

	Document type	ICT Subscription	ICT Projection	MSC Projection
1	Tenancy Agreement – at least 6 months validity period, full set (MANDATORY)	√	√	√
2	E-SSM Search document (latest 6 months) (MANDATORY)	√	√	√
3	Latest Management Service Agreement** (MSA) / Contract / PO / SOW / LOA - project value, duration, scope of work ** Not applicable for captive services. However, project description, scope of work, FKW requirement i.e. Position title, nationality, skillset, salary range are required (MANDATORY)	√	√	√
4	Latest certified true copy of company's past years financial audited report and/or management account (year to date) (MANDATORY)	√	√	√
5	Organization/Group structure (OPTIONAL)	√	√	√
6	Phone bill registered under the company name (MANDATORY)	√		
7	Copy of IC / passport of directors (MANDATORY)	√		
8	Company profile i.e. business activities, revenue model, clientele, website, etc. (MANDATORY)	√		
9	FKW Summary for New : Position title, nationality, skillset, salary range, project(s) assigned to (as per point 3), total positions required. FKW Summary for Renewal : Employment Pass Expiry date, Name, Position, Salary, Project(s) assigned. (MANDATORY)	√	√	√
10	Business Premise License issued by Local Authority (PBT) (OPTIONAL)	√		
12	Latest EPF statement and receipt of payment (latest 1 month) (MANDATORY)	√	√	√
13	Latest CP39 form and receipt of payment (latest 1 month) (MANDATORY)	√	√	√
14	MYFutureJobs <i>Registration and vacancy advertisement</i> (MANDATORY) Note: As per Ministry of Human Resources (MOHR) directive, employers who intend to employ foreign workers or expatriates are required to advertise on MYFutureJobs portal. For more information, kindly refer to PERKESO websites below: FAQ: https://www.perkeso.gov.my/images/hiring_rehiring/291220%20-%20FAQ%20ADVERTISEMENT%20MYFUTUREJOBS%20BIL%202_2020.pdf Exemption list: https://www.perkeso.gov.my/en/149-sip/854-permohononan-pengesyoran-myfuturejobs-bagi-penggajian-pekerja-asing-dan-pegawai-dagang.html	√	√	√