



USER MANUAL

AGENCY'S' WEB PORTAL

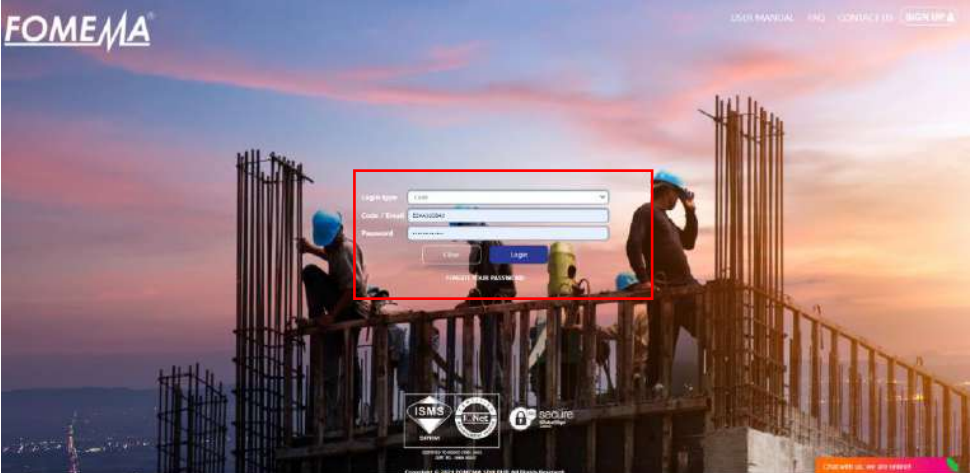

VOLUME 1.0



Index

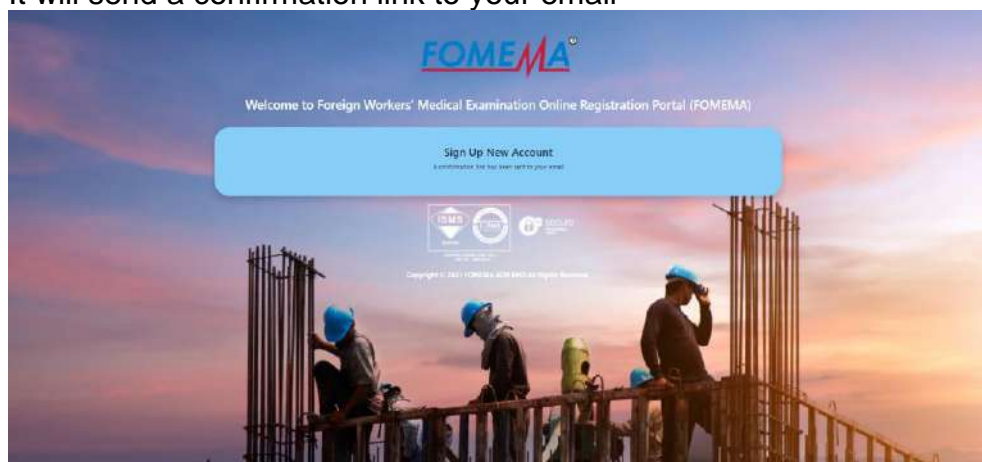
1.0 Guide to login	2
Existing Agency	2
New Agency	2
Forgot Your Password	6
2.0 Guide to Registration Payment (Agency Fee).....	7
FPX.....	8
Swipe	12
3.0 Annexes	13
Agreement between FOMEMA Sdn Bhd and Agency.....	13
Sample of SSM Form 9.....	13
Sample of SSM Form 49.....	14
Sample of License (JTKSM)	15
Sample of NRIC Director.....	16
Sample of NRIC of Contact Person in Charge perform worker's registration.....	16
Sample of Identity document issued by JTKSM.....	16
Sample of Company Authorisation Letter	17

1.0 Guide to login

Module	Action
Login Page	<p>Existing Agency</p> <ul style="list-style-type: none"> • Already registered with FOMEMA via online. • Agency shall use existing agency code OR login using registered email address with FOMEMA.  <p>Select your Login Type > Fill in your agency code/ Email > Fill in your password > Click “Login”</p> <p>New Agency</p> <ul style="list-style-type: none"> • Never made a registration neither at FOMEMA web portal • Never had an agency 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 Agency sign up confirmation". Click on the link

● 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 agency registration successful.

Email Inbox

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

No.	Required Documents
1.	Agreement between FOMEMA Sdn Bhd and Agency
2.	Company's registration document (SSM/ Form 9)
3.	Company's registration document (Form 49)
4.	Licence (JTKSM)
5.	NRIC of Director
6.	NRIC of Contact Person in Charge perform worker's registration
7.	Identity document issued by JTKSM
8.	Company Authorisation Letter

Registration Page

The screenshot shows the 'EMPLOYER REGISTRATION' form. At the top, there are tabs for 'Employer type' with options 'CORPORATE' and 'INDIVIDUAL'. The form fields include:

- ICNO / Passport Number (text input)
- Employer Name (text input)
- Address (multiple text input lines)
- State (dropdown menu), Town (dropdown menu), Postcode (text input)
- Phone (text input), Fax (text input), Email (text input with placeholder 'NELSON123@MAIL.COM')
- A checkbox for 'I consent to the processing of my personal data by FOMEMA Sdn Bhd in accordance with the terms set out in the Privacy Policy'.
- A 'Documents' section with instructions: 'Please upload the following documents for verification. Please upload each document separately.'
 - Pre-migrant Malaysia:**
 - Your NRIC if you are Malaysian or your passport if you are non-Malaysian
 - A copy of the Calling Visa/Work Permit for a worker
 - Sabahan:**
 - Your NRIC if you are Malaysian or your passport if you are non-Malaysian
 - A copy of the passport from page 1 with photo for a worker
 Below this, it says 'Please upload only valid files (PDF, JPEG, PNG). The total size of all files is limited to 10 MB.'
- A file upload area with a dropdown menu, a 'Browse' button, and a 'Total Uploaded Size: 0 MB' indicator.
- A 'Submit' button at the bottom.

The below Agency 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 agency registration.

Email Inbox

You will receive a confirmation link in your email.

FOMEMA registration approved Yahoo/Peti Mas...

FOMEMA - No Reply <...@fomema.com.my>
 Kepada: rozeleinz@yahoo.com 10 Mei 2023 PTG

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

Dear NORAI SDN BHD,
 Tuan/ Puan NORAI SDN BHD,

Thank you for registering with FOMEMA. Your registration has been approved and employer code is E32N003730. To activate your account, please click on the link below or copy and paste the link into your browser.

Terima kasih kerana mendaftar dengan FOMEMA. Permohonan anda telah berjaya dan kod majikan anda ialah E32N003730. Untuk mengaktifkan akaun, sila klik pautan di bawah atau salin dan tampal semula paparan.

https://portal-fomema.my/users/activate?activation_token=a8f6691817a5bb563a9090b0a4a4c3

Thank you.
 Terima kasih

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

It will lead you to the web portal. Your agency 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.

Home / Dashboard

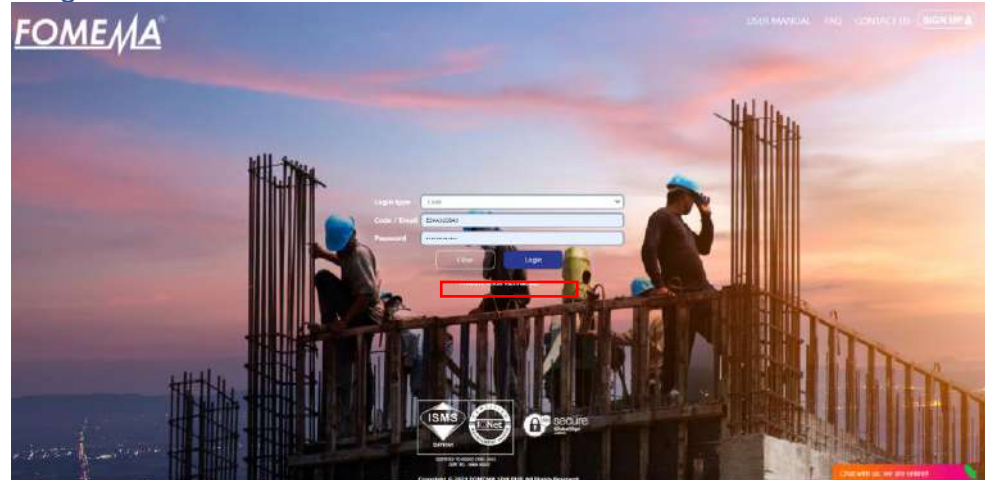
Your password has been changed successfully. You are now signed in.

Bulletins

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

Home

Forgot Your Password



Click on “Forgot your password”



Fill in your email and click “Reset My Password”



Please check your email for instruction to reset your password.

Reset password instructions inbox x

FOMEMA - No Reply 3fomema.com.my
to ENKEDM 10:57 PM (8 minutes ago)

Dear KERR (E4FK001050)
Tuan/ Puan KERR (E4FK001050)

We have received a request to reset the password for your account. To reset your password, click on the link below. Kami telah menerima permohonan untuk menetapkan semula kata laluan akaun anda. Untuk menetapkan kata laluan, klik pautan dibawah:

http://portal.fomema.my/users/password/edit?reset_password_token=GFsPAroW_UcXGz-YFS5p

For security reasons, the link will be invalid after 72 hours.
Untuk keselamatan, pautan ini akan tidak sah selepas 72 jam.

If you did not make this request, you can ignore this message and your password will remain the same.
Jika anda tidak membuat permohonan ini, sila abaikan mesej ini dan kata laluan anda tetap sama.

Thank you.
Terima kasih

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

2.0 Guide to Registration Payment (Agency Fee)

Module	Action														
Payment	<p>You have a pending payment for agency registration. Click “Show” followed by “Edit Payment”.</p> <div data-bbox="419 1025 1374 1294"> <p>Payment</p> <p>Payment Code: <input type="text"/> Category: <input type="text" value="Select option"/></p> <p>Date Created From: <input type="text" value="dd/mm/yyyy"/> Date Created To: <input type="text" value="dd/mm/yyyy"/></p> <p>Payment From: <input type="text" value="dd/mm/yyyy"/> Payment To: <input type="text" value="dd/mm/yyyy"/></p> <p>Payment Status: <input type="text" value="Select option"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Search"/></p> </div> <div data-bbox="419 1317 1374 1350"> <p>You have pending payment for agency registration/renewal. Please make payment.</p> </div> <table border="1" data-bbox="419 1361 1374 1435"> <thead> <tr> <th>Payment Code</th> <th>Date Created</th> <th>Payment Date</th> <th>Category</th> <th>Amount(RM)</th> <th>Payment Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>20210928000010</td> <td>28/09/2021</td> <td></td> <td>AGENCY REGISTRATION</td> <td>150.00</td> <td>NEW</td> <td><input type="button" value="Show"/></td> </tr> </tbody> </table> <div data-bbox="419 1473 1374 1765"> <p>Payment - 20210928000010</p> <p>Payment Code: 20210928000010</p> <p>Date Created: 28/09/2021</p> <p>Payment Date:</p> <p>Customer: AGENSI PEKERJAAN W SDN BHD</p> <p>Amount (RM): 150.00</p> <p>Category: AGENCY REGISTRATION</p> <p>Payment Status: NEW</p> <p><input type="button" value="Back"/> <input type="button" value="Edit payment"/></p> </div>	Payment Code	Date Created	Payment Date	Category	Amount(RM)	Payment Status	Action	20210928000010	28/09/2021		AGENCY REGISTRATION	150.00	NEW	<input type="button" value="Show"/>
Payment Code	Date Created	Payment Date	Category	Amount(RM)	Payment Status	Action									
20210928000010	28/09/2021		AGENCY REGISTRATION	150.00	NEW	<input type="button" value="Show"/>									


Agency may choose the payment method by clicking the dropdown list.

***Note:** Agency shall not have the access to the system if the agency fee is yet to be made. Agency fee is as follows:

New registration fee: MYR 300

Renewal fee : MYR 100

Payment - 20210928000010

Payment Code	20210928000010
Date Created	28/09/2021
Payment Date	
Amount (RM)	
Category	AGENCY REGISTRATION
Payment Status	NEW
* Payment Method 	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;">Select option ▼</div> <div style="padding: 2px;">Select option</div> <div style="padding: 2px;">FPX B2B (Corporate)</div> <div style="padding: 2px;">FPX B2C (Individual)</div> <div style="padding: 2px;">IPAY88 - Ewallet</div> <div style="padding: 2px;">IPAY88 - FPX B2B - Company Banking</div> <div style="padding: 2px;">IPAY88 - FPX B2C - Individual Banking</div> <div style="padding: 2px;">Swipe - Credit / Debit Card</div> <div style="padding: 2px;">Swipe - Ewallet</div> <div style="padding: 2px;">Swipe - FPX B2B (Corporate)</div> <div style="padding: 2px;">Swipe - FPX B2C (Individual)</div> </div>

<input type="checkbox"/>	Agency Name
<input type="checkbox"/>	AGENSI PEKERJAAN W SDN BHD

Type of payment method:

- i. FPX - B2B Corporate- Company bank account
- ii. FPX - B2C Consumer- Personal bank account
- iii. Swipe- Credit/ Debit Card
- iv. Swipe- FPX B2B Corporate- Company bank account
- v. Swipe- FPX B2C Consumer- Personal bank account

For FPX B2B Corporate/ FPX B2C Consumer online banking please refer below:

Select the Agency Name and click “Make payment” to proceed with payment.

Payment - 20211004000016

Payment Code	20211004000016
Date Created	04/10/2021
Payment Date	
Amount (RM)	180.00
Category	TRANSACTION REGISTRATION
Payment Status	NEW
Payment Method	<div style="border: 1px solid #ccc; padding: 2px;"> Select option Select option FPX B2B (Corporate) FPX B2C (Individual) Swipe - Credit / Debit Card Swipe - FPX B2B (Corporate) Swipe - FPX B2C (Individual) </div>

Swipe

<input type="checkbox"/>	Worker Name	Amount (RM)
<input type="checkbox"/>	ALI MALE	180.00
		180.00

[Add-on Insurance](#)
[Save](#)
[Make payment](#)
[Back](#)
[Cancel payment](#)

You will be directed to the payment page and you may need to select bank from the options provided at the select bank dropdown menu.

Payment - 20210928000010

Pay with

Payment Code	20210928000010
Amount (RM)	
Payment of	AGENCY_REGISTRATION
Payment Method	FPX B2C (Individual)
* Bank	<div style="border: 2px solid red; padding: 5px;"> Select option </div>

By clicking on the "Proceed" button, you hereby agree with [FPX's Terms & Conditions](#).

After selection of the bank you may click "Proceed" to perform the transaction

Payment - 20210922000001

Pay with **FPX**

Payment Code

Amount (RM)

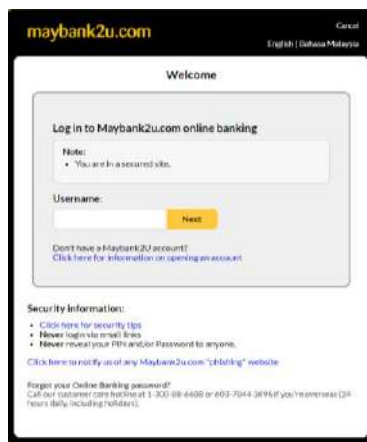
Payment of

Payment Method

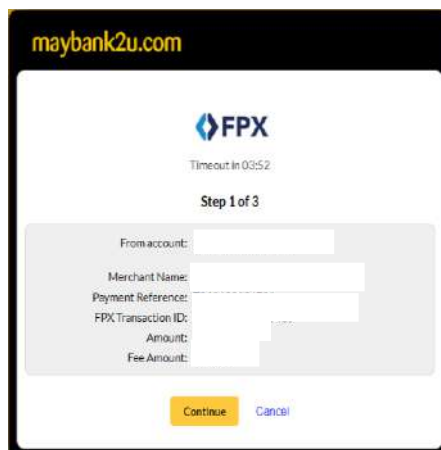
* Bank

By clicking on the "Proceed" button, you hereby agree with FPX's Terms & Conditions

You will be directed to the bank page for you to perform the transaction.



Click continue to perform the payment and the TAC number will be sent to the registered mobile number with the respective bank.



Click "Continue with Transaction".

FPX BANK SIMULATOR

Your account has been deducted

Transaction details

FPX Transaction ID	Seller Order No	Transaction Amount	Fee Amount	Account Type
2109282047510630	20210923000001	501.0	0.0	Savings Account

Important Note :

- This is not the final confirmation of your payment. Please check with your merchant for final status confirmation.
- Please click on the "Continue with Transaction" button below and DO NOT close the browser until final receipt is displayed.

Transaction Status

Authorisation Number 15733223

Authorisation Result Approved - 00

[Continue with Transaction](#)

Click Here to Complete Your Transaction

FOMEMA®

FOREIGN WORKER'S MEDICAL EXAMINATION

Payment Details PAGE 1 2 3 4

Merchant Name	FOMEMA SDN BHD
Merchant Order No.	20210923000001
FPX Transaction ID	2109282047510630
Amount	RM 501.00
Transaction Status	Approved
Date & Time	
Buyer Bank	SBI BANK A
Bank Reference No.	15733223

Print [Click Here to Complete Your Transaction](#)

[FAQ](#) | [Merchant Program](#) | [Contact Us](#) | [Pop-up Blocker Settings](#) | [Terms and Conditions](#) | [Privacy Policy](#) | [Disclaimer](#) |

Malaysian Electronic Clearing Corporation Sdn Bhd 836743-D | <http://www.myclar.org.my>
 © Malaysian Electronic Clearing Corporation Sdn Bhd . All Rights Reserved.
 FPX V5.0

Once the payment has been successful Agency will be directed to the Home page.

For FPX B2B Corporate, company authorizer is required to approve the transaction before moving to the next step.

For Swipe payment method, user is required to download “The Swipe App” from Google PlayStore or Apple Apps Store.

Home / Payment / 2021040800001 / 001

Payment - 2021040800001

Payment Code	2021040800001
Payment Date	08/04/2021
Amount (RM)	100.00
Category	TRANSACTION REGISTRATION
Status	NEW
Payment Method	Swipe - FPX.EAC (Individual)

If you select Swipe as your payment method, please download "The Swipe App" before make payment. [Click here](#) to view the download steps.

<input type="checkbox"/>	Worker Name	Gender	Amount (RM)
<input type="checkbox"/>	SITD	MALE	100.00

100.00

[Add-on insurance](#) [Save](#) [Make payment](#) [Back](#) [Cancel payment](#)

You may refer to above screen to download “The Swipe App” guideline.

Swipe Support

Hotline : +6 012-566 7251

Email: support.my@swipeworkers.com

Operating Hours: 9 am – 6pm

3.0 Annexes

Agreement between FOMEMA Sdn Bhd and Agency

Note: Can be downloaded during Agency Registration submission.

Sample of SSM Form 9

The image shows a sample of SSM Form 9, a Certificate of Incorporation of a Private Company. The form is enclosed in a blue border with corner registration marks. At the top center is the SSM logo (Suruhanjaya Syarikat Malaysia) with the text 'Suruhanjaya Syarikat Malaysia' and 'COMPANIES COMMISSION OF MALAYSIA'. To the right is a QR code. The main text reads: 'COMPANIES ACT 2016 (ACT 777) CERTIFICATE OF INCORPORATION OF PRIVATE COMPANY'. Below this, it states 'This is to certify that' followed by a redacted area. The text continues: '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.' It is dated 'Dated at KUALA LUMPUR this 27th day of March 1986.' At the bottom left is a circular seal of the Registrar of Companies, Malaysia, with a QR code and the number '191001173759452' and 'Scan to verify'. At the bottom right is a signature and the name 'DR. AZMAN BIN HUSSIN, REGISTRAR OF COMPANIES MALAYSIA'. At the very bottom, it says 'A copy or extract issued pursuant to Section 601(2).'



User Id: Brientoon

Date: Tue Oct 01 17:37:41 2019

Printing Date: 01/10/2019

This certificate is generated from MYDATA BBM Services as at 01/10/2019 17:37:41
MENARA SSM@SENTRAL, NO.7, JALAN STESEN SENTRAL 5, KUALA LUMPUR SENTRAL, 50470 KUALA LUMPUR,
TEL : 03-2299 400 FAX : 03-2299 4411

Sample of SSM Form 49

FORM 49
COMPANIES ACT 1965
[SECTION 141(6)]
RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS
AND SECRETARIES AND CHANGES OF PARTICULARS

Ref :

MYCOID NO :

RETURN GIVING PARTICULARS IN REGISTER OF DIRECTORS, MANAGERS
AND SECRETARIES AND CHANGES OF PARTICULARS

(NAME OF COMPANY)

DIRECTORS,

Full Name ¹	Nationality/ Race ²	Date of Birth	Residential Address	Business Occupation (if any)	Particulars of other Directorships ⁴	Nature of Appointment, or Change and Relevant Date ⁵	Identify Card No./ Passport No. ⁶
 	MALAYSIA 	 	 	DIRECTOR		FIRST DIRECTOR NAMED IN THE ARTICLE	NEW IC
 	MALAYSIA 	 	 	DIRECTOR		FIRST DIRECTOR NAMED IN THE ARTICLE	NEW IC

Sample of License (JTKSM)

JTK
JTKSM [REDACTED]


AKTA AGENSI PEKERJAAN SWASTA, 1981
Private Employment Agencies Act 1981

LESEN C
Licence C

JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA
KEMENTERIAN SUMBER MANUSIA
Department of Labour Peninsular Malaysia, Ministry of Human Resources

(1) Lesen ini dikeluarkan di bawah seksyen 9A(1) Akta Agensi Pekerjaan Swasta 1981 untuk menjalankan urusan agensi pekerjaan swasta di:-
This licence is issued under section 9A (1) of the Private Employment Agencies Act 1981 to conduct matters relating to private employment agencies at:-

[REDACTED]

Nama Agensi
Name of Agencies

Di alamat
at

[REDACTED]

[REDACTED]

(2) Pemegang lesen ini boleh menjalankan aktiviti merekrut bagi pencari kerja di dalam dan di luar Malaysia dan pekerja bukan warganegara di dalam Malaysia.
The holder of this licence may carry out recruitment activities for a job seeker within and outside Malaysia and non-citizen employee within Malaysia.

(3) Lesen ini adalah sah selama tempoh **24 bulan** dari **01 FEBRUARI 2019** sehingga **31 JANUARI 2021**
*This Licence is valid for a period of 24 months from **01 FEBRUARY 2019** until **31 JANUARY 2021***




DATO' MOHD JEFFREY BIN JOAKIM
Ketua Pengarah Tenaga Kerja
Semenanjung Malaysia
*Director General of Labour
Peninsular Malaysia*

CATATAN : Lesen ini hendaklah dipamerkan pada setiap masa di tempat yang mudah dilihat dalam premis di mana lesen ini diluluskan.
NOTE: This licence must be displayed at all times at a visible place in the premises of which the licence is approved.

Sample of NRIC Director



Sample of NRIC of Contact Person in Charge perform worker's registration



Sample of Identity document issued by JTKSM



Sample of Company Authorisation Letter

This letter should be written in Agency's letterhead and signed by company Director

AGENSI PEKERJAAN XXX SDN BHD

Date: 06.08.2021

FOMEMA Sdn Bhd

Lot 49 & 51

Jalan Kampung Pandan

55100 Kuala Lumpur.

To whom it may concern,

LETTER OF AUTHORISATION FOREIGN WORKER REGISTRATION

Referring to the above matter.

2. I <Director Name>, <NRIC No.> as a Director of the <Agensi Pekerjaan X Sdn Bhd> writing this letter to authorise the below said staff to do foreign worker registration for the purpose of medical examination.

Name :

NRIC No. :

Contact No. :

Thank you.

Sincerely,

Director

Name

NRIC No.