

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).