



**FREQUENTLY ASKED QUESTIONS (FAQ)**  
**ADVERTISEMENT OF VACANCIES ON MYFUTUREJOBS**  
**FOR THE HIRING OF EXPATRIATES**  
**NO. 2/2020 | 29 DECEMBER 2020**

**1. What are the vacancies advertisement conditions on MYFutureJobs for employers wanting to hire expatriates?**

- Effective 1 January 2021, employers who intend to employ foreign workers or expatriates are required to advertise job vacancies for a minimum of 30 days on MYFutureJobs Portal under the Ministry of Human Resources.
- Employers are also required to conduct interviews as an effort to employ local workers to meet the precondition for hiring foreign workers or expatriates.
- However, there are several expatriates positions that are exempted from this procedure as described in Question No.4.

**2. What types of immigration pass that is subject to this policy implementation?**

- The policy on advertising vacancies on MYFutureJobs and conducting interviews are **only applicable for the recruitment of expatriates via 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) are **not subject** to this implementation.

**3. Are government sectors required to advertise vacancies through the MYFutureJobs portal should they hire expatriates?**

Yes. All agencies in government sectors are required to advertise vacancies in the MYFutureJobs portal prior to hiring expatriates (i.e Public Education Institutions and etc)

**4. What types of positions that are automatically exempted from this implementation?**

**i. Important positions (C-Suite & Key Posts) and expatriate/s with monthly income of RM15,000 and above.**

Expatriates with key positions in an organisation such as Chief Executive Officer, Chief Information Officer **and** expatriates earning a monthly basic income of RM15,000.00 and above.

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

The Representative Office/Regional Office of overseas organisations/ companies in the manufacturing and services sectors that are established in Malaysia to carry out activities for the company/organisation headquarters. The representative/regional offices are not involved in any commercial activities. For the operational representative/regional office, employers are not required to be registered under the Companies Act 1965. The approval/confirmation letter from MIDA is required for application to employ expatriates under this category.

**iii. Investors/Shareholders/Owners**

Investors/Shareholders/Company owners directly involved in the company's operations. Investors are individuals who invest funds in Malaysia to achieve returns on investments. Shareholders, meanwhile, must hold at least 30% equity shares and appointed as the company's Director and/or hold positions of interest in the company.

**iv. Corporate Transfers/ Placements / Trade Agreements**

For this category, employers are assigned by the parent company to work in a branch company in Malaysia or group of companies for the purpose of training or knowledge/experience sharing between companies, and to meet the needs of the company's workforce.

**v. International Organisation**

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

**vi. Sports Sectors**

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

**5. Are specialised skilled positions automatically excluded from advertising on MYFutureJobs?**

- Specialised Skilled Positions include specific and unique skills as well as strategic competencies to carry out tasks stipulated by the employers.
- Specialised Skilled Positions **are not automatically excluded** from advertising the vacancies on MYFutureJobs. Employers must complete the **PDKK Form** (Specialised Skilled Expatriates) via <http://bit.ly/PDKKPERKESO> to apply for consideration from SOCSO to be exempted from advertising on the MYFutureJobs portal.
- Employers need to provide detailed justification in the PDKK Form that such positions require specialised skilled exemption.
- Employers will be exempted from advertising on MYFutureJobs if the position is considered for exemption by SOCSO.
- If the position is found not to be a specialised skilled position, the employer must advertise the vacancy for the position on MYFutureJobs for a minimum period of 30 days and conduct the interview process to source for local talents.

**6. Are employers required to obtain an exemption letter for positions that are automatically/conditionally exempted from advertising on MYFutureJobs?**

- **No.** Exemptions for the type of positions mentioned in Question No 4. are automatic and there is **no need to obtain an exemption letter** from SOCSO. Employers can directly liaise with the respective Approval Agencies for the application for expatriates.
- For specialised skilled positions, the notification of **exemption status** will be sent to employers via email.

**7. For employers who do not obtain exemptions, what are the steps required to advertise vacancies on MYFutureJobs as a precondition for hiring expatriates?**

Employers shall conduct the following procedures:

- To **register vacancies on the MYFutureJobs portal** for a minimum of **30 days** and ensure all details pertaining to the vacancies are provided.
- Employers are required to conduct **interviews as an effort to source for local talents within 30 days from the vacancy advertisement date** and submit a report on the interview via the **Hiring Outcome Report (Appendix 4)** that can be download at [www.perkeso.gov.my](http://www.perkeso.gov.my).
- Employers are required to update the company's labour information in the **ePPAx System** (<https://www.eppax.gov.my/eppax/login>) for compliance monitoring on Employment Standards on the 8<sup>th</sup> day after the vacancy has been posted and activated on the MYFutureJobs portal.
- All employers' applications for foreign workers will be presented to the Expatriates Placement Committee (JPPD) who will consider the applications by taking into account employers' efforts in acquiring local talents.

**Refer to Appendix 1: Expatriate Recruitment Process Starting From 1 January 2020**

**8. What steps taken by the Approving Agency if it is found that the position applied is not in the exemption category?**

- The Approving Agency shall inform the employer concerned to go through the steps to advertise vacancies on the MYFutureJobs portal.

**9. Are advertisements required for employment pass renewals of approved positions?**

- **No.** For the purpose of renewing employment pass for approved positions, employers are not required to re-advertise vacancies or conduct job interviews.
- Employers may liaise directly with the Immigration Department of Malaysia/Approval Agency for the purpose of renewing the existing employment pass.

**10. Is the consideration of the Expatriates Hiring Committee (JPPD) required for exempted positions?**

- **No.** Applications for exempted positions are not required to go through the JPPD consideration. Employers can directly submit applications to the relevant Approval Agencies.

**11. Are employers required to obtain the recommendation from the Expatriates Hiring Committee (JPPD) before submitting applications to the Approval Agencies?**

- **Yes.** For expatriate positions that are not exempted from advertising on MYFutureJobs, employers must obtain a recommendation certificate from the Expatriates Hiring Committee (JPPD) before submitting an application to the Approval Agency.
- The recommendation certificate issued by JPPD will be sent to respective employers by JPPD Secretariat.

**12. Are all applications for the expatriate positions required to go through Approval Agencies?**

- **Yes.** All expatriate applications must go through the Approval Agencies for the authorisation of expatriate positions and subsequently to the Immigration Department of Malaysia to obtain the Employment Pass.

**13. What are other considerations by JPPD in issuing the recommendation for expatriate hiring?**

- The JPPD consideration is subject to inputs from several departments and agencies. They include:
  - i. Ministry of Home Affairs – on employer compliance with home affairs policies;
  - ii. Immigration Department of Malaysia – on employer compliance with the immigration laws and policies;
  - iii. Department of Labour Peninsular Malaysia – on employer compliance with the standards and labour practices stipulated by the labour laws;
  - iv. Approval Agencies & Regulatory Bodies – Approval Agencies and Regulatory Bodies will make recommendations to JPPD on the employment of expatriates according to their respective sectors and scope of coverage.

**14. What are the types of employment pass for expatriates?**

- There are 3 categories of expatriates regulated by the Ministry of Home Affairs:

<b>Expatriate</b>	<b>Monthly Income</b>	<b>Contract Term</b>
Category I (Skilled)	RM10,000 and above	2 to 5 years
Category II (Skilled)	RM5,000 - RM9,999	2 years maximum
Category III (Semi-Skilled/ Knowledge worker)	RM3,000 - RM4,999	One year maximum

**15. Which system is to be used by employers to advertise job vacancies?**

- Employers are required to advertise job vacancies on the MYFutureJobs portal through [www.myfuturejobs.gov.my](http://www.myfuturejobs.gov.my)
- Employers are required to provide complete information including position title, academic qualification, salary, job scope, skills and competency on each MYFutureJobs vacancy posting.

**16. What assistance are provided by SOCSO to assist employers in sourcing local talents?**

- Talent Executives from every SOCSO Branch in the country are available to assist employers in acquiring local talents.
- The role of Talent Executives is to comprehend the needs and job scope of the particular vacancy and assist employers in securing suitable employees based on matching criterias of the advertised positions.
- SOCSO's Talent Executives will also coordinate employer participation in interview programmes organised regularly by SOCSO.

**17. What are the responsibilities of employers after registering job vacancies at MYFutureJobs portal?**

- Employers are responsible to arrange for interview sessions to source local talents for the advertised positions. Employers may conduct interviews on their own or participate in daily/weekly interview programmes organised by SOCSO.
- Employers can get assistance from SOCSO's Talent Executives to coordinate interview sessions to obtain local talents.

**(Refer to Appendix 2: List of Talent Executives by state)**

- Employers should complete the **Employees Hiring Outcome Report** for each advertised vacancy and submit it to SOCSO's Talent Executive.

**18. How will SOCSO ensure employer compliance with regards to sourcing local talents?**

- Employers need to complete the **Hiring Outcome Report** for any interview activities that are conducted for the advertised vacancies. This form must be kept by employers and submitted to SOCSO through the Talent Executive assigned to the employers **after the maximum period of 30 days** from the date of vacancy advertisement.

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

- **No.** SOCSO representatives will not be directly involved or present during all interview sessions conducted by employers.

**20. Are employers allowed to advertise vacancies and carry out placement efforts through other means and platforms?**

- **Yes.** Employers are allowed to advertise vacancies or undertake follow-up actions through any appropriate methods. However, employers **are still required to advertise vacancies on the MYFutureJobs portal for a minimum of 30 days.**

**21. Will the steps and placement efforts taken by employers affect the decision on their applications for hiring expatriates?**

- **Yes.** The Expatriates Hiring Committee of the Ministry of Human Resources, comprising representatives from SOCSO, the Department of Labour Peninsular Malaysia, the Immigration Department of Malaysia and Approval Agencies who convene regularly will consider each of the application for expatriates based on employers' initiatives to hire local talents.



**22. How can employers check the status of their applications for hiring expatriates?**

- Employers can refer to the relevant approval agencies (**refer Appendix 5**).

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

- Employers can benefit from financial incentives in the 2021 Budget, namely the Hiring and Training Incentives under PenjanaKerjaya 2.0.
- Training programmes and mobility assistance are also provided for newly hired local workers. For this initiative, employers can visit [www.perkeso.gov.my](http://www.perkeso.gov.my) for more information.

**24. Do employers have to register and log in to the Integrated Management System of Foreign Workers (ePPAx System) for the expatriate application?**

- **Yes.** On the 8<sup>th</sup> day after advertising the vacancy on the MYFutureJobs Portal, employers must register and login to the ePPAx system for the purpose of labour compliance investigation by the Department of Labour Peninsular Malaysia. Failure to register and submit the information required will result in information not being presented to the JPPD, where applications will not be processed further. (**Please refer to Appendix 1: Expatriate Recruitment Process Starting 1 January 2020**)
- Employers can visit [www.eppax.gov.my](http://www.eppax.gov.my) or contact the Department of Manpower Peninsular Malaysia at 03-8000 8000 email [eppaxteam@mohr.gov.my](mailto:eppaxteam@mohr.gov.my)

**25. Is vacancy advertisement on MYFutureJobs for expatriate applications a requirement in Sabah and Sarawak?**

- **Yes.** Advertising on the MYFutureJobs Portal should also be implemented by employers who wish to hire expatriates in Sabah and Sarawak.
- However, employers should refer to the Department of Labour Sabah or the Department of Labour Sarawak for expatriate hiring application procedures.

**Frequently Asked Questions No. 2 of 2020 takes effect on 1 January 2021. For any inquiries, please contact SOCSO's Customer Services Centre at 1-300-22-8000 / 03-8091 5300 or email [papd@perkeso.gov.my](mailto:papd@perkeso.gov.my).**

**SOCIAL SECURITY ORGANISATION (SOCSO)**

**29 DECEMBER 2020**

# APPENDIX 1

## COLOR LEGEND:

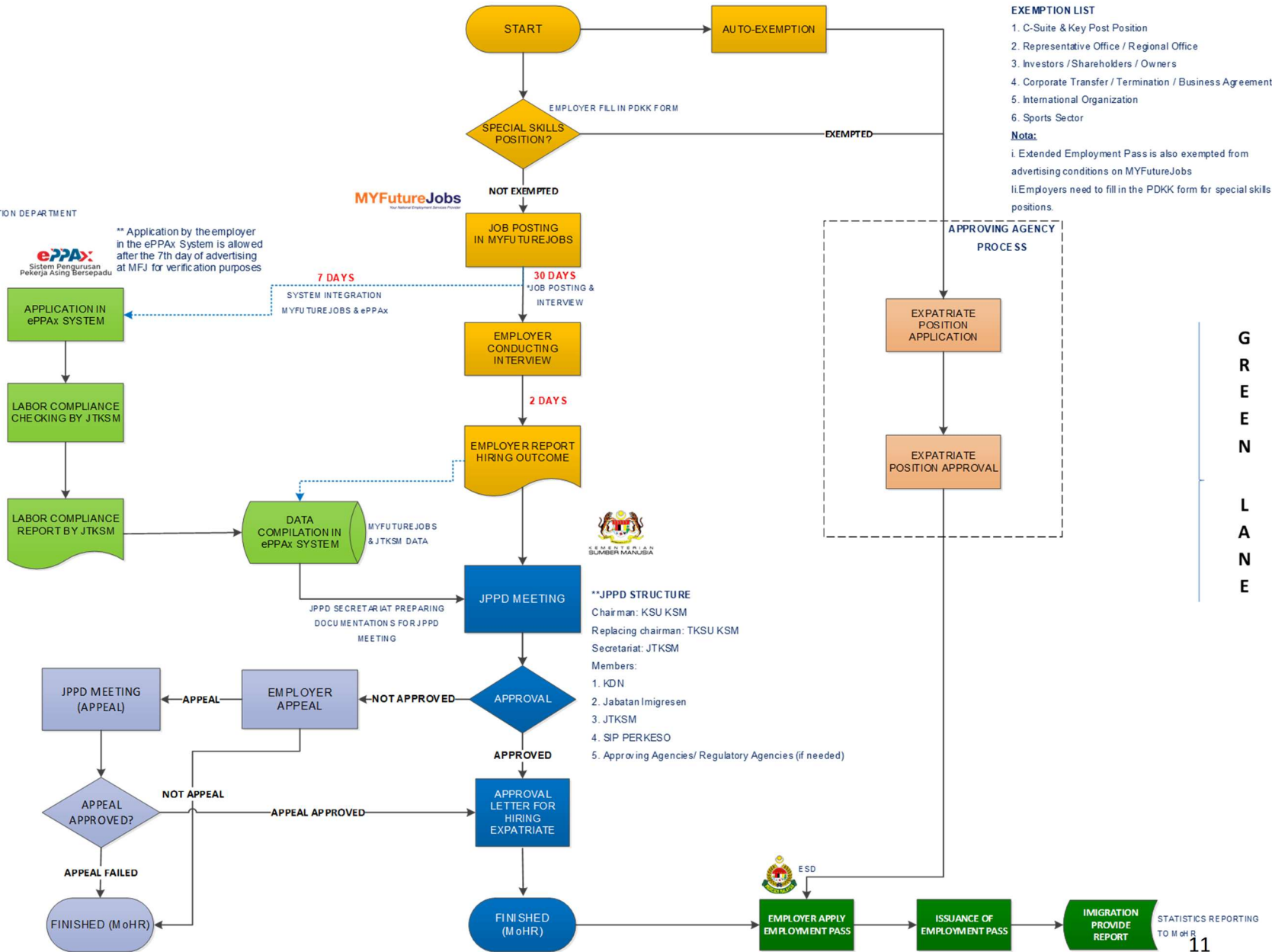
- MYFUTUREJOBS, SIP PERKESO
- JTKSM
- JPPD, KSM
- JPPD (RAYUAN) KSM
- APPROVING AGENCY
- EXPATRIATE SERVICE DIVISION, IMMIGRATION DEPARTMENT

- EXEMPTION LIST**
1. C-Suite & Key Post Position
  2. Representative Office / Regional Office
  3. Investors / Shareholders / Owners
  4. Corporate Transfer / Termination / Business Agreement
  5. International Organization
  6. Sports Sector
- Nota:**
- i. Extended Employment Pass is also exempted from advertising conditions on MYFutureJobs
  - ii. Employers need to fill in the PDKK form for special skills positions.

N O R M A L  
L A N E

30-35 DAYS

G R E E N  
L A N E



## APPENDIX 2

N O	STATE	TALENT EXECUTIVES	EMAIL (@perkeso.gov.m y)
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

## LIST OF MYFUTUREJOBS CENTRES

No.	MYFUTREJOBS CENTRES (PENINSULAR MALAYSIA)	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

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



**HIRING OUTCOME REPORT**

*Note: This report must be submitted after the minimum advertising period of 30 days has ended*

A.	Position Title (As posted in MYFutureJobs)	
B.	Company Name	
C.	Company Registration No (SSM/ROB/WOC etc)	
D.	SOCISO 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								

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	
SIGNATURE	
Name	
Position	
Date	
Official Stamp of Employer	

Nota:

- This form must be completed using the excel format which can be downloaded through SOCISO's official website.
- Late submission of the Hiring Outcome Report may cause delays in the approval process.

NO.	APPROVAL AGENCIES	SCOPE OF COVERAGE
1.	Ministry of Home Affairs	General
2.	Malaysian Investment Development Authority (MIDA)	Manufacturing and selected sectors
3.	Multimedia Development Corporation (MDEC)	Information Technology sector
4.	Public Service Department (JPA)	Government contract officers
5.	Central Bank of Malaysia (BNM)	Finance, insurance and banking sectors
6.	Securities Commission Malaysia (SC)	Securities and future market
7.	Malaysia Global Innovation & Creativity Centre (MAGIC)	Specific programmes for empowering new entrepreneurs and enterprises.
8.	East Coast Economic Region Development Council (ECERDC)	Specific companies in the East Coast Economic Region
9.	Iskandar Regional Development Authority (IRDA)	Specific companies of Iskandar Malaysia
10.	TalentCorp Berhad (TC)	NKEA sectors
11.	The Expatriate Committee (EC)	Other sectors that are not listed under the Approval agencies.