# CONTENT

1. INTRODUCTION ............................................................................................................. 3
2. E-SPC ACCESS ............................................................................................................. 3
3. APPLICATION OF TAX SETTLEMENT ........................................................................ 5
4. LIST OF TAX SETTLEMENT APPLICATION ............................................................. 8
5. SUBMISSION OF TAX SETTLEMENT APPLICATION .............................................. 11
6. TAX APPLICATION STATUS ..................................................................................... 11
7. SYSTEM LOG OUT ...................................................................................................... 12
1. INTRODUCTION

Tax Settlement System (e-SPC) is an application system solutions letter taxation by employers electronically. Employers can submit the notification of dismissal via form CP22A / CP22B and CP21 notice for workers who wants to leave the country.

This system was developed in web applications and users can access the system through the website https://ez.hasil.gov.my

2. E-SPC ACCESS

i. Employers must use Digital Certificate e-filing for access to e-SPC.
ii. Enter the identification number (identity card, Police No., Army No. or Passport No.) and Digital Certificate password.

iii. If success, user must fill in employer's reference number (eg E xxxxxxxxx) and click 'Submit' button as shown in the screenshot below to check and verify the employer.

![Fill in employer's number](image1)

iv. Users can select the language either Malay or English.

![Choice of language](image2)

v. Next, click on e-SPC link to connect directly to the system.

![e-SPC link](image3)
vi. Organization information will be displayed like the screen below.

![Employer information]

3. APPLICATION OF TAX SETTLEMENT

Users can choose to apply any form either CP22A, CP22B or CP21 on the menu provided.

i. Click on the ‘Application’ menu.

![e-SPC menu]

ii. The application screen below will display the type of selected application.
iii. Enter the details of employees who will resign or leave the country.

iv. Enter ‘Reference number’ and ‘Type of reference number’ of employees and the system will automatically display 'Name' and 'Income tax number'.

v. After entered employee details, click on the 'Save & Continue' to save the information.
vi. Enter ‘Remuneration Details' such as the screen displayed.
vii. After entered the details of remuneration, click 'Save' button to save the information. Next page is 'Details of Income Not Declared / Others Details / Declaration'.

4. LIST OF TAX SETTLEMENT APPLICATION

The application list will list all the SPC applications that have been registered but not yet sent to IRB to process. Through this list, the user may check the information displayed, update and delete the wrong application. In addition, users can search through reference number or employee's name.
i. Users can display the information entered by clicking on the icon and the screen below will be displayed.

Details of employee

ii. Users can update the information entered by clicking on the icon and the screen below will be displayed.
iii. Users can delete the information entered by clicking on the icon and the following warning will be displayed.
5. SUBMISSION OF TAX SETTLEMENT APPLICATION

E-SPC can be sent electronically when the user finishes entering employee details. Users can choose 'click' or 'click all' in the list of applications then click on the 'Sign & Submit'. To send this application, user needs to enter the identification number and digital certificate password, as the screen below for the purpose of system verification.

![Verification of SPC Application Delivery]

Successful applicants will be sent to ‘List of e-SPC application’ according to their form.

6. TAX APPLICATION STATUS

For applications that have been delivered the status will change to ‘application status’. For new applications, the status is 'in action'.

Once processed, the status of the form will be either 'completed' or 'cancel SPC'. Status 'done' is for successful process and 'cancel SPC' is the application that has a problem and need to send the application again.
In the application status, user can search and display information transmission via icon 🔄 and view status information via icon 📊

SPC application status

7. SYSTEM LOG OUT

User can exit the system by clicking on the 'Exit'.

SPC application status screen