



# Payroll Solutions

Your success is our goal.

We take businesses further, faster with an integrated suite of corporate solutions driven by innovation and technology.





## Why outsource your payroll solution?

Payroll compliance regulations in Malaysia and the Asia Pacific Region are complex and frequently changing, so staying compliant is challenging. Here's how our professional team of payroll services experts can help.



### Lower compliance risk with a faster turnaround

- Commitment to provide highly accurate and fully compliant payroll processing
- Quick end-to-end turnover time
- OSPAR and PDPA compliant



### Access both regional and local payroll expertise

- Payroll experience in 19 countries
- Specialised local knowledge of Malaysia's labour laws
- On-shore payroll processing by local teams



### Enable better business decision-making

- Unparalleled reporting capabilities that easily generate in-depth reports
- Quick access to the most up-to-date payroll information to enable optimisation of business decisions on salaries, benefits and productivity



### Experience peace of mind

- Payroll continuity ensures that your employees are cared for, no matter what happens in your business
- Maximum data security and protection with our certified ISO 27001 data centres and HRMS platform (IGNITE)
- Capability of integrating your existing systems and processes with our solutions



## Our Payroll Services

- Calculation and transfer of net pay via employees' bank accounts
- Calculation and remittance of Employees Provident Fund ("EPF"), Social Security Organisation ("SOCSO"), Employment Insurance System ("EIS") contributions, Zakat, HRDF, Tabung Haji and Monthly Tax Deduction ("MTD/CP38") to the authorities via bank accounts
- Provision of monthly payroll reports or any other related reports as per client's requirement
- Distribution of payslips in soft copy via email to individual employees with password protection or login to secured cloud ESS portal or hard copy in carbonised and sealed form
- Integrated Leave, Claims and Time & Attendance module via our electronic HRMS platform
- Preparation of Forms EA, PCB II and Employer's Returns (Form E)

**ignite**  
by BoardRoom

**Our all-in-one, multi-lingual, cloud-based HRMS platform powers our payroll solutions to improve your company's productivity and make life easier for your HR teams. It is also available as a Software as a Service (SaaS) option.**



# Which countries do we support?

Did you know that we offer payroll services in these 19 countries?

- Australia
- China
- Cambodia
- Hong Kong
- India
- Indonesia
- Japan
- Laos
- Macau
- Malaysia
- Myanmar
- New Zealand
- Philippines
- Singapore
- South Korea
- Thailand
- Taiwan
- UAE
- Vietnam



# What else can we help you with?

BoardRoom is the leading corporate and advisory service provider in the region, with a proven track record of over 50 years. We specialise in providing accurate, prompt and reliable corporate solutions for every element of your business, including:



**Corporate Secretarial**



**Global Accounting & Tax**



**Share Registry**



**Employee Share Plans**

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