

Access UBS Payroll January 2025 Release Notes



About these Release Notes

Welcome to the Access UBS Payroll Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access UBS Payroll

Access UBS Payroll gives you complete control and visibility over your payroll, securely storing your employee records and payroll information, with a range of constantly updated government reports and a variety of bank formats to keep you compliant to legislative changes and your payroll accurate.

Table of Contents

Release Summary	4
Release Contents	6
Update on Tax Reliefs	6
Update on Employment Status Flag for CP8 Report	9
Increase Field Length of Fixed SOCSO Contribution Rate Input Fields	10
Update on CPF Contribution Rate & OW Ceiling	11
Update on IR8A Appendix 8B Report Update Screen	12
Update on IRAS Tax Report Templates	14
Update on Default Payroll Year of New Database	17
Affin Bank	17
How to Contact Us	18

Release Summary

Access UBS Payroll v2025.0

This release encompasses our efforts to ensure our product in compliance with government statutory policy, specifically in Malaysia Tax Relief update and Singapore CPF changes.

Important Note:

- You might need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Malaysia Statutory Update

Update on Tax Reliefs

Updated Malaysia tax reliefs for YA2025.

[Read more about this feature](#)

Update on Employment Status Flag for CP8 Report

Updated the label of Employment Status For Year drop down value.

[Read more about this feature](#)

Increase Field Length of Fixed SOCSO Contribution Rate Input Fields

Increased the field length of the fixed SOCSO contribution rate input fields in 1st Half Payroll and 2nd Half Payroll screens.

[Read more about this feature](#)

Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

Updated the CPF Ordinary Wage (OW) ceiling and contribution rate with effective from 1 January 2025.

[Read more about this feature](#)

Update on IR8A Appendix 8B Report Update Screen

Updated the designs of IR8A Appendix 8B Report Update screens to fit the latest report layout.

[Read more about this feature](#)

Update on IRAS Tax Report Templates

Updated the report format of IR8A, IR8A Appendix 8A, and IR8A Appendix 8B.

[Read more about this feature](#)

Other Enhancement

Update on Default Payroll Year of New Database

Updated the default payroll year of new database to follow the calendar year.

[Read more about this feature](#)

Bank Files Update

Added new bank files or updated existing bank file formats as per customer requests.

[Read more about this feature](#)

Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Malaysia Statutory Update

Update on Tax Reliefs

Updated the Tax Relief Table as per relief changes for YA2025 (<https://www.hasil.gov.my/media/mdahzjwi/spesifikasi-kaedah-pengiraan-berkomputer-pcb-2025.pdf>):

1. (Relief Code TR0002, TR0050, TR0051) Update sub-reliefs of parents' medical expenses to include 'Grandparents' in the description.
2. (Relief Code TR0012) Update tax relief of Education and Medical Insurance capping to RM4,000.
3. (Relief Code TR0026) Restore and update tax relief for Interest Paid on Housing Loans of home valued up to RM500,000 (relief capping RM7,000).
4. (Relief Code TR0054) Added new tax relief for first home loan interest payment of home valued between RM500,001 and RM750,000 (relief capping RM5,000).
5. (Relief Code TR0041) Update relief of Electric Vehicle (EV) Charging Facility Payment Expenses to include the purchase of food waste composting machines in the description.
6. (Relief Code TR0047) Update sub-relief Intervention Expenditure for Specific Learning Disabilities capping to RM6000.

Settings > Payroll Settings > Statutory / Tax Tables Maintenance Setting > Tax Relief Table:

The screenshots show the 'Statutory / Tax Tables Maintenance Setting' window. The left screenshot shows the 'Tax Relief Table' selected in the left-hand menu, with a table of tax relief codes and descriptions. The right screenshot shows the same window with the 'Tax Relief Table' selected in the right-hand table, highlighting specific rows for updates.

Code	Description	Capping
TR0001	EPF or any other Approved Scheme	4000.00
TR0002	Subsidies For Own Parents / Grandparents' Medical Expenses	8000.00
TR0003	Basic Supporting Equipment For Disabled	6000.00
TR0005	Education Fees (Self) For Acquiring Law	7000.00
TR0006	Medical expenses on serious diseases for self	10000.00
TR0009	Net Deposit in Skim Simpanan Pendidikan	8000.00
TR0010	Payment of Alimony to Former Wife	4000.00
TR0012	Education And Medical Insurance for Self	4000.00
TR0014	Perquisites Extended to Award Related to	2000.00
TR0016	Parking Allowance or Parking Fees	0.00
TR0017	Meal Allowance	0.00
TR0018	Mobile Phone, Hand Phone Bills, Pager, F	0.00
TR0019	Medical Benefit Extended to Maternity, Ayu	0.00
TR0020	Subsidies on Interest on Loans up to RM	0.00
TR0021	Official Petrol	6000.00
TR0023	Allowance or Subsidies for Childcare	3000.00

Code	Description	Capping
TR0023	Allowance or Subsidies for Childcare	3000.00
TR0024	Medical Check-Ups	1000.00
TR0026	First home loan interest payment of home	7000.00
TR0028	Annuity	3000.00
TR0029	SOCSCO and EIS Relief	350.00
TR0032	Lifestyle (reading material)	2500.00
TR0033	Fees paid to Child Care Centre and Kinde	3000.00
TR0034	Purchase of Breastfeeding Equipment(de	1000.00
TR0035	Life Insurance Premiums	3000.00
TR0036	Cost of fertility treatment for the tax payer	10000.00
TR0038	Fees for skills improvement and self-imp	2000.00
TR0039	Vaccination expenses for self, spouse / ch	1000.00
TR0040	Lifestyle (sport equipment)	1000.00
TR0041	Purchase of Food Waste Composting	2500.00
TR0042	Education Fees (Self) for Master's/Doctor	7000.00
TR0043	Lifestyle (computer/smartphone/tablet)	2500.00

Pre-requisite setting for disabled employee and disabled spouse in Employee > Employee details:

The screenshot shows the 'Edit Employee' form with the following details:

- Employee No.:** 002
- Employee Name:** Employee 002
- Physical disability:** Yes
- Spouse's Name:** spouse
- Spouse's Physical Disability:** Yes
- Child Relief Point:** 4.0
- Category:** K2KA4

Updated the relief point per unmarried disabled child to 4 points (relief amount RM8,000) and 8 points (relief amount RM16,000) respectively:

The screenshot shows the 'Number of Children Qualified for Tax Relief' form with the following data:

	100 %	50%
1. Child under age of 18 years in a current year or child of 18 years and above who is receiving full-time education in a current year. (1pt)	0	0
2. Child over the age of 18 years and receiving full-time 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. (4 pts)	0	0
3. Disable child as certified by the Department of Social Welfare. (4 pts)	1	0
4. Disable child receiving further instruction at diploma level onwards an institution of higher education in Malaysia or at degree level onwards in an institution of higher education outside Malaysia. (8 pts)	0	0
5. Child doesn't qualify for tax relief	0	
Total number of children qualified for tax relief (1 + 2 + 3 + 4)		1
Total number of children (1 + 2 + 3 + 4 + 5)		1
Total Child Relief Point		4.0

Save

Update on Employment Status Flag for CP8 Report

Refined the label of Employee Details Employment Status Info section For Year field drop down value from 'Joined & Resigned This Year' to 'Joined, Resigned & Re-joined This Year'.

To add count to both A3 and A4 in the CP8 report Page 3 for the employee that enters, exits and re-enters the business in the same year:

1. Set Employee > Employee details > Employment Info tab > Employment Status Info section For Year field = Joined, Resigned & Re-joined This Year.
2. Clear the Date Resigned to be blank.

Edit Employee

Employee No. 005 Employee Name Employee 005 Join, Resigned, Rejoined This Year

Basic Info **Employment Info** Payment Info Statutory Info Prev. Employment Relief

Employment Work Info

Job Title

Line No. L2

Branch B1

Department D1

Category C1

Project (Account)

Date Joined 20/01/2024

Date Confirmed / /

Date Promoted / /

Date Resigned / /

Employment Status Info

For Month

For Year **Joined, Resigned & Re-joined**

Employee Type

Contract No

Contract Valid From / /

Contract Expired On / /

Cancel Save

Reports > Statutory Reports > Income Tax > CP8:

Nama Lampiran B No. Majikan **E**

BAHAGIAN A: MAKLUMAT BILANGAN PEKERJA BAGITAHUN BERAKHIR 31 DISEMBER 2024

A1	Bilangan pekerja pada 31/12/2024	<input type="text" value="3"/>	A2	Bilangan pekerja yang tertakluk kepada PCB	<input type="text" value="0"/>
A3	Bilangan pekerja baharu	<input type="text" value="4"/>	A4	Bilangan pekerja yang berhenti kerja / meninggal dunia	<input type="text" value="3"/>
A5	Bilangan pekerja yang berhenti kerja untuk meninggalkan Malaysia	<input type="text" value="0"/>	A6	Melaporkan kepada LHDNM (Jika A5 berkaitan)	<input type="checkbox"/> 1 = Ya <input type="checkbox"/> 2 = Tidak

Increase Field Length of Fixed SOCSO Contribution Rate Input Fields

In Payroll > 1st Half or Month End/2nd Half > Actions (3 dots icon) > Edit OT Rate/Statutory Pay > Insurance section, the input amount allowed for SOCSO 'Yee and SOCSO 'Yer fixed rate are increased up to 999.99.

Edit Overtime Rate and Statutory Pay

1st Half

Employee No. 002 Name Employee 002 Joined This Year

Line No. L1

Employee Pay Details

Basic Rate Monthly

Working Days

Pay Days		No Pay Days	
DW	<input type="text" value="0.00"/>	LS	<input type="text" value="0.00"/>
PH	<input type="text" value="0.00"/>	NPL	<input type="text" value="0.00"/>
AL	<input type="text" value="0.00"/>	AB	<input type="text" value="0.00"/>
MC	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
MT	<input type="text" value="0.00"/>		
MR	<input type="text" value="0.00"/>		
CL	<input type="text" value="0.00"/>		
HL	<input type="text" value="0.00"/>		
EX	<input type="text" value="0.00"/>		
PT	<input type="text" value="0.00"/>		
AD	<input type="text" value="0.00"/>		

Overtime

	Rate	Hrs / Days	
1.0 TIME	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
1.5 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
2.0 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
3.0 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
REST DAY	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	DAYS
PUB.HOL.	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	DAYS

Income Tax

PCB

Pension Payment

Pension

EPF

EPF 'Yee

EPF 'Yer

Insurance

SOCSO 'Yee	<input type="text" value="999.99"/>
SOCSO 'Yer	<input type="text" value="999.99"/>
EIS 'Yee	<input type="text" value="0.00"/>
EIS 'Yer	<input type="text" value="0.00"/>

Fixed Rate

Fixed (O, E, S, P, I, R)

Edit Overtime Rate and Statutory Pay

Month End / 2nd Half

Employee No. 001 Name Employee 001

Line No.

Employee Pay Details

Basic Rate Monthly

Working Days

Pay Days		No Pay Days	
DW	<input type="text" value="0.00"/>	LS	<input type="text" value="0.00"/>
PH	<input type="text" value="0.00"/>	NPL	<input type="text" value="0.00"/>
AL	<input type="text" value="0.00"/>	AB	<input type="text" value="0.00"/>
MC	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
MT	<input type="text" value="0.00"/>		
MR	<input type="text" value="0.00"/>		
CL	<input type="text" value="0.00"/>		
HL	<input type="text" value="0.00"/>		
EX	<input type="text" value="0.00"/>		
PT	<input type="text" value="0.00"/>		
AD	<input type="text" value="0.00"/>		

Overtime

	Rate	Hrs / Days	
1.0 TIME	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
1.5 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
2.0 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
3.0 TIMES	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	HRS
REST DAY	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	DAYS
PUB.HOL.	<input type="text" value="0.0000"/>	<input type="text" value="0.00"/>	DAYS

Income Tax

PCB

Pension Payment

Pension

EPF

EPF 'Yee

EPF 'Yer

Insurance

SOCSO 'Yee	<input type="text" value="999.99"/>
SOCSO 'Yer	<input type="text" value="999.99"/>
EIS 'Yee	<input type="text" value="0.00"/>
EIS 'Yer	<input type="text" value="0.00"/>

Fixed Rate

Fixed (O, E, S, P, I, R)

Singapore Statutory Update

Update on CPF Contribution Rate & OW Ceiling

As per stated in CPF Board article <https://www.cpf.gov.sg/employer/infocenter/news/cpf-related-announcements/new-contribution-rates>, with effective from 1 January 2025:

- i. the CPF Ordinary Wage (OW) ceiling will be raised from \$6,800 to \$7,400. Employee that earns an ordinary wage above \$6,800 may experience changes on the CPF contribution limit.
- ii. the CPF contribution rates for employees aged above 55 to 65 are increased to strengthen their retirement adequacy. The changes apply to wages earned from 1 January 2025.

The changes above have been updated to the Housekeeping > Setup > Government Tables > CPF Table:

Table	Employee	Employer
1		ROUND (PAYIN * 17/100, 0)
2		ROUND (PAYIN * 17/100, 0)
3		ROUND (PAYIN * 17/100, 0)
4		ROUND (PAYIN * 15.5/100, 0)
5		ROUND (PAYIN * 12/100, 0)
6		ROUND (PAYIN * 9/100, 0)
7		ROUND (PAYIN * 4/100, 0)
8		ROUND (PAYIN * 4/100, 0)
9		ROUND (PAYIN * 4/100, 0)
10		ROUND (PAYIN * 4/100, 0)
11		ROUND (PAYIN * 3.5/100, 0)
12		ROUND (PAYIN * 3.5/100, 0)
13		ROUND (PAYIN * 9/100, 0)
14		ROUND (PAYIN * 9/100, 0)
15		ROUND (PAYIN * 9/100, 0)
16		ROUND (PAYIN * 6/100, 0)

Ceiling for normal pay CPF calculated: 7400
Ceiling for Bonus CPF calculated: 102000

Save Cancel

Update on IR8A Appendix 8B Report Update Screen

To fit the changes in IR8A Appendix 8B Report format, updated the Government > IR8A > Print IR8A Appendix 8B > Update screen:

1. Section A: updated tool tip of fields (l) and (m).
2. Section B: hid input field, grid column and total field of (i), updated formula and tool tip of fields (l) and (m).
3. Section C: hid input field, grid column and total field of (j), updated formula and tool tip of fields (l) and (m).
4. Section D: hid input field, grid column and total field of (k), updated formula and tool tip of fields (l) and (m).

Latest designs of IR8A Appendix 8B > Update screen:

Update IR8A Appendix 8B

Employee No. Employee B

Section A Section B Section C Section D

Employee Equity-Based Remuneration (EEBR) Scheme

R.O.C. Ref. No. (a) Company Name (b)

Plan Type (c1)

Granted Date (c2) Market Value (Exercise) (g) Gross Amount (Tax) (l)

Exercise Date (d) Number of Shares Acquired (h) Gross Amount (Gain) (m)

Exercise Price (e)

(a)	(b)	(c1)	(c2)	(d)	(e)	(g)
180011032C	ACCESS SOFTWARE ASIA PTE LTD	ESOW	05/01/2022	29/06/2022	0.00000	0.10000
180011032C	ACCESS SOFTWARE ASIA PTE LTD	ESOW	06/01/2022	29/06/2022	0.00000	0.40000
180011032C	ACCESS SOFTWARE ASIA PTE LTD	ESOW	07/01/2022	29/06/2022	0.00000	0.50000
(I) Total of Gross ESOP/ESOW Gains in Section A					<input type="text" value="8700.00"/>	<input type="text" value="8700.00"/>

SECTION E: Total Gross Amount of ESOP/ESOW Gains (I+II+III+IV, to be reflected in item d8 in Form IR8A)

Update IR8A Appendix 8B

Employee No. Employee B

Section A Section B Section C Section D

Equity Remuneration Incentive Scheme (ERIS) SMEs

R.O.C. Ref. No. (a) Company Name (b)

Plan Type (c1)

Granted Date (c2) Market Value (Grant) (f) Gross Amount (Tax) (l)

Exercise Date (d) Market Value (Exercise) (g) Gross Amount (Gain) (m)

Exercise Price (e) Number of Shares Acquired (h)

(a)	(b)	(c1)	(c2)	(d)	(e)	(f)
180011032	ACCESS SOFTWARE ASIA PTE LTD	ESOW	01/02/2013	24/09/2022	2.00000	0.00000
180011032C	ACCESS SOFTWARE ASIA PTE LTD	ESOP	04/05/2013	18/06/2022	0.40000	0.00000
(II) Total of Gross ESOP/ESOW Gains in Section B					<input type="text" value="3100.00"/>	<input type="text" value="3100.00"/>

SECTION E: Total Gross Amount of ESOP/ESOW Gains (I+II+III+IV, to be reflected in item d8 in Form IR8A)

Update IR8A Appendix 8B

Employee No. 002 Employee B

Section A Section B Section C Section D

Equity Remuneration Incentive Scheme (ERIS) All Corporations

R.O.C. Ref. No. (a) 1800111032C Company Name (b) ACCESS SOFTWARE PTE LTD

Plan Type (c1) ESOP

Granted Date (c2) 04/05/2012 Market Value (Grant) (f) 0.00000 Gross Amount (Tax) (l) 1090.00

Exercise Date (d) 18/07/2022 Market Value (Exercise) (g) 2.50000 Gross Amount (Gain) (m) 1090.00

Exercise Price (e) 0.32000 Number of Shares Acquired (h) 500.00000

Save Rec. Cancel Rec.

(a)	(b)	(c1)	(c2)	(d)	(e)	(f)
1800111032C	ACCESS SOFTWARE PTE LTD	ESOP	04/05/2012	18/07/2022	0.32000	0.00000
1800111032C	ACCESS SOFTWARE PTE LTD	ESOW	01/02/2013	30/09/2022	2.00000	0.00000

(III) Total of Gross ESOP/ESOW Gains in Section C 2340.00 2340.00

SECTION E : Total Gross Amount of ESOP/ESOW Gains (I+II+III+IV, to be reflected in item d8 in Form IR8A) 15190.00

Save Exit

Update IR8A Appendix 8B

Employee No. 002 Employee B

Section A Section B Section C Section D

Equity Remuneration Incentive Scheme (ERIS) Start-Ups

R.O.C. Ref. No. (a) 1800111032C Company Name (b) ACCESS SOFTWARE PTE LTD

Plan Type (c1) ESOP

Granted Date (c2) 01/01/2013 Market Value (Grant) (f) 0.00000 Gross Amount (Tax) (l) 600.00

Exercise Date (d) 30/06/2022 Market Value (Exercise) (g) 3.20000 Gross Amount (Gain) (m) 600.00

Exercise Price (e) 2.00000 Number of Shares Acquired (h) 500

Save Rec. Cancel Rec.

(a)	(b)	(c1)	(c2)	(d)	(e)	(f)
1800111032C	ACCESS SOFTWARE PTE LTD	ESOP	01/01/2013	30/06/2022	2.00000	0.00000
1800111032C	ACCESS SOFTWARE PTE LTD	ESOP	01/02/2013	01/07/2022	3.00000	0.00000

(IV) Total of Gross ESOP/ESOW Gains in Section D 1050.00 1050.00

SECTION E : Total Gross Amount of ESOP/ESOW Gains (I+II+III+IV, to be reflected in item d8 in Form IR8A) 15190.00

Save Exit

Update on IRAS Tax Report Templates

Added Report Format 2025 of IR8A (AIS) in Government > IR8A menu:

2025

FORM IR8A (Electronic)

EMPLOYEE'S REMUNERATION FOR THE YEAR ENDED 31 DEC 2024

This statement can only be issued by an employer in the Auto-Inclusion Scheme (AIS) and is for your **retention**. The information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form. You can check if your employer is in the AIS at IRAS website, <https://go.gov.sg/iras-ais-search>.

Employer's Tax Ref. No. / UEN: UEN-LOCAL CO 180011032C	Employee's Tax Ref. No. : *NRIC / FIN (Foreign Identification No.) T8000001J		
Full Name of Employee as per NRIC / FIN: Employee A	Date of Birth 20/08/1991	Sex Female	Citizenship SG
Residential Address 43000 aa	Designation PA	Name of Bank to which salary is credited DBS/POSB	
If employment commenced and/or ceased during the year, state : (See Explanatory Note 5)	Date of Commencement	Date of Cessation 08/04/2024	

INCOME (See Explanatory Note 9 unless otherwise specified)

\$

a) Gross Salary, Fees, Leave Pay, Wages and Overtime Pay 22733.37

b) Bonus (non-contractual bonus paid on 31/10/2024 and/or contractual bonus for services rendered in 2024) 6720.00

c) Director's fees (approved at the company's AGM/EGM on ___ / ___ /2024)

d) Others :

1. Allowances : (i) Transport \$ (ii) Entertainment \$ (iii) Others \$
 2. Gross Commission for the period ... / ... / to ... / ... / * Monthly and/or other adhoc payment
 3. Pension
 4. Lump sum payment **SAMPLE**

(i) Gratuity \$	(ii) Notice Pay \$	(iii) Ex-gratia payment \$
(iv) Others (please state nature) \$		
(v) Compensation for loss of office \$ Approval obtained from IRAS: *Yes/No Date of approval <input type="checkbox"/>		
Reason for payment:		Length of service within the company/group:
Basis of arriving at the payment: (Give details separately if space is insufficient)		

5. Retirement benefits including gratuities / pension / commutation of pension / lump sum payments, etc from Pension / Provident Fund : Name of Fund
 (Amount accrued up to 31 Dec 1992 \$.....) Amount accrued from 1993 :

6. Contributions made by employer to any Pension/Provident Fund constituted outside Singapore [See Explanatory Notes 9d (6)]

7. Excess/Voluntary contribution to CPF by employer (less amount refunded/to be refunded) : [Complete the Form IR8S]

8. Gains or profits from Employee Stock Option (ESOP) / other forms of Employee Share Ownership (ESOW) Plans: [Complete the Appendix 8B]

9. Value of Benefits-in-kind [See Explanatory Note 12 and complete Appendix 8A]

TOTAL (items d1 to d9)

- e) 1. Remission: Amount of Income \$.....
 2. Overseas Posting: *Full Year/Part of the Year (See Explanatory Note 8a)
 3. Exempt Income : \$.....5000.00 (See Explanatory Note 8b)

f) Employee's income tax borne by employer? *YES / NO	If tax is fully borne by employer, DO NOT enter any amount in (i) and (ii)	
	(i) If tax is partially borne by employer, state the amount of income for which tax is borne by employer
	(ii) If a fixed amount of tax is borne by employee, state the amount of tax to be paid by employee

DEDUCTIONS (See Explanatory Note 10 - Deductions)

EMPLOYEE'S COMPULSORY contribution to *CPF / Designated Pension or Provident Fund (less amount refunded/ to be refunded) Name of Fund :	5887
Donations deducted from salaries for : *Yayasan Mendaki Fund/Community Chest of Singapore/SINDA/CDAC/ECF/Other tax exempt donations
Contributions deducted from salaries to Mosque Building Fund :
Life Insurance premiums deducted from salaries:

DECLARATION (See Explanatory Note 2)

Name of Employer : ACCESS SOFTWARE ASIA PTE LTD

Address of Employer : Suite 1B-6, Level 6, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur

Email Address : EMPLOYERS@EMAIL.VT

AUTHORISED PERSON NAME	DIRECTOR	98765432
Name of authorised person making the declaration	Designation	Tel. No.	Signature	Date

IR8A(1/2025)

There are penalties for failing to give a return or furnishing an incorrect or late return.

* Delete where applicable



2025

Appendix 8A (Electronic)

VALUE OF BENEFITS-IN-KIND FOR THE YEAR ENDED 31 DEC 2024

This statement can only be issued by an employer in the Auto-Inclusion Scheme (AIS) and is for your retention. The information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form. You can check if your employer is in the AIS at IRAS website, <https://go.gov.sg/iras-ais-search>.

Full Name of Employee as per NRIC / FIN: Employee B Tax Ref. No.: T8000002/ \$

1. Place of Residence provided by Employer (See Explanatory Note 12)

Address : 877 SUPPLIED GREEN RESIDENCE	Period of occupation : 01/01/2024 - 31/12/2024	No. of days : 365
Number of employee(s) sharing the premises (exclude family members who are not employees):		

2. Accommodation and related benefits provided by Employer (See Explanatory Note 12):

a. Annual Value (AV) of Premises for the period provided (state apportioned amount, if applicable)	
b. Value of Furniture & Fitting (Mandatory if 2a is completed): (i) 40% of AV if premises is <u>partially</u> furnished or (ii) 50% of AV if premises is <u>fully</u> furnished	
c. Rent paid by employer including rental of Furniture & Fittings (state apportioned amount, if applicable) : (Mandatory if the rent is paid by the employer)	10000.00
d. Taxable Value of Place of Residence : (2a + 2b) or 2c	10000.00
e. Total Rent paid by employee for Place of Residence	4000.00

f. Total Taxable Value of Place of Residence (2d - 2e) 6000.00

g. Utilities / Telephone / Pager / Suitcase / Golf Bag & Accessories / Camera / Electronic Gadgets (e.g. Tablet, Laptop, etc) [Actual Amount]	
h. Driver [Annual Wages X (Private / Total Mileage)]	
i. Servant / Gardener / Upkeep of Compound [Annual wages or actual amount paid by employer to a company to perform these services]	

j. Taxable value of utilities and housekeeping costs (2g + 2h + 2i)

3. Hotel Accommodation Provided (See Explanatory Note 12) **SAMPLE**

a. Actual cost of hotel accommodation/ Serviced Apartment within hotel building	
b. Amount paid by the employee	

c. Taxable Value of Hotel Accommodation (3a - 3b)

4. Others

- a. Cost of home leave passages and incidental benefits provided to employee and his family :
(See Explanatory Note 12)
- b. Interest payment made by the employer to a third party on behalf of an employee and/or interest benefits arising from loans provided by employer interest free or at a rate below market rate to the employee who has substantial shareholding or control or influence over the company (See Explanatory Note 12) :
- c. Insurance premiums paid by the employer (See Explanatory Note 12) :
- d. Free or subsidised holidays including air passage, etc. :
- e. Educational expenses including tutor provided (See Explanatory Note 12) :
- f. Entrance/transfer fees and annual subscription to social or recreational clubs :
- g. Gains from assets, e.g. vehicles, property, etc. sold to employees at a price lower than open market value :
- h. Full cost of motor vehicles given to employee :
- i. Car benefits (See Explanatory Note 12) :
- j. Other non-monetary awards/benefits which do not fall within the above items (See Explanatory Note 12) :

TOTAL VALUE OF BENEFITS-IN-KIND (ITEMS 2 TO 4) TO BE REFLECTED IN ITEM d9 OF FORM IR8A 6000.00

Name of Employer : ACCESS SOFTWARE ASIA PTE LTD
 Address of Employer : Suite 1B-8, Level 8, Block 1B Plaza Sentral, Jalan Stesen Sentral 5 Kuala Lumpur Sentral, 50470 Kuala Lumpur
 Email Address : EMPLOYERS@EMAIL.VT

AUTHORISED PERSON NAME	DIRECTOR	98765432	Signature	Date
Name of authorised person making the declaration	Designation	Tel. No.		

IR8A(A/1/2025) There are penalties for failing to give a return or furnishing an incorrect or late return.



2025

Appendix 8B (Electronic)

DETAILS OF GAINS OR PROFITS FROM EMPLOYEE STOCK OPTION (ESOP)/ OTHER FORMS OF EMPLOYEE SHARE OWNERSHIP (ESOW) PLANS FOR THE YEAR ENDED 31 DEC 2024
 This statement can only be issued by an employer in the Auto-Inclusion Scheme (AIS) and is for your retention. The information in this statement will be automatically included in your income tax return, so you need not declare them in your tax form. You can check if your employer is in the AIS at IRAS website, <https://go.gov.sg/iras-ais-search>.

Tax Ref. (NRIC/FIN): T80000021 Full Name of Employee as per NRIC / FIN: Employee B

Company Registration Number / UEN	Name of Company	Indicate Type of Plan Granted 1) ESOP or 2) ESOW	Date of grant	Date of exercise of ESOP or date of vesting of ESOW Plan (if applicable). If moratorium (i.e. selling restriction) is imposed, state the date the moratorium is lifted for the ESOP/ESOW Plans	Exercise Price of ESOP/ or Price Paid/ Payable per Share under ESOW Plan (\$)	Open Market Value Per share as at the Date of Grant of ESOP/ ESOW Plan (\$)	Open Market Value Per Share as at the Date Reflected at Column (d) of this form (\$)	Number of Shares Acquired	Gains from ESOP/ESOW Plans			Gross Amount of gains from ESOP/ ESOW Plans (\$)	
									Gross Amount Qualifying for Income Tax Exemption under*:-				**Gross Amount not Qualifying for Tax Exemption (\$)
(a)	(b)	(c1)	(c2)	(d)	(e)	(f)	(g)	(h)	ERIS (SMEs)	ERIS (All Corporations)	ERIS (Start-ups)	(l)	(m)
SECTION A : EMPLOYEE EQUITY-BASED REMUNERATION (EEBR) SCHEME												(l) = (g-e) x h	(m) = (l)
180011032C	ACCESS SOFTWARE ASIA	ESOW	05/01/2024	29/06/2024	0.00000		0.10000	5000.00000				500.00	500.00
180011032C	ACCESS SOFTWARE ASIA	ESOW	06/01/2024	29/06/2024	0.00000		0.40000	8000.00000				3200.00	3200.00
180011032C	ACCESS SOFTWARE ASIA	ESOW	07/01/2024	29/06/2024	0.00000		0.50000	10000.00000				5000.00	5000.00
(I) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION A												8700.00	8700.00
SECTION B : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) SMEs												(l) = (g-e) x h	(m) = (l)
180011032	ACCESS SOFTWARE ASIA	ESOW	01/02/2013	24/09/2024	2.00000	0.00000	4.00000	500.00000				1000.00	1000.00
180011032C	ACCESS SOFTWARE ASIA	ESOP	04/05/2013	18/06/2024	0.40000	0.00000	2.50000	1000.00000				2100.00	2100.00
(II) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION B												3100.00	3100.00
SECTION C : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) ALL CORPORATIONS												(l) = (g-e) x h	(m) = (l)
1800111032C	ACCESS SOFTWARE PTE	ESOP	04/05/2012	18/07/2024	0.32000	0.00000	2.50000	500.00000				1090.00	1090.00
1800111032C	ACCESS SOFTWARE PTE	ESOW	01/02/2013	30/09/2024	2.00000	0.00000	4.50000	500.00000				1250.00	1250.00
(III) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION C												2340.00	2340.00
SECTION D : EQUITY REMUNERATION INCENTIVE SCHEME (ERIS) START-UPS												(l) = (g-e) x h	(m) = (l)
1800111032C	ACCESS SOFTWARE PTE	ESOP	01/01/2013	30/06/2024	2.00000	0.00000	3.20000	500.00000				600.00	600.00
180011032C	ACCESS SOFTWARE PTE	ESOP	01/02/2013	01/07/2024	3.00000	0.00000	4.50000	300.00000				450.00	450.00
(IV) TOTAL OF GROSS ESOP/ESOW GAINS IN SECTION D												1050.00	1050.00
SECTION E : TOTAL GROSS AMOUNT OF ESOP/ESOW GAINS (I+II+III+IV) (THIS AMOUNT IS TO BE REFLECTED IN ITEM d8 OF FORM IR8A)												15190.00	15190.00

*Tax exemptions under the ERIS (SMEs), ERIS (All Corporations) and ERIS (Start-Ups) will cease with effect from the Year of Assessment 2025.
 **Including any amount of discount enjoyed by an employee on ESOP/ESOW Plan.

#See Explanatory Note 4 of Appendix 8B

DECLARATION

We certify that on the date of grant of ESOP/ESOW plan, all the conditions (with reference to each respective scheme) stated in paragraphs 4 & 5 of the Explanatory Notes for Completion of Appendix 8B were met.

Company Registration No. : 180011032C Name of Employer : ACCESS SOFTWARE ASIA PTE LTD Date of Incorporation (For ERIS (Start-ups only)) :

Name of authorised person making the declaration : AUTHORISED PERSON NAME Signature : Designation : DIRECTOR Tel : 98765432 Date :

Email Address : EMPLOYERS@EMAIL.VT

App8B(1/2025)

There are penalties for failing to give a return or furnishing an incorrect or late return.

Other Enhancement

Update on Default Payroll Year of New Database

In Settings > General Settings > General Setup > Company Details > Payroll Month > This Year field, updated the default payroll year of new database to follow calendar year.

General Setup

Company Details | Pay Calculation | Pay Calculation (2) | Control | Auto Numbering | eLeave

Company Info

Company Name:

Address:

Phone No.:

Fax No.:

E-Mail:

R.O.C. Ref. No.:

Date of Incorporation:

Country Settings

Country Code:

Currency Symbol:

Retirement Age:

Payroll Month

This Month:

This Year:

Report Date: 31/01/2025

Payroll Manager Profile Info

Name:

NRIC:

Position:

Tel.:

Fax:

E-Mail:

Apply Changes

Bank Files Update

Affin Bank

APS No.	Payment Type	Enhancement (New/Update)	Details
106	Salary	Update	Rectify two field lengths in the Salary file of the Affin Bank.
108	SOCSO	Update	Rectify two field lengths in the SOCSO file of the Affin Bank.

How to Contact Us

The Release Summary and Contents are also available from the Access Support Community
<https://download.my.accesscloud.com/>

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

Support department

- Email
 - APAC.support.my@theaccessgroup.com (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
 - APAC.Channel.SupportMY@theaccessgroup.com (UBS Partner Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
- Tel
 - General Line Office: 1300 88 7243 | +603 2272 9999

General Website:

<https://www.theaccessgroup.com/en-my/>