

EPF Excel Guide

Sample Blank File

	A	B	C	D	E	F	G
1	EPF Employer Number Numeric (19)						
2	Contribution Month (MMYYYY) Numeric (6)						
3	State Code Numeric (3)						
4	Contact Person Name Alphanumeric (40)						
5	Contact Phone Number Alphanumeric (20)						
6	New or Supplementary Payment Indicator (N/S) Alpha (1)						
7	Sequence Number (00-99) Numeric (2)						
8	Test File (Y/N) Alpha (1)						
9	Member EPF Number	Employee IC Number	Employee Name	Employee Staff ID	Employer Contribution	Member Contribution	Member Wages
10	Numeric (19)	Alphanumeric (15)	Alphanumeric (80)	Alphanumeric (20)	Numeric (15,2)	Numeric (15,2)	Numeric (15,2)
11							
12							
13							
14							
15							
16							
17							
18							

Row;

1. EPF Employer Number

- E.g. 0199999990

2. Enter the Contribution Month in MMYYYY format

- E.g. 062018

3. State Code

- Refer below

- '01' - Johor
- '02' - Kedah
- '03' - Kelantan
- '04' - Melaka
- '05' - Negeri Sembilan
- '06' - Pahang
- '07' - Pulau Pinang
- '08' - Perak
- '09' - Perlis
- '10' - Selangor
- '11' - Terengganu
- '12' - Sabah
- '13' - Sarawak
- '14' - Wilayah Persekutuan K.L
- '15' - Wilayah Persekutuan Labuan
- '16' - Wilayah Persekutuan Putrajaya

4. Enter the Contact Person Name

- E.g. Muhammad Ali

5. Enter the Contact Phone Number

- E.g. 01833889931

6. New or Supplementary Payment Indicator (N/S)

- E.g. Always enter as “ N ”

7. Sequence Number (00-99)

- E.g. Always enter as “ 00 ”

8. Test File (Y/N)

- E.g. Always enter as “ Y ” for **Test File (one time only)**. For **Contribution File**, please enter as “ N ”.

**9. Header “Member EPF Number, Employee IC Number, Employee Name, Employee Staff ID
Employer Contribution, Member Contribution, Member Wages”**

- Please do not edit or remove the Header

**10. Header “Numeric (19), Alphanumeric (15), Alphanumeric (80), Alphanumeric (20)
Numeric (15,2) Numeric (15,2) Numeric (15,2)”**

- Please do not edit or remove the Header

11. Enter your data at this row. ***

- **Column A (Member EPF Number)**

- E.g. 0123456789

- **Column B (Employee IC Number)**

-E.g. 881018106883

- **Column C (Employee Name)**

-E.g. Muhammad Ali Bin Alo

- **Column D (Employee Staff ID)**

-E.g. 01,02,03 etc

- **Column E (Employer Contribution)**

-E.g. 350.00

-Must be flat amount. Do not enter with cents e.g. **350.20 (not allowed)**

- **Column F (Member Contribution)**

-E.g. 350.00

-Must be flat amount. Do not enter with cents e.g. 350.20 (not allowed)

-Minimum amount is 1.00. Do not enter 0.00 (not allowed)

- **Column F (Member Wages)**

-E.g 3500.00

-Must be flat amount. Do not enter with cents e.g. 3500.20 (not allowed)

Sample of Test File

	A	B	C	D	E	F	G
1	EPF Employer Number Numeric (19)	019999999					
2	Contribution Month (MMYYYY) Numeric (6)	062018					
3	State Code Numeric (3)	14					
4	Contact Person Name Alphanumeric (40)	Muhammad Ali					
5	Contact Phone Number Alphanumeric (20)	0126888833					
6	New or Supplementary Payment Indicator (N/S) Alpha (1)	N					
7	Sequence Number (00-99) Numeric (2)	00					
8	Test File (Y/N) Alpha (1)	Y					
9	Member EPF Number	Employee IC Number	Employee Name	Employee Staff ID	Employer Contribution	Member Contribution	Member Wages
10	Numeric (19)	Alphanumeric (15)	Alphanumeric (80)	Alphanumeric (20)	Numeric (15,2)	Numeric (15,2)	Numeric (15,2)
11	178888883	831206145444	Elsie	001	200.00	150.00	2800.00
12	188888873	880318106383	Lee Hou Fatt	002	250.00	200.00	3300.00
13							
14							
15							
16							
17							
18							

Sample of Contribution File

	A	B	C	D	E	F	G
1	EPF Employer Number Numeric (19)	019999999					
2	Contribution Month (MMYYYY) Numeric (6)	062018					
3	State Code Numeric (3)	14					
4	Contact Person Name Alphanumeric (40)	Muhammad Ali					
5	Contact Phone Number Alphanumeric (20)	0126888833					
6	New or Supplementary Payment Indicator (N/S) Alpha (1)	N					
7	Sequence Number (00-99) Numeric (2)	00					
8	Test File (Y/N) Alpha (1)	N					
9	Member EPF Number	Employee IC Number	Employee Name	Employee Staff ID	Employer Contribution	Member Contribution	Member Wages
10	Numeric (19)	Alphanumeric (15)	Alphanumeric (80)	Alphanumeric (20)	Numeric (15,2)	Numeric (15,2)	Numeric (15,2)
11	178888883	831206145444	Elsie	001	200.00	150.00	2800.00
12	188888873	880318106383	Lee Hou Fatt	002	250.00	200.00	3300.00
13							
14							
15							
16							
17							
18							

Note;

- You are required to Submit Test File for the first time for EPF's validation & approval
- The approval letter will be sent to your correspondence address within 14 days
- Once you have obtained the approval letter, you may proceed to Submit Contribution via PBe
- The only difference between Test & Contribution File is the Indicator (Y or N)
- Do not resubmit Test File for the sample EPF Employer Number as you need to submit **one time only**.
- You may Submit Test File for other EPF Employer Number (if any)

Scenario;

- ❖ You would like to upload **2nd EPF file** on the same month. What do you need to amend?

-Please change the **New or Supplementary Payment Indicator** from **N** to **S** and **Sequence Number** from **00** to **01**.

- The **Supplementary Payment Indicator S** represents the subsequent file that you wish to submit on the same month. It could be 2nd, 3rd, 4th or 5th file and the **Sequence Number 01** refers to the number of files you submit on the same month.

- E.g. **1st File = N 00**, **2nd File = S 01**, **3rd File = S 02**, **4th File = S 03**, **5th File = S 04** ...

- ❖ There are changes of staff and salary etc. Do you need to resubmit Test File?

-No, do not resubmit the Test File despite there are changes of staff and salary etc. You may edit the necessary details in the Excel file and continue to submit as Contribution.

- ✓ ***Should you require further assistance or clarification, kindly contact our PBe Customer Support at 03 – 2179 9999 from 6am to 12am or email to customersupport@publicbank.com.my***

Thank you for banking with us.

PUBLIC BANK BERHAD.

