REGISTRATION FOR EPF, SOCSO, EIS & LHDN VIA M2U BIZ

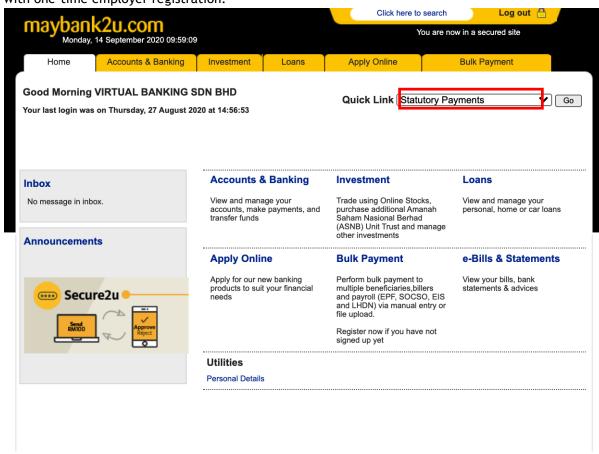
- Maker is required to submit a one-time registration prior to make statutory body payments (EPF, SOCSO, EIS and LHDN).
- Maker can add one employee at a time for registration purposes. Upon successful registration, Maker can add more employees and proceed with payments from the "submit for payments" tab.
- Maker and Checker must ensure their debiting account is active to make registration or payments to statutory body via Maybank2u Biz.
- Step by Step for Registration for EPF, LHDN, SOCSO, EIS via Manual Entry and File Upload as below.

MAKER SCREEN (SUBMIT FOR REGISTRATION)

Step 1: Maker login to Maybank2u Biz

https://www.maybank2u.com.my/mbb/m2u/common/M2ULogin.do?action=Login

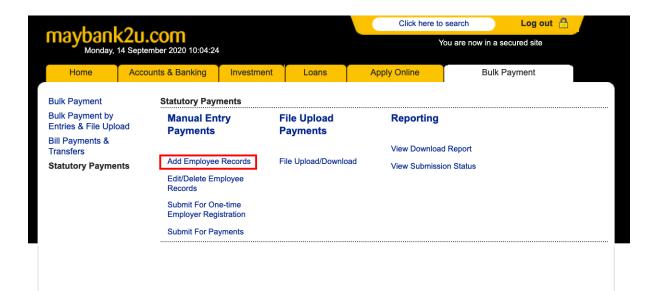
Step 2: Select Statutory Payments from the Quick Link dropdown. Then, click Go to proceed with one-time employer registration.



Step 3: Maker can choose to submit one-time registration using "Manual Entry Payments" or "File Upload Payments".

Step 3A: For Registration via Manual Entry Payments;

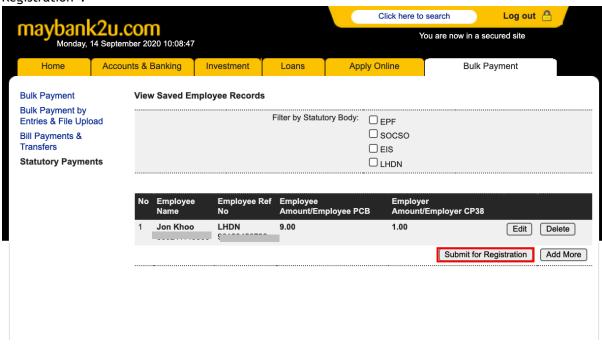
Step 3A (i): Click "Add Employee Records"

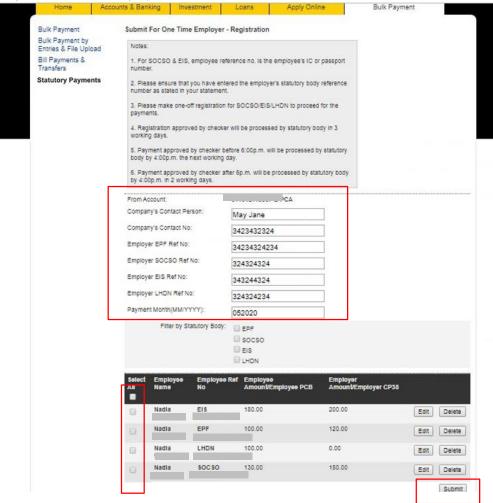


Step 3A (ii): Maker to key in employee details and click "Save". After the information is successfully saved, click "View Saved".

| maybank2u.com Monday, 14 September 2020 10:07:50 | | | | | | Click here to s | search | Log out 🗂 |
|---|----------|--|--------------------|--------------------|--------------|-------------------------------|--------------|-----------------|
| | | | | | | You are now in a secured site | | |
| Home | Accounts | s & Banking | Investment | Loans | Apply Online | | Bulk Payment | |
| Bulk Payment Add Employee Records | | | | | | | | |
| Bulk Payment by Entries & File Upload | | Notes: | | | | | | |
| Bill Payments & | au | 1. For SOCSO | 0 & EIS, employee | reference no. is t | he employee | e's IC or passport | number. | |
| Transfers Statutory Paymer | nts | Please ensure that you have entered the employer's statutory body reference number as stated in your statement. | | | | | | |
| | | 3. Please make one-off registration for SOCSO/EIS/LHDN to proceed for the payments. | | | | | | |
| | | 4. Registration approved by checker will be processed by statutory body in 3 working days. | | | | | | |
| | | 5. Payment approved by checker before 6:00p.m. will be processed by statutory body by 4:00p.m. the next working day. | | | | | | |
| | | 6. Payment approved by checker after 6p.m. will be processed by statutory body by 4:00p.m. in 2 working days. | | | | | | |
| | Ī | Employee Nam | ne: | | | |] | |
| | | ID.Number: | | | Please | select 🗸 | J | Select All |
| | | Employees Pro | vident Fund (EPF): | : | | 001001 | | |
| | | Employee Ref I | No | | | | 1 | |
| | | Employer Amou | unt | | | |)].oo | |
| | | Employee Amo | unt | | | | , | |
| | | | Organization (SOC | CSO): | | | J.00 | |
| | | Employee Ref I | | | | | 1 | |
| | | Employer Amou | | | | | J 1 | |
| | | Employee Amo | | | | | J 1 | |
| | | | rance Scheme (EIS | 21. | | | J | |
| | | Employee Ref I | · | ,,. | | | 1 | |
| | | Employer Amou | | | | | | |
| | | Employee Amo | | | | | | |
| | | | | DNI): | | | J | |
| | | Employee Ref I | Dalam Negeri (LH | DIN): | | |) | |
| | | | | | | | | |
| | | Employee CP3 | | | | | | |
| | | Employee PCB | Amount | | | | | |
| | | Clear | | | | | | Save View Saved |

Step 3A (iii): Verify the employee information you've entered. Then, click "Submit for Registration".

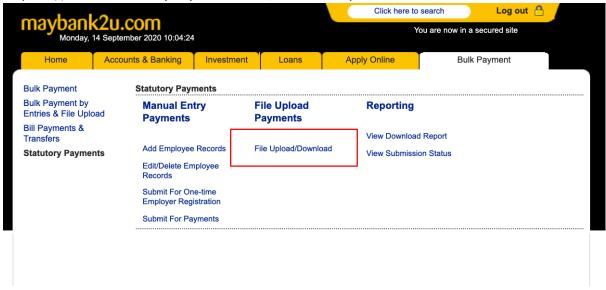




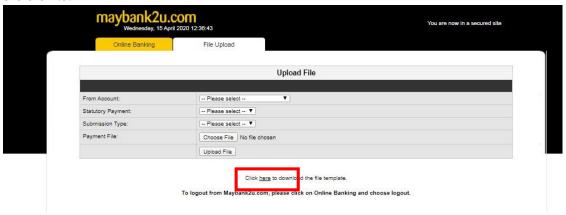
Step 3A (v): Click Confirm to proceed with submission. The registration file will be submitted to Checker's queue for approval.

Step 3B: If Registration via File Upload; MAKER SCREEN

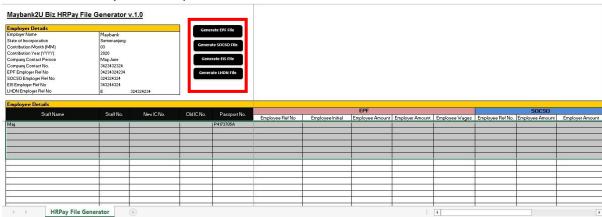
Step 3B (i): At the Statutory Payments menu, click 'File Upload/Download'.



Step 3B (ii): Download the template. You will need to enter all the necessary information in the template that you've downloaded. Please ensure all information are correct before generating the txt file.



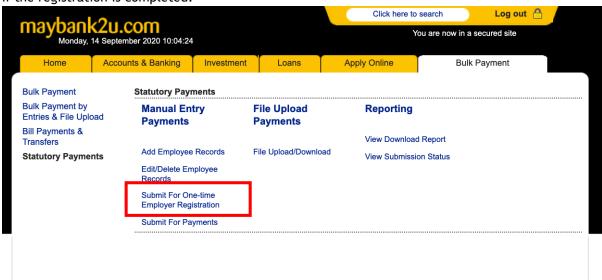
Step 3B (iii): Maker to Generate EPF File or Generate SOCSO File or Click EIS File or Click LHDN File and save it to your desktop.



Step 3B (iv): From the File Upload screen, please fill up the details and upload the generated file. The registration file will be submitted to Checker's queue for approval.



Upon Checker's approval, Maker to click "Submit for One-Time Employer Registration" to check if the registration is completed.





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