

**RE: SDN. BHD./ Berhad COMPLIANCE CHECKLIST**

1. Ensuring annual return and yearly financial report submitted to SSM;
2. Company accounts sent to ACCOUNTANT & AUDITOR on yearly basis;
3. Submit tax (Form C/ Form B or BE) & Form E (b4 31.03.yearly) return to LHDN (tax);
4. Submit Potongan Cukai Bulanan (PCB) and pay before the 15th on monthly basis applicable to LHDN (tax);
5. Submit EPF and pay before the 15<sup>th</sup> to KWSP on monthly basis;
6. Submit SOCSO & EIS and pay before the 15<sup>th</sup> to PERKESO on monthly basis;
7. Renewing Local Town Council License (Lesen Perniagaan);
8. Submit SST if applicable to Customs (2 months once);
9. Comply with Labour Law Acts pertaining to employment of workers;
10. Renew expatriate staff's visa or foreigner workers' visa on time;
11. Payment timely to Auditor, Accounting's Fees, CoSec & Tax Services;
12. EA forms to employees before 28<sup>th</sup> Feb yearly & activate HRDF if applicable;
13. Do company's tax estimate (CP 204) 30 days before the next accounting period. (*Exp: Year end on 31<sup>st</sup> December 2018, the dateline will be on 1<sup>st</sup> Dec 2018*)

Remarks:

Business owners are to comply with the following guidelines in order to maintain compliance:

- i. SSM: Suruhanjaya Syarikat Malaysia (*The Companies Commission of Malaysia*);
- ii. LHDN: Lembaga Hasil Dalam Negara (*Inland Revenue Board Malaysia*);
- iii. KWSP: Kumpulan Wang Simpanan Pekerja (*Employees Provident Fund Malaysia*);
- iv. PERKESO: Pertubuhan Keselamatan Sosial (*Social Security Organization*);
- v. CUSTOMS: Jabatan Kastam Diraja Malaysia (*Royal Customs of Malaysia*);
- vi. LABOUR: Jabatan Tenaga Kerja (*Ministry of Human Resources of Malaysia*).

Explanation by : \_\_\_\_\_

Company Name & Date : \_\_\_\_\_

Acknowledged By : \_\_\_\_\_