

CIMB BizConverter - Guideline for Statutory Payments



Table of Content

Section A

Download CIMB BizConverter2

Section B

CIMB BizConverter Excel Template

- Get Template & Fill Up Company Information.....3
- Fill Up Staff Information..... 4

Section C

Statutory Payments

- EPF, SOCSO5
- LHDN, ZAKAT6

Section D

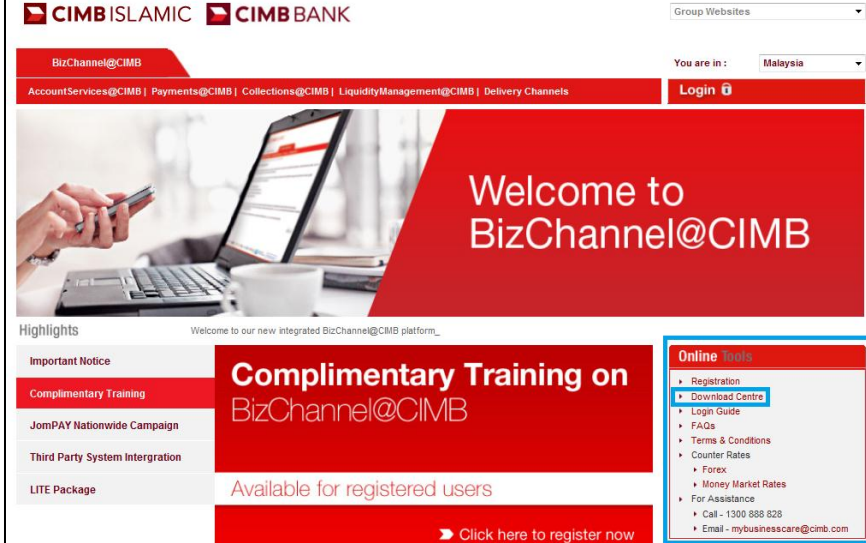
Generate Statutory Payments Text File7 - 8

Section A

Download CIMB BizConverter

- 1) Login into www.cimb-bizchannel.com.my website
- 2) Go to **“Online Tools”** > Click on **“Download Centre”**
- 3) Click on **“CIMB BizConverter”**
- 4) On the disclaimer page, tick the checkbox to agree with the Terms & Conditions > Click on **“Proceed”**
- 5) Click on **CIMB BizConverter v1.2.0.0**
- 6) Click on **“Save”** and choose the location to save the file

2)



The screenshot displays the CIMB BizChannel@CIMB website interface. At the top, there are logos for CIMB ISLAMIC and CIMB BANK, along with a 'Group Websites' dropdown menu. Below the logos, the user is identified as 'BizChannel@CIMB' and the location as 'Malaysia'. A navigation bar includes links for 'Account Services@CIMB', 'Payments@CIMB', 'Collections@CIMB', 'Liquidity Management@CIMB', and 'Delivery Channels', along with a 'Login' button. The main content area features a large red banner with the text 'Welcome to BizChannel@CIMB'. Below the banner, there are sections for 'Highlights' (Important Notice, Complimentary Training, JomPAY Nationwide Campaign, Third Party System Intergration, LITE Package) and a large red box for 'Complimentary Training on BizChannel@CIMB' available for registered users. On the right side, there is an 'Online Tools' menu with options: Registration, Download Centre (highlighted), Login Guide, FAQs, Terms & Conditions, Counter Rates, Forex, Money Market Rates, For Assistance, Call - 1300 888 828, and Email - mybusinesscare@cimb.com. A 'Click here to register now' button is located at the bottom right of the main content area.

Section B

CIMB BizConverter Excel Template

Get Template & Fill Up Company Information

- 1) Open the “CIMB BizConverter” application & click on “Get Template”
- 2) Click on “Company Info” worksheet in the CIMB BizConverter Excel Template
- 3) Please fill up all mandatory columns A, C to J. For payments that are not applicable, please input “0”
Note: Customer may amend the company details as and when is required in the worksheet

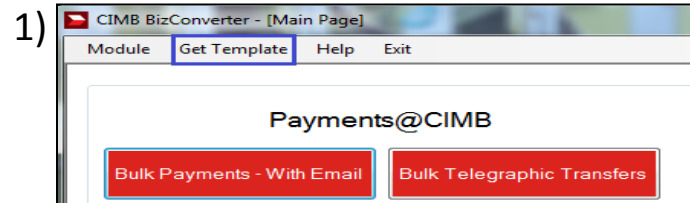
- 4) Description for selected columns:

Column A: Company Name

> Max length , 40 characters only

Column I: SOCSO MyCo ID

> Employer’s registration number

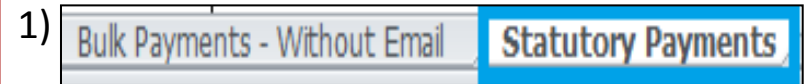


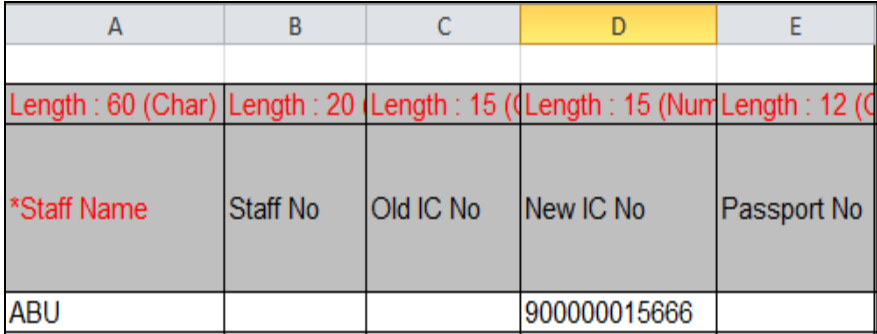
3)

A	C	D	E	F	G	H	I	J
	LHDN		EPF			SOCSO		ZAKAT
Length: 40 (Char)	Length : 10 (Num)	Length : 40 (Char)	Length : 19 (Num)	Length : 40 (Char)	Length : 20 (Num)	Length : 12 (Char)	Length : 20 (Char)	Length : 10 (Char)
Company Name	LHDN Employer No	Email Address	EPF Employer No	Contact Person	Contact Number	SOCSO Employer Code	SOCSO MyCo ID	ZAKAT Employer Ref
TESTING A SDN BHD	0	0	10222222	ABU	0165762516	1999999999	123456T	0

Fill Up Staff Information

- 1) Click on “Statutory Payments” worksheet
- 2) Fill up the staff details for Statutory Payments.
Column A is mandatory



2)  A screenshot of an Excel table with 5 columns labeled A through E. The table has a header row with column labels and a row with data. The data row contains: *Staff Name (in red text), Staff No, Old IC No, New IC No (900000015666), and Passport No. The table also includes a row with field lengths: Length : 60 (Char) for column A, Length : 20 for column B, Length : 15 (Char) for column C, Length : 15 (Num) for column D, and Length : 12 (Char) for column E.

A	B	C	D	E
Length : 60 (Char)	Length : 20	Length : 15 (Char)	Length : 15 (Num)	Length : 12 (Char)
*Staff Name	Staff No	Old IC No	New IC No	Passport No
ABU			900000015666	

Section C

Statutory Payments

A) EPF

- 1) Please fill up columns K to N, save the Excel File once done
- 2) Description for selected columns:
 - Column L: Employee Wages**
 - > Total earnings of employee (numbers only)
 - Column M: Employee Contribution**
 - > Employee contribution amount (numbers only)
 - Column N: Employer Contribution**
 - > Employer contribution amount (numbers only)

A)

A	K	L	M	N
	EPF			
Length : 60 (Char)	Length :19 (Num only)	Length :15 (Num only)	Length :15 (Num only)	Length :15 (Num only)
*Staff Name	Employee EPF No	Employee Wages	Employee Contribution	Employer Contribution
ABU	123456141234	5,000.00	2,178.00	2,376.00

B) SOCSO

- 1) Please fill up columns O to R, save the Excel File once done
- 2) Description for selected columns:
 - Column O: Employee SOCSO ID No**
 - > NRIC Number (no special characters & spacing)
 - Column P: SOCSO Amount**
 - > Amount payable by employer (numbers only)
 - Column R: Employment Status**
 - > Not mandatory (leave it blank if not applicable)

B)

A	O	P	Q	R
	SOCSO			
Length : 60 (Char)	Length :12 (Char)	Length :4 (Num only)	Length :10 (Date Format)	Length :1 (Char)
*Staff Name	Employee SOCSO ID No	SOCSO Amount	Employment Date (DD/MM/YYYY)	Employment Status B(Pekerja Baru), H(Berhenti), M(Meninggal Dunia), S(Cuti Sakit dalam tempoh menerima faedah Perkeso)
ABU	123456141234	1.00	12-05-2016	B

Section C

Statutory Payments

C) LHDN

- 1) Please fill up columns F to J, save the Excel File once done
- 2) Description for selected columns:
 - Column F: Tax Reference No**
 - > Can be obtained from LHDN Department
 - Column H: CP38 Amount** (not mandatory)
 - > Any outstanding amount from the previous month
 - Column I: Wife Code**
 - > Last digit of the Tax Reference Number
 - Column J: PCB Amount**
 - > Monthly deduction amount from the employee

C)

A	F	G	H	I	J
	LHDN				
Length : 60 (Char)	Length : 10 (Num only)	Length : 2 (Char)	Length : 8 (Num only)	Length : 1 (Num only)	Length : 8 (Num only)
*Staff Name	Tax Reference No	Country Code	CP38 Amount	Wife Code	PCB Amount
ABU	0437660001	MY-MALAYSIA	0.00	1	100.00

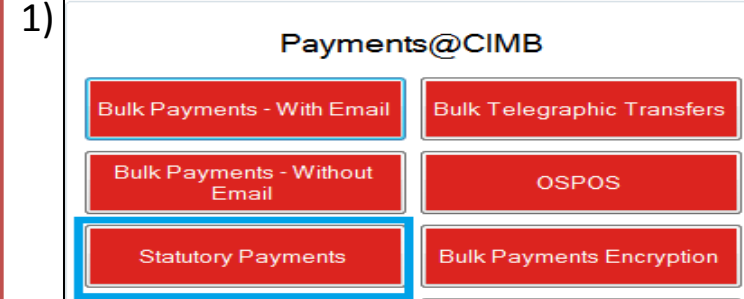
D) ZAKAT

- 1) Please fill up columns S & T, save the Excel File once done
- 2) Description for selected column:
 - Column T: ZAKAT Classification**
 - > Indicate the type of payment they would like to perform, e.g Harta, Pendapatan

D)

A	S	T
	ZAKAT	
Length : 60 (Char)	Length : 15 (Num only)	Length : 20 (Char)
*Staff Name	ZAKAT Amount	ZAKAT Payment Classification HARTA PENDAPATAN HARTA, PENDAPATAN
ABU	10.00	HARTA, PENDAPATAN

- 1) Go to CIMB BizConverter application and click on **“Statutory Payments”** under **Payments@CIMB**
- 2) Fill up the details below:
 - Contribution Period** > Choose the contribution month
 - Source File**
 - > Browse the CIMB BizConverter Excel Template that saved
 - Company Name** > Choose from the drop down list
 - Save as**
 - > Browse and choose the location to save the text file
 - Report**
 - > Tick for summarized report in Excel Format (optional)
 - Export File**
 - > Tick the payments you wish to generate the Text File
 - State Code (for EPF only)**
 - > Select the State
 - Payment Indicator (for EPF only)**
 - > First Text File, select **“N”**, subsequent Text File, select **“S”**
 - EPF Testing (for EPF only)**
 - > First EPF File (Test File) select **“YES”**, EPF Live File select **“No”**
 - Sequence No**
 - > Indicate running number for each text file (01,02...)



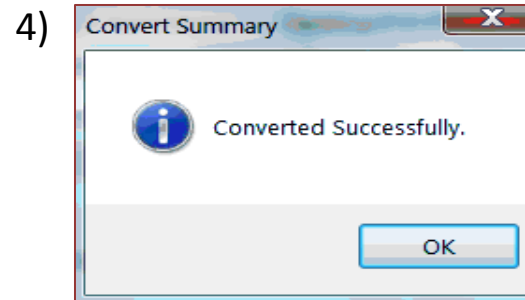
2)

The screenshot shows the 'Statutory Payments' form with the following details:

- Contribution Period:** 2017 (MM/YYYY)
- Source File:** [Browse]
- Company Name:** [Dropdown]
- Org. Code:** [Text Field]
- Save As:** [Browse]
- Report**
- Export File:**
 - EPF
 - SOCSO
 - LHDN/IRB
 - ZAKAT
- State Code:** [Dropdown]
- Payment Indicator:** [Dropdown]
- EPF Testing:** [Dropdown]
- Sequence No:** [Text Field]

Note: Please change Sequence No. to indicate number of contribution for the month if necessary.
For 1st contribution of the month, use "00". Subsequent contribution increase by 1.

- 3) Click on **“Generate”**
- 4) Once generated, a pop-up message **“Converted Successfully”** will be shown
- 5) Take note of the location where the text file is saved (in notepad format), as the Maker will upload this file in BizChannel@CIMB to initiate payments





Business Call Centre:



Phone number: 1 300 888 828 (local) or
+603 2297 3000 (overseas)

Business hours: 7.00am – 7.00pm (Monday – Friday)
8:00am – 5:00pm (Saturday)

Email: mybusinesscare@cimb.com