

ADVERTISING EXPATRIATE VACANCIES ON MYFUTUREJOBS

APPLICABLE TO PENINSULAR MALAYSIA AND THE FEDERAL TERRITORIES



1 What is meant by “expatriates” subject to advertising requirements on the MYFutureJobs Portal by PERKESO?

- “Expatriates” subject to advertising requirements on the MYFutureJobs Portal by PERKESO refers to non-citizen workers who wish to be employed by employers, subject to the Employment Pass issued by the Immigration Department of Malaysia (JIM).

2 What is the advertisement requirement for hiring expatriates?

- Effective 1 January 2025, employers intending to hire expatriates must advertise vacancies for at least seven (7) days on the MYFutureJobs Portal, an employment portal under the purview of the Ministry of Human Resources (KESUMA).
- Employers are also required to conduct a localization program, which involves holding interview sessions to prioritize local candidates before the position is filled by an expatriate.
- However, certain expatriate positions are exempted from this requirement. Kindly refer to **Answer No. 20** for details.

3 What is PERKESO Localization Program?

- The Localization Program is an interview initiative aimed at identifying local candidates to fill expatriate positions. The program ensures that employers prioritize local talent before engaging expatriates.
- PERKESO supports employers by facilitating interview sessions and referring suitable local candidates for the positions advertised.

4 What Portal will be used by employers to advertise job vacancies?

- Employers are required to advertise vacancies via www.myfuturejobs.gov.my.
- It is mandatory for employers to complete all job details, including the position name, academic qualifications, basic salary with any additional allowances (if applicable), job scope, skills, and competencies for each job advertisement on the MYFutureJobs Portal.
- Employers must also provide a clear job description outlining the scope of work, skills, and competencies required for each vacancy.

5 What are the responsibilities of the employers before submitting an application for expatriate?

- Employers must be registered with and contribute to PERKESO.

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6 What are the standard regulations of advertisement for employers to adhere?

- Each advertisement on the MYFutureJobs Portal is limited to one job position. Employers are not allowed to advertise multiple positions in one posting. For example, an approved advertisement would be “Senior Human Resource Executive” (one position), while “Senior Human Resource Executive/ Human Resource Manager” (two positions) would be disapproved.
- The job title advertised must be identical to the one submitted to the Approval Agency and the Immigration Department of Malaysia. Different job titles will affect the application process with these agencies.
- Employers must provide detailed job descriptions, including any foreign language requirements (if applicable), to clearly explain the job scope.
- All mandatory information for advertising on the MYFutureJobs Portal must be completed. The advertising user manual can be accessed via the official PERKESO website at www.perkeso.gov.my
- Employers must ensure that all advertising prerequisites for hiring expatriates are met:
 - i. Select “Expatriate Application” from the dropdown menu.
 - ii. Enter the correct number of vacancies in the “Expatriate” field.
 - iii. Provide accurate salary details, including basic salary and any additional allowances (if applicable).
 - iv. State the years of experience required.
- Failure to complete these requirements will result in the advertisement and application data not being processed by PERKESO.
- Job advertisements must be made through the company’s own MYFutureJobs account. Advertising through another company’s account or an agent is **PROHIBITED** as approvals will only be granted to the company that advertised and submitted the application.

7 What are the responsibilities of the employers after advertising vacancies on MYFutureJobs Portal?

- Employers must conduct an interview session with PERKESO after advertising the vacancy.
- Employers may also conduct interviews independently but must **notify PERKESO in writing (via email) at least five (5) days before** submitting the Hiring Outcome Report (HOR).

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- For interviews conducted in collaboration with PERKESO or organized independently, PERKESO officers will assist in conducting the interviews, referring suitable candidates, and verifying the interview sessions.
- As part of early planning, employers are encouraged to conduct interview sessions at least one (1) month before submitting their expatriate employment application.

8 What is the allowed timeframe for employers to conduct the localization program?

- The minimum advertising period on the MYFutureJobs Portal is **seven (7) days**. Interviews may still be conducted after this seven-days period.
- Employers must comply with the requirement to conduct the localization program, which involves interviewing local candidates before uploading the Hiring Outcome Report to obtain the Surat Perakuan Pengiklanan MYFutureJobs.
- Employers must take reasonable measures to ensure interview sessions are thorough and objective to effectively support local talent recruitment.

9 What kind of assistance that employers can obtain from PERKESO when seeking local talent?

- Employers may contact the nearest PERKESO Office to seek assistance in sourcing for local talent and conducting interviews.
- PERKESO officer will contact the employers to offer local talent interview services after the vacancies have been advertised in MYFutureJobs Portal.

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10 What are the next steps for the employer after advertising and conducting interviews?

- Employers must complete the **Hiring Outcome Report (HOR)** after the interview is conducted. The completed HOR must be verified by the PERKESO officer.
- Employers must ensure that the details in the **Hiring Outcome Report (HOR)** are completed and verified with a signature, along with the company's official stamp by the Chief Executive Officer / Managing Director / General Manager / Manager.
- Employers allowed to upload the Hiring Outcome Report (HOR) through MYFutureJobs Portal **after 7th days** of advertising.
- Employers are not required to send the **Hiring Outcome Report (HOR)** through email if the report has been uploaded to the portal.
- Each application will be evaluated according to the vacancy advertising period in the MYFutureJobs Portal and the interview sessions conducted with local candidates.
- Approval from PERKESO will be based on the efforts to hire suitable local talent. Surat Perakuan Pengiklanan MYFutureJobs will be sent to the employer's email from PERKESO via email papd@perkeso.gov.my **within 3 working days** after completed application received by PERKESO.
- Applications will not be processed if any information in the **Hiring Outcome Report (HOR)** is incomplete or inaccurate.

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Example: Scenario 1

Company ABC Sdn Bhd intends to hire an expatriate for the position of Software Engineer with salary RM 15,000. However, the company is not required to advertise the job advertisement on MyFutureJobs Portal and can directly submit the application via ESD (Xpats Gateway) as the position falls under the category of automatic exemption. Positions that qualify for automatic exemption do not require a supporting letter from PERKESO are listed in **Answer No. 20**.

Example: Scenario 2

Company ABC Sdn Bhd intends to hire an expatriate for the position of Senior Engineer with a salary of RM8,000. The company has to go through the job advertisement process on the MyFutureJobs Portal while concurrently submitting the application to the Approving Agency via ESD (Xpats Gateway).

Duration of submitting Hiring Outcome Report (14 days)

Advertisement posted on
MYFutureJobs
(Start)



0

Conducting interview
session with PERKESO
(Day 1-7)



7

Employer received the
"Surat Perakuan Pengiklanan
MYFutureJobs"
(within 3 working days)



10



Employers must upload the Hiring Outcome Report that has been verified by PERKESO officer to MyFutureJobs Portal after the interview session conducted (Day 8)

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11 What actions can PERKESO take if the information provided in the Hiring Outcome Report is found dubious, inaccurate or false?

- PERKESO may take the following actions;
 - i. Reject all expatriate applications submitted by the employer;
 - ii. Revoke approval and invalidate Surat Perakuan Pengiklanan MYFutureJobs issued to the employer via email;
 - iii. Suspend or postpone all expatriate applications until inspectorate reviews are completed;
 - iv. Take legal action through reports to the Royal Malaysia Police (PDRM), Malaysia Anti-Corruption Commission (SPRM) or any other relevant authorities.

12 What are the new changes imply to Surat Perakuan Pengiklanan MYFutureJobs following the integration of the MYFutureJobs Portal and the MyXpats System (Xpats Gateway)?

- Employers using Xpats Gateway system are not required to upload the *Surat Perakuan Pengiklanan* MYFutureJobs in the system when applying for expatriate employment.
- *Surat Perakuan Pengiklanan* MYFutureJobs will be sent automatically to Xpats Gateway System upon completion of the review at PERKESO level.
- However, employers who require approval from the Malaysia Digital Economy Corporation (MDEC) and the Iskandar Regional Development Authority (IRDA) are still required to obtain the *Surat Perakuan Pengiklanan* MYFutureJobs, which will be sent by PERKESO to the employer via the official email address papd@perkeso.gov.my.
- Employers can download the approval letter from MYFutureJobs Portal if needed, before submitting their application to the relevant Approving Agency.

13 Will the actions and efforts for localisation verified by PERKESO affect the decision on expatriate application?

- **Yes.** PERKESO will consider each employer's application based on the results of efforts in collaboration with PERKESO or on the employer's own initiative for hiring local talent.
- The application will not be considered if the employer does not conduct an interview with PERKESO and does not provide prior notification to PERKESO if conducting the interview on their own initiative.

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14 How long is the Surat Perakuan Pengiklanan MYFutureJobs valid for?

- The *Surat Perakuan Pengiklanan* MYFutureJobs is **valid for 6 months** from the date of issuance. Employers need to expedite their application to the relevant Approving Agency or the Immigration Department of Malaysia (JIM) within the validity period of the letter.
- However, if the validity of Surat Perakuan Pengiklanan MyFutureJobs has expired, the employers are required to submit a new application as stated in **Answer No. 10**.

15 Are changes made to the job titles within the same company exempted from re-advertisement?

- Changes in the job title, with or without different job scope, must go through the re-advertising process on the MYFutureJobs Portal for **seven (7) days, along with the steps stated in Answer No. 10**.
- Employers must seek guidance from the Approving Agency or the Immigration Department of Malaysia (JIM) on the procedures and requirements for changing a job title.

16 Do all expatriate's applications need to go through an Approving Agency?

- **Yes.** All applications for expatriate positions must go through the relevant Approving Agency and subsequently through the Immigration Department of Malaysia (JIM) to obtain an Employment Pass.
- Employers must go through the advertising process concurrently on the MYFutureJobs Portal and Xpats Gateway. Employers are encouraged to advertise early to obtain the *Surat Perakuan Pengiklanan* MYFutureJobs.

17 Is re-advertising still required for the purpose of Employment Pass renewal?

- **No.** Employers do not need to re-advertise the vacancy or conduct interviews to renew an expatriate's Employment Pass.
- Employers must directly apply to the Immigration Department of Malaysia (JIM) for the renewal of the Employment Pass.

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18 Are employers allowed to submit appeals if the applications are not supported?

- Yes. Employers can submit an appeal if they have followed the process outlined in **Answer No. 10**.
- Employers can submit appeals via email to papd@perkeso.gov.my
- Documents required for appeal submissions can be referred to **Appendix 6**.

19 Does this policy apply to public-sector employers? Is the government sector also required to advertise job vacancies on the MYFutureJobs Portal if it intends to hire expatriates?

- **Yes.** All departments and agencies in the government sector, including Local Authorities and Statutory Bodies, must advertise vacancies on the MYFutureJobs Portal before hiring any expatriate.
- Positions exempted from advertising are mentioned in **Answer No. 20**.

20 Which positions are exempt from these requirements?

- Senior Management (C-Suite, Directors, etc.)**
High-level executive positions such as the Chief Executive Officer and the Director of Operations and equivalent.
- Positions with salary RM15,000 and above**
Positions where the monthly basic salary is at least RM15,000 and above.
- Representative Office / Regional Office (RERO)**
REROs are established by foreign companies or organizations in Malaysia carrying out certain activities on behalf of their headquarters. REROs do not engage in commercial activities and do not need to be registered under the Companies Act 1965. Employers must receive approval from Approving Agencies before hiring expatriates to staff for REROs.
- Investors / Shareholders / Company Owners**
Investors / shareholders / company owners who hold at least 30% equity and are directly involved in operations, e.g. as an Executive Director.
- Corporate Transfers / Placements / Trade Agreements**
Expatriates who are assigned to work in a Malaysian branch / subsidiary by their parent company for training / exchange / knowledge and experience-sharing purposes.

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vi. International Organisations

Organisations covered under the International Organisation (Privileges and Immunities) Act [Act 485] may appoint expatriates as Foreign Recruited Staff (FRS).

vii. Sport Sector (Athletes)

Foreign athletes recruited to join Malaysian sporting organisations / clubs.

Renewal of the Employment Pass

viii. Employment Pass holders in Malaysia are typically eligible for renewal if they continue to meet the required criteria, including the validity of their current pass and the terms of their employment. If there are no changes in position name, academic qualifications, salary and job scope, **employers may directly apply to the Immigration Department for an extension of the Employment Pass.**

21 Do positions that are automatically exempted still require *Surat Perakuan Pengiklanan* MYFutureJobs?

- **No.** All positions under automatic exemption categories, employers do not need to obtain any supporting documents from PERKESO. Employers may directly proceed with the relevant Approving Agency and Immigration Department of Malaysia (JIM).

22 Does advertising on MYFutureJobs Portal for hiring of foreign workers/ non-resident or expatriates a requirement in Sabah and Sarawak?

- **Yes.** Advertising on MYFutureJobs Portal should also be implemented by employers who wish to hire foreign workers/non-residents and expatriates in Sabah and Sarawak.
- However, employers should refer to the Department of Labour Sabah and Sabah Immigration Department or Department of Labour Sarawak and Sarawak Immigration Department for the hiring application procedures of foreign workers/non-resident and expatriate
- For further inquiries, please refer to the FAQs on PERKESO's official website.

Frequently Asked Questions (FAQs) No. 1 of 2025 is effective from 1st July 2025. For any further enquiries, please contact PERKESO Customer Service at 1-300-22-8000 / 03-8091 5300 or e-mail papd@perkeso.gov.my

PERTUBUHAN KESELAMATAN SOSIAL (PERKESO)
1 JULY 2025

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MYFutureJobs
Your National Employment Services Provider

HIRING OUTCOME REPORT

Note: This report must be submitted after the minimum advertising period of 14 days has ended

A.	Position Title (As posted in MYFutureJobs)	
B.	Company Name	
C.	Company Registration No (SSM/ROB/ROC etc)	
D.	SOCISO Employer Code (If Applicable)	
E.	Employer Mobile No	
F.	Employer Email	
G.	Interview Date & Time	
H.	Interview Location	
I.	Advertisement Link	

NO	NRIC	Name	Mobile No	Email	Gender	Educational Level	Result	Remark (If Failed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

EMPLOYER'S DECLARATION		PERKESO OFFICER'S DECLARATION	
SIGNATURE		SIGNATURE	
<div></div>		<div></div>	
Name		Name	
Position		Position	
Date		Date	
Official Stamp of Employer		Official Stamp of PERKESO Officer	

I declare that all information given above is correct and valid. I truly understand that should there be incorrect or false information in this report, may cause delay in processing or potential rejection of the application.

Note:

- This form must be completed on Microsoft Excel. Please download the Excel file from the PERKESO website.
- The employer must complete the details in all sections (A to I).
- Employers need to list all candidates have been interviewed in the report.
- Employers must ensure that the details in the Hiring Outcome Report are completed and verified with the signature, along with the company's official stamp by the Chief Executive Officer / Managing Director / General Manager / Manager.
- The completed Hiring Outcome Report need to be verified by the PERKESO officer and submit the Hiring Outcome Report to PERKESO via email at paper@perkeso.gov.my

APPENDIX 1

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APPENDIX 2

NO	KEY ACCOUNT OFFICER	EMAIL @perkeso.gov.my	STATE
1.	Abdul Hafidz Bin. Othman	hafidz.othman	Peninsular
2.	Murni Faezah Binti. Jalaluddin	faezah.jalaluddin	
3.	Jasminerah Binti. Abdul Jalil	jasminerah.jalil	
4.	Noor Syazeera Binti. Shahbudin	syazeera.shahbudin	
5.	Nurathikah Binti. Khalid	nurathikah.khalid	
6.	Nur Iqlima Afifah Binti. Mohd Noor	afifah.noor	
7.	Muhammad Afiq Bin. Mohd Shahar	afiq.shahar	
8.	Hazirah Binti. Hassan Hamdani	hazirah.hamdani	
9.	Y Kavita A/P. V Yoganathan	y.kavita	
10.	Nur Diana Binti. Wahid	diana.wahid	
11.	Nurul Nailah Binti. Zailani	nailah.zailani	
12.	Khairul 'Ammar Hashim	ammar.hashim	
13.	Muhammad Ikhwan Bin. Ismail	ikhwan.ismail	
14.	Nurul Fatnin Aisyah Bt. Razali	fatnin.razali	
15.	Khadijah Binti Azizan	khadijah.azizan	
16.	Shahrul Akmal Bin Sharifudin	akmal.sharifudin	
17.	Theevindran A/L Kesavan	k.theevindran	
18.	Mohamad Haziq Bin. Mohd Noh	haziq.noh	
19.	Faiz Izuddin Bin. Mohd Yatim	izuddin.yatim	
20.	Yasmin Yusnida Binti Abd Razak	yusnida.razak	
21.	Nor Ainn Balqis Binti. Kalam	balqis.kalam	
1.	Glory Maclean	glory.maclean	Sabah
2.	Muhammad Hisyam Bin Amiruddin	hisyam.amiruddin	
3.	Jumadia Binti Tai Sin Yu	jumadia.yu	
1.	Mohamad Nazirul Hafiz Bin. Mohamad Yakub (Kuching)	hafiz.yakub	Sarawak
2.	Nudra Shafini Binti Mohd Nazari (Kuching)	shafini.nazari	
3.	Diana Anak Albert (Sibu)	diana.albert	
4.	Nur Hazirah Binti. Anyut (Miri)	hazirah.anyut	
5.	Baxter Ryan Anak Adrick Bangun (Bintulu)	ryan.adrick	

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APPENDIX 3

LIST OF MYFUTUREJOBS CENTERS

NO.	STATE	ADDRESS
1.	Kuala Lumpur	Pejabat PERKESO W.P. Kuala Lumpur No. 155, Jalan Tun Razak, 50400 Kuala Lumpur
2.	Selangor/ Putrajaya	Pejabat PERKESO Negeri Selangor Lot 141, Seksyen 6, Jalan Selangor, 46990 Petaling Jaya, Selangor
3.	Negeri Sembilan	Pejabat PERKESO Negeri Sembilan Lot 3757, Lot 52, Jalan Sg. Ujong, 70000 Seremban, Negeri Sembilan
4.	Melaka	Pejabat PERKESO Negeri Melaka Jalan Persekutuan MITC, Ayer Keroh, Hang Tuah Jaya, 75450 Melaka
5.	Johor	Pejabat PERKESO Negeri Johor No. 26, Jalan Susur 5, Off Jalan Tun Abdul Razak, Larkin, 80200 Johor Bahru, Johor
6.	Pahang	Pejabat PERKESO Negeri Pahang Jalan Mat Kilau, 25000 Kuantan, Pahang
7.	Terengganu	Pejabat PERKESO Negeri Terengganu Lot 2467, Jalan Air Jernih, 20538 Kuala Terengganu, Terengganu
8.	Kelantan	Pejabat PERKESO Negeri Kelantan PT 304 - 307, Seksyen 22, Jalan Kota Darul Naim, 15538 Kota Bharu, Kelantan
9.	Perak	Pejabat PERKESO Negeri Perak No. 83, Jalan Hospital, 30450 Ipoh, Perak

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10.	Kedah/ Perlis	Pejabat PERKESO Negeri Kedah Lot. 186, Jalan Teluk Wanjah, 05538 Alor Setar, Kedah
11.	Pulau Pinang	Pejabat PERKESO Negeri Pulau Pinang No. 3012, Lebuhr Tenggiri 2, 13700 Seberang Jaya, Perai, Pulau Pinang
12.	Sarawak	Pejabat PERKESO Negeri Sarawak Lot 436, Section 54, No. 52 Travillion Commercial Centre, Jalan Padungan, 93100 Kuching, Sarawak
13.	Sabah	Pejabat PERKESO Negeri Sabah No. 11, Lorong Sempelang, Tanjung Aru, 88100 Kota Kinabalu, Sabah

The full list of PERKESO Offices nationwide can be browsed at the following link:

<https://www.perkeso.gov.my/hubungi-kami/saluran-hubungan/ppn-ppp.html>

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APPENDIX 4

LIST OF APPROVAL AGENCIES

No	Sector	Agencies
1	Manufacturing and Selected Services Sectors	Malaysian Investment Development Authority (MIDA)
2	Financial Services (Licensed Institutions, Payment Services Regulatees and Representative Offices)	Central Bank of Malaysia (BNM)
3	Securities and Derivatives Markets	Securities Commission Malaysia (SC)
4	Companies operating within East Coast	East Coast Economic Region Development Council (ECERDC)
5	Healthcare (Field: Traditional and Complementary Medicine)	Traditional & Complementary Medicine Division, Ministry of Health (MOH)
6	Tourism	Ministry of Tourism, Arts & Culture (MOTAC)
7	Biotechnology and Bio-based Sector	Malaysian Bioeconomy Development Corporation (Bioeconomy Corporation)
8	Aviation	Civil Aviation Authority of Malaysia (CAAM)
9	Construction	Construction Industry Development Board (CIDB)
10	Education	Ministry of Education (MOE)
11	Mining, Quarrying & Mineral Processing	Department of Mineral & Geoscience (JMG)
12	Women, Family & Community Development related organisation	Ministry of Women, Family & Community Development (KPWK)
13	Sports	National Sports Council (MSN)
14	Football	Football Association Malaysia (FAM)
15	Broadcasting	Radio Televisyen Malaysia (RTM), Ministry of Communications & Digital (KKD)
16	Healthcare (Field: Nursing)	Malaysia Nursing Board, Ministry of Health (MOH)
17	Healthcare (Field: Allied Health Science)	Allied Health Science Division, Ministry of Health (MOH)
18	Film Industry	National Film Development Corporation Malaysia (FINAS)
19	Architectural	Board of Architect (LAM)
20	Equestrian Activities	Equestrian Association of Malaysia (EAM)
21	Horse Racing	Malayan Racing Association (MRA)
22	Crops, Livestock and Aquaculture	Ministry of Agriculture & Food Security Malaysia (MAFS)
23	Companies operating within Iskandar Region	Iskandar Regional Development Authority (IRDA)
24	Higher Education	Ministry of Higher Education (MOHE)
25	Information and Communication Technology	Malaysia Digital Economy Corporation (MDEC)

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APPENDIX 5



**PERTUBUHAN KESELAMATAN SOSIAL
MENARA PERKESO PUTRAJAYA**
8, LEBUH WAWASAN, PRESINT 2, 62100
WILAYAH PERSEKUTUAN PUTRAJAYA
Telefon: 1300-22-8000 E-mel: papd@perkeso.gov.my



Tarikh : 21 Ogos 2024

Rujukan Kami : xxxxxx
Nama Syarikat : xxxxxxxx
Kod Majikan PERKESO : xxxxxx
No. Pendaftaran Syarikat : xxxxxx
Perakuan Sah Sehingga : 21 Januari 2025

Tuan/puan

PERAKUAN PENGIKLANAN KEKOSONGAN JAWATAN DALAM PORTAL MYFUTUREJOBS DAN TEMU DUGA PENCARI KERJA TEMPATAN

Dengan segala hormatnya saya diarah merujuk kepada permohonan daripada majikan mengenai perkara tersebut di atas.

2. Sukacita dimaklumkan bahawa permohonan penggajian ekspatriat yang berjawatan xxxxxxxx adalah **DISOKONG** kerana majikan telah mengiklankan jawatan di Portal MYFutureJobs dan melaksanakan aktiviti pencarian pekerja tempatan seperti berikut:

No	Perkara	Butiran
1	Nama Jawatan	xxxxxxx
2	Jumlah Kekosongan	1
3	Pautan Iklan MYFutureJobs	
4	Jumlah Sesi Temu Duga	sesi
5	Jumlah Calon Temu Duga	1 calon
6	Status temu duga	0 calon berjaya

3. Sehubungan dengan itu, pihak majikan boleh mengemukakan permohonan bagi penggajian ekspatriat kepada Agensi Pelulus yang berkaitan untuk pertimbangan dalam tempoh sah laku perakuan ini. Keputusan akhir bagi penggajian ekspatriat dan pas penggajian ekspatriat adalah tertakluk dengan penilaian oleh jawatankuasa di peringkat Agensi Pelulus dan Bahagian Khidmat Ekspatriat, Jabatan Imigresen Malaysia.

4. Sekian untuk perhatian dan tindakan pihak tuan/ puan selanjutnya.

Sekian, terima kasih.

"BERKHIDMAT UNTUK NEGARA"

Saya yang menjalankan amanah,

**KETUA PEGAWAI EKSEKUTIF KUMPULAN
PERTUBUHAN KESELAMATAN SOSIAL**

s.k.

- 1) Ketua Setiausaha Kementerian Sumber Manusia
- 2) Ketua Pengarah Jabatan Tenaga Kerja Semenanjung Malaysia
- 3) Pengarah Bahagian Khidmat Ekspatriat Jabatan Imigresen Malaysia
- 4) Ketua Pejabat Sistem Insurans Pekerjaan Pertubuhan Keselamatan Sosial

(Surat ini adalah melalui cetakan komputer dan tidak memerlukan tandatangan)



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APPENDIX 6

DOCUMENT CHECKLIST FOR APPEAL APPLICATION

SENARAI SEMAK DOKUMEN BAGI PERMOHONAN RAYUAN			
i) Nama Syarikat	:		
ii) No. Kod Majikan PERKESO	:		
iii) Jawatan	:		
iv) Gaji	:		
v) Bilangan Kekosongan Jawatan	:		
vi) Pautan Pengiklanan di MyFutureJobs	:		
vii) No. Surat Rujukan (Tidak Disokong)	:		
Bil	Perkara	Dokumen Lampiran (Untuk Kegunaan Pegawai PAPD)	
		Ada	Tiada
1	Surat Rasmi Permohonan Rayuan beserta justifikasi penggajian pegawai dagang <i>(Sertakan lampiran)</i>		
2	Nyatakan jumlah kuota yang diberikan oleh Agensi Pelulus (AP)/Agensi Kawal Selia (AKS) <i>(Sertakan bukti lampiran sekiranya ada)</i>		
3	Nyatakan jumlah bilangan bagi kategori penggajian seperti berikut: Pekerja Tempatan : Pegawai Dagang / Pekerja Asing :		
4	Nyatakan tempoh perkhidmatan Pegawai Dagang yang telah diluluskan oleh Xpats Gateway <i>(Sertakan bukti lampiran)</i>		
5	Nyatakan pelan pemindahan pengetahuan dan teknologi ATAU pelan penggantian pegawai dagang kepada bakat tempatan <i>(Sertakan bukti lampiran sekiranya ada)</i>		
6	Kemukakan lampiran Carta Organisasi Syarikat <i>(Merujuk kepada penjawatan pegawai dagang yang dimohon)</i>		
7	Nyatakan jenis mesin/jentera yang digunakan <i>(Sertakan bukti gambar mesin/jentera DAN invoice pembelian mesin/jentera -Tertakluk kepada industri perkilangan dan pembinaan sahaja)</i>		
8	Nyatakan kepakaran ATAU kemahiran yang diperlukan bagi jawatan yang dimohon.		
9	Nyatakan status pegawai dagang yang hendak digajikan sama ada Pengekalan Sedia Ada (Pembaharuan Pas Penggajian Pegawai Dagang) ATAU Penggantian Pegawai Dagang (Penggajian Baru Pegawai Dagang)		
10	Nyatakan sekiranya berlaku perluasan perniagaan <i>(Expansion of Business)</i> .		
11	Adakah pihak majikan terlibat dengan sebarang Projek Khas atau Projek Kerajaan <i>(Sertakan bukti lampiran Letter of Awards LOA sekiranya berkaitan)</i>		
12	Nyatakan status TIER ATAU penarafan SETARA institusi pendidikan (IPTS/International School) <i>(Sertakan bukti lampiran - Tertakluk kepada industri pendidikan sahaja)</i>		
13	Surat Perakuan yang "Tidak Disokong" bagi jawatan yang dimohon untuk permohonan rayuan <i>(Sertakan lampiran)</i>		

Appeal Application

Email Subject : RAYUAN 20XX : Permohonan Rayuan / Employer Name / Position Name

Example - RAYUAN 2024 : Permohonan Rayuan / ABC Sdn Bhd / Software Developer

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APPENDIX 7

LIST OF SOC SO OFFICERS FOR ASSISTANCE IN INTERVIEWS WITH SOC SO HEAD OF STATE

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APPENDIX 7

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