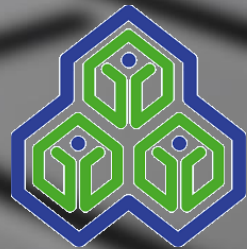


iBiz Muamalat User Guide | SOCSO & EPF




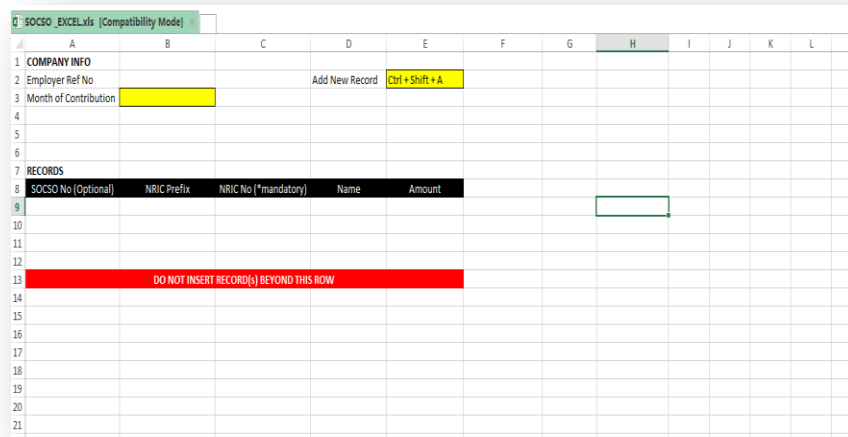
SOC SO Payment

PART I - REGISTRATION

Corporate Maker required to perform one-time registration process before proceed with SOC SO contribution via SOC SO excel template provided by Bank Muamalat. Registration data preparation steps as below:-

a) Data Preparation


- 1 To start with SOC SO registration data preparation, open  SOC SO_EXCEL.xls template provided by Bank Muamalat and the template is displayed

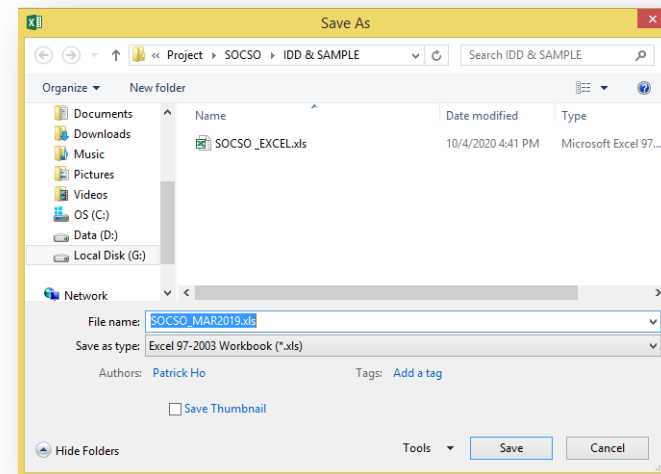


- 2 Under 'Company Info', key-in **SOC SO's Employer Ref No** and **Month of Contribution**. If month of contribution is (for example) March 2019, type it as '0319'.

COMPANY INFO		
Employer Ref No	Z3100004499A	
Month of Contribution	0319	

Note: For registration, 'Records' section not required to be filled in

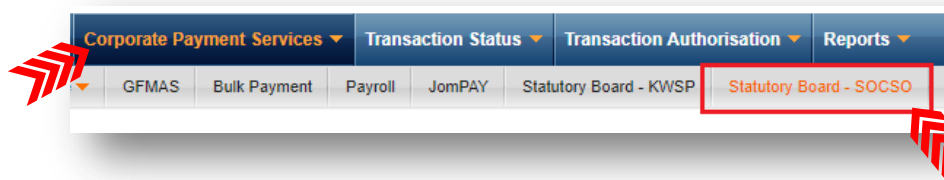
- 3 Once completed, save the sheet by click  icon. Key in the desired 'File Name' and click 'Save' button and exit SOC SO excel template.



b) Upload Registration Sheet

1 Log into iBiz Muamalat

2 Mouse over 'Corporate Payment Services' and click 'Statutory Board - SOC SO'



3 At 'SOC SO Payment File Upload' screen, complete the info required.

From Account: Debiting account
Submission Type: Choose 'Registration'
Payment Date: Select registration effective date
File Batch Ref No: Maker to input a file name as reference
File Upload: To upload excel sheet / formatted text which has been prepared.

4 Once completed, click **Confirm** button.

5 'Preview' page displayed and click **Submit** to proceed.

SOCSCO Payment File Upload

Enter Required Info → **Preview** → Acknowledgement

From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Registration
Payment Date	11/04/2020
File Batch Ref No	Register Test
File Upload	SOCSCO_MAR2019.xls

Payment Summary

SOCSCO Employer No	E1253939V
Employer Name	SYARIKAT PERTAMA SEKALI
Total No of Records	2
Contribution Month	0319
Contribution Amount (MYR)	2.1550
Total Amount (MYR)	2.1550

Back **Submit**

6 iBiz Muamalat will display 'SOCSCO Registration – Acknowledgement' screen. Click **OK** button.

SOCSCO Registration - Acknowledgement

Your Registration has been successfully submitted for processing and it takes approximately 7 working days for the respective statutory bodies to revert on the registration status.

Enter Required Info → Preview → **Acknowledgement**

CIB Reference No	CIBSORE110420000008
From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Registration
Payment Date	11/04/2020
File Batch Ref No	Register Test
File Upload	SOCSCO_MAR2019.xls

7 To check the registration status, mouse over <Transaction Status> and click on <Statutory Board Registration Status>

Corporate Account Corporate Payment Services **Transaction Status** Transaction Status

Successful / Failed Bulk Payment Transaction Status **Statutory Board Registration Status**

8 Select 'SOCSCO' from 'Transaction Type' dropdown list, set 'Payment Date' as 'Today' and click on **Search** button

Statutory Board Registration Status

Search By

Transaction Type *	SOCSCO
Payment Date	Today
Employer Reference No	

Search

Search result will display SOCSCO registration status. Upon the registration succeed, the Registration Status will update from Processing to Success and corporate maker may proceed with SOCSCO contribution payment.

Search Result

Date: 11/04/2020 12:06:37

Transaction Type: SOCSCO, Payment Date: Today, Employer Reference No: -

Results 1 - 1 of 1

Date, Time	Transaction Type	Payment Date	Employer Reference No	Registration Status
11/04/2020 11:58:03	SOCSCO	11/04/2020		Processing

Results 1 - 1 of 1


Registration Status

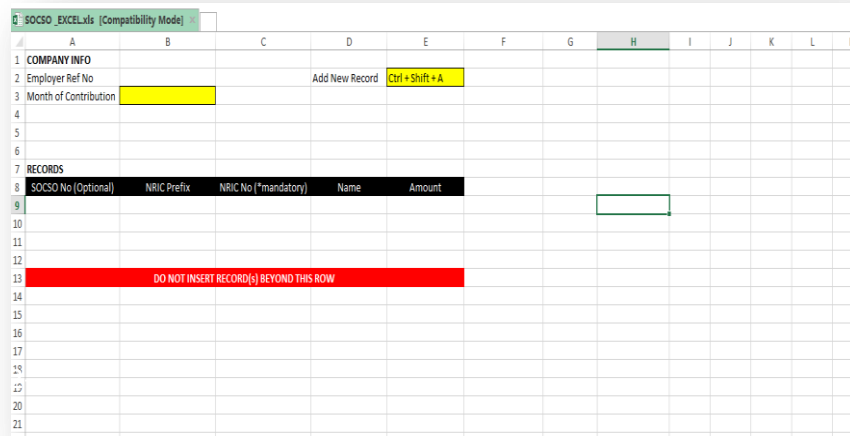
Processing

PART II – SOCSO PAYMENT CONTRIBUTION

Before Maker proceeds with SOCSO payment contribution, check the registration status (refer to section B – Upload Registration Sheet, step 8). Once registration status appeared as 'Success', Maker is allowed to execute with SOCSO contribution.

a) Data Preparation

- 1 To start with SOCSO payment contribution data preparation, open  **SOCSCO_EXCEL.xls** template provided by Bank Muamalat and the template is displayed.




- 2 At 'Company Info', key-in **SOCSCO's Employer Ref No** and **Month of Contribution**. If month of contribution is (for example) March 2019, type as '0319'.

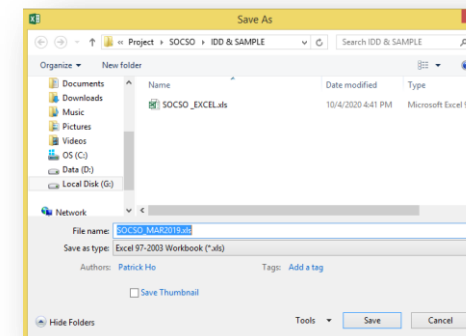
COMPANY INFO		
Employer Ref No	Z3100004499A	
Month of Contribution	0319	

- 3 At 'Record' section, key-in employees' **NRIC No, Name** and **Amount**

RECORDS				
SOCSCO No (Optional)	NRIC Prefix	NRIC No (*mandatory)	Name	Amount
		810922145555	Ah Meng	0210
		810922101234	Khalif	0006
DO NOT INSERT RECORD(s) BEYOND THIS ROW				

*Note: For **Amount**, to be key-in without decimal and currency symbol. For example, amount RM2.10 to be key-in as 0210.*

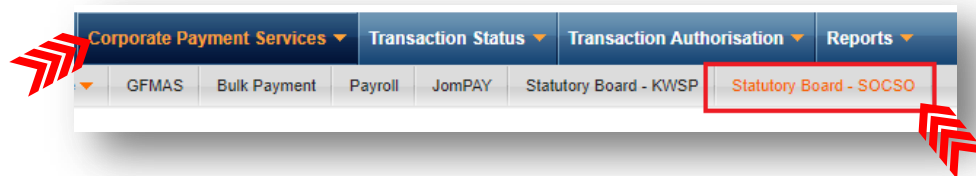
- 4 Once completed, save the sheet by click  icon. Key in the desired file name and once completed, click 'Save' and exit SOCSO Excel sheet.



b) Upload SOCSO Contribution Template

1 Log iBiz Muamalat

2 Browse on 'Corporate Payment Services' and click on 'Statutory Board – SOCSO'



3 At 'SOCSCO Payment File Upload' screen, complete the info required.

From Account:

Debiting account

Submission Type:

Choose 'Contribution'

Payment Date:

Select registration effective date

File Batch Ref No:

Maker to input a file name as reference

File Upload:

Upload excel sheet / formatted text which has been prepared.

4 Once completed, click **Confirm** button.

5 'Preview' page displayed, and click **Submit** to proceed

SOCSCO Payment File Upload

Enter Required Info → **Preview** → **Contribution**

From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Registration
Payment Date	11/04/2020
File Batch Ref No	Register Test
File Upload	SOCSCO_MAR2019.xls

Payment Summary

SOCSCO Employer No	E1253939V
Employer Name	SYARIKAT PERTAMA SEKALI
Total No of Records	2
Contribution Month	0319
Contribution Amount (MYR)	2,1550
Total Amount (MYR)	2,1550

Back **Submit**

6 iBiz Muamalat will display 'SOCSCO Payment File Upload – Acknowledgement' screen. Click **OK** button.

Company MYDIN MOHAMMED HOLDINGS BHD.
Welcome, Khalif

SOCSCO Payment File Upload - Acknowledgement
Transaction is successfully sent for approval.

Enter Required Info → **Preview** → **Acknowledgement**

CIB Reference No	CIBSOC5179419000092
From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR) (MYR)
Submission Type	Contribution
Payment Date	17/04/2019
File Batch Ref No	test11
File Upload	1183_2.xls

*Notify me when payment is processed

SMS Notifications	9173610095
	21312312312
Email Notifications	-


Important note: Authorizer is required to approve the transaction in order to complete SOCSO contribution payment.

EPF Payment

PART I - REGISTRATION

Corporate Maker required to perform a one-time registration process (testing file) before proceed with EPF contribution, Late Payment Charge or Dividend Lost Payment via EPF excel template provided by Bank Muamalat. Registration data preparation steps as below:-


a) Data Preparation

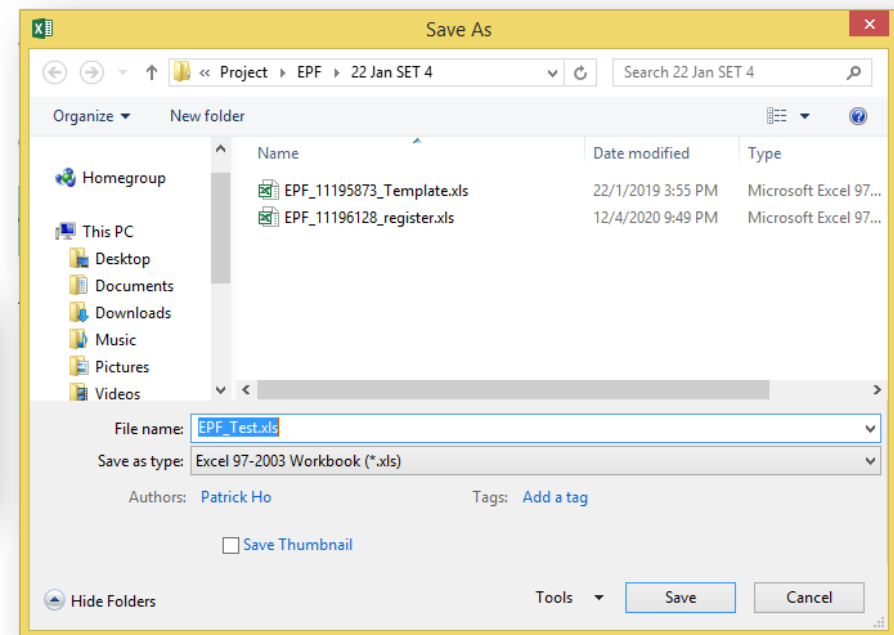
1 To start with EPF registration data preparation, open  **EPF Template.xls** template provided by Bank Muamalat and the template is displayed

	A	B	C	D	E	F	G	H	I	J
1	COMPANY INFO									
2	Officer In Charge					Add New Record	Ctrl + Shift + A			
3	Contact No					Convert to EPF File	Ctrl + Shift + Z			
4	Employer Ref No					Output Drive	C			
5	Month of Contribution									
6										
7	RECORDS									
8	Member No	NRIC Prefix	NRIC No	Initial	Name	Employer Amount	Employee Amount	Employee ID	Employee Salary	
9										
10										
11										
12	DO NOT INSERT RECORD(s) BEYOND THIS ROW									
13										

2 Under 'Company Info', key-in **employer's Officer in Charge, Contact No, Employer Ref No** and **Month of Contribution**. If month of contribution is (for example) March 2019, type it as '0319'.

	A	B	C
1	COMPANY INFO		
2	Officer In Charge	John Rambo	
3	Contact No	00000000000093453478	
4	Employer Ref No	0000000000011196128	
5	Month of Contribution	0319	
6			

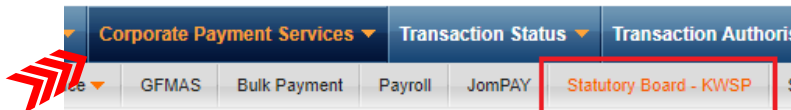
3 Once completed, save the sheet by click  icon. Key in the desired 'File Name' and once completed, click 'Save' and exit EPF excel template.



b) Upload Registration Template


- 1 Log into iBiz Muamalat (<https://ibiz.muamalat.com.my>)

- 2 Mouse over 'Corporate Payment Services' and click 'Statutory Board – KWSP'



- 3 At 'KWSP Payment File Upload' screen, complete required info

From Account: Debiting account
Submission Type: Choose 'Registration'
Payment Date: Select registration effective date
File Batch Ref No: Maker to input a file name as reference
File Upload: To upload excel sheet / formatted text which has been prepared.

- 4 Once completed, click  button.

5 'Preview' page displayed and click **Submit** to proceed.

KWSP Payment

Enter Required Info → **Preview** → Acknowledgement

From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Registration
Payment Date	12/04/2020
File Batch Ref No	EPF REGISTER TEST
File Upload	EPF_10012019_Template.xls

Payment Summary

KWSP Employer No	00000000000000000000
Employer Name	SYARIKAT PERTAMA SEKALI
Total No of Records	4
Contribution Month	0119
Contribution Amount (MYR)	160.00
Total Amount (MYR)	160.00

6 iBiz Muamalat will display 'KWSP Payment – Acknowledgement' screen. Click **OK** button.

KWSP Payment

Your Registration has been successfully submitted for processing and it takes approximately 7 working days for the respective statutory bodies to revert on the registration status.

Enter Required Info → Preview → **Acknowledgement**

From Account	14010008339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Registration
Payment Date	12/04/2020
File Batch Ref No	EPF REGISTER TEST
File Upload	EPF_10012019_Template.xls

7 To check the registration status, mouse over <Transaction Status> and click on <Statutory Board Registration Status>

Corporate Account ▼ Corporate Payment Services ▼ **Transaction Status ▼**

Successful / Failed Bulk Payment Transaction Status **Statutory Board Registration Status**

8 Select 'KWSP' from 'Transaction Type' dropdown list, set 'Payment Date' as 'Today' and click on **Search** button

Statutory Board Registration Status

Search By

Transaction Type *	KWSP ▼
Payment Date	Today ▼
Employer Reference No	

Search

Search result will displayed KWSP registration status. Once the registration processed, the Registration Status will update from 'Processing' to 'Success' and Corporate Maker may proceed with KWSP contribution payment.

Search Result

Date: 12/04/2020 23:12:11
Transaction Type: KWSP Payment Date: Today, Employer Reference No: -

Results 1 - 1 of 1

Date, Time	Transaction Type	Payment Date	Employer Reference No
12/04/2020 23:09:48	KWSP	12/04/2020	00000000000000000000

Results 1 - 1 of 1
Print


Registration Status

Processing

PART II – EPF PAYMENT CONTRIBUTION

Before Corporate Maker proceeds with EPF payment contribution, check the registration status (refer to section B – Upload Registration Sheet, step 8). If the registration status appear as 'Success', Corporate Maker is allowed to execute with payment Contribution, Late Dividend Charge or Dividend Lost payment.

a) Data Preparation

- To start with SOC SO payment contribution data preparation, open  **EPF Template.xls** template provided by Bank Muamalat and the template is displayed.

	A	B	C	D	E	F	G	H	I
1	COMPANY INFO								
2	Officer In Charge					Add New Record	Ctrl + Shift + A		
3	Contact No					Convert to EPF File	Ctrl + Shift + Z		
4	Employer Ref No					Output Drive	C		
5	Month of Contribution								
6									
7	RECORDS								
8	Member No	NRIC Prefix	NRIC No	Initial	Name	Employer Amount	Employee Amount	Employee ID	Employee Salary
9									
10									
11									
12									
13	DO NOT INSERT RECORD(S) BEYOND THIS ROW								
14									
15									


- At 'Company Info', key-in employer's **Officer In Charge**, **Contact No**, **Employer Ref No** and **Month of Contribution**. If month of contribution is (for example) Mar 2019, type it as '0319'.

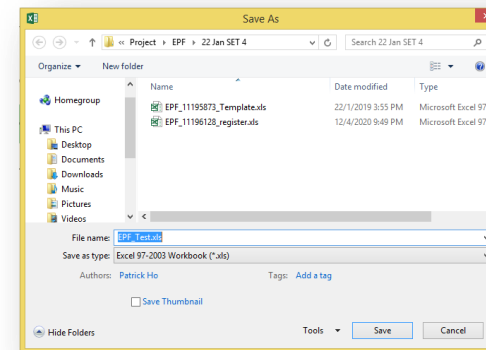
	A	B	C
1	COMPANY INFO		
2	Officer In Charge	John Rambo	
3	Contact No	00000000000093453478	
4	Employer Ref No	00000000000011196128	
5	Month of Contribution	0319	
6			

- At 'Record' section, key-in employees' **NRIC No**, **Name** and **Amount**

RECORDS								
Member No	NRIC Prefix	NRIC No	Initial	Name	Employer Amount	Employee Amount	Employee ID	Employee Salary
45564645	A	695685906856	PCH	PAY CHEE HOW	0000000000000020	0000000000000020	1213	0000000000055000
03123123	H	810922143232	NIK	NIK AZIM	0000000000000020	0000000000000020	5454	0000000000006000
00221123	A	810922145555	HYF	HAN YOKE LOONG	0000000000000020	0000000000000020	1234	0000000000003000
00002312		810922101234	ARD	AHMAD RUSTAD	0000000000000020	0000000000000020	1233	0000000000003000
DO NOT INSERT RECORD(S) BEYOND THIS ROW								

*Note: For **Amount**, to be key-in without decimal and currency symbol. For example, amount RM2.10 to be key-in as 0210.*

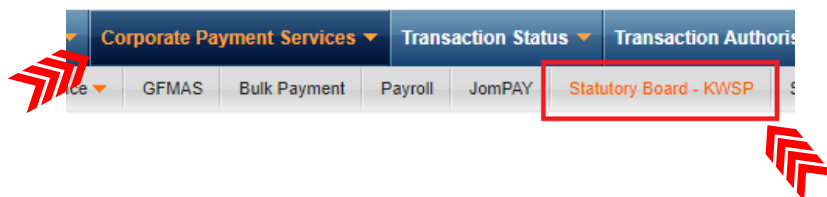
- Once completed, save the sheet by clicking  icon. Key in the desired file name and once completed, click 'Save' and exit KWSP Excel sheet.



b) Upload Contribution Sheet

1 Log into iBiz Muamalat

2 Browse on 'Corporate Payment Services' and click on 'Statutory Board – KWSP'



3 At 'KWSP Payment File Upload' screen, complete required info

From Account:

Debiting account

Submission Type:

Choose 'Contribution'

Payment Date:

Select contribution effective date

File Batch Ref No:

Maker to input a file name as reference

File Upload:

To upload excel sheet / formatted text which has been prepared.

4 Once completed, click **Confirm** button.

Confirm

5 'Preview' page displayed

KWSP Payment

Enter Required Info → **Preview** → Acknowledgement

From Account	1401 1401006339719 - SYARIKAT PERTAMA SEKALI (MYR)
Submission Type	Contribution
Payment Date	03/09/2019
File Batch Ref No	Contribution Sept
File Upload	EPF_EXCEL TEMPLATE.xls

*Notify me when payment is processed

SMS Notifications	0173610095
Email Notifications	-

6 Click **Submit** to proceed

7 iBiz Muamalat will display 'SOCSO Registration – Acknowledgement' screen. Click **OK** button.

Company MYDIN MOHAMED HOLDINGS BHD.
Welcome, Khalif

SOCISO Payment File Upload - Acknowledgement
Transaction is successfully sent for approval.

Enter Required Info → Preview → **Acknowledgement**

CIB Reference No	CIBSOC5179419000032
From Account	12079006223714 - MYDIN MOHAMED HOLDINGS BHD (MYR)
Submission Type	Contribution
Payment Date	17/04/20
File Batch Ref No	1401006339719 - SYARIKAT PERTAMA SEKALI (MYR)
File Upload	1163_2.xls

*Notify me when payment is processed

SMS Notifications	0173610095
	21312312312
Email Notifications	-

For enquiry, assistance and feedback:



Call us:

Customer Care Line

03 2600 5500 (from Local)

+603-2600 5500 (from Overseas)

Operating 24 hours daily



Email us:

iBiz Muamalat Support Team

ibiz@muamalat.com.my

03-26005623 / 03-26158336

03-20508700 / 03-26005500 (ext 8744)

8.45am – 5.45pm, Monday to Friday

