

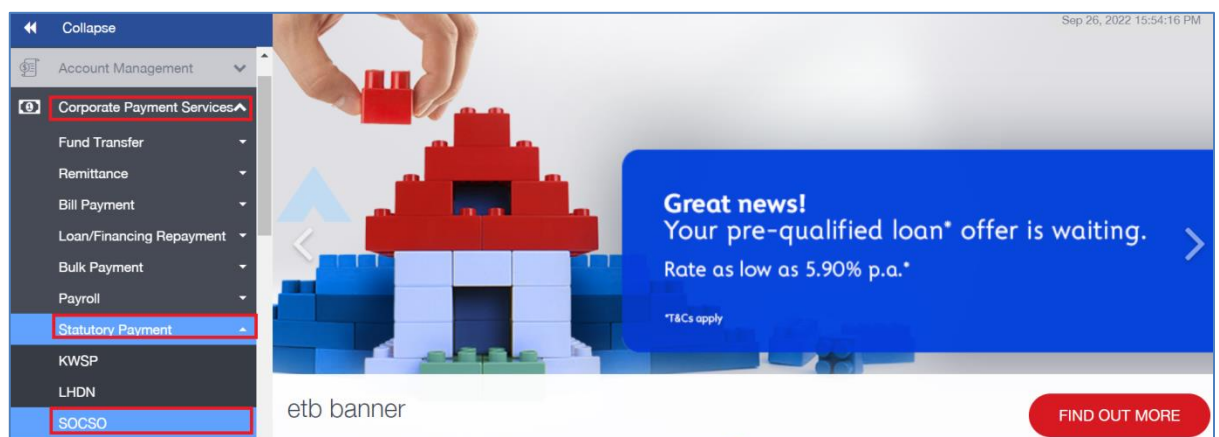
# User Guide for **SOCSCO Contribution**



## How to submit SOCSCO Contribution?

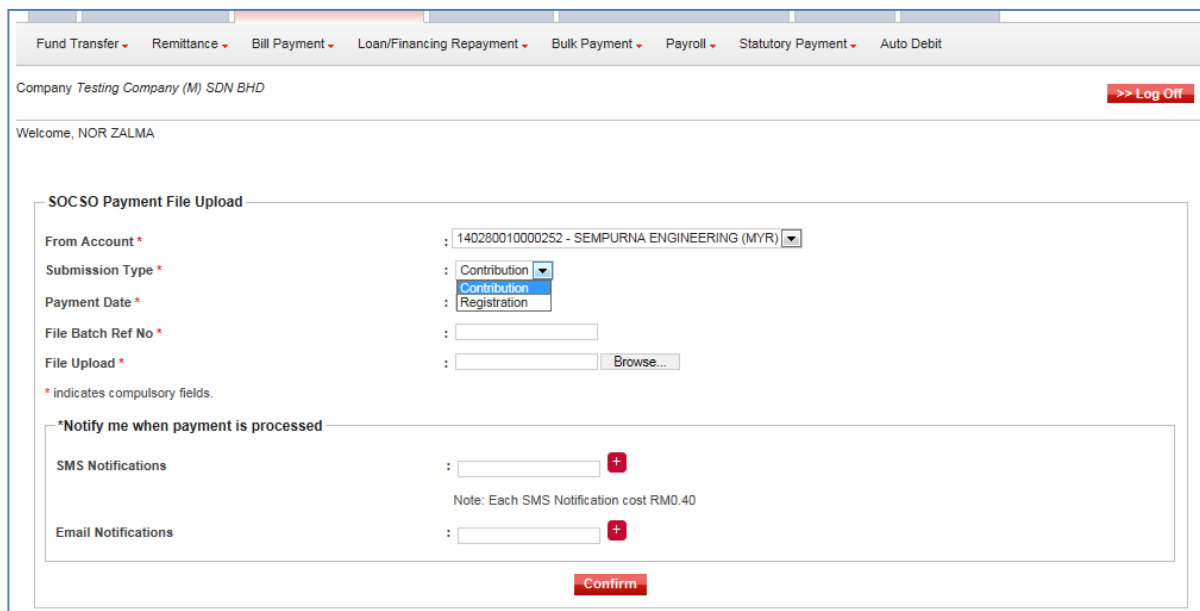
1

Login as Payment Maker > click on **Corporate Payment Services**  
>> Scroll to **Statutory Payment** > Click on **SOCSCO**



2

Key in payment details > For **Submission Type** select **Contribution** or **Registration** (for first time registration to send payment file via Alliance BizSmart®)



Fund Transfer ▾ Remittance ▾ Bill Payment ▾ Loan/Financing Repayment ▾ Bulk Payment ▾ Payroll ▾ Statutory Payment ▾ Auto Debit

Company Testing Company (M) SDN BHD >> Log Off

Welcome, NOR ZALMA

**SOCSSO Payment File Upload**

From Account \* : 140280010000252 - SEMPURNA ENGINEERING (MYR) ▾

Submission Type \* : Contribution ▾

Payment Date \* : Contribution  
Registration

File Batch Ref No \* :

File Upload \* :  Browse...

\* indicates compulsory fields.

**\*Notify me when payment is processed**

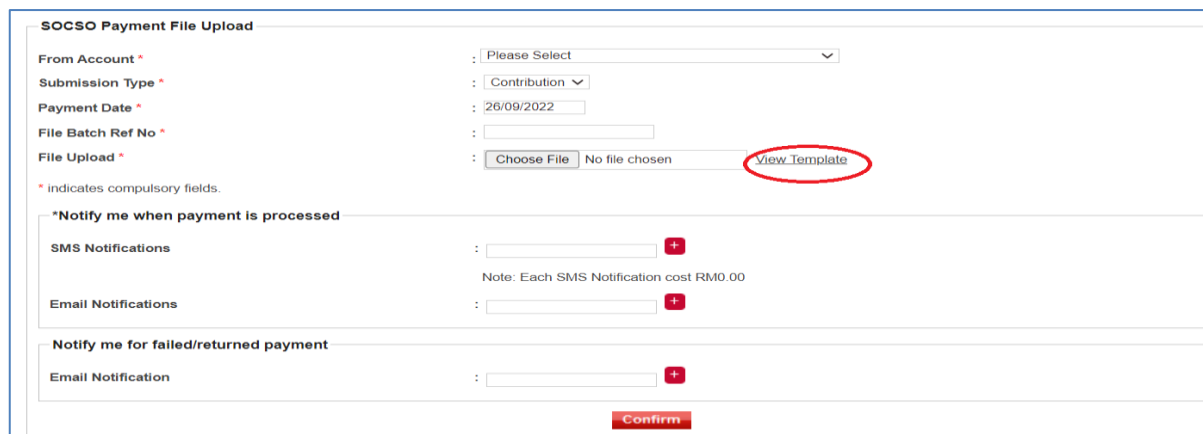
SMS Notifications :  +  
Note: Each SMS Notification cost RM0.40

Email Notifications :  +

**Confirm**

3

Click on **View Template** to download SOCSO file format



**SOCSSO Payment File Upload**

From Account \* : Please Select ▾

Submission Type \* : Contribution ▾

Payment Date \* : 26/09/2022

File Batch Ref No \* :

File Upload \* : Choose File No file chosen [View Template](#)

\* indicates compulsory fields.

**\*Notify me when payment is processed**

SMS Notifications :  +  
Note: Each SMS Notification cost RM0.00

Email Notifications :  +

**Notify me for failed/returned payment**

Email Notification :  +

**Confirm**

- Please complete the file prior to upload on BizSmart®. The file format can be in MS Excel or text file (.txt) format.
- Payment Authoriser approval is not required for Registration submission. System will update the registration status within 7 working days after file upload.
- Payment Authoriser approval is required for actual contribution.