



# USER MANUAL

BESTINET CONFIDENTIAL

## eQuota - Employer User Guide



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## 1 Purpose

This document serves as a user manual for eQuota Module dedicated for Malaysian Employer's reference. This document details put the usage of eQuota Module as an online solution to facilitate the process involved in quota application for foreign worker. The purpose of this document is to explain how to use eQuota Module steps-by-steps to assist the Malaysian Employers to maximize the efficiency and effectiveness in the quota application process which subsequently give benefit to FWCMS.

## 2 Scope

The scope of this document is focusing on key features of eQuota Module which include Quota Application.

## 3 Target Audience

The main target audience for eQuota Module is Malaysian Employer.

## 4 Pre- Requisites

All pre-requisites below must be complied prior using eQuota:

- Internet Connection.
- Latest version of internet browser (Google Chrome is **Highly Recommended** for best result).
- Authorized eQuota credentials.



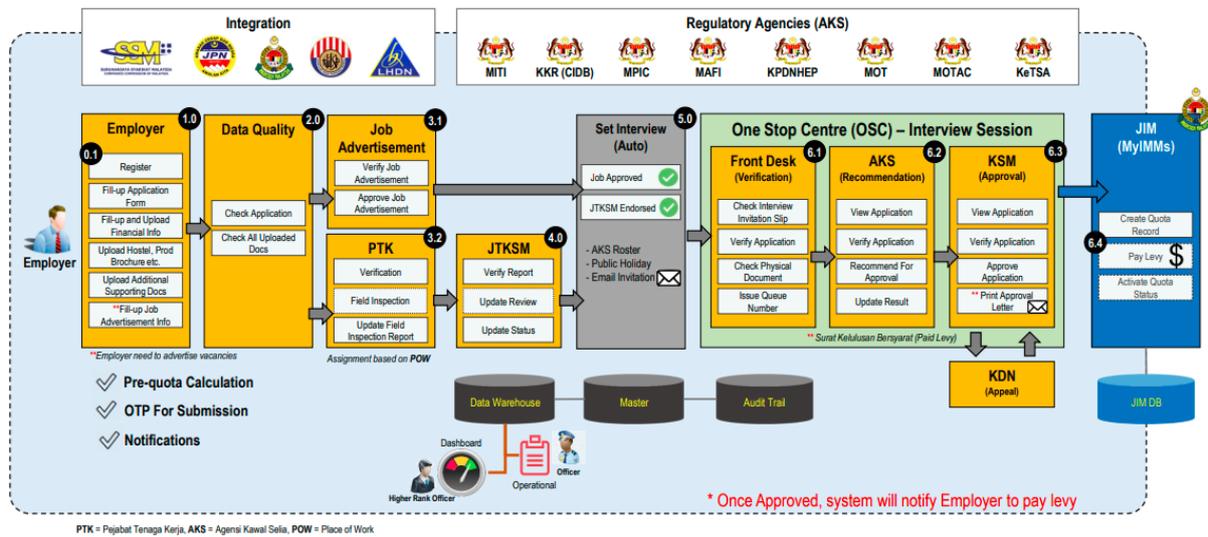
## 5 Roles and Responsibilities

Table 1: Roles and Responsibilities

Role	Descriptions
Malaysian Employer	<ul style="list-style-type: none"><li data-bbox="655 477 1102 506">• To register and activate new account.</li><li data-bbox="655 517 1241 546">• To register employer detail via eQuota Application.</li><li data-bbox="655 557 1252 586">• To apply quota via online using eQuota Application.</li></ul>



## 6 eQuota Process Flow



Screenshot 1 : Process Flow

## 7 Accessing eQuota

To begin accessing the eQuota as Employer, Employer are required to navigate their web browser to: <https://fwcms.com.my/>.



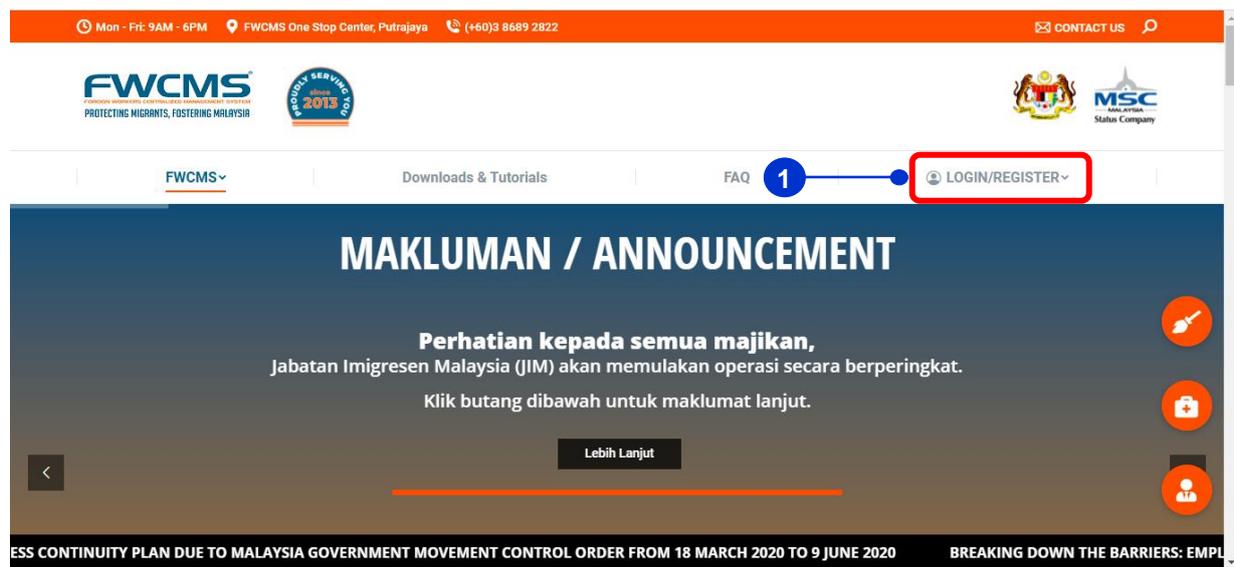
## 8 Employer Registration

Employer Registration is only for the first-time employer who doesn't have record in KDN or Immigration. Employer are allowed to register online in FWCMS at <https://fwcms.com.my/>.

### 8.1 How to Register as Employer

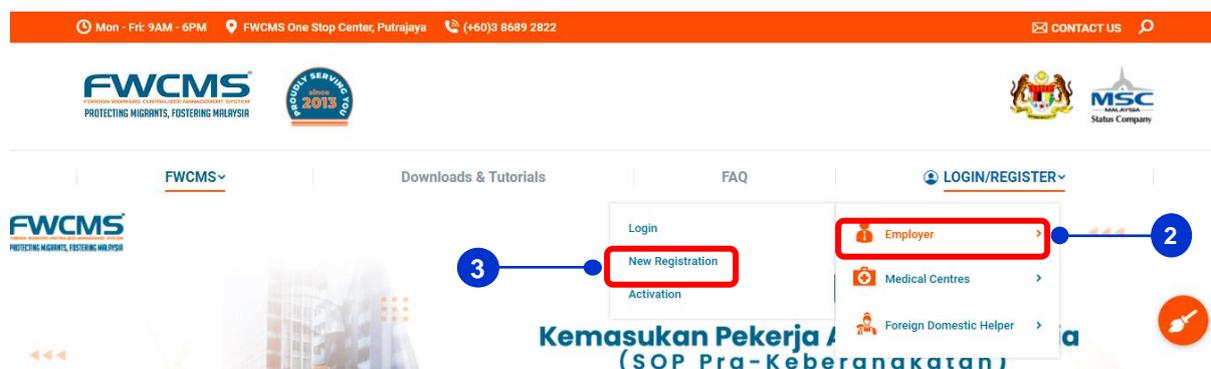
To create an account and register as Employer via eQuota Application.

1. Please click on [ [Login/ Register](#) ] menu on top of your screen.



Screenshot 2 : Process Flow

2. Click on [ [Employer](#) ] menu.
3. Click on [ [New Registration](#) ] menu.



Screenshot 3 : Process Flow



4. Your screen will be presented with registration form, but before you fill up the registration form, please read thru all the [ [Disclaimer](#) ] part.
5. Select your employer type at [ [Employer Type](#) ] from the radio button. There are six employer type which are: -
  - Company
  - Enterprise
  - Individual
  - Association
  - Cooperative Societies
  - Limited Liability Partnership

### 8.1.1 Company and Enterprise – Employer Details Section

1. Key in your employer's registration number at [ [Employer's Registration Number](#) ] field.
2. Key in your employer's name at [ [Employer's Name](#) ] field.
3. Key in your office phone number at [ [Office Phone Number](#) ] field.
4. Key in your employer email at [ [Employer Email](#) ] field. At this section, you may need to click on [ [Verify](#) ] button.

Screenshot 4 : Account Registration- Employer Details

### 8.1.2 Company and Enterprise- Owner/ Director Details

1. Key in owner/ director's name at [ [Worker Name](#) ] field.
2. Key in owner/ director's IC number/ passport number at [ [IC Number/ Passport Number](#) ] field.
3. Upload latest utility bill at [ [Latest Utility Bills](#) ] field.
4. Upload latest EPF statement at [ [Latest Utility Bills](#) ] field.
5. Enter generated captcha code into [ [Captcha Code](#) ] field.



Screenshot 5 : Account Registration- Owner/ Director Details

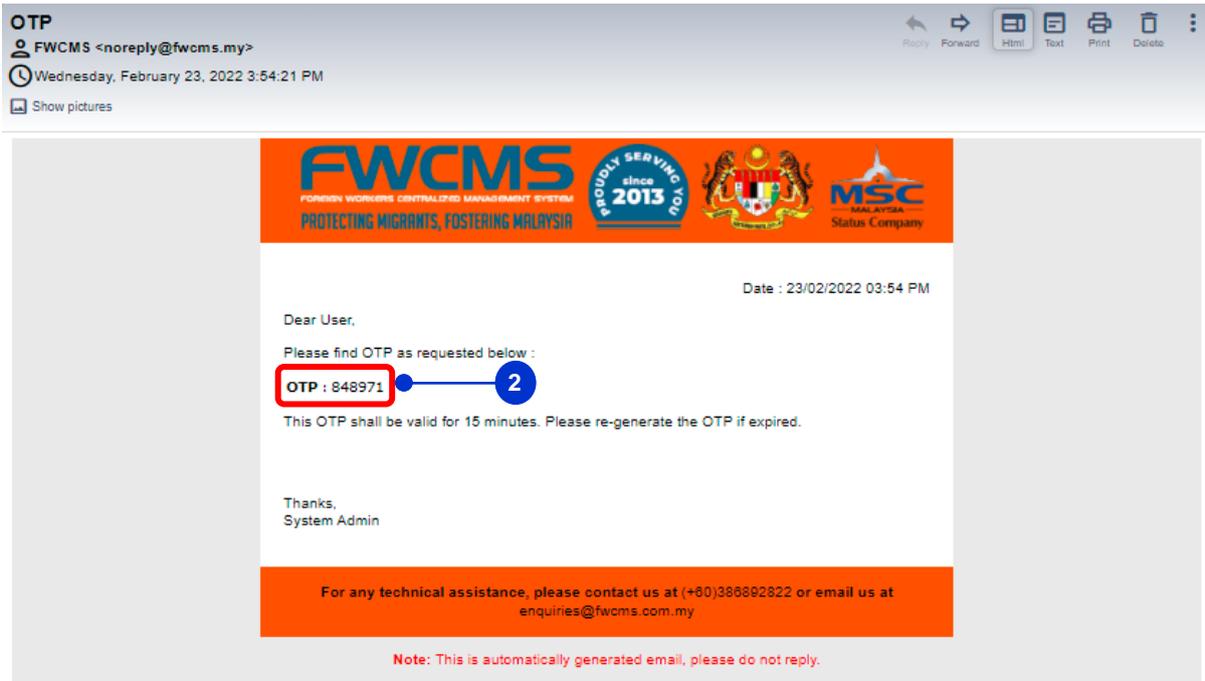
## 8.2 How to Verify Email Address

Upon clicking the [ [Verify](#) ] button from the [ [Email Address](#) ] field,

1. Click on [ [Request OTP](#) ] button from the [ [OTP Verification](#) ] pop-up window.

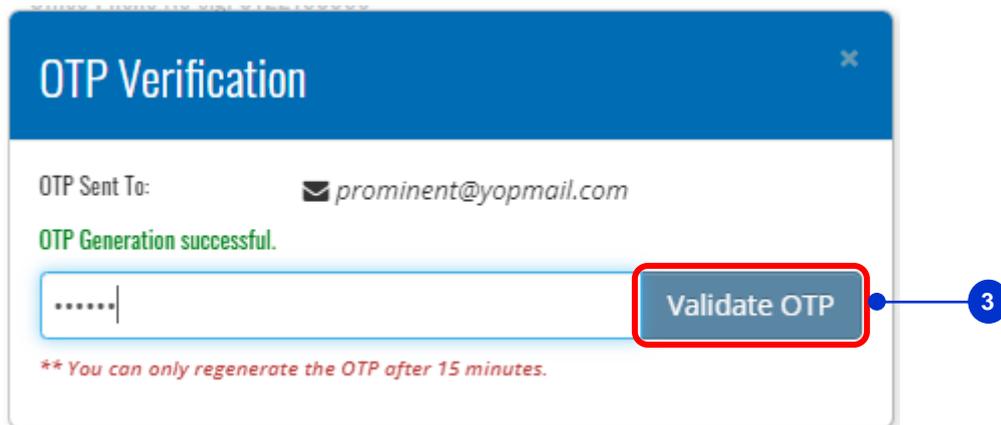
Screenshot 6 : OTP Verification- Request OTP

2. One Time Password (OTP) sent via email entitled [ [Email Verification](#) ].



Screenshot 7 : Email Notification- OTP

- Key in the One Time Password (OTP) into the [ **OTP Verification** ] field and click [ **Validate OTP** ] button to continue.



Screenshot 8 : OTP Verification- Validate OTP

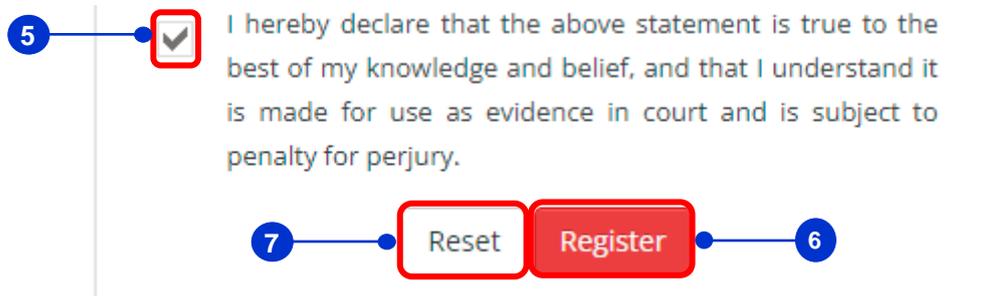
- Green** tick icon will be displayed next to the [ **Email** ] field shows that your email has been verified.



Screenshot 9 : Email- Verify

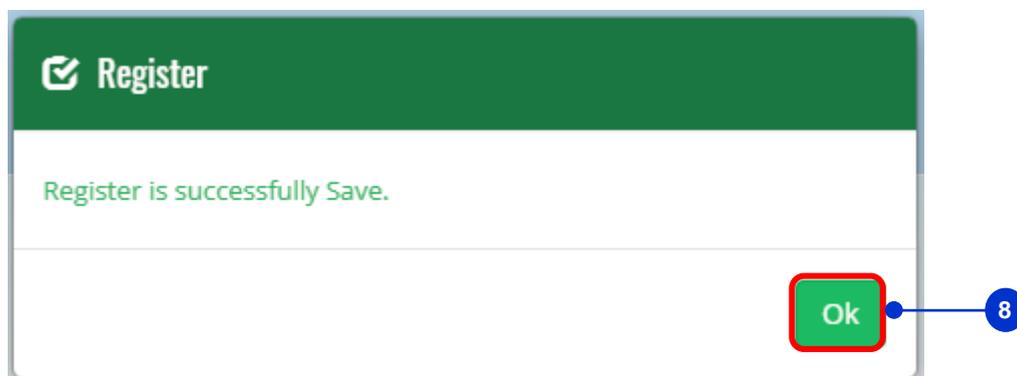


5. Tick the checkbox under the [ Disclaimer] field.
6. Click on [ Register] button to continue the registration OR
7. Click on [ Reset] button to clear the registration.



Screenshot 10 : Declaration

8. Screen will be presented with the success notification for registration successfully save, simply click on [ Ok] button.



Screenshot 11 : Successfully Notification- Register

9. You will receive an email via the email the email that has been registered.



**Company Registration [REGE20220223-2000001]**

FWCMS <noreply@fwcms.my>

Wednesday, February 23, 2022 6:00:29 PM

Show pictures

Reply Forward Html Text Print Delete



Date : 23/02/2022 06:00 PM

Dear NUR SYAZANA,

This is auto generated mail to notify you that your company **PROMINENT EFFORT SDN. BHD.** has registered. Below is the detail of your transaction for your reference :

**Transaction Id** : REGE20220223-2000001

Thanks,  
System Admin

For any technical assistance, please contact us at (+60)386892822 or email us at enquiries@fwcms.com.my

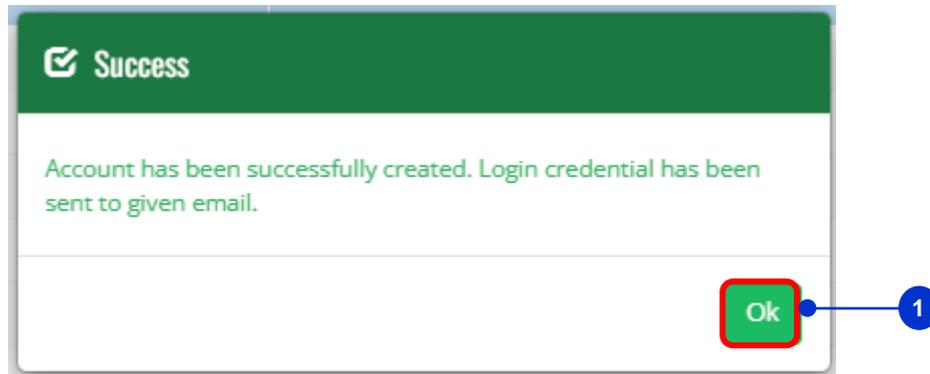
Note: This is automatically generated email, please do not reply.

**Screenshot 12 : Email- Company Registration**



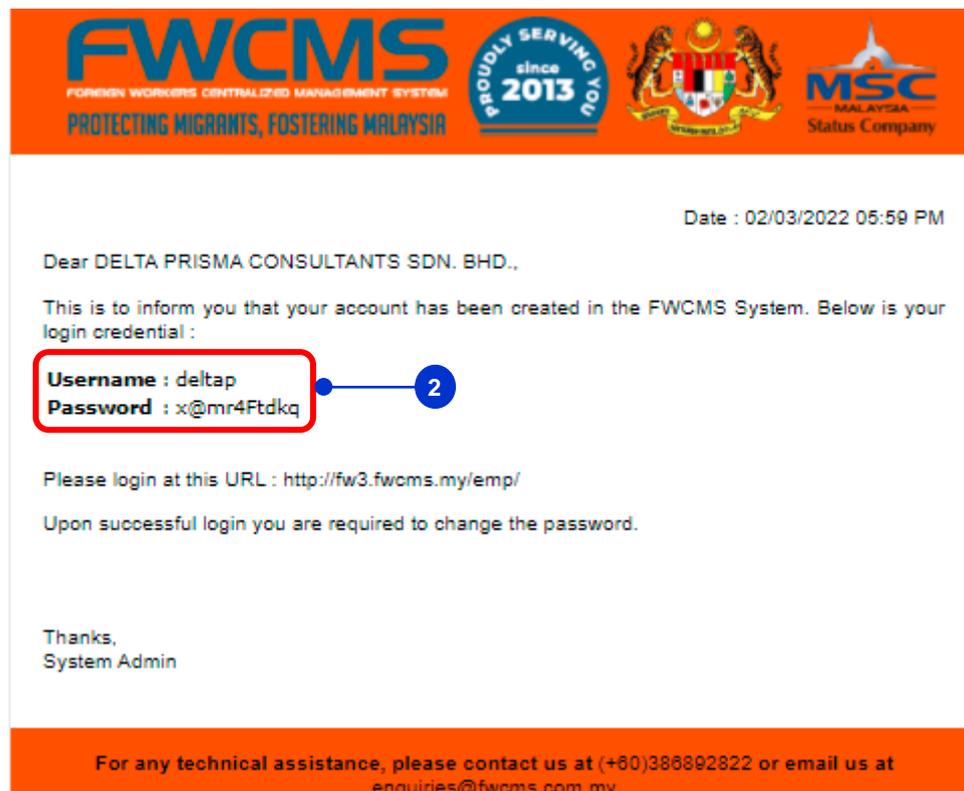
## 9 First Time Login as An Employer

1. After Data Quality team verify the Pre-Registration and the account has been successfully created, you may receive your login credential via email. Screen will be presented with the success notification, simply click on [ **Ok** ] button.



Screenshot 13 : Successfully Notification

2. Employer will receive a Login Credential via the email that employer has been registered as presented per below and employer required to navigate web browser to: <https://fwcms.com.my/emp/>. You are required to change the password upon successful login.



Screenshot 14 : Credential for Employer's First Time Registration



3. After Data Quality team verify the Pre-Registration and the account unsuccessful created, you will receive an email stated that your application has been rejected and the reason also will be stated in the email.

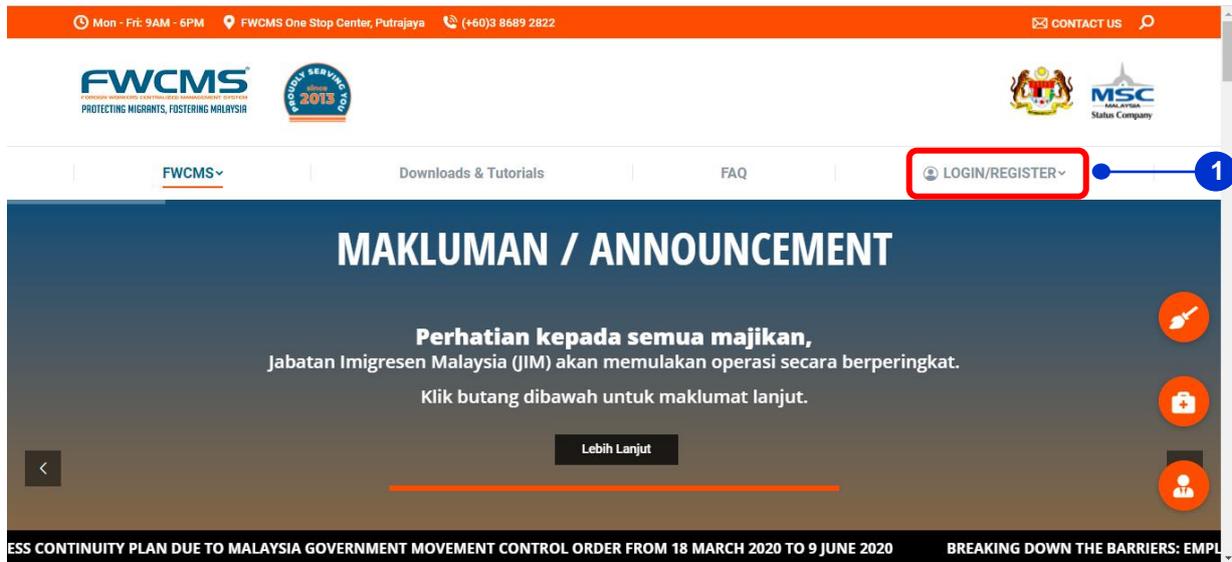


Screenshot 15 : Failed Pre-Registration



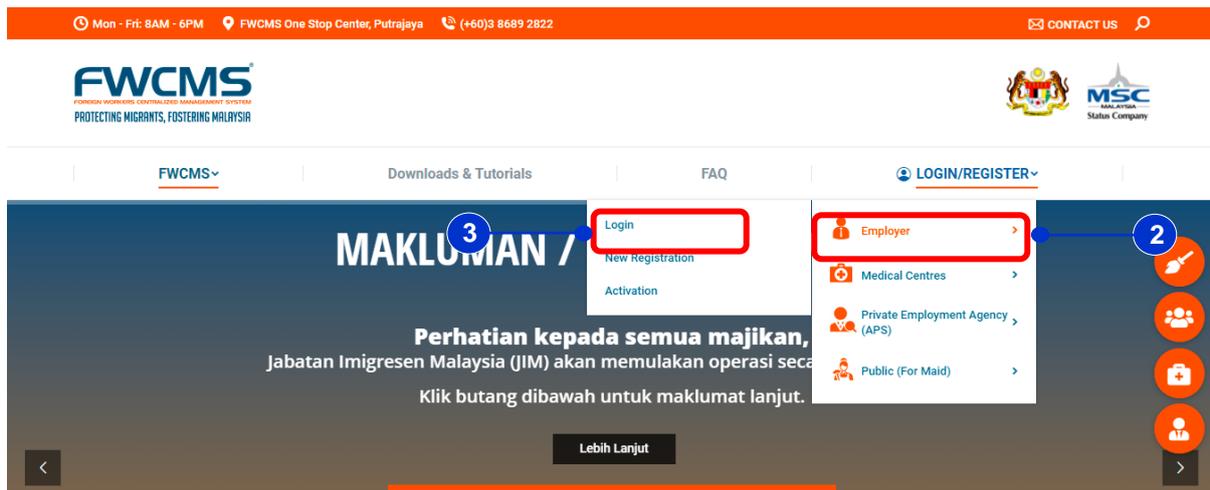
## 9.1 How to Login to Employer Portal

1. Please click on **[ Login/ Register]** menu on top of your screen.



Screenshot 16 : Login Menu

2. Click on **[ Employer]** menu.
3. Click on **[ Login]** menu.



Screenshot 17 : Login- Employer

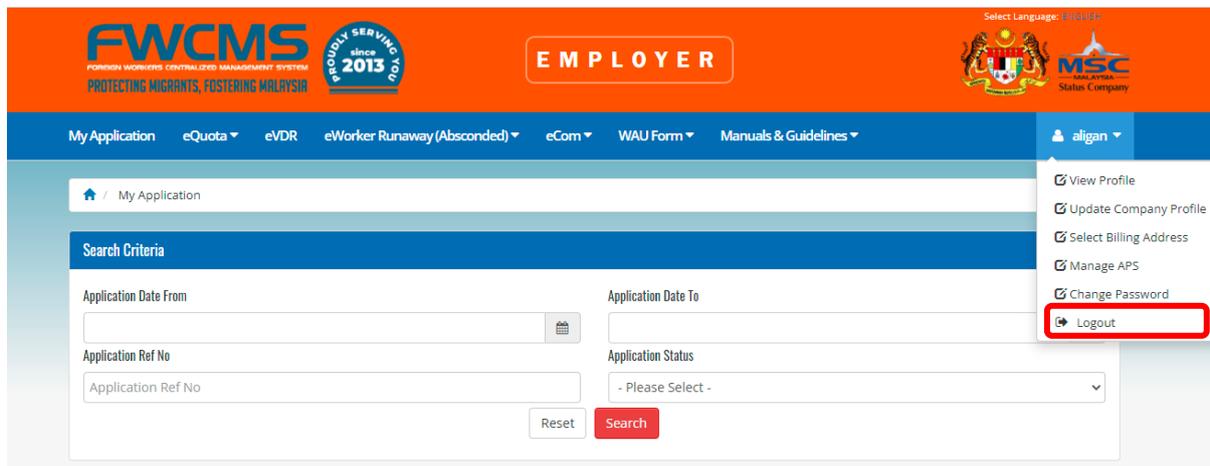
4. Key in your email address as registered at **[ Username]** field.
5. Key in your password t **[ Password]** field.
6. Please click on **[ Login]** button.



Screenshot 18 : Login Window

## 9.2 How to Log Out from Employer Portal

To log out from the Employer Portal, simply click on **[Logout]** option from the **[ Welcome <username> ]** section located at the top right corner of the screen.



Screenshot 19 : Logout Menu

### 9.3 How to Retrieve Forgotten Password

1. To retrieve forgotten password, please click on [ [Forgot Password](#) ] as per below.



Screenshot 20 : Retrieve Forgotten Password Screen

2. Key in Username that the password is forgotten in the [ [Username](#) ] field.
3. Key in Registered Email Address in the [ [Registered Email Address](#) ] field.
4. Key in Registered Mobile No in the [ [Registered Mobile No](#) ] field.
5. Click on [ [Submit](#) ] button.



Screenshot 21 : Password Reset Screen

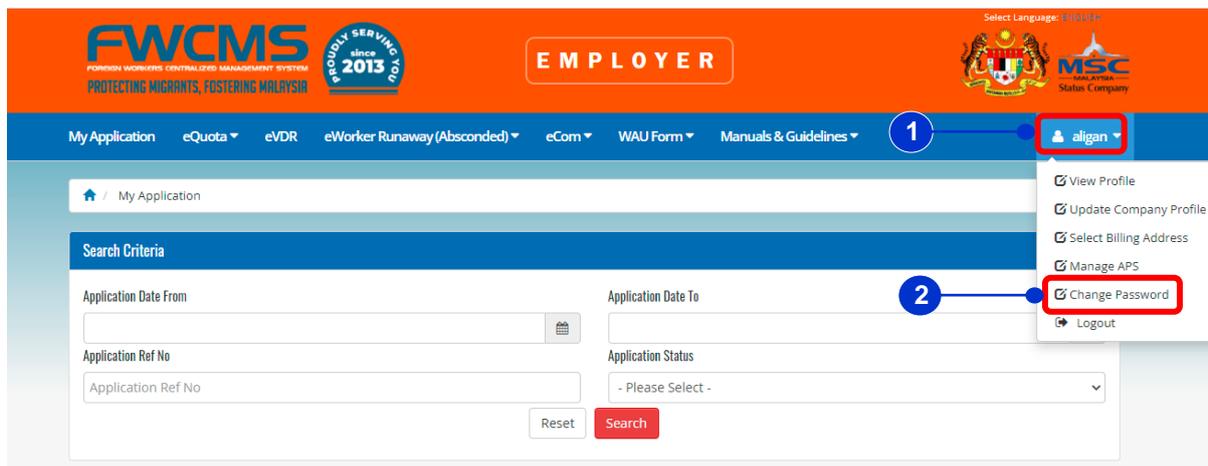


## 9.4 How to Change Password

For any reason, if you need to change your Password, you may follow these simple steps. However, bear in mind that you must first be logged into the system before you can change your Password.

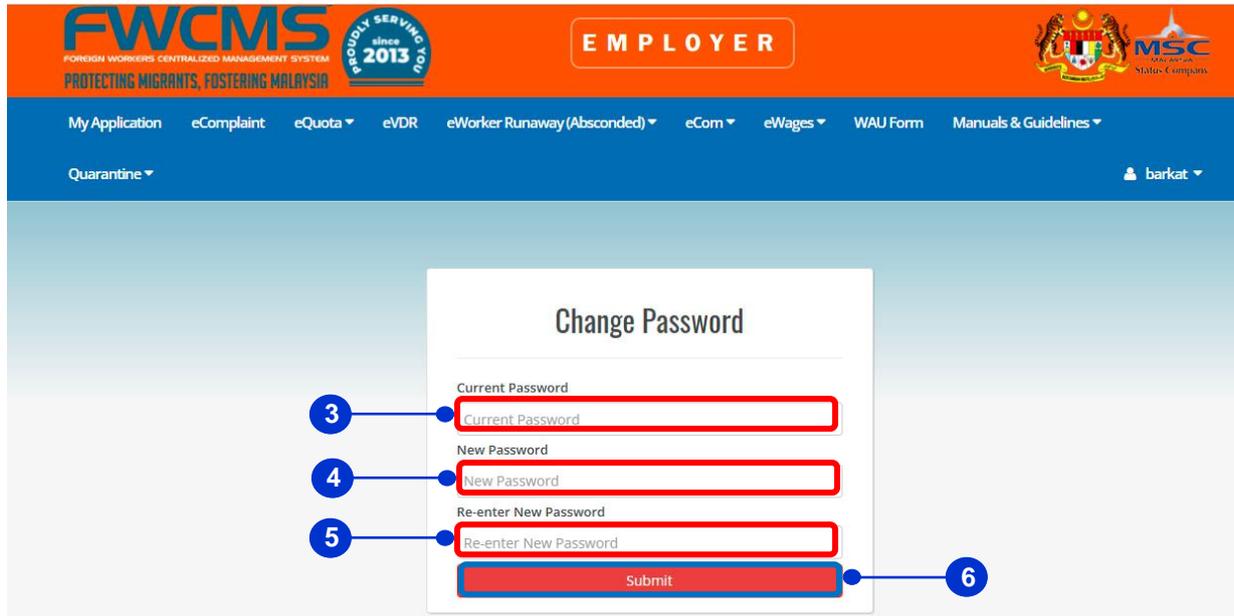
To change existing password into new password:

1. Click on [ **Welcome <<username>>** ] section located at the top right corner of the screen.
2. Click on [ **Change Password** ] option.



Screenshot 22 : Change Password Menu

3. Key-in Current Password in the [ **Current Password** ] field.
4. Key-in New Password in the [ **New Password** ] field.
5. Key-in again the new password in the [ **Re-enter New Password** ] field.
6. Click [ **Submit** ] button.



Screenshot 23 : Change Password Screen



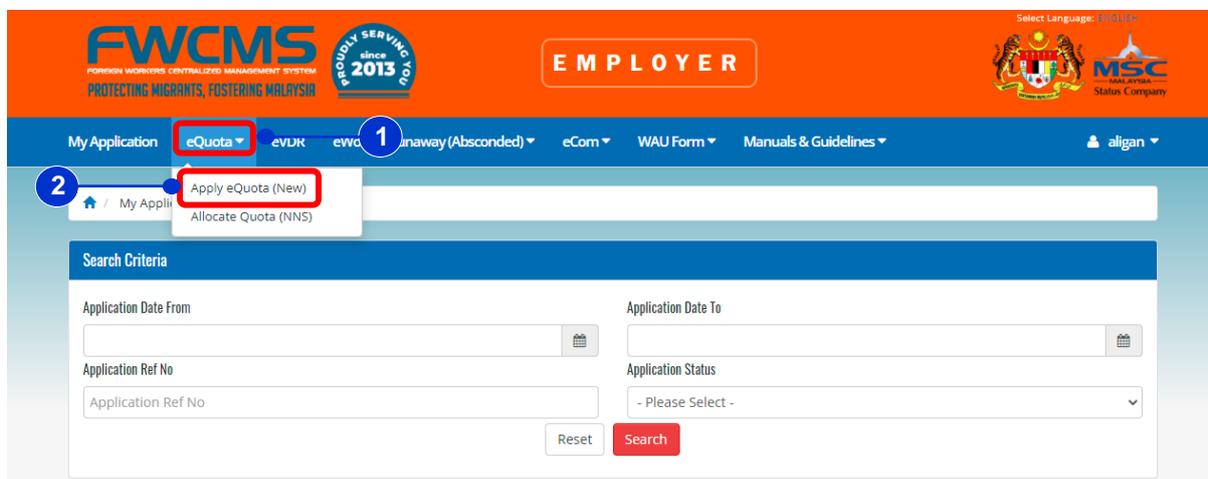
## 10 Landing Page of employer Portal

Upon successfully logged in into Employer Portal, employer will be re-directed to Employer Landing Page which consist of several sections as listed below.

1. My Application
2. eQuota
3. eEmbassy
4. eVDR
5. eWorker Runaway (Absconded)
6. eCom
7. WAU Form
8. Manuals & Guidelines

### 10.1 How to Apply eQuota: [ Sector Information] Tab

1. Select [ eQuota] menu in the menu section.
2. Select [ Apply eQuota (New)] menu to start applying.



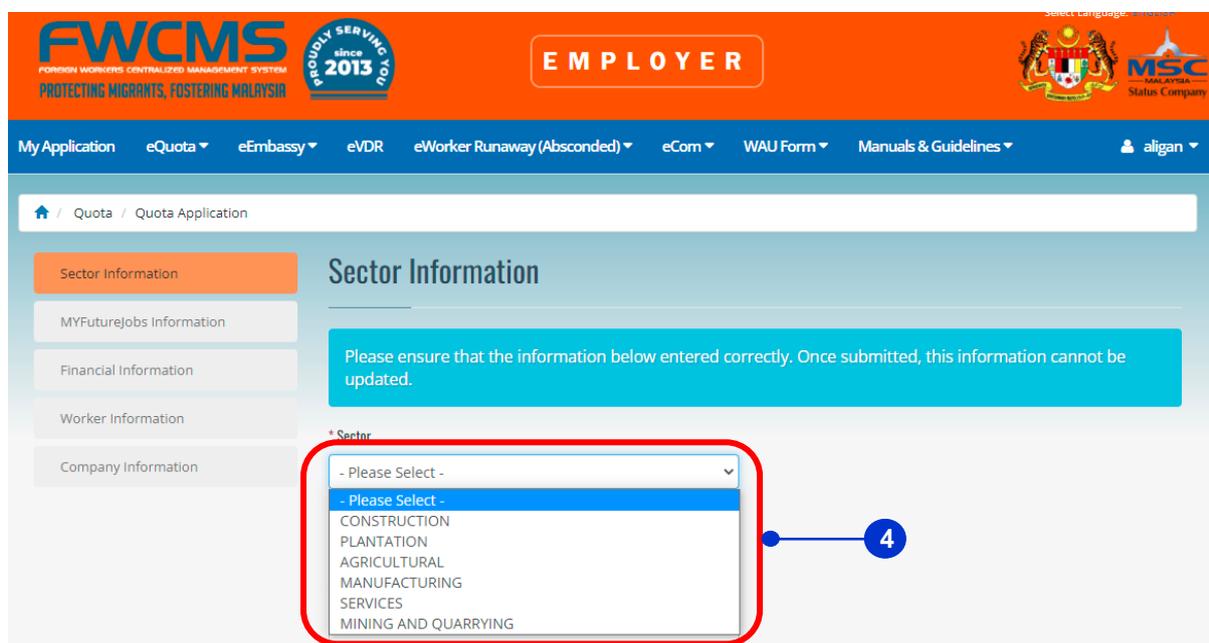
Screenshot 24 : eQuota Menu

3. By default [ Sector Information] tab will be highlighted for employer to make selection on which sector the quota is applied for.



Screenshot 25 : Sector Information Tab

4. At Sector Information, you may need to choose any sector that you want to apply for eQuota, and you are required to fill up the details needed follow the requirement for each sector. There are six (6) sectors.



5. Select sector at [ **Sector** ] from drop-down list.
6. Select sub-sector at [ **Sub-Sector** ] from drop-down list.
7. Select job category at [ **Job Category** ] from drop-down list.
8. Relevant Regulatory Agency will be automatically displayed in the [ **Regulatory Agency** ] area according to the selected sector. For this example, MPIC is displayed as its Regulatory Agency for Plantation Sector.
9. Click [ **Save and Continue** ] button.



Home / Quota / Quota Application

Sector Information

MYFutureJobs Information

Financial Information

Worker Information

Company Information

### Sector Information

Please ensure that the information below entered correctly. Once submitted, this information cannot be updated.

\* Sector  
PLANTATION 5

\* Sub-Sector  
PLANTATION 6

\* Job Category  
OIL PALM PLANTATION WORKERS 7

Regulatory Agency  
MPIC 8

Save and Continue > 9

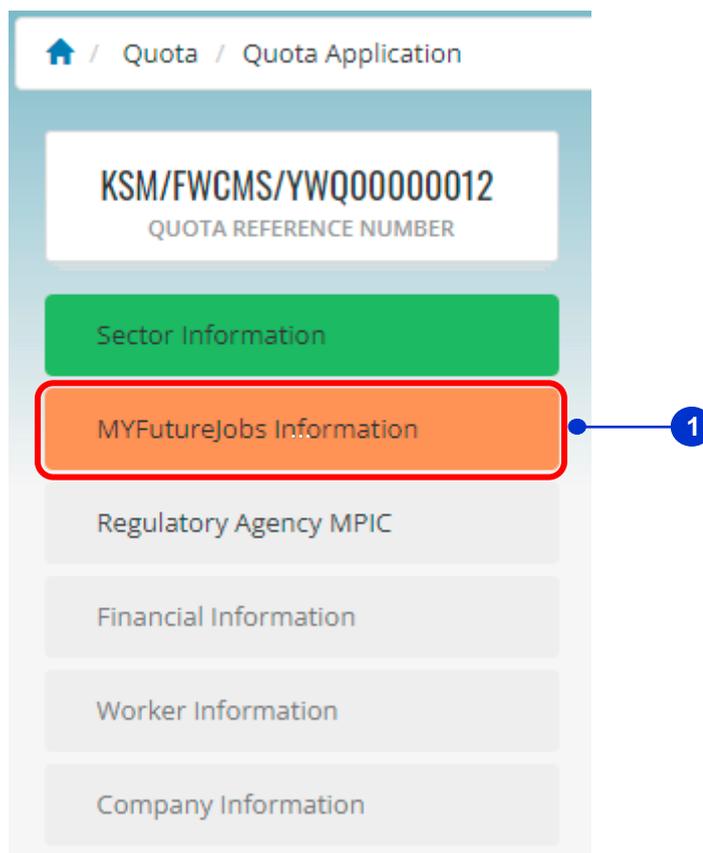
Screenshot 26 : Sector and Sub-Sector Tab

## 10.2 How to Apply eQuota: [ MYFutureJobs Information] Tab

Upon clicking the [ **Save and Continue** ] button, employer will be redirected to relevant [ **MYFutureJobs Information** ] tab. This section is where the employers required to upload relevant documents required by MyFutureJobs.

To fill up required details for [ **MYFutureJobs Information** ] tab,

1. Select [ **MYFutureJobs Information** ] tab (if current screen has yet display the MYFutureJobs Information).



Screenshot 27 : MYFutureJobs Information Tab

2. Key in job advertisement URL link at [ [Job Advertisement URL Link](#) ] field.
3. Key in job title at [ [Job Title](#) ] field.
4. Key in ESCO code at [ [ESCO Code](#) ] field.
5. Upload the Hiring Outcome Report the [ [Hiring Outcome Report](#) ] field.
6. Click [ [Save and Continue](#) ] button to continue to the next section OR
7. Click [ [Back](#) ] button to return to the previous section.



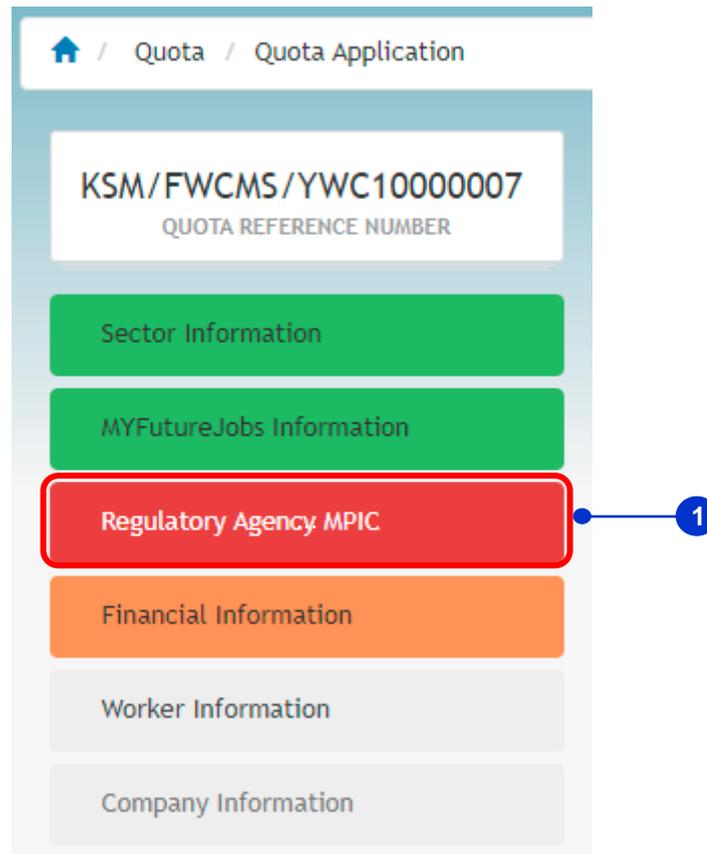
Screenshot 28 : MYFutureJobs Information Menu

### 10.3 How to Apply eQuota: [ Regulatory Agency] Tab

Upon clicking the [ **Save and Continue** ] button, employer will be redirected to relevant [ **Regulatory Agency** ] tab. This section is where the employers required to upload relevant documents required by the Regulatory Agency which different Regulatory Agency will require different types of documents depending on the selected Sector or Sub-Sector (whichever applicable).

To fill up required details for [ **Regulatory Agency** ] tab,

1. Select [ **Regulatory Agency** ] tab (if current screen has yet display the Regulatory Agency).



Screenshot 29 : Regulatory Agency Tab

2. By default, relevant Regulatory Agency Name will be displayed. For this example, **[ MPIC Information ]** will be displayed for Plantation Sector.



Screenshot 30 : MPIC Information

3. The summary of the eQuota Application is also displayed which indicate the following details:
  - **Application Status:** Indicates current application status.
  - **Country:** Indicates from which country the quota is applied for.
  - **Sector:** Indicates type of Sector the quota is applied.
  - **Sub-Sector:** Indicates type of Sub-Sector the quota is applied for.
  - **Job Category:** Indicates type of Job Category the quota is applied for.



APPLICATION STATUS : DRAFT - AGENCY	COUNTRY : NEGARA-NEGARA SUMBER
SECTOR : PLANTATION	SUB-SECTOR : PLANTATION
JOB CATEGORY : OIL PALM PLANTATION WORKERS	NO. OF QUOTA APPLY :

Screenshot 31 : eQuota Application Summary

4. Key in license number at [ **License Number** ] field.
5. Key in license expiry date at [ **License Expiry Date** ] field.
6. Upload the License from Malaysian Palm Oil Board into the [ **License from Malaysian Palm Oil Board** ] field.
7. Click [ **Save and Continue** ] button to continue to the next section OR
8. Click [ **Back** ] button to return to the previous section.

**KDN/SPPA/YW530000003**  
QUOTA REFERENCE NUMBER

**MPIC Information**

APPLICATION STATUS : DRAFT - AGENCY      COUNTRY : NEGARA-NEGARA SUMBER  
SECTOR : PLANTATION      SUB-SECTOR : PLANTATION  
JOB CATEGORY : OIL PALM PLANTATION WORKERS      NO. OF QUOTA APPLY :

License Expiry Date must be value for 90 days.

\* License Number       \* License Expiry Date

\* LICENSE FROM MALAYSIAN PALM OIL BOARD  Select File

Allowed file types are :GIF, JPEG, PNG, .PDF and maximum size of file is 1 Mb

Screenshot 32 : MPIC Required Documents to Upload

### 10.4 How to Apply eQuota: [ **Financial Information** ] Tab

Upon clicking the [ **Save and Continue** ] button from [ **Regulatory Agency** ] tab, employer will be redirected to [ **Financial Information** ] section. This section is where all required EPF statement and latest three months bank statements are required to be uploaded via eQuota Application.

To fill up required details for [ **Financial Information** ] tab,

1. Select [ **Financial Information** ] tab (if current has yet to display the Financial Information).



Home / Quota / Quota Application

KSM/FWCMS/YWC1000007  
QUOTA REFERENCE NUMBER

Sector Information

MYFutureJobs Information

Regulatory Agency MPIC

**Financial Information** 1

Worker Information

Company Information

Screenshot 33 : Financial Information Section

2. Upload the \*Latest 3 Months EPF Statement via the [ \*Latest 3 Months EPF Statement] field.

\* LATEST 3 MONTHS EPF STATEMENT

Select File 2

*Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb*

Screenshot 34 : EPF Statement to Upload

3. For Bank Statement- Account 1 Section, select Bank Name from [ Bank Name ] drop-down list.
4. Key in relevant Account Number into the [ Account No] field.
5. Key in Account Balance for the current month 1<sup>st</sup> Bank Statement at [ Account Balance-January] field.
6. Upload current month 1<sup>st</sup> Bank Statement in the [ Bank Statement] field.
7. Key in Account Balance for the current month 2<sup>nd</sup> Bank Statement at [ Account Balance-November] field.



8. Upload current month 2<sup>nd</sup> Bank Statement in the [ **Bank Statement** ] field.
9. Key in Account Balance for the current month 3<sup>rd</sup> Bank Statement at [ **Account Balance-December** ] field.
10. Upload current month 3<sup>rd</sup> Bank Statement in the [ **Bank Statement** ] field.
11. Click [ **Save and Continue** ] button to continue to the next section OR
12. Click [ **Back** ] button to return to the previous section.

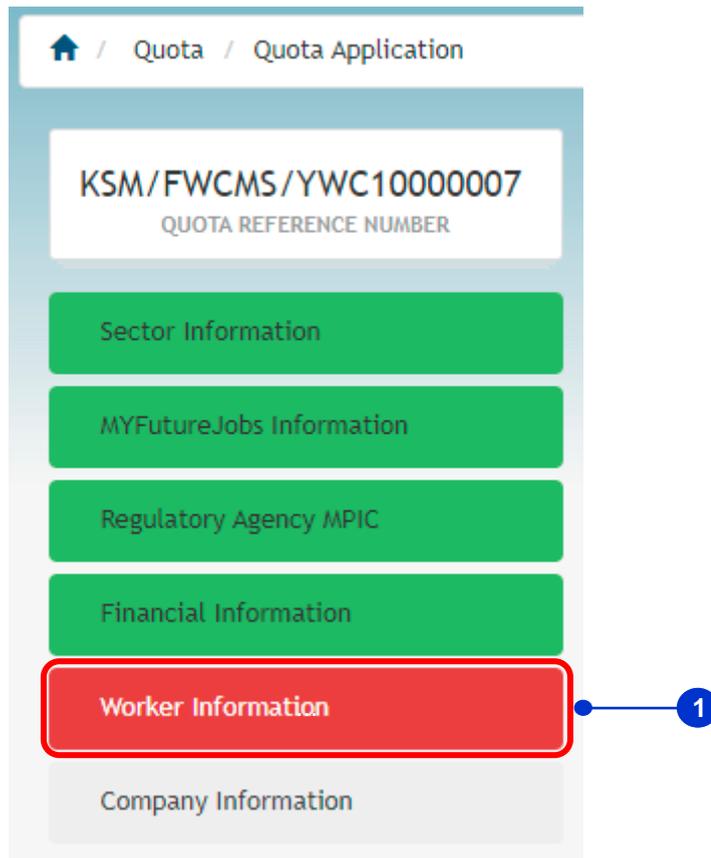
Screenshot 35 : Bank Statement Section

### 10.5 How to Apply eQuota: [ **Worker Information** ] Tab

Upon clicking [ **Save and Continue** ] button from [ **Financial Information** ] tab, employer will be redirected to the from [ **Worker Information** ] section. This section is where all required Worker Details, Supporting Documents, Contract Details, Allowance Details, and Accommodation Facilities are required to be entered via eQuota Application.

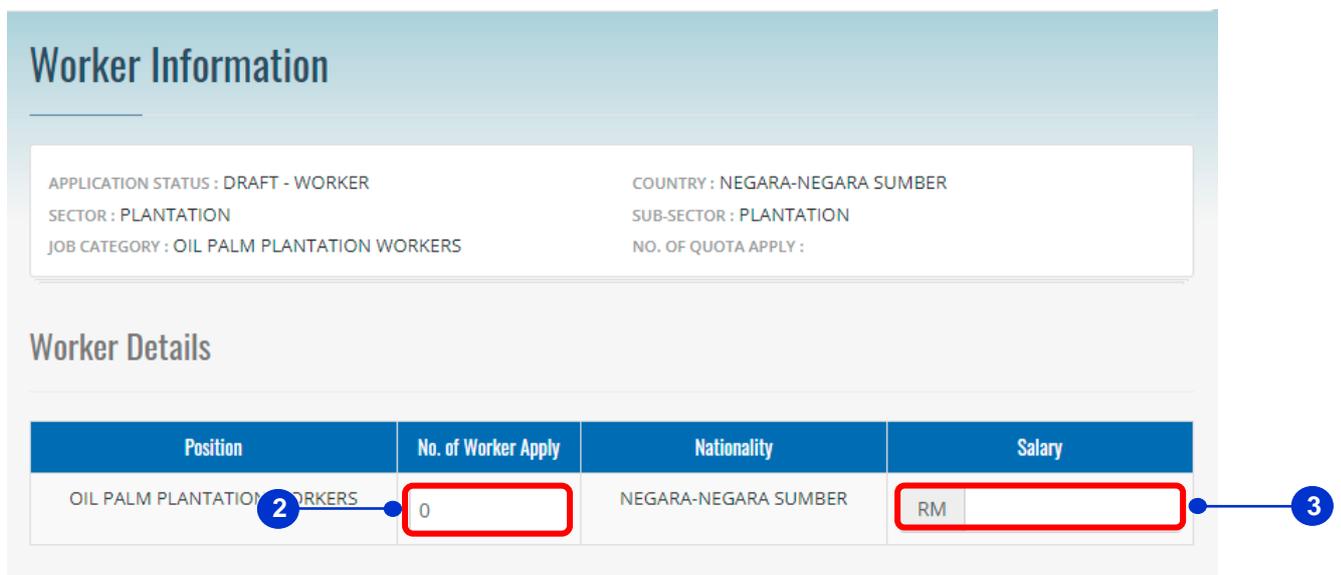
To fill up required details for [ **Worker Information** ] tab,

1. Select [ **Worker Information** ] tab (if current screen has yet to display the Worker Information).



Screenshot 36 : Worker Information Tab

1. Key in the Required Number of Foreign Worker into the [ **No. of Worker Apply** ] field.
2. Key in the Amount of Salary to be given to the foreign worker into the [ **Salary** ] field.



Screenshot 37 : Worker Details Section



- At the Supporting Documents details, upload Employment Contract at **[Employment Contract]** field.
- At the Contract Details, you may need to fill up the **[Worker Age (From)]**, **[Worker Age (To)]**, and **[Period of Contract (Years)]**.

**Supporting Documents**

\* EMPLOYMENT CONTRACT

Select File **4**

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

**Contract Details**

\* Worker Age (From) Range Age: 18-45

\* Worker Age (To) Range Age: 18-45 **5**

\* Period of Contract (Years)

Screenshot 38 : Supporting Documents Section

- At Allowance Details Section, you may need to fill up all the details. Field with \* is Mandatory to be filled.

**Allowance Details**

No.	Type	
1	* <b>Transportation</b>	<input type="radio"/> Provided <input type="radio"/> Not Provided
2	* <b>Accommodation</b>	<input type="radio"/> Provided <input type="radio"/> Not Provided
3	* <b>Food (Per Month)</b>	RM <input type="text"/>
4	OTHER 1	RM <input type="text"/>
5	OTHER 2	RM <input type="text"/>
6	OTHER 3	RM <input type="text"/>

**6**

Screenshot 39 : Allowance Details Section

- At Other Details Section, you may need to fill up the **[Medical Treatment (Per Year)]**, **[Insurance (Salary Deduction Per Month)]**, and **[Government Levy (Salary Deduction Per Month)]**.



**Other Details**

\* Medical Treatment (Per Year) \* Insurance (Salary Deduction Per Month)

RM  RM

\* Government Levy (Salary Deduction Per Month)

RM

Screenshot 40 : Other Details Section

7. At Accommodation Facilities Section, you may need to choose the address at the **[Accommodation Facilities]** from drop-down list.

**\* Accommodation Facilities**

- Please Select -

Screenshot 41 : Accommodation Facilities Section

8. If you choose Others at the Accommodation Facilities Section, you may need to select which type of residential from the **[Residential Type]** from drop-down list for the foreign worker to stay while working at Malaysia.
9. Key in the number of accommodations provided by the employer at **[Quantity]** field.
10. Select which residential status of the provided accommodation from the **[Residential Status]** drop-down list.
11. Select which ownership status of the provided accommodation from the **[Ownership Status]** drop-down list.
12. Key in the address of the provided accommodation at **[Address]** field.
13. Key in the postcode of the provided accommodation at **[Postcode]** field.
14. Select the state of the provided accommodation from the **[State]** from drop-down list.
15. Select the city of the provided accommodation from the **[City]** from drop-down list.



### Accommodation Facilities

\* Residential Type 9

\* Residential Status 11

\* Address 13

\* Quantity 10

\* Ownership Status 12

\* Postcode 14

\* State 15

\* City 16

Screenshot 42 : Accommodation Facilities Section

16. Tick on the Facilities checkboxes that is provided by the employer in the [\[Property Checklist\]](#) Section.

### Property Checklist

(according to Akta Standard-Standard Minimum Perumahan dan Kemudahan Pekerja 1990 (Akta 446))

Covered Space :  17  
 Kitchen :   
 Common Area :   
 Toilet :   
 Bathroom :   
 Single Bed :   
 Closet :

Screenshot 43 : Property Checklist Section

17. At Accommodation Certificate Information, tick on [\[Tick to Enter Certificate of Accommodation\]](#).

### Accommodation Certificate Information

Tick to Enter Certificate of Accommodation 18

Screenshot 44 : Accommodation Certificate Information



18. Key in the certificate serial number at **[Certificate Serial Number]** field.
19. Key in the date to approval of certificate of accommodation at **[Date of Approval of Certificate of Accommodation]** field.
20. Key in the date of expired of certificate of accommodation at **[Date of Expired of Certificate of Accommodation]** field.
21. Upload the certificate of accommodation at **[Certificate of Accommodation]** field.
22. Click **[ Save and Continue]** button to continue to the next section OR
23. Click **[ Back]** button to return to the previous section.

**Accommodation Certificate Information**

Tick to Enter Certificate of Accommodation

\* Certificate Serial Number

\* Date of Approval of Certificate of Accommodation

\* Date of Expired of Certificate of Accommodation

\* CERTIFICATE OF ACCOMMODATION  Select File

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

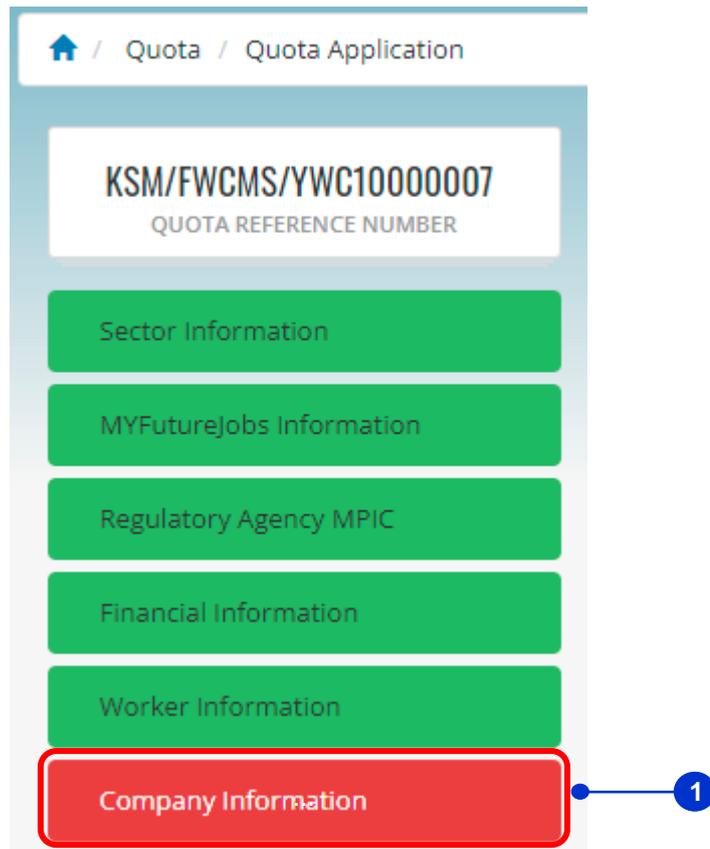
Screenshot 45 : Accommodation Certificate Information Menu

## 10.6 How to Apply eQuota: **[ Company Information]** Tab

Upon clicking **[ Save and Continue]** button from **[ Worker Information]** tab, employer will be redirected to the **[ Company Information]** section. This section will display the relevant Company Details.

To view the Company Details,

1. Select the **[ Company Information]** tab (if current screen has yet to display the Company Information).



Screenshot 46 : Company Information Tab

2. At Company Details Section, you may click any of these tabs [ [Company Information](#), [Share Capital](#), [Directors](#), [Share Holders](#), [Company Changes](#) and [Financial Information](#)] to view the details.



## Company Details

<b>Company/ Employer Name</b> ALIGAN LOGISTICS SDN. BHD.	<b>Employer's Registration Number</b> 740120-T
<b>▼ Company Information</b>	
<b>Company Name</b> ALIGAN LOGISTICS SDN. BHD.	<b>Last Old Name</b> N/A
<b>Date of Change</b>	<b>Employer's Registration Number</b> 740120-T
<b>Registration Date</b> 30/11/0002	<b>Type</b>
<b>Status</b> EXISTING	<b>Company's Address</b> B-5-16, CAPITAL 2 NO. 2, JALAN PJU 1A/7A OASIS SQUARE, OASIS DAMANSARA
<b>Origin</b> MALAYSIA	<b>Business Address</b> B-5-16, CAPITAL 2 NO. 2, JALAN PJU 1A/7A OASIS SQUARE, OASIS DAMANSARA
<b>Nature of Business</b> HIRE OF PLANT AND MACHINERIES AND LOGISTICS SERVICES.	

Screenshot 47 : Company Information



Company/ Employer Name		Employer's Registration Number	
ALIGAN LOGISTICS SDN. BHD.		740120-T	
▶ Company Information			
▼ Share Capital			
Total Authorised (RM) 500,000.00			
	AMT	DIVIDED INTO	NOMINAL VALUE (Sen)
Ordinary	RM 500,000.00	RM 500,000.00	RM 100.00
Preference	RM 0.00	RM 0.00	RM 0.00
Others	RM 0.00	RM 0.00	RM 0.00
Total Issued (RM) 500,000.00			
	CASH	OTHERWISE THAN CASH	NOMINAL VALUE (Sen)
Ordinary	RM 100.00	RM 500,000.00	RM 100.00
Preference	RM 0.00	RM 0.00	RM 0.00
Others	RM 0.00	RM 0.00	RM 0.00

Screenshot 48 : Share Capital

Company/ Employer Name		Employer's Registration Number	
ALIGAN LOGISTICS SDN. BHD.		740120-T	
▶ Company Information			
▶ Share Capital			
▼ Directors			
Name/Address	IC/Passport	Designation	Date of Appointment
WORKER NAME : MOHAMED IZHAM BIN HAMZAH ADDRESS : LOT 185, BATU 13 JALAN SEREMBAN-KUALA LUMPUR STAFFIELD COUNTRY RESORT 71700 NEGERI SEMBILAN	631230025061	Director	28/03/2008
WORKER NAME : LIM KENG HENG ADDRESS : 13 JALAN PUCHONG UTAMA 7D TAMAN TASIK PRIMA N/A 47100 SELANGOR	720617015241	Director	19/06/2013
WORKER NAME : GOH KEE HAI ADDRESS : 148-1-2, VILLA FLORA CONDOMINIUM JALAN BURHANUDDIN HELMI TAMAN TUN DR ISMAIL 60000 WP KUALA LUMPUR	400224085035	Secretary	07/07/2006

Screenshot 49 : Directors Details



<b>Company/ Employer Name</b>	<b>Employer's Registration Number</b>	
ALIGAN LOGISTICS SDN. BHD.	740120-T	
▶ Company Information		
▶ Share Capital		
▶ Directors		
▼ Share Holders		
<b>IC/Passport/Company No</b>	<b>Name/Company Name</b>	<b>Total of Share</b>
707840D	ALIGAN HOLDINGS SDN. BHD.	RM 500,000.00
▶ Company Charges		
▶ Financial Information		

Screenshot 50 : Share Holders

<b>Company/ Employer Name</b>	<b>Employer's Registration Number</b>
ALIGAN LOGISTICS SDN. BHD.	740120-T
▶ Company Information	
▶ Share Capital	
▶ Directors	
▶ Share Holders	
▼ Company Charges	
Charge Number	: 001
Total of Charge	: RM 120,000.00
Date of Creation	: 10/02/2022
Name of Chargee	: AFFIN BANK BERHAD
Charge Status	: UNSATISFIED
▶ Financial Information	

Screenshot 51 : Company Charges



Financial Information	
Auditor ADRIANYEO PLT (LLP0003457-LCA)	Auditor Address 63B, JALAN SS 25/2 63B, JALAN SS 25/2 TAMAN BUKIT EMAS N/A 47301
Exempt Private Company 00-00-0000	Financial Year end 31/12/2019
Unqualified Report (Y/N) Yes Consolidated accounts (Y/N) No	Status Existing
Date of Tabling 28/09/2020	
<b>BALANCE SHEET ITEMS</b>	
Non-Current Assets RM 295,064.00	Current Assets RM 14,815,050.00
Non-Current liabilities RM 79,283.00	Current Liabilities RM 7,289,947.00
Share Capital RM 500,000.00	Current Reserves RM 0.00
Minority Interests RM 0.00	
<b>INCOME STATEMENT ITEMS</b>	
Revenue RM 4,202,464.00	Profit/ (loss) before tax RM 17,518.00
Profit/ (loss) after tax RM 16,505.00	Net Dividend RM 0.00
Minority Interests RM 0.00	

Screenshot 52 : Financial Information

3. Select the address from the [ Place of Work] field OR

**\* Place Of Work**

-Select Place of Work- ▼

-Select Place of Work-  
30-1, BANGUNAN MARA, JALAN TUNKU ABDUL RAHMAN

B-5-16, CAPITAL 2, NO. 2, JALAN PJU 1A/7A, OASIS SQUARE, OASIS DAMANSARA

Others

3

Screenshot 53 : Address – Place of Work



- Key in new address for the Place of Work by selecting [ **Others** ] option from the [ **Place of Work** ] field.

Screenshot 54 : Other Address – Place of Work

- If you choose to key in new address for the Place of Work, you may need to key in address at [ **Address** ] field.
- Key in the postcode at [ **Postcode** ] field.
- Select the state from the [ **State** ] drop-down list.
- Select the city from the [ **City** ] drop-down list.
- Key in the district at [ **District** ] field.

Screenshot 55 : New Address – Place of Work

- At the Activity Information Section, you may need to fill up the [ **Land Area (Hectare)** ] and [ **Total Planted Area** ].
- At the Last Year Output Value Section, you may need to fill up the [ **Ton/ Unit** ] and [ **Sales Value (RM)** ].



### Activity Information

No.	Crops Type	Land Area (Hectare)	Total Planted Area
1	PALM TREE	<input type="text"/>	<input type="text"/>

10

### Last Year Output Value

Ton / Unit	Sales Value (RM)
<input type="text"/>	RM <input type="text"/>

11

Screenshot 56 : Activity Information Section

12. At Sub-Contractor Information Section, you may add the Sub-Contractor Information by click on [  ] button.

### Sub-Contractor Information

No.	ROC Number	Company Name	Type of Work	
No data available in table				

12

Screenshot 57 : Sub-Contractor Section

13. Key in company name at [Company Name] field.

14. Key in work type at [Work Type] field.

15. Key in ROC number at [ROC Number] field.

16. Click on [Add] button.

### Sub-Contractor / Contract Out Details

* Company Name	<input type="text"/>	* Work Type	<input type="text"/>
* ROC Number	<input type="text"/>		

13      14

15

Cancel   

16

Screenshot 58 : Sub-Contractor Section



17. Key in the number of current manpower at **[Local Worker]** column by its relevant gender columns.
18. Key in the number of current manpower at **[Foreign Worker]** column by its relevant gender columns.
19. Overall number of current manpower will be automatically calculated in the **[Total]** field.

**Current Manpower**

Job Category	Local Worker		Foreign Worker	
	Male	Female	Male	Female
OIL PALM PLANTATION WORKERS	2	0	2	0
Subtotal	2	0	2	0
Total			4	

Screenshot 59 : Current Manpower Section

20. Key in the number of current manpower details at **[Local Worker]** column by its relevant gender columns.
21. Key in the number of current manpower details at **[Foreign Worker]** column by its relevant gender columns.
22. Overall number of current manpower details will be automatically calculated in the **[Total]** field.



**Current Manpower Detail**

Job Category	Local Worker		Foreign Worker	
	Male	Female	Male	Female
ADMINISTRATIVE AND MANAGEMENT	1	0	0	0
PROFESSIONAL	0	0	0	0
TECHNICIANS, SUPERVISORS & RELATED WORK	0	0	0	0
CLERICAL WORK	0	0	0	0
SKILLED AGRICULTURE & FISHERIES WORK	0	0	0	0
CARPENTRY & RELATED JOBS	0	0	0	0
OPERATORS & INSTALLATION LOGS & MACHINERY	0	0	0	0
GENERAL WORKERS	0	0	0	0
Subtotal	1	0	0	0
			Total	1

Screenshot 60 : Current Manpower Detail

### 10.6.1 Supporting Documents Section

There are three (3) type of land that may need you to upload the Supporting Document: -

1. Land Belongs to Parent/ Spouse
2. Own Land
3. Other



### 10.6.1.1 Land Belongs to Parent/ Spouse

1. Upload [**\*Birth Cert (If belongs to Parent)**] or [**Marriage Cert (If belongs to Spouse)**].
2. Upload [**\*Approval Letter From Land And Mines Office**].
3. Upload [**\*Summary Statement of Land Lots**] where the Statement Format can be download from MOHA Portal.
4. Upload [**\*Lease Agreement Exceeding 3 Years (Stamped)**] and [**Certificate Landowner Grants (Not More Than 1 Year)**] or [**Official Search Certificate**].
5. Upload [**Others Document**] if necessary.
6. Click [**Save and Continue**] button to continue to the next section OR
7. Click [**Back**] button to return to the previous section.

**Note:** Field with \* is Mandatory to be filled.



**Supporting Documents**

Land Belongs to Parent/Spouse
  Own Land
  Others

\* BIRTH CERT (If Land belongs to Parents) or MARRIAGE CERT (If Land belongs to Spouse) / *Sijil Lahir Ibubapa (Jika tanah adalah kepunyaan ibubapa) atau Sijil Perkahwinan Pasangan (Jika tanah adalah kepunyaan pasangan)*

1

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

\* APPROVAL LETTER FROM LAND AND MINES OFFICE / *Surat Kelulusan dari Pejabat Tanah dan Galian*

2

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

\* SUMMARY STATEMENT OF LAND LOTS (Statement Format can be download from MOHA Portal) / *Penyata ringkasan lot tanah - Format penyata boleh dimuat turun di laman Portal KDN*

3

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

\* LEASE AGREEMENT EXCEEDING 3 YEARS (Stamped) and CERTIFICATE LANDOWNER GRANTS (Not more than 1 year)/ OFFICIAL SEARCH CERTIFICATE / *Perjanjian Sewa Pajak yang melebihi 3 tahun yang telah disetemkan dan Salinan Geran Pemilik Tanah yang disahkan (Tidak Melebihi 1 tahun) oleh Jabatan Perhutanan Negeri/ Sijil Carian Rasmi yang terkini*

4

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

OTHERS DOCUMENT 1 / *Lain – lain Dokumen Berkaitan 1*

5

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

OTHERS DOCUMENT 2 / *Lain – lain Dokumen Berkaitan 2*

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

OTHERS DOCUMENT 3 / *Lain – lain Dokumen Berkaitan 3*

Allowed file types are .GIF, .JPEG, .PNG, .PDF and maximum size of file is 1 Mb

7   6

Screenshot 61 : Supporting Documents- Land Belongs to Parent/ Spouse

### 10.6.1.2 Own Land

1. Upload [**\*Land Grants (If own land)**].
2. Upload [**\*Approval Letter From Land And Mines Office**].
3. Upload [**\*Summary Statement Of Land Lots**] where the Statement Format can be download from MOHA Portal.
4. Upload [**\*Lease Agreement Exceeding 3 Years (Stamped)**] and [**Certificate Landowner Grants (Not More Than 1 Year)**] or [**Official Search Certificate**].
5. Upload [**Others Document**] if necessary.
6. Click [**Save and Continue**] button to continue to the next section OR



7. Click **[Back]** button to return to the previous section.

**Note:** Field with \* is **Mandatory** to be filled.

Screenshot 62 : Supporting Documents- Own Land

### 10.6.1.3 Other

1. Upload **[\*Approval Letter From Land And Mines Office]**.
2. Upload **[\*Summary Statement Of Land Lots]** where the Statement Format can be download from MOHA Portal.
3. Upload **[\*Lease Agreement Exceeding 3 Years (Stamped)]** and **[Certificate Landowner Grants (Not More Than 1 Year)]** or **[Official Search Certificate]**.
4. Upload **[Others Document]** if necessary.



5. Click **[Save and Continue]** button to continue to the next section OR
6. Click **[Back]** button to return to the previous section.

**Note:** Field with \* is Mandatory to be filled.

Screenshot 63 : Supporting Documents- Other

### 10.7 How to Apply eQuota: [ Application Summary] Tab

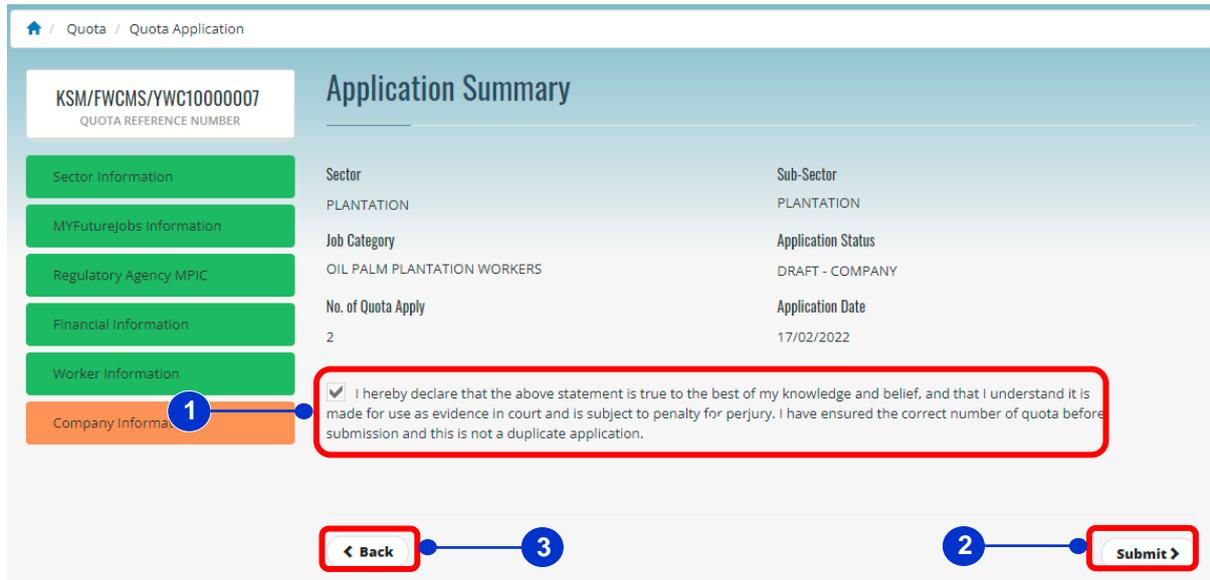
Employer will be redirected to the [ Application Summary] section upon completion of each tab required for quota application and it ready for submission. Once submitted, the quota application will be processed accordingly.

To submit the quota application,

1. Click on **[ Declaration]** checkbox to verify the information entered for this quota application is true and valid.
2. Click on **[ Submit]** button to submit the quota application OR

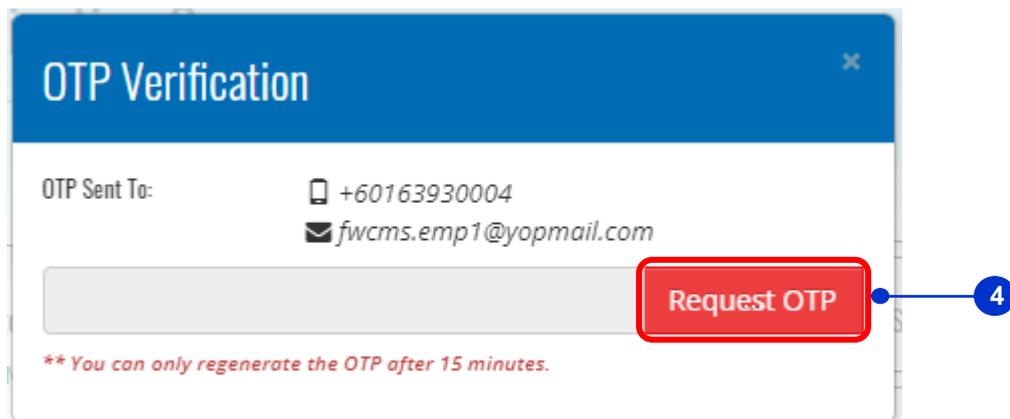


3. Click on [ **Back** ] button to return to the previous screen.



Screenshot 64 : Application Summary- Declaration

4. OTP Verification pop-up window will be appeared upon clicking the Submit button. Click on [ **Request OTP** ] button to request for One Time Password (OTP) to proceed with the quota application. OTP will be sent via email or via registered mobile phone belongs to the employer who applied the quota.



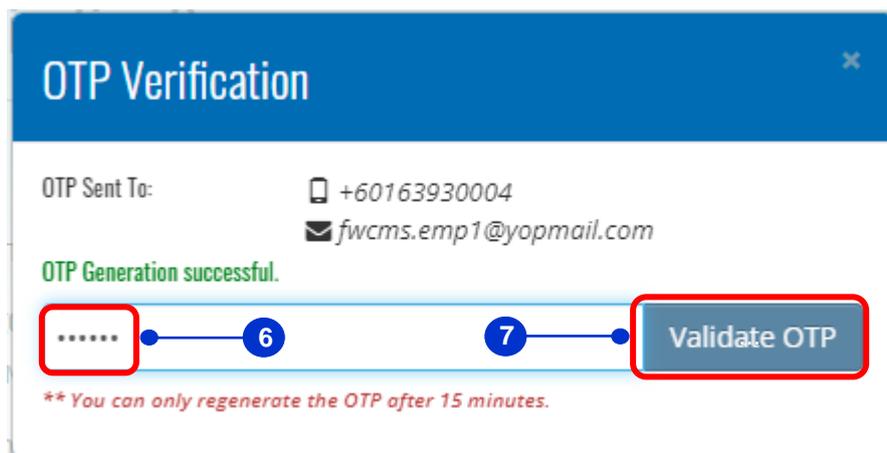
Screenshot 65 : OTP Verification- Request OTP

5. You may copy the OTP given as stated in the email.



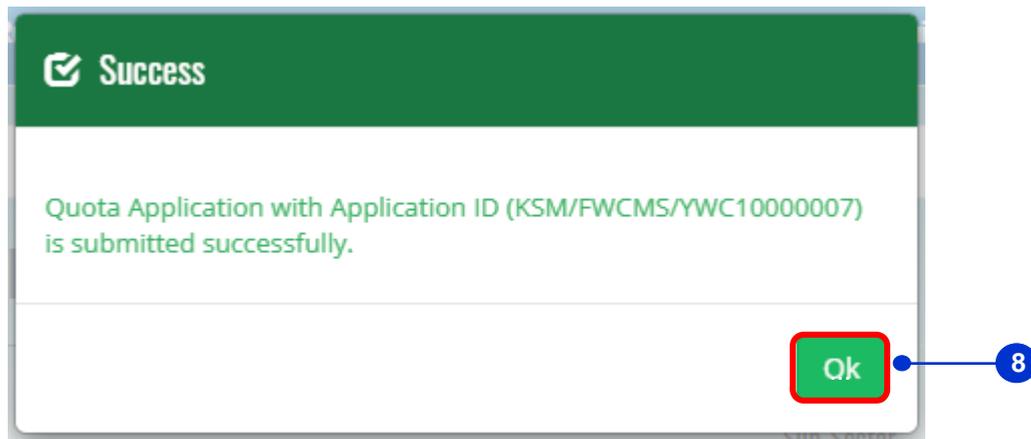
Screenshot 66 : OTP Sent via Email

6. Paste the copied OTP into the [ **OTP Verification** ] field.
7. Click on [ **Validate OTP** ] button to validate the entered OTP.



Screenshot 67 : OTP Verification – Validate OTP

8. Screen will be presented with the success notification, simply click on [ **Ok** ] button.



Screenshot 68 : Success Notification – Submitted

9. Email entitled [ **Quota Application Submitted** ] will be sent to the employer for reference.

10. A summary of quota application details will be stated in the email.



Screenshot 69 : eQuota Application Summary



## 11 Addendum

After successful screening, employer will receive an interview slip via email from FWCMS. Employers need to bring the **interview slip** (attach together with the email) during the interview at OSC KDN. The employer is also required to bring along the **original documents** that have been listed in the interview slip.

INTERVIEW SLIP SLIP TEMUDUGA	
 	
<b>Quota Application Detail / Maklumat Permohonan Kuota</b>	
Quota Reference No. / No. Rujukan Kuota	: KSMFWCMS/YUF5000013
Company Registration No. / No. Pendaftaran Syarikat	: 734591-H
Company Name / Nama Syarikat	: SMART PRINT & PACKAGING SDN. BHD.
Sector / Sektor	: MANUFACTURING
Sub-Sector / Sub-Sektor	: MANUFACTURING
Job Category / Kategori Pekerjaan	: FACTORY WORKER
Country / Negara	: NEGARA-NEGARA SUMBER
Applied Date / Tarikh Permohonan	: 02 MARCH 2022
Applicant Name / Nama Pemohon	: SMART PRINT & PACKAGING SDN. BHD.
No. of Quota Applied / Bil. Kuota Yang Dipohon	: 25
<b>Interview Details / Maklumat Temuduga</b>	
Date / Tarikh	: 11 MARCH 2022
Time / Masa	: 8.30 AM – 12.00 PM (FIRST COME, FIRST SERVE BASIS)
	<b>Remarks :</b> Cut-off time for queue number at OSC KDN:
	i. Monday - Thursday : Before 12 noon
	ii. Friday: Before 11 am
Venue / Lokasi	: PUSAT KELLULUSAN SETEMPAT PEKERJA ASING (ONE STOP CENTRE), BAHAGIAN PENGURUSAN PEKERJA ASING, KEMENTERIAN DALAM NEGERI, BLOK D9, TINGKAT 5, KOMPLEKS D, PRESINT 1, PUSAT PENTADBIRAN KERAJAAN PERSEKUTUAN 62546, WILAYAH PERSEKUTUAN, PUTRAJAYA.
<b>Note :</b>	
1. Failure to do so will result as you are absent and your application might be rejected.	
2. Please bring original and related documents for the interview. Failure to bring the documents would result in rejection of your quota application.	
3. Terms and Conditions for Company PIC:	
- Must be from management team of the company	
- Name must be listed in latest EPF Statement	
- Identity Card must be provided	
- Representation Letter from employer must be signed by the management of the company	
4. Supporting Documents must be compiled using comb-binding in the order list as below.	
<b>Catatan :</b>	
1. Kegagalan akan menyebabkan anda dikira tidak hadir.	
2. Sila bawa dokumen asal dan berkaitan semasa temuduga. Kegagalan membawa dokumen yang lengkap akan menyebabkan kuota anda dibatalkan.	
3. Syarat-Syarat Bagi Wakil Syarikat:	
- Terdiri dari peringkat pengurusan syarikat	
- Nama tersenarai di dalam Penyata Caruman KWSP terkini	
- Kad Pengenalan pemohon	
- Surat Peneakilan dari majikan (Ditandatangani oleh Pihak Pengurusan Syarikat)	
4. Dokumen sokongan hendaklah dijilidkan menggunakan comb-binding mengikut susunan senarai di bawah.	
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 <b>INTERVIEW SLIP</b> SLIP TEMUDUGA		 FREEDOM MOVING, FUTURE BEYOND
1. OWNER OR DIRECTOR MYKAD / MyKad Pemilik atau Pengerah Syarikat	<input type="checkbox"/>	
2. APPLICANT OR PIC MYKAD / MyKad Pemohon atau Wakil Syarikat	<input type="checkbox"/>	
3. LATEST PAYSIP FOR CURRENT LOCAL AND FOREIGN WORKER / Penyata Gaji Terkini bagi Pekerja Tempatan dan Asing	<input type="checkbox"/>	
4. REPRESENTATION LETTER FROM EMPLOYER / Surat Perwakilan dari majikan	<input type="checkbox"/>	
5. ADDITIONAL DOCUMENTS REQUIRED BY JTK(Refer to attachment for details) / dokumen tambahan yang diperlukan oleh JTK	<input type="checkbox"/>	
6. HIRING OUTCOME REPORT / Laporan Pengambilan Pekerja	<input type="checkbox"/>	
7. MITI LICENSE / LESEN MITI	<input type="checkbox"/>	
8. PBT LICENSE / LESEN PBT	<input type="checkbox"/>	
9. LATEST 3 MONTHS EPF STATEMENT / 3 BULAN TERKINI PENYATA KWSP	<input type="checkbox"/>	
10. BANK STATEMENT / PENYATA BANK	<input type="checkbox"/>	
11. BANK STATEMENT / PENYATA BANK	<input type="checkbox"/>	
12. BANK STATEMENT / PENYATA BANK	<input type="checkbox"/>	
13. EMPLOYMENT CONTRACT / KONTRAK PEKERJAAN	<input type="checkbox"/>	
14. BROCHURE/PAMPHLET RELATED TO PRODUCT(S) / RISALAH PRODUK / MESIN / PREMIS	<input type="checkbox"/>	
15. K2/ ZB1 Form / Borang K2/ ZB1	<input type="checkbox"/>	
16. PICTURES OF PREMISE (Front View) / GAMBAR PREMIS (BAHAGIAN DEPAN DENGAN PAPAN TANDA)	<input type="checkbox"/>	
17. PICTURES OF PREMISE (Inside View) / GAMBAR PREMIS (RUANG DALAM (PEJABAT/MESIN/DAPUR/KERUSIMEJA etc.))	<input type="checkbox"/>	
18. Export Summary *(based on latest audited financial report) / Rumusan Ekspor *(berdasarkan laporan kewangan terbaru yang telah diaudit)	<input type="checkbox"/>	
19. BROCHURE/PAMPHLET RELATED TO MACHINE / RISALAH BERKAITAN MESIN	<input type="checkbox"/>	

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**INTERVIEW SLIP**  
SLIP TEMUDUGA



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**ADDITIONAL DOCUMENTS REQUIRED BY JTK / DOKUMEN SOKONGAN YANG DIPERLUKAN OLEH JTK**

**DOCUMENTS RELATED TO LABOR / DOKUMEN- DOKUMEN BERKAITAN PERNBURUHAN**

<p>(a) <b>Agreement/ Service Contract given to employees (3 local workers &amp; 3 foreign workers - for the lowest position in the company)</b> / <i>Pajakan/ Kontrak Perkhidmatan yang diberikan kepada pekerja yang dipanggil (Peraturan 8, Peraturan-peraturan Kerja 1957), (3 orang pekerja tempatan &amp; 3 orang pekerja asing - bagi jawatan terendah di dalam syarikat)</i></p>	<input type="checkbox"/>
<p>(b) <b>Payslip. (Latest 3 months for 3 local workers &amp; 3 foreign workers for the employees selected in (a))</b> / <i>Pernyata Gaji Pekerja (Peraturan 9, Peraturan-peraturan Kerja 1957), (3 bulan terkini bagi 3 orang pekerja tempatan &amp; 3 orang pekerja asing bagi pekerja sama yang dipilih di para (a))</i></p>	<input type="checkbox"/>
<p>(c) <b>Payroll summary (last 3 months)</b> / <i>Ringkasan Payroll (Peraturan 9, Peraturan-peraturan Kerja 1957) (3 bulan terkini)</i></p>	<input type="checkbox"/>
<p>(d) <b>Bank instruction for payment of employees salary (last 3 months)</b> / <i>Surat arahan bank bagi bayaran gaji pekerja (Peraturan 25, Akta Kerja 1955) (3 bulan terkini)</i></p>	<input type="checkbox"/>
<p>(e) <b>List of Public Holidays held by the company for current year</b> / <i>Senarai Cuti Umum yang ditetapkan oleh syarikat bagi tahun semasa (Sekyen 60D Akta Kerja 1955)</i></p>	<input type="checkbox"/>
<p>(f) <b>Foreign workers insurance policy</b> / <i>Polisi insuran pekerja asing (Sekyen 26 Akta Pampasan Pekerja 1952)</i></p>	<input type="checkbox"/>
<p>(g) <b>Overtime records performed by employees. (Latest 3 months records &amp; the formula use for the overtime calculation for all employees) and</b> / <i>Rekod kerja lebih masa yang dilakukan pekerja. (3 bulan terkini beserta formula pengiraan kerja lebih masa bagi semua pekerja) dan</i></p>	<input type="checkbox"/>
<p>(h) <b>Permit issued by the Department of Labor of Peninsular Malaysia (e.g. allowance deduction / overtime/ late salary / permanent shift)</b> / <i>Permit-permit yang dikeluarkan oleh Jabatan Tenaga Kerja Semenanjung Malaysia (contoh permit potongan gaji/kerja lebih masa/waktu kerja malam/gaji lewat/IF tetap)</i></p>	<input type="checkbox"/>

**DOCUMENTS RELATED TO WORKER'S ACCOMMODATION / DOKUMEN- DOKUMEN BERKAITAN PENGINAPAN PEKERJA**

<p>(a) <b>CF issued by the Department of Labor of Peninsular Malaysia (for Plantation / Agriculture Sector which exceeds 20 hectares or Mining Sector) or</b> / <i>Sjil Lajak Menduduki (CF) yang dikeluarkan oleh Jabatan Tenaga Kerja Semenanjung Malaysia (bagi Sektor Pertidangan/Pertanian yang melebihi 20 hektar atau Sektor Pertambangan) atau</i></p>	<input type="checkbox"/>
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**INTERVIEW SLIP**  
SLIP TEMUDUGA



(b) **Foreign Worker accommodation Support Letter issued CIDB (for Construction Sector) or** / Surat sokongan penginapan pekerja asing yang dikeluarkan oleh Bahagian Kualiti & Keselamatan Pembinaan, Lembaga Pembangunan Industri Pembinaan Malaysia (CIDB) (bagi Sektor Pembinaan) atau

(c) **CCC or Building Permit Approval (for temporary residential buildings) or approval of change of use of buildings from non-residential buildings to residential purposes issued by local authorities (for sectors other than Plantation / Agriculture that exceeds 20 hectares or Mining Sector or Construction Sector) or** / Sijil Penukuan Siap dan Pemudahan / Certificate of Completion and Compliance (CCC) atau kelulusan Permit Bangunan (bagi bangunan kediaman sementara) atau kelulusan menukar kegunaan bangunan daripada bangunan bukan kediaman kepada bangunan untuk tujuan kediaman yang dikeluarkan oleh Pihak Berkuasa Tempatan (selain daripada Sektor Perladangan/Pertanian yang melebihi 20 hektar atau Sektor Perombongan atau Sektor Pembinaan) atau

(d) **Rental agreement between employer and landlords (if residence provided is rented) and** / Pejanjian sewa antara majikan dan pemilik rumah (jikalau kediaman yang disediakan disewa) dan

(e) **Picture of the whole house, living room, kitchen area, bathroom, toilet and bedroom.** / Gambar rumah lalu keseluruhan rumah, ruang tamu, ruang dapur, bilik mandi, tandas dan bilik tidur.

**DOCUMENTS RELATED TO TANDATANGAN AKU JANJI MAJIKAN (Original & Copy) /**  
**DOKUMEN BERKAITAN TANDATANGAN AKU JANJI MAJIKAN (Asli & Salinan)**

(a) **Copy of identification card of company owner / partner / chairman or secretary (co-operative)** / Salinan Kad pengenalan pengarah urusan syarikat/bank kongsi/pemilik/pengerusi atau sekutu/ahli koperasi

(b) **Form 49 / Form B & D from SSM or Certificate from Suruhanjaya Koperasi Malaysia** / Borang 49 SSM / Borang B & D SSM / Sijil dari Pejabat Koperasi

(c) **Employer's Name & address stamp - to use/stamp on the Aku Janji Majikan letter** / Cop nama dan alamat majikan – untuk cop pada dokumen Aku Janji Majikan dan

(d) **Additional documents to be presented during interview if PIC is attending the Interview Letter:** 1. Identification card 2. Latest KWSP statement/ Form B (at least 3 months) 3. Letter of Representation from the Company's Managing Director/ COO/ CEO authorizing the PIC to sign the **Aku Janji Majikan Letter** / Jika mewakili majikan, dokumen tambahan yang perlu dibawa adalah seperti berikut : 1. Kad Pengenalan 2. Penyata caruman KWSP/ Borang B yang terkini (sekurang-kurangnya 3 bulan) 3. Surat Wakil Kuasa (jika wakil) dari Pengarah Urusan Syarikat/ Ketua Operasi Syarikat (COO)/ Ketua Eksekutif Syarikat (CEO) yang memberi kuasa kepada wakil untuk menandatangani surat Aku Janji Majikan.

**Notes from JTK / Nota dari JTK**  
Employers are advised to submit latest job advertisements at JobsMalaysia Portal for the requested job / Majikan juga dinasihatkan untuk membuat pengiklanan terkini di Portal JobMalaysia bagi jawatan yang dipohon.

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<b>INTERVIEW SLIP</b> SLIP TEMUDUGA	
 <small>FREEDOM, HONOUR, INTEGRITY</small>	
<b>Interviewer Section / Seksyen Penemu duga</b>	
Regulatory Agency / Agensi Kawal Selia	KSM
_____	_____
Name :	Name :
Designation:	Designation:
Stamp :	Stamp :
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Screenshot 70 : Interview Slip



## **12 Review and Revision**

The original copy of this Policy, together with all its attachments, shall be reviewed annually or otherwise stated on the “Next Review” field on Document Information page.

The custodian of the document shall examine each procedure to ensure that all information and instructions contained therein are exact and applicable to existing policies and truly reflect the method or operation covered by the procedure.

If a procedure is determined to be in need of revision, the management personnel responsible shall initiate the necessary action to revise the procedure. Otherwise, the reviewer shall authorise continued use of the procedure in accordance with the respective procedure.

## **13 Related Documents – N/A**



## 13 Abbreviations

**Table 2: Abbreviations**

KSM	Kementerian Sumber Manusia
AKS	Agensi Kawal Selia
EPF	Employee Provident Fund
KDN	Kementerian Dalam Negeri
PTK	Pejabat Tenaga Kerja
JTKSM	Jabatan Tenaga Kerja Semenanjung Malaysia
MRB	Malaysia Rubber Board
MITI	Ministry of International Trade and Industry
MPIC	Ministry of Plantation Industries and Commodities
OTP	One Time Password
USR	User Manual
DQ	Data Quality
FWCMS	Foreign Worker Centralised Management System
SSM	Suruhanjaya Syarikat Malaysia
JPN	Jabatan Pendaftaran Negara
JIM	Jabatan Imigresen Malaysia
LHDN	Lembaga Hasil Dalam Negeri
MAFI	Ministry of Agriculture and Food Industries
KPDNHEP	Kementerian Perdagangan Dalam Negeri dan Hal Ehwal Pengguna
MOT	Ministry of Transport
MOTAC	Ministry of Tourism, Arts and Culture
KeTSA	Kementerian Tenaga dan Sumber Asli
CIDB	Construction Industry Development Board



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