

## Getting Started:

- First time user for payroll payments, please contact Business Call Centre at 1300 888 828 or email to mybusinesscare@cimb.com to enable payroll and statutory payments.
- Please note that the first EPF and SOCSO submission is a test file and must be approved by the respective statutory bodies (usually takes up to 3 working days) before you can submit a payment. To check the approval status, please refer to Section 2 (ii) below.
- Fields marked with asterisk (\*) in the sections below are mandatory fields.

## Section 1: Transaction Initiation

- i) Click **'Statutory Payment'** from the left side menu and select **'SOCSO'** from the dropdown list.
- ii) **File Upload:** Click browse and search file to be uploaded.
- iii) **Source Account:** Click on magnifier icon and search for an account to pay from.
- iv) **Contribution Type:** Select Employment Insurance System (EIS).
- v) **Payment Date:** Select today or future payment date (within 30 calendar days from current date). Backdated transactions are not allowed.
- vi) Click **Submit for Acceptance** to validate the file.

## Section 2: Uploaded File Status

Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
06-Aug-2018 09:49:45	-	SOCSO.txt	-	-	Awaiting Validation	-

- i) Click **Refresh** to check the status.

## 1<sup>st</sup> time submission:

SOCSCO	Uploaded File Status	SOCSCO Approval Status				
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">                     Rejected_PREMIER_20180806000022046_SOCSCO - Notepad                      File Edit Format View Help                      APR_1110991 - Your first submission is pending SOCSCO's approval. Please ensure status is Approved in the SOCSCO Approval tab before making an actual payment submission.                 </div>						
Search Criteria						
Upload Date *						
Reference Number						
File Name						
Filter by Status	<input type="checkbox"/> Pending Approval <input type="checkbox"/> Unsuccessful					
Search						
Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
06-Aug-2018 12:00:24	-	SOCSCO.txt	-	-	Unsuccessful	Failed Reason
Page 1 Of 1 Go First Prev Next Last						
Refresh Confirm						

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
 \* Subject to the effective GST rate at the date of transfer

SOCSCO	Uploaded File Status	SOCSCO Approval Status
Employer Code	Status	
A3101001117X	APPROVED	
A3100012967P	IN PROGRESS	
B3200006891X	APPROVED	
F9700007735A	IN PROGRESS	
B3200084799M	APPROVED	
F7700001249Z	IN PROGRESS	
F9601000618F	APPROVED	
F7100004174V	APPROVED	

SOCSCO	Uploaded File Status	SOCSCO Approval Status
Employer Code	Status	
A3101001117X	APPROVED	
A3100012967P	APPROVED	
B3200006891X	APPROVED	
F9700007735A	IN PROGRESS	
B3200084799M	APPROVED	
F7700001249Z	IN PROGRESS	
F9601000618F	APPROVED	
F7100004174V	APPROVED	

## Existing Customer:

SOCSCO	Uploaded File Status	SOCSCO Approval Status				
Search Criteria						
Upload Date *	06/08/2018 - 06/08/2018 (dd/mm/yyyy)					
Reference Number						
File Name						
Filter by Status	<input checked="" type="checkbox"/> Awaiting Validation <input checked="" type="checkbox"/> Pending Confirmation <input checked="" type="checkbox"/> Pending Approval <input checked="" type="checkbox"/> Unsuccessful					
Search						
Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
06-Aug-2018 14:50:09	20180806000022052	SOCSCO.txt	1	MYR 99.00	Pending Confirmation <span style="color: red; font-weight: bold;">ii</span>	Confirm Delete
Page 1 Of 1 Go First Prev Next Last						
Refresh Confirm						

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SOCSCO	Uploaded File Status	SOCSCO Approval Status				
Result Message: Your file has been submitted for acceptance						
Search Criteria						
Upload Date *	06/08/2018 - 06/08/2018 (dd/mm/yyyy)					
Reference Number						
File Name						
Filter by Status	<input checked="" type="checkbox"/> Awaiting Validation <input checked="" type="checkbox"/> Pending Confirmation <input checked="" type="checkbox"/> Pending Approval <input checked="" type="checkbox"/> Unsuccessful					
Search						
Upload Date	Reference Number	File Name	Total Record	Total Amount	Status	Action
06-Aug-2018 14:50:09	20180806000022052	SOCSCO.txt	1	MYR 99.00	Pending Approval	Workflow List
Page 1 Of 1 Go First Prev Next Last						
Refresh Confirm						

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## 1<sup>st</sup> time submission

**Result Message:** Your first submission is pending SOCSCO's approval. Please ensure status is Approved in the SOCSCO Approval tab before making an actual payment submission.

## Existing Customer

**Result Message:** This transaction pending for approval.

ii) Click 'Confirm' to proceed for payment.

**Result Message:** Your file has been submitted for acceptance.

## Section 3: Approval of Transaction by Authorizer

**BizChannel@CIMB**

- Pending Tasks i
- » Pending Tasks
- Account Information
- Collections Management
- Information Management
- Utilities
- Reports

All Task Listing
Pending Approval
View Expired Transactions

Company \* PREMIER Corporate

**Search Account**

Search By Account No

Account Name

Pending Approval										1 - 10 of 10 transaction(s)
No.	<input type="checkbox"/>	Creation Date	Reference No.	Menu	Pay From	Transaction Amount	Instruction Mode	Instruction Date	Maker User ID	Status
1	<input type="checkbox"/>	06-Aug-2018 15:01:08	201808060000022052	SOCSCO	8000199963 / V.M. ODFJP. PPLUTPC (MYR)	MYR 99.00	Today	06-Aug-2018	NADYA	Approver Task Advance

**SOCSCO**

Transaction Reference No. : 201808060000022052

**File Details**

File Format : TXT

File Upload : SOCSCO.txt

File Type : Non Encrypted

**Transaction Detail**

Source Account : 8000199963 - V.M. ODFJP. PPLUTPC(MYR)

Contribution Type : Employment Insurance System (EIS)

Total Record : 1

Total Amount : MYR 99.00

Total Debit Amount : MYR 99.00

**Instruction Mode**

Today : 06-Aug-2018

**Transaction History List**

Action Date	User ID	User Name	Action
2018-08-06 15:01:09	NADYA	Nadya	Created

**Approval Matrix List**

Signature Set	Total Approver (s) Required	Number of Approver	Company	User Group	Targeted User
farris test group	1	1	PREMIER	Farris test group	Any User
FARRIS TESTING 2	1	1	PREMIER	Farris Testing 2	Any User
all	1	1	PREMIER	All	Any User

**Approver List**

User ID	User Name	User Group
APPROVER1	approver1	Farris Testing 2
APPROVER3	approver3	Farris test group
APPROVER2	approver2	All

**Authentication**

Challenge Number : 99999

Response Number

iv

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i) Click 'Pending Tasks' from the left side menu and select 'Pending Tasks'.

ii) Click the **hyperlink** at Reference No. column to see the transaction details before approve.

iii) **Authentication** Response Number. Enter the 'Response Number'.

iv) Click 'Approve' and 'OK'.

**Result Message:** SOCSCO has been successfully released and executed.

**SOCSCO**

Transaction Reference No. : 201808060000022052

• Result Message: SOCSCO has been successfully released and executed

**File Details**

File Format : TXT

File Upload : SOCSCO.txt

File Type : Non Encrypted

**Transaction Detail**

Source Account : 8000199963 - V.M. ODFJP. PPLUTPC(MYR)

Contribution Type : Employment Insurance System (EIS)

Total Record : 1

Total Amount : MYR 99.00

Total Debit Amount : MYR 99.00

**Instruction Mode**

Today : 06-Aug-2018

All fees / charges are subject to Goods and Services Tax (GST) payable by the Customer  
\* Subject to the effective GST rate at the date of transfer