
FREQUENTLY ASKED QUESTION (FAQ)

ADVERTISEMENT ON MYFUTUREJOBS FOR THE HIRING OF NON-RESIDENTS & EXPATRIATES IN SARAWAK

NO. 1/2021 | 12 JULY 2021

1. What are the objectives of advertising on MYFutureJobs as a precondition for hiring of 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 non-residents and expatriates in Sarawak?

- Yes. Advertising on MYFutureJobs is a precondition that must be implemented by the employers before hiring of any non-residents and expatriates.
- MYFutureJobs recommendation for each application from employers will be reported to Department of Labour Sarawak and the Malaysian Immigration Department of Sarawak to be tabled to the Localisation Committee Meeting of Non-Resident and Expatriate.

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, MYFutureJobs recommendations involve all sectors permitted by the Government for hiring of non-resident workers.
- Sectors for the hiring of expatriates are as follow:
 - a) Sectors under the National Key Economic Area (NKEA):

NO.	LIST OF SECTORS UNDER NKEA
1	Agriculture
2	Business Services
3	Communication, Content & Infrastruktur
4	Education
5	Electric & Electronic
6	Financial Services
7	Healthcare
8	Oil, Gas & Energy
9	Palm Oil Industry
10	Tourism
11	Wholesale & Retail

- b) Sectors or sub-sectors to the SPA industry, Salon, Restaurant, Bistro, Cyber Cafe, Massage House, Textile and Gold Shop are **NOT ALLOWED** to apply for the position of expatriate.

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

The steps for **hiring of non-residents** are as follow:

- Employers would need to complete the PBPPD Form through the link <https://bit.ly/PBPPDPERKESO>
- Send the complete advertisement draft (appendix 4) via email to pbppd.sarawak@perkeso.gov.my
- Employers need to register and advertise the vacancy on MYFutureJobs (Advertising with minimum of 30 days from the date of the draft advertisement approval).
- Employers to advertise through the medium of newspapers and RTM.
- Employers can acquire local talent information and sources through MYFutureJobs portal.
- Physical or online interview sessions are conducted by the employer.
- Complete the Hiring Outcome Report after the expiration of 30 days from the date of the vacancy advertisement on MYFutureJobs.
- Submit a Hiring Outcome Report that has been verified by relevant officer to the Department of Labour Sarawak for license renewal or license application process.

The steps for **hiring of expatriates** are as follow:

- Employers would need to complete the PBPPD Form through the link <https://bit.ly/PBPPDPERKESO>
- Employers need to register the **vacancy on MYFutureJobs portal for 30 days** and ensure that all the relevant information of the posts are filled in.
- Employers can acquire local talent information and sources through MYFutureJobs portal.
- Physical or online interview sessions are conducted by the employer.
- Complete the Hiring Outcome Report after the expiration of 30 days from the date of the vacancy advertisement on MYFutureJobs.

- Submit a Hiring Outcome Report that has been verified by relevant officer to the Malaysian Immigration Department of Sarawak for the hiring of expatriate applications.

Refer to Appendix 1: Application for Recommendation from MYFutureJobs process flowchart.

Table A: List of Regulatory Agencies by scope of coverage

SECTOR	AGENCY
EDUCATION	<ul style="list-style-type: none"> • MINISTRY OF HIGHER EDUCATION/ MINISTRY OF EDUCATION
MEDICAL	<ul style="list-style-type: none"> • (Modern/ Traditional)
	MINISTRY OF HEALTH
	<ul style="list-style-type: none"> • (Doctors for clinic/ private hospital) • SOCIETY OF PRIVATE MEDICAL PRACTITIONERS SARAWAK
TOURISM	<ul style="list-style-type: none"> • MINISTRY OF TOURISM MALAYSIA
AVIATION	<ul style="list-style-type: none"> • CIVIL AVIATION AUTHORITY OF MALAYSIA
SPORTS	<ul style="list-style-type: none"> • SARAWAK STATE SPORTS COUNCIL
FOOTBALL	<ul style="list-style-type: none"> • FOOTBALL ASSOCIATION OF MALAYSIA
AGRICULTURE	<ul style="list-style-type: none"> • MINISTRY OF AGRICULTURE AND FOOD INDUSTRY
BIOTECHNOLOGY	<ul style="list-style-type: none"> • MALAYSIAN BIOTECHNOLOGY CORP BHD
MINING	<ul style="list-style-type: none"> • DEPARTMENT OF LANDS & MINES/ LAND & SURVEY DEPARTMENT SARAWAK
	<ul style="list-style-type: none"> • DEPARTMENT OF OCCUPATIONAL SAFETY & HEALTH SARAWAK
BROADCASTING	<ul style="list-style-type: none"> • MINISTRY OF HOME AFFAIRS / FINAS
ARCHITECT	<ul style="list-style-type: none"> • MALAYSIAN INSTITUTE OF ARCHITECTS
DIVER	<ul style="list-style-type: none"> • SARAWAK COMMERCIAL DIVING ASSOCIATION (SCDA) (SUPPORT ONLY)
WOOD	<ul style="list-style-type: none"> • PUSAKA / STIDC
SHIPPING	<ul style="list-style-type: none"> • MARINE DEPARTMENT MALAYSIA
CONSTRUCTION	<ul style="list-style-type: none"> • CIDB
MANUFACTURING	<ul style="list-style-type: none"> • MITI, STATE GOVERNMENT MEETING COUNCIL
RUINED GOODS / RECYCLING STORE	<ul style="list-style-type: none"> • RUINED GOODS BUSINESS LICENSE FROM PDRM, CUSTOM

WHOLESALE STORE
(WHOLESALE, RETAIL
& TRADE)

- MINISTRY OF DOMESTIC TRADES AND CONSUMER AFFAIRS (KPDNHEP)

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 www.perkeso.gov.my or [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. What types of expatriate categories are set for hiring of expatriates?

- The minimum salary for expatriates is RM2,500 as in the following categories:

CATEGORY	MINIMUM SALARY	CONTRACT TERM	LIMIT
Employment Pass (PG 1)	>RM 5,000	More than 24 months	Maximum 5 years
Employment Pass (PG2)	RM2,500 – RM4,999.99	Less than 12 months	Maximum 2 years

Source: Ministry of Home Affairs / Malaysian Immigration Department of Sarawak

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.

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 Sarawak 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 Sarawak.

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

- No. Exemption to the positions listed in question 8 is automatic and there is no requirement to obtain an exemption letter from SOCSO. Employers can directly deal with the Malaysian Immigration Department of Sarawak for expatriate position applications.

10. What would be the actions undertaken by the Malaysian Immigration Department of Sarawak if the positions applied by the employers are not included in the exempted category?

- Malaysian Immigration Department of Sarawak needs to inform the employer to go through the advertising process on MYFutureJobs Portal.
- 11. Is re-advertising still required for the purpose of employment pass renewal?**
- **No.** For the purpose of extending the employment 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 Sarawak for the purpose of applying for pass extension.
- 12. What system would be used by employers for the purpose of advertising vacancies?**
- Employers must advertise the vacancies on MYFutureJobs portal through the link www.myfuturejobs.gov.my
 - 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.
- 13. What kind of assistance are provided by SOCSO to assist employers in sourcing local talents?**
- SOCSO officers in each state will provide assistance to employers in scouting local talent.
 - SOCSO officers will also help to coordinate the employers' participation in interview programs organised by SOCSO.
- 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. 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 for the interview activities conducted for each advertised posts. This report must be submitted after 30 days from the advertised date. The report can be submitted to SOCSO's officers-in-charge listed in Appendix 2.

16. Are employers allowed to advertise the job vacancies and execute job placements through other methods and platforms?

- **Yes.** Employers are allowed to advertise vacancies or execute further actions using other appropriate methods. However, **employers are still required to advertise the vacancies on MYFutureJobs portal for a minimum of 30 days.**
- The effort of recruiting local talents can be implemented by conducting interview programs.

17. Will the actions and efforts of recruiting and placement of local workers affect the decision of the employer's application for hiring of non-residents and expatriates?

- Yes. The Localisation Meeting of the Expatriate Committee (JKLE) or the Localisation Meeting of Employment of Non-Residents will convene to examine each employer's application based on the efforts that have been conducted to recruit local workers.

18. How can the employers check for status of hiring of non-residents and expatriates?

- Employers need to **refer to Department of Labour Sarawak or MSEN System** (For non-residents hiring) for further information on status and result for hiring of non-residents.
- For the application for hiring of **expatriate**, employers need to refer to **Malaysian Immigration Department of Sarawak**.

19. 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** for more information.

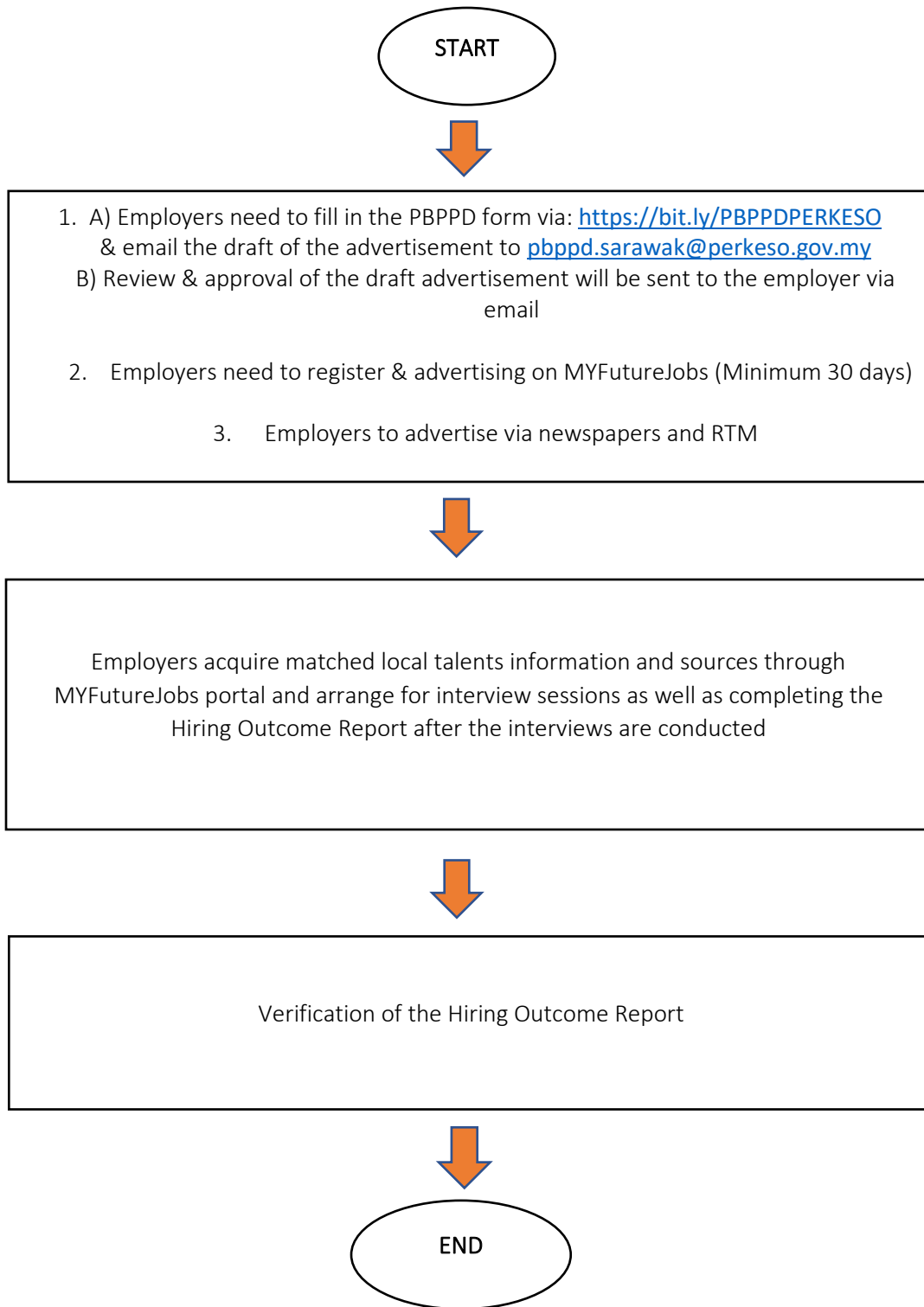
Frequently Asked Questions No. 1 Year 2021 is effective from 12 July 2021. For any further inquiries, please contact the SOCSO Sarawak Customer Service Officer at 082-221 666 or email to pbppd.sarawak@perkeso.gov.my

SOCIAL SECURITY ORGANISATION (SOCSO)

12 JULY 2021

APPENDIX 1

APPLICATION FOR RECOMMENDATION FROM MYFUTUREJOBS FOR THE HIRING OF NON-RESIDENTS AND EXPATRIATES



*Note: Failure to submit the **ADVERTISEMENT DRAFT** within 3 days may result in rejection of the application or delay in the approval.

APPENDIX 2

LIST OF NAMES OF SARAWAK STATE OFFICERS

NO.	NAME OF OFFICER	PHONE NUMBER	E-MAIL
1	ROWYNA BLAIR ANAK ROGERS	60192910613	rowyna.rogers@perkeso.gov.my
2	MOHAMAD NAZIRUL HAFIZ BIN MOHAMAD YAKUB	60192906447	hafiz.yakub@perkeso.gov.my
3	MARK ANAK JOHN	60178590811	mark.john@perkeso.gov.my
4	SYAFIQAH HANIM BINTI JEKERIA	60135381936	hanim.jekeria@perkeso.gov.my

APPENDIX 3
LIST OF MYFUTUREJOBS CENTERS IN SARAWAK

NO.	LIST OF SOCSO OFFICES	ADDRESS	PHONE	EMAIL
1	Sarawak State SOCSO	Wisma PERKESO, Lot 436, Section 54, No. 52 Travillion Commercial Centre, Jalan Padungan, 93100 Kuching Sarawak	082 - 221 666	pkskuching@perkeso.gov.my
2	SOCSO Serian	Sublot 9 & 10, Lot 372 Serian Town District, 94700 Serian Sarawak	082 - 875 057	pksserian@perkeso.gov.my
3	SOCSO Sri Aman	Lot 647, Sublot 4, Jalan Paya, Peti Surat 301, 95000 Sri Aman Sarawak	083 - 322 660	pkssriaman@perkeso.gov.my
4	SOCSO Sarikei	No. 3, Sublot 5, Jalan Nenas, 96100 Sarikei Sarawak	084 - 654 611	pkssarikei@perkeso.gov.my
5	SOCSO Sibul	No.1-5, Lorong Pahlawan 7, Jalan Pahlawan, 96000, Sibul, Sarawak.	084 - 213066	pkssibul@perkeso.gov.my
6	SOCSO Kapit	Tingkat Bawah, Satu dan Dua, Di Sublot 8, Lot 3125, Blok 13, Menuan Land District, Peti Surat 4351, 96800 Kapit Sarawak	084 - 797287	pkskapit@perkeso.gov.my
7	SOCSO Mukah	No. SL 6, Lot 2141, New Township Extension, Jalan Green, 96400 Mukah Sarawak	084 - 873 530	pksmukah@perkeso.gov.my
8	SOCSO Bintulu	No. 180, Lot 3466, Tingkat Bawah, Tingkat 1 & 2, Parkcity Commerce Square, Jalan Tun Ahmad Zaidi, P.O Box 957, 97008 Bintulu Sarawak	086 - 334 617	pksbintulu@perkeso.gov.my
9	SOCSO Miri	Lot 1184 & 1185, Blok 9 M.C.L.D, Miri Water Front Commercial Centre, 98000 Miri Sarawak	085 - 419 800	pksmiri@perkeso.gov.my
10	SOCSO Limbang	Lot 1083 Jalan Buangsiol Limbang Town District 98700 Limbang Sarawak	085 - 210 742	pkslimbang@perkeso.gov.my



This form can be downloaded through SOCSO website.

DERAF IKLAN
Draft Advertisement



(Nama, Alamat & No. Tel. Majikan) mempelawa penduduk tempatan untuk memohon : <i>(Name, address & Tel. No. of Employer) invites application from local residents :</i>			
Jawatan sebagai : <i>for the post of :</i>		dalam sektor : <i>in the (sector):</i>	
Bil. Kekosongan : <i>No. of Vacancies:</i>			
Tugas : <i>Duties:</i>			
Kelayakan : <i>Qualifications:</i>			
Pengalaman : <i>Experience:</i>			
Gaji pokok sebulan/sehari/sejam: <i>Wages per month / day / hour:</i>			
Elaun (jika ada) : <i>Allowances (if any) :</i>			
Umur / Age : <i>Accommodation provided:</i>	18 tahun dan ke atas / 18 years and above. (Nyatakan percuma atau beberapa bayaran dikenakan) (State whether provided free of charge or amount charged)		
Faedah-faedah Sampingan (Jika ada): <i>Fringe benefits (If any) :</i>			
Tempat pekerjaan: <i>Place of Employment :</i>			

Sesiapa saja yang berminat perlu mendaftar di portal pekerjaan PERKESO iaitu di <https://candidates.myfuturejobs.gov.my>. Pemohon akan dihubungi oleh Pejabat PERKESO selepas 7 hari dari tarikh iklan ini untuk urusan temuduga.

Those interested have to register via the SOCSO job portal at <https://candidates.myfuturejobs.gov.my>. The applicant will be contacted by SOCSO Office after 7 days from the date of advertisement for the interview session.



Perhatian kepada majikan:
For employer's attention:

- (i) Pastikan semua butiran adalah lengkap dan ditulis dengan jelas untuk kelancaran proses semakan deraf. Iklan di surat khabar yang tidak mengandungi semua butir di atas atau terlalu kecil sehingga tidak dapat di baca tidak akan di terima.
All details must be completed and clearly written for draft reviewing process. Advertisements in newspapers that do not contain all of the above details or are too small and unreadable will not be accepted.
- (ii) Kadar gaji yang ditawarkan kepada pekerja akan berubah tertakluk kepada Pelaksanaan Perintah Gaji Minimum (Pindaan) 2020 [P.U. (A) 5]
Wage rate offered to the worker may change in accordance to the Implementation of Minimum Wages Order (Amendment) 2020 [P.U. (A) 5]

Untuk Kegunaan Pejabat / For Office Use Only

* SEMAKAN OLEH PEGAWAI :	
Tarikh Lulus Deraf Iklan :	Cop Akuan Penerimaan :
Tandatangan :	
Nama Pegawai :	

*Sila gunakan cop rasmi Pejabat.
** Borang DERAFIKLAN.PKSSWK(2020) hendaklah dikemukakan secara bertaip

	LOCAL HIRING OUTCOME REPORT <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. SOCSO 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		SOCSO'S OFFICER VALIDATION (FOR SOCSO ACTION)	
SIGNATURE		SIGNATURE	
.....		
Name		Name	
Position		Position	
Date		Date	
Official Stamp of Employer		SOCSO Officer Stamp	

Note:

- This form must be completed using Excel format which can be downloaded through SOCSO 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.