

SOC SO Excel Guide

Sample of SOC SO File

	A	B	C	D	E	F
1	SOC SO Employer Code Alphanumeric (12)					
2	Business Registration No Alphanumeric (20)					
3	Staff IC No Alphanumeric (12)	Staff Name Alphanumeric (150)	Contribution Month Numeric (6)	Contribution Amount Numeric (14)	Employment Date Numeric (8)	Employment Status Alpha (1)
4						
5						
6						
7						
8						
9						

Row;

1. SOC SO Employer Code

- E.g. A1234000890Y
- Enter the data at **Column B**

2. Business Registration Number

- E.g. 6666888X
- Do not insert hyphen “ – ”, e.g. 6666888-X (Invalid)
- Enter the data at **Column B**

3. Header “Staff IC No | Alphanumeric (12), Staff Name | Alphanumeric (150), Contribution Month | Numeric (6), Contribution Amount | Numeric (14), Employment Date | Numeric (8), Employment Status | Alpha (1)”

- Please do not edit/remove the header

4. Enter your data at this row***

- **Column A (Staff IC)**
 - E.g. 881108106883
- **Column B (Staff Name)**
 - E.g. Muhammad Ali
- **Column C (Contribution Month)**
 - E.g. 062018
- **Column D (Contribution Amount)**
 - E.g. 66.40
- **Column E (Employment Date)**
 - In DDMMYYYY format. E.g. 15042011

- **Column F (Employment Status)**
 - Please enter **B** (New Staff), **H** (Resigned Staff) or **blank**

Sample of SOCSO Test/Contribution File

	A	B	C	D	E	F
1	SOCSSO Employer Code Alphanumeric (12)	A123456790Y				
2	Business Registration No Alphanumeric (20)	666888X				
3	Staff IC No Alphanumeric (12)	Staff Name Alphanumeric (150)	Contribution Month Numeric (6)	Contribution Amount Numeric (14)	Employment Date Numeric (8)	Employment Status Alpha (1)
4	881208106883	Muhammad Ali	62018	66.4	15042011	
5	881208106885	Muhammad AbuAli	62018	66.4	15042012	
6						
7						
8						
9						

Note;

- You are required to Submit Test File for the first time for SOCSO's validation & approval.
- The approval letter will be sent by SOCSO to your correspondence address or by email within 14 days.
- Once you have obtained the approval letter, you may proceed to submit for contribution via PBe.
- You may Submit Test File for other respective SOCSO Employer Code.
- The name of the SOCSO file must always be " **Brg8A** ".

Scenario;

- ❖ There are changes of staff and salary etc. Do you need to resubmit Test File?
 - No, do not resubmit the Test File if 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.

