

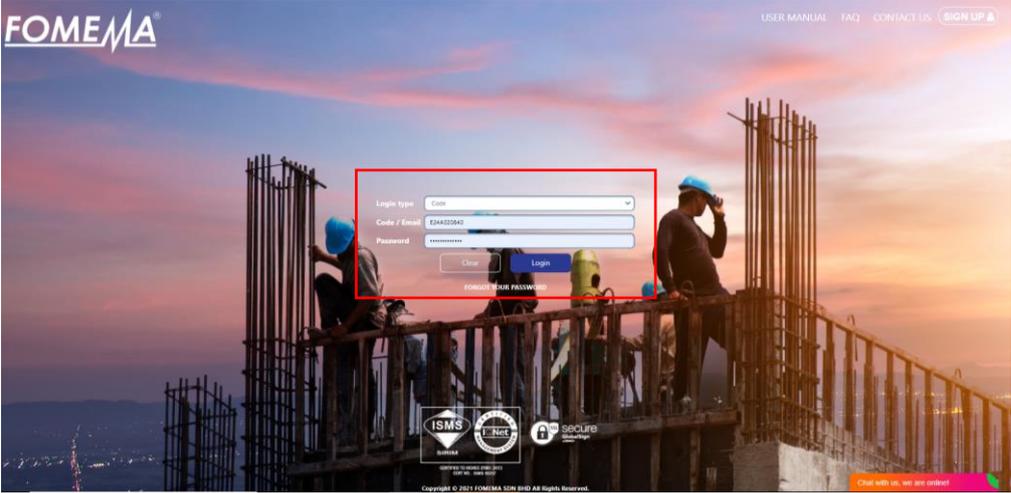
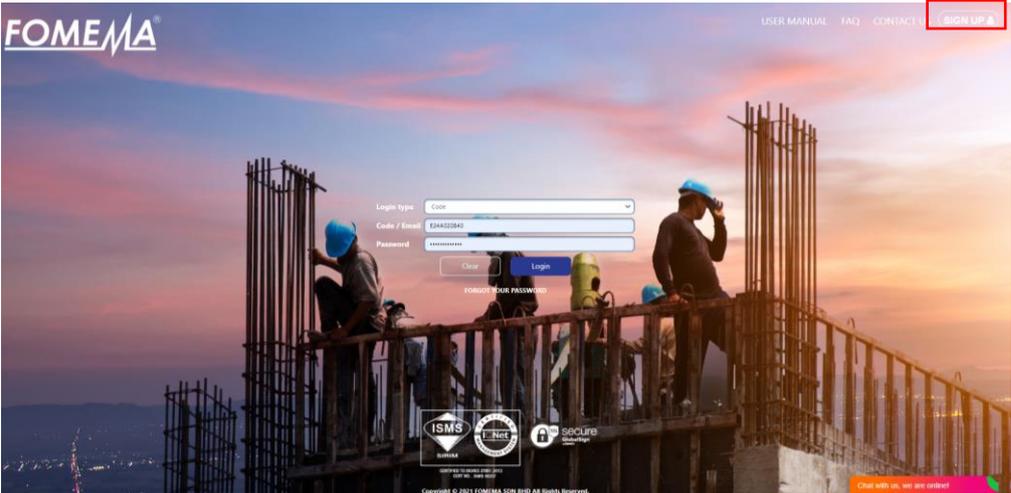


**USER MANUAL
LOGIN**

Index

| | |
|--|-----------|
| 1.0 Guide to login (Individual) | 2 |
| Existing Employer | 2 |
| New Employer..... | 2 |
| First Time Online Login..... | 4 |
| Forgot Your Password | 6 |
| 2.0 Guide to login (Company) | 8 |
| Existing Employer | 8 |
| New Employer..... | 8 |
| First Time Online Login..... | 10 |
| Forgot Your Password | 12 |
| 3.0 Annexes | 14 |
| Sample of NRIC | 14 |
| Sample of Working Permit/ VISA | 14 |
| Sample of Passport Front Page | 14 |
| Sample of Calling VISA..... | 15 |
| Sample of SSM Form 9..... | 16 |
| Sample of Company Authorisation Letter | 17 |
| Sample of Rekalibrasi Tenaga Kerja 2.0 Approval..... | 18 |
| Sample of JTK Approval Recalibration Programme..... | 19 |
| Sample of Sistem Maid Online Slip..... | 20 |

1.0 Guide to login (Individual)

| Module | Action |
|-------------------|--|
| <p>Login Page</p> | <p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA via online/branch. • Employer shall use existing employer code OR login using registered email address with FOMEMA.  <p>Select your Login Type > Fill in your employer code/ Email > Fill in your password > Click “Login”</p> <p>New Employer</p> <ul style="list-style-type: none"> • Never made a registration neither at FOMEMA branch nor web portal • Never had an employer code.  |

Click on "Sign up"> Fill in a valid email address > Complete the CAPTCHA > Click "Sign Up"



It will send a confirmation link to your email



Access your email to find and view the email with Subject "FOMEMA sign up confirmation". Click on the link

Email Inbox

• FOMEMA sign up confirmation

 **FOMEMA - No Reply** <@fomema.com.my>
Kepada: rozeleinz@yahoo.com

 Imej luaran kini lebih selamat dan ditunjukkan secara lalai. [Ubah dalam Tetapan](#)

Welcome to FOMEMA

Selamat datang ke FOMEMA

Thank you for signing up with FOMEMA. To continue your registration, please click on the link below or copy and paste the link into your browser.
Terima kasih untuk pendaftaran FOMEMA. Untuk meneruskan pendaftaran, sila klik pautan di bawah atau salin dan tampal semula paparan:

<https://portal-fomema.my/employers/registration?token=72a851d2627e4b57210d55c1ecd4b6>

Thank you.
Terima kasih.

This is an auto generated email. Please do not reply to this email.
Email dibuat secara auto. Tidak perlu untuk membalas e-mel.

Registration Page

Kindly upload relevant documents to ensure employer registration successful.

Supported files format: PDF, JPEG, PNG not more than 10MB.

| Employer Type | Required Documents |
|---------------|--|
| Individual | 1. NRIC or passport (Click here for sample) 2. Calling VISA/ Immigration Approval (Click here for sample) |

The below Employer Registration form will be displayed. Fields marked with a red asterisks (*) are mandatory fields.

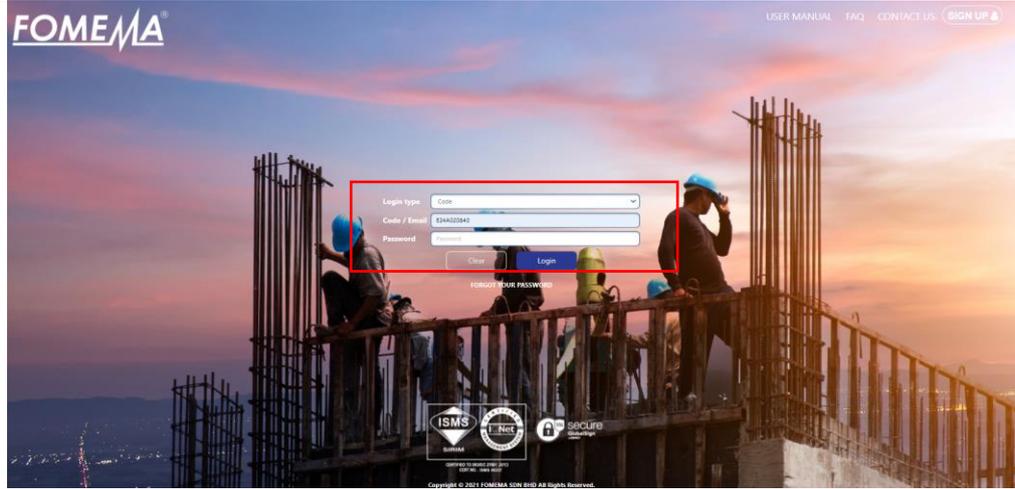
After registration form has been completed, click “Submit for Approval” to submit your employer registration.

First Time Online Login

- Already registered at FOMEMA branch.
- Already have an employer code
- First visit at FOMEMA web portal

Fill in your employer code> Leave the password blank > Click on “Login”

Login Page



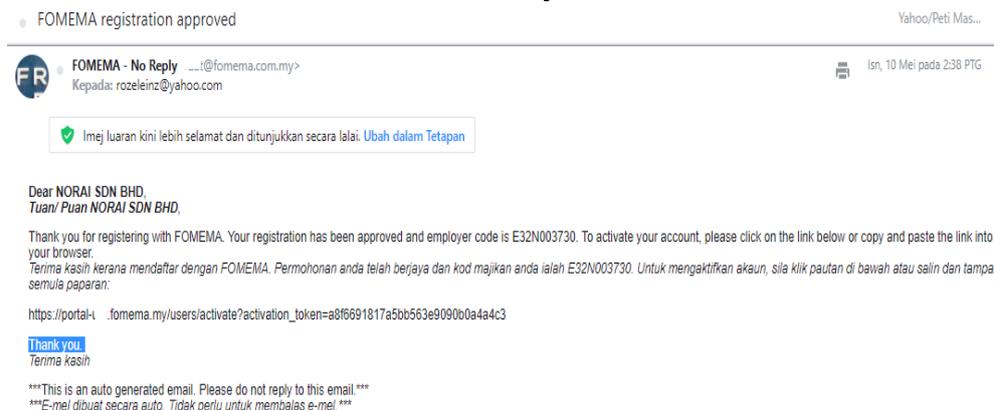
You will be directed to “First Time Login”

Please fill in the blank and click “Submit”



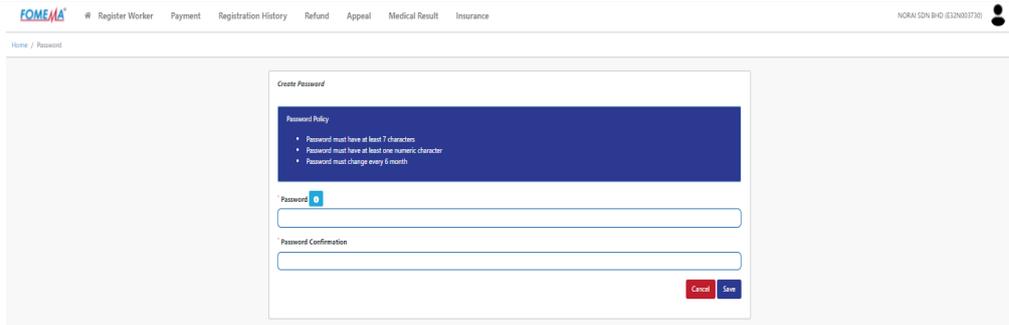
You will receive a confirmation link in your email.

Email Inbox

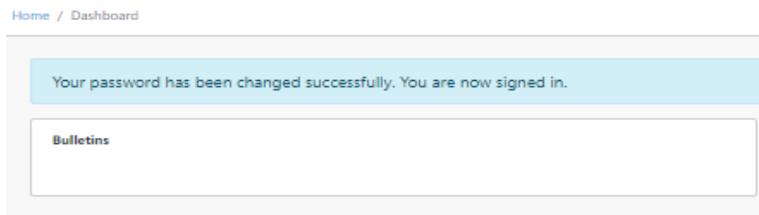


It will lead you to the web portal. Your employer code is located at top right corner of the page.

Enter your new password > Enter the password confirmation > and click “Save” button.



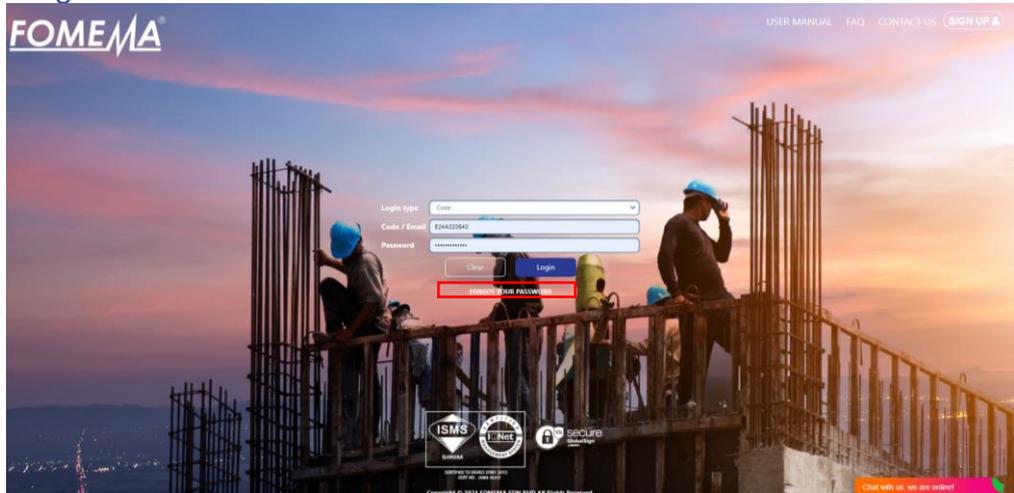
Your password has been updated and you are signed in to the web portal.



Once you have logged out, you can login to FOMEMA's web portal anytime using the Employer Code/ email and Password.

Forgot Your Password

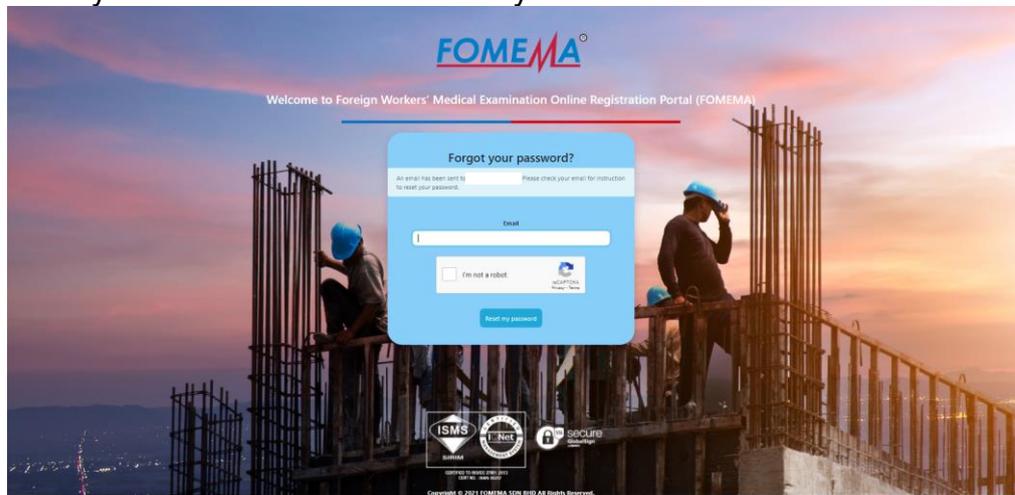
Home



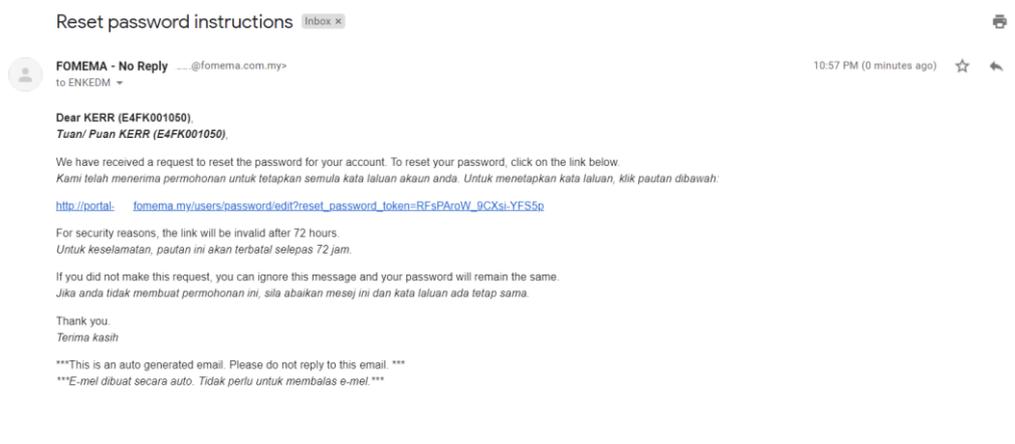
Click on "Forgot your password"



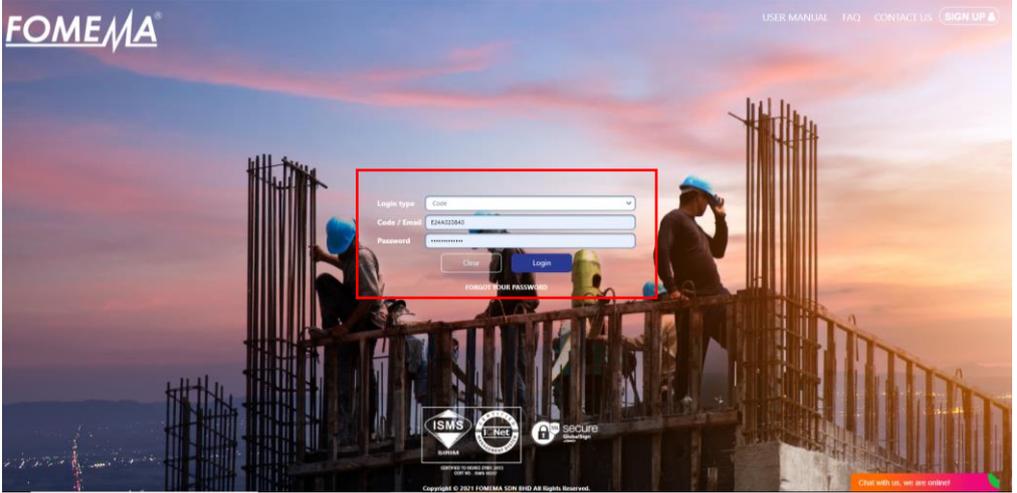
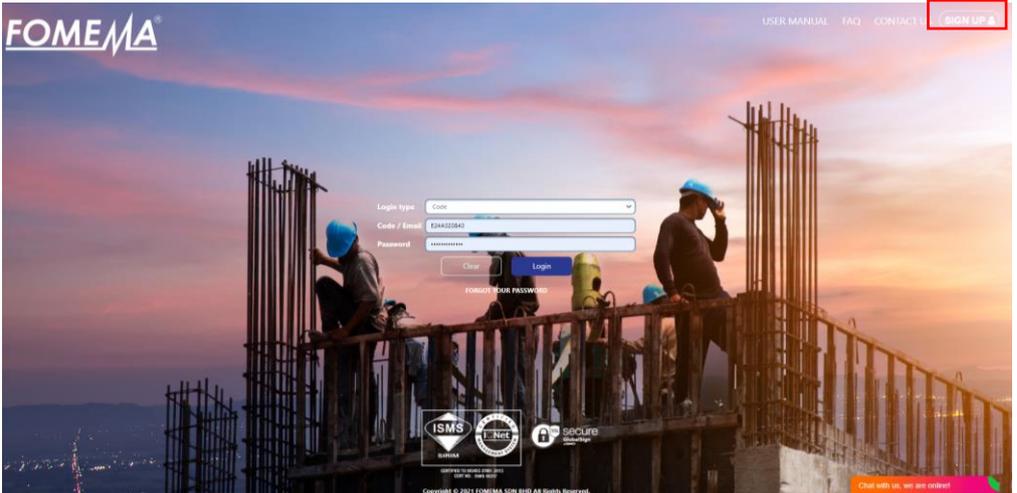
Fill in your email and click “Reset My Password”



Please check your email for instruction to reset your password.

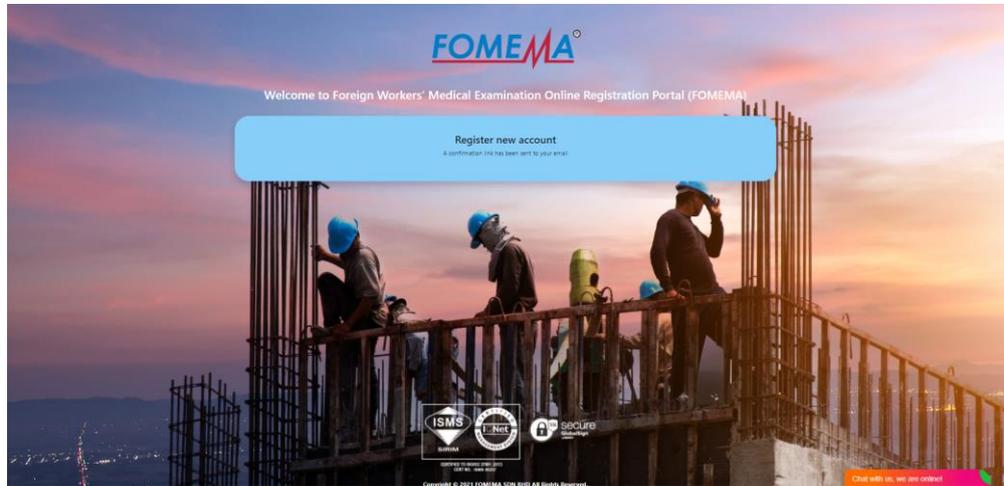


2.0 Guide to login (Company)

| Module | Action |
|--------|---|
| Login | <p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA via online/branch. • Employer shall use existing employer code OR login using registered email address with FOMEMA.  <p>Select your Login Type > Fill in your employer code/ Email > Fill in your password > Click “Login”</p> <p>New Employer</p> <ul style="list-style-type: none"> • Never made a registration neither at FOMEMA branch nor web portal • Never had an employer code.  <p>Click on “Sign up”> Fill in a valid email address > Complete the CAPTCHA > Click “Sign Up”</p> |



It will send a confirmation link to your email



Access your email to find and view the email with Subject “FOMEMA sign up confirmation”. Click on the link

Email Inbox

- FOMEMA sign up confirmation

FOMEMA - No Reply <@fomema.com.my>
Kepada: rozeleinz@yahoo.com

Imej luaran kini lebih selamat dan ditunjukkan secara lalai. [Ubah dalam Tetapan](#)

Welcome to FOMEMA

Selamat datang ke FOMEMA

Thank you for signing up with FOMEMA. To continue your registration, please click on the link below or copy and paste the link into your browser. *Terima kasih untuk pendaftaran FOMEMA. Untuk meneruskan pendaftaran, sila klik pautan di bawah atau salin dan tampal semula paparan:*

<https://portal-fomema.my/employers/registration?token=72a851d2627e4b57210d55c1ecd4b6>

Thank you.
Terima kasih.

This is an auto generated email. Please do not reply to this email.
Email dibuat secara auto. Tidak perlu untuk membalas e-mel.

Kindly upload relevant documents to ensure employer registration successful.

Supported files format: PDF, JPEG, PNG not more than 10MB.

| Employer Type | Documents |
|---------------|--|
| Company | <ol style="list-style-type: none"> 1. Company's registration papers such as Form 9 or equivalent (Click here for sample) 2. Letter of authorisation for contact person to perform worker registration (Click here for sample) 3. NRIC of contact person performing worker's registration (Click here for sample) 4. A copy of the passport front page / Immigration Approval/ Visit Pass (Click here for sample) |

Registration Page

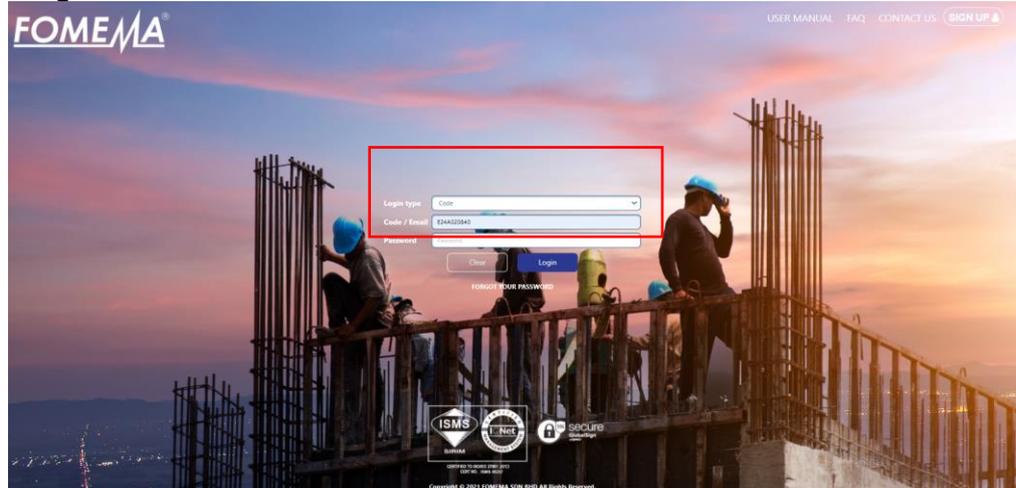
The below Employer Registration form will be displayed. Fields marked with a red asterisks (*) are mandatory fields.

After registration form has been completed, click the “Submit for Approval” button to submit your employer registration.

First Time Online Login

- Already registered at FOMEMA branch.
- Already have an employer code
- First visit at FOMEMA web portal

Fill in your employer code> Leave the password blank > Click on “Login”

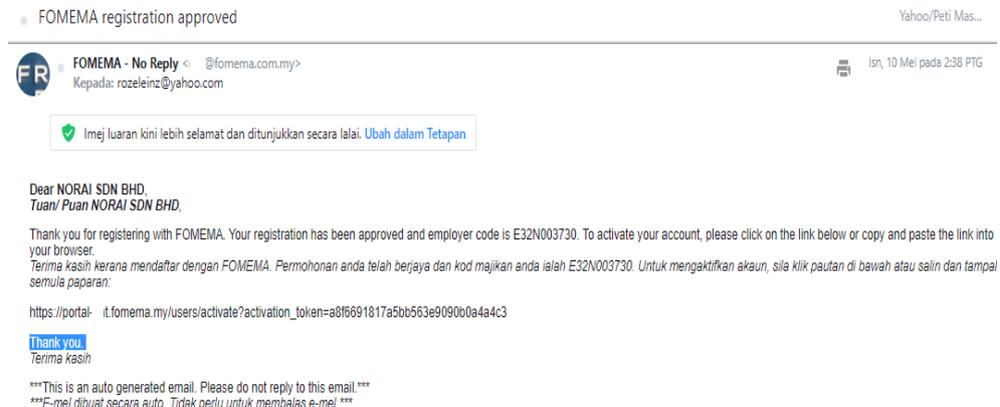


You will be directed to “First Time Login”

Please fill in the blank and click “Submit”

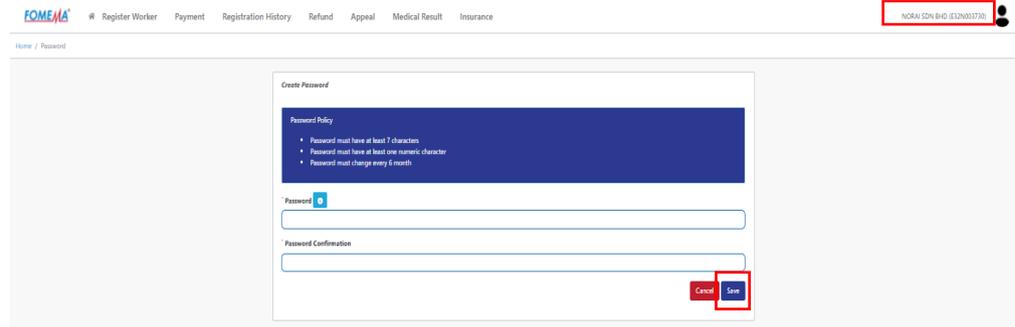


You will receive a confirmation link in your email.

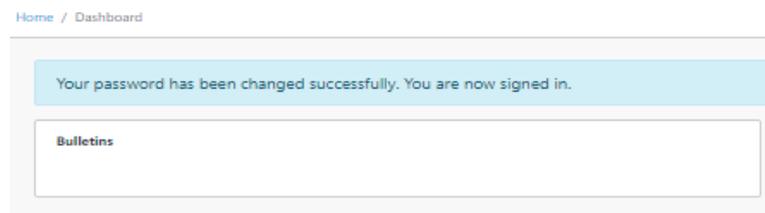


It will lead you to the web portal. Your employer code is located at top right corner of the page.

Enter your new password > Enter the password confirmation > and click "Save"



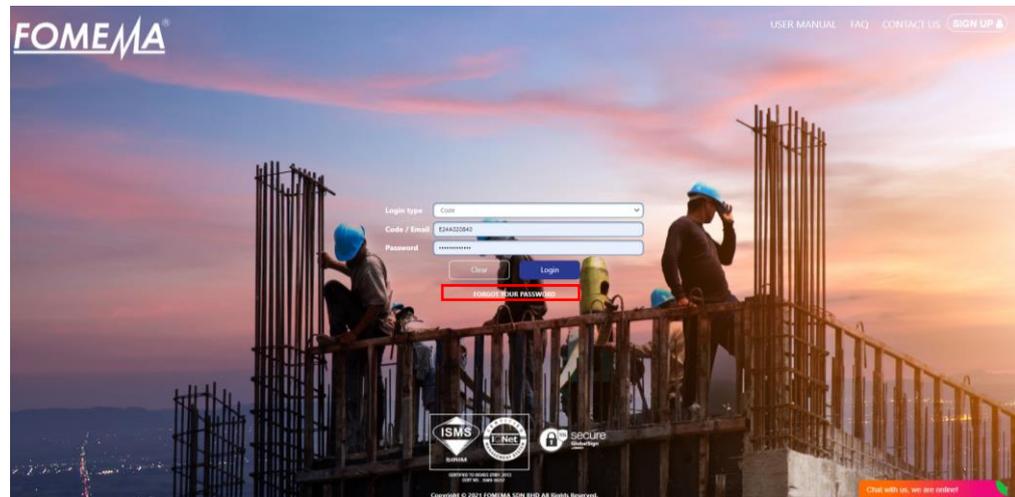
Your password has been updated and you are signed in to the web portal.



Once you have logged out, you can login to FOMEMA's web portal anytime using the Employer Code/ Email and Password.

Forgot Your Password

Login Page



Click on "Forgot your password"

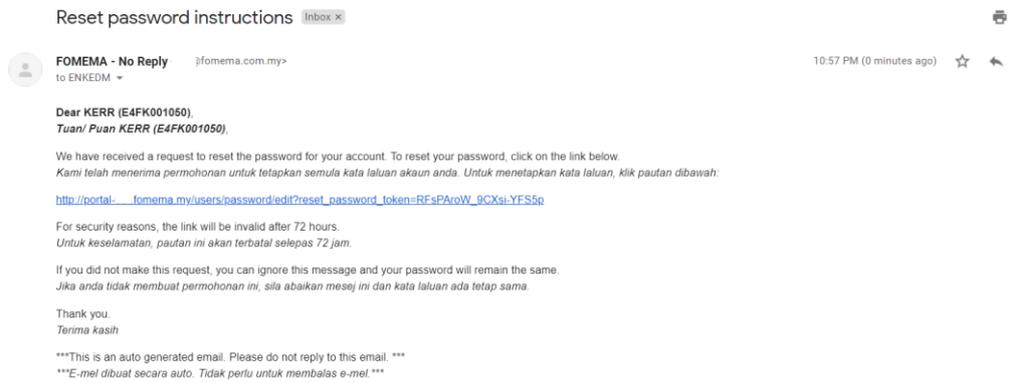


Fill in your email and click “Reset My Password”



Please check your email for instruction to reset your password.

Email Inbox



3.0 Annexes

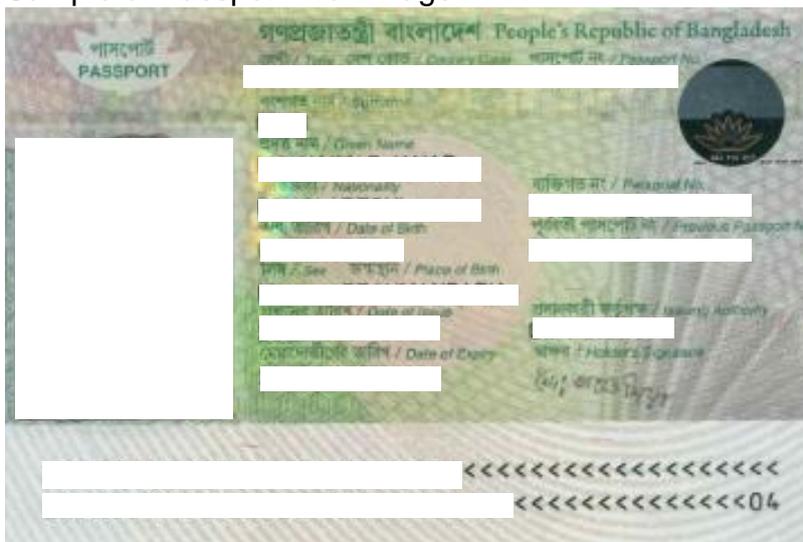
Sample of NRIC



Sample of Working Permit/ VISA



Sample of Passport Front Page



Sample of Calling VISA



JABATAN IMIGRESEN MALAYSIA WILAYAH PERSEKUTUAN KUALA LUMPUR
 ARAS LG, 1, 2 & 5
 KOMPLEKS KEMENTERIAN DALAM NEGERI (KDN)
 NO. 69, JALAN SRI HARTAMAS 1
 OFF JALAN TUANKU ABDUL HALIM
 50480 KUALA LUMPUR
 Telefon : 03-62657400
 Faks : 03-62011191

sample

BPA/PWCMS/GLA1521461776

23/11/2017



BPA/PWCMS/GLA1521461776

PERUSAHAAN KILANG KICAP BUDIMAN (777777-x)
 NO 17, JLN.SETALARA
 77777 ULU BERTAM
 MELAKA

SALINAN MAJIKAN

Tuan,

PERMOHONAN VISA DENGAN RUJUKAN

Dengan hormatnya pohon perhatian tuan kepada perkara di atas. Adalah dimaklumkan bahawa permohonan memohon masuk seramai 150 orang pekerja asing warganegara BANGLADESH telah diluluskan melalui surat KDN7777777 bertarikh 13/07/2017

2. Pihak tuan dibenarkan membawa masuk sejumlah 14 orang pekerja asing warganegara BANGLADESH seperti senarai di bawah. Sehubungan dengan itu, pihak tuan dikehendaki mematuhi syarat-syarat berikut :
 - 2.1 Pekerja asing dibenarkan memasuki Malaysia setelah mendapat visa dari Pejabat Perwakilan Malaysia di luar negara, serta Pas Khas yang dikeluarkan di mana-mana pintu masuk dengan syarat mereka memasuki negara ini sama ada melalui jalan laut, darat, atau udara yang dikartakan.
 - 2.2 Majikan hendaklah menunggu di pintu masuk untuk menuntut pekerja asing yang diluluskan semasa pekerja asing tersebut tiba di negara ini. Urusan pengambilan pekerja asing hendaklah dibuat dalam tempoh 6 jam selepas ketibaan. Sekiranya majikan gagal mematuhi tempoh tersebut maka pekerja asing berkenaan akan pulang dihantar manakala majikan akan dikenakan denda dan pekerja asing gantian sama sekali tidak dibenarkan.
 - 2.3 Pemeriksaan kesihatan hendaklah dibuat di negara asal dan juga di klinik-klinik yang berdaftar dengan FOME^{MA} di negara ini selepas-lambatnya 3 hari selepas ketibaan. Hanya pekerja asing yang disahkan sihat oleh FOME^{MA} sahaja dibenarkan bekerja manakala pekerja asing yang disahkan tidak sihat hendaklah dikehendaki pulang dengan segera ke negara asal menggunakan Memo Periksa Keluar.
 - 2.4 Majikan hendaklah menguruskan endosmen P(KS) di Pejabat Imigresen yang mengemukakan surat VISA ini dalam tempoh 20 hari dari tarikh ketibaan.
 - 2.5 Majikan hendaklah hadir sendiri di Jabatan Imigresen untuk semua urusan berkaitan dengan pekerja asing yang telah diluluskan.
 - 2.6 Majikan hendaklah membuat permohonan untuk Memo Periksa Seuar sekiranya pekerja asing ingin kembali ke negara asal dan tidak lagi mahu meneruskan perkhidmatannya. Jika gagal, pekerja asing tersebut dianggap melarikan diri dari majikan dan wang ragaan akan disita.
3. Surat kelulusan VDR ini sah selama 4 bulan dari tarikh ia dikeluarkan.



IMMIGRATION KUALA
 MELAKA BEST
 IMMIGRATION SERVICE
 2010, 2011, 2013



Sample of SSM Form 9


BERKHIDMAT KEPADA SYARIAH MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KEMENTERIAN)



**COMPANIES ACT 2016
(ACT 777)**

**CERTIFICATE OF INCORPORATION
OF PRIVATE COMPANY**

This is to certify that

is, on and from the 27th day of March 1986, incorporated under the Companies Act 1965, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 27th day of March 1986.


Digitally Certified True Copy
Signed by the Registrar of Companies
Malaysia on 01/10/2019 at 17:37:41
Registered at 01/10/2019 at 17:37:41


191001173759452
Scan to verify


DR. AZMAN BIN HUSSIN
REGISTRAR OF COMPANIES
MALAYSIA

A copy or extract issued pursuant to Section 601(2).



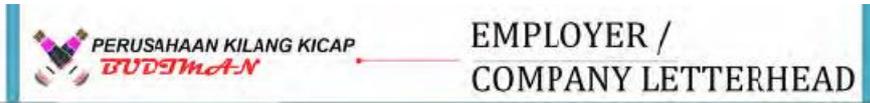
User Id: Briantoon

Date: Tue Oct 01 17:37:41 2019

Printing Date: 01/10/2019

This certificate is generated from MYDATA SSM Services as at 01/10/2019 17:37:41 1 / 2
MENARA SSM@BENTRAL, NO.7, JALAN STEVEN BENTRAL 5, KUALA LUMPUR BENTRAL, 50470 KUALA LUMPUR.
TEL : 03-2269 400 FAX : 03-2269 4411

Sample of Company Authorisation Letter



Date :

FOMEMA Sdn. Bhd.
Lot 49 & 51
Jalan Kampung Pandan
55100, Kuala Lumpur.

SAMPLE

To whom it may concern,

Letter of Authorisation for Contact Person to Perform Worker Registration

We the undersigned, hereby authorise **(CONTACT PERSON NAME) (NRIC NO.)** as a Contact Person to act on behalf in all manner relating to application for Foreign Workers.

Enclosed also a photocopy of NRIC of Contact Person for your kind of reference.

Thank you.

Sincerely,

(Director Name)
(Employer / Company Name)

Sample of Rekalibrasi Tenaga Kerja 2.0 Approval



BAHAGIAN PENGUATKUASAAN



EG0331479

NO. DOKUMEN : EG0331479

TARIKH :

02/03/2023

ALOR SETAR
TINGKAT 1 & 2 BANGUNAN KEMENTERIAN
DALAM,
NEGERI, PUSAT PENTADBIRAN KERAJAAN,
PERSEKUTUAN, BANDAR MU'ADZAM SHAH,
06550 ALOR SETAR, KEDAH,

Tuan,

PROGRAM REKALIBRASI TENAGA KERJA 2.0



Sila periksa dan sahkan subjek di bawah :

No Permohonan :
Nama :
Warganegara :
Jantina :
Tarikh Lahir :
No. Dokumen :
Jenis Dokumen :
Tarikh Tamat Dokumen :
Negara Pengeluar :
Tarikh Mula Masuk :
Jenis Pas :
Tarikh Tamat Pas :
No Pendaftaran Syarikat :
Nama Syarikat Pegawai :
Penerima :
Status Permohonan : LAYAK

SEK 15 (1) (C)

Sila buat pemeriksaan Fomema

Surat ini adalah cetakan berkomputer. Tandatangan tidak diperlukan

Rujukan Pendaftaran : IM.101/K-E/RTK/V2/1024/7-1(0001)

Sample of Sistem Maid Online Slip

| | | |
|--|--|------------|
|  |  BPR/EPRA/065590180119134654056 | |
| | JABATAN IMIGRESEN MALAYSIA BAHAGIAN PEKERJA ASING PERMOHONAN PEMBANTU RUMAH ASING (MAID ONLINE) | |
| | | 22/01/2018 |
| NO. PERMOHONAN | : BPR/EPRA/77777777770777 | |
| NAMA MAJIKAN | : HAIFA BINTI WAHBI | |
| NO K/P MAJIKAN | : 77777-77-777 | |
| NAMA PEMBANTU RUMAH | : NABILAH SHAKIB | |
| NO. PASPORT | : C 777777 | |
| WARGANEGARA | : INDONESIA | |
| JANTINA | : PEREMPUAN | |
| TARIKH LAHIR | : 05/07/1988 | |
| Mohon hadir bersama Pembantu Rumah untuk pemeriksaan kesihatan FOMEMA di klinik berdekatan. Sila daftar melalui portal FOMEMA terlebih dahulu. | | |
| HTTP://PORTAL.FOMEMA.MY | | |
| Terima Kasih kerana berurusan secara langsung dengan kami. Semua transaksi adalah MUDAH. | | |

SAMPLE