Alliance BizSmart Statutory Payment Registration User Guide V1.0

TABLE OF CONTENTS

No.	Description	Page
1.0	**Introduction**	**3**
2.0	**Statutory Payment Registration – KWSP & SOCSO**	**4**
	2.1 Login as Maker role	4
	2.2 Key in details for all the compulsory fields.	5
	2.3 Click confirm button	5
	2.4 Preview Page	6
	2.5 Acknowledgement - Registration	7
3.0	**LHDN Registration**	**8**

1 Introduction

The EPF/SOCSO registration validation process will take approximately 7 working days. The validation results will be relayed to you via a notice sent by EPF/ SOCSO and a message sent via BizSmart.

Customer may choose either to upload a specified file format in Microsoft Excel or text format.

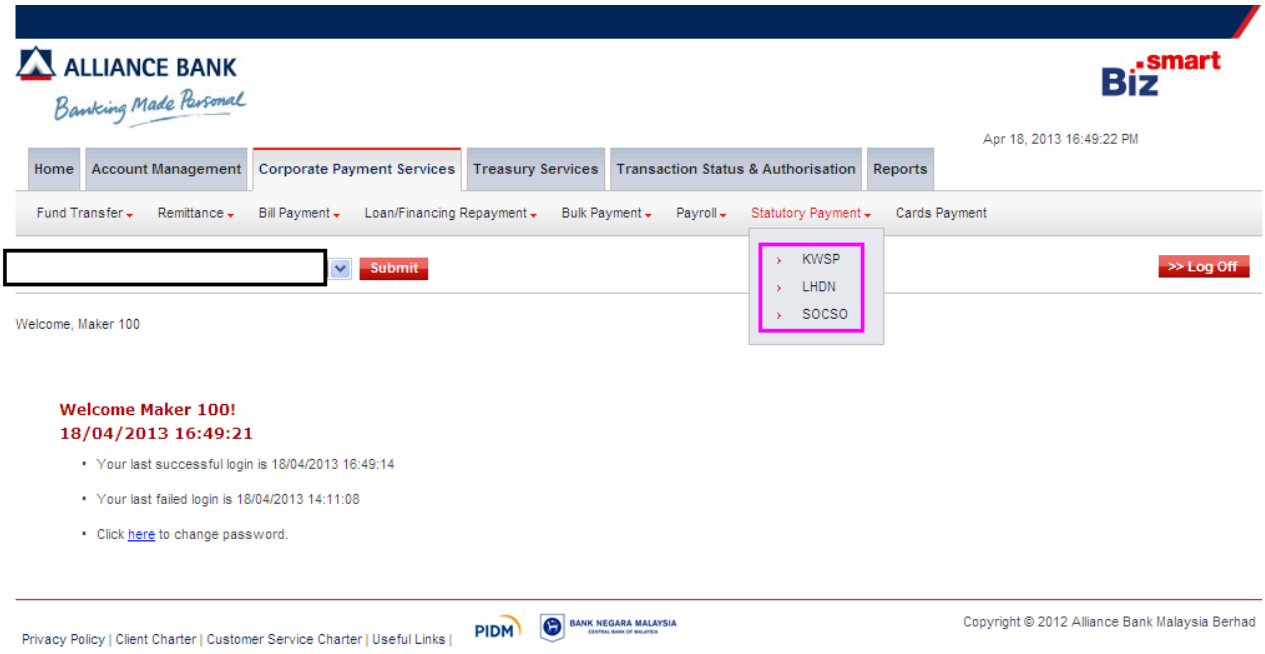
For LHDN registration, no need to do any file submission, just enter the company income tax no to register.

**** (Authorizer's approval is not required for Statutory Payment Registration) ****

1.0 Statutory Payment Registration – KWSP & SOCSO

1.1 Login as Maker role,

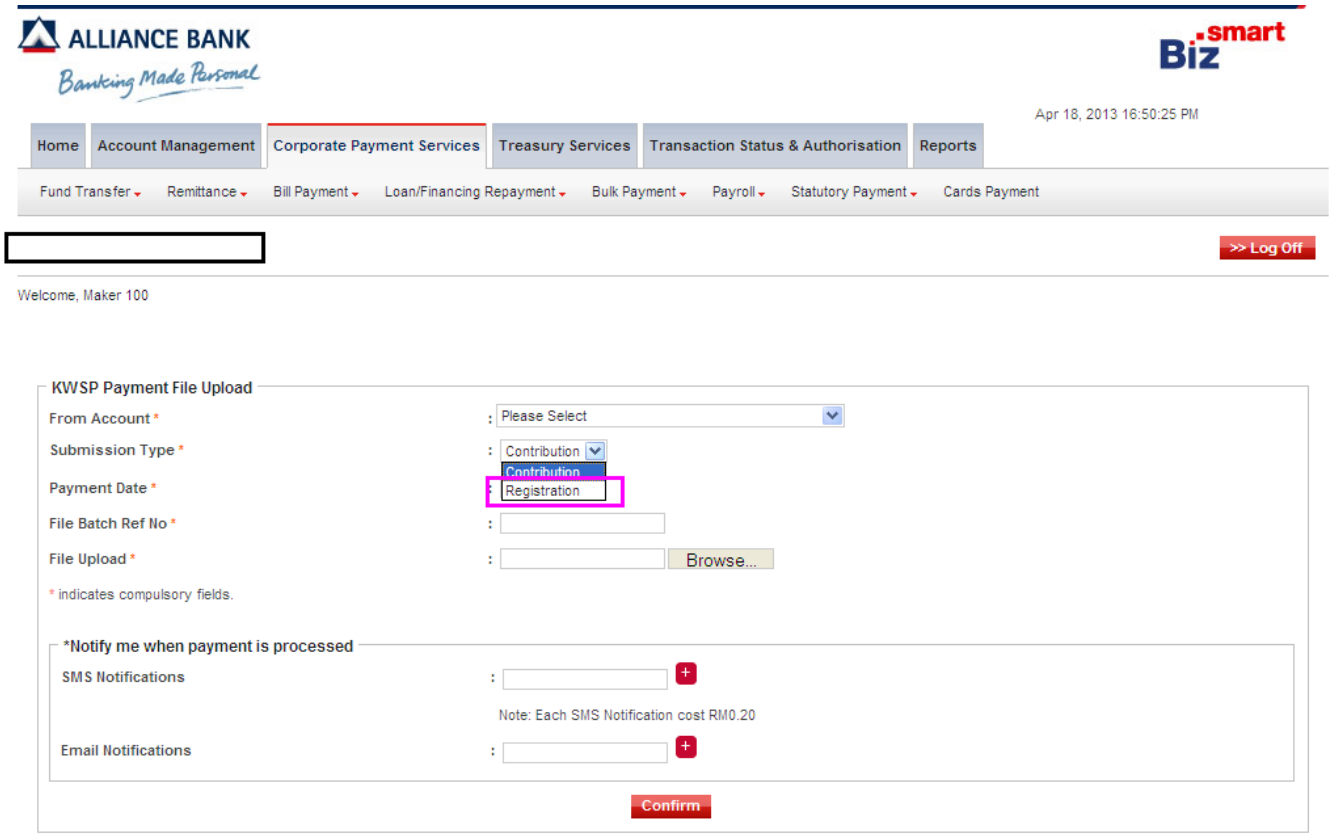
Corporate Payment Services → Statutory Payment → select KWSP/SOCSO



2.2 Key in details for all the compulsory fields.

1. From Account (just for reference to EPF)
2. Submission Type - **Registration**
3. Payment Date – today, so that the registration will be sending to EPF by the same day
4. File Batch Ref No
5. File Upload – Browse the Excel File/Text File

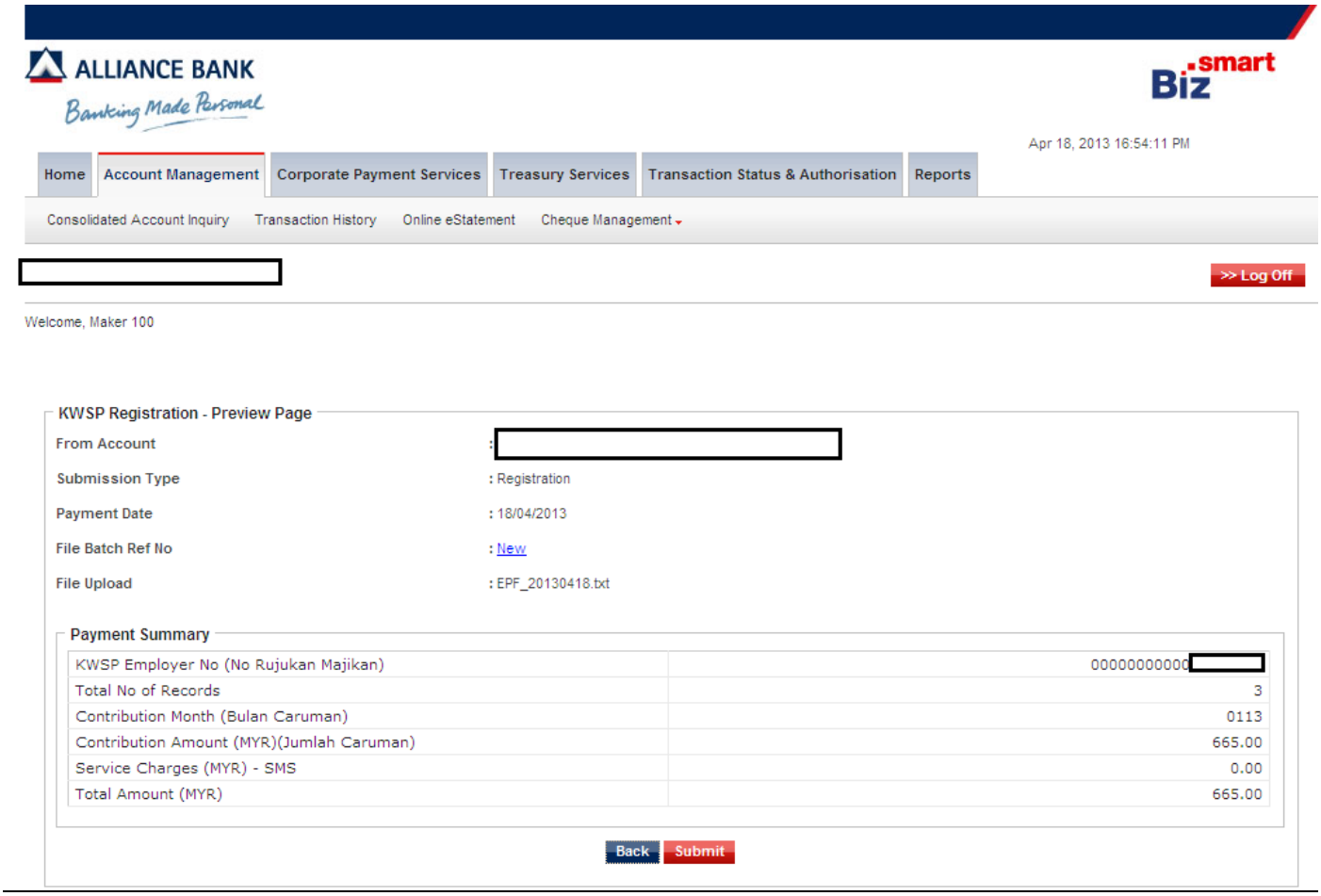
2.3 Click confirm button



2.4 Preview Page

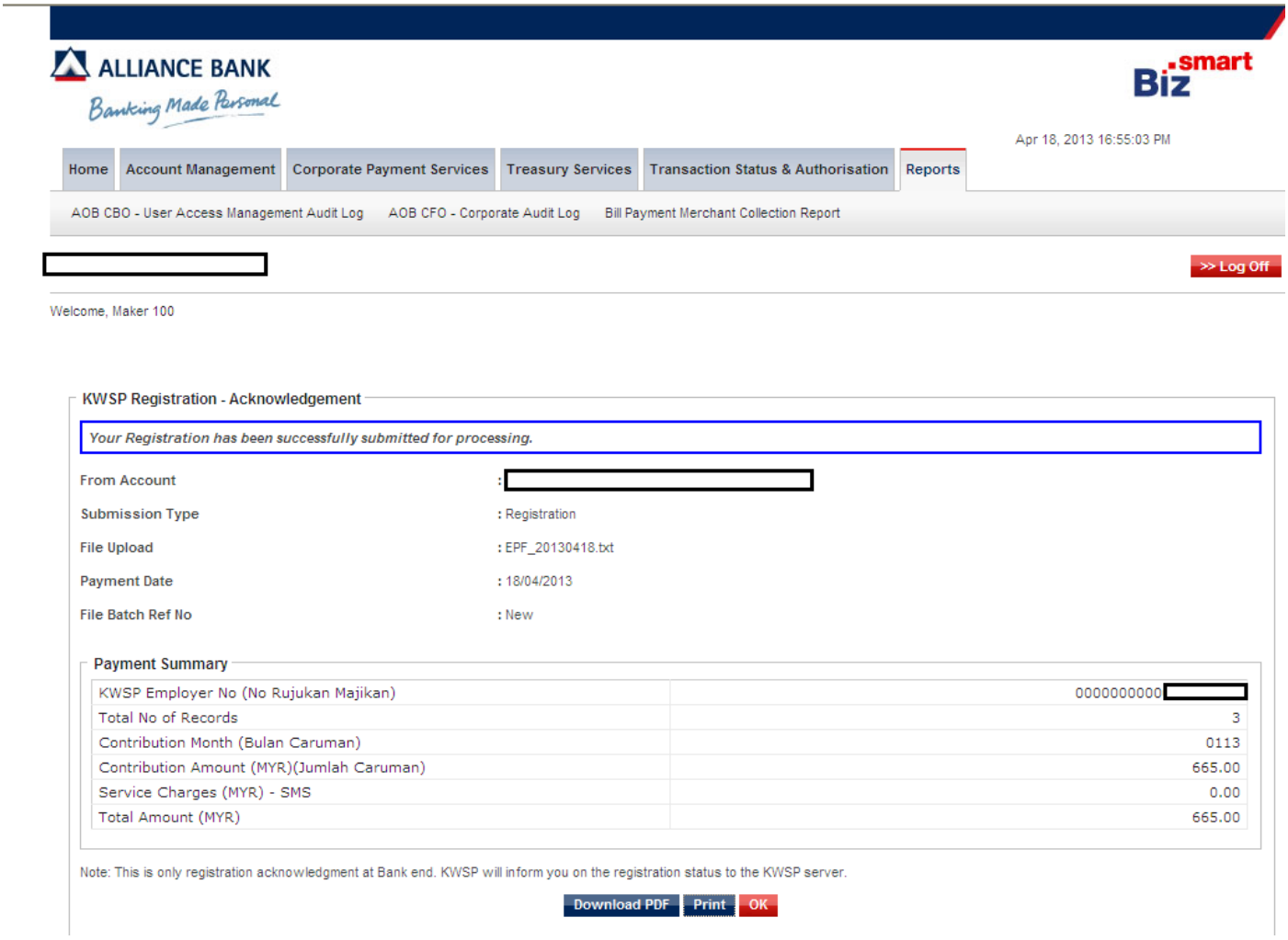
Click the File Batch Ref No for details

Confirm the details then click Submit



2.5 Acknowledgement - Registration

To get the receipt – click the Download PDF



3 LHDN Registration

Enter Employer Income Tax No and confirm to register