



USER GUIDE

**Non-Malaysian Citizen Employees on the i-Akaun
(Employer) web portal**

- 1 Verification of Non-Malaysian Citizen Employees status as EPF member**
- 2 New member registration for Non-Malaysian Citizen Employees on the i-Akaun (Employer) web portal
- 3 Submission of contribution details by employer for Non-Malaysian Citizen Employees
- 4 Voluntary Excess (VE) bulk upload

**Verification of Non-Malaysian Citizen Employees status as EPF
Member**
at 'Check Employee's EPF No'

Verification of employee status

Login to i-Akaun (Employer) web portal

1) Enter your User ID and click **Next**

2) Enter your password and click **Login**

 **KWSP EPF** EN | BM

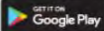
Welcome to i-Akaun (Employer)

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Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from

1 i-Akaun (Employer)

USER ID

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

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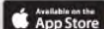
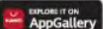
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2 i-Akaun (Employer)

Security Image:

Secret Phrase: Abcd123456

PASSWORD

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Verification of employee status

A Contribution Reminder will be displayed

3) Click **X** to dismiss the reminder

The screenshot displays the KWSP EPF Administrator portal. At the top, the user is logged in as 'Amelinall Administrator' with the status 'Active' and a last login time of '10-September-2025 09:21:01 AM'. A modal window titled 'Make Sure To Contribute On Time' is centered on the screen. The modal contains the text 'Contribution Reminder' and 'Complete your contribution payment by the 15th of each month.' with a 'CONTRIBUTE NOW' button. A calendar graphic highlights the 15th. A red circle with the number '3' and a red box around the 'X' button in the top right corner of the modal indicate the steps to dismiss the reminder. The background interface includes a sidebar with navigation links like 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', 'e-PAYROLL', and 'MORE'. The right sidebar lists various services: 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. At the bottom, there is a table with columns for 'Contribution Month', 'File Name', 'Form Status', and 'Payment Status', showing data for August 2025. A 'Proceed Payment' button is also visible.

Make Sure To Contribute On Time

Contribution Reminder

Complete your contribution payment by the 15th of each month.

[CONTRIBUTE NOW](#)

**You can disregard this message if you've already contributed.*

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

[Proceed Payment](#)

Verification of employee status

4) Go to 'Register EPF Member' > 'Check Employee's EPF No.'

The screenshot displays the KWSP EPF Employer Dashboard. The top navigation bar includes the KWSP EPF logo, a shopping cart icon with a red notification bubble, an email icon, language and region selectors (EN | BM), and a Logout button. The left sidebar contains several menu items: 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'CHECK EMPLOYEE'S EPF NO.' (highlighted with a red box and a circled '4'), 'REGISTER EPF MEMBER', 'CHECK REGISTRATION STATUS', 'OUTSTANDING ITEM', 'e-PAYROLL', and 'MORE'. The main content area shows a welcome message for 'Amelinall Administrator' with the status 'Active' and the last login time '10-September-2025 09:21:01 AM'. Below this, a message states: 'Thank you. We have received contribution payment for September 2025'. It lists 'Current Month: September 2025' and 'Wage Month: August 2025'. A large circular graphic displays '0 Outstanding Item' with a 'View Details' button. A 'Submit Contributions' button is also present. A section titled 'Pending for Payment (?)' contains a table with the following data:

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

A 'Proceed Payment' button is located next to the table. A banner at the bottom reads 'EMPLOYER SATISFACTION'. The right sidebar lists various services: 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. A WhatsApp chat icon is visible in the bottom right corner.

https://10.0.60.40/employer/employer/employer/registernewemployee?direc...

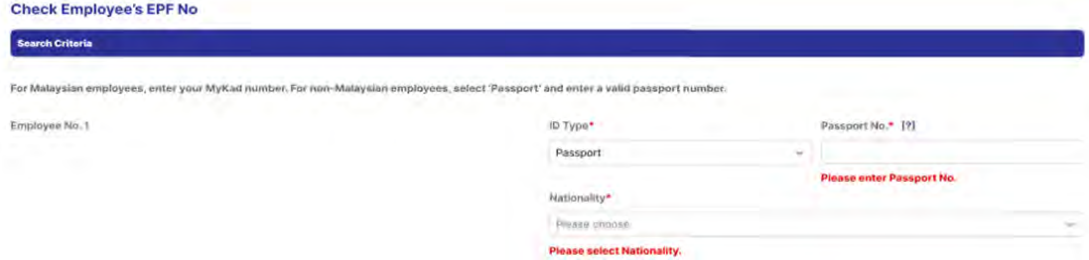
- 5) Choose 'Passport' for ID Type, enter Passport No. and select Nationality
- 6) Click 'Search'
- 7) The member status will be shown in the 'Remarks' column of the table.



Error message

on employee status verification

Error message on employee status verification

No.	Screenshot	Remarks
1		This error message will be displayed if no option is selected for 'ID Type'
2		This error message will be displayed if no information is entered in the 'Passport No' field and no option is selected for 'Nationality'
3		This error message will be displayed if an incorrect passport number is entered
4		This error message will be displayed immediately if enter Passport No. more than 15 characters

Member Validation Status

with EPF record

Member validation status

1) 'Non-Member' status



EN | BMLogout

Employer No. [REDACTED]
Role: Administrator

EMPLOYER INFO

EMPLOYEE INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

MORE

Check Employee's EPF No

Search Criteria

For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number.

Employee No. 1

ID Type*
Passport

Passport No.* [?]
[REDACTED]

Nationality*
BANGLADESH

Reset

Add

Search

Search Results

No.	Identification No.	Name	Member No.	Status	Remarks
1.	[REDACTED]	[REDACTED]	[REDACTED]	Non Member	This employee is not registered with EPF yet. Please register to proceed to the next step.

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY



WhatsApp Us

Note:

The member can proceed to register by selecting '[register](#)' hyperlink in the 'Remarks' column of the table

Member registration status

2) 'Non-Member' but the registration status is 'in progress'

Employer No: [redacted]
Role: Administrator

EMPLOYER INFO

EMPLOYEE INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

MORE

Check Employee's EPF No

Search Criteria

For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number.

Employee No. 1

ID Type*

Passport

Passport No. * [?]

[redacted]

Nationality*

BANGLADESH

Reset

Add

Search

Search Results

No.	Identification No.	Name	Member No.	Status	Remarks
1.	[redacted]	[redacted]	-	Non Member	The employee registration is currently in progress .

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

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- 1 Verification of Non-Malaysian Citizen Employees status as EPF member
- 2 **New member registration for Non-Malaysian Citizen Employees on the i-Akaun (Employer) web portal**
- 3 Submission of contribution details by employer for Non-Malaysian Citizen Employees
- 4 Voluntary Excess (VE) bulk upload

New member registration on the i-Akaun (Employer) web portal

Conditions for new member registration for Non-Malaysian Citizen Employees

Six (6) types of pass for Non-Malaysian Citizen Employees:

- 1) Temporary Work Visitor Pass
- 2) Employment Pass
- 3) Professional Visitor Pass
- 4) Student Pass
- 5) Residence Pass
- 6) Long-Term Social Visit Pass

Notes

- EPF will facilitate and enhance the member registration process by providing automatic registration for Temporary Employment Visit Passes and Employment Passes, without requiring the employer to visit any EPF office.
- However, under specific circumstances, non-Malaysian citizen employees can be registered as EPF members through i-Akaun (Employer) or at any EPF office.
- Please refer to the EPF website for more details.

New member registration for Non-Malaysian Citizen Employees

If employees are not yet EPF members, the employer may register them through i-Akaun (Employer) by following these steps:

1) Enter your User ID and click **Next**

2) Enter your password and click **Login**

 KWSP EPF

EN | BM

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Security Image:

Secret Phrase: Abcd123456

2 i-Akaun (Employer)

PASSWORD

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New member registration for Non-Malaysian Citizen Employees

A Contribution Reminder will be displayed

3) Select **X** to dismiss the reminder

The screenshot displays the KWSP EPF portal interface. At the top, the KWSP EPF logo is on the left, and navigation links for 'EN | BM' and 'Logout' are on the right. A shopping cart icon with a red '4' and an envelope icon are also present. The main header area shows a welcome message for 'Amelinall Administrator' with the last login time '10-September-2025 09:21:01 AM'. Below this, a large modal window titled 'Make Sure To Contribute On Time' is displayed. The modal contains the text 'Contribution Reminder' and 'Complete your contribution payment by the 15th of each month.' with a 'CONTRIBUTE NOW' button. A calendar graphic highlights the 15th. A red circle with the number '3' and a red box around the 'X' button in the top right corner of the modal indicate the steps to dismiss the reminder. The background shows a sidebar with menu items like 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', 'e-PAYROLL', and 'MORE'. The right sidebar contains links for 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. At the bottom, there is a table with columns for 'Contribution Month', 'File Name', 'Form Status', and 'Payment Status', and a 'Proceed Payment' button. The footer includes the KWSP EPF logo, 'FINANCIAL LITERACY WEEK FLW 2025', and 'FEN' logo.

Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 10-September-2025 09:21:01 AM

Employer Status: Active

Make Sure To Contribute On Time
Contribution Reminder
Complete your contribution payment by the 15th of each month.
[CONTRIBUTE NOW](#)
**You can disregard this message if you've already contributed.*

Thank you for your contribution.
Current Wage: [Redacted]
Kindly [Redacted]

Pending [Redacted]

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

[Proceed Payment](#)

[WhatsApp Us](#)

New member registration for Non-Malaysian Citizen Employees

4) Click 'Register EPF Member'

4

The screenshot displays the KWSP EPF Employer Portal interface. The left sidebar contains navigation options: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER (highlighted with a red box and a circled '4'), CHECK EMPLOYEE'S EPF NO., CHECK REGISTRATION STATUS, OUTSTANDING ITEM, e-PAYROLL, and MORE. The main content area shows a welcome message for 'Amelinall Administrator' with an active employer status. It includes a 'Submit Contributions' button and a 'View Details' button for an outstanding item. A 'Pending for Payment (?)' section displays a table with contribution details for August 2025, including file name, form status (Submitted), and payment status. A 'Proceed Payment' button is available. The right sidebar lists various services: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The bottom of the page features a banner for 'EMPLOYER SATISFACTION' and a WhatsApp chat icon.

KWSP EPF

EN | BM Logout

Welcome Amelinall Administrator Administrator
Last login: 10-September-2025 09:21:01 AM
Employer Status: Active

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

CHECK EMPLOYEE'S EPF NO.

CHECK REGISTRATION STATUS

OUTSTANDING ITEM

e-PAYROLL

MORE

Thank you. We have received contribution payment for September 2025

Current Month: September 2025
Wage Month: August 2025

Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

Submit Contributions

0 Outstanding Item
View Details

Pending for Payment (?)

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

Proceed Payment

CONTRIBUTION STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

EMPLOYER SATISFACTION

WhatsApp Us

<https://10.0.60.40/employer/employer/employer/registernewemployee?direc...>

New member registration for Non-Malaysian Citizen Employees

5) Fill in the member details

6) Click 'Register'

Note:

Tooltip icon [?] next to the Full Name label to guide the employer on how to enter an employee's full name.

Register EPF Member

Member Details

ENTER MEMBER DETAILS PREVIEW ACKNOWLEDGEMENT

For Malaysian employees, insert MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number.

Full Name * [?] 5

ID Type *

☐ MyKad ☒ Passport [?]

Passport No. * 6

Nationality * ARUBA

Register

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

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New member registration for Non-Malaysian Citizen Employees

7) At 'Enter Member Details' page, fill in the member address

8) Click 'Next'

Register EPF Member

Member Details

ENTER MEMBER DETAILS PREVIEW ACKNOWLEDGEMENT

Full Name (as shown in your ID) *

ID Type *

Passport No. *

Passport Expiry Date *

Nationality *

Date of Birth *

MyKad Passport [?]

10/10/2030

ARUBA

Member Pass Details

Pass Type [?] *

Pass No. *

Pass Expiry Date *

Employment Pass

19/10/2030

Member Contact Details

Complete the registration by updating the employee's phone number and email to ensure they receive important notifications from EPF.

Phone Number

Home/Office Phone Number

Email

+60

Home Office

Member Address

Correspondence Address

Address *

Postcode *

City / State / Country *

ALAMAT PEKERJA 1

ALAMAT PEKERJA 2

ALAMAT PEKERJA 3

ALAMAT PEKERJA 4

40000

SHAH ALAM

State Country

SELANGOR DARUL EHSAN MALAYSIA

☒ Tick here if the correspondence and permanent address are the same

Back Next

New member registration for Non-Malaysian Citizen Employees

- 9) Check the details on the 'Preview' page. If the information is correct, select 'Submit' to proceed to the next screen

The screenshot shows the 'Register EPF Member' form in the 'Preview' tab. The form is divided into several sections: Member Details, Member Pass Details, Member Contact Details, and Member Address. The 'Preview' tab is selected, showing a summary of the entered information. The 'Submit' button is highlighted with a red box, and a red circle with the number '9' is placed next to it, indicating the step number.

Register EPF Member

Member Details

ENTER MEMBER DETAILS | **PREVIEW** | ACKNOWLEDGEMENT

Full Name (as shown in your ID): [REDACTED]

ID Type: ☐ MyKad No. ☒ Passport

Passport No.: [REDACTED]

Passport Expiry Date: 10/10/2030

Nationality: ARUBA

Date of Birth: [REDACTED]

Member Pass Details

Pass Type: Employment Pass

Pass No.: [REDACTED]

Pass Expiry Date: 19/10/2030

Member Contact Details

Phone Number: [REDACTED]

Home/Office Phone Number: Home [REDACTED] Office [REDACTED]

Email: [REDACTED]

Member Address

Correspondence Address

Address: ALAMAT PEKERJA 1, ALAMAT PEKERJA 2, ALAMAT PEKERJA 3, ALAMAT PEKERJA 4, [REDACTED]

Postcode: 40000

City / State / Country: SHAH ALAM, State: SELANGOR DARUL EHSAN, Country: MALAYSIA

Permanent Address

Address: ALAMAT PEKERJA 1, ALAMAT PEKERJA 2, ALAMAT PEKERJA 3, ALAMAT PEKERJA 4, [REDACTED]

Postcode: 40000

City / State / Country: SHAH ALAM, State: SELANGOR DARUL EHSAN, Country: MALAYSIA

Navigation: Back, Submit

Right Sidebar: CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, ENQUIRY

Bottom: Social media icons (Facebook, Twitter, LinkedIn, YouTube), WhatsApp Us button, Terms & Conditions, Privacy Policy, Security Policy, Disclaimer, Online Security Tips, Site Map, Best viewed in Chrome version 40 or later, Firefox v24 and later, Safari 3.3 and later, or Edge 40 and later, © KWSP 2019. All rights reserved.

New member registration for Non-Malaysian Citizen Employees

10) At 'Acknowledgement' page, click 'Print Preview' to print Member Registration Details

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
e-PAYROLL
MORE

Member Details

ENTER MEMBER DETAILS PREVIEW ACKNOWLEDGEMENT

Member Registration Details

Registration Details

Registration Status: **SUCCESSFUL**

EPF No: [REDACTED]

Registration Date & Time: 20/08/2025 | 04:35:04 PM

Member Details

Fullname: [REDACTED]

ID Type: Passport

Phone No.: [REDACTED]

Email Address: [REDACTED]

Passport & Pass Details

Passport Number: [REDACTED]

Passport Expiry Date: 10/10/2030

Pass Type: Employment Pass

Pass Number: [REDACTED]

Pass Expiry Date: 19/10/2030 | 12:00:00 AM

10

Print Preview

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
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Member registration status

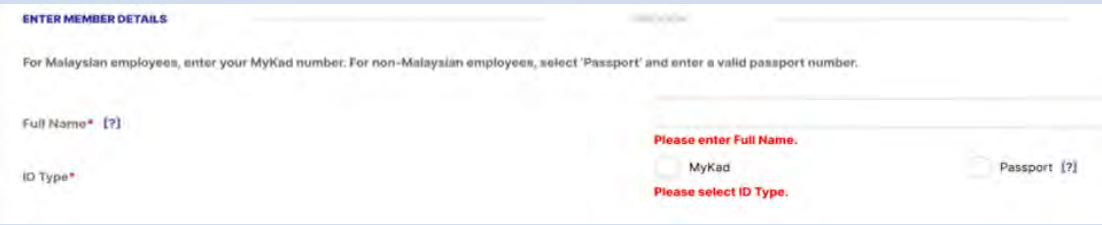
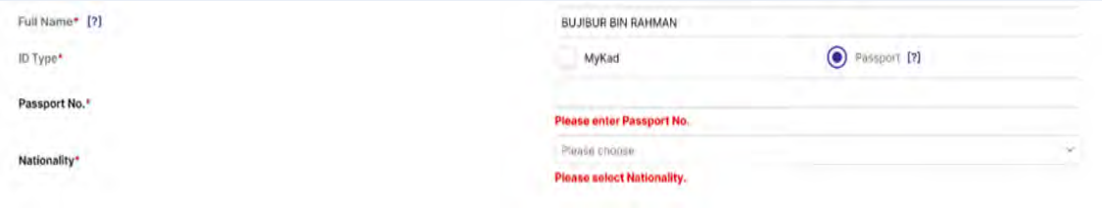
for Non-Malaysian Citizen Employees

1

Error message

on member registration page

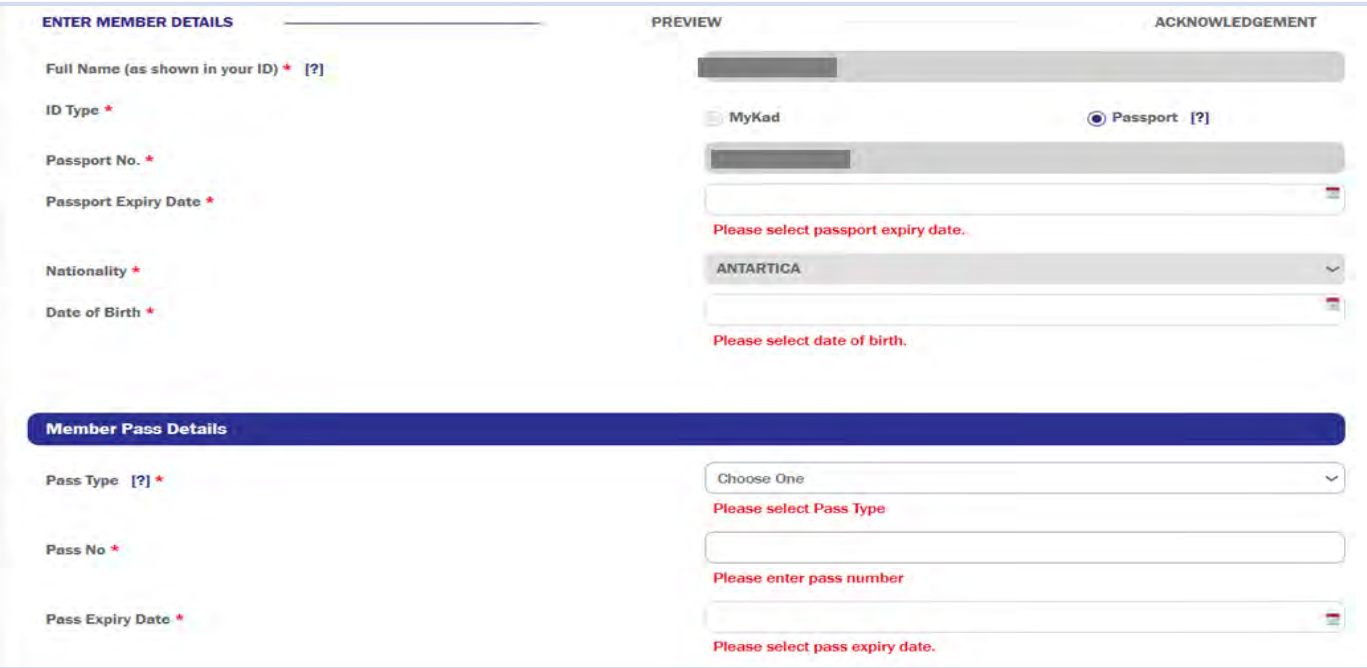
Error message on member registration page

No.	Screenshot	Remarks
1	 ENTER MEMBER DETAILS For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number. Full Name* [?] ID Type* Please enter Full Name. MyKad Passport [?] Please select ID Type.	This error message will be displayed if no information is entered in the 'Full Name' field and no option is selected for the 'ID Type' field
2	 Full Name* [?] BUJIBUR BIN RAHMAN ID Type* MyKad Passport [?] Passport No.* Nationality* Please enter Passport No. Please choose Please select Nationality.	This error message will be displayed if no information is entered in the 'Passport No' field and no option is selected for the 'Nationality' field
3	 Full Name* [?] ID Type* MyKad Passport [?] Passport No.* Please enter a valid Passport No.	This error message will be displayed if an incorrect passport number is entered
4	 Full Name* [?] ID Type* MyKad Passport [?] Passport No.* Maximum 15 characters only.	This error message will be displayed immediately if the Passport No. exceeds 15 characters

Error message on member registration page

No.	Screenshot	Remarks
5	The screenshot shows the 'Register EPF Member' form. Under 'Member Details', the 'Passport Expiry Date' is 12/06/2026 and the 'Date of Birth' is 01/06/2025. Red error messages are displayed below these fields: 'Registration cannot proceed. The employee's passport has expired.' and 'Registration cannot proceed. The employee must be at least 14 years old to register.'	These error messages will be displayed if: a) The employee's passport has expired b) The employee age is less than 14 years old c) The employee pass validity period is less than 60 days
6	The screenshot shows the 'Register EPF Member' form. Under 'Member Details', the 'Date of Birth' is 01/06/1950. A red error message is displayed below this field: 'Registration unsuccessful. The employee must be under 75 years old to register.'	This error message will be displayed if the employee's age is above 75 years

Error message on member registration page

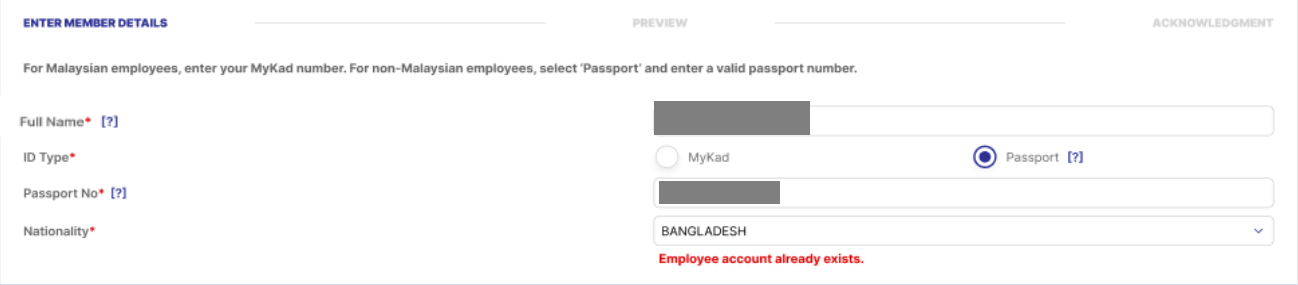
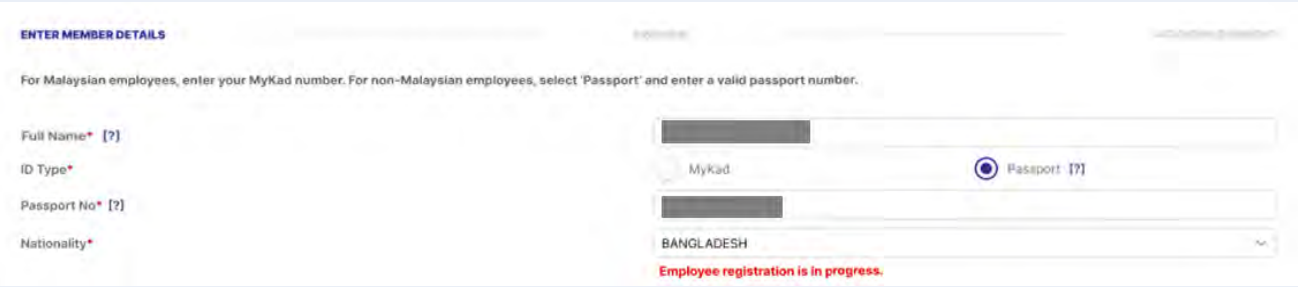
No.	Screenshot	Remarks
7	 The screenshot shows the 'ENTER MEMBER DETAILS' tab of a registration form. Fields for 'Full Name', 'ID Type' (MyKad and Passport), 'Passport No.', 'Passport Expiry Date', 'Nationality', and 'Date of Birth' are visible. Below these is the 'Member Pass Details' section with fields for 'Pass Type', 'Pass No.', and 'Pass Expiry Date'. Red error messages are displayed: 'Please select passport expiry date.' for the empty 'Passport Expiry Date' field, 'Please select date of birth.' for the empty 'Date of Birth' field, 'Please select Pass Type' for the 'Choose One' dropdown, 'Please enter pass number' for the empty 'Pass No.' field, and 'Please select pass expiry date.' for the empty 'Pass Expiry Date' field.	These error messages will be displayed if: a) No information is entered in the 'Passport Expiry Date' and 'Date of Birth' field b) No option is selected for 'Pass Type' c) No information is entered in the 'Pass No.' and 'Pass Expiry Date' field
8	 The screenshot shows the 'Member Pass Details' section of the registration form. The 'Pass No.' field contains a greyed-out value with a red error message below it: 'Pass number must not contain special symbols or spaces.' The other fields, 'Pass Type' and 'Pass Expiry Date', are empty.	This error message will be displayed if the information entered contains symbols or spaces

Error Message

on member validation status with JIM* record

*JIM – Immigration Department of Malaysia

Error message on member registration page

No.	Screenshot	Remarks
1		This error message will be displayed if the employee is already registered as an EPF member
2		This error message will be displayed if the employee's registration status is still 'In Progress'

Verification of Non-Malaysian Citizen Employees registration status at 'Check Registration Status'

Verification of registration status

Login to i-Akaun (Employer) web portal

1) Enter your User ID and click **Next**

2) Enter your password and click **Login**


EN | BM

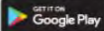
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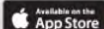
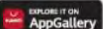
Welcome to i-Akaun (Employer)

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Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from

Security Image:


Secret Phrase: Abcd123456

2 i-Akaun (Employer)

PASSWORD

Back **Login**

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Verification of Registration Status

A Contribution Reminder will be displayed

3) Select **X** to dismiss the reminder

The screenshot displays the KWSP EPF Administrator portal. At the top, the user is logged in as 'Amelinall Administrator' with the last login on 10-September-2025 at 09:21:01 AM. The employer status is 'Active'. A modal window titled 'Make Sure To Contribute On Time' is centered on the screen, featuring a 'Contribution Reminder' and a calendar highlighting the 15th. The modal includes a 'CONTRIBUTE NOW' button and a note: '*You can disregard this message if you've already contributed.' A red circle with the number '3' and a red box around the 'X' button in the top right corner of the modal indicate the steps to dismiss the reminder. The left sidebar contains navigation links for EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, and MORE. The right sidebar lists various services: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom, there is a table with contribution details for August 2025, including the file name 'FA08/2025_000128602' and a 'Proceed Payment' button. The footer includes the KWSP EPF logo, 'FINANCIAL LITERACY WEEK FLW 2025', and 'FEN' logo.

KWSP EPF

Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 10-September-2025 09:21:01 AM

Employer Status: Active

Make Sure To Contribute On Time

Contribution Reminder

Complete your contribution payment by the 15th of each month.

CONTRIBUTE NOW

*You can disregard this message if you've already contributed.

Thank you for your contribution.

Current Wage: [Redacted]

Kindly [Redacted]

Pending [Redacted]

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

Proceed Payment

KWSP EPF **FINANCIAL LITERACY WEEK FLW 2025** **FEN**

WhatsApp Us

Verification of registration status

4) Go to 'Register EPF Member' > 'Check Registration Status'

The screenshot displays the KWSP EPF Employer Portal interface. The top navigation bar includes the KWSP EPF logo, a shopping cart icon with a red notification badge, an email icon, language settings (EN | BM), and a Logout button. The left sidebar contains a menu with the following items: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, CHECK EMPLOYEE'S EPF NO., REGISTER EPF MEMBER, CHECK REGISTRATION STATUS (highlighted with a red box and a circled '4'), OUTSTANDING ITEM, e-PAYROLL, and MORE. The main content area shows a welcome message for 'Amelinall Administrator' with the last login time of '10-September-2025 09:21:01 AM' and an 'Employer Status: Active' indicator. A notification states: 'Thank you. We have received contribution payment for September 2025'. Below this, it shows 'Current Month: September 2025' and 'Wage Month: August 2025'. A large circular graphic displays '0 Outstanding Item' with a 'View Details' button. A 'Submit Contributions' button is also present. A section titled 'Pending for Payment (?)' contains a table with the following data:

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

A 'Proceed Payment' button is located next to the table. A yellow banner above the table reads: 'If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.' The bottom of the page features a banner for 'EMPLOYER SATISFACTION' and a WhatsApp chat icon with the text 'WhatsApp Us'. The URL at the bottom is 'https://10.0.60.40/employer/employer/employer/registernewemployee?direc...'.

Verification of registration status

5) Choose 'Passport' for ID Type, enter Passport No. and select Nationality

6) Click 'Search'

The screenshot displays the 'Check Registration Status' page on the KWSP EPF portal. The page layout includes a sidebar on the left with navigation links, a main content area with a form, and a right sidebar with utility links. A red box highlights the form fields, and two red circles with numbers 5 and 6 indicate specific steps.

Left Sidebar:

- Employer No. [Redacted]
- Role: Administrator
- EMPLOYER INFO
- EMPLOYEE INFO
- CONTRIBUTION
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- MORE

Main Content Area:

Check Registration Status

Status

For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select **5** and enter a valid passport number.

Identification

ID Type* Passport No.* [?]

Passport [Redacted]

Nationality*

BANGLADESH

6 Search

Reset

Right Sidebar:

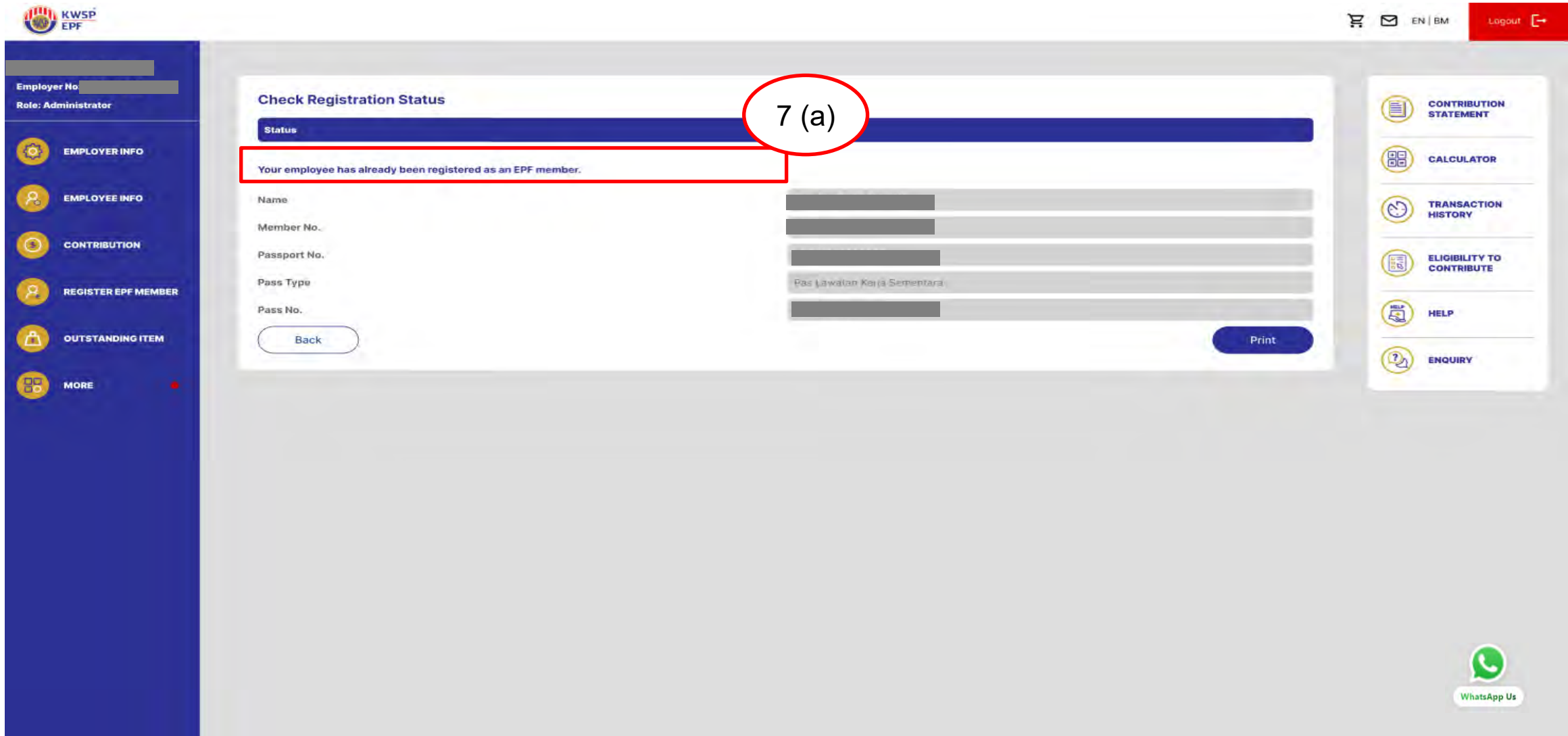
- CONTRIBUTION STATEMENT
- CALCULATOR
- TRANSACTION HISTORY
- ELIGIBILITY TO CONTRIBUTE
- HELP
- ENQUIRY

Bottom Right:

WhatsApp Us

Verification of registration status

7 (a) Member registration status will be displayed as 'Your employee has already been registered as an EPF Member'



The screenshot displays the KWSP EPF portal interface. On the left is a dark blue sidebar with the KWSP EPF logo at the top, followed by the user's role 'Administrator' and a list of menu items: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area is titled 'Check Registration Status'. At the top of this area is a blue bar labeled 'Status' with the text '7 (a)' circled in red. Below this, a red-bordered box contains the message: 'Your employee has already been registered as an EPF member.' Underneath the message are input fields for Name, Member No., Passport No., Pass Type (pre-filled with 'Pas Jawatan Kerja Sementara'), and Pass No., each followed by a greyed-out text input area. A 'Back' button is at the bottom left of the form, and a 'Print' button is at the bottom right. On the right side of the page is a vertical menu with icons and links for CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom right is a WhatsApp chat button labeled 'WhatsApp Us'.

Verification of registration status

7 (b) Member registration status will be displayed as **'The employee registration is currently in progress'**

KWSP EPF

Employer No: [Redacted]
Role: Administrator

Check Registration Status

Status

For Malaysian employees, enter your MyKad number. For non-Malaysian employees, select 'Passport' and enter a valid passport number.

Identification

ID Type*
Passport

Passport No.* [?]
[Redacted]

Nationality*
BANGLADESH

{Error code}: The employee registration is currently in progress

Reset

Search

7 (b)

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

- 1 Verification of Non-Malaysian Citizen Employees status as EPF member
- 2 New member registration for Non-Malaysian Citizen Employees on the i-Akaun (Employer) web portal
- 3 Submission of contribution details by employer for Non-Malaysian Citizen Employees**
- 4 Voluntary Excess (VE) bulk upload

Submission of contribution details by employer for Non-Malaysian Citizen Employees

Submission of contribution details by employer

After registering the Non-Malaysian Citizen Employee as an EPF member, it is the employer's responsibility to submit and pay contributions by following these steps:

1) Enter your User ID and click **Next**

2) Enter your password and click **Login**

 KWSP EPF

EN | BM

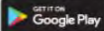
Welcome to i-Akaun (Employer)

e-Caruman
Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



1

i-Akaun (Employer)

USER ID

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



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 KWSP EPF

EN | BM

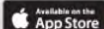
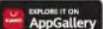
Welcome to i-Akaun (Employer)

e-Caruman
Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



2

i-Akaun (Employer)

Security Image:

Secret Phrase: Abcd123456

PASSWORD

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Best viewed in Chrome version 69 or later, Firefox 61 and later, Safari 11 and later, or Edge 16 and later

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Submission of contribution details by employer

A Contribution Reminder will be displayed

3) Select **X** to dismiss the reminder

The screenshot displays the KWSP EPF Employer Portal interface. At the top, the header includes the KWSP EPF logo, a shopping cart icon with a red notification bubble containing the number 4, an envelope icon, the text 'EN | BM', and a red 'Logout' button with an arrow icon. The left sidebar contains a dark blue menu with icons and labels for 'EMPLOYER INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', 'e-PAYROLL', and 'MORE'. The main content area shows a welcome message for 'Amelinall Administrator' with the last login time '10-September-2025 09:21:01 AM'. A large modal window is centered on the screen with the title 'Make Sure To Contribute On Time' and the subtitle 'Contribution Reminder'. The modal text instructs the user to 'Complete your contribution payment by the 15th of each month.' and includes a 'CONTRIBUTE NOW' link. A calendar graphic highlights the 15th. A red circle with the number 3 is placed over the top right corner of the modal, and a red rectangle with an 'X' icon is placed over the close button. Below the modal, a table displays contribution details for August 2025, including the file name 'FA08/2025_000128602' and the status 'Submitted'. A 'Proceed Payment' button is located to the right of the table. The footer features the KWSP EPF logo, the 'FINANCIAL LITERACY WEEK FLW 2025' logo, the 'FEN' logo, and a 'WhatsApp Us' button.

Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 10-September-2025 09:21:01 AM

Employer Status: Active

Make Sure To Contribute On Time
Contribution Reminder
Complete your contribution payment by the 15th of each month.
[CONTRIBUTE NOW](#)
**You can disregard this message if you've already contributed.*

Thank you for your contribution.
Current Wage: [Redacted]
Kindly [Redacted]

Pending [Redacted]

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

[Proceed Payment](#)

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

[WhatsApp Us](#)

Submission of contribution details by employer

4) Go to 'Contribution' > 'Submit Contribution'

The screenshot displays the KWSP EPF Employer Portal interface. The left sidebar contains navigation links: EMPLOYER INFO, CONTRIBUTION, CONTRIBUTION (highlighted), CARUMAN TANPA MAKLUMAT LENGKAP (CTML), REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, and MORE. The main content area shows a welcome message for Ahmad Albab, Administrator, with a last login time of 12-September-2025 12:19:46 PM. The Employer Status is Active. A notice states: "We appreciate your prompt submission of contribution before 15th September 2025." The current month is September 2025, and the wage month is August 2025, with 4 days left (indicated by a red circle and the number 4). A large circular graphic shows 0 Outstanding Item. A table at the bottom shows a contribution for July 2025 with File Name FA07/2025_000127804, Form Status Submitted, and Payment Status Unsuccessful. A 'Proceed Payment' button is visible. The right sidebar contains links: CONTRIBUTION STATEMENT, NOTICE (8), RECEIPT (2), CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. A WhatsApp Us button is at the bottom right.

KWSP EPF

EN | BM Logout

Welcome Ahmad Albab Administrator
Last login: 12-September-2025 12:19:46 PM
Employer Status: Active

We appreciate your prompt submission of contribution before 15th September 2025.

Current Month: September 2025
Wage Month: August 2025
4 days Left

is in order. You may disregard this notice if payment has been made

0 Outstanding Item

Submit Contributions

View Details

CONTRIBUTION

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

MORE

DRAFT FORM

PAYMENT ONLY

PENDING FOR PAYMENT

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status	
July 2025	FA07/2025_000127804	Submitted	Unsuccessful	Proceed Payment

CONTRIBUTION STATEMENT

NOTICE 8

RECEIPT 2

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

WhatsApp Us

Submission of contribution details by employer

5) Select 'Contribution Month'

6) Then, click 'Next'

KWSP EPF

EN | BM Logout

Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Submit Contribution

CONTRIBUTION MONTH

Contribution Month

Please select contribution month
Contribution month is the month in which the contribution is payable based on the previous month's wage. [?]

Contribution Month February 2025

Wage Month January 2025

Back Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

Submission of contribution details by employer

7) There are four (4) different ways for employers to submit contribution details.

The screenshot displays the 'Submit Contribution' page on the KWSP EPF Employer Portal. The interface includes a dark blue sidebar on the left with navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area is titled 'Submit Contribution' and features two tabs: 'CONTRIBUTION MONTH' (active) and 'CONTRIBUTION DETAILS'. Under the 'CONTRIBUTION MONTH' tab, there is a 'Contribution Month' dropdown menu. Below this, a message states: 'Please select from the following'. A red 'PLEASE TAKE NOTE' banner reads: 'Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.' Four radio button options are listed: 'Same as last posted contribution [?]', 'Copy from contribution history', 'Upload file (TXT/CSV)', and 'Blank Form'. At the bottom of the form are 'Back' and 'Next' buttons. The right sidebar contains links to 'CONTRIBUTION STATEMENT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. The top right corner shows a 'Logout' button and a 'WhatsApp Us' button at the bottom right.

KWSP EPF

Employer No: [Redacted]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month

Please select from the following

PLEASE TAKE NOTE:
Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.

☐ Same as last posted contribution [?]
☐ Copy from contribution history
☐ Upload file (TXT/CSV)
☐ Blank Form

Back | Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

Logout

WhatsApp Us

Employer to choose:
Option (a) – Same as last posted contribution

7 (a) – If employer choose ‘Same as last posted contribution’

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month

Please select from the following

PLEASE TAKE NOTE:
Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.

☒ Same as last posted contribution [?]
☐ Copy from contribution history
☐ Upload file (TXT/CSV)
☐ Blank Form

Back Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

- i. Choose ‘Same as last posted contribution’. Click ‘Next’

7 (a) – If employer choose ‘Same as last posted contribution’

Submit Contribution

CONTRIBUTION MONTH CONTRIBUTION DETAILS

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: February 2025

Wage Month: January 2025

Search Employee By: All Record

No.	Member No.	Identification No.	Name	Wage (RM) [?]	Contribution (RM)	
					Employer	Employee
1		Passport No.		1,700.00	34.00	34.00

Number of employees added to the form: 1

Total Employer/Employee Contribution (RM):

	Employer	Employee
	34.00	34.00

Total Payable Contribution (RM): 68.00

I Confirm That:

- The information submitted in Form A is true, correct and refers to employees named in the form A; and
- contribution paid are:
 - a) not less than a minimum contribution as stipulated in the minimum wage order under the Safety Committee Council Act 2003 (Act 732); and
 - b) in accordance with the rates in the Third Schedule, the EPF Act 1991; and
- I comply with the stipulated terms and conditions.

- ii. The Contribution Details page will be displayed. Enter the employee's wage. The system will automatically calculate the contribution amounts for both the employer and employee shares
- iii. If there is more than one employee for whom the employer needs to submit contribution details, they can select 'Add Employee'

7 (a) – If employer choose ‘Same as last posted contribution’

Add New Employee ×

Employee Identification

Search Criteria

Identification* ID Type* Passport No.* [?]

Nationality*

Passport

BANGLADESH

Search

iv

Result

Member No.	Identification no.	Name

Reset Add

v

- iv. The Add New Employee screen will be displayed. Enter the information in ‘ID Type’, ‘Passport No.’, and ‘Nationality’, then select ‘Search’
- v. The table will display Member No., Identification No., and Name. Select ‘Add’.

7 (a) – If employer choose ‘Same as last posted contribution’

Draft Form

CONTRIBUTION MONTH

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: January 2025

Wage Month: January 2025

Search Employee By: All Record

No.	Member No.	Identification No.	Name	Wage (RM) [?]	Contribution (RM)		
					Employer	Employee	
1		Passport No.		1,700.00	34.00	34.00	X
2		Passport No.		1,700.00	34.00	34.00	X

Number of employees added to the form: 2

Total Employer/Employee Contribution (RM)

	Employer	Employee
	68.00	68.00

Total Payable Contribution (RM): 136.00

☒ I Confirm That:

1. The information submitted in Form A is true, correct and refers to employees named in this form A; and

2. contribution paid are:-

a. not less than a minimum contribution as stipulated in the minimum wage order under the Salary Consultative Council Act 2011 (Act 732); and

b. in accordance with the rates in the Third Schedule, the EPF Act 1991; and

3. in comply with the stipulated terms and conditions.

vi. If all the information has been completed, tick checkbox ‘I Confirm That:’

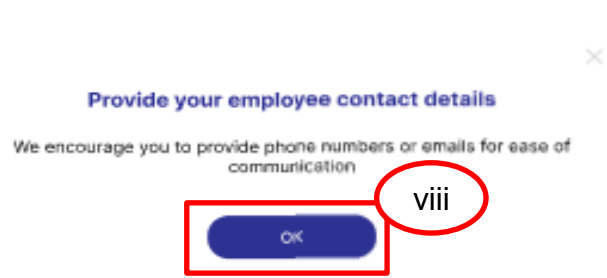
vii. Then, click ‘Next’

Note:

‘Save as Draft’ allows the employer to save incomplete information and continue later without submitting it.

7 (a) – If employer choose ‘Same as last posted contribution’

viii. A popup message will be displayed. Click ‘OK’



ix. Enter the employee contact details. Then, click ‘Next’

KWSP EPF

Employer No. [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Draft Form

CONTRIBUTION MONTH [REDACTED]

Contact Details

Note: Kindly fill in employee contact information below, if available. Otherwise, click the 'Skip' button to skip the page.

No.	Identification No.	Name	Mobile Number Please provide valid mobile no.	Email Please provide valid email address	House Contact No.
1.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Back Skip Next

ix

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

7 (a) – If employer choose ‘Same as last posted contribution’

Draft Form

Contribution Month

CONTRIBUTION MONTH

Total Payable Contribution (RM) RM0.00

Payment Method

[?]

☒ **Maybank2u**
Please disable your pop-up blocker. For more information, please click here:
*Please do not click on the browser's back button, refresh or close the page

☐ Online Retail Banking (FPX Maximum limit RM250,000)

☐ Online Corporate Banking (FPX Maximum limit RM50,000,000)

☐ Direct Debit Authorization (DDA)

☐ Electronic Fund Transfer (For government employer only)

Right Sidebar:

- ☒ CONTRIBUTION STATEMENT
- ☐ CALCULATOR
- ☐ TRANSACTION HISTORY
- ☐ ELIGIBILITY TO CONTRIBUTE
- ☐ HELP
- ☐ ENQUIRY

Bottom Right: WhatsApp Us

x. Choose the preferred payment method

xi. Then, click 'Next'

Note:

The guide for the payment method is the same as the procedure for Malaysian citizens/PR

7 (a) – If employer choose ‘Same as last posted contribution’

The screenshot displays the KWSP EPF Transaction Summary page. The page features a dark blue sidebar on the left with navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area has a header 'Transaction Summary' and a 'Payment Status' section showing 'Successful' in green. Below this, a table lists transaction details: File Name, Wage Month, Contribution Month, Total Payable Contribution (RM), Payment Method, and Pay From. A red box highlights the 'Home' button at the bottom right of the table. A red circle with 'xii' is placed next to the button. The right sidebar contains links to CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The top right corner has a 'Logout' button. A WhatsApp chat icon is visible at the bottom right.

Transaction Summary	
Payment Status	
Successful	
*Successful payment status is subjected to bank response	
File Name	100102024/00010200
Wage Month	February 2024
Contribution Month	January 2024
Total Payable Contribution (RM)	136,000
Payment Method	RTGS
Pay From	

xii. Payment status ‘Successful’ will be displayed on the Transaction Summary page. Select ‘Home’ to return to the Homepage screen.

Employer to choose:
Option (b) – Copy from contribution history

7 (b) – If employer choose ‘Copy from contribution history’



Employer No:

Role: Administrator

EMPLOYER INFO

EMPLOYEE INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

MORE

Submit Contribution

CONTRIBUTION MONTH

CONTRIBUTION DETAILS

Contribution Month

Please select from the following

PLEASE TAKE NOTE:
Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.

☐ Same as last posted contribution [?]

☒ Copy from contribution history

☐ Upload file (TXT/CSV)

☐ Blank Form

Back

Next

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY



WhatsApp Us

i. Choose contribution ‘Copy history’ from Click ‘Next’

7 (b) – If employer choose ‘Copy from contribution history’

Submit Contribution

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

Contribution Month

Please select record to copy

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Last Update	Action
1.	FA03/2023_000086356	05/2023	2	360.00	18/07/5023 03:53 PM	Copy
2.	FA01/2023_000086354	02/2023	2	360.00	18/07/5023 12:20 AM	Copy
3.	FA03/2023_000086353	03/2023	1	360.00	17/07/5023 09:22 AM	Copy
4.	FA04/2023_000086359	05/2023	1	360.00	10/07/5023 11:40 PM	Copy
5.	FA05/2023_000086358	03/2023	1	360.00	08/07/5023 01:54 PM	Copy
6.	FA01/2023_000086352	03/2023	2	360.00	05/07/5023 05:28 PM	Copy
7.	FA05/2023_000086352	05/2023	2	360.00	29/06/5023 02:58 PM	Copy
8.	FA04/2023_000086354	03/2023	1	360.00	29/06/5023 02:56 PM	Copy
9.	FA05/2023_000086351	01/2023	1	360.00	26/06/5023 01:49 PM	Copy
10.	FA05/2023_000086359	01/2023	2	360.00	23/06/5023 03:59 AM	Copy
11.	FA04/2023_000086354	01/2023	3	360.00	21/06/5023 07:41 AM	Copy

[Back](#)

[WhatsApp Us](#)

ii. Click ‘Copy’ to copy the record

7 (b) – If employer choose ‘Copy from contribution history’

Submit Contribution

CONTRIBUTION MONTH CONTRIBUTION DETAILS

Contribution Month

Please select record to copy

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Last Update	Action
1.	FA03/2023_000086356	05/2023	2	360.00	18/07/5023 03:53 PM	Copy
2.	FA01/2023_000086354	02/2023			18/07/5023 12:20 AM	Copy
3.	FA03/2023_000086353	03/2023			17/07/5023 09:22 AM	Copy
4.	FA04/2023_000086359	05/2023			10/07/5023 11:40 PM	Copy
5.	FA05/2023_000086358	03/2023			08/07/5023 01:54 PM	Copy
6.	FA01/2023_000086352	03/2023	2	360.00	05/07/5023 05:28 PM	Copy
7.	FA05/2023_000086352	05/2023	2	360.00	29/06/5023 02:58 PM	Copy
8.	FA04/2023_000086354	03/2023	1	360.00	29/06/5023 02:56 PM	Copy
9.	FA05/2023_000086351	01/2023	1	360.00	26/06/5023 01:49 PM	Copy
10.	FA05/2023_000086359	01/2023	2	360.00	23/06/5023 03:59 AM	Copy
11.	FA04/2023_000086354	01/2023	3	360.00	21/06/5023 07:41 AM	Copy

Back

Please select option to copy

☒ All (include wage & contribution) iii

☐ Partial (exclude wage and contribution)

OK iv

iii. Select an option to copy as ‘All (include wage & contribution)’

iv. Click ‘OK’

7 (b) – If employer choose ‘Copy from contribution history’

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Details

Please edit & verify the employee contribution details

Contribution Month:

Wage Month:

Search Employee By: All Record

No.	Member No	Identification No	Name	Wage(RM) [?]	Contribution (RM)	
					Employer	Employee
1		Passport No.		1,700.00	34.00	34.00

Number of employees added to the form:

Total Employer/Employee Contribution (RM)

Employer	Employee
34.00	34.00

Total Payable Contribution (RM): 68.00

- v. The Contribution Details page will be displayed. Enter the employee's wage. The system will automatically calculate the contribution amounts for both the employer and employee shares
- vi. If there is more than one employee for whom the employer needs to submit contribution details, they can select 'Add Employee'

7 (b) – If employer choose ‘Copy from contribution history’

The screenshot shows the 'Add New Employee' form in the KWSP EPF system. The form is titled 'Add New Employee' and has a sub-header 'Employee Identification'. It contains the following fields and controls:

- Search Criteria:**
 - Identification*:** A text input field.
 - ID Type*:** A dropdown menu with 'Passport' selected.
 - Passport No.* [?]:** A text input field.
 - Nationality*:** A dropdown menu with 'BANGLADESH' selected.
- Search:** A blue button to execute the search.
- Result:** A table displaying search results.
- Reset:** A button to clear the search criteria.
- Add:** A blue button to add the new employee.

Annotations on the form:

- A red box highlights the 'Search Criteria' section.
- A red box highlights the 'Search' button, with a red circle containing the text 'vii' next to it.
- A red box highlights the 'Add' button, with a red circle containing the text 'viii' next to it.

The background shows the 'Submit Contribution' screen with a sidebar menu on the left containing: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area has a 'Contribution Details' section with fields for 'Contribution Month' and 'Wage Month'. Below this is a 'Search Employee By' section with a table showing employee details.

No.	Member No
1.	11941109

At the bottom of the page, it says 'Number of employees added to the form' followed by the number '1'.

vii. The 'Add New Employee' screen will be displayed. Enter the information in 'ID Type', 'Passport No.', and 'Nationality', then select 'Search'.

viii. The table will display Member No., Identification No., and Name. Select 'Add'.

7 (b) – If employer choose ‘Copy from contribution history’

Submit Contribution

CONTRIBUTION MONTH **CONTRIBUTION DETAILS**

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: January 2023

Wage Month: January 2023

Search Employee By: All Record

No.	Member No.	Identification No.	Name	Wage(RM) [?]	Contribution (RM)		
					Employer	Employee	
1.		Passport No. [redacted]	[redacted]	1,700.00	34.00	34.00	Delete
2.		Passport No. [redacted]	[redacted]	1,700.00	34.00	34.00	Delete
3.		MyKad Old ID ☒ Passport [?] [redacted]	[redacted]	1,700.00	34.00	34.00	Delete

Number of employees added to the form: 3

Total Employer/Employee Contribution (RM):
Employer: 102.00 Employee: 102.00

Total Payable Contribution (RM): 204.00

☒ I Confirm That:

1. The information submitted in Form A is true, correct and refers to employees named in the form A (a) and (b);
 2. contribution paid are:-
 a. not less than a minimum contribution as stipulated in the minimum wage order under the Ss. 132(1) and 132(2) of the Employment Act 1947; and
 b. in accordance with the rates in the Third Schedule, the EPF Act 1951; and
 3. I comply with the stipulated terms and conditions.

ix

X

Note:
‘Save as Draft’ allows the employer to save incomplete information and continue later without submitting it

ix. If all the information has been completed, tick checkbox ‘I Confirm That: ...’

x. Then, click ‘Next’

Note:

‘Save as Draft’ allows the employer to save incomplete information and continue later without submitting it

7 (b) – If employer choose ‘Copy from contribution history’

xi. A popup message will be displayed. Click ‘OK’



xii. Enter the employee contact details. Then, click ‘Next’

KWSP EPF

Employer No. [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contact Details

Note: Kindly fill in employee contact information below, if available. Otherwise, click the 'Skip' button to skip the page.

No.	Identification No.	Name	Mobile Number Please provide valid mobile no.	Email Please provide valid email address	House Contact No.
1	Passport No. [REDACTED]	[REDACTED]			
2	Passport No. [REDACTED]	[REDACTED]			

Back Skip Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

xii

7 (b) – If employer choose ‘Copy from contribution history’

Submit Contribution

Contribution Month

CONTRIBUTION MONTH | CONTRIBUTION DETAILS | PAYMENT

Contact Details

Please select payment option

Total Payable Contribution (RM)

Payment Method

Pay Now Add to Cart IT

☒ Maybank2u
Please disable your pop-up blocker, for more information, please click here.
*Please do not click on the browser's back button, return or close the page.

☐ Online Retail Banking (FPX Maximum limit RM250,000)

☐ Online Corporate Banking (FPX Maximum limit RM50,000,000)

☐ Direct Debit Authorization (DDA)

☐ Electronic Fund Transfer (For government employer only)

Back

Next

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

WhatsApp Us

xiii. Choose the preferred payment method

xiv. Then, click 'Next'

Note:

The guide for the payment method is the same as the procedure for Malaysian citizens/PR

7 (b) – If employer choose ‘Copy from contribution history’

The screenshot displays the KWSP EPF Transaction Summary page. The page features a blue sidebar on the left with navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area is titled 'Transaction Summary' and shows a 'Payment Status' of 'Successful' in green text. Below this, there is a table with fields for File Name, Wage Month, Contribution Month, Total Payable Contribution (RM), Payment Method, and Pay From. A red box highlights the 'Home' button at the bottom right of the main content area, with a red circle and the label 'XV' next to it. The top right corner includes a 'Logout' button and a 'WhatsApp Us' button at the bottom right.

xv. Payment status 'Successful' will be displayed on the Transaction Summary page. Select 'Home' to return to the Homepage screen

Employer to choose:
Option (c) – Upload file (TXT/CSV)

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

KWSP EPF

Employer No. [REDACTED]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month

Please select from the following

PLEASE TAKE NOTE:
Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.

☐ Same as last posted contribution [?]

☐ Copy from contribution history

☒ Upload file (TXT/CSV)

☐ Blank Form

[Back](#) [Next](#)

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

[WhatsApp Us](#)

- i. Choose ‘Upload file (TXT/CSV)’. Click ‘Next’

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

KWSP EPF

Employer No: [Redacted]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS | PAYMENT

Contribution Month: February 2025
Wage Month: January 2025

Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.

Export (download file): Download Template
Import (upload file): **Choose File** (No file chosen) Upload

ii

Supported file formats: You may upload the updated file in either CSV (.csv) or TXT (.txt) format

Back | Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

- ii. Click ‘Choose File’ to upload from your local drive

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month

Please edit & verify the employee contribution details

Contribution Month: February 2025
Wage Month: January 2025

Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.

Export (download file): [Download Template](#)

Import (upload file): [Choose File](#) | EPF_003065574_62716791.txt **iii** [Upload](#)

Supported file formats: You may upload the updated file in either CSV (.csv) or TXT (.txt) format

[Back](#) [Next](#) **iv**

[WhatsApp Us](#)

iii. Then, upload the file until  shows

iv. Click ‘Next’

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | **CONTRIBUTION DETAILS**

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: February 2025
Wage Month: January 2025

Search Employee By: All Record [Search]

No.	Member No	Identification No	Name	Wage(RM) [?]	Contribution (RM)		
					Employer	Employee	
1.	[REDACTED]	[REDACTED]	[REDACTED]	1,700.00	34.00	34.00	[REDACTED]

Number of employees added to the form: 1

Total Employer/Employee Contribution (RM):
Employer: 34.00 | Employee: 34.00

Total Payable Contribution (RM): 68.00

v ☒ Confirm That:

1. The information submitted in Form A is true/correct and refers to employees named in the form A1 and;
2. contribution paid also:-
a. not less than a minimum contribution as stipulated in the minimum wage order under the Salary Consultative Council Act 2011 (Act 732); and
b. in accordance with the rates in the Third Schedule, the EPF act 1991; and
3. I comply with the stipulated terms and conditions.

Back | Save as Draft | **vi** Next

WhatsApp Us

v. The Contribution Details page will be displayed. If all information has been completed, tick the checkbox ‘I Confirm That:’

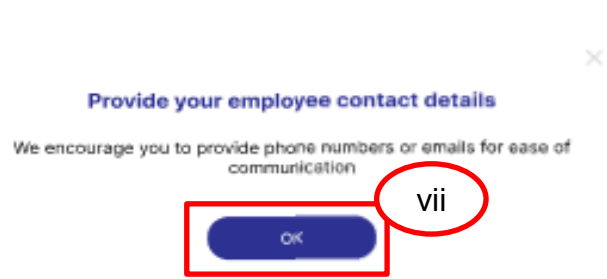
vi. Then, click ‘Next’

Note:

‘Save as Draft’ allows the employer to save incomplete information and continue later without submitting it

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

vii. A popup message will be displayed. Click ‘OK’



viii. Enter the employee contact details. Then, click ‘Next’

KWSP EPF

Employer No. [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contact Details

Note: Kindly fill in employee contact information below, if available. Otherwise, click the 'Skip' button to skip the page.

No.	Identification No	Name	Mobile Number Please provide valid mobile no.	Email Please provide valid email address	House Contact No.
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Back Skip Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

viii

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

Submit Contribution

Contribution Month

CONTRIBUTION MONTH | CONTRIBUTION DETAILS | PAYMENT

Contact Details

Please select payment option

Total Payable Contribution (RM)

Payment Method

Pay Now | Add to Cart | IT

☒ Maybank2u
Please disable your pop-up blocker, for more information, please click here.
*Please do not click on the browser's back button, return or close the page.

Online Retail Banking (FPX Maximum limit RM250,000)

Online Corporate Banking (FPX Maximum limit RM50,000,000)

Direct Debit Authorization (DDA)

Electronic Fund Transfer (For government employer only)

Back | Next

WhatsApp Us

ix. Choose the preferred payment method

x. Then, click 'Next'

Note:

The guide on payment method is the same as the procedure involving Malaysian citizens/PR

7 (c) – If employer choose ‘Upload file (TXT/CSV)’

The screenshot displays the KWSP EPF Transaction Summary page. The page features a blue sidebar on the left with navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area has a blue header 'Transaction Summary' and a green 'Successful' status message. Below this, there is a table with fields for File Name, Wage Month, Contribution Month, Total Payable Contribution (RM), Payment Method, and Pay From. A red box highlights the 'Home' button at the bottom right of the main content area, with a red circle and the label 'xi' next to it. The right sidebar contains links for CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The top right corner has a 'Logout' button and a 'EN | BM' language selector. A WhatsApp icon and 'WhatsApp Us' button are located at the bottom right.

- xi. Payment status 'Successful' will be displayed on the Transaction Summary page. Select 'Home' to return to the Homepage screen

Employer to choose:
Option (d) – Blank form

7 (d) – If employer choose ‘Blank Form’

KWSP EPF

Employer No. [REDACTED]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month

Please select from the following

PLEASE TAKE NOTE:
Members who have reached the age of 75 are no longer liable to EPF contributions. Contributions will cease starting from the next month salary month following the member's birth month.

Same as last posted contribution (?)

Copy from contribution history

Upload file (TXT/CSV)

☒ Blank Form

Back Next

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

WhatsApp Us

- Choose 'Blank Form'. Click 'Next'

7 (d) – If employer choose ‘Blank Form’

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: February 2025
Wage Month: January 2025

Search Employee By: All Record [Search]

No.	Member No	Identification No	Name	Wage(RM) [?]	Contribution (RM)	
					Employer	Employee
1.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

<< 1 >>

Add Employee

Number of employees added to the form: 0

Total Employer/Employee Contribution (RM):
Employer: 0.00 Employee: 0.00

Total Payable Contribution (RM): 0.00

I Confirm That:
1. The information submitted in Form A is true, correct and refers to employees named in the form A; and
2. contribution paid are:-
a. not less than a minimum contribution as stipulated in the minimum wage order under the Salary Consultative Council Act 2011 (Act 732); and
b. in accordance with the rates in the Third Schedule, the EPF act 1991, and
3. I comply with the stipulated terms and conditions.

Back Save as Draft Recall

WhatsApp Us

- ii. Contribution Details page will be displayed. Click ‘Add Employee’ to enter the employee details

7 (d) – If Employer choose ‘Blank Form’

Add New Employee

Employee Identification

Search Criteria

Identification* ID Type* Passport No.* [?]

Nationality* BANGLADESH

Search

Result

Member No.	Identification no.	Name

Reset Add

iii

iv

iii. Add New Employee screen will be displayed. Enter the information at 'ID Type', 'Passport No.' and 'Nationality'. Then, select 'Search'.

iv. The table will display Member No, Identification No and Name. Select 'Add'

7 (d) – If employer choose ‘Blank Form’

Submit Contribution

CONTRIBUTION MONTH | **CONTRIBUTION DETAILS**

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: February 2022

Wage Month: January 2022

Search Employee By: All Record [Search]

No.	Member No.	Identification No.	Name	Wage(RM) [7]	Contribution (RM)		
					Employer	Employee	
1.		Passport No. [redacted]	[redacted]	1,700.00	34.00	34.00	[redacted]
2.		Passport No. [redacted]	[redacted]	1,700.00	34.00	34.00	[redacted]
3.		MyKad Old ID Passport [7]	[redacted]	1,700.00	34.00	34.00	[redacted]

Add Employee

Number of employees added to the form: 3

Total Employer/Employee Contribution (RM):
Employer: 102.00 | Employee: 102.00

Total Payable Contribution (RM): 204.00

☒ I Confirm That:

1. The information submitted in Form A is true, correct and refers to employees named in this form A (also);
 2. contribution paid are:
 a. not less than a minimum contribution as stipulated in the minimum wage order under the Ssmy's Occupational Safety Act 2014 (Act 732); and
 b. in accordance with the rates in the Third Schedule, the EPF act 1987; and
 3. I comply with the stipulated terms and conditions.

Back | Save as Draft | **Next**

WhatsApp Us

v. If all the information has been completed, tick checkbox 'I Confirm That:'

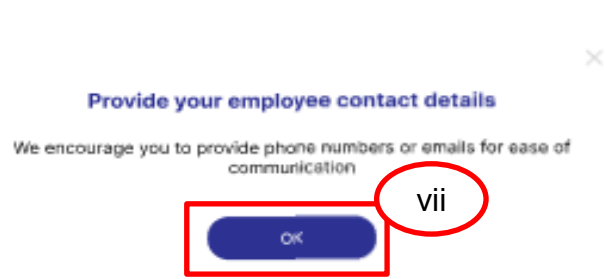
vi. Then, click 'Next'

Note:

'Save as Draft' allows the employer to save incomplete information and continue later without submitting it

7 (d) – If employer choose ‘Blank Form’

vii. A popup message will be displayed. Click ‘OK’



viii. Enter the employee contact details. Then, click ‘Next’

KWSP EPF

Employer No. [Redacted]
Role: Administrator

EMPLOYER INFO
EMPLOYEE INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
MORE

Draft Form

CONTRIBUTION MONTH [Dropdown]

Contact Details

Note: Kindly fill in employee contact information below, if available. Otherwise, click the 'Skip' button to skip the page.

No.	Identification No.	Name	Mobile Number Please provide valid mobile no.	Email Please provide valid email address	House Contact No.
1.	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

Back Skip Next

CONTRIBUTION STATEMENT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

viii

7 (d) – If employer choose ‘Blank Form’

The screenshot displays the 'Draft Form' page for the KWSP EPF. The left sidebar contains navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area is titled 'Draft Form' and includes a 'Contribution Month' dropdown, a 'CONTRIBUTION MONTH' section with a 'Total Payable Contribution (RM)' field, and a 'PAYMENT' section. Under 'Payment Method', there are buttons for 'Pay Now' and 'Add to Cart' (labeled 'ix'). Below these, the 'Maybank2u' option is selected and highlighted with a red box. A red circle with 'ix' is also placed over the 'Add to Cart' button. Other payment methods listed include Online Retail Banking, Online Corporate Banking, Direct Debit Authorization (DDA), and Electronic Fund Transfer. A 'Back' button is at the bottom left of the payment section. A red circle with 'x' is placed over the 'Next' button at the bottom right of the payment section. The right sidebar contains links for CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The top right corner has a 'Logout' button and a language selector (EN | BM).

ix. Choose the preferred payment method

x. Then, click ‘Next’

Note:

The guide on payment method is the same as the procedure involving Malaysian citizens/PR

7 (d) – If employer choose ‘Blank Form’

The screenshot displays the KWSP EPF Employer Portal. The top navigation bar includes the KWSP EPF logo, a shopping cart icon, an envelope icon, language options (EN | BM), and a red 'Logout' button. The left sidebar contains a menu with 'EMPLOYER INFO', 'EMPLOYEE INFO', 'CONTRIBUTION', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', and 'MORE'. The main content area is titled 'Transaction Summary' and shows a 'Payment Status' of 'Successful' in green. Below this, a table lists transaction details:

Field	Value
File Name	00010200102000
Wage Month	February 2025
Contribution Month	January 2025
Total Payable Contribution (RM)	136,000
Payment Method	RTGS
Pay From	

At the bottom right of the 'Transaction Summary' section, a blue 'Home' button is highlighted with a red box. To its right, a red circle contains the text 'xi'. The right sidebar contains links to 'CONTRIBUTION STATEMENT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. A 'WhatsApp Us' button is located at the bottom right of the page.

- xi. Payment status 'Successful' will be displayed on the Transaction Summary page. Select 'Home' to return to the Homepage screen

Error Message

on submission of contribution details by employer

Error message – No information was selected at ‘Add New Employee’

a) Error messages will be displayed if **no information is selected or entered**

Add New Employee ✕

Employee Identification

Search Criteria

Identification*

ID Type*

Please choose

Please select ID Type

Reset Search

Add New Employee ✕

Employee Identification

Search Criteria

Identification*

ID Type*

Passport

Passport No.* [?]

Please enter Passport No.

Nationality*

Please choose

Please select Nationality

Reset Search

b) An error message will be displayed immediately if the Passport No. exceeds 15 characters.

Add New Employee ✕

Employee Identification

Search Criteria

Identification*

ID Type*

Passport

Passport No.* [?]

Please enter a valid Passport No.

Nationality*

Please choose

Reset Search

c) An error message will be displayed if enter an invalid Passport No

Add New Employee ✕

Employee Identification

Search Criteria

Identification*

ID Type*

Passport

Passport No.* [?]

Maximum 15 characters only

Nationality*

Please choose

Reset Search

Error message – Invalid Passport No.

d) An error message will be displayed if enter an invalid Passport No.



Employer No.

Role: Administrator

EMPLOYER INFO

EMPLOYEE INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

MORE

Submit Contribution

CONTRIBUTION MONTH

CONTRIBUTION DETAILS

Contribution Details

Please edit & verify the employee contribution details

Contribution Month:

Wage Month:

Search Employee By: All Record

No.	Member No	Identification No	Name	Wage (RM) (7)	Contribution (RM)		
					Employer	Employee	
1	11941109	Passport No.		1,708.00	34.00	34.00	Edit
2	31341757	MyKad Old ID Passport (7)					Edit

<< 1 >>

Number of employees added to the form:

Total Employer/Employee Contribution (RM):
Employer: Employee:

Total Payable Contribution (RM):

Confirm That:

1. The information submitted in form is true, correct and refers to employee's actual contribution details.

2. Contribution details are:

a. For New EPF member, contribution is calculated on the employee's wage based on the Super Contribution Ceiling (RM1,000.00) and

b. For existing member, contribution is based on the TWP Schedule, the EPF act 1997 and

c. comply with the stipulation terms and conditions.

CONTRIBUTION STATEMENT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Please enter a valid Passport No.

OK

Error message – Invalid Passport No.

e) An error message will be displayed if the Passport No. exceeds 15 characters

The screenshot shows the 'Submit Contribution' page of the KWSP EPF portal. A modal error message is displayed in the center, stating 'Maximum 15 characters only' with an 'OK' button. The background form is partially visible, showing fields for 'Contribution Month', 'Wage Month', and a table of employees. The table has columns for No., Member No., Identification No., Name, Wage(RM) [Y], and Contribution (RM) split into Employer and Employee. The first employee listed has a Member No. of 11941109 and a Wage of 1700.00. The total payable contribution is shown as 338.00 RM.

No.	Member No	Identification No	Name	Wage(RM) [Y]	Contribution (RM)	
					Employer	Employee
1	11941109	Passport No.		1700.00	34.00	34.00

Total Payable Contribution (RM): 338.00

Error message – Contribution less than mandatory

Submit Contribution

CONTRIBUTION MONTH: CONTRIBUTION DETAILS

Contribution Details

Please edit & verify the employee contribution details.

Contribution Month:

Wage Month:

Search Employee By: All Record

No.	Member No.	Identification No.	Name	Wage(RM) [7]	Contribution (RM)	
					Employer	Employee
1		MyKad		1700.00	34.00	1.00
2		MyKad Old ID Passport [7]		550.00	34.00	1.00

Number of employees added to the form:

Total Employer/Employee Contribution (RM)

Employer	Employee
88.00	2.00

Total Payable Contribution (RM)

Please amend the details provided or click "Next" to proceed.

2 of contribution details shall not be less than the contribution based on the minimum wages order under the National Wages Consultative Council Act 2011 (Act 732)* as provided under section 43(1A) of EPF Act 1991 (Act 452).

For Malaysian: Minimum Wage: RM1,700.00 Minimum Employer's Contribution: RM221.00* Minimum Employee's Contribution: RM187.00*	For Non-Malaysian: Minimum Wage: RM1,700.00 Minimum Employer's Contribution: RM34.00* Minimum Employee's Contribution: RM34.00*
---	---

*Subject to the Third Schedule effective for the selected wages month.

Note:

- If you have more than 5 employees, ensure that the Form A provided complies with the latest 2024 Minimum Wages Order. This is to maintain compliance with current regulations.
- Kindly refer to the official website of the Ministry of Human Resources regarding the minimum wage payable to an employee.

WhatsApp Us

- f) An error message will be displayed if the contribution amount is less than the mandatory amount or if the entered wage information is less than RM1,700 (Malaysia's minimum wage)

Error message – File validation if option (c) was chosen

g) An error message will be displayed if a file other than CSV or TXT format is selected

The screenshot displays the 'Submit Contribution' page on the KWSP EPF portal. The page is divided into a left sidebar with navigation links (EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, MORE), a top header with the KWSP EPF logo and user details (Employer No., Role: Administrator), and a right sidebar with utility links (CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, ENQUIRY). The main content area is titled 'Submit Contribution' and contains two tabs: 'CONTRIBUTION MONTH' and 'CONTRIBUTION DETAILS'. Under 'CONTRIBUTION MONTH', there are input fields for 'Contribution Month' (set to February 2020) and 'Wage Month' (set to January 2020). Below these, a message states: 'Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.' The 'Export (download file):' section has a 'Download Contribution File' button. The 'Import (upload file):' section features a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. A red box highlights the error message: 'Supported file formats: You may upload in either CSV (.csv) or TXT (.txt) format. Please select a CSV / TXT file to upload.' At the bottom of the page, there is a 'WhatsApp Us' button.

Error message – File validation if option (c) was chosen

h) An error message will be displayed if a file other than CSV or TXT format is selected

The screenshot displays the 'Submit Contribution' page of the KWSP EPF portal. The page is divided into a left sidebar with navigation links (EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, MORE), a top header with the KWSP EPF logo and user information, and a main content area. The main content area has two tabs: 'CONTRIBUTION MONTH' and 'CONTRIBUTION DETAILS'. Under 'CONTRIBUTION MONTH', there are input fields for 'Contribution Month' and 'Wage Month'. Below these, a message states: 'Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.' There are two sections: 'Export (download file):' with a 'Download Contribution File' button, and 'Import (upload file):' with a 'Choose File' button and an 'Upload' button. A file named 'Frame 76137913.png' is shown as selected. Below the upload section, a red-bordered box contains the error message: 'Supported file formats: You may upload the updated file in either CSV (.csv) or TXT (.txt) format. Please upload the contribution file (File in CSV / TXT format only)'. At the bottom of the main content area, there are 'Back' and 'Next' buttons. On the right side, there is a vertical menu with links: CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom right, there is a WhatsApp chat icon with the text 'WhatsApp Us'.

Error message – File validation if option (c) was chosen

- i) An error message will be displayed if an invalid file format is selected

The screenshot displays the 'Submit Contribution' page of the KWSP EPF portal. The page is divided into a left sidebar, a main content area, and a right sidebar. The left sidebar contains navigation links: EMPLOYER INFO, EMPLOYEE INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, and MORE. The main content area has a header 'Submit Contribution' and two tabs: 'CONTRIBUTION MONTH' and 'CONTRIBUTION DETAILS'. Under 'CONTRIBUTION MONTH', there are fields for 'Contribution Month' (set to February 2020) and 'Wage Month' (set to January 2020). Below these fields, a message states: 'Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.' There are two sections: 'Export (download file):' with a 'Download Contribution File' button, and 'Import (upload file):' with a 'Choose File' button and an 'Upload' button. A file named 'EPF_003065574_6271' is selected. Below the file selection, a message states: 'Supported file formats: You may upload in either CSV (.csv) or TXT (.txt) format.' A red box highlights an error message: 'Invalid file format. Please upload correct SDBA format.' The right sidebar contains links: CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom right, there is a WhatsApp icon and a 'WhatsApp Us' button.

KWSP EPF

Employer No: [REDACTED]
Role: Administrator

Submit Contribution

CONTRIBUTION MONTH | CONTRIBUTION DETAILS

Contribution Month: February 2020
Wage Month: January 2020

Please obtain approval from EPF before uploading the contribution file. Ensure that the file is not encrypted.

Export (download file): Download Contribution File

Import (upload file): Choose File | EPF_003065574_6271 | Upload

Supported file formats: You may upload in either CSV (.csv) or TXT (.txt) format.

Invalid file format. Please upload correct SDBA format

Back | Next

KWSP EPF

WhatsApp Us

- 1 Verification of Non-Malaysian Citizen Employees status as EPF member
- 2 New member registration for Non-Malaysian Citizen Employees on the i-Akaun (Employer) web portal
- 3 Submission of contribution details by employer for Non-Malaysian Citizen Employees
- 4 **Voluntary Excess (VE) bulk upload**

Voluntary Excess (VE) bulk upload

VE bulk upload

1) Enter your User ID and click **Next**

 **KWSP**
EPF

EN | BM

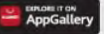
Welcome to i-Akaun (Employer)

e-Caruman
Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



1 i-Akaun (Employer)

USER ID

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next



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2) Enter your password and click **Login**

 **KWSP**
EPF

EN | BM

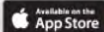
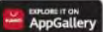
Welcome to i-Akaun (Employer)

e-Caruman
Easy, fast and secure

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



2 i-Akaun (Employer)

Security Image:


Secret Phrase: Abcd123456

PASSWORD

[Back](#) **Login**



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VE bulk upload

A Contribution Reminder will be displayed

3) Select **X** to dismiss the reminder

The screenshot displays the KWSP EPF portal interface. At the top, the KWSP EPF logo is on the left, and navigation links for 'EN | BM' and 'Logout' are on the right. A shopping cart icon with a red '4' and an envelope icon are also present. The main header area shows a welcome message for 'Amelinall Administrator' with the last login time '10-September-2025 09:21:01 AM'. Below this, a large modal window titled 'Make Sure To Contribute On Time' is centered. The modal contains the text 'Contribution Reminder' and 'Complete your contribution payment by the 15th of each month.' with a 'CONTRIBUTE NOW' button. A calendar graphic highlights the 15th. A red circle with the number '3' and a red box around a close button (X) are overlaid on the modal. To the right of the modal, a sidebar menu lists various services: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. At the bottom of the modal, a table shows payment details for August 2025, including the file name 'FA08/2025_000128602' and a 'Proceed Payment' button. The footer features the KWSP EPF logo, 'FINANCIAL LITERACY WEEK FLW 2025', and 'FEN' logo.

KWSP EPF

Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 10-September-2025 09:21:01 AM

Employer Status: Active

Make Sure To Contribute On Time
Contribution Reminder
Complete your contribution payment by the 15th of each month.
CONTRIBUTE NOW
**You can disregard this message if you've already contributed.*

Thank you for your contribution.
Current Wage: [Redacted]
Kindly [Redacted]

Pending [Redacted]

If payment has already been made for the relevant contribution month, kindly disregard the information displayed below.

Contribution Month	File Name	Form Status	Payment Status
August 2025	FA08/2025_000128602	Submitted	-

Proceed Payment

CONTRIBUTION STATEMENT
NOTICE
RECEIPT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

WhatsApp Us

VE bulk upload

4) Select More → Voluntary Excess (VE) → New Application (Registration & Revocation)

The screenshot displays the KWSP EPF Administrator interface. The sidebar on the left contains the following menu items: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, MORE, VOLUNTARY EXCESS (VE) (highlighted with a red box), and BANK ACCOUNTS. The 'VOLUNTARY EXCESS (VE)' item has a dropdown menu open, with 'NEW APPLICATION (REGISTRATION & REVOCATION)' selected (also highlighted with a red box). A red circle with the number '4' is placed over this selection. The main content area shows a welcome message for 'Amelinall Administrator', a 'Thank you' message for a September 2025 contribution payment, and a table of pending applications. The table has columns for File Name, Form Status, and Payment Status, with a 'Proceed Payment' button for each row. The right sidebar contains links to CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY.

Employer Info:
Employer No: [Redacted]
Role: Administrator

Welcome Amelinall Administrator
Last login: 22-September-2025 10:35:02 AM
Employer Status: Active

Thank you. We have received contribution payment for September 2025

Current Month: September 2025
Wage Month: August 2025

Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

Submit Contributions

Outstanding Item
View Details

Pending for Payment (?)

For the relevant contribution month, kindly disregard the information displayed below.

File Name	Form Status	Payment Status	
FA10/2025_000129301	Submitted	Unsuccessful	Proceed Payment
FA03/2025_000130906	Submitted	Unsuccessful	Proceed Payment

NEW APPLICATION (REGISTRATION & REVOCATION)

DRAFT FORM

APPLICATION HISTORY

CONTRIBUTION STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

WhatsApp Us

VE bulk upload

The screenshot shows the 'Voluntary Excess (VE) : New Application (Registration & Revocation)' form. The left sidebar contains navigation links: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, and MORE. The main form area has four tabs: Voluntary Excess (VE) Information, Voluntary Excess (VE) Detail, Voluntary Excess (VE) Preview, and ACKNOWLEDGEMENT. The 'Voluntary Excess (VE) Information' tab is active. It contains two sections: 'Voluntary Excess (VE) Type' and 'Application Type'. In the 'Voluntary Excess (VE) Type' section, the 'Employee's Share' option is selected and circled with a red box and the number 5. In the 'Application Type' section, the 'Upload file CSV' option is selected and circled with a red box and the number 6. At the bottom right of the form, the 'Next' button is circled with a red box and the number 7. A 'Back' button is located at the bottom left of the form. A 'NOTE' section provides additional information about the application process. An 'IMPORTANT' section at the bottom includes a link to get more info on the statutory rate by nationality and age. The right sidebar contains links to CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. A WhatsApp chat button is located at the bottom right of the page.

Voluntary Excess (VE) : New Application (Registration & Revocation)

Voluntary Excess (VE) Information Voluntary Excess (VE) Detail Voluntary Excess (VE) Preview ACKNOWLEDGEMENT

Voluntary Excess (VE) Type

Please select from the following options

☒ Employee's Share [?]

Employer's Share

Application Type

Please select from the following options

☐ Blank Form

☐ Copy from previous Contribution Statement

☒ Upload file CSV

NOTE

1. Application through **Copy from previous Contribution Statement** is available for 1,000 records and below. For records over 1,000 employers, you can either add a new employee records, or delete any existing records.

2. Voluntary Excess (VE) is only eligible to be applied by members age 75 years and below.

[Back](#) [Next](#)

IMPORTANT

• Click [HERE](#) to get more info on the statutory rate by nationality and age.

VE New Application
(Registration & Revocation)
page will be displayed.

5) Tick at 'Employee's Share'

6) Tick 'Upload file CSV'

7) Click 'Next'

VE bulk upload

KWSP EPF

Employer No:

Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

MORE

Voluntary Excess (VE) : New Application (Registration & Revocation)

Upload File

Choose File No File Chosen

The maximim upload file size: 10MB

Kindly refer to [Quick Guide: CSV File](#) to upload the file, [Click here](#) to download the sample file.

Back **Next**

CONTRIBUTION STATEMENT

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8) Click 'Choose File' to upload from your local drive

VE bulk upload

9) A popup message will be displayed. Click 'OK'

Kindly ensure you have received the application from Pendaftaran / Pembatalan Caruman Melebihi Kadar Berkanin (Syer Pekerja) - KWSP17A (AHL) / KWSP18A(AHL)

OK

9

10) Click 'Next'

Employer No: [REDACTED]
Role: Administrator

Voluntary Excess (VE) : New Application (Registration & Revocation)

Upload File

Choose File EPF_003065574_62716791.txt

The maximim upload file size: 10MB

Kindly refer to [Quick Guide: CSV File](#) to upload the file. [Click here](#) to download the sample file.

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VE bulk upload

An error message will be displayed if an invalid Passport No. is found in your CSV file

The screenshot displays the KWSP EPF Voluntary Excess (VE) New Application (Registration & Revocation) page. The left sidebar contains navigation links: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, and MORE. The main content area shows the 'Upload File' section with a file named 'EPF_003065574_62716791.txt' selected. Below the upload area, a message states: 'Upload failed. Please ensure your file meets these criteria:'. A list of mandatory fields is provided: MyKad No., EPF Member No., Name, and New Additional Employee's Share Rate. A red box highlights the error message: 'Errors found in your CSV file: Row 1: Invalid Passport No. Please correct the errors and try uploading again.' The right sidebar contains links to CONTRIBUTION STATEMENT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY. The top right corner features a 'Logout' button and a 'WhatsApp Us' button.

KWSP EPF

EN | BM Logout

Voluntary Excess (VE) : New Application (Registration & Revocation)

Upload File

Choose File EPF_003065574_62716791.txt

The maximim upload file size: 10MB

Kindly refer to [Quick Guide: CSV File](#) to upload the file. [Click here](#) to download the sample file.

Back Next

Upload failed. Please ensure your file meets these criteria:

- ad No. or Passport No. must be valid.
- following fields are mandatory and must be filled in.

- MyKad No.
- EPF Member No.
- Name
- New Additional Employee's Share Rate

Errors found in your CSV file:

- Row 1: Invalid Passport No.

Please correct the errors and try uploading again.

CONTRIBUTION STATEMENT

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VE bulk upload



Employer No:
[Redacted]

Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

MORE

VOLUNTARY EXCESS (VE) INFORMATION

VOLUNTARY EXCESS (VE) DETAIL

VOLUNTARY EXCESS (VE) PREVIEW

ACKNOWLEDGEMENT

Voluntary Excess (VE) (Employee's Share)

Search Employee By

No.	Member No.	Identification No.	Name	Application Type	New Additional Employee's Share Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1	[Redacted]	[Redacted]	[Redacted]	REGISTRATION	10	Aug2025	

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11) Select a date from the 'Effective Wage Month' column

11

VE bulk upload



EN | BM

Logout

Employer No:
[REDACTED]

Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

MORE

Voluntary Excess (VE) : New Application

VOLUNTARY EXCESS (VE) INFORMATIONVOLUNTARY EXCESS (VE) DETAILVOLUNTARY EXCESS (VE) PREVIEWACKNOWLEDGEMENT

Voluntary Excess (VE) (Employee's Share)

Search Employee ByAll RecordSearch

No.	Member No.	Identification No.	Name	Application Type	New Additional Employee's Share Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1	[REDACTED]	[REDACTED]	[REDACTED]	REGISTRATION	10	08/2025	09/2025

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12) Click 'Next'

12

VE bulk upload

Voluntary Excess (VE) : New Application

Summary

Employer Name: [REDACTED]

Employer No.: [REDACTED]

Total Records: 1

Showing 1 to 1 of 1

No.	Member No.	Identification No.	Name	Application Type	New Additional Employee's Share Rate (%)	Effective Wage Month (MM/YYYY)	Effective Contribution Month
1	[REDACTED]	[REDACTED]	[REDACTED]	Registration	10	08/2025	09/2025

<< < 1 > >>

☐ /We hereby confirm that the information provided above is correct and accurate in accordance with the information provided in the form as determined by the EPF.

[Back](#) [Submit](#)

13) If all the information has been completed, tick the checkbox

14) Click 'Submit'

VE Bulk Upload

KWSP EPF

EN | BM Logout

Employer No:
Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

MORE

Application Summary

Submission Date	07/08/2025 12:08:09
Filename	VEMEM08/2025_000004402
Employer No.	
Employer Name	
KWSP17A (AHL) Registration Record No.	1

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CONTRIBUTION STATEMENT

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15) The Application Summary page will be displayed. Select 'Download' to save the summary or 'Home' to return to the Homepage

THANK YOU

