

PCB Excel Guide

Sample of Blank PCB File

	A	B	C	D	E	F	G	H	I
1	LHDN Employer No. Numeric (10)								
2	Year of Deduction Numeric (4)								
3	Month of Deduction Numeric (2)								
4	Total STD Amount Numeric (10) 0								
5	Total STD Records Numeric (5) 0								
6	Total CP38 Amount Numeric (10) 0								
7	Total CP38 Records Numeric (5) 0								
8	Tax Reference No Numeric (11)	Employee Name Alphanumeric (60)	Old IC No. Alphanumeric (12)	New IC No. Alphanumeric (12)	Passport No. Alphanumeric (12)	Country Code Alpha (2)	STD Amount Numeric (8)	CP38 Amount Numeric (8)	Employee No. Alphanumeric (10)
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

Row;

1. LHDN Employer No

- E.g. 9012888833
- Enter the data at **Column B**

2. Year of Deduction

- In **YYYYY** format e.g. **2018**
- Enter the data at **Column B**

3. Month of Deduction

- In **MM** format e.g. **06**

4. Total STD Amount (CP39)

- Auto-populated from the total STD Amount in Column G

5. Total STD Records (CP39)

- Auto-populated from the total records of STD Amount in Column G

6. Total CP38 Amount

- Auto-populated from the total CP38Amount in Column H

7. Total CP38 Records

- Auto-populated from the total records of CP38 Amount in Column H

8. Header “Tax Reference No | Numeric (11), Employee Name | Alphanumeric (60), Old IC No. | Alphanumeric (12), New IC No. | Alphanumeric (12), Passport No. | Alphanumeric (12), Country Code | Alpha (2), STD Amount | Numeric (8), CP38 Amount | Numeric (8), Employee No. | Alphanumeric (10)”

- Please do not edit/delete the header

9. Enter your data at this row***

● **Column A (Tax Reference No)**

- E.g. 23315555580

● **Column B (Employee Name)**

- E.g. Muhammad Ali

● **Column C (Old IC No)**

- Skip and enter the New IC No at Column D

● **Column D (New IC No)**

- E.g. 881013145348

● **Column E (Employment Date)**

- In **DDMMYYYY** format. E.g. **15042011**

● **Column F (Country Code)**

- Not required for Malaysian. Leave it blank

- For foreigners, please visit <http://edafatar.hasil.gov.my/getnegara.php>

Sample of PCB Contribution File

	A	B	C	D	E	F	G	H	I
1	LHDN Employer No. Numeric (10)	901288833							
2	Year of Deduction Numeric (4)	2018							
3	Month of Deduction Numeric (2)	06							
4	Total STD Amount Numeric (10)	579.5							
5	Total STD Records Numeric (5)	4							
6	Total CP38 Amount Numeric (10)	20.6							
7	Total CP38 Records Numeric (5)	1							
8	Tax Reference No Numeric (11)	Employee Name Alphanumeric (60)	Old IC No. Alphanumeric (12)	New IC No. Alphanumeric (12)	Passport No. Alphanumeric (12)	Country Code Alpha (2)	STD Amount Numeric (8)	CP38 Amount Numeric (8)	Employee No. Alphanumeric (10)
9	23315555580	Elsie		680812146886			180.7		01
10	28888333371	Wong Choi		830513105383			135.5		02
11	23315555580	Rajasaree Prashanth			E7755884	IN	99.8	20.6	03
12	28844323371	Lee Lei Kit			S7011508E	SG	163.5		04
13									
14									
15									
16									
17									
18									
19									

Note;

- You are required to register the LHDN profile in PBe (one time only) by selecting **Payment > Other Payment > LHDN > PCB Contribution** as per below before uploading the PCB Contribution File;



The screenshot shows the 'Submit PCB Contribution File' form. On the left is a sidebar menu with options: EPF, LHDN (selected), PCB Contribution (selected), Income Tax Payment, SOCSO Contribution, Lembaga Tabung Haji, and Zakat. The main area is titled 'Other Payment' and 'Submit PCB Contribution File'. It features a progress bar with six steps, the first being active. Below the progress bar are fields for 'Employer Number' (a dropdown menu with '--Select--') and 'File Name' (a 'Choose file' button with 'No file chosen' text). There are 'Add' and 'Delete' buttons next to the Employer Number dropdown. At the bottom are 'Cancel' and 'Upload' buttons.



The screenshot shows the 'Add PCB Employer Number' form. The sidebar menu is the same as in the previous screenshot, with LHDN and PCB Contribution selected. The main area is titled 'Other Payment' and 'Add PCB Employer Number'. It features a progress bar with six steps, the first being active. Below the progress bar are four input fields: 'Employer Name', 'Employer Number', 'Business Registration Number', and 'Region' (a dropdown menu with '--Select--'). At the bottom are 'Reset', 'Cancel', and 'Next' buttons.

- No Test File is required for PCB Contribution.
- You may proceed to Submit PCB Contribution once you have registered the LHDN profile.

Scenario:

- ❖ You have encountered an error “**Invalid PCB Employer Name**” when registering the LHDN profile. What should you do?
 - Please ensure that the PCB Employer Name matches 100% with LHDN Database. Hence, kindly email us the error message and provide your PCB Employer Number for further assistance.
 - Do not enter hyphen “ - ” for the Business Registration Number. Enter as e.g. **134567X**.

- ✓ *Should you require further assistance or clarification, kindly contact our PBe Customer Support at **03 – 2179 9999** from 6am to 12am or email to customersupport@publicbank.com.my.*

Thank you for banking with us.

