



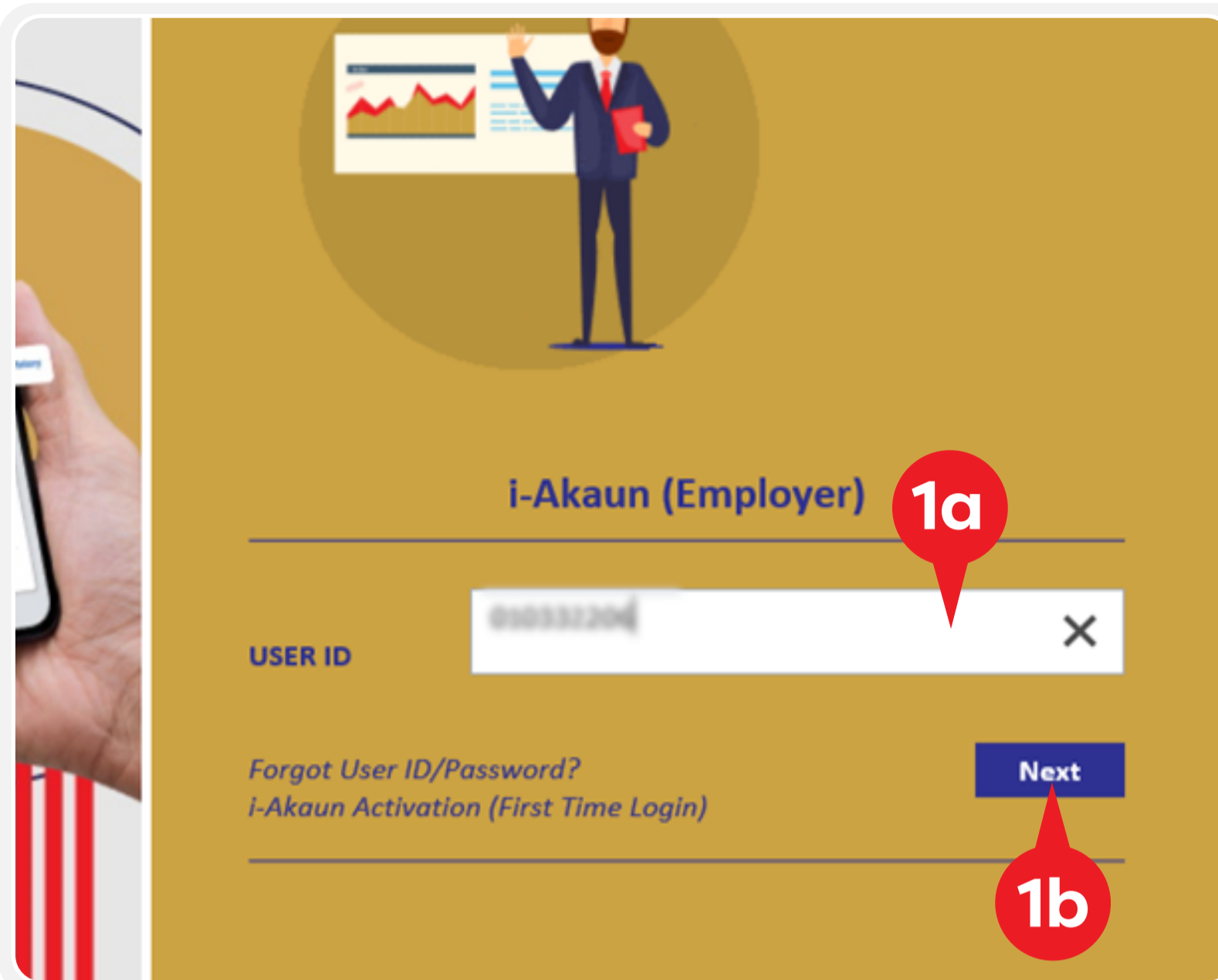
# Easy Guide For i-Akaun (Employer) Instalment Plan

**MAKER**

## **INSTALMENT OF CONTRIBUTION/LATE PAYMENT CHARGES & DIVIDEND**

The employer is responsible for paying the EPF contribution on a monthly basis. However, in specific circumstances the employer is allowed to pay the contribution by instalments and it must be paid on or before the last schedule date that has been set.

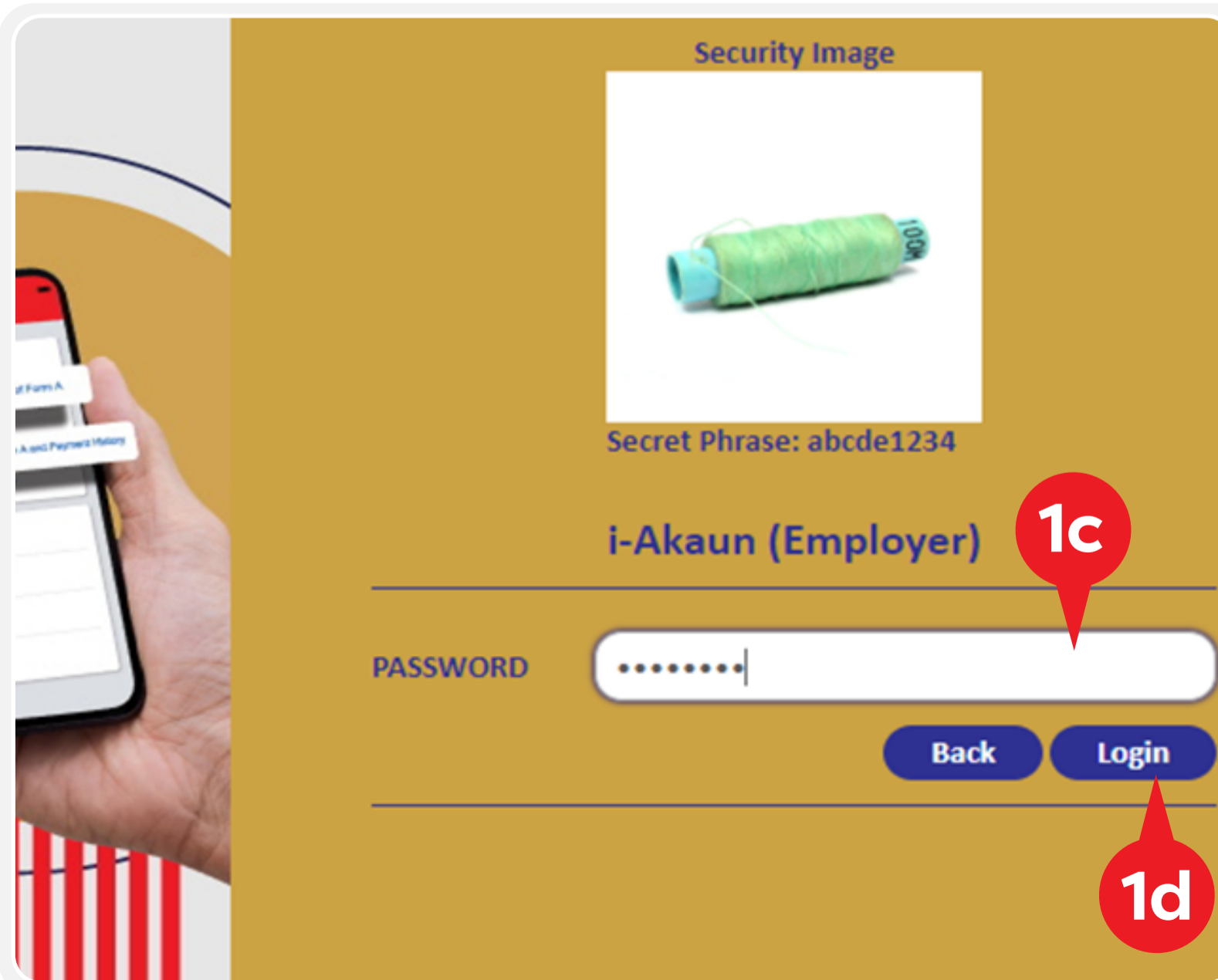
For more information, refer to the easy guide below.



1. Log in to **i-Akaun (Employer)**:

1a. Enter **USER ID**

1b. Click **Next**



1c. Enter **PASSWORD**

1d. Click **Login**

## 2. Landing Page : Role Maker

### Method 1

2a. Click **View Details**

OR

### Method 2

2b. Click **OUTSTANDING ITEM**

2c. Click **INSTALMENT**

2206  
KUMPULAN  
EMPLOYER INFO  
WORK LIST  
CONTRIBUTION  
REGISTER EPF MEMBER  
OUTSTANDING ITEM  
OUTSTANDING CONTRIBUTION  
LATE PAYMENT CHARGE/DIVIDEND  
ASSESSMENT OF CONTRIBUTION  
INSTALMENT  
e-PAYROLL

Welcome shahrul Maker  
Last login: 07 September 2022 04:27:13 PM

We appreciate your prompt submission of contribution before 15th September 2022.  
Current Month: September 2022  
Wage Month: August 2022  
No. of Days Left: 8 Days Left  
Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

7 Outstanding Items  
View Details

Submit Contributions

Pending for Payment (?)

e-Caruman  
Learn how to submit your contribution

2b

2c

2a

| No. of Items | Action       |
|--------------|--------------|
| 2            | View Details |
| 0            | View Details |

| No. of Items | Action       |
|--------------|--------------|
| 1            | View Details |
| 1            | View Details |

tion and/or, Assessment of Contribution and/or Instalment, the employer is required to make payment according to the following priority:

CON STAT  
CAL  
TRA HIST  
ELIG CON  
HEL  
ENQ

3a

## 3. Outstanding Items

3a. Click **View Details**

## Instalment Plan

Summary of Instalment Plan as at 07 September 2022 19:14 PM

Search Status By

Search Instalment Type by

Search Instalment Plan No.

Total Record(s): 1

| Instalment Plan No. | Instalment Type | File Reference No. | Start Date  | End Date    | A  |
|---------------------|-----------------|--------------------|-------------|-------------|----|
| 001                 | Contribution    | test               | 20 Aug 2022 | 20 Sep 2022 | 20 |

4a

Note:

- i. Displays a list of approved plans 01/01/2020 onwards.
- ii. Crediting to the member's account upon full payment made.

## 4. Instalment Plan

4a. Choose **Instalment Plan No.**

5a\*

5a(i)

5a(ii)

5a(iii)

## 5. Instalment Plan Details

Instalment Plan Payment can be made in 2 methods;

### Method A: Payment through online

5a\*. Tick the **check box**

5a(i). Click **Add to Cart** to proceed

### Method B: Payment through EPF counter

5a\*. Tick the check box

5a (ii). Click **Print** to download the **Borang Bayaran Ansuran Majikan** for payment at the counter

5a (iii). Click the PDF file

\*Note: Employers need to select/tick at least one instalment record to proceed with payment.

**KWSP EPF** Borang Bayaran Ansuran Majikan  
 \*PENTING: BAYARAN HENDAKLAH DIKEMUKAKAN BERSAMA BORANG INI\*

| No. Rujukan Majikan | Nama Majikan   | No. Pelan Ansuran | Tarikh Akhir Bayaran | Jumlah (RM) |
|---------------------|----------------|-------------------|----------------------|-------------|
| 10332204            | PRD ADS & COMB | 001001            | 20/08/2022           | 455.00      |

Bersama-sama ini disertakan: (Silalah tandakan X pada SALAH SATU kotak di bawah)

Wang Tunai  
 Cek / Draf Bank (Silalah isikan nombor cek / draf bank dan nama bank di dalam kotak di bawah)

No. \_\_\_\_\_ Nama Bank \_\_\_\_\_

Tandatangan \_\_\_\_\_  
 Nama Majikan / Wakil Majikan \_\_\_\_\_  
 E-mel \_\_\_\_\_  
 No. Telefon \_\_\_\_\_ Tarikh \_\_\_\_\_

**UNTUK KEGUNAAN KWSP SAHAJA**  
 Tarikh Terima & Cawangan KWSP

**NOTA**  
 1. Bayaran hanya boleh dibuat di Kaunter Bayaran KWSP.  
 2. Pastikan Nombor Rujukan Majikan ditulis di belakang cek / draf bank.  
 3. Pastikan jumlah cek / draf bank adalah sama dengan jumlah yang perlu dibayar.

## 5a(iv). Borang Bayaran Ansuran Majikan

**6a**

Dengan Amaun Tertunggak

Cari

| No. Ansuran | Tarikh Akhir | Jumlah Bayaran (RM) [?] | Jumlah Tertunggak (RM) [?] |
|-------------|--------------|-------------------------|----------------------------|
| 001         | 20 Aug 2022  | 0.00                    | 455.00                     |
| 002         | 20 Sep 2022  | 0.00                    | 455.00                     |

Tambah ke Troli Cetak

**6b**

2 item berjaya ditambahkan ke troli.

OK

EN | BM

- PENYATA CARUMAN
- KALKULATOR
- SEJARAH TRANSAKSI
- KELAYAKAN UNTUK MENCARUN
- BANTUAN
- PERTANYAAN

## 6. Instalment Plan Details

- 6a. Instalment Plan successfully added to the cart.
- 6b. Click **OK**

**7a**

**7b**

**7c**

**7d**

**Cart Listing**

CART LISTING DETAIL

| No.        | Contribution Month                          | Reference No. / Serial No. | Added to Cart Date, Time | Payment Type       | Amount (RM) |
|------------|---|----------------------------|--------------------------|--------------------|-------------|
| 1          | April 2022 - May 2022 April 2022 - May 2022 | 001002                     | 07/09/2022 08:43 PM      | Instalment Payment | 455.00      |
| 2          | April 2022 - May 2022 April 2022 - May 2022 | 001001                     | 07/09/2022 08:43 PM      | Instalment Payment | 455.00      |
| Total (RM) |   |                            |                          |                    | 910.00      |

\*IMPORTANT: The system will automatically clear items in the payment cart daily at 9:30 p.m. The amount shown in the list is according to the amount when it was added and may differ from the actual amount.

for approval

I confirm the payment detail is true and correct. I hereby agree to the terms and conditions stipulated therein.

Home Proceed

## 7. Cart Listing

7a. Click the **Cart** icon to view the items successfully added to the cart.

7b. To remove an item from the Cart, click the **Delete** icon

7c. Tick **Confirmation Information Box**

7d. Click **Proceed** to make payment

**8a**

**8b**

**Cart Listing**

CART LISTING DETAIL

Payment

Total (RM) 910.00

Online Retail Banking (FPX Maximum limit RM 250,000)

Online Corporate Banking (FPX Maximum limit RM 50,000,000)

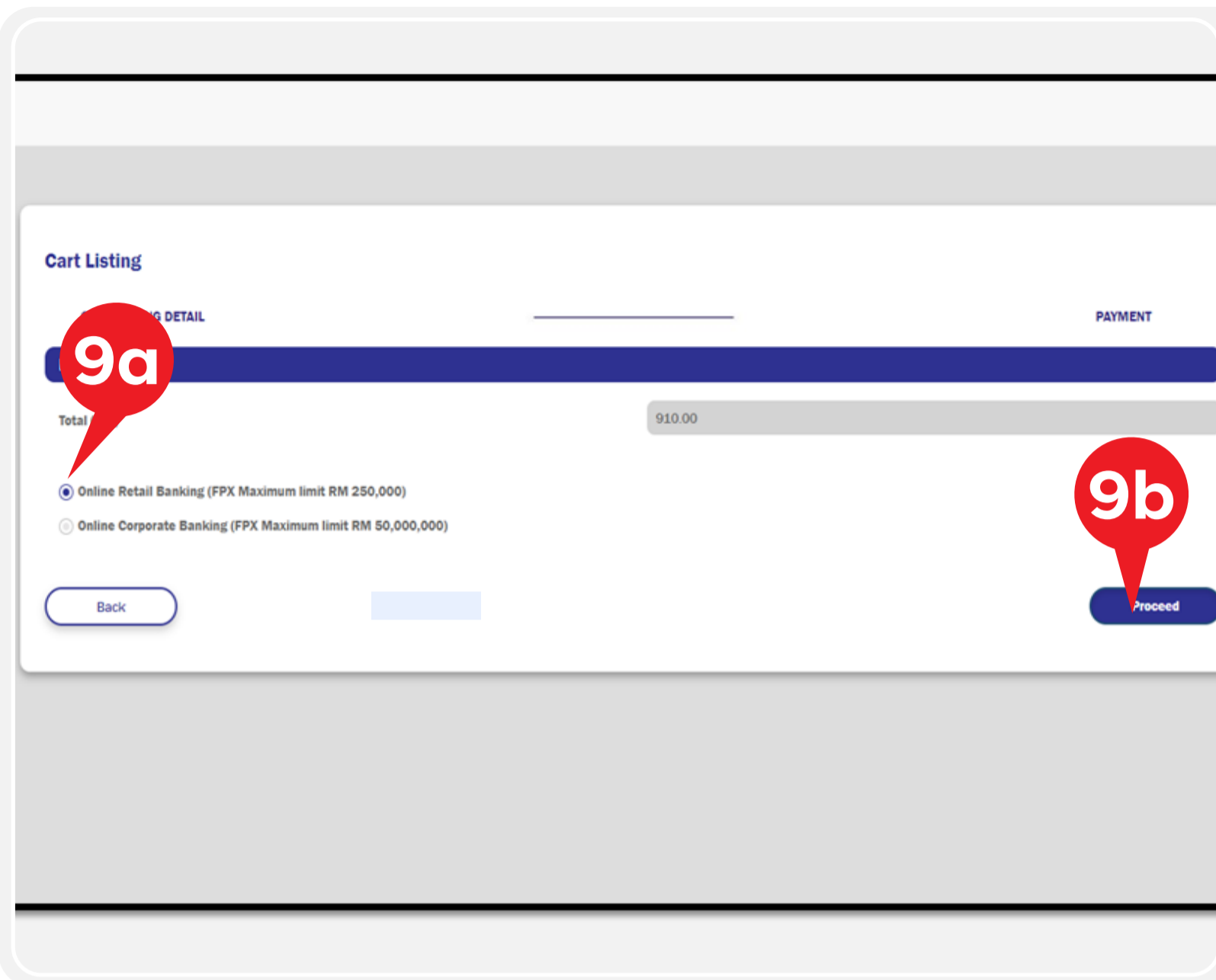
Back

## 8. Payment Type

8a. Choose Online Retail Banking (FPX Maximum limit of RM250,000) if the amount does not exceed RM250,000

**OR**

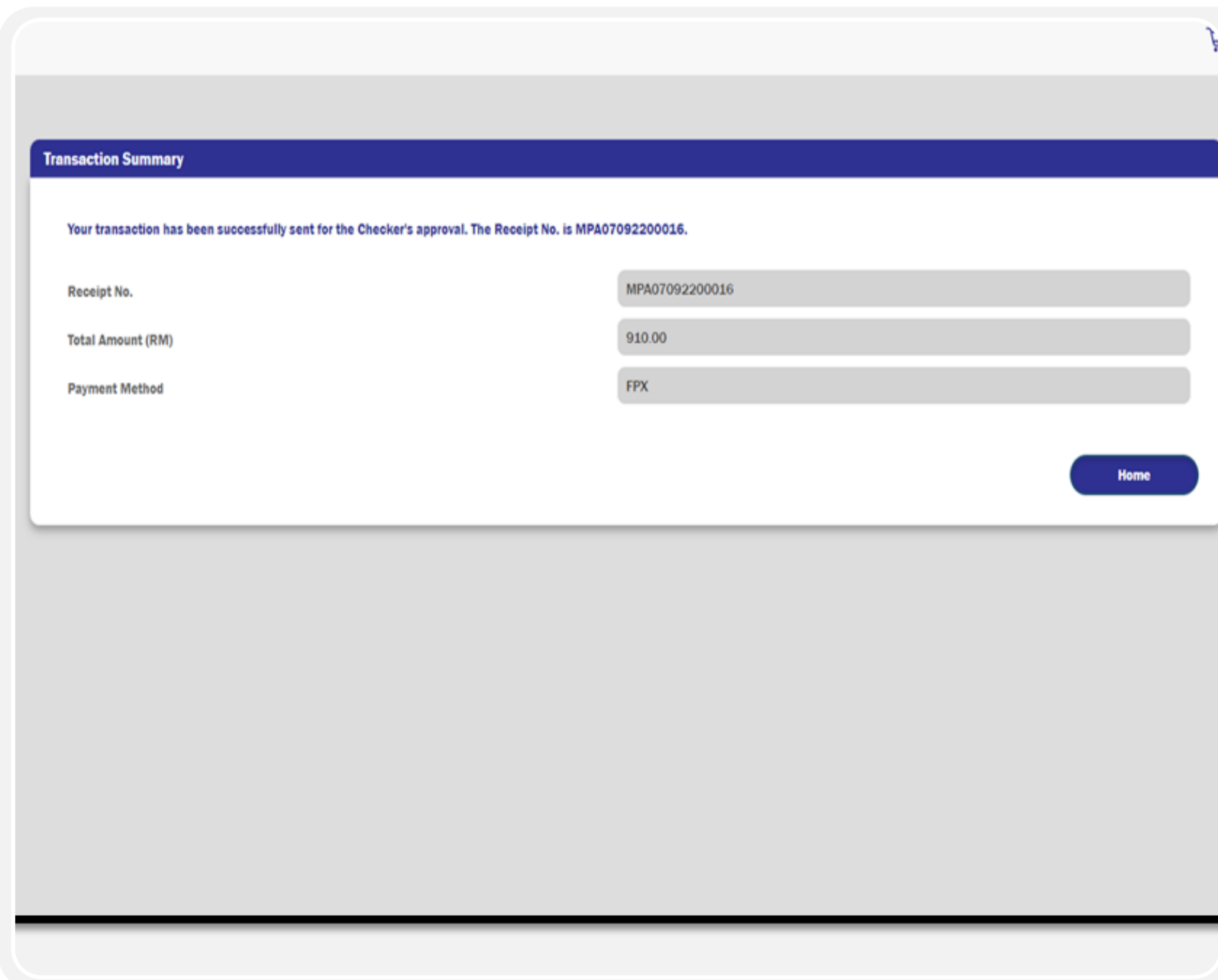
8b. Choose Online Corporate Banking (FPX Maximum limit RM50,000,000) if the amount does not exceed RM 50,000,000.



## 9. Cart Listing

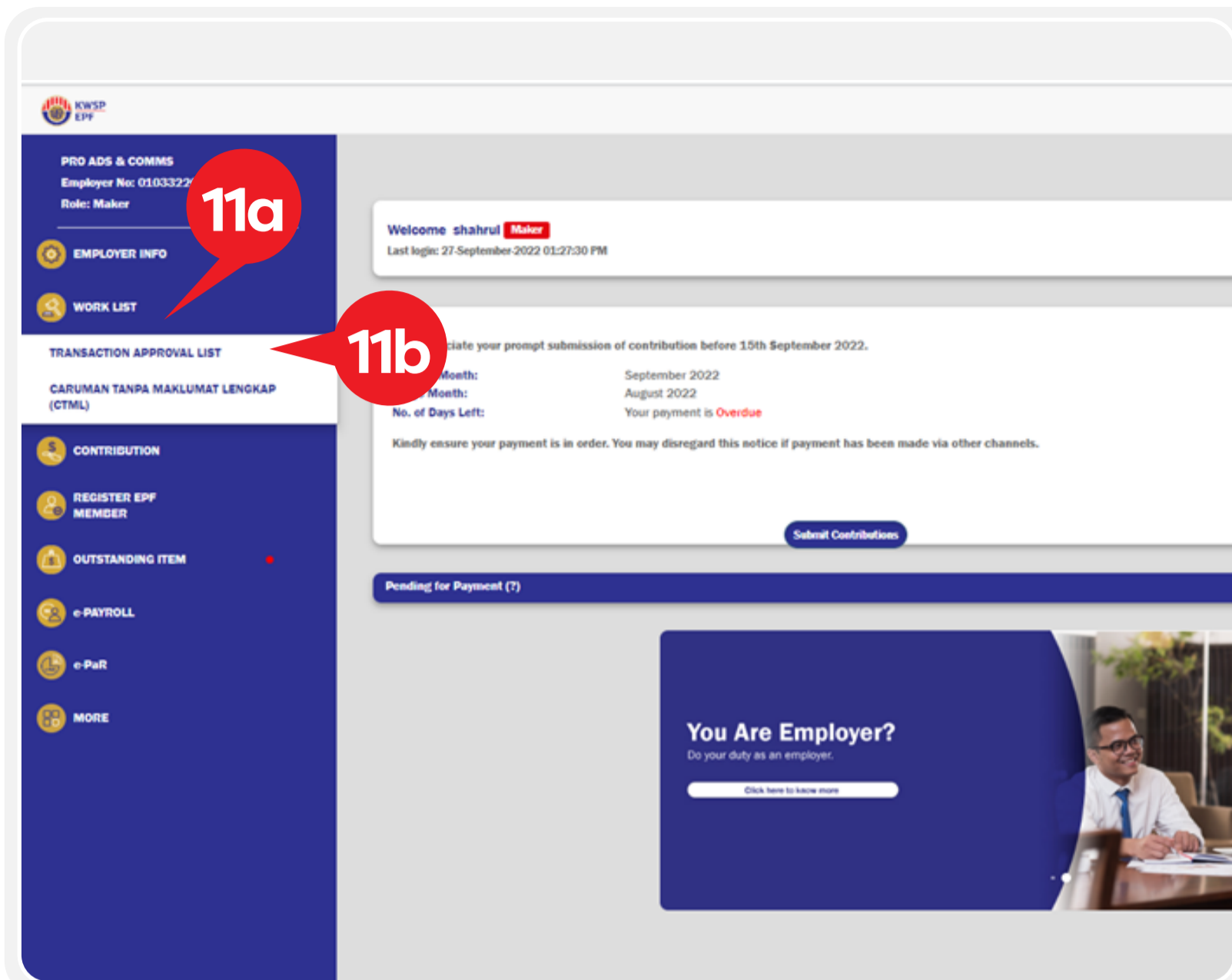
9a. Choose **Online Retail Banking**

9b. Click **Proceed**



## 10. Transaction Summary

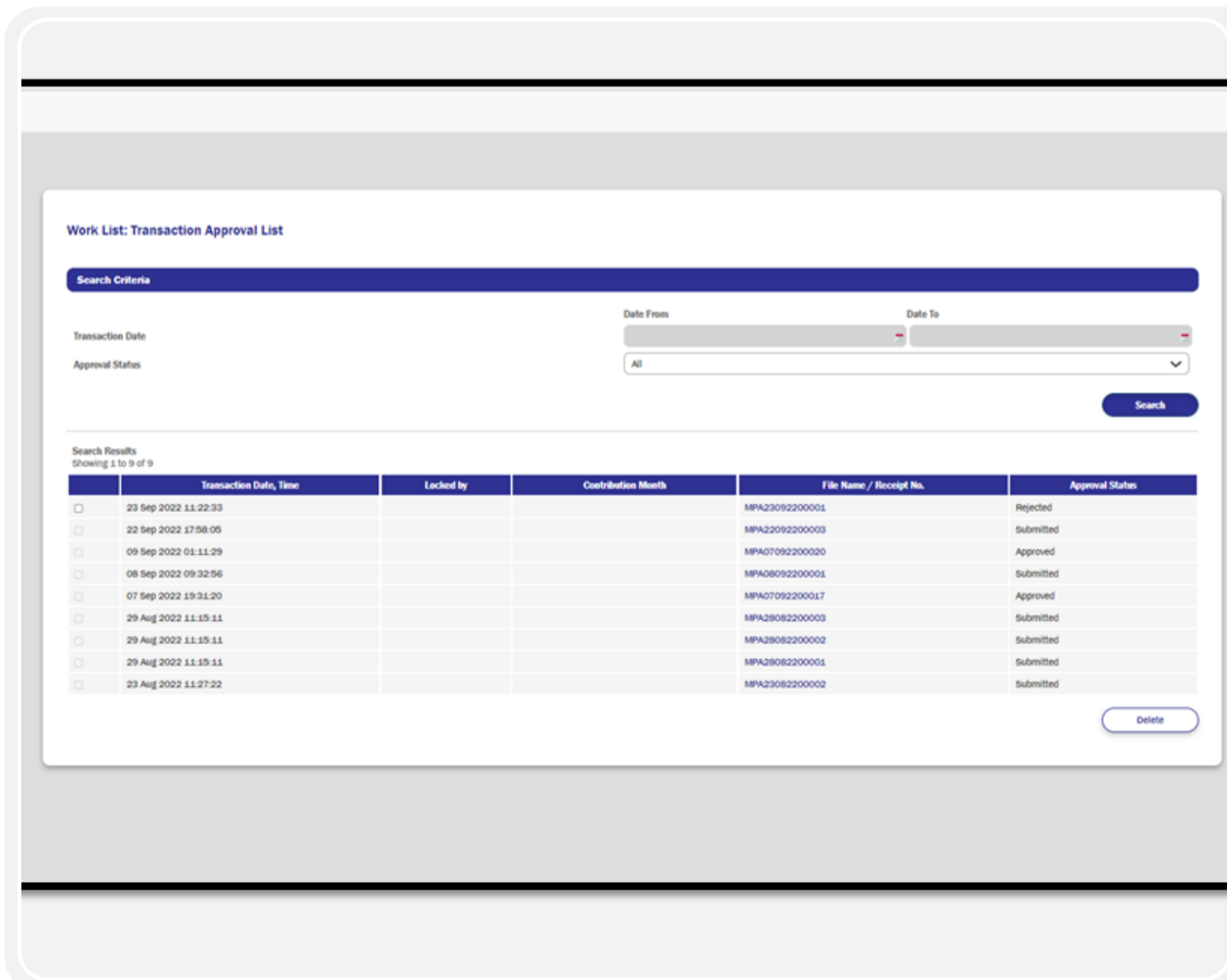
Transaction was successfully sent to the approver



## 11. Landing Page

11a. Click **WORK LIST**

11b. Choose **TRANSACTION APPROVAL LIST**



## 12. Transaction Rejected by Checker



**Helping Members  
Achieve A Better Future**