QUICK REFERENCE GUIDE
Portal ASSIST (ACT 4)
(REFUND)

My Sites

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INSPECTION

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Refund

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Refund Application PKS(K)50

1. Fill in all the information in each sections as below:

   - **Applicant Information**
   - **Case Information**
   - **Bank Information**

   SAVE & CONTINUE

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Refund Details PKS(K)50A

1. Contribution Refund Payment Summary
   - **ADD** – to add employee
   - **SAVE & CONTINUE** – finish

2. Add Employee Refund Details
   - Fill in employee contribution

3. Contribution Refund Payment Summary
   - **ADD** – to add new employee
   - **SAVE & CONTINUE** – finish

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Supporting Document

1. Upload **mandatory document, bank statement headers** & any related document.
   - **ADD DOCUMENT**
   - **SAVE & CONTINUE** – finish

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Preview

1. Please **tick** (✓) the checkbox under **Declaration** section
2. Double check the information before **SUBMIT** the application

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Popup window of **Case Number** will be shown as for reference with **PKS(K)50**, **PKS(K)50A** & **Acknowledgement Letter** be able to download