



ASSIST

Quick Reference Guides Domestic Worker (QRG)



QRG 1 : Mohon ID & Login Portal ASSIST

www.perkeso.gov.my

SKIM-SKIM PERLINDUNGAN PERKESO

- SKIM BENCANA PEKERJAAN
- SKIM KEILATAN
- SISTEM INSURANS PEKERJAAN
- SKIM KESELAMATAN SOSIAL PEKERJAAN SENDIRI
- SKIM BENCANA KERJA PEKERJA ASING
- PEKERJA DOMESTIK**

Pendaftaran

Pendaftaran majikan dan pekerja domestik boleh dibuat mulai 16 Jun 2021.

Pendaftaran

Untuk menggunakan Portal ASSIST, anda perlu muat-turun Borang Permohonan Enrolment Penggunaan Portal Assist [di sini](#) dan diemelkan ke idportal@perkeso.gov.my borang yang telah dilengkapkan tersebut.

Borang Pendaftaran

- 1 Layari laman web PERKESO www.perkeso.gov.my
- 2 Klik **PEKERJA DOMESTIK**
- 3 Klik **PENDAFTARAN**
- 4 i) Klik **Borang Pendaftaran**. Muat turun & lengkap borang
ii) Emel ke idportal@perkeso.gov.my
- 5 Setelah menerima ID Portal ASSIST, Klik Portal ASSIST <https://assist.perkeso.gov.my/employer/login>
- 6 Masuk **EMEL** yang didaftarkan dan klik **SETERUSNYA**.
- 7 Masuk **KATA LALUAN** yang diterima melalui emel dan tekan **LOG MASUK**

PERKHIDMATAN ATAS TALIAN

- MAJIKAN (PORTAL ASSIST)
- PORTAL INSURANS PEKERJAAN (SIP)
- BEKERJA SENDIRI

MAJIKAN LOGIN

Perhatian:

1. Penggunaan 12 digit nombor kad pengenalan baru atau nombor Keselamatan Sosial Pekerja Asing (KSPA) adalah wajib bagi sebarang rekod caruman pekerja yang dikemukakan.
2. Caruman menggunakan Lampiran 1 telah ditamatkan.
3. Semua caruman dan rekod pembayaran sedang dikemaskini.

ALAMAT E-MEL SETERUSNYA

Lupa kata laluan?

Login as: PSP

MAJIKAN LOGIN

Perhatian:

1. Penggunaan 12 digit nombor kad pengenalan baru atau nombor Keselamatan Sosial Pekerja Asing (KSPA) adalah wajib bagi sebarang rekod caruman pekerja yang dikemukakan.
2. Caruman menggunakan Lampiran 1 telah ditamatkan.
3. Semua caruman dan rekod pembayaran sedang dikemaskini.

abc@gmail.com

KATA LALUAN

Log masuk kata laluan

LOG MASUK

Kembali

QRG 2 : Pendaftaran Majikan

**REGISTRATION** EN BM

MyASSIST Registration Update Search Listing Request SSN EIS Update EIS Listing

MyASSIST

Search Information

MY SITES

BASE

REGISTRATION

SOCSD - COLLECTION

EIS - CONTRIBUTION

EIS - COLLECTION

PAYMENT

Employer's Registration Form

Data Source Information

Data Source*
Over the Counter(OTC)

Business Registration's Information

Allotment Employer Code (AEC)?
☐ Yes ☐ No

Business Entity

Sub-Business Entity

Sub-Business Entity List

Nationality

Registration Number

1

i) Klik **My Sites** dan
ii) Pilih **Registration**

2

Business Registration's Information. Pilih maklumat pendaftaran seperti:
i) **Business Entity : Individual for Domestic Worker**
ii) **Sub-Business Entity**
iii) **Sub-Business Entity-List**
iv) **Nationality**
v) **Registration Number**

3

Domestic Worker's Information.
i) Pilih dan lengkapkan maklumat individu majikan
ii) Pilih :
-**Individual Code**: [97]
-**Sub Industry code**: [97000]
-**Service Type**: **Individual Worker**

4

Induction Information.
Pilih **Induction Venue**.
Klik **SAVE & CONTINUE**

Domestic Worker's Information

Individual Name*

Postal Address*

State* City* Postcode*

Telephone No. Mobile No. Fax No.

Individual Code Sub-Individual Code List

Email

Methods of Contribution Payment* Service Type

Induction Information

Induction Venue

SAVE & CONTINUE

QRG 3 : (i) Pendaftaran Pekerja Domestik Warganegara

Employer Information Employee Information Upload Supporting Document

Form 2 - Employee's Registration Form

Reference ID
CRN0620210012762

New Employee(s) Listing

Add Employee Information

ADD EMPLOYEE

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

Search Existing Employee

Identification Type * Identification No. 

New IC No.

Employee Information

☐ **Register New Employee**

Identification Type * Identification No. 

New IC No.

Old Identification No.

Name of Employee  Date of Birth *

Gender (M/F)
☐ Male ☐ Female

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

2 **Search Existing Employee.**
Isi **Identification No.** Klik 

3 **Employee Information.**
i) Tanda **Register New Employee**
ii) Lengkapi semua maklumat pekerja

4 **Employee Application Status.**
Klik **SAVE**

5 **New Employee(s) Listing.**
Maklumat pekerja telah dikemaskini. Ulang Langkah 1-4 untuk tambah pekerja

Employee Application Status

Status

None 

SAVE

New Employee(s) Listing

ADD EMPLOYEE

No.	Identification Type	Identification No. 	Date of Birth	Name of Employee 	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	 

QRG 3 : (ii) Pendaftaran Pekerja Domestik Asing



Employer Information Employee Information Upload Supporting Document

Form 2 - Employee's Registration Form

Reference ID
CRN06202100125762

New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

Add Foreign Employee Information

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

Search Existing Employee

Identification Type *
SSFW / SSFDW Foreign Worker No.

Identification No.

Foreign Employee Information

☐ Register New Foreign Employee

SSFW / SSFDW Foreign Worker No.

Name of Employee *

Date of Birth *

Gender (M/F) *
☐ Male ☐ Female

Relationship with Employee *

- 1 **New Foreign Employee(s) Listing. Klik ADD FOREIGN EMPLOYEE**
- 2 **Search Existing Employee. Isi *Identification No.* Klik**
- 3 **Foreign Employee Information**
i) Tanda **Register New Foreign Employee**
ii) Lengkapi semua maklumat pekerja
- 4 **Validity Period of Passport & Pass/Permit. Lengkapi maklumat Pasport & Pass/Permit**
- 5 **Particulars of Next of Kin. Lengkapi semua maklumat**
- 6 **New Foreign Employee(s) Listing. Maklumat pekerja telah dikemaskini. Ulang Langkah 1-4 untuk tambah pekerja**

Validity Period of Passport

Passport No. *

Passport Start Date *

Passport End Date *

Upload Passport
 No file chosen

Validity Period of Pass/Permit

Pass/Permit No.

Pass/Permit Start Date

Pass/Permit End Date

Upload Pass/Permit
 No file chosen

Particulars of Next of Kin

Name

Phone No.

Relationship with Employee

Foreign Employee Application Status

None

SAVE

New Foreign Employee(s) Listing

ADD FOREIGN EMPLOYEE

No.	Identification Type	Identification No.	Date of Birth	Name of Employee	Gender (M/F)	Application Status	Employment Start Date	Action
1	New IC No.	901225085344	25/12/1990	ABC	Female	None	01/06/2021	

QRG 4 : Muatnaik Dokumen Sokongan Pendaftaran

Upload Supporting Document

Supporting Document(s) Checklist

- ☐ Copy of Identity Card
- ☐ Domestic Worker Registration Form

Download Generated Supporting Document(s)

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

Uploaded Supporting Document(s) Listing

ADD DOCUMENT

Supporting Document

Description

Please Select

Please Select

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

ADD DOCUMENT

1

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

2

Supporting Document.
Pilih jenis dokumen dari senarai. Klik **ADD DOCUMENT**

3

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

4

Klik **SUBMIT** dan **CONFIRM**

PENDAFTARAN SELESAI



Supporting Document

Description

Copy of Identity Card

Choose File Etika Sidang Video - Without CMT Logo.png

Remarks

ADD DOCUMENT

Uploaded Supporting Document(s) Listing

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

SUBMIT

Proceed for Submission?

CANCEL

CONFIRM

MyASST Registration Update Search Listing Request SSN EIS Update EIS Listing

Registration Is Successful.

Employer Name
MAY
Employer Code
A3702171474Y

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

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

OK

QRG 5 : Kemaskini Data Caruman Pekerja Akta 4

BASE EN BM

MyASSIST Portal ID • Profile • User Manual

Registration Information Contribution & Collection Information EIS Contribution & Collection Information Document Listing

Employer Profile

MY SITES

BASE

REGISTRATION

SOCSCO CONTRIBUTION

SOCSCO COLLECTION

EIS - CONTRIBUTION

EIS - COLLECTION

Employer Name
ASIANAJAYA ENTERPRISE

Employer Code

1 i) Klik **My Sites**
ii) Pilih **SOCSCO Contribution**

2 i) Klik Menu **Employer Contribution**
ii) Pilih **Add Contribution**

3 Klik  untuk kemaskini maklumat pekerja.

4 Klik  untuk kemaskini data caruman pekerja.

5 Klik **SAVE DRAFT.**
Klik **COMPLETE.**

6 Klik **SUBMIT.**
Klik **CONFIRM**

Employer Contribution

Add Contribution

Add Contribution

Employer Name:
WISEYES SOLUTIONS SDN. BHD.

Employer Code:
E1100050233Z

Employer Contribution Pending List

Employer Code
E1100050233Z

Employer Code	Employer Name	Contribution Month	Type	Action
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	
E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	04/2017	Arrears	

ARREARS CONTRIBUTION SHORT CONTRIBUTION TEXT FILE

No.	Identification Type	Identification No.	Employee Name	Status	Start/End Date	Salary (RM)	Amount (RM)	Action
1	New IC Identification	751210145679	BEH YOU HONG	--		0.00	0.00	
8	New IC Identification	85121016172	TAN SIN JYE	--		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

Media	Employer Code	Employer Name	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details	Action
8A	E1100050233Z	WISEYES SOLUTIONS SDN. BHD.	08/2017	Arrears	1	43.90	Complete	

Total Contribution Amount (RM): 43.90

Confirmation

Proceed for Submission?

CANCEL CONFIRM

SUBMIT

QRG 6 : Bayaran Dalam Talian (FPX)

Acknowledgement Contribution Received

ECR No.	Employer Code	Employer Name	Medium	Contribution Month	Type	Total Employee(s)	Contribution Amount (RM)	Employee(s) Details
ECR062180000332	E1302001222A	D'HOPE MARRIAGE SDN BHD	BA	06/2018	Monthly	5	61.00	Complete

Total Contribution Amount (RM): 61.00

PROCESS TO PAYMENT

1

Klik **PROCESS TO PAYMENT**

2

- Pilih **ACR/ECR** yang hendak dibayar
- Klik  untuk semakan data caruman
- Klik **ADD TO CART**
- Klik **PROCESS TO SUMMARY**

MyASSIST Electronic Funds Transfer - Online Portal Payment

Online Portal Payment

Employer Name
D'HOPE MARRIAGE SDN BHD

Employer Code
E1302001222A

Payment Information

No.	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
(i) 2	ARCxxxxxx	SIP Contribution	43.00	(ii) 61.00	
3	ECR062180000342	SIP Contribution	61.00	61.00	
8	ECR062180000342	SIP Contribution	172.10	172.10	
9	ECR062180000320	SIP Contribution	172.10	172.10	
10	ECR062180000357	SIP Contribution	172.10	172.10	

ADD TO CART

(iv) PROCESS TO SUMMARY

3

Klik **CONTINUE**

4

- Lengkapkan maklumat **Business Model** :
Personal to Corporate/ Corporate to Corporate, Emel dan Bank
- Klik **Proceed**

MyASSIST Electronic Funds Transfer - Online Portal Payment

Online Portal Payment

Employer Name
D'HOPE MARRIAGE SDN BHD

Employer Code
E1302001222A

Payment Cart

No.	Employer Code	Employer Name	Reference No.	Payment Type	Outstanding Amount (RM)	Action
1	E1302001222A	D'HOPE MARRIAGE SDN BHD	ECR062180000354	SIP Contribution	79.00	

Total Amount (RM) 79.00

SEARCH PAYMENT

CONTINUE

Online Portal Payment

Employer Name
TOBETOBE

Employer Code
E1101100932Z

FPX Payment



Payment Amount (RM) 86.80

(i) Business Model

Bank List

Email Address

FPX Operating Hours: 24x7
FPX Information

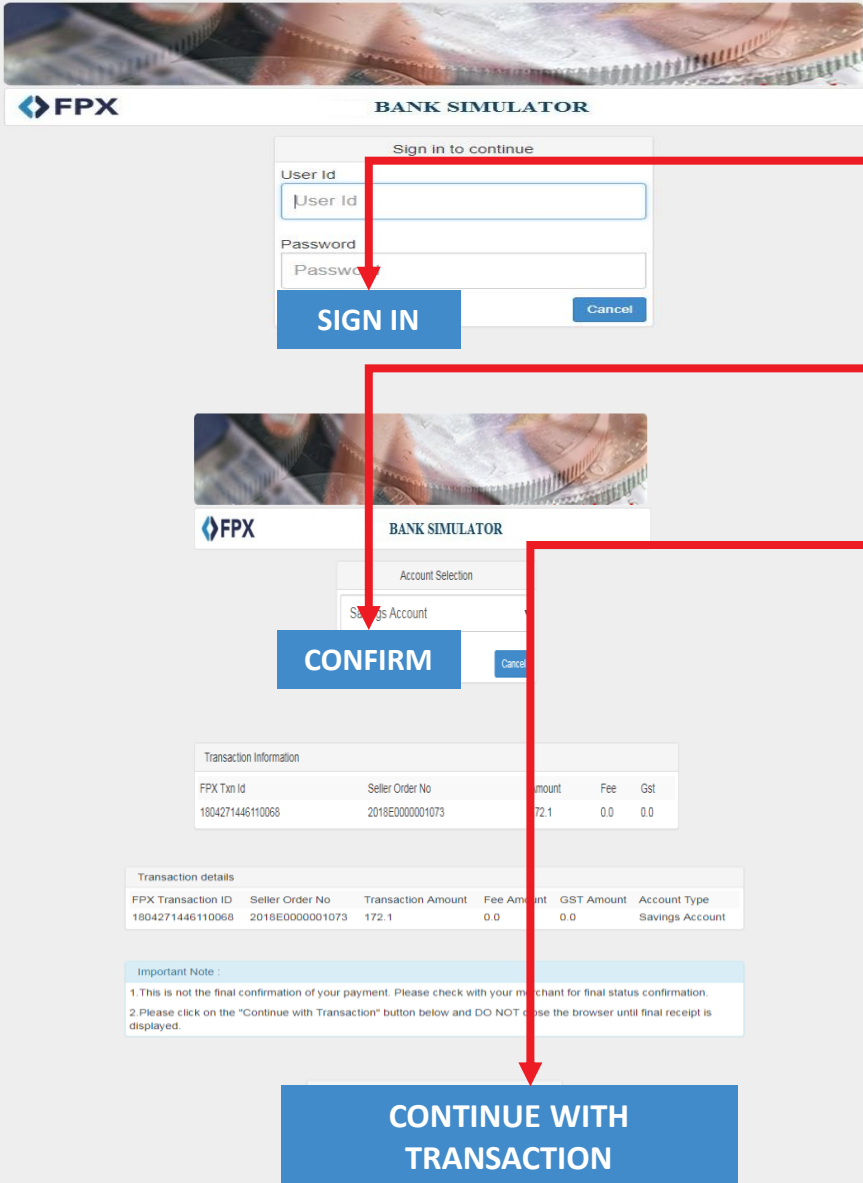
By clicking on the "Proceed" button below, you agree to FPX's [Terms and Conditions](#).

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

BACK

(ii) PROCEED

QRG 6 : Bayaran Dalam Talian (FPX) (sambungan)



FPX BANK SIMULATOR

Sign in to continue

User Id
User Id

Password
Password

SIGN IN Cancel

CONFIRM Cancel

Account Selection

Savings Account

Transaction Information

FPX Txn Id	Seller Order No	Amount	Fee	Gst
1804271446110068	2018E0000001073	172.1	0.0	0.0

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.

CONTINUE WITH TRANSACTION

5 Isi Nama Pengguna dan Kata Laluan FPX. Klik **Sign In**

6 Pilih **Account**. Klik **Confirm**

7 Klik **Continue With Transaction**

8 Klik **Receipt** untuk muat-turun resit setelah transaksi bayaran berjaya

9 Klik **END** untuk tamat transaksi

Transaksi Selesai !



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	E1101100932Z	TOBETOBE	88.80	

New FCLB Notice Generated

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	E1101100932Z	TOBETOBE	11011009522170574	5.00	

END

QRG 7 : Bayaran di Kaunter Bank

3

Kunjungi bank berdekatan bersama cetakan ACR/ECR dan CEK bayaran.

1

Klik **Print ACR** atau **ECR**

PRINT

PROCESS TO PAYMENT

2

Sediakan Cek



Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
<http://www.perkeso.gov.my>
No. Talian Khidmat Pelanggan : 1-350-22-8880
E-Mel : perkeso@perkeso.gov.my



ACR122170005965

ACKNOWLEDGED

EMPLOYER DETAILS

Code :
Name : D'HOPE MARRIAGE SDN BHD
SUITE II, 12, JALAN KAPAR
MERA, 41200 KLANG
LANGOR
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.



Pertubuhan Keselamatan Sosial
Menara PERKESO, No. 281, Jalan Ampang, 50538 KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR
<http://www.perkeso.gov.my>
No. Talian Khidmat Pelanggan : 1-350-22-8880
E-Mel : perkeso@perkeso.gov.my



ECR062180000342

EMPLOYEE CONTRIBUTION RECEIPT (ECR)

EMPLOYER DETAILS

Code : E1302001222A
Name : D'HOPE MARRIAGE SDN BHD
SUITE II, 12, JALAN KAPAR
MERA, 41200 KLANG
LANGOR
41200 KLANG
SELANGOR

CONTRIBUTION DETAILS

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

Date : 19/12/2017

Remark : ECR number will be used at bank counter the next operation day for submission of Contribution before 5.00PM.

Computer generated receipt and requires no signature.

TERIMA KASIH



UNTUK MAKLUMAT LANJUT, SILA LAYARI ATAU HUBUNGI :-



www.perkeso.gov.my



perkeso@perkeso.gov.my



1300 22 8000



Muat turun Aplikasi
PERKESO Prihatin

