## MAKER SCREEN

Step 1: Maker login to Maybank2u Biz https://www.maybank2u.com.my/mbb/m2u/common/M2ULogin.do?action=Login

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

mauhaa				Click here to	search Log out 🔒	
Wednes	KZU.COIII day, 20 May 2020 21:02:34			Y	ou are now in a secured site	
Home	Accounts & Banking	Investment	Loans	Apply Online	Bulk Payment	
Good Evening Your last login was	VBPBIZ 9 on Wednesday, 20 May 202	20 at 12:32:38		Quick Link State	utory Body Payments 🔹	Go
Inbox		Accounts &	& Banking	Investment	Loans	
No message in inb	ox.	View and mana accounts, make transfer funds	age your e payments, and	Trade using Online Stocl purchase additional Ama Saham Nasional Berhad (ASNB) Unit Trust and m	ks, View and manage your anah personal, home or car loans I nanage	
Announcemen	ts	Apply Onlin	ne	Bulk Payment	e-Bills & Statements	
Secu	re2u	Apply for our n products to sui needs	ew banking t your financial	Perform bulk payment to multiple beneficiaries, bill and payroll (EPF, SOCS) and LHDN) via manual e file upload. Register now if you have signed up yet	<ul> <li>View your bills, bank statements &amp; advices</li> <li>O, EIS entry or</li> </ul>	
		Utilities				
		Personal Details	•			

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"

may the al					Click her	e to search	Log out 🔒		
Mayoank Wednesda	Wednesday, 20 May 2020 21:06:21					You are now in a secured site			
Home	Accou	nts & Banking	Investment	Loans	Apply Online	Bulk F	ayment		
Bulk Payment Bulk Payment by Entries & File Uplo Bill Payments &	ad	Ad Employee Records Edit/Delete Employee Records Submit For One-time Employer Registration		File Upload Payments	Reportin	Reporting View Download Report View Submission Status			
Statutory Body	s y Body			File Upload/Downloa	ad View Subm				
Payments									
		Submit For Payments							

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

1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -					k2u.com	mavban				
e now in a secured site	You are now in a se		Wednesday, 20 May 2020 21:07:29							
Bulk Payment	Bulk F	Apply Online	Loans	Investment	Accounts & Banking	Home				
Bulk Payment Select All	Bulk F	Apply Online  the employee's IC or passpir yer's statutory body referer SrLHDN to proceed for the used by statutory body in 3 will be processed by statut e processed by statutory b	Loans reference no. is ti intered the emplo ant. on for SOCSO/EI ker will be proces r before 8:00p.m. g day. r after 0p.m. will b	Investment Investment Records Content	Accounts & Banking Add Employee oad Notes: 1. For SOCSC number. 2. Please ensi- number as sta 3. Please mak payments. 4. Registration working days. 5. Payment ap body by 4:00p.m.in Employee Nam ID.Number: Employee Ref I Employee Amou Social Security Employee Ref I	Home Bulk Payment Bulk Payment by Entries & File Upk Bill Payments & Transfers Statutory Body Payments				

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

maybank Wednesda	2U.COF	<b>)</b> 21:14:44		Click here to search Log out 🔒 You are now in a secured site						
Home	Accounts &	Banking	Investment	Loans	Apply Or	nline	Bulk Paym	Bulk Payment		
Bulk Payment	Viev	w Saved Em	ployee Records							
Entries & File Uploa	ad			Filter by Statut	tory Body:	EPF				
Bill Payments & Transfers						SOCSO FIS				
Statutory Body						LHDN				
Payments										
	No	Employee Name	Employee Ref No	Employee Amount/Emp	ployee PCB	Employer Amount/E	mployer CP38			
	1	Nadia	SOCSO	130.00		150.00		Edit	Delete	
	2	Nadia	LHDN	100.00		0.00		Edit	Delete	
	3	Nadia	EPF	100.00		120.00		Edit	Delete	
	4	Nadia	EIS	180.00		200.00		Edit	Delete	

Step 3A (iv): Choose the account to debit the payment and enter employer details. Maker is required to select employees for submission.

Home	Accounts & Banking	Investment	Loans	Apply Online	в	ulk Payment	
Bulk Payment	Submit For O	ne Time Employe	er - Registration				
Bulk Payment by Entries & File Unlos	Notes:						
Bill Payments & Transfers	1. For SOCS( number.	D & EIS, employee	assport				
Statutory Body Payments	2. Please ens number as st	ure that you have e ated in your stateme	eference				
	3. Please mai payments.	ke one-off registratio	or the				
	4. Registratio working days	n approved by chec	y In 3				
	5. Payment a body by 4:00	pproved by checker o.m. the next workin	r before 6:00p.m. v 1g day.	vIII be processed by	statutory		
	6. Payment a by 4:00p.m. ir	pproved by checker 1 2 working days.	r after 6p.m. will be	processed by statu	tory body	_	
	From Account:		51401	CA			
	Company's Co	ntact Person:	May Jane				
	Company's Co	ntact No:	342343232	4			
	Employer EPF	Ref No:	342343242	34			
	Employer SOC	SO Ref No:	324324324				
	Employer EIS	Ref No:	343244324				
	Employer LHD	N Ref No:	324324234				
	Payment Mont	h(MM/YYYY):	052020				
	FI	ter by Statutory Boo	<sup>ay:</sup> EPF				
			socso				
			U EIS				
			- CHON				
	Select Emp All Nam	loyee Employ e No	ee Ref Employe Amount/	e Employee PCB	Employer Amount/Employe	er CP38	
	Nadi	a EIS	180.00		200.00	Edit	Delete
	Nadi	a EPF	100.00		120.00	Edit	Delete
	D Nadi	a LHDN	100.00		0.00	Edit	Delete
	Nadi	a SOC SO	130.00		150.00	Edit	Delete
							Submit

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 Body Payments menu, click 'File Upload/Download'.

mayhanl	211 com			Click here to	search	Log out 🔒	
Wednesd	ay, 20 May 2020 21:06:21		You are now in a secured site				
Home	Accounts & Banking	Investment	Loans	Apply Online	Bulk Pa	yment	
Bulk Payment	Statutory Bo	dy Payments					
Bulk Payment by Entries & File Uplo	Manual E	Manual Entry		File Upload Reporting			
Bill Payments & Transfers	Fayment	, <b>_</b>	Fayments	View Download	d Report		
Statutory Body	Add Employ	ee Records	File Upload/Downloa	View Submission Status			
Payments	Edit/Delete E Records	Edit/Delete Employee Records Submit For One-time Employer Registration Submit For Payments					
	Submit For 0 Employer Re						
	Submit For F						

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.

Wednesday, 15 April	DDD 12:38:43	You are now in a secured site
Online Banking	File Upload	
	Upload File	
From Account:	Please select V	
Statutory Payment:	Please select V	
Submission Type:	Please select V	
Payment File:	Choose File No file chosen	
	Uplosd 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.

Maybank2U Biz HRPay File G Engloyer Details Engloyer Mare Bate of Incerportation Contribution Notoh (MM) Company Contast Preson Company Contast No. EPF Engloyer Ref No SICSOS Engloyer Ref No EIS Engloyer Ref No EIS Engloyer Ref No	Maybank Semenanjung 03 2020 Mag Jane 342343224 34234324 34324324 343244324 E	v.1.0 324324234	Genera Genera Genera	rate EPF File te SOCSO File rate ELS File ate LHDN File								
Employee Details												
Staff Name	Staff No.	New IC No.	Old IC No.	Passport No.	Employee Def No.	Employee Initial	EPF	Employer Amount	Employee Mages	Employee Def No.	SOCSO	Employer Amount
Mag	1	1		IP4173705A	Linpidyee Hei No	Employee Initial	I Employee Amount	Employer Amount	Employee wages	Employee Herrio.	Employee Amount	Employer Amount
												-
HRPay File Gener	rator	+		1	1			:	4	1		Þ

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.