



Functions:

- Administration works
- Procurement & Stores management
- Handling of HR matters
- Monitoring the Annual Baudget

- Processing of Determination Letters (DLs)
- Issuing Refund Payments
- Issuing of H/L certificates
- Settlement of H/L default claims
- Payment of Tax component relating to EPF benefits.

- Maintaining the document management system
- Maintaining archived documents
- Maintenance of Master Files
- Amendments relating to member details/ member A/Cs
- Management of Inquiries Counter, Help Desk
- Conducting awareness programmes
- Mintenance ofWebsite and e- Services (SMS)

- Re-registration Project

- Collection & processing of daily mail of EPF.
- E-collection of member information
- Collection of contributions
- Maintaining of member accounts
- Issuing statements of member A/C
- Maintence of of UP/OP & CL Accounts

- Investment Management
- Develop the framework and guidelines for portfolio management
- Analyse, Research & Report on Equity & Bond market to support investment decision making.
- Monitoring of EPF A/c
- Monitoring of SAP System
- Preparation of Annual A/c
- Attending to audit obsevation
- Monitoring of Income Tax Payments
- Preparation and monitoring of Annual Baudget

- Monitoring & development of AS400 System
- Printing of monthly C Forms, member account statements, receipts and balance updating.
- Provide various reports as requested by S/EPF & CL