

# How to apply foreign labours in Malaysia ?

如何申请外国劳工在  
马来西亚？



# In which sectors can foreign labours work? 外国劳工都能在哪个领域上班呢?

## Sectors

Manufacturing 制造业

Construction 建筑业

Agricultural 农业

Plantation 种植业

Services 服务业

(Eg. Restaurant, Cleaning & Sanitation, Island resort,  
Hotel, Golf Caddy, Cargo Handling)



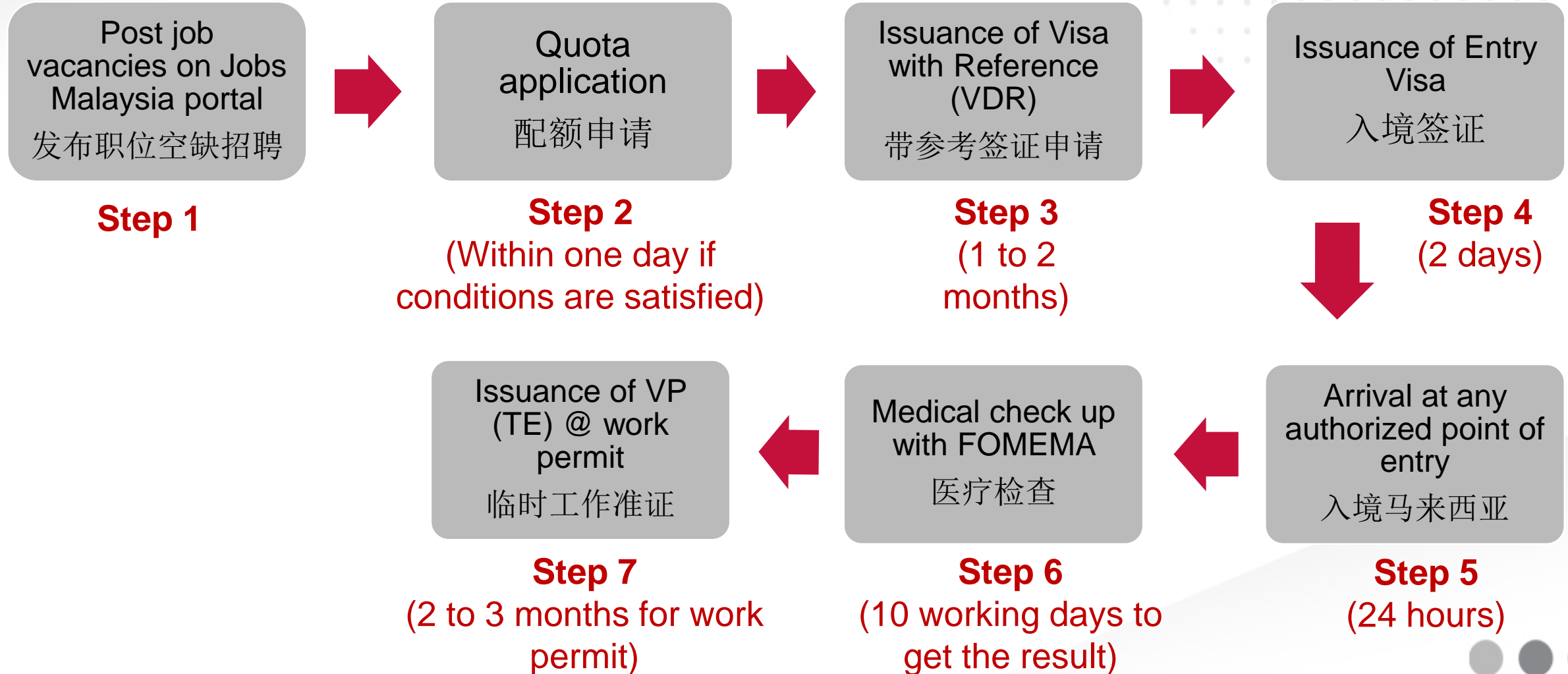
Country	Gender		Sector
	Male	Female	
Thailand	√	√	<b>All Sectors</b> (Construction, Plantation, Agriculture, Services, Manufacturing)  **Philippines female labours are not allowed in all the sectors except the domestic helper segment
Philippines	√	X**	
Cambodia	√	√	
Myanmar	√	√	
Laos	√	√	
Vietnam	√	√	
Kazakhstan	√	√	
Nepal	√	√	
Pakistan	√	√	
Sri Lanka	√	√	
Turkmenistan	√	√	
Uzbekistan	√	√	
Bangladesh	√	√	
Indonesia	√	√	Male workers – work in all sectors except manufacturing Female workers – work in all sectors
India	√	√	Services sector (restaurant only), construction sector (high tension cables), agricultural sector and plantation sector

**Source:**  
**Immigration**  
**Department of**  
**Malaysia**  
[\(https://www.imi.gov.my/portal2017/index.php/en/foreign-worker.html\)](https://www.imi.gov.my/portal2017/index.php/en/foreign-worker.html)



# Process of application of foreign labours

## 申请招聘外国劳工的过程





## Step 1: Before applying for recruitment quota 申请招聘配额之前

- Post job vacancies on Jobs Malaysia portal  
在Jobs Malaysia上发布职位空缺招聘
- Give priorities to local job seekers  
优先考虑本地求职者
- Applying foreign labours recruitment quota only if vacancies are not filled-up by local labours.  
如本地求职者无法填补职位空缺，则可申请外国劳工招聘配额。

Reference: [https://www.eppax.gov.my/eppax/portal/images/manual/Kriteria\\_Kelayakan\\_Berdasarkan\\_Sektor.pdf](https://www.eppax.gov.my/eppax/portal/images/manual/Kriteria_Kelayakan_Berdasarkan_Sektor.pdf)

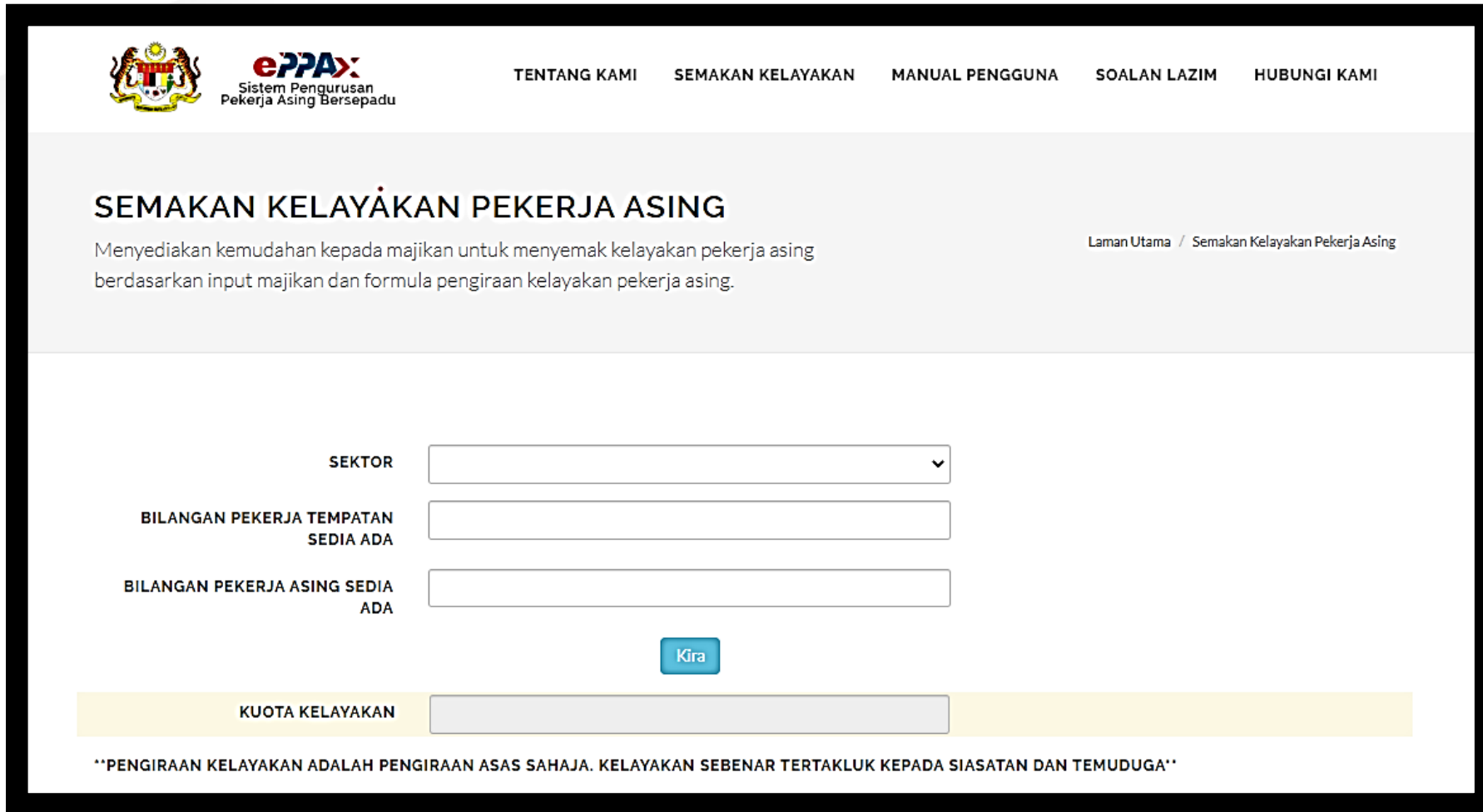



## Step 2: Quota Application 配额申请

- Obtain quota approval from Ministry of Home Affairs  
需获得内政部的配额批准
- Application can be done through the Foreign Worker One-Stop Approval Centre (OSC) established by Ministry of Home Affairs  
可通过外劳一站式审批中心(OSC)提出配额申请
- Interview takes place with the employer or authorized representative from the Ministry for the Company's particular sector  
雇主将与相关政府部门代表进行面谈
- Once approved, make the levy payment within 48 hours of the approval date  
面试成功并得到批准后，雇主须在48个小时内缴付征费
- Letter of Conditional Approval will be released once payment are made  
付款后雇主将会拿到条件批准书



You **MUST** get quota before you can recruit foreign labours!!



 **ePPAX**  
Sistem Pengurusan  
Pekerja Asing Bersepadu

TENTANG KAMI SEMAKAN KELAYAKAN MANUAL PENGGUNA SOALAN LAZIM HUBUNGI KAMI

## SEMAKAN KELAYAKAN PEKERJA ASING

Menyediakan kemudahan kepada majikan untuk menyemak kelayakan pekerja asing berdasarkan input majikan dan formula pengiraan kelayakan pekerja asing.

Laman Utama / Semakan Kelayakan Pekerja Asing

SEKTOR

BILANGAN PEKERJA TEMPATAN SEDIA ADA

BILANGAN PEKERJA ASING SEDIA ADA

KUOTA KELAYAKAN

**\*\*PENGIRAAN KELAYAKAN ADALAH PENGIRAAN ASAS SAHAJA. KELAYAKAN SEBENAR TERTAKLUK KEPADA SIASATAN DAN TEMUDUGA\*\***

You may check how much qualified quota is available for your sector.

可以上网查询公司有资格得到多少配额

**Website:** <https://www.eppax.gov.my/eppax/semak/semakanKelayakanPA>



## Step 3: Visa with Reference/Visa dengan Rujukan (VDR) Application 带参考签证申请

- Submit application form at the Immigration counters or online via e-Services system.  
可在移民局柜台或通过网络提交申请表格
- Documents required for submission of application 申请VDR需准备的文件如下:
  - i. VDR application form
  - ii. Approval letter from Ministry of Home Affairs (Quota approval)
  - iii. Original receipt of payment for levy
  - iv. IM.12 & IM.38 forms
  - v. Security bonds (deposits/insurance guarantee/bank guarantee)
  - vi. Copy of the foreign workers' passports
  - vii. Latest photo of the foreign workers (passports size 1 piece)
  - viii. Medical report from the country of origin approved by Ministry of Health
  - ix. Foreign Worker Compensation Scheme (insurance)
  - x. Insurance policy of Health Insurance Protection Scheme Foreign Workers (SPIKPA)

**IMPORTANT!!**





This is  
Form IM.12



**JABATAN IMIGRESEN MALAYSIA**  
**BORANG PERMOHONAN PAS LAWATAN**  
**VISIT PASS APPLICATION FORM**  
PERATURAN-PERATURAN IMIGRESEN, 1963 [Peraturan 11(12) dan 11(15)]

LAMPIRAN 9

IM. 12 - Pin. 1/97

\*Jenis Pas Iktisas  Sosial  Berniaga  Kerja Sementara   
*Type of Pass Professional Social Business Temporary Employment*

\*Jenis Permohonan  Baru  Lanjutan   
*Type of Application New Extension*

Gambar Pemohon  
*Photograph Of Applicant*  
(3.5 cm x 5.0 cm)

**A. MAKLUMAT PEMOHON**

**PARTICULARS OF APPLICANT**

1. Nama Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

2. \*Jantina  Lelaki  Perempuan  
*Gender Male Female*

3. Tempat/Negara Lahir  
*Place/Country of Birth*

4. \*\*Tarikh Lahir  
*Date of Birth*

5. Warganegara  
*Nationality*

**B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN**

**PARTICULARS OF PASSPORT / TRAVEL DOCUMENT**

6. Jenis Dokumen Perjalanan  
*Type of Travel Document*

7. Nombor  
*Number*

8. Tempat / Negara Dikeluarkan  
*Place / Country of Issue*

9. \*\*Sah Sehingga  
*Valid Until*

**C. MAKLUMAT PENGANJUR DI MALAYSIA A**

**PARTICULARS OF SPONSOR IN MALAYSIA**

10. Nama Penuh (Huruf Besar)  
*Full Name (Capital Letter)*

11. No. Kad Pengenalan  
*NRIC*

12. No. Telefon  
*Telephone No.*

13. Alamat  
*Address*

Negeri  
*State*

**D. KEPERLUAN VISA**

**VISA REQUIREMENT**

14. \*Adakah Visa Diperlukan  
*Visa Requirement* Ya  Tidak   
*Yes No*

15. \*Jenis Visa  
*Type of Visa* Sekali Perjalanan  Berulangkali Perjalanan   
*Single Entry Multiple Entry*

Tarikh  
*Date*

Tandatangan Pemohon / Penganjur  
*Signature of Applicant / Sponsor*

\* Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.  
*This form should be typed. Mark (x) in the appropriate box.*

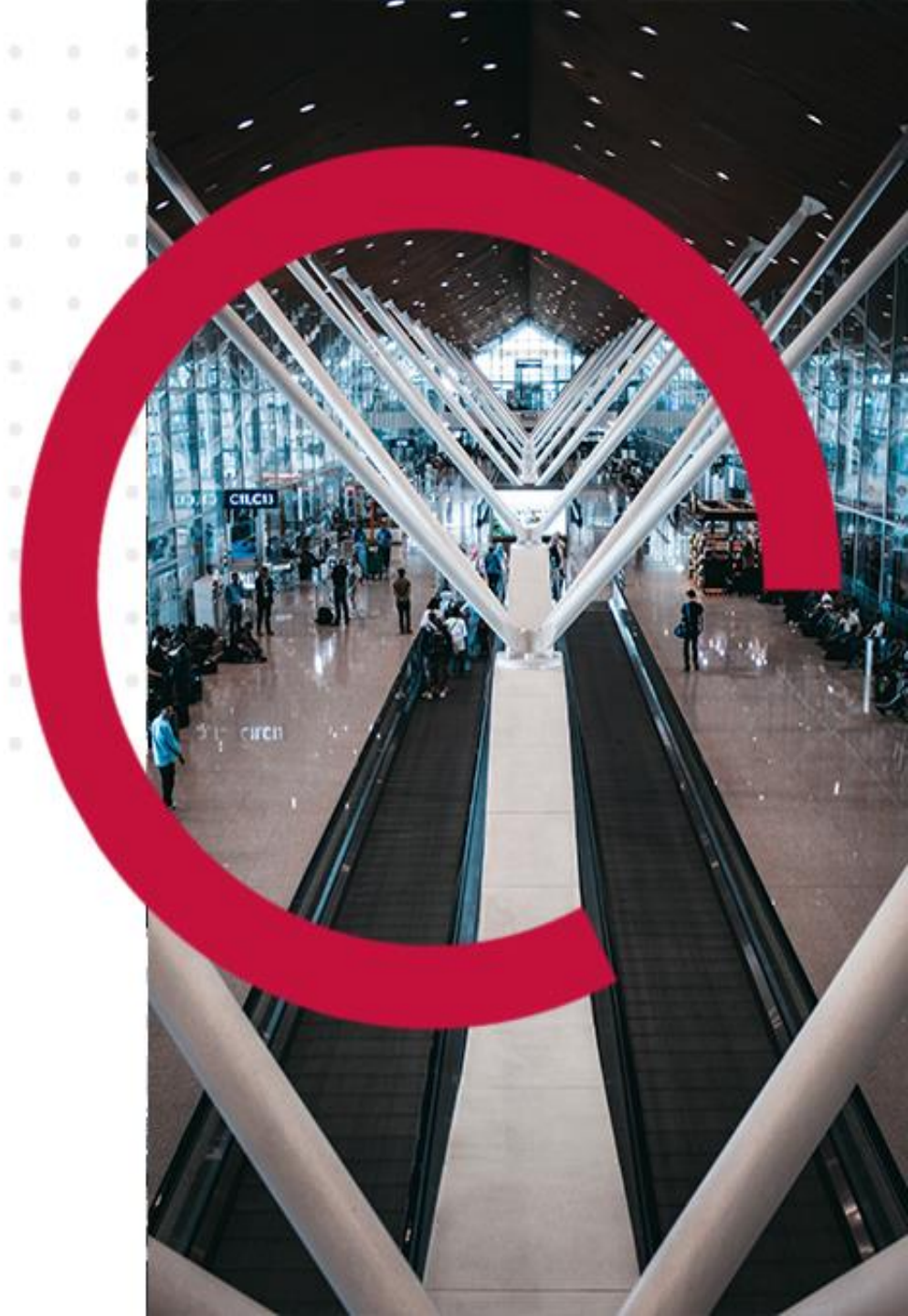
\*\* Format Tarikh 99/99/9999  
*Date Format DD/MM/YYYY*





## Step 4: Application for Entry Visa 入境签证申请

- Employee should apply visa with the Malaysian consulate or embassy in their home country.  
员工需向他们国家的马来西亚大使馆提出签证申请
- Entry visa will be issued by Malaysian Attaches Office in the country of origin.  
入境签证将由原籍国家的马来西亚附属办事处发行



## Step 5: Arrival of foreign workers 外国劳工入境马来西亚

- Only allowed to enter Malaysia at the authorized entry points (Eg. KLIA and KLIA 2) using the VDR issued by the Immigration Department.

外国劳工只能通过机场入境马来西亚

- The clearance process at entry points must be done within 24 hours from the arrival time.

入境马来西亚后，雇主需确保入境的清关程序在入境后的24小时之内完成。





## Step 6: Medical check up with FOMEMA 医疗检查

- Arrange a mandatory medical examination at a FOMEMA registered panel/medical centre within 30 days upon arrival in Malaysia.

雇主须在员工入境后的30天内安排员工在 FOMEMA注册的医疗诊所进行医疗检查

- If health status is unsatisfactory, an appeal can be submitted to FOMEMA.

如健康情况不理想，可向FOMEMA提出上诉

- If the appeal is rejected, the foreign worker will be sent back to his/her home country.

若上诉被驳回，该外国劳工将被安排遣送回国



## Step 7: Issuance of Visit Pass (Temporary Employment) [VP(TE)] 临时工作准证

- VP(TE) will be issued once the foreign worker is certified fit by FOMEMA-registered clinic/medical center.  
医疗检查通过后，外国劳工将收到临时工作准证
- Once approved, passports and insurance policies shall be submitted to the Immigration Department to obtain work permit stickers and identification card (i-Kad).  
员工护照和保险单需交给入境事务处以获取工作许可证和身份证
- VP(TE) is valid for a period of 12 months.  
临时准证有效期为十二个月





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## Reference list 资料参考处:

- <https://www.imi.gov.my/portal2017/index.php/en/foreign-worker.html>
- <http://www.moha.gov.my/index.php/en/pengenalan-perkhidmatan-pengurusanpekerjaasing>
- <https://www.eppax.gov.my/eppax/login>
- [https://www.eppax.gov.my/eppax/portal/images/manual/Kriteria a Kelayakan Berdasarkan Sektor.pdf](https://www.eppax.gov.my/eppax/portal/images/manual/Kriteria%20Kelayakan%20Berdasarkan%20Sektor.pdf)
- [http://www.mef.org.my/Attachments/MEFReport\\_PGERPERFWM .pdf](http://www.mef.org.my/Attachments/MEFReport_PGERPERFWM.pdf)
- <http://www.moha.gov.my/index.php/en/component/content/article/89-maklumat-korporat/maklumat-bahagian/bahagian-pengurusan-pekerja-asing/304-soalan-soalan-lazim>

