

e-CTIM No.106/2012 (Addendum)

6 August 2012

TO ALL MEMBERS

TECHNICAL

Addendum to Procedure and IRB Contact Details in connection with Set-Off and Refund Cases

Further to our [e-CTIM No.106/2012](#), the Institute would like to update members on the above.

Please be informed that members may forward their requests for **refund** of overpayment, and requests for confirmation of **set-off** with regard to overpayment, as follows:

- i) For Peninsular Malaysia,
 - (a) In respect of **company (C), co-operative society (C1), trust body (TA) and unit trust / property trust (TC) cases**, please note that all collection matters pertaining to these cases are processed by Collections Branch, Kuala Lumpur. Members may made their request via email to (the IRB Collections Branch, Kuala Lumpur) Encik Shahril at shahril@hasil.gov.my or to Encik Ismail Saban at ismailsaban@hasil.gov.my.
 - (b) In respect of **other cases**, requests may be made
 - At the counters of the respective IRB Branch offices.
 - Via email to the [Public Relations Officers \(PROs\)](#) or [Customer Care Officers](#) of the respective IRB Branch offices,
 - Via facsimile to the respective IRB Branch offices.
- ii) For the states of Sabah and Sarawak,
 - (a) In respect of **company (C), co-operative society (C1), trust body (TA) and unit trust / property trust (TC) cases**, please note that all collection matters pertaining to these cases are processed by Collections Unit in Kota Kinabalu branch, Kuching branch or the Miri branch.
 - (b) In respect of **other cases**, requests may be made
 - At the counters of the respective IRB Branch offices,
 - Via email to the [Public Relations Officers \(PROs\)](#) or [Customer Care Officers](#) of the respective IRB Branch offices,
 - Via facsimile to the respective IRB Branch offices.

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