

HIGH COMMISSION OF INDIA, KUALA LUMPUR*eMigrate System — Recruitment of Foreign Workers from India***EMPLOYER CHECKLIST****Step-by-Step Procedure for Hiring of Workers from India**

IMPORTANT NOTICE: With the implementation of the eEmbassy Module under the Foreign Workers Centralised Management System (FWCMS), physical submission of hard-copy documents at the High Commission of India will no longer be required. Employers should continue to check the High Commission's notifications for the effective date, after which document verification and attestation will be completed electronically through the eEmbassy Module of FWCMS system.

A. Step-by-Step Procedure

Employers are advised to follow the steps below in sequence to ensure smooth processing of their application for recruitment of workers from India.

1**Obtain Malaysian Government Approval**

- Apply and obtain approval from the Ministry of Human Resource, Malaysia (KESUMA) for the recruitment of the required number of foreign workers.
- Retain the approval reference number and date of approval. These will be required in the Foreign Employer Registration Form, Power of Attorney, and Request Letter for Attestation.

2**Prepare the Mandatory Document Set**

- Compile all documents listed in the Document Checklist below.
- Ensure the Employment Contract, Request letter for Registration as Foreign Employer (FE)/Foreign Recruiting Agent (FRA) and Affidavit are prepared strictly in the prescribed formats, printed on company letterhead, and duly signed and sealed.
- Arrange attestation of Public Notary and Ministry of Foreign Affairs (MOFA), Malaysia wherever required, prior to submission.

3**Register and Upload Documents on eMigrate**

- Register the company on the official portal: www.emigrate.gov.in
- Upload legible scanned copies of:
 - (i) Company Registration Certificate; (ii) Request Letter for FE Registration duly signed by the Authorized Signatory of the organization; (iii) Copy of Passport / Identity Document issued by Government; and (iv) Copy of Address proof on Organization Letterhead. (Required only in case of Govt. Agency not having Registration Certificate).

4**Schedule an Appointment with the High Commission of India**

- Book an appointment for document attestation through the official appointment link: <http://appointment.hcicl.gov.in/appointment/options>.

5**Attend the Attestation Appointment**

- Bring hard copies of all the listed documents to the High Commission of India at the scheduled appointment for verification and attestation.
- The Attestation Officer will verify the documents against the uploaded eMigrate records before attestation is granted.

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Proceed with Recruitment through the Authorized Agency

- On the strength of the attested Power of Attorney, the authorized Indian Recruitment Agency will source, interview, select and process candidates in India on the employer's behalf.
- The Agency will coordinate medical examinations, visa applications and travel documentation for the selected workers.

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Finalize Deployment

- Ensure the finalized Employment Contract is signed by each worker prior to travel.
- Ensure workers are received by an authorized company representative upon arrival in Malaysia, in line with the undertakings given in the Affidavit and Demand Letter.

B. Document Checklist

#	Document	Format / Attestation Required	Stage
1.	Foreign Employer (FE) Registration Form as an individual employer or organization as applicable (prescribed format) available on eMigrate	Filled and signed by the employer or Director of the organization, as applicable	Upload on eMigrate at the time of registration + submit the physical copy at the time of applying for attestation at the High Commission
2.	Malaysia Identity Card (IC) or Malaysia Passport copy of the Director of the company	Certified true copy	-do-
3.	Individual Business Profile (SSM) / Company Profile — Trade License, Memorandum & Articles of Association, Form 9, Form 24, Form 49	Latest SSM extract	-do-
4.	Approval Letter (Quota) from Ministry of Human Resource, Malaysia (KESUMA) for hiring of foreign workers	Original in Bahasa Malaysia + English translation by Court Interpreter	Physical copy at the time of applying for attestation at the High Commission
5.	PERKESO Registration Proof for the company	Copy	-do-
6.	Indian Recruiting Agency (IRA) Registration Certificate	Copy — RA must be selected from the authorized eMigrate list	-do-
7.	Power of Attorney authorizing the Indian Recruitment Agency on company letterhead (prescribed format)	Company letterhead & seal, Public Notary and attestation by Ministry of Foreign Affairs (MOFA), Malaysia	-do-
8.	Employment Contract on company letterhead (prescribed format)	Company letterhead & seal, Public Notary and attestation by Ministry of Foreign Affairs (MOFA), Malaysia	-do-
9.	Sworn Affidavit by Employer for Recruitment of Workers from India on company letterhead (prescribed format)	Company letterhead & seal, Public Notary and attestation by Ministry of Foreign Affairs	-do-

#	Document	Format / Attestation Required	Stage
		(MOFA), Malaysia	
10.	Request Letter for Attestation of Recruitment related Documents on company letterhead (prescribed format)	Company letterhead, signed by Director, company seal	-do-

C. Payment

A fee of RM 207/- is required for each document that requires attestation. As of now, there are at least two documents that would require attestation. Please note that attestation charges are subject to change without prior notice. The applicant first submits the Application at the Service Window of the Labour Wing of the High Commission. The applicant then proceeds to the Service Window of the Consular Wing of the High Commission to make the payment. After making the payment, the applicant must return to the Service Window of the Labour Wing and submit the payment receipt. Once the e-Embassy Module is in place, the receipt will instead need to be uploaded along with other documents.

D. Key Points to Remember

- All company letterhead documents must carry the company seal/stamp where indicated.
- The Indian Recruitment Agency engaged must be selected from the authorized list of RAs maintained by eMigrate.
- The English translation of the KESUMA approval must be certified by a Court Interpreter; the original is to be produced for verification and will be returned.
- Ensure the terms in the Employment Contract, Demand Letter and Affidavit are consistent with one another and with the KESUMA approval before submission.
- Once the FWCMS eModule is operational, employers will be notified separately regarding the revised, fully electronic document submission and attestation process, and physical attendance at the High Commission for attestation will cease to be required.
