



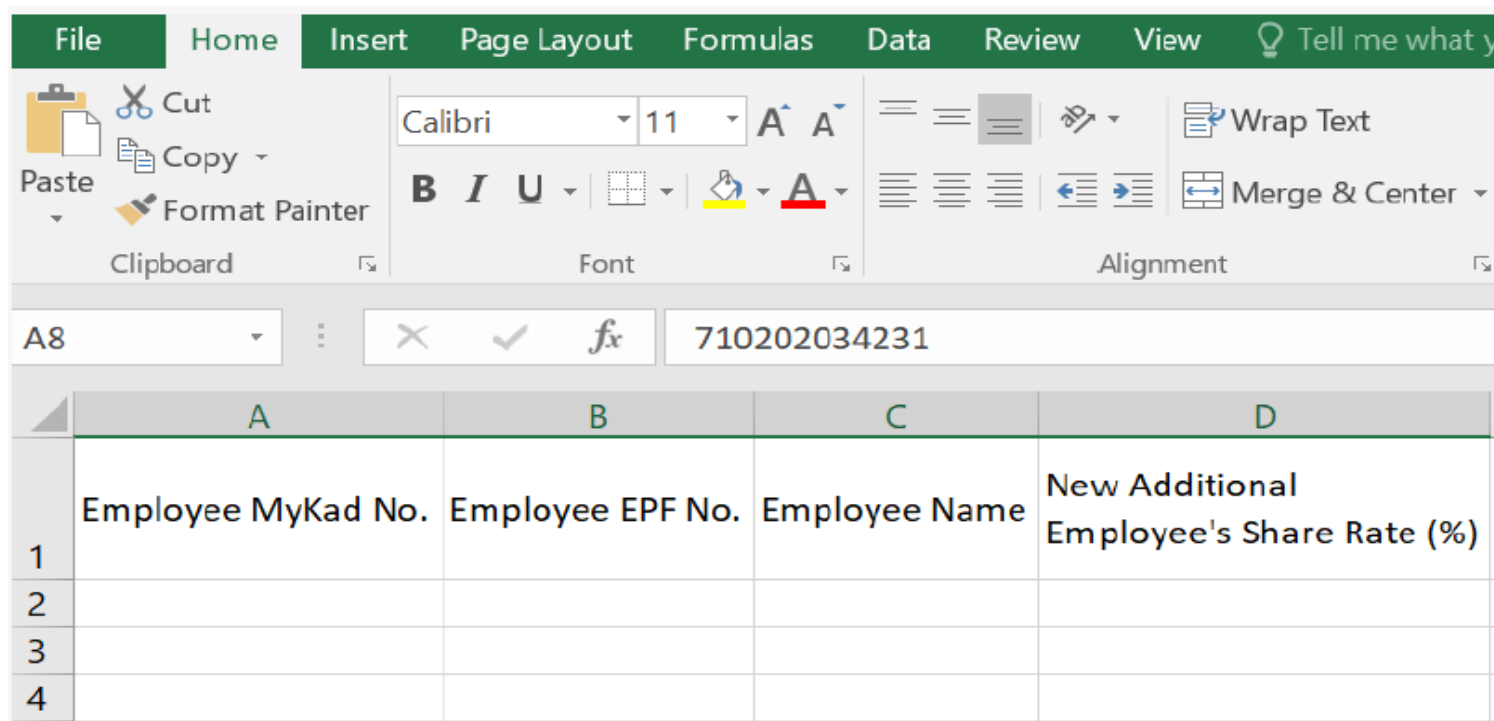
# EASY GUIDE

**i-Akaun (Employer)**

**Quick Guide CSV File**

A CSV (Comma Separated Values) file is a file format used to store data in a tabular form. Employers can prepare employee data using Excel in accordance with the format specified by EPF and save it as a CSV file before uploading it to the i-Akaun (Employer) portal.

The following example shows how to prepare a file for i-Topup registration:



The screenshot shows the Microsoft Excel interface with the Home tab selected. The ribbon includes options for Clipboard, Font, and Alignment. The active cell is A8, containing the formula =710202034231. The spreadsheet below shows a table with the following structure:

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

### Step 1: Prepare the file structure


In Excel, enter the details as follows:

- Row 1 – **Column header (e.g. EPF No.)**
- Column A – **Employee MyKad No.**
- Column B – **Employee EPF No.**
- Column C – **Employee Name**
- Column D – **New Additional Employee Contribution Rate (%)**

**Step 2: Enter the Employee MyKad Number**

Enter the employee's MyKad number without hyphens (-) for Malaysian employees, as shown in the screenshot:

	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**

If the employee's MyKad number begins with 0, add an apostrophe (') in front of the number.

Example: '000102452341

	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: Enter the Employee EPF No.

Enter the details in the following format:

- 8 digits only.
- If the employee's EPF No. Begins with **0**, add an apostrophe (') 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: Enter Employee Name

Enter the details in the following format:

- Maximum of **80 characters** only
- If the **employee's name** contains **special characters**, only the following are allowed: @ ' / - ( ) . \
- Example: Ha-risz @ Haris

	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 the New Additional Employee's Share Rate (%)**

Enter the details in the following format:

- For **i-Topup registration**, enter the additional rate based on the employee's selection. Example: 3
- For **i-Topup cancellation**, enter 0
- The **“New Additional Employee Share Rate (%)”** field must not be left 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				



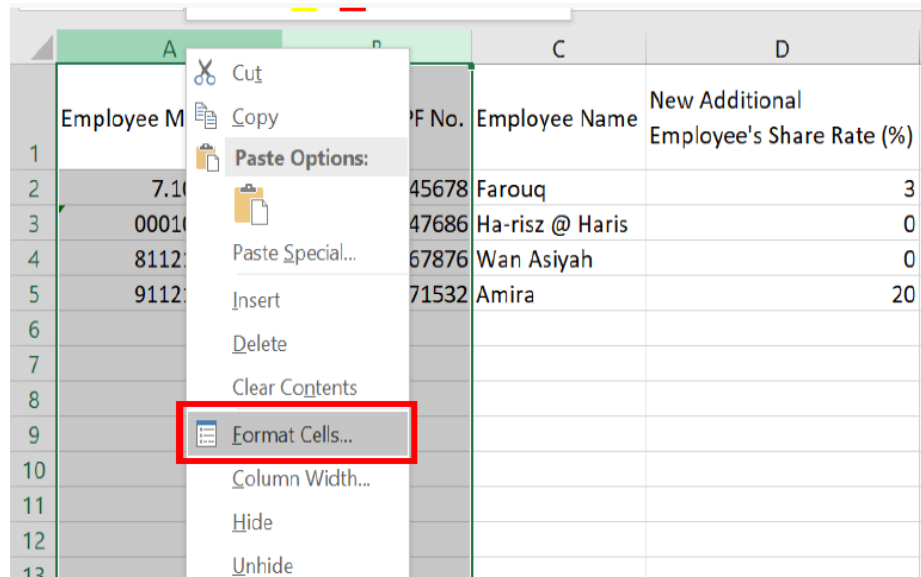
**Step 6: Select the data columns**

Select **Column A and Column B**, which contain the Employee MyKad Number and Employee EPF 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	Ha-risz @ Haris	0
4	811212092134	34567876	Wan Asiyah	0
5	911213072134	45671532	Amira	20
6				
7				

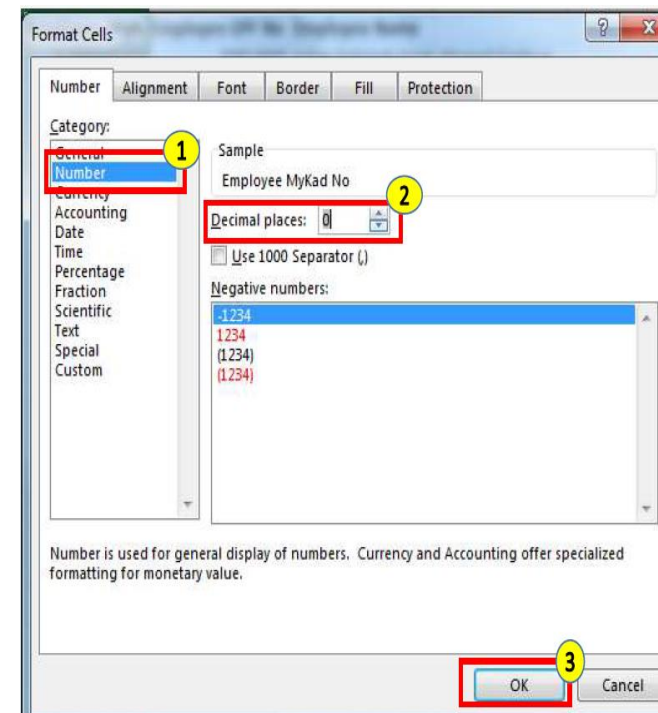
### Step 7: Set the column format

- **Right-click** on **Column A** or **Column B** that has been selected.
- A menu will appear. Select **“Format Cells”**.



### Step 8: Set the number format for the column

- Select **“Number”**
- Change **decimal places** to **“0”**
- Click **“OK”**



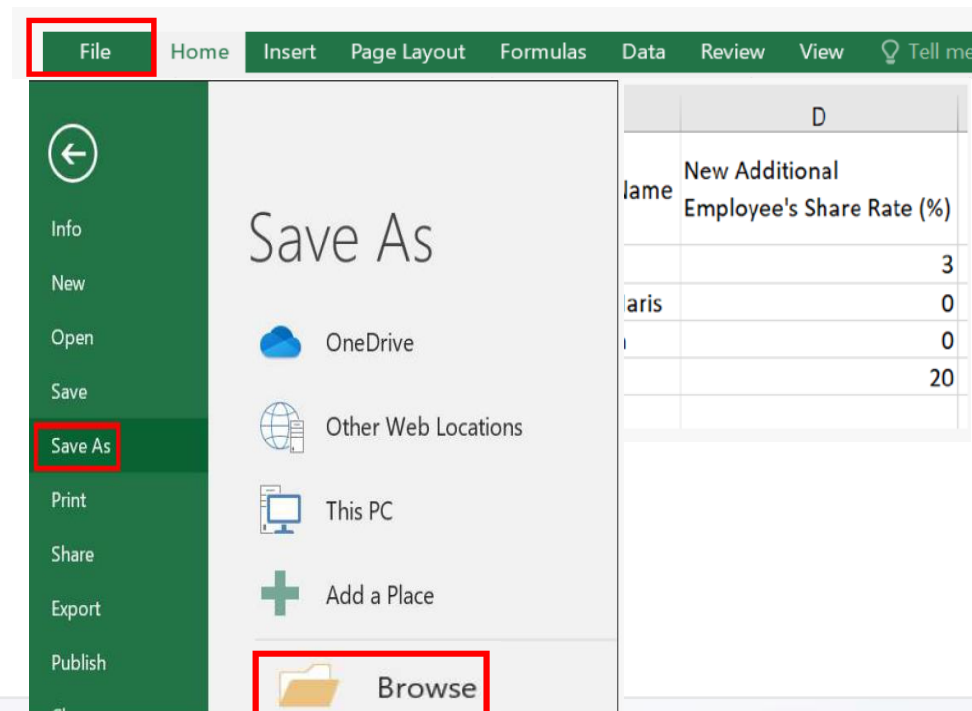
### Step 9: Review employee data

Ensure the employee data format is correct as shown in the screenshot before saving the file.

	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				

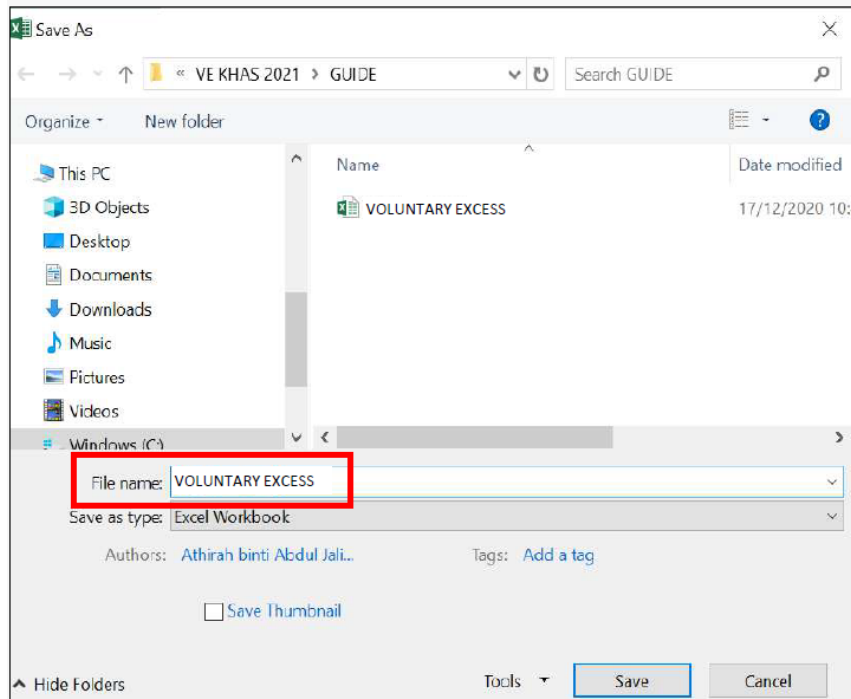
### Step 10: Save the file

- \* Select **"File"**
- \* Select **"Save As"**
- \* Click **"Browse"** and choose the location where the file will be saved (e.g. Desktop or Documents)



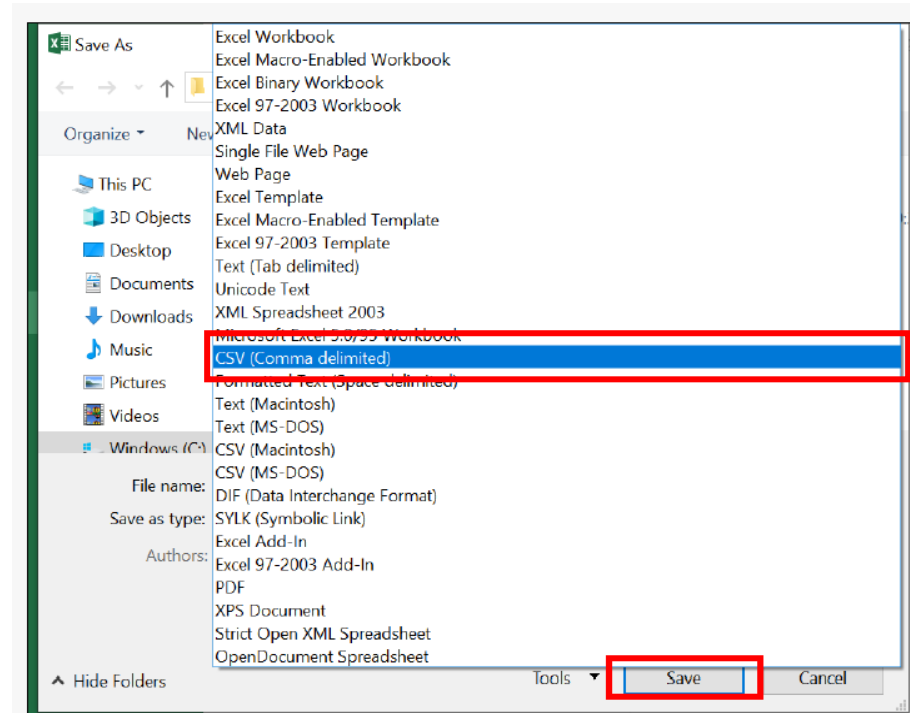
### Step 11: Name the file

Enter the file name in the “File name” field.



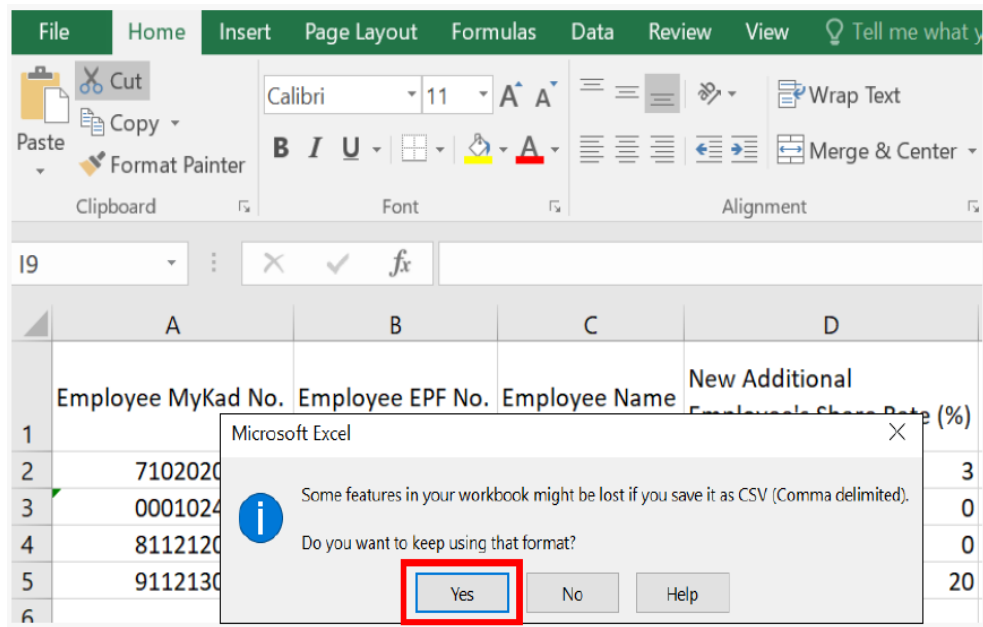
### Step 12: Select the file format

- Select “**CSV (Comma delimited)**” in the “Save as type” field
- Click “**Save**”



### Step 13: Confirm file saving

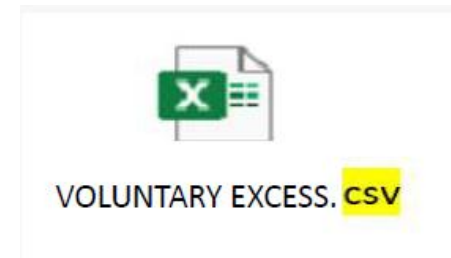
When the following message appears, click **“Yes”**.



### Step 14: Check the CSV file

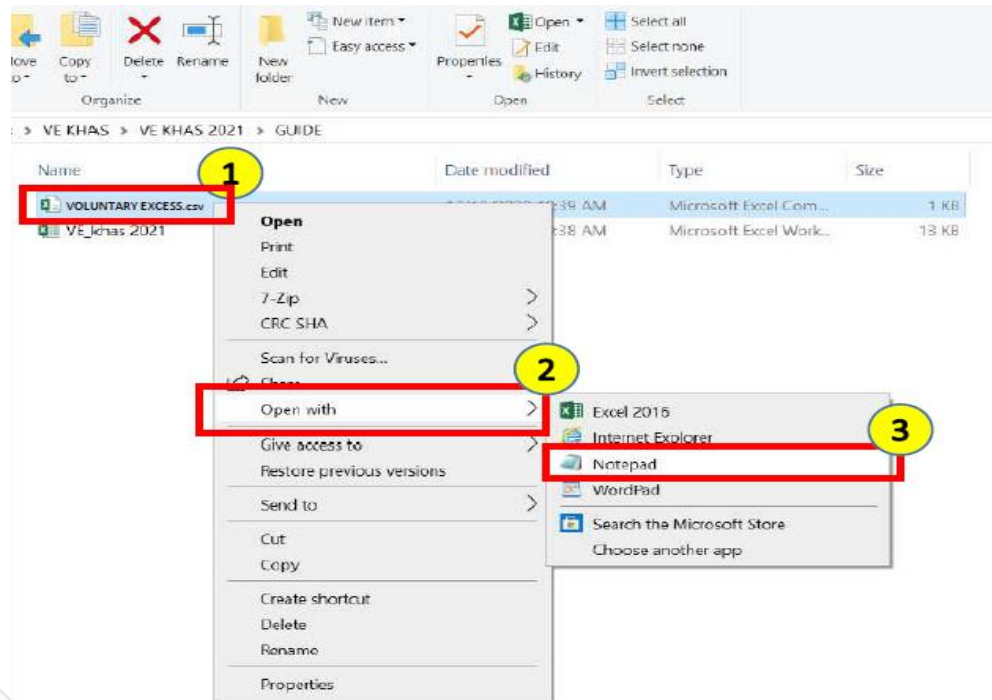
Locate the saved file to upload it to the i-Akaun (Employer) portal.

Example: **VE\_khas 2022.csv**



To review the contents of the CSV file using **Notepad** or **Notepad++** before uploading it to the i-Akaun (Employer) portal, follow the steps below:

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

```


The example above shows the correct data format in Notepad.

You can check the contents of the CSV file using Notepad or Notepad++ to identify any errors (if any), as shown in the example below:

### 1. Example of a CSV file containing errors as displayed in 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

### 2. Example of a CSV file containing errors as displayed in 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 remove the space after "Amira" in Excel, as there is a hidden space after the name.



# DISCLAIMER

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