ASSIST & EIS EMPLOYER PORTAL USER GUIDE

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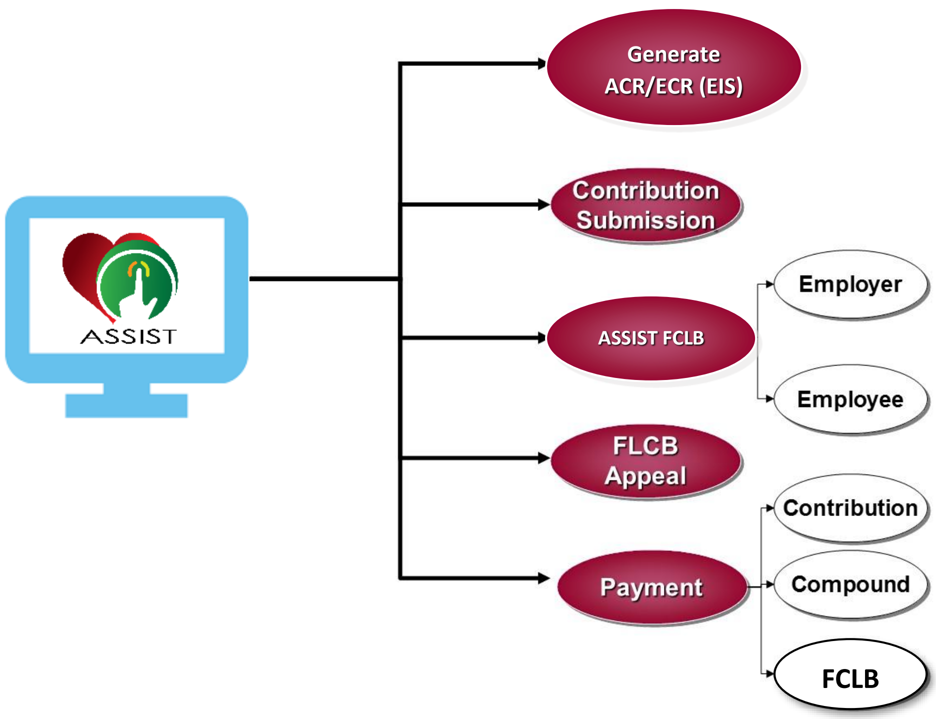
1.0 INTRODUCTION

1.1 What is ASSIST Portal?

ASSIST Portal is a self-service portal, a newly introduced medium of payment where contributing employers are able to submit Contribution Schedule and subsequently perform contribution payment via online starting from 1 January 2018.

1.2 What employers can do through the ASSIST Portal



An online medium where employers are able to:

1.2.1 Generate ACR (Acknowledgement Contribution Received) for Akta 4 and ECR (Employer Contribution Received) for Akta 800.

a. The ACR and ECR can be generated respectively, by completing the Contribution Schedule provided in the ASSIST portal. The ACR and ECR serves as a reference when an employer makes a contribution payment, for Akta 4 and Akta 800 respectively, using the ASSIST portal, a collection bank or at any PERKESO office.

b. Please be mindful that without the ACR (or ECR for EIS), no contribution payment can be made as the ACR (or ECR for EIS) acts to reconcile between the Contribution Schedule and the Contribution Payment made.

c. The submission of Contribution Schedule via ASSIST portal and contribution payment with ACR (or ECR for EIS) will be effective from January 2018 onwards. Therefore, employers are not allowed to do physical submission of Contribution Schedule at any collection bank or PERKESO office from that date onwards.

Please refer Section 4.1 to 4.3, for further details

1.2.2 Update profile: Employer and employees (existing & new)

Every employer registered with PERKESO are able to create and maintain their employer profile, such as the employer name, address, contact information/person and the profile of their employees.

With the ASSIST portal, employers are able to update their profile if there are any changes to the name of company (if required), address, contact information. Beside that employers are also allowed to add new employee records and updating the records when an employee has resigned.

Please refer Section 3.3 for further details

1.2.3 Make Contribution submission and payments (including arrears and short-pay)

Contribution submission is where an employer submits information of the employees who are eligible to contribute on monthly basis. The rate of contribution is subject to their salary based on PERKESO's First and Second Schedule of Contribution. The submission of information can be made via text-files in the form of softcopy (CD or pendrive).
There are two options in making monthly contribution payments as described below:
Option 1: Employer enters data / information:

- Based on salary entered, the contribution amount is generated
- They no longer need to refer to Schedule 1 as the amount is automatically calculated and displayed.
- An ACR (or ECR for EIS) will then be generated by ASSIST.
- Proceed to perform online payment upon ACR (or ECR for EIS) generation.

Option 2: Upload contribution Text File

- ACR (or ECR for EIS) will be generated
- Proceed to online payment upon ACR (or ECR for EIS) generation

Besides monthly contribution, there are also cases where an employer needs to make an arrears payment and short-pay of contribution. Arrears is incurred when an employer fails to make monthly contributions on time thus making late payments for that particular month or previous months. Whereas short-payment is incurred when there is a deficit of payment or in other words, when the payment falls short of the actual contribution rate required.
Through the ASSIST portal, employers are now able to make monthly contributions, arrears or short-pay online.

Please refer Section 4.1 to 4.4 and 5.1. to 5.2, for further details

1.2.4 Paying FCLB and making appeal against FCLB

Faedah Caruman Lewat Bayar (FCLB) is a form of liability imposed on employers who failed to make monthly contribution on time or delays the contribution payment required to PERKESO. The rate of FCLB currently is fixed at 6% per annum for each day upon passing the stipulated timeline.

However, employers are allowed to appeal against FCLB imposed on them. Through ASSIST portal, employers are now able to appeal against FCLB.

Please refer Section 4.5 and 5.1 to 5.2 for further details

1.2.5 Paying Compound

Any employer that has contravened certain provisions under the Social Security Act (Akta Keselamatan Sosial Pekerja) such as failure to register as an employer or fails to make contribution for employees under payroll are subject to be served a compound notice.

Please refer Section 5.1 to 5.2 for further detail

All the above (i.e **1.2.1** to **1.2.5**) which are previously done at PERKESO branch counters are now available online to employers anytime, anywhere at their convenience. Employers no longer need to queue at the PERKESO branch counters.

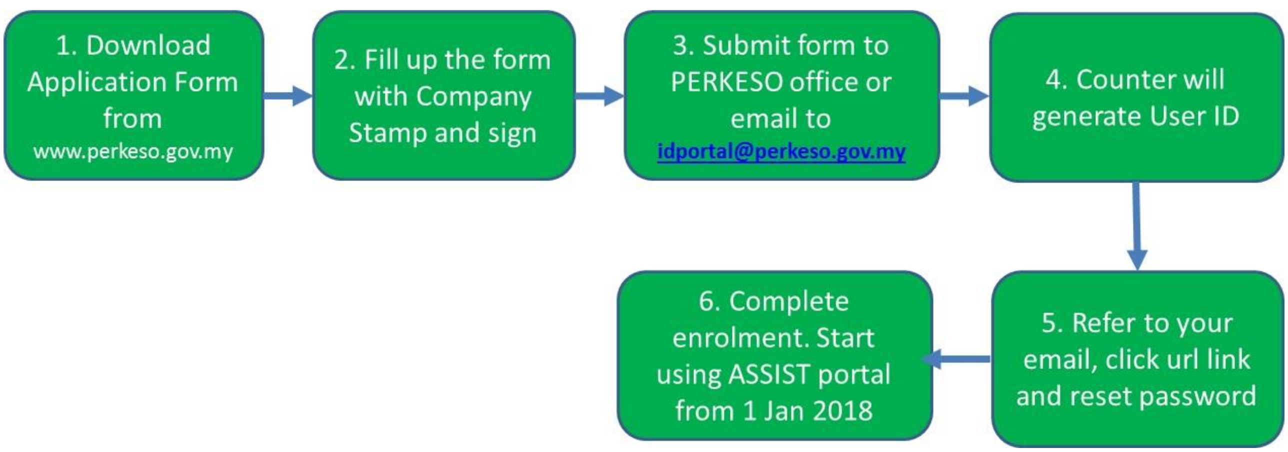
1.3 The type of records that can be accessed by employers via ASSIST Portal are:

1. Employer Record
   - view & update profile
   - view contribution & payment history
   - FCLB view & appeal

2. Employee Record
   - view, add, update, remove

Please refer Section 3.3 for further details

1.4 How employers can enroll into ASSIST portal



1. Download the Application Form from PERKESO website: www.perkeso.gov.my or obtain from the physical form from any PERKESO branch counters.
2. Complete the form (show checklist: 1) Filled form 2) Company chop & sign).
3. Submit completed form to any PERKESO Branch counter. Alternatively, employer could email to idportal@perkeso.gov.my or email or fax to PERKESO office.
4. Counter will generate User ID and an automated email will be sent to employer inbox (please check your spam folder).
5. Refer to the email and click the link, follow on-screen instruction to reset password.
6. Upon completion of registration of enrolment into ASSIST Portal, employer can start using ASSIST Portal from 1 Jan 2018 onwards.

1.5 Recommended Operating System and Browser types

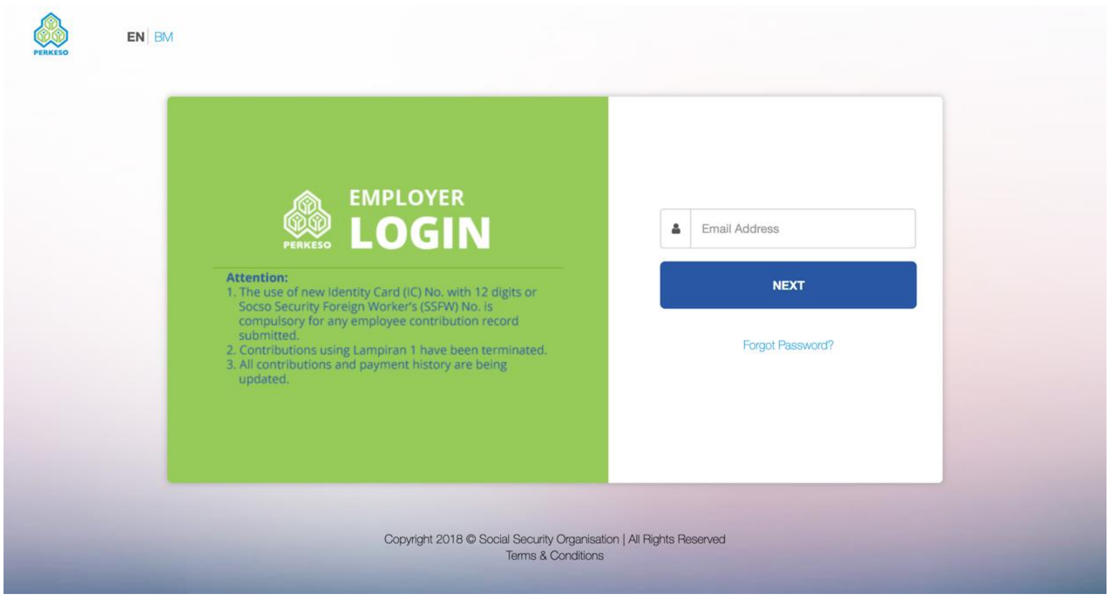
1. Recommended Operating System type is: Microsoft Windows
2. Recommended Web Browser:
    i. Google Chrome version 59 or above;
    ii. Microsoft Internet Explorer 11.0;
    iii. Mozilla Firefox version 54
3. Java script enabled.

2.0 SETTING UP YOUR PROFILE AS EMPLOYER

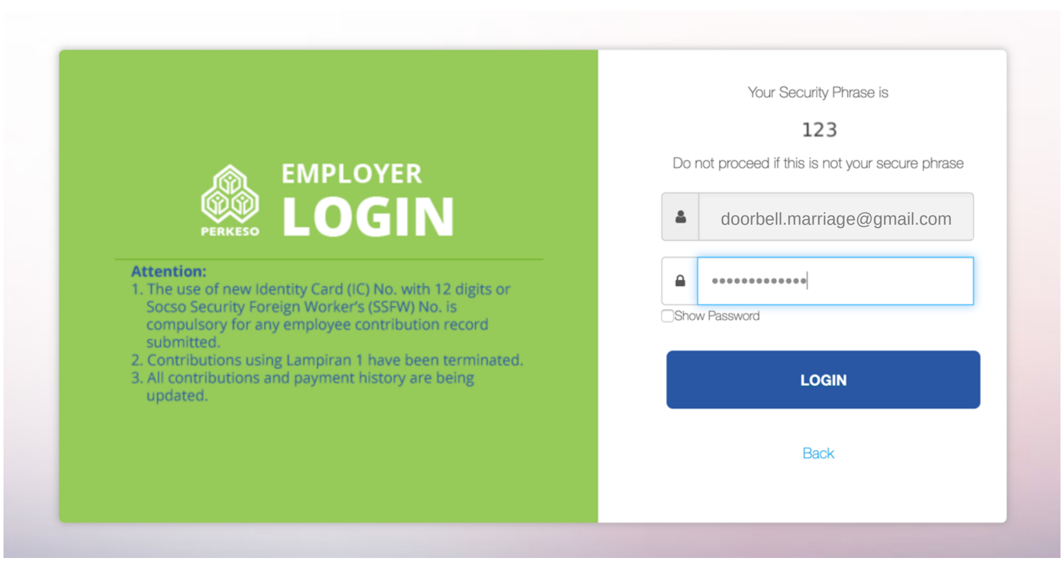
2.1 Basic Features

2.1.1 Employer Login Screen

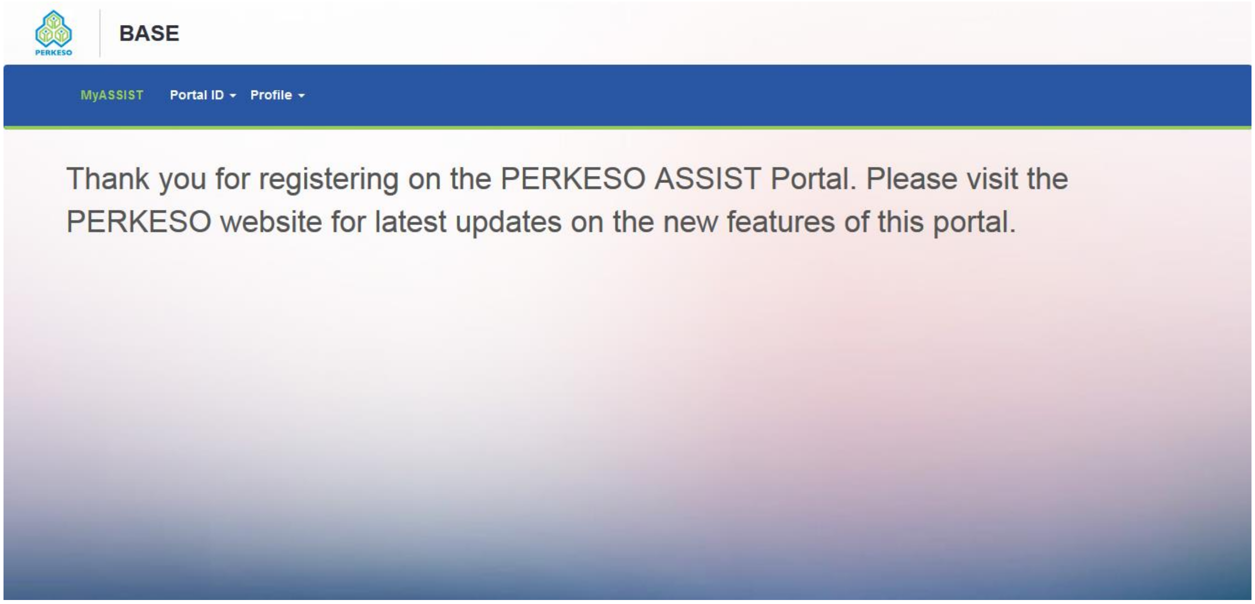
Step 1: This is the employer login screen. To login, enter the login email and click next.



Step 2: The user may enter the password and then click on login button or click on back button to go to the previous screen.



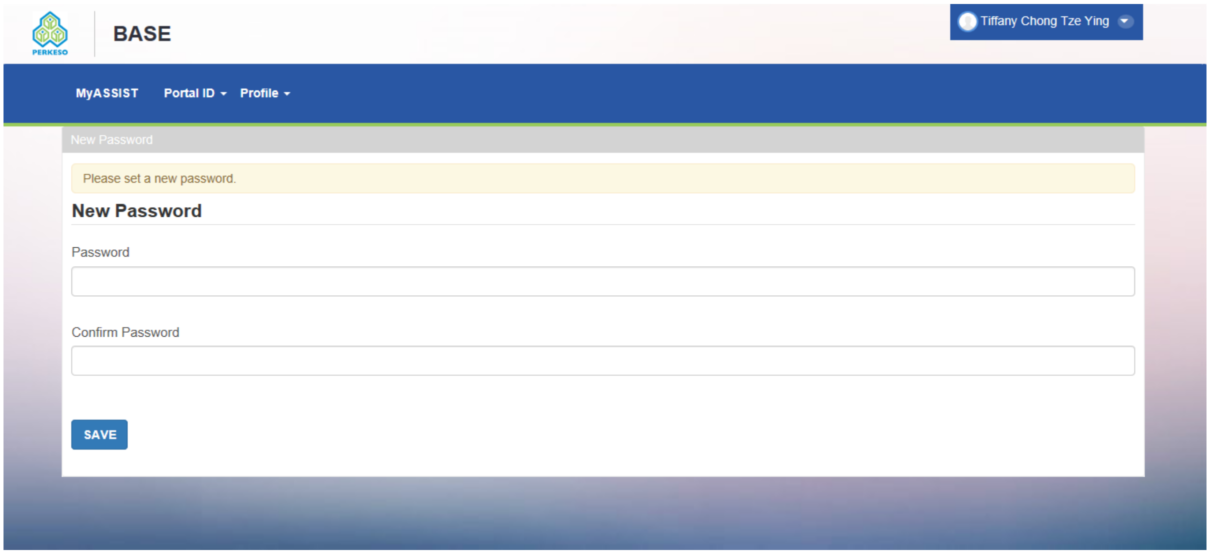
Step 3: This is the screen after the employer successfully login. The employer could see the welcome screen after the user login.



2.1.2 User Change Password for Portal ID

Step 1: This screen is only shown in the first-time login to the account. Enter the password and repeat it in the next column to confirm the password.

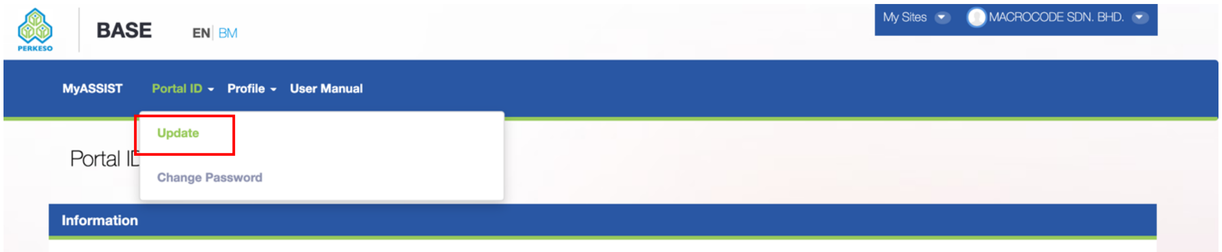
Once successful, the following screen will be displayed



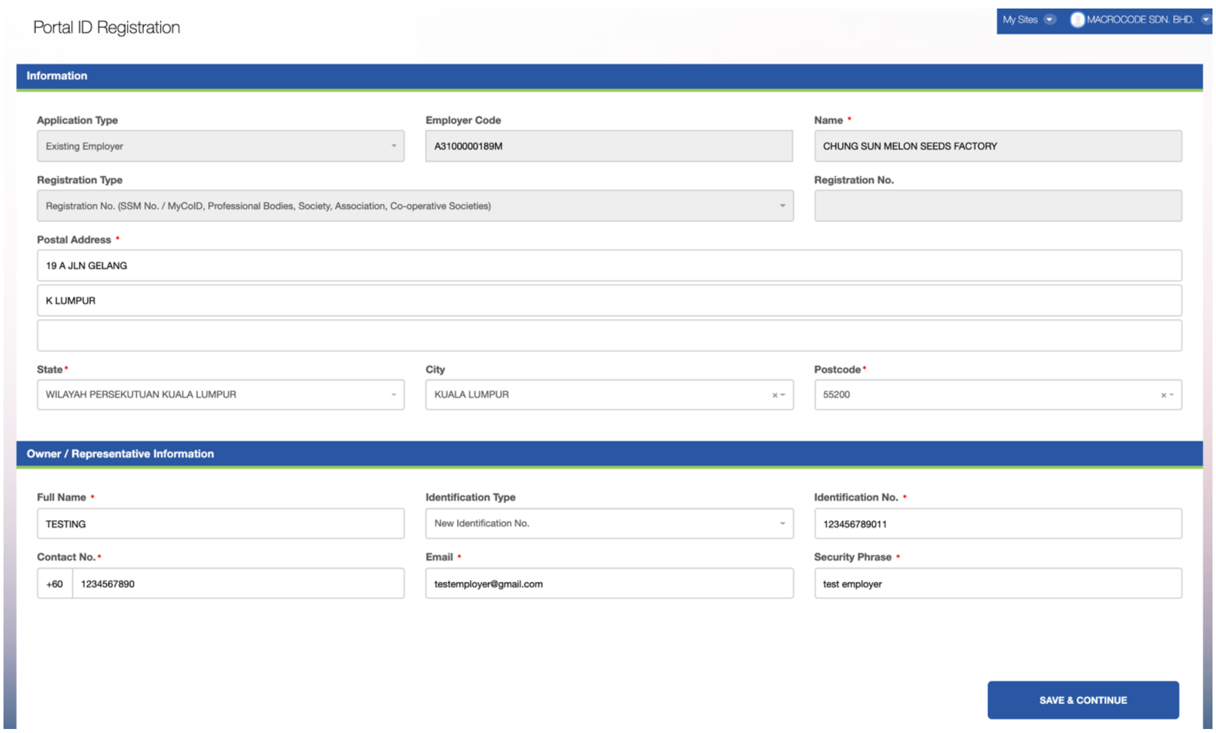
2.1.3 Update Portal ID Information (One to Many)

This is for employers (Parent Employer) who would like to manage their own as well as their managed employers Portal ID information.

Step 1: Select Portal ID 'Update' from your Base (My Sites) main menu.

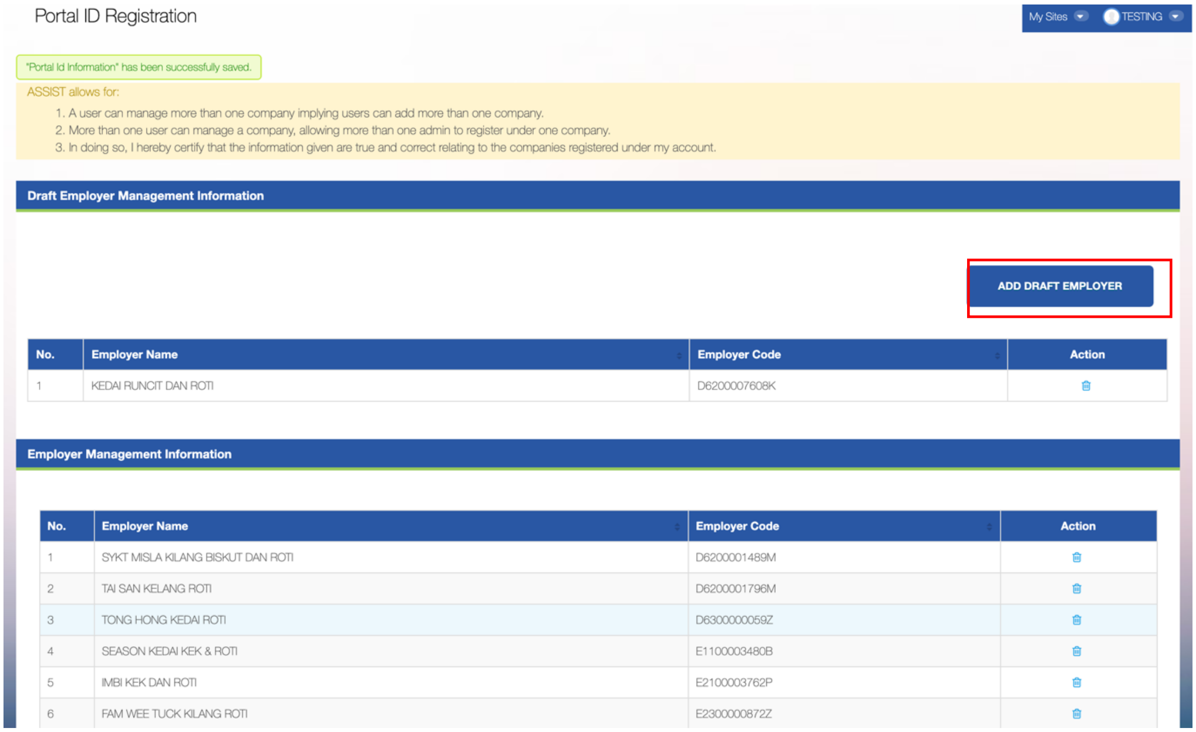


Step 2: Edit information of Parent Employer, if required.



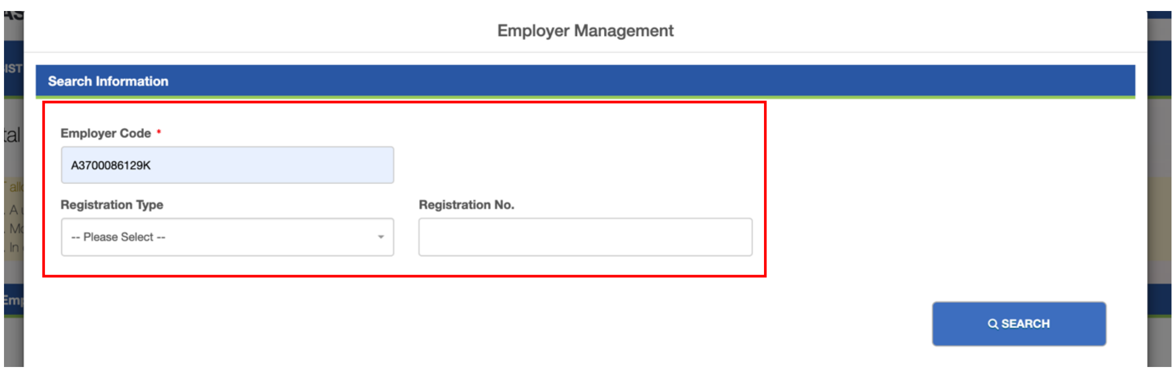
Step 2: Click Save & Continue.

This screen displays Employer Management Information. Here Parent Employers are able to add managed employers, as detailed in the following steps.



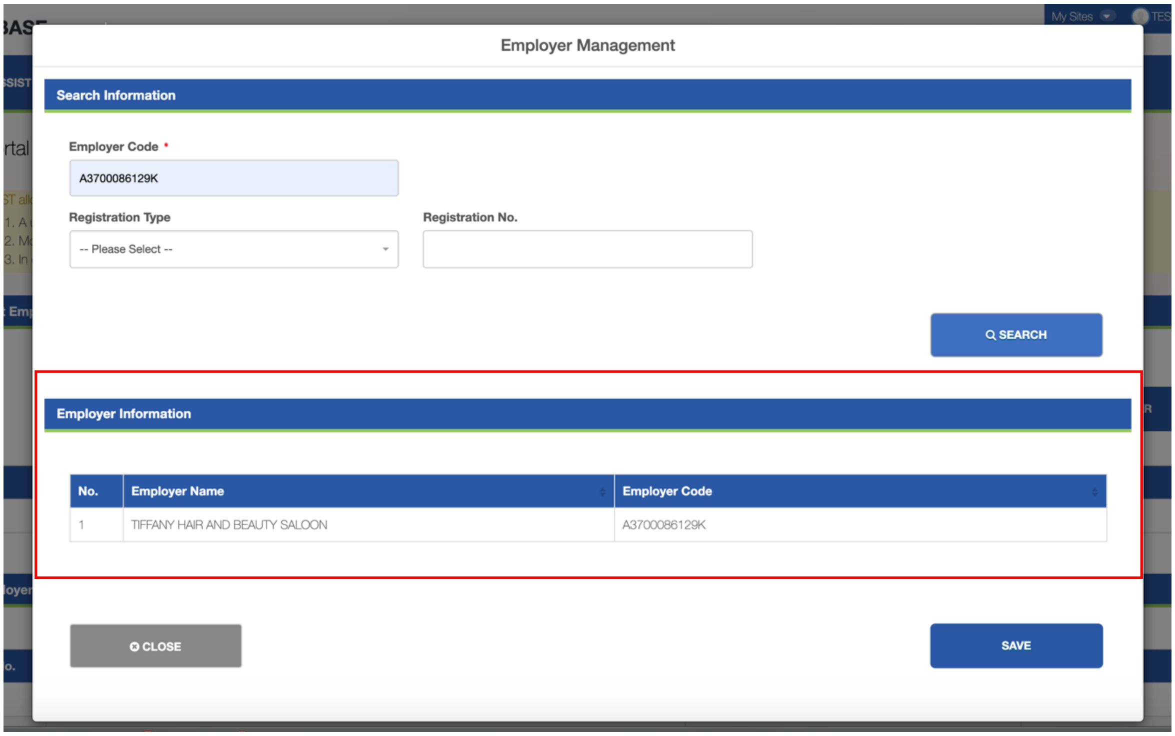
Step 3: Click Add Draft Employer and a pop up Employer Management screen will be displayed.

Step 4: Search for employers using Employer Code (this is mandatory) and Registration Number.

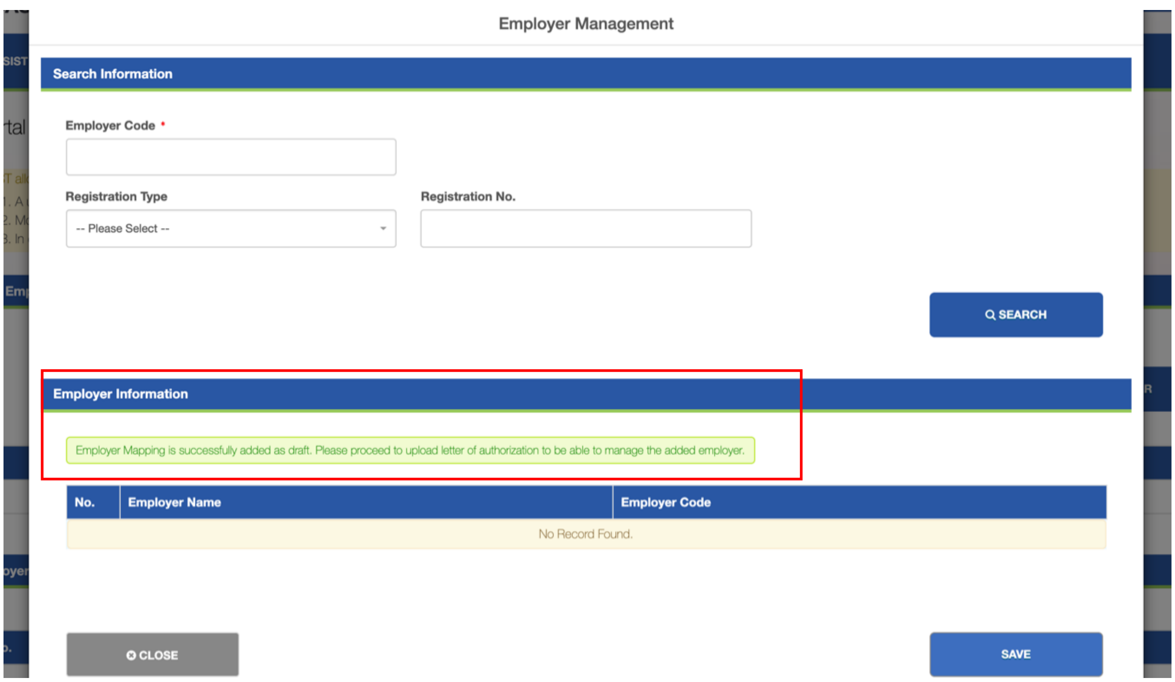


Step 5: Click Search.

Step 6: Once the relevant employer is reflected in the Employer Information section, Click Save.



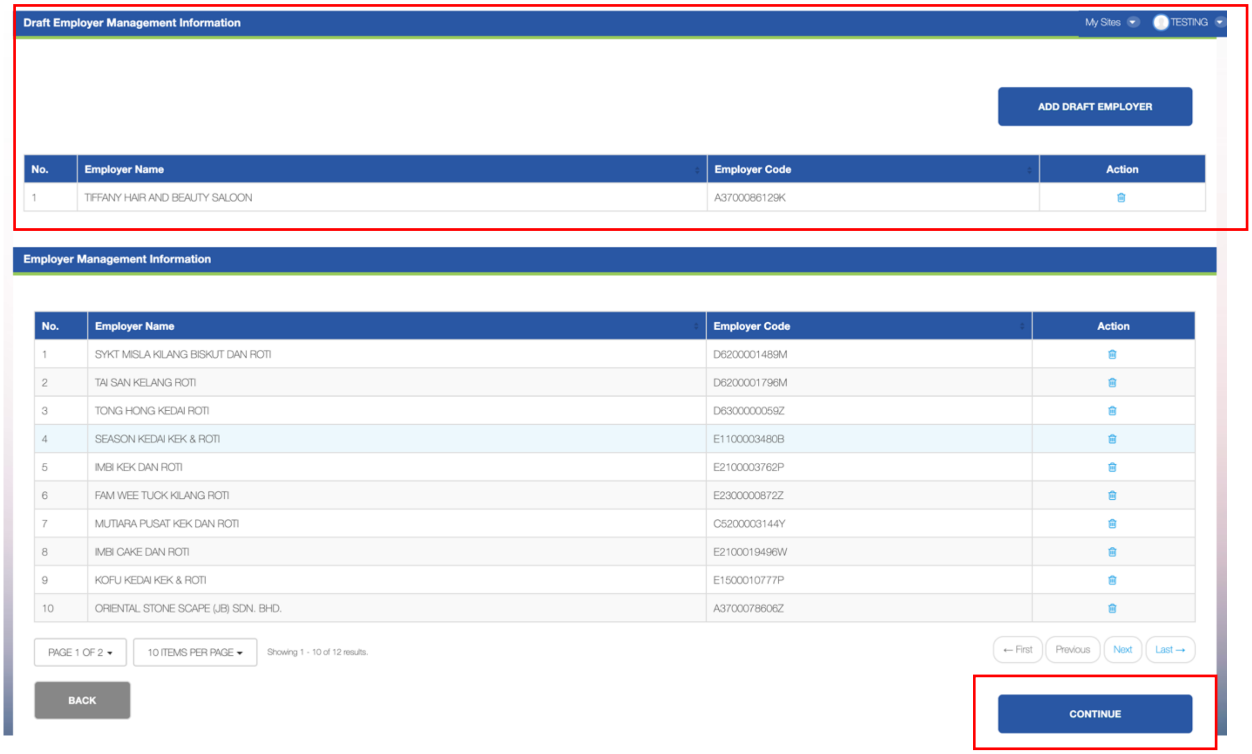
Step 7: A successful 'Employer Mapping' notification will be displayed. Users must now proceed to upload the 'Letter of Authorization.



Step 8: Click Close.

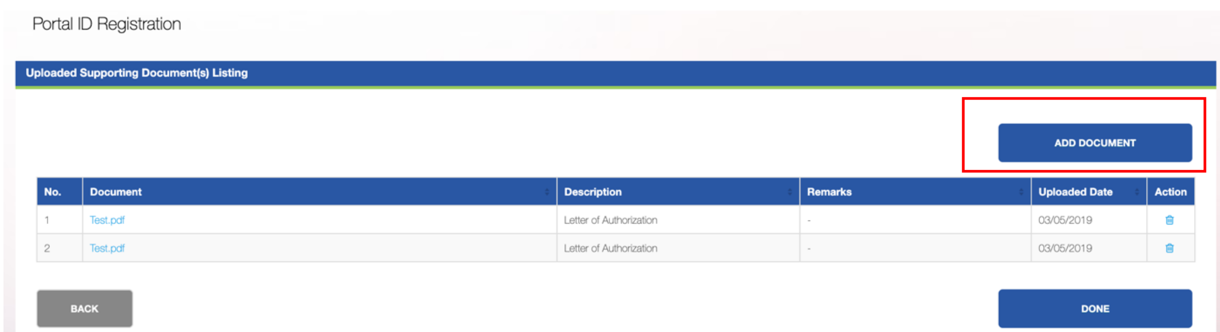
Step 9: The employer added will now appear in the Draft Employer Management Information section until the 'Letter of Authorization' is uploaded.

Note: If no 'Letter of Authorization' is uploaded, the employer(s) will remain in the Draft Employer Management Listing and cannot be managed by the Parent Employer.



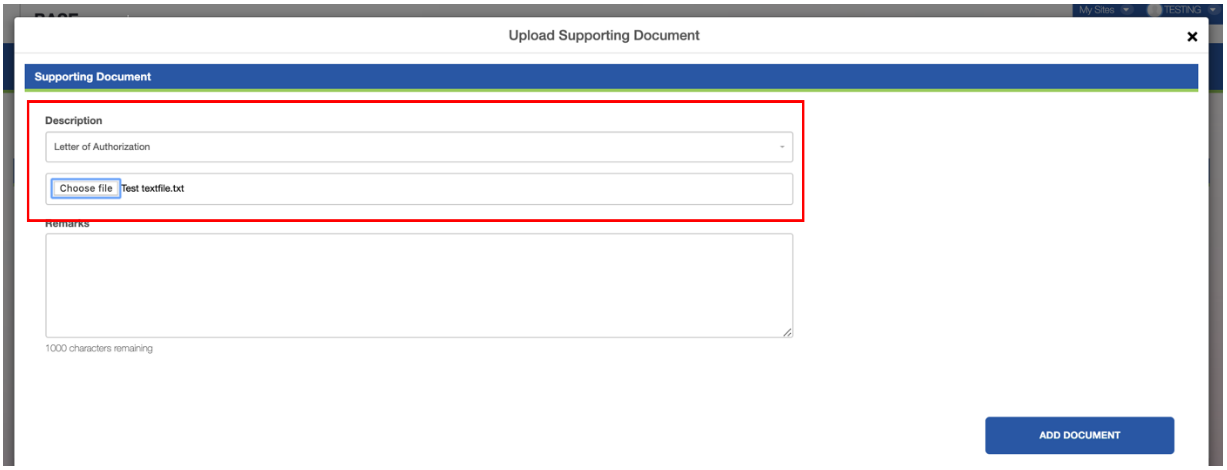
Step 10: Click Continue.

Step 11: On the Upload Supporting Document Listing screen, click Add Document (for Letter of Authorization).



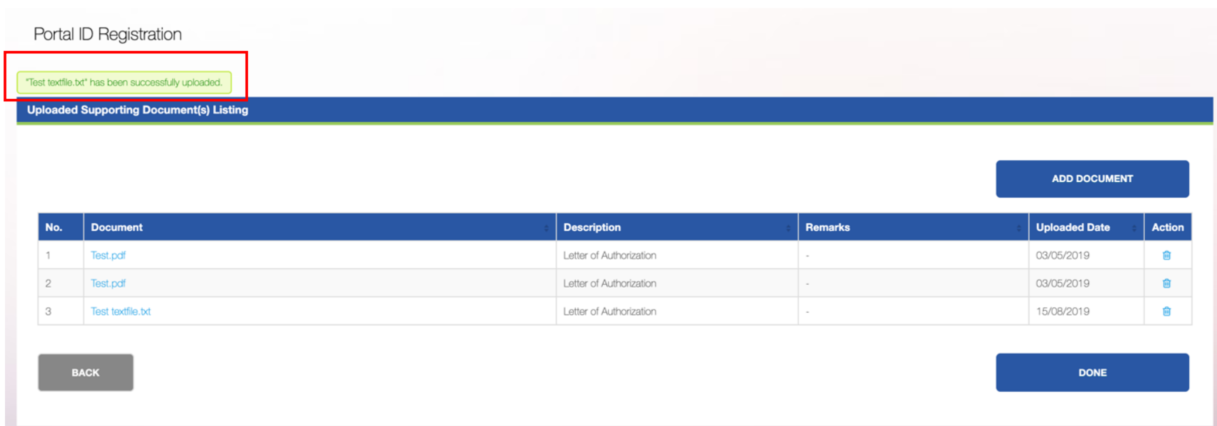
Step 12: In the 'Upload supporting Document' pop up form, in the Description dropdown list select 'Letter of Authorization'.

Step 13: Choose file to upload and add Remarks if required.



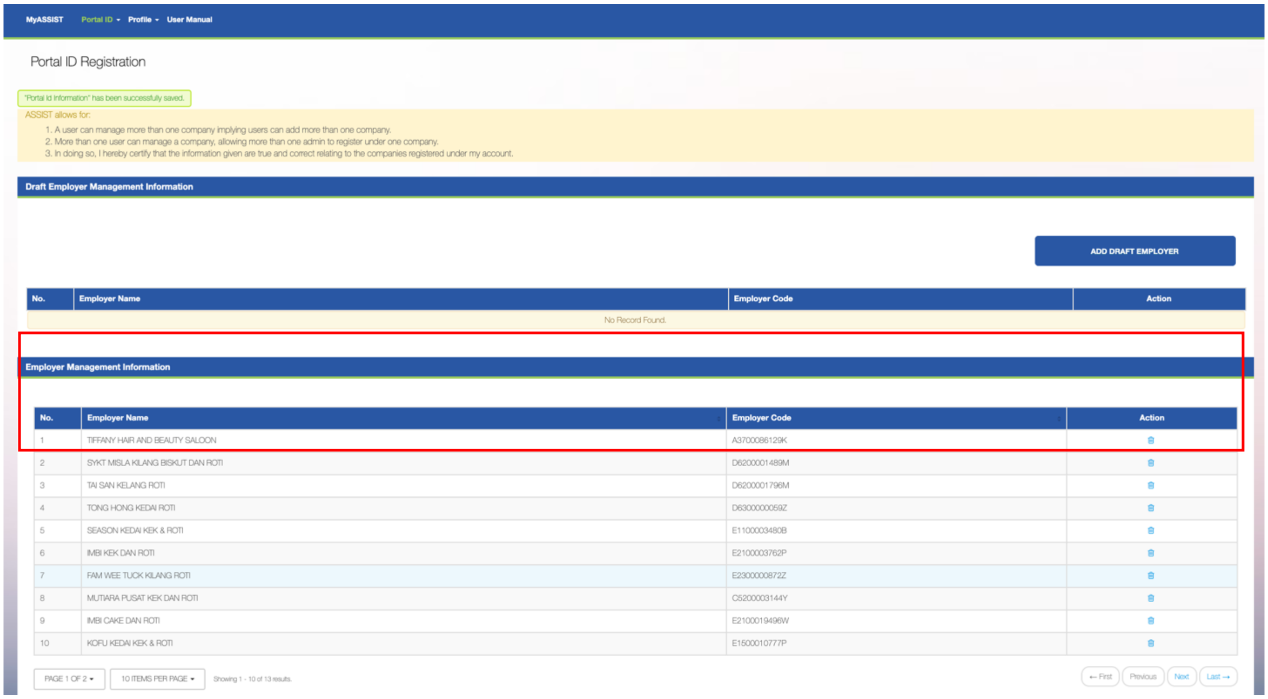
Step 14: Click Add Document.

Step 15: A document successfully uploaded notification will be displayed.



Step 16: Click Done.

Step 17: The added employer is now reflected in the 'Employer Management Information' section.

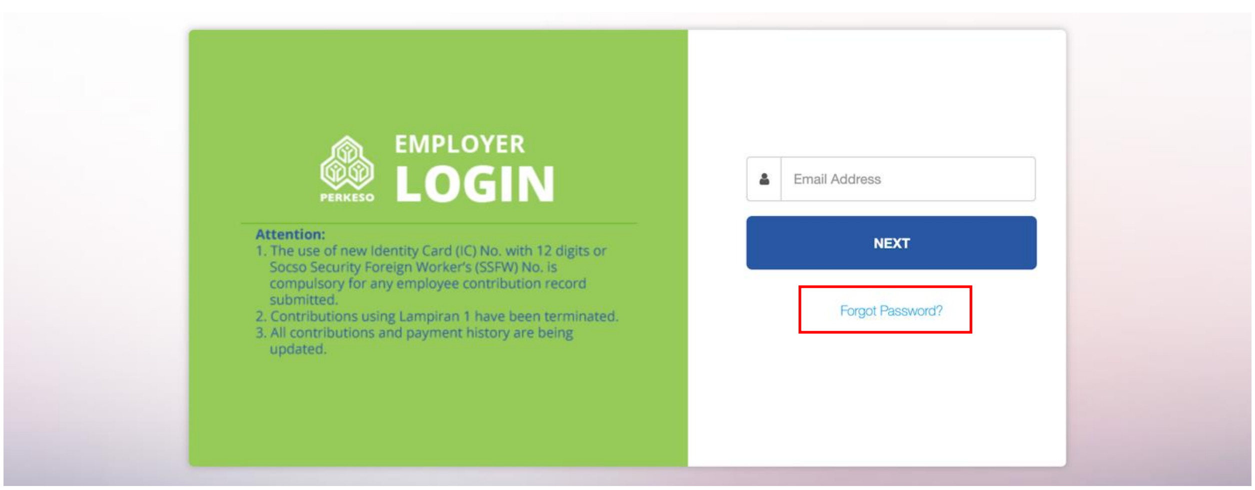


2.2 Security Measure (ISMS Requirement)

2.2.1 Password Lock

Employers who have attempted to enter their password three (3) times and fail, will be locked out of the system for 10 minutes.

Employers will be required to use the 'Forgot Password' feature found on the log in screen, as displayed below, to change/update their password.



2.2.2 Disabled Multiple Log-Ins

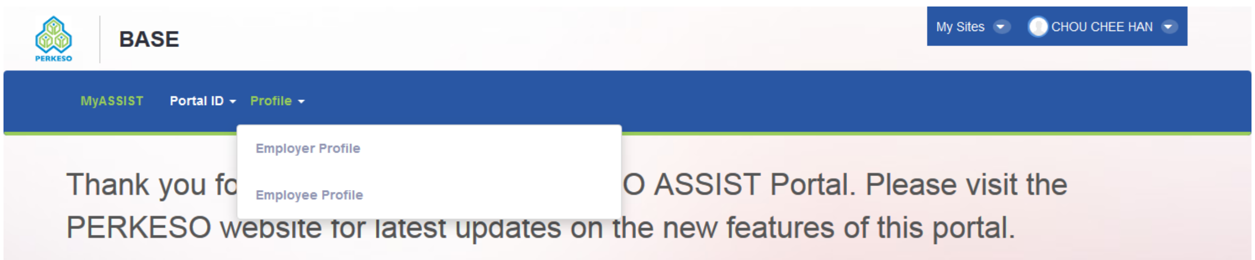
Concurrent and multiple log-ins to the ASSIST Portal using the same Portal ID via PC/Laptop/Mobile Devices has been disabled.

Employers can only log-in to the Portal using one device with one Portal ID, at any one time.

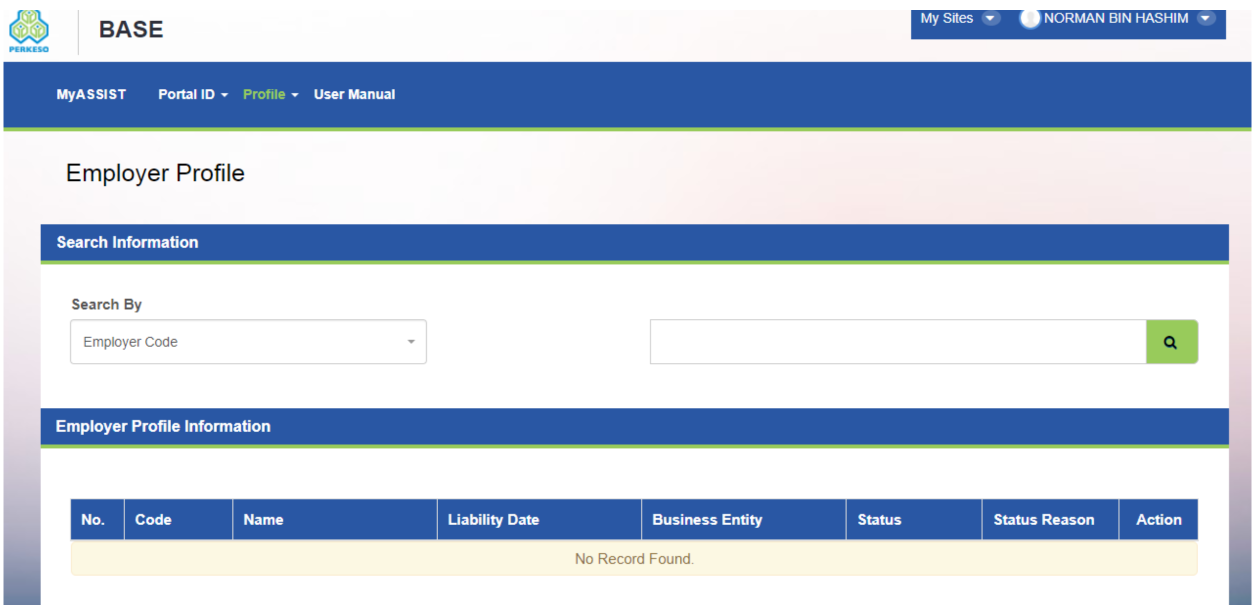
2.3 Profile Viewing

2.3.1 Employer Profile

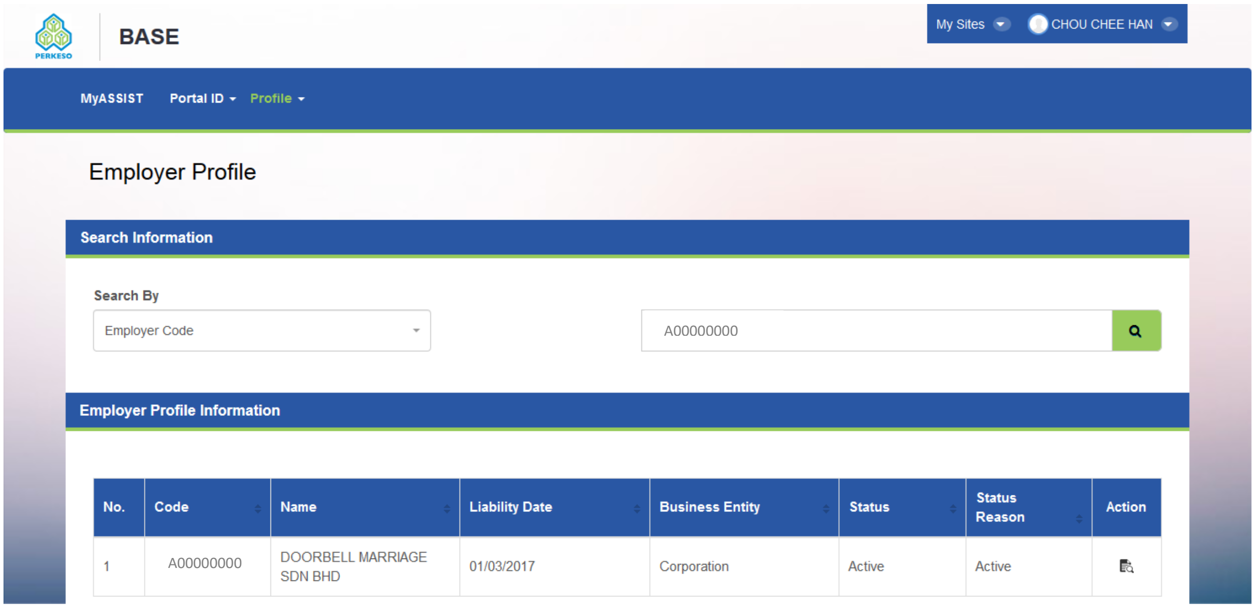
Step 1: The user may access it via hover over the Profile tab and click on employer profile



Step 2: The user is then able to search for the targeted employer via searching for the employer name or employer code.



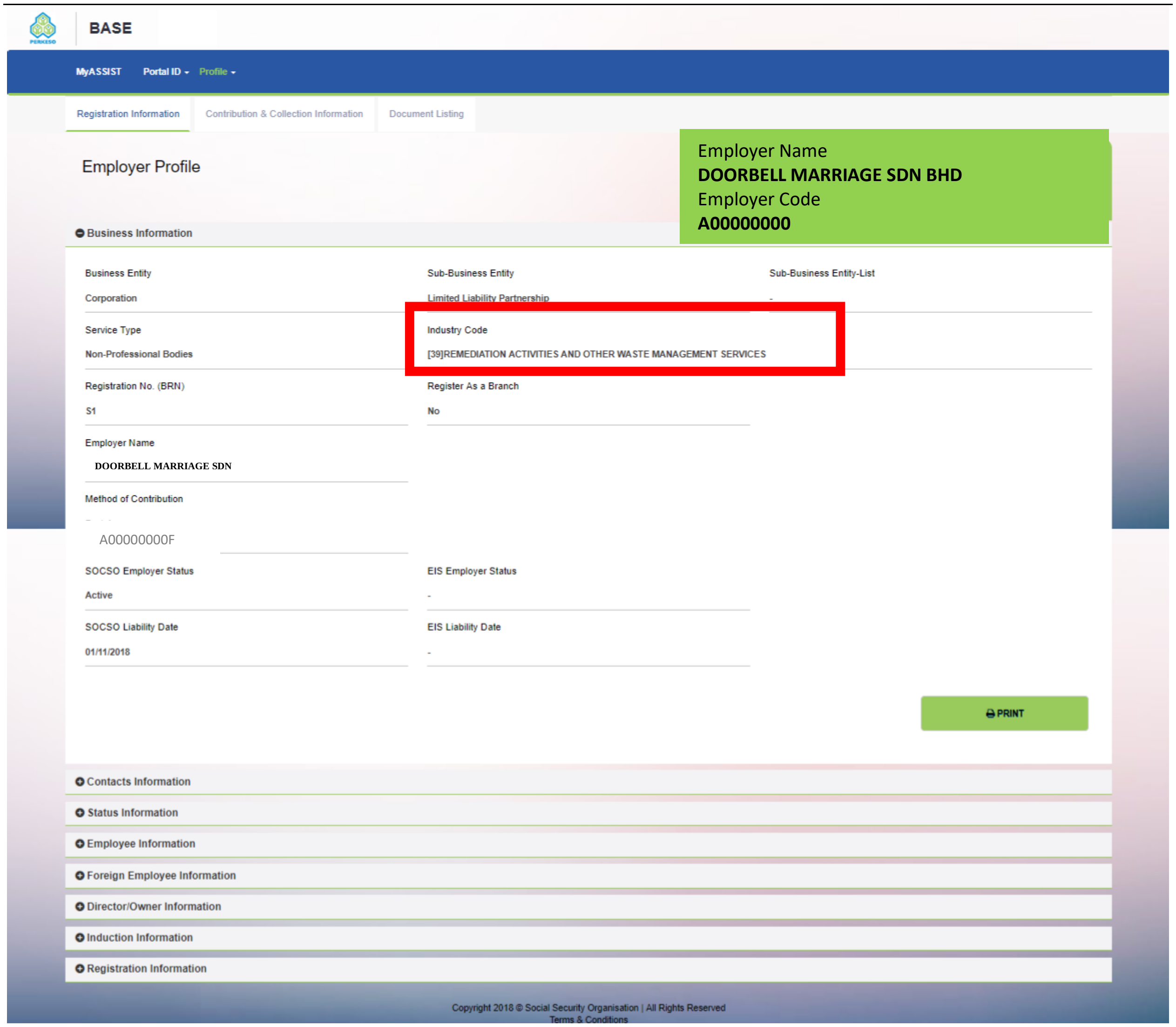
Step 3: This is the screen after the search is completed. The user may proceed with viewing via clicking on the view button in the action column.



Step 4: This screen shows the employer profile for when the user click on view button in the action column.

NOTE: <u>Foreign Employee Information</u> feature has been added to Employer Profile

Step 5: The user may click on any "+" symbol to expand the view.

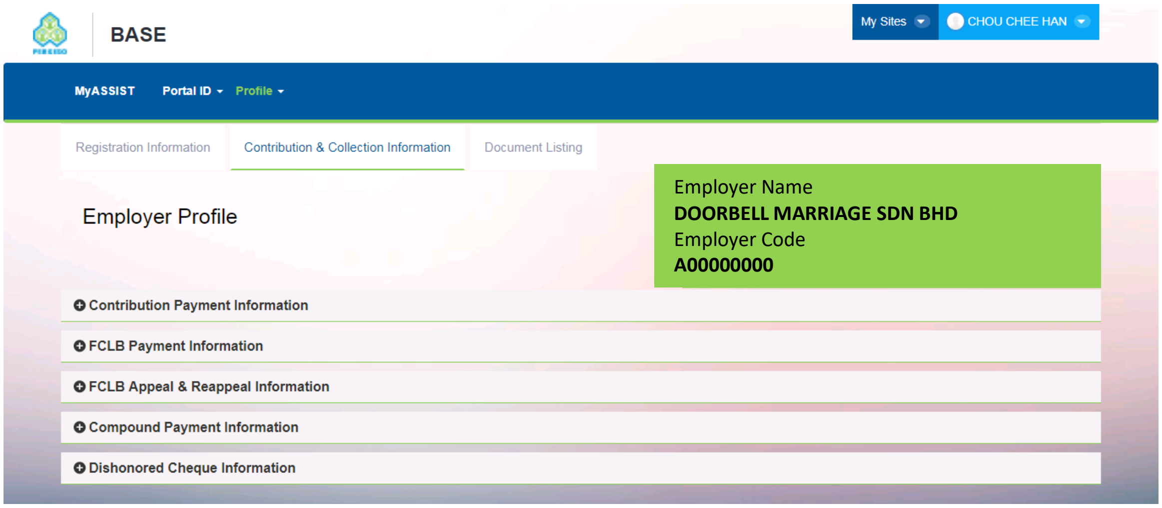


NOTE: <u>Industry Code</u> has been added in <u>Business Information</u> feature as shown above

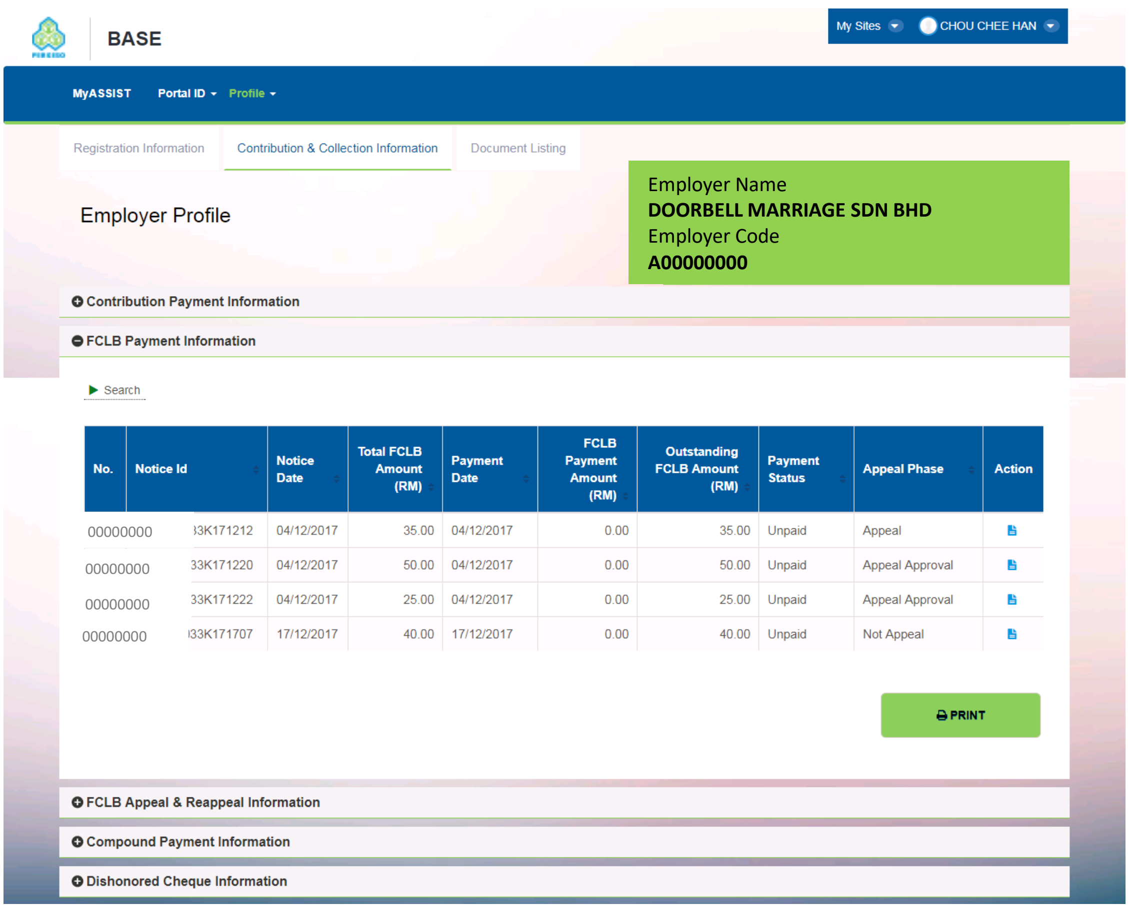
2.3.2 Contribution & Collection Information Screen for Employer

Step 1: To view the Contribution & Collection Information Screen, enter to the employer profile. (You may refer to Step 1 to Step 4 in displaying Employer Information above).

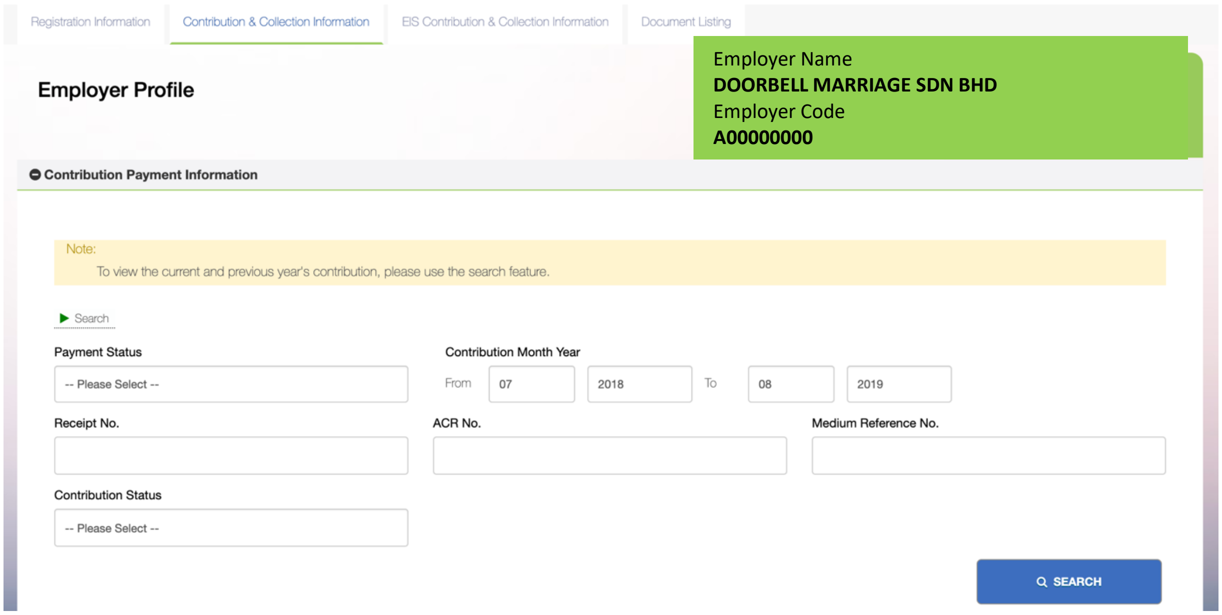
Step 2: Click on the Contribution & Collection Information tab to view.



Step 3: The user may click on any “+” symbol to expand the view.

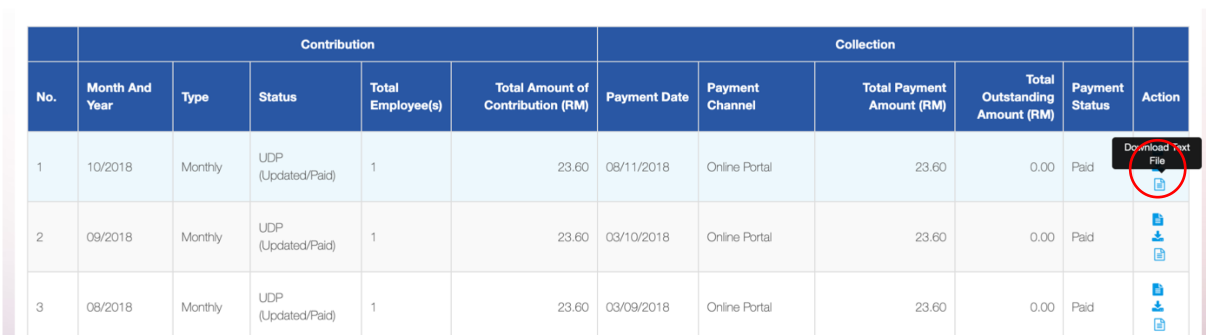


Step 4: To view and print Contribution records via text file. Search records using Payment Status, Receipt Number, ACR Number etc.



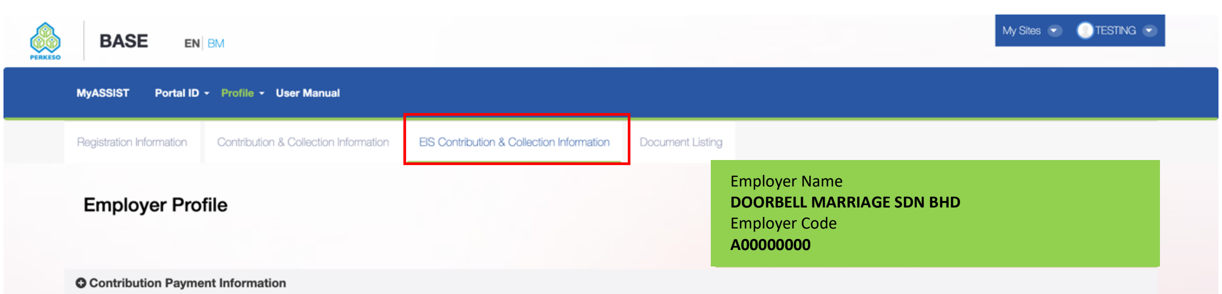
Step 5: Click Search.

Step 6: Click on 'Download Text File' icon found in the Action column. You may also choose to View Details or Download Form 8A by clicking on the respective icons.



	Contribution					Collection					
No.	Month And Year	Type	Status	Total Employee(s)	Total Amount of Contribution (RM)	Payment Date	Payment Channel	Total Payment Amount (RM)	Total Outstanding Amount (RM)	Payment Status	Action
1	10/2018	Monthly	UDP (Updated/Paid)	1	23.60	08/11/2018	Online Portal	23.60	0.00	Paid	Download Text File
2	09/2018	Monthly	UDP (Updated/Paid)	1	23.60	03/10/2018	Online Portal	23.60	0.00	Paid	
3	08/2018	Monthly	UDP (Updated/Paid)	1	23.60	03/09/2018	Online Portal	23.60	0.00	Paid	

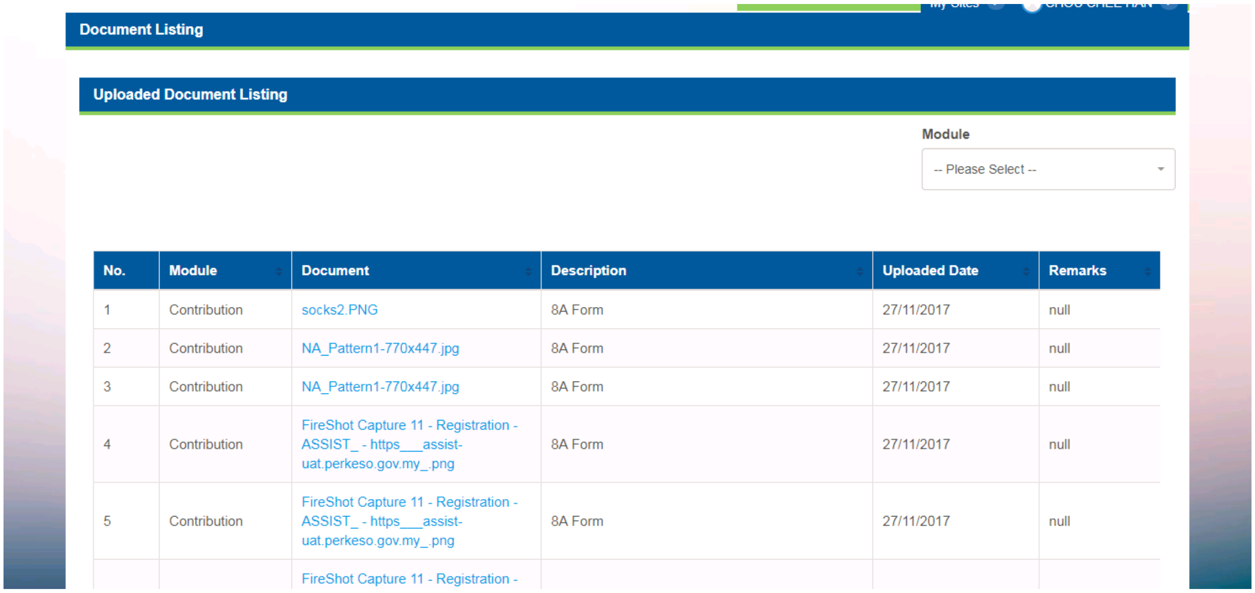
To view EIS Contribution & Collection information. Click on the EIS Contribution & Collection Information tab and repeat steps above.



2.3.3 View Document Listing

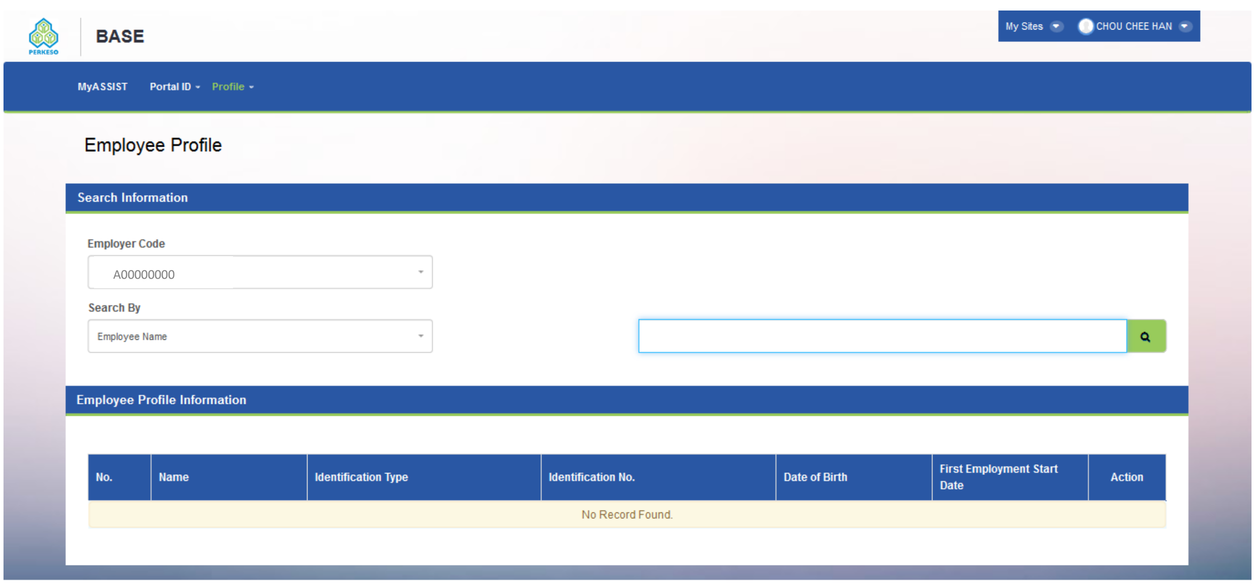
Step 1: To view the Document Listing Screen, enter to the employer profile. (You may refer to Step 1 to Step 4 in displaying Employer Information above).

Step 2: Click on the Document Listing tab to view.

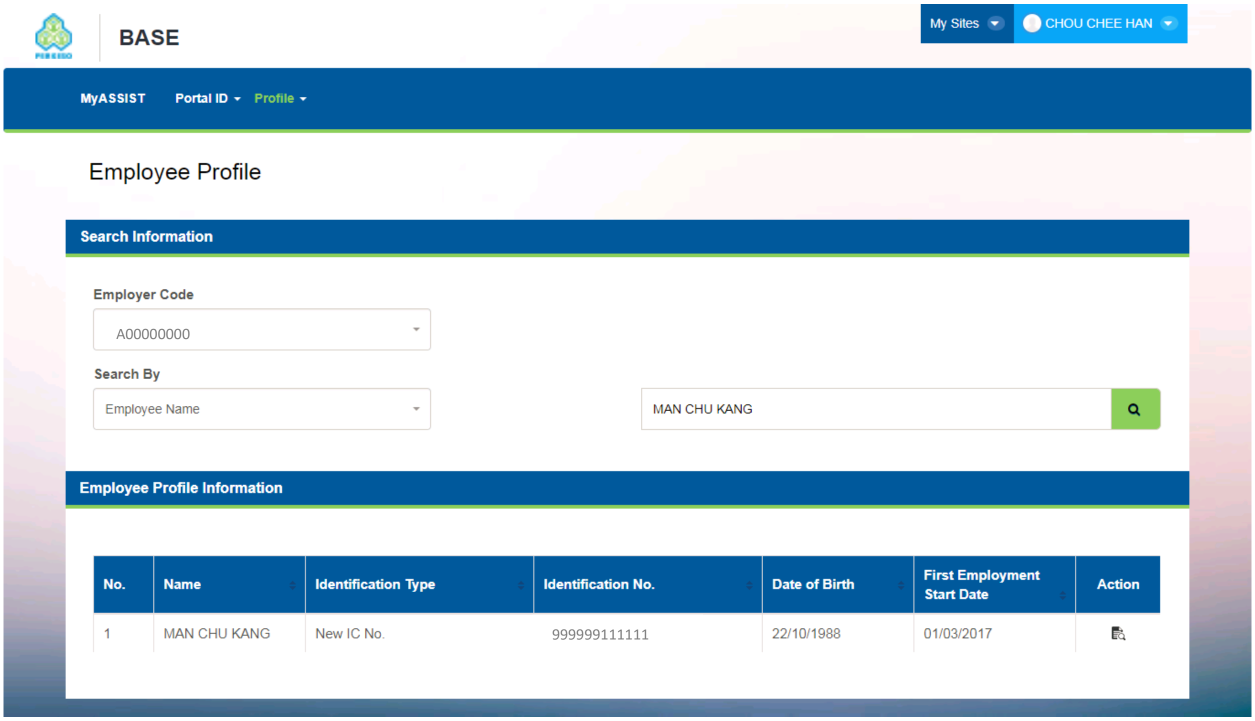


2.3.4 Employee Profile

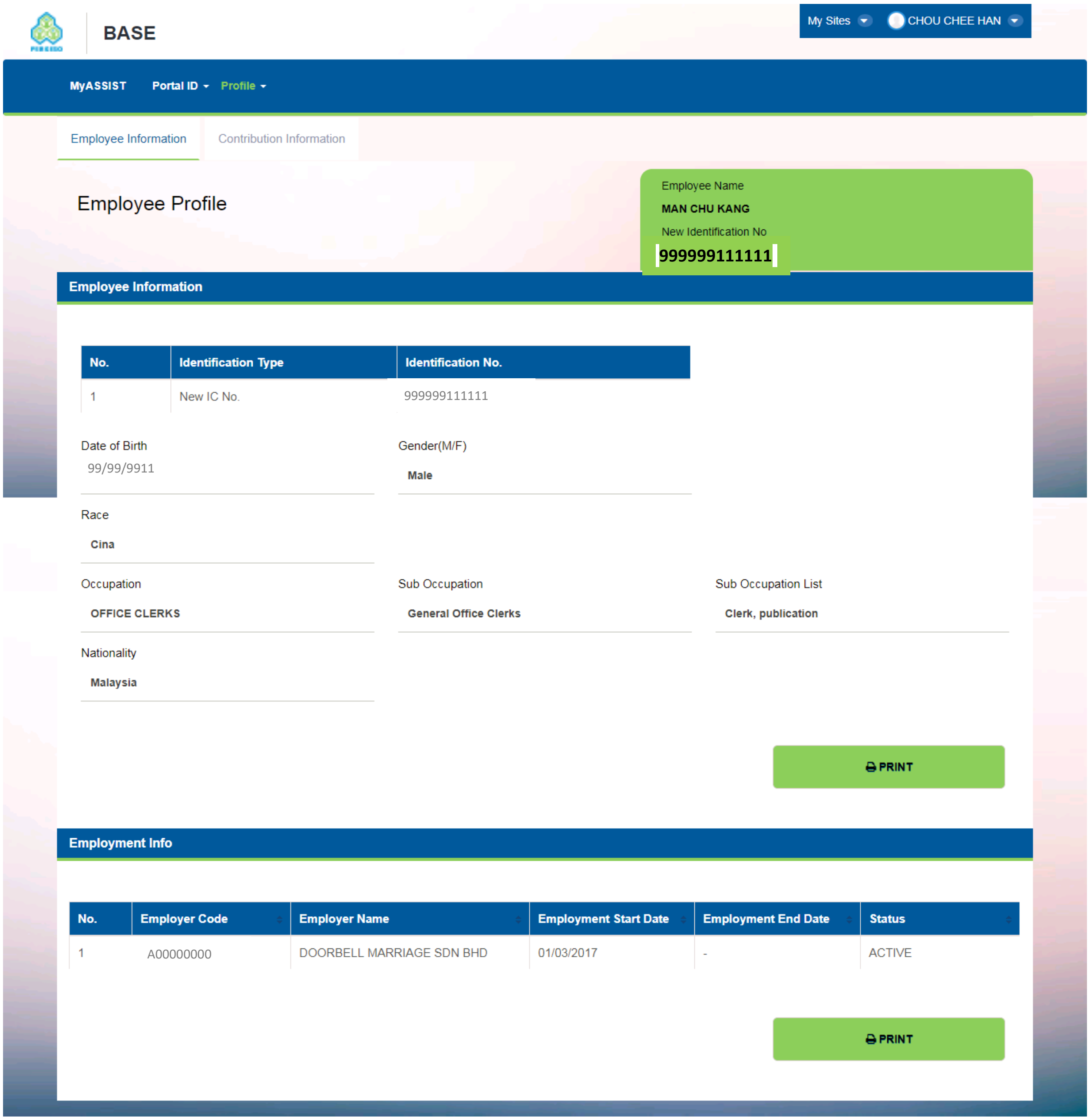
Step 1: To view employee profile as a user. The user may access it via hover over the Profile tab and click on employee profile



Step 2: The user is then able to search for the targeted employee via searching for the employee name, identification number or SSN number.

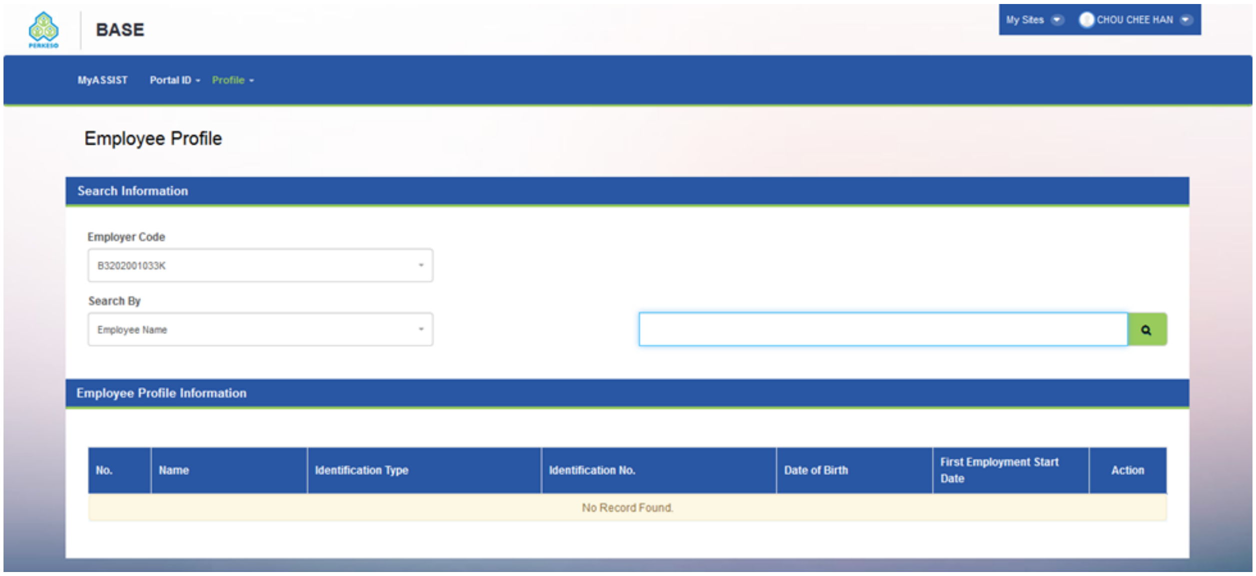


Step 3: This screen shows the employer profile for when the user click on view button in the action column.

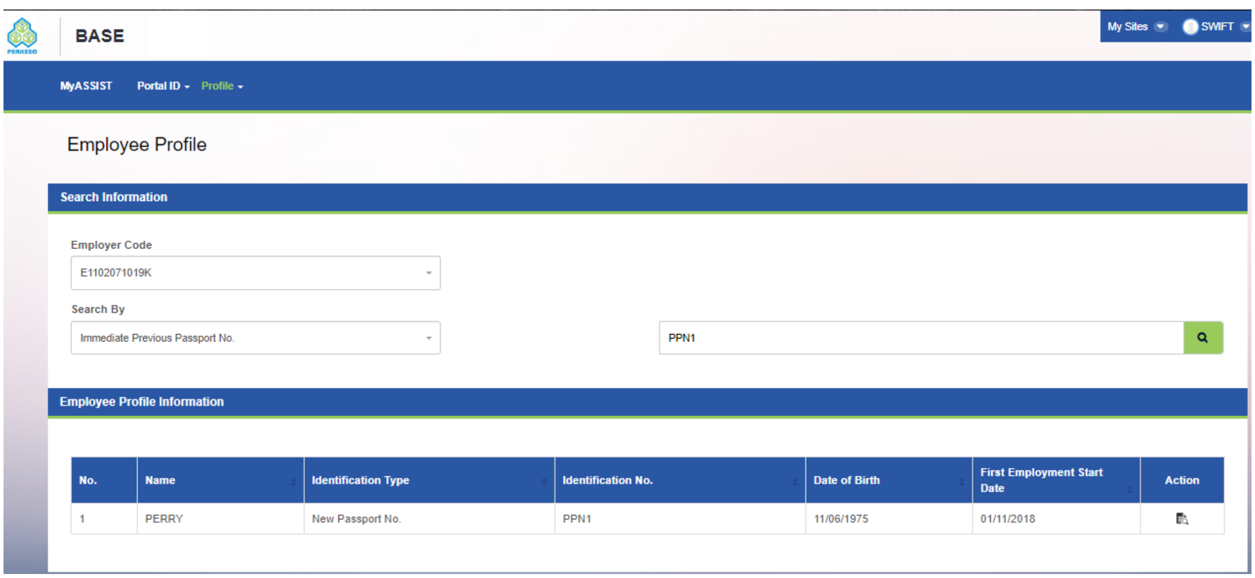


2.2.5 Employee Profile (Foreign Employees)

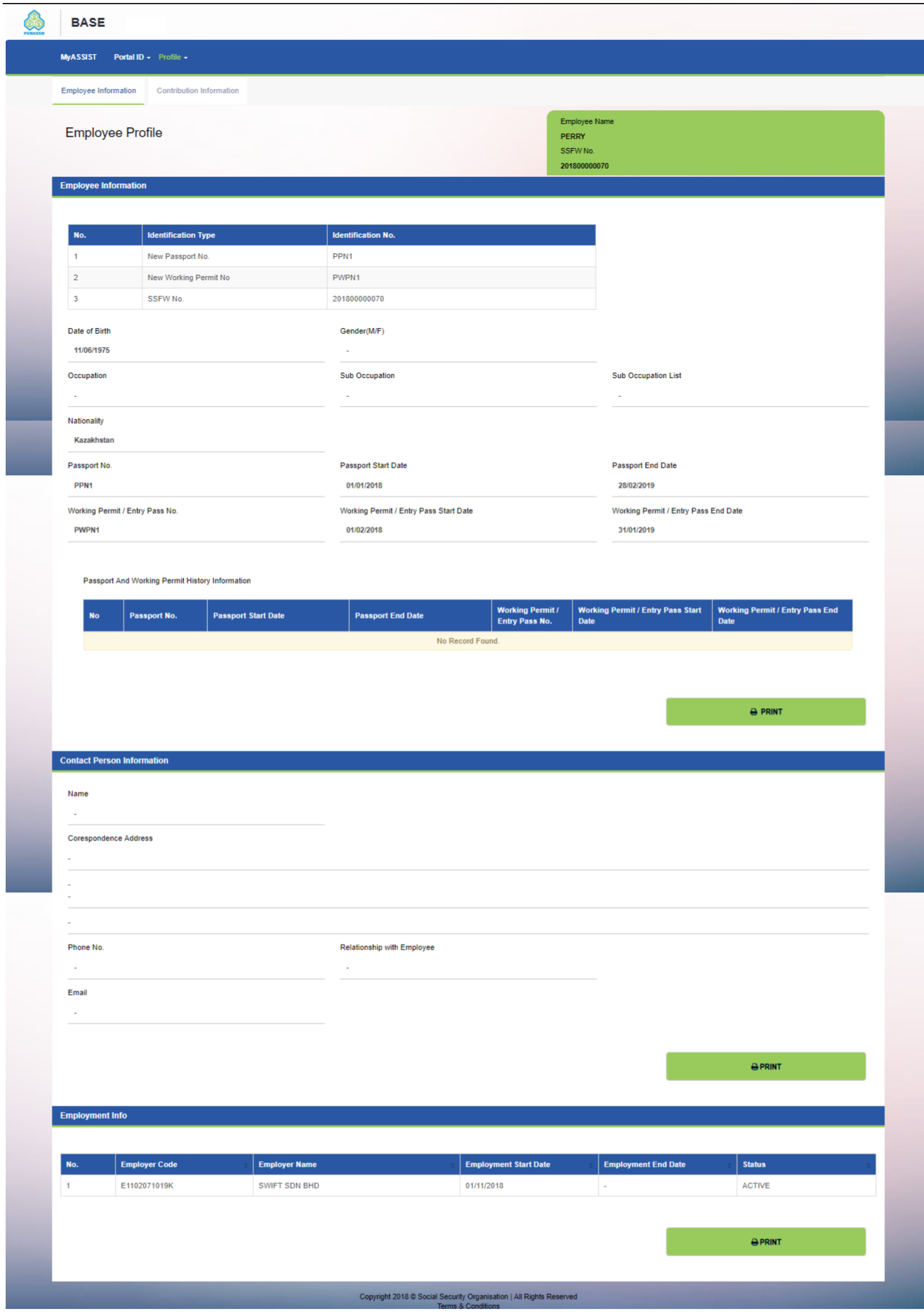
Step 1: To view foreign employee profile as a user. The user may access it via hover over the Profile tab and click on employee profile.



Step 2: The user is then able to search for the targeted employee via searching for the **SSFW No./Passport No./Immediate Previous Passport No./Working Permit No./Immediate Previous Working Permit No.**



Step 3: This screen shows the employer profile for when the user click on view button in the action column.



BASE

MyASSIST Portal ID Profile

Employee Information | Contribution Information

Employee Profile

Employee Name
PERRY
SSFW No.
201800000070

Employee Information

No.	Identification Type	Identification No.
1	New Passport No.	PPN1
2	New Working Permit No	PWPN1
3	SSFW No.	201800000070

Date of Birth
11/06/1975

Gender(M/F)
-

Occupation
-

Sub Occupation
-

Sub Occupation List
-

Nationality
Kazakhstan

Passport No.
PPN1

Passport Start Date
01/01/2018

Passport End Date
28/02/2019

Working Permit / Entry Pass No.
PWPN1

Working Permit / Entry Pass Start Date
01/02/2018

Working Permit / Entry Pass End Date
31/01/2019

Passport And Working Permit History Information

No	Passport No.	Passport Start Date	Passport End Date	Working Permit / Entry Pass No.	Working Permit / Entry Pass Start Date	Working Permit / Entry Pass End Date
No Record Found.						

PRINT

Contact Person Information

Name
-

Corespondence Address
-
-
-
-

Phone No.
-

Relationship with Employee
-

Email
-

PRINT

Employment Info

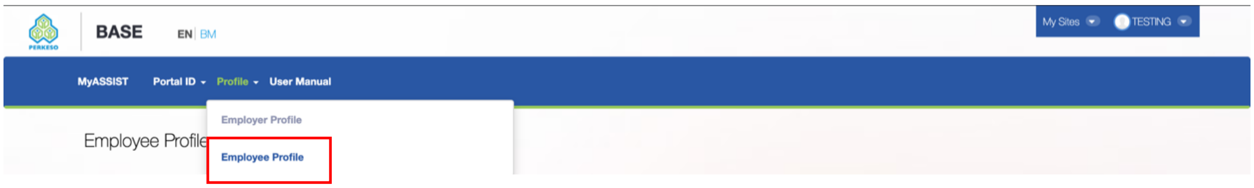
No.	Employer Code	Employer Name	Employment Start Date	Employment End Date	Status
1	E1102071019K	SWIFT SDN BHD	01/11/2018	-	ACTIVE

PRINT

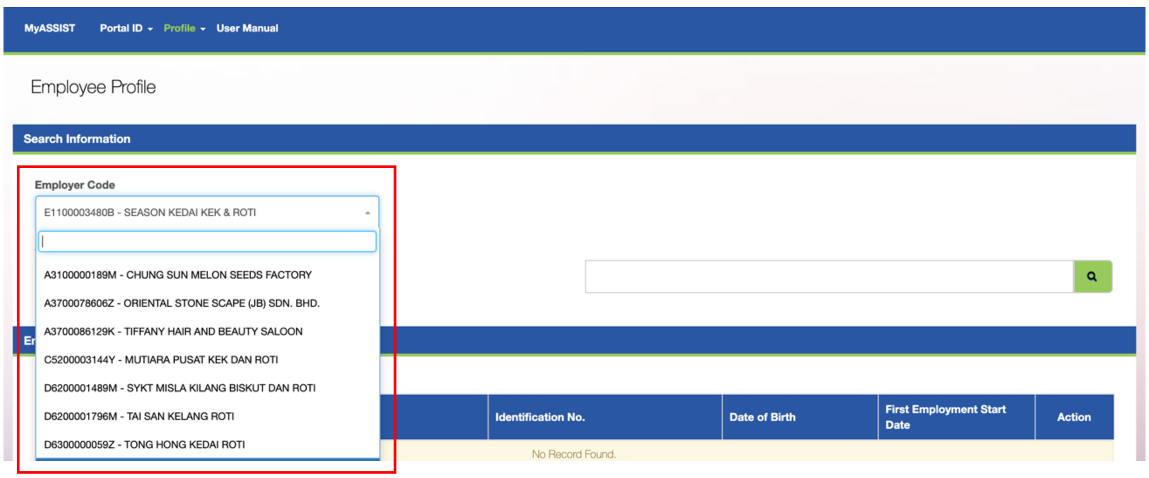
2.3.5 Employee Profile (One to Many)

Parent Employers are able to view and manage employees of managed employers.

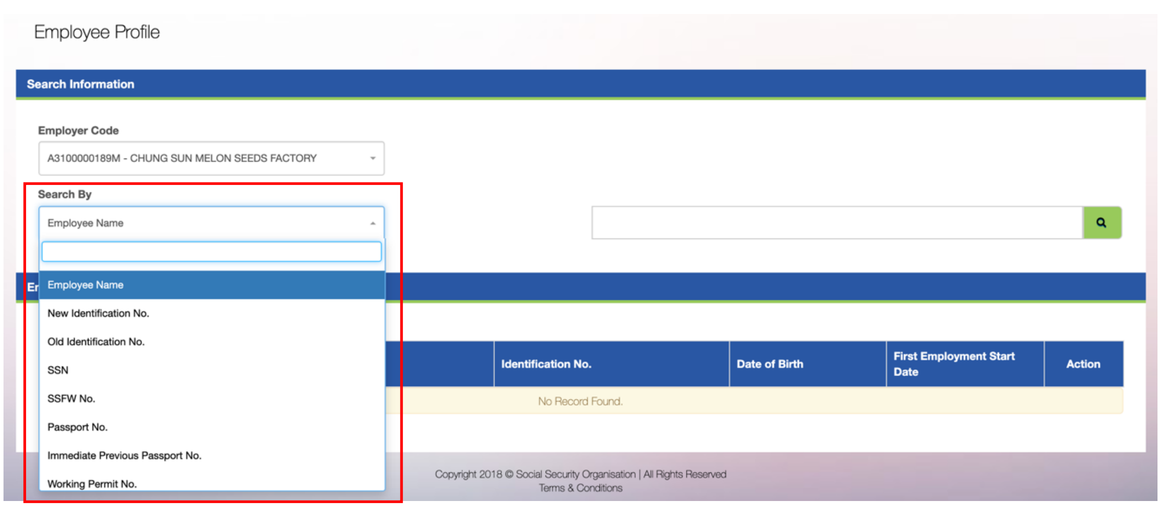
Step 1: To view employee profile as a Parent Employer. Click on 'Employee Profile' found under Profile on the main Base (My Sites) menu.



Step 2: The Parent Employer is now able to select employers managed from the 'Employer Code' dropdown list.

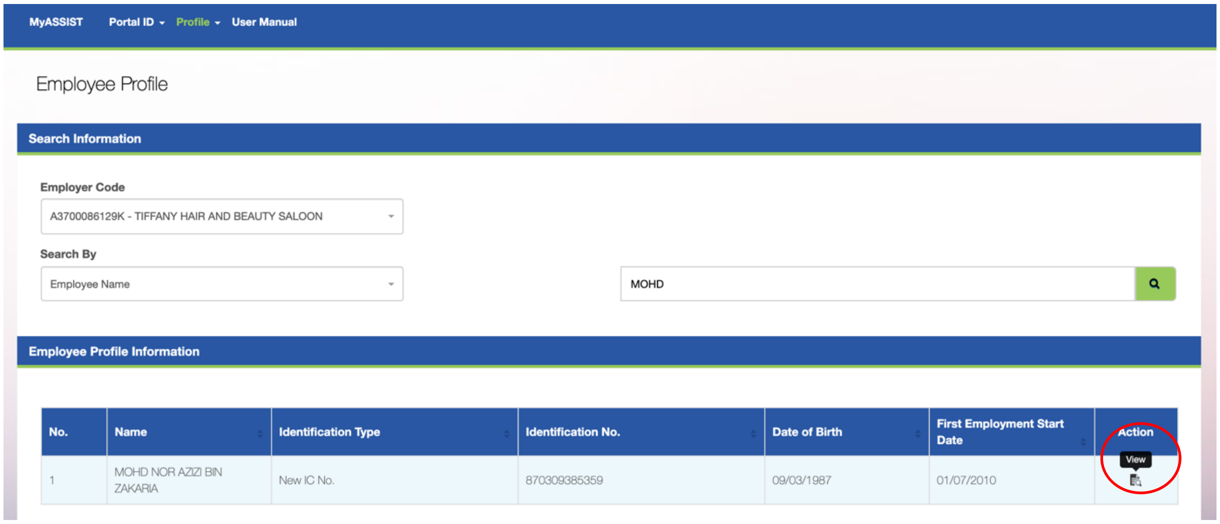


Step 3: The user is then able to search for an employee using Employee Name, Identification Number, SSN number, SSFW number, Passport number, Immediate Previous Passport number or Working Permit number.



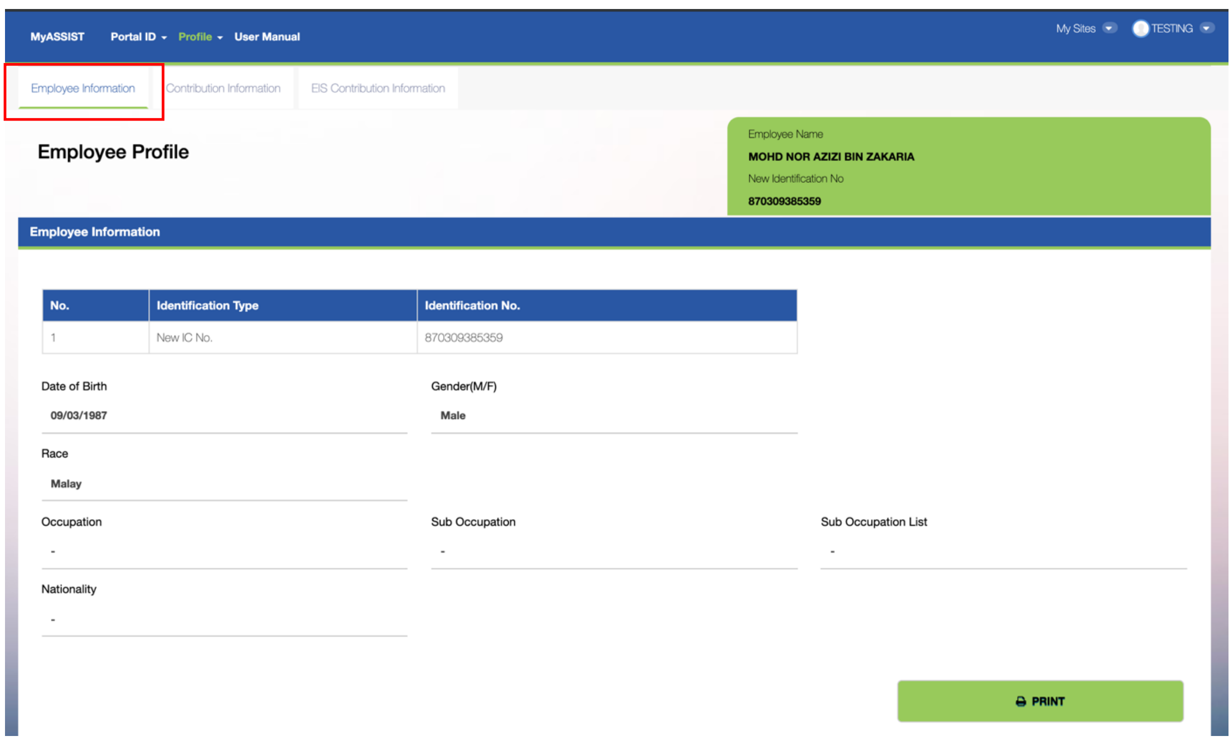
Step 4: Click on the Search icon.

Step 5: This screen shows the employee selected.

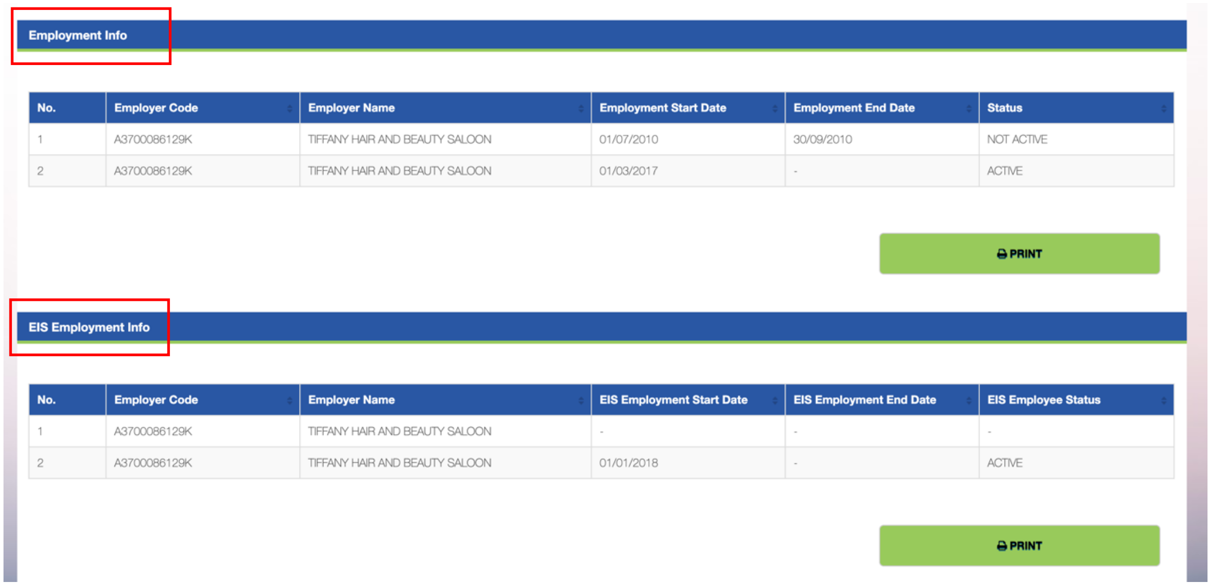


Step 6: Click on the View icon on the Action column to view the employee profile.

Step 7: On the Employee Profile screen, the user is able to Search, View and Print employee records, i.e. SOCSO Employee Information, EIS Employment Information, Employment Information, employee SOCSO Contribution Information and employee EIS Contribution Information, as illustrated in the following screens.



Step 8: SOCSO Employment Info and EIS Employment Info.



Employment Info

No.	Employer Code	Employer Name	Employment Start Date	Employment End Date	Status
1	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	01/07/2010	30/09/2010	NOT ACTIVE
2	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	01/03/2017	-	ACTIVE

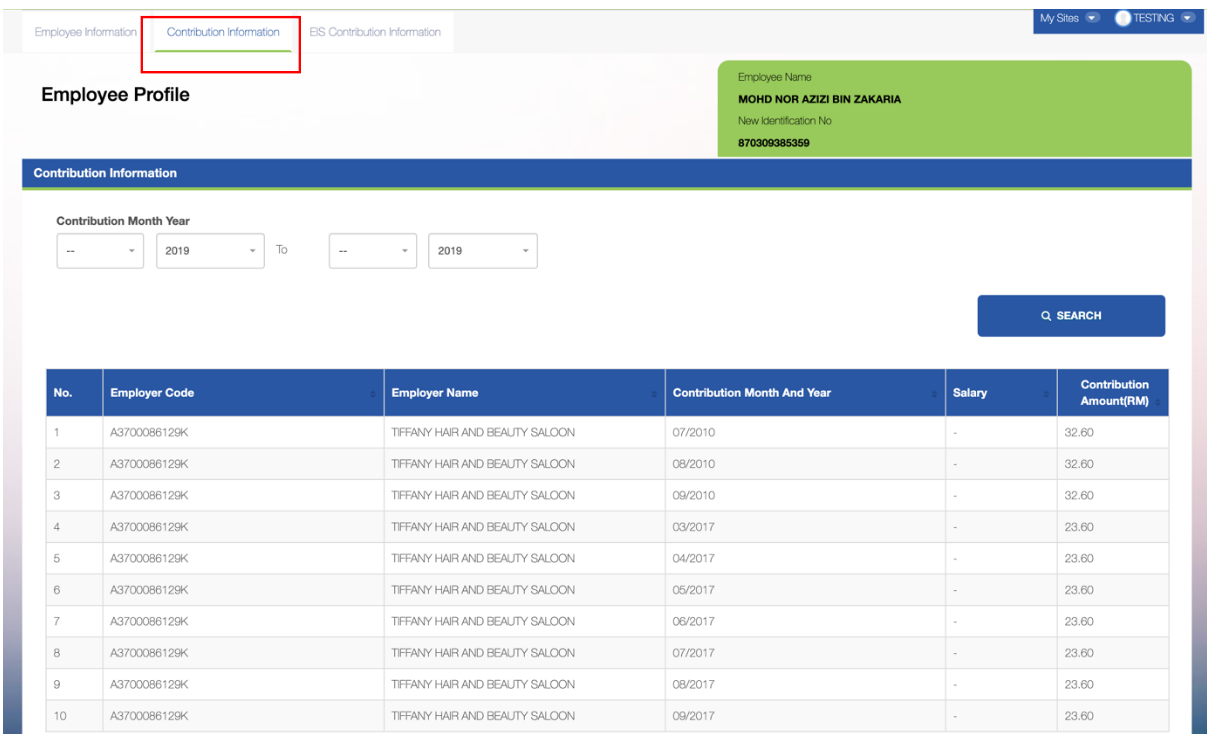
PRINT

EIS Employment Info

No.	Employer Code	Employer Name	EIS Employment Start Date	EIS Employment End Date	EIS Employee Status
1	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	-	-	-
2	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	01/01/2018	-	ACTIVE

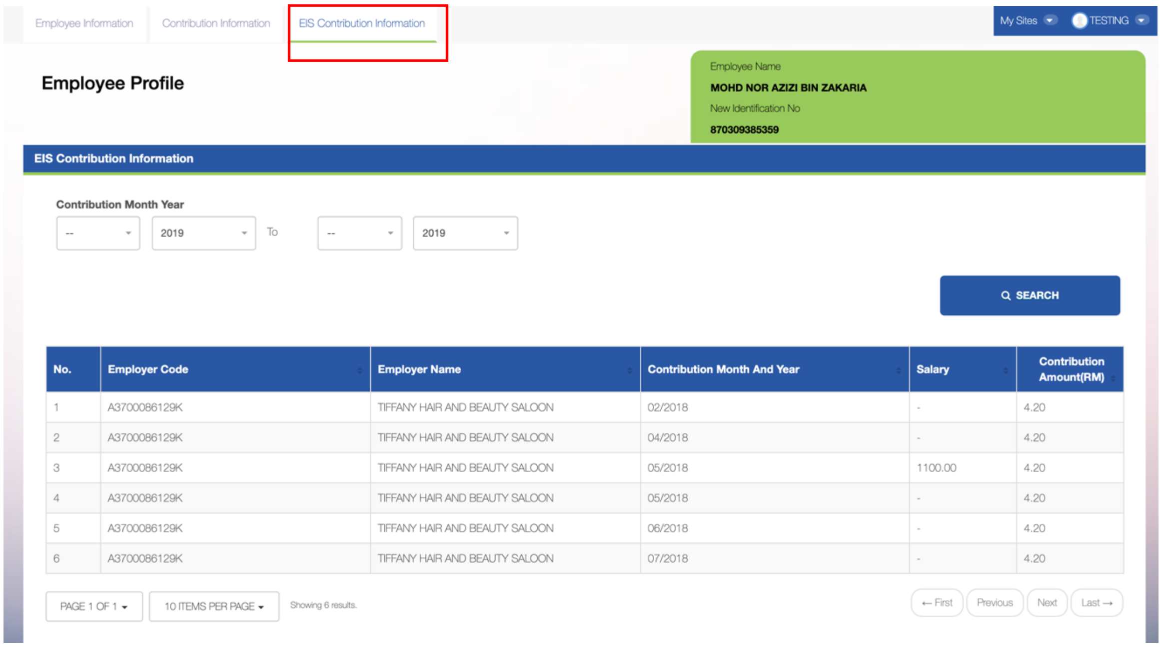
PRINT

Step 8: SOCSO Contribution records



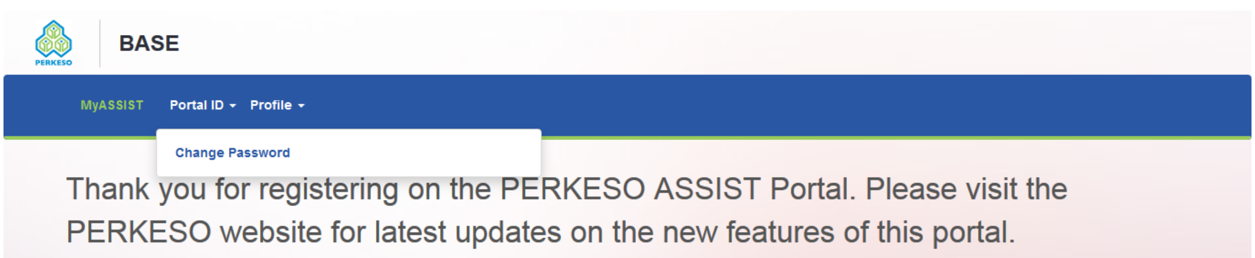
No.	Employer Code	Employer Name	Contribution Month And Year	Salary	Contribution Amount(RM)
1	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	07/2010	-	32.60
2	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	08/2010	-	32.60
3	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	09/2010	-	32.60
4	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	03/2017	-	23.60
5	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	04/2017	-	23.60
6	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	05/2017	-	23.60
7	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	06/2017	-	23.60
8	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	07/2017	-	23.60
9	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	08/2017	-	23.60
10	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	09/2017	-	23.60

Step 9: EIS Contribution records

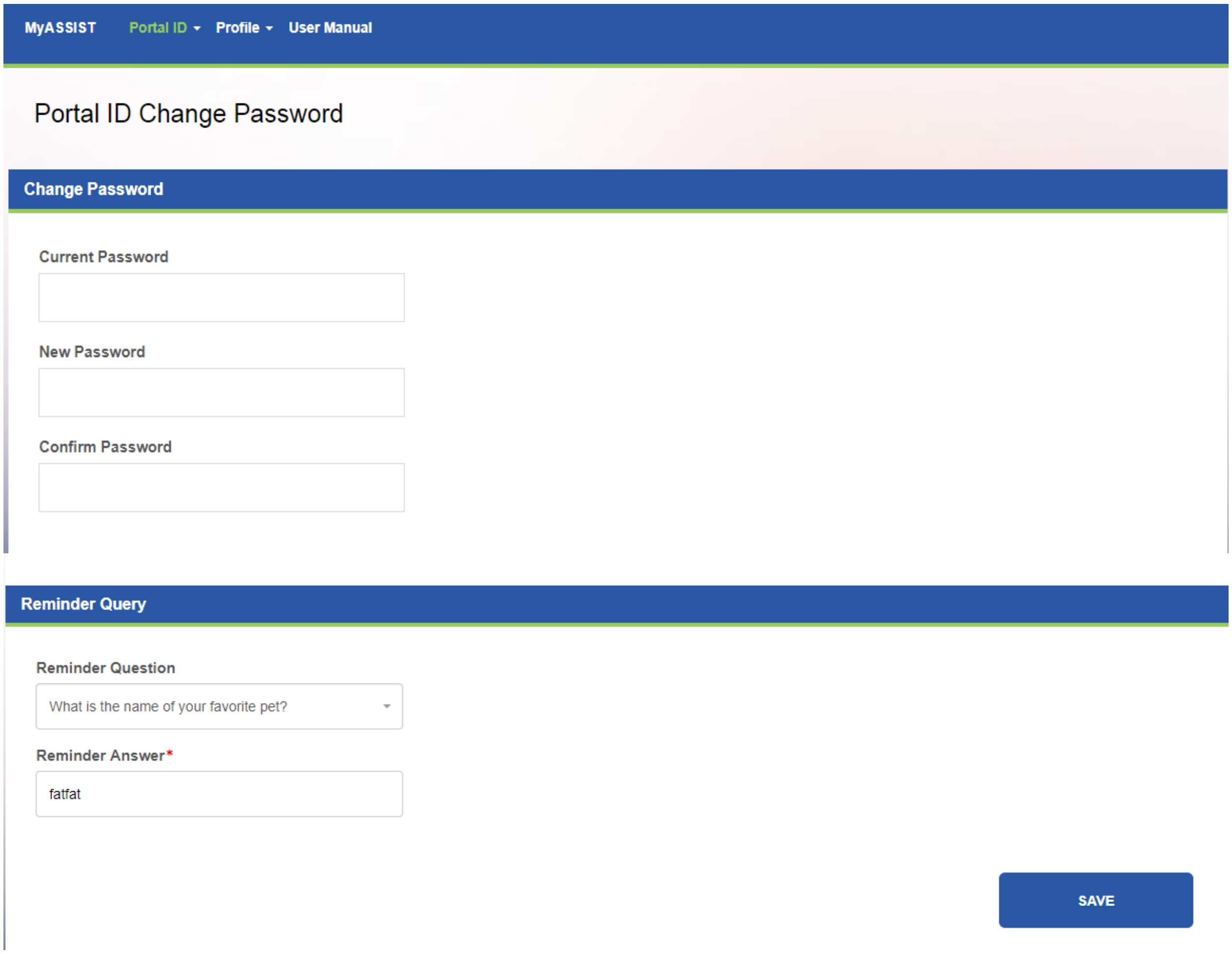


2.4 Employer Change Password

Step 1: The employer could change the password by hover over the Profile tab, then select Change Password.



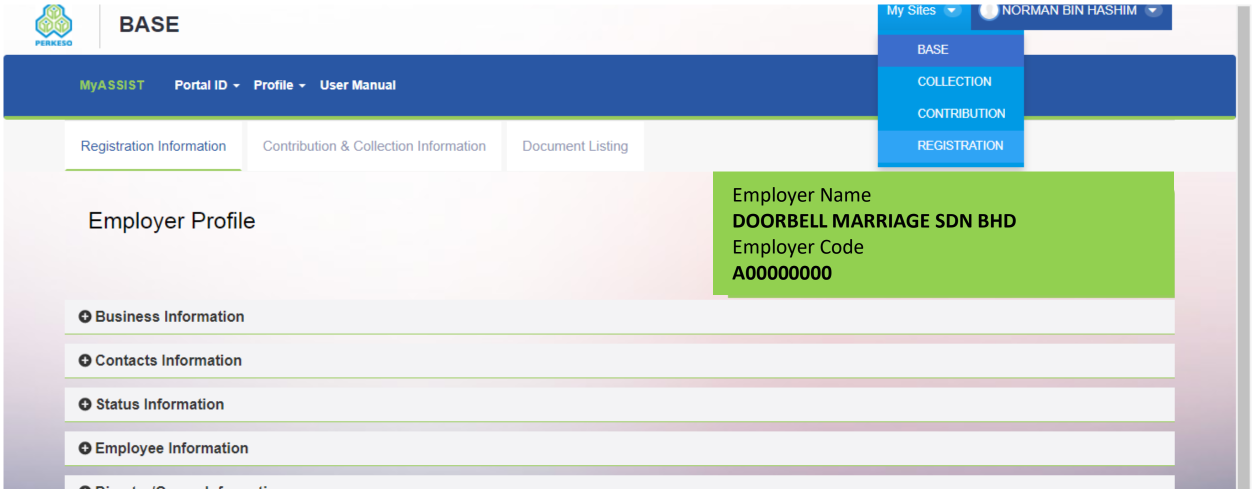
Step 2: The employer has to enter the old password once and the new password, retyping the new password, in order to change the password.



3.0 REGISTERING AS EMPLOYER

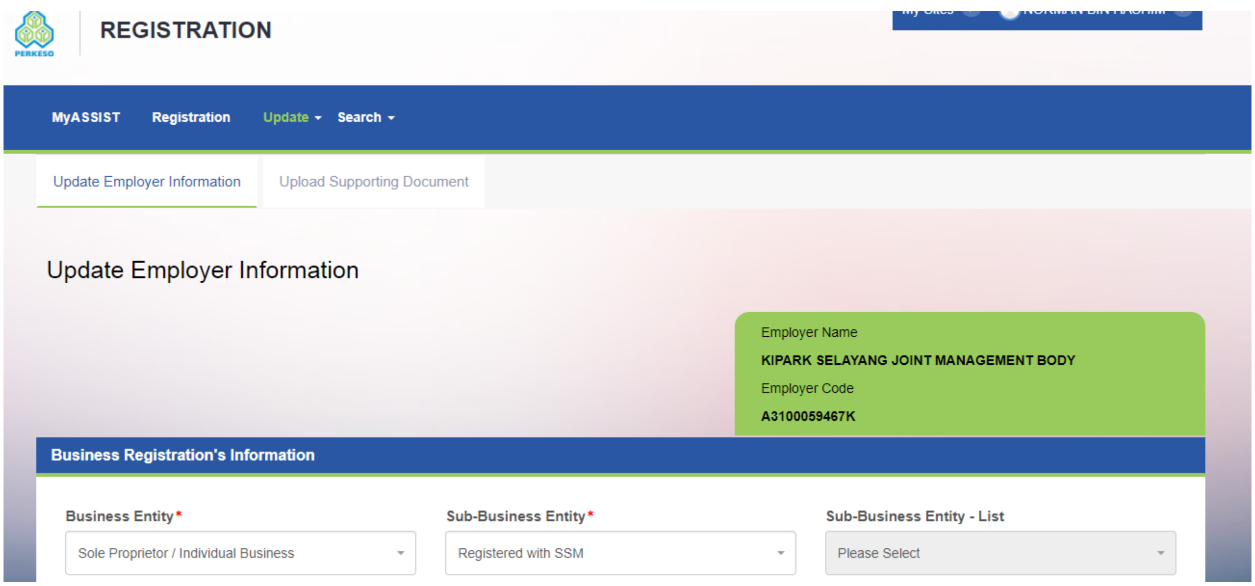
3.1 New Employer Registration

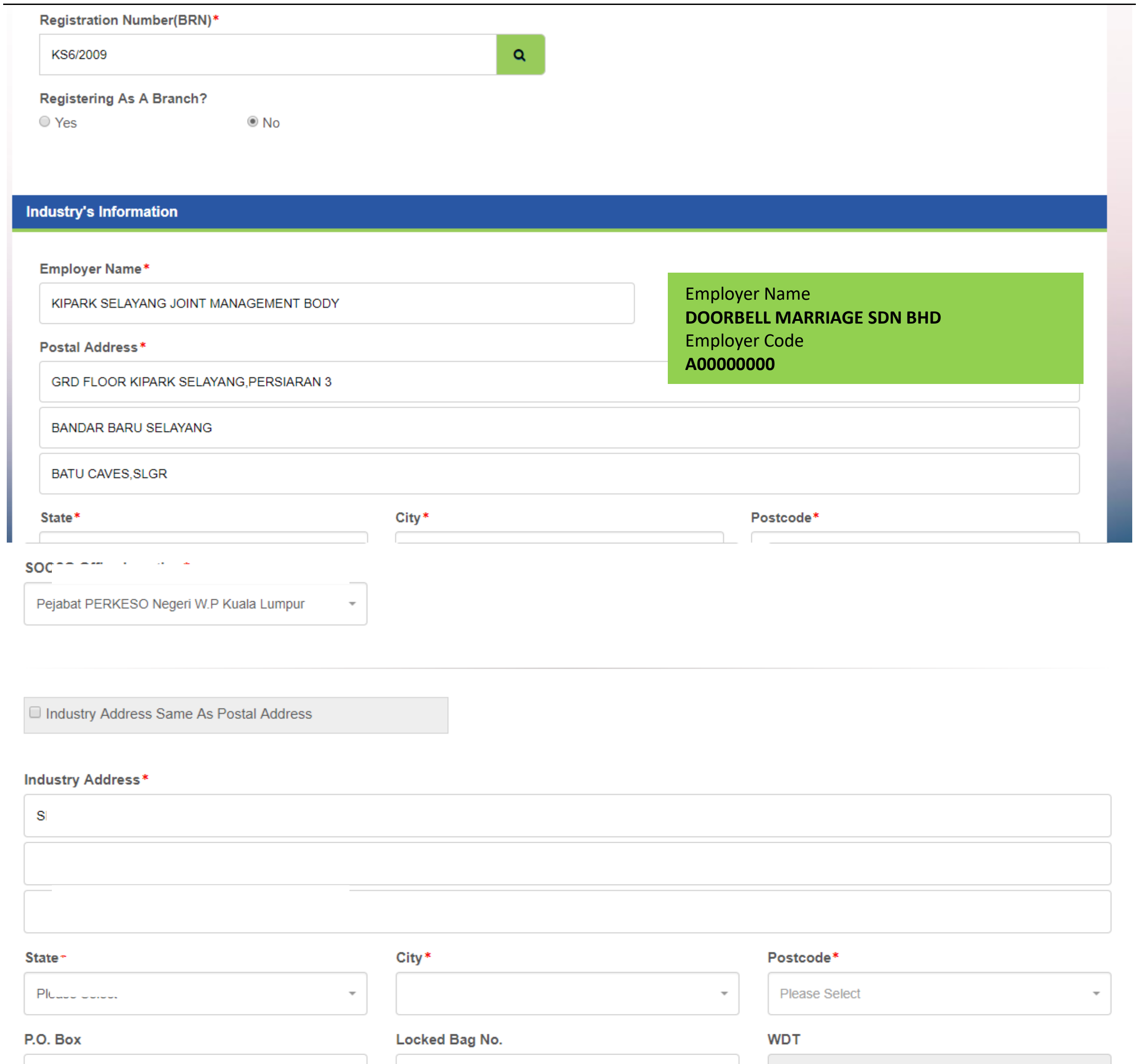
3.1.1 Employer Registration for Corporation (Bhd)

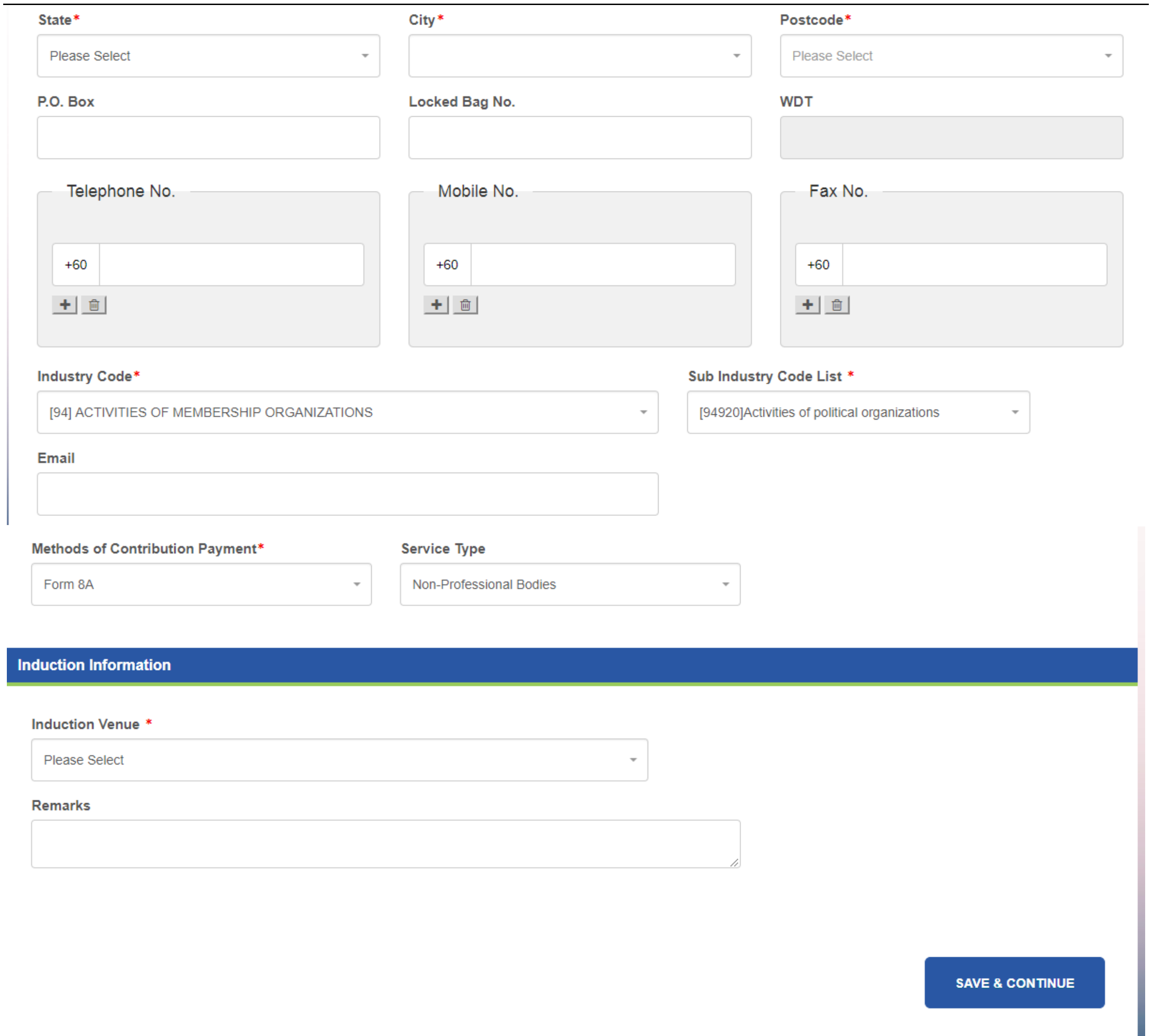


Upon login, go to My Sites on the top right and click Registration on the dropdown menu.

Please proceed with the following steps.



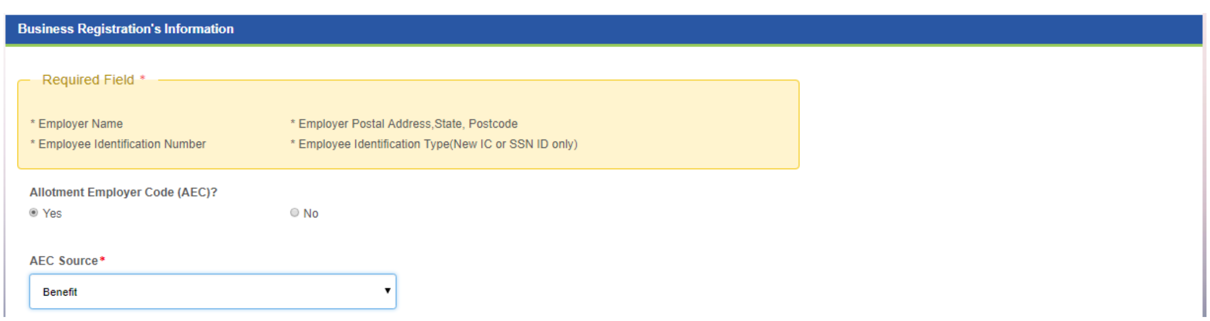

Registration Number(BRN)*
KS6/2009
Registering As A Branch?
Yes
No
Industry's Information
Employer Name*
KIPARK SELAYANG JOINT MANAGEMENT BODY
Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000
Postal Address*
GRD FLOOR KIPARK SELAYANG,PERSIARAN 3
BANDAR BARU SELAYANG
BATU CAVES,SLGR
State*
City*
Postcode*
Pejabat PERKESO Negeri W.P Kuala Lumpur
Industry Address Same As Postal Address
Industry Address*
State*
City*
Postcode*
Please Select
P.O. Box
Locked Bag No.
WDT



Step 1: Select Allotment Employment code (AEC) "Yes" or "No"

If AEC Source selection is "YES", proceed to step 2

If AEC Source selection is "NO", skip to step 3



Step 2: Select AEC Source either "Enforcement" or "Benefit".

Step 3: Select "Corporation" under Business Entity field.

Business Entity*

Corporation

Step 4: Select "Berhad" under Sub - Business Entity field

Sub-Business Entity*

Berhad

NOTE: When Business Entity and Sub-Business Entity selection are "Corporation" and "Berhad" respectively, the field for Sub-Business Entity- List is disabled.

Sub-Business Entity - List

Please Select

Step 5: Input Business Registration number and Click on the search icon (green box)

Registration Number(BRN)*

A123456789 ?

Step 6: Select the option either "Before February 2017" or "February 2017 Onwards"

Registered with SSM

Before February 2017 February 2017 Onwards

Step 7: Select either "Yes" or "No"

Registering As A Branch?

Yes No

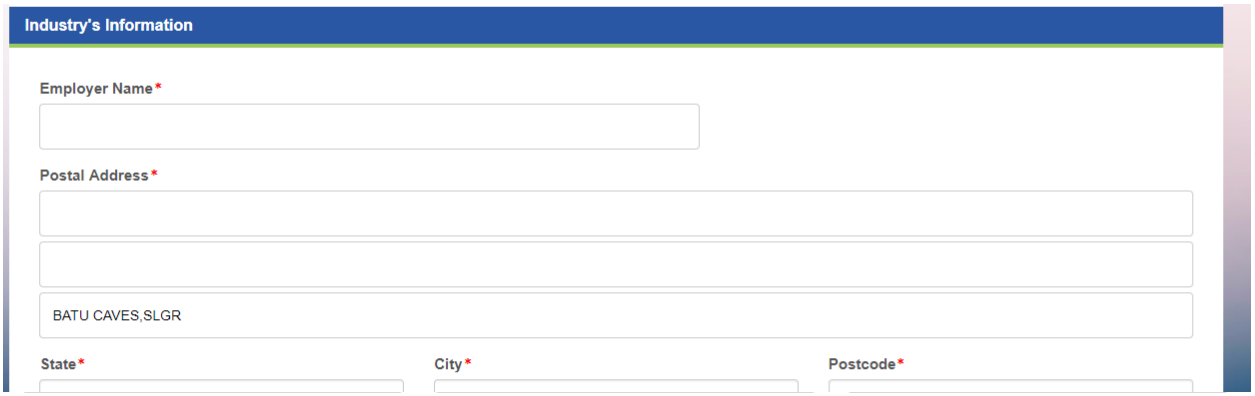
Step 8: "Tick" the check box for acknowledgement to agree contribute to EIS

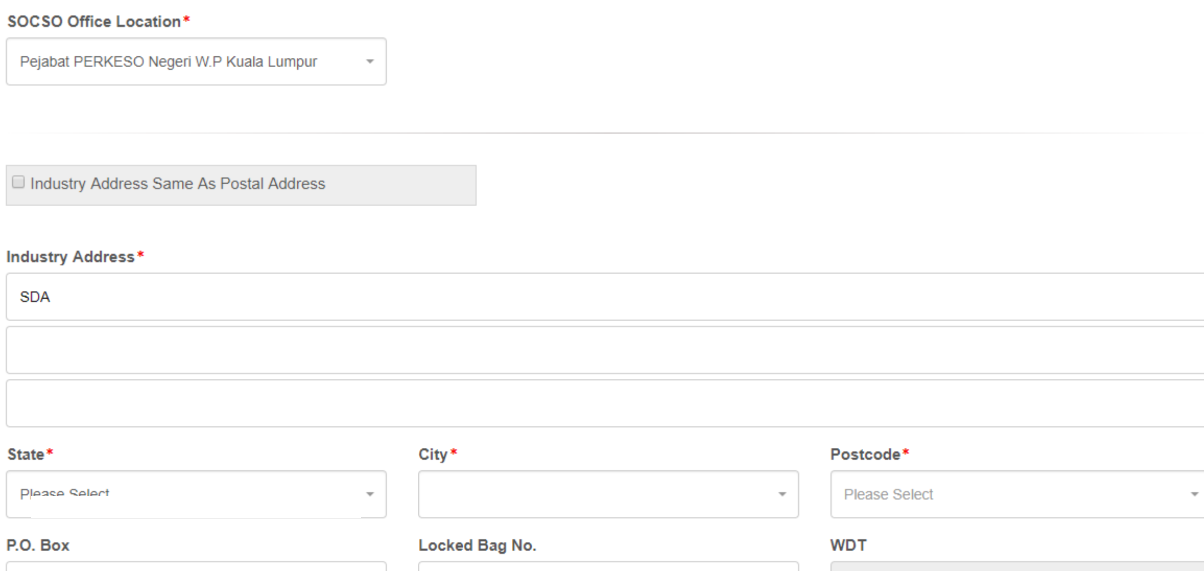
Acknowledgement

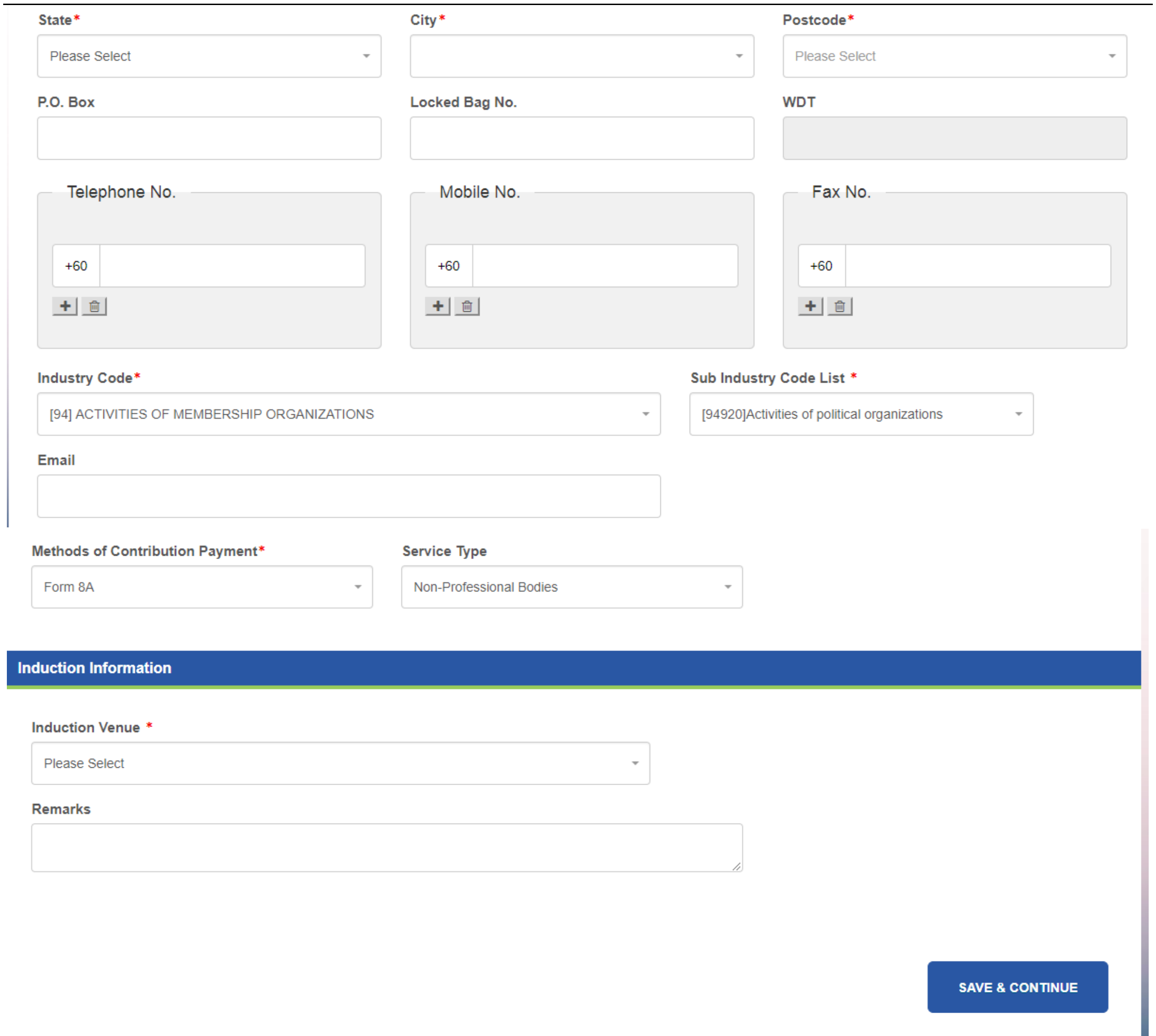
I hereby certify that the above information given are true and correct as to the best of my knowledge. I hereby agree to contribute to the EIS Act 800 (2017).

Step 9: Fill up the necessary Industry's Information fields and Induction Information.

NOTE: WDT is required if state "Sabah" or "Sarawak" is selected.







NOTE: Tick on "Industry Address Same as Postal Address" if the Address is the same and proceed to 3.1.23.

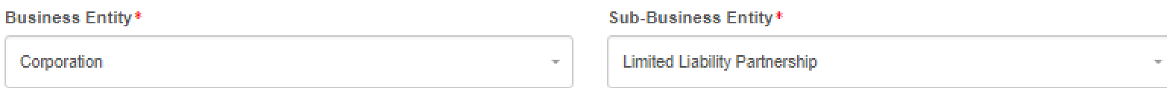
Step 10: Click Save and Continue

3.1.2 Employer Registration for Corporation (LLP)

For the following sections details, refer to Section 3.1 except

Step 1: Select “Corporation” under Business Entity field

Step 2: Select “Limited Liability Partnership” under Sub - Business Entity field

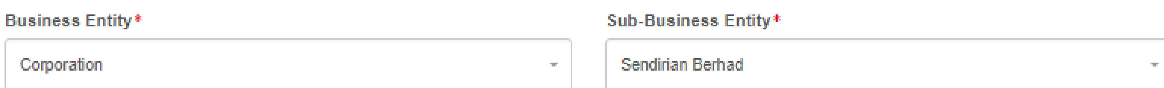


3.1.3 Employer Registration for Corporation (Sdn Bhd)

For the following sections details, refer to Section 3.1 except

Step 1: Select “Corporation” under Business Entity field

Step 2: Select “Sendirian Berhad” under Sub - Business Entity field



3.1.4 Employer Registration for Partnership (Registered with Agency)

For the following sections details, refer to Section 3.1 except

Step 1: Select “Partnership” under Business Entity field

Step 2: Select “Registered with Agency” under Sub - Business Entity field

3.1.5 Employer Registration for Partnership (Registered with SSM)

For the following sections details, refer to Section 3.1 except

Step 1: Select “Partnership” under Business Entity field

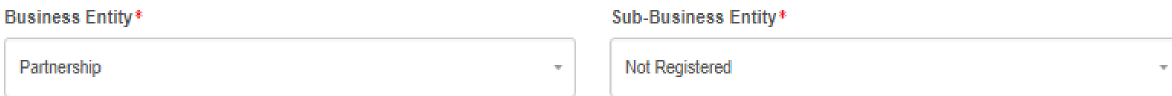
Step 2: Select “Registered with SSM” under Sub - Business Entity field

3.1.6 Employer Registration for Partnership (Not Registered)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Partnership" under Business Entity field

Step 2: Select "Not Registered" under Sub - Business Entity field



3.1.7 Employer Registration for Sole Proprietor (Registered with Agency)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Sole Proprietor/Individual Business" under Business Entity field

Step 2: Select "Registered with Agency" under Sub - Business Entity field

3.1.8 Employer Registration for Sole Proprietor (Registered with SSM)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Sole Proprietor/Individual Business" under Business Entity field

Step 2: Select "Registered with SSM" under Sub - Business Entity field

3.1.9 Employer Registration for Sole Proprietor (Not Registered)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Sole Proprietor/Individual Business" under Business Entity field

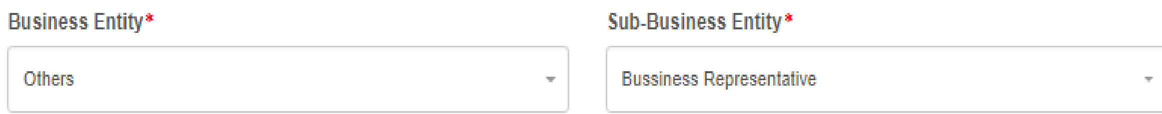
Step 2: Select "Not Registered" under Sub - Business Entity field

3.1.10 Employer Registration for Others (Business Representative)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Business Representative" under Sub - Business Entity field



Step 3: Select the option from drop-down list

3.1.11 Employer Registration for Others (Cooperative)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Business Representative" under Sub - Business Entity field

NOTE: In this scenario, the field for Sub-Business Entity- List is disabled.

3.1.12 Employer Registration for Others (Embassy)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Embassy" under Sub - Business Entity field

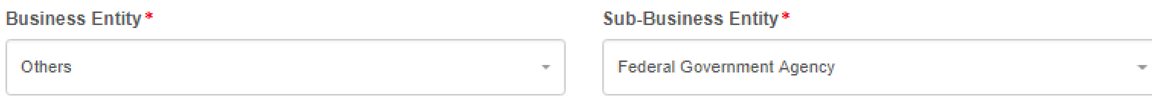
NOTE: In this scenario, the field for Sub-Business Entity- List is disabled.
NOTE: When "Embassy" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.13 Employer Registration for Others (Federal Government Agency)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Federal Government Agency" under Sub - Business Entity field



Step 3: Select the option from drop-down list

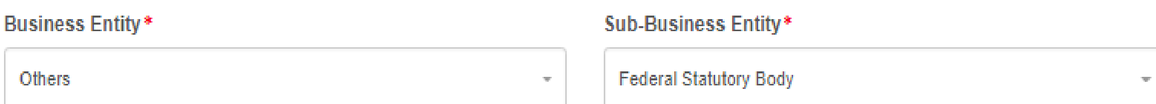
NOTE: When "Federal Statutory Body" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.14 Employer Registration for Others (Federal Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Federal Statutory Body" under Sub - Business Entity field

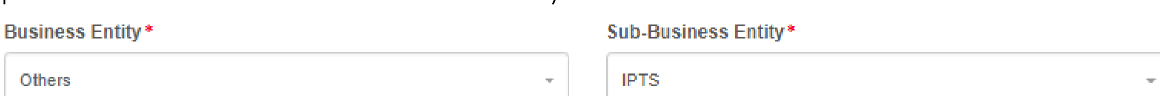


Step 3: Select the option from drop-down list

NOTE: When "Federal Statutory Body" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.15 Employer Registration for Others (IPTS)

For the following sections details, refer to Section 3.1 except
Step 1: Select "Other" under Business Entity field
Step 2: Select "IPTS" under Sub - Business Entity field



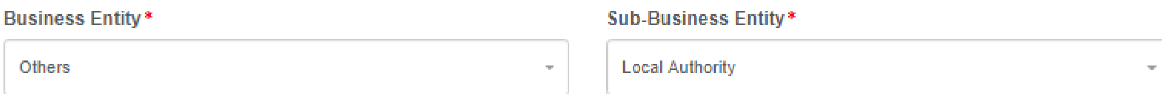
NOTE: In this scenario, the field for Sub-Business Entity- List is disabled.
Note: When "IPTS" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.16 Employer Registration for Others (Local Authority)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "Local Authority" under Sub - Business Entity field

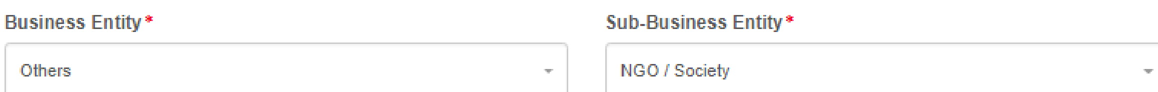


Step 3: Select the option from drop-down list

NOTE: When "Local Authority" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.17 Employer Registration for Others (NGO/Society)

For the following sections details, refer to Section 3.1 except
Step 1: Select "Other" under Business Entity field
Step 2: Select "NGO/Society" under Sub - Business Entity field



Step 3: Select the option from drop-down list

3.1.18 Employer Registration for Others (State Government Agency)

For the following sections details, refer to Section 3.1 except
Step 1: Select "Other" under Business Entity field
Step 2: Select "State Government Agency" under Sub - Business Entity field

Step 3: Select the option from drop-down list

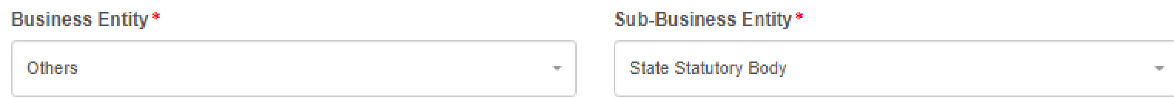
Note: When "State Government Agency" for the Sub-Business Entity is selected, Registration Number (BRN) field is hidden.

3.1.19 Employer Registration for Others (State Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1: Select "Other" under Business Entity field

Step 2: Select "State Statutory Body" under Sub - Business Entity field



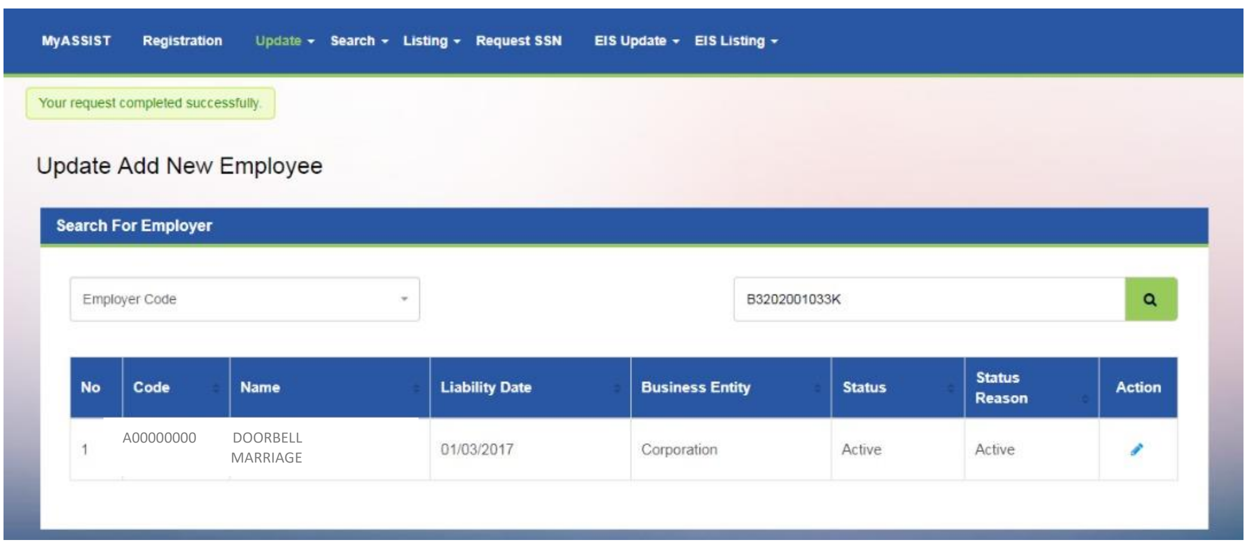
Step 3: Select the option from drop-down list

NOTE: When "State Statutory Body" for the Sub-Business Entity is selected, Registration Number(BRN) field is hidden.

3.2 New Registration

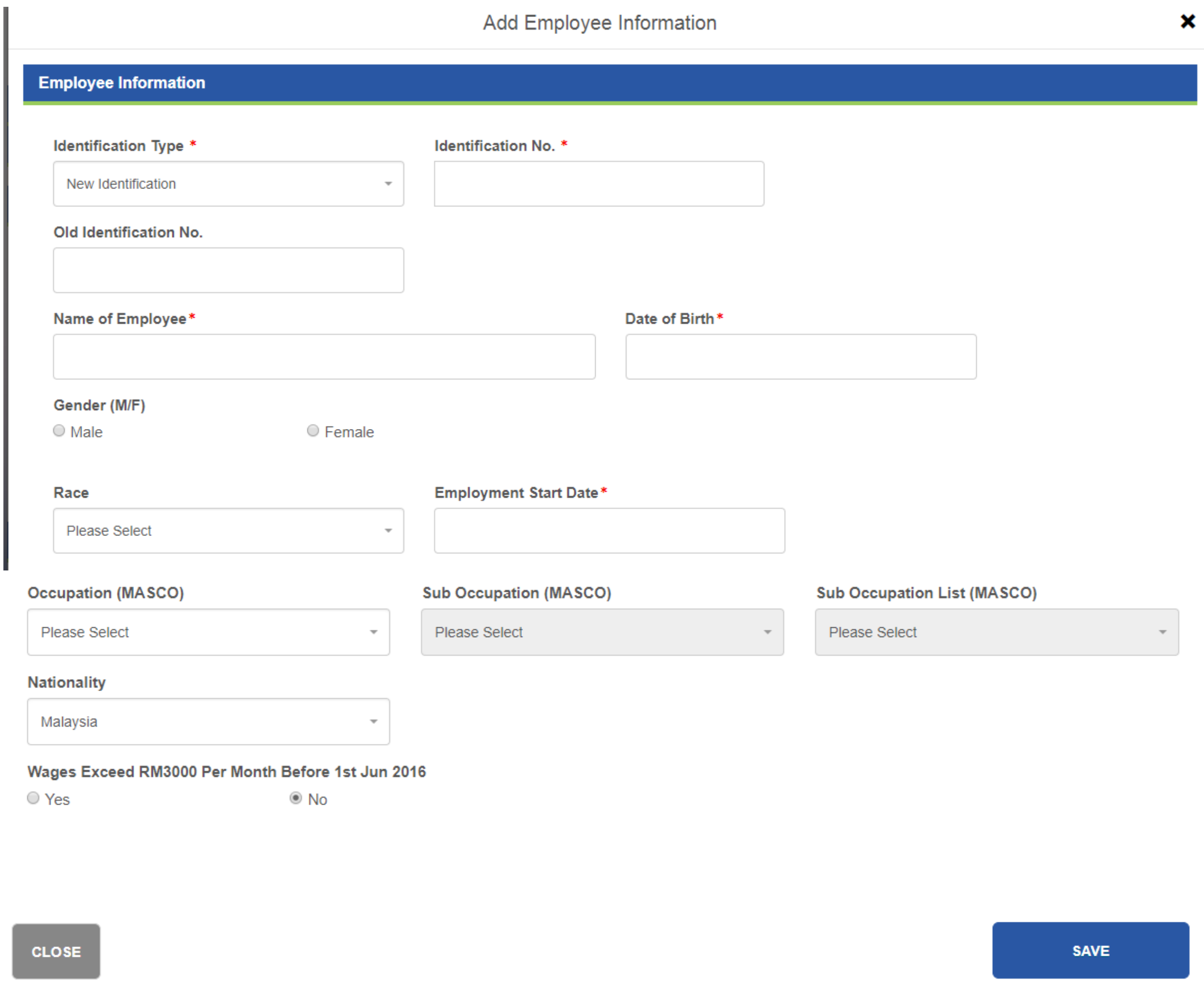
3.2.1 New Employee Registration Form

Step 1: Click Add Employee button

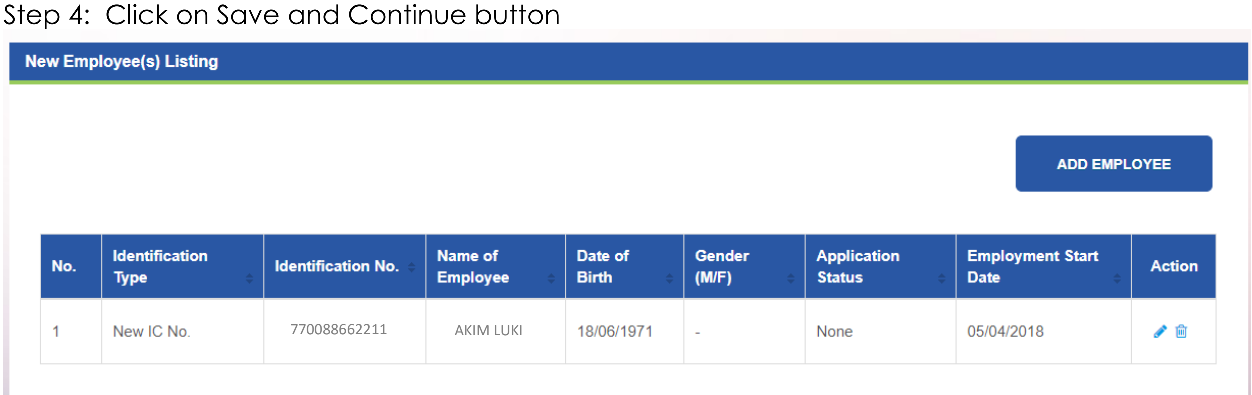


Step 2: Fill up the Employee Information fields and Employee Application Status

Step 3: Click on Save button to proceed to the next screen



Step 4: Click on Save and Continue button



No.	Identification Type	Identification No.	Name of Employee	Date of Birth	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	770088662211	AKIM LUKI	18/06/1971	-	None	05/04/2018	

Auto Registration Employee's Information That Had Updated

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

SAVE & CONTINUE

NOTE: The screen shot above shows the added Employee. There are two buttons under Action field "Remove" and "Edit".

3.2.2 Foreign Employee: New Employee Registration Form

Step 1: Click Add Foreign Employee button

New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

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

Step 2: Fill up the Employee Information fields and Employee Application Status

Step 3: Click on Save button to proceed to the next screen

Add Foreign Employee Information ×

Note:
Any foreign worker who is still covered under the Foreign Workers Compensation Scheme (FWCS) before 01.01.2020 is not required to be registered. If the expiry date of FWCS is in 2019, the registration of foreign workers through SOCSO shall be made one day after the expiry date of FWCS.

Search Existing Foreign Employee

Identification Type * SSFW No.

Identification No. *

Foreign Employee Information

☐ Register New Foreign Employee

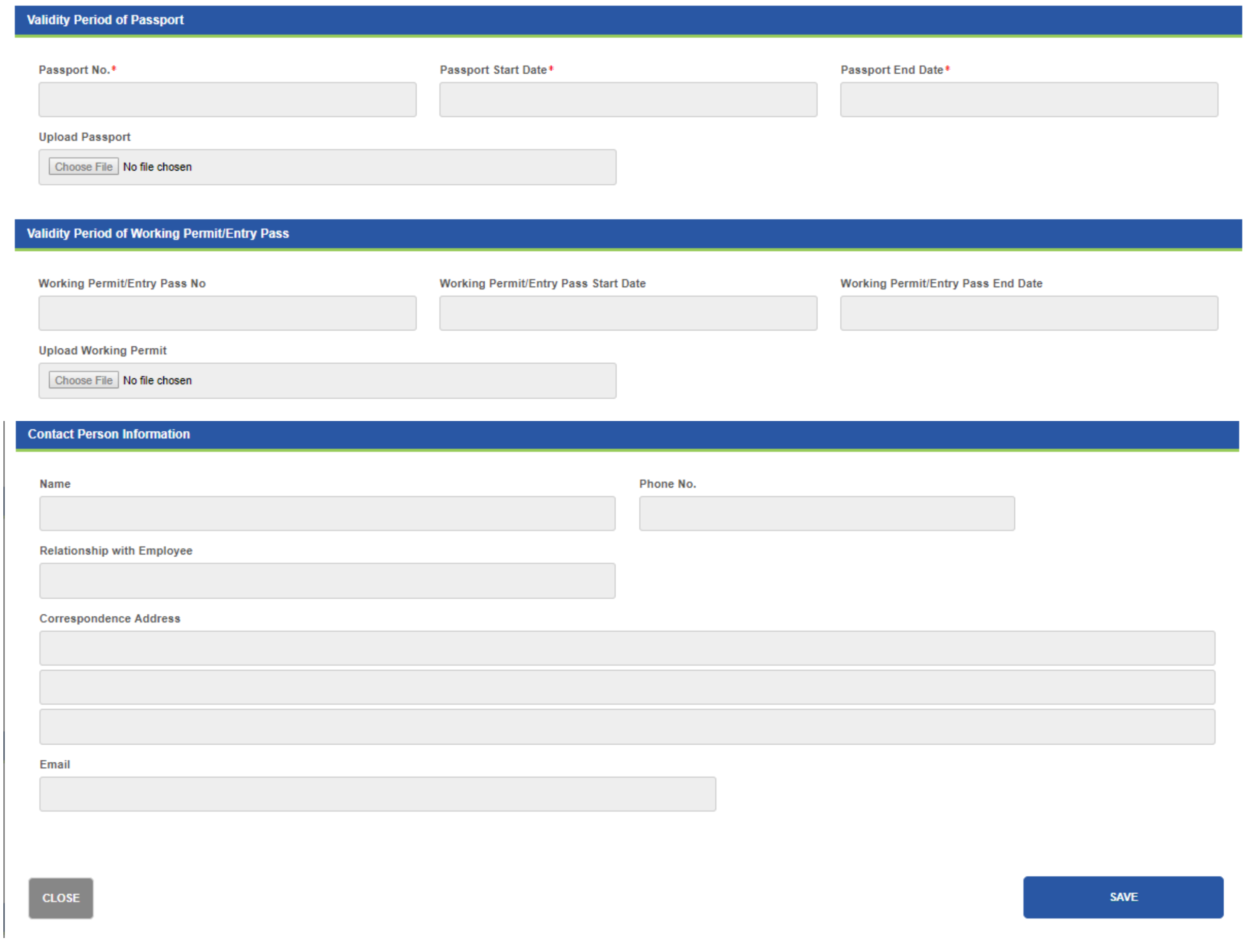
SSFW No.

Name of Employee *

Date of Birth *

Nationality * Please Select

Employment Start Date *


Validity Period of Passport

Passport No.*

Passport Start Date*

Passport End Date*

Upload Passport

Choose File No file chosen

Validity Period of Working Permit/Entry Pass

Working Permit/Entry Pass No

Working Permit/Entry Pass Start Date

Working Permit/Entry Pass End Date

Upload Working Permit

Choose File No file chosen

Contact Person Information

Name

Phone No.

Relationship with Employee

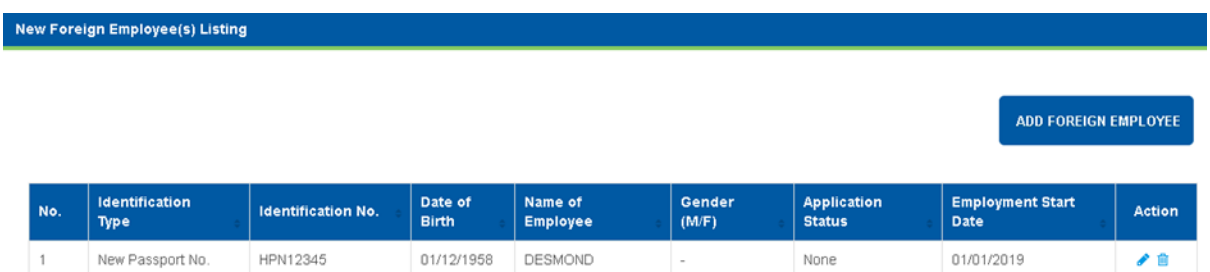
Correspondence Address

Email

CLOSE

SAVE

Step 4: Click on Save and Continue button


New Foreign Employee(s) Listing

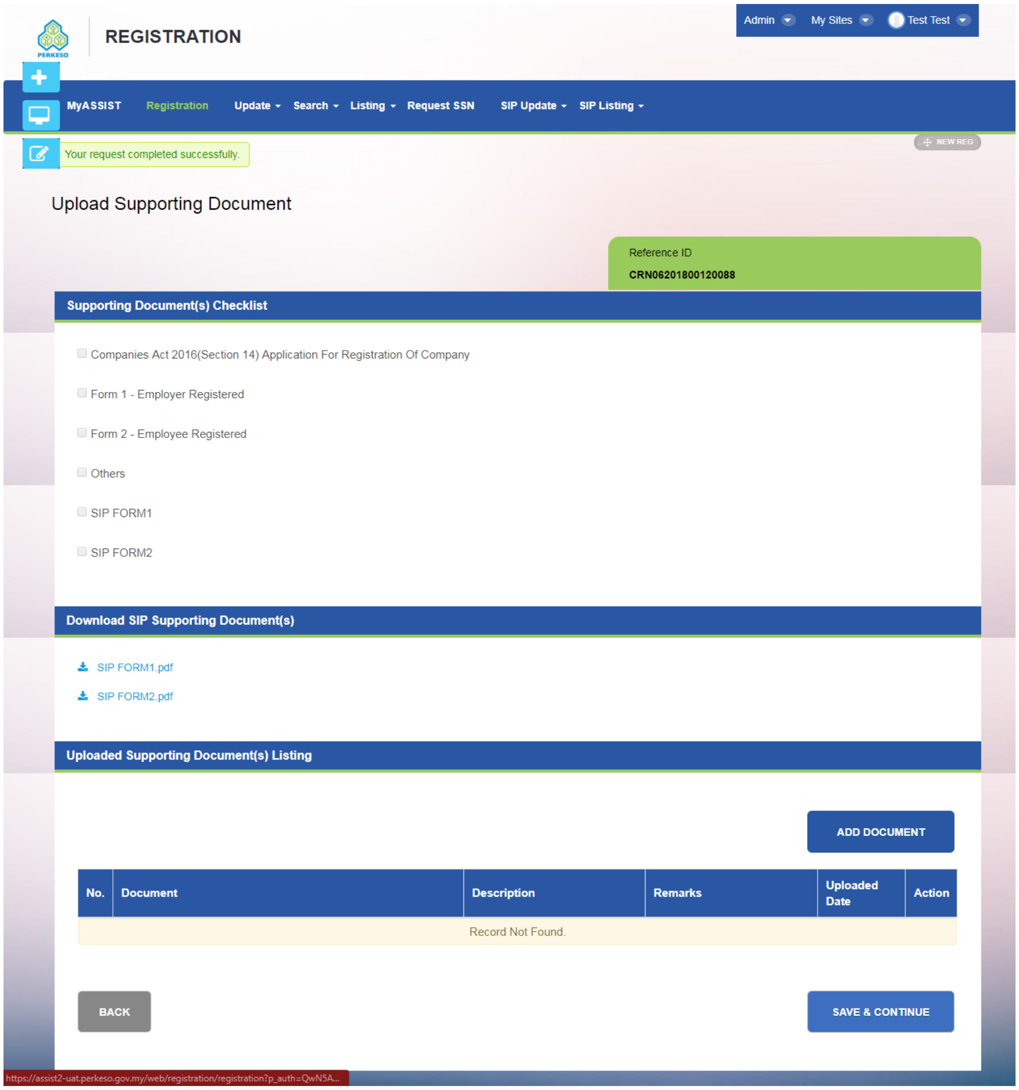
ADD FOREIGN EMPLOYEE

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New Passport No.	HPN12345	01/12/1958	DESMOND	-	None	01/01/2019	

NOTE: The screen shot above shows the added Employee. There are two buttons under Action field “Remove” and “Edit”.

3.2.3 Upload Documents and Preview Screen

Step 1: Click Add Document button

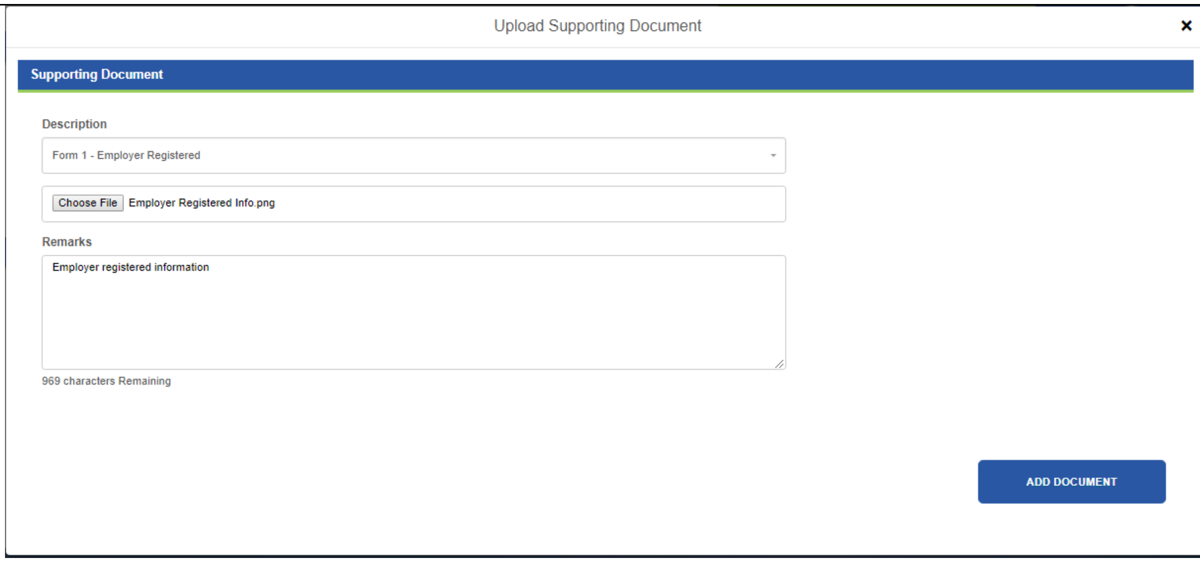


Step 2: Select Description from drop-down list

Step 3: Click Choose File and open the file to upload

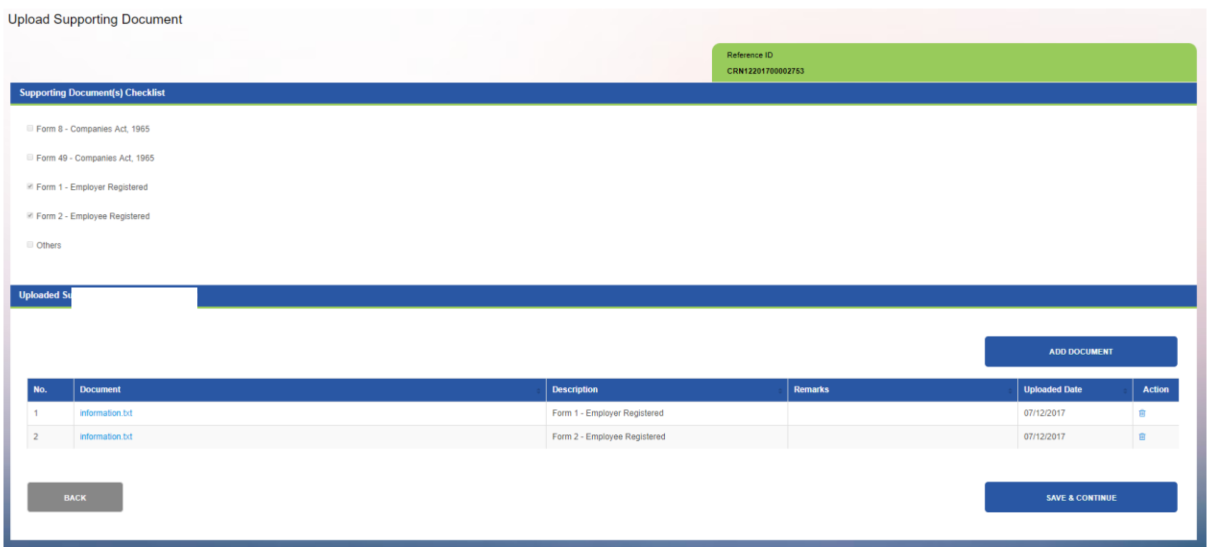
Step 4: Type remark in the text box (if any)

Step 5: Click Add Document



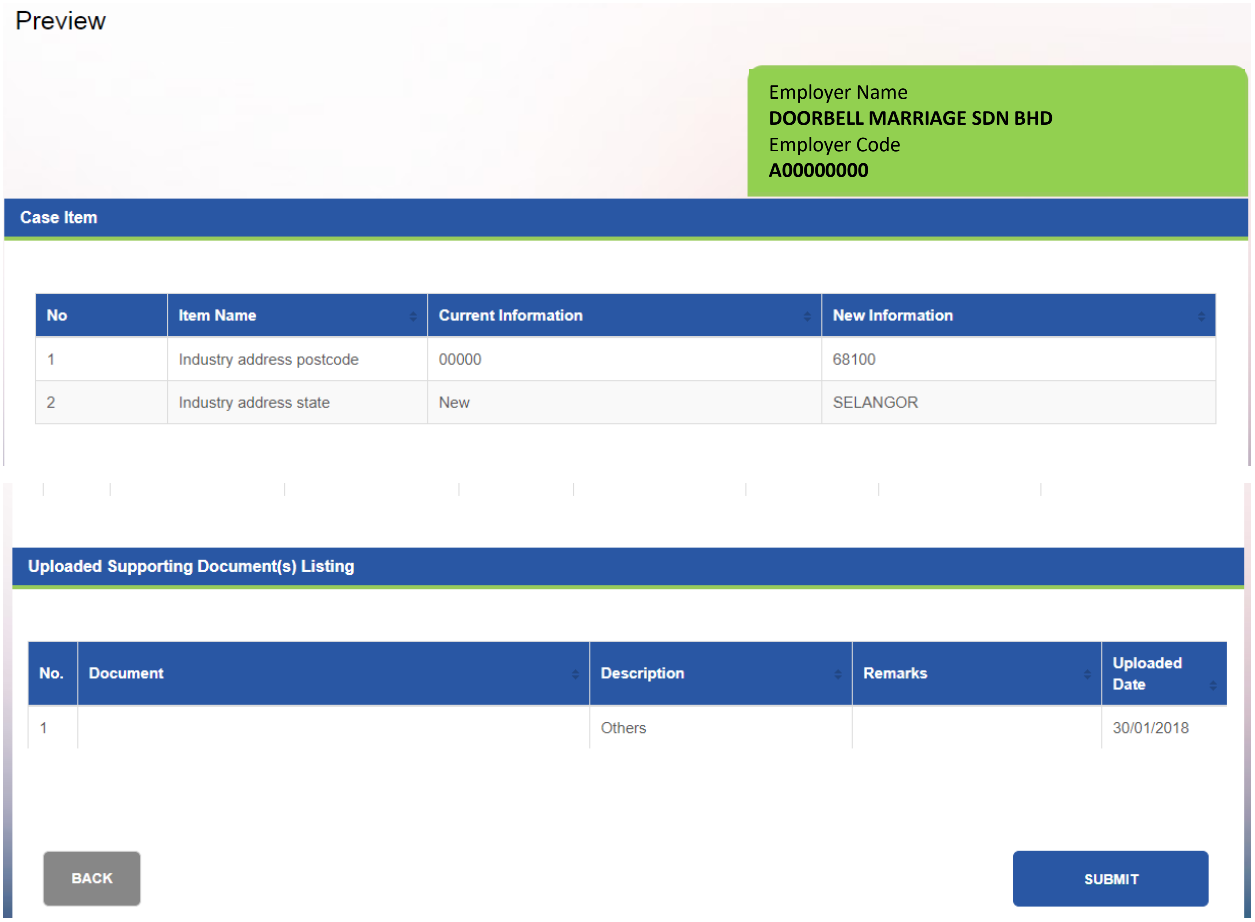
NOTE 1: Repeat from step1 if there are any more document uploading.

Step 6: Click Save and Continue button



NOTE 1: The screen shot below shows the document uploaded. There is button under Action field "Remove".

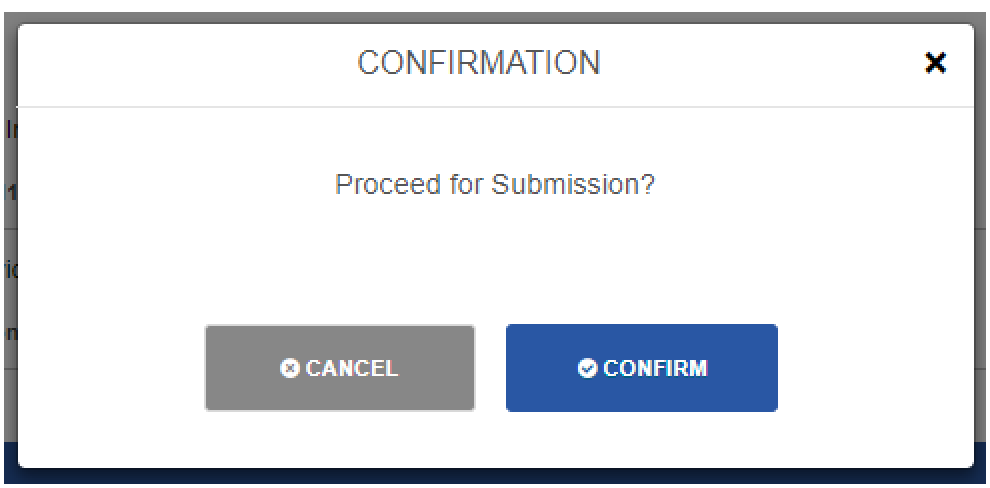
Step 7 Click Submit



No	Item Name	Current Information	New Information
1	Industry address postcode	00000	68100
2	Industry address state	New	SELANGOR

No.	Document	Description	Remarks	Uploaded Date
1		Others		30/01/2018

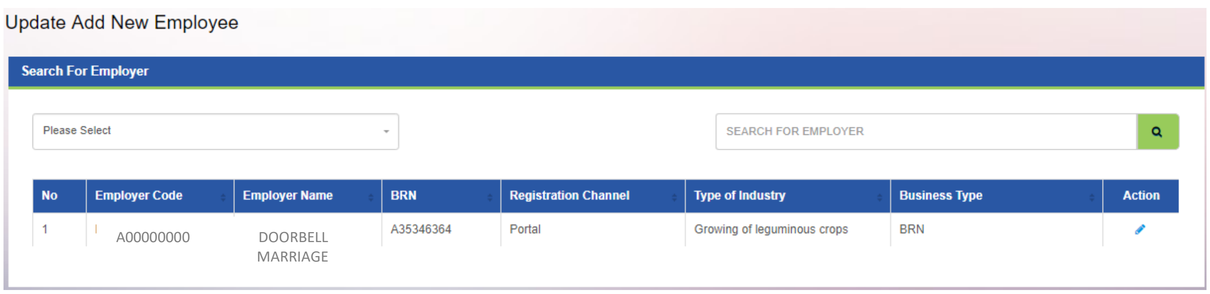
Step 8: Click Confirm



Step 9: Successfully registered and employer code is generated

3.3 Update

3.3.1 Add New Employee

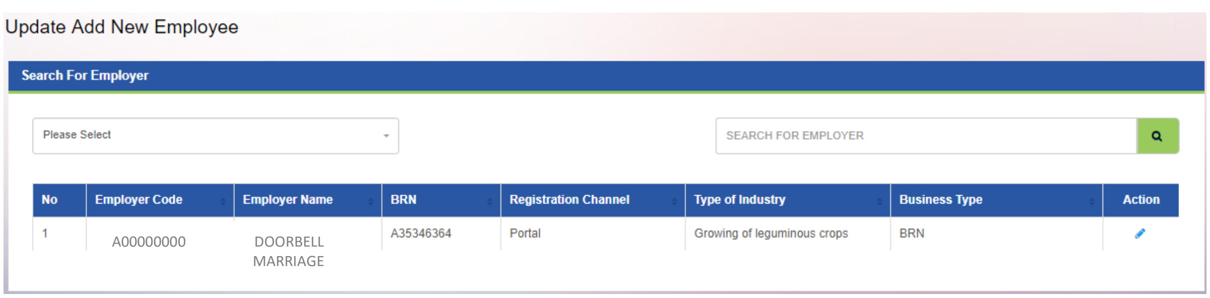


NOTE: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

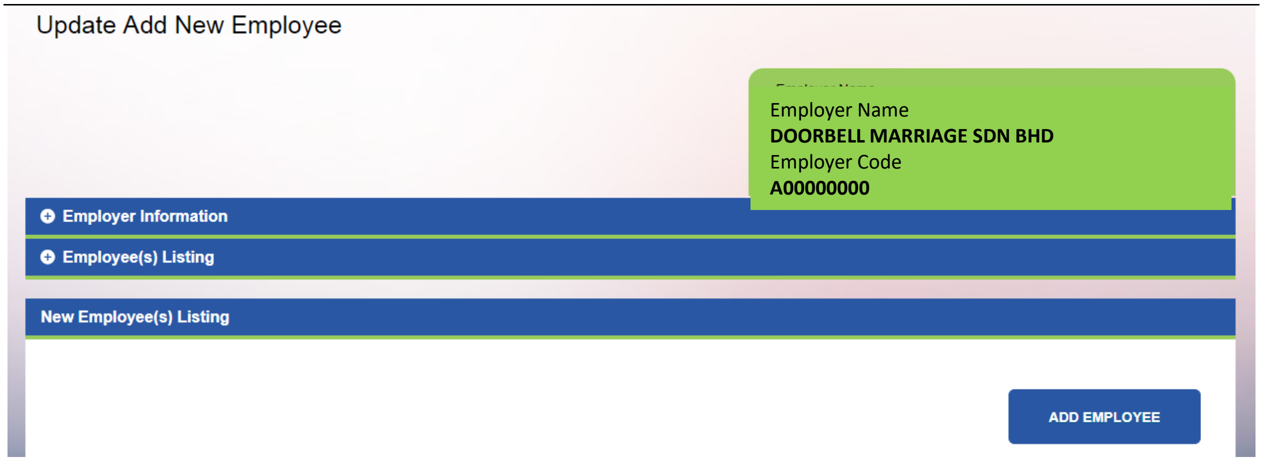
Step 1: Search by (Employer Code or Employer Name)

Step 2: Click Search Button

Step 3: Click on the Edit Button in the Action column

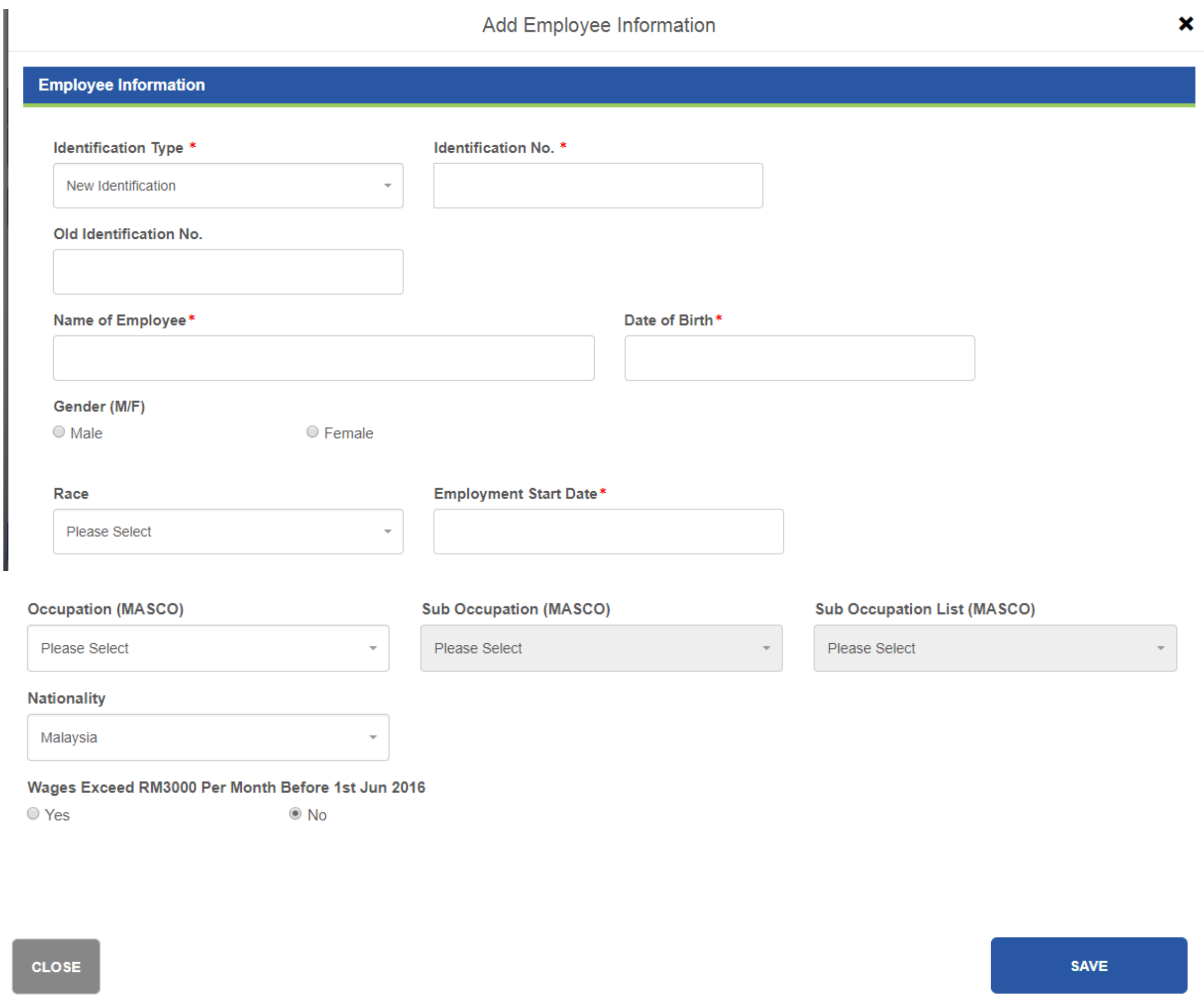


Step 4: Click on Add employee



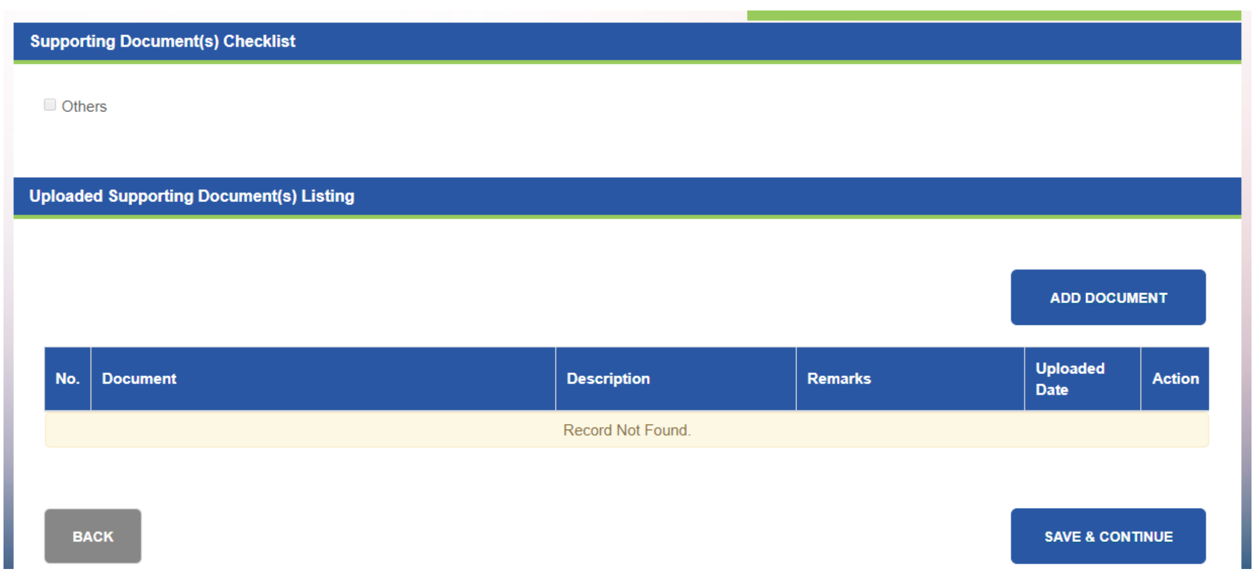
Step 5: Fill-up Employee Information

Step 6: Click Save



Step 7: Click Save and Continue

Step 8: Click Add Document

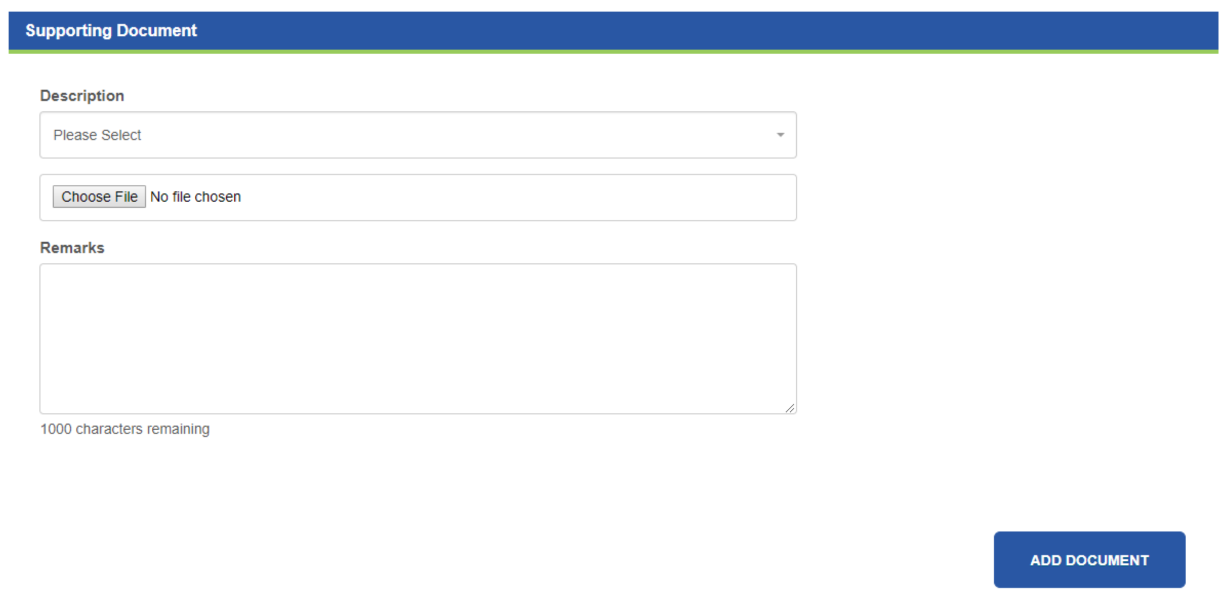


Step 9: Select Description from drop-down list

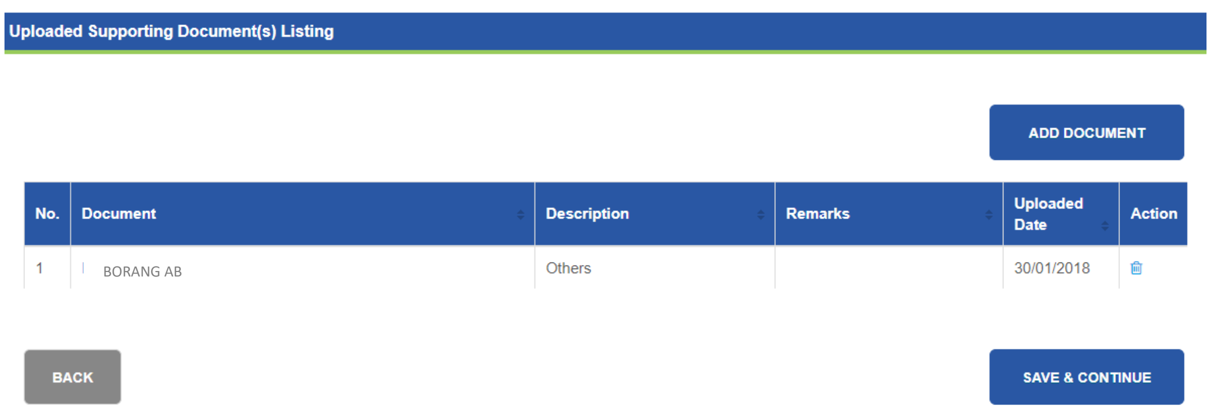
Step 10: Click Choose File and open the file to upload

Step 11: Type remark in the text box (if any)

Step 12: Click Add Document



Step 13: Click Save and Continue



Step 14: Click Submit

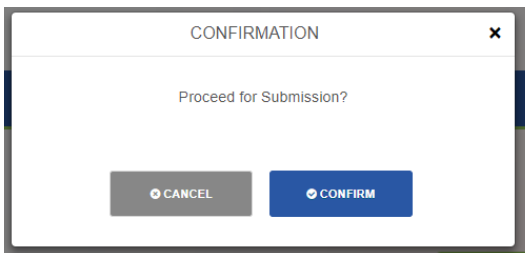
No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date
1	New IC No.	999999111111	18/06/1978	AKIM LUKI	-	None	30/01/2018

Uploaded Supporting Document(s) Listing

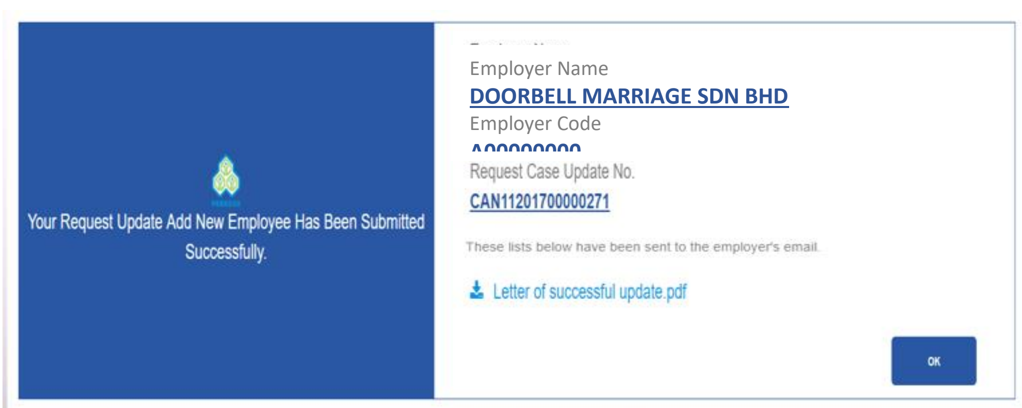
No.	Document	Description	Remarks	Uploaded Date
1	BORANG AB	Others		30/01/2018

BACK SUBMIT

Step 15: Click Confirm



Step 16: Successfully New Employee has been added



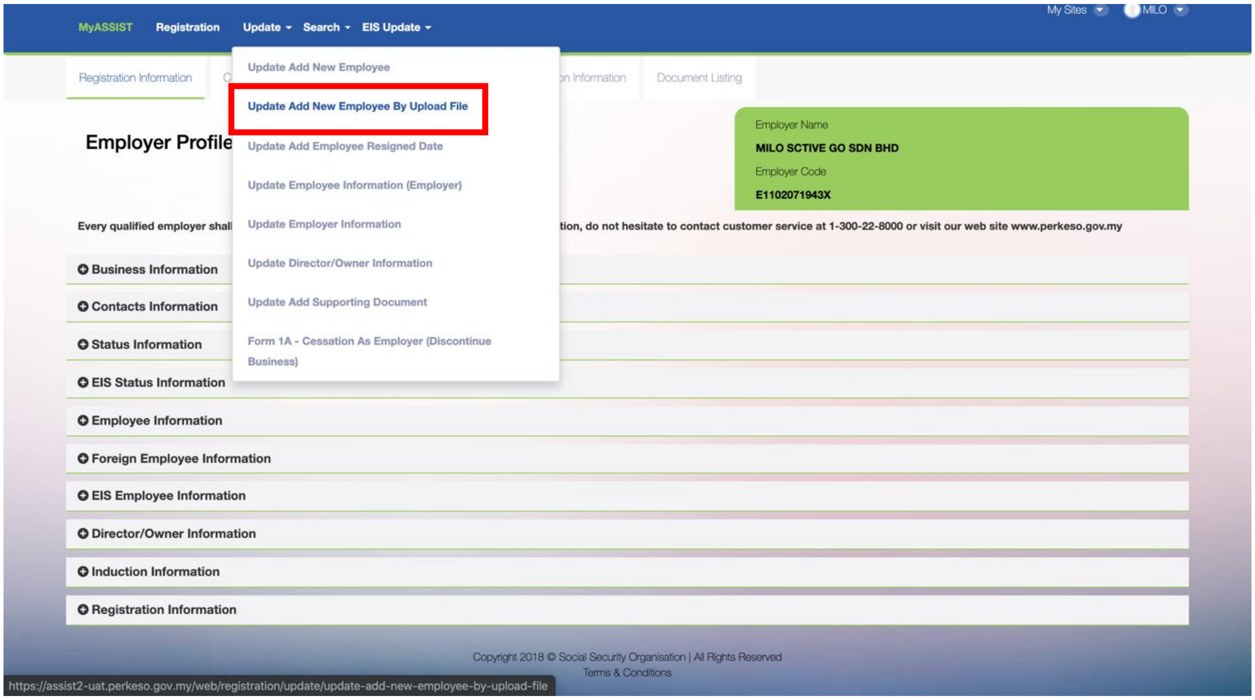
NOTE: If ID or SSN number is duplicated and use different name then it will route to PERKESO office and need to wait PRKESO officer to approve.

NOTE: FOR DORMANT COMPANIES

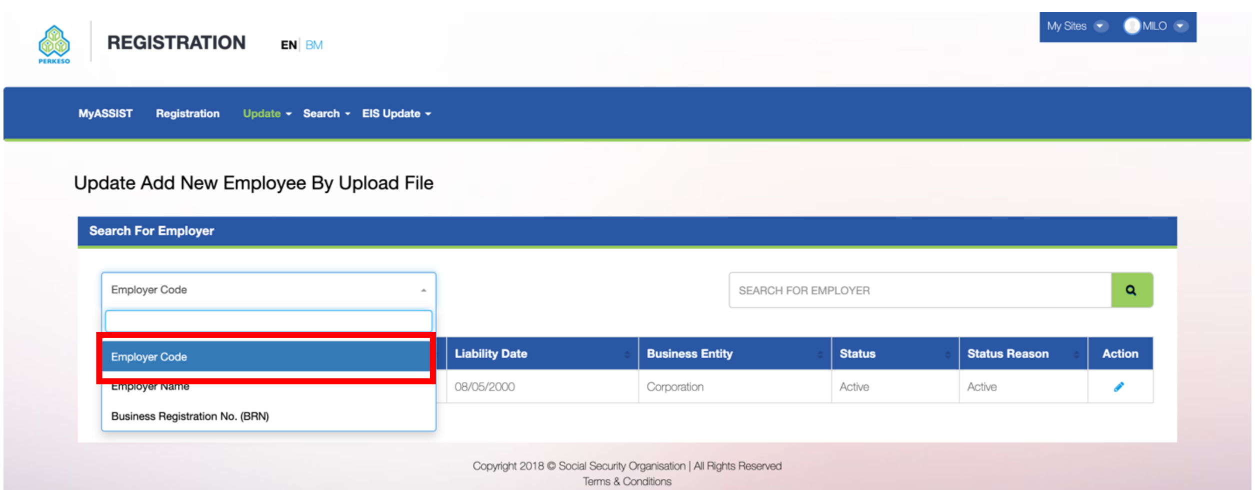
If an employee is added and/or employee information is updated in the 'Auto-Registration Employee's Information' screen found in the 'Update Add New Employee' screen after selecting an Employer, the system will automatically update the Employer to Active.

3.3.2 Add New Employee using Contribution Text File

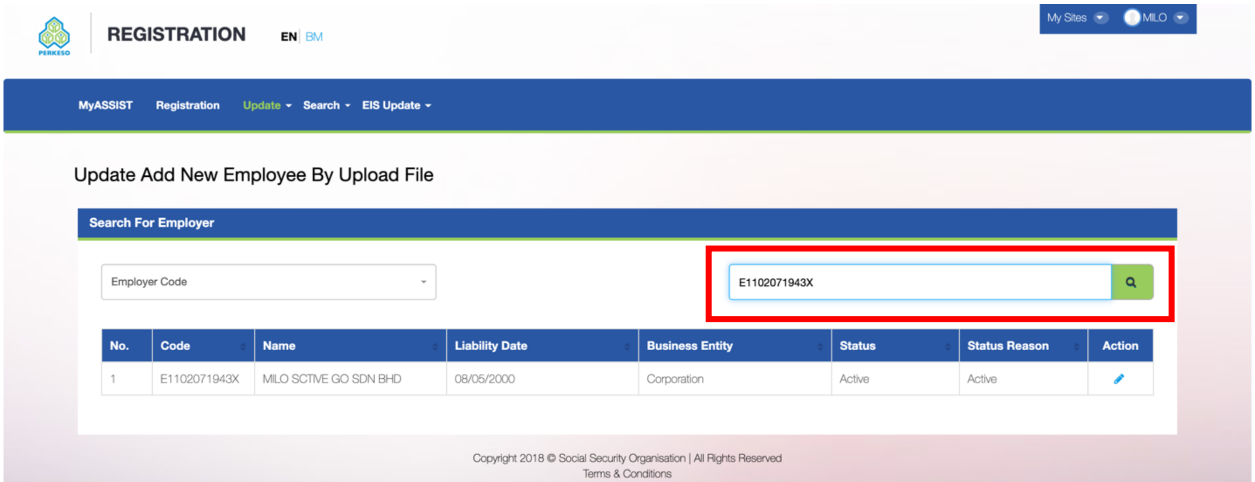
Step 1: Click on 'Update Add New Employee By Upload File' found in the 'Update' menu on the main menu bar.



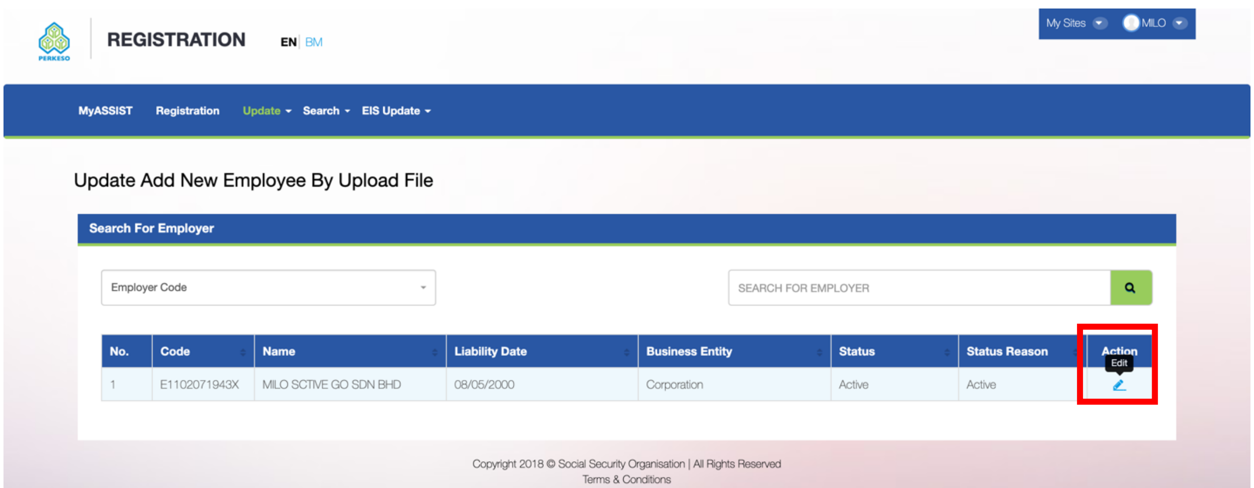
Step 2: Search for employer using 'Employer Code, Employer Name or BRN. Number).



Step 3: Click on the 'Search' icon.

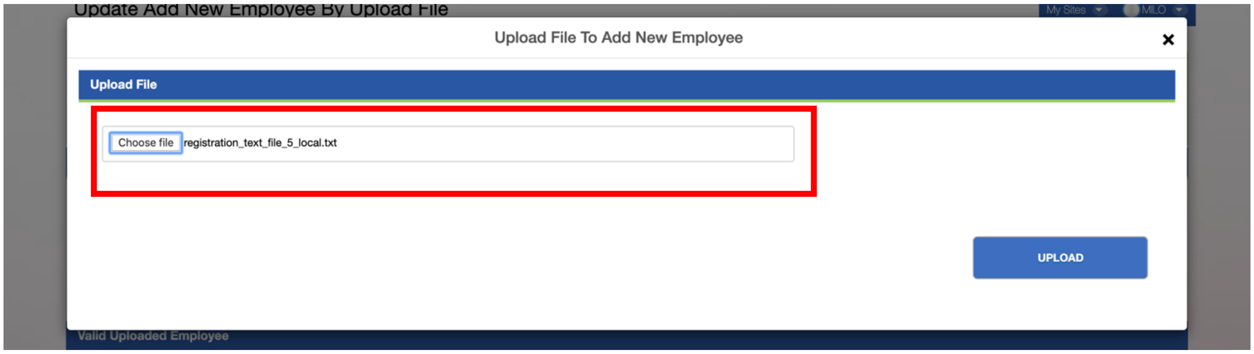


Step 4: Click on the 'Edit' icon found in the 'Action' column.

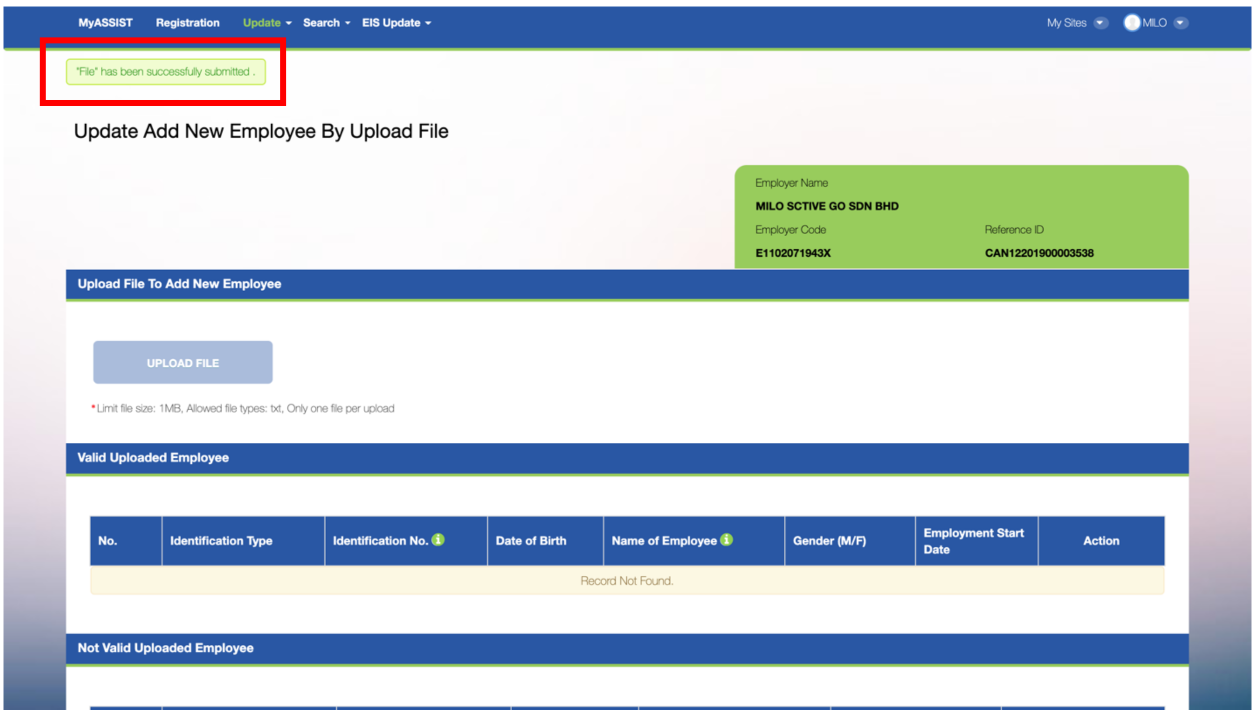


Step 5: Click 'Upload File'.

Step 6: Click on 'Choose File' and select file to upload.



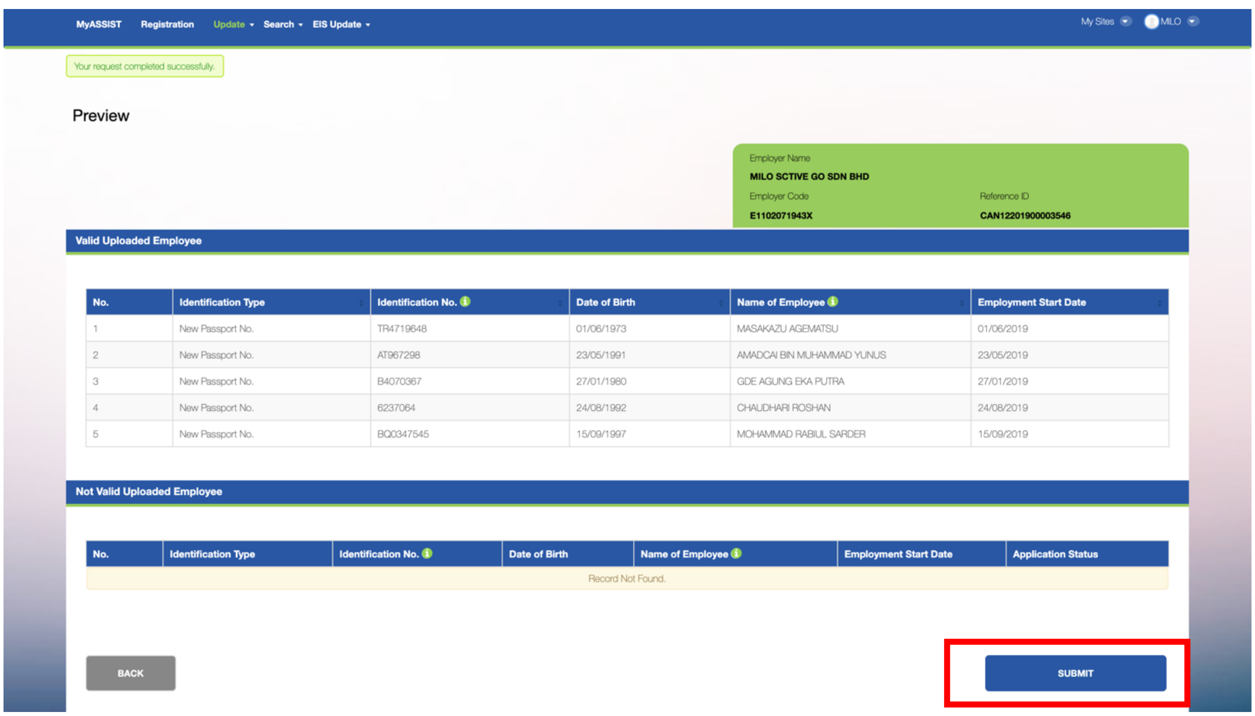
Step 7: A notification on 'File has been successfully submitted' will be displayed.



Step 8: Click 'Save & Continue'.

2	New Passport No.	AT967298	23/05/1991	AMADCAI BIN MUHAMMAD YUNUS	23/05/2019	Invalid Inform
3	New Passport No.	B4070367	27/01/1980	GDE AGUNG EKA PUTRA	27/01/2019	Invalid Employer Code Information
4	New Passport No.	6237064	24/08/1992	CHAUDHARI ROSHAN	24/08/2019	Invalid Employer Code Information
5	New Passport No.	BQ0347545	15/09/1997	MOHAMMAD RABIUL SARDER	15/09/2019	Invalid Employer Code Information
6	New Passport No.	B9252565	16/03/1977	YUDHI HARYANTO	16/03/2019	Invalid Employer Code Information
7	New Passport No.	P4146687A	22/09/1982	JOSE ANTONIO DUPAL-AG	22/09/2019	Invalid Employer Code Information
8	New Passport No.	528546137	29/01/1957	BARBARA JEAN BROWNE	29/01/2019	Invalid Employer Code Information
9	New Passport No.	B7205610	18/12/1985	SLAMET SUCITRO	18/12/2019	Invalid Employer Code Information
10	New Passport No.	BH0201503	18/08/1996	HASAN ZAHID	18/08/2019	Invalid Employer Code Information

Step 9: View Preview to review information and click 'Submit'.



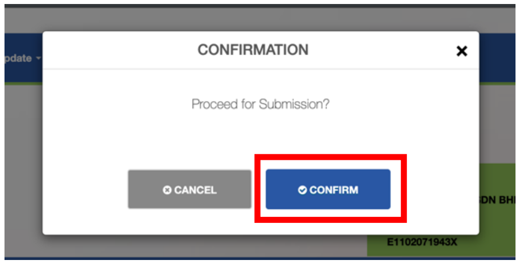
Valid Uploaded Employee

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date
1	New Passport No.	TR4719648	01/06/1973	MASAKAZU AGEMATSU	01/06/2019
2	New Passport No.	AT967298	23/05/1991	AMADCAI BIN MUHAMMAD YUNUS	23/05/2019
3	New Passport No.	B4070367	27/01/1980	GDE AGUNG EKA PUTRA	27/01/2019
4	New Passport No.	6237064	24/08/1992	CHAUDHARI ROSHAN	24/08/2019
5	New Passport No.	BQ0347545	15/09/1997	MOHAMMAD RABIUL SARDER	15/09/2019

Not Valid Uploaded Employee

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date	Application Status
Record Not Found.						

Step 10: A confirmation notification will be displayed. Click ‘Confirm’ to proceed.

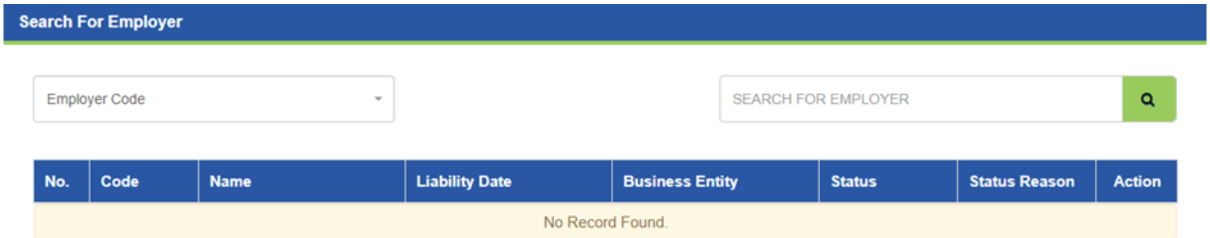


Step 11: A successful submission notification will be displayed. Click ‘Ok’.

NOTE: FOR DORMANT COMPANIES

If an employee is added and/or employee information is updated in the ‘Update Add New Employee by Upload File’ after selecting an Employer, the system will automatically update the Employer to Active.

3.3.3 Add New Employee (Foreign Employee)

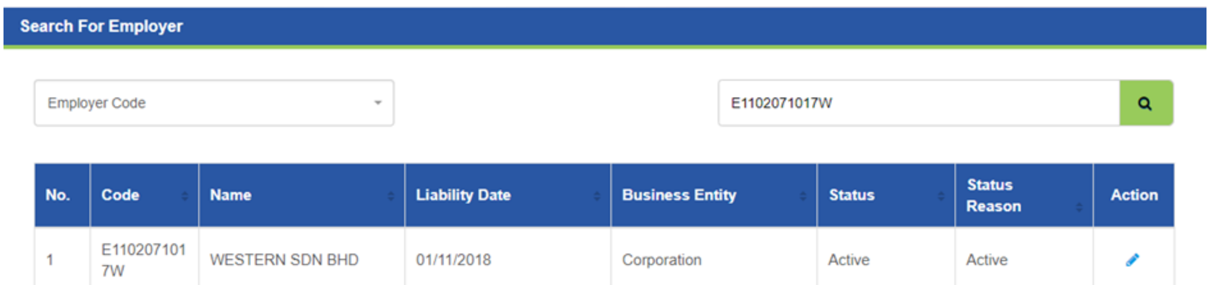


NOTE: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

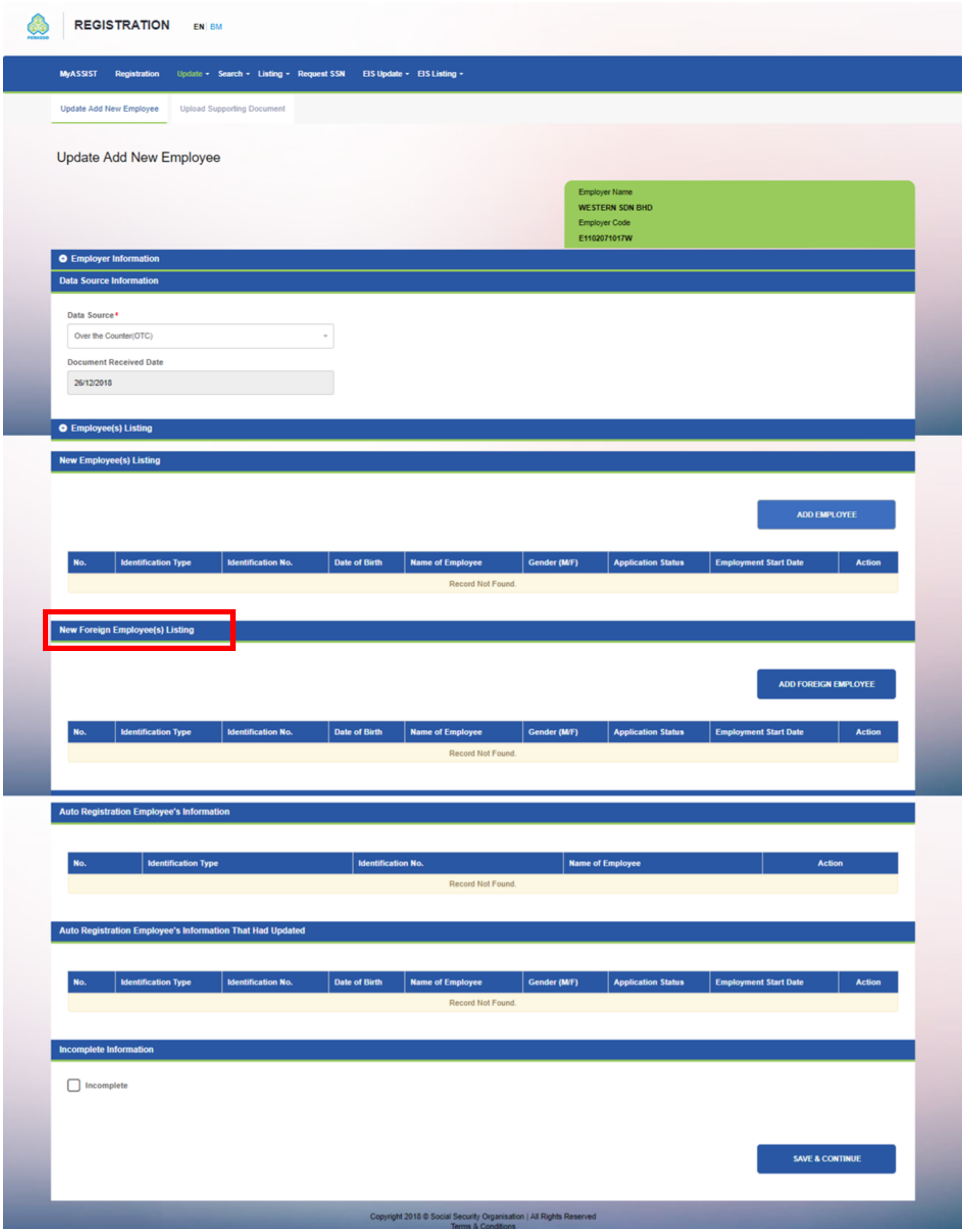
Step 1: Search by (Employer Code or Employer Name)

Step 2: Click Search Button

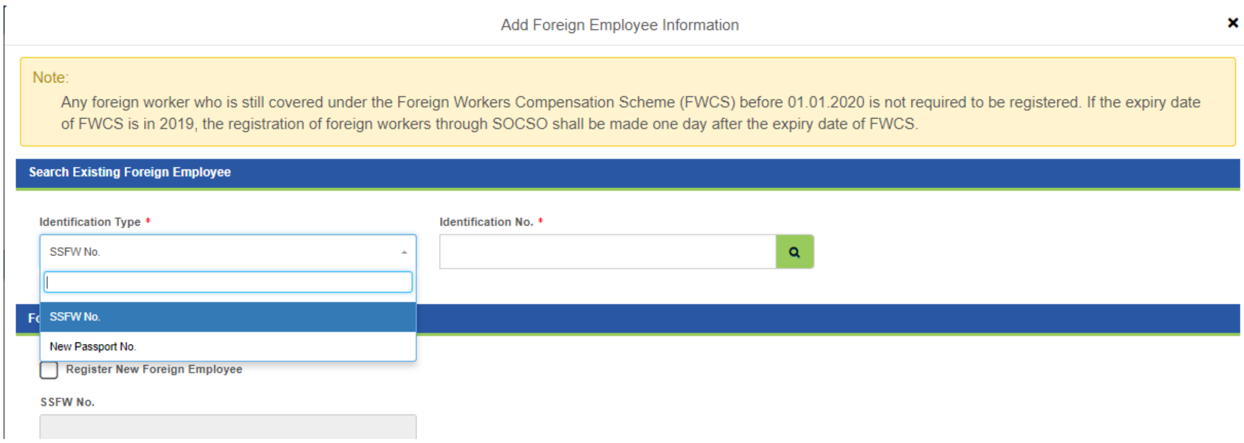
Step 3: Click on the Edit Button in the Action column



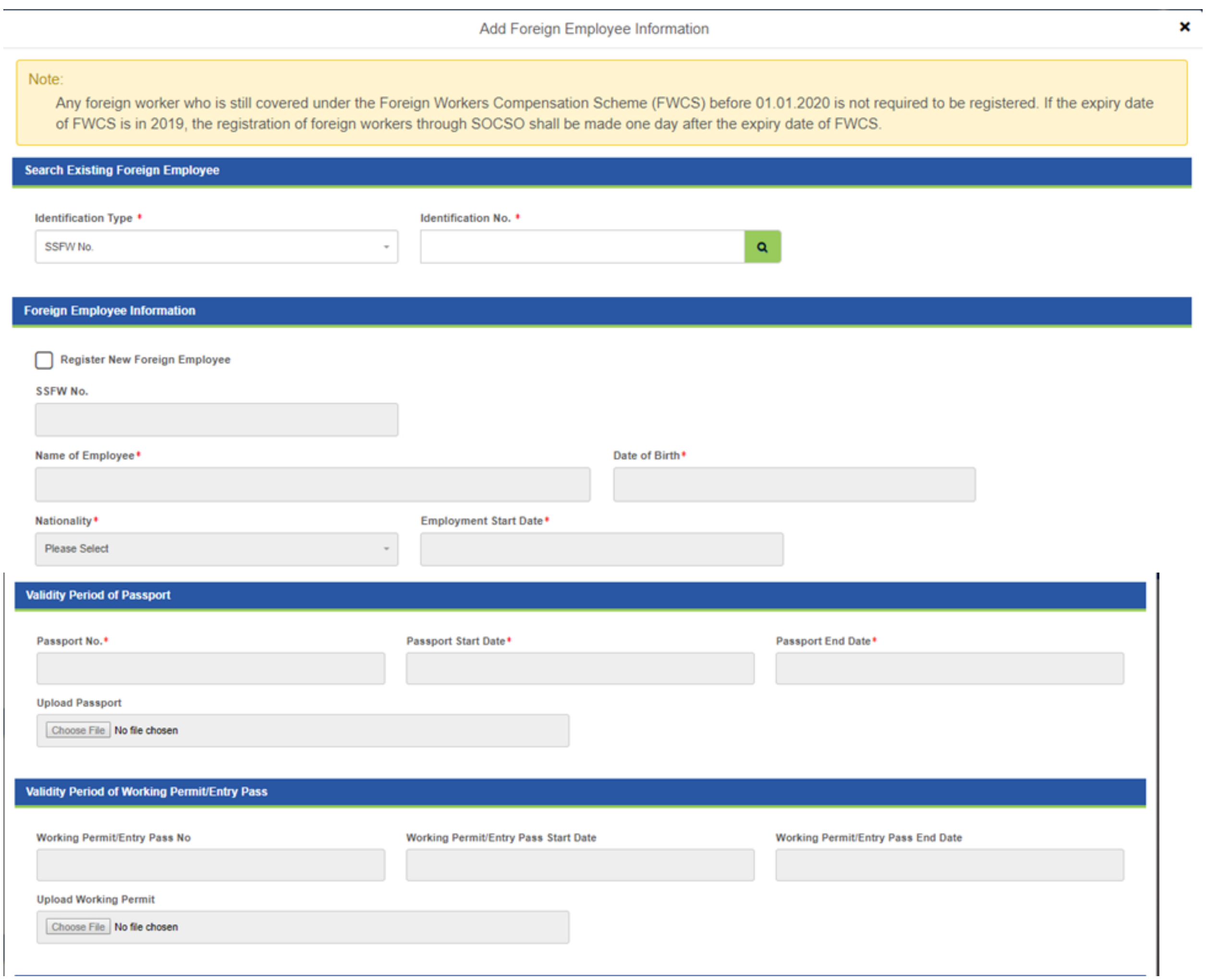
Step 4: Go to New Foreign Employee(s) Listing and click on Add Foreign Employee

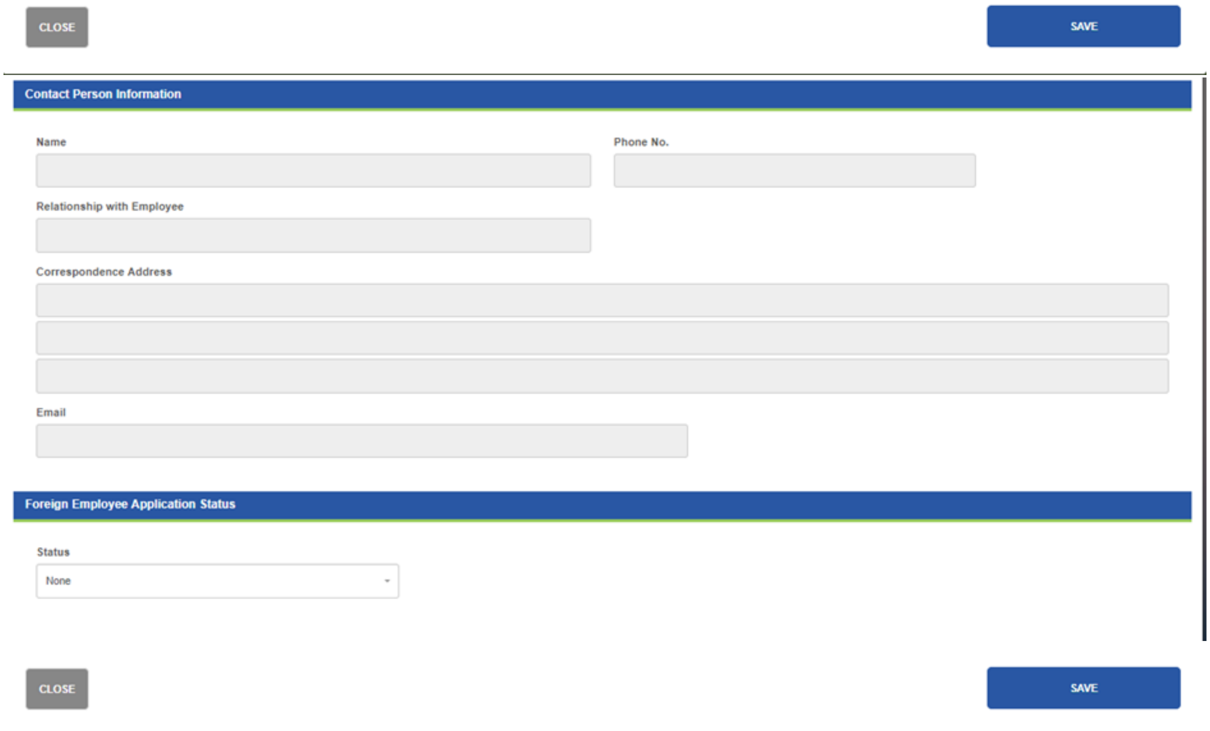


Step 5: Fill-up Employee Information. Identification Type for Foreign Employee can only be searched by SSFW No. and New Passport Number. Please refer to the screen below for searching drop down list



Step 6: Click Save





Step 7: Click Save and Continue

Step 8-16: Please refer to 3.3.1

NOTE 1: If information entered on the newly added Foreign Worker has been found in the system, the system will automatically reject the registration. This indicates that the Foreign Worker has previously been registered in the system. The employer will receive a notification on the rejection.

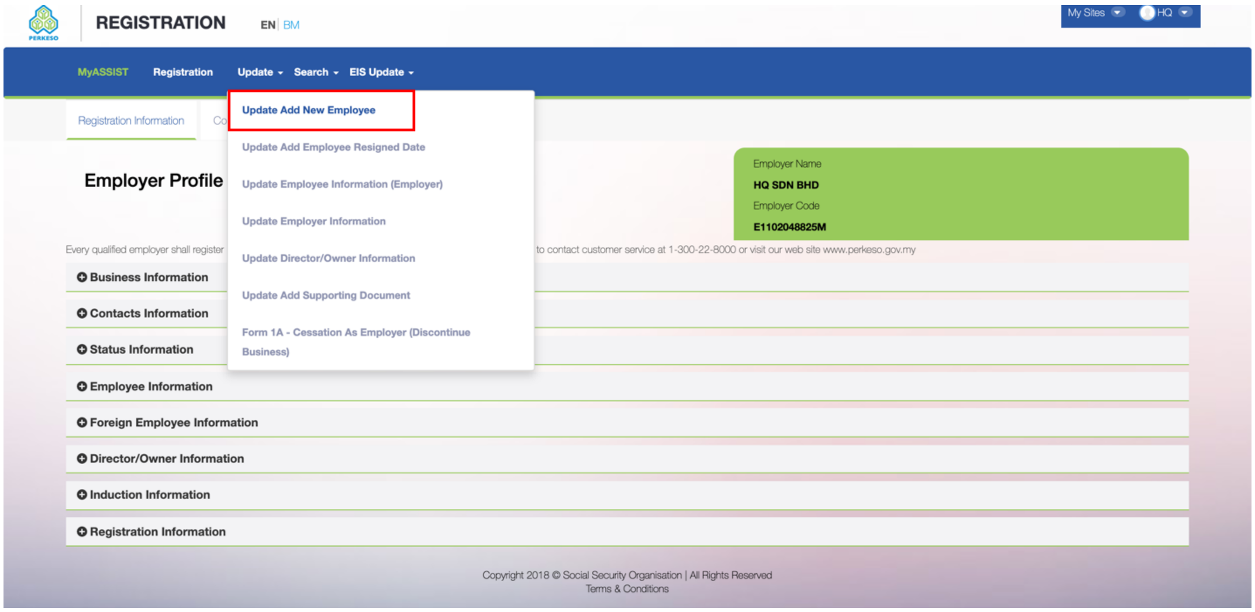
3.4 Update (One to Many)

NOTE: One to Many provides an Employer, called the Parent Employer) the ability to use one Portal ID to manage other employers within the Employer Information Management feature.

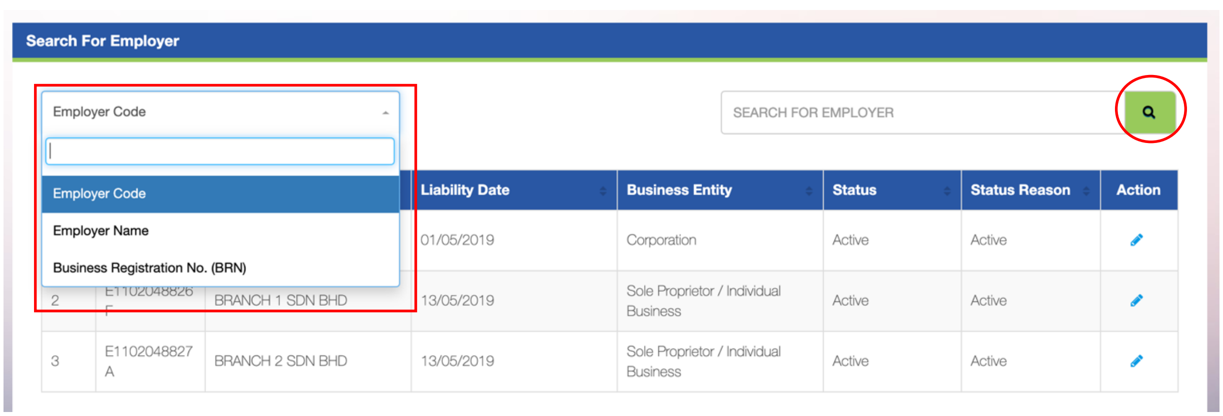
For Employers (Parent Employers) to add new employees for managed employers.

3.4.1 Add New Employee

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Add New Employee.

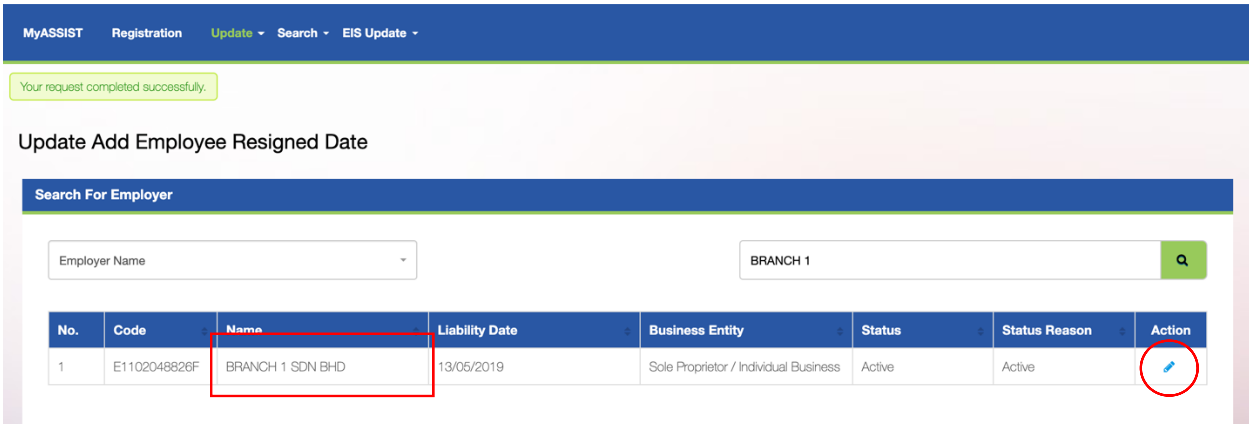


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

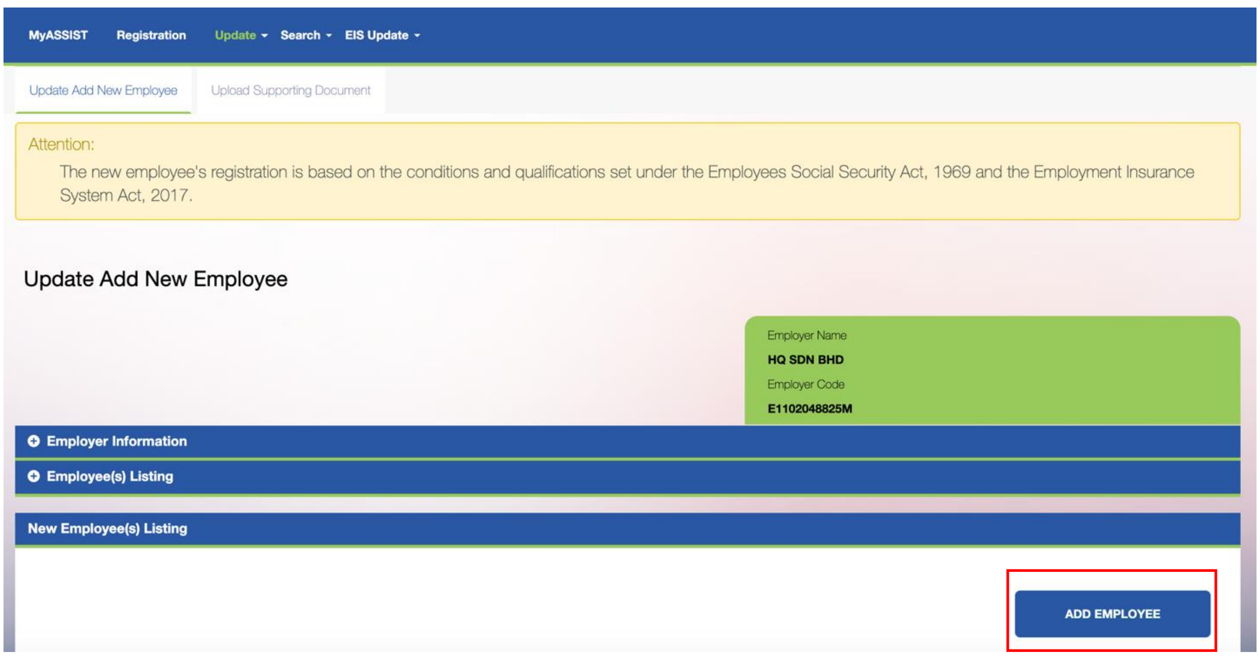


Step 3: Click on the Search icon.

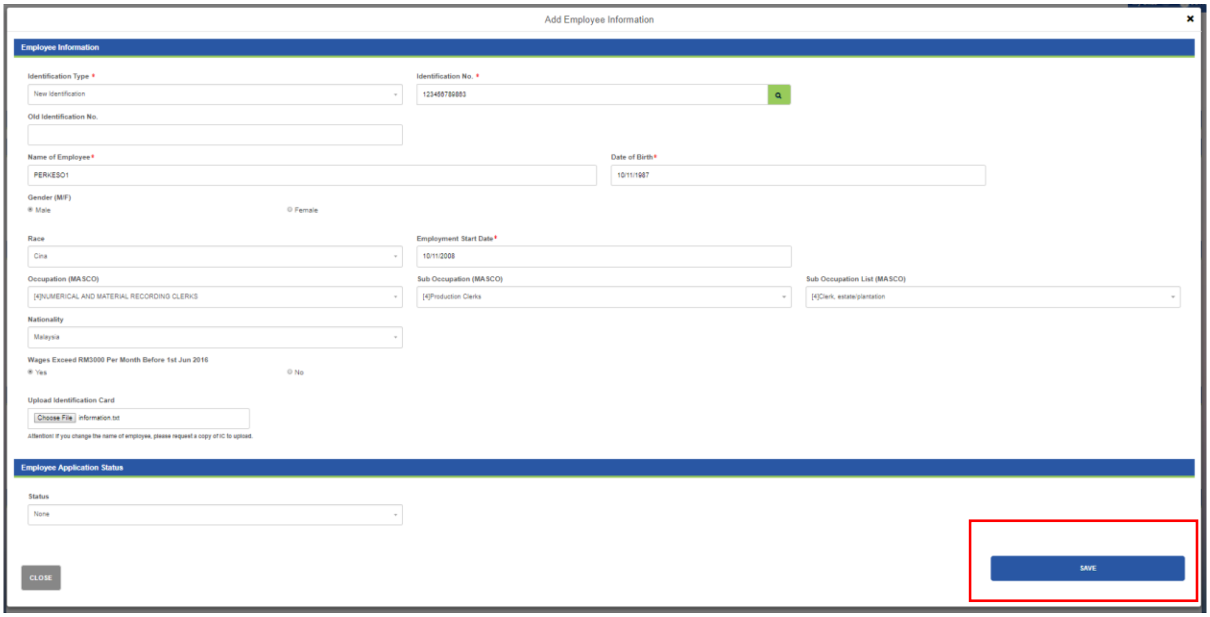
Step 4: Click on the Edit icon in the Action column of the selected Employer.



Step 5: Click on Add Employee.



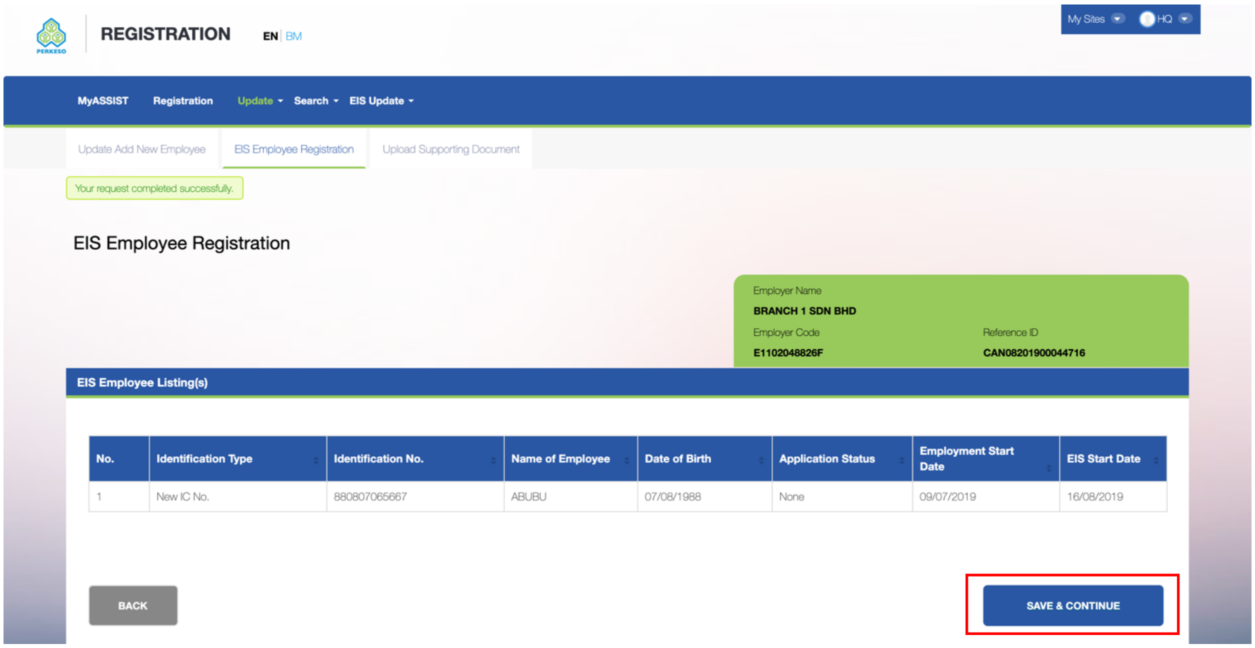
Step 6: Fill-up Employee Information



Step 7: Click Save

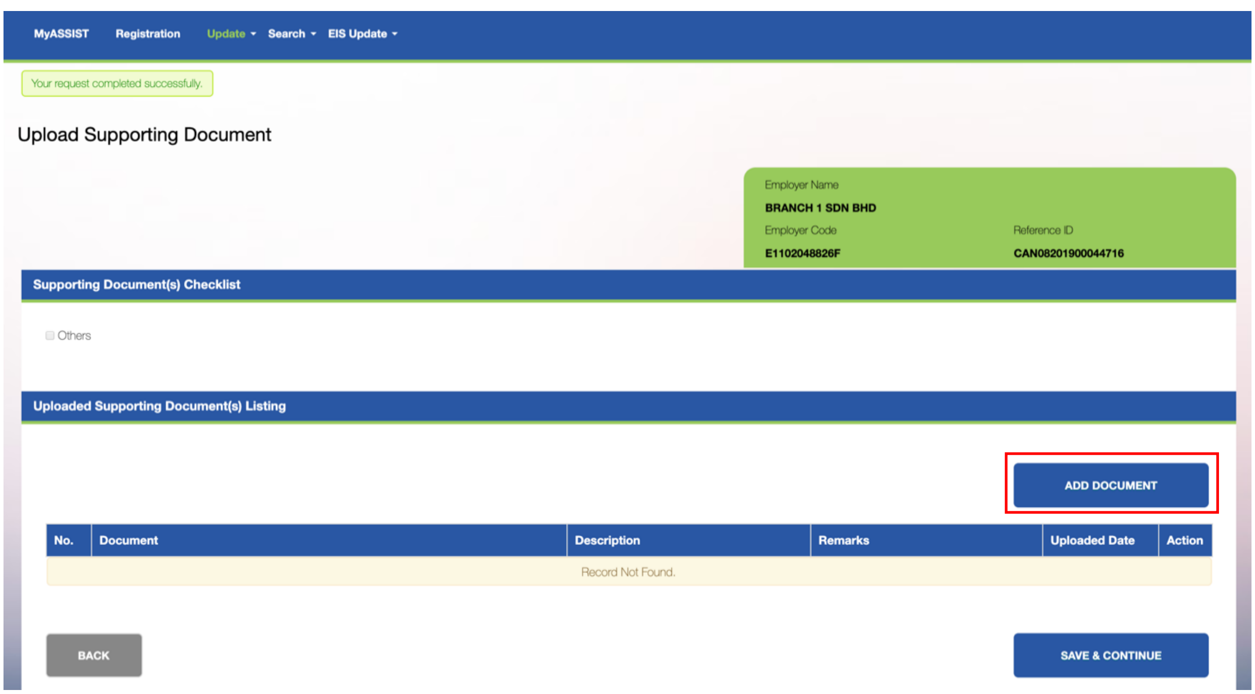
Step 8: If there are no more employees to add. Click Save and Continue

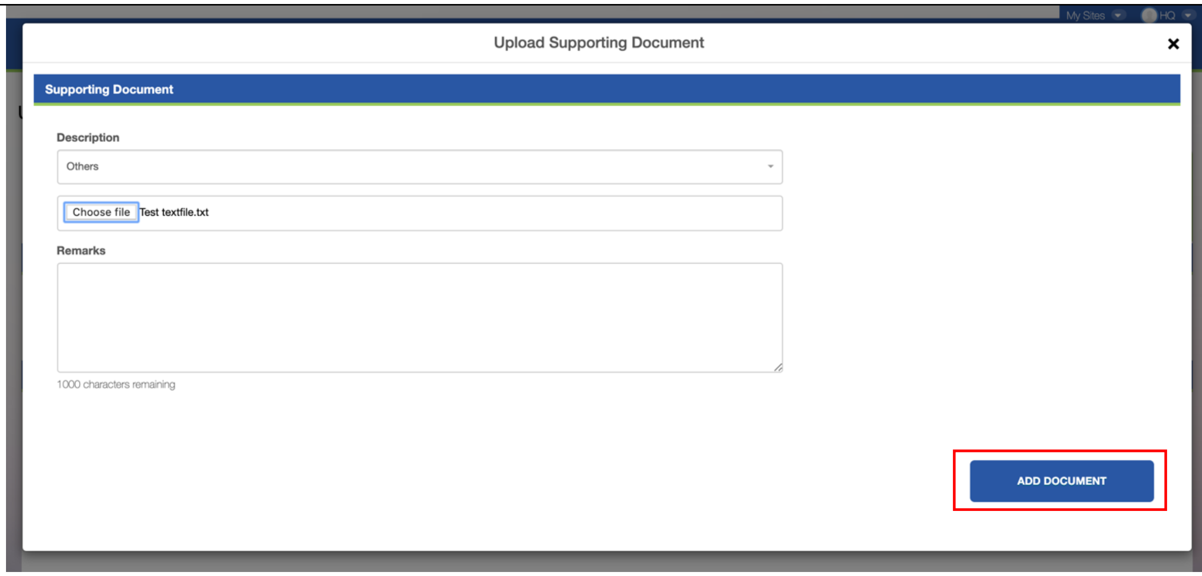
The employee(s) added will be reflected here and the Parent Employer will be required to perform an EIS Employee Registration (Refer to 3.8.1).



Step 9: Click Save & Continue to proceed to Uploading Supporting Documents for SOCSO Registration.

Step 10: Click Add Document.





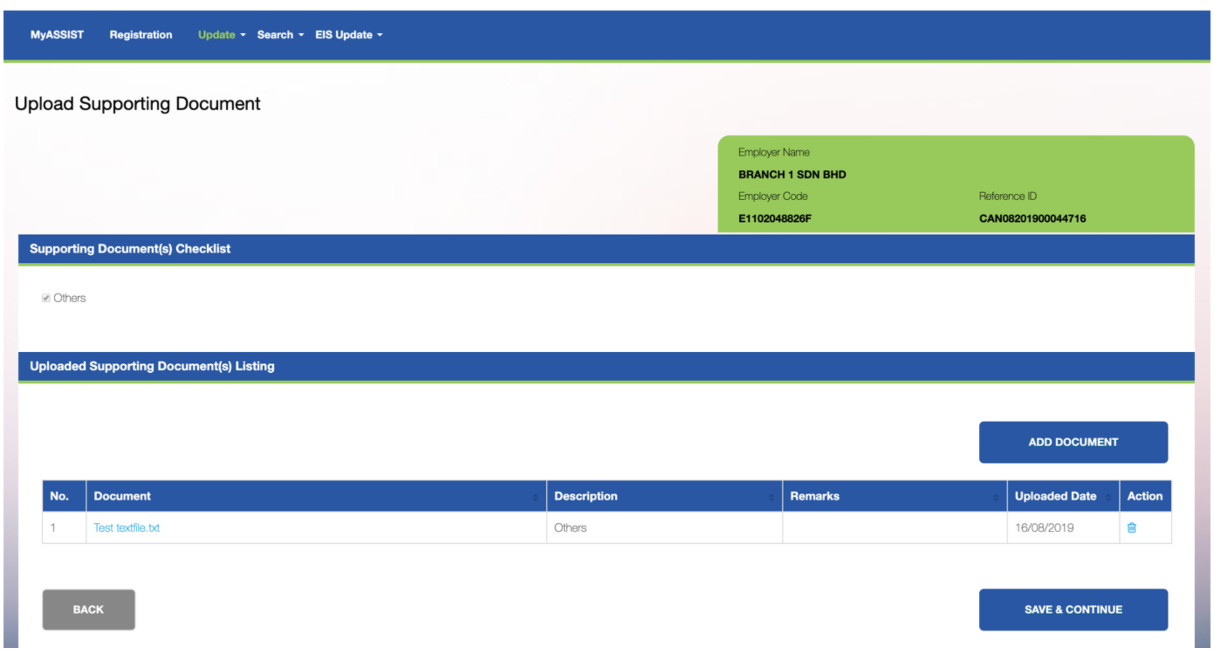
Step 11: Select Description (Others) from drop-down list.

Step 12: Click Choose File and select the file to upload.

Step 13: Enter remarks in the text box (if any)

Step 14: Click Add Document

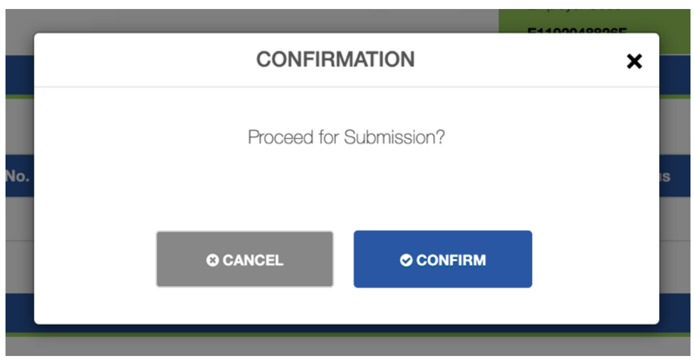
The document uploaded will be reflected on the screen below.



Step 15: Click Save and Continue

Step 16: Preview submission to verify details. Click the Back buttons if amendments are required.

Step 17: Click Submit



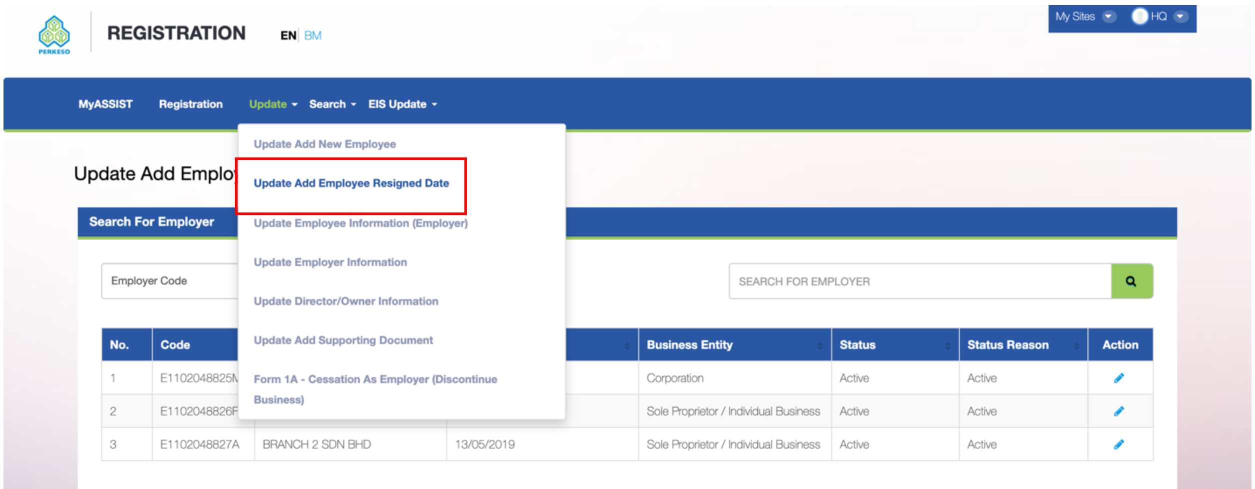
Step 18: Click Confirm.

Step 19: New Employee has been successfully added.

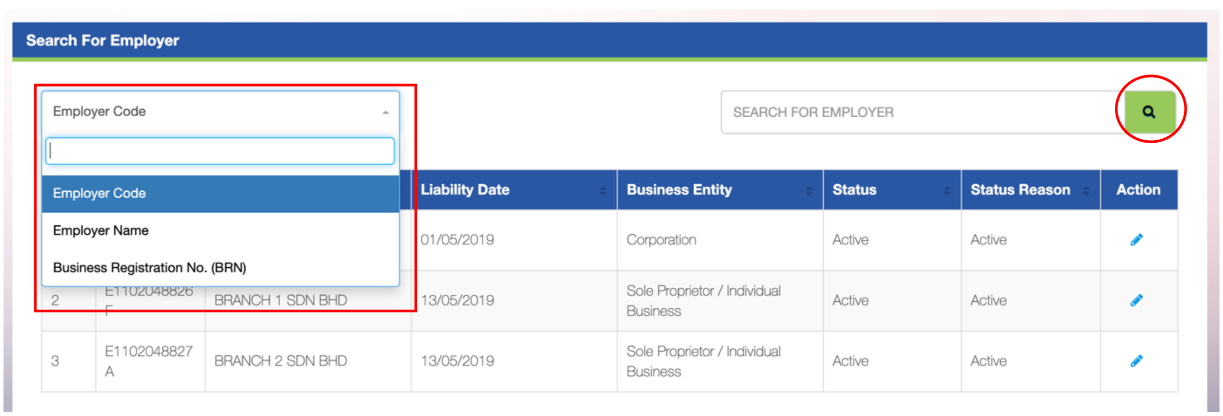
3.4.2 Add Employee Resigned Date

For Employers (Parent Employers) to update employee resigned date.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employee Resigned Date.

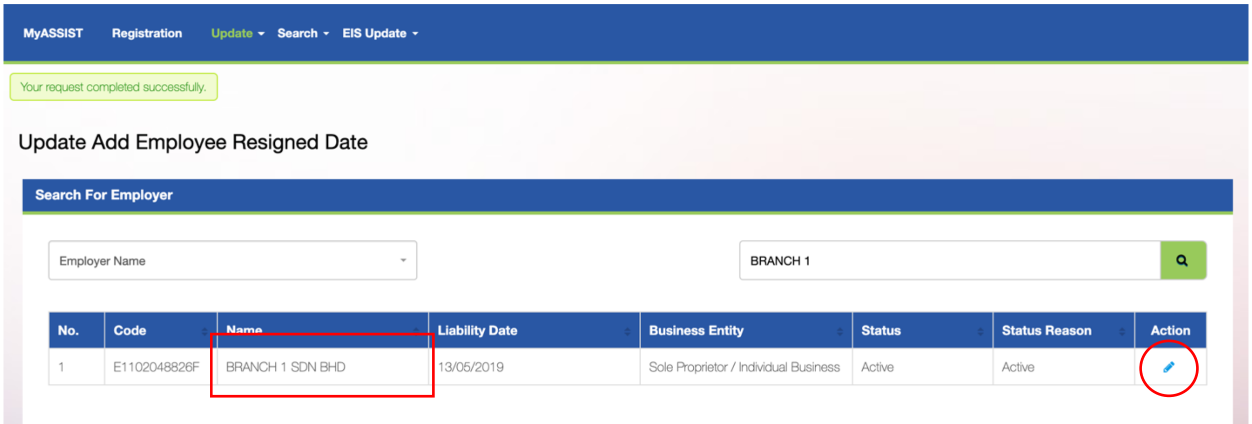


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

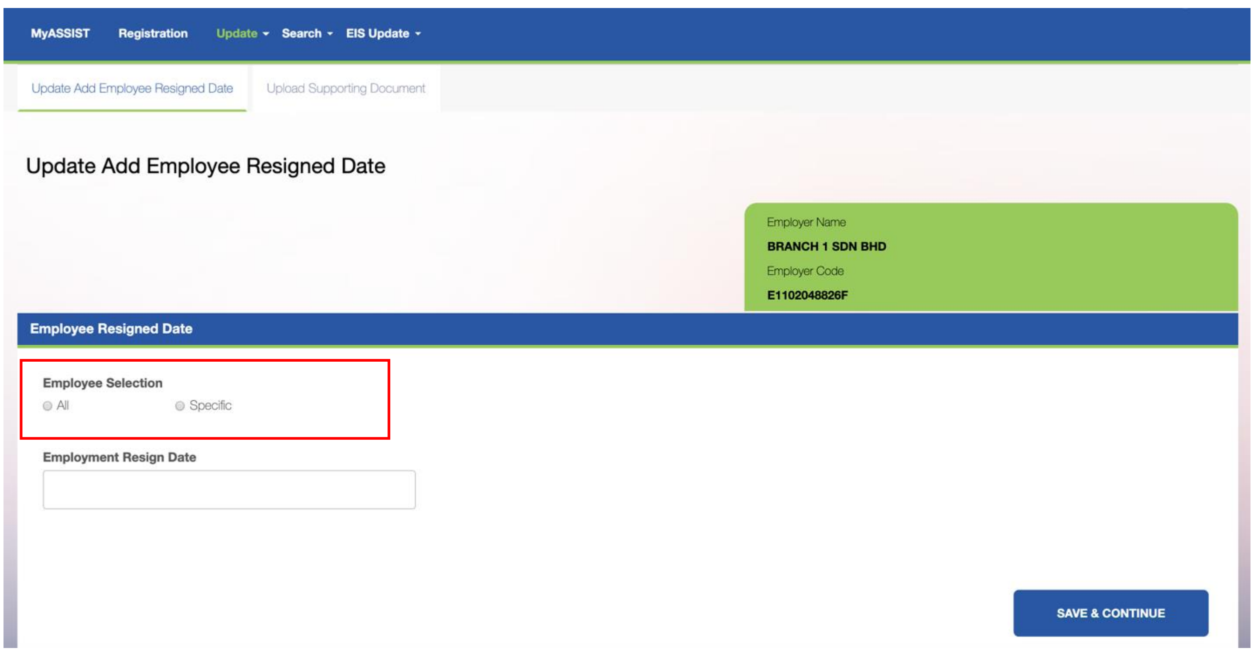


Step 3: Click on the Search icon.

Step 4: Click on the Edit icon in the Action column of the selected Employer.

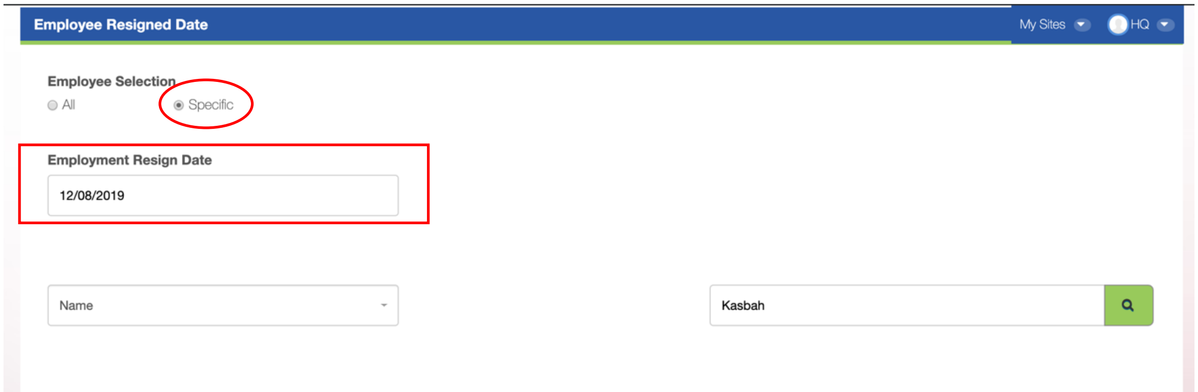


Step 5: Choose "All" or "Specific"



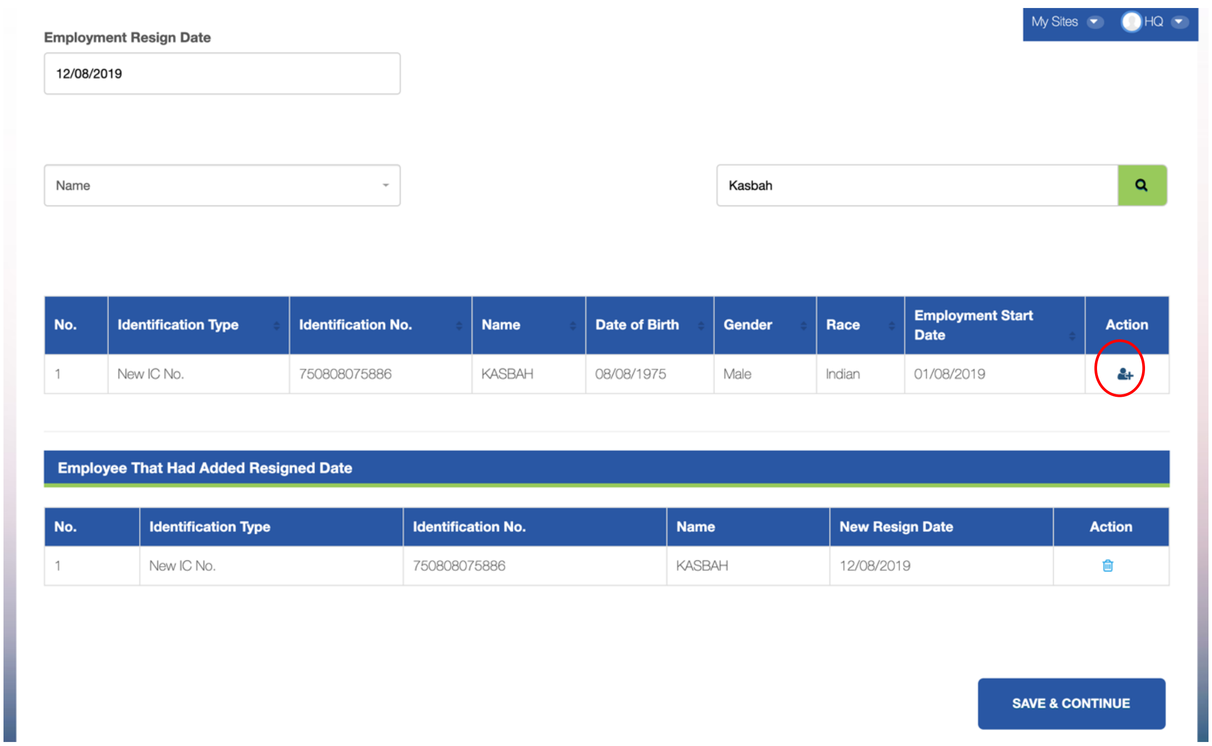
NOTE: If 'Specific' is chosen follow Step 5 to Step 7. For 'All' follow Step 8.

Step 6: Select Employment Resign Date.



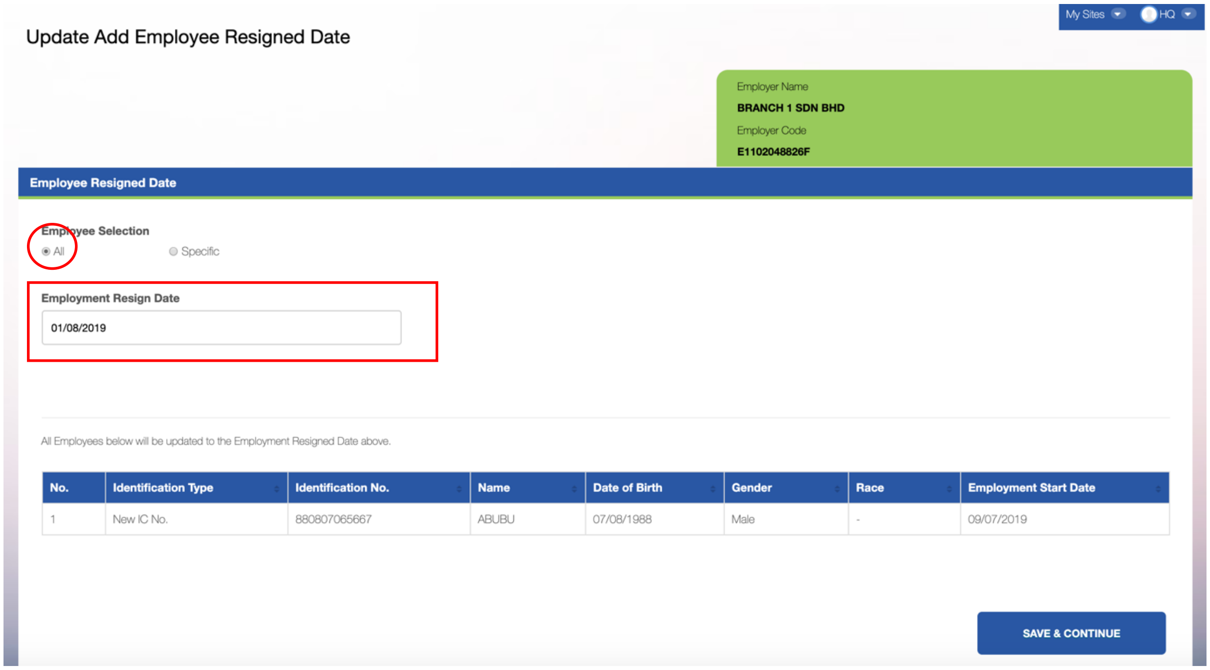
NOTE: Resigned employee are removed from active employees list.

Step 7: Click the Add icon on the selected employee(s) you want to resign.



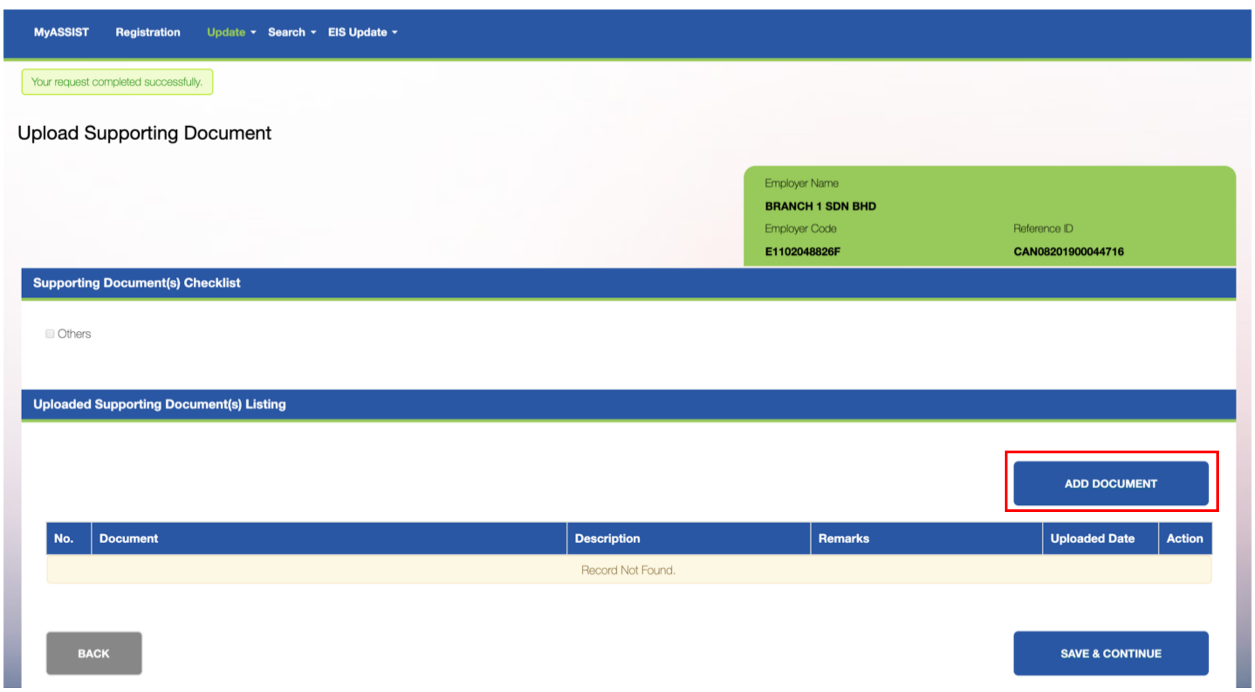
Step 8: Click Save and Continue

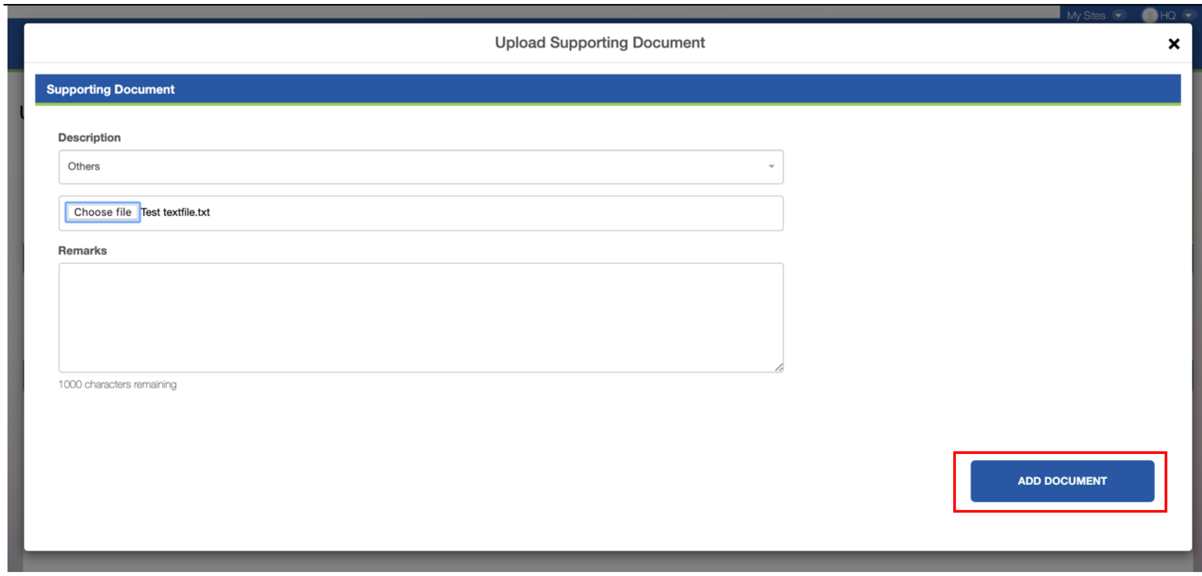
Step 9: Choose Resign Date – for 'All' selected.



Step 10: Click Save & Continue.

Step 11: Click Add Document.





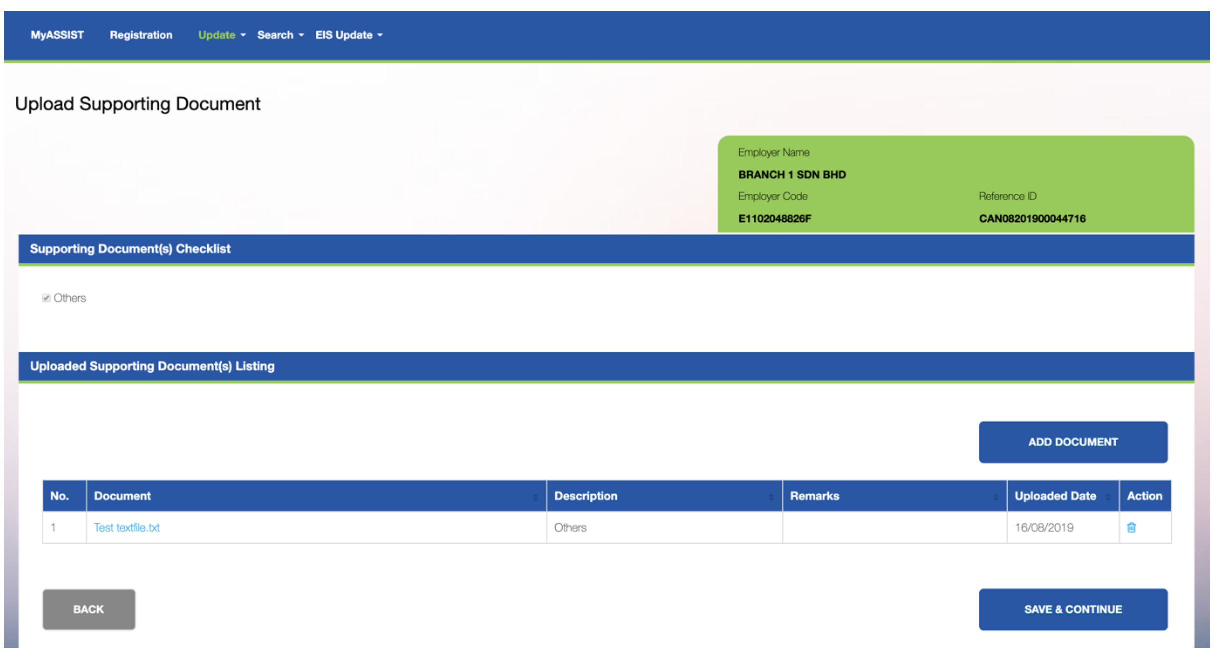
Step 12: Select Description (Others) from drop-down list.

Step 13: Click Choose File and select the file to upload.

Step 14: Enter remarks in the text box (if any)

Step 15: Click Add Document

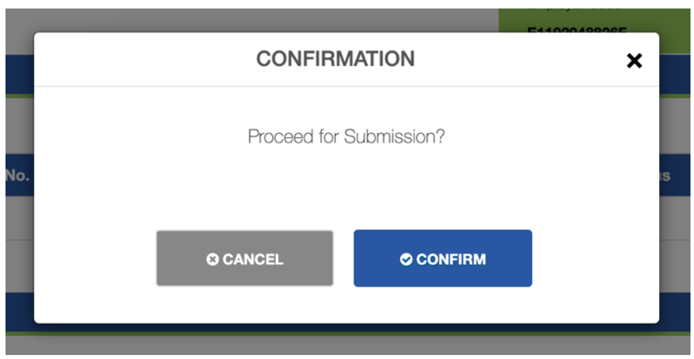
The document uploaded will be reflected on the screen below.



Step 16: Click Save and Continue

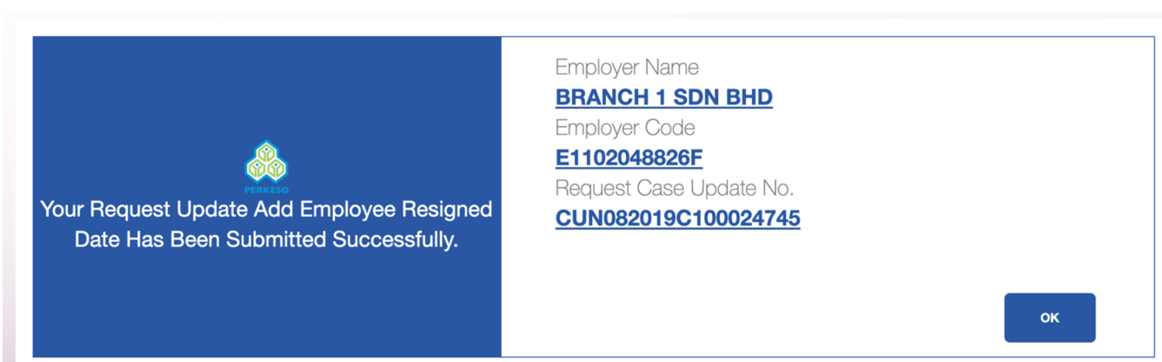
Step 17: Preview submission to verify details. Click the Back buttons if amendments are required.

Step 18: Click Submit



Step 19: Click Confirm.

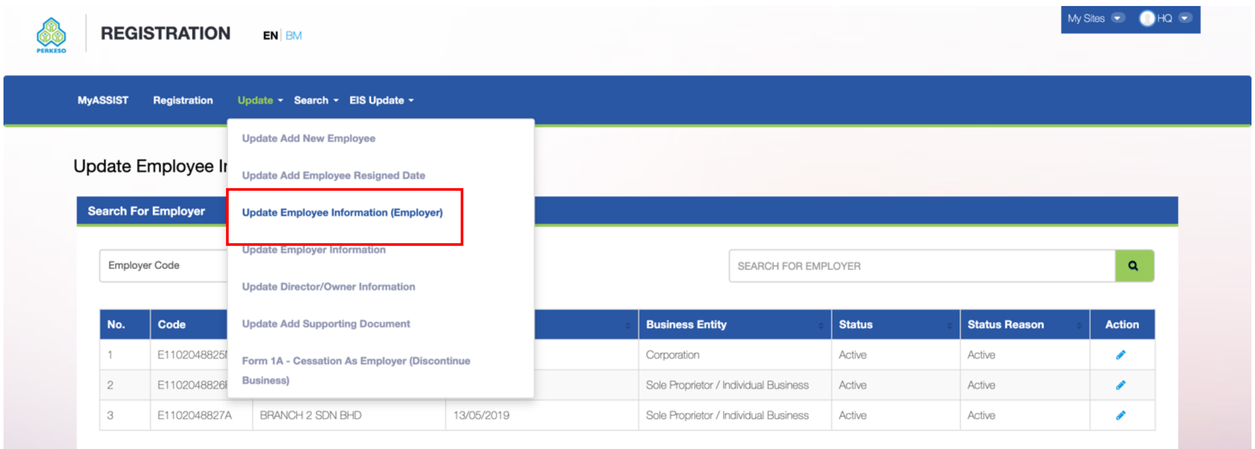
Step 20: Successfully Employee Resigned Date has been updated.



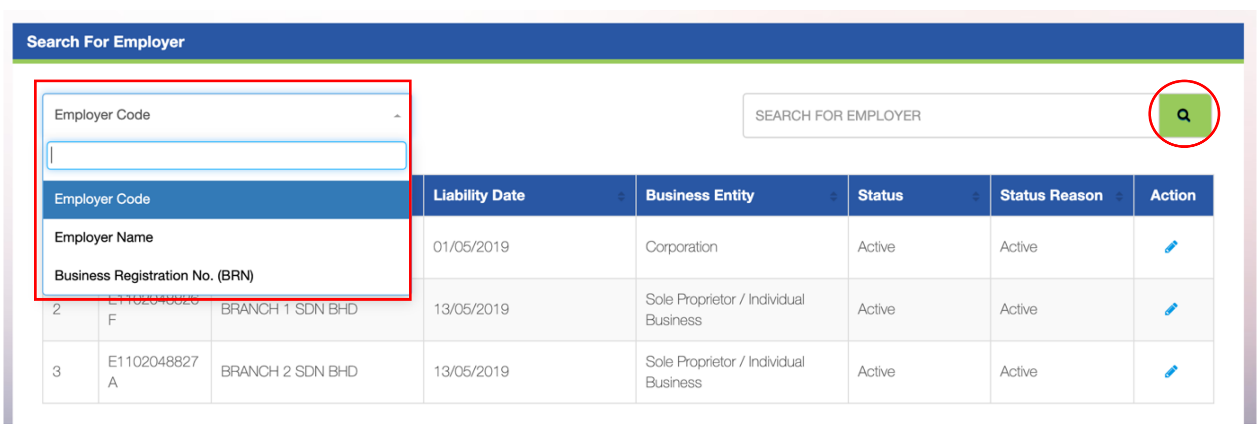
3.4.3 Add Employee Information (Employer)

For Employers (Parent Employers) to update employee information for managed employers.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employee Information (Employer).

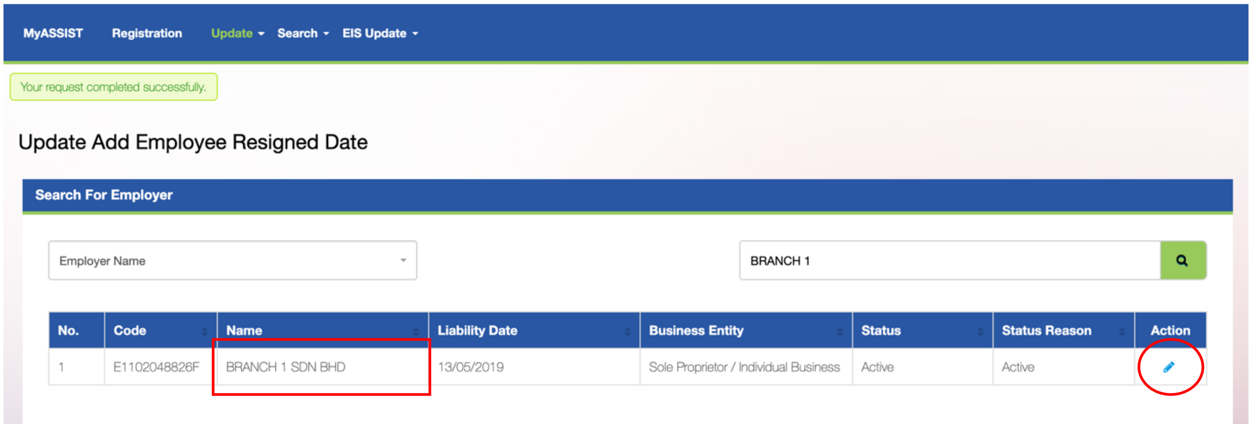


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.



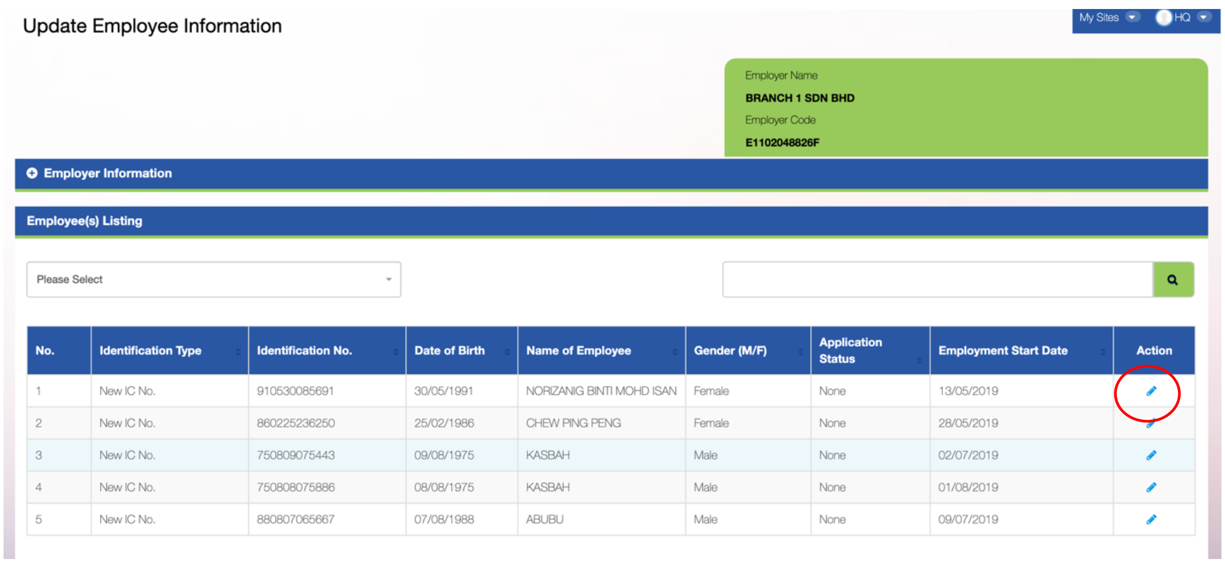
Step 2: Click on the Search icon.

Step 3: Click on edit icon in the Action column of the selected Employer.

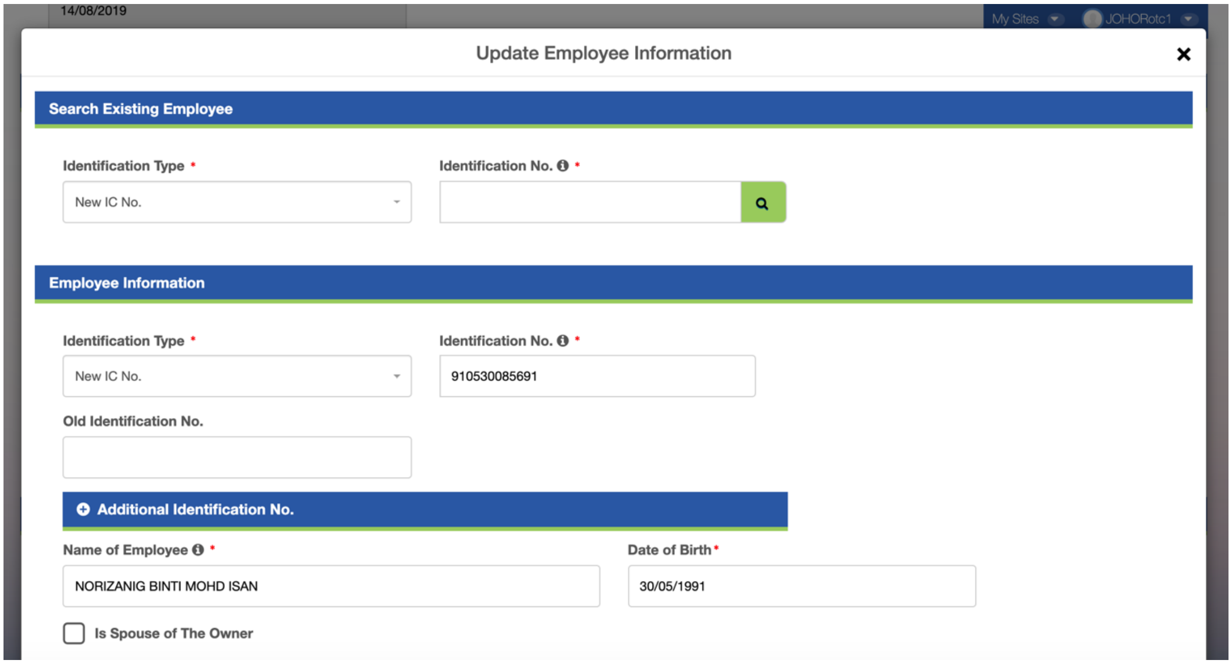


Step 4: Choose Employee to update from Employee Listing.

Step 5: Click on the edit icon in the Action column.

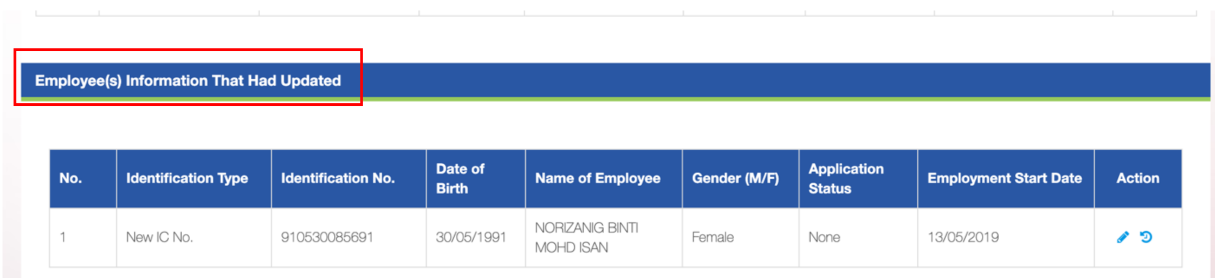


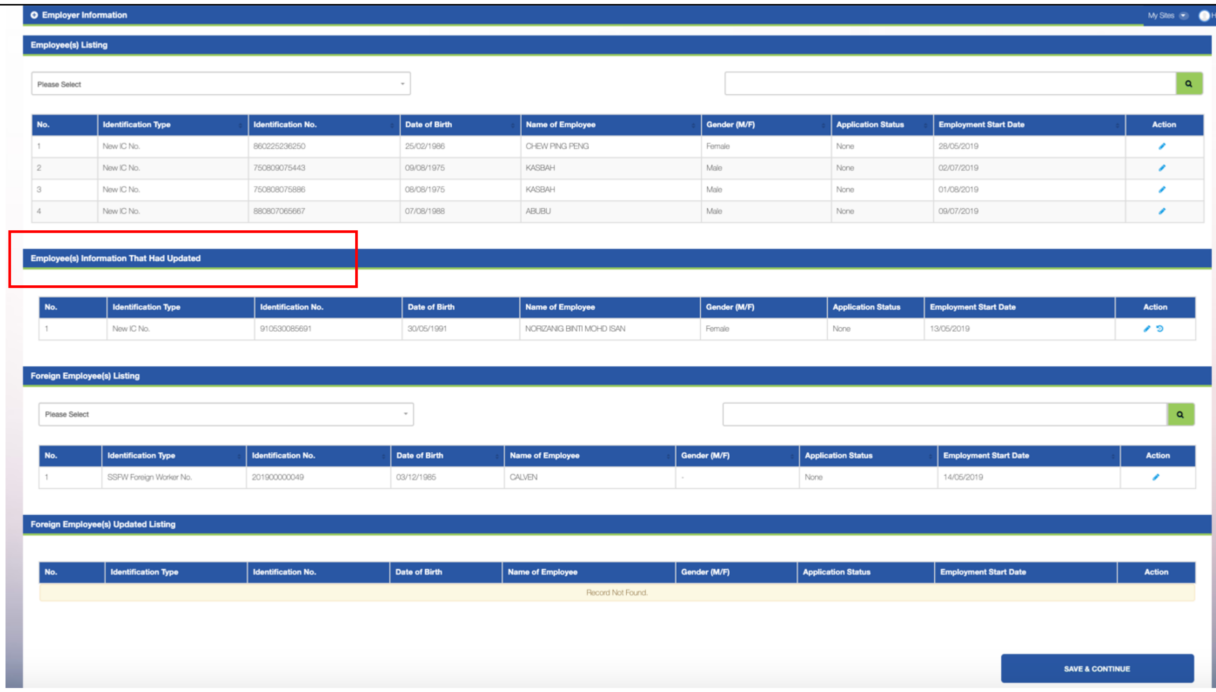
Step 6: Update employee information.



Step 7: Click Save.

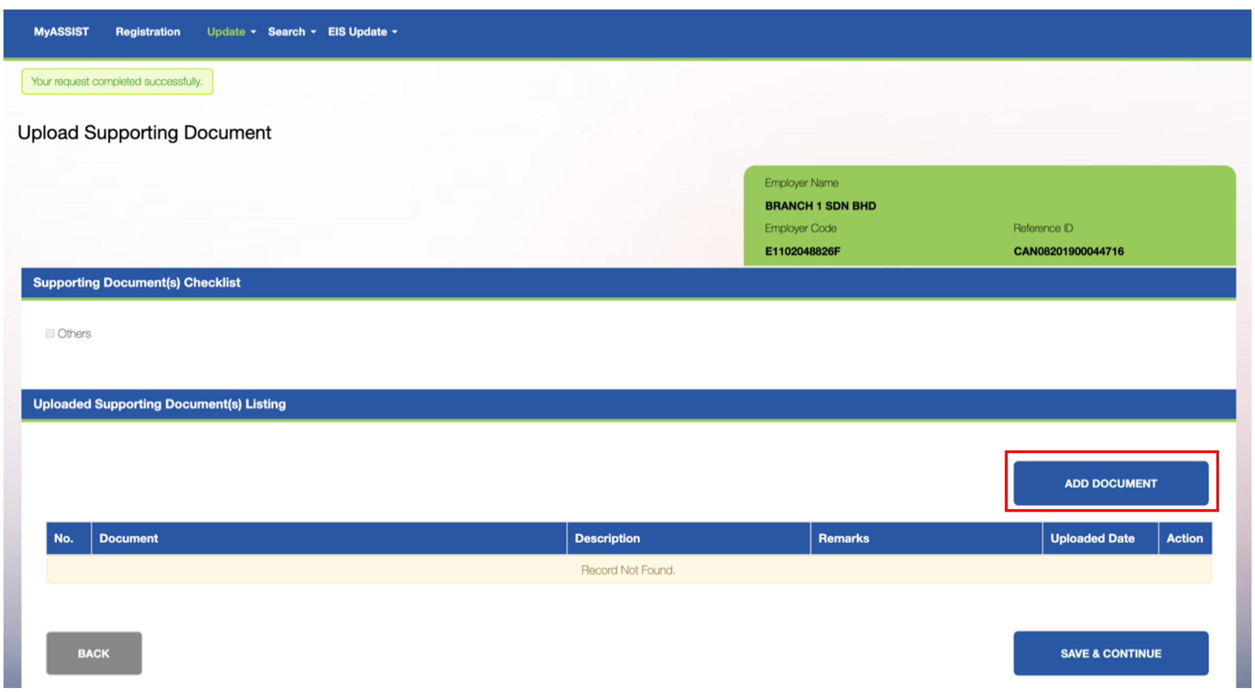
The saved employee record will appear in the table as displayed below.

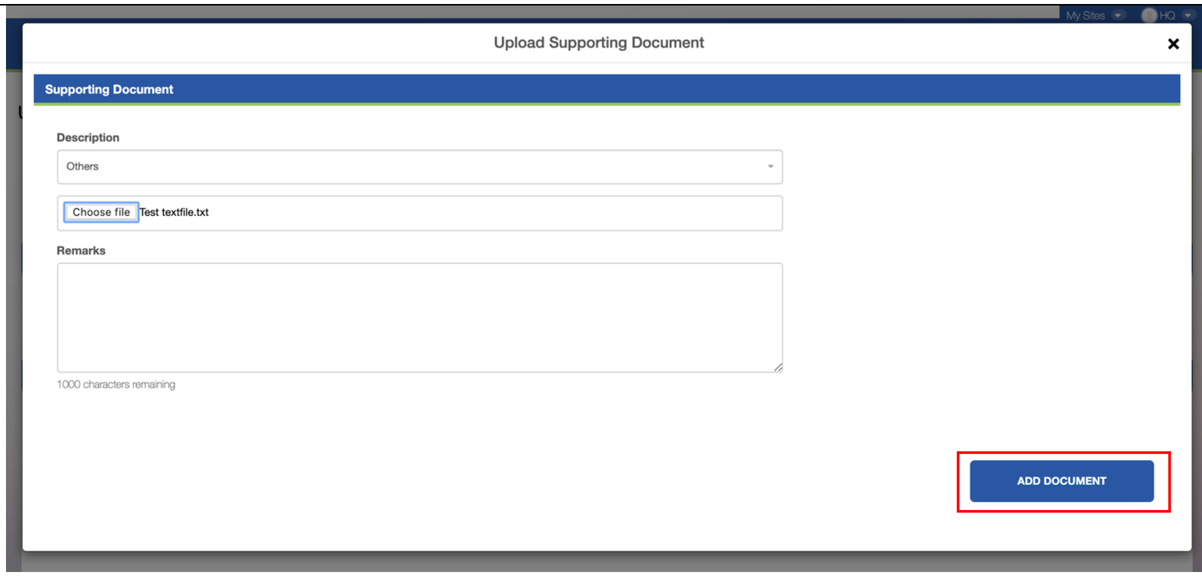




Step 8: Click Save and Continue

Step 9: Click Add Document.





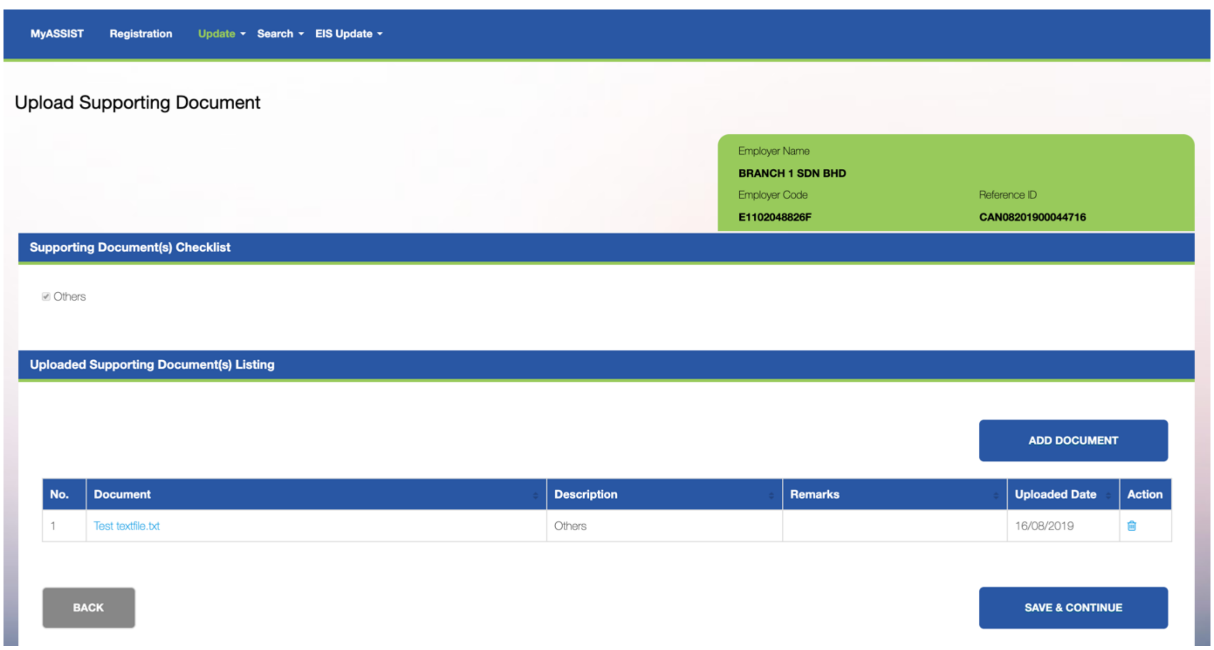
Step 10: Select Description (Others) from drop-down list.

Step 11: Click Choose File and select the file to upload.

Step 12: Enter remarks in the text box (if any)

Step 13: Click Add Document

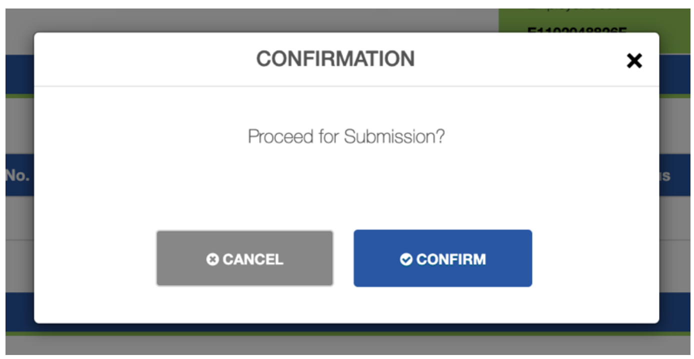
The document uploaded will be reflected on the screen below.



Step 14: Click Save and Continue

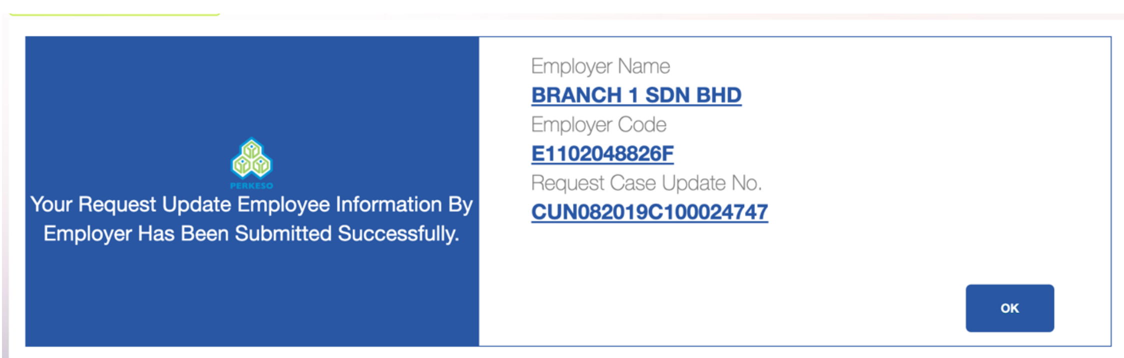
Step 15: Preview submission to verify details. Click the Back buttons if amendments are required.

Step 16: Click Submit



Step 17: Click Confirm.

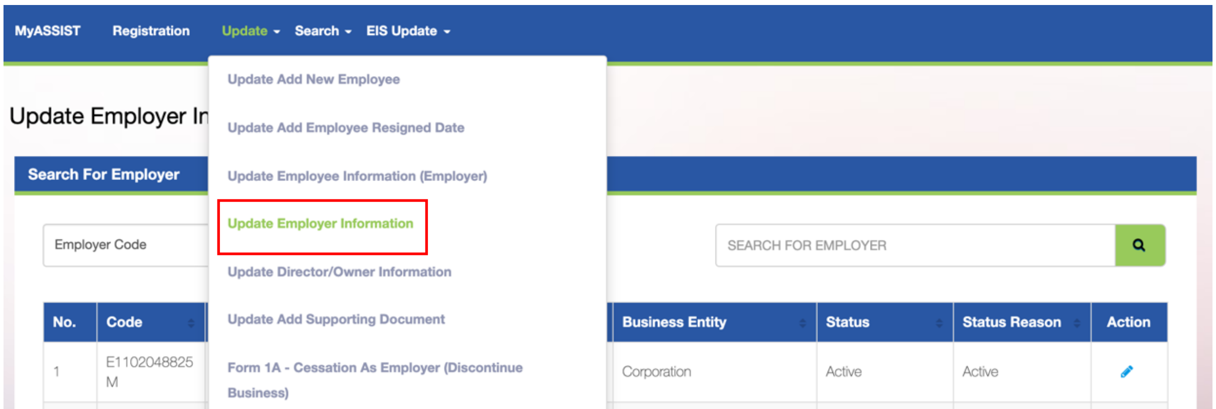
Step 18: Employee Information update has been successfully submitted.



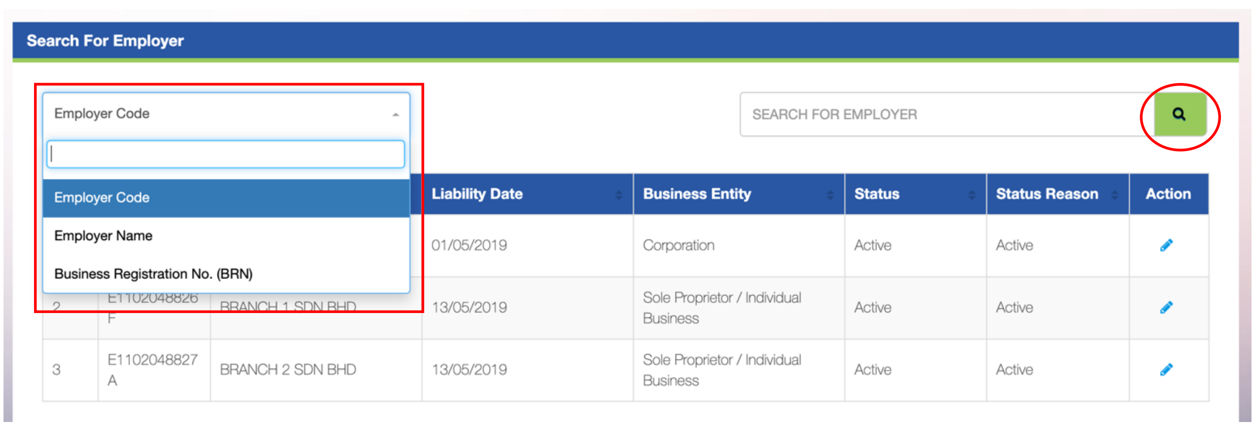
3.4.4 Update Employer Information

For Employers (Parent Employers) to update employer information for themselves and managed employers.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employer Information.

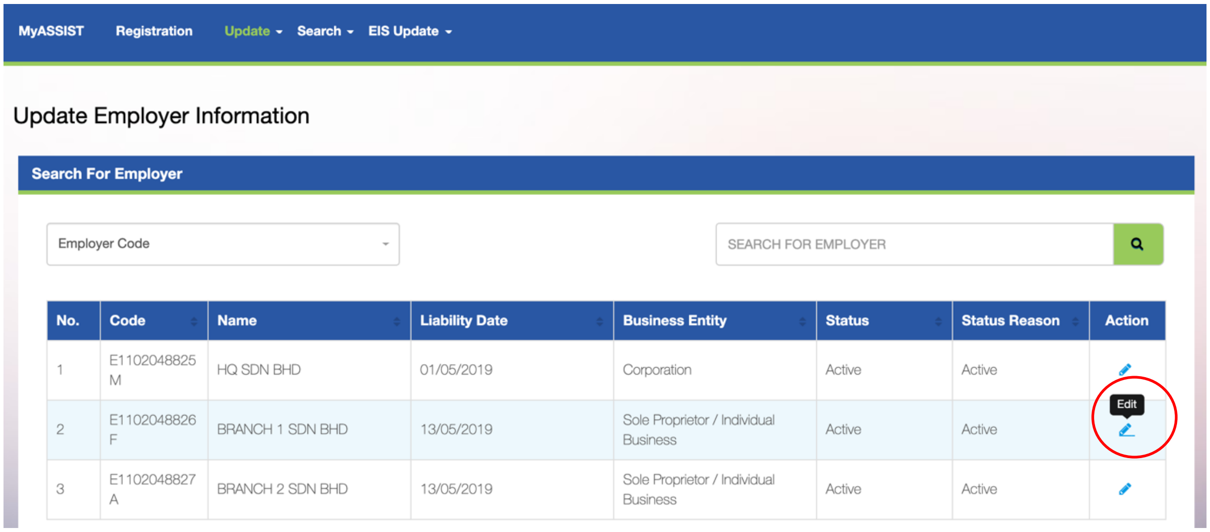


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

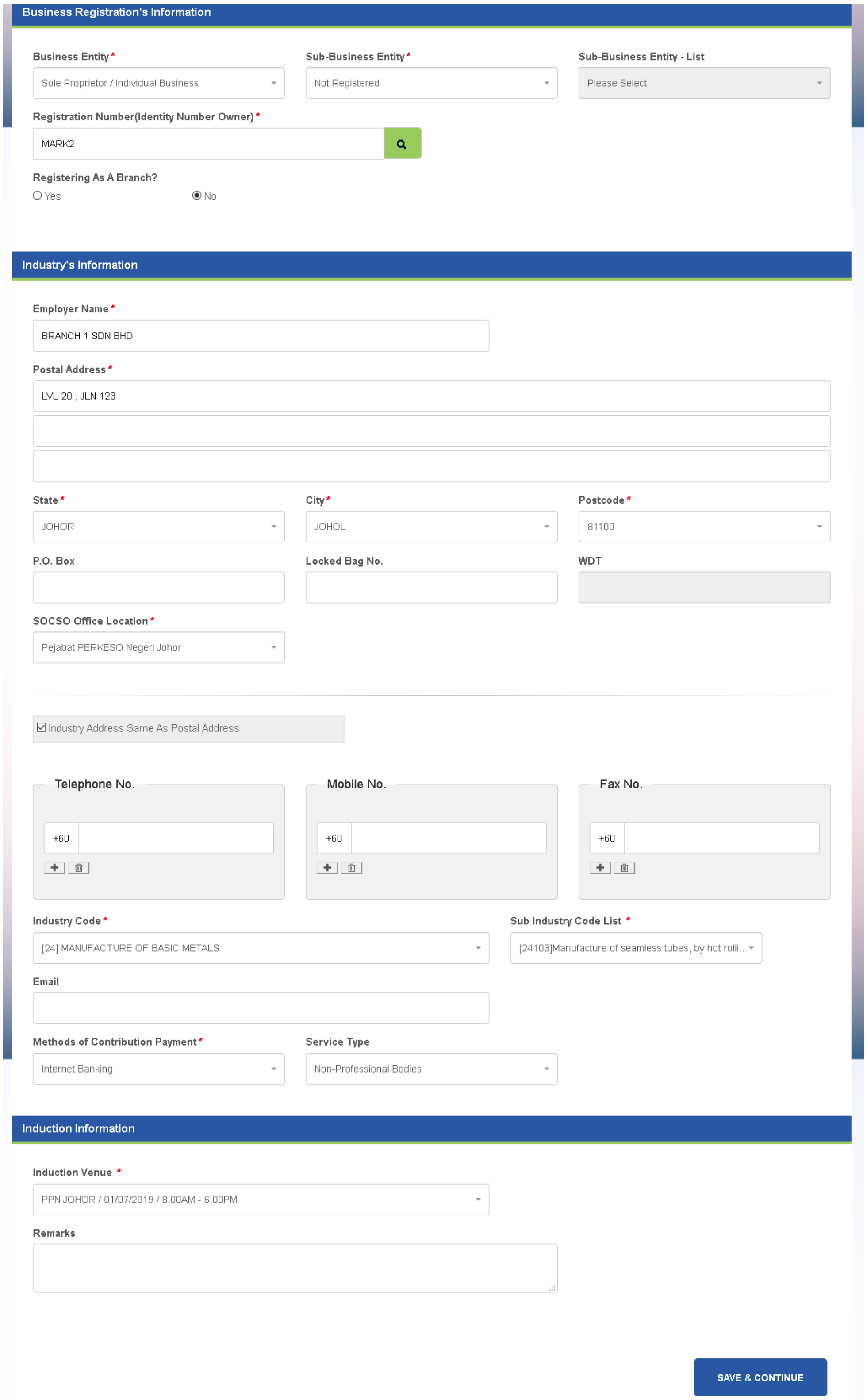


Step 3: Click on the Search icon.

Step 4: Click on the Edit icon of the selected employer in the Action column.

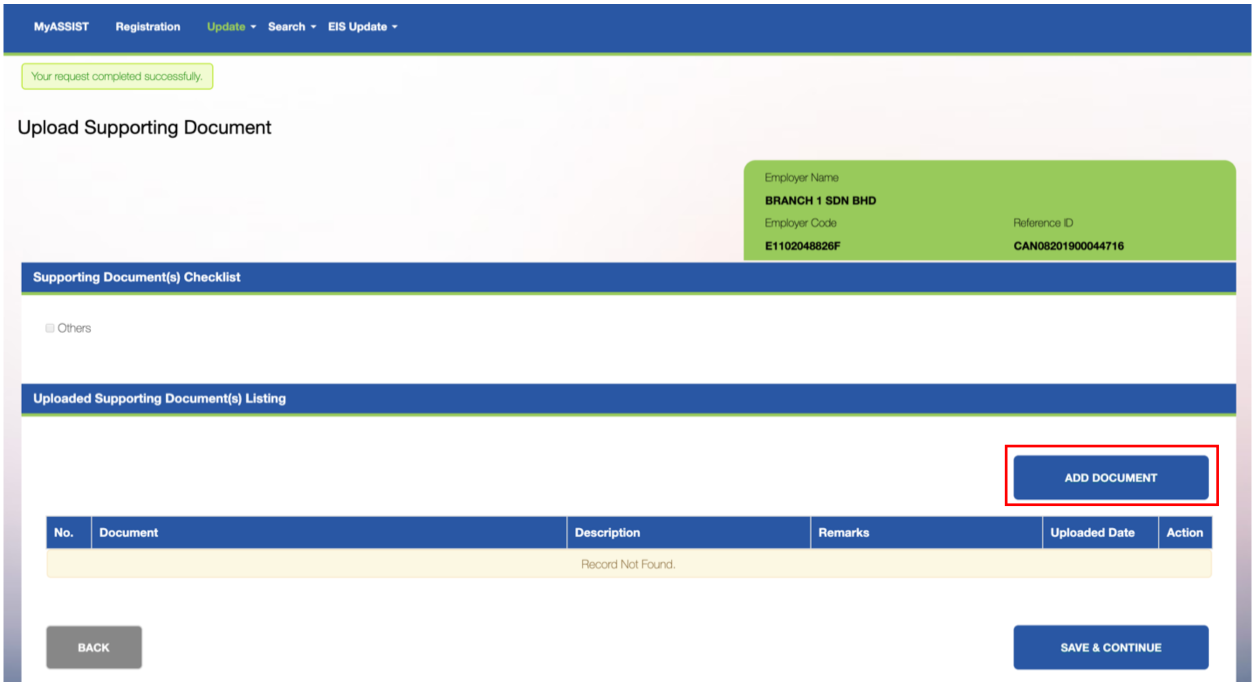


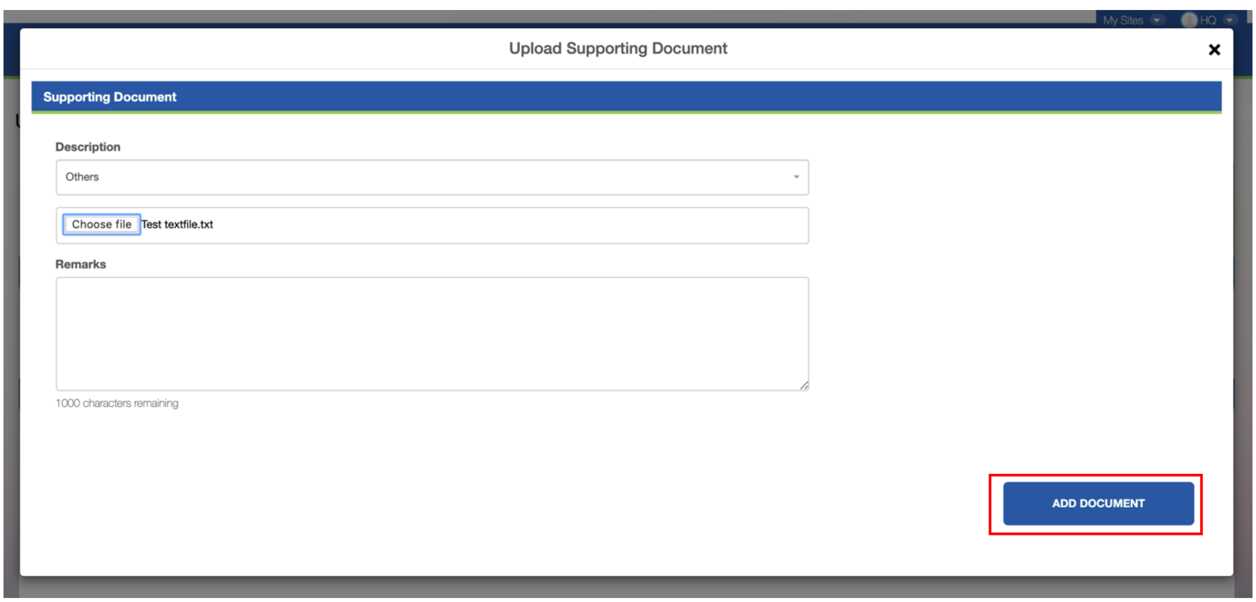
Step 5: Update Employer Information



Step 6: Click Save and Continue

Step 7: Click Add Document.





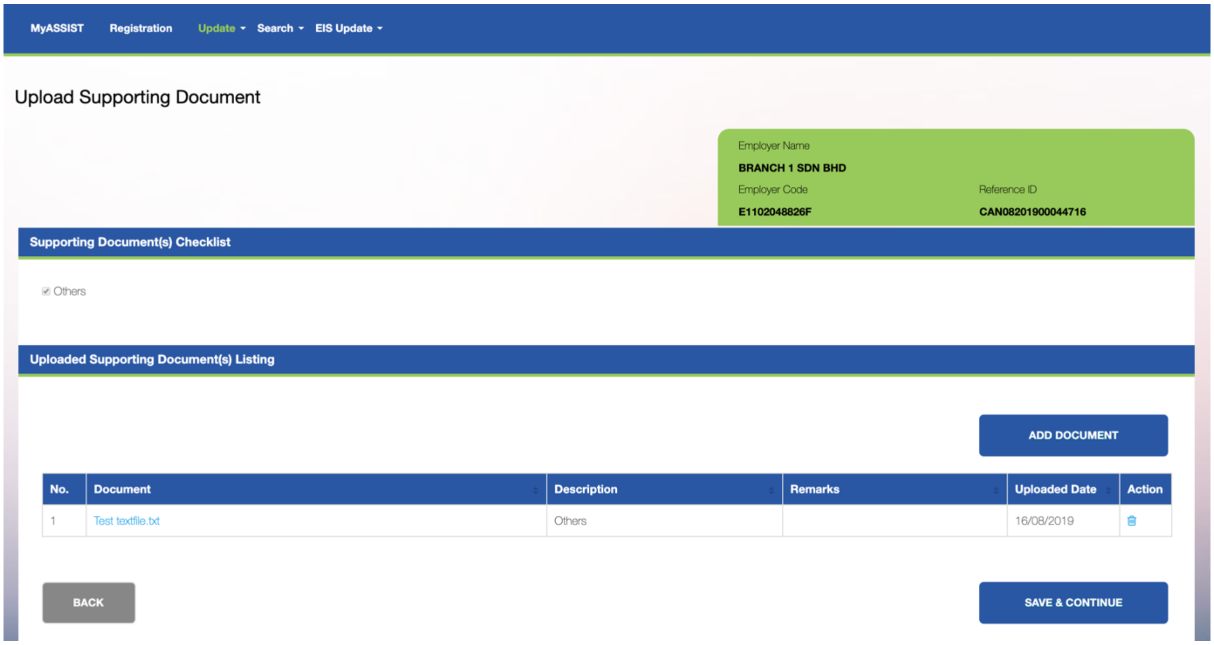
Step 8: Select Description (Others) from drop-down list.

Step 9: Click Choose File and select the file to upload.

Step 10: Enter remarks in the text box (if any)

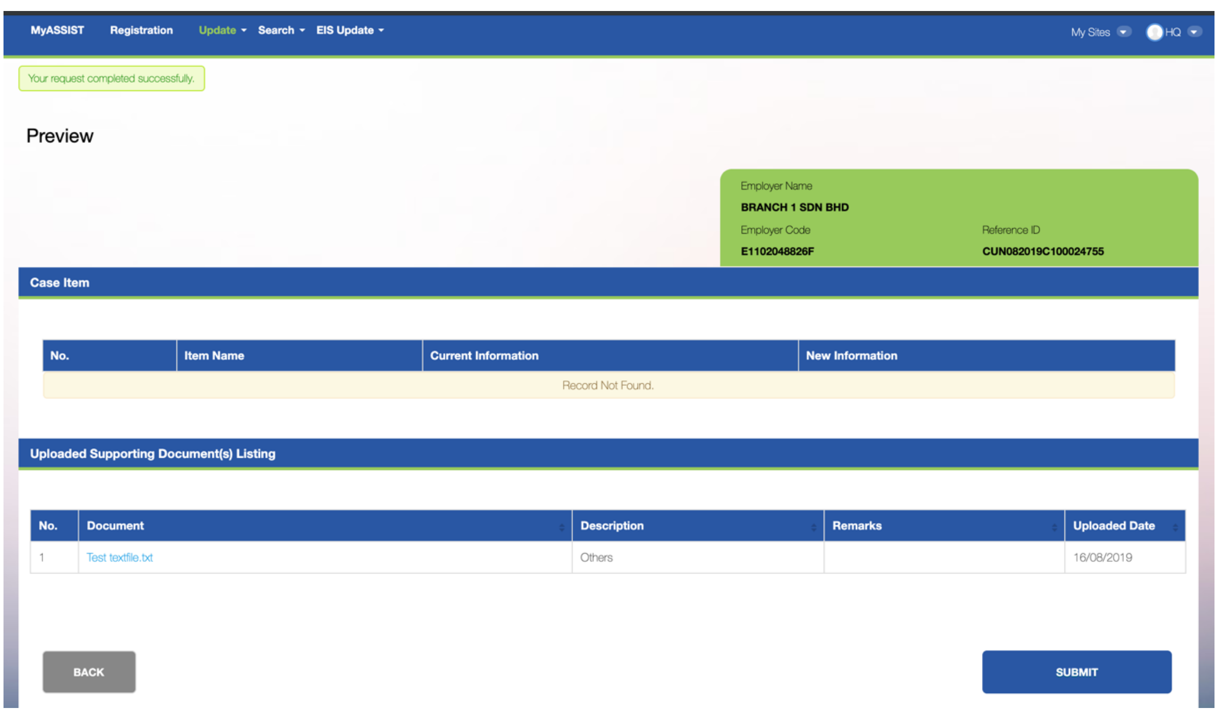
Step 11: Click Add Document

The document uploaded will be reflected on the screen below.

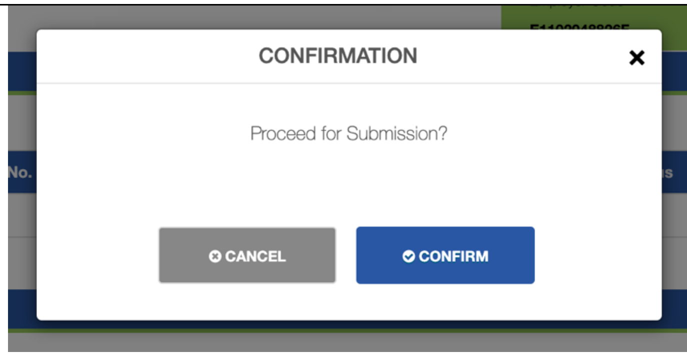


Step 12: Click Save and Continue

Step 13: Preview submission to verify details. Click the Back buttons if amendments are required.

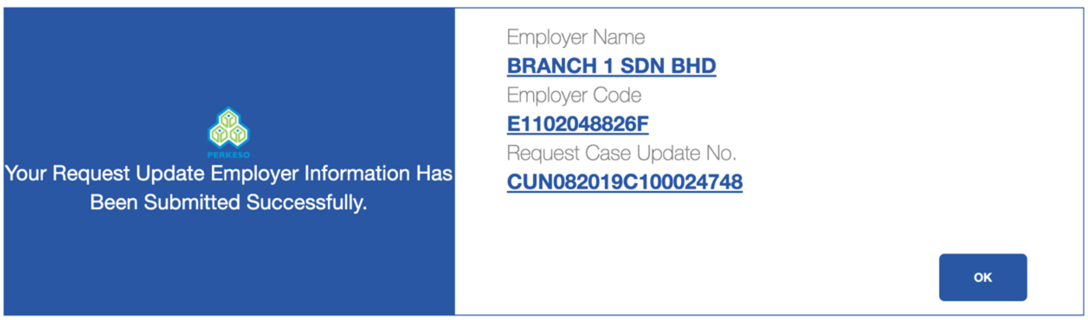


Step 14: Click Submit



Step 15: Click Confirm.

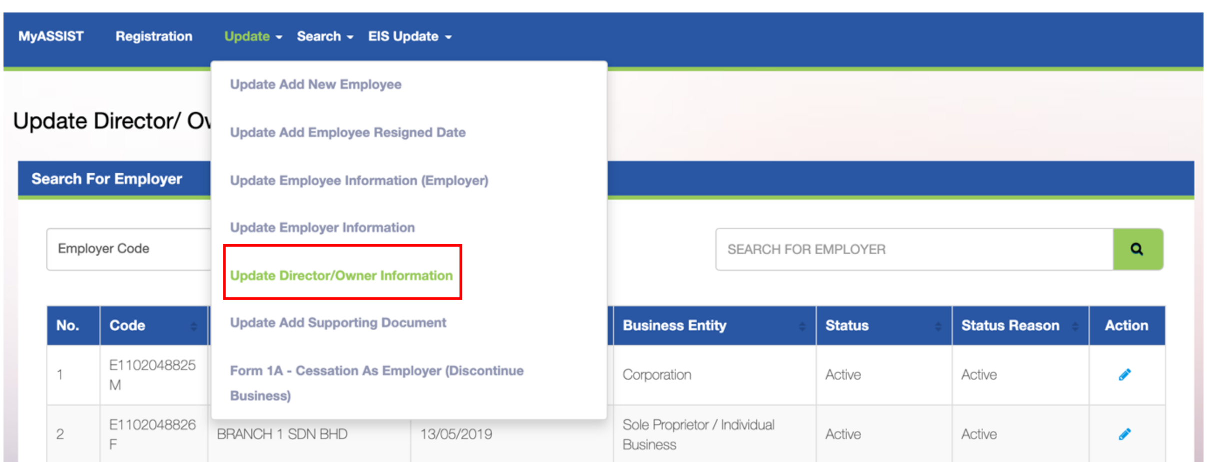
Step 16: Employer Information update has been successfully submitted.



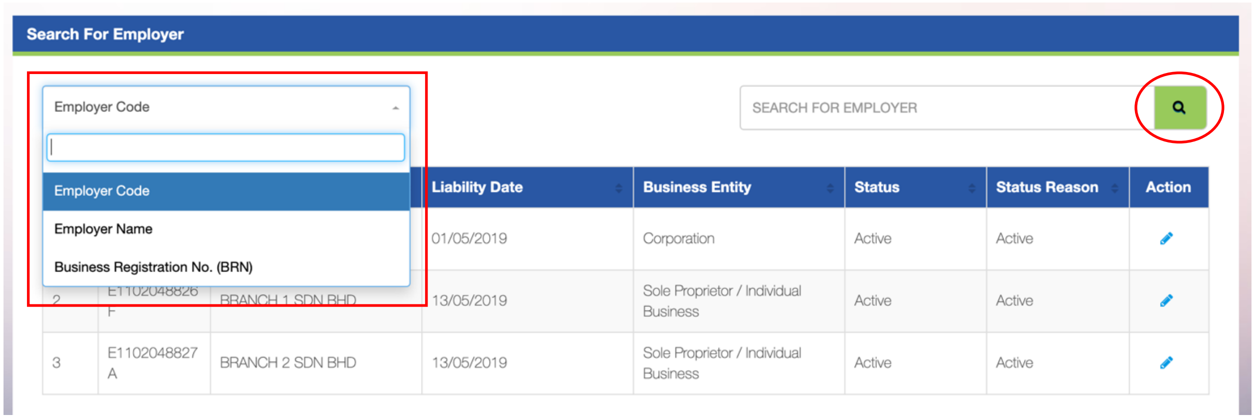
3.4.5 Update Director/Owner Information

For Employers (Parent Employers) to update director or ownership information for themselves and managed employers.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Director/Ownership Information.

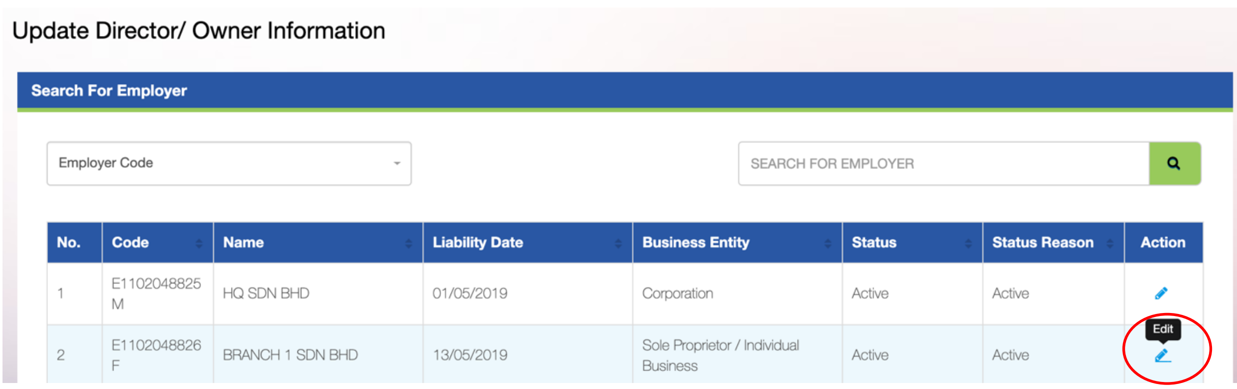


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

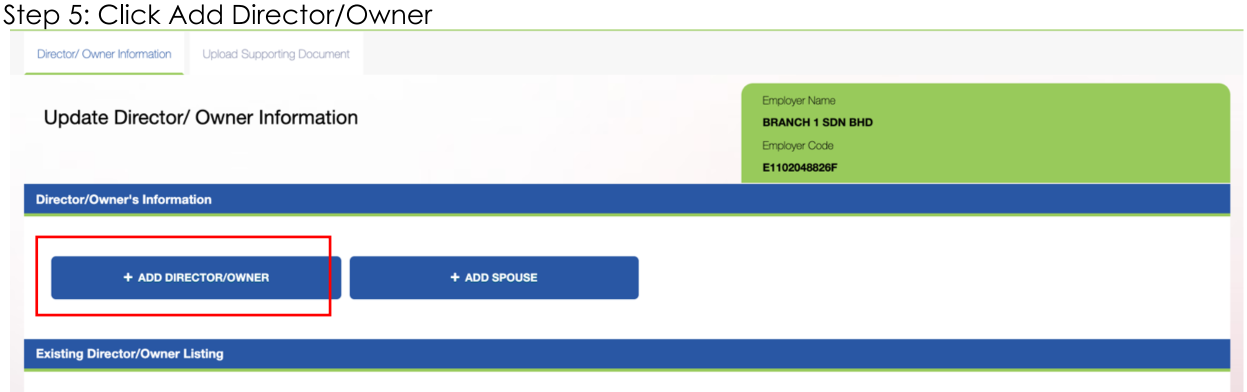


Step 3: Click the Search icon.

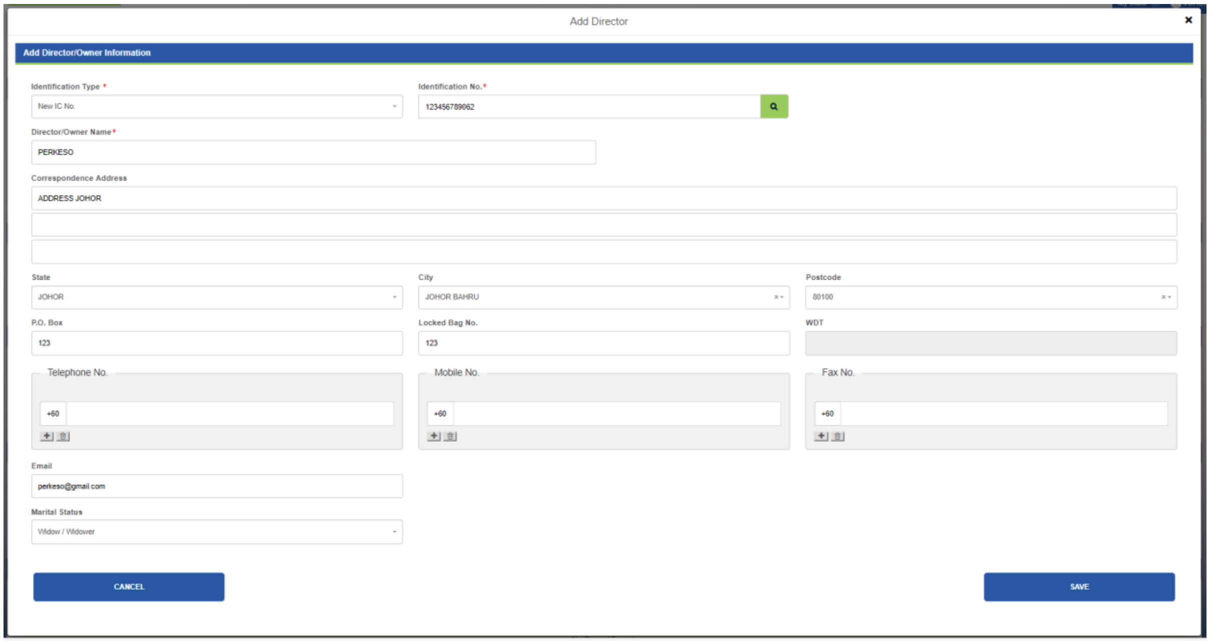
Step 4: Click on the Edit icon in the Action column of the selected employer.



Step 5: Click Add Director/Owner

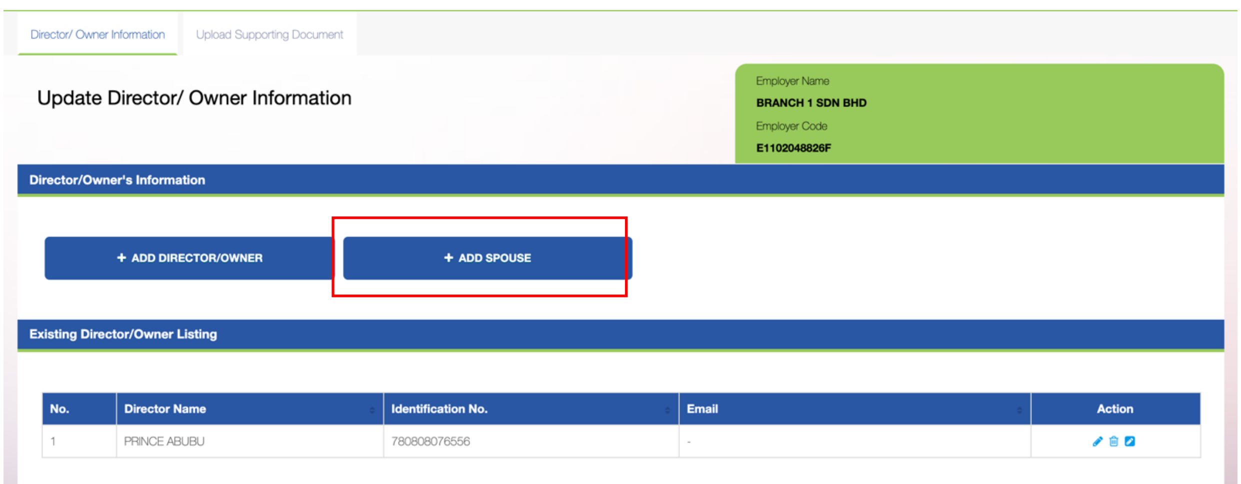


Step 6: Fill up the form.

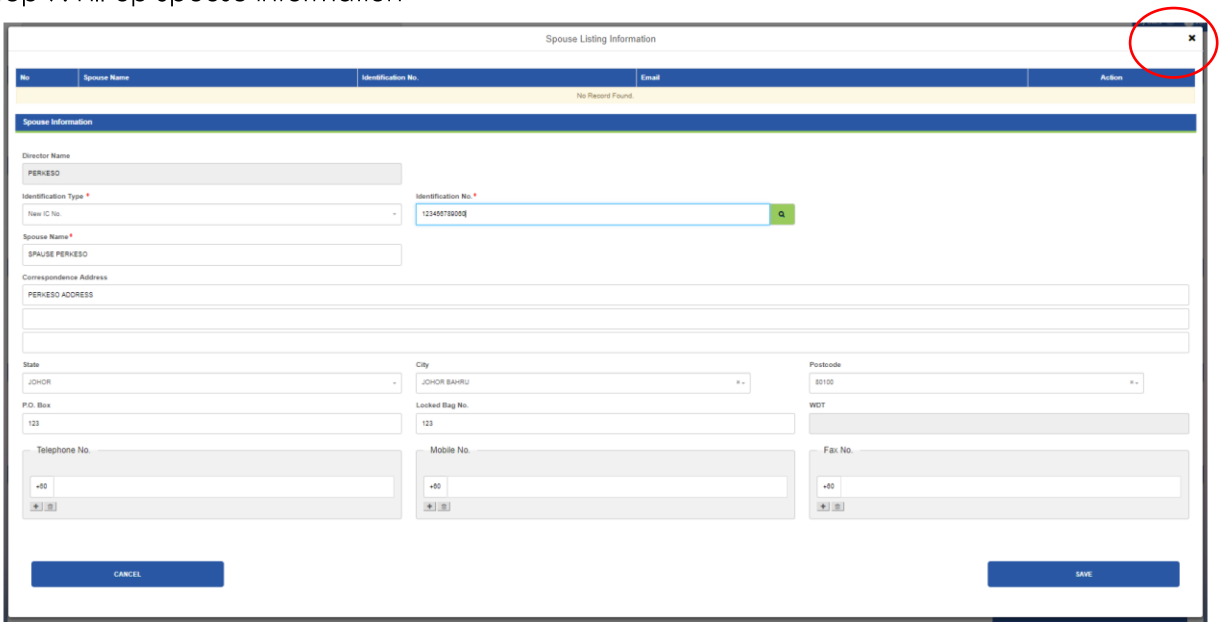


Step 7: Click Save.

Step 8: Click Add Spouse



Step 9: Fill-up Spouse information

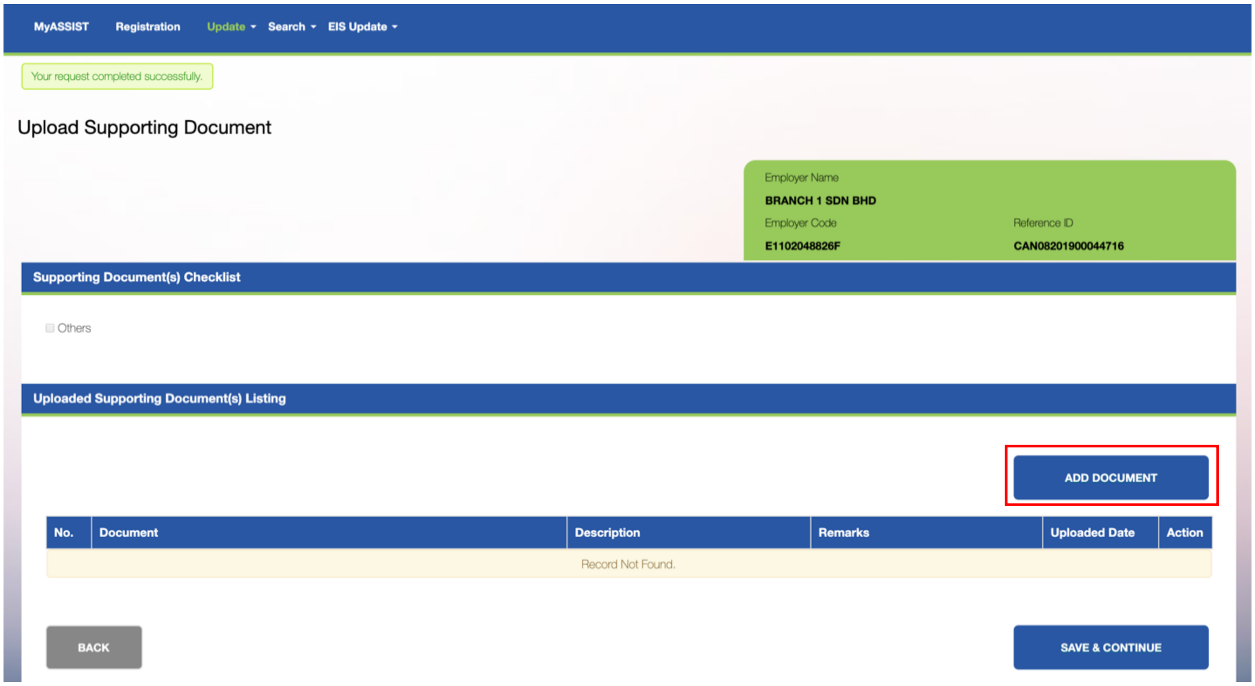


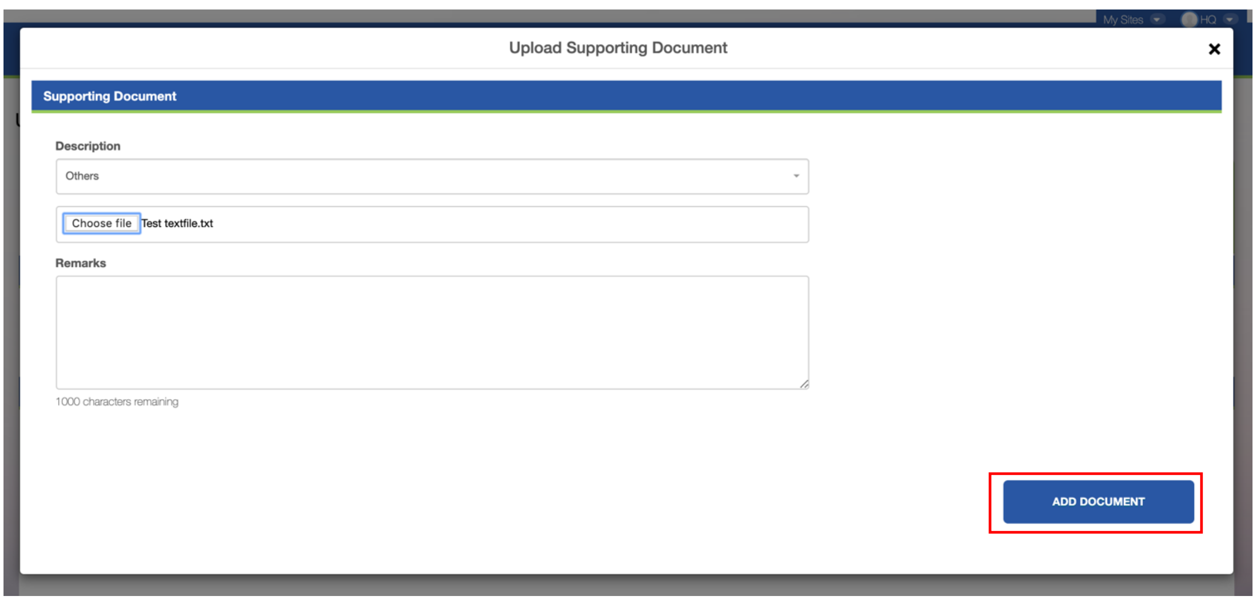
Step 10: Click Save

Step 11: Click Close button on top right, after saving.

Step 12: Click Save and Continue

Step 13: Click Add Document.





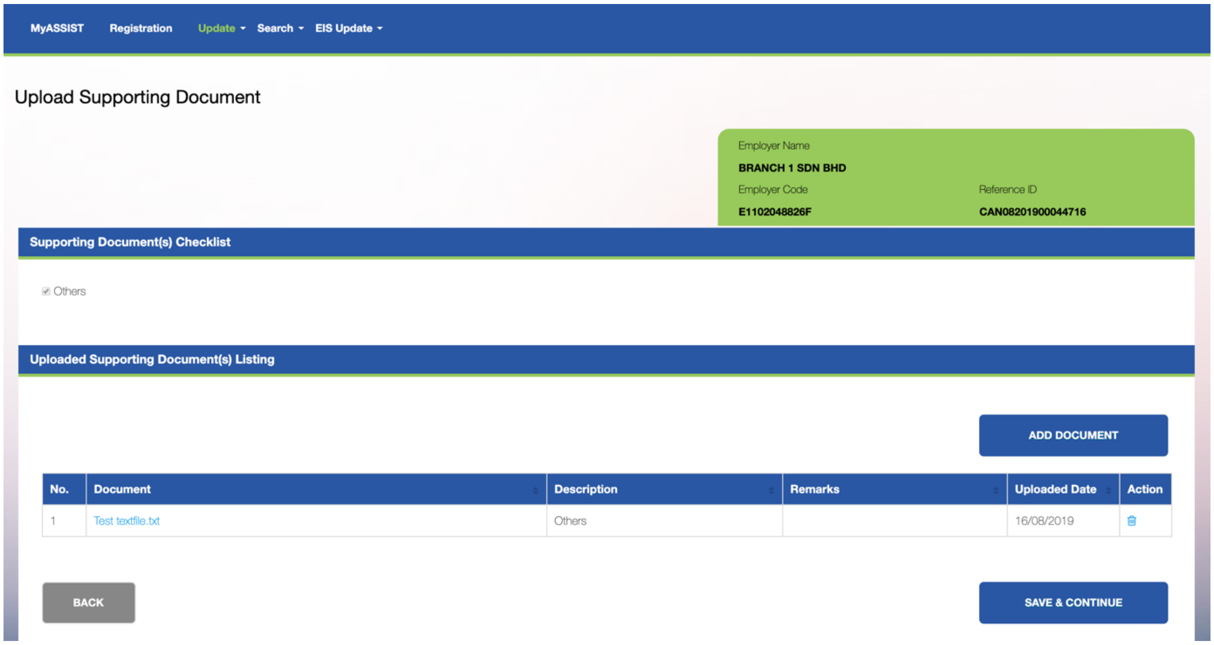
Step 14: Select Description (Others) from drop-down list.

Step 15: Click Choose File and select the file to upload.

Step 16: Enter remarks in the text box (if any)

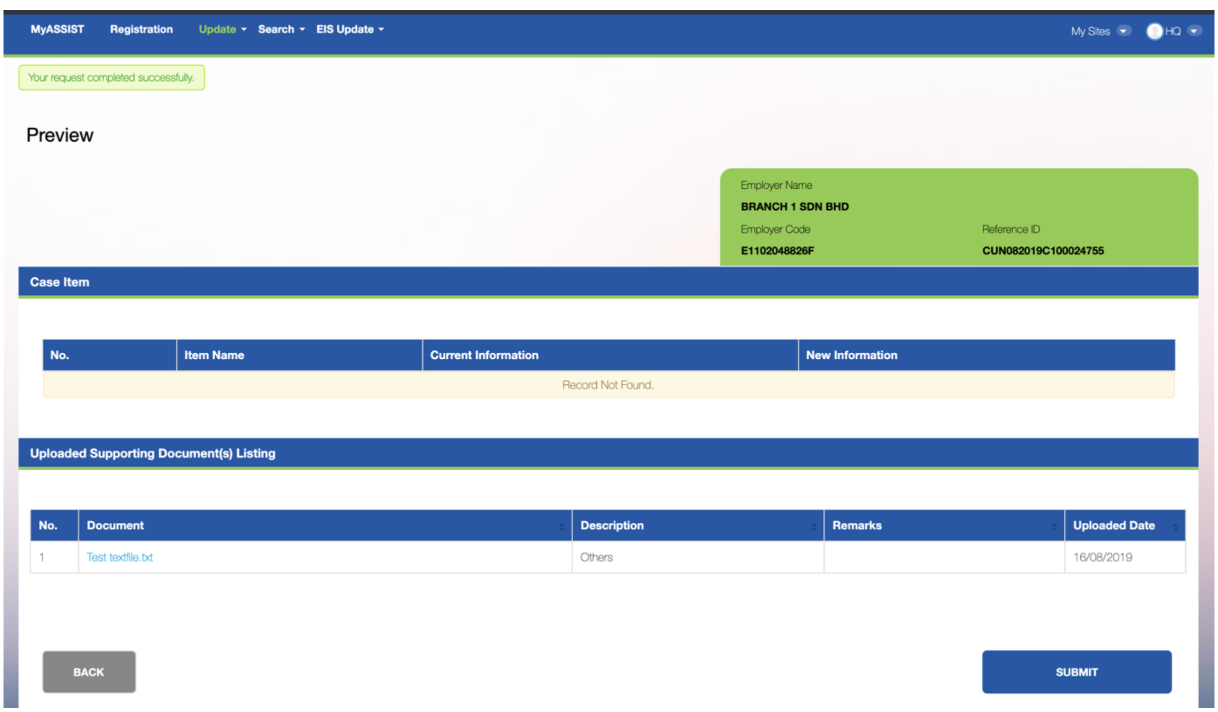
Step 17: Click Add Document

The document uploaded will be reflected on the screen below.

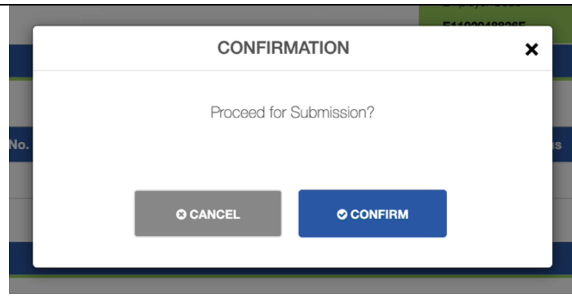


Step 18: Click Save and Continue

Step 19: Preview submission to verify details. Click the Back buttons if amendments are required.

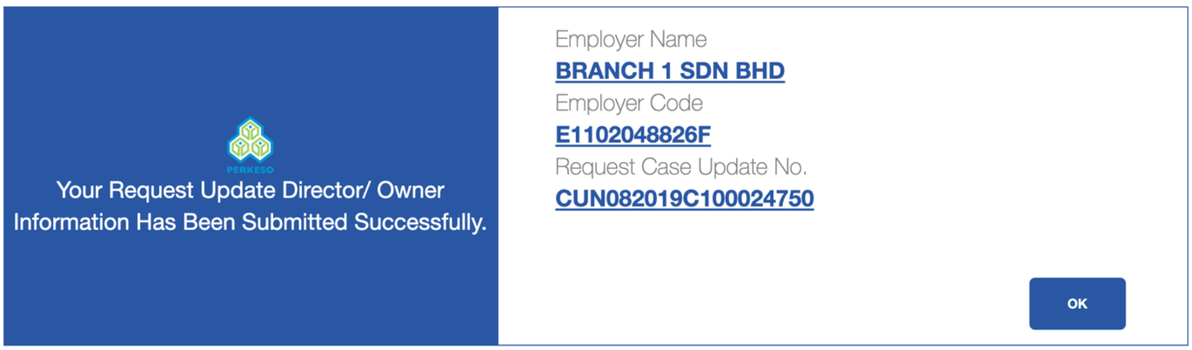


Step 20: Click Submit



Step 21: Click Confirm.

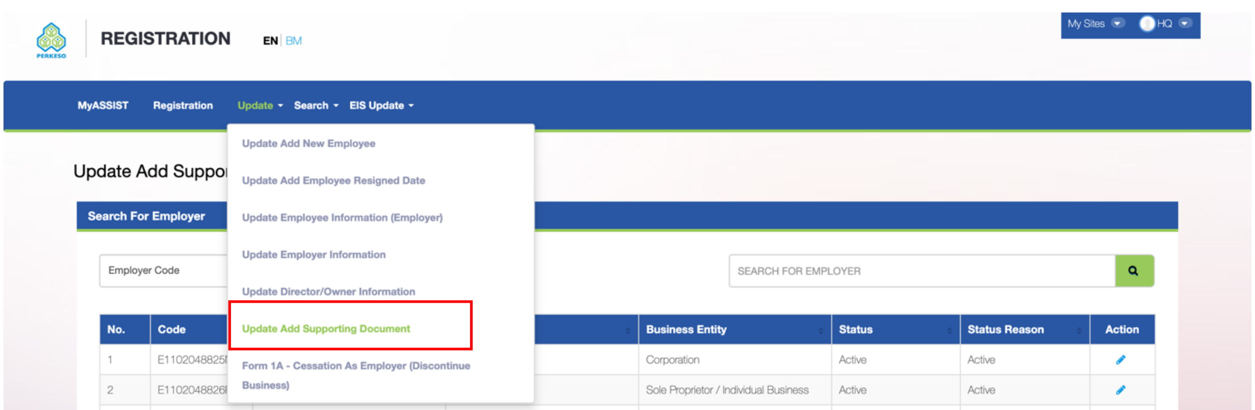
Step 22: Director/Owner Information update has been successfully submitted.



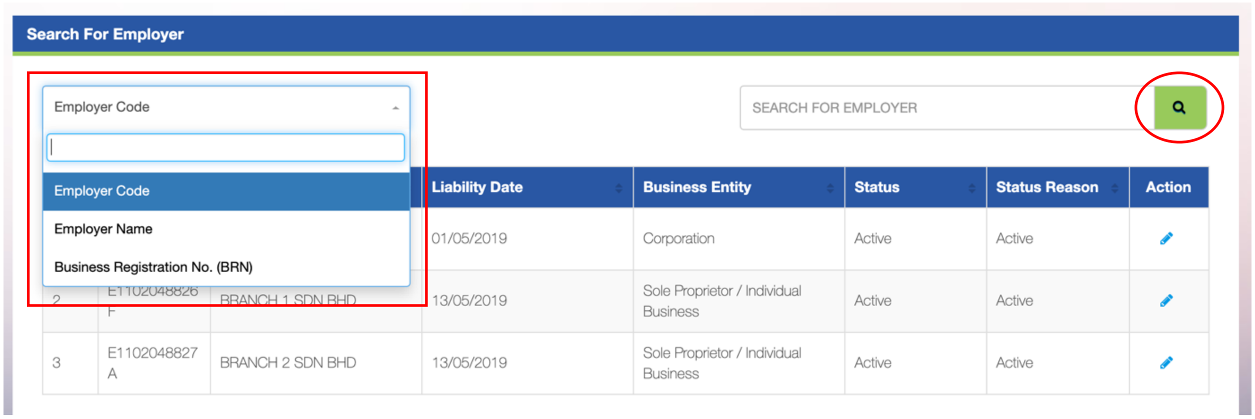
3.4.6 Add Supporting Documents

For Employers (Parent Employers) to add supporting documents for themselves and managed employers.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Add Supporting Documents.

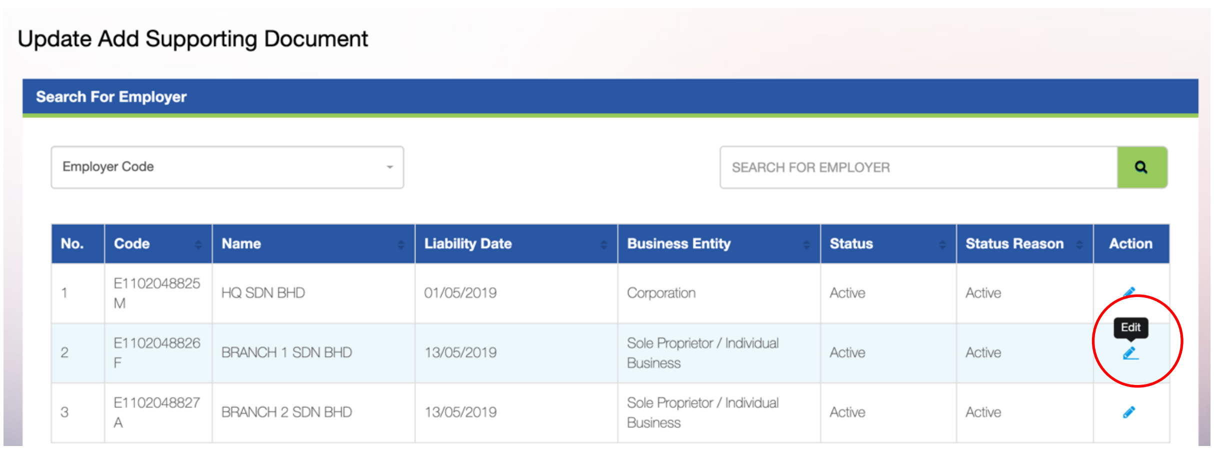


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

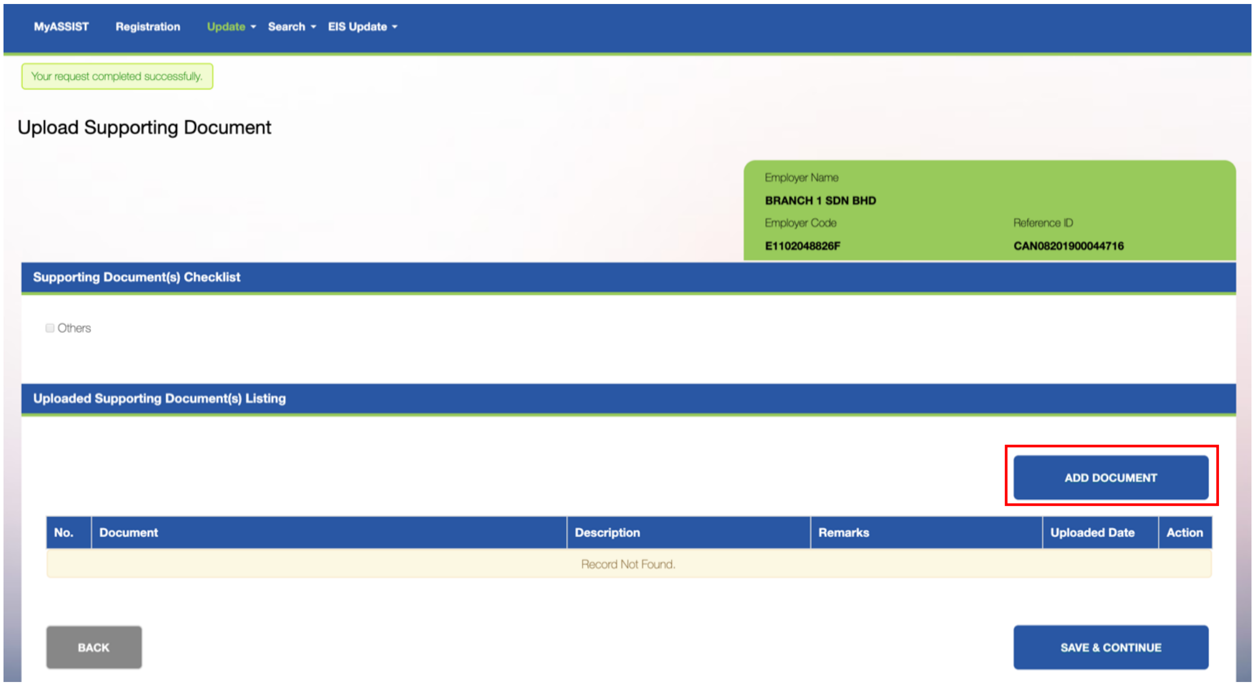


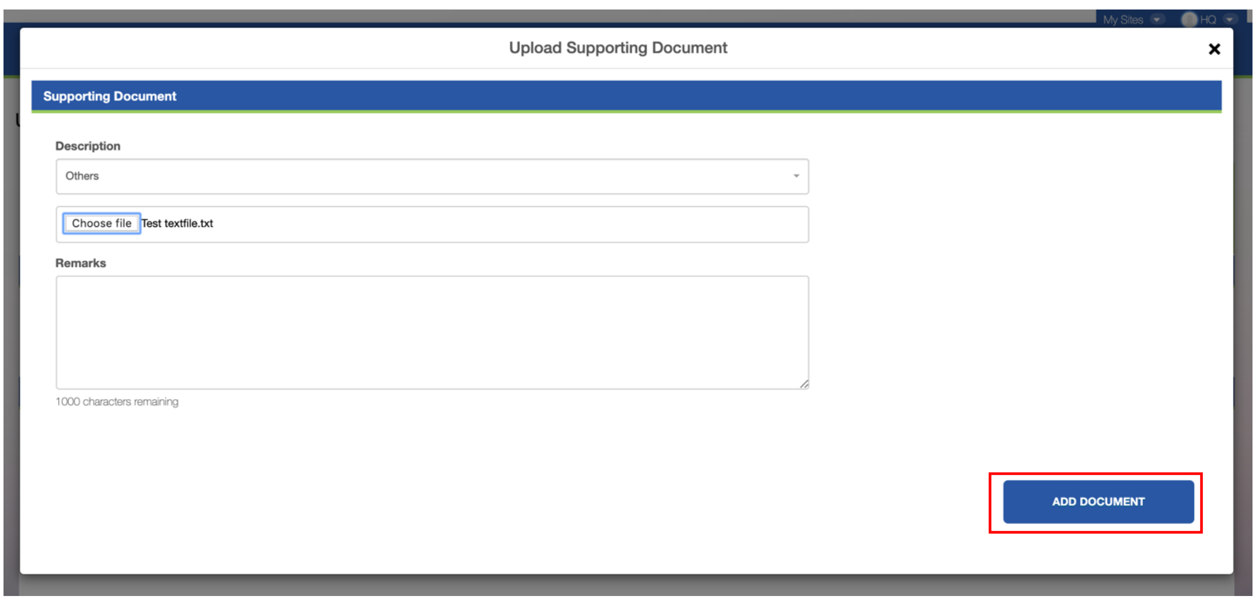
Step 3: Click the Search icon.

Step 4: Click on the Edit icon in the Action column.



Step 5: Click Add Document.





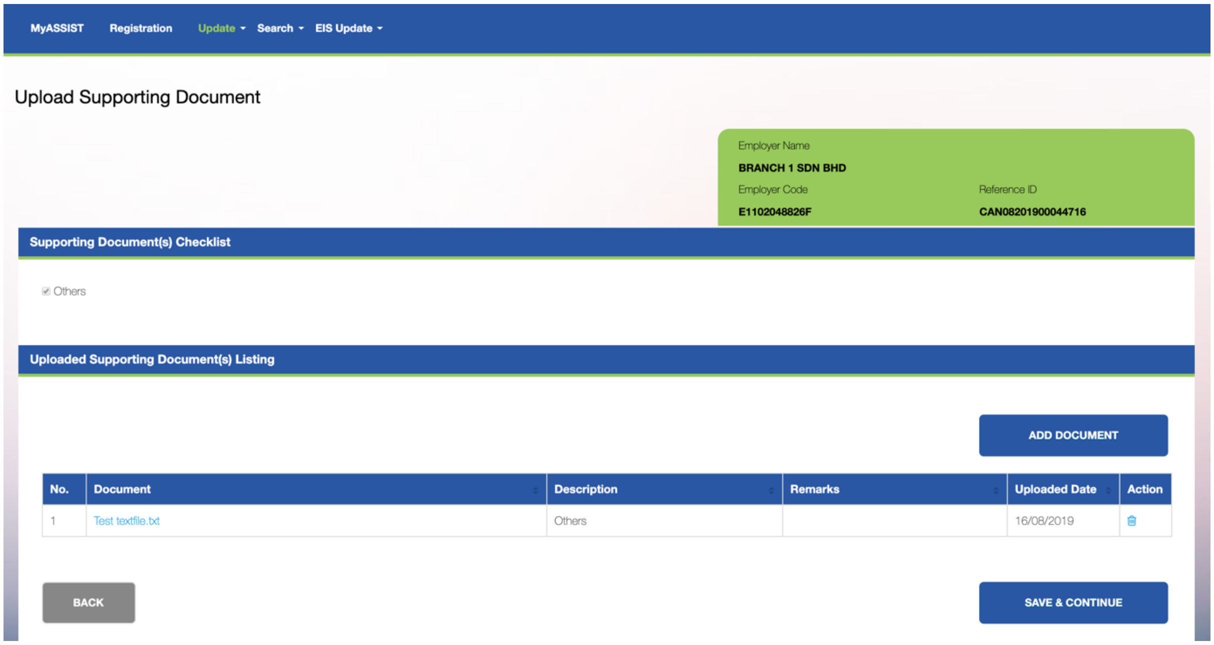
Step 6: Select Description from drop-down list.

Step 7: Click Choose File and select the file to upload.

Step 8: Enter remarks in the text box (if any)

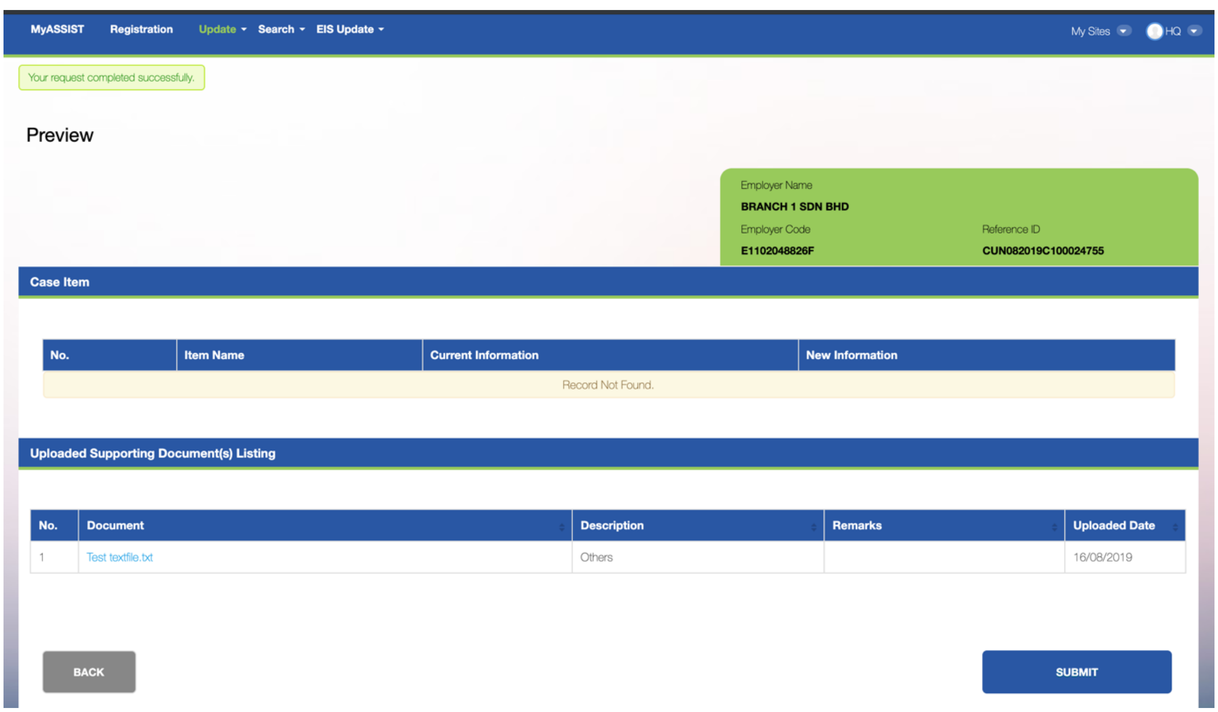
Step 9: Click Add Document

The document uploaded will be reflected on the screen below.

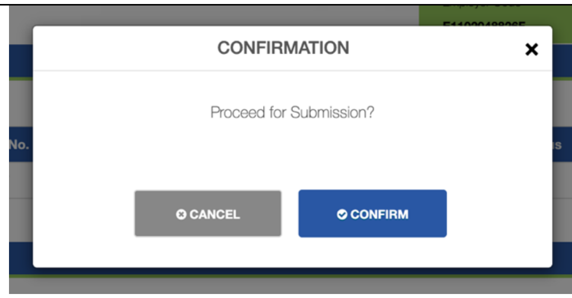


Step 10: Click Save and Continue

Step 11: Preview submission to verify details. Click the Back buttons if amendments are required.

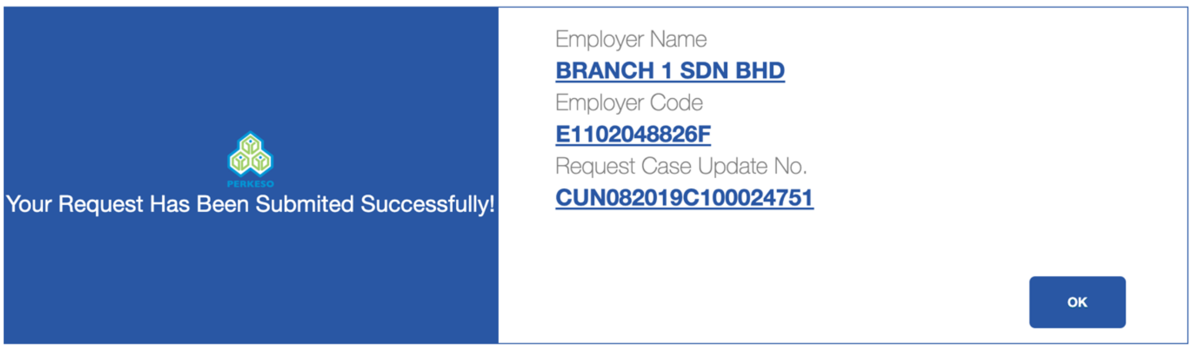


Step 12: Click Submit



Step 13: Click Confirm.

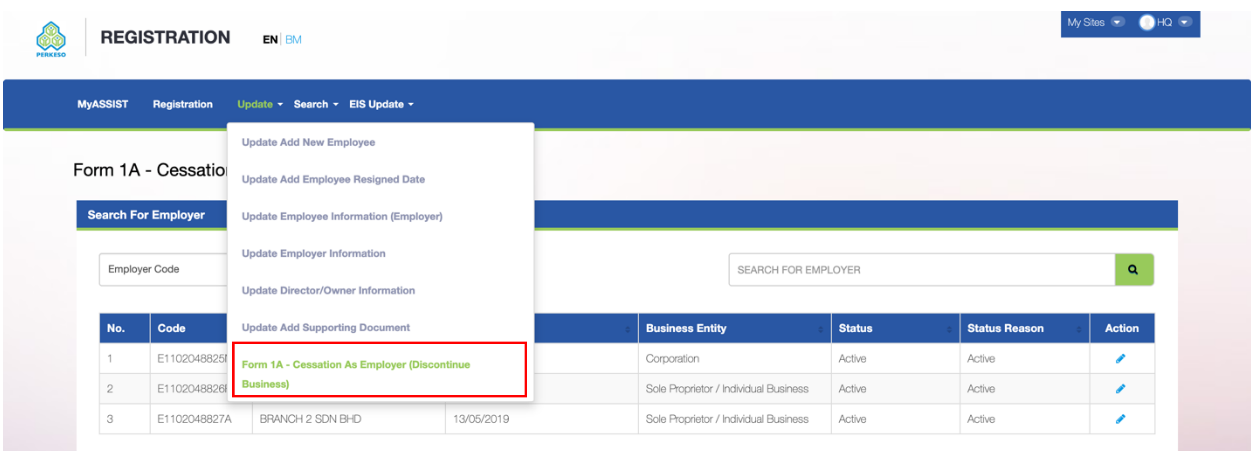
Step 14: Supporting Documents have been successfully submitted.



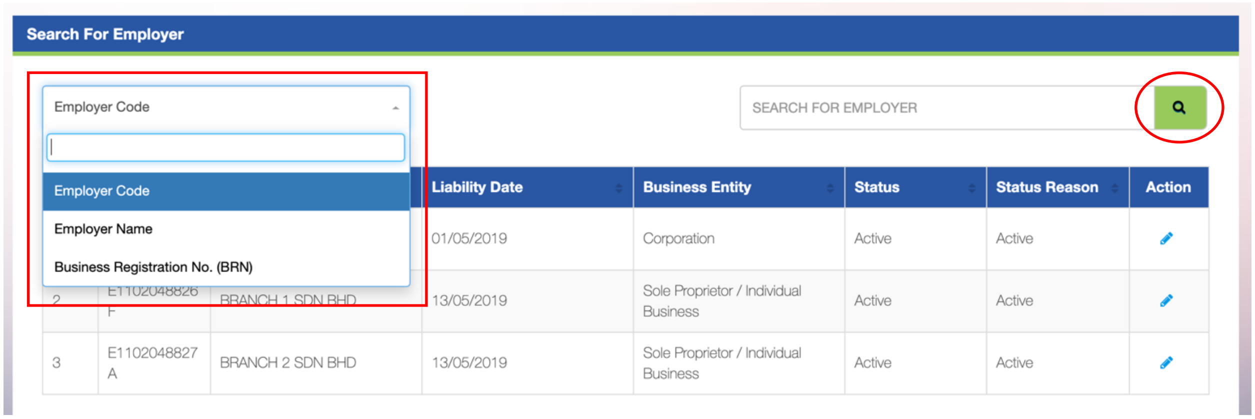
3.4.7 Update Form 1A - Cessation as Employer

For Employers (Parent Employers) to update Form 1A – Cessation as Employer for themselves and managed employers.

Step 1: In the Parent Employer profile, mouse over the Update menu and click on Form 1A – Cessation as Employer (Discontinue Business).

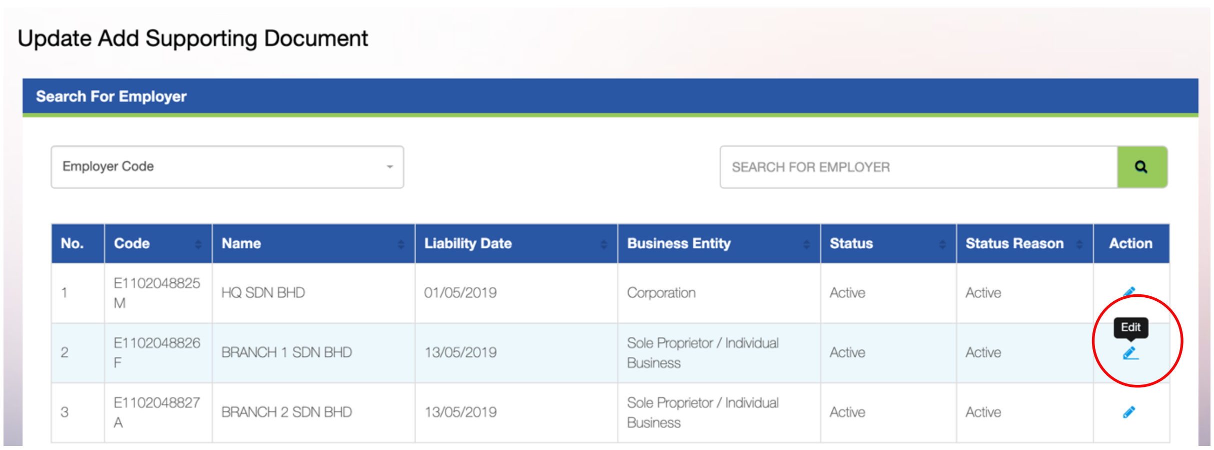


Step 2: Search for the Employer by Employer Code, Employer Name, Business Registration No. (BRN) from the dropdown list or select Employer from the list displayed.

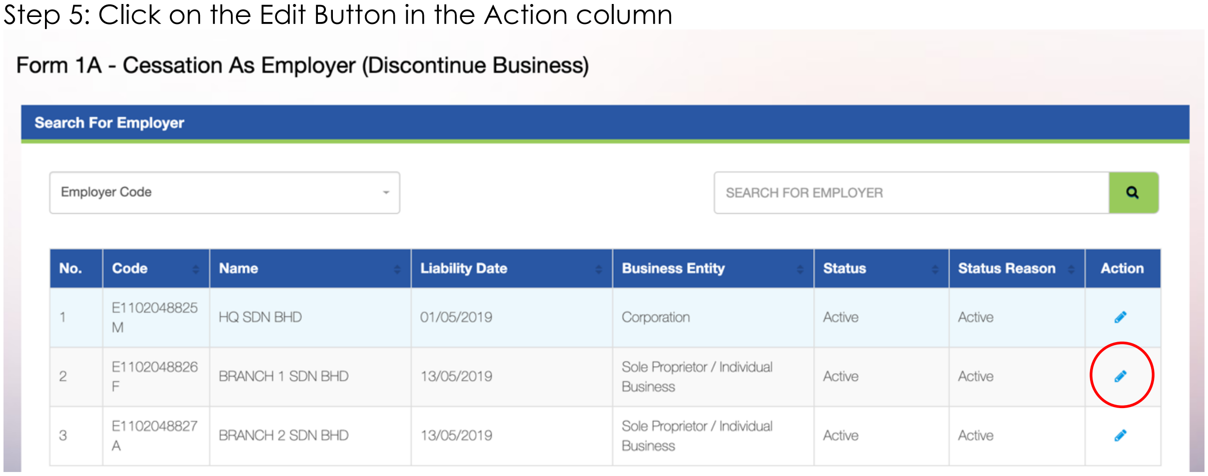


Step 3: Click the Search icon.

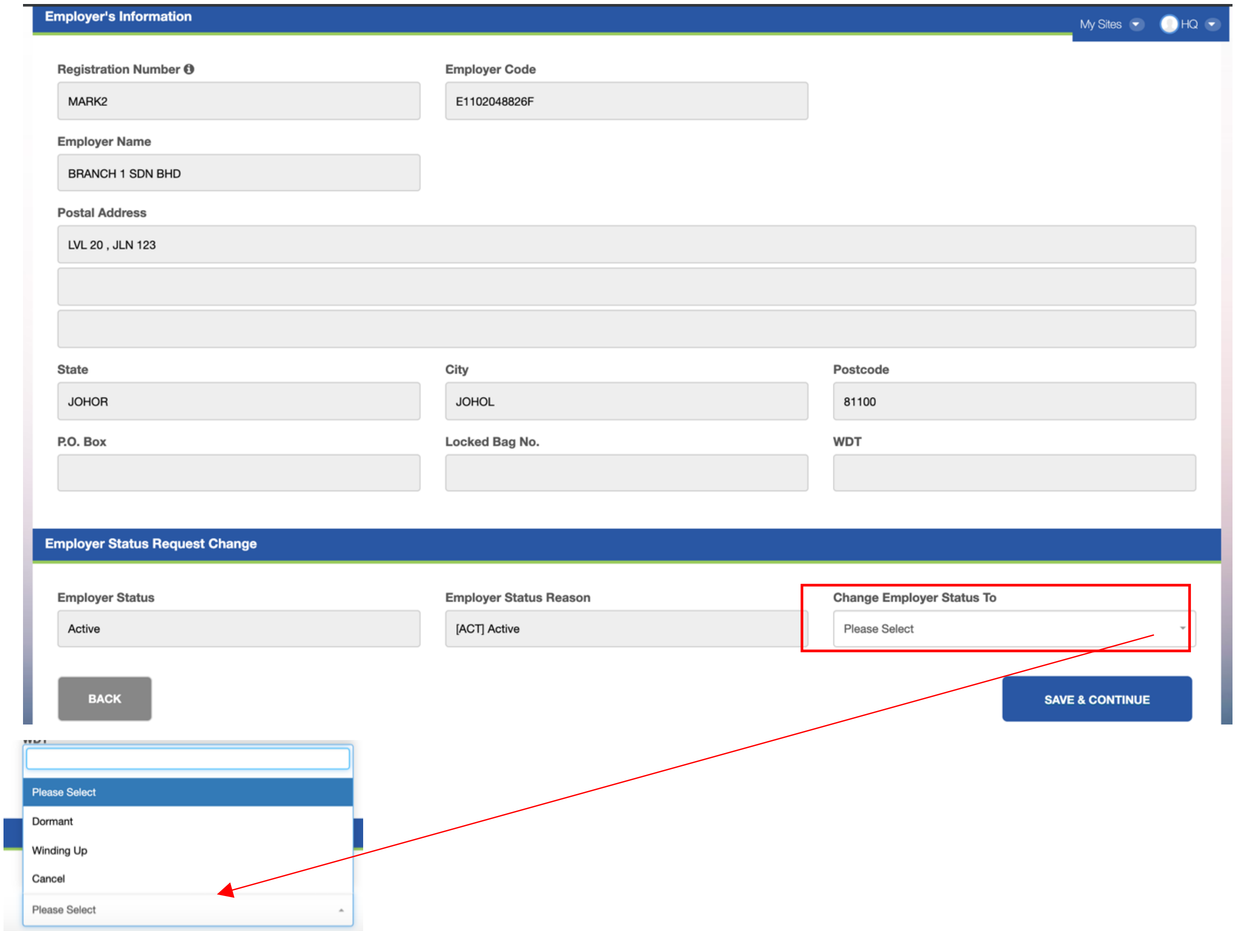
Step 4: Click on the Edit icon in the Action column.



Step 5: Click on the Edit Button in the Action column



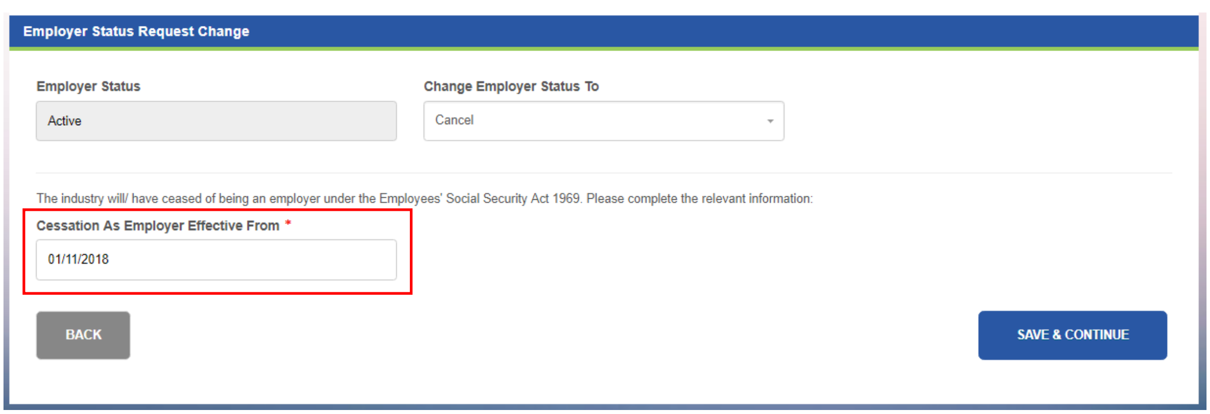
Step 6: Choose the Status Request Change from the dropdown list.



If you choose Cancel, proceed to Step 6.

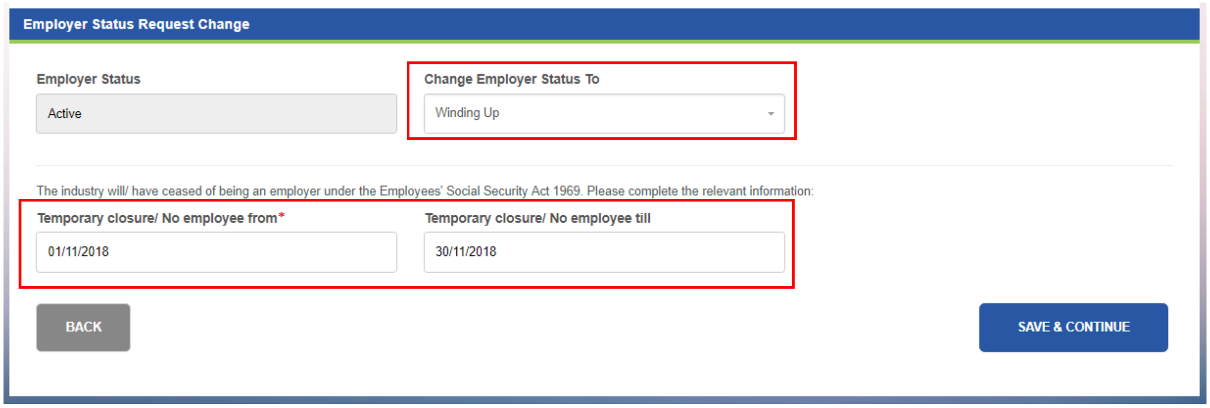
If you Choose Dormant or Winding Up, skip Step 6 and proceed to Step 8.

Step 6: Enter Cessation as Employer Effective From date.



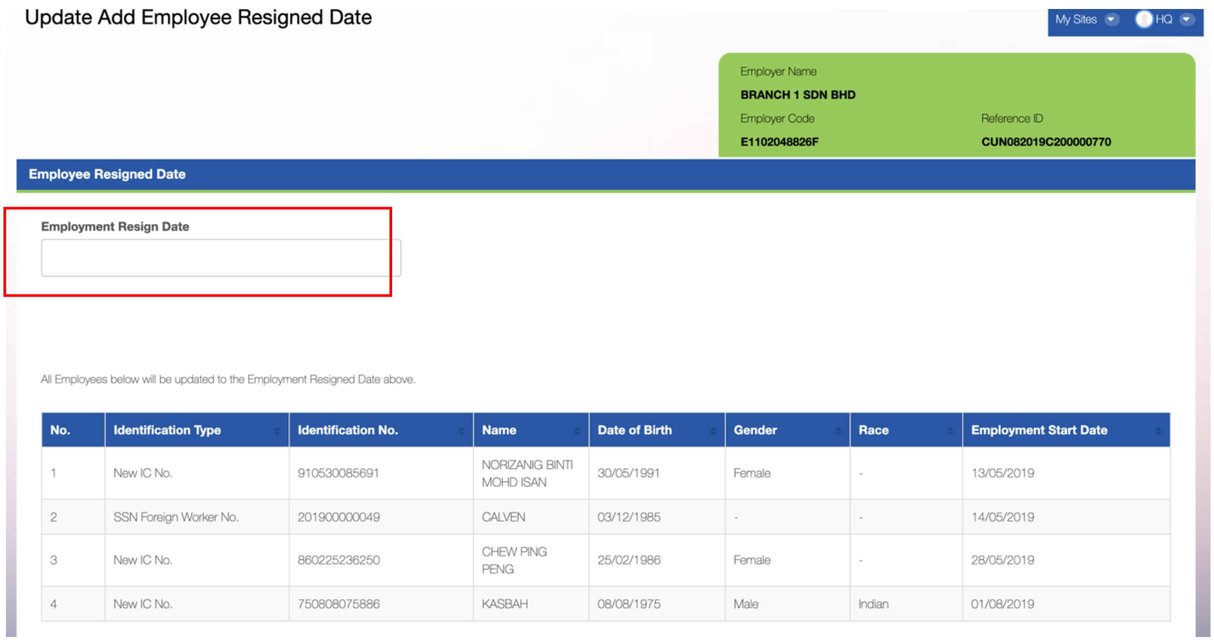
Step 7: Click Save and Continue (Proceed to step 10)

Step 8: Enter Temporary closure/No employee from and Temporary closure/No employee till details



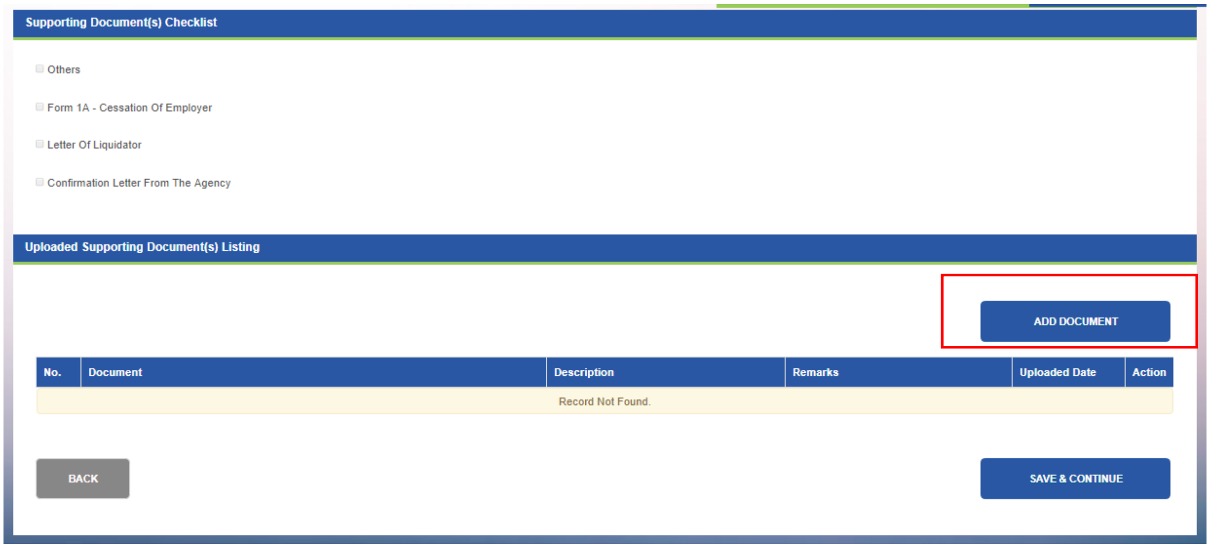
Step 9: Click on Save and Continue

Step 10: Enter Employment Resign Date



Step 11: Click Save and Continue

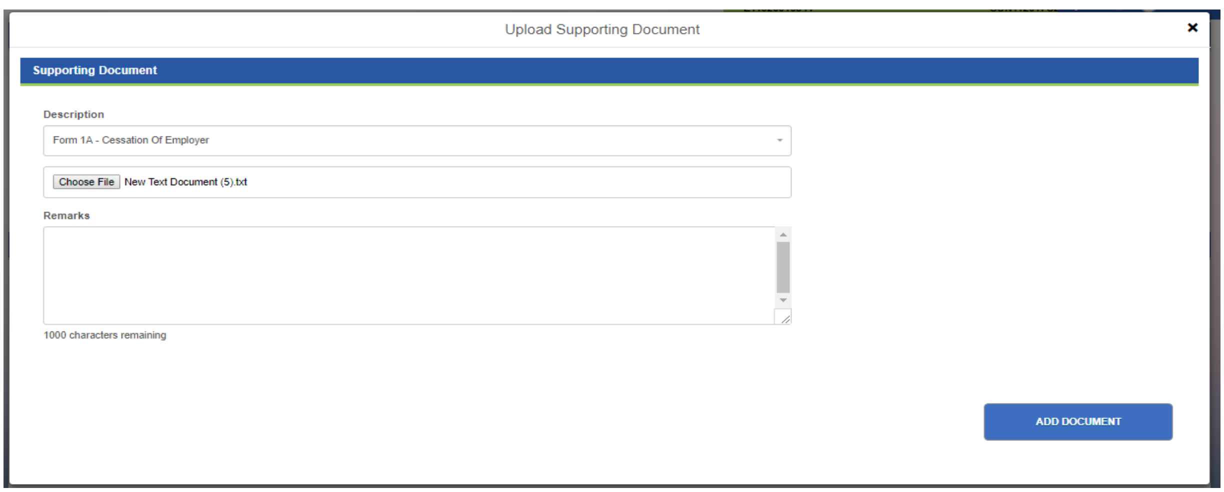
Step 12: Click Add Document



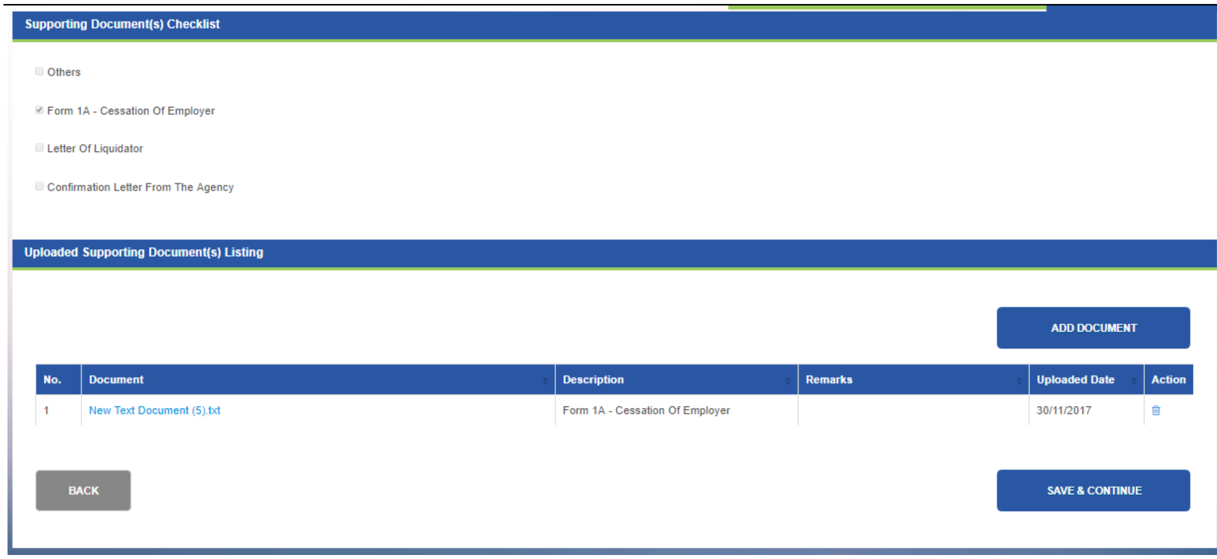
Step 13: Select Description from drop-down list

Step 14: Click Choose File and open the file to upload

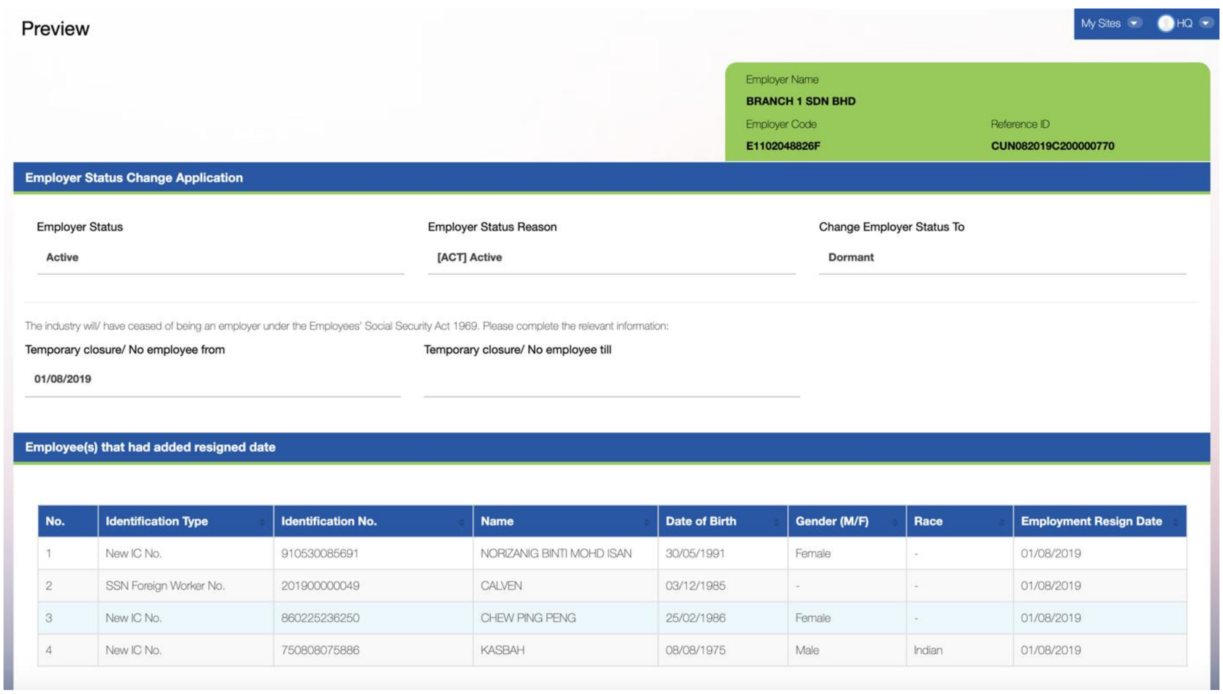
Step 15: Type remark in the text box (if any)



Step 16: Click Add Document



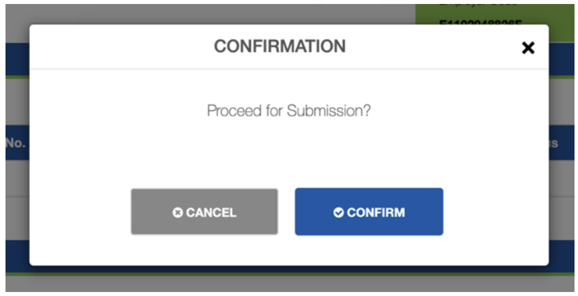
Step 17: Click Save and Continue



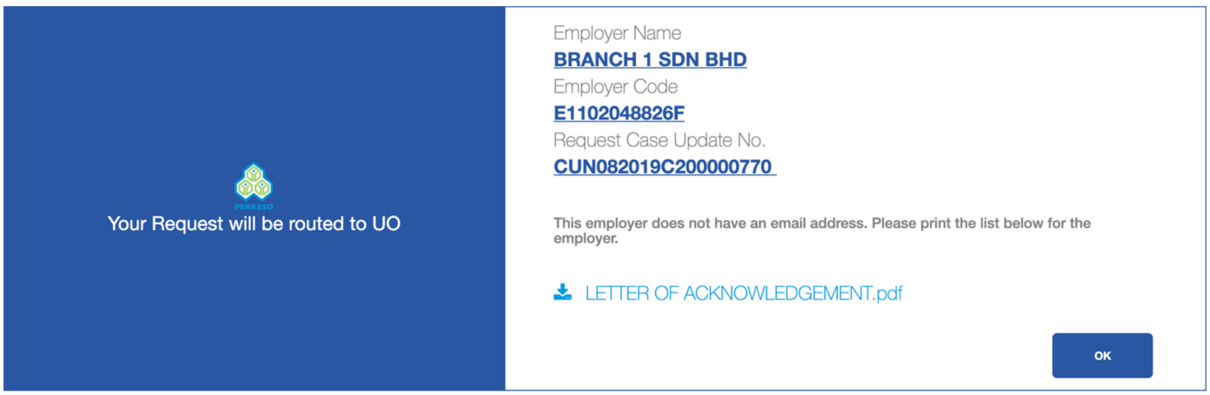
Step 18: Preview and verify information.

Step 19: Click Submit

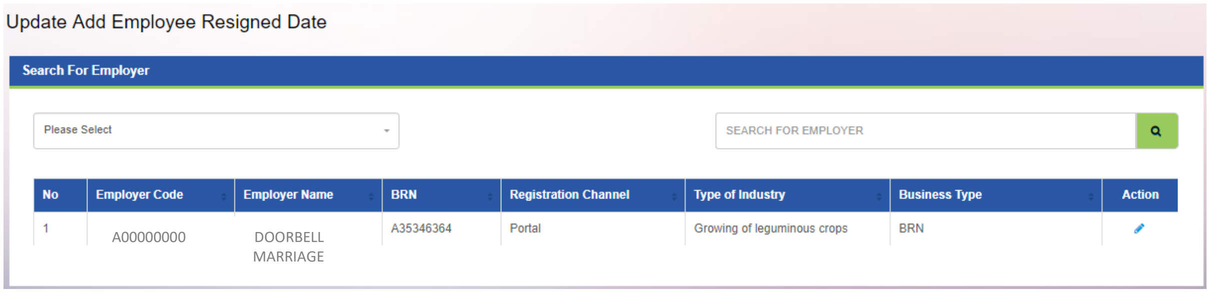
Step 20: Click Confirm



Step 21: Form 1A has been successfully routed to a PERKESO Officer.



3.5 Add Employee Resigned Date



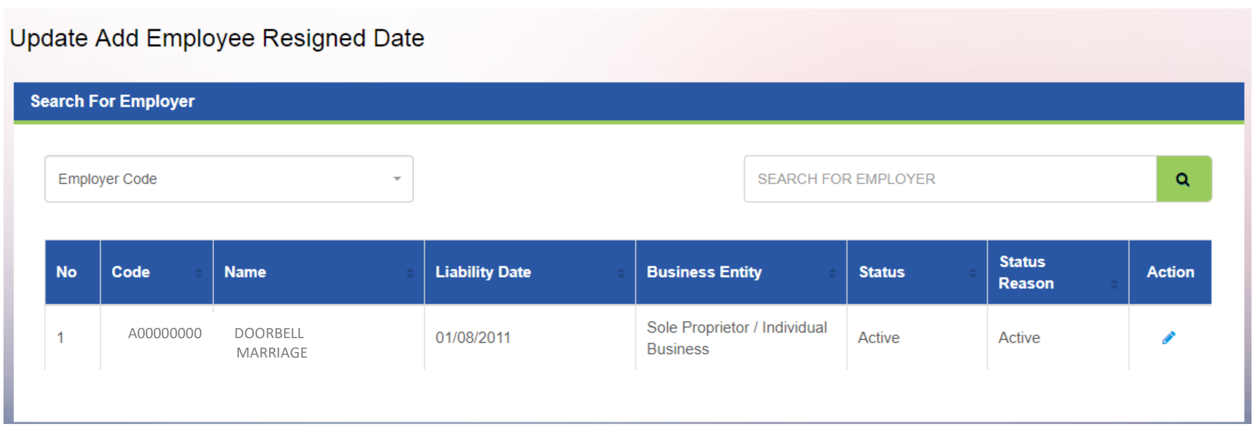
No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	A00000000	DOORBELL MARRIAGE	A35346364	Portal	Growing of leguminous crops	BRN	

NOTE: Once Employer click on the "Update Employee Information by Employer" menu, the Employer list will be shown automatically.

Step 1: Search by (Employer Code or Employer Name)

Step 2: Click on Search Button

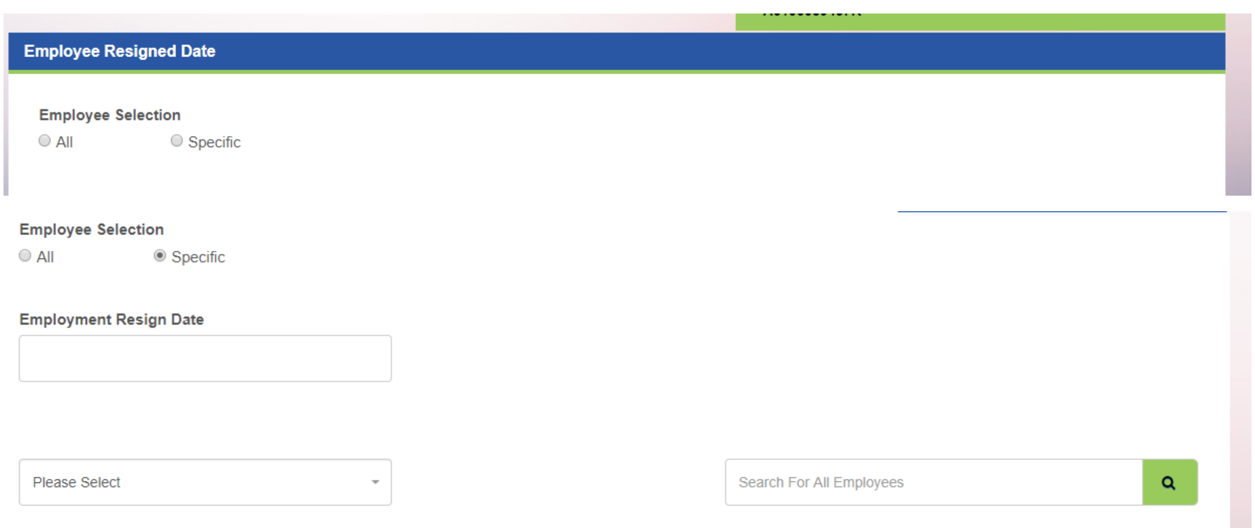
Step 3: Click on the Edit Button in the Action column



No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE	01/08/2011	Sole Proprietor / Individual Business	Active	Active	

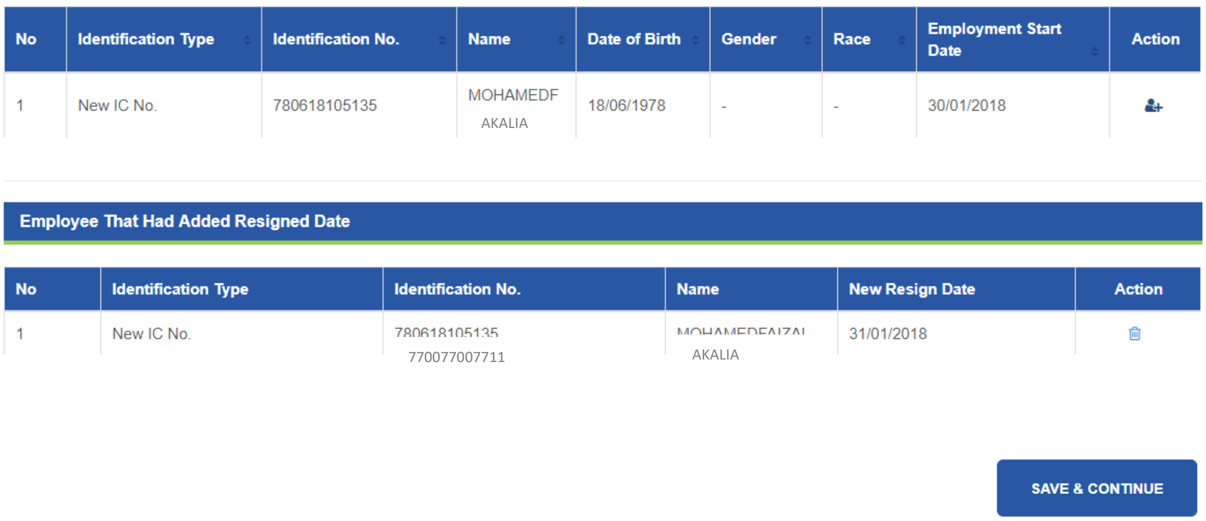
Step 4 : Choose "All" or "Specific"

NOTE: If Specific follow as step 5



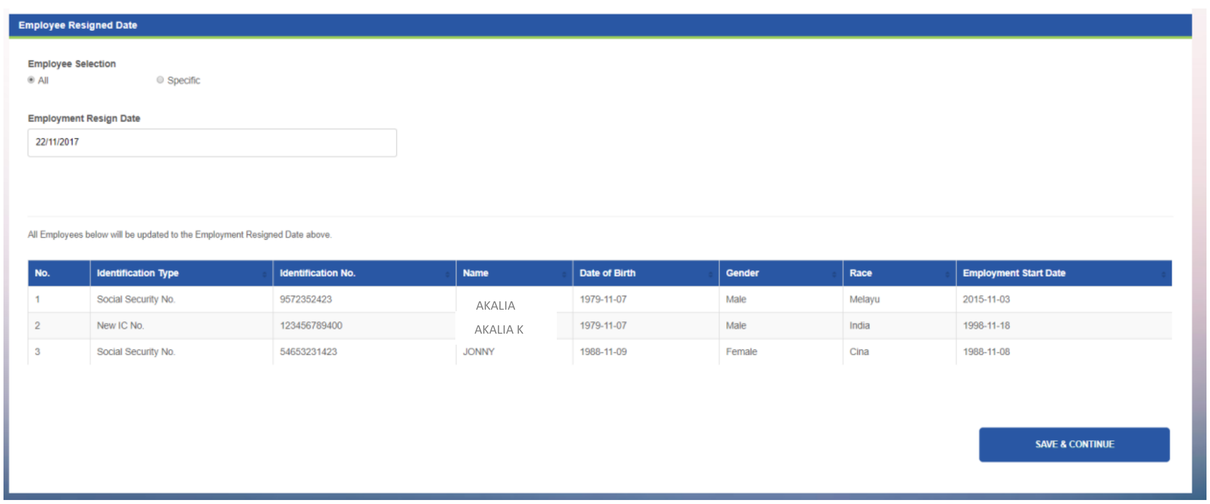
Step 5: Search by (SSN/Identification No/Name)

Step 6: Choose Employment Resign Date

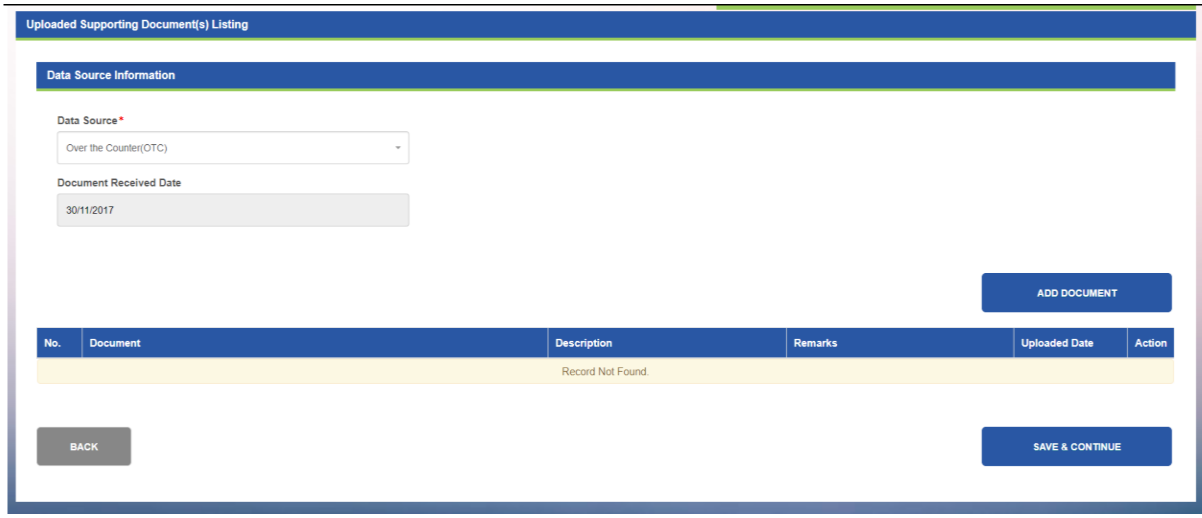


Step 7: Click Add on the employee list which you want to resign employee

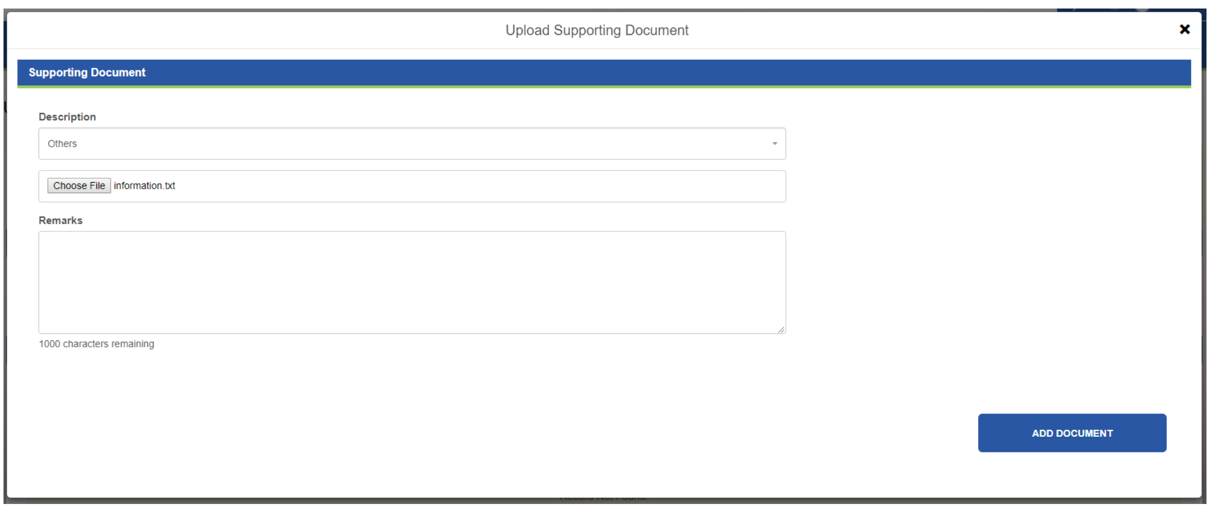
Step 8: Click Save and Continue



Step 9: Choose Resign Date



Step 10: Click Add Document

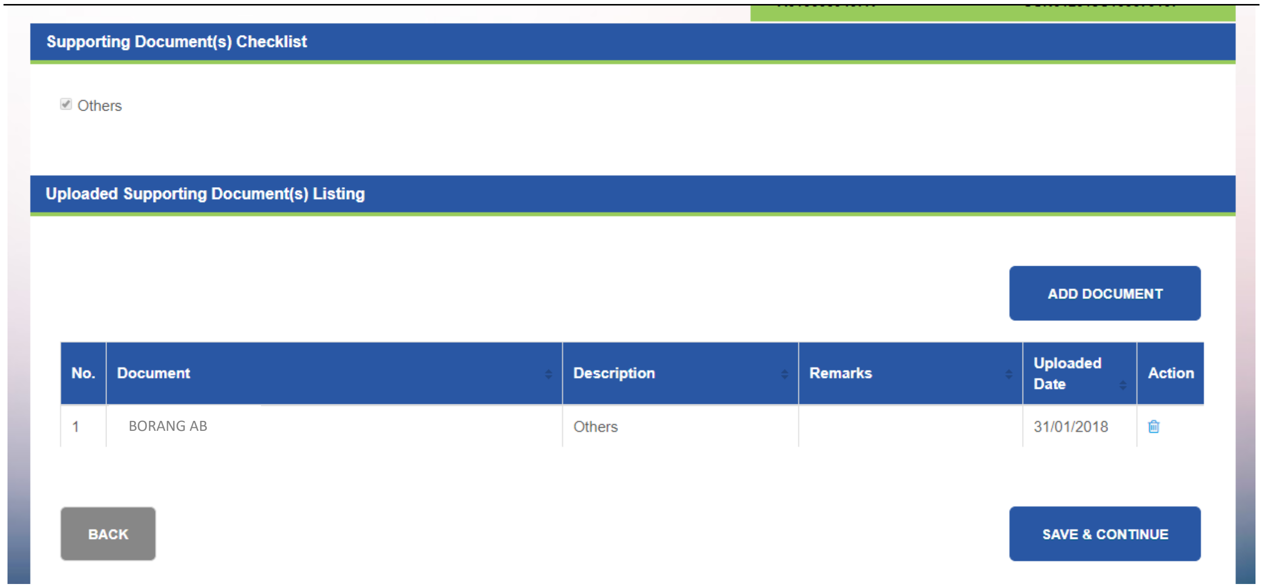


Step 11: Select Description from drop-down list

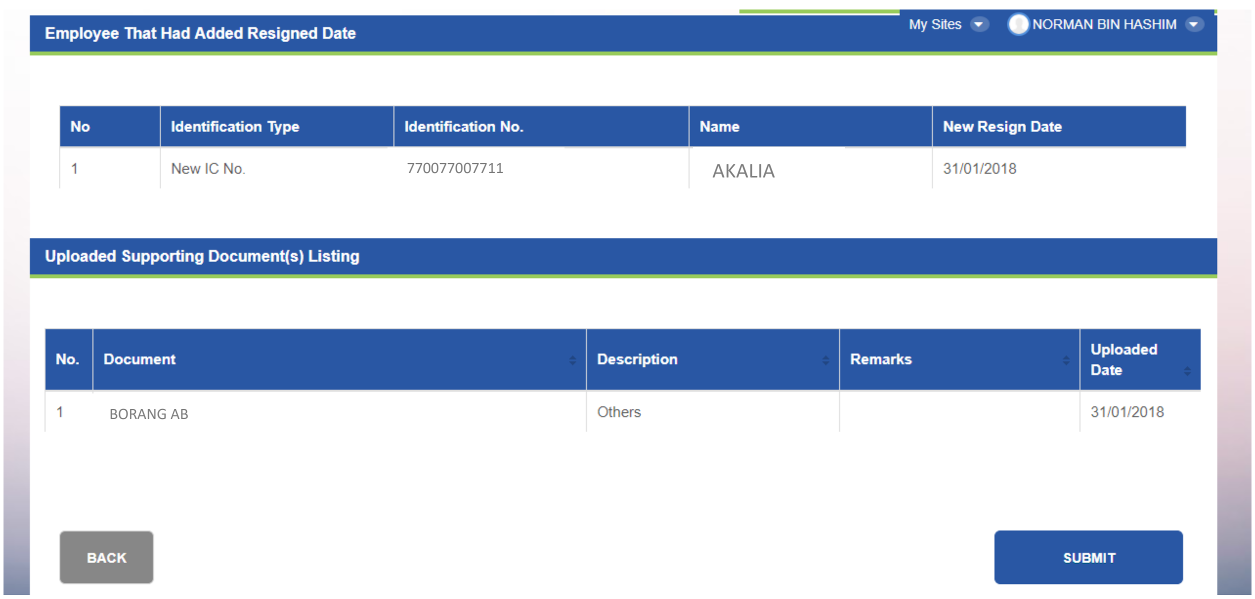
Step 12: Click Choose File and open the file to upload

Step 13: Type remark in the text box (if any)

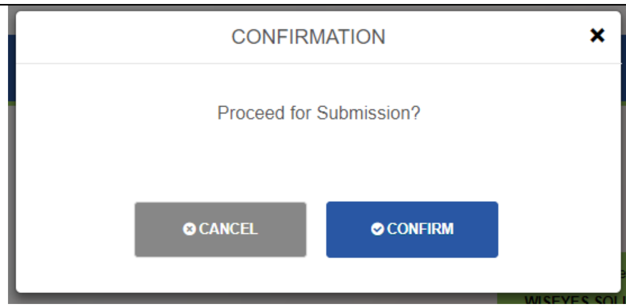
Step 14: Click Add Document



Step 15: Click Save and Continue



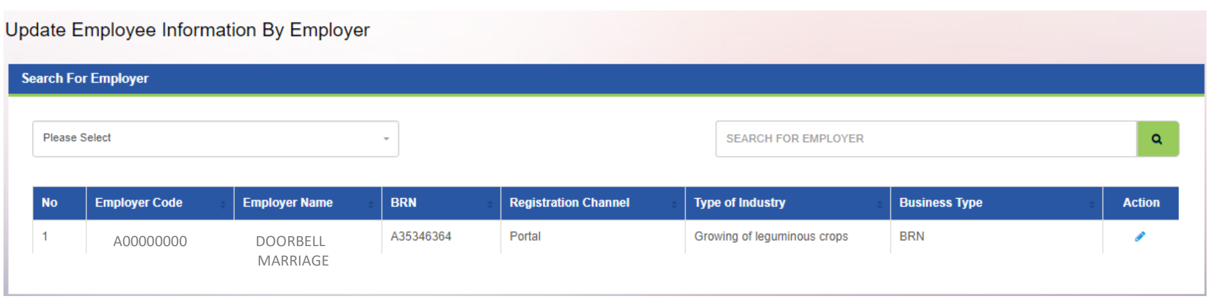
Step 16: Click Submit



Step 17: Click Confirm

Step 18: Successfully Employee Resigned Date has been updated

3.5.1 Add Employee Information (Employer)

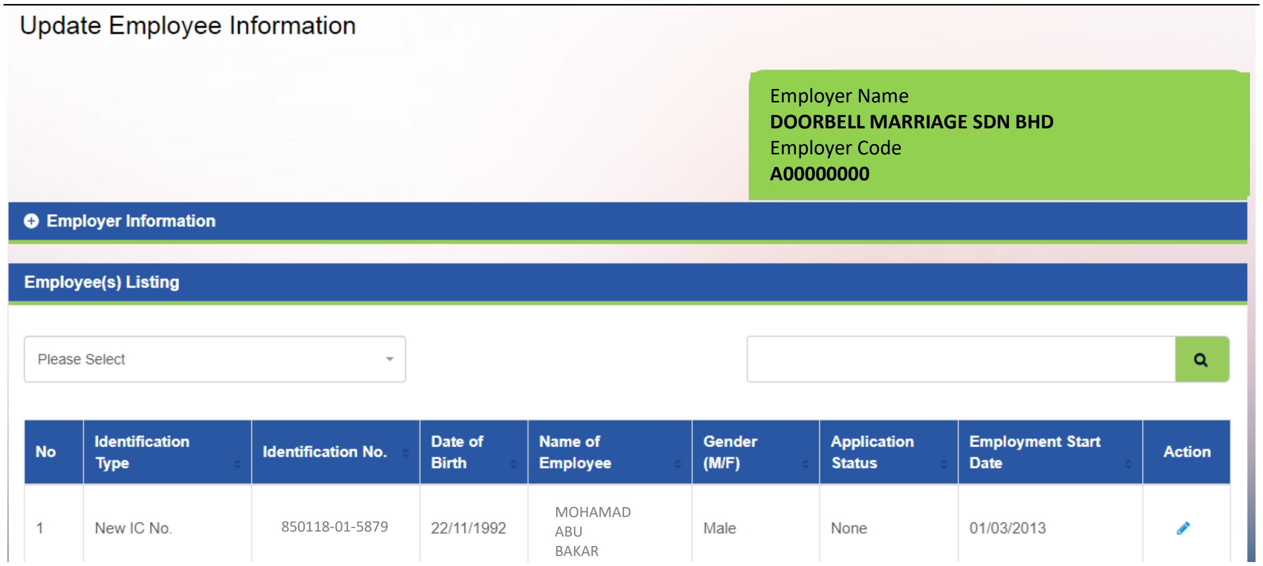


NOTE: Once Employer click on the "Update Employee Information by Employer" menu, the Employer list will be shown automatically.

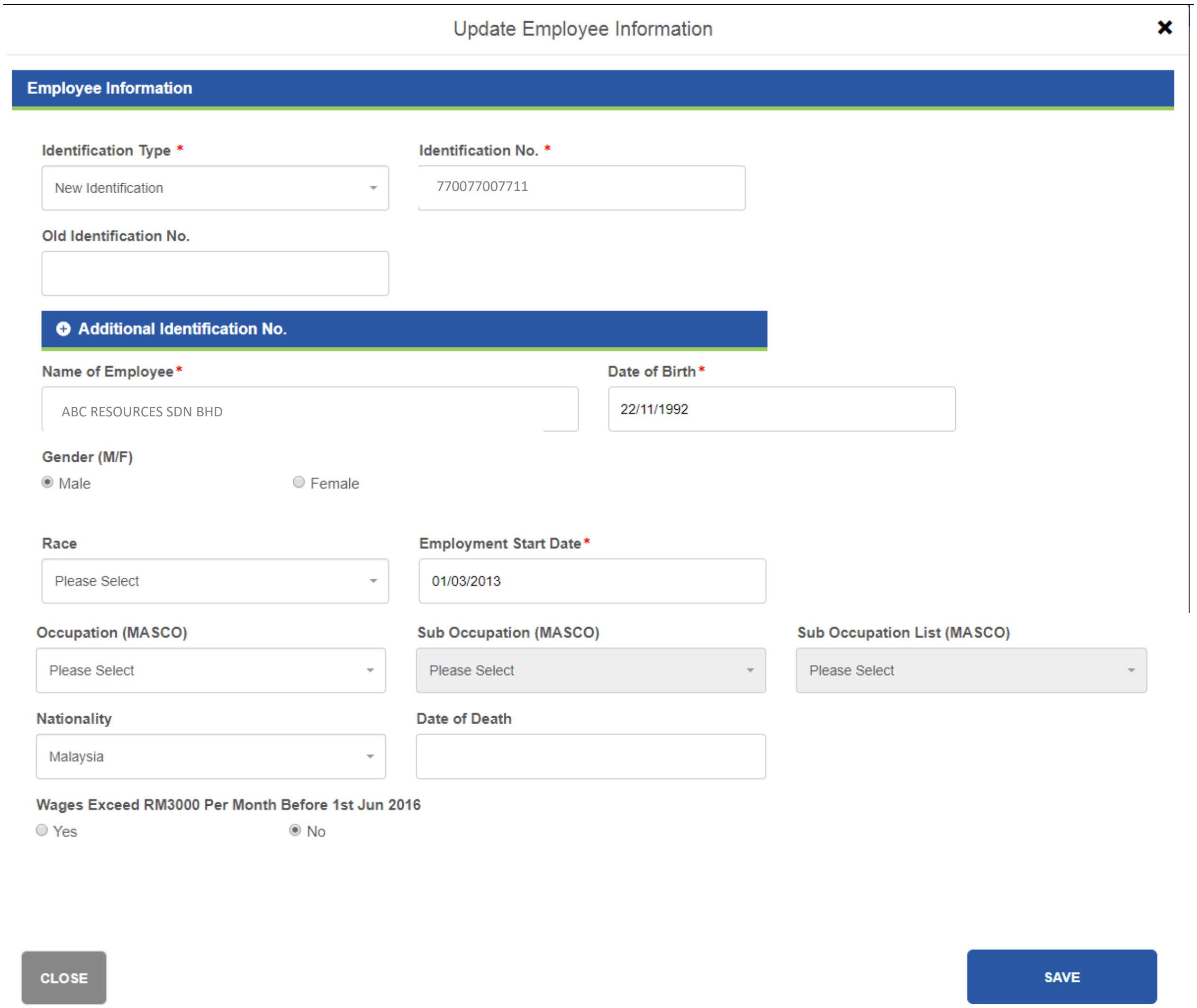
Step 1: Search by (Employer Code or Employer Name)

Step 2: Click Search Button

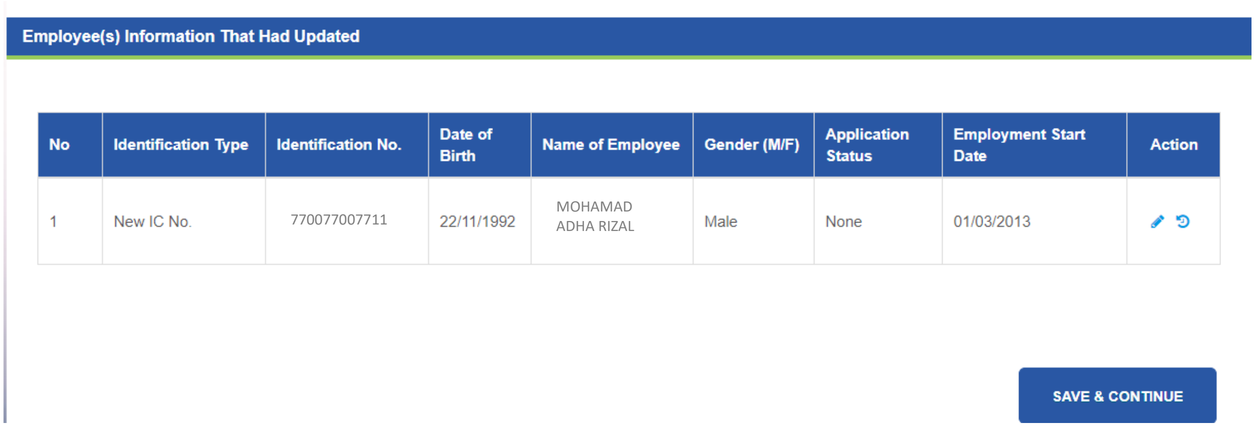
Step 3: Click on edit Button in the Action column



Step 4: Choose and Click on the edit button in the Action column from employee listing

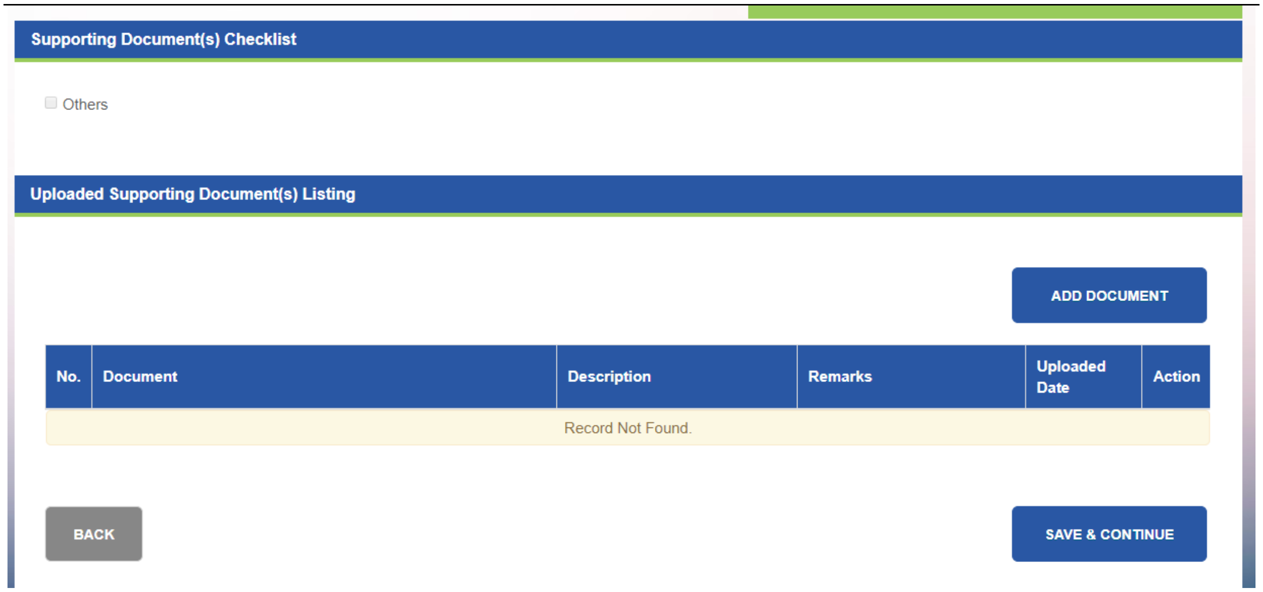


Step 5: Click Save
(After you click save employee record should appear in the table as shown below)

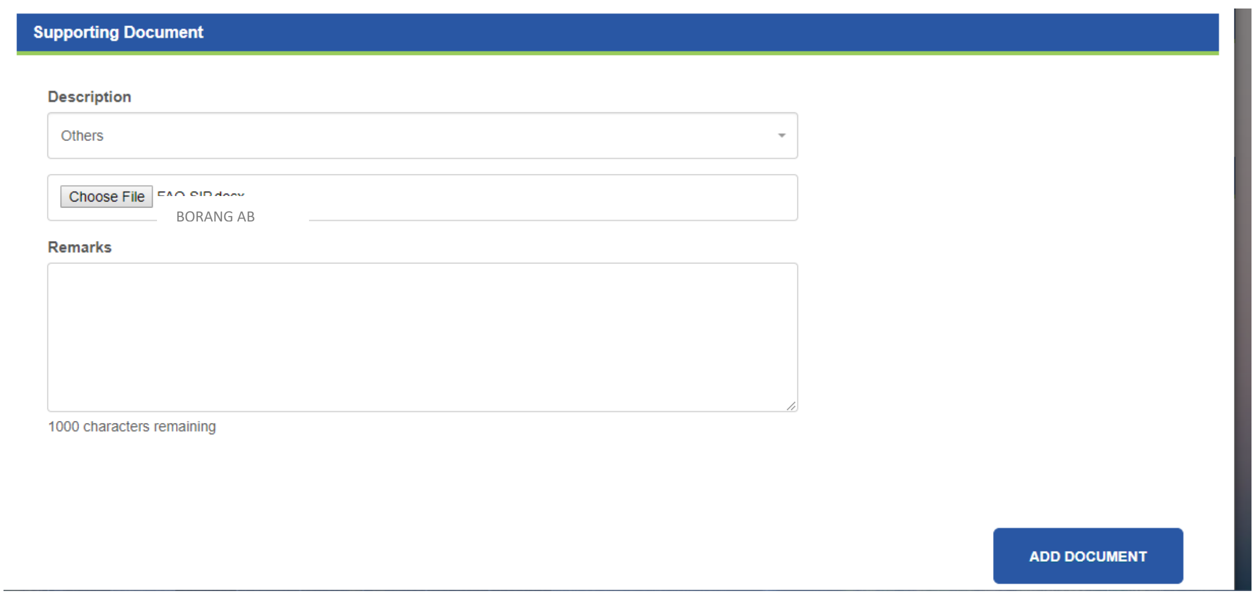


No	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	770077007711	22/11/1992	MOHAMAD ADHA RIZAL	Male	None	01/03/2013	

Step 6: Click Save and Continue



Step 7: Click Add Document

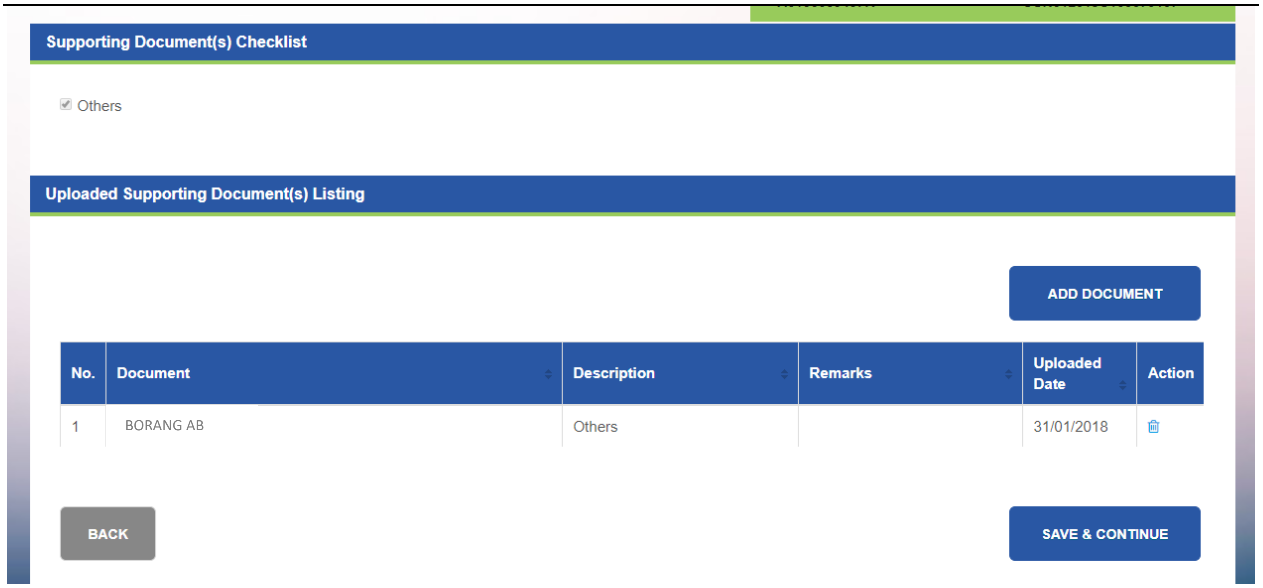


Step 8: Select Description from drop-down list

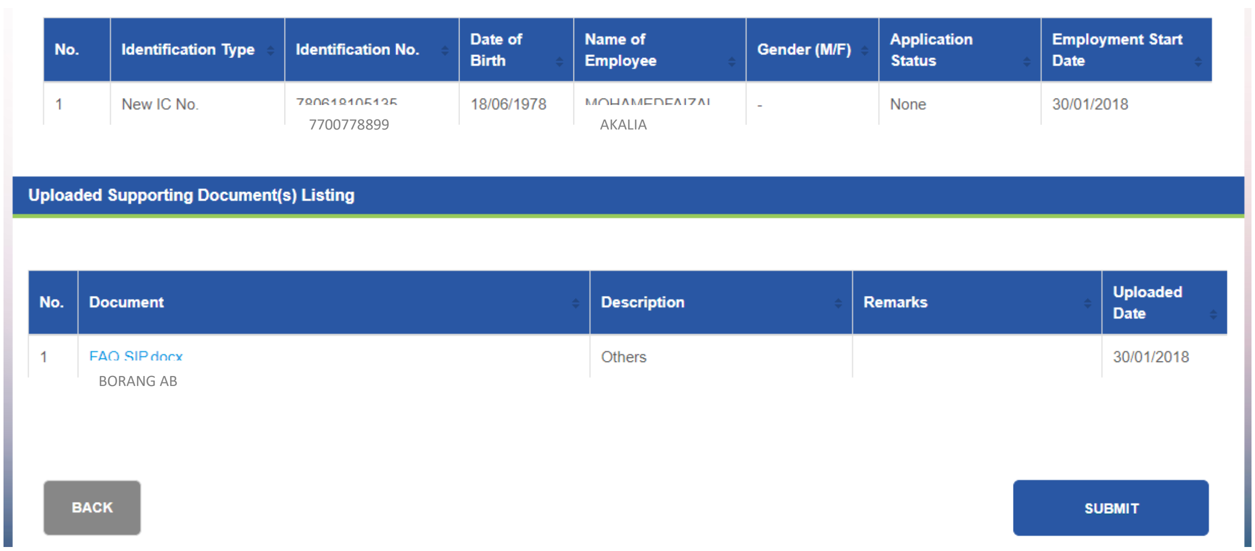
Step 9: Click Choose File and open the file to upload

Step 10: Type remark in the text box (if any)

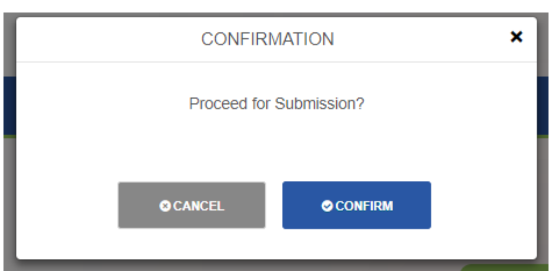
Step 11: Click Add Document



Step 12: Click Save and Continue



Step 13: Click Submit



Step 14: Click Confirm

Step 15: Successfully updated Employee Information

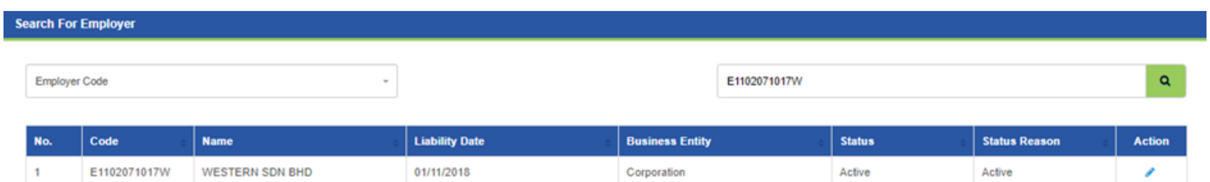
NOTE: If Liability date, ID type, SSN or Identification number changed, then it will route to PERKESO office and need to wait PRKESO officer to approve

3.6 Add Employee Information - Employer (Foreign Employee)

Step 1: Search by (Employer Code or Employer Name)

Step 2: Click Search Button

Step 3: Click on edit Button in the Action column

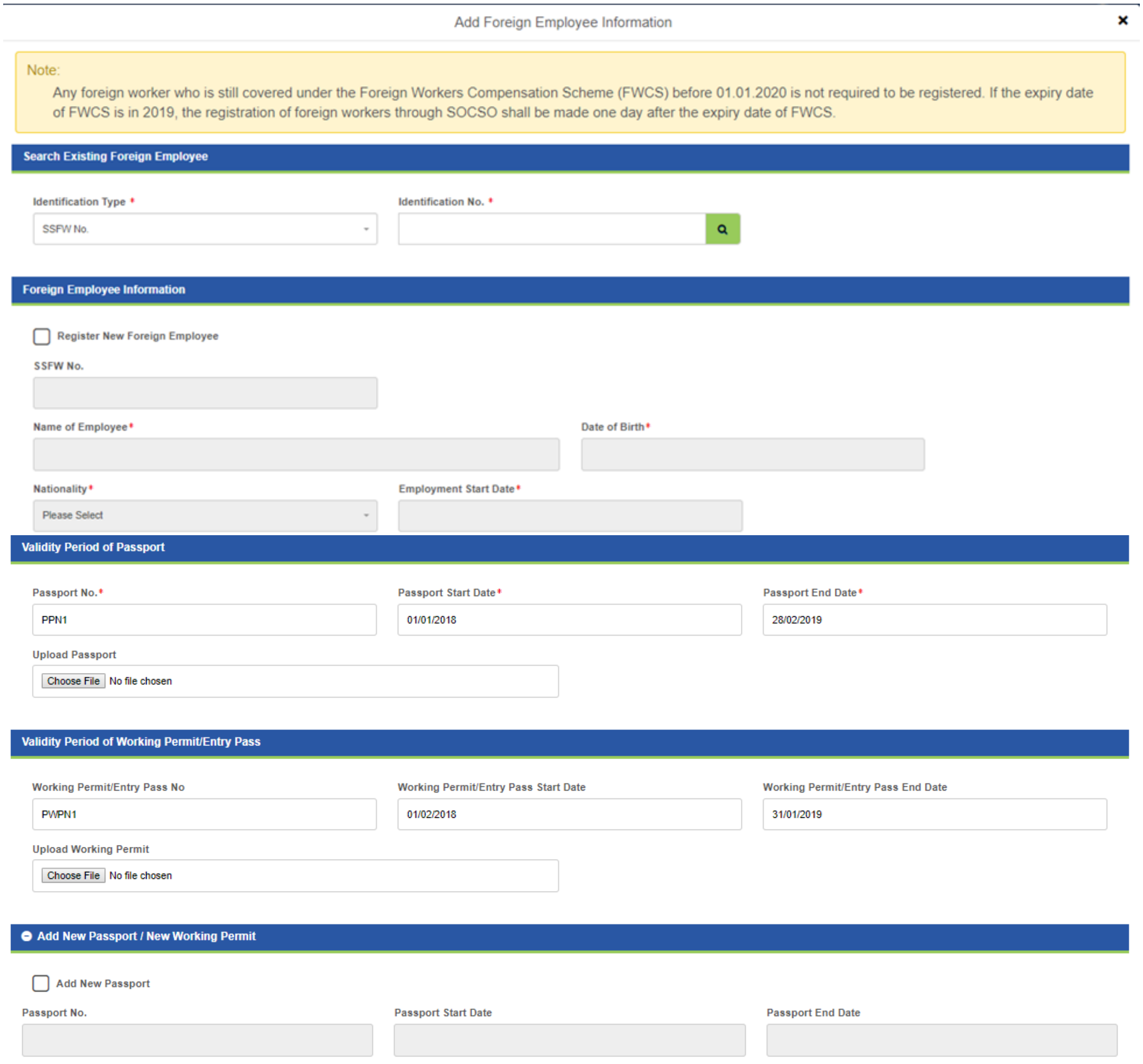


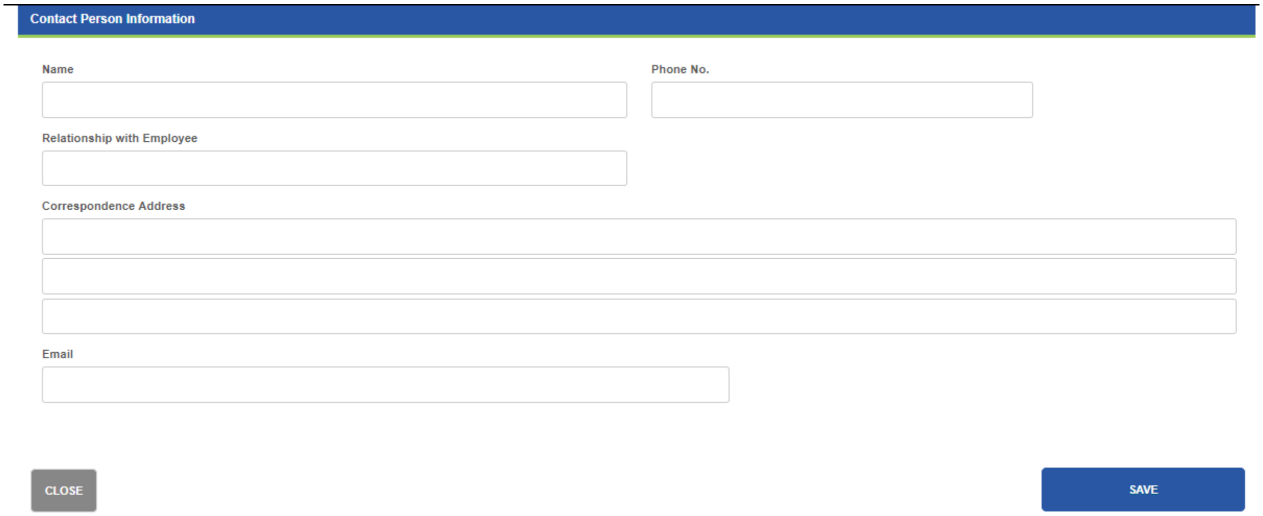
No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102071017W	WESTERN SDN BHD	01/11/2018	Corporation	Active	Active	

Step 4: Choose and Click on the edit button in the Action column from foreign employee listing

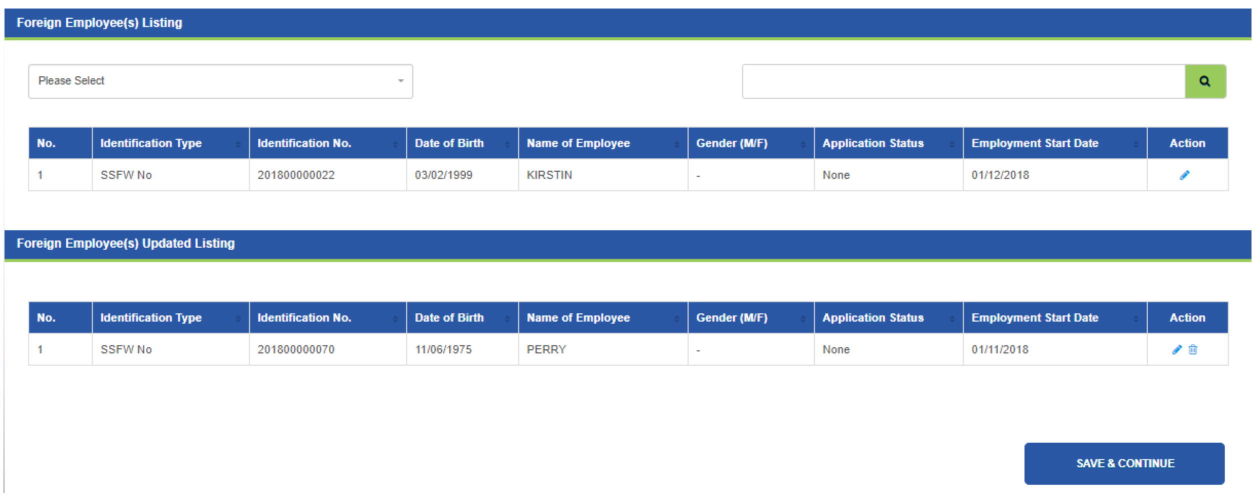
No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	SSFW No	201800000068	01/12/1958	CHARLIE PUTH	-	None	01/12/2018	
2	SSFW No	201800000030	11/06/1975	HONOR BRAVE	Male	None	01/12/2018	

Step 5: After making the necessary changes, click Save





Step 6: Record should appear in the table as shown below. Click Save and Continue

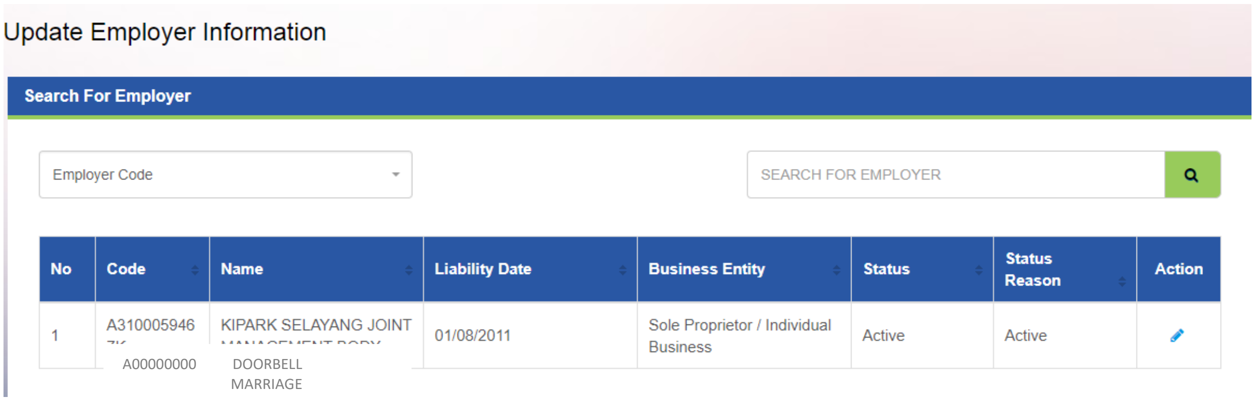


No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	SSFW No	201800000022	03/02/1999	KIRSTIN	-	None	01/12/2018	

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	SSFW No	201800000070	11/06/1975	PERRY	-	None	01/11/2018	

Step 7-14: Please refer to 3.3.4

3.6.1 Update Employer Information

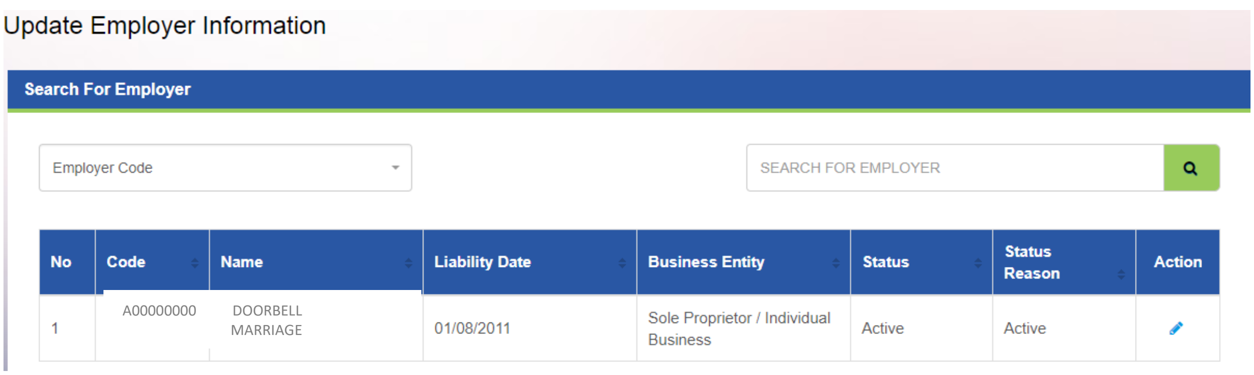


NOTE: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

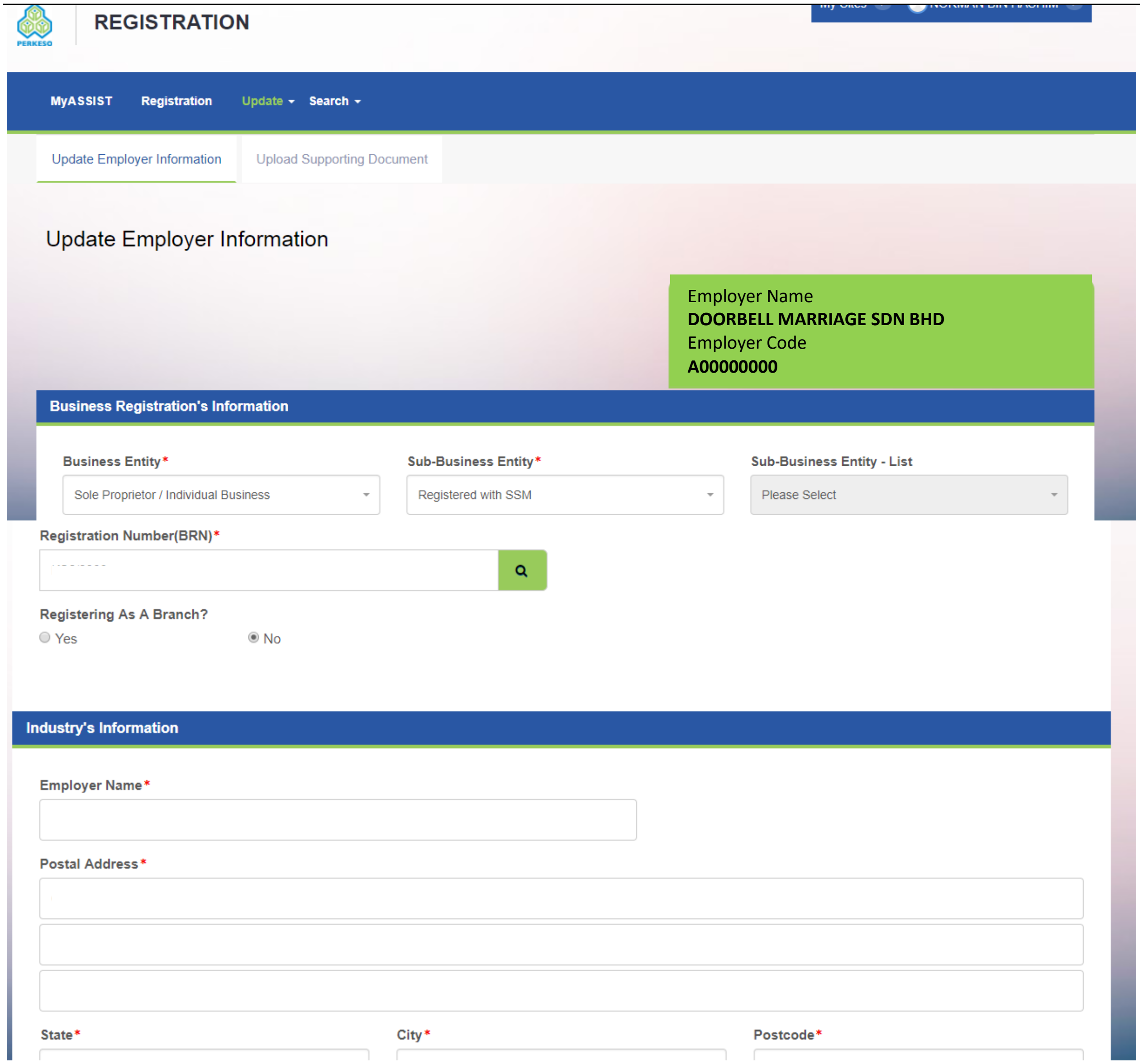
Step 1: Search by (Employer Name or Employer Code)

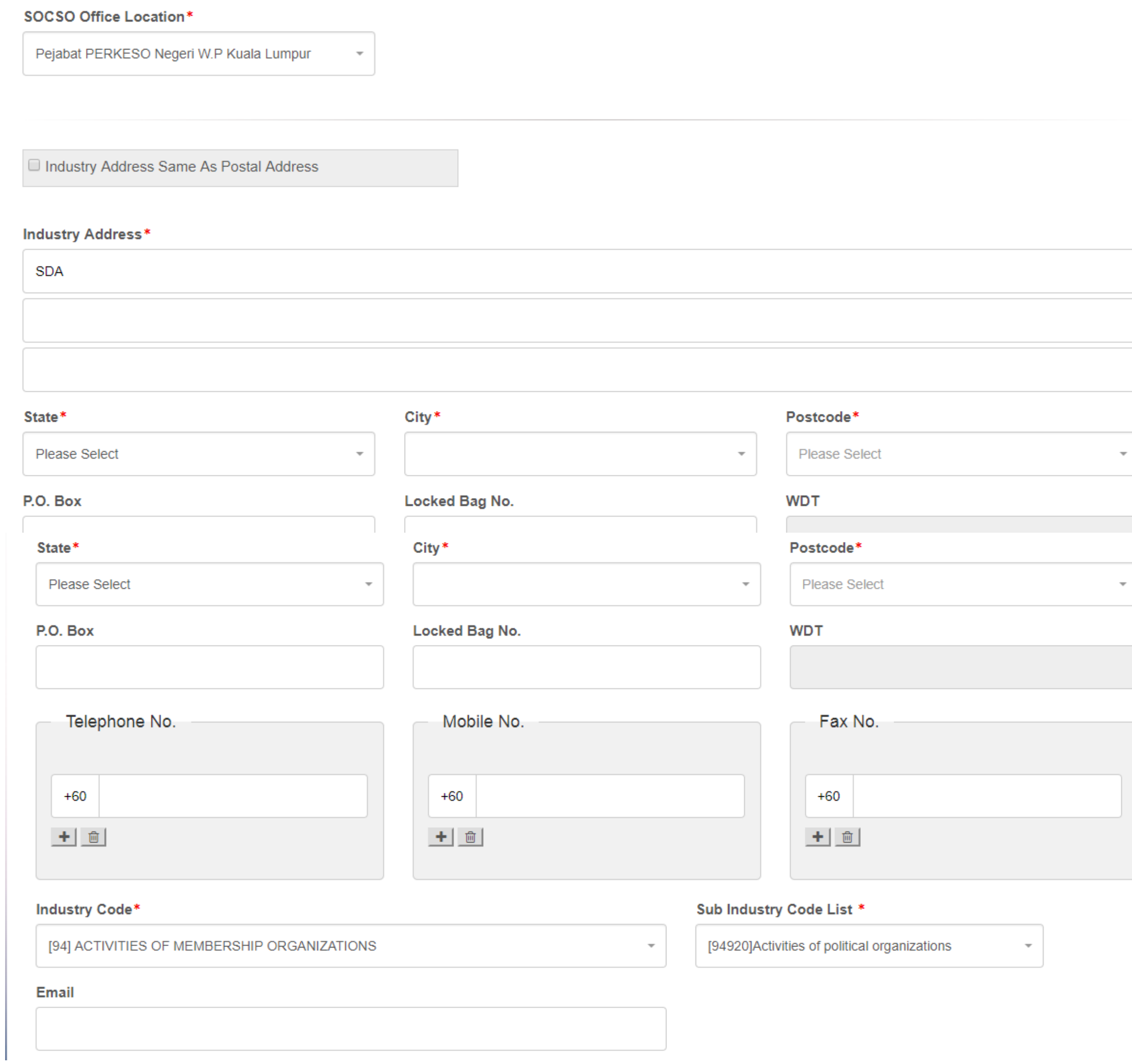
Step 2: Click on the search Button

Step 3: Click on the Edit Button in the Action column



Step 4: Change Employer Information


REGISTRATION
MyASSIST
Registration
Update
Search
Update Employer Information
Upload Supporting Document
Update Employer Information
Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000
Business Registration's Information
Business Entity*
Sole Proprietor / Individual Business
Sub-Business Entity*
Registered with SSM
Sub-Business Entity - List
Please Select
Registration Number(BRN)*
Registering As A Branch?
Yes
No
Industry's Information
Employer Name*
Postal Address*
State*
City*
Postcode*



SOCSO Office Location*

Pejabat PERKESO Negeri W.P Kuala Lumpur

Industry Address Same As Postal Address

Industry Address*

SDA

State*

Please Select

City*

Postcode*

Please Select

P.O. Box

Locked Bag No.

WDT

State*

Please Select

City*

Postcode*

Please Select

P.O. Box

Locked Bag No.

WDT

Telephone No.

+60

Mobile No.

+60

Fax No.

+60

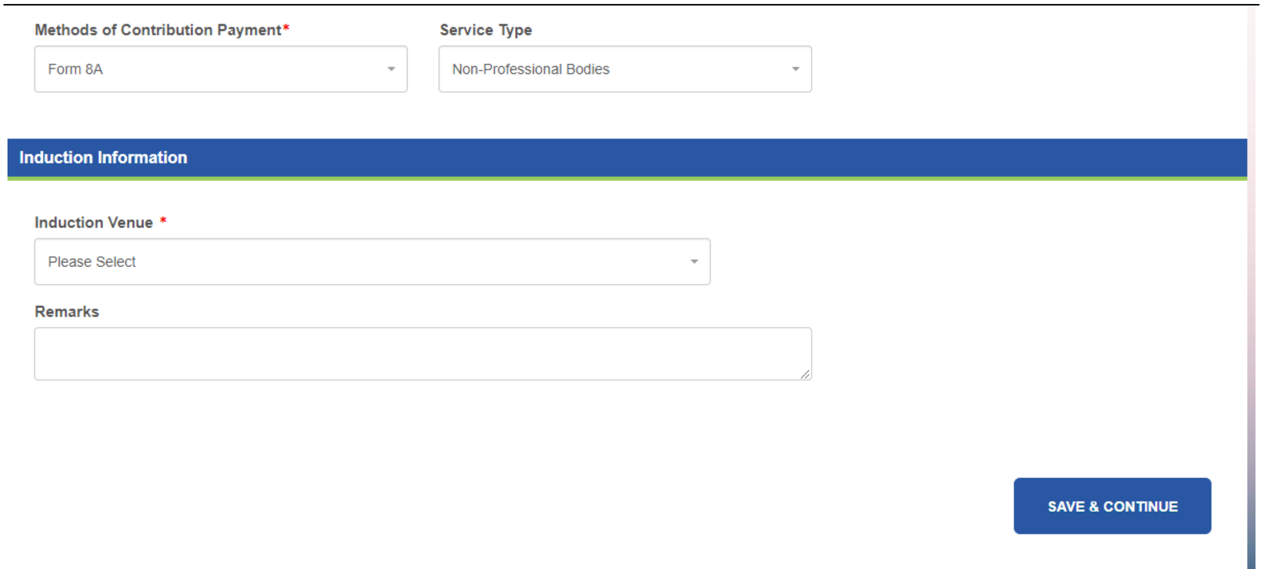
Industry Code*

[94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS

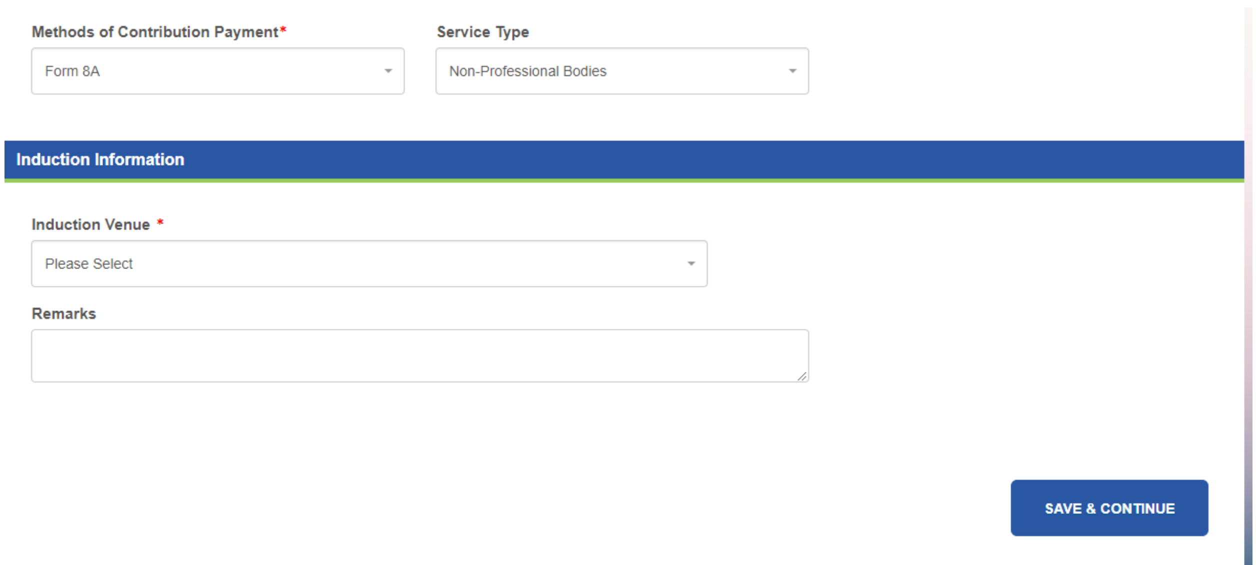
Sub Industry Code List *

[94920]Activities of political organizations

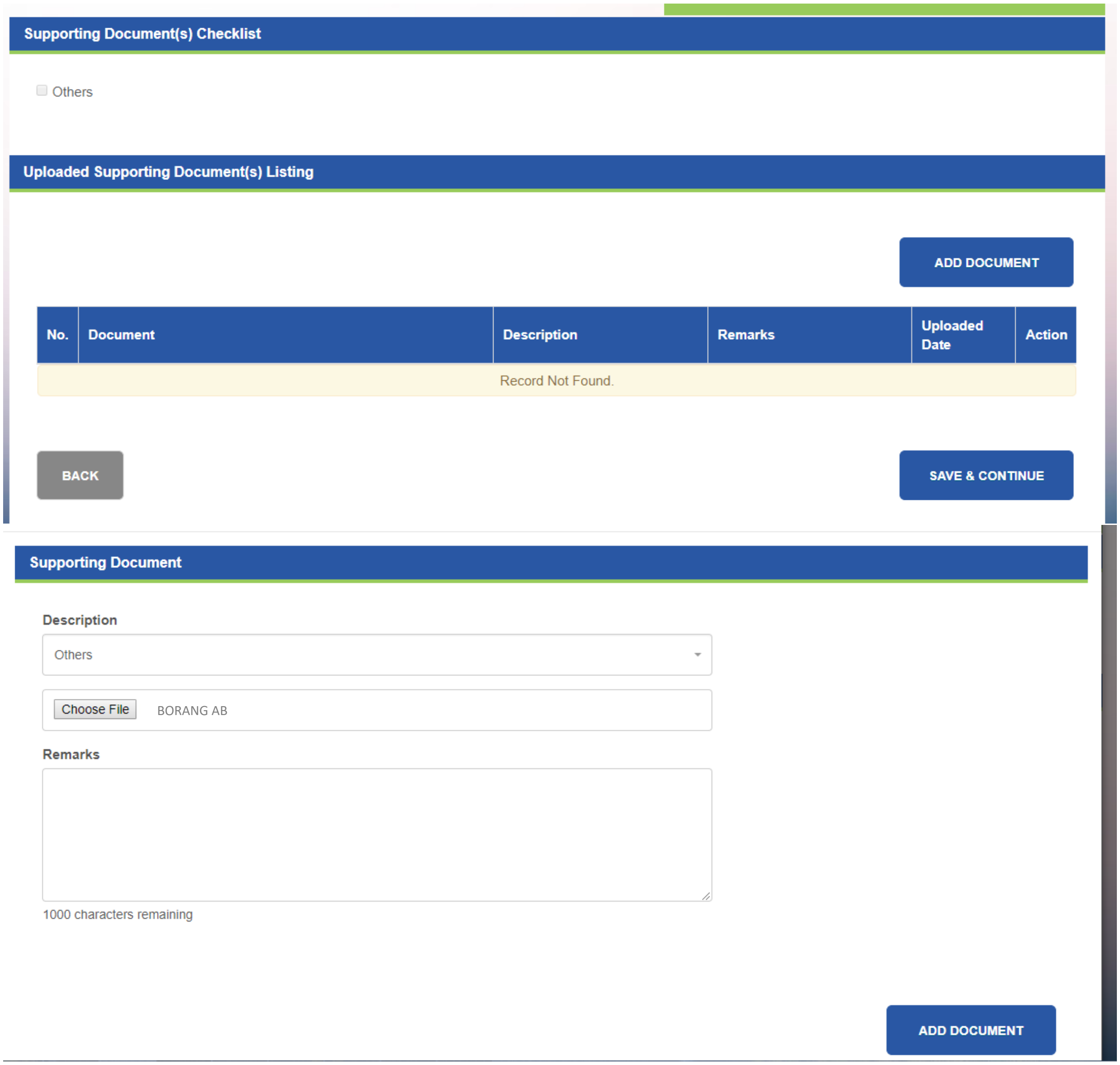
Email



Step 5: Click Save and Continue



Step 6: Click Add Document

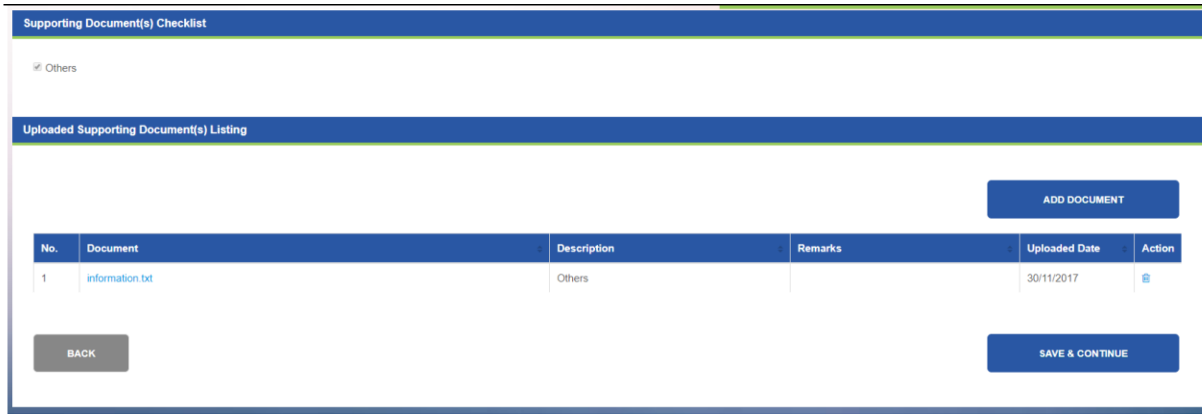


Step 7: Select Description from drop-down list

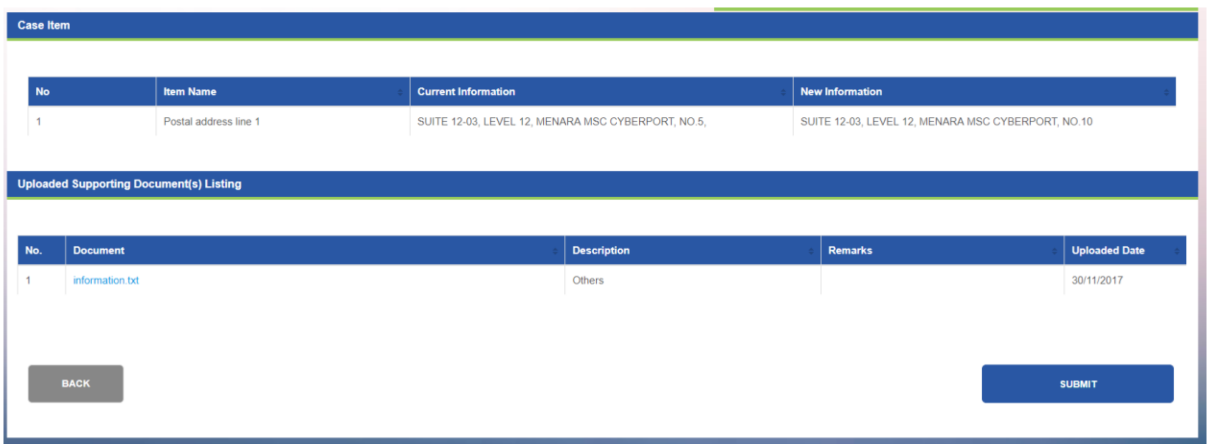
Step 8: Click Choose File and open the file to upload

Step 9: Type remark in the text box (if any)

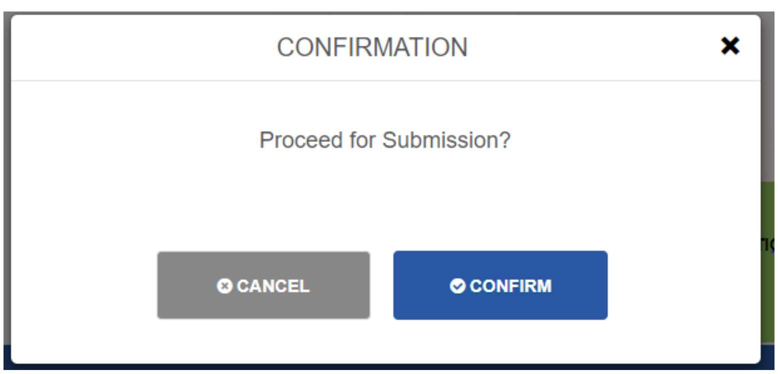
Step 10: Click Add Document



Step 11: Click Save and Continue



Step 12: Click Submit

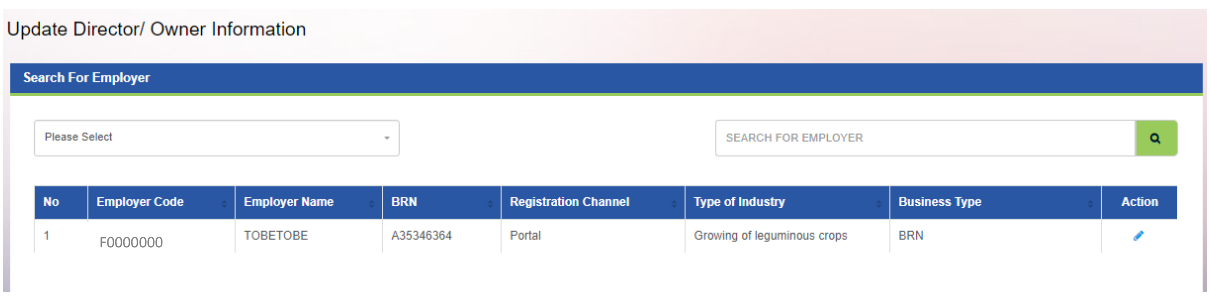


Step 13: Click Confirm

Step 14: Successfully Employer Information has been updated

NOTE: If BRN duplicated with Registered as Branch "No" is selected or Business type or Address is changed then it will route to PERKESO office and need to wait PRKESO officer to approve.

3.6.2 Update Director/Owner Information

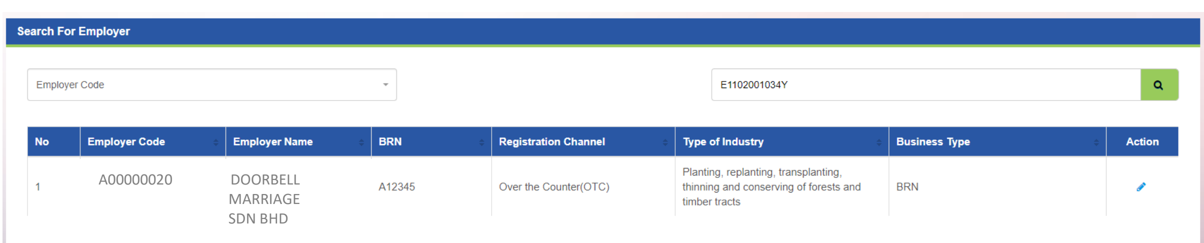


Note: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

Step 1: Search by (Employer Name or Employer code)

Step 2: Click Search

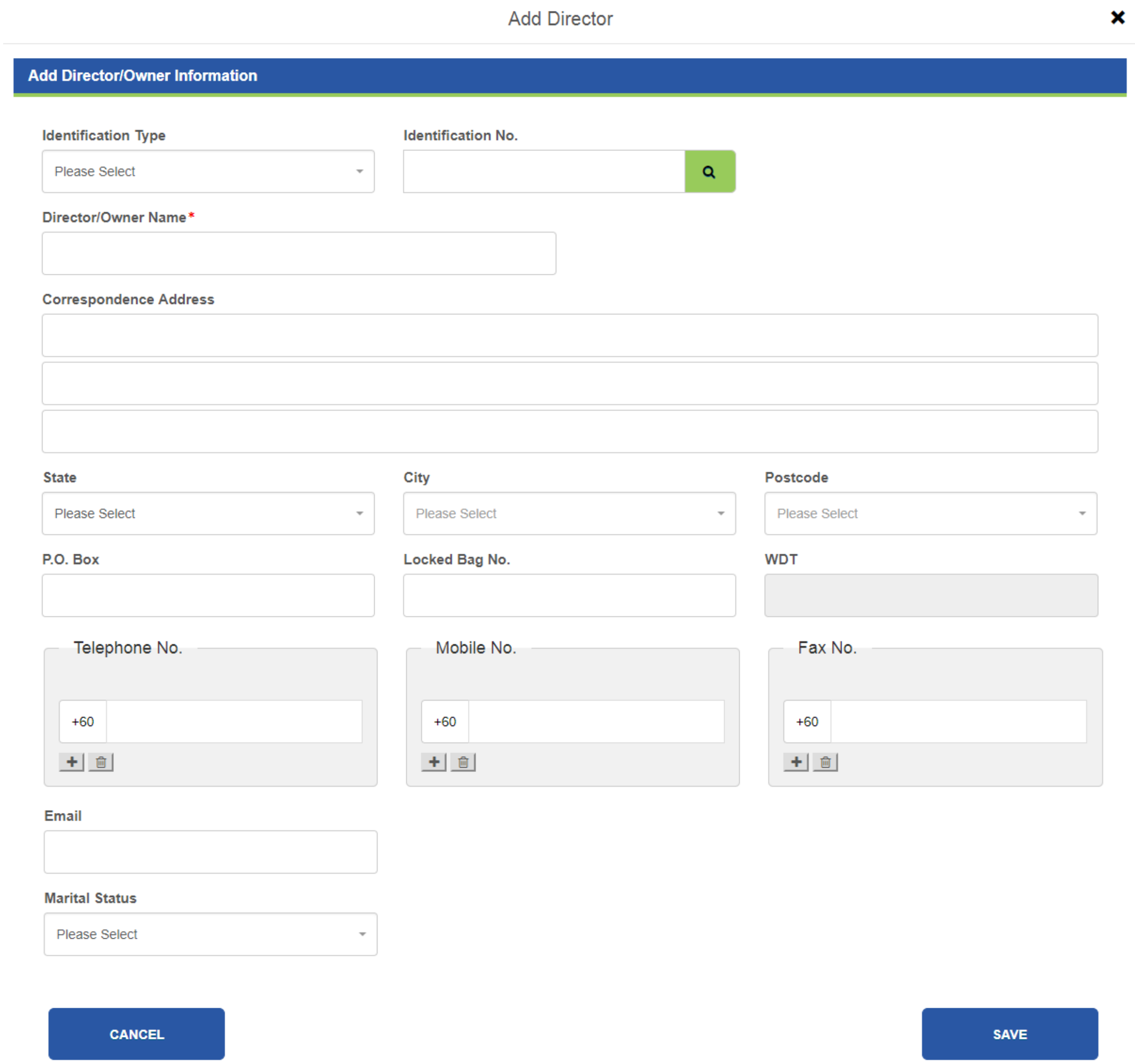
Step 3: Click on the Edit Button in the Action column



Step 4: Click Add Director/Owner

Step 5: Fill-up the form

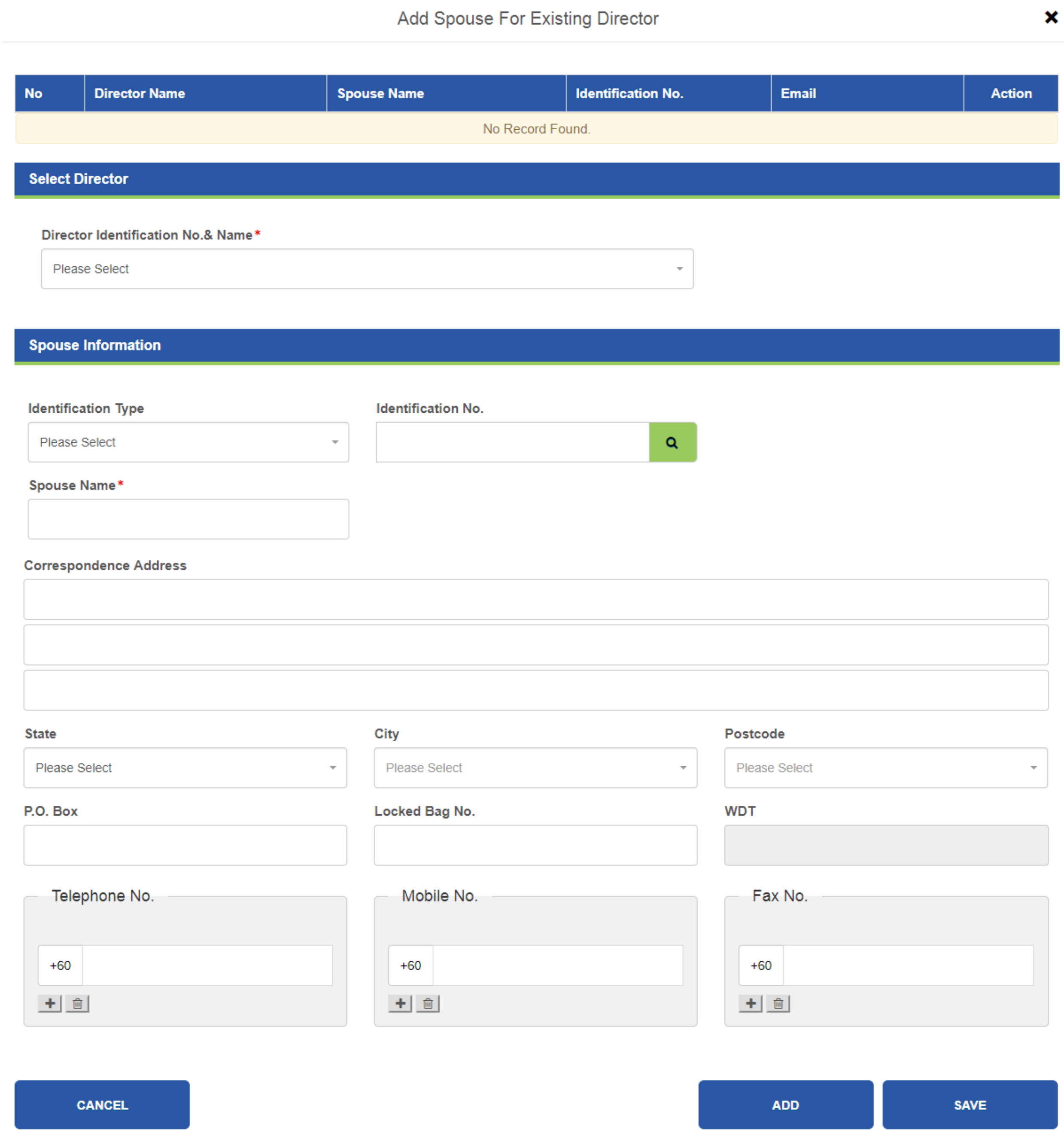
Step 6: Click Save



Step 7: Click add Spouse from New director/owner listing

Step 8: Fill-up Spouse information

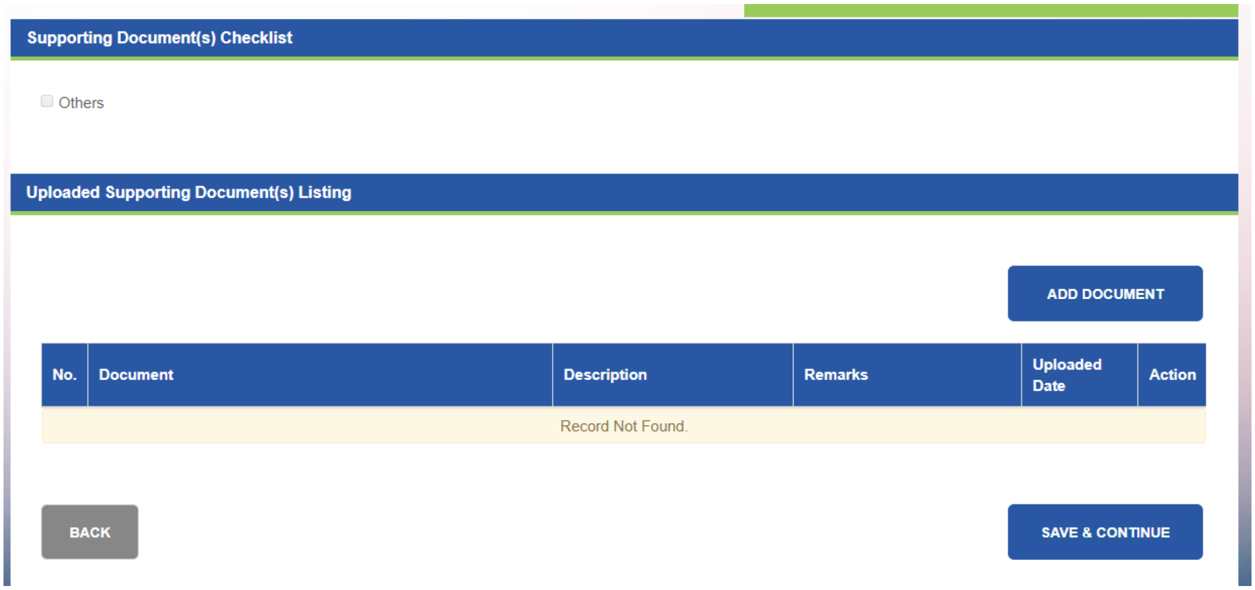
Step 9: Click Save



Step 10: Click Close button from right above

Step 11: Click Save and Continue

Step 12: Click Add Document

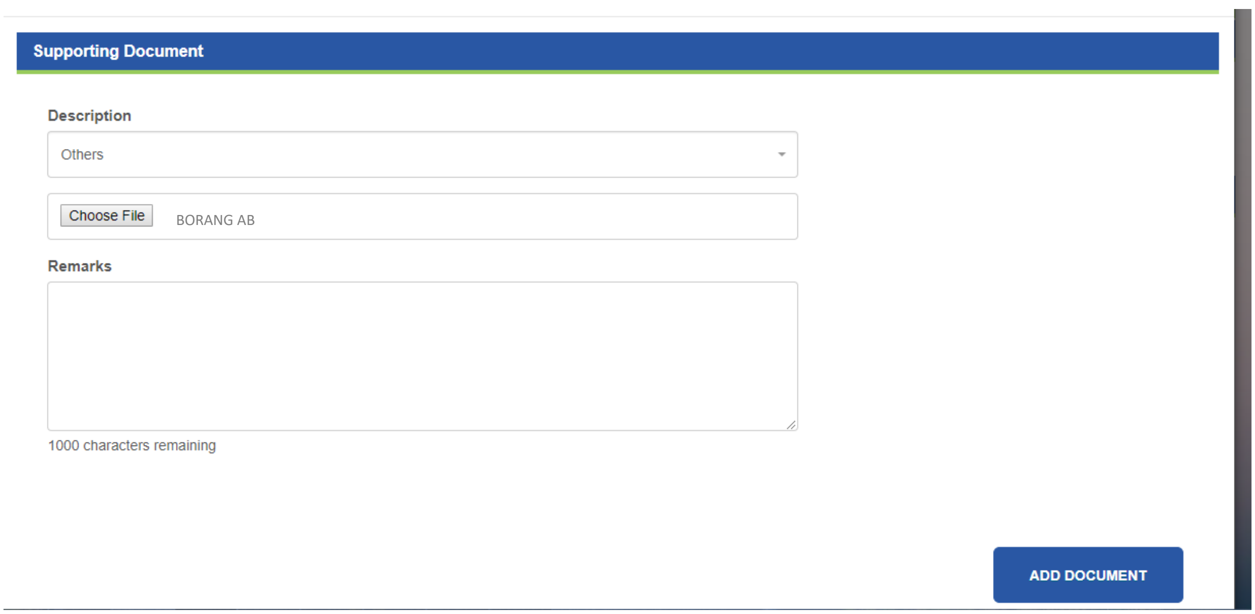


Step 13: Select Description from drop-down list

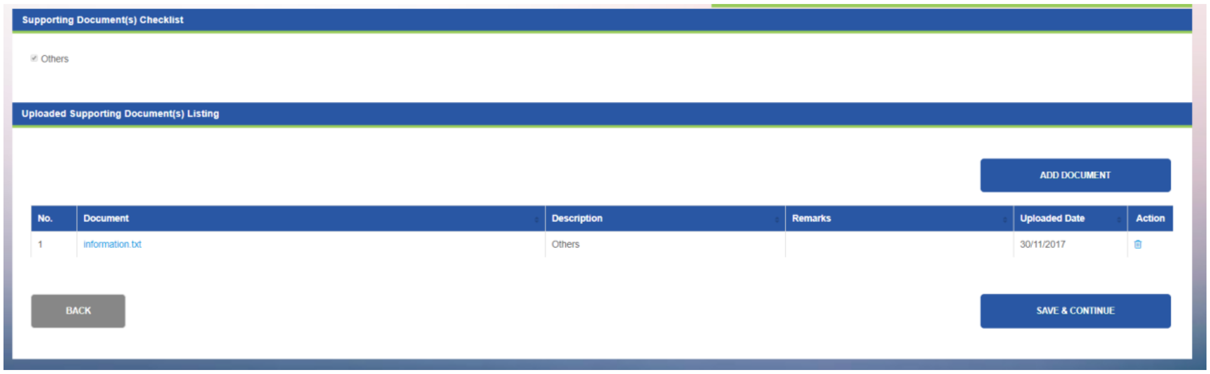
Step 14: Click Choose File and open the file to upload

Step 15: Type remark in the text box (if any)

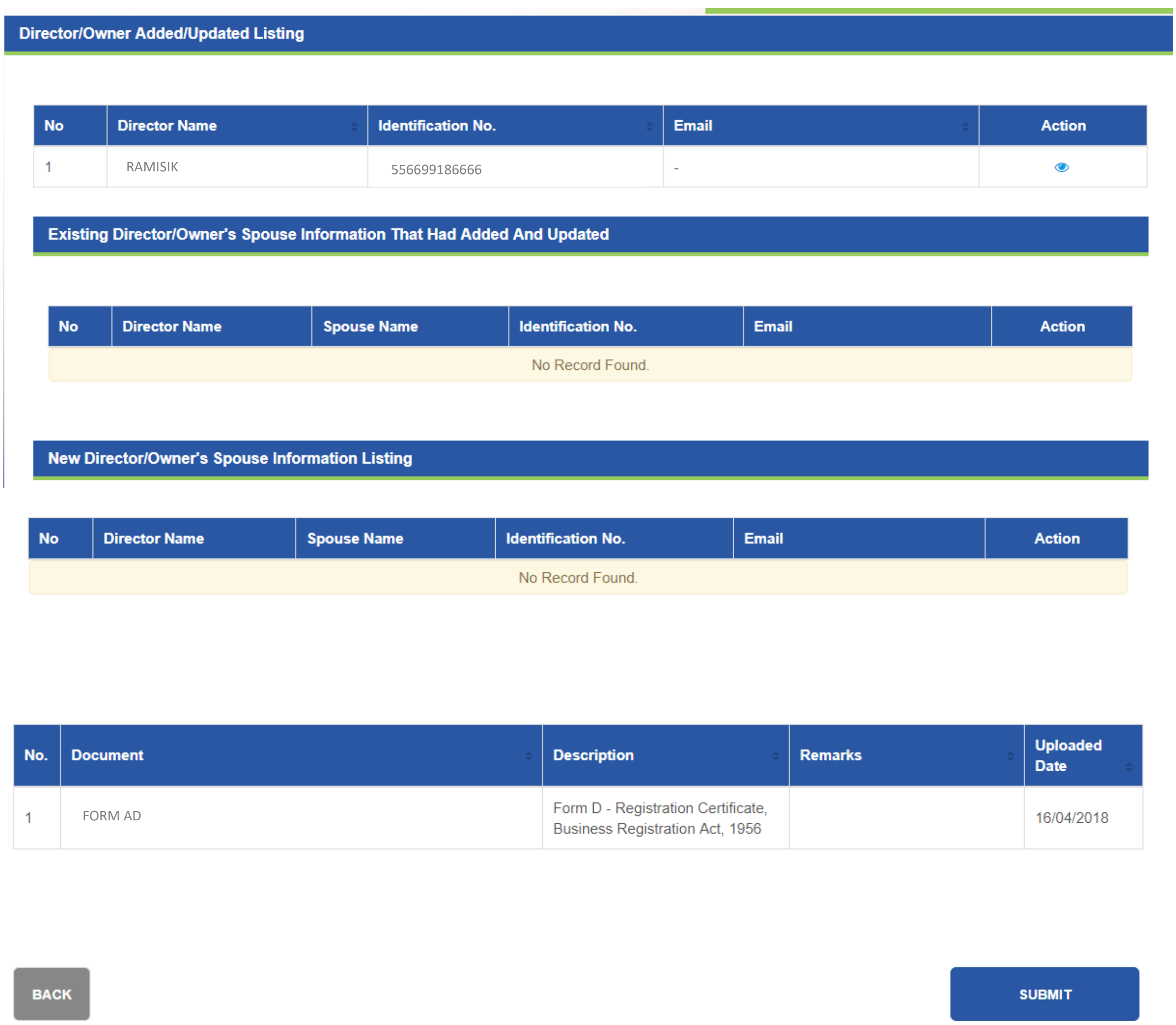
Step 16: Click Add Document



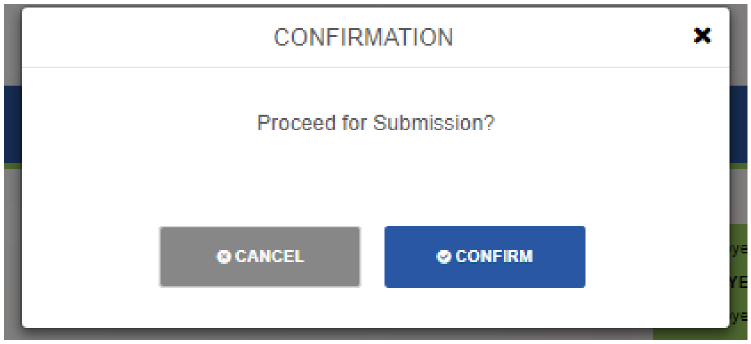
Step 17: Click Save and Continue



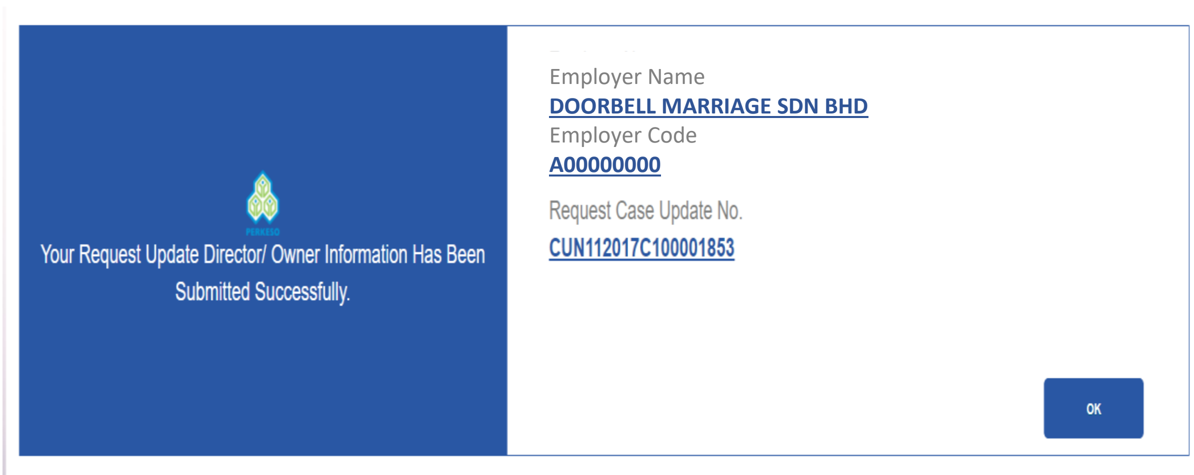
Step 18: Click Submit



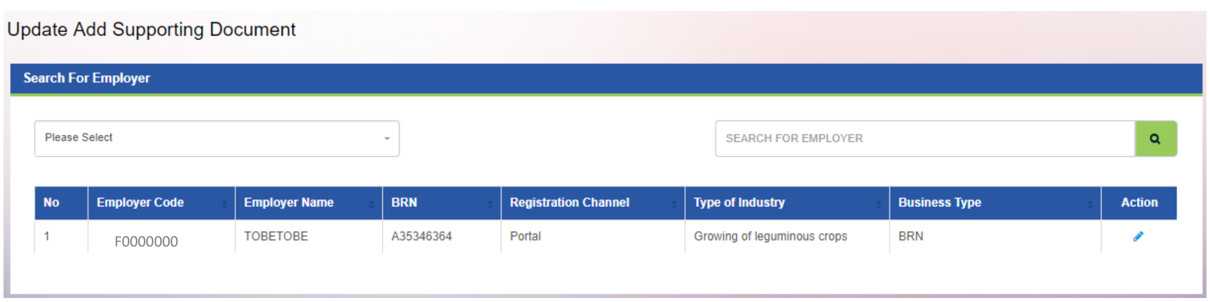
Step 19: Click Confirm



Step 20: Successfully Director/Owner Information has been updated.



3.6.3 Add Supporting Documents

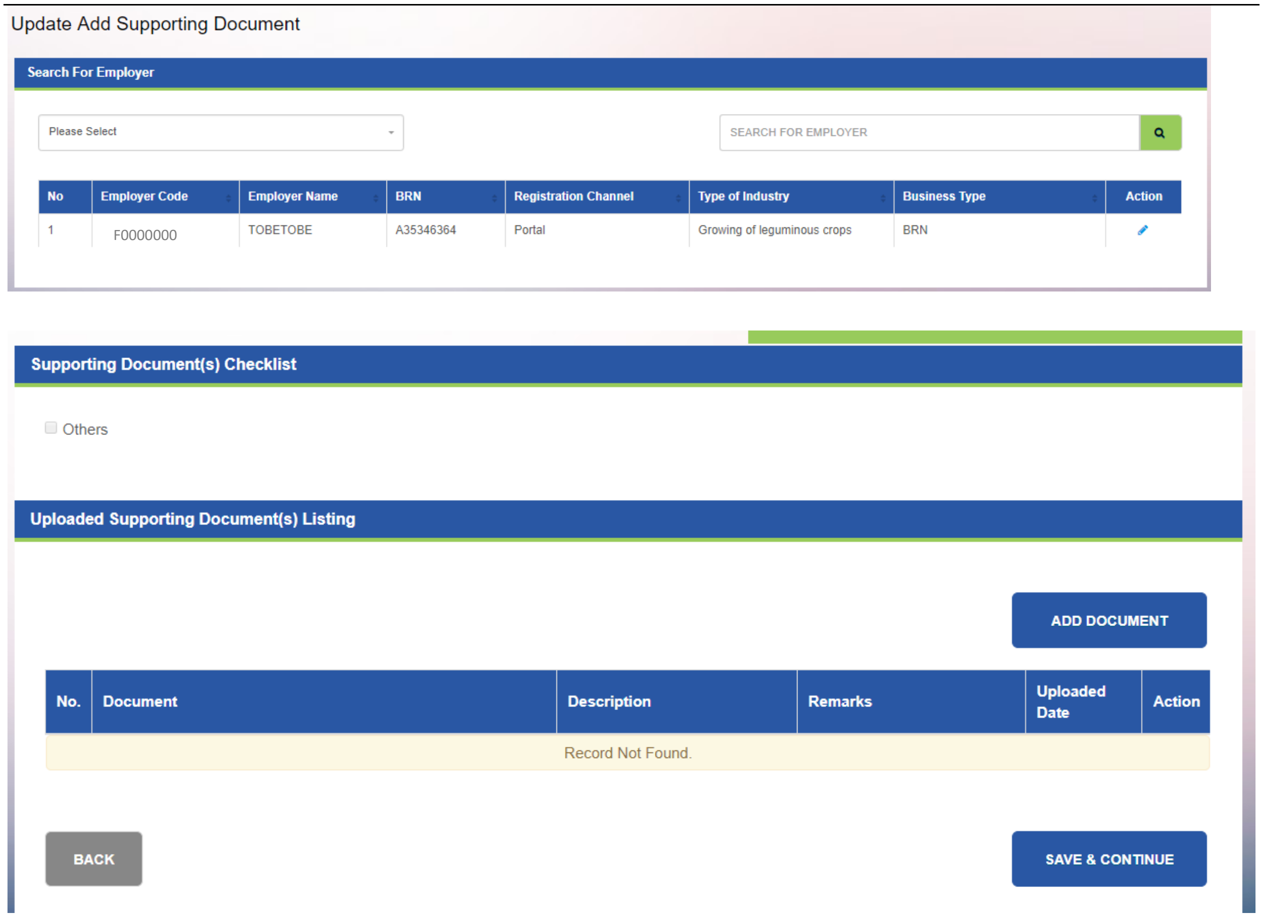


Note: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

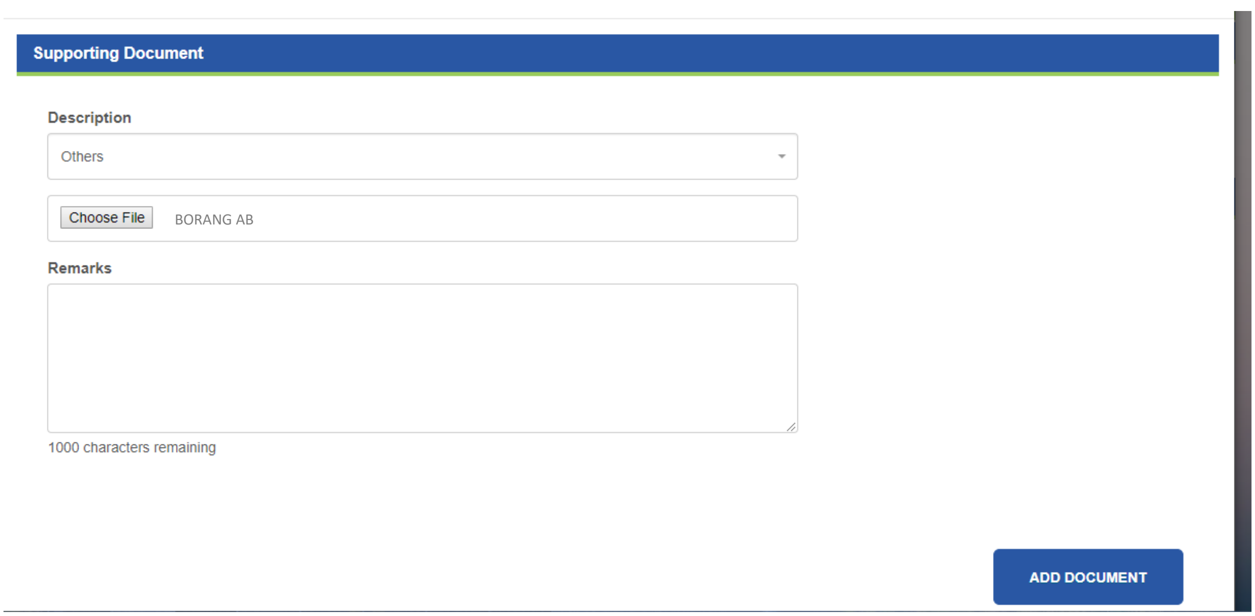
Step 1: Search by (Employer Name or Employer Code)

Step 2: Click Search

Step 3: Click on the Edit Button in the Action column



Step 4: Click Add Document

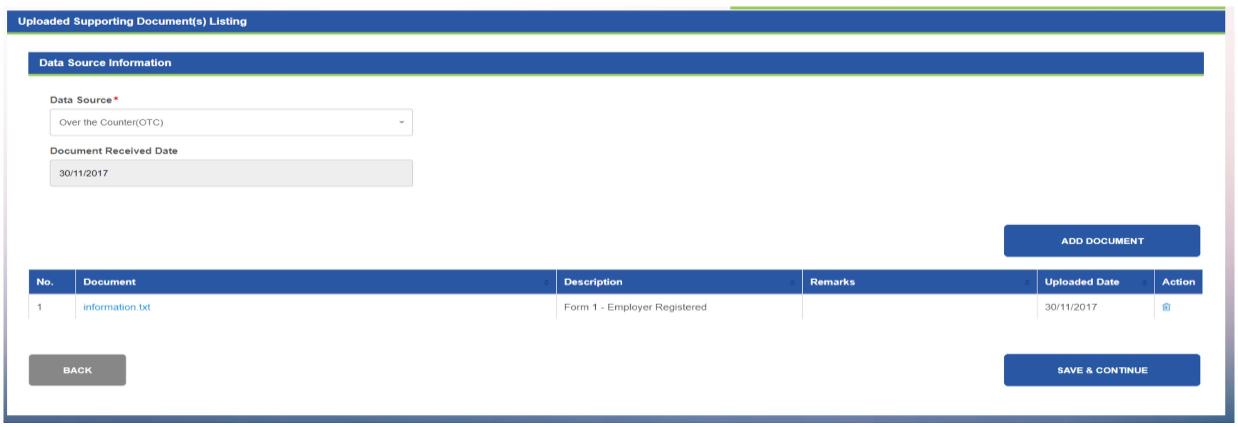


Step 5: Select Description from drop-down list

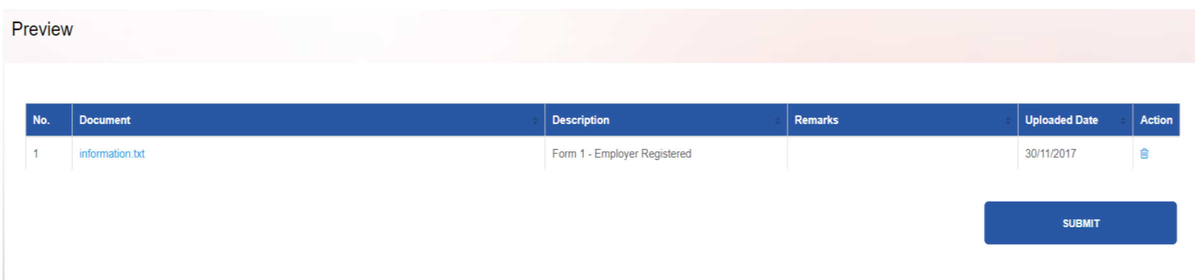
Step 6: Click Choose File and open the file to upload

Step 7: Type remark in the text box (if any)

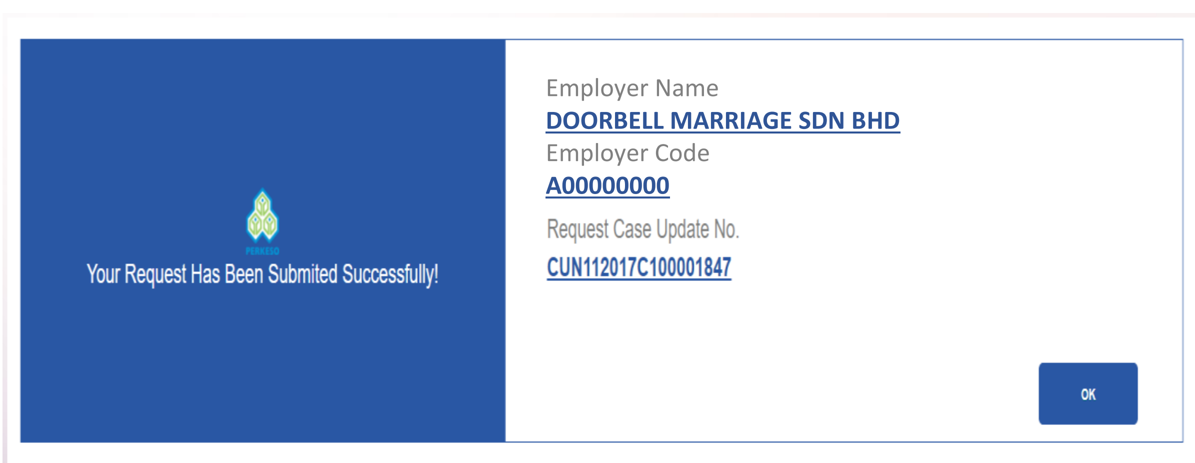
Step 8: Click Add Document



Step 9: Click Save and Continue

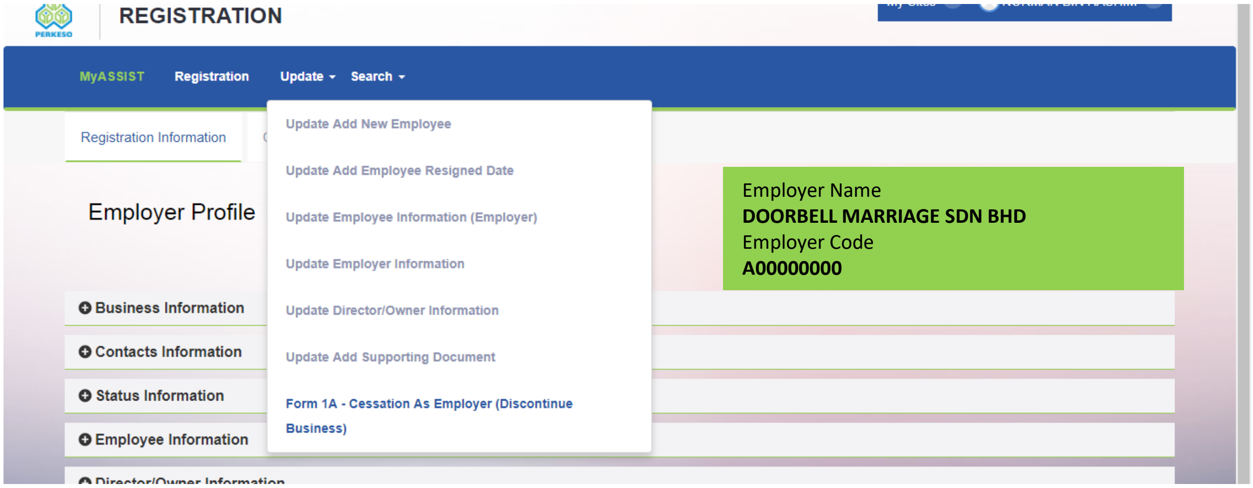


Step 10: Click Submit



Step 11: Successfully document is uploaded

3.6.4 Update Form 1A - Cessation as Employer

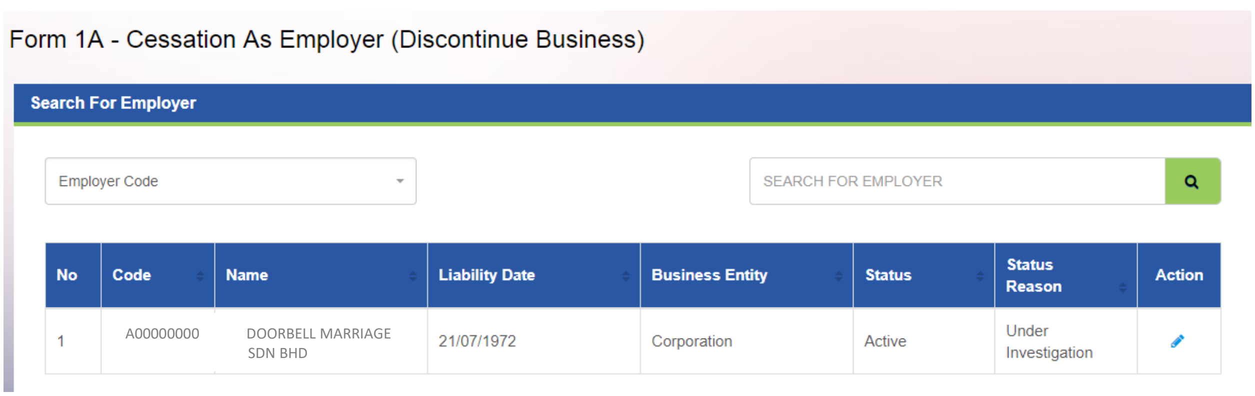


Go to My Sites on the top right and click Registration on the dropdown menu. Then on Registration page go to Update and click Form 1A – Cessation as Employer (Discontinue Business) on the dropdown menu.

Please proceed with the following steps.

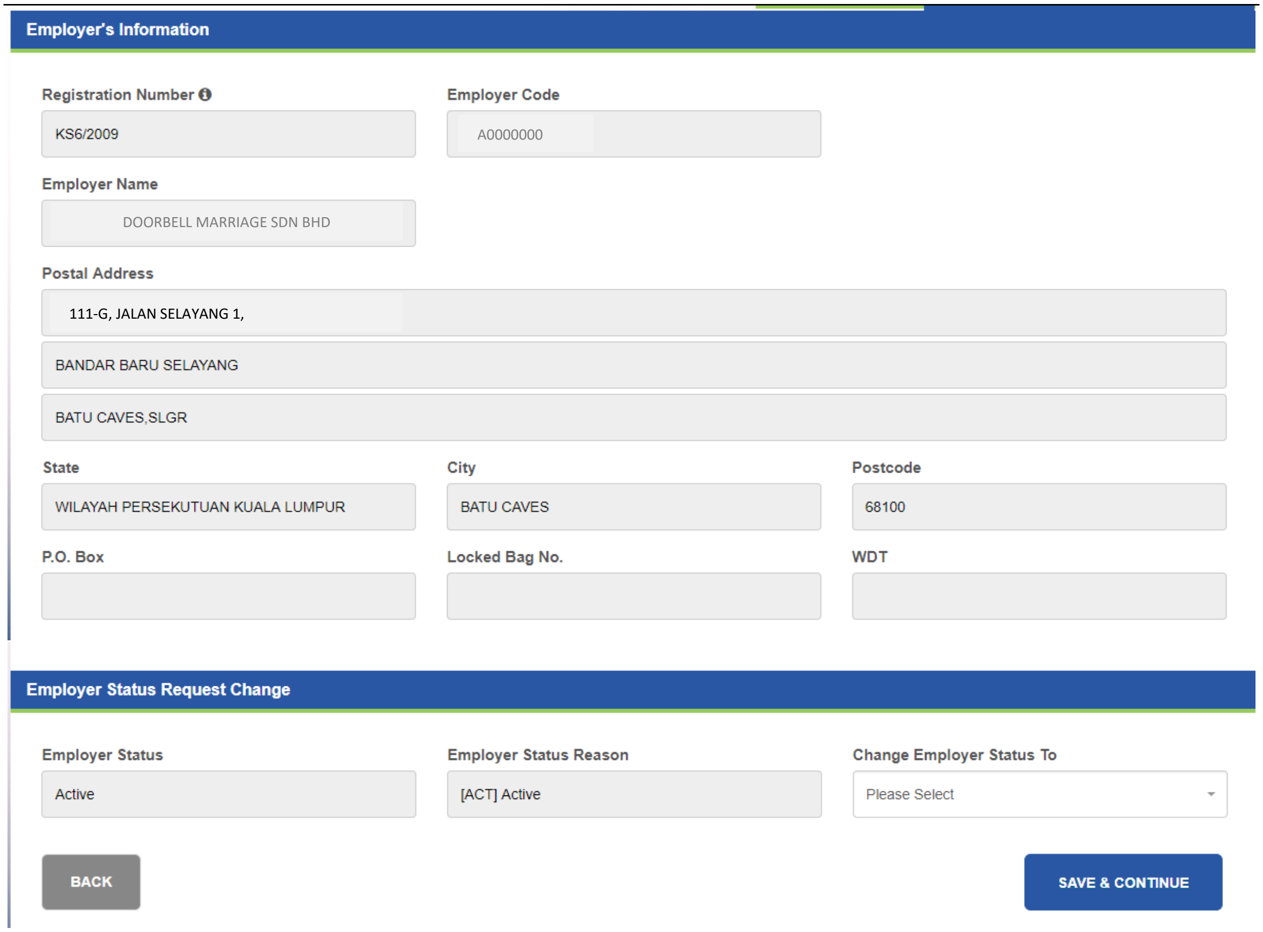
Step 1 : Search by (Employer Name or Employer Code)

Step 2: Click on the search Button



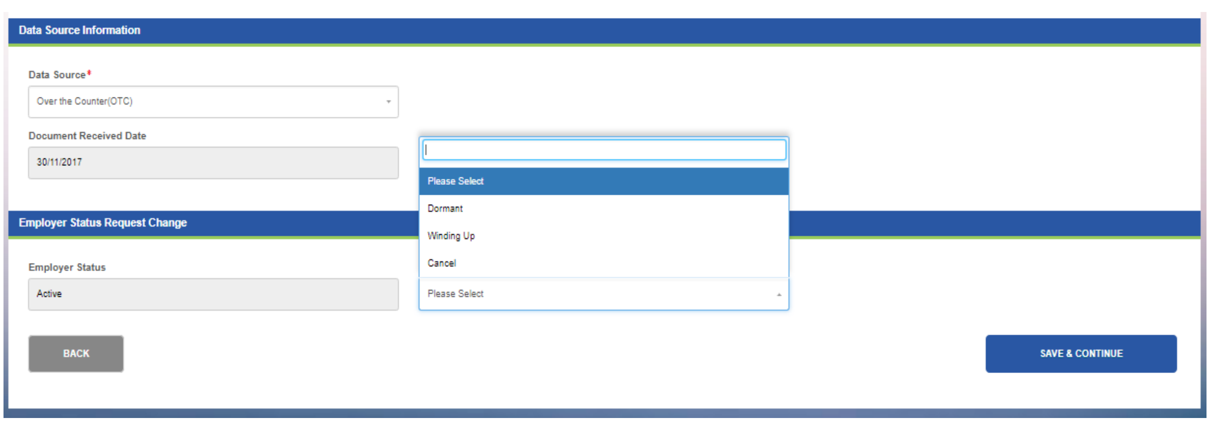
Step 3: Click on the Edit Button in the Action column

Step 4: Choose Status Request Change



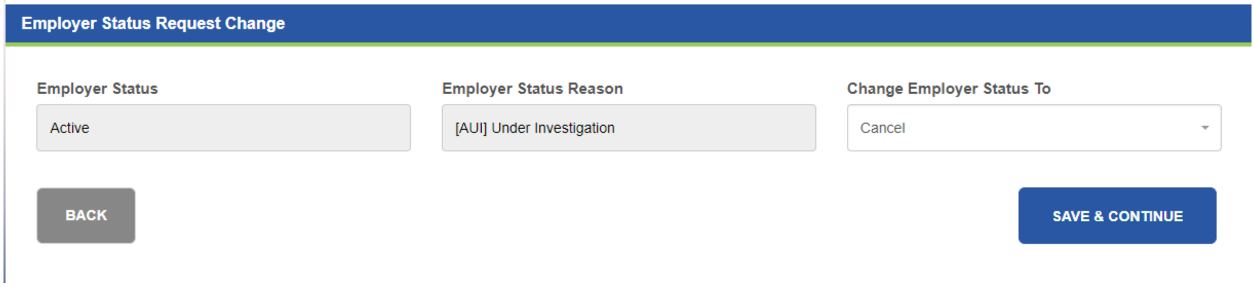
If you choose Cancel, proceed to Step 5:

If you Choose Dormant or Winding Up, Skip step 5 and proceed for step 6 directly.



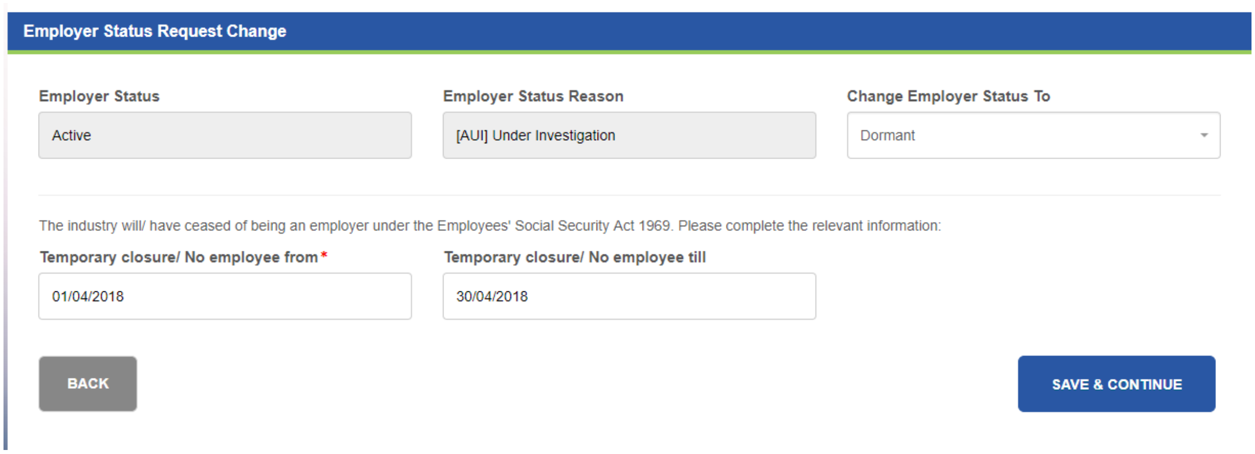
Step 5: Fill Up Cessation as Employer Effective From

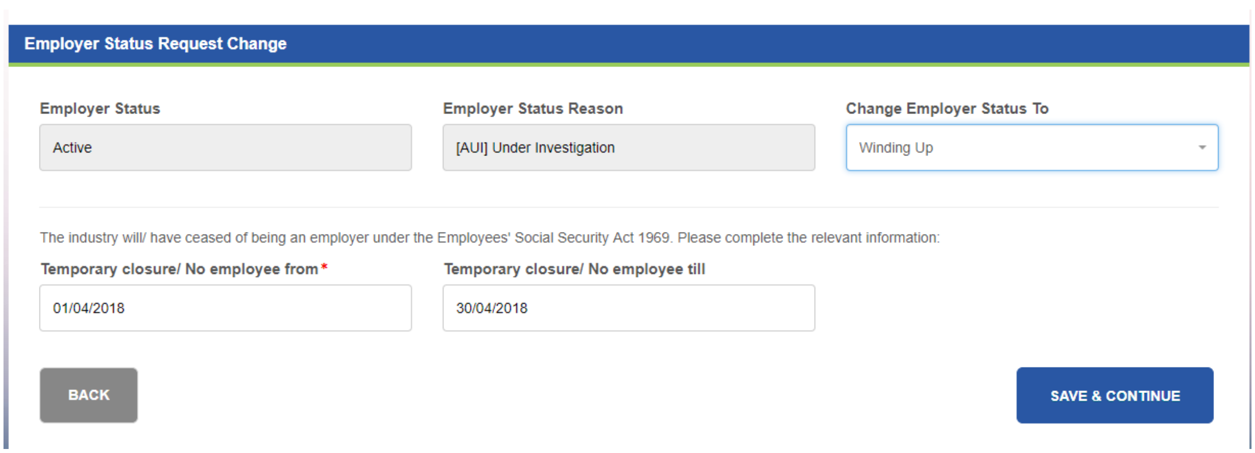
Step 6: Click Save and Continue (Proceed to step 9)



Step 7: Fill up Temporary closure/No employee from and Temporary closure/No employee till

Step 8: Click on Save and Continue





Step 9: Fill Up Employment Resign Date

Step 10: Click Save and Continue

Employee Resigned Date

Employee Selection

◉ All ○ Specific

Employment Resign Date

All Employees below will be updated to the Employment Resigned Date above.

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date
1	New IC No.	770077007777	MOHD	01/01/1980	Male	Melayu	01/02/2010
2	New IC No.	770077007779	RAM	07/07/1977	Male	-	03/04/2000

Step 11: Click Add Document

Supporting Document(s) Checklist

- ☐ Letter Of SSM
- ☐ Letter Of SSM Dissolution
- ☐ Employer Letter
- ☐ Cancellation Letter Of SSM
- ☐ Others
- ☐ Supporting Document For Cessation (e.g. Form 1A)
- ☐ Letter Of Liquidator
- ☐ Confirmation Letter From The Agency

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
Record Not Found.					

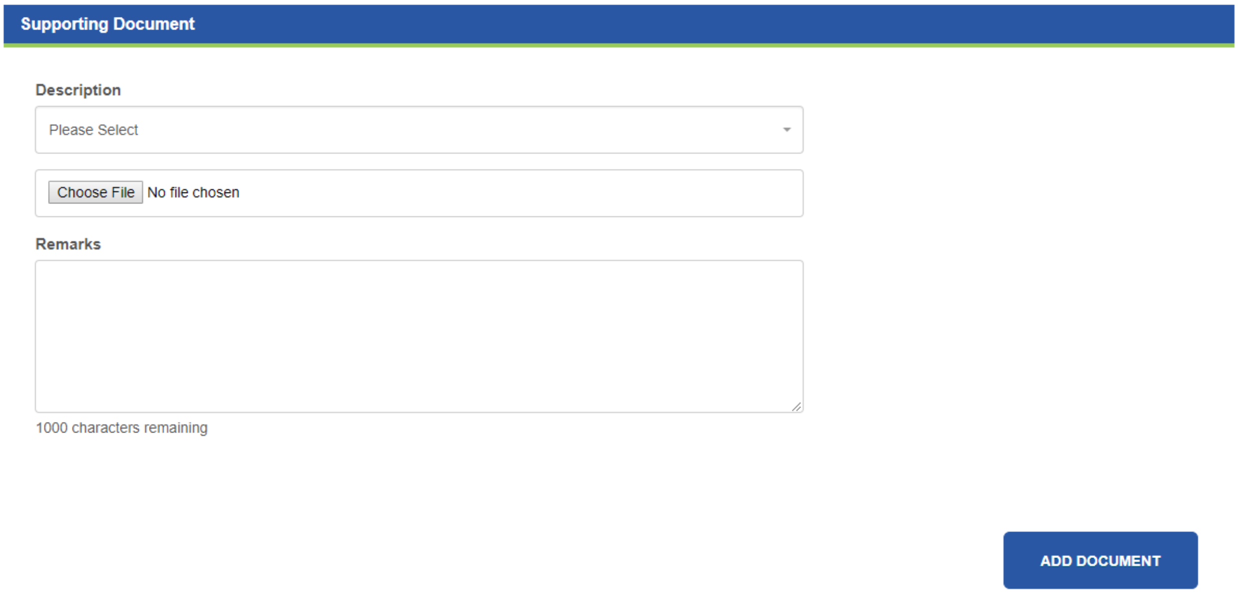
BACK SAVE & CONTINUE

Step 12: Select Description from drop-down list

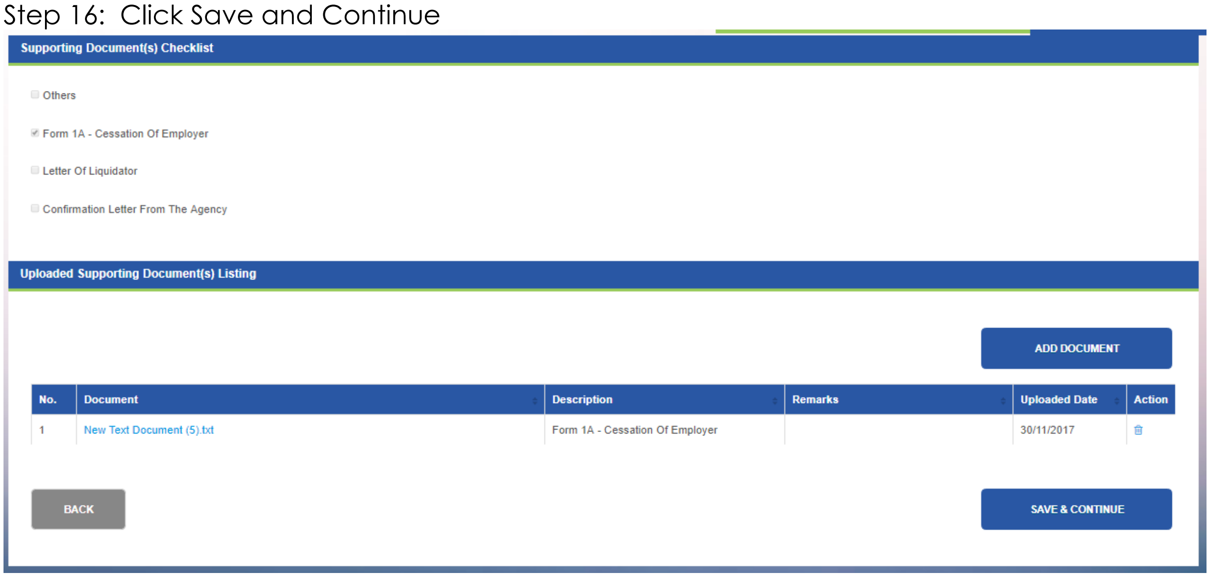
Step 13: Click Choose File and open the file to upload

Step 14: Type remark in the text box (if any)

Step 15: Click Add Document



Step 16: Click Save and Continue



Step 17: Click Submit

Preview

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Employer Status Change Application

Employer Status	Employer Status Reason	Change Employer Status To
Active	[AUI] Under Investigation	Winding Up

The industry will/ have ceased of being an employer under the Employees' Social Security Act 1969. Please complete the relevant information:

Temporary closure/ No employee from	Temporary closure/ No employee till
01/04/2018	30/04/2018

Employee(s) that had added resigned date

No	Identification Type	Identification No.	Name	Date of Birth	Gender (M/F)	Race	Employment Resign Date
1	New IC No.	770077007777	MOHD	01/01/1980	Male	Melayu	07/03/2018
2	New IC No.	770077007779	RAM	07/07/1977	Male	-	07/03/2018

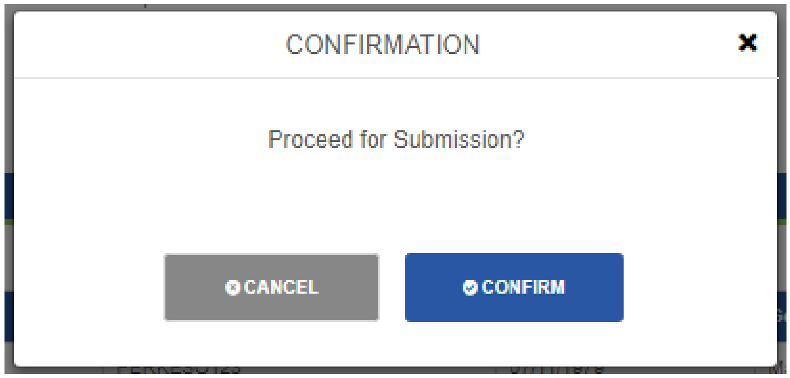
Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Salam Boss.docx	Letter Of SSM	cease	03/04/2018
2	Salam Boss.docx	Supporting Document For Cessation (e.g. Form 1A)		03/04/2018

BACK

SUBMIT

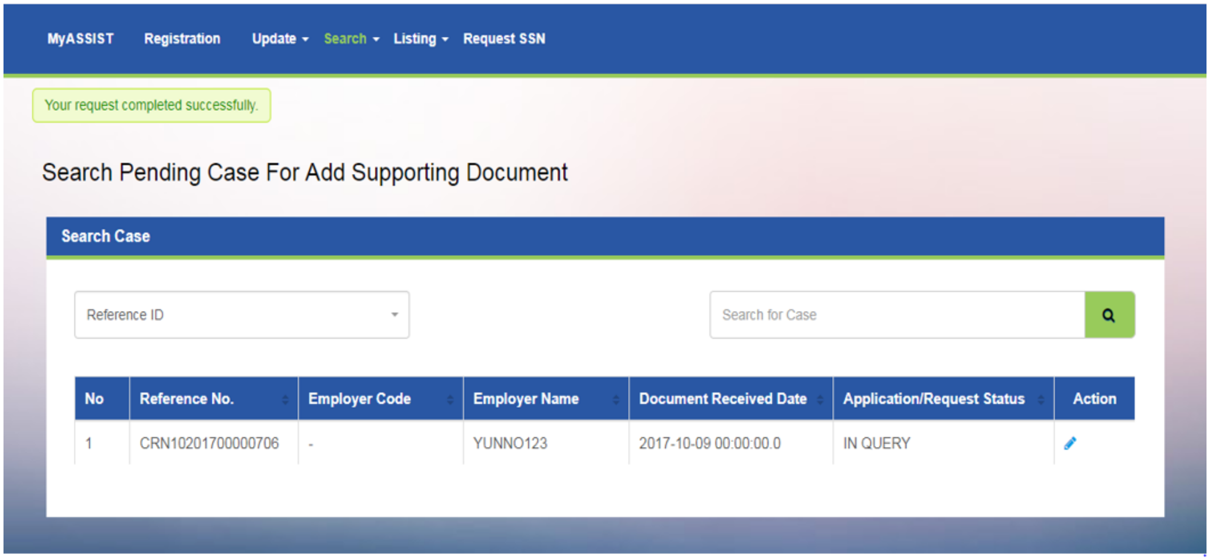
Step 18: Click Confirm



Step 19: Successfully passed to UO, need to wait for PERKESO officer to approve.

3.7 Search

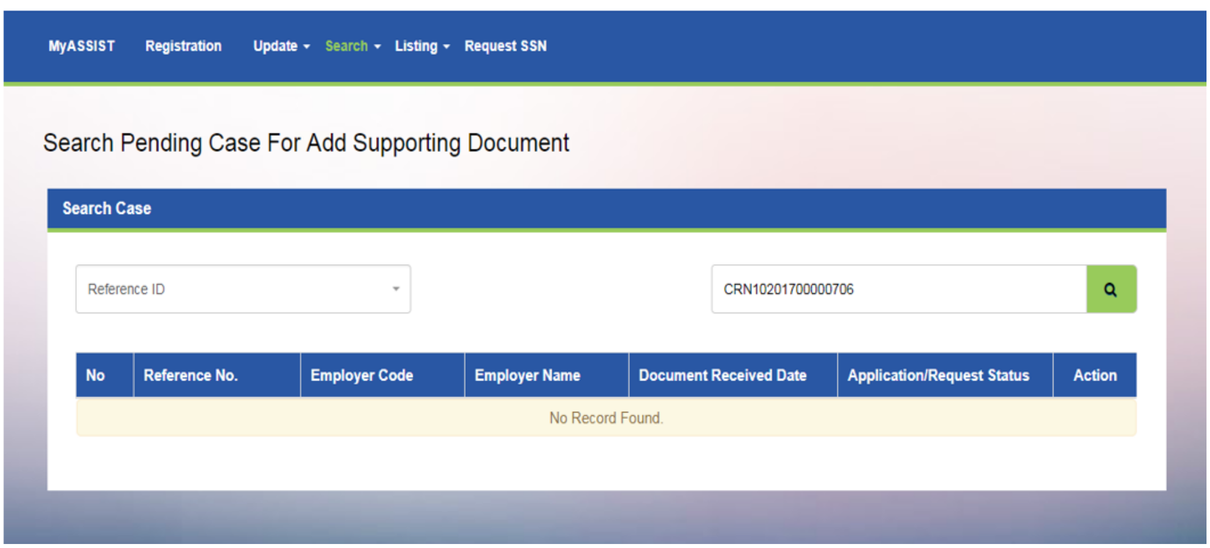
3.7.1 Search Pending Case for Additional Supporting Documents



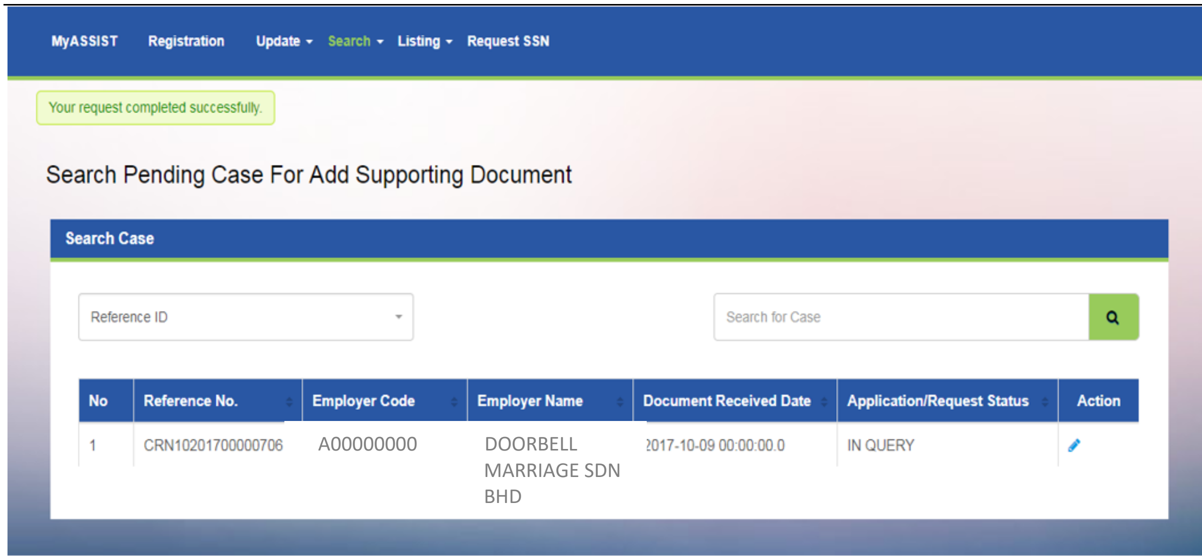
NOTE: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

Step 1: Search By (Reference ID or Employer Code or Employer Name)

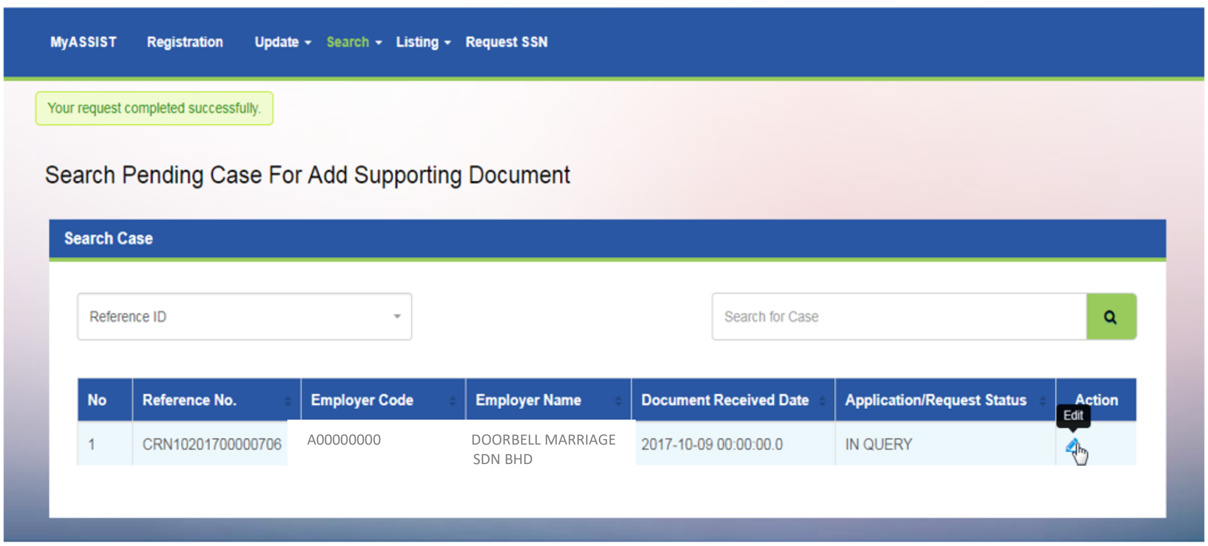
Step 2: Input the search query depending on the Search By criteria selected.



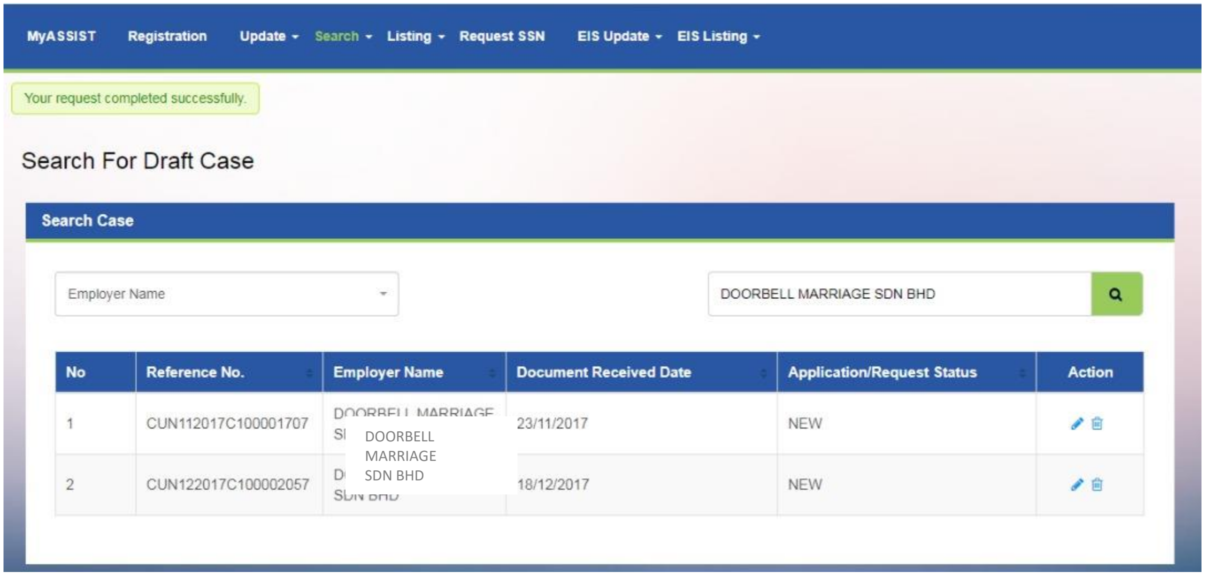
Step 3: Click the Search button



Step 4: Click on the Edit button in the Action column



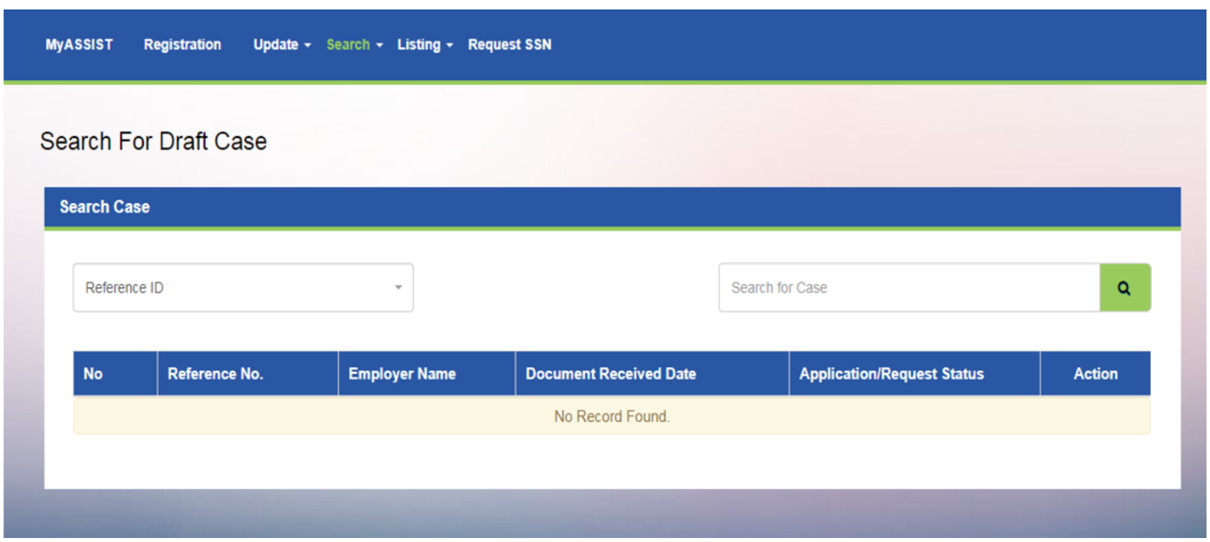
3.7.2 Search Draft Case



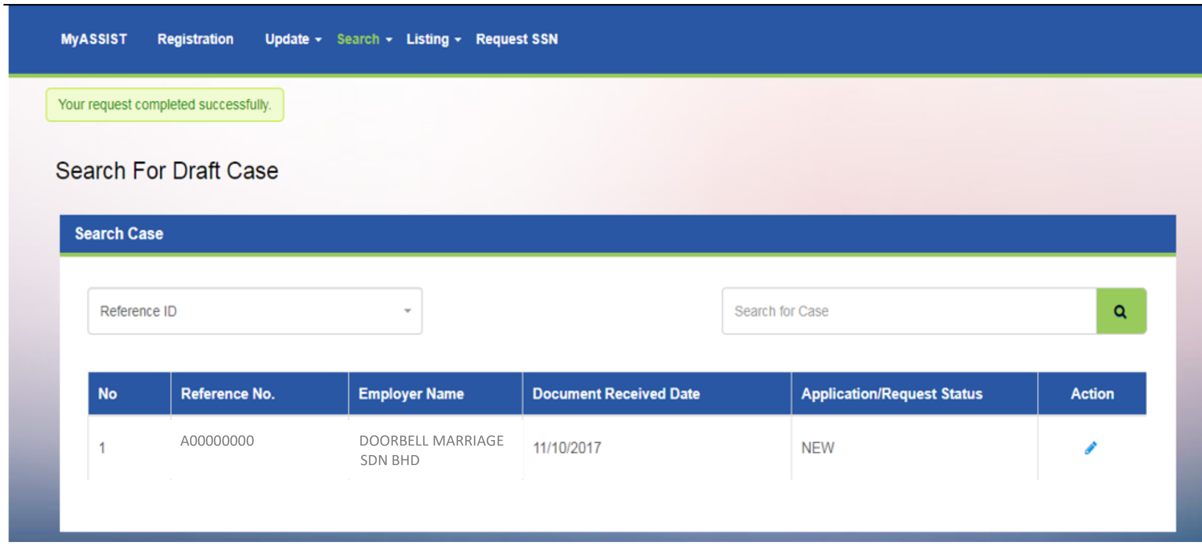
Note: When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

Step 1: Search By (Reference ID or Employer Code or Employer Name)

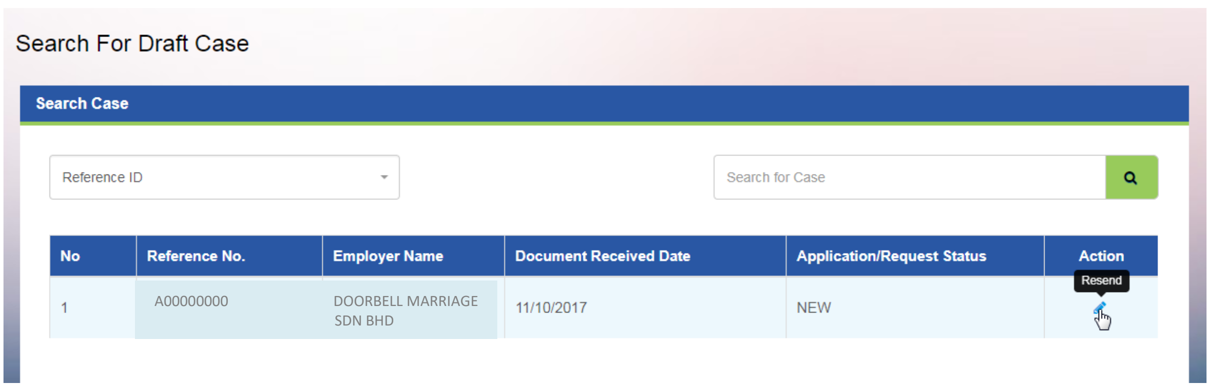
Step 2: Input the search query depending on the Search By criteria selected.



Step 3: Click on the Search button



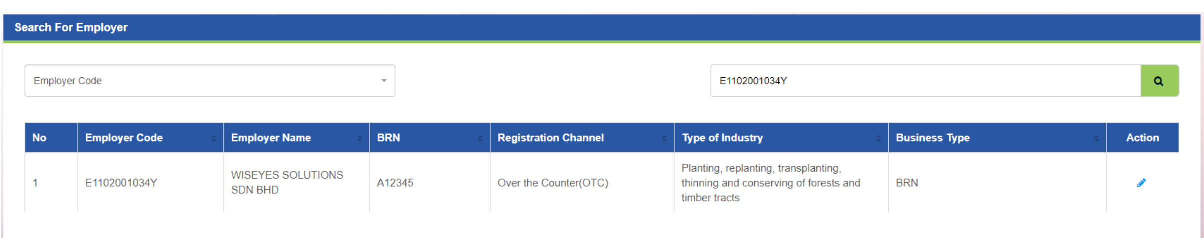
Step 4: Click on the Edit button in the Action column



3.8 EIS Update

3.8.1 New Registration for EIS

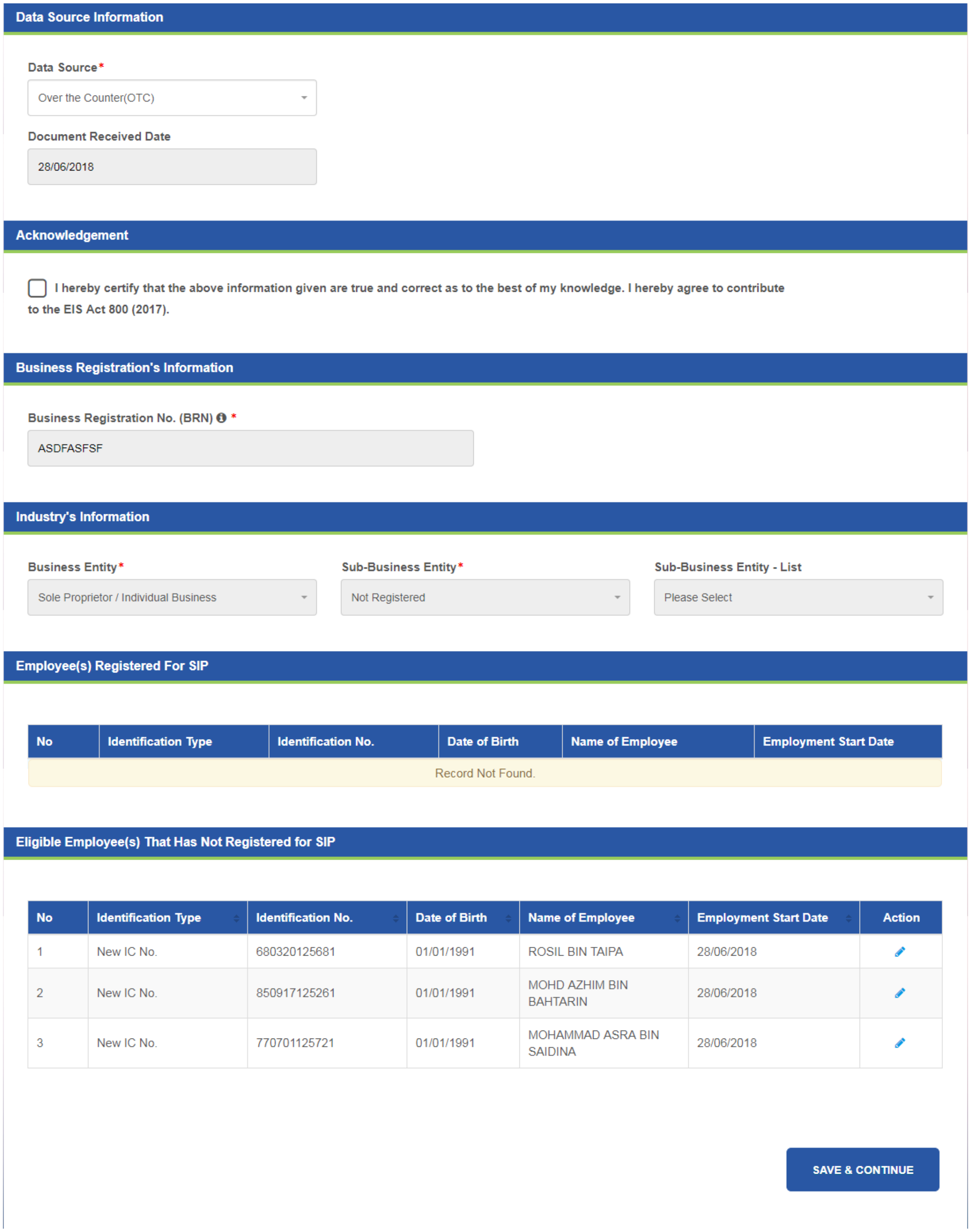
Step 1: Click on the Edit Button in the Action column



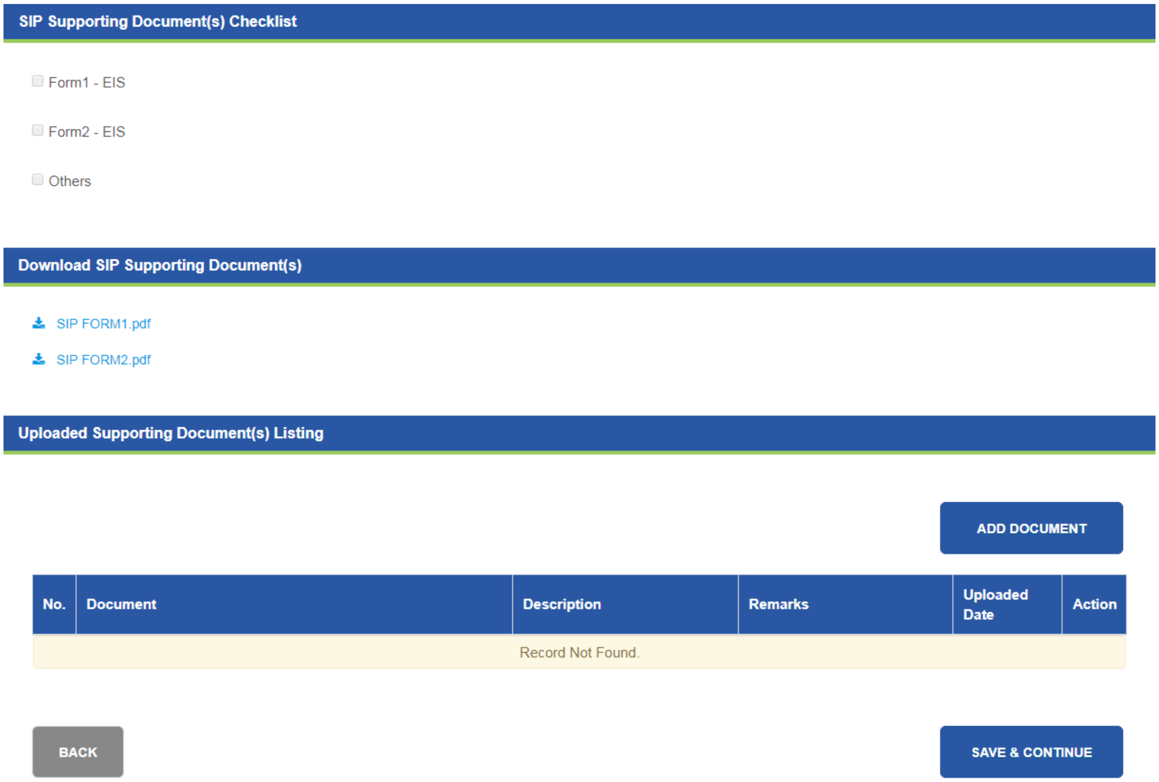
NOTE: When you click on the "New Registration For EIS" menu, the list of Employer will be shown automatically.

Step 2: "Tick" the check box for acknowledgement to agree contribute to EIS

Step 3: Click Save & Continue to proceed



Step 4: Click Add Document button

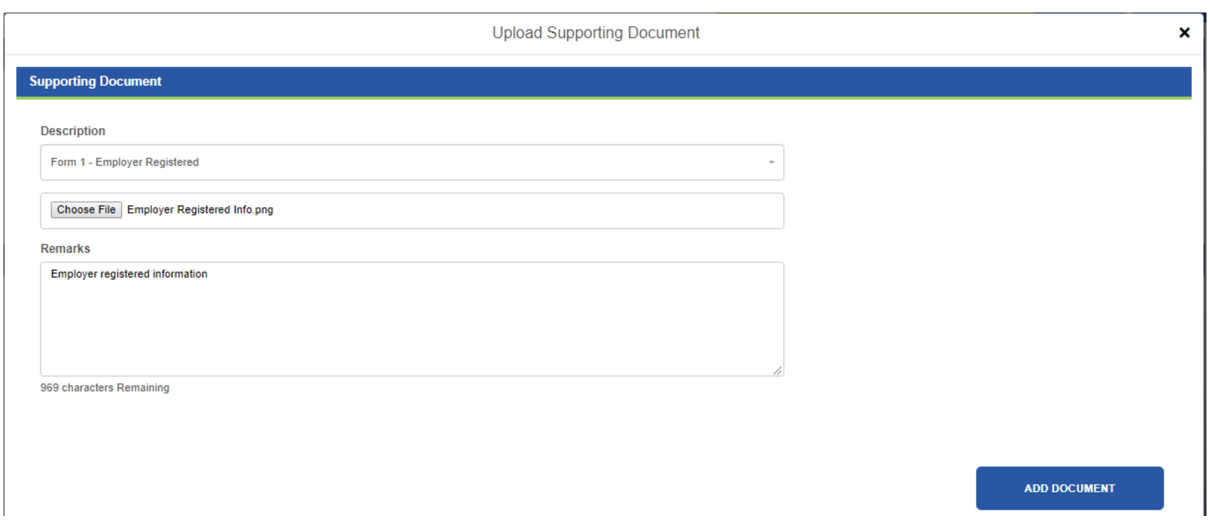


Step 5: Select Description from drop-down list

Step 6: Click Choose File and open the file to upload

Step 7: Type remark in the text box (if any)

Step 8: Click Add Document



NOTE: Repeat from step1 if there are any more document uploading.

Step 9: Click Save and Continue button

SIP Supporting Document(s) Checklist

- [x] Form1 - EIS
- [x] Form2 - EIS
- [ ] Others

Download SIP Supporting Document(s)

- SIP FORM1.pdf
- SIP FORM2.pdf

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	jpefaopkfdgddddl.png	Form1 - EIS	test	28/06/2018	
2	fikckkmbpmhokcnj.png	Form2 - EIS	test	28/06/2018	

BACK SAVE & CONTINUE

NOTE: The screen shot below shows the document uploaded. There is button under Action field "Remove".

Step 10 Click Submit

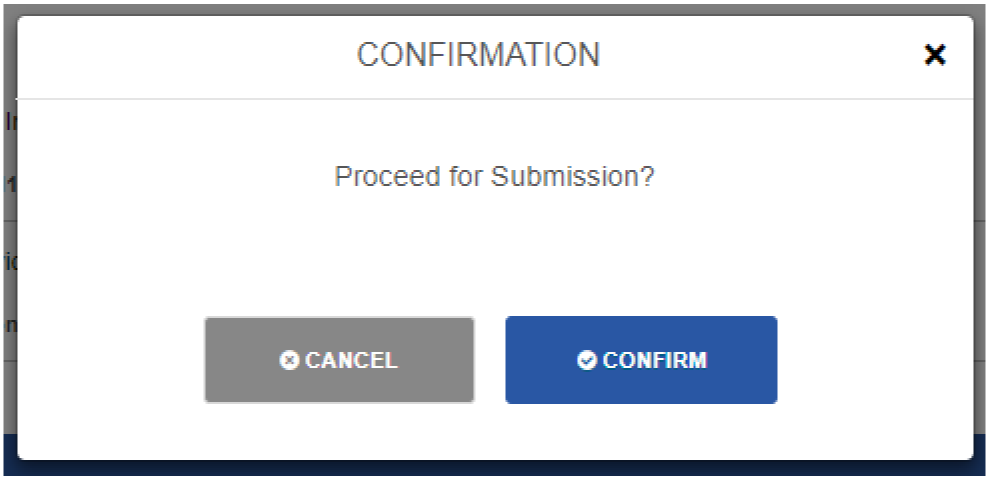
Employee(s) To Be Registered

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
2	fikckkmbpmhokcnj.png	Form2 - EIS	test	28/06/2018

BACK SUBMIT

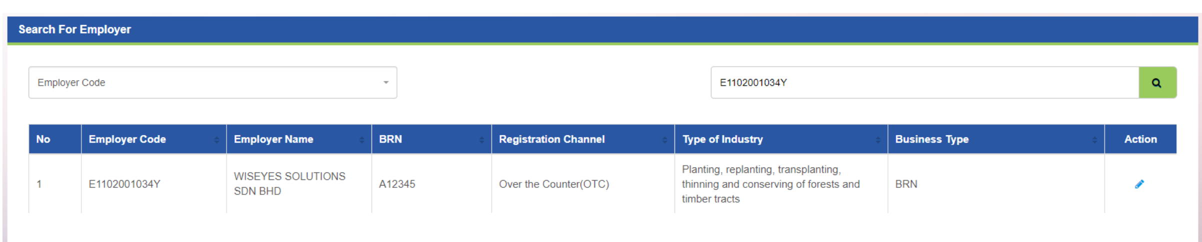
Step 11: Click Confirm



Step 12: Successfully registered and employer code is generated

3.8.2 Update Add Employee Resigned Date of EIS

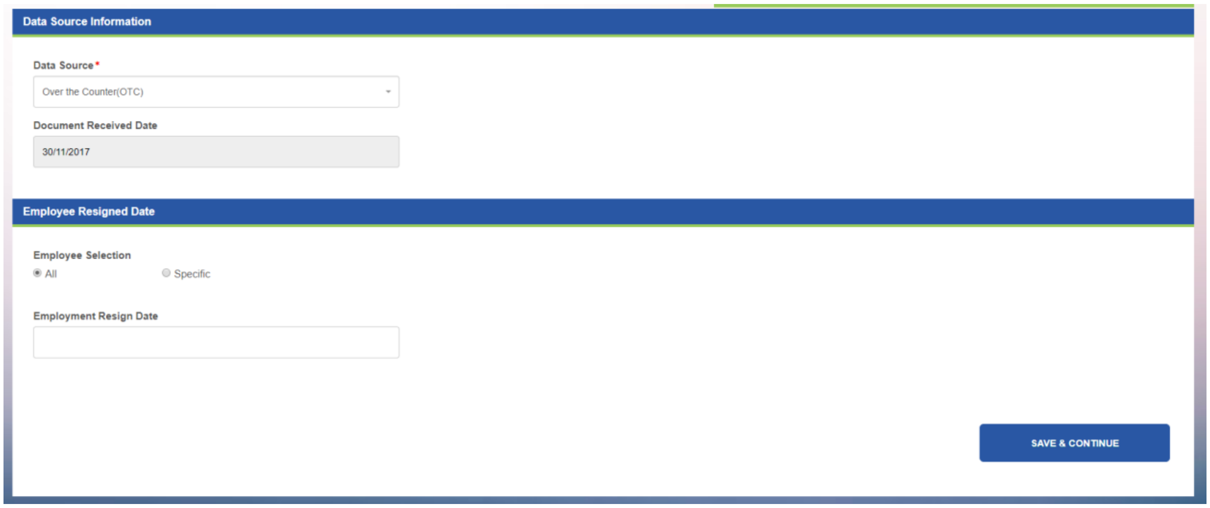
Step 1: Click on the Edit Button in the Action column



NOTE: When you click on the "Update Add Employee Resigned Date of EIS" menu, the list of Employer will be shown automatically.

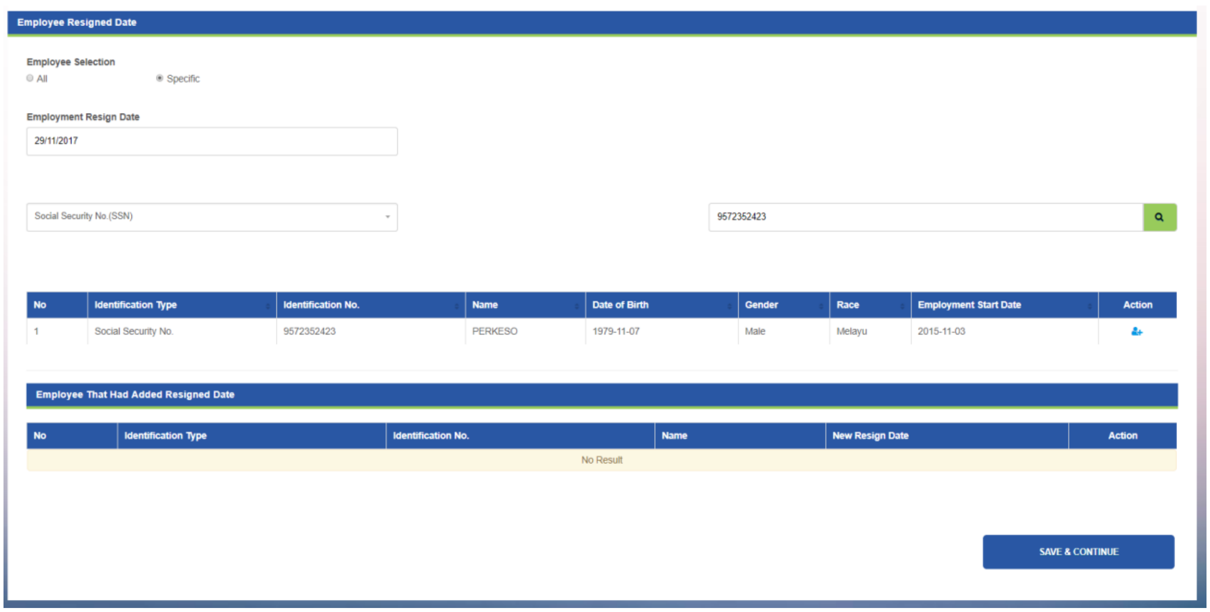
Step 2: Choose "All" or "Specific"

NOTE: If Specific follows as step 3



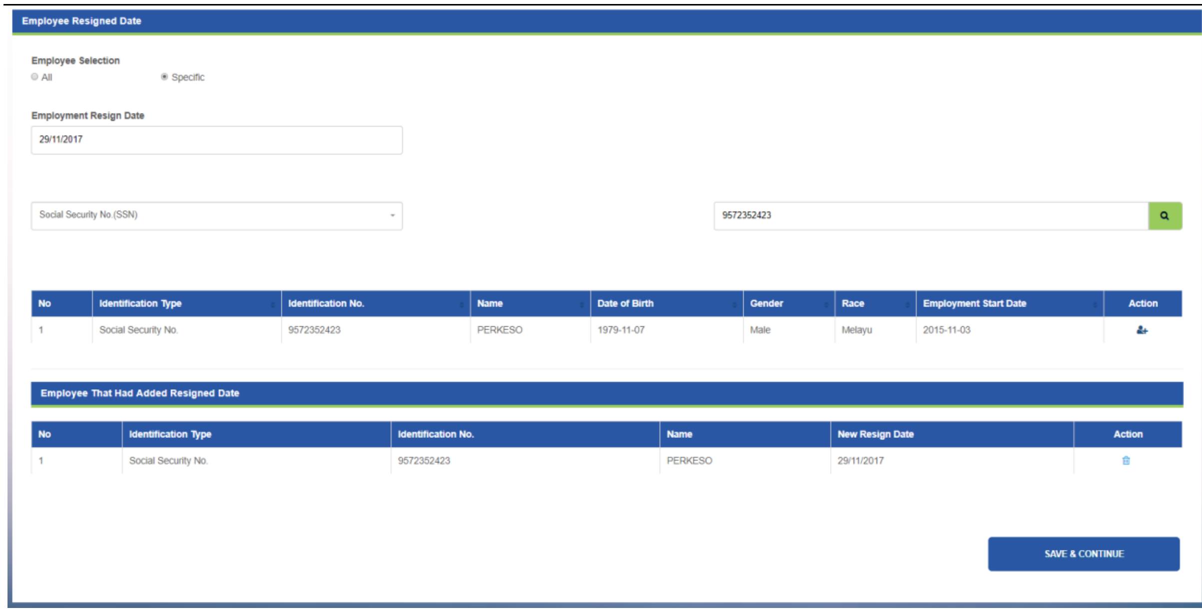
Step 3: Search by (SSN/Identification No/Name)

Step 4: Choose Employment Resign Date



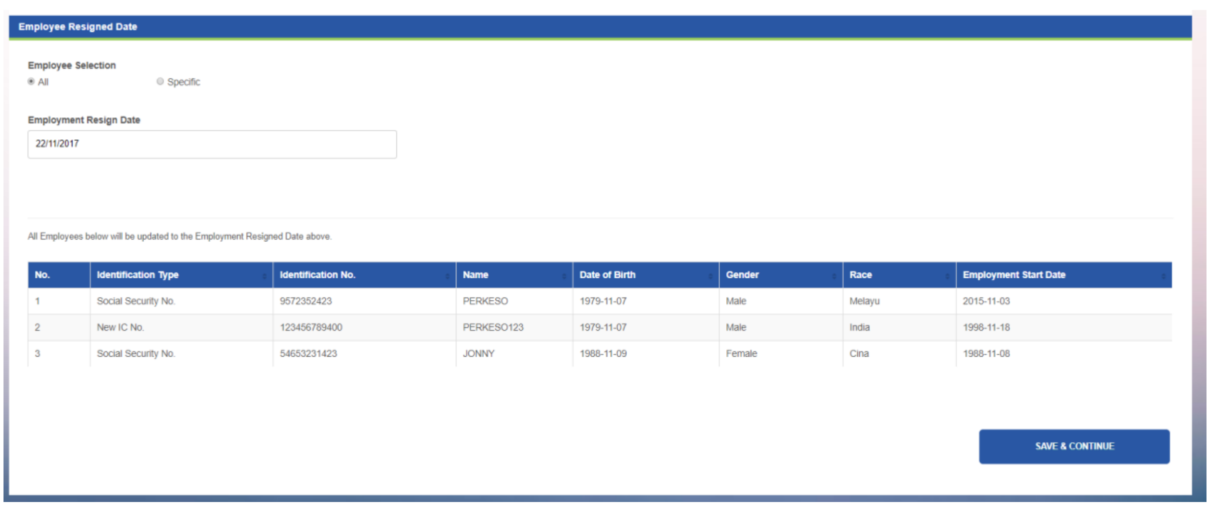
NOTE: Resigned employee will be removed from active employees list

Step 5: Click Add on the employee list which you want to resign employee

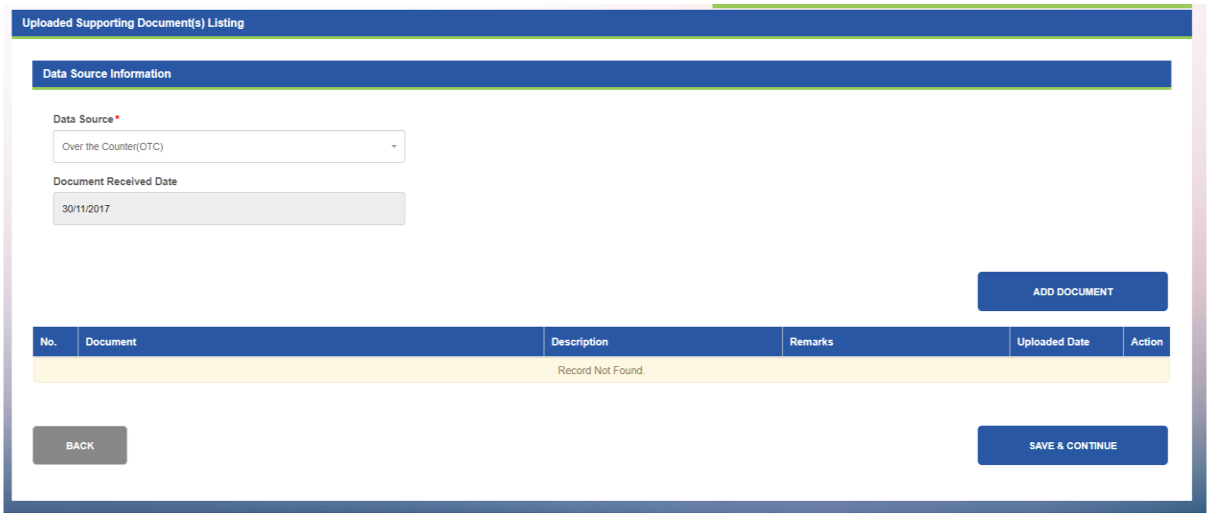


Step 6: Click Save and Continue

Step 7: Choose Resign Date



Step 8: Click Add Document

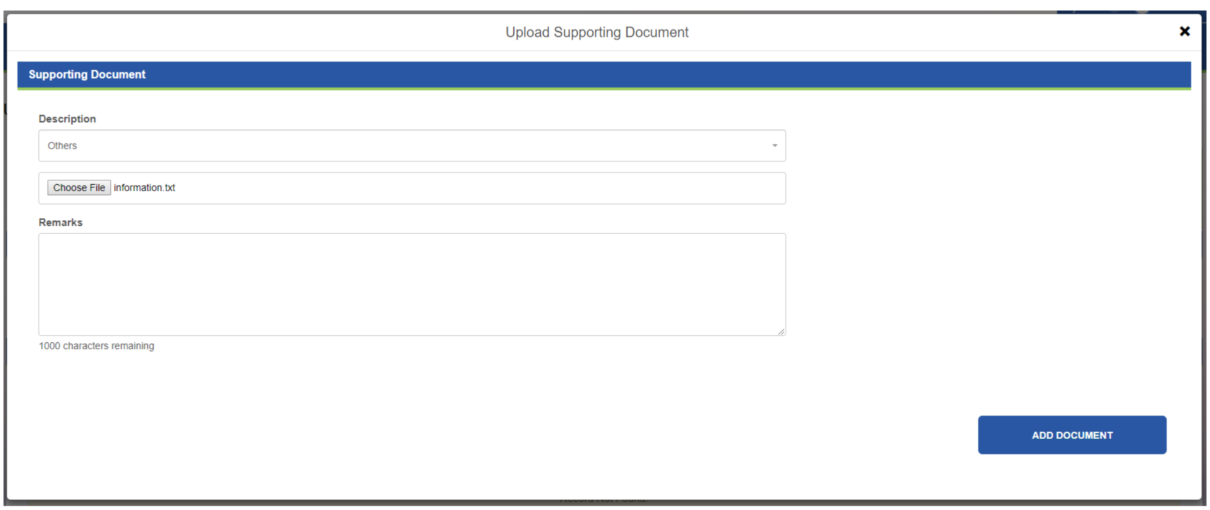


Step 9: Select Description from drop-down list

Step 10: Click Choose File and open the file to upload

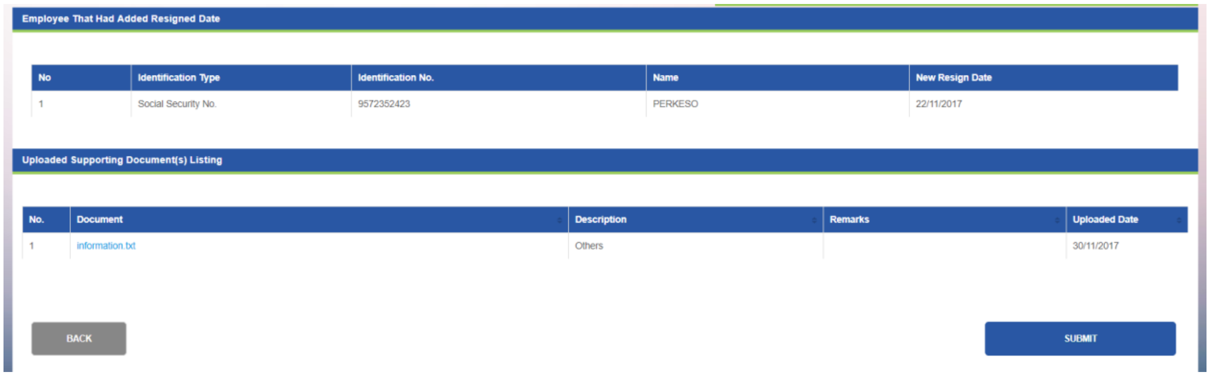
Step 11: Type remark in the text box (if any)

Step 12: Click Add Document

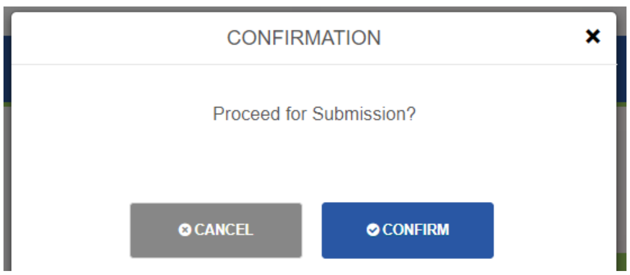


Step 13: Click Save and Continue

Step 14: Click Submit



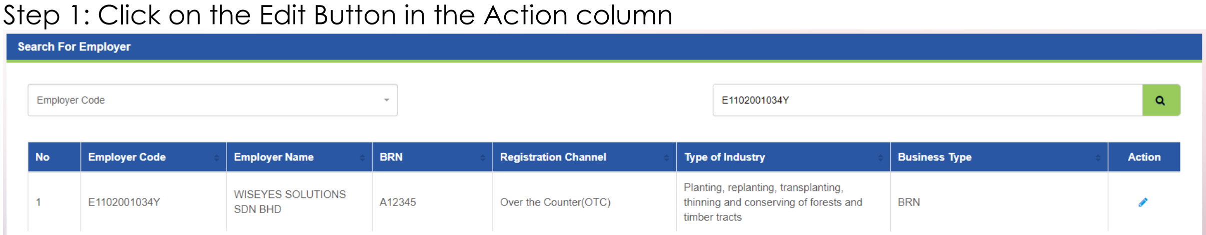
Step 15: Click Confirm



Step 16: Successfully Employee Resigned Date has been updated

3.8.3 Form 3 EIS – Cessation of Employer

Step 1: Click on the Edit Button in the Action column

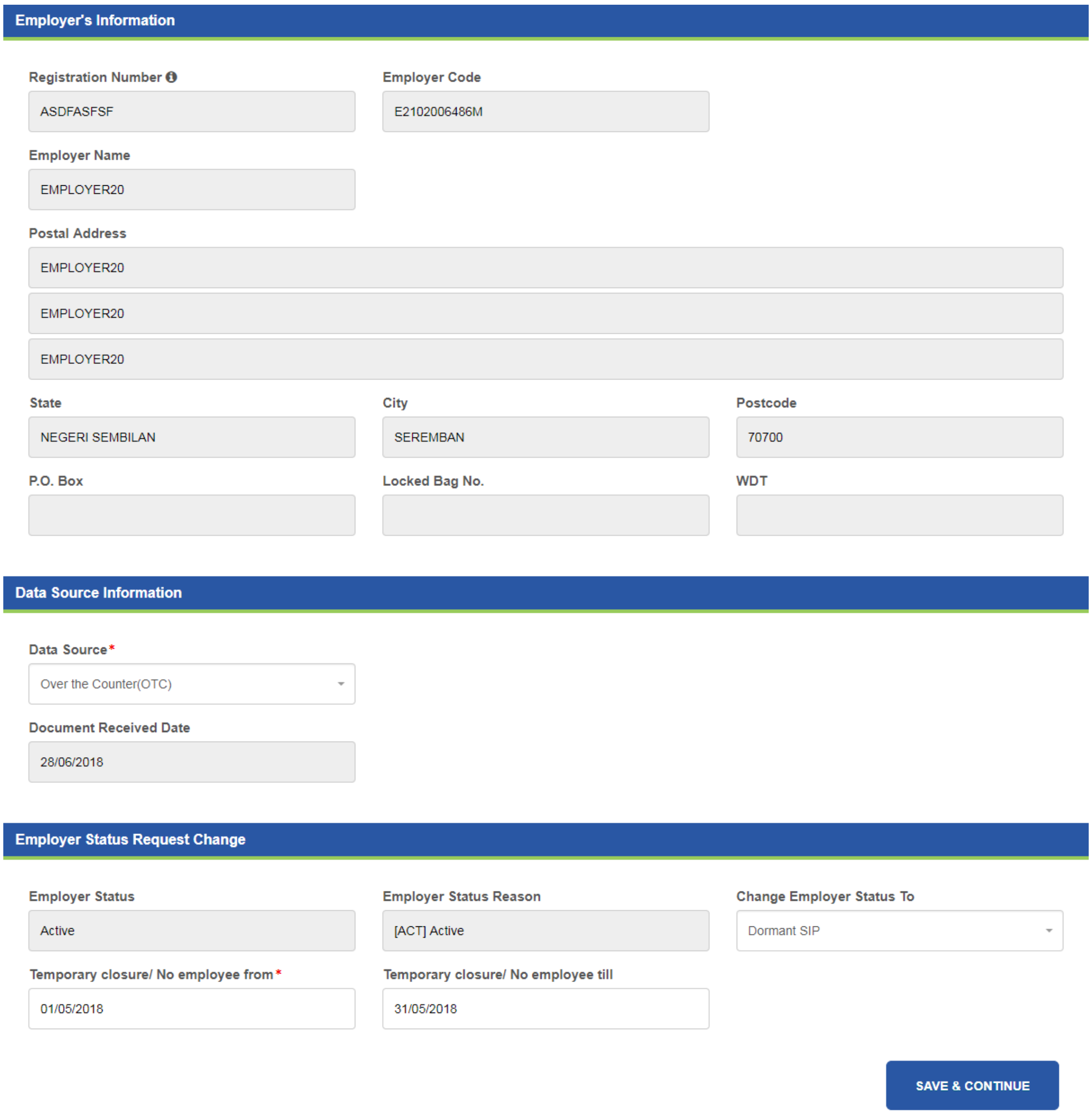


NOTE: When you click on the "Form 3 EIS – Cessation of Employer" menu, the list of Employer will be shown automatically.

Step 2: At Employer Status Request Change, choose Domant EIS

Step 3: Insert temporary closure date range

Step 4: Click Save & Continue to proceed



Employer's Information

Registration Number: ASDFASFSF

Employer Code: E2102006486M

Employer Name: EMPLOYER20

Postal Address: EMPLOYER20 / EMPLOYER20 / EMPLOYER20

State: NEGERI SEMBILAN

City: SEREMBAN

Postcode: 70700

P.O. Box

Locked Bag No.

WDT

Data Source Information

Data Source*: Over the Counter(OTC)

Document Received Date: 28/06/2018

Employer Status Request Change

Employer Status: Active

Employer Status Reason: [ACT] Active

Change Employer Status To: Dormant SIP

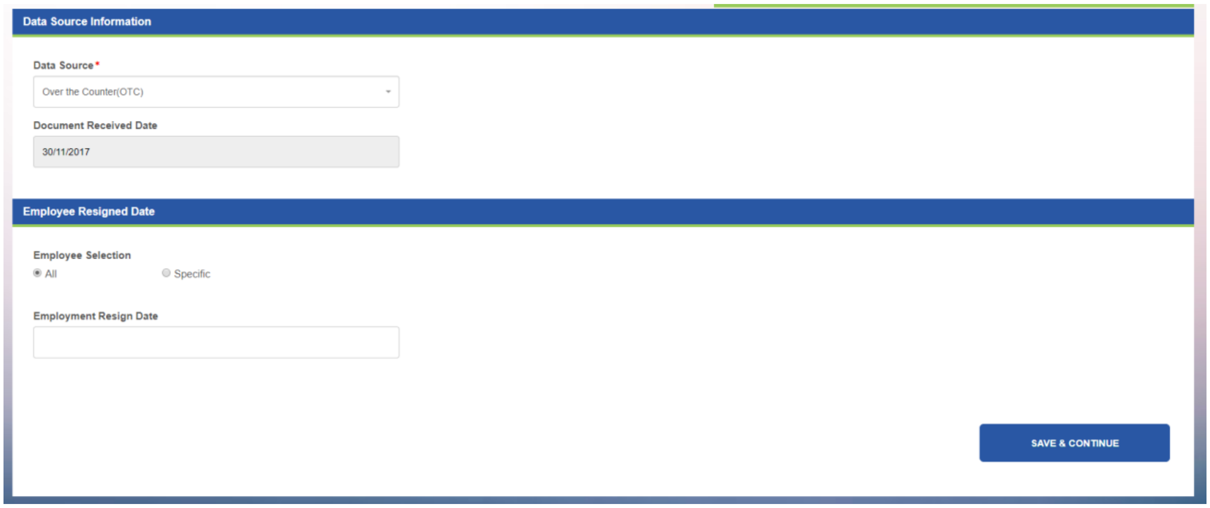
Temporary closure/ No employee from*: 01/05/2018

Temporary closure/ No employee till: 31/05/2018

SAVE & CONTINUE

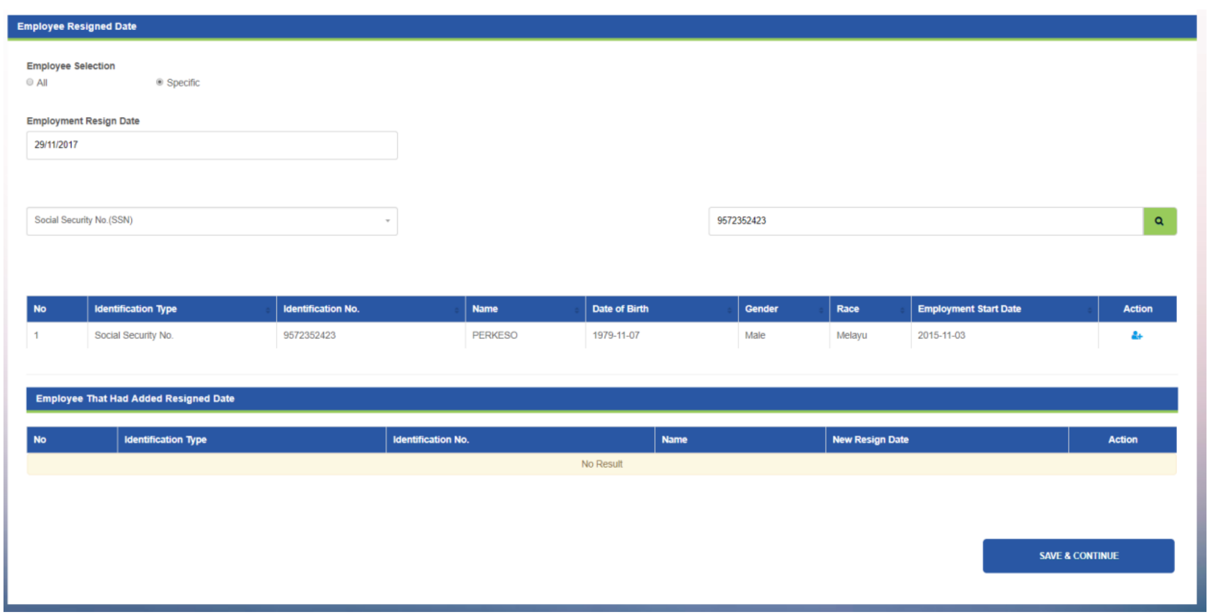
Step 5: Choose "All" or "Specific"

Note: If Specific follows as step 6



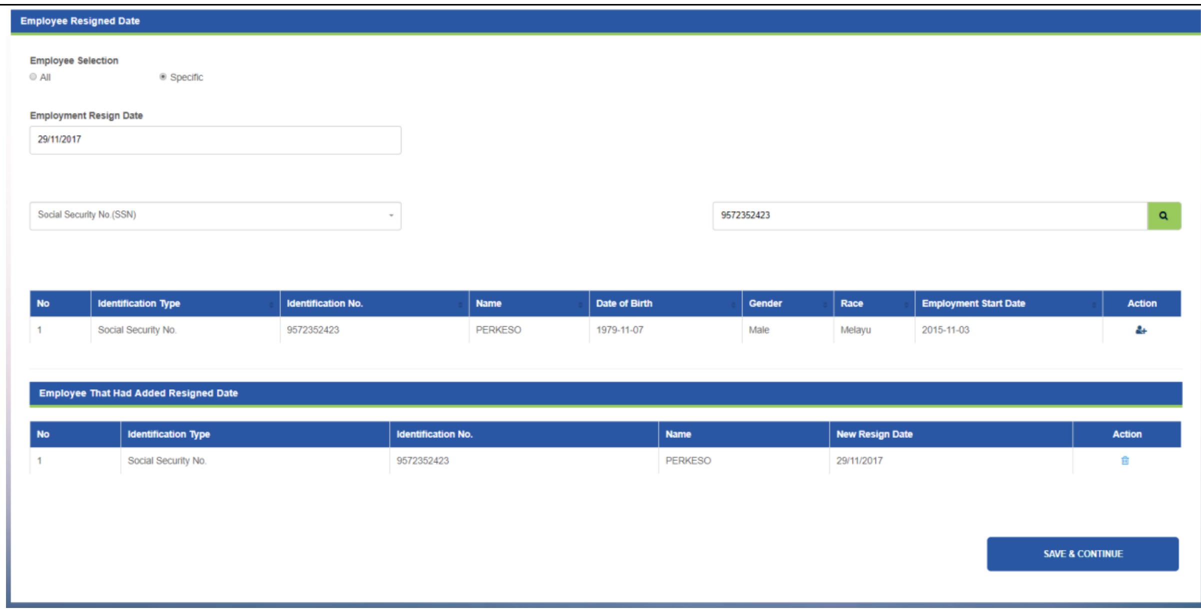
Step 6: Search by (SSN/Identification No/Name)

Step 7: Choose Employment Resign Date



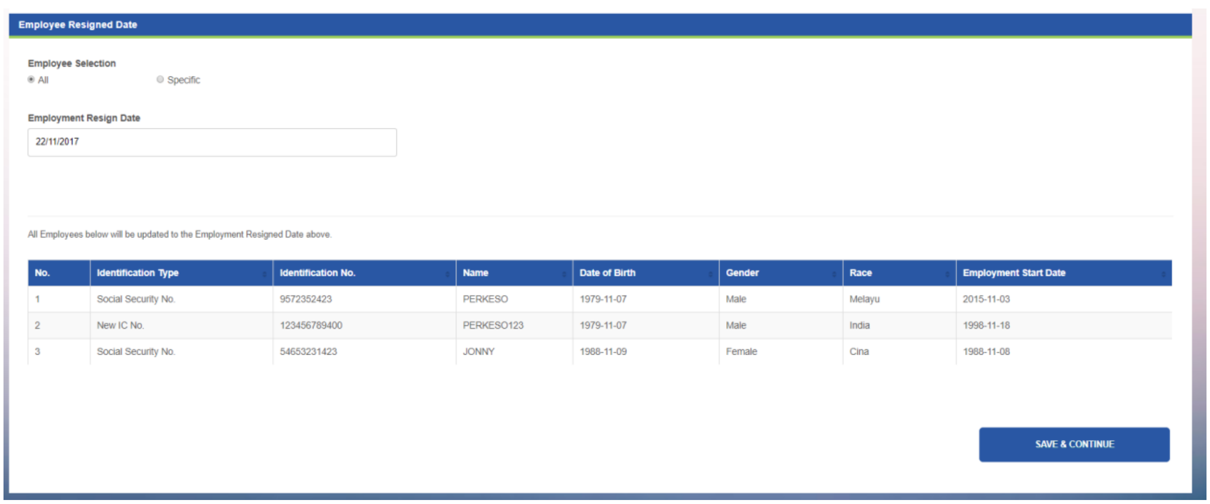
NOTE: Resigned employee will be removed from active employees list

Step 8: Click Add on the employee list which you want to resign employee

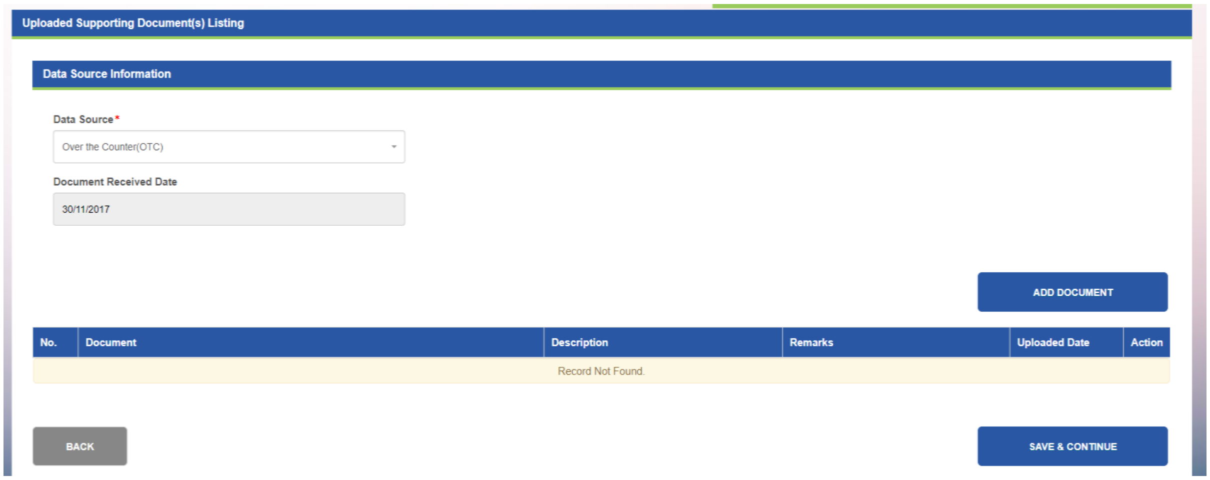


Step 9: Click Save and Continue

Step 10: Choose Resign Date



Step 11: Click Add Document

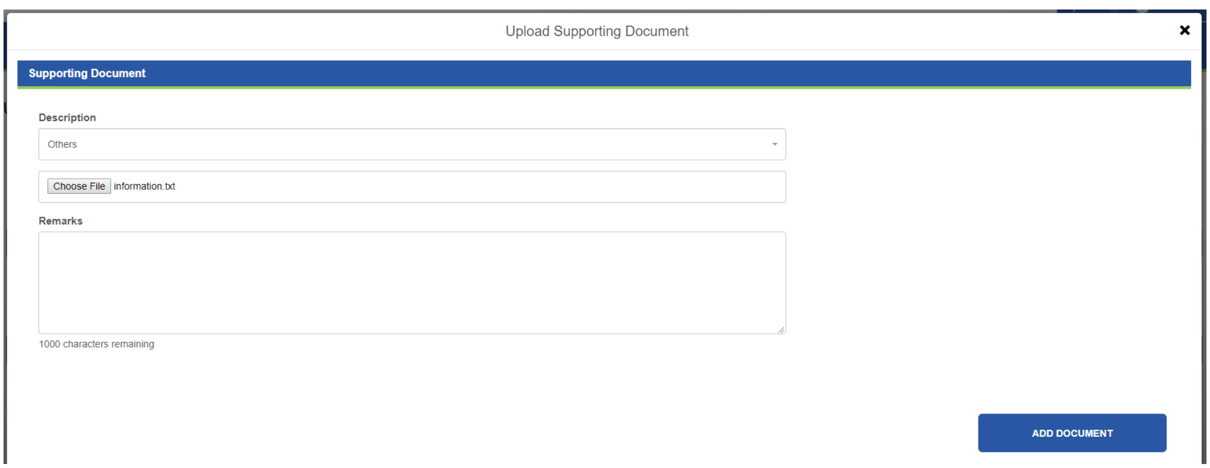


Step 12: Select Description from drop-down list

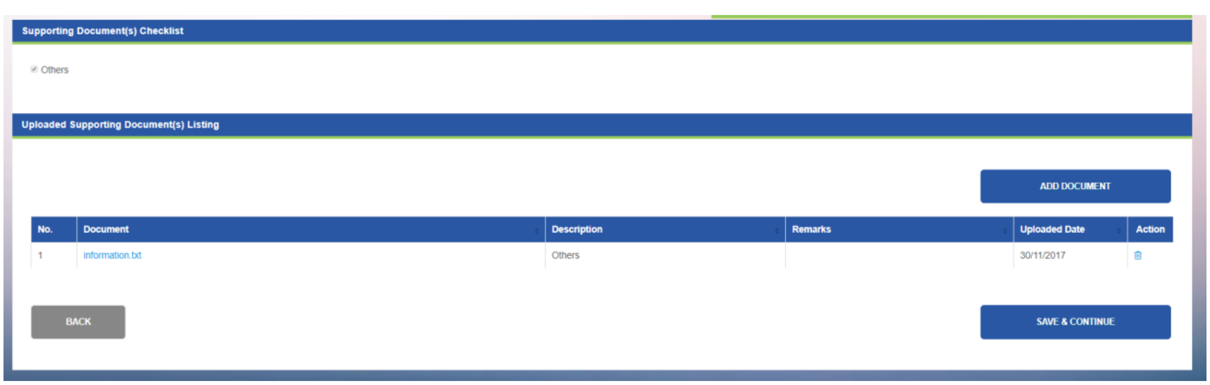
Step 13: Click Choose File and open the file to upload

Step 14: Type remark in the text box (if any)

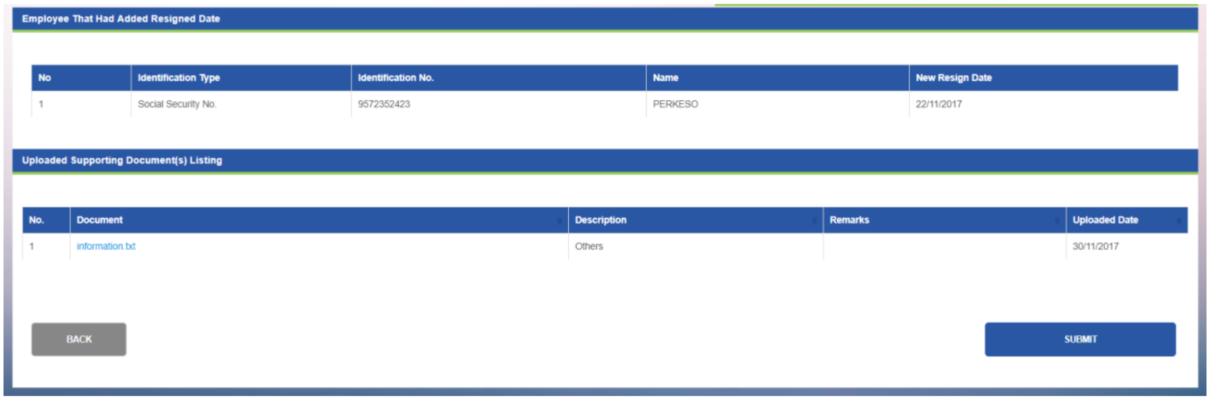
Step 15: Click Add Document



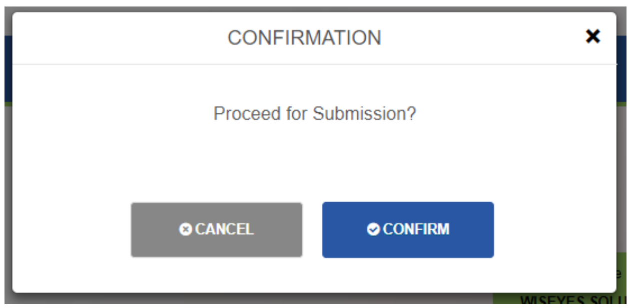
Step 16: Click Save and Continue



Step 17: Click Submit



Step 18: Click Confirm



Step 19: Successfully update Cessation of Employer

3.9 EIS Listing

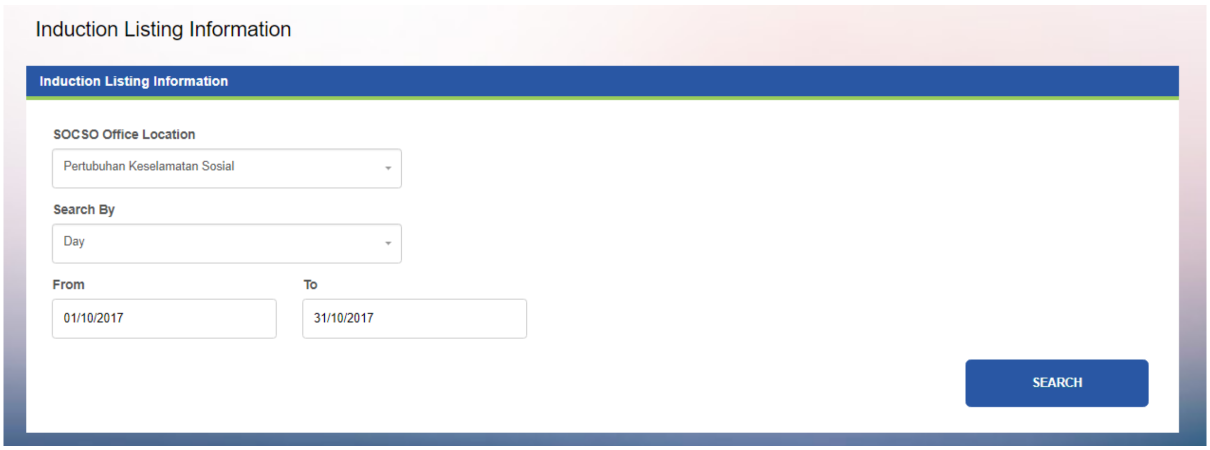
3.9.1 Induction Listing Information of EIS

Step 1: Select SOCSO Office Location from drop-down list

Step 2: Search by Day from drop-down list

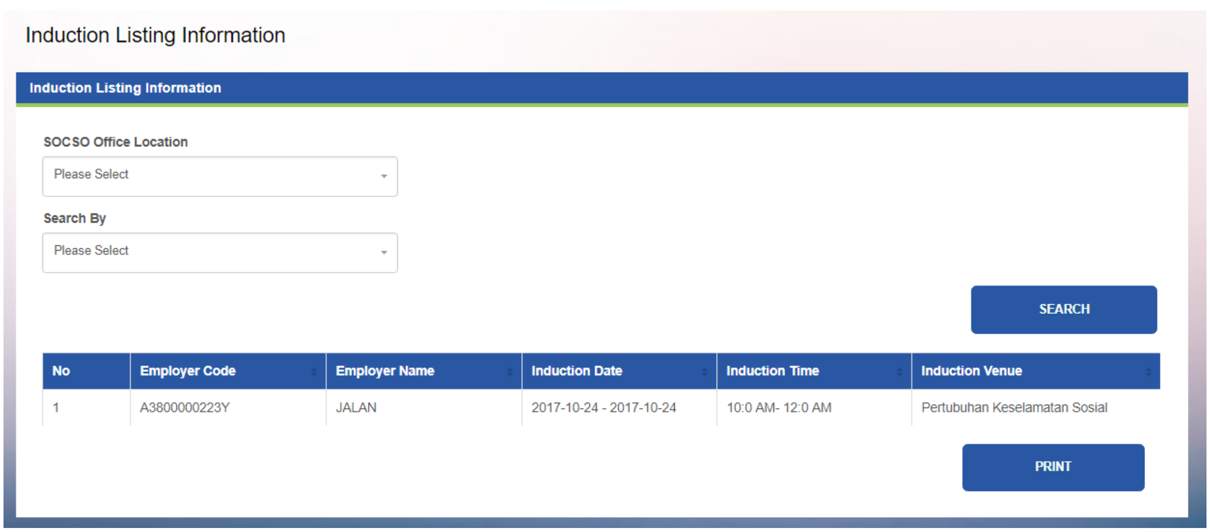
Step 3: Input in the Date “From” and “To” fields

Step 4: Click Search Button



NOTE: This screen shot is based on searched by day

Step 5: Click Print

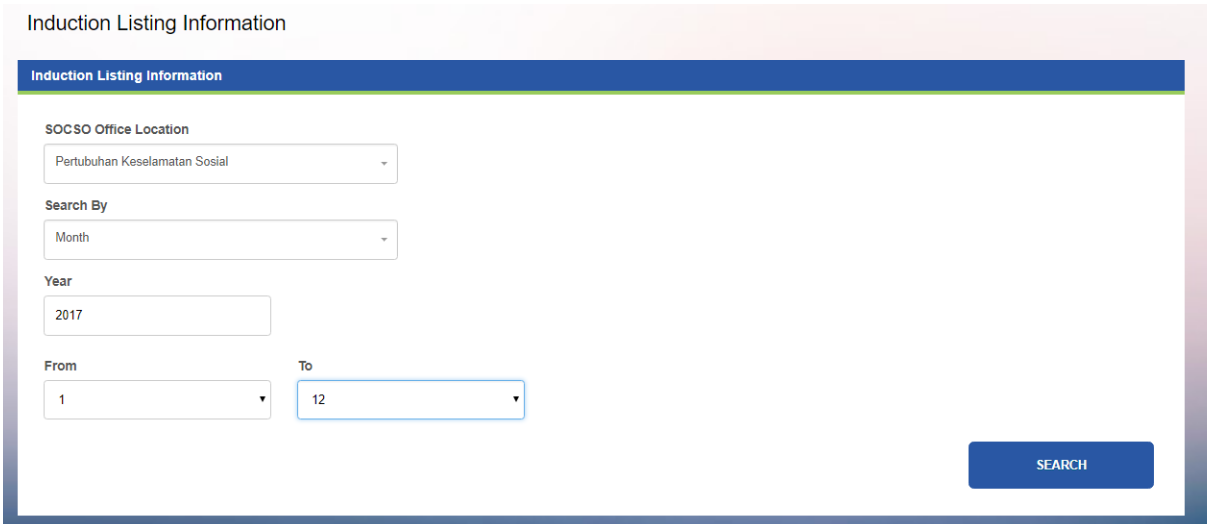


For the following step, refer to Section 3.4.1 Step 2 only and proceed to the following steps below.

Step 3: Search by Month

Step 4: Input the date in "year", "From" and "To" field.

Step 5: Click on Search Button

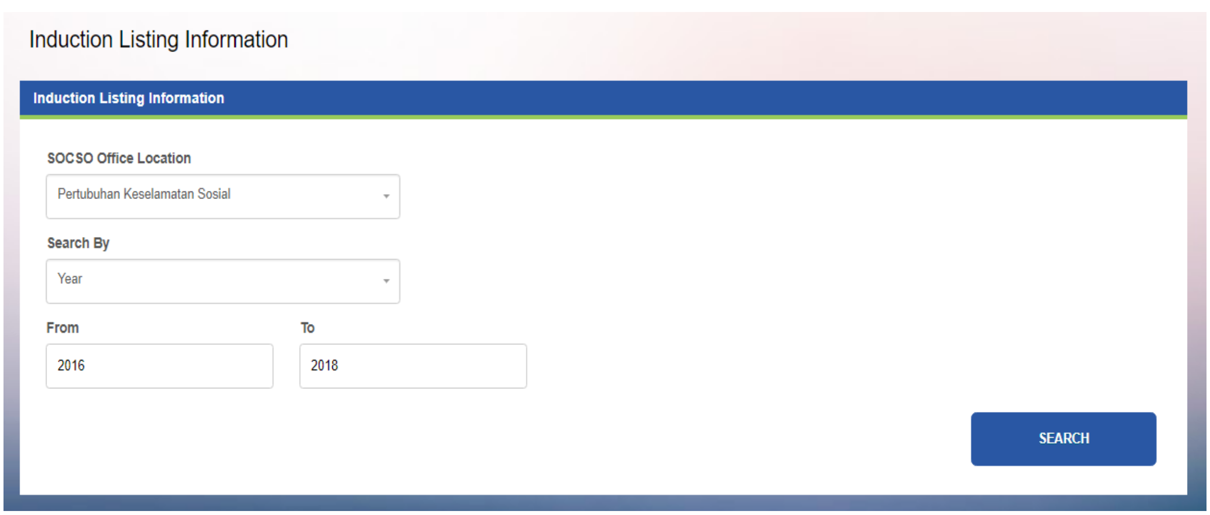


For the following step, refer to Section 3.4.1 Step 2 only and proceed to the following steps below.

Step 3: Search by Year

Step 4: Input the date in "From" and "To" field.

Step 5: Click on Search Button



NOTE: This screen shot is based on searched by day

4.0 MAKING CONTRIBUTION PAYMENT (AKTA 4)

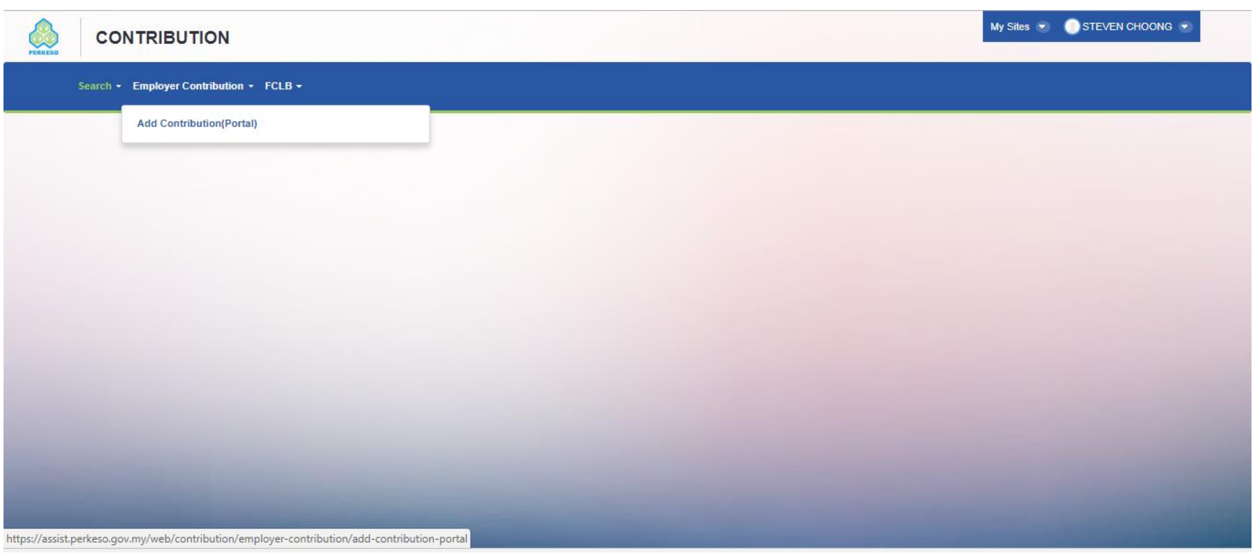
4.1 Add Contribution

4.1.1 Regular Scenario

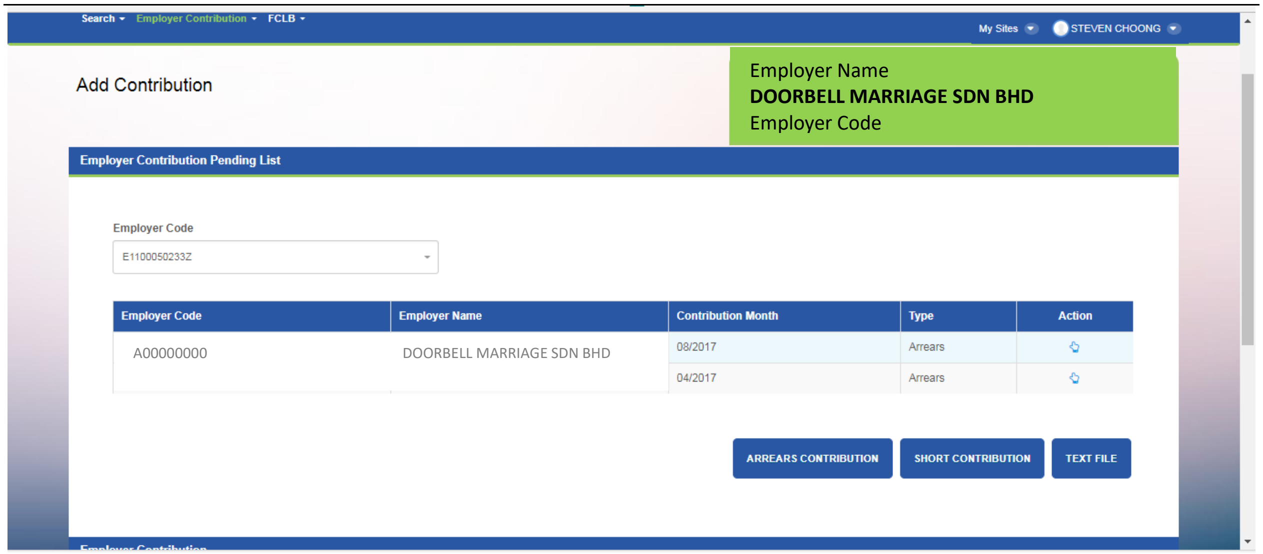
Submission of contribution at Employer's Portal

<u>Option 1 – Entering data</u>

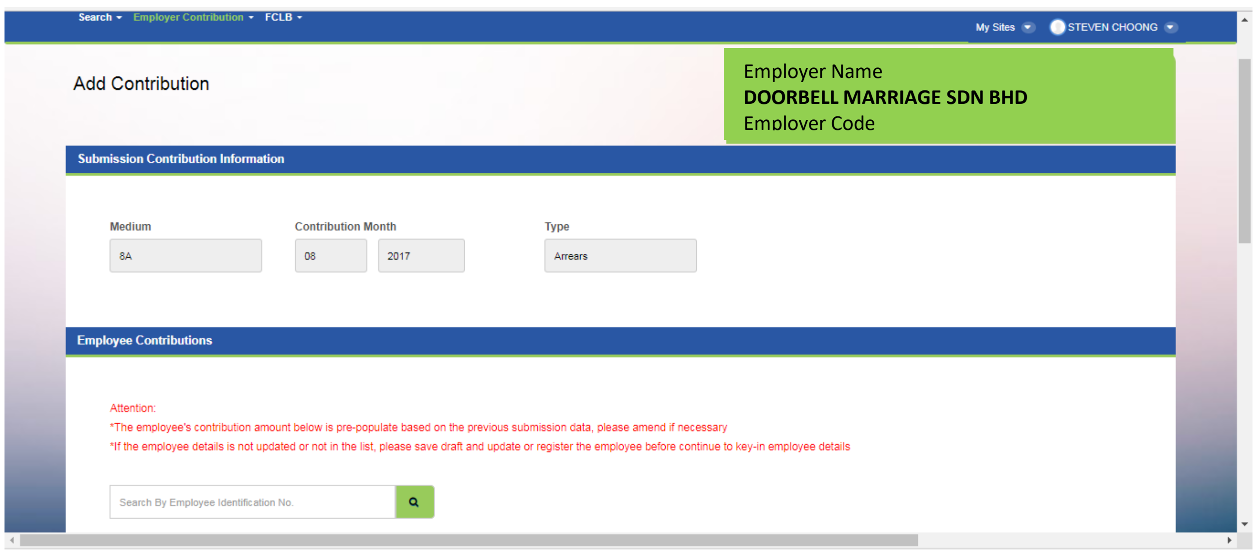
Step 1: Select CONTRIBUTON at My Sites Menu.

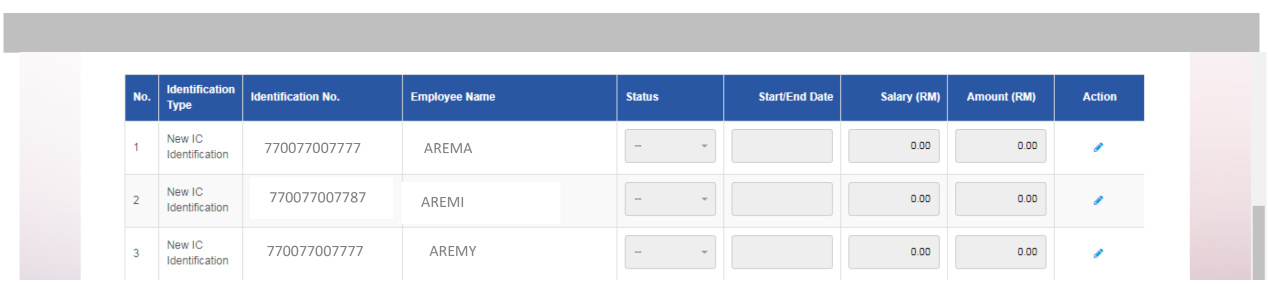


Step 2: Select Employer Contribution on the left hand menu. Then select sub menu Add Contribution (Portal)

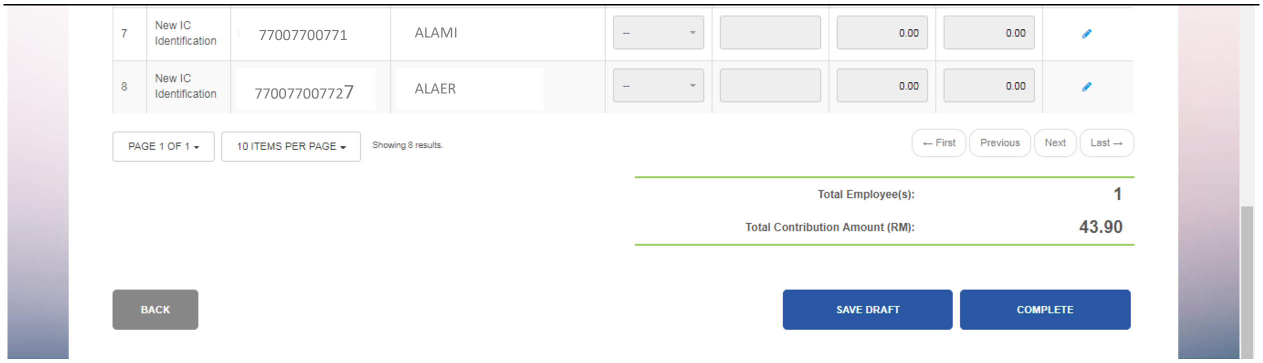


Step 3: Select Contribution Month at the Employer Contribution Pending List





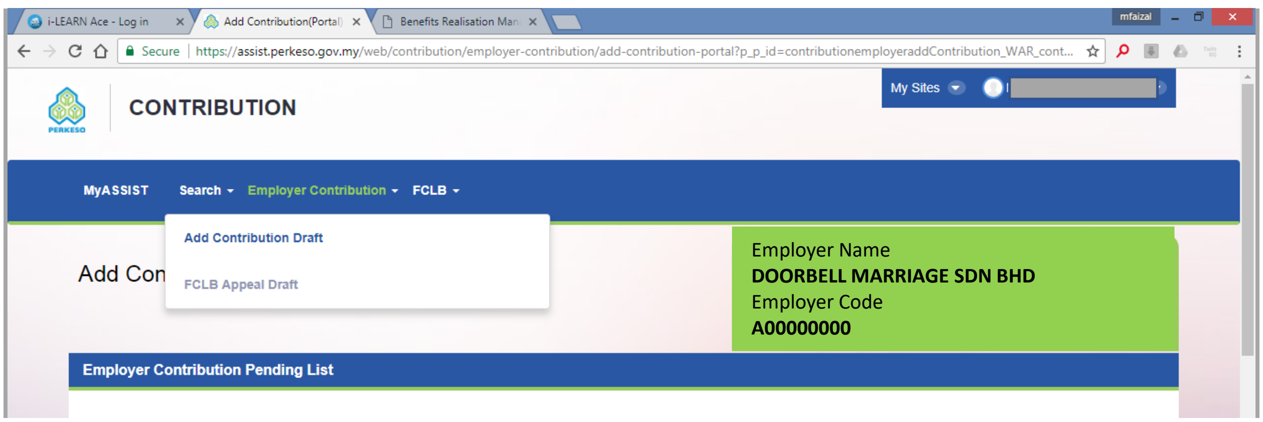
Step 4: Update Employee Contribution Details by clicking Action to key in the employee salary and the contribution rate will appear automatically.



Step 5: Select complete if all the employee(s) details updated accordingly.

If choose <u>NOT</u> to Save Draft please proceed to Step 11

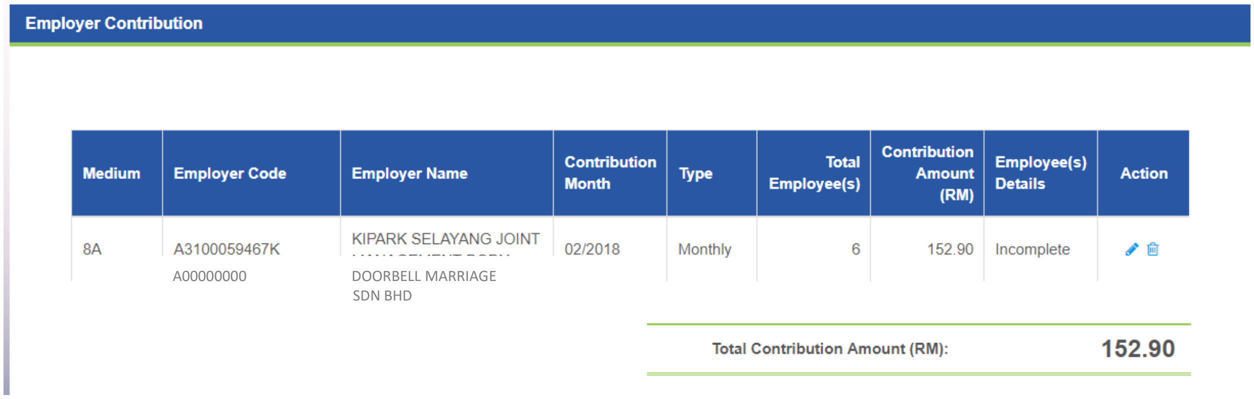
Step 6: If choose to save the data entered, click Save Draft button.



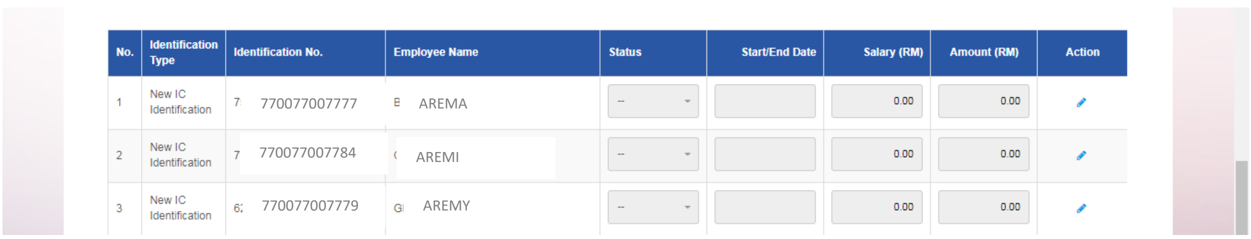
Step 7: To resume data entry on saved draft, go to My Sites on the top right and click Contribution on the dropdown menu.

Then go to Search and click Add Contribution Draft on the dropdown menu.

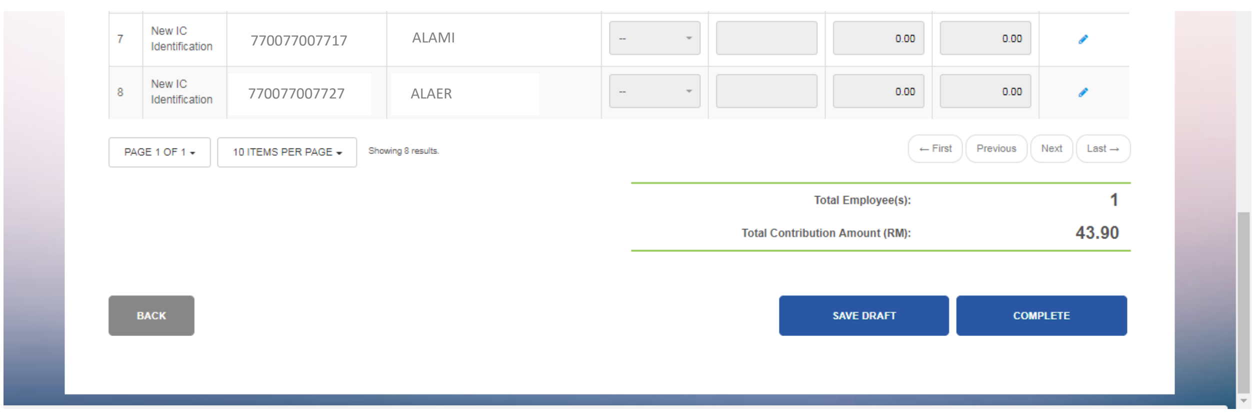
Step 8: On Search Draft section, identify the saved draft on Case Create Date list and click edit button on Action column.



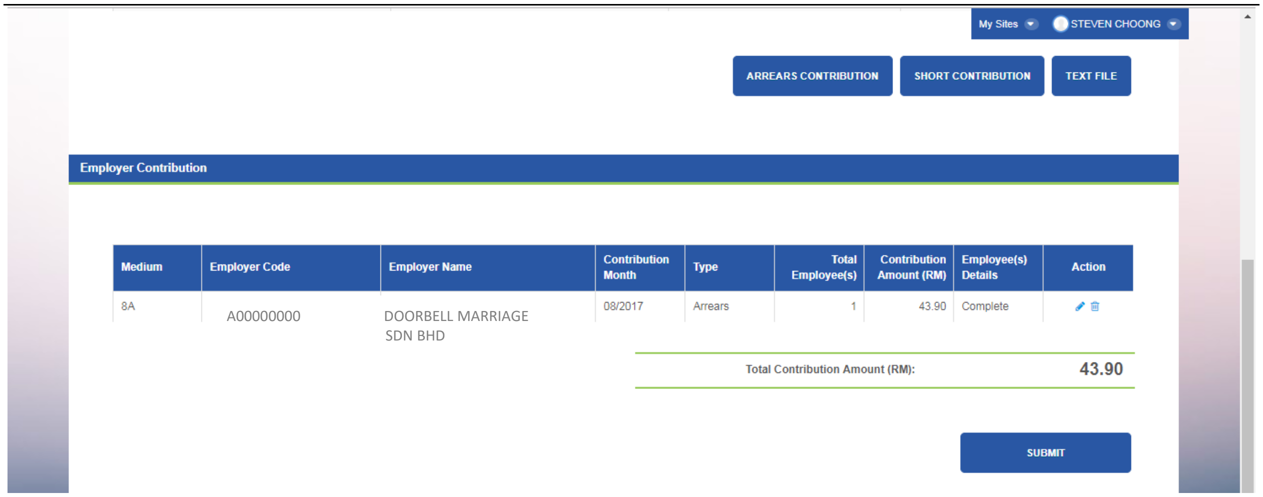
Step 9: On the Employer Contribution section, click Edit button on Action column.



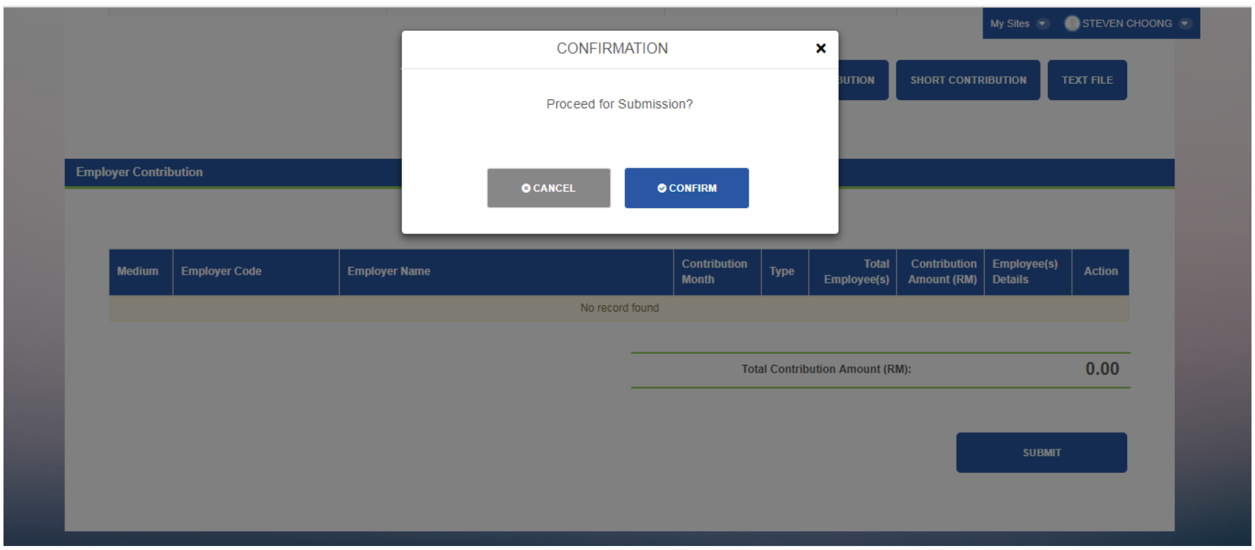
Step 10: Resume data entry on the Employee Contributions Details by clicking Action to key in the employee salary and the contribution rate will appear automatically



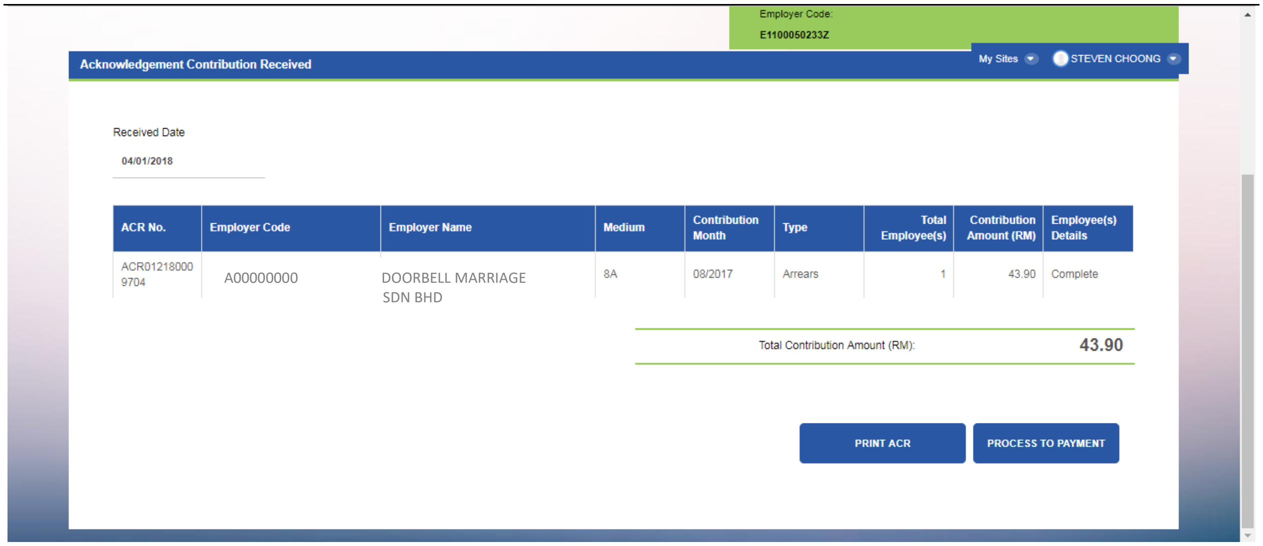
Step 11: Then click Back



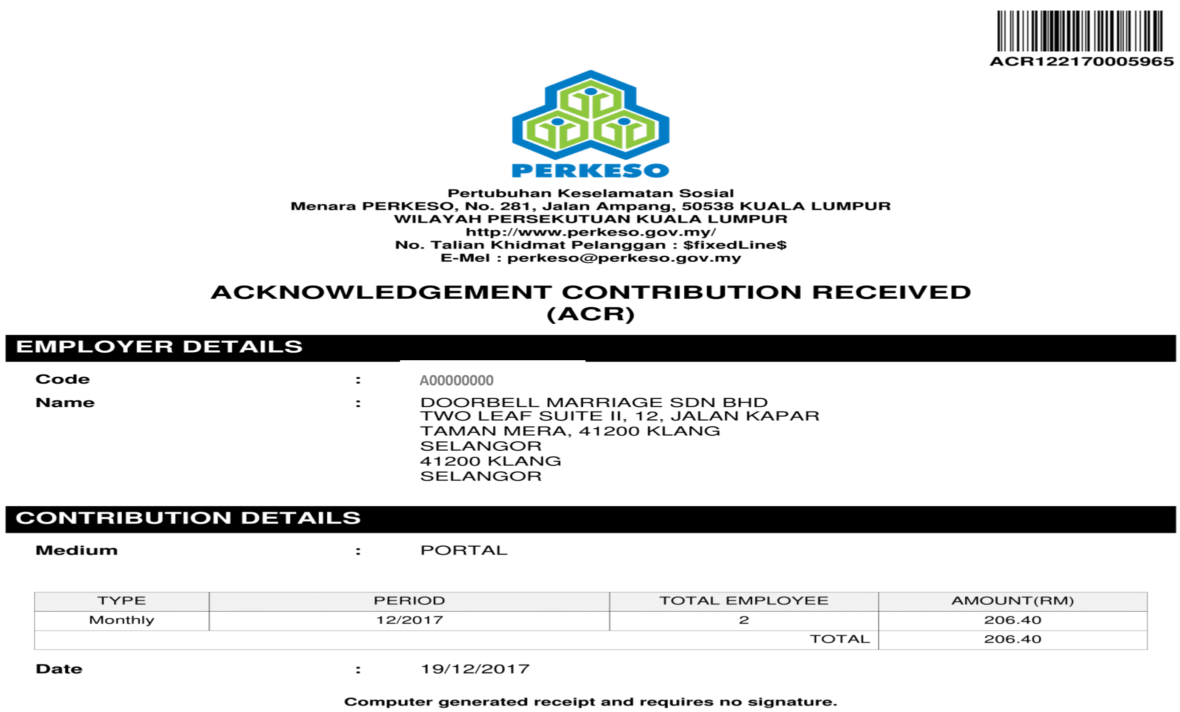
Step 12: Click Submit



Step 13: Click Confirm



Step 14: Select Print ACR



ACR122170005965

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WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
E-Mel : perkeso@perkeso.gov.my

ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)

EMPLOYER DETAILS

Code : A00000000

Name : DOORBELL MARRIAGE SDN BHD
TWO LEAF SUITE II, 12, JALAN KAPAR
TAMAN MERA, 41200 KLANG
SELANGOR
41200 KLANG
SELANGOR

CONTRIBUTION DETAILS

Medium : PORTAL

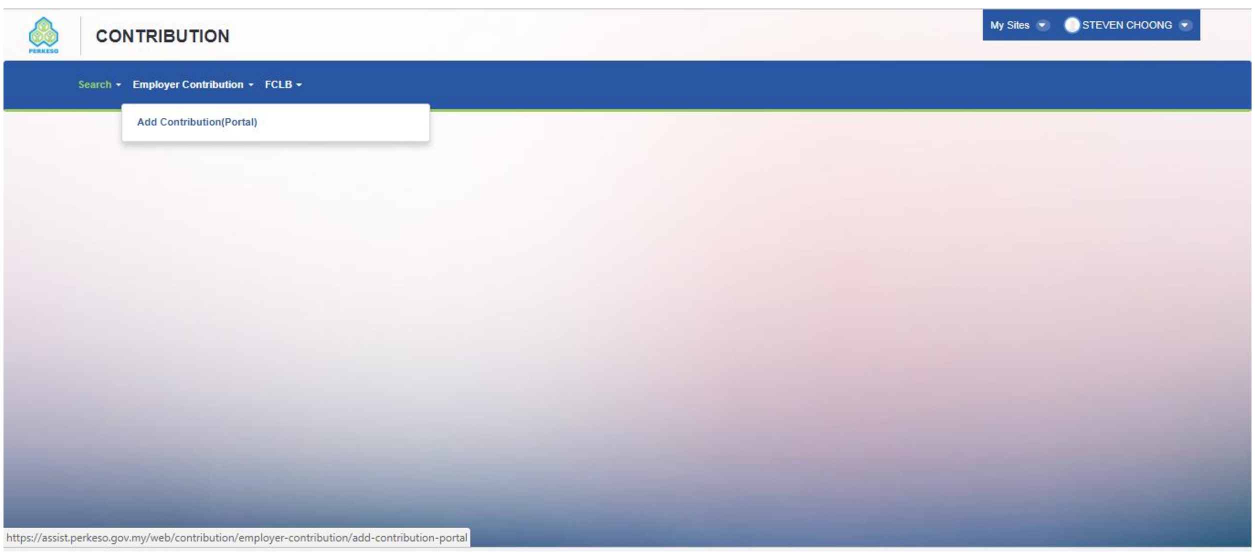
TYPE	PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)
Monthly	12/2017	2	206.40
		TOTAL	206.40

Date : 19/12/2017

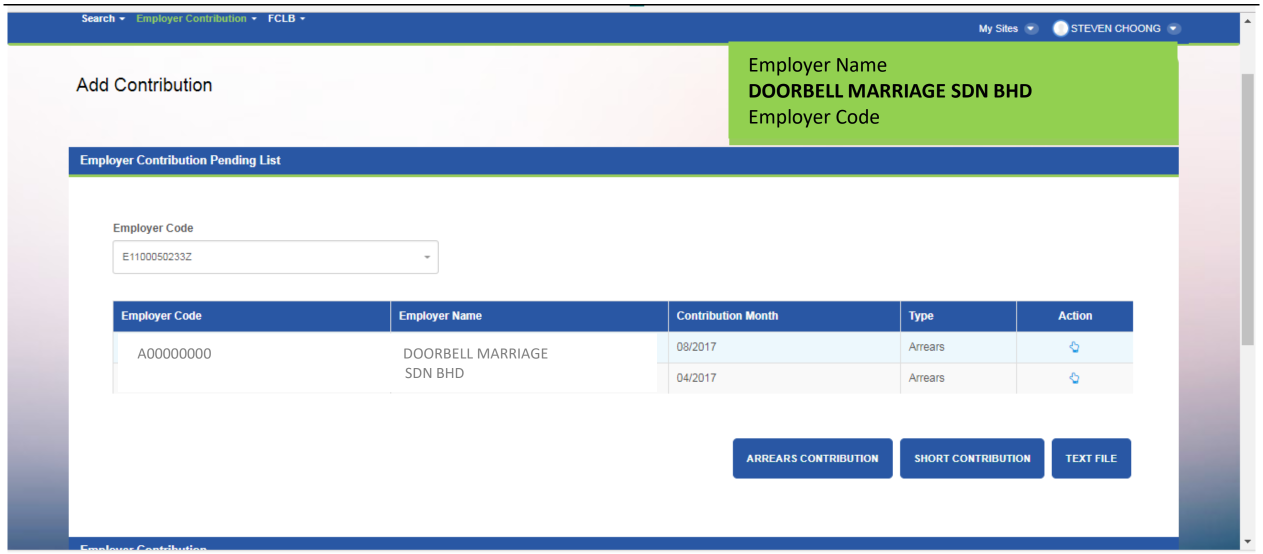
Computer generated receipt and requires no signature.

Option 2 – Text File submission

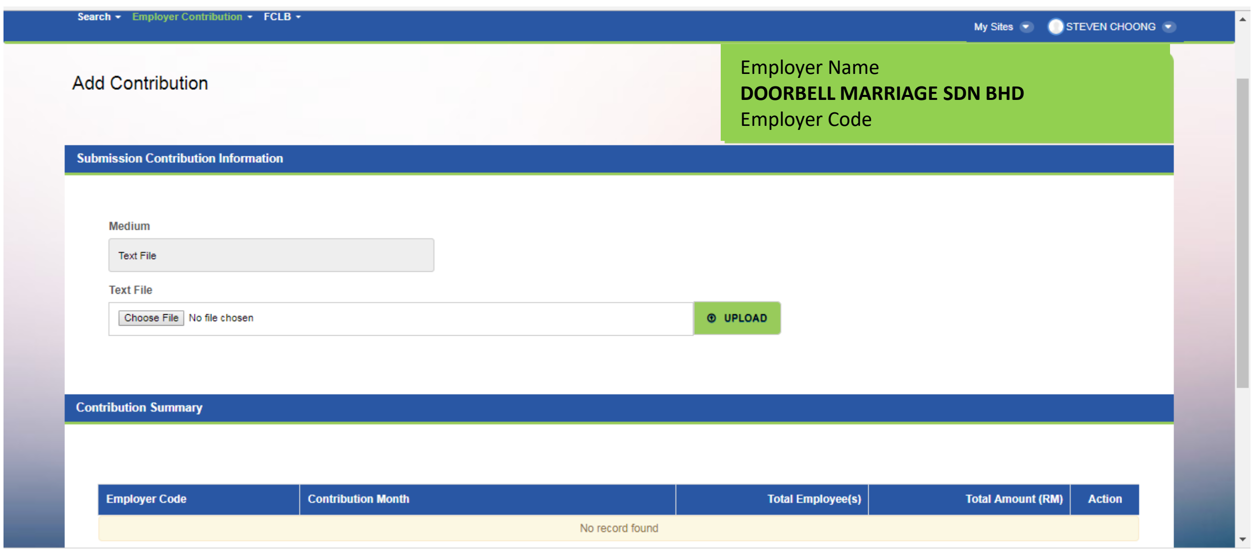
Step 1: Select CONTRIBUTON at My Sites Menu.



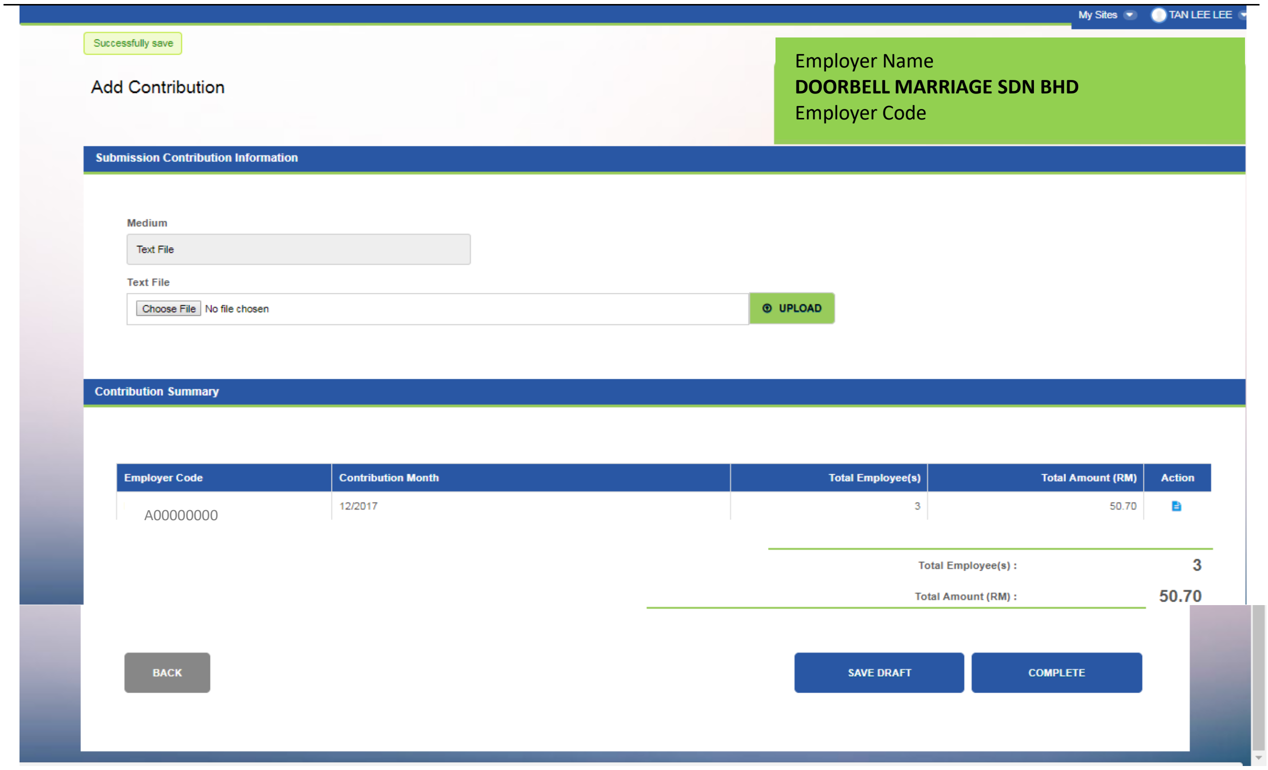
Step 2: Select Employer Contribution on the left-hand menu. Then select sub menu Add Contribution (Portal)



Step 3: Select and click Text File

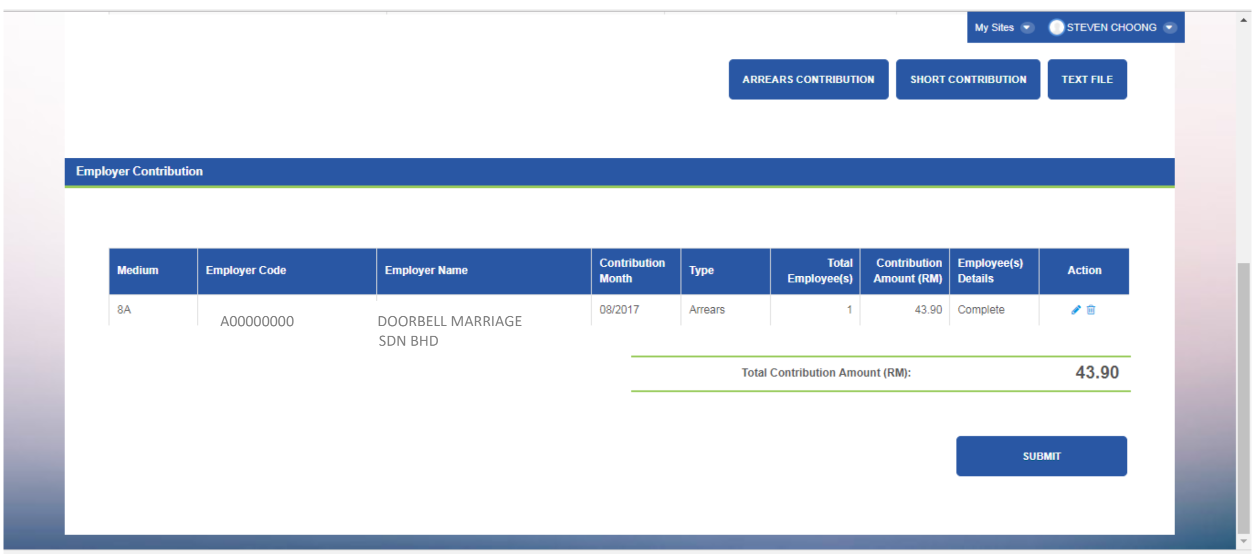


Step 4: Click Choose File button and click upload.

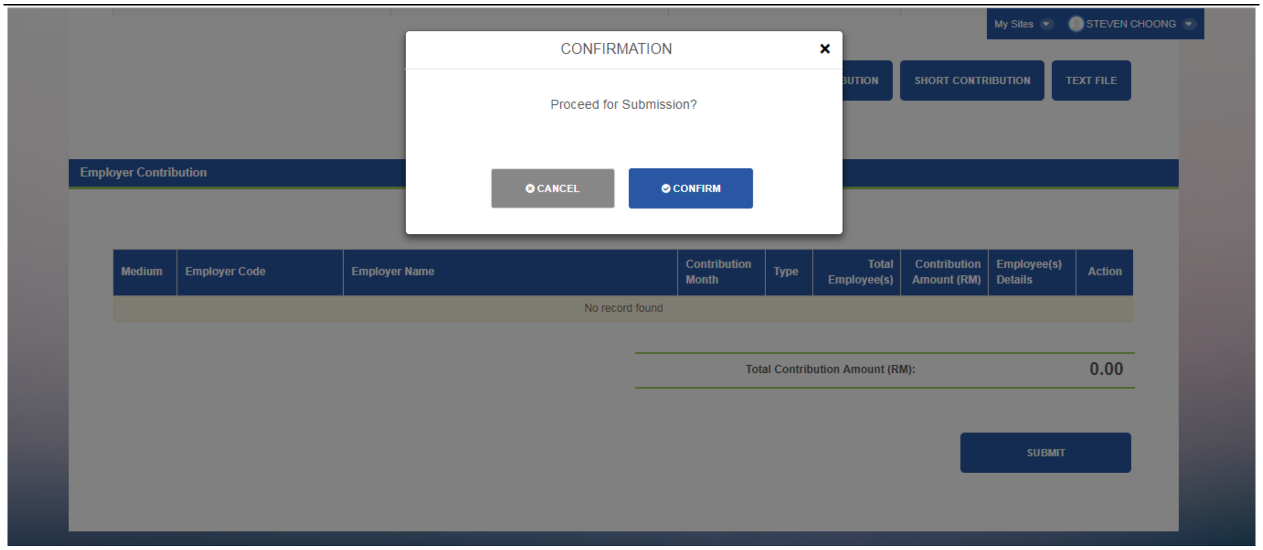


Step 5: Upon appearing total amount, click Save.

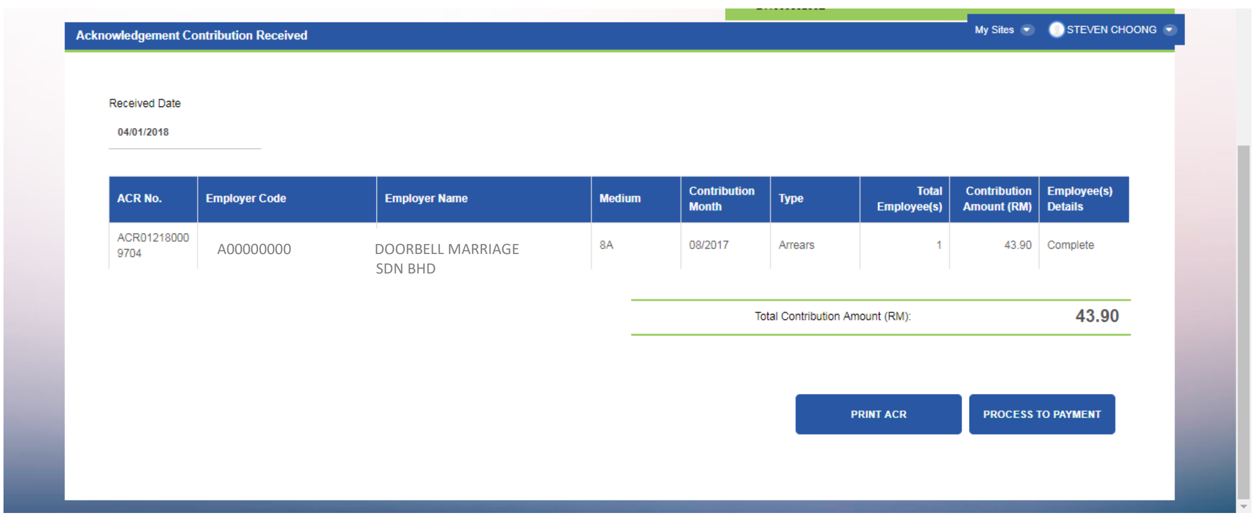
Step 6: Then click Back



Step 7: Click Submit



Step 8: Click Confirm



Step 9: Select Print ACR

ACR122170005965

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WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
E-Mel : perkeso@perkeso.gov.my

ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)

EMPLOYER DETAILS

Code	:	B3202001033K
Name	:	A00000000 RRIAGE SDN BHD E II, 12, JALAN KAPAR TAMAN MERA, 41200 KLANG SELANGOR 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

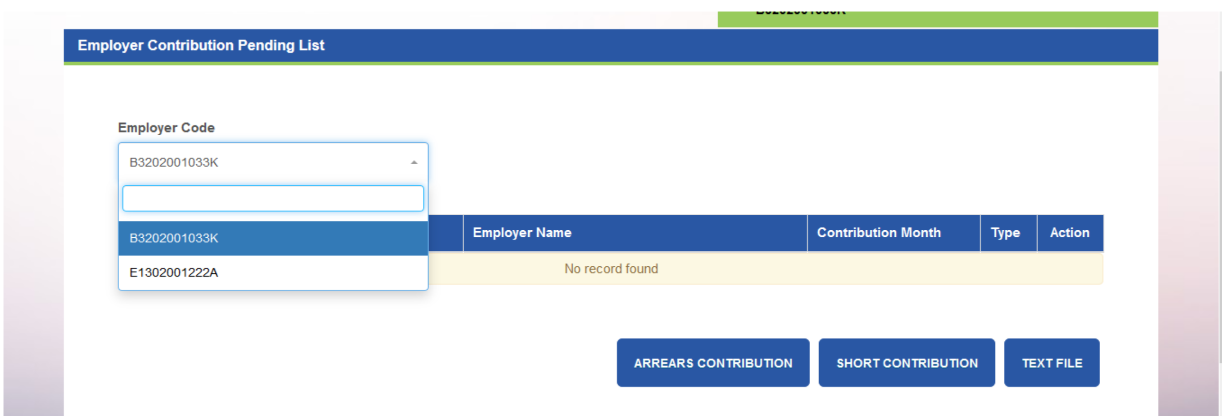
Computer generated receipt and requires no signature.

4.2 Arrears Contribution

4.2.1 Regular Scenario

Submission of Arrears Contribution at Employer's Portal

Step 1: Input valid Employer Code and click search



Step 2: Click on Arrears Contribution

Step 3: Select Contribution Month and click Select

Step 4: Update Employee Contribution Details by clicking action to key in the employee salary and the contribution rate will appear automatically.

Step 5: To Complete the submission, Updating Employee(s) Contribution with key-in / edit details of: -

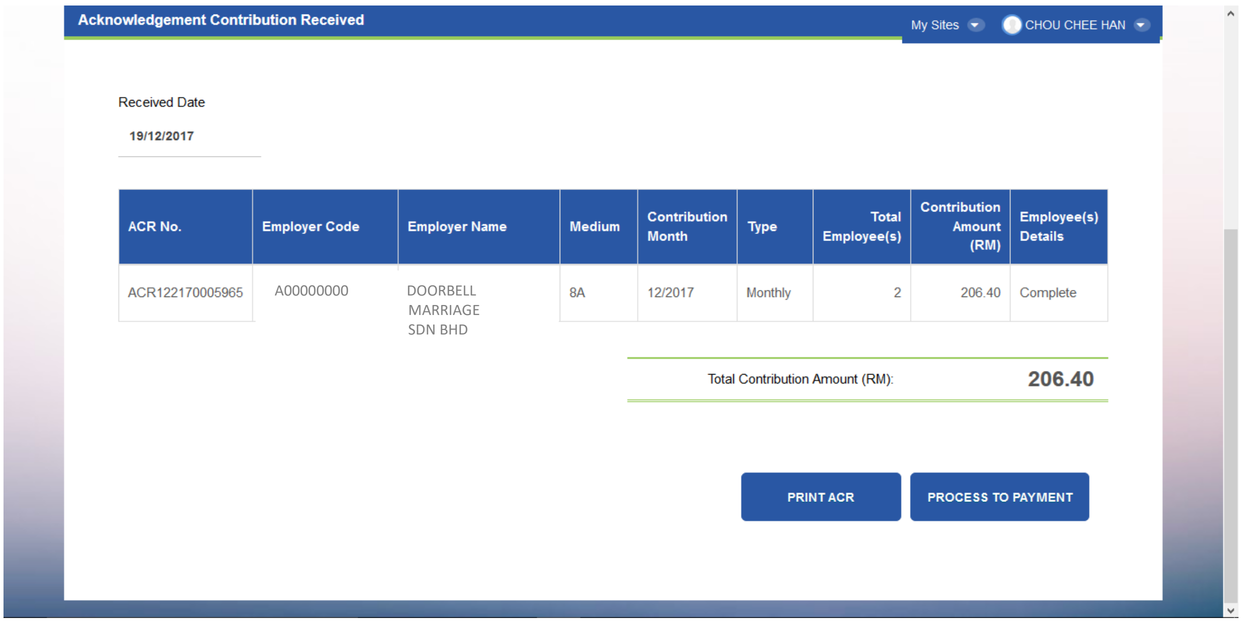
i. Status if applicable

ii. Start/End Date if applicable

iii. Amount (RM) if applicable New or different with the pre-populate amount.

Step 6: Click Back

Step 7: If to make any changes, click edit or remove at action tab.



Step 8: Click Submit and Confirm

Step 9: Print ACR Notice

ACR122170005965

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Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
E-Mel : perkeso@perkeso.gov.my

ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)

EMPLOYER DETAILS

Code	:	B3202001033K
Name	:	A00000000 RIAGE SDN BHD E II, 12, JALAN KAPAR TAMAN MERA, 41200 KLANG SELANGOR 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

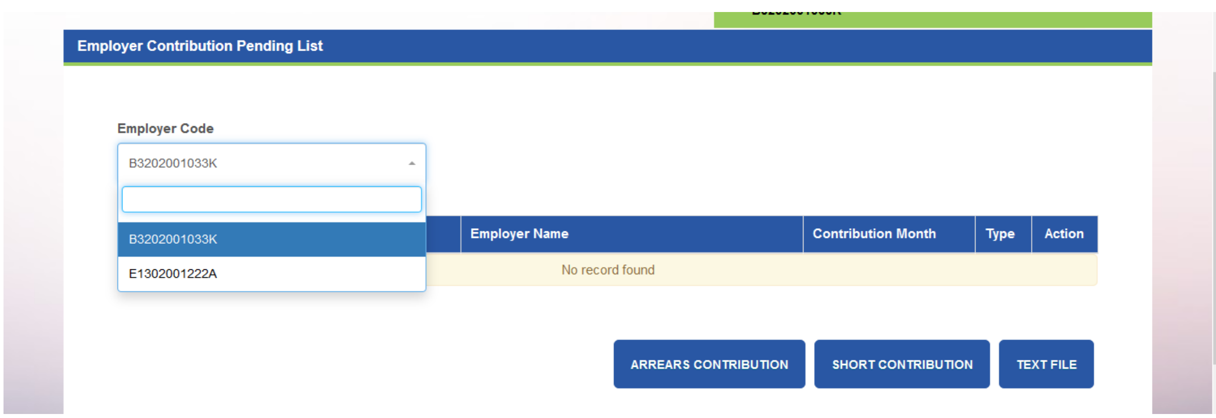
Computer generated receipt and requires no signature.

4.3 Short Payment Contribution

4.3.1 Regular Scenario

Submission of Short Contribution at Employer's Portal

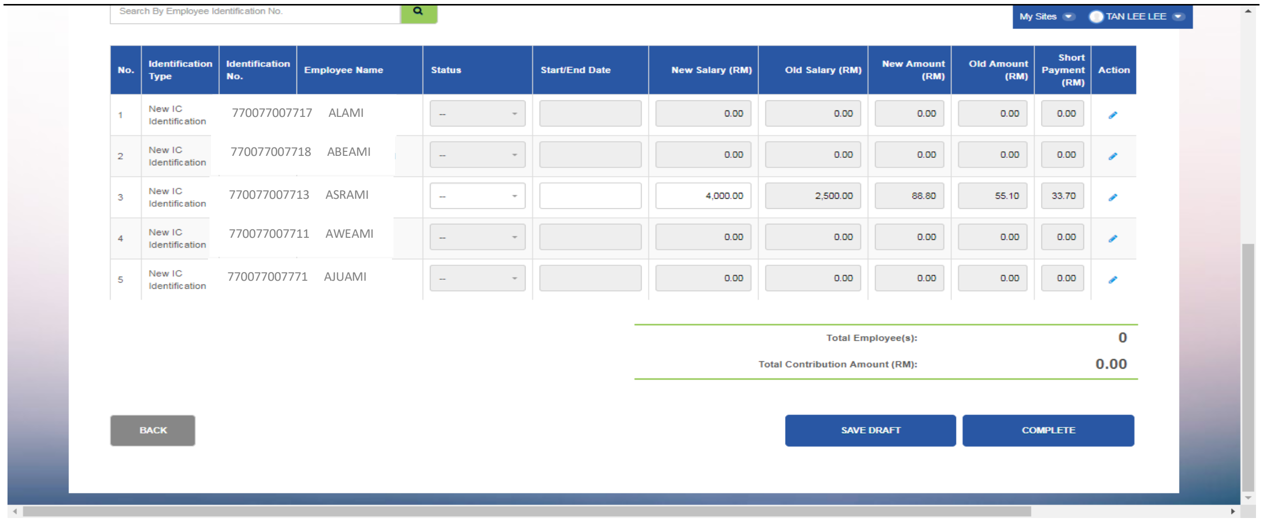
Step 1: Input valid Employer Code and click search



Step 2: Click on Short Contribution

Step 3: Select Contribution Month and click Select

Step 4: Update Employee Contribution Details by clicking action to key in the employee new salary and the contribution rate will appear automatically.



Step 5: To Complete the submission, Updating Employee(s) Contribution with key-in / edit details of:-

i. Status if applicable
ii. Start/End Date if applicable
iii. The Short Payment (RM) will automatically cater.

Step 6: Click Back

Step 7: If to make any changes, click edit or remove at action tab.

Step 8: Click Submit and Confirm

Step 9: Print ACR Notice

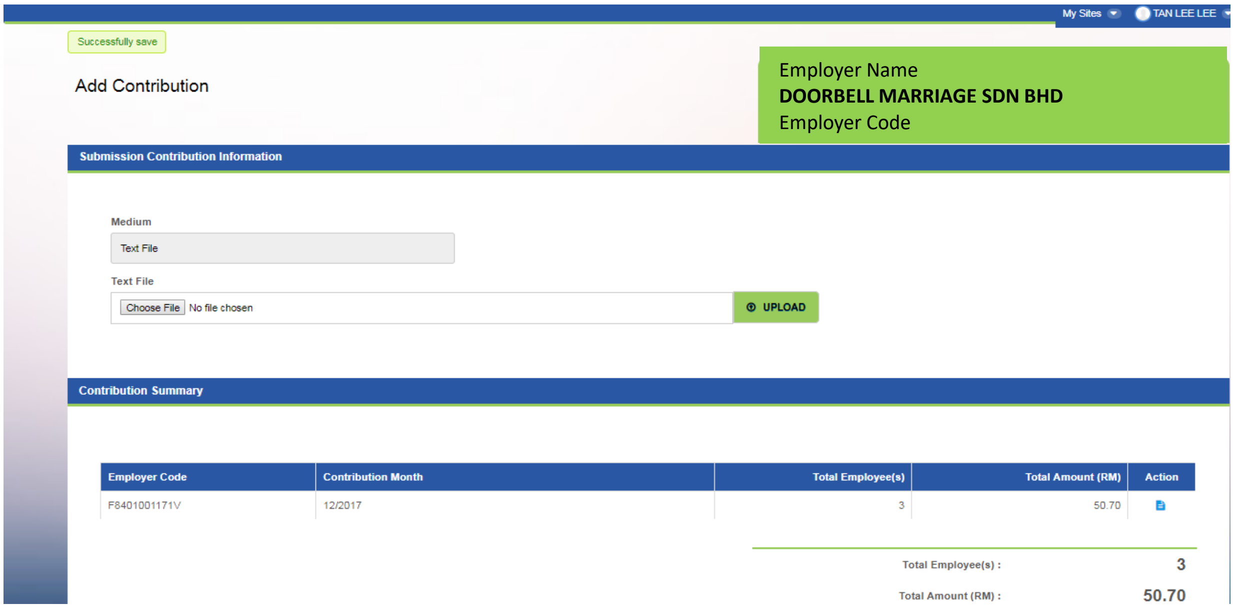
4.4 Text File Submission

4.4.1 Regular Scenario

Submission of Contribution Data using Text File

Step 1: Click text file

Step 2: Choose file and click upload



Step 3: Successfully save

Step 4: Click Back

Step 5: If to make any changes, click edit or remove at action tab.

Step 6: Click Submit and Confirm

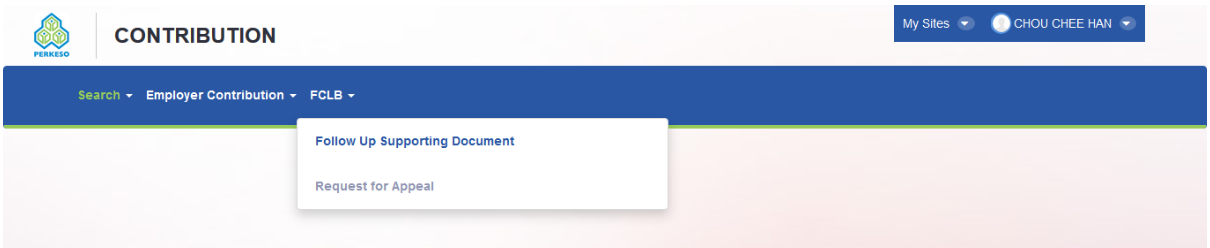
Step 7: Print ACR Notice.

4.5 FCLB

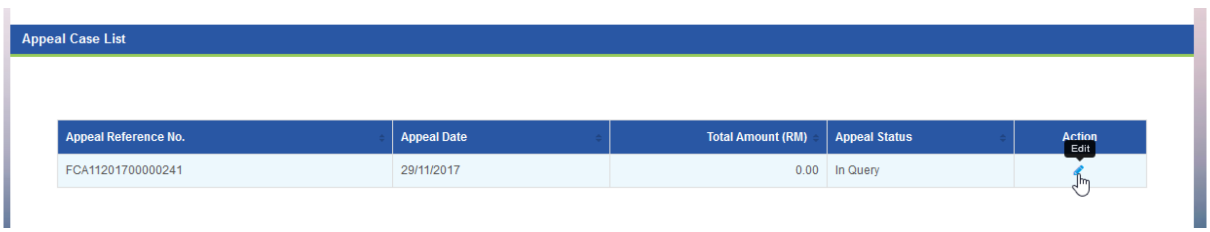
4.5.1 Submitting Follow Up Supporting Document for queries.

NOTE: To directly proceed for FCLB payment transaction <u>without appeal</u>, please refer Section 5.1 for detail steps.

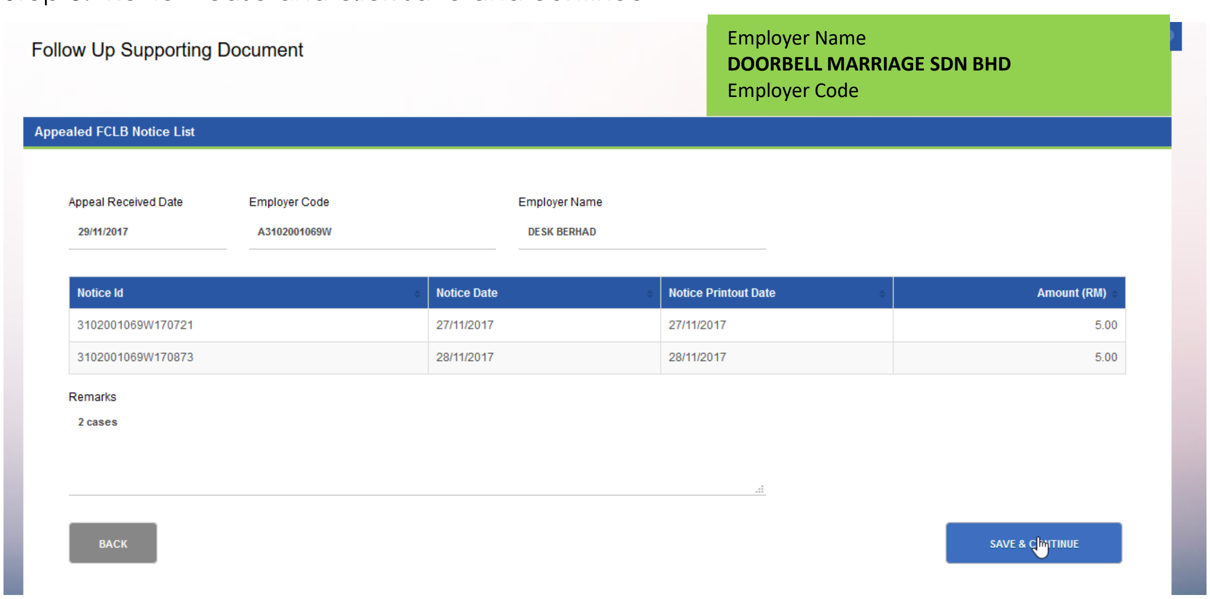
Step 1: Click on the Follow Up Supporting Document.



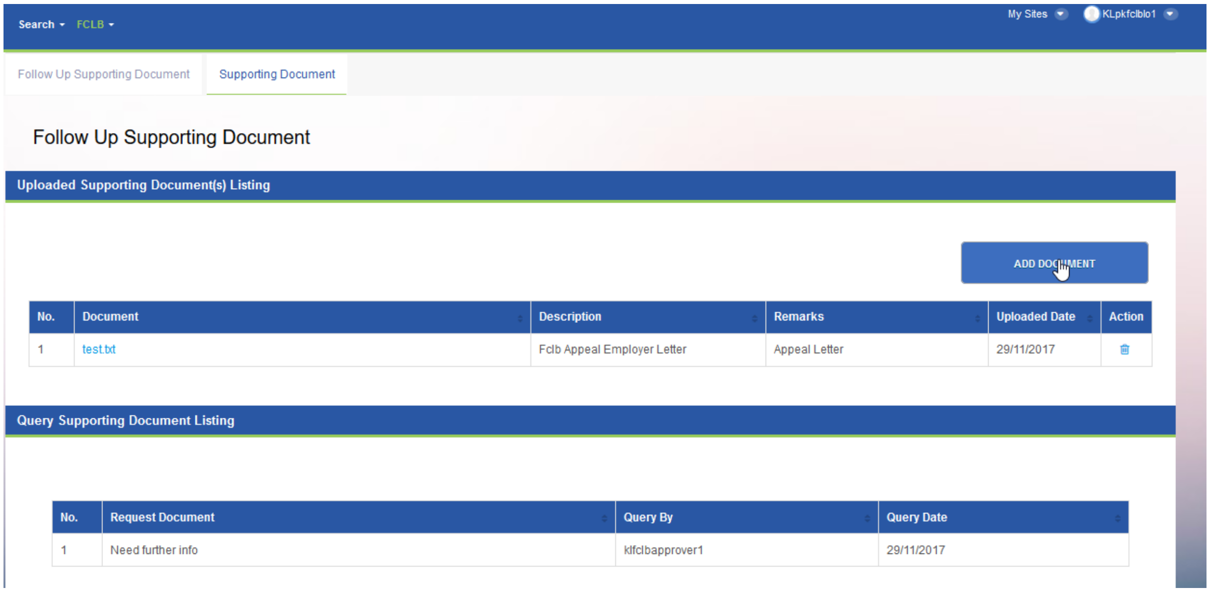
Step 2: Click the action button



Step 3: Review case and click save and continue

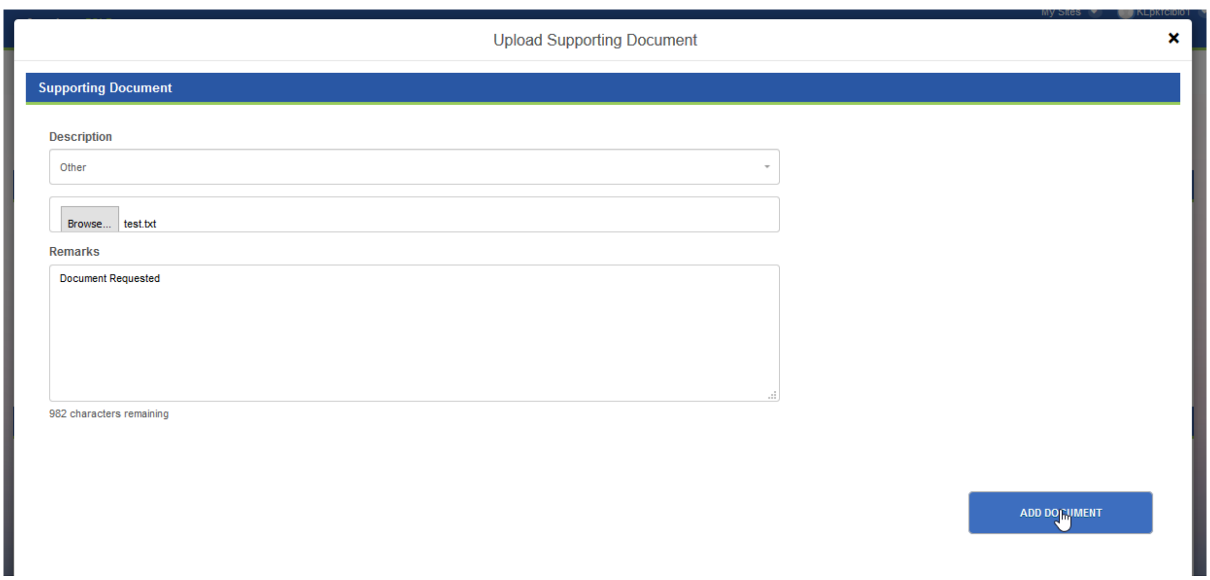


Step 4: Click Add Document

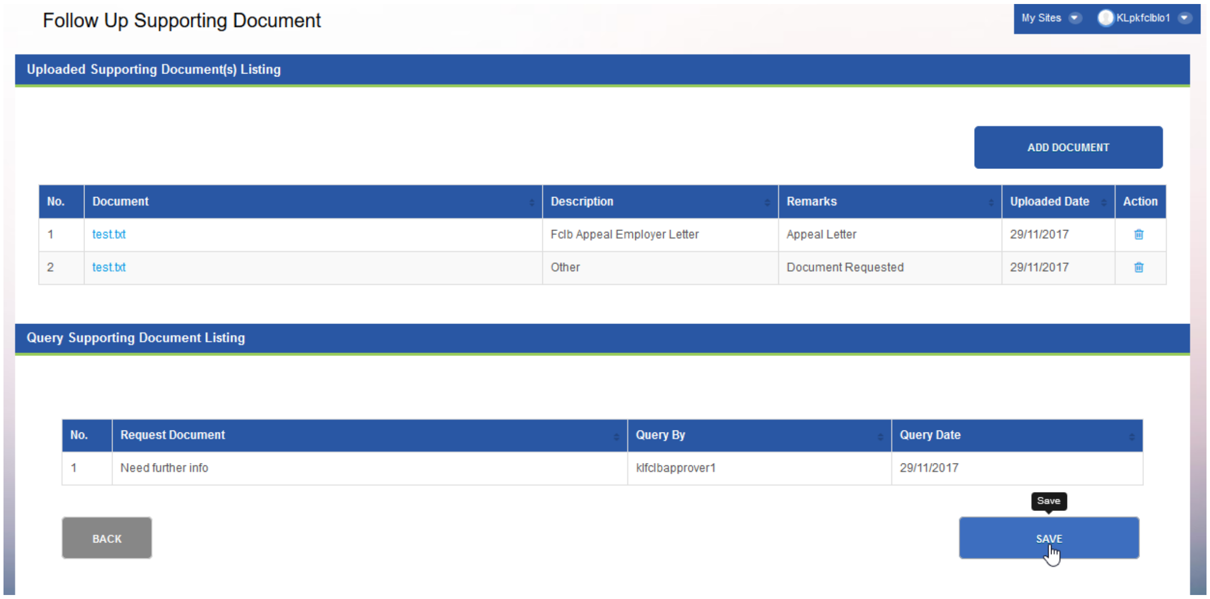


Step 5: Select other and upload supporting document.

Step 6: Click Add Document

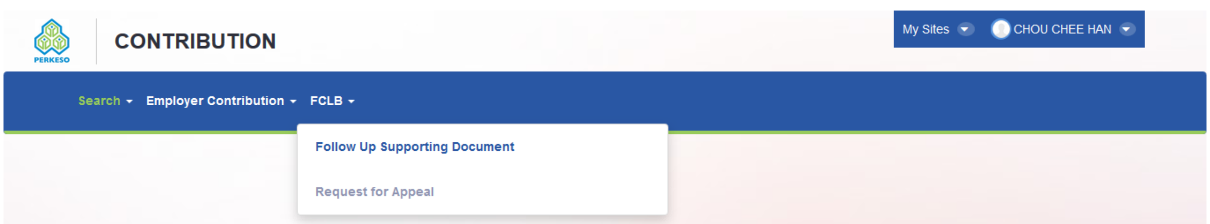


Step 7: Click Save

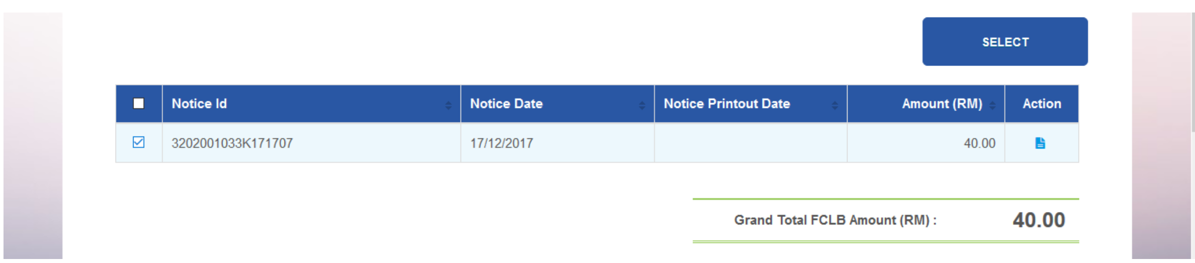


4.5.2 Requesting Appeal via Employer Portal

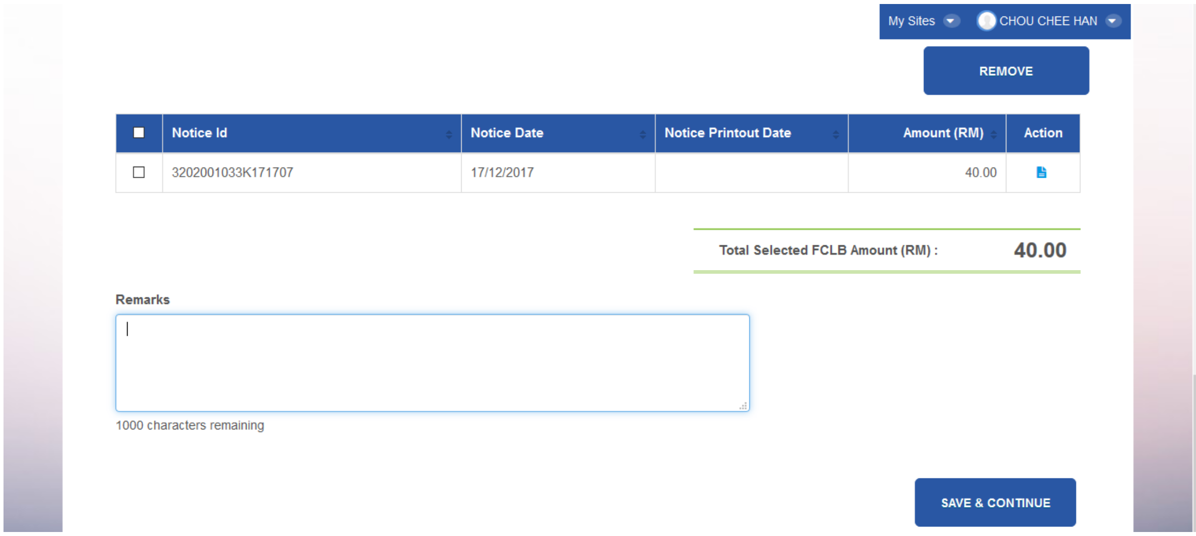
Step 1: Click on FCLB menu and select Request for Appeal



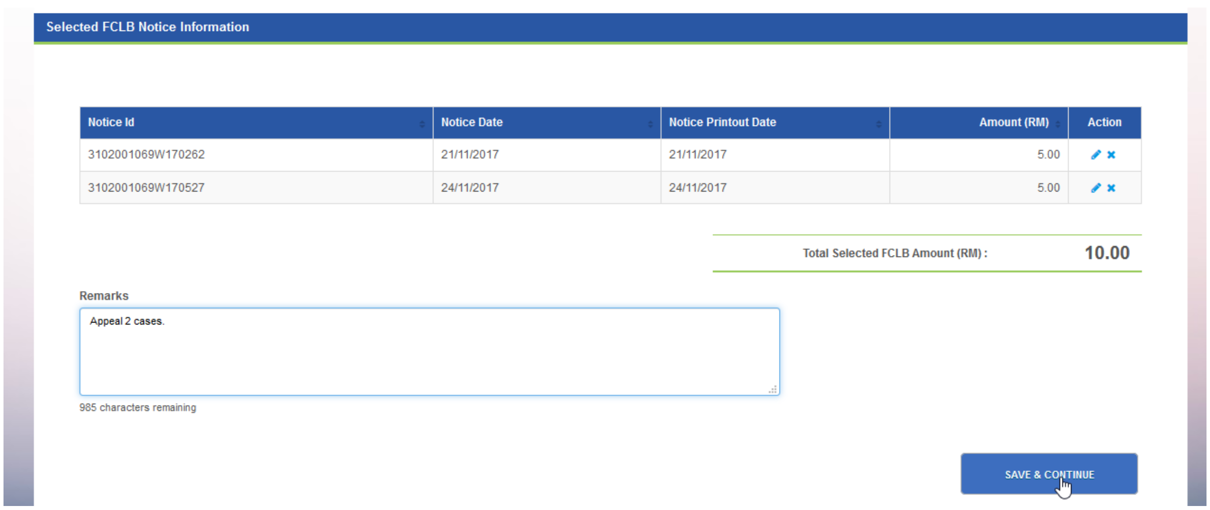
Step 2: Select FCLB Notice Id using the select button to add.



Step 3 : Input remarks if needed.



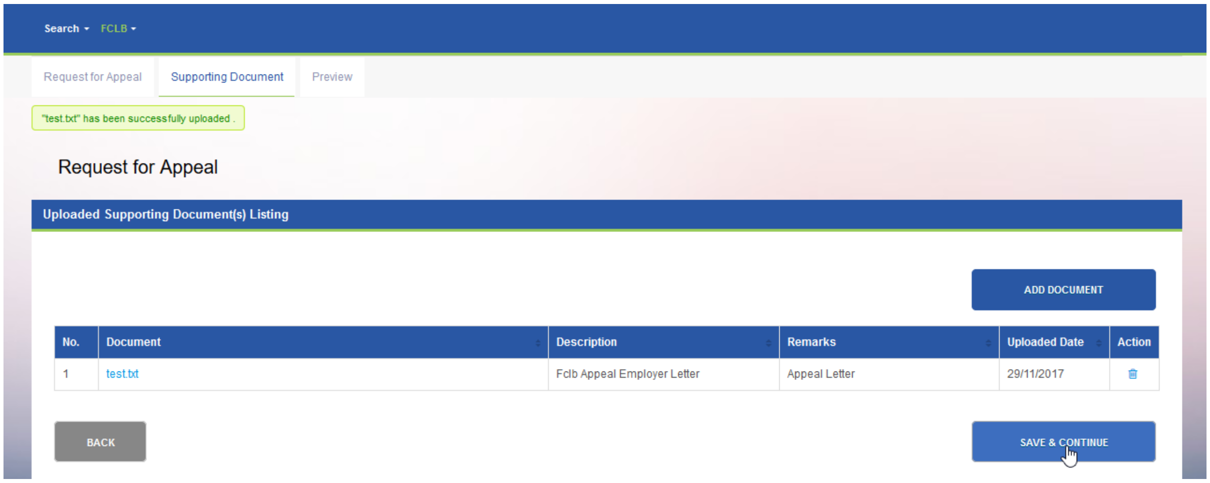
Step 4 : Click Save and Continue.



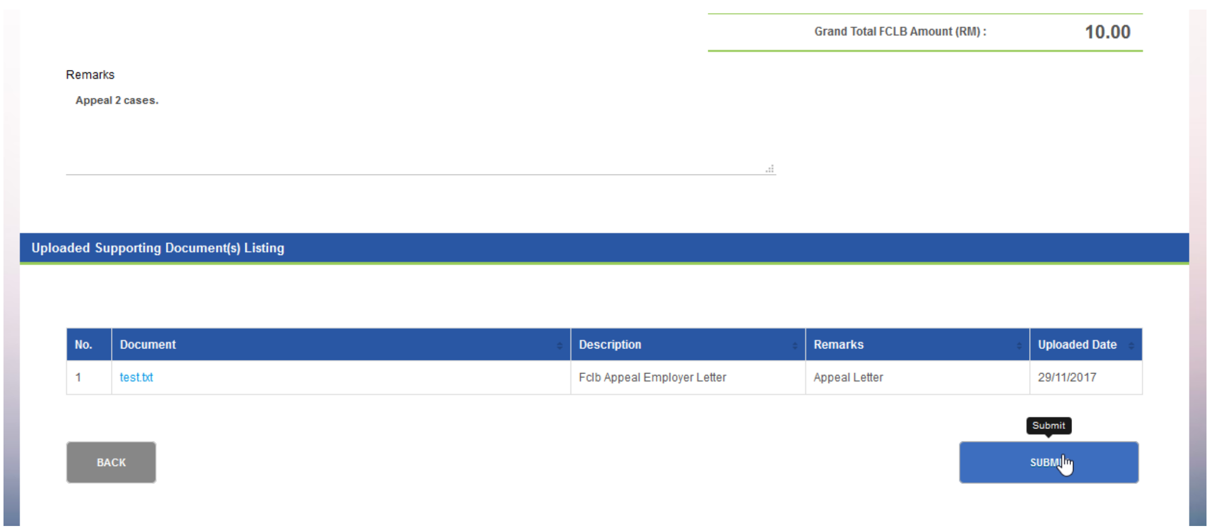
Step 5 : Click Add Document and add supporting document.

This is a mandatory action.

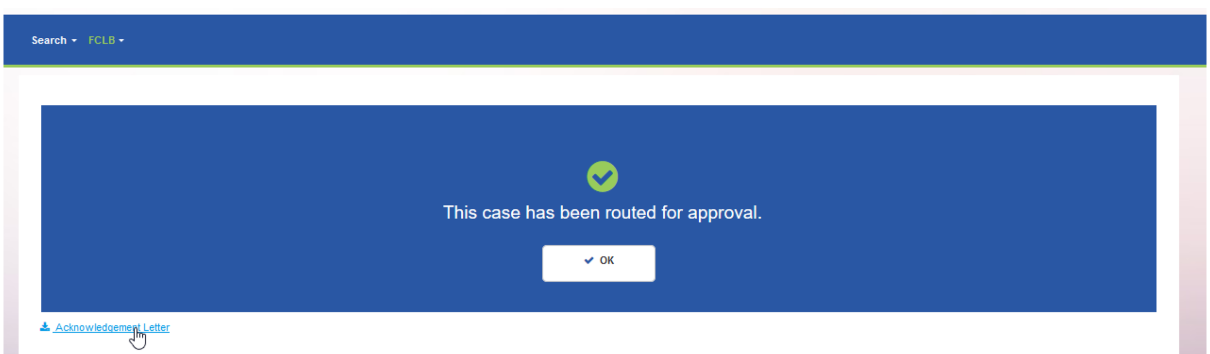
Step 6 : Click Save and Continue



Step 7: Review case after continue and click Submit.

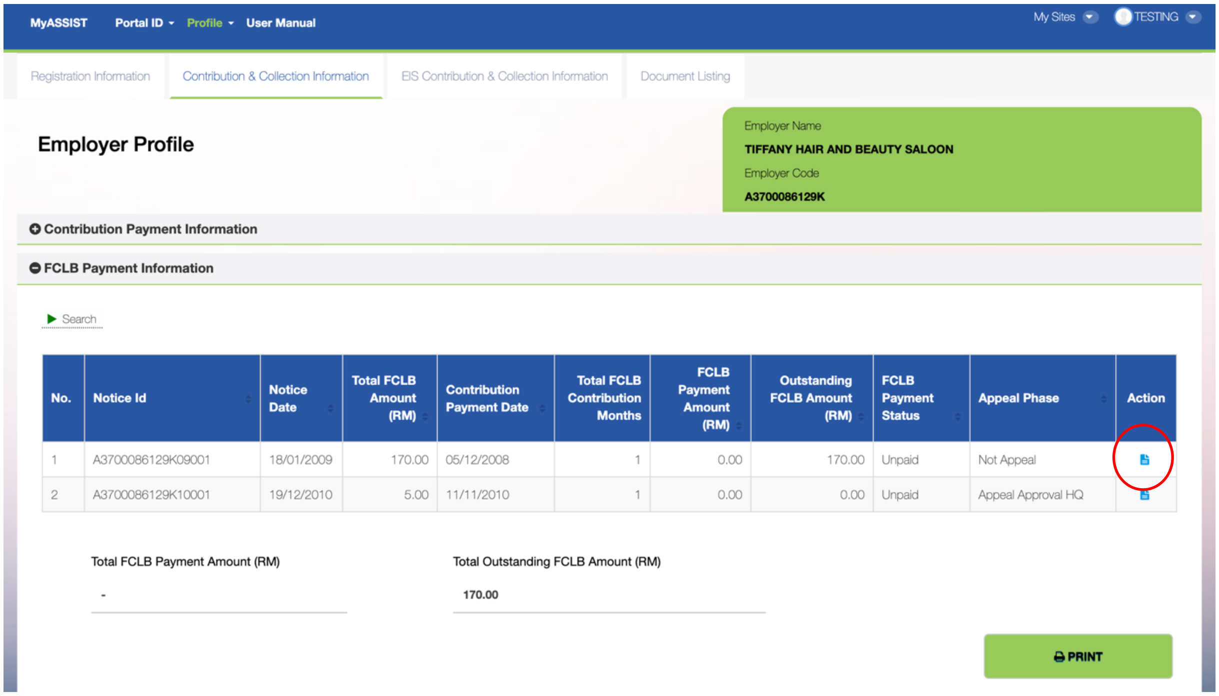


Step 8: Download or Print Acknowledgement Letter.



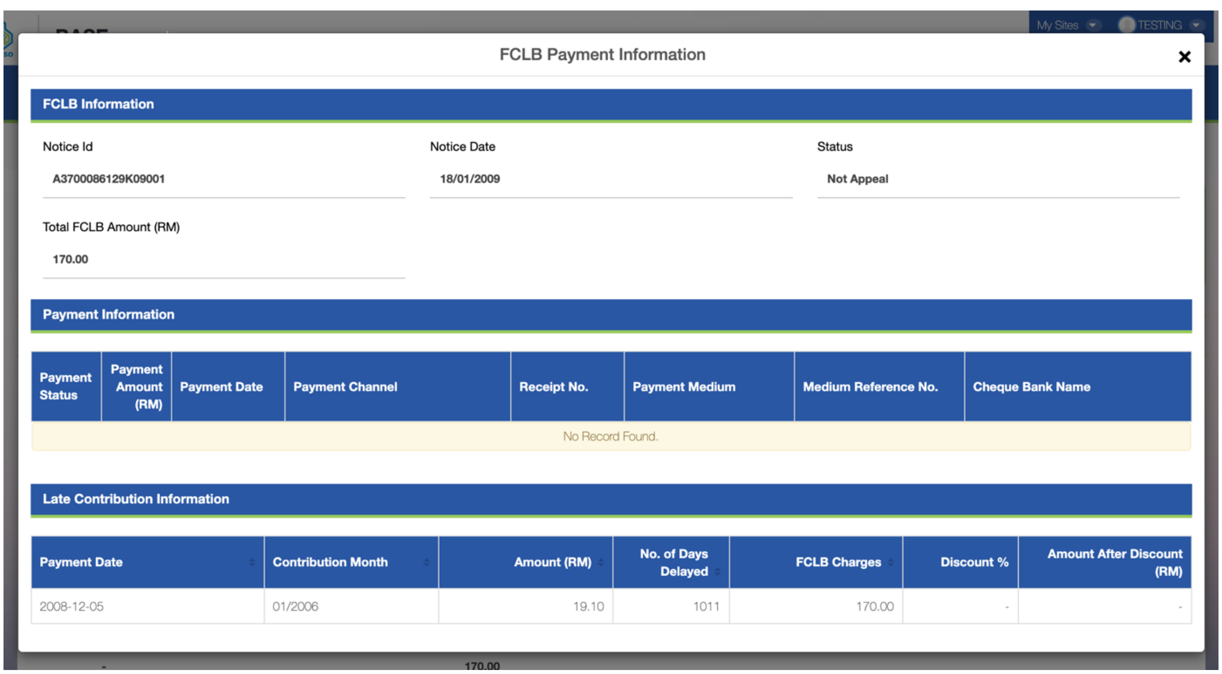
4.5.3 Viewing FCLB Information

Step 1: Select FCLB Payment Information.

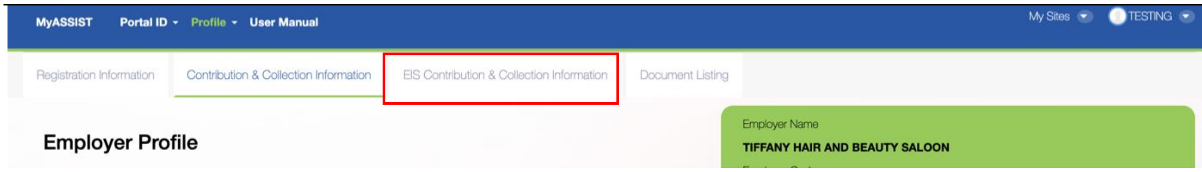


Step 2: Click on the View icon in the Action column.

Step 3: A pop up FCLB Payment Information window will be displayed.



For EIS FCLB Payment Information, click on the EIS Contribution and Collection tab and repeat Step 1 through 3.

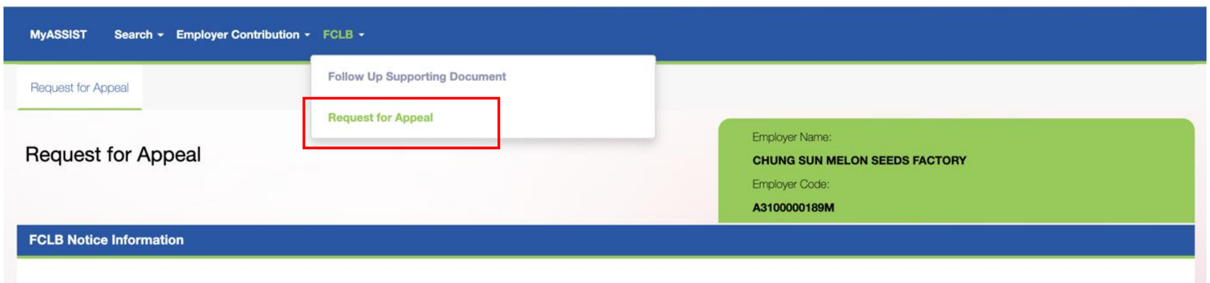


4.6 FCLB (One to Many)

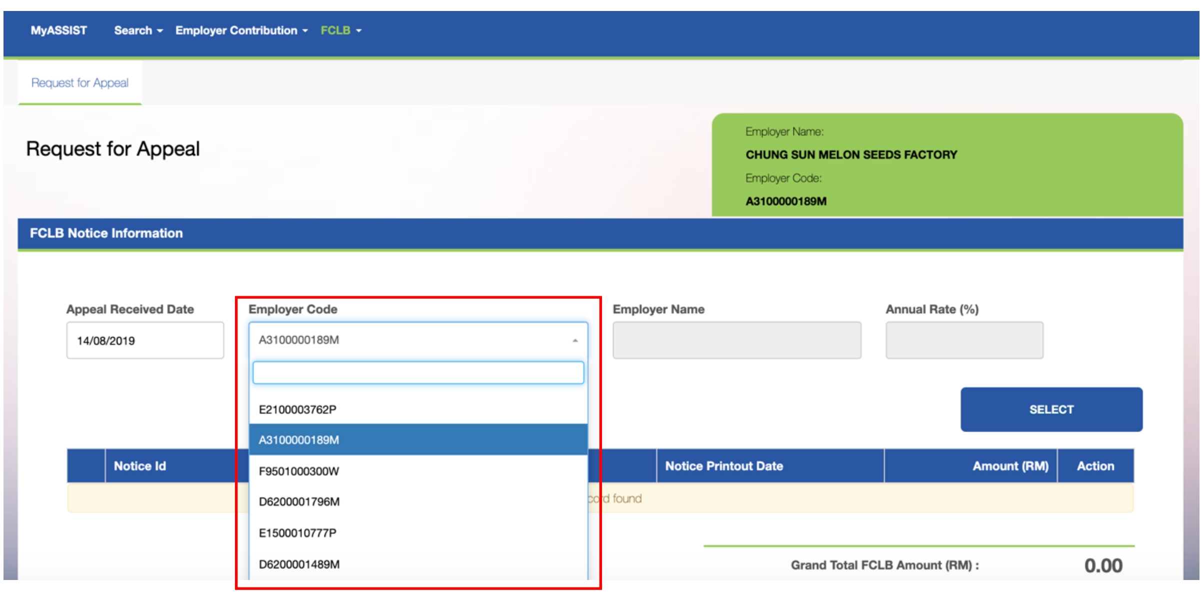
4.6.1 Requesting Appeal via Employer Portal

For Employers (Parent Employers) to make FCLB appeals for themselves and managed employers via the ASSIST Portal.

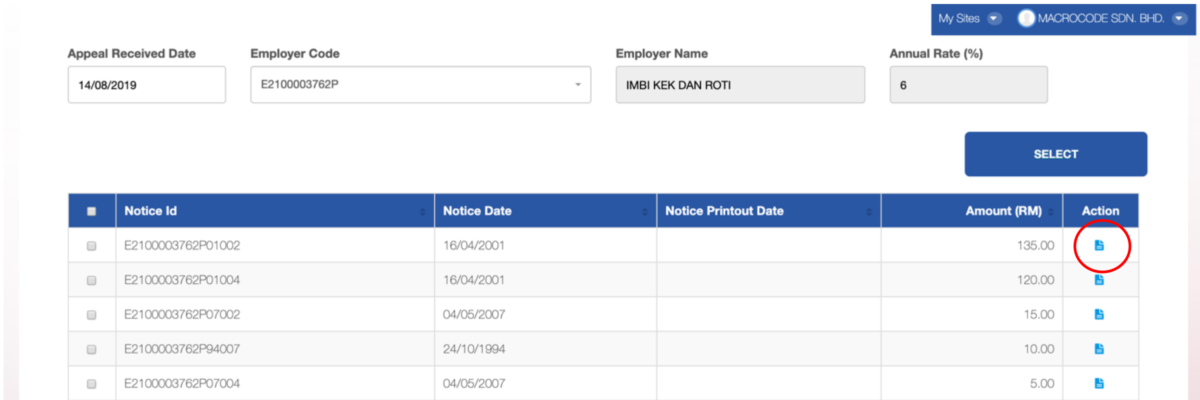
Step 1: Click on FCLB menu and select Request for Appeal



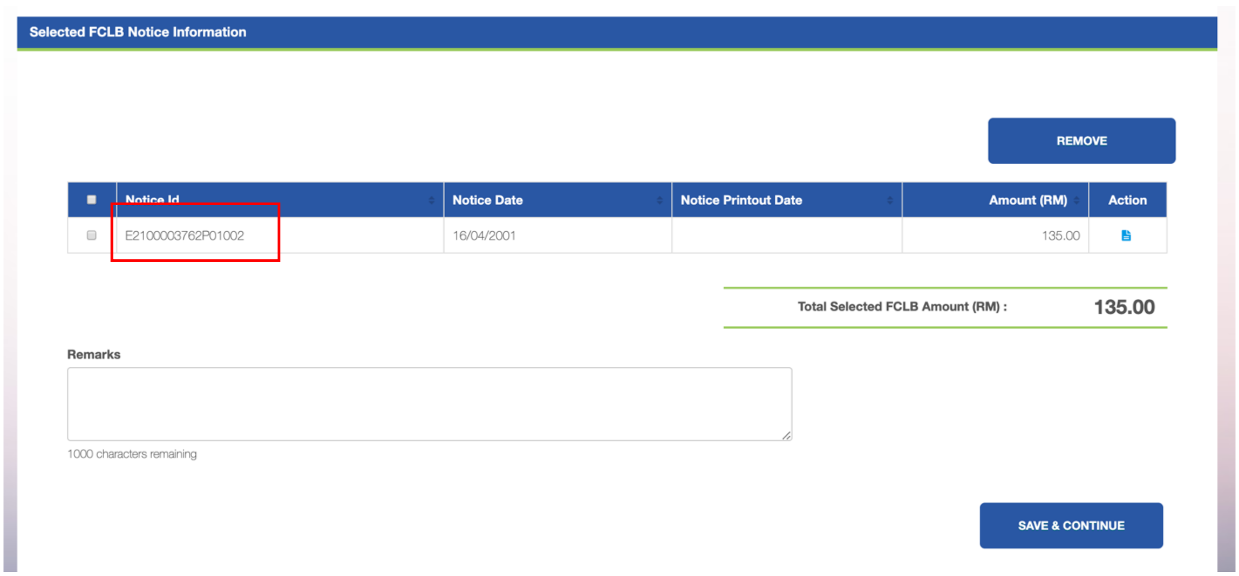
Step 2: Select managed Employer Code from the dropdown Employer Code list that displays all related employers.



Step 2: Check the select FCLB Notice Id and click Select. Click the View icon to view details.



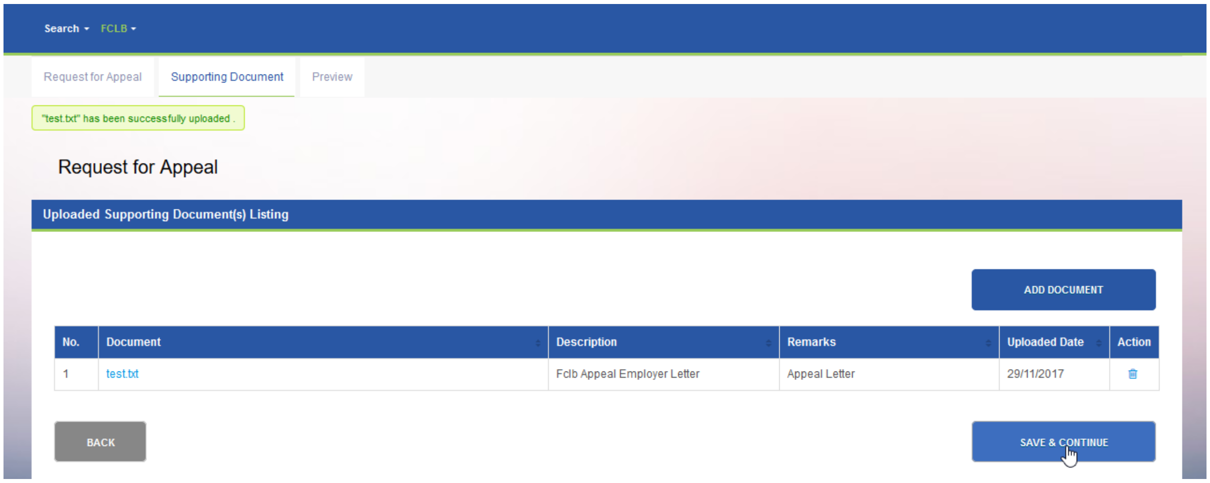
Step 3 : Input remarks if required.



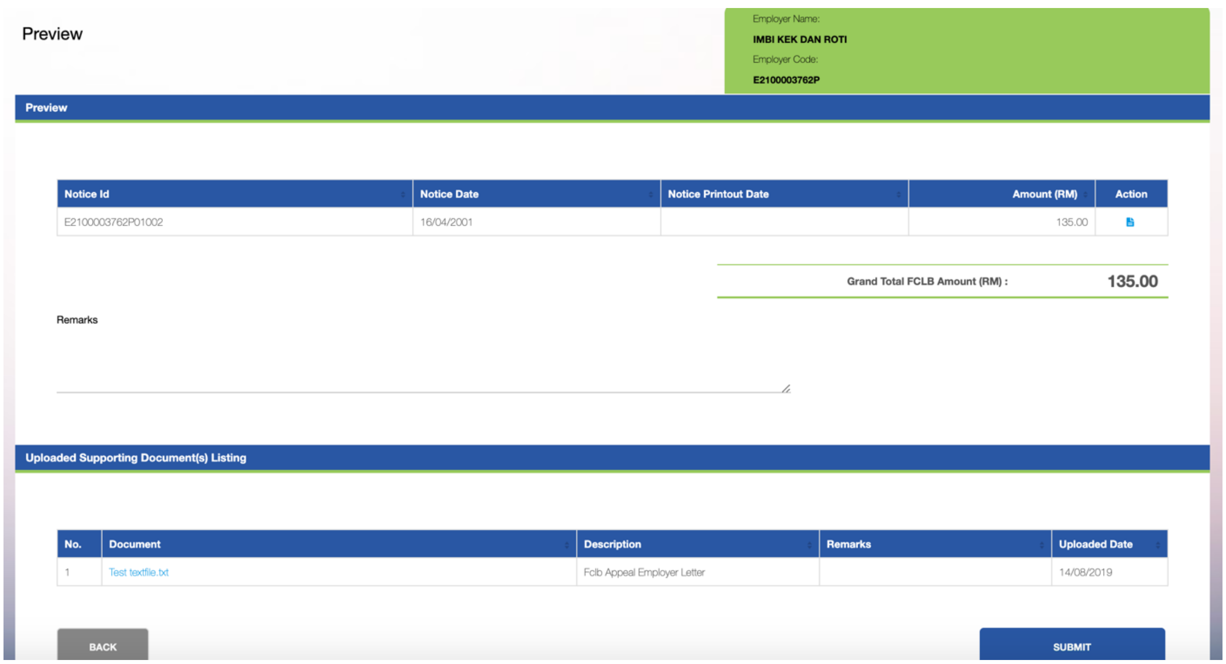
Step 6 : Click Save and Continue.

Step 7 : Click Add Document and add supporting document.

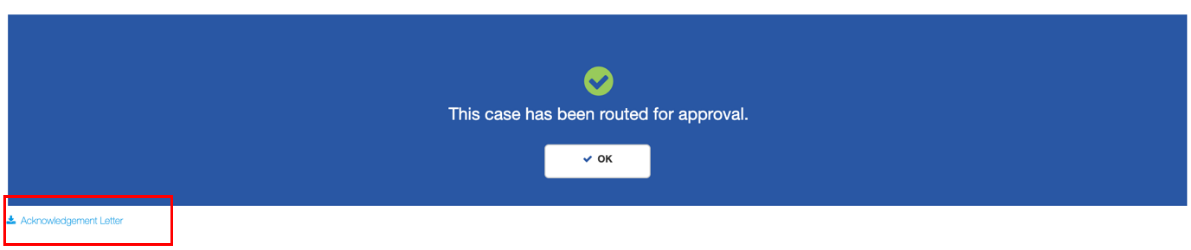
This is a mandatory action.



Step 8 : Click Save and Continue



Step 9: Review case after continue and click Submit.

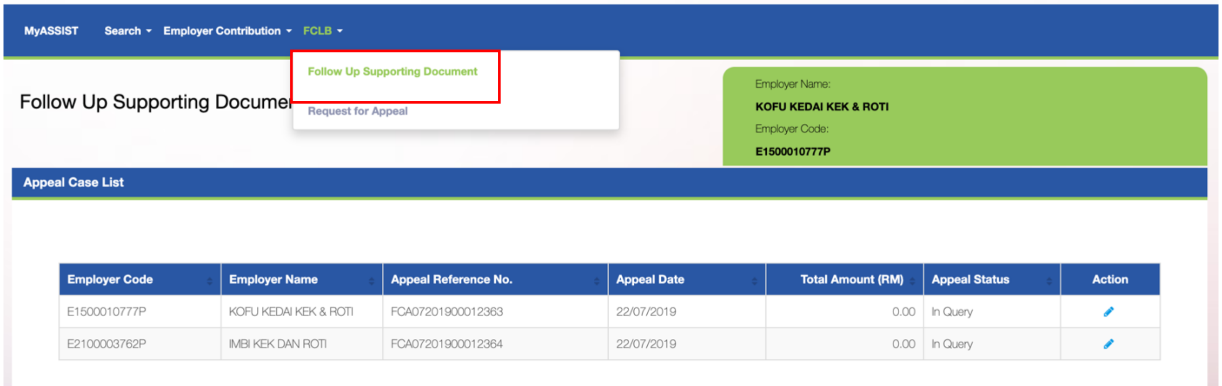


Step 10: Download or Print Acknowledgement Letter.

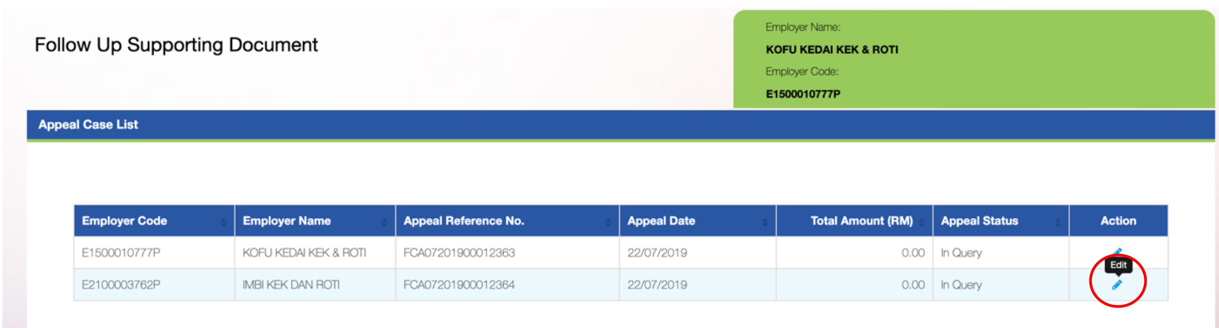
4.6.2 Submitting Follow Up Supporting Document for queries.

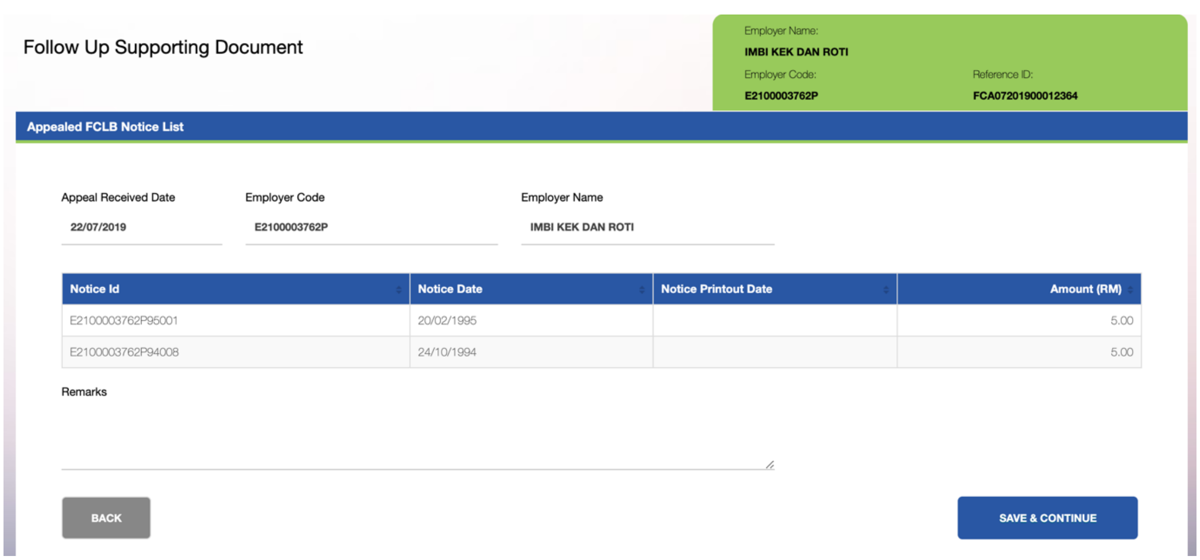
Note: To directly proceed for FCLB payment transaction <u>without appeal</u>, please refer Section 5.2 for detailed steps.

Step 1: Click on the Follow Up Supporting Document.



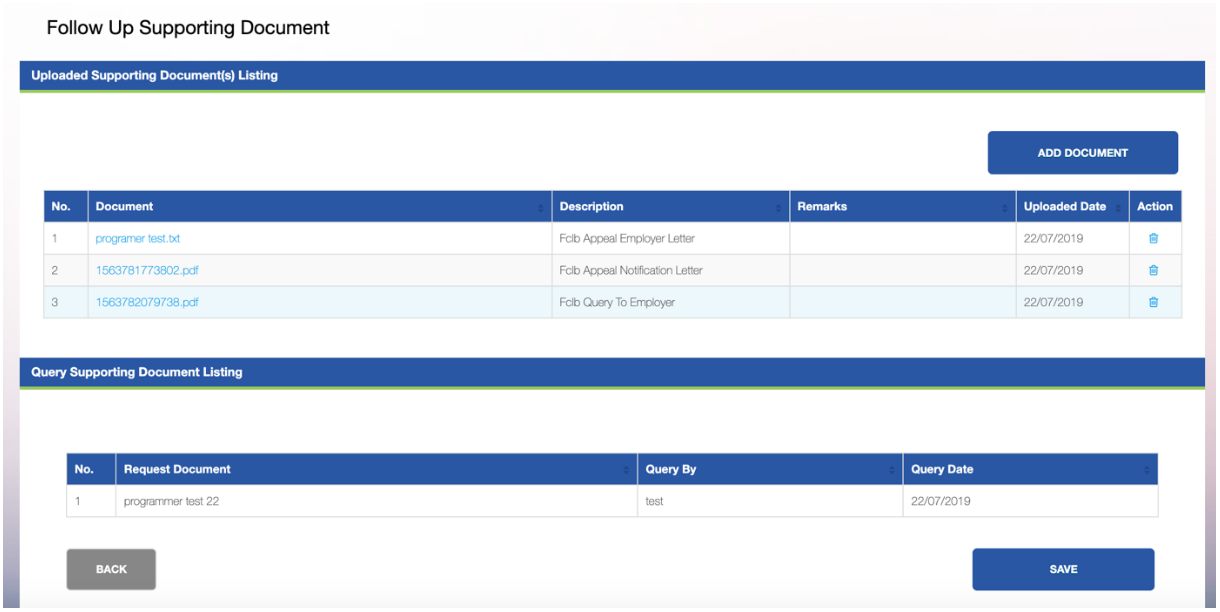
Step 2: Click the View icon of the Parent Employer or the selected managed employer.



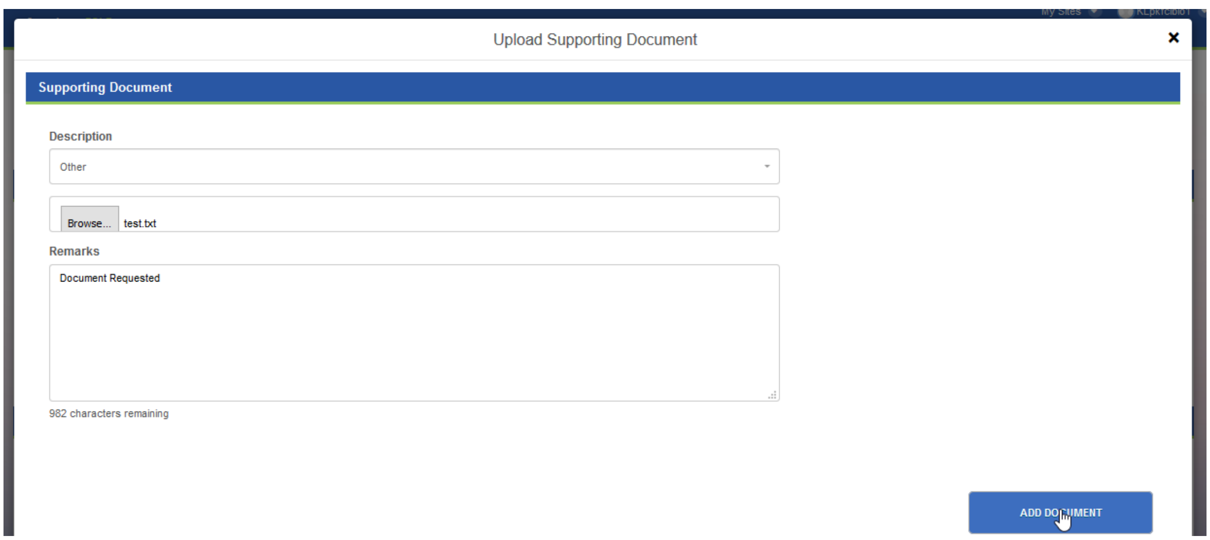


Step 3: Review case and click Save & Continue

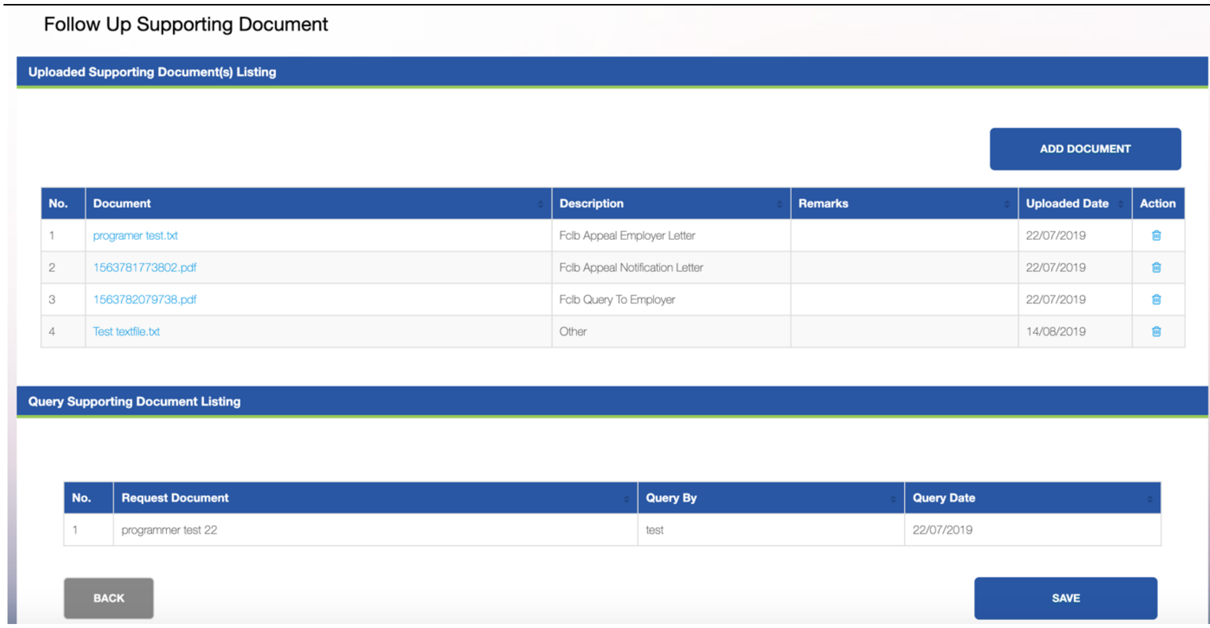
Step 4: Click Add Document



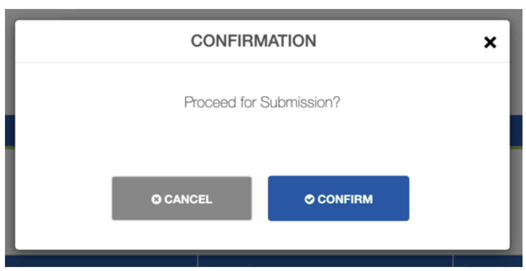
Step 5: Select 'Other' from the dropdown list and upload supporting document.



Step 6: Click Add Document



Step 7: Click Save

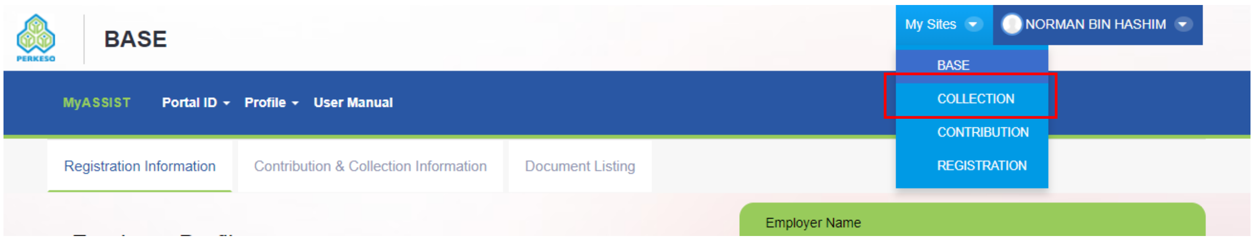


Step 8: Click Confirm

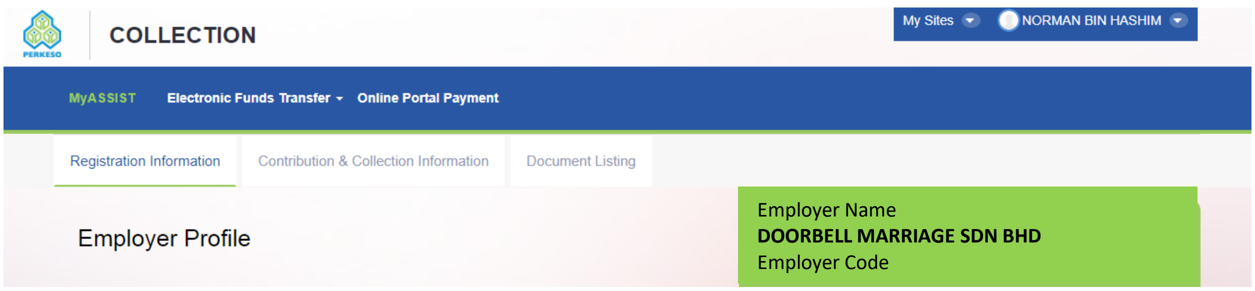
5.0 MAKING PAYMENT VIA PORTAL (AKTA 4)

5.1 Online Portal Payment

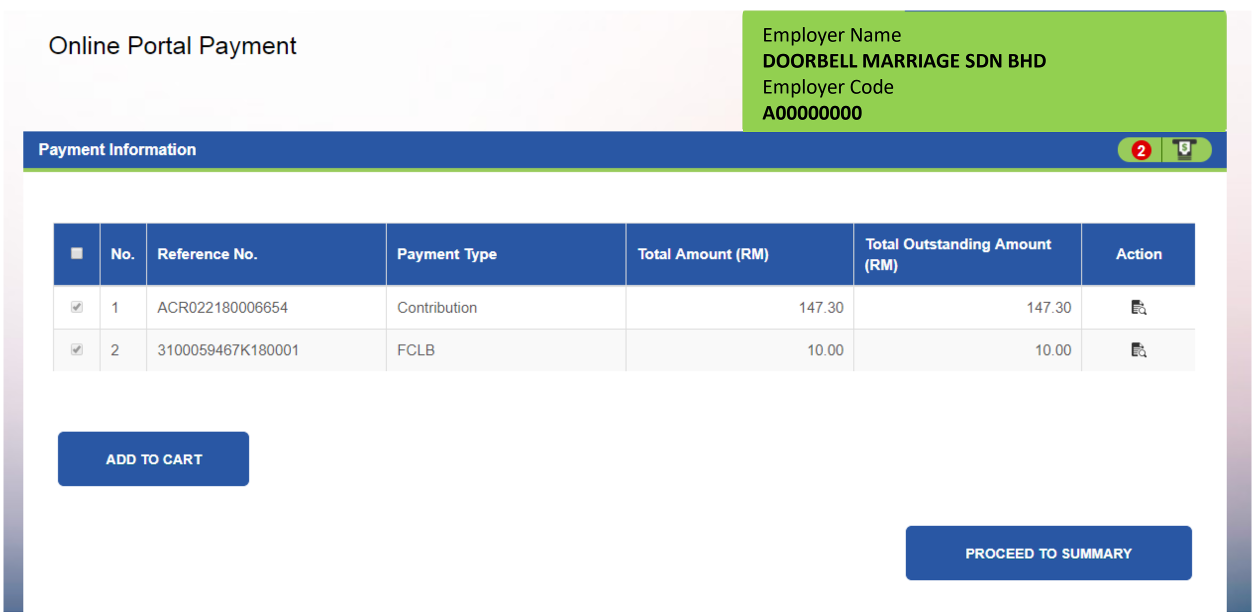
The employer is able to make payment for Contribution, FCLB and Compound through Online Portal Payment in ASSIST. By logging in using their Portal ID, the employer will be able to view the list of pending payments and perform those payments through online payment services such as FPX, Maybank2u, CIMB Clicks, RHB Now and so on.



Step 1: Select COLLECTION at My Sites Menu.



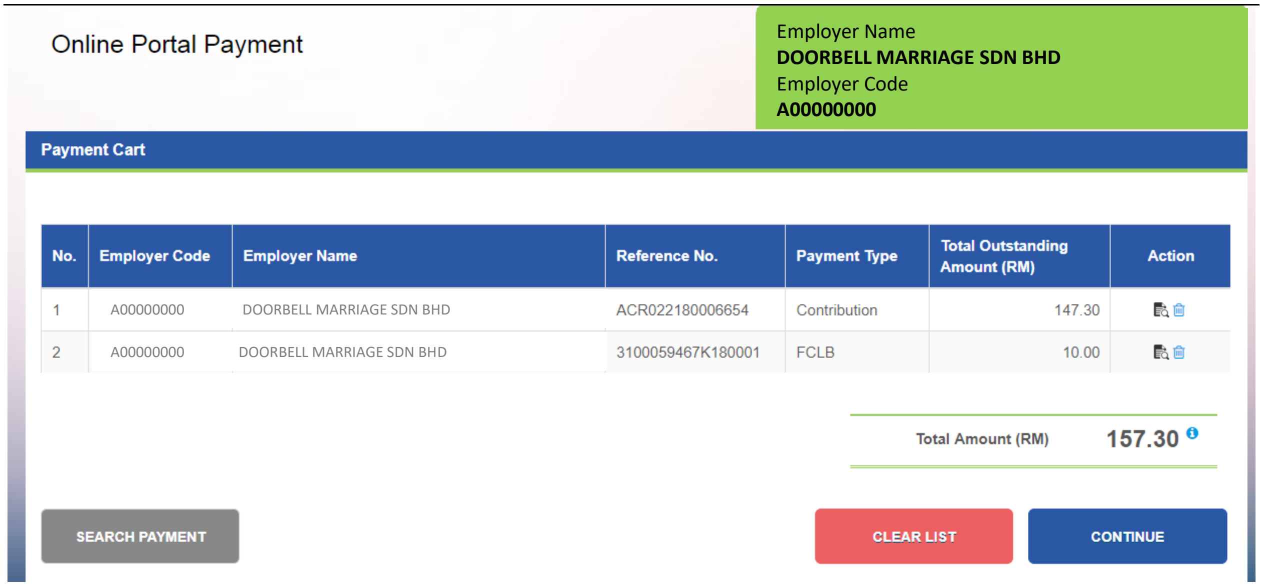
Step 2: Click menu Online Portal Payment.



Step 3: Tick the payments to be made.

Step 4: Click the Add to Cart button.

Step 5: Click on the Proceed to Summary button.

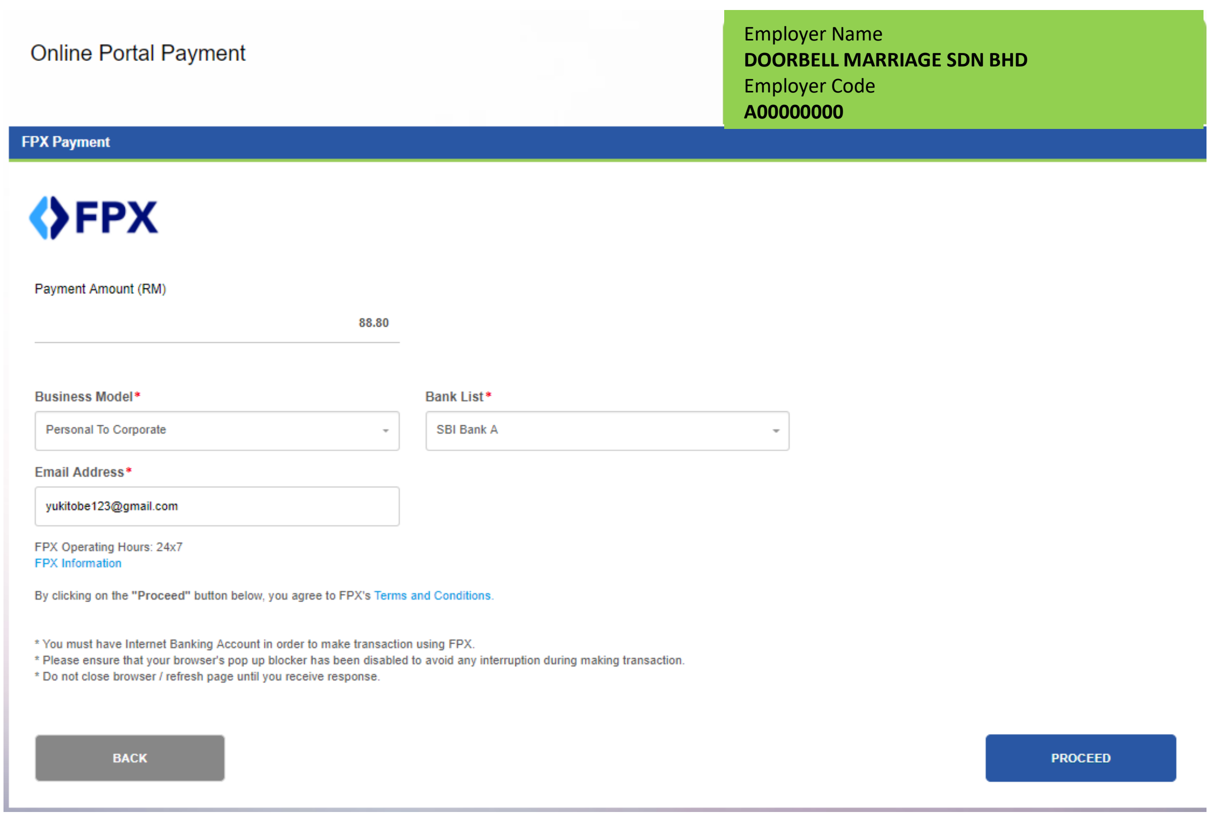


Step 6: Verify the contents if the payment cart.

Step 7: Click Continue button

NOTE 1: The type of business model selected will determine the bank/payment services available for the payment.

NOTE 2: The payment amount cannot be changed and is only determined by the total of the amount in the payment cart.



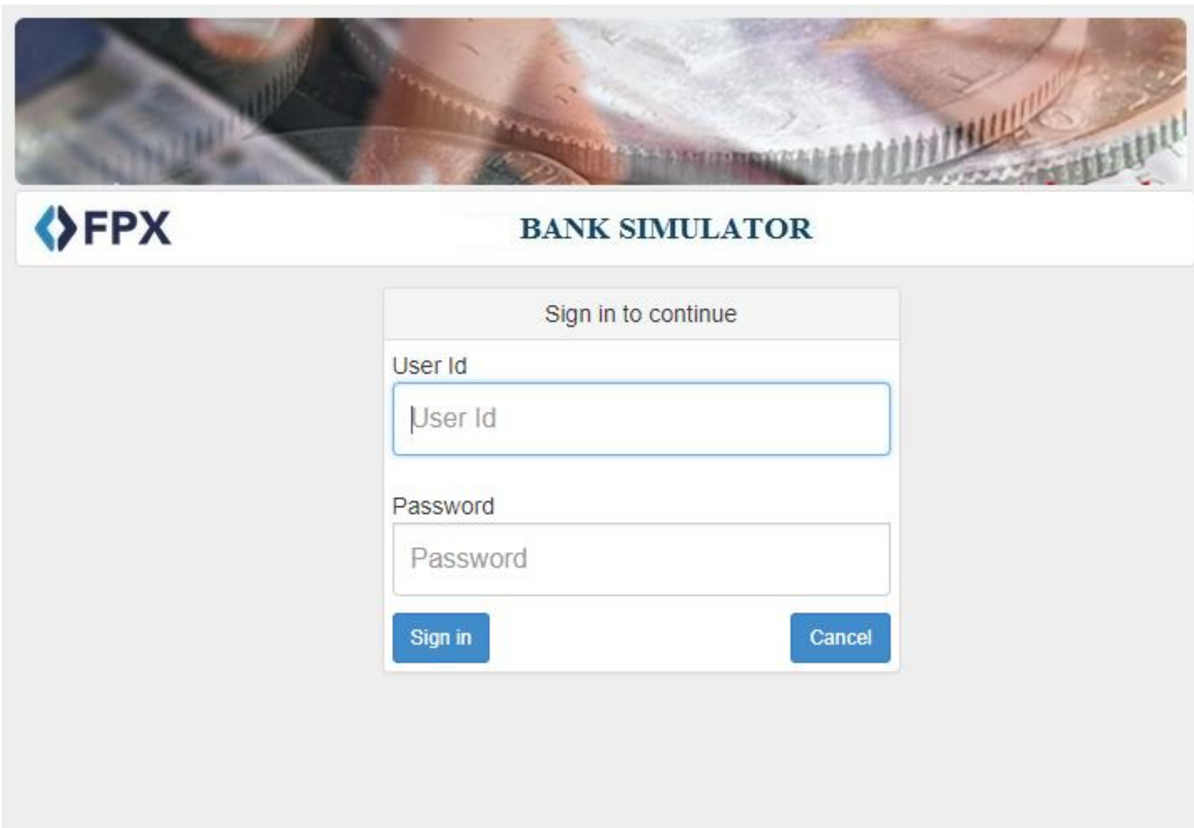
Step 8: Select the type of business model (Personal to Corporate or Corporate to Corporate).

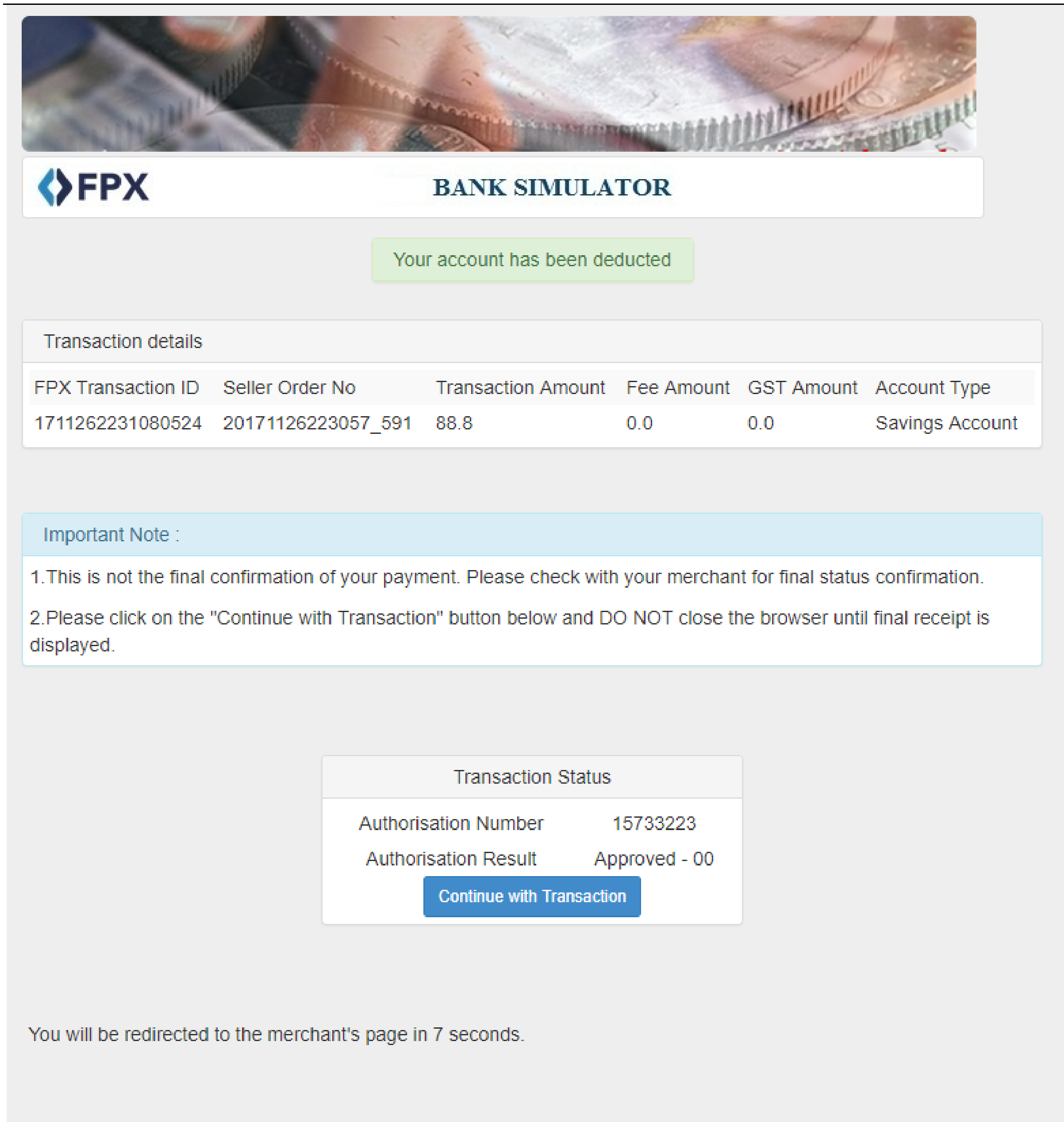
Step 9: Select the bank/payment service to be used for the payment.

Step 10: Enter email address.

Step 11: Click on the Proceed button.

The employer will be redirected to the bank/payment service portal where the payment can be completed. The example shown in the images is the payment through FPX.




FPX
BANK SIMULATOR
Your account has been deducted
Transaction details
FPX Transaction ID | Seller Order No | Transaction Amount | Fee Amount | GST Amount | Account Type
1711262231080524 | 20171126223057_591 | 88.8 | 0.0 | 0.0 | Savings Account
Important Note :
1.This is not the final confirmation of your payment. Please check with your merchant for final status confirmation.
2.Please click on the "Continue with Transaction" button below and DO NOT close the browser until final receipt is displayed.
Transaction Status
Authorisation Number 15733223
Authorisation Result Approved - 00
Continue with Transaction
You will be redirected to the merchant's page in 7 seconds.

Once the payment has been done through the external portal, the employer will be redirected to ASSIST portal. The status of the transaction will be displayed in the payment status section. If the transaction status is successful, the employer is able to download the receipt, as well as retrieve any FCLB notice generated as a result of late payment.

Online Portal Payment

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code

Payment Status

Transaction Status:	SUCCESSFUL
FPX Transaction ID:	1711262231080524
Date & Time:	26/11/2017 10:42:33 PM
Seller Order No.:	20171126223057_591
Buyer Bank:	SBI Bank A
Transaction Amount (RM):	MYR 88.80
Transaction Code:	00

RECEIPT

Online Portal Payment

Receipt Generated

No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20170000001466	A00000000	DOORBELL MARRIAGE SDN BHD	88.80	

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01100932Z170674	5.00	

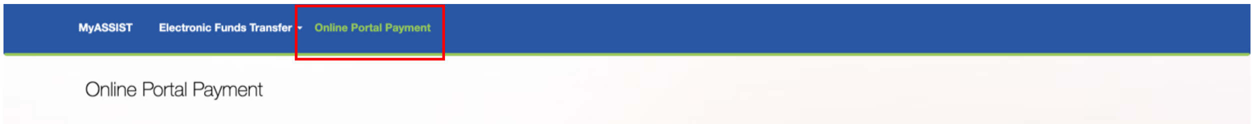
END

Step 12: Click on the Receipt button.

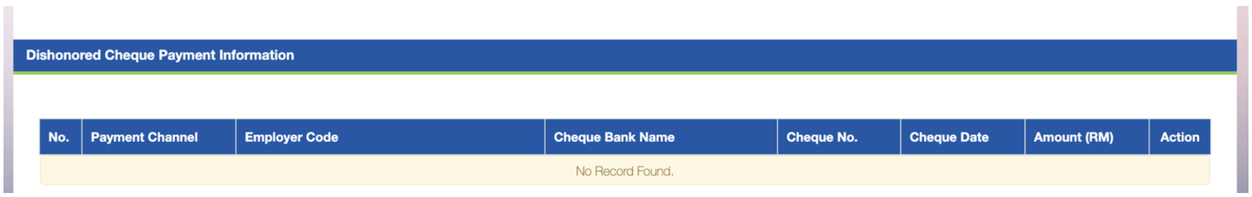
5.2 Online Portal Payment (to replace Dishonoured Cheque)

Users are now able to replace Dishonoured Cheques contribution payment with FPX payment method.

Step 1: Select Online Portal Payment



Step 2: View Dishonoured Cheque Information.

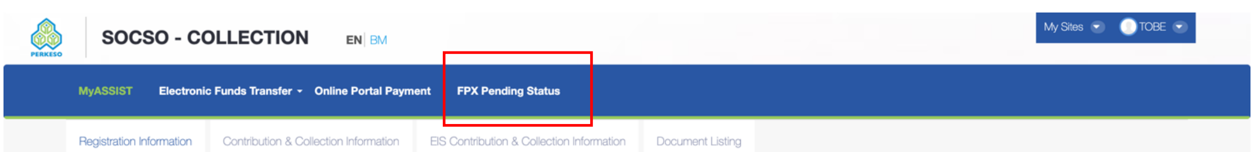


Step 3: Select dishonoured cheque and proceed with payment, following Steps 3 – 12 in Section 5.2.

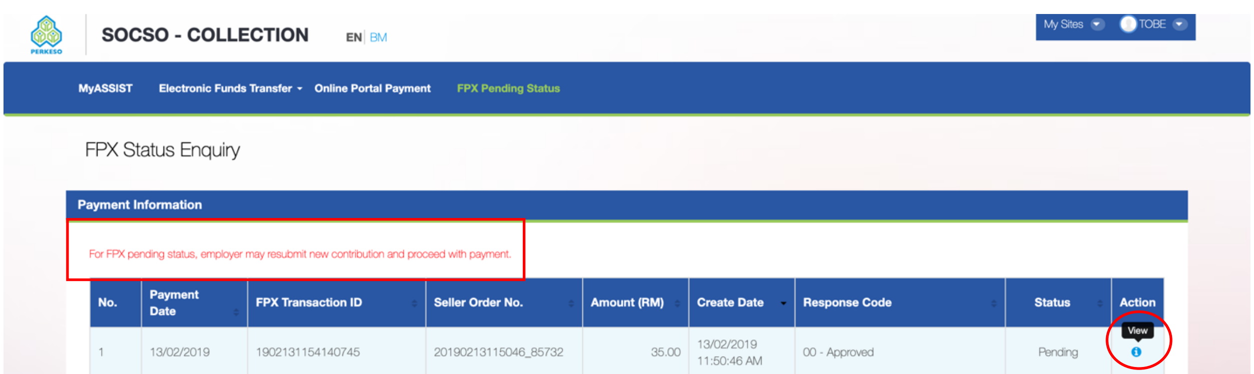
5.3 FPX Pending Status

To view the status of your FPX payment transaction.

Step 1: Select 'FPX Pending Status' on the Collection main menu.

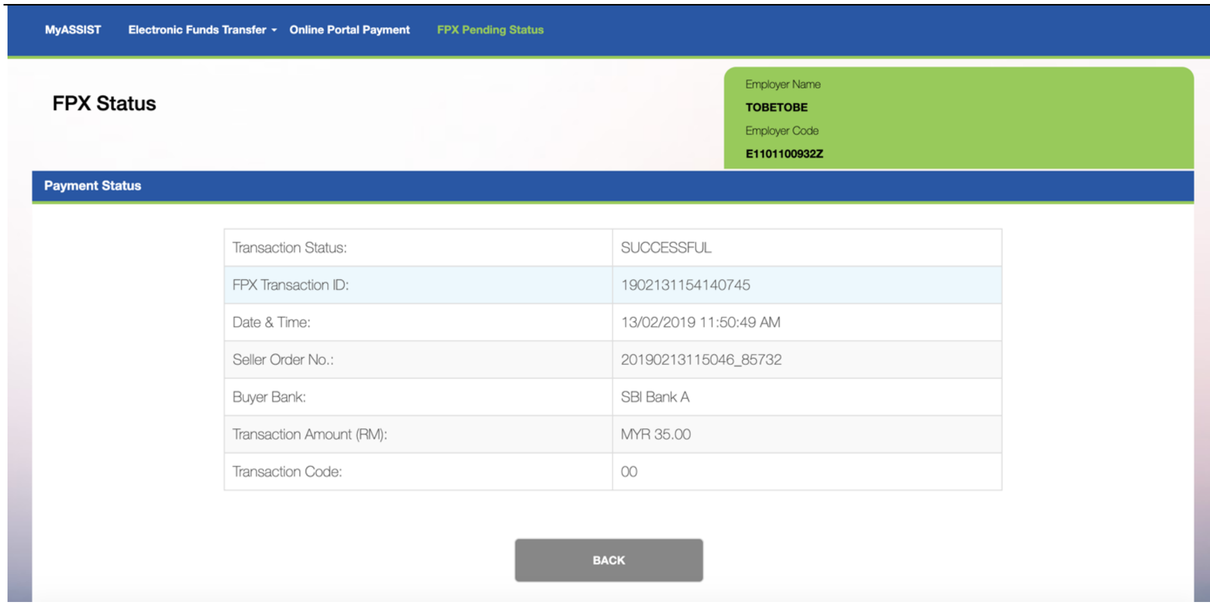


Step 2: Click on the View icon, found in the Action column, of the selected transaction.



NOTE: For FPX 'Pending' status, employers may submit a new contribution and proceed with payment.

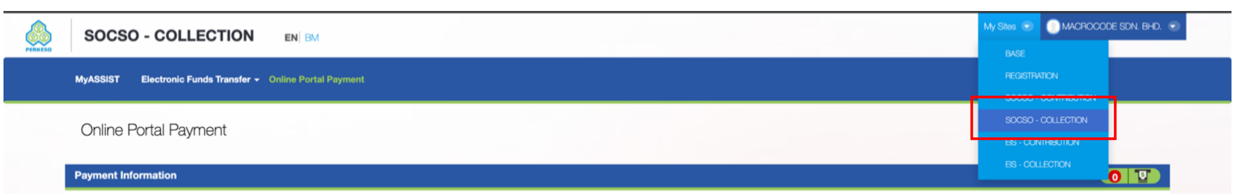
Step 3: View FPX status.



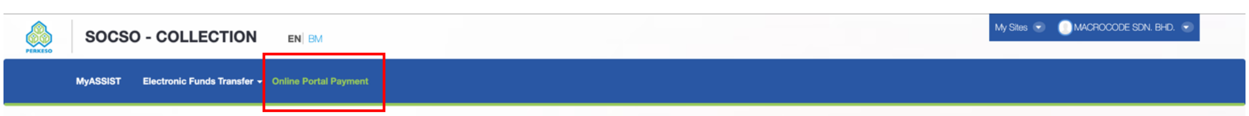
Step 4: Click Back to close.

5.4 Online Portal Payment (One to Many)

The Parent Employer is able to make payment for managed employers for Contribution, FCLB and Compound through Online Portal Payment in ASSIST. By logging in using their Portal ID, the Parent Employer will be able to view the list of pending payments for all managed employers and perform those payments through online payment services such as FPX, Maybank2u, CIMB Clicks, RHB Now and so on.

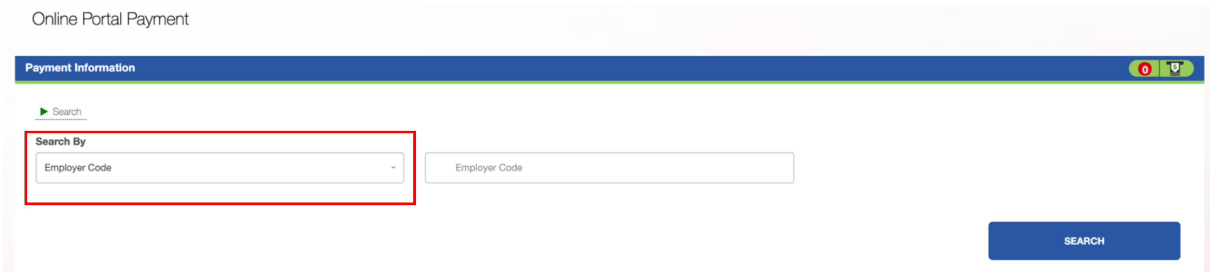


Step 1: Select COLLECTION at My Sites Menu.

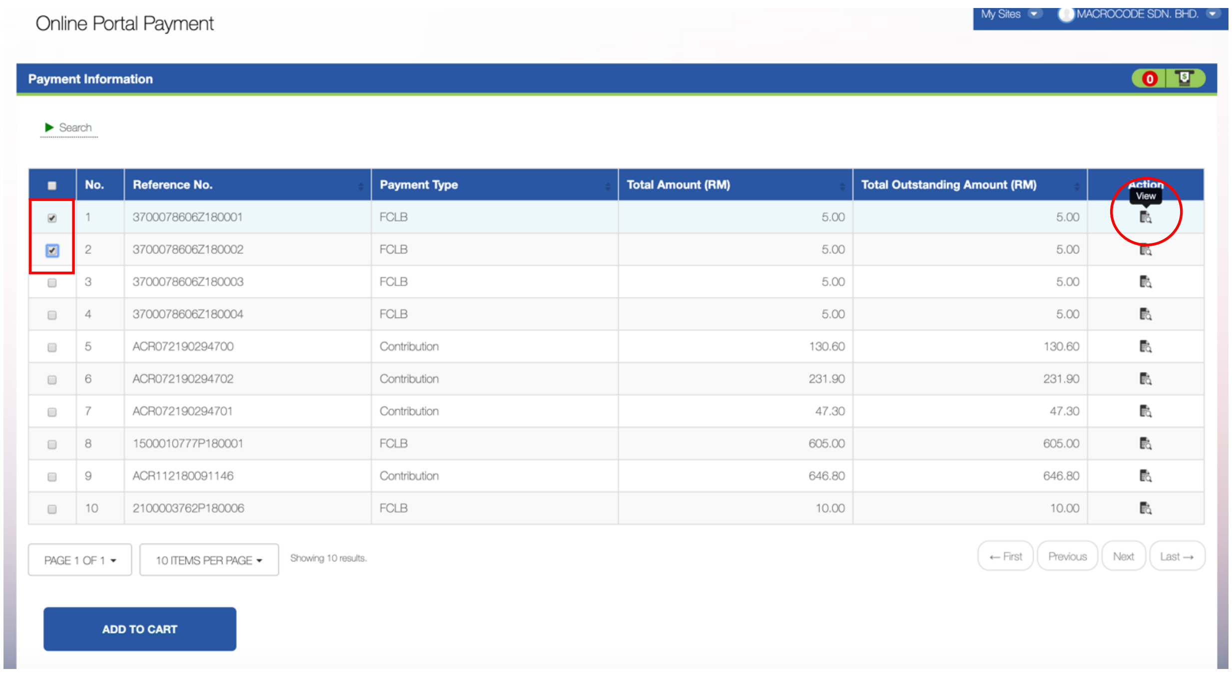


Step 2: Click menu Online Portal Payment.

Step 3: Search managed employer using Employer Code, Employer Name, ACR No., FCLB Notice ID, Compound No. from the dropdown list.



Step 4: Check payments to be made.

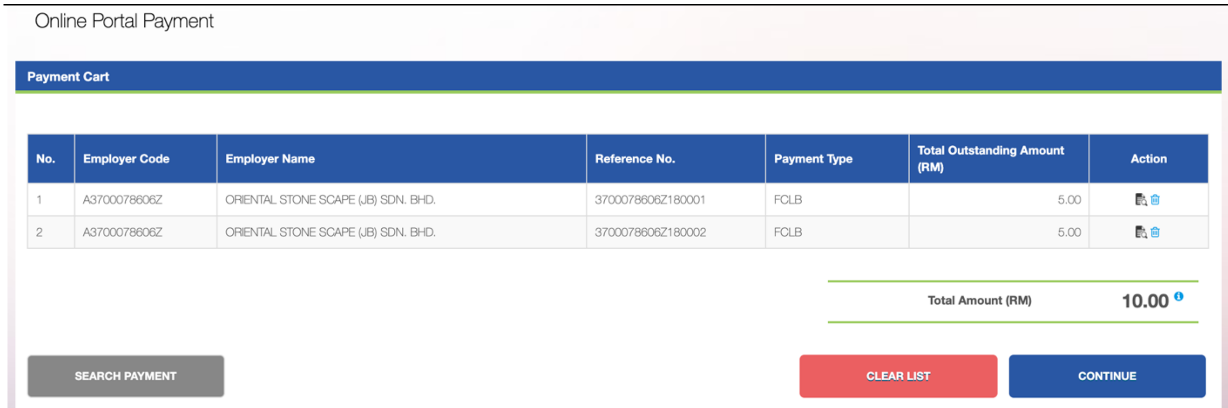


	No.	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action
☑	1	3700078606Z180001	FCLB	5.00	5.00	
☑	2	3700078606Z180002	FCLB	5.00	5.00	
☐	3	3700078606Z180003	FCLB	5.00	5.00	
☐	4	3700078606Z180004	FCLB	5.00	5.00	
☐	5	ACR072190294700	Contribution	130.60	130.60	
☐	6	ACR072190294702	Contribution	231.90	231.90	
☐	7	ACR072190294701	Contribution	47.30	47.30	
☐	8	1500010777P180001	FCLB	605.00	605.00	
☐	9	ACR112180091146	Contribution	646.80	646.80	
☐	10	2100003762P180006	FCLB	10.00	10.00	

Step 5: Click Add to Cart.

Step 6: Payments added to the cart will be reflected in the Cart icon.

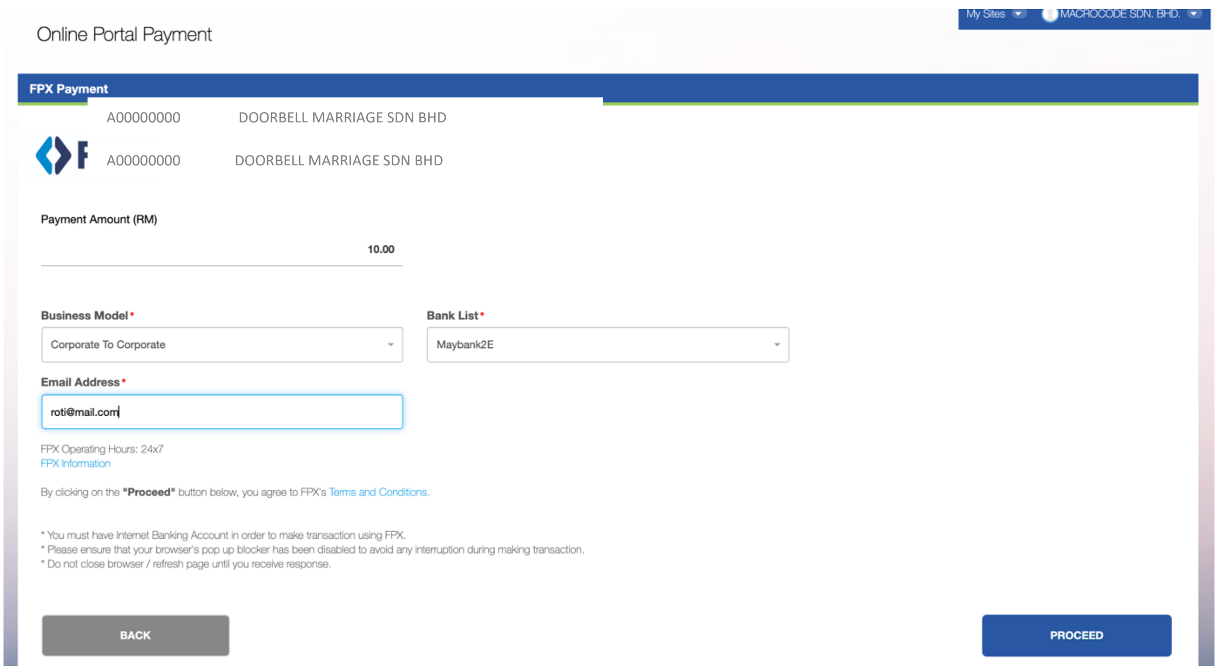
Step 7: Click on the Proceed to Summary button to review the Payment Cart.



Step 8: Click Continue.

NOTE 1: The type of business model selected will determine the bank/payment services available for the payment.

NOTE 2: The payment amount cannot be changed and is only determined by the total of the amount in the payment cart.



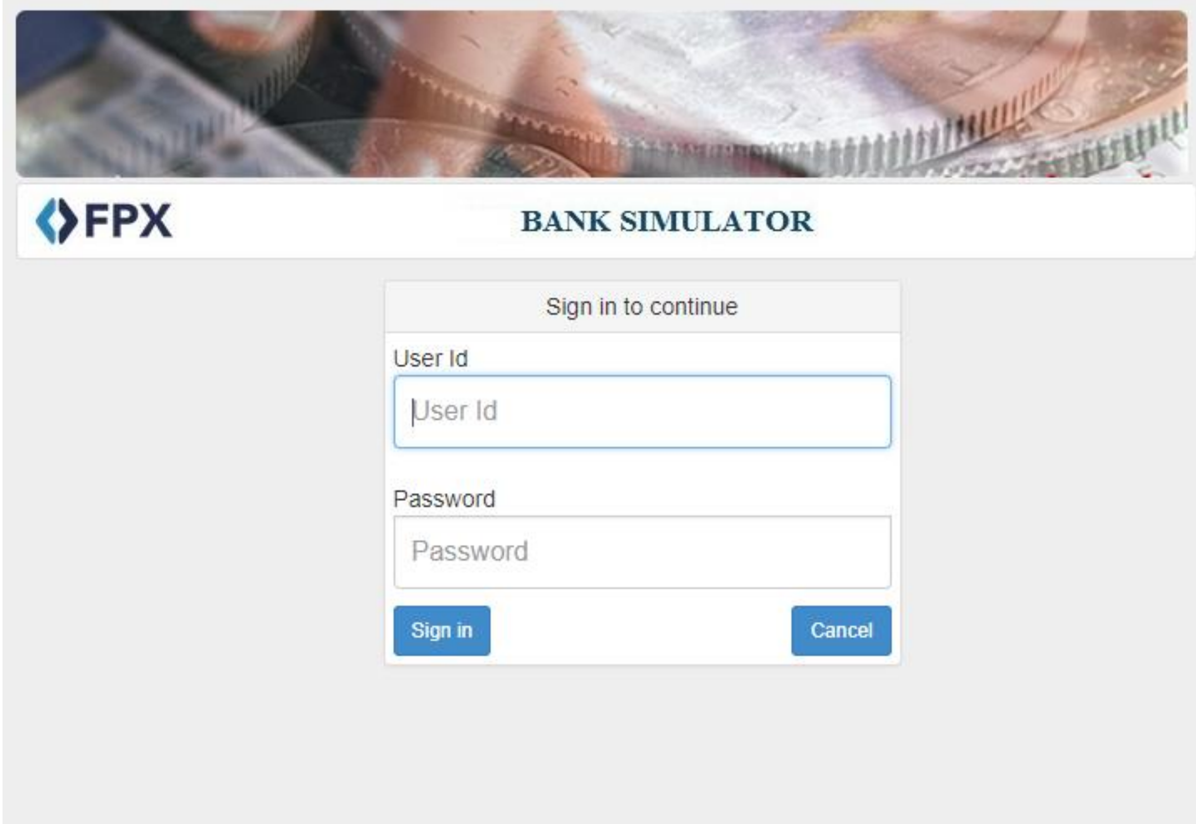
Step 9: Select the type of business model (Personal to Corporate or Corporate to Corporate).

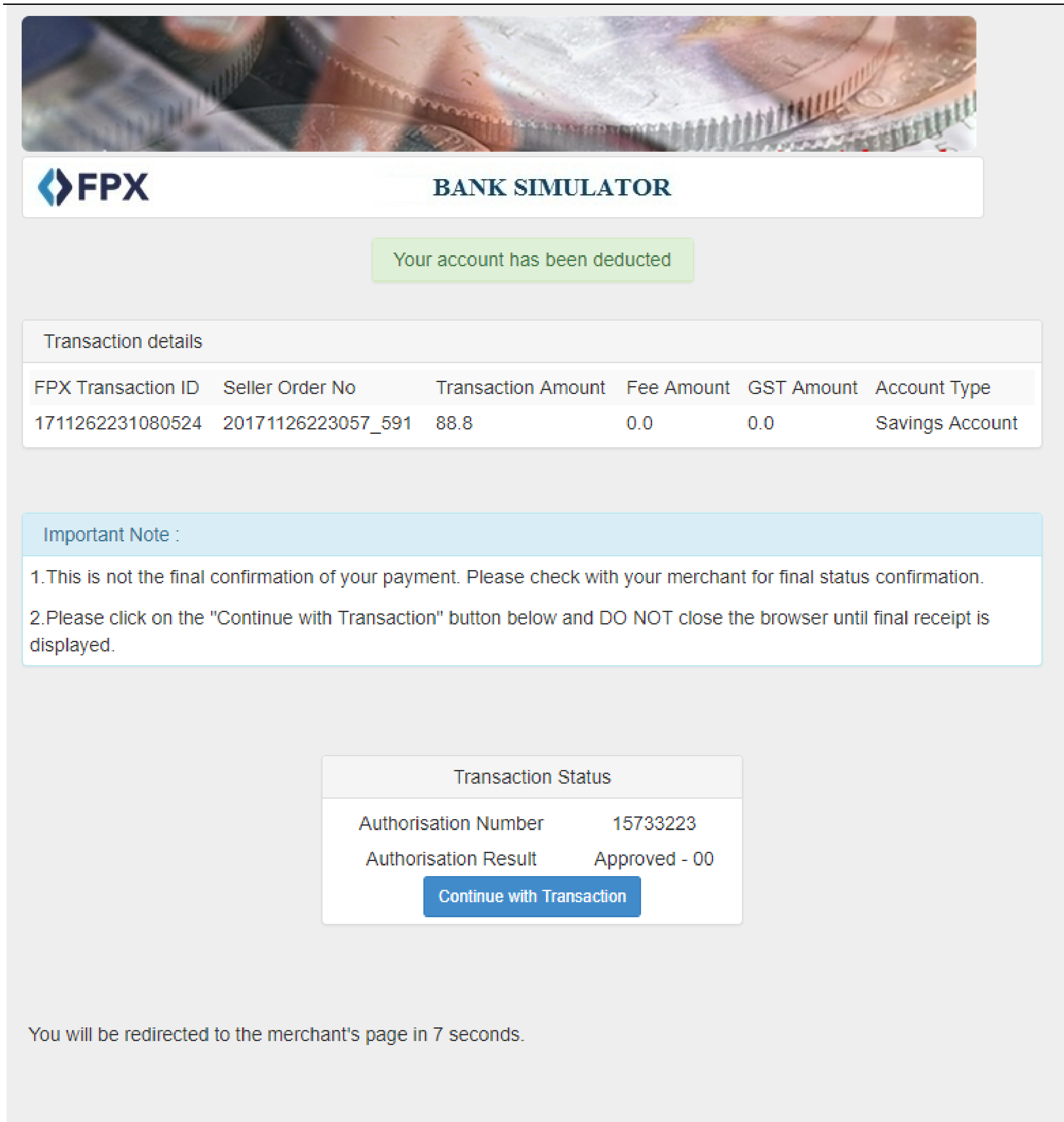
Step 10: Select the bank/payment service to be used for the payment.

Step 11: Enter email address.

Step 12: Click on the Proceed button.

The employer will be redirected to the bank/payment service portal where the payment can be completed. The example shown in the images is the payment through FPX.


FPX
BANK SIMULATOR
Sign in to continue
User Id
User Id
Password
Password
Sign in
Cancel



FPX BANK SIMULATOR

Your account has been deducted

Transaction details

FPX Transaction ID	Seller Order No	Transaction Amount	Fee Amount	GST Amount	Account Type
1711262231080524	20171126223057_591	88.8	0.0	0.0	Savings Account

Important Note :

1.This is not the final confirmation of your payment. Please check with your merchant for final status confirmation.

2.Please click on the "Continue with Transaction" button below and DO NOT close the browser until final receipt is displayed.

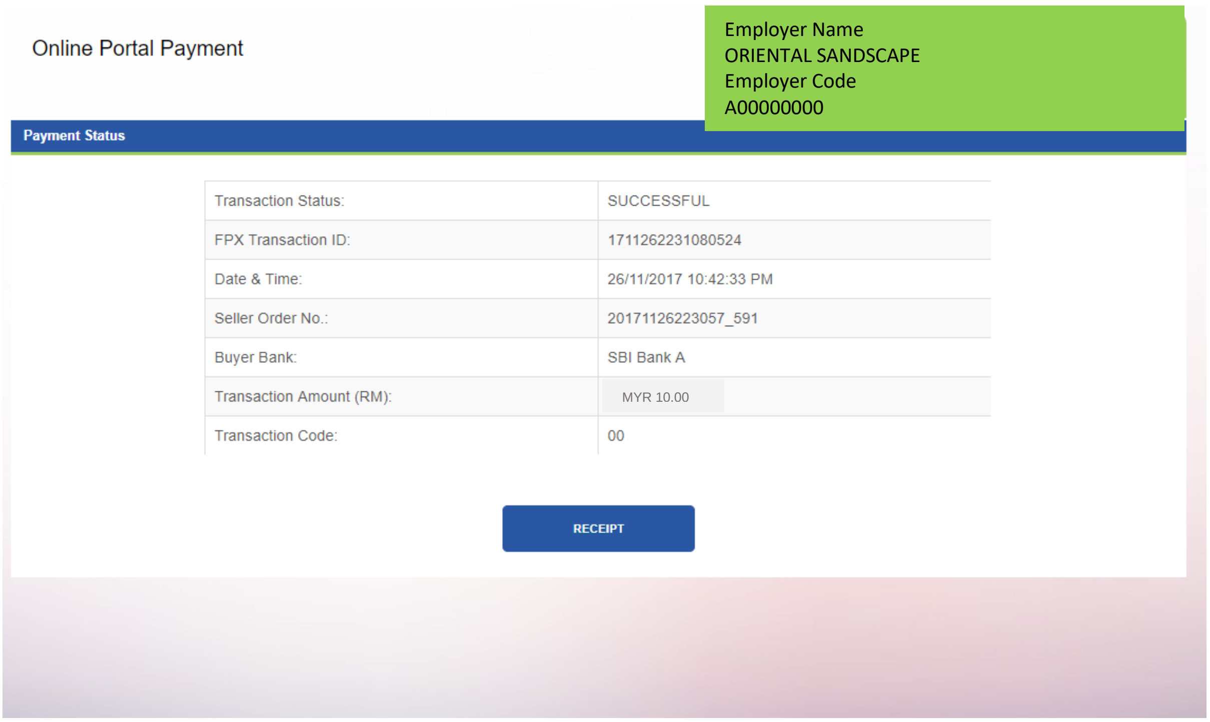
Transaction Status

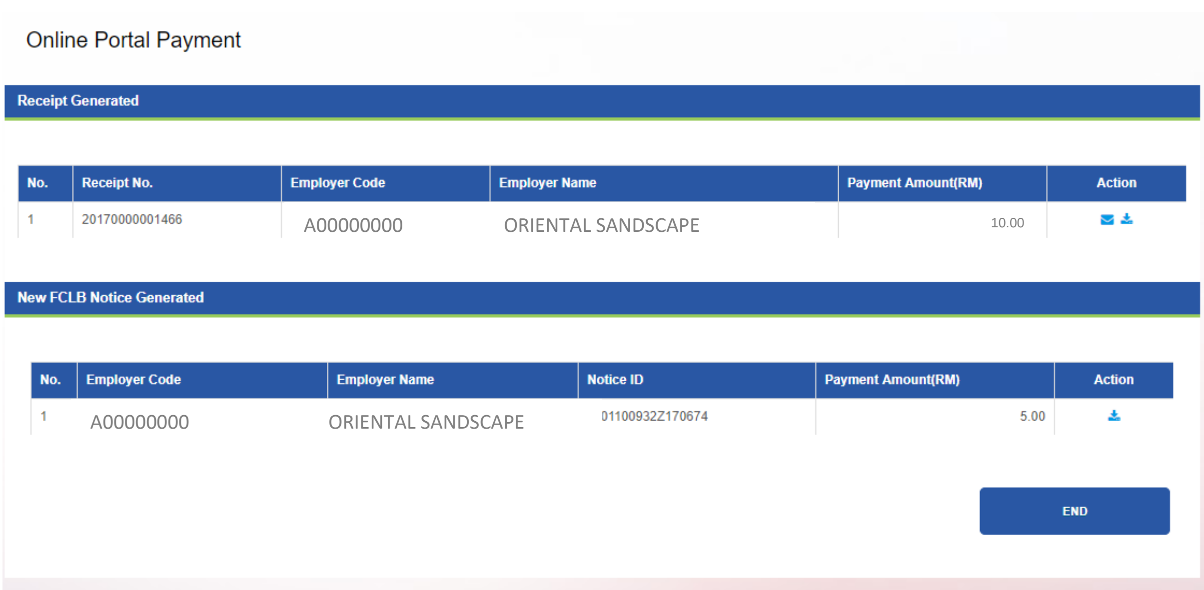
Authorisation Number	15733223
Authorisation Result	Approved - 00

Continue with Transaction

You will be redirected to the merchant's page in 7 seconds.

Once the payment has been done through the external portal, the employer will be redirected to ASSIST portal. The status of the transaction will be displayed in the payment status section. If the transaction status is successful, the employer is able to download the receipt, as well as retrieve any FCLB notice generated as a result of late payment.





Step 13: Click on the Receipt button.

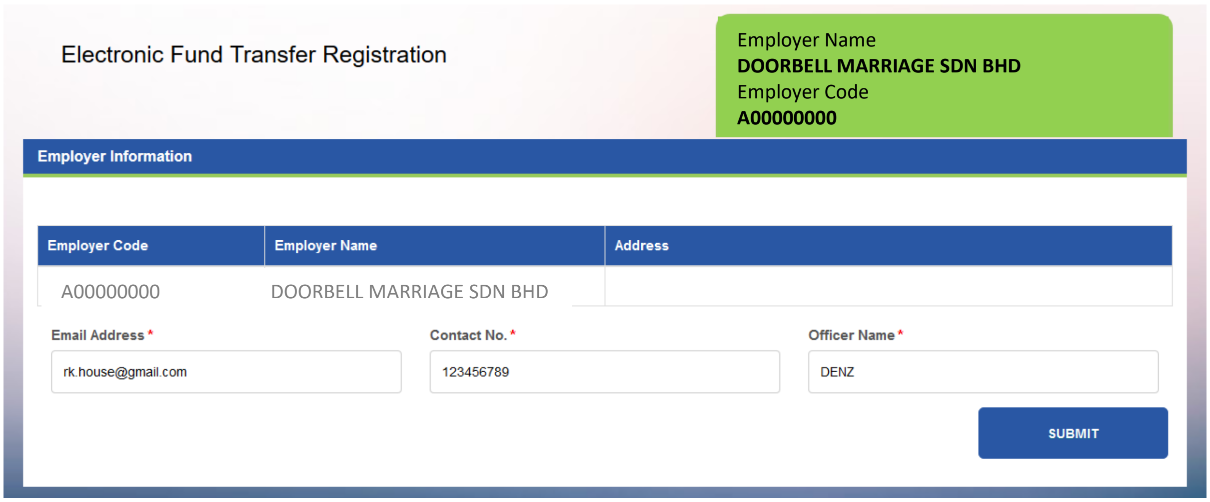
5.5 Electronic Funds Transfer

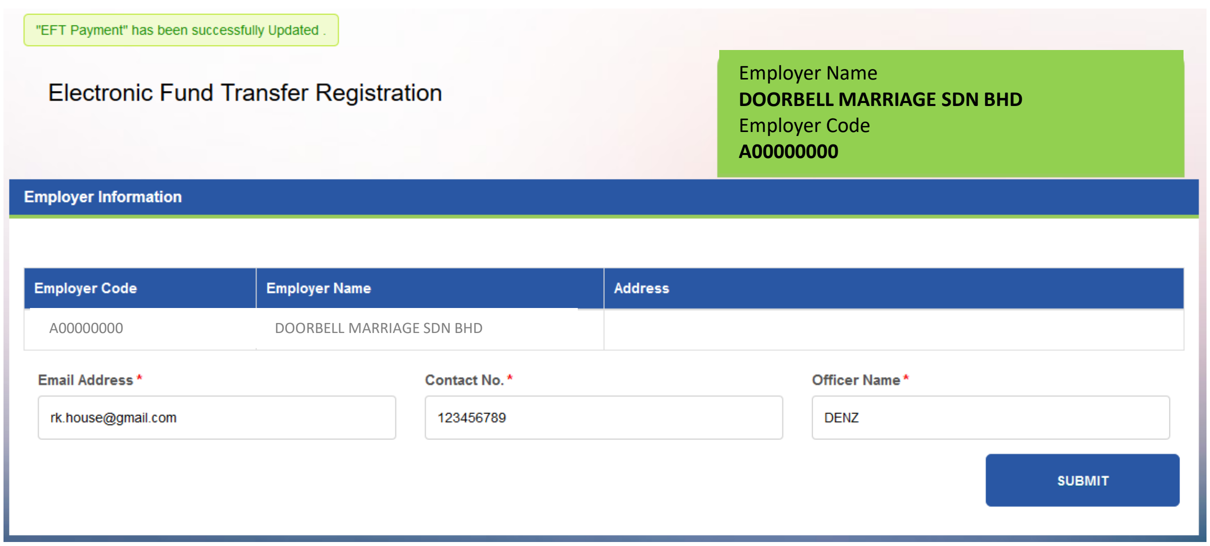
5.5.1 EFT Registration

The employer is required to perform EFT Registration in order to make payment using EFT through the portal.

Step 1 : Enter the required details in the mandatory fields.

Step 2 : Click the Submit button.





NOTE 1: The success message will be displayed at the top of the screen.

NOTE 2: Once the EFT Registration is successful, the pending payments will be displayed at the EFT Payment page for the employer.

5.5.2 EFT Payment

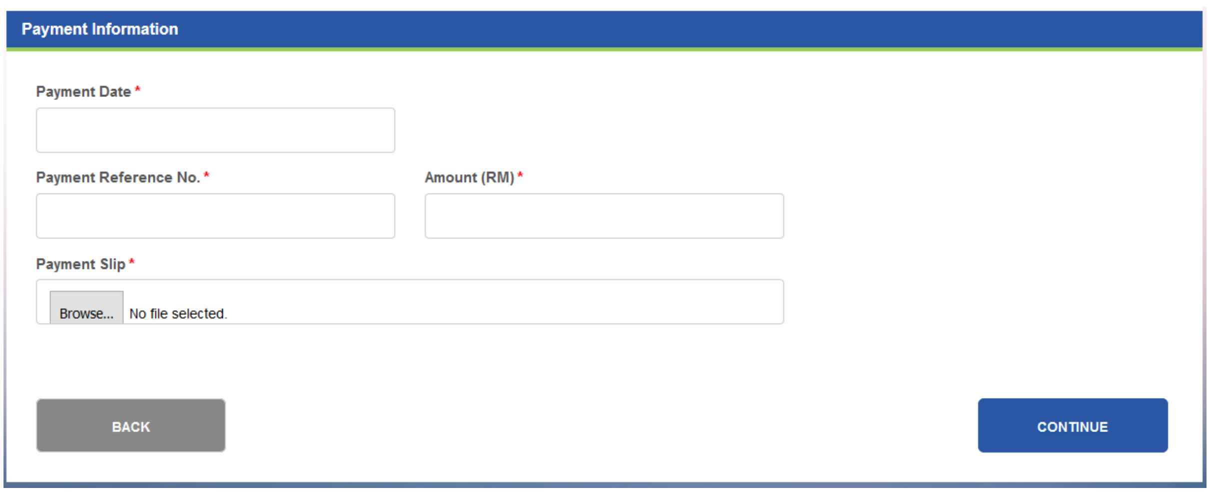
As mentioned previously, EFT Payment for an employer will only be possible after EFT Registration has been performed by the employer.

Step 1: Tick on the payments records to be paid.

Step 2: Click the Continue button.

Step 3: Enter the EFT Payment details and upload the payment slip.

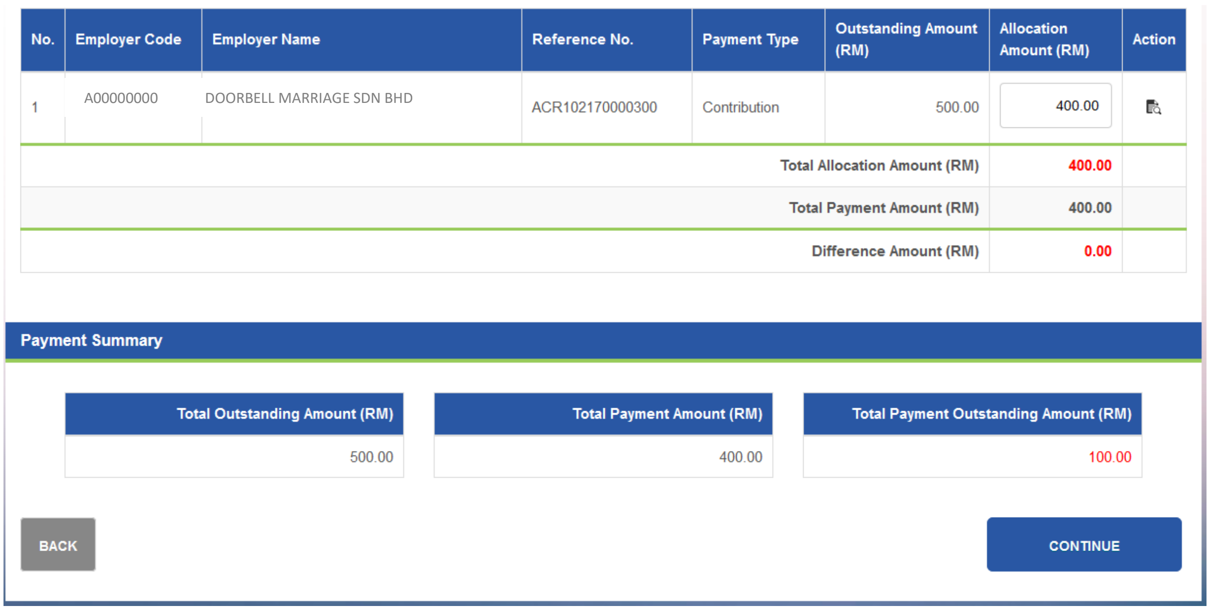
Step 4: Click on the Continue button.

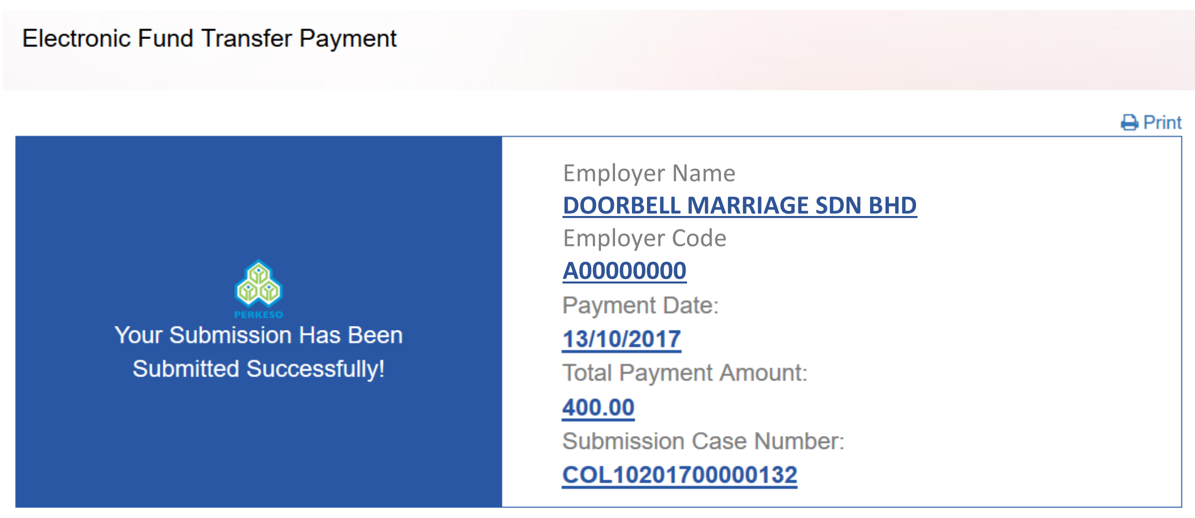


Step 5: Perform Payment allocation if required.

NOTE: Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.

Step 6: Click the Continue button.





The EFT payment will be submitted for review and approval by the CC EFT and CA EFT.

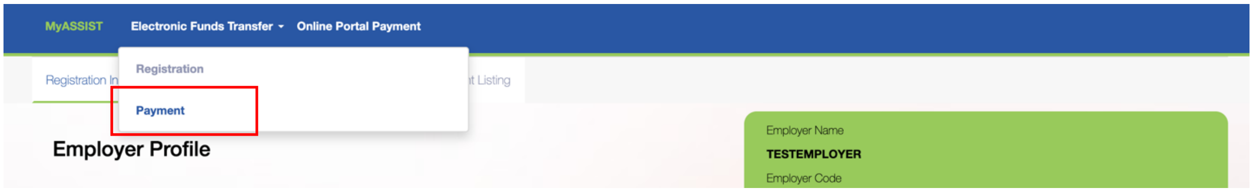
NOTE: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.

There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the ‘Exception List’.

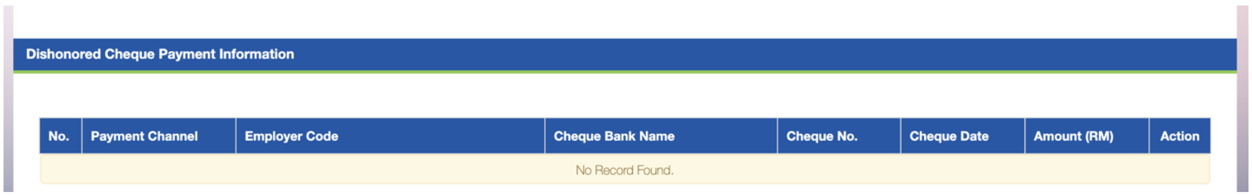
5.5.3 EFT Payment (to replace Dishonoured Cheques)

Users are now able to replace Dishonored Cheque contribution payment with EFT payment method.

Step 1: Select Payment from the Electronic Fund Transfer dropdown menu.



Step 2: View Dishonoured Cheque Information.



Step 3: Select dishonored cheque and proceed with payment, following Steps 1 – 6 in Section 5.5.2.

5.6 Electronic Funds Transfer (One to Many)

5.6.1 EFT Registration

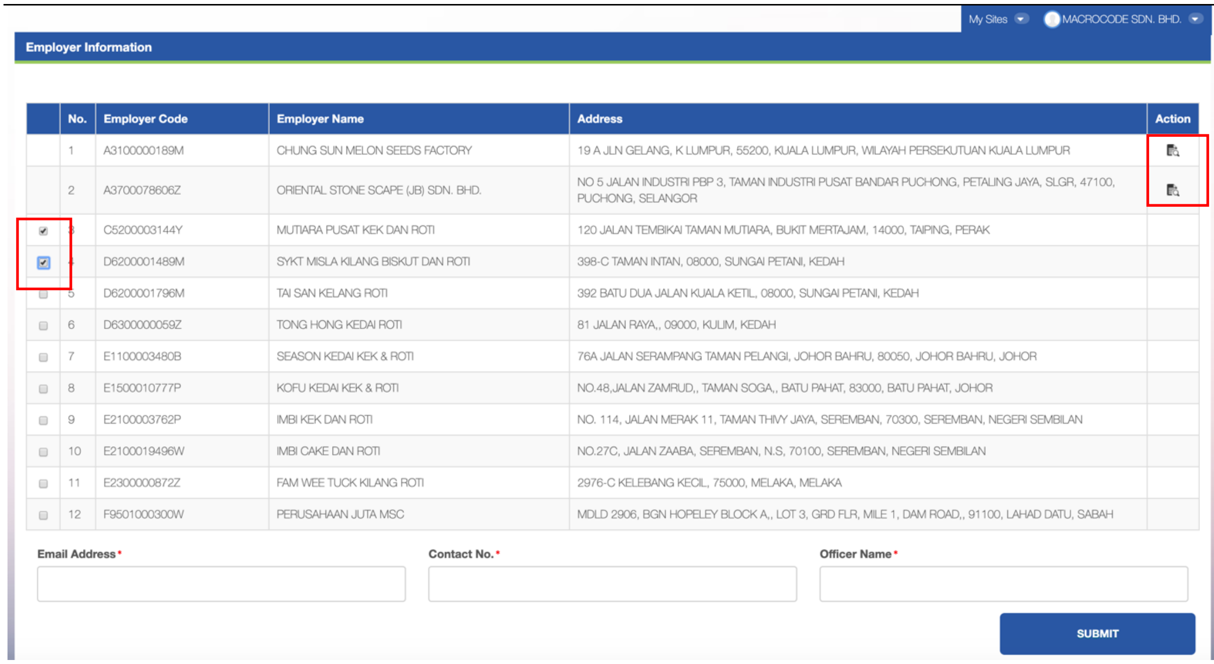
For Parent Employers to perform EFT Registration in order to make payment using EFT for managed employers via the ASSIST Portal.

Step 1: Click on Electronic Funds Transfer (EFT) on the main menu bar of SOCSO- Contribution. A list of all related employer and the Parent Employer will be displayed.

Step 2: Check the selected managed employer to register for EFT

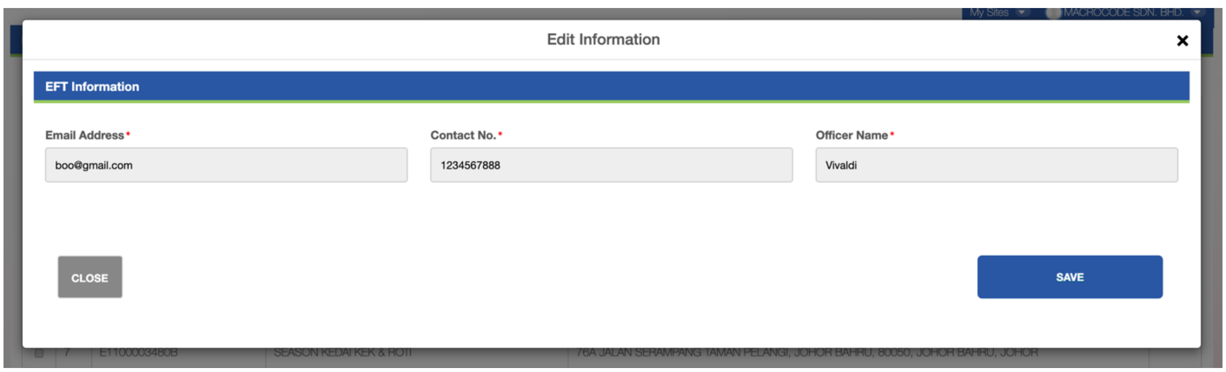
Step 3: Fill up the necessary details.

Step 4: Click Submit.



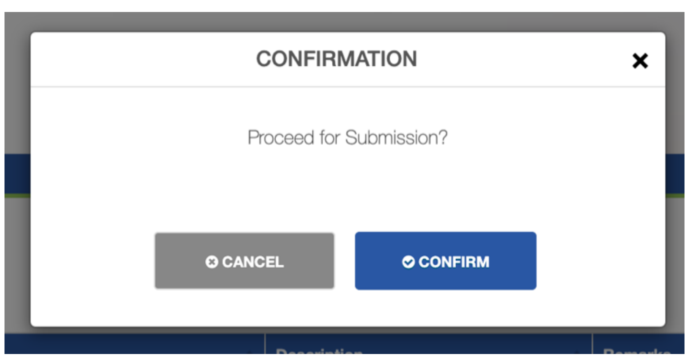
	No.	Employer Code	Employer Name	Address	Action
	1	A3100000189M	CHUNG SUN MELON SEEDS FACTORY	19 A JLN GELANG, K LUMPUR, 55200, KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR	
	2	A3700078606Z	ORIENTAL STONE SCAPE (JB) SDN. BHD.	NO 5 JALAN INDUSTRI PBP 3, TAMAN INDUSTRI PUSAT BANDAR PUCHONG, PETALING JAYA, SLGR, 47100, PUCHONG, SELANGOR	
	3	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	120 JALAN TEMBIKAI TAMAN MUTIARA, BUKIT MERTAJAM, 14000, TAIPING, PERAK	
	4	D6200001489M	SYKT MISLA KILANG BISKUT DAN ROTI	398-C TAMAN INTAN, 08000, SUNGAI PETANI, KEDAH	
	5	D6200001796M	TAI SAN KELANG ROTI	392 BATU DUA JALAN KUALA KETIL, 08000, SUNGAI PETANI, KEDAH	
	6	D6300000059Z	TONG HONG KEDAI ROTI	81 JALAN RAYA,, 09000, KULIM, KEDAH	
	7	E1100003480B	SEASON KEDAI KEK & ROTI	76A JALAN SERAMPANG TAMAN PELANGI, JOHOR BAHRU, 80050, JOHOR BAHRU, JOHOR	
	8	E1500010777P	KOFU KEDAI KEK & ROTI	NO.48,JALAN ZAMRUD,, TAMAN SOGA,, BATU PAHAT, 83000, BATU PAHAT, JOHOR	
	9	E2100003762P	IMBI KEK DAN ROTI	NO. 114, JALAN MERAK 11, TAMAN THIVY JAYA, SEREMBAN, 70300, SEREMBAN, NEGERI SEMBILAN	
	10	E2100019496W	IMBI CAKE DAN ROTI	NO.27C, JALAN ZAABA, SEREMBAN, N.S, 70100, SEREMBAN, NEGERI SEMBILAN	
	11	E2300000872Z	FAM WEE TUCK KILANG ROTI	2976-C KELEBANG KECIL, 75000, MELAKA, MELAKA	
	12	F9501000300W	PERUSAHAAN JUTA MSC	MDLD 2906, BGN HOPELEY BLOCK A,, LOT 3, GRD FLR, MILE 1, DAM ROAD,, 91100, LAHAD DATU, SABAH	

Step 5: Edit EFT information of previously registered managed employer by clicking on the View icon on the Action Column.



Step 6: Click Save

Step 7: Click Submit.



Step 8: Click Confirm.

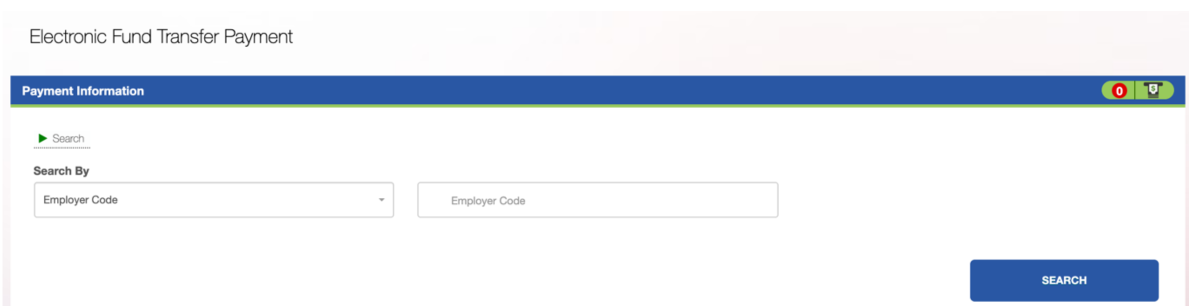
NOTE 1: The success message will be displayed at the top of the screen.

NOTE 2: Once the EFT Registration is successful, the pending payments will be displayed at the EFT Payment page for the employer.

5.6.2 EFT Payment

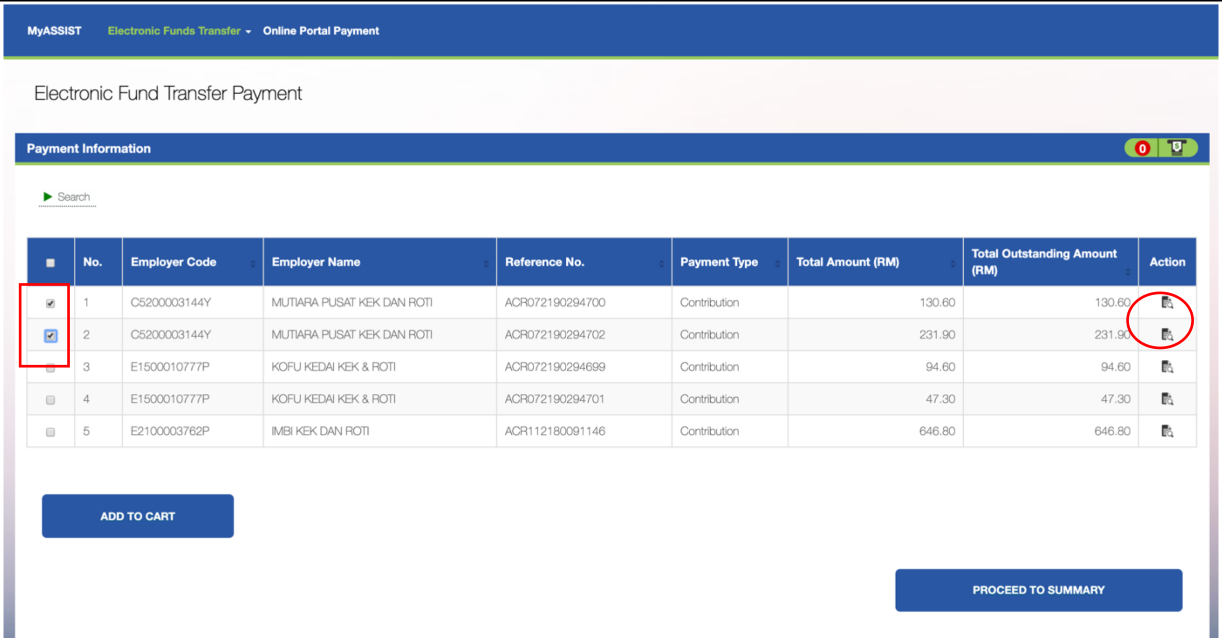
EFT Payment for an employer will only be possible after EFT Registration has been performed by the Parent Employer.

Step 1: Search managed employer using search by Employer Code, Employer Name, ACR No. from the dropdown menu.

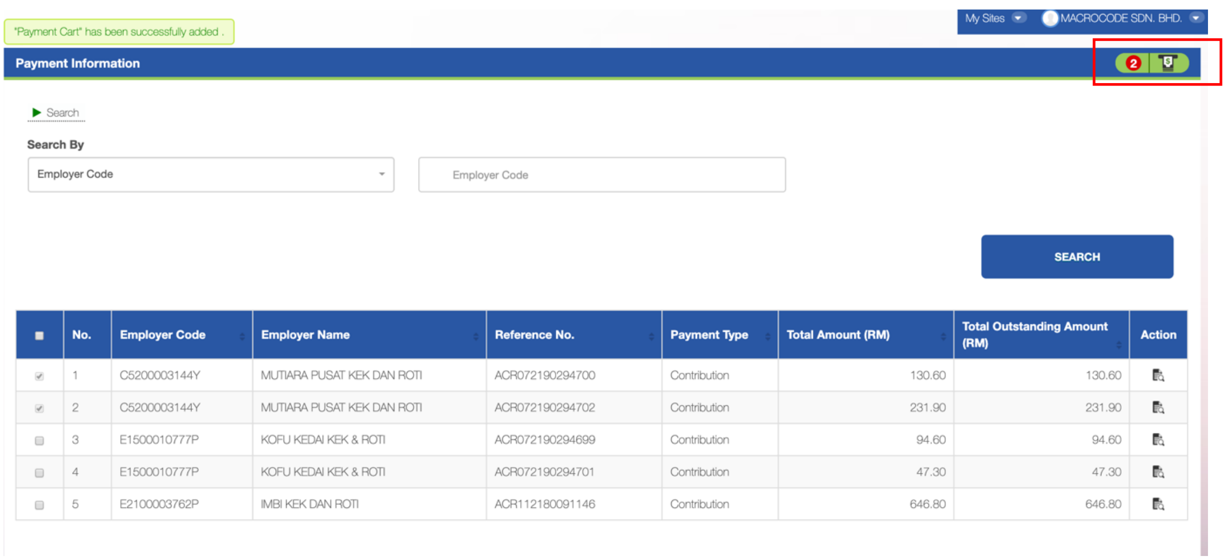


Step 2: Click on the View icon to view payment details.

Step 3: Check the payments records to be paid.

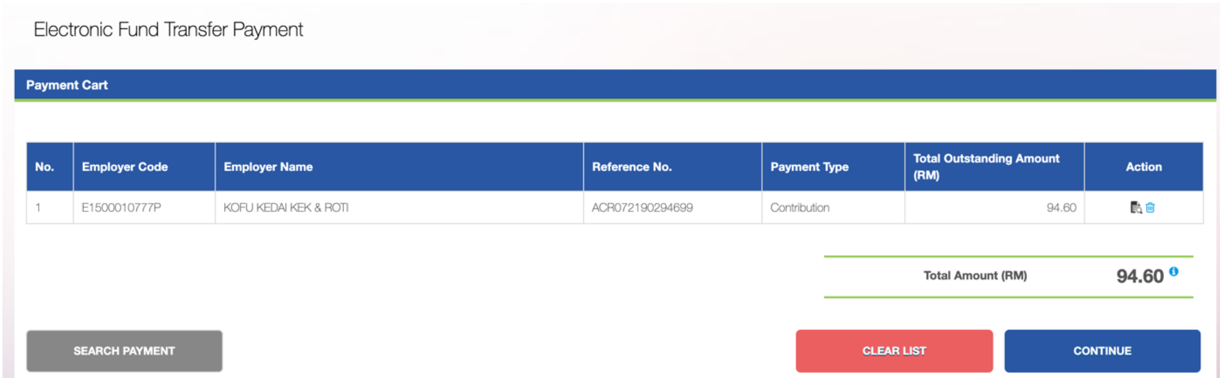


Step 4: Click Add to Cart. Payments to be made is reflected in the Cart icon, as illustrated below.

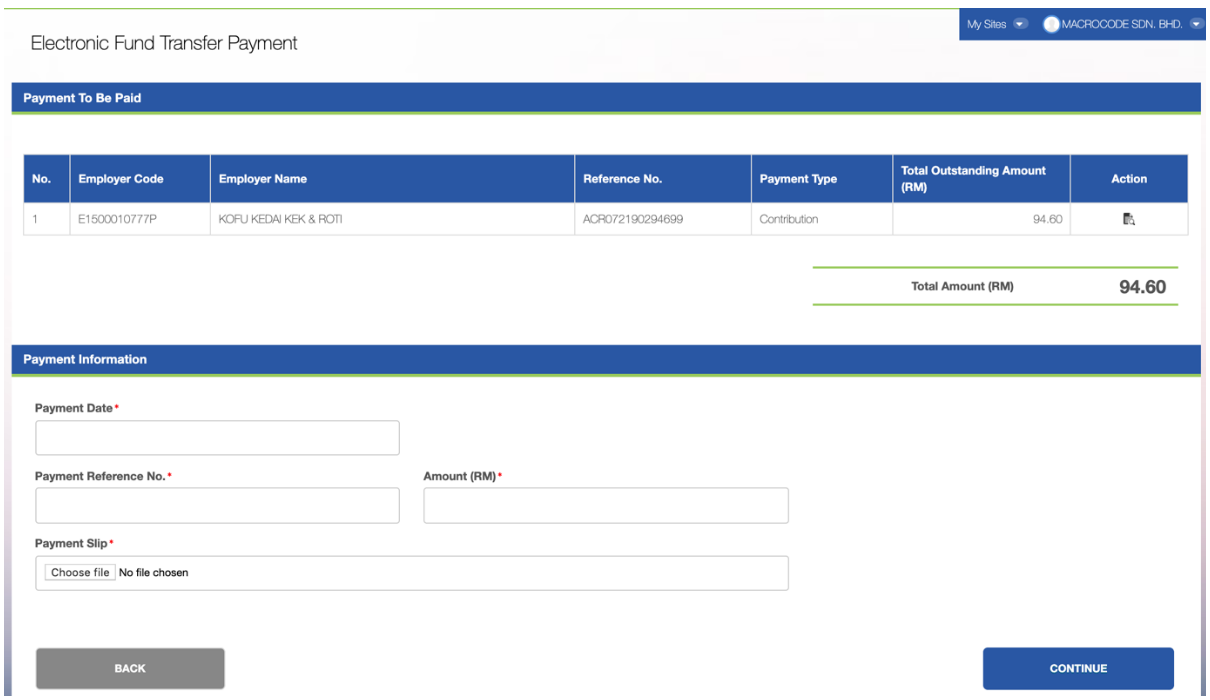


Step 5: Click on Summary to review payment details.

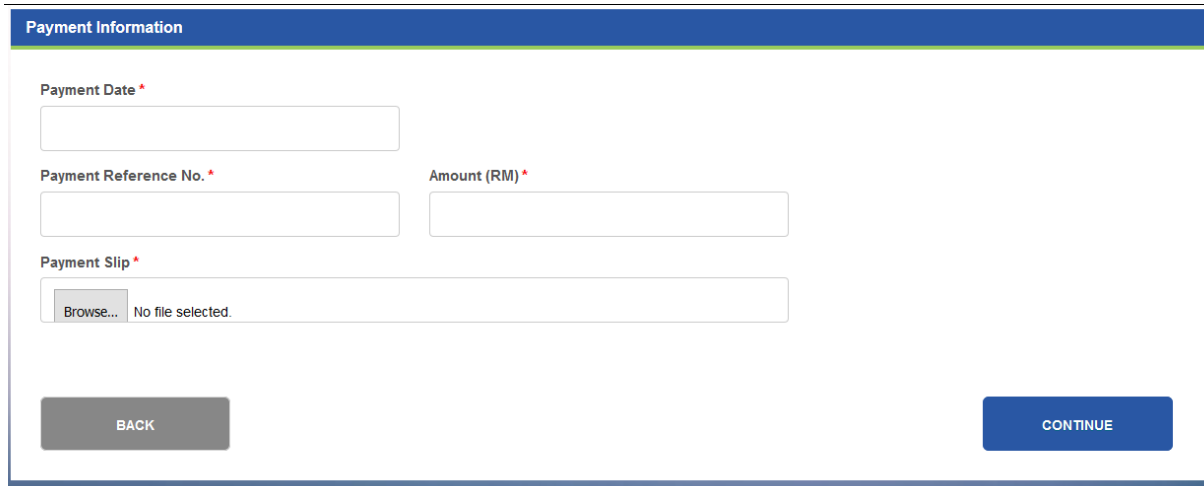
Step 6: Click on the Cart icon to view the payment cart



Step 7: Click Continue.



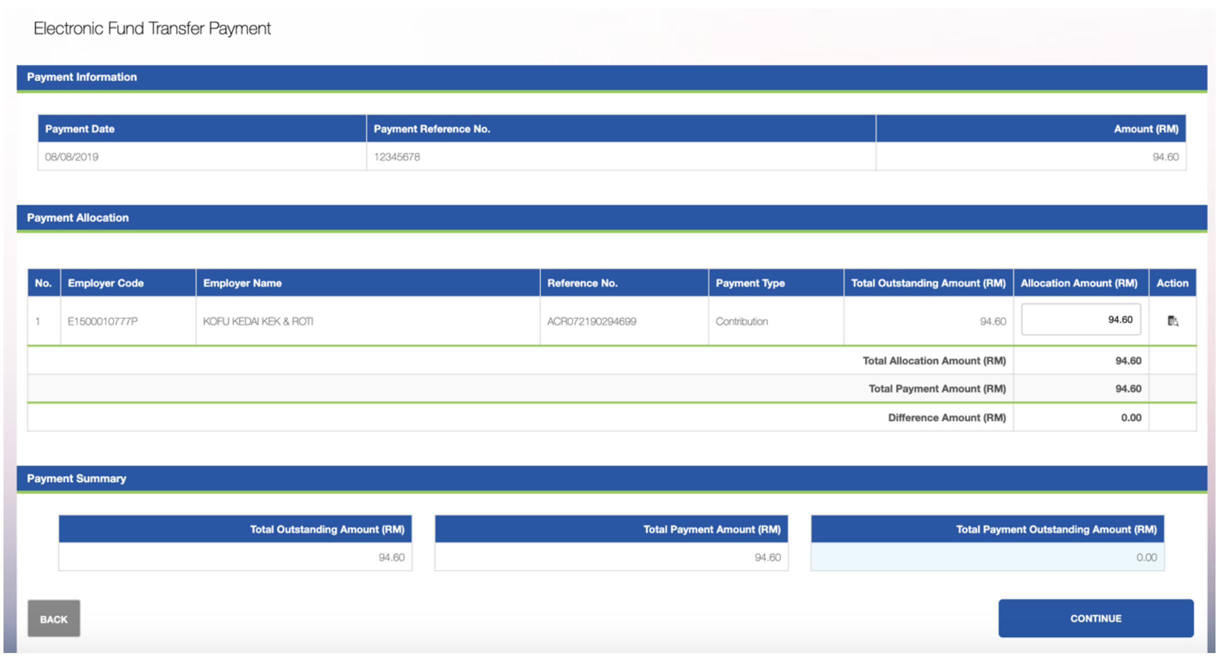
Step 8: Enter the EFT Payment details and upload the payment slip.



Step 9: Click on the Continue button.

Step 10: Perform Payment allocation if required.

Note: Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.



Step 11: Click the Continue.

Step 12: Click Print to submission.

The EFT payment will be submitted for review and approval by the CC EFT and CA EFT.

Note: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.

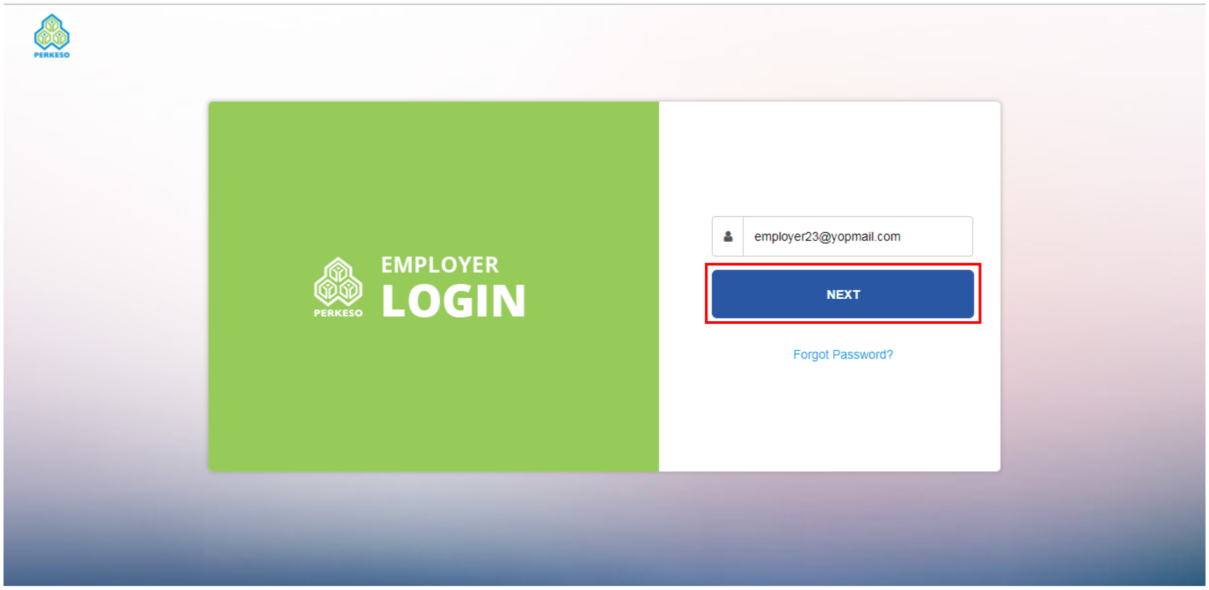
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

6.0 MAKING CONTRIBUTION PAYMENT (AKTA 800-EIS)

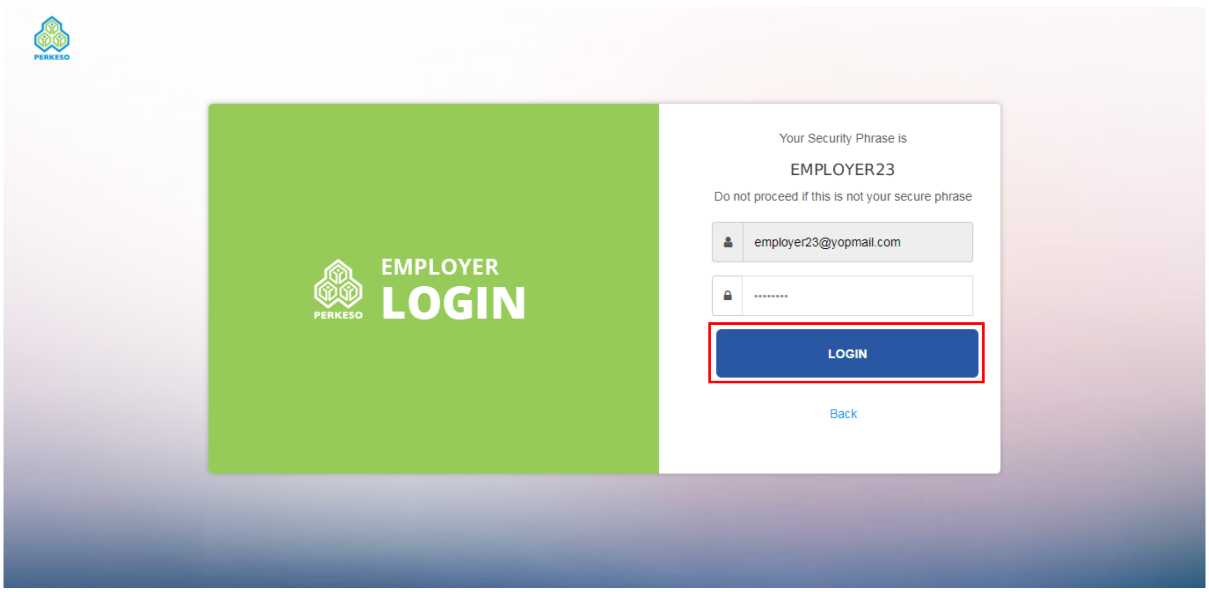
6.1 Arrears/Short Contribution Submission

Submission of Arrears/Short Contribution via employer portal

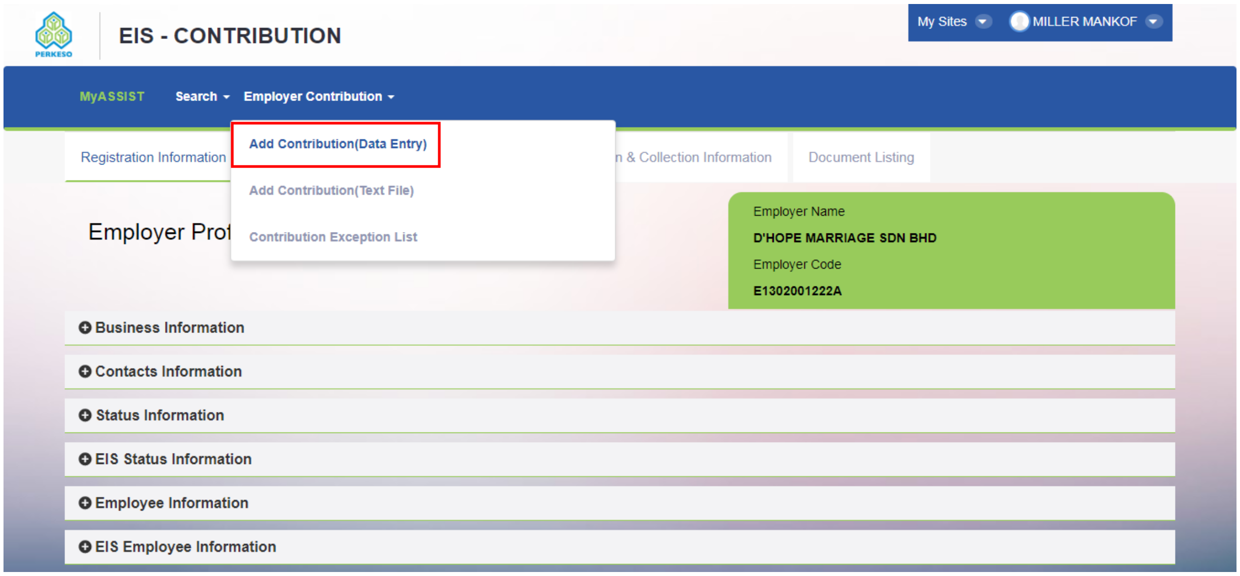
Step 1: At employer login page, enter the login email and click next.



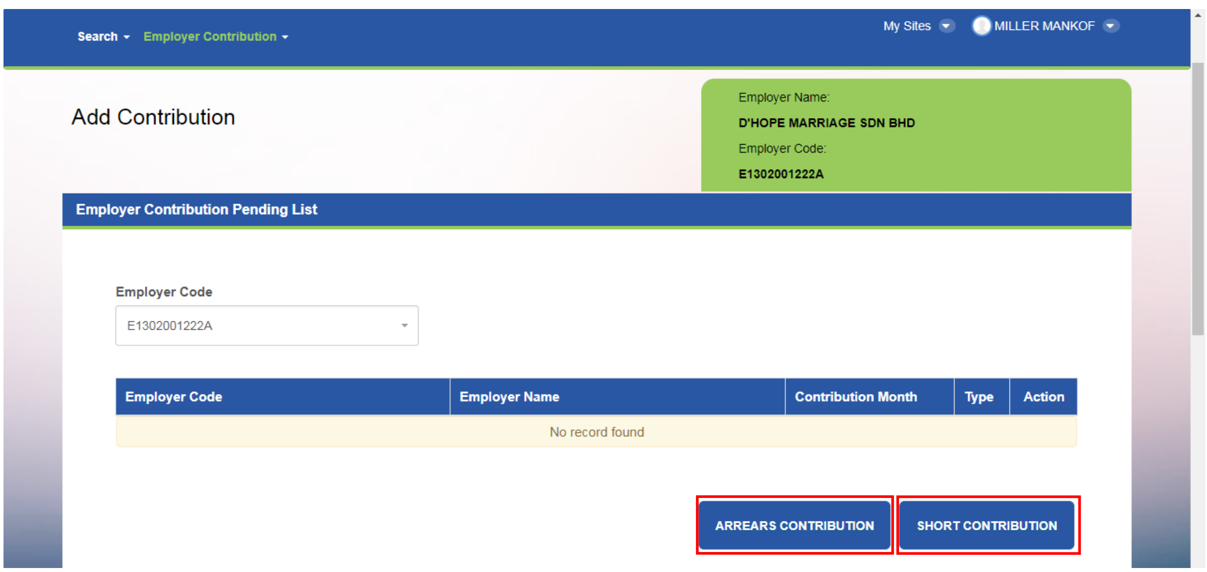
Step 2: Enter password and click login to proceed



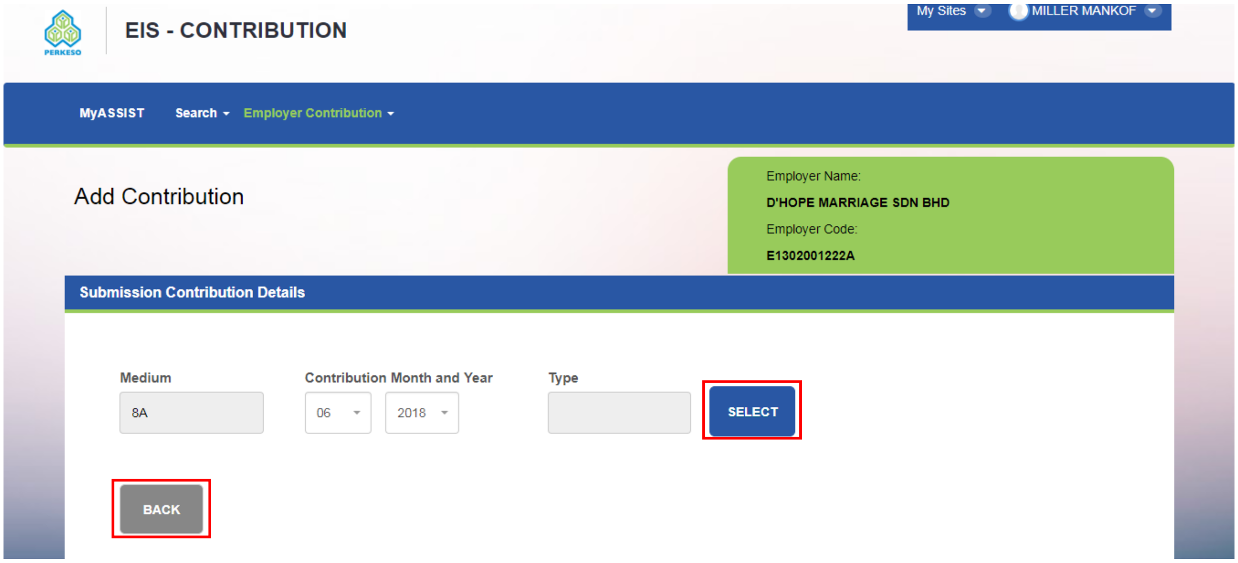
Step 3: Select Add Contribution (Data Entry) under Employer Contribution



Step 4: Select Arrears/Short Contribution to proceed

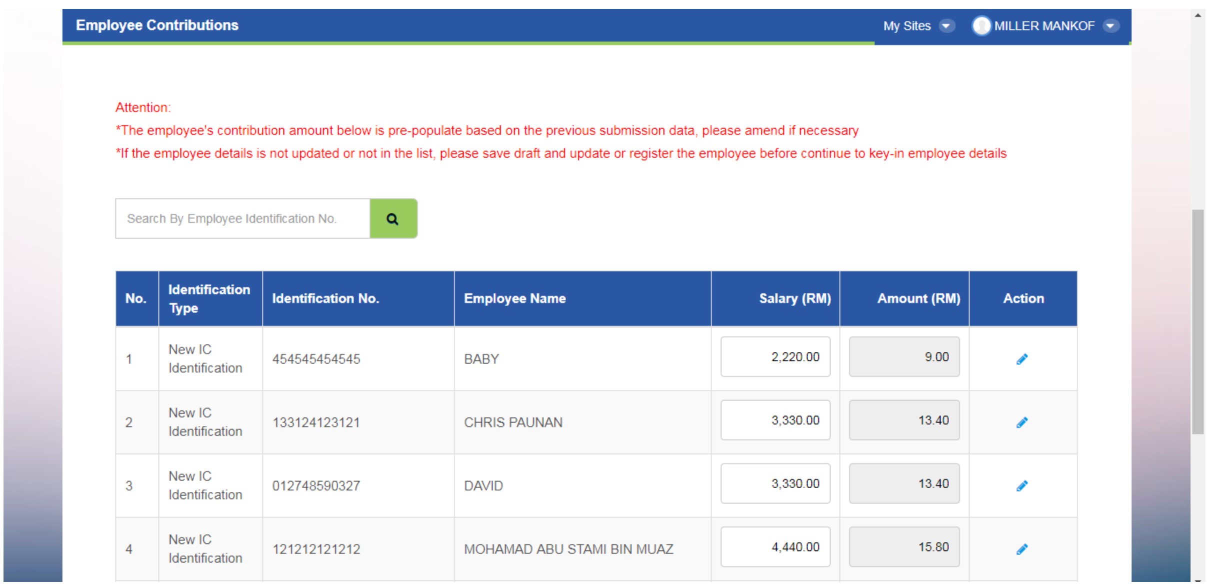


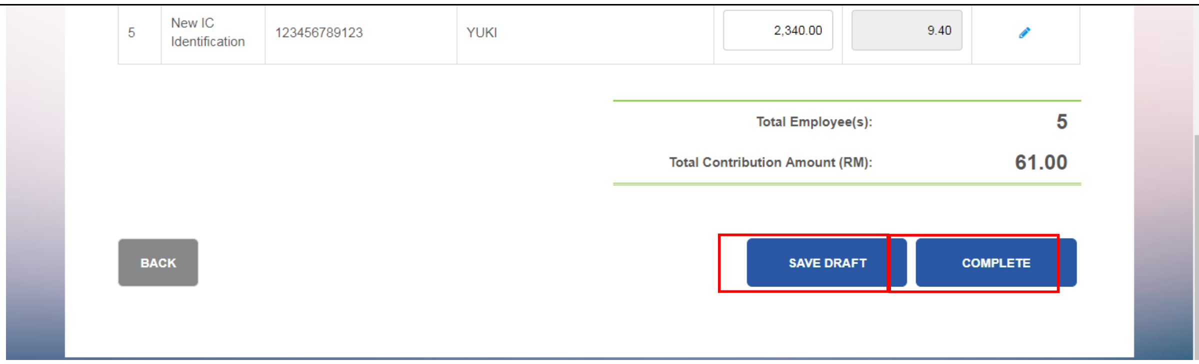
Step 5: Select Contribution Month and click Select



Step 6: Click Edit button to key in the Salary. The amount will be populated according to the input Salary amount. The user can choose to save the contribution record as a draft.

Step 7: Click complete to submit the contribution.

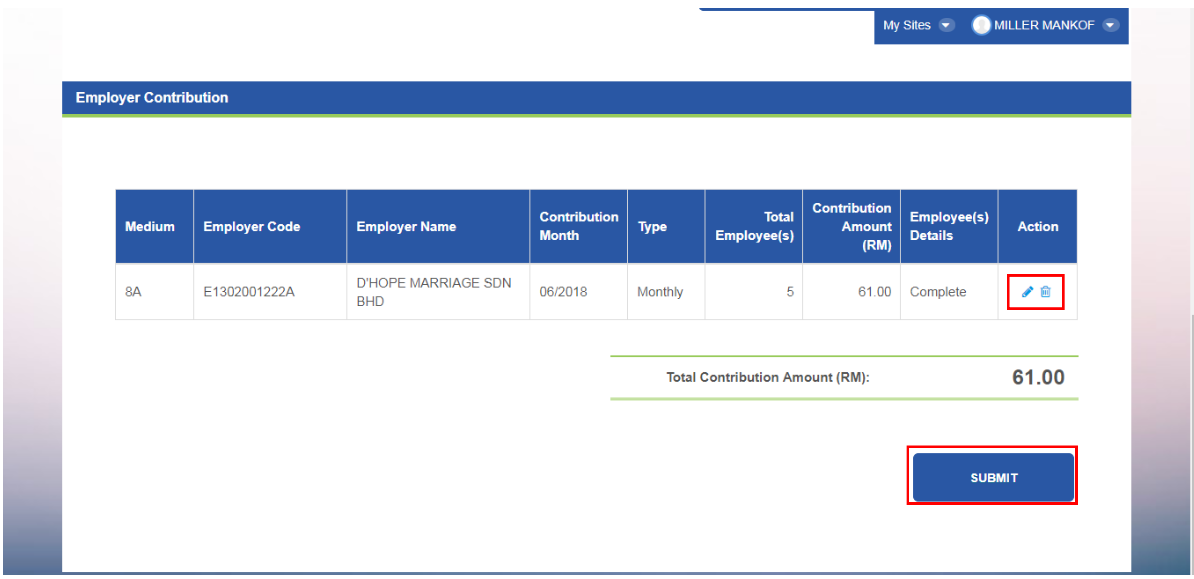




Step 7: The employer contribution information will be listed here. User may click edit icon to edit the contribution information, click trash bin icon to remove contribution.

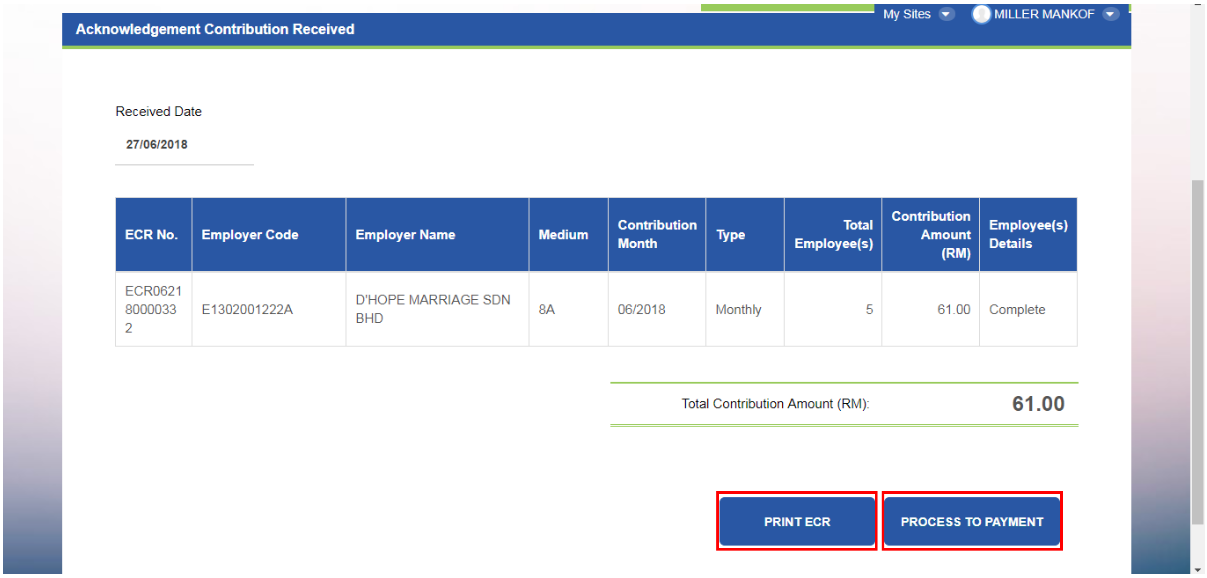
Step 8: Select submit for contribution submission.

Step 9: If add more than one contribution, do similar step 1 to step 9.



Step 10: After contribution submitted, the user can click the Print ECR to download ECR

Step 11: Select Process to Payment to make payment.



NOTE: The ECR generated can be emailed or downloaded for printing using the action buttons.

Sample of ECR generated:

ECR062180000342

PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : 1-300-22-8000
E-Mel : perkeso@perkeso.gov.my

EMPLOYEE CONTRIBUTION RECEIVED (ECR)

EMPLOYER DETAILS

Code : E1302001222A

Name : D'HOPE MARRIAGE SDN BHD
CHOPPER FIELD, BASE ROUND QUARTER
HQ ARMY FORCE
JOHOR
84000 MUAR
JOHOR

CONTRIBUTION DETAILS

Medium : PORTAL

TYPE	PERIOD	TOTAL EMPLOYEE	AMOUNT(RM)
Monthly	06/2018	5	61.00
		TOTAL	61.00

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

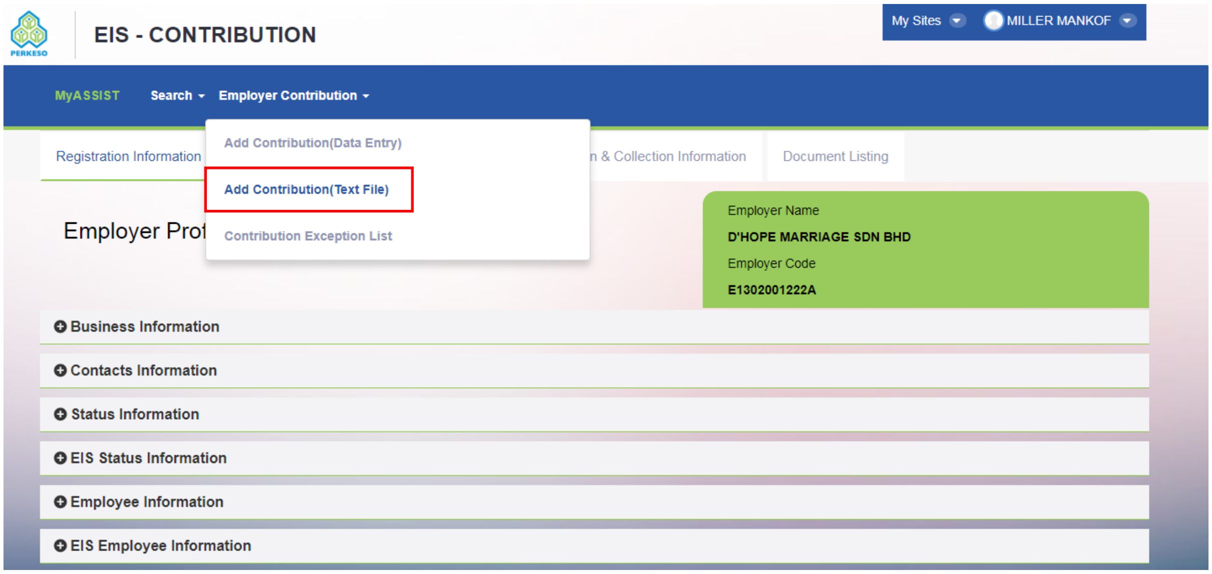
Remark : ECR number will made available at bank counter the next operation day for submission of Contribution before 6.00PM.

Computer generated receipt and requires no signature.

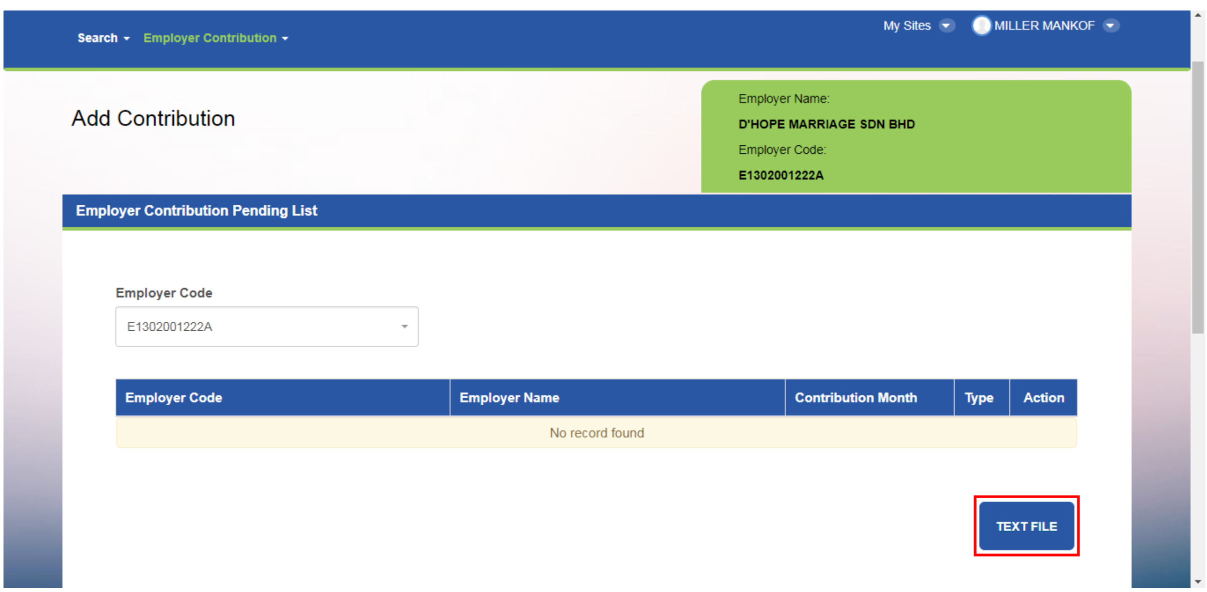
6.1.1 Text File Submission

Submission of Contribution Data using Text File

Step 1: Select Add Contribution (Text File) under Employer Contribution



Step 2: Select Text File

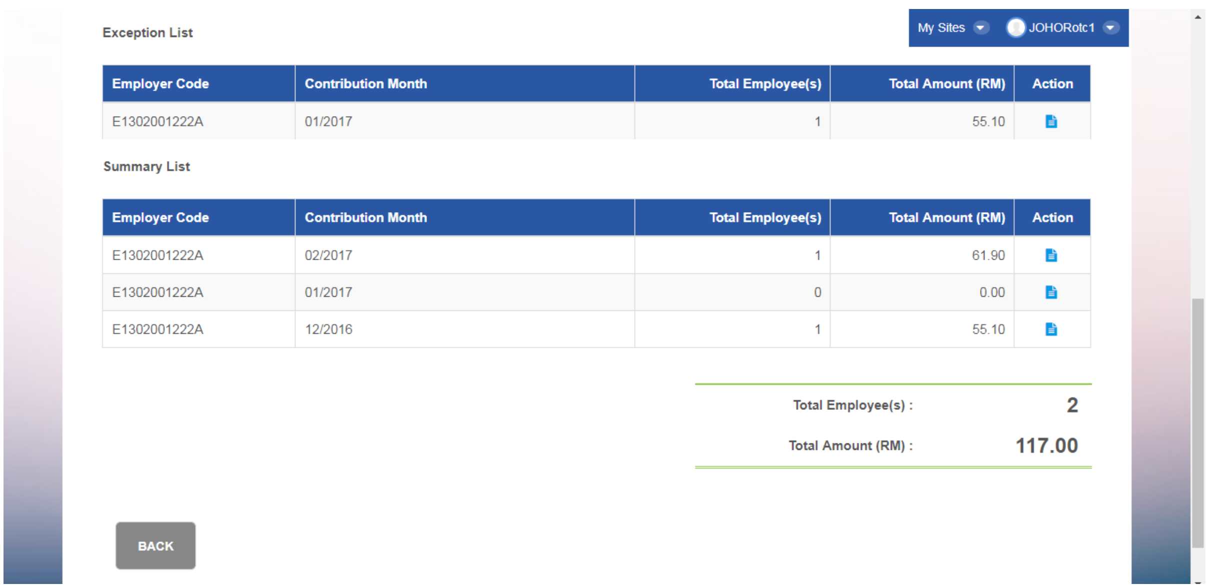


Step 3: Click Choose File to browse for text file

Step 4: Select Upload

Step 5: Choose file and click upload

Step 6: Click Back



Exception List

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
E1302001222A	01/2017	1	55.10	

Summary List

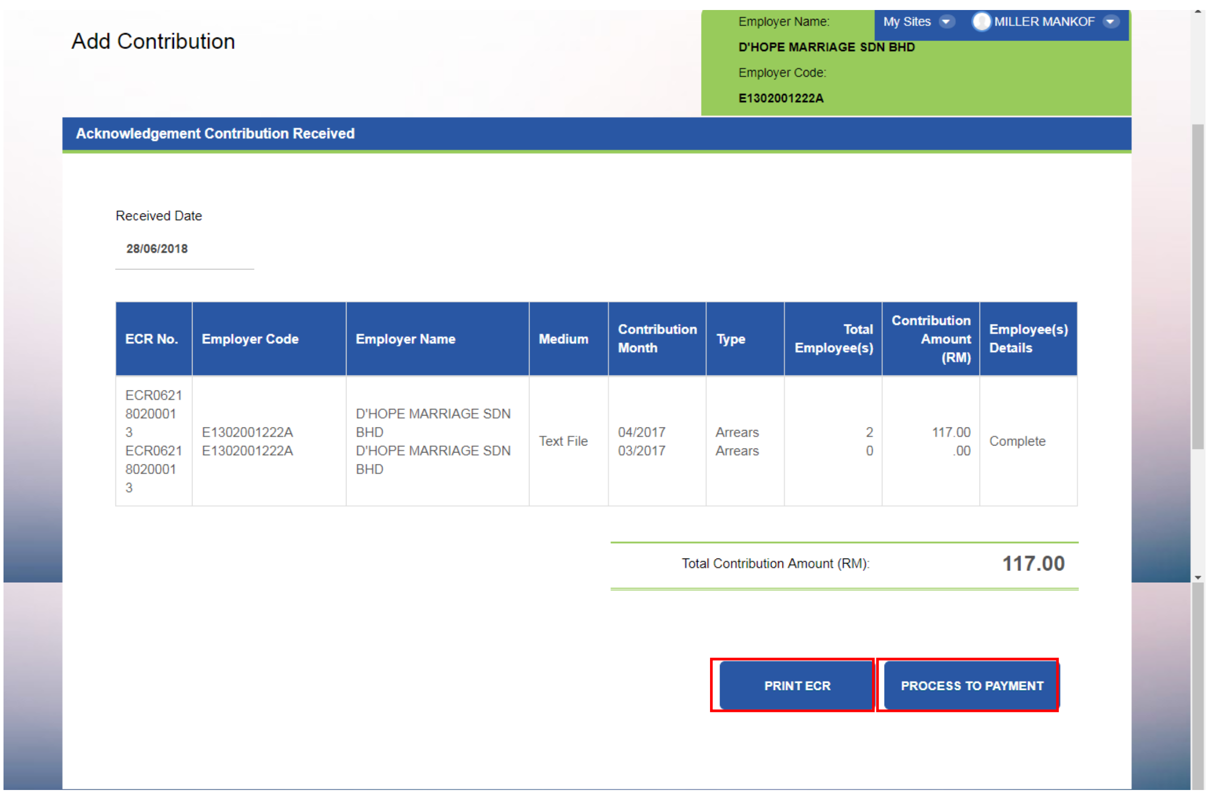
Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
E1302001222A	02/2017	1	61.90	
E1302001222A	01/2017	0	0.00	
E1302001222A	12/2016	1	55.10	

Step 7: Select Submit to Proceed.

Step 8: If add more than one text file, do similar step 2 to step 6.

Step 9: Select Print ECR to download ECR

Step 10: Select Proceed to Payment to make payment in EIS Collection.



6.1.2 Contribution Exception List

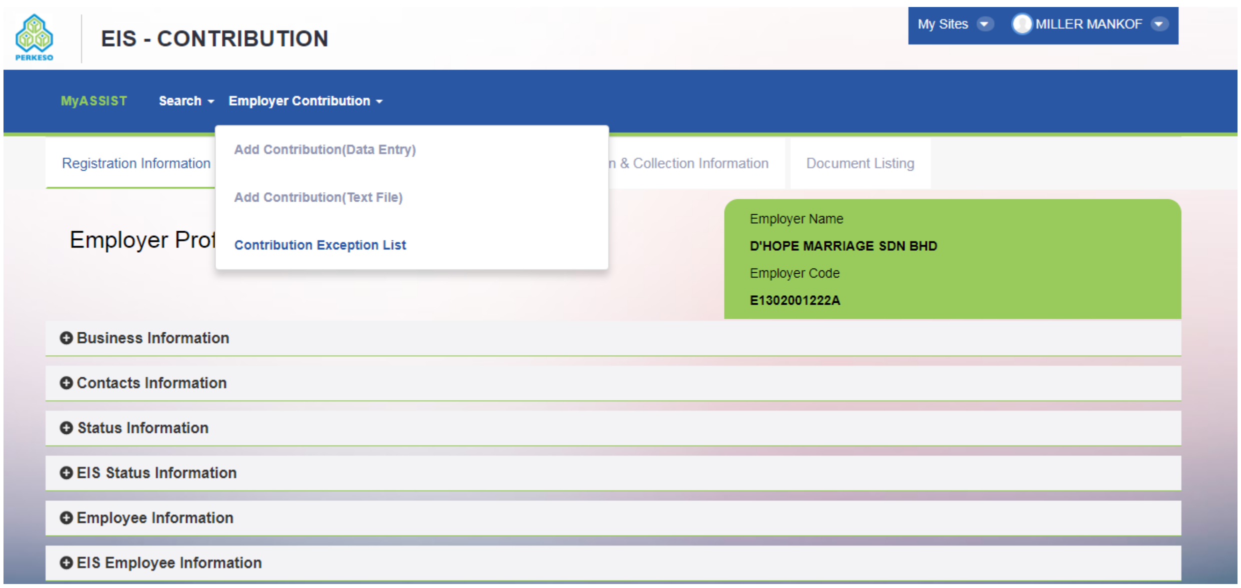
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

Due to EIS (Akta 800) being in the early stages of implementation, PERKESO requires all data that is submitted by employers to be clean and accurate (without the requirement of data cleansing and manual work).

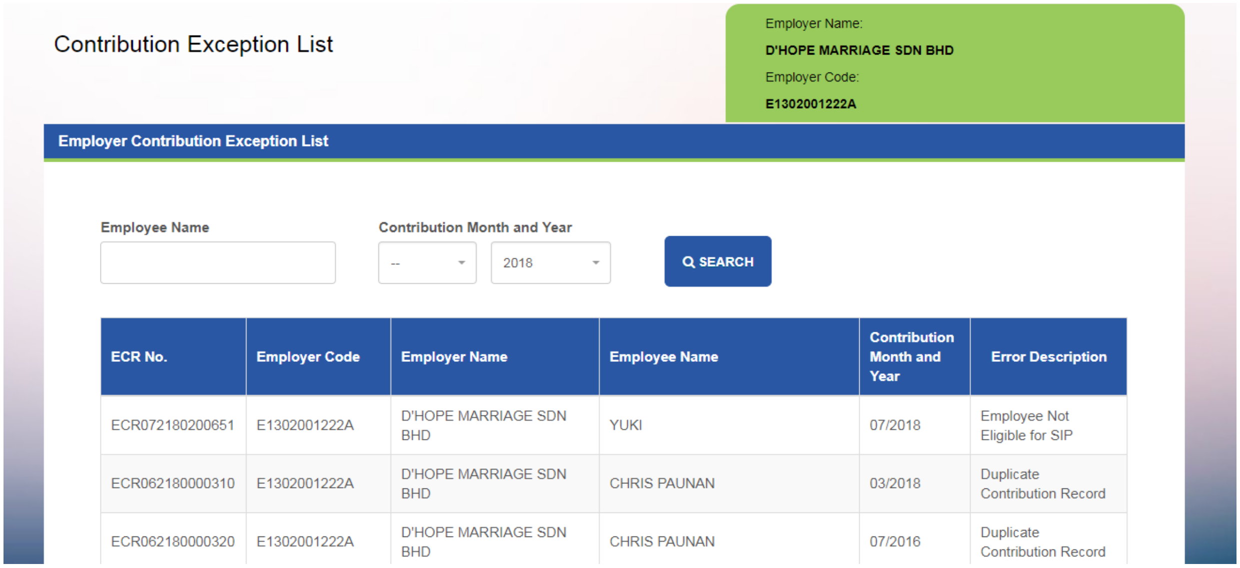
This is not required for Akta 4 which has been in existence for over 40 years.

To check employee record that goes into exception list during contribution submission

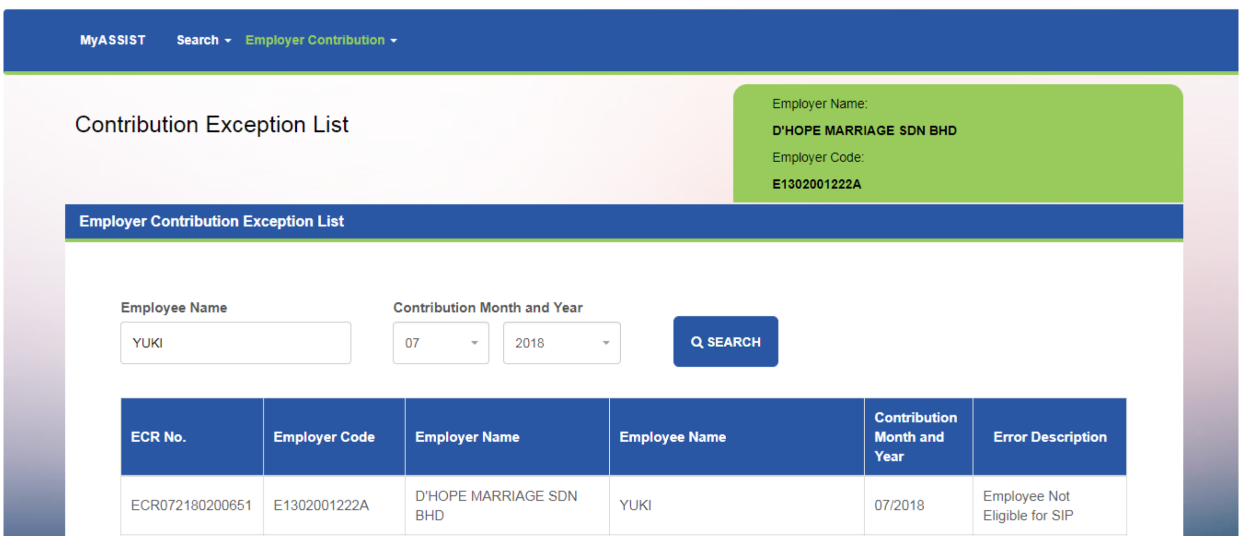
Step 1: Under Employer Contribution menu, select Contribution Exception List



Step 2: The list of employees displayed as below



Step 3: Employer may search for the employee by key in the employee name and the contribution month and year



No.	Exception List Errors	Description
1	Wrong IC No	No. Kad Pengenalan Salah
2	Duplicate Contribution Record	Rekod Caruman Telah Wujud
3	Employee Not Eligible for EIS	Pekerja Tidak Layak SIP
4	Invalid Contribution Month	Bulan Carum Tidak Wujud

No.	Error Description	System Rule	Scenario	Action
1	▪ **IC Not Found** *No. KPPN tidak ditemui.* ▪ **Wrong IC No** *No. Kad Pengenalan Salah)*	Employee KPPN No. information in textfile does not exist/not consistent with employee KPPN No. information in the system. *Maklumat No. KPPN pekerja di dalam textfile tidak wujud/tidak sama dengan maklumat No. KPPN pekerja yang ada di dalam sistem.*	Employee KPPN No. information does not exist in "Employee Listing" *Maklumat No. KPPN pekerja tidak wujud di "Employee Listing".*	▪ *Employers are required to register employee(s) that does not exist, in the "Update Add New Employee"* *Majikan hendaklah daftar pekerja yang tidak wujud di "Update Add New Employee".* ▪ *If Akta 4 contribution payment has been made via textfile: -* a. *Employers are required to update employee information in "Auto-Registration Employee Information"* b. *Contribution payment can only be made during the following period.* *Sekiranya telah membuat bayaran caruman Akta 4 melalui textfile: -* a. *Majikan hendaklah mengemaskini maklumat pekerja di "Auto-*

				Registration Employee Information". *b. Bayaran caruman SIP hanya boleh dibuat pada hari berikutnya.*
			Employee KPPN No. information in uploaded textfile is different from registration information in "Employee Listing" *Maklumat No. KPPN pekerja di dalam textfile yang dimuatnaik berbeza dengan maklumat pendaftaran di "Employee Listing".*	▪ Employers are required to update with the correct employee KPPN No. in "Update Employee Information (Employer)" or in textfile. *Majikan hendaklah kemaskini No. KPPN pekerja yang betul di "Update Employee Information (Employer)" atau di textfile.* ▪ If the impact of the registration case conflicts with the system, the case will be escalated to the Approval Officer (RO/UO) for approval before the employer is able to make an EIS contribution payment. *Sekiranya kes impak*

				pendaftaran konflik dengan sistem, kes akan dipanjangkan kepada Pegawai Pengesah (RO/UO) untuk kelulusan sebelum majikan boleh membuat pembayaran caruman SIP.
2	**Invalid Contribution Month** *Bulan Carum Tidak Wujud*	Contribution month information in textfile is stated as before EIS was enforced (1/1/18) OR the following month (advance) *Payment for the current month begins on the 16th of that month. *Maklumat bulan carum di dalam textfile adalah sebelum tarikh SIP berkuatkuasa (1/1/18) atau bulan yang akan datang.* **Bayaran untuk bulan semasa adalah mulai 16hb bulan tersebut.*	Contribution month information is stated as before EIS was enforced (1/1/18) OR the following month (advance) *Maklumat bulan carum adalah sebelum tarikh SIP berkuatkuasa (1/1/18) atau bulan yang akan datang.*	Employers are required to update contribution months that are valid only. *Majikan hendaklah kemaskini bulan caruman yang layak dibayar sahaja.*
3	**Duplicate Contribution Record** *Rekod Caruman Telah Wujud*	Contribution month information, employee KPPN No. and payment total is identical with ECR already generated. *Maklumat bulan carum, No. KPPN pekerja dan jumlah bayaran adalah sama seperti ECR*	Contribution month information, employee KPPN No. and payment total is identical with ECR already generated. *Maklumat bulan carum, No. KPPN pekerja dan jumlah bayaran adalah sama seperti ECR*	Employers are required to inform PERKESO to cancel the duplicate ECR. *Majikan hendaklah memberitahu PERKESO untuk pembatalan ECR berkenaan.*

		yang telah diwujudkan.	*yang telah diwujudkan.*	
4	**Employee Not Eligible for SIP** *Pekerja Tidak Layak SIP*	▪ Employee KPPN No. information is not registered with EIS (Akta 800) *Maklumat No. KPPN pekerja tidak berdaftar SIP* ▪ Employee KPPN No. information is registered with EIS (Akta 800) but no employment start date reflected. *Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi tiada tarikh mula bekerja.* ▪ Employee KPPN No. information registered to EIS (Akta 800) but employee resigned date is reflected. *Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi terdapat tarikh berhenti bekerja.*	Employee KPPN No. information does not exist in “EIS Employee Listing” *Maklumat No. KPPN pekerja tidak wujud di "EIS Employee Listing"*	Employer is required to perform a new registration for the respective employee in “New Registration for EIS” *Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "New Registration For EIS".*
			Employee birth date information not updated. (Example: 1/1/1800) *Maklumat tarikh lahir pekerja tidak dikemaskini. (Contoh: 1/1/1800)*	Employer is required to update employee birth date information in “Update Employee Information (Employer)”. *Majikan hendaklah kemaskini tarikh lahir pekerja di "Update Employee Information (Employer)".*
			Employee resigned date information entered. *Maklumat tarikh berhenti kerja telah dimasukkan.*	Employer is required to perform a new registration for the respective employee in “Update Add New Employee”. *Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "Update Add New Employee"*
			Employee start work date for EIS (Akta 800) not accurate.	Employer is required to submit the accurate employee start work date at the nearest PERKESO branch.

			Maklumat tarikh mula bekerja SIP tidak tepat.	*Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerja berkenaan melalui apa-apa cara ke pejabat PERKESO berdekatan.*
			No information on employee start work date for EIS (Akta 800) *Tiada maklumat tarikh mula bekerja SIP.*	Employer is required to submit the accurate employee start work date at the nearest PERKESO branch. *Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerja berkenaan melalui apa-apa cara ke pejabat PERKESO berdekatan.*

Example: Exception Listing Below for WRONG IC NO.

Employer Code: D6400002536W

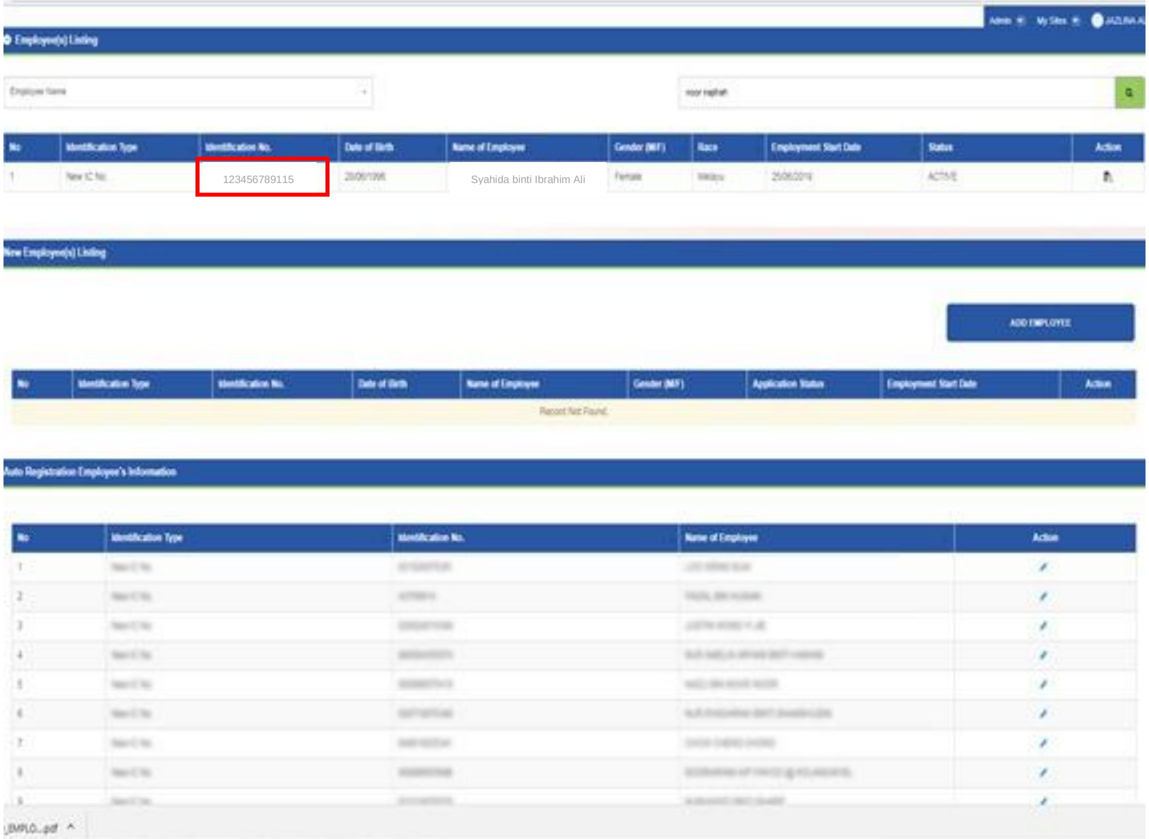
Employer Name: SHELLASTICA SDN BHD

Contribution Month and Year: 07/2018

Employee ID	Employee Name	Error Description
123456789101	Tan Chok Yin	Employee Not Eligible for SIP
123456789102	Mastura binti Ali	Employee Not Eligible for SIP
123456789103	S. Kaliwasri A/P Mutthu	Employee Not Eligible for SIP
123456789104	Ahmad Mahatir bin Dong Dang	Employee Not Eligible for SIP
123456789105	Charles Wong Yen	Employee Not Eligible for SIP
123456789106	Wong Yin Yen	Employee Not Eligible for SIP
123456789107	Mary Zhuang Kong	Employee Not Eligible for SIP
123456789108	Goh Wen Ping	Employee Not Eligible for SIP
123456789109	Thomas Wang Wong	Employee Not Eligible for SIP
123456789110	Syahida binti Ibrahim Ali	Wrong IC No

PAGE 2 OF 4 ▾ | 10 ITEMS PER PAGE ▾ | Showing 11 - 20 of 33 results. | ← First | Previous | Next | Last →

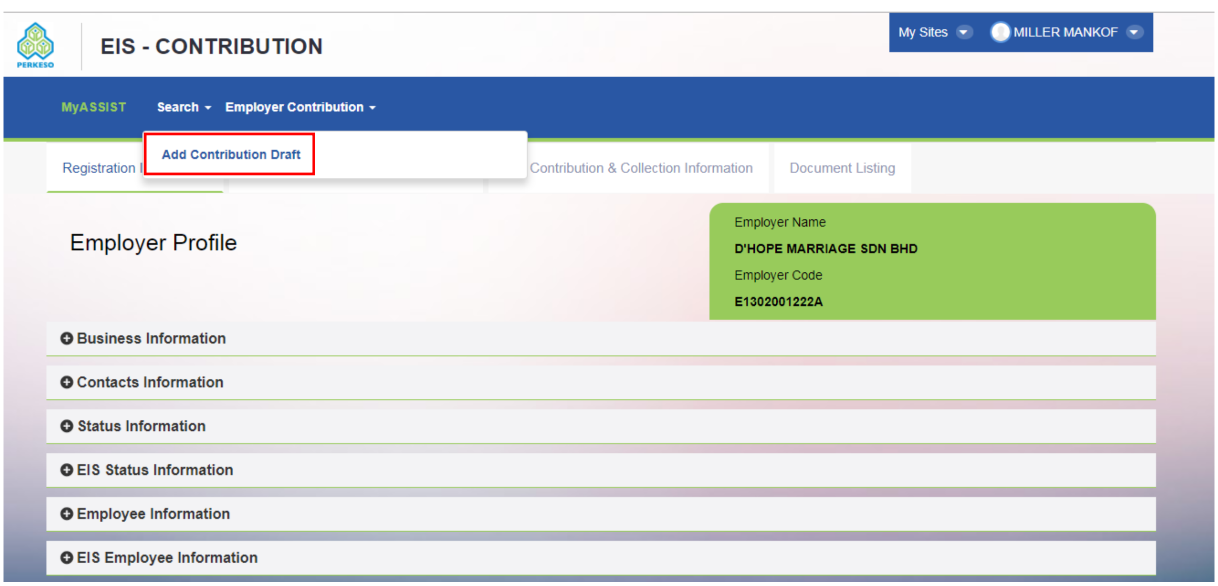
In your Register Employee page as below, it is different between the IC number registered with the IC No. in the text file had been submitted. Therefore, the record is listed in the exception list.



6.1.3 Add Contribution Draft

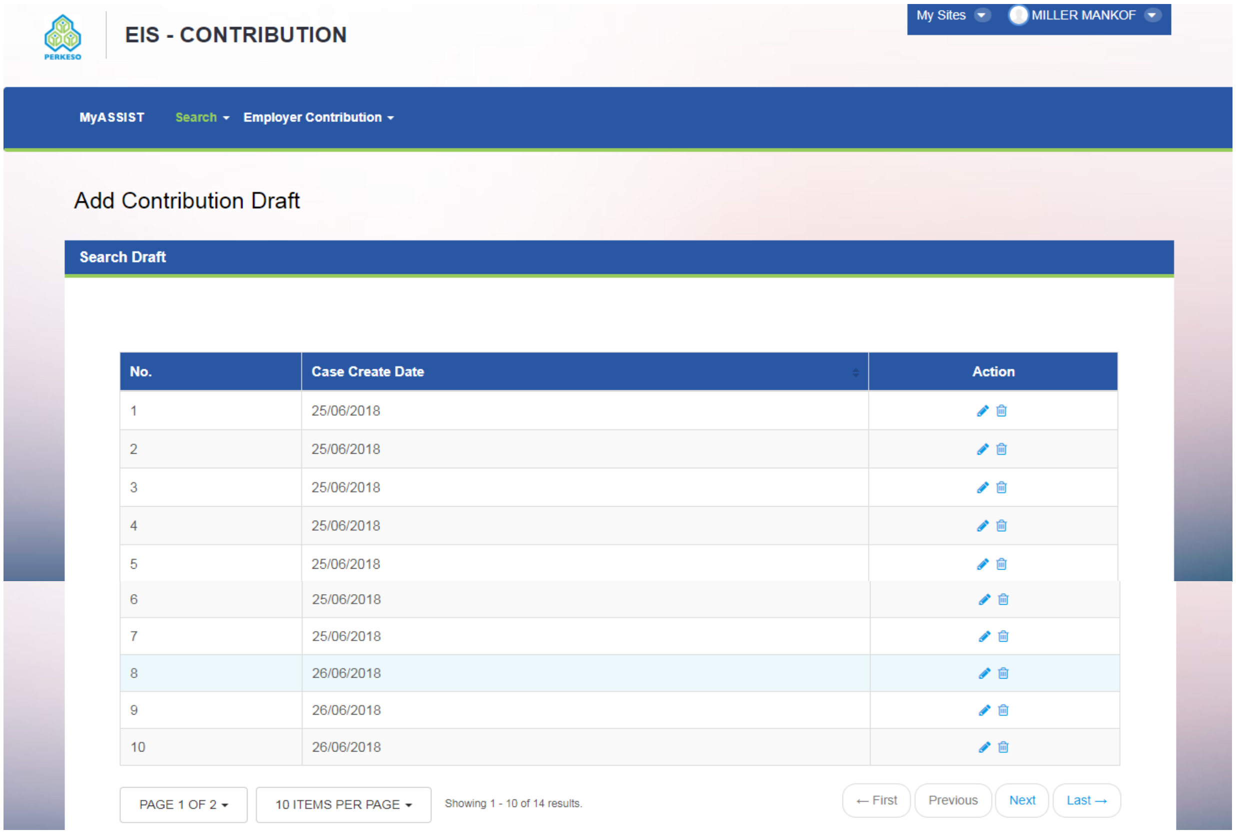
Search for contribution draft

Step 1: Select Add Contribution Draft under Search in the EIS Contribution portal

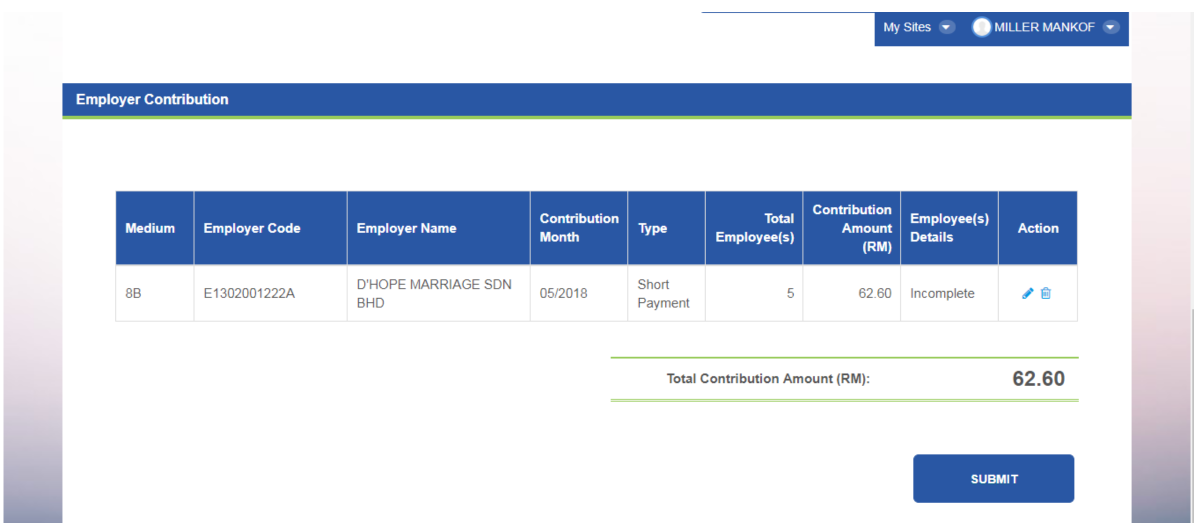


Step 2: Select Edit to view the contribution draft

Step 3: To delete, click the trash bin icon.



Step 4: User will be able to view the case

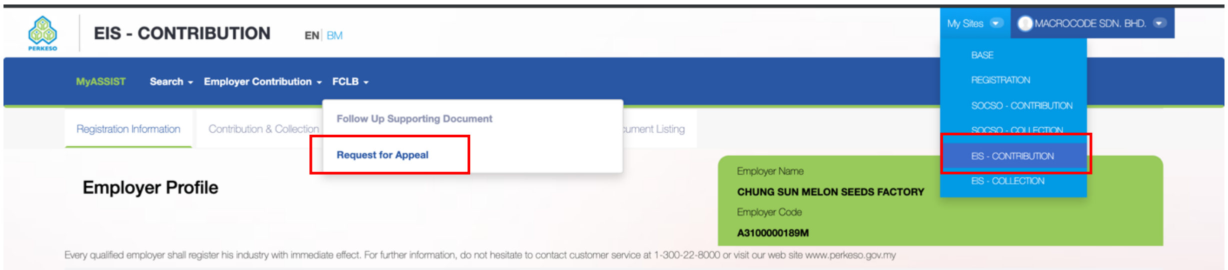


6.2 FCLB EIS (One to Many)

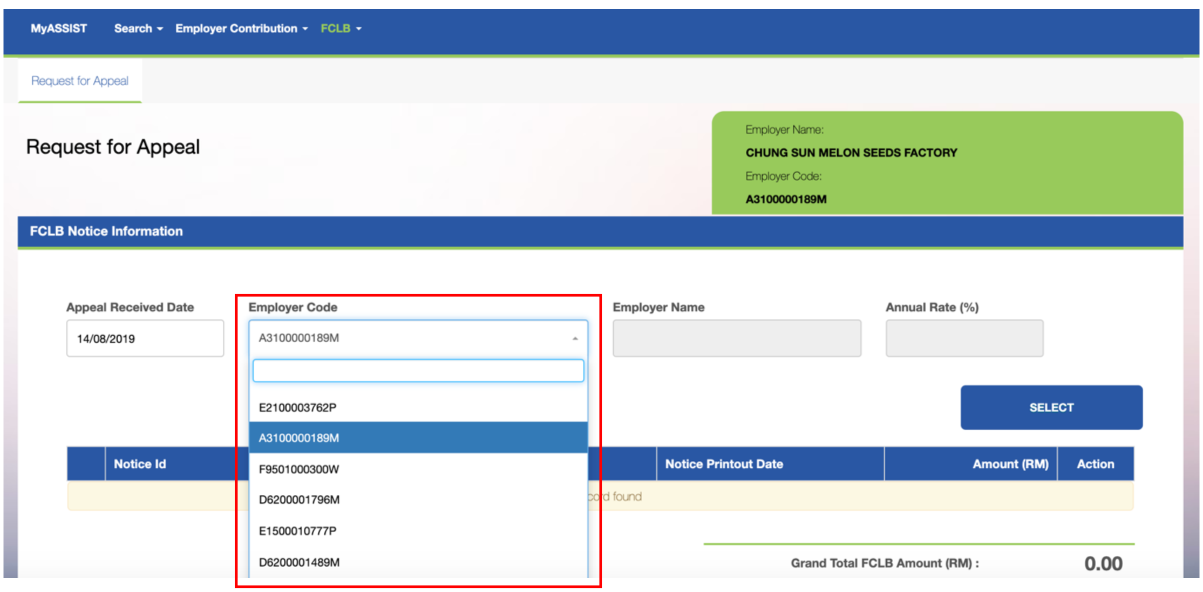
6.2.1 Requesting Appeal via Employer Portal

For Parent Employers to make FCLB EIS appeals for managed employers via the ASSIST Portal.

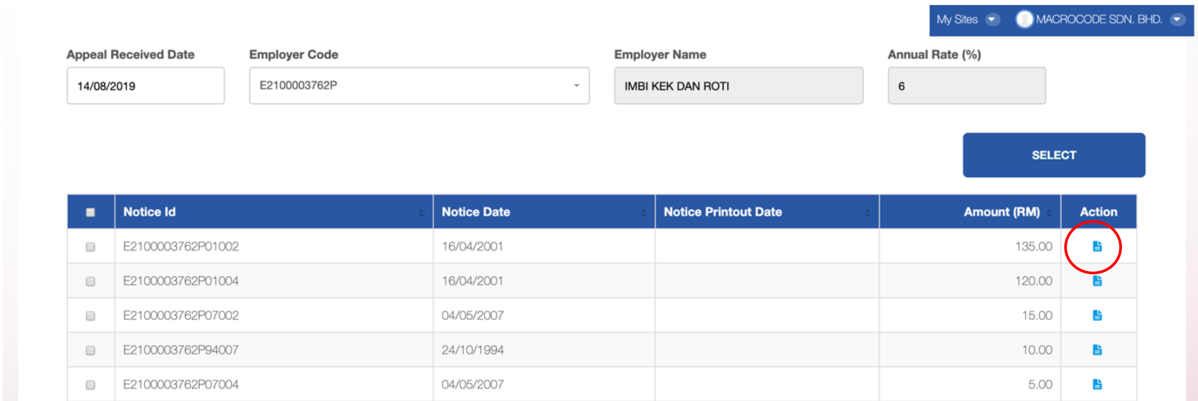
Step 1: Click on EIS-Contribution (My Sites) then click on FCLB menu and select Request for Appeal



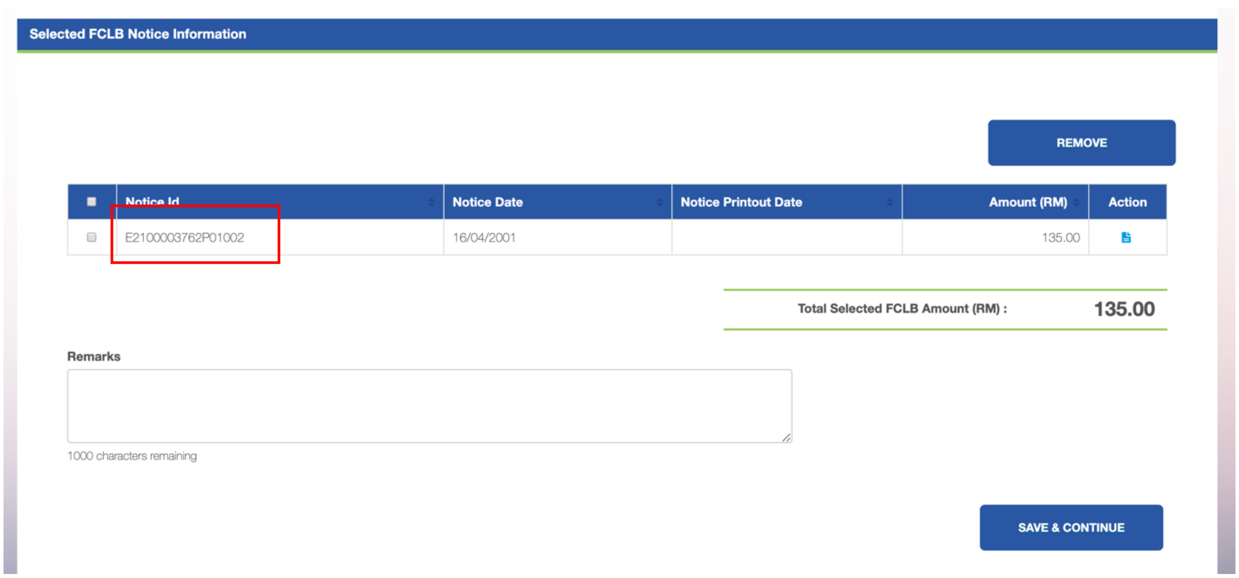
Step 2: Select managed Employer Code from the dropdown Employer Code list that displays all related employers.



Step 3: Check the select FCLB Notice Id and click Select. Click the View icon to view details.



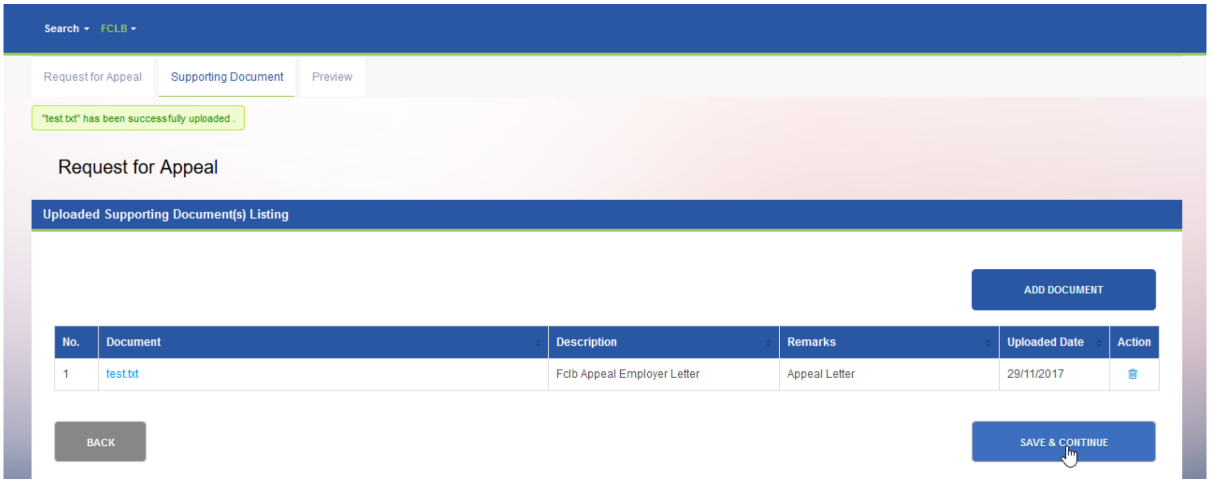
Step 4: Input remarks if required.



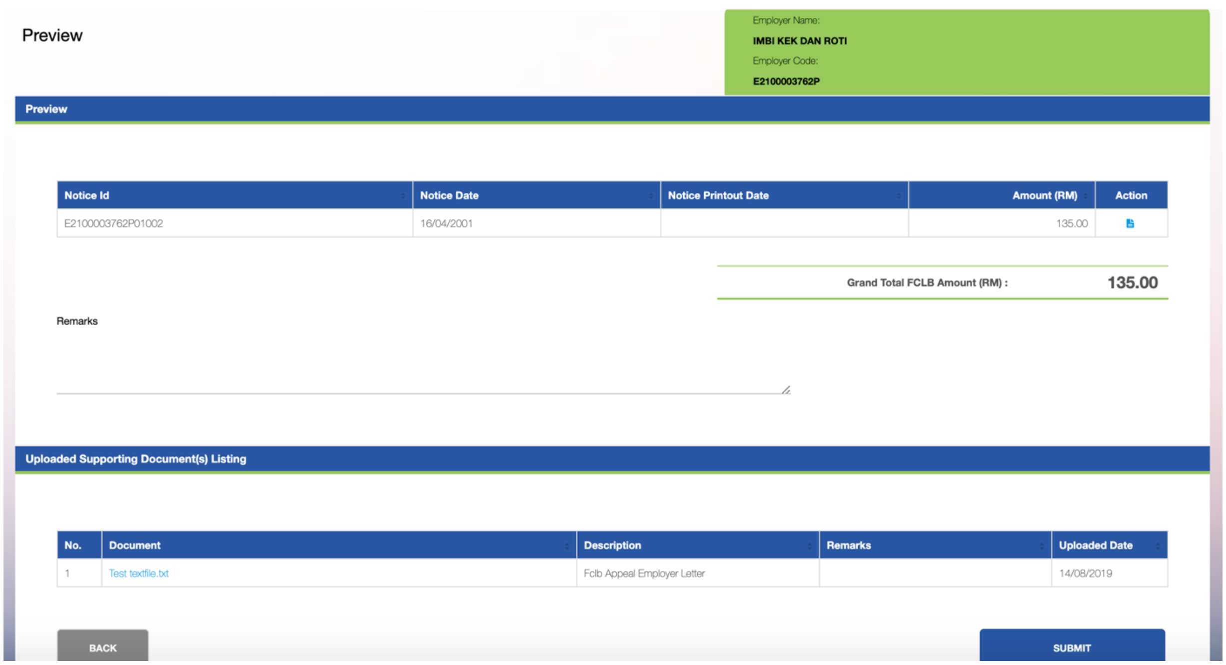
Step 6 : Click Save and Continue.

Step 7 : Click Add Document and add supporting document.

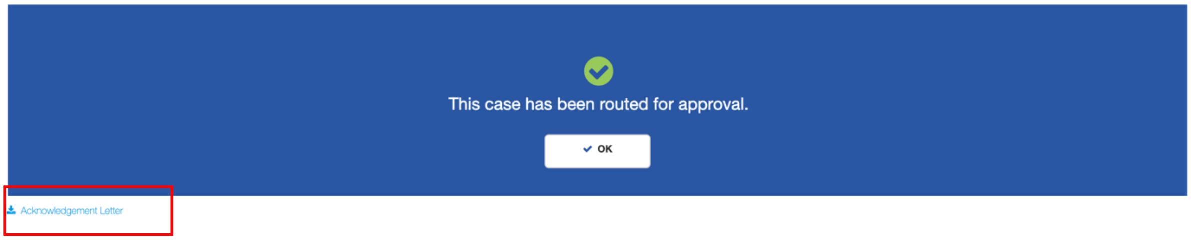
This is a mandatory action.



Step 8 : Click Save and Continue



Step 9: Review and click Submit.

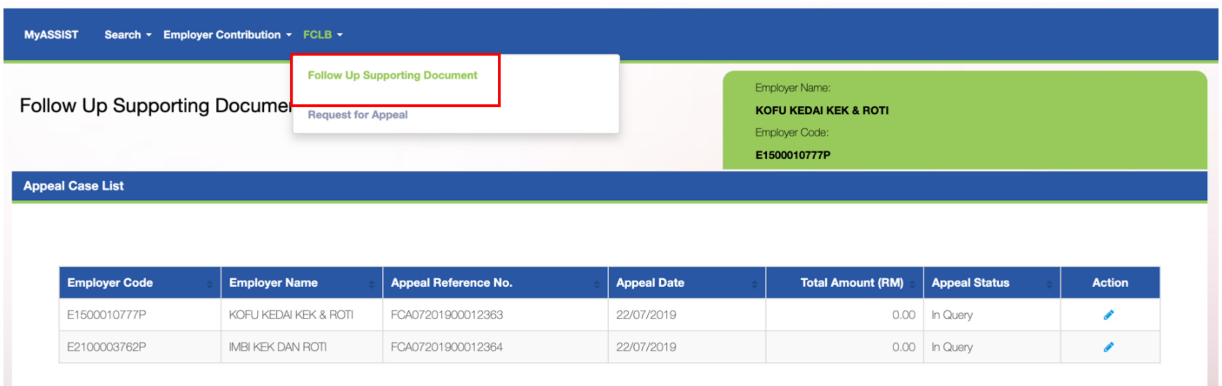


Step 10: Download or Print Acknowledgement Letter.

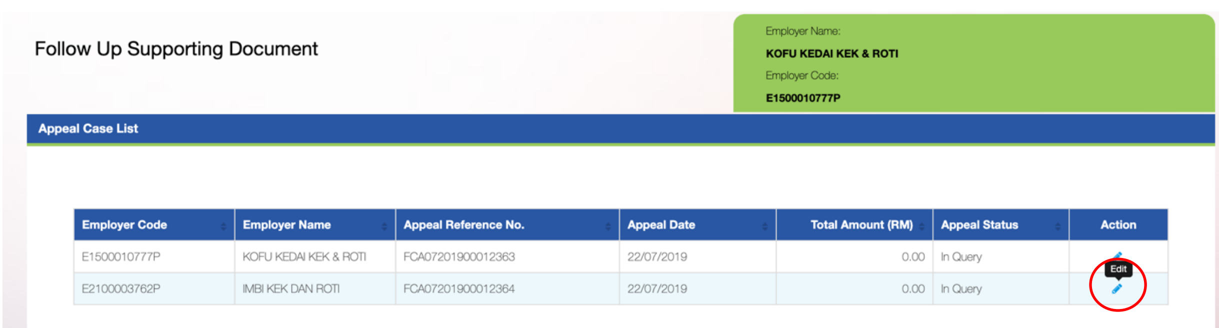
6.2.2 Submitting Follow Up Supporting Document for queries.

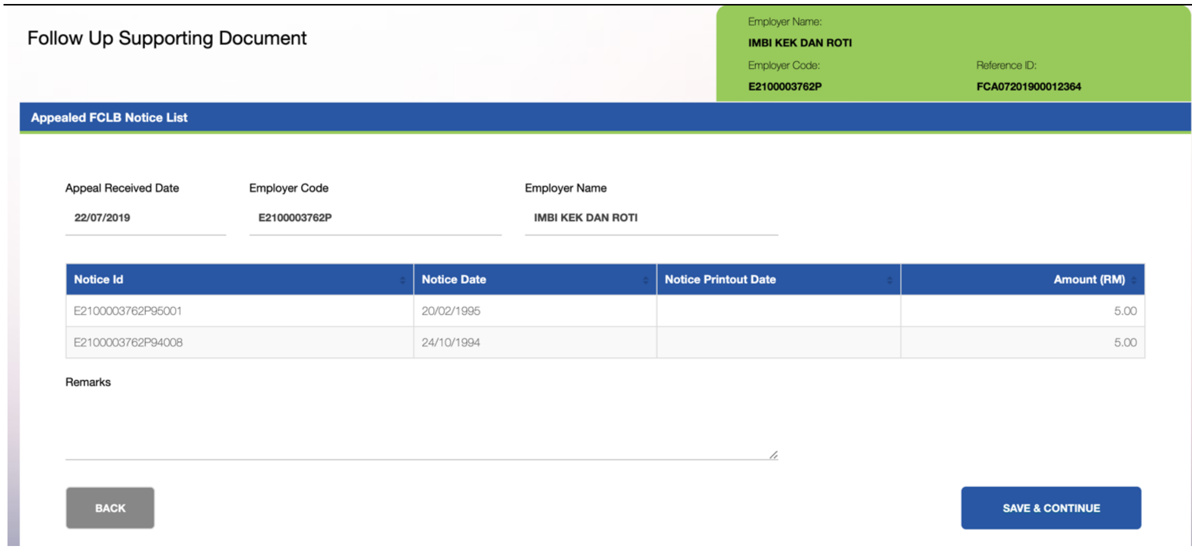
NOTE: To directly proceed for FCLB payment transaction <u>without appeal</u>, please refer Section 5.2 for detail steps.

Step 1: Click on the Follow Up Supporting Document.



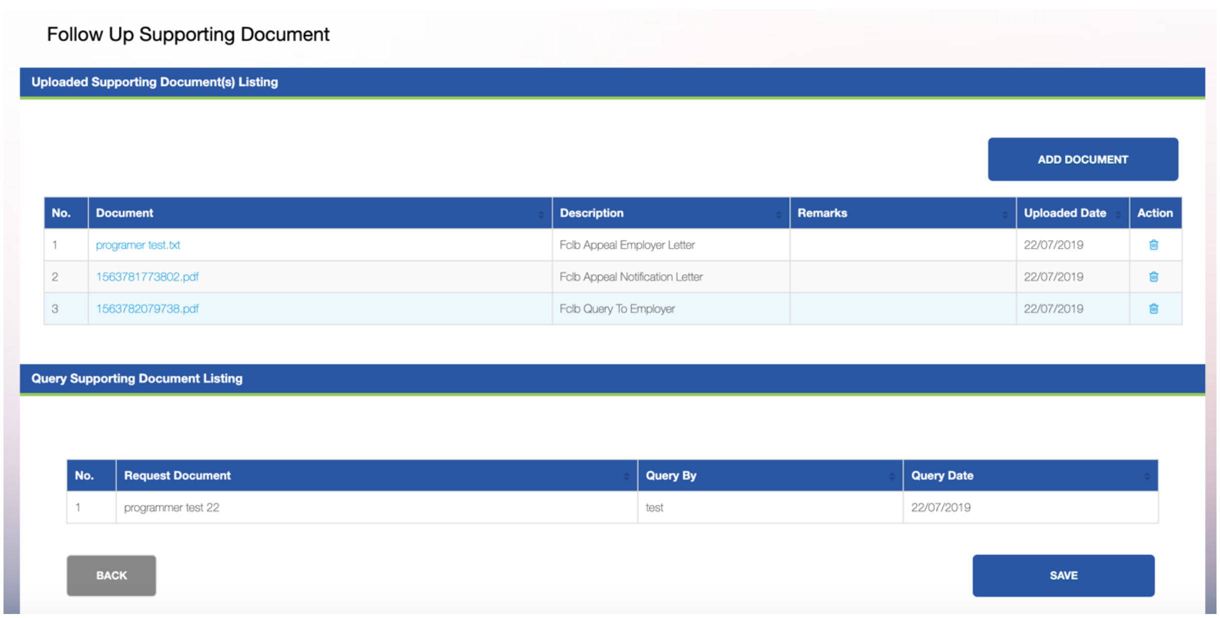
Step 2: Click the View icon of the Parent Employer or the selected managed employer.



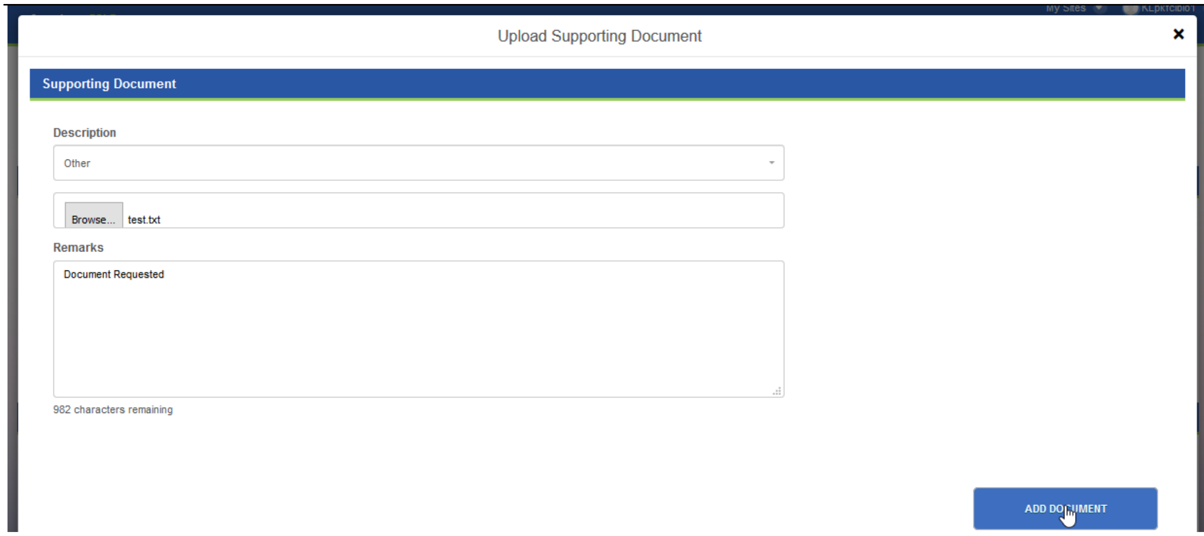


Step 3: Review case and click Save & Continue

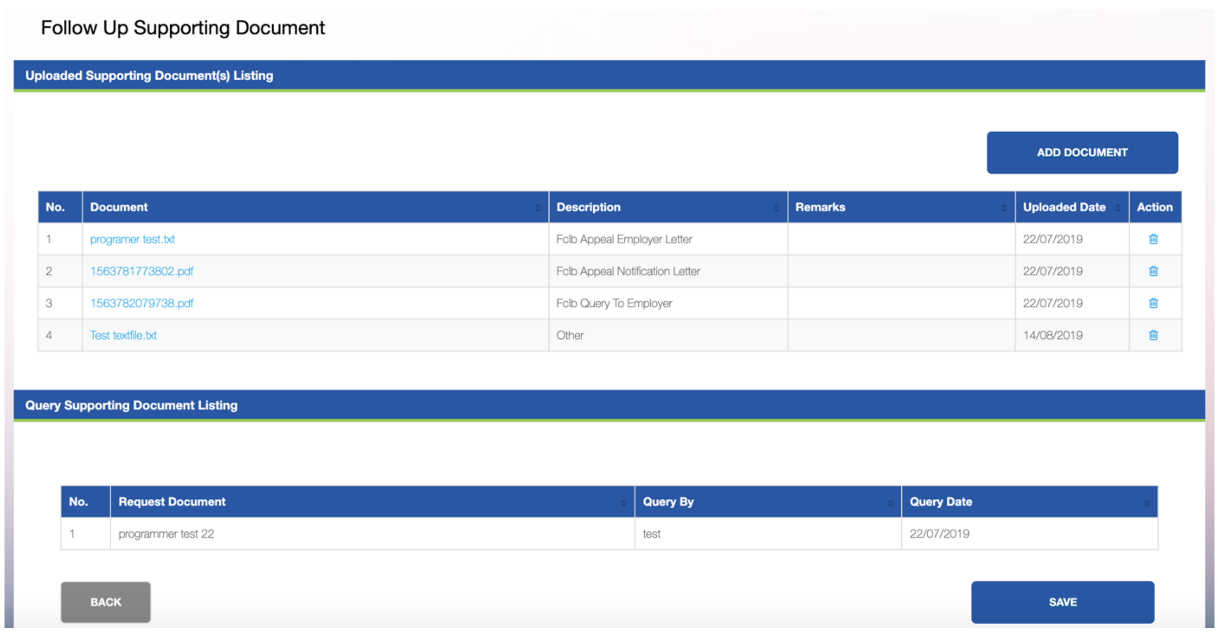
Step 4: Click Add Document



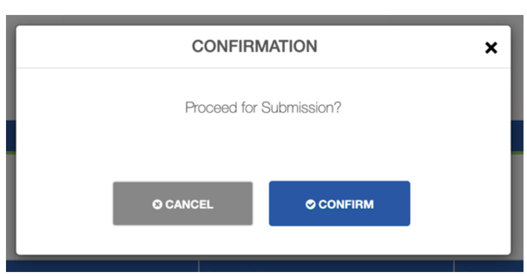
Step 5: Select 'Other' from the dropdown list and upload supporting document.



Step 6: Click Add Document



Step 7: Click Save



Step 8: Click Confirm

7.0 MAKING PAYMENT VIA PORTAL (AKTA 800-EIS)

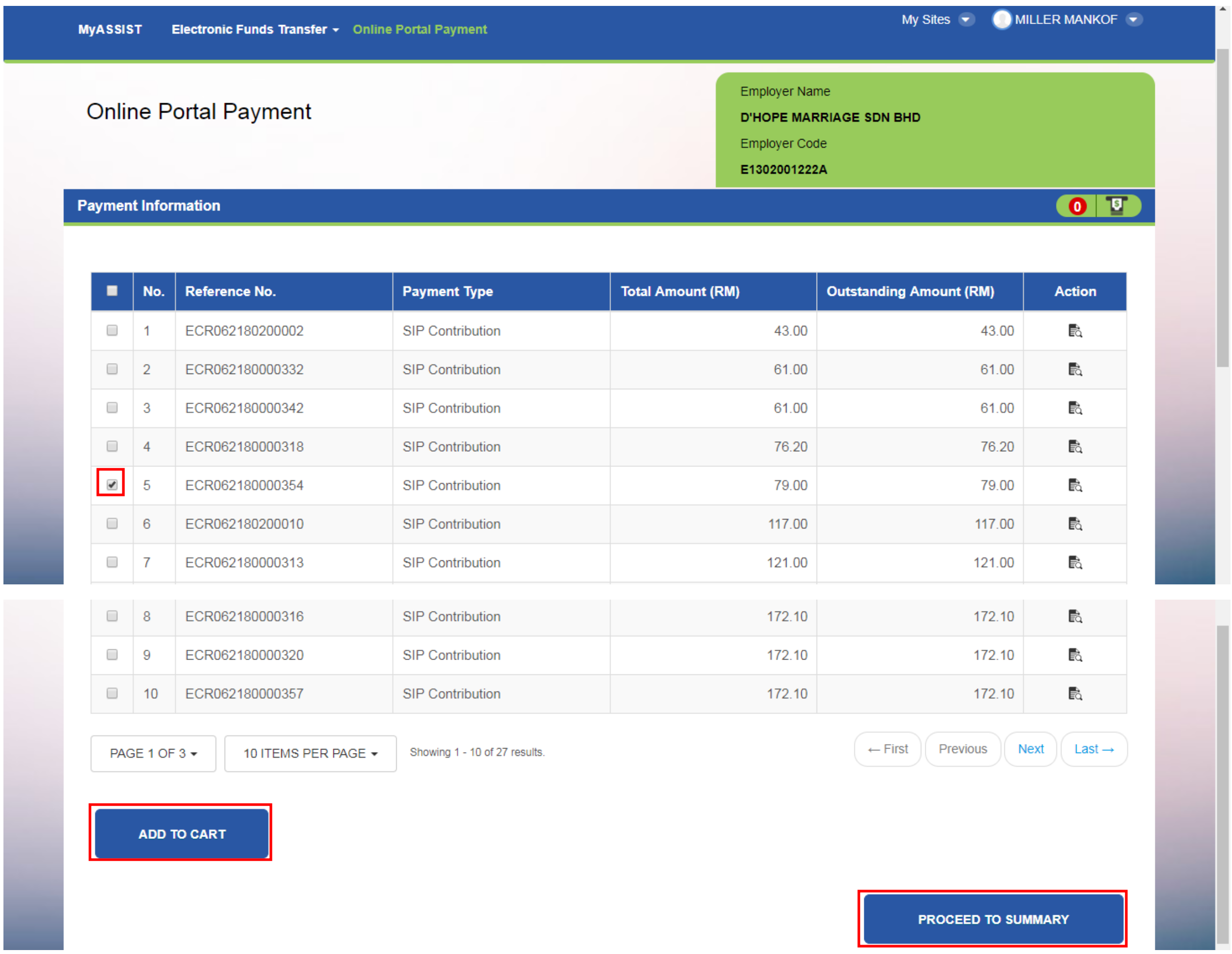
7.1 Online Portal Payment

Select Online Payment Portal

Step 1: Tick one of the record

Step 2: Click Add to Cart

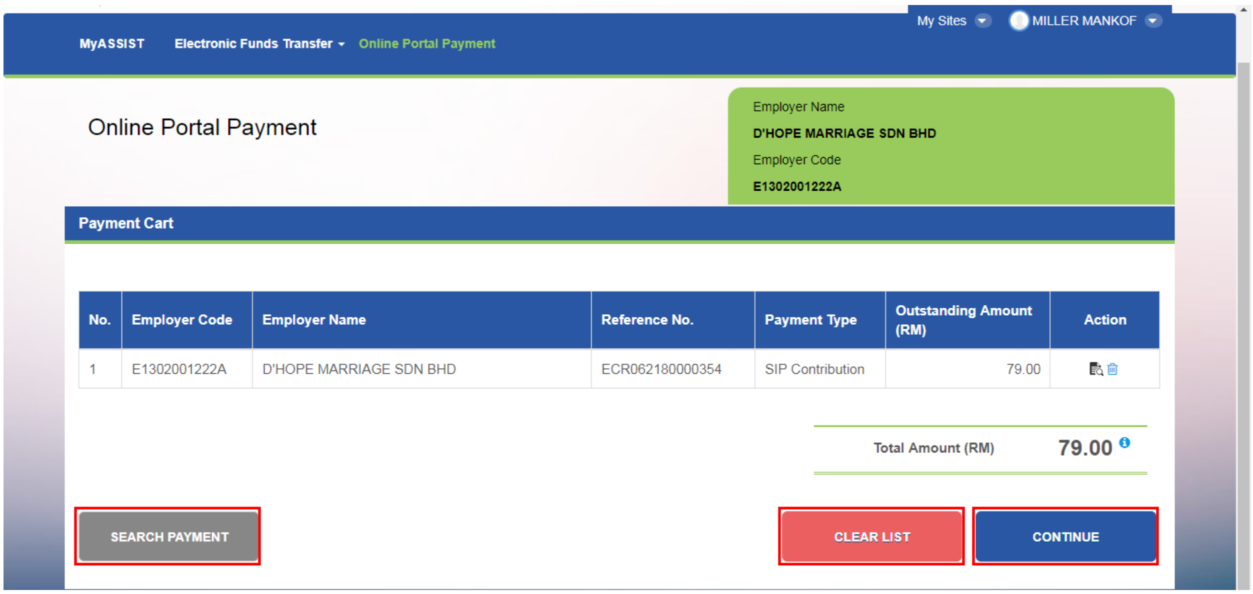
Step 3: Select Proceed to Summary



Step 4: Click Search Payment to add another payment to cart

Step 5: Click Clear List if user want to clear all the item in payment cart

Step 6: Click Continue to make payment via FPX



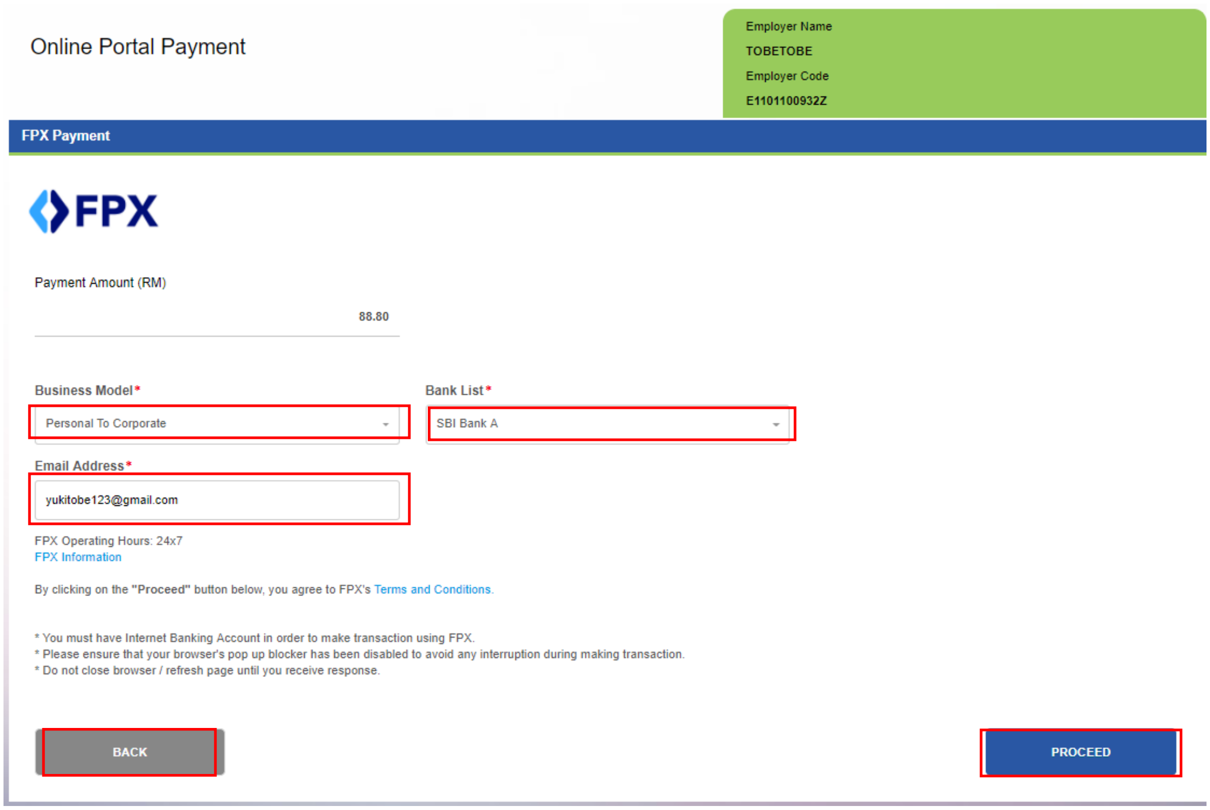
Step 7: In FPX Payment screen, select Business Model

Step 8: Select Bank List

Step 9: Enter Email Address to receive email notification

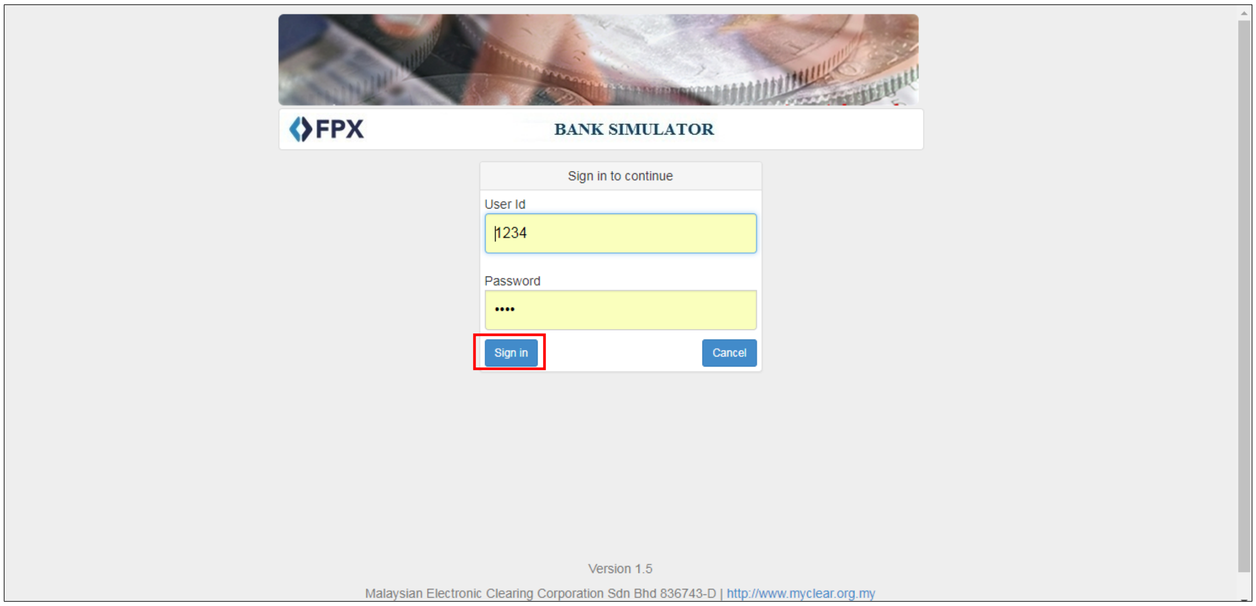
Step 10: Click Back to go back previous screen

Step 11: Click Proceed to proceed



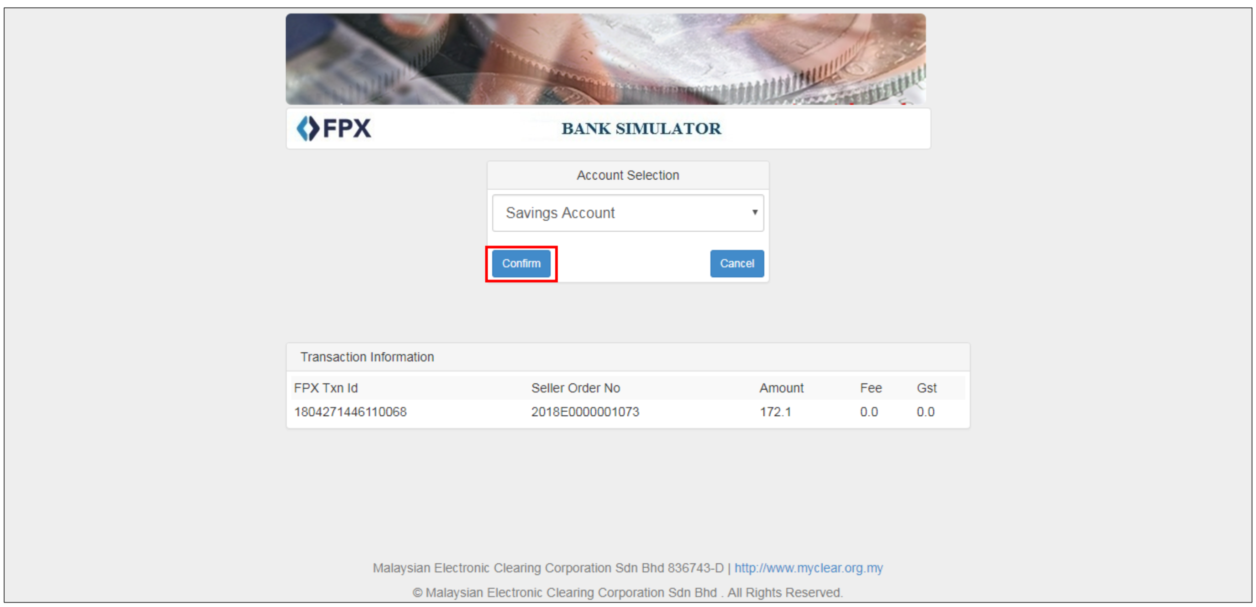
Step 12: Enter User id and Password

Step 13: Click Sign In

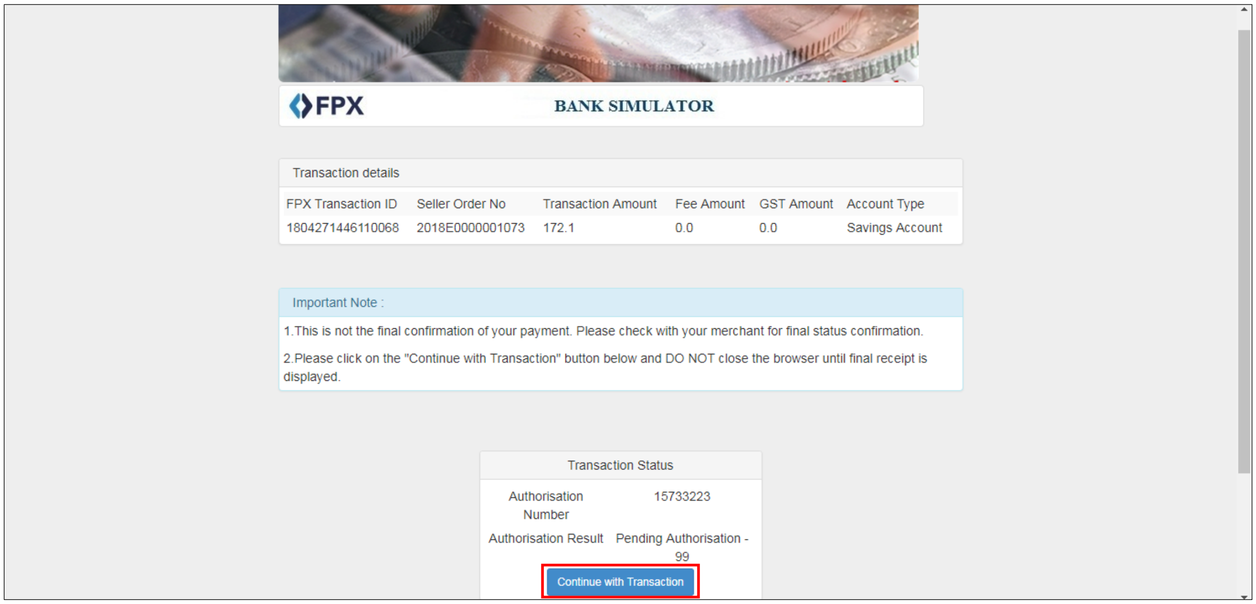


Step 14: Select Account

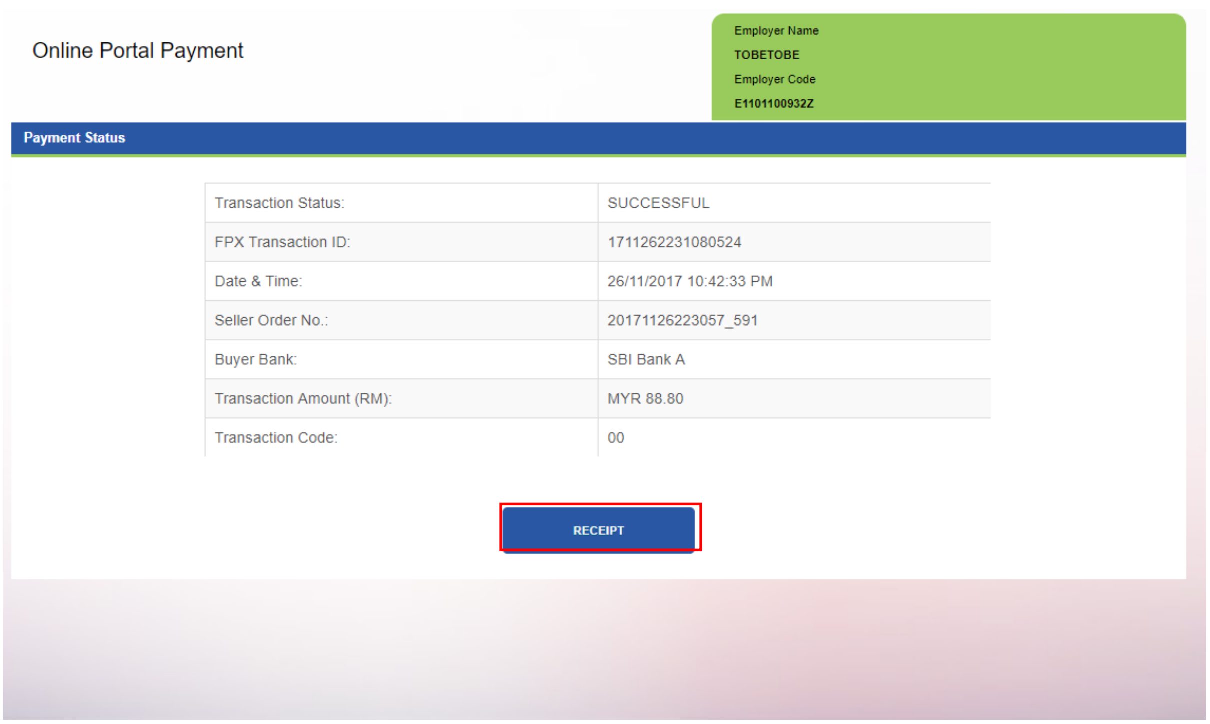
Step 15: Click Confirm

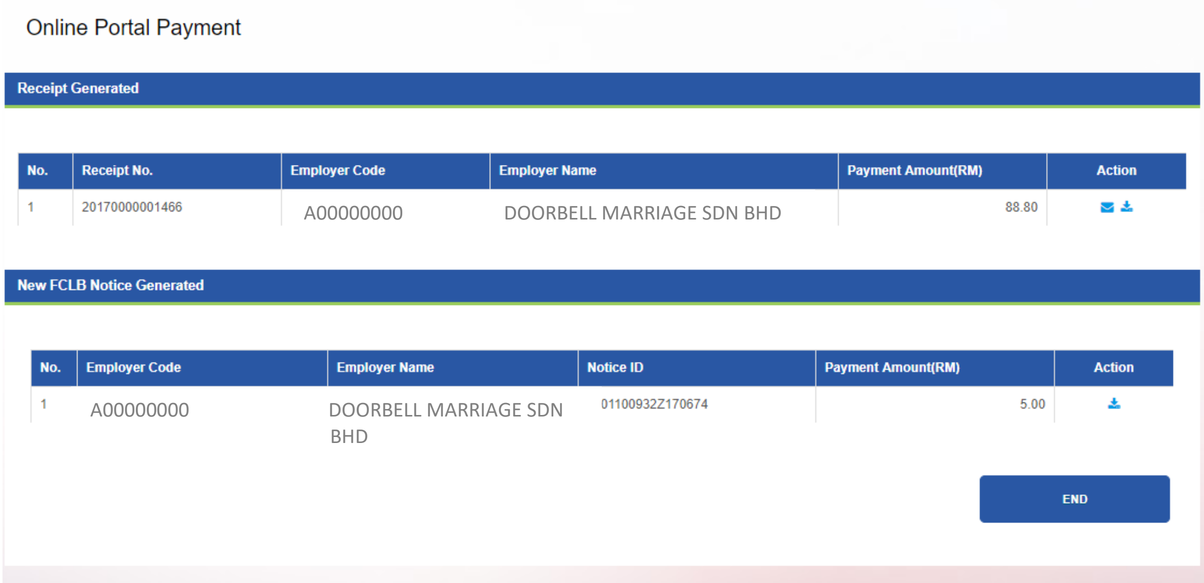


Step 16: Click Continue with Transaction



Step 17: Click Receipt





Online Portal Payment

Receipt Generated

No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20170000001466	A00000000	DOORBELL MARRIAGE SDN BHD	88.80	

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01100932Z170674	5.00	

END

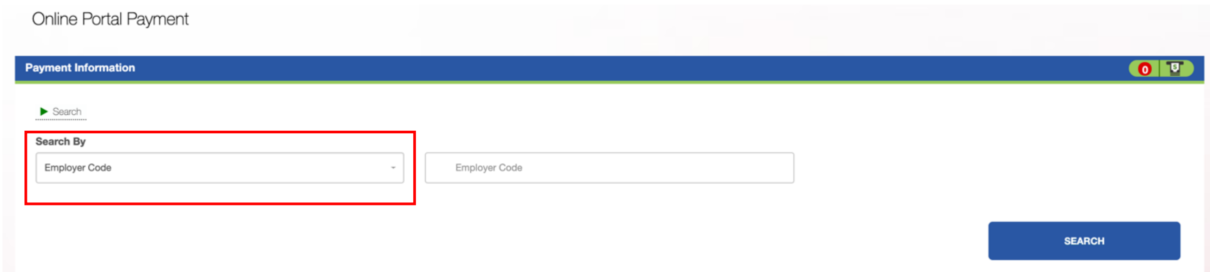
7.2 EIS Online Portal Payment (One to Many)

The Parent Employer is able to make EIS payments for managed employers for Contribution, FCLB and Compound through Online Portal Payment in ASSIST. By logging in using their Portal ID, the Parent Employer will be able to view the list of pending payments for all managed employers and perform those payments through online payment services such as FPX, Maybank2u, CIMB Clicks, RHB Now and so on.

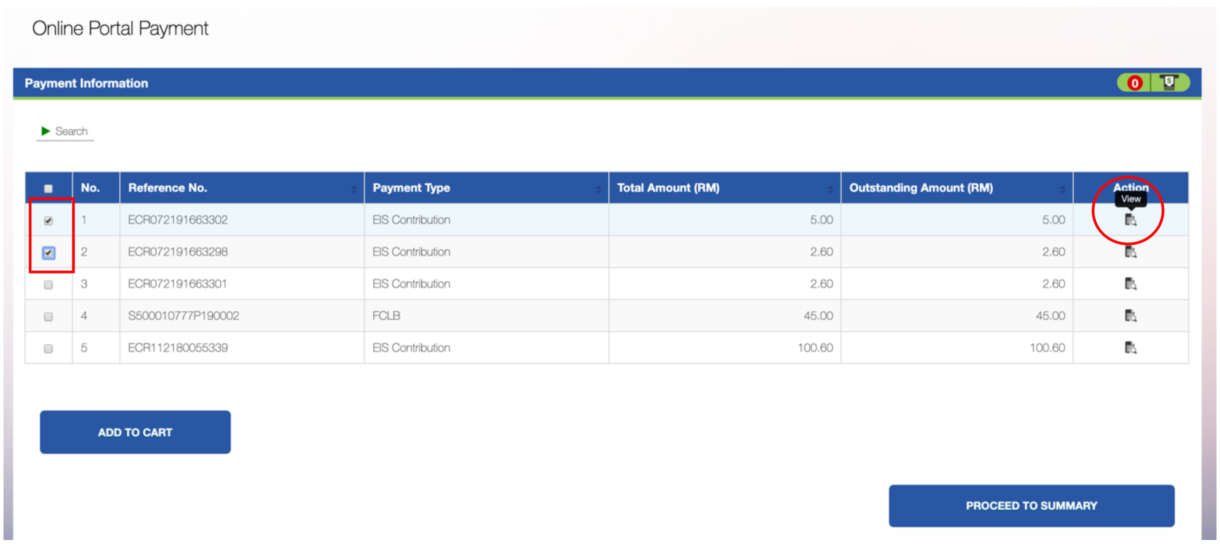
Step 1: Select EIS- COLLECTION at My Sites Menu.

Step 2: Click menu Online Portal Payment.

Step 3: Search managed employer using Employer Code, Employer Name, ACR No., FCLB Notice ID, Compound No. from the dropdown list.



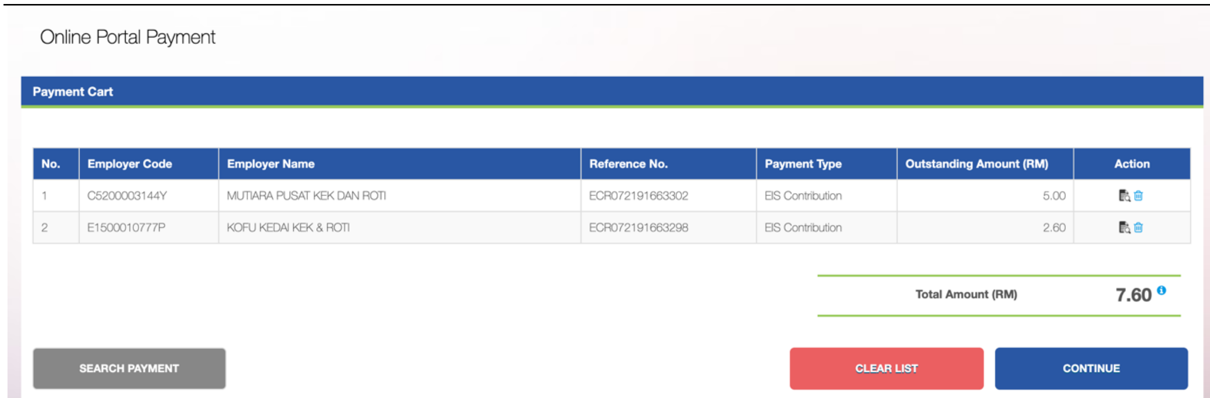
Step 4: Check payments to be made.



Step 5: Click Add to Cart.

Step 6: Payments added to the cart will be reflected in the Cart icon.

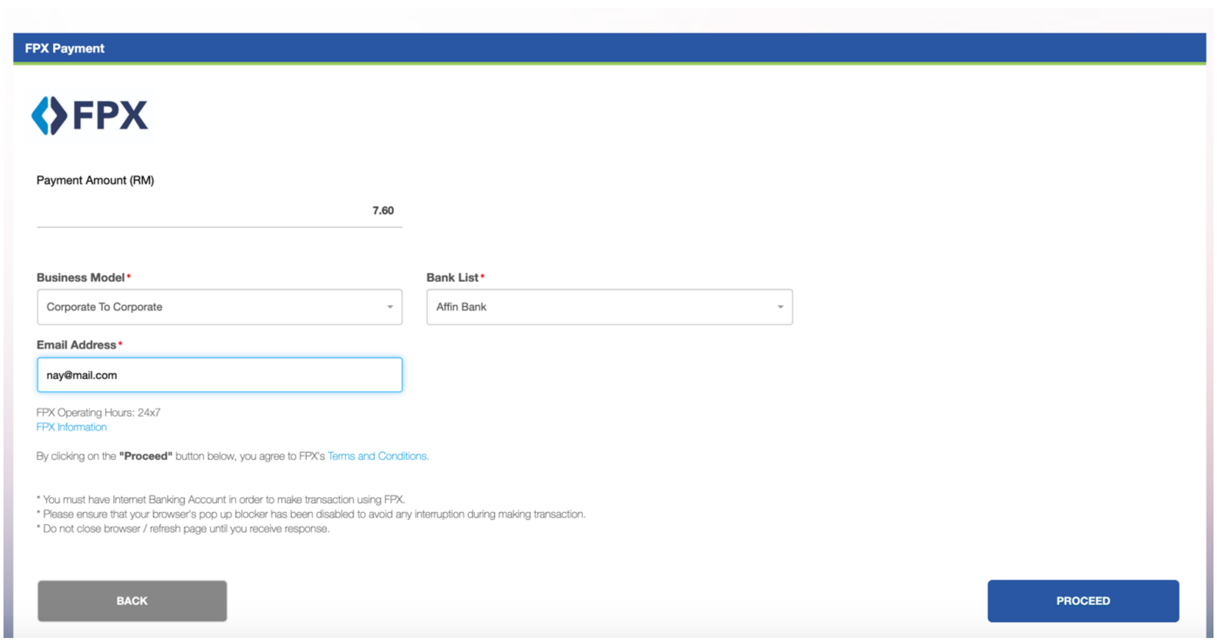
Step 7: Click on the Proceed to Summary button to review the Payment Cart.



Step 8: Click Continue.

NOTE 1: The type of business model selected will determine the bank/payment services available for the payment.

NOTE 2: The payment amount cannot be changed and is only determined by the total of the amount in the payment cart.



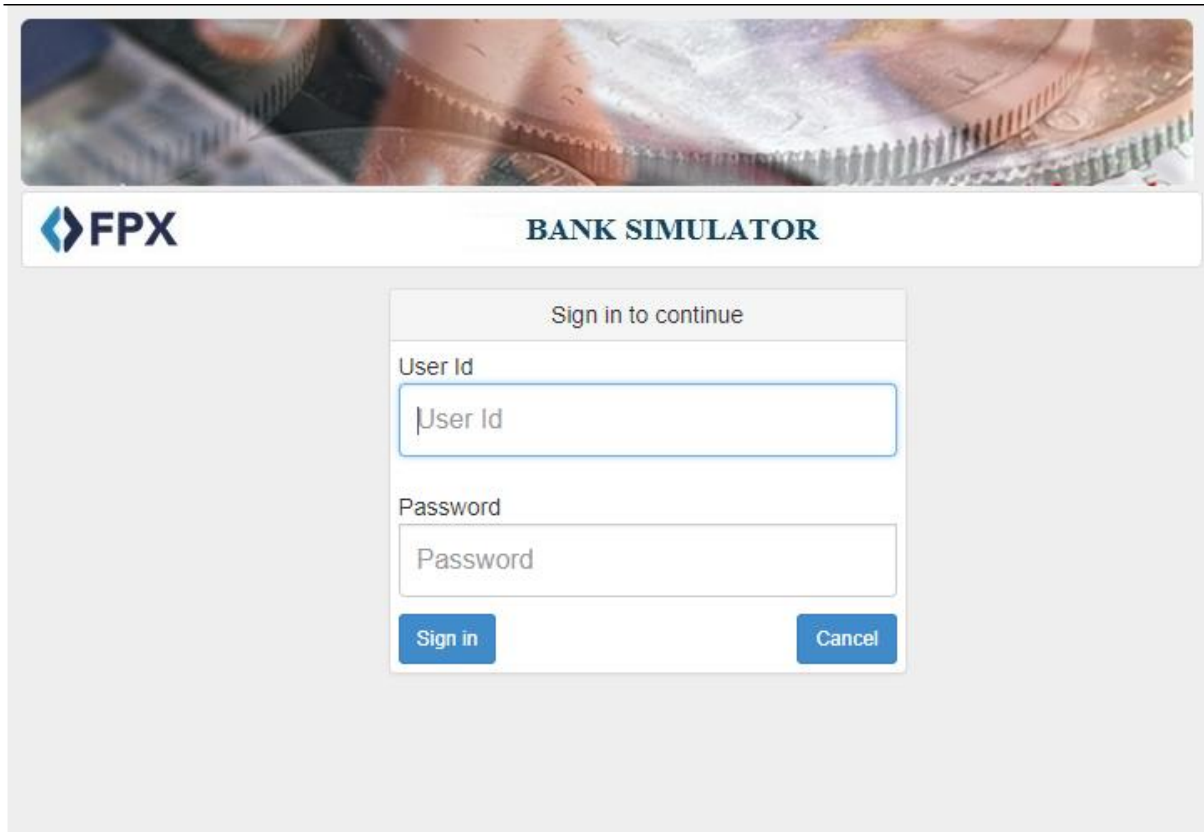
Step 9: Select the type of business model (Personal to Corporate or Corporate to Corporate).

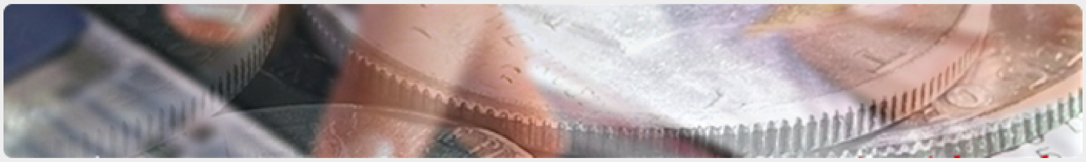
Step 10: Select the bank/payment service to be used for the payment.

Step 11: Enter email address.

Step 12: Click on the Proceed button.

The employer will be redirected to the bank/payment service portal where the payment can be completed. The example shown in the images is the payment through FPX.


FPX
BANK SIMULATOR
Sign in to continue
User Id
User Id
Password
Password
Sign in
Cancel



FPX **BANK SIMULATOR**

Your account has been deducted

Transaction details

FPX Transaction ID	Seller Order No	Transaction Amount	Fee Amount	GST Amount	Account Type
1711262231080524	20171126223057_591	88.8	0.0	0.0	Savings Account

Important Note :

1.This is not the final confirmation of your payment. Please check with your merchant for final status confirmation.

2.Please click on the "Continue with Transaction" button below and DO NOT close the browser until final receipt is displayed.

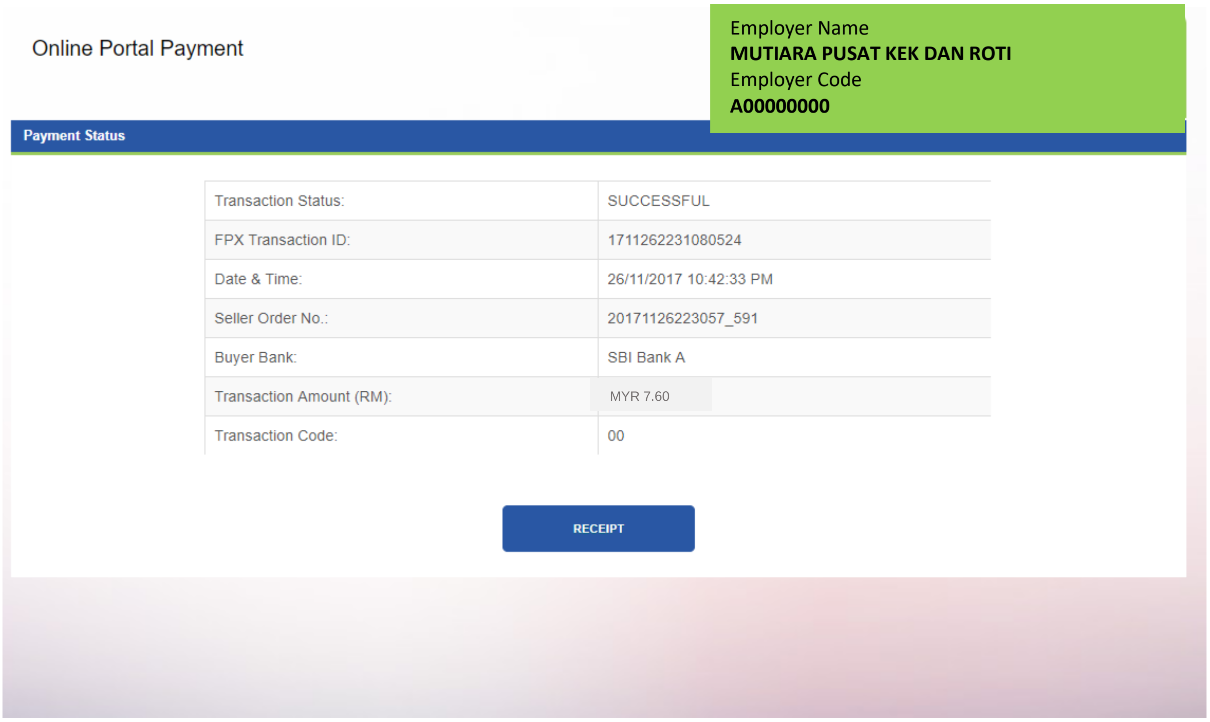
Transaction Status

Authorisation Number	15733223
Authorisation Result	Approved - 00

Continue with Transaction

You will be redirected to the merchant's page in 7 seconds.

Once the payment has been done through the external portal, the employer will be redirected to ASSIST portal. The status of the transaction will be displayed in the payment status section. If the transaction status is successful, the employer is able to download the receipt, as well as retrieve any FCLB notice generated as a result of late payment.



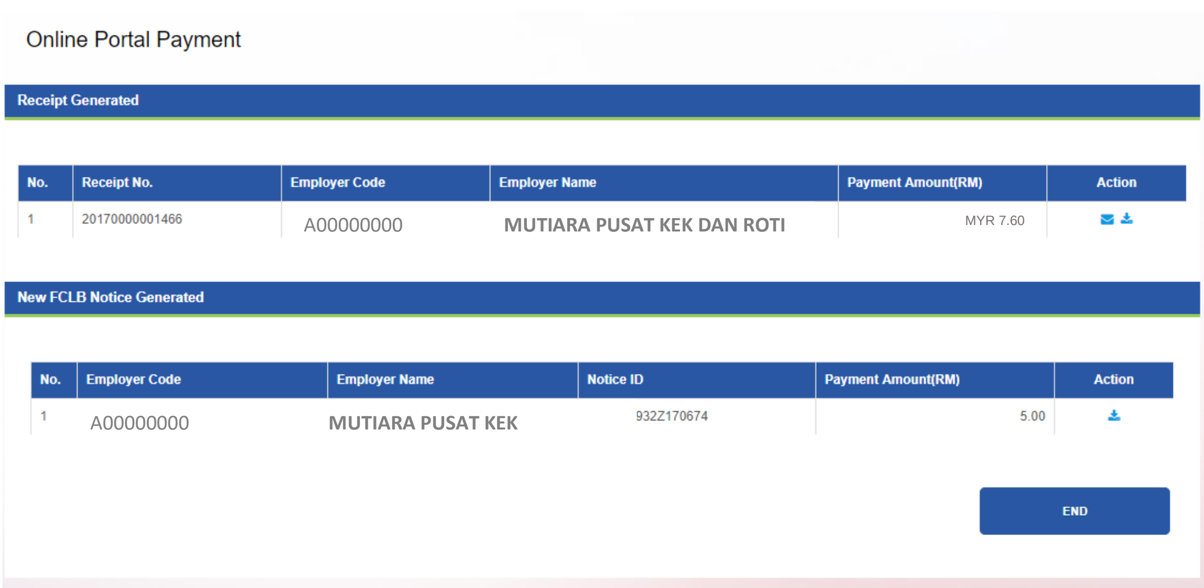
Online Portal Payment

Employer Name
MUTIARA PUSAT KEK DAN ROTI
Employer Code
A00000000

Payment Status

Transaction Status:	SUCCESSFUL
FPX Transaction ID:	1711262231080524
Date & Time:	26/11/2017 10:42:33 PM
Seller Order No.:	20171126223057_591
Buyer Bank:	SBI Bank A
Transaction Amount (RM):	MYR 7.60
Transaction Code:	00

RECEIPT



Online Portal Payment

Receipt Generated

No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20170000001466	A00000000	MUTIARA PUSAT KEK DAN ROTI	MYR 7.60	

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	MUTIARA PUSAT KEK	932Z170674	5.00	

END

Step 13: Click on the Receipt button.

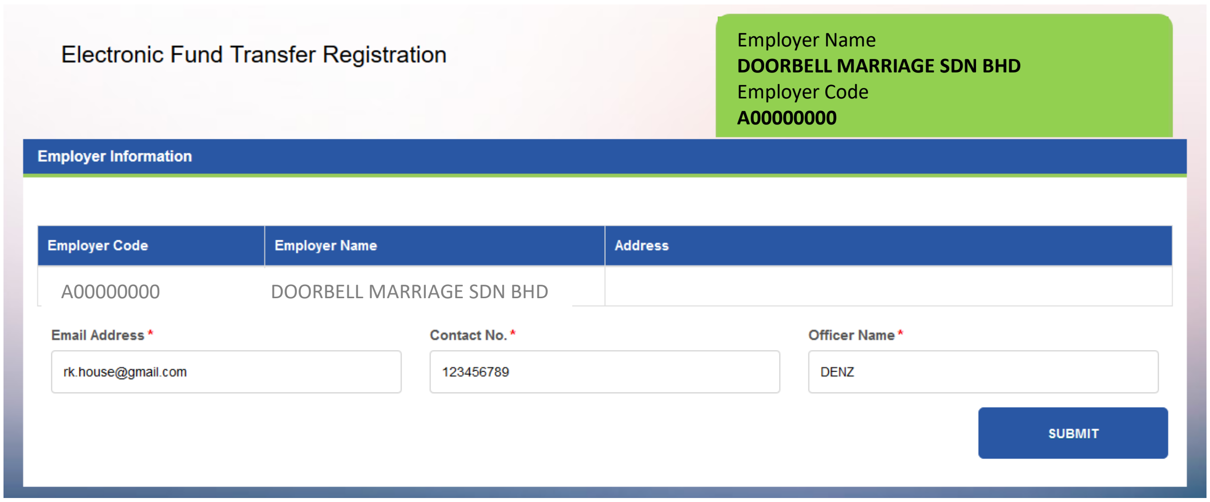
7.3 Electronic Funds Transfer

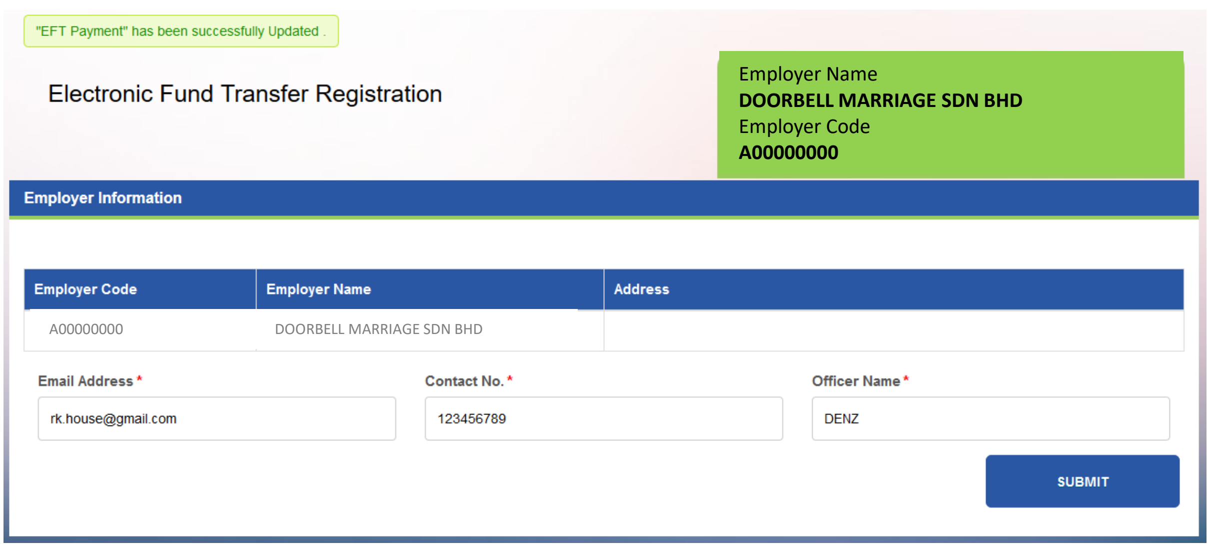
7.3.1 EFT Registration

The employer is required to perform EFT Registration in order to make payment using EFT through the portal.

Step 1: Enter the required details in the mandatory fields.

Step 2: Click the Submit button.





NOTE 1: The success message will be displayed at the top of the screen.
NOTE 2: Once the EFT Registration is successful, the pending payments will be displayed at the EFT Payment page for the employer.

7.3.2 EFT Payment

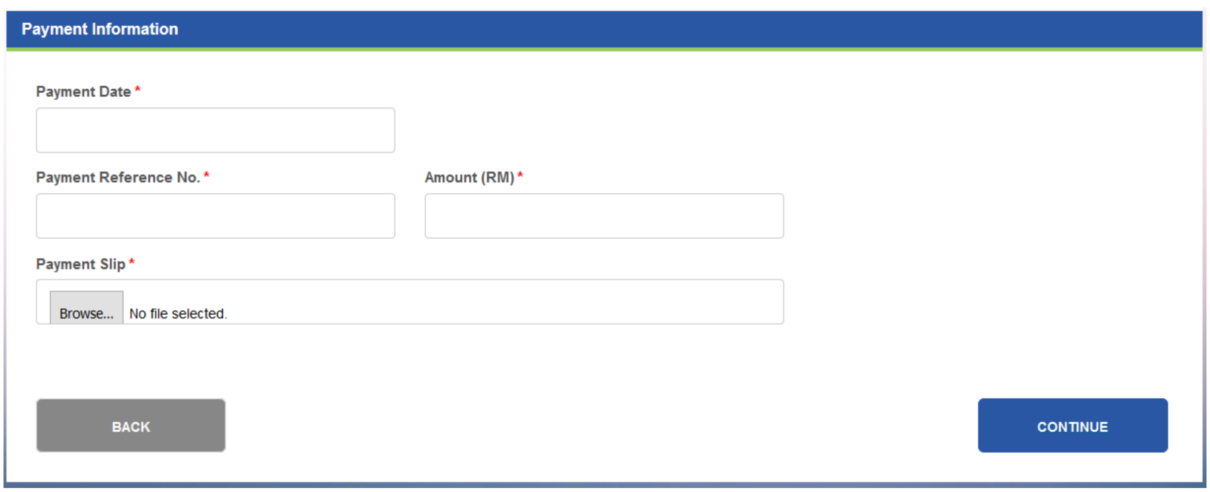
As mentioned previously, EFT Payment for an employer will only be possible after EFT Registration has been performed by the employer.

Step 1: Tick on the payments records to be paid.

Step 2: Click the Continue button.

Step 3: Enter the EFT Payment details and upload the payment slip.

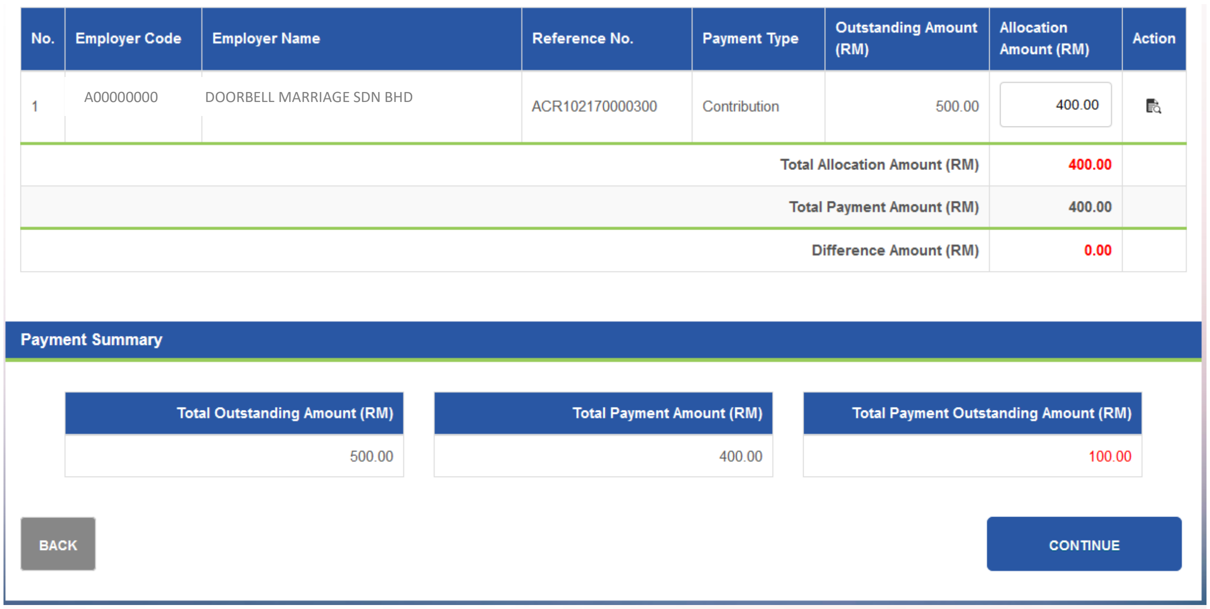
Step 4: Click on the Continue button.

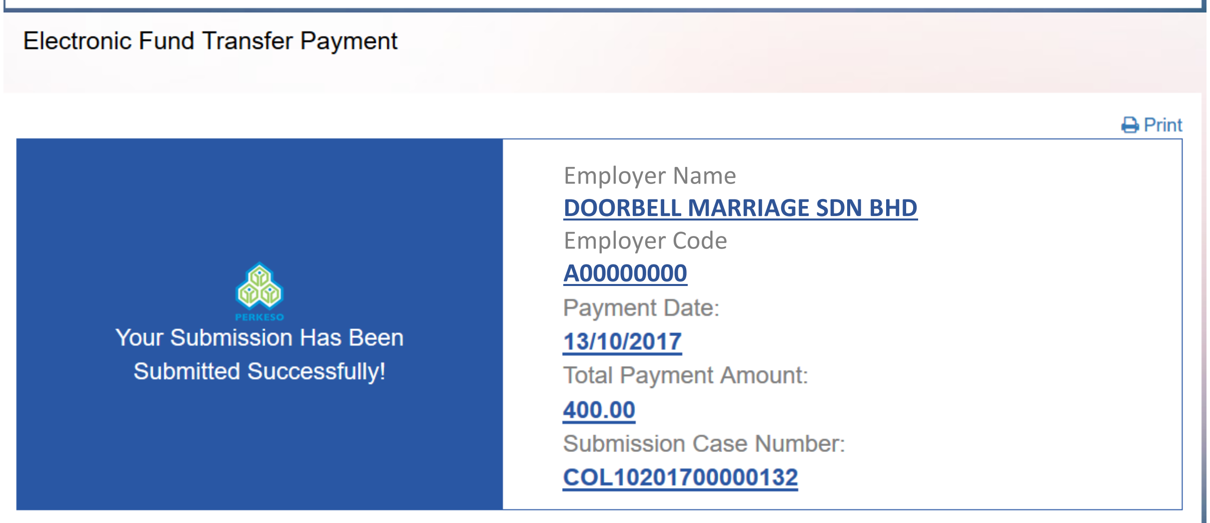


Step 5: Perform Payment allocation if required.

NOTE: Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.

Step 6: Click the Continue button.





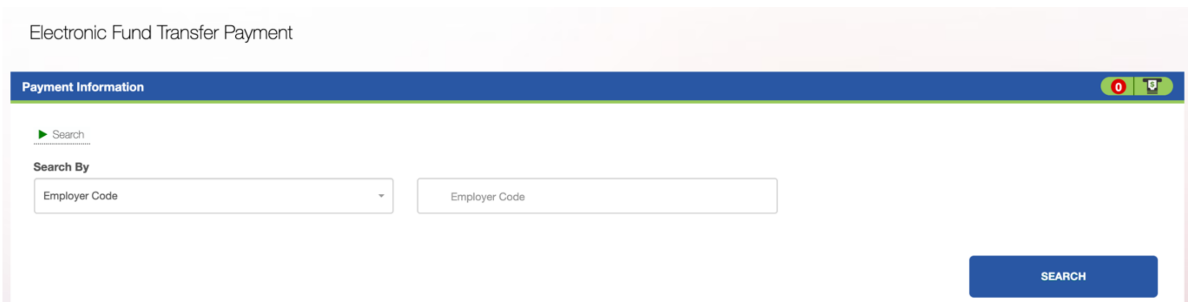
The EFT payment will be submitted for review and approval by the CC EFT and CA EFT.

NOTE: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.

7.3.3 EFT Payment (One to Many)

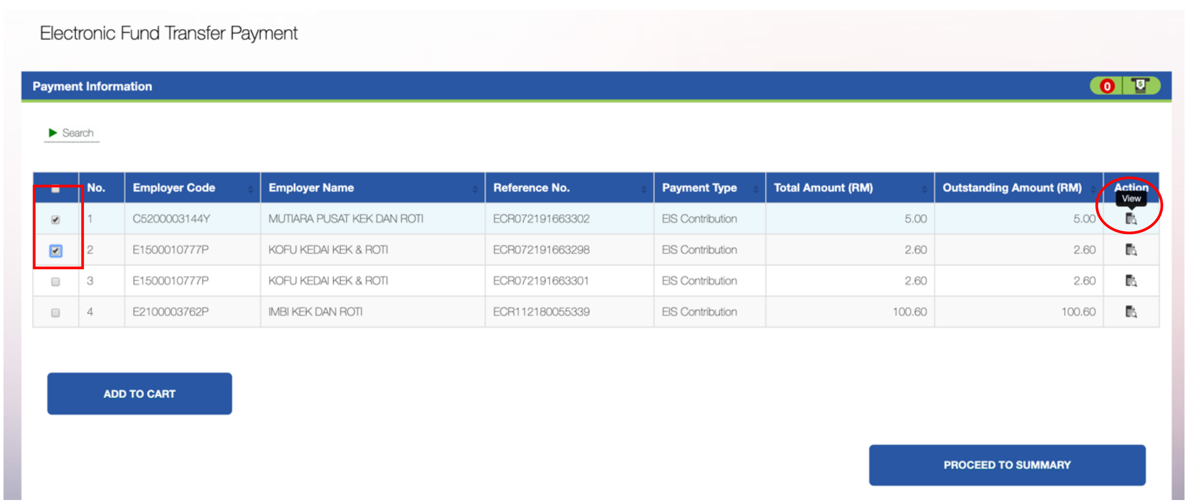
EFT Payment for an employer will only be possible after EFT Registration has been performed by the Parent Employer.

Step 1: Search managed employer using search by Employer Code, Employer Name, ACR No. from the dropdown menu.

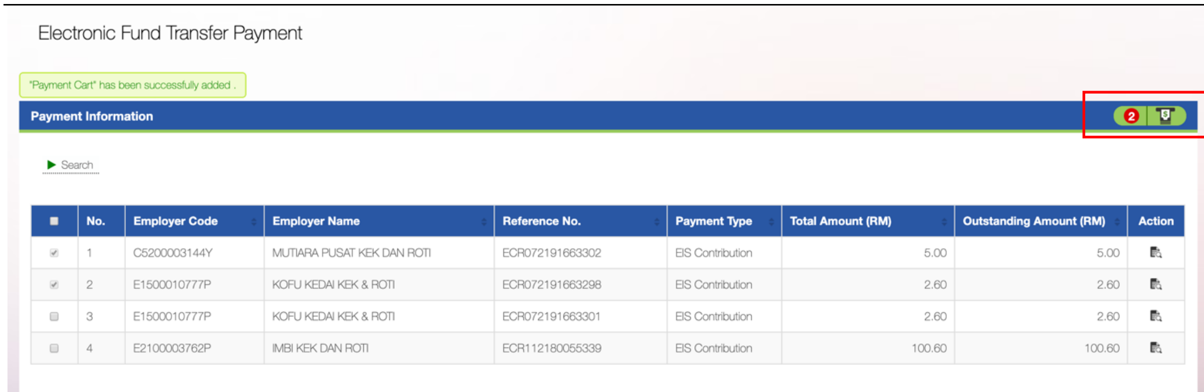


Step 2: Click on the View icon to view payment details.

Step 3: Check the payments records to be paid.



Step 4: Click Add to Cart. Payments to be made is reflected in the Cart icon, as illustrated below.



Electronic Fund Transfer Payment

"Payment Cart" has been successfully added .

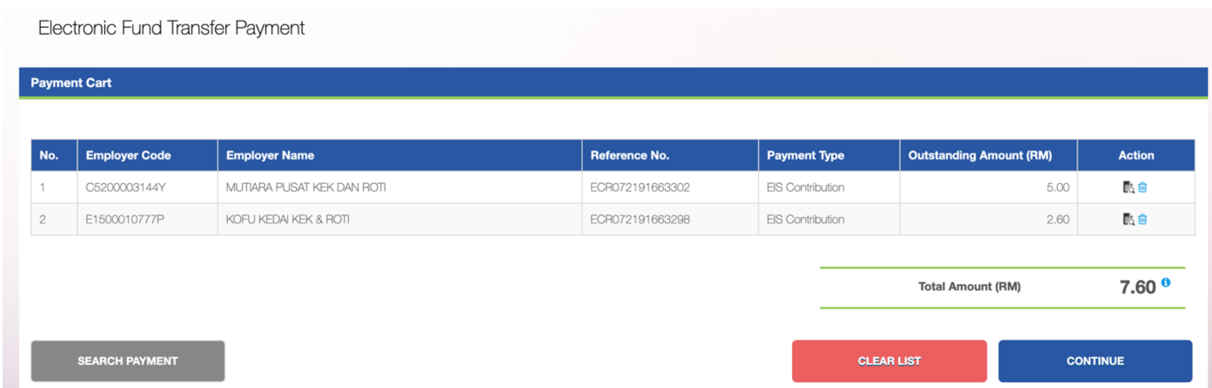
Payment Information

Search

■	No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
☑	1	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ECR072191663302	EIS Contribution	5.00	5.00	
☑	2	E1500010777P	KOFU KEDAI KEK & ROTI	ECR072191663298	EIS Contribution	2.60	2.60	
☐	3	E1500010777P	KOFU KEDAI KEK & ROTI	ECR072191663301	EIS Contribution	2.60	2.60	
☐	4	E2100003762P	IMBI KEK DAN ROTI	ECR112180055339	EIS Contribution	100.60	100.60	

Step 5: Click on Summary to review payment details.

Step 6: Click on the Cart icon to view the payment cart



Electronic Fund Transfer Payment

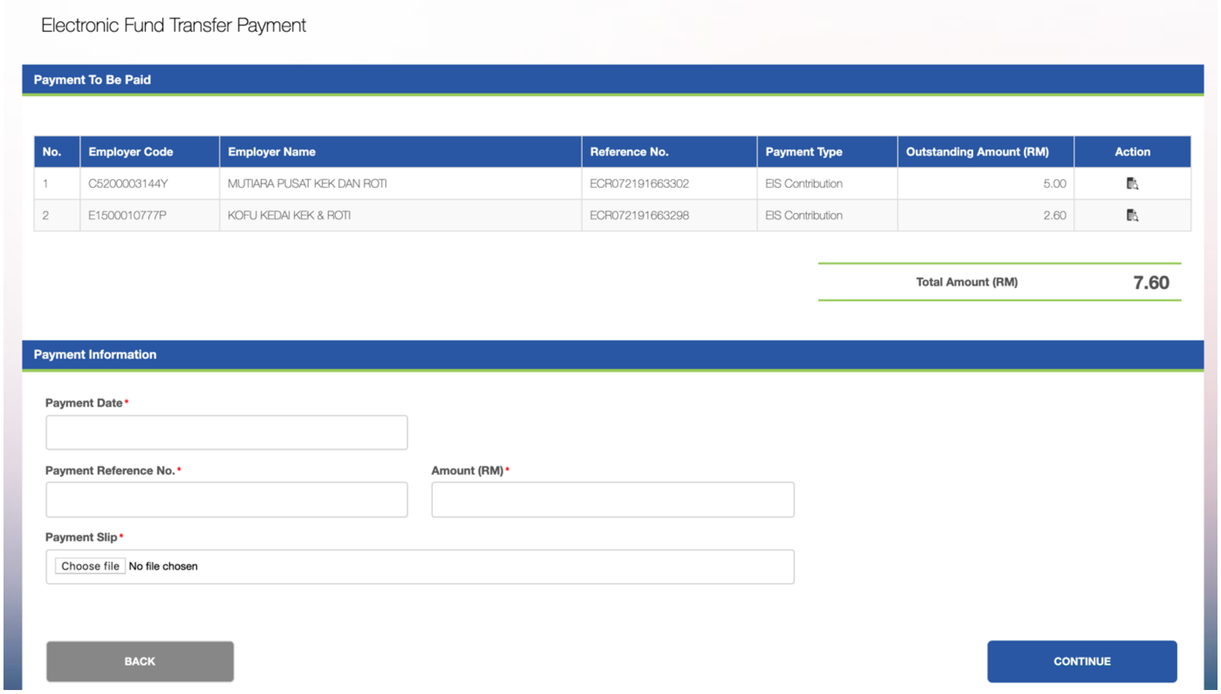
Payment Cart

No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Action
1	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ECR072191663302	EIS Contribution	5.00	
2	E1500010777P	KOFU KEDAI KEK & ROTI	ECR072191663298	EIS Contribution	2.60	

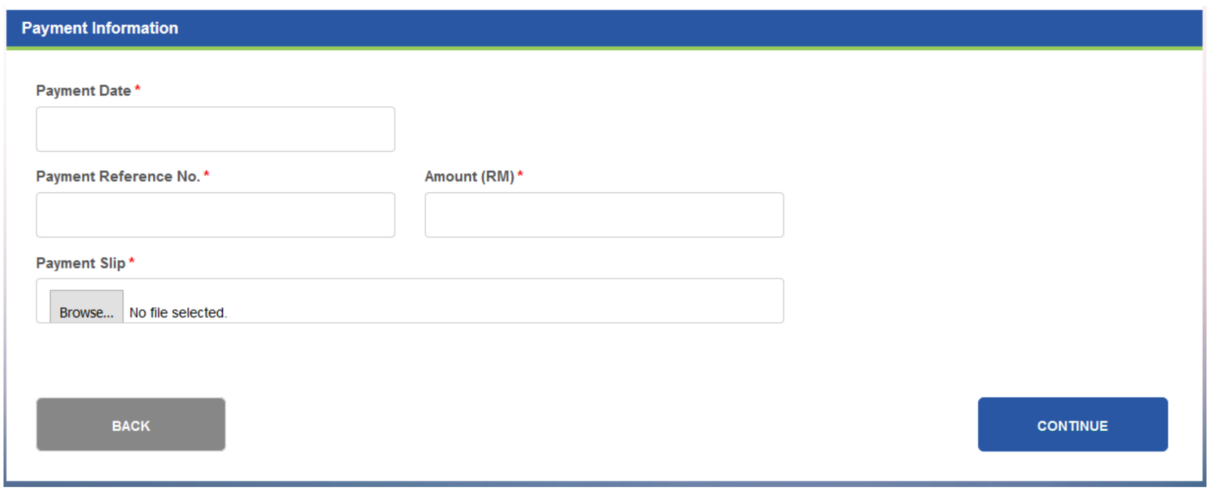
Total Amount (RM) 7.60

SEARCH PAYMENT | CLEAR LIST | CONTINUE

Step 7: Click Continue.



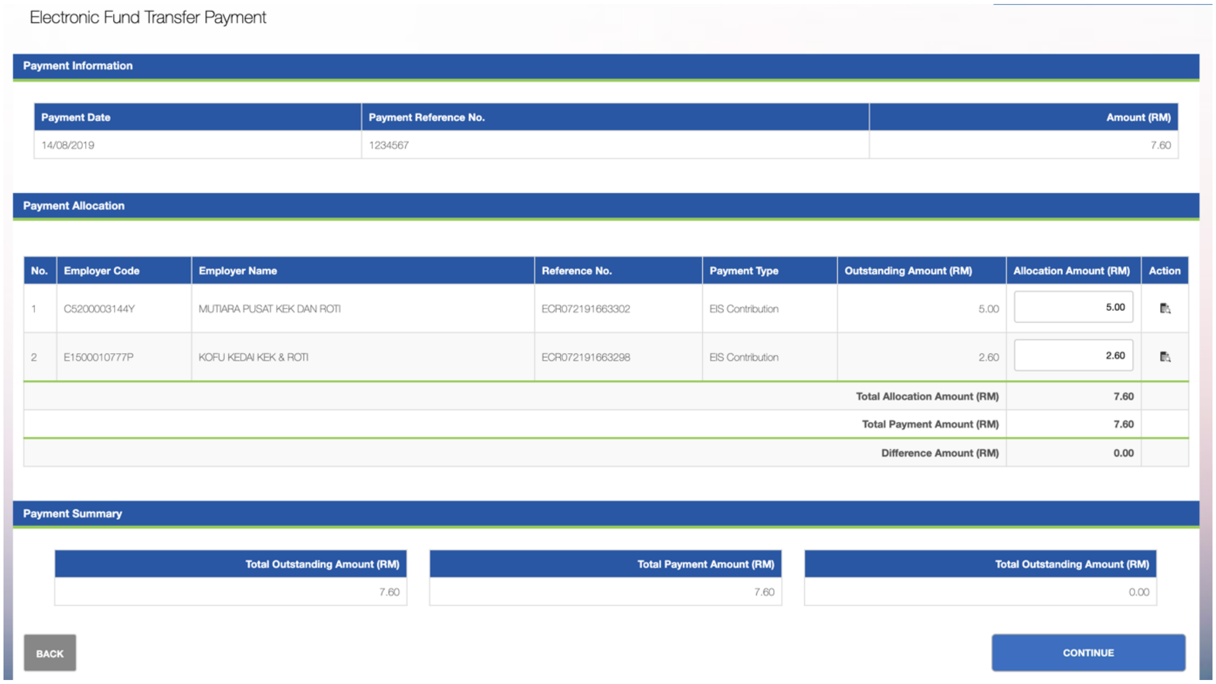
Step 8: Enter the EFT Payment details and upload the payment slip.



Step 9: Click on the Continue button.

Step 10: Perform Payment allocation if required.

Note: Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.



Step 11: Click the Continue.

Step 12: Click Print to submission.

The EFT payment will be submitted for review and approval by the CC EFT and CA EFT.

Note: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.

There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

8.0 INSPECTION

8.1 Glossary

8.1.1 Abbreviations and Terms

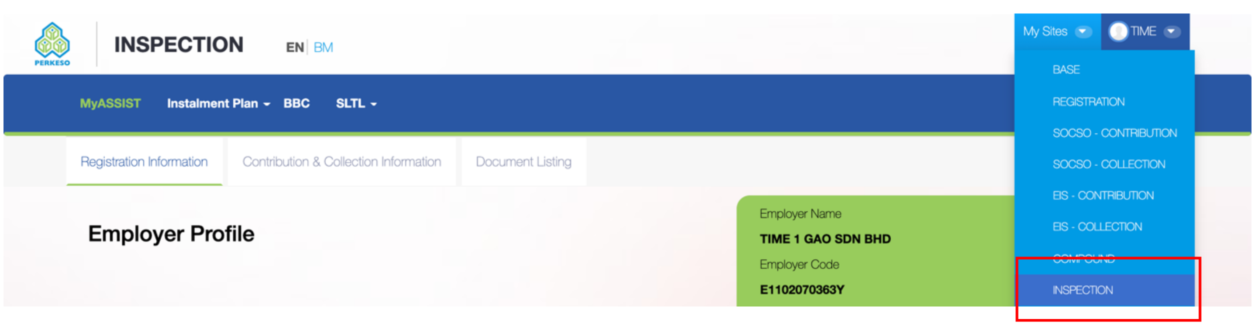
The table below explains specific terms and abbreviations used in this section. Please refer to the table in order to better understand this section.

Abbreviations	Definition
SLTL	Once in Always In / Sekali Layak Terus Layak
TC	Tunggakan Caruman / Contribution Arrears
TCL	Tiada Caruman Langsung / No Contribution since registration
CTL	Cek Tak Laku / Dishonoured Cheque
FCLB	Faedah Caruman Lewat Bayar / Interest on Late Contribution Payment
BRN	Business Registration Number
MyCOID	Malaysia Corporate Identity
SSM	Suruhanjaya Syarikat Malaysia / Companies Commission of Malaysia
POD	Proof of Debt
PDF	Portable Document Format
BBC	Bayaran Balik Caruman / Contribution Refund
BBK	Bayaran Balik Kompoun / Compound Refund
BB-FCLB	Bayaran Balik Faedah Caruman Lewat Bayar / Interest On Late Contribution Payment Refund
IB	Internet Banking
EFT	Electronic Fund Transfer

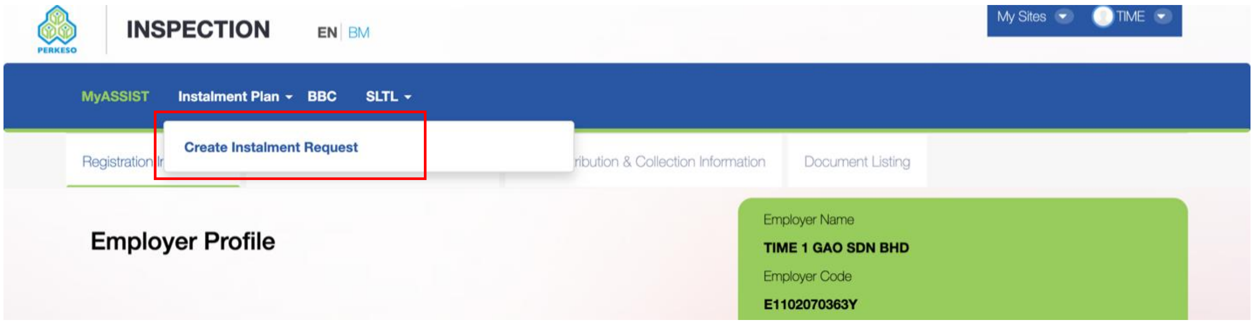
8.2 Instalment Plan

8.2.1 Search for Employer Case

Step 1: Select Inspection from the My Sites menu.



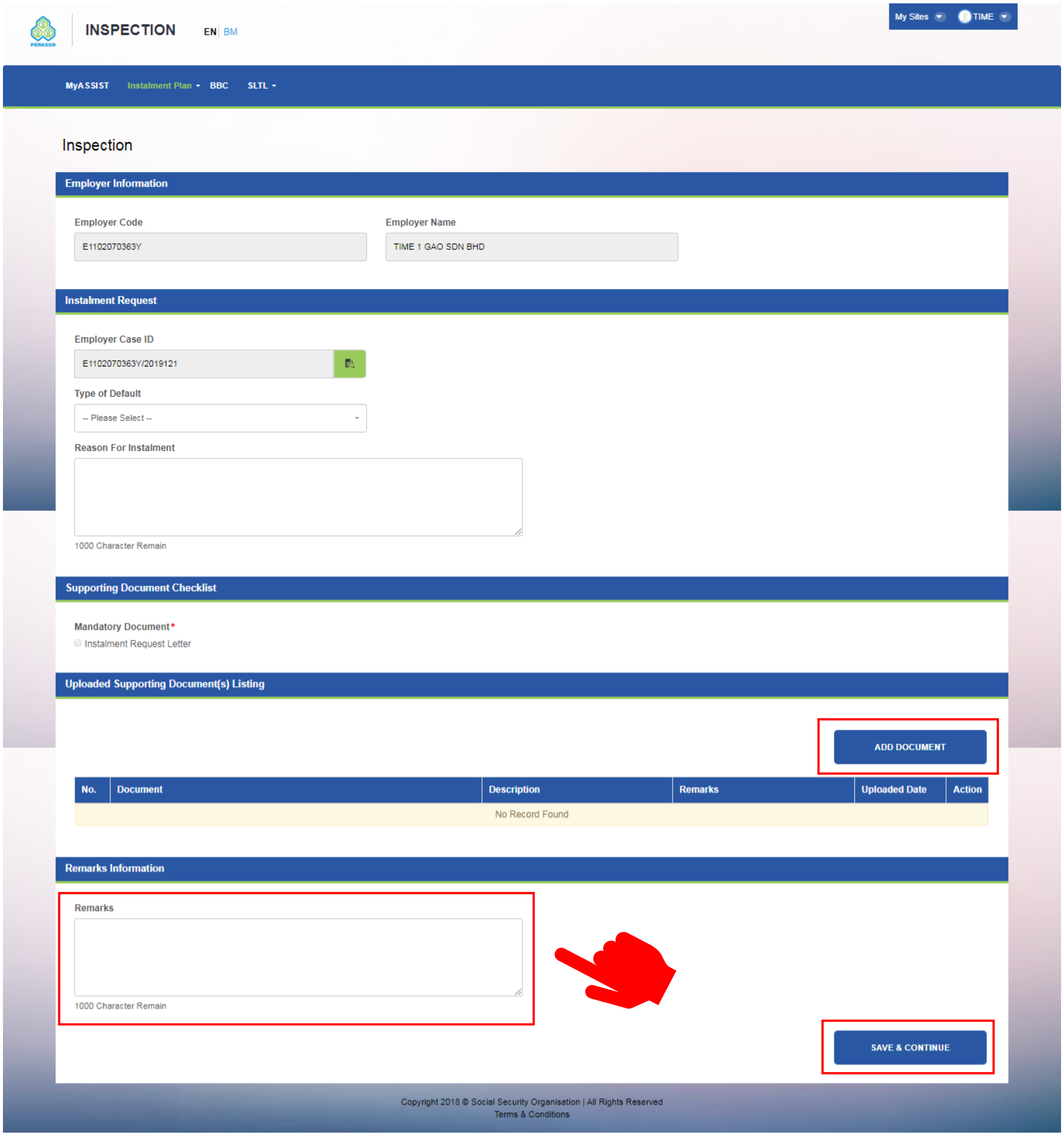
Step 2: Click the sub menu "Create Instalment Request" on the "Instalment" menu.



Step 3: Select a case and click on the "Continue" icon found in the Action column to proceed with the case.

8.2.2 Request for Instalment Case

Step 1: Fill up the information required in the form below.



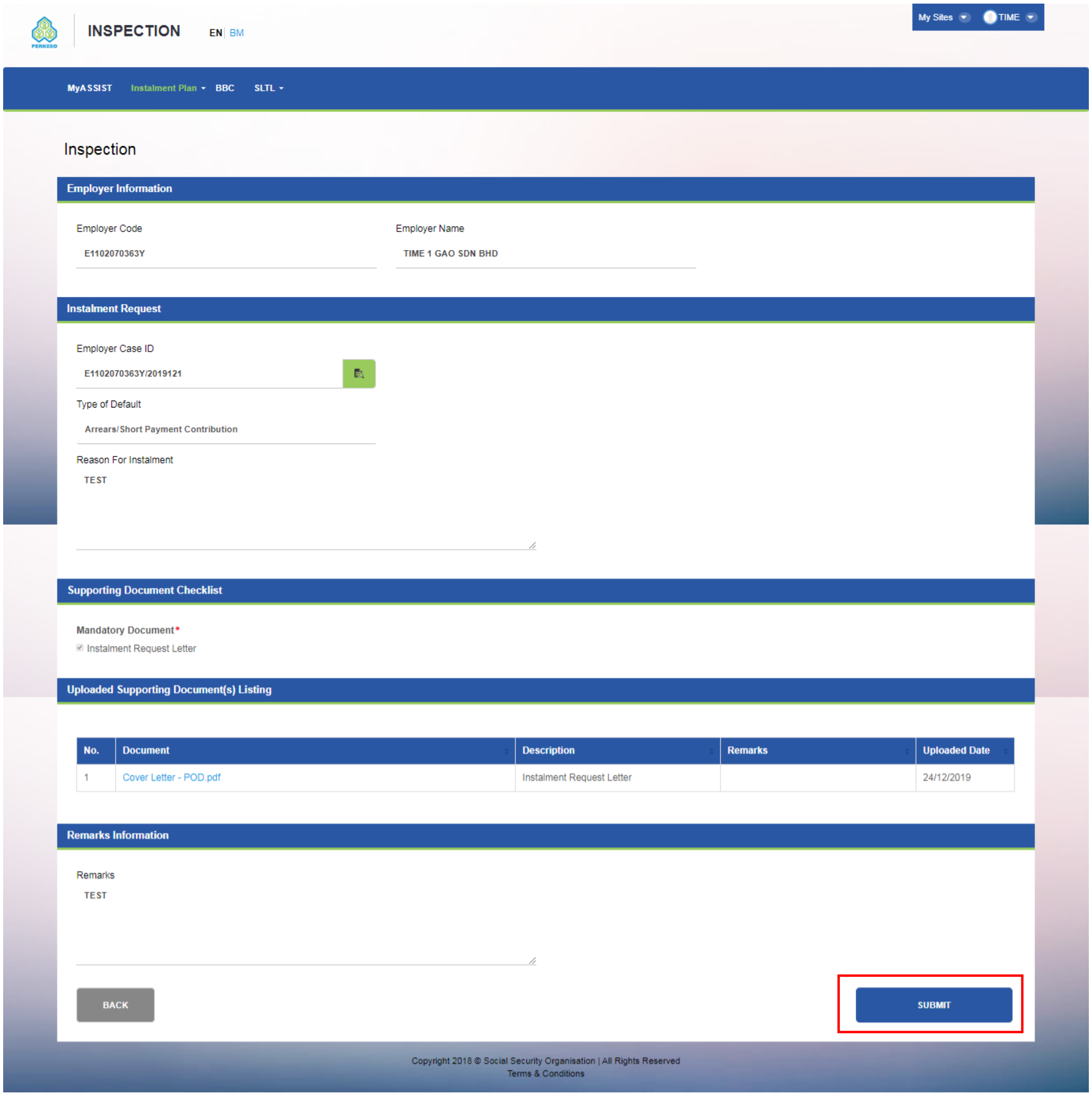
Step 2: Click "Add Document" to upload supporting document.

Step 3: Key in the remarks for the case.

Step 4: Click "Save & Continue" to proceed to next screen.

8.2.3 Preview

Step 1: View the Preview screen as per below, to reconfirm the data inputted for the instalment case.

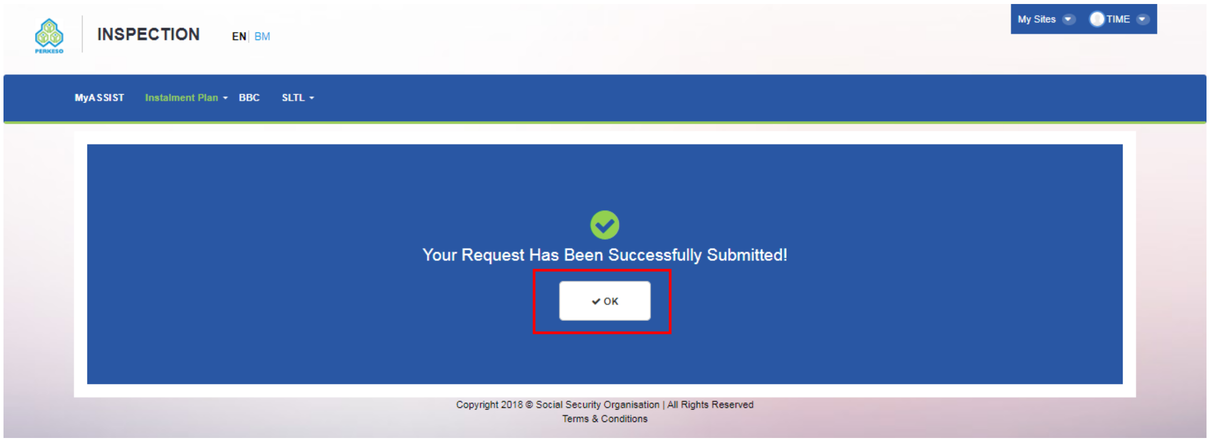


Step 2: Click "Submit" to proceed to next screen.

8.2.4 Successful Submission Notification

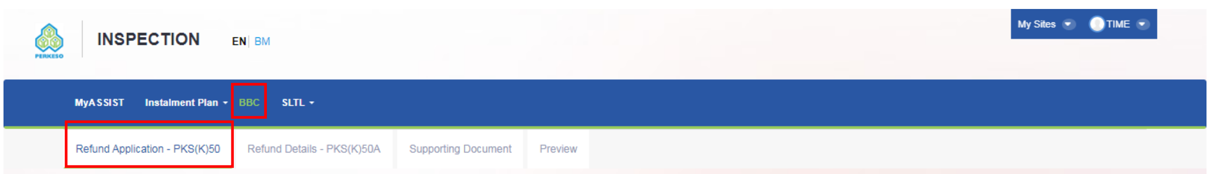
Step 1: A notification indication the case has been successfully submitted will be displayed.

Step 2: Click 'OK'.



8.3 Request for BBC

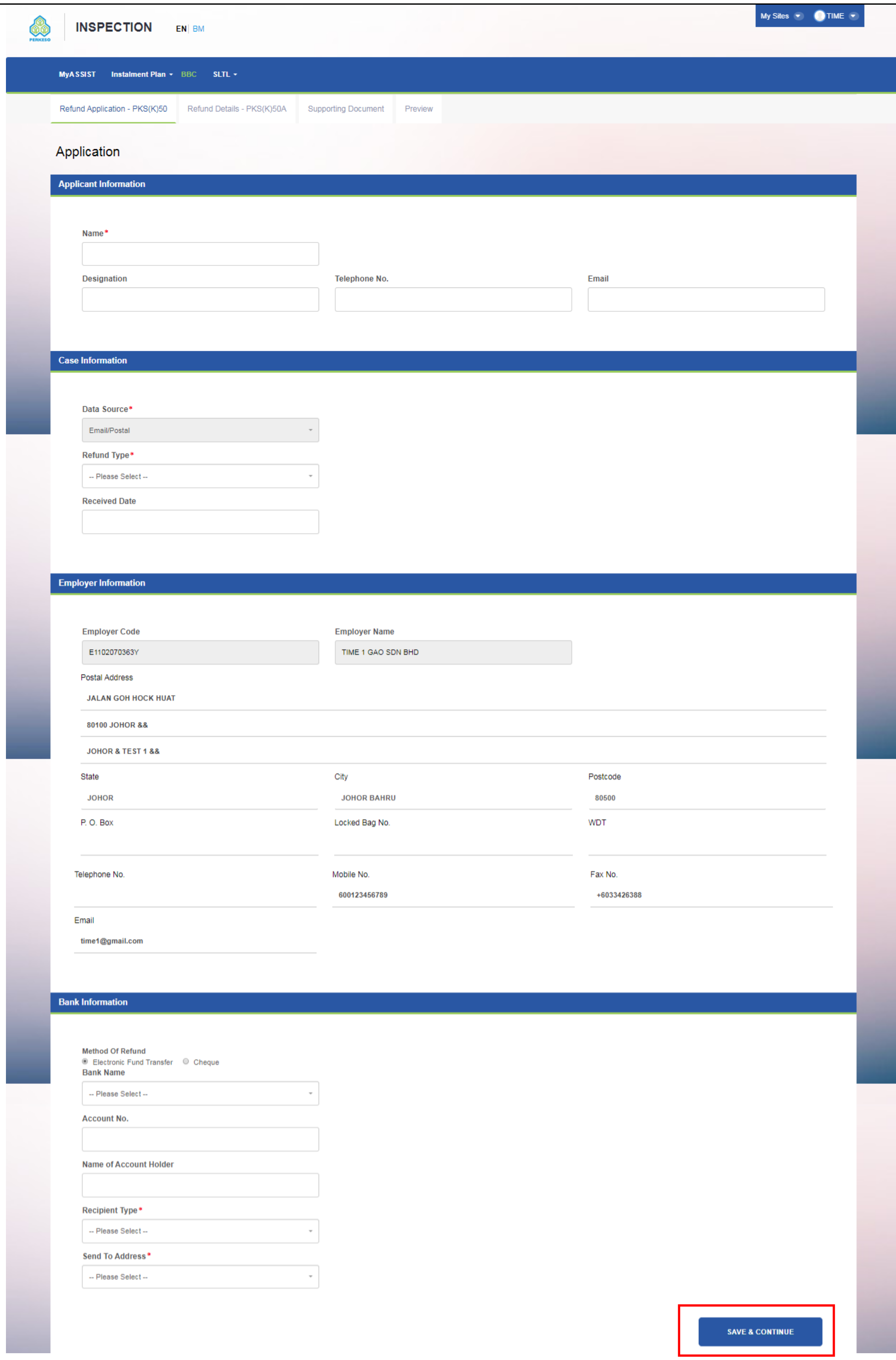
8.3.1 Refund Application – PKS(S)50



Step 1: In the BBC dropdown menu, found in the Inspection main menu bar,

Step 2: Click on 'Refund Application – PKS(K)50'.

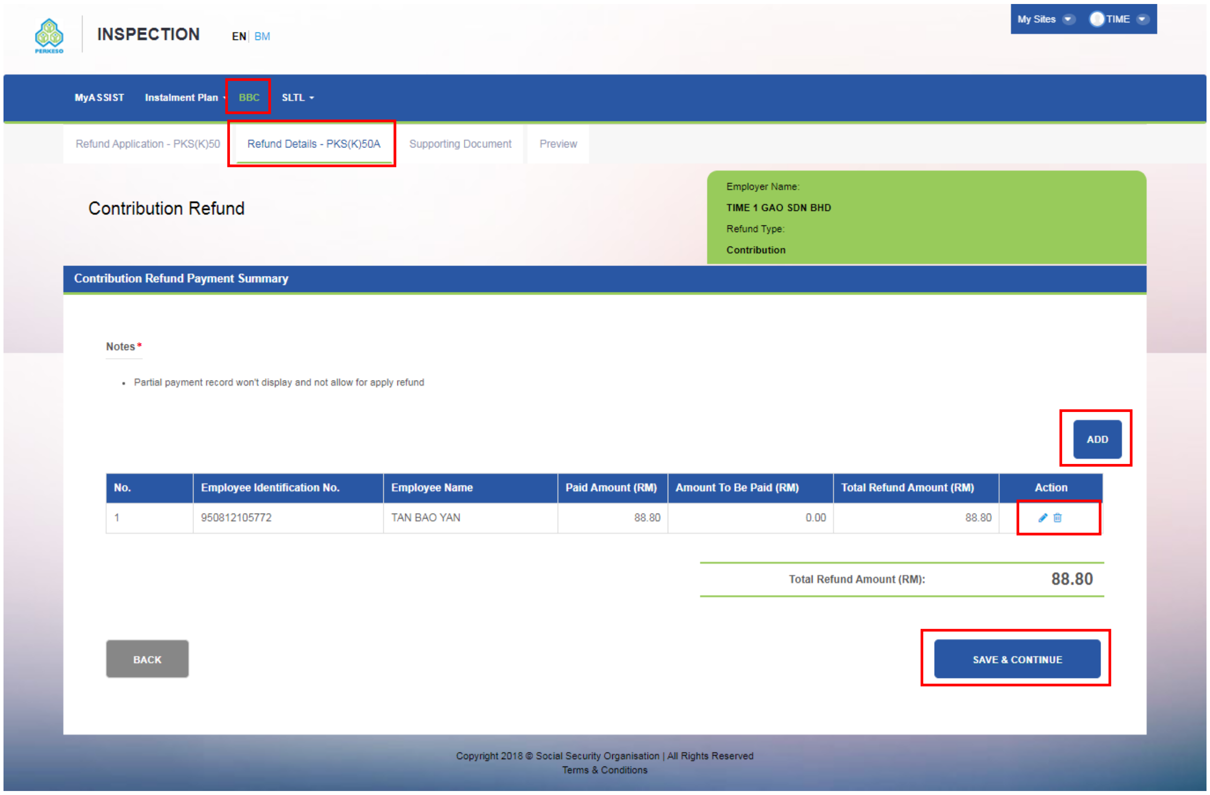
Step 3: Fill up the information required in the form, as per below.



Step 4: Click "Save & Continue" to proceed to next screen.

8.3.2 Refund Details – PKS(S)50

Step 1: Within the BBC menu, click on 'Refund Details – PKS (S) 50A'.



Step 2: Click "Add" to add additional information.

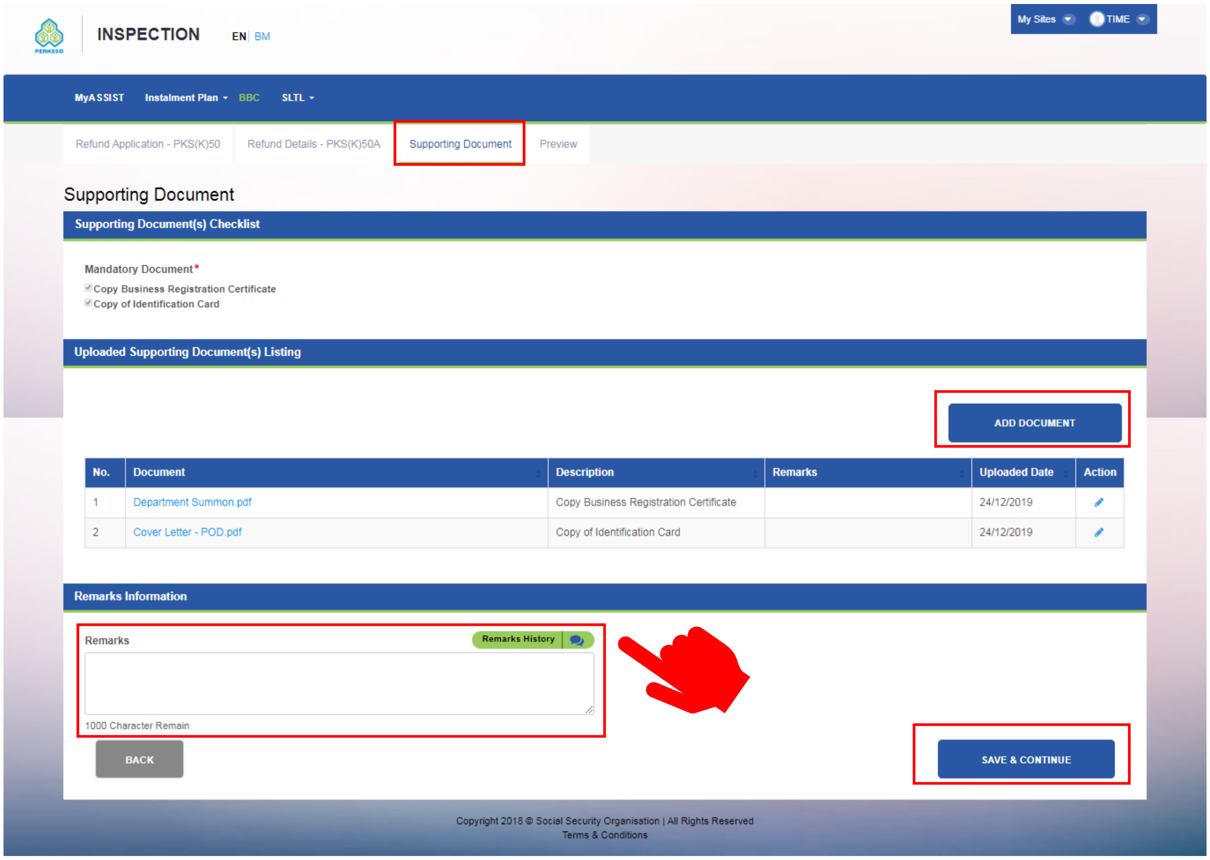
Step 3: Click on the pencil icon to update additional information.

Step 4: Click on the 'bin' icon in the 'Action' column to remove added information, if necessary.

Step 5: Click "Save & Continue" to proceed to next screen.

8.3.3 Supporting Document

Step 1: Within the BBC menu, click on 'Supporting Document'.



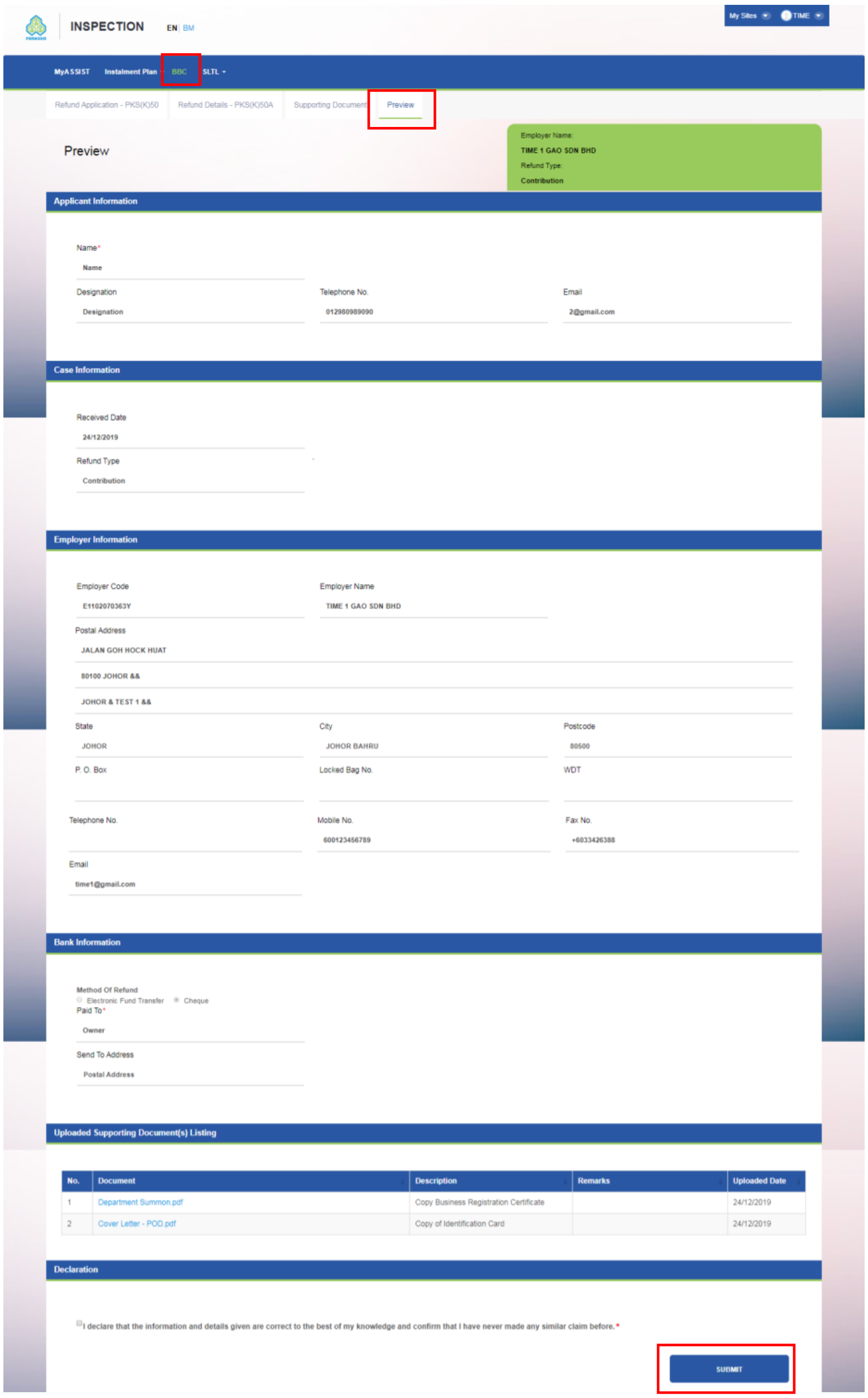
Step 2: Click "Add Document" to upload supporting document.

Step 3: Key in the remarks for the case. Employers can also view history of remarks by clicking on "Remarks History".

Step 4: Click "Save & Continue" button to proceed to next screen.

8.3.4 Preview Page

Step 1: Within the BBC menu, click on 'Preview'.



Step 2: The screen above is to reconfirm the changes made before submission.

Step 3: Click "Submit" to proceed to next screen.

8.3.5 Successful Submission Notification

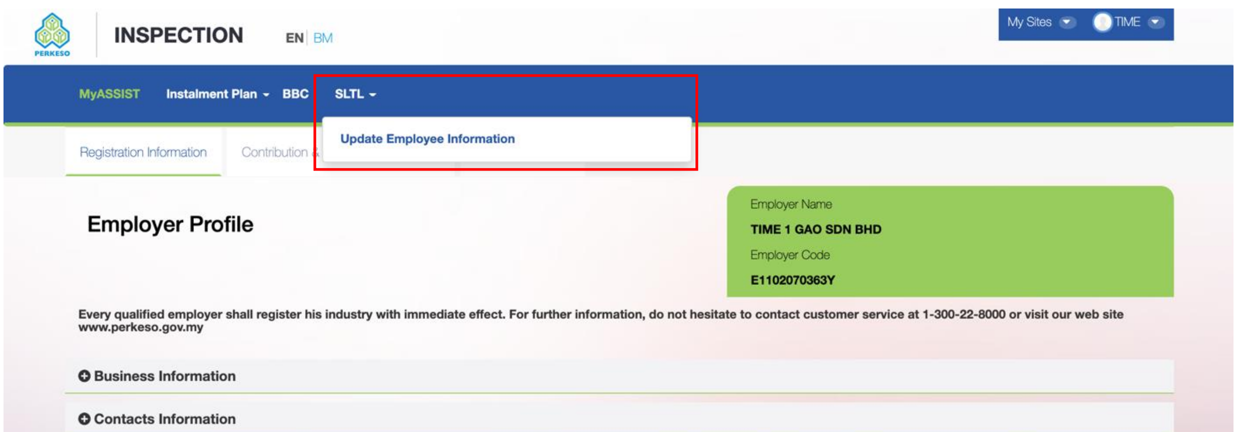
Step 1: A notification indication the case has been successfully submitted will be displayed.

Step 2: Click 'OK'.

8.4 SLTL Update Employee Information

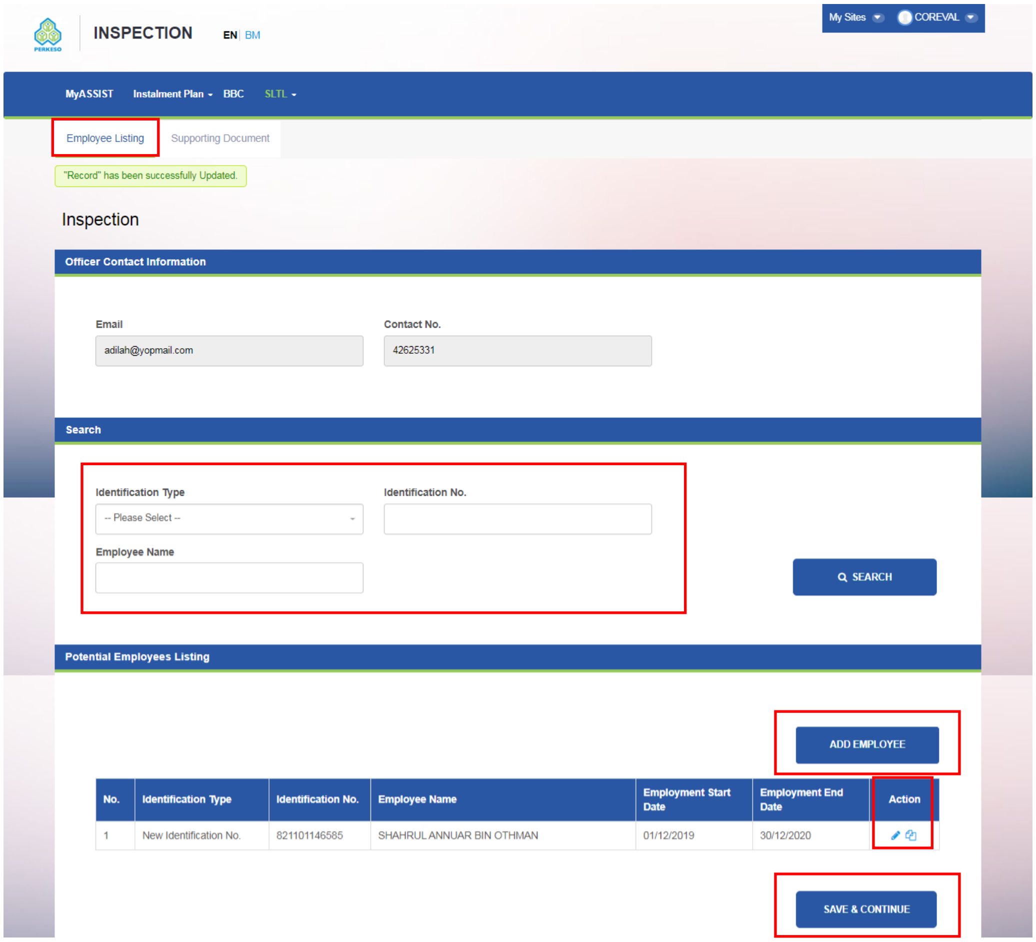
8.4.1 Update Employee Start/End Date

Step 1: Within the SLTL dropdown menu, click on 'Update Employee Information'.



Step 2: Click on the 'Employee Listing'.

Step 3: Search for an employer by filling up relevant details. Click 'Search'



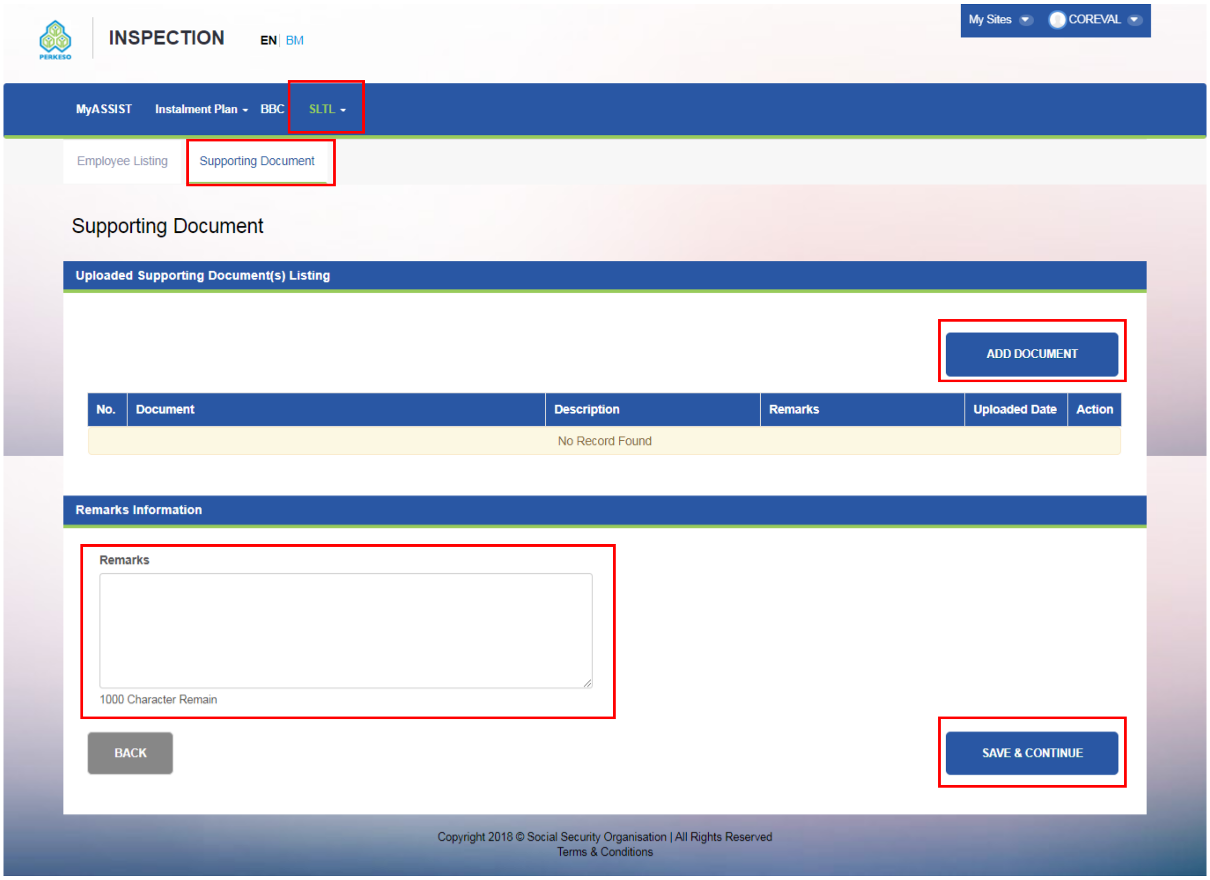
Step 4: Click "Add Employee" to add employee.

Step 5: Click on the 'pages' icon in the 'Action' column to duplicate the added information.

Step 6: Click "Save & Continue" to proceed to next screen.

8.4.2 Supporting Documents

Step 1: Within the SLTL menu, click on ‘Supporting Document’.



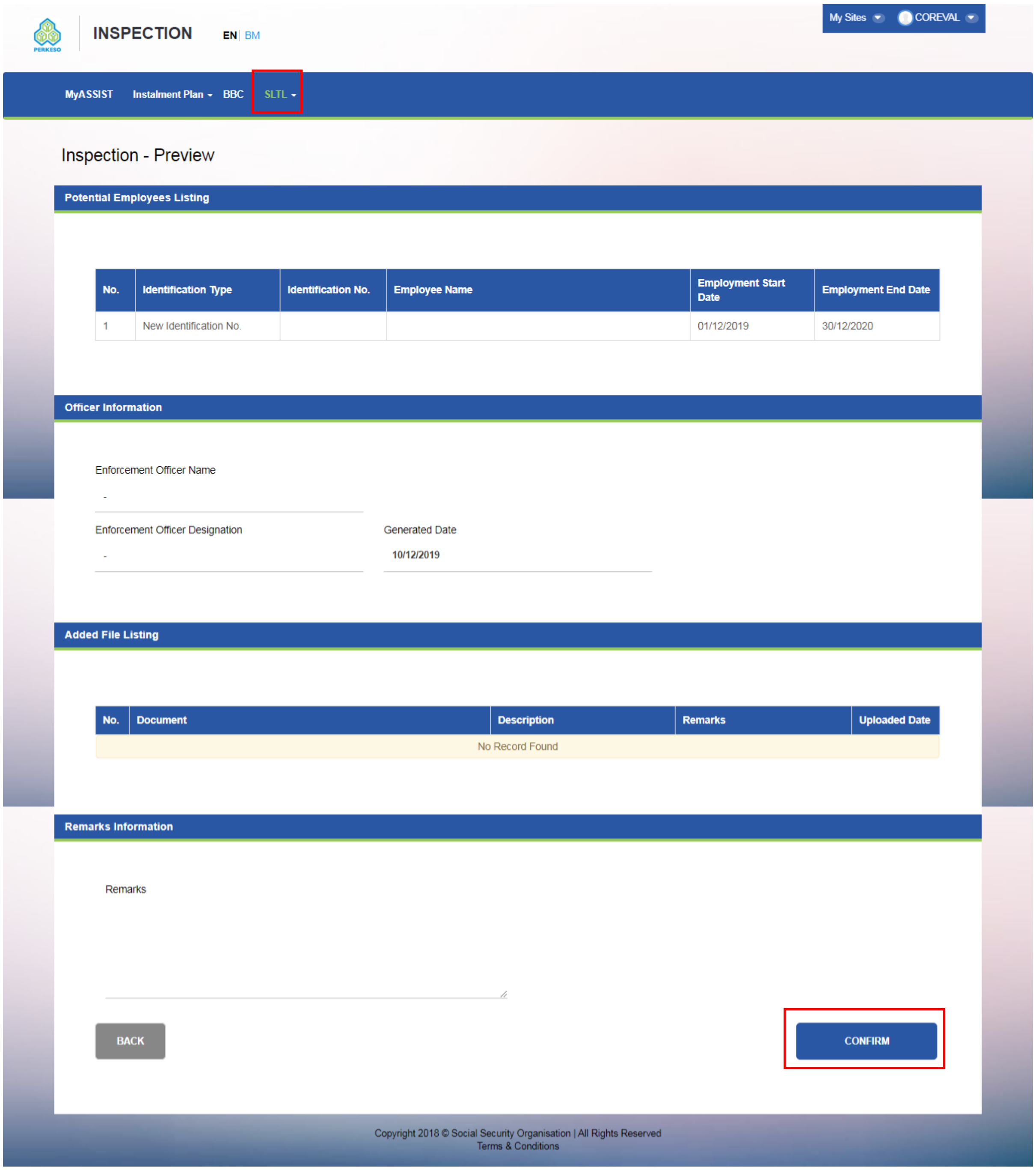
Step 2: Click “Add Document” to upload supporting document.

Step 3: Key in the remarks for the case.

Step 4: Click “Save & Continue” button to proceed to next screen.

8.4.3 Preview

Step 1: Within the SLTL menu, click on ‘Preview’.

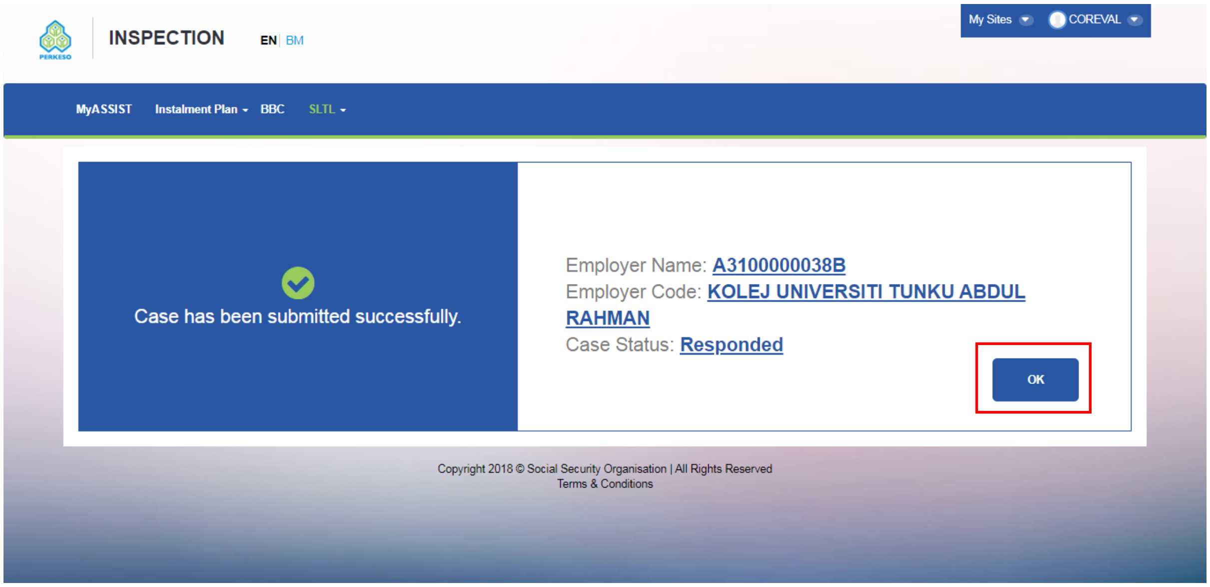


Step 2: The screen above is to reconfirm the updates made before submission.

Step 3: Click “Submit” to proceed to next screen.

8.4.4 Successful Submission Notification

Step 1: A notification indication the case has been successfully submitted will be displayed.



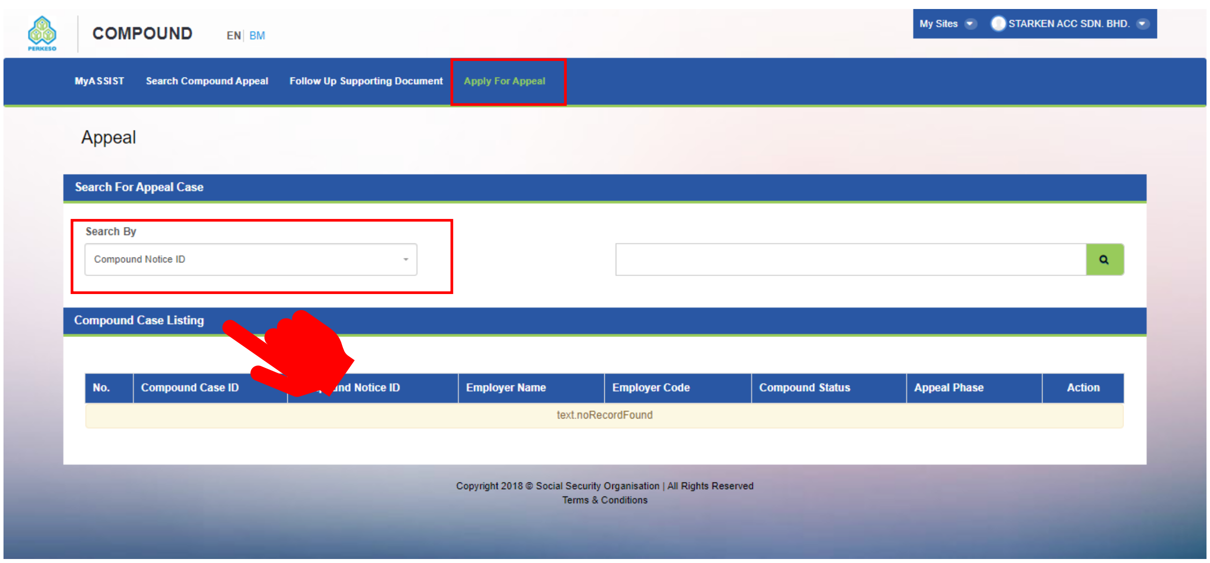
Step 2: Click ‘OK’

9.0 COMPOUND

9.1 Request Appeal on Compound

Step 1: Select Compound from the My Sites menu.

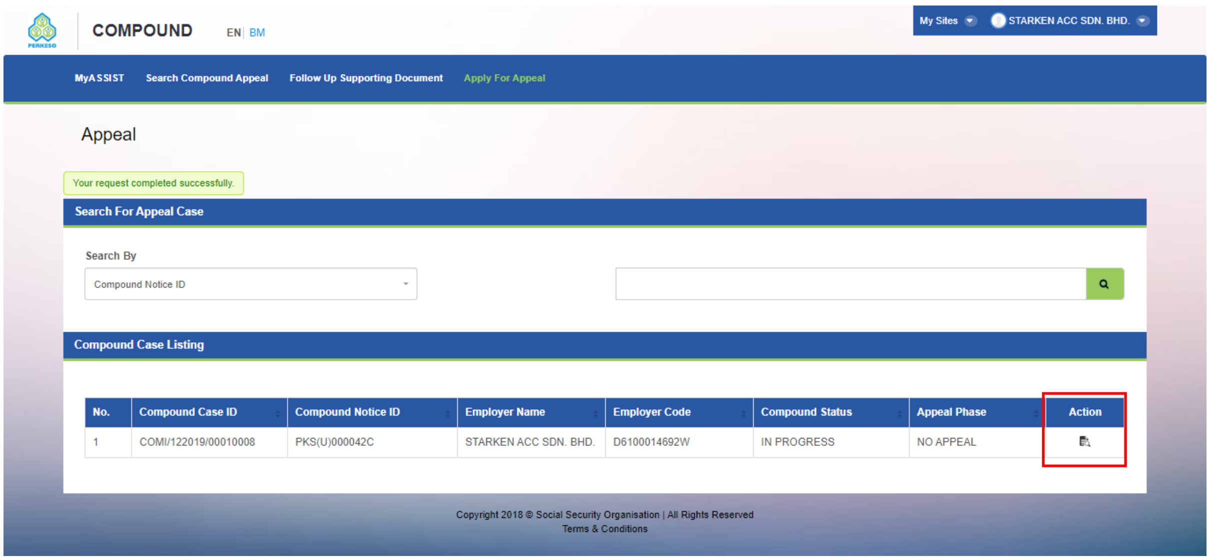
Step 2: Click on 'Apply For Appeal'. Employers will be able to view compound they received in the 'Compound Case Listing' section.



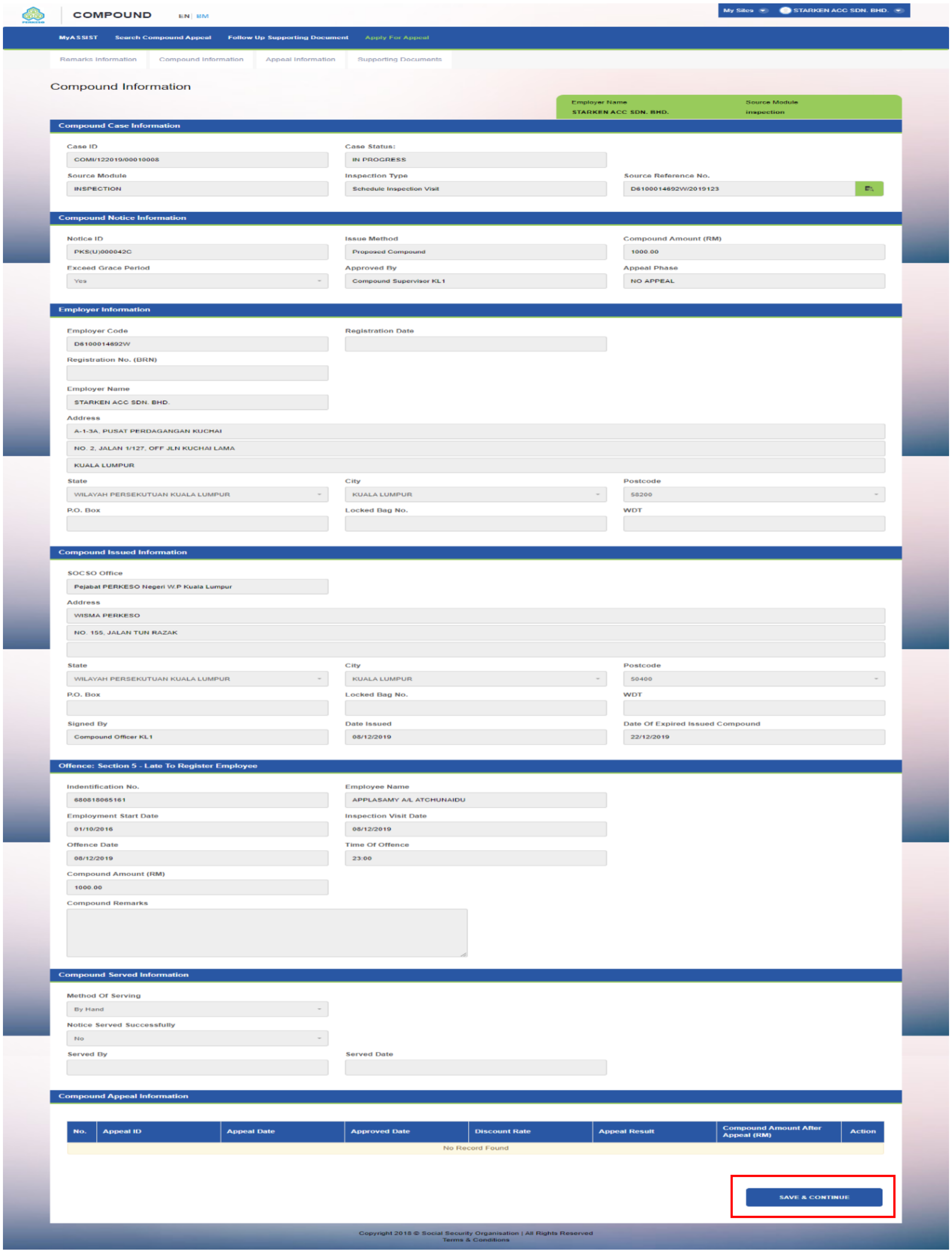
9.1.1 Search Compound Case

Step 1: To search, click on 'Search By' to choose search by Compound Case ID, Employer Code or Employer Name, and fill in relevant information. The system will display the respective compound case via listing.

Step 2: Click on the 'view' icon under the 'action' column of the respective compound case (Appeal Phase as 'No appeal') to apply for appeal or re-appeal cases.



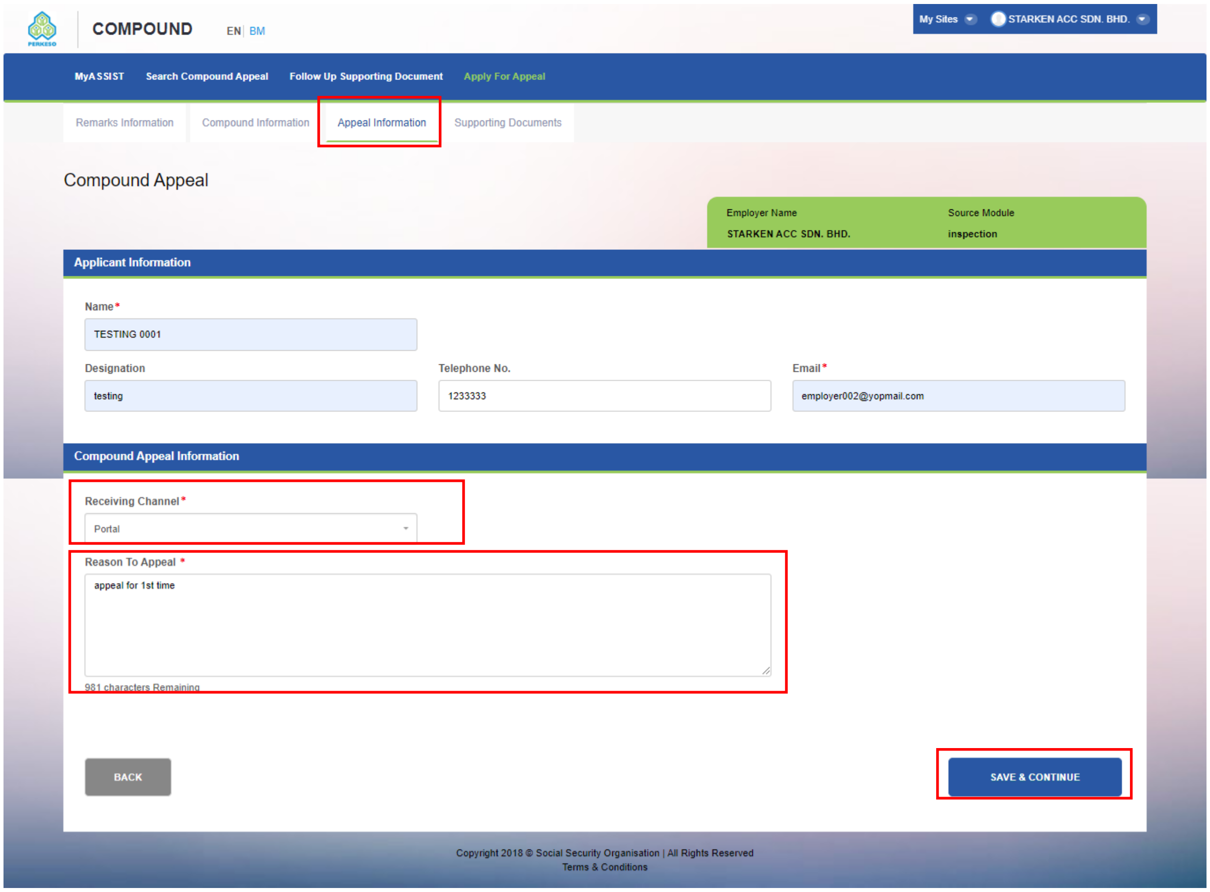
9.1.2 Compound Information



Step 1: To proceed, click on 'Save & Continue' to proceed to the next screen.

9.1.3 Appeal Information

Step 1: Click on 'Appeal Information'.



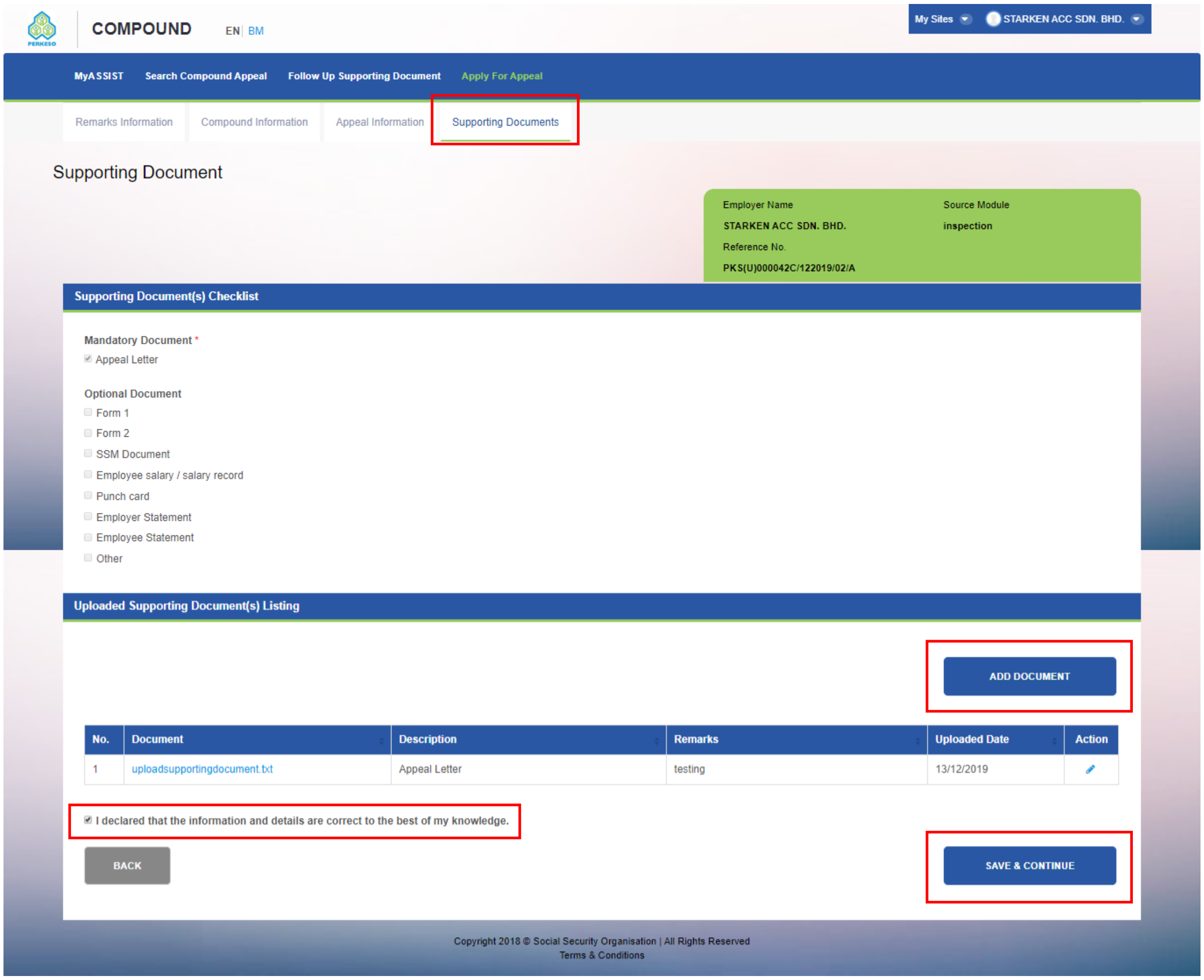
Step 2: To input the receiving channel, select receiving channel from the drop-down listing.

Step 3: To input the reason to appeal, key in the reason to appeal in the text box.

Step 4: To proceed, click on 'Save & Continue' button to proceed to the next screen.

9.1.4 Supporting Documents

Step 1: Click on 'Supporting Document'.



Step 2: To upload supporting document, click on the 'Add Document' button and upload the respective document.

Step 3: To proceed, select the checkbox to declare that all information provided are correct and click on 'Save & Continue' button to proceed to the next screen.

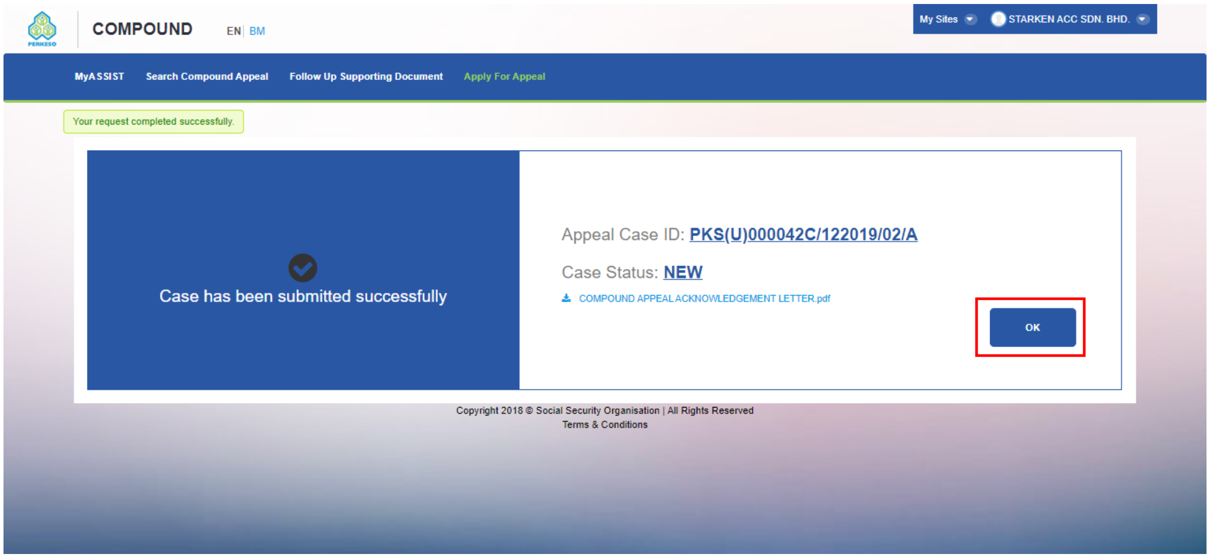
9.1.5 Preview

Step 2: The screen above is to reconfirm information added before submission.

Step 3: Click "Submit" to proceed to next screen.

9.1.6 Successful Submission Notification

Step 1: A notification indication the case has been successfully submitted will be displayed.

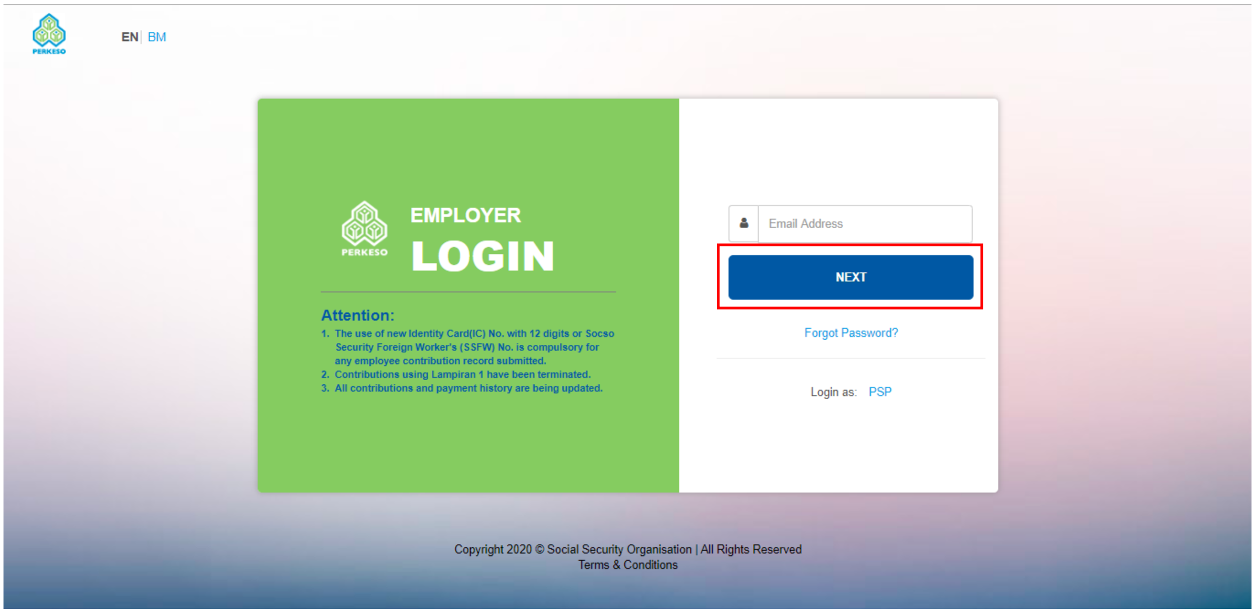


Step 2: Click 'OK'

10.0 ASSIST COMBINED PAYMENT (AKTA 4 & AKTA 800)

10.1 Employer Login Screen

Step 1 : This is the Employer login screen. To login, enter the login email and click 'NEXT'.

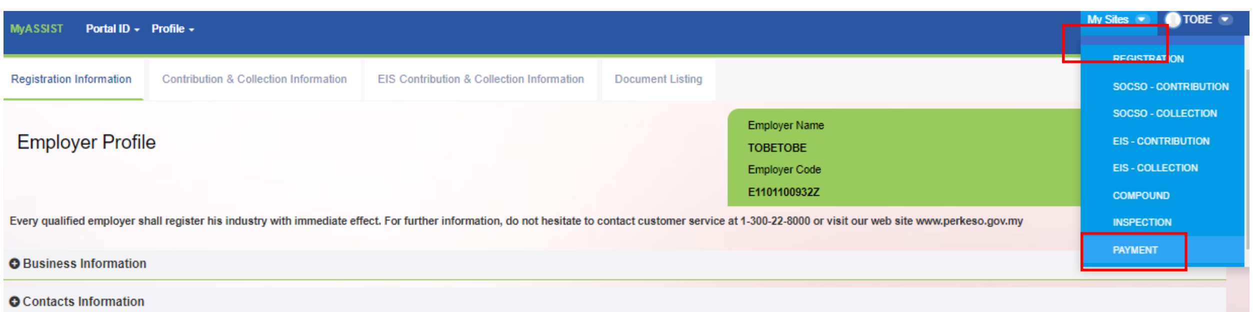


10.2 My Sites: Payment

NOTE : Users are able to make payment for ALL SOCSO Contributions (ACR), EIS Contributions (ECR), Faedah Caruman Lewat Bayar (FCLB) and Compound in one transaction (if any).

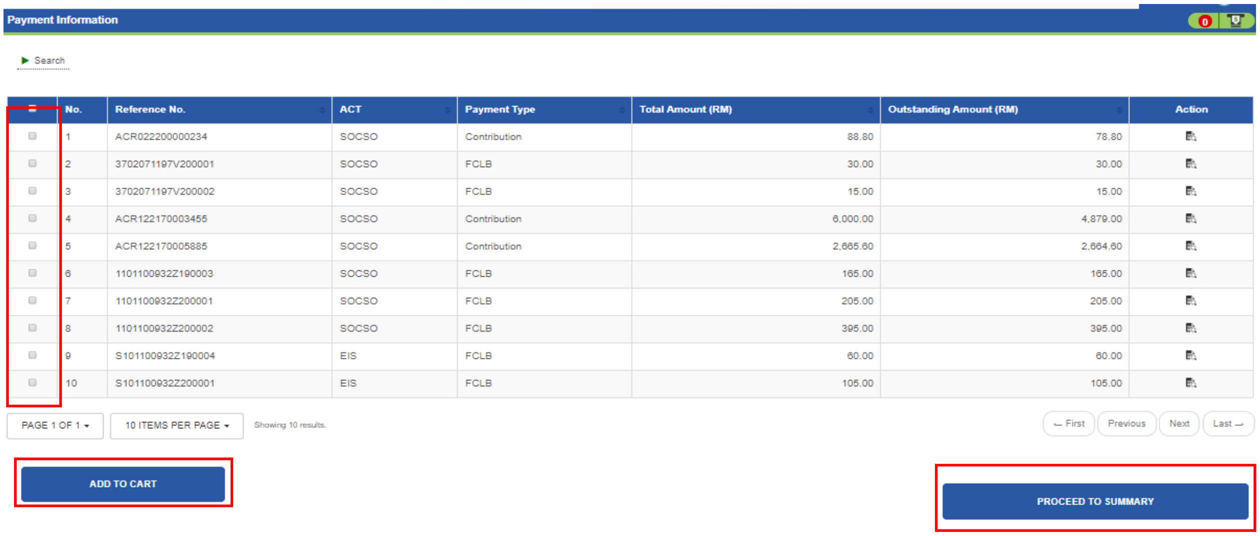
Step 2 : Click on 'My Sites' and select Payment from the drop down menu.

*****Kindly ensure ACRs and ECRs have been generated prior to making payment.***



Step 3 : Select (tick) any of the available transaction(s) listed and Click ‘ADD TO CART’.

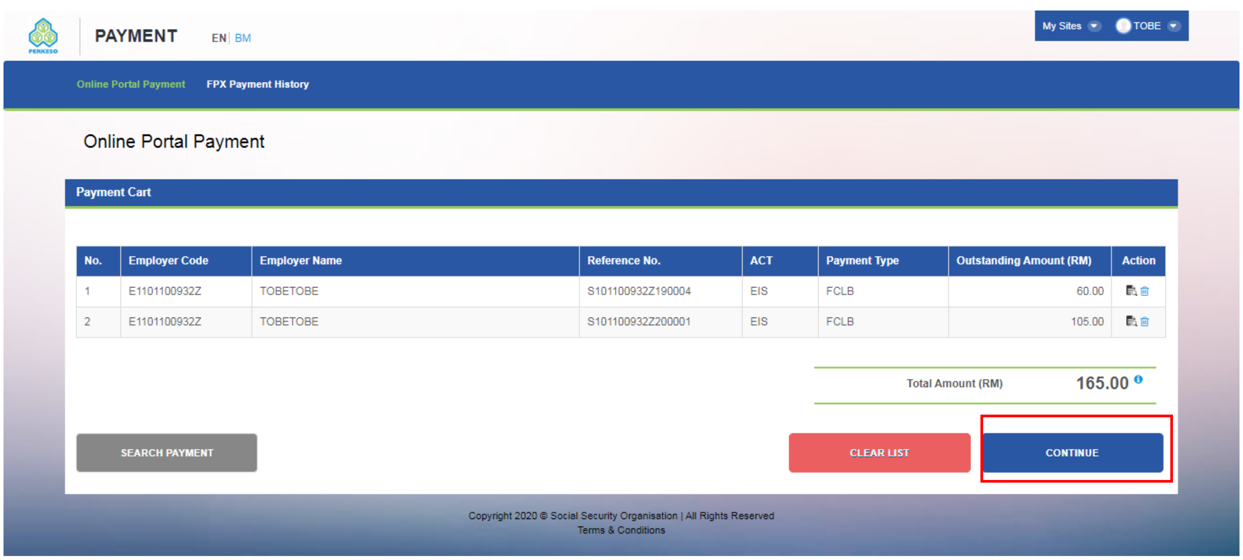
Step 4 : Click ‘PROCEED TO SUMMARY’.



NOTE: ‘PROCEED TO SUMMARY’ will allow employer to view the selected transaction(s).

Step 5: Verify the contents in the payment cart.

Step 6: Click ‘Continue’.



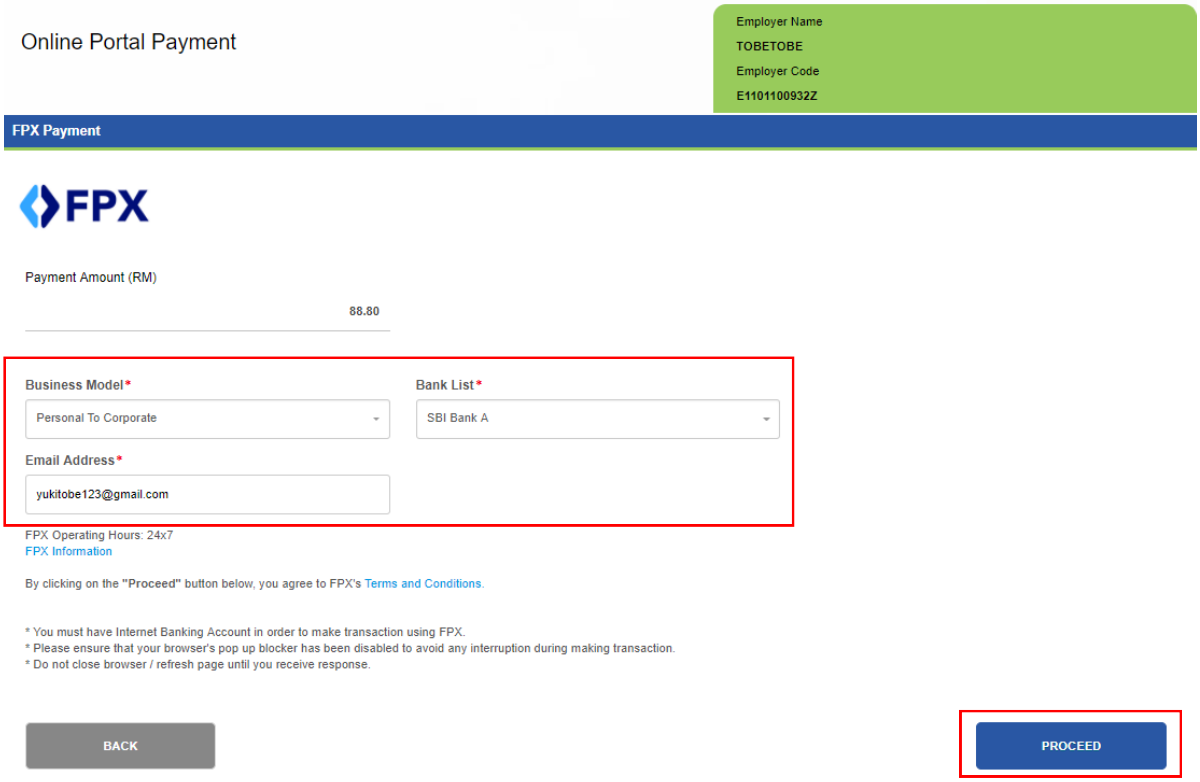
Note 1: The type of business model selected will determine the bank/payment services available for the payment.

Note 2: The payment amount cannot be changed and is determined by the total of the amount in the payment cart.

Step 7 : Select the type of business model (Personal to Corporate or Corporate to Corporate).

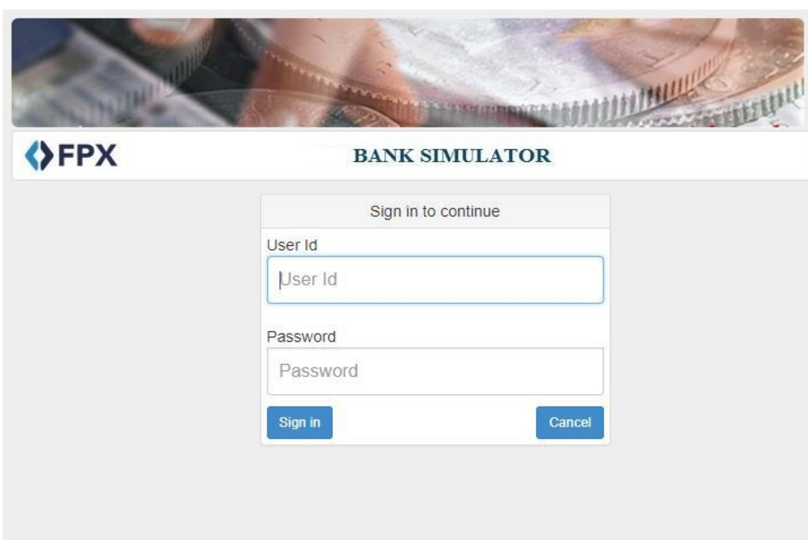
Step 8 : Select the bank/payment service to be used for the payment.

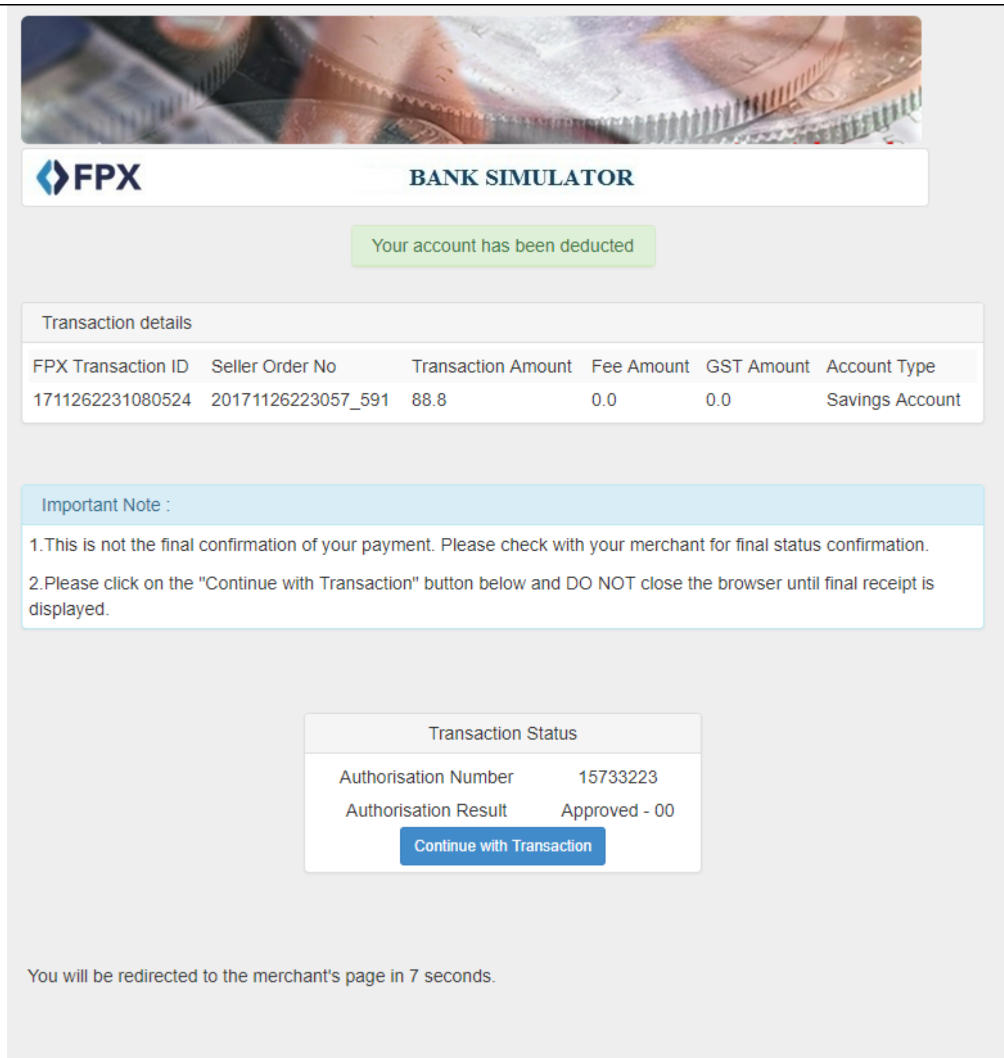
Step 9 : Enter email address.



Step 10 : Click 'PROCEED'.

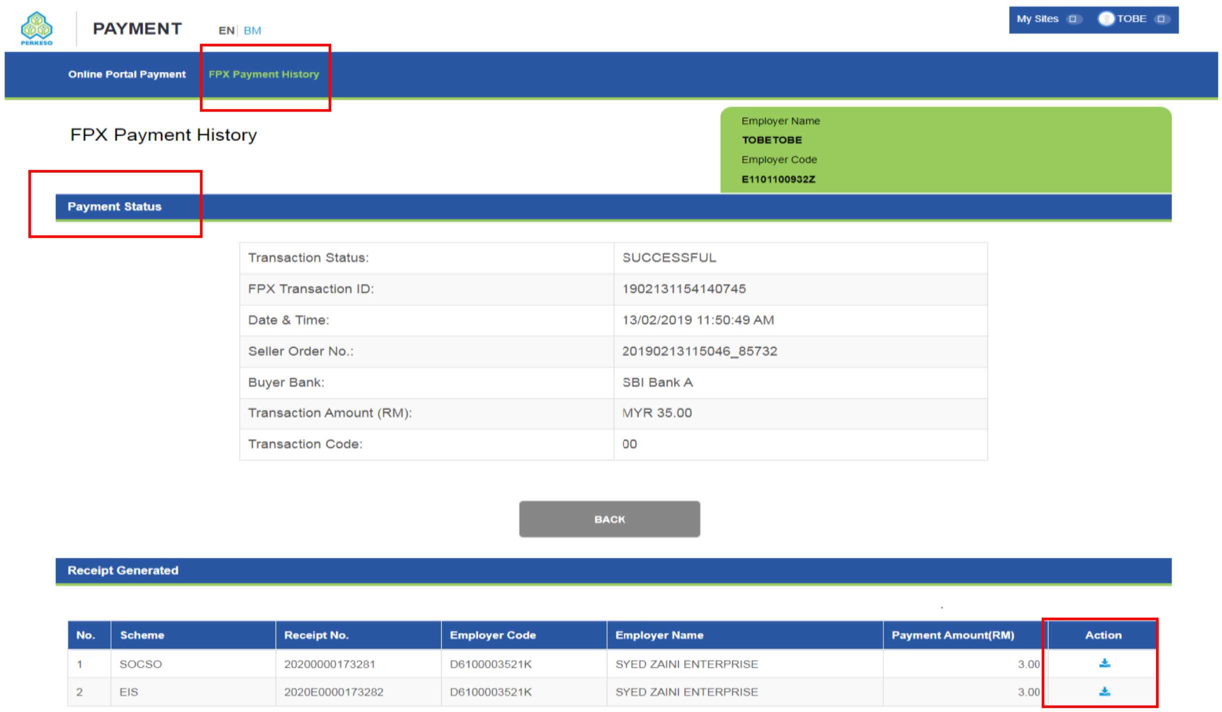
The employer will be redirected to the bank/payment service portal where the payment can be completed. The example shown in the following is the payment through FPX.





Once payment has been made through the external portal, users will be redirected to the ASSIST Portal.

Step 11: Users are able to view payment history and payment status in the 'FPX Payment History' tab found on the Payment main menu bar.



NOTE: If the transaction status is successful, the user will be able to download the receipt and retrieve any FCLB notice generated as a result of late payment.

Step 12: For payments with the status 'Pending', users can resubmit a new contribution and proceed with payment.