



**PERWAKILAN REPUBLIK INDONESIA
DI MALAYSIA**

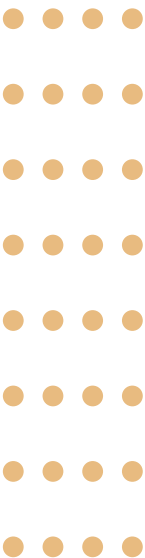
PLACEMENT AGREEMENT & JOB ORDER (FORMAL)

Version 2023

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

DAFTAR ISI

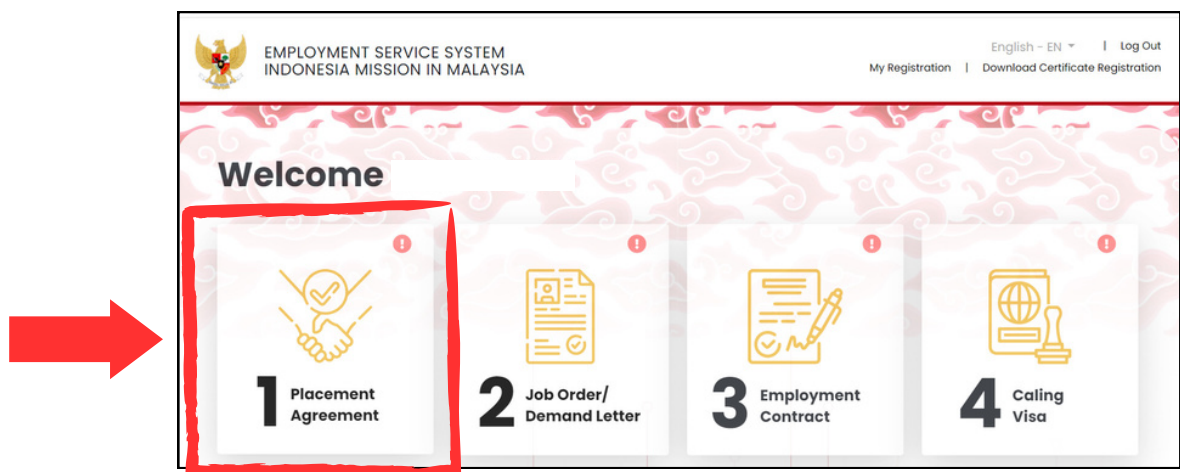
- A. Membuat perjanjian kerjasama penempatan (Placement Agreement)
- B. Membuat *Formal Demand Letter* (Job Order), oleh Malaysia Recruitment Agency



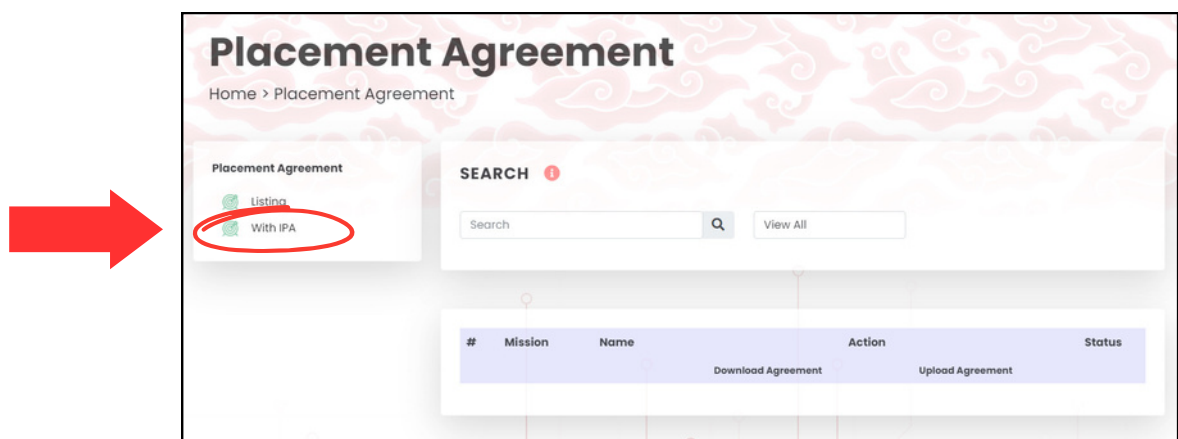


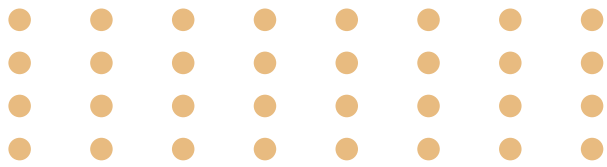
A. PERJANJIAN KERJASAMA PENEMPATAN (PLACEMENT AGREEMENT)

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.

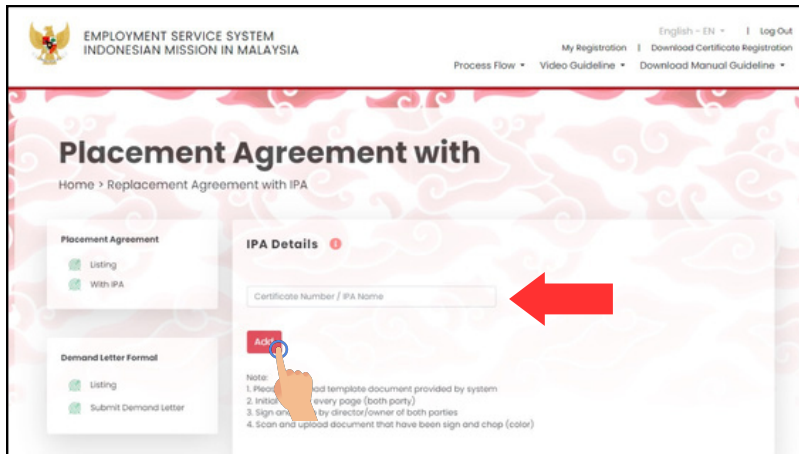


MRA / Company memilih kolom “with IPA”, untuk melakukan kerja sama dengan IPA/P3MI



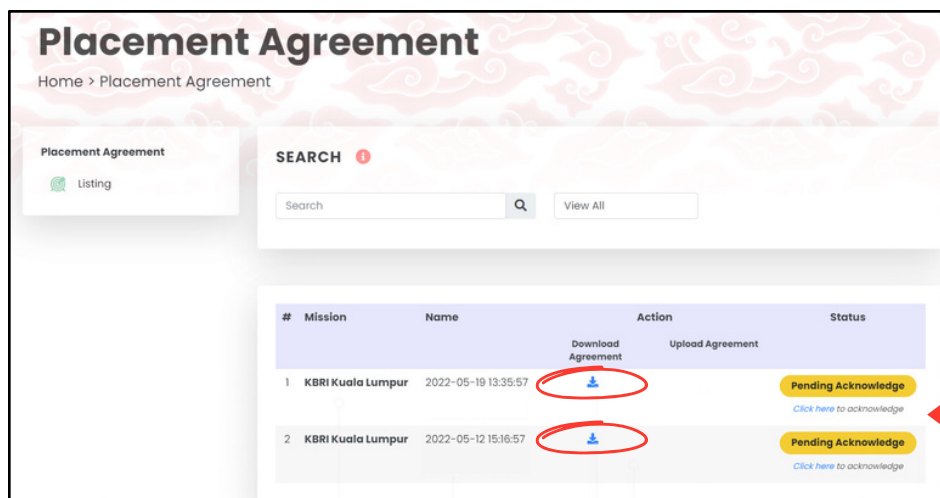


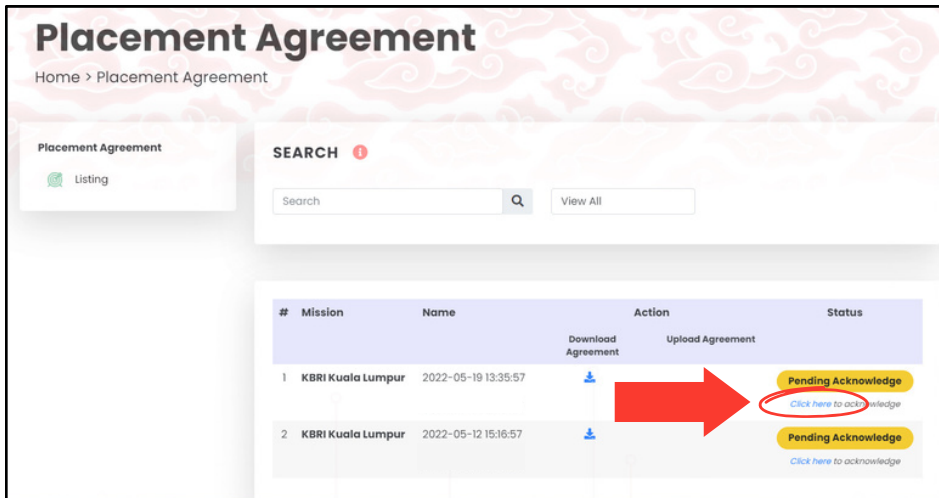
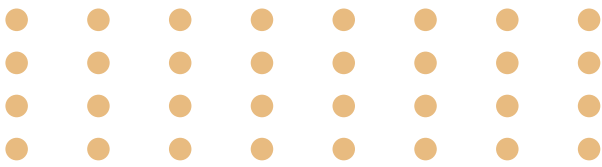
MRA atau Company menginput nomor registrasi IPA/P3MI (contoh : xxxx.IE-IPA.2022) pada kolom “IPA Details”, dan memilih lokasi Perwakilan Indonesia di Malaysia sesuai tempat kerja pada menu **“base on workplace location”**, kemudian klik tombol “Add”.



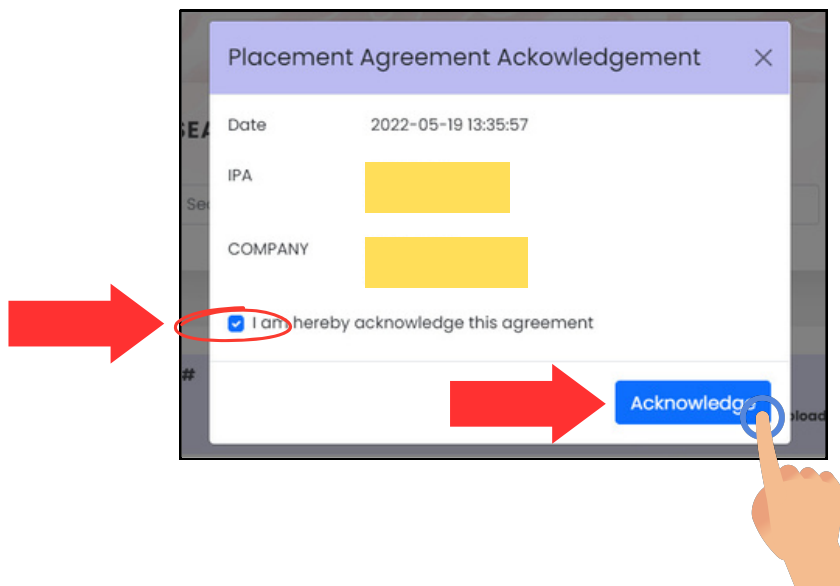
Dalam tampilan IPA / P3MI akan muncul nama MRA / Company dengan status **“pending acknowledge”**,

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



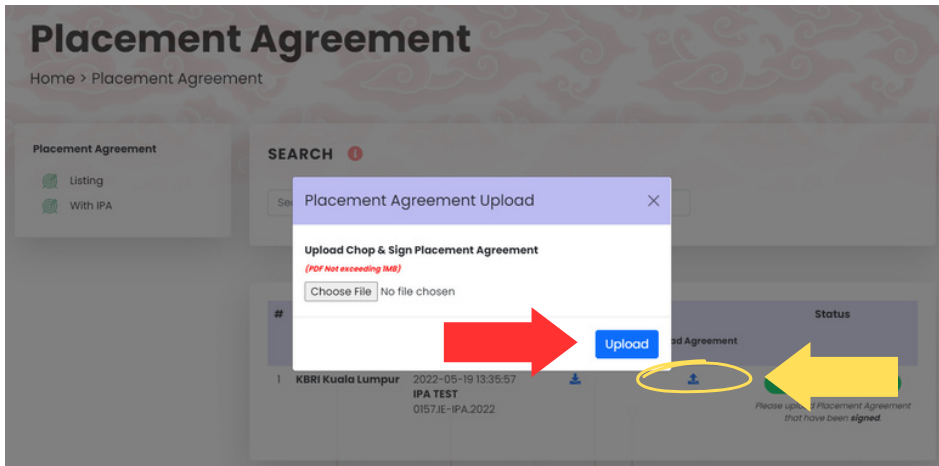


IPA/P3MI tekan kolom **“click here”** akan muncul tampilan **“placement agreement acknowledgement”** kemudian klik **kotak pernyataan**, dan tombol persetujuan (**acknowledge**).

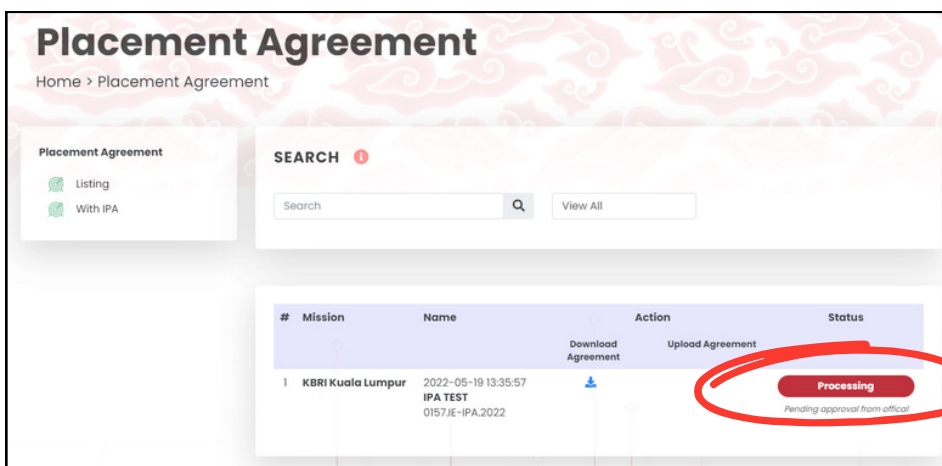


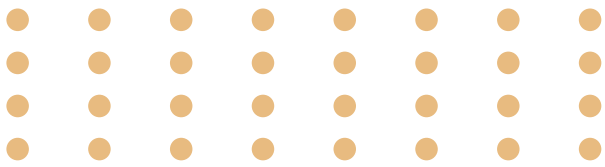
MRA / Company meng-upload dokumen *Placement Agreement* (berwarna) yang telah ditandatangani, diparaf tiap halaman dan dicap oleh direktur / penanggung jawab P3MI dengan direktur MRA / Company pada kolom "*upload agreement*".

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

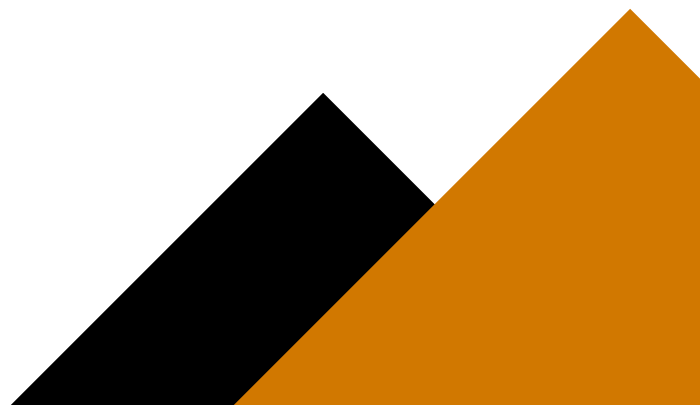
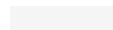
- Listing
- Submit Demand Letter

#	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.

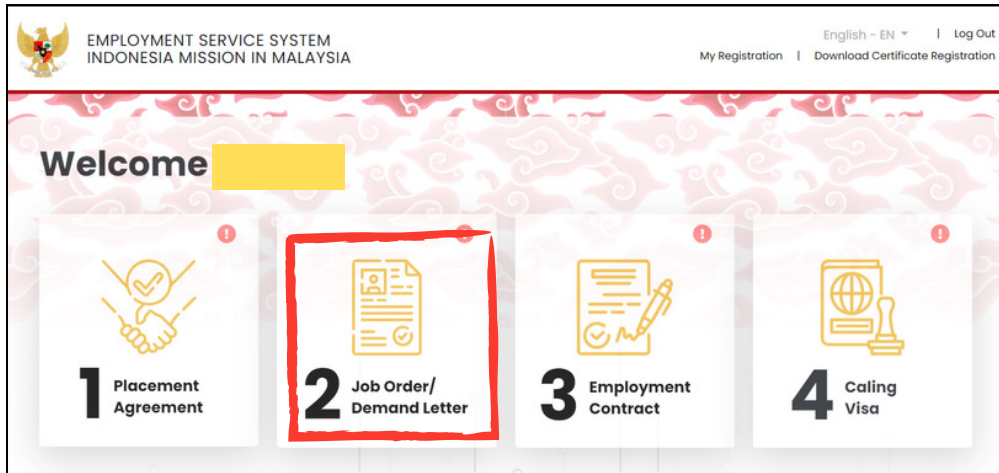
Selanjutnya, anda akan masuk ke tahap pembuatan *Demand Letter*, atau *Job Order*



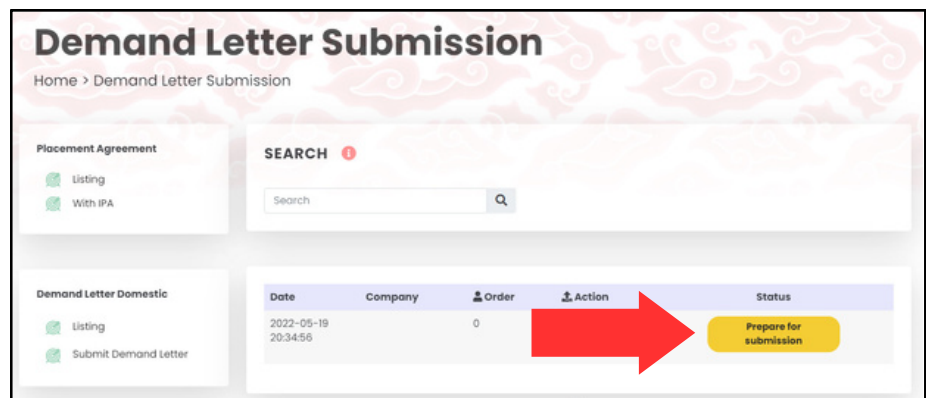
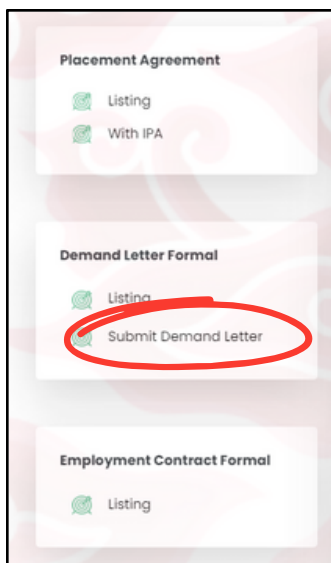


B. FORMAL DEMAND LETTER / JOB ORDER

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



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





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

Selanjutnya, input data :

- Nomor persetujuan dari KDN / KSM
- Jumlah kuota yang disetujui
- Tanggal persetujuan
- Nomor Pembayaran Levy
- Jabatan sesuai pekerjaan dan permintaan
- Jumlah permintaan pekerja berdasarkan jabatan (jika terdapat jabatan lain dapat memilih tombol "+" dengan mengulangi langkah yang sama dengan memilih jabatan yang diinginkan)
- Pendidikan
- Upah minimum
- Term and Condition



Memilih “PIC Name” kemudian memilih “IPA Name”

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

Company Details

Company Name: 12312312
PIC Name: - Selected PIC -
Address: [Redacted]
City: [Redacted]
State: [Redacted]
Postcode: [Redacted]
JTK Licence No.: [Redacted]

Submit Back

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

IPA Details

IPA Name: - Select IPA -
PIC Name: [Redacted]
Position: [Redacted]
NIB / SIP3MI: [Redacted]
Contact No.: [Redacted]

Address: [Redacted]
City: [Redacted]
Province: Please Select
Office Contact No.: [Redacted]

Selanjutnya, input data :

- Nomor persetujuan dari KDN / KSM
- Jumlah kuota yang disetujui
- Tanggal persetujuan
- Nomor Pembayaran Levy
- Jabatan sesuai pekerjaan dan permintaan
- Jumlah permintaan pekerja berdasarkan jabatan (jika terdapat jabatan lain dapat memilih tombol “+” dengan mengulangi langkah yang sama dengan memilih jabatan yang diinginkan)
- Pendidikan
- Upah minimum
- Term and Condition

Placement Agreement
STEP 1 COMPANY
STEP 2 IPA
STEP 3 Manpower
STEP 4 Supporting Documents
STEP 5 Confirmation

MANPOWER DETAILS

KDN Approval No: [Redacted] OR KSM Approval No: [Redacted]
Total Approval: [Redacted] Date of Approval: DD/MM/YYYY
Total Remaining: [Redacted] Levy Payment No: [Redacted]

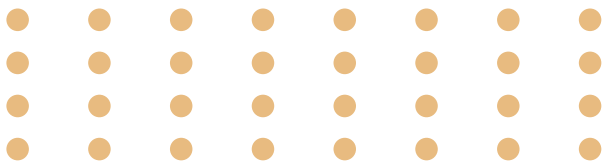
Position / Job Title	Male	Female
Aluminum Fabricators	[Redacted]	[Redacted]

Total Order of IMW: 0

Age: min 18 max 45 Education: Min. Primary School

Term & Condition

Working Duration: 2 Years & Extendable Annual Leave: 8 days
Salary Payment: Monthly/Bank Basic Salary (RM): 0.00 Month
Presence Allowance (RM): 0.00 Month
Food Allowance (RM): 0.00 Provided
Shift Allowance (RM): Morning 0.00 Afternoon 0.00 Night 0.00
Insentif Allowance (RM): 0.00 Month Provided
Medical Allowance: Provided by employer
Social Insurance: Provided by employer
Transportation Allowance: 0.00
Accommodation: Provided by Employer
Air Return Ticket: Provided (upon completion or termination of contract)
PLKS + Visa Application + Medical Screening Fees: Borne by employer
Master of Employment Contract: Attached



Dokumen pendukung diupload sesuai kolom, antara lain:

- Surat Permohonan
- Kelulusan KDN / KSM Malaysia dan resit bayaran Levi
- Master / Standar Penjanjian Kerja (diisi identitas lengkap, ditandatangani, diparaf dan dicap oleh syarikat, berwarna)
- Surat Pernyataan (Letter of Guarantee) dilengkapi dengan setem hasil pejabat atau notary public Malaysia
- Sijil Perakuan Penginapan dari JTK (Certificate of Workers Accommodation)

Catatan :

- Masing-masing dokumen berwarna, dan format PDF,
- Contoh dokumen dapat dilihat pada bagian **view document**.

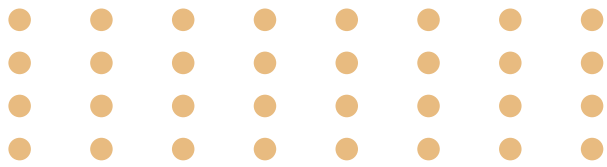
STEP 1	STEP 2	STEP 3	STEP 4 >	STEP 5
COMPANY	IPA	Manpower	Supporting Documents	Confirmation
Supporting Document				
Document			View Document	
Application Letter			Choose File	
KSM / KDN Approval Letter			Choose File	
Letter of Guarantee With Stem Hasil or Notary Public			Choose File	
Master Standart Contract of Employment			Choose File	
Certificate of Workers Accommodation			Choose File	

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

I hereby declare that the document and information provided herein is correct and complete for job order / demand letter submission

Submit Back

Note:
1. Please download template document provided
2. Sign and chop by director/owner of both parties
3. Scan and upload document that have been (color)



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 <small>Please wait IPA TEST to acknowledge</small>
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 Company.

Demand Letter Submission
Home > Demand Letter Submission

Placement Agreement
Listing

SEARCH ⓘ
Search

Date	Company	Order	Action
2022-06-06 18:54:21	[Redacted]	100	Pending Acknowledge <small>Click here to acknowledge</small>

Demand Letter Formal
Listing

Demand Letter Domestic
Listing

Demand Letter Acknowledgement

Date 2022-06-06 18:57:00

IPA [Redacted]

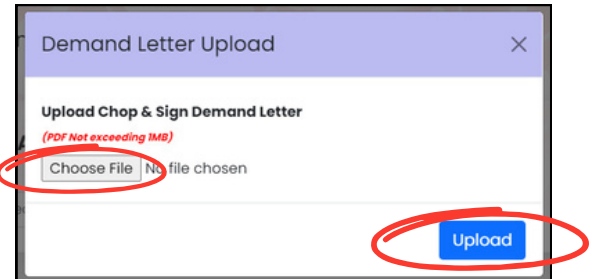
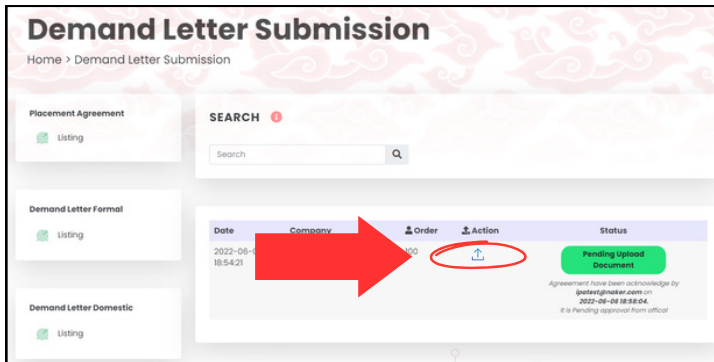
COMPANY [Redacted]

I am hereby acknowledge this agreement

View **Acknowledge**



Company 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”**.

Company 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.

