



# **ASSIST & EIS EMPLOYER PORTAL USER GUIDE**

## Table of Contents

<b>1.0</b>	<b>INTRODUCTION.....</b>	<b>7</b>
1.1	What is ASSIST Portal?.....	7
1.2	What employers can do through the ASSIST Portal.....	7
1.2.1	Generate ACR (Acknowledgement Contribution Received) for Akta 4 and ECR (Employer Contribution Received) for Akta 800.....	7
1.2.2	Update profile: Employer and employees (existing & new) .....	8
1.2.3	Make Contribution submission and payments (including arrears and short-pay) .....	8
1.2.4	Paying FCLB and making appeal against FCLB .....	8
1.2.5	Paying Compound.....	9
1.3	The type of records that can be accessed by employers via ASSIST Portal are: .....	9
1.4	How employers can enroll into ASSIST portal .....	9
1.5	Recommended Operating System and Browser types .....	10
<b>2.0</b>	<b>SETTING UP YOUR PROFILE AS EMPLOYER .....</b>	<b>11</b>
2.1	Basic Features.....	11
2.1.1	Employer Login Screen .....	11
2.1.2	User Change Password for Portal ID.....	12
2.1.3	Update Portal ID Information (One to Many) .....	13
2.2	Security Measure (ISMS Requirement).....	18
2.2.1	Password Lock .....	18
2.2.2	Disabled Multiple Log-Ins .....	19
2.3	Profile Viewing .....	19
2.3.1	Employer Profile .....	19
2.3.2	Contribution & Collection Information Screen for Employer .....	22
2.3.3	View Document Listing.....	24
2.3.4	Employee Profile .....	24
2.2.5	Employee Profile (Foreign Employees) .....	27
2.3.5	Employee Profile (One to Many) .....	29
2.4	Employer Change Password.....	32
<b>3.0</b>	<b>REGISTERING AS EMPLOYER.....</b>	<b>34</b>

3.1	New Employer Registration .....	34
3.1.1	Employer Registration for Corporation (Bhd) .....	34
3.1.2	Employer Registration for Corporation (LLP) .....	40
3.1.3	Employer Registration for Corporation (Sdn Bhd) .....	40
3.1.4	Employer Registration for Partnership (Registered with Agency) .....	40
3.1.5	Employer Registration for Partnership (Registered with SSM) .....	40
3.1.6	Employer Registration for Partnership (Not Registered) .....	41
3.1.7	Employer Registration for Sole Proprietor (Registered with Agency) .....	41
3.1.8	Employer Registration for Sole Proprietor (Registered with SSM) .....	41
3.1.9	Employer Registration for Sole Proprietor (Not Registered) .....	41
3.1.10	Employer Registration for Others (Business Representative) .....	42
3.1.11	Employer Registration for Others (Cooperative) .....	42
3.1.12	Employer Registration for Others (Embassy) .....	42
3.1.13	Employer Registration for Others (Federal Government Agency) .....	43
3.1.14	Employer Registration for Others (Federal Statutory Body) .....	43
3.1.15	Employer Registration for Others (IPTS) .....	43
3.1.16	Employer Registration for Others (Local Authority) .....	44
3.1.17	Employer Registration for Others (NGO/Society) .....	44
3.1.18	Employer Registration for Others (State Government Agency) .....	44
3.1.19	Employer Registration for Others (State Statutory Body) .....	45
3.2	New Registration .....	45
3.2.1	New Employee Registration Form .....	45
3.2.2	Foreign Employee: New Employee Registration Form.....	47
3.2.3	Upload Documents and Preview Screen .....	49
3.3	Update.....	52
3.3.1	Add New Employee .....	52
3.3.2	Add New Employee using Contribution Text File .....	57
3.3.3	Add New Employee (Foreign Employee) .....	62
3.4	Update (One to Many).....	65
3.4.1	Add New Employee .....	66
3.4.2	Add Employee Resigned Date.....	72
3.4.3	Add Employee Information (Employer) .....	78
3.4.4	Update Employer Information .....	84

3.4.5	Update Director/Owner Information .....	89
3.4.6	Add Supporting Documents.....	95
3.4.7	Update Form 1A - Cessation as Employer .....	99
3.5	Add Employee Resigned Date .....	106
3.5.1	Add Employee Information (Employer) .....	110
3.6	Add Employee Information - Employer (Foreign Employee).....	115
3.6.1	Update Employer Information .....	118
3.6.2	Update Director/Owner Information .....	124
3.6.3	Add Supporting Documents.....	132
3.6.4	Update Form 1A - Cessation as Employer .....	135
3.7	Search.....	142
3.7.1	Search Pending Case for Additional Supporting Documents .....	142
3.7.2	Search Draft Case .....	144
3.8	EIS Update .....	145
3.8.1	New Registration for EIS.....	145
3.8.2	Update Add Employee Resigned Date of EIS.....	149
3.8.3	Form 3 EIS – Cessation of Employer .....	153
3.9	EIS Listing .....	159
3.9.1	Induction Listing Information of EIS.....	159
<b>4.0</b>	<b>MAKING CONTRIBUTION PAYMENT (AKTA 4) .....</b>	<b>161</b>
4.1	Add Contribution .....	161
4.1.1	Regular Scenario .....	161
4.2	Arrears Contribution.....	171
4.2.1	Regular Scenario .....	171
4.3	Short Payment Contribution.....	173
4.3.1	Regular Scenario .....	173
4.4	Text File Submission.....	175
4.4.1	Regular Scenario .....	175
4.5	FCLB.....	176
4.5.1	Submitting Follow Up Supporting Document for queries.....	176
4.5.2	Requesting Appeal via Employer Portal.....	178
4.5.3	Viewing FCLB Information .....	181
4.6	FCLB (One to Many) .....	182



4.6.1	Requesting Appeal via Employer Portal.....	182
4.6.2	Submitting Follow Up Supporting Document for queries.....	185
<b>5.0</b>	<b>MAKING PAYMENT VIA PORTAL (AKTA 4).....</b>	<b>188</b>
5.1	Online Portal Payment.....	188
5.2	Online Portal Payment (to replace Dishonoured Cheque).....	193
5.3	FPX Pending Status.....	193
5.4	Online Portal Payment (One to Many) .....	194
5.5	Electronic Funds Transfer .....	200
5.5.1	EFT Registration .....	200
5.5.2	EFT Payment.....	201
5.5.3	EFT Payment (to replace Dishonoured Cheques) .....	203
5.6	Electronic Funds Transfer (One to Many) .....	203
5.6.1	EFT Registration .....	203
5.6.2	EFT Payment.....	205
<b>6.0</b>	<b>MAKING CONTRIBUTION PAYMENT (AKTA 800-EIS).....</b>	<b>210</b>
6.1	Arrears/Short Contribution Submission.....	210
6.1.1	Text File Submission .....	216
6.1.2	Contribution Exception List .....	219
6.1.3	Add Contribution Draft .....	226
6.2	FCLB EIS (One to Many) .....	228
6.2.1	Requesting Appeal via Employer Portal.....	228
6.2.2	Submitting Follow Up Supporting Document for queries.....	231
<b>7.0</b>	<b>MAKING PAYMENT VIA PORTAL (AKTA 800-EIS).....</b>	<b>234</b>
7.1	Online Portal Payment.....	234
7.2	EIS Online Portal Payment (One to Many) .....	239
7.3	Electronic Funds Transfer .....	245
7.3.1	EFT Registration .....	245
7.3.2	EFT Payment.....	246
7.3.3	EFT Payment (One to Many).....	248
<b>8.0</b>	<b>INSPECTION .....</b>	<b>252</b>
8.1	Glossary.....	252
8.1.1	Abbreviations and Terms .....	252
8.2	Instalment Plan.....	252

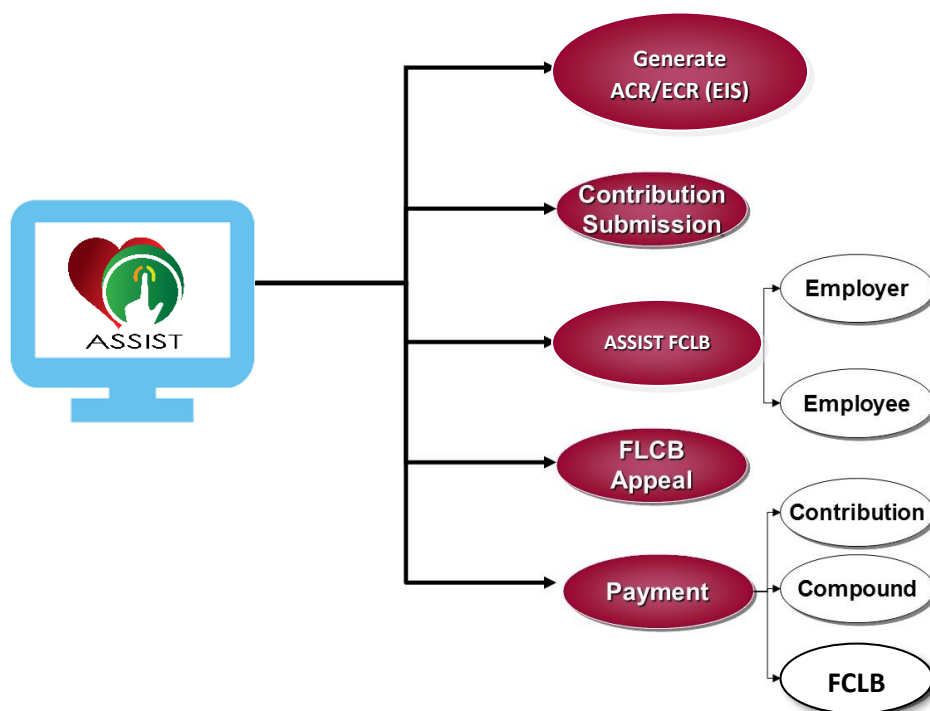
8.2.1	Search for Employer Case .....	252
8.2.2	Request for Instalment Case.....	254
8.2.3	Preview .....	255
8.2.4	Successful Submission Notification .....	256
8.3	Request for BBC.....	256
8.3.1	Refund Application – PKS(S)50 .....	256
8.3.2	Refund Details – PKS(S)50 .....	258
8.3.3	Supporting Document.....	259
8.3.4	Preview Page .....	260
8.3.5	Successful Submission Notification .....	261
8.4	SLTL Update Employee Information.....	261
8.4.1	Update Employee Start/End Date .....	261
8.4.2	Supporting Documents .....	263
8.4.3	Preview .....	264
8.4.4	Successful Submission Notification .....	265
<b>9.0</b>	<b>COMPOUND .....</b>	<b>266</b>
9.1	Request Appeal on Compound.....	266
9.1.1	Search Compound Case.....	267
9.1.2	Compound Information .....	268
9.1.3	Appeal Information .....	269
9.1.4	Supporting Documents .....	270
9.1.5	Preview .....	271
9.1.6	Successful Submission Notification .....	272
<b>10.0</b>	<b>ASSIST COMBINED PAYMENT (AKTA 4 &amp; AKTA 800) .....</b>	<b>273</b>
10.1	Employer Login Screen .....	273
10.2	My Sites: Payment .....	273

## 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.

- 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.
- 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.
- 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](http://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](mailto: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

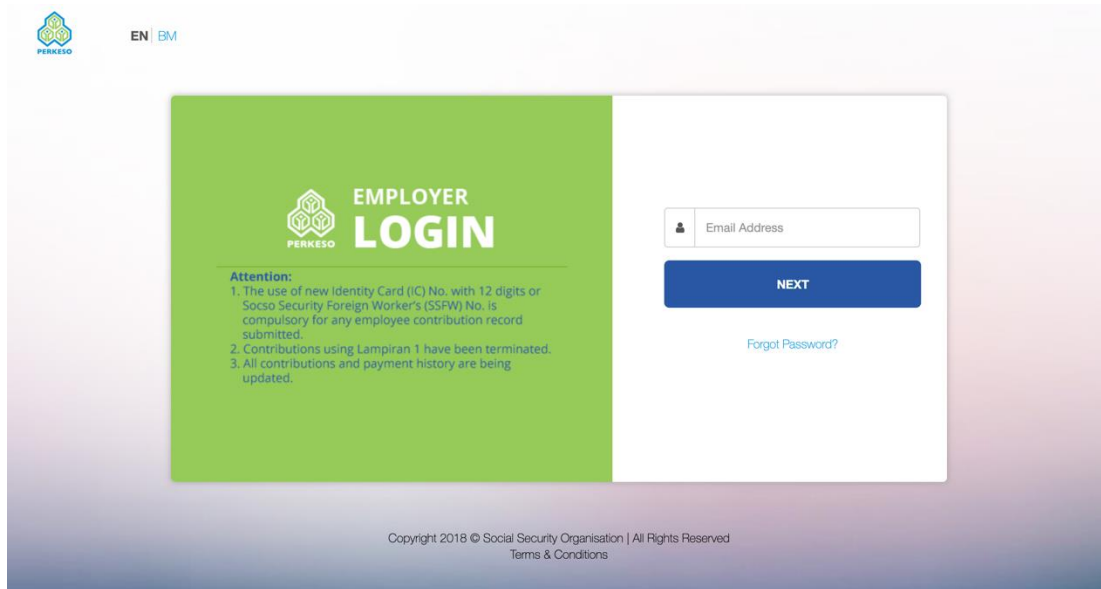
1. Recommended Operating System type is: Microsoft Windows
2. Recommended Web Browser:
  - i. Google Chrome version 59 or above;
  - ii. Microsoft Internet Explorer 11.0;
  - iii. Mozilla Firefox version 54
3. Java script enabled.

## 2.0 SETTING UP YOUR PROFILE AS EMPLOYER

### 2.1 Basic Features

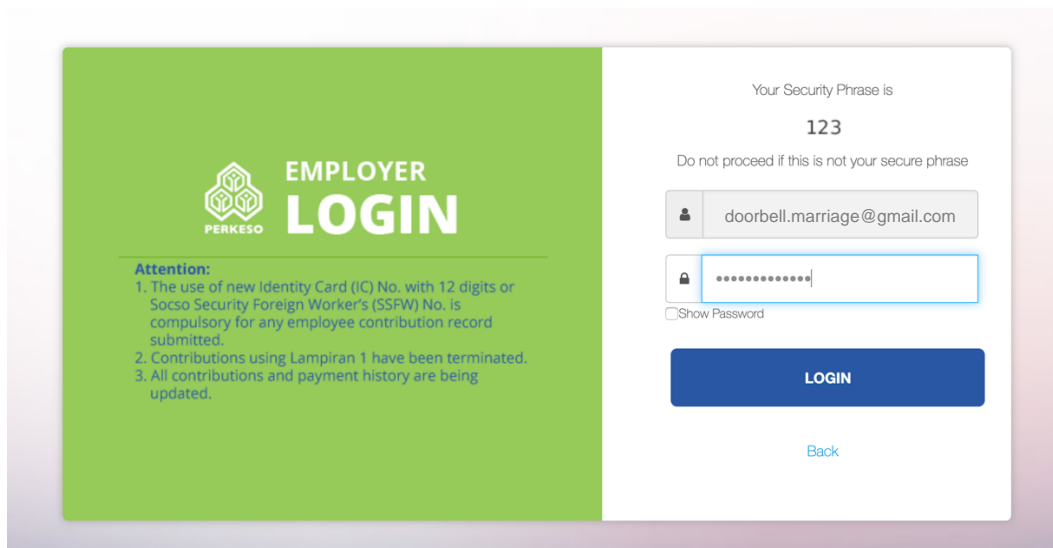
#### 2.1.1 Employer Login Screen

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



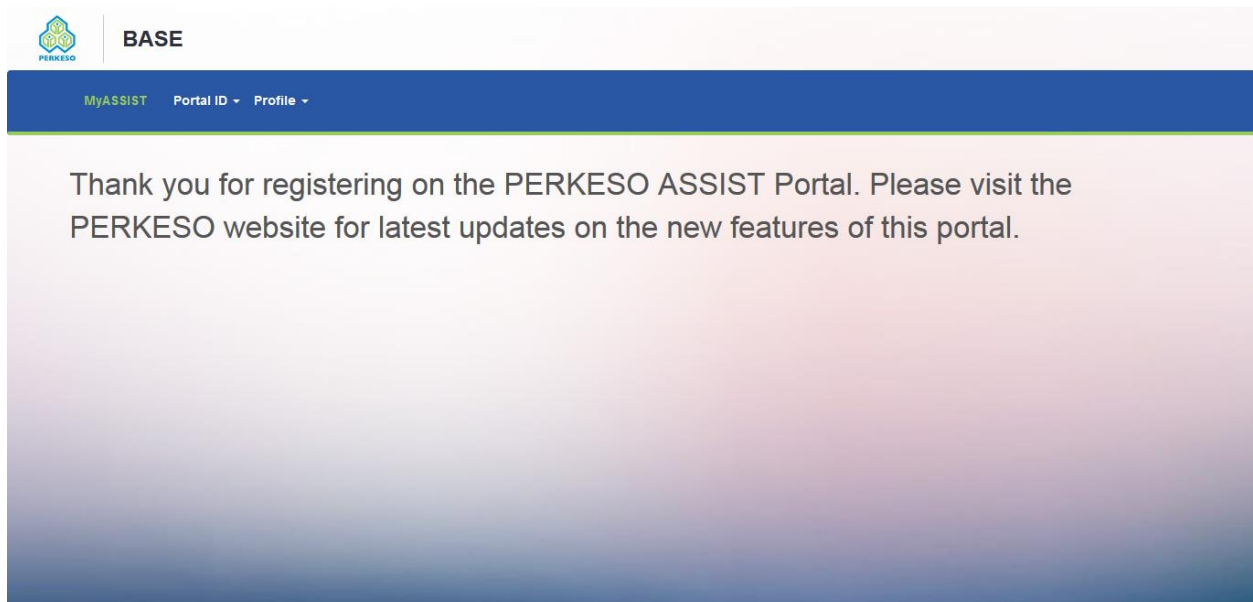
The screenshot shows the PERKESO Employer Login screen. On the left, there is a green box with the PERKESO logo and the text "EMPLOYER LOGIN". Below this, an "Attention:" section lists three points: 1. The use of new Identity Card (IC) No. with 12 digits or Socso Security Foreign Worker's (SSFW) No. is compulsory for any employee contribution record submitted. 2. Contributions using Lampiran 1 have been terminated. 3. All contributions and payment history are being updated. On the right, there is a white box with a login form. It includes a text input field for "Email Address" and a blue "NEXT" button. Below the button is a link for "Forgot Password?". At the bottom of the page, there is a copyright notice: "Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions".

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.



The screenshot shows the PERKESO Employer Login screen at the password entry stage. On the left, the green box with the PERKESO logo and "EMPLOYER LOGIN" text remains. The "Attention:" section is also present. On the right, the white box now displays "Your Security Phrase is 123" and a warning: "Do not proceed if this is not your secure phrase". Below this, there is a text input field for the email address, which contains "doorbell.marriage@gmail.com". Next to it is a password input field with masked characters ".....". Below the password field is a checkbox labeled "Show Password". At the bottom of the white box, there is a blue "LOGIN" button and a "Back" link.

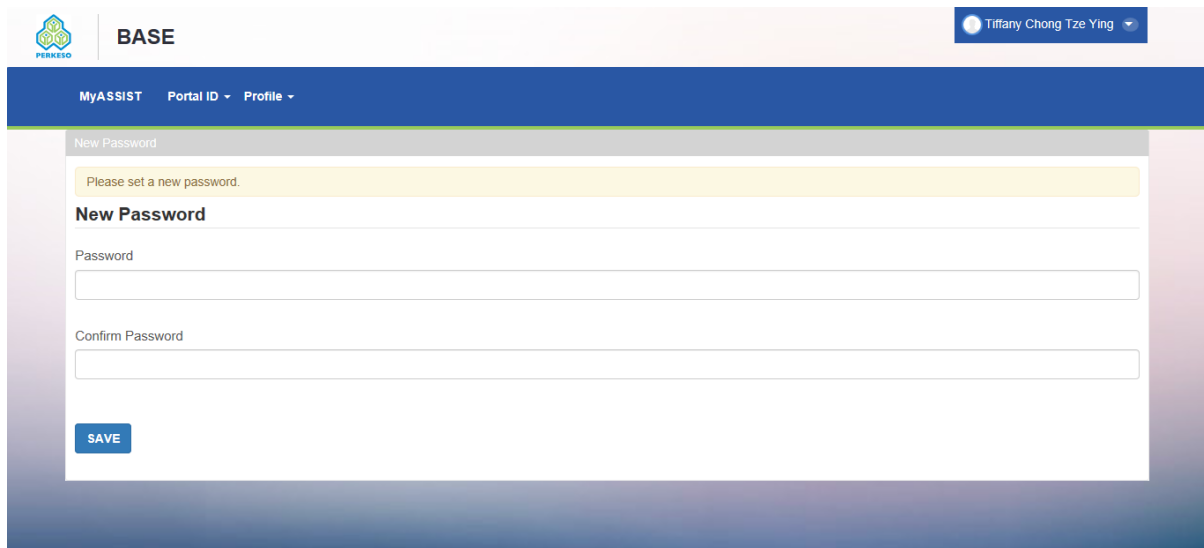
Step 3: This is the screen after the employer successfully login. The employer could see the welcome screen after the user login.



## 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



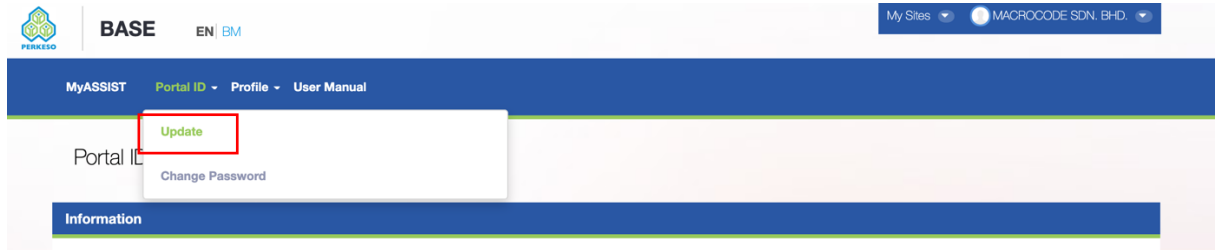
The screenshot shows the "New Password" screen within the PERKESO ASSIST Portal. The top navigation bar is identical to the previous screen. Below the navigation bar, the title "New Password" is displayed. A yellow message box states: "Please set a new password." Below this, the section "New Password" contains two input fields: "Password" and "Confirm Password". At the bottom left of the form is a blue "SAVE" button. In the top right corner of the page, a user profile dropdown menu is visible, showing the name "Tiffany Chong Tze Ying".



### 2.1.3 Update Portal ID Information (One to Many)

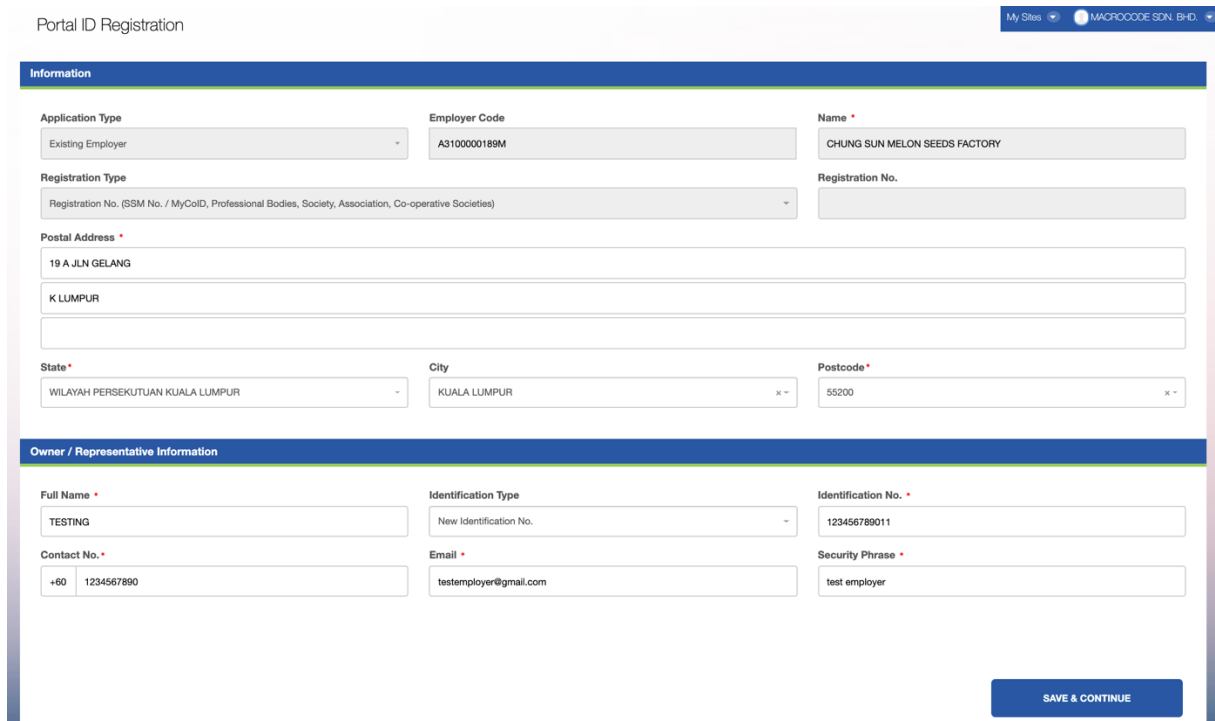
This is for employers (Parent Employer) who would like to manage their own as well as their managed employers Portal ID information.

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



The screenshot shows the PERKESO BASE portal interface. The top navigation bar includes 'MyASSIST', 'Portal ID', 'Profile', and 'User Manual'. The 'Portal ID' dropdown menu is open, showing 'Update' (highlighted with a red box) and 'Change Password'. The 'Information' section is visible below the menu.

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



The screenshot shows the 'Portal ID Registration' form. The 'Information' section includes fields for Application Type (Existing Employer), Employer Code (A310000189M), Name (CHUNG SUN MELON SEEDS FACTORY), Registration Type (Registration No. (SSM No. / MyCoID, Professional Bodies, Society, Association, Co-operative Societies)), Registration No., Postal Address (19 A JLN GELANG, K LUMPUR), State (WILAYAH PERSEKUTUAN KUALA LUMPUR), City (KUALA LUMPUR), and Postcode (55200). The 'Owner / Representative Information' section includes fields for Full Name (TESTING), Identification Type (New Identification No.), Identification No. (123456789011), Contact No. (+60 1234567890), Email (testemployer@gmail.com), and Security Phrase (test employer). A 'SAVE & CONTINUE' button is located at the bottom right.

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.

Portal ID Registration My Sites ▼ TESTING ▼


"Portal Id Information" has been successfully saved.

ASSIST allows for:







1. A user can manage more than one company implying users can add more than one company.
2. More than one user can manage a company, allowing more than one admin to register under one company.
3. In doing so, I hereby certify that the information given are true and correct relating to the companies registered under my account.

**Draft Employer Management Information**

ADD DRAFT EMPLOYER

No.	Employer Name	Employer Code	Action
1	KEDAI RUNCIT DAN ROTI	D6200007608K	

**Employer Management Information**

No.	Employer Name	Employer Code	Action
1	SYKT MISLA KILANG BISKUT DAN ROTI	D6200001489M	
2	TAI SAN KELANG ROTI	D6200001796M	
3	TONG HONG KEDAI ROTI	D6300000059Z	
4	SEASON KEDAI KEK & ROTI	E1100003480B	
5	IMBI KEK DAN ROTI	E2100003762P	
6	FAM WEE TUCK KILANG ROTI	E2300000672Z	

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.

Employer Management

**Search Information**

Employer Code \*

A3700086129K

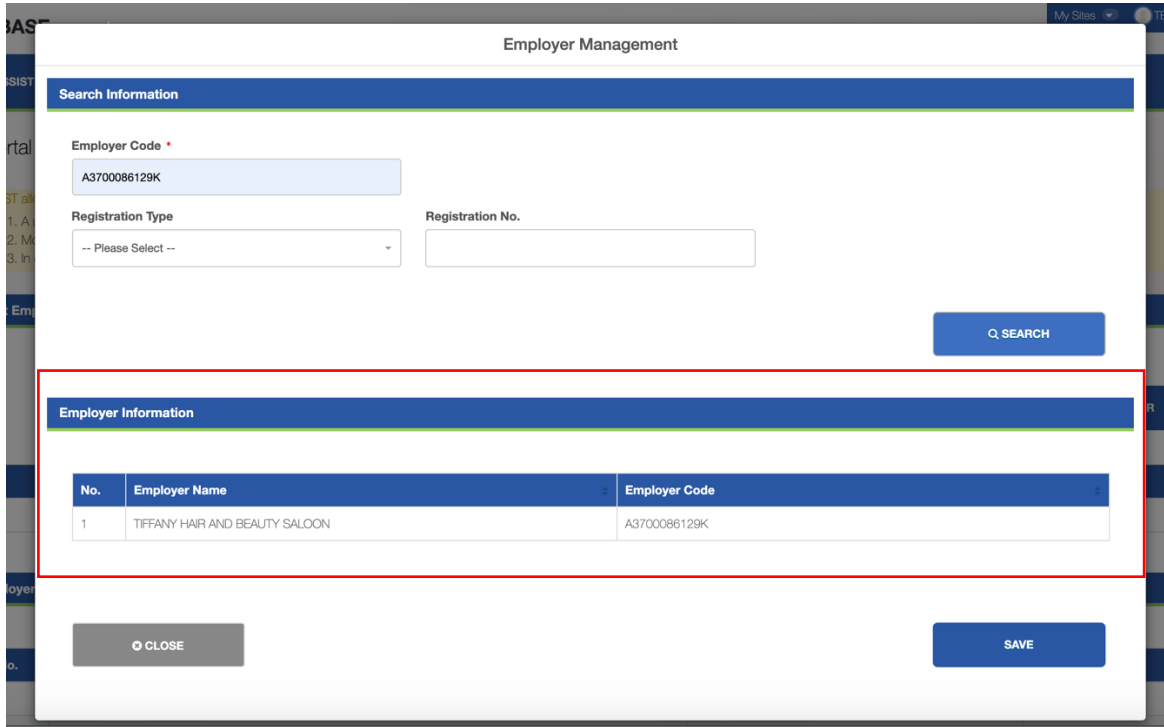
Registration Type Registration No.

-- Please Select --

Q SEARCH

Step 5: Click Search.

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



**Employer Management**

**Search Information**

Employer Code \*  
A3700086129K

Registration Type: -- Please Select -- Registration No.:

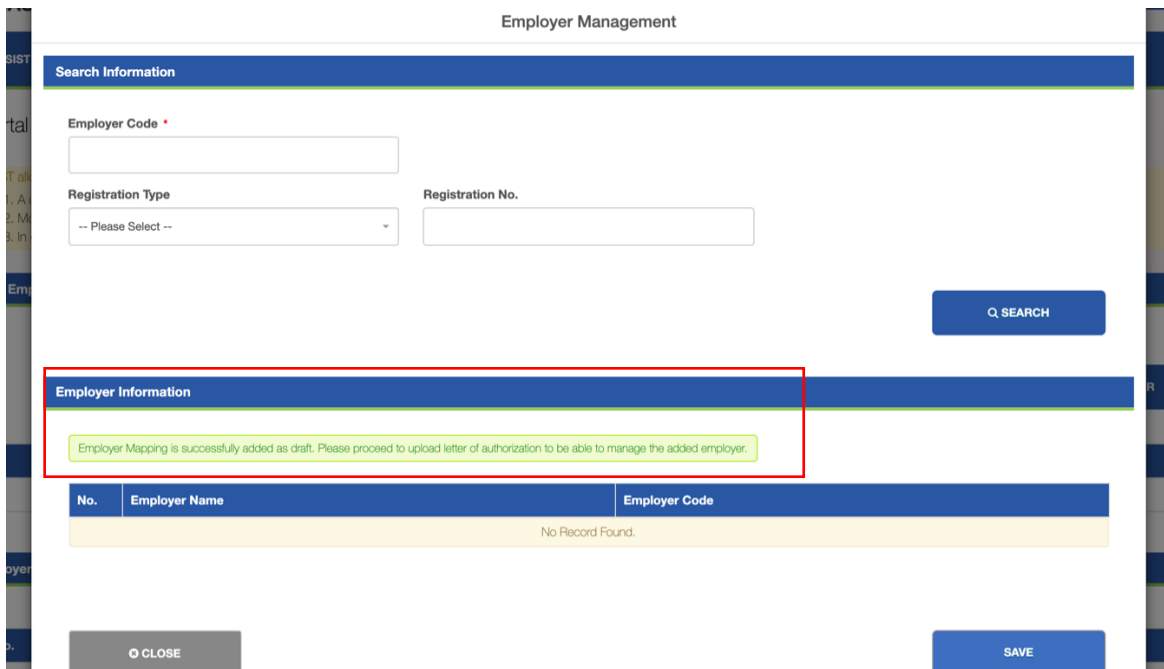
Q SEARCH

**Employer Information**

No.	Employer Name	Employer Code
1	TIFFANY HAIR AND BEAUTY SALOON	A3700086129K

CLOSE SAVE

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



**Employer Management**

**Search Information**

Employer Code \*

Registration Type: -- Please Select -- Registration No.:

Q SEARCH

**Employer Information**

Employer Mapping is successfully added as draft. Please proceed to upload letter of authorization to be able to manage the added employer.

No.	Employer Name	Employer Code
No Record Found.		

CLOSE SAVE

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.

Draft Employer Management Information
My Sites
TESTING

ADD DRAFT EMPLOYER

No.	Employer Name	Employer Code	Action
1	TIFFANY HAIR AND BEAUTY SALOON	A3700096129K	

Employer Management Information

No.	Employer Name	Employer Code	Action
1	SYKT MISLA KILANG BISKUT DAN ROTI	D6200001489M	
2	TAI SAN KELANG ROTI	D6200001799M	
3	TONG HONG KEDAI ROTI	D6300000059Z	
4	SEASON KEDAI KEK & ROTI	E1100003480B	
5	IMBI KEK DAN ROTI	E2100003762P	
6	FAM WEE TUCK KILANG ROTI	E2300000872Z	
7	MUTARA PUSAT KEK DAN ROTI	C5200003144Y	
8	IMBI CAKE DAN ROTI	E2100019496W	
9	KOFU KEDAI KEK & ROTI	E1500010777P	
10	ORIENTAL STONE SCAPE (JB) SDN. BHD.	A370007860Z	

PAGE 1 OF 2
10 ITEMS PER PAGE
Showing 1 - 10 of 12 results.

BACK

First
Previous
Next
Last

CONTINUE

Step 10: Click Continue.

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

Portal ID Registration

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

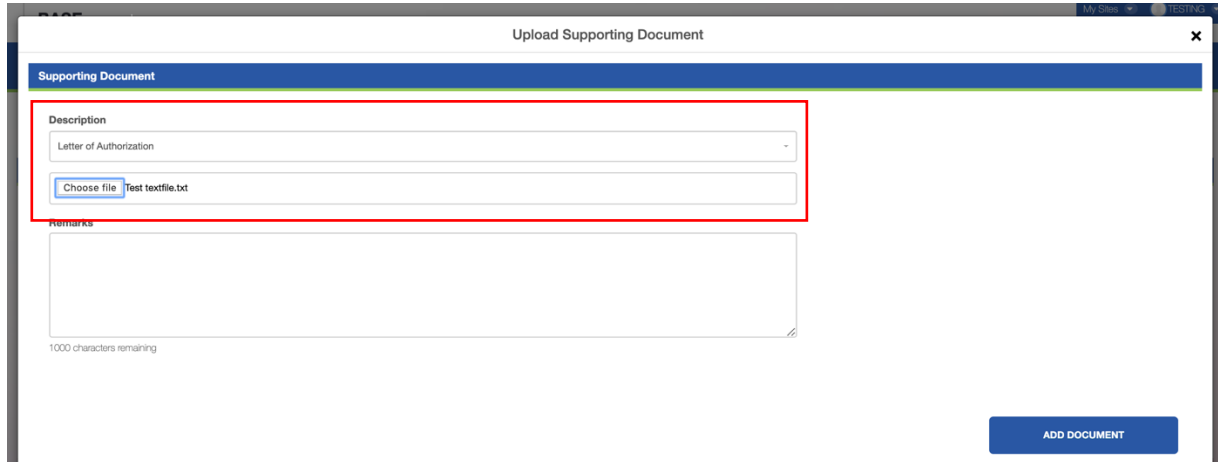
No.	Document	Description	Remarks	Uploaded Date	Action
1	Test.pdf	Letter of Authorization	-	03/05/2019	
2	Test.pdf	Letter of Authorization	-	03/05/2019	

BACK

DONE

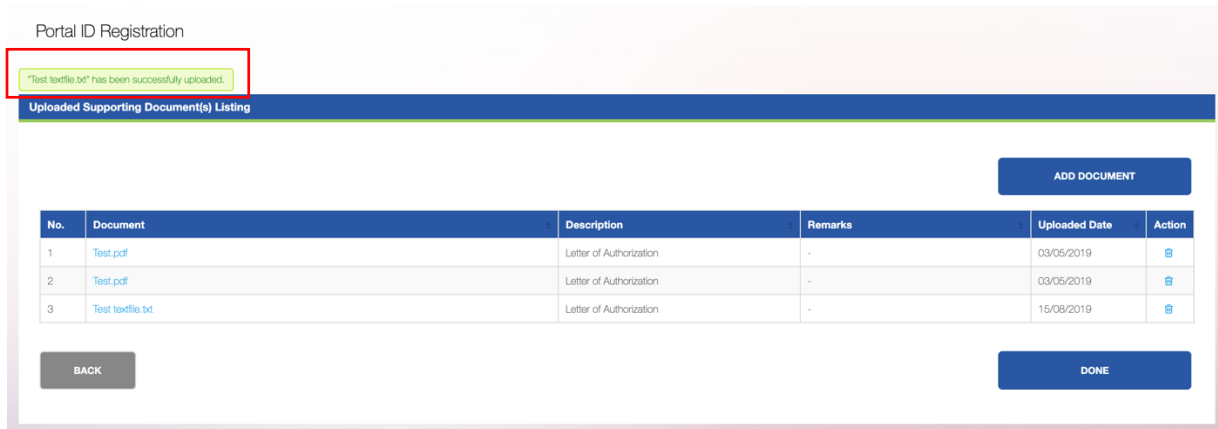
Step 12: In the 'Upload supporting Document' pop up form, in the Description dropdown list select 'Letter of Authorization'.

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.



No.	Document	Description	Remarks	Uploaded Date	Action
1	Test.pdf	Letter of Authorization	-	03/05/2019	
2	Test.pdf	Letter of Authorization	-	03/05/2019	
3	Test textfile.txt	Letter of Authorization	-	15/08/2019	

Step 16: Click Done.

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

MyASSIST Portal ID Profile User Manual

Portal ID Registration

Portal ID Information has been successfully saved.

ASSIST allows for:

1. A user can manage more than one company implying users can add more than one company.
2. More than one user can manage a company, allowing more than one admin to register under one company.
3. In doing so, I hereby certify that the information given are true and correct relating to the companies registered under my account.

Draft Employer Management Information

ADD DRAFT EMPLOYER

No.	Employer Name	Employer Code	Action
No Record Found.			

Employer Management Information

No.	Employer Name	Employer Code	Action
1	TIFFANY HAIR AND BEAUTY SALOON	A0700008129K	<a href="#">Edit</a>
2	SWKT MELIA KILANG BISKUT DAN ROTI	D6200001489M	<a href="#">Edit</a>
3	TAN SAN MELANG ROTI	D6200001796M	<a href="#">Edit</a>
4	TONG HONG KEDAI ROTI	D6300000036Z	<a href="#">Edit</a>
5	SEASON KEDAI KEK & ROTI	E1100003480B	<a href="#">Edit</a>
6	IMBI KEK DAN ROTI	E2100003762P	<a href="#">Edit</a>
7	FAM WEE TUCK KILANG ROTI	E2300000872Z	<a href="#">Edit</a>
8	MUTARA PUSAT KEK DAN ROTI	C6200002144Y	<a href="#">Edit</a>
9	IMBI CAKE DAN ROTI	E2100019496W	<a href="#">Edit</a>
10	KOPU KEDAI KEK & ROTI	E1500010777P	<a href="#">Edit</a>

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

First Previous Next Last

## 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.

EMPLOYER LOGIN

Attention:

1. The use of new Identity Card (IC) No. with 12 digits or Socso Security Foreign Worker's (SSFW) No. is compulsory for any employee contribution record submitted.
2. Contributions using Lampiran 1 have been terminated.
3. All contributions and payment history are being updated.

Email Address

NEXT

[Forgot Password?](#)

## 2.2.2 Disabled Multiple Log-Ins

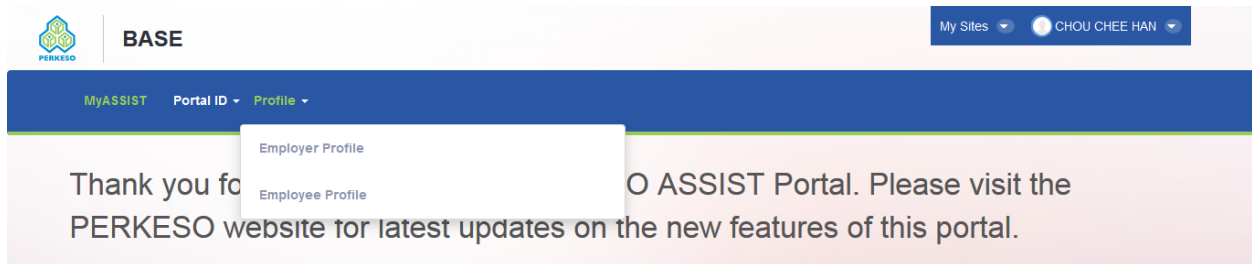
Concurrent and multiple log-ins to the ASSIST Portal using the same Portal ID via PC/Laptop/Mobile Devices has been disabled.

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

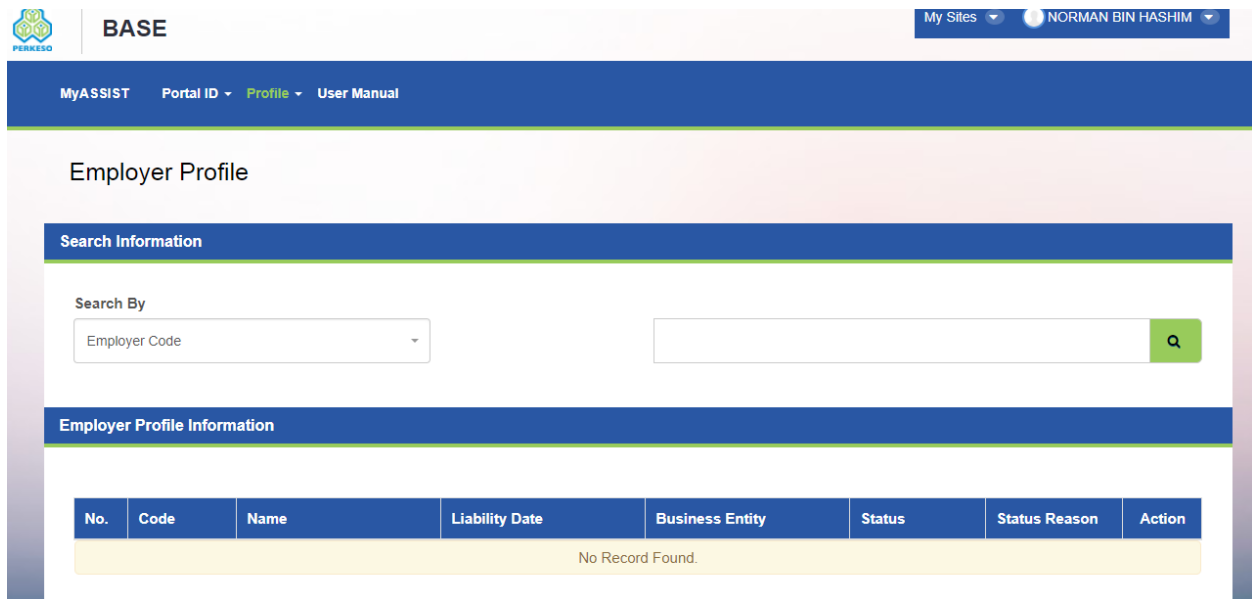
## 2.3 Profile Viewing

### 2.3.1 Employer Profile

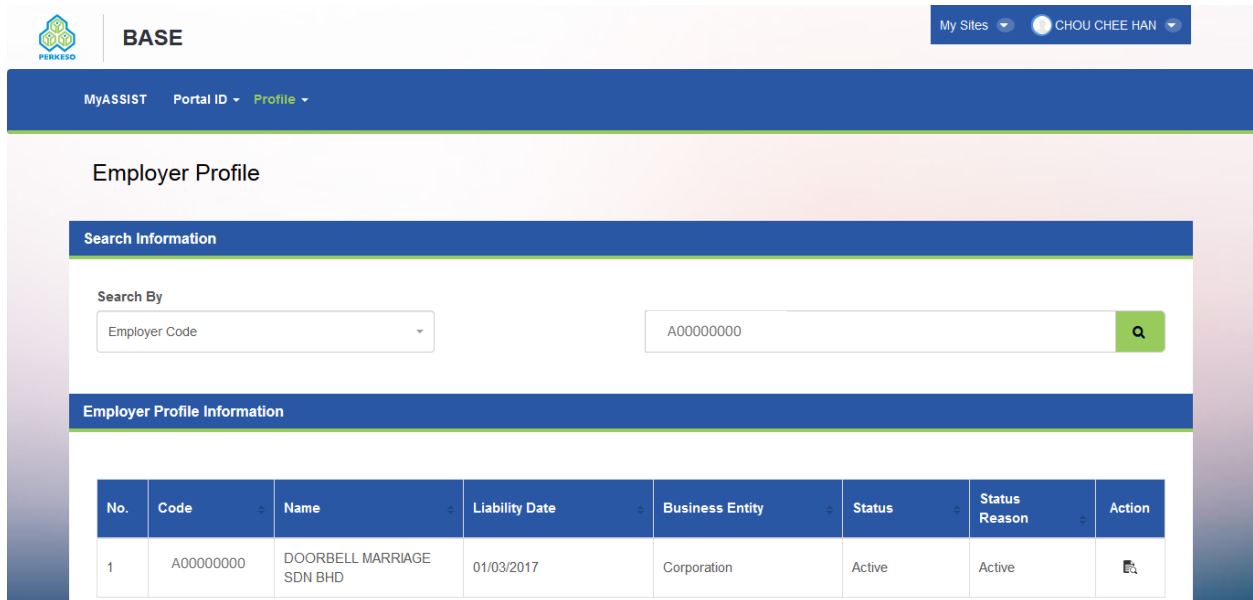
Step 1: The user may access it via hover over the Profile tab and click on employer profile



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.



**BASE** My Sites CHOU CHEE HAN


MyASSIST Portal ID Profile

### Employer Profile

**Search Information**

Search By  
 Employer Code A00000000

**Employer Profile Information**

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01/03/2017	Corporation	Active	Active	

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



**BASE** My Sites SWIFT

MyASSIST Portal ID Profile

Registration Information Contribution & Collection Information Document Listing

### Employer Profile


Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
 Employer Code  
**A00000000**

- Business Information
- Contacts Information
- Status Information
- Employee Information
- Foreign Employee Information**
- Director/Owner Information
- Induction Information
- Registration Information

**NOTE: Foreign Employee Information feature has been added to Employer Profile**

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




**BASE**

MyASSIST
Portal ID
Profile

Registration Information
Contribution & Collection Information
Document Listing

### Employer Profile

Business Information

Business Entity

Corporation

Service Type

Non-Professional Bodies

Registration No. (BRN)

S1

Employer Name

DOORBELL MARRIAGE SDN

Method of Contribution

A00000000F

SOCISO Employer Status

Active

SOCISO Liability Date

01/11/2018

Sub-Business Entity

Limited Liability Partnership

Industry Code

[38]REMEDIATION ACTIVITIES AND OTHER WASTE MANAGEMENT SERVICES

Register As a Branch

No

EIS Employer Status

-

EIS Liability Date

-

Sub-Business Entity-List

-

Employer Name

DOORBELL MARRIAGE SDN BHD

Employer Code

A00000000

PRINT

Contacts Information

Status Information

Employee Information

Foreign Employee Information

Director/Owner Information

Induction Information

Registration Information

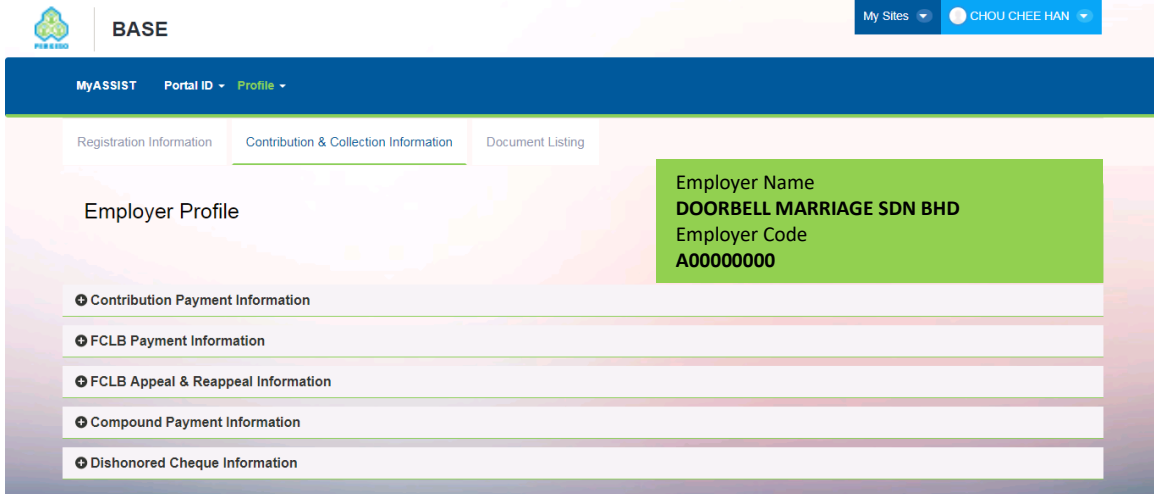
Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

**NOTE:** Industry Code has been added in Business Information feature as shown above

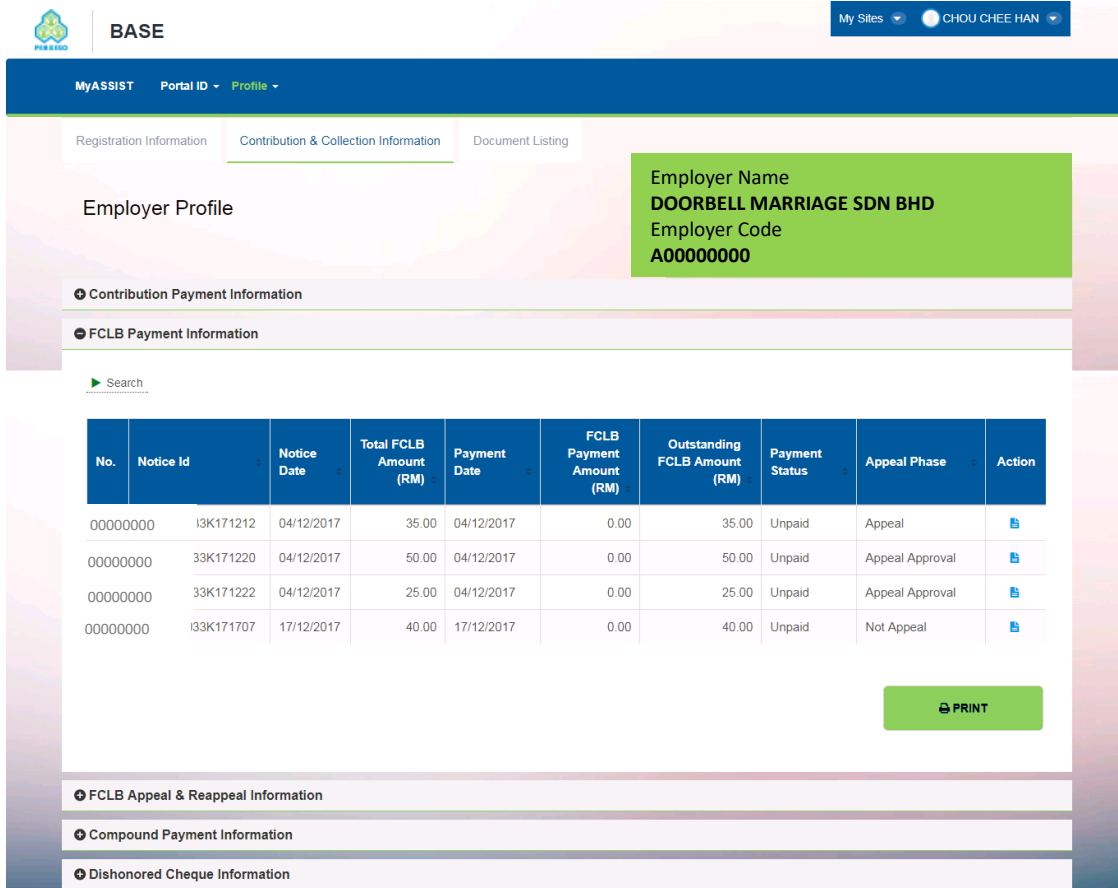
## 2.3.2 Contribution & Collection Information Screen for Employer

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.

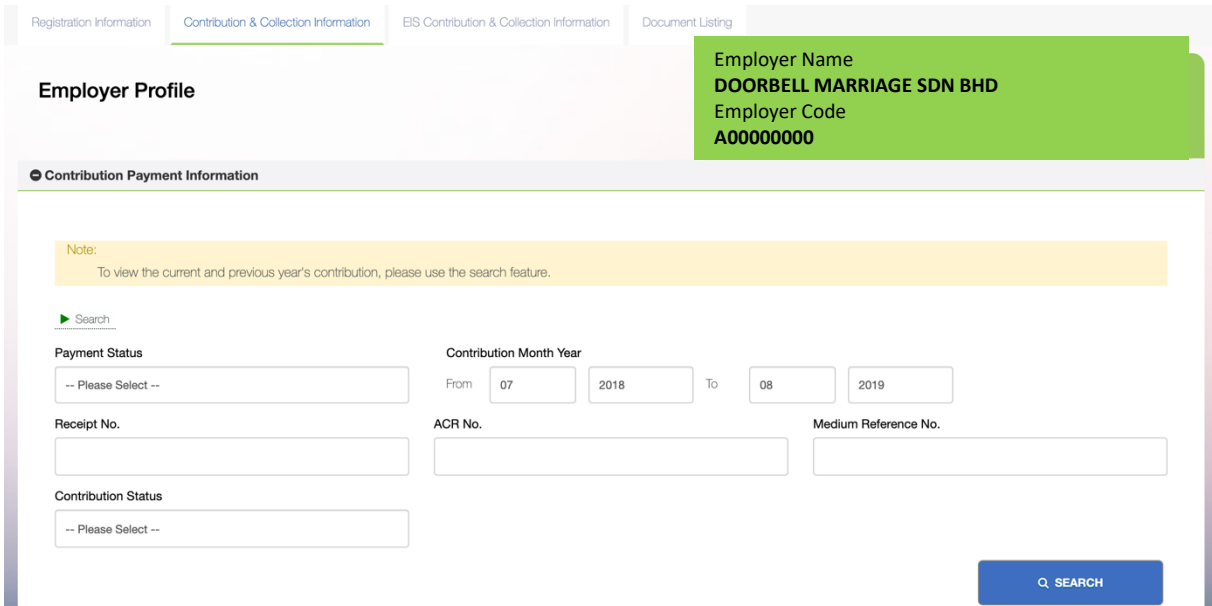


Step 3: The user may click on any "+" symbol to expand the view.



No.	Notice Id	Notice Date	Total FCLB Amount (RM)	Payment Date	FCLB Payment Amount (RM)	Outstanding FCLB Amount (RM)	Payment Status	Appeal Phase	Action
00000000	I3K171212	04/12/2017	35.00	04/12/2017	0.00	35.00	Unpaid	Appeal	
00000000	33K171220	04/12/2017	50.00	04/12/2017	0.00	50.00	Unpaid	Appeal Approval	
00000000	33K171222	04/12/2017	25.00	04/12/2017	0.00	25.00	Unpaid	Appeal Approval	
00000000	I3K171707	17/12/2017	40.00	17/12/2017	0.00	40.00	Unpaid	Not Appeal	

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

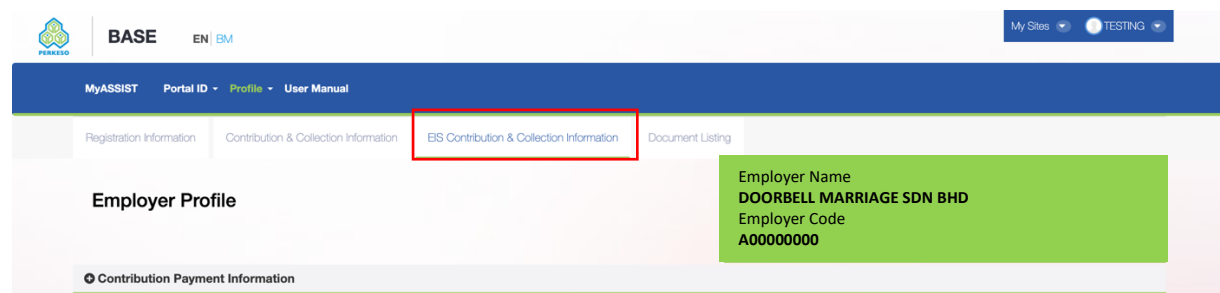


Step 5: Click Search.

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	<div>Download Text File</div>
2	09/2018	Monthly	UDP (Updated/Paid)	1	23.60	03/10/2018	Online Portal	23.60	0.00	Paid	<div><div>Download Text File</div></div>
3	08/2018	Monthly	UDP (Updated/Paid)	1	23.60	03/09/2018	Online Portal	23.60	0.00	Paid	<div><div>Download Text File</div></div>

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.


Document Listing						
Uploaded Document Listing						
				Module		
				-- Please Select --		
No.	Module	Document	Description	Uploaded Date	Remarks	
1	Contribution	socks2.PNG	8A Form	27/11/2017	null	
2	Contribution	NA_Pattern1-770x447.jpg	8A Form	27/11/2017	null	
3	Contribution	NA_Pattern1-770x447.jpg	8A Form	27/11/2017	null	
4	Contribution	FireShot Capture 11 - Registration - ASSIST_ - https___assist- uat.perkeso.gov.my_.png	8A Form	27/11/2017	null	
5	Contribution	FireShot Capture 11 - Registration - ASSIST_ - https___assist- uat.perkeso.gov.my_.png	8A Form	27/11/2017	null	
		FireShot Capture 11 - Registration -				

### 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

 <b>BASE</b>	My Sites  CHOU CHEE HAN					
MyASSIST Portal ID  Profile 						
<b>Employee Profile</b>						
<b>Search Information</b>						
Employer Code <input type="text" value="A00000000"/>						
Search By Employee Name <input type="text"/> 						
<b>Employee Profile Information</b>						
No.	Name	Identification Type	Identification No.	Date of Birth	First Employment Start Date	Action
No Record Found.						

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


**BASE**

My Sites
CHOU CHEE HAN

MyASSIST
Portal ID
Profile

### Employee Profile


**Search Information**

Employer Code  
A00000000


Search By  
Employee Name

MAN CHU KANG

**Employee Profile Information**

No.	Name	Identification Type	Identification No.	Date of Birth	First Employment Start Date	Action
1	MAN CHU KANG	New IC No.	999999111111	22/10/1988	01/03/2017	

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


**BASE**

My Sites
CHOU CHEE HAN

MyASSIST
Portal ID
Profile

Employee Information
Contribution Information

### Employee Profile

Employee Name  
**MAN CHU KANG**  
New Identification No  
**999999111111**

#### Employee Information

No.	Identification Type	Identification No.
1	New IC No.	999999111111

Date of Birth  
99/99/9911

Gender(M/F)  
Male

Race  
Cina

Occupation  
OFFICE CLERKS

Sub Occupation  
General Office Clerks

Sub Occupation List  
Clerk, publication

Nationality  
Malaysia

PRINT

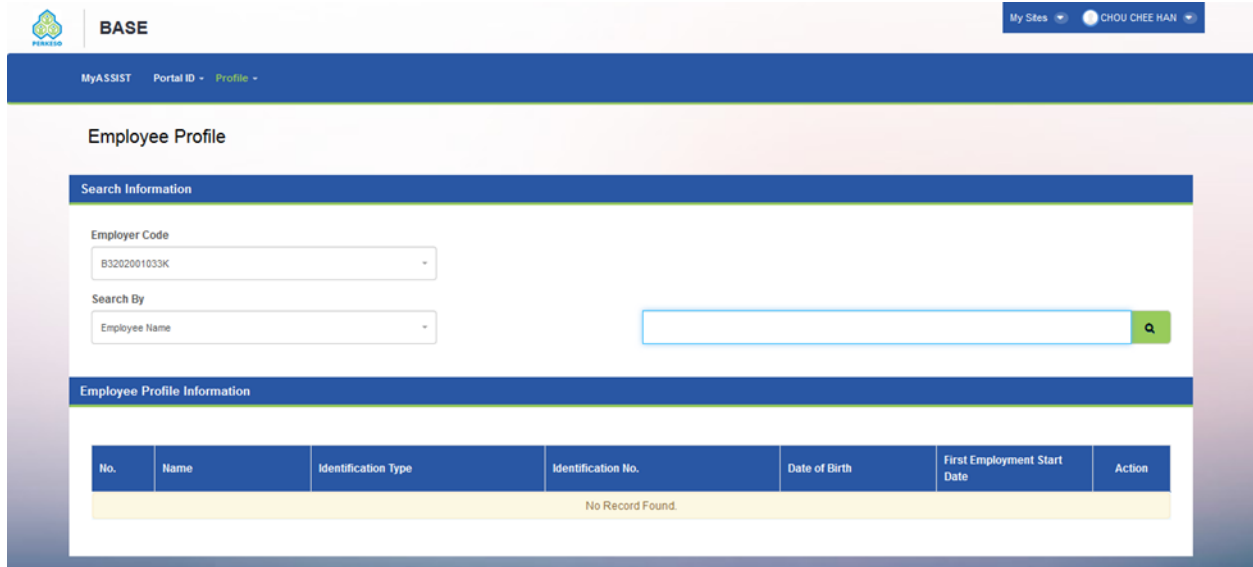
#### Employment Info

No.	Employer Code	Employer Name	Employment Start Date	Employment End Date	Status
1	A00000000	DOORBELL MARRIAGE SDN BHD	01/03/2017	-	ACTIVE

PRINT

## 2.2.5 Employee Profile (Foreign Employees)

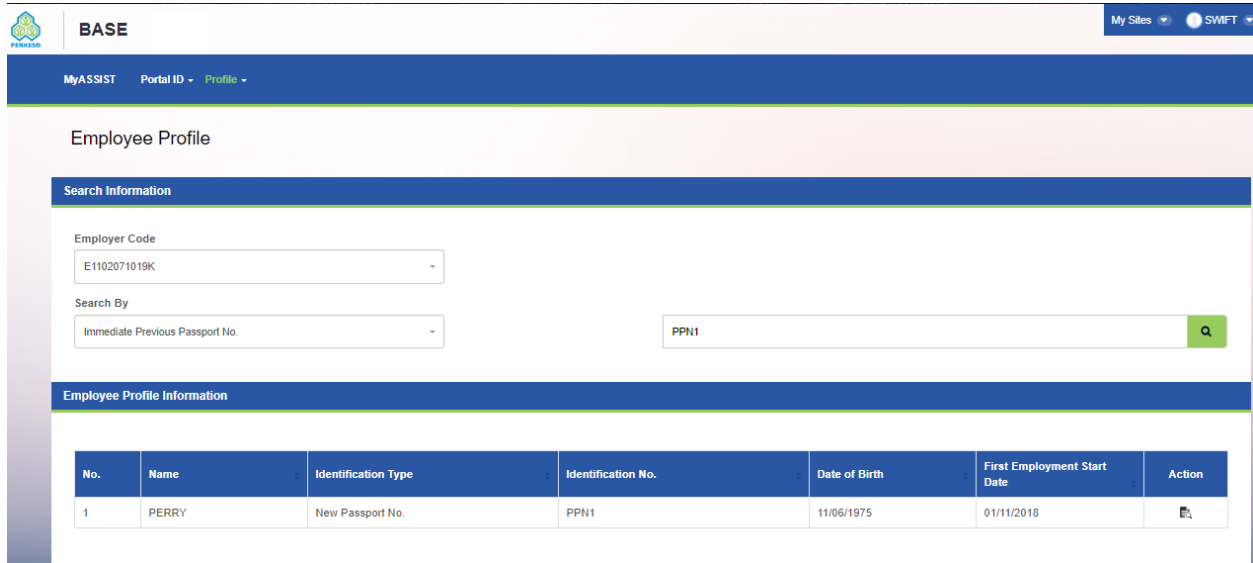
Step 1: To view foreign employee profile as a user. The user may access it via hover over the Profile tab and click on employee profile.




The screenshot shows the 'Employee Profile' page. At the top, there is a navigation bar with 'MyASSIST', 'Portal ID', and 'Profile'. Below this, the 'Employee Profile' section is displayed. It contains a 'Search Information' box with a dropdown for 'Employer Code' (B3202001033K) and a 'Search By' dropdown (Employee Name). A search button is visible. Below the search box is the 'Employee Profile Information' section, which contains a table with columns: No., Name, Identification Type, Identification No., Date of Birth, First Employment Start Date, and Action. The table currently shows 'No Record Found'.

No.	Name	Identification Type	Identification No.	Date of Birth	First Employment Start Date	Action
No Record Found.						


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.**



The screenshot shows the 'Employee Profile' page with search results. The 'Search Information' box has 'Employer Code' set to E1102071019K and 'Search By' set to 'Immediate Previous Passport No.'. The search input field contains 'PPN1'. Below the search box is the 'Employee Profile Information' section, which contains a table with columns: No., Name, Identification Type, Identification No., Date of Birth, First Employment Start Date, and Action. The table shows one record for 'PERRY' with 'New Passport No.' as the identification type and 'PPN1' as the identification number.

No.	Name	Identification Type	Identification No.	Date of Birth	First Employment Start Date	Action
1	PERRY	New Passport No.	PPN1	11/06/1975	01/11/2018	

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  
-

Correspondence 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

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

Page 28 of 277



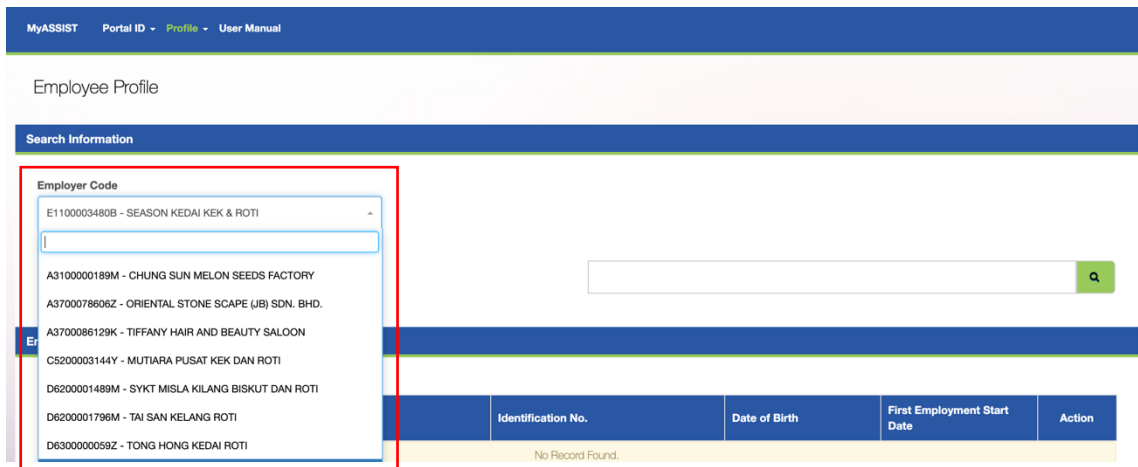
### 2.3.5 Employee Profile (One to Many)

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

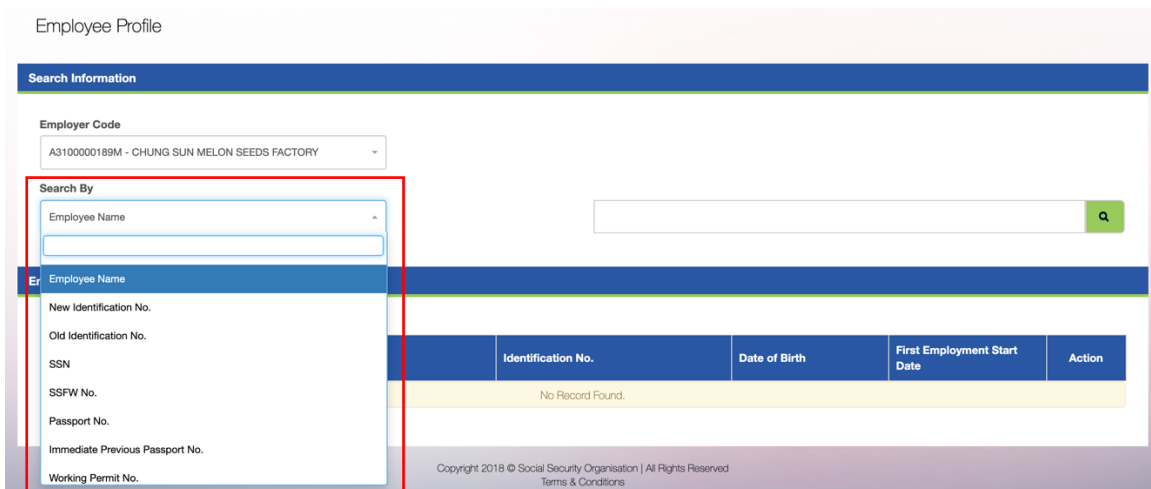
Step 1: To view employee profile as a Parent Employer. Click on 'Employee Profile' found under Profile on the main Base (My Sites) menu.



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

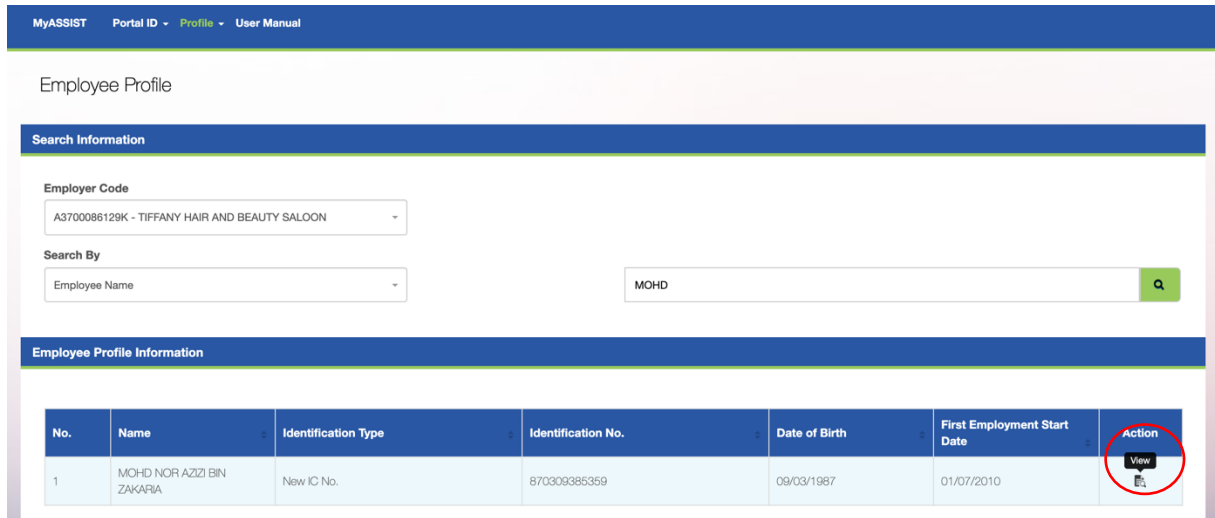


Step 3: The user is then able to search for an employee using Employee Name, Identification Number, SSN number, SSFW number, Passport number, Immediate Previous Passport number or Working Permit number.



Step 4: Click on the Search icon.

Step 5: This screen shows the employee selected.



Employee Profile

**Search Information**

Employer Code  
A3700086129K - TIFFANY HAIR AND BEAUTY SALOON

Search By  
Employee Name

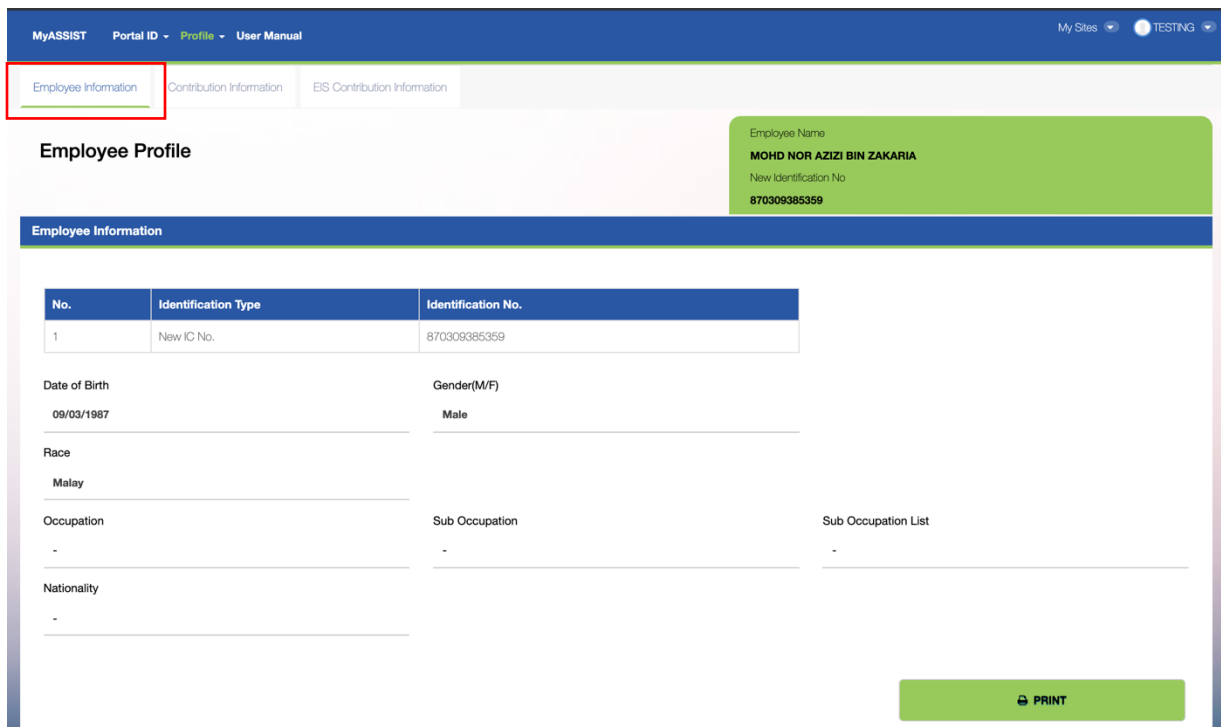
MOHD

**Employee Profile Information**

No.	Name	Identification Type	Identification No.	Date of Birth	First Employment Start Date	Action
1	MOHD NOR AZIZI BIN ZAKARIA	New IC No.	870309385359	09/03/1987	01/07/2010	View

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.



Employee Profile

Employee Name  
MOHD NOR AZIZI BIN ZAKARIA

New Identification No  
870309385359

**Employee Information**

No.	Identification Type	Identification No.
1	New IC No.	870309385359

Date of Birth  
09/03/1987

Gender(M/F)  
Male

Race  
Malay

Occupation  
-

Sub Occupation  
-

Nationality  
-

Sub Occupation List  
-

PRINT

## 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

Employee Information

Contribution Information

EIS Contribution Information

My Sites

TESTING

Employee Profile

Employee Name

MOHD NOR AZIZI BIN ZAKARIA

New Identification No

870309385359

Contribution Information

Contribution Month Year

--

2019

To

--

2019

Q SEARCH

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

Employee Information
Contribution Information
EIS Contribution Information
My Sites
TESTING

Employee Profile
Employee Name  
**MOHD NOR AZIZI BIN ZAKARIA**  
New Identification No  
**870309385359**

EIS Contribution Information

Contribution Month Year  
-- 2019 To -- 2019


Q SEARCH

No.	Employer Code	Employer Name	Contribution Month And Year	Salary	Contribution Amount(RM)
1	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	02/2018	-	4.20
2	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	04/2018	-	4.20
3	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	05/2018	1100.00	4.20
4	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	05/2018	-	4.20
5	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	06/2018	-	4.20
6	A3700086129K	TIFFANY HAIR AND BEAUTY SALOON	07/2018	-	4.20

PAGE 1 OF 1
10 ITEMS PER PAGE
Showing 6 results.
First
Previous
Next
Last

## 2.4 Employer Change Password

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


**BASE**

MyASSIST
Portal ID
Profile

Change Password

Thank you for registering on the PERKESO ASSIST Portal. Please visit the PERKESO website for latest updates on the new features of this portal.



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.

[MyASSIST](#) [Portal ID ▾](#) [Profile ▾](#) [User Manual](#)

Portal ID Change Password

Change Password

Current Password

New Password

Confirm Password

Reminder Query

Reminder Question

What is the name of your favorite pet? ▾

Reminder Answer\*

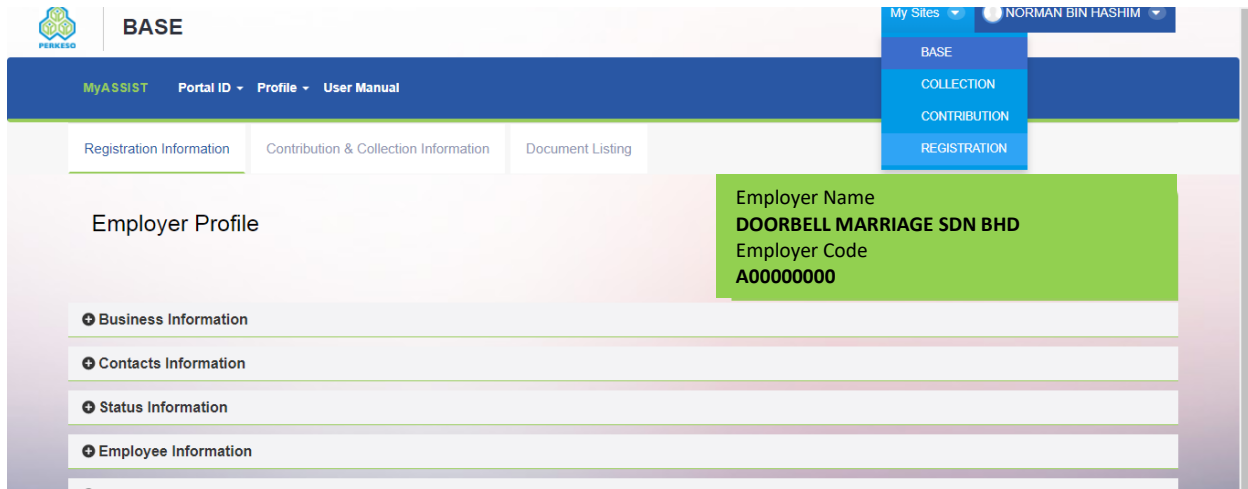
fattfat

SAVE

## 3.0 REGISTERING AS EMPLOYER

### 3.1 New Employer Registration

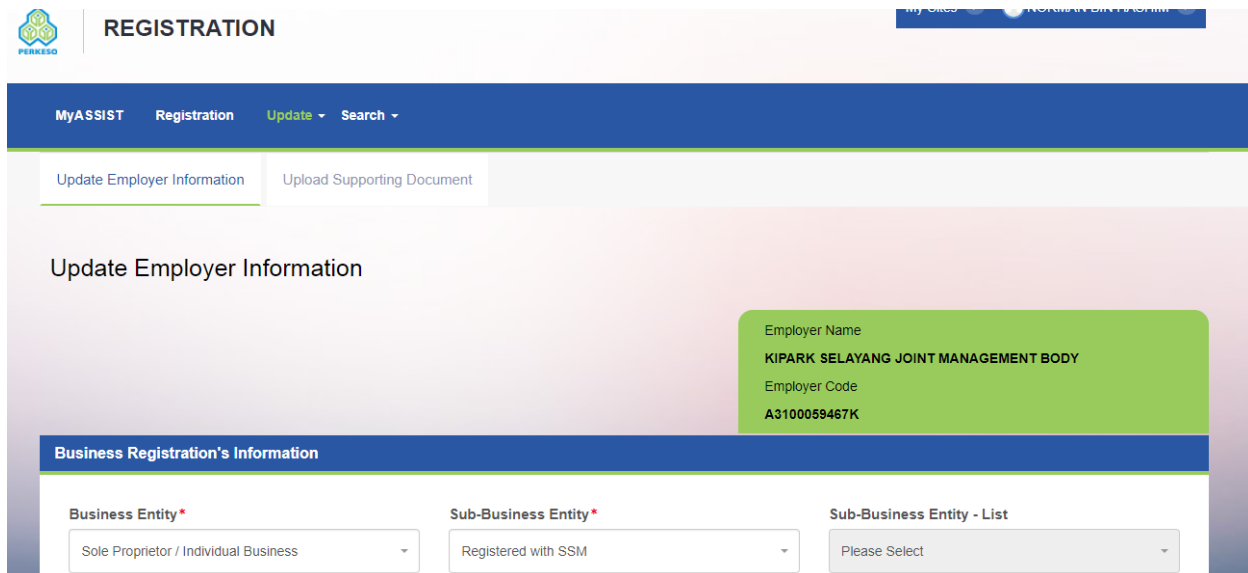
#### 3.1.1 Employer Registration for Corporation (Bhd)



The screenshot shows the PERKESO BASE portal interface. At the top left is the PERKESO logo. The main header area includes the text "BASE" and a navigation bar with links: "MyASSIST", "Portal ID", "Profile", and "User Manual". On the right side, there is a "My Sites" dropdown menu with the user name "NORMAN BIN HASHIM". The dropdown menu is open, showing options: "BASE", "COLLECTION", "CONTRIBUTION", and "REGISTRATION". Below the navigation bar, there are three tabs: "Registration Information", "Contribution & Collection Information", and "Document Listing". The "Registration Information" tab is active, displaying the "Employer Profile" section. This section includes fields for "Employer Name" (DOORBELL MARRIAGE SDN BHD) and "Employer Code" (A00000000). Below these fields are four expandable sections: "Business Information", "Contacts Information", "Status Information", and "Employee Information".

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

Please proceed with the following steps.



The screenshot shows the PERKESO REGISTRATION portal interface. At the top left is the PERKESO logo. The main header area includes the text "REGISTRATION" and a navigation bar with links: "MyASSIST", "Registration", "Update", and "Search". Below the navigation bar, there are two tabs: "Update Employer Information" and "Upload Supporting Document". The "Update Employer Information" tab is active, displaying the "Update Employer Information" section. This section includes fields for "Employer Name" (KIPARK SELAYANG JOINT MANAGEMENT BODY) and "Employer Code" (A3100059467K). Below these fields is a section titled "Business Registration's Information" which contains three dropdown menus: "Business Entity" (Sole Proprietor / Individual Business), "Sub-Business Entity" (Registered with SSM), and "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\***

**SOCIAL SECURITY NO. (SSN)\***

☐ Industry Address Same As Postal Address

**Industry Address\***

**State\***

**City\***

**Postcode\***

**P.O. Box**

**Locked Bag No.**

**WDT**

<b>State *</b> Please Select	<b>City *</b> 	<b>Postcode *</b> Please Select
<b>P.O. Box</b> 	<b>Locked Bag No.</b> 	<b>WDT</b> 
<b>Telephone No.</b> +60 + <input type="text"/>	<b>Mobile No.</b> +60 + <input type="text"/>	<b>Fax No.</b> +60 + <input type="text"/>
<b>Industry Code *</b> [94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS	<b>Sub Industry Code List *</b> [94920]Activities of political organizations	
<b>Email</b> 		
<b>Methods of Contribution Payment *</b> Form 8A	<b>Service Type</b> Non-Professional Bodies	

**Induction Information**

**Induction Venue \***  
Please Select

**Remarks**

**SAVE & CONTINUE**

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

**Business Registration's Information**

**Required Field \***

\* Employer Name  
\* Employer Identification Number  
\* Employer Postal Address, State, Postcode  
\* Employee Identification Type(New IC or SSN ID only)

Allotment Employer Code (AEC)?  
☒ Yes ☐ No

**AEC Source \***  
Benefit

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.**

**Industry's Information**

Employer Name\*

Postal Address\*

BATU CAVES,SLGR

State\*

City\*

Postcode\*

SOCSCO 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

<b>State*</b> Please Select	<b>City*</b> 	<b>Postcode*</b> Please Select
<b>P.O. Box</b> 	<b>Locked Bag No.</b> 	<b>WDT</b> 
<b>Telephone No.</b> +60 +	<b>Mobile No.</b> +60 +	<b>Fax No.</b> +60 +
<b>Industry Code*</b> [94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS	<b>Sub Industry Code List*</b> [94920]Activities of political organizations	
<b>Email</b> 		
<b>Methods of Contribution Payment*</b> Form 8A	<b>Service Type</b> Non-Professional Bodies	

**Induction Information**

**Induction Venue\***  
Please Select

**Remarks**

**SAVE & CONTINUE**

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

☒ Industry Address Same As Postal Address

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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Corporation	Limited Liability Partnership

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Corporation	Sendirian Berhad

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Partnership	Registered with other Agencies

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Partnership	Registered with SSM

---

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Partnership	Not Registered

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Sole Proprietor / Individual Business	Registered with other Agencies

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Sole Proprietor / Individual Business	Registered with SSM

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Sole Proprietor / Individual Business	Not Registered

---

### 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

Business Entity\*

Sub-Business Entity\*

Step 3: Select the option from drop-down list

Sub-Business Entity - 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

Business Entity\*

Sub-Business Entity\*

**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

Business Entity\*

Sub-Business Entity\*

**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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others</div>	<div>Federal Government Agency</div>

Step 3: Select the option from drop-down list

**Sub-Business Entity - List\***

Please Select

**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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others</div>	<div>Federal Statutory Body</div>

Step 3: Select the option from drop-down list

**Sub-Business Entity - List\***

Please Select

**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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others</div>	<div>IPTS</div>

**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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others ▾</div>	<div>Local Authority ▾</div>

Step 3: Select the option from drop-down list

**Sub-Business Entity - List\***

Please Select ▾

**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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others ▾</div>	<div>NGO / Society ▾</div>

Step 3: Select the option from drop-down list

**Sub-Business Entity - List\***

Please Select ▾

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
<div>Others ▾</div>	<div>State Government Agency ▾</div>

Step 3: Select the option from drop-down list

**Sub-Business Entity - List\***

Please Select ▾

**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

<b>Business Entity *</b> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">Others</div>	<b>Sub-Business Entity *</b> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;">State Statutory Body</div>
--	--

Step 3: Select the option from drop-down list

**Sub-Business Entity - List \***

Please Select

**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

MyASSIST Registration Update Search Listing Request SSN EIS Update EIS Listing

Your request completed successfully.

Update Add New Employee

Search For Employer

Employer Code

B3202001033K

Q

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE	01/03/2017	Corporation	Active	Active	✎

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 Employee Information ✕

Employee Information

**Identification Type \***

New Identification

**Old Identification No.**

**Name of Employee \***

**Gender (M/F)**

☐ Male
☐ Female

**Race**

Please Select

**Identification No. \***

**Date of Birth \***

**Employment Start Date \***

**Occupation (MASCO)**

Please Select

**Sub Occupation (MASCO)**

Please Select

**Sub Occupation List (MASCO)**

Please Select

**Nationality**

Malaysia

**Wages Exceed RM3000 Per Month Before 1st Jun 2016**

☐ Yes
☒ No

CLOSE

SAVE

Step 4: Click on Save and Continue button

New Employee(s) Listing								
								<div style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #000;">ADD EMPLOYEE</div>
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	<div style="display: flex; align-items: center;"> <div style="width: 10px; height: 10px; background-color: #0056b3; margin-right: 5px;"></div> <div style="width: 10px; height: 10px; background-color: #0056b3; margin-right: 5px;"></div> </div>

#### 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 \*

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**

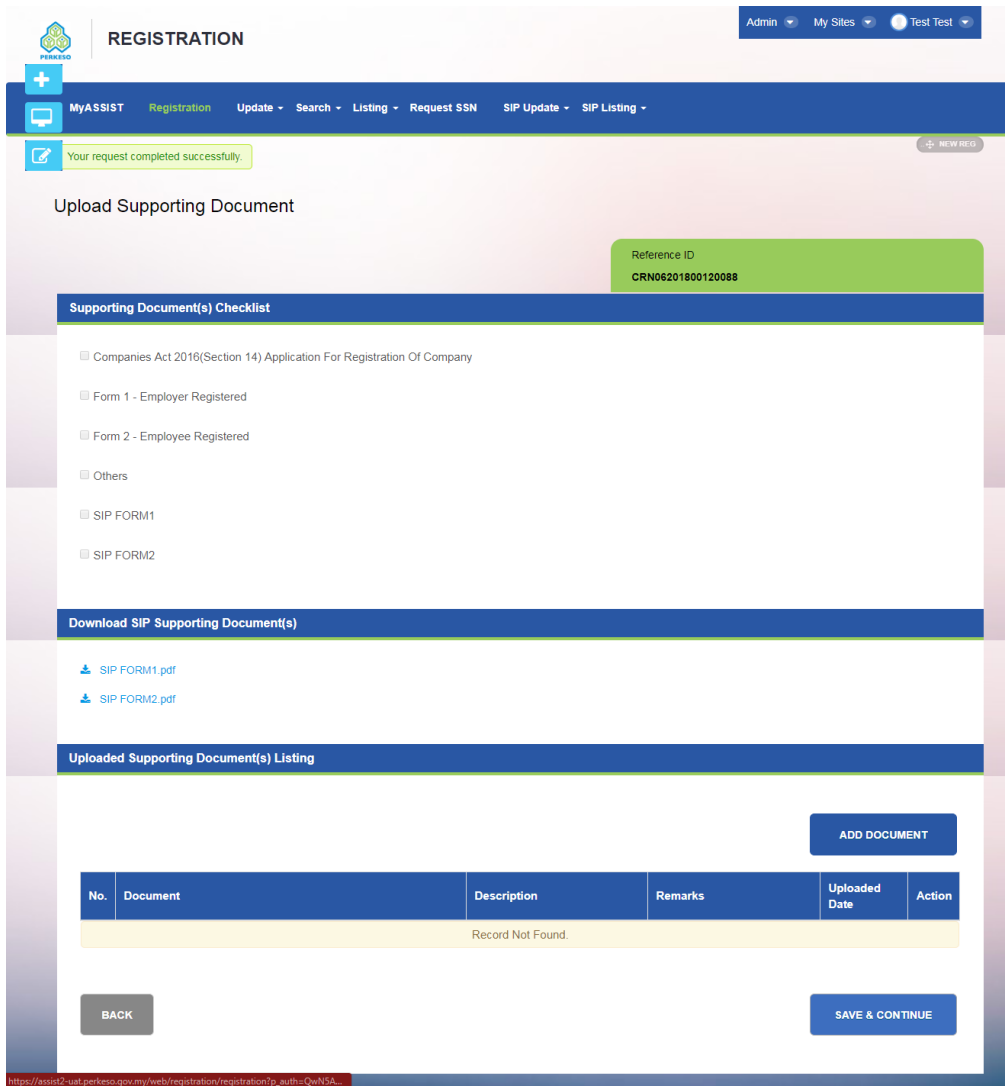
ADD FOREIGN EMPLOYEE

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



**REGISTRATION**

Admin My Sites Test Test

MyASSIST Registration Update Search Listing Request SSN SIP Update SIP Listing

Your request completed successfully.

**Upload Supporting Document**

Reference ID  
CRN06201800120088

**Supporting Document(s) Checklist**

- ☐ Companies Act 2016(Section 14) Application For Registration Of Company
- ☐ Form 1 - Employer Registered
- ☐ Form 2 - Employee Registered
- ☐ Others
- ☐ SIP FORM1
- ☐ SIP FORM2

**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
Record Not Found.					

BACK SAVE & CONTINUE

[https://assist2-uat.perkeso.gov.my/web/registration/registration?p\\_auth=QwN5A...](https://assist2-uat.perkeso.gov.my/web/registration/registration?p_auth=QwN5A...)

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

Upload Supporting Document ✕

Supporting Document

Description

Form 1 - Employer Registered

Choose File Employer Registered Info.png

Remarks

Employer registered information

969 characters Remaining

ADD DOCUMENT

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

Step 6: Click Save and Continue button

Upload Supporting Document Reference ID  
CRN12201700002763

Supporting Document(s) Checklist

☐ Form 8 - Companies Act, 1965

☐ Form 49 - Companies Act, 1965

☒ Form 1 - Employer Registered

☒ Form 2 - Employee Registered

☐ Others

Uploaded Supporting Document

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	information.txt	Form 1 - Employer Registered		07/12/2017	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">✕</span>
2	information.txt	Form 2 - Employee Registered		07/12/2017	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">✕</span>

BACK
SAVE & CONTINUE

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

## Step 7 Click Submit

Preview

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

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

Uploaded Supporting Document(s) Listing

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

BACK

SUBMIT

## Step 8: Click Confirm


CONFIRMATION
✕

Proceed for Submission?

✕ CANCEL

✔ CONFIRM

## Step 9: Successfully registered and employer code is generated






Registration Is Successful.

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code  
**A00000000**

Liability Date  
**03/12/2008**

These lists below have been sent to the employer's email.


-  [Letter of registration acknowledgement.pdf](#)
-  [Letter of induction.pdf](#)
-  [Letter of successful registration.pdf](#)

OK

## 3.3 Update

### 3.3.1 Add New Employee

Update Add New Employee

Search For Employer							
Please Select		SEARCH FOR EMPLOYER					
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: 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

Update Add New Employee

Search For Employer							
Please Select		SEARCH FOR EMPLOYER					
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	

Step 4: Click on Add employee



## Update Add New Employee

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

+ Employer Information

+ Employee(s) Listing

New Employee(s) Listing

ADD EMPLOYEE

Step 5: Fill-up Employee Information

Step 6: Click Save

Add Employee Information

Employee Information

Identification Type \*

New Identification

Identification No. \*

Old Identification No.

Name of Employee \*

Date of Birth \*

Gender (M/F)

Male

Female

Race

Please Select

Employment Start Date \*

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

Nationality

Malaysia

Wages Exceed RM3000 Per Month Before 1st Jun 2016

Yes

No

CLOSE

SAVE

Step 7: Click Save and Continue



## Auto Registration Employee's Information

No	Identification Type	Identification No.	Name of Employee	Action
Record Not Found.				

## 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 &amp; CONTINUE

Step 8: Click Add Document

## Supporting Document(s) Checklist

☐ Others

## Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE &amp; CONTINUE

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

#### Supporting Document

Description

Please Select

Choose File No file chosen

Remarks


1000 characters remaining

ADD DOCUMENT

Step 13: Click Save and Continue

#### Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & 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

CONFIRMATION

Proceed for Submission?

CANCEL
CONFIRM

## Step 16: Successfully New Employee has been added



Your Request Update Add New Employee Has Been Submitted Successfully.

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code  
**AAAAAAAAAA**

Request Case Update No.  
**CAN11201700000271**

These lists below have been sent to the employer's email.

[Letter of successful update.pdf](#)

OK

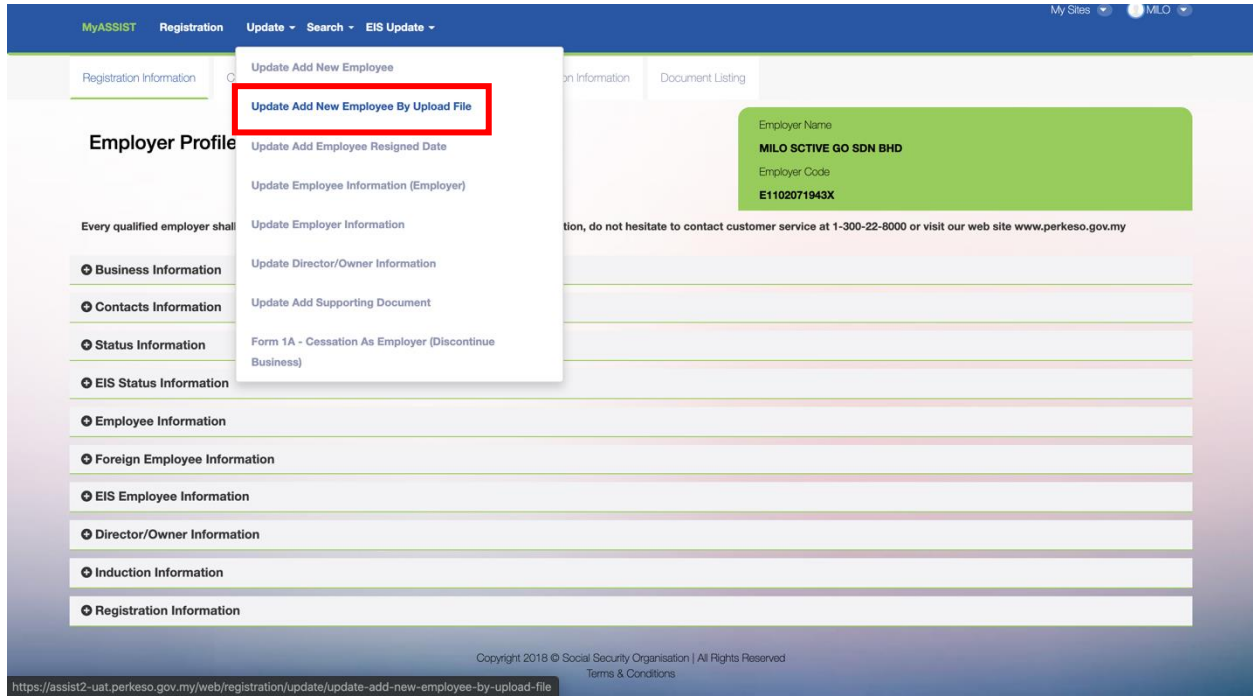
**NOTE: If ID or SSN number is duplicated and use different name then it will route to PERKESO office and need to wait PRKESO officer to approve.**

**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.**

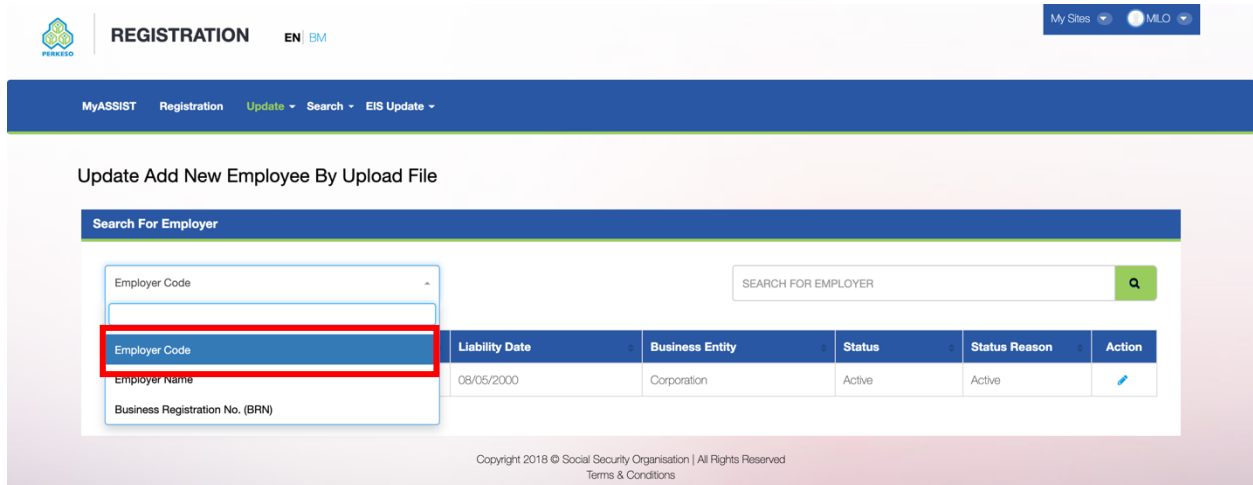
### 3.3.2 Add New Employee using Contribution Text File

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



The screenshot shows the PERKESO ASSIST & EIS Employer Portal. The 'Update' menu is open, and 'Update Add New Employee By Upload File' is highlighted with a red box. The main menu bar includes 'MyASSIST', 'Registration', 'Update', 'Search', and 'EIS Update'. The 'Update' menu options are: 'Update Add New Employee', 'Update Add New Employee By Upload File', 'Update Add Employee Resigned Date', 'Update Employee Information (Employer)', 'Update Employer Information', 'Update Director/Owner Information', 'Update Add Supporting Document', and 'Form 1A - Cessation As Employer (Discontinue Business)'. The 'Employer Profile' section is visible on the left, and the 'Employer Information' section is visible on the right.

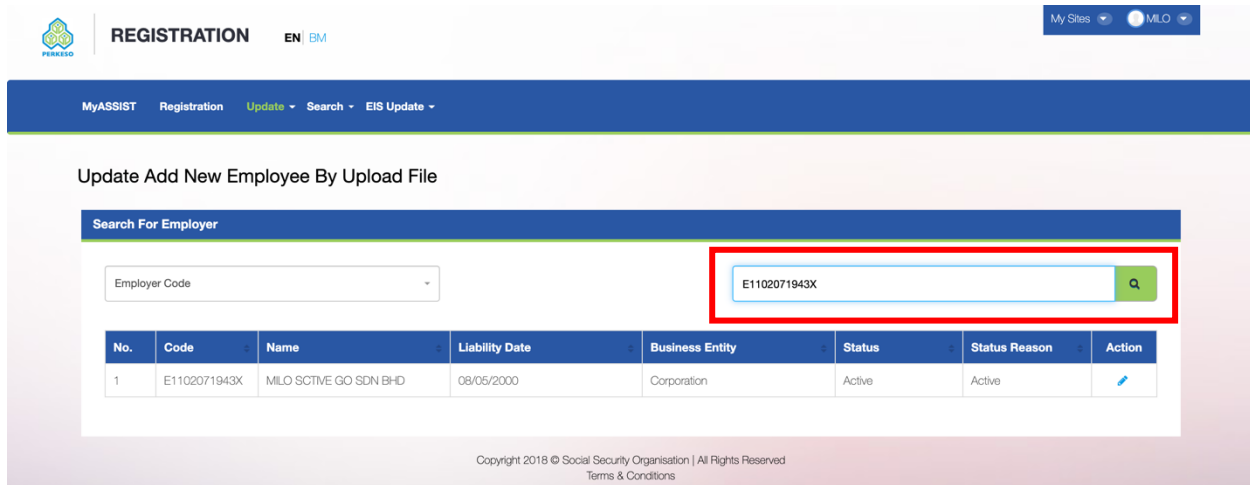
Step 2: Search for employer using 'Employer Code, Employer Name or BRN. Number).




The screenshot shows the PERKESO ASSIST & EIS Employer Portal. The 'Update Add New Employee By Upload File' page is displayed. The 'Search For Employer' form is visible, with the 'Update Add New Employee By Upload File' option highlighted in the 'Update' menu. The form includes a search bar with the text 'SEARCH FOR EMPLOYER' and a search button. Below the search bar, there is a table with the following columns: 'Employer Code', 'Liability Date', 'Business Entity', 'Status', 'Status Reason', and 'Action'. The table contains one row of data:

Employer Code	Liability Date	Business Entity	Status	Status Reason	Action
08/05/2000	Corporation	Active	Active		

Step 3: Click on the 'Search' icon.

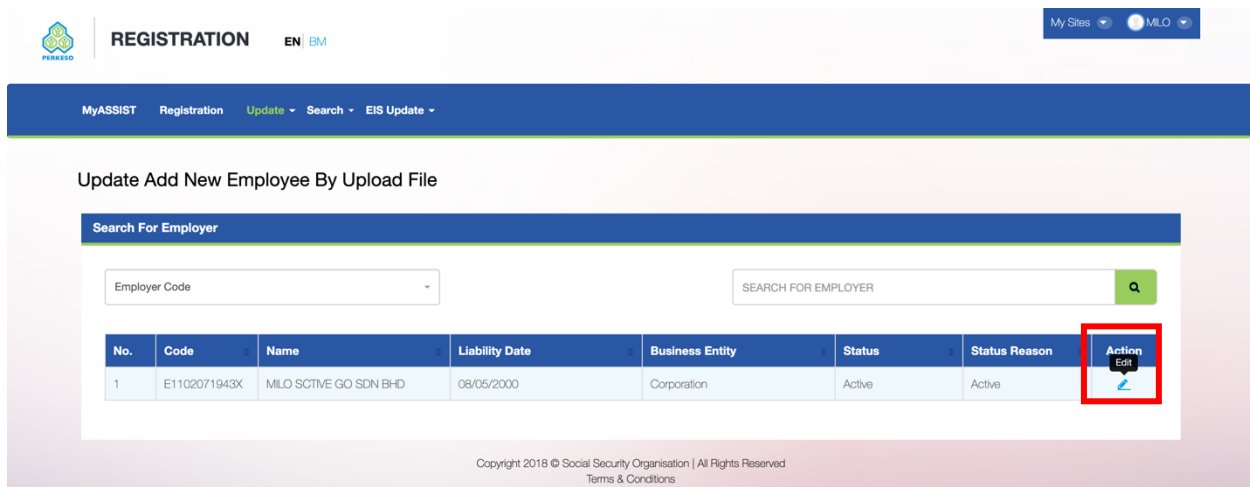


The screenshot shows the PERKESO portal interface. At the top, there is a navigation bar with 'My Sites' and 'MILO' dropdowns. Below this is a blue header bar with 'MyASSIST', 'Registration', 'Update', 'Search', and 'EIS Update' links. The main content area is titled 'Update Add New Employee By Upload File'. It features a 'Search For Employer' section with a dropdown for 'Employer Code' and a search input field containing 'E1102071943X'. A red box highlights the search input field and the search icon. Below the search bar is a table with the following data:

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102071943X	MILO SCTIVE GO SDN BHD	08/05/2000	Corporation	Active	Active	

At the bottom, there is a copyright notice: 'Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions'.

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



The screenshot shows the same PERKESO portal interface as Step 3. The search results table is visible, and a red box highlights the 'Action' column for the first row, which contains an 'Edit' icon. The table data is the same as in Step 3.

Step 5: Click 'Upload File'.



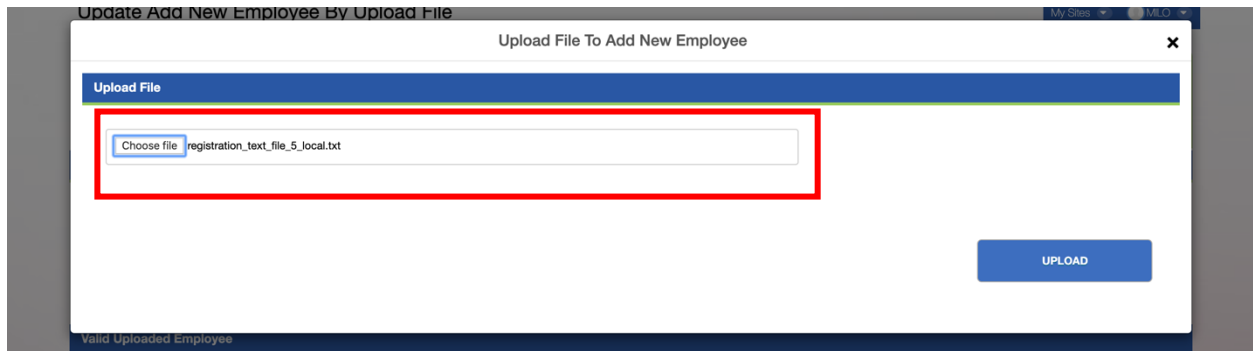
The screenshot shows the PERKESO portal interface. At the top, there is a navigation bar with 'My Sites' and 'MILO' dropdowns. Below this is a blue header bar with 'MyASSIST', 'Registration', 'Update', 'Search', and 'EIS Update' links. The main content area is titled 'Update Add New Employee By Upload File'. It features a green box with the following information:

Employer Name  
**MILO SCTIVE GO SDN BHD**  
Employer Code  
**E1102071943X**

Below this is a blue bar with the text 'Upload File To Add New Employee'. A red box highlights a blue button labeled 'UPLOAD FILE'.

At the bottom, there is a note: '\*Limit file size: 1MB, Allowed file types: txt, Only one file per upload.'

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



Update Add New Employee By Upload File

Upload File To Add New Employee

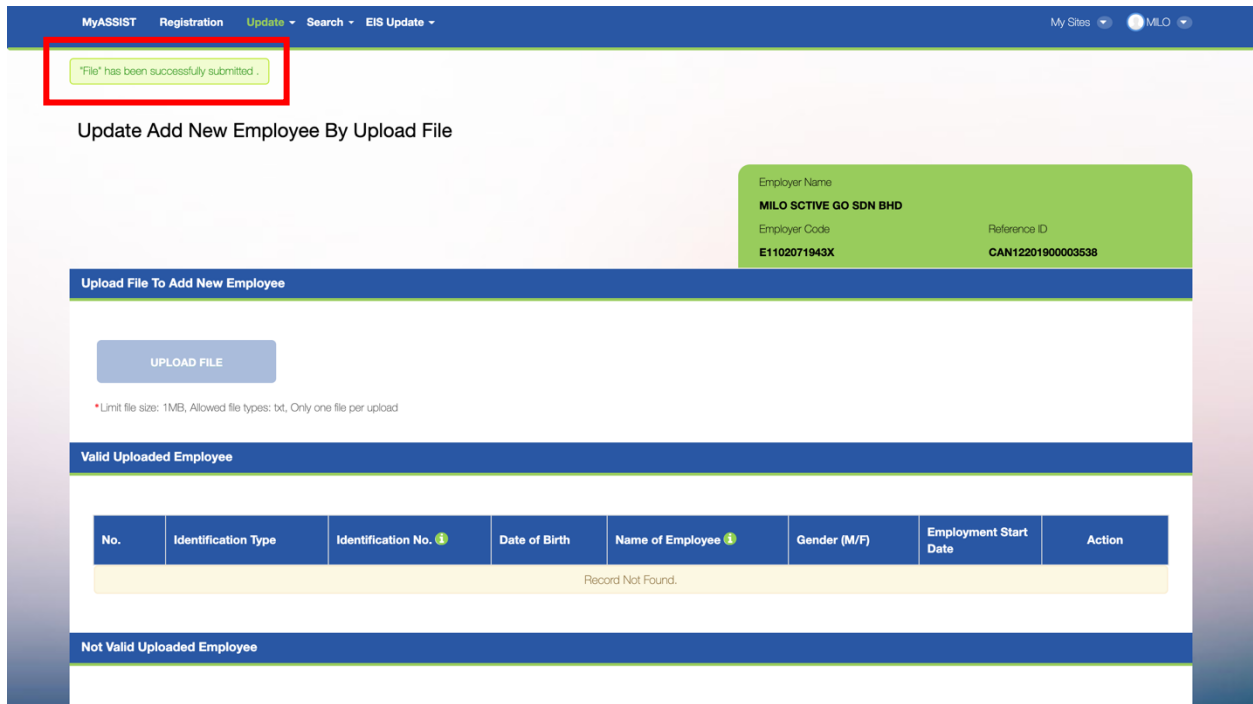
Upload File

Choose file registration\_text\_file\_5\_local.txt

UPLOAD

Valid Uploaded Employee

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



MyASSIST Registration Update Search EIS Update

My Sites MILO

"File" has been successfully submitted .

Update Add New Employee By Upload File

Employer Name  
MILO SACTIVE GO SDN BHD  
Employer Code  
E1102071943X  
Reference ID  
CAN12201900003538

Upload File To Add New Employee

UPLOAD FILE

\*Limit file size: 1MB, Allowed file types: txt, Only one file per upload

Valid Uploaded Employee

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

Not Valid Uploaded Employee

### Step 8: Click 'Save & Continue'.

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date	Application Status
2	New Passport No.	AT967298	23/05/1991	AMADCAI BIN MUHAMMAD YUNUS	23/05/2019	Invalid Employer Code Information
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.	B7206610	18/12/1985	SLAMET SUOTIRO	18/12/2019	Invalid Employer Code Information
10	New Passport No.	BH0201503	18/08/1996	HASAN ZAHID	18/08/2019	Invalid Employer Code Information

PAGE 1 OF 2 10 ITEMS PER PAGE Showing 1 - 10 of 12 results.

First Previous Next Last

**SAVE & CONTINUE**

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

MyASSIST Registration Update Search EIS Update

My Sites MILO

Your request completed successfully.

**Preview**

Employer Name  
**MILO SCTIVE GO SDN BHD**

Employer Code  
**E1102071943X**

Reference ID  
**CAN1220190003546**

**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**

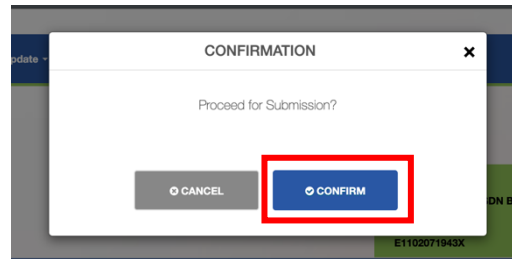
No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date	Application Status
Record Not Found.						

BACK

**SUBMIT**



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)

Search For Employer

Employer Code

SEARCH FOR EMPLOYER
Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
No Record Found.							

**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


Search For Employer

Employer Code

E1102071017W
Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102071017W	WESTERN SDN BHD	01/11/2018	Corporation	Active	Active	<span style="color: #00a65a; font-size: 1.2em;">✎</span>

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


**REGISTRATION**
EN BM

MyASSIST
Registration
Update
Search
Listing
Request SSN
EIS Update
EIS Listing

Update Add New Employee
Upload Supporting Document

Update Add New Employee

Employer Name  
WESTERN SDN BHD  
Employer Code  
E1102071017W

**Employer Information**

**Data Source Information**

Data Source \*  
Over the Counter(OTC)

Document Received Date  
26/12/2018

**Employee(s) Listing**

**New Employee(s) Listing**

ADD EMPLOYEE

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

**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.								

**Auto Registration Employee's Information**

No.	Identification Type	Identification No.	Name of Employee	Action
Record Not Found.				

**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.								

**Incomplete Information**

☐ Incomplete

SAVE & CONTINUE

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions



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

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. \*

Q

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

---

CLOSE

SAVE

Contact Person Information

Name

Phone No.

Relationship with Employee

Correspondence Address

Email

Foreign Employee Application Status

Status

CLOSE

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.**

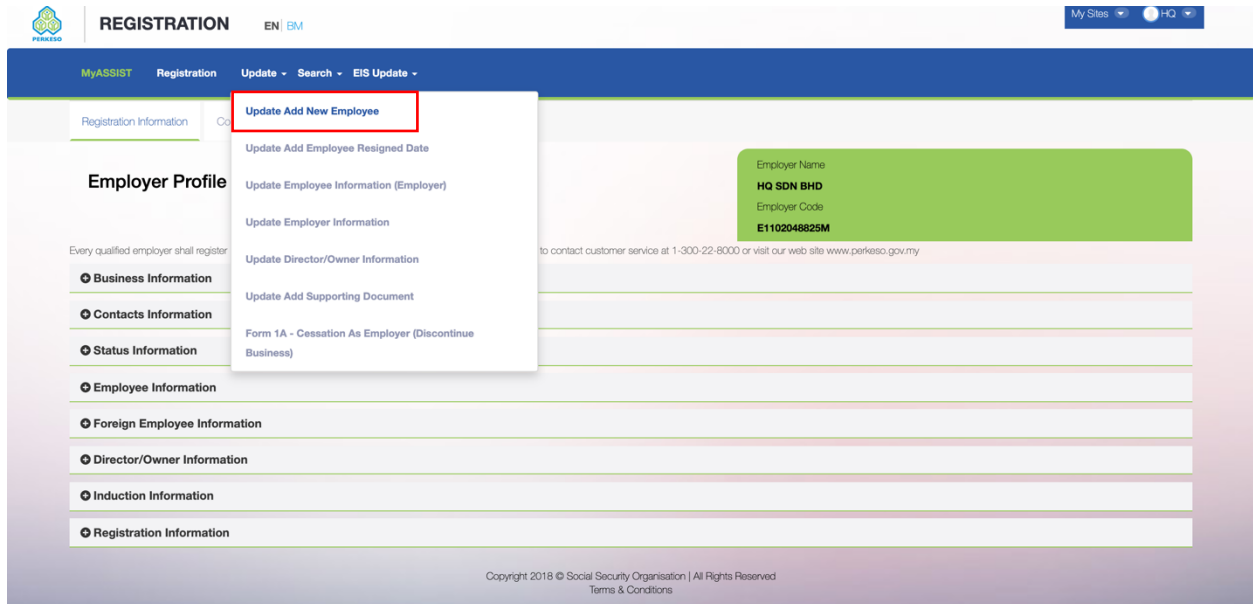
### 3.4 Update (One to Many)

**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.



REGISTRATION EN | BM

My Sites HQ

MyASSIST Registration Update Search EIS Update

Registration Information Co

**Update Add New Employee**

- Update Add Employee Resigned Date
- Update Employee Information (Employer)
- Update Employer Information
- Update Director/Owner Information
- Update Add Supporting Document
- Form 1A - Cessation As Employer (Discontinue Business)

**Employer Profile**

Every qualified employer shall register

- Business Information
- Contacts Information
- Status Information
- Employee Information
- Foreign Employee Information
- Director/Owner Information
- Induction Information
- Registration Information

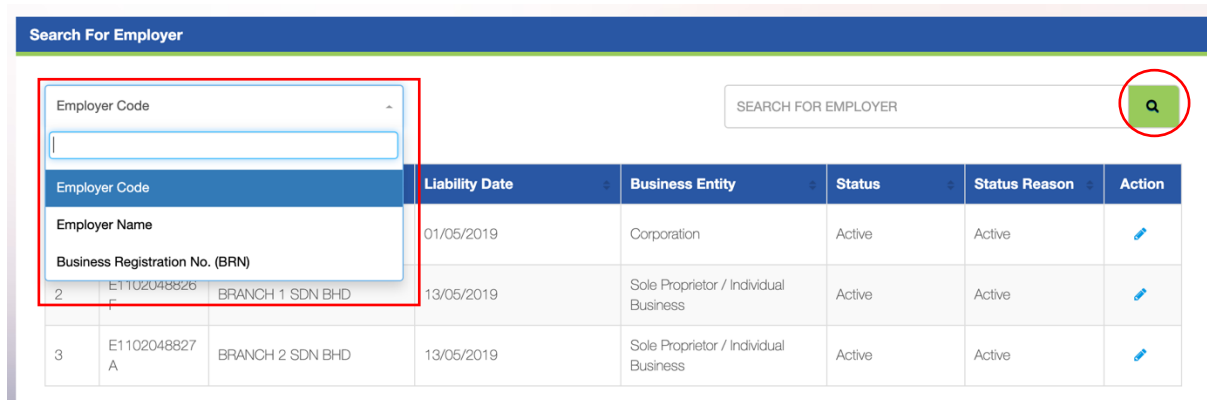
Employer Name  
**HQ SDN BHD**

Employer Code  
**E1102048825M**

to contact customer service at 1-300-22-8000 or visit our web site www.perkeso.gov.my

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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.



**Search For Employer**

Employer Code

SEARCH FOR EMPLOYER

**Employer Code**

**Employer Name**

**Business Registration No. (BRN)**

	Liability Date	Business Entity	Status	Status Reason	Action
2	01/05/2019	Corporation	Active	Active	
3	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 3: Click on the Search icon.

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

MyASSIST
Registration
Update
Search
EIS Update

Your request completed successfully.


### Update Add Employee Resigned Date

Search For Employer

Employer Name

BRANCH 1

Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048826F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 5: Click on Add Employee.

MyASSIST
Registration
Update
Search
EIS Update

Update Add New Employee
Upload Supporting Document

**Attention:**  
The new employee's registration is based on the conditions and qualifications set under the Employees Social Security Act, 1969 and the Employment Insurance System Act, 2017.

### Update Add New Employee

Employer Name  
**HQ SDN BHD**  
Employer Code  
**E1102048825M**

Employer Information
Employee(s) Listing

New Employee(s) Listing

ADD EMPLOYEE

## Step 6: Fill-up Employee Information

Add Employee Information

Identification Type \*  
New Identification

Identification No. \*  
123456789012

Old Identification No.

Name of Employee \*  
PERKESO1

Date of Birth \*  
10/11/1987

Gender (M/F)  
☒ Male ☐ Female

Race  
Cina

Employment Start Date \*  
10/11/2008

Occupation (MASCOD)  
[KNUMERICAL AND MATERIAL RECORDING CLERKS]

Sub Occupation (MASCOD)  
[Production Clerk]

Sub Occupation List (MASCOD)  
[Production Clerk]

Nationality  
Malaysia

Wages Exceed RM2000 Per Month Before 1st Jun 2016  
☒ Yes ☐ No

Upload Identification Card  
 Information set

Alert: If you change the name of employee, please upload a copy of IC to upload.

Employee Application Status  
Status  
None

## Step 7: Click Save

Employer Name  
BRANCH 1 SDN BHD  
Employer Code  
E110204826F

Reference ID  
CAN00201900044716

My Sites

Employer Information

Employee(s) Listing

New Employee(s) Listing

ADD EMPLOYEE

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	880807065667	07/09/1988	ABUBU	Male	None	09/07/2019	<a href="#">✎</a> <a href="#">✕</a>

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.								

Auto Registration Employee's Information

No.	Identification Type	Identification No.	Name of Employee	Action
Record Not Found.				

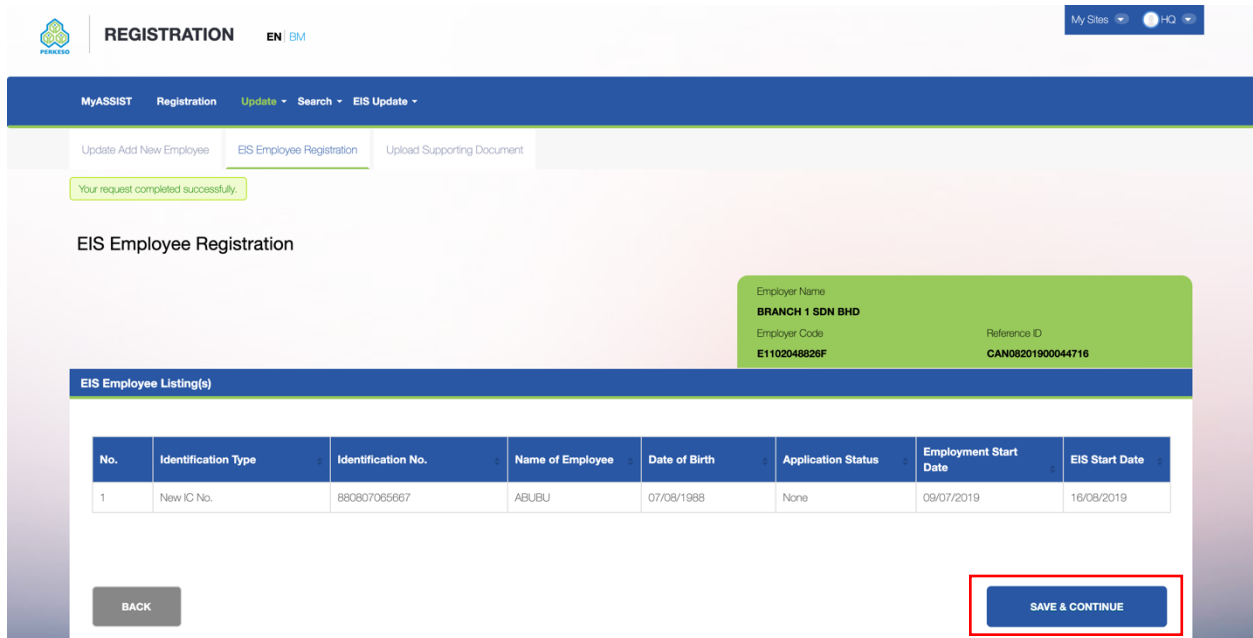
Auto Registration Employee's Information That Had Updated

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

## 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).



**REGISTRATION** EN BM

My Sites HQ

MyASSIST Registration Update Search EIS Update

Update Add New Employee **EIS Employee Registration** Upload Supporting Document

Your request completed successfully.

**EIS Employee Registration**

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E110204826F**

Reference ID  
**CAN08201900044716**

**EIS Employee Listing(s)**

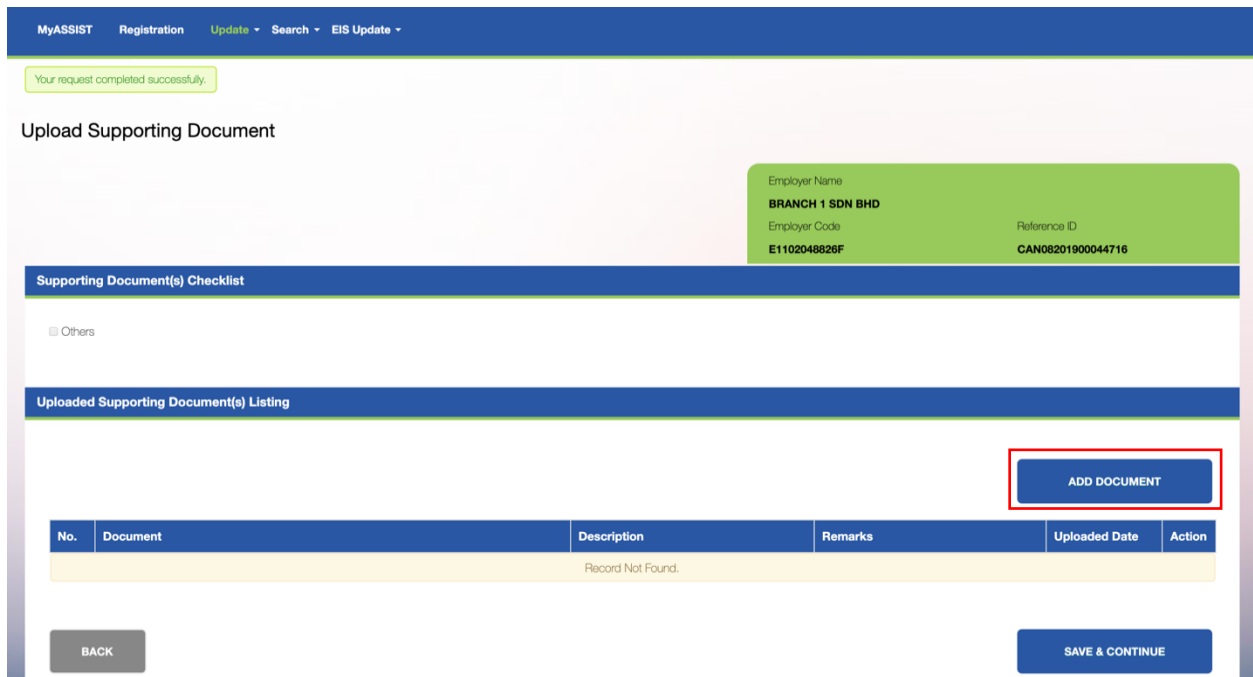
No.	Identification Type	Identification No.	Name of Employee	Date of Birth	Application Status	Employment Start Date	EIS Start Date
1	New IC No.	880807065667	ABUBU	07/08/1988	None	09/07/2019	16/08/2019

BACK

**SAVE & CONTINUE**

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

Step 10: Click Add Document.



MyASSIST Registration Update Search EIS Update

Your request completed successfully.

**Upload Supporting Document**

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E110204826F**

Reference ID  
**CAN08201900044716**

**Supporting Document(s) Checklist**

☐ Others

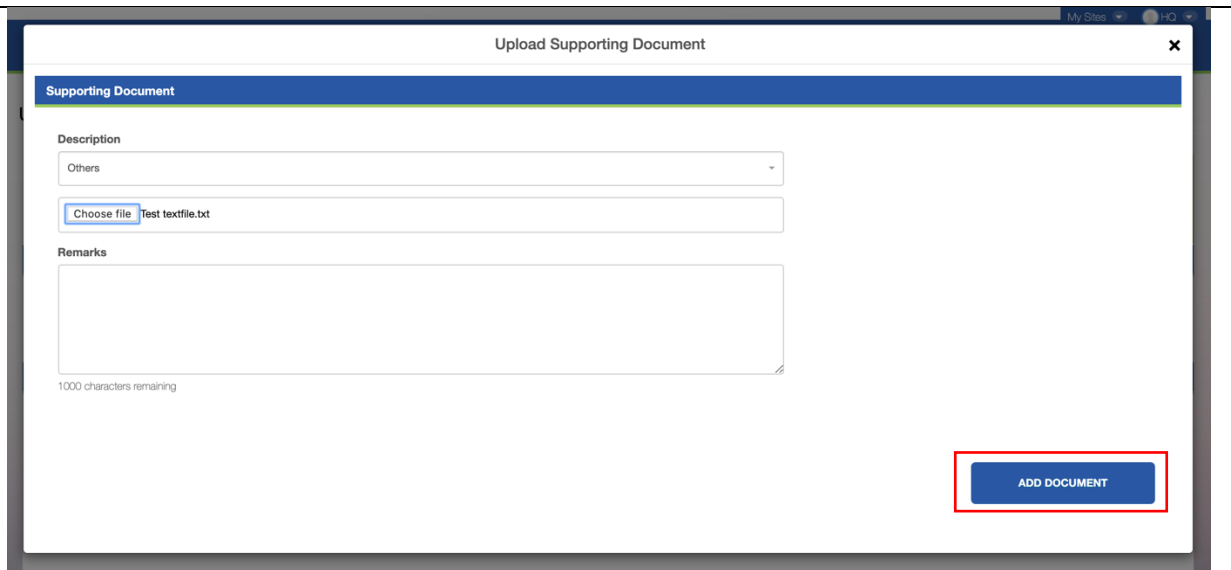
**Uploaded Supporting Document(s) Listing**

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

BACK

**ADD DOCUMENT**

**SAVE & CONTINUE**



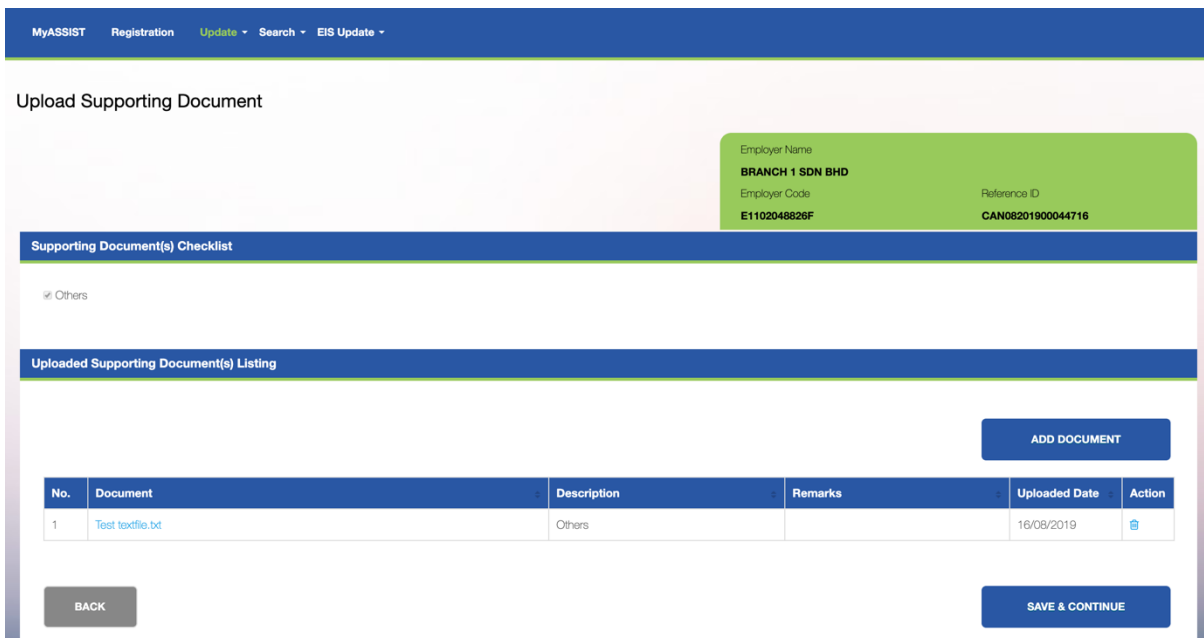
Step 11: Select Description (Others) from drop-down list.


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.



No.	Document	Description	Remarks	Uploaded Date	Action
1	Test textfile.txt	Others		16/08/2019	

Step 15: Click Save and Continue

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

MyASSIST Registration Update Search EIS Update

Your request completed successfully.

Preview

Employer Name  
BRANCH 1 SDN BHD  
Employer Code  
E1102048826F  
Reference ID  
CAN08201900044718

Added Employees

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Application Status	Employment Start Date	EIS Start Date
1	New IC No.	880807065967	07/09/1988	ABUSU	None	09/07/2019	16/09/2019

New Foreign Employee(s) Listing

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

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Test textfile.txt	Others		16/09/2019

BACK SUBMIT

Step 17: Click Submit

CONFIRMATION

Proceed for Submission?

CANCEL CONFIRM

Step 18: Click Confirm.

Your Request Update Add New Employee Has Been Submitted Successfully.

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**  
Request Case Update No.  
**CAN08201900044714**

This employer does not have an email address. Please print the list below for the employer.

LETTER OF ACKNOWLEDGEMENT.pdf  
LETTER OF EIS UPDATE ACKNOWLEDGEMENT.pdf  
LETTER OF SUCCESSFUL UPDATE.pdf  
LETTER OF SUCCESSFUL UPDATE EIS EMPLOYEE.pdf

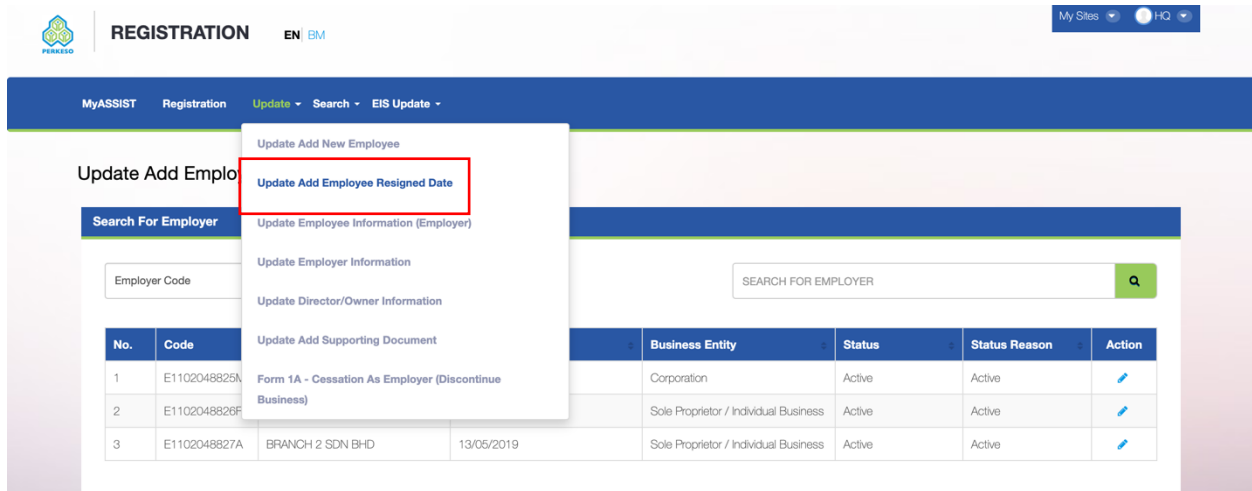
OK

Step 19: New Employee has been successfully added.

### 3.4.2 Add Employee Resigned Date

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

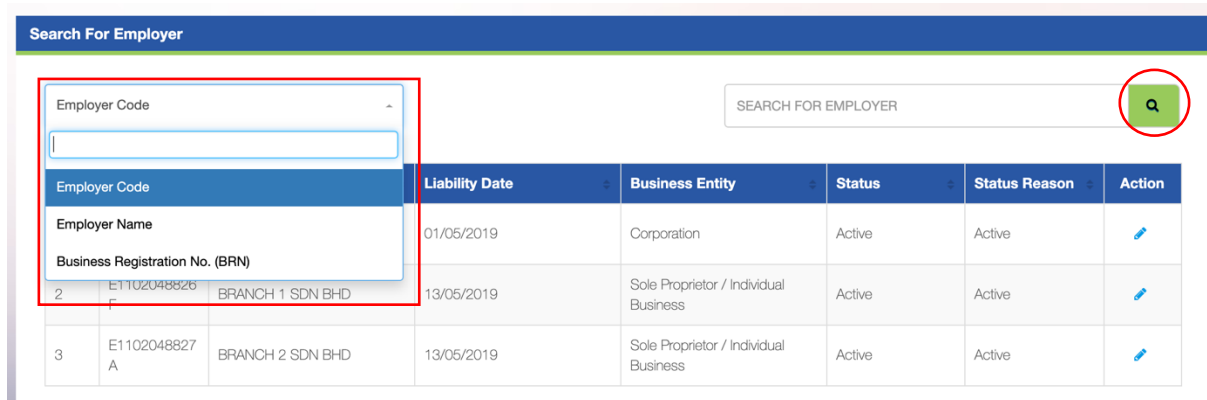
Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employee Resigned Date.



The screenshot shows the PERKESO ASSIST portal interface. The top navigation bar includes 'MyASSIST', 'Registration', 'Update', 'Search', and 'EIS Update'. The 'Update' menu is open, showing options: 'Update Add New Employee', 'Update Add Employee Resigned Date' (highlighted with a red box), 'Update Employee Information (Employer)', 'Update Employer Information', 'Update Director/Owner Information', 'Update Add Supporting Document', and 'Form 1A - Cessation As Employer (Discontinue Business)'. Below the menu, there is a 'Search For Employer' section with a search bar and a table of employers.

No.	Code	Business Entity	Status	Status Reason	Action
1	E1102048825N	Corporation	Active	Active	<a href="#">Edit</a>
2	E1102048826F	Sole Proprietor / Individual Business	Active	Active	<a href="#">Edit</a>
3	E1102048827A	BRANCH 2 SDN BHD	Active	Active	<a href="#">Edit</a>

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.



The screenshot shows the 'Search For Employer' section of the PERKESO ASSIST portal. A dropdown menu is open, showing options: 'Employer Code', 'Employer Name', and 'Business Registration No. (BRN)'. The search bar contains the text 'SEARCH FOR EMPLOYER'. A green search icon is highlighted with a red circle. Below the search bar, there is a table of employers.

No.	Code	Business Entity	Status	Status Reason	Action
2	E1102048826F	BRANCH 1 SDN BHD	Active	Active	<a href="#">Edit</a>
3	E1102048827A	BRANCH 2 SDN BHD	Active	Active	<a href="#">Edit</a>

Step 3: Click on the Search icon.

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


MyASSIST Registration **Update** Search EIS Update

Your request completed successfully.

Update Add Employee Resigned Date

Search For Employer

Employer Name  BRANCH 1

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048826F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 5: Choose "All" or "Specific"

MyASSIST Registration **Update** Search EIS Update

Update Add Employee Resigned Date Upload Supporting Document

Update Add Employee Resigned Date

Employer Name  
BRANCH 1 SDN BHD  
Employer Code  
E1102048826F

Employee Resigned Date

Employee Selection  
☒ All ☐ Specific

Employment Resign Date

SAVE & CONTINUE

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

## Step 6: Select Employment Resign Date.

Employee Resigned Date

My Sites HQ

Employee Selection

☐ All
 ☒ Specific

Employment Resign Date

12/08/2019

Name

Kasbah

Q

NOTE: Resigned employee are removed from active employees list.

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


Employment Resign Date

12/08/2019


Name

Kasbah

Q

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	New IC No.	750808075886	KASBAH	08/08/1975	Male	Indian	01/08/2019	

Employee That Had Added Resigned Date

No.	Identification Type	Identification No.	Name	New Resign Date	Action
1	New IC No.	750808075886	KASBAH	12/08/2019	

SAVE & CONTINUE

## Step 8: Click Save and Continue

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

Update Add Employee Resigned Date

My Sites ▼ HQ ▼

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E1102048826F**

**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.	880807065667	ABUBU	07/08/1988	Male	-	09/07/2019

SAVE & CONTINUE

## Step 10: Click Save & Continue.

## Step 11: Click Add Document.

MyASSIST Registration **Update** Search EIS Update

Your request completed successfully.

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E1102048826F**

Reference ID  
**CAN08201900044716**

**Supporting Document(s) Checklist**

☐ Others

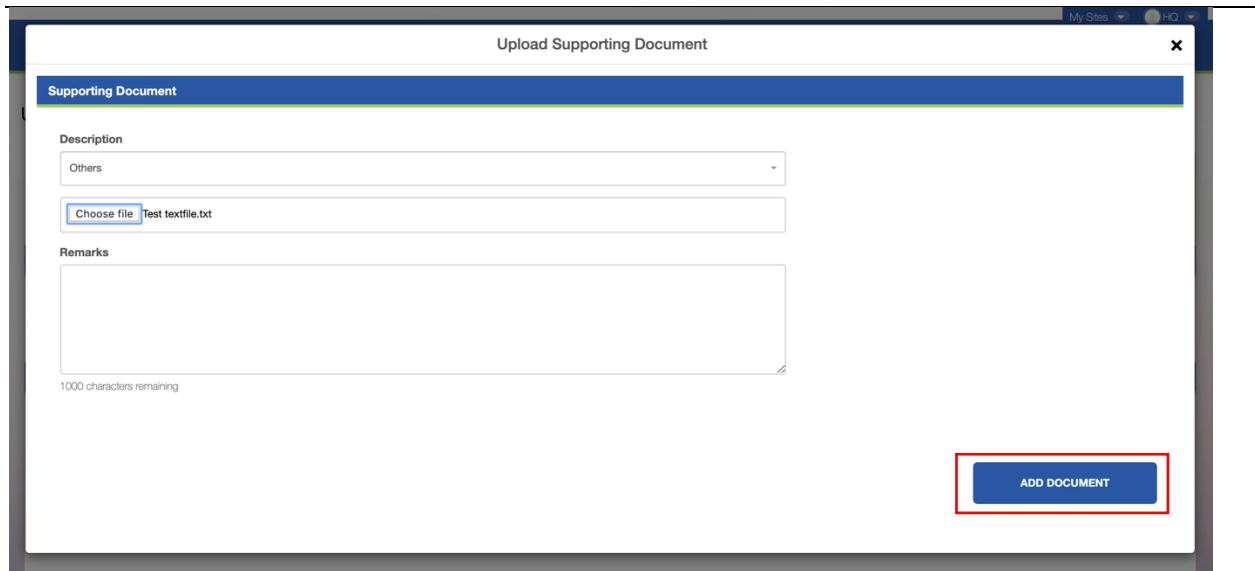
**Uploaded Supporting Document(s) Listing**

ADD DOCUMENT

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

BACK

SAVE & CONTINUE



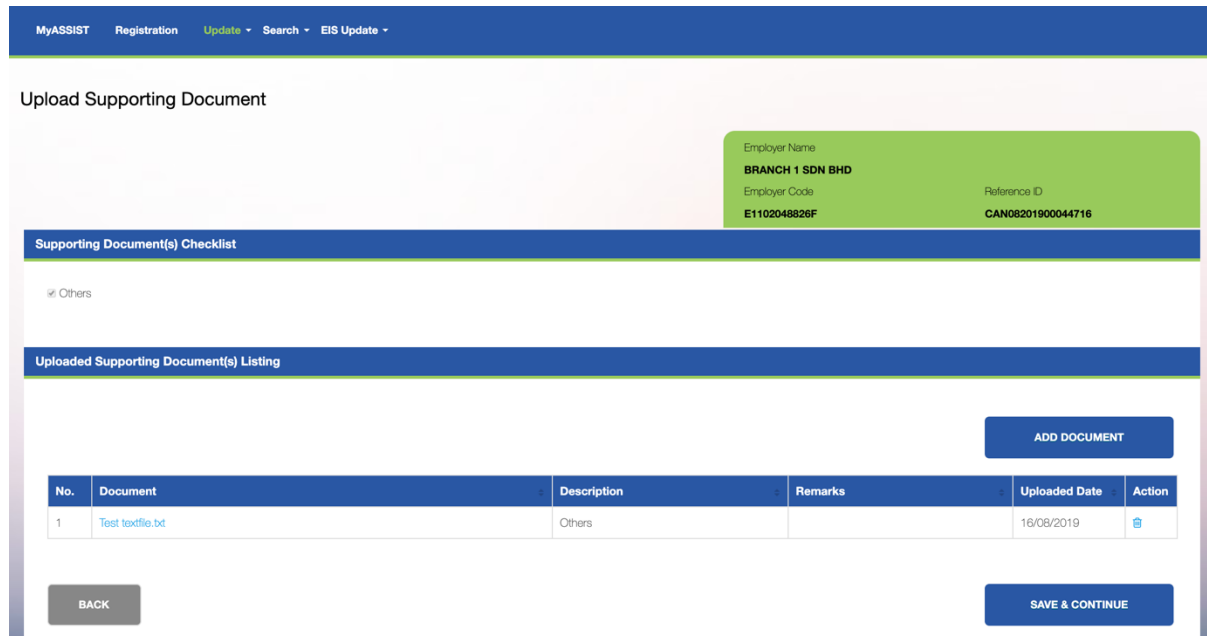
Step 12: Select Description (Others) from drop-down list.

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.



No.	Document	Description	Remarks	Uploaded Date	Action
1	Test textfile.txt	Others		16/08/2019	

Step 16: Click Save and Continue



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

MyASSIST Registration Update Search EIS Update

Your request completed successfully.

Preview

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E1102048826F**

Reference ID  
**CAN0820190044716**

Added Employees

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Application Status	Employment Start Date	EIS Start Date
1	New IC No.	880357055667	07/05/1986	ABUSJ	None	08/07/2019	16/08/2019

New Foreign Employee(s) Listing

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

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Test Image 01	Others		16/08/2019

BACK SUBMIT

Step 18: Click Submit


CONFIRMATION

Proceed for Submission?

CANCEL CONFIRM

Step 19: Click Confirm.

Step 20: Successfully Employee Resigned Date has been updated.



Your Request Update Add Employee Resigned Date Has Been Submitted Successfully.

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E1102048826F**

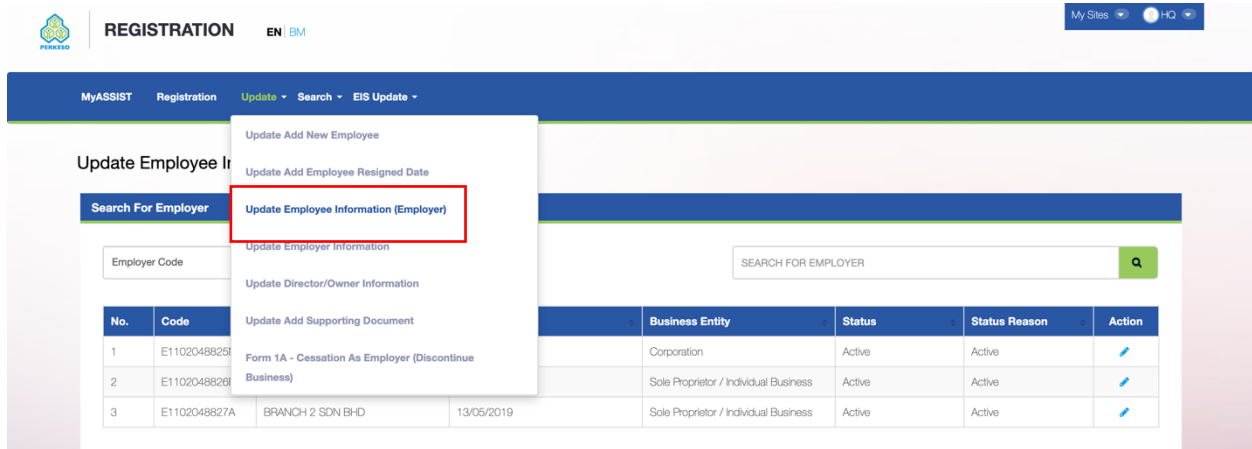
Request Case Update No.  
**CUN082019C100024745**

OK

### 3.4.3 Add Employee Information (Employer)

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

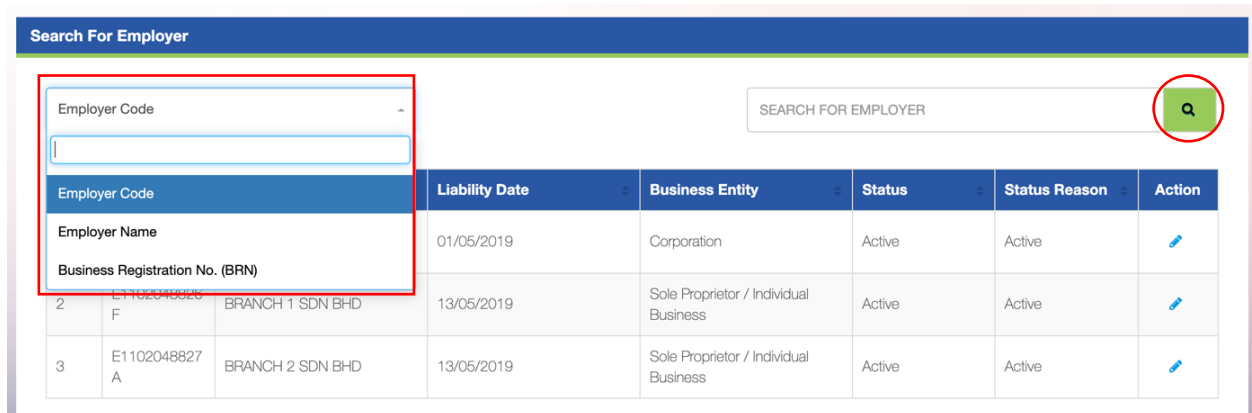
Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employee Information (Employer).



The screenshot shows the 'MyASSIST' portal with the 'Update' menu open. The 'Update Employee Information (Employer)' option is highlighted with a red box. Below the menu, a table lists employers with columns: No., Code, Business Entity, Status, Status Reason, and Action.

No.	Code	Business Entity	Status	Status Reason	Action
1	E1102048825	Corporation	Active	Active	<a href="#">Edit</a>
2	E1102048826	Sole Proprietor / Individual Business	Active	Active	<a href="#">Edit</a>
3	E1102048827A	Sole Proprietor / Individual Business	Active	Active	<a href="#">Edit</a>

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.



The screenshot shows the 'Search For Employer' section. A dropdown menu is open, showing options: Employer Code, Employer Name, and Business Registration No. (BRN). The search icon (magnifying glass) is highlighted with a red circle.

Liability Date	Business Entity	Status	Status Reason	Action
01/05/2019	Corporation	Active	Active	<a href="#">Edit</a>
13/05/2019	Sole Proprietor / Individual Business	Active	Active	<a href="#">Edit</a>
13/05/2019	Sole Proprietor / Individual Business	Active	Active	<a href="#">Edit</a>

Step 2: Click on the Search icon.

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


MyASSIST Registration **Update** Search EIS Update

Your request completed successfully.

Update Add Employee Resigned Date

Search For Employer

Employer Name  BRANCH 1

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048826F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 4: Choose Employee to update from Employee Listing.

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






Update Employee Information My Sites HQ

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**

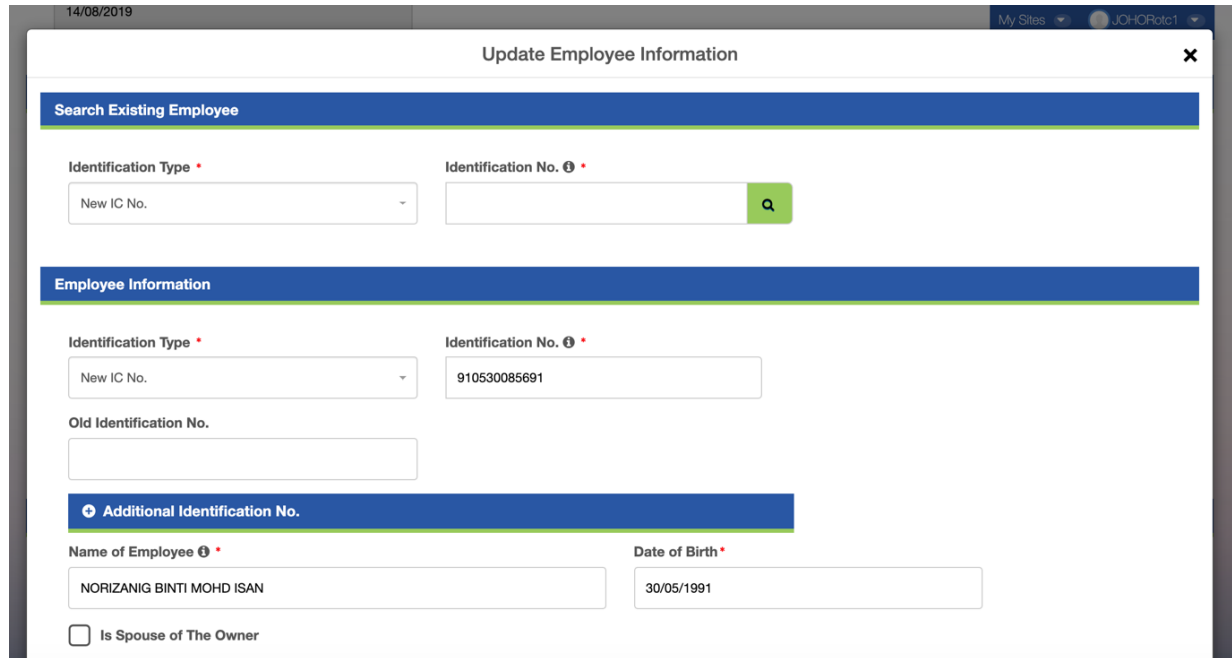
Employer Information

Employee(s) Listing

Please Select

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	910530085691	30/05/1991	NORZANIG BINTI MOHD ISAN	Female	None	13/05/2019	
2	New IC No.	860225236250	25/02/1986	CHEW PING PENG	Female	None	28/05/2019	
3	New IC No.	750809075443	09/08/1975	KASBAH	Male	None	02/07/2019	
4	New IC No.	750809075886	08/08/1975	KASBAH	Male	None	01/08/2019	
5	New IC No.	880807065667	07/08/1988	ABUBU	Male	None	09/07/2019	

### Step 6: Update employee information.



### Step 7: Click Save.

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

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
1	New IC No.	910530085691	30/05/1991	NORIZANIG BINTI MOHD ISAN	Female	None	13/05/2019	<a href="#">Edit</a> <a href="#">Refresh</a>

Employer Information
My Data

Employees(s) Listing

Please Select

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	860223236250	25/02/1986	CHIEW PENG PENG	Female	None	28/05/2019	
2	New IC No.	750809075443	09/09/1975	KASBAH	Male	None	02/07/2019	
3	New IC No.	750809075686	09/09/1975	KASBAH	Male	None	01/09/2019	
4	New IC No.	880807065667	07/08/1988	ABULBU	Male	None	09/07/2019	

Employees(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
1	New IC No.	910303005591	30/05/1991	MOHZANING BRITI MOH D GARN	Female	None	13/05/2019	

Foreign Employee(s) Listing

Please Select

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	SSPW Foreign Worker No.	201900000049	03/12/1985	CAUJEN	-	None	14/05/2019	

Foreign Employee(s) Updated Listing

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

Step 8: Click Save and Continue

Step 9: Click Add Document.

MyASSIST
Registration
Update
Search
EIS Update

Your request completed successfully.

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**

Reference ID  
**CAN08201900044716**

Supporting Document(s) Checklist

☐ Others

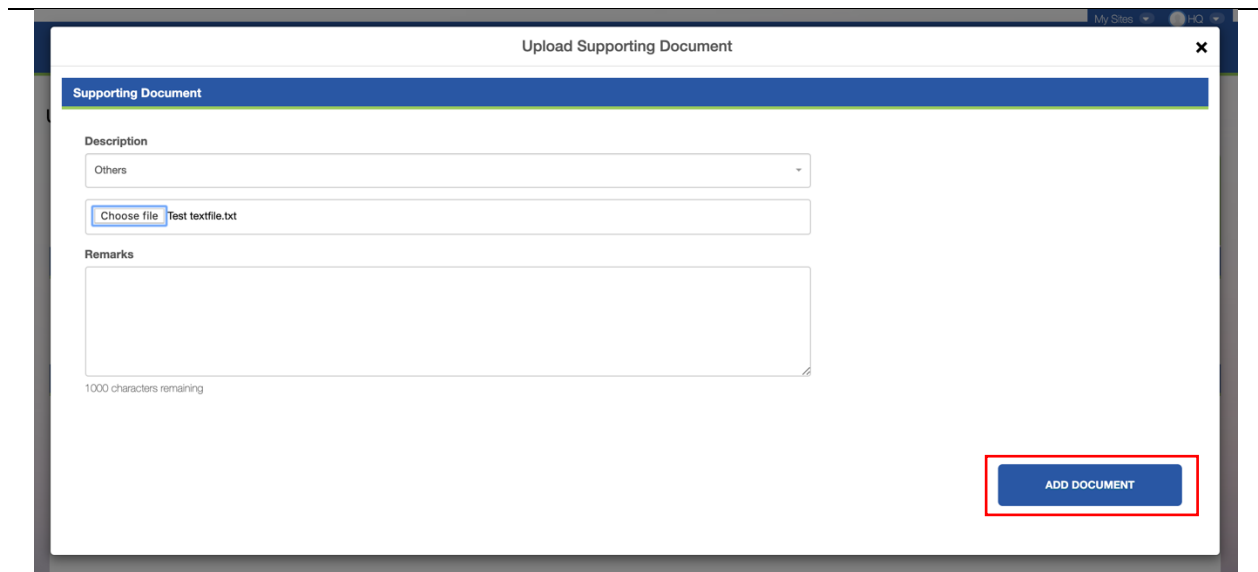
Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE



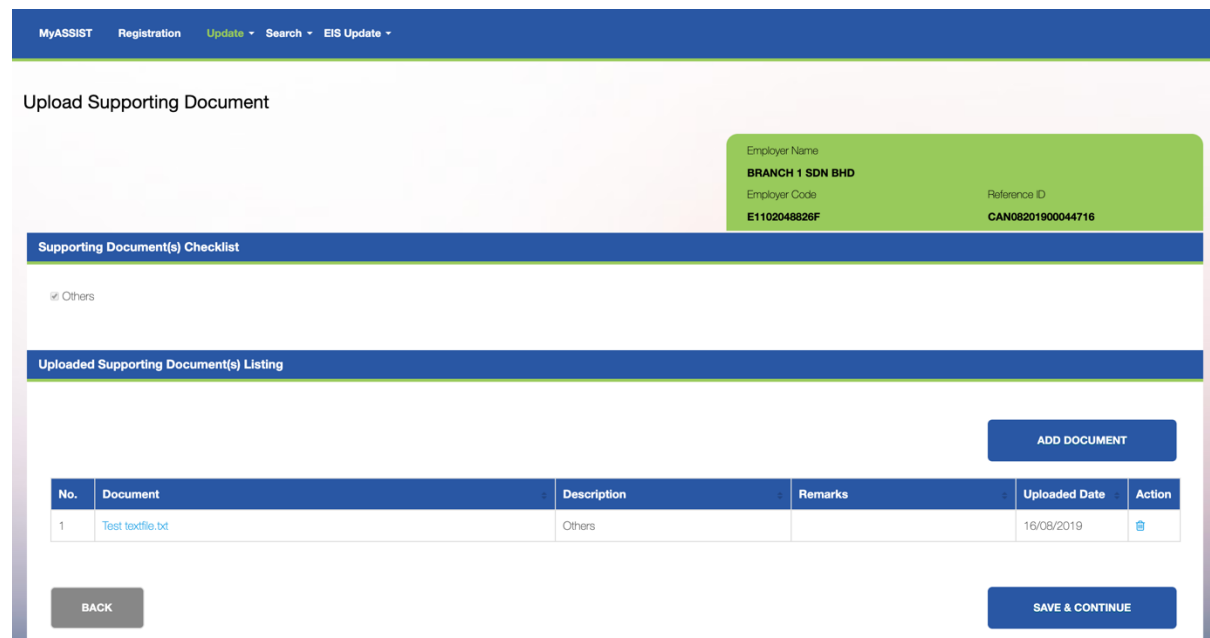
Step 10: Select Description (Others) from drop-down list.


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.



No.	Document	Description	Remarks	Uploaded Date	Action
1	Test textfile.txt	Others		16/08/2019	

Step 14: Click Save and Continue

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

MyASSIST Registration Update Search EIS Update

Your request completed successfully.

Preview

Employer Name  
BRANCH 1 SDN BHD  
Employer Code  
E1102048826F  
Reference ID  
CAN0820190004716

Added Employees

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Application Status	Employment Start Date	EIS Start Date
1	New IC No.	880807065667	07/09/1988	ABJBU	Pending	09/07/2019	16/09/2019

New Foreign Employee(s) Listing

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

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Test docfile.txt	Others		16/09/2019

BACK SUBMIT

Step 16: Click Submit

CONFIRMATION

Proceed for Submission?

CANCEL CONFIRM

Step 17: Click Confirm.

Step 18: Employee Information update has been successfully submitted.

Your Request Update Employee Information By Employer Has Been Submitted Successfully.

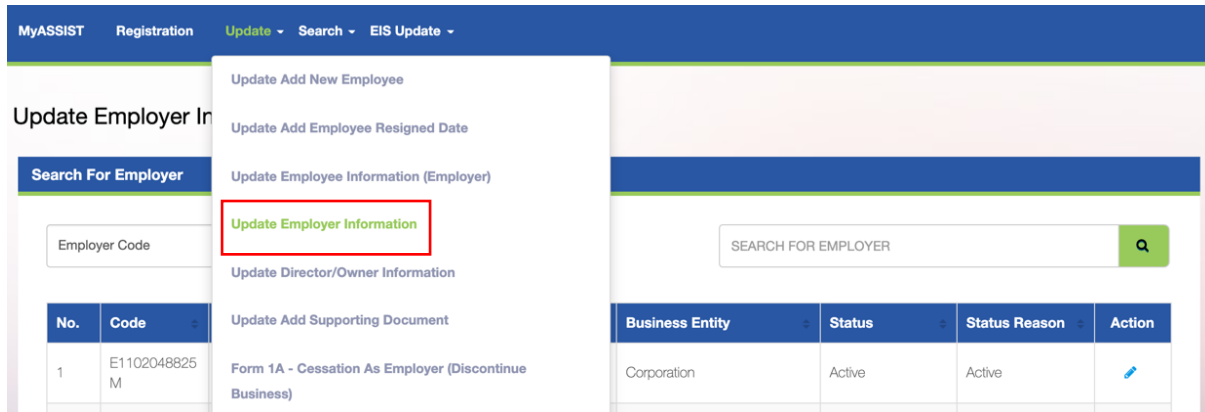
Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**  
Request Case Update No.  
**CUN082019C100024747**

OK


### 3.4.4 Update Employer Information

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

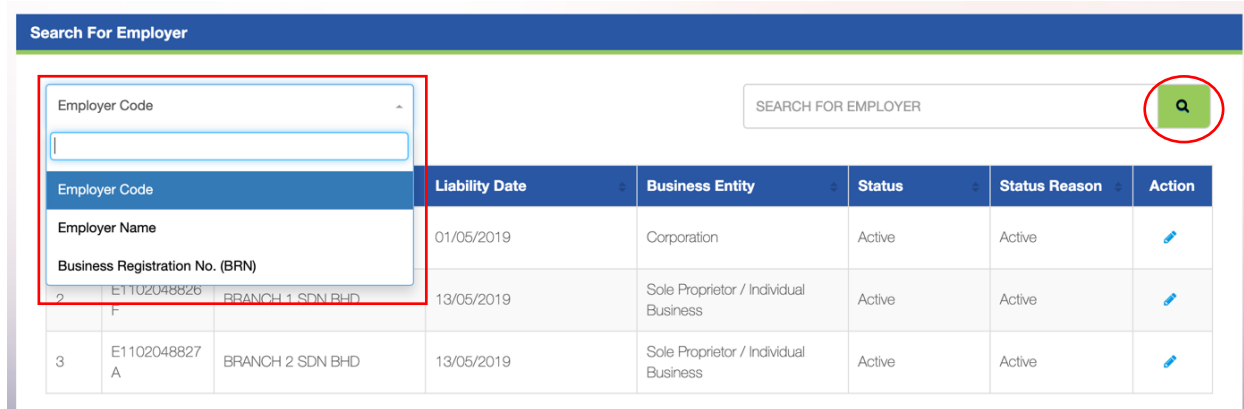
Step 1: In the Parent Employer profile, mouse over the Update menu and click on Update Employer Information.





The screenshot shows the MyASSIST portal interface. The top navigation bar includes 'MyASSIST', 'Registration', 'Update', 'Search', and 'EIS Update'. The 'Update' menu is open, displaying a list of options: 'Update Add New Employee', 'Update Add Employee Resigned Date', 'Update Employee Information (Employer)', 'Update Employer Information' (highlighted with a red box), 'Update Director/Owner Information', and 'Update Add Supporting Document'. Below the menu, there is a 'Search For Employer' section with a search bar and a table of employers. The table has columns for 'No.', 'Code', 'Business Entity', 'Status', 'Status Reason', and 'Action'.

No.	Code	Business Entity	Status	Status Reason	Action
1	E1102048825 M	Corporation	Active	Active	

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.



The screenshot shows the 'Search For Employer' section. It features a search bar with the text 'SEARCH FOR EMPLOYER' and a green search icon (highlighted with a red circle). Below the search bar is a dropdown menu with the following options: 'Employer Code', 'Employer Name', and 'Business Registration No. (BRN)'. The dropdown menu is open, showing a list of employers with columns for 'No.', 'Code', 'Business Entity', 'Liability Date', 'Status', 'Status Reason', and 'Action'.

No.	Code	Business Entity	Liability Date	Status	Status Reason	Action
2	E1102048825 F	BRANCH 1 SDN BHD	01/05/2019	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Active	Active	

Step 3: Click on the Search icon.






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

MyASSIST
Registration
Update
Search
EIS Update

### Update Employer Information

Employer Code

SEARCH FOR EMPLOYER

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048825 M	HQ SDN BHD	01/05/2019	Corporation	Active	Active	
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

## Step 5: Update Employer Information

Business Registration's Information

Business Entity \*

Sole Proprietor / Individual Business

Sub-Business Entity \*

Not Registered

Sub-Business Entity - List

Please Select

Registration Number (Identity Number Owner) \*

MARK2

Registering As A Branch?

☐ Yes
☒ No

Industry's Information

Employer Name \*

BRANCH 1 SDN BHD

Postal Address \*

LVL 20 , JLN 123

State \*

JOHOR

City \*

JOHOR

Postcode \*

81100

P.O. Box

Locked Bag No.

WDT

SOCISO Office Location \*

Pejabat PERKESO Negeri Johor

☒ Industry Address Same As Postal Address

Telephone No.

+60

Mobile No.

+60

Fax No.

+60

Industry Code \*

[24] MANUFACTURE OF BASIC METALS

Sub Industry Code List \*

[24103] Manufacture of seamless tubes, by hot roll...

Email

Methods of Contribution Payment \*

Internet Banking

Service Type

Non-Professional Bodies

Induction Information

Induction Venue \*

PPN JOHOR / 01/07/2019 / 8.00AM - 6.00PM

Remarks

SAVE & CONTINUE

Step 6: Click Save and Continue

Step 7: Click Add Document.

MyASSIST   Registration   **Update**   Search   EIS Update

Your request completed successfully.

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E110204826F**

Reference ID  
**CAN08201900044716**

**Supporting Document(s) Checklist**

☐ Others

**Uploaded Supporting Document(s) Listing**

**ADD DOCUMENT**

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

BACK   **SAVE & CONTINUE**

Upload Supporting Document

**Supporting Document**

Description

Others

Choose file Test textfile.txt

Remarks

1000 characters remaining

**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.

MyASSIST
Registration
Update
Search
EIS Update

### Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**  
Reference ID  
**CAN08201900044716**

#### Supporting Document(s) Checklist

☒ Others

#### Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">Test textfile.txt</a>	Others		16/08/2019	

BACK
SAVE & CONTINUE

Step 12: Click Save and Continue

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

MyASSIST
Registration
Update
Search
EIS Update

My Sites
HQ

Your request completed successfully.

### Preview

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**  
Reference ID  
**CUN082019C100024755**

#### Case Item

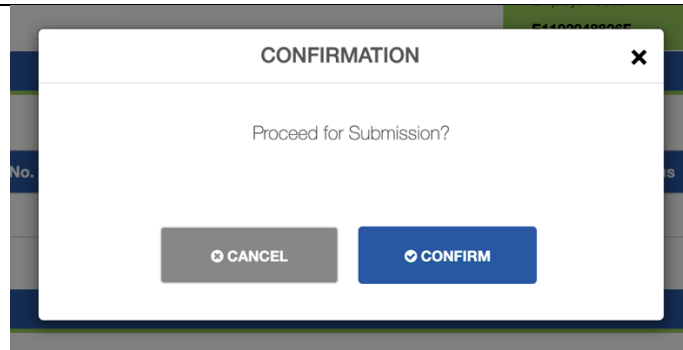
No.	Item Name	Current Information	New Information
Record Not Found.			

#### Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">Test textfile.txt</a>	Others		16/08/2019

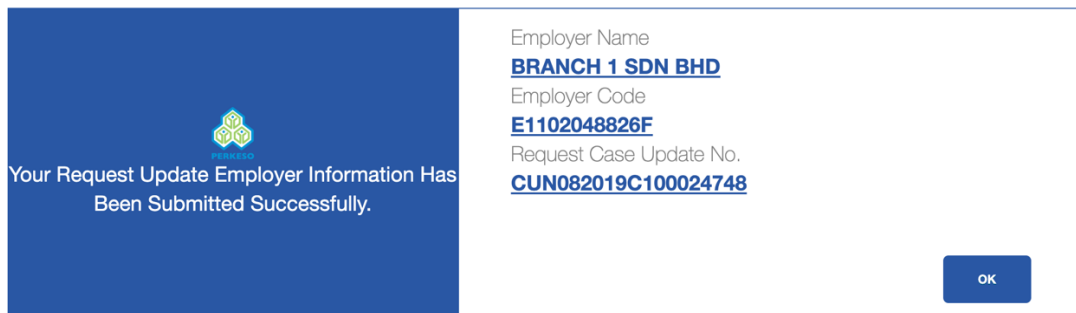
BACK
SUBMIT

Step 14: Click Submit



Step 15: Click Confirm.

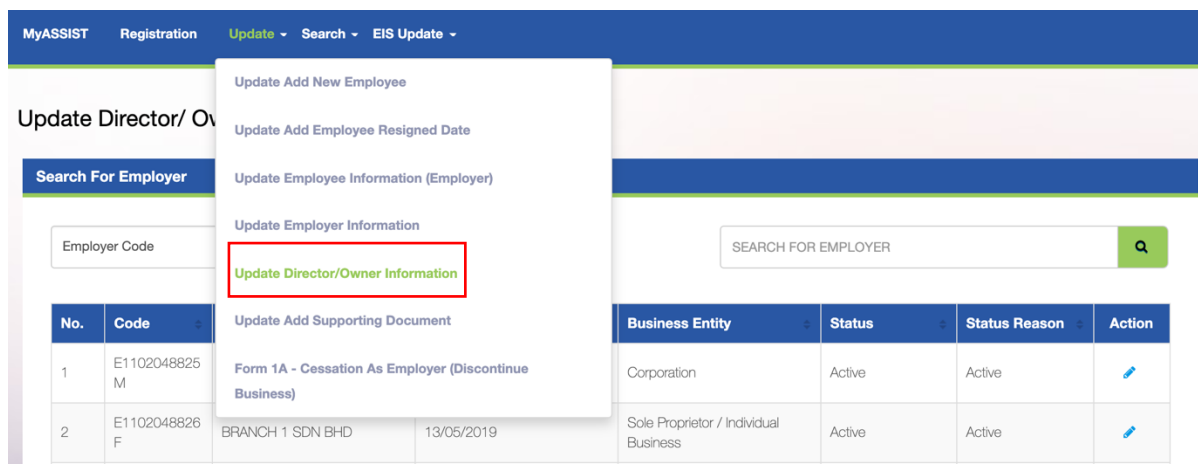
Step 16: Employer Information update has been successfully submitted.



### 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.

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

	Employer Code	Liability Date	Business Entity	Status	Status Reason	Action	
	Employer Name	01/05/2019	Corporation	Active	Active		
	Business Registration No. (BRN)						
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 3: Click the Search icon.

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

#### Update Director/ Owner Information

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048825 M	HQ SDN BHD	01/05/2019	Corporation	Active	Active	
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 5: Click Add Director/Owner

Director/ Owner Information

Upload Supporting Document

Update Director/ Owner Information

Employer Name

BRANCH 1 SDN BHD

Employer Code

E1102048826F

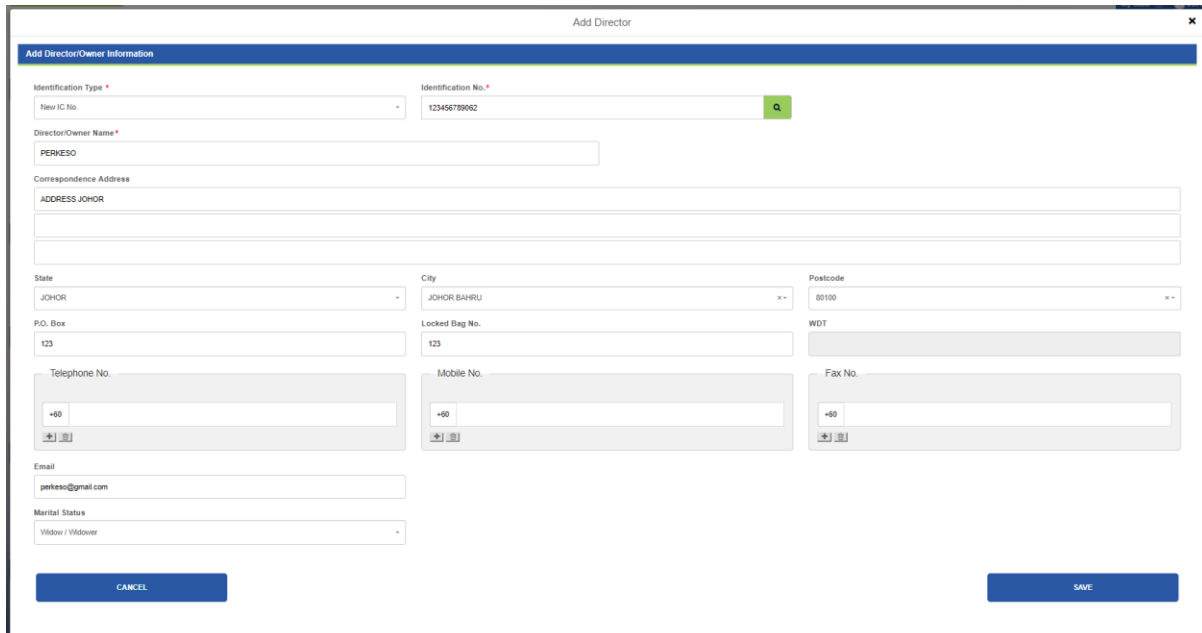
Director/Owner's Information

+ ADD DIRECTOR/OWNER

+ ADD SPOUSE

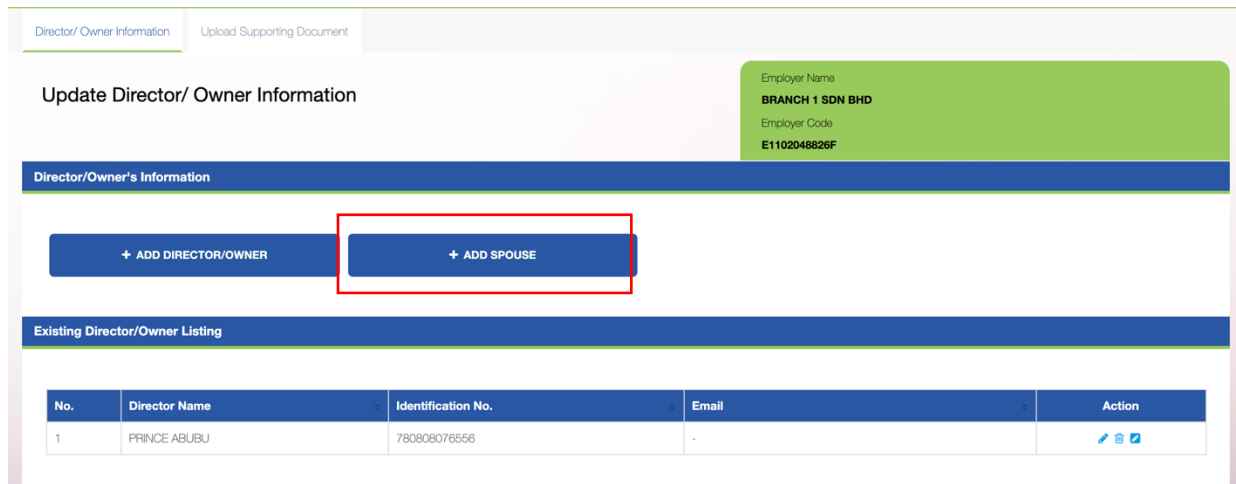
Existing Director/Owner Listing

Step 6: Fill up the form.



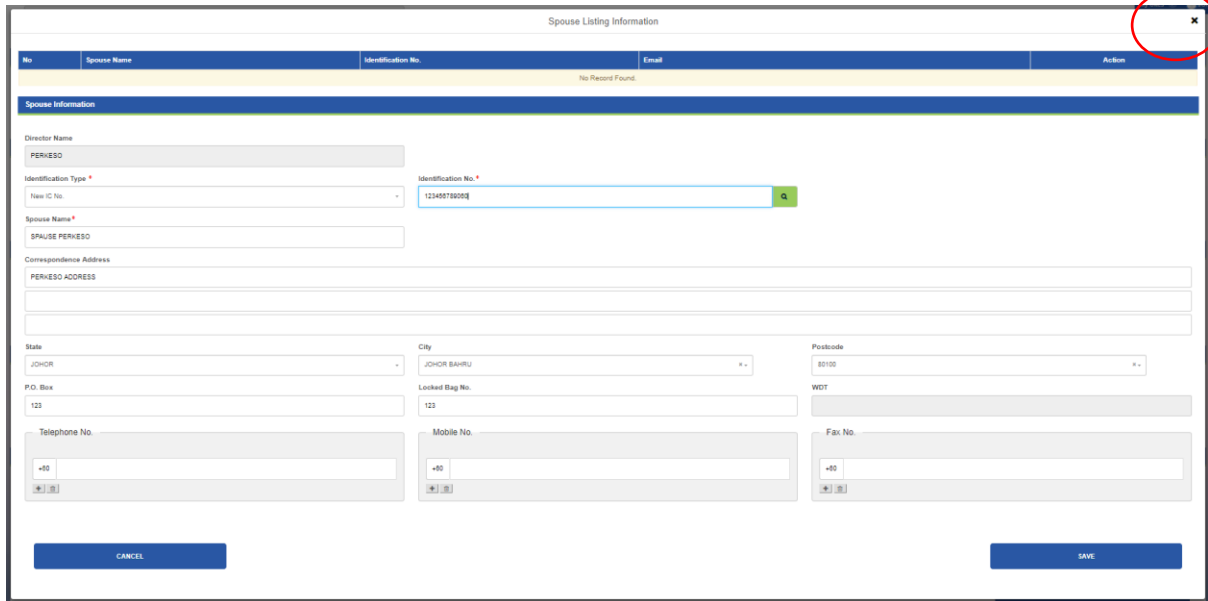
Step 7: Click Save.

Step 8: Click Add Spouse



No.	Director Name	Identification No.	Email	Action
1	PRINCE ABUBU	780808076556	-	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Add</a>

## 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.

MyASSIST Registration **Update** Search EIS Update

Your request completed successfully.

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E110204826F**

Reference ID  
**CAN08201900044716**

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

**ADD DOCUMENT**

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

BACK

SAVE & CONTINUE

Upload Supporting Document

Supporting Document

Description

Others

Choose file Test textfile.txt

Remarks

1000 characters remaining

**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.

MyASSIST
Registration
Update
Search
EIS Update

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**
Reference ID  
**CAN08201900044716**

Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">Test textile.txt</a>	Others		16/08/2019	

BACK

SAVE & CONTINUE

Step 18: Click Save and Continue

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

MyASSIST
Registration
Update
Search
EIS Update

My Sites
HQ

Your request completed successfully.

Preview

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**
Reference ID  
**CUN082019C100024755**

Case Item

No.	Item Name	Current Information	New Information
Record Not Found.			

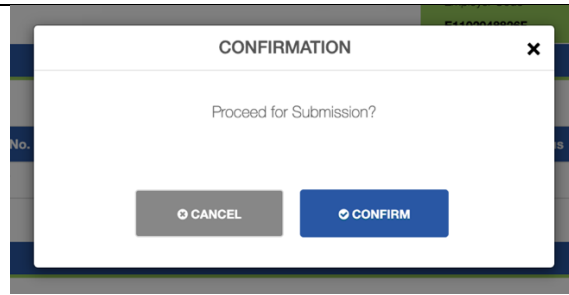
Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">Test textile.txt</a>	Others		16/08/2019

BACK

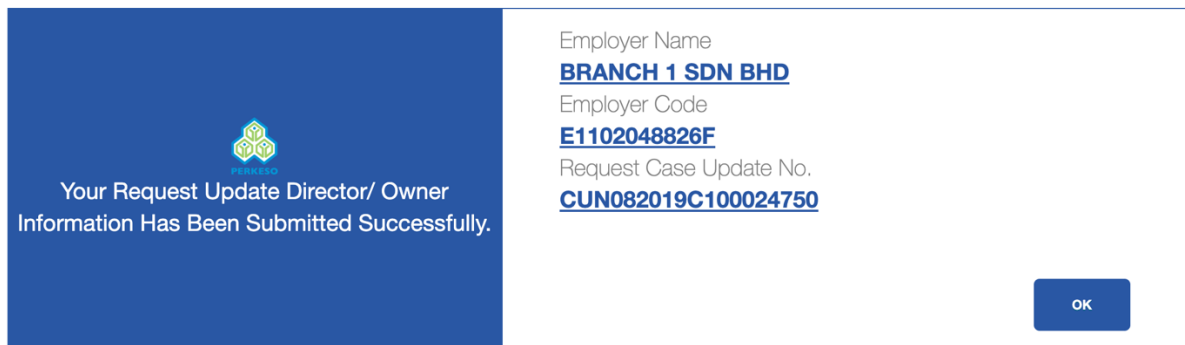
SUBMIT

Step 20: Click Submit



Step 21: Click Confirm.

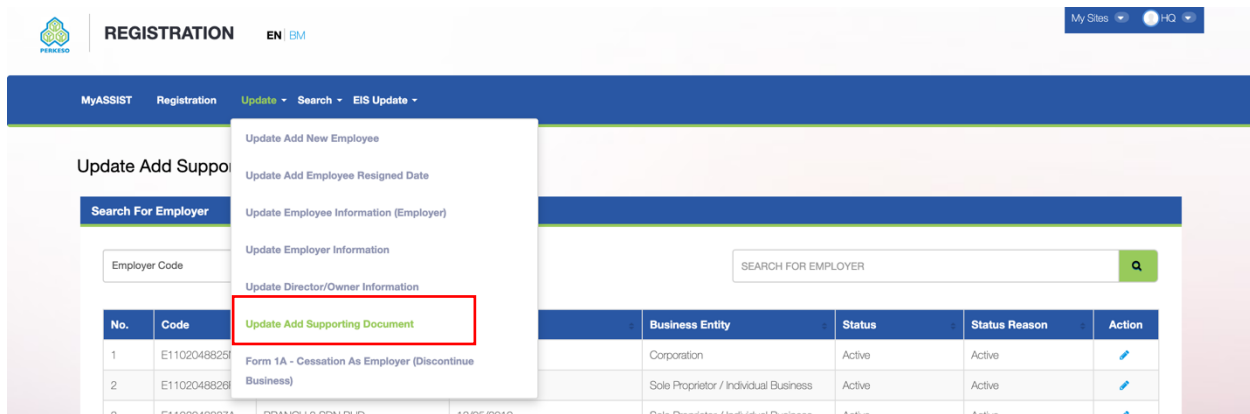
Step 22: Director/Owner Information update has been successfully submitted.



### 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.

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

	Employer Code	Liability Date	Business Entity	Status	Status Reason	Action	
	Employer Name	01/05/2019	Corporation	Active	Active		
	Business Registration No. (BRN)						
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 3: Click the Search icon.

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

Update Add Supporting Document

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048825 M	HQ SDN BHD	01/05/2019	Corporation	Active	Active	
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

## Step 5: Click Add Document.

MyASSIST Registration **Update** Search EIS Update

Your request completed successfully.

Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**

Employer Code  
**E110204826F**

Reference ID  
**CAN08201900044716**

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

**ADD DOCUMENT**

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

BACK

SAVE & CONTINUE

Upload Supporting Document

Supporting Document

Description

Others

Choose file Test textfile.txt

Remarks

1000 characters remaining

**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.

MyASSIST
Registration
Update
Search
EIS Update

### Upload Supporting Document

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**
Reference ID  
**CAN08201900044716**

#### Supporting Document(s) Checklist

☒ Others

#### Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">Test textile.txt</a>	Others		16/08/2019	

BACK

SAVE & CONTINUE

Step 10: Click Save and Continue

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

MyASSIST
Registration
Update
Search
EIS Update

My Sites HQ

Your request completed successfully.

### Preview

Employer Name  
**BRANCH 1 SDN BHD**  
Employer Code  
**E1102048826F**
Reference ID  
**CUN082019C100024755**

#### Case Item

No.	Item Name	Current Information	New Information
Record Not Found.			

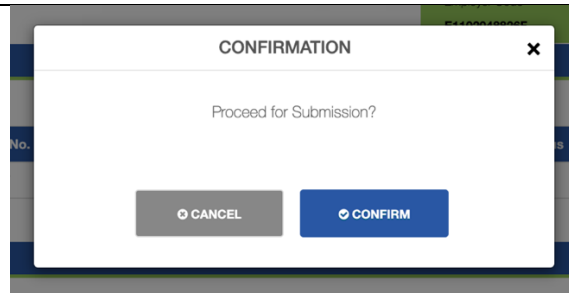
#### Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">Test textile.txt</a>	Others		16/08/2019

BACK

SUBMIT

Step 12: Click Submit



Step 13: Click Confirm.

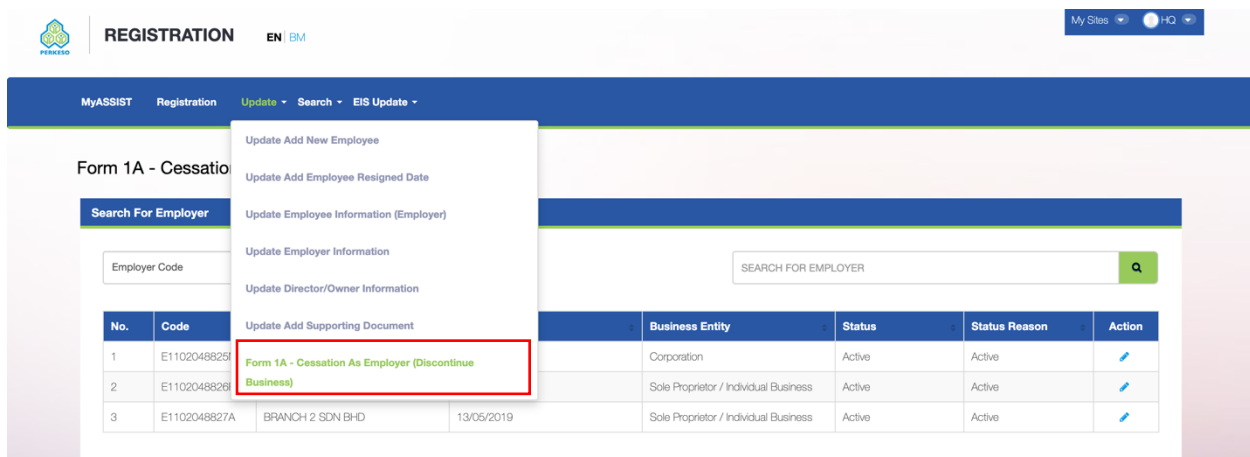
Step 14: Supporting Documents have been successfully submitted.



### 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.

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

Q

	Employer Code	Liability Date	Business Entity	Status	Status Reason	Action
	Employer Name	01/05/2019	Corporation	Active	Active	
2	E1102048826 F BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

Step 3: Click the Search icon.

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

Update Add Supporting Document

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048825 M	HQ SDN BHD	01/05/2019	Corporation	Active	Active	
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	

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

Form 1A - Cessation As Employer (Discontinue Business)

Search For Employer

Employer Code

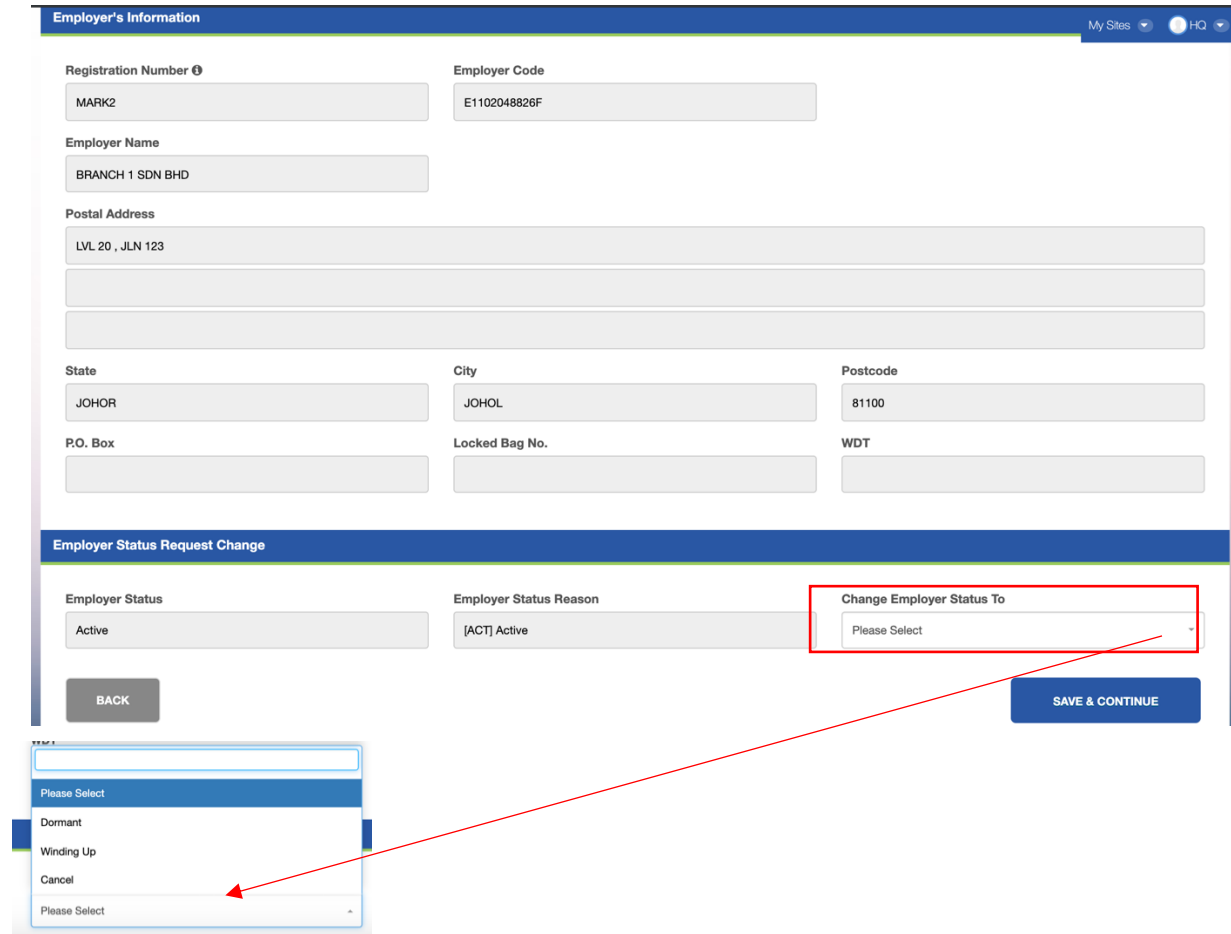
SEARCH FOR EMPLOYER

Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102048825 M	HQ SDN BHD	01/05/2019	Corporation	Active	Active	
2	E1102048826 F	BRANCH 1 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	
3	E1102048827 A	BRANCH 2 SDN BHD	13/05/2019	Sole Proprietor / Individual Business	Active	Active	



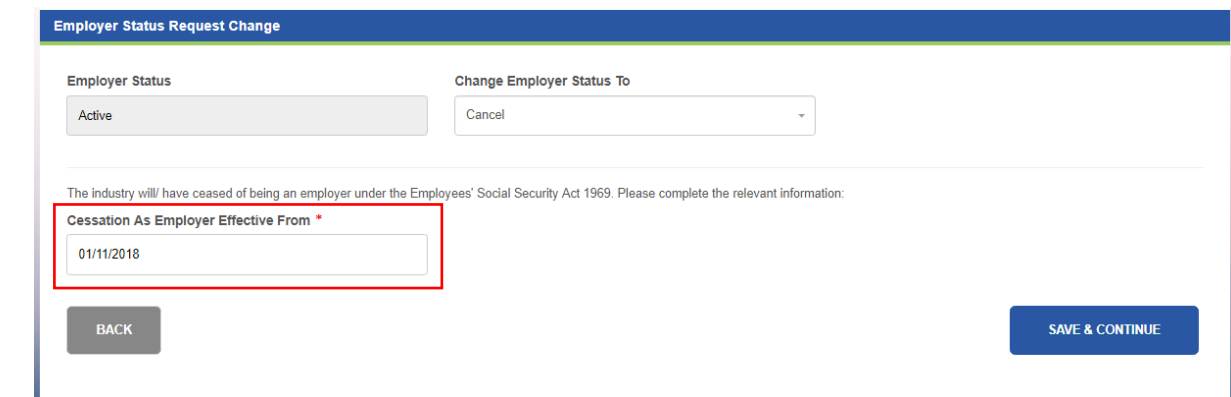
Step 6: Choose the Status Request Change from the dropdown list.



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

Employer Status Request Change

Employer Status

Active

Change Employer Status To

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\*

01/11/2018

Temporary closure/ No employee till

30/11/2018

BACK

SAVE & CONTINUE

Step 9: Click on Save and Continue

Step 10: Enter Employment Resign Date

Update Add Employee Resigned Date

My Sites HQ

Employer Name

BRANCH 1 SDN BHD

Employer Code

E1102048826F

Reference ID

CUN082019C200000770

Employee Resigned Date

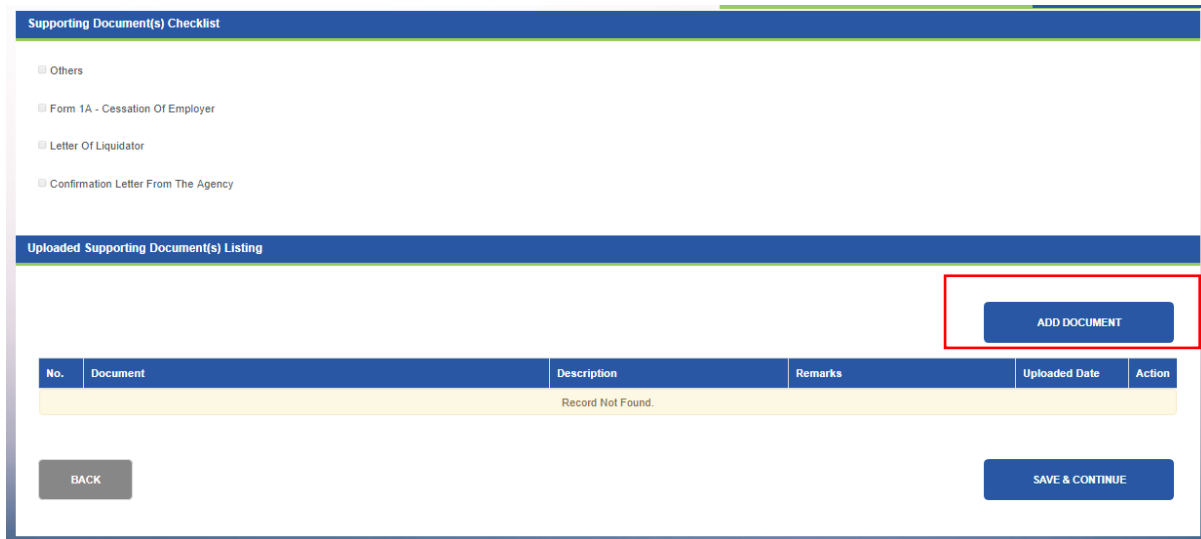
Employment Resign Date

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.	910530086691	NORIZANIG BINTI MOHD ISAN	30/05/1991	Female	-	13/05/2019
2	SSN Foreign Worker No.	201900000049	CALVEN	03/12/1985	-	-	14/05/2019
3	New IC No.	860225236250	CHEW PING PENG	25/02/1986	Female	-	28/05/2019
4	New IC No.	750808075886	KASBAH	08/08/1975	Male	Indian	01/08/2019

Step 11: Click Save and Continue

## Step 12: Click Add Document



**Supporting Document(s) Checklist**

- ☐ Others
- ☐ Form 1A - Cessation Of Employer
- ☐ Letter Of Liquidator
- ☐ Confirmation Letter From The Agency

**Uploaded Supporting Document(s) Listing**

**ADD DOCUMENT**

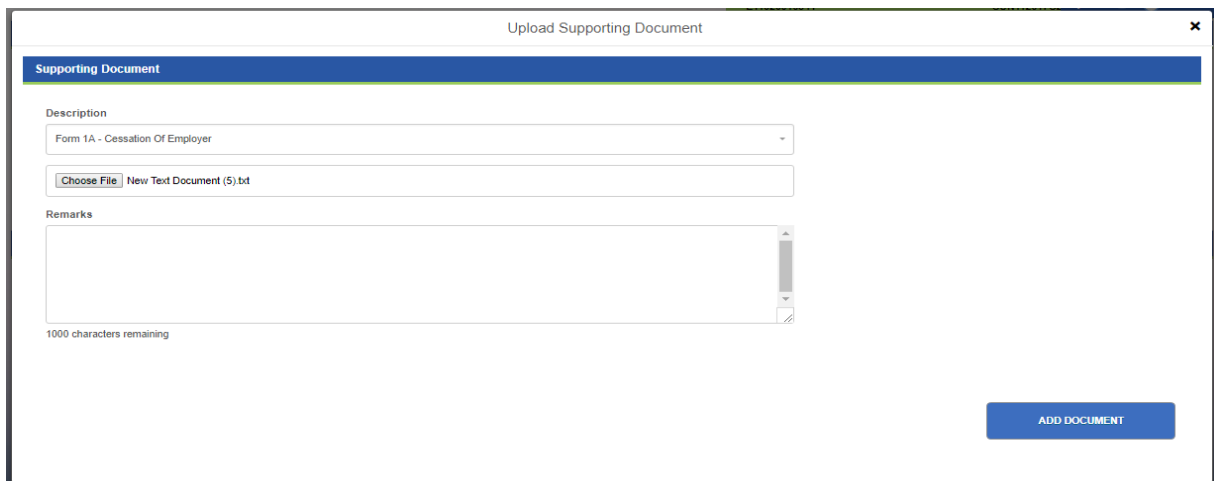
No.	Document	Description	Remarks	Uploaded Date	Action
Record Not Found.					

**BACK** **SAVE & CONTINUE**

Step 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)



Upload Supporting Document

**Supporting Document**

Description

Form 1A - Cessation Of Employer

**Choose File** New Text Document (5).txt

Remarks

1000 characters remaining

**ADD DOCUMENT**

Step 16: Click Add Document

Supporting Document(s) Checklist

☐ Others
   
☒ Form 1A - Cessation Of Employer
   
☐ Letter Of Liquidator
   
☐ Confirmation Letter From The Agency

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">New Text Document (5).txt</a>	Form 1A - Cessation Of Employer		30/11/2017	

BACK

SAVE & CONTINUE

Step 17: Click Save and Continue

Preview

My Sites HQ

Employer Name

BRANCH 1 SDN BHD

Employer Code

E110204826F

Reference ID

CUN082019C200000770

Employer Status Change Application

Employer Status

Active

Employer Status Reason

[ACT] Active

Change Employer Status To

Dormant

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

01/08/2019

Temporary closure/ No employee till

Employee(s) that had added resigned date

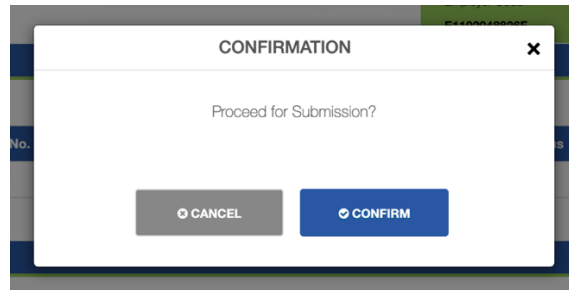
No.	Identification Type	Identification No.	Name	Date of Birth	Gender (M/F)	Race	Employment Resign Date
1	New IC No.	910530085691	NORIZANIG BINTI MOHD ISAN	30/05/1991	Female	-	01/08/2019
2	SSN Foreign Worker No.	201900000049	CALVEN	03/12/1985	-	-	01/08/2019
3	New IC No.	860225236250	CHEW PING PENG	25/02/1986	Female	-	01/08/2019
4	New IC No.	750806075886	KASBAH	08/08/1975	Male	Indian	01/08/2019

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.

 <p>Your Request will be routed to UO</p>	<p>Employer Name <b><u>BRANCH 1 SDN BHD</u></b></p> <p>Employer Code <b><u>E1102048826F</u></b></p> <p>Request Case Update No. <b><u>CUN082019C200000770</u></b></p> <p>This employer does not have an email address. Please print the list below for the employer.</p> <p> <a href="#">LETTER OF ACKNOWLEDGEMENT.pdf</a></p> <p><b>OK</b></p>
--	---


### 3.5 Add Employee Resigned Date

Update Add Employee Resigned Date

Search For Employer

Please Select

SEARCH FOR EMPLOYER

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

Update Add Employee Resigned Date

Search For Employer

Employer Code

SEARCH FOR EMPLOYER

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**

Employee Resigned Date

Employee Selection

☐ All
 ☐ Specific

Employee Selection

☐ All
 ☒ Specific


Employment Resign Date

Please Select

Search For All Employees

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

Step 6: Choose Employment Resign Date

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	New IC No.	780618105135	MOHAMEDF AKALIA	18/06/1978	-	-	30/01/2018	

#### Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date	Action
1	New IC No.	780618105135 770077007711	MOHAMEDF AKALIA	31/01/2018	

SAVE & CONTINUE

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

Step 8: Click Save and Continue

Employee Resigned Date

Employee Selection

☒ All
 ☐ Specific

Employment Resign Date

22/11/2017

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	Social Security No.	9572352423	AKALIA	1979-11-07	Male	Melayu	2015-11-03
2	New IC No.	123456789400	AKALIA K	1979-11-07	Male	India	1998-11-18
3	Social Security No.	54653231423	JONNY	1988-11-09	Female	Cina	1988-11-08

SAVE & CONTINUE

Step 9: Choose Resign Date



Uploaded Supporting Document(s) Listing

Data Source Information

Data Source \*  
Over the Counter(OTC)

Document Received Date  
30/11/2017

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Step 10: Click Add Document

Upload Supporting Document

Supporting Document

Description  
Others

Choose File information.txt

Remarks

1000 characters remaining

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




Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT


No.	Document	Description	Remarks	Uploaded Date	Action
1	BORANG AB	Others		31/01/2018	

BACK

SAVE & CONTINUE

Step 15: Click Save and Continue

Employee That Had Added Resigned Date

My Sites  NORMAN BIN HASHIM

No	Identification Type	Identification No.	Name	New Resign Date
1	New IC No.	770077007711	AKALIA	31/01/2018

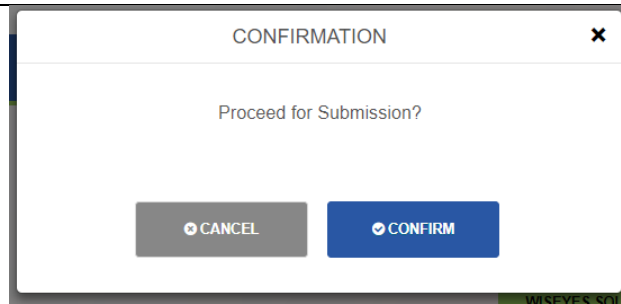
Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	BORANG AB	Others		31/01/2018

BACK

SUBMIT

Step 16: Click Submit




Step 17: Click Confirm



Step 18: Successfully Employee Resigned Date has been updated

### 3.5.1 Add Employee Information (Employer)

Update Employee Information By Employer

Search For Employer							
Please Select				SEARCH FOR EMPLOYER			
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 Search Button


Step 3: Click on edit Button in the Action column

## Update Employee Information

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

### + Employer Information

### Employee(s) Listing

Please Select									
No	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action	
1	New IC No.	850118-01-5879	22/11/1992	MOHAMAD ABU BAKAR	Male	None	01/03/2013		

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

### 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

Update Employee Information ✕

**Employee Information**

**Identification Type \***

New Identification

**Old Identification No.**

**+ Additional Identification No.**

**Identification No. \***

770077007711

**Date of Birth \***

22/11/1992

**Name of Employee \***

ABC RESOURCES SDN BHD

**Gender (M/F)**

☒ Male
 ☐ Female

**Race**

Please Select

**Employment Start Date \***

01/03/2013

**Occupation (MASCO)**

Please Select

**Nationality**

Malaysia

**Sub Occupation (MASCO)**

Please Select

**Date of Death**

**Sub Occupation List (MASCO)**

Please Select

**Wages Exceed RM3000 Per Month Before 1st Jun 2016**

☐ Yes
 ☒ No

CLOSE

SAVE

Step 5: Click Save

(After you click save employee record should appear in the table as shown below)

**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
1	New IC No.	770077007711	22/11/1992	MOHAMAD ADHA RIZAL	Male	None	01/03/2013	<a href="#" style="color: #0056b3; text-decoration: none;">✎</a> <a href="#" style="color: #0056b3; text-decoration: none;">↺</a>

SAVE & CONTINUE

Step 6: Click Save and Continue

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Step 7: Click Add Document

Supporting Document

Description

Others

Choose File

SAH SIKILAH

BORANG AB

Remarks

1000 characters remaining

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

Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	BORANG AB	Others		31/01/2018	

BACK

SAVE & CONTINUE

Step 12: Click Save and Continue

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date
1	New IC No.	700640405125 7700778899	18/06/1978	MUHAMMAD ALI AKALIA	-	None	30/01/2018

Uploaded Supporting Document(s) Listing

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

BACK

SUBMIT

Step 13: Click Submit


CONFIRMATION

Proceed for Submission?

CANCEL

CONFIRM

Step 14: Click Confirm



Your Request Update Employee Information By Employer Has  
Been Submitted Successfully.

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code  
**A00000000**

Request Case Update No.  
**CUN112017C100001846**

These lists below have been sent to the employer's email.

[Letter of successful update.pdf](#)

OK

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

Search For Employer

Employer Code

E1102071017W

Q

No.	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	E1102071017W	WESTERN SDN BHD	01/11/2018	Corporation	Active	Active	<a href="#" style="color: #0056b3; text-decoration: none;">✎</a>

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

Foreign Employee(s) Listing

Please Select

Q

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	<a href="#" style="color: #0056b3; text-decoration: none;">✎</a>
2	SSFW No	201800000030	11/06/1975	HONOR BRAVE	Male	None	01/12/2018	<a href="#" style="color: #0056b3; text-decoration: none;">✎</a>

## Step 5: After making the necessary changes, click Save

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. \*

Q

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. \*  

PPN1

Passport Start Date \*  

01/01/2018

Passport End Date \*  

28/02/2019

Upload Passport  

No file chosen

Validity Period of Working Permit/Entry Pass

Working Permit/Entry Pass No  

PWP1

Working Permit/Entry Pass Start Date  

01/02/2018

Working Permit/Entry Pass End Date  

31/01/2019

Upload Working Permit  

No file chosen

● Add New Passport / New Working Permit

☐ Add New Passport

Passport No.

Passport Start Date

Passport End Date





Contact Person Information

Name	Phone No.
<input type="text"/>	<input type="text"/>
Relationship with Employee	
<input type="text"/>	
Correspondence Address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Email	
<input type="text"/>	

CLOSE

SAVE

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

Foreign Employee(s) Listing

Please Select

Q

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	

Foreign Employee(s) Updated Listing

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	

SAVE & CONTINUE

Step 7-14: Please refer to 3.3.4


### 3.6.1 Update Employer Information

#### Update Employer Information

Search For Employer

Employer Code

SEARCH FOR EMPLOYER
Q

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A310005946 A000000000	KIPARK SELAYANG JOINT DOORBELL MARRIAGE	01/08/2011	Sole Proprietor / Individual Business	Active	Active	

**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

#### Update Employer Information


Search For Employer

Employer Code

SEARCH FOR EMPLOYER
Q

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A000000000	DOORBELL MARRIAGE	01/08/2011	Sole Proprietor / Individual Business	Active	Active	

Step 4: Change Employer Information

**REGISTRATION**

MyASSISTRegistrationUpdateSearch

Update Employer InformationUpload 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)\*  

Q

Registering As A Branch?  
☐ Yes ☒ No

**Industry's Information**

Employer Name\*

Postal Address\*

State\*

City\*

Postcode\*

Page 119 of 277

**SOCISO 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**



Methods of Contribution Payment\*

Form 8A

Service Type

Non-Professional Bodies

#### Induction Information

Induction Venue \*

Please Select

Remarks

SAVE & CONTINUE

Step 5: Click Save and Continue

Methods of Contribution Payment\*

Form 8A

Service Type

Non-Professional Bodies

#### Induction Information

Induction Venue \*

Please Select

Remarks

SAVE & CONTINUE

## Step 6: Click Add Document

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Supporting Document

Description

Others

Choose File

BORANG AB

Remarks

1000 characters remaining

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

Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">information.txt</a>	Others		30/11/2017	

BACK

SAVE & CONTINUE

Step 11: Click Save and Continue

Case Item

No	Item Name	Current Information	New Information
1	Postal address line 1	SUITE 12-03, LEVEL 12, MENARA MSC CYBERPORT, NO 5,	SUITE 12-03, LEVEL 12, MENARA MSC CYBERPORT, NO.10

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">information.txt</a>	Others		30/11/2017

BACK

SUBMIT

Step 12: Click Submit

CONFIRMATION

Proceed for Submission?

CANCEL

CONFIRM

Step 13: Click Confirm



Your Request Update Employer Information Has Been Submitted Successfully.

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code  
**A00000000**

Request Case Update No.  
**CUN112017C100001850**

**OK**

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


Update Director/ Owner Information

Search For Employer

Please Select

SEARCH FOR EMPLOYER

Q

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	F0000000	TOBETOBE	A35346364	Portal	Growing of leguminous crops	BRN	

**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

Search For Employer

Employer Code

E1102001034Y

Q

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	A00000020	DOORBELL MARRIAGE SDN BHD	A12345	Over the Counter(OTC)	Planting, replanting, transplanting, thinning and conserving of forests and timber tracts	BRN	





## Step 4: Click Add Director/Owner

**Director/Owner's Information**

+ ADD DIRECTOR/OWNER

+ ADD SPOUSE

**Existing Director/Owner Listing**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**New Director/Owner Listing**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**Director/Owner Information That Had Updated**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**Existing Director/Owner's Spouse That Had Added And Updated**

No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

SAVE & CONTINUE

Step 5: Fill-up the form

Step 6: Click Save

Add Director

Add Director/Owner Information

Identification Type

Please Select

Identification No.

Q

Director/Owner Name \*

Correspondence Address

State

Please Select

City

Please Select

Postcode

Please Select

P.O. Box

Locked Bag No.

WDT

Telephone No.

+60

+

Mobile No.

+60

+

Fax No.

+60

+

Email

Marital Status

Please Select

CANCEL

SAVE



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

**Director/Owner's Information**

+ ADD DIRECTOR/OWNER

+ ADD SPOUSE

**Existing Director/Owner Listing**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**New Director/Owner Listing**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**Director/Owner Information That Had Updated**

No	Director Name	Identification No.	Email	Action
No Record Found.				

**Existing Director/Owner's Spouse That Had Added And Updated**

No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

SAVE & CONTINUE

Step 8: Fill-up Spouse information

Step 9: Click Save

×

Add Spouse For Existing Director

No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

**Select Director**

**Director Identification No.& Name \***

Please Select
▼

**Spouse Information**

**Identification Type**

Please Select
▼

**Identification No.**

Q

**Spouse Name \***

**Correspondence Address**

**State**

Please Select
▼

**City**

Please Select
▼

**Postcode**

Please Select
▼

**P.O. Box**

**Locked Bag No.**

**WDT**

**Telephone No.**

+60

+
✕

**Mobile No.**

+60

+
✕

**Fax No.**

+60

+
✕

CANCEL

ADD

SAVE



Step 10: Click Close button from right above

Step 11: Click Save and Continue

Director/Owner's Information

+ ADD DIRECTOR/OWNER

+ ADD SPOUSE

Existing Director/Owner Listing

No	Director Name	Identification No.	Email	Action
No Record Found.				

New Director/Owner Listing

No	Director Name	Identification No.	Email	Action
No Record Found.				

Director/Owner Information That Had Updated

No	Director Name	Identification No.	Email	Action
No Record Found.				

Existing Director/Owner's Spouse That Had Added And Updated

No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

SAVE & CONTINUE

## Step 12: Click Add Document

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

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

Supporting Document

Description

Others

Choose File

BORANG AB

Remarks

1000 characters remaining

ADD DOCUMENT

### Step 17: Click Save and Continue

Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">information.pdf</a>	Others		30/11/2017	

BACK

SAVE & CONTINUE

### Step 18: Click Submit

Director/Owner Added/Updated Listing

No	Director Name	Identification No.	Email	Action
1	RAMISIK	556699186666	-	

Existing Director/Owner's Spouse Information That Had Added And Updated

No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

New Director/Owner's Spouse Information Listing

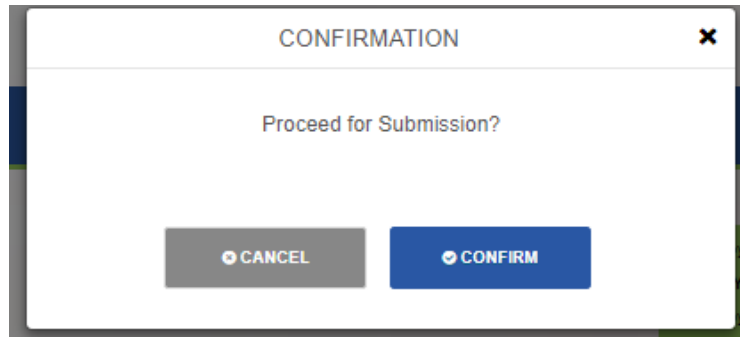
No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

No.	Document	Description	Remarks	Uploaded Date
1	FORM AD	Form D - Registration Certificate, Business Registration Act, 1956		16/04/2018

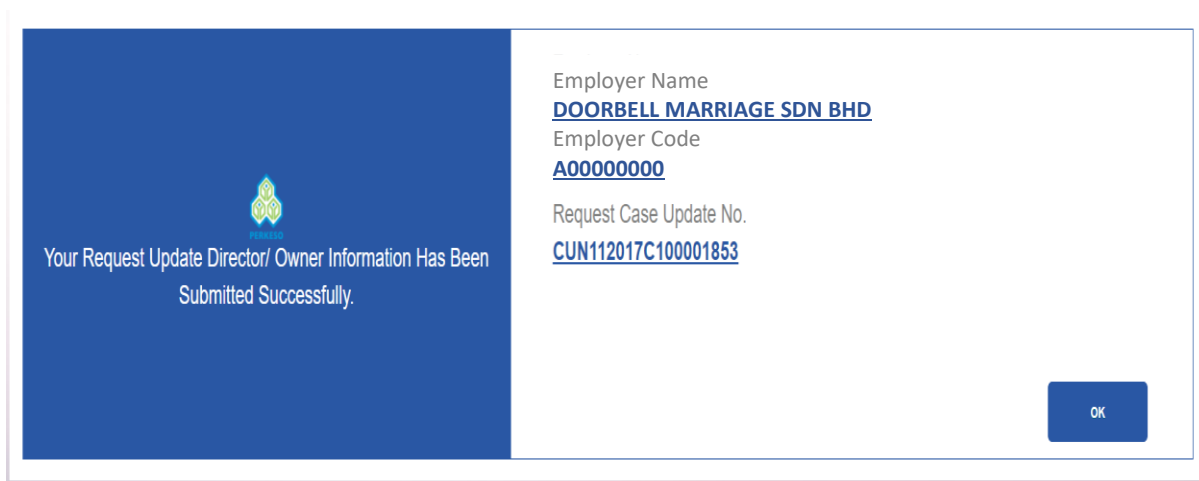
BACK

SUBMIT

### Step 19: Click Confirm

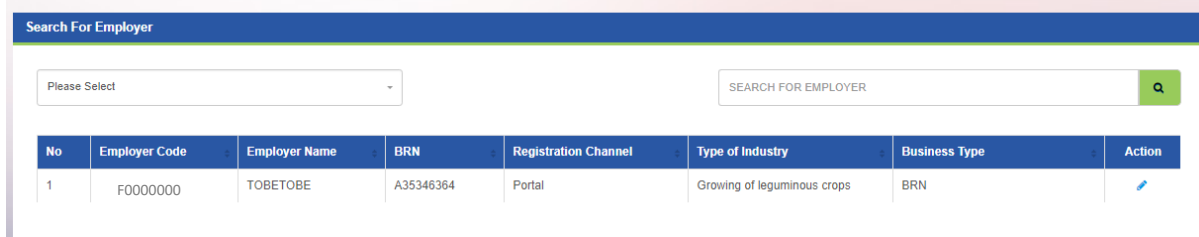


### Step 20: Successfully Director/Owner Information has been updated.



## 3.6.3 Add Supporting Documents

### Update Add Supporting Document



**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



## Update Add Supporting Document

Search For Employer

Please Select

SEARCH FOR EMPLOYER

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	F0000000	TOBETOBE	A35346364	Portal	Growing of leguminous crops	BRN	

## Supporting Document(s) Checklist

☐ Others

## Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE &amp; CONTINUE

## Step 4: Click Add Document

Supporting Document

Description

Others

Choose File

BORANG AB

Remarks

1000 characters remaining

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


Uploaded Supporting Document(s) Listing

**Data Source Information**

Data Source \*  
Over the Counter(OTC)

Document Received Date  
30/11/2017

ADD DOCUMENT


No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">information.txt</a>	Form 1 - Employer Registered		30/11/2017	

BACK

SAVE & CONTINUE


Step 9: Click Save and Continue

Preview

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">information.txt</a>	Form 1 - Employer Registered		30/11/2017	

SUBMIT

Step 10: Click Submit



Your Request Has Been Submitted Successfully!

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

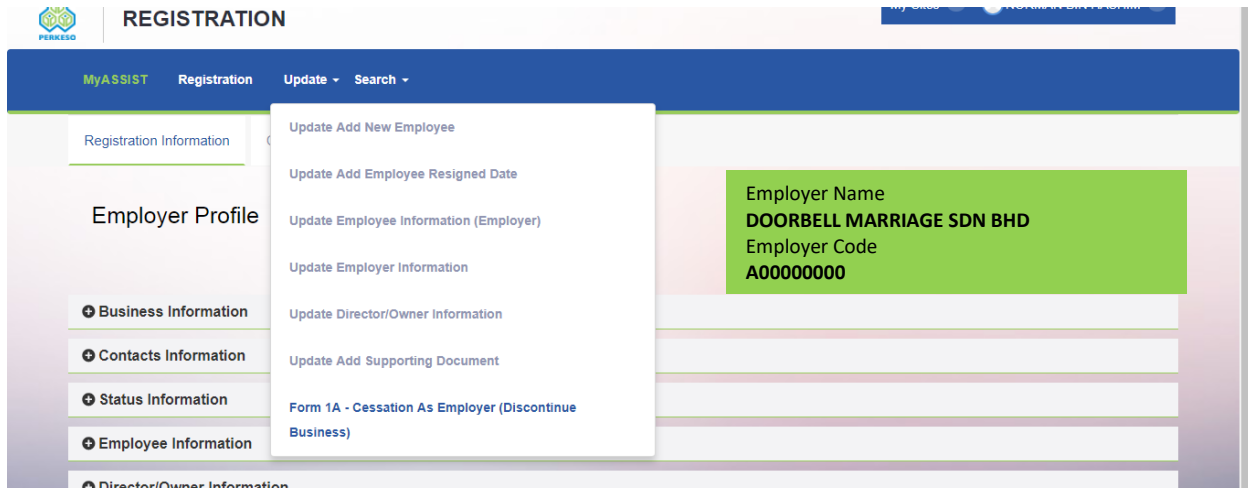
Employer Code  
**A00000000**

Request Case Update No.  
**CUN112017C100001847**

OK

Step 11: Successfully document is uploaded

### 3.6.4 Update Form 1A - Cessation as Employer



The screenshot shows the PERKESO Registration page. The 'Update' dropdown menu is open, displaying several options. The option 'Form 1A - Cessation As Employer (Discontinue Business)' is highlighted. The background shows the 'Registration Information' section with fields for 'Employer Name' (DOORBELL MARRIAGE SDN BHD) and 'Employer Code' (A00000000).

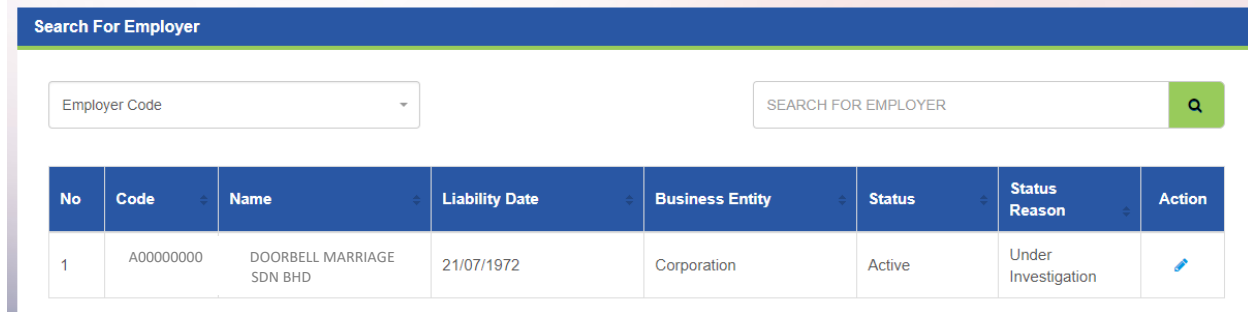
Go to My Sites on the top right and click Registration on the dropdown menu. Then on Registration page go to Update and click Form 1A – Cessation as Employer (Discontinue Business) on the dropdown menu.

Please proceed with the following steps.


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

Step 2: Click on the search Button

#### Form 1A - Cessation As Employer (Discontinue Business)



The screenshot shows the 'Search For Employer' page. It features a search bar with a dropdown menu for 'Employer Code' and a 'SEARCH FOR EMPLOYER' button. Below the search bar is a table with the following data:

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	21/07/1972	Corporation	Active	Under Investigation	

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

Step 4: Choose Status Request Change

Employer's Information

Registration Number ⓘ

KS6/2009

Employer Code

A0000000

Employer Name

DOORBELL MARRIAGE SDN BHD

Postal Address

111-G, JALAN SELAYANG 1,  
BANDAR BARU SELAYANG  
BATU CAVES,SLGR

State

WILAYAH PERSEKUTUAN KUALA LUMPUR

City

BATU CAVES

Postcode

68100

P.O. Box

Locked Bag No.

WDT

Employer Status Request Change

Employer Status

Active

Employer Status Reason

[ACT] Active

Change Employer Status To

Please Select

BACK

SAVE & CONTINUE

If you choose Cancel, proceed to Step 5:

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

Data Source Information

Data Source\*

Over the Counter(OTC)

Document Received Date

30/11/2017

Employer Status Request Change

Employer Status

Active

BACK

SAVE & CONTINUE

Step 5: Fill Up Cessation as Employer Effective From

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

Employer Status Request Change

Employer Status
Active

Employer Status Reason
[AUI] Under Investigation

Change Employer Status To
Cancel

BACK
SAVE & CONTINUE

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

Step 8: Click on Save and Continue

Employer Status Request Change

Employer Status
Active

Employer Status Reason
[AUI] Under Investigation

Change Employer Status To
Dormant

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 \*
01/04/2018

Temporary closure/ No employee till
30/04/2018

BACK
SAVE & CONTINUE

Employer Status Request Change

Employer Status
Active

Employer Status Reason
[AUI] Under Investigation

Change Employer Status To
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 \*
01/04/2018

Temporary closure/ No employee till
30/04/2018

BACK
SAVE & 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

#### Supporting Document

Description

Please Select

Choose File No file chosen

Remarks

1000 characters remaining

ADD DOCUMENT


Step 16: Click Save and Continue

#### Supporting Document(s) Checklist

- ☐ Others
- ☒ Form 1A - Cessation Of Employer
- ☐ Letter Of Liquidator
- ☐ Confirmation Letter From The Agency

#### Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	New Text Document (5).txt	Form 1A - Cessation Of Employer		30/11/2017	

BACK

SAVE & 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	[AU] 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

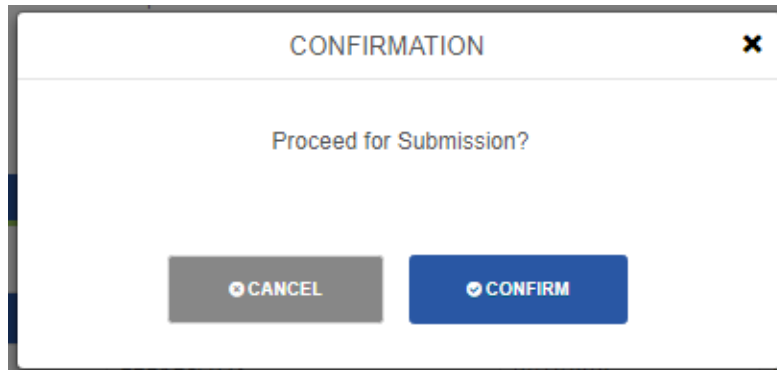
No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">Salam Boss.docx</a>	Letter Of SSM	cease	03/04/2018
2	<a href="#">Salam Boss.docx</a>	Supporting Document For Cessation (e.g. Form 1A)		03/04/2018

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

MyASSIST
Registration
Update ▾
Search ▾
Listing ▾
Request SSN

Your request completed successfully.

Search Pending Case For Add Supporting Document

Search Case

Reference ID ▾
Search for Case

No	Reference No.	Employer Code	Employer Name	Document Received Date	Application/Request Status	Action
1	CRN10201700000706	-	YUNNO123	2017-10-09 00:00:00.0	IN QUERY	

**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.

MyASSIST
Registration
Update ▾
Search ▾
Listing ▾
Request SSN

Search Pending Case For Add Supporting Document

Search Case

Reference ID ▾
CRN10201700000706

No	Reference No.	Employer Code	Employer Name	Document Received Date	Application/Request Status	Action
No Record Found.						

Step 3: Click the Search button

MyASSIST
Registration
Update
Search
Listing
Request SSN


Your request completed successfully.

### Search Pending Case For Add Supporting Document

Search Case

Reference ID

Search for Case

No	Reference No.	Employer Code	Employer Name	Document Received Date	Application/Request Status	Action
1	CRN10201700000706	A00000000	DOORBELL MARRIAGE SDN BHD	2017-10-09 00:00:00.0	IN QUERY	

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

MyASSIST
Registration
Update
Search
Listing
Request SSN


Your request completed successfully.

### Search Pending Case For Add Supporting Document

Search Case

Reference ID

Search for Case

No	Reference No.	Employer Code	Employer Name	Document Received Date	Application/Request Status	Action
1	CRN10201700000706	A00000000	DOORBELL MARRIAGE SDN BHD	2017-10-09 00:00:00.0	IN QUERY	 <div>Edit</div>

### 3.7.2 Search Draft Case

MyASSIST Registration Update Search Listing Request SSN EIS Update EIS Listing

Your request completed successfully.

Search For Draft Case

Search Case

Employer Name

DOORBELL MARRIAGE SDN BHD

No	Reference No.	Employer Name	Document Received Date	Application/Request Status	Action
1	CUN112017C100001707	DOORBELL MARRIAGE SDN BHD	23/11/2017	NEW	<a href="#">Edit</a> <a href="#">Delete</a>
2	CUN122017C100002057	DOORBELL MARRIAGE SDN BHD	18/12/2017	NEW	<a href="#">Edit</a> <a href="#">Delete</a>

**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.

MyASSIST Registration Update Search Listing Request SSN

Search For Draft Case

Search Case

Reference ID

Search for Case

No	Reference No.	Employer Name	Document Received Date	Application/Request Status	Action
No Record Found.					

Step 3: Click on the Search button


MyASSIST Registration Update Search Listing Request SSN

Your request completed successfully.

### Search For Draft Case

Reference ID

Search for Case


No	Reference No.	Employer Name	Document Received Date	Application/Request Status	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	11/10/2017	NEW	

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

### Search For Draft Case

Reference ID

Search for Case

No	Reference No.	Employer Name	Document Received Date	Application/Request Status	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	11/10/2017	NEW	 <div>Resend</div>

## 3.8 EIS Update


### 3.8.1 New Registration for EIS

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

### Search For Employer

Employer Code

E1102001034Y

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	E1102001034Y	WISEYES SOLUTIONS SDN BHD	A12345	Over the Counter(OTC)	Planting, replanting, transplanting, thinning and conserving of forests and timber tracts	BRN	

**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

Data Source Information

Data Source\*  
Over the Counter(OTC)

Document Received Date  
28/06/2018

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).

Business Registration's Information

Business Registration No. (BRN) \*  
ASDFASFSF

Industry's Information

Business Entity\*  
Sole Proprietor / Individual Business

Sub-Business Entity\*  
Not Registered

Sub-Business Entity - List  
Please Select

Employee(s) Registered For SIP

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

Eligible Employee(s) That Has Not Registered for SIP

No	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date	Action
1	New IC No.	680320125681	01/01/1991	ROSIL BIN TAIPA	28/06/2018	<a href="#">Edit</a>
2	New IC No.	850917125261	01/01/1991	MOHD AZHIM BIN BAHTARIN	28/06/2018	<a href="#">Edit</a>
3	New IC No.	770701125721	01/01/1991	MOHAMMAD ASRA BIN SAIDINA	28/06/2018	<a href="#">Edit</a>

SAVE & CONTINUE

#### Step 4: Click Add Document button

SIP Supporting Document(s) Checklist

☐ Form1 - EIS  
☐ 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
Record Not Found.					

BACK

SAVE & CONTINUE

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

Supporting Document

Description  

Form 1 - Employer Registered

Choose File

Employer Registered Info.png

Remarks  

Employer registered information

969 characters Remaining

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**



☒ Form1 - EIS  
☒ 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	<a href="#">jpefaopkfdgdddl.png</a>	Form1 - EIS	test	28/06/2018	
2	<a href="#">fikckkmbpmhokcnj.png</a>	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**

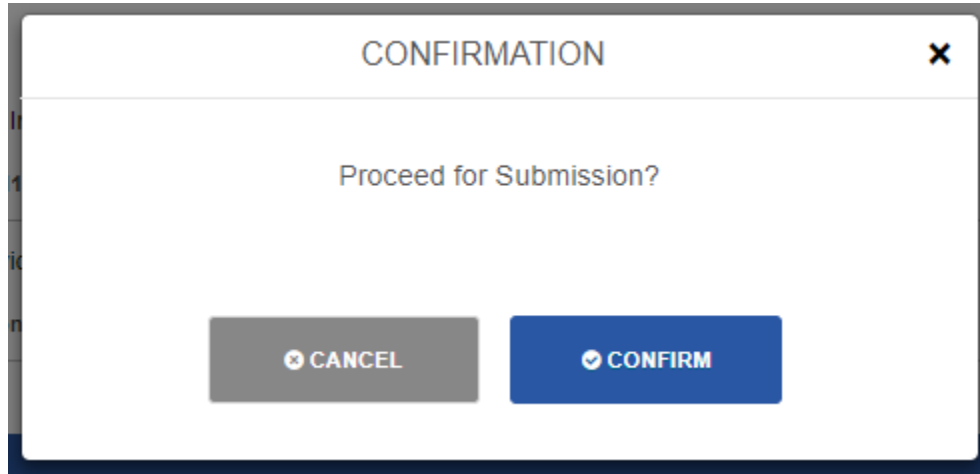
No.	Document	Description	Remarks	Uploaded Date
2	<a href="#">fikckkmbpmhokcnj.png</a>	Form2 - EIS	test	28/06/2018

BACK

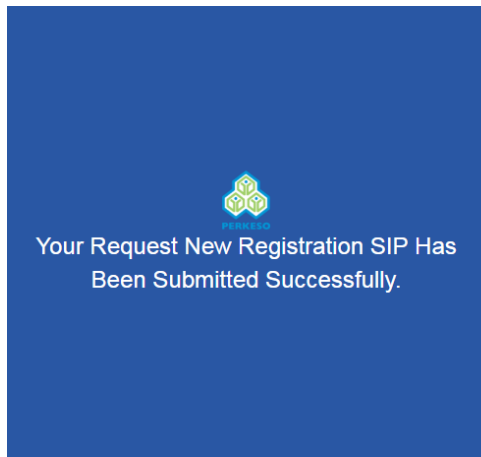
SUBMIT



### Step 11: Click Confirm



### Step 12: Successfully registered and employer code is generated



Employer Name

[EMPLOYER20](#)

Employer Code

[E2102006486M](#)

Request Case Update No.

[ERN062018C100003764](#)

These lists below have been sent to the employer's email.

[Letter of sip registration acknowledgement.pdf](#)

[Letter of successful registration SIP.pdf](#)

OK

## 3.8.2 Update Add Employee Resigned Date of EIS

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

Search For Employer							
Employer Code				E1102001034Y			
No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	E1102001034Y	WISEYES SOLUTIONS SDN BHD	A12345	Over the Counter(OTC)	Planting, replanting, transplanting, thinning and conserving of forests and timber tracts	BRN	<a href="#">Edit</a>

**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**

Data Source Information

Data Source \*

Over the Counter(OTC)

Document Received Date

30/11/2017

Employee Resigned Date

Employee Selection

☒ All
 ☐ Specific

Employment Resign Date

SAVE & CONTINUE

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

## Step 4: Choose Employment Resign Date

Employee Resigned Date

Employee Selection

☐ All
 ☒ Specific


Employment Resign Date

29/11/2017

Social Security No (SSN)

9572352423

Q

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Melayu	2015-11-03	

Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date	Action
No Result					

SAVE & CONTINUE

**NOTE: Resigned employee will be removed from active employees list**

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

Employee Resigned Date

Employee Selection

☐ All
 ☒ Specific

Employment Resign Date

29/11/2017

Social Security No (SSN)

9572352423

Q

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Melayu	2015-11-03	

Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date	Action
1	Social Security No.	9572352423	PERKESO	29/11/2017	

SAVE & CONTINUE

Step 6: Click Save and Continue

Step 7: Choose Resign Date

Employee Resigned Date

Employee Selection

☒ All
 ☐ Specific

Employment Resign Date

22/11/2017

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	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Melayu	2015-11-03
2	New IC No.	123456789400	PERKESO123	1979-11-07	Male	India	1998-11-18
3	Social Security No.	54653231423	JONNY	1988-11-09	Female	Cina	1988-11-08

SAVE & CONTINUE



### Step 14: Click Submit

Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date
1	Social Security No.	9572352423	PERKESO	22/11/2017

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">information.pdf</a>	Others		30/11/2017

BACK

SUBMIT

### Step 15: Click Confirm


CONFIRMATION

Proceed for Submission?

CANCEL

CONFIRM

### Step 16: Successfully Employee Resigned Date has been updated



Your Request Update Add Employee Resigned Date Has Been Submitted Successfully.

Employer Name

[WISEYES SOLUTIONS SDN BHD](#)

Employer Code

[E1102001034Y](#)

Request Case Update No.

[CUN112017C100001852](#)

OK

## 3.8.3 Form 3 EIS – Cessation of Employer

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

Search For Employer

Employer Code

E1102001034Y

Q

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	E1102001034Y	WISEYES SOLUTIONS SDN BHD	A12345	Over the Counter(OTC)	Planting, replanting, transplanting, thinning and conserving of forests and timber tracts	BRN	<a href="#">Edit</a>

**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 ⓘ	Employer Code	
ASDFASFSF	E2102006486M	
Employer Name		
EMPLOYER20		
Postal Address		
EMPLOYER20		
EMPLOYER20		
EMPLOYER20		
State	City	Postcode
NEGERI SEMBILAN	SEREMBAN	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	Employer Status Reason	Change Employer Status To
Active	[ACT] Active	Dormant SIP ▼
Temporary closure/ No employee from *	Temporary closure/ No employee till	
01/05/2018	31/05/2018	

SAVE & CONTINUE

## Step 5: Choose "All" or "Specific"

Note: If Specific follows as step 6

Data Source Information

Data Source\*  
Over the Counter(OTC)

Document Received Date  
30/11/2017

Employee Resigned Date

Employee Selection  
☒ All ☐ Specific

Employment Resign Date

SAVE & CONTINUE

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

## Step 7: Choose Employment Resign Date

Employee Resigned Date

Employee Selection  
☐ All ☒ Specific

Employment Resign Date  
29/11/2017

Social Security No (SSN)  
9572352423

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Melayu	2015-11-03	

Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date	Action
No Result					

SAVE & CONTINUE

**NOTE: Resigned employee will be removed from active employees list**

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

Employee Resigned Date

Employee Selection

☐ All
 ☒ Specific

Employment Resign Date

29/11/2017

Social Security No (SSN)

9572352423

Q

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Malayu	2015-11-03	

Employee That Had Added Resigned Date

No	Identification Type	Identification No.	Name	New Resign Date	Action
1	Social Security No.	9572352423	PERKESO	29/11/2017	

SAVE & CONTINUE

Step 9: Click Save and Continue

Step 10: Choose Resign Date

Employee Resigned Date

Employee Selection

☒ All
 ☐ Specific

Employment Resign Date

22/11/2017

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	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Malayu	2015-11-03
2	New IC No.	123456789400	PERKESO123	1979-11-07	Male	India	1998-11-16
3	Social Security No.	54653231423	JONNY	1968-11-09	Female	Cina	1968-11-08

SAVE & CONTINUE





2 Apr 2020

### Step 11: Click Add Document

**Uploaded Supporting Document(s) Listing**

---

**Data Source Information**

**Data Source \***

Over the Counter(OTC) ▼

**Document Received Date**

30/11/2017

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

Upload Supporting Document

Supporting Document

Description

Others

Choose File

information.txt

Remarks

1000 characters remaining

ADD DOCUMENT


### Step 16: Click Save and Continue

Supporting Document(s) Checklist

☒ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	information.txt	Others		30/11/2017	

BACK

SAVE & CONTINUE

### Step 17: Click Submit

Employee That Had Added Resigned Date				
No	Identification Type	Identification No.	Name	New Resign Date
1	Social Security No.	9572352423	PERKESO	22/11/2017

Uploaded Supporting Document(s) Listing				
No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">information bti</a>	Others		30/11/2017

BACK
SUBMIT


### Step 18: Click Confirm

**CONFIRMATION** ✕

Proceed for Submission?

CANCEL
CONFIRM

### Step 19: Successfully update Cessation of Employer



Your Request Update Add Employee Resigned Date Has Been Submitted Successfully.

Employer Name  
**WISEYES SOLUTIONS SDN BHD**

Employer Code  
**E1102001034Y**

Request Case Update No.  
**CUN112017C100001852**

OK

## 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

Induction Listing Information

**Induction Listing Information**

SOCSCO Office Location  
Pertubuhan Keselamatan Sosial

Search By  
Day

From  
01/10/2017

To  
31/10/2017

SEARCH

**NOTE: This screen shot is based on searched by day**

Step 5: Click Print

Induction Listing Information

**Induction Listing Information**

SOCSCO Office Location  
Please Select

Search By  
Please Select

SEARCH

No	Employer Code	Employer Name	Induction Date	Induction Time	Induction Venue
1	A3800000223Y	JALAN	2017-10-24 - 2017-10-24	10:0 AM- 12:0 AM	Pertubuhan Keselamatan Sosial

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

Induction Listing Information

**Induction Listing Information**

**SOCISO Office Location**

Pertubuhan Keselamatan Sosial

**Search By**

Month

**Year**

2017

**From** 1 **To** 12

**SEARCH**

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

Induction Listing Information

**Induction Listing Information**

**SOCISO Office Location**

Pertubuhan Keselamatan Sosial

**Search By**

Year

**From** 2016 **To** 2018

**SEARCH**

**NOTE: This screen shot is based on searched by day**

## 4.0 MAKING CONTRIBUTION PAYMENT (AKTA 4)

### 4.1 Add Contribution

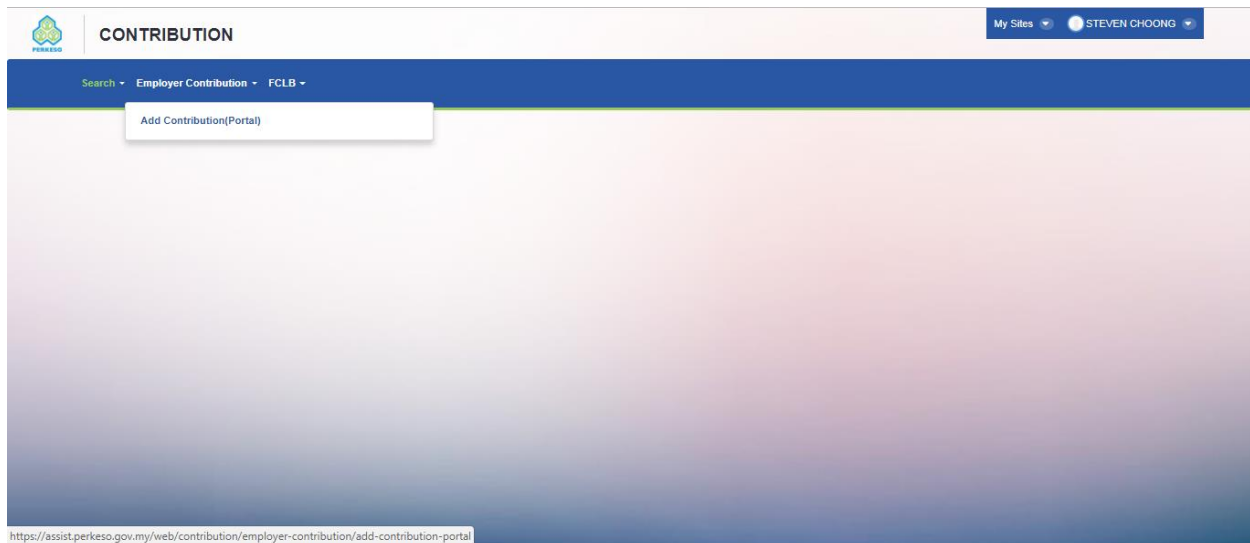
#### 4.1.1 Regular Scenario

Submission of contribution at Employer's Portal

##### Option 1 – Entering data



Step 1: Select CONTRIBUTION at My Sites Menu.



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

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

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code

Employer Contribution Pending List

Employer Code  
E1100050233Z ▾

Employer Code	Employer Name	Contribution Month	Type	Action
A00000000	DOORBELL MARRIAGE SDN BHD	08/2017	Arrears	
		04/2017	Arrears	

ARREARS CONTRIBUTION SHORT CONTRIBUTION TEXT FILE

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

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

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code

Submission Contribution Information

Medium: SA Contribution Month: 08 2017 Type: Arrears

Employee Contributions

Attention:  
\*The employee's contribution amount below is pre-populate based on the previous submission data, please amend if necessary  
\*If the employee details is not updated or not in the list, please save draft and update or register the employee before continue to key-in employee details

Search By Employee Identification No.

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	770077007777	AREMA	-- ▾		0.00	0.00	
2	New IC Identification	770077007787	AREMI	-- ▾		0.00	0.00	
3	New IC Identification	770077007777	AREMY	-- ▾		0.00	0.00	

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

7	New IC Identification	77007700771	ALAMI	--		0.00	0.00	
8	New IC Identification	77007700772	ALAER	--		0.00	0.00	

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

First Previous Next Last

Total Employee(s): 1

Total Contribution Amount (RM): 43.90

BACK SAVE DRAFT COMPLETE

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

**If choose NOT to Save Draft please proceed to Step 11**

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

My Sites

MyASSIST Search Employer Contribution FCLB

Add Contribution Draft

FCLB Appeal Draft

Employer Name  
DOORBELL MARRIAGE SDN BHD  
Employer Code  
A00000000

Employer Contribution Pending List

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.

MyASSIST Search Employer Contribution FCLB

Add Contribution Draft

Search Draft

No.	Case Create Date	Action
1	02/03/2018	

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

Employer Contribution								
Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	A3100059467K A00000000	KIPARK SELAYANG JOINT DOORBELL MARRIAGE SDN BHD	02/2018	Monthly	6	152.90	Incomplete	<a href="#">Edit</a> <a href="#">Copy</a>
Total Contribution Amount (RM):							152.90	

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

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	7 770077007777	E AREMA	--		0.00	0.00	<a href="#">Edit</a>
2	New IC Identification	7 770077007784	F AREMI	--		0.00	0.00	<a href="#">Edit</a>
3	New IC Identification	6: 770077007779	G AREMY	--		0.00	0.00	<a href="#">Edit</a>

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

7	New IC Identification	770077007717	ALAMI	--		0.00	0.00	<a href="#">Edit</a>
8	New IC Identification	770077007727	ALAER	--		0.00	0.00	<a href="#">Edit</a>

PAGE 1 OF 1
10 ITEMS PER PAGE
Showing 8 results.
[First](#)
[Previous](#)
[Next](#)
[Last](#)

Total Employee(s): 1

Total Contribution Amount (RM): 43.90

[BACK](#)
[SAVE DRAFT](#)
[COMPLETE](#)

Step 11: Then click Back



My Sites
STEVEN CHOONG

ARREARS CONTRIBUTION
SHORT CONTRIBUTION
TEXT FILE

Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	A00000000	DOORBELL MARRIAGE SDN BHD	08/2017	Arrears	1	43.90	Complete	

Total Contribution Amount (RM):
43.90

SUBMIT

Step 12: Click Submit

My Sites
STEVEN CHOONG

CONTRIBUTION
SHORT CONTRIBUTION
TEXT FILE

Employer Contribution

CONFIRMATION
Proceed for Submission?
CANCEL
CONFIRM

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
No record found								

Total Contribution Amount (RM):
0.00

SUBMIT

Step 13: Click Confirm

Employer Code:  
E1100050233Z

My Sites ▼ STEVEN CHOONG ▼

Acknowledgement Contribution Received

Received Date  
04/01/2018

ACR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ACR01218000 9704	A00000000	DOORBELL MARRIAGE SDN BHD	8A	08/2017	Arrears	1	43.90	Complete

Total Contribution Amount (RM): **43.90**

PRINT ACR

PROCESS TO PAYMENT

Step 14: Select Print ACR



ACR122170005965



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 : \$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

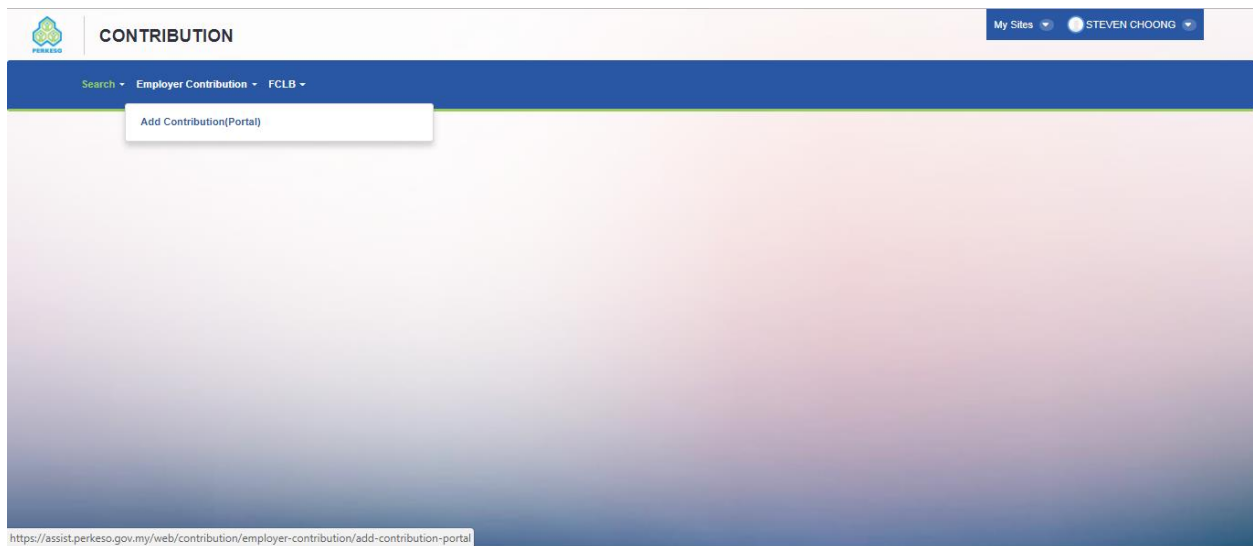
**Date** : 19/12/2017

Computer generated receipt and requires no signature.

## Option 2 – Text File submission



Step 1: Select CONTRIBUTION at My Sites Menu.



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

Search
Employer Contribution
FCLB

My Sites
STEVEN CHOONG

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code

Employer Contribution Pending List

Employer Code  
E1100050233Z

Employer Code	Employer Name	Contribution Month	Type	Action
A00000000	DOORBELL MARRIAGE SDN BHD	08/2017	Arrears	
		04/2017	Arrears	

ARREARS CONTRIBUTION
SHORT CONTRIBUTION
TEXT FILE

Step 3: Select and click Text File

Search
Employer Contribution
FCLB

My Sites
STEVEN CHOONG

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code

Submission Contribution Information

Medium  
Text File

Text File  
Choose File No file chosen

UPLOAD

Contribution Summary

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
No record found				

Step 4: Click Choose File button and click upload.

Successfully save

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code

Submission Contribution Information

Medium  
Text File

Text File  
Choose File No file chosen **UPLOAD**

Contribution Summary

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
A00000000	12/2017	3	50.70	

Total Employee(s) : **3**  
Total Amount (RM) : **50.70**

**BACK** **SAVE DRAFT** **COMPLETE**

Step 5: Upon appearing total amount, click Save.

Step 6: Then click Back

My Sites **STEVEN CHOONG**

**ARREARS CONTRIBUTION** **SHORT CONTRIBUTION** **TEXT FILE**

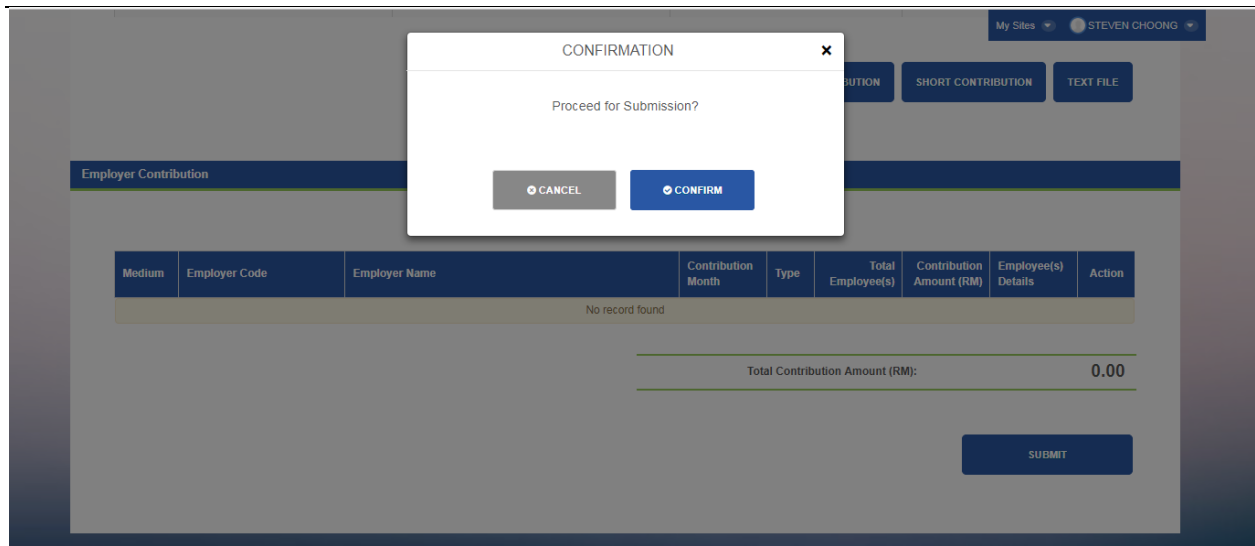
Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	A00000000	DOORBELL MARRIAGE SDN BHD	08/2017	Arrears	1	43.90	Complete	

Total Contribution Amount (RM): **43.90**

**SUBMIT**

Step 7: Click Submit



CONFIRMATION

Proceed for Submission?

CANCEL CONFIRM

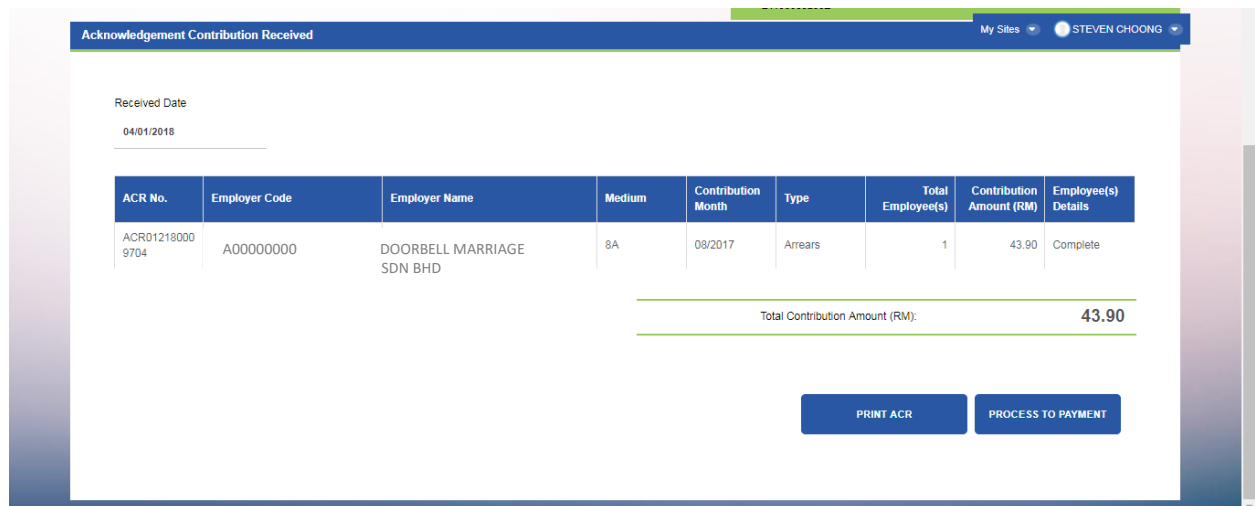
Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
No record found								

Total Contribution Amount (RM): 0.00

SUBMIT

Step 8: Click Confirm



Acknowledgement Contribution Received

Received Date  
04/01/2018

ACR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ACR01218000 9704	A00000000	DOORBELL MARRIAGE SDN BHD	8A	08/2017	Arrears	1	43.90	Complete

Total Contribution Amount (RM): 43.90

PRINT ACR PROCESS TO PAYMENT

Step 9: Select Print ACR



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 : \$fixedLine\$  
E-Mel : [perkeso@perkeso.gov.my](mailto:perkeso@perkeso.gov.my)

## ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)

### EMPLOYER DETAILS

**Code** : B3202001033K  
**Name** : A00000000 TRIAGE 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

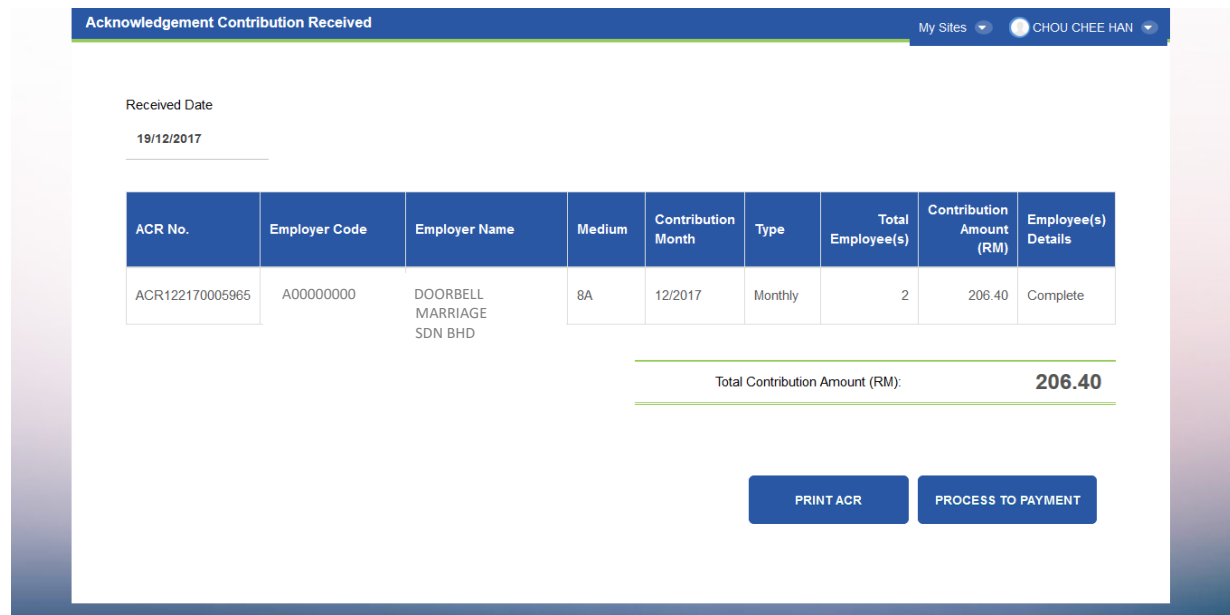
Step 4: Update Employee Contribution Details by clicking action to key in the employee salary and the contribution rate will appear automatically.

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.



**Acknowledgement Contribution Received** My Sites CHOU CHEE HAN

Received Date  
19/12/2017

ACR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ACR122170005965	A000000000	DOORBELL MARRIAGE SDN BHD	8A	12/2017	Monthly	2	206.40	Complete

Total Contribution Amount (RM): **206.40**

[PRINT ACR](#) [PROCESS TO PAYMENT](#)

Step 8: Click Submit and Confirm

Step 9: Print ACR Notice





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 : \$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

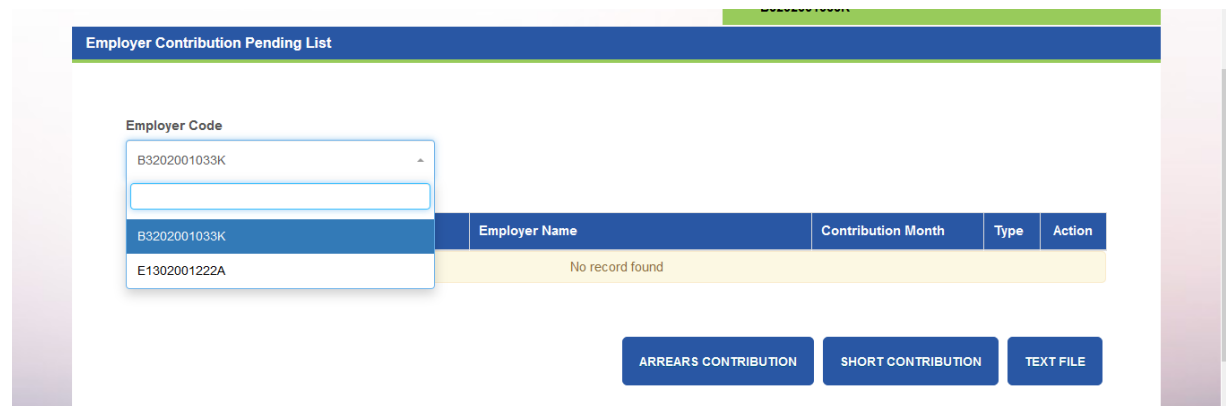
Computer generated receipt and requires no signature.

## 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.

Search By Employee Identification No.

My Sites
TAN LEE LEE

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	New Salary (RM)	Old Salary (RM)	New Amount (RM)	Old Amount (RM)	Short Payment (RM)	Action
1	New IC Identification	770077007717	ALAMI	-- --		0.00	0.00	0.00	0.00	0.00	
2	New IC Identification	770077007718	ABEAMI	-- --		0.00	0.00	0.00	0.00	0.00	
3	New IC Identification	770077007713	ASRAMI	-- --		4,000.00	2,500.00	86.80	55.10	33.70	
4	New IC Identification	770077007711	AWEAMI	-- --		0.00	0.00	0.00	0.00	0.00	
5	New IC Identification	770077007771	AJUAMI	-- --		0.00	0.00	0.00	0.00	0.00	

Total Employee(s):

0

Total Contribution Amount (RM):

0.00

BACK

SAVE DRAFT

COMPLETE

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

- Status if applicable
- Start/End Date if applicable
- 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

Successfully save

Add Contribution

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code

Submission Contribution Information

Medium

Text File

Text File

Choose File No file chosen

UPLOAD

Contribution Summary

Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
F8401001171V	12/2017	3	50.70	

Total Employee(s) :

3

Total Amount (RM) :

50.70

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

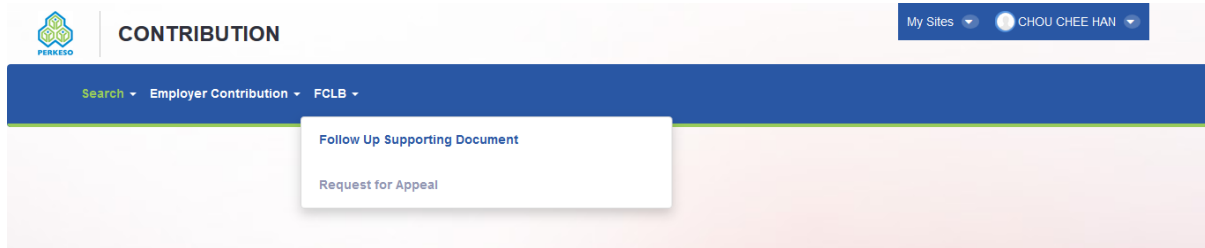
Step 7: Print ACR Notice.

## 4.5 FCLB

### 4.5.1 Submitting Follow Up Supporting Document for queries.

**NOTE: To directly proceed for FCLB payment transaction without appeal, please refer Section 5.1 for detail steps.**

Step 1: Click on the Follow Up Supporting Document.



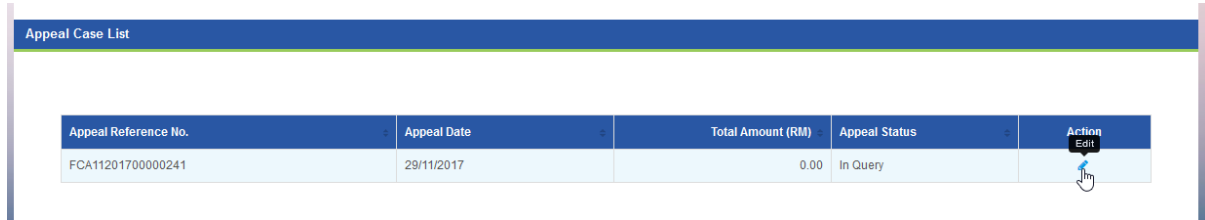
My Sites CHOU CHEE HAN

Search Employer Contribution FCLB

Follow Up Supporting Document

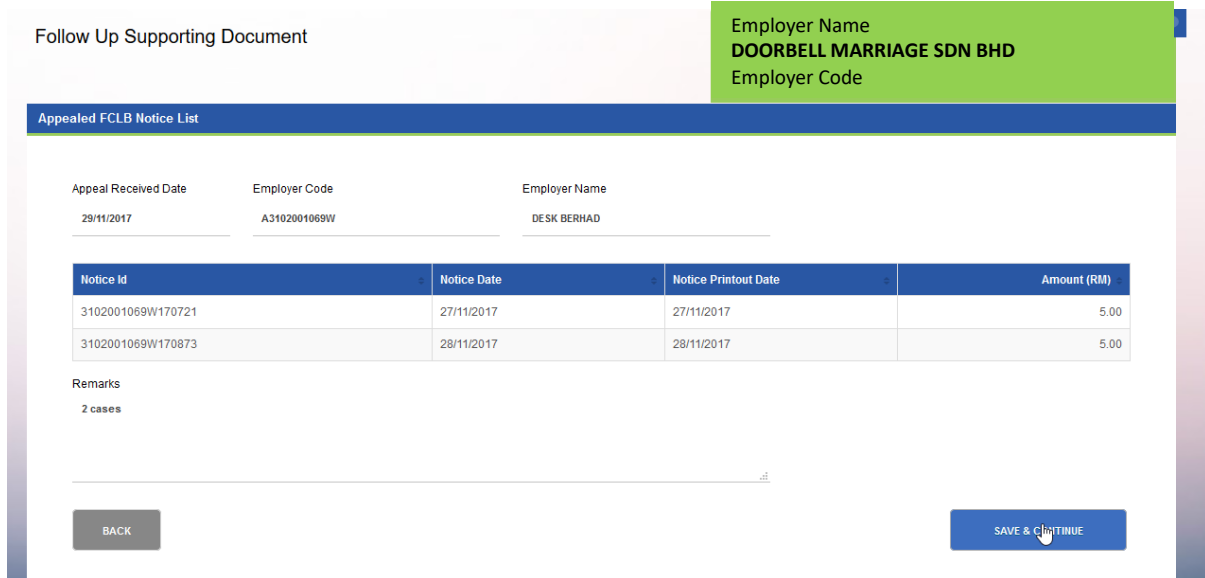
Request for Appeal

Step 2: Click the action button



Appeal Reference No.	Appeal Date	Total Amount (RM)	Appeal Status	Action
FCA11201700000241	29/11/2017	0.00	In Query	Edit

Step 3: Review case and click save and continue



Follow Up Supporting Document

Employer Name  
DOORBELL MARRIAGE SDN BHD  
Employer Code

Appealed FCLB Notice List

Appeal Received Date: 29/11/2017  
Employer Code: A3102001069W  
Employer Name: DESK BERHAD

Notice Id	Notice Date	Notice Printout Date	Amount (RM)
3102001069W170721	27/11/2017	27/11/2017	5.00
3102001069W170873	28/11/2017	28/11/2017	5.00

Remarks  
2 cases

BACK SAVE & CONTINUE

## Step 4: Click Add Document

Search FCLB
My Sites KLpkfcbio1

Follow Up Supporting Document
Supporting Document

Follow Up Supporting Document

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	test.txt	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	

Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	Need further info	kifclbapprover1	29/11/2017

Step 5: Select other and upload supporting document.

Step 6: Click Add Document

Upload Supporting Document

Supporting Document

Description  
Other

Browse... test.txt

Remarks  
Document Requested

982 characters remaining

ADD DOCUMENT

## Step 7: Click Save

Follow Up Supporting Document My Sites KLpkfclb01

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	testbt	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	
2	testbt	Other	Document Requested	29/11/2017	

Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	Need further info	klfclbapprover1	29/11/2017

BACK Save **SAVE**

## 4.5.2 Requesting Appeal via Employer Portal

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

PERKESO **CONTRIBUTION** My Sites CHOU CHEE HAN

Search Employer Contribution FCLB

Follow Up Supporting Document

Request for Appeal

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

SELECT

<input type="checkbox"/>	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input checked="" type="checkbox"/>	3202001033K171707	17/12/2017		40.00	

Grand Total FCLB Amount (RM) : **40.00**

Step 3 : Input remarks if needed.

My Sites CHOU CHEE HAN

REMOVE

<input type="checkbox"/>	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input type="checkbox"/>	3202001033K171707	17/12/2017		40.00	

Total Selected FCLB Amount (RM) : **40.00**

Remarks

1000 characters remaining

SAVE & CONTINUE

Step 4 : Click Save and Continue.

Selected FCLB Notice Information

Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
3102001069W170262	21/11/2017	21/11/2017	5.00	
3102001069W170527	24/11/2017	24/11/2017	5.00	

Total Selected FCLB Amount (RM) : **10.00**

Remarks

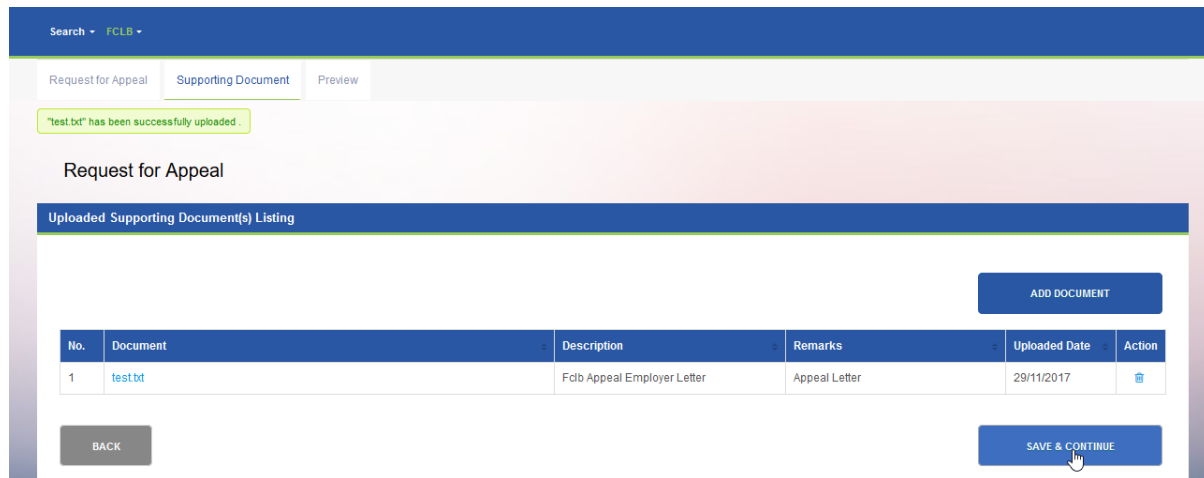
985 characters remaining

SAVE & CONTINUE

Step 5 : Click Add Document and add supporting document.

This is a mandatory action.

Step 6 : Click Save and Continue



Search ▾ FCLB ▾

Request for Appeal Supporting Document Preview

"test.txt" has been successfully uploaded.

Request for Appeal

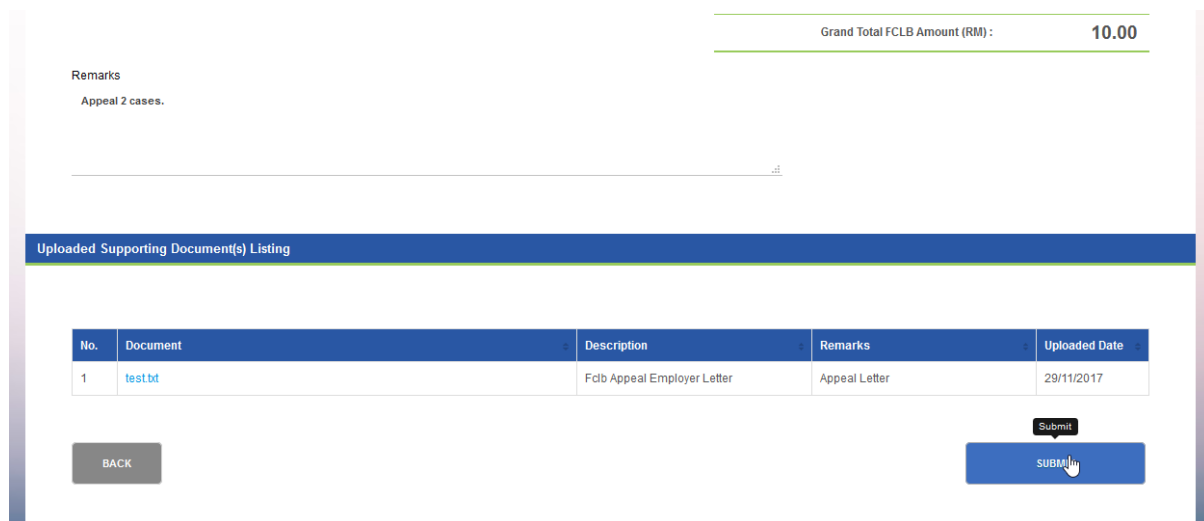
Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	<a href="#">test.txt</a>	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	

BACK SAVE & CONTINUE

Step 7: Review case after continue and click Submit.



Grand Total FCLB Amount (RM) : 10.00

Remarks

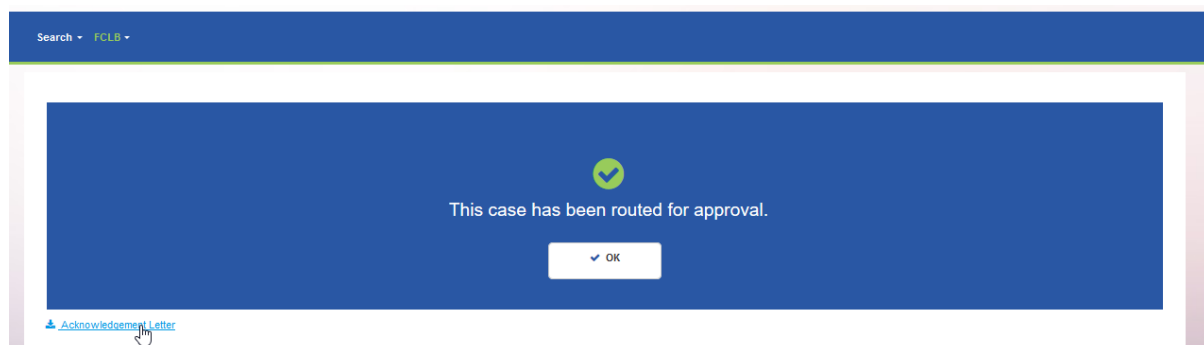
Appeal 2 cases.

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">test.txt</a>	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017

BACK SUBMIT SUBMIT

Step 8: Download or Print Acknowledgement Letter.



Search ▾ FCLB ▾

This case has been routed for approval.

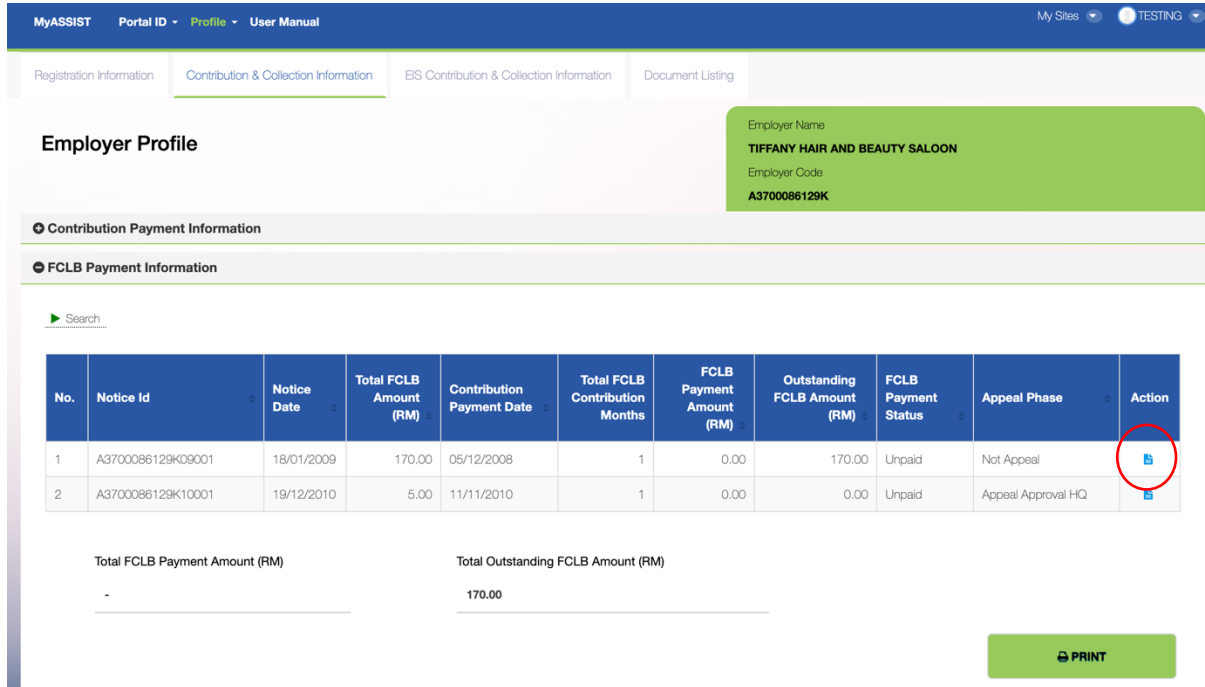
OK

[Acknowledgement Letter](#)



### 4.5.3 Viewing FCLB Information

Step 1: Select FCLB Payment Information.



**MyASSIST** Portal ID **Profile** User Manual My Sites TESTING

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

**Employer Profile**



Employer Name  
**TIFFANY HAIR AND BEAUTY SALOON**

Employer Code  
**A3700086129K**

**Contribution Payment Information**

**FCLB Payment Information**

Search

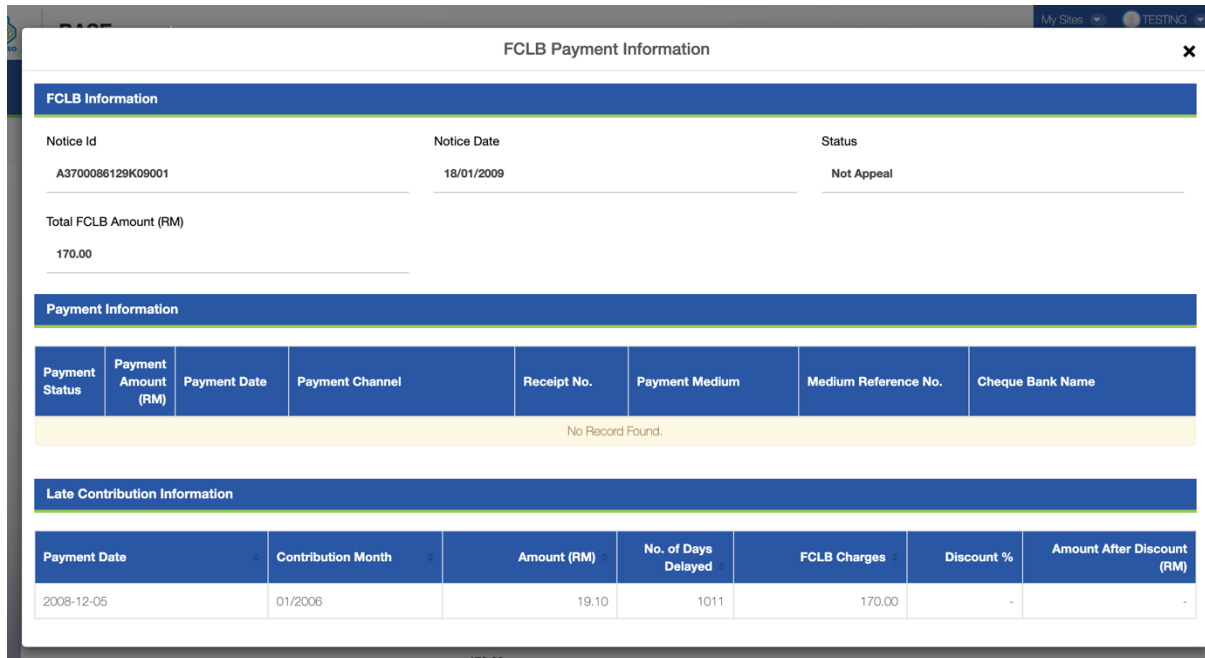
No.	Notice Id	Notice Date	Total FCLB Amount (RM)	Contribution Payment Date	Total FCLB Contribution Months	FCLB Payment Amount (RM)	Outstanding FCLB Amount (RM)	FCLB Payment Status	Appeal Phase	Action
1	A3700086129K09001	18/01/2009	170.00	05/12/2008	1	0.00	170.00	Unpaid	Not Appeal	
2	A3700086129K10001	19/12/2010	5.00	11/11/2010	1	0.00	0.00	Unpaid	Appeal Approval HQ	

Total FCLB Payment Amount (RM) **-** Total Outstanding FCLB Amount (RM) **170.00**

**PRINT**

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

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



**FCLB Payment Information**

**FCLB Information**

Notice Id: A3700086129K09001 Notice Date: 18/01/2009 Status: Not Appeal

Total FCLB Amount (RM): 170.00

**Payment Information**

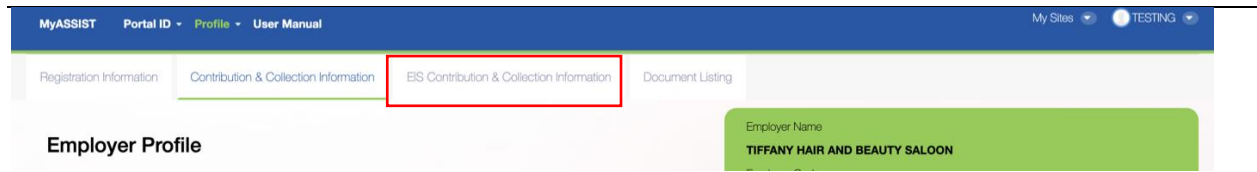
Payment Status	Payment Amount (RM)	Payment Date	Payment Channel	Receipt No.	Payment Medium	Medium Reference No.	Cheque Bank Name
No Record Found.							

**Late Contribution Information**

Payment Date	Contribution Month	Amount (RM)	No. of Days Delayed	FCLB Charges	Discount %	Amount After Discount (RM)
2008-12-05	01/2006	19.10	1011	170.00	-	-

170.00

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

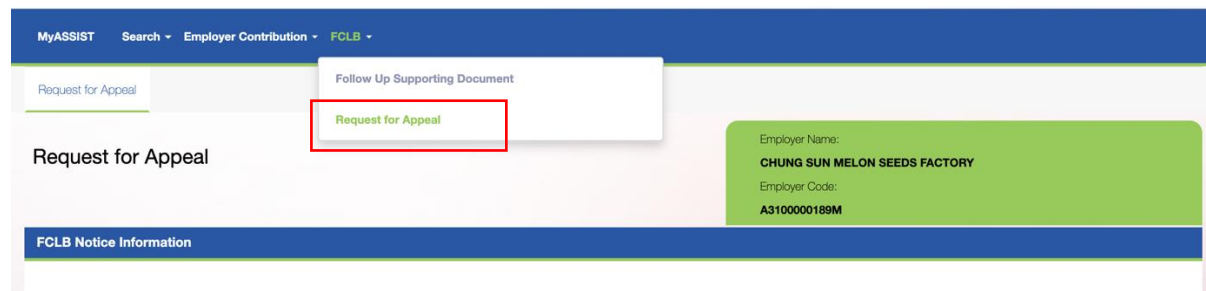


## 4.6 FCLB (One to Many)

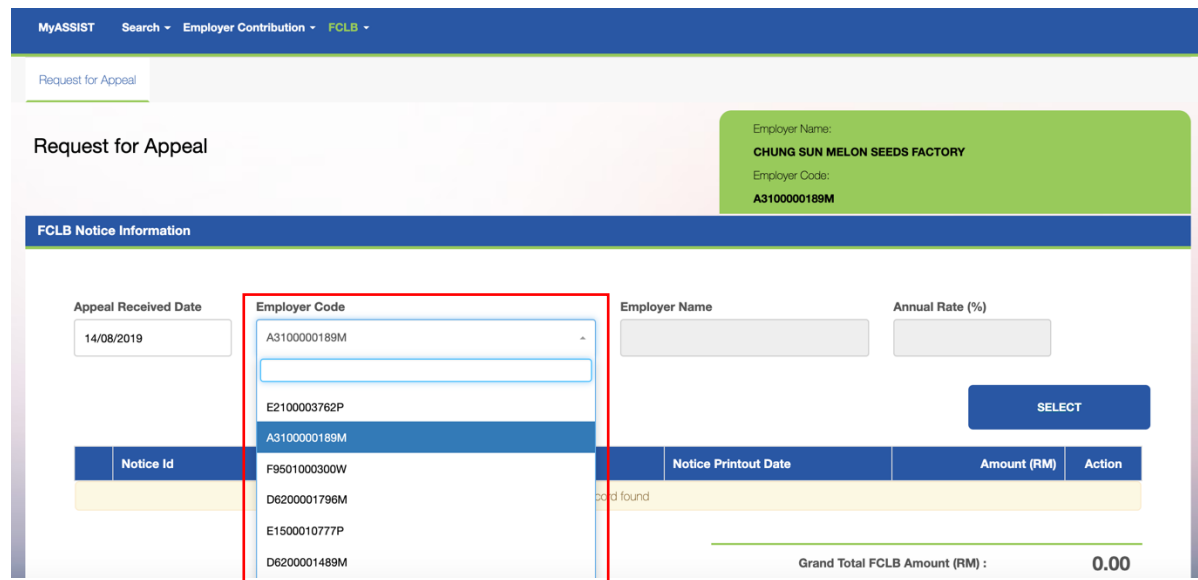
### 4.6.1 Requesting Appeal via Employer Portal

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.



Notice Id	Notice Printout Date	Amount (RM)	Action
No record found			
Grand Total FCLB Amount (RM) : 0.00			

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






My Sites ● MACROCODE SDN. BHD. ▼

Appeal Received Date

Employer Code


Employer Name

Annual Rate (%)

	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input type="checkbox"/>	E2100003762P01002	16/04/2001		135.00	
<input type="checkbox"/>	E2100003762P01004	16/04/2001		120.00	
<input type="checkbox"/>	E2100003762P07002	04/05/2007		15.00	
<input type="checkbox"/>	E2100003762P94007	24/10/1994		10.00	
<input type="checkbox"/>	E2100003762P07004	04/05/2007		5.00	

Step 3 : Input remarks if required.

Selected FCLB Notice Information

	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input type="checkbox"/>	E2100003762P01002	16/04/2001		135.00	

Total Selected FCLB Amount (RM) : **135.00**

Remarks

Step 6 : Click Save and Continue.

Step 7 : Click Add Document and add supporting document.

This is a mandatory action.

Search ▾ FCLB ▾

Request for Appeal Supporting Document Preview

"test.txt" has been successfully uploaded.

Request for Appeal

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	test.txt	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	

BACK SAVE & CONTINUE

Step 8 : Click Save and Continue

Preview

Employer Name:  
IMBI KEK DAN ROTI  
Employer Code:  
E2100003762P

Preview

Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
E2100003762P01002	16/04/2001		135.00	

Grand Total FCLB Amount (RM) : 135.00

Remarks

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Test textfile.txt	Fclb Appeal Employer Letter		14/08/2019

BACK SUBMIT

Step 9: Review case after continue and click Submit.

This case has been routed for approval.

OK

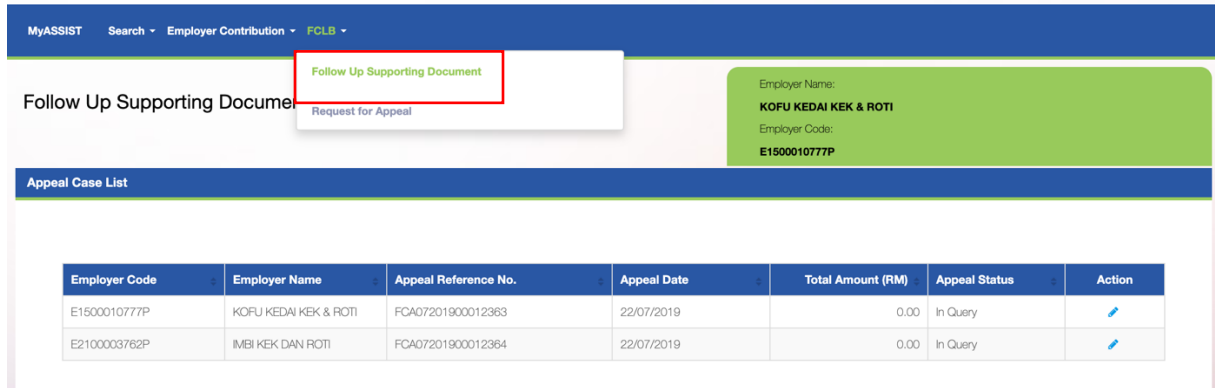
Acknowledgement Letter

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 without appeal, please refer Section 5.2 for detailed steps.

Step 1: Click on the Follow Up Supporting Document.





MyASSIST Search Employer Contribution FCLB

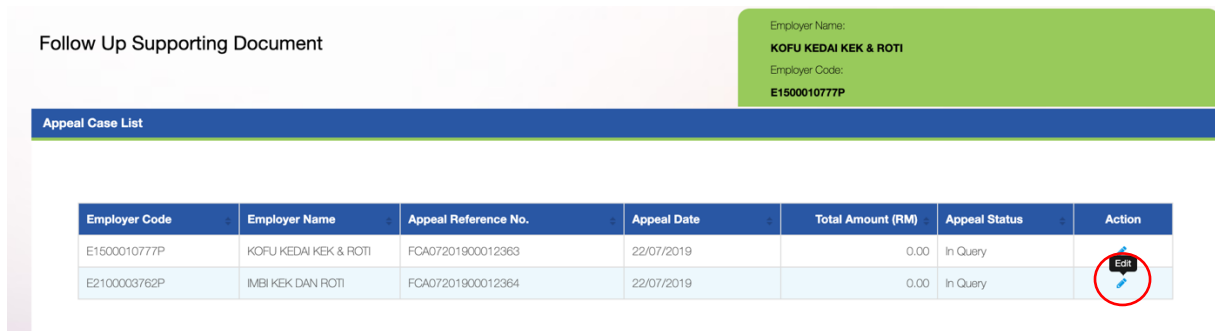
Follow Up Supporting Document Request for Appeal

Employer Name: KOFU KEDAI KEK & ROTI  
Employer Code: E1500010777P

Appeal Case List

Employer Code	Employer Name	Appeal Reference No.	Appeal Date	Total Amount (RM)	Appeal Status	Action
E1500010777P	KOFU KEDAI KEK & ROTI	FCA07201900012363	22/07/2019	0.00	In Query	
E2100003762P	IMBI KEK DAN ROTI	FCA07201900012364	22/07/2019	0.00	In Query	



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

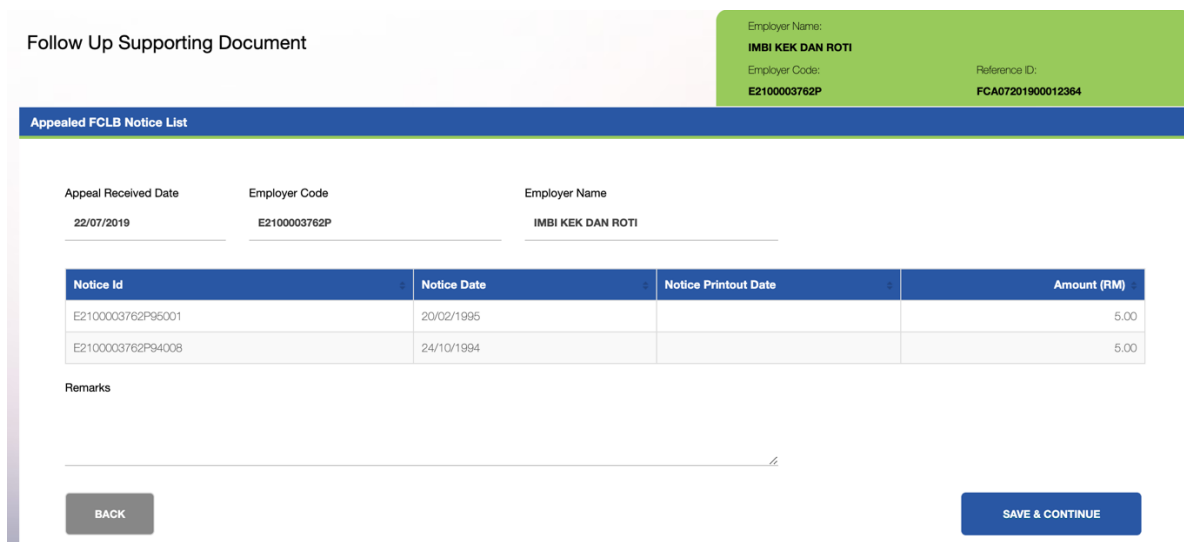


Follow Up Supporting Document

Employer Name: KOFU KEDAI KEK & ROTI  
Employer Code: E1500010777P

Appeal Case List

Employer Code	Employer Name	Appeal Reference No.	Appeal Date	Total Amount (RM)	Appeal Status	Action
E1500010777P	KOFU KEDAI KEK & ROTI	FCA07201900012363	22/07/2019	0.00	In Query	
E2100003762P	IMBI KEK DAN ROTI	FCA07201900012364	22/07/2019	0.00	In Query	



Follow Up Supporting Document

Employer Name: IMBI KEK DAN ROTI  
Employer Code: E2100003762P  
Reference ID: FCA07201900012364

Appealed FCLB Notice List

Notice Id	Notice Date	Notice Printout Date	Amount (RM)
E2100003762P95001	20/02/1995		5.00
E2100003762P94008	24/10/1994		5.00

Remarks

BACK SAVE & CONTINUE




Step 3: Review case and click Save & Continue

## Step 4: Click Add Document

Follow Up Supporting Document

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	programer test.txt	Fcib Appeal Employer Letter		22/07/2019	
2	1563781773802.pdf	Fcib Appeal Notification Letter		22/07/2019	
3	1563782079738.pdf	Fcib Query To Employer		22/07/2019	

Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	programer test 22	test	22/07/2019

BACK SAVE

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

Upload Supporting Document

Supporting Document

Description

Other

Browse... test.txt

Remarks

Document Requested

982 characters remaining

ADD DOCUMENT

Step 6: Click Add Document



Follow Up Supporting Document

## ADD DOCUMENT

**SAVE**

**x**

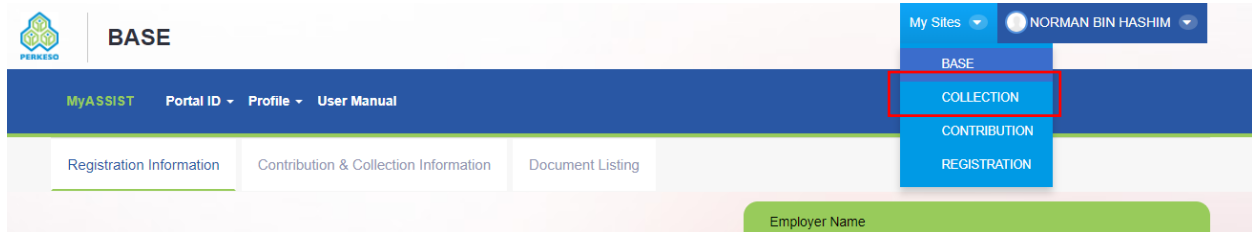
**ⓧ CANCEL**

Page 187 of 277

## 5.0 MAKING PAYMENT VIA PORTAL (AKTA 4)

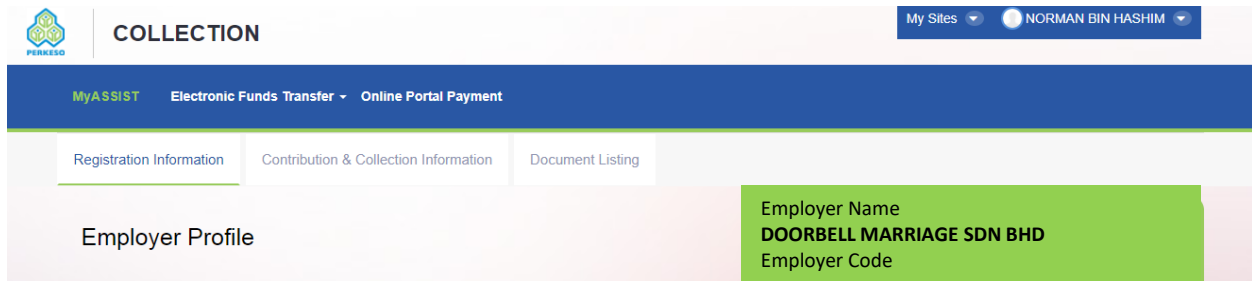
### 5.1 Online Portal Payment

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.



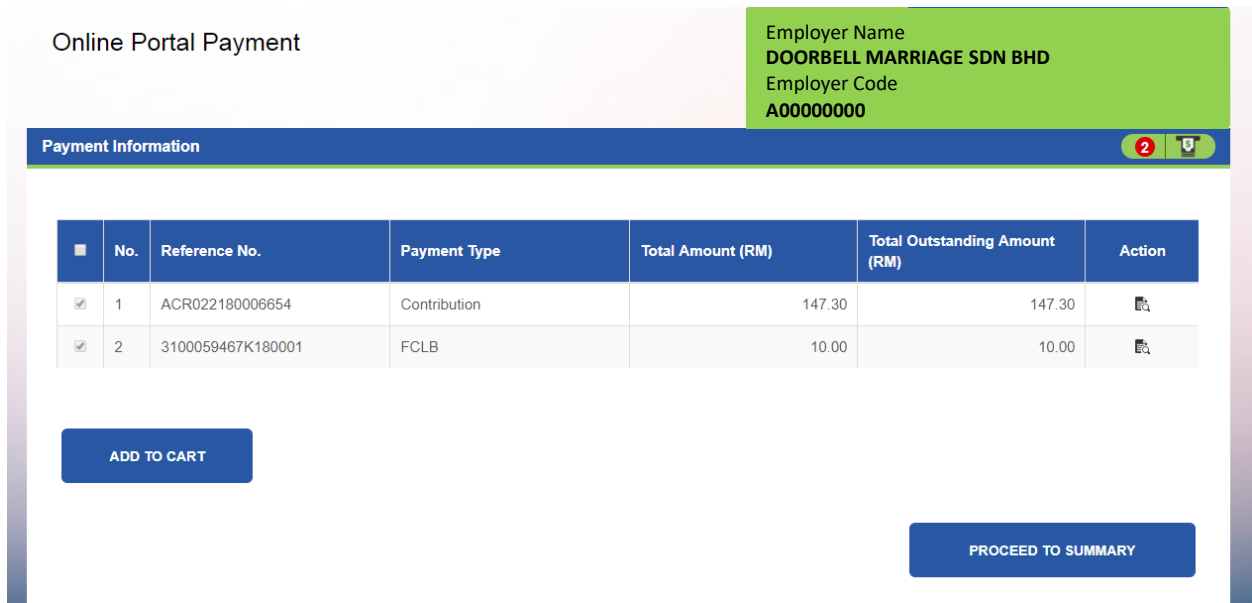
The screenshot shows the PERKESO ASSIST portal interface. The user is logged in as NORMAN BIN HASHIM. The 'My Sites' dropdown is set to 'BASE'. The 'COLLECTION' menu item is highlighted with a red box. The 'Registration Information' tab is selected in the main navigation bar. The 'Employer Name' field is visible at the bottom right.

Step 1: Select COLLECTION at My Sites Menu.





The screenshot shows the PERKESO ASSIST portal interface. The user is logged in as NORMAN BIN HASHIM. The 'My Sites' dropdown is set to 'COLLECTION'. The 'Electronic Funds Transfer' and 'Online Portal Payment' options are visible in the main navigation bar. The 'Registration Information' tab is selected in the main navigation bar. The 'Employer Name' field is visible at the bottom right.

Step 2: Click menu Online Portal Payment.



The screenshot shows the PERKESO ASSIST portal interface. The user is logged in as NORMAN BIN HASHIM. The 'My Sites' dropdown is set to 'COLLECTION'. The 'Electronic Funds Transfer' and 'Online Portal Payment' options are visible in the main navigation bar. The 'Registration Information' tab is selected in the main navigation bar. The 'Employer Name' field is visible at the bottom right.

No.	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action
1	ACR022180006654	Contribution	147.30	147.30	
2	3100059467K180001	FCLB	10.00	10.00	

ADD TO CART

PROCEED TO SUMMARY

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.



Online Portal Payment

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Payment Cart

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR022180006654	Contribution	147.30	 
2	A00000000	DOORBELL MARRIAGE SDN BHD	3100059467K180001	FCLB	10.00	 

Total Amount (RM) **157.30**

SEARCH PAYMENT

CLEAR LIST

CONTINUE

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.**

Online Portal Payment

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

FPX Payment



Payment Amount (RM)  
88.80

Business Model \*  
Personal To Corporate

Bank List \*  
SBI Bank A

Email Address \*  
yukitobe123@gmail.com

FPX Operating Hours: 24x7  
[FPX Information](#)

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

\* You must have Internet Banking Account in order to make transaction using FPX.

\* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.

\* Do not close browser / refresh page until you receive response.

BACK

PROCEED

---

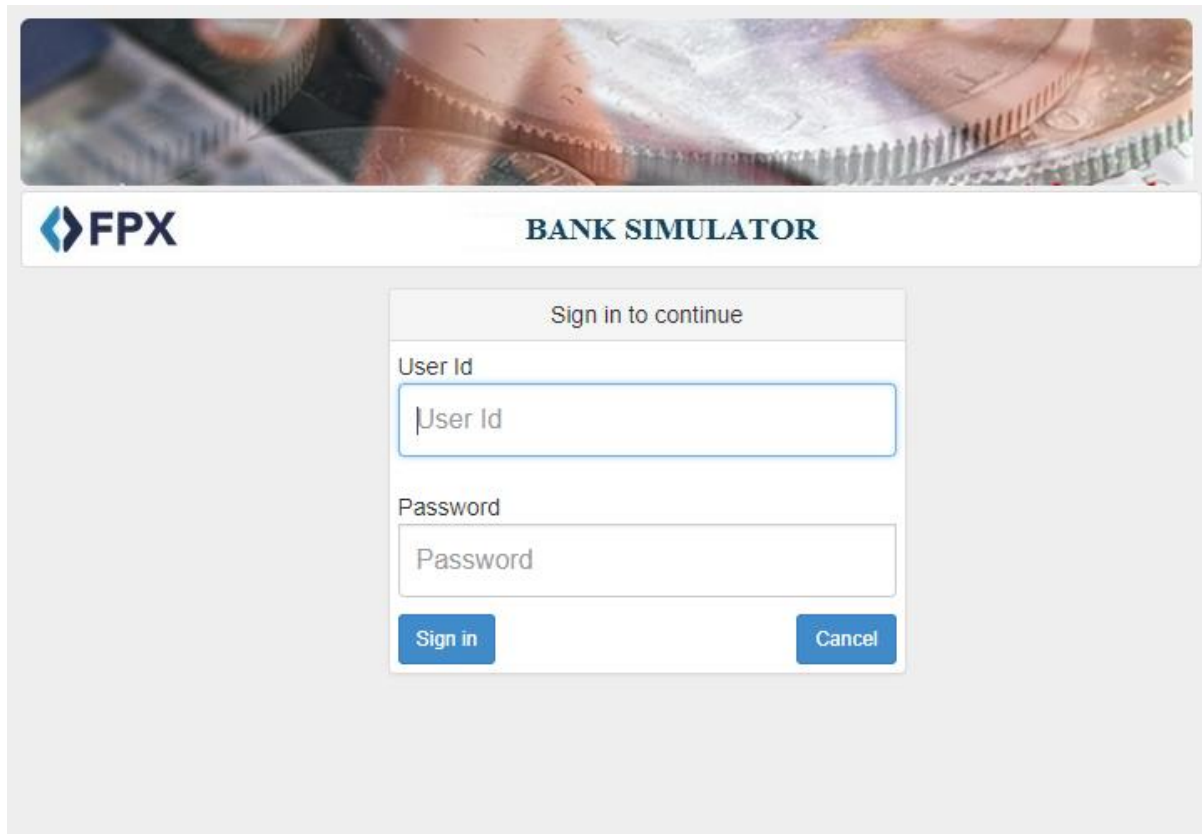
Step 8: Select the type of business model (Personal to Corporate or Corporate to Corporate).

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.

The image shows a screenshot of the FPX BANK SIMULATOR login interface. At the top, there is a banner image of coins. Below it, the FPX logo and the text "BANK SIMULATOR" are displayed. The main content area contains a "Sign in to continue" dialog box with fields for "User Id" and "Password", and "Sign in" and "Cancel" buttons.

FPX BANK SIMULATOR

Sign in to continue

User Id

Password

Sign in Cancel



## 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	<a href="#">Download</a>

#### New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01100932Z170674	5.00	<a href="#">Download</a>

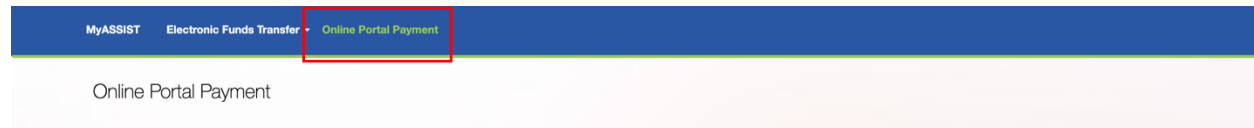
END

Step 12: Click on the Receipt button.

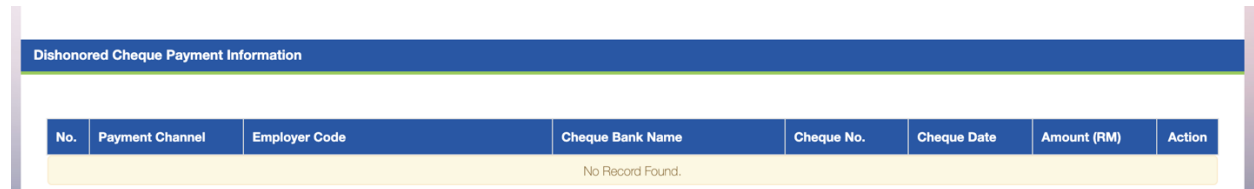
## 5.2 Online Portal Payment (to replace Dishonoured Cheque)

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.

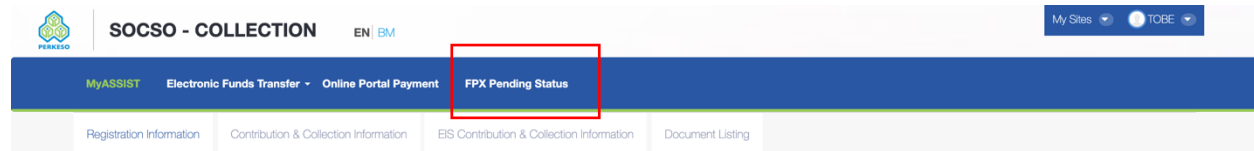


Step 3: Select dishonoured cheque and proceed with payment, following Steps 3 – 12 in Section 5.2.

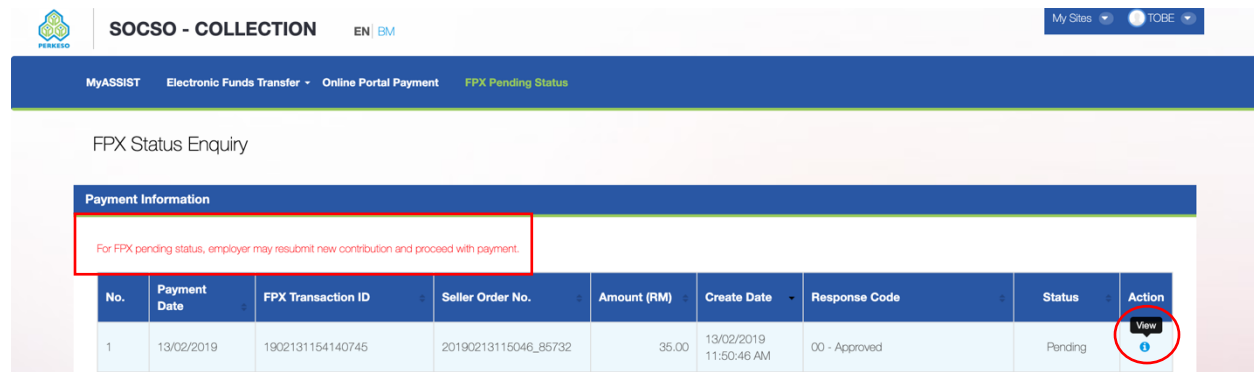
## 5.3 FPX Pending Status

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.

MyASSIST
Electronic Funds Transfer
Online Portal Payment
FPX Pending Status

**FPX Status**

Employer Name  
**TOBETOBE**  
Employer Code  
**E1101100932Z**

**Payment Status**


Transaction Status:	SUCCESSFUL
FPX Transaction ID:	1902131154140745
Date & Time:	13/02/2019 11:50:49 AM
Seller Order No.:	20190213115046_85732
Buyer Bank:	SBI Bank A
Transaction Amount (RM):	MYR 35.00
Transaction Code:	00

BACK

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.


**SOCISO - COLLECTION**
EN/ BM

My Sites
MACROCODE SDN. BHD.

BASE  
REGISTRATION  
**SOCISO - COLLECTION**  
IS - CONTRIBUTION  
IS - COLLECTION

MyASSIST
Electronic Funds Transfer
Online Portal Payment

Online Portal Payment

Payment Information

Step 1: Select COLLECTION at My Sites Menu.


**SOCISO - COLLECTION**
EN/ BM

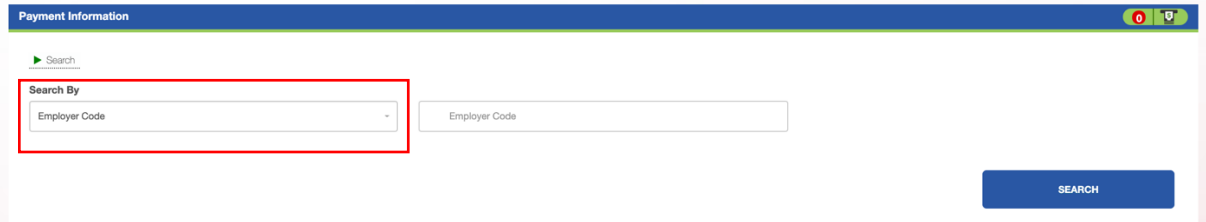
My Sites
MACROCODE SDN. BHD.

MyASSIST
Electronic Funds Transfer
**Online Portal Payment**

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.

Online Portal Payment



Payment Information

Search

Search By

Employer Code

Employer Code

SEARCH

Step 4: Check payments to be made.

Online Portal Payment

Online Portal Payment

My SitesMACROCODE SDN. BHD.

Payment Information

0

Search

	No.	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action
<input checked="" type="checkbox"/>	1	3700078606Z180001	FCLB	5.00	5.00	<div>Action View</div>
<input checked="" type="checkbox"/>	2	3700078606Z180002	FCLB	5.00	5.00	<div></div>
<input type="checkbox"/>	3	3700078606Z180003	FCLB	5.00	5.00	<div></div>
<input type="checkbox"/>	4	3700078606Z180004	FCLB	5.00	5.00	<div></div>
<input type="checkbox"/>	5	ACR072190294700	Contribution	130.60	130.60	<div></div>
<input type="checkbox"/>	6	ACR072190294702	Contribution	231.90	231.90	<div></div>
<input type="checkbox"/>	7	ACR072190294701	Contribution	47.30	47.30	<div></div>
<input type="checkbox"/>	8	1500010777P180001	FCLB	605.00	605.00	<div></div>
<input type="checkbox"/>	9	ACR112180091146	Contribution	646.80	646.80	<div></div>
<input type="checkbox"/>	10	2100003762P180006	FCLB	10.00	10.00	<div></div>

PAGE 1 OF 1

10 ITEMS PER PAGE

Showing 10 results.

ADD TO CART

FirstPreviousNextLast

Step 5: Click Add to Cart.

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

My Sites MACROCODE SDN. BHD.

"Payment Cart" has been successfully added.

Payment Information





Search

2

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

Online Portal Payment

Payment Cart

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Action
1	A3700078606Z	ORIENTAL STONE SCAPE (JB) SDN. BHD.	3700078606Z180001	FCLB	5.00	 
2	A3700078606Z	ORIENTAL STONE SCAPE (JB) SDN. BHD.	3700078606Z180002	FCLB	5.00	 

Total Amount (RM) 10.00

SEARCH PAYMENT

CLEAR LIST



CONTINUE

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.**

Online Portal Payment

My Sites  

FPX Payment

A00000000 DOORBELL MARRIAGE SDN BHD

 A00000000 DOORBELL MARRIAGE SDN BHD

Payment Amount (RM)

10.00

Business Model \*

Corporate To Corporate

Bank List \*

Maybank2E

Email Address \*

roti@mail.com

FPX Operating Hours: 24x7

FPX information

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

\* You must have Internet Banking Account in order to make transaction using FPX.

\* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.

\* Do not close browser / refresh page until you receive response.

BACK

PROCEED

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.





## BANK SIMULATOR

Sign in to continue

User Id

Password

Sign in

Cancel



## 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  
ORIENTAL SANDSCAPE  
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 10.00
Transaction Code:	00

RECEIPT

#### Online Portal Payment

#### Receipt Generated

No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20170000001466	A00000000	ORIENTAL SANDSCAPE	10.00	<a href="#">Download</a>

#### New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	ORIENTAL SANDSCAPE	01100932Z170674	5.00	<a href="#">Download</a>

END

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.

Electronic Fund Transfer Registration

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Employer Information

Employer Code	Employer Name	Address
A00000000	DOORBELL MARRIAGE SDN BHD	

Email Address \*  
rk.house@gmail.com

Contact No. \*  
123456789

Officer Name \*  
DENZ

SUBMIT

"EFT Payment" has been successfully Updated .

Electronic Fund Transfer Registration

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Employer Information

Employer Code	Employer Name	Address
A00000000	DOORBELL MARRIAGE SDN BHD	

Email Address \*  
rk.house@gmail.com

Contact No. \*  
123456789

Officer Name \*  
DENZ

SUBMIT

**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.

Electronic Fund Transfer Payment

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Payment Information

<input type="checkbox"/>	No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
<input checked="" type="checkbox"/>	1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	500.00	

CONTINUE

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

Step 4: Click on the Continue button.

Payment Information

Payment Date \*

Payment Reference No. \*

Amount (RM) \*

Payment Slip \*  
 No file selected.


BACK

CONTINUE

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.

No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Allocation Amount (RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	400.00	
Total Allocation Amount (RM)						400.00	
Total Payment Amount (RM)						400.00	
Difference Amount (RM)						0.00	

Payment Summary

Total Outstanding Amount (RM)

500.00

Total Payment Amount (RM)

400.00


Total Payment Outstanding Amount (RM)

100.00

BACK

CONTINUE

### Electronic Fund Transfer Payment



Your Submission Has Been Submitted Successfully!

Employer Name

**DOORBELL MARRIAGE SDN BHD**

Employer Code

**A00000000**

Payment Date:

**13/10/2017**

Total Payment Amount:

**400.00**

Submission Case Number:

**COL10201700000132**

Print

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

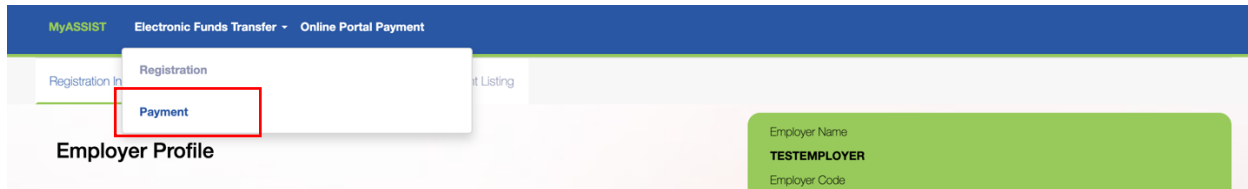
**NOTE: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.**

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)

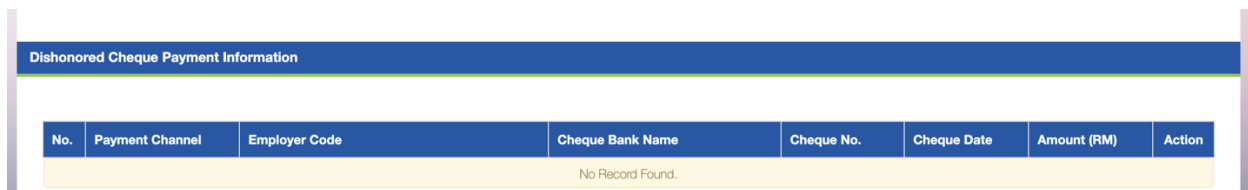
Users are now able to replace Dishonored Cheque contribution payment with EFT payment method.

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



The screenshot shows the MyASSIST portal interface. The top navigation bar includes 'MyASSIST', 'Electronic Funds Transfer', and 'Online Portal Payment'. A dropdown menu is open under 'Electronic Funds Transfer', showing 'Registration' and 'Payment'. The 'Payment' option is highlighted with a red box. Below the navigation bar, the 'Employer Profile' section is visible, showing 'Employer Name: TESTEMPLOYER' and 'Employer Code'.

Step 2: View Dishonoured Cheque Information.



The screenshot shows the 'Dishonored Cheque Payment Information' section. It contains a table with the following columns: No., Payment Channel, Employer Code, Cheque Bank Name, Cheque No., Cheque Date, Amount (RM), and Action. The table is currently empty, with a message 'No Record Found.' displayed below the table header.

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.



The screenshot shows the SOCSO - COLLECTION portal interface. The top navigation bar includes 'MyASSIST', 'Electronic Funds Transfer', and 'Online Portal Payment'. A dropdown menu is open under 'Electronic Funds Transfer', showing 'Registration' and 'Payment'. The 'Registration' option is highlighted with a red box. Below the navigation bar, the 'Employer Information' section is visible.



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

Step 3: Fill up the necessary details.

Step 4: Click Submit.

My Sites MACROCODE SDN. BHD.

Employer Information

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, SELGR, 47100, PUCHONG, SELANGOR	
<input checked="" type="checkbox"/>	C52000003144Y	MUTIARA PUSAT KEK DAN ROTI	120 JALAN TEMBIKAI TAMAN MUTIARA, BUKIT MERTAJAM, 14000, TAIPING, PERAK	
<input checked="" type="checkbox"/>	D6200001489M	SYKT MISLA KILANG BISKUT DAN ROTI	398-C TAMAN INTAN, 08000, SUNGAI PETANI, KEDAH	
<input type="checkbox"/>	D6200001796M	TAI SAN KELANG ROTI	392 BATU DUA, JALAN KUALA KETIL, 08000, SUNGAI PETANI, KEDAH	
<input type="checkbox"/>	D6300000056Z	TONG HONG KEDAI ROTI	81 JALAN RAYA,, 09000, KULIM, KEDAH	
<input type="checkbox"/>	E1100003480B	SEASON KEDAI KEK & ROTI	76A JALAN SERAMPANG TAMAN PELANGI, JOHOR BAHRU, 80050, JOHOR BAHRU, JOHOR	
<input type="checkbox"/>	E1500010777P	KOFU KEDAI KEK & ROTI	NO.48,JALAN ZAMFRUD,, TAMAN SOGA,, BATU PAHAT, 83000, BATU PAHAT, JOHOR	
<input type="checkbox"/>	E2100003762P	IMBI KEK DAN ROTI	NO. 114, JALAN MERAK 11, TAMAN THIVY JAYA, SEREMBAN, 70300, SEREMBAN, NEGERI SEMBILAN	
<input type="checkbox"/>	E2100019496W	IMBI CAKE DAN ROTI	NO.27C, JALAN ZAABA, SEREMBAN, N.S, 70100, SEREMBAN, NEGERI SEMBILAN	
<input type="checkbox"/>	E2300000872Z	FAM WEE TUCK KILANG ROTI	2976-C KELEBANG KEOL, 75000, MELAKA, MELAKA	
<input type="checkbox"/>	F9501000300W	PERUSAHAAN JUTA MSC	MDLD 2906, BGN HOPELEY BLOCK A,, LOT 3, GRD FLR, MILE 1, DAM ROAD,, 91100, LAHAD DATU, SABAH	

Email Address \* 
Contact No. \* 
Officer Name \*

SUBMIT

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

Edit Information ×

EFT Information

Email Address \* 
Contact No. \* 
Officer Name \*

CLOSE SAVE

Step 6: Click Save

Step 7: Click Submit.

CONFIRMATION ×

Proceed for Submission?

CANCEL CONFIRM

Step 8: Click Confirm.



Electronic Fund Transfer Registration

My Sites MACROCODE SDN. BHD.

"EFT Payment" has been successfully registered.

Employer Information

No.	Employer Code	Employer Name	Address	Action
1	A3100000189M	CHUNG SUN MELON SEEDS FACTORY	19 A JLN GELANG, K LUMPUR, 55200, KJALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR	
2	A3700078606Z	ORIENTAL STONE SCAPE (JB) SDN. BHD.	NO 5 JALAN INDUSTRI PEP 3, TAMAN INDUSTRI PUSAT BANDAR PUCHONG, PETALING JAYA, SLGR, 47100.	

**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.

SOCSCO - COLLECTION EN | BM

My Sites MACROCODE SDN. BHD.

MyASSIST Electronic Funds Transfer Online Portal Payment

Registration

Payment

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

Electronic Fund Transfer Payment

Payment Information 0

Search

Search By

Employer Code

Employer Code

SEARCH

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






Step 3: Check the payments records to be paid.

MyASSIST
Electronic Funds Transfer
Online Portal Payment

Electronic Fund Transfer Payment

Payment Information
0

Search

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action	
<input checked="" type="checkbox"/>	1	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ACR072190294700	Contribution	130.60	130.60	
<input checked="" type="checkbox"/>	2	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ACR072190294702	Contribution	231.90	231.90	
<input type="checkbox"/>	3	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	94.60	
<input type="checkbox"/>	4	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294701	Contribution	47.30	47.30	
<input type="checkbox"/>	5	E2100003762P	IMBI KEK DAN ROTI	ACR112180091146	Contribution	646.80	646.80	

ADD TO CART

PROCEED TO SUMMARY

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






"Payment Cart" has been successfully added.
My Sites
MACROCODE SDN. BHD.

Payment Information
2

Search

Search By
Employer Code
Employer Code

SEARCH


No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action	
<input checked="" type="checkbox"/>	1	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ACR072190294700	Contribution	130.60	130.60	
<input checked="" type="checkbox"/>	2	C5200003144Y	MUTIARA PUSAT KEK DAN ROTI	ACR072190294702	Contribution	231.90	231.90	
<input type="checkbox"/>	3	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	94.60	
<input type="checkbox"/>	4	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294701	Contribution	47.30	47.30	
<input type="checkbox"/>	5	E2100003762P	IMBI KEK DAN ROTI	ACR112180091146	Contribution	646.80	646.80	

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	Total Outstanding Amount (RM)	Action
1	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	

**Total Amount (RM) 94.60**


SEARCH PAYMENT CLEAR LIST CONTINUE

## Step 7: Click Continue.

Electronic Fund Transfer Payment

My Sites MACROCODE SDN. BHD.

**Payment To Be Paid**

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

**Total Amount (RM) 94.60**

**Payment Information**

Payment Date \*

Payment Reference No. \* Amount (RM) \*

Payment Slip \*

Choose file No file chosen

BACK CONTINUE

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

Payment Information

Payment Date \*

Payment Reference No. \*

Amount (RM) \*

Payment Slip \*

Browse...

No file selected.

BACK

CONTINUE

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.**

Electronic Fund Transfer Payment

Payment Information

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

Payment Allocation

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Allocation Amount (RM)	Action
1	E1500010777P	KOFU KEDAI KEK & ROTI	ACR072190294699	Contribution	94.60	94.60	
Total Allocation Amount (RM)						94.60	
Total Payment Amount (RM)						94.60	
Difference Amount (RM)						0.00	

Payment Summary


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

BACK

CONTINUE

Step 11: Click the Continue.

---

  
Your Submission Has Been  
Submitted for Approval!


Employer Code:  
**A3100000189M**

Employer Name:  
**CHUNG SUN MELON SEEDS FACTORY**

Payment Date:  
**08/08/2019**

Total Payment Amount:  
**94.60**

Submission Case Number:  
**COL08201900001395**

 Print

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.***

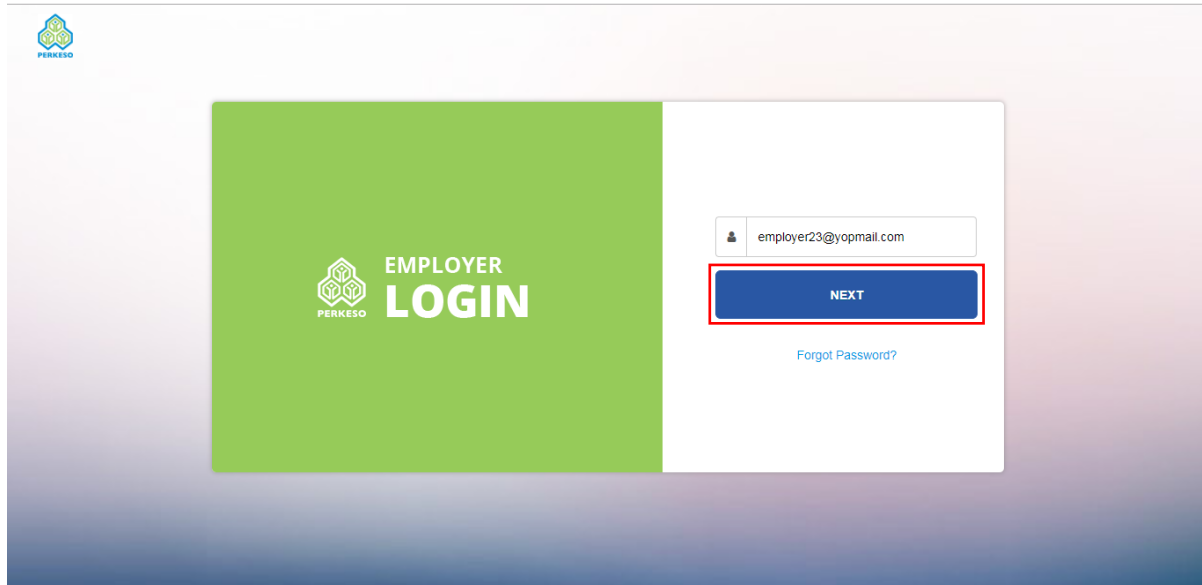
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

## 6.0 MAKING CONTRIBUTION PAYMENT (AKTA 800-EIS)

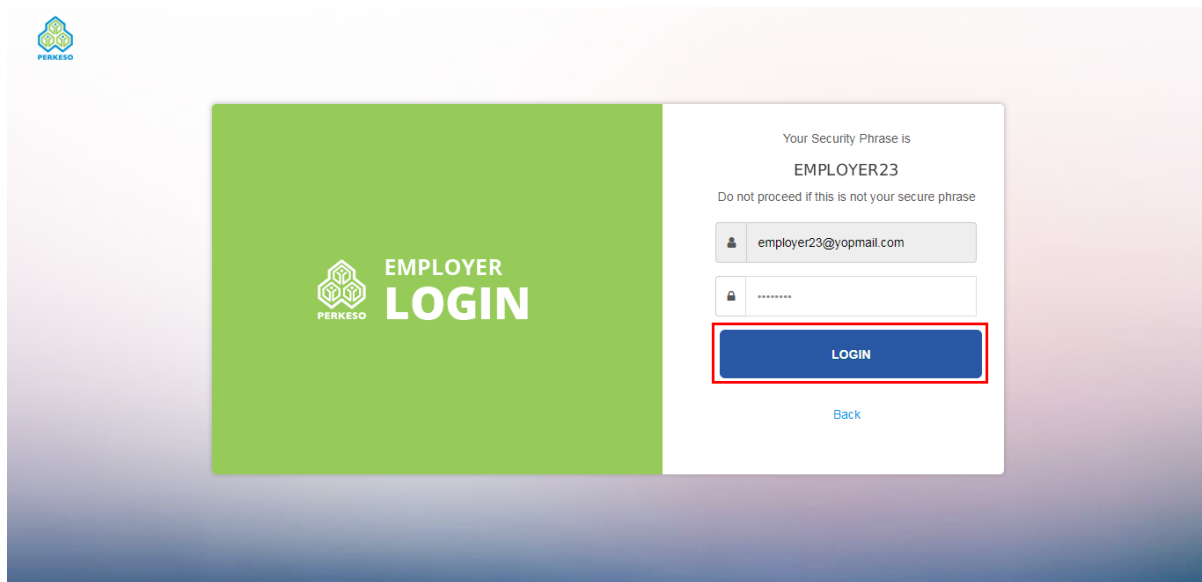
### 6.1 Arrears/Short Contribution Submission

#### Submission of Arrears/Short Contribution via employer portal

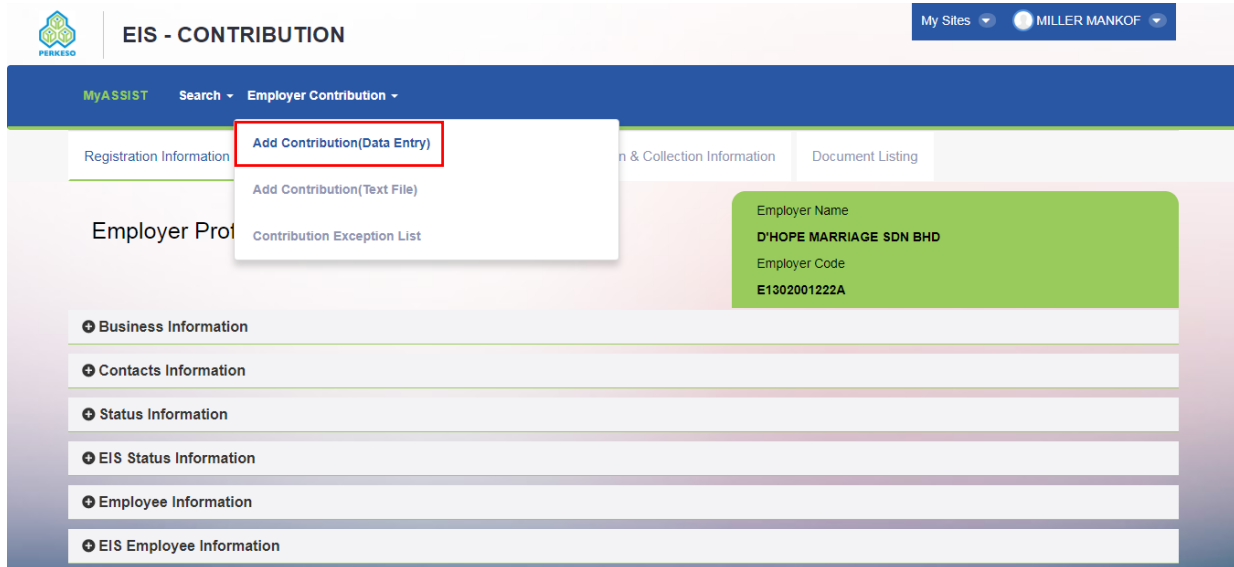
Step 1: At employer login page, enter the login email and click next.



Step 2: Enter password and click login to proceed

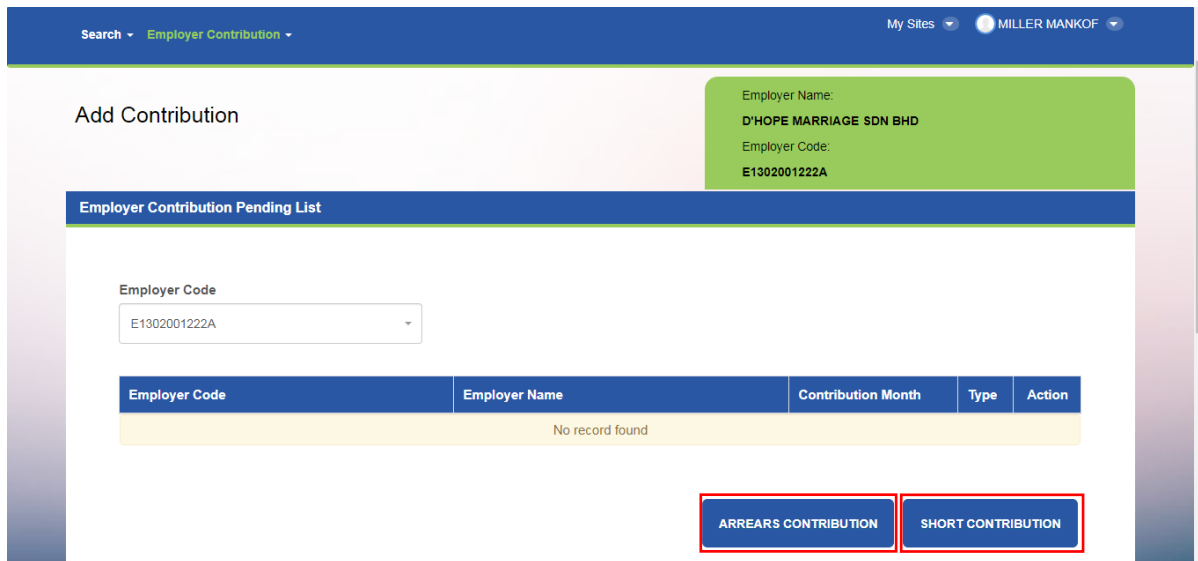


### Step 3: Select Add Contribution (Data Entry) under Employer Contribution



The screenshot shows the 'EIS - CONTRIBUTION' portal. The 'MyASSIST' menu is open, and the 'Employer Contribution' dropdown is selected. The 'Add Contribution(Data Entry)' option is highlighted with a red box. The 'Employer Profile' section is visible, showing the employer name 'D'HOPE MARRIAGE SDN BHD' and the employer code 'E1302001222A'. The 'Business Information' section is expanded, showing 'Contacts Information', 'Status Information', 'EIS Status Information', 'Employee Information', and 'EIS Employee Information'.

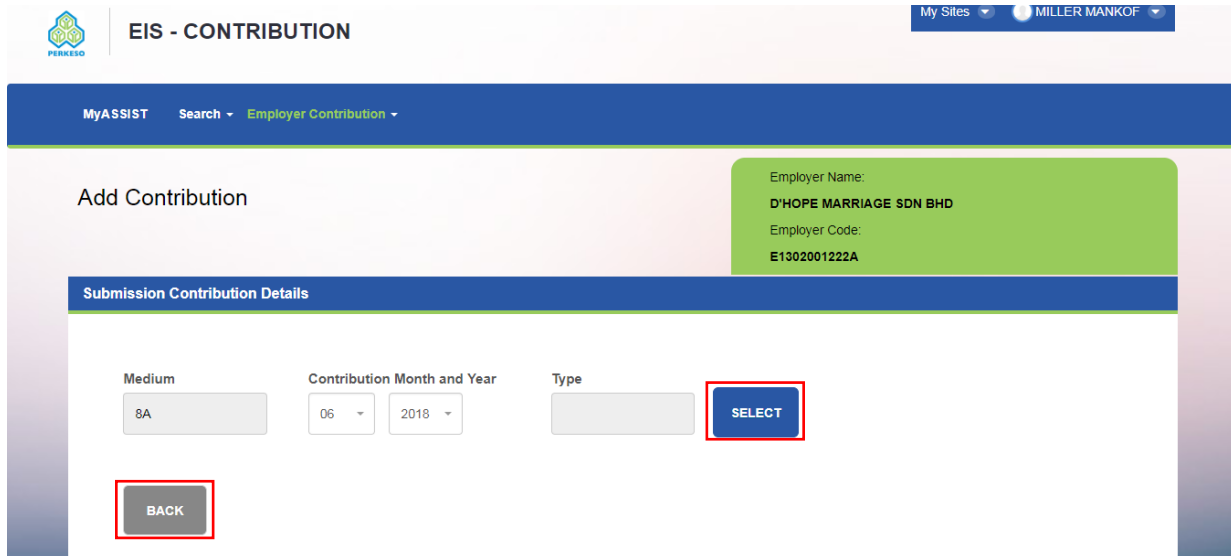
### Step 4: Select Arrears/Short Contribution to proceed



The screenshot shows the 'Add Contribution' page. The 'Employer Name' is 'D'HOPE MARRIAGE SDN BHD' and the 'Employer Code' is 'E1302001222A'. The 'Employer Contribution Pending List' table is empty, showing 'No record found'. The 'ARREARS CONTRIBUTION' and 'SHORT CONTRIBUTION' buttons are highlighted with red boxes.

Employer Code	Employer Name	Contribution Month	Type	Action
No record found				

### Step 5: Select Contribution Month and click Select



**EIS - CONTRIBUTION**

My Sites MILLER MANKOF

MyASSIST Search Employer Contribution

**Add Contribution**

Employer Name: D'HOPE MARRIAGE SDN BHD  
Employer Code: E1302001222A

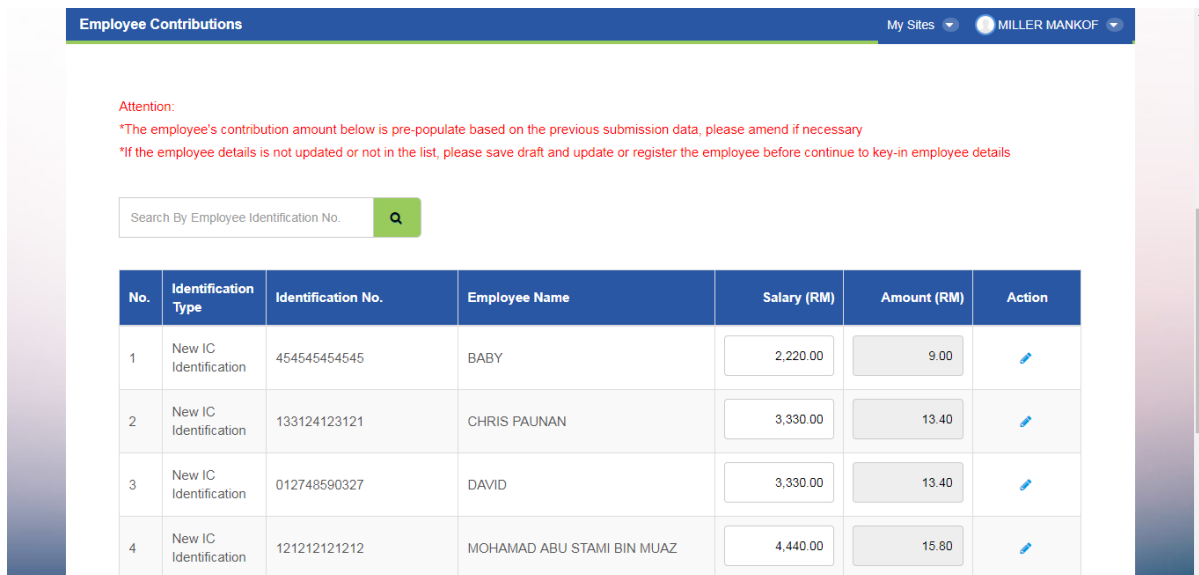
**Submission Contribution Details**

Medium: SA Contribution Month and Year: 06 2018 Type: **SELECT**

**BACK**

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.







**Employee Contributions**


My Sites MILLER MANKOF

**Attention:**  
\*The employee's contribution amount below is pre-populate based on the previous submission data, please amend if necessary  
\*If the employee details is not updated or not in the list, please save draft and update or register the employee before continue to key-in employee details

Search By Employee Identification No.

No.	Identification Type	Identification No.	Employee Name	Salary (RM)	Amount (RM)	Action
1	New IC Identification	4545454545	BABY	2,220.00	9.00	
2	New IC Identification	133124123121	CHRIS PAUNAN	3,330.00	13.40	
3	New IC Identification	012748590327	DAVID	3,330.00	13.40	
4	New IC Identification	121212121212	MOHAMAD ABU STAMI BIN MUAZ	4,440.00	15.80	



5	New IC Identification	123456789123	YUKI	2,340.00	9.40	
---	-----------------------	--------------	------	----------	------	---

Total Employee(s): 5  
Total Contribution Amount (RM): 61.00

[BACK](#)
[SAVE DRAFT](#)
[COMPLETE](#)

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.

My Sites
MILLER MANKOF

Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	E1302001222A	D'HOPE MARRIAGE SDN BHD	06/2018	Monthly	5	61.00	Complete	 

Total Contribution Amount (RM): 61.00

[SUBMIT](#)

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

Step 11: Select Process to Payment to make payment.

Acknowledgement Contribution Received

My Sites MILLER MANKOF

Received Date

27/06/2018

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ECR0621 8000033 2	E1302001222A	D'HOPE MARRIAGE SDN BHD	8A	06/2018	Monthly	5	61.00	Complete


Total Contribution Amount (RM): 61.00


PRINT ECR

PROCESS TO 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 : 1-300-22-8990  
 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 MUJAR  
 JOHOR

**CONTRIBUTION DETAILS**

**Medium** : PORTAL

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

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

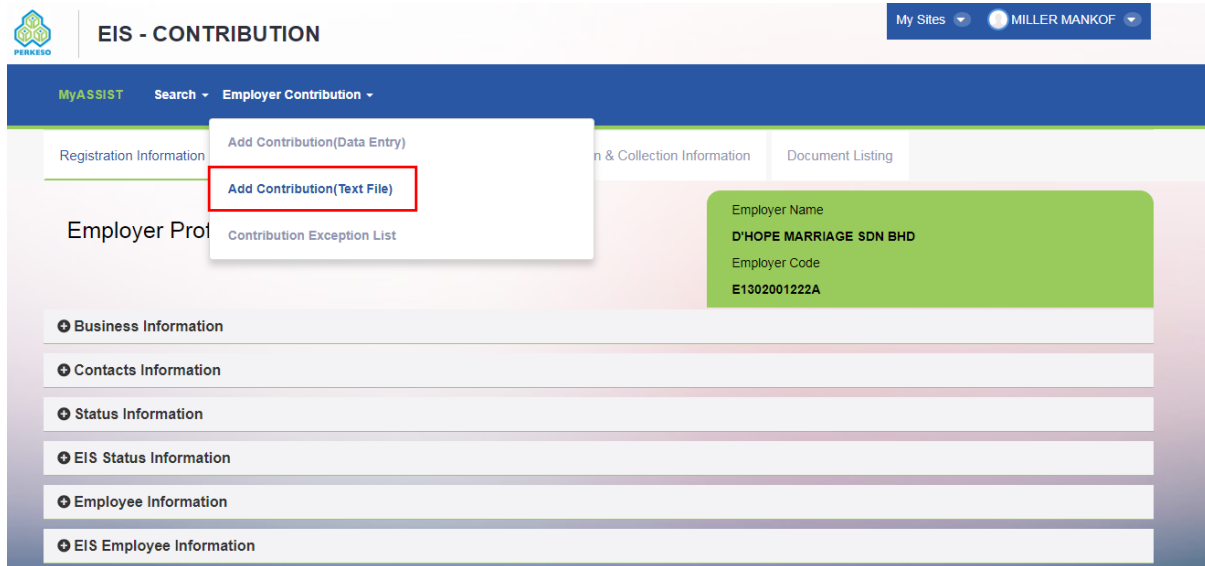
Remark : ECR number will made available at bank counter the next operation day for submission of Contribution before 6.00PM.

Computer generated receipt and requires no signature.

### 6.1.1 Text File Submission

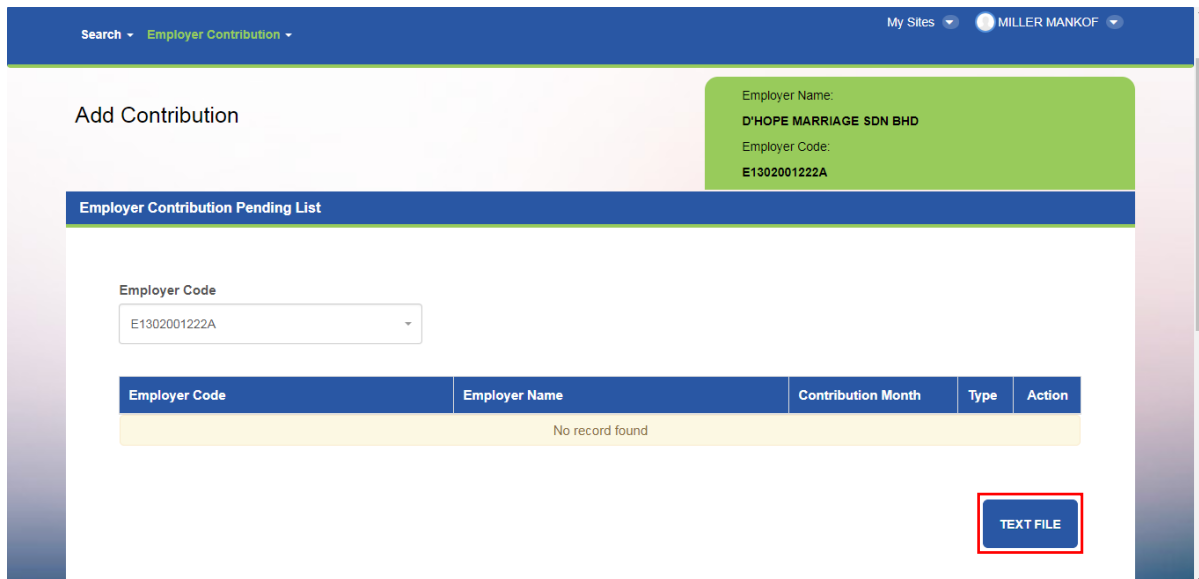
Submission of Contribution Data using Text File

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



The screenshot shows the 'EIS - CONTRIBUTION' page. The 'MyASSIST' header includes a search bar and a dropdown menu for 'Employer Contribution'. A dropdown menu is open, showing three options: 'Add Contribution(Data Entry)', 'Add Contribution(Text File)' (highlighted with a red box), and 'Contribution Exception List'. The main content area displays 'Employer Profile' information for 'D'HOPE MARRIAGE SDN BHD' with Employer Code 'E1302001222A'. Below this, there are expandable sections for Business Information, Contacts Information, Status Information, EIS Status Information, Employee Information, and EIS Employee Information.

Step 2: Select Text File



The screenshot shows the 'Add Contribution' page. The 'Employer Contribution Pending List' section is visible, showing a dropdown for 'Employer Code' with 'E1302001222A' selected. Below this is a table with columns: Employer Code, Employer Name, Contribution Month, Type, and Action. The table is empty, displaying 'No record found'. A 'TEXT FILE' button is highlighted with a red box in the bottom right corner.

Step 3: Click Choose File to browse for text file

Step 4: Select Upload

Add Contribution

Employer Name:  
**D'HOPE MARRIAGE SDN BHD**  
Employer Code:  
**E1302001222A**

Submission Contribution Information

Medium  
Text File

Text File  
 E1302001222A.txt

Step 5: Choose file and click upload

Step 6: Click Back

Exception List

My Sites JOHORotc1

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	

Total Employee(s) : **2**  
Total Amount (RM) : **117.00**

BACK

## Step 7: Select Submit to Proceed.

My Sites ● MILLER MANKOF ▼

Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
Text File	E1302001222A	D'HOPE MARRIAGE SDN BHD	10/2016	Arrears	1	61.90	Complete	<a href="#">✎</a> <a href="#">✕</a>
	E1302001222A	D'HOPE MARRIAGE SDN BHD	09/2016	Arrears	1	55.10		
	E1302001222A	D'HOPE MARRIAGE SDN BHD	08/2016	Arrears	0	.00		
<b>Total Contribution Amount (RM):</b>						<b>117.00</b>		

SUBMIT

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.

Add Contribution

Employer Name: My Sites ● MILLER MANKOF ▼  
**D'HOPE MARRIAGE SDN BHD**  
Employer Code:  
**E1302001222A**

Acknowledgement Contribution Received

Received Date  
28/06/2018

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ECR0621 8020001 3	E1302001222A E1302001222A	D'HOPE MARRIAGE SDN BHD D'HOPE MARRIAGE SDN BHD	Text File	04/2017	Arrears	2	117.00	Complete
ECR0621 8020001 3				03/2017	Arrears	0	.00	
<b>Total Contribution Amount (RM):</b>							<b>117.00</b>	

PRINT ECR

PROCESS TO PAYMENT

### 6.1.2 Contribution Exception List

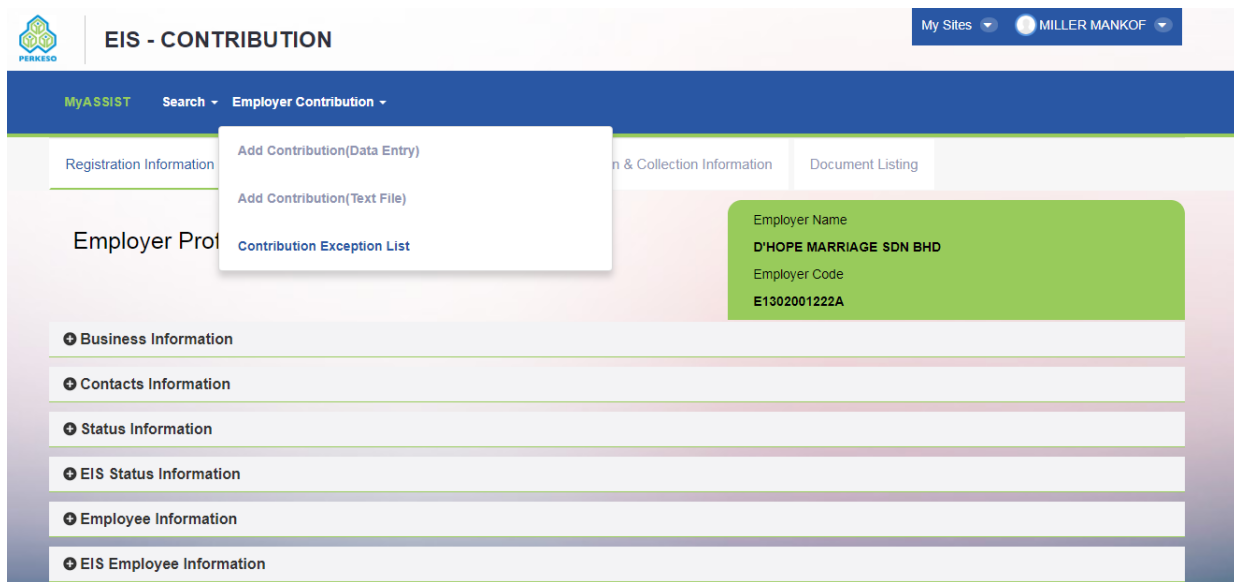
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

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



The screenshot shows the PERKESO EIS - CONTRIBUTION portal. The top navigation bar includes the PERKESO logo, the title 'EIS - CONTRIBUTION', and user information 'My Sites' and 'MILLER MANKOF'. Below the navigation bar, there is a search bar and a dropdown menu for 'Employer Contribution'. The dropdown menu is open, showing three options: 'Add Contribution(Data Entry)', 'Add Contribution(Text File)', and 'Contribution Exception List'. The main content area displays the 'Employer Profile' for 'D'HOPE MARRIAGE SDN BHD' with the 'Employer Code' 'E1302001222A'. Below the profile, there are several sections for information: 'Business Information', 'Contacts Information', 'Status Information', 'EIS Status Information', 'Employee Information', and 'EIS Employee Information'.

Step 2: The list of employees displayed as below

Contribution Exception List

Employer Name:  
**D'HOPE MARRIAGE SDN BHD**

Employer Code:  
**E1302001222A**

Employer Contribution Exception List

Employee Name

Contribution Month and Year

-- 2018

Q SEARCH

ECR No.	Employer Code	Employer Name	Employee Name	Contribution Month and Year	Error Description
ECR072180200651	E1302001222A	D'HOPE MARRIAGE SDN BHD	YUKI	07/2018	Employee Not Eligible for SIP
ECR062180000310	E1302001222A	D'HOPE MARRIAGE SDN BHD	CHRIS PAUNAN	03/2018	Duplicate Contribution Record
ECR062180000320	E1302001222A	D'HOPE MARRIAGE SDN BHD	CHRIS PAUNAN	07/2016	Duplicate Contribution Record

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

MyASSIST Search **Employer Contribution**

Contribution Exception List

Employer Name:  
**D'HOPE MARRIAGE SDN BHD**

Employer Code:  
**E1302001222A**

Employer Contribution Exception List

Employee Name

Contribution Month and Year

YUKI 07 2018

Q SEARCH

ECR No.	Employer Code	Employer Name	Employee Name	Contribution Month and Year	Error Description
ECR072180200651	E1302001222A	D'HOPE MARRIAGE SDN BHD	YUKI	07/2018	Employee Not Eligible for SIP

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	<ul style="list-style-type: none"> <li>▪ <b>IC Not Found</b> <i>No. KPPN tidak ditemui.</i></li> <li>▪ <b>Wrong IC No</b> <i>No. Kad Pengenalan Salah)</i></li> </ul>	<p>Employee KPPN No. information in textfile does not exist/not consistent with employee KPPN No. information in the system.</p> <p><i>Maklumat No. KPPN pekerja di dalam textfile tidak wujud/tidak sama dengan maklumat No. KPPN pekerja yang ada di dalam sistem.</i></p>	<p>Employee KPPN No. information does not exist in "Employee Listing"</p> <p><i>Maklumat No. KPPN pekerja tidak wujud di "Employee Listing".</i></p>	<ul style="list-style-type: none"> <li>▪ <i>Employers are required to register employee(s) that does not exist, in the "Update Add New Employee"</i></li> </ul> <p><i>Majikan hendaklah daftar pekerja yang tidak wujud di "Update Add New Employee".</i></p> <ul style="list-style-type: none"> <li>▪ <i>If Akta 4 contribution payment has been made via textfile: -</i> <ol style="list-style-type: none"> <li><i>Employers are required to update employee information in "Auto-Registration Employee Information"</i></li> <li><i>Contribution payment can only be made during the following period.</i></li> </ol> <p><i>Sekiranya telah membuat bayaran caruman Akta 4 melalui textfile: -</i></p> <ol style="list-style-type: none"> <li><i>Majikan hendaklah mengemaskini maklumat pekerja di "Auto-</i></li> </ol> </li> </ul>

				<p><i>Registration Employee Information".</i></p> <p><i>b. Bayaran caruman SIP hanya boleh dibuat pada hari berikutnya.</i></p>
			<p>Employee KPPN No. information in uploaded textfile is different from registration information in "Employee Listing"</p> <p><i>Maklumat No. KPPN pekerja di dalam textfile yang dimuatnaik berbeza dengan maklumat pendaftaran di "Employee Listing".</i></p>	<ul style="list-style-type: none"> <li>Employers are required to update with the correct employee KPPN No. in "Update Employee Information (Employer)" or in textfile.</li> </ul> <p><i>Majikan hendaklah kemaskini No. KPPN pekerja yang betul di "Update Employee Information (Employer)" atau di textfile.</i></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><i>Sekiranya kes impak</i></p>

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

		yang telah diwujudkan.	yang telah diwujudkan.	
4	<b>Employee Not Eligible for SIP</b>  <i>Pekerja Tidak Layak SIP</i>	<ul style="list-style-type: none"> <li>Employee KPPN No. information is not registered with EIS (Akta 800)  <i>Maklumat No. KPPN pekerja tidak berdaftar SIP</i></li> <li>Employee KPPN No. information is registered with EIS (Akta 800) but no employment start date reflected.  <i>Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi tiada tarikh mula bekerja.</i></li> <li>Employee KPPN No. information registered to EIS (Akta 800) but employee resigned date is reflected.  <i>Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi terdapat tarikh berhenti bekerja.</i></li> </ul>	Employee KPPN No. information does not exist in "EIS Employee Listing"  <i>Maklumat No. KPPN pekerja tidak wujud di "EIS Employee Listing"</i>	Employer is required to perform a new registration for the respective employee in "New Registration for EIS"  <i>Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "New Registration For EIS".</i>
			Employee birth date information not updated. (Example: 1/1/1800)  <i>Maklumat tarikh lahir pekerja tidak dikemaskini. (Contoh: 1/1/1800)</i>	Employer is required to update employee birth date information in "Update Employee Information (Employer)".  <i>Majikan hendaklah kemaskini tarikh lahir pekerja di "Update Employee Information (Employer)".</i>
			Employee resigned date information entered.  <i>Maklumat tarikh berhenti kerja telah dimasukkan.</i>	Employer is required to perform a new registration for the respective employee in "Update Add New Employee".  <i>Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "Update Add New Employee"</i>
			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.

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

### Example: Exception Listing Below for WRONG IC NO.

Employer Code	Employer Name	Contribution Month and Year
D6400002536W	SHELLASTICA SDN BHD	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.

Employee(s) Listing

Employee Name

more options

No	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (MF)	Race	Employment Start Date	Status	Action
1	New IC No.	123456789115	25/05/1998	Syahida binti Ibrahim Ali	Female	Malay	25/05/2019	ACTIVE	

New Employee(s) Listing

ADD EMPLOYEE

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

Auto Registration Employee's Information


No	Identification Type	Identification No.	Name of Employee	Action
1	New IC No.	123456789115	Syahida binti Ibrahim Ali	
2	New IC No.	123456789115	Syahida binti Ibrahim Ali	
3	New IC No.	123456789115	Syahida binti Ibrahim Ali	
4	New IC No.	123456789115	Syahida binti Ibrahim Ali	
5	New IC No.	123456789115	Syahida binti Ibrahim Ali	
6	New IC No.	123456789115	Syahida binti Ibrahim Ali	
7	New IC No.	123456789115	Syahida binti Ibrahim Ali	
8	New IC No.	123456789115	Syahida binti Ibrahim Ali	
9	New IC No.	123456789115	Syahida binti Ibrahim Ali	

EMPLOYEE.pdf

### 6.1.3 Add Contribution Draft

Search for contribution draft

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



EIS - CONTRIBUTION

My Sites ▼ MILLER MANKOF ▼

MyASSIST

Search ▼ Employer Contribution ▼

Registration

Add Contribution Draft

Contribution & Collection Information

Document Listing

Employer Profile

Employer Name

D'HOPE MARRIAGE SDN BHD

Employer Code

E1302001222A

Business Information

Contacts Information

Status Information


EIS Status Information

Employee Information

EIS Employee Information

Step 2: Select Edit to view the contribution draft





















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


**EIS - CONTRIBUTION**
My Sites
MILLER MANKOF

MyASSIST
Search
Employer Contribution

### Add Contribution Draft

Search Draft



No.	Case Create Date	Action
1	25/06/2018	 
2	25/06/2018	 
3	25/06/2018	 
4	25/06/2018	 
5	25/06/2018	 
6	25/06/2018	 
7	25/06/2018	 
8	26/06/2018	 
9	26/06/2018	 
10	26/06/2018	 

PAGE 1 OF 2
10 ITEMS PER PAGE
Showing 1 - 10 of 14 results.
First
Previous
Next
Last

Step 4: User will be able to view the case

My Sites
MILLER MANKOF

### Employer Contribution

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8B	E1302001222A	D'HOPE MARRIAGE SDN BHD	05/2018	Short Payment	5	62.60	Incomplete	 

Total Contribution Amount (RM):
**62.60**

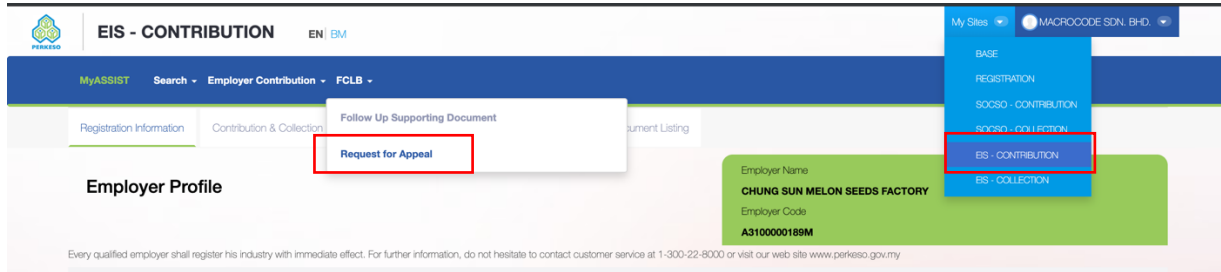
SUBMIT

## 6.2 FCLB EIS (One to Many)

### 6.2.1 Requesting Appeal via Employer Portal

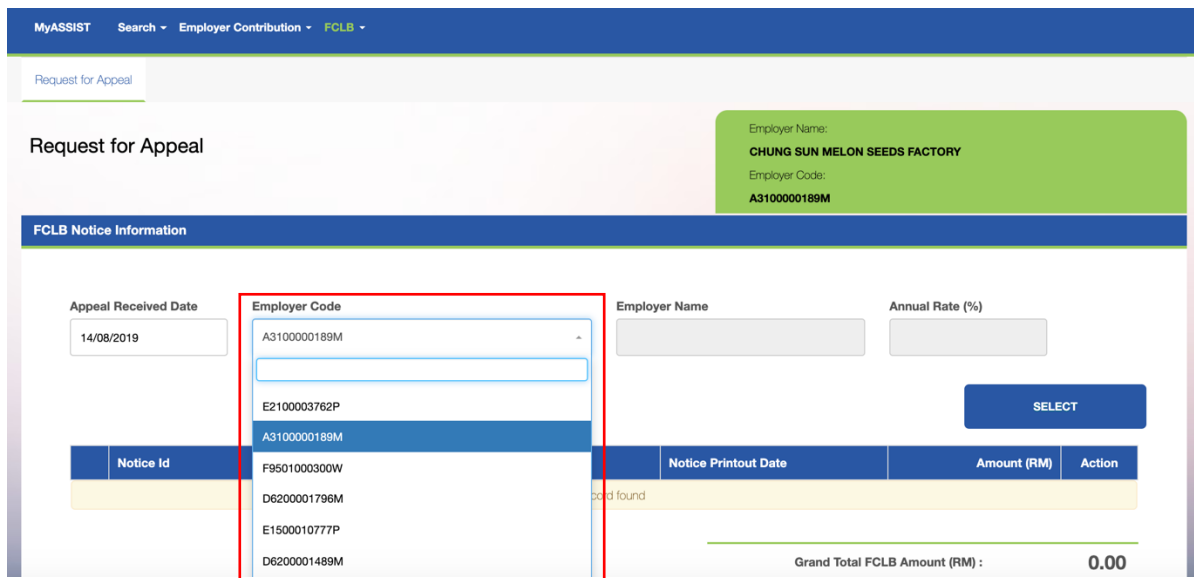
For Parent Employers to make FCLB EIS appeals for managed employers via the ASSIST Portal.

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



The screenshot shows the PERKESO ASSIST portal interface. The top navigation bar includes 'MyASSIST', 'Search', 'Employer Contribution', and 'FCLB'. A dropdown menu is open under 'FCLB', showing options: 'BASE', 'REGISTRATION', 'SOSCO - CONTRIBUTION', 'SOSCO - COLLECTION', 'EIS - CONTRIBUTION', and 'EIS - COLLECTION'. The 'EIS - CONTRIBUTION' option is highlighted with a red box. Below the navigation bar, the 'Employer Profile' section displays the employer name 'CHUNG SUN MELON SEEDS FACTORY' and the employer code 'A3100000189M'. A 'Request for Appeal' button is also visible in the 'Follow Up Supporting Document' section.

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



The screenshot shows the 'Request for Appeal' form in the PERKESO ASSIST portal. The form includes a dropdown menu for 'Employer Code' with a list of codes: 'A3100000189M', 'E2100003762P', 'A3100000189M', 'F9501000300W', 'D6200001796M', 'E1500010777P', and 'D6200001489M'. The 'A3100000189M' code is selected and highlighted with a red box. The form also includes fields for 'Appeal Received Date' (14/08/2019), 'Employer Name' (CHUNG SUN MELON SEEDS FACTORY), and 'Annual Rate (%)'. A 'SELECT' button is present next to the 'Annual Rate (%)' field. Below the form, a table displays 'FCLB Notice Information' with columns for 'Notice Id', 'Notice Printout Date', 'Amount (RM)', and 'Action'. The table shows a single row with a yellow background. The 'Grand Total FCLB Amount (RM)' is displayed as 0.00.



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

My Sites MACROCODE SDN. BHD.

Appeal Received Date

Employer Code

Employer Name

Annual Rate (%)

SELECT

	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input type="checkbox"/>	E2100003762P01002	16/04/2001		135.00	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">View icon</span>
<input type="checkbox"/>	E2100003762P01004	16/04/2001		120.00	<span style="color: #007bff;">View icon</span>
<input type="checkbox"/>	E2100003762P07002	04/05/2007		15.00	<span style="color: #007bff;">View icon</span>
<input type="checkbox"/>	E2100003762P94007	24/10/1994		10.00	<span style="color: #007bff;">View icon</span>
<input type="checkbox"/>	E2100003762P07004	04/05/2007		5.00	<span style="color: #007bff;">View icon</span>

Step 4: Input remarks if required.

Selected FCLB Notice Information

REMOVE

	Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
<input type="checkbox"/>	E2100003762P01002	16/04/2001		135.00	<span style="color: #007bff;">View icon</span>

**Total Selected FCLB Amount (RM) :**
**135.00**

Remarks  
1000 characters remaining

SAVE & CONTINUE

Step 6 : Click Save and Continue.

Step 7 : Click Add Document and add supporting document.

This is a mandatory action.

Search
FCLB

Request for Appeal
Supporting Document
Preview

"test.txt" has been successfully uploaded.

Request for Appeal

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	test.txt	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	

BACK
SAVE & CONTINUE

Step 8 : Click Save and Continue

Preview

Employer Name:  
IMBI KEK DAN ROTI  
Employer Code:  
E2100003762P

Preview

Notice Id	Notice Date	Notice Printout Date	Amount (RM)	Action
E2100003762P01002	16/04/2001		135.00	

Grand Total FCLB Amount (RM) : 135.00

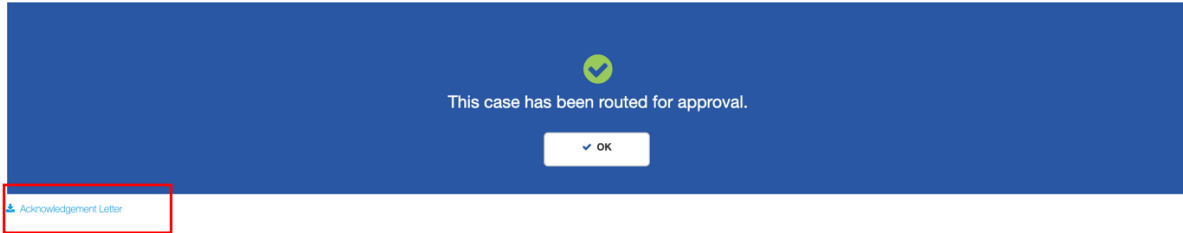
Remarks

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	Test textfile.txt	Fclb Appeal Employer Letter		14/08/2019

BACK
SUBMIT

Step 9: Review and click Submit.

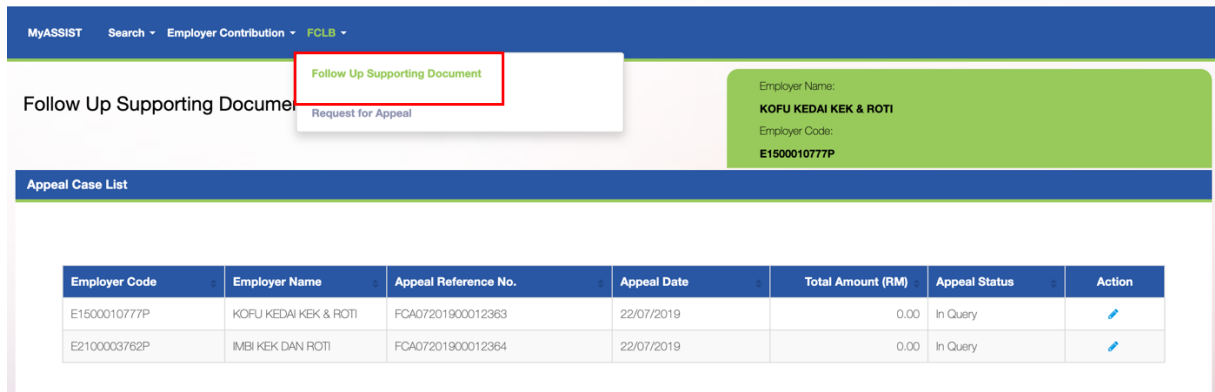


Step 10: Download or Print Acknowledgement Letter.

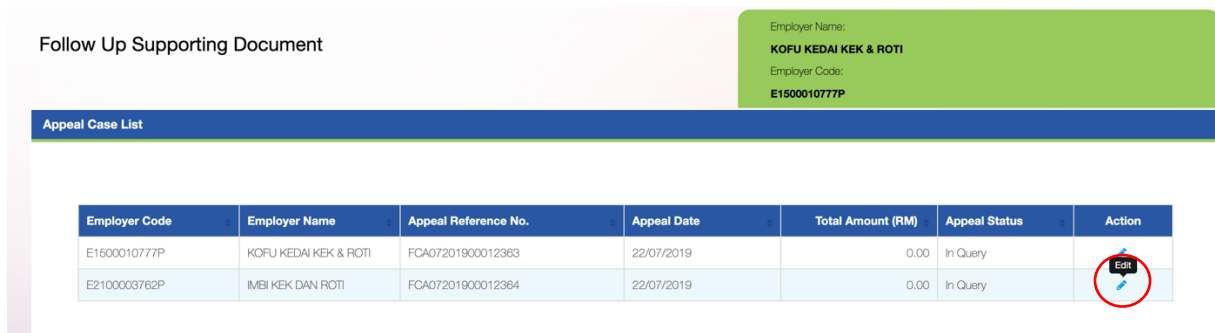
## 6.2.2 Submitting Follow Up Supporting Document for queries.

**NOTE: To directly proceed for FCLB payment transaction without appeal, 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.



### Follow Up Supporting Document

Employer Name:

IMBI KEK DAN ROTI

Employer Code:

E2100003762P

Reference ID:

FCA07201900012364

#### Appealed FCLB Notice List

Appeal Received Date

22/07/2019

Employer Code

E2100003762P

Employer Name

IMBI KEK DAN ROTI

Notice Id	Notice Date	Notice Printout Date	Amount (RM)
E2100003762P95001	20/02/1995		5.00
E2100003762P94008	24/10/1994		5.00

Remarks

BACK

SAVE &amp; CONTINUE



Step 3: Review case and click Save & Continue

Step 4: Click Add Document

### Follow Up Supporting Document

#### Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	programmer test.txt	Fclb Appeal Employer Letter		22/07/2019	
2	1563781773802.pdf	Fclb Appeal Notification Letter		22/07/2019	
3	1563782079738.pdf	Fclb Query To Employer		22/07/2019	

#### Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	programmer test.22	test	22/07/2019

BACK

SAVE

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

Upload Supporting Document

Supporting Document

Description

Other

Browse... test.txt

Remarks

Document Requested

982 characters remaining

ADD DOCUMENT

Step 6: Click Add Document

Follow Up Supporting Document

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	programer test.txt	Fclb Appeal Employer Letter		22/07/2019	
2	1563781773802.pdf	Fclb Appeal Notification Letter		22/07/2019	
3	1563782079738.pdf	Fclb Query To Employer		22/07/2019	
4	Test textfile.txt	Other		14/08/2019	

Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	programmer test 22	test	22/07/2019

BACK

SAVE

Step 7: Click Save

CONFIRMATION

Proceed for Submission?

CANCEL

CONFIRM

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

MyASSIST
Electronic Funds Transfer
Online Portal Payment
My Sites
MILLER MANKOF

Online Portal Payment

Employer Name  
D'HOPE MARRIAGE SDN BHD  
Employer Code  
E1302001222A

Payment Information

	No.	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
<input type="checkbox"/>	1	ECR062180200002	SIP Contribution	43.00	43.00	
<input type="checkbox"/>	2	ECR062180000332	SIP Contribution	61.00	61.00	
<input type="checkbox"/>	3	ECR062180000342	SIP Contribution	61.00	61.00	
<input type="checkbox"/>	4	ECR062180000318	SIP Contribution	76.20	76.20	
<input checked="" type="checkbox"/>	5	ECR062180000354	SIP Contribution	79.00	79.00	
<input type="checkbox"/>	6	ECR062180200010	SIP Contribution	117.00	117.00	
<input type="checkbox"/>	7	ECR062180000313	SIP Contribution	121.00	121.00	
<input type="checkbox"/>	8	ECR062180000316	SIP Contribution	172.10	172.10	
<input type="checkbox"/>	9	ECR062180000320	SIP Contribution	172.10	172.10	
<input type="checkbox"/>	10	ECR062180000357	SIP Contribution	172.10	172.10	

PAGE 1 OF 3
10 ITEMS PER PAGE
Showing 1 - 10 of 27 results.
First
Previous
Next
Last

ADD TO CART

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

MyASSIST
Electronic Funds Transfer
Online Portal Payment

My Sites
MILLER MANKOF

Online Portal Payment

Employer Name  
**D'HOPE MARRIAGE SDN BHD**  
Employer Code  
**E1302001222A**

Payment Cart

No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Action
1	E1302001222A	D'HOPE MARRIAGE SDN BHD	ECR062180000354	SIP Contribution	79.00	

Total Amount (RM)
**79.00**

SEARCH PAYMENT

CLEAR LIST

CONTINUE

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

Online Portal Payment

Employer Name  
TOBETOBE  
Employer Code  
E1101100932Z

FPX Payment



Payment Amount (RM)

88.80

Business Model\*

Personal To Corporate

Bank List\*

SBI Bank A

Email Address\*

yukitobe123@gmail.com

FPX Operating Hours: 24x7

[FPX Information](#)

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

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

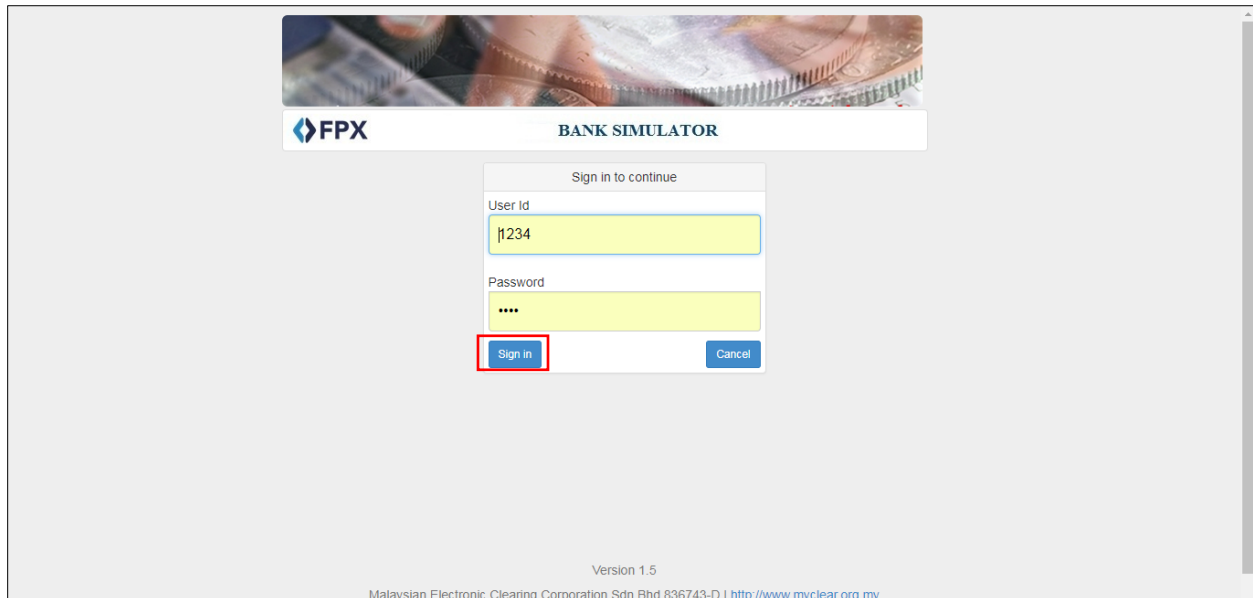
BACK

PROCEED



Step 12: Enter User id and Password

Step 13: Click Sign In



**FPX** **BANK SIMULATOR**

Sign in to continue

User Id  
1234

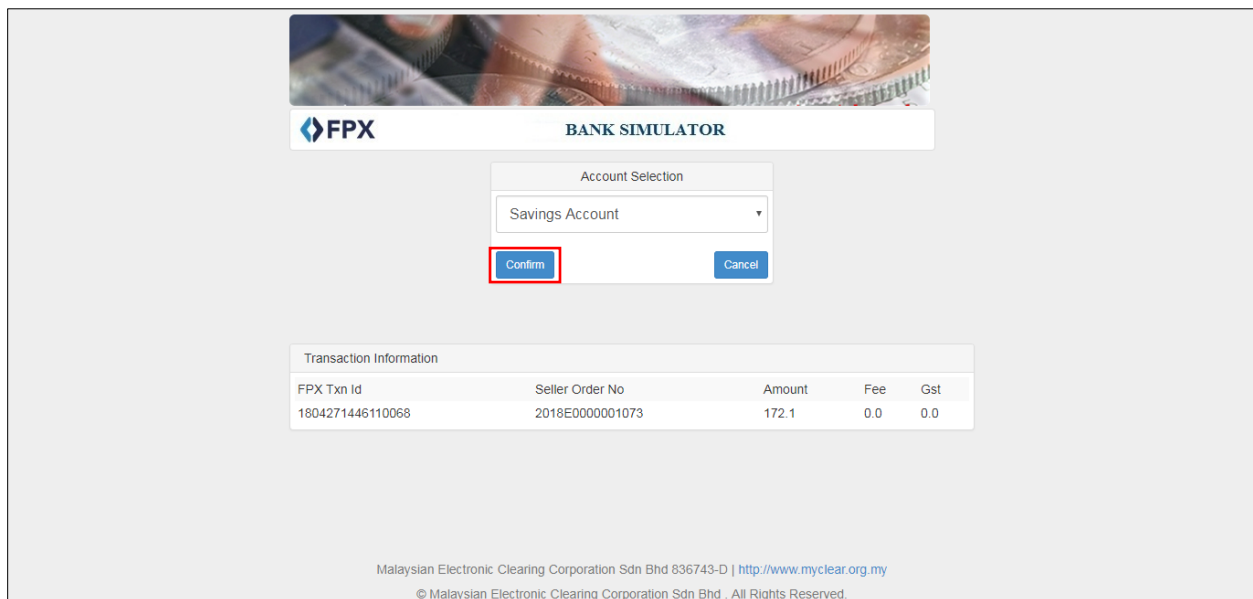
Password  
\*\*\*\*

**Sign in** **Cancel**

Version 1.5  
Malaysian Electronic Clearing Corporation Sdn Bhd 836743-D | <http://www.myclar.org.my>

Step 14: Select Account

Step 15: Click Confirm



**FPX** **BANK SIMULATOR**

Account Selection

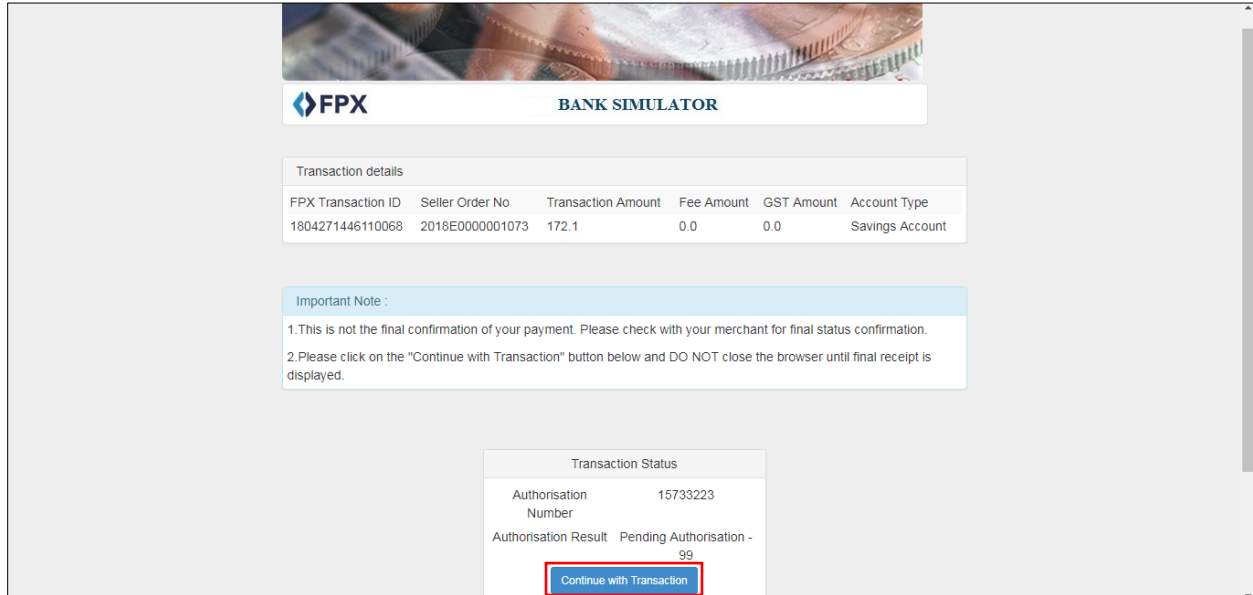
Savings Account

**Confirm** **Cancel**

Transaction Information				
FPX Txn Id	Seller Order No	Amount	Fee	Gst
1804271446110068	2018E0000001073	172.1	0.0	0.0

Malaysian Electronic Clearing Corporation Sdn Bhd 836743-D | <http://www.myclar.org.my>  
© Malaysian Electronic Clearing Corporation Sdn Bhd . All Rights Reserved.

## Step 16: Click Continue with Transaction



**FPX BANK SIMULATOR**

Transaction details					
FPX Transaction ID	Seller Order No	Transaction Amount	Fee Amount	GST Amount	Account Type
1804271446110068	2018E0000001073	172.1	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	Pending Authorisation - 99
<a href="#">Continue with Transaction</a>	

## Step 17: Click Receipt



Online Portal Payment

Employer Name  
TOBETOBE  
Employer Code  
E1101100932Z

**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	
					<a href="#">END</a>

## 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.



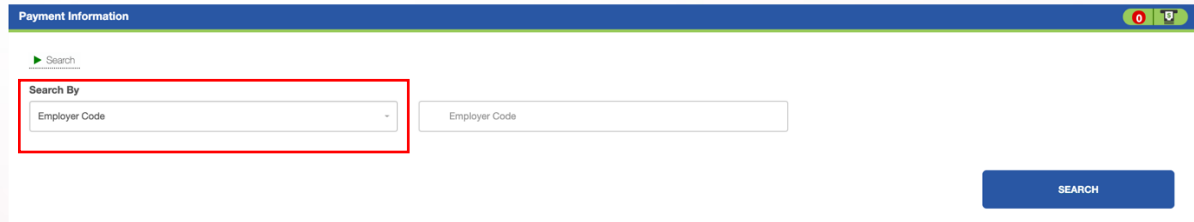
Step 1: Select EIS- COLLECTION at My Sites Menu.



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.

Online Portal Payment



Payment Information

Search

Search By

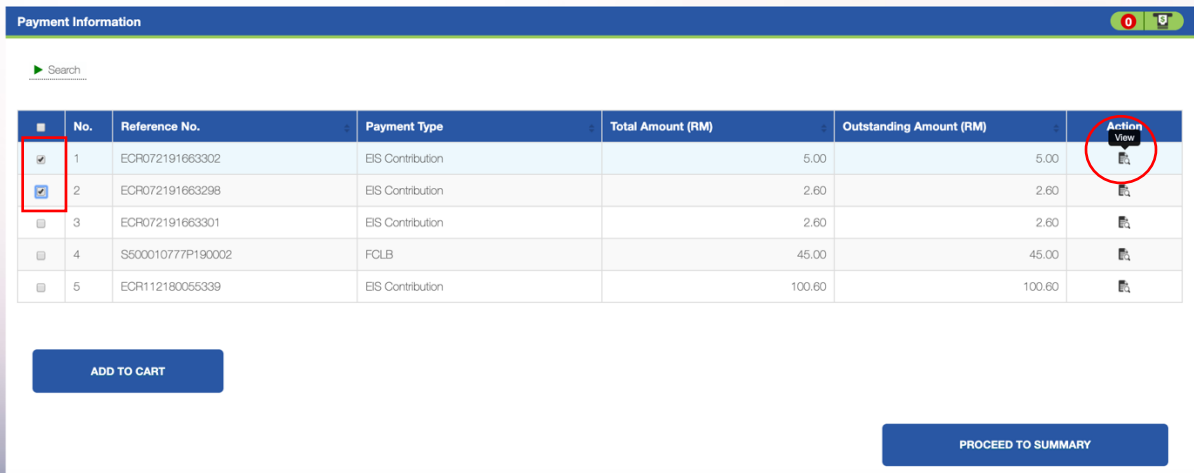
Employer Code

Employer Code

SEARCH






Step 4: Check payments to be made.

Online Portal Payment



Payment Information

Search

No.	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
1	ECR072191663302	EIS Contribution	5.00	5.00	
2	ECR072191663298	EIS Contribution	2.60	2.60	
3	ECR072191663301	EIS Contribution	2.60	2.60	
4	S600010777P190002	FCLB	45.00	45.00	
5	ECR112180056339	EIS Contribution	100.60	100.60	

ADD TO CART

PROCEED TO SUMMARY

Step 5: Click Add to Cart.

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



"Payment Cart" has been successfully added.

My Sites

MACROCODE SDN. BHD.

Payment Information





Search

2

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

## Online Portal 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 <sup>?</sup>

SEARCH PAYMENT

CLEAR LIST


CONTINUE

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.**

FPX Payment



Payment Amount (RM)

7.60

Business Model \*

Corporate To Corporate

Bank List \*

Affin Bank

Email Address \*

nay@mail.com

FPX Operating Hours: 24x7

[FPX Information](#)

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

\* You must have Internet Banking Account in order to make transaction using FPX.

\* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.

\* Do not close browser / refresh page until you receive response.

BACK

PROCEED

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.



## BANK SIMULATOR

Sign in to continue

User Id

Password

Sign in

Cancel



## 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	<a href="#">Download</a>

#### New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	MUTIARA PUSAT KEK	932Z170674	5.00	<a href="#">Download</a>

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.

Electronic Fund Transfer Registration

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Employer Information

Employer Code	Employer Name	Address
A00000000	DOORBELL MARRIAGE SDN BHD	

Email Address \*  
rk.house@gmail.com

Contact No. \*  
123456789

Officer Name \*  
DENZ

SUBMIT

"EFT Payment" has been successfully Updated .

Electronic Fund Transfer Registration

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Employer Information

Employer Code	Employer Name	Address
A00000000	DOORBELL MARRIAGE SDN BHD	

Email Address \*  
rk.house@gmail.com

Contact No. \*  
123456789

Officer Name \*  
DENZ

SUBMIT

**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.

Electronic Fund Transfer Payment

Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Payment Information

<input type="checkbox"/>	No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
<input checked="" type="checkbox"/>	1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	500.00	

CONTINUE

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

Step 4: Click on the Continue button.

Payment Information

Payment Date \*

Payment Reference No. \*

Amount (RM) \*

Payment Slip \*

Browse...

No file selected.


BACK

CONTINUE

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.

No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Allocation Amount (RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	400.00	
Total Allocation Amount (RM)						400.00	
Total Payment Amount (RM)						400.00	
Difference Amount (RM)						0.00	

Payment Summary

Total Outstanding Amount (RM)

500.00

Total Payment Amount (RM)

400.00

Total Payment Outstanding Amount (RM)

100.00

BACK

CONTINUE

### Electronic Fund Transfer Payment



Your Submission Has Been Submitted Successfully!

Employer Name

DOORBELL MARRIAGE SDN BHD

Employer Code

A00000000

Payment Date:

13/10/2017

Total Payment Amount:

400.00

Submission Case Number:

COL10201700000132

Print

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

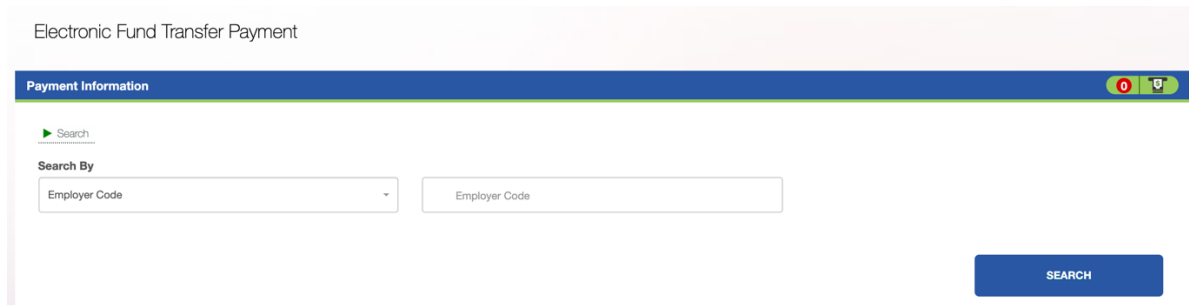
**NOTE: The receipt for the payment will only be generated after the EFT payment has been approved by the CA EFT. The receipt will be emailed to the employer.**

### 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.

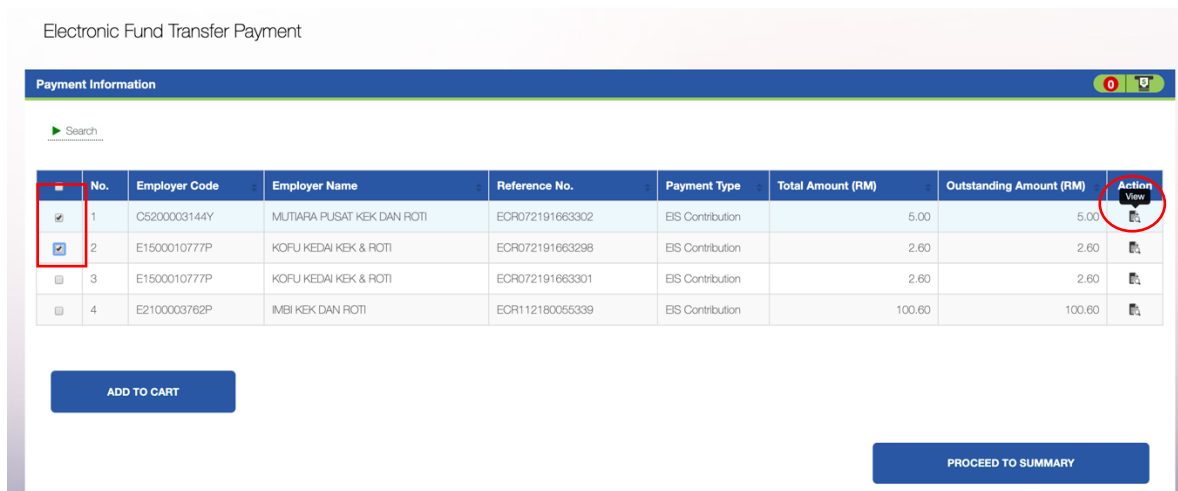


Step 1: Search managed employer using search by Employer Code, Employer Name, ACR No. from the dropdown menu.



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	IMEI 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.

## Electronic Fund Transfer Payment

## Payment To Be Paid

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**

## Payment Information

Payment Date \*

Payment Reference No. \*

Amount (RM) \*

Payment Slip \*

 No file chosen

BACK

CONTINUE

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

## Payment Information

Payment Date \*

Payment Reference No. \*

Amount (RM) \*

Payment Slip \*

 No file selected.

BACK

CONTINUE

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.**

Electronic Fund Transfer Payment

Payment Information							
Payment Date	Payment Reference No.	Amount (RM)					
14/08/2019	1234567	7.60					

Payment Allocation							
No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Allocation Amount (RM)	Action
1	C5200003144Y	MUTARA PUSAT KEK DAN ROTI	ECR072191663302	ES Contribution	5.00	5.00	
2	E1500010777P	KOFU KEDAI KEK & ROTI	ECR072191663298	ES Contribution	2.60	2.60	
Total Allocation Amount (RM)						7.60	
Total Payment Amount (RM)						7.60	
Difference Amount (RM)						0.00	

Payment Summary		
Total Outstanding Amount (RM)	Total Payment Amount (RM)	Total Outstanding Amount (RM)
7.60	7.60	0.00

BACK CONTINUE

Step 11: Click the Continue.



Your Submission Has Been Submitted for Approval!

Employer Code:  
**A3100000189M**

Employer Name:  
**CHUNG SUN MELON SEEDS FACTORY**

Payment Date:  
**14/08/2019**

Total Payment Amount:  
**7.60**

Submission Case Number:  
**EISCOL08201900000412**



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

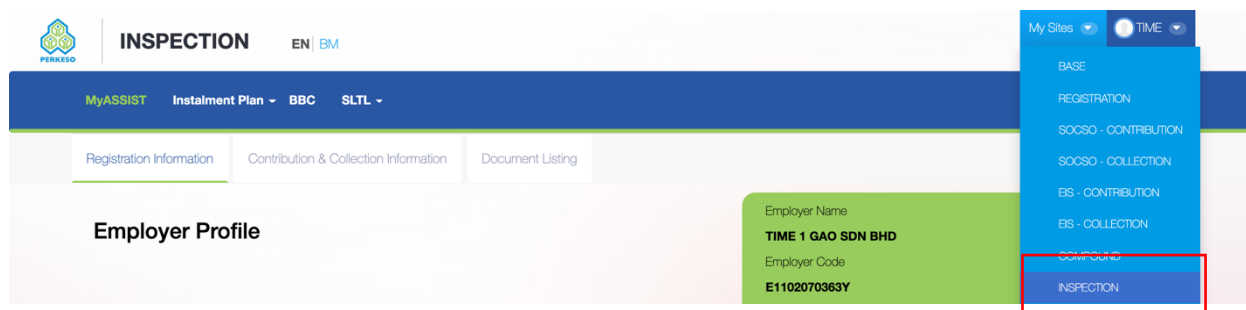
The table below explains specific terms and abbreviations used in this section. Please refer to the table in order to better understand this section.

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

### 8.2 Instalment Plan

#### 8.2.1 Search for Employer Case

Step 1: Select Inspection from the My Sites menu.

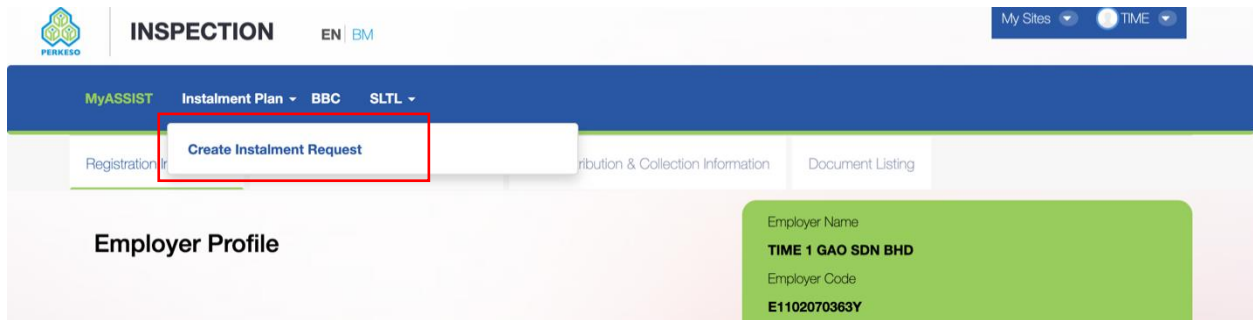


The screenshot displays the PERKESO MyASSIST portal interface. At the top, the 'INSPECTION' header is visible. Below it, the 'My Sites' dropdown menu is open, showing a list of options: BASE, REGISTRATION, SOCSO - CONTRIBUTION, SOCSO - COLLECTION, EIS - CONTRIBUTION, EIS - COLLECTION, SOCSO, and INSPECTION. The 'INSPECTION' option is highlighted with a red box. The main content area shows the 'Employer Profile' section with the following details:

- Employer Name: TIME 1 GAO SDN BHD
- Employer Code: E1102070363Y

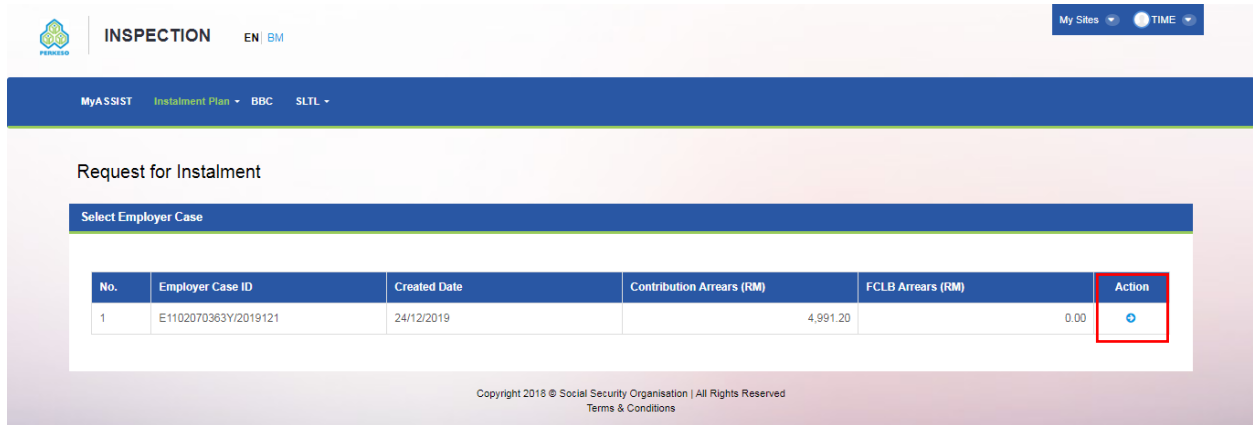


Step 2: Click the sub menu "Create Instalment Request" on the "Instalment" menu.




The screenshot shows the PERKESO ASSIST & EIS Employer Portal interface. The top navigation bar includes the PERKESO logo, the word 'INSPECTION', and user information 'EN | BM'. A dropdown menu for 'My Sites' and a 'TIME' selector are also visible. The main navigation bar features 'MyASSIST', 'Instalment Plan', 'BBC', and 'SLTL'. The 'Instalment Plan' dropdown menu is open, and the 'Create Instalment Request' option is highlighted with a red rectangle. Below the navigation bar, the 'Employer Profile' section is visible, showing the employer name 'TIME 1 GAO SDN BHD' and the employer code 'E1102070363Y'.

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

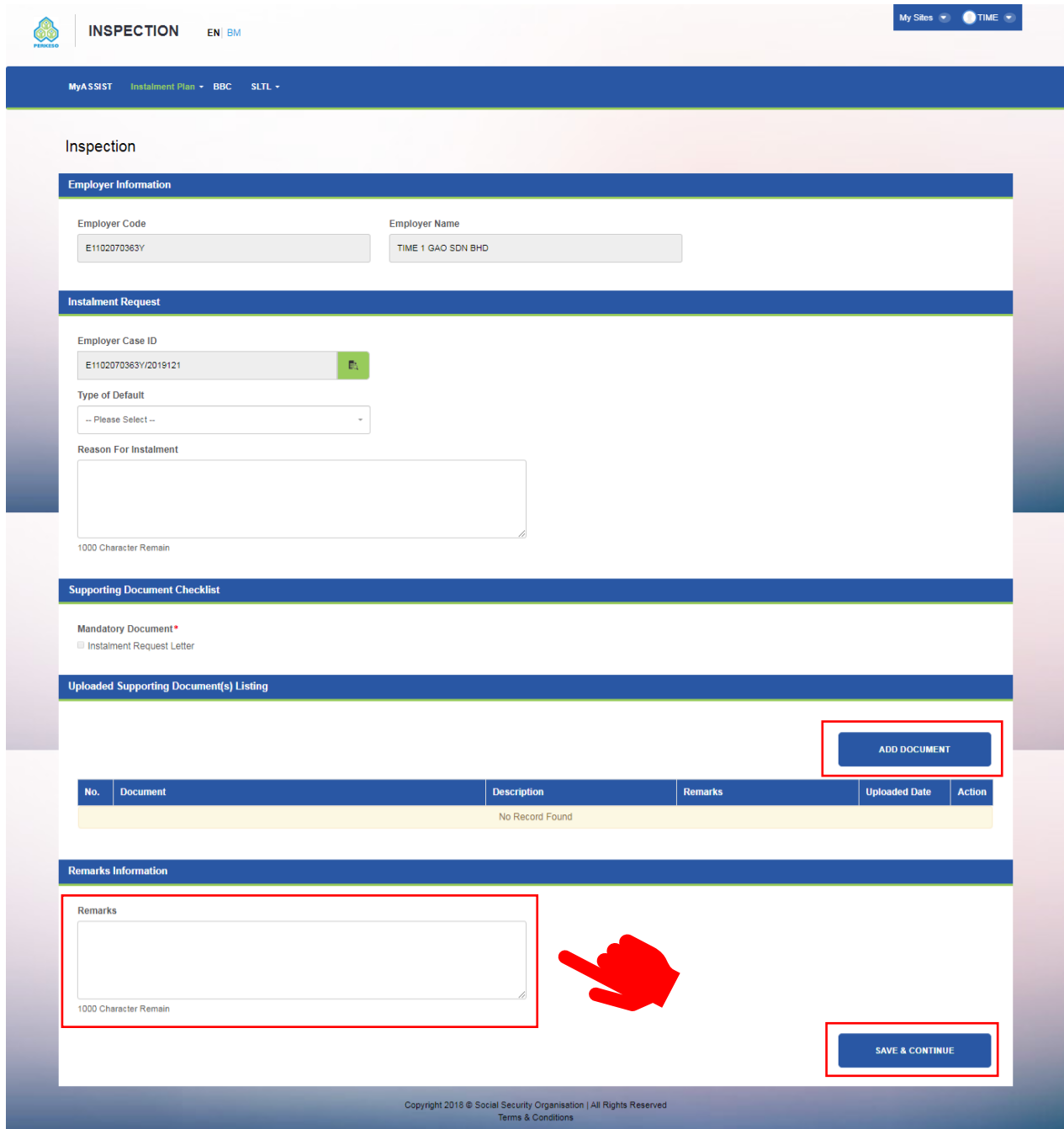


The screenshot shows the PERKESO ASSIST & EIS Employer Portal interface. The top navigation bar includes the PERKESO logo, the word 'INSPECTION', and user information 'EN | BM'. A dropdown menu for 'My Sites' and a 'TIME' selector are also visible. The main navigation bar features 'MyASSIST', 'Instalment Plan', 'BBC', and 'SLTL'. The 'Request for Instalment' section is displayed, showing a table of cases. The table has columns for 'No.', 'Employer Case ID', 'Created Date', 'Contribution Arrears (RM)', 'FCLB Arrears (RM)', and 'Action'. The 'Action' column contains a 'Continue' icon, which is highlighted with a red rectangle. Below the table, the copyright notice 'Copyright 2018 © Social Security Organisation | All Rights Reserved. Terms & Conditions' is visible.

No.	Employer Case ID	Created Date	Contribution Arrears (RM)	FCLB Arrears (RM)	Action
1	E1102070363Y/2019121	24/12/2019	4,991.20	0.00	

## 8.2.2 Request for Instalment Case

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



**INSPECTION** EN BM

My Sites TIME

MyASSIST Instalment Plan BBC SLTL

### Inspection

#### Employer Information

Employer Code: E1102070363Y

Employer Name: TIME 1 GAO SDN BHD

#### Instalment Request

Employer Case ID: E1102070363Y/2019121

Type of Default: -- Please Select --

Reason For Instalment:   
 1000 Character Remain

#### Supporting Document Checklist

Mandatory Document\*

☐ Instalment Request Letter

#### Uploaded Supporting Document(s) Listing

**ADD DOCUMENT**

No.	Document	Description	Remarks	Uploaded Date	Action
No Record Found					

#### Remarks Information

Remarks:   
 1000 Character Remain

**SAVE & CONTINUE**

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

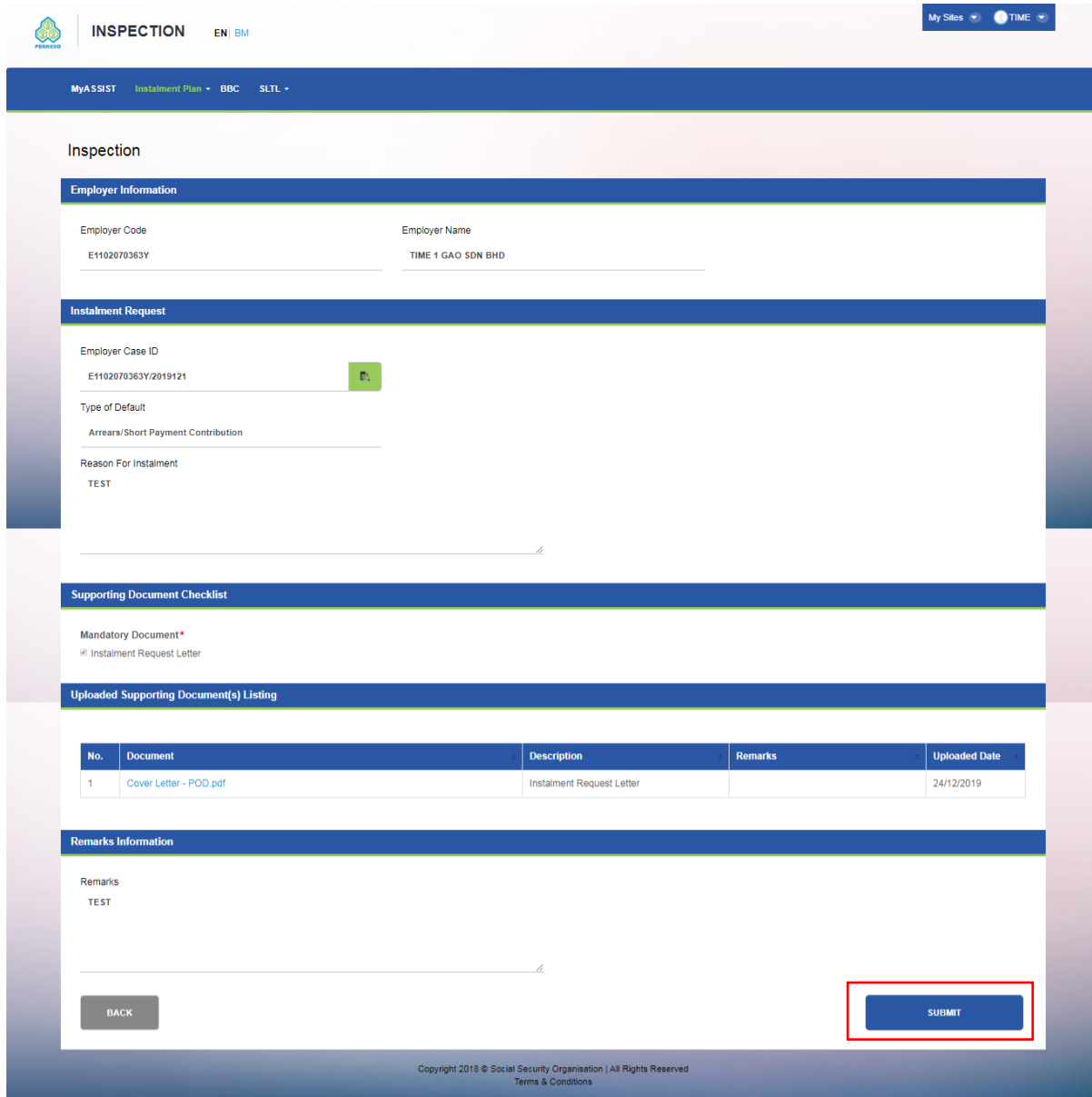
Step 2: Click "Add Document" to upload supporting document.

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.



**INSPECTION** EN | BM

MyASSIST Instalment Plan BDC SLTL

#### Inspection

**Employer Information**

Employer Code

E1102070363Y

Employer Name

TIME 1 GAO SDN BHD

**Instalment Request**

Employer Case ID

E1102070363Y/2019121

Type of Default

Arrears/Short Payment Contribution

Reason For Instalment

TEST

**Supporting Document Checklist**

Mandatory Document\*

☒ Instalment Request Letter

**Uploaded Supporting Document(s) Listing**

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">Cover Letter - POD.pdf</a>	Instalment Request Letter		24/12/2019

**Remarks Information**

Remarks

TEST

BACK

SUBMIT

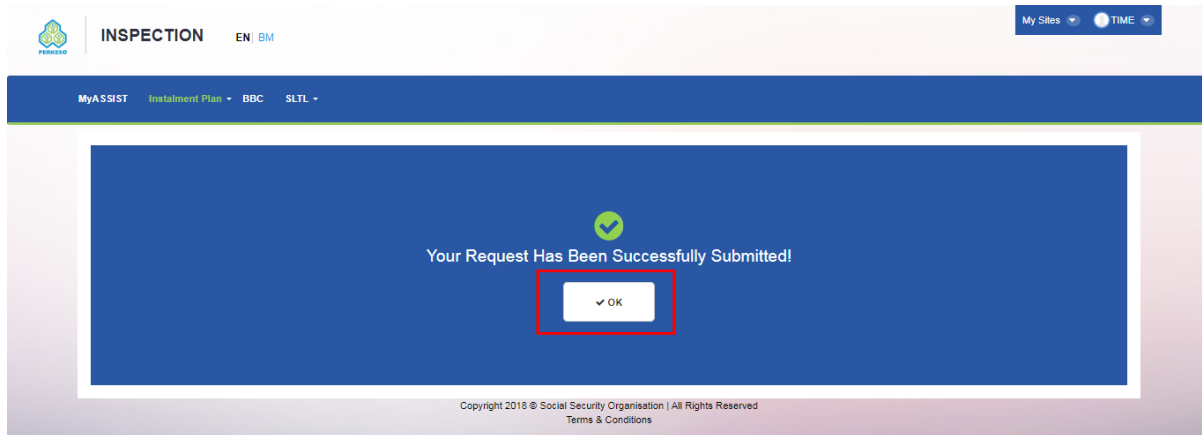
Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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

## 8.2.4 Successful Submission Notification

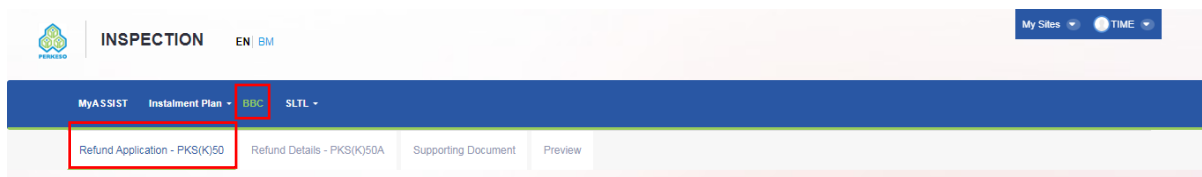
Step 1: A notification indication the case has been successfully submitted will be displayed.

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.


INSPECTION
EN BM

My Sites TIME

MyASSIST
Instalment Plan
BIB
SLTL

Refund Application - PKS(K)50
Refund Details - PKS(K)50A
Supporting Document
Preview

### Application

#### Applicant Information

Name \*

Designation
Telephone No.
Email

#### Case Information

Data Source \*
Email/Postal

Refund Type \*
-- Please Select --

Received Date

#### Employer Information

Employer Code
E1102070363Y

Employer Name
TIME 1 GAO SDN BHD

Postal Address
JALAN GOH HOCK HUAT
80100 JOHOR &&
JOHOR & TEST 1 &&

State
JOHOR

City
JOHOR BAHRU

Postcode
80500

P. O. Box

Locked Bag No.

WDT

Telephone No.

Mobile No.
609123456789

Fax No.
+6033426388

Email
time1@gmail.com

#### Bank Information

Method Of Refund
Electronic Fund Transfer
Cheque

Bank Name
-- Please Select --

Account No.

Name of Account Holder

Recipient Type \*
-- Please Select --

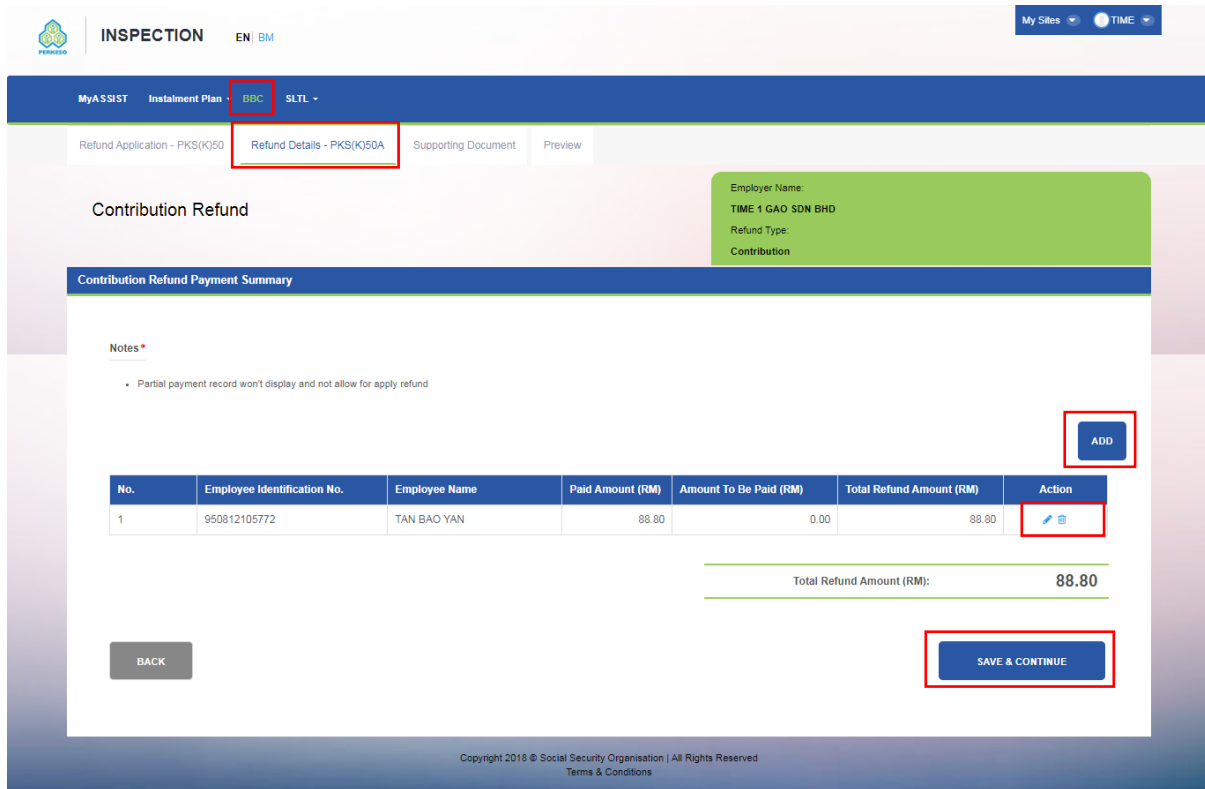
Send To Address \*
-- Please Select --

SAVE & CONTINUE

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

### 8.3.2 Refund Details – PKS(\$)50

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



INSPECTION EN BM My Sites TIME

MyASSIST Instalment Plan BBC SLTL

Refund Application - PKS(K)50 Refund Details - PKS(K)50A Supporting Document Preview



Contribution Refund

Employer Name: TIME 1 GAO SDN BHD  
Refund Type: Contribution

Contribution Refund Payment Summary

Notes\*

- Partial payment record won't display and not allow for apply refund

No.	Employee Identification No.	Employee Name	Paid Amount (RM)	Amount To Be Paid (RM)	Total Refund Amount (RM)	Action
1	950812105772	TAN BAO YAN	88.80	0.00	88.80	 

Total Refund Amount (RM): 88.80

BACK SAVE & CONTINUE

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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

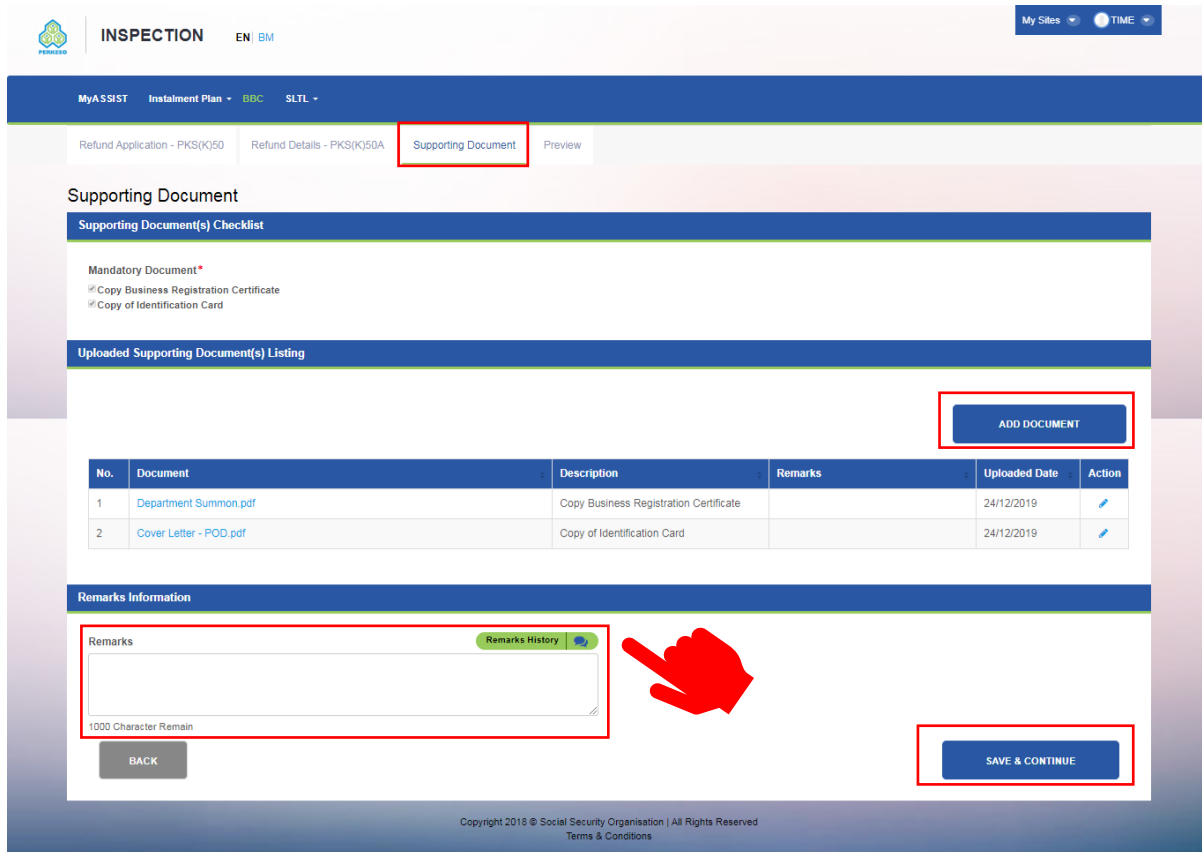
Step 3: Click on the pencil icon to update additional information.

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'.



MyASSIST Instalment Plan - BBC SLTL -

Refund Application - PKS(K)50 Refund Details - PKS(K)50A **Supporting Document** Preview

#### Supporting Document

##### Supporting Document(s) Checklist

Mandatory Document\*

- ☒ Copy Business Registration Certificate
- ☒ Copy of Identification Card

##### Uploaded Supporting Document(s) Listing

**ADD DOCUMENT**

No.	Document	Description	Remarks	Uploaded Date	Action
1	Department Summon.pdf	Copy Business Registration Certificate		24/12/2019	
2	Cover Letter - POD.pdf	Copy of Identification Card		24/12/2019	

##### Remarks Information

Remarks **Remarks History**

1000 Character Remain

**BACK** **SAVE & CONTINUE**

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

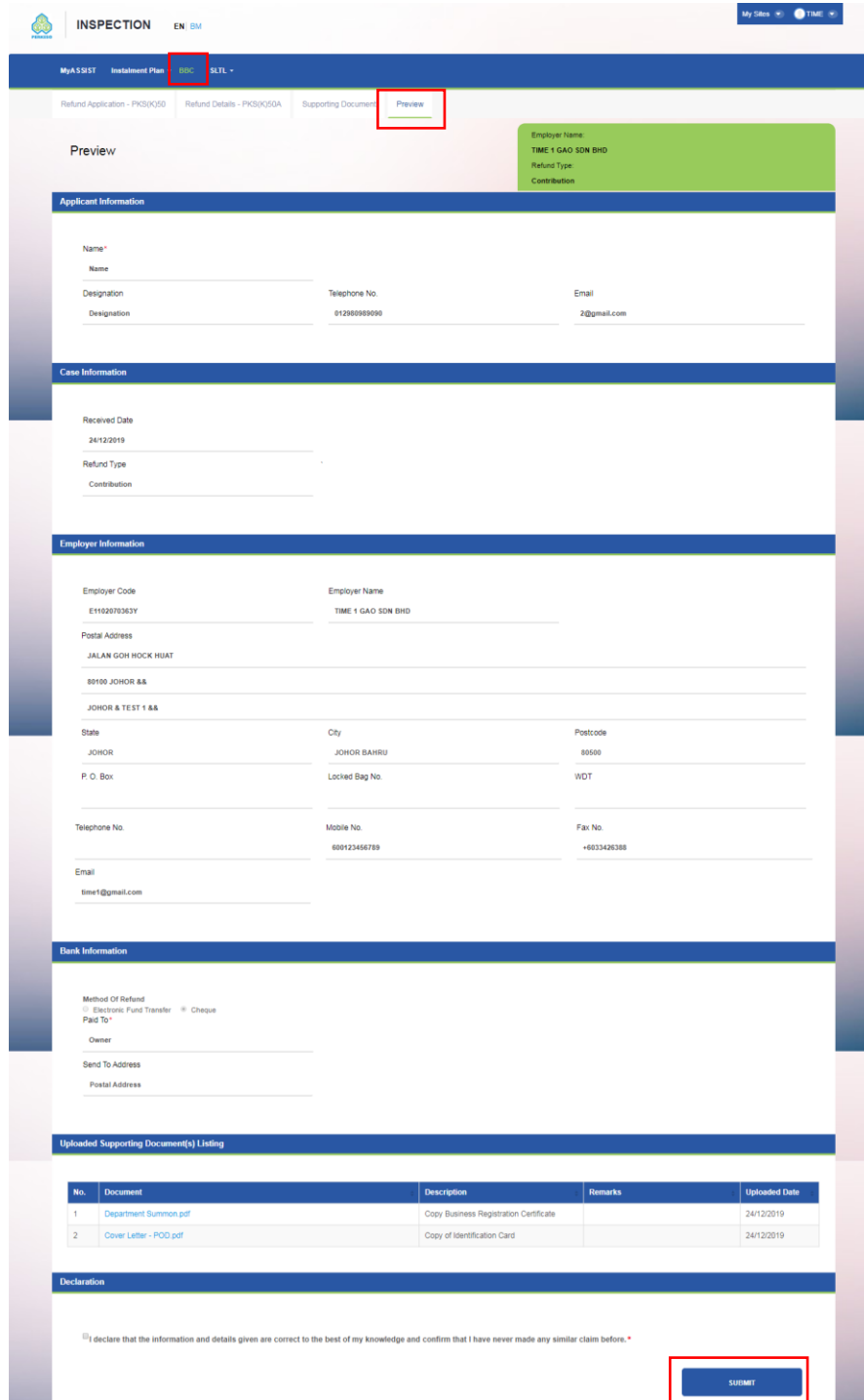
Step 2: Click "Add Document" to upload supporting document.

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'.



**INSPECTION** EN EM

MyASSET Installation Plan **BBC** SLTL

Refund Application - PKSO/KSO Refund Details - PKSO/KSOA Supporting Documents **Preview**

**Preview**

Employer Name  
TIME 1 GAO SDN BHD  
Refund Type:  
Contribution

**Applicant Information**

Name\*  
Name  
Designation  
Designation  
Telephone No.  
01296099090  
Email  
2@gmail.com

**Case Information**

Received Date  
24/12/2019  
Refund Type  
Contribution

**Employer Information**

Employer Code  
E1192070363Y  
Employer Name  
TIME 1 GAO SDN BHD  
Postal Address  
JALAN GOR ROCK HOUT  
80100 JOHOR &&  
JOHOR & TEST 1 &&  
State  
JOHOR  
City  
JOHOR BAHRU  
Postcode  
80500  
P. O. Box  
Locked Bag No.  
WDT  
Telephone No.  
Mobile No.  
609123456789  
Fax No.  
+6033426388  
Email  
time1@gmail.com

**Bank Information**

Method Of Refund  
☒ Electronic Fund Transfer ☐ Cheque  
Paid To\*  
Owner  
Send To Address  
Postal Address

**Uploaded Supporting Document(s) Listing**

No.	Document	Description	Remarks	Uploaded Date
1	Department Summon.pdf	Copy Business Registration Certificate		24/12/2019
2	Cover Letter - POC.pdf	Copy of Identification Card		24/12/2019

**Declaration**

I declare that the information and details given are correct to the best of my knowledge and confirm that I have never made any similar claim before.\*

**SUBMIT**

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.

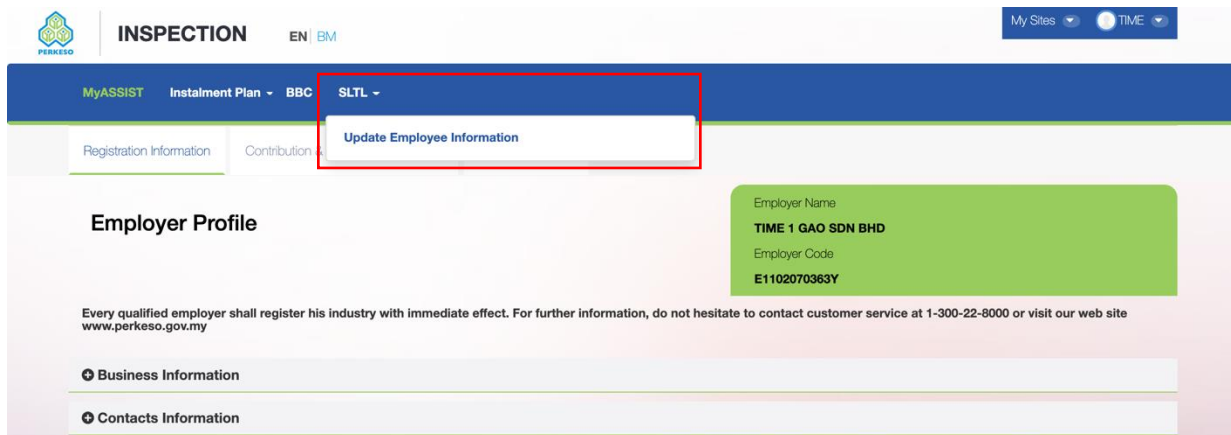


Step 2: Click 'OK'.

## 8.4 SLTL Update Employee Information

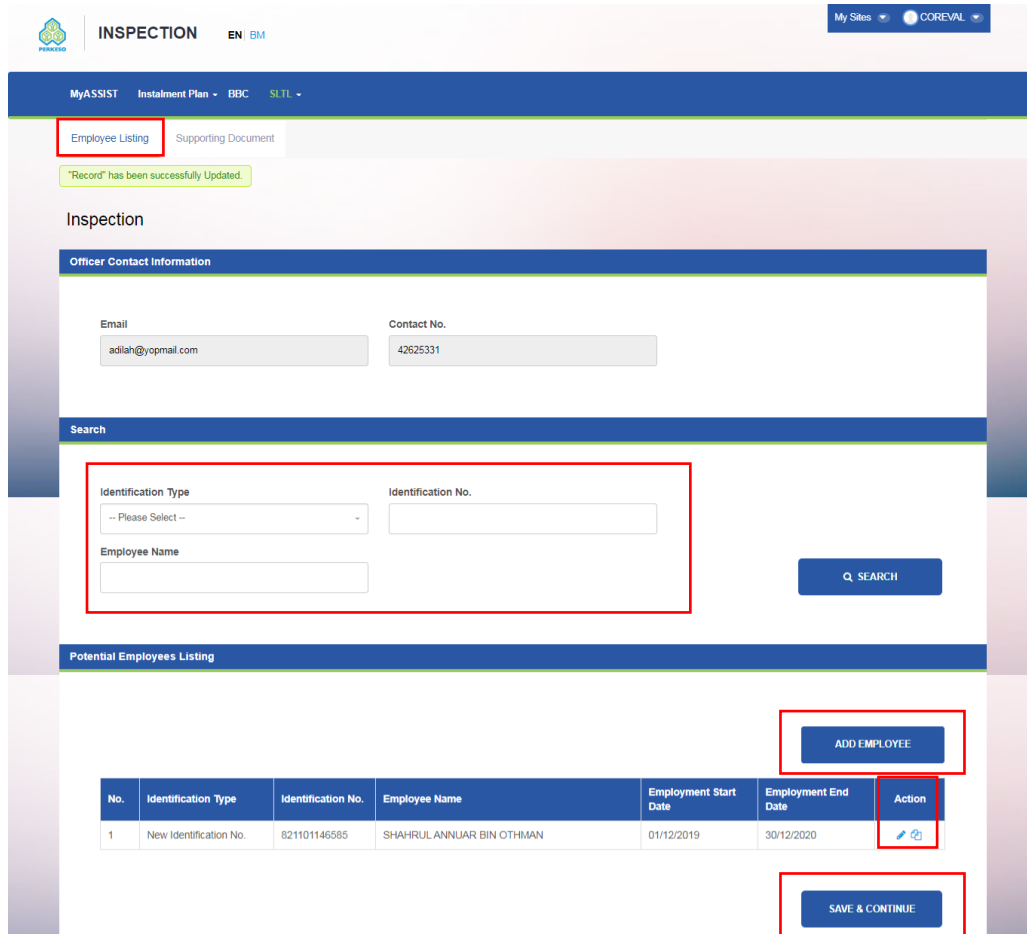
### 8.4.1 Update Employee Start/End Date

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'



**INSPECTION** EN BM

MyASSIST Instalment Plan - BBC SUTL

Employee Listing Supporting Document

"Record" has been successfully Updated.

**Inspection**

**Officer Contact Information**


Email: adilah@yopmail.com Contact No.: 42625331

**Search**

Identification Type: -- Please Select -- Identification No.: Employee Name:

**Potential Employees Listing**

**ADD EMPLOYEE**

No.	Identification Type	Identification No.	Employee Name	Employment Start Date	Employment End Date	Action
1	New Identification No.	821101146585	SHAHROL ANNUAR BIN OTHMAN	01/12/2019	30/12/2020	

**SAVE & CONTINUE**

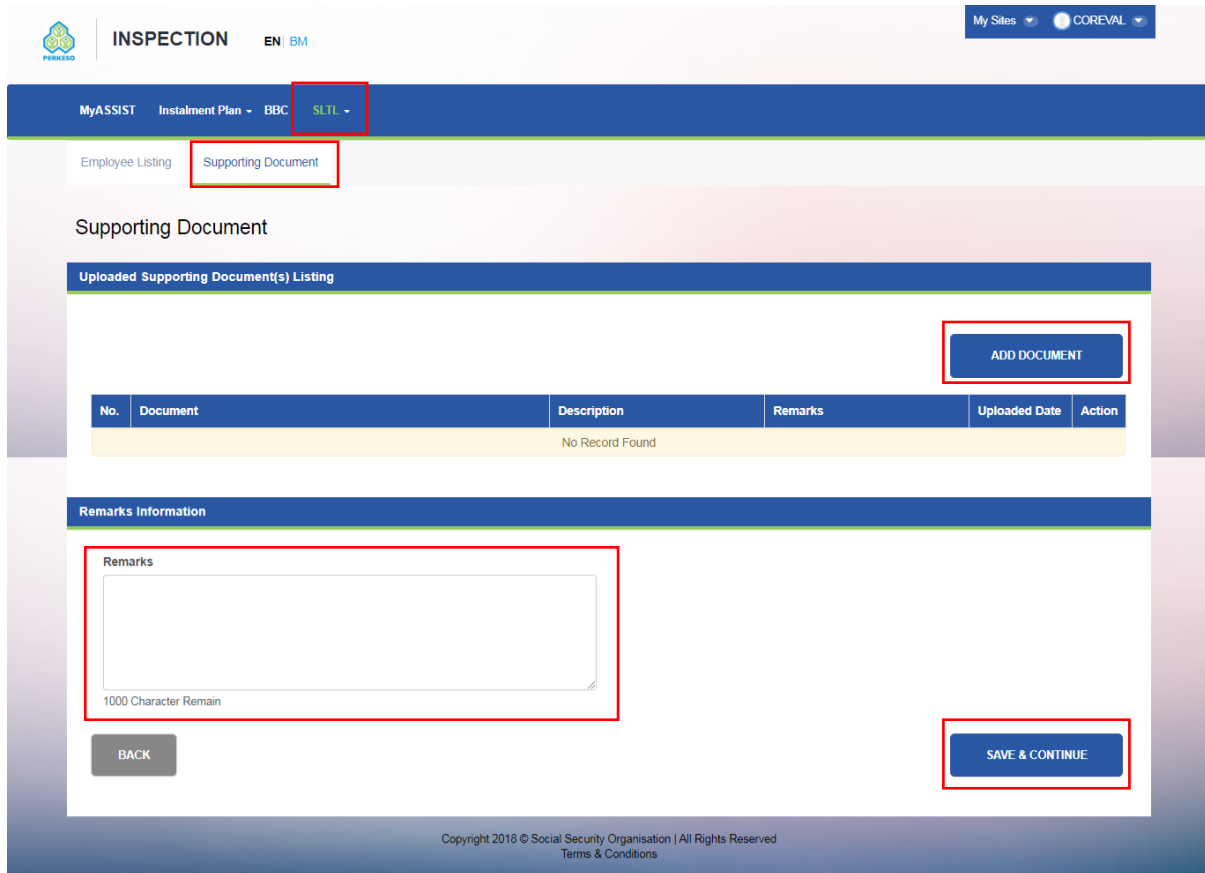
Step 4: Click "Add Employee" to add employee.

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'.



The screenshot shows the PERKESO ASSIST & EIS Employer Portal interface. The top navigation bar includes 'MyASSIST', 'Instalment Plan', 'BBC', and 'SLTL'. The 'SLTL' menu is highlighted with a red box. Below the navigation bar, the 'Supporting Document' link is highlighted with a red box. The main content area is titled 'Supporting Document' and contains an 'Uploaded Supporting Document(s) Listing' table. The table has columns for 'No.', 'Document', 'Description', 'Remarks', 'Uploaded Date', and 'Action'. A red box highlights the 'ADD DOCUMENT' button in the top right corner of the table. Below the table, the 'Remarks Information' section contains a 'Remarks' text area, which is highlighted with a red box. A '1000 Character Remain' indicator is shown below the text area. A 'BACK' button is located at the bottom left, and a 'SAVE & CONTINUE' button is highlighted with a red box at the bottom right. The footer contains the copyright notice: 'Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions'.

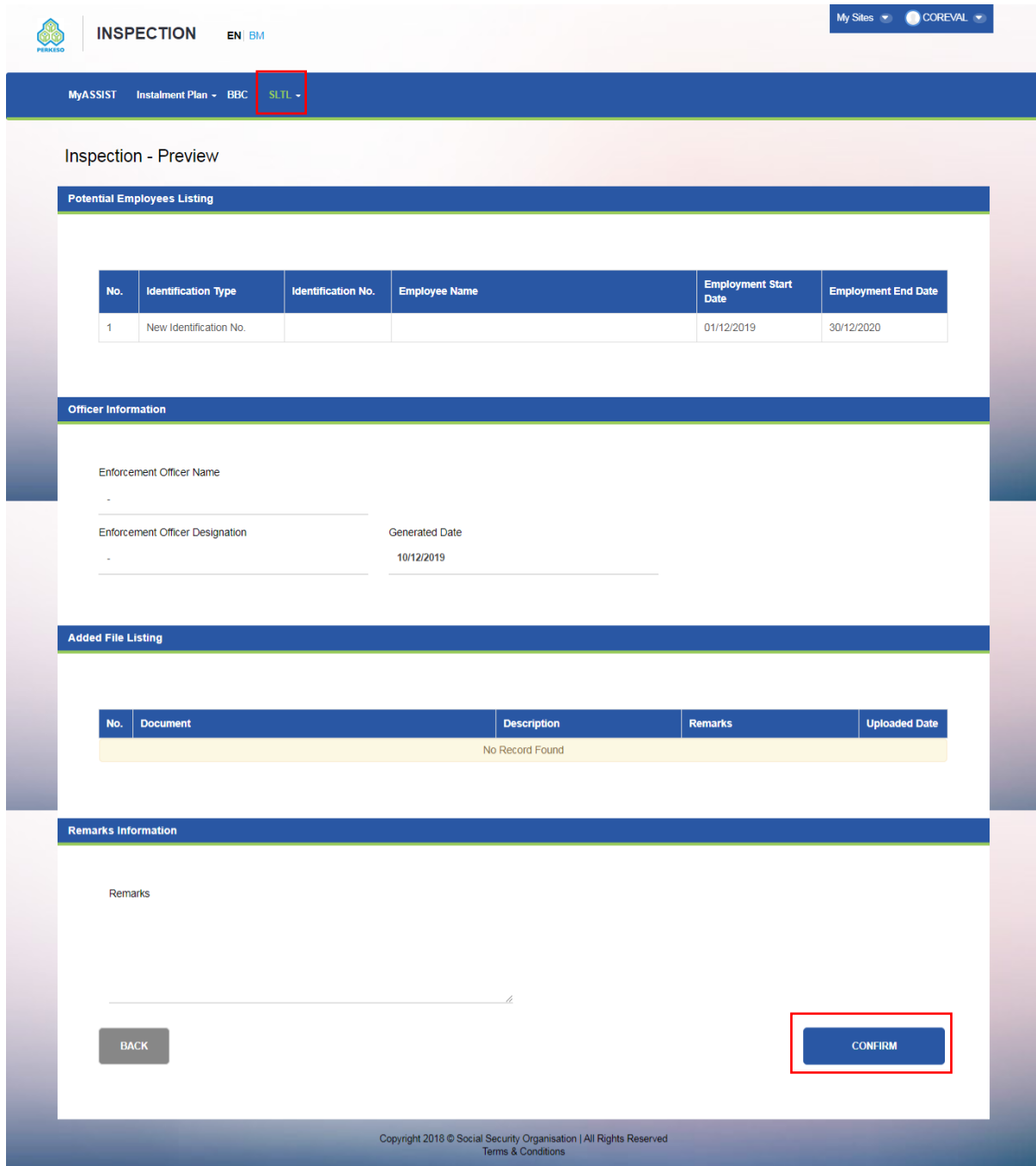
Step 2: Click "Add Document" to upload supporting document.

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'.



My Sites COREVAL

INSPECTION EN BM

MyASSIST Installation Plan BBC SLTL

#### Inspection - Preview

##### Potential Employees Listing

No.	Identification Type	Identification No.	Employee Name	Employment Start Date	Employment End Date
1	New Identification No.			01/12/2019	30/12/2020

##### Officer Information

Enforcement Officer Name

-

Enforcement Officer Designation

-

Generated Date

10/12/2019

##### Added File Listing

No.	Document	Description	Remarks	Uploaded Date
No Record Found				

##### Remarks Information

Remarks

BACK CONFIRM

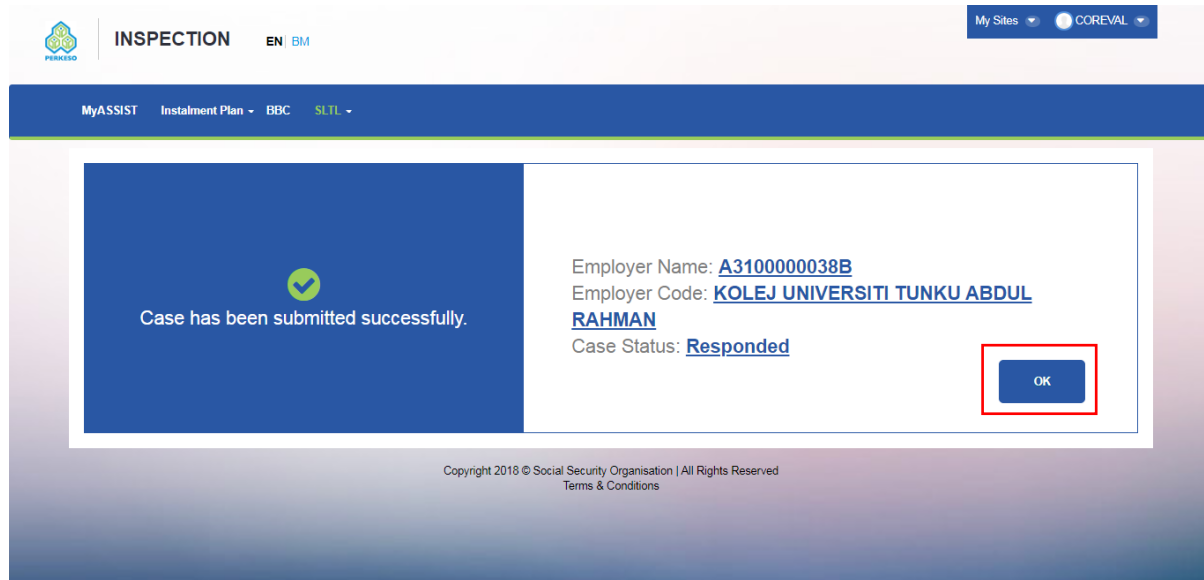
Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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'

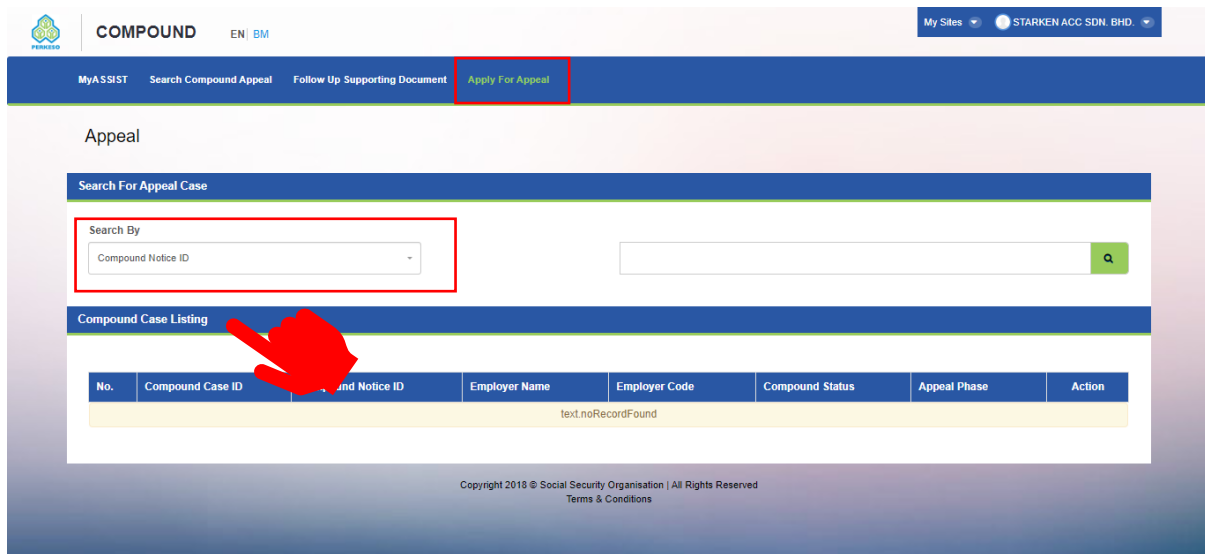
## 9.0 COMPOUND

### 9.1 Request Appeal on Compound

Step 1: Select Compound from the My Sites menu.



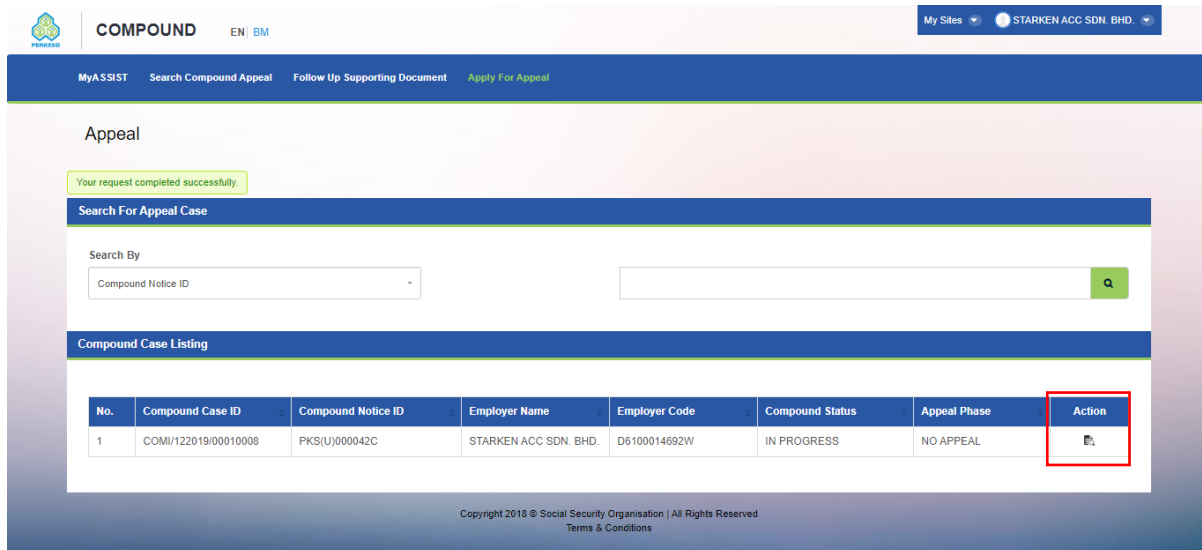
Step 2: Click on 'Apply For Appeal'. Employers will be able to view compound they received in the 'Compound Case Listing' section.




### 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.




The screenshot shows the 'COMPOUND' section of the portal. It includes a navigation bar with 'My ASSIST', 'Search Compound Appeal', 'Follow Up Supporting Document', and 'Apply For Appeal'. Below this is a 'Search For Appeal Case' section with a 'Search By' dropdown menu set to 'Compound Notice ID' and a search input field. A table titled 'Compound Case Listing' displays the following data:

No.	Compound Case ID	Compound Notice ID	Employer Name	Employer Code	Compound Status	Appeal Phase	Action
1	COM/122019/00010008	PKS(U)000042C	STARKEN ACC SDN. BHD.	D6100014692W	IN PROGRESS	NO APPEAL	

The 'view' icon in the 'Action' column is highlighted with a red box. At the bottom of the page, there is a copyright notice: 'Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions'.

## 9.1.2 Compound Information


**COMPOUND**
EN | BM

My Sites
STARKEN ACC SDN. BHD.

MyASST
Search Compound Appeal
Follow Up Supporting Document
Apply For Appeal

Remarks Information
Compound Information
Appeal Information
Supporting Documents

### Compound Information

Employer Name  
STARKEN ACC SDN. BHD.

Source Module  
Inspection

#### Compound Case Information

Case ID  
COMI122019/00010008

Case Status  
IN PROGRESS

Source Module  
INSPECTION

Inspection Type  
Schedule Inspection Visit

Source Reference No.  
DS100014852W/2019123

#### Compound Notice Information

Notice ID  
PKS/U000042C

Issue Method  
Proposed Compound

Compound Amount (RM)  
1000.00

Exceed Grace Period  
Yes

Approved By  
Compound Supervisor KL1

Appeal Phase  
NO APPEAL

#### Employer Information

Employer Code  
DS100014892W

Registration Date

Registration No. (BRN)

Employer Name  
STARKEN ACC SDN. BHD.

Address  
A-1-3A, PUSAT PERDAGANGAN KUCHAI  
NO. 2, JALAN 1/127, OFF JLN KUCHAI LAMA  
KUALA LUMPUR

State  
WILAYAH PERSEKUTUAN KUALA LUMPUR

City  
KUALA LUMPUR

Postcode  
55200

R.O. Box

Locked Bag No.

WDT

#### Compound Issued Information

SOCISO Office  
Pejabat PERKESO Negeri W.P Kuala Lumpur

Address  
WISMA PERKESO  
NO. 155, JALAN TUN RAZAK

State  
WILAYAH PERSEKUTUAN KUALA LUMPUR

City  
KUALA LUMPUR

Postcode  
50400

R.O. Box

Locked Bag No.

WDT

Signed By  
Compound Officer KL1

Date Issued  
08/12/2019

Date Of Expired Issued Compound  
22/12/2019

#### Offence: Section 5 - Late To Register Employee

Identification No.  
680810065161

Employee Name  
APPLASAMY AL ATCHUNAIDU

Employment Start Date  
01/10/2016

Inspection Visit Date  
08/12/2019

Offence Date  
08/12/2019

Time Of Offence  
23.00

Compound Amount (RM)  
1000.00

Compound Remarks

#### Compound Served Information

Method Of Serving  
By Hand

Notice Served Successfully  
No

Served By

Served Date

#### Compound Appeal Information

No.	Appeal ID	Appeal Date	Approved Date	Discount Rate	Appeal Result	Compound Amount After Appeal (RM)	Action
No Record Found							

SAVE & CONTINUE

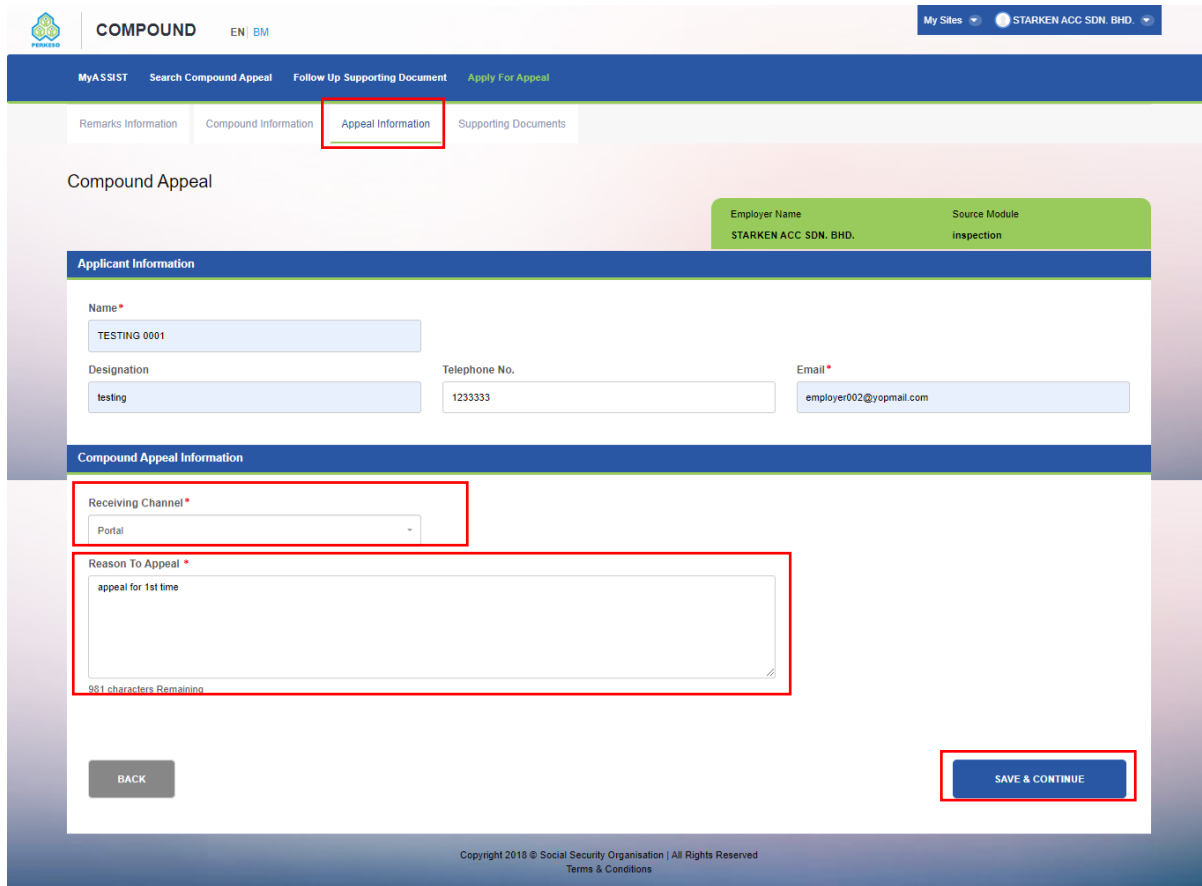
Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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'.



The screenshot shows the 'Compound Appeal' form in the PERKESO system. The 'Appeal Information' tab is selected and highlighted with a red box. The form includes sections for 'Applicant Information' and 'Compound Appeal Information'. In the 'Applicant Information' section, the 'Name' field contains 'TESTING 0001', 'Designation' is 'testing', 'Telephone No.' is '1233333', and 'Email' is 'employer002@yopmail.com'. In the 'Compound Appeal Information' section, the 'Receiving Channel' dropdown is set to 'Portal' and the 'Reason To Appeal' text box contains 'appeal for 1st time'. Both the 'Receiving Channel' dropdown and the 'Reason To Appeal' text box are highlighted with red boxes. At the bottom right, the 'SAVE & CONTINUE' button is also highlighted with a red box. A 'BACK' button is located at the bottom left. The footer indicates 'Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions'.

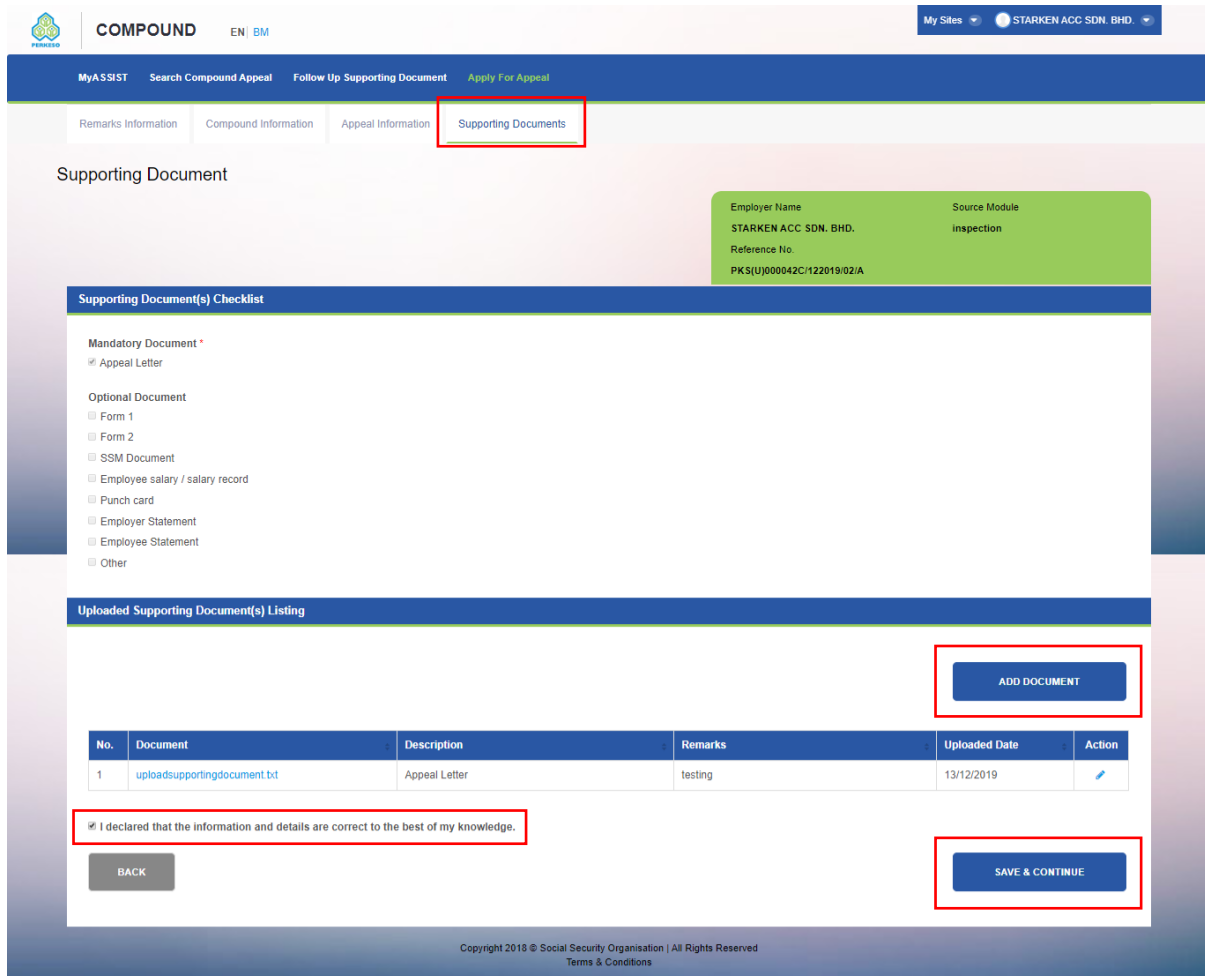
Step 2: To input the receiving channel, select receiving channel from the drop-down listing.

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'.



Supporting Document

Employer Name: STARKEN ACC SDN. BHD.  
Source Module: inspection  
Reference No.: PK5(UJ00042C/122019/02/A)

**Supporting Document(s) Checklist**


**Mandatory Document \***

- ☒ Appeal Letter

**Optional Document**

- ☐ Form 1
- ☐ Form 2
- ☐ SSM Document
- ☐ Employee salary / salary record
- ☐ Punch card
- ☐ Employer Statement
- ☐ Employee Statement
- ☐ Other

**Uploaded Supporting Document(s) Listing**

No.	Document	Description	Remarks	Uploaded Date	Action
1	uploadsupportingdocument.txt	Appeal Letter	testing	13/12/2019	

☒ I declared that the information and details are correct to the best of my knowledge.

BACK

SAVE & CONTINUE

Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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


**COMPOUND**
EN | BM

My Sites 

MyASSIST Search Compound Appeal Follow Up Supporting Document **Apply For Appeal**

Your request completed successfully.

Preview

Employer Name  
STARKEN ACC SDN. BHD.  
Reference No.  
PKS(UJ000042C/122019/02/A)

Source Module  
Inspection

Case Information

Compound Notice ID PKS(UJ000042C)	Compound Case ID COMB/122019/00010008
Section Of Offences Section 5, AKSP 1969	Type Of Offences Late to Register Employee
Issued Date 08/12/2019	Date Of Expired Issued Compound -
Compound Amount (RM) 1000.00	Discount (%) -
	Compound Amount After Discount (RM) -

Employer Information

Employer Code D6100014692W	Employer Name STARKEN ACC SDN. BHD.	Registration No. (BRN)
Employer Address A-1-3A, PUSAT PERDAGANGAN KUCHAI NO. 2, JALAN 1/127, OFF JLN KUCHAI LAMA KUALA LUMPUR		
State WILAYAH PERSEKUTUAN KUALA LUMPUR	City KUALA LUMPUR	Postcode 58200
P.O. Box -	Locked Bag No. -	WDT -
Email -		
Registration Received Date	Liability Date	Period Of Delay
No. Of Employee 128		

Compound Appeal Information

Reason To Appeal  
appeal for 1st time

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date
1	<a href="#">uploadsupportingdocument.txt</a>	Appeal Letter	testing	13/12/2019

BACK

SUBMIT

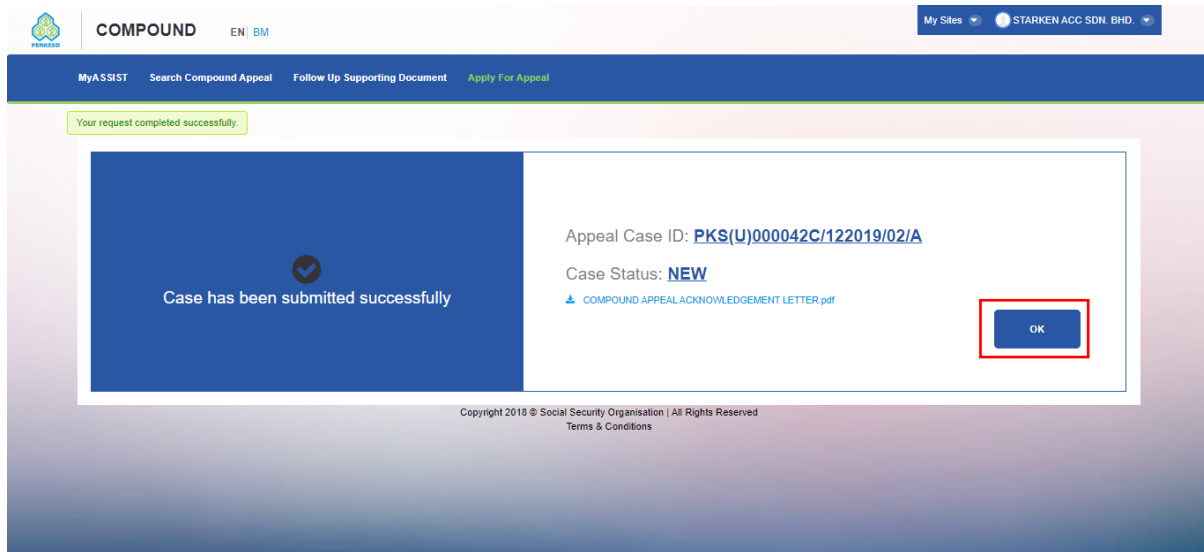
Copyright 2018 © Social Security Organisation | All Rights Reserved  
Terms & Conditions

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.

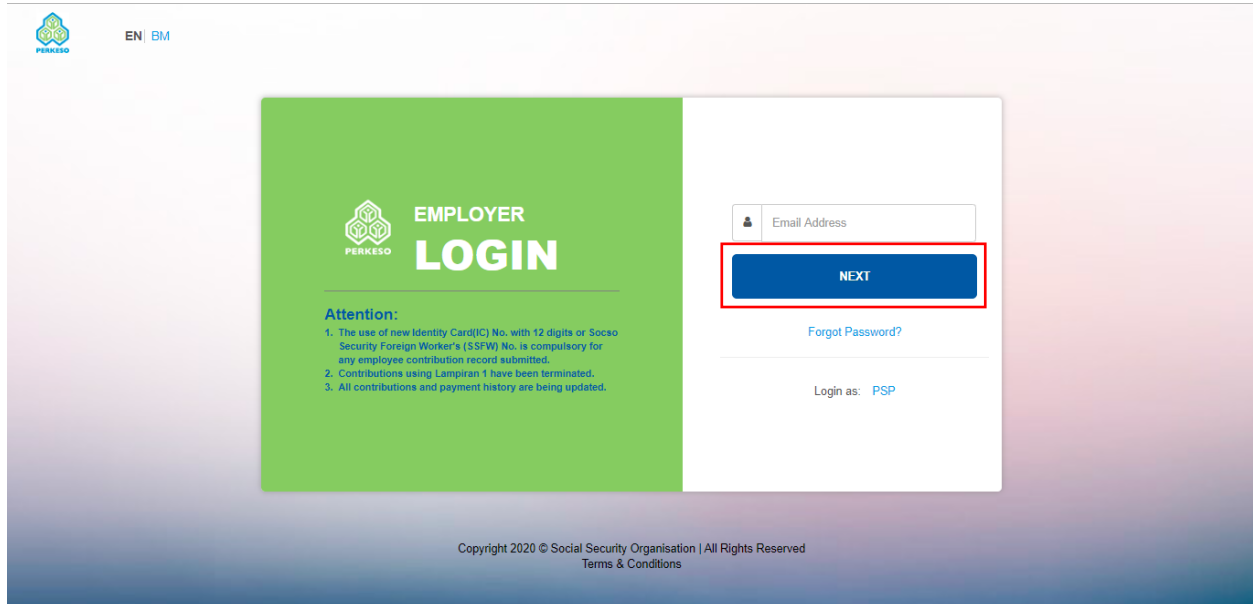


Step 2: Click 'OK'

## 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'.



The screenshot shows the Employer Login screen. On the left, there is a green box with the PERKESO logo and the text "EMPLOYER LOGIN". Below this, there is an "Attention:" section with three bullet points:

1. The use of new Identity Card(IC) No. with 12 digits or Socso Security Foreign Worker's (SFW) No. is compulsory for any employee contribution record submitted.
2. Contributions using Lampiran 1 have been terminated.
3. All contributions and payment history are being updated.

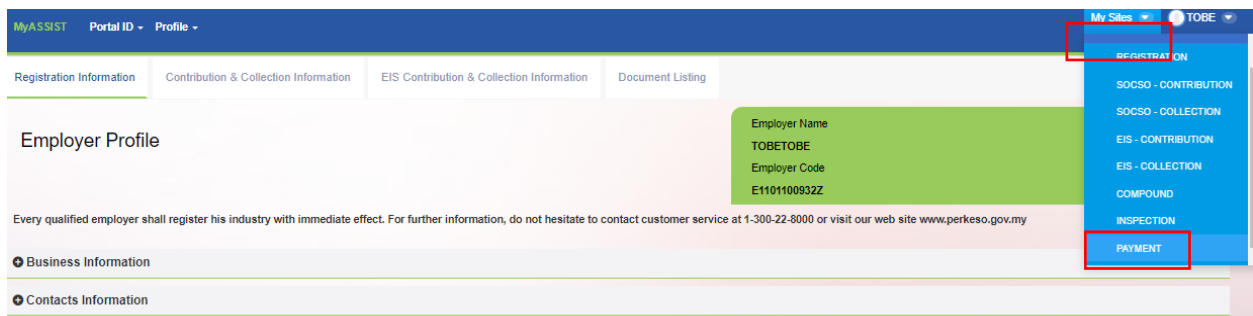
On the right, there is a white box with a login form. It includes an "Email Address" input field, a "NEXT" button (highlighted with a red rectangle), a "Forgot Password?" link, and a "Login as: PSP" option. At the bottom of the page, there is a copyright notice: "Copyright 2020 © Social Security Organisation | All Rights Reserved Terms & Conditions".

### 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.**



The screenshot shows the "My Sites" page. At the top, there is a navigation bar with "MyASSIST", "Portal ID", and "Profile". Below this, there are four tabs: "Registration Information", "Contribution & Collection Information", "EIS Contribution & Collection Information", and "Document Listing". The "Registration Information" tab is active, showing the "Employer Profile" section. It includes fields for "Employer Name" (TOBETOBE), "Employer Code" (E11011009322), and a note: "Every qualified employer shall register his industry with immediate effect. For further information, do not hesitate to contact customer service at 1-300-22-8000 or visit our web site www.perkeso.gov.my".

On the right side, there is a "My Sites" dropdown menu (highlighted with a red rectangle) that lists various options: "REGISTRATION", "SOCSO - CONTRIBUTION", "SOCSO - COLLECTION", "EIS - CONTRIBUTION", "EIS - COLLECTION", "COMPOUND", "INSPECTION", and "PAYMENT" (highlighted with a red rectangle).

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

Step 4 : Click 'PROCEED TO SUMMARY'.

Payment Information

Search

No.	Reference No.	ACT	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action	
<input type="checkbox"/>	1	ACR022200000234	SOCSSO	Contribution	88.80	78.80	
<input type="checkbox"/>	2	3702071197V200001	SOCSSO	FCLB	30.00	30.00	
<input type="checkbox"/>	3	3702071197V200002	SOCSSO	FCLB	15.00	15.00	
<input type="checkbox"/>	4	ACR122170003455	SOCSSO	Contribution	6,000.00	4,879.00	
<input type="checkbox"/>	5	ACR122170005685	SOCSSO	Contribution	2,665.60	2,664.60	
<input type="checkbox"/>	6	11011009322190003	SOCSSO	FCLB	165.00	165.00	
<input type="checkbox"/>	7	11011009322200001	SOCSSO	FCLB	205.00	205.00	
<input type="checkbox"/>	8	11011009322200002	SOCSSO	FCLB	395.00	395.00	
<input type="checkbox"/>	9	S1011009322190004	EIS	FCLB	60.00	60.00	
<input type="checkbox"/>	10	S1011009322200001	EIS	FCLB	105.00	105.00	

PAGE 1 OF 1

10 ITEMS PER PAGE

Showing 10 results.

First

Previous

Next

Last

ADD TO CART

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'.

PERKESO

PAYMENT

EN | BM

My Sites TOBE

Online Portal Payment

FPX Payment History

Online Portal Payment

Payment Cart

No.	Employer Code	Employer Name	Reference No.	ACT	Payment Type	Outstanding Amount (RM)	Action
1	E1101100932Z	TOBETOBE	S1011009322190004	EIS	FCLB	60.00	
2	E1101100932Z	TOBETOBE	S1011009322200001	EIS	FCLB	105.00	

Total Amount (RM)

165.00

SEARCH PAYMENT

CLEAR LIST

CONTINUE

Copyright 2020 © Social Security Organisation | All Rights Reserved

Terms & Conditions

**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.

Online Portal Payment

Employer Name

TOBETOBE

Employer Code

E1101100932Z

FPX Payment



Payment Amount (RM)

88.80

Business Model \*

Personal To Corporate

Bank List \*

SBI Bank A

Email Address \*

yukitobe123@gmail.com

FPX Operating Hours: 24x7

[FPX Information](#)

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

\* You must have Internet Banking Account in order to make transaction using FPX.

\* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.

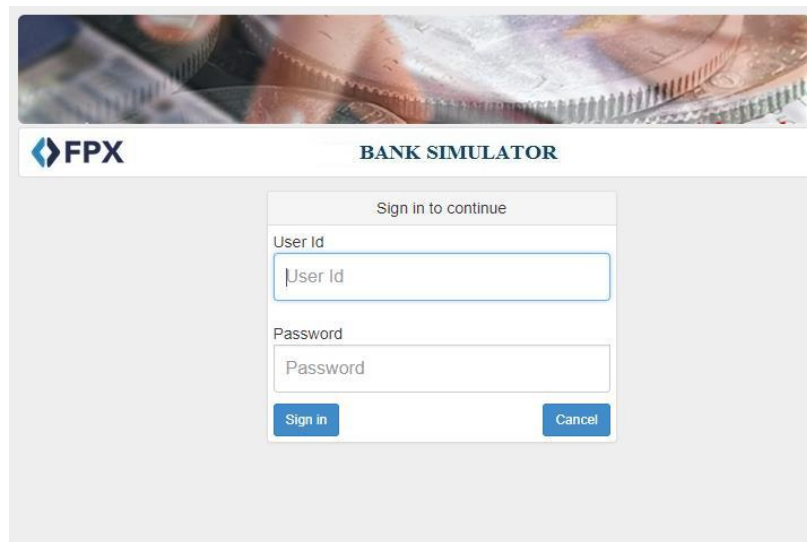
\* Do not close browser / refresh page until you receive response.


BACK


PROCEED

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.**






**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 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.




**PAYMENT**
EN | BM

My Sites TOBE

Online Portal Payment
**FPX Payment History**

FPX Payment History



Employer Name  
**TOBETOBE**  
Employer Code  
**E1101100932Z**

Payment Status

Transaction Status:	SUCCESSFUL
FPX Transaction ID:	1902131154140745
Date & Time:	13/02/2019 11:50:49 AM
Seller Order No.:	20190213115046_85732
Buyer Bank:	SBI Bank A
Transaction Amount (RM):	MYR 35.00
Transaction Code:	00


BACK

Receipt Generated

No.	Scheme	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	SOCISO	20200000173281	D6100003521K	SYED ZAINI ENTERPRISE	3.00	
2	EIS	2020E0000173282	D6100003521K	SYED ZAINI ENTERPRISE	3.00	

**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.


**PAYMENT**
EN | BM


My Sites TOBE

Online Portal Payment
**FPX Payment History**

FPX Payment History

Payment Information

For FPX pending status, employer may resubmit new contribution and proceed with payment.

No.	Payment Date	FPX Transaction ID	Seller Order No.	Amount (RM)	Create Date	Response Code	Status	Action
1	13/02/2019	1902131154140745	20190213115046_85732	35.00	13/02/2019 11:50:46 AM	00 - Approved	Pending	

Copyright 2020 © Social Security Organisation | All Rights Reserved  
Terms & Conditions