

# Procedure

## HOW TO APPLY WAU FORM (WORKER ARRIVAL UPDATE FORM)

- 1 Visit [www.fwcms.com.my](http://www.fwcms.com.my) and click on **'Login / Register'**.

LOGIN/REGISTER

- Employer > Login
- Medical Centrec > New Registration
- Private Employment Agency > Activation

- 2 At the **Employer Login Page**, login using the main account credential.

Login

Username:

Password:

LOGIN

- 3 Select **WAU Form** tab and click on **'Submit Form'**.

Passay eVDR eWorker Runaway (Absconded) eCom WAU Form Manuals & Guidelines

Submit Form

View History

- 4 Key in the eVDR Application No. and click the **'Search'** button. Click on the list of VDR No. to see the worker's list.

Completed VDR List

Search Criteria

Application No.

BPA/PWCMS/ABCD1234567891

Reset Search

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Workers List

Showing Page 1 of 1

Select	Name	Passport No.
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]
<input type="checkbox"/>	[Redacted]	[Redacted]

Confirm the workers' details. Select the workers you wish to apply **WAU Form** for.

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At the **Arrival Details** section, select the PIC. The selected PIC **MUST** be registered in the Immigration System. Then, click **'Submit'** to submit the WAU Form. An approval email will be sent to **the employer's registered e-mail** for clearance process.

Arrival Details

\* PIC Name [Redacted]

\* PIC Mobile No e.g. 0122153956 [Redacted]

\* Date of Arrival [Redacted]

\* Expected Time of Arrival [Choose Time]

\* PIC MyKad No. [Redacted]

\* PIC Email e.g. johndee@abc.com [Redacted]

\* Flight No. [Redacted]

\* Point of Entry [KLIA DUA]

Reset Submit

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The **WAU Form Slip** details will be available in the **employer account**. Bring this WAU Form Slip to the airport for workers' clearance processes.

FWCMS WAU Details

WAU Form No.	Applicant's	Submission by	Submission Date	No. of Worker
[Redacted]	[Redacted]	[Redacted]	15/08/2022	2

Arrival

DC Name [Redacted] DC MyKad No. [Redacted]

PIC MyKad No. [Redacted] PIC Email [Redacted]

Date of Arrival [Redacted] Flight No. [Redacted]

Expected Time of Arrival [Redacted] Point of Entry [Redacted]

Worker List

No.	Name	Passport No.
1	[Redacted]	[Redacted]
2	[Redacted]	[Redacted]

WAU Form submitted [Redacted]

From [Redacted]

To [Redacted]

Date: 2022/08/15 12:20 PM

FOREIGN WORKERS CENTRALIZED MANAGEMENT SYSTEM

FWCMS

Dear FWCMS Tech. Support,

A WAU Form No. [Redacted] has been submitted for your personal. Below is the WAU details.

Employer [Redacted]

WAU No. [Redacted]

PIC Name [Redacted]

PIC IC No. [Redacted]

PIC Mobile No. [Redacted]

PIC Email [Redacted]

Date of Arrival [Redacted]

Flight No. [Redacted]

Expected Time of Arrival: 12:15:00

Arrival: [Redacted]

Origin Country [Redacted]

No. of Worker(s) [Redacted]

Track: [Redacted]

Spore's Administrator