

2016

# 20

## TAX CLEARANCE LETTER



www.hasil.gov.my

LEMBAGA HASIL DALAM NEGERI MALAYSIA

LHDNM/R20/16

### INTRODUCTION

- Tax Clearance Letter ( Surat Penyelesaian Cukai (SPC)) is a **letter issued** by Lembaga Hasil Dalam Negeri Malaysia (LHDNM) to notify the employer of a deceased / retiring / resigning employee's tax liability to enable the employer to make the final payment of salary / compensation / gratuity to the employee

### WHEN TO MAKE THE APPLICATION

- When the employee:
  - a. Resigning from employment; or
  - b. Retiring; or
  - c. Leaving Malaysia for a long period of time or forever; or
  - d. Death of an employee

### RESPONSIBILITY OF EMPLOYER

- To apply for SPC within 30 days before the date of the termination of employment or, in the case of death, within 30 days after the death
- To retain payment of salary / compensation / gratuity until SPC is issued

### HOW TO APPLY

The application for the SPC can be made through:

1. **e-SPC**
  - Online application by employer
2. **Manually**
  - Submission of forms manually to LHDNM branch which handles employee's income tax file



/LHDNM



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1-800-88-5436 (LHDN)

#### Disclaimer

This leaflet is issued for general information only. It does not contain final advice or complete information pertaining to a particular topic and should not be used as a legal reference

### FORMS

Forms to be filled by the employer:



### SPC PROCESSING PERIOD

- SPC will be issued within 10 working days from the date of received complete documents

### REMINDER

Taxpayers are advised to update their current status of tax assessment by submitting the relevant Income Tax Return Form to LHDNM

Even though SPC has been issued, the employee is obligated to submit the Income Tax Return Form for future years of assessment until the employee is informed about the **CLOSING OF THEIR TAX FILE**

In order to close the tax file, the retiree may apply in writing to the LHDNM branch which handle their file and ensure that there is no outstanding tax balance in the account

PLEASE VISIT:

[www.hasil.gov.my](http://www.hasil.gov.my)  
for further information

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