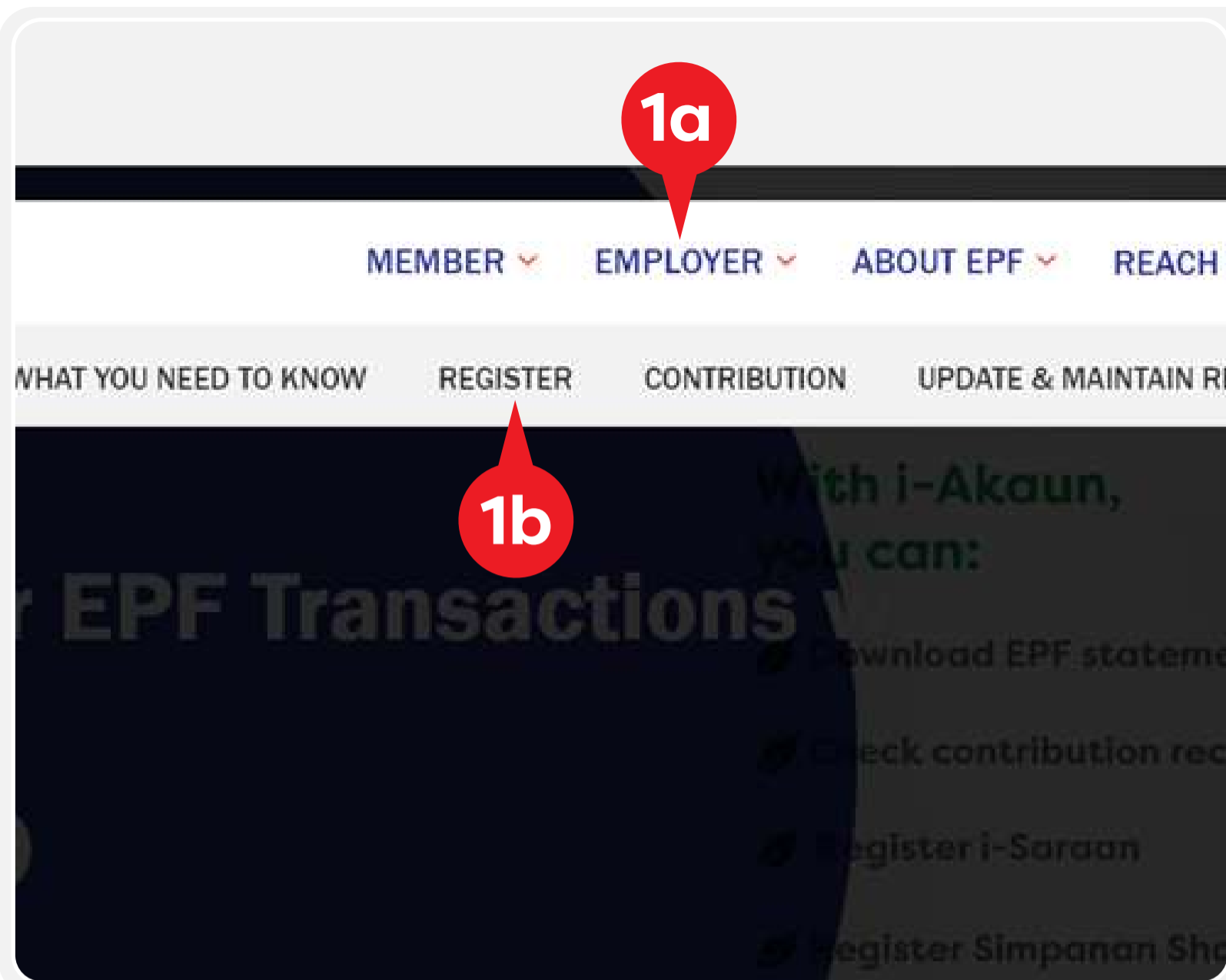




Easy Guide

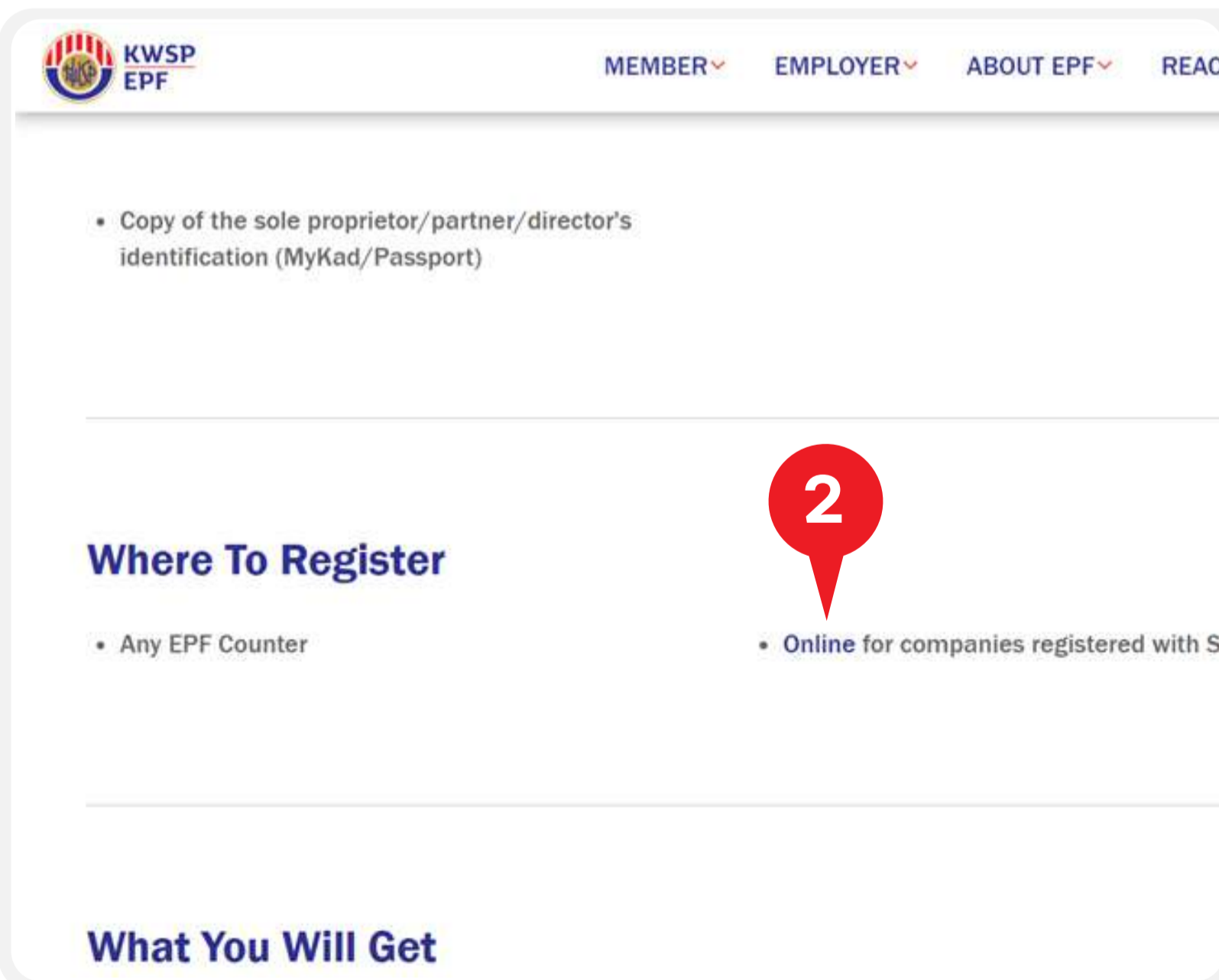
Employer Online Registration (ROB/ROC)



1. Log in to kwsp.gov.my:

1a. Click **EMPLOYER** tab

1b. Click **REGISTER**



2. Scroll down to '**Where To Register**' >
Click **Online**

3. Employer Information

3a. Click **BUSINESS REGISTRATION (ROB)** to register for business or;

3b. Click **COMPANY REGISTRATION (ROC)** to register for company.

Employer Registration
Operating Hours
Monday to Friday: 08:00 AM to 09:00 AM
Saturday, Sunday and Federal Territory Public Holiday: 05:00 AM to 07:00 PM

Employer Information

Type of Employer Registration * (?)
Choose One
BUSINESS REGISTRATION (ROB)
COMPANY REGISTRATION (ROC)

Registration No. * (?)
1234567Q

Date Of Incorporation * (?)
01/01/2019

Mobile Telephone No. * (?)
0123456789

I'm not a robot

MyKad * (?)
9123

3c. Select **Employee's Employment Commencement Date**

Employer Registration
Operating Hours
Monday to Friday: 08:00 AM to 10:00 PM
Saturday, Sunday and Federal Territory Public Holiday: 05:00 AM to 11:00 PM

Employer Information

Type of Employer Registration * (?)
BUSINESS REGISTRATION

Company Registration No. *
1234567Q

Date Of Incorporation * (?)

Mobile Telephone No. * (?)
0123456789

I'm not a robot

Employee's Employment Commencement Date * (?)
01/07/2024

Jul 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Employer Registration KWSP 1

Operating Hours
Monday to Friday: 08:00 AM to 10:00 PM
Saturday, Sunday and Federal Territory Public Holiday: 05:00 AM to 11:00 PM

Employer Information

Type of Employer Registration * (?) Registration No. * (?)

BUSINESS REGISTRATION 000818682P

Employee's Employment Commencement Date * (?) Date Of Incorporation * (?)

01/07/2024 Not Applicable

MyKad/Passport No. * (?) Mobile Telephone No. * (?)

510331105019 0133856658

I'm not a robot reCAPTCHA
Privacy - Terms

Check

Terms & Conditions | Privacy Policy | Disclaimer | On Best viewed in Chrome version | Safari 11 and later, Safari 11 and © KWSP

3d. Enter **MyKad/Passport No.**

3e. Enter **Registration No.**

3f. Enter **Mobile Telephone No.**

4. Tick **'I'm not a robot'** box

5. Click **Check**

Employer Registration

Operating Hours
Monday to Friday: 08:00 AM to 10:00 PM
Saturday, Sunday and Federal Territory Public Holiday: 05:00 AM to 11:00 PM

Employer Registration

I'm not a robot

The information entered is the same as SSM's records. Please CONTINUE for the registration process.

Continue

6. Click **Continue**

Employer Registration

Business Information

Company/Business Entity
BUSINESS REGISTRATION

Company/Business Name
LOH HOOI SHOO

Company/Business Address *
(These details refer to the Company/Business registered with SSM)
UNIT 02-03-AA
COVA SQUARE
JALAN TECHNOLOGY

City
PETALING JAYA

Nature of Company/Business
TELECOMMUNICATION

Email

Postcode
47810

State
SELANGOR DARUL EHSAN

Number of Employees
5

Contact Information

7. Business Information
(SSM registration information will display employer details).

7a. **Company/Business Address**
(Check and complete the business address if relevant)

7b. Choose **Nature of Company/Business**

7c. Enter **Number of Employees**

City
PETALING JAYA

Nature of Company/Business
TELECOMMUNICATION

State
SELANGOR DARUL EHSAN

Number of Employees
5

Contact Information

Contact Name *
AZURA

Contact Number *
0127787345

Email *
azura_LHS@gmail.com

Mailing Address *
NO 39, BANDAR SAUJANA PERDANA
JALAN SAUJANA PERDANA 3

Postcode *
47000

City *
SUNGGAI BULOH

State
SELANGOR DARUL EHSAN

Director/Business Owner Information 1 (?)

Company Director's/Business Owner's Name

MyKad/Passport Number

8. Contact Information

8a. Enter **Contact Name**

8b. Enter **Email**

8c. Enter **Contact Number**

8d. Enter **Mailing Address**

8e. Enter **Postcode**

(City and State information do not need to be completed and will be displayed automatically based on postcode information)

9. Company Director/Business Owner Information (Director/Business Owner information will be displayed automatically)

9a. Enter **Mobile Phone Number**

9b. Enter **Email**

10. Tick **Declaration Box**

11. Click **Submit**

9. Company Director/Business Owner Information
(Director/Business Owner information will be displayed automatically)

9a. Enter **Mobile Phone Number**

9b. Enter **Email**

10. Tick **Declaration Box**

11. Click **Submit**

12. i-Akaun Registration Information

12a. Enter **Administrator Name**

12b. Choose **Type of Identification Document**

12c. Enter **Office Phone Number**

12d. Enter **Email**

12e. Enter **Designation**

12f. Enter **MyKad/Passport Number**

12g. Enter **Mobile Phone Number (TAC)**

12h. Tick **Declaration Box**

12i. Click **Submit** to proceed

12. i-Akaun Registration Information

12a. Enter **Administrator Name**

12b. Choose **Type of Identification Document**

12c. Enter **Office Phone Number**

12d. Enter **Email**

12e. Enter **Designation**

12f. Enter **MyKad/Passport Number**

12g. Enter **Mobile Phone Number (TAC)**

12h. Tick **Declaration Box**

12i. Click **Submit** to proceed

state *
SELANGOR DARUL EHSAN

Company Director/Business Owner Information 1 (?)

Company Director's/Business Owner's Name
LOH HOOI SHOO

MyKad/Passport Number
510331105019

Designation
Director/Business Owner

Citizenship
MALAYSIA

Appointed Date
05/01/1990

Address
9, KAMPONG DATUK HARUN, SERENDAH

Postcode

City
BATU ARANG

Mobile Phone Number *
0133856658

LHS@gm.com

I confirm that all information and document (if applicable) furnished for the purpose of this registration is correct. I understand that it is an offence if I furnish information or submit any false document and I shall be liable to a fine or imprisonment or both. I also understand that this registration is subject to the terms and conditions

Employer Registration

Please ensure the information provided is correct and final before processing begins.

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

13

13. Click **Submit**

EMP

Employer Registration

Successful Employer Registration

Your employer registration was successful. Please use your Employer Account Number 22000280 for all transactions and as a reference.

Please activate your i-Akaun (Employer) upon receiving your activation code via SMS. For more information, please refer to the provided FAQ.

[View/Download Registration Confirmation](#)

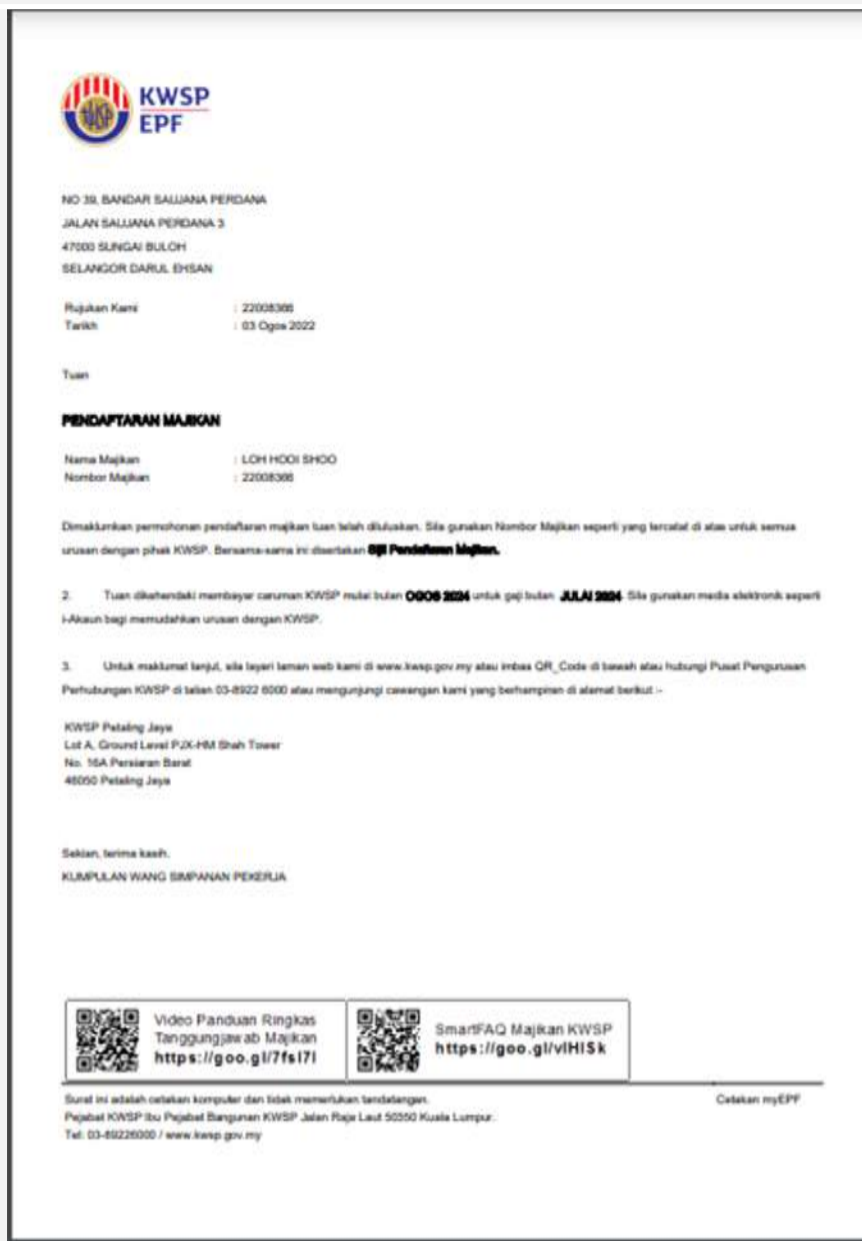
[Activate i-Akaun \(Employer\)](#)

14a

14b

For more information, please contact the EPF's Contact Management Centre at 03-8922 8000.

14. Acknowledgement – Successful Employer Registration
- 14a. Click **View/Download Registration Confirmation**
- 14b. Click **Active i-Akaun (Employer)**



Sample Notice: **PENDAFTARAN MAJIKAN**



Sample Certificate: **SIJIL PENDAFTARAN MAJIKAN**



**Helping Members Achieve
A Better Future**