

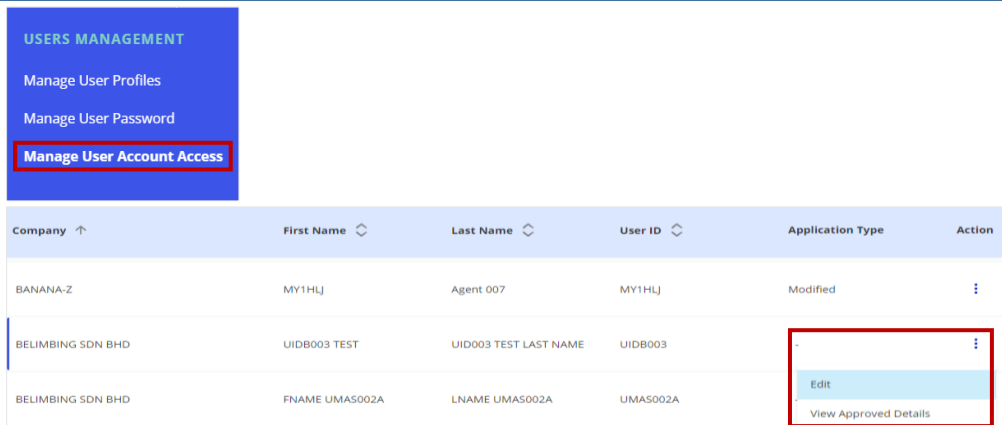
USER GUIDE & FILE FORMAT: EMPLOYEE PROVIDENT FUND (EPF) LATE PAYMENT CHARGE & DIVIDEND VIA INFINITY

Important Notes:

- User access right must be granted by Company Administrator
- EPF certification test needs to be successfully completed prior to first time submission
- Supported file types that can be uploaded: CSV PDF, XLS, Image file (e.g. JPG, BMP), and Zip file
- Cents not allowed; e.g. 1,000 cents to instead be inserted as RM10

A. Guide for Company Administrators in Infinity: Assigning Group Roles to User Profile

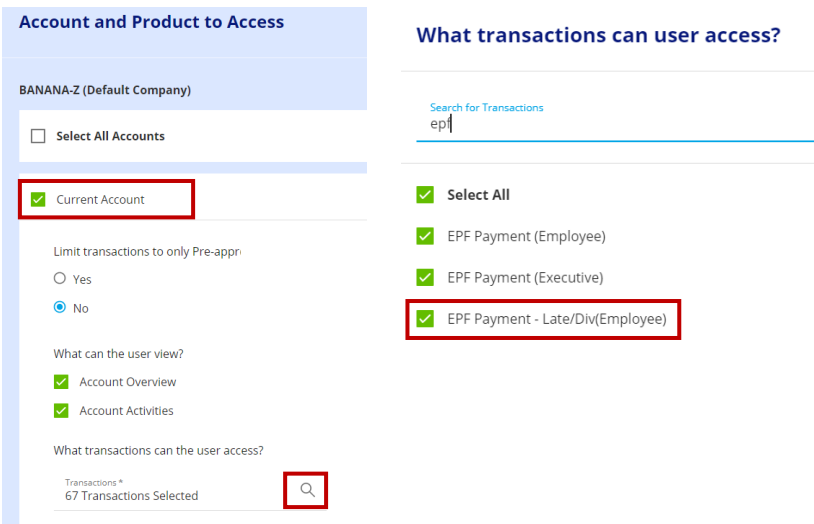
Step 1



Company	First Name	Last Name	User ID	Application Type	Action
BANANA-Z	MY1HLJ	Agent 007	MY1HLJ	Modified	⋮
BELIMBING SDN BHD	UIDB003 TEST	UID003 TEST LAST NAME	UIDB003	-	⋮ Edit View Approved Details
BELIMBING SDN BHD	FNAME UMAS002A	LNAME UMAS002A	UMAS002A		

- From the top menu bar, go to Admin > Users Management > Manage User Account Access.
- Select the User and click  to edit.

Step 2



Account and Product to Access

BANANA-Z (Default Company)

Select All Accounts

Current Account

Limit transactions to only Pre-approv

Yes


No

What can the user view?

Account Overview

Account Activities

What transactions can the user access?

Transactions *
67 Transactions Selected 

What transactions can user access?


Search for Transactions
epf

Select All

EPF Payment (Employee)

EPF Payment (Executive)

EPF Payment - Late/Div(Employee)

- Select by ticking the Accounts to be granted access to the User.
- At "Transaction", click .
- Select "EPF Payment – Late/Div(Employee)", and click "Apply".

Step 3

Current Account MYR

Pre-Approved Payee No

What can user(s) view? --

What products can user(s) access? 3 products selected ^

- EPF Payment (Employee)
- EPF Payment (Executive)
- EPF Payment - Late/Div(Employee)

Click "Submit" for approval.

B. Guide for Company Administrators in Infinity: Approving the User Account Setup

Step 1

USERS MANAGEMENT

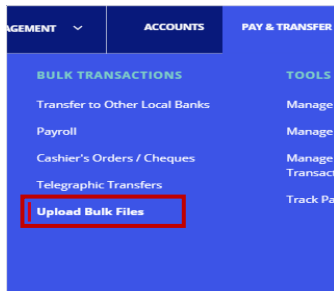
- Manage User Profiles
- Manage User Password
- Manage User Account Access

<input type="checkbox"/>	Transaction Type	Bank Reference	Account	Currency	Transaction / Value Date	Application Date	Status	Action
<input type="checkbox"/>	EPF Payment (Employee)	F[REDACTED]55	AC NAME1 1400113981 [REDACTED]MYR	MYR	22/08/2022	22/08/2022	● Pending Authorise	⋮

- a) From the top menu bar, go to Admin > Users Management > Manage User Account Access.
- b) Select the User and click to open User Account screen for approval.
- c) Click "**Approve**" after confirming the User Account setup to proceed.

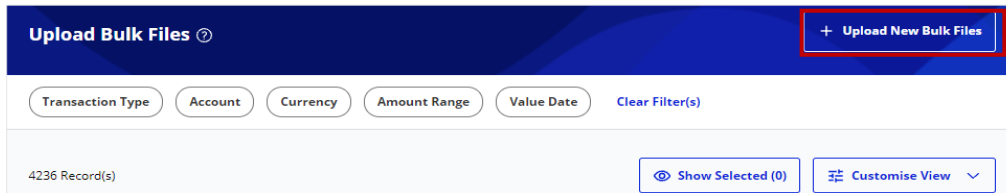
C. How to Make EPF Late Payment Charge & Dividend in Infinity

Step 1



To Upload EPF Late Payment Charge and Dividend file in Infinity, at the top menu bar, go to Pay & Transfer > Upload Bulk Files.

Step 2



Next, click  .

Step 3

What type of files are you uploading?

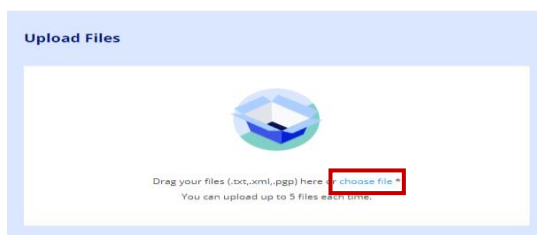
File Type*
EPF Payment - Late/Div(Employee)

From
Account Name, Currency, or Account Number*

When
Transfer Date
16/06/2022

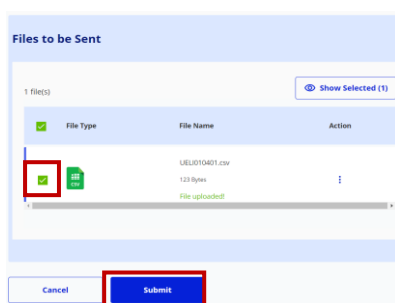
- After selecting Company ID, under File Type, select “EPF Payment – Late/Div(Employee)”.
- Under “From”, select the debiting account.
- Next, under “When”, select the Transfer Date.

Step 4



- a) To upload files, click on “choose file”.
- b) Choose the file you desire to upload.

Step 5



- a) To proceed, tick the file to upload and click “Submit”.
- b) Authoriser to approve the transaction in “Pending Approval”.

D. EPF Late Payment Charge and Dividend File Format (version 1.0 20200401)

Filename: **UEL**iddmm**NN**.csv

Legend	
UEL	: File Name Prefix
ddmm	: Date and month that the file was created
NN	: File Sequence Number (Up to 99 per day)

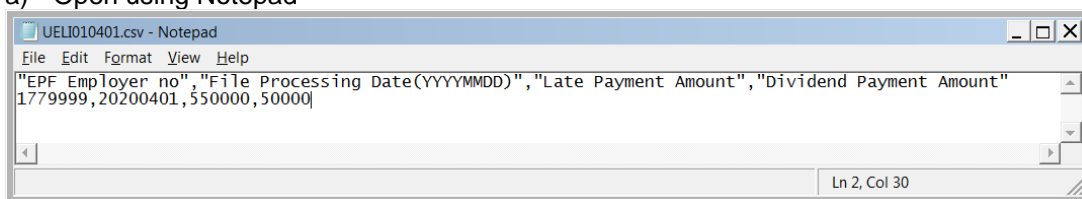
Filename example: **UEL**I010401.csv

No	Field Name	Type	M/O	Field Characters	Remarks
1	Employer EPF No	Num	M	19	Must not contain leading zeroes for employer EPF no. E.g. If employer EPF no. is "000017799999", this field should have the value: "17799999"
2	File Processing Date	Num	M	8	The date must be valid, in the format of YYYYMMDD. E.g. 1 April 2020 is input as "20200401" YYYY: year MM: month DD: day
3	Late Payment Amount*	Num	M	(15,2)	If Late Payment Amount is RM5500.00, this field should have the value: "550000"
4	Dividend Payment Amount*	Num	M	(15,2)	If Dividend Payment Amount is RM500.00, this field should have the value: "50000"

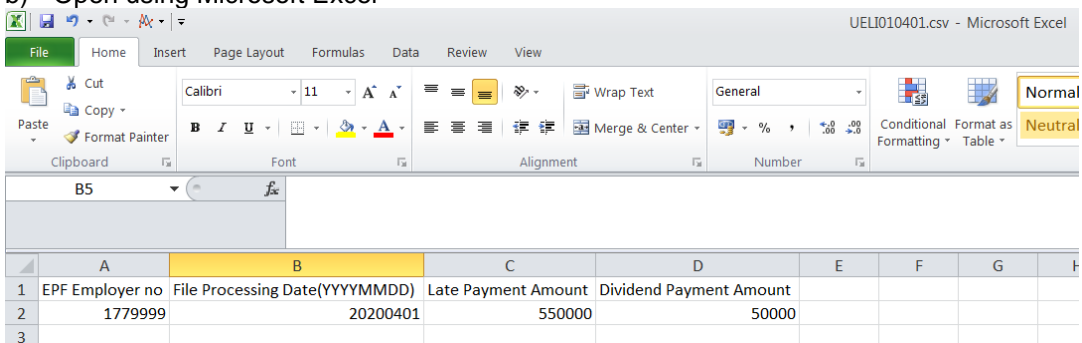
Note: Fields indicated by * cannot be left blank. This field can be in zero ("0") with the condition that the other payment types contain value. E.g. Late Payment Type: 0, Dividend Payment Amount: 50000 and vice versa.

E. Sample File

a) Open using Notepad



b) Open using Microsoft Excel



	A	B	C	D	E	F	G	H
1	EPF Employer no	File Processing Date(YYYYMMDD)	Late Payment Amount	Dividend Payment Amount				
2	1779999	20200401	550000	50000				
3								