



ASSIST

Quick Reference Guides (QRG)



BAYARAN CARUMAN BULANAN PERKESO



BAYAR CARUMAN BULANAN
SELEWAT-LEWATNYA
15HB BULAN BERIKUTNYA

Login Portal ASSIST (Rujuk QRG 1)

SOC SO + EIS (Rujuk QRG 2(i))

Kemaskini data caruman pekerja
satu persatu (*Data Entry*) atau
secara batch (*Text File*)

SOC SO (Rujuk QRG 2(ii))

Kemaskini data caruman pekerja satu
persatu (*Data Entry*) atau
secara batch (*Text File*)

EIS (Rujuk QRG 2(iii))

Kemaskini data caruman pekerja satu
persatu (*Data Entry*) atau
secara batch (*Text File*)

*Jana Acknowledgement Contribution
Received (ACR) + Employer
Contribution Received (ECR)*

*Jana Acknowledgement
Contribution Received (ACR)*

*Jana Employer
Contribution Received (ECR)*

Bayar Caruman

Dalam Talian

- *Financial Process Exchange (FPX)* (Rujuk QRG 3)
- *Electronic Fund Transfer (EFT)* (Rujuk QRG 4)

Kaunter Bank (Rujuk QRG 5)

QRG Tambahan :

Batal ACR / ECR atau kedua-duanya (Rujuk QRG 6)

Pendaftaran Penambahan Pekerja (Rujuk QRG 7)

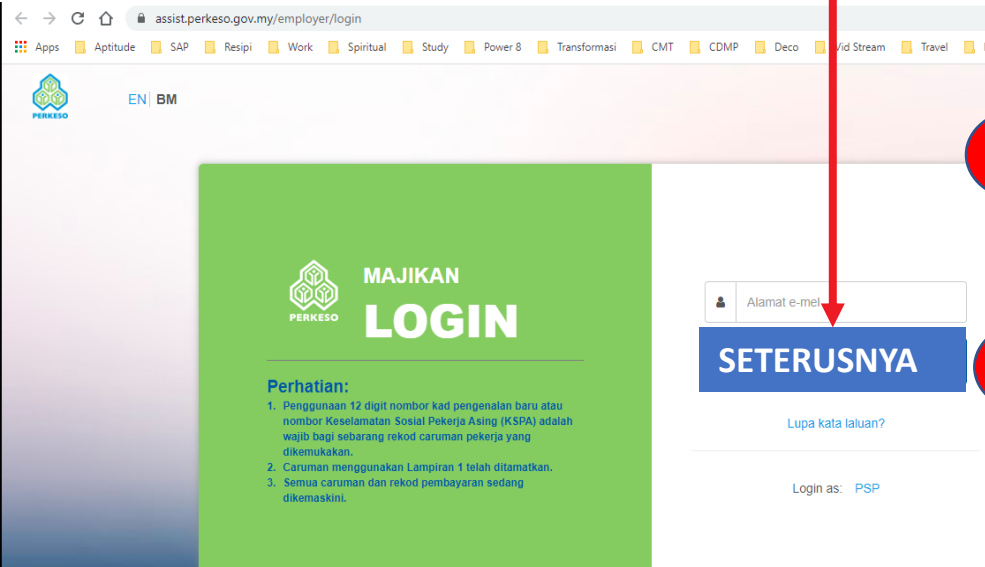
QRG 1 : Login Portal ASSIST



1 Layari laman web PERKESO
www.perkeso.gov.my

2 Klik Portal ASSIST
<https://assist.perkeso.gov.my/employer/login>

3 Masukkan emel yang didaftarkan dan tekan butang **SETERUSNYA**.



4a Masukkan kata laluan yang diterima melalui emel yang didaftarkan

4b Tekan butang **LOG MASUK**



QRG 2(i) : Kemaskini Data Pekerja SOCSO + EIS (*Combine Payment*)



MY SITES

BASE

REGISTRATION

CONTRIBUTION

PAYMENT

Document Listing

CONTRIBUTION

MyASSIST

Contribution

SOCSCO + EIS

SOCSCO

EIS

Contribution Submission

Employer Code

B3200083260F

1

i) Klik **My Sites**
ii) Pilih **Contribution**

2

i) Klik **Contribution**
ii) Pilih **SOCSCO + EIS**

3a

Klik  untuk kemaskini maklumat pekerja. Sambung Langkah 4a.

ATAU

3b

Klik **TEXT FILE** untuk kemaskini pekerja secara batch. Sambung Langkah 4b.

SOCSCO + EIS Contribution

Employer Name
TSUBAKI POWER TRANSMISSION(MALAYSIA)S/B

Employer Code
E1100065239W

Employer Contribution Pending List

Employer Code
E1100065239W

Employer Contribution Pending List

Employer Code	Employer Name	Contribution Month	Act	Action
E1100065239W	TSUBAKI POWER TRANSMISSION(MALAYSIA)S/B	07/2022	SOCSCO+EIS	

REMOVE DRAFT(S)

Employer Code	Employer Name	Contribution Month	Medium	Act	Draft Create Date	Action
☐ E1100065239W	TSUBAKI POWER TRANSMISSION(MALAYSIA)S/B	01/2022	8A	SOCSCO+EIS	21/07/2022 13:23:09	

TEXT FILE

QRG 2(i) : Kemaskini Data Pekerja SOCSO + EIS (sambungan)

Identification			Employee's		SOC SO			EIS			
No.	Type	Number	Name	Salary (RM)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	Action
1	New IC Identification	540222015521	AB MAJID BIN ABU BAKAR	551.00	6.90	-	6.90	-	-	-	
2	New IC Identification	530826035081	AB RAHMAN BIN YUSOFF	0.00	-	-	0.00	-	-	0.00	
3	New IC Identification	540222015521	AB MAJID BIN ABU BAKAR	551.00	6.90	-	6.90	-	-	-	

4a

Klik  untuk kemaskini maklumat gaji pekerja.

4b

- Klik **Choose File**. Pilih teks fail yang mengandungi senarai pekerja.
- Klik **Upload**
- Klik **Next**

ATAU

5

- Klik **Save Draft**
- Klik **Submit**

SOC SO					EIS			
Total Salary (RM)	Total Employee(s)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)	Total Employee(s)	Employer's Contribution (RM)	Employee's Contribution (RM)	Total Amount (RM)
0.00	0	0.00	0.00	0.00	0	0.00	0.00	0.00
Total SOC SO + EIS Contribution Amount (RM) :								0.00

BACK

SAVE DRAFT

SUBMIT

Successfully save

Add Contribution

Submission Contribution Information

Employer Name: YUJON RADIATOR ENTERPRISE
Employer Code: F0401001171V

Medium: Text File

Text File:

Choose File

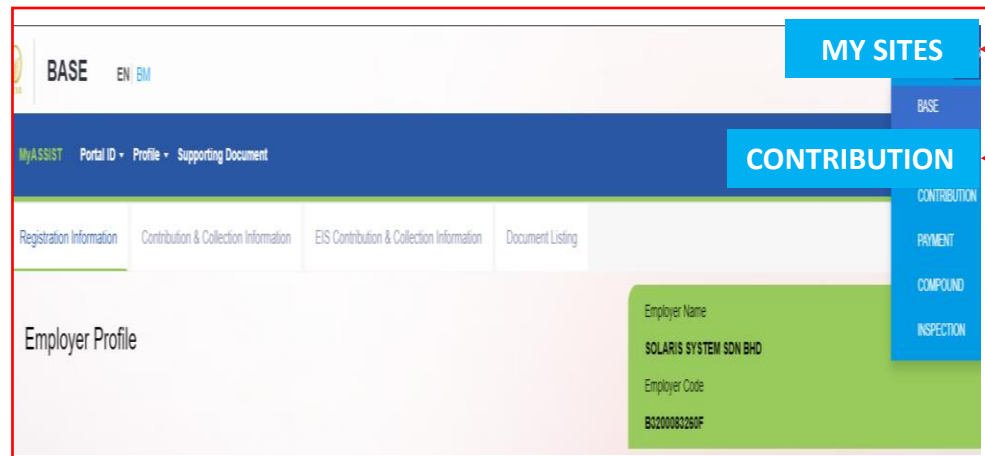
UPLOAD

Contribution Summary

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
F0401001171V	12/2017	3	50.70	
Total Employee(s) :			50.70	0
Total Amount (RM) :			0.00	

Next

QRG 2 (ii) : Kemaskini Data Pekerja SOCSO Sahaja



BASE EN BM

MyASIST Portal ID Profile Supporting Document

Registration Information Contribution & Collection Information EIS Contribution & Collection Information Document Listing

Employer Profile

Employer Name
SOLARIS SYSTEM SDN BHD

Employer Code
B3200083260F

MY SITES

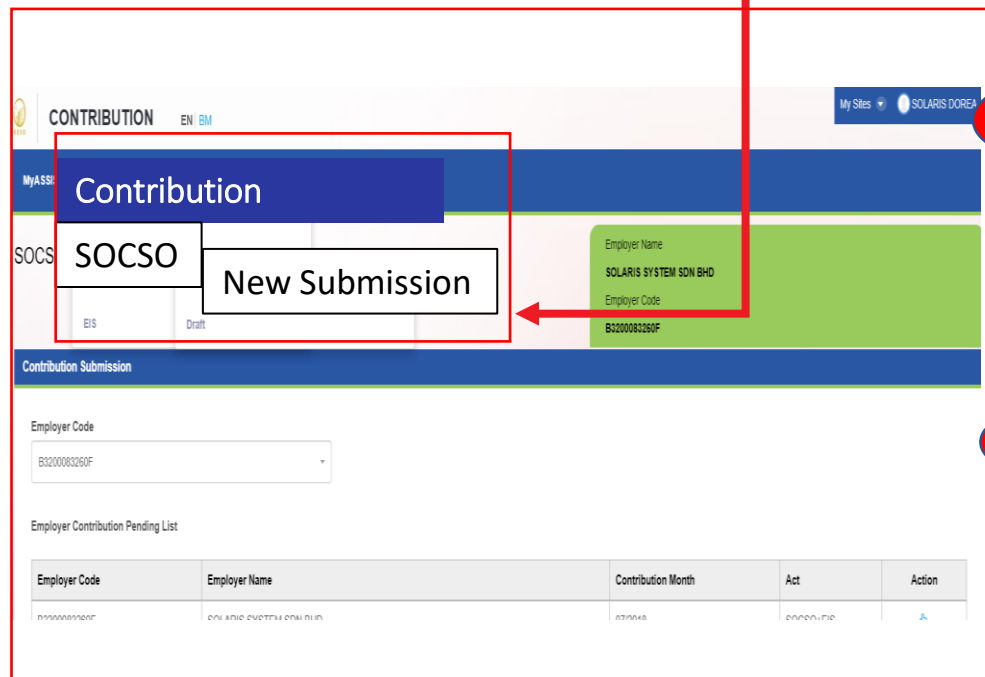
CONTRIBUTION

PAYMENT

COMPOUND

INSPECTION

- 1
- i) Klik **My Sites**
ii) Pilih **Contribution**



CONTRIBUTION EN BM

My Sites SOLARIS DOREA

Contribution

SOCSCO

New Submission

Employer Name
SOLARIS SYSTEM SDN BHD

Employer Code
B3200083260F

Employer Code
B3200083260F

Employer Contribution Pending List

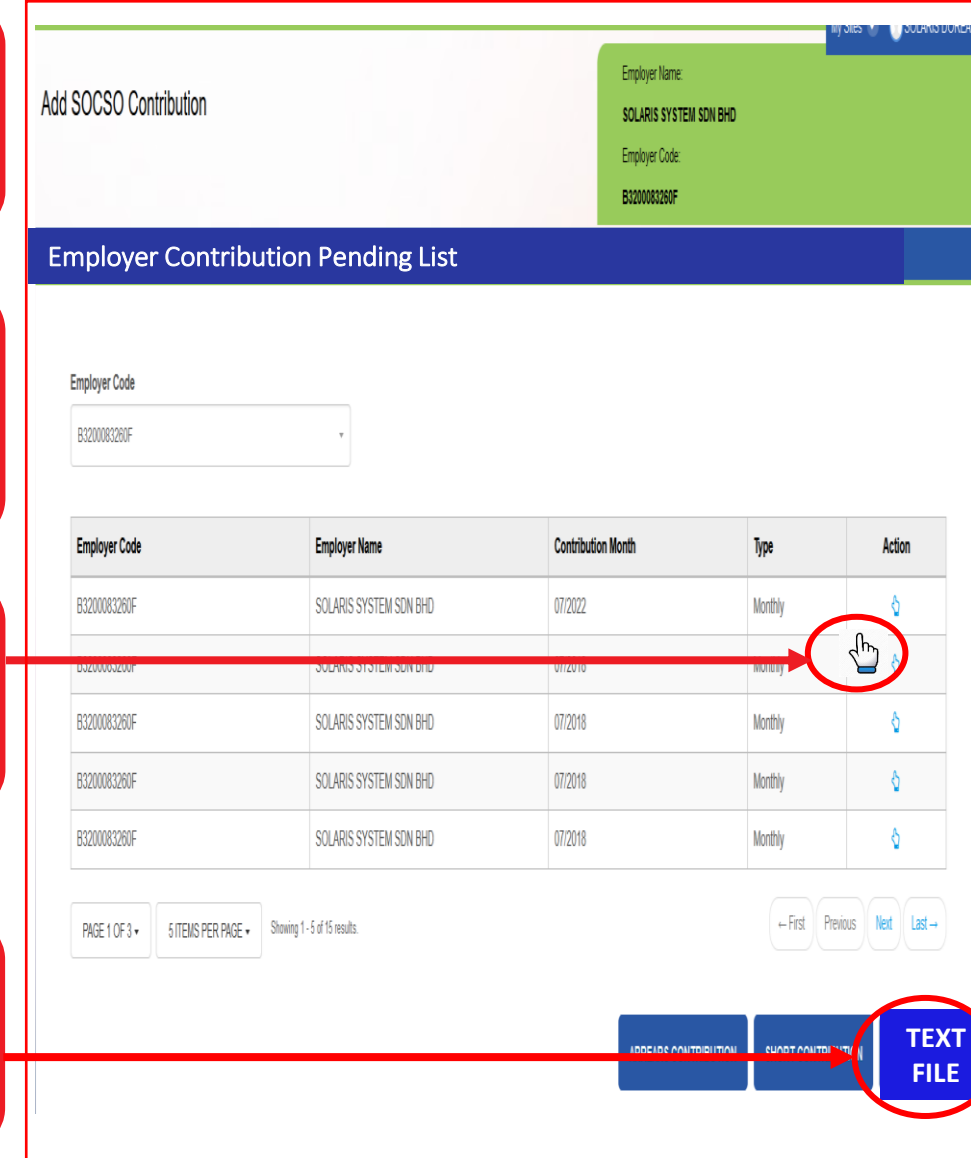
Employer Code	Employer Name	Contribution Month	Act	Action
B3200083260F	SOLARIS SYSTEM SDN BHD	07/2018	CONTRIBUTE	

- 2
- i) Klik **Contribution**
ii) Pilih **SOCSCO**
iii) Pilih **New Submission**

- 3a
- Klik  untuk kemaskini maklumat pekerja. Sambung Langkah 4a.

ATAU

- 3b
- Klik **TEXT FILE** untuk kemaskini pekerja secara batch. Sambung Langkah 4b.



Add SOCSO Contribution

Employer Name
SOLARIS SYSTEM SDN BHD

Employer Code
B3200083260F

Employer Contribution Pending List

Employer Code
B3200083260F

Employer Code	Employer Name	Contribution Month	Type	Action
B3200083260F	SOLARIS SYSTEM SDN BHD	07/2022	Monthly	
B3200083260F	SOLARIS SYSTEM SDN BHD	07/2018	Monthly	
B3200083260F	SOLARIS SYSTEM SDN BHD	07/2018	Monthly	
B3200083260F	SOLARIS SYSTEM SDN BHD	07/2018	Monthly	

PAGE 1 OF 3 5 ITEMS PER PAGE Showing 1 - 5 of 15 results

← First Previous Next Last →

ADD SOCSO CONTRIBUTION

SHORT CONTRIBUTION

TEXT FILE

QRG 2 (ii) : Kemaskini Data Pekerja SOCSO (sambungan)

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	751210146679	BEH YOU HONG	--		0.00	0.00	
2	New IC Identification	770804016157	CHEW KHA PHAU	--		0.00	0.00	
3	New IC Identification	620609015024	GEY HUI NIAP	--		0.00	0.00	

4a

Klik  untuk kemaskini maklumat gaji pekerja.

ATAU

4b

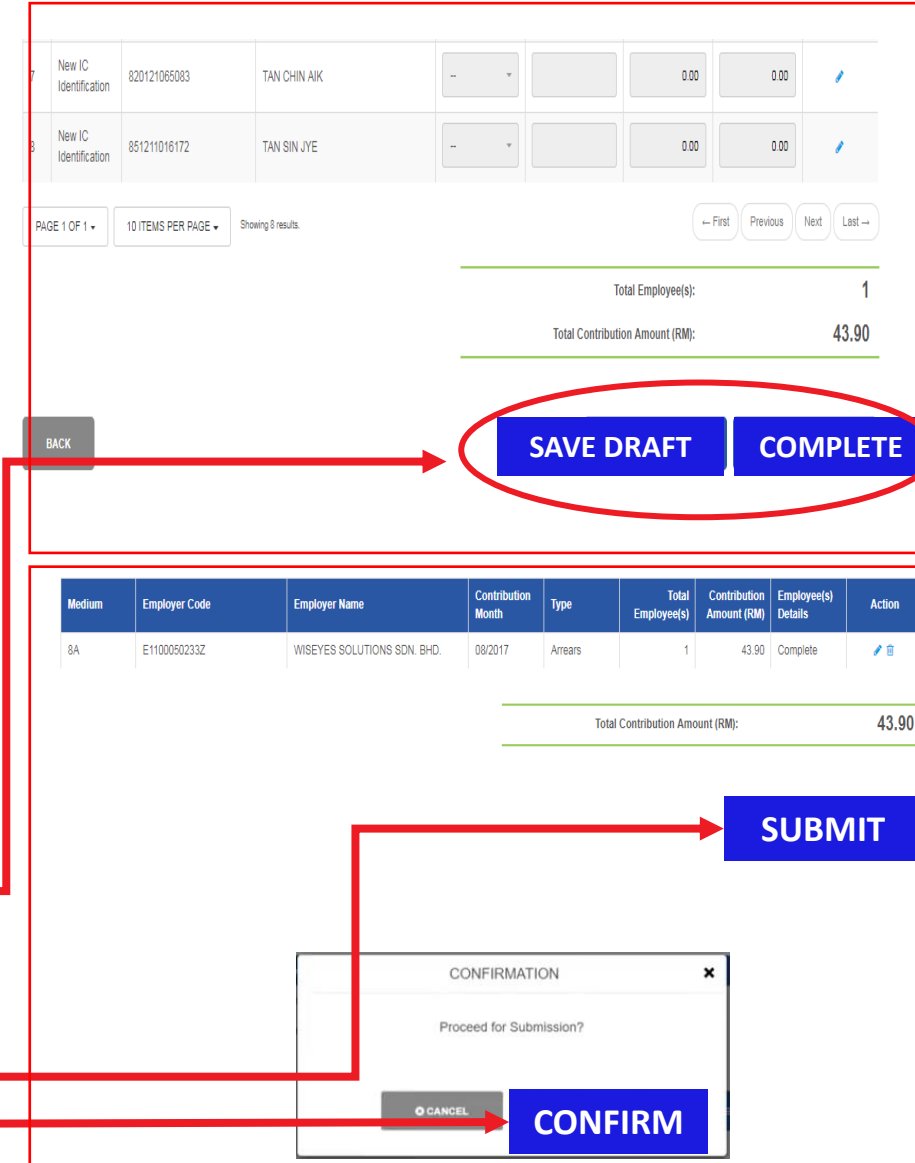
- Klik **Choose File**. Pilih teks fail yang mengandungi senarai pekerja.
- Klik **Upload**
- Klik **Next**

5

- Klik **Save Draft**
- Klik **Complete**

6

- Klik **Submit**
- Klik **Confirm**



The screenshot shows the PERKESO system interface. At the top, there is a table with employee details. Below the table, there are buttons for 'SAVE DRAFT' and 'COMPLETE'. A red arrow points from the 'COMPLETE' button to a 'SUBMIT' button. Below the 'SUBMIT' button, there is a 'CONFIRMATION' dialog box asking 'Proceed for Submission?'. The dialog box has 'CANCEL' and 'CONFIRM' buttons. A red arrow points from the 'CONFIRM' button to the 'SUBMIT' button.

New IC Identification	820121065083	TAN CHIN AIK	--		0.00	0.00	
New IC Identification	851211016172	TAN SIN JYE	--		0.00	0.00	

PAGE 1 OF 1 10 ITEMS PER PAGE Showing 8 results.

Total Employee(s): 1
Total Contribution Amount (RM): 43.90

BACK

SAVE DRAFT COMPLETE

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	E1100060233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	1	43.90	Complete	

Total Contribution Amount (RM): 43.90

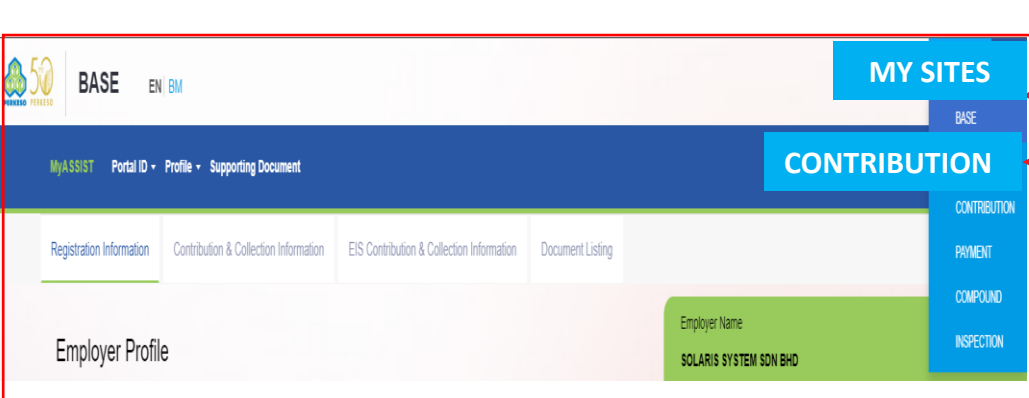
SUBMIT

CONFIRMATION

Proceed for Submission?

CANCEL CONFIRM

QRG 2(iii) : Kemaskini Data Pekerja EIS



1

- i) Klik **My Sites**
- ii) Pilih **Contribution**

2

- i) Klik **Contribution**
- ii) Pilih **EIS**
- iii) Pilih **New Submission**

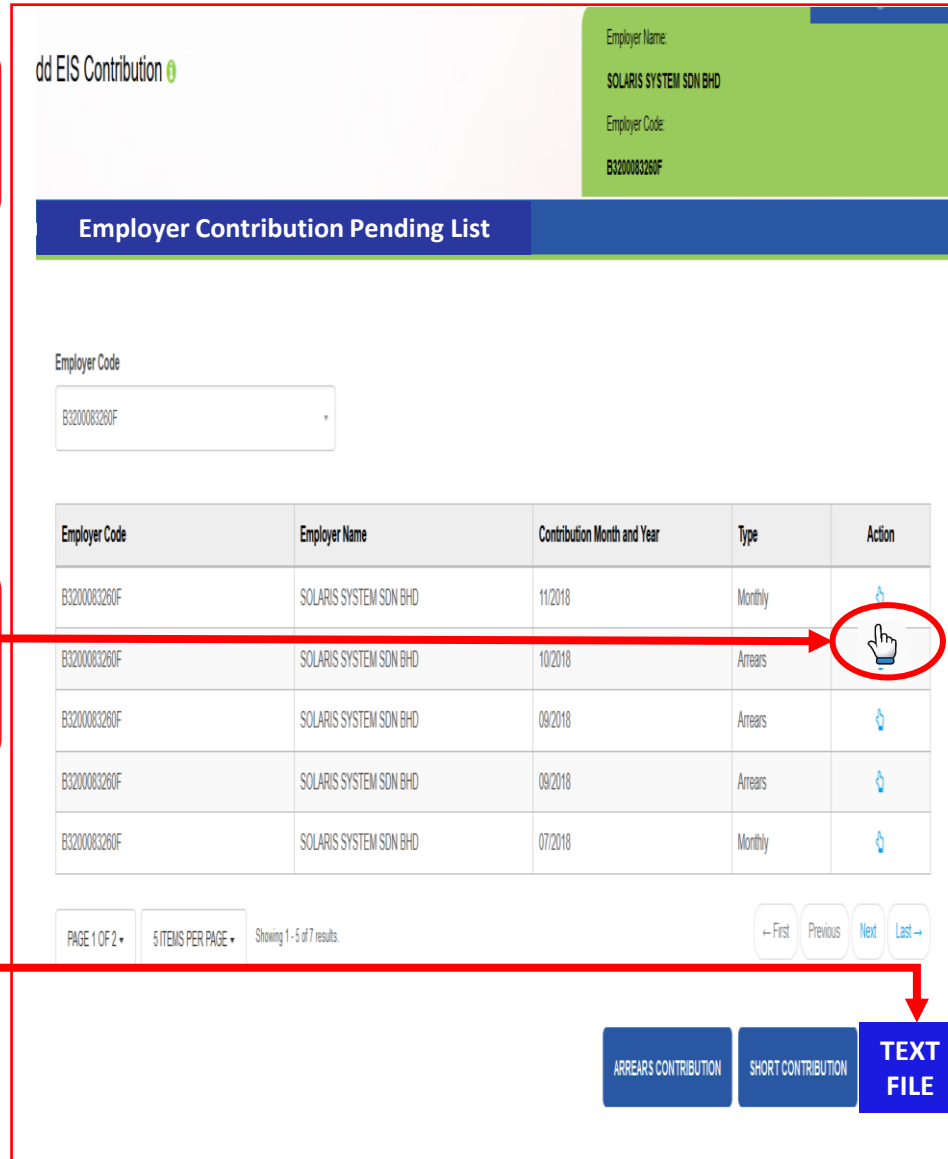
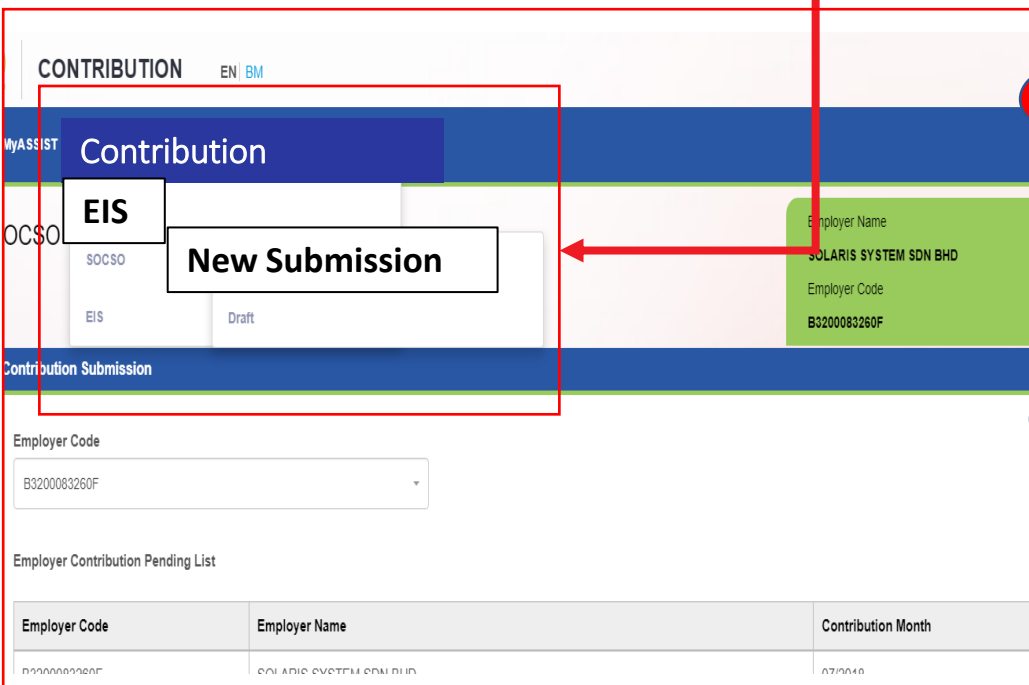
3a

Klik  untuk kemaskini maklumat gaji pekerja. Sambung Langkah 4a.

ATAU

3b

Klik **TEXT FILE** untuk kemaskini pekerja secara *batch*. Sambung Langkah 4b.



QRG 2 (iii): Kemaskini Data Pekerja EIS (sambungan)

Search - Employer Contribution - FCLB - My Sites - STEVEN CHOONG

Add Contribution

Employer Name: WISEYES SOLUTIONS SDN. BHD.
Employer Code: E1100050233Z

Employer Contribution Pending List

Employer Code: E1100050233Z

Employer Code	Employer Name	Contribution Month	Type	Action
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	04/2017	Arrears	

ARREARS CONTRIBUTION SHORT CONTRIBUTION TEXT FILE

No	New IC Identification	IC Identification	Name	Age	Gender	Salary	Contribution	Action
7	New IC Identification	820121065083	TAN CHIN AIK	..	..	0.00	0.00	
8	New IC Identification	851211016172	TAN SIN JYE	..	..	0.00	0.00	

PAGE 1 OF 1 10 ITEMS PER PAGE Showing 8 results

First Previous Next Last

Total Employee(s): 1
Total Contribution Amount (RM): 43.90

BACK

SAVE DRAFT **COMPLETE**

4a

- Klik  untuk kemaskini data pekerja
- Klik  untuk kemaskini maklumat gaji pekerja
- Klik **Save Draft & Complete**. Seterusnya rujuk Langkah 5

ATAU

4b

- Klik **Text File**. Jika ramai pekerja
- Klik **Choose File**. Pilih teks fail yang mengandungi senarai pekerja.
- Klik **Upload**
- Klik **Next**. Rujuk Langkah 5

5

- Klik **Submit**
- Klik **Confirm**

IC Identification	Employer Name	Contribution Month	Type	Action
E2101003421P	DEEN UDA DARA RESOURCES	12/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	11/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	10/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	09/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	08/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	07/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	06/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	05/2019	Arrears	
E2101003421P	DEEN UDA DARA RESOURCES	04/2019	Arrears	

PAGE 1 OF 2 10 ITEMS PER PAGE Showing 1 - 10 of 10 results

First Previous Next Last

(i) Text File

Employer Contribution

Add Contribution

Employer Name: Y1 SOON RADATOR ENTERPRISE
Employer Code: F8401001171V

Submission Contribution Information

Medium: Text File

(ii) Choose File **(iii) Upload**

Contribution Summary

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
		Total Employee(s): 0	Total Amount (RM): 0.00	

(iv) Next

CONFIRMATION

Proceed for Submission?

CANCEL **CONFIRM**

Medium	Employer Code	Total (s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	E1100050233Z	1	43.90	Complete	

Total Contribution Amount (RM): 43.90

SUBMIT

QRG 3 : Bayaran Dalam Talian SOCSO + EIS (FPX)



SOCSO + EIS Contribution Acknowledgement

Employer Name
SOLARIS SYSTEM SDN BHD
Employer Code
B3200083260F

Acknowledgement Contribution Received

Received Date
19/07/2022

ACR/ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Total Employees	Total Amount (RM)
ACR072220008253	B3200083260F	SOLARIS SYSTEM SDN BHD	SA	07/2018	2	141.70
ECR072220005620	B3200083260F	SOLARIS SYSTEM SDN BHD	SA	07/2018	2	25.20

Total Combine Contribution Amount (RM): 166.90

BACK PRINT ACR/ECR **FPX PAYMENT**

1

Klik **FPX Payment** untuk bayar dalam talian

2

Pilih **ACR/ECR** yang hendak dibayar. Klik  untuk semakan

3

Klik **Add to Cart**

4

Klik **Proceed to Summary**

5

Klik **Continue**

6

i) Lengkapi maklumat **Business Model** :
Personal to Corporate/ Corporate to Corporate, Emel dan Bank
ii) Klik **Proceed**

PAYMENT EN BM

Electronic Funds Transfer • **FPX**

FPX Payment

Payment Cart

No.	Employer Code	Employer Name	Reference No.	ACT	Payment Type	Outstanding Amount (RM)	Action
1	A3100050614K	LEAPED SERVICES SDN BHD	ACR062220000261	SOCSO + EIS	Contribution	9,681.20	 

Total Amount (RM) 9,681.20

SEARCH PAYMENT CLEAR LIST **CONTINUE**

PAYMENT EN BM

Electronic Funds Transfer • **FPX**

FPX Payment

Payment Information

Search

No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
1	Contribution	SOCSO	ACR062220000261	0.100	0.100	0.100	 
2	Contribution	SOCSO	ECR062220000261	0.100	0.100	0.100	 
3	Contribution	SOCSO	ACR062220000261	0.100	0.100	0.100	 
4	Contribution	SOCSO + EIS	ECR062220000261	1.450	9,681.20	9,681.20	 
5	Contribution	SOCSO + EIS	ACR062220000261	0.370	12,048.75	12,048.75	 

ACR xxxxx
ERCxxxxxx

ADD TO CART PROCEED TO SUMMARY

FX Payment

FPX

Payment Amount (RM) 88.80

Business Model Bank List

Email Address

FPX Operating Hours: 24x7
FPX Information

By clicking on the "Proceed" button below, you agree to FPX's [Terms and Conditions](#).

* You must have Internet Banking Account in order to make transaction using FPX.
* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.
* Do not close browser / refresh page until you receive response.

PROCEED

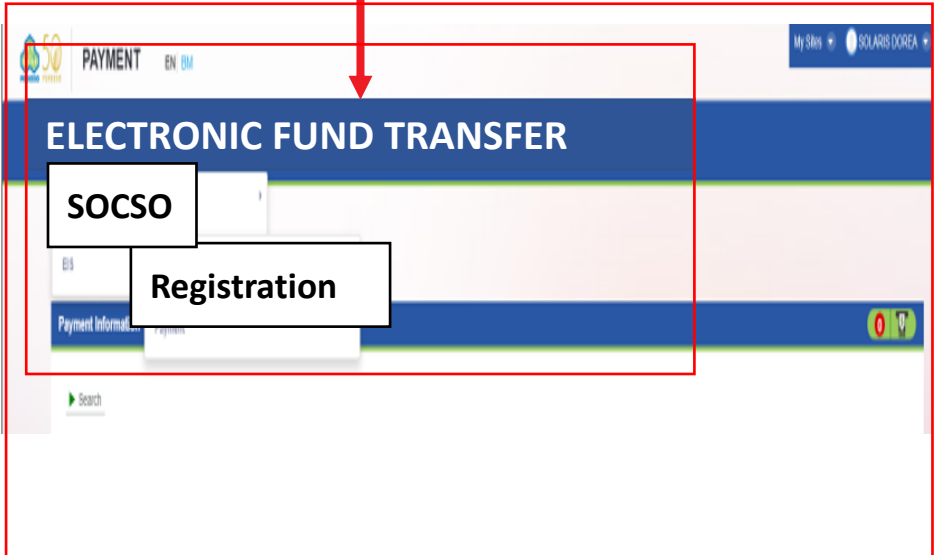
QRG 4 : Bayaran Dalam Talian (EFT)



MY SITES

- BASE
- REGISTRATION
- CONTRIBUTION
- PAYMENT**
- COMPOUND
- INSPECTION

Employer Name
TESTING SDN BHD



ELECTRONIC FUND TRANSFER

SOC SO

Registration

1 Klik **My Sites**

2 Pilih **Payment**

3 i) Klik **Electronic Fund Transfer**
ii) Pilih **SOC SO**
iii) Pilih **Registration**

4 Lengkapi maklumat seperti emel, nombor dihubungi dan nama pegawai

5 Klik **Submit**

"EFT Payment" has been successfully Updated .

Electronic Fund Transfer Registration

Employer Name
Travel D'Ensz Inc

Employer Code
F7400000077P

Employer Information

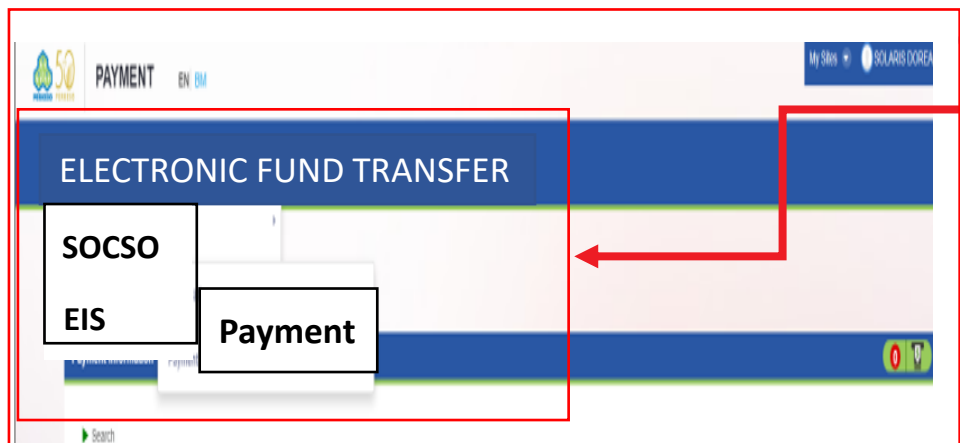
Employer Code	Employer Name	Address
F7400000077P	Travel D'Ensz Inc	

Email Address* Contact No.* Officer Name*

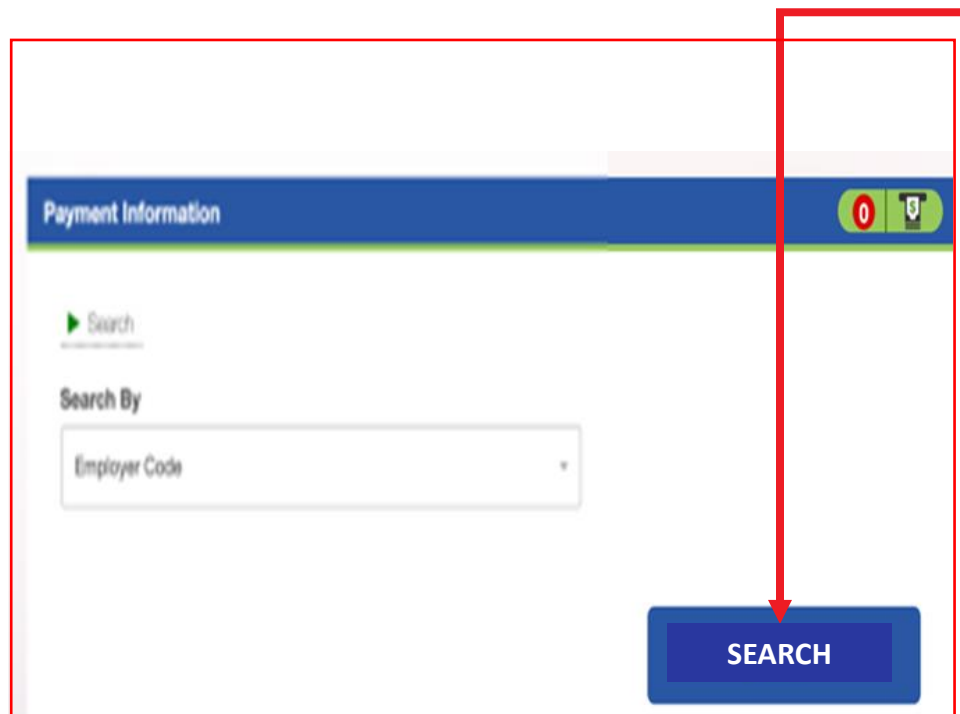
rk.house@gmail.com 123456789 DENZ

SUBMIT

QRG 4 : Bayaran Dalam Talian (EFT) (sambungan)

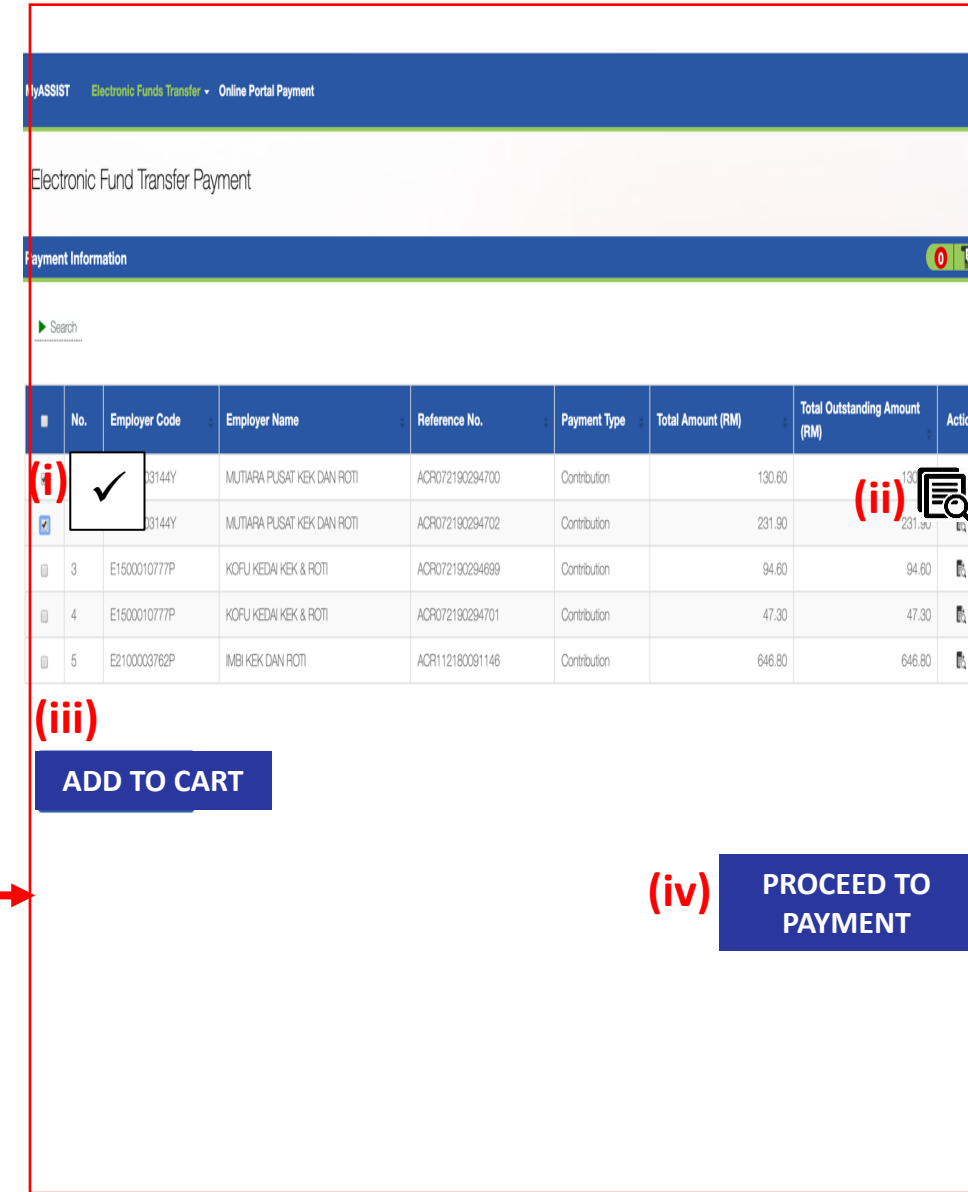


- 6
- i) Klik **Electronic Fund Transfer**
 - ii) Pilih **SOCSCO atau EIS**
 - iii) Pilih **Payment**



- 7
- Klik **Search** untuk cari detail nama/code majikan/ nombor ACR/ECR.

- 8
- i. Tanda ✓ rekod bayaran
 - ii. Klik  untuk semak rekod bayaran
 - iii. Klik **Add to Cart**
 - iv. Klik **Proceed to Summary**



QRG 4 : Bayaran Dalam Talian (EFT) (sambungan)

Electronic Fund Transfer Payment

Payment To Be Paid

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Action
1	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	
					Total Amount (RM)	94.60

Payment Information

Payment Date*

Payment Reference No* Amount (RM)*

Payment Slip*

Choose File

BACK

CONTINUE

9

Masukkan maklumat bayaran
Payment Date, Reference No, Amount dan muat naik
Payment Slip

10

Klik **Continue**

11

Klik **Continue**

12

Skrin pengesahan dipaparkan.
Resit bayaran akan diemel
secara berasingan apabila
pengesahan bayaran
dilakukan

Electronic Fund Transfer Payment

Payment Information

Payment Date	Payment Reference No.	Amount (RM)
08/08/2019	12345678	94.60

Payment Allocation

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Allocation Amount (RM)	Action
1	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	94.60	

Payment Summary

Total Outstanding Amount (RM)	Total Payment Amount (RM)	Total Payment Outstanding Amount (RM)
94.60	94.60	0.00

BACK

CONTINUE

Your Submission Has Been Submitted for Approval!

Employer Code:
A3100000189M
Employer Name:
CHUNG SUN MELON SEEDS FACTORY
Payment Date:
08/08/2019
Total Payment Amount:
94.60
Submission Case Number:
COL08201900001395

QRG 5 : Bayaran di Kaunter Bank

Acknowledgement Contribution Received

Received Date

27/06/2018

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ECR06218000033	E1302001222A	D'HOPE MARRIAGE SDN BHD	SA	06/2018	Monthly	5	61.00	Complete

1 Klik **Print ACR** atau **ECR Untuk Single**

PRINT

PROCESS TO PAYMENT

3

Sediakan cek



Majikan **HENDAKLAH** menggunakan 2 cek berasingan untuk **SOCSCO** dan **EIS Contribution**

4

Kunjungi bank berdekatan bersama cetakan **ACR/ECR Single** atau **Combine ACR/ECR** dan **CEK** bayaran.

SOCSCO + EIS Contribution Acknowledgement

Employer Name

LEAPED SERVICES SDN BHD

Employer Code

A210005014K

Acknowledgement Contribution Received

Received Date

21/07/2022

ACR/ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Total Employee(s)	Total Amount (RM)
ACR072220005031	A210005014K	LEAPED SERVICES SDN BHD	SA	04/2021	1	88.80
ECR072220005031	A210005014K	LEAPED SERVICES SDN BHD	SA	04/2021	1	15.80

Total Combine Contribution Amount (RM): 104.60

BACK

PRINT ACR/ECR

FPX PAYMENT

2 Klik **Print ACR/ECR Untuk Combine SOCSCO dan EIS**

Barcode: ACR122170005965

PERKESO
Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50558 KUALA LUMPUR

CONTOH ACR (Akta 4)

RECEIVED

Na. 033K
JORBELL MARRIAGE SDN BHD
TWO LEAF SUITE II, 12, JALAN KAPAR
TAMAN MERA, 41200 KLANG
SELANGOR

CONTRIBUTION DETAILS

Medium : PORTAL

TYPE	PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)
Monthly	12/2017	2	206.40
		TOTAL	206.40

Date : 19/12/2017

Computer generated receipt and requires no signature.

Barcode: ECR062180000342

PERKESO
Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50558 KUALA LUMPUR

CONTOH ECR (Akta 800)

EMPLOYEE CONTRIBUTION

Code :
Name :

CONTRIBUTION DETAILS

PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)	
04/2021	5	61.00	
		TOTAL	61.00

Date : 27/06/2018 16:21:30

Remark : ECR number will be made available at bank counter the next operation day for submission of Contribution before 6.00PM.

Computer generated receipt and requires no signature.

PERKESO
Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50558 KUALA LUMPUR

CONTOH Combine SOCSCO + EIS Contribution

SOCSCO + EIS CONTRIBUTION

EMPLOYER DETAILS

Code :
Name :

CONTRIBUTION RECEIVED (ACR) DETAILS

PERIOD	TOTAL EMPLOYEE(S)	TOTAL AMOUNT(RM)
04/2021	1	88.80

EIS CONTRIBUTION RECEIVED (ECR) DETAILS

ECR NUMBER	CHANNEL	PERIOD	TOTAL EMPLOYEE(S)	TOTAL AMOUNT(RM)
ECR072220005031	PORTAL	04/2021	1	15.80

Date : 21/07/2022 15:03:23

Remark : ACR / ECR number will be made available at bank counter the next operation day for submission of contribution before 6.00pm by using separate cheque for both Acts.

Computer generated receipt and requires no signature.

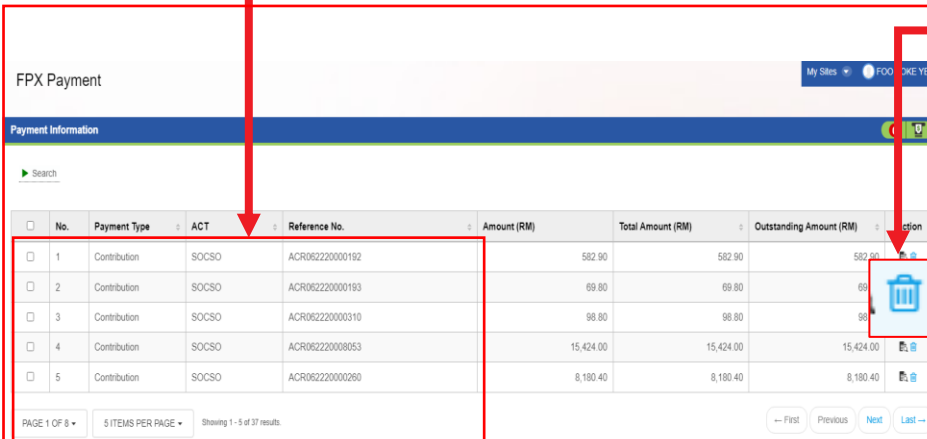
QRG 6 : Batal ACR / ECR Atau Kedua-duanya



- 1 i) Klik **My Sites**
ii) Pilih **Payment**

No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
1	Contribution	SOC SO	ACR062220000192	582.90	582.90	582.90	
2	Contribution	SOC SO	ACR062220000193	69.80	69.80	69.80	
3	Contribution	SOC SO	ACR062220000310	98.80	98.80	98.80	

- 2 Paparan ACR/ECR yang telah dijana akan dipaparkan.



No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
1	Contribution	SOC SO	ACR062220000192	582.90	582.90	582.90	
2	Contribution	SOC SO	ACR062220000193	69.80	69.80	69.80	
3	Contribution	SOC SO	ACR062220000310	98.80	98.80	98.80	
4	Contribution	SOC SO	ACR0622200008053	15,424.00	15,424.00	15,424.00	
5	Contribution	SOC SO	ACR0622200000260	8,180.40	8,180.40	8,180.40	

- 3 Klik  untuk membatalkan ACR/ECR atau kedua-duanya sekali.

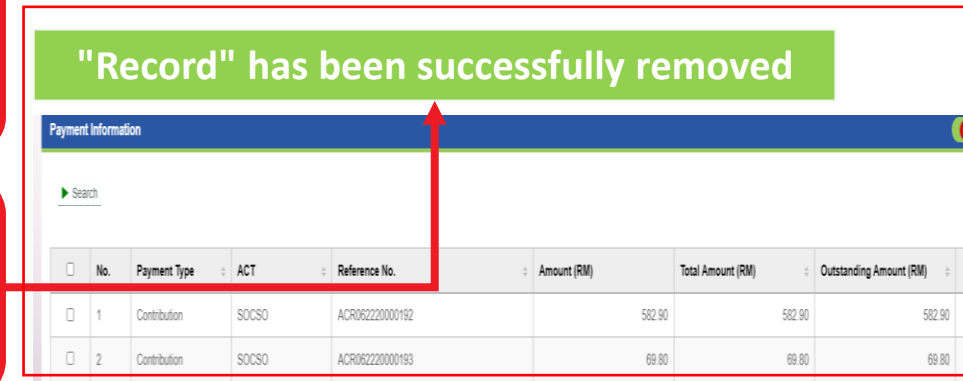
- 4 Pilih samada ACR/ECR atau kedua-duanya untuk dibatalkan.

- 5 Klik **Confirm** untuk membatalkan ACR/ECR atau kedua-duanya

- 6 Notikasi akan dipaparkan sekiranya ACR/ECR atau kedua-duanya telah berjaya dibatalkan.



Reference No.	Amount (RM)
ACR052220000160	3,440.40
ECR052220000184	593.20

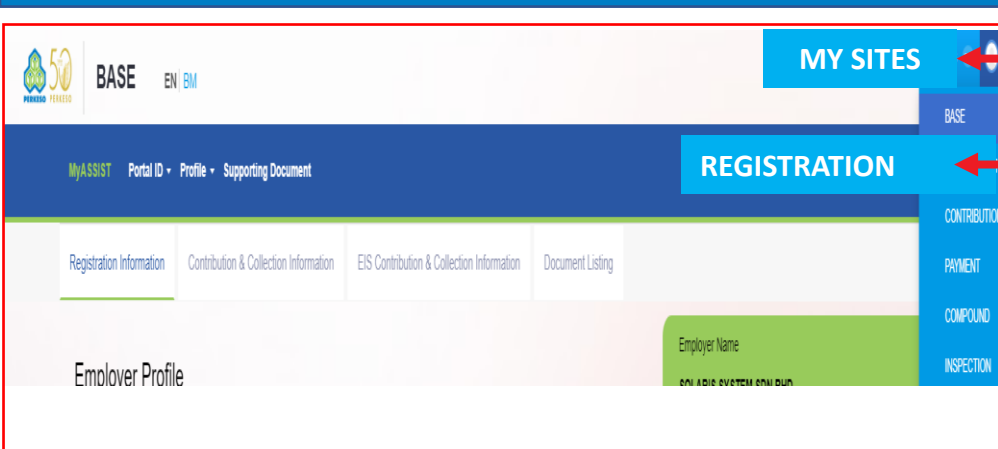


"Record" has been successfully removed

No.	Payment Type	ACT	Reference No.	Amount (RM)	Total Amount (RM)	Outstanding Amount (RM)	Action
1	Contribution	SOC SO	ACR062220000192	582.90	582.90	582.90	
2	Contribution	SOC SO	ACR062220000193	69.80	69.80	69.80	

Majikan boleh membuat pembatalan ACR/ECR atau kedua-duanya yang telah salah dijana.

QRG 7 : Pendaftaran Penambahan Pekerja



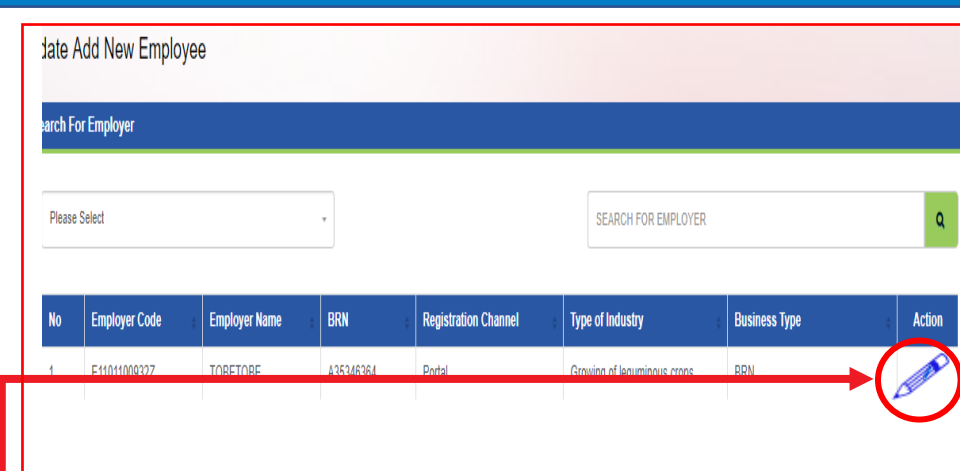
MY SITES

REGISTRATION

Employer Profile

1

i) Klik **My Sites**
ii) Pilih **Registration**



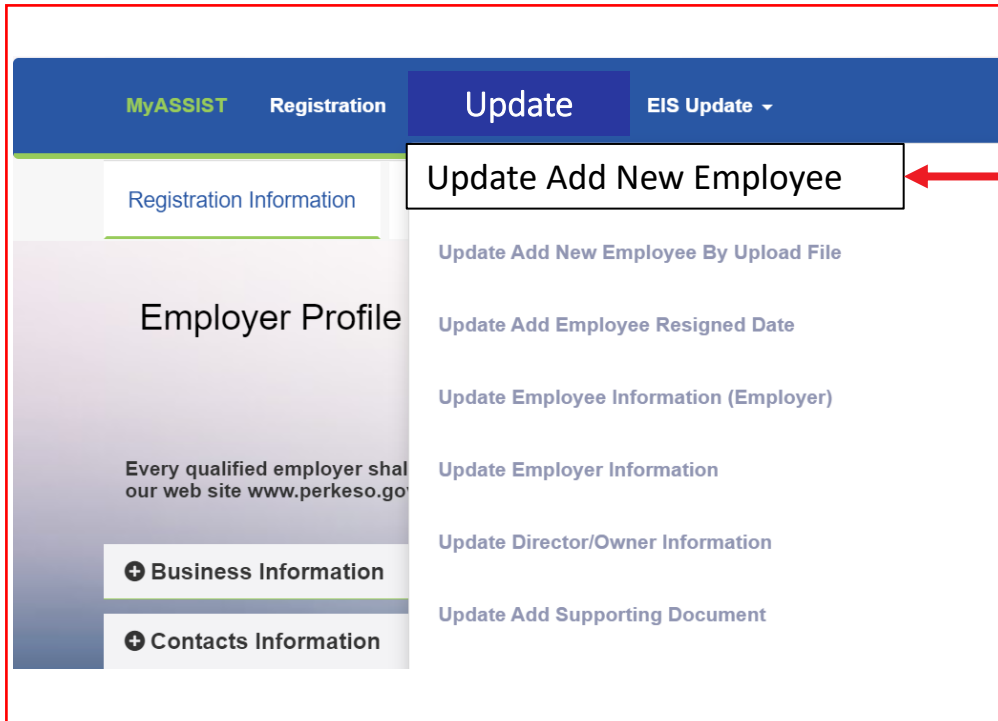
Add New Employee

Search For Employer

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	E11011000227	TORBETORE	A35246364	Portal	Growing of lacunous crops	BRN	

2

i) Klik **Update**
ii) Pilih **Update Add New Employee**



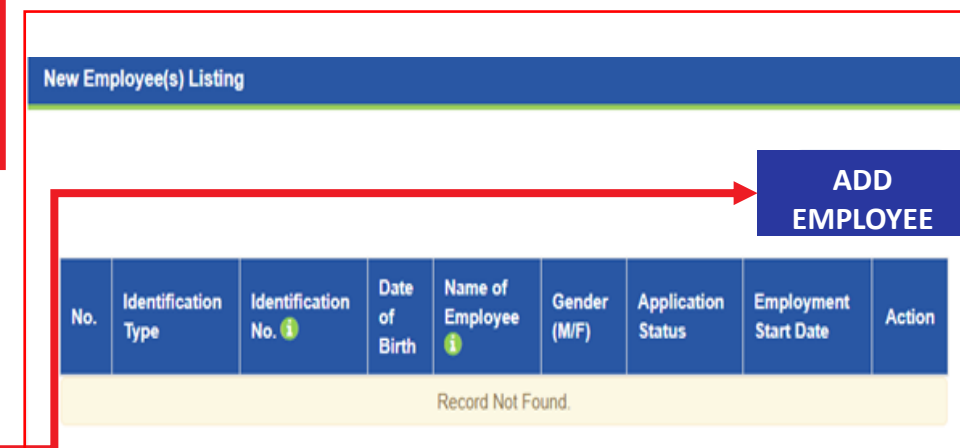
Update

Update Add New Employee

Employer Profile

3

i) Klik  untuk tambah pekerja.



New Employee(s) Listing

No.	Identification Type	Identification No. 	Date of Birth	Name of Employee 	Gender (M/F)	Application Status	Employment Start Date	Action
Record Not Found.								

ADD EMPLOYEE

4

Klik **Add Employee (Pekerja Tempatan)** atau **Add Foreign Employee (Pekerja Asing)**



New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

QRG 7: Pendaftaran Penambahan Pekerja (sambungan)

Add Employee Information

Search Existing Employee

Identification Type *

New IC No.

Identification No



Employee Information

☐ Register New Employee

Identification Type *

New IC No.

Identification No. 

Old Identification No.

Name of Employee 

Date of Birth *

Age

Gender (M/F)

☒ Male

☐ Female

Race

Malay

Employment Start Date *

01/04/2021

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

- 5
- i) Isi **no kad pengenalan**
- ii) Klik 
- iii) Data akan *auto populate* jika pekerja wujud

- 6
- i) Tick **Register New Employee** jika data pekerja tidak wujud
- ii) Lengkapkan maklumat

- 7
- i) Tekan **Save**

- 8
- i) *EIS start date* berdasarkan tarikh pekerja didaftarkan di Sistem ASSIST
- ii) Klik **Save & Continue**

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

Nationality

Malaysia

Wages Exceed RM3000 Per Month Before 1st Jun 2016

☐ Yes

☒ No

Upload Identification Card

Choose File

No file chosen

Attention! If you change the name of employee, please request a copy of IC to upload.

Employee Application Status

Status

None

CLOSE

SAVE

MyASSIST

Registration

Update

Search

Listing

Request SSN

EIS Update

EIS Listing

Duplicate Information

Employer Information

Employee Information

EIS Employee Registration

Upload Supporting Document

Your request completed successfully.

EIS Employee Registration

Reference ID
CRN04202100001156

EIS Employee Listing(s)

No.	Identification Type	Identification No. 	Name of Employee 	Date of Birth	Application Status	Employer Start Date	EIS Start Date 	Action
1	New IC No.	630524107471	HASNOR BIN ISMAIL	24/05/1963	None	01/04/2021	05/04/2021	

BACK

SAVE & CONTINUE

No.	Document	Description	Remarks	Uploaded Date
Record Not Found.				

BACK

CONFIRMATION

Proceed for Submission?

CANCEL

CONFIRM

SUBMIT

- Klik Confirm**