



**PERWAKILAN REPUBLIK INDONESIA
DI MALAYSIA**

PLACEMENT AGREEMENT & JOB ORDER (DOMESTIK)

Version 2023

**Fungsi Tenaga Kerja
Kedutaan Besar Republik Indonesia
Kuala Lumpur, Malaysia**

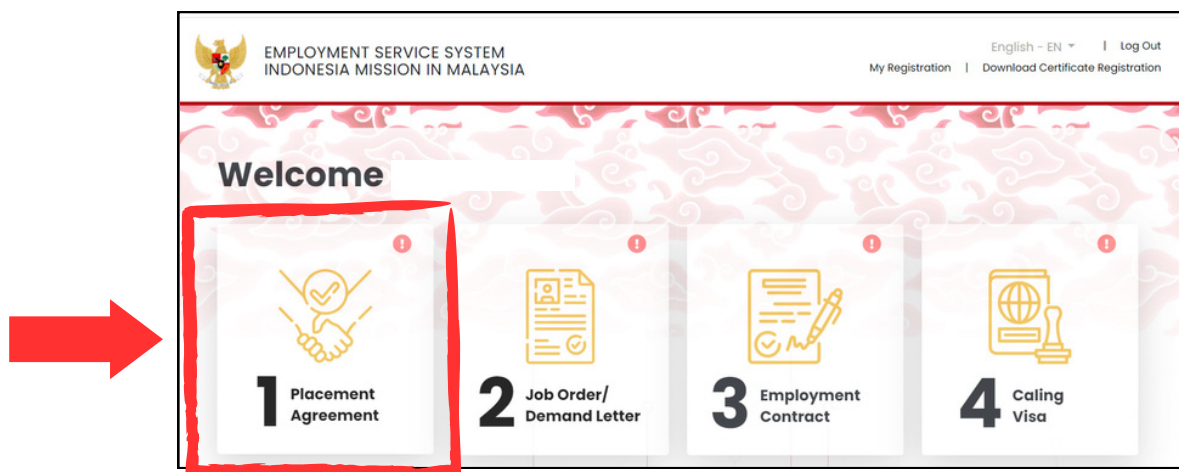
DAFTAR ISI

- A. Membuat perjanjian kerjasama penempatan (Placement Agreement)
- B. Membuat *Formal Demand Letter* (Job Order), oleh Malaysia Recruitment Agency

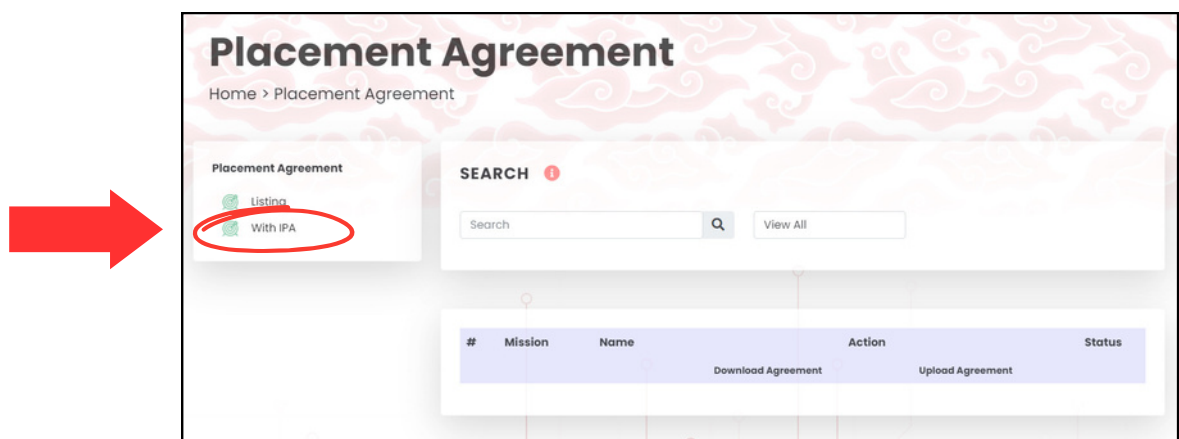


A. PERJANJIAN KERJASAMA PENEMPATAN (PLACEMENT AGREEMENT)

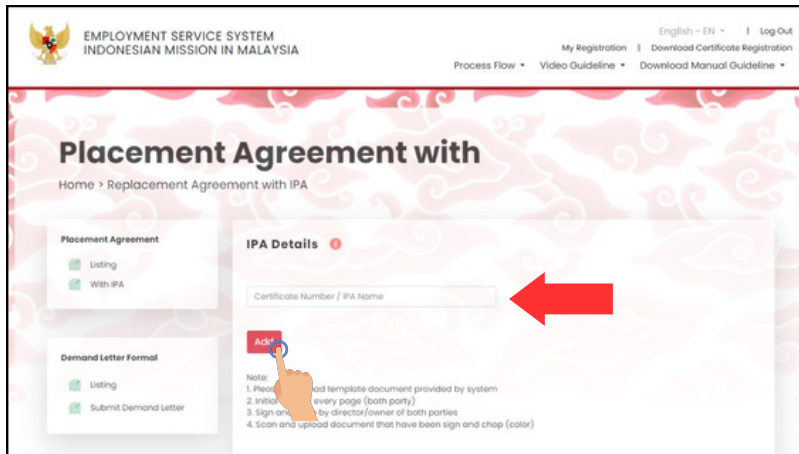
Masuk ke menu **Placement Agreement**. Perjanjian Kerjasama Penempatan (Placement Agreement) digunakan untuk pembuatan Demand Letter / Job Order oleh Syarikat (Company) dan Agensi Pekerjaan Swasta (MRA) dengan IPA / P3MI.



MRA / Company memilih kolom “with IPA”, untuk melakukan kerja sama dengan IPA/P3MI

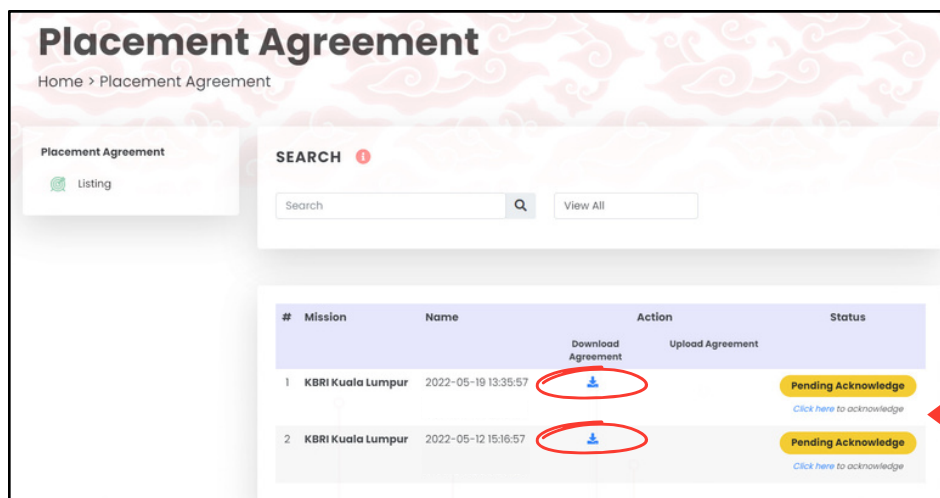


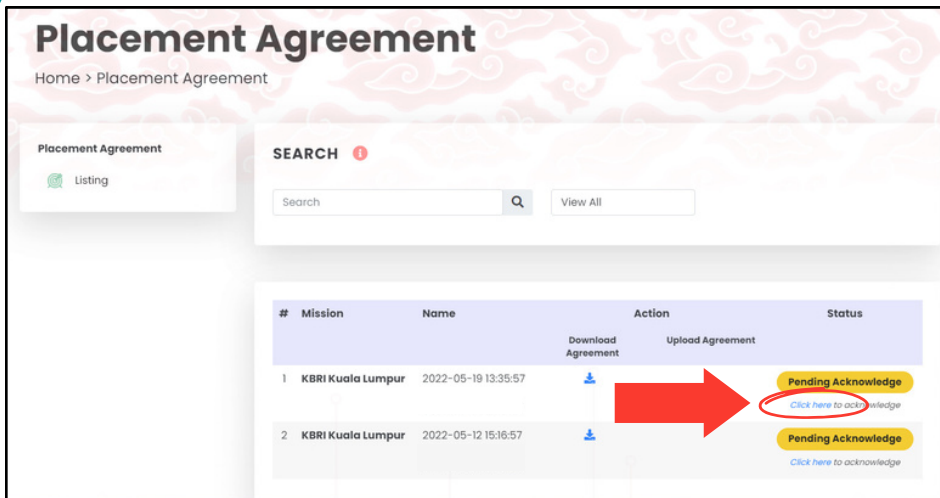
MRA atau Company menginput nomor registrasi IPA/P3MI (contoh : xxxx.IE-IPA.2022) pada kolom “IPA Details”, dan memilih lokasi Perwakilan Indonesia di Malaysia sesuai tempat kerja pada menu **“base on workplace location”**, kemudian klik tombol “Add”.



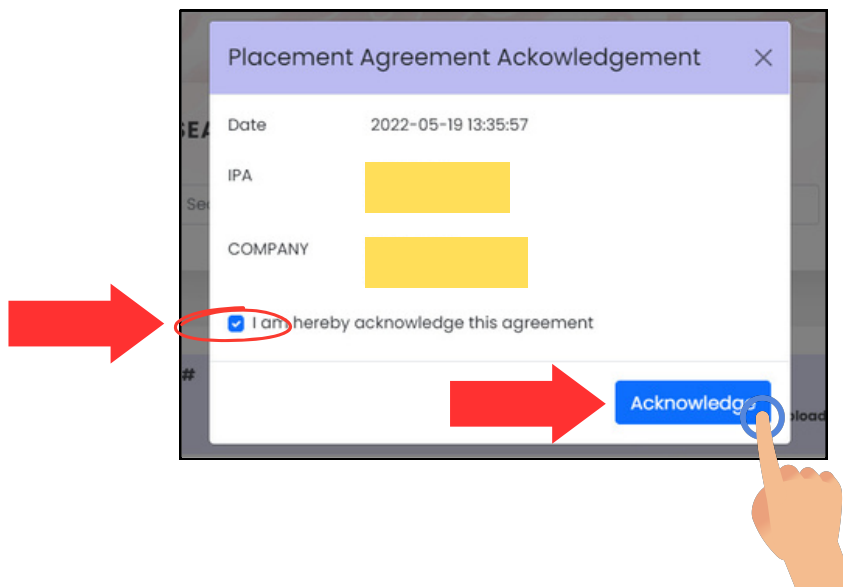
Dalam tampilan IPA / P3MI akan muncul nama MRA / Company dengan status **“pending acknowledge”**,

kemudian IPA / P3MI dapat memeriksa dokumen **Placement Agreement** dengan mengunduh pada kolom **“download agreement”**.



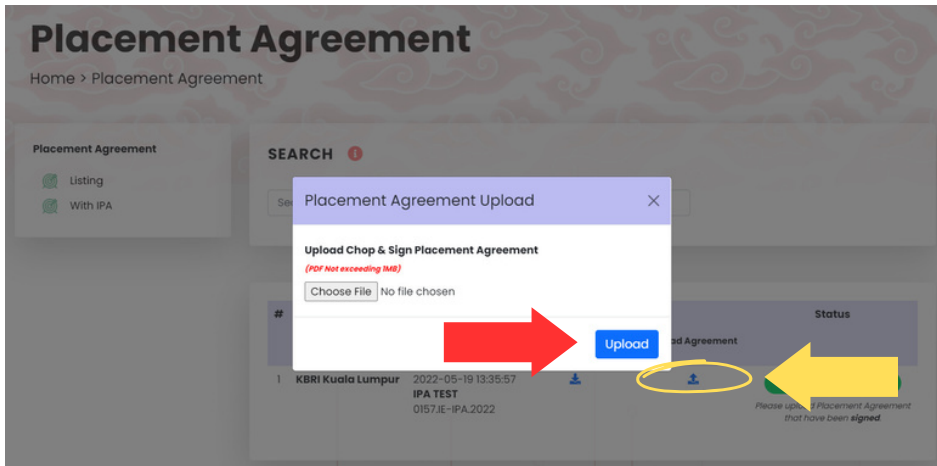


IPA/P3MI tekan kolom **“click here”** akan muncul tampilan **“placement agreement acknowledgement”** kemudian klik **kotak pernyataan**, dan tombol persetujuan (**acknowledge**).

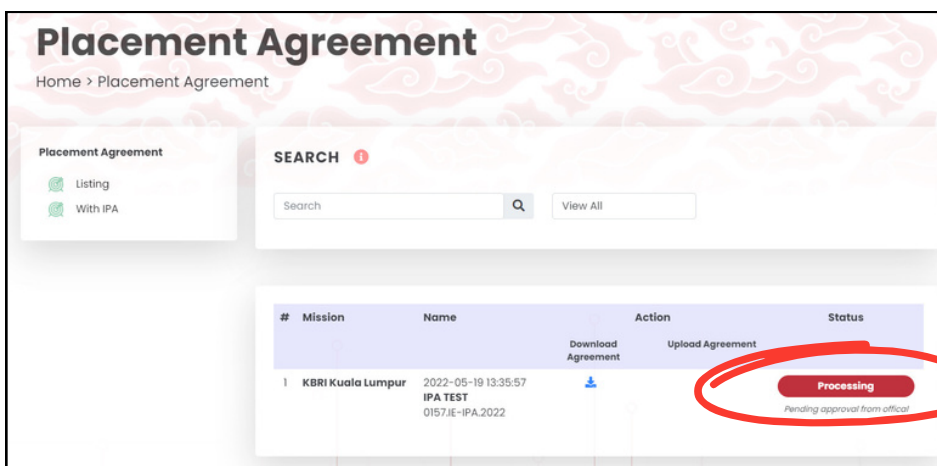


MRA / Company meng-upload dokumen *Placement Agreement* (berwarna) yang telah ditandatangani, diparaf tiap halaman dan dicap oleh direktur / penanggung jawab P3MI dengan direktur MRA / Company pada kolom “*upload agreement*”.

Catatan : Pastikan dokumen sudah lengkap, jelas dan berwarna



Setelah dokumen berhasil di-upload, akan muncul status “*Processing*”.



Placement Agreement

Home > Placement Agreement

Placement Agreement

- Listing
- With IPA

SEARCH

Demand Letter Formal

- Listing
- Submit Demand Letter

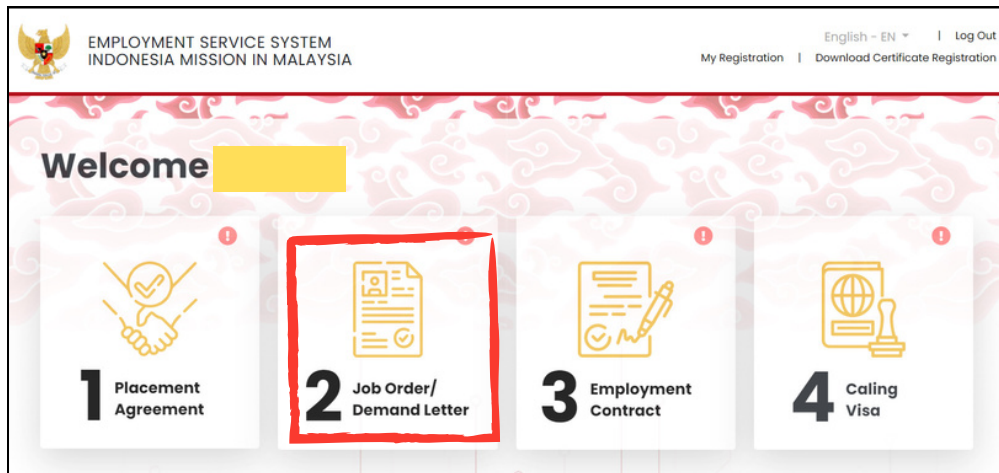
#	Mission	Name	Action	Status
1	KBRI Kuala Lumpur	2022-05-19 13:35:57 IPA TEST 0157JE-IPA.2022	Download Agreement Upload Agreement	Approved <small>on 10/10/2021 by Admin</small>

Jika pengajuan Placement Agreement sudah diverifikasi dan disetujui oleh Perwakilan RI di Malaysia, maka akan muncul status “Approved” pada tampilan MRA / Company, dan IPA/P3MI.

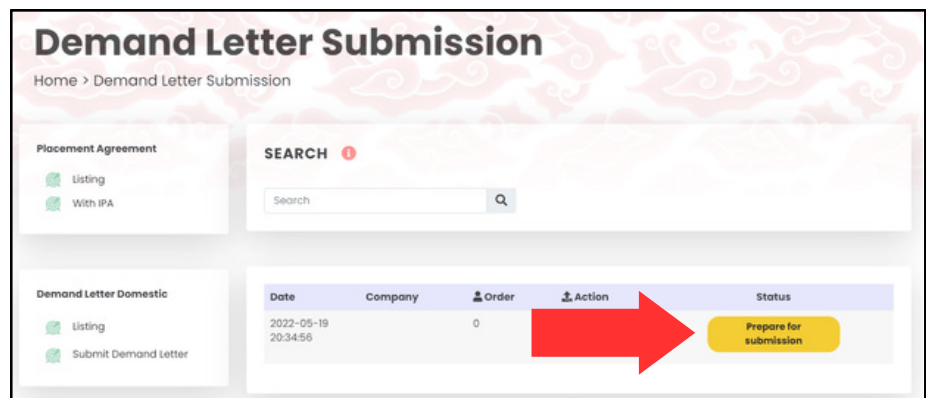
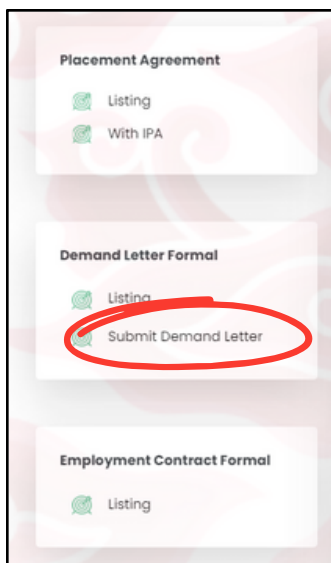
Selanjutnya, anda akan masuk ke tahap pembuatan *Demand Letter*, atau *Job Order*

B. DOMESTIC DEMAND LETTER / JOB ORDER

Company / Syarikat pilih menu **Job Order / Demand Letter**



Company / Syarikat pilih menu **Submit Demand Letter**



Memilih **"PIC Name"** kemudian memilih **"IPA Name"**

Placement Agreement
STEP 1 > STEP 2 IPA STEP 3 T&C STEP 4 Supporting Documents STEP 5 Confirmation

Company Details

Company Name [input] 0232232

PIC Name [circled in red] - Selected PIC - [dropdown] [input] Contact No [input]

Address [input]

City [input]

State [input]

Postcode [input]

JTK Licence No. [input]

Submit Back

Placement Agreement
STEP 1 M&A STEP 2 > IPA STEP 3 T&C STEP 4 Supporting Documents STEP 5 Confirmation

IPA Details

IPA Name [circled in red] - Select IPA - [dropdown] [input] NIB / SIP3MI [input]

PIC Name [input] Position [input] Contact No [input]

Address [input]

City [input]

Province [input] Please Select [dropdown]

Office Contact No [input]

Selanjutnya, input Jumlah permintaan pekerja berdasarkan jabatan pekerja :

1. Perawat lanjut usia (elderly caretaker)
2. Pengasuh bayi atau anak (child / baby caretaker)
3. Pengurus rumah tangga dan juru masak keluarga (housekeeper & family cook)

Terms and Condition

Job Category

Elderly Caretaker Female [input] Male [input]

Child / Baby Caretaker Female [input] Male [input]

House Keeper and Family Cook Female [input] Male [input]

Total Order [input] 0 Max 100

Age [input] 21 45

Submit Back

Terms & Conditions

Duration of Contract [input]

Weekly Day off [input]

Working Hours [input]

Annual Leave [input]

Method of Salary [input]

Minimum Wage (RM) [input] Month [dropdown]

Overtime (RM) [input] Day [dropdown]

Meals [input]

Airline Ticket [input]

Social & Health Insurance [input]

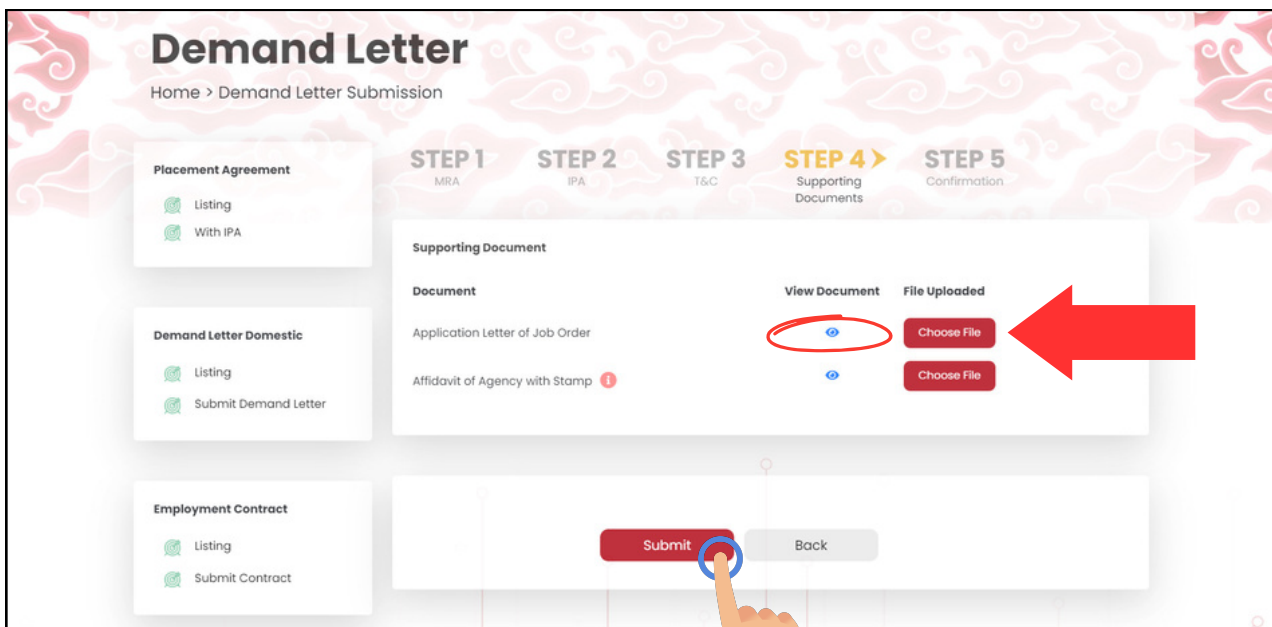
Master of Employment Contract [input]

Meal and Basic Amenities [input]

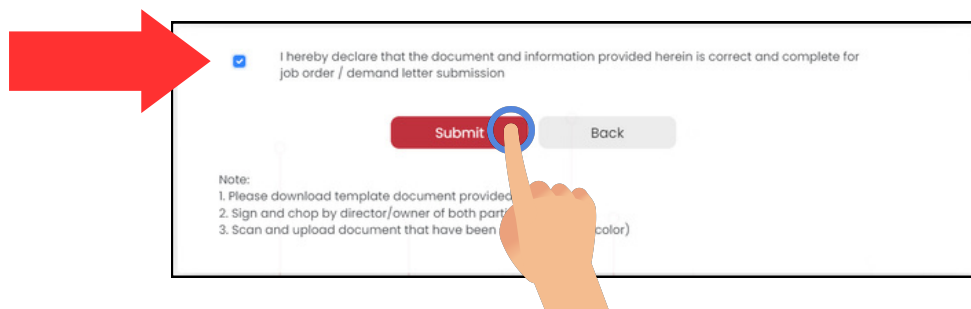
Selanjutnya, anda mengupload dokumen pendukung surat permohonan job order (application letter of job order).

Semua dokumen harus berwarna, dan dalam format PDF, di input pada kolom yang disediakan, lalu klik **“Submit”**.

Catatan : contoh dokumen dapat dilihat pada bagian **“View Document”**



Jika sudah mengisi lengkap, mohon anda periksa kembali dengan detil, kemudian klik pada kotak pernyataan dan tombol **“Submit”**



Muncul status **“Pending Acknowledge”**, menunggu verifikasi dan persetujuan dari IPA/P3MI

Demand Letter Submission
Home > Demand Letter Submission

Placement Agreement
Listing
With IPA

SEARCH ⓘ
Search

Date	Company	Order	Action
2022-06-06 18:54:21	IPA TEST 0157JE-IPA.2022	100	Pending Acknowledge Please wait IPA TEST to acknowledge
2022-05-19 20:34:56		0	Prepare for submission

Demand Letter Domestic
Listing
Submit Demand Letter

Employment Contract

IPA atau P3MI, akan memeriksa dan menyetujui pengajuan Demand Letter / Job Order dari MRA / APS.

Demand Letter Submission
Home > Demand Letter Submission

Placement Agreement
Listing

SEARCH ⓘ
Search

Date	Company	Order	Action
2022-06-06 18:54:21		100	Pending Acknowledge Click here to acknowledge

Demand Letter Formal
Listing

Demand Letter Domestic
Listing

Demand Letter Acknowledgement

Date 2022-06-06 18:57:00

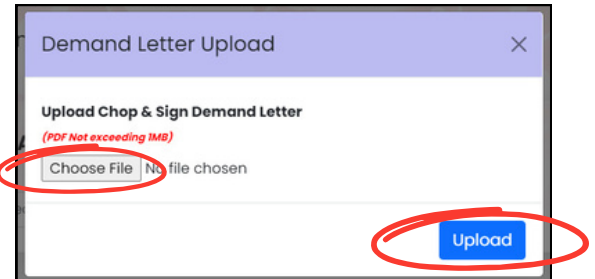
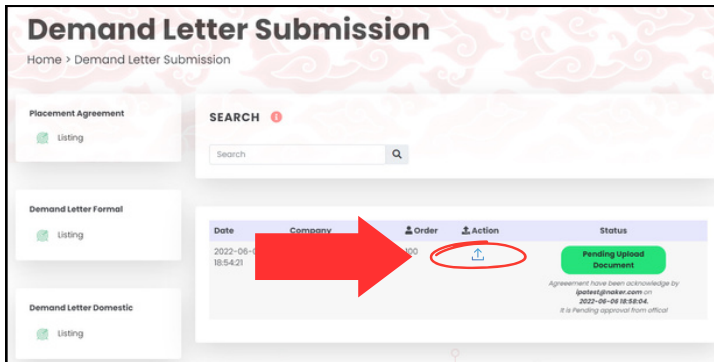
IPA [Redacted]

COMPANY [Redacted]

I am hereby acknowledge this agreement

View **Acknowledge**

MRA / APS meng-upload form Demand Letter / Job Order yang telah ditandatangani dan dicop pada kolom **“action”**



Jika pengajuan demand letter / job order sudah diverifikasi dan disetujui Perwakilan RI di Malaysia, muncul status **“pending payment”**.

MRA harus melakukan pembayaran biaya pengesahan dokumen ke kantor Perwakilan RI di Malaysia.

Date	Company	KDN	Action
2022-06-19 17:36:59	PT ANGIN SEGAR 0074.IE-IPA.2022	2021-01-01 T: 1 O: 1	Pending Payment
2022-05-24 13:43:35	PT ANGIN SEGAR 0074.IE-IPA.2022	123456 2022-05-25 T: 123 O: 2	Approved on 2022-05-24 13:53:24 by Admin
2022-05-12 11:07:09	PT ANGIN SEGAR 0074.IE-IPA.2022	12345 1980-10-11 T: 312312312 O: 100	Pending Payment

Jika pembayaran telah dilakukan, akan muncul status **“approved”**, dan pengajuan Demand Letter / Job Order anda telah selesai.