



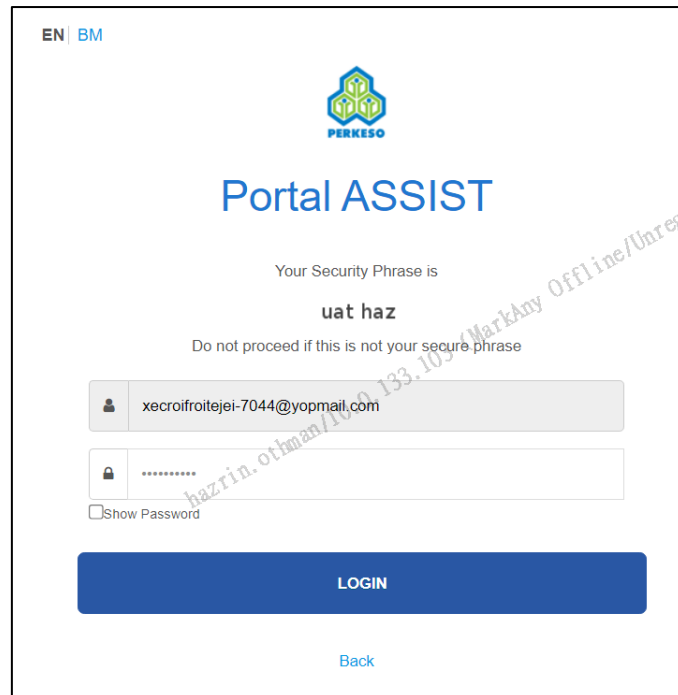
**USER MANUAL**  
**DIRECT DEBIT AUTHORIZATION (DDA)**  
**FOR EMPLOYER**

<b>Document</b>	<b>User Manual : Direct Debit Authorization (DDA) for Employer</b>
<b>Version</b>	<b>1.0</b>
<b>Organization</b>	<b>Pertubuhan Keselamatan Sosial (PERKESO)</b>
<b>Date</b>	<b>25<sup>th</sup> September 2023</b>


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## A. Mandate enrolment

### 1. Login ASSIST portal



EN | BM



# Portal ASSIST

Your Security Phrase is

**uat haz**

Do not proceed if this is not your secure phrase

Show Password

**LOGIN**

[Back](#)

### 2. My Site -> Payment



 **BASE** EN | BM

My Sites **HAZ UAT TEST**

- BASE
- REGISTRATION
- CONTRIBUTION
- PAYMENT
- COMPOUND
- INSPECTION

MyASSIST Portal ID - Profile -

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

### Employer Profile

Employer Name  
**FAME PLATFORM SDN BHD**

Employer Code  
**A3100052072Z**

Every qualified employer shall register his industry with immediate effect. For further information, do not hesitate to contact customer service at 1-300-22-8000 or visit our web site [www.perkeso.gov.my](http://www.perkeso.gov.my)

### 3. Direct Debit -> SOCSO / EIS -> Mandate



 **PAYMENT** EN | BM

My Sites **HAZ UAT TEST**

Electronic Funds Transfer - **FPX** - Direct Debit -

FPX Payment

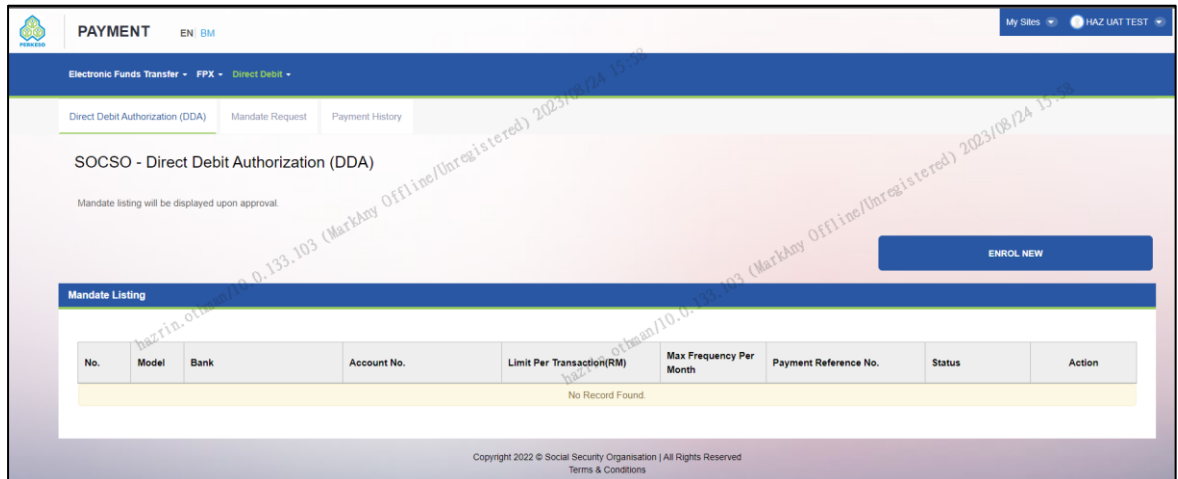
- SOCSO
- Mandate
- EIS
- Payment

Payment Information

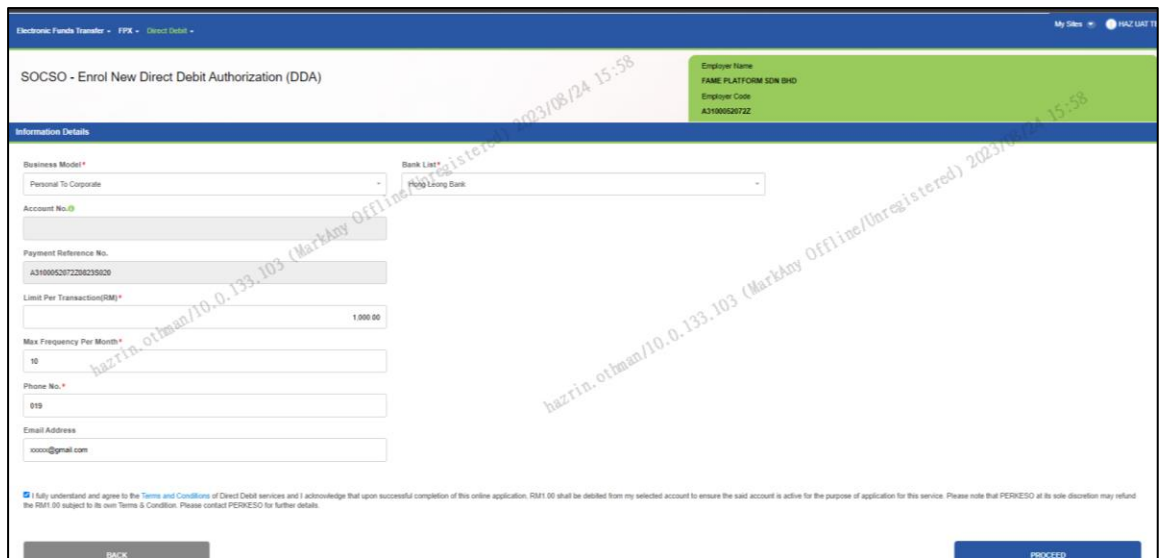
Search

Outstanding Amount

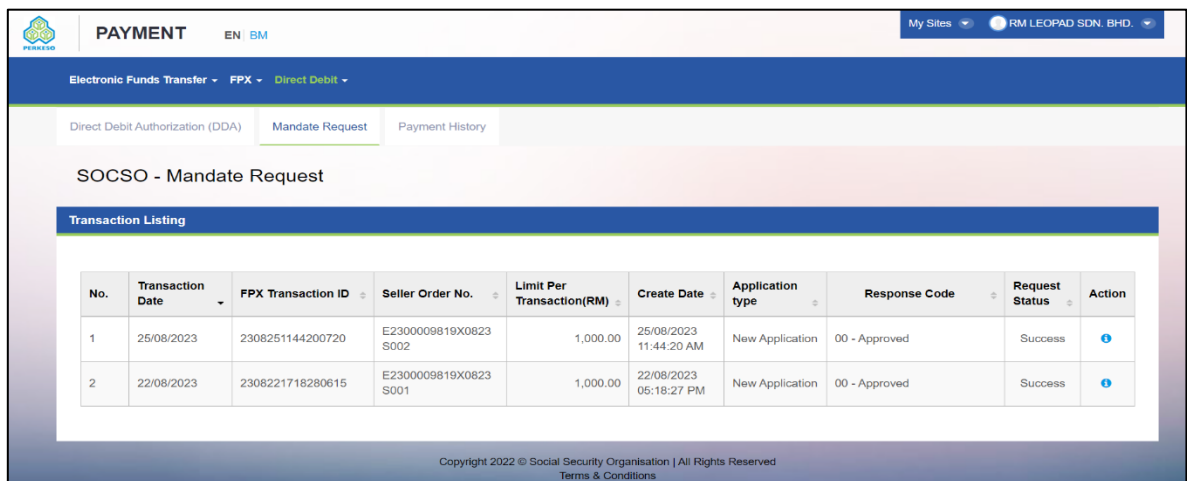
- click 'Enroll New' button



- Fill the required fields and click Proceed button



- Page will redirect to respective selected bank payment portal for payment transaction.
- Second Tab (Mandate Request): Employer will see all the mandate request that been submitted.



## B. Make Payment via DDA

### 1. My Site -> Payment

My Sites HAZ UAT TEST

BASE EN BM

MyASSIST Portal ID - Profile -

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

Employer Profile

Employer Name  
FAME PLATFORM SDN BHD

Employer Code  
A3100052072Z

Every qualified employer shall register his industry with immediate effect. For further information, do not hesitate to contact customer service at 1-300-22-8000 or visit our web site www.perkeso.gov.my

### 2. Direct Debit -> SOCSO / EIS -> Payment

My Sites PRESTAR

PAYMENT EN BM

Electronic Funds Transfer - FFX - Direct Debit -

Direct Debit Authorization (DDA) SOCSO EIS Mandate Payment

EIS - Direct Debit Authorization (DDA)

Mandate listing will be displayed upon approval.

ENROL NEW

Mandate Listing

No.	Model	Bank	Account No.	Limit Per Transaction(RM)	Max Frequency Per Month	Payment Reference No.	Status	Action
1	B2C	JP Morgan	12345678901234567890	2,000.00	5	A3600003809K0823E001	Active	

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### 3. Tick item to pay -> click 'Add To Chart' -> click 'Proceed To Summary'

My Sites PRESTAR

PAYMENT EN BM

Electronic Funds Transfer - FFX - Direct Debit -

EIS - Direct Debit Payment

Payment Information

Search

<input type="checkbox"/>	No.	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
<input checked="" type="checkbox"/>	1	ECR082230008229	EIS Contribution	62.80	62.80	
<input type="checkbox"/>	2	S600003809K230002	FCLB	60.00	60.00	
<input type="checkbox"/>	3	S600003809K230004	FCLB	30.00	30.00	

ADD TO CART

PROCEED TO SUMMARY

- if to proceed payment click 'Continue' button.
- if to remove to cart for payment click 'Clear List ' button.
- Click 'Search Payment' if to add more items to pay

4. Select active mandate account at 'Mandate List' field -> click 'Proceed' button

Electronic Funds Transfer - FPX - Direct Debit -

### EIS - Direct Debit Payment

Direct Debit Payment

Payment Amount (RM) 60.00

Mandate List\*  
JP Morgan - 12345678901234567890

BACK PROCEED

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5. Screen back to Payment Screen

Electronic Funds Transfer - FPX - Direct Debit -

### EIS - Direct Debit Payment

"Payment" has been successfully initiated

Payment Information

Search

<input type="checkbox"/>	No.	Reference No.	Payment Type	Total Amount (RM)	Outstanding Amount (RM)	Action
<input type="checkbox"/>	1	S600003809K230002	FCLB	60.00	60.00	
<input type="checkbox"/>	2	S600003809K230004	FCLB	30.00	30.00	

ADD TO CART PROCEED TO SUMMARY

- Third tab (Payment History): Employer will see all the payment history that been done through direct debit.

The screenshot shows the 'PAYMENT' interface with the 'Payment History' tab selected. The page title is 'SOCSO - Payment History'. Below the title is a 'Transaction Listing' table with the following data:

No.	Payment Date	Payment Reference No.	Amount (RM)	Create Date	Status	Response Code	Action
1	29/08/2023	E2300009819X0823S002	100.00	29/08/2023 02:24:34 PM	Success	0 - Successful (Seller's account was credited successfully)	<a href="#">i</a>

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- After click “i” icon will go to screen below.

The screenshot shows the detailed view of the payment transaction. The 'Payment Info' section contains the following details:

Payment Date:	29/08/2023
Payment Reference No.:	E2300009819X0823S002
Buyer Bank:	Hong Leong Bank Berhad
Amount (RM):	100.00
Transaction Status:	0 - Successful (Seller's account was credited successfully)

Below the details is a 'Receipt Generated' table:

No.	Receipt No.	Employer Code	Employer Name	Amount (RM)	Action
1	20230802020777	E2300009819X	RM LEOPAD SDN. BHD.	100.00	<a href="#">i</a> <a href="#">d</a>

Below the receipt is a 'New FCLB Notice Generated' table:

No.	Employer Code	Employer Name	Notice ID	Payment Amount(RM)	Action
1	E2300009819X	RM LEOPAD SDN. BHD.	230000019X230001	10.00	<a href="#">i</a>

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### C. View Payment transaction History

1. My Site -> Payment -> Direct Debit -> SOCSO / EIS -> Payment -> Payment History

No.	Payment Date	Payment Reference No.	Amount (RM)	Create Date	Status	Response Code	Action
1	20/08/2023	A3600003809K0823E001	62.80	20/08/2023 12:14:22 PM	Pending	-	
2	17/08/2023	A3600003809K0823E001	62.80	17/08/2023 02:12:22 PM	Failed	9 - Rejected - Others	

2. After clicked the blue action “i” will go detail screen below:

Request Status:	SUCCESSFUL
FPX Transaction ID:	2308251144200720
Date & Time:	25/08/2023 11:44:20 AM
Seller Order No.:	E2300009819X0823S002
Buyer Bank:	Hong Leong Bank
Limit Per Transaction(RM):	MYR 1,000.00
Transaction Code:	00

BACK RECEPT

3. If clicked “RECEPT” button will come to screen below. Employer can either send receipt to specific email or download.



No.	Receipt No.	Employer Code	Employer Name	Payment Amount(RM)	Action
1	20230000209750	E2300009819X	RM LEOPAD SDN. BHD.	1.00	

END

**D. View Active DDA mandate.**

1. First Tab (Direct Debit Authorization (DDA)):
2. Employer will see all the DDA mandate enrolled here.

The screenshot displays the 'PAYMENT' system interface. At the top, there is a navigation bar with the PERKESO logo, 'PAYMENT EN | BM', and 'My Sites' with a dropdown arrow. Below this is a sub-navigation bar for 'Electronic Funds Transfer' with options for 'FPX' and 'Direct Debit'. The main content area has three tabs: 'Direct Debit Authorization (DDA)', 'Mandate Request', and 'Payment History'. The 'Direct Debit Authorization (DDA)' tab is active, showing the title 'SOCSO - Direct Debit Authorization (DDA)' and a message: 'Mandate listing will be displayed upon approval.' An 'ENROL NEW' button is located on the right. Below this is a 'Mandate Listing' section with a table containing one entry.

No.	Model	Bank	Account No.	Limit Per Transaction(RM)	Max Frequency Per Month	Payment Reference No.	Status	Action
1	B2C	Hong Leong Bank	00150861618	11.14	10	E110004997980823S011	Active	 

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## E. Update Info For Active e-Mandate

1. Click "Maintenance" @ 'Pencil' logo.

No.	Model	Bank	Account No.	Limit Per Transaction (RM)	Max Frequency Per Month	Payment Reference No.	Status	Action
1	B2C	null	00101221898	1,000.00	10	E2300009819X0823S002	Active	Maintenance
2	B2B	Hong Leong Bank	00100783502	50,000.00	300	E2300009819X0923S006	Active	
3	B2B	Hong Leong Bank	00100783502	40,000.00	999	E2300009819X0923S005	Active	

2. It will go to screen below; employer can update as per active fields only.

Information Details

Business Model: Corporate To Corporate

Bank: Hong Leong Bank

Account No.: 00100783502

Payment Reference No.: E2300009819X0923S006

Limit Per Transaction (RM): 50,000.00

Max Frequency Per Month: 300

Phone No.: 0195022448

Email Address: mteopad@malinator.com

I fully understand and agree to the Terms and Conditions of Direct Debit services and I acknowledge that upon successful completion of this online application, RM1.00 shall be debited from my selected account to ensure the said account is active for the purpose of application for this service. Please note that PERKESO at its sole discretion may refund the RM1.00 subject to its own Terms & Condition. Please contact PERKESO for further details.

BACK PROCEED

3. Click Term and conditions checkbox and click "Proceed" button.

Limit Per Transaction (RM): 50,000.00

Max Frequency Per Month: 300

Phone No.: 0195022448

Email Address: mteopad@malinator.com

I fully understand and agree to the Terms and Conditions of Direct Debit services and I acknowledge that upon successful completion of this online application, RM1.00 shall be debited from my selected account to ensure the said account is active for the purpose of application for this service. Please note that PERKESO at its sole discretion may refund the RM1.00 subject to its own Terms & Condition. Please contact PERKESO for further details.

BACK PROCEED

4. Page will redirect to respective selected bank payment portal for payment transaction.

## F. Terminate the Active e-Mandate

1. Click "Termination" @ "Dustbin" logo.

PERKESO PAYMENT EN BM My Sites RM LEOPAD SEN, BHD

Electronic Funds Transfer - FFX - Direct Debit -

Direct Debit Authorization (DDA) Mandate Request Payment History

EIS - Direct Debit Authorization (DDA)

Mandate listing will be displayed upon approval.

ENROL NEW

No.	Model	Bank	Account No.	Limit Per Transaction(RM)	Max Frequency Per Month	Payment Reference No.	Status	Action
1	B2C	Hong Leong Bank	00101221898	1,000.00	10	E2300009819X0923E002	Active	Terminate
2	B2B	Hong Leong Bank	00100783502	50,000.00	600	E2300009819X0923E001	Active	
3	B2B	Hong Leong Bank	00100783502	70,000.00	500	E2300009819X0923E002	Active	

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2. After click "Terminate" will go to screen below

Electronic Funds Transfer - FFX - Direct Debit - My Sites RM LEOPAD SEN, BHD

EIS - Direct Debit Termination

Employer Name  
RM LEOPAD SEN, BHD.  
Employer Code  
E2300009819X

Information Details

Business Model: Corporate To Corporate Bank: Hong Leong Bank

Account No.: 00100783502

Payment Reference No.: E2300009819X0923E001

Limit Per Transaction(RM): 50,000.00

Max Frequency Per Month: 600

Phone No.: 0195022448

Email Address: mleopa@maliniator.com

I fully understand and agree to the Terms and Conditions of the Direct Debit services and I acknowledge that upon successful completion of this online application, RM1.00 shall be debited from my selected account to ensure the said account is active for the purpose of application for this service. Please note that PERKESO at its sole discretion may refund the RM1.00 subject to its own Terms & Conditions. Please contact PERKESO for further details.

BACK PROCEED

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3. Click Term & Condition check box and click “Proceed” button.

The screenshot shows a web form with the following elements:

- A text input field containing the value "50,000.00".
- A label "Max Frequency Per Month" above a text input field containing the value "600".
- A label "Phone No." above a text input field containing the value "0195022448".
- A label "Email Address" above a text input field containing the value "rmicopad@mailinator.com".
- A checkbox with the text: "I fully understand and agree to the [Terms and Conditions](#) of the Direct Debit services and I acknowledge that upon successful completion of this online application, RM1.00 shall be debited from my selected account to ensure the said account is active for the purpose of application for this service. Please note that PERKESO at its sole discretion may refund the RM1.00 subject to its own Terms & Condition. Please contact PERKESO for further details."
- A "BACK" button on the left and a "PROCEED" button on the right.

4. Page will redirect to respective selected bank payment portal for payment transaction.