

---

## FREQUENTLY ASKED QUESTIONS (FAQ)

### ADVERTISEMENT ON MYFUTUREJOBS FOR THE HIRING OF FOREIGN WORKERS/ NON-RESIDENTS & EXPATRIATES IN SABAH

NO. 1/2021 | 12 JULY 2021

**1. What are the objectives of advertising on MYFutureJobs as a precondition for hiring of foreign workers/ non-residents and expatriates?**

- Effective **1 January 2021**, any employers wishing to hire non-Malaysian employees including expatriates are required to advertise the vacancy for at least 30 days on MYFutureJobs portal, under the purview of Ministry of Human Resources.
- As prerequisite for hiring of expatriates, employers are also required to conduct interview programs as an effort to recruit local talents that fulfill the criteria of the vacancy.
- However, there are certain expatriate posts that are exempted from advertising on MYFutureJobs as listed in question 8.

**2. Is advertising on MYFutureJobs portal a precondition for hiring of foreign workers/ non-residents and expatriates in Sabah?**

- Yes. Advertising on MYFutureJobs is a precondition that must be implemented by the employers before hiring of any foreign workers/ non-residents and expatriates.
- Compliance of employers towards advertising on MYFutureJobs portal will be presented in **Expatriate and Malaysian Pass Committee as well as Foreign Workers Recruitment Consultative Panel Committee (JPPPAS)** in Sabah.

**3. What types of immigration passes are subjected to this policy implementation?**

- Advertising on MYFutureJobs portal and conducting interview sessions are only applicable for the recruitment of expatriates through Employment Pass (EP) and Temporary Working Visit Pass (PLKS).
- Dependant Pass (DP), Social Visit Pass (SVP) – Internship (SVP – I), Visit Pass (VP), Professional Visit Pass (PVP) and Resident Pass-Talent (RPT) are not subjected to this policy implementation.

**4. Are all sectors involved in the policy of advertising on MYFutureJobs for the hiring of foreign workers/ non-residents and expatriates?**

- **Yes.** Advertising on MYFutureJobs involves all sectors permitted by Sabah State Government for hiring of foreign workers/ non-residents and expatriates. However, in certain cases, it is subjected to full jurisdiction of Sabah State Government in determining the exemptions from advertising on MYFutureJobs.

**5. What are the main steps that need to be undertaken by employers for hiring of foreign workers/ non-residents and expatriates?**

The steps for hiring of foreign workers/ non-residents and expatriates are as follow:

- Hiring quota of foreign workers must be approved by the Approving Agencies in the State of Sabah as listed in **Table A**. Arising issues pertaining to hiring and labor law compliance are under the responsibility of Department of Labour Sabah (JTK).
- **Registering for vacancy on MYFutureJobs** portal for **30 days** and ensuring that all vacancy informations and criteria are filled in.
- Employers need to **conduct interview programs within 30 days from the vacancy advertisement date** and submit a report on the interviews conducted to SOCSO through the **Hiring Outcome Report attached in Appendix 3**.
- After the expiry of advertising period (30 days) on MYFutureJobs portal,

SOCSO will issue **a letter to the employer to certify the advertisement made on MYFutureJobs.**

- Employers who **employ foreign workers or expatriates** may refer to the work flow chart in Appendix 1.
- For **non-resident workers** in Sabah (may refer to flow chart in Appendix 1.1), it is compulsory to advertise on MYFutureJobs but some posts are eligible for automatic exemption as listed in question 8.

**6. What are the advertising standards that must be complied by the employers?**

- Each advertisement on MYFutureJobs portal must only be for one type of position. **Employers are not allowed to advertise multi-positions in one advertisement.** For example, *Senior Human Resource Executive* is allowed, but not *Senior Human Resource Executive/ Human Resource Manager*.
- **The name of the position advertised must be the same as the position applied to the Approving Agency and Malaysian Immigration Department.** Differences in the names of the positions may cause difficulties in the application process at the Approving Agency and Malaysian Immigration Department as the posts applied are different with those in MYFutureJobs portal.
- **All mandatory information for advertising in MYFutureJobs portal must be completed.** The user manual for advertising can be accessed through SOCSO's official website at [https://www.perkeso.gov.my/images/hiring\\_rehiring/010121\\_-\\_Employer\\_Manual\\_For\\_Expat\\_FW\\_v11.pdf](https://www.perkeso.gov.my/images/hiring_rehiring/010121_-_Employer_Manual_For_Expat_FW_v11.pdf)
- **Job advertisement must be done through the account of the company applying for hiring of expatriate.** Advertising of positions using another company's MYFutureJobs account is not allowed as approval issuance would be under the name of the company advertising for the post.
- **Employer must ensure that the check box for "foreign/ expatriate application"** is selected as an indicator that advertising is a prerequisite for

hiring of expatriates. Failure to select the check box will result in advertising data not being processed.

**7. Is the Government Sector required to advertise vacancy in MYFutureJobs portal for hiring of expatriates?**

- **Yes.** All departments and agencies in the Government Sector would have to advertise the vacancies in MYFutureJobs portal before hiring of any expatriate.
- Certain expatriate posts that are exempted from advertising on MYFutureJobs are listed in question 8.

**8. What types of positions are automatically exempted from this policy implementation?**

**i. Important Positions (C-Suite & Key Post)**

Expatriates who work for key positions of the organization (key post) such as Chief Executive Officer, Director of Operations and equivalent. However, in certain cases, it is subjected to the jurisdiction of Sabah Chief Minister for the filling of this Key Post. The Chief Minister's Department through the Office of Home Affairs and Research will inform the Secretariat of the Foreign Workers Recruitment Consultative Panel Committee (JPPPAS) or the Expatriate and Work Pass Committee.

**ii. Positions with salary of RM15,000 and above**

Expatriates with monthly basic income / salary of RM15,000 and above.

**iii. Representative Office/ Regional Office (RERO)**

Representative Offices/ Regional Offices for foreign companies/ organisations in the manufacturing and services sectors are established in Malaysia to carry out activities on behalf of the company/ organisation's headquarters. The Representative Office/ Regional Office is not involved in any commercial activities. For Representative Office/ Regional Office operational activities, employers are not required to register under the

Companies Act 1965. MIDA's approval/ confirmation letter is required for hiring of expatriates under this category.

**iv. Investors/ Shareholders/ Owners**

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

**v. Corporate transfers/ Placements/ Trade Agreements**

For this category, employees are assigned by their parent companies to work in branch companies in Sabah or group of companies for the purpose of training/ exchange/ sharing of knowledge/ experience among the companies, and to fulfill the company's requirements of workforce.

**vi. International Organisations**

Organisations subjected to International Organisation Act (Privileges and Immunities) [Act 485] may appoint *Foreign Recruited Staff* (FRS) from foreign nationals.

**vii. Sports Sector**

Recruitment of athletes/ professionals to join any organisations/ sports clubs in Sabah.

**9. What types of expatriate categories are set for hiring of expatriates?**

EXPATRIATE CATEGORY	MONTHLY INCOME	CONTRACT TERM
Category I (Skilled)	RM10,000 and above	2 to 5 years
Category II (Skilled)	RM5,000 - RM9,999	Maximum of 2 years
Category III (Semi-skilled / Knowledge worker)	RM3,000 - RM4,999	Maximum of 1 year

**10. Is re-advertising still required for the purpose of employment pass renewal?**

- **No.** For the purpose of extending the Temporary Work Visit Pass (PLKS), Expatriate Pass and Malaysian Work Pass, employers are not required to re-advertise the vacancy and also not required to conduct interview programs.
- Employers can deal directly with Malaysian Immigration Department of Sabah for the purpose of applying for pass extension.
- Supporting document from SOCSO is not required for the application of pass extension at the Malaysian Immigration Department of Sabah.

**11. For the positions that are not granted exemptions, what are the steps required for the employers to hire foreign workers/ non-residents and expatriates?**

- Registration of employers on MYFutureJobs can be done via <https://employers.myfuturejobs.gov.my/>
- Employers **MUST** advertise vacancies on MYFutureJobs portal and are allowed to advertise the positions through other suitable recruitment channels and platforms.
- Employers need to fill in all information relating to position name, academic qualifications, salary, job scope, skills and competency for each job advertisement on MYFutureJobs portal.
- User manual for advertising can be accessed via the link [https://www.perkeso.gov.my/images/hiring\\_rehiring/010121 -  
\\_Employer Manual For Expat FW v11.pdf](https://www.perkeso.gov.my/images/hiring_rehiring/010121_-_Employer_Manual_For_Expat_FW_v11.pdf)

**12. What are the responsibilities of the employers after advertising the vacancy on MYFutureJobs portal?**

- Employers are responsible to conduct interviews for the advertised vacancies. Employers can choose to conduct interview sessions at their office premises, at SOCSO offices, Department of Labour or participate in the daily/ weekly interview programs organised by SOCSO.
- Employers can also seek assistance to conduct the interview sessions by collaborating with SOCSO (**Please refer to Appendix 2: List of Officers**).

**13. What are the monitoring methods implemented by SOCSO to ensure the employer's compliance towards this matter?**

- Employer needs to complete the Hiring Outcome Report (Refer to Appendix 3) for the interview activities conducted for each advertised posts. This report must be kept by the employer and submitted through email to [pbppd.sabah@perkeso.gov.my](mailto:pbppd.sabah@perkeso.gov.my) within 1 to 3 days from the date of the interview session.

**14. Does the employer need to notify SOCSO on all the interviews conducted for the applied vacancies?**

- Yes. Employer needs to inform SOCSO on all the interview sessions conducted.
- The purpose of notifying SOCSO of these conducted interviews is to ensure that the information can be disseminate to public jobseekers and those who have registered in MYFutureJobs portal. This is to encourage them to participate in the interview sessions conducted by the employers.
- Notice of the interviews conducted can be submitted via <http://bit.ly/interviewnotificationPERKESO>

**15. Will SOCSO representative be directly involved or present during the interview sessions conducted by the employers?**

- **No.** Representative from SOCSO would not be directly involved or be present during the interview sessions conducted. However, this depends on employer's requests.

**16. How can the employers check for status of hiring of foreign workers/ non-residents and expatriates?**

- For further information on the status of hiring of foreign workers/ non-residents and expatriates, employers need to refer to Foreign Workers Department and Expatriate and Malaysian Pass Department at Malaysian Immigration Department, Sabah.

**17. What are the benefits available to the employers who hire local workers?**

- Through "Belanjawan 2021", employers can receive financial incentives namely Hiring Incentive and Training Incentive under the PenjanaKerjaya 2.0 program.
- Government has also extended this program under "People's Protection and Economic Recovery Package" (PEMULIH). The application for PenjanaKerjaya 3.0 is extended until 31 December 2021.
- Skills Training Program and Mobility Assistance are also available for newly hired local workers. Employers can visit [www.perkeso.gov.my](http://www.perkeso.gov.my) for more information.



**Frequently Asked Questions No. 1 Year 2021 is effective from 12 July 2021. For any further inquiries, please contact the SOCSO Sabah Customer Service Officer at 1-300-22-8000 / 03-8091 5300 or email to [pbppd.sabah@perkeso.gov.my](mailto:pbppd.sabah@perkeso.gov.my)**

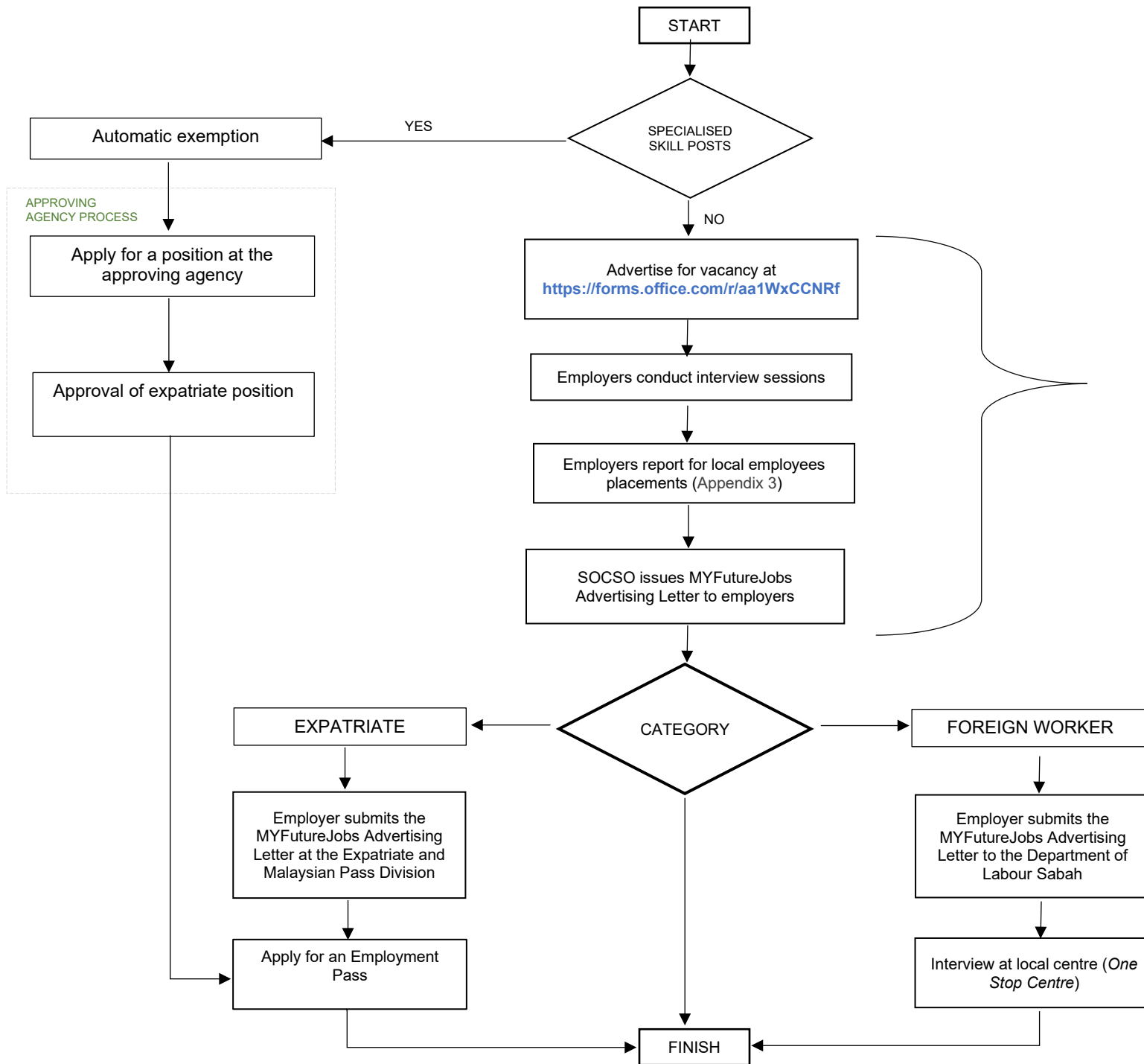
**SOCIAL SECURITY ORGANISATION (SOCSO)**

**12 JULY 2021**

**TABLE A****LIST OF APPROVING AGENCIES**

<b>NO.</b>	<b>APPROVING AGENCY</b>	<b>CONSIDERATION/ SCOPE OF COVERAGE</b>
<b>1</b>	Malaysian Immigration Department Sabah	Chairman / General
<b>2</b>	Sabah Chief Minister's Department	General
<b>3</b>	Department of Human Resources Development (JPSM)	Education and Training Sector
<b>4</b>	Department of Labour Sabah (JTK)	Labour Legislation including the Employment of Non -Resident Workers
<b>5</b>	Federal Special Task Force (Sabah/Labuan)	General
<b>6</b>	Department of Agriculture Sabah	Agriculture and related sector
<b>7</b>	Fishery Department Sabah	Fisheries Industry sector
<b>8</b>	Department of Veterinary Services Sabah	Livestock and animals
<b>9</b>	Malaysia Palm Oil Board ( MPOB )	Pal Oil Plantation
<b>10</b>	Construction Industry Development Board (CIDB )	Construction and related sector
<b>11</b>	Malaysian Investment Development Authority (MIDA )	Manufacturing and related sector
<b>12</b>	Malaysian Cocoa Board ( LKM )	Cocoa Plantation
<b>13</b>	Social Security Organisation (SOCSO)	MYFutureJobs advertising and candidate interviews

\*Subject to Section 66 of Immigration Act 1959/1963 (Act 155); the powers of Chief Minister of Sabah, namely on restrictions on the right to enter and obtain a pass or permit to live or work in Sabah



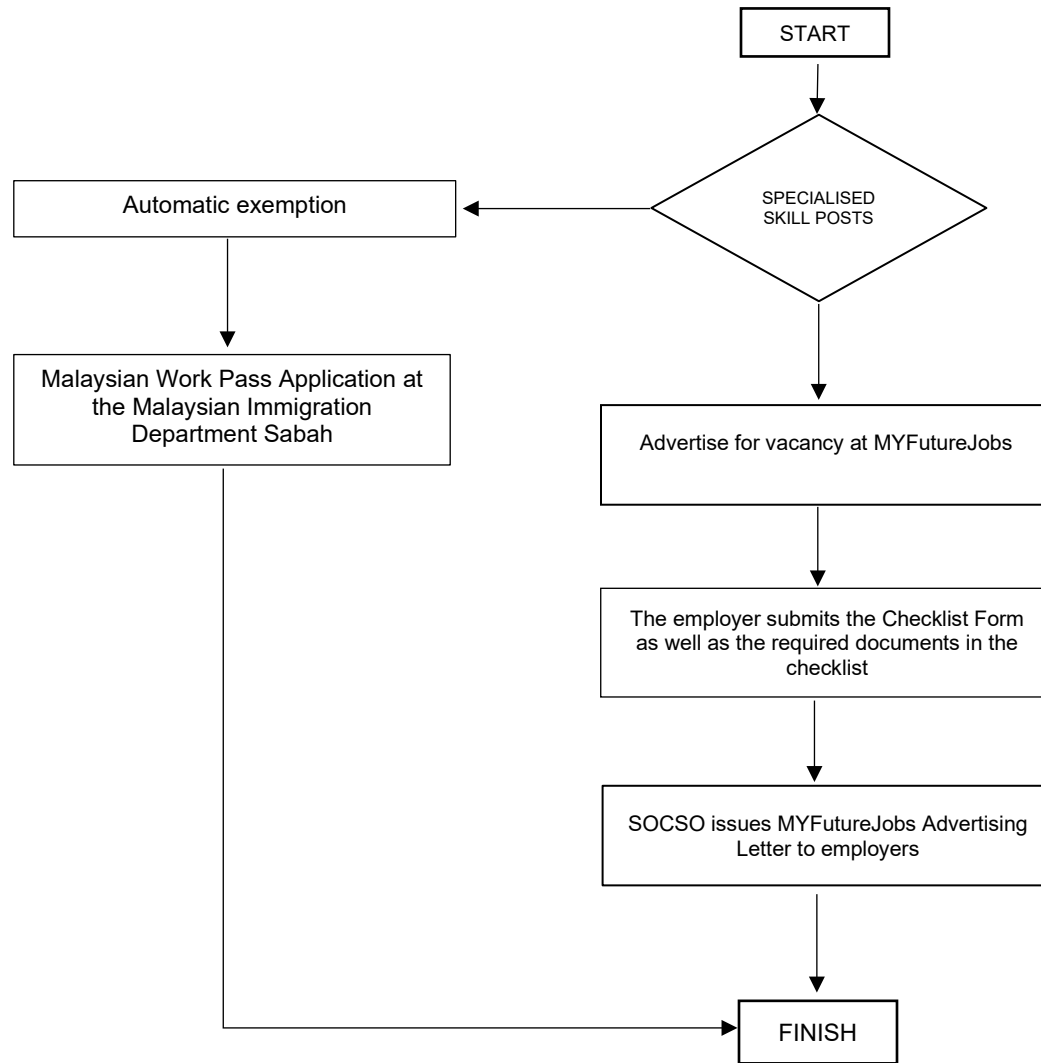
30 days advertising and interview period

The relevant documents need to be submitted to [pbppd.sabah@perkeso.gov.my](mailto:pbppd.sabah@perkeso.gov.my)

The Letter is only issued after 30 days of advertising and the interview is completed. (Case by case basis for local employees only).

Approval of recruitment quotas is under the authority of the Foreign Workers Recruitment Consultative Panel Committee (JPPAS), Sabah Immigration Department for foreign worker applications and the Expatriate Committee for expatriate applications.



**HIRING PROCESSING FLOW CHART FOR NON-RESIDENT WORKERS**



Relevant documents can be submitted to [pbgpd.sabah@perkeso.gov.my](mailto:pbgpd.sabah@perkeso.gov.my)

## LIST OF NAMES OF SABAH STATE OFFICERS

NO.	NAME OF OFFICER	PHONE NUMBER	E-MAIL (@perkeso.gov.my)
1	Daud bin Nordin	019 384 0287	daud.nordin
2	Glory Maclean	019 287 8684	glory.maclean
3	Joel Athur Walter	011 3907 4124	w.joel
4	Muhammad Hisyam bin Amiruddin	019 288 6521	Hisyam.amiruddin
5	Nurazizah binti Eddie	010 284 9312	nurazizah.eddie
6	Rahmat Izzat bin Razali	017 380 3709	izzat.razali

		<b>LOCAL HIRING OUTCOME REPORT</b> <i>Note: This report must be submitted after the minimum advertising period of 30 days has ended</i>	
A.	Position Title (As posted in MYFutureJobs)		
B.	Company Name		
C.	Company Registration No (SSM/ROB/ROC etc)		
D.	SOCSCO Employer Code (If Applicable)		
E.	Employer Mobile No		
F.	Employer Email		
G.	Interview Date & Time		
H.	Interview Location		

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

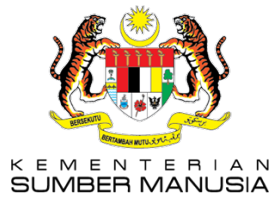
Please continue to next tab

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.

EMPLOYER'S DECLARATION		SOCSCO'S OFFICER VALIDATION (FOR SOCSCO ACTION)	
SIGNATURE		SIGNATURE	
.....		.....	
Name		Name	
Position		Position	
Date		Date	
Official Stamp of Employer		SOCSCO Officer Stamp	

**Note:**

- This form must be completed using Excel format which can be downloaded through SOCSCO website
- Employers need to list the names of the candidates who applied for the posts on MYFutureJobs portal.
- Delays in submitting the report may result in delays in processing.



**PERTUBUHAN KESELAMATAN SOSIAL NEGERI SABAH**

**SENARAI SEMAK PENGESAHAN MAJIKAN MENDAFTAR DAN MENGIKLANKAN  
KEKOSONGAN DI MYFUTUREJOBS BAGI PENGESYORAN PERMOHONAN PAS KERJA  
MALAYSIA BAGI SARAWAK, SEMENANJUNG DAN PR SEMENANJUNG/SARAWAK**

**NAMA MAJIKAN** : \_\_\_\_\_

**KOD MAJIKAN** : \_\_\_\_\_

**ALAMAT SYARIKAT** : \_\_\_\_\_

Bil	Perkara	Semakan Majikan	Catatan
1	Syarikat majikan berdaftar di PERKESO		
2	Pendaftaran majikan melalui <i>MyFutureJobs</i> secara dalam talian ( <i>online</i> ) di pautan <a href="http://www.myfuturejobs.gov.my">www.myfuturejobs.gov.my</a>		
3	Majikan mengiklankan kekosongan jawatan dalam portal <b>MYFutureJobs</b> secara dalam talian ( <i>online</i> )		
4	Salinan bukti pengiklanan di <b>MYFutureJobs</b> (Muka depan iklan di MYFutureJobs haruslah di skrin cetak / <i>printscreen</i> , dicetak dan dikepilkan bersama)		
5	Pekerja hendaklah mendaftar sebagai pencari kerja di myfuturejobs secara dalam talian ( <i>online</i> ) di <a href="http://www.myfuturejobs.gov.my">www.myfuturejobs.gov.my</a>		
6	Surat tawaran kerja oleh majikan		
7	Salinan kad pengenalan pekerja		

\*Sila emelkan Senarai Semak ini berserta dengan bukti pengiklanan MYFutureJobs, Surat Tawaran Pekerja dan Salinan Kad Pengenalan di [pbppd.sabah@perkeso.gov.my](mailto:pbppd.sabah@perkeso.gov.my)



**PERTUBUHAN KESELAMATAN SOSIAL NEGERI SABAH**  
**SENARAI SEMAK PENGESAHAN MAJIKAN MENDAFTAR DAN MENGIKLANKAN**  
**KEKOSONGAN DI MYFUTUREJOBS BAGI PENGESYORAN PERMOHONAN PENGGAJIAN**  
**PEKERJA ASING DAN EKSPATRIAT DI NEGERI SABAH**

**NAMA MAJIKAN** : \_\_\_\_\_

**KOD MAJIKAN** : \_\_\_\_\_

**ALAMAT SYARIKAT** : \_\_\_\_\_

Bil	Perkara	Semakan Majikan	Catatan
1	Syarikat majikan berdaftar di PERKESO (Permohonan majikan baharu dikecualikan)		
2	Pendaftaran majikan melalui <i>MYFutureJobs</i> secara dalam talian ( <i>online</i> ) di pautan <a href="http://www.myfuturejobs.gov.my">www.myfuturejobs.gov.my</a>		
3	Majikan mengiklankan kekosongan jawatan dalam portal <i>MYFutureJobs</i> secara dalam talian ( <i>online</i> )		
4	Mengisi pautan pendaftaran di <a href="https://forms.office.com/r/aa1WxCCNRf">https://forms.office.com/r/aa1WxCCNRf</a> ( <i>online</i> )		
5	Salinan bukti pengiklanan di <i>MYFutureJobs</i> (Muka depan iklan di MyFutureJobs haruslah di skrin cetak/ <i>printscreen</i> , dicetak dan dikepilkan bersama)		
6	Majikan mengemukakan Laporan Pengambilan Pekerja		

\*Sila emelkan Senarai Semak ini berserta dengan **Bukti Pengiklanan MYFutureJobs** dan **Laporan Pengambilan Pekerja** di [pbppd.sabah@perkeso.gov.my](mailto:pbppd.sabah@perkeso.gov.my)

\*Perakuan Pengiklanan MYFutureJobs hanya akan diberikan setelah tempoh iklan 30 hari tamat.



