

SUMMARY PROCESS FOR FOREIGN WORKERS RECRUITMENT



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the total recruitment people

(DIRECT KDN APPLICATION)

APPOINTMENT AS LABOUR SUPPLIER	BIO- DATAS	LABOUR DEPARTMENT & PREPARATION OF DOCUMENTS	KDN APPROVAL	APPLICATION CALLING VISA	ATTESTATION & ENDORSEMENT BY MOFA, NOTARY & EMBASSY	ATTESTATION IN SOURCE COUNTRY/ARRIVAL OF WORKERS / CANCELLATION		FOMEMA CHECK- UP	IMMIGRATION DEPARTMENT M'SIA	LABOUR DEPARTMENT
1-2 weeks	1-3 weeks	6-10 weeks	1 day	2-6 weeks	1-6 weeks	2-8 weeks		within 10 days	1 day to 4 weeks	within 14 days
Pre Demand Letter/ check documents for eligibility of Approval / Quota	Sourcing & Selection of eligible candidates according to Demand Letter	Register Online & submission to nearest Labour Dept.	Employer/ Representative of Company require for Interview with Approving Panel	Completion and submission for further process of workers selected in Immigration	Endorsement of Calling Visa & other documents such as Employment Contract, Demand Letter & Etc.	Approval from the Ministry of Labour & Visa Stamping from Malaysia Embassy in Source Country	Arrangement for Final Medical Check-up & Flight bookings	Register & bring workers to selected Clinic for medical check-up	Application of PLKS Work Permit upon Medical FIT online	Client require to report to Labour Department on the workers arrival

* Estimated time of arrival is between 2 - 8 weeks from the date of receiving Calling Visa Approval (depending on Source Country selected and Sector)
(Estimated for whole process is 3-8 months)

The Schedule of duration is subjected to the discretion of various government agencies/ authorities

1. Labour Department of Malaysia
2. Ministry of Home Affairs, Malaysia (KDN)
3. Immigration Department of Malaysia
4. Notary Public in Malaysia or Embassy of Source Country in Malaysia
5. Ministry of Foreign Affairs in Malaysia
6. Malaysian Embassy in Source Country
7. Ministry of Labour in Source Country
8. Immigration Department in Source Country
9. Flight Availability for workers to be deployed to Malaysia
10. Foreign Workers intake prior approval from the Ministry of Home Affairs, Malaysia

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