





**USER MANUAL
LOGIN**

Index

1.0 Guide to login (Individual)	3
Existing Employer.....	3
New Employer.....	3
First Time Online Login.....	6
Forgot Your Password.....	8
2.0 Guide to login (Company)	10
Existing Employer.....	10
New Employer.....	10
First Time Online Login.....	13
Forgot Your Password.....	15
3.0 Annexes	17
Sample of NRIC.....	17
Sample of Working Permit / VISA.....	17
Sample of Passport Front Page.....	17
Sample of Calling VISA.....	18
Sample of SSM Form 9.....	19
Sample of Company Authorisation Letter.....	20
Sample of Rekalibrasi Tenaga Kerja (RTK) 2.0 Approval.....	21
Sample of Sistem Maid Online (SMO) Slip.....	22

1.0 Guide to login (Individual)

Module	Action
Login Page	<p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA Online Portal. • Employer shall use existing employer code or login using registered email address with FOMEMA.  <p>Step 1: Select your <i>Login Type</i> Step 2: Fill in your <i>Employer code/Email</i> Step 3: Fill in your <i>Password</i> Step 4: Click <i>Login</i></p> <p>New Employer</p> <ul style="list-style-type: none"> • Never registered previously on FOMEMA Online Portal. • Never had an employer code. 

Step 1: Click on *Sign up*



Step 2: Fill in a valid email address

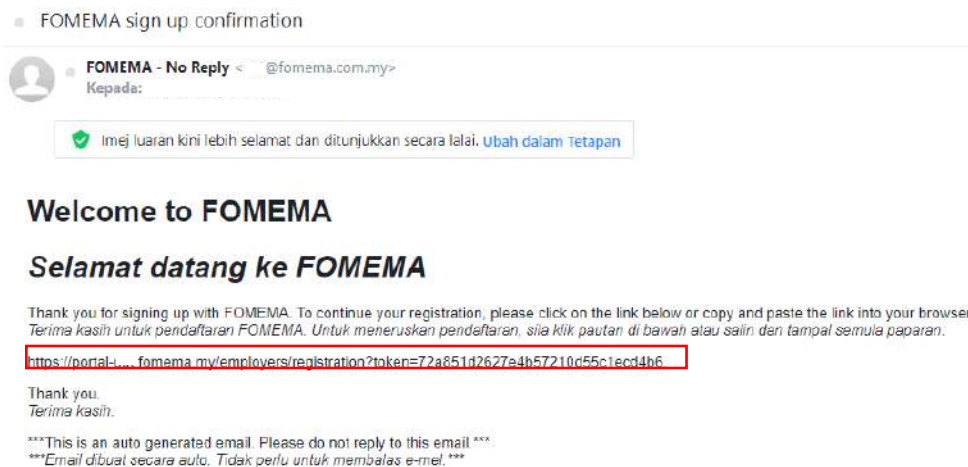
Step 3: Complete the *CAPTCHA*

Step 4: Click on *Sign Up*



Step 5: You will receive a confirmation link via email

Email Inbox



Registration Page

Step 6: Access your email to find and view the email with Subject “*FOMEMA sign up confirmation*”. Click on the link. Employer Registration form will be displayed. Fields marked with a red asterisks (*) are mandatory fields.

The screenshot shows a web form for employer registration. At the top, there are radio buttons for 'EMPLOYER' (selected) and 'INDIVIDUAL'. Below this are several input fields: 'Employer Name', 'Address' (with multiple lines), 'Telephone', and 'Email'. There are also dropdown menus for 'Country' and 'State', and a 'Postcode' field. A 'Submit' button is located at the bottom right. A section titled 'Documents' lists required uploads: 'Passport or Valid Identity Document for all Staffs', 'Maid Contract', 'Maid License', 'Maid License Renewal Slip', 'Maid License Renewal Slip', 'Maid License Renewal Slip', and 'Maid License Renewal Slip'. A 'Submit' button is also present at the bottom of the document list.

Kindly upload relevant documents to ensure employer registration successful.

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

Documents:

1. A copy of employer’s NRIC or passport
2. A copy of work permit / RTK Slip / Calling VISA / Maid online slip (except for Labuan)

After registration form has been completed, click *Submit* to submit your employer registration for approval.

*The approval process can take up to 2 working days

Login Page

First Time Online Login

- Already registered at FOMEMA Online Portal.
- Already have an employer code
- First visit at FOMEMA Online Portal



Step 1: Fill in your *Employer code*

Step 2: Leave the password blank

Step 3: Click on *Login*



Step 4: Fill in the Employer code, NRIC and email

Step 5: Complete the *CAPTCHA*

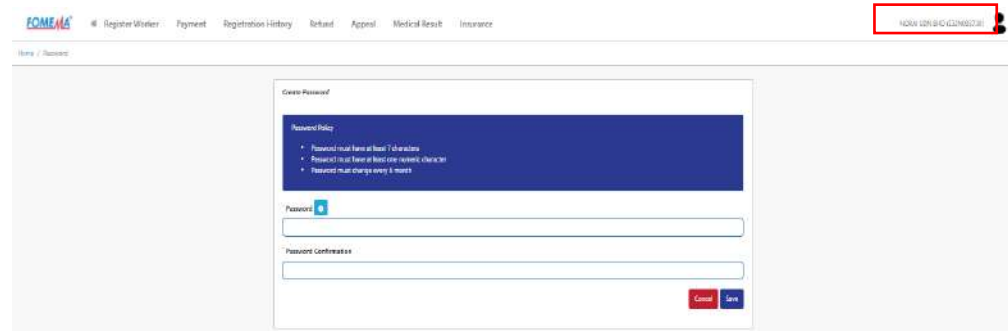
Step 6: Click *Submit*

Email Inbox

Step 7: You will receive a confirmation link in your email.

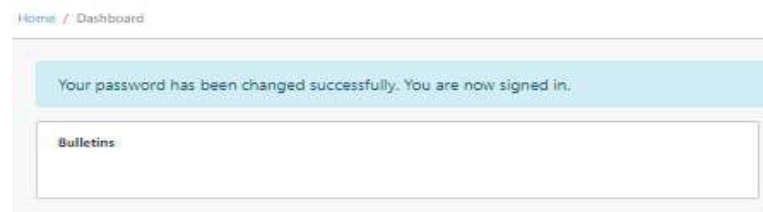


The link will lead you to the FOMEMA Online Portal. Your employer code is located at top right corner of the page.



- Step 8: Enter your new password
- Step 9: Enter the password confirmation
- Step 10: Click Save button.

Your password has been updated and you are signed in to the FOMEMA Online Portal.



Once you have logged out, you can login to FOMEMA Online Portal anytime using the Employer Code/ Email and Password.

Forgot Your Password

Login Page



Step 1: Click on *Forgot your password*



Step 2: Fill in your email and click *Reset My Password*



Email Inbox

Reset password instructions Inbox x



FOMEMA - No Reply ...@fomema.com.my
to ENKEDM *

10:57 PM (0 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=RTsPArW_0CXs.YES5n](http://fomema.my/users/password/edit?reset_password_token=RTsPArW_0CXs.YES5n)

For security reasons, the link will be invalid after 72 hours.
Untuk keselamatan, pautan ini akan terbatal 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.

Step 3: Please check your email for instruction to reset your password.

2.0 Guide to login (Company)

Module	Action
Login Page	<p>Existing Employer</p> <ul style="list-style-type: none"> • Already registered with FOMEMA Online Portal • Employer shall use existing employer code OR login using registered email address with FOMEMA.  <p>Step 1: Select your <i>Login Type</i> Step 2: Fill in your <i>Employer code/ Email</i> Step 3: Fill in your <i>Password</i> Step 4: Click <i>Login</i></p> <p>New Employer</p> <ul style="list-style-type: none"> • Never registered previously on FOMEMA Online Portal. • Never had an employer code.  <p>Step 1: Click on <i>Sign up</i></p>



Step 2: Fill in a valid email address


Step 3: Complete the CAPTCHA

Step 4: Click *Sign Up*



Step 5: You will receive a confirmation link via email

- 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 pautan.

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.

Email Inbox

Step 6: Access your email to find and view the email with Subject “FOMEMA sign up confirmation”. Click on the link

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

Kindly upload relevant documents to ensure employer registration successful.

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

Registration Page

Documents:

1. A copy of company’s registration papers such as Form 9 or equivalent
2. A copy of letter of authorisation for contact person to perform worker registration
3. A copy of NRIC of contact person performing worker’s registration
4. A copy of the work permit / RTK Slip / Calling VISA

After registration form has been completed, click *Submit* to submit your employer registration for approval.

*The approval process can take up to 2 working days

First Time Online Login

- Already registered at FOMEMA Online Portal.
- Already have an employer code.
- First visit at FOMEMA Online Portal.

Login Page



Step 1: Fill in your *Employer code*

Step 2: Leave the password blank

Step 3: Click on *Login*



Step 4: Fill in the Employer code, NRIC and email

Step 5: Complete the *CAPTCHA*

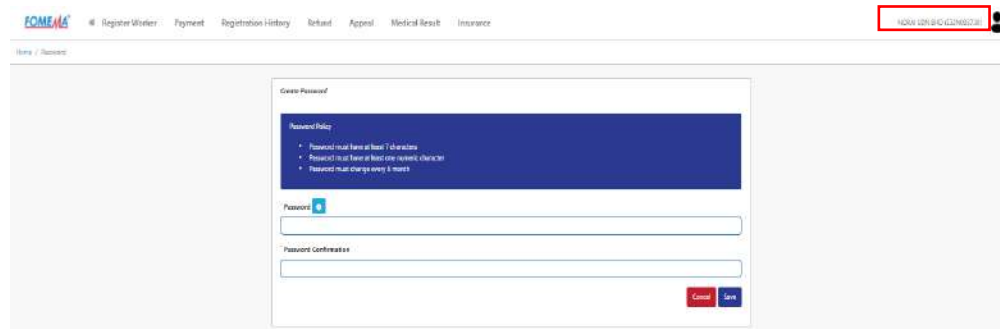
Step 6: Click *Submit*

Email Inbox

Step 7: You will receive a confirmation link via email

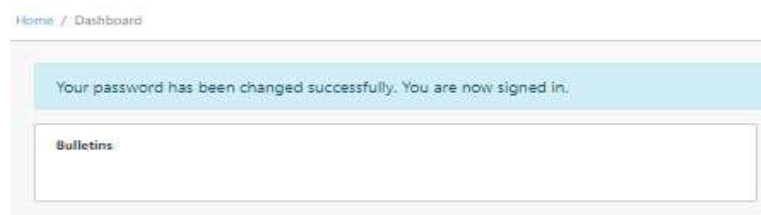


The link will lead you to the FOMEMA Online Portal. Your employer code is located at top right corner of the page.



- Step 8: Enter your new *Password*
- Step 9: Enter the *Password Confirmation*
- Step 10: Click *Save*

Your password has been updated and you are signed in to the FOMEMA Online Portal.



Login Page

Once you have logged out, you can login to FOMEMA Online Portal anytime using the Employer Code/ Email and Password.

Forgot Your Password



Step 1: Click on *Forgot your password*



Step 2: Fill in your email and click *Reset my password*



Email Inbox

Reset password instructions Inbox x

FOMEMA - No Reply 10:57 PM (0 minutes ago) ☆ ↩
to ENKEDM

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=RFsPAr0W_0CXs-YFS5o

For security reasons, the link will be invalid after 72 hours.
 Untuk keselamatan, pautan ini akan terbatal 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.

Step 3: Please check your email for instruction to reset your password.

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 & 3
 KOMPLEKS KEMENTERIAN DALAM NEGERI (KDN)
 NO. 69, JALAN SRI BARTAMAS 1
 OFF JALAN TUANKU ABDUL HALIM
 50480 KUALA LUMPUR

Telefon : 03-62657400
 Faks : 03-62011191

sample

BPA/PWCMS/GLA(1521461776

23/11/2017



PA/PROS/GARMBITA

PERUSAHAAN KILANG KICAP BUDIMAN (777777-X)
 NO 17, JLN.SETALARA
 77777 ULU BER'AM
 MELAKA

SALINAN MAJIKAN

Tuan,

PERMOHONAN VISA DENGAN RUJUKAN

Dengan hormatnya pohon perhatian tuan kepada perkara di atas. Adalah dimaklumkan bahawa permohonan membau masuk seramai 150 orang pekerja asing warganegara BANGLADESH telah diluluskan melalui surat KDN77777777 bertarikh 13/07/2017

2. Pihak tuan dibenarkan membau masuk sejumlah 14 orang pekerja asing warganegara BANGLADESH seperti senarai di bawah. Sehubungan dengan itu, pihak tuan dikehendaki menaati syarat-syarat berikut :
 - 2.1 Pekerja asing dibenarkan memasuki Malaysia setelah mendapat visa dari Pejabat Perwakilan Malaysia di luar negara, serta Pas Khas yang diteluskan 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 menaati tempoh tersebut maka pekerja asing berkenaan akan piang dihantar mankale majikan akan diamerai hitan 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 FOMEMA di negara ini selepas-levatnya 3 hari selepas ketibaan. Meny pekerja asing yang dicekkan sihat oleh FOMEMA sah, diperbolehkan bekerja manakala pekerja asing yang disahkan tidak sihat hendaklah dihantar pulang dengan segera ke negara asal menggunakan Memo Periksa Seluar.
 - 2.4 Majikan dikehendaki menguruskan endosmen P.(KS) di Pejabat Imigresen yang membolehkan sukar VSD ini dalam tempoh 30 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 Teiuar 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 ragnan akan disita.
3. Surat kelulusan VDR ini sah selama 4 bulan dari tarikh ia dikeluarkan.



IMMIGRATION KUALA LUMPUR
 IMMIGRATION SERVICE
 2010, 2011, 2013



SHRIMUKASHI SIA Sdn Bhd
 CERTIFIED TO ISO 9001:2008
 CERT. NO : AQ 6253

Sample of SSM Form 9


BERKUALITI CERTIFIED TRUE COPY
191001173759452
Scan to verify

**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.


DR. AZMAN BIN HUSSIN
REGISTRAR OF COMPANIES
MALAYSIA

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



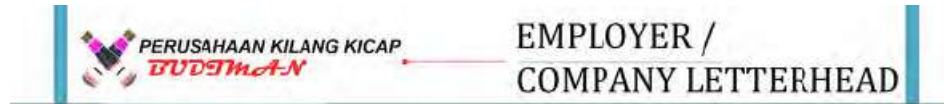
User Id: Brientoon

Date: Tue Oct 01 17:37:41 2019

Printing Date: 01/10/2019

This certificate is generated from MYDATA SSM Services as at 01/10/2019 17:37:41
MENARA SSM BENTRAL, NO.7, JALAN STEVEN BENTRAL 5, KUALA LUMPUR BENTRAL, 50470 KUALA LUMPUR.
TEL : 03-2289 400 FAX : 03-2289 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 (RTK) 2.0 Approval



BAHAGIAN PENGUATKUASAAN

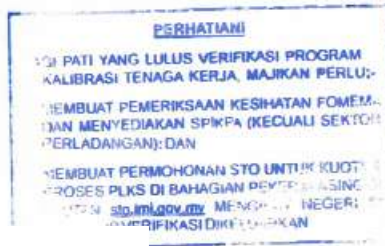


NO. DOKUMEN :

TARIKH :

ALOR SETAR
TINGKAT 1 & 2 BANGUNAN KEMENTERIAN
DALAM,
NEGERI, PUSAT PENTADBIRAN KERAJAAN,
PERSEKUTUAN, BANDAR MU'ADZAM SHAH,
06550 ALOR SETAR, KEDAH,
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 Dok :
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 (SMO) Slip

	 BPR/EPRA/065590180119134654056
JABATAN IMIGRESEN MALAYSIA BAHAGIAN PEKERJA ASING PERMOHONAN PEMBANTU RUMAH ASING (MAID ONLINE)	
22/01/2018	
NO. PERMOHONAN NAMA MAJIKAN NO K/P MAJIKAN NAMA PEMBANTU RUMAH NO. PASPORT WARGANEGARA JANTINA TARIKH LAHIR	: BPR/EPRA/7777777770777 : HAIFA BINTI WAHBI : 77777-77-777 : NABILAH SHAKIB : C 77777 : INDONESIA : PEREMPUAN : 05/07/1988
SAMPLE	
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.	