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|  | **MANAGEMENT SERVICES DIVISION** |

**REQUEST FORM TO UPDATE**

**STAFF PERSONAL DATA FOR INCOME TAX PURPOSES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **STAFF** | | | |  |  | | | | | | | | | |  | **SPOUSE** | | | | | | | | | |  | | |  |  | | | | | | | |  | | |
| Name | | | | : |  | | | | | | | | | |  | Name | | | | | | : |  | | | | | | | | | | | | | |
| Staff No. | | | | : |  | | | | | | | | | |  | Staff No. *(if IIUM staff*) | | | | | | | | : | | |  | | | | | | | | | |
| Income Tax No. | | | | : |  | | | | | | | | | |  | Income Tax No. | | | | | | : |  | | | | | | | | | | | | | |
| I/C/Passport No. | | | | : |  | | | | | | | | | |  | I/C/Passport No. | | | | | | : |  | | | | | | | | | | | | | |
| EPF No. | | | | : |  | | | | | | | | | |  |  | | | | | |  |  | | | | | | | | | | | | | |
| Nationality | | | | : |  | | | | | | | | | |  | Nationality | | | | | | : |  | | | | | | | | | | | | | |
| K/C/D/I/O | | | | : |  | | | | | | | | | |  | K/C/D/I/O *(if IIUM staff*) | | | | | | | | | : | |  | | | | | | | | | |
| Handphone No. | | | | : |  | | | | | | | | | |  | Handphone No. | | | | | | : |  | | | | | | | | | | | | | |
| Alternate e-mail | | | | : |  | | | | | | | | | |  | Alternate e-mail | | | | | | : |  | | | | | | | | | | | | | |
|  | | | |  |  | | | | | | | | | |  |  | |  | | | | | | | |  | | |  |  |  | | | | | |
| Gender : | | | | Marital status : | | | | | | Tax category : | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | Male | |  |  | Single | |  | | | |  | 1 | Single | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | |  | | | | |  | | |  | |  | |  | | | | | | | | | | | | | | | | | |
|  |  | Female | |  |  | Married | |  | | | |  | 2 | Married and husband or wife is not working | | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | |  | | | | |  | | |  | |  | |  | | | | | | | | | | | | | | | | | |
|  | | | |  |  | Others |  | |  | | |  | 3 | Married and husband or wife is working, divorced or | | | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | |  | | | | | or widowed, or single with adopted child | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  |  |  |  | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| Information of Children (for child relief) : | | | | | | | | | | | | | | |  |  | |  | | | | | | | |  | | |  |  |  | | | | | |
| No. | | | Name | | | | | | | | I/C no. / Passport no. | | | | | | | | | Date of Birth | | | | | | | | Age | | | | \*Child relief category | | | |
|  | | |  | | | | | | | |  | | | | | | | | |  | | | | | | | |  | | | |  | | | |
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*Notes :*

*Kindly refer the attachment for the \*child relief category.*

*Please attach the relevant documents as follows :*

1. *Letter of confirmation for children education status*
2. *Identification card for disabled status (self/spouse/children)*
3. *Letter of confirmation for legally adopted children*

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| **CHILD RELIEF CATEGORY** | | | | |
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| **Category** |  | | **Description** |
| A |  | Unmarried dependent legitimate child or stepchild or adopted child, under the age of 18 years | |
| B |  | Unmarried dependent legitimate child or stepchild or adopted child, under the age of 18 years and above who is receiving full-time education | |
| C |  | Unmarried dependent legitimate child or stepchild or adopted child, over the age of 18 years and receiving full-time instruction at diploma level onwards in an institution of higher education in Malaysia | |
| D |  | Unmarried dependent legitimate child or stepchild or adopted child, over the age of 18 years and receiving full-time instruction at degree level onwards in an institution of higher education outside Malaysia | |
| E |  | Disabled unmarried dependent legitimate child or stepchild or adopted child, as certified by the Department of Social Welfare | |
| F |  | Disabled unmarried dependent legitimate child or stepchild or adopted child, receiving further instruction at diploma level onwards in an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia | |