EMPLOYEES REGISTRATION - EXISTING EMPLOYER

1

i) Click **My Sites**
ii) Select **Registration**

2

i) Click *Update*
ii) Select **Update Add New Employee**

3

i) Click ✏ for add employee.

4

Click **Add Employee (Local employee)** or **Add Foreign Employee**

Update Add New Employee

Search For Employer

No	Employer Code	Employer Name	BRN	Registration Channel	Type of Industry	Business Type	Action
1	E11011008327	TORETORE	A25346364	Portal	Growing of leguminous crops	BRN	✏

New Employee(s) Listing

ADD EMPLOYEE

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

New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

NOTES
Employers can send an email to updates@perkeso.gov.my if they have problems registering/updating foreign worker information at Malaysian Immigration Department.

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

EMPLOYEES REGISTRATION - EXISTING EMPLOYER

Add Employee Information

Search Existing Employee

Identification Type *

New IC No.

Identification No

5
i) Key in **Identification No.**
ii) Click
iii) Data will auto populate if employees existed

Employee Information

⭕ Register New Employee

6
i) Tick **Register New Employee** if employees data not exist.
ii) Complete the details.

Identification Type *

New IC No.

Identification No. ⓘ *

Old Identification No.

Name of Employee ⓘ *

Date of Birth *

24/05/1963

Age

57

Gender (M/F)

⦿ Male   ○ Female

Race

Malay

Employment Start Date *

01/04/2021

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

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.

7
Employer should tick in the box 'i have read and agree to the terms and conditions' then click **Save**.

SAVE

MyASSIST   Registration   Update ▾   Search ▾   Listing ▾   Request SSN   EIS Update ▾   EIS Listing ▾

Duplicate Information   Employer Information   Employee Information   EIS Employee Registration   Upload Supporting Document

Your request completed successfully.

EIS Employee Registration

8
i) *EIS start date* as same as the registration day.
ii) Click **Save & Continue**

Reference ID
CRN04202100001156

EIS Employee Listing(s)

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

BACK

SAVE & CONTINUE

EMPLOYEES REGISTRATION - EXISTING EMPLOYER

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

9

i) Click **Add Document**
ii) Click **Save & Continue**

No.	Document	Description	Remarks	Uploaded Date
			Record Not Found.	

10

Click **Submit**

CONFIRMATION ✕

Proceed for Submission?

⊘ CANCEL   **CONFIRM**

BACK

SUBMIT

11

Click **Confirm**