| DOCUMENTS (ENGLISH) | DOCUMENTS (MALAY) | REMARKS | SECTOR | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | CONSTRUCTION (CIDB) | AGRICULTURAL (MAFI) | | | | MANUFACTURING (MITI) | PLANTATION (MPIC) | | | | | SERVICES (KPDNHEP) | | | SERVICES (MOTAC) | | | | | SERVICES (MOT) | | | MINING & QUARRYING (KeTSA) | |
| | | | | Crops | Livestock | Fishery | Slaughterhouse | | Oil Palm | Rubber | Cocoa | Forest Farm | Nursery Worker | Restaurant | Cleaning | Wholesale and Retail | Hotel | SPA | Golf | Island Resort | Foot Massage | Cargo Handling in the Port | Cargo Handling at Airport | Baggage Handling at Airport | Mining | Quarrying |
| Tab: MyFUTUREJobs Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Hiring Outcome Report | Laporan Pengambilan Pekerja | Mandatory (Quota Normal) | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Tab: Regulatory Agency | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIDB Registration Certificate | Sijil Perakuan Pendaftaran CIDB | Mandatory | x | | | | | | | | | | | | | | | | | | | | | | | |
| Manufacturing License | Lesen Pengilang | Optional | | | | | | x | | | | | | | | | | | | | | | | | | |
| PBT License and Agency Approval License | Lesen PBT dan Lesen Kebenaran Agensi | Mandatory | | | | | | x | | | | | | x | x | x | x | x | x | x | x | | | | | |
| License from Malaysian Palm Oil Board | Lesen dari Lembaga Minyak Sawit Malaysia | Manadatory | | | | | | | x | | | | | | | | | | | | | | | | | |
| License from Malaysia Rubber Board | Lesen dari Lembaga Getah Malaysia | Manadatory | | | | | | | | x | | | | | | | | | | | | | | | | |
| License from Malaysian Cocoa Board | Lesen dari Lembaga Koko Malaysia | Mandatory | | | | | | | | | x | | | | | | | | | | | | | | | |
| License from Forest Department Malaysia | Lesen dari Jabatan Perhutanan Malaysia | Manadatory | | | | | | | | | | x | x | | | | | | | | | | | | | |
| Supporting Letter from Airport Authority | Surat Sokongan dari Pihak Berkuasa Lapangan Terbang | Mandatory | | | | | | | | | | | | | | | | | | | | | x | x | | |
| Supporting Letter from Port Authority | Surat Sokongan dari Pihak Berkuasa Perlabuhan | Mandatory | | | | | | | | | | | | | | | | | | | | x | | | | |
| Surat Kelulusan Skim Pengendalian Melombong (SKSPM) | Surat Kelulusan Skim Pengendalian Melombong (SKSPM) | Mandatory | | | | | | | | | | | | | | | | | | | | | | | x | |
| Confirmation Letter from Depatment of Minerals and Geoscience Malaysia (JMG) | Confirmation Letter from Depatment of Minerals and Geoscience Malaysia (JMG) | Mandatory | | | | | | | | | | | | | | | | | | | | | | | x | x |
| Surat Kelulusan Skim Kuari (SKSK) / Permit 4B/4C/Lesen Kecil Hutan | Surat Kelulusan Skim Kuari (SKSK) / Permit 4B/4C/Lesen Kecil Hutan | Mandatory | | | | | | | | | | | | | | | | | | | | | | | | x |
| Lesen Operasi Kuari | Lesen Operasi Kuari | Mandatory for Negeri Perlis or Pulau Pinang | | | | | | | | | | | | | | | | | | | | | | | | x |
| Manufacturing Exemption License | Lesen Pengecualian Pengilangan | Mandatory | | | | | | x | | | | | | | | | | | | | | | | | | |
| Tab: Financial Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Latest 3 months' EPF Statement | Penyata Caruman KWSP bagi 3 bulan terkini | Mandatory | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Latest 3 months' company bank statement | Penyata Bank syarikat bagi 3 bulan terkini | Mandatory | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Tab: Worker Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employment Contract | Kontrak Pekerjaan | Mandatory | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Certificate of Accommodation | Sijil Pengakuan Penginapan | Optional (Quota Normal) | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| Tab: Company Information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Letter Of Award / Work Contract | Surat Tawaran / Kontrak kerja | Mandatory | | | | | | | | | | | | | x | | | | | | | | | | | |
| CIDB Levy Payment Receipt | Resit Pembayaran Levi CIDB | Mandatory | x | | | | | | | | | | | | | | | | | | | | | | | |
| Land Grants (if own land) | Geran Tanah (bagi yang mengusahakan tanah sendiri) | Mandatory | | x | x | x | x | | x | x | x | x | x | | | | | | | | | | | | | |
| Birth Certificate (if land belongs to parents) OR Marriage cert (if land belongs to spouse) | Sijil Kelahiran (bagi tanah milik ibu bapa) / Sijil Nikah (bagi tanah milik suami/isteri) | Mandatory either one | | x | x | x | x | | x | x | x | x | x | | | | | | | | | | | | | |
| Assessment Report & Approval Letter from Jabatan Pertanian Negeri/ Daerah/Perikanan/Veterinar | Laporan Penilaian dari Jabatan Pertanian Negeri/ Daerah/Perikanan/Veterinar | Mandatory for Crops/Aquaculture/ Livestocks | | x | x | x | x | | | | | | | | | | | | | | | | | | | |
| FORM 24:Return Of Allotment Of Shares | Borang 24:Return Of Allotment Of Shares | Optional | | x | x | x | x | | | | | | | | | | | | | | | | | | | |
| FORM 32A:Form Of Transfer Of Securities | Borang 32A:Form Of Transfer Of Securities | Optional | | x | x | x | x | | | | | | | | | | | | | | | | | | | |
| Approval letter from Land and Mines office | Surat Kelulusan dari Pejabat Tanah & Galian | Optional | | x | x | x | x | | x | x | x | x | x | | | | | | | | | | | | | |
| Lease Agreement (Valid & Stamped) | Perjanjian Sewa Pajak (Disah dan dicop) | Mandatory | | | | | | | | | | | | | | | | | | | | x | x | x | | |
| 3 years lease agreement / certificate | Sijil / Perjanjian Sewa Pajak 3 Tahun | Mandatory for MAFI and KPDNHEP Sub-Sector | | x | x | x | x | | | | | | | x | x | x | | | | | | | | | | |
| Registration / Letter related to seaculture system/livestock | Registration / Letter related to seaculture system/livestock | Mandatory for Livestocks/ Aquaculture | | | x | x | | | | | | | | | | | | | | | | | | | | |
| Picture of premise: Front view with signboard | Gambar Hadapan Premis | Mandatory | | | | | | x | | | | | | x | x | x | x | x | x | x | x | | | | | |
| Picture of premise: Inside view | Gambar Dalam Premis | Mandatory | | | | | | x | | | | | | x | x | x | x | x | x | x | x | | | | | |
| Brochure/pamphlet related to machine | Risalah Berkaitan Mesin | Mandatory | | | | | | x | | | | | | | | | | | | | | | | | | |
| Brochure/pamphlet related to products | Risalah Berkaitan Produk | Mandatory | | | | | | x | | | | | | | | | | | | | | | | | | |
| K2/ ZB1 Form | Borang K2/ZB1 | Optional | | | | | | x | | | | | | | | | | | | | | | | | | |
| Summary statement of export sales | Ringkasan Penyata Jualan Eksport | Mandatory | | | | | | x | | | | | | | | | | | | | | | | | | |
| Customs Export Document of Main Contractor | Salinan Dokumen Eksport Kastam Kontraktor Utama | Mandatory if sub contractor to main contractor | | | | | | x | | | | | | | | | | | | | | | | | | |
| Contract Agreement/Summary of Sub-Contractor Invoice with the Main Contractor | Kontrak Perjanjian/Ringkasan Invois Sub-Kontraktor dengan Kontraktor Utama | Mandatory if sub contractor to main contractor | | | | | | x | | | | | | | | | | | | | | | | | | |
| Pictures of Menu/Foods | Gambar Menu/Makanan | Mandatory | | | | | | | | | | | | x | | | | | | | | | | | | |
| WRT letter (For Foreign Company) | Surat WRT | Optional | | | | | | | | | | | | x | x | x | | | | | | | | | | |
| Sale & Purchase Agreement (S&P) | Perjanjian Jual Beli | Optional | | | | | | | | | | | | | | | | | | | x | | | | | |
| Check Out Memo (COM) | Memo Periksa Keluar | Optional | | | | | | | | | | | | x | x | x | | | | | | | | | | |
| Foreign workers compensation Insurance Scheme document | Insuran Skim Pampasan Pekerja Asing | Optional | | | | | | | | | | | | x | x | x | | | | | | | | | | |
| LOA / Work Contract | Kontrak Kerja / "Letter of Award" | Mandatory | | | | | | | | | | | | | x | | | | | | | | | | | |
| Memorandum and Articles (M&A) | "Memorandum and Articles" Syarikat | Mandatory | | | | | | | | | | | | | x | | | | | | | | | | | |
| Floor Plan (sqm) | Plan Lantai (meter persegi) | Mandatory | | | | | | | | | | | | | | x | | | | | | | | | | |
| Spa Classification/Rating Certificate | Sijil Pengelasan Spa (Subsector: Spa, Job Category:Spa Therapist) | Mandatory for Sub-sector:Spa | | | | | | | | | | | | | | | | x | | | | | | | | |
| Membership letter/certificate Association of Malaysian Spa (AMPSA) / Malaysian Association Wellness SPA (MAWSPA) | Membership letter/certificate Association of Malaysian Spa (AMPSA) / Malaysian Association Wellness SPA (MAWSPA) | Mandatory for Sub-sector:Spa & Foot Massage Centre | | | | | | | | | | | | | | | | x | | | x | | | | | |
| Hotel Classification/Rating Certificate | Sijil Pengelasan Hotel (Subsector: Hotel) | Mandatory for Sub-sector:Hotel | | | | | | | | | | | | | | | x | | | | | | | | | |
| Membership Letter/ Certificate by Malaysia Association of Hotel (MAH) / Malaysian Hotel Association Owners (MAHO) | Membership Letter/ Certificate by Malaysia Association of Hotel (MAH) / Malaysian Hotel Association Owners (MAHO) | Mandatory for Sub-sector:Hotel & Island resort | | | | | | | | | | | | | | | x | | | x | | | | | | |
| Island Resort Classification / Rating certificate | Island Resort Classification / Rating certificate | Mandatory for Sub-sector:Island resort | | | | | | | | | | | | | | | | | | x | | | | | | |
| Reflexsologist Classification/Rating Certificate | Sijil Pengelasan Pusat Urutan Kaki (Subsector: Spa, Job Category: Reflexlogist) | Mandatory for Sub-sector:Foot Massage Centre | | | | | | | | | | | | | | | | | | | x | | | | | |
| Confirmation document from Akademi Kemahiran Belia Golf | Dokumen pengesahan daripada Akademi Kemahiran Belia Golf (Subsector: Caddy) | Mandatory for Sub-sector:Golf | | | | | | | | | | | | | | | | | x | | | | | | | |
| Membership letter/ Certificate Malaysia Golf Association (MGA) | Membership letter/ Certificate Malaysia Golf Association (MGA) | Mandatory for Sub-sector:Golf | | | | | | | | | | | | | | | | | x | | | | | | | |
| License Issued by Aiport Authority | Lesen Dikeluarkan oleh Pihak Berkuasa Pelabuhan | Mandatory | | | | | | | | | | | | | | | | | | | | | x | x | | |
| License Issued by Habor Authority | Lesen Dikeluarkan oleh Pihak Berkuasa Lapangan Terbang | Mandatory | | | | | | | | | | | | | | | | | | | | x | | | | |
| Handling Approval Document/ letter of Job Offer (Ex. Invoice, Contract,LOA) | Dokumen pengesahan Pengendalian/ Surat Tawaran Kerja (cth Invois, Kontrak ,LOA) | Mandatory | x | | | | | | | | | | | | | | | | | | | x | x | x | | |
| Operating license expiry date (port) | Tarikh tamat lesen operasi (perlabuhan) | Mandatory | | | | | | | | | | | | | | | | | | | | x | | | | |
| Quarry Lease (QL)/ Land Ownership/ Temporary Occupation License (TOL) | Quarry Lease (QL)/ Land Ownership/ Temporary Occupation License (TOL) | Mandatory | | | | | | | | | | | | | | | | | | | | | | | | x |
| Mining Lease (PM) / Proprietor Mining Lisence (PML) | Mining Lease (PM) / Proprietor Mining Lisence (PML) | Mandatory | | | | | | | | | | | | | | | | | | | | | | | x | |
| Deed of Agreement with The Owner/Operator/Contractor that is still in force and stamped | Deed of Agreement with The Owner/Operator/Contractor that is still in force and stamped | Mandatory | | | | | | | | | | | | | | | | | | | | | | | x | x |
| Flow Chart (with job description) | Flow Chart (with job description) | Mandatory | | | | | | | | | | | | | | | | | | | | | | | x | x |
| Summary Statements of Land lots | Ringkasan Penyata Lot Tanah | Mandatory | | | | | | | x | x | x | x | x | | | | | | | | | | | | | |
| 3 Years and aboved Lease Agreement (Stamped) and below 1 year Certificated Landowner Grants / Latest Offical Search Certificate | Perjanjian Sewa Pajak yang melebihi 3 tahun yang disetemkan dan Geran Permilik Tanah yang dIsankan yang tidak melebihi 1 tahun / Sijil Carian Rasmi terkini | Mandatory | | | | | | | x | x | x | x | x | | | | | | | | | | | | | |
| Other Documents | Lain-lain Dokumen | Optional | | | | | | | x | x | x | x | x | | | | | | | | | | | | | |
| Exit Policy | Dasar Keluar | Mandatory | | | | | | | | | | | | x | x | x | | | | | | | | | | |