

1 What is the meaning of EPF Instalment?

In certain circumstances, employers are given the opportunity to settle the payment of contributions or late payment charges/dividend in instalments through an Instalment Plan approved by the EPF. A written application can be sent by the employer to the EPF branch for consideration of the instalment application.

2 What are the features available in the i-Akaun (Employer) Instalment Plan?

This initiative creates new functions in i-Akaun (Employer) as follows:

- 1) Employers can check the Instalment Plan information that has been approved by the EPF through i-Akaun (Employer).
- 2) Printout of 'Borang Bayaran Ansuran Majikan' for payment purposes at the EPF counter.
- 3) The employer receives a notification alert through the 'Inbox' function in the i-Akaun (Employer) within seven days before the due date of the instalment.

3 What is the objective of this initiative?

The objectives of this initiative are to:

- 1) Empower the employers to carry out their responsibilities as employers.
- 2) Facilitate employers to administer EPF Instalments.

4 Will the Instalment Plan created before the implementation of this initiative be displayed in the i-Akaun (Employer)?

No, only Instalment Plan approved on or after the implementation date of 21 May 2022 will be displayed.

5 Who can access the Instalment Plan display in i-Akaun (Employer)?

Users with the roles of Maker, Checker and Administrator of i-Akaun (Employer) can access the Instalment Plan page.

6 Can the information on the Instalment Plan be accessed through i-Akaun (Employer) at all times?

Yes, Instalment Plan information can be accessed at any time subject to system maintenance alerts which will be notified from time to time.

7 Where can Instalment Plan payment be made?

Payment of Instalment Plan by bank draft or cheque can be made at any EPF branch. While payment in cash, can only be made at the following branches:

Kangar, Alor Setar, Seberang Jaya, Ipoh, Kuala Lumpur, Shah Alam, Seremban, Bandar Melaka, Kuantan, Kuala Terengganu, Kota Bharu, Muar, Johor Bahru, Kuching and Kota Kinabalu.

8 When will the Instalment Plan payment be updated in i-Akaun (Employer)?

For payment in cash, the update of the Instalment Plan is made after 3 working days. Meanwhile, for payment using cheque and bank draft is subject to the bank processing time.

9 Is the employer notified through i-Akaun (Employer) after the payment of the Instalment Plan is made?

As the payment is made through the EPF counter, no notification will be given. However, a review of the updated payment information can be made through i-Akaun (Employer).

10 Is there Instalment Plan 'search' function in i-Akaun (Employer)?

Yes, i-Akaun (Employer) users can use the 'filter' function to find the desired Instalment Plan in i-Akaun (Employer).

1 Apakah maksud Ansuran KWSP?

Dalam keadaan tertentu, majikan diberi peluang untuk menyelesaikan tunggakan pembayaran caruman atau caj lewat bayar/dividen secara ansuran melalui Pelan Ansuran yang diluluskan oleh KWSP. Permohonan secara bertulis boleh dihantar oleh majikan ke cawangan KWSP untuk pertimbangan permohonan ansuran.

2 Apakah ciri-ciri yang ditawarkan di dalam Pelan Ansuran i-Akaun (Majikan)?

Inisiatif ini mewujudkan fungsi baru di dalam i-Akaun (Majikan) seperti berikut:

- 1) Majikan boleh menyemak maklumat Pelan Ansuran yang telah diluluskan oleh KWSP melalui i-Akaun (Majikan).
- 2) Cetakan 'Borang Bayaran Ansuran Majikan' bagi tujuan pembayaran di kaunter KWSP.
- 3) Majikan menerima notifikasi melalui fungsi 'Inbox' di dalam i-Akaun (Majikan) mengikut tempoh (7) hari sebelum tarikh akhir.

3 Apakah objektif inisiatif ini ?

Objektif inisiatif ini adalah untuk:

- 1) Memperkasakan majikan untuk menjalankan tanggungjawab.
- 2) Memudahkan majikan dalam menguruskan ansuran KWSP.

4 Adakah Pelan Ansuran yang diwujudkan sebelum pelaksanaan inisiatif ini akan dipaparkan di dalam i-Akaun (Majikan)?

Tidak, hanya Pelan Ansuran yang diluluskan pada atau selepas tarikh pelaksanaan 21 Mei 2022 sahaja akan dipaparkan.

5 Siapakah yang boleh mengakses paparan Pelan Ansuran di i-Akaun (Majikan)?

Pengguna i-Akaun (Majikan) dengan peranan Penyedia, Penyemak dan Pentadbir i-Akaun (Majikan) boleh mengakses halaman Pelan Ansuran.

6 Adakah maklumat Pelan Ansuran melalui i-Akaun (Majikan) ini boleh diakses pada setiap masa?

Ya, maklumat Pelan Ansuran boleh diakses pada bila-bila masa tertakluk kepada makluman penyenggaraan sistem yang akan dimaklumkan dari semasa ke semasa.

7 Dimanakah bayaran Pelan Ansuran boleh dibuat?

Bayaran Pelan Ansuran secara draf bank atau cek boleh dibuat di mana-mana cawangan KWSP. Manakala bayaran secara tunai, hanya boleh dibuat di cawangan-cawangan berikut:

Kangar, Alor Setar, Seberang Jaya, Ipoh, Kuala Lumpur, Shah Alam, Seremban, Bandar Melaka, Kuantan, Kuala Terengganu, Kota Bharu, Muar, Johor Bahru, Kuching dan Kota Kinabalu.

8 Bilakah bayaran Pelan Ansuran akan dikemas kini di i-Akaun (Majikan)?

Bagi bayaran yang diterima secara tunai, pengemaskinian Pelan Ansuran dibuat dalam tempoh 3 hari bekerja. Manakala, bagi bayaran menggunakan cek dan draf bank, ianya tertakluk kepada tempoh pemprosesan di pihak bank.

9 Adakah majikan diberi notifikasi melalui i-Akaun (Majikan) selepas pembayaran Pelan Ansuran dibuat?

Memandangkan bayaran dilaksanakan melalui kaunter KWSP, tiada notifikasi akan diberikan. Bagaimanapun semakan maklumat bayaran yang telah dikemas kini boleh dibuat melalui i-Akaun (Majikan).

10 Adakah terdapat fungsi 'carian' Pelan Ansuran di i-Akaun (Majikan)?

Ya, majikan boleh menggunakan fungsi 'carian' yang disediakan untuk mencari sesuatu Pelan Ansuran di i-Akaun (Majikan).