



USER GUIDE

VE KHAS 2021 APPLICATION THROUGH

i-Akaun (Employer)

Prepared by: Employees Provident Fund

(A) MAKLUMAT MAJIKANNombor Majikan Nama Majikan **(B) MAKLUMAT AHLI / PEKERJA**

Bagi Ahli / Pekerja yang berumur tidak melebihi 60 tahun :

Saya / Kami dengan ini membuat **PILIHAN** untuk mencarum sebanyak 2% melebihi kadar berkanun (9%) bagi syer pekerja yang keseluruhannya berjumlah 11%.

Pilihan ini adalah berkuat kuasa mulai upah Januari 2021 atau mulai upah bulan berikutnya selepas notis ini diterima oleh KWSP sehingga upah bagi bulan Disember 2021 tertakluk kepada Perintah Jadual Ketiga yang diwartakan.

Pilihan untuk mencarum melebihi kadar berkanun caruman syer pekerja yang dibuat **tidak boleh dibatalkan**.

BIL	NO. AHLI	NO. PENGENALAN DIRI	NAMA AHLI (seperti dalam Dokumen Pengenalan Diri)	Tandatangan Ahli
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

(C) PENGESAHAN MAKLUMAN MAJIKAN

Kami dengan ini mengesahkan dan mengambil maklum bahawa pekerja di atas telah memilih untuk mencarum kepada KWSP melebihi kadar berkanun seperti yang dinyatakan dalam notis ini.

Tandatangan Majikan/
Wakil majikan

Nama

No. Pengenalan Diri

Jawatan

E-mel

No. Telefon / Bimbit

Tarikh

CAP RASMI MAJIKAN

SILA PASTIKAN :Butiran ahli-ahli yang disenaraikan di atas hendaklah dikunci masuk di dalam **i-Akaun (Majikan)** mulai 14 Disember 2020.

1. Employees who agree to contribute 2% above the statutory rate of 9% for employee's share must fill in the **KWSP 17A (Khas 2021)** form.
2. Employer (Admininstrator) must key in the data of the said employee(s) via i-Akaun (Employer).

Note:

- i. The KWSP 17A (Khas 2021) form must be kept by the employer for their records.
- ii. The KWSP 17A (Khas 2021) form may be obtained from EPF website starting 1st December 2020.

1. Insert employer's USER ID.
2. Click 'Next'

Welcome to i-Akaun (Employer)

e-Caruman Easy, fast and fast

Now, employers can manage with ease employees' EPF contributions through i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



i-Akaun (Employer)

USER ID

012922418

X

[Forgot User ID/Password?](#)
[i-Akaun Activation \(First Time Login\)](#)

Next

1

2



Welcome to i-Akaun (Employer)

e-Caruman Easy, fast and fast

Now, employers can
manage with ease
employees' EPF
contributions through
i-Akaun (Majikan)

Register now

Download i-Akaun mobile app from



Security Image



i-Akaun (Employer)

PASSWORD

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Login

1

2

1. Insert PASSWORD
2. Click 'Login'

1 Role: Administrator

2 VOLUNTARY EXCESS (VE)

3 VE (KHAS 2021)

We appreciate your prompt submission of contribution before 30th January 2022.

Current Month: January 2022
Wage Month: December 2021
No. of Days Left: 22 Days Left

Kindly ensure your payment is in order. You may disregard this notice if payment has been made via other channels.

Submit Contributions

10
Outstanding Items
View Details

Pending for Payment

EN | BM Logout

CALCULATOR
TRANSACTION HISTORY
ELIGIBILITY TO CONTRIBUTE
HELP
ENQUIRY

You Are Employer?

1. Only accessible by "Administrator"
2. Click VOLUNTARY EXCESS (VE)
3. Click VE (KHAS 2021)

MAARIJ
CONSULTANCY

Employer No:
012922418

Role: Administrator

 COMPANY INFO

 CONTRIBUTION
PAYMENT

 REGISTER EPF
MEMBER

 OUTSTANDING
ITEM

 CARUMAN TANPA
MAKLUMAT
LENGKAP (CTML)

 e-CAP

 VOLUNTARY

VE Khas 2021 Registration: Employees Share (2%)

Uploaded Files Listing

No.	Reference No.	No. of Records	Submission Date	Submission Status
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Upload File

- VE Khas is an election by the member to increase the rate of the employee's contribution to 11% (exceeding 2% from the statutory rate of 9%).
- This election is effective starting from the wages of the subsequent month after the application is made.
- For 'Partial Success' status, you need to resubmit the correct information for unsuccessful registered employee.
- For 'Rejected' status, you need to submit a new application with the correct information for all employee.

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Click 'Upload File' to upload member's data via **CSV** file
Please refer to slide **number 8** (csv. file)

MAARIJ
CONSULTANCYEmployer No:
012922418

Role: Administrator

 COMPANY INFO CONTRIBUTION
PAYMENT REGISTER EPF
MEMBER OUTSTANDING
ITEM CARUMAN TANPA
MAKLUMAT
LENGKAP (CTML) e-CAP VOLUNTARY
EXCESS (VE) e-PAYROLL

VE Khas 2021 Registration

VE Khas 2021 Upload File

 Browse...

The maximum upload file size : 10MB

Kindly refer to [Quick Guide: CSV File](#) to upload the file. [Click here](#) to download the sample file. We hereby confirm that the employee(s) as listed has elect to contribute exceeding the statutory rate.

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Save

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CONTRIBUTE HELP ENQUIRY

1. Click '[Quick Guide: CSV File](#)' for guidance on providing member's data in CSV. format
2. Click 'here' to view sample file

QUICK GUIDE: CSV FILE

This format is only for VE Khas 2021 usage

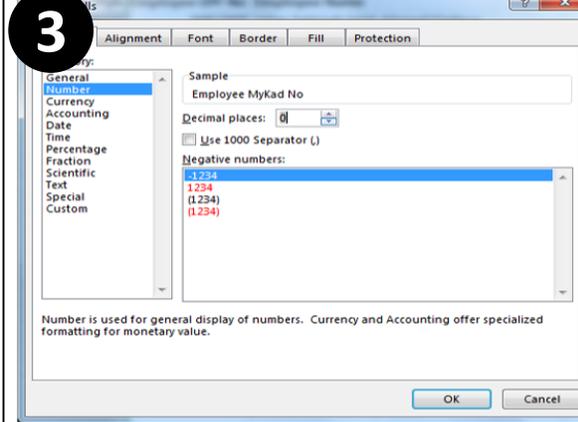
Note:

File (excel) VE Khas 2021 Comma Separated Value format (CSV) is a form of member data for VE Khas 2021. The employer needs to ensure that the data follows the approved format given by EPF as shown below.

Complete the details as per below:

- Row 1 – Column header
- Column A – Identification Type (ID Type)
 - ✓ MyKad = IN
 - ✓ Passport = PP
- Column B – Employee MyKad No.
 - ✓ MyKad Number (12 digits)
 (Note: Blank the column MyKad No. for foreign employee)
- Column C – Employee EPF Number (8 digits)
- Column D – Employee Name¹ (80 digits)

ID Type	Employee MyKad No	Employee EPF No	Employee Name
IN	780613716829	13245436	LIEW LI CHOUN
PP		56467612	NAVASH ABDULLAH
IN	900609036362	12895678	INTAN SAKINAH BINTI AHMAD FIRDAUS
PP		16234288	DAVID BEKHAM



ID Type	Employee MyKad No	Employee EPF No	Employee Name
IN	780613716829	13245436	LIEW LI CHOUN
PP		56467612	NAVASH ABDULLAH
IN	900609036362	12895678	INTAN SAKINAH BINTI AHMAD FIRDAUS
PP		16234288	DAVID BEKHAM

4 Choose **Number**

5 Change the decimal places to '0' and click **OK**

6 The view of the data will be as above

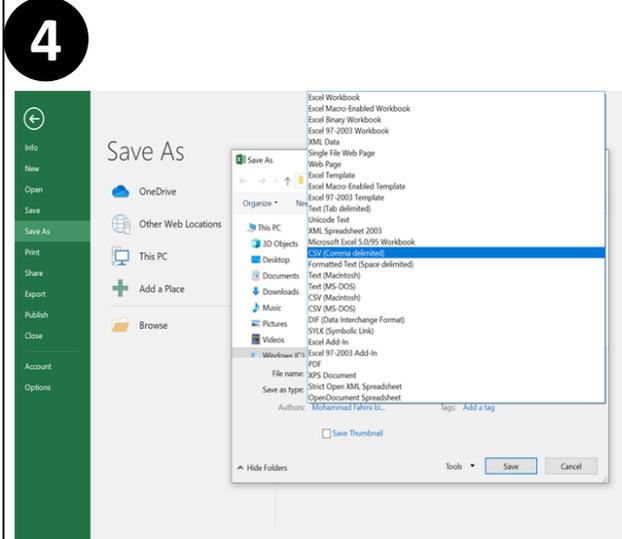
ID Type	Employee MyKad No	Employee EPF No	Employee Name
IN	7.80614E+11	13245436	LIEW LI CHOUN
PP		56467612	NAVASH ABDULLAH
IN	9.00609E+11	12895678	INTAN SAKINAH BINTI AHMAD FIRDAUS
PP		16234288	DAVID BEKHAM

ID Type	Employee MyKad No	Employee EPF No	Employee Name
IN	7.80614E+11	13245436	LIEW LI CHOUN
PP		56467612	NAVASH ABDULLAH
IN	9.00609E+11	12895678	INTAN SAKINAH BINTI AHMAD FIRDAUS
PP		16234288	DAVID BEKHAM

1 Highlight the **Employee MyKad No** and **Employee EPF No** (Column B & C)

2 Right Click

3 Select **Format Cells**



7 Steps to save the file

7.1 Click **File -> Save As**

7.2 Choose **Browse** -> Choose the location to save the file (example: Desktop)

7.3 File Name -> Name file as **VEKHAS2021**

7.4 Choose **Save as type: CSV (Comma delimited)** -> **Save**



VEKHAS2021.csv

7.5 **VEKHAS2021.csv** file is ready to be uploaded to [i-Akaun Majikan](#)

KWSP EPF EN | BM [Logout](#)

MAARIJ CONSULTANCY
Employer No: 012922418
Role: Administrator

- COMPANY INFO
- CONTRIBUTION PAYMENT
- REGISTER EPF MEMBER
- OUTSTANDING ITEM
- CARUMAN TANPA MAKLUMAT LENGKAP (CTML)
- e-CAP
- VOLUNTARY EXCESS (VE)
- e-PAYROLL

VE Khas 2021 Registration

VE Khas 2021 Upload File

Browse...

The maximum upload file size : 10MB

Kindly refer to [Quick Guide: CSV File](#) to upload the file. [Click here](#) to download the sample file.

We hereby confirm that the employee(s) as listed have consent to contribute exceeding the statutory rate.

[Back](#) [Save](#)

Click 'Browse'

- CONTRIBUTION STATEMENT
- CALCULATOR
- TRANSACTION HISTORY
- ELIGIBILITY TO CONTRIBUTE
- HELP
- ENQUIRY

Choose File to Upload

This PC > Desktop > VE KHAS > VE KHAS 2021 > UAT i-Akaun Majikan > MAJIKAN

Search MAJIKAN

Organize New folder

Name	Date modified	Type	Size
VE Khas 2021	24/11/2020 10:06 AM	Microsoft Excel Com...	1 KB

File name: VE Khas 2021

All Files (*.*)

Open

Cancel

 CONTRIBUTION STATEMENT CALCULATOR TRANSACTION HISTORY ELIGIBILITY TO CONTRIBUTE HELP ENQUIRY

1. Select file to upload
2. Click 'Open'

MAARIJ
CONSULTANCY

Employer No:
012922418

Role: Administrator

 COMPANY INFO

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 e-PAYROLL

VE Khas 2021 Registration

VE Khas 2021 Upload File

C:\Users\AB1735\Desktop\VE KHAS\VE K... Browse...

The maximum upload file size : 10MB

Kindly refer to **Quick Guide: CSV File** to upload the file. Click [here](#) to download the sample file.

We hereby confirm that the employee(s) as listed has elect to contribute exceeding the statutory rate.

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1. Tick (v) at the declaration of the employer
2. Click 'Save'

**MAARIJ
CONSULTANCY**Employer No:
012922418

Role: Administrator



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LENGKAP (CTML)

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EXCESS (VE)**VE Khas 2021 Registration: Employees Share (2%)****Uploaded Files Listing**

No.	Reference No.	No. of Records	Submission Date	Submission Status
1	VEKHAS20212022010800001610	2	08-Jan-2022 05:30:55 PM	Submitted



Click Reference No. to view the list of member's data

Upload File

- VE Khas is an election by the member to increase the rate of the employee's contribution to 11% (exceeding 2% from the statutory rate of 9%).
- This election is effective starting from the wages of the subsequent month after the application is made.
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MAARIJ
CONSULTANCY

Employer No:
012922418

Role: Administrator

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EXCESS (VE)

e-PAYROLL

VE Khas 2021 Registration: Employees Share (2%)

VEKHAS20212022010800001610

No.	Jenis ID	Member ID No.	Member No.	Member Name	Effective Wage Month	Effective Contribution Month	Application Status	Reject Code & Description
1	IN	820518125920	61737773	SITI HAFIZAH BINTI ISMAIL	JAN 2021 – DEC 2021	FEB 2021 – JAN 2022	Submitted	
2	PP		71660991	CAHATI BINTI KASTARIM	JAN 2021 – DEC 2021	FEB 2021 – JAN 2022	Submitted	

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Download

Submission status

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**MAARIJ
CONSULTANCY**Employer No:
012922418

Role: Administrator

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LENGKAP (CTML)

e-CAP

 VOLUNTARY
EXCESS (VE)

e-PAYROLL

VE Khas 2021 Registration: Employees Share (2%)**VEKHAS20212022010800001610**

No.	Jenis ID	Member ID No.	Member No.	Member Name	Effective Wage Month	Effective Contribution Month	Application Status	Reject Code & Description
1	IN	820518125920	61737773	SITI HAFIZAH BINTI ISMAIL	JAN 2021 – DEC 2021	FEB 2021 – JAN 2022	Successful	
2	PP		71660991	CAHATI BINTI KASTARIM	JAN 2021 – DEC 2021	FEB 2021 – JAN 2022	Successful	

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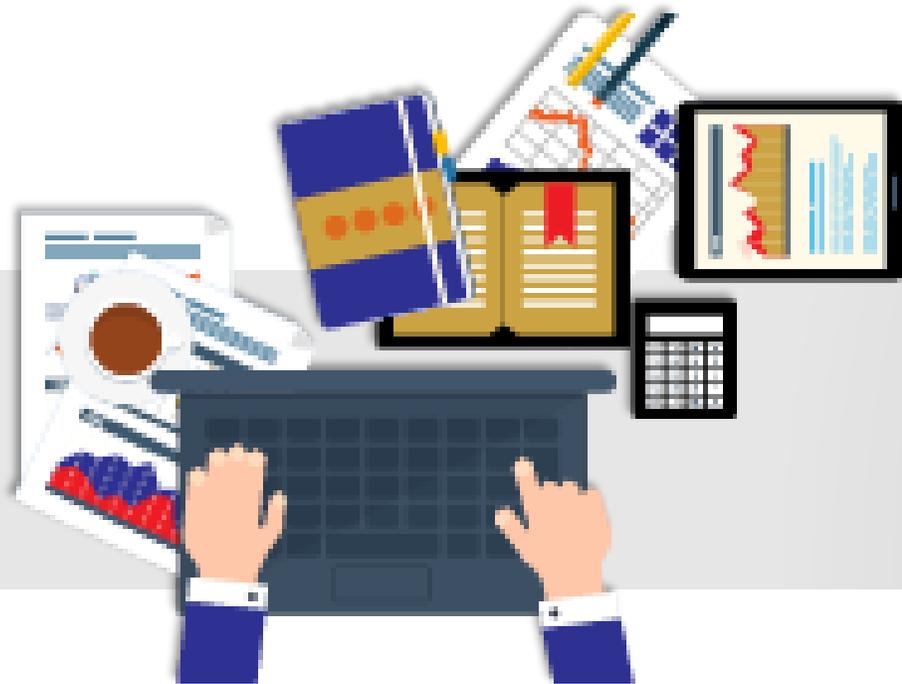
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Submission status will
changed to 'successful'

Click 'Download' to view data in excel format



VE Khas 2021 Application Submission Status

**MAARIJ
CONSULTANCY**Employer No:
012922418

Role: Administrator

COMPANY INFO

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1	VEKHAS20212022010800001610	2	08-Jan-2022 05:30:55 PM	Submitted
2	VEKHAS20212022010800001605	2	08-Jan-2022 10:33:36 AM	Processing
3	VEKHAS20212022010800001604	1	08-Jan-2022 10:13:28 AM	Rejected
4	VEKHAS20212022010800001603	6	08-Jan-2022 10:05:48 AM	Partial Success
5	VEKHAS20212022010700001503	3	07-Jan-2022 07:26:18 AM	Successful

1

Upload File

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- For 'Rejected' status, you need to submit a new application with the correct information for all employee.

NOTE: You must to resubmit the application for members with rejection status and partial success.

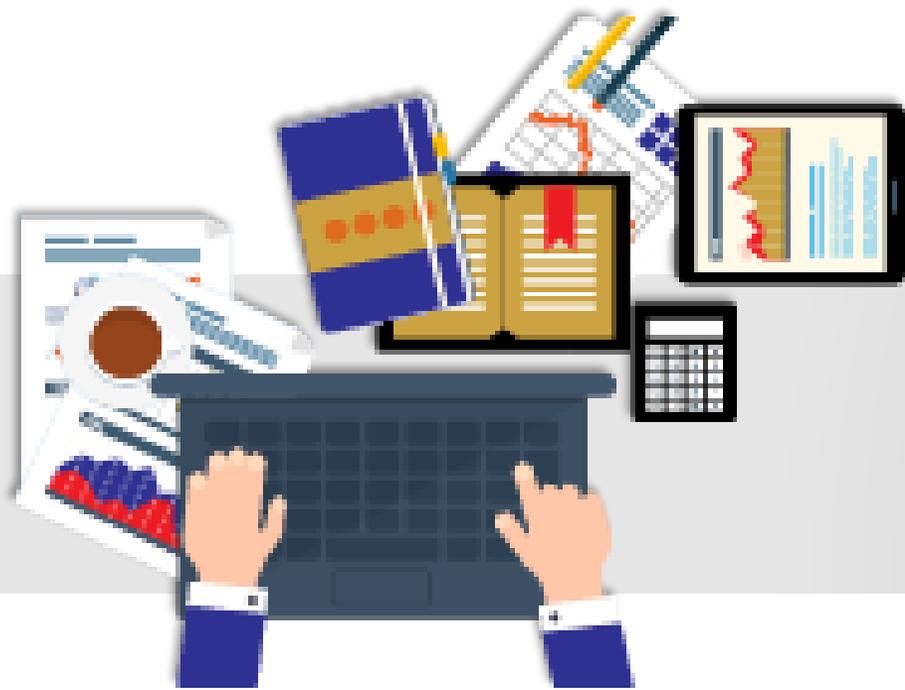
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Members Reject Status VE Khas 2021

Reject after CSV file uploaded

VE Khas 2021 Registration

VE Khas 2021 Upload File

The maximum upload file size : 10MB

Kindly refer to **Quick Guide: CSV File** to upload the file. Click [here](#) to download the sample file.

We hereby confirm that the employee(s) as listed has elect to contribute exceeding the statutory rate.

Upload fail due to unsuccessful field validation. Please make the necessary changes and upload the file again. Kindly ensure that the following criteria have been fulfilled.

1. ID Type/ MyKad No./ Member EPF No. /Name are mandatory to fill up.
2. Invalid EPF No. or MyKad No.

Error(s) at Line:

- Line 1 : Insufficient character length (MyKad No).
- Line 2 : ID Type field must be blank.
- Line 3 : Insufficient character length (EPF No).
- Line 4 : ID Type field appears blank.
- Line 4 : Invalid ID Type.
- Line 4 : EPF No. field appears blank.
- Line 4 : Member must insert name.

NOTE: If an error code as shown on the left appears, you must update the file with the correct information.



**MAARIJ
CONSULTANCY**Employer No:
012922418

Role: Administrator

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 VOLUNTARY
EXCESS (VE)

e-PAYROLL

VE Khas 2021 Registration: Employees Share (2%)**VEKHAS20212022010800001610**

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2	PP		71660991	CAHATI BINTI KASTARIM	JAN 2021 – DEC 2021	FEB 2021 – JAN 2022	Rejected	02 Member EPF Number does not match

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NOTE: For members with rejection status, you must to resubmit the data with correct member information

Click 'Download' to view data in excel format

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Thank You