



i-Akaun (Employer) Easy Guide

ADMINISTRATOR

Caruman Tanpa Maklumat Lengkap (CTML)

JUNE 2020

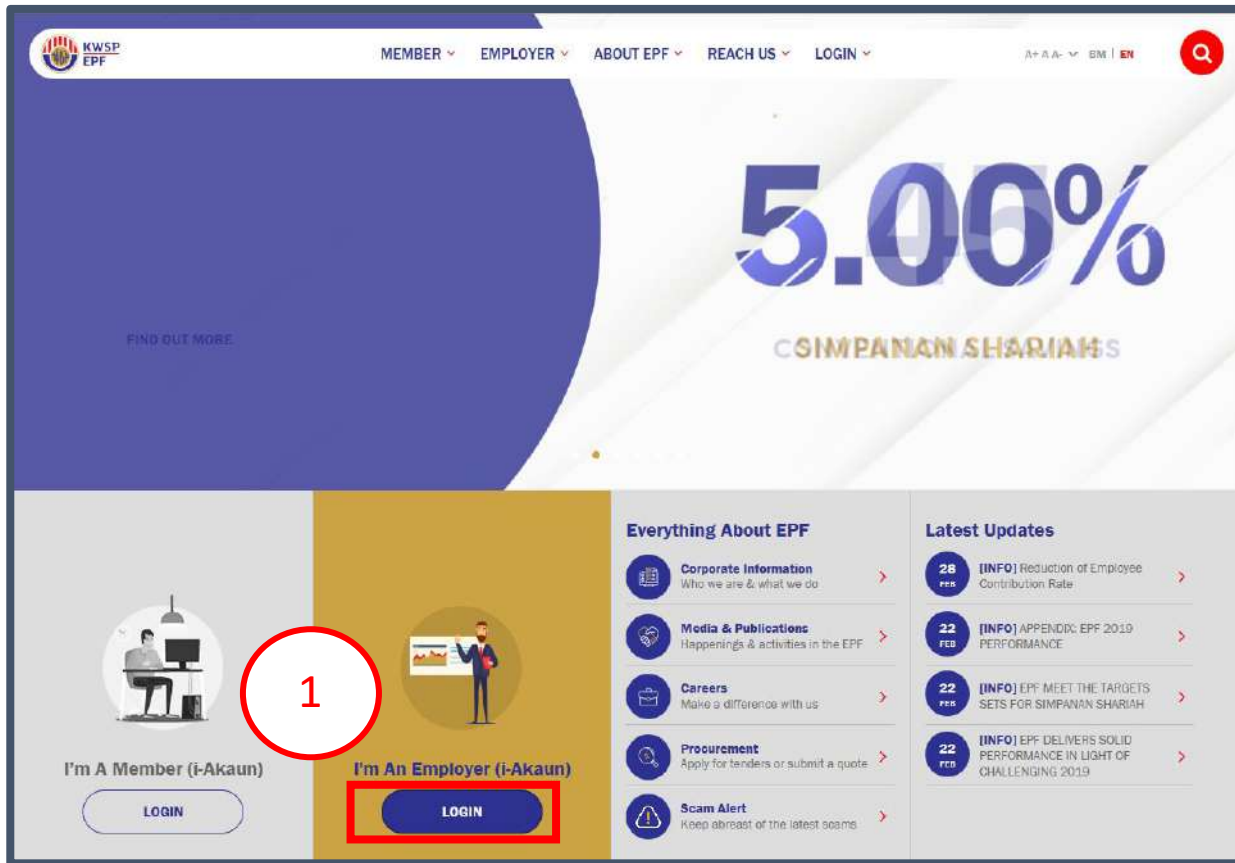
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Role: Administrator, Non- Approval Flow

For non-approval flow, administrator able to manage and submit contribution, payment and Caruman Tanpa Maklumat Lengkap (CTML).

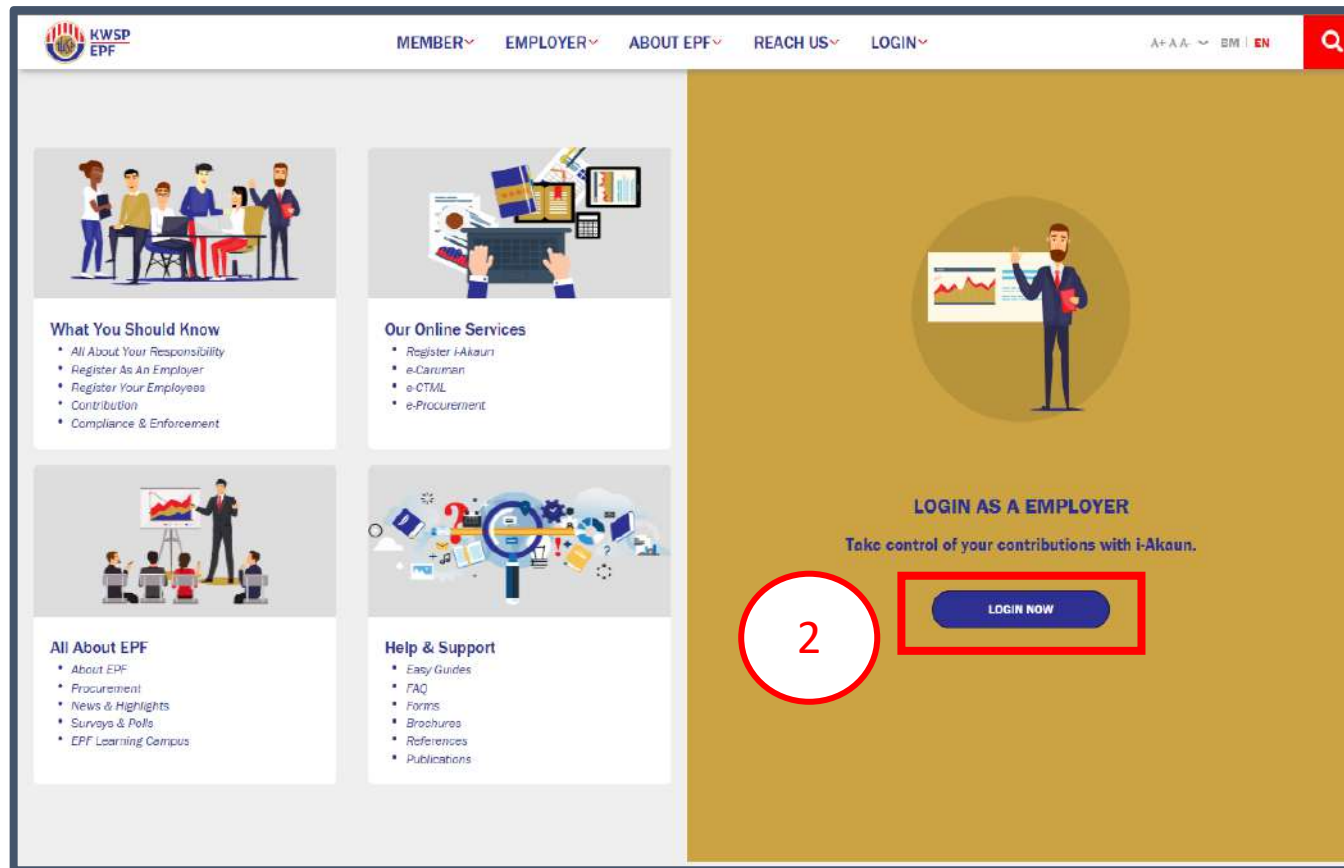
If Non - Approval Flow is changed to Maker/Checker Approval Flow, the Administrator can only view Contribution and CTML only.





1

Visit www.kwsp.gov.myClick [Login](#).



2

Click [Login Now](#).

 **KWSP EPF**

EPF Contact Management Centre 03-8922 6000 EN | BM

Welcome to i-Akaun (Employer)

Download the e-Caruman mobile application today.

With the e-caruman mobile application, employers can now make a contribution or obtain EPF information at their fingertips.

i-Akaun (Employer)

3

USER ID

Forgot User ID/Password?
i-Akaun Activation (First Time Login)

Next

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Best viewed in Chrome version 69 or later, Firefox 51 and later, Safari 11 and later, or Edge 16 and later

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3

Key in **User ID**
(Employer No.)

Click **Next**.

KWSP EPF

EPF Contact Management Centre 03-8922 6000 EN | BM

Welcome to i-Akaun (Employer)

Download the e-Caruman mobile application today.

With the e-caruman mobile application, employers can now make a contribution or obtain EPF information at their fingertips.

GET IT ON Google Play **Download on the App Store**

Security Image

Secret Phrase: 010892546

i-Akaun (Employer)

PASSWORD

Back Login

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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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4

- Verify **Security Image** and **Secret Phrase**.
- Key in **Password**.
- Click **Login**.

KWSP EPF

EN | BM Logout

HIGH PERFORMANCE HOBBY PARTS

Employer No: [REDACTED]

Role: Administrator

COMPANY INFO

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

OUTSTANDING ITEM

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

Welcome **judy Administrator**

Last login: 29-May-2020 09:13:09 AM

We appreciate your prompt submission of contribution before 15th May 2020.

Current Month: May 2020

Wage Month: April 2020

No. of Days Left: Your payment is **Overdue**

Please ignore if you have already submitted contribution payment for current month.

99+ Outstanding Items

[View Details](#)

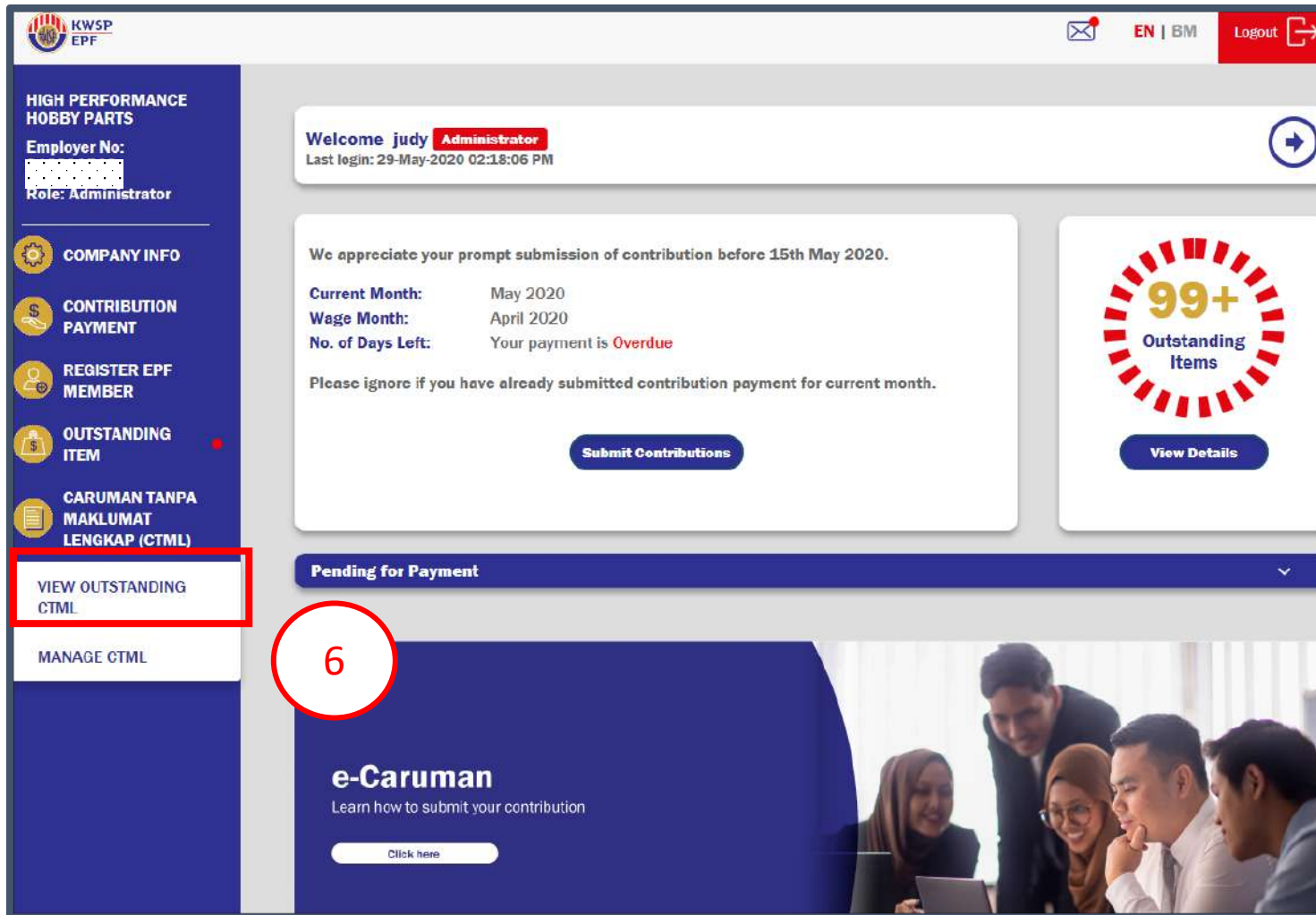
You Are Employer?

Do your duty as an employer.

[Click here to know more](#)

5

Click [Caruman Tanpa Maklumat Lengkap \(CTML\)](#).



The screenshot shows the KWSP EPF Administrator Dashboard. The left sidebar contains a menu with the following items: COMPANY INFO, CONTRIBUTION PAYMENT, REGISTER EPF MEMBER, OUTSTANDING ITEM, CARUMAN TANPA MAKLUMAT LENGKAP (CTML), and VIEW OUTSTANDING CTML. The 'VIEW OUTSTANDING CTML' item is highlighted with a red box. The main content area displays a welcome message for 'judy Administrator' and a notification about the contribution deadline. It also shows a '99+ Outstanding Items' badge and a 'Submit Contributions' button. At the bottom, there is a section for 'e-Caruman' with a 'Click here' button. A red circle with the number '6' is placed over the 'VIEW OUTSTANDING CTML' menu item and the 'e-Caruman' section.

KWSP EPF

High Performance
Hobby Parts

Employer No: [REDACTED]
Role: Administrator

COMPANY INFO

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

OUTSTANDING ITEM

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

VIEW OUTSTANDING CTML

MANAGE CTML

Welcome **judy Administrator**
Last login: 29-May-2020 02:18:06 PM

We appreciate your prompt submission of contribution before 15th May 2020.

Current Month: May 2020
Wage Month: April 2020
No. of Days Left: Your payment is **Overdue**

Please ignore if you have already submitted contribution payment for current month.

Submit Contributions

99+ Outstanding Items

View Details

Pending for Payment

e-Caruman
Learn how to submit your contribution

Click here

6

Click [View Outstanding CTML](#).

Search Criteria: All Records

KWSP EPF

EN | BM Logout

HIGH PERFORMANCE HOBBY PARTS

Employer No: [REDACTED]

Role: Administrator

- COMPANY INFO
- CONTRIBUTION PAYMENT
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

Caruman Tanpa Maklumat Lengkap

Search Criteria

☒ All Records ☐ By Contribution Month

Search

7

Select [All Records](#).Click [Search](#).

Caruman Tanpa Maklumat Lengkap

Search Criteria

☒ All Records ☐ By Contribution Month

Search

Total Number of Record(s) : **41**
Total Amount : **RM 14,807.00**

No.	Contribution Month	Contribution Credited Date	Form Type	No. of Record(s)	Total Amount (RM)
1	09/2002	30/03/2017	INSTALLMENT	1	152.00
2	10/2002	30/03/2017	INSTALLMENT	1	151.00
3	11/2002	30/03/2017	INSTALLMENT	1	196.00
4	12/2002	30/03/2017	INSTALLMENT	1	196.00
5	01/2003	30/03/2017	INSTALLMENT	1	196.00
6	02/2003	30/03/2017	INSTALLMENT	1	167.00
7	02/2003	31/03/2017	INSTALLMENT	1	29.00
8	03/2003	31/03/2017	INSTALLMENT	1	172.00
9	04/2003	31/03/2017	INSTALLMENT	1	196.00
10	05/2003	31/03/2017	INSTALLMENT	1	709.00
11	02/2005	30/03/2017	INSTALLMENT	9	1,234.00
12	03/2005	30/03/2017	INSTALLMENT	9	1,219.00

All records will be displayed.

Select CTML file for clearance purposes.

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

CTML Search

Search Employee by All Record Search

Summary

Employer Name HIGH PERFORMANCE HOBBY PARTS

Employer No. 010892546

Contribution Month February 2005

No. of Record(s) 9

Total Amount (RM) 1,234.00

Note:

- Please ensure that the information provided is for the correct member.

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information		
	Name	Identification No.	Member No.			Member No.	Identification No.	Name
1	SHAHRUL AMIR	M081738	0	10	Please Select Continue for Clearance No Information Available			

9

Select Clearance Action.

Select Continue for clearance or No Information Available.

9

Clearance Action: Continue for Clearance

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

CTML Search

Search Employee by All Record Search

Summary

Employer Name HIGH PERFORMANCE HOBBY PARTS

Employer No. 010892546

Contribution Month February 2005

No. of Record(s) 9

Total Amount (RM) 1,234.00

Note:

- Please ensure that the information provided is for the correct member.

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information		
	Name	Identification No.	Member No.			Member No.	Identification No.	Name
1	SHAHRUL AMIR		0	10	Continue for Clearance (?)			

10

Select **Continue for Clearance**.

Click **Search**.

10



Update Employee Information

Employee Identification

Search Criteria

Choose One
EPF No.
MyKad No.
Old IC

11

ID	Name	EPF No.	MyKad No.	Old IC
1	SHAHRIUL AMIR	0	10	Continue for Clearance (?)
2	SUMAIHAH MUHAMMAD	0	11	Please Select (?)
3	ZEENAT BT M. HABIB RAHMAN	0	12	Please Select (?)
4	ABU BAKAR JALANI	0	13	Please Select (?)
5	MOHD RIZA SYARIFUDDIN			
6	MD HISMA HASHIM			
7	RIADH G. HASAN			
8	AWANGKU HISYAM			
9	CHAN CHO CHUN	0	18	Please Select (?)

Back Print Next

11

Select one suitable
Criteria.

The screenshot displays the EPF Caruman system interface. At the top, there is a header with a mail icon, 'EN | BM', and a 'Logout' button. Below the header is a table listing employees. The table has columns for 'No.', 'Employee Name', 'EPF No.', 'IC No.', 'Status', and 'Action'. The first four rows of the table are visible, showing employees 1 through 4. Employee 1 is SHAHRUL AMIR, Employee 2 is SUMAIAH MUHAMMAD, Employee 3 is ZEFNAT BT M. HABIB RAHMAN, and Employee 4 is ABU BAKAR JALANI. Each row has a dropdown menu for 'Status' and a 'Search' button. A modal titled 'Update Employee Information' is open in the center. The modal has a sub-header 'Employee Identification' and a 'Search Criteria' section. In the 'Search Criteria' section, 'EPF No.' is selected as the search criteria, and a text input field contains a masked number. A red box highlights the 'Search' button, and a red circle with the number '12' is placed next to it. At the bottom of the modal, there are 'Back', 'Print', and 'Next' buttons.

No.	Employee Name	EPF No.	IC No.	Status	Action
1	SHAHRUL AMIR	[Masked]	0	10	Continue for Clearance (?)
2	SUMAIAH MUHAMMAD	[Masked]	0	11	Please Select (?)
3	ZEFNAT BT M. HABIB RAHMAN	[Masked]	0	12	Please Select (?)
4	ABU BAKAR JALANI	[Masked]	0	13	Please Select (?)

Update Employee Information

Employee Identification

Search Criteria: EPF No. [Masked] X

Search

12

Back Print Next

12

Select EPF No. and key in employee EPF Number.

Click Search.

No.	No.	No.	No.
1	SHAHROL AMIR	0	10
2	SUMAIAH MUHAMMAD	0	11
3	ZEENAT BT M. HABIB RAHMAN	0	12
4	ABU BAKAR JALANI	0	13
5	MOHD RIZA SYARIFUDD		
6	MD HISMA HASHIM		
7	RIADH G. HASAN		
8	AWANGKU HISYAM		
9	CHAN CHO CHUN		

Update Employee Information
Employee Identification
Search Criteria: EPF No []
Search
Result:

Member Number	Identification No.	Name
		SITI HABIBA BINTI MOHAMED

Reset Update

13

The screen will display
Employee Information.
Click **Update.**

13

EN | BM Logout

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information	
	Name	Identification No.	Member No.			Member No.	Identification No.
1	SHAHRLU AMIR		0	10	Continue for Clearance (?)		
2	SUMAIHA MUHAMMAD		0	11	Please Select (?)		
3	ZEENAT BT M. HABIB RAHMAN		0	12	Please Select (?)		
4	ABU BAKAR JALANI		0	13	Please Select (?)		
5	MOHD RIZAL SYARIFUDDIN		0	14	Please Select (?)		
6	MD HISMA HASHIM		0	15	Please Select (?)		
7	RIADH G. HASAN		0	16	Please Select (?)		
8	AWANGKU HSYAM		0	17	Please Select (?)		
9	CHAN CHO CHUN		0	18	Please Select (?)		

Back Print Next

14

14

Updated data will be displayed.

CTML CLEARANCE **SAVE AS DRAFT/SUBMIT** ACKNOWLEDGEMENT

Summary

Employer Name: HIGH PERFORMANCE HOBBY PARTS

Employer No.: 010892546

Contribution Month: February 2005

No. of Record(s): 9

Total Amount (RM): 1,234.00

Showing 1 to 1 of 1

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information			Amount (RM)
	Name	Identification No.	Member No.			Member No.	Identification No.	Name	
1	SHAHRUL AMIR		0	10	Continue for Clearance			SITI HABIBA BINTI MOHAMED	52.00

< > << 1 >>

Please confirm that the information you have entered is correct.

☐ Save as Draft ☒ Submit

☒ I confirm the details are true, correct and belongs to the rightful employee/member. I hereby agree to the terms and conditions stipulated therein.

Back Next

15

- Click **Submit**.
- Check  to confirm.
- Click **Next**.

15



EN | BM Logout

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

✓ The transaction has been successfully submitted to the EPF.
Note:
Status can be checked after one (1) working day for submission made before 5pm.
Status can be checked two (2) working days for submission made after 5pm.

16

Authorization History

Summary

File Name: CTML02/2005_01

Employer Name: HIGH PERFORMANCE HOBBY PARTS

Employer No.: 010892546

Contribution Month: February 2005

No. of Record(s): 9

Total Amount (RM): 1,234.00

Number of Records Clearance: 1

Total Amount Clearance (RM): 52.00

Showing 1 to 1 of 1

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information			Amount (RM)
	Name	Identification No.	Member No.			Member No.	Identification No.	Name	
1	SHAHRUL AMIR	M081738	0	10	Continue for	15109079	801128147856	SITI HABIBA BINTI	52.00

16

Transaction has been successfully submitted to the EPF



Search Criteria: By Contribution Month

The screenshot shows the KWSP EPF search interface. On the left is a dark blue sidebar with the KWSP EPF logo and a list of menu items: 'HIGH PERFORMANCE HOBBY PARTS' (with Employer No: 010892546 and Role: Administrator), 'COMPANY INFO', 'CONTRIBUTION PAYMENT', 'REGISTER EPF MEMBER', 'OUTSTANDING ITEM', and 'CARUMAN TANPA MAKLUMAT LENGKAP (CTML)'. The main content area is titled 'Caruman Tanpa Maklumat Lengkap'. It features a 'Search Criteria' section with two radio buttons: 'All Records' and 'By Contribution Month'. The 'By Contribution Month' option is selected and highlighted with a red box. Below this, there are two sets of dropdown menus for 'From Contribution Month' and 'To Contribution Month'. The 'From' dropdowns are set to 'January' and '2010', while the 'To' dropdowns are set to 'December' and '2015'. A blue 'Search' button is located at the bottom right of the search area and is also highlighted with a red box. Red circles with the number '17' are placed around the 'By Contribution Month' radio button and the 'Search' button.

KWSP EPF

HIGH PERFORMANCE HOBBY PARTS
Employer No: 010892546
Role: Administrator

COMPANY INFO

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

OUTSTANDING ITEM

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

Caruman Tanpa Maklumat Lengkap

Search Criteria

All Records

By Contribution Month

From Contribution Month

Month Year

January 2010

To Contribution Month

Month Year

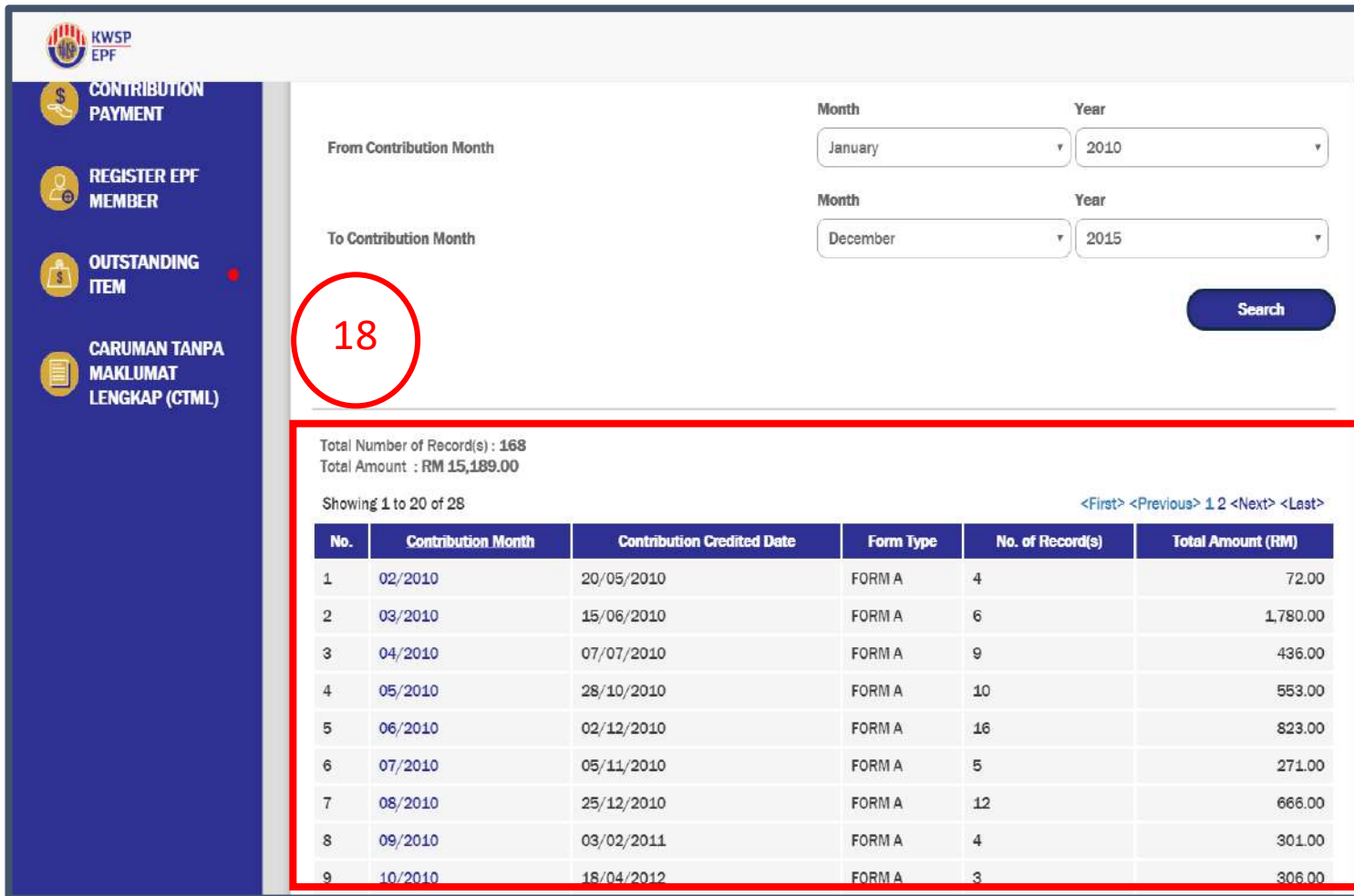
December 2015

Search

17

17

- Select **By Contribution Month**.
- Select **Contribution Month** and **Year**.
- Click **Search**.



KWSP EPF

CONTRIBUTION PAYMENT

REGISTER EPF MEMBER

OUTSTANDING ITEM

CARUMAN TANPA MAKLUMAT LENGKAP (CTML)

From Contribution Month: January 2010

To Contribution Month: December 2015

Search

Total Number of Record(s) : 168
Total Amount : RM 15,189.00

Showing 1 to 20 of 28

<First> <Previous> 1 2 <Next> <Last>

No.	Contribution Month	Contribution Credited Date	Form Type	No. of Record(s)	Total Amount (RM)
1	02/2010	20/05/2010	FORM A	4	72.00
2	03/2010	15/06/2010	FORM A	6	1,780.00
3	04/2010	07/07/2010	FORM A	9	436.00
4	05/2010	28/10/2010	FORM A	10	553.00
5	06/2010	02/12/2010	FORM A	16	823.00
6	07/2010	05/11/2010	FORM A	5	271.00
7	08/2010	25/12/2010	FORM A	12	666.00
8	09/2010	03/02/2011	FORM A	4	301.00
9	10/2010	18/04/2012	FORM A	3	306.00

18

Search result will be displayed.

Clearance Action: No Information Available

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE ——— SAVE AS DRAFT/SUBMIT ——— ACKNOWLEDGEMENT

CTML Search

Search Employee by All Record

Summary

Employer Name: PUSAT KOMPUTER ERA TIMUR

Employer No.: 011794262

Contribution Month: August 2019

No. of Record(s): 1015

Total Amount (RM): 458,780.00

Note:

- Please ensure that the information provided is for the correct member.

Showing 1 to 20 of 1014

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information	
	Name	Identification No.	Member No.			Member No.	Identification No.
1	TULLAYAPHODI CHANAPORN		0	62	Please Select Continue for Clearance No Information Available		
2	TULLAYAPHODI CHANAPORN		0	63	Please Select (?)		
3	TULLAYAPHODI		0	64	Please Select		

19

Select **No Information Available**.

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

CTML Search

Search Employee by All Record Search

Summary

Employer Name: PUSAT KOMPUTER ERA TIMUR

Employer No.: 011794262

Contribution Month: August 2019

No. of Record(s):

Total Amount (RM): 458,780.00

Note:

- Please ensure that the information provided is accurate.

Your record is tagged as No Information Available. Are you sure you want to proceed?

No Yes

Showing 1 to 20 of 1014

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information			Amount (RM)	Status
	Name	Identification No.	Member No.			Member No.	Identification No.	Name		
1	TULLAYAPHODI		0	62	No Information Available				452.00	Y

20

Select Yes.

20

Showing 1 to 1 of 1

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information			Amount (RM)	Submission Indicator
	Name	Identification No.	Member No.			Member No.	Identification No.	Name		
1	TULLAYAPHODI CHANAPORN		0	62	No Information Available				452.00	Yes

<<< 1 >>>

Please confirm that the information you have entered is correct.

☐ Save as Draft
 ☒ Submit

☒ I confirm the details are true, correct and belongs to the rightful employee/member. I hereby agree to the terms and conditions stipulated therein.

Back Next

21

- Click [Submit](#).
- Check ☐ to confirm.
- Click [Next](#).

21

Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

✓ **The transaction has been successfully submitted to the EPF.**
Note:
 Status can be checked after one (1) working day for submission made before 5pm.
 Status can be checked two (2) working days for submission made after 5pm.

Authorization History ▼

Summary

File Name	CTML08/2019_04
Employer Name	PUSAT KOMPUTER ERA TIMUR
Employer No.	011794262
Contribution Month	August 2019
No. of Record(s)	1015
Total Amount (RM)	458,780.00
Number of Records Clearance	0
Total Amount Clearance (RM)	0.00
Number of Records with No Information Available	1
Total Amount No Information Available (RM)	452.00

No Information Available Records
 This record has been submitted as No Information Available. Please contact EPF Contact Management Centre for further information.
 Showing 1 to 1 of 1

No.	Incorrect information as recorded in the form				Clearance Action	Correct information			Amount (RM)	Submission Indicator
	Name	Identification No.	Member No.	Serial No.		Member No.	Identification No.	Name		
1	TULLAYAPHODI CHANAPORN		0	62	No Information Available				452.00	Yes

<< < 1 > >>

Print

22

Transaction has been
successfully
submitted to the
EPF.



Caruman Tanpa Maklumat Lengkap

CTML CLEARANCE SAVE AS DRAFT/SUBMIT ACKNOWLEDGEMENT

✓ The transaction has been successfully submitted to the EPF.

Note:
Status can be checked after one (1) working day for submission made before 5pm.
Status can be checked two (2) working days for submission made after 5pm.

Authorization History ▼

Summary

File Name	CTML08/2019_04
Employer Name	PUSAT KOMPUTER ERA TIMUR
Employer No.	011794262
Contribution Month	August 2019
No. of Record(s)	1015
Total Amount (RM)	458,780.00
Number of Records Clearance	0
Total Amount Clearance (RM)	0.00
Number of Records with No Information Available	1
Total Amount No Information Available (RM)	452.00

No Information Available Records

This record has been submitted as No Information Available. Please contact EPF Contact Management Centre for further information.
Showing 1 to 1 of 1

No.	Incorrect information as recorded in the form			Serial No.	Clearance Action	Correct information			Amount (RM)	Submission Indicator
	Name	Identification No.	Member No.			Member No.	Identification No.	Name		
1	TULLAYAPHODI CHANAPORN		0	62	No Information Available				452.00	Yes

23

Print

23

Click [Print](#) (Optional).

23



24

KWSP 1314 form will be displayed.

For further enquiries,
please call EPF Contact
Management Centre
(CMC) at 03 89226000 or
send an enquiry to
<https://www.kwsp.gov.my/reach-us/connect-with-us>

KUMPULAN WANG SIMPANAN PEKERJA
JADUAL CARUMAN TANPA MAKLUMAT LENGKAP

KWSP 1314
Tarikh Cetakan : 03/05/2021

No Majikan: 011794262 Borang: Bulan Caruman: 08/2019 Kelompok: Jenis: No Mukasurat: 1/1

Bil	Maklumat Salah Yang Dicapatikan Dalam Borang	Nombor Siri CTML	Maklumat-Maklumat Yang Betul (Untuk Dipenuhi Oleh Majikan)			Caruman Yang Tercatat Dalam Borang (RM)
			No Ahli KWSP	No Kad Pengenalan Ahli	Nama Ahli Mengikut Kad Pengenalan Baki Dibawa Daripada	
1	TULLAYAPHODI CHANAPORN 0	62	TIADA MAKLUMAT	TIADA MAKLUMAT	TIADA MAKLUMAT	452.00
2						
3						
4						
5						
6						
7						
8						
9						
10						

Jumlah/Baki Dibawa ke Hadapan (RM) 452.00

Tandatangan Wakil Majikan _____
Nama _____
No. Kad Pengenalan _____
No. Tel / Bimbit _____
E-Mel _____
Tarikh Permohonan _____

NAMA DAN ALAMAT MAJIKAN
NAMA MAJIKAN:
PUSAT KOMPUTER ERA TIMUR
ALAMAT MAJIKAN:
D/A PEJ TADBIR AWAM,
KOMTAR 12, JALAN PUJ 7/5
MUTIARA DAMANSARA
47800 PETALING JAYA
SELANGOR DARUL EHSAN

UNTUK KEGUNAAN KWSP SAHAJA
Cop Tarikh Terima _____

Cop Raemil Majikan _____

DISCLAIMER

All member's/employer's data/ information displayed in the EPF Easy Guide are intended for visualization purposes.

