

REHIRING FAQ

1. How do I legalize my Illegal Foreign Workers (PATI)?

Log on to <http://re hiring.imi.gov.my> or via www.myeg.com.my

You must have a 'MyEG' Username and Password before you can key in the details of PATI.

2. Does MyEG accept registrations for PATI from all countries?

MyEG accepts PATI registrations from all source countries except Myanmar.

3. How long is this programme available?

This programme is open for registration until **31 December 2017**. However we advise you to register as soon as possible to avoid unforeseen circumstances.

4. What are the steps involved?

Step 1 : Key in PATI details Online

Step 2 : Pay fees and purchase insurance Online (IG,FWCS,FWHS)

Step 3 : MyEG will schedule appointment to perform biometric verification, provide official PATI SIM card and photo capture of PATI

Step 4 : Interview with JIM for the biometric authentication in Bahagian E, payment of compound and special pass.

Step 5 : Employer makes final payment after final approval from JIM

Step 6 : Submission of company profile (comb-binding)

Step 7 : Medical check-up (FOMEMA)

Step 8 : Interview JIM (quota)

Step 9 : Issuance and delivery of PLKS

5. How do I make payment online?

You may pay online using eBanking, Credit Card or through a prepaid account with MyEG.

6. What are the charges for this Rehiring Programme?

Registration – RM1,134.52

a. Registration and Processing Fees

b. Insurance (IG, FWCS and FWHS)

c. Applicable GST charges

Upon approval breakdown of charges (based on new Levi and dependant on type of sector)

Payment Type	Amount
Levy	RM1,850 for Services, Manufacturing and Construction sectors (Perkhidmatan, Pembuatan dan Pembinaan) RM640 for Agriculture and Plantation (Pertanian dan Perladangan)
Processing Fees	RM125
Special Pass	RM100
VPTE (PLKS) Sticker	RM60
PATI Compound	RM300
Employer Compound	RM500
Registration Fee Balance	RM424 (Inc GST)

Visa	Vietnam (RM 13) Sri Lanka and Indonesia (RM 15) Bangladesh, Pakistan, Nepal and Cambodia (RM 20) Philippines (RM 36) India (RM 50) China (RM 30)
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7. What is the documents needed for thumb print at Immigration?

Below are the documents needed to bring along for SDN BHD:

1. Form 24 certified true copy original document and photocopy (2 Copy)
2. Form 44 certified true copy original document and photocopy (2 Copy)
3. Form 49 certified true copy original document and photocopy (2 Copy)
4. Form 9 certified true copy original document and photocopy (2 Copy)
5. Form 13 certified true copy original document and photocopy (if any)
6. M&A certified true copy original document and photocopy
7. Financial Audited 1 year certified true copy original document and photocopy
8. First director NRIC photocopy (2 Copy)
9. Second director NRIC photocopy (2 Copy)
10. KWSP Statement Summary (If director's name is not listed in Form 49) – (2 Copy)

Below are the documents needed to bring along for ENTERPRISE:

1. Form A certified true copy of SSM original document and photocopy (2 Copy)
2. Form B certified true copy of SSM original document and photocopy (2 Copy)
3. Form D certified true copy of SSM original document and photocopy (2 Copy)
4. First director NRIC photocopy (2 Copy)
5. KWSP Statement Summary (If director's name is not listed in Form 49) - (2 Copy)
6. KDN Quota Letter (Security Company only)

If your representative attends on your behalf, please provide;

1. EPF statement with CTC (certified true copy)
2. Letter of appointment for representing company complete with signature of director of company based on Form 49 and company stamp. (2 Copy)
3. Copy of NRIC of the representative. (2 Copy)

Your PATI must provide;

1. Original passport new/old
2. Photocopy passport new/old
3. Photocopy passport all pages with Immigration stamp.
4. PATI passport photo size with blue or white background.
5. Registration Slip of Employer & PATI (Slip Pendaftaran PMF)
6. Employee Confirmation Letter with Company Letterhead (1 letter for each PATI)

Note : Certified true copy of latest SSM original document (2017)

8. Do I need to send my worker(s) for FOMEMA inspection before registration?

PATI is required to undergo FOMEMA medical examination before issuance of PLKS.

9. What do I do if I have any questions on this programme?

You may email us anytime at rehiring@myeg.com.my

PANDUAN MENGISI BORANG PERMOHONAN KUOTA (SENARAI SEMAK)

1. Semua ruangan kosong **WAJIB** diisi menggunakan **PEN HITAM** atau **PEN BIRU** sahaja.
2. Ruangan kosong yang telah diisi menggunakan pen hitam atau biru, sama sekali **TIDAK DIBENARKAN** untuk di Photostat semula dijadikan sebagai borang asal (**WAJIB** tulis tangan).
3. Borang dan dokumen yang diperlukan hendaklah disediakan dalam **2 SET** dan hendaklah dijilidkan menggunakan **COMB-BINDING**.
4. Asingkan borang mengikut kategori/program **A(1)**, **A(2)**, **B**. Kategori yang sama hendaklah sekaligus dalam 1 borang dan buat dalam 2 set, kategori yang berlainan mestilah diasingkan dan buat dalam 2 set.
5. Pastikan borang yang dihantar lengkap dan mengikut susunan **ISI KANDUNGAN**. (LAMPIRAN 2)
6. Pastikan borang dihantar semasa penerimaan passport dan pas khas.

SYARAT-SYARAT PROGRAM PENGGAJIAN DAN PENEMPATAN SEMULA PATI

LAMPIRAN 1

CONTOH FORMAT SURAT PENGESAHAN MAJIKAN

KEPALA SURAT (SYARIKAT)

No. Rujukan:
Tarikh:

Ketua Pengarah Imigresen Malaysia
Jabatan Imigresen Malaysia
No.15, Tingkat 7 (Podium)
Pusat Pentadbiran Kerajaan Persekutuan
62550 PUTRAJAYA
(u.p: Pengarah Bahagian Penguatkuasa)

Y.Bhg. Dato',

**PENGESAHAN MAJIKAN BAGI PROGRAM PENGGAJIAN DAN PENEMPATAN SEMULA
PENDATANG ASING TANPA IZIN (PATI)**

Dengan segala hormatnya saya merujuk kepada perkara tersebut di atas.

2. Dengan ini disahkan bahawa penama di bawah adalah pekerja sedia ada di syarikat ini. Berikut adalah butiran perkhidmatan penama:

- i. Nama :
- ii. No. Pasport:
- iii. Jawatan:
- iv. Pendapatan:
- v. Tarikh Mula Berkhidmat:

3. Surat Pengesahan ini hanya bagi tujuan permohonan menyertai Program Penggajian Dan Penempatan Semula Pendatang Asing Tanpa Izin (PATI).

Sekian, terima kasih.

Tandatangan Pengarah Syarikat
(Nama Pengarah Syarikat)
Jawatan:
No. Tel:
No. Faks:
Cop Syarikat

ISI KANDUNGAN

BIL	PERKARA	MUKA SURAT
1	SENARAI SEMAK PROGRAM PENGGAJIAN DAN PENEMPATAN SEMULA PATI (LAMPIRAN B)	1
2	FORMAT SEMAKAN KELULUSAN PERMOHONAN (SILA ISI 1-5)	2
3	SENARAI SEMAK PERMOHONAN PLKS (1,5,6)	3
4	BORANG SEKTOR (MENGIKUT SEKTOR) a) SEKTOR PERKHIDMATAN - LESEN BERNIAGA/TENANCY AGREEMENT - GAMBAR LOKASI PERMIS PERNIAGAAN PANDANGAN HADAPAN DAN DALAMAN - SERTAKAN PENYATA KWSP & PERKESO BAGI PEKERJA TEMPATAN SAHAJA - BAGI SUB-SEKTOR PEMBERSIHAN/PENCUCIAN: LAMPIRKAN SURAT SOKONGAN/KONTRAK b) SEKTOR PEMBINAAN - SALINAN CIDB - LETTER OF AWARD ATAU SURAT PERJANJIAN - SERTAKAN PENYATA KWSP & PERKESO BAGI PEKERJA TEMPATAN SAHAJA c) SEKTOR PERKILANGAN - LESEN MITI/PBT LAPORAN KEWANGAN DIAUDIT ATAU AKAUN PENGURUSAN IAITU KUNCI KIRA-KIRA DAN PENYATA UNTUNG RUGI TAHUNAN SEMASA - SERTAKAN PENYATA KWSP & PERKESO BAGI PEKERJA TEMPATAN SAHAJA d) SEKTOR PERTANIAN - SALINAN SIJIL SKIM ORGANIK MALAYSIA/SALM - LESEN TERNAKAN (BAGI JENIS TERNAKAN) - SERTAKAN PENYATA KWSP & PERKESO BAGI PEKERJA TEMPATAN SAHAJA e) SEKTOR PERLADANGAN - SERTAKAN PENYATA KWSP & PERKESO BAGI PEKERJA TEMPATAN SAHAJA	4
5	SALINAN KAD PENGENALAN MAJIKAN & WAKIL	5
6	SALINAN PENDAFTARAN SYARIKAT (SSM YANG DISAHKAN 2017) - FORM 9, FORM 24, FORM 44, FORM 49 AND M&A (SDN BHD) - FORM D/FORM 9, A {DETAIL COMPANY}, B {DETAIL DIRECTOR} (ENTERPRISE)	6
7	SALINAN PASPORT PATI YANG MASIH SAH	7
8	SLIP PENDAFTARAN PATI & MAJIKAN DI BAHAGIAN PENGUATKUASA JIM	8
9	SALINAN PAS KHAS	9