

# SEMINAR ON EMPLOYMENT PASS APPLICATIONS

VIA XPATS GATEWAY SYSTEM UNDER  
SINGLE WINDOW PLATFORM & BIZCLINIC

1 March 2024 (Friday) | 9.30 am  
Perdana Hall, Level 10, MIDA Sentral



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MIDA TV



Malaysian Investment  
Development Authority

[www.mida.gov.my](http://www.mida.gov.my)

INDUSTRY TALENT MANAGEMENT & EXPATRIATE DIVISION  
MIDA

**SEMINAR ON PROCEDURES FOR  
EMPLOYMENT PASS APPLICATIONS  
VIA XPATS GATEWAY SYSTEM  
UNDER SINGLE WINDOW PLATFORM (SWP)**

**1 March 2024 (Friday) | 9.30am – 12.00pm**

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# 01 | *Scope & Coverage*

The government's principal investment promotion agency for the development of the manufacturing and services sectors in Malaysia

## Policy Advocacy

1



2

## Promoting FDI & DDI



## Providing Investment Approvals

3

### Manufacturing Licence (ML)



- Require ML if the Paid-up Capital/Shareholders' Fund is RM2.5 Million and above; or employing 75 or more full time employees
- Exempted from ML- If below the above threshold

### Investment Incentives



- Tax Incentives
- Matching Grants

### Customs Duty Exemptions



- Raw materials; and
- Machinery & equipment

### Expatriate Posts



- **Key posts**  
Posts that are permanently filled by foreigners
- **Term posts**  
Posts that are filled by foreigners for a period of 1-5 years

Since May 2003

## Monitoring Project Implementation

4



**ON-TRACK**  
Pejabat Pelaksanaan Projek dan Fasilitasi  
(Project Implementation and Facilitation Office)



# Sectors Under MIDA's Purview

## Manufacturing

- All Sub-Sectors
- Fisheries, Livestock, Agriculture, Horticulture and Floriculture Industries\*

(\*) Note: 2014, MAFI agreed for MIDA to evaluate the application for expatriate post for these sub-sectors. MAFI shall provide support letter / technical advise to MIDA



**Manufacturing License (ML)/ Interim Approval Letter/ Letter of Exemption from ML**

## Selected Services

- OHQ, RDC, IPC
- Principal Hub (PH)
- Global Operation Hub
- RE/RO
- R&D company
- Hotel & Tourism Projects
- Technical & Vocational Training Institutions & Other Services
- Medical Device Testing Laboratory



**Incentive Approval Letter/ Status Approval Letter/ Grant Approval Letter**

## Manufacturing

### CRITERIA :

- Minimum paid-up capital:**
  - ✓ Malaysian : RM250,000
  - ✓ JV : RM350,000
  - ✓ Foreign : RM500,000
  
- Minimum basic salary RM5,000**
  
- Minimum academic qualifications and experience in related field: -**
  - ✓ Degree + 3 years
  - ✓ Diploma + 5 years
  - ✓ High School Certification + 10 years

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- Key Posts**  
Foreign paid-up capital of at least RM1 million.

## Selected Services

### CRITERIA :

- Minimum paid-up capital:**
  - ✓ OHQs, RDCs, IPCs : RM500,000
  - ✓ Principal Hub : RM2.5 mil
  - ✓ RE/RO : NA
  
- Minimum basic salary RM5,000**
  
- Approved R&D project:**
  - ✓ 1 Expatriate : 1 Local R&D personnel
  - ✓ Degree + 5 years
  
- Hotel & Tourism:** Key Post approval for Malaysian company is subjected to paid-up capital.

02

***Application and  
Process Flow***

# SINGLE WINDOW PLATFORM

15 June 2023

Xpats Gateway

Leveraging

Immigration's  
ESD Online System

22 Approving &  
Regulatory Agencies

Use one platform to  
issue Employment Pass  
Support Letters  
according to their  
respective sectors

Login @ [esd.imi.gov.my](http://esd.imi.gov.my)

esd.imi.gov.my

Expatriate Services Division

MYXpats BY TALENTCORP

EMPLOYMENT PASS

EMPLOYMENT PASS RECLASSIFICATION (CATEGORY I, II AND III) EFFECTIVE 1 SEPTEMBER 2017

Xpats Gateway

Xpats GATEWAY

Announcement

- 5 Feb INCREASE IN SALES AND SERVICE TAX (SST) RATE EFFECTIVE 1 MARCH 2024
- 18 Jan MALAYSIA EXPATRIATE TALENT SERVICE CENTRE (MYXPATS): HELP US TO IMPROVE OUR SERVICES AND YOUR CUSTOMER EXPERIENCE
- 16 Jan MYXPATS OPEN DAY 2024
- 15 Jan MYXPATS CENTRE HALF-DAY CLOSURE ON 19TH JANUARY 2024
- 6 Dec SINGLE ENTRY VISA FOR CHINESE AND INDIAN NATIONALITY

Company login

Check Status Company

Company Login

Government agency

Please key in ESD Online Login ID and Password

afidah@mida

.....

Login

Forgot Password?



## COOLING PERIOD

- **NO cooling period** for rejected MIDA support letter
- **Can re-apply** through SWP as new application

## ONE-WAY COMMUNICATION

- **NO “Return” button** for additional information/documents.
- Thus, complete submission is a **COMPULSORY**
- MIDA Support Letter is either **Supported OR Not Supported**

## AMENDMENT

- **NO amendment** of conditions or details in the MIDA Support Letter.
- Company **to re-apply for any changes** through SWP as new application.
- Amendment by the company on the MIDA support letter, they will be **BLACKLISTED**

## VALIDITY

- **Six (6) months** upon issuance date
  - **ONLY one-time use**

## COOLING PERIOD

## ONE WAY COMMUNICATION

## COMPANY LOCATION

## HOUSE RULES

## AMENDMENT

## CHECKLIST

## VALIDITY

## TIERING

## COMPANY LOCATION

- SWP via <https://esd.imi.gov.my/> applicable **ONLY** for companies located in Peninsular Malaysia.
- Companies located in Sabah/Sarawak, to obtain MIDA approval letter via *InvestMalaysia* portal and proceed Employment Pass application to Immigration in Sabah/Sarawak.

## CHECKLIST

Companies to submit applications with **complete and accurate documents**

## TIERING

- **Fast Track (3 WD)** or **Normal Track (10 WD)**
- Formulated tiering system in ESD Online System (Immigration System)
- MIDA has no authority to change the company’s tiering category

# DOCUMENTS CHECKLIST

1.	Interim Letter/ ML/ Incentive/ Grant/ Status/ Letter of Exemption from ML -Manufacturing : Interim Letter/ ML/ Incentive/ Letter of Exemption from ML -Services : Incentive/ Grant/ Status approval letter
2.	Advertisement with MyFutureJobs - not required if exempted
3.	JTK approval under Section 60K, Employment Act 1955 -For new Co. with ML Interim Letter and without PBT License, co. to obtain MIDA Support Letter to confirm the project implementation.
4.	Organisation Chart indicates the existing expatriate(s) and the expatriate(s) being applied for.
5.	Copy of Passport: All Pages (Full Booklet with Front & Back Pages)
6.	Resume of the Expatriate
7.	Certificates of Academic Qualifications - To be Certified True Copy by the Embassy/Notary Public/Company Secretary/HR Manager)
8.	Training schedule to localise the term post - Only for renewal application
9.	Copy of Employment Contract that clearly indicates the expatriate's salary and terms
10.	Letter to justify the requirements of the position(s) with company letterhead. - To follow template format provided in the system
11.	Copy of Previous MIDA Expatriate Post Approval Letter(s) (if any)
12	Job Descriptions of Expatriate Applied for

# Common Mistakes in Applications



## EDUCATIONAL CERTIFICATE:

Failed to provide the document with "certified true copy (CTC)" of original educational certificate - signature, signatory name, position and official company stamp by the Embassy/Notary Public/Co Secretary/HR Manager



## INCONSISTENCY OF INFORMATION:

Failed to standardize the position titles, salaries, Passport Number and durations across all documents (e.g: JTK approval, MyFutureJobs, employment contract, JD, organization chart, etc).



## EXEMPTION FROM MYFUTUREJOBS:

Failed to provide the confirmation letter issued by the parent's company if the expatriate is under the corporate transfer/placement



## UPDATED e-SSM INFORMATION:

Failed to update the latest details in e-SSM (e.g: company name, revenue, directors, and shareholders details)



## JOB DESCRIPTION:

Job title does not correlate with the job function and working experience



## DOCUMENT FORGERY:

Company attempted to amend the Government's decision letter and led to be listed in the Suspectlist or Blacklist (SL/BL) in KDN/Immigration records



## INCOMPLETE ORGANIZATIONAL CHART:

- Failed to indicate the existing approved expatriate and expatriate applied for in the chart
- Failed to reflect all divisions/department for the entire company in organization chart



## DOCUMENT CLARITY:

- Screenshot documents using mobile are not accepted
- Failed to provide scanned/photocopied document clear and legible.



## LETTER TO JUSTIFY THE REQUIREMENTS OF THE POSITION(S):

Failed to provide the justification letter with company letterhead according to template provided in the system



## TRAINING SCHEDULE FOR LOCALIZATION PROGRAMME:

For renewal application, company failed to provide training programme according to template provided in the system



## COPY OF PREVIOUS EXPATRIATE APPROVAL

- For renewal/replacement application, company failed to provide:
- MIDA expatriate Post Approval letter especially for Key Post (if any)
  - EP sticker

# MIDA SUPPORT LETTER FOR EMPLOYMENT PASS



MALAYSIAN INVESTMENT  
DEVELOPMENT AUTHORITY



XPATSGATEWAY/MIDA/1813-366  
03 JULY 2023

Dear Sir/Madam,  
**ONLINE EXPATRIATE SUPPORT LETTER APPLICATION**

The above matter refers.

Company's Name : [REDACTED]  
ROC No : [REDACTED]  
Sector : Manufacturing

**Application Details:**

Name : [REDACTED]  
Nationality : PAKISTAN  
Travel Document No : [REDACTED]  
Position : SENSOR DESIGNER  
Salary : RM 5,300.00  
Position Category : Key Post

Please be informed that your application has been **SUPPORTED**.

Duration Supported : 24 MONTHS

*This letter is valid for six (6) months from the date hereof.*

You may proceed to initiate the Employment Pass application via [esd.imi.gov.my](http://esd.imi.gov.my).

Thank you.

Jawatankuasa Teknikal Berkaitan Pegawai Dagang  
Malaysian Investment Development Authority

Generated Date/Time: 2023-07-03 11:07:23

*This is a computer-generated slip, no signature is required.*

**APPROVED**



MALAYSIAN INVESTMENT  
DEVELOPMENT AUTHORITY



XPATSGATEWAY/MIDA/10156-126  
03 JULY 2023

Dear Sir/Madam,  
**ONLINE EXPATRIATE SUPPORT LETTER APPLICATION**

The above matter refers.

Company's Name : WK TECHNICAL SDN. BHD.  
ROC No : 958476-T  
Sector : Manufacturing

**Application Details**

Name : KANNAN SENTHIL KUMAR  
Nationality : INDIA  
Travel Document No : N8631671  
Position : CNC PROGRAMMER (UNIGRAPHIC/CADCAM)  
Salary : RM 5,300.00  
Position Category : Term Post

Please be informed that your application is **NOT SUPPORTED**.

Rejection Reason(s) 1. INCOMPLETE DOCUMENT

**Remarks:**

If you would like to re-apply, you may submit a new application via Xpats Gateway.

Thank you.

Jawatankuasa Teknikal Berkaitan Pegawai Dagang  
Malaysian Investment Development Authority

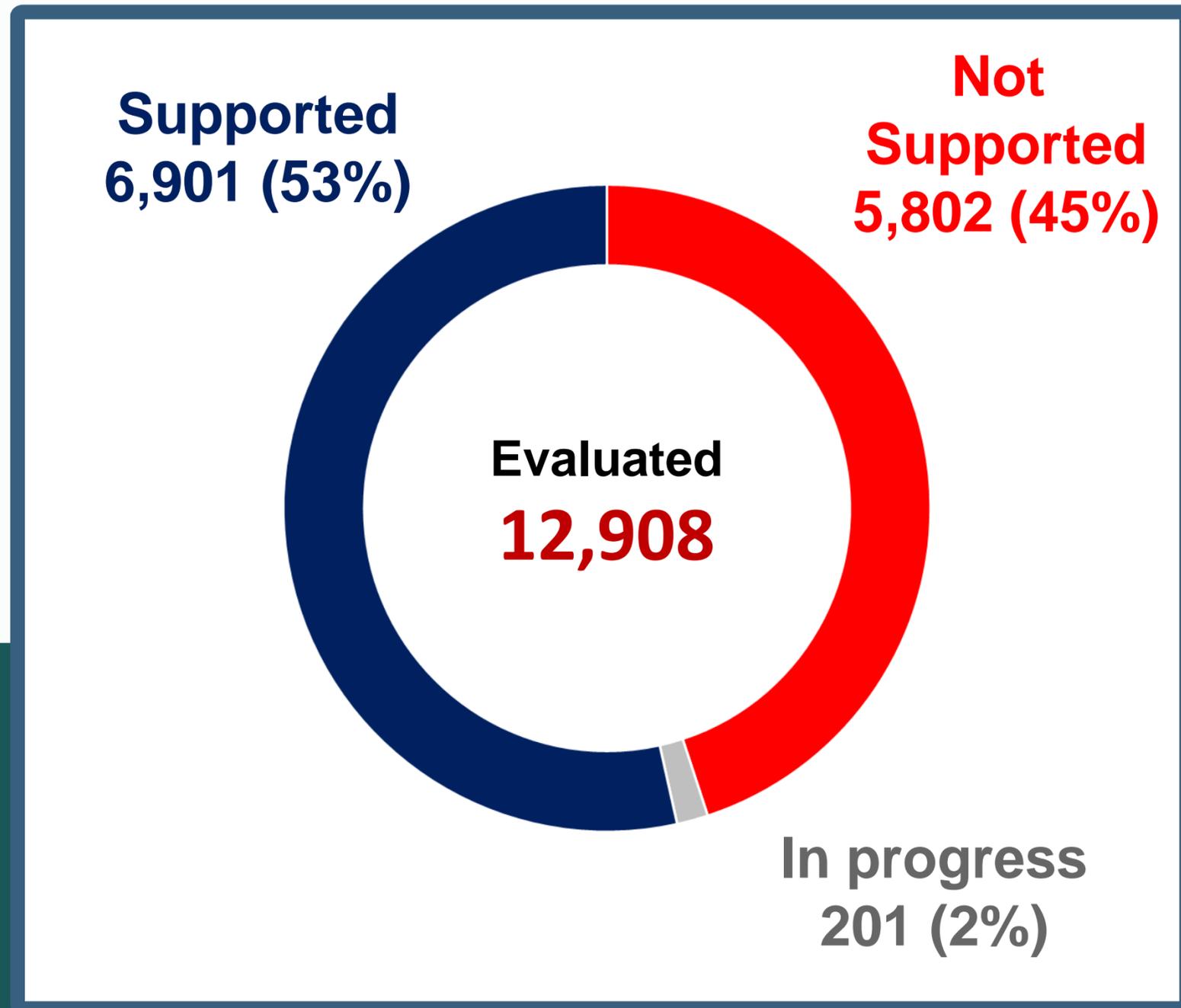
Generated Date/Time: 2023-07-03 11:12:22

*This is a computer-generated slip, no signature is required.*

**REJECTED**

Next step for  
Employment Pass  
approval by  
Immigration

# Performance SWP-MIDA (as at 29 February 2024)



03 | *Company's  
Responsibility*

## JTK Approval

- Under Section 60K, Akta Kerja 1955
- Via <https://www.eppax.gov.my/>
- **Not applicable** for renewal of EP
- Can request for MIDA letter if the company does not have a **PBT license** (required by JTK)

## Advertisement MyFutureJobs

- Via <https://myfuturejobs.gov.my/> ;
- **Exempted if:**
  - ✓ C-Suite & Key Posts;
  - ✓ Minimum basic salary of RM15,000 and above;
  - ✓ Investors/Shareholders/Owners;
  - ✓ Corporate Transfers/ Placements / Trade Agreements;
  - ✓ Representative Office/ Regional Office (RERO)

## ESD Account Registration

- Company registration with ESD Online System at <https://esd.imi.gov.my/>
- **A One-Time** registration for new company.

## Responsibility



**AVOID DELAY PROCESS  
EMPLOYMENT PASS APPROVAL**

## COMPLETE Documents

**Incomplete** uploaded documents will not be considered for MIDA Support Letter

## CORRECT Documents

Strictly adhere to **upload the correct, accurate and consistent** documents

## FORGED Document

Any attempt to **FORGE documents**, the company's application will be rejected by MIDA; and **BLACKLISTED** by KDN / Immigration Department

# MIDA Support Letter Forged Documents

**ORIGINAL**



MALAYSIAN INVESTMENT  
DEVELOPMENT AUTHORITY



XPATSGATEWAY/MIDA/15196-19419  
22 JANUARY 2024

Dear Sir/Madam,  
**ONLINE EXPATRIATE SUPPORT LETTER APPLICATION**

The above matter refers.

Company's Name : ██████████  
ROC No : ██████████  
Sector : Manufacturing

**Application Details:**

Name : ██████████  
Nationality : CHINESE  
Travel Document No : ██████████  
Position : STATISTICAL CONTROL ENGINEER  
Salary : RM 5,000.00  
Position Category : Term Post

Please be informed that your application has been **SUPPORTED**.

Duration Supported : 12 MONTHS

*This letter is valid for six (6) months from the date hereof.*

You may proceed to initiate the Employment Pass application via [esd.imi.gov.my](http://esd.imi.gov.my).

Thank you.

Jawatankuasa Teknikal Berkaitan Pegawai Dagang  
Malaysian Investment Development Authority

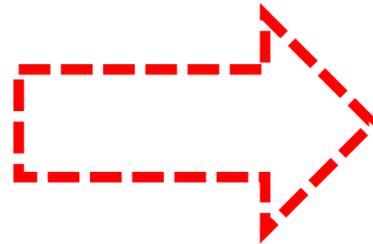
*Generated Date/Time: 2024-02-06 16:25:02*

*This is a computer-generated slip, no signature is required.*

**AMENDED**  
incumbent's  
nationality  
and name of  
position;

And

uploaded the  
forged letter



**FORGED**



MALAYSIAN INVESTMENT  
DEVELOPMENT AUTHORITY



XPATSGATEWAY/MIDA/15196-19419  
22 JANUARY 2024

Dear Sir/Madam,  
**ONLINE EXPATRIATE SUPPORT LETTER APPLICATION**

The above matter refers.

Company's Name : ██████████  
ROC No : ██████████  
Sector : Manufacturing

**Application Details:**

Name : ██████████  
Nationality : PEOPLE REPUBLIC OF CHINA  
Travel Document No : EG4342968  
Position : STATISTICAL CONTROL SPECIALIST  
Salary : RM 5,000.00  
Position Category : Term Post

Please be informed that your application has been **SUPPORTED**.

Duration Supported : 12 MONTHS

*This letter is valid for six (6) months from the date hereof.*

You may proceed to initiate the Employment Pass application via [esd.imi.gov.my](http://esd.imi.gov.my).

Thank you.

Jawatankuasa Teknikal Berkaitan Pegawai Dagang  
Malaysian Investment Development Authority

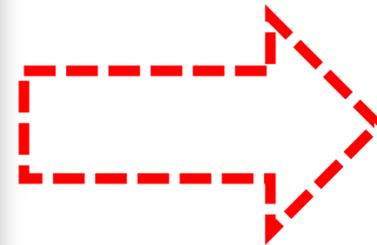
*Generated Date/Time: 2024-01-22 15:12:50*

*This is a computer-generated slip, no signature is required.*

# JTK Approval Forged Document

**Created a fake JTK approval letter under Section 60K, Akta Kerja 1955**

**Note:**  
**This company has NO APPROVAL RECORD in JTK ePPax System**



PD

No. Rujukan JTKSM : JTKSM/30/11/1534/8  
No. Permohonan : PD/2024/00103



JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA  
KEMENTERIAN SUMBER MANUSIA

**KELULUSAN PENGGAJIAN PEKERJA ASING  
DI BAWAH SEKSYEN 60K AKTA KERJA 1955**

Kelulusan Penggajian Pekerja Asing Di Bawah Seksyen 60K Akta Kerja 1955 diberikan kepada:

.....  
Nama Majikan

.....  
No. Pendaftaran Syarikat

**PEMBUATAN**  
.....  
Sektor / Sub Sektor

Di alamat :  
.....  
**08000 DAERAH KUALA MUDA KEDAH**  
.....

Kelulusan ini berkuat kuasa bagi tempoh 6 bulan bermula pada 03 JANUARI 2024 hingga 02 JUN 2024 . Dokumen ini boleh digunakan untuk beberapa kali permohonan pengambilan Pegawai Dagang selagi tempoh kelulusan masih berkuat kuasa. Susulan daripada kelulusan ini, majikan hendaklah:

- meneruskan proses selanjutnya di Agensi Pelulus;
- melaporkan penggajian pekerja asing ke Pejabat Tenaga Kerja (PTK) Cawangan dalam tempoh 14 hari selepas pengambilan;
- mengemukakan dokumen ini kepada Pegawai Pemeriksa sekiranya diminta; dan
- memastikan pematuhan berterusan terhadap undang-undang perburuhan yang berkuatkuasa.

  
MAIZATUN NIZA BINTI MOHD SHAMSUDDIN  
b.p. Ketua Pengarah Tenaga Kerja  
Semenanjung Malaysia



Tarikh : 03 JUN 2024

# THANK YOU

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