



# User Guide

## Online Employer Registration For Companies Registered With (Suruhanjaya Syarikat Malaysia) SSM

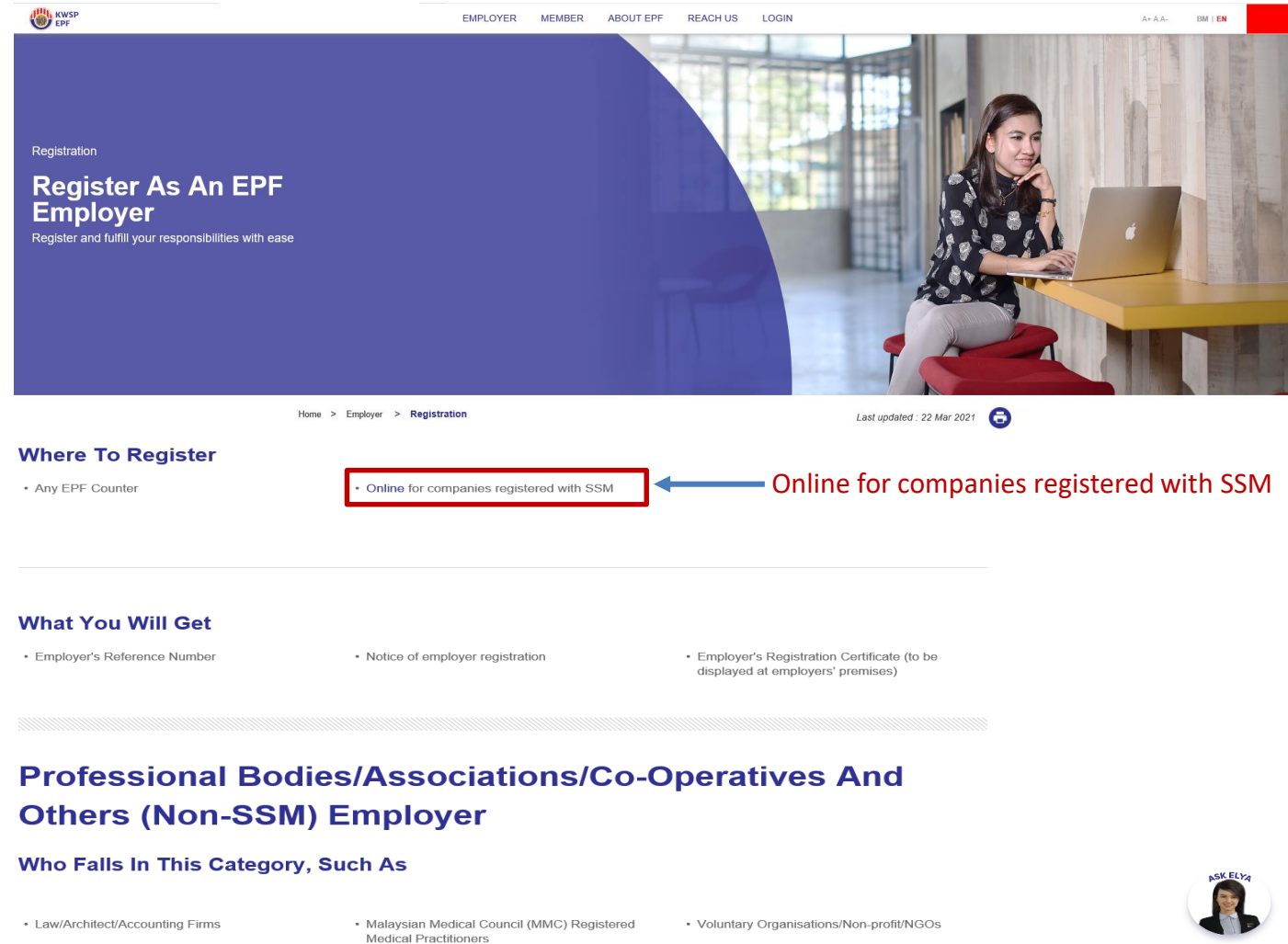


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**EPF**

# 1. Registration Application

# Step 1 – Online Employer Registration for SSM Registered Company

1. On EPF website, go to **Employer** menu/tab, click **Registration** and scroll down to **Where To Register**
2. Click **Online** for companies registered with SSM to do employer registration



The screenshot displays the EPF website's registration page. At the top, the navigation menu includes 'EMPLOYER', 'MEMBER', 'ABOUT EPF', 'REACH US', and 'LOGIN'. The main heading is 'Register As An EPF Employer' with the subtext 'Register and fulfill your responsibilities with ease'. Below this, the 'Where To Register' section lists three options: 'Any EPF Counter', 'Online for companies registered with SSM' (highlighted with a red box and a blue arrow pointing to the text 'Online for companies registered with SSM'), and 'Online for companies registered with SSM'. The 'What You Will Get' section lists three benefits: 'Employer's Reference Number', 'Notice of employer registration', and 'Employer's Registration Certificate (to be displayed at employers' premises)'. The 'Professional Bodies/Associations/Co-Operatives And Others (Non-SSM) Employer' section lists three categories: 'Law/Architect/Accounting Firms', 'Malaysian Medical Council (MMC) Registered Medical Practitioners', and 'Voluntary Organisations/Non-profit/NGOs'. A small circular icon with the text 'ASK ELYA' is visible in the bottom right corner of the screenshot.

# Step 2 - Checking on Employer Information

1. Key in the following **information**:
  - a. Company Registration No.
  - b. Date On Which First Employee Is Employed  
(Future date is NOT allowed. Allowed backdated date is 1 month from the date during registration)
  - c. Date of Incorporation
  - d. MyKad/Passport No.  
(Registered director of the company with SSM)
  - e. Mobile Telephone No.  
(Registered director of the company with SSM)
2. Tick “**I’m not a robot**”
3. Click **Check**

Note: Make sure information keyed in is the **SAME** as the information registered with SSM

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## Employer Registration

### Employer Information

Type of Employer Registration \*

COMPANY REGISTRATION

Date On Which First Employee Is Employed \* (?)

MyKad/Passport No. \* (?)

Company Registration No. \*

Date Of Incorporation \* (?)

Mobile Telephone No. \* (?)

I'm not a robot

reCAPTCHA  
Privacy - Terms

Check



# Step 3 – Status after Checking on Employer Information

1. The status/results for checking on employer information will be displayed as follows:
  - a. CONTINUE with the next process if information keyed in is SAME with information registered with SSM.
  - b. FAILED to register as an EPF Employer if the information keyed in is NOT SAME with information registered with SSM.
  - c. FAILED to register as an EPF Employer if the Employer has already registered as an EPF Employer.
2. Click **Continue**

Note: For failed applications, employers can contact the EPF Contact Management Center at 03-8922 6000 for further inquiries or visit the nearest EPF branch.

## Employer Registration



The information entered match with EPF's record.  
Please CONTINUE for registration process.

**Continue**

## Employer Registration



Sorry, the information entered does not match with EPF's record. For more information, please contact the EPF's Contact Management Centre at 03-8922 6000 or please make an appointment via [Janji Temu Online](#) if you need to visit the nearest EPF branch.

**OK**



## Employer Registration

Sorry, your company is already registered with EPF. For more information, please contact the EPF's Contact Management Centre at 03-8922 6000 or please make an appointment via [Janji Temu Online](#) if you need to visit the nearest EPF branch.

**OK**



# Step 4 – Employer Information

1. Relevant Employer Information will be displayed automatically. Employers can't amend the displayed information.
2. Key in the following information:
  - a. Business Information - Business Type and Number of Employees
  - b. Contact Information
  - c. i-Akaun (Employer) Registration Information
3. Tick the “confirmation of the information”
4. Click **Submit**

Note: The i-Akaun (Employer) Registration Information field will only be displayed to eligible Employers. If this information field is NOT displayed, it means that the employers are not eligible to register an i-Akaun (Employer) online. Those employers can contact the EPF Contact Management Center at 03-8922 6000 for further inquiries or visit the nearest EPF branch.

## Employer Registration

### Business Information

Business Entity	<input type="text"/>	Email	<input type="text"/>
Company Name	<input type="text"/>	Postcode	<input type="text" value="55100"/>
Business Address	<input type="text"/>	State	<input type="text"/>
City	<input type="text"/>	Number of Employees *	<input type="text" value="0"/>
Nature of Business *	<input type="text" value="Choose One"/>		

### Contact Information

Contact Name *	<input type="text"/>	Contact Number *	<input type="text"/>
Email *	<input type="text"/>	Mailing Address *	<input type="text"/>
Postcode *	<input type="text"/>	City *	<input type="text"/>
State *	<input type="text" value="JOHOR DARUL TAKZIM"/>		

### Director Information

Name of Company Director	<input type="text"/>	MyKad/Passport Number	<input type="text"/>
Designation	<input type="text" value="Director/Business Owner"/>	Citizenship	<input type="text" value="MALAYSIA"/>
Mobile Phone Number	<input type="text"/>	Email	<input type="text"/>

### i-Akaun Registration Information

Administrator Name *	<input type="text"/>	Designation *	<input type="text" value="HUMAN RESOURCE ADMIN"/>
Type of Identification Document *	<input type="text" value="MyKad"/>	MyKad/Passport Number *	<input type="text"/>
Office Phone Number *	<input type="text"/>	Mobile Phone Number (TAC) * (?)	<input type="text"/>
Email *	<input type="text"/>		

I confirm that all information and document (if applicable) furnished for the purpose of this registration is true and correct. I understand that it is an offence if I furnish any untrue or incorrect 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 as determined by EPF.

# Step 5 – Confirmation of Employer Registration Submission

1. Confirm the registration information that has been key in.
2. Click **Submit**

## Employer Registration

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

Back

Submit



# Step 6 – Employer Registration Status

1. The status on the registration application will be displayed.
2. The following is the registration information that will be obtained by EPF Employer:
  - a. Employer Account Number
  - b. Registration Confirmation - Notice and Certificate of Registration
3. For eligible employers, they can continue to activate their i-Akaun (Employer). (a)
4. Click **Activate i-Akaun (Employer)** to activate it.
5. For non eligible employers, they can register i-Akaun (Employer) by refer to the **INFORMATION** link provided. For further inquiries, employer can contact the EPF Contact Management Center at 03-8922 6000 or visit the nearest EPF branch. (b)
6. Click **View/Download Registration Confirmation** to get Registration Confirmation.

## Employer Registration



### Employer Registration Successful

Your employer registration was successful. Please use your Employer Account Number 12345678 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 \(Employer\)](#)

## Employer Registration



### Successful Employer Registration

Your employer registration was successful. Please use your employer account number 22006924 for all transactions and as a reference. For more information, please refer to the provided FAQ.

Your i-Akaun (Employer) registration is still pending due to unsuccessful validation. Please register your i-Akaun (Employer) by refer to the **INFORMATION** provided. For more information, please contact the EPF's Contact Management Centre at 03-8922 6000 or please make an appointment via **Janji Temu Online** if you need to visit the nearest EPF branch.

[View/Download Registration Confirmation](#)



# Example on Registration Confirmation Information and Activation of i-Akaun (Employer)

## Employer Registration Notice



NO 3 JALAN SG 6/2  
TAMAN SRI GOMBAK  
68100 BATU CAVES  
SELANGOR DARUL EHSAN

Rujukan Kami : 22006827  
Tarikh : 27 Mac 2021

Tuan

### PENDAFTARAN MAJIKAN

Nama Majikan  
Nombor Majikan

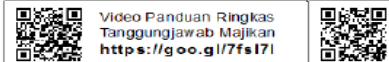
Dimaklumkan permohonan pendaftaran majikan tuan telah diluluskan. Sila gunakan Nombor Majikan seperti yang tercatat di atas untuk semua urusan dengan pihak KWSP. Bersama-sama ini disertakan Sijil Pendaftaran Majikan.

2. Tuan dikehendaki membayar cawangan KWSP mulai bulan APRIL 2021 untuk gaji bulan MAC 2021. Sila gunakan media elektronik seperti i-Akaun bagi memudahkan urusan dengan KWSP.

3. Untuk maklumat lanjut, sila layari laman web kami di [www.kwsp.gov.my](http://www.kwsp.gov.my) atau imbas QR\_Code di bawah atau hubungi Pusat Pengurusan Perhubungan KWSP di talian 03-8922 6000 atau mengunjungi cawangan kami yang berhampiran di alamat berikut :-

KWSP Shah Alam  
Tingkat G.1&2  
Corporate Tower IDCC Shah Alam  
Jalan Pahat L 15/L

Sekian, terima kasih.  
KUMPULAN WANG SIMPANAN PEKERJA



Video Panduan Ringkas  
Tanggungjawab Majikan  
<https://goo.gl/7fs171>



SmartFAQ Majikan KWSP  
<https://goo.gl/vHISk>

Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan.  
Pejabat KWSP Ibu Pejabat Bangunan KWSP Jalan Raja Laut 50350 Kuala Lumpur.  
Tel: 03-89226000 / [www.kwsp.gov.my](http://www.kwsp.gov.my)

Cetakan myEPF



KWSP | EPF®

## Employer Certificate of Registration



AKTA KUMPULAN WANG SIMPANAN PEKERJA 1991  
KAEDAH-KAEDAH KUMPULAN WANG SIMPANAN PEKERJA 1991  
(SEKSYEN 41(1) DAN KAEDAH 9)

SIJIL PENDAFTARAN MAJIKAN

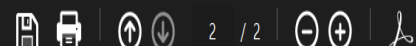
No. Pendaftaran Majikan  
Majikan

No. Pendaftaran Pemiagaan/Syarikat/Entiti

Dengan ini, diperakui bahawa syarikat/pemiagaan/entiti sebagaimana butiran di atas telah didaftarkan mengikut peruntukan Akta Kumpulan Wang Simpanan Pekerja 1991 pada 27 MAC 2021.

Bertarikh pada 27 MAC 2021

KETUA PEGAWAI EKSEKUTIF  
KUMPULAN WANG SIMPANAN PEKERJA



KWSP19

- Login
- i-Akaun Activation (First Time Login)
- Forgotten your password?
- FAQ
- Contact Us

## i-Akaun Activation

### Terms & Conditions

Please read and understand the following Terms & Conditions which govern your access of the [www.kwsp.gov.my](http://www.kwsp.gov.my) web site (Hereinafter collectively referred to as 'this web site') and use of the services provided therein.

You agree to be bound by the following Terms & Conditions at all times by accessing this web site and/or using the services herein and if at any time you do not accept any or all of these Terms & Conditions, you must IMMEDIATELY discontinue all access of this web site and/or use of the Services.

TERMS & CONDITIONS GOVERNING THE ACCESS OF WEB SITE AND THE USE OF THE SERVICES  
The access of web site and the use of the Services is subject at all times to the following Terms & Conditions.

#### DEFINITIONS

"Content"  
means all data, information, material and content including but not limited to text messages, ringtones, operator logos, caller group icons, picture messages, screen savers and directory listings as described on this website.

"Service"  
means all services offered or provided to you on or via this website.

"SMS"  
Short Message Service.

"SMS Download Request"  
means a request via SMS, for the download of an item onto a mobile phone.

"Item"  
means the specific Content requested for download pursuant to a Download Request.

"Business Day"  
means a day, in which EPF is open for business.

"Employer"  
means any person who has registered with EPF, assigned the employer number and as further defined in the EPF Act 1991.

"EPF"  
means Employees Provident Fund Board, a body corporate established pursuant to EPF Act 1991.

"i-Akaun"  
means an account accessible via the internet for the Member and Employer to enable them to access their respective EPF accounts and to use the EPF internet Services.

"i-Akaun Holder"  
means a Member or Employer who has successfully activated his/her i-Akaun.

"Internet Services"  
means the facilities, products and services provided by EPF and/or its Third Party Vendors from time to time via the internet.

"Loss"  
means any and all losses, damages (financial and otherwise), injuries, embarrassments, costs, charges and/or expenses of whatsoever nature or however arising, including legal fees on a full indemnity basis.

Agree  Disagree

Reset Next



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**EPF**

## **2. Reprint Registration Confirmation**

# Step 1 – Reprint Employer Registration Confirmation

1. On the EPF website, go to **Employer** menu/tab, click **Registration** and scroll down to **What You Will Get**
2. Click “**here**” to reprint registration confirmation.

Registration

## Register As An EPF Employer

Register and fulfill your responsibilities with ease

Home > Employer > Registration

Last updated : 22 Mar 2021

### Where To Register

- Any EPF Counter
- Online for SSM Registered Company

### What You Will Get

- Employer's Reference Number
- Notice of employer registration
- Employer's Registration Certificate (to be issued)

\*Companies registered with SSM and have registered as EPF Employers online can view the employer registration information here

### Professional Bodies/Associations/Co-Operatives And Others (Non-SSM) Employer

#### Who Falls In This Category, Such As

- Law/Architect/Accounting Firms
- Malaysian Medical Council (MMC) Registered Medical Practitioners
- Voluntary Organisations/Non-profit/NGOs
- Political/Sports Bodies
- Co-operative Commission Registered Co-operatives

Companies registered with SSM and have registered as EPF Employers online can view the employer registration information [here](#)

# Step 2 – Key In Registered Employer Information

1. Key in the following **information**:
  - a. Company Registration No.
  - b. Date On Which First Employee Is Employed
  - c. Date of Incorporation
  - d. Mykad/Passport No.
  - e. Mobile Telephone No.
2. Tick “**I’m not a robot**”
3. Click **Check**

Note: Make sure information keyed in is the **SAME** as the information keyed in during previous registration.

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## Employer Registration

### Employer Information

Type of Employer Registration \*

COMPANY REGISTRATION

Date On Which First Employee Is Employed \* (?)


MyKad/Passport No. \* (?)

Company Registration No. \*

Date Of Incorporation \* (?)

Mobile Telephone No. \* (?)

I'm not a robot

  
reCAPTCHA  
Privacy - Terms

Check



# Step 3 – Reprint Registration Confirmation

1. Click **View/Download Registration Confirmation** to get the information on registration confirmation.

KWSP 1

Employer Registration

## Reprint Registration Confirmation

You are successfully registered as an Employer. For more information, please refer to the provided [FAQ](#).

**View/Download Registration Confirmation**





**HELPING MEMBERS ACHIEVE A BETTER FUTURE**

**Thank You**