



## Release Notes

**Release Date: 16 April 2024**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

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# Contents

<b>Release Notes Summary</b>	<b>1</b>
<b>Payroll</b>	<b>2</b>
Updated changes to CP21 and CP22A Forms	2

## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>Payroll</b> <ul style="list-style-type: none"><li>Updated changes to CP21 and CP22A Forms</li></ul>	Enhancement	–	–	–	√	–	–

## Updated changes to CP21 and CP22A Forms

Below are the detailed descriptions of the changes made to the form:.

### CP21 Form – header (Prior to Updates):

<b>Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):</b> <ul style="list-style-type: none"> <li>• sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.</li> </ul> <b>This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):</b> <ul style="list-style-type: none"> <li>• not less than 30 days before the expected date of departure from Malaysia.</li> </ul>	
Nama & Alamat Majikan / Employer's Name & Address <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	No. Majikan / Employer's No. <div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="display: inline-block; width: 100px; height: 20px; border-bottom: 1px solid black;"></div> </div> No. Telefon Majikan / Employer's Telephone No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

### CP21 Form – header (Following Updates):

<b>Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):</b> <ul style="list-style-type: none"> <li>• sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.</li> </ul> <b>This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):</b> <ul style="list-style-type: none"> <li>• not less than 30 days before the expected date of departure from Malaysia.</li> </ul>	
Nama & Alamat Majikan / Employer's Name & Address <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	No. Majikan / Employer's No. <div style="border: 1px solid black; padding: 2px;"> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px; text-align: center; line-height: 20px;">E</div> <div style="display: inline-block; width: 100px; height: 20px; border-bottom: 1px solid black;"></div> </div> No. Telefon Majikan / Employer's Telephone No. <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 2px solid red; padding: 5px;"> <b>Status Pemberitahuan / Notification Status</b>          [Tandakan 'X' dalam kotak berkenaan / Indicate 'X' in the relevant box]  <div style="display: flex; justify-content: space-around;"> <span><input type="checkbox"/> Baharu / New</span> <span><input type="checkbox"/> Pindaan / Amendment</span> <span><input type="checkbox"/> Tambahan / Additional</span> </div> </div>

### Data entry:

Admins now have the capability to include user information in the CP21/CP22A loaded staging under the Excel column labelled "**Status Pemberitahuan**". This includes specifying whether the notification is for a Baharu (1), Pindaan (2), or Tambahan (3) status.

### CP21 Form – Section A (Prior to Updates):

8. Tempat Lahir / Place of Birth	<input type="text"/>	<input type="text"/>
9. Jenis Pekerjaan / Nature of Employment	<input type="text"/>	<input type="text"/>
10. No. Telefon Pekerja / Employee's Telephone No.	<input type="text"/>	14. Jika akan kembali ke Malaysia, nyatakan tarikh dijangka kembali If returning to Malaysia, state the expected date of return
		<input type="text"/>

### CP21 Form – Section A (Following Updates):

8. Tempat lahir / Place of birth	<input type="text"/>	<input type="text"/>
9. Jenis pekerjaan / Nature of employment	<input type="text"/>	15. Jika akan kembali ke Malaysia, sila nyatakan tarikh dijangka kembali If returning to Malaysia, please state the expected date of return
10. No. telefon pekerja / Employee's telephone no.	<input type="text"/>	<input type="text"/>
11. Alamat e-mel / E-mail address	<input type="text"/>	16. Cukai ditanggung majikan / Tax borne by employer [Tandakan 'X' dalam kotak / Indicate 'X' in the relevant box]
		<input type="checkbox"/> Ya / Yes <input type="checkbox"/> Tidak / No
		17. Menerima tawaran skim pemberhentian pekerja / Accepted offer under employee separation scheme. [Tandakan 'X' dalam kotak / Indicate 'X' in the relevant box]
		<input type="checkbox"/> Ya / Yes <input type="checkbox"/> Tidak / Tidak Berkenaan No / Not Applicable

### Data entry:

For item 11, inclusion of information from the employee profile.

For item 16, inclusion is facilitated under the loaded Excel file for the column named **Cukai ditanggung majikan** for statuses Ya (1) or Tidak (2).

For item 17, inclusion is facilitated under the loaded Excel file for the column named **Menerima tawaran skim pemberhentian pekerja** for statuses Ya (1), Tidak (2).

## CP21 Form – Section B (Prior to Updates):

<b>B. BUTIR-BUTIR SARAAN</b>			
Jika pekerja tidak kembali, nyatakan di bawah ini emolumen dan caruman kepada mana-mana kumpulan wang yang diluluskan bagi tahun beliau meninggalkan negara ini : <i>If not returning, state the emoluments and any approved provident fund contributions for the year of departure below :</i>	<b>Tahun Semasa / Current Year</b>		
	Tempoh / Period		<b>RM</b>
	Dari / From	Hingga / Until	
1) Gaji, bayaran, upah dan kerja lebih masa <i>Salary, fees, wages, and overtime pay</i>			
2) Gaji cuti <i>Leave pay</i>			
3) Komisen dan bonus <i>Commission and bonus</i>			
4) Ganjaran <i>Gratuity</i>			
5) Pampasan kerana kehilangan pekerjaan <i>Compensation for loss of employment</i>			
6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) ..... <i>Allowance in cash including tax borne by the employer</i> (please state type of allowance) .....			

## CP21 Form – Section B (Following Updates):

<b>B. BUTIR-BUTIR SARAAN</b>			
Jika pekerja tidak kembali, nyatakan di bawah ini emolumen dan caruman kepada mana-mana kumpulan wang yang diluluskan bagi tahun beliau meninggalkan negara ini : <i>If not returning, state the emoluments and any approved provident fund contributions for the year of departure below :</i>	<b>Tahun Semasa / Current Year</b>		
	Tempoh / Period		<b>RM</b>
	Dari / From	Hingga / Until	
1) Gaji, bayaran, upah dan kerja lebih masa <i>Salary, fees, wages, and overtime pay</i>			
2) Gaji cuti <i>Leave pay</i>			
3) Komisen dan bonus <i>Commission and bonus</i>			
4) Ganjaran Tempoh tahun genap perkhidmatan: ..... Ganjaran dikecualikan cukai : <b>RM</b> ..... <i>Gratuity</i> Period of completed year of service: ..... Tax-exempted gratuity : <b>RM</b> .....			
5) Pampasan kerana kehilangan pekerjaan Tempoh tahun genap perkhidmatan: ..... Pampasan dikecualikan cukai : <b>RM</b> ..... <i>Compensation for loss of employment</i> Period of completed year of service: ..... Tax-exempted compensation : <b>RM</b> .....			
6) Elaun tunai termasuk cukai ditanggung oleh majikan (sebutkan jenis-jenis elaun) ..... <i>Allowance in cash including tax borne by the employer</i> (please state the type of allowance) .....			

### Data entry:

For item 4 description, inclusion is facilitated under the loaded Excel file for the column named **Ganjaran Tempoh tahun genap perkhidmatan**.

For item 4 amount, inclusion is facilitated under the loaded Excel file for the column named **Ganjaran dikecualikan cukai**.

For item 5 description, inclusion is facilitated under the loaded Excel file for the column named **Pampasan tempoh tahun genap perkhidmatan**.

For item 5 amount, inclusion is facilitated under the loaded Excel file for the column named **Pampasan dikecualikan cukai**.

CP21 Form – Section E (Prior to Updates):

E. AKUAN PEGAWAI YANG DIBERI KUASA/ DECLARATION BY AUTHORISED OFFICER	
Nama / Name :	<input type="text"/>
Jawatan / Designation :	<input type="text"/>
Tandatangan / Signature :	<input type="text"/> Tarikh / Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

CP21 Form – Section E (Following Updates):

E. AKUAN PEGAWAI YANG DIBERI KUASA/ DECLARATION BY AUTHORISED OFFICER	
Nama / Name :	
Jawatan / Designation :	
Alamat e-mel / E-mail address :	
Tandatangan / Signature :	Tarikh / Date : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Data entry:

For item 11, inclusion of information from the employee profile.



### CP22A Form – header (Prior to Updates):

<b>Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri Malaysia (LHDNM):</b> <ul style="list-style-type: none"><li>• sekurang-kurangnya 30 hari sebelum tarikh dijangka meninggalkan Malaysia.</li></ul> <b>This notification form should be submitted to the Inland Revenue Board of Malaysia (IRBM):</b> <ul style="list-style-type: none"><li>• not less than 30 days before the expected date of departure from Malaysia.</li></ul>	
Nama & Alamat Majikan / Employer's Name & Address <div></div>	No. Majikan / Employer's No. <div>E <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> No. Telefon Majikan / Employer's Telephone No. <div></div>

### CP22A Form – header (Following Updates):

<b>Borang pemberitahuan ini hendaklah dikemukakan kepada Lembaga Hasil Dalam Negeri</b> <ul style="list-style-type: none"><li>• sekurang-kurangnya 30 hari sebelum tarikh pemberhentian seseorang pekerja; atau</li><li>• dalam tempoh 30 hari selepas dimaklumkan kematian seseorang</li></ul>	
Nama & Alamat Majikan <div></div>	No. Majikan <div>E <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> No. Telefon Majikan : <div></div> <div><b>Status Pemberitahuan [Sila tandakan 'X']</b> <input type="checkbox"/> Baharu    <input type="checkbox"/> Pindaan    <input type="checkbox"/> Tambahan</div>

### Data entry:

Admins now have the capability to include user information in the CP21/CP22A loaded staging under the Excel column labeled "**Status Pemberitahuan**" This includes specifying whether the notification is for a Baharu (1), Pindaan (2), or Tambahan (3) status.

## CP22A Form – Section A (Prior to Updates):

A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA	
1. Nama Penuh <input type="text"/>	11. No. Telefon Pekerja Yang Berhenti Kerja / Bersara <input type="text"/>
2. Tarikh Mula Bekerja <input type="text"/>	12. Alamat surat-menyurat terkini : <input type="text"/>
3. Tarikh Berhenti / Persaraan / Kematian [* Potong yang mana tidak berkenaan]	<input type="text"/>
4. Tarikh Lahir <input type="text"/>	<input type="text"/>
5. Jenis Persaraan [Sila tandakan 'X'] Wajib <input type="checkbox"/> Pilihan <input type="checkbox"/>	<input type="checkbox"/> Tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai
6. No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport) <input type="text"/>	13. Maklumat Wakil Sah [Bagi Kes Meninggal Dunia] : a) Nama Penuh <input type="text"/>
7. No. Cukai Pendapatan <input type="text"/>	

## CP22A Form – Section A (Following Updates):

A. BUTIR-BUTIR PEKERJA YANG BERHENTI KERJA / BERSARA / MENINGGAL DUNIA	
1. Nama penuh <input type="text"/>	b) No. Pengenalan (No. Kad Pengenalan/ Pasport) <input type="text"/>
2. Jenis pemberhentian [Sila tandakan 'X'] <input type="checkbox"/> Berhenti kerja <input type="checkbox"/> Bersara <input type="checkbox"/> Meninggal dunia	c) No. Pengenalan Cukai (TIN) <input type="text"/>
3. Tarikh mula bekerja <input type="text"/>	15. No. telefon pekerja yang berhenti kerja / bersara : <input type="text"/>
4. Tarikh berhenti / persaraan / kematian* [* Potong yang mana tidak berkenaan]	16. a) Alamat surat-menyurat terkini : <input type="text"/>
5. Tarikh majikan terima pemakluman kematian pekerja [bagi kes kematian pekerja] <input type="text"/>	<input type="checkbox"/> Sila tandakan "X" jika alamat surat-menyurat di atas adalah alamat ejen cukai
6. Jenis persaraan [Sila tandakan 'X', bagi kes persaraan] Wajib <input type="checkbox"/> Pilihan <input type="checkbox"/>	b) Alamat e-mel <input type="text"/>
7. Cukai ditanggung majikan [Sila tandakan 'X'] Ya <input type="checkbox"/> Tidak <input type="checkbox"/>	
8. Menerima tawaran skim pemberhentian pekerja [Sila tandakan 'X'] <input type="checkbox"/> Ya <input type="checkbox"/> Tidak / Tidak berkenaan	

### Data entry:

For item 2, inclusion is facilitated under the loaded Excel file for the column named **Jenis pemberhentian** for statuses Berhenti kerja (1), Bersara (2), Meninggal dunia(3).

For item 5, inclusion is facilitated under the loaded Excel file for the column named **Tarikh dijangka meninggalkan Malaysia** in format (dd/mm/yyyy).

For item 7, inclusion is facilitated under the loaded Excel file for the column named **Cukai ditanggung majikan** for statuses Ya (1) or Tidak (2).

For item 8, inclusion is facilitated under the loaded Excel file for the column named **Menerima tawaran skim pemberhentian pekerja** for statuses Ya (1) or Tidak (2).

CP22A Form – Section A (Prior to Updates):

8. Taraf Perkahwinan	<input type="text"/>
9. Tuntutan Potongan Cukai Bagi Anak :	
a) Bilangan anak	<input type="text"/> orang
b) Jumlah RM	<input type="text"/>
10. Jika berkahwin, lengkapkan maklumat suami / isteri :	
a) Nama Penuh Suami / isteri :	<input type="text"/>
b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)	<input type="text"/>
c) No. Cukai Pendapatan	<input type="text"/>
b) No. Rujukan (No. Kad Pengenalan/Polis/Tentera/Pasport)	<input type="text"/>
c) Alamat surat-menyurat	<input type="text"/>
d) No. Telefon	<input type="text"/>

CP22A Form – Section A (Following Updates):

9. No. Pengenalan (No. Kad Pengenalan / Pasport)	<input type="text"/>
10. No. Pengenalan Cukai (TIN)	<input type="text"/>
11. Tarikh lahir	<input type="text"/>
12. Taraf perkahwinan	<input type="text"/>
13. Tuntutan potongan cukai bagi anak :	
a) Bilangan Anak	<input type="text"/> orang
b) Jumlah RM	<input type="text"/>
14. Jika berkahwin, lengkapkan maklumat suami / isteri :	
a) Nama penuh suami / isteri :	<input type="text"/>
17. Maklumat wakil sah [ Bagi kes meninggal dunia ] :	
a) Nama penuh	<input type="text"/>
b) No. Pengenalan (No. Kad Pengenalan / Pasport)	<input type="text"/>
c) Hubungan	<input type="text"/>
d) Alamat surat-menyurat	<input type="text"/>
e) No. Telefon	<input type="text"/>

Data entry:

For item 17(c), inclusion of information from the employee profile.