

Frequently asked questions

Foreign Knowledge Worker (FKW) Projection for MSC Malaysia Status and non-MSM/ICT status companies

1. How do we apply for FKW projection/quota?

MSM Malaysia Status or ICT companies may submit their FKW projections via MDEC Expats online portal (<https://mdec.my/expats/>). For new company, select 'Subscribe' to begin the subscription process. For returning company, select 'Login' and proceed with the projection/quota request.

2. What are the eligibility criteria?

MSM Malaysia Status companies:

<https://mdec.my/expats/msm/pre-application-process/>

Non-MSM/ICT companies:

<https://mdec.my/expats/non-msm/pre-application-process/>

3. Is there a fee involved during the FKW projection stage?

No. During the FKW projection stage, no fees are imposed. The role of the FKW Projection team is to conduct due diligence on the projection submission then present to the Approval Committee for decision making. After a projection has been approved, the company may proceed to engage with the MDEC Expats team (<https://mdec.my/expats/contact/>) to utilize the approved quota.

4. What are the documents required during online submission? Is there a checklist that I can refer to?

The document checklist can be found here;

(<https://mdec.my/wp-content/uploads/Submission-Checklist-for-Company-Registration-Projection.pdf>). It is critical that the company furnish the required documents for due diligence purposes.

5. How long does it take for the FKW projection/quota to be approved?

Upon complete assessment by the Business Analyst, the projection will be presented to the Approval Committee within Fourteen (14) days. Prior to the meeting, it is critical for the company to furnish all necessary documents and answer all queries highlighted by the Business Analyst. The sooner the company furnish the required information, the sooner the Business Analyst can present to the Approval Committee.

Incomplete/dormant submissions will be closed by the system at Sixty (60) days and company is required to re-apply.

You may refer to the timeline here (<https://mdec.my/expats/msm/application-process/>)

6. What is the frequency of the Approval Committee meeting?

Bi-weekly

7. If my projection/subscription application was rejected, can I appeal?

Yes. The company may re-apply through the system for projection, and via email to assigned Business Analyst/CliC with justification against the rejection reason. Please be advised that each appeal application will be treated as a new submission.

8. If I have questions on the utilization/application of quota, payment, visa status, who should I speak to?

You may contact MDEC Expats team directly at <https://mdec.my/expats/contact/>

9. When should I apply for renewals?

Companies are encouraged to apply at least 3 months prior to the EP Visa expiry date

10. Can I apply to renew employment pass which has expired?

Companies are advised to apply for Special Pass. For further assistance on special pass application, you may email: expatctr@mdec.com.my.

For employment pass expired for more than 6 months and FKW is currently overseas, the renewal FKW application will be considered as new. Please notify respective officer for applications which has expired more than 6 months.

11. How do I retrieve copy of the Conditions of Grant (CoG)?

The document is important and P&C for company, hence shall be retained accordingly in company's safekeeping. If it's misplaced/lost, please write officially to request for the document (formal letter with company's letterhead and relevant signatories for MDEC's record and audit trail. The request shall be emailed to msc.malaysia@mdec.com.my

12. Can I submit company's FKW justification and/or documents via Whatsapp/Voice or Video Call/external links?

MDEC takes cybersecurity threats and vulnerabilities seriously, hence we do not condone submission via the mentioned platforms. The submission shall be completed in expats system and email communication to assigned Business Analyst.

We seek for your cooperation to ensure submission that is traceable via emails.

13. Is it compulsory for my Company to advertise at MyFutureJob portal prior FKW projection submission? What if we are unsuccessful to get local candidate from the job position advertised?

Yes. As per announcement by the Ministry of Human Resource, effective 1st January 2021, it is compulsory for Company (that wishes to hire FKW/expatriate) to advertise job vacancy at MYFutureJobs portal (<https://www.myfuturejobs.gov.my>) for a minimum of 30 days.

IF, the Company is unable to hire a suitable candidate for the advertised position, a release letter will be issued by PERKESO. You may proceed with FKW projection submission to MDEC and attach the release letter from PERKESO.

HOWEVER, kindly ensure the job position stated in the release letter by PERKESO is the same job position that you are going to apply for FKW projection with MDEC.

14. What are the categories of FKW Projection which are auto-exempted from the MyFutureJobs requirement?

C-Suite/Key Post, representative office/regional office, investors/shareholders/owners, corporate transfers/secondments, Renewals EP, FKWs with salary RM15,000 and above

Conditional exemption: Highly skilled expats, please request PDKK form application from PERKESO

<https://www.perkeso.gov.my/en/149-sjp/855-myfuturejobs-recommendation-for-foreign-workers-and-expatriate-application.html>

15. Can I request for auto-approvals for corporate transfers?

No, corporate transfers quota request will need to be presented to the Approval Committee. Please provide relevant supporting documents (proof of employment) on the corporate transfers. The quota projection will be presented to the Approval Committee as per normal.

16. Should I include Dependent Pass request in the FKW projection?

FKW Projection request is only for Employment Passes. For any dependent pass matters, please seek further assistance from MDEC Expats team directly.

<https://mdec.my/expats/contact/>

17. There are changes required to company's approved FKW projection (i.e. change of position, change of FKW purpose – from corporate transfer to direct hiring, etc), how should I go about this?

All change requests will need to be tabled to the Approval Committee, please email: expatctr@mdec.com.my and the assigned Business Analyst.

You may also contact MDEC Expats team directly, <https://mdec.my/expats/contact/>

18. Is there any validity period for approved FKW quota?

Yes, approved FKW quota needs to be utilized within the approved year (by December). Unutilized FKW quota will be forfeited in the following year.

For instance, Company A received 20 approved FKW quotas in year 2020. Company A only hires 15 FKW by 31 December 2020. Balance of 5 approved FKW quota will be forfeited.

19. How do I know if my FKW projection is successful / unsuccessful?

An email notification will be sent to your registered email id / contact personnel. You may also refer to the system for successful / unsuccessful FKW projection request.

20. I received approval for 5 NEW FKW quota. Can I utilize the approved quota for RENEWAL FKW instead?

No. Approval for FKW quota is to be utilized based on approval granted by the FKW Approval Committee. Thus, no swapping / exchanging of category is allowed once decision has been made.