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|  <b>UTS</b> | <b>EPF<br/>APPLICATION</b> | Doc. No:     | UTS/SDSC/P08 |
|  |                            | Revision No: | 02           |
|  |                            | Date:        | 19/07/24     |
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|--|---|
| Prepared by:<br><br>Name: Fadhilah Binti Ideris<br>Position: Senior Executive, Student Development & Services Centre (SDSC) | Approved by:<br><br>Name: Mr. Lu Yew King<br>Position: Director, Student Development & Services Centre (SDSC) |
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### AMENDMENT RECORDS

| No. | Date     | Remarks  | Revision No. | Approved by   |
|-----|----------|--|--------------|---------------|
| 1   | 12/10/14 | Establishment  | 00           | HoD, SDSD     |
| 2   | 06/01/22 | Revision from University College of Technology Sarawak to University of Technology Sarawak | 01           | HoD, SDSD     |
| 3   | 19/07/24 | Amendment on definitions, responsibility and description                                   | 02           | Director SDSC |

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## 1.0 OBJECTIVE

The objective of this SOP is to ensure process of applying is facilitated smoothly and in a systematic manner.

## 2.0 SCOPE

This scope of this SOP applies for student apply withdrawal EPF

## 3.0 REFERENCES

Nil

## 4.0 DEFINITIONS / ABBREVIATIONS

|      |   |                                       |
|------|---|---------------------------------------|
| UTS  | : | University of Technology Sarawak      |
| SDSC | : | Student Development & Services Centre |
| SOP  | : | Standard Operating Procedure          |
| EPF  | : | Employees Provident Fund              |
| KWSP | : | Kumpulan Wang Simpanan Pekerja        |
| MQA  | : | Malaysian Qualifications Agency       |
| JPT  | : | Jabatan Pendidikan Tinggi             |

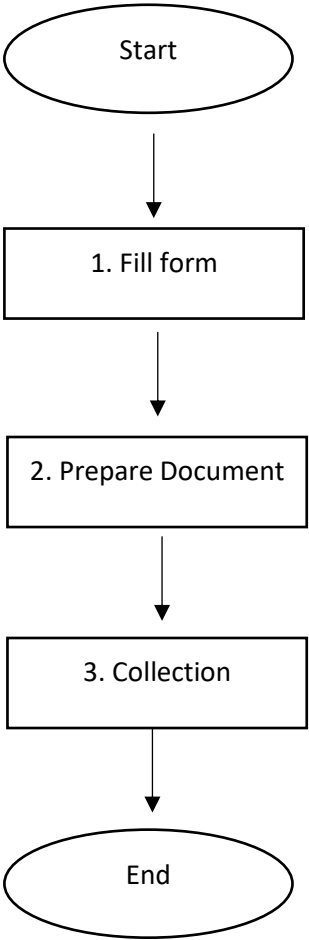
## 5.0 RESPONSIBILITY

- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 Staff is responsible to follow and adhere to this SOP.
- 5.3 The process owner is responsible to follow and adhere to this SOP.

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## 6.0 PROCEDURE

6.1 Refer to the process flow chart.



|  |                            |              |              |
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## 7.0 DESCRIPTION

| No | Description  | Person in Charge   | Document   |
|----|--|--|--|
| 1. | Fill and complete the application form (contoh format surat pengesahan pendaftaran pelajar dari IPT kepada KWSP). The application form parents or student need to get from EPF Office or download from EPF website | <ul style="list-style-type: none"> <li>Student</li> </ul>                                | <ul style="list-style-type: none"> <li>EPF application form</li> </ul>   |
| 2. | Student submit the application form to SDSC officer. Process the application form and prepared the document needed within 3 days from the date student submit the application form to SDSC.                        | <ul style="list-style-type: none"> <li>SDSC Staff</li> </ul>                             | <ul style="list-style-type: none"> <li>EPF application form</li> <li>MQA Approval</li> <li>JPT Approval</li> </ul> |
| 3. | SDSC officer to inform student to collect the document from office or courier to student or parents. Parents need to submit all the document to the nearest EPF Office.  | <ul style="list-style-type: none"> <li>SDSC Staff</li> <li>Student or parents</li> </ul> | <ul style="list-style-type: none"> <li>EPF application form</li> <li>MQA Approval</li> <li>JPT Approval</li> </ul> |

## 8.0 RECORDS

| No | Title / Records   | Location / Responsibility | Retention Period |
|----|---|---------------------------|------------------|
| 1  | EPF application form (contoh format surat pengesahan pendaftaran pelajar dari IPT kepada KWSP). | Department                | 3 years          |