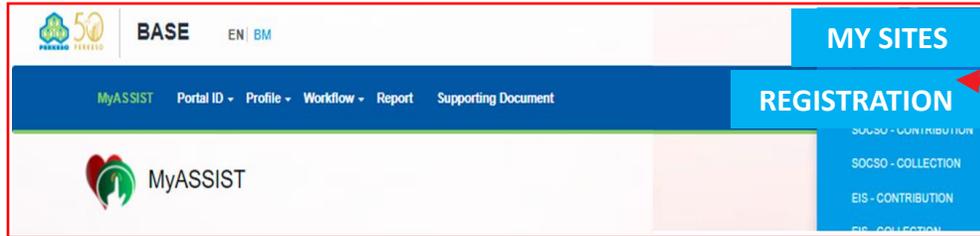
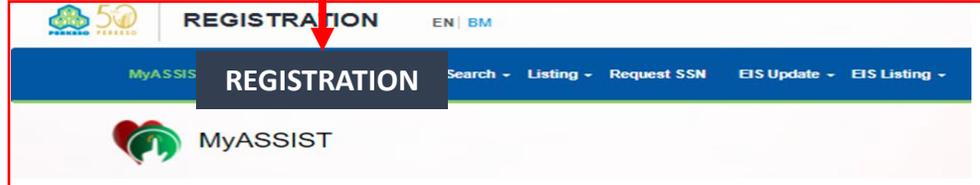


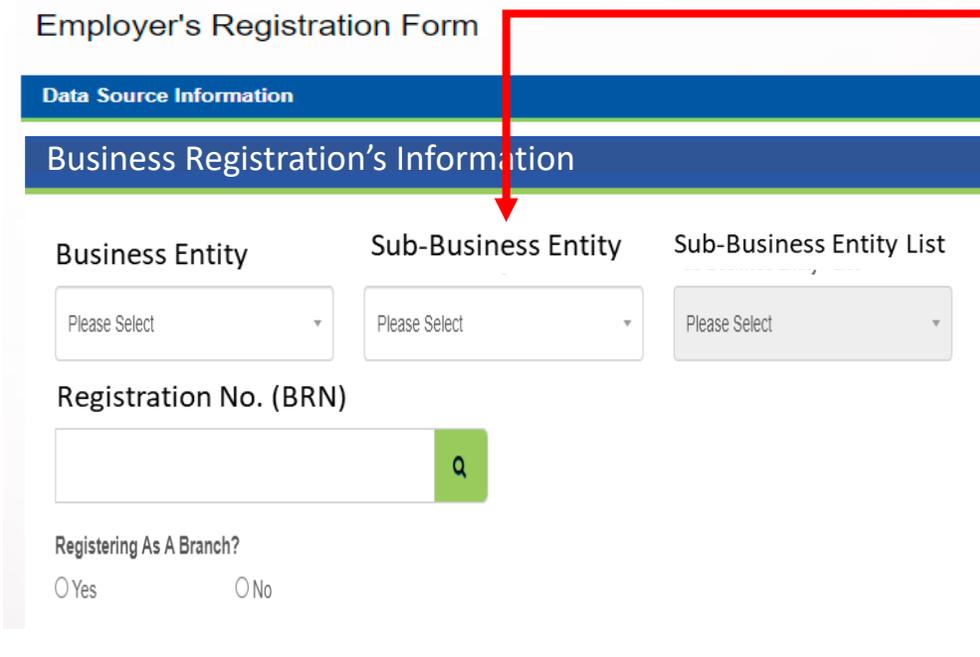
Employer Registration (To obtain Employer Code)



1 Click **MY SITES** and select **REGISTRATION**



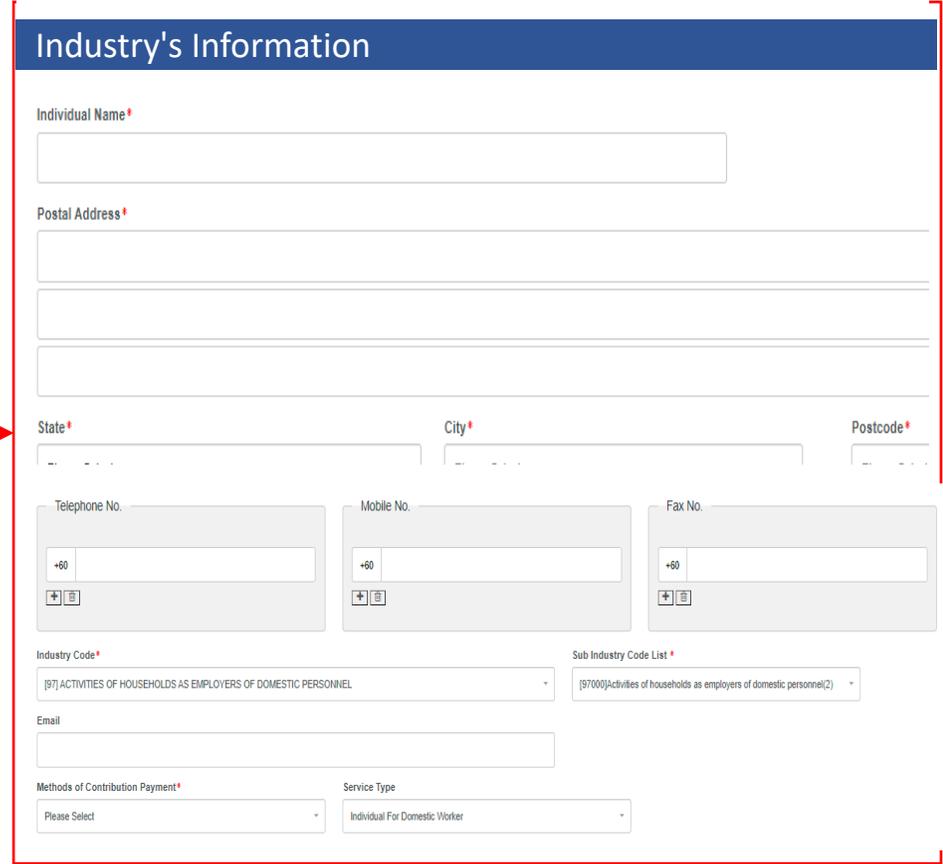
2 Click **REGISTRATION**



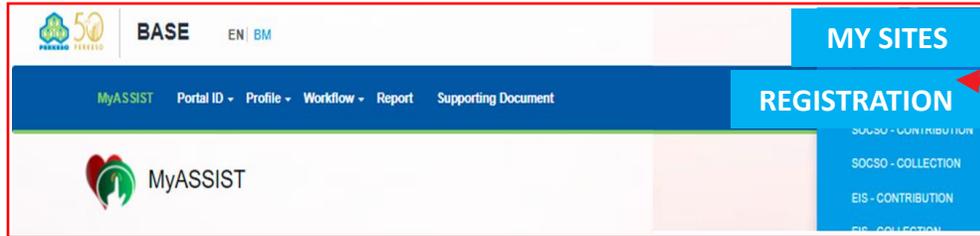
3 **Business Registration's Information.** Select and fill in registration information:
i) Business Entity
ii) Sub-Business Entity
iii) Sub-Business Entity-List
iv) Registration Number (BRN)

4 **Industry's Information.** Select and fill in employer information

5 **Induction Information.** Select Induction Venue. Click **SAVE & CONTINUE**



Employer Registration – with domestic workers only



BASE EN | BM

MyASSIST Portal ID Profile Workflow Report Supporting Document

MyASSIST

MY SITES

REGISTRATION

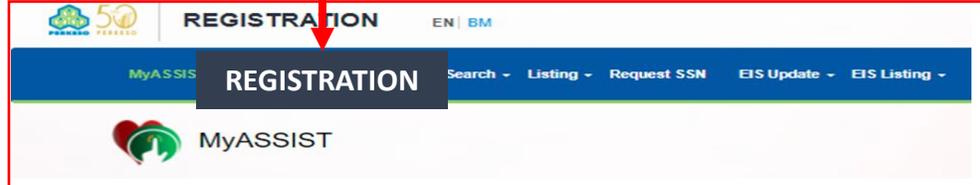
SUCSO - CONTRIBUTION

SOCSSO - COLLECTION

EIS - CONTRIBUTION

EIS - COLLECTION

1 Click **MY SITES** and select **REGISTRATION**



REGISTRATION EN | BM

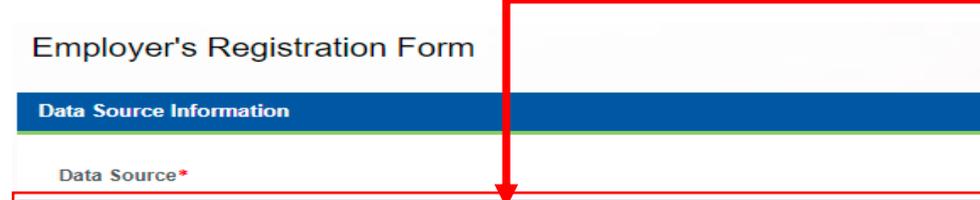
MyASSIST

REGISTRATION

Search Listing Request SSN EIS Update EIS Listing

MyASSIST

2 Click **REGISTRATION**

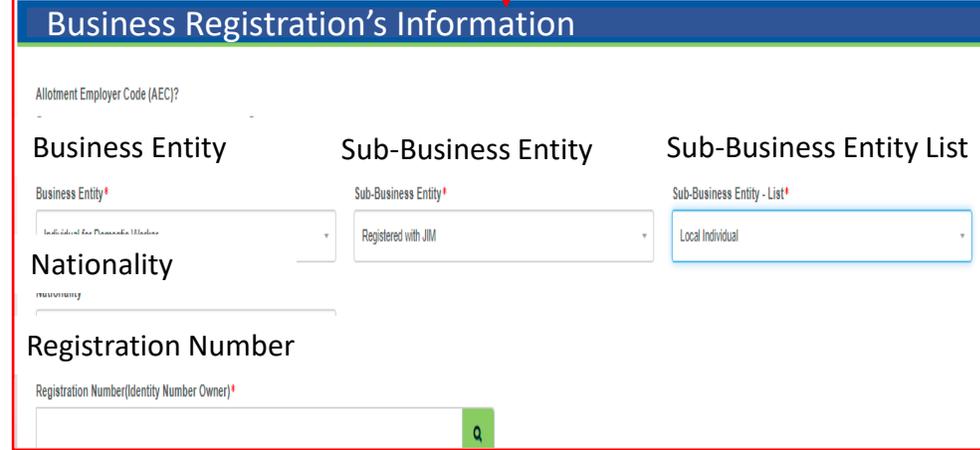


Employer's Registration Form

Data Source Information

Data Source*

3 **Business Registration's Information.** Select and fill in registration information:
i) **Business Entity : Individual for Domestic Worker**
ii) **Sub-Business Entity**
iii) **Sub-Business Entity-List**
iv) **Nationality**
v) **Registration Number**



Business Registration's Information

Allotment Employer Code (AEC)?

Business Entity Sub-Business Entity Sub-Business Entity List

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

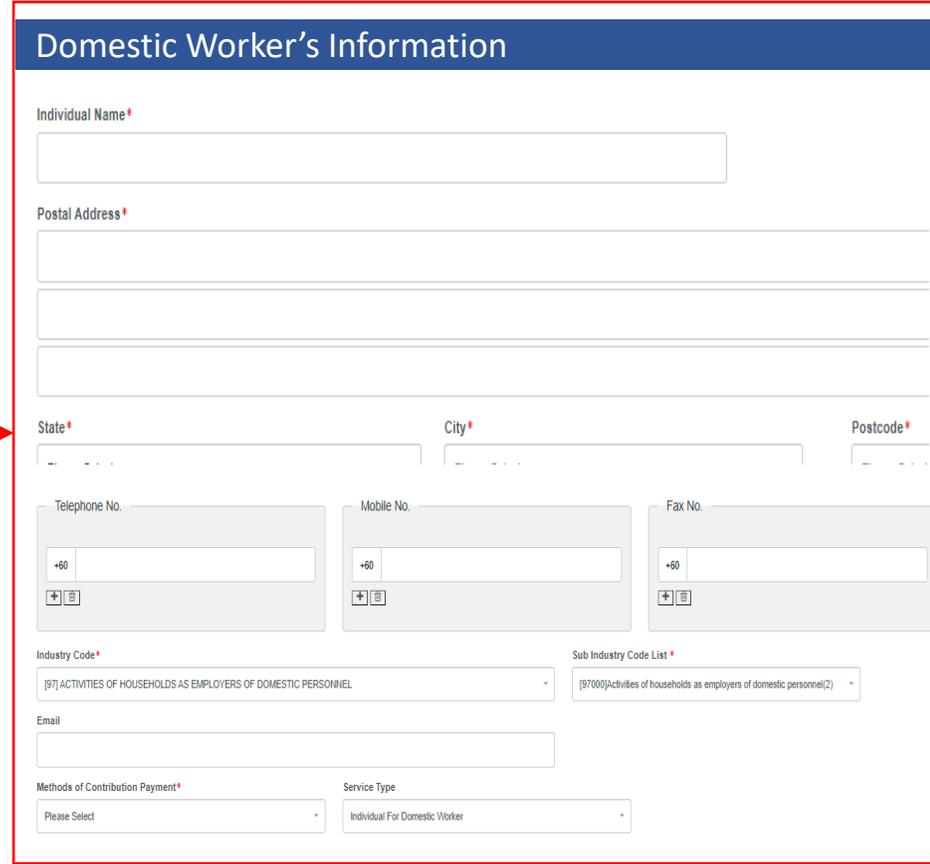
Individual for Domestic Worker Registered with JIM Local Individual

Nationality

Registration Number

Registration Number (Identity Number Owner)*

4 **Domestic Worker's Information.** Select and fill in employer information



Domestic Worker's Information

Individual Name*

Postal Address*

State* City* Postcode*

Telephone No. Mobile No. Fax No.

Industry Code* Sub Industry Code List*

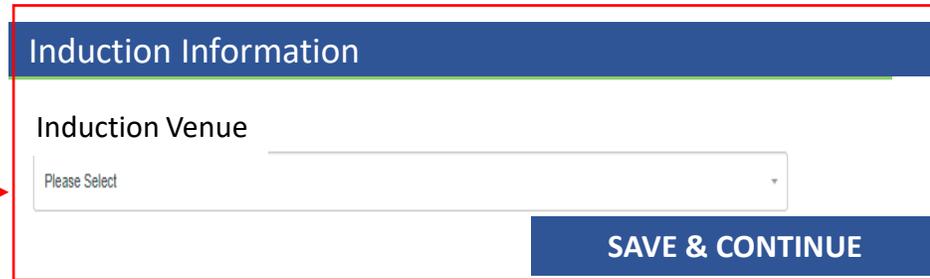
[97] ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS OF DOMESTIC PERSONNEL [97000] Activities of households as employers of domestic personnel(2)

Email

Methods of Contribution Payment* Service Type

Please Select Individual For Domestic Worker

5 **Induction Information.** Select Induction Venue. Click **SAVE & CONTINUE**



Induction Information

Induction Venue

Please Select

SAVE & CONTINUE

New Worker / Domestic Local Registration

Employer Information Employee Information Upload Supporting Document

Form 2 - Employee's Registration Form

New Employee(s) Listing

Reference ID
CRN06202100125762

ADD EMPLOYEE

Add Employee Information

Note:
Local domestic workers who are still covered under any insurance relating to employment injury and invalidity before 1 June 2022 are not required to register. Starting from 1 June 2022, all local domestic workers must be registered with SOCSO.

Search Employee that has been registered before

Identification Type * Identification No.

New IC No.

Employee Information

Register New Employee

Ident.

New IC No.

Old Identification No.

Name of Employee Date of Birth

Gender (M/F)
 Male Female

1 **New Employee(s) Listing.**
Click **ADD EMPLOYEE**

2 **Search Existing Employee.**
i. Key In **Identification No.** Click
ii. If Name doesn't appear in the screen, Tick **Register New Employee**

3 **Employee Information.**
Fill in all the mandatory employee information (*)

4 **After the employee details complete,** Click **SAVE**

5 **New Employee(s) Listing.**
Employee information has been updated. Repeat Step 1-4 to add additional employee.

Home No. Phone No.

Period of Working Contract from * Period of Working Contract to *

Working Time from. * Working Time to. *

Service Contract *
Please Select

Is this domestic worker covered under any private insurance relating to employment injury and invalidity? *
 Yes No

Wages

I have read and agree to the [Terms and Conditions](#).

CLOSE SAVE

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.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	

New Foreign / Domestic Foreign Worker

Employer Information | **Employee Information** | Upload Supporting Document

Form 2 - Employee's Registration Form

Reference ID
CRN06202100125762

New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

Add Foreign Employee Information

Note:
Foreign domestic worker who are still covered under any insurance relating to employment injury and invalidity before 1 June 2022, all foreign domestic workers must be registered with SOCSO.

Search Existing Employee

Identification Type *
SSFW / SSFDW Foreign Worker No.

Identification No. 

Foreign Employee Information

Register New Foreign Employee

SSFW / SSFDW Foreign Worker No.

Name of Employee * Date of Birth *

Gender (M/F) *
 Male Female

Relationship with Employee *

1 **New Foreign Employee(s) Listing. Click ADD FOREIGN EMPLOYEE**

2 **Search Existing Employee.**
i. Key In **Identification No.** Click 
ii. If Name doesn't appear in the screen, Tick **Register New Foreign Employee**

3 **Foreign Employee Information**
Fill in all the mandatory information (*)

4 **Validity Period of Passport & Pass/Permit.** Fill in Passport & Pass/Permit information.

5 **Particulars of Next of Kin.** Complete the details and upload next of kin form.

6 **New Foreign Employee(s) Listing.** Employee information updated. Repeat Step 1-4 to add additional foreign employee.

Validity Period of Passport

Passport No. * Passport Start Date * Passport End Date *

Upload Passport
 Choose File No file chosen

Validity Period of Pass/Permit

Pass/Permit No. Pass/Permit Start Date Pass/Permit End Date

Upload Pass/Permit
 Choose File No file chosen

Particulars of Next of Kin

Name Phone No.

Relationship with Employee

Correspondence Address

Email

Upload Next Of Kin Form
 Choose File No file chosen

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 IC No.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	 

Upload Supporting Document

Upload Supporting Document

Supporting Document(s) Checklist

- Copy of Identity Card
- Domestic Worker Registration Form

Download Generated Supporting Document(s)

- [Borang SIP 1.pdf](#)
- [Borang Pendaftaran DS.pdf](#)

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

Supporting Document

Description

Please Select

Please Select

- Copy of Identity Card
- Domestic Worker Registration Form
- Form 1 - Employer Registered
- Form 2 - Employee Registered / Foreign Worker Registration Form
- Others
- Borang SIP 1

ADD DOCUMENT

1

Upload Supporting Document(s) Checklist.
Click **ADD DOCUMENT**

2

Supporting Document.
Select supporting document.
Click **ADD DOCUMENT**

3

i) Click **Choose File.**
ii) Click **ADD DOCUMENT**

4

Click **SUBMIT** and Click **CONFIRM**

REGISTRATION IS SUCCESSFUL

Supporting Document

Description

Copy of Identity Card

Choose File Without CMT Logo.png

Remarks

ADD DOCUMENT

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks
1	Etika Sidang Video - Without CMT Logo.png	Copy of Identity Card	
2	Etika Sidang Video - Without CMT Logo.png	Domestic Worker Registration Form	
3	Etika Sidang Video - Without CMT Logo.png	Form 1 - Employer Registered	

SUBMIT

Proceed for Submission?

CANCEL **CONFIRM**

MyASST Registration Update Search Listing Request SSN EIS Update EIS Listing

Registration Is Successful.

Employer Name
MAY
Employer Code
A3702171474Y

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

- [LETTER OF REGISTRATION ACKNOWLEDGEMENT.pdf](#)
- [LETTER OF INDUCTION.pdf](#)
- [LETTER OF SUCCESSFUL REGISTRATION.pdf](#)
- [LETTER OF EIS REJECTION.pdf](#)

OK