



USER MANUAL

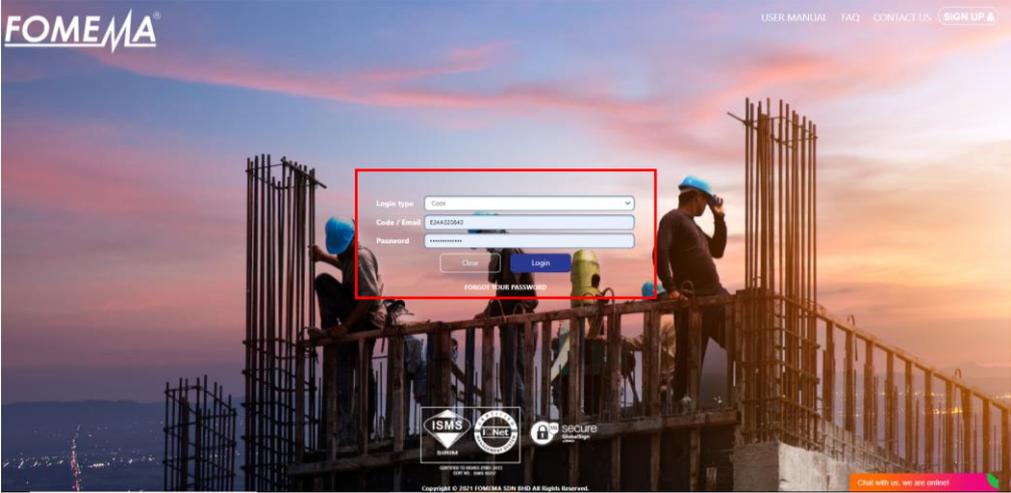
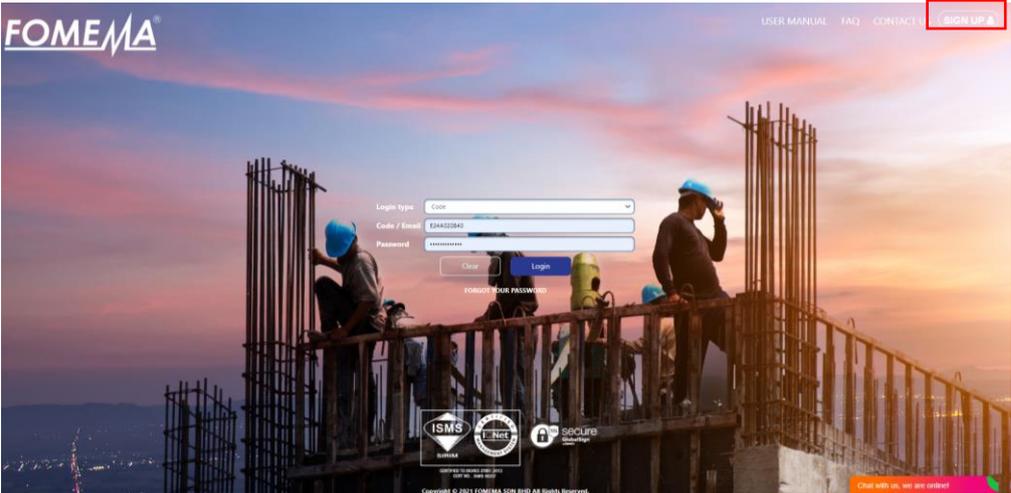
EMPLOYERS'
WEB PORTAL

VERSION 3.0

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1.0 Guide to login (Individual)

Module	Action
<p>Login Page</p>	<p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA via online/branch. • Employer shall use existing employer code OR login using registered email address with FOMEMA.  <p>Select your Login Type > Fill in your employer code/ Email > Fill in your password > Click “Login”</p> <p>New Employer</p> <ul style="list-style-type: none"> • Never made a registration neither at FOMEMA branch nor web portal • Never had an employer code. 

Click on "Sign up"> Fill in a valid email address > Complete the CAPTCHA > Click "Sign Up"



It will send a confirmation link to your email



Access your email to find and view the email with Subject "FOMEMA sign up confirmation". Click on the link

Email Inbox

• FOMEMA sign up confirmation

 **FOMEMA - No Reply** <@fomema.com.my>
Kepada: rozeleinz@yahoo.com

 Imej luaran kini lebih selamat dan ditunjukkan secara lalai. [Ubah dalam Tetapan](#)

Welcome to FOMEMA

Selamat datang ke FOMEMA

Thank you for signing up with FOMEMA. To continue your registration, please click on the link below or copy and paste the link into your browser.
Terima kasih untuk pendaftaran FOMEMA. Untuk meneruskan pendaftaran, sila klik pautan di bawah atau salin dan tampal semula paparan:

<https://portal-fomema.my/employers/registration?token=72a851d2627e4b57210d55c1ecd4b6>

Thank you.
Terima kasih.

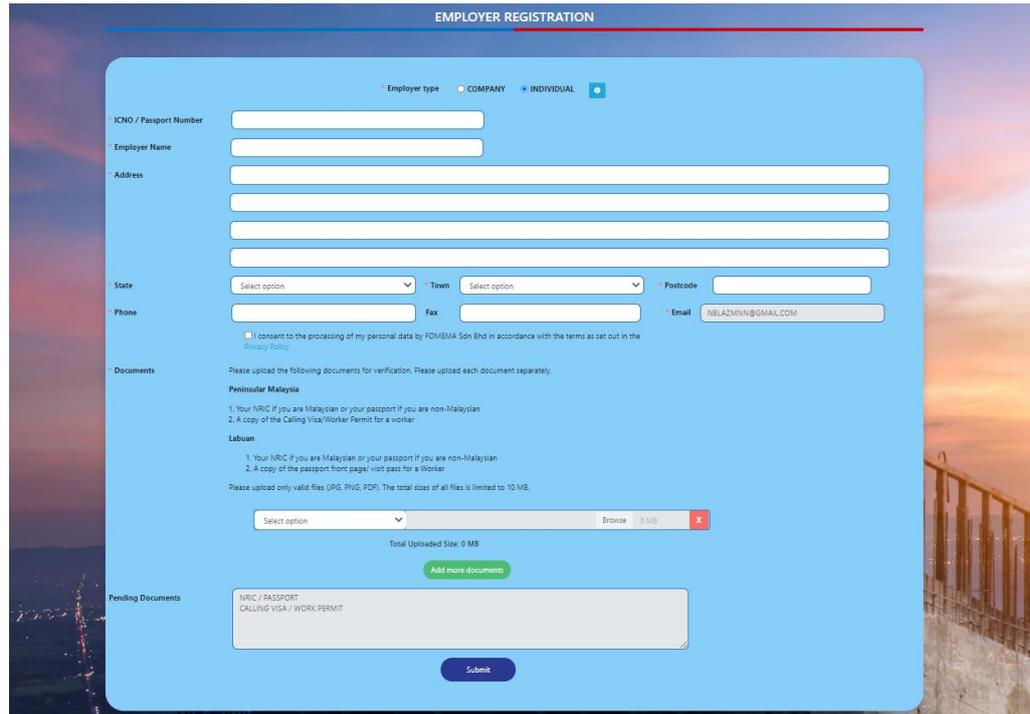
This is an auto generated email. Please do not reply to this email.
Email dibuat secara auto. Tidak perlu untuk membalas e-mel.

Registration Page

Kindly upload relevant documents to ensure employer registration successful.

Supported files format: PDF, JPEG, PNG not more than 10MB.

Employer Type	Required Documents
Individual	1. NRIC or passport (Click here for sample) 2. Calling VISA/ Immigration Approval (Click here for sample)



The below Employer Registration form will be displayed. Fields marked with a red asterisks (*) are mandatory fields.

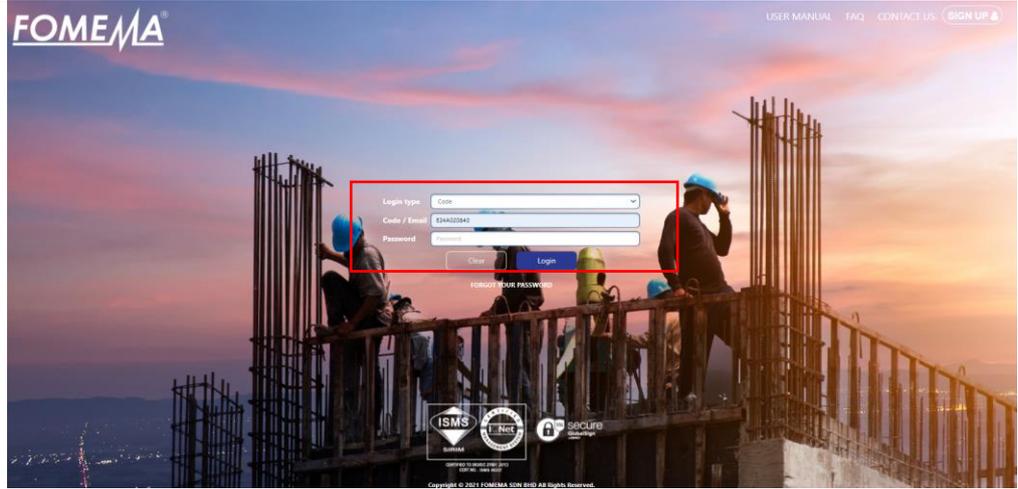
After registration form has been completed, click “Submit for Approval” to submit your employer registration.

First Time Online Login

- Already registered at FOMEMA branch.
- Already have an employer code
- First visit at FOMEMA web portal

Fill in your employer code> Leave the password blank > Click on “Login”

Login Page



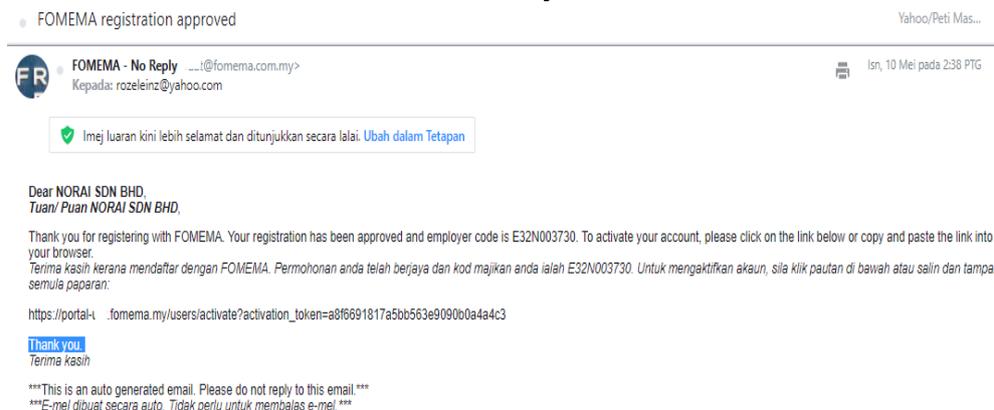
You will be directed to “First Time Login”

Please fill in the blank and click “Submit”



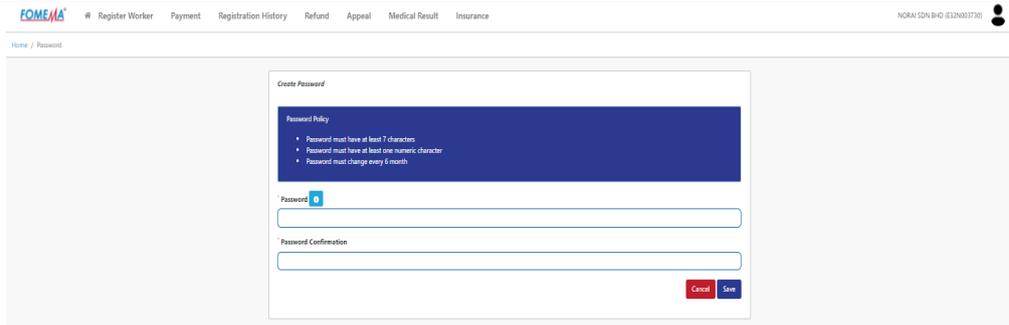
You will receive a confirmation link in your email.

Email Inbox

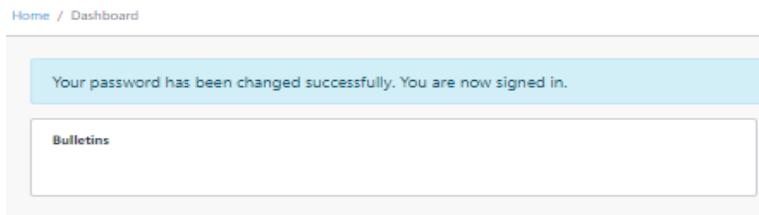


It will lead you to the web portal. Your employer code is located at top right corner of the page.

Enter your new password > Enter the password confirmation > and click “Save” button.



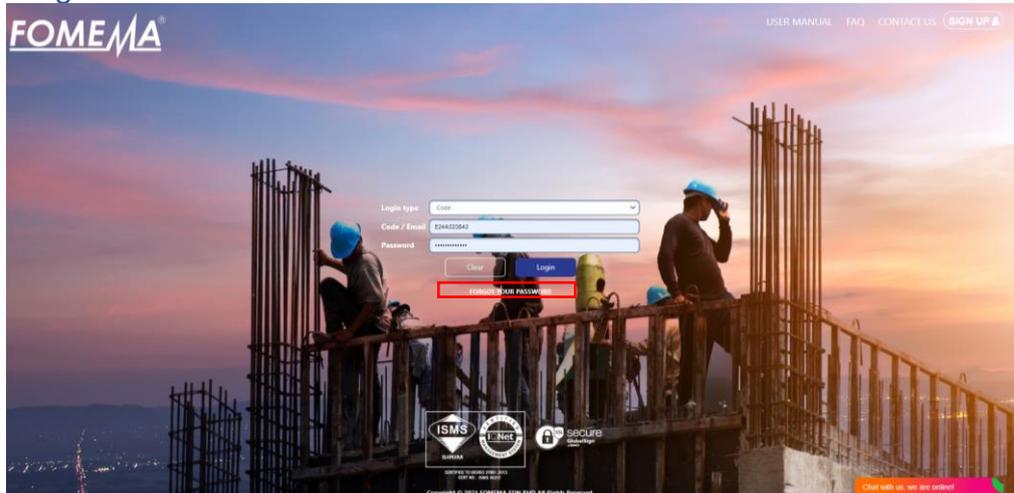
Your password has been updated and you are signed in to the web portal.



Once you have logged out, you can login to FOMEMA's web portal anytime using the Employer Code/ email and Password.

Forgot Your Password

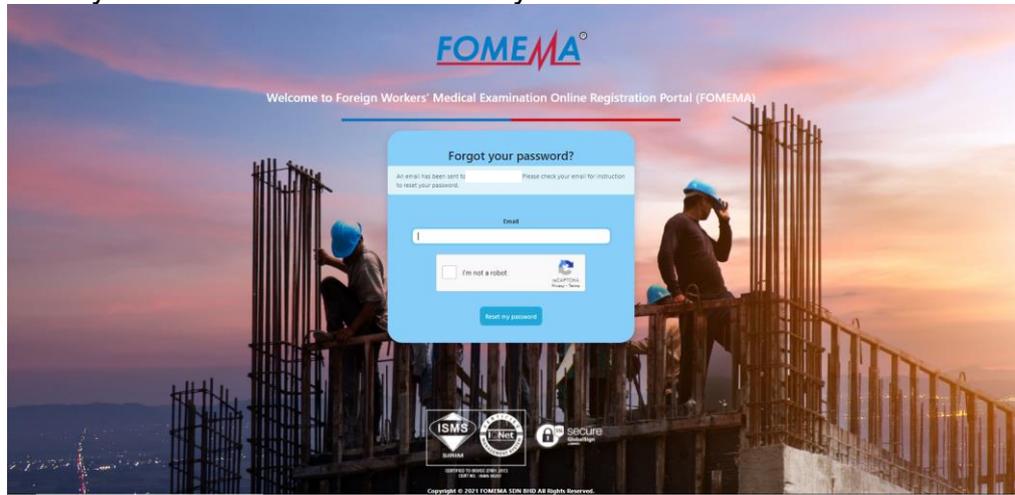
Home



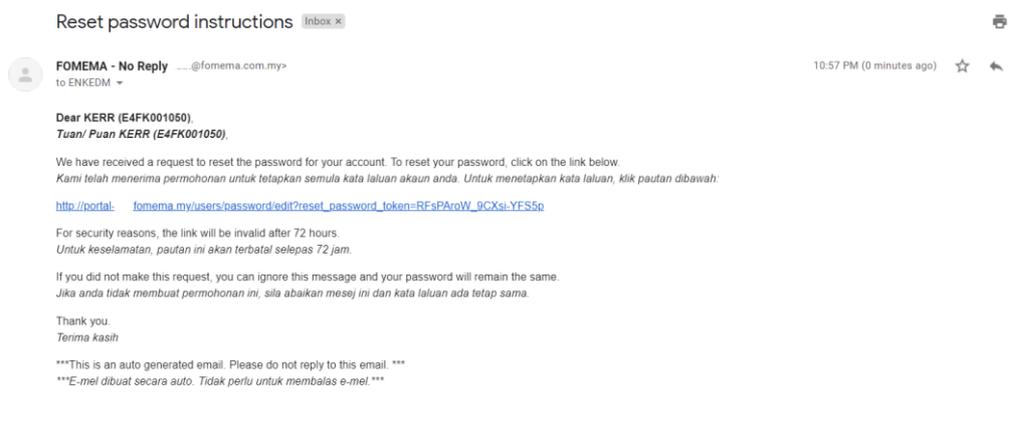
Click on "Forgot your password"



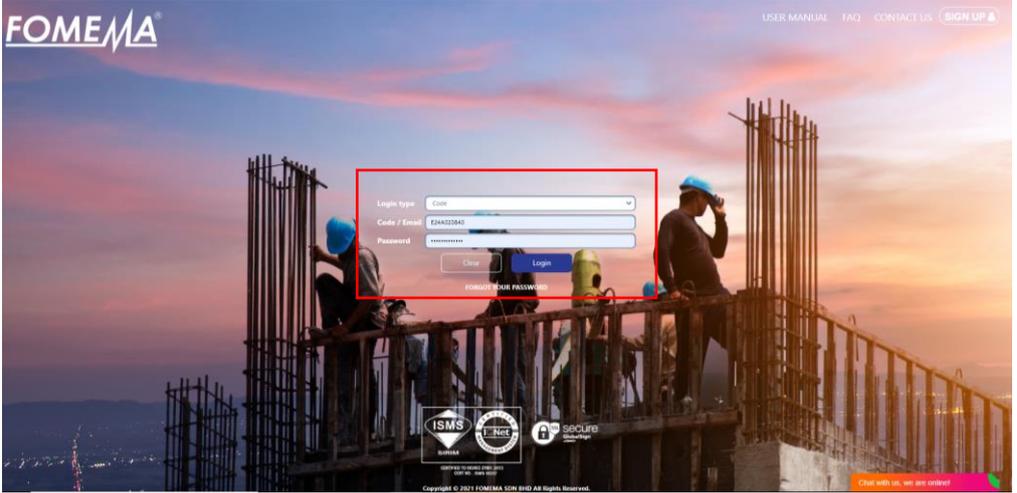
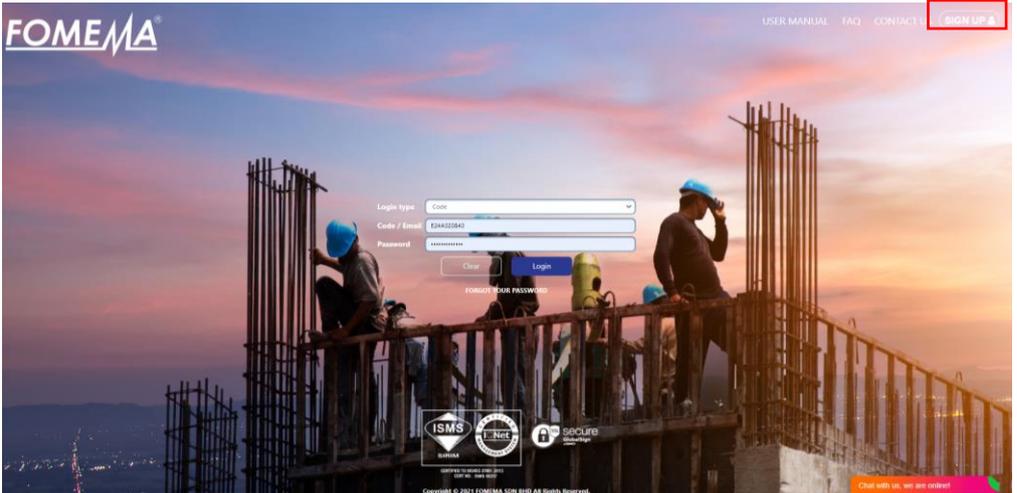
Fill in your email and click “Reset My Password”

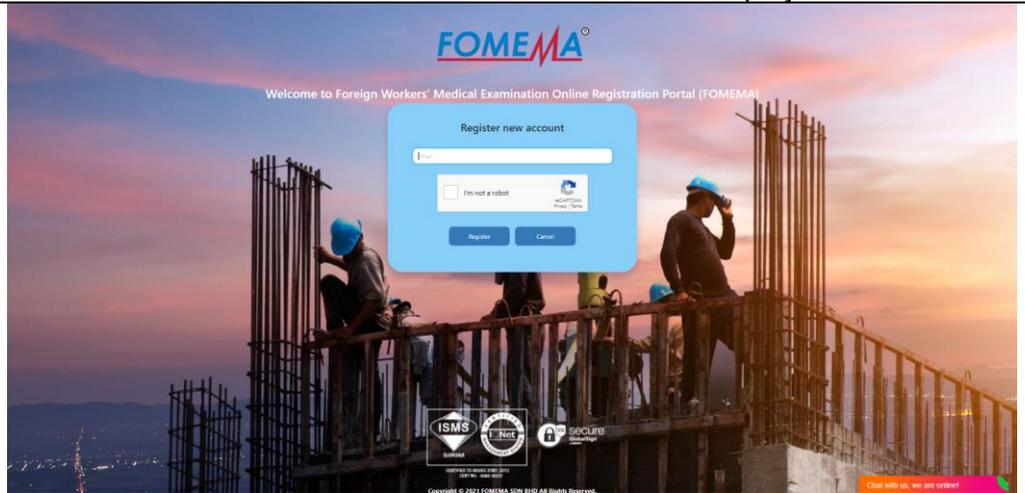


Please check your email for instruction to reset your password.

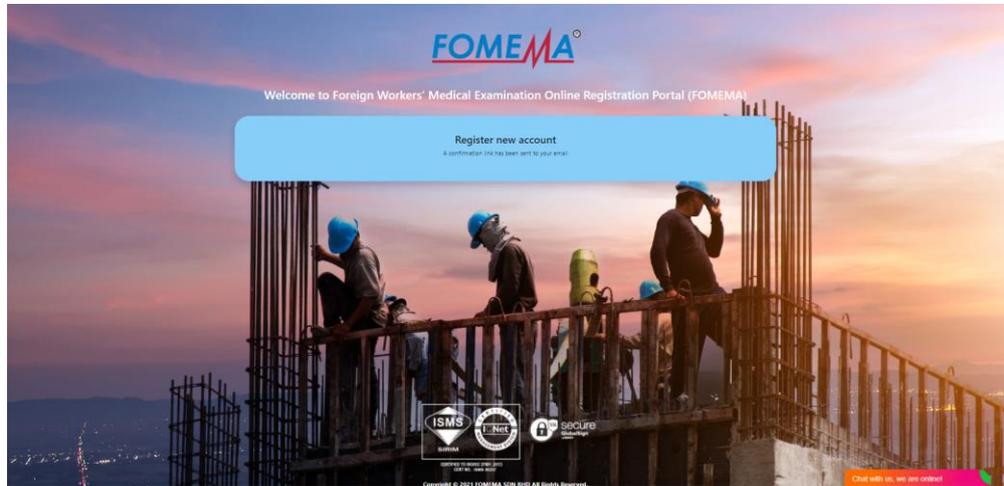


2.0 Guide to login (Company)

Module	Action
Login	<p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA via online/branch. • Employer shall use existing employer code OR login using registered email address with FOMEMA.  <p>Select your Login Type > Fill in your employer code/ Email > Fill in your password > Click “Login”</p> <p>New Employer</p> <ul style="list-style-type: none"> • Never made a registration neither at FOMEMA branch nor web portal • Never had an employer code.  <p>Click on “Sign up”> Fill in a valid email address > Complete the CAPTCHA > Click “Sign Up”</p>



It will send a confirmation link to your email



Access your email to find and view the email with Subject “FOMEMA sign up confirmation”. Click on the link

Email Inbox

- FOMEMA sign up confirmation

FOMEMA - No Reply <@fomema.com.my>
Kepada: rozeleinz@yahoo.com

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Welcome to FOMEMA

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Thank you for signing up with FOMEMA. To continue your registration, please click on the link below or copy and paste the link into your browser. *Terima kasih untuk pendaftaran FOMEMA. Untuk meneruskan pendaftaran, sila klik pautan di bawah atau salin dan tampal semula paparan:*

<https://portal-fomema.my/employers/registration?token=72a851d2627e4b57210d55c1ecd4b6>

Thank you.
Terima kasih.

This is an auto generated email. Please do not reply to this email.
Email dibuat secara auto. Tidak perlu untuk membalas e-mel.

Kindly upload relevant documents to ensure employer registration successful.

Supported files format: PDF, JPEG, PNG not more than 10MB.

Employer Type	Documents
Company	<ol style="list-style-type: none"> 1. Company's registration papers such as Form 9 or equivalent (Click here for sample) 2. Letter of authorisation for contact person to perform worker registration (Click here for sample) 3. NRIC of contact person performing worker's registration (Click here for sample) 4. A copy of the passport front page / Immigration Approval/ Visit Pass (Click here for sample)

Registration Page

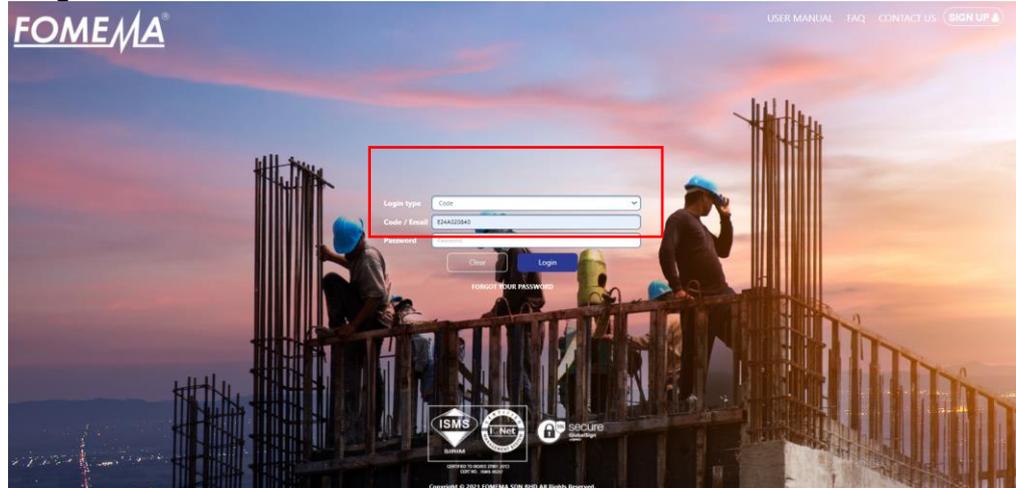
The below Employer Registration form will be displayed. Fields marked with a red asterisks (*) are mandatory fields.

After registration form has been completed, click the “Submit for Approval” button to submit your employer registration.

First Time Online Login

- Already registered at FOMEMA branch.
- Already have an employer code
- First visit at FOMEMA web portal

Fill in your employer code> Leave the password blank > Click on “Login”

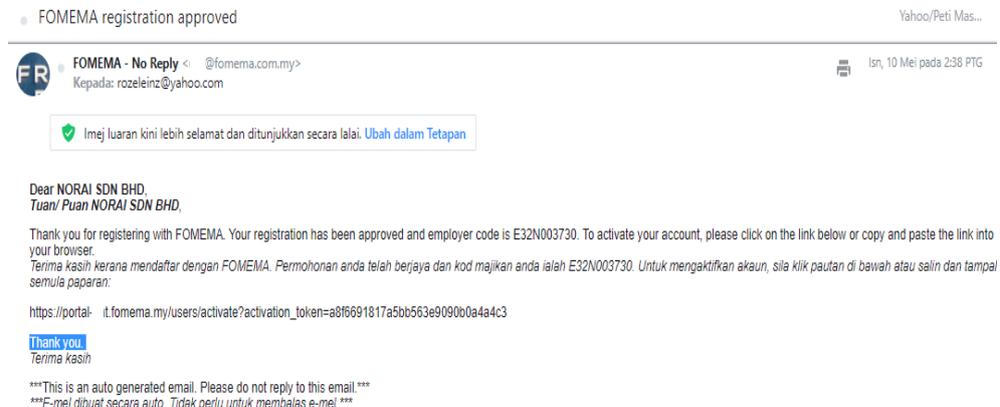


You will be directed to “First Time Login”

Please fill in the blank and click “Submit”

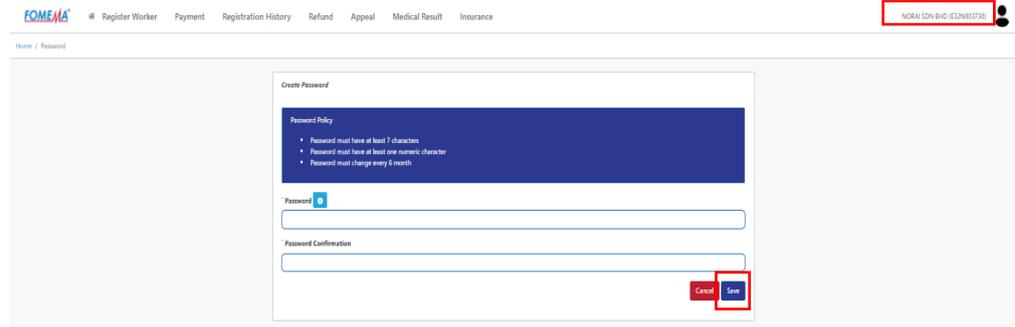


You will receive a confirmation link in your email.

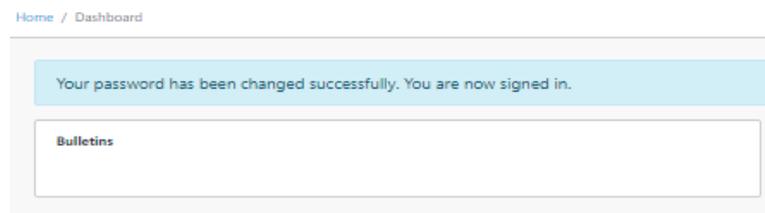


It will lead you to the web portal. Your employer code is located at top right corner of the page.

Enter your new password > Enter the password confirmation > and click "Save"



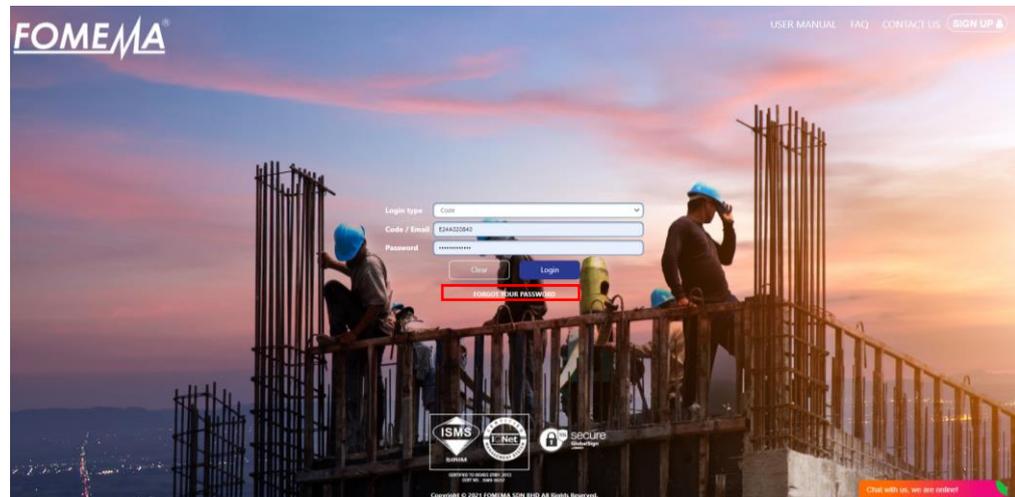
Your password has been updated and you are signed in to the web portal.



Once you have logged out, you can login to FOMEMA's web portal anytime using the Employer Code/ Email and Password.

Forgot Your Password

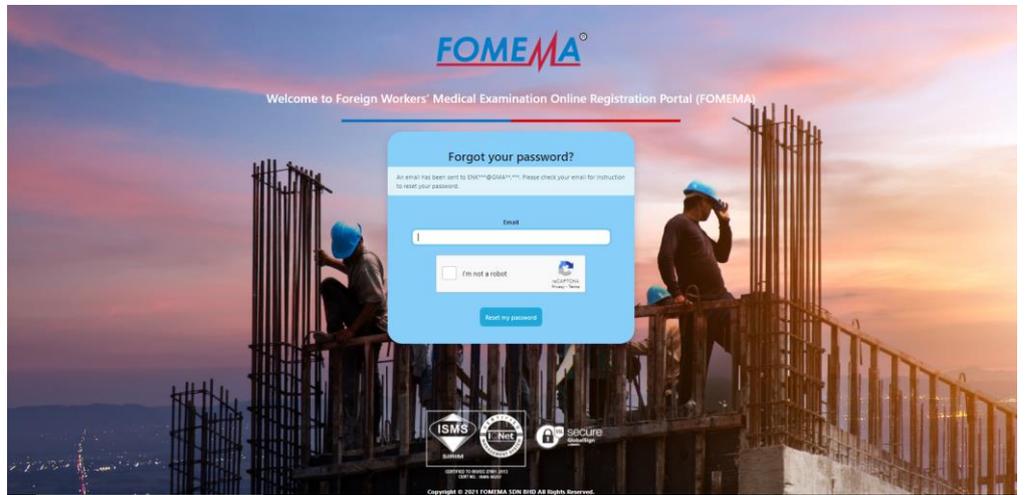
Login Page



Click on "Forgot your password"

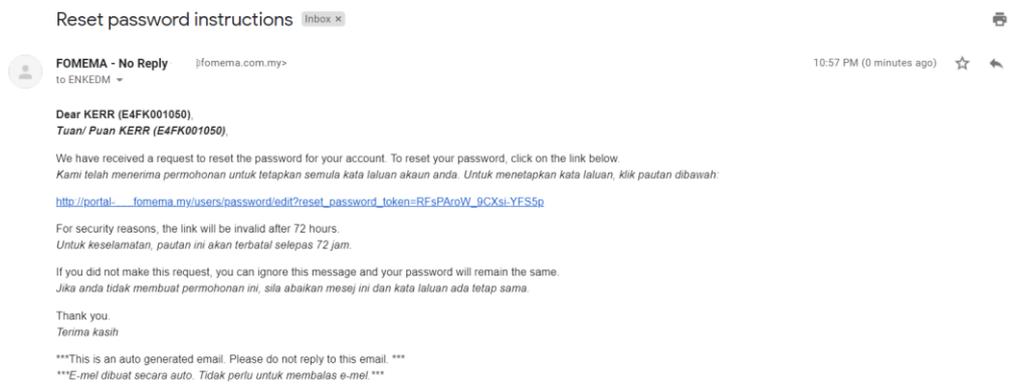


Fill in your email and click “Reset My Password”



Please check your email for instruction to reset your password.

Email Inbox



Sample of Calling VISA



JABATAN IMIGRESEN MALAYSIA WILAYAH PERSEKUTUAN KUALA LUMPUR
 ARAS LG, 1, 2 & 5
 KOMPLEKS KEMENTERIAN DALAM NEGERI (KDN)
 NO. 69, JALAN SRI HARTAMAS 1
 OFF JALAN TUANKU ABDUL HALIM
 50480 KUALA LUMPUR
 Telefon : 03-62657400
 Faks : 03-62011191

sample

BPA/FWCMS/GLA1521461776

23/11/2017



BPA/FWCMS/GLA1521461776

PERUSAHAAN KILANG KICAP BUDIMAN (777777-x)
 NO 17, JLN.SETALARA
 77777 ULU BERTAM
 MELAKA

SALINAN MAJIKAN

Tuan,

PERMOHONAN VISA DENGAN RUJUKAN

Dengan hormatnya pohon perhatian tuan kepada perkara di atas. Adalah dimaklumkan bahawa permohonan memohon masuk seramai 150 orang pekerja asing warganegara BANGLADESH telah diluluskan melalui surat KDN7777777 bertarikh 13/07/2017

2. Pihak tuan dibenarkan membawa masuk sejumlah 14 orang pekerja asing warganegara BANGLADESH seperti senarai di bawah. Sehubungan dengan itu, pihak tuan dikehendaki mematuhi syarat-syarat berikut :
 - 2.1 Pekerja asing dibenarkan memasuki Malaysia setelah mendapat visa dari Pejabat Perwakilan Malaysia di luar negara, serta Pas Khas yang dikeluarkan di mana-mana pintu masuk dengan syarat mereka memasuki negara ini sama ada melalui jalan laut, darat, atau udara yang dikartakan.
 - 2.2 Majikan hendaklah menunggu di pintu masuk untuk menuntut pekerja asing yang diluluskan semasa pekerja asing tersebut tiba di negara ini. Urusan pengambilan pekerja asing hendaklah dibuat dalam tempoh 6 jam selepas ketibaan. Sekiranya majikan gagal mematuhi tempoh tersebut maka pekerja asing berkenaan akan pulang dibantar manakala majikan akan dikenakan denda dan pekerja asing gantinya sama sekali tidak dibenarkan.
 - 2.3 Pemeriksaan kesihatan hendaklah dibuat di negara asal dan juga di klinik-klinik yang berdaftar dengan FOME^{MA} di negara ini selecut-lambatnya 3 hari selepas ketibaan. Hanya pekerja asing yang disahkan sihat oleh FOME^{MA} sahaja dibenarkan bekerja manakala pekerja asing yang disahkan tidak sihat hendaklah diantar pulang dengan segera ke negara asal menggunakan Memo Periksa Keluar.
 - 2.4 Majikan hendaklah menguruskan endosmen P(KS) di Pejabat Imigresen yang mengemukakan surat VISA ini dalam tempoh 20 hari dari tarikh ketibaan.
 - 2.5 Majikan hendaklah hadir sendiri di Jabatan Imigresen untuk semua urusan berkaitan dengan pekerja asing yang telah diluluskan.
 - 2.6 Majikan hendaklah membuat permohonan untuk Memo Periksa Seuar sekiranya pekerja asing ingin kembali ke negara asal dan tidak lagi mahu meneruskan perkhidmatannya. Jika gagal, pekerja asing tersebut dianggap melarikan diri dari majikan dan wang ragnan akan disita.
3. Surat kelulusan VDR ini sah selama 4 bulan dari tarikh ia dikeluarkan.



IMMIGRATION KUALA
 MELAKA BEST
 IMMIGRATION SERVICE
 2010, 2011, 2013



Sample of SSM Form 9


BERKHIDMAT KEPADA SYARIAH MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah SP/BERSEKUTU)



**COMPANIES ACT 2016
(ACT 777)**

**CERTIFICATE OF INCORPORATION
OF PRIVATE COMPANY**

This is to certify that

is, on and from the 27th day of March 1986, incorporated under the Companies Act 1965, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 27th day of March 1986.


DR. AZMAN BIN HUSSIN
REGISTRAR OF COMPANIES
MALAYSIA


Digitally Certified True Copy
Signed by 191001173759452
MALAYSIA
Registered at 01/10/2019 17:37:41


191001173759452
Scan to verify

A copy or extract issued pursuant to Section 601(2).



User Id: Briantoon

Date: Tue Oct 01 17:37:41 2019

Printing Date: 01/10/2019

This certificate is generated from MYDATA SSM Services as at 01/10/2019 17:37:41
MENARA SSM@BENTRAL, NO.7, JALAN STEBEN BENTRAL 5, KUALA LUMPUR BENTRAL, 50470 KUALA LUMPUR.
TEL : 03-2299 400 FAX : 03-2299 4411

Sample of Company Authorisation Letter



EMPLOYER /
COMPANY LETTERHEAD

Date :

FOMEMA Sdn. Bhd.
Lot 49 & 51
Jalan Kampung Pandan
55100, Kuala Lumpur.

SAMPLE

To whom it may concern,

Letter of Authorisation for Contact Person to Perform Worker Registration

We the undersigned, hereby authorise **(CONTACT PERSON NAME) (NRIC NO.)** as a Contact Person to act on behalf in all manner relating to application for Foreign Workers.

Enclosed also a photocopy of NRIC of Contact Person for your kind of reference.

Thank you.

Sincerely,

(Director Name)
(Employer / Company Name)

Sample of Immigration Approval Recalibration Programme



JABATAN IMIGRESEN MALAYSIA
BAHAGIAN PENGUATKUASA

**PERMOHONAN PROGRAM REKALIBRASI TENAGA
 KERJA**

Kami dengan sukacitanya memaklumkan bahawa permohonan anda telah diterima. Perincian permohonan anda adalah seperti berikut:

Nombor Permohonan :
 Jenis Program : Rekalibrasi Tenaga Kerja
 Nama Majikan :
 No Dokumen Majikan (ROC/MYKAD) :

Berikut adalah senarai pekerja :-

No.	Nombor Dokumen	Nama	Warganegara
1			

Terima Kasih.
JABATAN IMIGRESEN MALAYSIA

Sample of JTK Approval Recalibration Programme

**KEPUTUSAN PERMOHONAN REKALIBRASI TENAGA KERJA
JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA (JTKSM)
KEMENTERIAN SUMBER MANUSIA (KSM)**

Tuan/Puan,

2. Dukacita dimaklumkan bahawa **keputusan** permohonan Recalibrasi Tenaga Kerja di bawah Pelan Recalibrasi Pendatang Asing Tanpa Izin (PATI) adalah seperti berikut:

Nama Syarikat :
/ Majikan

No.SSM/No. :
Koperasi/No.
K/P

Alamat :

Keputusan :

URUSAN BERKAITAN VERIFIKASI DAN REGULARISASI PATI	Bahagian Pekerja Asing, JIM Bahagian Penguatkuasa, JIM	(Sistem Pertanyaan Online) http://capp.imi.gov.my/spo
URUSAN BERKAITAN KUOTA KELAYAKAN MAJIKAN	Bahagian Pekerja Asing, JTKSM	03-8886 5230 03-8886 2409 03-8886 2407 03-8886 5652 03-8886 5192

Sekian, terima kasih.

Bahagian Pekerja Asing
Jabatan Tenaga Kerja Semenanjung Malaysia
Emel: ppaxteam@mohr.gov.my

Sample of Sistem Maid Online Slip

	 BPR/EPRA/065590180119134654056	
	JABATAN IMIGRESEN MALAYSIA BAHAGIAN PEKERJA ASING PERMOHONAN PEMBANTU RUMAH ASING (MAID ONLINE)	
		22/01/2018
NO. PERMOHONAN	:	BPR/EPRA/77777777770777
NAMA MAJIKAN	:	HAIFA BINTI WAHBI
NO K/P MAJIKAN	:	77777-77-777
NAMA PEMBANTU RUMAH	:	NABILAH SHAKIB
NO. PASPORT	:	C 777777
WARGANEGARA	:	INDONESIA
JANTINA	:	PEREMPUAN
TARIKH LAHIR	:	05/07/1988
<p>Mohon hadir bersama Pembantu Rumah untuk pemeriksaan kesihatan FOMEMA di klinik berdekatan. Sila daftar melalui portal FOMEMA terlebih dahulu.</p> <p>HTTP://PORTAL.FOMEMA.MY</p> <p>Terima Kasih kerana berurusan secara langsung dengan kami. Semua transaksi adalah MUDAH.</p>		

SAMPLE