Bulk Statutory Payments Guide

CIMB BANK

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This guide serves as a reference for making bulk statutory payments such as SOCSO, ZAKAT, EPF and LHDN via a single file upload.

Getting Started:

- First time performing 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, see instructions below.
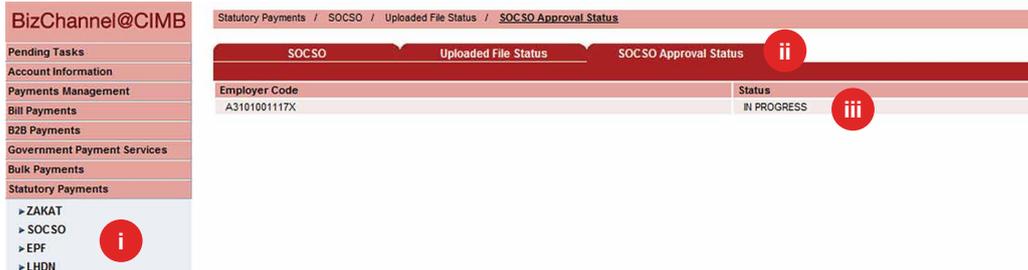
i) Click '**Statutory Payments**' from the left side menu and select '**SOCSO**' or '**EPF**'.

ii) Click '**SOCSO Approval Status**' or '**Form A Testing Status**' tab.

iii) Available status:
- '**APPROVED**' – proceed to make a payment.
- '**IN PROGRESS**' – pending approval from the respective statutory bodies.
- '**REJECTED**' – contact our Business Call Centre or the respective statutory bodies.

- Note: Fields marked with asterisk (*) in the sections below are mandatory fields.

Section 1: Bulk statutory payments file creation
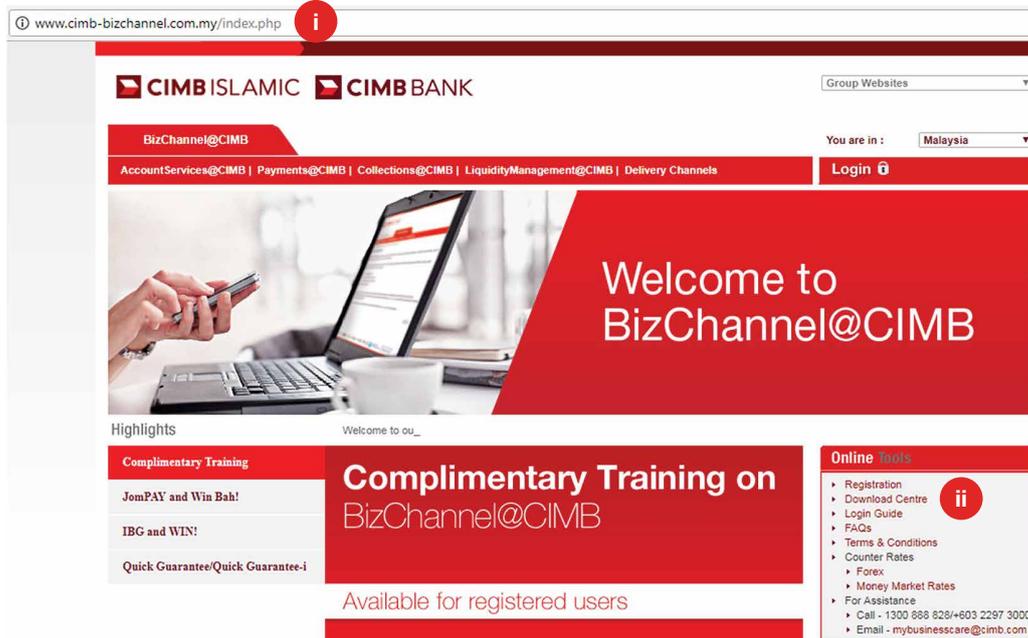
Two ways to create your payment file:

a) Use your existing payroll software or

b) Use CIMB BizConverter application to convert payment file in Microsoft Excel format into CIMB's file format. Download BizConverter by following the steps below:

  i. Go to **www.cimb-bizchannel.com.my** website.

  ii. Go to '**Online Tools**' on the right bottom of the web page and click '**Download Centre**'.

  iii. Click and install '**CIMB BizConverter**'. The installation guide is available in the zip file.

  iv. Download the '**CIMB BizConverter - Guideline for Statutory Payments**' on how to generate the payment file.

Section 2: Bulk statutory payments file upload

i) Click '**Statutory Payments**' from the left side menu and select the respective statutory payment you wish to make from the dropdown list.

ii) **File details**:
File Format: Select '**TXT**' for file generated from BizConverter.
File Type: Select '**Non Encrypted**' for file generated from BizConverter.
File Upload: Upload the statutory payments file.

iii) **Transaction Details**:
Source Account: Click on magnifier icon and search for an account to pay from.
Payment Date: Select today or future payment date (within 30 calendar days from current date). Backdated transactions are not allowed.

iv) Click '**Submit for Acceptance**' to validate the file.

v) Validation status can be viewed from '**Upload File Status**' tab.

Result Message: Your file has been submitted for acceptance with the status '**Awaiting Validation**'.

vi) Click '**Refresh**' to check the status.

If this is your first EPF or SOCSO submission, the file will be sent to the respective statutory bodies for approval. Refer to the Getting Started section to check the approval status.

Section 3: Submit payment file for approval

i) Once the status has changed to '**Pending Confirmation**', click '**Confirm**' to submit file for authorisation.

ii) Result Message: Your file has been submitted for acceptance with the status '**Pending Approval**'.

Note: The authoriser will need to approve or reject the transaction before it is submitted to the Bank for processing.

For further enquiries, please contact our Business Call Centre at **1300 888 828** between 7AM to 7PM from Monday to Friday or 8AM to 5PM on Saturday (excluding public holidays) or email to **mybusinesscare@cimb.com**.