

FKW ICT SUBSCRIPTION (NON-MD) CHECKLIST

- **Disclaimer :**

1. *MDEC reserves the rights to conduct third party verification.*

1. *MDEC will request for additional information/documents if necessary to support the company's ICT Subscriptions / FKW ICT projections – i.e., localisation plans, allocation project breakdown of all current employees, etc.*

2. *MDEC reserves the rights to check, and the employment pass will be cancelled if it is found that the employment pass is used for non-qualifying activity*

- **Other:**

1. *MD Qualifying Criteria : <https://mdec.my/expats/pre-application-process-for-md-company>*

2. *ICT Qualifying Criteria <https://mdec.my/expats/pre-application-process-for-non-md-company>*

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	DOCUMENT	COMPULSORY	OPTIONAL
1	<p>Tenancy Agreement / Sales and Purchase / Sub-tenancy Agreement (at least 6 months validity period) and stamped by LHDN.</p> <p>✓ ONE(1) time submission for the current year. In the event of change of address, the company is required to re-submit the latest copy to MDEC.</p> <p>Important:</p> <ol style="list-style-type: none"> Office/business premise is operational during business hours Company personnel present in office/business premise during business hours Company is conducting related ICT Sector activities at business premise Clear demarcation of office space (applicable only to sub-let tenancy agreement) Company to provide designated office premise pictures (main entrance, reception area, & working space) 	√	
2	E-SSM Search document (latest 6 months)	√	
3	Phone bill registered under the company name	√	
4	Company profile i.e., business activities, revenue model, clientele, website, Organisation/Group structure and disclose subsidiary(s) if applicable.	√	
5	Latest EPF statement (latest 1 month)	√	
6	<p>Registration and Approval Letter from Department of Labour Peninsular Malaysia (JTKSM)</p> <p>Companies are required to obtain prior approval from Director General, Department of Labour Peninsular Malaysia (JTKSM) before employing Expatriate/Foreign Knowledge Worker (FKW) based on the provisions of Section 60K, Employment Act 1955.</p> <p>Announcement: https://mdec.my/expat/reminder-on-requirement-by-dept-labour-peninsular-malaysia</p> <p>For further assistance and detailed information, you may email JTKSM directly at bpajtksm@mohr.gov.my or contact their office at 03- 8886 2498/5192/2361.</p> <p>Should you require more information and assistance, please contact us via email at expatctr@mdec.com.my or contact us at 03-8315 3106/3157</p>	√	

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	DOCUMENT	COMPULSORY	OPTIONAL
7	<p>Latest Master Service Agreement (MSA) / Contract / PO / SOW / LOA (Note: Not applicable for captive services)</p> <p>Information required includes; Client, project name, scope of work, project value, duration, position name, headcounts required, justification to hire FKW, etc.</p> <p>Applicable only if the company is applying for FKW quota during the subscription stage</p> <p>Download: Template (Simple Excel)</p>		√
8	<p>Latest certified true copy of company's past years financial audited report and/or management account (year to date)</p> <p>Applicable for company with more than TWO(2) years in operation</p>		√

Thank you

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