

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

Important Notes:

- User access right must be granted by Company Administrator
- EPF certification test is completed successfully prior to first time submission
- Supported file types that can be uploaded: CSV file only
- No cents is allowed: e.g. 1000 = RM10

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

Step 1					
User Management	*				
Profiles					
	229				
User Accounts Acc					
Password Managem	ent				
Password Managem	ent	Statue	Makerlleer		
Last Name, First Name	ent Login	Status	Maker User		
Diser Accounts Acc Password Managem Last Name, First Name 60H Mary LIM Bob	Login MG123456	Status	Maker User		
User Accounts Acc Password Managem Last Name, First Name 60H Mary LIM Bob TAN, Jane	Ent Logim MG123456 BL123456 JT123456	Status	Maker User		

- a) From the left navigation menu bar, select "User Accounts Access"
- b) Select the User and click the 📝 icon

Step 2						
Currency MYR 14730: Current	Account nt Account - Corporate	PAB	View Summary	View Statements	Product Selection	
	EPF Payment - Late/Div(Employee)	Advices a Bank Gua Banker Ac Banker Ac Banker Ac Bills of Ex Bills of Ex Bulk Man Bulk Man	nd Notification rantee/Bank Guarantee-i cceptance / Accepted Bills-i (cceptance / Accepted Bills-i (cceptance / Accepted Bills-i (ant change Purchased Jail Collection Direct Debit Jail Payment Cashier Orden Jail Payment Cheques	From EC) From TF Import) From TF Export)		
Save	Cancel Help					
a) Select the A b) Click "Produ c) Select "EPF d) Click "Subm	ccounts to be granted acce ct Selection" Payment – Late/Div(Emple it" for approval	ess to the Us oyee), and cl	er by ticking lick "Add"			



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

Step 1							
User Management							
Profiles							
User Accounts Access Password Management							
Last Name, First Name	Login	Status	Maker User				
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	⊘ ⊘ ?			
Approve Reject Return Cancel							
 a) From the left navigation menu bar, select "User Accounts Access" b) Select the licon to open the 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 BIBPlus

S	tep	1							
	A	Account Services 🗸	Payment Services 🗸						
	RIBP	lus News	Local Payment						
		Maintenance Notice UOB Business Internet Banking (BIE	Remittance						
<u>_</u>	$\underline{\boldsymbol{\upsilon}}$		Bill Payment						
		28 Mar 2020, 0:00am to 6:00am	Cashier Order/Bank Draft						
		Affected Service: DuitNow	Cheque Services						
		We apologize for any inconvenience							
		PIDM Update	Buik Services						
a)	a) To Upload a EPF Late Payment Charge and Dividend file in BIBPlus, select "Payment								
	Services"								
b)	b) Then select "Bulk Services"								





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Step 3	
General Details	
Company ID: a. Description Reference File Type* b. Transfer From:* c. Account Currency* Value Date d. File Upload Details No files e. Add a file	Company ID EPF Payment - Late/Div (Employee) 1234567890 MYR 01/04/2020 (dd/mm/yyyy)
 a) Select your Company II b) Select File Type – "EPF c) Select the account to "T d) Select the "Value date" e) To upload a file, click of 	D F Payment – Late/Div (Employee) " Transfer From" (not more than 30 calendar days) n " Add a file "

Step 4	
File Details	×
Title: File:	Choose File No file chosen
	Cancel
a) Choose b) To proc	e the file you desire to upload ceed, click " Add "

Step 5								
File Upload D)etails							
		Title	File Name					
			UELI060301.csv	₩				
Add a file			Upi	Cancel Help				
 a) To proceed, click "Upload" b) Approve the transaction in "Pending Approval" 								



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

Filename: UELIddmmNN.csv

Legend

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

Filename example: UELI010401.csv

No	Field Name	Туре	M/O	Field Characters	Remarks
1	Employer EPF No	Num	М	19	Must not contain leading zeroes for employer EPF no. E.g. If employer EPF no. is "0000177999999", this field should have the value: "17799999"
2	File Processing Date	Num	Μ	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	М	(15,2)	If Late Payment Amount is RM5500.00, this field should have the value: "550000"
4	Dividend Payment Amount*	Num	М	(15,2)	If Dividend Payment Amount is RM500.00, this field should have the value: "50000"

Note: * This field cannot be blank. This field can be in zero with condition that the other payment type must have value. E.g. Late Payment Type: 0, Dividend Payment Amount: 50000 and vice versa.

E. Sample File

a) Open with Notepad

ſ	UELI010401.csv - Notepad			_ 🗆 🗙
	<u>File Edit Format View H</u> elp			
	"EPF Employer no","File Processing Date(YYYYMMDD)","Late Payment Amount","Divid 1779999,20200401,550000,50000	end Payment	Amount"	*
	4			•
		Ln 2, Col 30		

b) Open with Microsoft Excel

	🖬 🤊 - (° - 🍂 -	-					UEI	LI010401.csv	- Microso	oft Excel
F	ile Home Ins	ert Page Layou	ıt Formulas Data	Review View						
ľ	Cut	Calibri	- 11 - A A	= = > *	다 Wrap Text	General	*			Normal
Pas	te Format Painter	B <i>I</i> <u>U</u> -	· · <u>A</u> ·	E = = 注注	Merge & Center +	9 • % •	00. 0. ◆ 0.◆ 00.	Conditional Formatting *	Format as Table *	Neutral
	Clipboard 5	i F	ont 🖓	Alignment	Fa	Number	Es.			
	B5	▼ (~ fx	t.							
	1							71		
	А		В	С	D		E	F	G	F
1	EPF Employer no	File Processing	Date(YYYYMMDD)	Late Payment Amoun	t Dividend Paym	ent Amount				
2	1779999		20200401	55000	0	50000				
3										

