

CIMB BizConverter - Guideline for Statutory Payments



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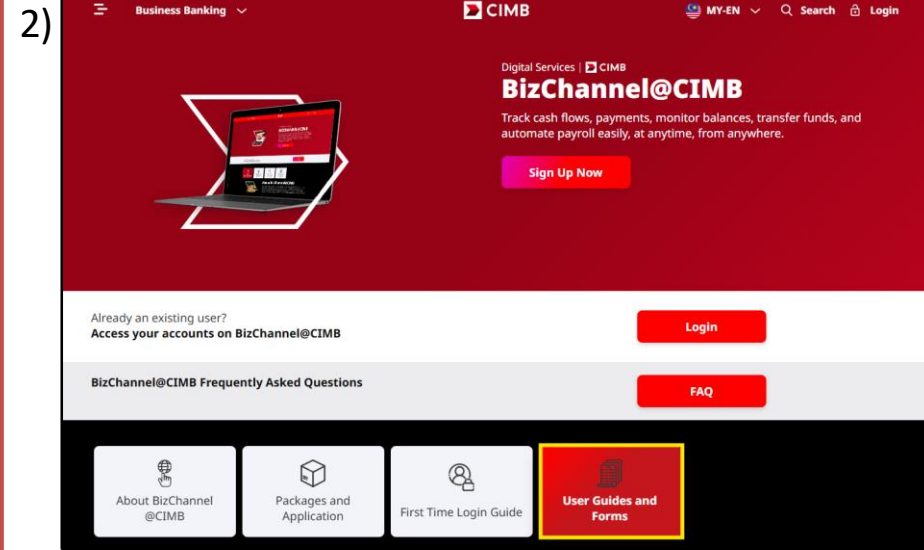
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Section A

Download CIMB BizConverter

- 1) Go to <https://www.cimb.com.my/en/business/digital-services/bizchannel-cimb.html> website
- 2) Click on **“User Guides and Forms”** > Go to **“Key Downloads”**
- 3) Select **“Download BizChannel@CIMB Form”**
- 4) Go to **“BizChannel@CIMB”**, then proceed to click **“BizChannel@CIMB BizConverter”**
- 5) Select **BizChannel@CIMB BizConverter (CIMB BizConverter v1.2.0.12)**
- 6) Click **“Agreed & Proceed”** and the file will be downloaded



Important Notice

For your security, please ensure that you only download the BizConverter application from the official CIMB website. Downloading from unofficial sources may expose your device to security risks and malicious software. Always verify the authenticity of the website before downloading any application.

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

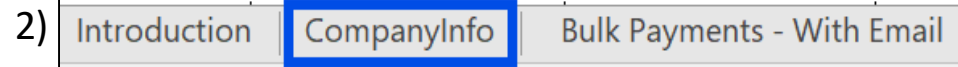
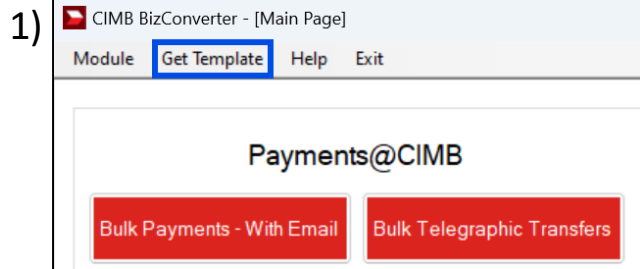
- 4) Description for selected columns:

Column A: Company Name

> Max length , 40 characters only

Column I: SOCSO MyCo ID

> Employer’s registration number

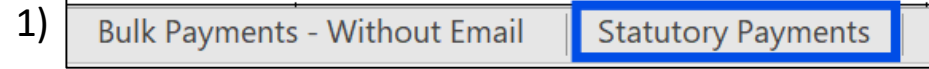


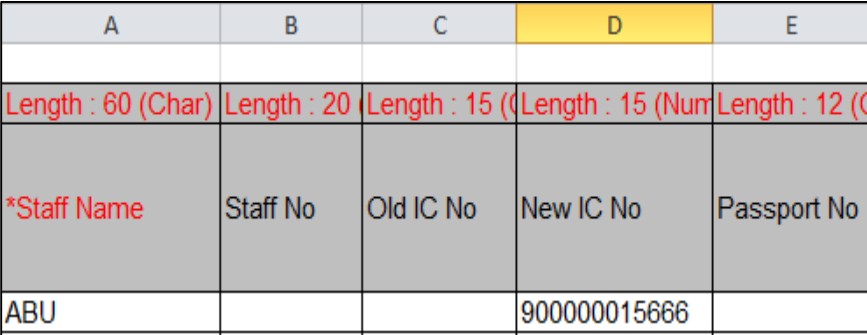
3)

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)  This image shows a portion of an Excel spreadsheet. The columns are labeled A through E. Row 1 contains the column headers. Row 2 contains data for a staff member: 'ABU' in column A, an empty cell in column B, an empty cell in column C, '900000015666' in column D, and an empty cell in column E. Row 3 contains red text indicating field lengths: 'Length : 60 (Char)' for column A, 'Length : 20' for column B, 'Length : 15 (C' for column C, 'Length : 15 (Num' for column D, and 'Length : 12 (C' for column E. Row 4 contains the field names: '*Staff Name' for column A, 'Staff No' for column B, 'Old IC No' for column C, 'New IC No' for column D, and 'Passport No' for column E.

A	B	C	D	E
Length : 60 (Char)	Length : 20	Length : 15 (C	Length : 15 (Num	Length : 12 (C
*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) SOCSCO

- 1) Please fill up columns O to R, save the Excel File once done
- 2) Description for selected columns:
 - Column O: Employee SOCSCO ID No**
 - > NRIC Number (no special characters & spacing)
 - Column P: SOCSCO 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
SOCSCO (Normal contribution / EIS)				
Length : 60 (Char)	Length : 12 (Char)	Length : 5 (Num only)	Length : 10 (Date Format)	Length : 1 (Char)
*Staff Name	Employee SOCSCO ID No	SOCSCO 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	11/3/2025	B

Section C

Statutory Payments

C) LHDN

- Please fill up columns F to J, save the Excel File once done
- 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)
*Staff Name	Tax Reference No	Country Code	CP38 Amount	Wife Code	PCB Amount
ABU	0437660001	MY-MALAYSIA	0.00	1	100.00

D) ZAKAT

- Please fill up columns S & T, save the Excel File once done
- 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)
*Staff Name	ZAKAT Amount	ZAKAT Payment Classification
ABU	10.00	HARTA, PENDAPATAN

Section D

Generate Statutory Payments Text File

- 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

Security PIN

> Input 6 digit security PIN

Report

> Tick for summarized report in Excel Format (optional)

Export File

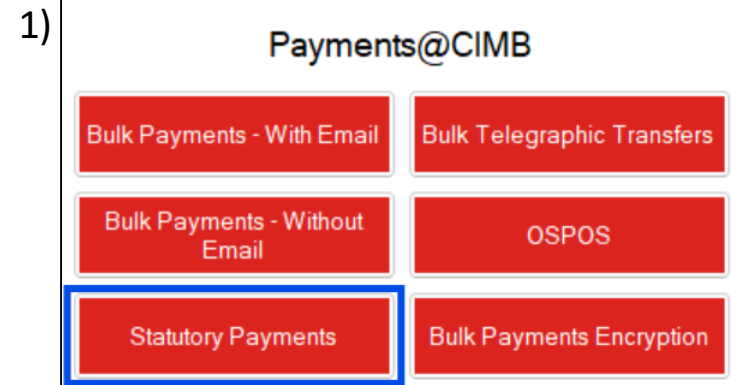
> Tick the payments you wish to generate the Text File

State Code (for EPF only)

> Select the State

Payment Indicator (for EPF only)

> First Text File, select “N”, subsequent Text File, select “S”



2)

The screenshot shows the 'Statutory Payments' form. It includes the following fields and options:

- Contribution Period: (MM-YYYY)
- Source File:
- Company Name:
- Org. Code:
- Save As:
- Security PIN:
- Report
- Export File:
 - EPF
 - SOCSO
 - LHDN / IRB
 - ZAKAT
- State Code:
- Payment Indicator:
- EPF Testing:
- Sequence No:

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.

Section D

Generate Statutory Payments Text File

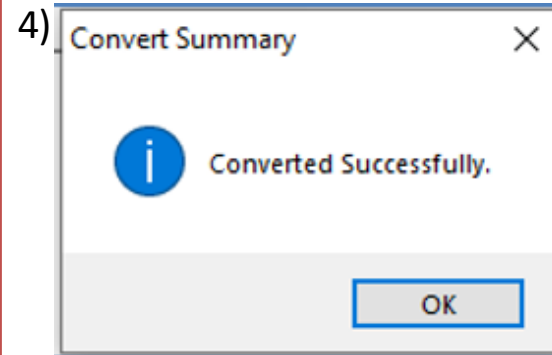
EPF Testing (for EPF only)

- > First EPF File (Test File) select **“YES”**,
- EPF Live File select **“No”**

Sequence No

- > Indicate running number for each text file (01,02...)

- 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
- 6) The 6-digit security PIN entered in BizConverter must match the security PIN entered during file upload in BizChannel@CIMB



6)

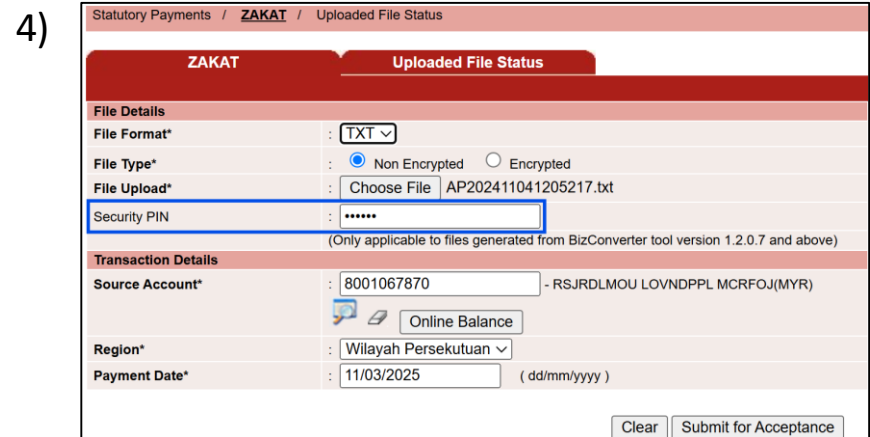
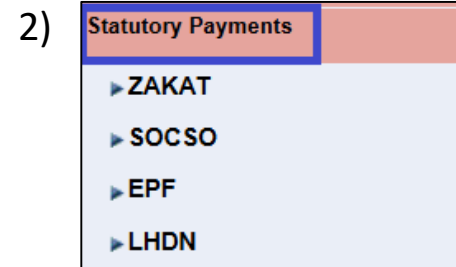
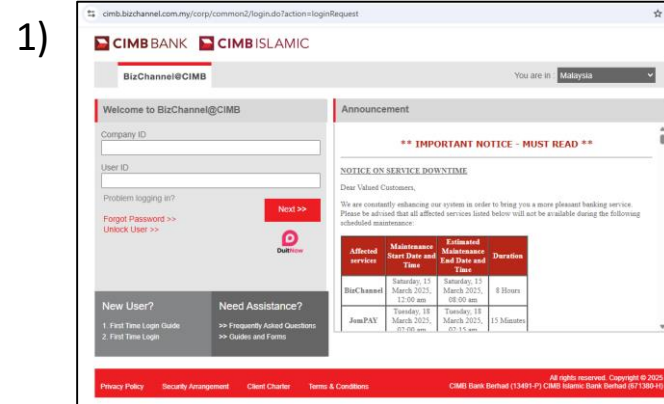
Statutory Payments / ZAKAT / Uploaded File Status

ZAKAT		Uploaded File Status	
File Details			
File Format*	:	<input type="text" value="TXT"/>	
File Type*	:	<input checked="" type="radio"/> Non Encrypted <input type="radio"/> Encrypted	
File Upload*	:	<input type="button" value="Choose File"/> AP202411041205217.txt	
Security PIN	:	<input type="text" value="*****"/>	
<small>(Only applicable to files generated from BizConverter tool version 1.2.0.7 and above)</small>			
Transaction Details			
Source Account*	:	<input type="text" value="8001067870"/> - RSJRDLMOU LOVNDPPL MCRFOJ(MYR)	
		<input type="button" value="Online Balance"/>	
Region*	:	<input type="text" value="Wilayah Persekutuan"/>	
Payment Date*	:	<input type="text" value="11/03/2025"/> (dd/mm/yyyy)	
		<input type="button" value="Clear"/>	<input type="button" value="Submit for Acceptance"/>

Section D

File Upload in BizChannel@CIMB

- 1) Login to BizChannel@CIMB website at <https://www.cimb.bizchannel.com.my>
- 2) Navigate to Statutory Payments Menu and select **Zakat/Socso/EPF/LHDN**
- 3) Fill in the required mandatory fields.
- 4) The 6-digit security PIN entered in BizChannel@CIMB **must match** the security PIN entered in BizConveter.
- 5) Click Submit for Acceptance to upload the file





Business Call Centre:



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

Business hours: 8:00am – 7:00pm (Monday – Friday)
8:00am – 5:00pm (Saturday)

Email: mybusinesscare@cimb.com