



PERTUBUHAN KESELAMATAN SOSIAL
Bahagian Caruman
Menara PERKESO
281, Jalan Ampang
50538 Kuala Lumpur, MALAYSIA.
TEL: + 603 42645000
www.perkeso.gov.my

TATACARA MENGEMASKINI PEMBAYARAN SECARA *ELECTRONIC FUND TRANSFER* (EFT)

**KEMASKINI MAKLUMAT BAYARAN
CARUMAN DI DALAM PORTAL ASSIST
MELALUI MODUL *ELECTRONIC FUND
TRANSFER (EFT)* OLEH PUSAT
TANGGUNGJAWAB (PTJ)**

MENGEMASKINI REKOD CARUMAN PEKERJA

1. PTJ perlu mengemaskini rekod caruman pekerja dengan cara menjana *Acknowledgement Contribution Received (ACR)* melalui Portal ASSIST.
(Rujuk Lampiran A)
2. PTJ perlu membuat pembayaran secara EFT berdasarkan rekod *ACR* yang telah dijana di dalam Portal ASSIST.
3. PTJ membuat pembayaran terus ke akaun Pungutan PERKESO berikut:-

AKAUN PERKESO (AGO)

Nama Bank : Maybank Islamic Berhad
Nama Akaun : PERKESO AK PUNGUTAN-CARUMAN AGO
No. Akaun : 564427509080
Swift Code : mbbemykl (*sekiranya perlu*)

MENGENALKAN MAKLUMAT PEMBAYARAN DI DALAM PORTAL ASSIST

1. Setiap PTJ perlu mendaftar bagi pembayaran secara *Electronic Fund Transfer*. Pendaftaran ini hanya perlu dibuat sekali sahaja. (**My Sites > SOCSO-Collection > Electronic Fund Transfer > Registration**).

The screenshot shows the 'Electronic Fund Transfer Registration' page. At the top, there is a header with the PERKESO logo and 'COLLECTION' text. A user profile box shows 'My Sites' and 'ZAIHASRUL TEST'. Below the header, a navigation bar contains 'MyASSIST', 'Electronic Funds Transfer', and 'Online Portal Payment'. The main content area is titled 'Electronic Fund Transfer Registration'. On the right, a green box displays 'Employer Name: MOHD ISHAK ENTERPRISE' and 'Employer Code: B390005781Z'. Below this is a table for 'Employer Information' with columns for 'Employer Code', 'Employer Name', and 'Address'. The table contains one row with the values 'B390005781Z', 'MOHD ISHAK ENTERPRISE', and an empty 'Address' field. Underneath the table are three input fields: 'Email Address*' (containing 'zaihasrul@gmail.com'), 'Contact No.*' (containing '0126780425'), and 'Officer Name*' (containing 'Zaihasrul'). A blue 'SUBMIT' button is located at the bottom right of the form area.

2. Klik pada **Payment** untuk tindakan pengemaskinian maklumat bayaran

The screenshot shows the 'SOCSO - COLLECTION' portal. The browser address bar indicates the URL 'assist-uat.perkeso.gov.my/web/collection/myassist'. The user profile at the top right shows 'My Sites' and 'MUHAMMAD FITRI BIN SALLEH'. The navigation menu includes 'Registration', 'Payment', 'Contribution & Collection Information', and 'Document Listing'. The 'Payment' option is highlighted with a red circle. Below the navigation menu, the 'Employer Profile' section is visible, showing 'Employer Name: MENTOS (HQ) SDN BHD' and 'Employer Code: A3702048704V'. A list of information categories is displayed, including 'Business Information', 'Contacts Information', 'Status Information', 'EIS Status Information', 'Employee Information', 'Foreign Employee Information', 'EIS Employee Information', 'Director/Owner Information', 'Induction Information', and 'Registration Information'. The footer contains the text 'Copyright 2018 © Social Security Organisation | All Rights Reserved Terms & Conditions'.

3. Pegawai PTJ bertanggungjawab perlu mengemaskini maklumat pembayaran caruman berdasarkan maklumat caruman (ACR) yang telah dijana sebelumnya. **(Pilih ACR > Continue)**

Electronic Fund Transfer Payment

Employer Name: MOHD ISHAK ENTERPRISE
Employer Code: B390005781Z

Payment Information

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Amount (RM)	Total Outstanding Amount (RM)	Action
1	B390005781Z	MOHD ISHAK ENTERPRISE	ACR042180020864	Contribution	102.40	102.40	

CONTINUE

4. Maklumat pembayaran yang perlu dikemaskini pada modul *Electronic Fund Transfer* (*My Sites > Collection > Electronic Fund Transfer*). Maklumat yang perlu dikemaskini adalah seperti berikut:-
- Tarikh Bayaran;
 - No. Rujukan Bayaran;
 - Jumlah Bayaran; dan
 - Slip Pembayaran;** (*Sila muatnaik dokumen pembayaran berkaitan*)

COLLECTION My Sites ZAHASRUL TEST

MyASSIST Electronic Funds Transfer Online Portal Payment

Electronic Fund Transfer Payment

Employer Name: MOHD ISHAK ENTERPRISE
Employer Code: B390005781Z

Payment To Be Paid

No.	Employer Code	Employer Name	Reference No.	Payment Type	Total Outstanding Amount (RM)	Action
1	B390005781Z	MOHD ISHAK ENTERPRISE	ACR042180020864	Contribution	102.40	

Total Amount (RM) 102.40

Payment Information

Payment Date *

Payment Reference No.* Amount (RM)*

Payment Slip *

Choose File No file chosen

BACK CONTINUE

5. klik **Continue** > **Submit** (Terima No Coll (reference) kes akan dihantar ke Ibu Pejabat PERKESO)

MENYEMAK DAN MENCETAK RESIT BAYARAN DI DALAM PORTAL ASSIST

Resit Pembayaran boleh disemak dan dicetak melalui Portal ASSIST oleh semua majikan. Proses ini boleh dilakukan melalui modul Base (***My Sites > Base > Document Listing > Generated Document Listing***).

Employer Profile

Employer Name
CELOONMA 8 SDN. BHD.
Employer Code
F960001914A

Document Listing

Uploaded Document Listing

Module
-- Please Select --

No.	Module	Document	Description	Uploaded Date	Remarks
No Record Found.					

PRINT

Generated Document Listing

Module
-- Please Select --

No.	Module	Document	Description	Uploaded Date
1	Collection	1515474354167.pdf	IB Registration Letter	09/01/2018
2	Contribution	ACR012180112297.pdf	ACR	10/01/2018
3	Collection	Receipt.pdf	Receipt	14/01/2018
4	Contribution	ACR022180070651.pdf	ACR	07/02/2018
5	Collection	Receipt.pdf	Receipt	07/02/2018
6	Contribution	ACR032180090688.pdf	ACR	07/03/2018
7	Collection	Receipt.pdf	Receipt	07/03/2018
8	Contribution	F960001914A15001.pdf	Fob Notice	28/05/2015
9	Collection	RESIT_PAYMENT_PINTAR.pdf	Receipt	28/05/2015
10	Collection	RESIT_PAYMENT_PINTAR.pdf	Receipt	08/06/2015

PEGAWAI UNTUK DIHUBUNGI

Sebarang pertanyaan lanjut, sila berhubung dengan:-

BIL.	NAMA DAN EMEL	NO. TELEFON
1.	Pazilah Bt Ibrahim pazilah.ibrahim@perkeso.gov.my	03-4264 5657
2.	Nurezzatty Erny Binti Hassan erny.hasan@perkeso.gov.my	03-4264 5657
3.	Raja Nurul Salha Binti Raja Md Arif nurul.salha@perkeso.gov.my	03-4264 5373
4.	Rosnani Binti Awang rosnani.awang@perkeso.gov.my	03-42645591
5.	Soraya Binti Bakri soraya.bakri@perkeso.gov.my	03-42645373
6.	Jeriani Binti Mohd Djody jeriani.djody@perkeso.gov.my	03-42645209
7.	Zuniza Binti Abdullah zuniza.abdullah@perkeso.gov.my	03-4264 5268
8.	Nurhafeezi Bin Nordin nurhafeezi.nordin@perkeso.gov.my	03-4264 5419
9.	Mohamad Haron Bin Othman harun.othman@perkeso.gov.my	03-4264 5453

