



FREQUENTLY ASKED QUESTIONS (FAQs)
MYFUTUREJOBS RECOMMENDATION FOR FOREIGN WORKERS AND
EXPATRIATE APPLICATION
BIL. 1/2020 | 31 OCTOBER 2020

1. What is the objective of MYFutureJobs Recommendation as the pre-requisite for foreign worker and expatriate applications?

- The objective of MYFutureJobs Recommendation as the pre-requisite for foreign worker and expatriate applications is part of the Government initiative to **prioritise local employees in filling the vacancies** before the positions are allowed to be filled by foreign workers or expatriates.
- This policy is based on the **Cabinet decision made on 4 June 2020**, in which employers need to advertise job vacancies for at least 30 days on the Ministry of Human Resources' portal, now known as **MYFutureJobs**.

2. What is MYFutureJobs Recommendation?

- MYFutureJobs Recommendation is the recommendation from SOCSO to the **Expatriates Placement Committee (JPPD)** and **The Local & Foreign Workers Placement Committee (JPPAPT)**.
- The MYFutureJobs Recommendation will be tabled by SOCSO at the JPPD or JPPAPT Approval Meetings for foreign worker and expatriate applications.

3. Are all sectors involved in the MYFutureJobs Recommendation for foreign worker and expatriate application?

- **Yes**, the MYFutureJobs Recommendation applies to all sectors that are allowed by the Government to hire foreign workers and expatriates.

- The Government has **imposed a moratorium on the intake of new foreign workers until 31 December 2020**. However, employers may proceed with expatriate applications as usual.

4. What are the main steps that are required to be taken by employers for the application for foreign workers or expatriates?

Steps to apply for foreign workers and expatriates are as follows:

- **Advertise job vacancies on the MYFutureJobs portal for a minimum of 30 days** and ensure that all information pertaining to the vacancy is provided.
- Once vacancies are advertised, employers must complete the **PAPD Form: MYFutureJobs Recommendation** via **<http://bit.ly/PAPDPERKESO>** within **3 days from date of the vacancy is posted**.
- Employers are required to conduct interview sessions within 30 days from the date the vacancy is advertised and submit the interview outcome report using the **Hiring Outcome Report** (refer to **Appendix 4**) that can be downloaded via SOCSO's website at **www.perkeso.gov.my**.
- For applications for **foreign workers**, employers are required to complete the submission through the **ePPAx system** at the end of the 30-day period. Meanwhile, for expatriate applications, employers are only required to **submit the Hiring Outcome Report**.
- All applications will be presented at the the JPPD or the JPPAPT by taking into consideration the efforts taken by employers to source for local talents.
- For expatriate applications, the status of MYFutureJobs Recommendation will be submitted by the JPPD to the respective approval agencies.

Please refer to Appendix 1: The Flowchart of the Application of MYFutureJobs Recommendation

Table A: List of Approval Agencies and Scopes of Coverage

BIL.	APPROVAL AGENCY	SCOPES OF COVERAGE
1.	Ministry of Home Affairs	General
2.	Malaysian Investment Development Authority (MIDA)	Manufacturing and related sectors
3.	Multimedia Development Corporation (MDeC)	Information Technology (mainly companies that are recognised by the Multimedia Super Corridor (MSC))
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
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 (JKE)	Other sectors that are not listed.

5. What are the categories of expatriates for the application of expatriates?

Expatriates	Monthly Salaries	Contract durations
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	1 year maximum

Source: Ministry of Home Affairs

6. Are employers applying for key posts or positions that are difficult to source in Malaysia also required to advertise vacancies on MYFutureJobs and conduct interviews ?

- Employers can **apply for exemption** from advertising the vacancy and holding the interview if the position is an Expatriate Key Post. However, employers are required to complete and submit the PAPD Form for MYFutureJobs Recommendation for expatriate application.
- Should there be an urgency to fill the vacancy immediately and employers has received a recommendation from the approval agency, such application will be directly referred to the JPPD for immediate consideration.

7. How can employers apply for an exemption from advertising the vacancy of a Key Post?

- Employers are still required to complete the PAPD Form and submit an appeal letter to SOCSO through SOCSO's Employer Key Account Officers, listed in **Appendix 2** for the exemption from advertising the job vacancy and holding an interview. Details to be included in the appeal letter are as follows:
 - i. Position title and category (CEO, COO, CFO and others)
 - ii. Number of vacancies;
 - iii. Salary Offered

8. Are employers required to post vacancies and conduct interviews for renewal applications?

- Yes. **Employers are required to advertise vacancies** for the purpose of renewal of the Employment Pass (EP) for all expatriate categories.
- However, employers can apply for **exemption for Expatriates from Category I**, with justification.

9. Which system to be used by employers to advertise job vacancies?

- Employers must advertise job vacancies on the MYFutureJobs portal at www.myfuturejobs.gov.my.
- Employers are required to fill all the information needed including job titles, academic qualifications, salaries, scopes of work, skills and competencies for all postings on the MYFutureJobs Portal.

10. What are the requirements and procedures to register at the MYFutureJobs portal?

- Employers or enterprises must first be registered and submit the following details:
 - i. Individual: NRIC No.
 - ii. Firm/Company: ROB / ROC / ROS No.
 - iii. Government Agency: PTJ No.
 - iv. Local Council: PBT License
 - v. Clinic: Licence (MOH)
 - vi. Lawyers Office: Licence No. (Malaysian Bar Council)
 - vii. Embassy/International Organisation: Registration No.
 - viii. Organisation/Association/NGO: ROB / ROC / ROS No.
- Registration at the MYFutureJobs Portal can be made via the following link: <https://employers.myfuturejobs.gov.my/>. Registered employers will be assigned to SOCSO's Employer Key Account Officers who shall be responsible in assisting employers with the recruitment process at no cost.

11. What are the responsibilities of an employer after posting vacancies on the MYFutureJobs portal?

- Employers are responsible for **holding interviews for the advertised positions**. Employers may conduct interview sessions at **their premises, SOCSO branches, Department of Labour, Peninsular Malaysia (JTKSM) offices** or **participate in any daily or weekly open interviews organised by SOCSO**.
- Employers can also seek assistance from SOCSO's Employer Key Account Officers to carry out the interview process.

(Please refer to Attachment 2 for the list of SOCSO's Employer Key Account Officers by States)

12. How will SOCSO monitor the compliance of employers on the MYFutureJobs Recommendations?

- Employers are required to complete the **Hiring Outcome Report** for any interviews held for the advertised vacancies. This form must be submitted to SOCSO through the Employer Key Account Officers at the end of the 30-day period after the vacancy was advertised.

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

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

14. What should employers do if they have advertised job vacancies on the JobsMalaysia portal before 1 November 2020?

- Employers are **not required to re-submit applications sent before 1st November 2020**. Previous applications on JobsMalaysia will be processed according to the pre-determined eligibility requirements.

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

- **Yes.** Employers are allowed to advertise vacancies or execute any steps through other employment platforms. However, **employers are still required to advertise vacancies on the MYFutureJobs portal.**
- Efforts in sourcing local employees should be reported to the Employer Key Account Officers by completing the Hiring Outcome Report.

16. Will the placement efforts of local employees affect the application for hiring foreign workers and expatriates?

- **Yes.** The Local & Foreign Workers Placement Committee and Expatriates Placement Committee of the Ministry of Human Resources, comprising members from SOCSO and Department of Labour, Peninsular Malaysia (JTKSM) will take into consideration efforts to source local talents for the purpose of the recommendation on foreign worker and expatriate application.

17. How can employers check the status of their foreign worker and expatriate applications?

- Employers can refer to the Committee Secretariat at **the Department of Labour Peninsular, Malaysia (JTKSM) or the ePPAx system** for the status of the foreign worker applications.
- For expatriate applications, employer may refer to the **approval agencies or the Committee Secretariat at JTKSM.**

18. Can employers make an appeal against rejected applications?

- **Yes.** Employers may submit an appeal against rejected applications through the ePPAx system upon receiving notifications of the decisions.
- As for the hiring of expatriates, employers may contact the Committee Secretariat at JTKSM to submit a written appeal.

- **Only one (1) appeal** application is allowed for each new rejected application.
- However, the permission to appeal is subject to conditions prescribed by the Committee at JTKSM

19. What are the benefits provided for employers who hire local employees?

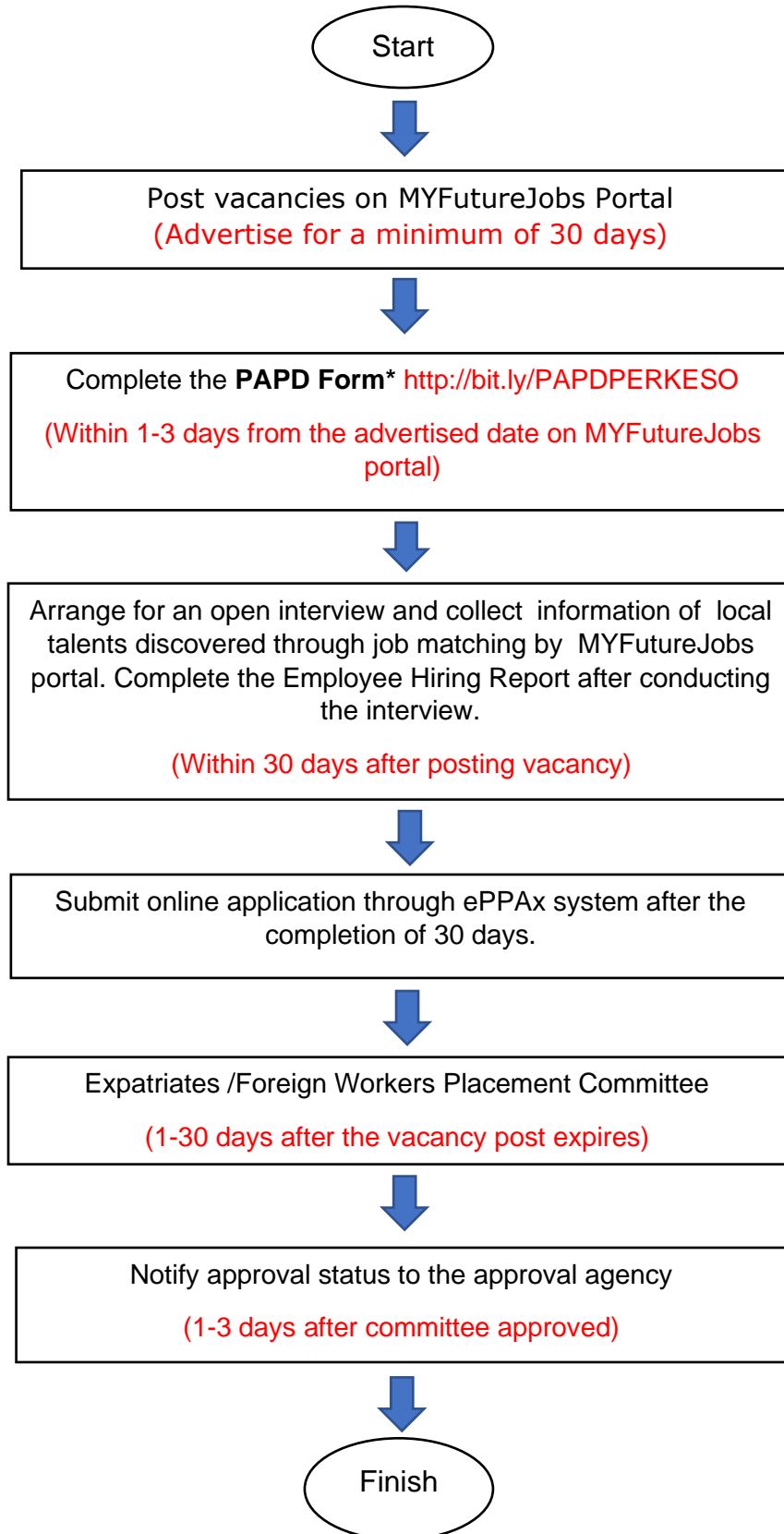
- Through the PENJANA initiatives including the Hiring Incentive Programme, announced by the Government on 5 June 2020, employers can receive financial incentives of between RM800 to RM1,000 per month for each of local employee hired.
- Skills training programmes are also available for newly hired local workers. For more information on this initiative, employers can visit www.perkeso.gov.my.

The Frequently Asked Questions (FAQs) No. 1 of 2020 is effective from 1 November 2020. For further enquiries, please contact 1-300-22-8000 / 03-8091 5300 or email papd@perkeso.gov.my.

SOCIAL SECURITY ORGANISATION (SOCSO)

31 OCTOBER 2020

APPLICATION FOR MYFUTUREJOBS RECOMMENDATION IN THE RECRUITMENT OF FOREIGN WORKERS & EXPATRIATES



*Note: Failure to submit PAPD Form within 3 days from the advertised vacancy date will result in the rejection or delay in the approval

APPENDIX 2

BIL	SOCISO BY STATES	EMPLOYER KEY ACCOUNT OFFICERS	EMAIL ADDRESS
1	KUALA LUMPUR	1. Nurul Amalina Binti. Rosdi Anuar	amalina.anuar@perkeso.gov.my
		2. Mohamed Nur Hidayat bin Mohamed Ajis	hidayat.ajis@perkeso.gov.my
		3. Dini Arina Binti Mohd Puad	arina.puad@perkeso.gov.my
2	SELANGOR/ PUTRAJAYA	1. Aaron Davidraj a/l Ravindran	r.aaron@perkeso.gov.my
		2. Muhammad Hifzhan bin Alias	hifzhan.alias@perkeso.gov.my
		3. Dhinnesh A/L Shanmugam	s.dhinnesh@perkeso.gov.my
3	NEGERI SEMBILAN	1. Nabilah Binti Ismail	nabilah.ismail@perkeso.gov.my
		2. Nor Suhada binti Azhar	suhada.azhar@perkeso.gov.my
4	MELAKA	1. Alia binti Mohd Azlan Selvarajah	alia.azlan@perkeso.gov.my
		2. Anis Amira binti Rajis	amira.rajis@perkeso.gov.my
5	JOHOR	1. Nur Syakirah Binti Amran	syakirah.amran@perkeso.gov.my
		2. Muhamad Akmal bin Shahrudin	akmal.shahrudin@perkeso.gov.my
		3. Muhamad Shahrul bin Zamshari	shahrul.zamshari@perkeso.gov.my
6	PAHANG	1. Muhammad Alief Aizuddin bin Zin Azman	aizuddin.azman@perkeso.gov.my
		2. Syazwani binti Mohd Tajuddin	syazwani.tajudin@perkeso.gov.my
7	TERENGGANU	1. Siti Aqilah binti Azlan	aqilah.azlan@perkeso.gov.my
		2. Nurfahana binti Ramli	nurfahana.ramli@perkeso.gov.my

8	KELANTAN	1. Nor Shahida binti Mat Sidik	shahida.sidik@perkeso.gov.my
		2. Khairul Asraff bin Roslan	asraff.roslan@perkeso.gov.my
9	PERAK	1. Ahmad Shahir bin Hasan	shahir.hasan@perkeso.gov.my
		2. Muhammad Zaki bin Mohd Nordin	zaki.nordin@perkeso.gov.my
		3. Farah Jasmin binti Mohd Zainuri	jasmin.jamaludin@perkeso.gov.my
10	KEDAH/ PERLIS	1. Wan Nur Esalina Shahirah binti Wan Muda	esalina.muda@perkeso.gov.my
		2. Nor Erna Afeera binti Airis	afeera.airis@perkeso.gov.my
11	PULAU PINANG	1. Nur Hanina binti Hamid	hanina.hamid@perkeso.gov.my
		2. Syafina binti Assegerali	syafina.assegerali@perkeso.gov.my
		3. Thuriya Darshani a/p Devandran	d.darshani@perkeso.gov.my

LIST OF MYFUTUREJOBS CENTRES IN PENINSULAR MALAYSIA

Bil.	MYFUTUREJOBS 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, Lebuhr Tenggiri 2, 13700 Seberang Jaya, Perai, Pulau Pinang

APPENDIX 4



MYFutureJobs
My National Employment Gateway Platform

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/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								
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	

Note: Employers are required to submit the Hiring Outcome Report using the Excel format. The form can be downloaded from SOCSO's website at www.perkeso.gov.my.

