How to get the text file for monthly online monthly submission (EPF, SOCSO, EIS, PCB)

First, process your month end:

EPF (KWSP)

After processing your month end, click the following buttons :
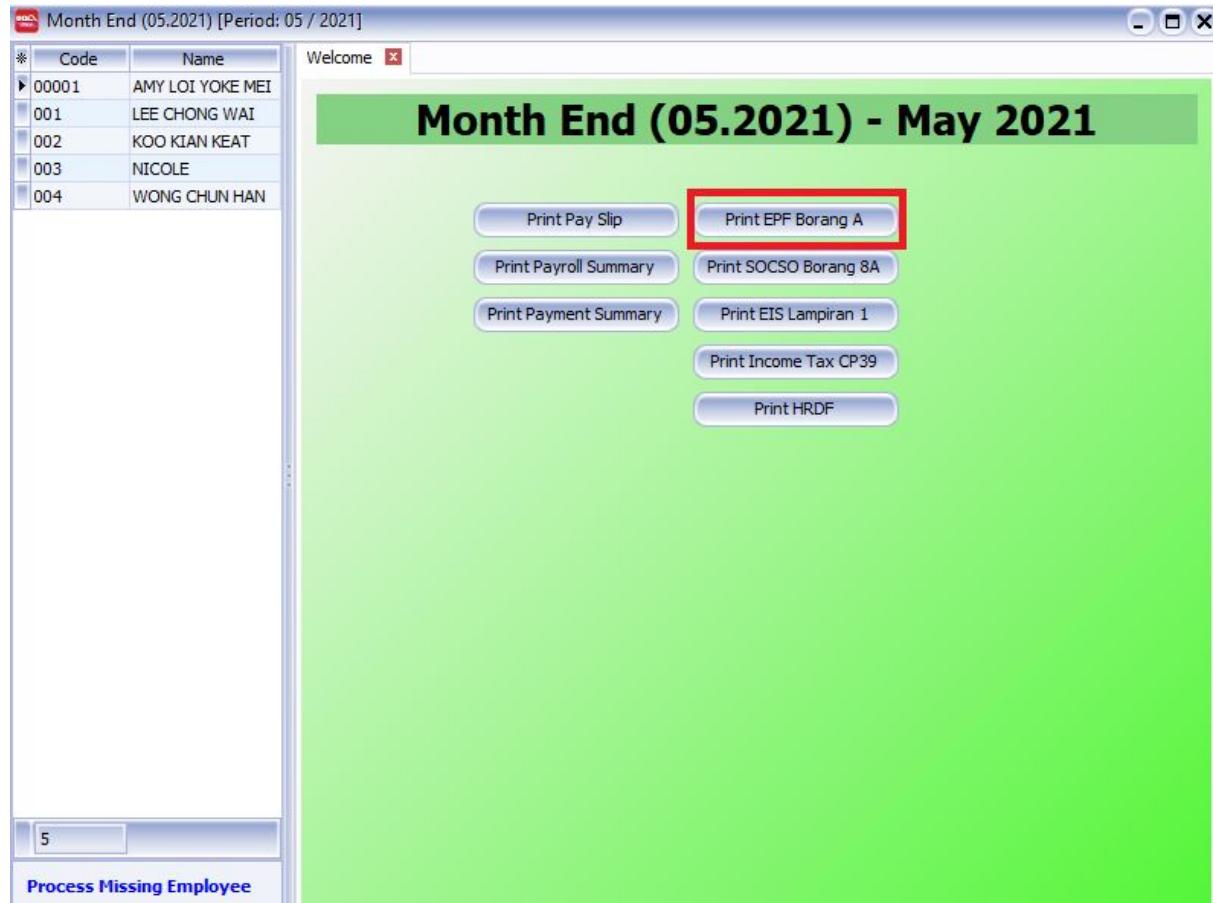
Click Submission of KWSP's Borang A via Magnetic Media .
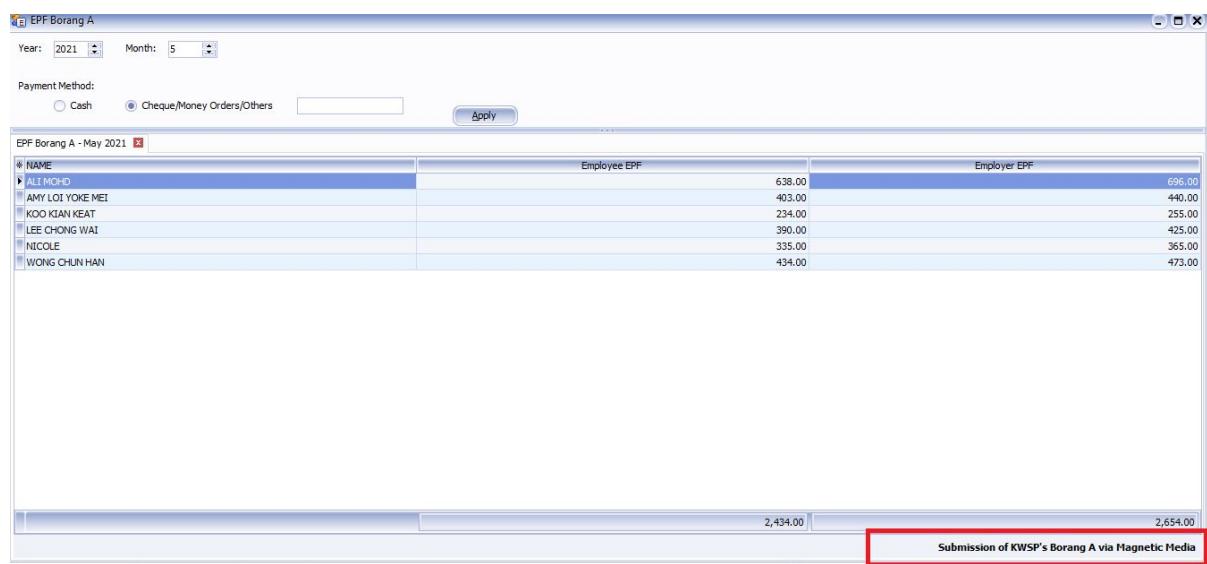
Select the KWSP option , Press OK.
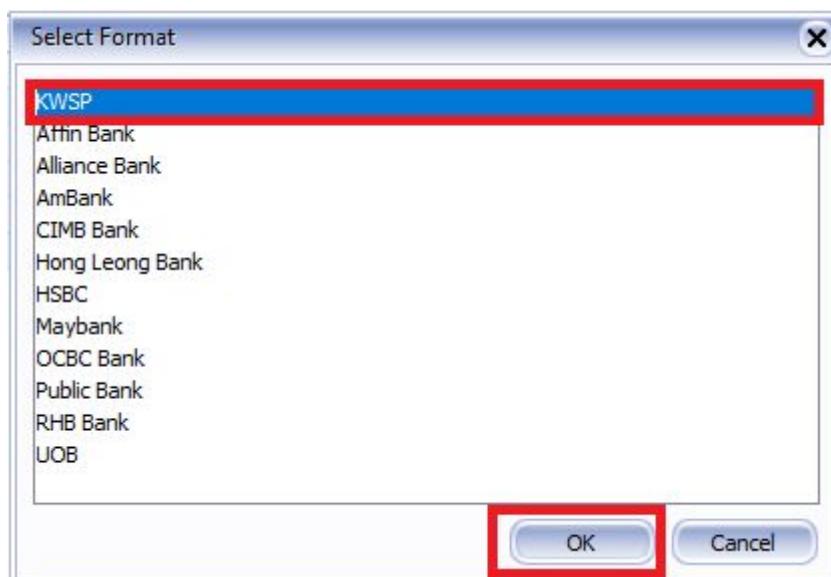
Press the small box with 3 small dots to select the location that you will be saving this text file into.
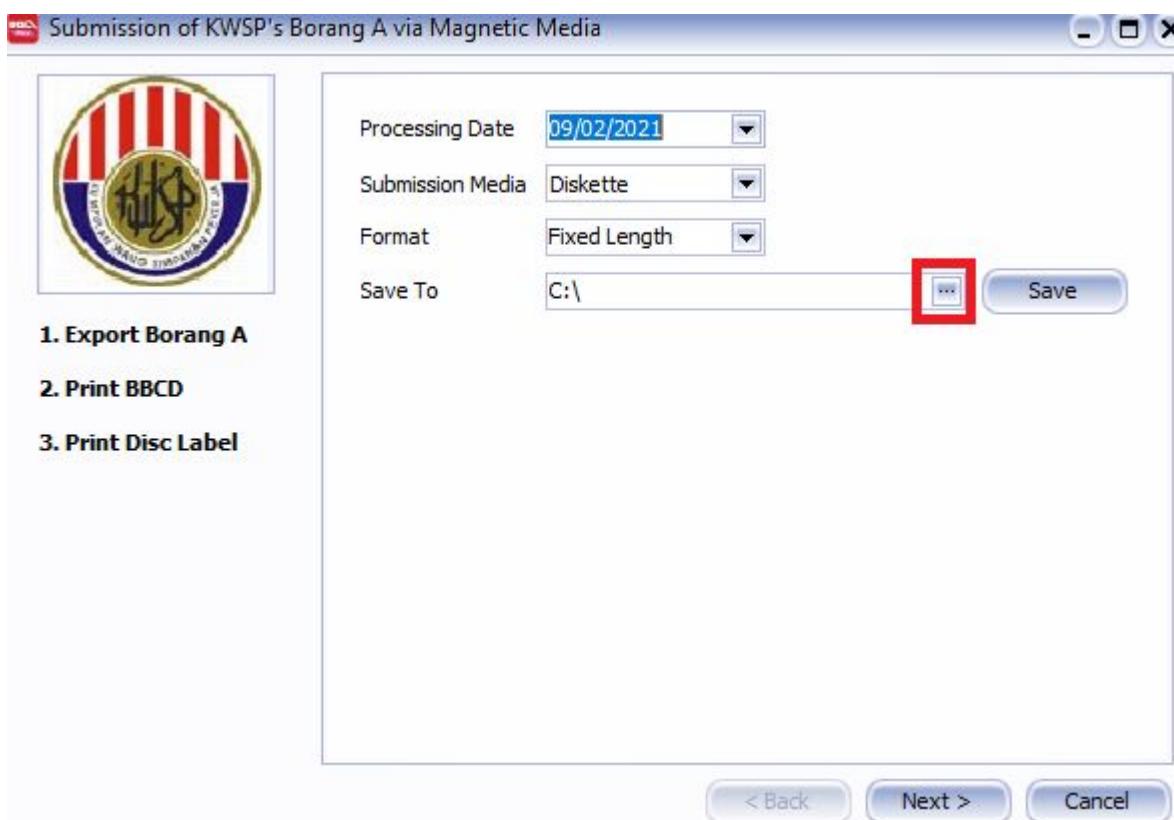
For example, desktop was the selected location. Once you have selected the location, press OK.
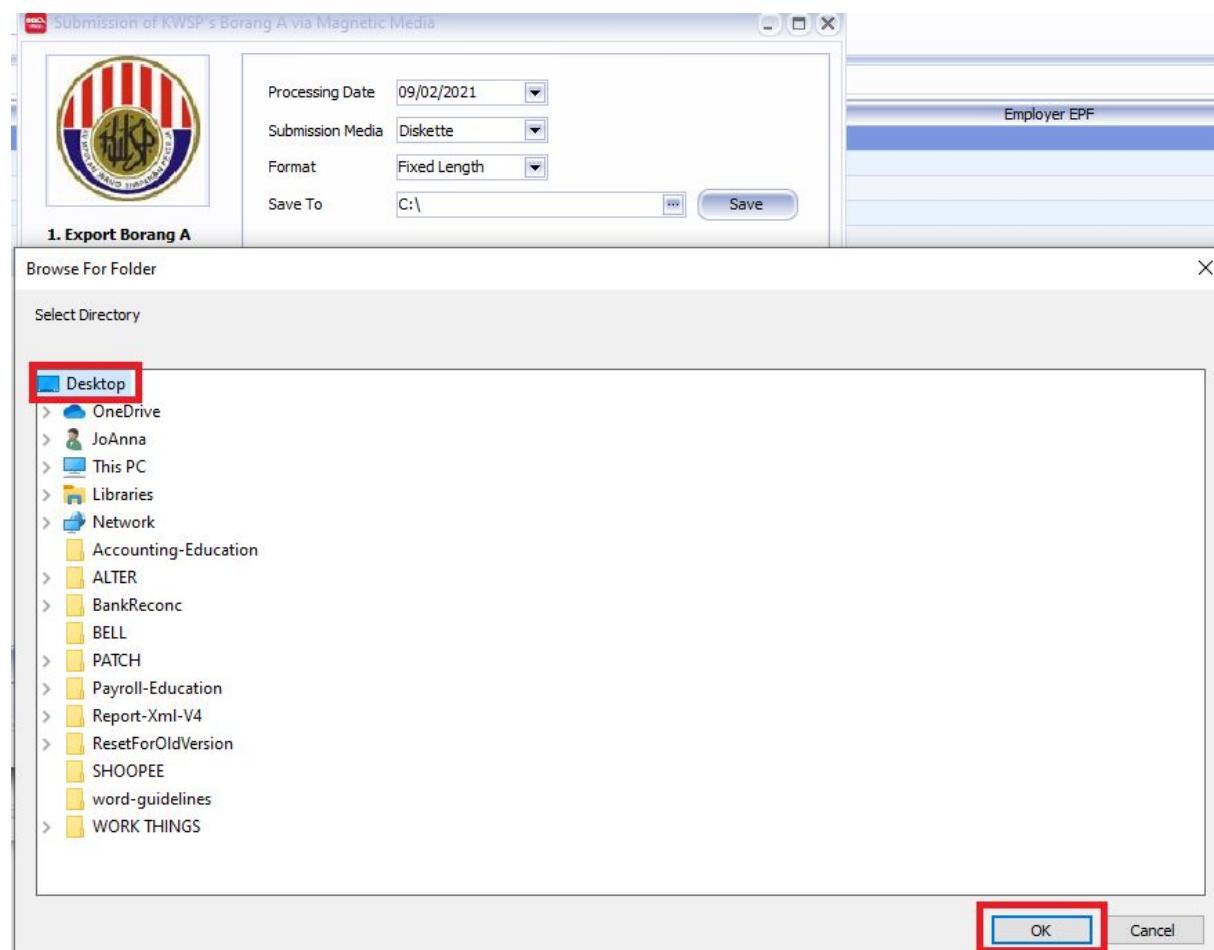

Press Save
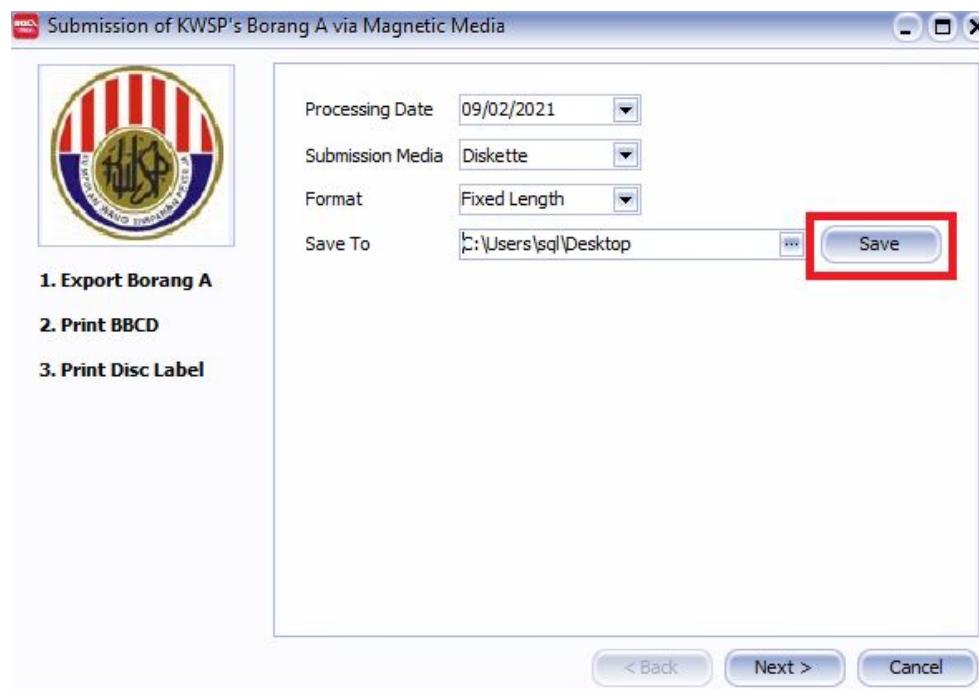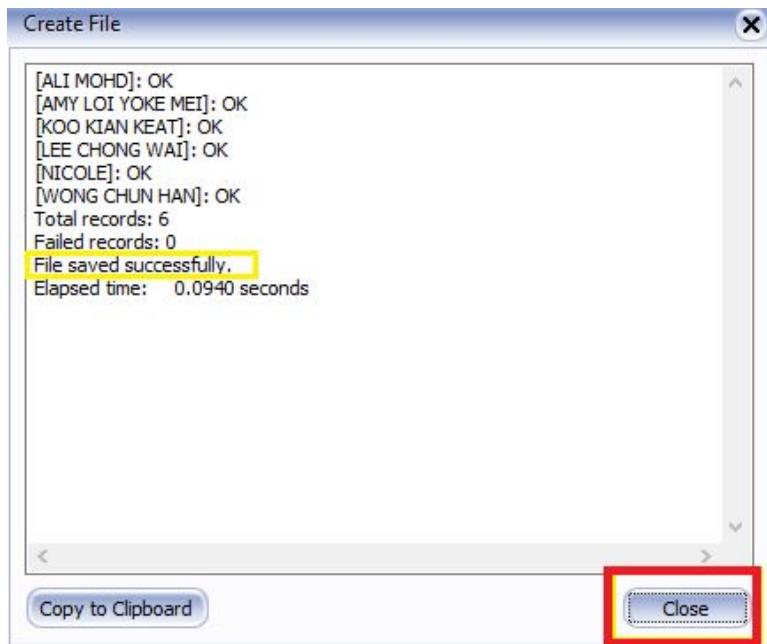
Close the pop-up and you will find the text file in your Desktop location.
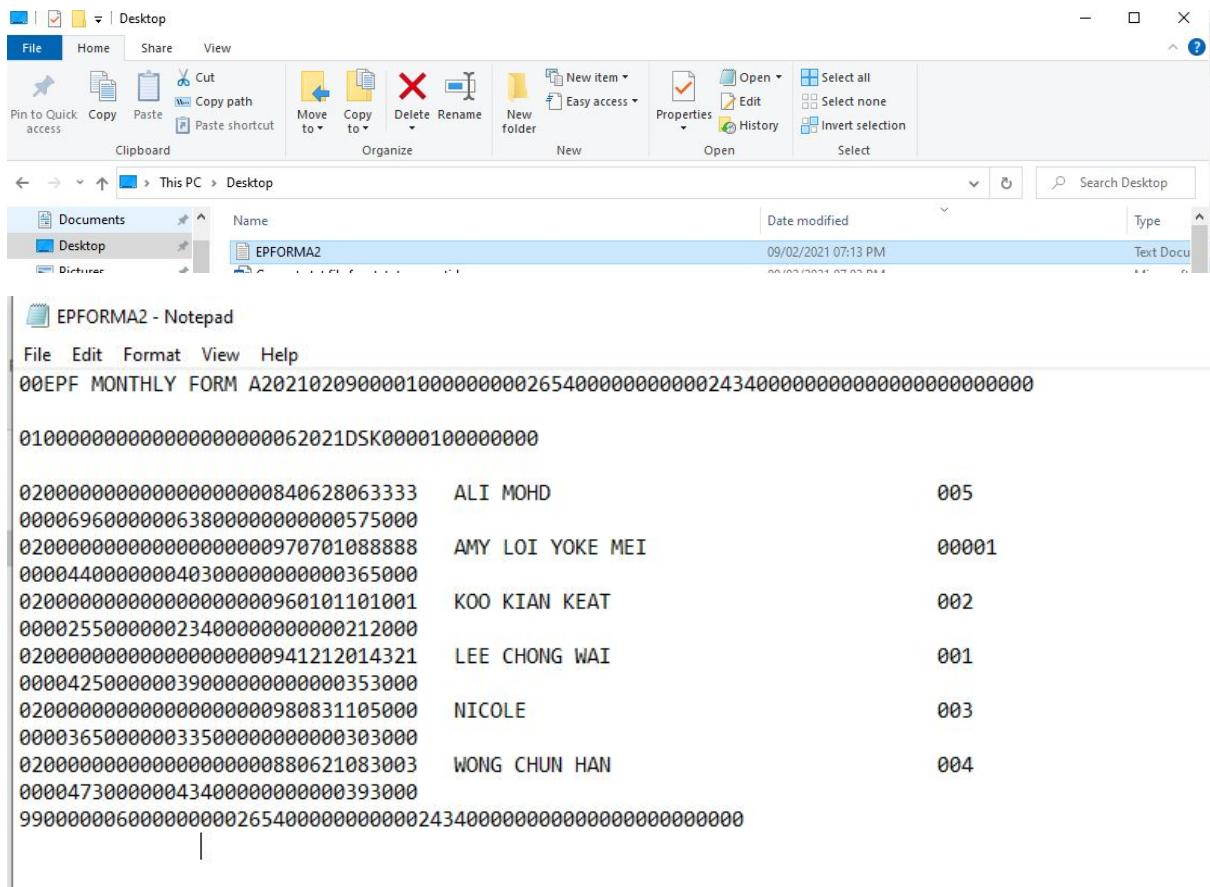
The text file is now read for you to submit online at KWSP's website.

SOCSO (ASSIST PERKESO)

Menu: Payroll | Government Reports | Print SOCSO Borang 8A

Click Print SOCSO Borang 8A after processing your month End.
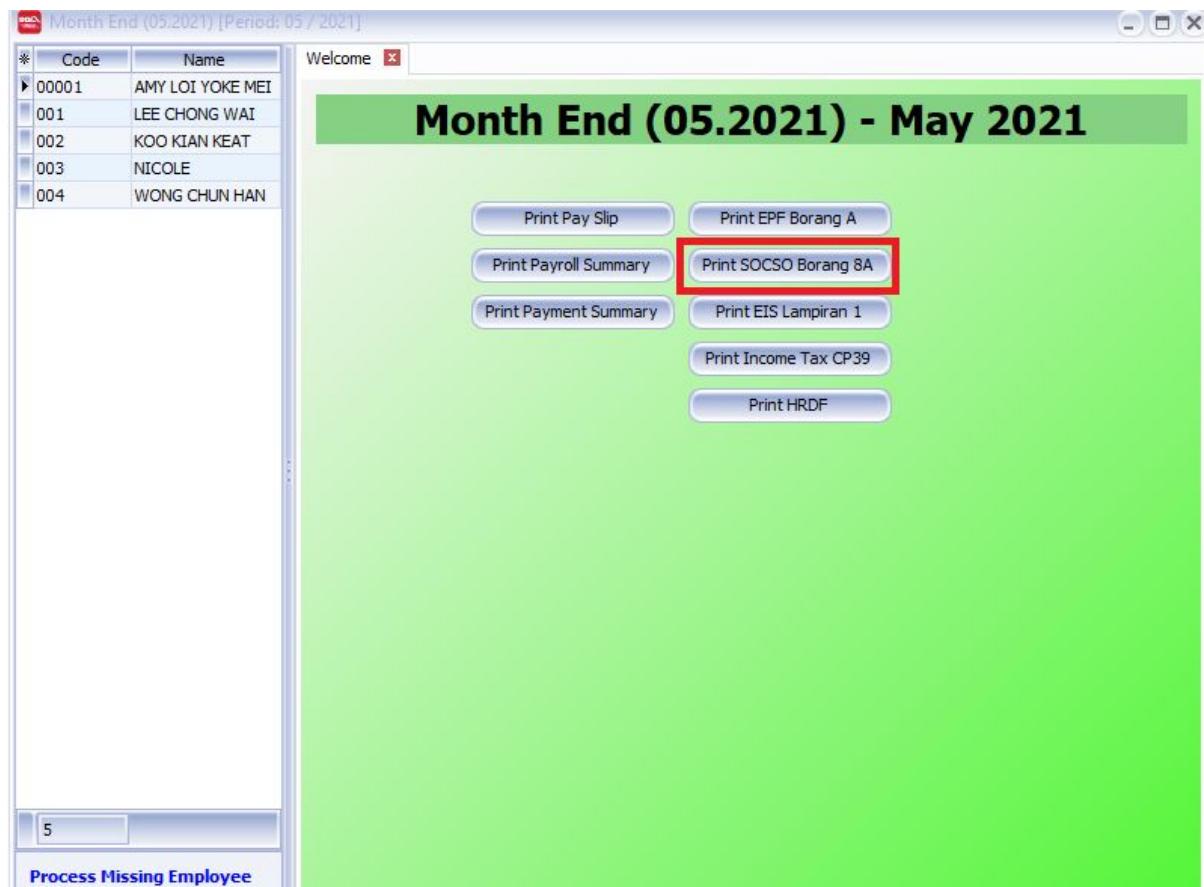
Click "Submission of SOCSO Borang 8A via Magnetic Media"
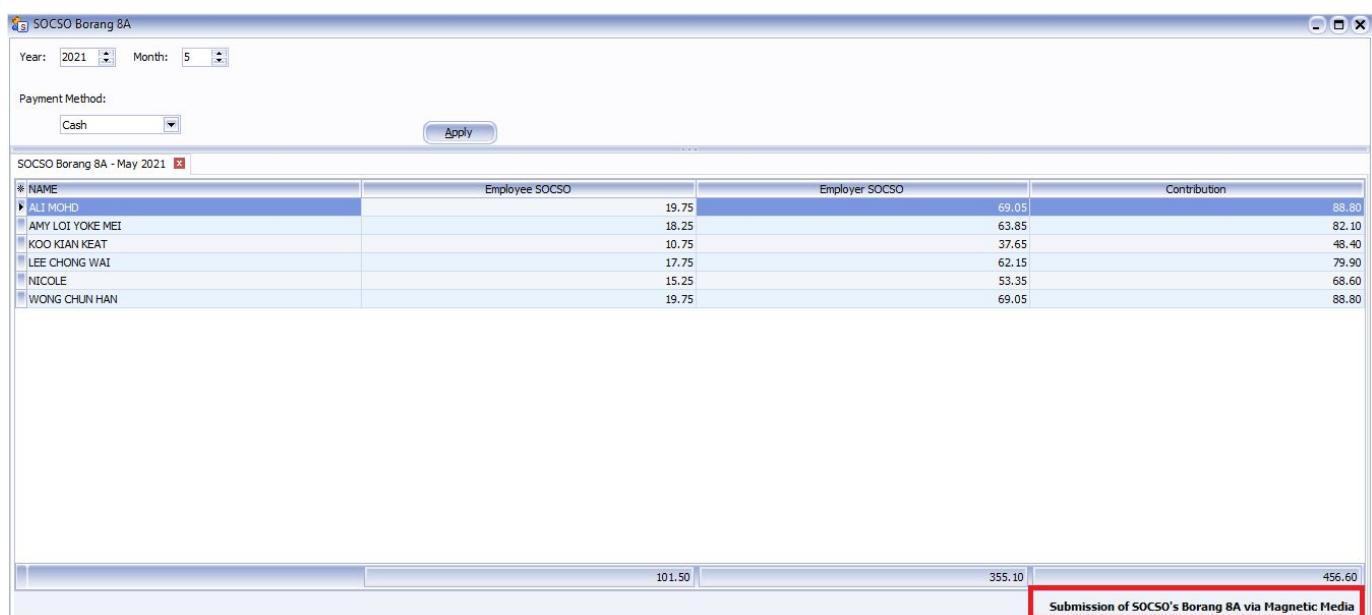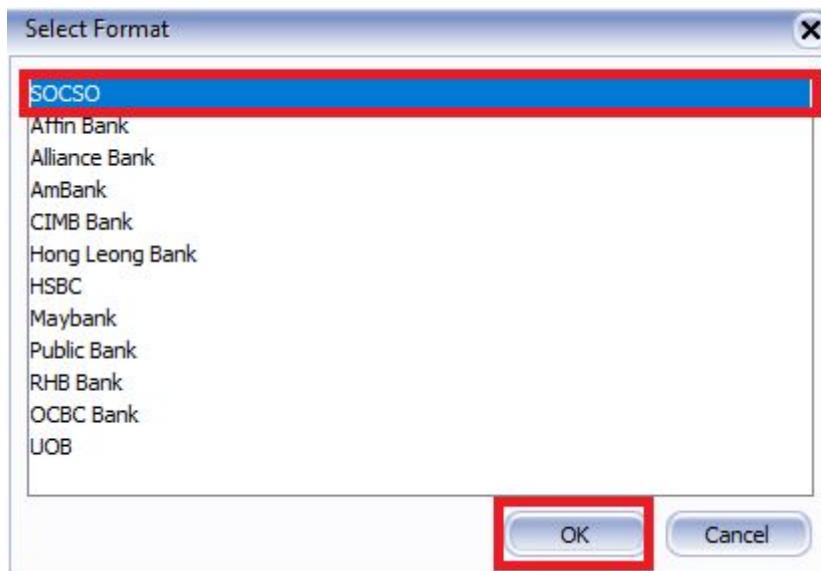
Select the SOCSO text file format . Press OK

First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.
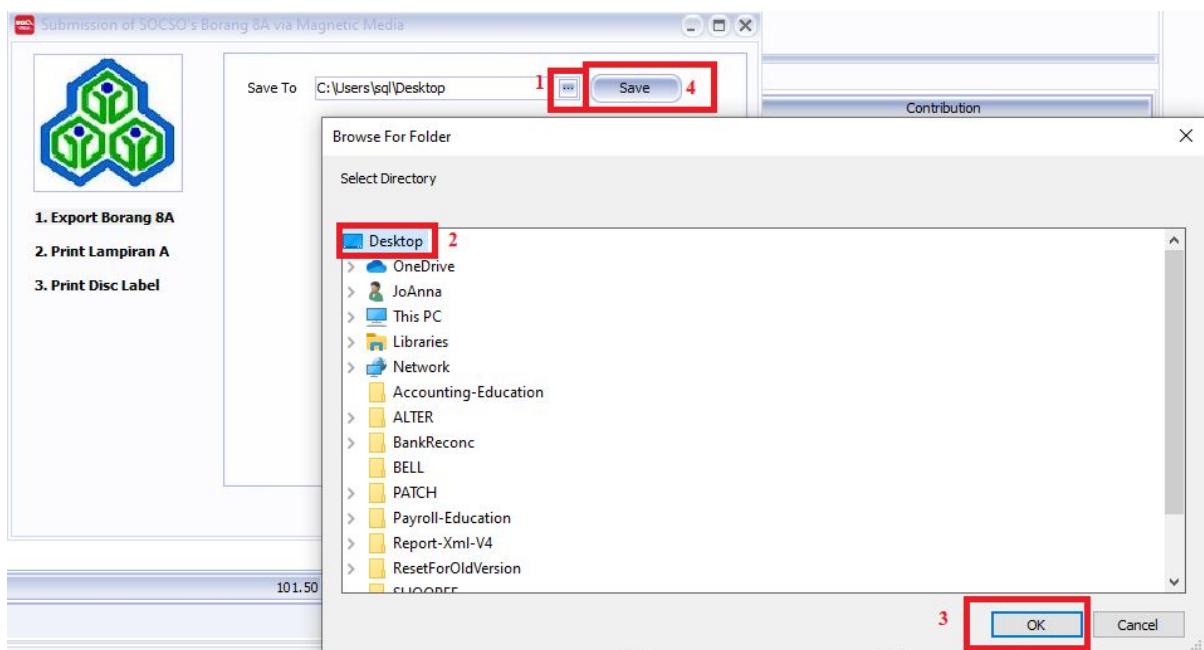
Once you have Save, you can see the text file in your Desktop location.
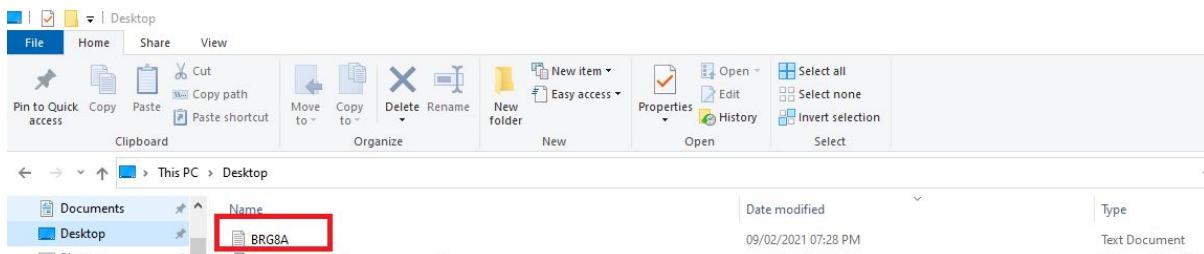
Submit the text file at the SOCSO website.
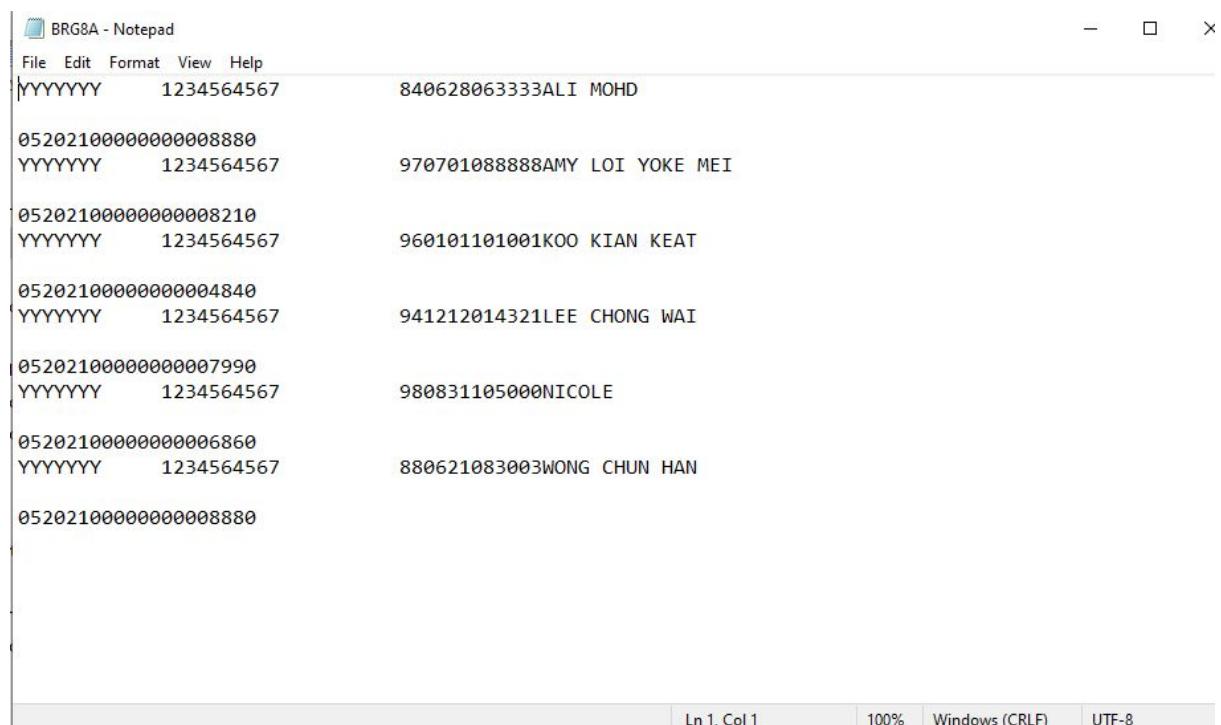
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BRG8A - Notepad                                                         —    ☐    ✕

File  Edit  Format  View  Help

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05202100000000008880



                                          Ln 1, Col 1      100%   Windows (CRLF)    UTF-8
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PCB (LHDN e-Data PCB)

Menu: Payroll | Print Government Report | Print Income Tax CP39

Click Print Income Tax CP39 after processing your month End.
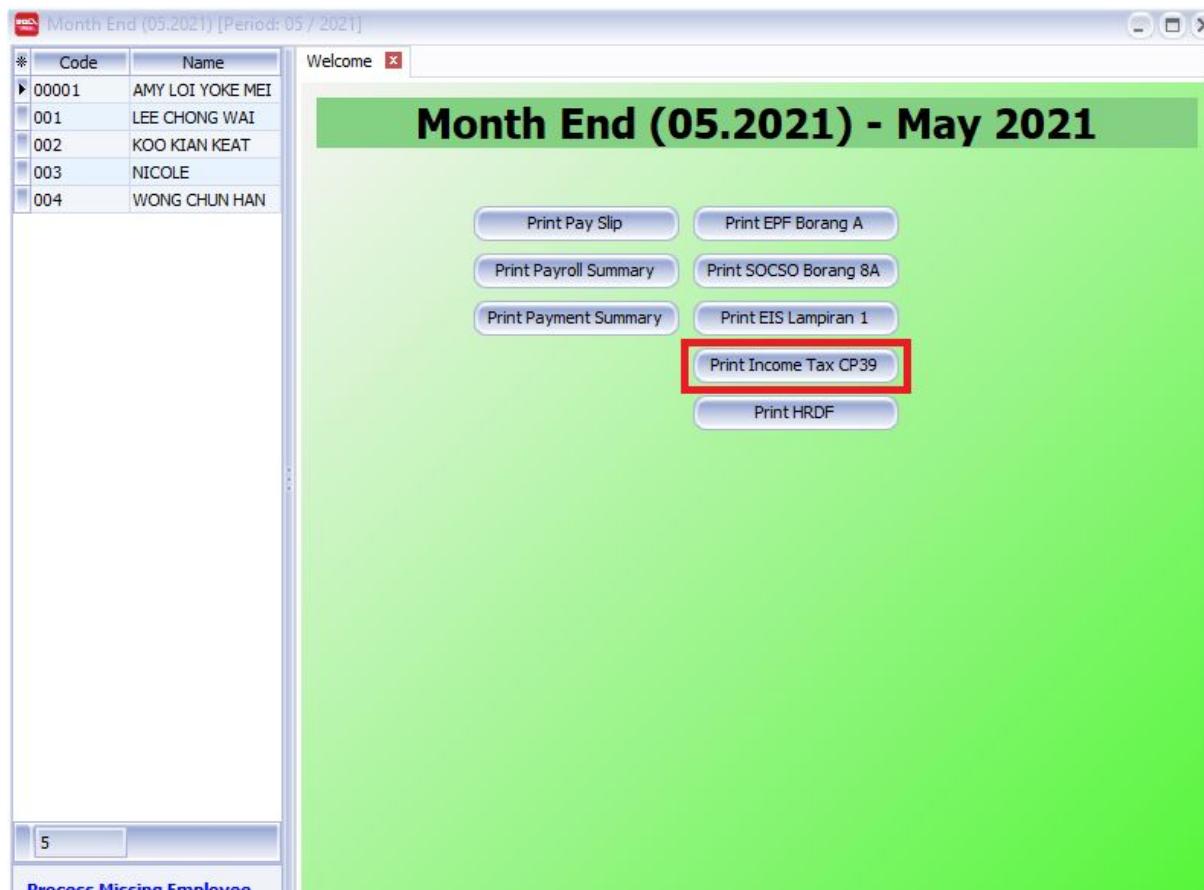
Click on "Submission of LHDN Borang CP39 via Magnetic Media".
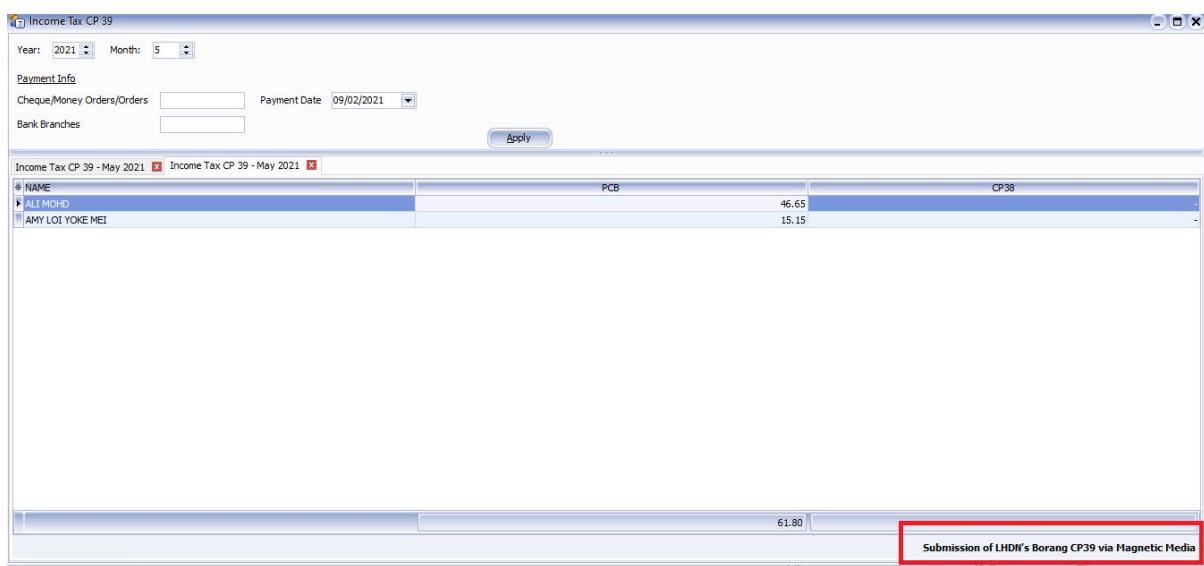
Select the LHDN format and press OK.
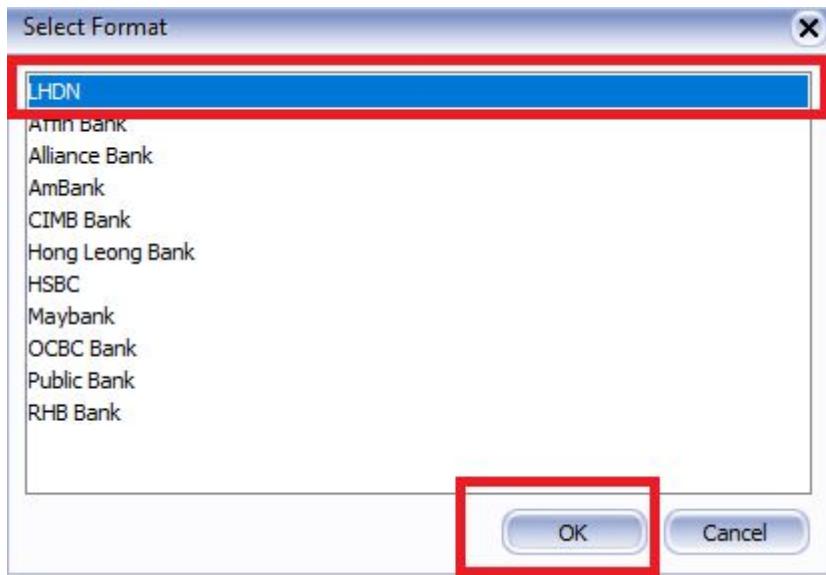
First, click the small box with 3 dots, select the location which you want to save the text file into. Then press OK. Press Save last.
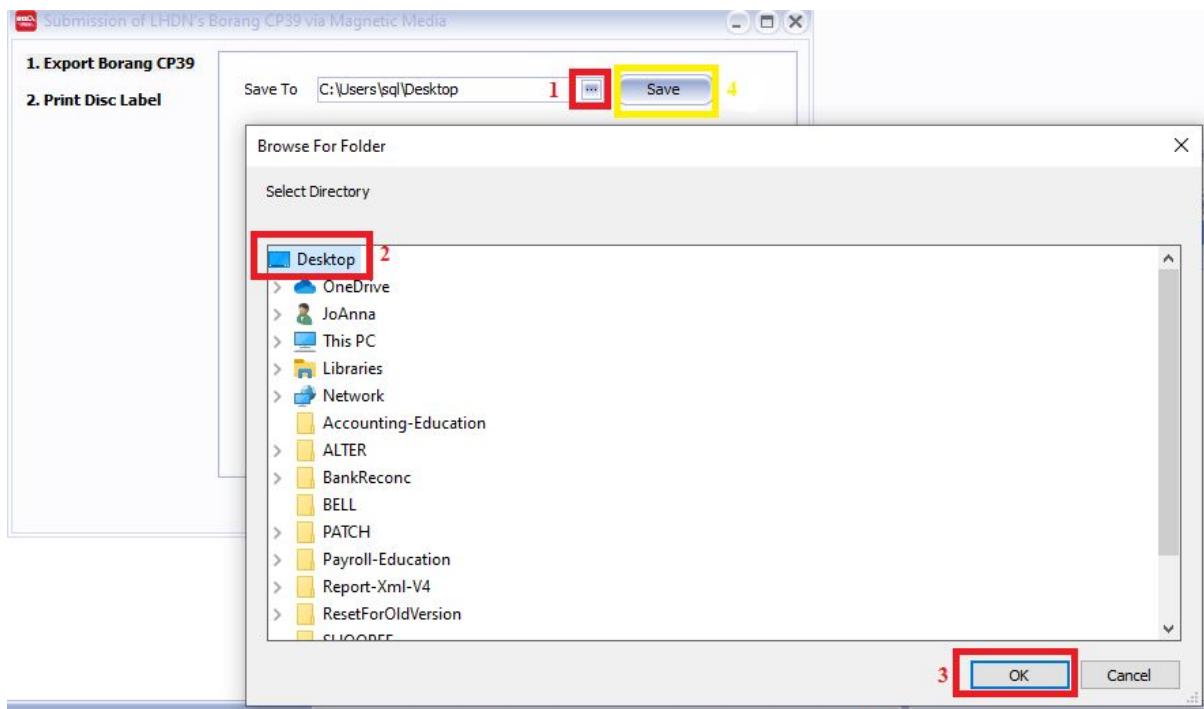
You can see the text file has been saved into your Desktop location.
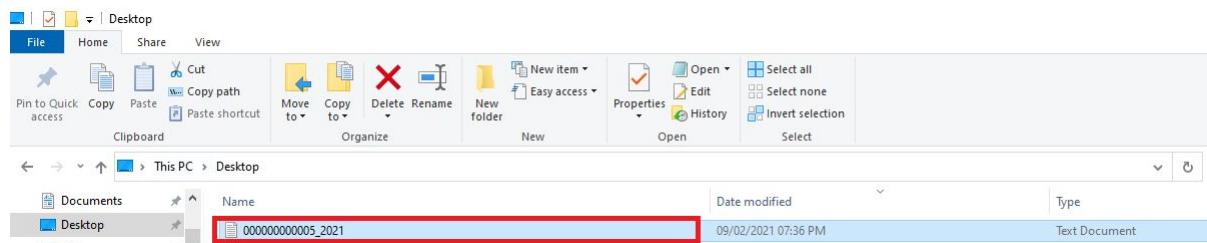
Your text file is ready to be submitted on the LHDN's official website.
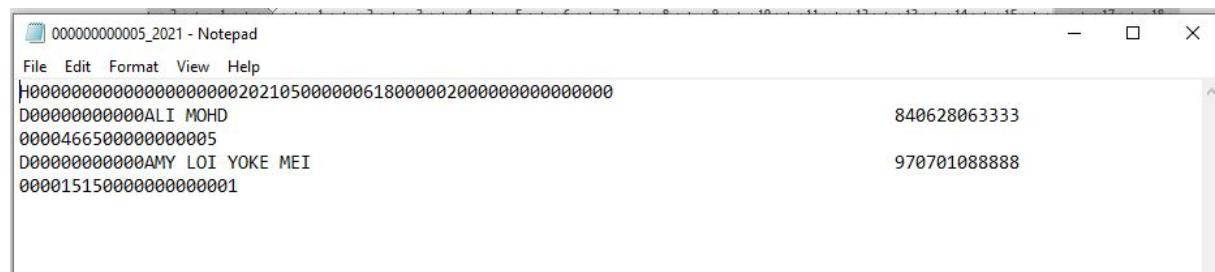
EIS (ASSIST EIS)

Menu: Payroll | Government Reports | Print EIS Lampiran 1

Click Print EIS Lampiran 1 after processing your month End.
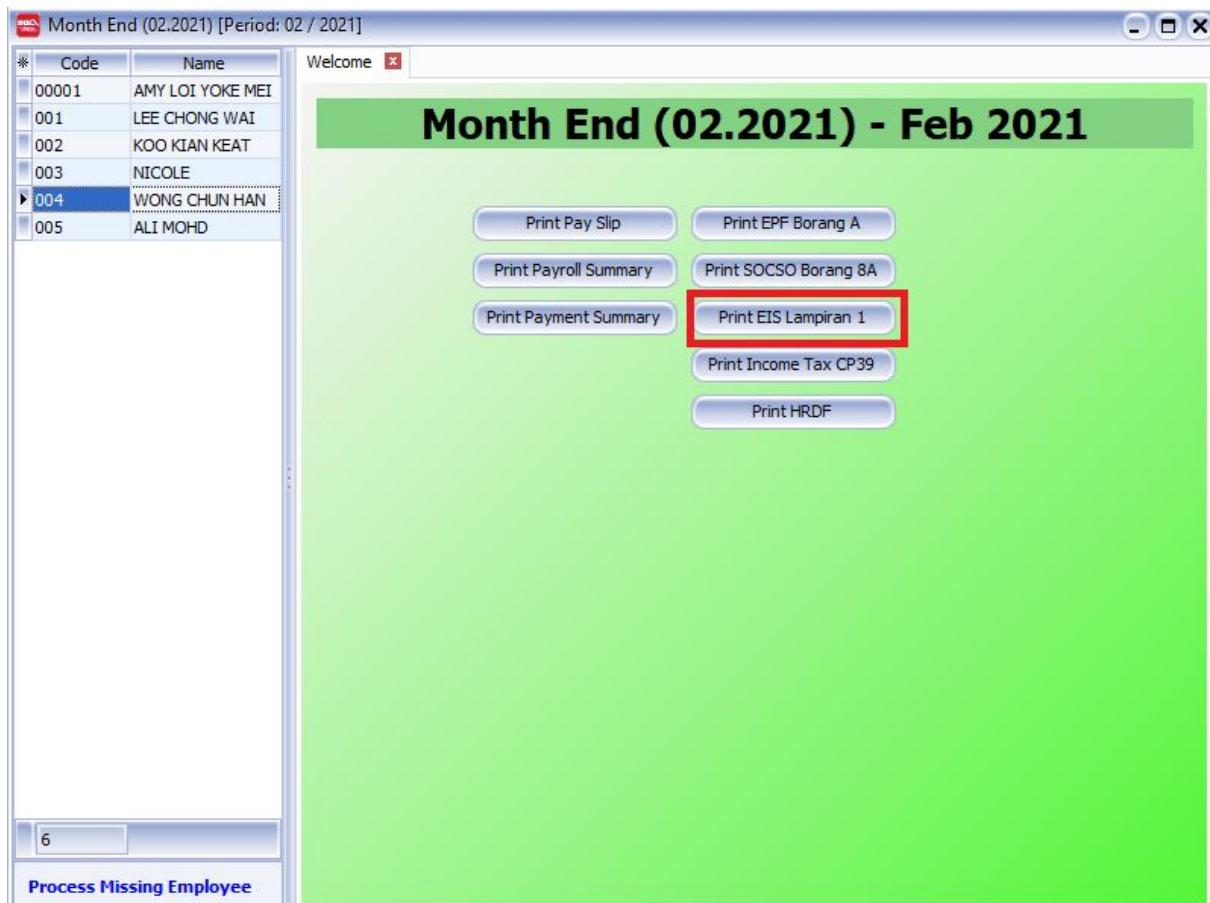
Click "Submission of EIS Lampiran 1 via Magnetic Media"
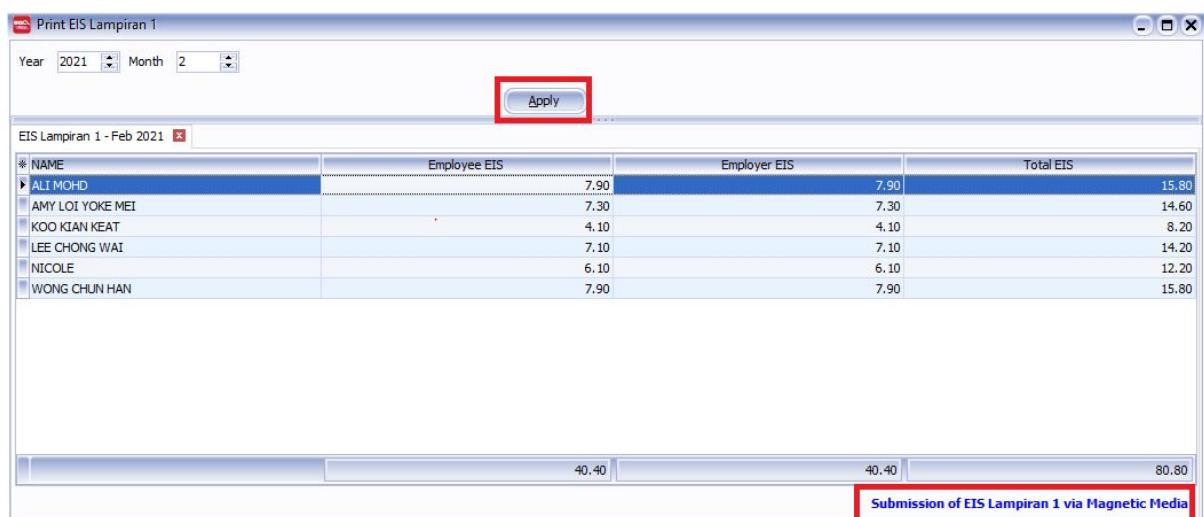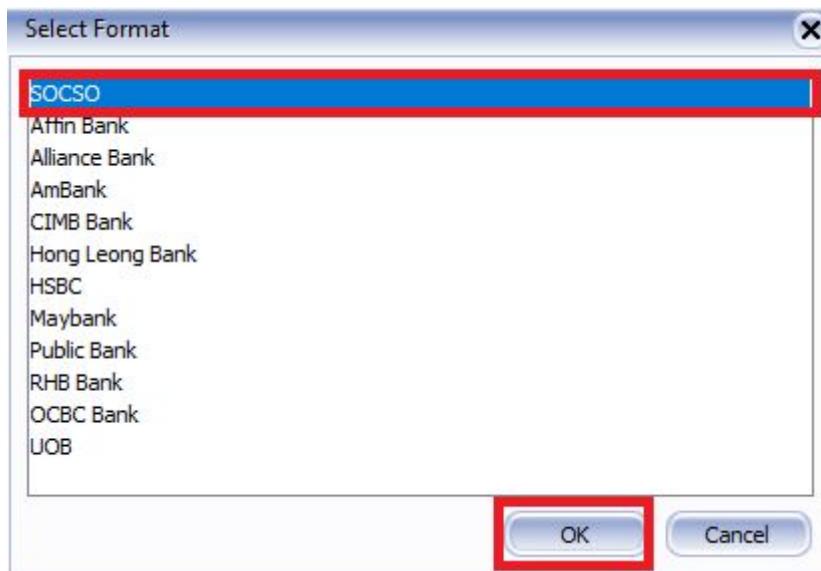
Select the SOCSO text file format . Press OK

First, click the small box with 3 dots, select the location which you want to save the text file into.
Then press OK. Press Save last.
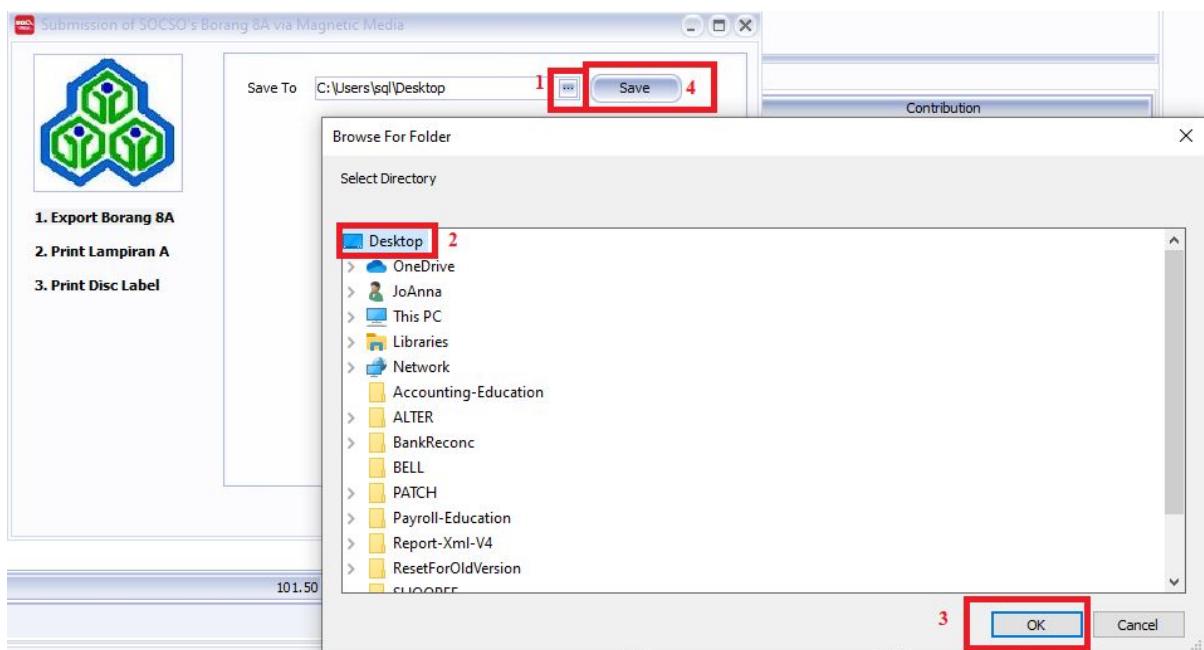
Once you have Save, you can see the text file in your Desktop location.
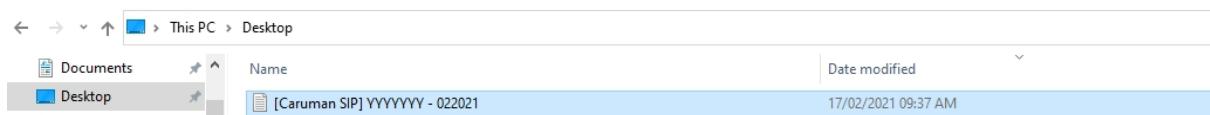
Submit the text file at the SOCSO website.
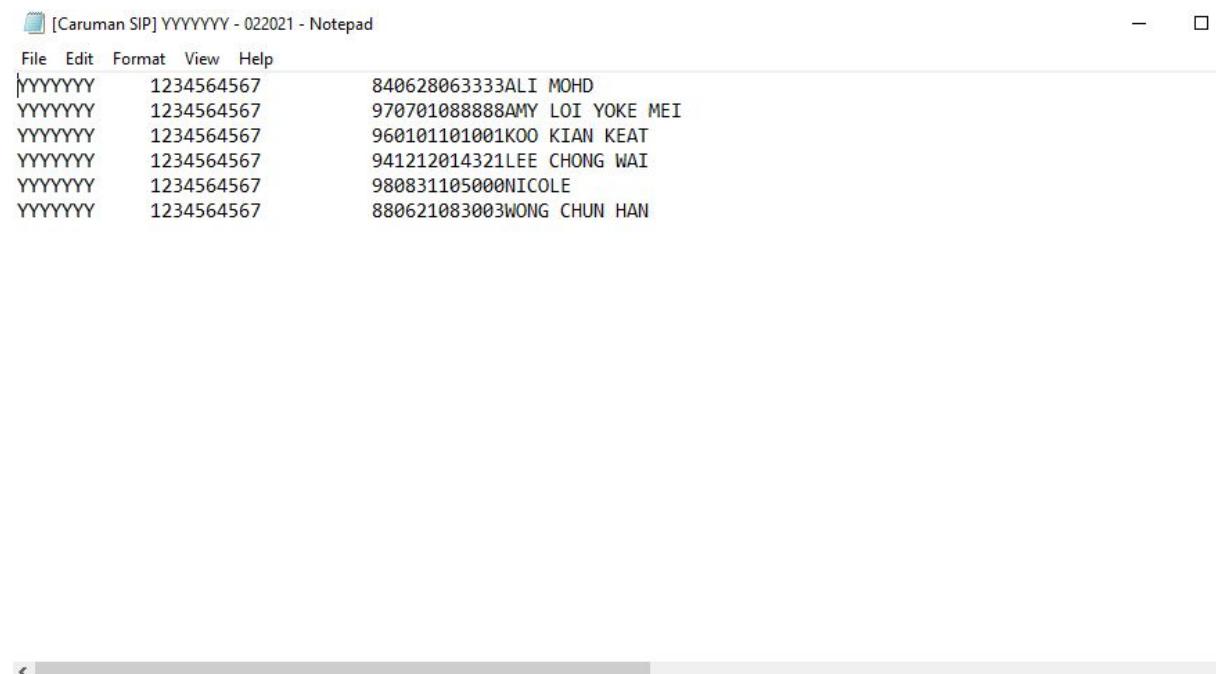
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[Caruman SIP] YYYYYYY - 022021 - Notepad

File   Edit   Format   View   Help
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YYYYYYY        1234564567          970701088888AMY LOI YOKE MEI
YYYYYYY        1234564567          960101101001KOO KIAN KEAT
YYYYYYY        1234564567          941212014321LEE CHONG WAI
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YYYYYYY        1234564567          880621083003WONG CHUN HAN
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END