



REQUEST FORM TO UPDATE STAFF PERSONAL DATA FOR INCOME TAX PURPOSES

STAFF

Name : _____
Staff No. : _____
Income Tax No. : _____
I/C/Passport No. : _____
EPF No. : _____
Nationality : _____
K/C/D/I/O : _____
Handphone No. : _____
Alternate e-mail : _____

SPOUSE

Name : _____
Staff No. (if IIUM staff) : _____
Income Tax No. : _____
I/C/Passport No. : _____
Nationality : _____
K/C/D/I/O (if IIUM staff) : _____
Handphone No. : _____
Alternate e-mail : _____

Gender :

 Male Female

Marital status :

 Single Married Others

Tax category :

 1 Single 2 Married and husband or wife is not working 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

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

CHILD RELIEF CATEGORY

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