

CCS Insights: Sample Letter – Application for additional extension of time for submission of Form C and Payment of Balance of Tax Payable for Year of Assessment 2019

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October 26, 2020

[CCS INSIGHTS: SAMPLE LETTER – APPLICATION FOR ADDITIONAL EXTENSION OF TIME FOR SUBMISSION OF FORM C AND PAYMENT OF BALANCE OF TAX PAYABLE FOR YEAR OF ASSESSMENT 2019]

[88 Malaysia Sdn. Bhd. - Print on Company's Letterhead]

Date: 26.10.2020

Lembaga Hasil Dalam Negeri

<<Addressed directly to the IRB branch that handles their tax files>>

Attention to:

Company Name:	88 Malaysia Sdn. Bhd. (1234567-A)
Tax Reference No.:	C 13881688-88
RE:	Application for additional extension of time for submission of Form C and Payment of Balance of Tax Payable for Year of Assessment 2019

We would like to request for an additional extension of time for submission of Form C and payment of balance tax payable for the Year of Assessment (Y/A) 2019.

Due to the recent spike of COVID-19 cases, the Government has announced that Selangor, Kuala Lumpur and Putrajaya will be placed under Conditional Movement Control Order (CMCO) from 13 October 2020 to 26 October 2020 with the possibility of further extension if the COVID-19 cases continue to rise. The unexpected imposition of CMCO in Kuala Lumpur and Selangor has created disruptions to our operations and further increase the level of difficulty to extract the relevant information as all supporting documents and accounting records are prepared by different staffs and they are required to work from home.

Based on the above issue, we would like request for an additional **extension of time to be granted until 30 November 2020 (one month extension)** in order for us to submit the Form C and settle balance of tax payable for Y/A 2019.

We appreciate your kind consideration and your favourable reply the soonest possible as the due date for tax submission is fast approaching (i.e. 31 October 2020).

Thank you.

Yours sincerely,

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<<Name & Title>>

For and on behalf of << 88 Malaysia Sdn. Bhd. >>

**For further consultation, please
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