

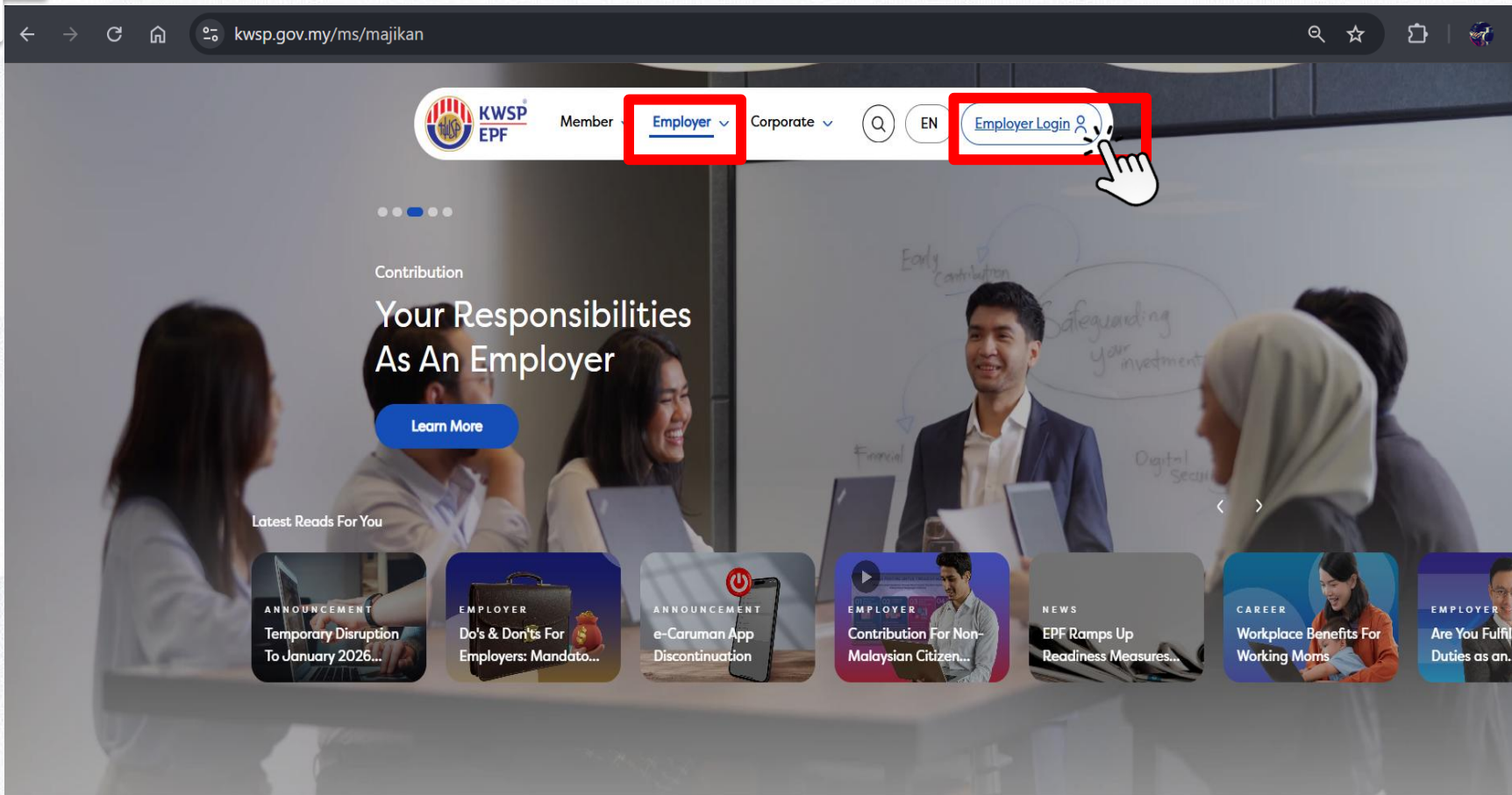


EASY GUIDE

i-Akaun (Employer)

i-Topup Registration Application

Employee/ Employer Share Registration



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **Employer Login**.

Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

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

Next



Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, select **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

Back

Login



Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Select **Login**.



Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'New Application (Registration & Revocation)'.

i-Topup : New Application (Registration & Revocation)

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

Employer No: [REDACTED]
Role: Administrator

EN | BM Logout

i-Topup 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 employees, you can either add a new employee record, or delete any existing record.
2. i-Topup is only eligible to be applied by members aged 75 years and below.

IMPORTANT

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

Next

WhatsApp Us

Step 6:

A reminder message will be displayed. Select 'OK' to proceed to the next action.

i-Topup : New Application (Registration & Revocation)

i-TOPIUP INFORMATION | i-TOPIUP DETAIL | i-TOPIUP PREVIEW | ACKNOWLEDGEMENT

i-Topup Type

Please select from the following options

Employee's Share **7**

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 employees, you can either add a new employee record, or delete any existing record.

2. i-Topup is only eligible to be applied by members aged 75 years and below.

Next

IMPORTANT

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

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

Logout

WhatsApp Us

Step 7:

Select i-Topup Type → **Employee's Share.**

Employer choose Application Type:
Option (a) – Blank Form

Step 8:

- Select Application Type → **Blank Form.**
- Select **'Next'**.

Step 9:

No employee data will be displayed. Select **'Add Employee'** to add the details of employee that applying for i-Topup.

i-Topup : New Application

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

No.	Member No.
1	

Add New Employee

Employee Identification

Search Criteria: EPF No [Search]

Result

Member Number	Identification No.	Name

Reset [Add]

Step 10:

- Choose Search Criteria as **'EPF No.'**
- Enter **EPF No** of the employee and select **'Search'**.

Step 11:

The search result are displayed. If the employee information shown is correct, select **'Add'**.

Nota:

Employer can choose preferred **Search Criteria** by using 'EPF No.', 'MyKad No.' or Old IC'.

i-Topup : Draft Form

I-TOPIUP INFORMATION | I-TOPIUP DETAIL | I-TOPIUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

No.	Member No.	Identification No.	Name	Application Type	I-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1				Registration	18	02/2026	03/2026
2				Choose One Registration Revocation	16	02/2026	03/2026

Navigation: Back, Reset, Add Employee, Save as Draft, Next

Step 12:

Select Application Type as 'Registration'.

i-Topup : Draft Form

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month	
1				Registration	18	02/2026	03/2026	
2				Registration	16	02/2026	03/2026	

Buttons: Back, Reset, Add Employee, Save as Draft, **Next**

Step 13:

Select **'Next'** after adding employee information that registered new employee share.

Notes:

- If there is an error when entering an employee information, select icon
- If you wish to delete all information that has been entered, select **'Reset'**
- If there are an additional employees to be registered for new employee/ employer share, select **'Add Employee'**
- If you wish to save the employee information that has been added and proceed with the next action later, select **'Save as Draft'**



- Employer No: [REDACTED]
- Role: Administrator
- EMPLOYER INFO
- CONTRIBUTION
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- e-PAYROLL
- i-TOPUP
- MORE

i-Topup : Draft Form

i-TOPUP INFORMATION i-TOPUP DETAIL i-TOPUP PREVIEW ACKNOWLEDGEMENT

Summary

Employer Name: CELULARSCAPE SDN BHD

Employer No: 000000019

Total Records: 2

Showing 1 to 2 of 2

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY)	Effective Contribution Month
1	[REDACTED]	[REDACTED]	[REDACTED]	Registration	18	02/2026	03/2026
2	[REDACTED]	[REDACTED]	[REDACTED]	Registration	16	02/2026	03/2026

I/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

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

Step 14:

Tick at Employer verification.

Step 15:

Select 'Submit'.

KWSP EPF

EN | BM Logout

Employer No. [REDACTED]
Role: Administrator

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

Application Summary

Submission Date	12/01/2026 16:27:43
Filename	VEMEM01/2026_000008
Employer No.	[REDACTED]
Employer Name	[REDACTED]

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CONTRIBUTION STATEMENT
NOTICE
RECEIPT
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ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

Step 16:

Select **'Download'**.



Employer No. [REDACTED]
Role: Administrator

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

Application Summary

Submission Date	12/01/2026 16:27:43
Filename	VEMEM01/2026_000008
Employer No.	[REDACTED]
Employer Name	[REDACTED]

[Download](#) [Home](#)

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Downloads

VE_000000019_20260112162846.pdf
[Open file](#)

[See more](#)


- NOTICE
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- HELP
- ENQUIRY

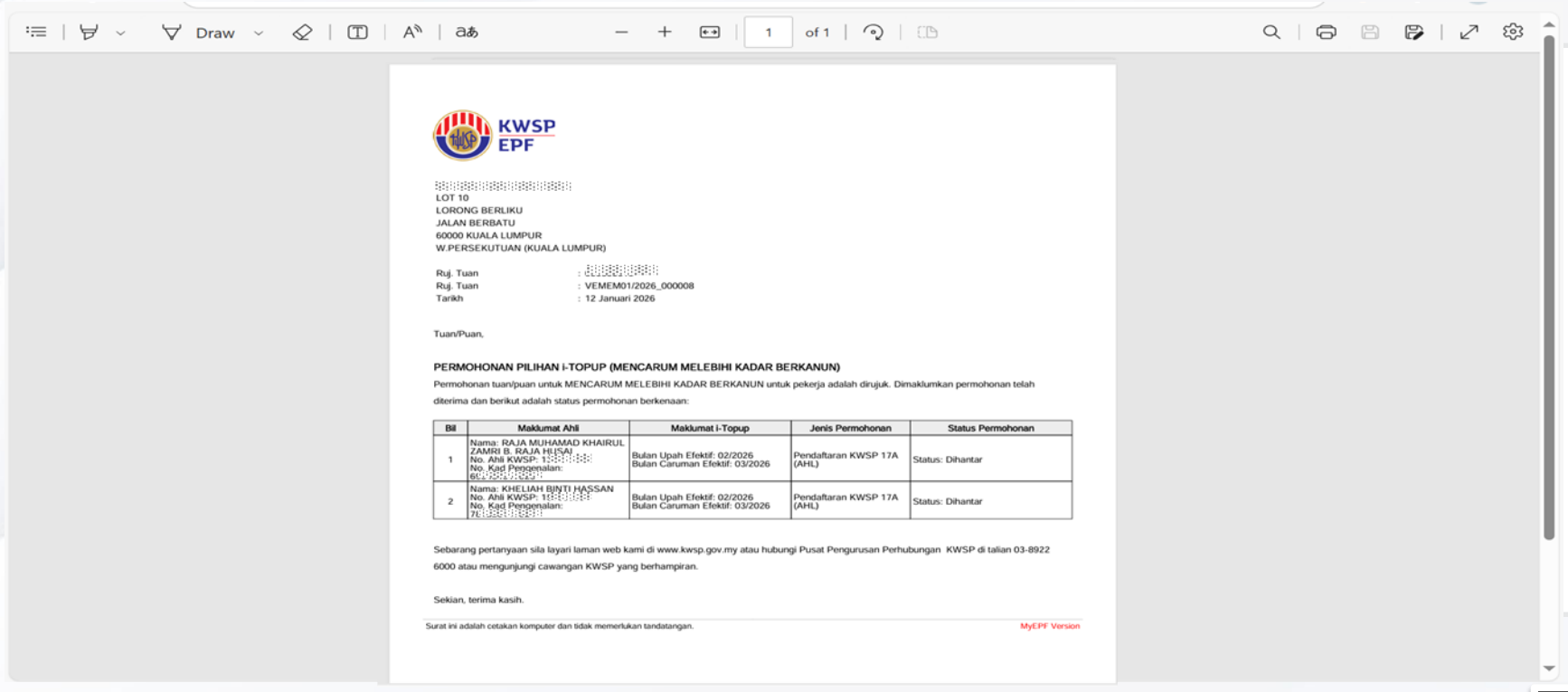


Step 17:

i-Topup application has been successfully downloaded to your device, select **Open File** to access the form.



 You may follow the same steps for the Employer Share Registration



Screen will be displayed **Employee Share Registration** in PDF format for your references.

Note:
Ensure that your device has the latest version of **Adobe Acrobat Reader**, so your documents in PDF format are displayed properly.

Employer choose Application Type:
Option (b) – Copy from previous Contribution Statement

i-Topup : New Application (Registration & Revocation)

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup 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 employees, you can either add a new employee record, or delete any existing record.
2. i-Topup is only eligible to be applied by members aged 75 years and below.

Next

IMPORTANT

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

WhatsApp Us

Step 8:

- Select Application Type → **Copy from previous Contribution Statement.**
- Select **'Next'**.

i-Topup : New Application

TAB: i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By:

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month	
1				Registration	18	02/2026	03/2026	
2				Registration	18	02/2026	03/2026	
3				Registration	18	02/2026	03/2026	
4				Registration	16	02/2026	03/2026	
5				Registration	20	02/2026	03/2026	
6				Registration	22	02/2026	03/2026	
7				Registration	20	02/2026	03/2026	

Navigation: 9

WhatsApp Us

Step 9:

Enter i-Topup application information for each employee. Once completed, select 'Next'.

Notes:

- If there is an error when entering an employee information, select icon
- If you wish to delete all information that has been entered, select 'Reset'
- If there are an additional employees to be registered for new employee/ employer share, select 'Add Employee'
- If you wish to save the employee information that has been added and proceed with the next action later, select 'Save as Draft'

i-Topup : New Application

I-TOPUP INFORMATION I-TOPUP DETAIL I-TOPUP PREVIEW ACKNOWLEDGEMENT

Summary

Employer Name: [Redacted]
 Employer No.: [Redacted]
 Total Records: 7

Showing 1 to 7 of 7

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY)	Effective Contribution Month
1	[Redacted]	[Redacted]	[Redacted]	Registration	18	02/2026	03/2026
2	[Redacted]	[Redacted]	[Redacted]	Registration	18	02/2026	03/2026
3	[Redacted]	[Redacted]	[Redacted]	Registration	18	02/2026	03/2026
4	[Redacted]	[Redacted]	[Redacted]	Registration	16	02/2026	03/2026
5	[Redacted]	[Redacted]	[Redacted]	Registration	20	02/2026	03/2026
6	[Redacted]	[Redacted]	[Redacted]	Registration	22	02/2026	03/2026
7	[Redacted]	[Redacted]	[Redacted]	Registration	20	02/2026	03/2026

<< < 1 > >>

I/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

Step 10:

Tick at **Employer Verification**.

Step 11:

Select **'Submit'**.



Employer No: [Redacted]
Role: Administrator

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

Application Summary

Submission Date	13/01/2026 17:31:34
Filename	VEMEM01/2026_000008601
Employer No.	[Redacted]
Employer Name	[Redacted]
KWSP17A (AHL) Registration Record No.	7

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- HELP
- ENQUIRY

Step 12:
Select 'Download'.

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Downloads

VE_014270167_20260113173234.pdf

Open file

See more

Application Summary

Submission Date	13/01/2026 17:31:34
Filename	VEMEM01/2026_000008601
Employer No.	[REDACTED]
Employer Name	[REDACTED]
KWSP17A (AHL) Registration Record No.	7

Download Home

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Logout

Step 13:

i-Topup application has been successfully downloaded to your device, select **Open File** to access the form.

Employer choose Application Type:
Option (c) – Upload file CSV

KWSP EPF

EN | BM Logout

Employer No: [REDACTED]
Role: Administrator

i-Topup : New Application (Registration & Revocation)

I-TOPUP INFORMATION | I-TOPUP DETAIL | I-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup 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 employees, you can either add a new employee record, or delete any existing record.

2. I-Topup is only eligible to be applied by members aged 75 years and below.

Next

IMPORTANT

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

WhatsApp Us

Step 8:

- Select Application type → **Upload file CSV.**
- Select **'Next'**.

Employer No: [REDACTED]
Role: Administrator

i-Topup : New Application (Registration & Revocation)

Upload File

Choose File | No file chosen

The maximum upload file size : 10MB

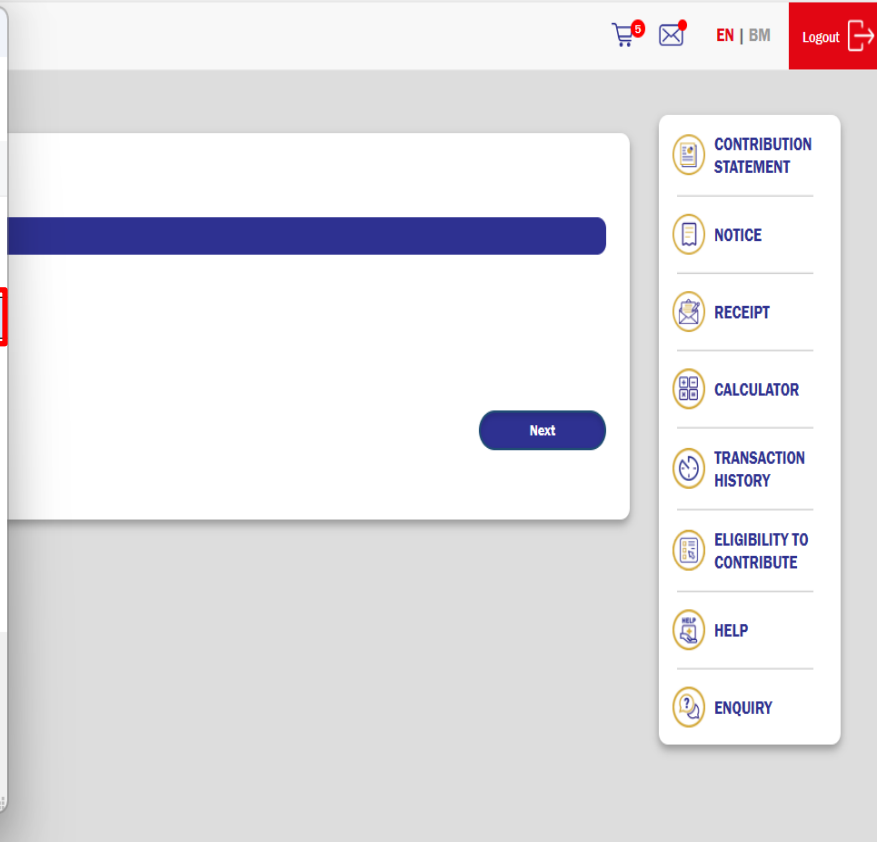
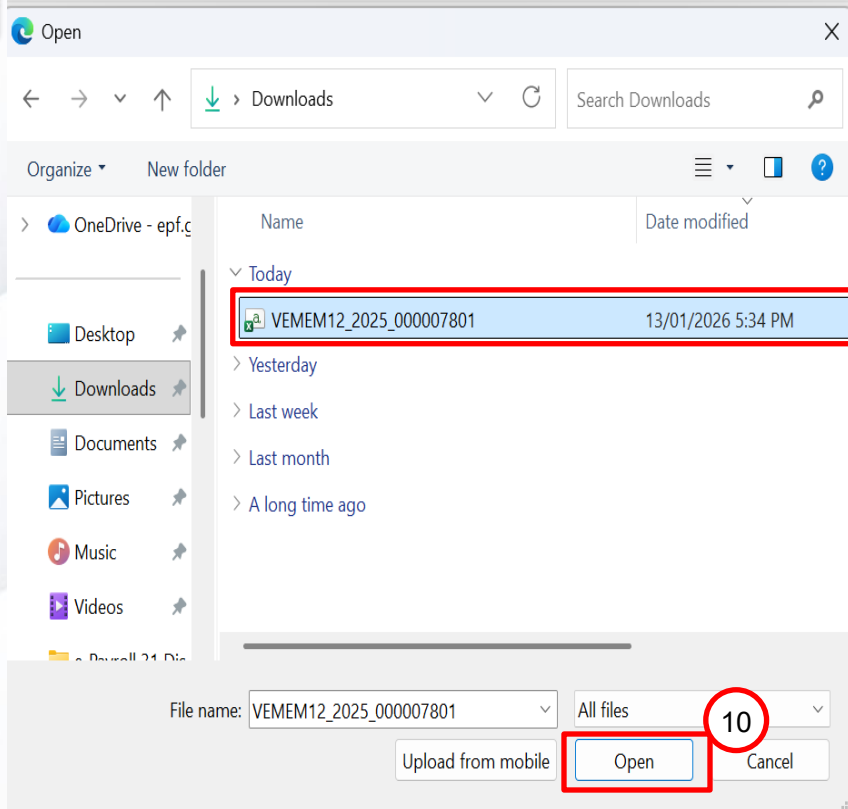
Kindly refer to [Quick Guide: CSV File](#) to upload the file. [Click here](#) to download the sample file.

Back Next

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

Step 9:

Select **'Choose File'** to upload the file.



Step 10:

Select the file to upload and select 'Open'.

KWSP EPF

EN | BM Logout

Employer No: [REDACTED]
Role: Administrator

i-Topup : New Application (Registration & Revocation)

Upload File

Choose File VEMEM12_20...00007801.csv

The maximum upload file size : 10MB

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

Back Next

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

Step 11:

Select 'Next'.

i-Topup : New Application

i-TOPIUP INFORMATION | i-TOPIUP DETAIL | i-TOPIUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By:

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY) (?)	Effective Contribution Month
1				REGISTRATION	3	01/2026	02/2026
2				REGISTRATION	3	01/2026	02/2026

12

Step 12:

If the employee information shown is correct, select **'Next'**.

i-Topup : New Application

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

Summary

Employer Name: [Redacted]

Employer No.: [Redacted]

Total Records: 2

Showing 1 to 2 of 2

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY)	Effective Contribution Month
1	[Redacted]	[Redacted]	[Redacted]	Registration	3	01/2026	02/2026
2	[Redacted]	[Redacted]	[Redacted]	Registration	3	01/2026	02/2026

<< < 1 > >>

(13) I/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 (14)

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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
 © KWSP 2019. All rights reserved

Step 13:

Tick at **Employer verification**.

Step 14:

Select **'Submit'**.

KWSP EPF

EN | BM Logout

Employer No: [REDACTED]
Role: Administrator

Application Summary

Submission Date	16/01/2026 16:25:40
Filename	VEMEM01/2026_000008705
Employer No.	[REDACTED]
Employer Name	[REDACTED]
KWSP17A (AHL) Registration Record No.	2

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CONTRIBUTION STATEMENT

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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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Step 15:

Select 'Download'.

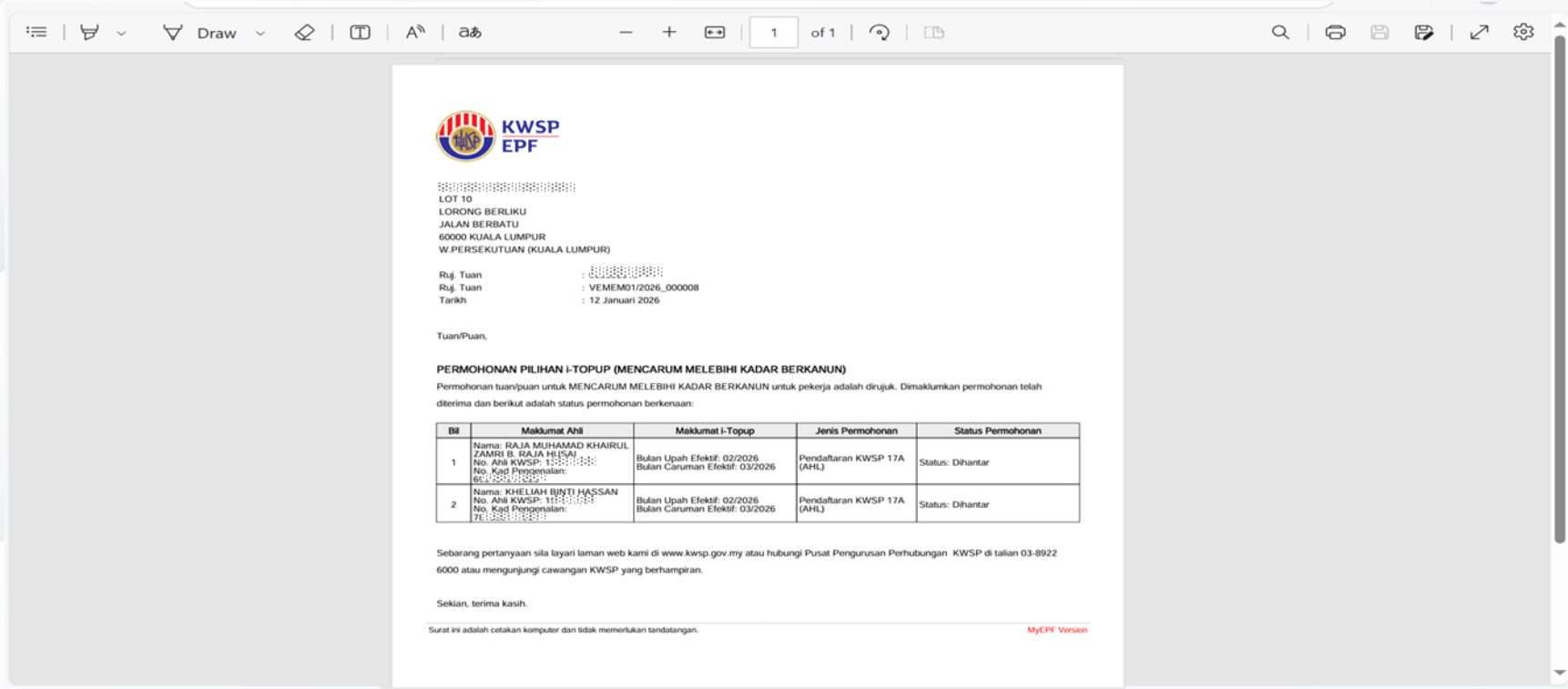
The screenshot shows the KWSP EPF portal interface. On the left is a dark blue sidebar with navigation icons for EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, i-TOPUP, and MORE. The main content area displays an 'Application Summary' with the following details:

Submission Date	16/01/2026 16:25:40
Filename	VEMEM01/2026_000008705
Employer No.	[Redacted]
Employer Name	[Redacted]
KWSP17A (AHL) Registration Record No.	2

At the bottom of the summary are 'Download' and 'Home' buttons. A 'Downloads' notification window is overlaid on the right, showing a PDF file named 'VE_014270167_20260113173234.pdf' with an 'Open file' link. A red circle with the number '16' highlights the notification area. The top right of the page has a 'Logout' button. A 'WhatsApp Us' button is located at the bottom right of the page. The footer contains social media icons and a disclaimer: 'Terms & Conditions | Privacy Policy | Security Policy | Disclaimer | Online Security Tips | Site Map. Best viewed in Chrome version 69 or later, Firefox 61 and later, Safari 11 and later, or Edge 16 and later. © KWSP 2019. All rights reserved.'

Step 16:

i-Topup application has been successfully downloaded to your device, select **Open File** to access the form.



Screen will be displayed **Employee Share Registration** in PDF format for your references.

Note:
Ensure that your device has the latest version of **Adobe Acrobat Reader**, so your documents in PDF format are displayed properly.

Quick Guide: CSV File

This format is only for Malaysian i-Topup Registration and Revocation

File (excel) Comma Separated Value format (CSV) is a form of **employee data for i-Topup Registration & Revocation**. Employer needs to ensure that the data follows the approved format given by EPF as shown below.

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2				
3				
4				

Step 1:

Complete the details as per below:


- Row 1 – **Column header**
- Column A – **Employee MyKad No.**
- Column B – **Employee EPF No.**
- Column C – **Employee Name**
- Column D – **New Additional Employee's Share Rate (%)**



Step 2:

Enter **Employee MyKad No.** without dash (only digit) for **Malaysian employee** as follows:

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	710202034231			
3				
4				




	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11			
3				
4				

After click
ENTER

For **Employee MyKad No.** starting with the **number 0**, please insert a ' symbol in front of the number as follows:

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	'000102452341			
4				



	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	000102452341			
4				

After click
ENTER



Step 3:

Key in **Employee EPF No.** as follows:

- 8 digits only.
- for employee EPF No. starting with the **number 0**, please insert a ' symbol in front of the number.

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	000102452341	'02347686		
4				

Step 4:

Key in **Employee Name** as follows:

- 80 characters only
- special characters that ALLOWED in Employee Name are @ ' / - () . and \

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	000102452341	02347686	Ha-risz @ Haris	
4				



Step 5:

Enter **New Additional Employee's Share Rate (%)** as follows:

- enter New Additional Employee's Share Rate (%) as agreed by employees.
- for Revocation, please key in as rate 0%
- column New Additional Employee's Share Rate (%) cannot be blank.

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	000102452341	02347686	Ha-risz @ Haris	0
4				

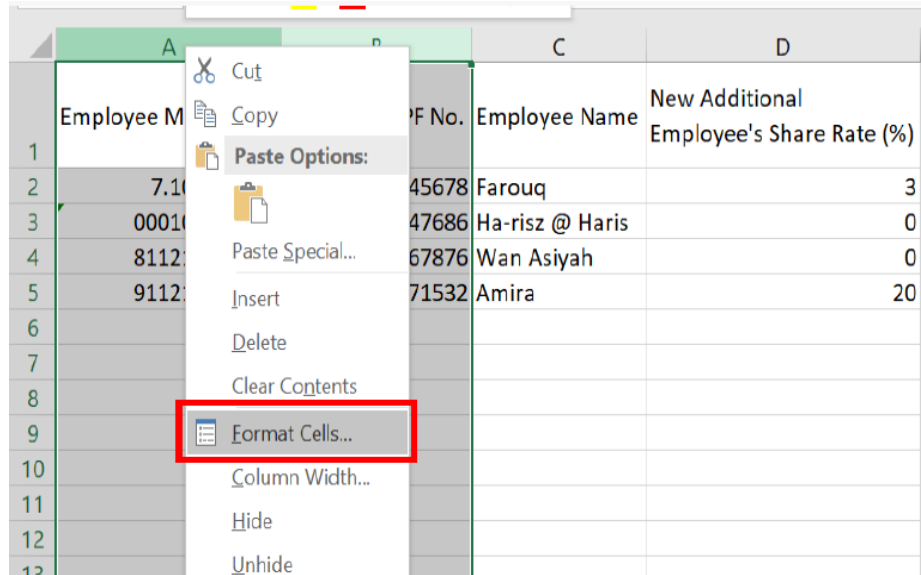
Step 6:

Highlight the **Employee MyKad No.** and **Employee EPF No.** (Column A & B)

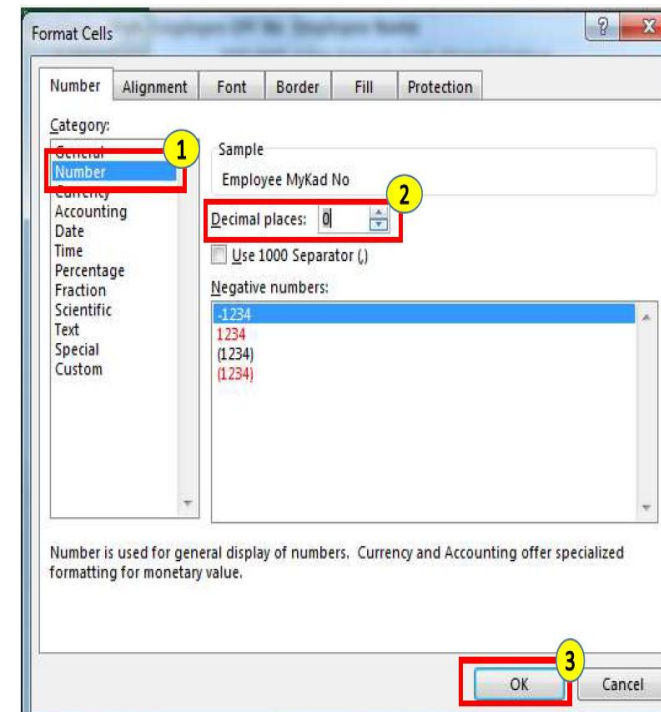
	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	7.10202E+11	12345678	Farouq	3
3	000102452341	02347686	Ha-risz @ Haris	0
4	811212092134	34567876	Wan Asiyah	0
5	911213072134	45671532	Amira	20
6				
7				

Step 7:

- **Right click.**
- Then, select '**Format Cells**'

**Step 8:**

- Select '**Number**'
- Change *decimal places* to '**0**'
- Select '**OK**'



Step 9:

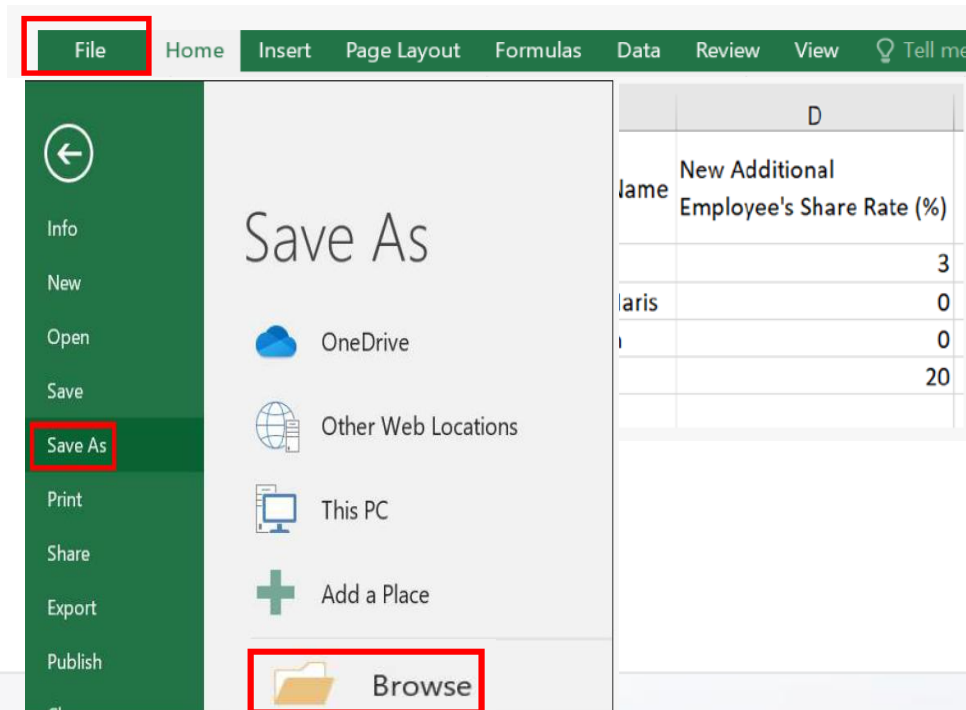
The view of the data (excel format) will be shown as below

	A	B	C	D
	Employee MyKad No.	Employee EPF No.	Employee Name	New Additional Employee's Share Rate (%)
1				
2	710202034231	12345678	Farouq	3
3	000102452341	02347686	Ha-risz @ Haris	0
4	811212092134	34567876	Wan Asiyah	0
5	911213072134	45671532	Amira	20
6				

The following are the steps to save the file

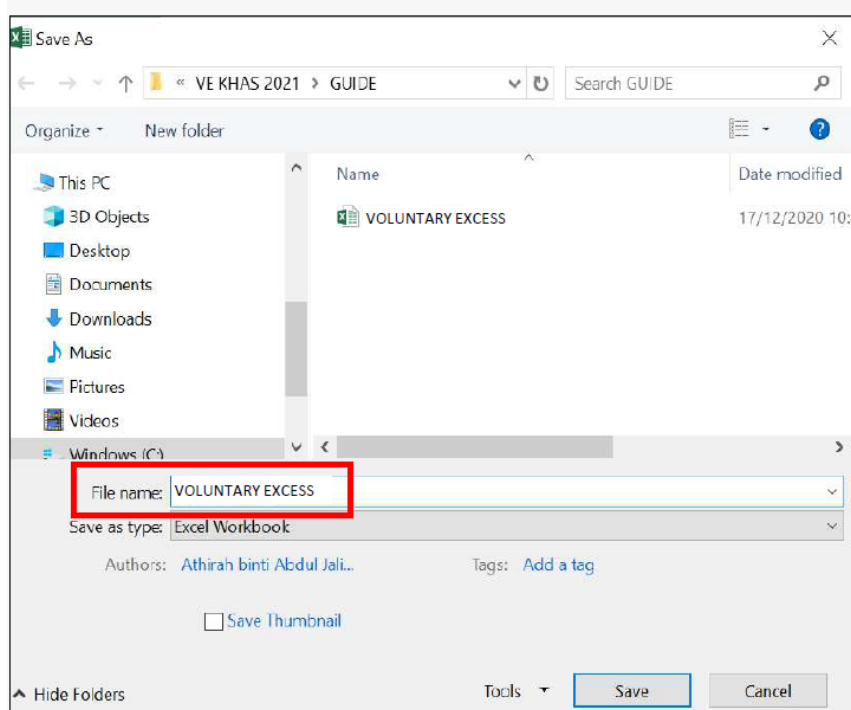
Step 10:

- Select **'File'**
- Select **'Save As'**
- Select **'Browse'** – choose the location to save the file (example: Desktop)

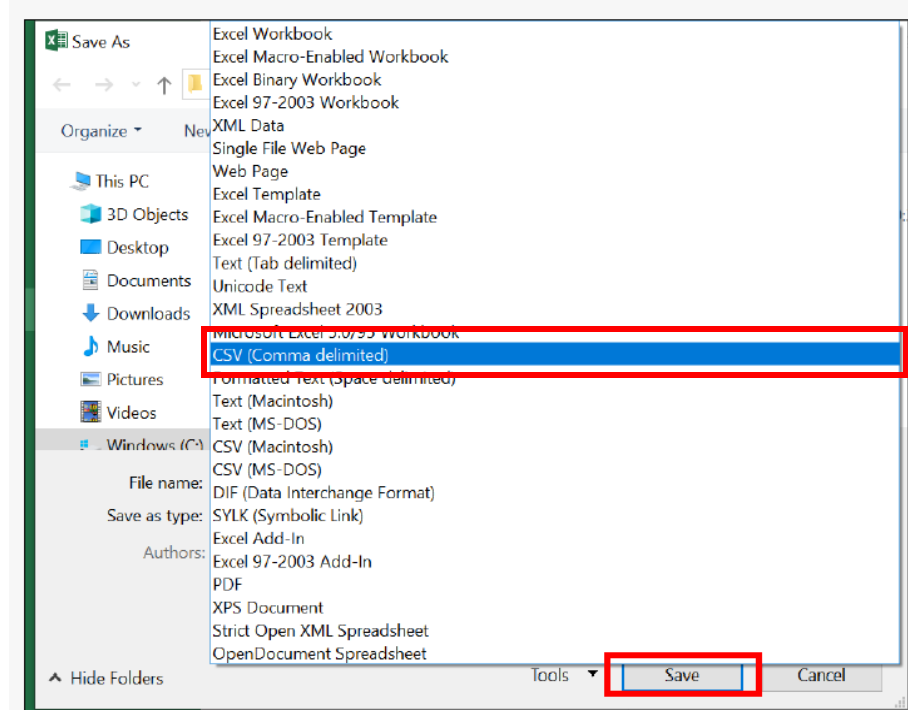


Step 11:

At File name, name the file

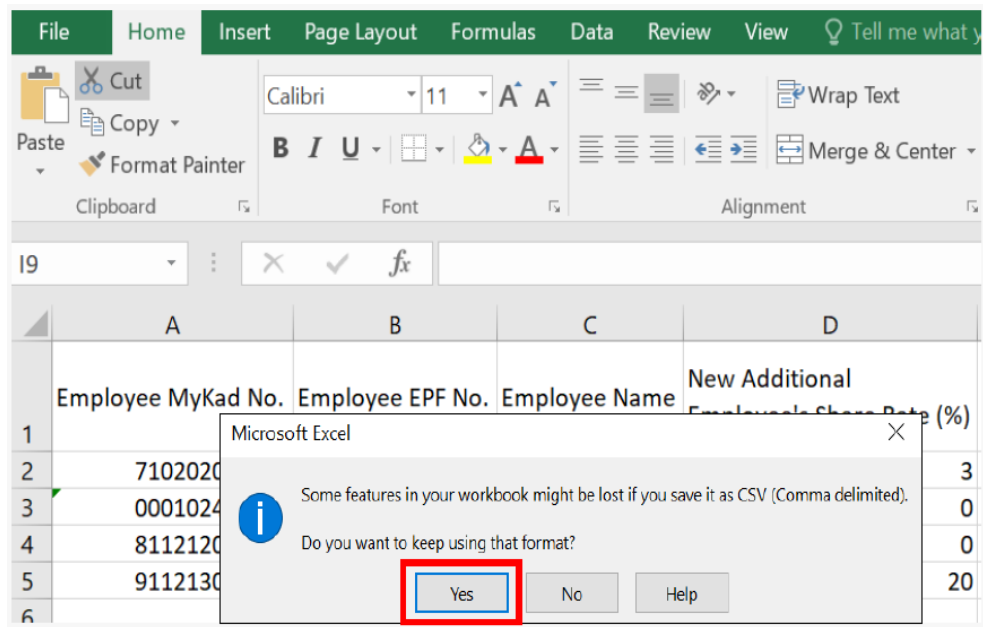
**Step 12:**

- Select Save type as **CSV (Comma delimited)**
- Select **'Save'**

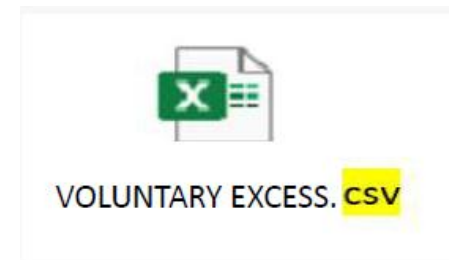


Step 13:

A message will be displayed as shown below. Select **'Yes'**

**Step 14:**

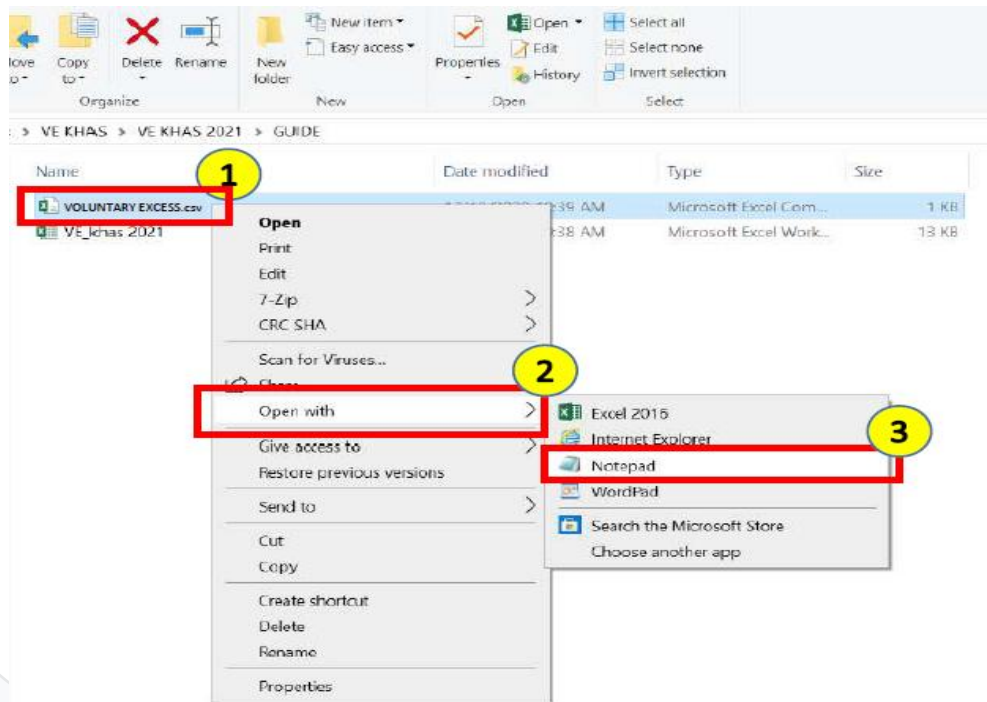
Search for the file that has been saved and is ready to be uploaded to i-Akaun (Employer). Example of file - **VE_khas 2022.csv**



You can **check the data** through **notepad/ notepad++** before upload the CSV file at i-Akaun (Employer)

1. Right click on the CSV file.
2. Select **'Open with'**
3. Select **'Notepad'**

Example of good data in Notepad dan Notepad ++



```

1 Employee MyKad No.,Employee EPF No.,Employee Name,New Additional Employee's Share Rate (%)
2 710202034231,12345678,Faroug,3
3 000102452341,02347686,Ha-risz @ Haris,0
4 811212092134,34567876,Wan Asiyah,0
5 911213072134,45671532,Amira,20
6
7
    
```

You can check the data that **does not meet the CSV criteria** through **notepad/ notepad++** before upload the CSV file at i-Akaun (Employer)

i) Example of data that containing **errors via Notepad**

```

1 Employee MyKad No.,Employee EPF No.,Employee Name,New Additional Employee's Share Rate (%)
2 710202034231,12345678,Farouq,3
3 000102452341,02347686,Ha-risz @ Haris,0
4 811212092134,34567876,Wan Asiyah,0
5 911213072134,45671532,Amira,20
6 '
7 '
8 '
    
```

Example: You need to delete the row in excel because there are some hidden data in these three rows

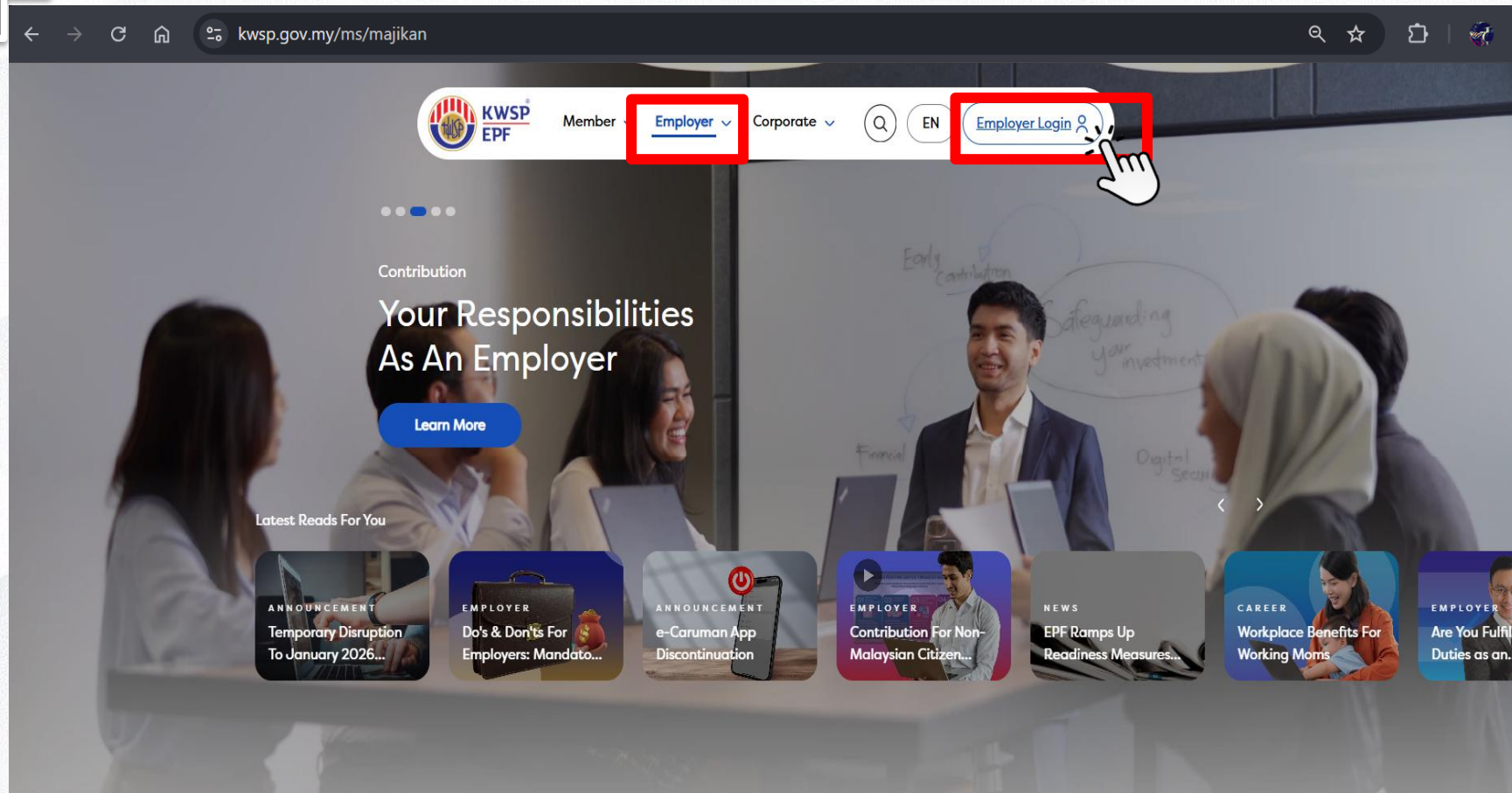
ii) Example of data that containing **errors via Notepad++**

```

1 No. MyKad Pekerja,No. KWSP Pekerja>Nama Pekerja,Kadar Tambahan Baharu Syer Pekerja (%)
2 710202034231,12345678,Farouq,3
3 000102452341,02347686,Ha-risz @ Haris,0
4 811212092134,34567876,Wan Asiyah,0
5 911213072134,45671532,Amira
    
```

Example: You need to delete the space after name Amira in excel because there are hidden space after Amira

Submission of Contribution based on the new rate Employee/ Employer Share



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **Employer Login**.

Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

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

Next



Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, select **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

Back

Login



Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Select **Login**.



The screenshot shows the KWSP EPF Administrator interface. On the left sidebar, the 'CONTRIBUTION' menu is highlighted with a red box and a circled '4'. A dropdown menu is open, with 'SUBMIT CONTRIBUTIONS' highlighted by a red box and a circled '5'. The main content area displays a welcome message for Ahmad Albab, an active employer, and a notification about a received contribution payment for January 2026. A circular gauge shows 47 outstanding items. Below this, there is a table of pending payments for November 2025, with two entries showing 'Submitted' form status and a 'Proceed Payment' button for each. A right-hand navigation menu includes options like 'CONTRIBUTION STATEMENT', 'NOTICE', 'RECEIPT', 'CALCULATOR', 'TRANSACTION HISTORY', 'ELIGIBILITY TO CONTRIBUTE', 'HELP', and 'ENQUIRY'. A 'WhatsApp Us' button is located at the bottom right of the dashboard.

Step 4:

Select '**Contribution**' menu on the left-side of the screen.

Step 5:

Then, select '**Contribution**' → '**Submit Contribution**'

Employer No: [REDACTED]
Role: Administrator

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

This payroll system provides employers the facility to submit Form A contributions and payments. [Click here](#)

Submit Contributions

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

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: January 2026

Wage Month: December 2025

Back Next

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

WhatsApp Us

Terms & Conditions | Privacy Policy | Security Policy | Disclaimer | Online Security Tips | Site Map
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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Step 6:

Select 'Contribution Month' and 'Year' from the dropdown list.

Step 7:

Select 'Next'.

Submit Contribution

CONTRIBUTION MONTH **CONTRIBUTION DETAILS** **PAYMENT**

You have a Pending Payment and/or Draft Form. To complete contribution payment for the selected month, please select one (1) item. If you want to submit a new contribution form, please click Make New Submission.

Pending for Payment

Please select item to proceed with the payment.

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Form Status	Payment Status	Last Update	Action
No Records Found								

Draft Form

Please select draft to edit

No.	File Name	Contribution Month	Number of Employee	Total Contributions (RM)	Last Update	Action
1	FA01/2026_000135601_DRAFT	01/2026	12	5,444.00	19/01/2026 10:15 AM	Continue

Active i-Topup (Employee's Share)

This section displays your employees' i-Topup application details.

Status	Action
Active	Download

Back **Make New Submission**

8

Step 8:

At the table in 'Draft Form', select 'Continue'.

Draft Form

CONTRIBUTION DETAILS PAYMENT

Contribution Details

Please edit & verify the employee contribution details

Contribution Month: January 2026
Wage Month: December 2025

Search Employee By: All Record Search

Download Active i-Topup (?)

No.	Member No.	Identification No.	Name [?]	Wage (RM) [?]	Contribution (RM)		
					Employer	Employee	
1		Passport		2,000.00	40.00	40.00	
2		MyKad No.		2,500.00	325.00	275.00	
3		Passport		3,000.00	60.00	60.00	
4		Passport		3,000.00	60.00	60.00	

Add Employee

Number of employees added to the form: 4

Total Employer/Employee Contribution (RM):
Employer: 485.00 Employee: 435.00

Total Payable Contribution (RM): 920.00

I confirm that:
i. The information submitted in Form A is true, correct and refers to employees named in the Form A; and
ii. Contributions paid are:-
a. not less than the 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
iii. I comply with the stipulated terms and conditions.

Back Save as Draft Next


Step 9:

Fill in each employee's information to submit contributions. Then, tick at **Employer verification**.

Step 10:

Select 'Next'.

Notes:

- If there is an error when entering an employee information, select icon 
- If there are an additional employees to be registered for new employee/ employer share, select 'Add Employee'
- If you wish to save the employee information that has been added and proceed with the next action later, select 'Save as Draft'

The screenshot displays the KWSP EPF portal interface. At the top, there is a navigation bar with the KWSP EPF logo, a shopping cart icon with a '2' notification, an envelope icon, and language options 'EN | BM'. A 'Logout' button is visible in the top right corner. Below the navigation bar, there is a table with four rows of contribution details. The table has columns for item number, description, and three monetary values. Row 1: 'Passport', 2,000.00, 40.00, 40.00. Row 2: 'MvKad No.', 2,500.00, 325.00, 275.00. Row 3: 'Passport', 3,000.00, 60.00, 60.00. Row 4: 'Passport', 3,000.00, 60.00, 60.00. Below the table is an 'Add Employee' button. A modal window is overlaid on the screen with the title 'Reminder: i-Topup Contribution'. The modal contains a red bell icon, the text 'Do not miss i-Topup contributions for employees who have registered for i-Topup', and two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a red box and the number '11' in a red circle. Below the modal, there are buttons for 'Back', 'Save as Draft', and 'Next'. At the bottom right, there is a 'WhatsApp Us' button.

No.	Description	Amount 1	Amount 2	Amount 3	Action
1	Passport	2,000.00	40.00	40.00	
2	MvKad No.	2,500.00	325.00	275.00	
3	Passport	3,000.00	60.00	60.00	
4	Passport	3,000.00	60.00	60.00	

Number of employees added to the form

Total Employer/Employee Contribution (RM)

Total Payable Contribution (RM)

I confirm that:

- The information submitted in Form A
- Contributions paid are:
 - not less than the minimum con
 - in accordance with the rates in
- I comply with the stipulated terms ar

Employee

435.00

920.00

Save as Draft

Next

WhatsApp Us

Step 11:

A reminder message will be displayed.
Select '**Proceed**' to continue.

Notes:

- A reminder message is displayed to ensure that i-Topup contribution for m
- If employer select '**Cancel**', screen will navigate back to the previous screen.



Submit Contributions

CONTRIBUTION MONTH CONTRIBUTION DETAILS PAYMENT

Payment

Total Payable Contribution (RM) 920.00

Payment Method

Pay Now Add to Cart [?]

Back Proceed

WhatsApp Us

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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
 © KWSP 2019. All rights reserved.

Step 12:

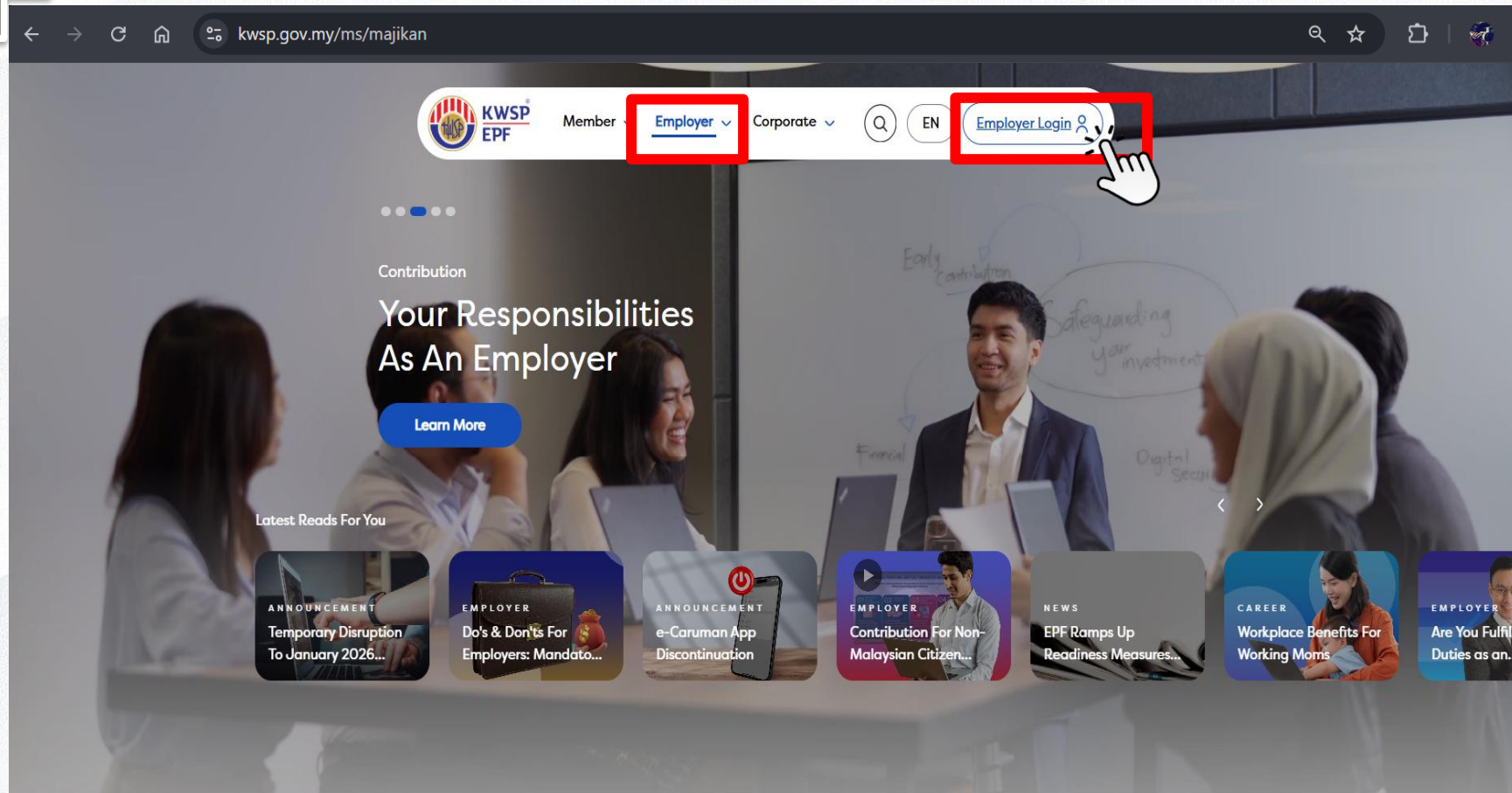
Employer may continue to make contribution payments as per current procedures.

Note:

Make sure that contribution details are submitted together with the payment to avoid any unnecessary issues.

Employee/ Employer Share Revocation

i-Topup cancellation can only be done if it has been previously registered.



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **Employer Login**.

Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

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

Next



Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, select **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

Back

Login



Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Select **Login**.



4

5

Employer No: [Redacted]
Role: Administrator

Welcome **Ahmad Albab** Administrator
Employer Status: Active
Last login: 12-January-2026 03:19:16 PM

We appreciate your prompt submission of contribution before 15th January 2026.

Current Month: January 2026
Wage Month: December 2025
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.

42 Outstanding Items

Pending for Payment (?)

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

File Name	Form Status	Payment Status	
FA11/2025_000133602	Submitted	Unsuccessful	Proceed Payment
FA11/2025_000133404	Submitted	-	Proceed Payment

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'New Application (Registration & Revocation)'.

The screenshot displays the 'i-Topup : New Application (Registration & Revocation)' page. The interface includes a top navigation bar with the KWSP EPF logo, user information (Employer No., Role: Administrator), and utility icons (shopping cart, mail, language, and logout). A left sidebar contains menu items: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, i-TOPUP, and MORE. The main content area is divided into four tabs: i-TOPUP INFORMATION, i-TOPUP DETAIL, i-TOPUP PREVIEW, and ACKNOWLEDGEMENT. The 'i-Topup Type' section has radio buttons for 'Employee's Share [?]' and 'Employer's Share'. The 'Application Type' section has radio buttons for 'Blank Form', 'Copy from previous Contribution Statement', and 'Upload file CSV'. A modal dialog box is centered on the screen, containing the text: 'Kindly ensure you have received the application form Pendaftaran / Pembatalan Caruman Melebihi Kadar Berkanun (Syer Pekerja) - KWSP17A (AHL) / KWSP18A (AHL)'. Below the text is a blue 'OK' button, which is highlighted with a red rectangle and a red circle containing the number '6'. A 'Next' button is located at the bottom right of the main form area. A 'WhatsApp Us' button is visible in the bottom right corner of the page.

Step 6:

A reminder message will be displayed. Select 'OK' to proceed to the next action.

Employer No: [REDACTED]
Role: Administrator

i-Topup : New Application (Registration & Revocation)

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup 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 employees, you can either add a new employee record, or delete any existing record.
2. i-Topup is only eligible to be applied by members aged 75 years and below.

Next

IMPORTANT

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

WhatsApp Us

Step 7:

- Select i-Topup Type → **Employee Share.**
- Select Application Type → **Blank Form.**
- Select **'Next'**.

Step 8:

No employee data will be displayed. Select **'Add Employee'** to add the details of employee that applying for i-Topup.

i-Topup : New Application

i-TOPUP INFORMATION | i-TOPUP DETAIL | i-TOPUP PREVIEW | ACKNOWLEDGEMENT

i-Topup (Employee's Share)

Search Employee By: All Record [Search]

Add New Employee

Employee Identification

Search Criteria: EPF No. [9]

[Search]

Result

Member Number	Identification No.	Name

[Reset] [Add] [10]

Step 9:

- Choose Search Criteria as '**EPF No.**'
- Enter **EPF No** of the employee and select '**Search**'.

Step 10:

The search result are displayed. If the employee information shown is correct, select '**Add**'.

Nota:

Employer can choose preferred **Search Criteria** by using 'EPF No.', 'MyKad No.' or Old IC'.

The screenshot shows the 'i-Topup : New Application' page. The left sidebar contains navigation options: EMPLOYER INFO, CONTRIBUTION, REGISTER EPF MEMBER, OUTSTANDING ITEM, e-PAYROLL, i-TOPUP, and MORE. The main content area has tabs for 'i-TOPUP INFORMATION', 'i-TOPUP DETAIL', 'i-TOPUP PREVIEW', and 'ACKNOWLEDGEMENT'. Below the tabs is a search bar for 'i-Topup (Employee's Share)'. A table with 8 columns (No., Member No., Identification No., Name, Application Type, i-Topup Rate (%), Effective Wage Month, Effective Contribution Month) contains one row. The 'Application Type' dropdown menu is open, showing 'Registration' and 'Revocation' options. The 'Revocation' option is highlighted with a red box and a red circle containing the number '11'. Below the table are buttons for 'Back', 'Reset', 'Add Employee', 'Save as Draft', and 'Next'. The right sidebar contains utility links: CONTRIBUTION STATEMENT, NOTICE, RECEIPT, CALCULATOR, TRANSACTION HISTORY, ELIGIBILITY TO CONTRIBUTE, HELP, and ENQUIRY.

Step 11:
Select Application Type as 'Revocation'.

Step 12:

Select **'Next'** after adding employee information that registered new employee share.

The screenshot shows the 'i-Topup : New Application' form. At the top, there are navigation tabs: 'i-TOPUP INFORMATION', 'i-TOPUP DETAIL', 'i-TOPUP PREVIEW', and 'ACKNOWLEDGEMENT'. The 'Summary' section contains the following fields:

- Employer Name: [Redacted]
- Employer No.: [Redacted]
- Total Records: 1

Below the summary, it says 'Showing 1 to 1 of 1'. A table displays the application details:

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month (MM/YYYY)	Effective Contribution Month
1	[Redacted]	[Redacted]	[Redacted]	Revocation	0	02/2026	03/2026

At the bottom of the form, there is a confirmation checkbox with the text: 'I/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.' This checkbox is annotated with a red circle containing the number '13'. To the right of this text is a 'Submit' button, which is annotated with a red circle containing the number '14'. There is also a 'Back' button on the left.

Step 13:

Tick at **Employer verification**.

Step 14:

Select '**Submit**'.



Employer No. [redacted]
Role: Administrator

EMPLOYER INFO

CONTRIBUTION

REGISTER EPF MEMBER

OUTSTANDING ITEM

e-PAYROLL

i-TOPUP

MORE

Application Summary

Submission Date	15/01/2026 10:10:28
Filename	VEMEM01/2026_000008701
Employer No.	[redacted]
Employer Name	[redacted]
KWSP18A (AHL) Record Revocation No.	1

15

Download Home

CONTRIBUTION STATEMENT

NOTICE

RECEIPT

CALCULATOR

TRANSACTION HISTORY

ELIGIBILITY TO CONTRIBUTE

HELP

ENQUIRY

Step 15:

Select 'Download'.



16 Downloads

VE_000000019_20260115101113.pdf
Open file

See more

Application Summary

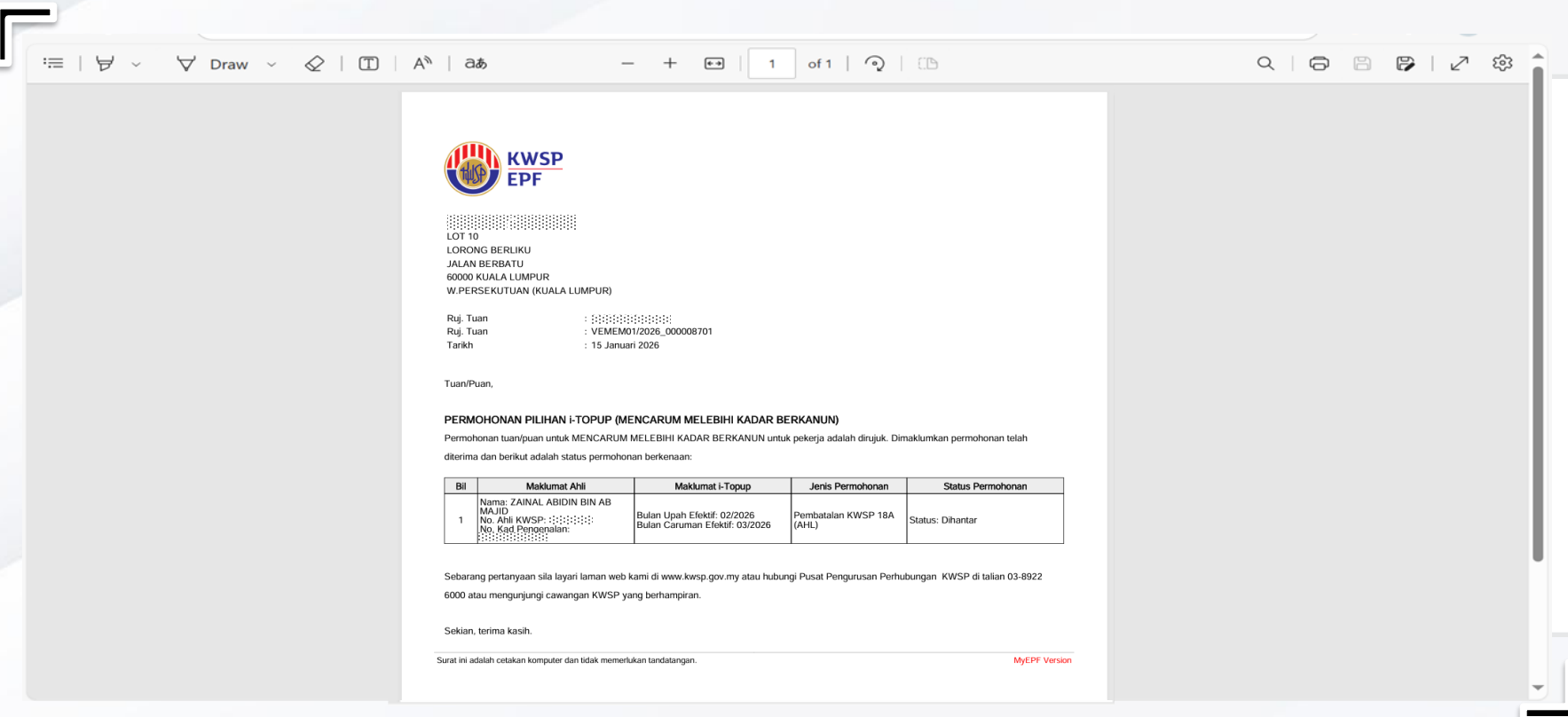
Submission Date	15/01/2026 10:10:28
Filename	VEMEM01/2026_000008701
Employer No.	[Redacted]
Employer Name	[Redacted]
KWSP18A (AHL) Record Revocation No.	1

Download Home

NOTICE
RECEIPT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

Step 16:

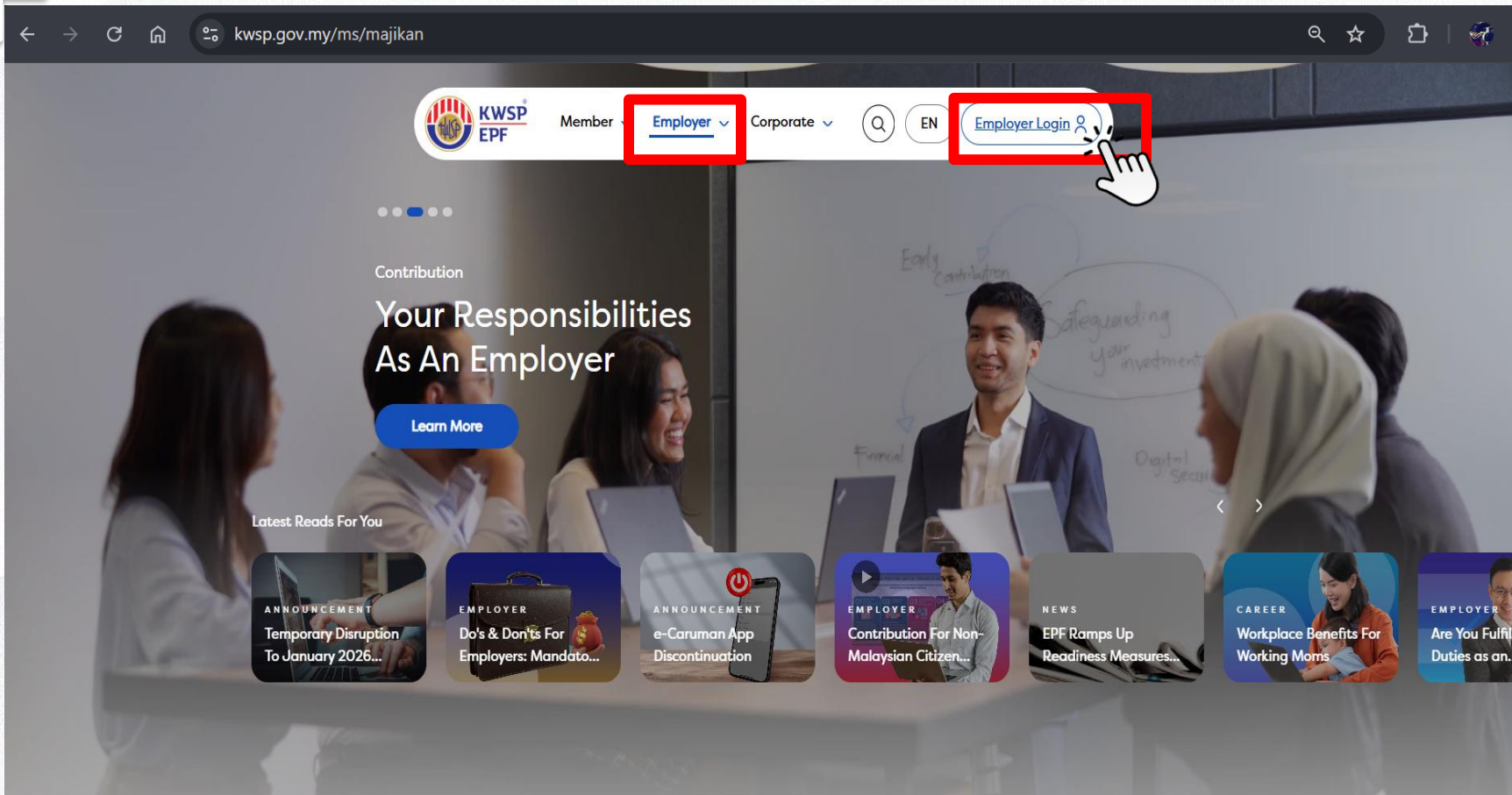
i-Topup application has been successfully downloaded to your device, select **Open File** to access the form.



Screen will be displayed **Employee Share Revocation** in PDF format for your references.

Note:
Ensure that your device has the latest version of **Adobe Acrobat Reader**, so your documents in PDF format are displayed properly.

i-Topup Application History



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **Employer Login**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

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

Next



Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, select **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

Back

Login



Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Select **Login**.



Employer No: [REDACTED]
Role: Administrator

EMPLOYER INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
e-PAYROLL
i-TOPUP
APPLICATION VIA I-AKAUN (MEMBER)
APPLICATION VIA I-AKAUN (EMPLOYER)
MORE

Welcome Amelinall Administrator
Employer Status: Active
Last login: 12-January-2026 04:52:22 PM

Thank you. We have received contribution payment for January 2026
Current Month: January 2026
Wage Month: December 2025
Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.
Submit Contributions

20 Outstanding Items
View Details

Pending for Payment (?)

DID YOU KNOW?
Contributing for Employees on is Mandatory
... permanent, contract, part-time, and temporary staff
... OF WAGES (SECTION 2, EPF ACT 1991)
... to all remuneration in money due to an employee under a contract of service or ... ship, including bonuses, commissions and allowances, regardless of the method or frequency of payment.
Ensure contributions are made according to the rate and wage definition under the EPF Act 1991.

Logout EN | BM WhatsApp Us

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'Application History'.

Employer No: [REDACTED]
Role: Administrator

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

i-Topup: Application History

Search Criteria

I-Topup Type: Submission Status:

Last Update Date From: Last Update Date To:

No	File Name	I-Topup Type	Total Records	Created Date	Last Updated Date	Submission Status	Action
1	VEMEM12/2025_000007801	Employee Share	1	18-Dec-2025 10:47:15 AM	18-Dec-2025 10:47:14 AM	Processing	
2	VEEMP12/2025_000004802	Employer Share	1	15-Dec-2025 10:15:52 AM	15-Dec-2025 10:15:52 AM	Processing	
3	VEMEM12/2025_000007502	Employee Share	1	15-Dec-2025 10:13:34 AM	15-Dec-2025 10:13:34 AM	Processing	
4	VEEMP12/2025_000004801	Employer Share	2	14-Dec-2025 06:55:26 PM	14-Dec-2025 06:55:26 PM	Processing	
5	VEMEM12/2025_000007501	Employee Share	2	14-Dec-2025 06:53:25 PM	14-Dec-2025 06:53:25 PM	Processing	
6	VEEMP12/2025_000004601	Employer Share	4	03-Dec-2025 11:12:52 PM	03-Dec-2025 11:12:52 PM	Rejected	
7	VEEMP10/2025_000003901	Employer Share	1	23-Oct-2025 04:17:55 PM	23-Oct-2025 04:17:54 PM	Processing	
8	VEMEM10/2025_000006001	Employee Share	2	09-Oct-2025 03:06:37 PM	09-Oct-2025 03:06:37 PM	Processing	
9	VEEMP10/2025_000003601	Employer Share	2	06-Oct-2025 12:18:12 PM	06-Oct-2025 12:18:12 PM	Successful	
10	VEMEM10/2025_000005902	Employee Share	2	06-Oct-2025 12:16:23 PM	06-Oct-2025 12:16:23 PM	Successful	

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



Step 6:

Screen on i-Topup Application History will be displayed. Select 'File Name' to view more info.



Employer No: [REDACTED]
Role: Administrator

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

VEEMP10/2025_000003601

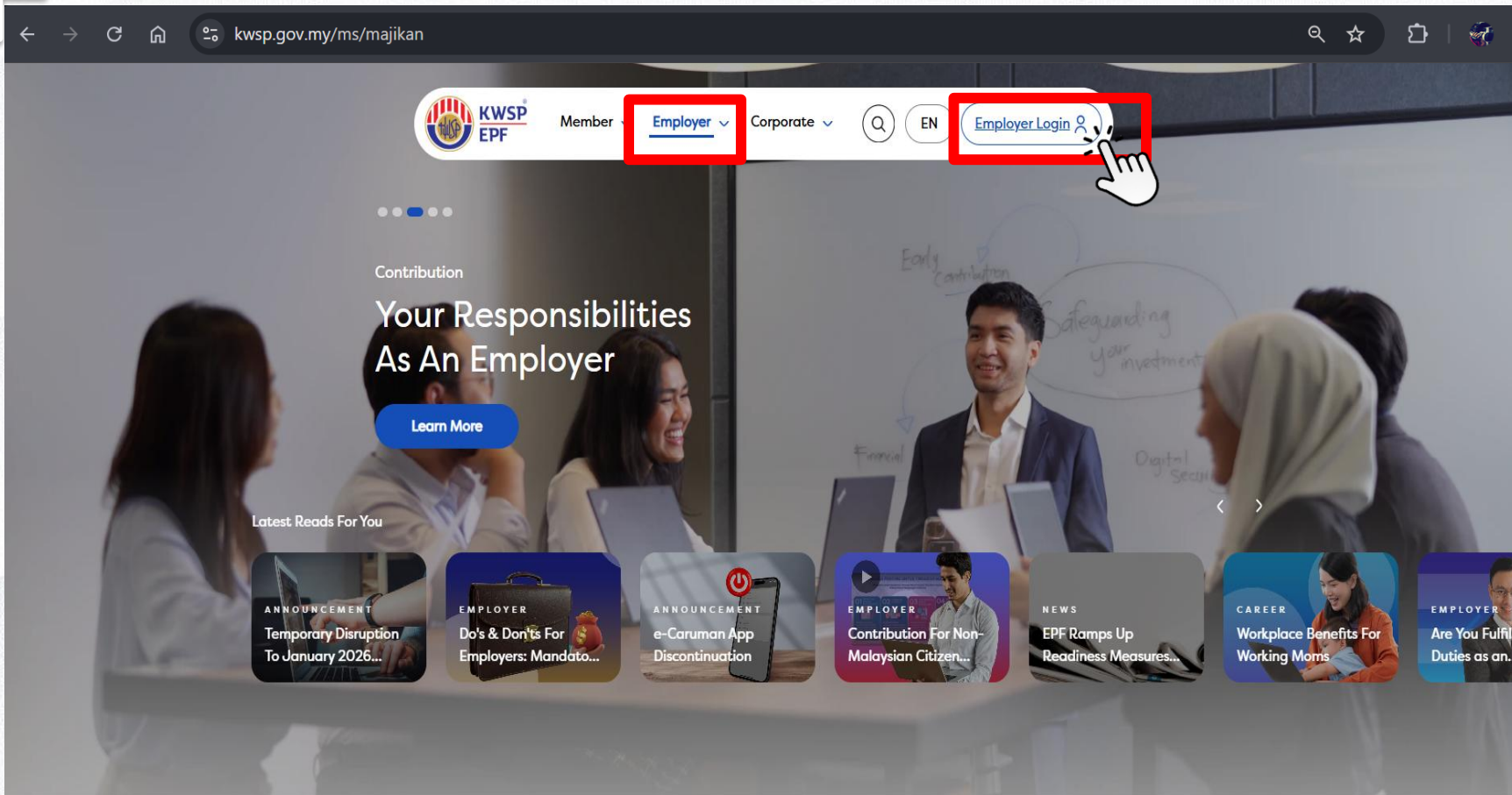
Search Employee By

No.	Member No.	Identification No.	Name	Application Type	i-Topup Rate (%)	Effective Wage Month	Effective Contribution Month	Registration Date	Submission Status	Reject Code & Description
1	[REDACTED]	[REDACTED]	[REDACTED]	Registration	5	OCT 2025	NOV 2025	10/6/25 12:18 PM	Successful	
2	[REDACTED]	[REDACTED]	[REDACTED]	Registration	5	OCT 2025	NOV 2025	10/6/25 12:18 PM	Successful	

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

Screen will be displayed on detail information for i-Topup Application from the selected File Name.

i-Topup Inquiry



Step 1:

- Navigate to www.kwsp.gov.my.
- Select **Employer** tab. Then, select **Employer Login**.

Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



i-Akaun (Employer)

USER ID

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

Next



Step 2:

- Enter **User ID** (EPF Employer No.).
- Then, select **Next**.



Welcome to i-Akaun (Employer)



REMINDER TO EMPLOYERS

Please ensure contribution payments are made by **the 15th of each month** to avoid late payment charges.



Security Image:



Secret Phrase: qwert1234

i-Akaun (Employer)

PASSWORD

Back

Login



Step 3:

- Verify **Security Image** and **Secret Phrase**.
- Enter **password**.
- Select **Login**.



Employer No: [REDACTED]
Role: Administrator

WELCOME Ameinall Administrator
Employer Status: Active
Last login: 13-January-2026 01:40:20 PM

We appreciate your prompt submission of contribution before 15th January 2026.

Current Month:	January 2026
Wage Month:	December 2025
No. of Days Left:	7 Days Left

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

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Outstanding Items

[Submit Contributions](#) [View Details](#)

Pending for Payment (?)

WhatsApp KWSPMalaysia is now live!
Contact us on WhatsApp for assistance or information related to EPF.
Official KWSPMalaysia WhatsApp channel, you can:
- Register on EPF products and services via a guided menu
- Ask common questions powered by Artificial Intelligence (AI)
- Live Chat for further assistance

<https://10.0.60.40/employer/employer/employer/voluntary-excess/inquiry?direction=leftmen>

Navigation Menu:
EMPLOYER INFO
CONTRIBUTION
REGISTER EPF MEMBER
OUTSTANDING ITEM
e-PAYROLL
i-TOPUP
APPLICATION VIA i-AKAUN (MEMBER)
APPLICATION VIA i-AKAUN (EMPLOYER)
MORE

Right Side Menu:
CONTRIBUTION STATEMENT
NOTICE
RECEIPT
CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

Step 4:

Select 'i-Topup' menu on the left-side of the screen.

Step 5:

Then, select 'Application via i-Akaun (Employer)' → 'i-Topup Inquiry'.

Employer No.: [Redacted]
Role: Administrator

i-Topup: Inquiry

Search Criteria

Member No. :

Submission Status : All

Submission Method : All

i-Topup Status : All

i-Topup Type : All

Last Update Date From : Last Update Date To :

Search

Submission Method: Online

No	Member No.	Name	New Rate (%)	Effective Wage Month	Effective Contribution Month	i-Topup Status	Registration Date	Acknowledgment Date & Time	i-Topup Type	Status
No Records Found										

Submission Method: Manual

Showing 1 to 6 of 6

No	Member No.	Identification No.	Name	New Rate (%)	Effective Wage Month	Effective Contribution Month	Registration Date	i-Topup Type	Application Type	Status	Action
1	[Redacted]	[Redacted]	[Redacted]	3	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employee Share	Registration	Successful	Edit
2	[Redacted]	[Redacted]	[Redacted]	3	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employee Share	Registration	Successful	Edit
3	[Redacted]	[Redacted]	[Redacted]	5	10/2025	11/2025	07-Oct-2025 10:33:49 AM	Employer Share	Registration	Successful	Edit

Step 6:

Screen of i-Topup inquiry will be displayed.

Note:

"Submission Method: Manual" refers to the i-Topup application (**registration or revocation**) submitted using **KWSP 17A/18A [AHL]** form and forwarded to the employer for processing via i-Akaun (Employer)

THANK YOU

