



DEPARTMENT OF MINERAL AND GEOSCIENCE MALAYSIA

GUIDEDANCE ON DECLARATION AND SUBMISSION OF SUPPORTING DOCUMENTS FOR APPLICATION FOR SUPPORT LETTER OF EMPLOYMENT PASS THROUGH XPATS GATEWAY

A. "Application" menu, applicant information/details

Table 1: Information that needs to be completed in the "Application" section.

No.	Item	Remark
1	<i>Personal details</i>	Please complete the information clearly and accurately.
2	<i>Passport details</i>	Please complete the information clearly and accurately. Please refer to the latest ESD Guidebook (V4, 2023).
3	<i>Qualification details</i>	<p>Please complete the information clearly and accurately. Please refer to the latest ESD Guidebook (V4, 2023) regarding general guidance on employment pass categories, qualifications and required information.</p> <p>Please refer to Table 2 below as guidance on employment pass categories, qualifications and a list of documents or information required for regulatory agency review.</p> <p>For applicants/ expatriates who have a Professional Certificate, please complete the information below, and upload the relevant documents -</p> <ul style="list-style-type: none"> (a) Professional body/ organization (b) Certification (c) Year obtained certification. <p>Refer to Table 2 for more information.</p>
4	<i>Employment details</i>	Please complete the information clearly and accurately.
5	<i>Previous pass details</i>	

Table 2: Qualifications for related positions under the Mining, Quarrying and Mineral Processing Sector

Bil.	Employment Pass Categories	Remark
1	Category I (Expatriates) (Minimum basic salary of RM 10,000 and employment contract up to 5 years)	Positions allowed under the sector: All related/ appropriate management, executive, professional and technical positions.
2	Category II (Expatriates)	Qualifications: Management/executive positions:

	<p>(Minimum basic salary RM 5,000 to RM 9,999, and employment contract up to 2 years)</p>	<p>example: Managing Director, Director, General Manager, Accountant, Operations Manager, Plant Manager, Executive, Office, etc:</p> <p>Qualifications: Bachelor's degree (Degree) (or higher) in a related field of study and have a minimum of 3 years of experience; or, Diploma in a related field of study and have a minimum of 5 years of experience.</p> <p>For expatriate applicants who hold equity interests in the company, it is sufficient to have the relevant qualification information declared. Please refer to the criteria and conditions set by ESD.</p> <p>Professional and Technical Positions: Example: Senior Engineer/ Engineer (any engineering discipline), Geologist, Surveyor, Technologist/ Technologist, Metallurgis, etc.</p> <p>Prescribed qualifications: Bachelor's degree (Degree) (or higher) in a related field of study, such as Engineering (for the position of Engineer), Geology/ Geoscience (for the position of Geologist or Geoscientist), Minerals/ Metallurgy/ Materials Science, Surveying or Geomatic, Science and Technology) and have a minimum of 3 years of experience; or,</p> <p>Position: Assistant Engineer, Assistant Technologist, Assistant Science Officer, Assistant Chemical Officer/ Laboratory Technician, Machinery/ Mechanical/ Plant Technician, Assistant Surveyor, etc.</p> <p>Prescribed qualifications: Diploma in a related field of study and have a minimum of 5 years of experience.</p> <p>*For professional and technical positions, any testimonial document (to replace the original copy of the academic qualification document) will not be considered/rejected.</p> <p>For applicants who have a Professional Certificate, please complete the information and include a copy of the professional certificate.</p> <p>Examples of professional certificate documents: 1. Certificate of membership/ professional member/ associate member with a registered professional</p>
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	<p>Category III <i>(Knowledge/ Skilled Worker)</i></p>	<p>Positions allowed under the sector: Positions for the skilled job category. Examples: Welders, Electricians, Technicians and other skilled jobs (various backgrounds/disciplines of skills) under this sector such as workers with special skills in underground mining and others.</p> <p>Qualifications: Skill/ Vocational Certificate or equivalent. Please refer to the latest ESD Guidebook (V4, 2023). A minimum of 7 years of experience.</p> <p>*For positions that require specific skills/knowledge/jobs, the employer must ensure that detailed information on the knowledge, skills and experience of the candidate/applicant is clearly stated in the resume, job description and in the Employment Justification section.</p>

Responsibilities of Applicants and Sponsoring Companies/ Employers

- a. The evaluation of expatriate employment applications by category, position and qualifications will be fully implemented by the Department of Minerals and Geosciences Malaysia as the regulatory agency for the Mining, Quarrying and Mineral Processing Sector starting in March 2024.
- b. For new expatriate applications, all employers must be responsible for ensuring that all candidates/ applicants who want to be offered employment have academic qualifications in relevant fields of study, conduct background check of previous work experience and verification of the authenticity of qualifications.
- c. **Any employer who wishes to employ an expatriate for a professional position that is subject under a legislation in force in Malaysia to carry out professional practice and work in Malaysia, must ensure that the expatriate has qualifications that can be considered (registerable) before entering Malaysia, and then registered with the Professional Practice Registration Body to work in Malaysia.** Please consult or contact the relevant professional practice registrar bodies for more information:

- i. Engineer (any discipline): Board of Engineers Malaysia
- ii. Geologist Board of Geologists Malaysia
- iii. Land Surveyor: Land Surveyors Board Malaysia
- iv. Juruukur Bahan: Board of Quantity Surveyors Malaysia
- v. Technologist: Malaysia Board of Technologists
- vi. Other: *Please contact the Department of Mineral and Geoscience Malaysia for more information.

- d. Employers/sponsoring companies must be responsible for ensuring that all expatriates who are employed with such professional positions submit their applications to the relevant Professional Practice Registration Body upon arrival in Malaysia. Any requirements required for that purpose must be fully met by the applicant and, if applicable, the employer/sponsoring company.
- e. Existing employers/sponsoring companies employing expatriates with professional and technical job positions must be responsible for ensuring that all such expatriates are successfully registered with the relevant body/ institute.
- f. Beginning in March 2024, any application (renewal) for these positions that is not registered with the professional practice registrar will not be considered.
- g. For jobs in the knowledge/skills category with a minimum qualification of Certificate/ Skill Certificate/ Vocational or equivalent, or special jobs certified by the Department under this sector (for example: skilled workers in underground mines and other positions with strong justification), the Department of Minerals and Geosains Malaysia reserves the right to classify them as employees under this category and shall be subject to an authorization, approval or relevant current policy set by the Government of Malaysia.
- h. Any position that is not categorized as a skilled job or any position without reasonable employment justification, the Department of Minerals and Geosciences Malaysia reserves the right not to consider the application through the Xpats Gateway system.

**B. "Agency Requirement" Menu, Employment Justification by Employer/
Sponsored Company**

Table 3: Information that needs to be completed in the "Agency Requirement" section

No.	Item	Remark
1	<i>Type of Operation</i>	Specify or select: (a) Mining sub-sector: "Mining"; (b) Quarrying sub-sector: "Quarrying"; or, (c) Mineral processing subsector: "Mineral Premises/ Mineral Processing"
2	<i>Working location of mining/ quarry/ premise</i>	State the name of the sponsoring/employer company and the actual location of the mine, quarry or mineral premises
3	<i>State</i>	State the name of the state where the company operates/ mining operations/ quarrying/ mineral premises or mineral processing is carried out.
4	<i>Justification of hiring</i>	Explain the justification for employing expatriates/knowledgeable/skilled workers (knowledge/skilled workers) Justification for the employment of expatriates (category I and category II) or skilled workers (category III) must be stated. The justification must be simple, clear and reasonable, and refer to the specific situation of the sponsoring company/employer's need to employ the intended applicant/expatriate.

C. "Supporting Document" menu, additional supporting documents for verification process for sectoral approval

Table 4: Information that needs to be completed in the "Supporting Document" section

No.	Category/Item	Required Information	Remark
1	Applicant/ Expatriate/ Knowledge/ Skilled Worker	<i>Copy of Passport: All pages (full booklet with front & back pages)</i>	Copy of passport (full color) *please refer to the latest ESD Guidebook (V4, 2023)
2		<i>Updated resume</i>	Complete resume of the applicant/ expatriate. *Please refer to the latest ESD Guidebook (V4, 2023) The Department of Mineral and Geoscience Malaysia reserves the right not to support/give consideration to any application found to be dubious.
3		<i>Copy of highest educational certificates (certified true copy)</i>	Please refer to Table 1 and Table 2. The Department of Mineral and Geoscience Malaysia reserves the right not to support/consider any application with incomplete or doubtful information.
4		<i>Original employment contract (with LHDN stamping)</i>	
5		<i>Job description</i>	
6	Syarikat Penaja/ Majikan	<i>Proof of MYFutureJobs PERKESO Advertisement (for new hiring only)*</i>	The latest ESD Guidebook document (V4, 2023) requires this approval to be obtained in advance from MYFutureJobs PERKESO and the Department of Labor of Peninsular Malaysia.
7		<i>Approval from Director General of Department of Labour of Peninsular Malaysia Malaysia (for new hiring only)*</i>	The Department of Mineral and Geoscience Malaysia reserves the right not to support applications submitted without these approvals.
8		<i>Certificate of Registration</i>	Based on the latest ESD Guidebook (V4, 2023), the Certificate of Registration refers to the Registration Certificate issued to an organization registered under the Societies Act 1976 or Sport Development Act 1997. For private limited companies or organizations registered with the Companies Commission of Malaysia, you can attach/ upload the Form 9

			document, Certificate of Incorporation as additional information to the attached eSSM document, if required.
9		<i>Organization Chart</i>	Organizational chart of the sponsoring/employer company – the attached chart should clearly show the position and position where the applicant/expatriate will be placed. The name of the intended applicant/expatriate is recommended to be stated.
10		<i>Other Documents</i>	Other related document(s): e.g. 1. Contract/ agreement of works/ projects, etc 2. Other related professional certificate of the applicants 3. Detail justification letter, if any, etc.
11	Maklumat kelulusan <i>Mining Sector</i> *bagi aktiviti perlombongan	<i>Copy of Mining Lease or Mining Licence</i>	A complete copy of the Mining Lease (ML), Proprietary Mining License (PML) or Mining Certificate (MC) document, including the relevant attachments (lease/ license conditions, and documents confirming the renewal of the lease/license period, if applicable) *This approval document is issued by the State Authority (The State Land and Mines Director's Office, Land and Survey Department)
12		<i>Copy of "Surat Kelulusan Skim Pengendalian Melombong"</i>	A copy of the Operational Mining Scheme Approval Letter (SKSPM) document issued by the state JMG office for the intended mining operation. *If the sponsoring company/ employer is not a ML/PML license holder and/or is not the main operator of the project (whose company name is not mentioned on the SKSPM), the sponsoring company/ employer must include a document confirming its party's involvement in the mining activity, such as a contract document, agreement letter, power of attorney or any other relevant document.
13	Maklumat kelulusan <i>Quarry Sector</i> *bagi aktiviti pengkuarian	<i>Licence (Lesen Kecil)</i>	Letter of approval/ license/ quarry lease/ quarry permit issued by the State Authority (Office of the State Director of Land and Mines, Department of Land and Survey,

			Department of Land and Survey, District and Land Office; or, “Permit Kecil”/ “Lesen Kecil Hutan” – If the quarry is operating in an area under the supervision of the State Forestry Department.
14		Copy of JMG Support Letter for Explosion	Quarry Scheme Approval Letter (SKSK) / Quarry License, Quarry Operational License (for states that have Quarry Rules) or “Surat Ulasan Teknikal” for the use of explosives issued by JMG (for states that have not enforced Quarry Rules).
15	Approval information Mineral premises/ Mineral Processing	Copy of mineral license	Mineral License (complete with related attachments – license conditions) issued by JMG for Mineral Premises or Mineral Storage Premises; or,
16		Copy of mineral processing license	Mineral Processing License (complete with related attachments - license conditions) issued by JMG for Mineral Processing Premises.

Inquiries and Additional Information

Applicant or employer/sponsoring company who have any questions or need further assistance regarding the requirements of regulatory agencies/Department of Mineral and Geoscience Malaysia (related information and documents) for the Mining, Quarrying and Mineral Processing Sector, can contact –

Techno Economic Unit, Mineral Economic Section,
Department of Mineral and Geoscience Malaysia
Level 8, Menara PJH
No. 2, Jalan Tun Abdul Razak
Presint 2, Putrajaya

Phone Number: 03-8871 6000