

# FKW ICT SUBSCRIPTION (NON-MD) 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 ICT Subscriptions – 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/pre-application-process-for-md-company>*
- 2. ICT Qualifying Criteria : <https://mdec.my/expats/pre-application-process-for-non-md-company>*

# FKW ICT SUBSCRIPTION (NON-MD) CHECKLIST

	DOCUMENT	COMPULSORY	OPTIONAL
1	<p>Tenancy Agreement / Sales and Purchase / Sub-tenancy Agreement (at least 6 months validity period) and <b>stamped by LHDN</b>.</p> <p>✓ <b>ONE(1)</b> 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><b>Important:</b></p> <ol style="list-style-type: none"> <li>Office/business premise is operational during business hours</li> <li>Company personnel present in office/business premise during business hours</li> <li>Company is conducting related ICT Sector activities at business premise</li> <li>Clear demarcation of office space (applicable only to sub-let tenancy agreement)</li> <li>Company to provide designated office premise pictures (main entrance, reception area, &amp; working space)</li> </ol>	√	
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><b>Registration and Approval Letter</b> from Department of Labour Peninsular Malaysia (<b>JTKSM</b>)</p> <p>Companies are required to obtain prior <b>approval</b> 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: <a href="https://mdec.my/expats/announcement/update-on-registration-with-department-of-labour-peninsular-malaysia-jtksm">https://mdec.my/expats/announcement/update-on-registration-with-department-of-labour-peninsular-malaysia-jtksm</a></p> <p>For further assistance and detailed information, you may email JTKSM directly at <a href="mailto:bpajtksm@mohr.gov.my">bpajtksm@mohr.gov.my</a> 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 <a href="mailto:expatctr@mdec.com.my">expatctr@mdec.com.my</a> or contact us at 03-8315 3106/3157</p>		√

# FKW ICT SUBSCRIPTION (NON-MD) CHECKLIST



	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><b>Applicable only if the company is applying for FKW quota during the subscription</b></p> <p>stage Download: <a href="#">Template (Simple Excel)</a></p>		√
8	<p>Latest certified true copy of company's past years financial audited report and/or management account (year to date)</p> <p><b>Applicable for company with more than TWO(2) years from date of incorporation during submission of ICT Service Subscription application.</b></p>		√