

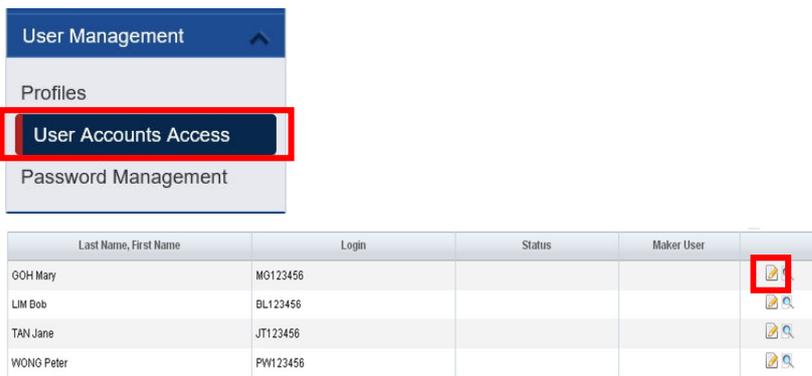
USER GUIDE & FILE FORMAT: EMPLOYEE PROVIDENT FUND (EPF) LATE PAYMENT CHARGE & DIVIDEND VIA BIBPLUS

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

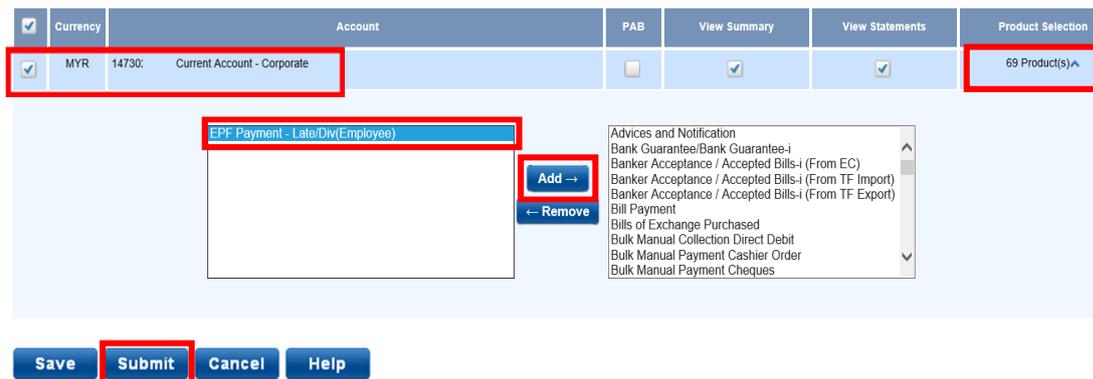
Step 1



Last Name, First Name	Login	Status	Maker User
GOH Mary	MG123456		
LIM Bob	BL123456		
TAN Jane	JT123456		
WONG Peter	PW123456		

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

Step 2



Currency	Account	PAB	View Summary	View Statements	Product Selection
<input checked="" type="checkbox"/> MYR	14730: Current Account - Corporate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	69 Product(s) ^

EPF Payment - Late/Div(Employee)

 Advices and Notification

 Bank Guarantee/Bank Guarantee-i

 Banker Acceptance / Accepted Bills-i (From EC)

 Banker Acceptance / Accepted Bills-i (From TF Import)

 Banker Acceptance / Accepted Bills-i (From TF Export)

 Bill Payment

 Bills of Exchange Purchased

 Bulk Manual Collection Direct Debit

 Bulk Manual Payment Cashier Order

 Bulk Manual Payment Cheques

- Select the Accounts to be granted access to the User by ticking
- Click "Product Selection"
- Select "EPF Payment – Late/Div(Employee), and click "Add"
- Click "Submit" for approval

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

Step 1



Last Name, First Name	Login	Status	Maker User	
CANTREY RUTH HUNG CARPENTER MARK HATTON LUCIA EDWARD	12345678901234567890123456789012	Awaiting for Approval (New)	COCBA16	

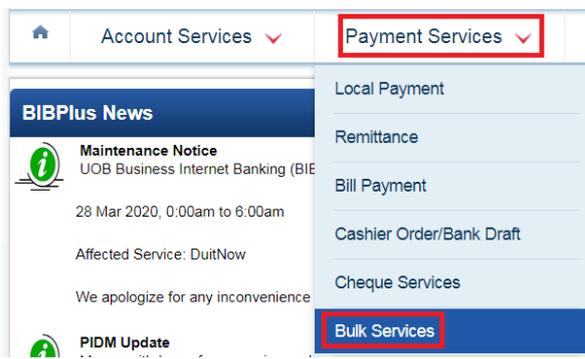
a) From the left navigation menu bar, select “User Accounts Access”

b) Select the  icon 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

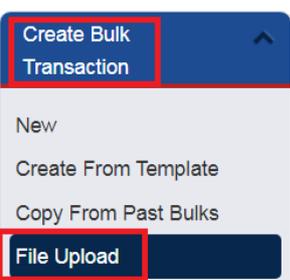
Step 1



a) To Upload a EPF Late Payment Charge and Dividend file in BIBPLUS, select “Payment Services”

b) Then select “Bulk Services”

Step 2



a) Select “Create Bulk Transaction”

b) Then select “File Upload”

Step 3

General Details

Company ID: a. Company ID

Description:

Reference:

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

Transfer From*: c.

Account Currency*:

Value Date: d. (dd/mm/yyyy)

File Upload Details

No files

e.

- a) Select your Company ID
- b) Select File Type – “**EPF Payment – Late/Div (Employee)**”
- c) Select the account to “Transfer From”
- d) Select the “Value date” (not more than 30 calendar days)
- e) To upload a file, click on “**Add a file**”

Step 4

File Details

Title:

File: No file chosen

- a) Choose the file you desire to upload
- b) To proceed, click “**Add**”

Step 5

File Upload Details

	Title	File Name	
<input type="button" value="i"/>		UELI060301.csv	<input type="button" value="u"/> <input type="button" value="x"/>

- a) To proceed, click “**Upload**”
- b) 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)

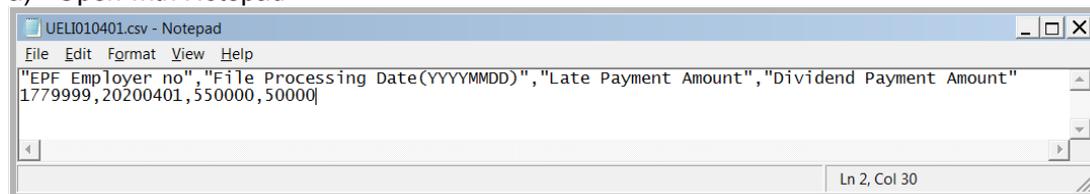
Filename example: **UEL**I0**10**401.csv

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"

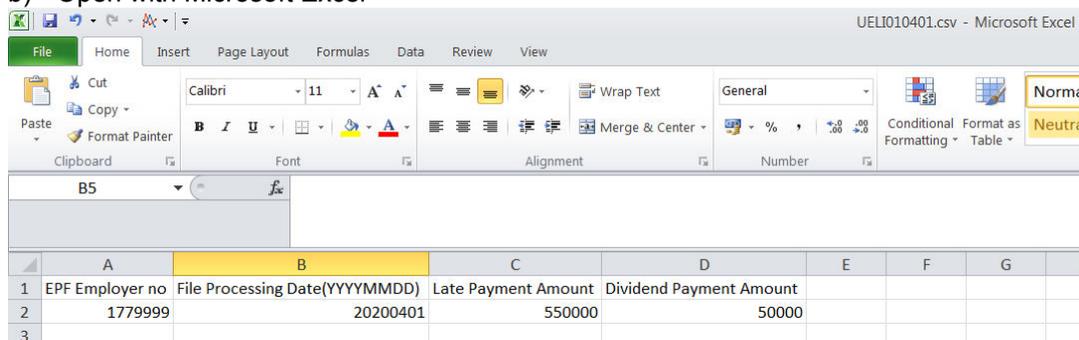
Note: * This field cannot be blank. This field can be in zero with condition that the other payment type must have value. E.g. Late Payment Type: 0, Dividend Payment Amount: 50000 and vice versa.

E. Sample File

a) Open with Notepad



b) Open with 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								