

LABOUR OFFICE

To obtain Job Clearing System (JCS) Approval Letter

KDN INTERVIEW

Preparation Of application documents for KDN Interview

KDN APPROVAL

Instant KDN Approval Letter result

LEVY PAYMENT

Levy Payment payable to "Ketua Pengarah Imigresen Malaysia" within 2 days of approval
The KDN Approval Letter is valid for 12 months

DEMAND LETTER

Manufacturing, Service, Plantation, Agriculture Sector : Min salary RM900.00 /mth + 2 Hrs OT/ day = RM1,237.50
Construction Sector: Min salary RM1,040.00/mth + 2 hrs OT/ day =RM1,430.00
Duration of Contract : 3 years for those from Myanmar, Nepal, Vietnam & Bangladesh; 2 + 1 yr for those from Indonesia & Philippines
Return air ticket provided free by employer upon completion of 3-year contract
Levy deductible from workers' salary by monthly installment
Accommodation with water and electricity along with basic necessities to be provided free by employer
Annual Leave, Medical Leave & Public Holidays in accordance to Malaysian Labour Law

E-BIODATA SELECTION

Provided e-biodata based on Demand Letter

FOREIGN AFFAIR DEPARTMENT

Translation & Endorsement of KDN Approval Letter along with others relevant documents

EMBASSY ATTESTATION

Preparation of full sets Embassy Attestation Documents, Notary Public and must be validated and signed by Director

IMMIGRATION DEPARTMENT

Preparation of IG, FWCS, SKHPPA, Immigration Forms, Biodata with Medical Report, Bank Draft for calling visa (VDR) submission at State Immigration Department
Collection of Calling Visa once approved at State Immigration Department

ENTRY VISA PROCESSING

Processing of Entry Visa at the High Commission of Malaysia at source country

WORKERS' ARRIVAL

Assist employer for Workers' clearance at KLIA or KLIA 2
Deliver workers to appointed place

FOMEMA

FOMEMA registration within 1 week upon workers' arrival
FOMEMA result will be online after 7 working days

PLKS ENDORSEMENT

Working Permit (PLKS) /Sticker must be obtained within 1 month upon arrival and passing of FOMEMA check(FIT)
RM100.00 will be charged as Special Pass (SP) if visa overdue

INSURANCE

Activation of FWCS & SKHPPA after obtaining PLKS /Sticker

LABOUR OFFICE

Submit PA2/98 form for declaration of workers' arrival within 14 days upon arrival
Submit PA 2/13 to inform workers' return to country of origin

FOREGIN WORKERS RECRUITMENT PROCESSING FLOW