



## ASSIST & EIS EMPLOYER PORTAL USER GUIDE

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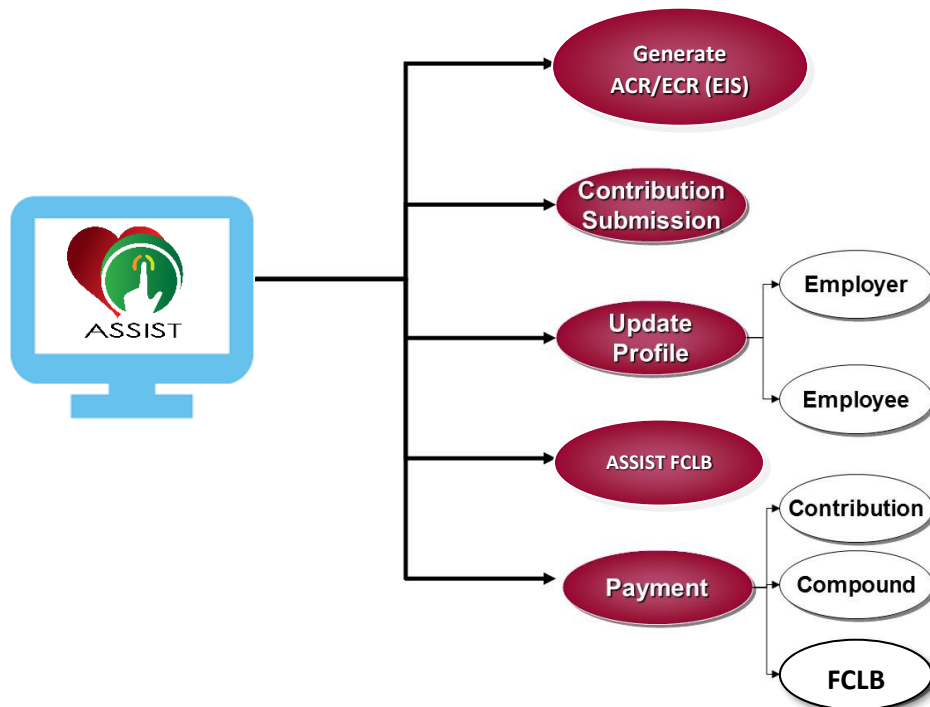


## 1.0 Introduction

### 1.1 What is ASSIST Portal?

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

### 1.2 What employers can do through the ASSIST Portal



An online medium where employers are able to:

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

- a. The ACR and ECR can be generated respectively, by completing the Contribution Schedule provided in the ASSIST portal. The ACR and ECR serves as a reference when an employer makes a contribution payment, for Akta 4 and Akta 800 respectively, using the ASSIST portal, a collection bank or at any PERKESO office.
- b. Please be mindful that without the ACR (or ECR for EIS), no contribution payment can be made as the ACR (or ECR for EIS) acts to reconcile between the Contribution Schedule and the Contribution Payment made.
- c. The submission of Contribution Schedule via ASSIST portal and contribution payment with ACR (or ECR for EIS) will be effective from January 2018 onwards. Therefore, employers are not allowed to do physical submission of

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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

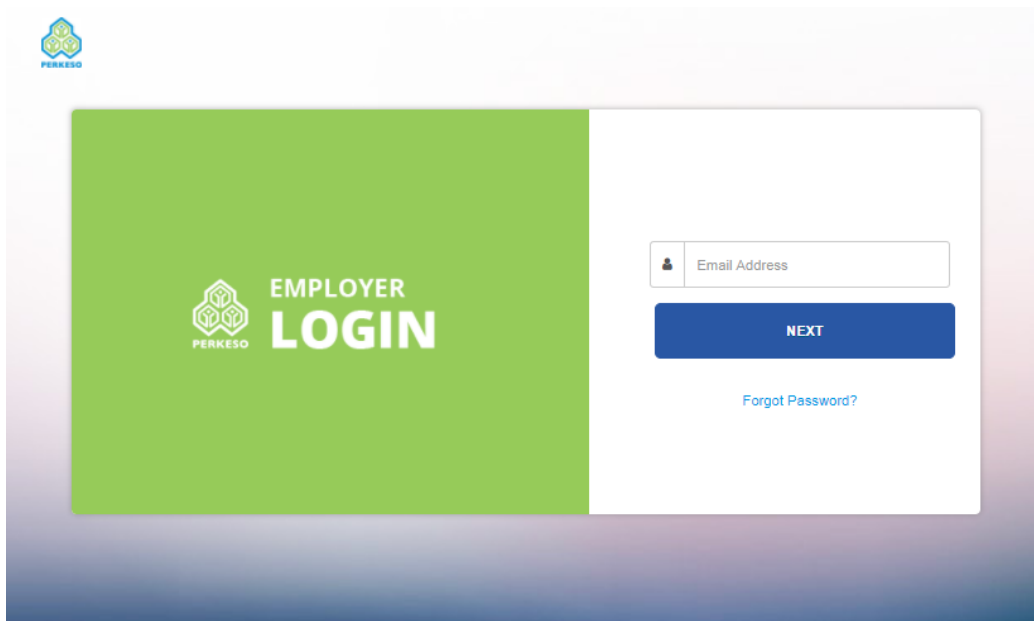
1. Recommended Operating System type is: Microsoft Windows
2. Recommended Web Browser:
  - i. Google Chrome version 59 or above;
  - ii. Microsoft Internet Explorer 11.0;
  - iii. Mozilla Firefox version 54
3. Java script enabled.

## 2.0 Setting Up Your Profile as Employer

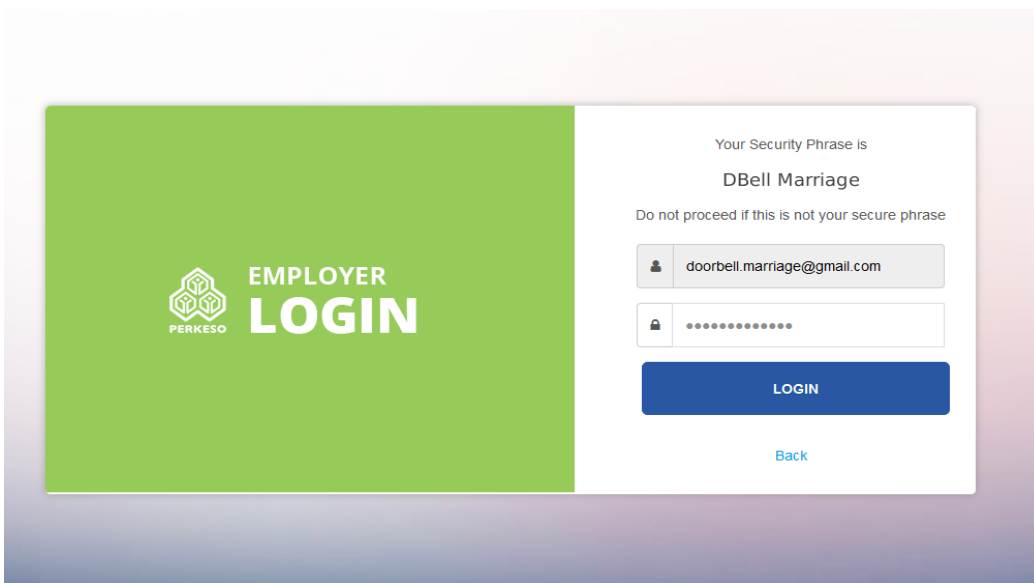
### 2.1 Basic Features

#### 2.1.1 Employer Login Screen

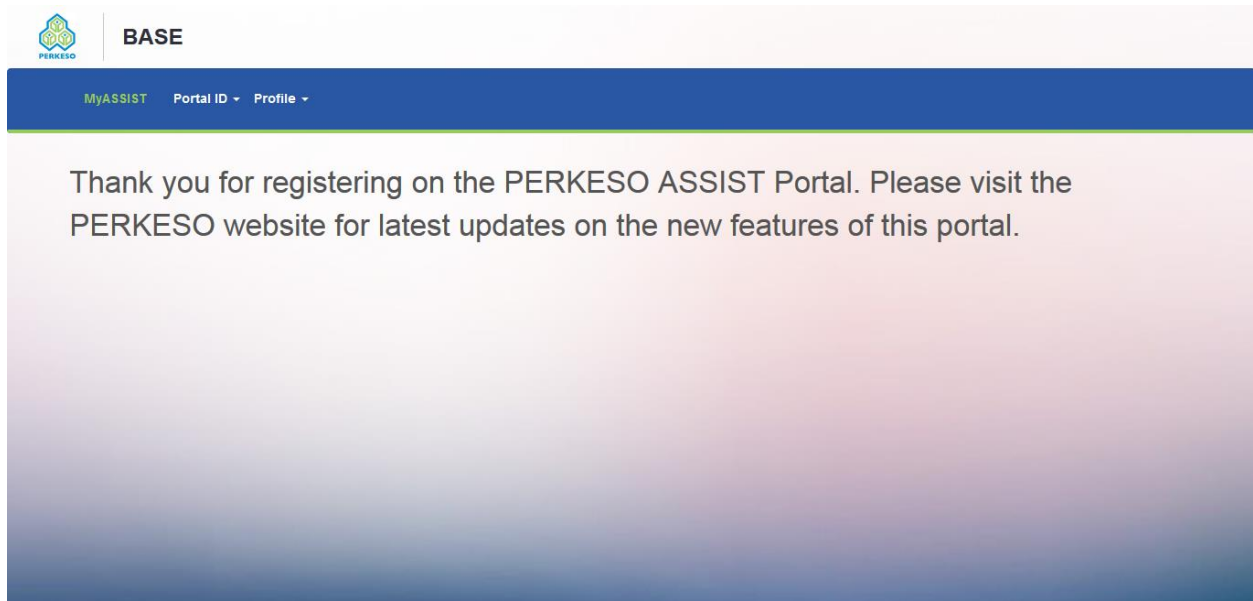
Step 1 : This is the employer login screen. To login, enter the login email and click next.



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



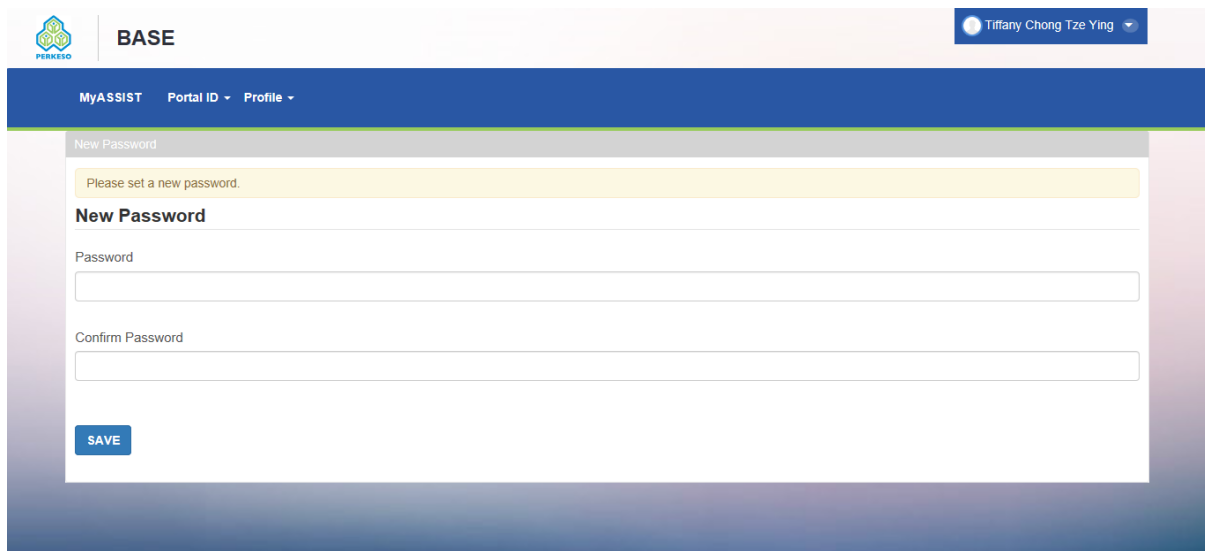
Step 3 : This is the screen after the employer successfully login. The employer could see the welcome screen after the user login.



### 2.1.2 User Change Password for Portal ID

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

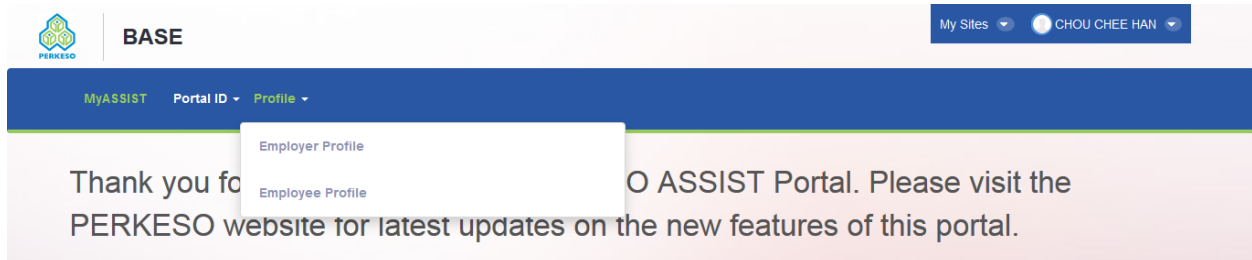
Once successful, the following screen will be displayed



## 2.2 Profile Viewing

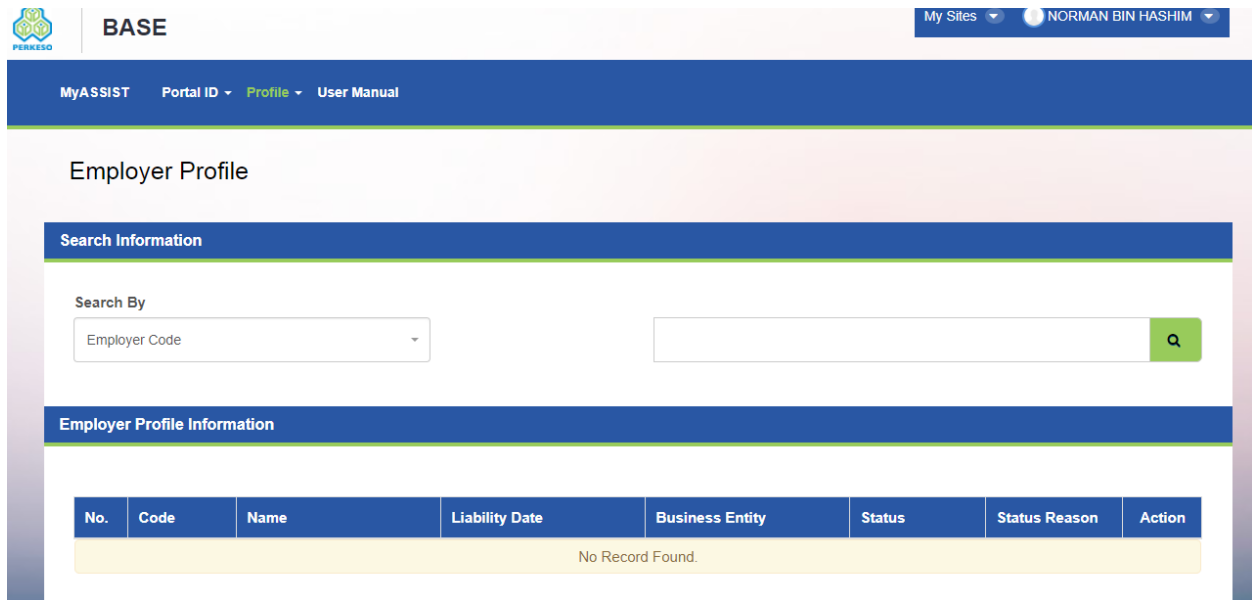
### 2.2.1 Employer Profile

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



The screenshot shows the top navigation bar of the PERKESO ASSIST & EIS Employer Portal. The user is logged in as CHOU CHEE HAN. The 'Profile' dropdown menu is open, showing 'Employer Profile' and 'Employee Profile' options. A message is displayed: 'Thank you for using the ASSIST Portal. Please visit the PERKESO website for latest updates on the new features of this portal.'

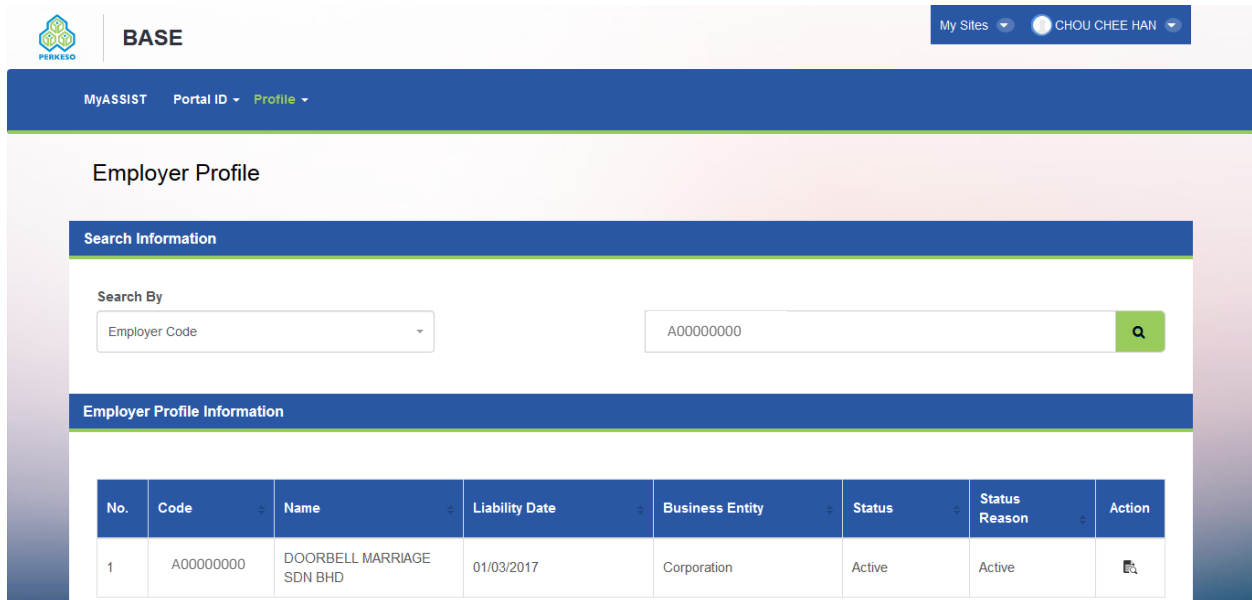
Step 2 : The user is then able to search for the targeted employer via searching for the employer name or employer code.




The screenshot shows the 'Employer Profile' search interface. The user is logged in as NORMAN BIN HASHIM. The search criteria are set to 'Employer Code'. The search results table is empty, displaying 'No Record Found.'

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

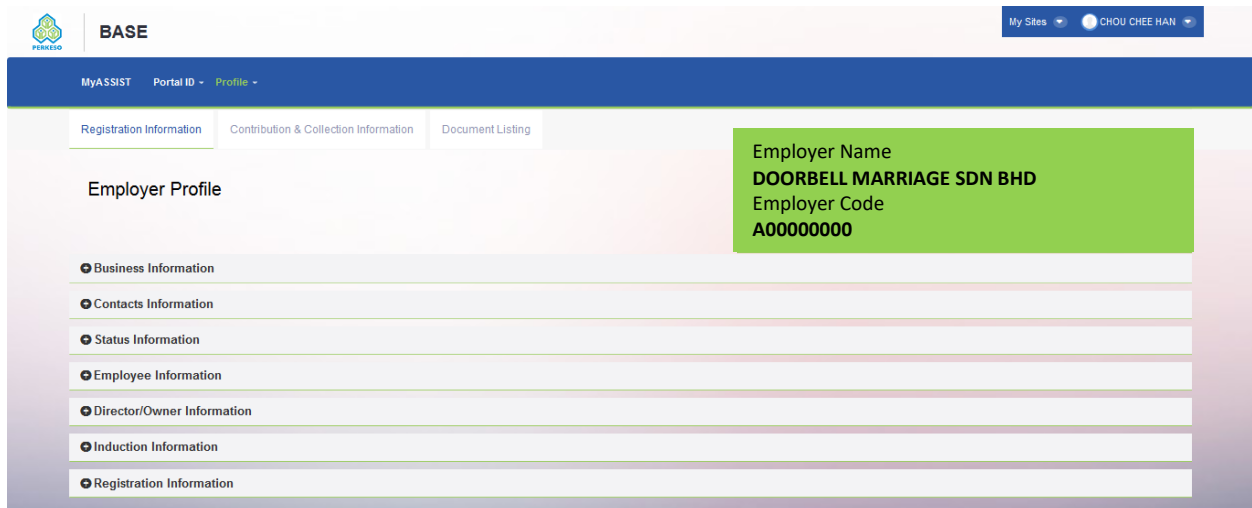
Step 3 : This is the screen after the search is completed. The user may proceed with viewing via clicking on the view button in the action column.



The screenshot shows the 'BASE' portal interface. At the top right, there are 'My Sites' and 'CHOU CHEE HAN' dropdown menus. Below the header, there is a navigation bar with 'MyASSIST', 'Portal ID', and 'Profile'. The main content area is titled 'Employer Profile' and contains a 'Search Information' section with a 'Search By' dropdown set to 'Employer Code' and a search input field containing 'A00000000'. Below this is an 'Employer Profile Information' table with the following data:

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.



The screenshot shows the 'BASE' portal interface with the 'Employer Profile' details page. The top navigation bar is the same as in Step 3. Below the header, there are three tabs: 'Registration Information', 'Contribution & Collection Information', and 'Document Listing'. The 'Registration Information' tab is active. The main content area is titled 'Employer Profile' and displays the following information in a green box:

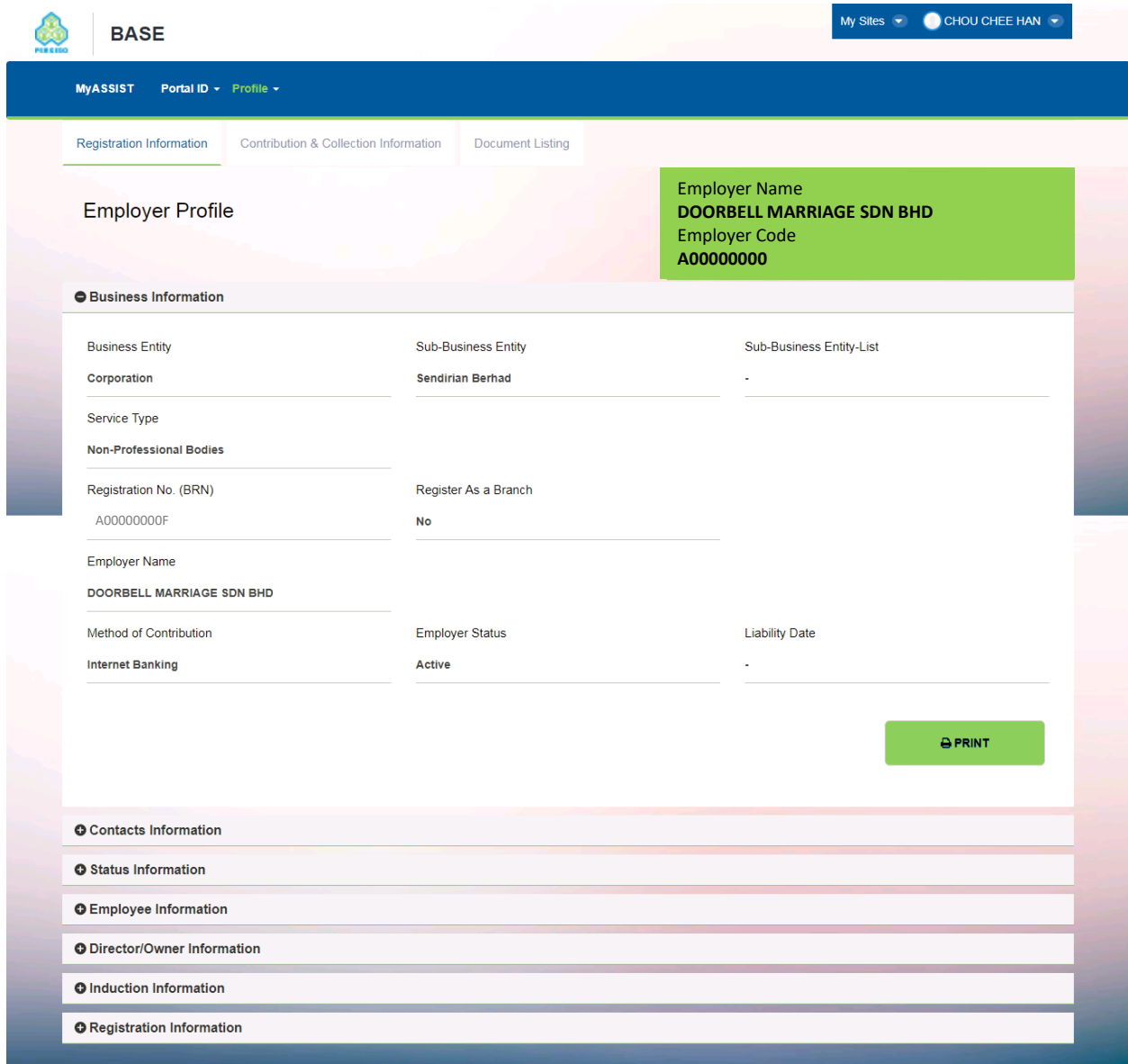
Employer Name  
**DOORBELL MARRIAGE SDN BHD**  
Employer Code  
**A00000000**

Below the green box, there is a list of information categories, each with a radio button:

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



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

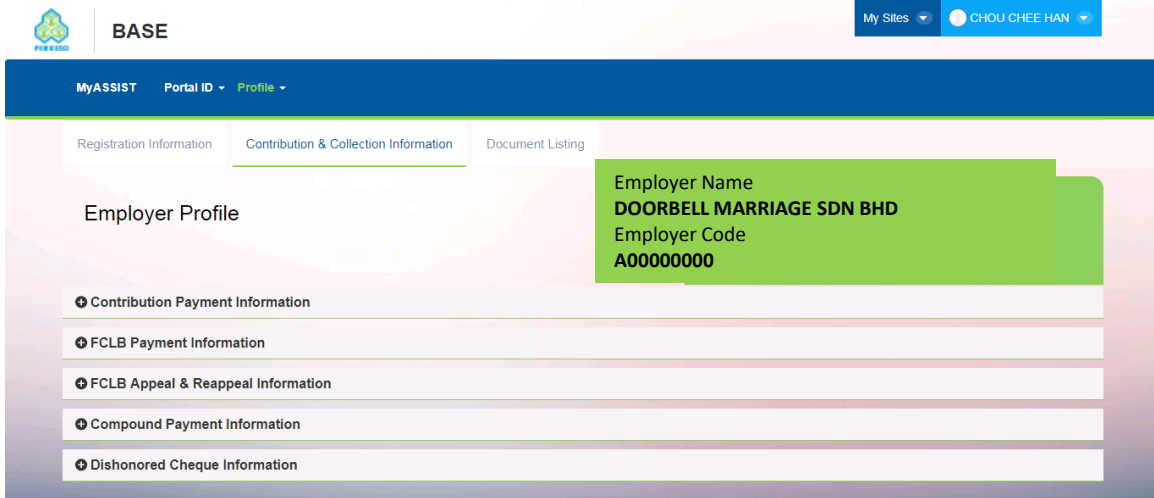


The screenshot displays the 'Employer Profile' page in the PERKESO portal. At the top, there is a navigation bar with 'MyASSIST', 'Portal ID', and 'Profile'. Below this, there are tabs for 'Registration Information', 'Contribution & Collection Information', and 'Document Listing'. The main content area shows the 'Employer Profile' for 'DOORBELL MARRIAGE SDN BHD' with an 'Employer Code' of 'A00000000'. A 'Business Information' section is expanded, showing details such as 'Business Entity' (Corporation), 'Sub-Business Entity' (Sendirian Berhad), 'Service Type' (Non-Professional Bodies), 'Registration No. (BRN)' (A00000000F), 'Register As a Branch' (No), 'Employer Name' (DOORBELL MARRIAGE SDN BHD), 'Method of Contribution' (Internet Banking), 'Employer Status' (Active), and 'Liability Date' (-). A 'PRINT' button is visible in the bottom right of the expanded section. Below the main content, there are several collapsed sections: 'Contacts Information', 'Status Information', 'Employee Information', 'Director/Owner Information', 'Induction Information', and 'Registration Information'.

## 2.2.2 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.




The screenshot displays the PERKESO Employer Portal interface. At the top left is the PERKESO logo. The main header area includes the text "BASE" and a user profile dropdown menu showing "My Sites" and "CHOU CHEE HAN". Below the header is a navigation bar with "MyASSIST", "Portal ID", and "Profile". The main content area features three tabs: "Registration Information", "Contribution & Collection Information" (which is active), and "Document Listing". Under the active tab, there is an "Employer Profile" section with a green box containing the following information:

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

Below the profile section are five expandable sections, each with a "+" symbol:

- Contribution Payment Information
- FCLB Payment Information
- FCLB Appeal & Reappeal Information
- Compound Payment Information
- Dishonored Cheque Information

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


BASE

My Sites
● CHOU CHEE HAN

MyASSIST
Portal ID
Profile

Registration Information
Contribution & Collection Information
Document Listing

### Employer Profile

**Employer Name**  
DOORBELL MARRIAGE SDN BHD

**Employer Code**  
A0000000

⊕ Contribution Payment Information

⊖ FCLB Payment Information

▶ Search

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	3K171212	04/12/2017	35.00	04/12/2017	0.00	35.00	Unpaid	Appeal	<a href="#">i</a>
00000000	33K171220	04/12/2017	50.00	04/12/2017	0.00	50.00	Unpaid	Appeal Approval	<a href="#">i</a>
00000000	33K171222	04/12/2017	25.00	04/12/2017	0.00	25.00	Unpaid	Appeal Approval	<a href="#">i</a>
00000000	33K171707	17/12/2017	40.00	17/12/2017	0.00	40.00	Unpaid	Not Appeal	<a href="#">i</a>

PRINT

⊕ FCLB Appeal & Reappeal Information

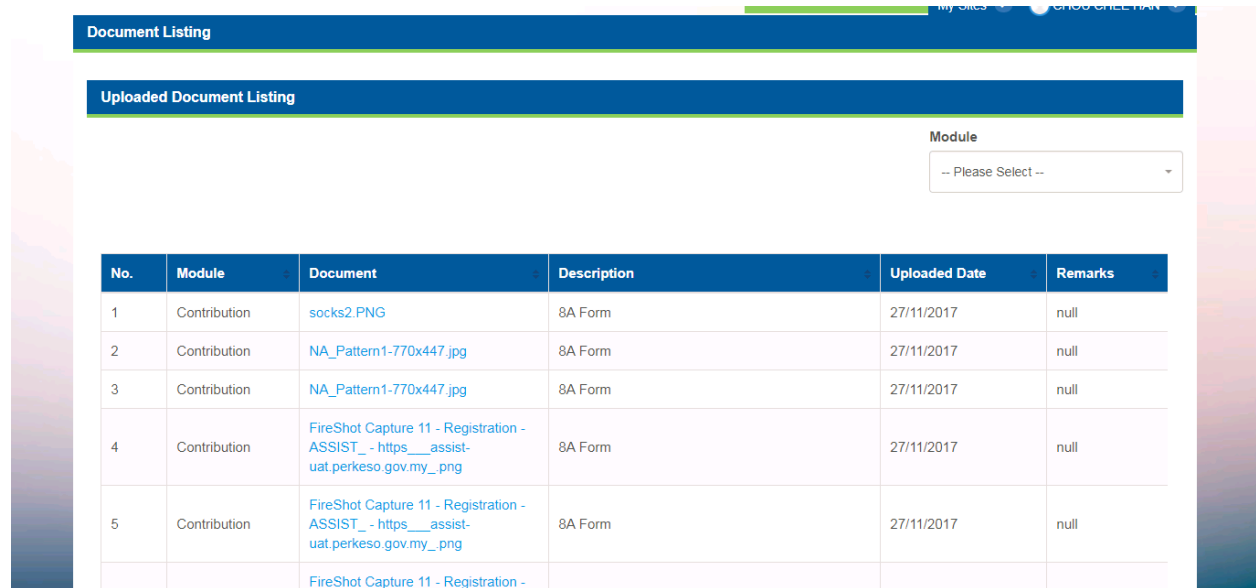
⊕ Compound Payment Information

⊕ Dishonored Cheque Information

### 2.2.3 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**

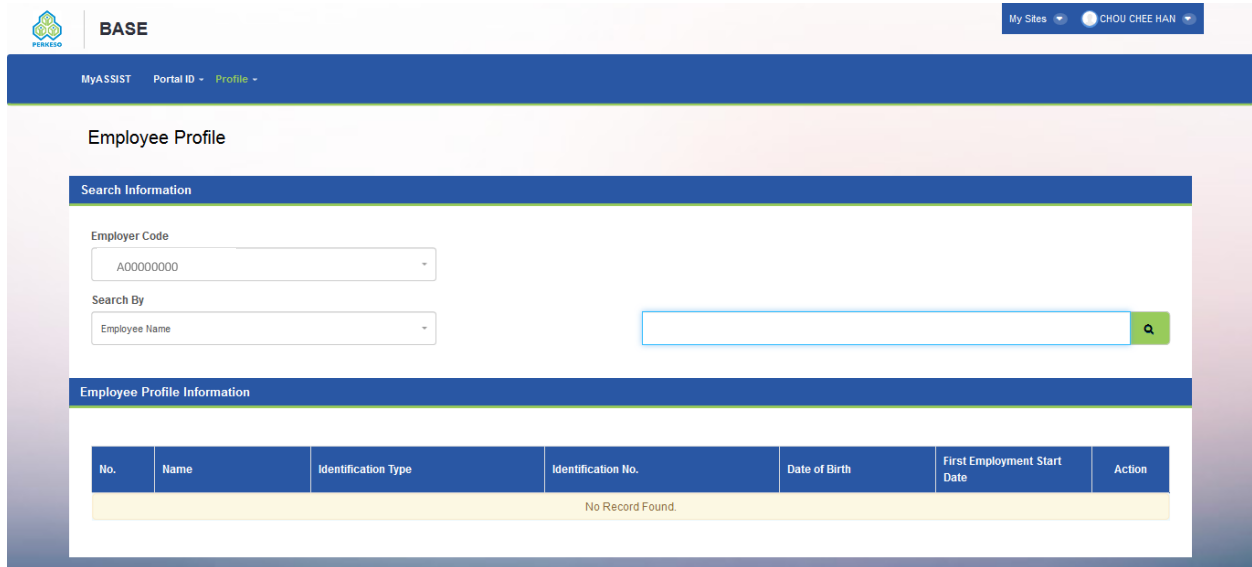
**Uploaded Document Listing**

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 -			

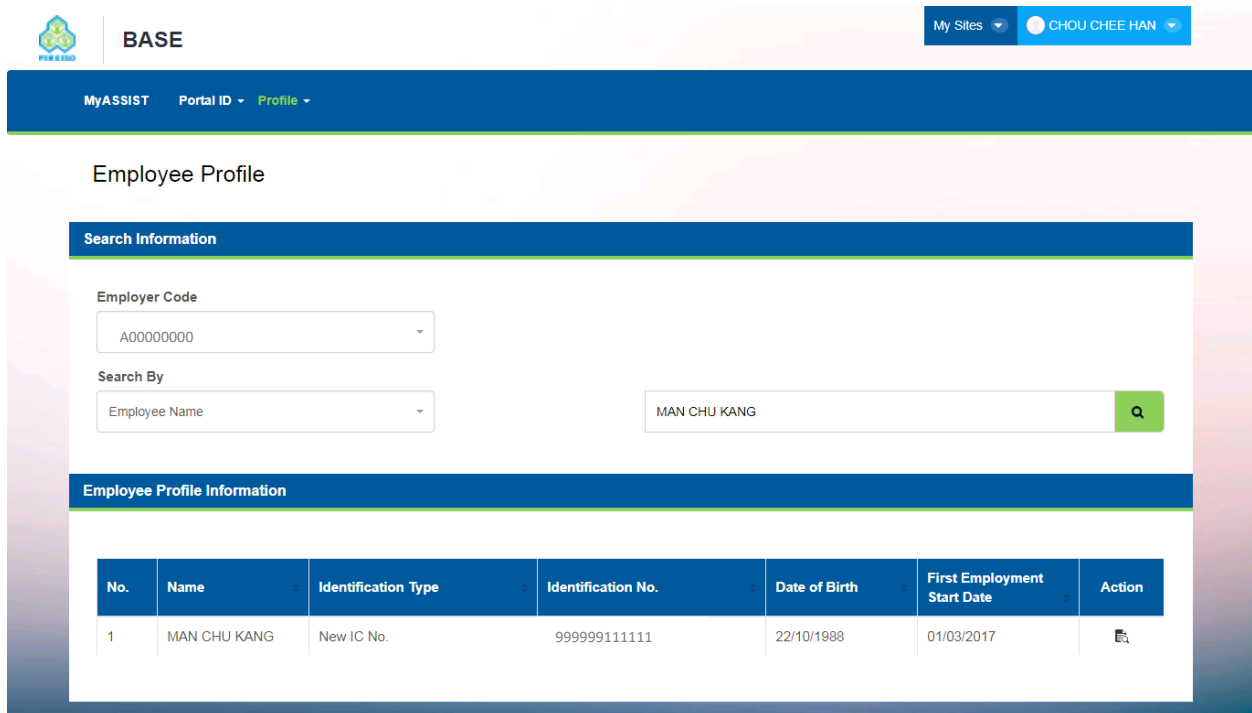
## 2.2.4 Employee Profile

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




The screenshot shows the 'Employee Profile' page. At the top, there is a navigation bar with 'MyASSIST', 'Portal ID', and 'Profile'. Below this, the page title 'Employee Profile' is displayed. The 'Search Information' section contains a dropdown for 'Employer Code' (set to 'A00000000') and a 'Search By' dropdown (set to 'Employee Name') next to an empty search input field with a magnifying glass icon. Below the search section is the 'Employee Profile Information' section, which contains a table with the following columns: No., Name, Identification Type, Identification No., Date of Birth, First Employment Start Date, and Action. The table currently displays '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.



The screenshot shows the 'Employee Profile' page with search results. The 'Search Information' section is the same as in Step 1, but the search input field now contains 'MAN CHU KANG'. The 'Employee Profile Information' section now displays a table with one record:

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

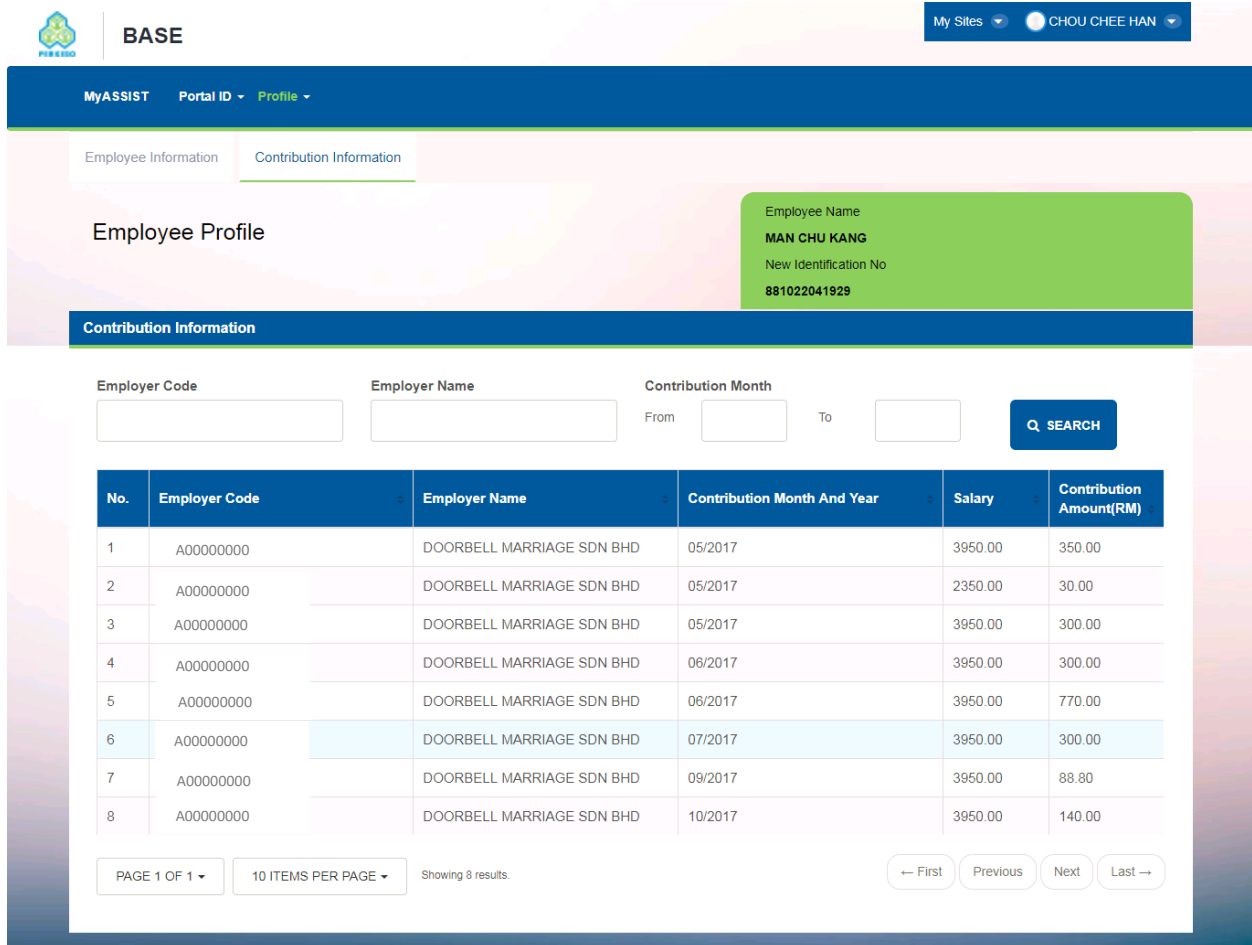
No.	Employer Code	Employer Name	Employment Start Date	Employment End Date	Status
1	A00000000	DOORBELL MARRIAGE SDN BHD	01/03/2017	-	ACTIVE

PRINT

## 2.2.5 Contribution Information Screen for an Employee

Step 1 : To view Contribution Information Screen, enter to the employee profile. (You may refer to Step 1 to Step 3 in displaying Employee Information above)

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



The screenshot displays the PERKESO ASSIST & EIS Employer Portal interface. At the top, the user is logged in as CHOU CHEE HAN. The main navigation bar includes 'MyASSIST', 'Portal ID', and 'Profile'. The 'Contribution Information' tab is selected, showing the employee profile for MAN CHU KANG with a New Identification No of 881022041929.

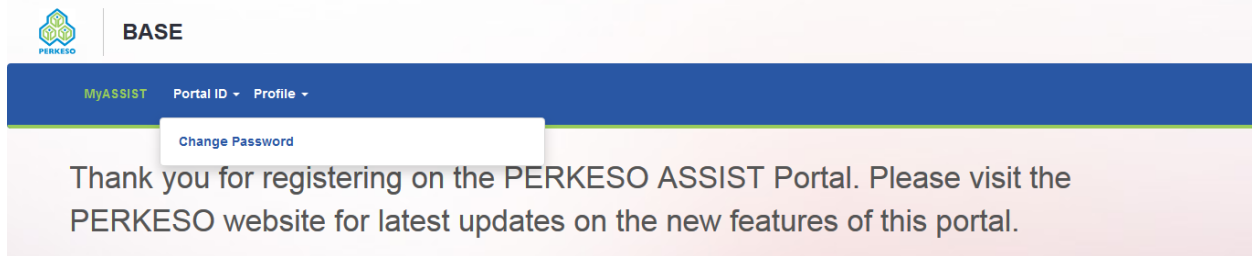
Below the profile, the 'Contribution Information' section features a search form with fields for Employer Code, Employer Name, and Contribution Month (From and To). A 'SEARCH' button is present. The search results are displayed in a table with 8 rows, showing contribution details for DOORBELL MARRIAGE SDN BHD from May 2017 to October 2017.

No.	Employer Code	Employer Name	Contribution Month And Year	Salary	Contribution Amount(RM)
1	A00000000	DOORBELL MARRIAGE SDN BHD	05/2017	3950.00	350.00
2	A00000000	DOORBELL MARRIAGE SDN BHD	05/2017	2350.00	30.00
3	A00000000	DOORBELL MARRIAGE SDN BHD	05/2017	3950.00	300.00
4	A00000000	DOORBELL MARRIAGE SDN BHD	06/2017	3950.00	300.00
5	A00000000	DOORBELL MARRIAGE SDN BHD	06/2017	3950.00	770.00
6	A00000000	DOORBELL MARRIAGE SDN BHD	07/2017	3950.00	300.00
7	A00000000	DOORBELL MARRIAGE SDN BHD	09/2017	3950.00	88.80
8	A00000000	DOORBELL MARRIAGE SDN BHD	10/2017	3950.00	140.00

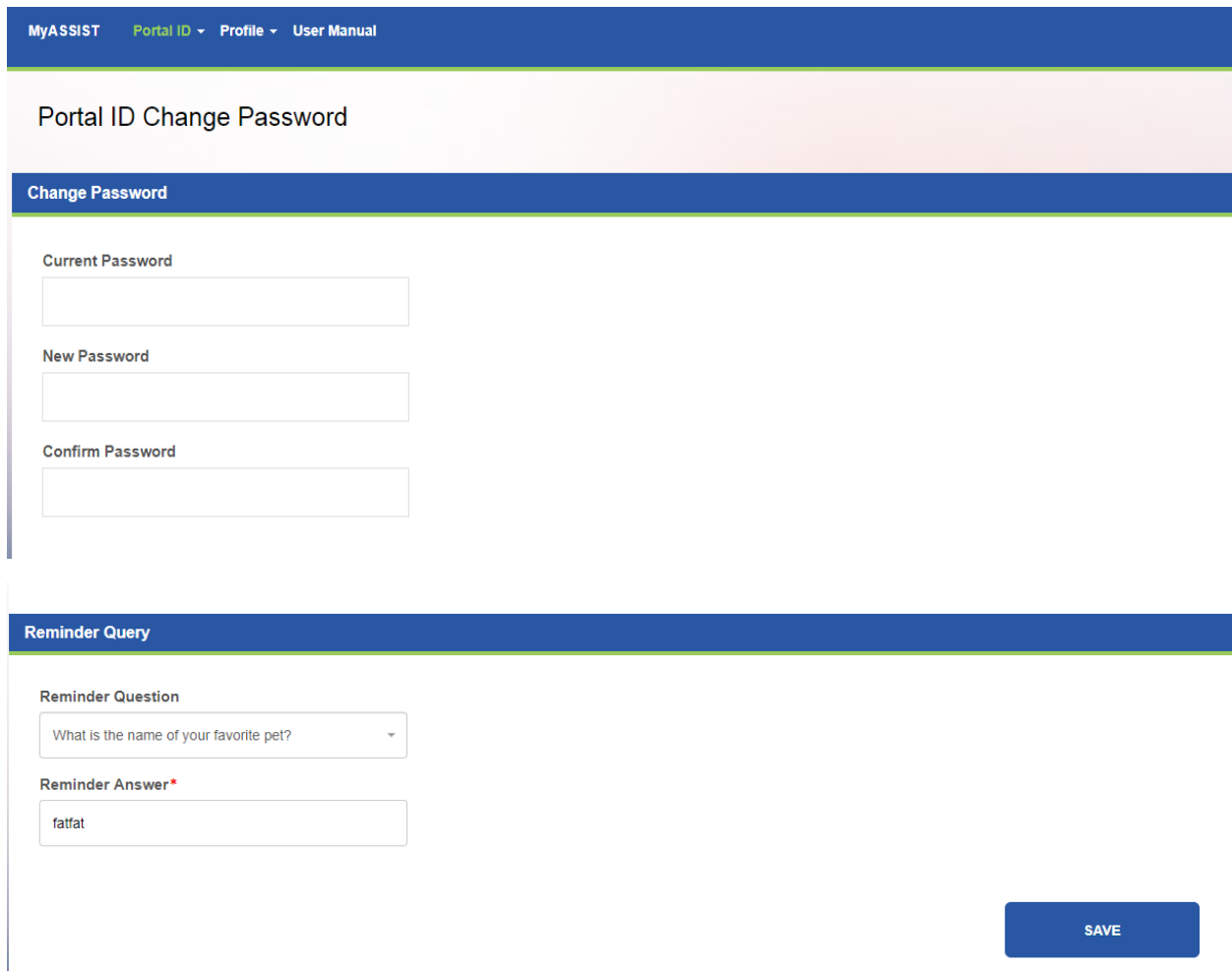
At the bottom of the table, there is a pagination control showing 'PAGE 1 OF 1', '10 ITEMS PER PAGE', and 'Showing 8 results.' Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also visible.

## 2.3 Employer Change Password

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



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



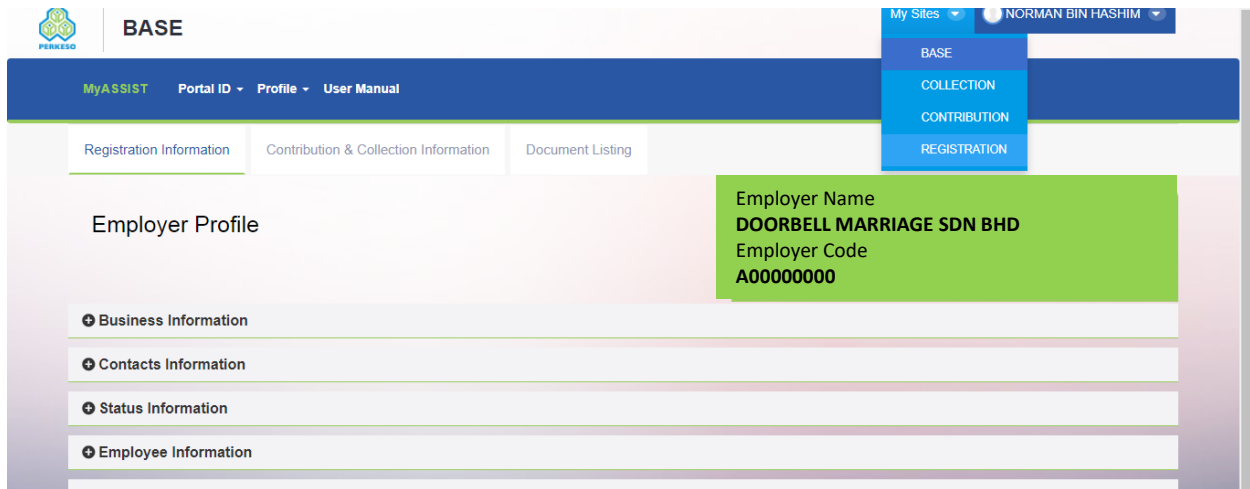
The screenshot shows the 'Portal ID Change Password' form. The form is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Confirm Password'. Below the form, there is a 'Reminder Query' section with a dropdown menu for 'Reminder Question' (set to 'What is the name of your favorite pet?') and a text input field for 'Reminder Answer\*' (set to 'fatfat'). A blue 'SAVE' button is located at the bottom right of the form.



## 3.0 Registering as Employer

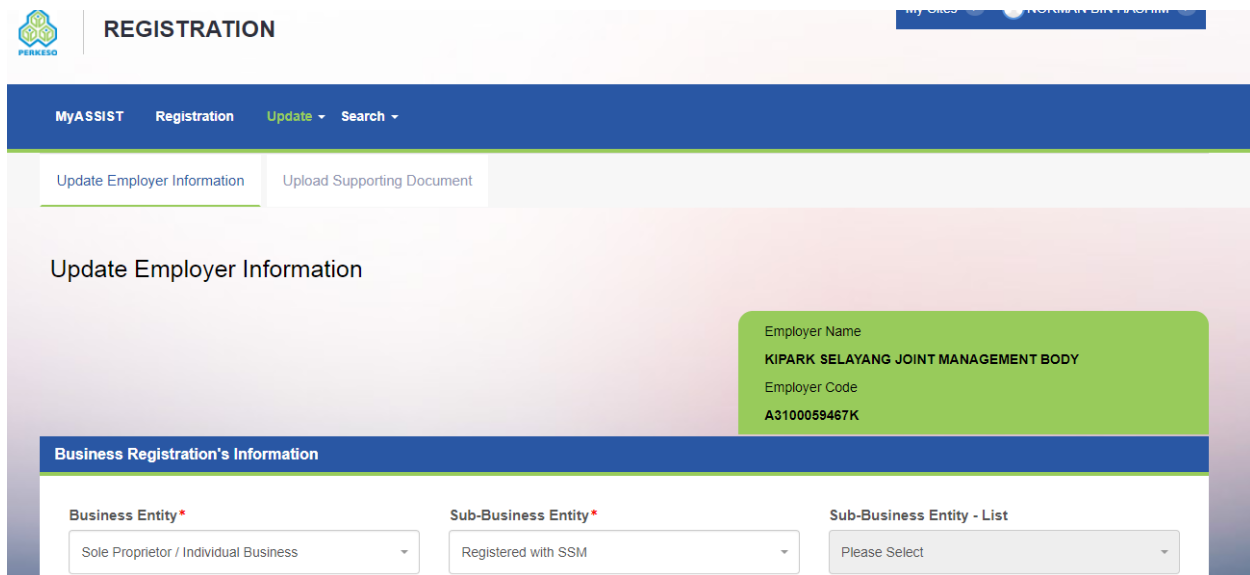
### 3.1 New Employer Registration

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



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

Please proceed with the following steps.





Registration Number(BRN)\*

KS6/2009



Registering As A Branch?

Yes

No

Industry's Information

Employer Name\*

KIPARK SELAYANG JOINT MANAGEMENT BODY

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

Postal Address\*

GRD FLOOR KIPARK SELAYANG,PERSIARAN 3

BANDAR BARU SELAYANG

BATU CAVES,SLGR

State\*

City\*

Postcode\*

SOC

Pejabat PERKESO Negeri W.P Kuala Lumpur

Industry Address Same As Postal Address

Industry Address\*

S

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**

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 Postal Address, State, Postcode
- \* Employee Identification Number
- \* 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\***

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

**Sub-Business Entity\***

*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**

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

**Registration Number(BRN)\***

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\*

State\*  City\*  Postcode\*

SOCSCO Office Location\*

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	<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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Others	Business Representative

Step 3 : Select the option from drop-down list

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

Please Select

### 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

<b>Business Entity*</b>	<b>Sub-Business Entity*</b>
Others	Cooperative

**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

Business Entity\*

Sub-Business Entity\*

Step 3 : Select the option from drop-down list

Sub-Business Entity - List\*

**Note :** When “Federal Statutory Body” for the Sub-Business Entity is selected, Registration Number(BRN) field is hidden.

### 3.1.14 Employer Registration for Others (Federal Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1 : Select “Other” under Business Entity field

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

Business Entity\*

Others

Sub-Business Entity\*

Federal Statutory Body

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

Business Entity\*

Others

Sub-Business Entity\*

IPTS

**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

Business Entity \*

Sub-Business Entity \*

Step 3 : Select the option from drop-down list

Sub-Business Entity - List \*

**Note : When “Local Authority” for the Sub-Business Entity is selected, Registration Number(BRN) field is hidden.**

### 3.1.17 Employer Registration for Others (NGO/Society)

For the following sections details, refer to Section 3.1 except

Step 1 : Select “Other” under Business Entity field

Step 2 : Select “NGO/Society” under Sub - Business Entity field

Business Entity \*

Sub-Business Entity \*

Step 3 : Select the option from drop-down list

Sub-Business Entity - List \*

### 3.1.18 Employer Registration for Others (State Government Agency)

For the following sections details, refer to Section 3.1 except

Step 1 : Select “Other” under Business Entity field

Step 2 : Select “State Government Agency” under Sub - Business Entity field

Business Entity \*

Sub-Business Entity \*

Step 3 : Select the option from drop-down list

Sub-Business Entity - List \*

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

### 3.1.19 Employer Registration for Others (State Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1 : Select “Other” under Business Entity field

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

Business Entity \*

Sub-Business Entity \*

Step 3 : Select the option from drop-down list

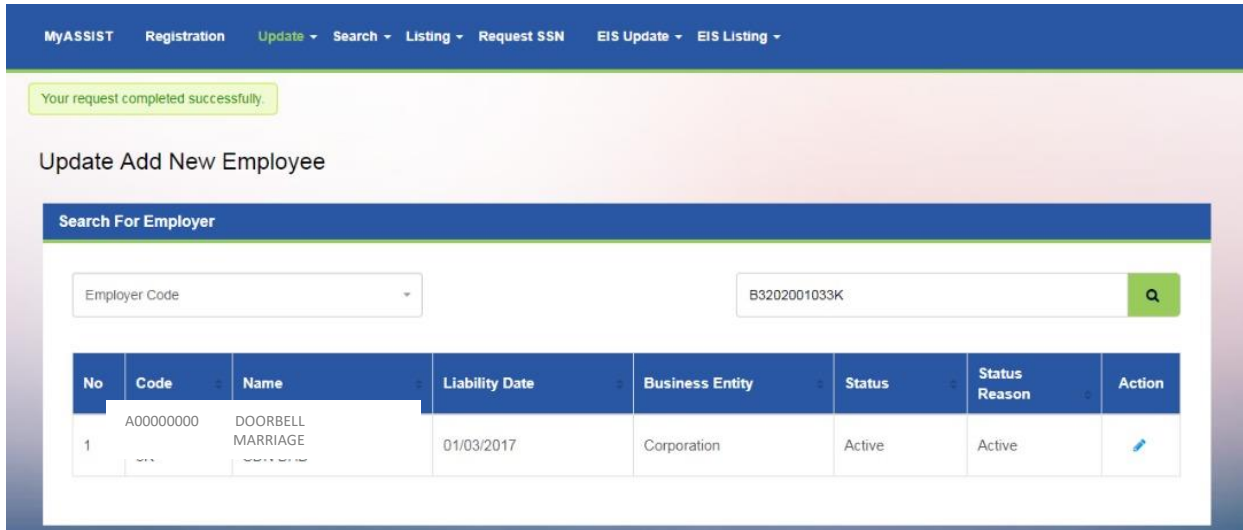
Sub-Business Entity - List \*


**Note : When “State Statutory Body” for the Sub-Business Entity is selected, Registration Number(BRN) field is hidden.**

## 3.2 New Registration

### 3.2.1 New Employee Registration Form

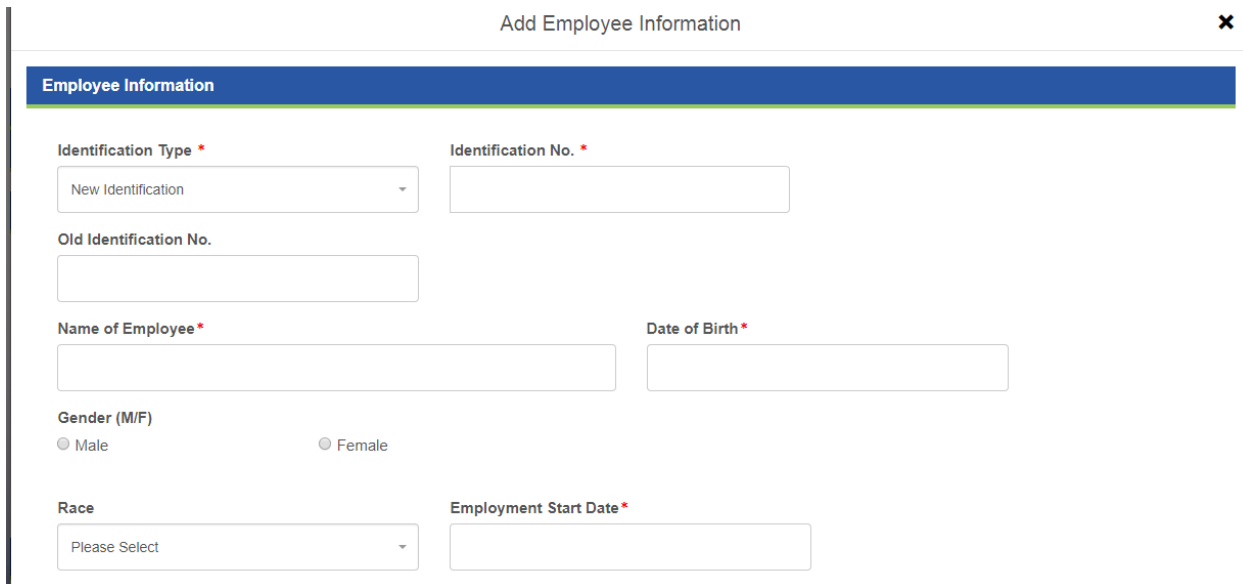
Step 1 : Click Add Employee button



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



Occupation (MASCO) Sub Occupation (MASCO) Sub Occupation List (MASCO)

Please Select Please Select 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**

[ADD EMPLOYEE](#)

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

**Auto Registration Employee's Information That Had Updated**

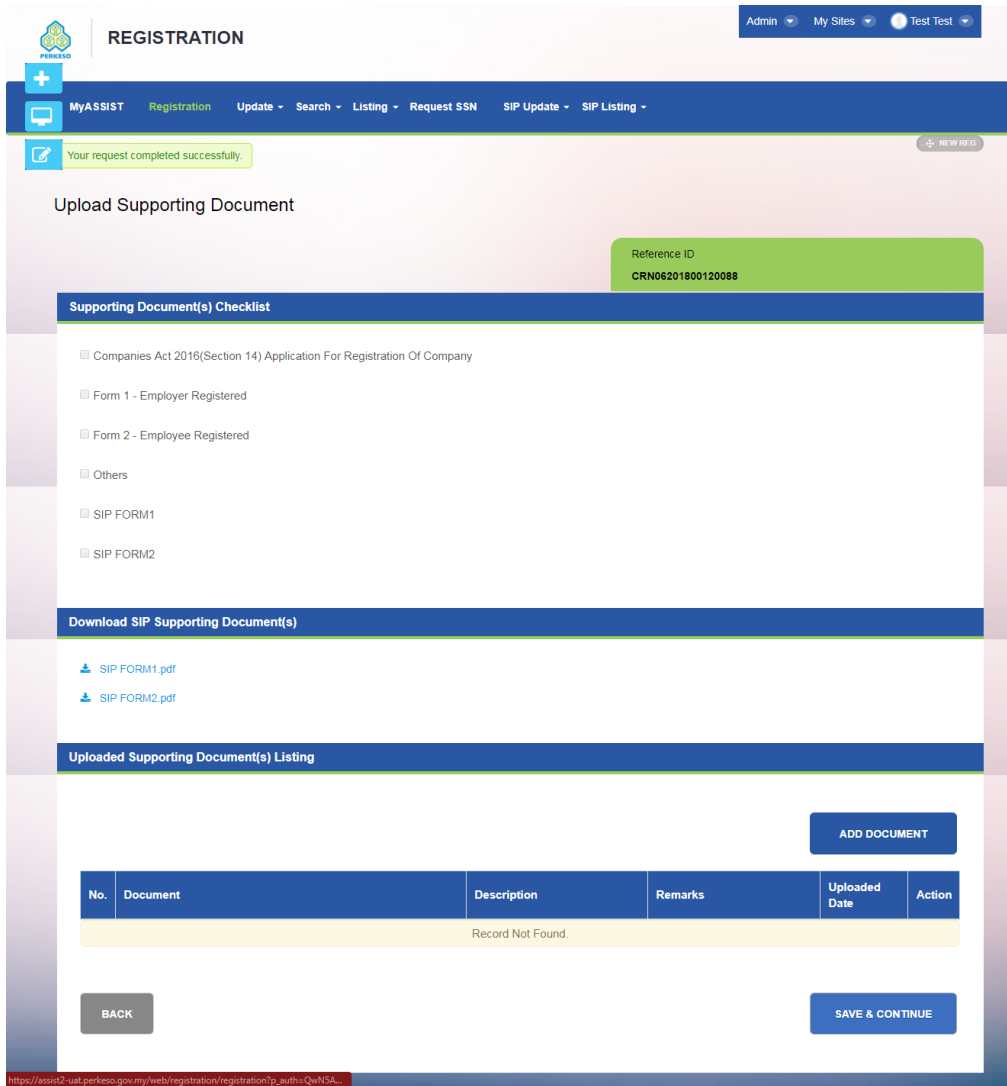
No	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
Record Not Found.								

[SAVE & CONTINUE](#)

**Note 1: The screen shot below shows the added Employee. There are two buttons under Action field "Remove" and "Edit".**

### 3.2.2 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. NEW REG

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  
CRN1229170002763

**Supporting Document(s) Checklist**

- Form 8 - Companies Act, 1965
- Form 49 - Companies Act, 1965
- Form 1 - Employer Registered
- Form 2 - Employee Registered
- Others

**Uploaded Support**

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	information.txt	Form 1 - Employer Registered		07/12/2017	✕
2	information.txt	Form 2 - Employee Registered		07/12/2017	✕

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  
**A0000000**

#### 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

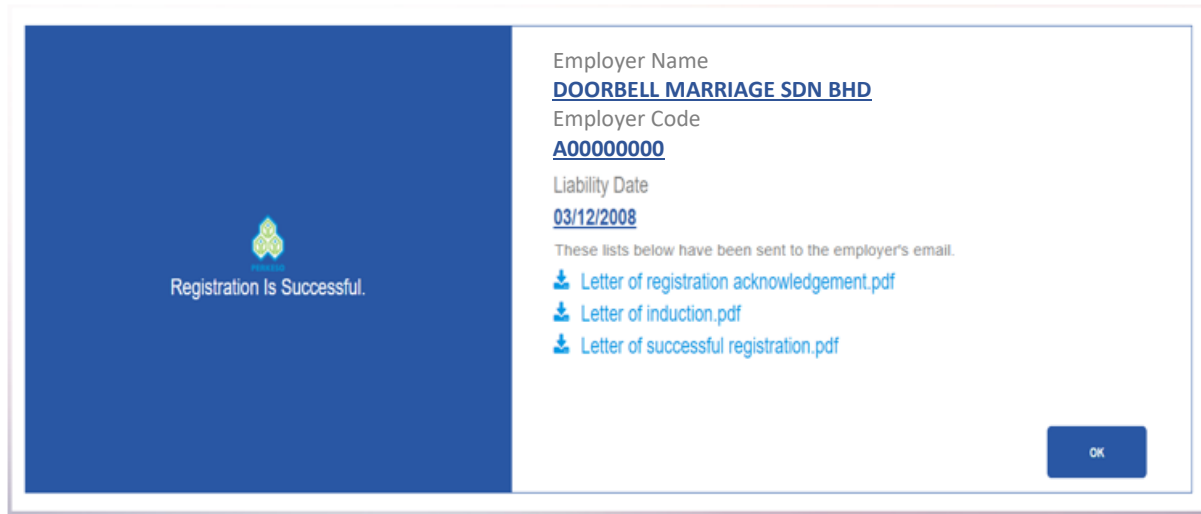
**CONFIRMATION** ✕

---

Proceed for Submission?

✕ CANCEL✔ CONFIRM

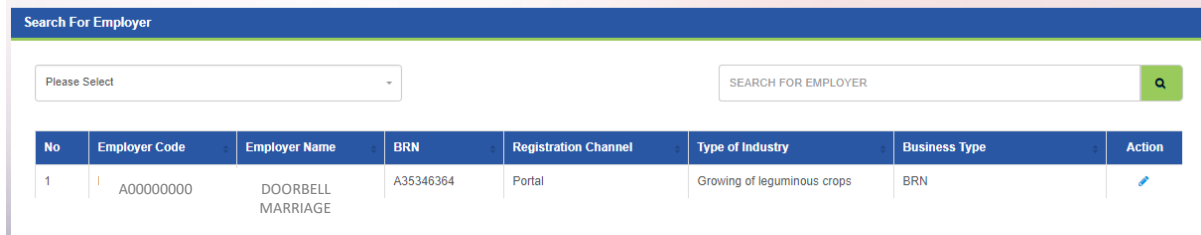
Step 9 : Successfully registered and employer code is generated




### 3.3 Update

#### 3.3.1 Add New Employee

Update Add New Employee



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	

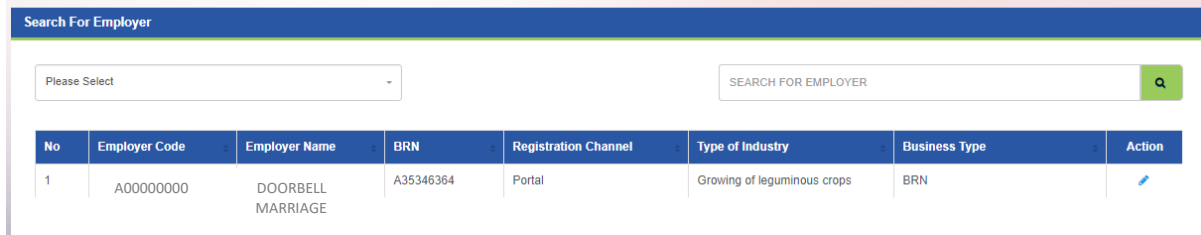
**Note :** When you click on the “Update Add New Employee” menu, the list of Employer will be shown automatically.


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



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 \* Identification No. \*

Old Identification No.

Name of Employee \* Date of Birth \*

Gender (M/F)

Male  Female

Race Employment Start Date \*



Occupation (MASCO)

Sub Occupation (MASCO)

Sub Occupation List (MASCO)

Nationality

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 & CONTINUE

Step 8 : Click Add Document

**Supporting Document(s) Checklist**

Others

**Uploaded Supporting Document(s) Listing**

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

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 ▼

No file chosen

**Remarks**

1000 characters remaining

Step 13 : Click Save and Continue

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

ADD DOCUMENT

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

BACK
SUBMIT

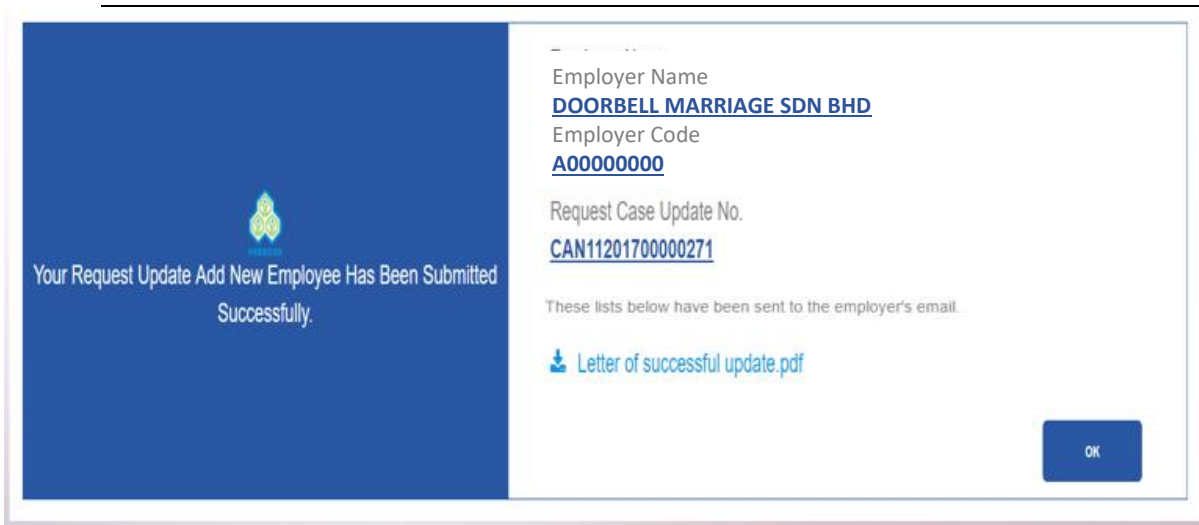
Step 15 : Click Confirm

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  
**A0000000**

Request Case Update No.  
**CAN11201700000271**

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

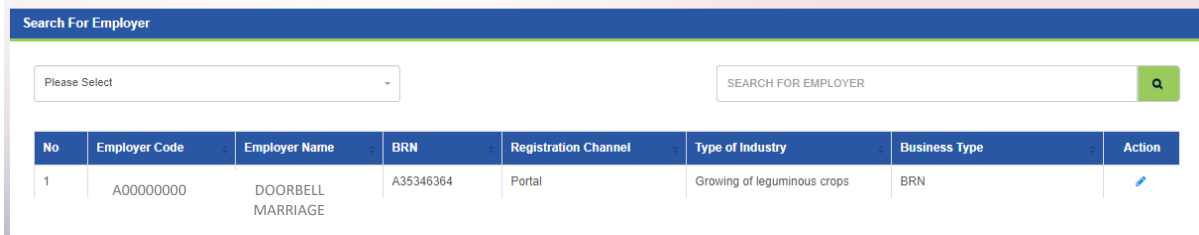
[Letter of successful update.pdf](#)

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.**

### 3.3.2 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	<a href="#">Edit</a>

**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

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**

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.	770077007711	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.	770077007711	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

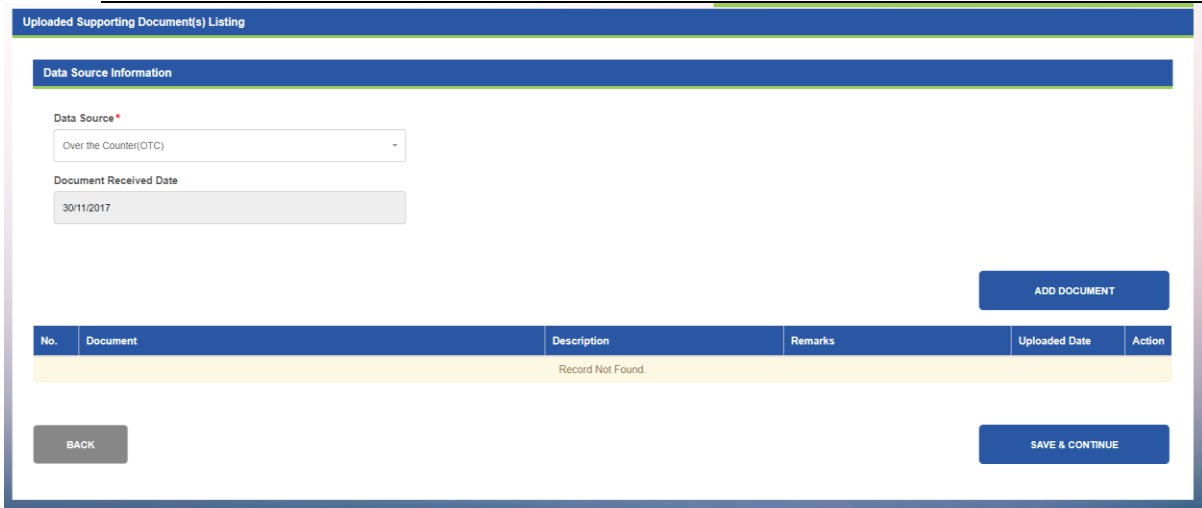
Employment Resign Date

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

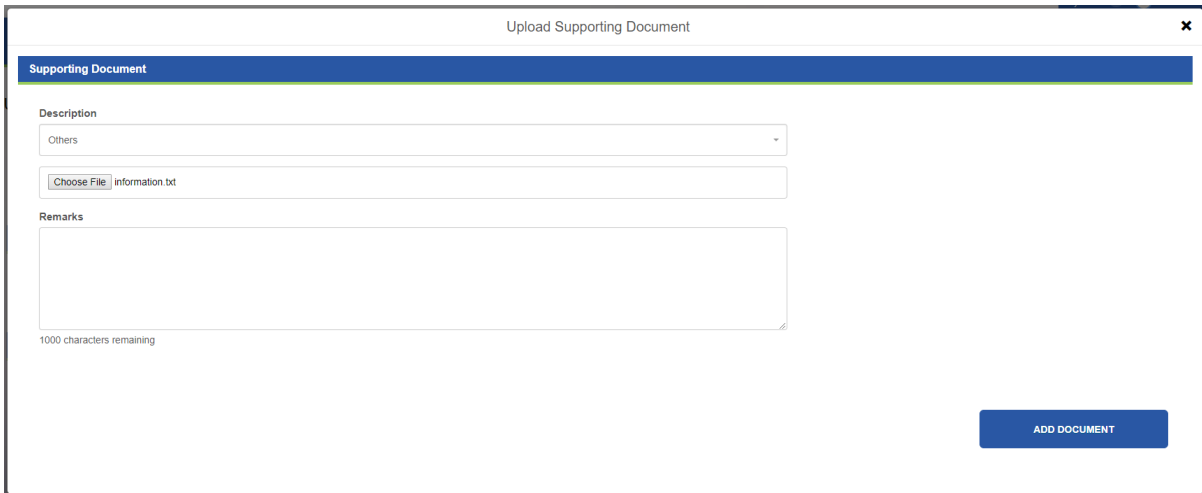
ADD DOCUMENT

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 ▼

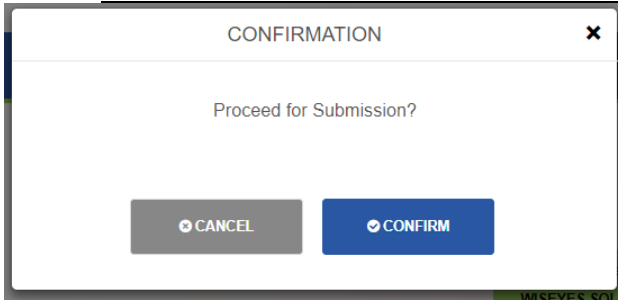
No	Identification Type	Identification No.	Name	New Resign Date
1	New IC No.	770077007711	AKALIA	31/01/2018

**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

### 3.3.3 Add Employee Information (Employer)

Update Employee Information By Employer

Search For Employer

Please Select

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

Identification No. \*

770077007711

Old Identification No.

+ Additional Identification No.

Name of Employee \*

ABC RESOURCES SDN BHD

Date of Birth \*

22/11/1992

Gender (M/F)

Male

Female

Race

Please Select

Employment Start Date \*

01/03/2013

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

Nationality

Malaysia

Date of Death

Wages Exceed RM3000 Per Month Before 1st Jun 2016

Yes

No


CLOSE

SAVE

Step 5 : Click Save

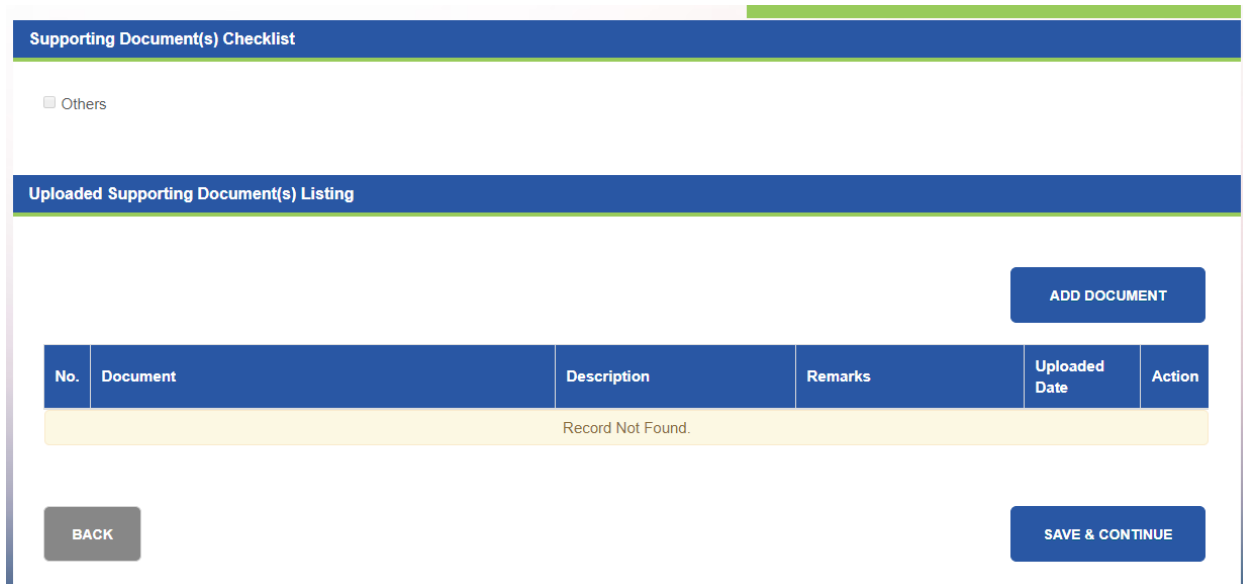
(After you click save employee record should appear in the table as shown below)

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	 

SAVE & CONTINUE

Step 6 : Click Save and Continue



Supporting Document(s) Checklist

Others

Uploaded Supporting Document(s) Listing

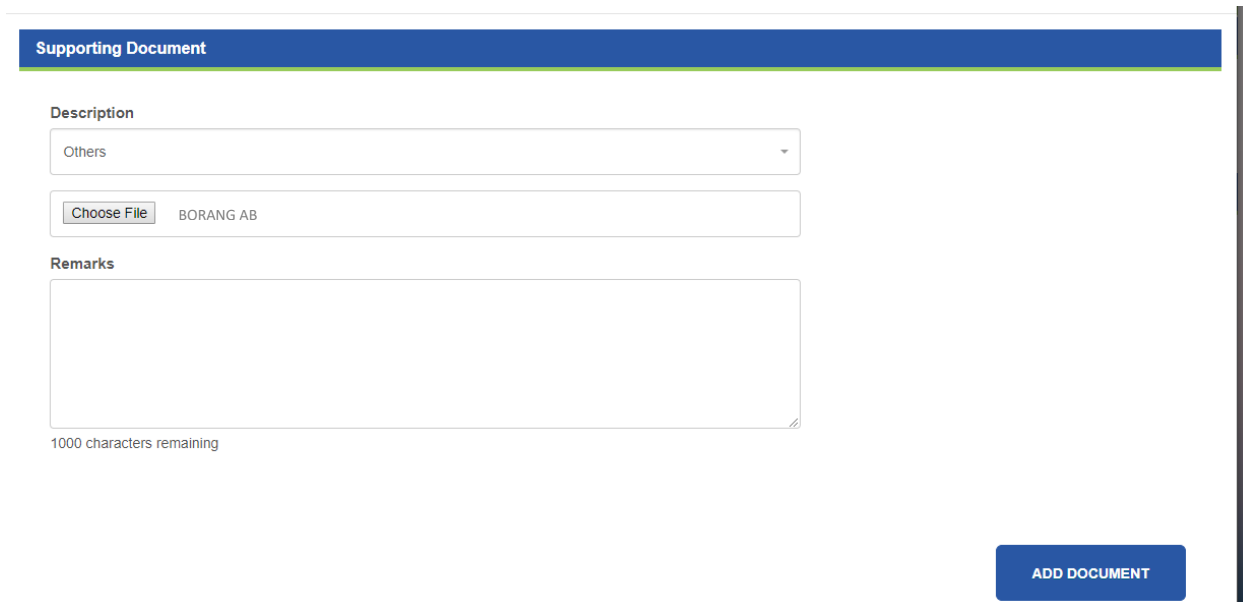
ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Step 7 : Click Add Document



Supporting Document

Description

Others

Choose File 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**

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

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.	7700778899	18/06/1978	AKALIA	-	None	30/01/2018

**Uploaded Supporting Document(s) Listing**


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

Step 13 : Click Submit

CONFIRMATION ✕

Proceed for Submission?

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**

### 3.3.4 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

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE	01/09/2011	Sole Proprietor / Individual Business	Active	Active	

### Step 4 : Change Employer Information



MyASSIST Registration Update Search

Update Employer Information

Upload Supporting Document

### Update Employer Information

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

#### Business Registration's Information

Business Entity\*

Sole Proprietor / Individual Business

Sub-Business Entity\*

Registered with SSM

Sub-Business Entity - List

Please Select

Registration Number(BRN)\*



Registering As A Branch?

Yes

No

#### Industry's Information

Employer Name\*

Postal Address\*

State\*

City\*

Postcode\*



**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\*      Service Type

Form 8A      Non-Professional Bodies

---

**Induction Information**

Induction Venue \*  
Please Select

Remarks

SAVE & CONTINUE

Step 5 : Click Save and Continue

Methods of Contribution Payment\*      Service Type

Form 8A      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  
**A0000000**

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.**

### 3.3.5 Update Director/Owner Information

Update Director/ Owner Information

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	

**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

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

Identification No.

Director/Owner Name\*

Correspondence Address

State

City

Postcode

P.O. Box

Locked Bag No.

WDT

Telephone No.

Mobile No.

Fax No.

Email

Marital Status

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 Identification No.

Please Select ▼

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**

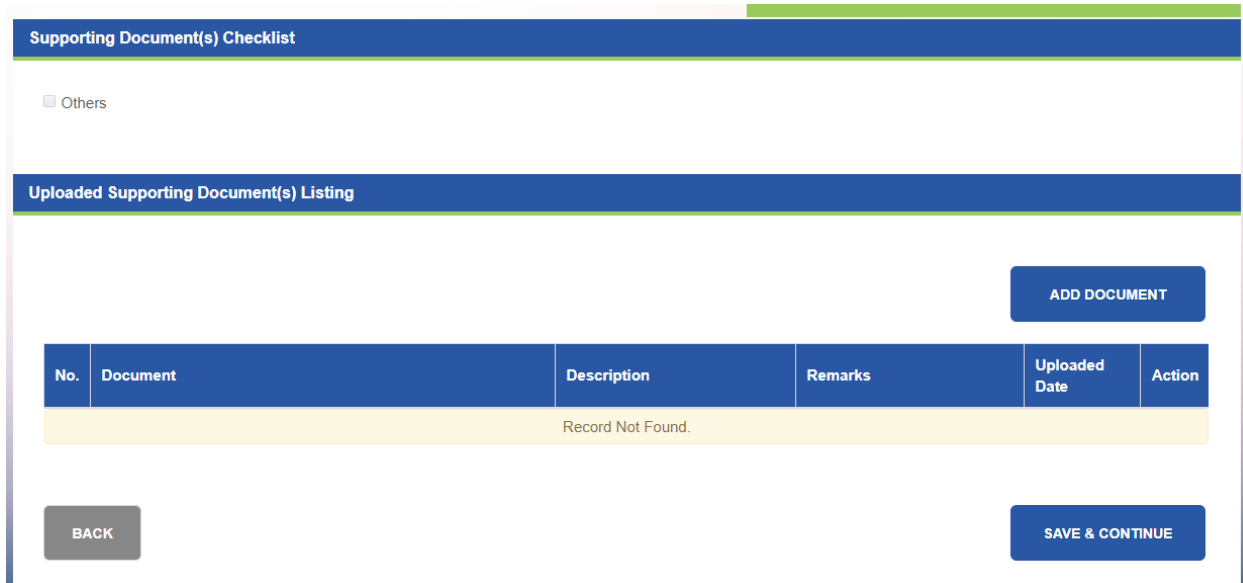
No	Director Name	Identification No.	Email	Action
No Record Found.				

**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

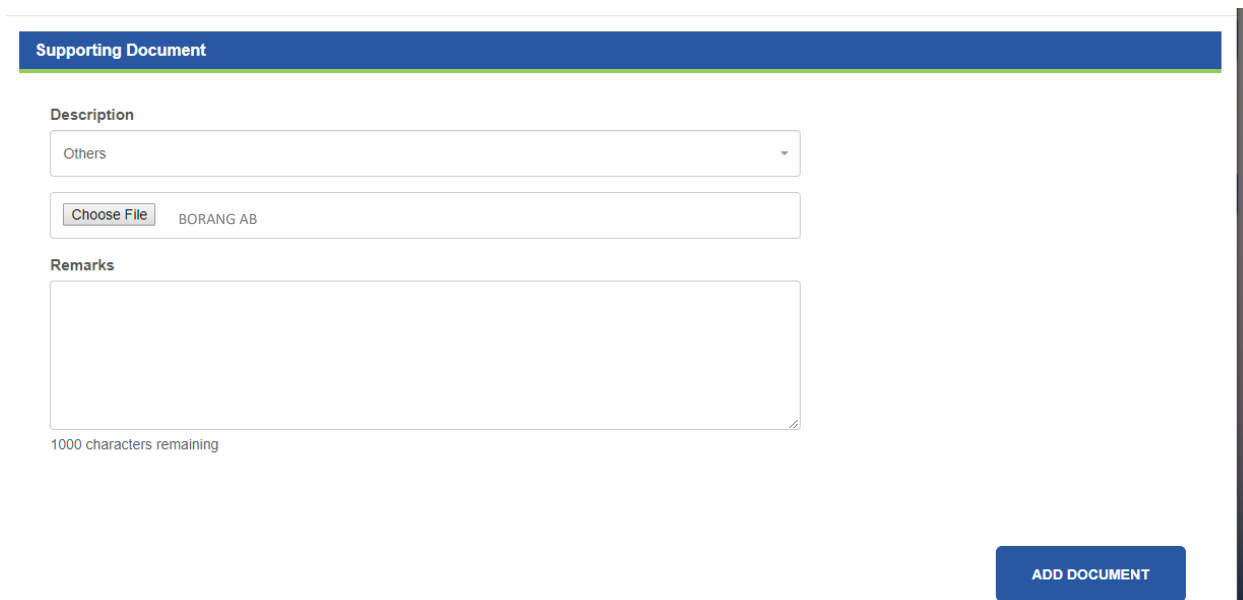
SAVE & CONTINUE

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	information bt	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

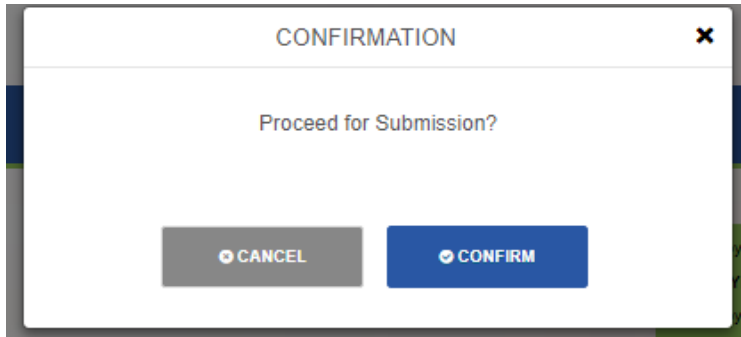
No	Director Name	Spouse Name	Identification No.	Email	Action
No Record Found.					

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

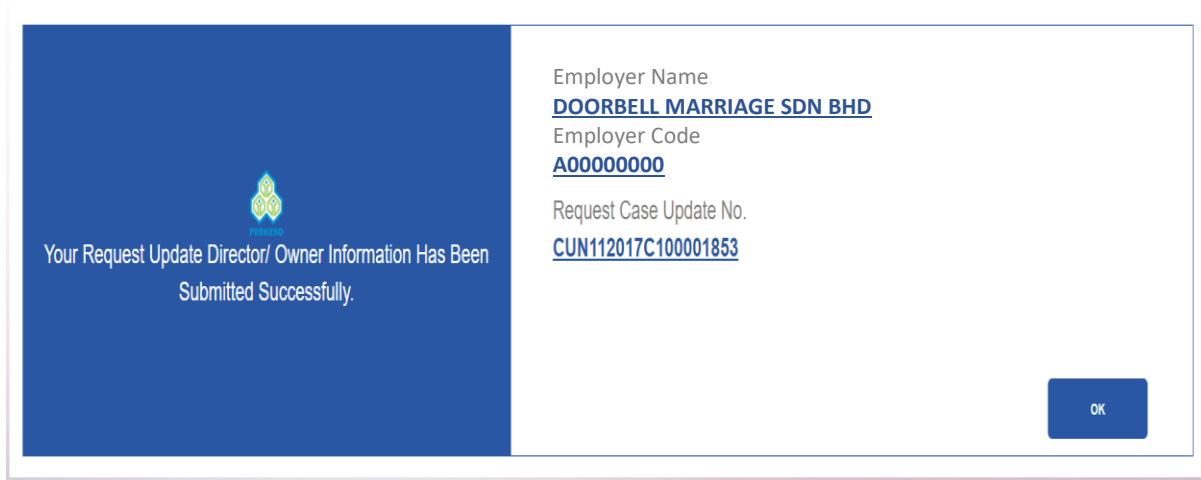
**BACK** **SUBMIT**



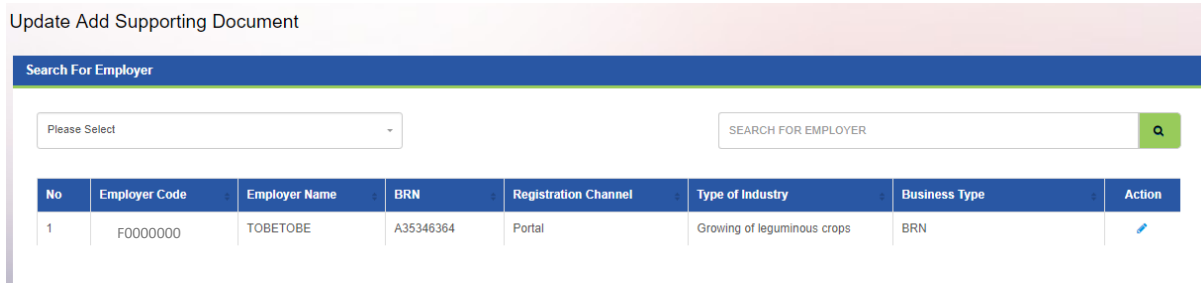
Step 19 : Click Confirm



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



### 3.3.6 Add Supporting Documents



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

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

Step 2 : Click Search

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



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**

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

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	information.txt	Form 1 - Employer Registered		30/11/2017	

[SUBMIT](#)

Step 10 : Click Submit



Your Request Has Been Submitted Successfully!

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

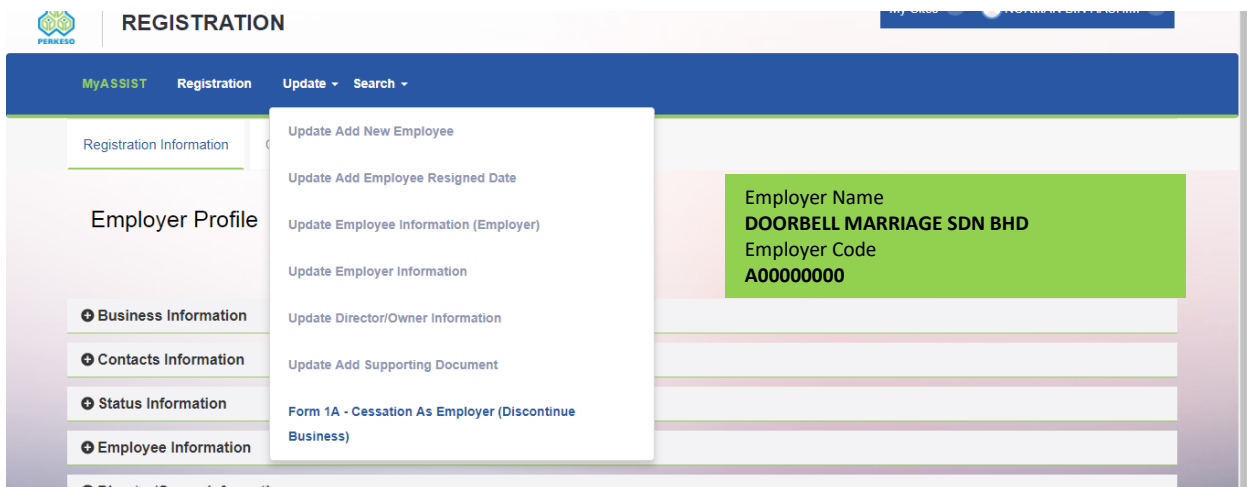
Employer Code  
**A0000000**

Request Case Update No.  
**CUN112017C100001847**

[OK](#)

Step 11 : Successfully document is uploaded

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



The screenshot shows the 'REGISTRATION' page with a dropdown menu open under 'Update'. The menu items are:

- 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)**

The background shows the 'Employer Profile' section with the following details:

- Employer Name: **DOORBELL MARRIAGE SDN BHD**
- Employer Code: **A0000000**

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)

Search For Employer

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** ⓘ

**Employer Code**

**Employer Name**

**Postal Address**




**State**

**City**

**Postcode**

**P.O. Box**

**Locked Bag No.**

**WDT**

Employer Status Request Change

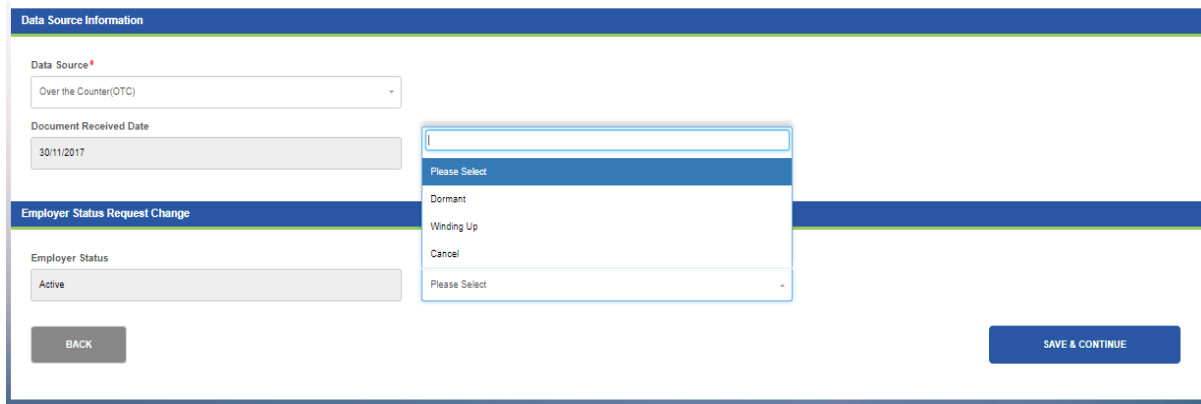
**Employer Status**

**Employer Status Reason**

**Change Employer Status To**

If you choose Cancel, proceed to Step 5 :

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



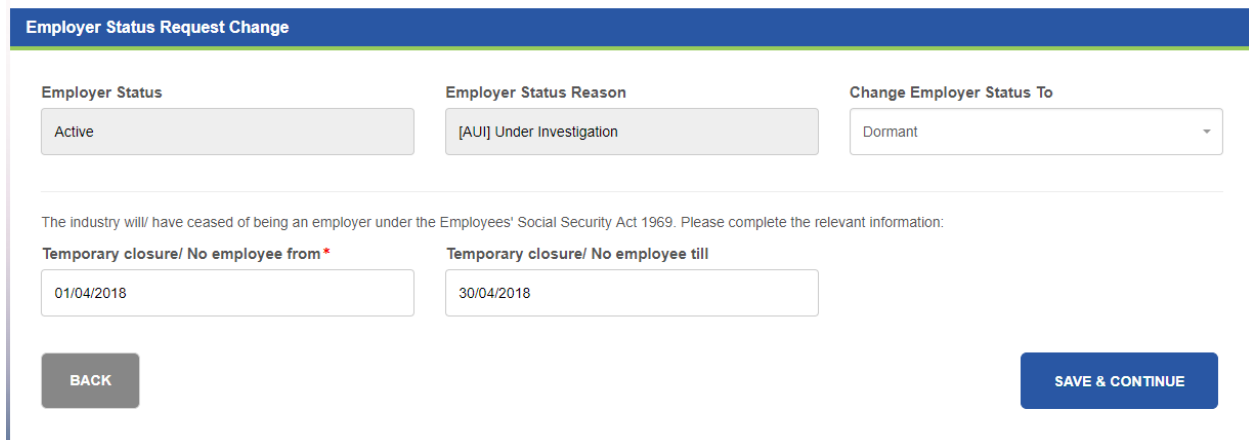
Step 5 : Fill Up Cessation as Employer Effective From

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



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

Step 8 : Click on Save and Continue



**Employer Status Request Change**

**Employer Status**

**Employer Status Reason**

**Change Employer Status To**

---

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**

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**

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

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	[AUJ] 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

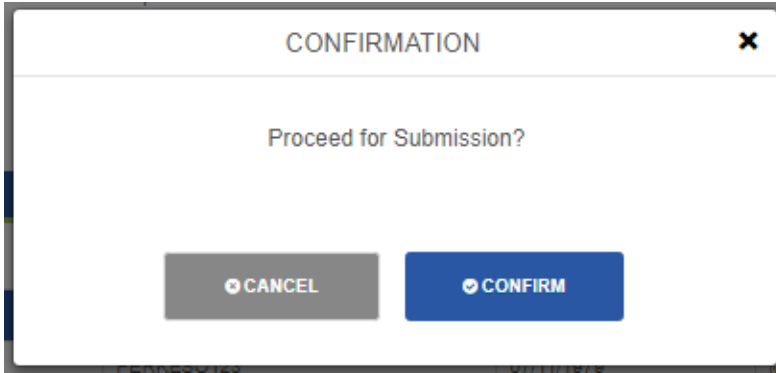
#### Uploaded Supporting Document(s) Listing

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

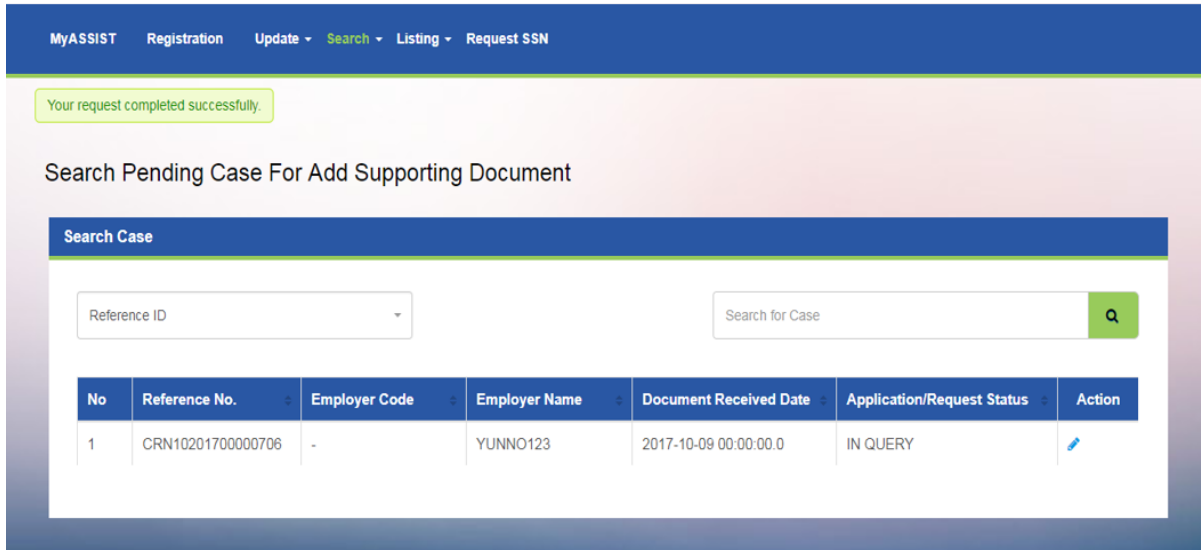


Step 19 : Successfully passed to UO, need to wait for PERKESO officer to approve.



### 3.4 Search

#### 3.4.1 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

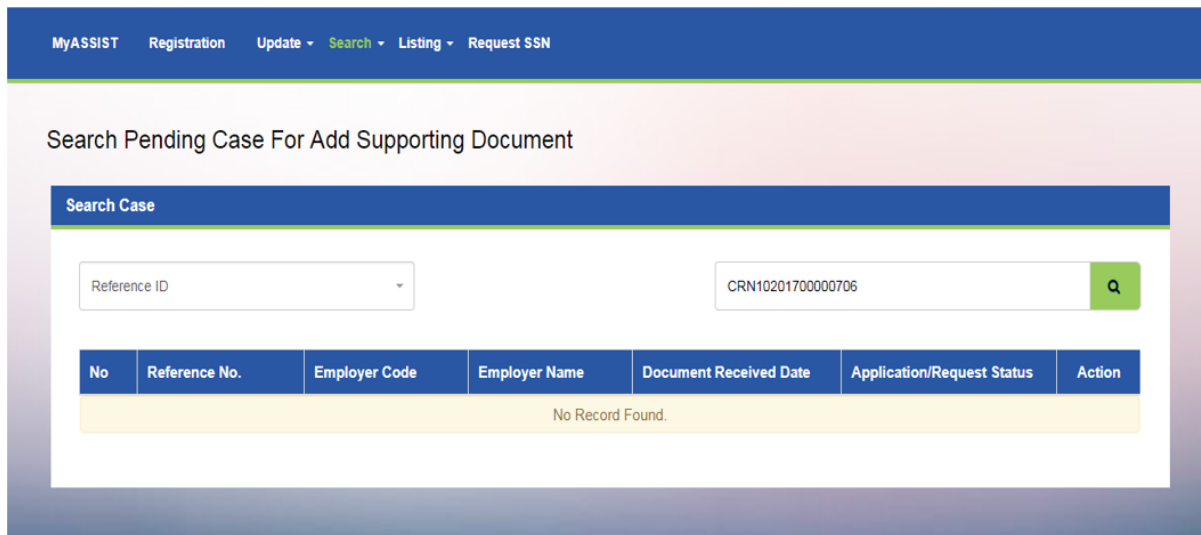
Reference ID  Search for Case

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	<input type="button" value=""/>

**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

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	 Edit

### 3.4.2 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

No	Reference No.	Employer Name	Document Received Date	Application/Request Status	Action
1	CUN112017C100001707	DOORBELL MARRIAGE SDN BHD	23/11/2017	NEW	 
2	CUN122017C100002057	DOORBELL MARRIAGE SDN BHD	18/12/2017	NEW	 

**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

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

Search 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

Search 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	Resend 


### 3.5 EIS Update

#### 3.5.1 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\***      **Sub-Business Entity\***      **Sub-Business Entity - List**

Sole Proprietor / Individual Business ▾

Not Registered ▾

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="#">✎</a>
2	New IC No.	850917125261	01/01/1991	MOHD AZHIM BIN BAHTARIN	28/06/2018	<a href="#">✎</a>
3	New IC No.	770701125721	01/01/1991	MOHAMMAD ASRA BIN SAIDINA	28/06/2018	<a href="#">✎</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

Upload Supporting Document x

---

**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 step 1 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="#">jpefaopkfdgddddd.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

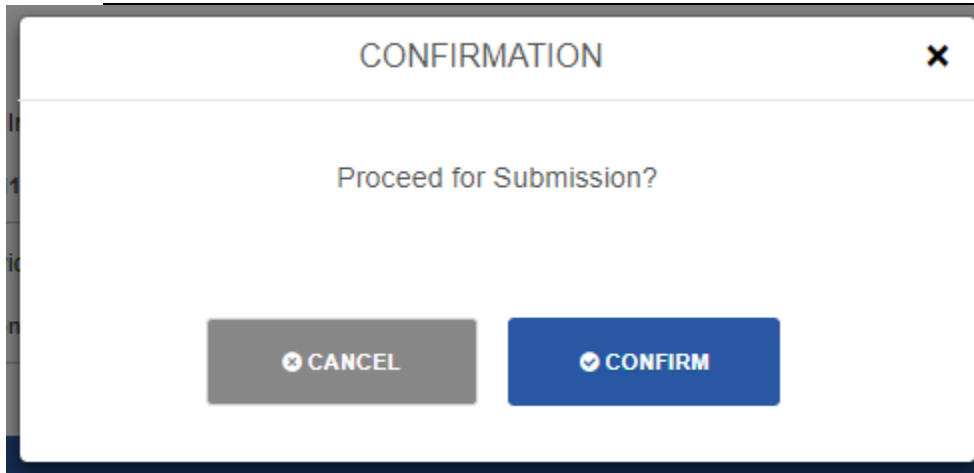
Employee(s) To Be Registered

Uploaded Supporting Document(s) Listing

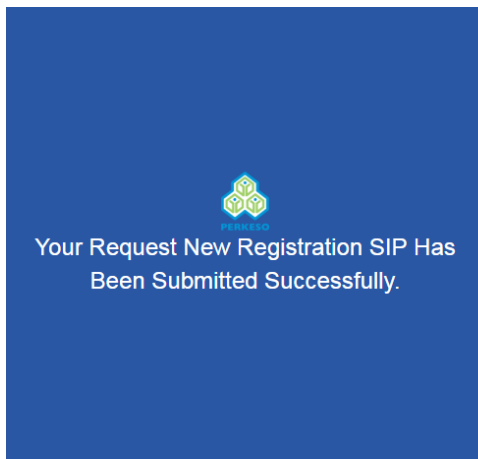
No.	Document	Description	Remarks	Uploaded Date
2	<a href="#">fikckkmbpmhokcnj.png</a>	Form2 - EIS	test	28/06/2018

[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

### 3.5.2 Update Add Employee Resigned Date of EIS

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

Search For Employer								
Employer Code				E1102001034Y				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		

**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

Social Security No (SSN)

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	

Step 6: Click Save and Continue

### Step 7: Choose Resign Date

**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	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

### Step 8: Click Add Document

**Uploaded Supporting Document(s) Listing**

**Data Source Information**

**Data Source \***

**Document Received Date**

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

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

Upload Supporting Document ✕

Supporting Document

Description

Others

Choose File information.txt

Remarks

1000 characters remaining

ADD DOCUMENT

Step 13: Click Save and Continue

Supporting Document(s) Checklist

Others

Uploaded Supporting Document(s) Listing

No.	Document	Description	Remarks	Uploaded Date	Action
1	information.txt	Others		30/11/2017	<span style="color: blue;">✕</span>

BACK
SAVE & CONTINUE

ADD DOCUMENT

Step 14: Click Submit

Employee That Had Added Resigned Date

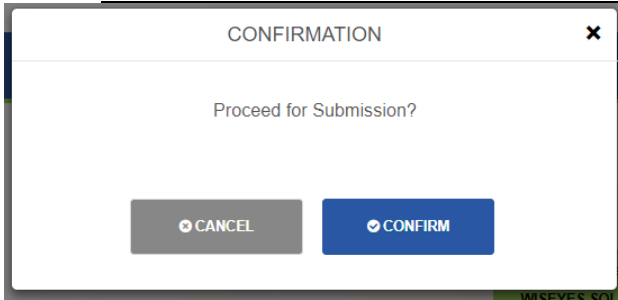
No	Identification Type	Identification No.	Name	New Resign Date
1	Social Security No.	9572352423	PERKESO	22/11/2017

Uploaded Supporting Document(s) Listing

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

BACK
SUBMIT

Step 15: Click Confirm

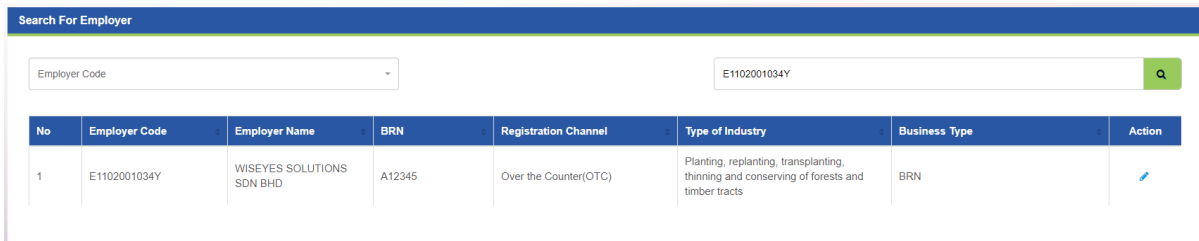


Step 16: Successfully Employee Resigned Date has been updated



### 3.5.3 Form 3 EIS – Cessation of Employer

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



**Note : When you click on the “Form 3 EIS – Cessation of Employer” menu, the list of Employer will be shown automatically.**

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

Step 3: Insert temporary closure date range

Step 4: Click Save & Continue to proceed





Employer's Information

Registration Number ⓘ

ASDFASFSF

Employer Code

E2102006486M

Employer Name

EMPLOYER20

Postal Address

EMPLOYER20

EMPLOYER20

EMPLOYER20

State

NEGERI SEMBILAN

City

SEREMBAN

Postcode

70700

P.O. Box

Locked Bag No.

WDT

Data Source Information

Data Source\*

Over the Counter(OTC)

Document Received Date

28/06/2018

Employer Status Request Change

Employer Status

Active

Employer Status Reason

[ACT] Active

Change Employer Status To

Dormant SIP

Temporary closure/ No employee from\*

01/05/2018

Temporary closure/ No employee till

31/05/2018

SAVE & CONTINUE

Step 5: Choose "All" or "Specific"

Note: If Specific follows as step 6

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

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

Step 7: Choose Employment Resign Date

Employee Resigned Date

Employee Selection  
 All     Specific

Employment Resign Date

Social Security No (SSN) -   

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	<input type="button" value="🔽"/>

Employee That Had Added Resigned Date

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

**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

Social Security No. (SSN)

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	

Step 9: Click Save and Continue

Step 10: Choose Resign Date

**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	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

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	<a href="#">information.bt</a>	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.bt</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

### 3.6 EIS Listing

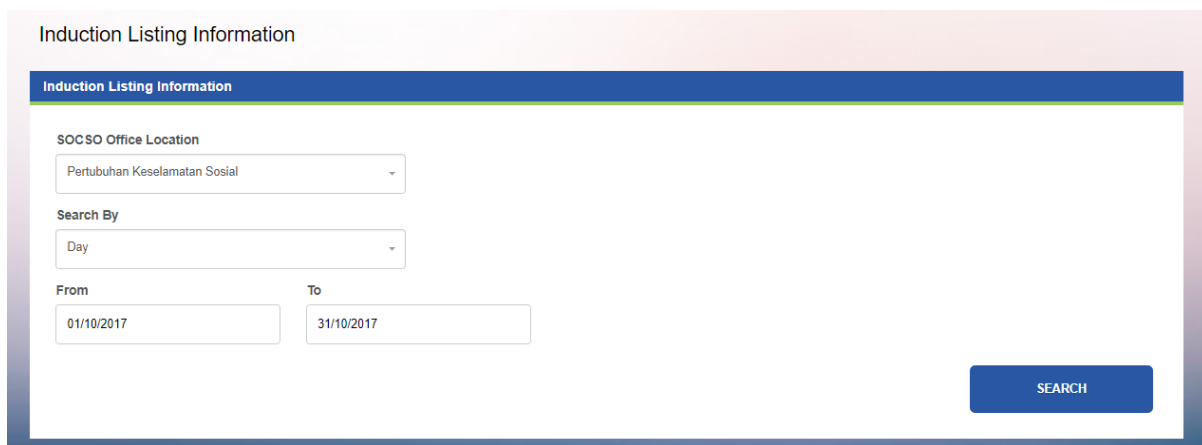
#### 3.6.1 Induction Listing Information of EIS

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

SOCSSO 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**

SOCISO 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**

**Search By**

**From**  **To**

Note: This screen shot is based on searched by day



## 4.0 Making Contribution Payment (Akta 4)

### 4.1 Add Contribution

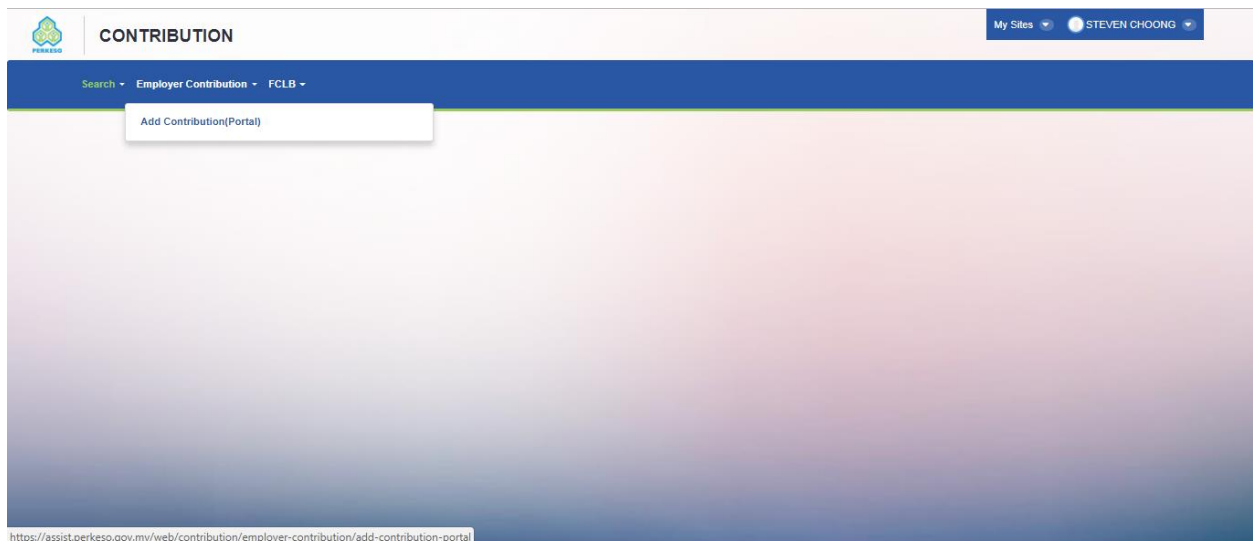
#### 4.1.1 Regular Scenario

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: 8A  
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	770077007727	ALAER	--		0.00	0.00	

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

← First Previous Next Last →

---

Total Employee(s): **1**

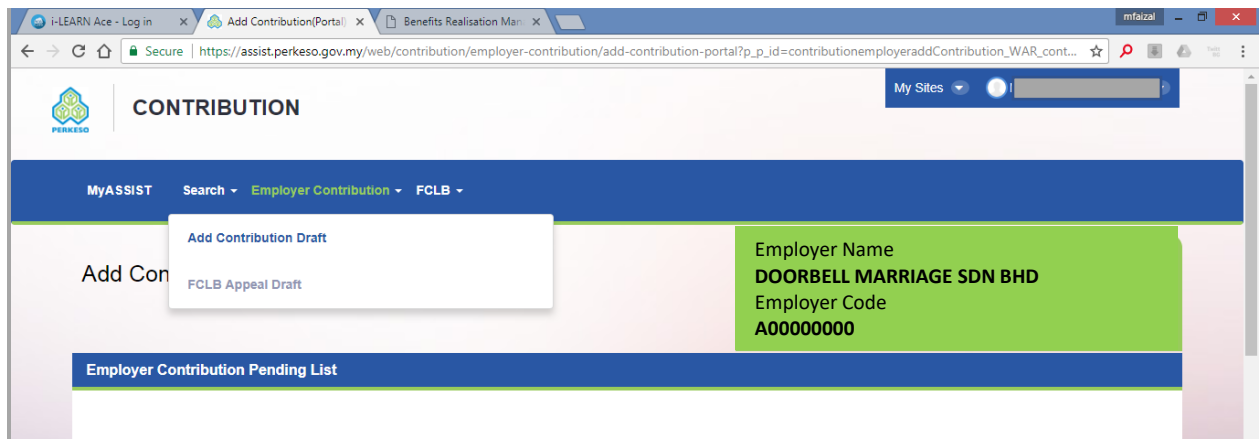
Total Contribution Amount (RM): **43.90**

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.



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	A00000000	DOORBELL MARRIAGE SDN BHD	02/2018	Monthly	6	152.90	Incomplete	 
<b>Total Contribution Amount (RM):</b>							<b>152.90</b>	

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	770077007777	AREMA	--		0.00	0.00	
2	New IC Identification	770077007784	AREMI	--		0.00	0.00	
3	New IC Identification	770077007779	AREMY	--		0.00	0.00	

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



ASSIST & EIS Employer Portal User Guide  
6 Aug 2018

7	New IC Identification	770077007717	ALAMI	--		0.00	0.00	
8	New IC Identification	770077007727	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 11: Then click Back

My Sites | STEVEN CHOONG

ARREARS CONTRIBUTION | SHORT CONTRIBUTION | TEXT FILE

---

**Employer Contribution**

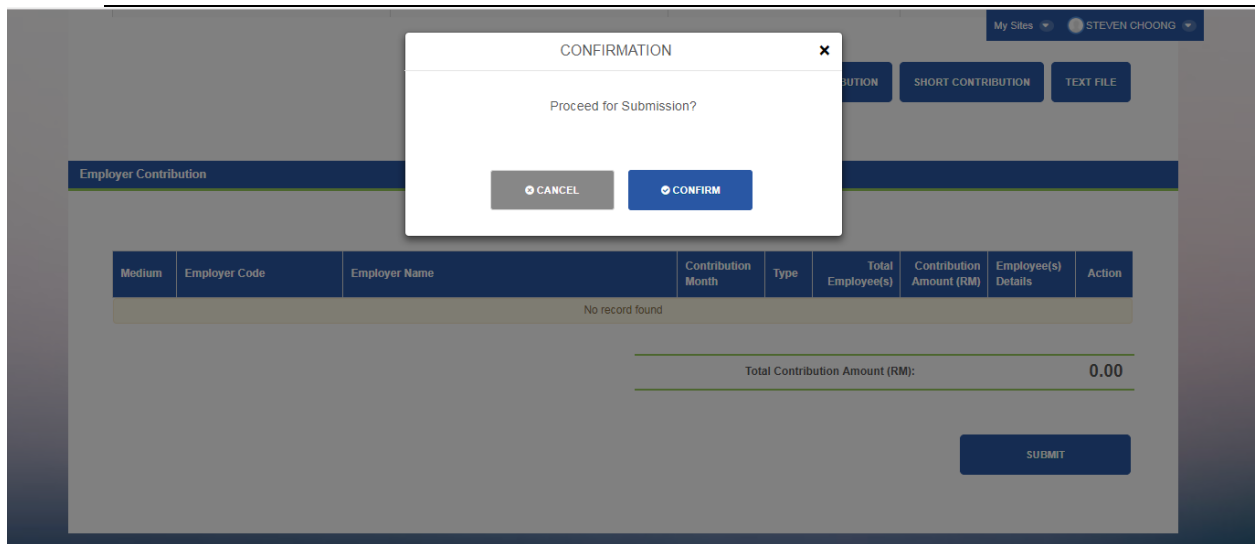
Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	A00000000	DOORBELL MARRIAGE SDN BHD	08/2017	Arrears	1	43.90	Complete	

---

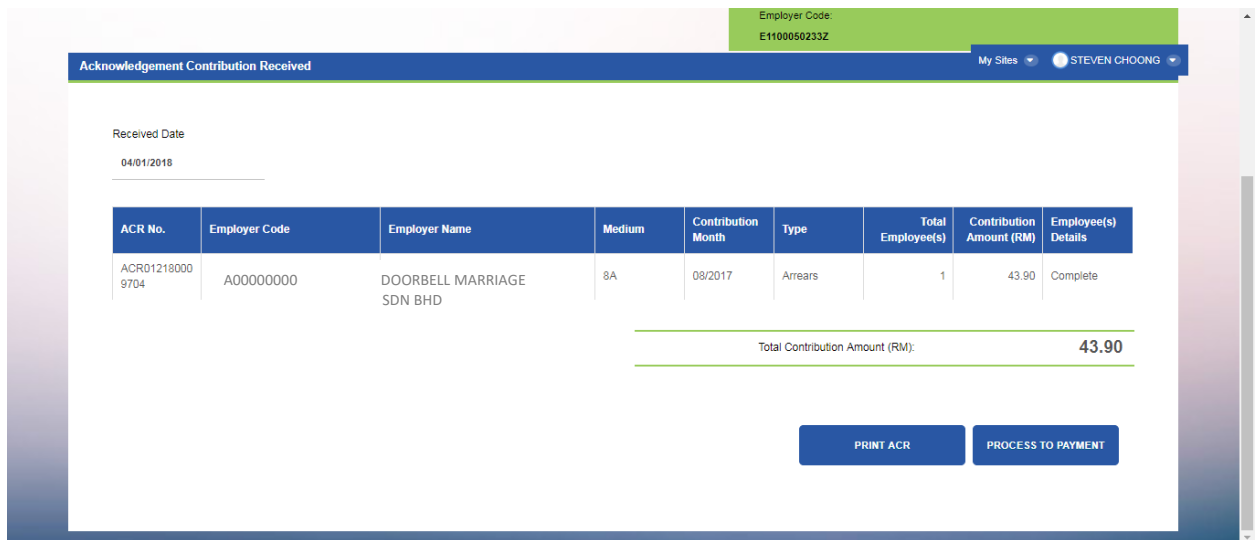
Total Contribution Amount (RM): **43.90**

**SUBMIT**

Step 12: Click Submit



Step 13: Click Confirm



Step 14: 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

**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**

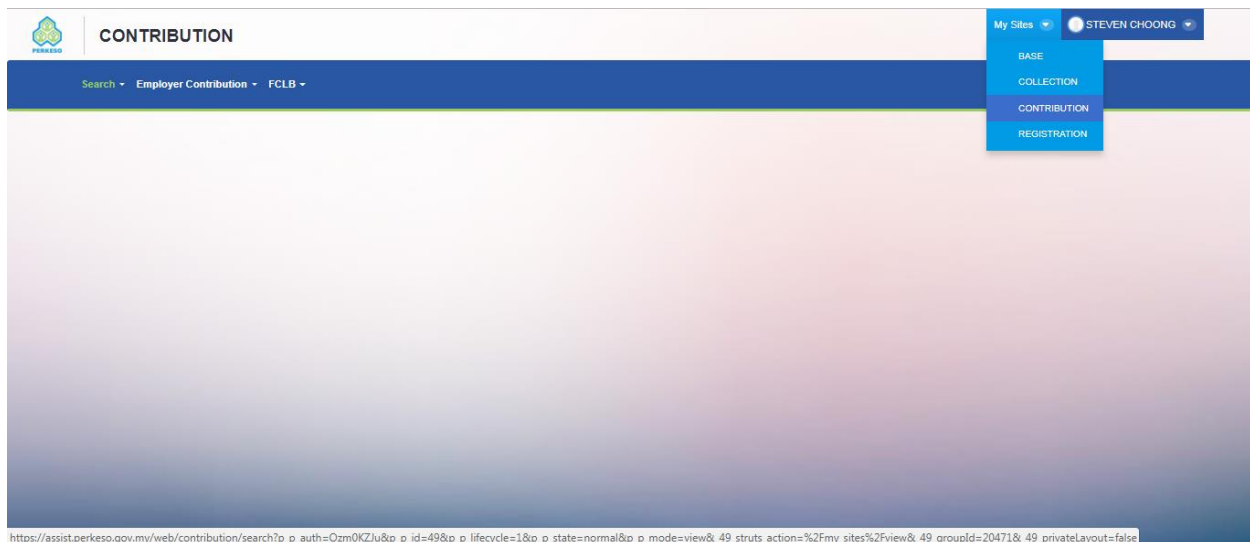
**Medium** : PORTAL

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

**Date** : 19/12/2017

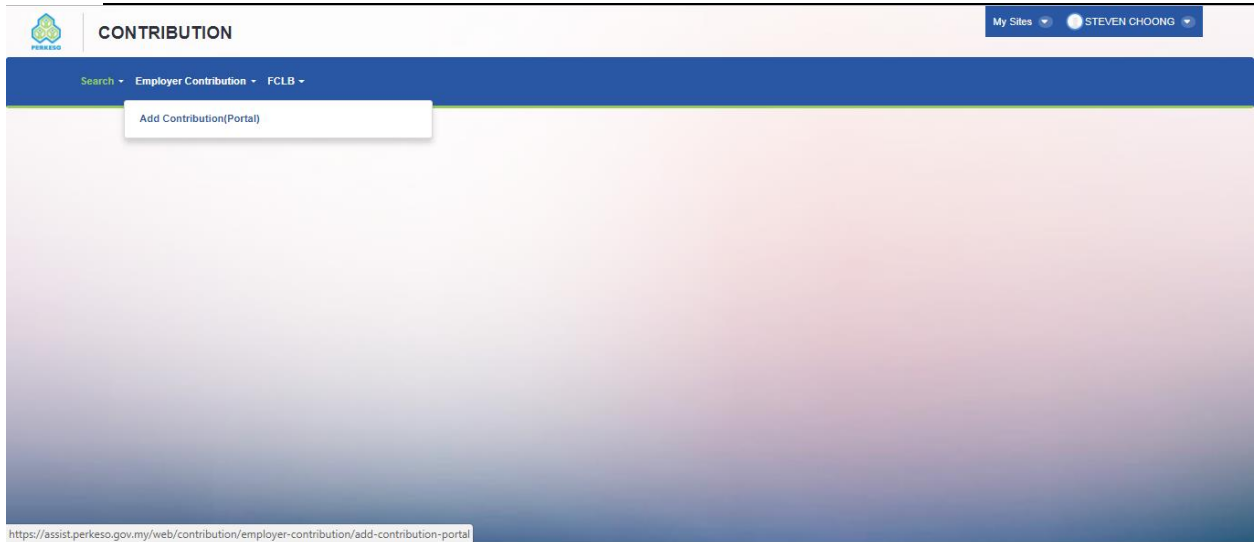
Computer generated receipt and requires no signature.

**Option 2 – Text File submission**

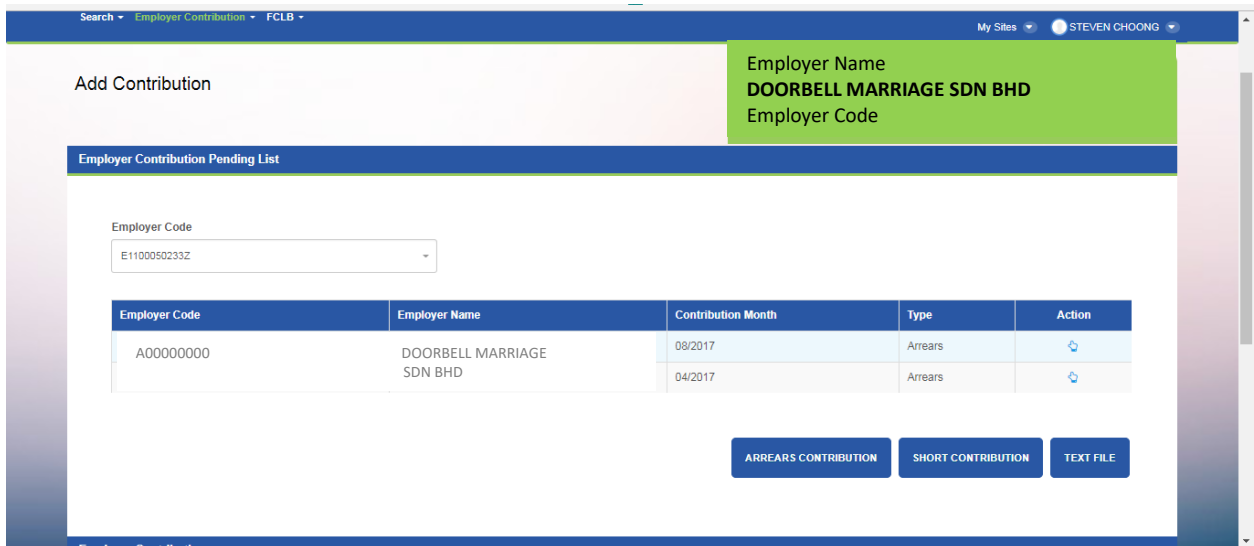


The screenshot shows the PERKESO web portal interface. At the top left is the PERKESO logo and the word 'CONTRIBUTION'. Below this is a navigation bar with 'Search', 'Employer Contribution', and 'FCLB'. On the right side, there is a 'My Sites' dropdown menu with the name 'STEVEN CHOONG'. The dropdown menu is open, showing options: 'BASE', 'COLLECTION', 'CONTRIBUTION', and 'REGISTRATION'. The 'CONTRIBUTION' option is highlighted. At the bottom of the screenshot, a URL is visible: [https://assist.perkeso.gov.my/web/contribution/search?p\\_auth=Ozm0KZJu&p\\_pid=49&p\\_p\\_lifecycle=1&p\\_p\\_state=normal&p\\_p\\_mode=view&\\_49\\_struts\\_action=%2Fmy\\_sites%2Fview&\\_49\\_groupId=20471&\\_49\\_privateLayout=false](https://assist.perkeso.gov.my/web/contribution/search?p_auth=Ozm0KZJu&p_pid=49&p_p_lifecycle=1&p_p_state=normal&p_p_mode=view&_49_struts_action=%2Fmy_sites%2Fview&_49_groupId=20471&_49_privateLayout=false)

Step 1 : Select CONTRIBUTION at My Sites Menu.

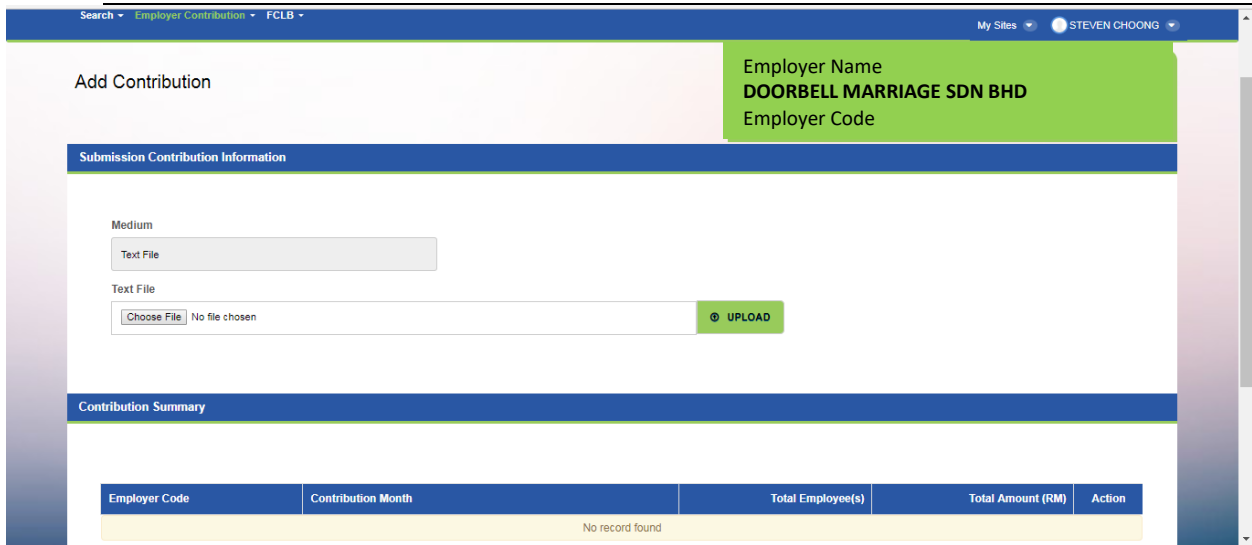


Step 2: Select Employer Contribution on the left hand menu. Then select sub menu Add Contribution (Portal)



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

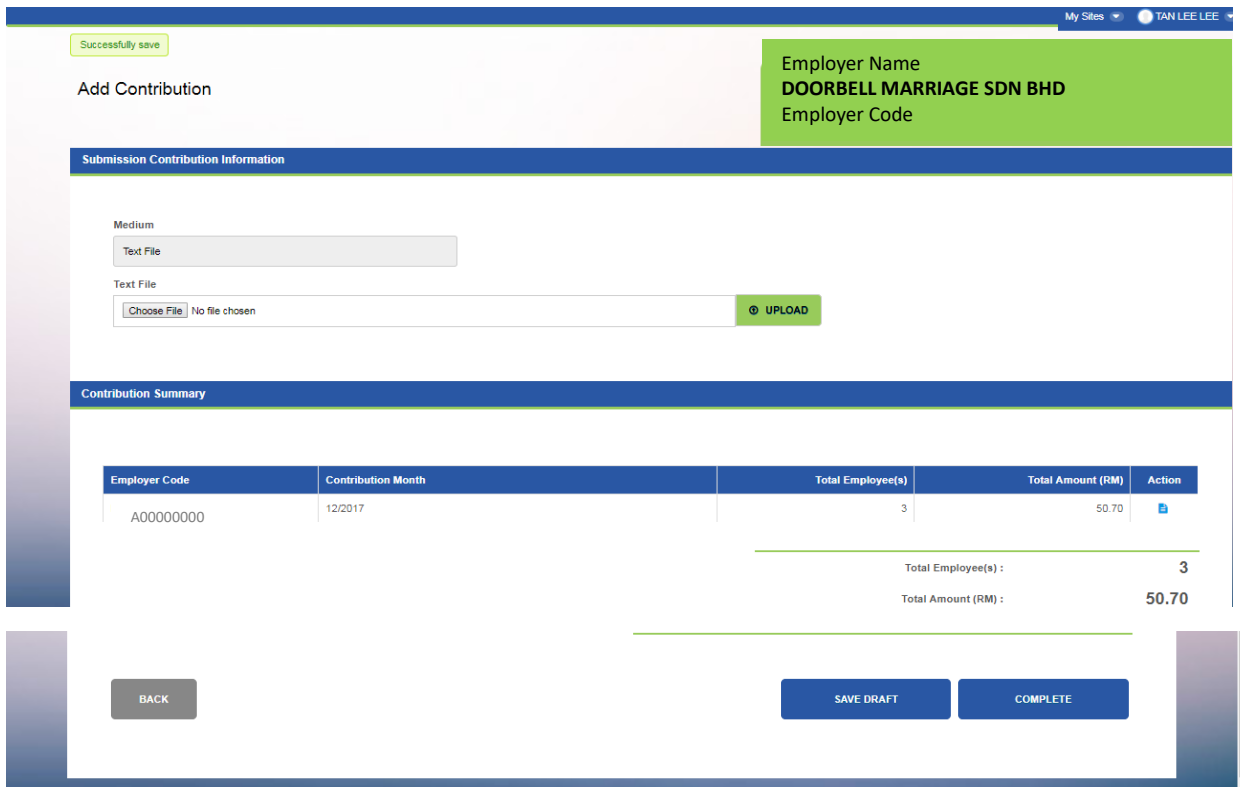
Medium  
Text File

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 My Sites TAN LEE LEE

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

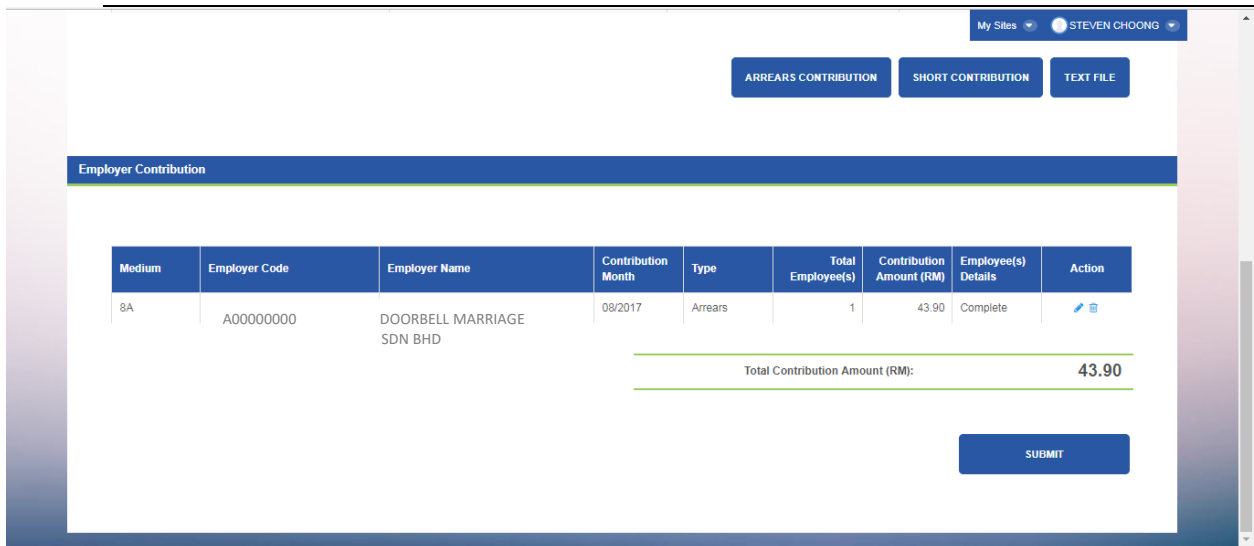
Employer Code	Contribution Month	Total Employee(s)	Total Amount (RM)	Action
A0000000	12/2017	3	50.70	

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

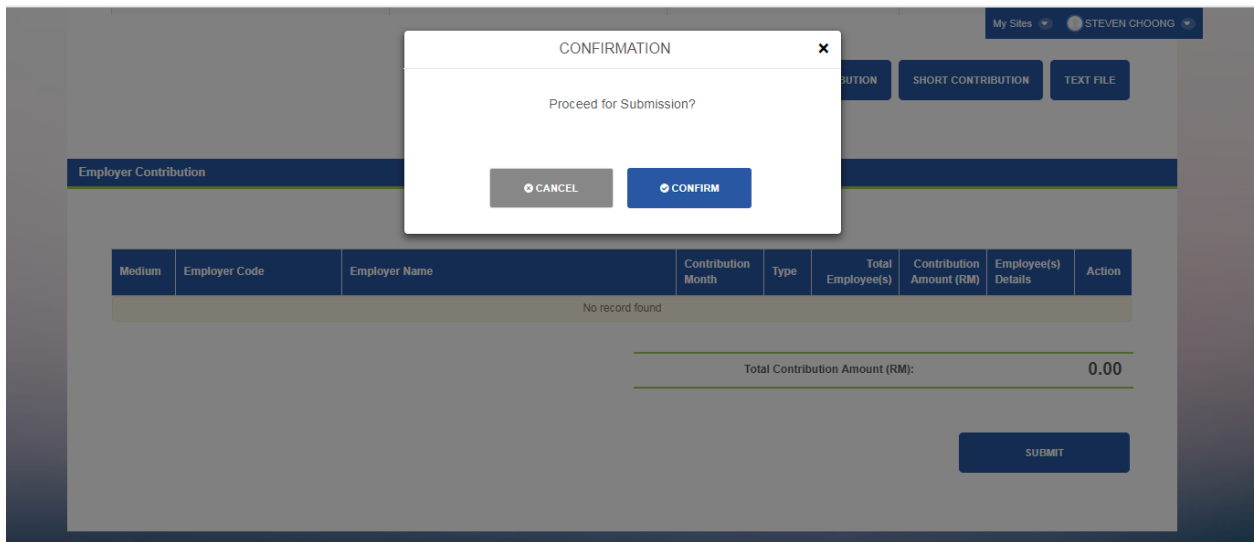
Employer Contribution

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	<a href="#">✎</a> <a href="#">🗑</a>

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

SUBMIT

Step 7: Click Submit



My Sites STEVEN CHOONG

ARREARS CONTRIBUTION SHORT CONTRIBUTION TEXT FILE

Employer Contribution

CONFIRMATION

Proceed for Submission?

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 My Sites STEVEN CHOONG

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):							<b>43.90</b>	

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

**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

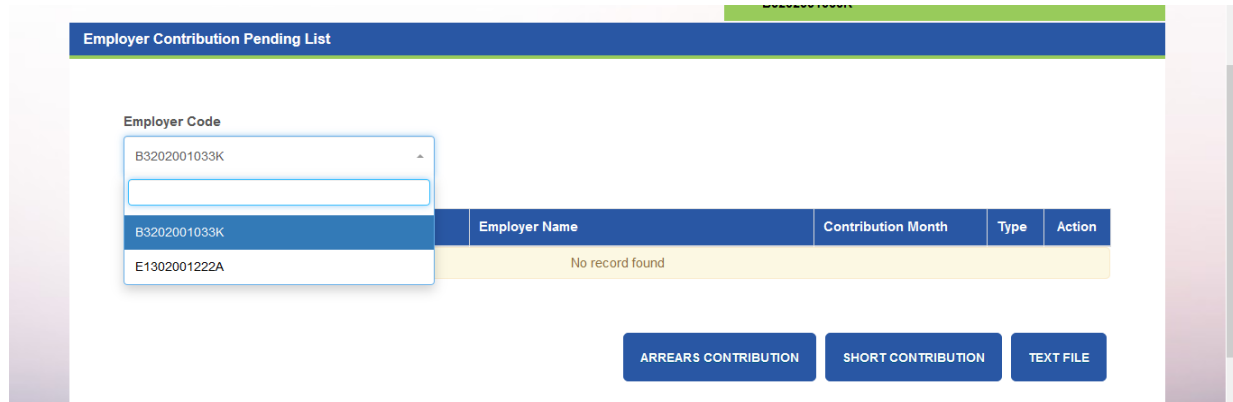
Computer generated receipt and requires no signature.

## 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



Employer Code	Employer Name	Contribution Month	Type	Action
B3202001033K				
E1302001222A				

No record found

ARREARS CONTRIBUTION    SHORT CONTRIBUTION    TEXT FILE

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	A00000000	DOORBELL MARRIAGE SDN BHD	8A	12/2017	Monthly	2	206.40	Complete

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

Step 8 : Click Submit and Confirm

Step 9 : Print ACR Notice



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

**ACKNOWLEDGEMENT CONTRIBUTION RECEIVED (ACR)**

**EMPLOYER DETAILS**

**Code** : 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

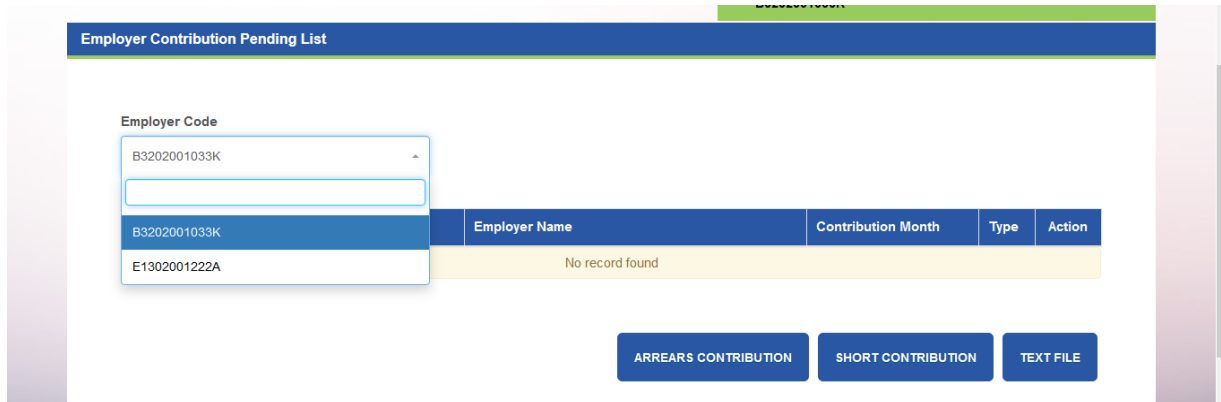
Computer generated receipt and requires no signature.

## 4.3 Short Payment Contribution

### 4.3.1 Regular Scenario

Submission of Short Contribution at Employer's Portal

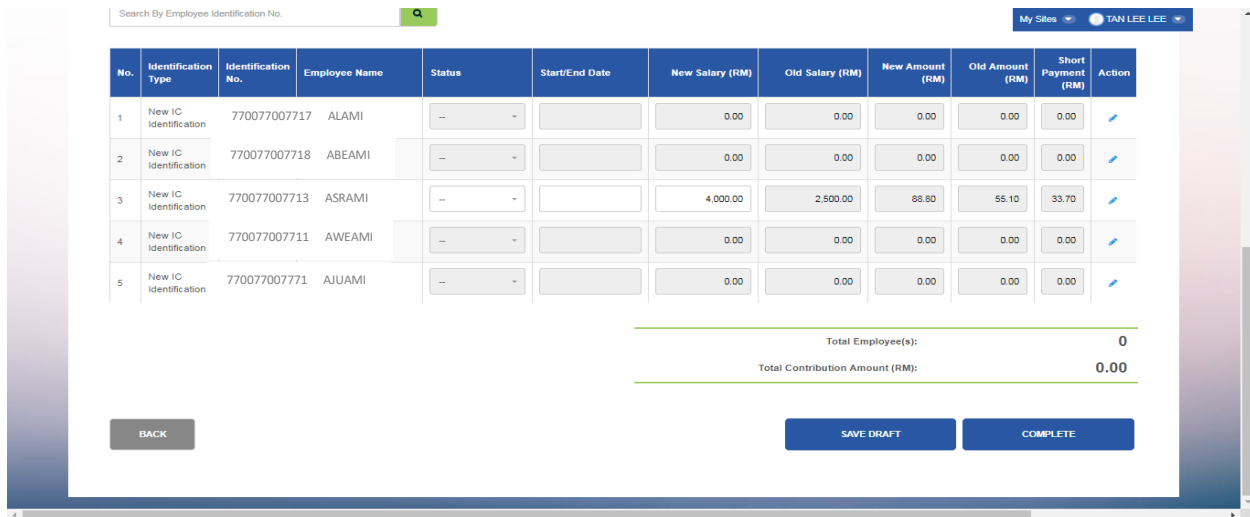
Step 1 : Input valid Employer Code and click search



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.



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	88.80	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

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

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

Step 6 : Click Back

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

Step 8 : Click Submit and Confirm

Step 9 : Print ACR Notice

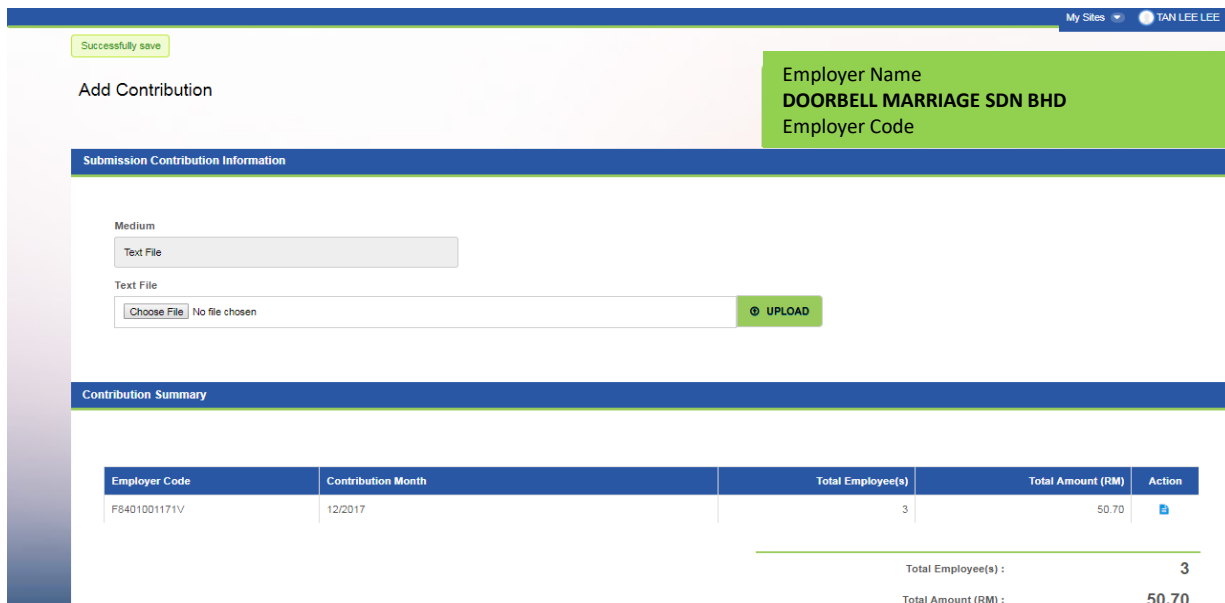
## 4.4 Text File Submission

### 4.4.1 Regular Scenario

Submission of Contribution Data using Text File

Step 1 : Click text file

Step 2 : Choose file and click upload



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) :		<b>3</b>
		Total Amount (RM) :		<b>50.70</b>

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

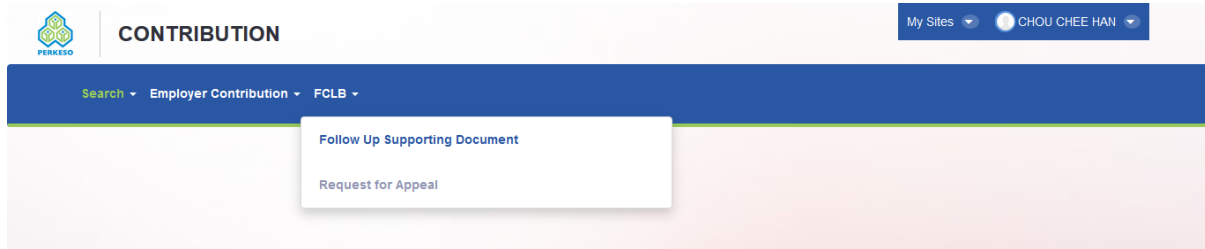
Step 7 : Print ACR Notice.

## 4.5 FCLB

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

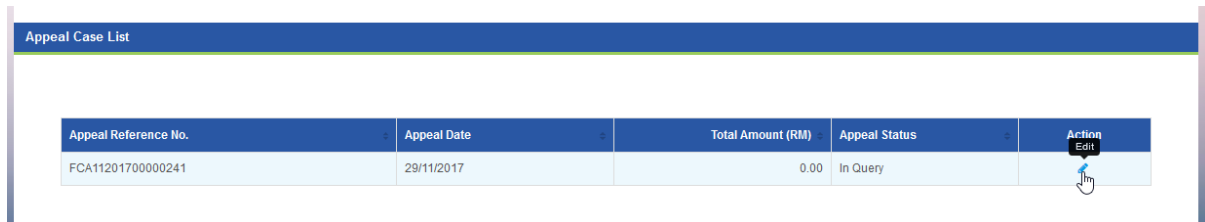
**Note: To directly proceed for FCLB payment transaction without appeal, please refer Section 5.1 for detail steps.**

Step 1 : Click on the Follow Up Supporting Document.



The screenshot shows the 'CONTRIBUTION' page with a user profile 'CHOU CHEE HAN'. A dropdown menu is open under 'FCLB', showing two options: 'Follow Up Supporting Document' and 'Request for Appeal'.

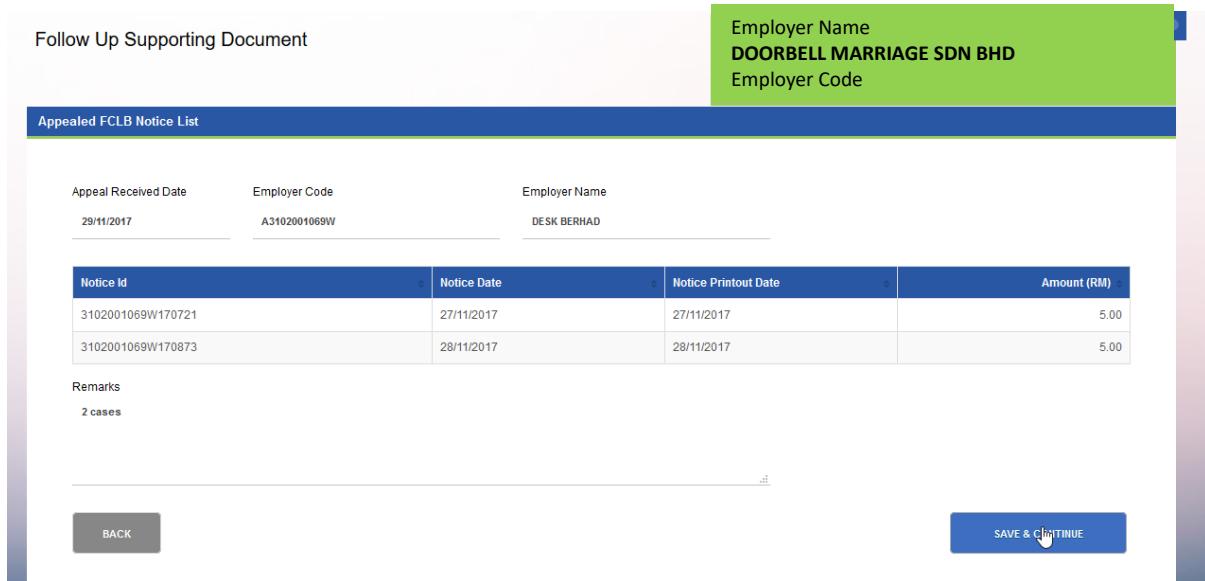
Step 2 : Click the action button



The screenshot shows the 'Appeal Case List' table with the following data:

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

Step 3 : Review case and click save and continue



The screenshot shows the 'Follow Up Supporting Document' form. The employer details are: Employer Name: DOORBELL MARRIAGE SDN BHD, Employer Code: [redacted]. Below is the 'Appealed FCLB Notice List' table:

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

Buttons: BACK, SAVE & CONTINUE

Step 4 : Click Add Document



Search ▾ FCLB ▾ My Sites KLpkfcblo1

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.bt	Fclb Appeal Employer Letter	Appeal Letter	29/11/2017	

Query Supporting Document Listing

No.	Request Document	Query By	Query Date
1	Need further info	kfclbapprover1	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.bt

Remarks

Document Requested

982 characters remaining

[ADD DOCUMENT](#)

Step 7 : Click Save

Follow Up Supporting Document My Sites KLp/fcbl01

---

**Uploaded Supporting Document(s) Listing**

[ADD DOCUMENT](#)

No.	Document	Description	Remarks	Uploaded Date	Action
1	test.bt	Fcbl Appeal Employer Letter	Appeal Letter	29/11/2017	
2	test.bt	Other	Document Requested	29/11/2017	

---

**Query Supporting Document Listing**

No.	Request Document	Query By	Query Date
1	Need further info	klfcbapprover1	29/11/2017

[Save](#)

[BACK](#) [SAVE](#)

#### 4.5.2 Requesting Appeal via Employer Portal

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

**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

	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 6 : 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

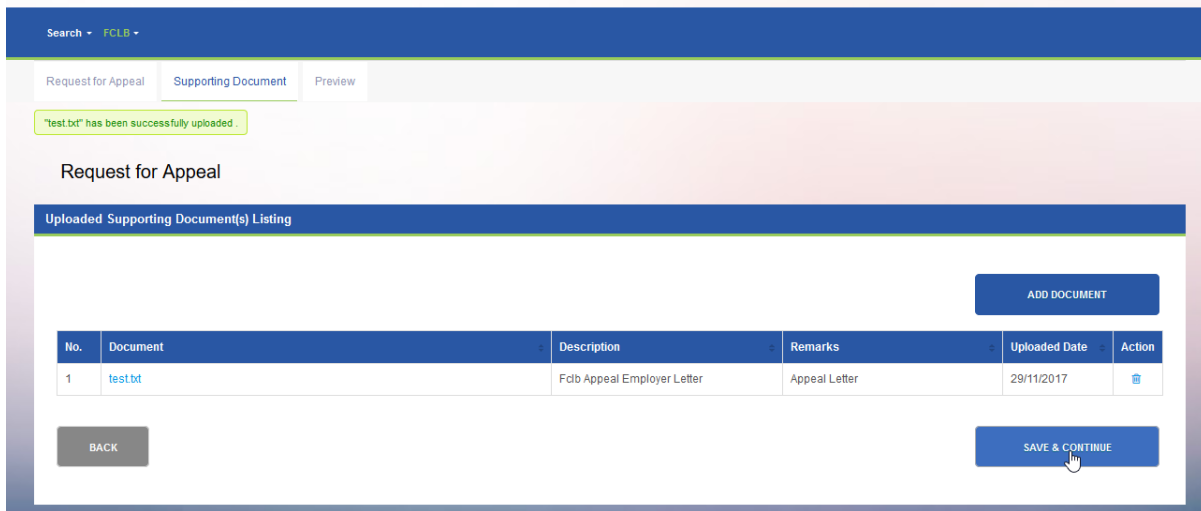
985 characters remaining

SAVE & CONTINUE

Step 7 : Click Add Document and add supporting document.

This is a mandatory action.

Step 8 : Click Save and Continue



Request for Appeal

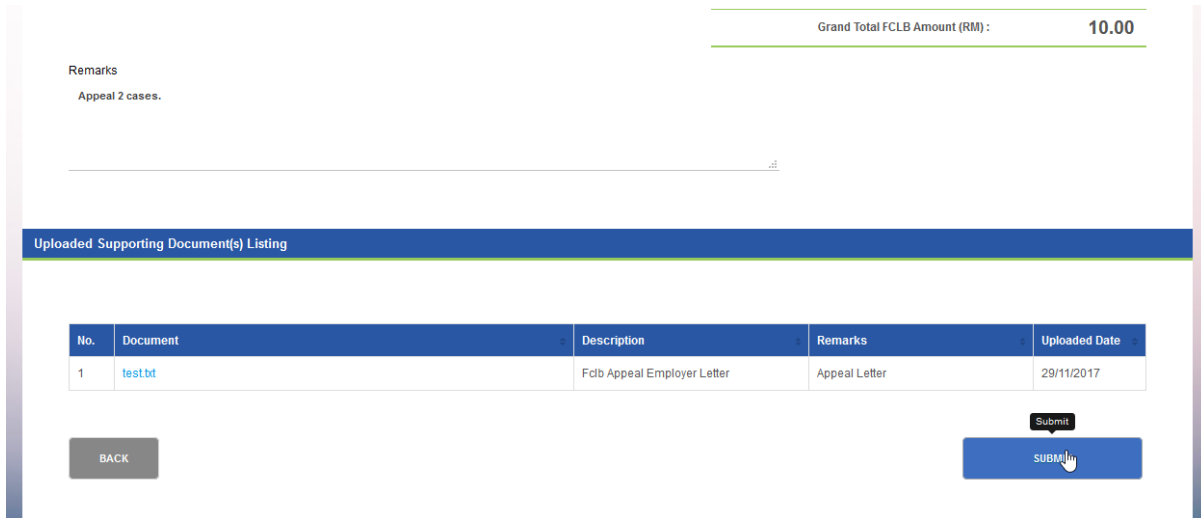
Uploaded Supporting Document(s) Listing

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 9 : Review case after continue and click Submit.



Grand Total FCLB Amount (RM) : 10.00

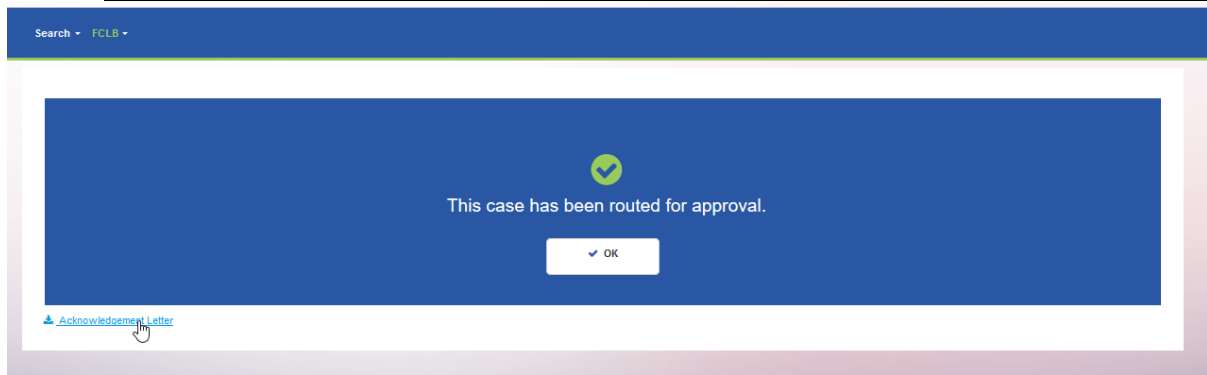
Remarks  
Appeal 2 cases.

Uploaded Supporting Document(s) Listing

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

BACK SUBMIT

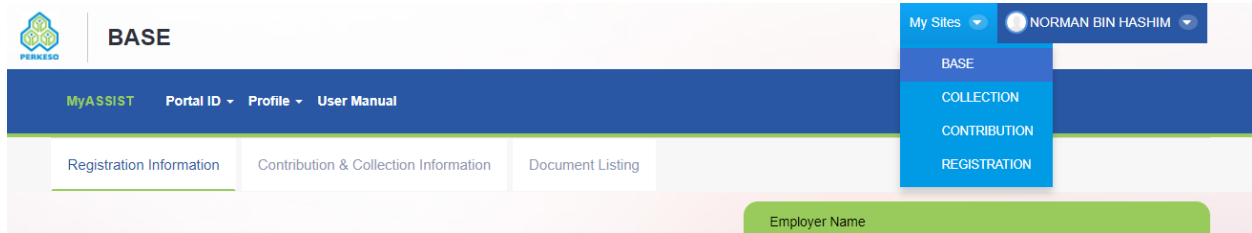
Step 10 : Download or Print Acknowledgement Letter.



## 5.0 Making Payment via Portal (Akta 4)

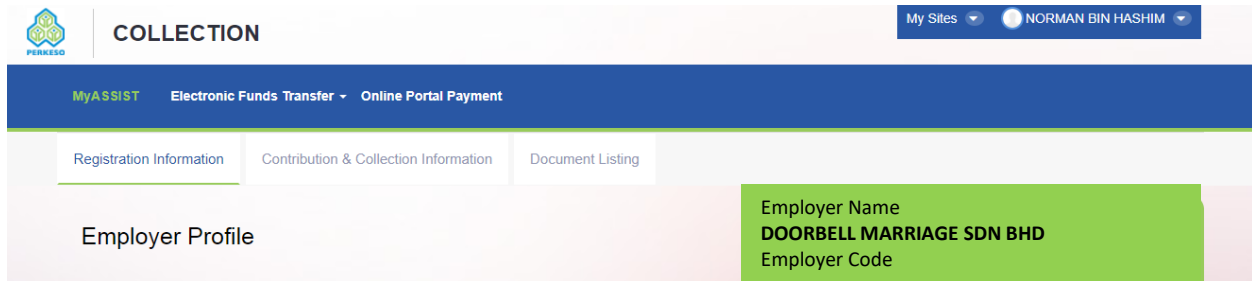
### 5.1 Online Portal Payment

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 'BASE' menu in the ASSIST portal. The user is logged in as 'NORMAN BIN HASHIM'. The menu options are: BASE, COLLECTION, CONTRIBUTION, and REGISTRATION. The 'COLLECTION' option is highlighted. Below the menu, the 'Employer Name' field is visible.

Step 1 : Select COLLECTION at My Sites Menu.



The screenshot shows the 'COLLECTION' menu in the ASSIST portal. The user is logged in as 'NORMAN BIN HASHIM'. The menu options are: MyASSIST, Electronic Funds Transfer, and Online Portal Payment. The 'Online Portal Payment' option is highlighted. Below the menu, the 'Employer Profile' field is visible, showing the Employer Name as 'DOORBELL MARRIAGE SDN BHD' and the Employer Code.

Step 2: Click menu Online Portal Payment.

Online Portal Payment

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

Payment Information

No.	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action
<input checked="" type="checkbox"/> 1	ACR022180006654	Contribution	147.30	147.30	
<input checked="" type="checkbox"/> 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**

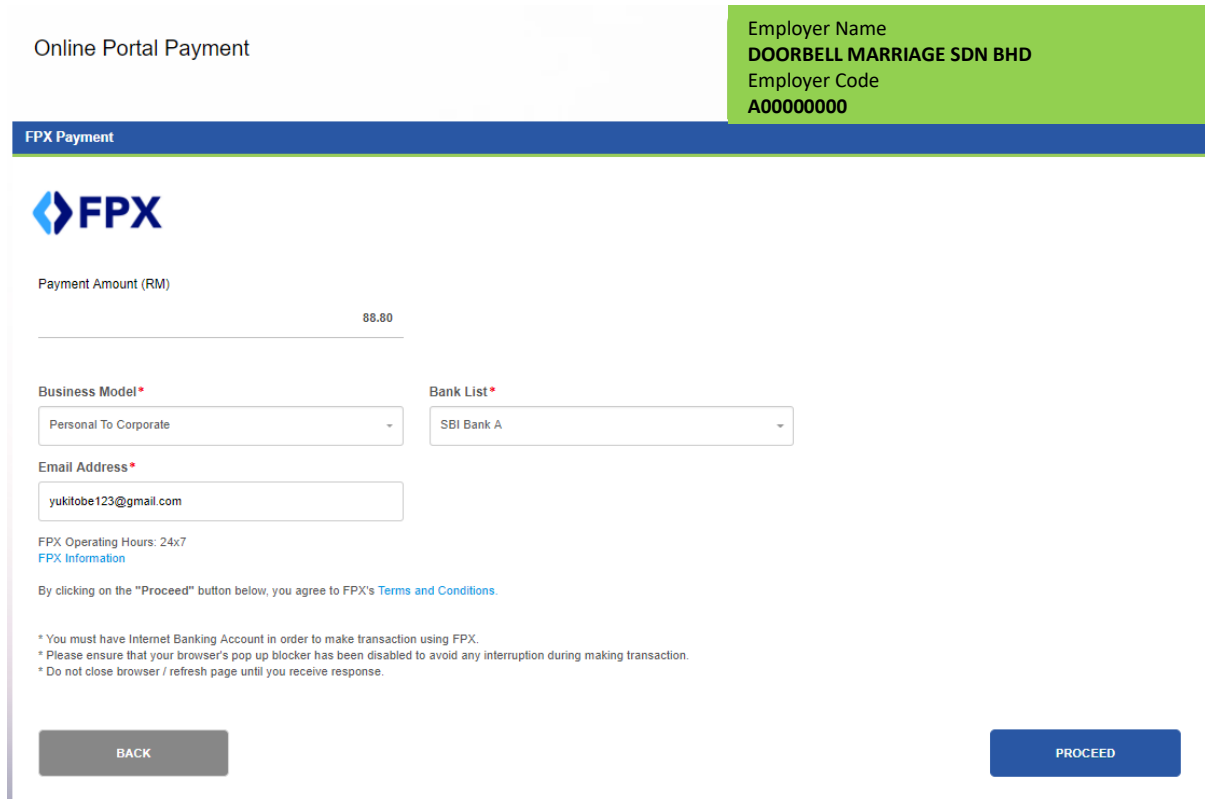
**SEARCH PAYMENT** **CLEAR LIST** **CONTINUE**

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.**



The screenshot shows the 'Online Portal Payment' interface. At the top right, a green box displays the Employer Name 'DOORBELL MARRIAGE SDN BHD' and Employer Code 'A00000000'. Below this is a blue header for 'FPX Payment'. The main content area features the FPX logo, a 'Payment Amount (RM)' of 88.80, and three dropdown menus: 'Business Model' (set to 'Personal To Corporate'), 'Bank List' (set to 'SBI Bank A'), and 'Email Address' (set to 'yukitobe123@gmail.com'). There are also links for 'FPX Operating Hours: 24x7' and 'FPX Information', and a disclaimer: 'By clicking on the "Proceed" button below, you agree to FPX's Terms and Conditions.' At the bottom, there are 'BACK' and 'PROCEED' buttons.

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.





### BANK SIMULATOR

Sign in to continue

User Id

Password



## 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="#">✉</a> <a href="#">⬇</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="#">⬇</a>

END

Step 12: Click on the Receipt button.

## 5.2 Electronic Funds Transfer

### 5.2.1 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 \*

Contact No. \*

Officer Name \*

"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 \*

Contact No. \*

Officer Name \*

**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.**

### 5.2.2 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**

	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)	Total Payment Amount (RM)	Total Payment Outstanding Amount (RM)
500.00	400.00	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.**

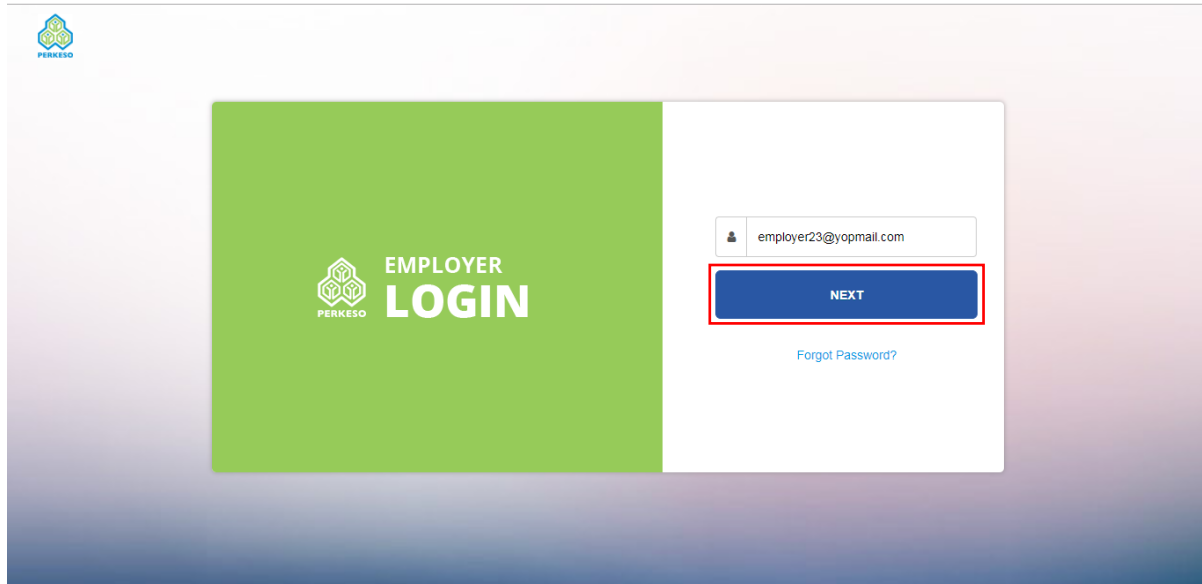
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

## 6.0 Making Contribution Payment (Akta 800-EIS)

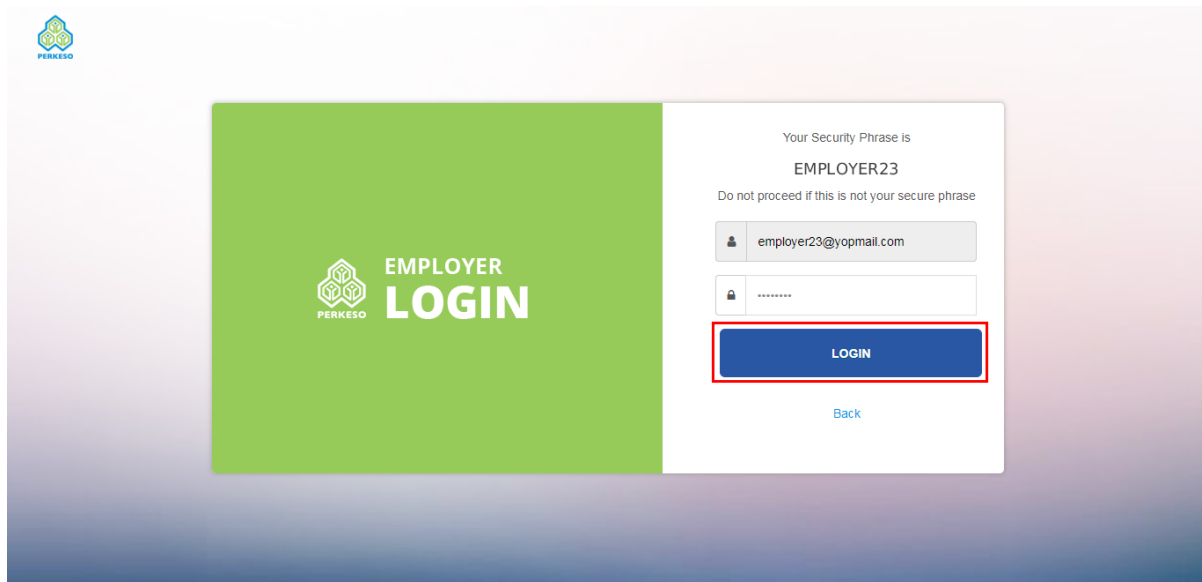
### 6.1 Arrears/Short Contribution Submission

Submission of Arrears/Short Contribution via employer portal

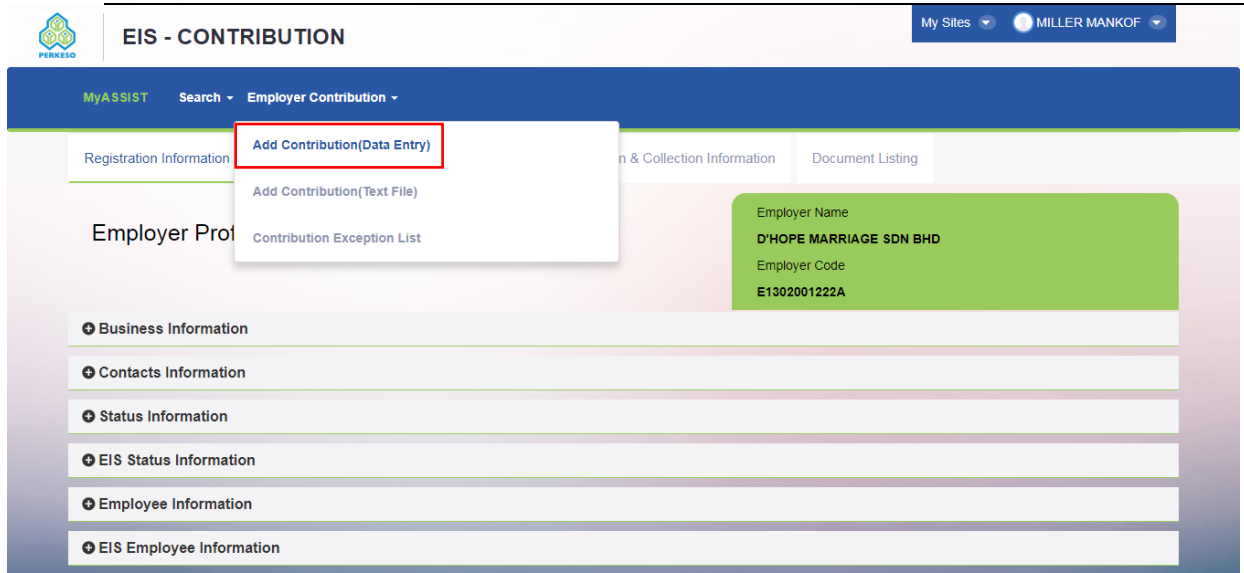
Step 1: At employer login page, enter the login email and click next.



Step 2: Enter password and click login to proceed



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



**EIS - CONTRIBUTION** My Sites MILLER MANKOF

MyASSIST Search Employer Contribution

Registration Information **Add Contribution(Data Entry)** Contribution & Collection Information Document Listing

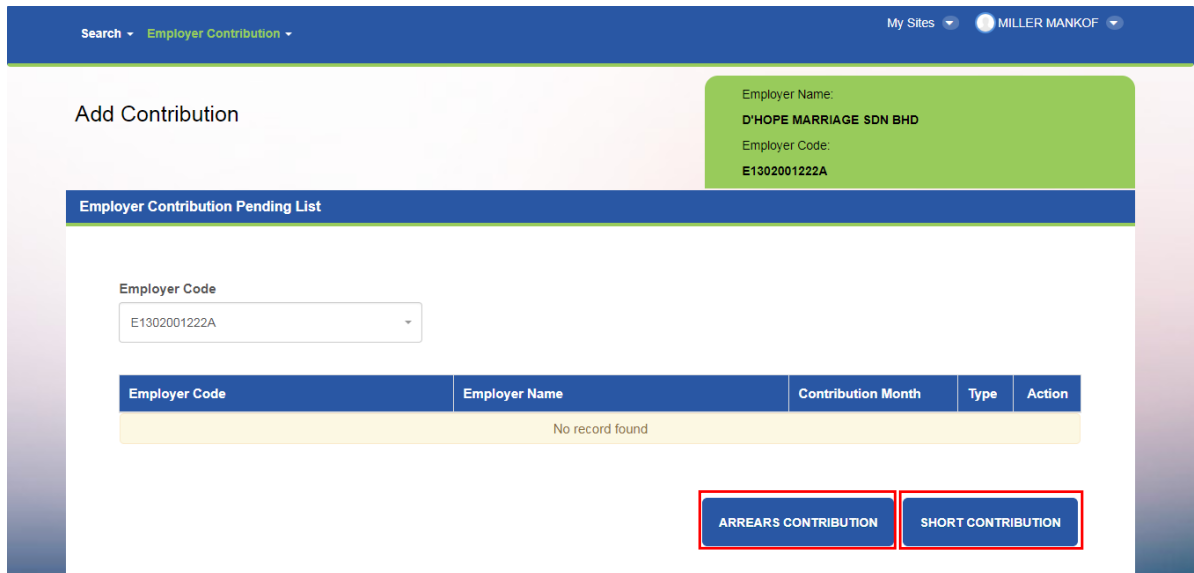
Add Contribution(Text File)  
Contribution Exception List

**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 4: Select Arrears/Short Contribution to proceed



Search Employer Contribution My Sites MILLER MANKOF

**Add Contribution**

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

**Employer Contribution Pending List**

Employer Code: E1302001222A

Employer Code	Employer Name	Contribution Month	Type	Action
No record found				

**ARREARS CONTRIBUTION** **SHORT CONTRIBUTION**

Step 5: Select Contribution Month and click Select



MyASSIST Search Employer Contribution

### Add Contribution

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

---

**Submission Contribution Details**

Medium:       Contribution Month and Year:  /       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.  Q

No.	Identification Type	Identification No.	Employee Name	Salary (RM)	Amount (RM)	Action
1	New IC Identification	454545454545	BABY	<input type="text" value="2,220.00"/>	<input type="text" value="9.00"/>	
2	New IC Identification	133124123121	CHRIS PAUNAN	<input type="text" value="3,330.00"/>	<input type="text" value="13.40"/>	
3	New IC Identification	012748590327	DAVID	<input type="text" value="3,330.00"/>	<input type="text" value="13.40"/>	
4	New IC Identification	121212121212	MOHAMAD ABU STAMI BIN MUAZ	<input type="text" value="4,440.00"/>	<input type="text" value="15.80"/>	
5	New IC Identification	123456789123	YUKI	<input type="text" value="2,340.00"/>	<input type="text" value="9.40"/>	

Total Employee(s): **5**

Total Contribution Amount (RM): **61.00**

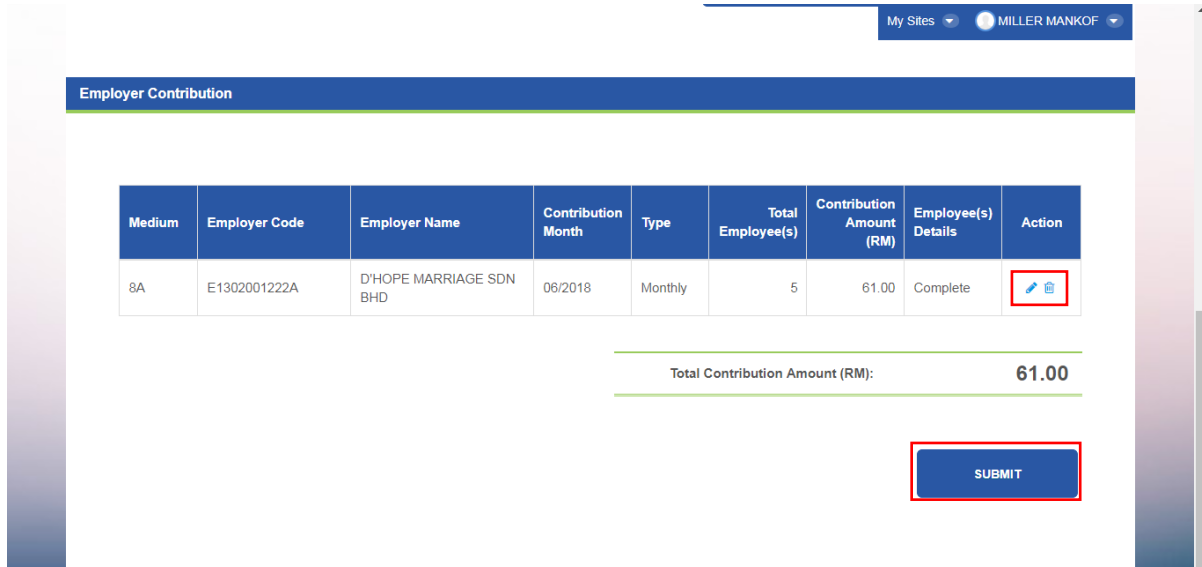
BACK

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 ECRPROCESS TO PAYMENT

**Note 1: The ECR generated can be emailed or downloaded for printing using the action buttons.**

Sample of ECR generated:



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 : 1-350-22-8950  
E-Mel : [perkeso@perkeso.gov.my](mailto: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
TOTAL			61.00

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

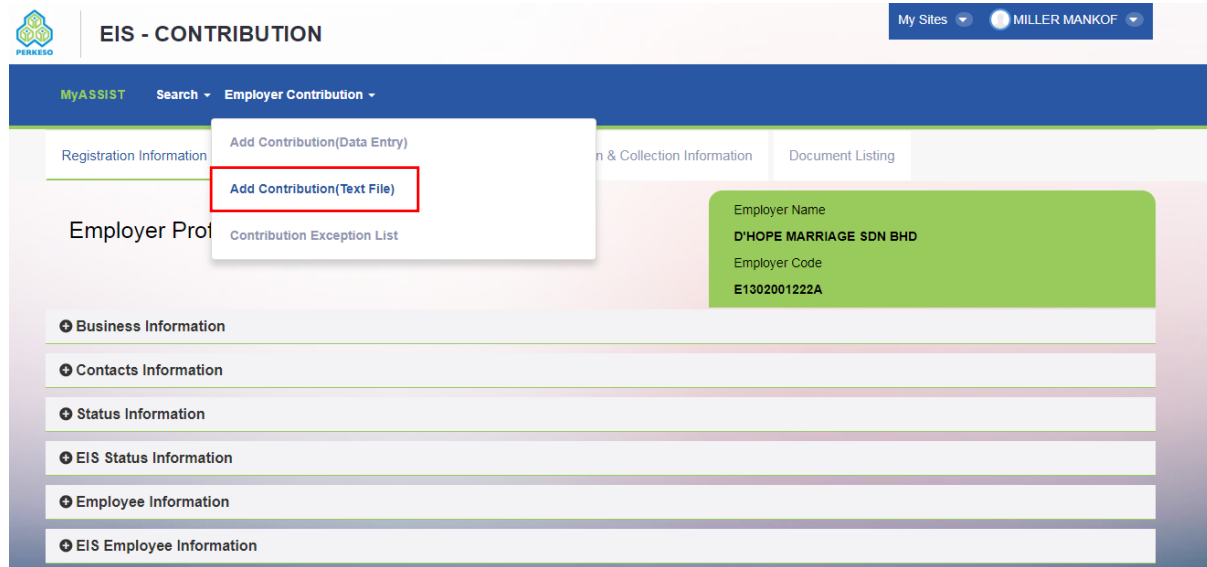
**Remark** : ECR number will made available at bank counter the next operation day for submission of Contribution before 6.00PM.

Computer generated receipt and requires no signature.

### 6.1.1 Text File Submission

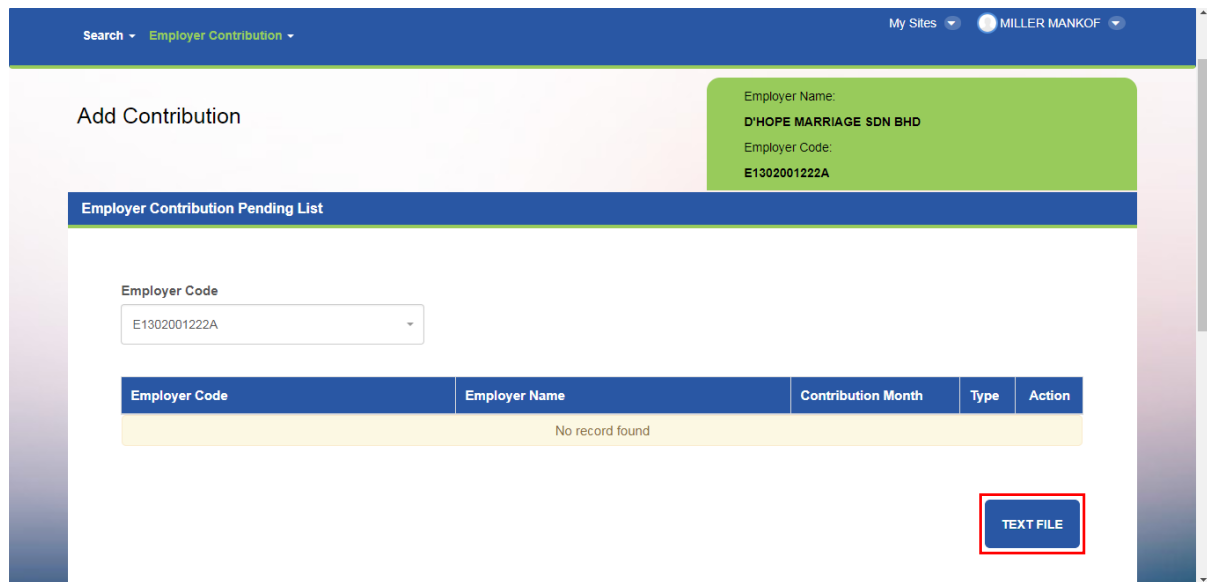
Submission of Contribution Data using Text File

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



The screenshot shows the 'EIS - CONTRIBUTION' page for user 'MILLER MANKOF'. A dropdown menu is open under 'Employer Contribution', with 'Add Contribution (Text File)' highlighted by a red box. Other options include 'Add Contribution (Data Entry)' and 'Contribution Exception List'. The page also displays employer details for 'D'HOPE MARRIAGE SDN BHD' with code 'E1302001222A' and a list of information sections like Business, Contacts, Status, and EIS Status.

Step 2: Select Text File



The screenshot shows the 'Add Contribution' page. The employer details are repeated. Below, there is a section for 'Employer Contribution Pending List' with a dropdown for 'Employer Code' set to 'E1302001222A'. A table below shows 'No record found'. A blue button labeled 'TEXT FILE' is highlighted with a red box in the bottom right corner.

Employer Code	Employer Name	Contribution Month	Type	Action
No record found				

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

Choose File

E1302001222A.txt

UPLOAD

Step 5: Choose file and click upload

Step 6: Click Back

My Sites
JOHORotc1

#### Exception List

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

#### Summary List

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

---

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	
	E1302001222A	D'HOPE MARRIAGE SDN BHD	09/2016	Arrears	1	55.10		
	E1302001222A	D'HOPE MARRIAGE SDN BHD	08/2016	Arrears	0	.00		

---

**Total Contribution Amount (RM): 117.00**

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: 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	D'HOPE MARRIAGE SDN BHD	Text File	04/2017	Arrears	2	117.00	Complete
ECR0621 8020001 3	E1302001222A	D'HOPE MARRIAGE SDN BHD		03/2017	Arrears	0	.00	

---

**Total Contribution Amount (RM): 117.00**

PRINT ECR
PROCESS TO PAYMENT

## 6.1.2 Contribution Exception List

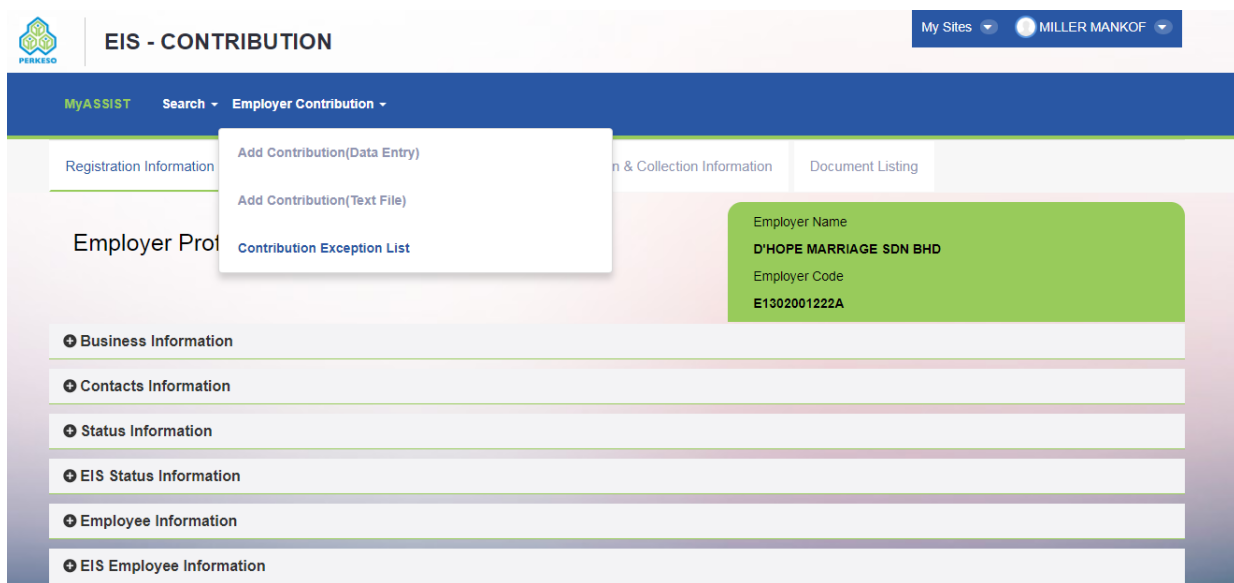
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

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 displays the PERKESO EIS - CONTRIBUTION portal. At the top, the PERKESO logo is on the left, and the user's name 'MILLER MANKOF' is on the right. The main navigation bar includes 'MyASSIST', 'Search', and 'Employer Contribution'. A dropdown menu is open under 'Employer Contribution', listing 'Add Contribution(Data Entry)', 'Add Contribution(Text File)', and 'Contribution Exception List'. The 'Contribution Exception List' option is selected. The main content area shows the 'Employer Profile' for 'D'HOPE MARRIAGE SDN BHD' with the Employer Code 'E1302001222A'. Below the profile are several expandable sections: Business Information, Contacts Information, Status Information, EIS Status Information, Employee Information, and EIS Employee Information.



Step 2: The list of employee 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: YUKI  
Contribution Month and Year: 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> <li><i>Majikan hendaklah daftar pekerja yang tidak wujud di "Update Add New Employee".</i></li> <li>▪ <i>If Akta 4 contribution payment has been made via textfile: -</i> <ol style="list-style-type: none"> <li>a. <i>Employers are required to update employee information in "Auto-Registration Employee Information"</i></li> <li>b. <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>a. <i>Majikan hendaklah mengemaskini maklumat pekerja di "Auto-Registration Employee Information".</i></li> <li>b. <i>Bayaran caruman SIP</i></li> </ol> </li> </ul>

				<p><i>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 pendaftaran konflik dengan sistem, kes akan dipanjangkan kepada Pegawai Pengesah (RO/UO) untuk kelulusan</i></p>

				sebelum majikan boleh membuat pembayaran caruman SIP.
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 yang telah diwujudkan.</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 yang telah diwujudkan.</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>
4	<p><b>Employee Not Eligible for SIP</b></p> <p><i>Pekerja Tidak Layak SIP</i></p>	<ul style="list-style-type: none"> <li>Employee KPPN No. information is not registered with EIS (Akta 800)</li> </ul>	<p>Employee KPPN No. information does not exist in "EIS Employee Listing"</p>	<p>Employer is required to perform a new registration for the respective employee in "New Registration for EIS"</p>

		<p><i>Maklumat No. KPPN pekerja tidak berdaftar SIP</i></p> <ul style="list-style-type: none"> <li>Employee KPPN No. information is registered with EIS (Akta 800) but no employment start date reflected. </li> </ul> <p><i>Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi tiada tarikh mula bekerja.</i></p>	<p><i>Maklumat No. KPPN pekerja tidak wujud di "EIS Employee Listing"</i></p>	<p><i>Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "New Registration For EIS".</i></p>
		<ul style="list-style-type: none"> <li>Employee KPPN No. information registered to EIS (Akta 800) but employee resigned date is reflected.</li> </ul> <p><i>Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi terdapat tarikh berhenti bekerja.</i></p>	<p>Employee birth date information not updated. (Example: 1/1/1800)</p> <p><i>Maklumat tarikh lahir pekerja tidak dikemaskini. (Contoh: 1/1/1800)</i></p>	<p>Employer is required to update employee birth information in "Update Employee Information (Employer)".</p> <p><i>Majikan hendaklah kemaskini tarikh lahir pekerja di "Update Employee Information (Employer)".</i></p>
			<p>Employee resigned date information entered.</p> <p><i>Maklumat tarikh berhenti kerja telah dimasukkan.</i></p>	<p>Employer is required to perform a new registration for the respective employee in "Update Add New Employee".</p> <p><i>Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "Update Add New Employee"</i></p>
			<p>Employee start work date for EIS (Akta 800) not accurate.</p> <p><i>Maklumat tarikh mula bekerja SIP tidak tepat.</i></p>	<p>Employer is required to submit the accurate employee start work date at the nearest PERKESO branch.</p> <p><i>Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerja berkenaan melalui apa-apa cara ke pejabat PERKESO berdekatan.</i></p>



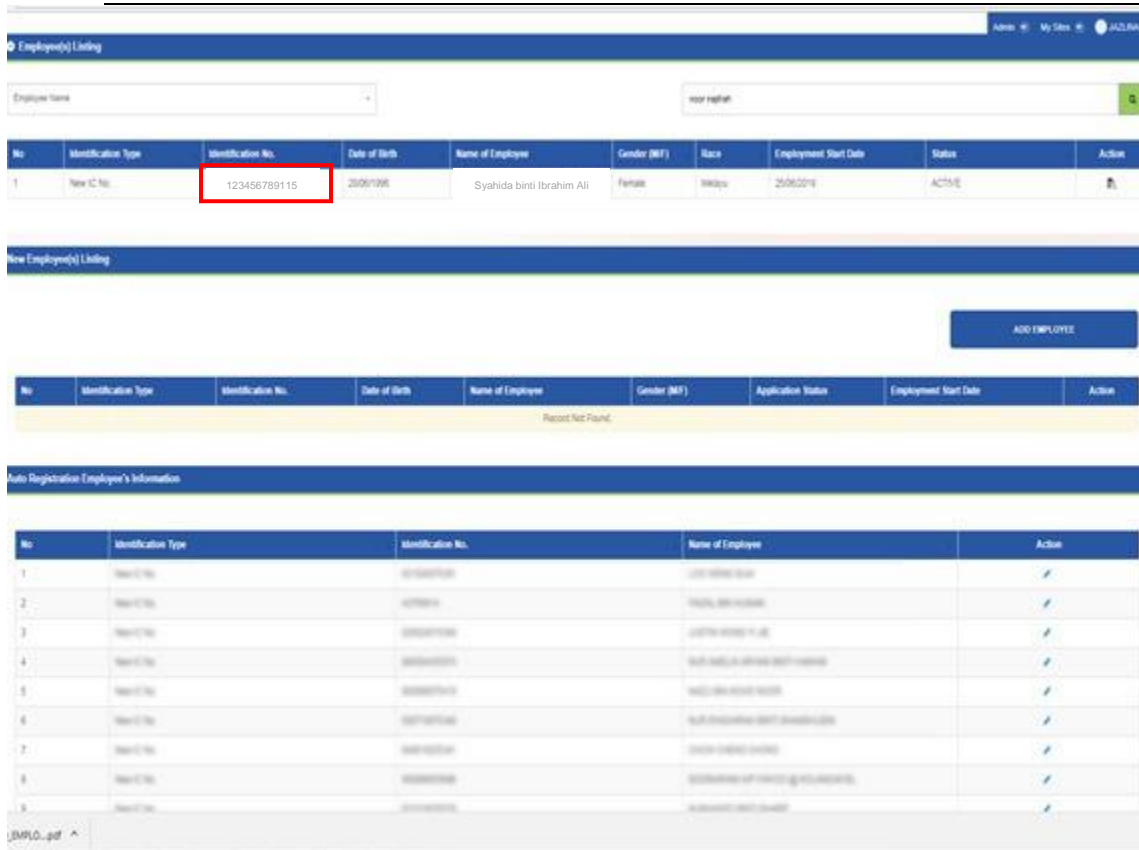
			No information on employee start work date for EIS (Akta 800)  <i>Tiada maklumat tarikh mula bekerja SIP.</i>	Employer is required to submit the accurate employee start work date at the nearest PERKESO branch.  <i>Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerjaan berkenaan melalui apa-apa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

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

Employer Code: D6400002536W  
Employer Name: SHELLASTICA SDN BHD  
Contribution Month and Year: 07/2018

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

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.

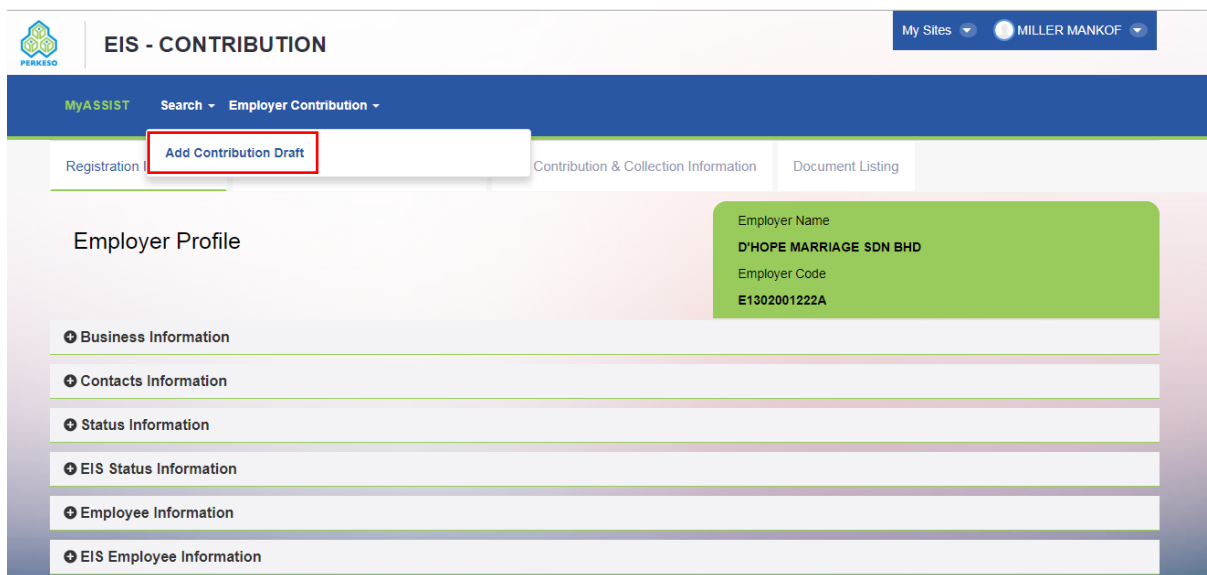


The screenshot displays the 'Employee(s) Listing' page. It features a search bar for 'Employee Name' and a table with columns: No., Identification Type, Identification No., Date of Birth, Name of Employee, Gender (M/F), Race, Employment Start Date, Status, and Action. The first row shows an employee with Identification No. 123456789115, Date of Birth 2009/10/06, Name Syahida binti Ibrahim Ali, Gender Female, Race Melayu, and Employment Start Date 2006/02/19. Below this is a 'New Employee(s) Listing' section with an 'ADD EMPLOYEE' button and a table that currently shows 'Record Not Found'. At the bottom is the 'Auto Registration Employee's Information' section with a table listing 9 employees with their identification numbers and names.

### 6.1.3 Add Contribution Draft

Search for contribution draft

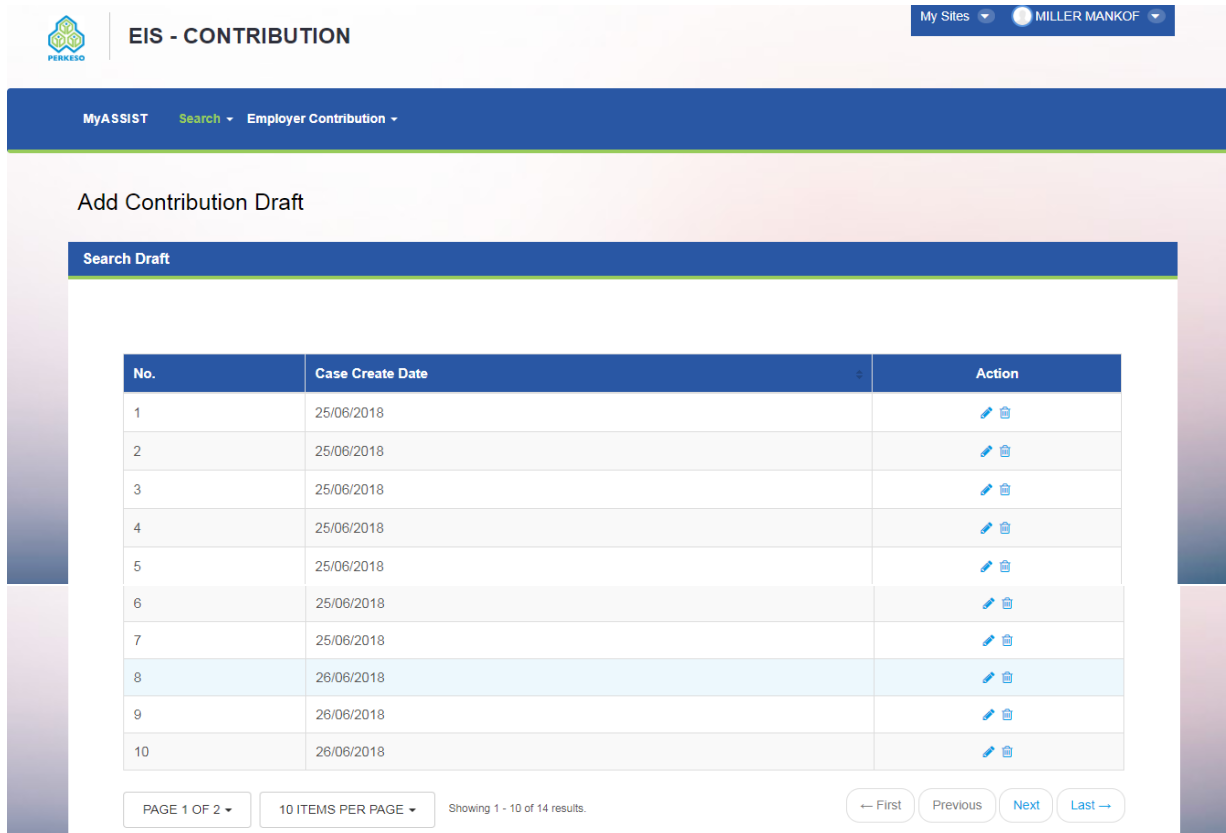
Step 1: Select Add Contribution Draft under Search in the EIS Contribution portal























The screenshot shows the 'EIS - CONTRIBUTION' portal. The top navigation bar includes 'My Sites' and 'MILLER MANKOF'. Below the navigation bar, there is a 'Search' dropdown menu with 'Employer Contribution' selected. A red box highlights the 'Add Contribution Draft' option in the search results. The main content area displays the 'Employer Profile' for 'D'HOPE MARRIAGE SDN BHD' with Employer Code 'E1302001222A'. On the left side, there is a sidebar with expandable sections: Business Information, Contacts Information, Status Information, EIS Status Information, Employee Information, and EIS Employee Information.

Step 2: Select Edit to view the contribution draft

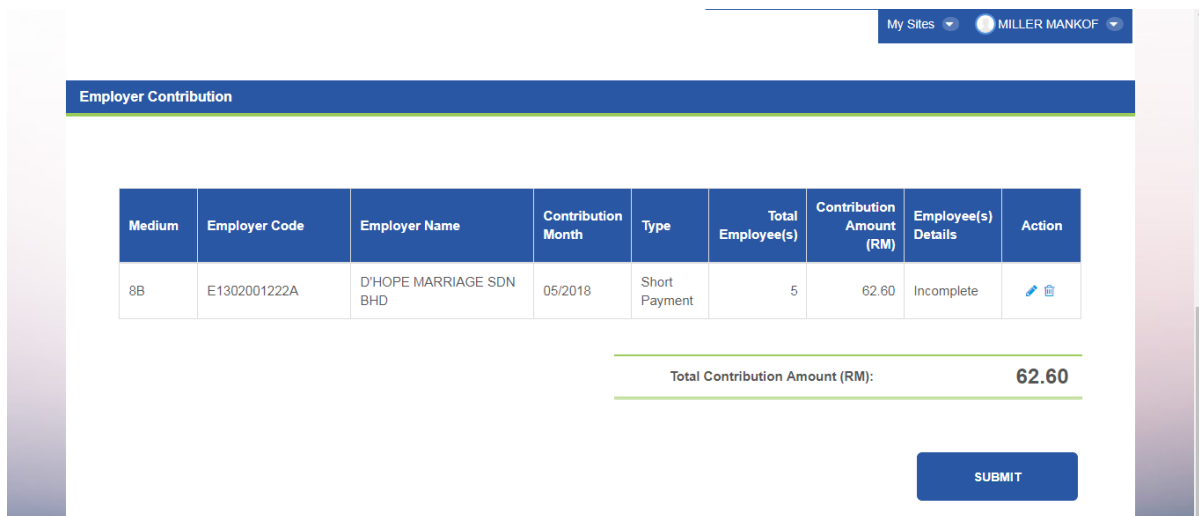
Step 3: To delete, click the trash bin icon.





The screenshot shows the 'EIS - CONTRIBUTION' page. At the top right, there are 'My Sites' and 'MILLER MANKOF' dropdown menus. Below the header, there is a navigation bar with 'MyASSIST', 'Search', and 'Employer Contribution'. The main content area is titled 'Add Contribution Draft' and contains a 'Search Draft' section. This section displays a table with 10 rows of contribution drafts. Each row includes a 'No.', 'Case Create Date', and 'Action' column. The 'Action' column contains edit and delete icons. The table is paginated, showing 'PAGE 1 OF 2', '10 ITEMS PER PAGE', and 'Showing 1 - 10 of 14 results.' Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also present.

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	 

Step 4: User will be able to view the case



The screenshot shows the 'Employer Contribution' page. At the top right, there are 'My Sites' and 'MILLER MANKOF' dropdown menus. Below the header, there is a navigation bar with 'Employer Contribution'. The main content area displays a table with one row of contribution details. The table has columns for 'Medium', 'Employer Code', 'Employer Name', 'Contribution Month', 'Type', 'Total Employee(s)', 'Contribution Amount (RM)', 'Employee(s) Details', and 'Action'. Below the table, there is a summary section showing 'Total Contribution Amount (RM): 62.60'. A 'SUBMIT' button is located at the bottom right of the page.

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**



## 7.0 Making Payment via Portal (Akta 800-EIS)

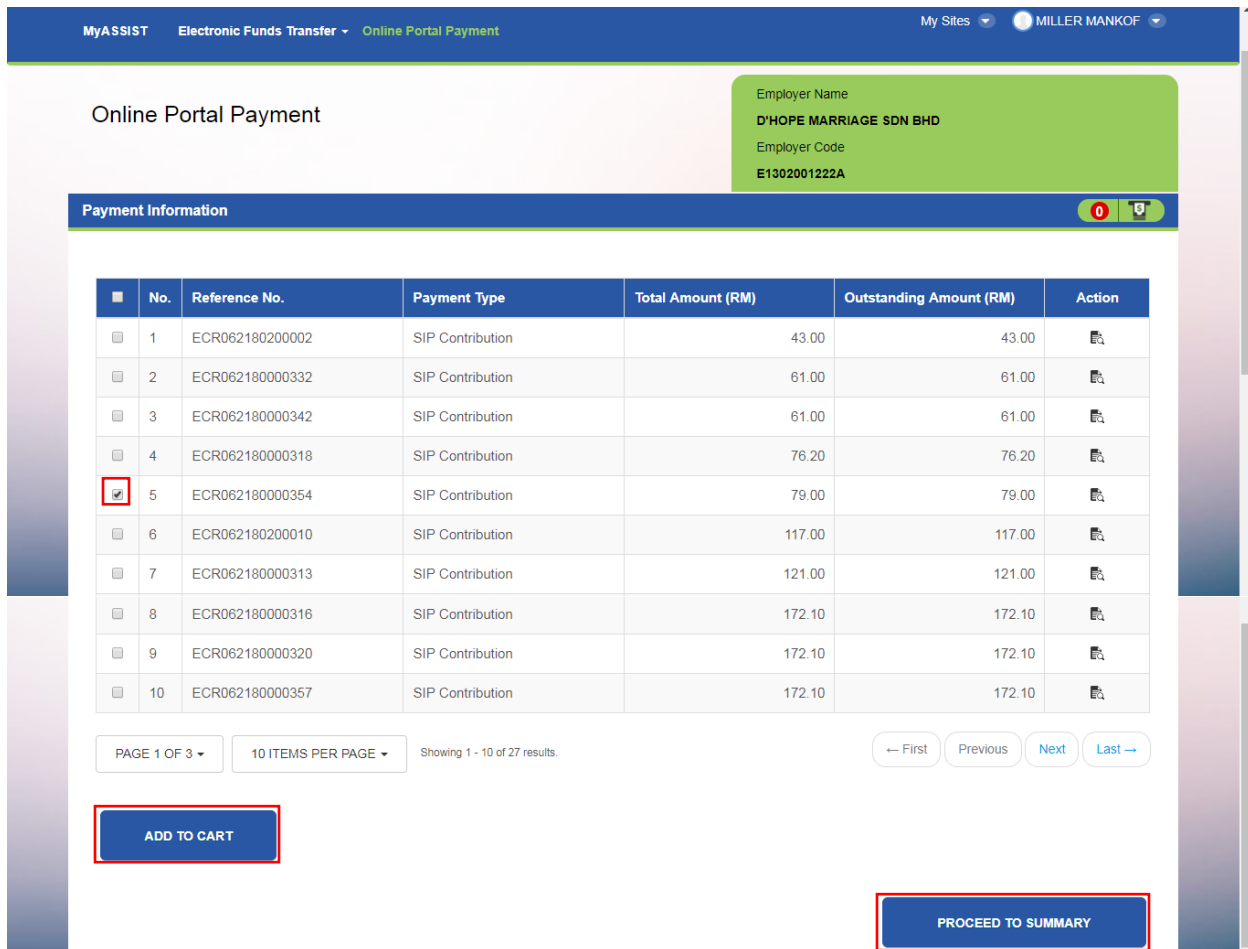
### 7.1 Online Portal Payment

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
1	ECR062180200002	SIP Contribution	43.00	43.00	
2	ECR062180000332	SIP Contribution	61.00	61.00	
3	ECR062180000342	SIP Contribution	61.00	61.00	
4	ECR062180000318	SIP Contribution	76.20	76.20	
<input checked="" type="checkbox"/>	5	ECR062180000354	79.00	79.00	
6	ECR062180200010	SIP Contribution	117.00	117.00	
7	ECR062180000313	SIP Contribution	121.00	121.00	
8	ECR062180000316	SIP Contribution	172.10	172.10	
9	ECR062180000320	SIP Contribution	172.10	172.10	
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 →

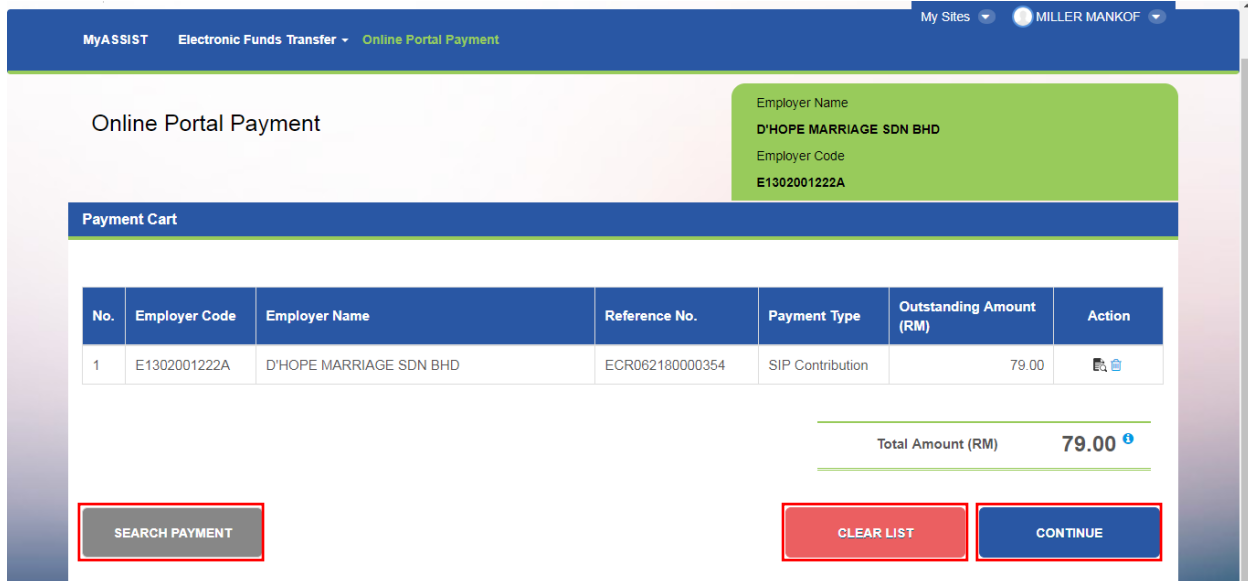
**ADD TO CART**

**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



The screenshot displays the 'Online Portal Payment' interface. At the top, there is a navigation bar with 'MyASSIST', 'Electronic Funds Transfer', and 'Online Portal Payment'. The user's name 'MILLER MANKOF' is visible in the top right. Below the navigation bar, the page title 'Online Portal Payment' is shown. To the right, a green box displays the employer information: 'Employer Name: D'HOPE MARRIAGE SDN BHD' and 'Employer Code: E1302001222A'. The main section is titled 'Payment Cart' and contains a table with the following data:

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	

Below the table, the total amount is displayed as 'Total Amount (RM) 79.00'. At the bottom, there are three buttons: 'SEARCH PAYMENT' (highlighted with a red box), 'CLEAR LIST' (highlighted with a red box), and 'CONTINUE' (highlighted with a blue box).

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](#).

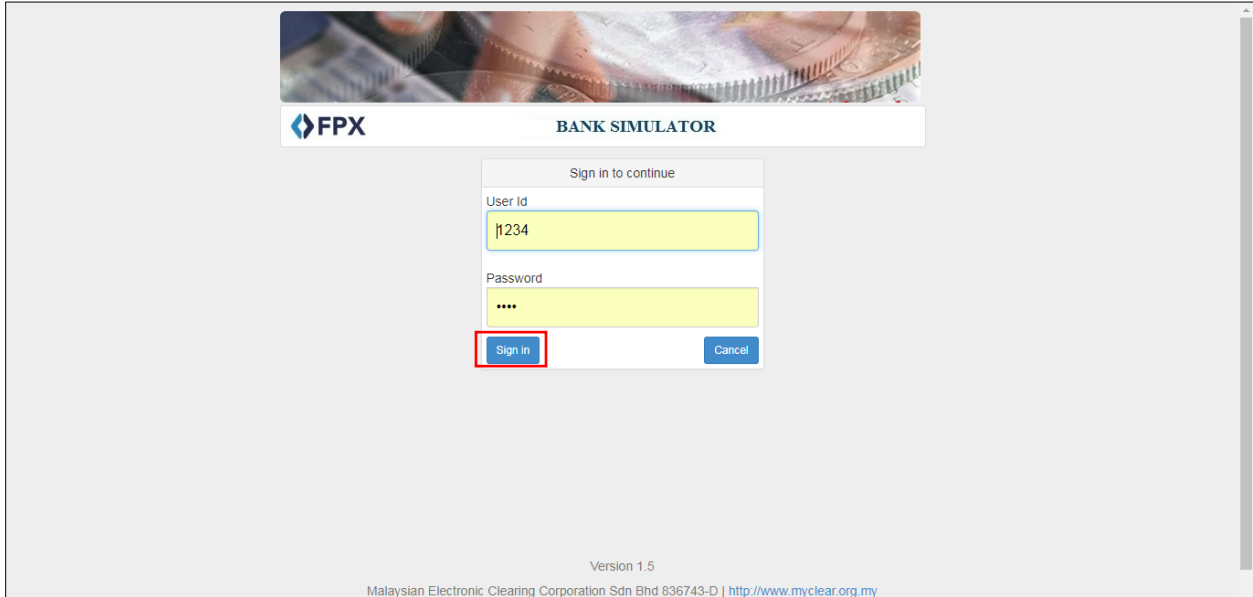
\* You must have Internet Banking Account in order to make transaction using FPX.  
\* Please ensure that your browser's pop up blocker has been disabled to avoid any interruption during making transaction.  
\* Do not close browser / refresh page until you receive response.

BACK

PROCEED

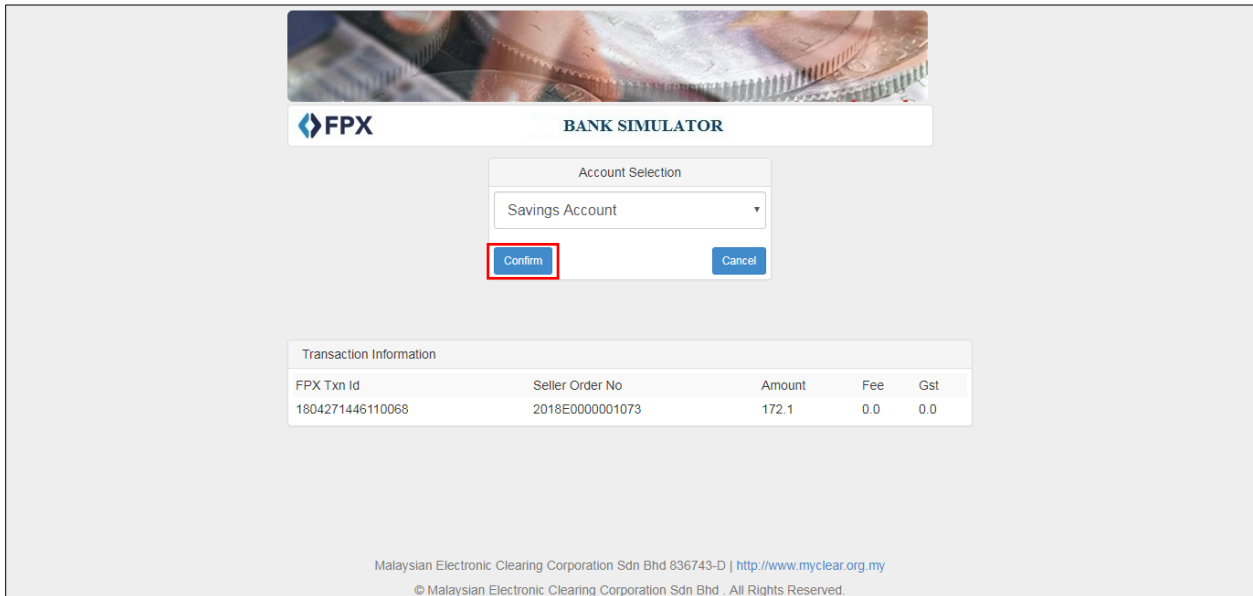
Step 12: Enter User id and Password

Step 13: Click Sign In

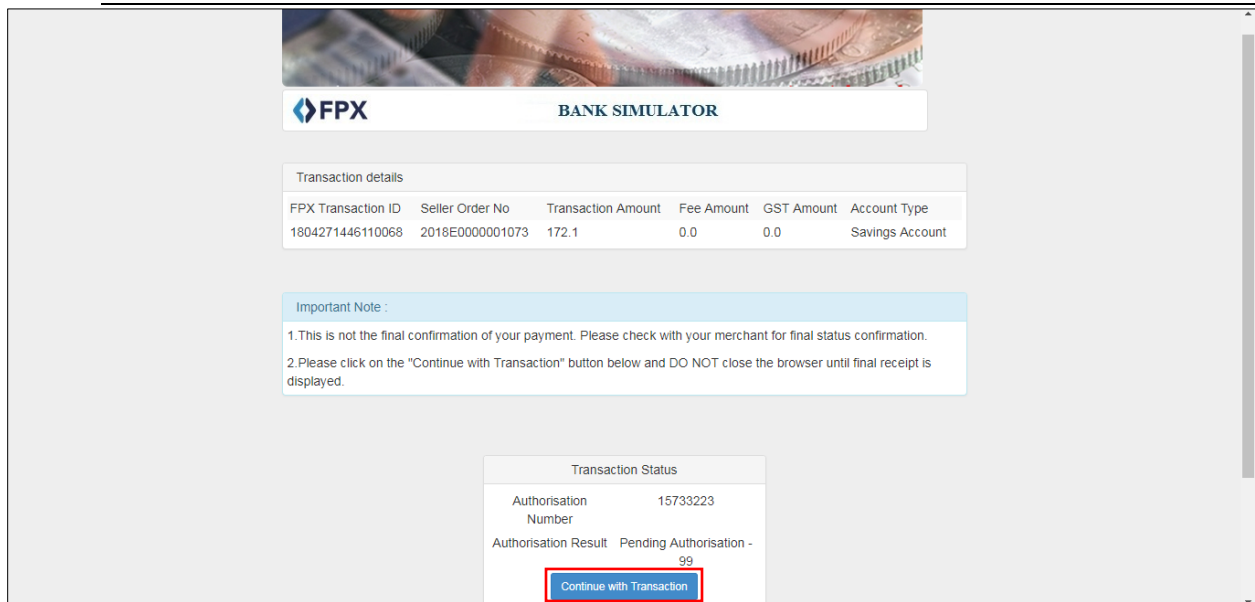


Step 14: Select Account

Step 15: Click Confirm



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

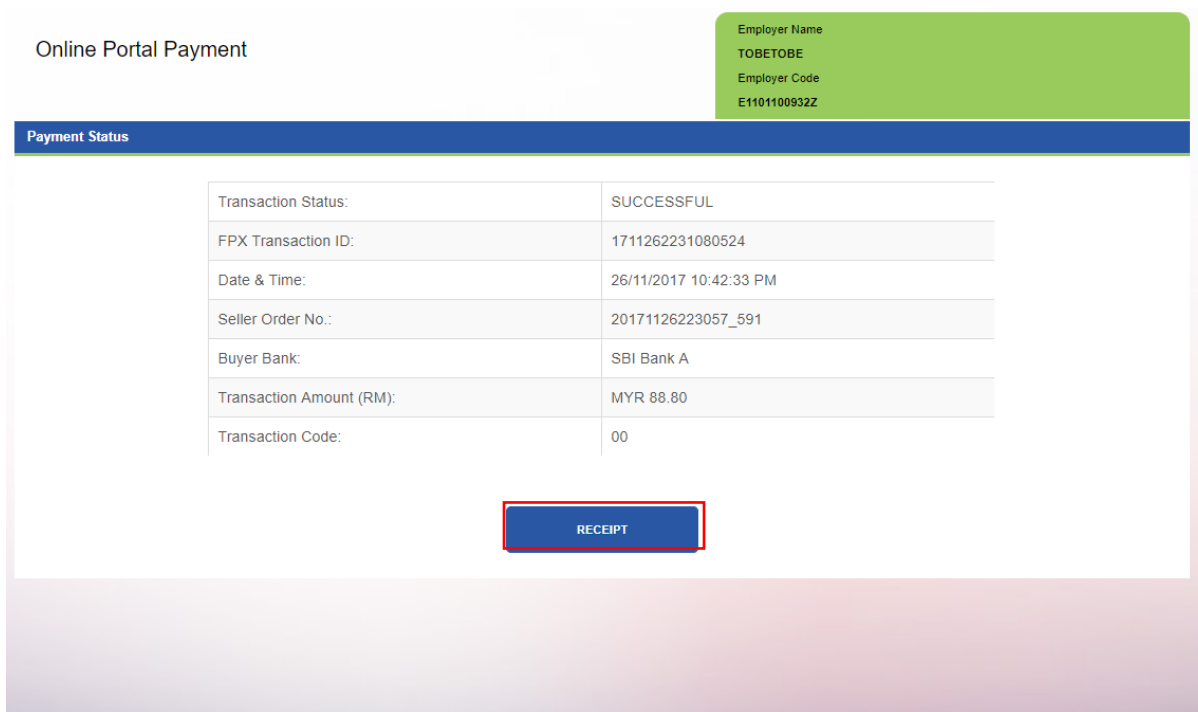
**Important Note :**

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

[Continue with Transaction](#)

### 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	<a href="#">✉</a> <a href="#">↓</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="#">↓</a>

END

## 7.2 Electronic Funds Transfer

### 7.2.1 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 \*

Contact No. \*

Officer Name \*

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 \*

Contact No. \*

Officer Name \*

**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.**

### 7.2.2 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**

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

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 \***

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	
					<b>Total Allocation Amount (RM)</b>	<b>400.00</b>	
					<b>Total Payment Amount (RM)</b>	400.00	
					<b>Difference Amount (RM)</b>	<b>0.00</b>	

**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

[Print](#)



Your Submission Has Been  
Submitted Successfully!

Employer Name  
**DOORBELL MARRIAGE SDN BHD**

Employer Code  
**A0000000**

Payment Date:  
**13/10/2017**

Total Payment Amount:  
**400.00**

Submission Case Number:  
**COL10201700000132**

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.**