
FREQUENTLY ASKED QUESTIONS (FAQ)
ADVERTISING ON MYFUTUREJOBS FOR THE HIRING OF EXPATRIATES IN
PENINSULAR MALAYSIA AND THE FEDERAL TERRITORIES
NO. 4/2021 | 12 JULY 2021

1. What are the advertising conditions on MYFutureJobs that need to be implemented by employers for hiring of 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 4.

2. 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**.
- 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.

3. 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 4.

4. 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 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 Malaysia.

5. Are specialised skilled positions automatically excluded from advertising?

- Specialised skilled positions include specific and unique skills as well as strategic competencies to carry out tasks stipulated by the employers.
- For advertising on these positions, employers are **not automatically granted exemptions**.
- **Employers need to register and advertise job vacancies** on MYFutureJobs portal for a minimum of 30 days. At the same time, employers need to complete the PDKK Form (Specialised Skilled Expatriate) at <http://bit.ly/PDKKPERKESO> to apply for an exemption from advertising on MYFutureJobs portal.
- Employers need to provide detailed justification on the positions that require specialised skilled exemptions through the PDKK Form.
- Employers will be exempted from advertising on MYFutureJobs if the position is approved for exemption from SOCSO.

- **After receiving the exemption letter by email from SOCSO, the advertised vacancies on MYFutureJobs can be deactivated.**
- However, If the position is found not to be a specialised skilled post, the employer must advertise the vacancy on MYFutureJobs for a minimum of 30 days and conduct interview sessions to source for local talents.

6. Can the positions that require foreign language skills be considered for exemption from advertising on MYFutureJobs portal?

- Application for conditional exemption for positions that require foreign language skills and proficiency may be considered for exemption from advertising on MYFutureJobs portal.
- Hiring of expatriates as professionals in international schools and education institutions that adopt the syllabus of foreign countries and to meet the educational requirements of the children of foreign nationals, expatriates and foreign diplomats who serve in Malaysia are eligible to apply for this exemption.
- To apply for this exemption, the employer must fill in the **PDKK Form** as stated in question 5.

7. Do employers need to obtain an exemption letter for the positions that are automatically exempted from advertising on MYFutureJobs?

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

8. For positions that are not granted exemption, what are the steps that need to be undertaken by employers for the hiring of expatriates?

The steps for hiring of expatriates are as follow:

- Register for **vacancy advertisements on MYFutureJobs** portal for a minimum of 30 days and ensure that all vacancy information is filled in.

- Employers must **conduct an interview session within 30 days from the date of the vacancy advertisement** and submit an interview report using the **Hiring Outcome Report** (refer to Appendix 4) which can be downloaded from the website www.perkeso.gov.my
- Employers are encouraged to participate in the interview programs organised by SOCSO.
- All applications will be presented to Expatriates Hiring Committee (JPPD) for further examination and considerations by taking into account the efforts for scouting local talents that have been conducted by the employers.

Refer to Appendix 1: Hiring of Expatriates

9. 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 Expatriate FW v11.pdf](https://www.perkeso.gov.my/images/hiring_rehiring/010121_-_Employer_Manual_For_Expatriate_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 considered for Expatriates Hiring Committee (JPPD).

10. Do employers have to register and log in to the *Sistem Pengurusan Pekerja Asing Bersepadu (ePPAx System)* for the hiring of expatriates?

- **No.** Employers are not required to register and log in to ePPAx system.

11. What steps should be taken by the Approving Agency if the positions applied by the employers are not included in the exemption category?

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

12. 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 for the purpose of applying for pass extension.
- Supporting document from SOCSO is not required for the application of pass extension at Malaysian Immigration Department.

13. What are the status of the positions that have been granted approvals before 1 January 2021 from the Approving Agencies and Malaysian Immigration Department?

- For positions that have been approved by the Approving Agencies and the Malaysian Immigration Department before 1 January 2021, there is no need to re-advertise the position on MYFutureJobs portal.
- Employers can proceed with the issuance of Employment Pass from Malaysian Immigration Department.

14. Would changing the title of the posts and getting promoted in the same company be excluded from advertising?

- Changing the name of the job with a totally different scope of work needs to go through a 30-day advertising process.
- Only by changing the name of the job with differences in the scope of work would be excluded from advertising on MYFutureJobs portal.
- Employer must refer to the relevant Approving Agency for the procedures of changing the title of the position.

15. Do the employers still require the consideration from the Expatriates Hiring Committee (JPPD) for the exempted posts?

- **No.** Applications for exempted positions are not required to go through the JPPD consideration.
- For positions that are automatically exempted, employers do not need any documents or supporting letters from SOCSO. Employers can directly apply from the relevant Approving Agencies.

16. Are employers required to obtain the recommendations from Expatriates Hiring Committee (JPPD) before submitting any 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 the respective employers via email.

17. Do all applications for expatriate posts need to go through the Approving Agencies?

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

18. What are other considerations that are taken into account by JPPD for the issuance of recommendation for expatriate hiring?

- The decision for JPPD recommendation for the hiring of expatriate is subjected to inputs from several departments and agencies as follows:
 - i. Ministry of Home Affairs – on employers’ compliance towards the home affairs policies;
 - ii. Malaysian Immigration Department – on employers’ compliance towards the immigration laws and policies;
 - iii. Department of Labour Peninsular Malaysia – on employers’ compliance towards the standards and labour practices stipulated by the labour laws;
 - iv. SOCSO – on employers’ compliance towards conducting interview programs and advertising through MYFutureJobs Portal;
 - v. Approval Agencies & Regulatory Bodies – Approval Agencies and Regulatory Bodies will make recommendations to JPPD on the hiring of expatriates according to their respective sectors and scope of coverage.

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

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

| EXPATRIATE | MONTHLY SALARY | 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 |
|--|-------------------|-------------------|

20. 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.

21. What kind of assistance are provided by SOCSO to assist employers in sourcing local talents?

- Employers can directly contact the nearest SOCSO office in each state for assistance in scouting local talents.
- Employers can also request to participate in the interview programs organised by SOCSO. Please contact the SOCSO officers-in-charge as listed in Appendix 2.

22. 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 interviews by their own initiatives or participate in daily /weekly interview programs organised by SOCSO.
- Employers can also seek assistance or collaborate with SOCSO to conduct interview programs for local talents.

23. 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>

24. 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 kept by the employers and submit it to SOCSO **after 30 days from the advertised date**. The report can be submitted to SOCSO's officers-in-charge listed in Appendix 2.
- The delay in submitting the Hiring Outcome Report may result in the delay of the application being considered in the Expatriate Employment Committee (JPPD).

25. 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.**

26. 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 Expatriate Employment Committee (JPPD) under the purview of Ministry of Human Resources which comprised of SOCSO, Department of Labour Peninsular Malaysia, Immigration Department, and Approving Agencies will convene to examine each employer's application based on the efforts that have been conducted to recruit local workers.

27. How will the decision of the Expatriate Employment Committee (JPPD) be communicated to the employer?

- The results of the hiring applications that are decided from the JPPD meeting will be submitted to the employers via e-mails registered in MYFutureJobs portal.

28. How can the employers check for status of applications that have been submitted to the Approving Agency?

- Employers can directly refer to the relevant approving agencies (listed in Appendix 5).

29. 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.

30. Does advertising on MYFutureJobs portal for hiring of foreign workers/ non-resident or expatriates a requirement in Sabah and Sarawak?

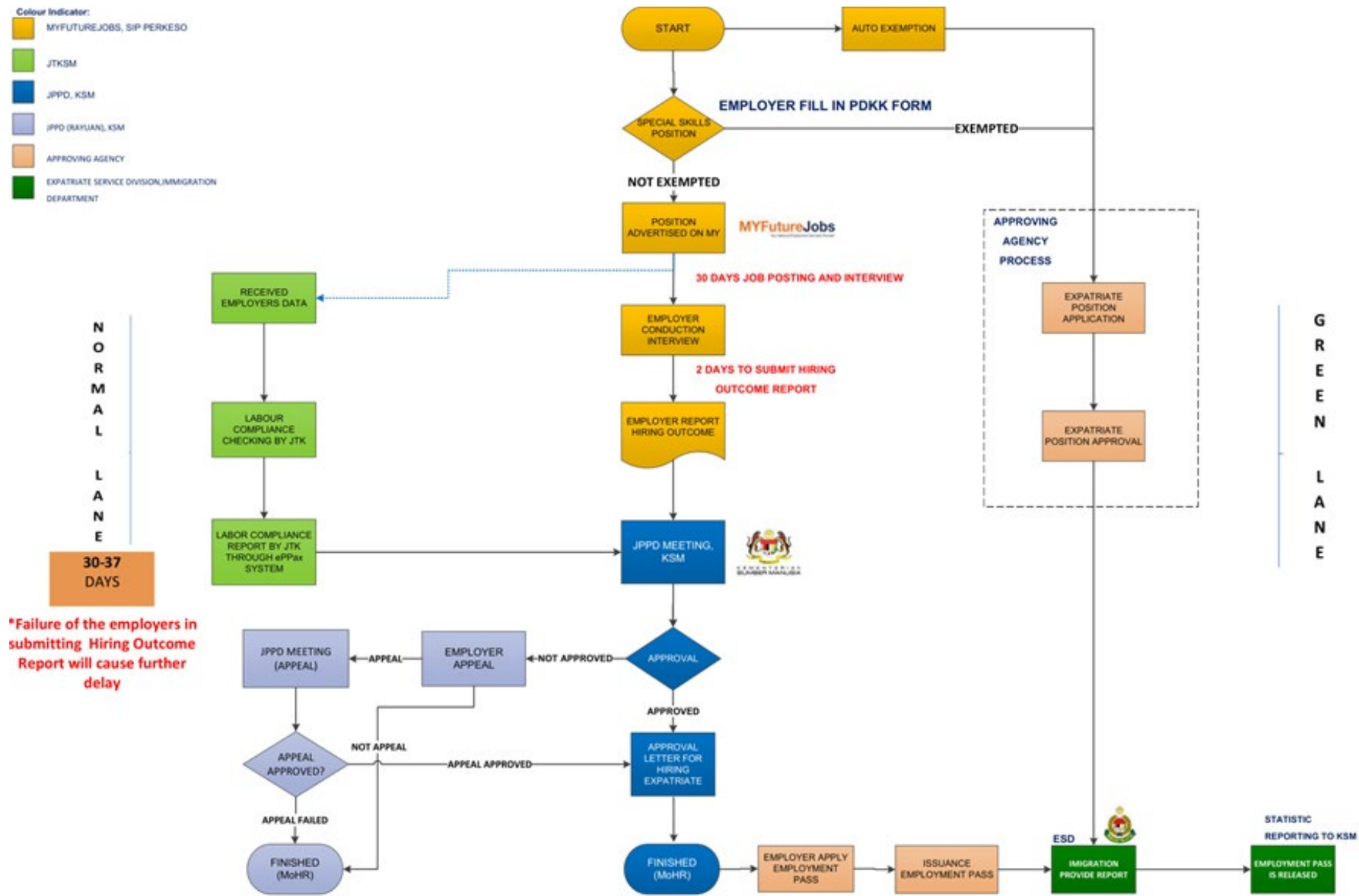
- **Yes.** Advertising on MYFutureJobs portal should also be implemented by employers who wish to hire foreign workers/ non-resident and expatriates in Sabah and Sarawak.
- However, employers should refer to the Department of Labour Sabah or the Department of Labour Sarawak and the Sabah Immigration Department or the Sarawak Immigration Department for the hiring application procedures of foreign workers/ non-resident and expatriates.
- Please refer to the Frequently Asked Questions on SOCSO's Official Website.

Frequently Asked Questions No. 4 of 2021 is effective from 12 July 2021. For any further inquiries, please contact SOCSO Customer Service at 1-300-22-8000 / 03-8091 5300 or email to papd@perkeso.gov.my

SOCIAL SECURITY ORGANISATION (SOCSO)

12 JULY 2021

APPENDIX 1



APPENDIX 2

| NO | STATE | OFFICER | E-MAIL (@perkeso.gov.my) |
|----|---------------------|--|-----------------------------|
| 1 | Kuala Lumpur | 1. Mohamed Nur Hidayat Bin Mohammed Ajis | hidayat.ajis |
| | | 2. Y.Kavita A/P V.Yoganathan | y.kavita |
| | | 3. Nur Syafiqah Binti Abdul Razak | syafiqah.razak |
| | | 4. Maran A/L G.Mogan | g.maran |
| 2 | Selangor/ Putrajaya | 1. Aaron Davidraj A/L Ravindran Visvaram | r.aaron |
| | | 2. Muhammad Hifzhan Bin Alias | hifzhan.alias |
| | | 3. Nurul Shafinaz Mohd Rodzmin | shafinaz.rodzmin |
| | | 4. Nur Diana Binti Wahid | diana.wahid |
| | | 5. Noor Faharani Binti Che Alias | faharani.alias |
| | | 6. Ahmad Zikri Bin Ismail | azike1390@gmail.com |
| 3 | Negeri Sembilan | 1. Azliza Binti Aziz | azliza.aziz |
| 4 | Malacca | 1. Nurshahera Binti Nordin | amira.rajis |
| 5 | Johor | 1. Muhamad Shahrul Bin Zamshari | shahrul.zamshari |
| | | 2. Shafini Sazlin Binti Saifulbahri | sazlin.saifulbahri |
| | | 3. Lokgeswari A/P Jeya Balan | jlb.lokgeswari |
| 6 | Pahang | 1. Muhammad Faris Bin Ahmad Fauzani | faris.fauzani |
| 7 | Terengganu | 1. Muhamad Faisal Bin Arman | faisal.arman |
| 8 | Kelantan | 1. Rokiah Binti Mohamad | rokiah.mohamad |
| 9 | Perak | 1. Muhamad Izzuddin Akhmal Bin Mohd Sani | akhmal.sani |
| 10 | Kedah/ Perlis | 1. Abdul Aziz Bin Mohd Tarmizi | esalina.muda |
| 11 | Penang | 1. Nur Hanina Binti Hamid | hanina.hamid |
| | | 2. Nurul Sakinah Binti Md Ali | ameirza.rosli |





LIST OF MYFUTUREJOBS CENTERS

| NO. | STATE | 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. | Malacca | 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. | Penang | Pejabat PERKESO Negeri Pulau Pinang No. 3012, Lebuhr 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 |

The full list of SOCSO Offices nationwide can be browsed at the following link:
<https://www.perkeso.gov.my/hubungi-kami/pejabat-perkeso-new/ppn-ppp.html>

APPENDIX 4

| | | | |
|---|---|--|---|
|    | | 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. | 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 | | | | | | | | |
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| 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 | | SOCISO'S OFFICER VALIDATION (FOR SOCISO ACTION) | |
|----------------------------|--|---|--|
| SIGNATURE | | SIGNATURE | |
| <div></div> | | <div></div> | |
| Name | | Name | |
| Position | | Position | |
| Date | | Date | |
| Official Stamp of Employer | | SOCISO Officer Stamp | |

Note:

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

APPENDIX 5

| NO. | APPROVING AGENCY | SCOPE OF COVERAGE |
|-----|---|--|
| 1. | Ministry of Home Affairs (MOHA) | General |
| 2. | Malaysian Investment Development Authority (MIDA) | Manufacturing and selected industrial sectors |
| 3. | Malaysia Digital Economic Corporation (MDEC) | Information technology sector |
| 4. | Public Service Department (JPA) | Government Contract Officer |
| 5. | Central Bank of Malaysia (BNM) | Financial, insurance and banking sectors |
| 6. | Securities Commission (SC) | Securities and future market |
| 7. | Malaysia Global Innovation & Creativity Centre (MAGIC) | Specific programs for the empowerment of entrepreneurship and new enterprises |
| 8. | East Coast Economic Region Development Council (ECERDC) | Companies operating in the East Coast Economic Region |
| 9. | Iskandar Regional Development Authority (IRDA) | Companies operating in Iskandar Malaysia |
| 10. | TalentCorp Berhad (TC) | Sectors under NKEA |
| 11. | Expatriate Committee (JKE) | Sectors that are not listed under the Approving Agency |

APPENDIX 6



PenjanaKerjaya 2.0
BUDGET

2021

ADVERTISEMENT OF VACANCIES ON MYFTUREJOBS FOR THE HIRING OF EXPATRIATES



LATEST UPDATE!



Effective on 15 February 2021, **employers are no longer required to register and log in to Integrated Management System of Foreign Workers (ePPAx System) for hiring of expatriates approval**



For more information, please visit www.perkeso.gov.my or call 1-300-22-8000 / 03-8091 5300 or Email to papd@perkeso.gov.my



MYFutureJobs
Your National Employment Services Provider



www.myfuturejobs.gov.my

f i t y i n @eisperkeso