



UNOFFICIAL ENGLISH TRANSLATION

FREQUENTLY ASKED QUESTIONS (FAQ) MYFUTUREJOBS ADVERTISING FOR EMPLOYMENT OF EXPATRIATES (EXPATRIATES) NO. 2/2020 | DECEMBER 29, 2020

1. What are the advertising requirements on the MYFutureJobs Portal that need to be by employers who want to implement expatriate employment?

- Effective 1 January 2021, any employer wishing to implement hiring foreign or expatriates should advertise vacancies post at least 30 days on MYFutureJobs Portal, below The Ministry of Human Resources.
- Employers are also required to implement interview programs as an effort to hire local workers to meet the vacancy criteria as a precondition for the recruitment of foreign or expatriate workers.
- However, there are types of expatriate positions that are excluded from this implementation as in question 4.

2. What types of immigration passes are subject to this implementation?

- Advertising on the MYFutureJobs Portal and interviews is only applicable to recruitment of expatriates through Employment Pass only.
- Dependant Pass (DP), Social Visit Pass (SVP) - Internship (SVP - I), Visit Pass (VP), Professional Visit Pass (PVP) and Resident Pass-Talent (RPT) is not subject to this implementation.

3. Does the Government Sector also need to advertise vacancies in MYFutureJobs portal if you want to implement expatriate employment?

- Yes. All departments and agencies in the government sector need to advertise vacancies on the MYFutureJobs Portal before implementing expatriate employment. Example: Public Institutions of Higher Learning (IPTA).



4. What types of positions are automatically excluded from this implementation?

i. Important Positions (C-Suite & Key Post) and for paid positions RM15,000 per month and above.

Expatriates working for key organizational positions such as The Chief Executive Officer, Director of Operations and Expatriates monthly income / salary of RM15,000 and above.

ii. Representative Office / Regional Office (RERO)

Representative Office / Regional Office for overseas companies / organizations in the manufacturing and services sector is an office established in Malaysia to carry out activities on behalf of the headquarters company / organization. The Representative Office / Regional Office is not involved in any commercial activity. For the operation of the Representative Office / Office Regionally, employers do not need to be registered under the Companies Act 1965. Letter MIDA approval / confirmation is required for job application trade officers under this category.

iii. Investors / Shareholders / Owners

Investors / Shareholders / Owners of companies directly involved in the operation of the company. Investors are individuals who invest funds in Malaysia to get a return on investment. Shareholders shall hold at least 30% equity of shares appointed as Directors of the Company and / or hold positions of interest in company.

iv. Corporate Transfer / Placement / Trade Agreement

For this category, employees are assigned by the parent company to work in the company branches in Malaysia or groups of companies intended for the purpose training / exchange / knowledge / experience sharing between companies, and to meet the manpower needs of the company.

v. International Organization

Organizations subject to the International Organizations Act (Privileges and Immunities) (Act 485) may appoint Foreign Recruited Staff (FRS) from foreign nationals.

vi. Sports Sector

Recruitment of athletes / professionals to join any organization / club sports in the country.

5. Are Special Skills Positions automatically excluded from advertising?

- Special skills positions are positions that require skills and specific and unique competencies to perform the function of a task set by the employer.
- For these advertising conditions, employers are not exempt automatic.
- Employers need to complete the PDKK (Skills Trade Officer Form) Special) at <http://bit.ly/PDKKPERKESO> to request consideration SOCSO for ad exemption on MYFutureJobs Portal.
- Employers need to provide detailed justification through the PDKK Form that such positions require specific skills and competencies.
- If the position is eligible to be considered for exemption, then employers are excluded from advertising on the MYFutureJobs Portal.
- If the position is found not to be a specially skilled position, the employer can be directed to advertise the post on the MYFutureJobs Portal for a minimum period of 30 days and conduct an interview to obtain local talent.

6. Does the employer need to obtain an exemption letter from advertising on the MYFutureJobs Portal?

- No. The exception to the type of position as in question 4 is automatic and no need to get an exemption letter from SOCSO. Employers can continue to deal with the Approving Agency for expatriate job application.



- For specially skilled posts, the exception decision will be informed to the employer via email from the PAPD Secretariat SOCSO.

7. For positions that are not given an exemption, what are the steps that needs to be implemented by the employer for the recruitment of expatriates?

The steps that need to be implemented are as follows:

- Register for vacancy advertisements on MYFutureJobs Portal for a period of 30 days as well as make sure all vacancy information is filled.
- Employers need to implement an interview program within 30 days from the date of advertising the vacancy as well as submitting interview report to by using Recruitment Report Employees (refer to Appendix 4) which can be downloaded from the website www.perkeso.gov.my .
- Employers need to update labor information in the ePPAx System (<https://www.eppax.gov.my/eppax/login>) on the 8th day after advertising on the MYFutureJobs Portal.
- All applications will be presented to the JPPD who will consider the employer's application taking into account the efforts to find local talent that have been implemented.

Refer to Appendix 1: Expatriate Recruitment Process Starting January 1 2021

8. What is the action of the Approving Agency if it finds a position applied does not fall into the excluded category?

- The Approving Agency must inform the employer to go through advertising process on the MYFutureJobs Portal.

9. Should the re-advertisement of the post be implemented for the extension of the pass salary?



- No. For the purpose of further employment passes, employers do not need to advertise re-vacancies that have already been approved and are not necessary re-execute the interview process.
- Employers can continue to deal with the Malaysian Immigration Department for the purpose application for extension of employment pass period.

10. Whether the exempt position still needs to be considered Commerce Officer Employment Committee (JPPD)?

- No. Applications for exempt positions do not have to go through JPPD considerations. Employers can continue to submit applications to Relevant Approving Agency.

11. Does the employer need to obtain the recommendation of the Employment Committee Trade Officer (JPPD) before submitting the application to Approving Agency?

- Yes. For expatriate positions that do not receive advertising exemption, employers need to obtain a recommendation from the Employment Committee Trade Officer (JPPD) before submitting the application to Approving Agency.
- JPPD certificate will be submitted by the JPPD secretariat to the employer.

12. Do all applications for expatriate positions need to go through the Agency Passer?

- Yes. All expatriate job applications must go through the Approving Agency for approval of expatriate posts and further through the Immigration Department Malaysia to obtain an Employment Pass.

13. What other considerations are considered by JPPD for issue an expatriate employment certificate?



- Decision of JPPD Certificate for expatriate employment is also subject with reviews from several departments and agencies by angle the following considerations:
 - i. Ministry of Home Affairs - employer compliance with domestic affairs policy;
 - ii. Malaysian Immigration Department - employer compliance with legislation and policies relating to immigration affairs;
 - iii. Department of Manpower Peninsular Malaysia - employer compliance with established labor standards and practices labor-related laws;
 - iv. Approving Agencies & Regulatory Agencies - Approving Agencies and Agencies Regulation will provide expatriate employment recommendations to JPPD according to their respective sectors and scope of coverage.

14. What type of expatriate employment pass category has been set?

- There are 3 categories of expatriates set by the Ministry of Home Affairs States namely:

Expatriates	Monthly income	Contract period
Category I (Skilled)	RM10,000 and above	2 to 5 years
Category II (Skilled)	RM5,000 - RM9,999	Maximum 2 years
Category III (Semi Skilled / Knowledgeable)	RM3,000 - RM4,999	Maximum 1 year

15. What is the system that will be used by the employer for advertising purposes vacancy?

- Employers are required to advertise vacancies on the MYFutureJobs Portal via the link www.myfuturejobs.gov.my
- Employers are required to fill in all information including job name, academic qualifications, salary, scope of work, skills and competencies for each ads on the MYFutureJobs Portal.



16. What assistance can be obtained from SOCSO for employers who wants to get local talent?

- SOCSO Talent Executive Officer in each state will provide assistance to employers to acquire local talent.
- SOCSO Talent Executive Officer also works to coordinate employer participation in interview programs organized by SOCSO.

17. What is the responsibility of the employer after advertising the vacancy at Portal MYFutureJobs?

- The employer is responsible for conducting interviews for the position empty advertised. Employers can also conduct interviews on their own initiative or participate in daily / weekly interview programs organized by SOCSO.
- Employers can also get help from the Talent Executive to carry out the interview process to acquire local talent (Please refer to Appendix 2: List of Talent Executive Officers according to state.)
- Employers need to complete a Recruitment Report for each positions advertised for submission to the Talent Executive.

18. State the monitoring method that will be implemented by SOCSO in ensuring employer compliance with this matter?

- Employers need to complete the Recruitment Report for interview activities trials conducted in accordance with the advertised position. This form is necessary kept by the employer and submitted to SOCSO through the Officer Executive Talent after the maximum expiration of 30 days from the date vacancy advertising.

19. Will a representative from SOCSO be directly involved or present in each interview session conducted by the employer?

- No. Representatives from SOCSO are not directly involved or present in each interview session conducted by the employer.



20. Are employers allowed to advertise vacancies and implement job placement efforts through methods or use another platform?

- Yes. Employers are allowed to advertise vacancies or take follow-up action using other appropriate methods. However, employers are still required to advertise the vacancy is on the MYFutureJobs Portal for a minimum of 30 days.

21. Will local talent placement actions and efforts be affect the decision of the expatriate application?

- Yes. Commerce Officer Employment Committee in the Ministry of Resources People who are members of SOCSO, Department of Manpower Peninsular Malaysia, Immigration Department, and Approving Agency will convene to consider each employer application based on revenue efforts that have been made for the recruitment of local talent.

22. How to find out the status of the application expatriate employment?

- Employers can refer to the relevant Approving Agency (refer Appendix 5).

23. What are the advantages provided to employers who hire employees local?

- Through the 2021 Budget, employers can get financial incentives namely Employment Incentives and Training under the Program Career Generator 2.0
- Skills training programs and mobility assistance are also provided for newly employed local workers. For this initiative, the employer can visit www.perkeso.gov.my for more information.



24. Does the employer need to register and log into the System Integrated Foreign Worker Management (ePPAx) for application purposes trademark certificate?

- Yes. On the 8th day after posting the post on the MYFutureJobs Portal, Employers must register and log into the ePPax System for the purpose of the JTKSM level labor investigation. Failure of employer to registering and logging in will cause reporting data to be unable to referred to the Commerce Officer Employment Committee Meeting. (Please Refer to Appendix 1: Expatriate Recruitment Process Starting January 1 2021)
- Employers can visit www.eppax.gov.my for more information, as well can contact the Department of Manpower Peninsular Malaysia online 03-8000 8000 or email to eppaxteam@mohr.gov.my

25. Is the advertising on the MYFutureJobs Portal applicable to the application expatriate employment in Sabah and Sarawak?

- Yes. Advertising on the MYFutureJobs Portal should also be implemented by employers wishing to employ expatriates in the State of Sabah and the State Sarawak.
- However, employers should refer to the Sabah Department of Manpower or the Sarawak Department of Manpower for application procedures expatriate employment.



Frequently Asked Questions No. 2 of 2020 is effective from 1 January 2021. For any further inquiries, please contact the Customer Service Officer SOCSO at 1-300-22-8000 / 03-8091 5300 or email to papd@perkeso.gov.my

SOCIAL SECURITY ORGANIZATION (SOCSO)

29 DECEMBER 2020

UNOFFICIAL

LAMPIRAN 1

PETUNJUK WARNA:

- MYFUTUREJOBS, SIP PERKESO
- JTKSM
- JPPD, KSM
- JPPD (RAYUAN), KSM
- AGENSI PELULUS
- BAHAGIAN KHIDMAT EKSPATRIAT, JABATAN IMIGRESEN

SENARAI PENGECAULIAN:

1. Jawatan C-Suite & Key Post
2. Representative Office/Regional Office
3. Pelabur/ Pemegang Saham/ Pemilik
4. Corporate Transfer/ Secondments / Business Agreement
5. Pertubuhan Antarabangsa
6. Sektor Sukan

Nota:

- I. Lanjutan Employment Pass juga dikecualikan daripada syarat pengiklanan di MYFutureJobs
- II. Majikan isi Borang PDKK jika Jawatan Berkemahiran Khas

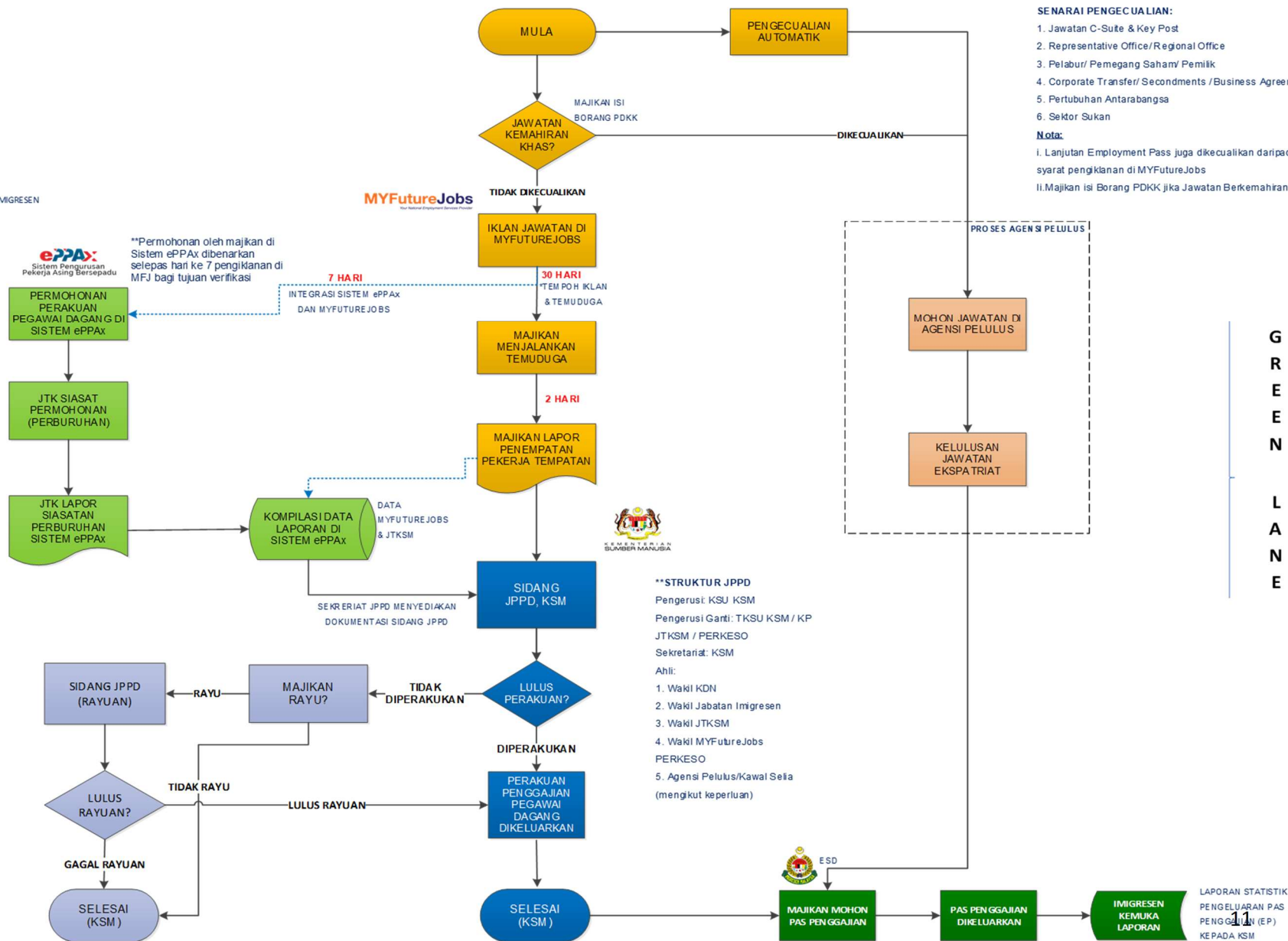
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LAMPIRAN 2

BI L	PERKESO NEGERI	PEGAWAI	ALAMAT E-MEL (@perkeso.gov.my)
1	KUALA LUMPUR	1. Mohamed Nur Hidayat bin Mohamed Ajis	hidayat.ajis
		2. Dini Arina Binti Mohd Puad	arina.puad
2	SELANGOR/ PUTRAJAYA	1. Aaron Davidraj a/l Ravindran	r.aaron
		2. Muhammad Hifzhan bin Alias	hifzhan.alias
3	NEGERI SEMBILAN	1. Azliza Binti Aziz	azliza.aziz
4	MELAKA	1. Anis Amira binti Rajis	amira.rajis
5	JOHOR	1. Nur Syakirah Binti Amran	syakirah.amran
		2. Muhamad Shahrul bin Zamshari	shahrul.zamshari
6	PAHANG	1. Muhammad Faris Bin. Ahmad Fauzani	faris.fauzani
7	TERENGGANU	1. Siti Aqilah binti Azlan	aqilah.azlan
8	KELANTAN	1. Khairul Asraff bin Roslan	asraff.roslan
9	PERAK	1. Ahmad Shahir bin Hasan	shahir.hasan
		2. Farah Jasmin binti Mohd Zainuri	jasmin.jamaludin
10	KEDAH/ PERLIS	1. Wan Nur Esalina Shahirah binti Wan Muda	esalina.muda
		2. Nor Erna Afeera binti Airis	afeera.airis
11	PULAU PINANG	1. Nur Hanina binti Hamid	hanina.hamid
		2. Syafina binti Assegerali	syafina.assegerali
12	SABAH	1. Joel Athur Walter	w.joel
		2. Glory Maclean	glory.maclean
13	SARAWAK	1. Rowyna Blair Anak Rogers	rowyna.rogers
		2. Mohamad Nazirul Hafiz Bin. Mohamad Yakub	hafiz.yakub

SENARAI PUSAT MYFUTUREJOBS

Bil.	PUSAT MYFUTUREJOBS	ALAMAT
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

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, Lebu 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

LAMPIRAN 4



LAPORAN PENGAMBILAN PEKERJA

Nota: Laporan ini perlu dihantar selepas tamat tempoh pengiklanan minimum 30 hari

A.	Nama Jawatan (seperti yang diiklankan)	
B.	Nama Majikan	
C.	No Pendaftaran Syarikat (SSM/ROB/ROC dll)	
D.	No Kod Majikan (Sekiranya Ada)	
E.	No Telefon Majikan	
F.	Emel Majikan	
G.	Tarikh & Masa Temuduga	
H.	Lokasi Temuduga	

BIL	No Kad Pengenalan	Nama	No Telefon	Emel	Jantina	Tahap Pendidikan	Keputusan	Ulasan (Sebab Gagal)
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Saya membuat akuan ini dengan kepercayaan bahawa apa-apa yang tersebut di dalamnya adalah benar dan betul. Saya sesungguhnya faham sekiranya apa-apa maklumat yang saya berikan atau pengesahan akuan ini adalah tidak benar, tidak betul atau palsu, boleh menyebabkan kelewatan permohonan ini diproses atau permohonan boleh ditolak.

PENGESAHAN MAJIKAN	
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Nota:

- Borang ini perlu diisi menggunakan format Excel yang boleh dimuat turun melalui laman web PERKESO
- Kelewatan majikan mengemukakan Laporan Pengambilan Pekerja boleh mengakibatkan kelewatan pemprosesan untuk ke Sidang JPPD

LAMPIRAN 5

BIL.	AGENSI PELULUS	SKOP LIPUTAN
1.	Kementerian Dalam Negeri (KDN)	Umum
2.	Lembaga Pembangunan Pelaburan Malaysia (MIDA)	Sektor pembuatan dan industri terpilih
3.	Malaysia Digital Economic Corporation (MDEC)	Sektor teknologi maklumat
4.	Jabatan Perkhidmatan Awam (JPA)	Pegawai Kontrak Kerajaan
5.	Bank Negara Malaysia (BNM)	Sektor kewangan, insurans dan perbankan
6.	Suruhanjaya Sekuriti (SC)	<i>Securities and future market</i>
7.	Malaysia Global Innovation & Creativity Centre (MAGIC)	Program tertentu bagi pemerksaan keusahawanan dan perusahaan baharu
8.	East Coast Economic Region Development Council (ECERDC)	Syarikat yang beroperasi di Wilayah Ekonomi Pantai Timur
9.	Iskandar Regional Development Authority (IRDA)	Syarikat yang beroperasi di Iskandar Malaysia
10.	TalentCorp Berhad (TC)	Sektor NKEA
11.	Jawatankuasa Ekspatriat (JKE)	Sektor yang tidak tersenarai di bawah Agensi Pelulus