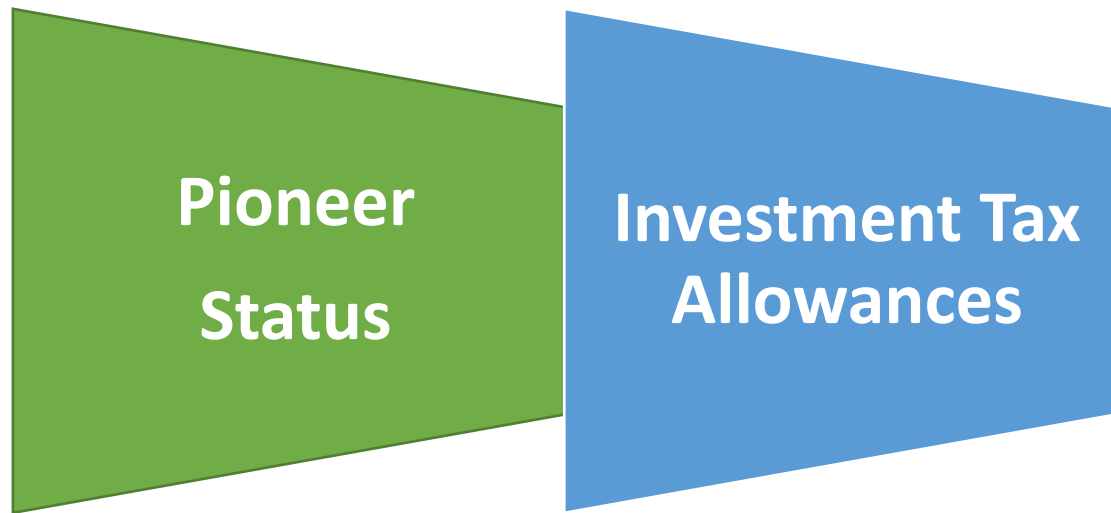


- Malaysia encourages specific forms of investments into the country by providing special **tax incentives** to companies who are
 - engaged in promoted products / activities ,
 - are located in promoted areas or
 - are high-technology companies. :

Promoted Sectors are in



The



Pioneer Status & Investment Tax Allowances are mutually exclusive i.e., either one of these two can be selected.

Pioneer Status

- Pioneer Status Companies enjoy income tax exemption of between 70% - 100% from statutory income for a period of 5 to 10 years.
- Suited For companies with fast gestation period & low capital expenditures



- The exempt income are credited to the exempt account from which exempt dividends are distributed to the shareholders of the company.
- If the shareholder is a company, any dividends paid by that shareholding company to its shareholders out of that amount shall also be exempt from tax in the hands of those shareholders

- Suited for Companies with longer gestation period and higher capital expenditures
- Are provided for plant and equipment acquired by the company during the tax relief period, usually from 5 to 10 years.
- The normal rate of allowance is 60 per cent on the qualifying capital expenditure. ITA can be offset against 70 per cent of company's statutory income.



Benefits

- The exempt income is credited to the exempt account from where exempt dividends are distributed to the shareholders of the company.
- If the shareholders is a company` any dividends paid by that shareholding company to its shareholders out of that amount shall also be exempt from tax in the hands of those shareholders.
- Companies granted ITA can carry forward unabsorbed losses and capital allowances to subsequent years.
- Any approvals for ITA may be granted retrospectively from a date which is not earlier than three years (or such dates) from the date of application.

Types of Expatriate Posts

Where there is a shortage of trained Malaysians, companies are allowed to bring in expatriate personnel for 'key post' or 'time post'.

All applications for new and existing companies (including those not involving expansion or diversification) in the manufacturing and related service sectors should be submitted to MIDA.

