

### **TP3**

As per Malaysia Inland Revenue Board (IRB) requirement, employee who newly joined the company during the year shall submit TP3 Form to his/her new employer to notify information relating to his employment with previous employer in the **current year**.

### **Purpose**

Malaysia personal income tax is based on current year annual income. New hires are required to fill in TP3 to include previous employer employment income in current year for Monthly Tax Deduction (MTD).

### **Who needs to fill in?**

It is **COMPULSORY** for new hires who are having previous employment income in current year. Fresh graduates and new hires without previous income in current year do not need to fill in TP3 form.

### **What to fill in?**

*Part A:* Previous employer's information

(A1: Previous employer's company name & A2: income tax number)

*Part B:* Personal information

(B1: Name, B2: IC number and B6: Income Tax File number)

*Part C:* C1: Previous **taxable** employment income for **current year**.

Eg. Basic salaries, OT, Allowances, Leave Encashments etc.

(Kindly take note that you need to fill in the actual YTD income that you have **earned** before joining Motorola, **NOT** your own estimation of annual income)

C3: Total EPF **Employee** contribution for current year (**not including Employer portion**)

C4 : Zakat paid in current year (if applicable)

C5 : Total tax paid in current year excluding tax installment (CP38)

*Part E:* Declaration by full name per IC with signature and date.

### **Notes**

Please take note that all figures should be rounded up to the nearest Ringgit without decimal. Kindly email completed TP3 form to [MeiXian.Goh@motorolasolutions.com](mailto:MeiXian.Goh@motorolasolutions.com) once done.