

ICT2.0@HRDF

HRDF System: User Guide for Levy

User Manual – Version 1.1



Mesiniaga

Table of Contents

SECTION 1	LEVY OVERVIEW	4
1.1	LEVY OVERVIEW	4
1.2	LEVY FLOW DIAGRAM RELATED TO EMPLOYERS	5
SECTION 2	VIEW LEVY STATEMENT	6
2.1	VIEW LEVY STATEMENT FLOW DIAGRAM	6
2.2	VIEW LEVY STATEMENT	7
SECTION 3	MAKE PAYMENT	9
3.1	MAKE PAYMENT – BY EMPLOYER	9
SECTION 4	VIEW INTEREST STATEMENT	17
4.1	VIEW INTEREST STATEMENT FLOW DIAGRAM	17
4.2	VIEW INTEREST STATEMENT	17
SECTION 5	INTEREST ESTIMATION CALCULATOR	19
5.1	INTEREST ESTIMATION CALCULATOR	19
SECTION 6	CREATE SCHEDULE OF ARREARS	20
6.1	CREATE SCHEDULE OF ARREARS – BY EMPLOYER	20
SECTION 7	SCHEDULE OF ARREARS APPLICATION LIST	23
7.1	SCHEDULE OF ARREARS APPLICATION LIST (VIEW) – BY EMPLOYER	23
SECTION 8	SCHEDULE OF ARREARS APPLICATION LIST - WITHDRAW	24
8.1	SCHEDULE OF ARREARS APPLICATION LIST (WITHDRAW) – BY EMPLOYER	24
SECTION 9	APPLY LEVY REFUND	25
9.1	APPLY LEVY REFUND – BY EMPLOYER	25
SECTION 10	LEVY REFUND APPLICATION LIST - VIEW	26
10.1	LEVY REFUND APPLICATION LIST (VIEW) - BY EMPLOYER	26
SECTION 11	LEVY REFUND APPLICATION LIST - WITHDRAW	27
11.1	LEVY REFUND APPLICATION LIST (WITHDRAW) - BY EMPLOYER	27

LEVY MODULE

Section 1 Levy Overview

1.1 *Levy Overview*

Prerequisite: Employer must already register with PSMB.

Below is the list of functions which employer can execute for Levy.

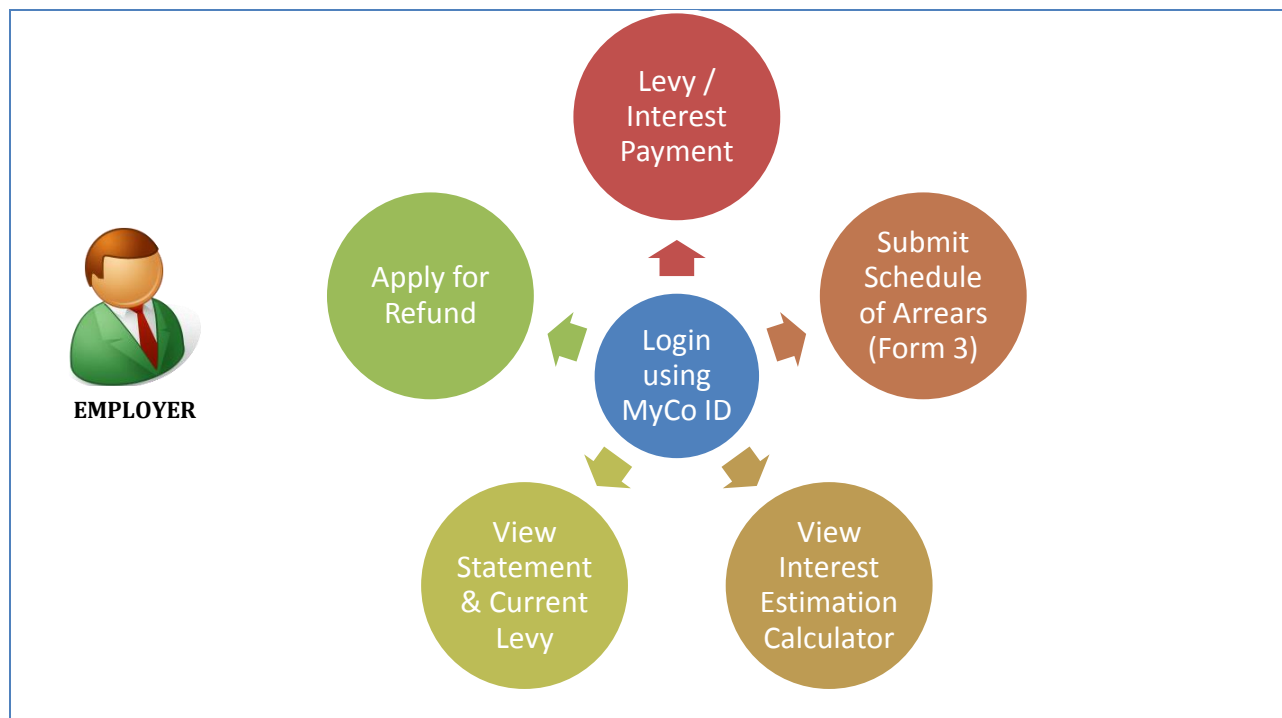
Employer

- View Levy Statement
- View Interest Statement
- Levy/Interest Payment
- Interest Estimation Calculator
- Apply Refund
- Submit Schedule Arrears (Form 3)



1.2 Levy Flow Diagram Related to Employers

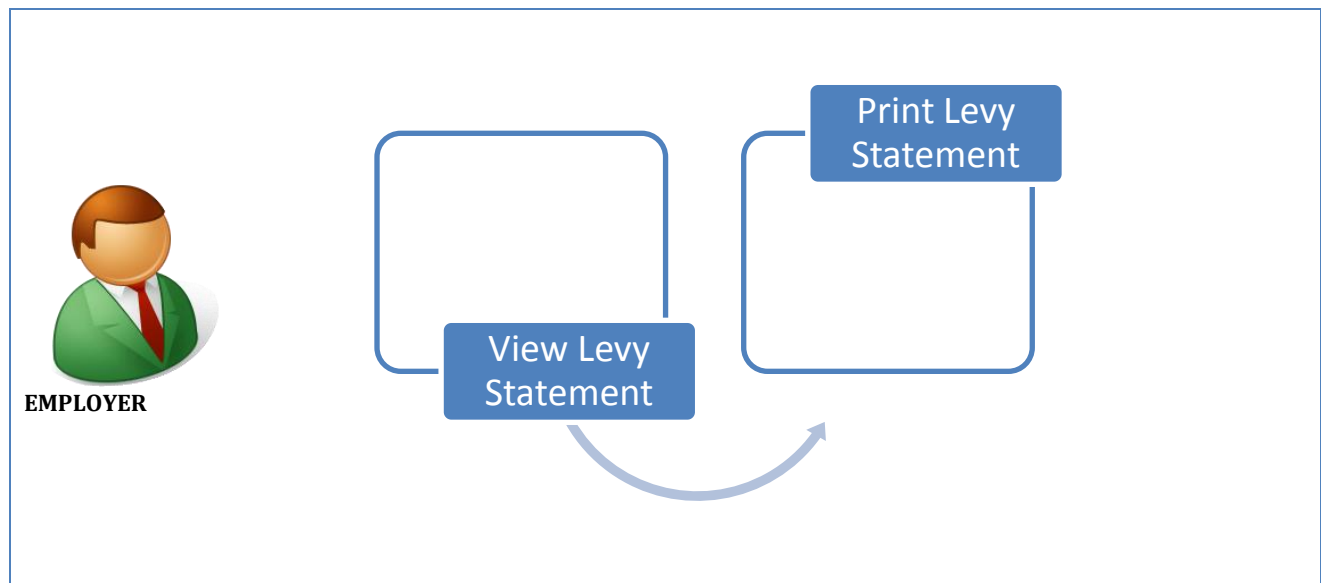
Below is the levy process flow which employer can execute for Levy.



Section 2 View Levy Statement

2.1 *View Levy Statement Flow Diagram*

Below is the functions related to levy statement:



View Levy Statement Flow Diagram

Employer will be able to view their own levy statement via HRDF portal upon successful login.

Below are list of transactions displayed in the levy statement:

- Levy Payment
- Levy Arrears (Stamping of Arrears)
- Arrear Payment
- Grant Payment (Claim reimbursement without levy/interest offset)
- Contra Grant Payment (Claim reimbursement with levy/interest offset)
- Levy Reserve (Reserved amount for PERLA, SBL-KHAS, Apprenticeship, Events)
- Levy Offset
- Interest Offset
- Contra Levy Payment
- Levy Write-off
- Incentive
- Levy Refund (Payout amount after deducting levy/interest offset)

2.2 View Levy Statement

Levy Statement Details

Employer Details

MyCoID

EMPLOYER

Employer Name

NAME

Employer Status

Active

Liability Date

05/08/2014

Industry Code

01111u

Cease Operation Date

Under Legal

NO

Registration Date

05/08/2014

Class Code

1

Oath Declaration Date

State

Kuala Lumpur

Levy Summary

Levy Summary as On 15/08/2014

Levy Balance(RM)

1,680.05

Total Reserve(RM)

0.00

Grant Balance(RM)

2,010.05

Last Declared Wages(RM)

8,213.00

Last Contribution Month

07/2014

Last Contribution Amount(RM)

55.00

Last Payment Date

01/08/2014

Total Levy Arrears(RM)

0.00

Total Interest Amount(RM)

20.00

Arrears Months

0

Interest Months

4

Applications Pending For Approval

Adjustment

0

Form3

0

Forfeit

0

Installment

0

Refund

10

Write-Off

0

Waive

0

Search Statement

Bank

Select

Branch

Select

Voucher

Transaction Type

Select

Cheque No

Application ID

Statement Date

Month

Select

Amount(RM)

To

To

Search

Reset

Statement Details

Bank	Cheque No	Branch	Total Employees	Transaction Type	Statement Date	Payment Date	Levy Month	Contribution Amount(RM)	Reimbursement Amount(RM)	Voucher	Application	Balance(RM)
				Balance	05/08/2014							0.00
PBBEMYKL	CCCCC		16	Levy Payment	07/08/2014	01/08/2014	07/2014	555.00				555.00
PBBEMYKL			28	Levy Payment	07/08/2014	10/08/2014	08/2014	82.13				637.13
RHBBMYKL	819144		8	Arrear Payment	07/08/2014	17/10/2013	07/2014	64.67				701.80
PBBEMYKL			324	Levy Payment	09/08/2014		07/2014	23.43				725.23
PBBEMYKL	000000		16	Arrear Payment	09/08/2014	01/08/2014	05/2014	6.00				731.23
RHBBMYKL	819144		458	Arrear Payment	09/08/2014	17/10/2013	09/2013	31.00				762.23
RHBBMYKL			231	Levy Payment	10/08/2014	10/08/2014	08/2014	123.14				885.37
PBBEMYKL	CCCCC		16	Arrear Payment	11/08/2014	01/08/2014	07/2014	555.00				1,440.37
RHBBMYKL	819144		458	Arrear Payment	11/08/2014	17/10/2013	09/2013	16.00				1,456.37
RHBBMYKL	819144		458	Arrear Payment	11/08/2014	17/10/2013	09/2013	16.00				1,472.37
PBBEMYKL			124	Levy Payment	12/08/2014	12/08/2014	08/2014	212.34				1,684.71

List of transactions to be shown in the levy statement are as below:

- Levy Payment
- Levy Arrear (Stamping of arrear)
- Arrear Payment
- Levy Refund
- Grant Payment (Claim reimbursement without levy/interest offset)
- Contra Levy Payment (Claim reimbursement with levy/interest offset)
- Levy Reserve (Reserved amount for PERLA,SBL-KHAS, Apprenticeship, Events)
- Levy Offset
- Interest Offset
- Levy Write-off (i.e. Court decision or closed company)
- Incentive

Follow the steps below to view levy statement.

Step 1: Select from menu 'Levy'>'Levy Statement'>'View Levy Statement'.

Result: The above screen is displayed.

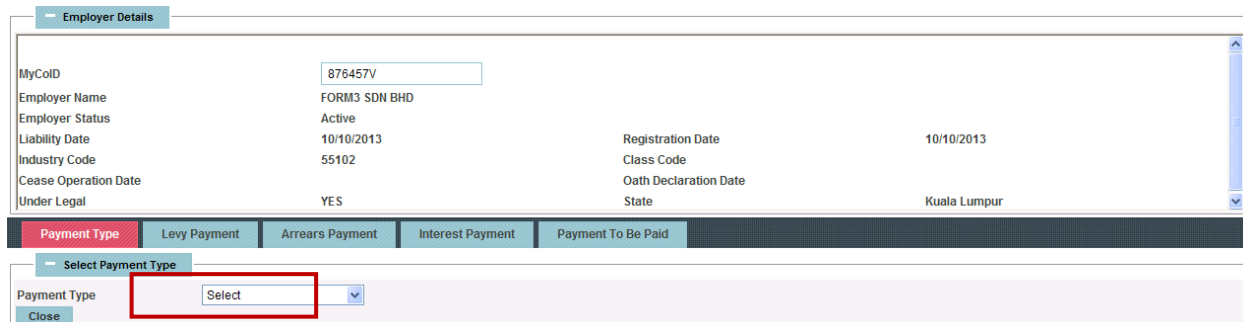
Step 2: Click the 'Print' button to print the statement, if you wish.

Note: You may enter the search criteria for the levy you wish to print (i.e. for Statement Date between November 2013-December 2013).

Step 2: Click 'Close' button to close the screen.

Section 3 Make Payment

3.1 Make Payment – By Employer



Employer Details

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date: 10/10/2013

Under Legal: YES

Registration Date: 10/10/2013

Class Code: 10/10/2013

Oath Declaration Date: 10/10/2013

State: Kuala Lumpur

Payment Type | Levy Payment | Arrears Payment | Interest Payment | Payment To Be Paid

Select Payment Type

Payment Type: Select

Close

Follow the steps below to make payment.

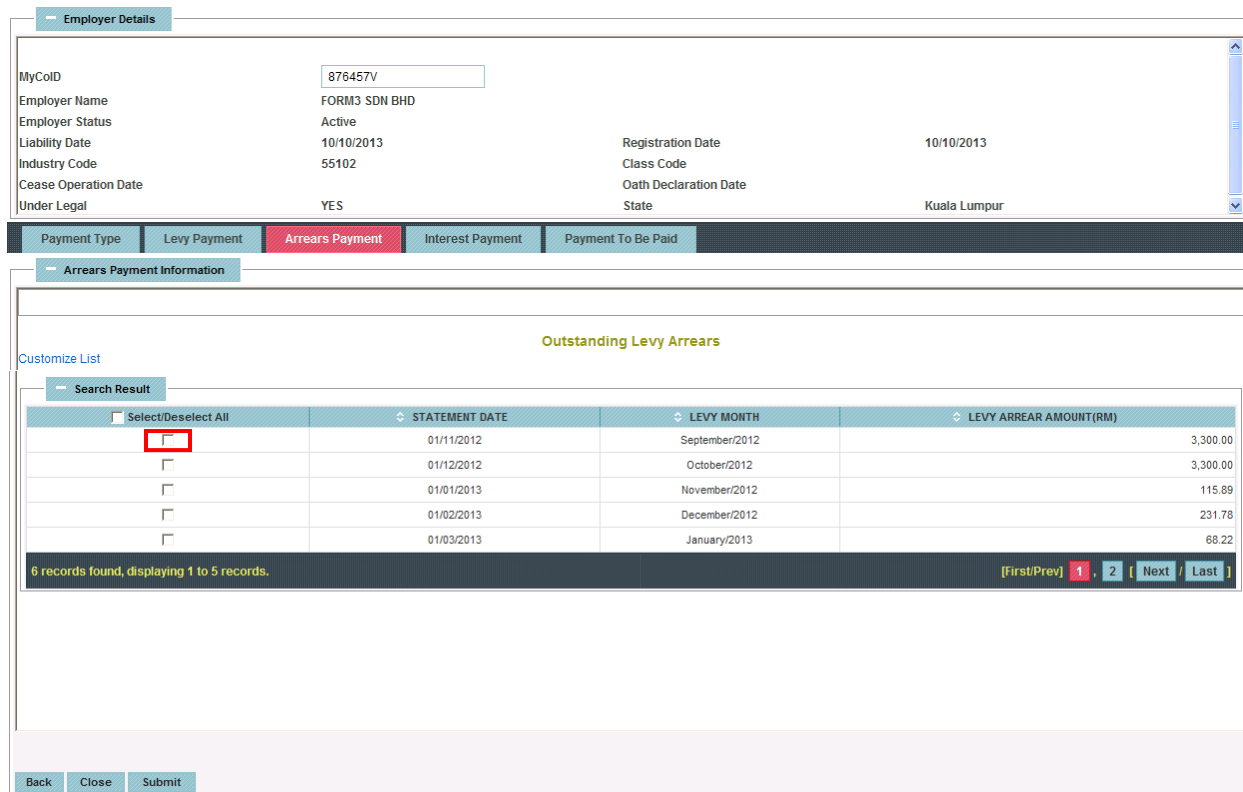
Step 1: Select from menu 'Levy'>'Make Payment'.

Result: The above screen is displayed.

Note: By default 'Payment Type' tab is displayed.

Step 2: Select payment type from the dropdown (highlighted in red).

- If payment type is 'Arrears Payment', then arrears payment tab will be active.
- Tab for Levy Payment, Interest Payment and Payment to Be Paid will not active.



Employer Details

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date: 10/10/2013

Under Legal: YES

Registration Date: 10/10/2013

Class Code: 10/10/2013

Oath Declaration Date: 10/10/2013

State: Kuala Lumpur

Payment Type | Levy Payment | **Arrears Payment** | Interest Payment | Payment To Be Paid

Arrears Payment Information

Customize List

Outstanding Levy Arrears

Search Result

☐ Select/Deselect All

	STATEMENT DATE	LEVY MONTH	LEVY ARREAR AMOUNT(RM)
☐	01/11/2012	September/2012	3,300.00
☐	01/12/2012	October/2012	3,300.00
☐	01/01/2013	November/2012	115.89
☐	01/02/2013	December/2012	231.78
☐	01/03/2013	January/2013	68.22

6 records found, displaying 1 to 5 records.

[First/Prev] 1 2 [Next/Last]

Back Close Submit

Screen 'Arrears Payment'

Step 2: Select month to make payment then click Submit. (Highlighted in red)
Result: The below screen is displayed.

Employer Details

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55102

Cease Operation Date

Under Legal

YES

Registration Date

10/10/2013

Class Code

Oath Declaration Date

State

Kuala Lumpur

Payment Type

Levy Payment

Arrears Payment

Interest Payment

Payment To Be Paid

Payment Information

Item No	Date of Payment	Levy Month	Payment Type	Payment Amount(RM)	Action
1	12/24/2013	September/2012	Arrear	231.78	Delete

Close

Submit

Add Other Payment

Step 3: Click Submit
Result: The below screen is displayed

Applications > Payment Gateway > Payment Information

Payment Information

Payment Detail

MyCoID/IC No.

EMPLOYER

Name

NAME

Sr No.	Description	Amount(RM)
1	Interest Payment for 05/2014	5.00
Total Amount(RM)		5.00

Declaration

Name

IC/Passport No.

Designation

Email ID

Payment Method

Payment Method

☐ Manual Payment
 ☐ Online Payment

Make Payment

Close

Step 4: Fill-in the form then click Submit.
Note: Mandatory fields are mark with (*).
Result: The below screen is displayed.

Declaration

Name

Mikel

IC/Passport No.

1209812912093

Designation

Mr

Email ID

mike@gmail.com

Payment Method

Payment Method

☒ Manual Payment
 ☐ Online Payment

Make Payment

Close

Step 5: Select the payment method (highlighted in red).

- If payment type is 'Manual Payment', then select the bank for payment method

Payment Method

Payment Method

☒ Manual Payment
 ☐ Online Payment

Bank

Bank Name

☐ PBB
 ☐ RHB

Make Payment

Close

- If bank for payment method is RHB Bank, the below screen is displayed.

Payment Method

Manual Payment Online Payment *

Bank

Bank Name

PB Bank.com RHB BANK We'll help you get there MEPS FPX

Make Payment Close

RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (SCT) DI KOTAK YANG BERKESANIAN.
PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK(MARK) IN RELEVANT BOX.

FOR PSMB USE ONLY
Bank Copy

BORANG SIMPANAN KORPORAT CORPORATE COLLECTION SERVICES DEPOSIT SLIP

WANG TUNAI / CASH					RM	SEN
KINDIT						
BANK	NO CEK / CHEQUE NO	TEMPAT / PLACE	KOMISEN / COMMISSION			
TELLER	O/C/O/P	CHECKED/ AUTHENTIC	Jumlah / TOTAL	8800	0	
			TOLAK KOMISEN / REF COMMISSION			
			Jumlah Baki / NET TOTAL			

NAMA AKAUN / ACCOUNT NAME

NO. AKAUN / ACCOUNT NO

MYC/D

NO. RUJUKAN TRANSAKSI / TRANSACTION REF NO.

SILA TULISKAN NO AKAUN ANDA DI SELAKANG SETIAP CEK / PLEASE WRITE YOUR AC NO ON THE BACK OF EACH CHEQUE

RHB BANK BERHAD
(6171-M)

SILA GUNA BORANG BERASINGAN BAGI SETIAP KATEGORI SIMPANAN DAN TANDA (SCT) DI KOTAK YANG

FOR PSMB USE ONLY
Customer Copy

[illegible]

PRINT

- If payment type is 'Levy Payment', then Levy Payment tab will be active.
- Tab for Arrears Payment, Interest Payment and Payment to Be Paid will not active.

Applications > Levy > Make Payment

Employer Details

MyCoID	EMPLOYER		
Employer Name	NAME		
Employer Status	Active		
Liability Date	05/08/2014	Registration Date	05/08/2014
Industry Code	01111tu	Class Code	1
Cease Operation Date		Oath Declaration Date	
Under Legal	NO	State	Kuala Lumpur

Payment Type Levy Payment Arrears Payment Interest Payment Payment To Be Paid

Levy Payment Information

Payment Type

Levy

Month Year

Payment Levy For The Select * Year 2014 *

Number of Employee(A) * *

Total Wages (RM) * *

Total Levy To Be Paid (RM) *

Back Submit Close

Screen 'Levy Payment'

Step 2: Fill-in the form then click Submit.

Note: Mandatory fields are mark with (*).

Result: The below screen is displayed.

Applications > Levy > Make Payment

Employer Details

MyCoID: EMPLOYER

Employer Name: NAME

Employer Status: Active

Liability Date: 05/08/2014

Industry Code: 01111u

Cease Operation Date: NO

Under Legal: NO

Registration Date: 05/08/2014

Class Code: 1

Oath Declaration Date: State

State: Kuala Lumpur

Payment Type | Levy Payment | Arrears Payment | Interest Payment | **Payment To Be Paid**

Payment Information

Item No	Date of Payment	Levy Month	Payment Type	Payment Amount(RM)	Action
1	08/15/2014	08/2014	Levy	21.23	Delete
				Total(RM)	21.23

Submit | Add Other Payment | Close

Step 3: Click Submit.

Result: The below screen is displayed.

Applications > Payment Gateway > Payment Information

Payment Information

Payment Detail

MyCoID/IC No.: EMPLOYER

Name: NAME

Sr No.	Description	Amount(RM)
1	Interest Payment for 05/2014	5.00
		Total Amount(RM)
		5.00

Declaration

Name: *

Designation: *

IC/Passport No.: *

Email ID: *

Payment Method

Payment Method: ☐ Manual Payment ☒ Online Payment *

Make Payment | Close

Step 4: Fill-in the form then click Submit.

Note: Mandatory fields are mark with (*).

Result: The below screen is displayed.

PaymentDetails

Details Of Payment

MyCoID: 876457V *

Total Payment(RMM): 3300.0 *

Select Payment Method

Please Select The Payment Method

☒ E-Payment ☐ Manual Payment

SUBMIT | CLOSE

Step 5: Select the payment method (highlighted in red).

- If payment type is 'E-Payment', then select the bank for payment method and click Submit.

Online Payment

Select Bank

Please select the payment bank:



RHB BANK
We'll help you get there

BACK

SUBMIT

CANCEL

Result: The below screen is displayed.

RHB Bank Reflex Cash Management SignOn



LOGIN

Corporate ID *

SignOn ID *

Token Passcode *

Please generate NEW Token Passcode for each SignOn.

[Download PKI Token Driver for Authorizer](#)

[New Authorizer Registration for PKI Token](#)

[Renew Authorizer PKI Token Certificate](#)

- If payment type is 'Manual Payment', then select the bank for payment method

Manual Payment

Select Bank for Payment Method

Bank Type

☐ RHB Bank
 ☐ PBB Bank

SUBMIT

- If bank for payment method is RHB Bank, the below screen is displayed.

 RHB BANK BERHAD (6171-M) SILA GUNA BORANG BERASINGAN SAGI SETIAP KATEGORI SIMPANAN DAN TANDA (S.C.D) DI KOTAK YANG BERKESAMAAN. PLEASE USE SEPARATE SLIP FOR EACH CATEGORY OF DEPOSIT AND TICK(Mark) IN RELEVANT BOX.	FOR PSMB USE ONLY Bank Copy
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☐ WANG TUNAI SAHAJA CASH ONLY ☐ CEK CEK CAWANGAN INI HOUSE CHECK ☐ CEK CEK TEMPATAN LOCAL CHEQUES ☐ LAIN LAIN OTHERS ☐ DK A/C NO (Domestic Br no)	BORANG SIMPANAN KORPORAT CORPORATE COLLECTION SERVICES DEPOSIT SLIP
--	--

WANG TUNAI / CASH					RM	SEN
MINODIT						
BANK	NO CEK / CHECK NO	TEMPAT / PLACE	KOMISEN / COMMISSION			
TELLER	OC/OP	CHEQUE/ AUTHENTICITY	JUMLAH / TOTAL	RABD	D	
			TOLAK KOMISEN / UTD COMMISSION			
			JUMLAH BIKIRAN / UTB TOTAL			

NAMA AKAUN / ACCOUNT NAME NO. AKAUN / ACCOUNT NO MYCID NO. RUJUKAN TRANSAKSI / TRANSACTION REF NO.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="13">PEMBANGUNAN SUMBER MANUSIA BERHAD</th> </tr> </thead> <tbody> <tr> <td>1</td><td>1</td><td>2</td><td>2</td><td>6</td><td>8</td><td>9</td><td>2</td><td>4</td><td>2</td><td>3</td><td>-</td><td>4</td> </tr> <tr> <td>8</td><td>7</td><td>6</td><td>4</td><td>5</td><td>7</td><td>V</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>8</td><td>C</td><td>I</td><td>E</td><td>L</td><td>W</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>	PEMBANGUNAN SUMBER MANUSIA BERHAD													1	1	2	2	6	8	9	2	4	2	3	-	4	8	7	6	4	5	7	V							8	C	I	E	L	W												
PEMBANGUNAN SUMBER MANUSIA BERHAD																																																										
1	1	2	2	6	8	9	2	4	2	3	-	4																																														
8	7	6	4	5	7	V																																																				
8	C	I	E	L	W																																																					

SILA TULISKAN NO AKAUN ANDA DI BELAKANG SETIAP CEK / PLEASE WRITE YOUR AC NO ON THE BACK OF EACH CHEQUE

 RHB BANK BERHAD (6171-M) SILA GUNA BORANG BERASINGAN SAGI SETIAP KATEGORI SIMPANAN DAN TANDA (S.C.D) DI KOTAK YANG	FOR PSMB USE ONLY Customer Copy
--	--

PRINT

- Employer Details

MyCoId

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Registration Date

10/10/2013

Industry Code

55102

Class Code

Cease Operation Date

Oath Declaration Date

Under Legal

YES

State

Kuala Lumpur

Payment Type

Levy Payment

Arrears Payment

Interest Payment

Payment To Be Paid

Interest Payment Information

Customize List

Outstanding Interest

Search Result

Select/Deselect All	Statement Date	Levy Month	Interest Amount(RM)
☐	29/08/2012	06/2012	5.00

Back

Close

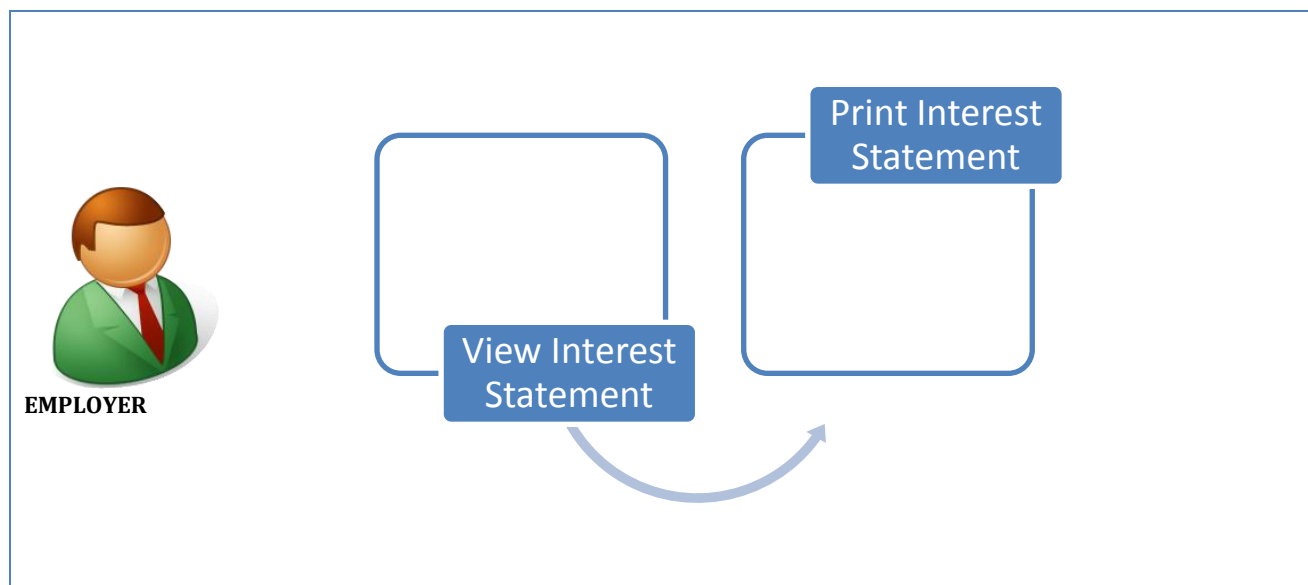
Submit

16

Section 4 View Interest Statement

4.1 View Interest Statement Flow Diagram

Below is the functions related to interest statement:



View Interest Statement Flow Diagram

4.2 View Interest Statement

Print
Close

Interest Statement Details

Employer Details

MyCoID	876457V		
Employer Name	FORM3 SDN BHD		
Employer Status	Active		
Liability Date	10/10/2013	Registration Date	10/10/2013
Industry Code	55000	Class Code	
Cease Operation Date		Oath Declaration Date	
Under Legal	NO	State	Kuala Lumpur

Levy Summary as at 24/12/2013

Levy Balance(RM)	3,924.37	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	1,158.90
Total Interest Amount(RM)	15.00	Last Declared Wages(RM)	0.00
Last Contribution Month	03/2013	Last Contribution Amount(RM)	115.89
Last Payment Date	29/06/2013		

Search Statement

Branch

Select

Voucher

Cheque No

Statement Date

To

Amount

To

Search

Reset

Bank

Select

Transaction Type

Select

Application Id

Month

Select

Statement Details

Branch	Bank	Cheque No	Transaction Type	Statement Date	Payment Date	Levy Month	Levy Amount (RM)	Levy Paid Date	Days Calc Arrear	Amount (RM)	Voucher	Application	Balance
			Balance	10/10/2013									0.00
			Interest	30/08/2012	29/08/2012	06/2012	115.89		28	5.00			5.00
			Interest	19/10/2012	18/10/2012	07/2012	115.89		47	5.00			10.00
			Interest	19/10/2012	18/10/2012	08/2012	231.78		17	5.00			15.00

4 records found, displaying all records.

1

Follow the steps below to view interest statement.

Step 1: Select from menu 'Levy'>'Interest Statement'>'View Interest Statement'.

Result: The above screen is displayed.

Section 5 Interest Estimation Calculator

5.1 Interest Estimation Calculator

Close

INTEREST ESTIMATION CALCULATOR

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55000

Cease Operation Date

Under Legal

NO

Registration Date

10/10/2013

Class Code

Oath Declaration Date

State

Kuala Lumpur

Payment Date

Calculate

Result

Follow the steps below to calculate interest estimation.

Step 1: Select from menu 'Levy'>'Interest Statement'>'Interest Estimation Calculator'.

Result: The above screen is displayed.

Step 2: Fill the payment date field (highlighted in red).

Result: The below screen is displayed

Close

INTEREST ESTIMATION CALCULATOR

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Industry Code

55000

Cease Operation Date

Under Legal

NO

Registration Date

10/10/2013

Class Code

Oath Declaration Date

State

Kuala Lumpur

Payment Date

01/11/2013

Calculate

Result

Levy Month	Levy Amount	01/11/2013 Amount(RM)	Day Late 1	01/12/2013 Amount(RM)	Day Late 2	01/01/2014 Amount(RM)	Day Late 3
09/2012	231.78	24.00	366	26.00	396	28.00	427
10/2012	115.89	11.00	336	12.00	366	13.00	397
11/2012	115.89	10.00	305	11.00	335	12.00	366
12/2012	231.78	18.00	274	20.00	304	22.00	335
01/2013	231.78	16.00	246	18.00	276	20.00	307
02/2013	231.78	14.00	215	16.00	245	18.00	276
Total	-	93.00	-	103.00	-	113.00	-

6 records found, displaying all records.

1

Section 6 Create Schedule of Arrears

6.1 Create Schedule of Arrears – By Employer

Employer has the option to create schedule of arrears if the amount displayed in the levy statement displays need to be updated. This section will guide you on how to create schedule of arrears and submit to PSMB for approval.

Levy Statement
Interest Statement
Submit
Save
Close

Schedule of Arrears of Levy Form 3

MyCoID

Employer Name

Employer Status

Liability Date

Industry Code

Cease Operation Date

Under Legal

Registration Date

Class Code

Oath Declaration Date

State

Schedule Year

Year In Which Levy Is Due

Form Date

Paid Up Capital RM

Received Date

Schedule Details

Month	No of Employee	Basic Salary (RM)	Fixed Allowance (RM)	Total Wages (RM)	Levy Percentage	Total Levy (RM)	Arrear Amount (RM)	Paid Amount (RM)	Actions
January									Edit
February									Edit
March									Edit
April									Edit
May									Edit
June									Edit
July									Edit
August									Edit
September									Edit
October									Edit
November									Edit
December									Edit

Declarant Details

Declarant Name

MyKadNo

Designation

Attachment *

File Description

Attach File

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Follow the steps below to create schedule of arrears.

Step 1: Select from menu 'Levy'>'Schedule of Arrears'>'Create Schedule of Arrears'.

Result: The above screen is displayed.

Note: Employer details and 'Paid up Capital' are displayed.

Step 2: Fill-in 'Year in which Levy Is Due'.

Result: The below screen is displayed

Note: the schedule details will display. (Highlighted in red).

HRDF: USER GUIDE



Mesiniaga

Levy Statement Interest Statement Submit Save Close

Schedule of Arrears of Levy Form 3

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date:

Under Legal: YES

Registration Date: 10/10/2013

Class Code:

Oath Declaration Date:

State: Kuala Lumpur

Schedule Year

Year In Which Levy Is Due: 2011

Form Date:

Paid Up Capital RM: 768.00

Received Date:

Schedule Details

Month	No of Employee	Basic Salary	Fixed Allowance	Total Wages	Levy Percentage	Total Levy	Arrear Amount	Paid Amount	Actions
January					-		-	-	Edit
February					-		-	-	Edit
March					-		-	-	Edit
April					-		-	-	Edit
May					1.0	0.00	231.78		Edit
June					1.0	0.00	0.00	115.89	Edit
July					1.0	0.00	0.00	115.89	Edit
August					1.0	0.00	0.00	231.78	Edit
September					1.0	0.00	0.00	231.78	Edit
October					1.0	0.00	0.00	231.78	Edit
November					1.0	0.00	0.00	115.89	Edit
December					-		-	-	Edit
Total row	-	-	-	-	-	0	0	1274.7900000000002	-

Declarant Details

Declarant Name:

Designation:

MyKadNo:

Attachment*

File Description:

Attach File:

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XL S,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Step 4: Click edit (highlighted in red) on month the employer want to create
 Result: The below screen is displayed

Levy Statement Interest Statement Submit Save Close

Schedule of Arrears of Levy Form 3

MyCoID: 876457V

Employer Name: FORM3 SDN BHD

Employer Status: Active

Liability Date: 10/10/2013

Industry Code: 55102

Cease Operation Date:

Under Legal: YES

Registration Date: 10/10/2013

Class Code:

Oath Declaration Date:

State: Kuala Lumpur

Schedule Year

Year In Which Levy Is Due: 2011

Form Date:

Paid Up Capital RM: 768.00

Received Date:

Schedule Details

Month

July

Basic Salary

Total Wages

Total Levy

Paid Amount

115.89

No of Employee

Fixed Allowance

Levy Percentage

Arrear Amount

0.00

Update

Month	No of Employee	Basic Salary	Fixed Allowance	Total Wages	Levy Percentage	Total Levy	Arrear Amount	Paid Amount	Actions
January					-		-	-	Edit
February					-		-	-	Edit
March					-		-	-	Edit
April					-		-	-	Edit
May					1.0		0.00	231.78	Edit
June					1.0		0.00	115.89	Edit
July					1.0		0.00	115.89	Edit
August					1.0		0.00	231.78	Edit
September					1.0		0.00	231.78	Edit
October					1.0		0.00	231.78	Edit
November					1.0		0.00	115.89	Edit
December					-		-	-	Edit
Total row	-	-	-	-	-	0	0	1274.7900000000002	-

Declarant Details

Declarant Name

Designation

MyKadNo

Attachment *

File Description

Attach File

Browse...

Add Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Step 5: Fill-in the form then click Add Attachment.

Note: Mandatory fields are mark with (*).

Step 6: Click Submit

Section 7 Schedule of Arrears Application List

7.1 Schedule of Arrears Application List (View) – By Employer

Withdraw
New Schedule of Arrears
Close

Search

MyCoID
Employer Name FORM3 SDN BHD
Employer Status Active
Liability Date 10/10/2013
Industry Code 55000
Cease Operation Date
Under Legal NO

Registration Date 10/10/2013
Class Code
Oath Declaration Date
State Kuala Lumpur

Schedule of Arrears

Customize List
Search Result

Select/Deselect All	MyCoID	Employer Name	Total Levy Arrears(RM)	Schedule Year	Form Date	Form Status
☐	876457V	FORM3 SDN BHD	0.00	2003	01/09/2013	Pending
☐	876457V	FORM3 SDN BHD	0.00	2011	24/12/2013	Pending

2 records found, displaying all records.
1

Follow the steps below to view schedule of arrears application list.

Step 1: Select from menu 'Levy' > 'Schedule of Arrears' > 'Schedule of Arrears Application List'.

Result: The above screen is displayed.

Step 2: Click on year in Schedule Year column. (Highlighted in red)

Result: The below screen is displayed.

Close

Schedule of Arrears of Levy Form 3

MyCoID
Employer Name FORM3 SDN BHD
Employer Status Active
Liability Date 10/10/2013
Industry Code 55000
Cease Operation Date
Under Legal NO

Registration Date 10/10/2013
Class Code
Oath Declaration Date
State Kuala Lumpur

Schedule Year

Year In Which Levy Is Due
Form Date

Paid Up Capital RM
Received Date

Schedule Details

Month	No of Employee	Basic Salary (RM)	Fixed Allowance (RM)	Total Wages (RM)	Levy Percentage	Total Levy (RM)	Arrear Amount (RM)	Paid Amount (RM)
January								
February								
March								
April								
May								
June								

July									
August									
September									
October									
November									
December									
Total	-	-	-	-	-	-	0.00	0.00	0.00

Declarant Details

Declarant Name

athirah

MyKadNo

870707878787

Designation

clerk

Attachment

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Description	File Name	Actions
test	test.txt	Remove / View

Section 8 Schedule of Arrears Application List - Withdraw

8.1 Schedule of Arrears Application List (Withdraw) – By Employer

Withdraw

New Schedule of Arrears

Close

Search

MyCoID

876457V

Employer Name

FORM3 SDN BHD

Employer Status

Active

Liability Date

10/10/2013

Registration Date

10/10/2013

Industry Code

55000

Class Code

Cease Operation Date

Oath Declaration Date

Under Legal

NO

State

Kuala Lumpur

Schedule of Arrears

Customize List

Search Result

Select/Deselect All	MyCoID	Employer Name	Total Levy Arrears(RM)	Schedule Year	Form Date	Form Status
☐	876457V	FORM3 SDN BHD	0.00	2003	01/09/2013	Pending
☐	876457V	FORM3 SDN BHD	0.00	2011	24/12/2013	Pending

2 records found, displaying all records.

1

Follow the steps below to withdraw schedule of arrears application list.

Step 1: Select from menu 'Levy' >'Schedule of Arrears' >'Schedule of Arrears Application List'.
Result: The above screen is displayed.

Step 2: Tick the schedule to withdraw. (Highlighted in red)

Step 3: Click Withdraw

Section 9 Apply Levy Refund

9.1 *Apply Levy Refund – By Employer*

Levy Statement
Interest Statement
Submit
Save
Close

Levy Refund Application

Employer Details

MyCoID	876457V		
Employer Name	FORM3 SDN BHD		
Employer Status	Active		
Liability Date	10/10/2013	Registration Date	10/10/2013
Industry Code	55000	Class Code	
Cease Operation Date		Oath Declaration Date	
Under Legal	NO	State	Kuala Lumpur

Levy Summary Details

Levy Balance(RM)	3,924.37	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	1,158.90
Total Interest Amount(RM)	15.00	Last Declared Wages(RM)	0.00
Last Contribution Month	03/2013	Last Contribution Amount(RM)	115.89
Last Payment Date	29/06/2013		

Refund Application Details

Application Date
14/11/2013
 Refund Type
☐ Levy ☐ Interest *
 Remarks

Refund Reason
 Select

Refund Details

Levy Month
Select *
 Levy/Interest Amount
 Applied Amount (RM)

Levy Year
 Paid Amount (RM)

Add Reset

Total Applied Refund Amount(RM)

Attachment *

File Description

Attach File
 Add Attachment

Browse...

Note : Maximum 2MB Allowed (Only .JPG,.JPEG,.BMP,.GIF,.PNG,.TIF,.PPM,.DOC,.DOCX,.PDF,.RTF,.XLS,.XLSX,.TXT,.PPT,.PPTX,.PPSX are allowed)

Follow the steps below to apply levy refund.

Step 1: Select from menu 'Levy' >'Levy Refund' >'Apply Levy Refund'.
Result: The above screen is displayed.

Step 2: Fill-in the form.
Note: Mandatory fields are mark with (*).

Step 3: Click Submit

Section 10 Levy Refund Application List - View

10.1 Levy Refund Application List (View) - By Employer

Withdraw New Levy Refund Application Close

Levy Refund Application

Default Search

Search Search Reset Advance Search

Customize List

Search Result

Select/Deselect All	Application Date	Refund Id	Refund Type	Total Amount(RM)	Refund Status	Refund Action
☐	13/12/2013	RF_22222B_2013000080	Levy Refund	100.00	Approved	Offset

One record found.

Follow the steps below to view Levy refund application list.

Step 1: Select from menu 'Levy' > 'Levy Refund' > 'Levy Refund Application List'.

Result: The above screen is displayed.

Step 2: To view the levy refund application details, click the hyperlink application date (Highlighted in red)

Result: The below screen is displayed.

Close

Levy Refund Application

Employer Details

MyCoID: 22222B

Employer Name: LV Refund2 Sdn Bhd

Employer Status: Active

Liability Date: 22/10/2013

Industry Code: 55000

Cease Operation Date: NO

Under Legal: NO

Registration Date: 22/10/2013

Class Code: 22/10/2013

Oath Declaration Date: Kuala Lumpur

State: Kuala Lumpur

Levy Summary Details

Levy Balance(RM)	5,000.00	Total Reserve(RM)	0.00
Grant Balance(RM)	0.00	Total Levy Arrears(RM)	400.00
Total Interest Amount(RM)	5.00	Last Declared Wages(RM)	0.00
Last Contribution Month	07/2013	Last Contribution Amount(RM)	500.00
Last Payment Date	30/07/2013		

Refund Application Details

Application Date: 24/10/2013

Refund Type: Levy Interest

Refund Reason: Over Paid Levy

Remarks: test

Refund Details

Levy Month	Levy Year	Levy/Interest Amount	Paid Amount (RM)	Applied Amount (RM)
January	2013	500.00	1,000.00	444.00

Total Applied Refund Amount(RM) 444.0

Attachment

Description	File Name	Actions
test11	wrotecf12.jpg	View

Section 11 Levy Refund Application List - Withdraw

11.1 Levy Refund Application List (withdraw) - By Employer

Levy Refund Application

Customize List

☐ Select/Deselect All	APPLICATION DATE	REFUND ID	REFUND TYPE	TOTAL AMOUNT(RM)	REFUND STATUS	REFUND ACTION
☐	24/10/2013	RF_11111A_2013000001	ACTIVE STATUS	444.00	Withdrawn	Payment
☐	26/10/2013	RF_11111A_2013000002	Levy Refund	0.00	Approved	Payment
☐	26/10/2013	RF_11111A_2013000003	Levy Refund	0.00	Approved	Payment
☐	04/11/2013	RF_11111A_2013000007	Levy Refund	502.00	Pending	Payment
☐	10/11/2013	RF_11111A_2013000008	Levy Refund	0.00	Approved	Payment

5 records found, displaying all records.

1

Follow the steps below to withdraw levy refund application list.

Step 1: Select from menu 'Levy' >'Levy Refund' >'Levy Refund Application List'.

Result: The above screen is displayed.

Step 2: Tick the box of schedule to withdraw. (Highlighted in red)

Step 3: Click Withdraw