

# USER MANUAL DIRECT DEBIT AUTHORIZATION (DDA) FOR EMPLOYER

Document	User Manual : Direct Debit Authorization (DDA) for
	Employer
Version	1.0
Organization	Pertubuhan Keselamatan Sosial (PERKESO)
Date	25 <sup>th</sup> September 2023

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#### A. Mandate enrolment

1. Login ASSIST portal



2. My Site -> Payment



3. Direct Debit -> SOCSO / EIS -> Mandate

	BM	02.5	My Sites 💌 🌖 HAZ UAT TEST 💌
Electronic Funds Transfer - FP	X - Direct Debit -	and the second se	
FPX Payment	socso	Mandate Mandate Manual Man	-0) 20231091 EA
Payment Information	EIS	Payment	O V
► Search	133.103 (Marka		wather Office
Image	10.0.,		03.103 C

#### 4. click 'Enroll New' button

PAYME	INT	EN BM					My S	iles 💿 🌔 HAZ UAT TEST 🕤
Electronic Fu	nds Transfer	- FPX - Direct Debit -		-18/24 15:5°				
Direct Debit A	Authorization	(DDA) Mandate Reque	est Payment History	ered) 202310				72.
SOCS	) - Direc	ct Debit Authoriza	tion (DDA)	giste			tered) 2025	
Mandate lis	ting will be d	isplayed upon approval.	of they offlin			-Fline/Unregi.		
		133.	103 (Mar.		(1)	arkAny Off.	ENROL N	ew
Mandate Lis	ting	- 100 80 120 - V.			133.100			
	azrin	oth		1 mail	10.0.			
No.	Model	Bank	Account No.	Limit Per Transaction(RM)	Max Frequency Per Month	Payment Reference No.	Status	Action
				No Record Found.				
				Copyright 2022 © Social Security Organisation Terms & Conditions	All Rights Reserved			

5. Fill the required fields and click Proceed button

Electronic Funds Transfer + FPX + Devet Debit +				My Siles 🕷 🕥 HAZ UAT
SOCSO - Enrol New Direct Debit Authorization (DDA)		003108124 15:58	Employer Name FAME PLATFORM SDN BHD Employer Cose A31000528722	, 15 <sup>:56</sup>
Information Details		E.		Charles Charles
Business Model * Personal To Coporate -	Bank List*015tcT0		U.	18781) 202310
Account No.0				elloresist
Payment Reference No. (Warthouse				
A3100052072208239020			arkAny	
Limit Per Transaction(RM)*			103 (Ma.	
1,000.00 1,000.00			33.10	
Max Frequency Per Month*				
10 hBZr		othman		
Phone No.*		hazrin		
Email Address		<i>v</i>		
20000@gmail.com				
En Lady understand and agrees to the Terms and Conditions of Direct Deal services and Ladroscheige that ison to     the RML 50 subject to its own Terms & Constition. Please contract PERKESD for further details.	ocessful completion of this online app	ication, RMI 00 shall be debited from my selected account	It to ensure the said account is active for the purpose	of application for this service. Please note that PERIEED at its sole discretion may influed PROVIDED

- 6. Page will redirect to respective selected bank payment portal for payment transaction.
- 7. Second Tab (Mandate Request): Employer will see all the mandate request that been submitted.

PA	YMENT	EN   BM					My Sites 💌	RM LEOPAD :	SDN. BHD. (
Electronic	Funds Transfer +	FPX - Direct Debit -							
Direct Del	bit Authorization (DD	A) Mandate Request	Payment History						
SOC	SO - Manda	te Request							
Transact	ion Listing								
No.	Transaction Date +	FPX Transaction ID 👙	Seller Order No.	Limit Per Transaction(RM) $_{\oplus}$	Create Date 😄	Application type	Response Code		Action
1	25/08/2023	2308251144200720	E2300009819X0823 S002	1,000.00	25/08/2023 11:44:20 AM	New Application	00 - Approved	Success	0
2	22/08/2023	2308221718280615	E2300009819X0823 S001	1,000.00	22/08/2023 05:18:27 PM	New Application	00 - Approved	Success	0
	-	-	Copyright 202	22 © Social Security Orga Terms & Cond	anisation   All Right litions	s Reserved	-		-

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#### B. Make Payment via DDA

1. My Site -> Payment

	BM			My Sites 🤝 🕘 HAZ UAT TEST 💌
Mul SSIST Portal ID -	Profile -	100 St. 24		BASE
Registration Information	Contribution & Collection Information	EIS Contribution & Collection Information	Document Listing	CONTRIBUTION
Employer Profile	e offlir	ellores1.	Employer Name	COMPOUND INSPECTION
	23,103 (Marthan		Employer Code A31000520722	
Every qualified employer sh	all register his industry with immediate eff	fect. For further information, do not hesitate to	contact customer service at 1-300-22-8000 or visit our	web site www.perkeso.gov.my

### 2. Direct Debit -> SOCSO / EIS -> Payment

Electronic	Funds Transfe	er • FPX • Direct D	ebit -	and the second second	1. H.			
Direct Det	Direct D	n (DDA) EIS ebit Authoriza displayed upon approv	val	esistered)	a.71.100	Working Office librest	ENROL NE	w
Mandate	Listing	tona		bazrin. off	maller 10			
No.	Model :	Bank	a Account No.	Limit Per Transaction(RM)	Max Frequency Per Month	Payment Reference No.	Status :	Action
1	B2C	JP Morgan	1234567890123456789	90 2,	000.00 5	A3600003809K0823E001	Active	2 B

3. Tick item to pay -> click 'Add To Chart' -> click 'Proceed To Summary'

Electro	onic Funds	Transfer - FPX - Direct Debit -					
EIS	6 - Dire	ect Debit Payment	allintee is tereal 200			vered) 2023/08/24	
Payme	ent Inform	nation	OFFICE			- Marreal <sup>12</sup>	0
► S	Search	18.71.104	Matter	ch	(Markhin)		
	No.	Reference No.	Payment Type	Total Amount (RM)		Dutstanding Amount (RM)	Action
	1	ECR082230008229	EIS Contribution	00/192.10	62.80	62.80	Es.
	2 had	S600003809K230002	FCLB	rin othma	60.00	60.00	E/
	3	S600003809K230004	FCLB	D.S.	30.00	30.00	E.
	AD	D TO CART					

- if to proceed payment click 'Continue' button.
- if to remove to cart for payment click 'Clear List ' button.
- Click 'Search Payment' if to add more items to pay
- 4. Select active mandate account at ' Mandate List' field -> click 'Proceed' button

PAYMENT	EN BM	0.15	My Sites 💌 💽 PRESTAR 💌
Electronic Funds Transfe	• FPX • Direct Debit •	W3108/26 Ju	10.15
EIS - Direct De	ebit Payment	nellinresistered)	istered) 2023108120
Direct Debit Payment	OFFI		- Whites "
Payment Amount (RM) Mandate List*,	001234567880	herin. othern192.163.77.104	Warthow Offline
BACK			PROCEED
		Copyright 2022 © Social Security Organisation   All Rights Reserv Terms & Conditions	ed

5. Screen back to Payment Screen

PERKESO	PA	YME	NT EN BM			.0.1 <sup>A</sup>		My Sites	💌 🔵 PRESTAR 💌
	Electron	ic Funds	Transfer - FPX - Direct Debit -		20231081N	lo 24.			
	EIS	- Dire	ect Debit Payment	a inclutee is to re	0			ristered) 20231081	10
	"Payment	t" has bee nt Inforn	en successfully initiated .	Watehny Offic				offline/Unres	0 0
	► Se	arch	21.92.168.77.104	(le		0 71.	104 (MarkAny	Q*	
		No.	Reference No.	Payment Type	\$	Total Amount (RM)	¢	Outstanding Amount (RM)	Action
		1 182	S600003809K230002	FCLB		othman	60.00	60.00	E.
		2	S600003809K230004	FCLB	hazra		30.00	30.00	E.
		AD	D TO CART					PROCEED TO SUMM	ARY

6. Third tab (Payment History): Employer will see all the payment history that been done through direct debit.

Dire et Del	it Authorization (DDA)	Mandata Damanta Dama							
Direct Dec	at Authorization (DDA)	Mandate Request Paym	nent His						
SOC	SO - Payment	History							
Transacti	on Listing								
	Payment Date	Payment Reference No.	0	Amount (RM)	Create Date	-	Status	Response Code	Action
No.	Fayment Date	,							Action

7. After click "i" icon will go to screen below.

PAYMENT	EN DM								My Silvis 🐑 🔵 RM LEORAD
Electronic Fun	els Transfer - FPX - Direct Dubit -								
SOCSO	- Payment History					Employer Name RM LEOPAD SDN. EHD. Employer Code E2300005619X			
Payment Info									
		Payment Date:			29/08/2023				
		Payment Reference No.:			E2300009819X0823S002				
		Buyer Bank:			Hong Leong Bank Berhad				
		Amount (RM):			100.00				
		Transaction Status:			0 - Successful (Seller's accou	unt was credited successfully)			
Receipt Gene	erated				BACK				
No.	Receipt No.		Employer Code	Employer Name			Amount (RM)		Action
4	20230000200777		E2300009819X	RM LEOPAD SDN. BHD.				100.00	<b>a</b> 4
New FCLB N	otice Generated								
	Employee Code		Employee Name		atian 10		Investigation (SM)		1.5m
1	E2300009819X		RM LEOPAD SON. BHD.	2:	300009819X230001	,	ayinen Antoinijunij	10.00	<u>*</u>
. <u></u>									

#### C. View Payment transaction History

1. My Site -> Payment -> Direct Debit -> SOCSO / EIS -> Payment -> Payment History

PAY		л					My Sites 💿	🕕 PRESTAR 🕤
Electronic F	unds Transfer + FPX ·	<ul> <li>Direct Debit -</li> </ul>	292310	Phile Tr.				1. <sup></sup>
Direct Debit	Authorization (DDA)	Mandate Request Payment His	story				2023108120	
EIS - F	ayment Histo	ry Official	nelUntra				pregistered,	
Transactio	n Listing	104 (Merten				OFFILE OFFILE		
		168.71.			104 (	Mall		
No.	Payment Date	• Payment Reference No.	Amount (RM)	¢ Cre	ate Date	Status 👳	Response Code	Action
1	26/08/2023	A3600003809K0823E001		62.80 126	08/2023 12:14:22	Pending	-	0
2	17/08/2023	A3600003809K0823E001	hazt	62.80 17/ PM	08/2023 02:12:22	Failed	9 - Rejected - Others	0

2. After clicked the blue action "i" will go detail screen below:

PAYMENT EN BM				My Sites 🐨 🌔 RM LEOPAD SDN. BHD. 🐨
Electronic Funds Transfer - FPX - Dire				
SOCSO - FPX Status			Employer Name RM LEOPAD SDN. BHD. Employer Code L2300009819X	
FPX Status				
	Request Status:	SUCCESSFUL		
	FPX Transaction ID:	2308251144200720		
	Date & Time:	25/08/2023 11:44:20 A	M	
	Seller Order No.:	E2300009819X0823S	6002	
	Buyer Bank:	Hong Leong Bank		
	Limit Per Transaction(RM):	MYR 1,000.00		
	Transaction Code:	00		
	ВАСК	RECEIPT		
-	Copyright 2022 © Social Security Terms &	Organisation   All Rights Reser Conditions	rved	and the second se

3. If clicked "RECEIPT" button will come to screen below. Employer can either send receipt to specific email or download.

	P/		IN BM			My Sites 💌	RM LEOF	PAD SDN. BHD. 🕑
	Electron	ic Funds Transfer 👻 F	FPX - Direct Debit -					
	Dire	ct Debit Autho	prization (DDA)					
	Receipt	Generated						
	No.	Receipt No.	Employer Code	Employer Name	Payment Am	nount(RM)		Action
	1	20230000209750	E2300009819X	RM LEOPAD SDN. BHD.			1.00	🔤 🕹
l			Copyright 202	22 © Social Security Organisation   All Rights Reserved Terms & Conditions			END	

# D. <u>View Active DDA mandate.</u>

- 1. First Tab (Direct Debit Authorization (DDA)):
- 2. Employer will see all the DDA mandate enrolled here.

PAY	MENT	EN BM												ty Sites 🕤 🛛	🕕 BNX DE	ELIGHT HOL	LDING SDN. BHD.
Electronic	ic Funds Transf	ır - FPX - Dire															
Direct De	ebit Authorizatio	n (DDA) Man	date Request	Paymer	nt History												
SOC	SOCSO - Direct Debit Authorization (DDA)																
Manda	ate listing will be	displayed upon ap	proval.														
															ENROL N	EW	
Mandate	e Listing														ENROL N	EW	
Mandate	e Listing														ENROL N	EW	
Mandate No.	e Listing Model	e Bank		¢ Ace	count No.		0	Limit Per Transaction(RM	•	Max Frequency Per Month	• P	Payment Reference No.	0	Status	ENROL N	EW	ction

#### E. Update Info For Active e-Mandate

1. Click "Maintenance" @ 'Pencil' logo.

					16-11				
Direct Del	xit Authorization	n (DDA) Mandate Re	equest Payment History		202310911				-0118 16:33
SOC	SO - Dire	ect Debit Authori	ization (DDA)	ur ogi st					
Mandate	a listing will be	displayed upon approval.					IUnresi		
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Aandate No.	Listing hazzine Model ::	Bank	a Account No.		Limit Per tin climer Transaction(RM) s	Max Frequency Per Month	Payment Reference No. s	ENF	ROL NEW
Aandate No.	Listing histing Model : B2C	Bank nut	a         Account No.           00101221898		Limit Per The other Transaction(RM) 0 1,000.00	Max Frequency Per Month = 10	Payment Reference No. • E2300000919X0823S002	ENF Status Active	ROL NEW
No.	Listing haziin Model : B2C B2B	Bank null Hong Leong Bank	<ul> <li>Account No.</li> <li>00101221898</li> <li>00100783502</li> </ul>		Limit Per 1,000,000 Transaction(RM) 5 1,000,00 50,000,00	Max Frequency Per Month = 10 300	Payment Reference No. E2300000919X0923S002 E230000919X0923S000	ENP Status Active Active	ROL NEW

2. It will go to screen below; employer can update as per active fields only.

Electronic Funds Transfor - FPX - Direct Dubit -				My Siles 💌 💮 RM LEOPAD SON, BHD.
SOCSO - Direct Debit Maintenance		003109118 16:33	Employer Name RM LEOPAD SDN. BHD. Employer Code E230009815X	16 <sup>,35</sup>
Information Details	(ber	1.00		10917°
Business Model	Bank sister			202310
Corporate To Corporate	Hong Leong Bank			tered)
Account No.0				INT CE IST
00100783502			o inel	
Payment Reference No.				
E2300009619X09233006			MarkAny	
Limit Per Transaction(RM)*			103 (mm	
50,000,00			133.2	
Max Frequency Per Month*		0.0		
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Phone No.*		arin.		
0195022445				
Email Address				
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If they understand and agree to the Terms and Candidons of Direct Debit services and acknowledge that upon s the RMI1 bit water to its own Terms & Counties. Prease contract PERPECTO for further details.	rccessful completion of this online appl	lication, RM1.00 shall be debiled from my selected acco	unt to ensure the said account is active for the purpose of a	splication for this service. Please note that PERKESO at its sole discretion may refund
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Statement in the second second	Copyright	t 2022 © Social Security Organisation   All Rights Reser Terms & Conditions	ved	Contraction of the local division of the loc

3. Click Term and conditions checkbox and click "Proceed" button.

0195022448 otheran 1	0.133.
Email Address alt in.	othman110
rmleopad@mailinator.com	weltin
I fully understand and agree to the Terms and Condition     of application for this service. Please note that PERKESO a	of Direct Orbit services and Lacknowledge that upon successful completion of this online application. RMI 00 shall be debied from my selected account to ensure the said account is achive for the purpose it is sole discretion may refund the RMI 00 subject to its own Terms & Condition. Please contact PERKESO for further details.
I fully understand and agree to the Terms and Condition of application for this service. Please note that PERKESO a BACK BACK	of Direct Debit services and Lacknowledge that upon successful completion of this online application, RMI 00 shall be debited from my selected account to ensure the said account is active for the purpose it is sole disordion may refund the RMI 00 subject to its own Terms & Condition. Please contact PER/RESO for further details. PROCEED

4. Page will redirect to respective selected bank payment portal for payment transaction.

## F. <u>Terminate the Active e-Mandate</u>

1. Click "Termination" @ "Dustbin" logo.

transfer PPX - Devel Detel - nzation (DDA) Mandate Request Ct Debit Authorization (D Will be displayed upon approval. Will be displayed upon approval.	Payment History DDA) 3 (Matikhard Offine/Unit	etstered 2023 Wills 165a	133-103 (Markhu	y OfflineIUnregist	ered 2023 (19118 )	6. <sub>19</sub> ,
Mandate Request t Debit Authorization (D will be displayed upon approval.	Payment History	Ristered) ARSIN	193-10 <sup>3</sup> (datish	y Offlinellinregist	C (CL) 2023 (19178 )	, 10
et Debit Authorization (E will be displayed upon approval.	DDA) 3 (Markhan Offlinellunr	aliter	155.103 (Martelin	N Offline/Uhresist	ELEGY JUDD'	,
will be displayed upon approval.	3 (Warking Off I'r		133.103 (Marishin	y Offline/Unregic	ENROL NEW	,
i D. Otherm 110 0.133.10	3 (Marte		133.103 (Martho	N OFFI.	ENROL NEW	1
in.otimen110.0.135			133.103 (Mar	_		
in other						
2011 C			10.0.			
odel o Bank	Account No.	Limit Per Transaction(RM)	Max Frequency Per Month o	ent Reference No. 0	Status o	Action
C Hong Leong Bank	00101221898	1,000.00	10 E2300	0009819X0823E002	Active	Terminate
2B Hong Leong Bank	00100783502	50,000.00	600 E2300	0009819X0923E001	Active	× 8
2B Hong Leong Bank	00100783502	70,000.00	500 E2300	0009819X0923E002	Active	18
		Copyright 2022 © Social Security Organisation	All Rights Reserved	The second second		
2	del c     Bank       C     Hong Leong Bank       B     Hong Leong Bank       B     Hong Leong Bank	del     Bank     Account No.       Col     Hong Leong Bank     00101221888       B     Hong Leong Bank     00100733502       B     Hong Leong Bank     00100733502	del e         Bank         Account No.         Limit Per Transaction(RM)         •           2         Hong Leong Bank         00101221898         1,000 00         •           3         Hong Leong Bank         0010733502         \$6,000 00         •           3         Hong Leong Bank         0010733502         \$7,000 00	del o         Bank         Account No.         Limit Per Transaction(RM)         Max Frequency Per Month         Payr           2         Hong Leong Bank         00101221898         1.000.00         10         E230           3         Hong Leong Bank         0010073302         50.000.00         600         E230           3         Hong Leong Bank         0010073302         70.000.00         500         E230	del e         Bank         Account No.         Link Per Transactori(RM)         Max Frequency Per Month         Payment Reference No.         o           2         Hong Leong Bank         00101221588         1.000.00         10         E230000819XX9235602           3         Hong Leong Bank         00100783502         50.000.00         600         E230000819XX9235601           3         Hong Leong Bank         00100783502         70.000.00         500         E230000819XX9235602	del o         Bank         Account No.         Limit Per Transaction(RM)         Max Frequency Per Month         Payment Reference No.         Status         St

2. After click "Terminate" will go to screen below

Electronic Funds Transfer + FPX + Orrect Debit +				My Siles 💌 💮 RM LEOPAD SDN. BHD
EIS - Direct Debit Termination		03109118 16:43	Employer Namo RM LEOPAD SDN. BHD. Employer Code E2300086919X	16 <sup>-10</sup>
formation Details	(jan)	200		109178
Business Model Corporate To Corporate	Bank SISter			(red) 202310
Account No.	LIDON			registo
00100783502				
Payment Reference No. (Martin			0521	
E2300009619X0923E001			a rikking	
Limit Per Transaction(RM)			33.103 (Mar.	
Max Frequency Per Month				
600 hBZTL		st hman 1		
Phone No.		cin.or		
0195022448		182		
Email Address				
rmieopad@mailinator.com				
C I fully understand and agrees to the "Immunated Constances of the Direct Dark services and it autoenticity that a address field (its wagnet) is to one "Benn & Constant, "Restar control (FER/ECO) for buffer datas. BACK	con successful completion of this online	application, RM1.00 shall be debited from my selected acc	court to ensure the said account in active for the purpose of	application for the service. Please note that PERPESIO at its sole descrition may
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3. Click Term & Condition check box and click "Proceed" button.

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Max Frequency Per Month (MarkAll)	OFF1 <sup>ino</sup>	
600	Watkhny	
Phone No.	3,103 (m	
0195022448 0thman.	10.0. <sup>133</sup>	
Email Address ARTIN	othmanla	
rmleopad@mailinator.com	herrin	
I fully understand and agree to the Terms and Conditions of the Direct Debit service purpose of application for this service. Please note that PERKESO at its sole discretion	es and I acknowledge that upon successful completion of this online application, RM1.00 shall be debited from my selected account to e on may refund the RM1.00 subject to its own Terms & Condition. Please contact PERKESO for further details.	ensure the said account is active for the
BACK		BROCEED
- DAGN		

4. Page will redirect to respective selected bank payment portal for payment transaction.