

FKW MSC/MD PROJECTION CHECKLIST

Disclaimer :

- 1.MDEC reserves the rights to conduct third party verification.*
- 2.MDEC will request for additional information/documents if necessary to support the company's FKW projections – i.e., localisation plans, allocation project breakdown of all current employees, etc.*
- 3.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/msc/pre-application-process/>*
- 2.ICT Qualifying Criteria : <https://mdec.my/expats/non-msc/pre-application-process/>*

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	DOCUMENT	COMPULSORY	OPTIONAL
1	<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>Download: Template (Simple Excel)</p>	√	
2	<p>Latest EPF statement (latest 1 month)</p>	√	
3	<p>Registration and Approval Letter from Department of Labour Peninsular Malaysia (JTKSM) **</p> <p>** Not applicable for Renewal Projection</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 bpaitksm@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>	√	
4	<p>Latest certified true copy of company's past years financial audited report and/or management account (year to date) **</p> <p>**Applicable for first submission for the current year</p>		√

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	DOCUMENT	COMPULSORY	OPTIONAL
5	<p>Tenancy Agreement / Sales and Purchase / Sub-tenancy Agreement (at least 6 months validity period) and stamped by LHDN.</p> <p>✓ In the event if there is a change of MSC/MD address, re-submission is required</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) 		√
6	<p>Self-Declaration Form (SDF)</p> <p>✓ REMINDER ONLY</p> <p>As per the conditions outlined in the Approval Letter / Conditions of Grant (“CoG”) , MD Status Companies are required to give their full commitment to cooperate and assist MDEC in carrying out the monitoring of its business activities and in making sure to comply with such monitoring processes and procedures as and when notified by MDEC.</p> <p>Therefore, MD Status companies are required to submit the Self-Declaration Form (“SDF”) on an annual basis to ensure compliance with the applicable conditions specified in the Approval Letter / CoG.</p> <p>In lieu of that, the followings are guidance for the SDF submission: To complete the SDF, please login to Malaysia Digital website (https://malaysiadigital.mdec.my/Authorization/EmailCheck). Please refer the attached User Guidelines in the reminder email sent to you earlier.</p> <ul style="list-style-type: none"> To ensure company’s details displayed in MD System Platform are updated (e.g., shareholder info, paid-up capital, and latest tenancy details) as per latest. To attach the completed Financial Audit Report from the previous year of assessment, e.g., for the SDF submitted in year 2023, Companies shall submit the same Financial Audit Report to Suruhanjaya Syarikat Malaysia to MDEC for the year of assessment 2022. <p>Should you have further enquiries, kindly contact us at 1800-88-8338/+603-83153000 (if you are calling from outside of Malaysia) or email us at cltc@mdec.com.my</p>		√

Thank you

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