ASSIST & EIS EMPLOYER PORTAL USER GUIDE

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Contents

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
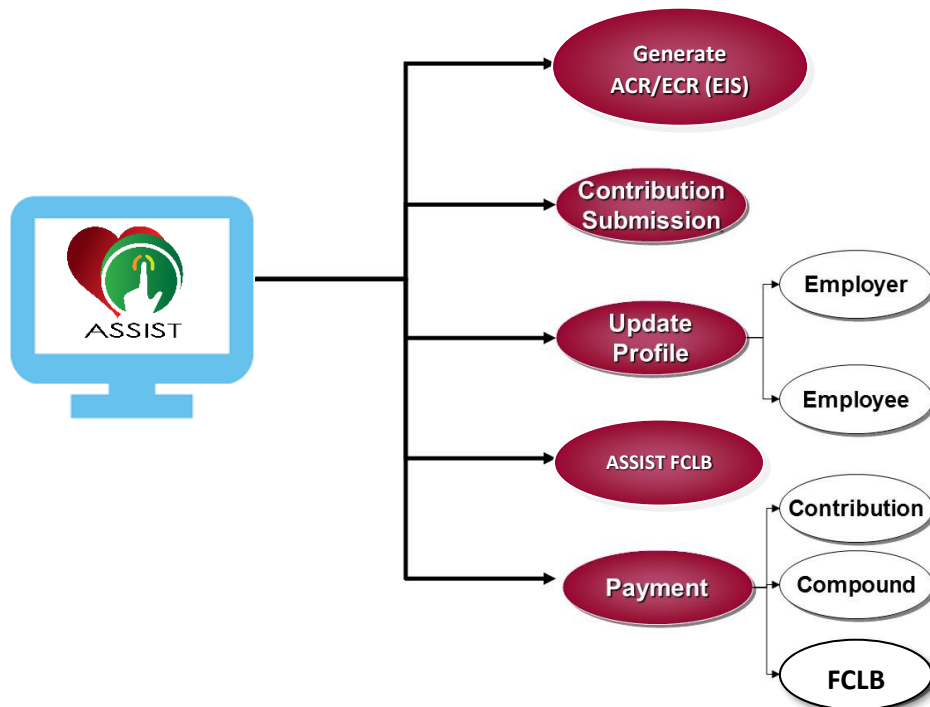
An online medium where employers are able to:

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

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 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 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.
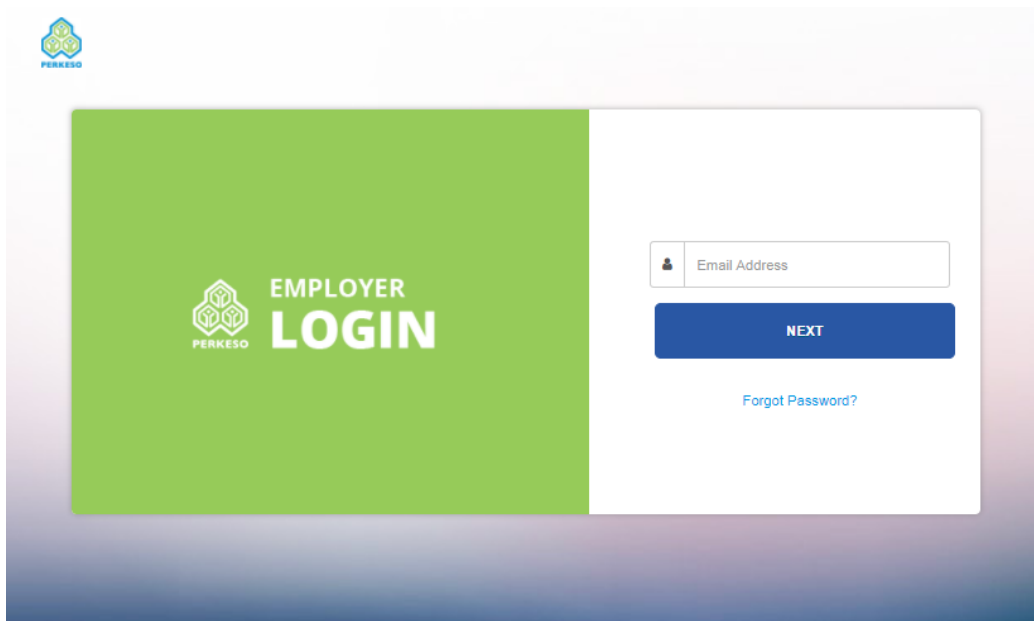
Step 2 : The user may enter the password and then click on login button or click on back button to go to the previous screen.
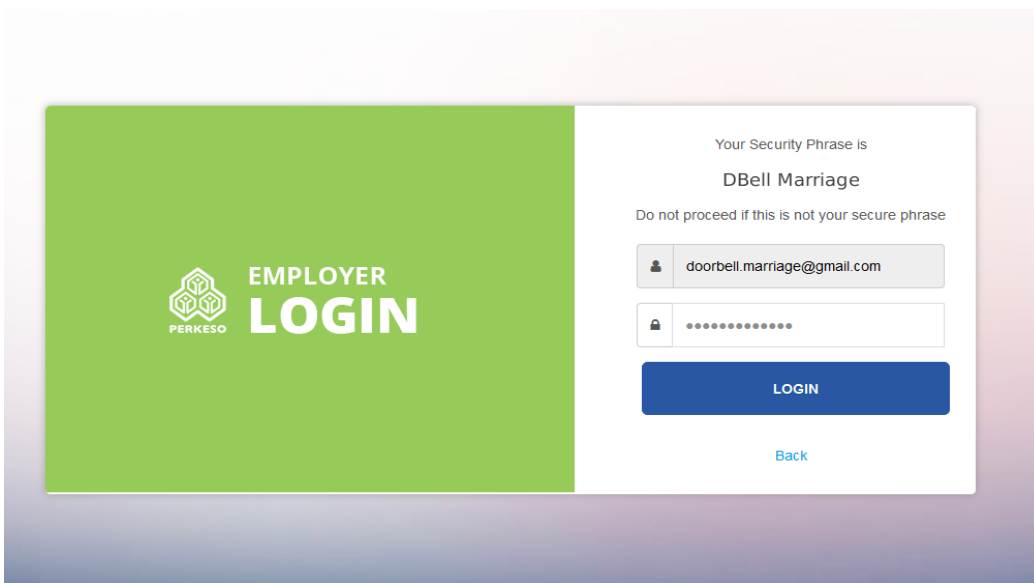
Step 3 : This is the screen after the employer successfully login. The employer could see the welcome screen after the user login.
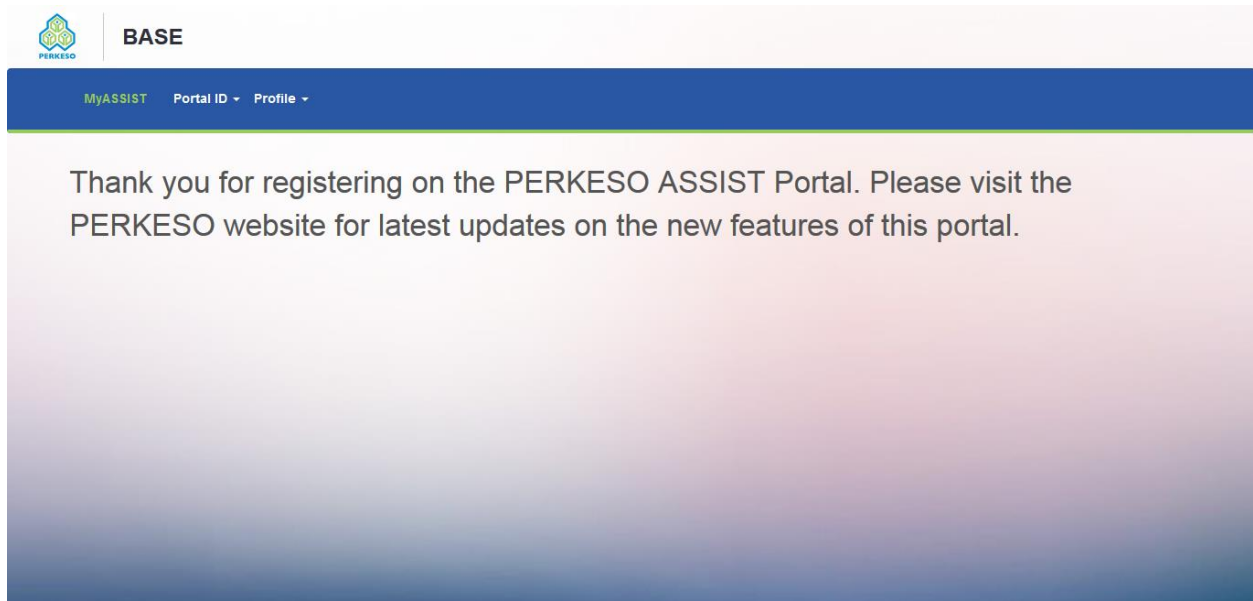
2.1.2 User Change Password for Portal ID

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.
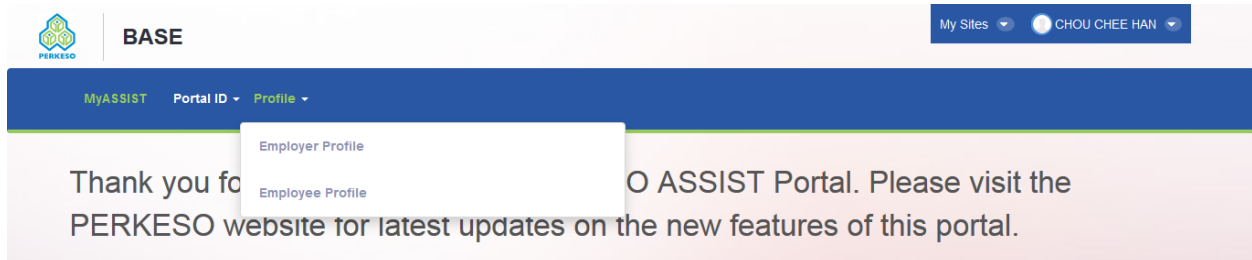
Once successful, the following screen will be displayed
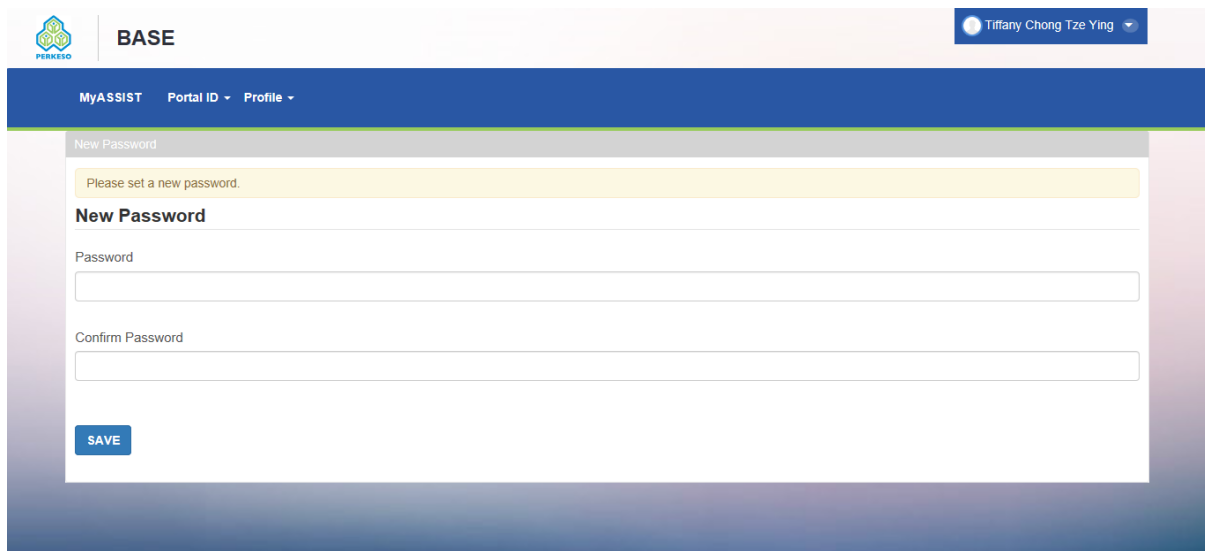
2.2 Profile Viewing
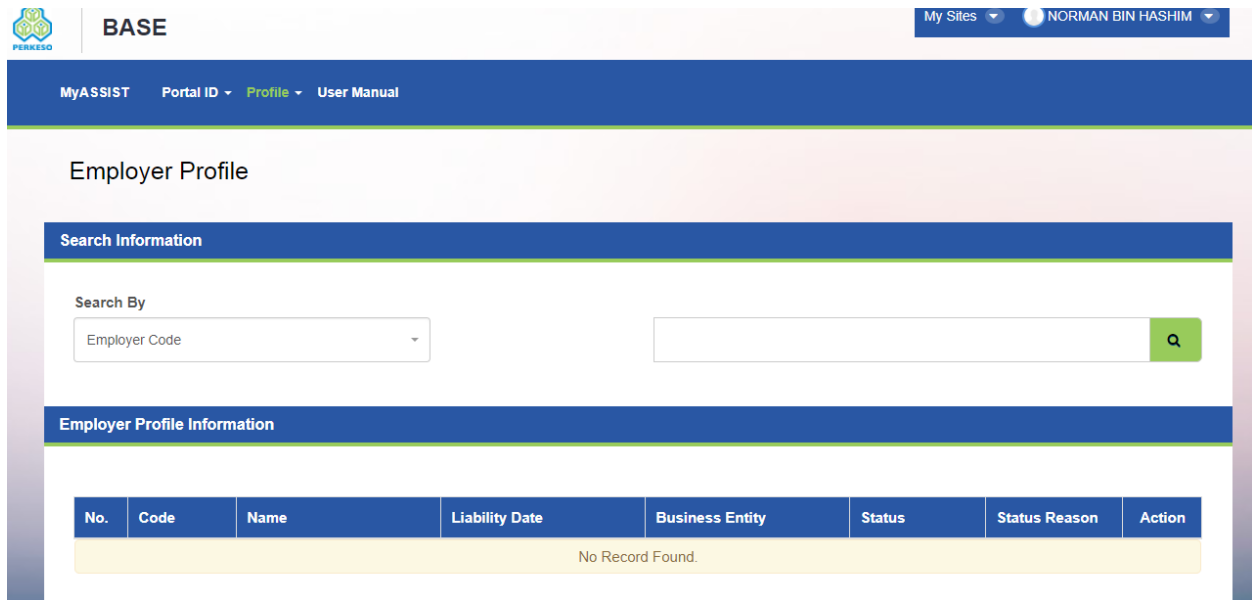
2.2.1 Employer Profile

Step 1 : The user may access it via hover over the Profile tab and click on employer profile
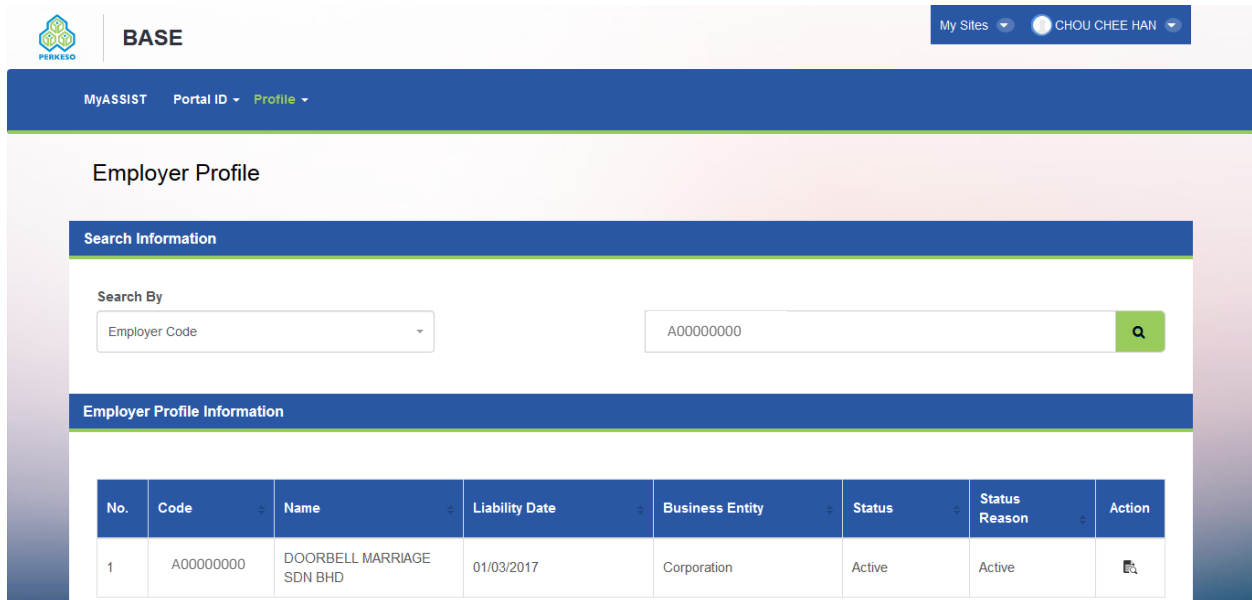
Step 2 : The user is then able to search for the targeted employer via searching for the employer name or employer code.
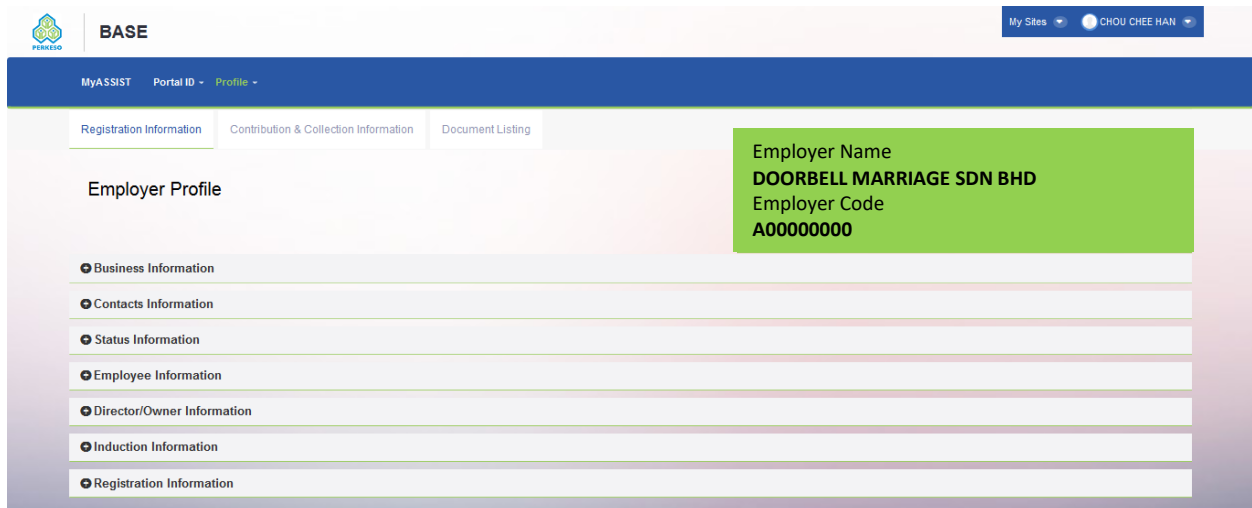
Step 3 : This is the screen after the search is completed. The user may proceed with viewing via clicking on the view button in the action column.

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

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

Pertubuhan Keselamatan Sosial. 2018

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.

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
A00000000

➕ 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	33K171212	04/12/2017	35.00	04/12/2017	0.00	35.00	Unpaid	Appeal	📄
00000000	33K171220	04/12/2017	50.00	04/12/2017	0.00	50.00	Unpaid	Appeal Approval	📄
00000000	33K171222	04/12/2017	25.00	04/12/2017	0.00	25.00	Unpaid	Appeal Approval	📄
00000000	33K171707	17/12/2017	40.00	17/12/2017	0.00	40.00	Unpaid	Not Appeal	📄

🖨 PRINT

➕ FCLB Appeal & Reappeal Information
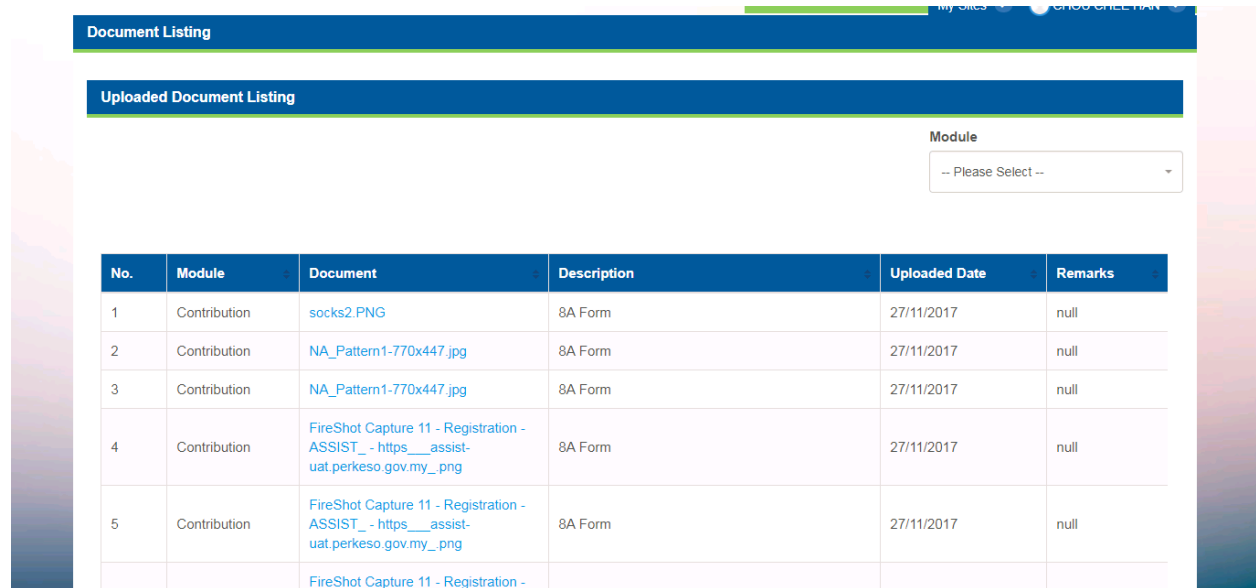
➕ Compound Payment Information

➕ 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
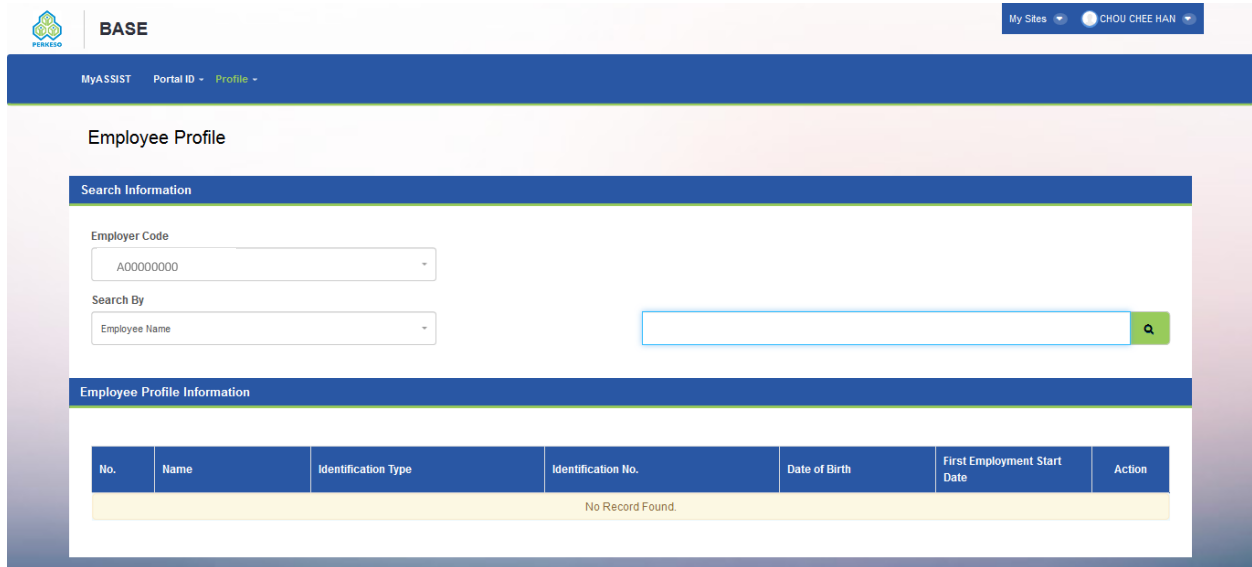
Uploaded Document Listing

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 -			
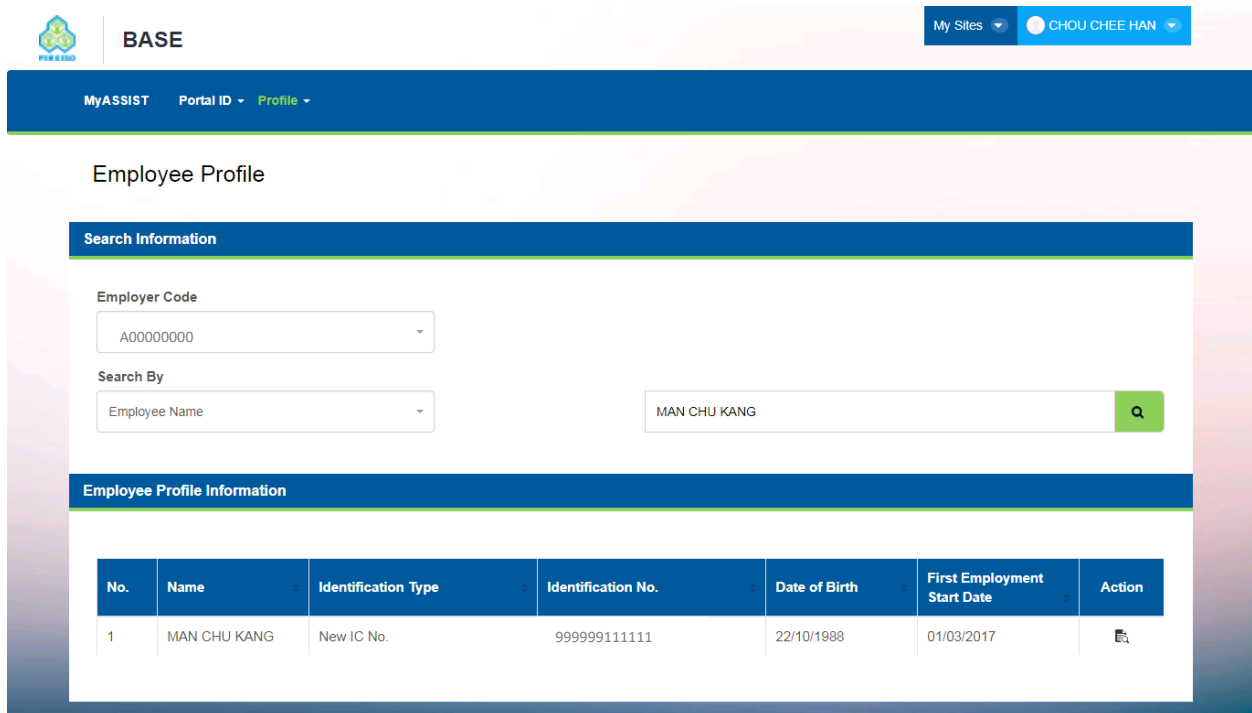
2.2.4   Employee Profile

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

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

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

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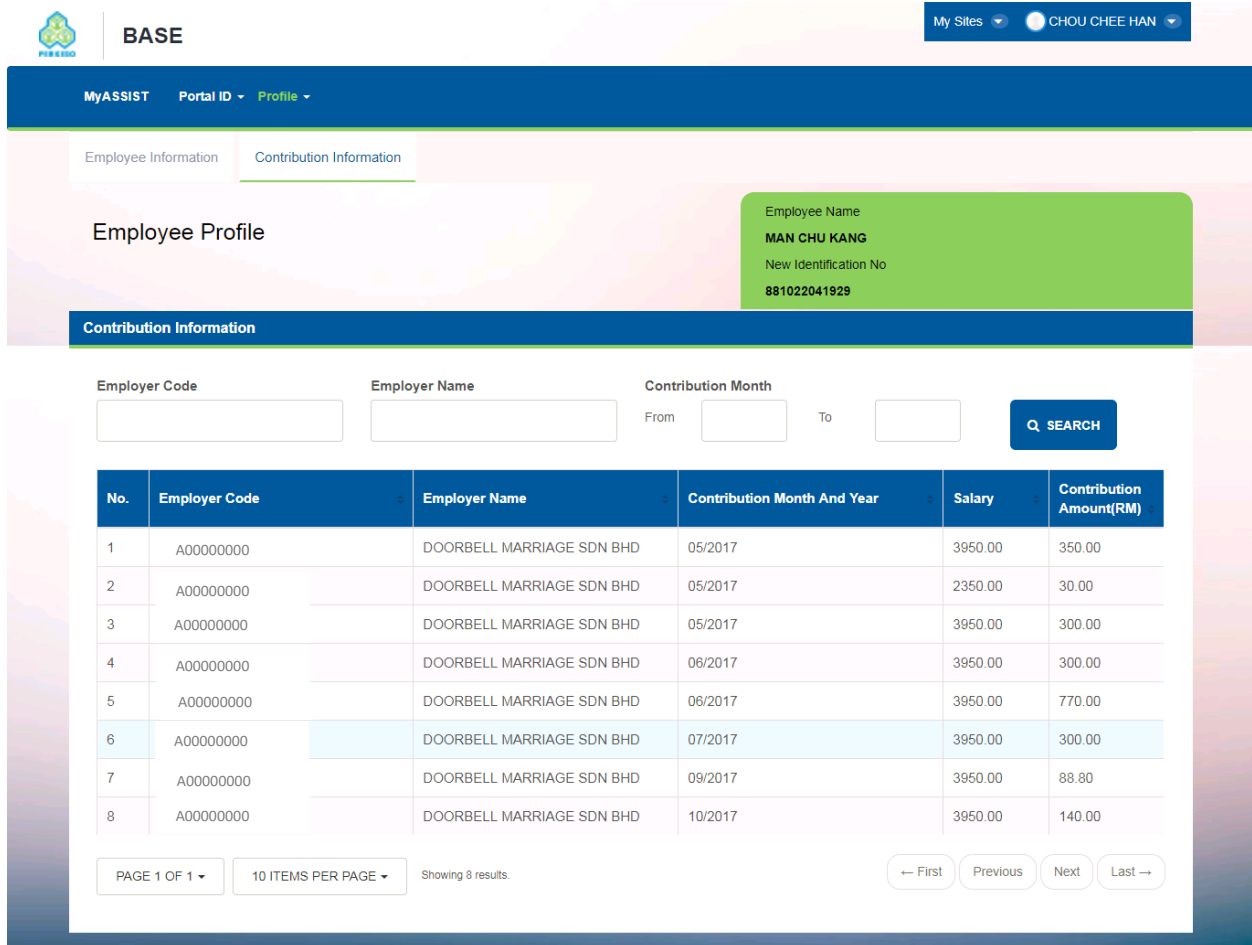
No.	Employer Code	Employer Name	Employment Start Date	Employment End Date	Status
1	A00000000	DOORBELL MARRIAGE SDN BHD	01/03/2017	-	ACTIVE

🖨 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.

2.3   Employer Change Password

Step 1 : The employer could change the password by hover over the Profile tab, then select Change Password.
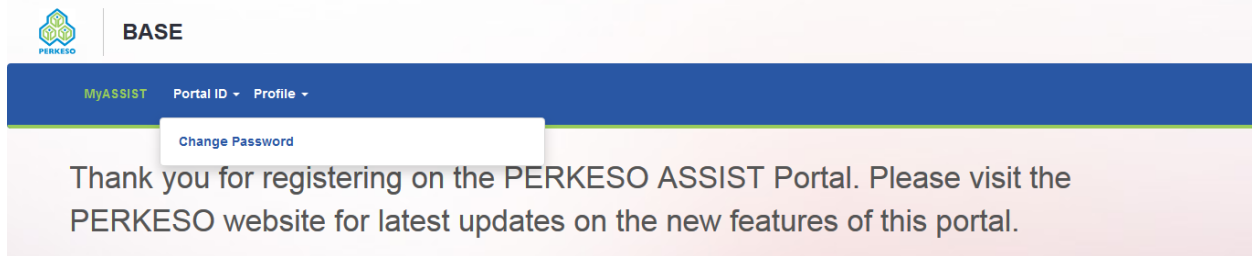
Step 2 : The employer has to enter the old password once and the new password, retyping the new password, in order to change the password.
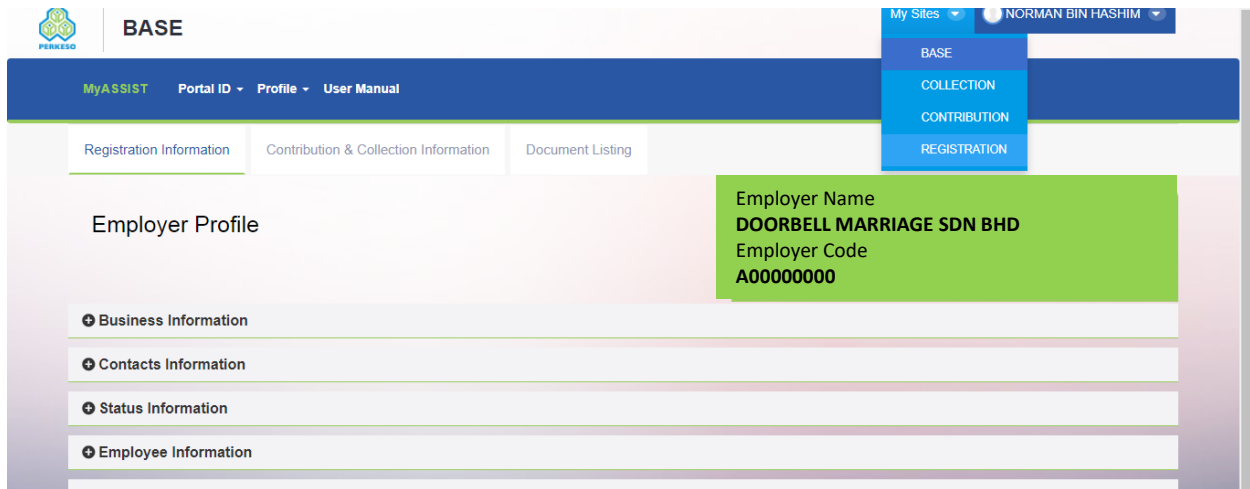
3.0 Registering as Employer
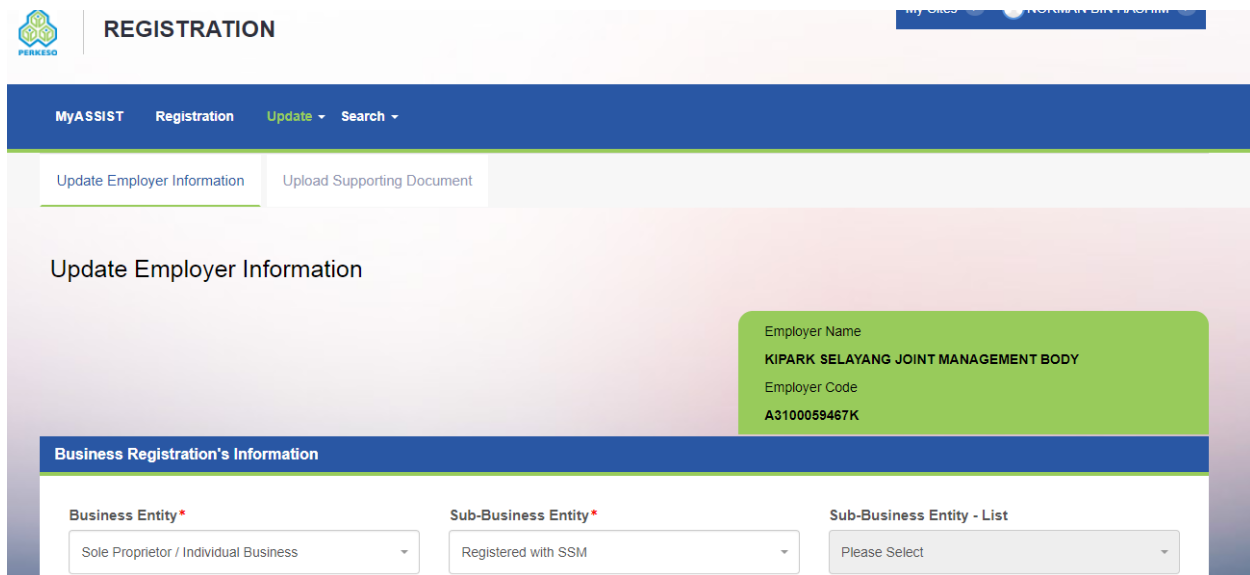
3.1 New Employer Registration

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*	City*	Postcode*
Please Select ▾	Please Select ▾	Please Select ▾

P.O. Box	Locked Bag No.	WDT

State *

Please Select ▾

City *

▾

Postcode *

Please Select ▾

P.O. Box

Locked Bag No.

WDT

Telephone No.

+60

➕ 🗑️

Mobile No.

+60

➕ 🗑️

Fax No.

+60

➕ 🗑️

Industry Code *

[94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS ▾

Sub Industry Code List *

[94920]Activities of political organizations ▾

Email

Methods of Contribution Payment *

Form 8A ▾

Service Type

Non-Professional Bodies ▾

Induction Information

Induction Venue *

Please Select ▾

Remarks

SAVE & CONTINUE

Step 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*

Corporation

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

Sub-Business Entity*

Berhad

Note : When Business Entity and Sub-Business Entity selection are "Corporation" and "Berhad" respectively, the field for Sub-Business Entity- List is disabled.

Sub-Business Entity - List

Please Select

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

Registration Number(BRN)*

A123456789   ?   Q

Step 6 : Select the option either "Before February 2017" or "February 2017 Onwards"

Registered with SSM

◉ Before February 2017   ○ February 2017 Onwards

Step 7 : Select either "Yes" or "No"

Registering As A Branch?

○ Yes   ◉ No

Step 8: "Tick" the check box for acknowledgement to agree contribute to EIS

Acknowledgement

☑ I hereby certify that the above information given are true and correct as to the best of my knowledge. I hereby agree to contribute to the EIS Act 800 (2017).

Step 9 : Fill up the necessary Industry's Information fields and Induction Information.

Note : WDT is required if state "Sabah" or "Sarawak" is selected.

Industry's Information

Employer Name*

Postal Address*

BATU CAVES,SLGR

State*   City*   Postcode*

SOCSO Office Location*

Pejabat PERKESO Negeri W.P Kuala Lumpur

☐ Industry Address Same As Postal Address

Industry Address*

SDA

State*   City*   Postcode*

Please Select   Please Select   Please Select

P.O. Box   Locked Bag No.   WDT

State*
Please Select

City*

Postcode*
Please Select

P.O. Box

Locked Bag No.

WDT

Telephone No.

+60

Mobile No.

+60

Fax No.

+60

Industry Code*
[94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS

Sub Industry Code List *
[94920]Activities of political organizations

Email

Methods of Contribution Payment*
Form 8A

Service Type
Non-Professional Bodies

Induction Information

Induction Venue *
Please Select

Remarks

SAVE & CONTINUE

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

Business Entity *	Sub-Business Entity *
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

Business Entity *	Sub-Business Entity *
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

Business Entity *	Sub-Business Entity *
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

Business Entity *	Sub-Business Entity *
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

Business Entity*	Sub-Business Entity*
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

Business Entity*	Sub-Business Entity*
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

Business Entity*	Sub-Business Entity*
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

Business Entity*	Sub-Business Entity*
Sole Proprietor / Individual Business	Not Registered

3.1.10 Employer Registration for Others (Business Representative)

For the following sections details, refer to Section 3.1 except

Step 1 : Select "Other" under Business Entity field

Step 2 : Select "Business Representative" under Sub - Business Entity field

Business Entity*	Sub-Business Entity*
Others	Bussiness 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

Business Entity*	Sub-Business Entity*
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*
Others ▾	Embassy ▾

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*
Others ▾	Federal Government Agency ▾

Step 3 : Select the option from drop-down list

Sub-Business Entity - List*
Please Select ▾

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

3.1.14 Employer Registration for Others (Federal Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1 : Select "Other" under Business Entity field

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

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 *

Others ▼

Sub-Business Entity *

Local Authority ▼

Step 3 : Select the option from drop-down list

Sub-Business Entity - List *

Please Select ▼

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

3.1.17 Employer Registration for Others (NGO/Society)

For the following sections details, refer to Section 3.1 except

Step 1 : Select "Other" under Business Entity field

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

Business Entity *

Others ▼

Sub-Business Entity *

NGO / Society ▼

Step 3 : Select the option from drop-down list

Sub-Business Entity - List *

Please Select ▼

3.1.18 Employer Registration for Others (State Government Agency)

For the following sections details, refer to Section 3.1 except

Step 1 : Select "Other" under Business Entity field

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

Business Entity*	Sub-Business Entity*
Others ▾	State Government Agency ▾

Step 3 : Select the option from drop-down list

Sub-Business Entity - List*
Please Select ▾

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

3.1.19 Employer Registration for Others (State Statutory Body)

For the following sections details, refer to Section 3.1 except

Step 1 : Select "Other" under Business Entity field

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

Business Entity*	Sub-Business Entity*
Others ▾	State Statutory Body ▾

Step 3 : Select the option from drop-down list
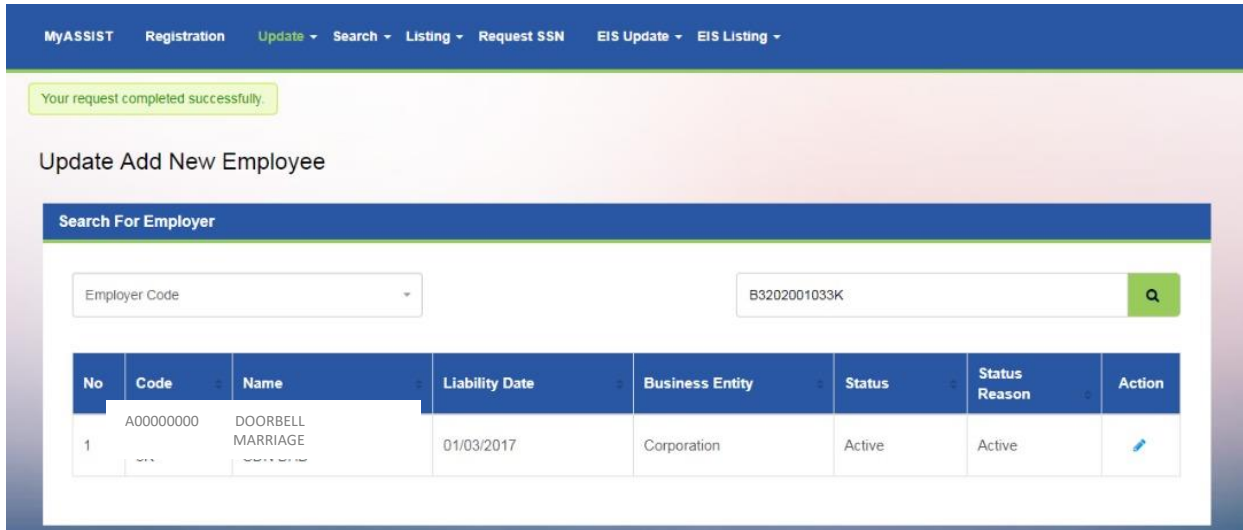
Sub-Business Entity - List*
Please Select ▾

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

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3.2   New Registration

3.2.1   New Employee Registration Form
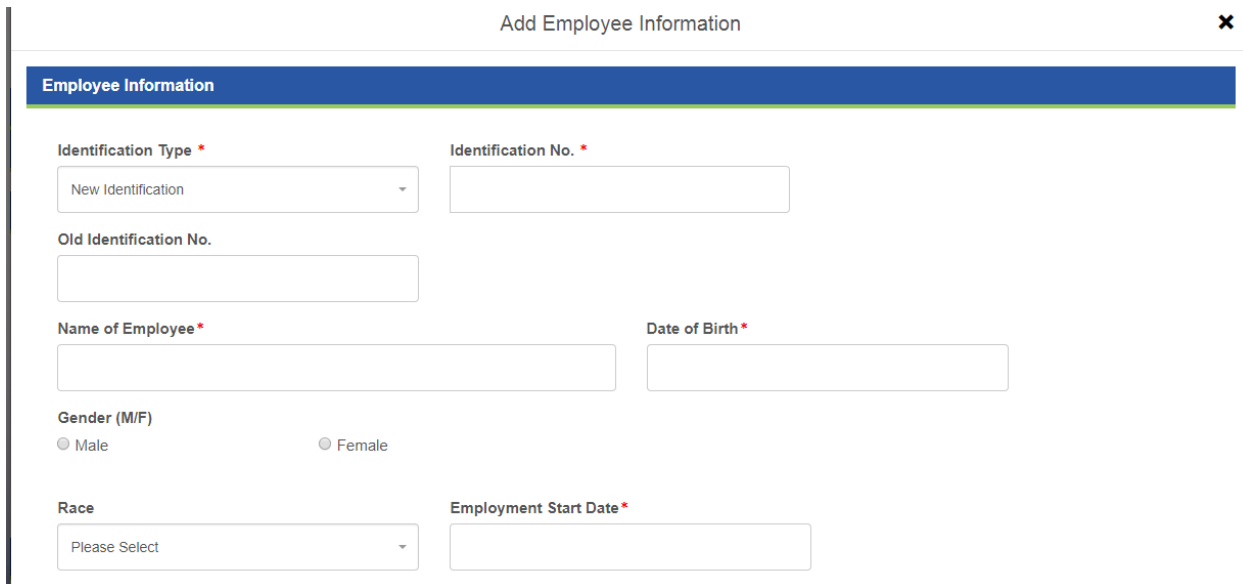
Step 1 : Click Add Employee button

Step 2 : Fill up the Employee Information fields and Employee Application StatusSear

Step 3 : Click on Save button to proceed to the next screen

Occupation (MASCO)

Please Select ▾

Sub Occupation (MASCO)

Please Select ▾

Sub Occupation List (MASCO)

Please Select ▾

Nationality

Malaysia ▾

Wages Exceed RM3000 Per Month Before 1st Jun 2016

○ Yes   ● No

CLOSE		SAVE

Step 4 : Click on Save and Continue button

New Employee(s) Listing

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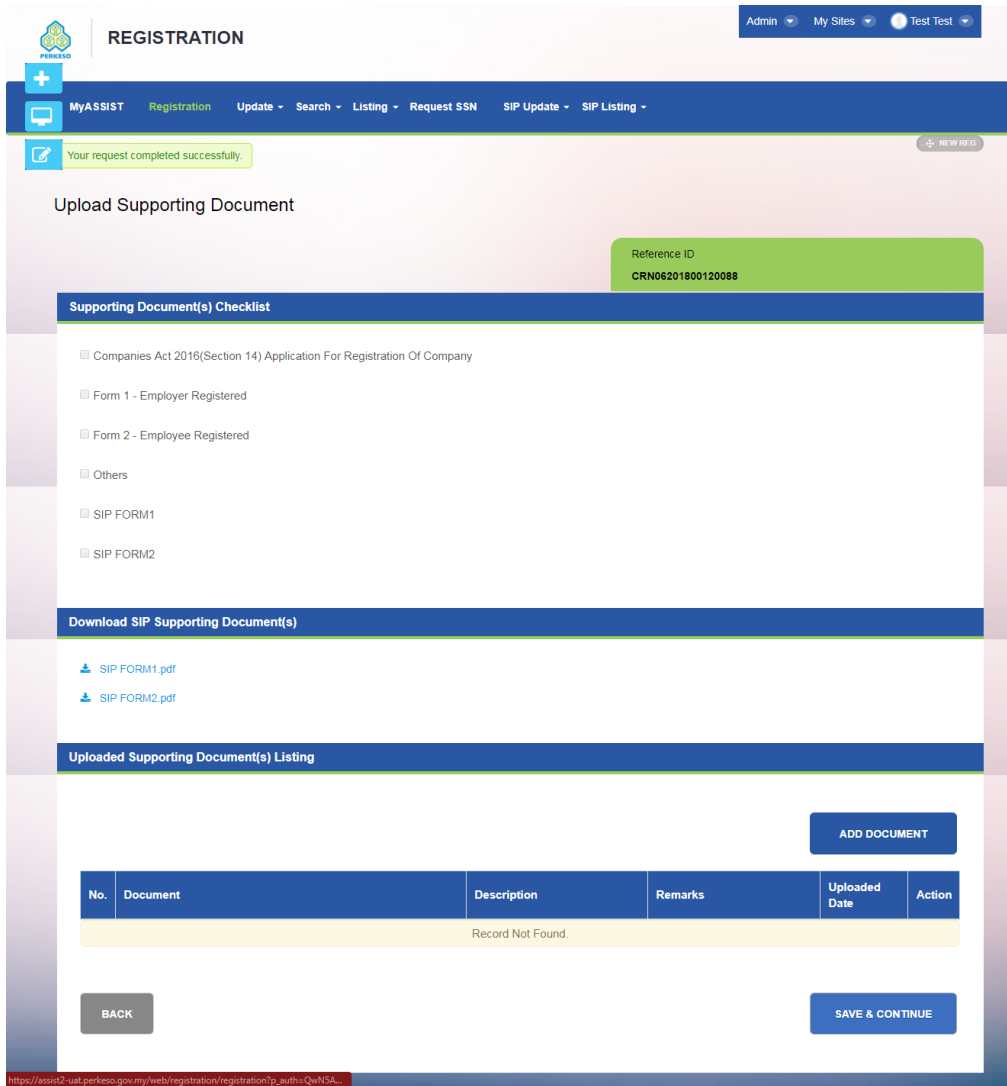
No	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
Record Not Found.								

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

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

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

Step 6 : Click Save and Continue button

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

Step 7 Click Submit

Preview

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Case Item

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

Uploaded Supporting Document(s) Listing

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

BACK   SUBMIT

Step 8 : Click Confirm
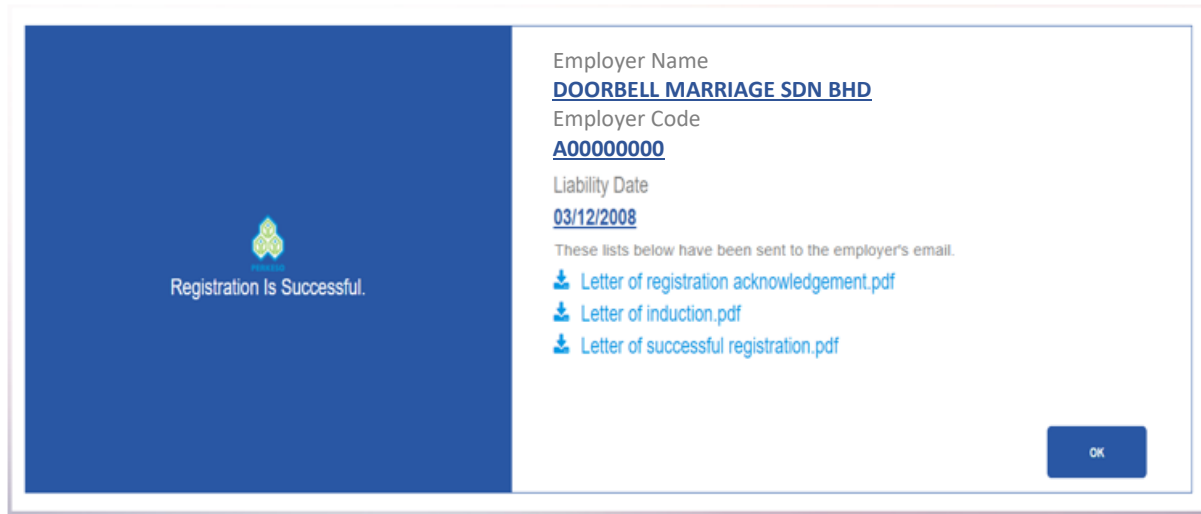
CONFIRMATION ✕

Proceed for Submission?

CANCEL   CONFIRM
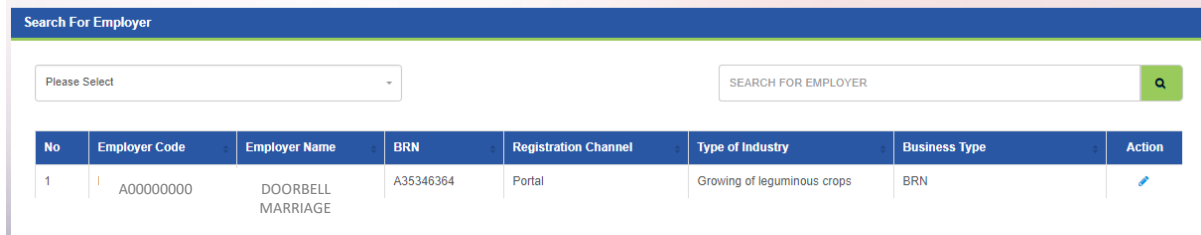
Step 9 : Successfully registered and employer code is generated

3.3 Update

3.3.1 Add New Employee

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

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. *

New Identification ▼

Old Identification No.

Name of Employee*   Date of Birth*

Gender (M/F)
◯ Male   ◯ Female

Race   Employment Start Date*

Please Select ▼

Occupation (MASCO)

Please Select

Sub Occupation (MASCO)

Please Select

Sub Occupation List (MASCO)

Please Select

Nationality

Malaysia

Wages Exceed RM3000 Per Month Before 1st Jun 2016

○ Yes   ● No

CLOSE   **SAVE**

Step 7 : Click Save and Continue

Auto Registration Employee's Information

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

Auto Registration Employee's Information That Had Updated

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

SAVE & CONTINUE

Step 8 : Click Add Document

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK   SAVE & CONTINUE

Step 9 : Select Description from drop-down list

Step 10 : Click Choose File and open the file to upload

Step 11 : Type remark in the text box (if any)

Step 12 : Click Add Document

Supporting Document

Description

Please Select ▼

Choose File | No file chosen

Remarks

1000 characters remaining

ADD DOCUMENT

Step 13 : Click Save and Continue

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK SAVE & CONTINUE

Step 14 : Click Submit

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date
1	New IC No.	999999111111	18/06/1978	AKIM LUKI	-	None	30/01/2018

Uploaded Supporting Document(s) Listing

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

BACK SUBMIT
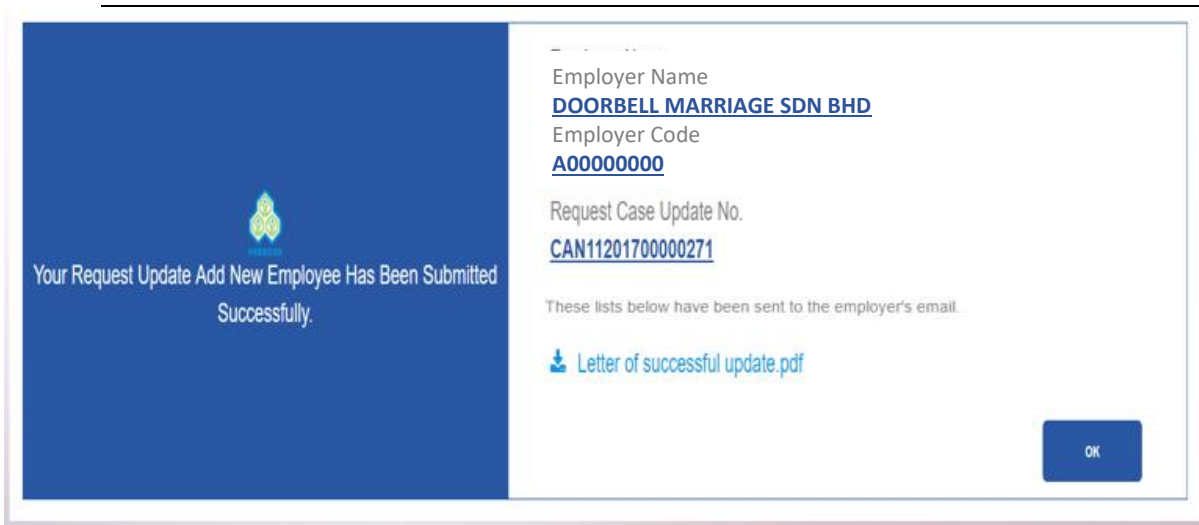
Step 15 : Click Confirm

CONFIRMATION ✕

Proceed for Submission?

CANCEL CONFIRM

Step 16 : Successfully New Employee has been added
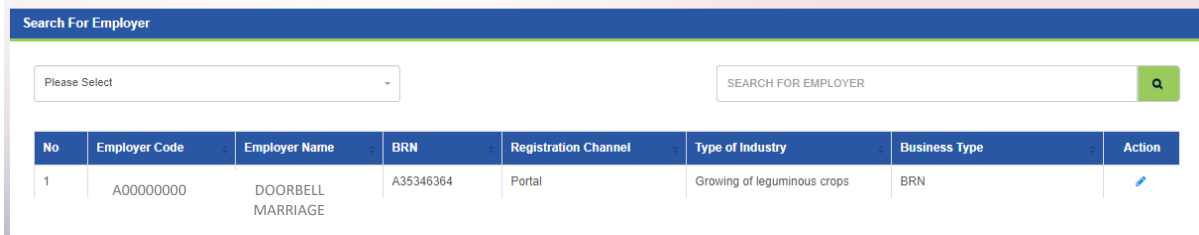
Note : If ID or SSN number is duplicated and use different name then it will route to PERKESO office and need to wait PRKESO officer to approve.

3.3.2 Add Employee Resigned Date

Note : Once Employer click on the "Update Employee Information by Employer" menu, the Employer list will be shown automatically.

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

Step 2 : Click on Search Button

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

Update Add Employee Resigned Date

Search For Employer							

Employer Code ▾					SEARCH FOR EMPLOYER		🔍

No	Code	Name	Liability Date	Business Entity	Status	Status Reason	Action
1	A00000000	DOORBELL MARRIAGE	01/08/2011	Sole Proprietor / Individual Business	Active	Active	✏️

Step 4 : Choose "All" or "Specific"

Note : If Specific follow as step 5

Employee Resigned Date

Employee Selection
○ All   ○ Specific

Employee Selection
○ All   ● Specific

Employment Resign Date

[   ]

Please Select ▾			Search For All Employees	🔍

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

Step 6 : Choose Employment Resign Date

No	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date	Action
1	New IC No.	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

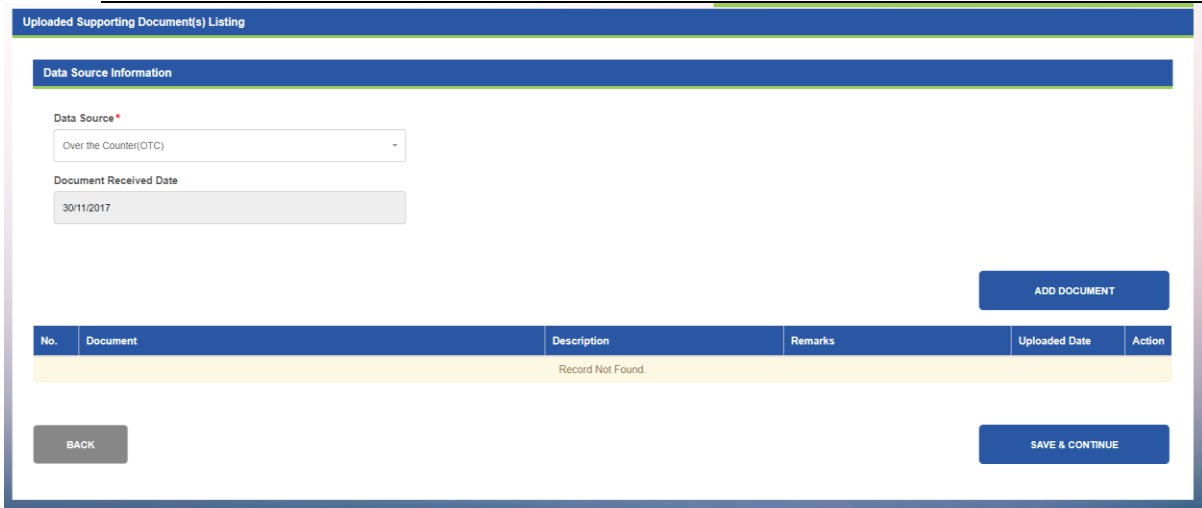**Employee Resigned Date**

Employee Selection
◉ All   ◯ Specific

Employment Resign Date

22/11/2017

All Employees below will be updated to the Employment Resigned Date above.

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date
1	Social Security No.	9572352423	AKALIA	1979-11-07	Male	Melayu	2015-11-03
2	New IC No.	123456789400	AKALIA K	1979-11-07	Male	India	1996-11-18
3	Social Security No.	54653231423	JONNY	1988-11-09	Female	Cina	1988-11-08

SAVE & CONTINUE

Step 9 : Choose Resign Date
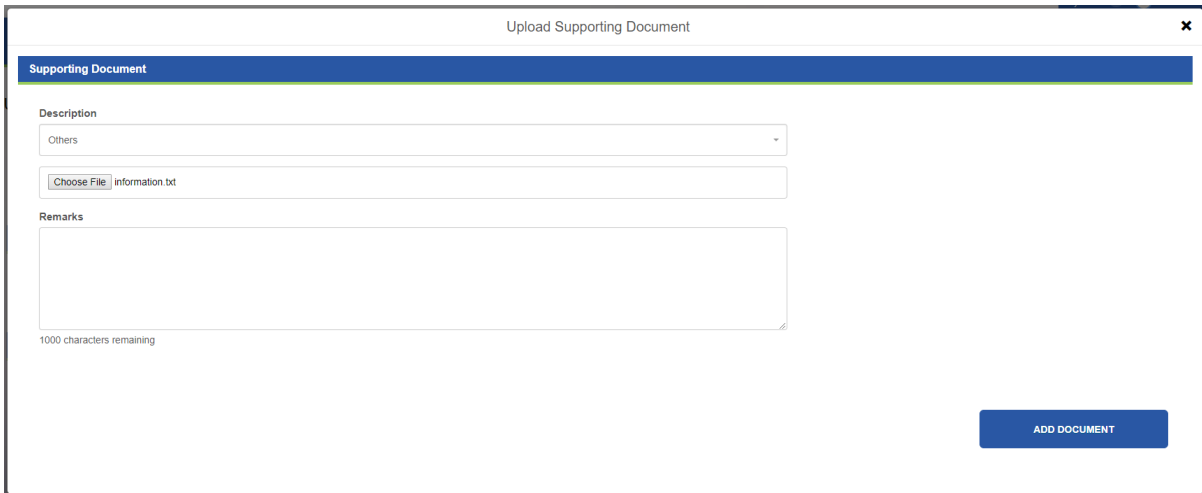
Step 10 : Click Add Document

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

My Sites ▾   ● NORMAN BIN HASHIM ▾

Employee That Had Added Resigned Date

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
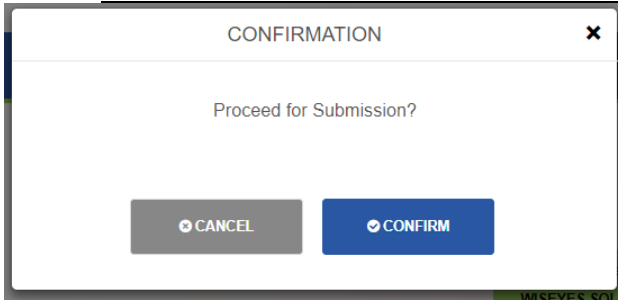
Step 17 : Click Confirm

Step 18 : Successfully Employee Resigned Date has been updated

3.3.3   Add Employee Information (Employer)

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
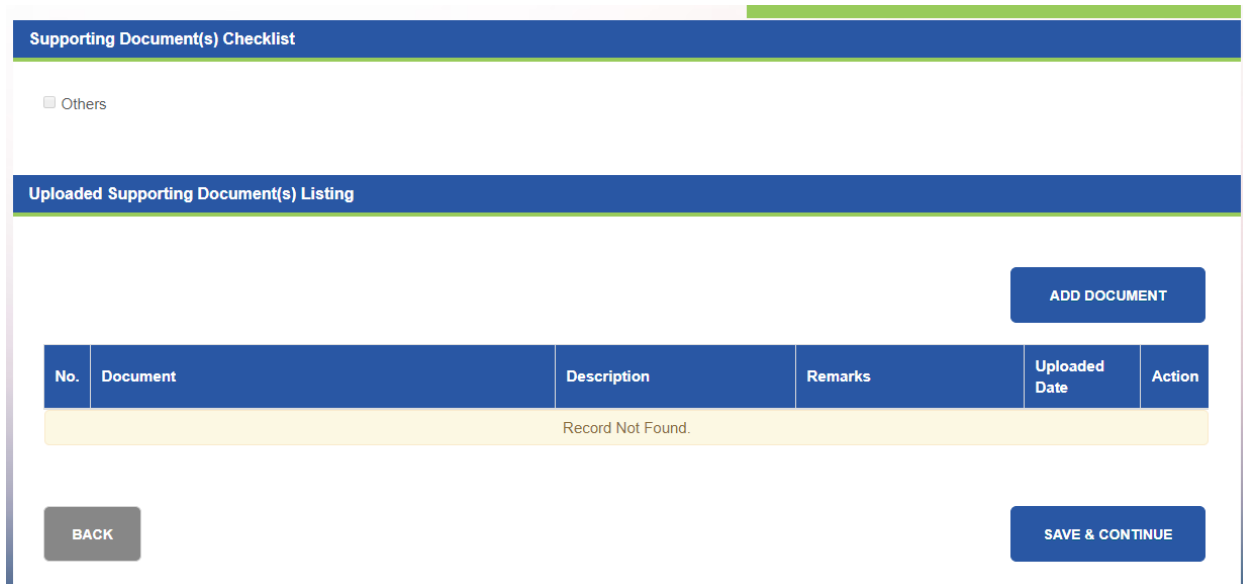
Step 5 : Click Save

(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
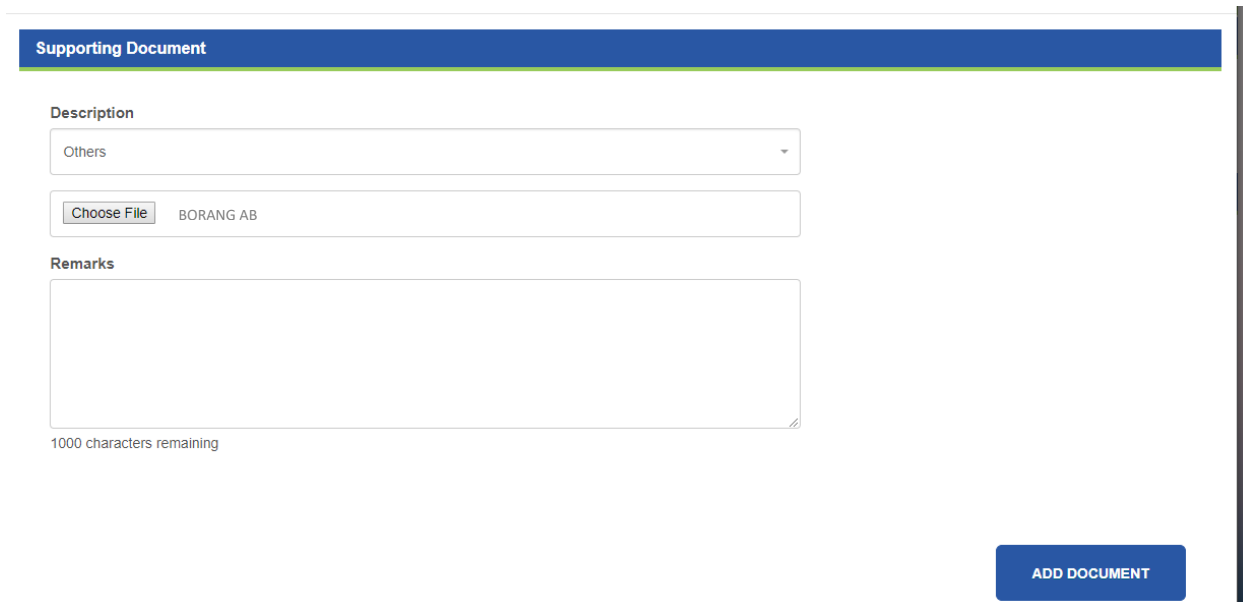
ADD DOCUMENT

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

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Step 12 : Click Save and Continue

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date
1	New IC No.	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

BACK

SUBMIT

Step 13 : Click Submit

CONFIRMATION ✕

Proceed for Submission?

CANCEL   CONFIRM

Step 14 : Click Confirm

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

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	01/08/2011	Sole Proprietor / Individual Business	Active	Active	✏️

Step 4 : Change Employer Information

REGISTRATION

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 *

SOCSO Office Location *

Pejabat PERKESO Negeri W.P Kuala Lumpur

☐ Industry Address Same As Postal Address

Industry Address *

SDA

State *	**City** *	**Postcode** *
Please Select		Please Select

P.O. Box	**Locked Bag No.**	**WDT**

State *	**City** *	**Postcode** *
Please Select		Please Select

P.O. Box	**Locked Bag No.**	**WDT**

Telephone No.	Mobile No.	Fax No.
+60	+60	+60
➕ 🗑	➕ 🗑	➕ 🗑

Industry Code *

[94] ACTIVITIES OF MEMBERSHIP ORGANIZATIONS

Sub Industry Code List *

[94920]Activities of political organizations

Email

Methods of Contribution Payment*

Form 8A

Service Type

Non-Professional Bodies

Induction Information

Induction Venue *

Please Select

Remarks

SAVE & CONTINUE

Step 5 : Click Save and Continue

Methods of Contribution Payment*

Form 8A

Service Type

Non-Professional Bodies

Induction Information

Induction Venue *

Please Select

Remarks

SAVE & CONTINUE

Step 6 : Click Add Document

Supporting Document(s) Checklist

☐ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Supporting Document

Description

Others

Choose File   BORANG AB

Remarks

1000 characters remaining

ADD DOCUMENT

Step 7 : Select Description from drop-down list

Step 8 : Click Choose File and open the file to upload

Step 9 : Type remark in the text box (if any)

Step 10 : Click Add Document

Supporting Document(s) Checklist

☑ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK   SUBMIT

Step 12 : Click Submit

CONFIRMATION ✕

Proceed for Submission?

⊗ CANCEL   ⊘ CONFIRM

Step 13 : Click Confirm

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Request Case Update No.
CUN112017C100001850

Your Request Update Employer Information Has Been Submitted Successfully.

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

| Please Select ▼ |

Identification No.

| | 🔍 |

Director/Owner Name *

| |

Correspondence Address

| |

| |

| |

State	**City**	**Postcode**
Please Select ▼	Please Select ▼	Please Select ▼

P.O. Box	**Locked Bag No.**	**WDT**

Telephone No.

| +60 |
+ 🗑

Mobile No.

| +60 |
+ 🗑

Fax No.

| +60 |
+ 🗑

Email

| |

Marital Status

| Please Select ▼ |

CANCEL   SAVE

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

Director/Owner's Information

+ ADD DIRECTOR/OWNER   **+ ADD SPOUSE**

Existing Director/Owner Listing

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

New Director/Owner Listing

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

Director/Owner Information That Had Updated

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

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

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

SAVE & CONTINUE

Step 8 : Fill-up Spouse information

Step 9 : Click Save

Add Spouse For Existing Director ✕

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

Select Director

Director Identification No.& Name *

Please Select ▾

Spouse Information

Identification Type

Please Select ▾

Identification No.

🔍

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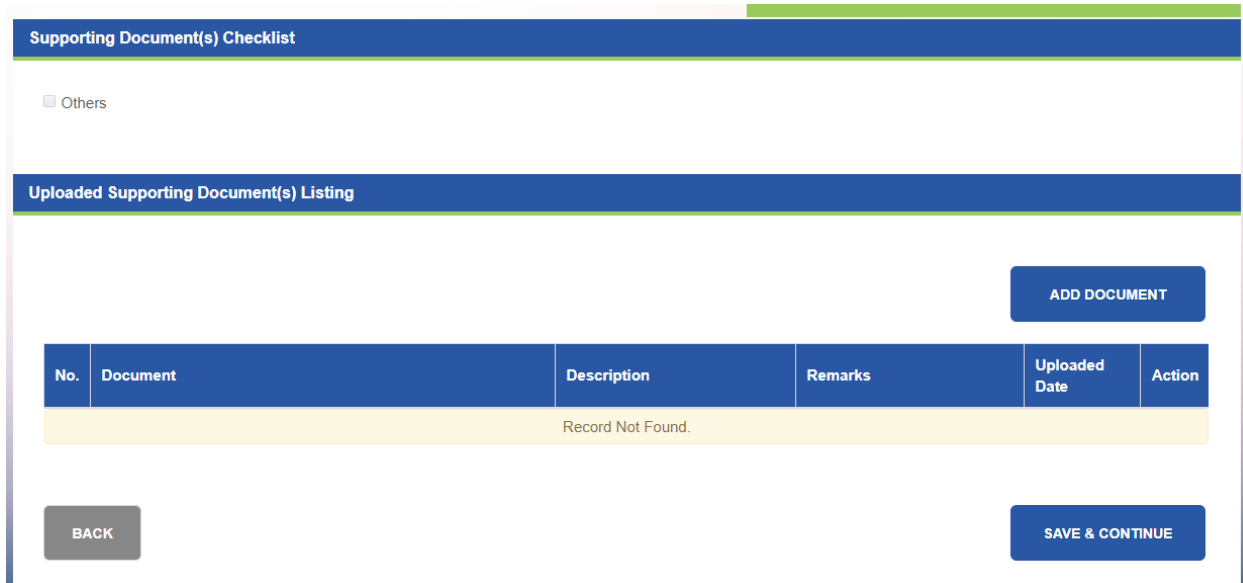
No	Director Name	Identification No.	Email	Action
		No Record Found.		

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.txt	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
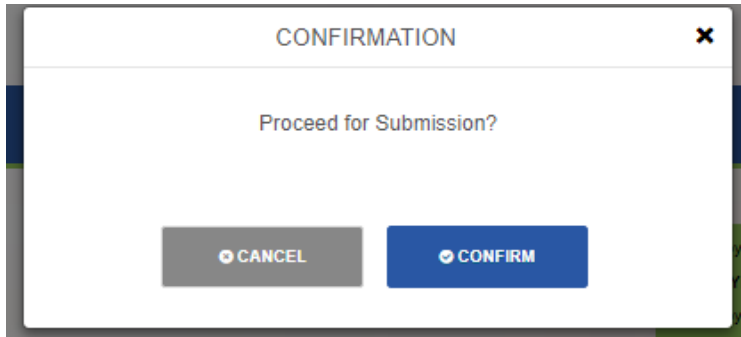
Step 20 : Successfully Director/Owner Information has been updated.
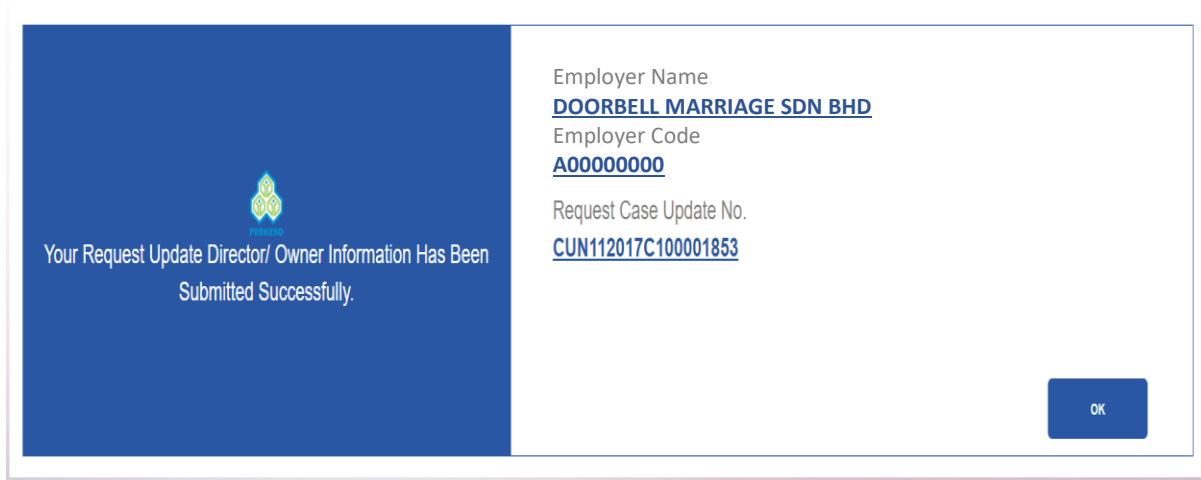
3.3.6   Add Supporting Documents
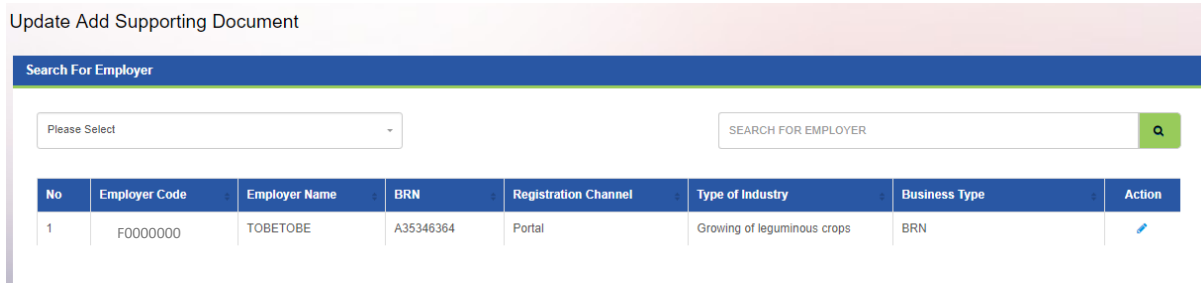
Note : When you click on the "Update Add New Employee" menu, the list of Employer will be shown automatically.

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

ADD DOCUMENT

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

BACK   SAVE & CONTINUE

Step 4 : Click Add Document

Supporting Document

Description

Others

Choose File   BORANG AB

Remarks

1000 characters remaining

ADD DOCUMENT

Step 5 : Select Description from drop-down list

Step 6 : Click Choose File and open the file to upload

Step 7 : Type remark in the text box (if any)

Step 8 : Click Add Document

Uploaded Supporting Document(s) Listing

Data Source Information

Data Source *

Over the Counter(OTC)

Document Received Date

30/11/2017

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	information.txt	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 Submited Successfully!
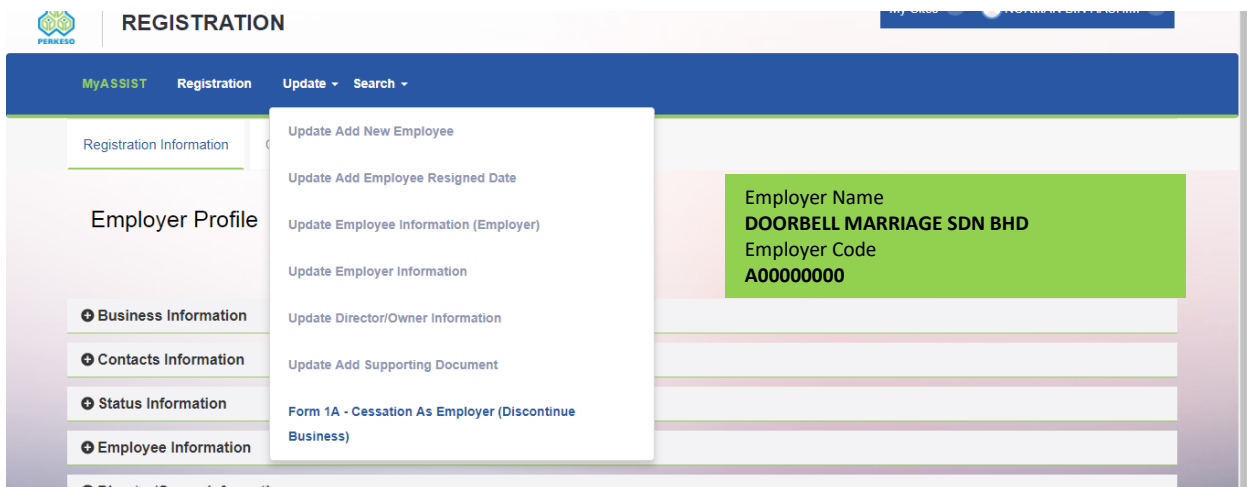
Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000
Request Case Update No.
CUN112017C100001847

OK

Step 11 : Successfully document is uploaded

3.3.7 Update Form 1A - Cessation as Employer

REGISTRATION

MyASSIST   Registration   Update ▾   Search ▾

Update Add New Employee

Update Add Employee Resigned Date

Registration Information

Update Employee Information (Employer)

Employer Profile

Update Employer Information

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Update Director/Owner Information

⊕ Business Information

⊕ Contacts Information

Update Add Supporting Document

⊕ Status Information

Form 1A - Cessation As Employer (Discontinue Business)

⊕ Employee Information

⊕ Director/Owner Information

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 ⓘ

KS6/2009

Employer Code

A0000000

Employer Name

DOORBELL MARRIAGE SDN BHD

Postal Address

111-G, JALAN SELAYANG 1,

BANDAR BARU SELAYANG

BATU CAVES,SLGR

State	City	Postcode
WILAYAH PERSEKUTUAN KUALA LUMPUR	BATU CAVES	68100

P.O. Box	Locked Bag No.	WDT

Employer Status Request Change

Employer Status	Employer Status Reason	Change Employer Status To
Active	[ACT] Active	Please Select

BACK

SAVE & CONTINUE
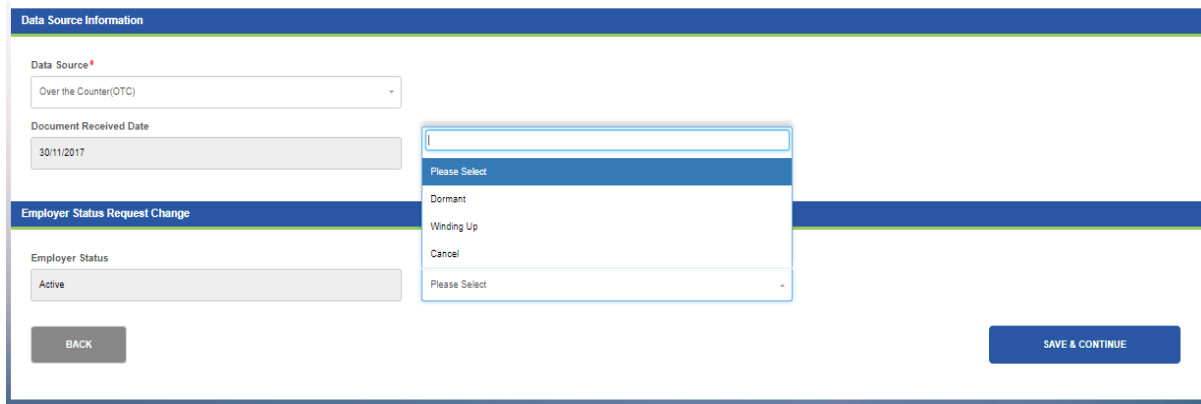
If you choose Cancel, proceed to Step 5 :

If you Choose Dormant or Winding Up, Skip step 5 and proceed for step 6 directly.
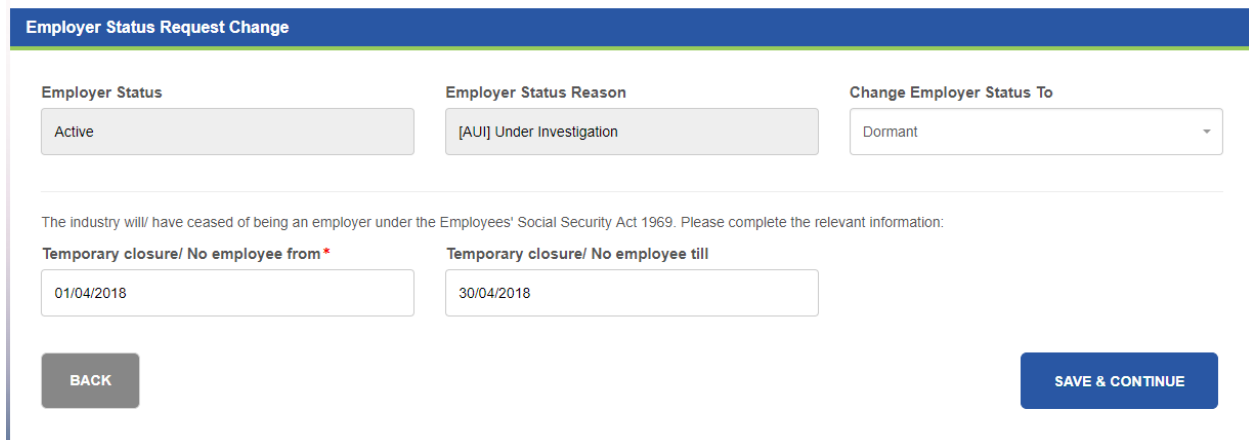
Step 5 : Fill Up Cessation as Employer Effective From

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
Active	[AUI] 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

BACK   SAVE & CONTINUE

Step 9 : Fill Up Employment Resign Date

Step 10 : Click Save and Continue

Employee Resigned Date

Employee Selection
⦿ All   ○ Specific

Employment Resign Date

All Employees below will be updated to the Employment Resigned Date above.

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date
1	New IC No.	770077007777	MOHD	01/01/1980	Male	Melayu	01/02/2010
2	New IC No.	770077007779	RAM	07/07/1977	Male	-	03/04/2000

Step 11 : Click Add Document

Supporting Document(s) Checklist

☐ Letter Of SSM

☐ Letter Of SSM Dissolution

☐ Employer Letter

☐ Cancellation Letter Of SSM

☐ Others

☐ Supporting Document For Cessation (e.g. Form 1A)

☐ Letter Of Liquidator

☐ Confirmation Letter From The Agency

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

Step 12 : Select Description from drop-down list

Step 13 : Click Choose File and open the file to upload

Step 14 : Type remark in the text box (if any)

Step 15 : Click Add Document

Supporting Document

Description

Please Select

Choose File | No file chosen

Remarks

1000 characters remaining

ADD DOCUMENT

Step 16 : Click Save and Continue

Supporting Document(s) Checklist

☐ Others

☑ Form 1A - Cessation Of Employer

☐ Letter Of Liquidator

☐ Confirmation Letter From The Agency

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK

SAVE & CONTINUE

PERKESO

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	**[AUI] 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	Salam Boss.docx	Letter Of SSM	cease	03/04/2018
2	Salam Boss.docx	Supporting Document For Cessation (e.g. Form 1A)		03/04/2018

BACK

SUBMIT

Step 18 : Click Confirm
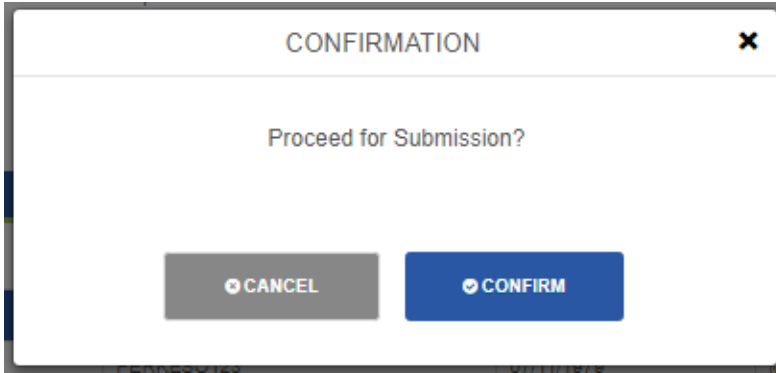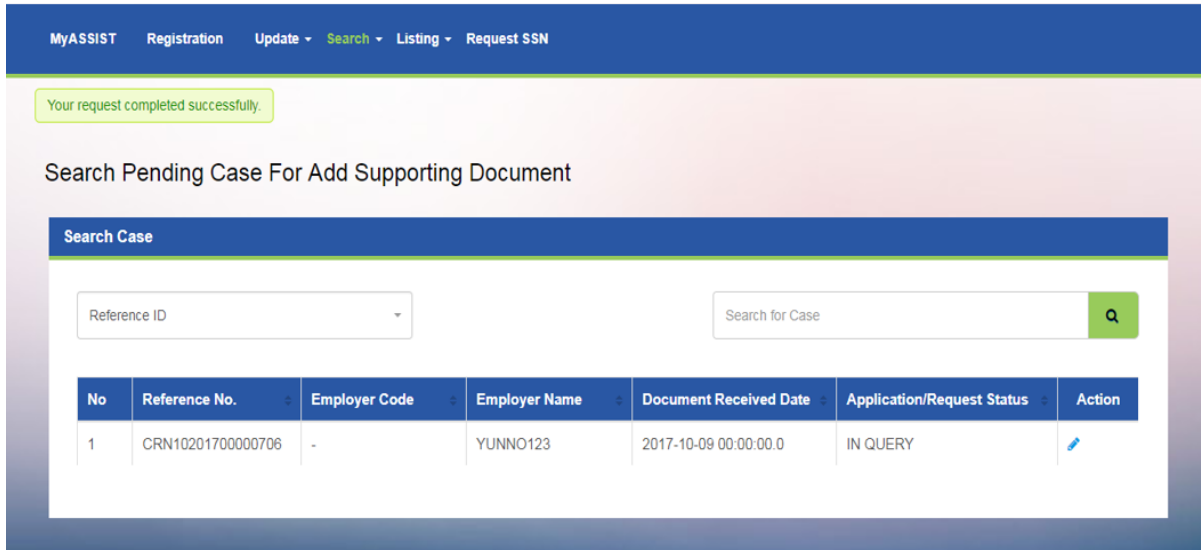
Step 19 : Successfully passed to UO, need to wait for PERKESO officer to approve.

3.4 Search

3.4.1 Search Pending Case for Additional Supporting Documents

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.

Step 3 : Click the Search button

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

3.4.2 Search Draft Case

***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.

Step 3 : Click on the Search button

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

3.5   EIS Update

3.5.1   New Registration for EIS

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

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) ❶ *

ASDFASFSF

Industry's Information

Business Entity *

Sole Proprietor / Individual Business

Sub-Business Entity *

Not Registered

Sub-Business Entity - List

Please Select

Employee(s) Registered For SIP

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

Eligible Employee(s) That Has Not Registered for SIP

No	Identification Type	Identification No.	Date of Birth	Name of Employee	Employment Start Date	Action
1	New IC No.	680320125681	01/01/1991	ROSIL BIN TAIPA	28/06/2018	✎
2	New IC No.	850917125261	01/01/1991	MOHD AZHIM BIN BAHTARIN	28/06/2018	✎
3	New IC No.	770701125721	01/01/1991	MOHAMMAD ASRA BIN SAIDINA	28/06/2018	✎

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 ✕

Supporting Document

Description

Form 1 - Employer Registered ▾

[Choose File] Employer Registered Info.png

Remarks

Employer registered information

969 characters Remaining

[ADD DOCUMENT]

Note: Repeat from step1 if there are any more document uploading.

Step 9: Click Save and Continue button

SIP Supporting Document(s) Checklist

☑ Form1 - EIS

☑ Form2 - EIS

☐ Others

Download SIP Supporting Document(s)

⬇ SIP FORM1.pdf

⬇ SIP FORM2.pdf

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

No.	Document	Description	Remarks	Uploaded Date	Action
1	jpefaopkfdgddddl.png	Form1 - EIS	test	28/06/2018	🗑
2	fikckkmbpmhokcnj.png	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	fikckkmbpmhokcnj.png	Form2 - EIS	test	28/06/2018

BACK   SUBMIT

Step 11: Click Confirm

CONFIRMATION   ✕

Proceed for Submission?

⊗ CANCEL   ⊘ CONFIRM
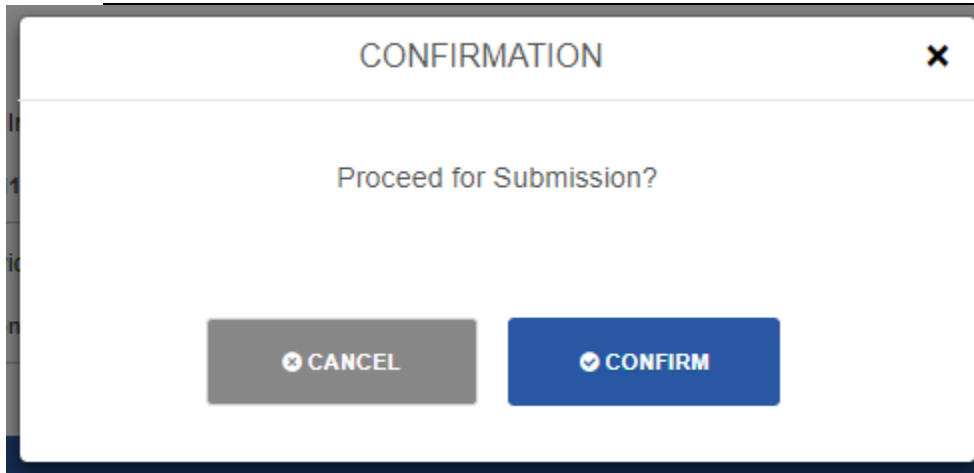
Step 12: Successfully registered and employer code is generated

Your Request New Registration SIP Has Been Submitted Successfully.
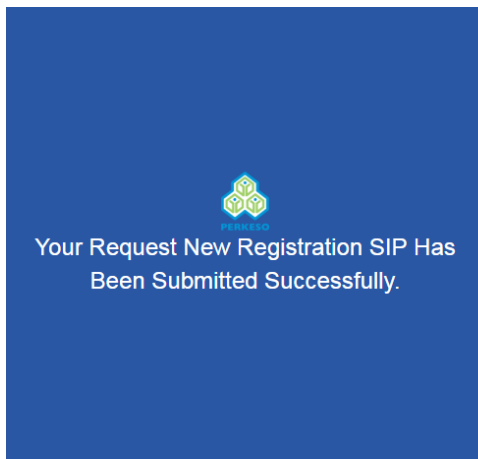
Employer Name
EMPLOYER20
Employer Code
E2102006486M
Request Case Update No.
ERN062018C100003764
These lists below have been sent to the employer's email.

📥 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 | 🔍 |

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

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

Step 4: Choose Employment Resign Date

NOTE: Resigned employee will be removed from active employees list

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

Employee Resigned Date

Employee Selection
○ All   ● Specific

Employment Resign Date

29/11/2017

| Social Security No (SSN) | ▾ | 9572352423 | 🔍 |

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

Employee That Had Added Resigned Date

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

SAVE & CONTINUE

Step 6: Click Save and Continue

Step 7: Choose Resign Date

Step 8: Click Add Document

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

Step 13: Click Save and Continue

Step 14: Click Submit

Step 15: Click Confirm

CONFIRMATION ✖

Proceed for Submission?

⊘ CANCEL   ⊘ CONFIRM

Step 16: Successfully Employee Resigned Date has been updated

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

Employer Name
WISEYES SOLUTIONS SDN BHD
Employer Code
E1102001034Y
Request Case Update No.
CUN112017C100001852

OK

3.5.3 Form 3 EIS – Cessation of Employer

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 "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

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

Step 7: Choose Employment Resign Date

NOTE: Resigned employee will be removed from active employees list

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

Employee Resigned Date

Employee Selection
○ All   ● Specific

Employment Resign Date

29/11/2017

Social Security No (SSN)	▾		9572352423	🔍

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

Employee That Had Added Resigned Date

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

SAVE & CONTINUE

Step 9: Click Save and Continue

Step 10: Choose Resign Date

Employee Resigned Date

Employee Selection
● All   ○ Specific

Employment Resign Date

22/11/2017

All Employees below will be updated to the Employment Resigned Date above.

No.	Identification Type	Identification No.	Name	Date of Birth	Gender	Race	Employment Start Date
1	Social Security No.	9572352423	PERKESO	1979-11-07	Male	Melayu	2015-11-03
2.	New IC No.	123456789400	PERKESO123	1979-11-07	Male	India	1996-11-18
3	Social Security No.	54653231423	JONNY	1988-11-09	Female	Cina	1988-11-08

SAVE & CONTINUE

Step 11: Click Add Document

Pertubuhan Keselamatan Sosial. 2018

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

Step 16: Click Save and Continue

Supporting Document(s) Checklist

☑ Others

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

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

BACK   SAVE & CONTINUE

Step 17: Click Submit

Employee That Had Added Resigned Date

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

Uploaded Supporting Document(s) Listing

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

BACK   SUBMIT

Step 18: Click Confirm

CONFIRMATION   ✕

Proceed for Submission?

⊗ CANCEL   ⊘ CONFIRM

WISEYES SOLU

Step 19: Successfully update Cessation of Employer

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

Note: This screen shot is based on searched by day

Step 5: Click 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

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

SOCSO Office Location

Pertubuhan Keselamatan Sosial

Search By

Year

From

2016

To

2018

SEARCH

Note: This screen shot is based on searched by day

4.0 Making Contribution Payment (Akta 4)

4.1 Add Contribution

4.1.1 Regular Scenario

Submission of contribution at Employer's Portal

Option 1 – Entering data

Step 1 : Select CONTRIBUTON at My Sites Menu.

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

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

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 →
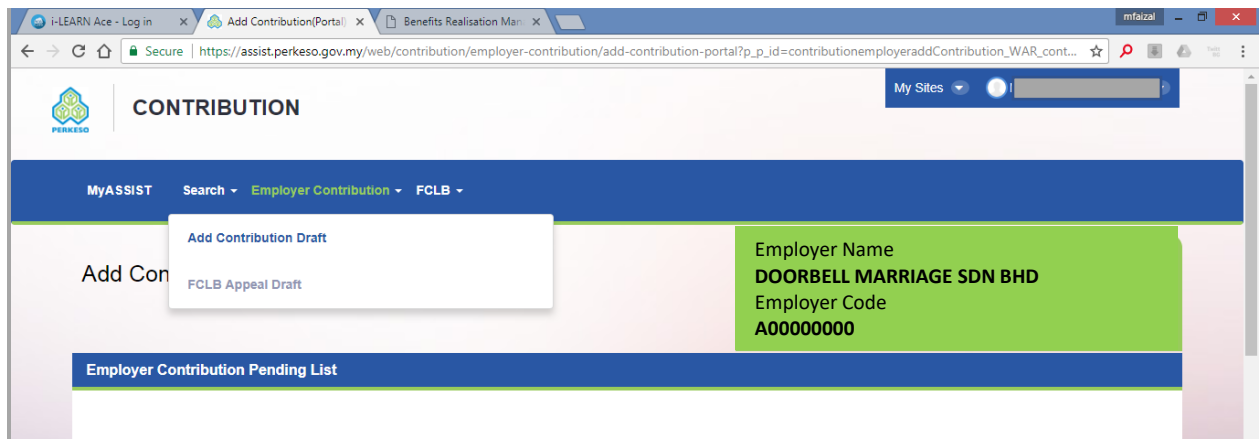
Total Employee(s):   1

Total Contribution Amount (RM):   43.90

BACK   SAVE DRAFT   COMPLETE

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

If choose <u>NOT</u> 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	✏ 🗑

Total Contribution Amount (RM): 152.90

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

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	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

| 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
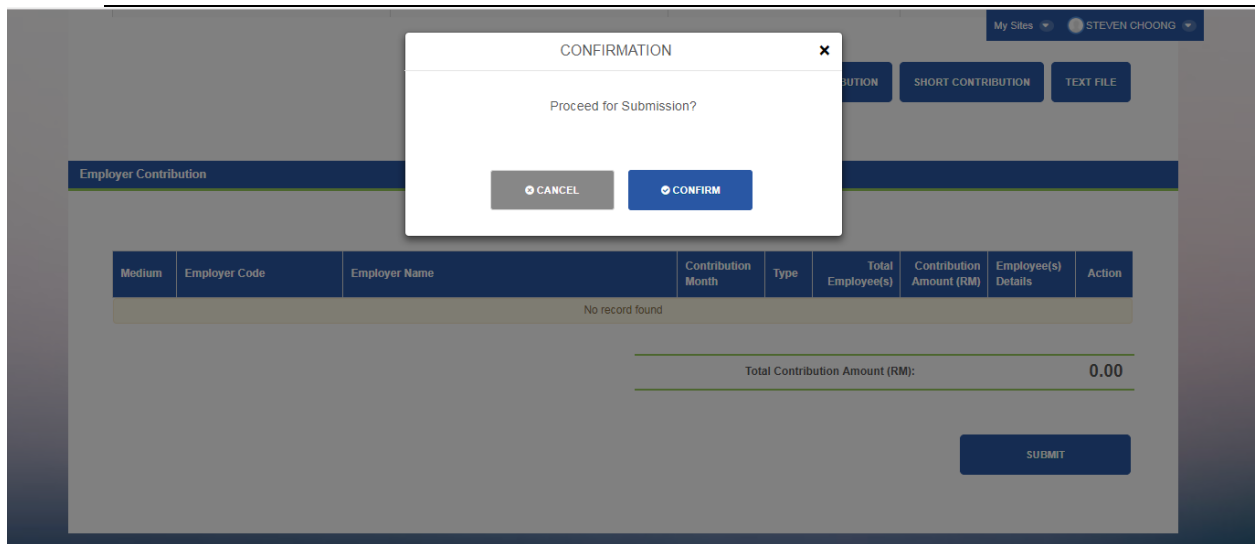
Step 13: Click Confirm

Step 14: Select Print ACR

ACR122170005965

PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
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

https://assist.perkeso.gov.my/web/contribution/search?p_p_auth=Ozm0KZJu&p_p_id=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 CONTRIBUTON 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

Step 4: Click Choose File button and click upload.

Step 5: Upon appearing total amount, click Save.

Step 6: Then click Back

Step 7: Click Submit

Step 8: Click Confirm

Step 9: Select Print ACR

ACR122170005965

PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
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

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.

Pertubuhan Keselamatan Sosial. 2018

Step 8 : Click Submit and Confirm

Step 9 : Print ACR Notice

ACR122170005965

PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : $fixedLine$
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
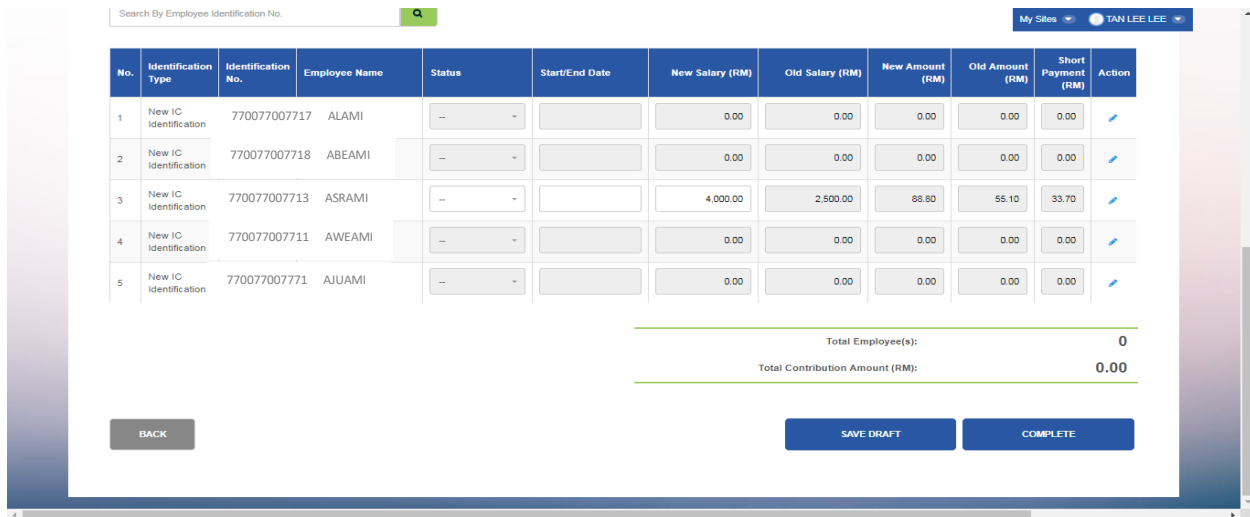
Step 1 : Input valid Employer Code and click search

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.

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
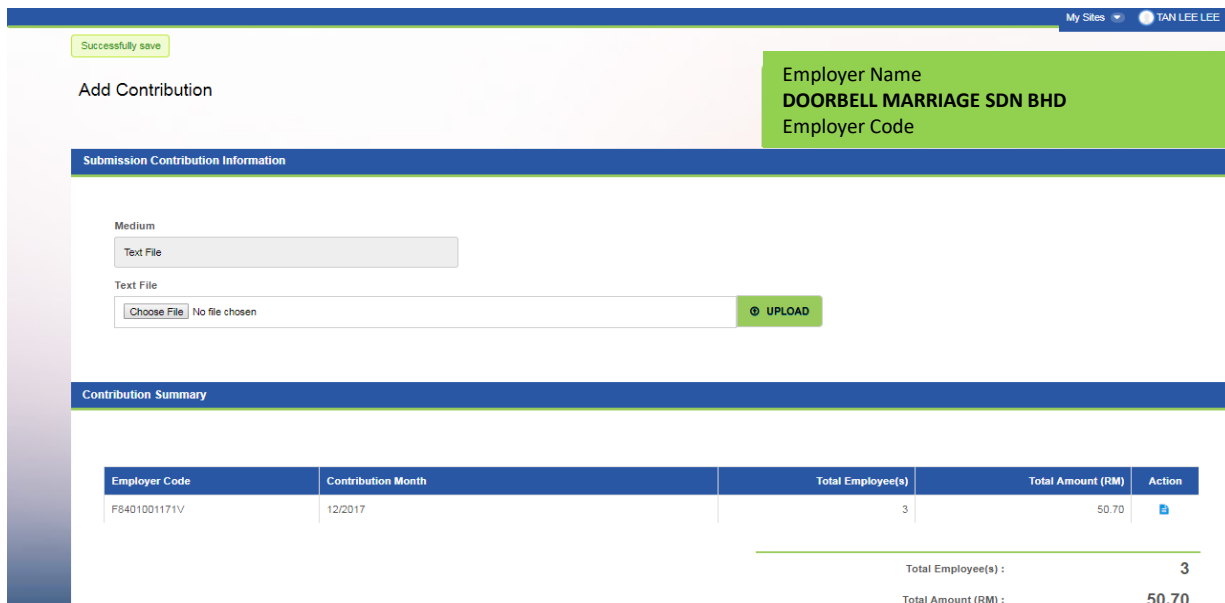
4.4 Text File Submission

4.4.1 Regular Scenario

Submission of Contribution Data using Text File

Step 1 : Click text file

Step 2 : Choose file and click upload

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
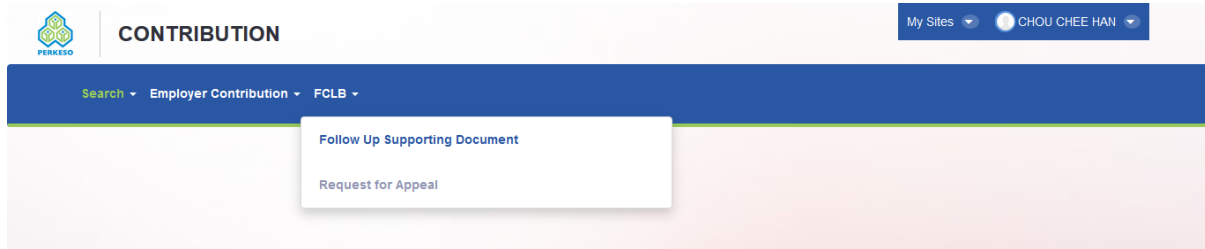
Step 7 : Print ACR Notice.

4.5   FCLB

4.5.1   Submitting Follow Up Supporting Document for queries.
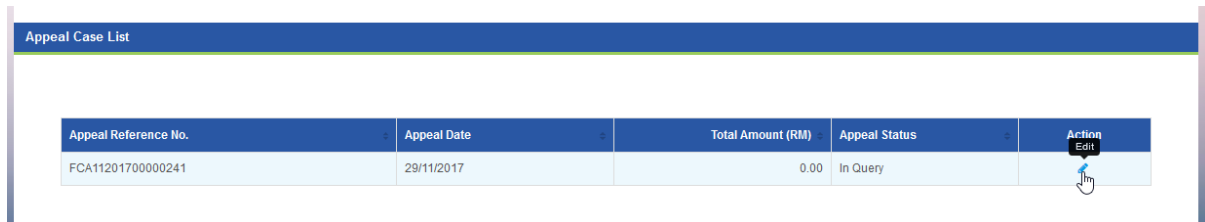
Note: To directly proceed for FCLB payment transaction <u>without appeal</u>, please refer Section 5.1 for detail steps.

Step 1 : Click on the Follow Up Supporting Document.
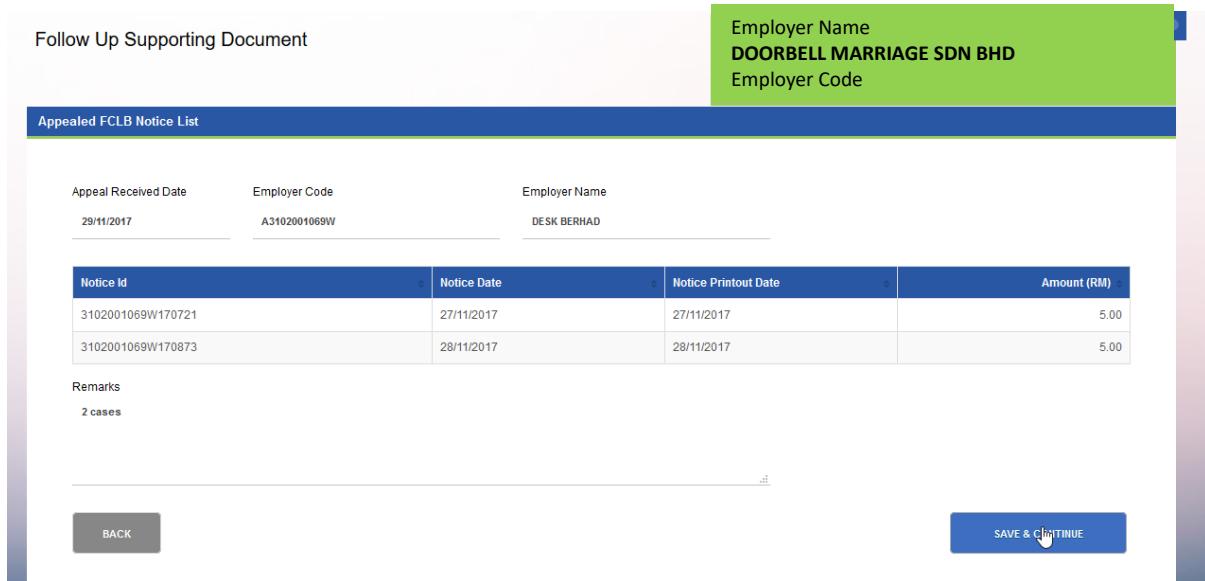
Step 2 : Click the action button

Step 3 : Review case and click save and continue

Step 4 : Click Add Document

Step 5 : Select other and upload supporting document.

Step 6 : Click Add Document

Step 7 : Click Save

4.5.2 Requesting Appeal via Employer Portal

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

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

Step 3 : Input remarks if needed.
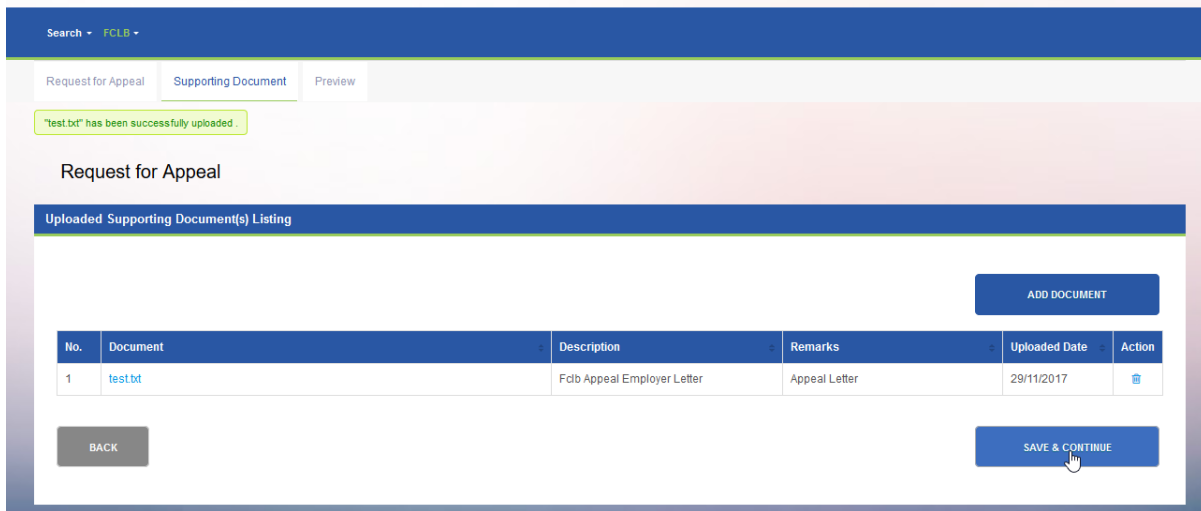
Step 6 : Click Save and Continue.

Step 7 : Click Add Document and add supporting document.

This is a mandatory action.
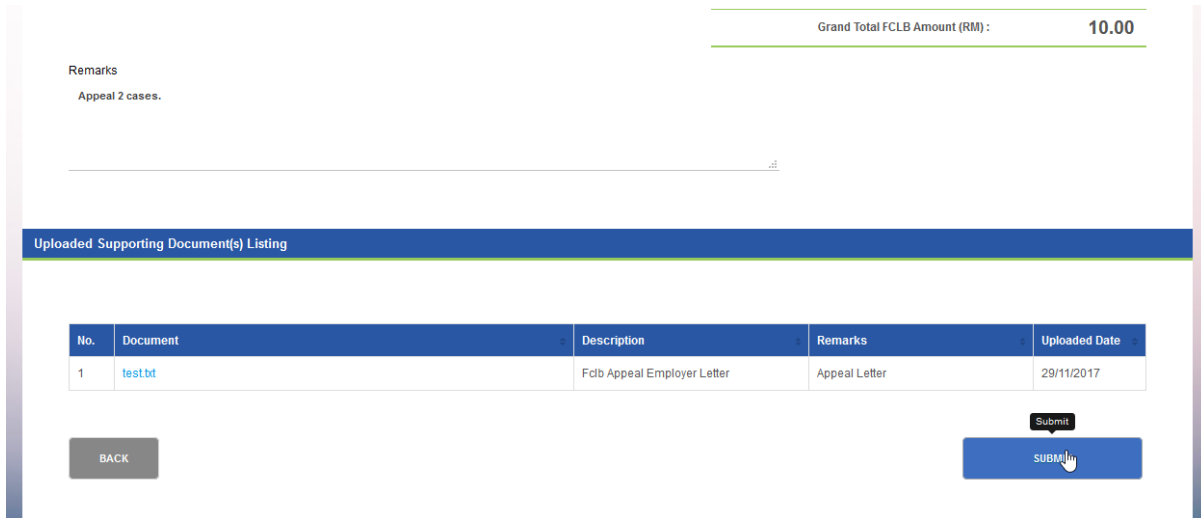
Step 8 : Click Save and Continue

Step 9 : Review case after continue and click Submit.
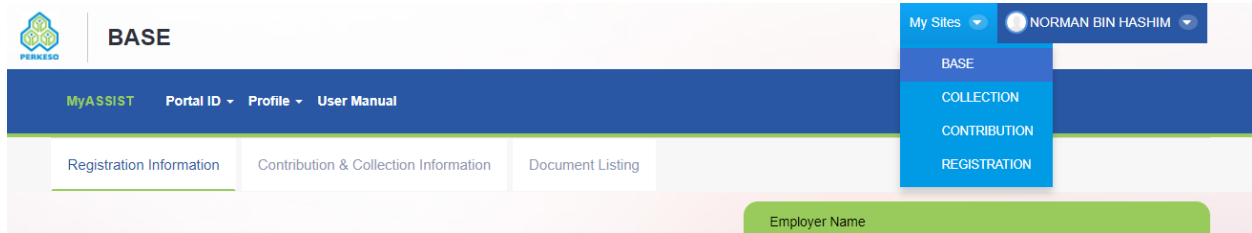
Step 10 : Download or Print Acknowledgement Letter.

Search ▾   FCLB ▾

This case has been routed for approval.

✔ OK

⬇ Acknowledgement Letter
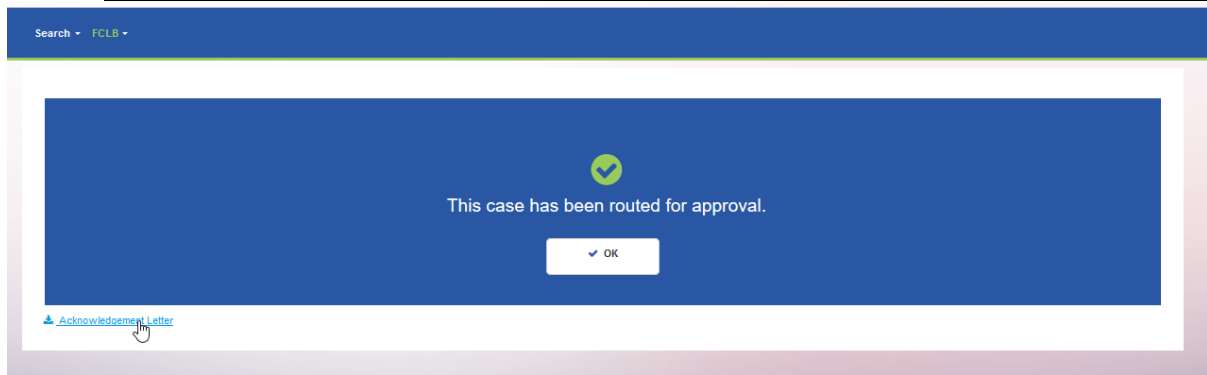
5.0 Making Payment via Portal (Akta 4)
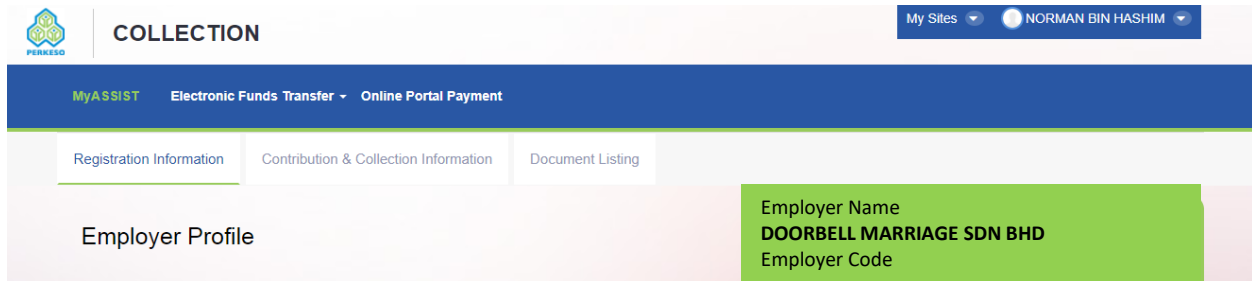
5.1 Online Portal Payment

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.

Step 1 : Select COLLECTION at My Sites Menu.

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
☑	1	ACR022180006654	Contribution	147.30	147.30	🔍
☑	2	3100059467K180001	FCLB	10.00	10.00	🔍

ADD TO CART

PROCEED TO SUMMARY

Step 3: Tick the payments to be made.

Step 4: Click the Add to Cart button.

Step 5: Click on the Proceed to Summary button.

Online Portal Payment

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Payment Cart

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

Total Amount (RM) **157.30** ℹ
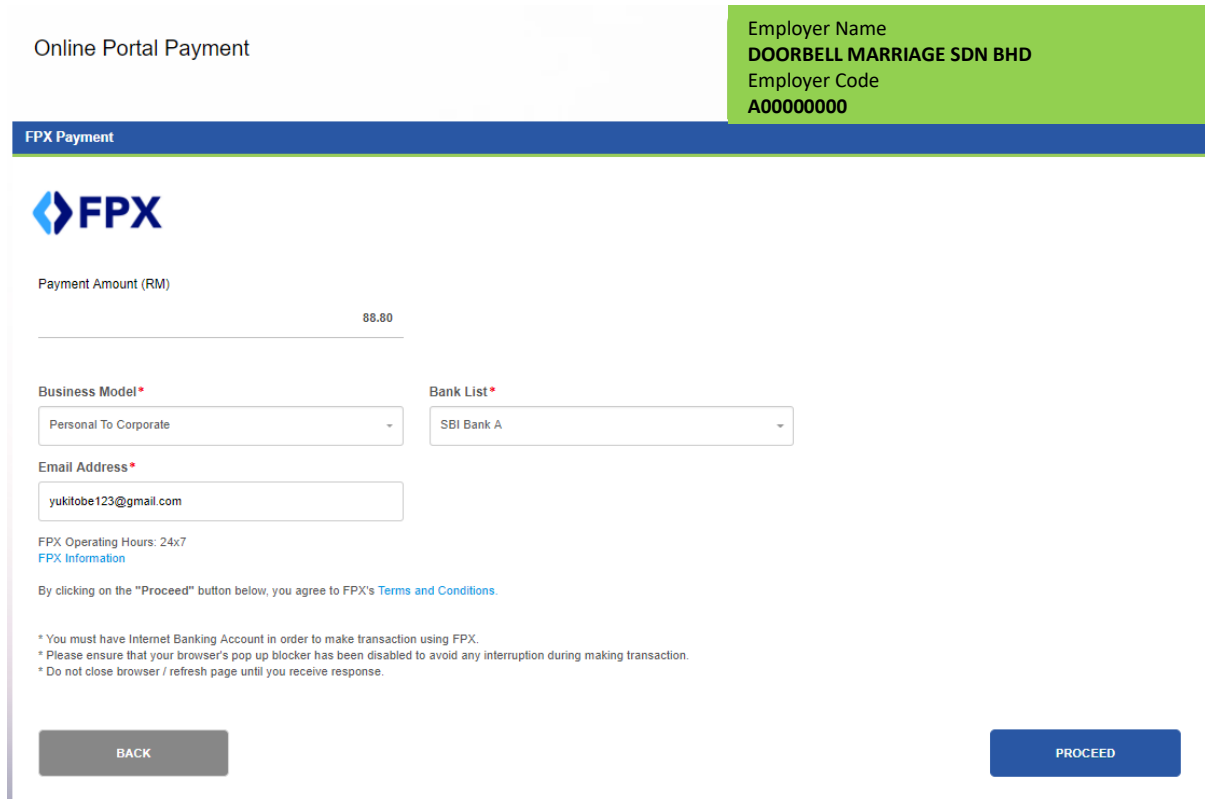
SEARCH PAYMENT   **CLEAR LIST**   **CONTINUE**

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.

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.

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	✉ ⬇

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01100932Z170674	5.00	⬇

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.

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
☑	1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	500.00	

CONTINUE

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

Step 4 : Click on the Continue button.

Payment Information

Payment Date *

Payment Reference No. *   Amount (RM) *

Payment Slip *

Browse... No file selected.

BACK   CONTINUE

Step 5 : Perform Payment allocation if required.

Note : Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.

Step 6 : Click the Continue button.

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

Payment Summary

Total Outstanding Amount (RM)	Total Payment Amount (RM)	Total Payment Outstanding Amount (RM)
500.00	400.00	100.00

BACK   CONTINUE

Electronic Fund Transfer Payment

🖶 Print

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

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)
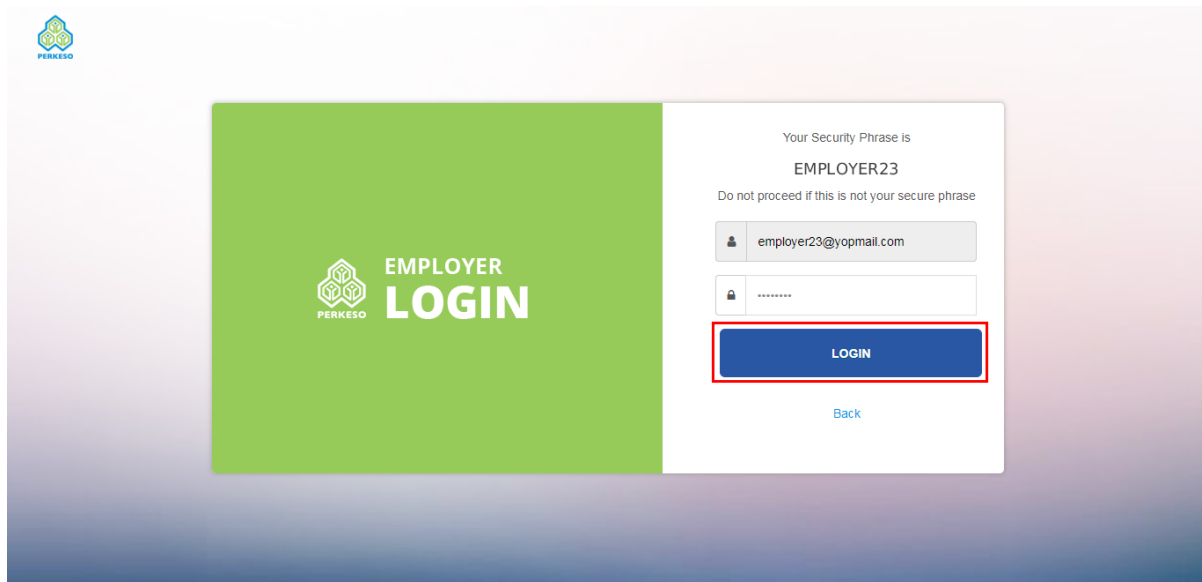
6.1 Arrears/Short Contribution Submission

Submission of Arrears/Short Contribution via employer portal
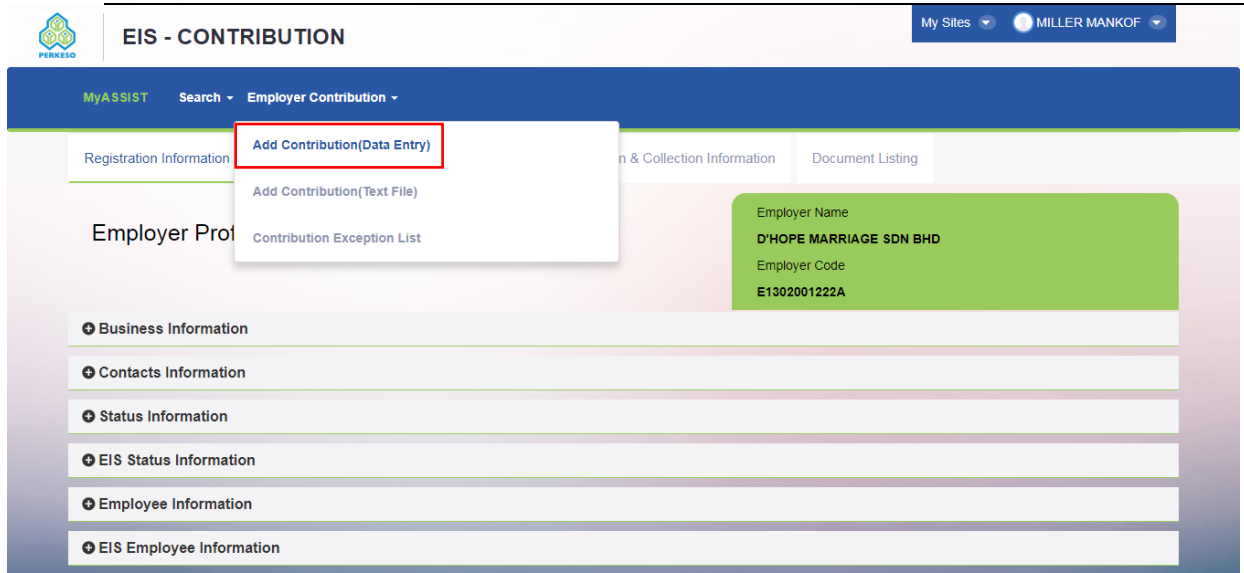
Step 1: At employer login page, enter the login email and click next.

Step 2: Enter password and click login to proceed

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

Step 4: Select Arrears/Short Contribution to proceed

Step 5: Select Contribution Month and click Select

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.

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.

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

Step 11: Select Process to Payment to make payment.

Acknowledgement Contribution Received

My Sites ▾   ⬤ MILLER MANKOF ▾

Received Date

27/06/2018

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

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

[PRINT ECR]   [PROCESS TO PAYMENT]

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

Sample of ECR generated:

ECR062180000342

PERKESO

Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
http://www.perkeso.gov.my/
No. Talian Khidmat Pelanggan : 1-300-22-8000
E-Mel : perkeso@perkeso.gov.my

EMPLOYEE CONTRIBUTION RECEIVED (ECR)

EMPLOYER DETAILS

Code	:	E1302001222A
Name	:	D'HOPE MARRIAGE SDN BHD
		CHOPPER FIELD, BASE ROUND QUARTER
		HQ ARMY FORCE
		JOHOR
		84000 MUAR
		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
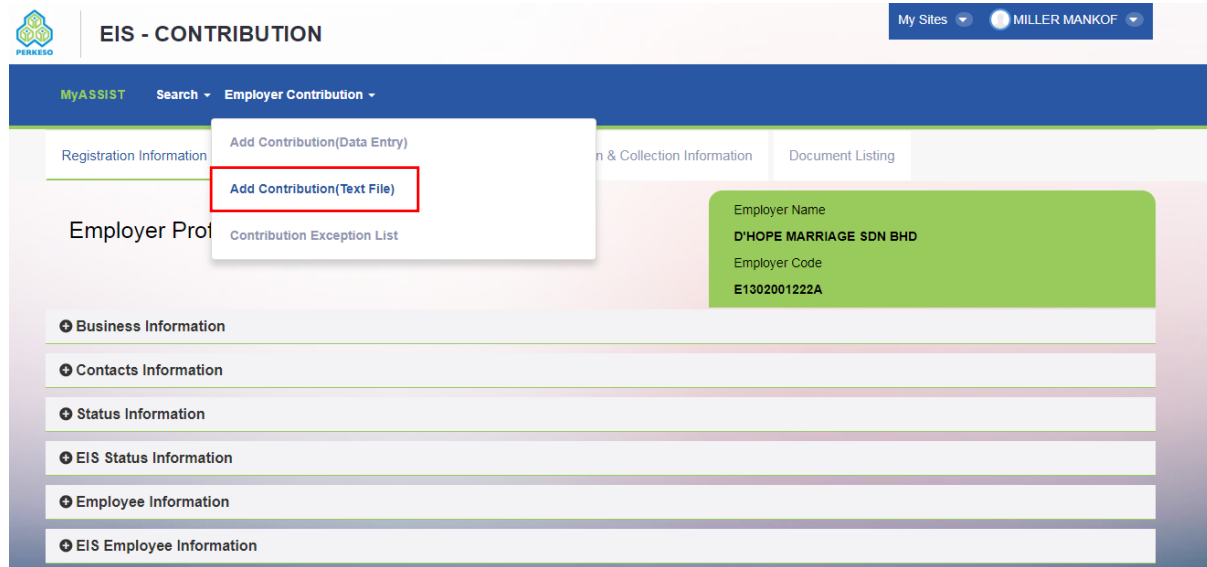
Remark : ECR number will made available at bank counter the next operation day for submission of Contribution before 6.00PM.

Computer generated receipt and requires no signature.

6.1.1   Text File Submission
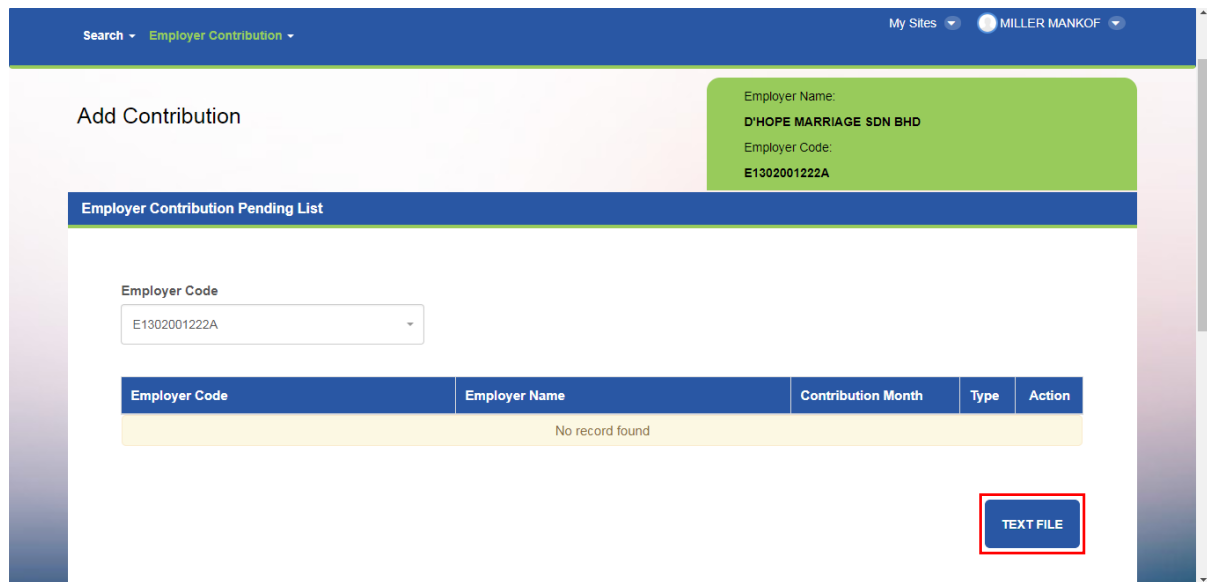
Submission of Contribution Data using Text File

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

Step 2: Select Text File

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

Exception List

My Sites ▾ ● JOHORotc1 ▾

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

Summary List

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

Total Employee(s) :   **2**

Total Amount (RM) :   **117.00**

BACK

Step 7: Select Submit to Proceed.

Medium	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
Text File	E1302001222A E1302001222A E1302001222A	D'HOPE MARRIAGE SDN BHD D'HOPE MARRIAGE SDN BHD D'HOPE MARRIAGE SDN BHD	10/2016 09/2016 08/2016	Arrears Arrears Arrears	1 1 0	61.90 55.10 .00	Complete	✏ 🗑

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

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

PRINT ECR   **PROCESS TO PAYMENT**

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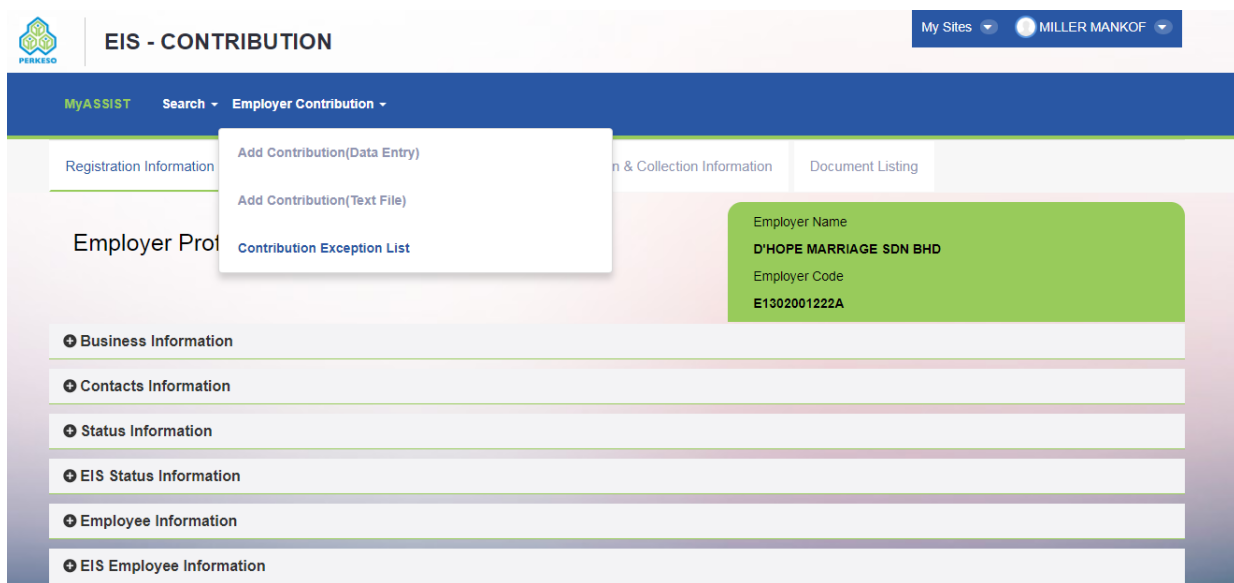
There are differences in the methods used to make EIS (Akta 800) contributions, compared to Akta 4, regarding usage, understanding and user acceptance involving the 'Exception List'.

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

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	▪ **IC Not Found** *No. KPPN tidak ditemui.* (**Wrong IC No** *No. Kad Pengenalan Salah*)	Employee KPPN No. information in textfile does not exist/not consistent with employee KPPN No. information in the system. *Maklumat No. KPPN pekerja di dalam textfile tidak wujud/tidak sama dengan maklumat No. KPPN pekerja yang ada di dalam sistem.*	Employee KPPN No. information does not exist in "Employee Listing" *Maklumat No. KPPN pekerja tidak wujud di "Employee Listing".*	▪ *Employers are required to register employee(s) that does not exist, in the "Update Add New Employee"* *Majikan hendaklah daftar pekerja yang tidak wujud di "Update Add New Employee".* ▪ *If Akta 4 contribution payment has been made via textfile: -* a. *Employers are required to update employee information in "Auto-Registration Employee Information"* b. *Contribution payment can only be made during the following period.* *Sekiranya telah membuat bayaran caruman Akta 4 melalui textfile: -* a. *Majikan hendaklah mengemaskini maklumat pekerja di "Auto-Registration Employee Information".* b. *Bayaran caruman SIP*

				hanya boleh dibuat pada hari berikutnya.
			Employee KPPN No. information in uploaded textfile is different from registration information in "Employee Listing" *Maklumat No. KPPN pekerja di dalam textfile yang dimuatnaik berbeza dengan maklumat pendaftaran di "Employee Listing".*	▪ Employers are required to update with the correct employee KPPN No. in "Update Employee Information (Employer)" or in textfile. *Majikan hendaklah kemaskini No. KPPN pekerja yang betul di "Update Employee Information (Employer)" atau di textfile.* ▪ 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. *Sekiranya kes impak pendaftaran konflik dengan sistem, kes akan dipanjangkan kepada Pegawai Pengesah (RO/UO) untuk kelulusan*

				sebelum majikan boleh membuat pembayaran caruman SIP.
2	**Invalid Contribution Month** *Bulan Carum Tidak Wujud*	Contribution month information in textfile is stated as before EIS was enforced (1/1/18) OR the following month (advance) *Payment for the current month begins on the 16th of that month.* *Maklumat bulan carum di dalam textfile adalah sebelum tarikh SIP berkuatkuasa (1/1/18) atau bulan yang akan datang.* *Bayaran untuk bulan semasa adalah mulai 16hb bulan tersebut.*	Contribution month information is stated as before EIS was enforced (1/1/18) OR the following month (advance) *Maklumat bulan carum adalah sebelum tarikh SIP berkuatkuasa (1/1/18) atau bulan yang akan datang.*	Employers are required to update contribution months that are valid only. *Majikan hendaklah kemaskini bulan caruman yang layak dibayar sahaja.*
3	**Duplicate Contribution Record** *Rekod Caruman Telah Wujud*	Contribution month information, employee KPPN No. and payment total is identical with ECR already generated. *Maklumat bulan carum, No. KPPN pekerja dan jumlah bayaran adalah sama seperti ECR yang telah diwujudkan.*	Contribution month information, employee KPPN No. and payment total is identical with ECR already generated. *Maklumat bulan carum, No. KPPN pekerja dan jumlah bayaran adalah sama seperti ECR yang telah diwujudkan.*	Employers are required to inform PERKESO to cancel the duplicate ECR. *Majikan hendaklah memberitahu PERKESO untuk pembatalan ECR berkenaan.*
4	**Employee Not Eligible for SIP** *Pekerja Tidak Layak SIP*	▪ Employee KPPN No. information is not registered with EIS (Akta 800)	Employee KPPN No. information does not exist in "EIS Employee Listing"	Employer is required to perform a new registration for the respective employee in "New Registration for EIS"

		Maklumat No. KPPN pekerja tidak berdaftar SIP ▪ Employee KPPN No. information is registered with EIS (Akta 800) but no employment start date reflected. *Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi tiada tarikh mula bekerja.* ▪ Employee KPPN No. information registered to EIS (Akta 800) but employee resigned date is reflected. *Maklumat No. KPPN pekerja berdaftar dengan SIP tetapi terdapat tarikh berhenti bekerja.*	*Maklumat No. KPPN pekerja tidak wujud di "EIS Employee Listing"*	*Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "New Registration For EIS".*
			Employee birth date information not updated. (Example: 1/1/1800) *Maklumat tarikh lahir pekerja tidak dikemaskini. (Contoh: 1/1/1800)*	Employer is required to update employee birth date information in "Update Employee Information (Employer)". *Majikan hendaklah kemaskini tarikh lahir pekerja di "Update Employee Information (Employer)".*
			Employee resigned date information entered. *Maklumat tarikh berhenti kerja telah dimasukkan.*	Employer is required to perform a new registration for the respective employee in "Update Add New Employee". *Majikan hendaklah membuat pendaftaran baharu bagi pekerja berkenaan di "Update Add New Employee"*
			Employee start work date for EIS (Akta 800) not accurate. *Maklumat tarikh mula bekerja SIP tidak tepat.*	Employer is required to submit the accurate employee start work date at the nearest PERKESO branch. *Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerja berkenaan melalui apa-apa cara ke pejabat PERKESO berdekatan.*
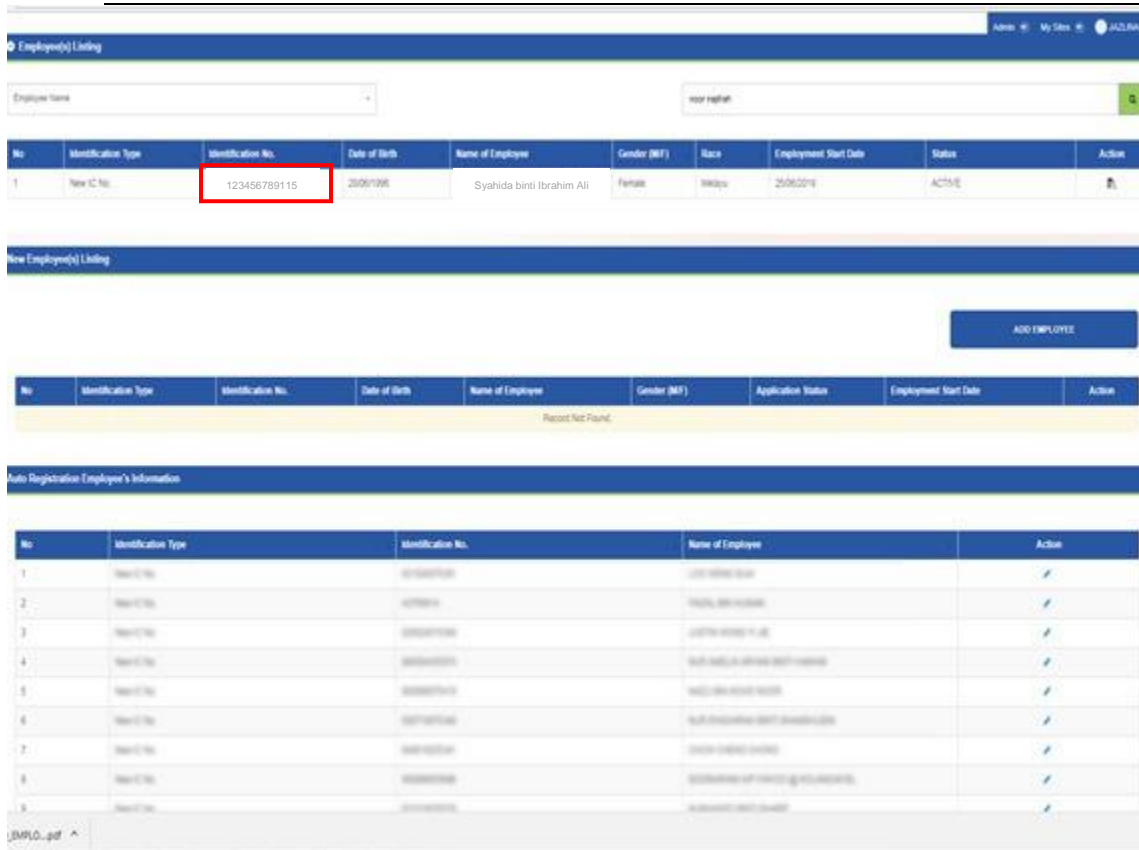
			No information on employee start work date for EIS (Akta 800) *Tiada maklumat tarikh mula bekerja SIP.*	Employer is required to submit the accurate employee start work date at the nearest PERKESO branch. *Majikan hendaklah kemukakan tarikh mula bekerja sebenar pekerja berkenaan melalui apa-apa cara ke pejabat PERKESO berdekatan.*

Example: Exception Listing Below for WRONG IC NO.

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

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

PAGE 2 OF 4 ▾   10 ITEMS PER PAGE ▾   Showing 11 - 20 of 33 results.   ← First   Previous   Next   Last →

In your Register Employee page as below, it is different between the IC number registered with the IC No. in the text file had been submitted. Therefore, the record is listed in the exception list.

6.1.3 Add Contribution Draft

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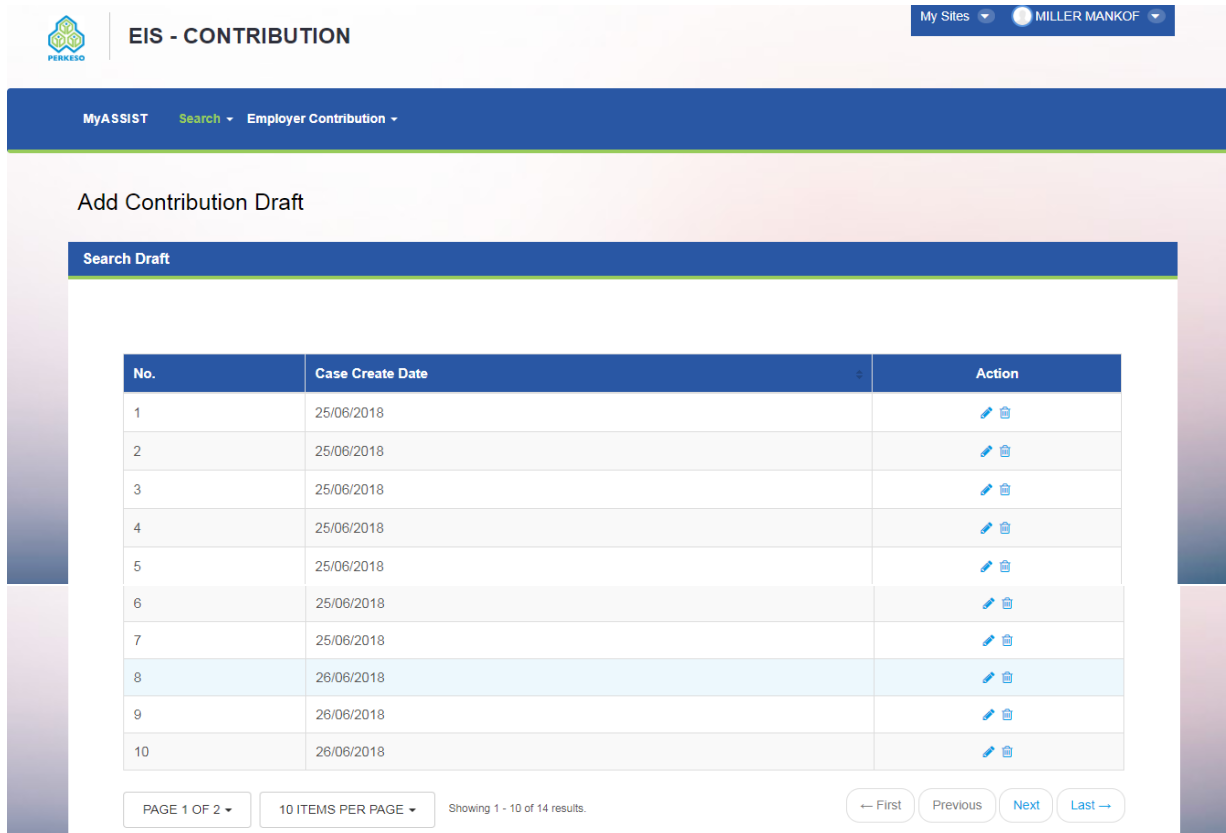
Step 1: Select Add Contribution Draft under Search in the EIS Contribution portal

Step 2: Select Edit to view the contribution draft

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

Step 4: User will be able to view the case
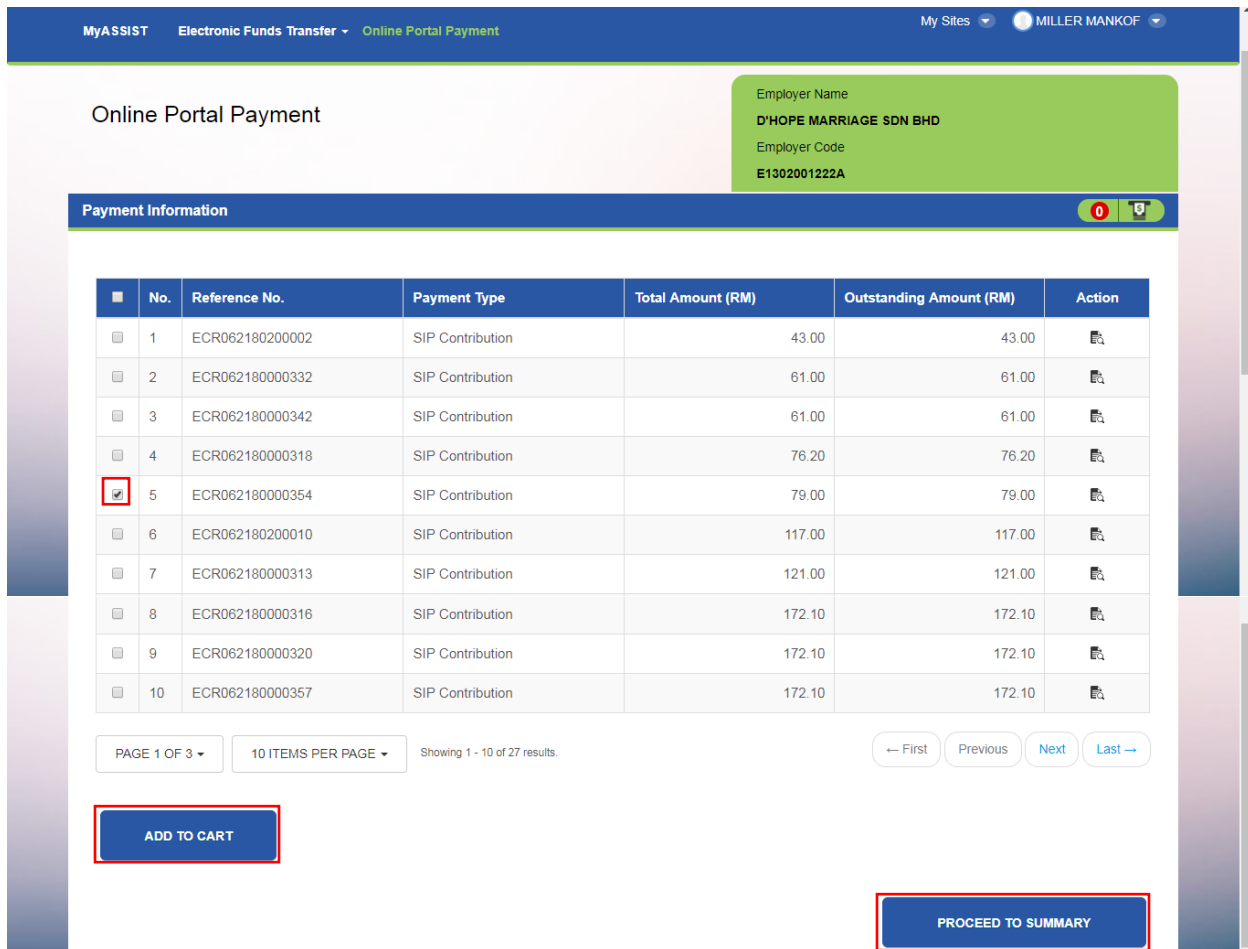
7.0 Making Payment via Portal (Akta 800-EIS)

7.1 Online Portal Payment

Select Online Payment Portal
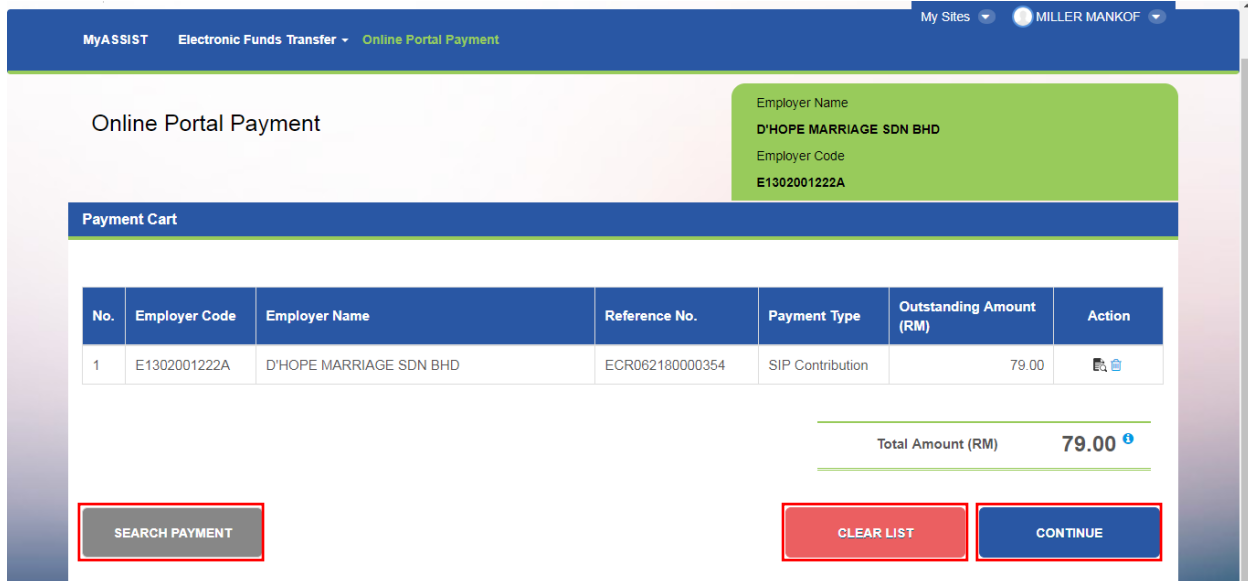
Step 1: Tick one of the record

Step 2: Click Add To Cart

Step 3: Select Proceed To Summary

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

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

Step 12: Enter User id and Password

Step 13: Click Sign In
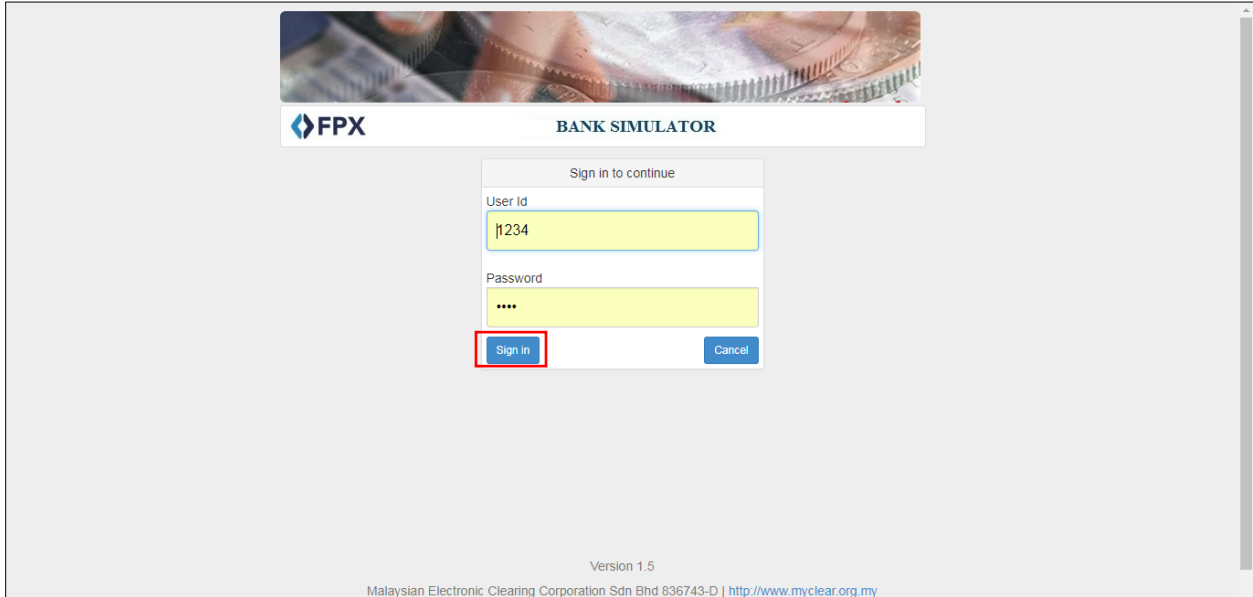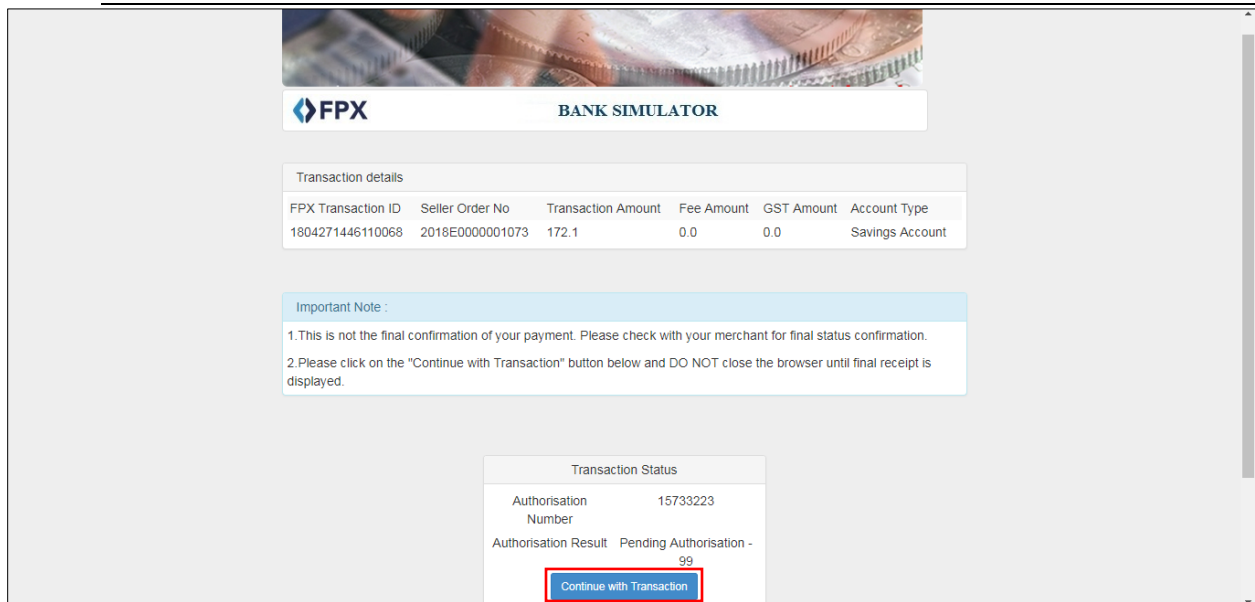
Step 14: Select Account

Step 15: Click Confirm
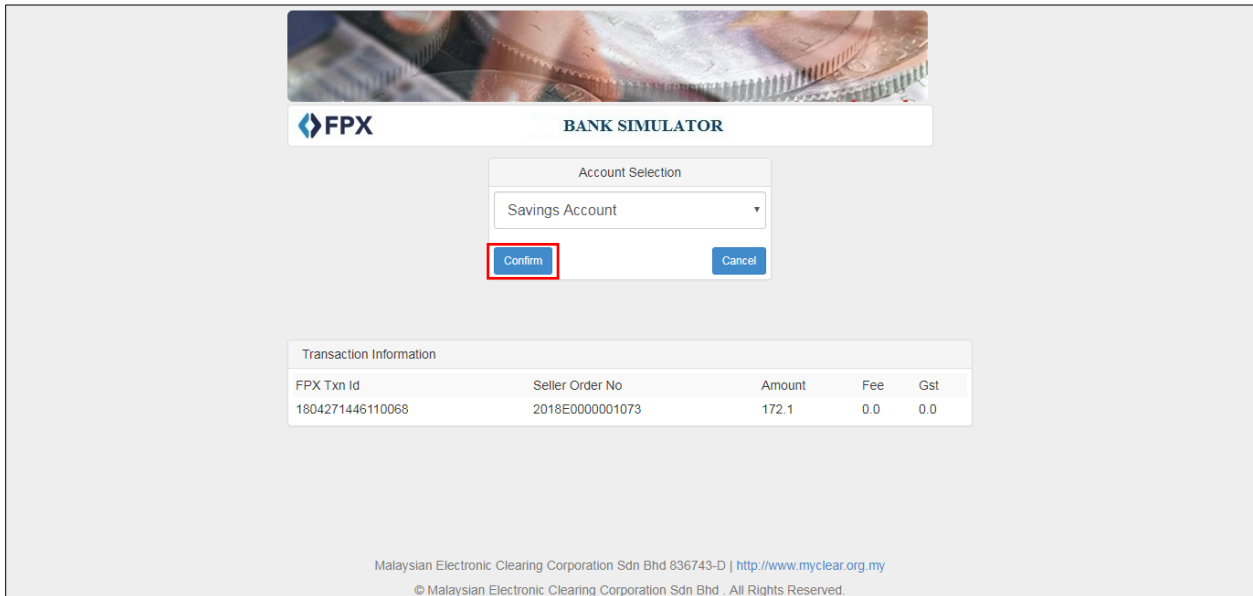
Step 16: Click Continue with Transaction

BANK SIMULATOR

Transaction details

FPX Transaction ID	Seller Order No	Transaction Amount	Fee Amount	GST Amount	Account Type
1804271446110068	2018E0000001073	172.1	0.0	0.0	Savings Account
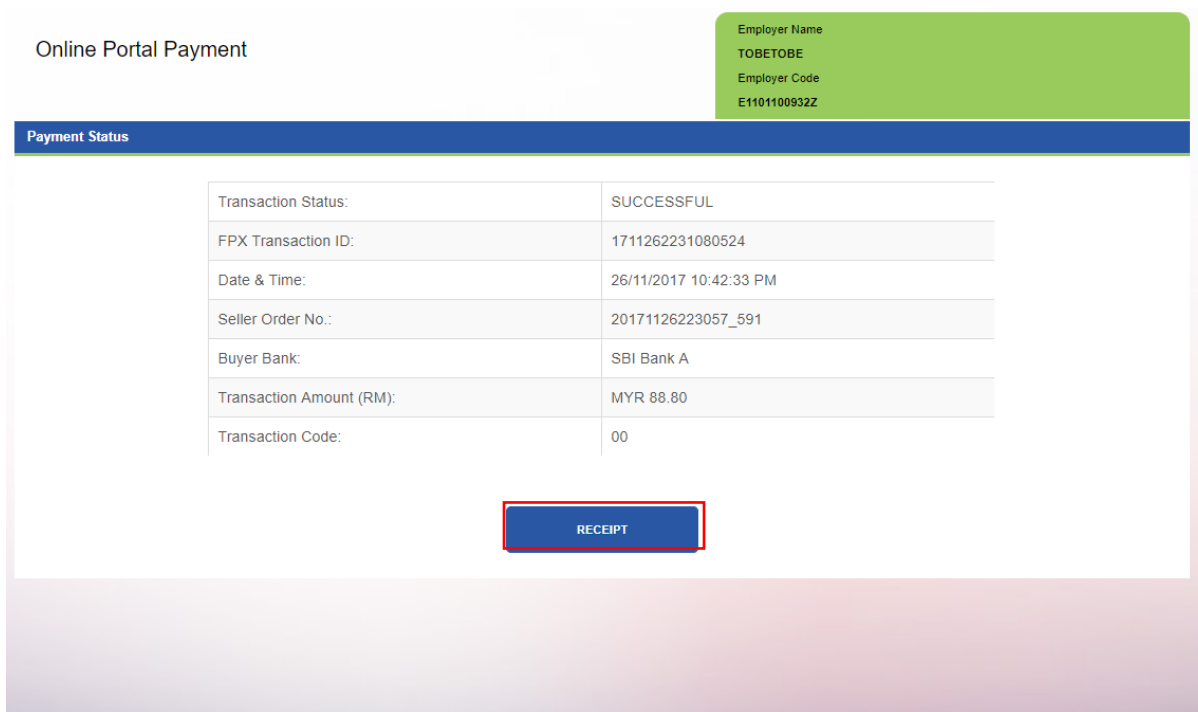
Important Note :

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

2.Please click on the "Continue with Transaction" button below and DO NOT close the browser until final receipt is displayed.

Transaction Status	
Authorisation Number	15733223
Authorisation Result	Pending Authorisation - 99

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	✉ ⬇

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	A00000000	DOORBELL MARRIAGE SDN BHD	01100932Z170674	5.00	⬇

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 *
rk.house@gmail.com

Contact No. *
123456789

Officer Name *
DENZ

SUBMIT

"EFT Payment" has been successfully Updated .

Electronic Fund Transfer Registration

Employer Name
DOORBELL MARRIAGE SDN BHD
Employer Code
A00000000

Employer Information

Employer Code	Employer Name	Address
A00000000	DOORBELL MARRIAGE SDN BHD	

Email Address *

rk.house@gmail.com

Contact No. *

123456789

Officer Name *

DENZ

SUBMIT

Note 1: The success message will be displayed at the top of the screen.

Note 2: Once the EFT Registration is successful, the pending payments will be displayed at the EFT Payment page for the employer.

7.2.2 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
☑	1	A00000000	DOORBELL MARRIAGE SDN BHD	ACR102170000300	Contribution	500.00	500.00	🔍

CONTINUE

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

Step 4 : Click on the Continue button.

Payment Information

Payment Date *

Payment Reference No. *   Amount (RM) *

Payment Slip *

Browse... No file selected.

BACK   CONTINUE

Step 5 : Perform Payment allocation if required.

Note : Refer to Section 5.1.4 Payment Allocation for more details about payment allocation.

Step 6 : Click the Continue button.

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

Payment Summary

Total Outstanding Amount (RM)	Total Payment Amount (RM)	Total Payment Outstanding Amount (RM)
500.00	400.00	100.00

BACK   CONTINUE

Electronic Fund Transfer Payment

🖶 Print

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

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.