

SUMMARY PROCESS FOR FOREIGN WORKERS RECRUITMENT

(OUT-SOURCING APPLICATION)



exelite

the total recruitment people

APPOINTMENT AS OUTSOURCING	BIO- DATAS	LABOUR DEPARTMENT	KDN APPROVAL	APPLICATION CALLING VISA	ATTESTATION & ENDORSEMENT	ATTESTATION IN SOURCE COUNTRY/ARRIVAL OF WORKERS / CANCELLATION		FOMEMA CHECK- UP	IMMIGRATION DEPARTMENT M'SIA	LABOUR DEPARTMENT
3 days	1-6 weeks	4-12 weeks	1 day	1-3 weeks	1-2 weeks	2-8 weeks		within 1 month	1-3 days	3 days
Signing of Contract Agreement & Stamping	Sourcing & Selection of eligible candidates according to Demand Letter	Register Online & submission to nearest Labour Dept.	Interview with Panel	Compilation and submission for further process of workers selected	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	Outsourcing to report to Labour Department on the workers arrival

* Estimated time of arrival is between 2 - 10 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

EXELITE RESOURCES SDN BHD (18//18-U)

Unit 97-2, 2nd Floor, NZX Commercial Centre, Jalan PJU 1A/ 41B, PJU 1A, Ara Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel: 603- 7885 0648 (hunting line) Fax: 603-7885 0748 Email: info@exeliteresources.com Website: http://www.exelite.com.my