



**APWJ**  
Agensi Pekerjaan  
Warisan Juara Sdn Bhd



*Local and International Recruitment Job Placement  
plus Consulting Agency with a Complete  
Human Resource Management Service*

-  Integrity
-  Credibility
-  Reliability
-  Diversity

# AGENSI PEKERJAAN WARISAN JUARA SDN BHD

Member of:



**Pertubuhan Kebangsaan Agensi Perkhidmatan Swasta Malaysia**  
(National Association of Private Employment Agencies Malaysia)



**PAPA**  
**Persatuan Agensi Pekerjaan Malaysia**  
(Association of Employment Agencies, Malaysia)





## COMPANY PROFILE



### Human Solution Provider Capital The World's Most Appreciated Asset and Commodity

#### Board of **Directors**

##### Chairman

**Dato' Megat Fairouz Junaidi bin Tan Sri  
Megat Junid**

##### Managing Director

**Datin' Sri Dr. Nur Firzanah binti Abdullah**  
+6012 200 7751 / +6016 215 6350  
nurfirzanah@apwarisan.com.my

##### Marketing Director

**Dato' Sri Md Abu Hanif  
Md Abul Kashem** (SSAP, DIMP)  
+6010 288 8788 / +6012 676 5089  
hanif@apwarisan.com.my

#### **Authorised Capital:**

RM 500,000

#### **Paid-up Capital:**

RM 350,000

#### **Bumiputera Status:**

70% Bumiputera

#### **Nature of Business:**

Recruitment and Supply of  
Professional, Skilled, Semi-Skilled,  
Unskilled and Domestic Helper

#### **Incorporated:**

2000

#### **Yearly Job Placement:**

2,000 workers on average

#### **Principal Bankers:**



## CHAIRMAN



**Yang Berbahagia Dato' Megat Fairouz Junaidi bin Tan Sri Megat Junid**

Dato' Megat Fairouz Junaidi bin Tan Sri Megat Junid is a far-sighted leader that serves APWJ as Chairman. A graduate from Arkansas State University with a Bachelor of Science (BSc.) who majored in Finance, he also holds a Masters of Business Administration (MBA).

Dato' Megat Fairouz Junaidi brings with him many years of experience in the corporate sector and has served at key positions in multiple public-listed companies.

Under his leadership, APWJ has risen to the forefront of Malaysia's manpower industry, successfully completing various well known projects with a long list of satisfied clients.

The Chairman's mission for APWJ as a leading manpower agency in the region of Malaysia is to continuously expand its capabilities. They include the organisation's expertise in supplying and meeting the manpower requirements for the Construction, Engineering, Oil & Gas, Manufacturing, Agriculture, Information Technology, Retail, Hospitality and Healthcare industries.



# MANAGING DIRECTOR



**Yang Berbahagia Datin' Sri Dr.  
Nur Firzanah binti Abdullah**

+6012 200 7751 /  
+6016 215 6350  
nurfirzanah@apwarisan.com.my

Datin Sri Dr. Nur Firzanah assumes the responsibilities of Managing Director of APWJ. Her talent in management and leadership has taken this group from a small organisation to a multicompany group, expanding from Manpower to Manufacturing, Travel and Information Technology.

Under her Management, APWJ has become a prime agency and the most pursued source for professionals in every sector globally, who are known for their intellectual, technical, physical and adaptive abilities. When it comes to Manpower, APWJ has become one of the few companies to provide a full spectrum of services from Skilled to Unskilled, Professionals to Domestic Help in all kinds of industries.

Datin Sri Dr. Nur Firzanah is lauded for transforming APWJ from a small manpower organisation to a major player.





## MARKETING DIRECTOR



**Yang Berbahagia Dato' Sri Md  
Abu Hanif Bin Md Abul Kashem**  
(SSAP, DIMP)

+6010 288 8788 /  
+6012 676 5089  
hanif@apwarisan.com.my

Serving as the Marketing Director, Dato' Sri Md Abu Hanif is also otherwise known as the Wikipedia of Marketing. He has extensive experience in General Marketing and Human Resource and has been in the industry for over 15 years. He has work experience also extends to Oil & Gas, Manufacturing, Precision Engineering, Plantation & Agriculture, Domestic Help and Management of General Workers.

The remarkable individual, after establishing a reputation in Malaysia, has not only extended his services to local and regional markets but also to Italy, Germany, various parts of Europe, Singapore, Korea, Taiwan, and Hong Kong as well as playing a major part in PR campaigns in China. Further, the membership of PM-International (Germany) provided a wide networking platform for Dato' Sri Md. Abu Hanif, which proved immensely useful as he grew his client base.

Under Dato' Sri Md Abu Hanif's strategic direction, APWJ is set to fly higher with new development and business opportunities.



## Our **Mission**

To become Malaysia's No. 1 most entrusted partner that provides good value-added service in the supply and recruitment of foreign workers to all sectors and industries legally and ethically.



# APVJ

## Our **Vision**

To maintain our position as a reputable “corporate manpower consultant” and total integrated one-stop resource centre with total assurance in excellence, professionalism, integrity, partnership and total commitment to deliver quality customer service.





## OUR SERVICES



### Pengerang, Johor

In addition to participating in the Oil and Gas industries, we also supply relevant professionals to other organisations involved in this sector. This includes professionals, semi-professionals, skilled, semi-skilled and general workers.



# OIL & GAS SECTOR



The Oil & Gas industry needs to recruit, train and retain large numbers of Skilled, Semi-Skilled and General Worker manpower, as opposed to other industries.

APWJ provides the sector with trained, effective and experienced workers for Semi-Skilled and Unskilled job specifications. Our highly trained recruitment officers provide our clients the best manpower available to meet the clients' specific requirements.

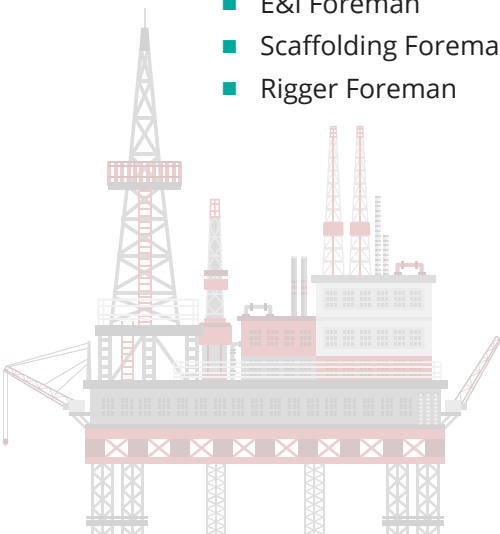




# TYPES OF WORK



- Piping Supervisor
- Structural Supervisor
- E&I Supervisor
- Scaffolding Supervisor
- Piping Foreman
- Structural Foreman
- E&I Foreman
- Scaffolding Foreman
- Rigger Foreman
- Painting/Blaster Foreman
- Pipe Fitter
- Structural Fitter
- Electrical
- Scaffolder
- Rigger
- Painting / Blaster
- Piping Welder
- Structural Welder
- Gouger
- Semi Skill
- Mechanic
- Storekeeper
- Document Controller
- Instrumentation



# SKILLS TRAINING



## CONSTRUCTION

Workers who are about to enter the construction industry will undergo a training course before working for the employer.

- Construction Superintendent
- Project Engineer
- Construction Estimator
- Construction Inspector
- Electrician
- Plumber
- Pipe Fitter
- Carpenter
- Equipment Operator
- Construction Labourer





## OUR SERVICES



### Forest City

We provide services for Skilled/Semi-Skilled and Unskilled workers to a number of industries in the region.

- Oil & Gas :** Samsung Singapore, SINOPEC Engineering Group Malaysia Sdn Bhd  
CPP Petroleum Engineering Sdn Bhd & CN Eleco Engineering Sdn Bhd
- Road Construction :** Masai TAT Construction Sdn Bhd
- Residential Construction :** Juragan Perkasa Sdn Bhd
- Building Construction :** Ennovedge Construction Sdn Bhd









## OUR SERVICES



## MANUFACTURING

We provide services for Skilled/Semi-Skilled and Unskilled workers to a number of Manufacturing industries.

- Manufacturing :** O.Y.L Manufacturing Co. Sdn Bhd, Daikin, BROMMA, Nakagawa Rubber Industries, Hicom Yamaha Manufacturing, Nylex Malaysia Berhad
- Electronics :** Sony EMCS (Malaysia) Sdn Bhd
- Textile :** Tai Wah Garments Industry Sdn Bhd
- Sewing :** Nyok Lan Garments (M) Sdn Bhd
- Plastic :** Megatrax Plastic Industries Sdn Bhd
- Aluminum Die :** Hicom Diecastings Sdn Bhd, Zincalu Casting







## OUR SERVICES



## PLANTATION

Palm oil production is vital for the economy of Malaysia, which is the world's second largest producer of the commodity.

**APWJ** is certified to distribute manpower to the Palm Oil Plantations. We work closely with Sime Darby and Felda, providing workers for a range of tasks required on plantations.

We take pride with the reputation as being one of the best in industry.



**Golden Hope**









## OUR SERVICES



## AGRICULTURE

Agriculture plays a major role in the growth of the Malaysian economy. Our country is the world's main exporter of natural rubber and palm oil. We are also renowned for our timber export.

**APWJ** is certified to hire, train and recruit foreign workers to work in the fields. The most active in this sector are vegetable and rice farms in Cameron Highland, for which we provide helpers, farmers and other related services.





## OUR SERVICES



## SERVICES SECTOR

We provide recruitment and management services to a number of industries in services sector.

**Hospitality :** Berjaya Hotel, Hilton, Shangri-La

**Restaurants :** Papa Rich, Old Town White Coffee

**Super Stores :** Tesco, Giant, Aeon

**Office Staff :** A number of registered companies utilises our assistants, security, clerks and cleaning staff



## OUR SERVICES



## LOGISTIC

**APWJ** provides recruitment and management services for trained foreign workers in the logistics field. It involves the integration of information flow, material handling, production, packaging, inventory, transportation, warehousing, and often security.

## OUR VALUED CLIENTS:

GWIP, Freight Mark, Tiong Nam Logistics, Sime Darby Logistics

## OUR BLUE-CHIP CLIENTS:

Malaysia Airlines, Air Asia and KLIA 1/2



## OVERSEAS EMPLOYMENT



## OVERSEAS

**APWJ** also offers the platform for local employees to chart their career overseas through our secure recruitment services. Professionals such as doctors, engineers and lawyers can look into working in reputable companies overseas such as Italy, Germany, France, United Kingdom, Canada and many more.

Through APWJ, professionals can be sure of a successful career and a bright future ahead.







## DOMESTIC HELPER

**APWJ** has selectively associated with well-established and reputable companies in Cambodia, Indonesia, Philippines and Vietnam to recruit foreign domestic helpers. As part of professional relationship and long-term cooperation with our associated agents, we work towards the same vision and commitment - improving the quality of recruitment procedures and training programs. This is our way of delivering competent candidates according to the requirements of our local customers and clients as well as in accordance to government regulations. The objective is to maximise the level of customer's satisfaction with our domestic helpers. To take it further, we also keep track of our Foreign Domestic Helper performance and welfare during their employment period.



## We provide:

### *New Domestic Helper Application*

- Application for re-entry of previous or existing domestic helpers
- Appeal for rejected application
- 24 months free counselling service
- Renew work permit
- Arrange for medical check up
- Renew passport
- Arrange for air tickets
- Application of leave letter
- Cancellation of work permit





## DOMESTIC HELPER TRAINING

**APWJ's** policy is to ensure all foreign maids are trained by professional and qualified trainers. Our maid agency is set up as training centres to upskill maids' quality and to performance meet the modern living requirements.

APWJ's maids are briefed and counselled by our trainers upon arrival. The maids are trained in general household chores, cleaning (such as refrigerator), washing (such as bathrooms, clothes, dishes), and many more. These relevant training focusing on hands-on experience are provided to the maids prior to releasing them to their employers.

### **We source maids from:**

*Indonesia, Cambodia, Sri Lanka, India, Philippines, Bangladesh*

# APPROVED COUNTRIES

- INDONESIA
- CAMBODIA
- PHILIPPINES
- SRI LANKA
- INDIA

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## Eligibility Conditions For Working As A Foreign Domestic Helper (FDH)

### a. The FDH should:

- i. be female
- ii. be not less than 21 years old and not more than 45 years old
- iii. confirmed fit by an appointed medical centre
- iv. reside in the country of origin
- v. enter Malaysia via the Visa With Reference (VDR) issued by the Malaysian representative office in the country of origin
- vi. Certified PASS for IMMIGRATION SECURITY CLEARANCE (ISC) at the source country.

### b. The FDH who fails the medical examination:

- i. is not permitted to work
- ii. the employer needs to obtain the Check Out memo from the Immigration Department of Malaysia and arrange for her immediate repatriation





# TRAINING

## Our domestic helper undergoes 2 months training

This includes the training assessment/examination. A certificate will be issued once the potential maid passed the actual and written exam. If the potential maid failed, she has to undergo a review/re-examination. However, if the maid has working experience abroad undergone the required training before and holds a certificate, then she only has to undergo a one day assessment.

## COURSE MODULES

### BAHASA MALAYSIA

The biggest problem that most domestic employers face when hiring Maids is the language barrier.

Most of the time, conflict happens when the maids misinterpret the instructions given by their employers. They end up doing the wrong things that causes frustrations. Very likely, this will also lead to the end of the employment relationship.

Communication is key. However, language takes time to master. Here, we teach the basic commonly used household languages. The goal is to ensure, simple instructions can be understood easily.

### Course Modules

- Basic mannerism
- Counting Numbers
- Telling the time (morning, evening, night)
- Introduction of family members
- Around the house
- Identifying body parts
- Common instructions
- Going through work schedules
- Reading cooking recipes
- Food & fruits

### COOKING

At our kitchen we equipping maids with basic cooking skills and are taught about the commonly used spices and what kind of dishes are they suitable for.

### KITCHEN

- Cooking
- Washing Dishes
- Refrigerator Cleaning
- Wiping Tables
- Cleaning Utensils
- Dishes Preparation
  - 1) Breakfast  
Different dishes + coffee & tea
  - 2) Lunch & Dinner Menus  
Dishes + 1 soup



## HOUSEKEEPING

We have tailored a full day of training with regards to General Housekeeping.

### INDOOR

- Housekeeping Tools
- Housekeeping Techniques
- Housekeeping Areas
- Special surface care
- Moping Floor
- Bedroom Preparation
- Walls & Corners Cleaning
- Dusting
- Vacuum / cleaning
- Furniture Sets Cleaning
- Flower Arranging

### CLOTHES

- Care of fine garments
- Ironing
- Folding Clothes
- Hand Wash
- Machine Wash
- Differentiate clothes material & colour
- Steam Iron
- Wardrobe Management

### TOILET

- Toilet Cleaning
- Bathroom Cleaning
- Wall & Tiles Scrubing



### PEOPLE CARE

- Baby milk & puree preparation
- Feeding (assisted latching & milk bottle)
- Burping Techniques
- Bathing Techniques
- Skin Care products & applications
- Changing of diapers
- Swaddling Techniques
- Soothing
- Managing Mothers' emotions
- Nutrition Planning and Diet Care
- Hygiene and Oral Care
- Fall Prevention and Home Safety
- Movement and Mobility Skills
- Medication Management
- Oral Feeding
- Waste Management
- Practical Assessment with Return Demonstration
- Oral Feeding/Tube Feeding
- First Aid
- Getting up early
- Prepare child to get ready for school
- Safely board the school bus
- Receive them after school



## OUR SERVICES



### PROFESSIONAL & SKILLED WORKERS REQUIREMENT

**APWJ** is a licensed organisation that recruits foreign skilled/professional workers, apply for Professional Permit on their behalf and management services. Our workers are selected from many continents including Australia, Europe, the Gulf countries and Asia. Our skilled and talented recruitment managers have specific industry insight and experience that enable them to recruit, examine and

train Skilled/Professional workers according to precise requirements provided by clients.

Our proven track record and a rapid growth in the number of clients reflect our success and capability in keeping our clients happy by providing Skilled Professionals to meet their needs.

## OUR ESTEEMED CLIENTS





# OUR ESTEEMED CLIENTS



# STATE OF ART TRAINING & LANGUAGE CENTER

To cater and source quality manpower from government approved source countries we established with our own branch and associates to serve our clients better. We also have established with state of art facilities Simplex Training & Development Center and Simplex International Language Institute in Bangladesh





## INTERNATIONAL ASSOCIATES

### INDONESIA

#### PT. SARI MADU JAYA NUSA

Jl. Yos Sudarso BARAT, RT.03/RW.04, Jetis, Selokerto, Kec. Sempor, Kabupaten Kebumen, Jawa Tengah 54421, Indonesia

#### PT. PRIMADAYA PRATAMA PANDUKARYA

Jl. Prof.M. Yamin No.39 Selong, Lombok Timur 83611, West Nusa Tenggara, Indonesia.

#### PT. Jafa Indo Corpora

Jalan Pahlawan Gg. Bogowonto No 4 Kutosari Kebumen Jawa Tengah 54311, Indonesia.

#### PT. Prima Duta Sejati

Jalan Raya Tanjung 52-54, Gempol Pasuruan Jawa Timur, 67155, Indonesia.

### NEPAL

#### SEVEN SEAS INTERCONTINENTAL SERVICES PYT. LTD

P.O. Box 7531, Kathmandu, Nepal

#### MONTAGE OVERSEAS (P) LTD

Kalanki-14, Kathmandu, Nepal

#### BLUE OCEAN OVERSEAS PVT. LTD.

Gongabu 05, Samakhusi, Kathmandu, Nepal

#### UNITED H.R.SOLUTION PVT. LTD.

Amarawati Marga, Balkumari Bridge, Koteshwor-35, Kathmandu, Nepal

### MYANMAR

#### DIAMOND BAGAN GENERAL SERVICES CO. LTD

No. 360, Shwe Hnin Si 7 Street, Mayangone Township Yangon, Myanmar

### SRI LANKA

#### ARUNA TRAVELS (PVT) LTD

No Puwakgas Handiya Kurunegala Sri Lanka

### INDIA

#### CHENNAI AIR CITI TOURS & TRAVELS PVT LTD

No. 79, 1st main Road C.I.T. Nagar, Nandanam Chennai 600 035

#### VENKATESH MANPOWER CONSULTANCY

11-120, 1st floor, Issappalem Village Narasaraopet Mandal, Guntur District Andhra Pradesh, India 522601

### BANGLADESH

#### BANGLADESH OVERSEAS EMPLOYMENT AND SERVICES LIMITED (BOESL)

Probashi Kallyan Bhaban (4th Floor) 71-72, Eskaton Garden, Ramna, Dhaka-1000 Bangladesh

#### UNIQUE EASTERN (PVT) LTD (RL-21)

GP-GA-13 Pragati Sarani, Shahjadpur, Gulshan, Dhaka 1212, Bangladesh

#### JANNAT OVERSEAS (1419)

3, Shaheed Tajuddin Ahmed Sarani, Mogh Bazar Ramna Dhaka-1217, Bangladesh

#### BASHUNDHARA EMPLOYMENT SERVICE (RL- 1064)

Tropicana Tower, Level 5,208, Sayed Nazrul Islam Sharani 45, Topkhana Road, Dhaka-1000, Bangladesh

#### AHMED INTERNATIONAL (RL-1146)

Islam Empire Estate, 55/1, Purana Paltan, (6th Floor), Dhaka-1000 Bangladesh

#### AL BHOKHARI INTERNATIONAL (RL-301)

25, Naya Paltan, Masjid Lane (Ground Floor), Dhaka-1000 Bangladesh

#### CATHARSIS INTERNATIONAL (RL-549)

Plot-2185/A, Block-1 (Extension) Bashundhara C/A, Madani Avenue, Dhaka-1229 Bangladesh

#### IRVING INTERNATIONAL (RL-215)

House No-28, Road No.1, Block1, Banani, Dhaka-1213 Bangladesh

#### SHAHEEN TRAVELS (RL-214)

Shatabdi Centre, Suite, No.-15N, Level-16,292, Inner Circular Road, Fakirapool, Dhaka-1000 Bangladesh

#### ZAHRAT ASSOCIATE (RL-285)

37 (old345) Segun Bagiecha, Grounf Floor Dhaka-1000 Bangladesh

#### AMIAL INTERNATIONAL (RL-1326)

House # 31 (S-7), Road # 17 Banani C/A, Dhaka-1213, Bangladesh

#### BROTHERTS INTERNATIONAL (RL-1571)

48, Bijoy Nagar( ICL) Silver Rain Building Flat No,3/C, Paltan, Dhaka-1000, Bangladesh

#### DESHARI INTERNATIONAL (PVT) LTD. (RL-945)

Dhaka, Bangladesh

#### MAX MANAGEMENT & SERVICES (RL-1084)

H-81 (1St Floor) Biruttam Ziaur Rahman Road, Banani C/A, Dhaka- 1213, Bangladesh

#### RO SEARCH RECRUITMENT CONSULTANTS (RL-1027)

City Heart (13Th Floor), Suit No. 7 67, Naya Paltan, Dhaka- 1000. Bangladesh

## FAIR AND RESPONSIBLE RECRUITMENT OF FOREIGN WORKERS



International  
Labour  
Organization

### The Decent Work Agenda

Cooperation between the ILO and Malaysia takes place under the framework of the Malaysia Decent Work Country Programme (DWCP) 2021-25 in line with the Twelfth Malaysian Plan (2021-25) and the Sustainable Development Goals (SDGs).

Presently, ILO development cooperation in Malaysia covers the following areas: labour law reform; labour law compliance; industrial relations and social dialogue; forced and child labour; supply chains; social protection; migrant workers and SME development.

#### Decent work

Therefore Agensi Pekerjaan Simplex sums up the aspirations all Foreign job seekers have for their working lives; for work that is productive, delivers a fair income with

- Job description and responsibilities
- Remuneration
- Holiday pay and sick leave
- Working hours
- Security
- Accommodation
- Social protection,
- Safeguards basic rights,
- Offers equality of opportunity and treatment,
- Prospects for personal development
- The chance for recognition
- Have their voice heard

Ensure that they understand the employment contract before they sign.

Our central efforts is to reduce poverty and is a path to achieving equitable, inclusive and sustainable development. Ultimately decent work underpins peace and security in communities and societies.

### Objective of Recruiting Foreign Workers In a Transparent and Responsible Way

- Recruitment must be transparent and monitored comprehensively in terms of established policies, legislation and SOPs.
- Protect and guarantee workers' employment rights and address the forced labor element as well as human trafficking.
- Comprehensive compliance of all stakeholders in ensuring that the policies, legislation and SOPs set can be implemented effectively.

### General Principle

- The terms and conditions of the service contract are clear and translated
- Clear foreign recruitment procedures
- The type, amount and liability of clear recruitment costs in Malaysia and the source country
- Provide Channels to Employees related to Reporting Complaints/ Problems
- No withholding of passports and personal documents of employees



## Fair and responsible recruitment service of foreign workers

### Policy on **ZERO** recruitment fee

- Workers shall not be charged any fees or costs for recruitment, directly or indirectly, in whole or in part, including costs associated with travel, processing official documents and work visas in both home and host countries.
- No recruitment fees or related costs should be charged to, or otherwise borne by employers.
- Workers and jobseekers should not be charged any fees or related recruitment costs by an enterprise, its business partners or public employment services for recruitment or placement, nor should workers have to pay for additional costs related to recruitment.
- Enterprises and public employment services should communicate this policy externally via guidelines and other means including contracts to all prospective and current business partners and relevant stakeholders.
- Enterprises should determine whether private employment agencies and other labour recruiters charge recruitment fees to workers or impose other related costs on them, and should not engage workers through agencies and other labour recruiters known to charge recruitment fees or related costs to workers.

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### Service Contract

- Prepare a service contract and signed by the employer in Malaysia.
- Information session for employees on job descriptions and it is better if there are pictures related to the work environment, video presentation and easy-to-understand screenshots to explain the work environment with translation in the source country.
- The terms and conditions of the contract should be translated and explained to the employee by employer/APS.
- Employees must understand the contract before signing the contract. Nothing the form of the coercive element and the signature must be free will.
- A copy of the contract is submitted to the employee.
- There can be no substitution contract

## Passport Holding

- Employers cannot hold employee passports.
- Employees must hold their passports at all times. If the passport is lost or damaged, the cost of the new passport must be borne by the employer.
- Employees can only hand over the passport to the employer for the following reasons:
  - 1 FOMEMA inspection;
  - 2 PLKS application;
  - 3 Foreign Worker I-Card application; and
  - 4 PLKS renewal.

After that, the passport must be returned to the employee.
- If the passport is lost or damaged during the above process, the employer should bear the cost of making the new passport.
- Employees can keep their own passports and personal documents in the safe/locked cupboard provided where they work.

## Worker's Minimum Standards of Housing and Amenities Act 1990 (Act 446)

The Workers' Minimum Standards of Housing and Amenities Act 2019 or Act 446 is now more comprehensive and prioritises the welfare of migrant workers and local employees. Because of the high number of COVID-19 infections clustered in construction sites and migrant worker accommodation, there should be no further delay in enforcing Act 446.

The list of criteria contains minimum standards in accommodation, basic amenities, hygiene, and safety that must be provided to migrant workers. Employers must ensure that both dormitories and non-dormitories for workers are equipped with a main water supply and electricity. There must also be fire safety and secure electrical wiring, and medical assistance in these premises.

## Procedure For Entry Of Foreign Workers Into Malaysia For All Sectors

### Foreign Employee Application:

- Apply through the KSM system.
- Compliance with advertising of local workers, labor and accommodation.
- Approval in OSC, KDN.
- Attestation in the Embassy of the source country in Malaysia.

### Affairs In The Source Country:

- Identify the method of hiring i.e. directly or through Private Recruitment Agencies.
- The appointment of Private Recruitment Agencies Malaysia and the source country must be licensed.
- Comply with immigration procedures in the source country i.e. ISC, Biomedical.

### Before Arrival

- Service contracts are translated and explained to employees including job descriptions.
- Pre-Departure Training
- workers have to be vaccinated
- 72 hours before the flight Covid RT-PCR.



## Procedure For Entry Of Foreign Workers Into Malaysia For All Sectors

### On Arrival

- Predefined entrance.
- The presence of the employer/representative within the stipulated time period to hire the employee.

### After Arrival

- Placing employees in the MOH certified Quarantine Center.
- Quarantine period of 7 days.
- RT-PCR test on the 2nd and 5th day of the quarantine period.
- If positive, Category 1 or 2 cases should be isolated in Private PKRC, while Category 3, 4 and 5 cases should be referred to Private Hospital.

### Post Quarantine

- After quarantine expires and is confirmed negative, the foreign worker is brought to the employer's premises.
- Transportation is provided by the employer.
- FOMEMA
- Post Departure Training.

## Code of Conduct Provisions

It is important that your corporate policy or code of conduct explicitly prohibits forced labor and human trafficking and sets out protections for migrant workers.

### ● Forced Or Involuntary Labor

Workers shall not be subject to any form of forced, compulsory, bonded, indentured, or prison labor.

### ● Recruitment Fees

Workers shall not be charged any fees or costs for recruitment, directly or indirectly, in whole or in part, including costs associated with travel, processing official documents and work visas in both home and host countries.

### ● Contracts Of Employment

Written contracts of employment shall be provided to migrant workers in a language they understand, clearly indicating their rights and responsibilities with regard to wages, working hours and other working and employment conditions.

### ● Document Retention

Confiscating or withholding worker identity documents or other valuable items, including work permits and travel documentation (e.g. passports), is strictly prohibited.

### ● Deposits

Migrant workers shall not be required to lodge deposits or security payments at any time.

### ● Humane Treatment

The workplace shall be free of any form of harsh or inhumane treatment.

### ● Workplace Equality

All workers, irrespective of their nationality or legal status, shall be treated fairly and equally.

### ● Wages And Benefits

All workers shall be paid at least the minimum wage required by applicable laws, and shall be provided all legally mandated benefits. Wage payments shall be made at regular intervals and directly to workers, in accordance with national law, and shall not be delayed, deferred, or withheld.

### ● Working Hours

Workers shall not be forced to work in excess of the number of hours permitted in national law.

1494



JTKSM 374

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

**AKTA AGENSI PEKERJAAN SWASTA 1981**  
 Private Employment Agencies Act 1981

**LESEN C**  
*Licence C*

- (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:-*

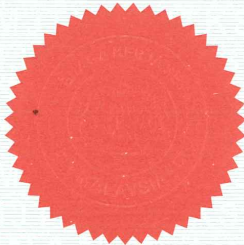
**AGENSI PEKERJAAN WARISAN JUARA SDN. BHD.**  
**201001029193 (913113-A)**

Nama Agensi  
*Name of Agencies*

Di alamat  
*at*

**NO. 36B, JALAN SEPADU B 25/B, TAMAN PERINDUSTRIAN AXIS, SEKSYEN 25**  
**40400 SHAH ALAM, SELANGOR**

- (2) Pemegang lesen ini boleh menjalankan aktiviti merekrut bagi pencari kerja di dalam dan di luar Malaysia dan bukan pekerja 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 tempoh 24 bulan dari **15 OKTOBER 2022** sehingga **14 OKTOBER 2024**  
*This licence is valid for a period of 24 months from 15 OCTOBER 2022 until 14 OCTOBER 2024*



**DATO' HAJI ASRI BIN AB RAHMAN**  
 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 sebagaimana yang dinyatakan dalam lesen.  
 NOTE: This license must be displayed at all times at a visible place in the premises as specified in the licence.

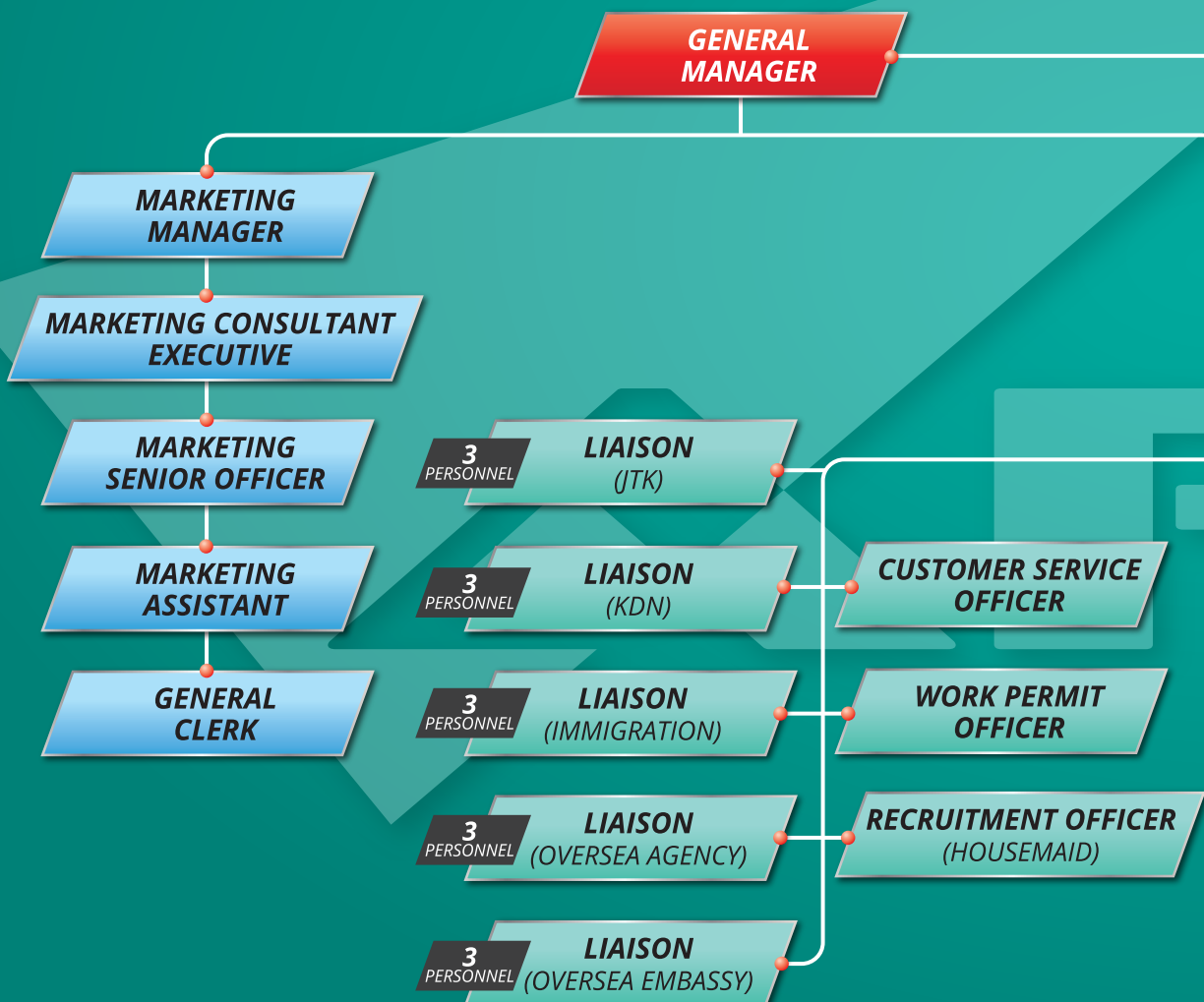




# AGENSI PEKERJAAN WARISAN JUARA SDN BHD 913113-A

## Private Employment Agencies License C (JTKSM 374C)

# ORGANISATION CHART





**CHAIRMAN**

YBhg Dato Megat Fairous Junaidi  
bin Sri Megat Junit



**MANAGING DIRECTOR**

YBhg Datin Sri Dr. Nur Firzanah  
bt Abdullah



**MARKETING DIRECTOR**

YBhg Dato Sri Md Abu Hanif  
Md Abul Kashem



**HR & ADMIN  
DEPARTMENT**

**HR & ADMIN  
EXECUTIVE**

**HR & ADMIN  
SUPERVISOR**

**3  
PERSONNEL**

**HR CLERK  
(JTK)**

**3  
PERSONNEL**

**HR CLERK  
(KDN)**

**3  
PERSONNEL**

**HR CLERK  
(IMMIGRATION)**

**PAYROLL  
ASSISTANT**

**HR & ADMIN  
ASSISTANT**

**DATA ENTRY  
CLERK**

**DRIVER**

**ACCOUNT  
DEPARTMENT**

**ACCOUNT  
EXECUTIVE**

**ACCOUNT  
CLERK**

**ACCOUNT  
CLERK**



Cert No:00304



Plantations

**BOUSTEAD PLANTATIONS BERHAD**<sup>1245-M</sup>  
*(A member of Boustead Group)*

## Certificate of Registration

It is hereby acknowledged that

**Agensi Pekerjaan Warisan  
Juara Sdn Bhd (913113-A)**

is registered with Boustead Plantations Berhad as an  
approved vendor

Vendor ID : BV00304  
 Register Date : 12 May 2022  
 Valid Until : 11 May 2025

Mohamad Mahazir Mustaffa  
 Chief Financial Officer (CFO)  
 Boustead Plantations Berhad

**TOWARDS SUSTAINABLE AGRICULTURE**



**FGV HOLDINGS BERHAD**<sup>800165-P</sup>  
 (Formerly known as Felda Global Ventures Holdings Berhad)

### VENDOR REGISTRATION DECLARATION

**REGISTRATION REFERENCE NO.** : **B-1308201900182-02**  
**VALIDITY PERIOD** : **22/07/2022 - 22/07/2025**

It is hereby acknowledged that the vendors set out below have been registered with FGV HOLDINGS BERHAD and are eligible to participate in quotation / tender offers at FGV Group Companies.

NAME AND REGISTERED ADDRESS

**AGENSI PEKERJAAN WARISAN  
 JUARA SDN. BHD.** (Company No. : 913113-A)  
**NO.12A & 14A TINGKAT 1 BLOCK 2  
 WORLWIDE BUSINESS PARK JALAN  
 TINJU 13/50, SEKSYEN 13**

CATEGORY CODE IS AS FOLLOW :

<u>CATEGORY CODE</u>	<u>DESCRIPTION</u>	<u>GRADE</u>
04 - Perkhidmatan	08 - Lain-lain Perkhidmatan	

Important:  
 Application for renewal of certificate shall be made at least 30 days before the expiry date of the certificate.

CERTIFICATE



Issued Date: 22/07/2022

 <b>FELCRA Berhad</b> (432483 U)							
<b>AKUAN PENDAFTARAN KONTRAKTOR/PEMBEKAL</b>							
NO. RUJUKAN : 0163/2021							
NO. PENDAFTARAN : 1747 (W)							
TARIKH DAFTAR : 11/05/2021							
TAMAT TEMPOH : 10/05/2022 (TEMPOH SAHLAKU 1 TAHUN)							
<table border="1"> <tr> <td colspan="2"><b>BAYARAN PENDAFTARAN</b></td> </tr> <tr> <td><b>BARU</b></td> <td>: RM20.00</td> </tr> <tr> <td><b>PEMBAHARUAN</b></td> <td>: RM10.00/1 TAHUN</td> </tr> </table>		<b>BAYARAN PENDAFTARAN</b>		<b>BARU</b>	: RM20.00	<b>PEMBAHARUAN</b>	: RM10.00/1 TAHUN
<b>BAYARAN PENDAFTARAN</b>							
<b>BARU</b>	: RM20.00						
<b>PEMBAHARUAN</b>	: RM10.00/1 TAHUN						
<p>Adalah dengan ini diperakui bahawa kontraktor/pembekal yang dinyatakan di bawah telah berdaftar dengan Bahagian Perolehan FELCRA Berhad untuk menyertai tawaran kerja, bekalan dan perkhidmatan.</p>							
<b>NAMA DAN ALAMAT BERDAFTAR</b>							
AGENSI PEKERJAAN WARISAN JUARA SDN BHD NO.36B, JALAN SEPADU B 25/B, TAMAN PERINDUSTRIAN AXIS SEKSYEN 25, 40400 SHAH ALAM, SELANGOR							
913113-A							
KOD BIDANG KERJA/ BEKALAN / PERKHIDMATAN SEPERTI BER							
PENDAFTARAN KELAYAKAN							
SURUHANJAYA SYARIKAT MALAYSIA KEMENTERIAN KEWANGAN							
<i>*Perakuan ini hendaklah diperbaharui seawat-lewatnya 60 hari sebelum tarikh tamat tempoh akuan pendaftaran ini.</i>							
 NORHAFIZA BINTI MOHD ESRAKH PENGURUS KANAN PEROLEHAN IBU PEJABAT FELCRA BERHAD							

	
<b>Property</b>	
Certificate of	
<b>Registration</b>	
to	
<b>AGENSI PEKERJAAN WARISAN JUARA          SDN BHD (913113A)</b>	
<hr/> <b>SD08558</b>	
for	
<b>being a Sime Darby Property          Approved Vendor</b>	
from 01 Jul 2020	
to 01 Jul 2025	
<b>Pre-Qualification Approval Committee</b> Sime Darby Property Berhad	
(This certificate is computer generated and no signature is required)	



## WARISAN GROUP OF COMPANIES



### **Warisan Data Holdings Sdn Bhd** (979332-W)

- ICT, System Development , Software and Hardware

### **Warisan Juara Padu Sdn Bhd** (654840-H)

- Construction, Development and Oil & Gas-Related Services

### **Warisan Manufacturing Sdn Bhd** (979330-T)

- Die Casting and Manufacturing Automotive Parts

### **Warisan Juara Padu MM2H Group Sdn Bhd** (930231-K)

- MM2H (Malaysia My Second Home) Application and Management

### **Warisan Juara Padu Travel & Tours Sdn Bhd** (906378-W)

- Ticketing and Management

### **Saujana Blossom (M) Sdn Bhd** (621321-M)

- Professional Cleaning Services







## **Agensi Pekerjaan Warisan Juara Sdn Bhd**

913113-A

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No 36, 36A, 36B, Jalan Sepadu B 25/B, Taman Perindustrian Axis,  
Seksyen 25, 40400 Shah Alam, Selangor Darul Ehsan

Tel: +603-5122 6350/4082 / +603-5121 9079

Fax: +603-5122 4712

[www.apwarisan.com.my](http://www.apwarisan.com.my)