



PERWAKILAN REPUBLIK INDONESIA DI MALAYSIA

PETUNJUK MANUAL PENGUNAAN SIPERMIT

Version 1.0

FUNGSI TENAGA KERJA
KEDUTAAN BESAR REPUBLIK INDONESIA
KUALA LUMPUR,¹ MALAYSIA

DAFTAR ISI

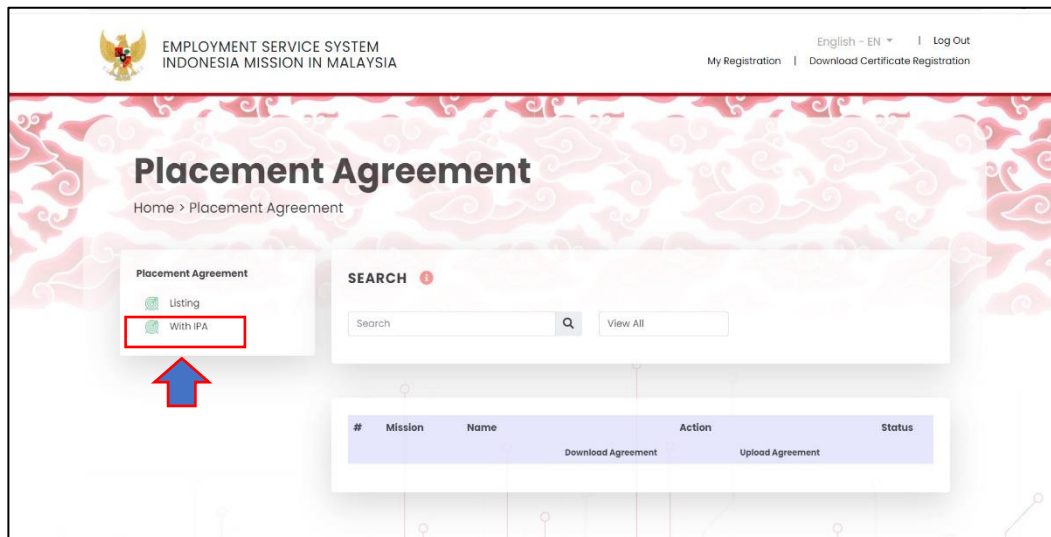
- A. MEMBUAT PERJANJIAN KERJASAMA PENEMPATAN
(*PLACEMENT AGREEMENT*)**
- B. MEMBUAT DEMAND LETTER/JOB ORDER OLEH COMPANY/SYARIKAT (FORMAL)**

C. MEMBUAT PERJANJIAN KERJASAMA PENEMPATAN (*PLACEMENT AGREEMENT*)

1. 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.



2. MRA/Company memilih kolom “with IPA” melakukan kerja sama dengan IPA/P3MI.



3. MRA atau Company/Syarikat 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”.

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Placement Agreement with

Home > Replacement Agreement with IPA

Placement Agreement

- Listing
- With IPA

IPA Details

0157.IE-IPA.2022

Base on Workplace Location

KBRI Kuala Lumpur

Add

4. 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”.

Placement Agreement

Home > Placement Agreement

Placement Agreement

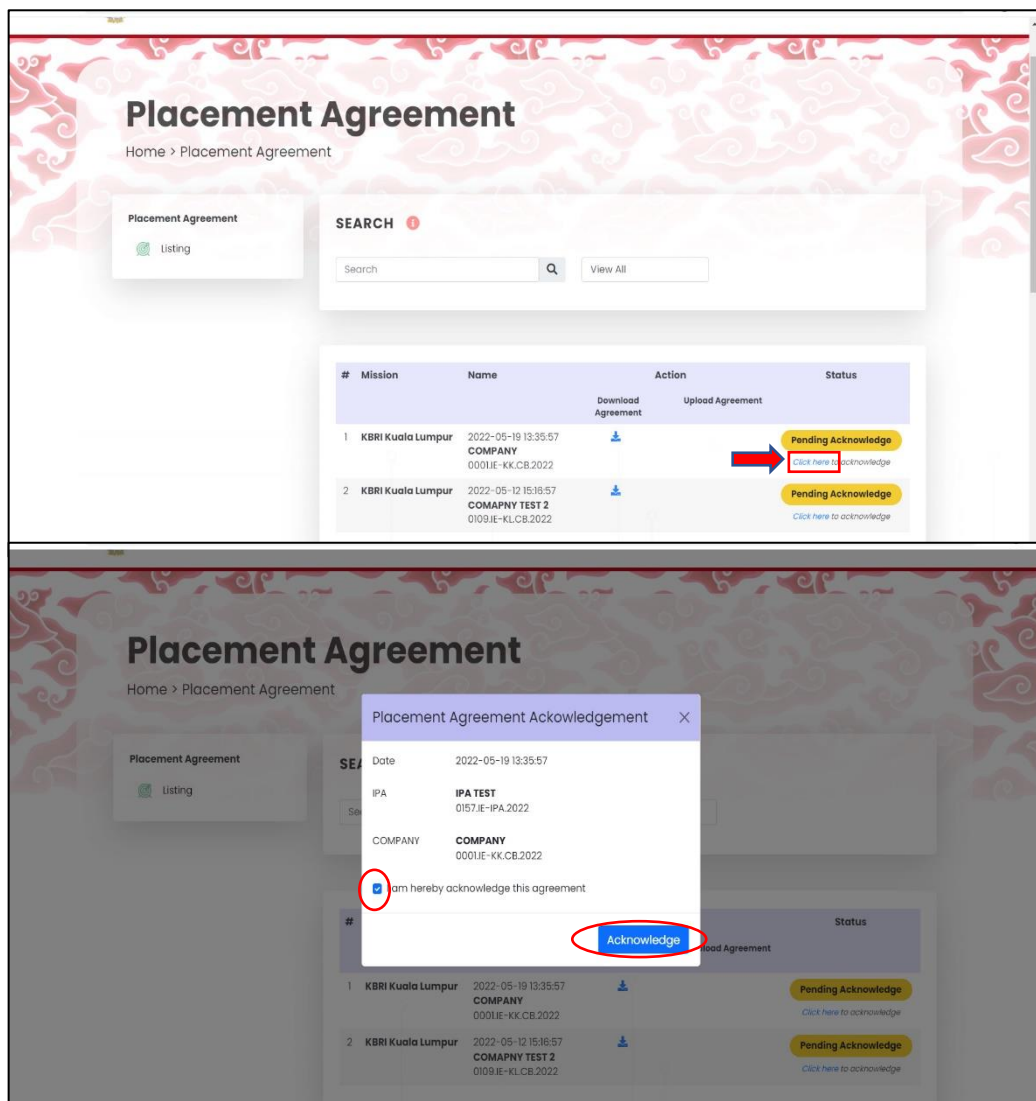
- Listing

SEARCH

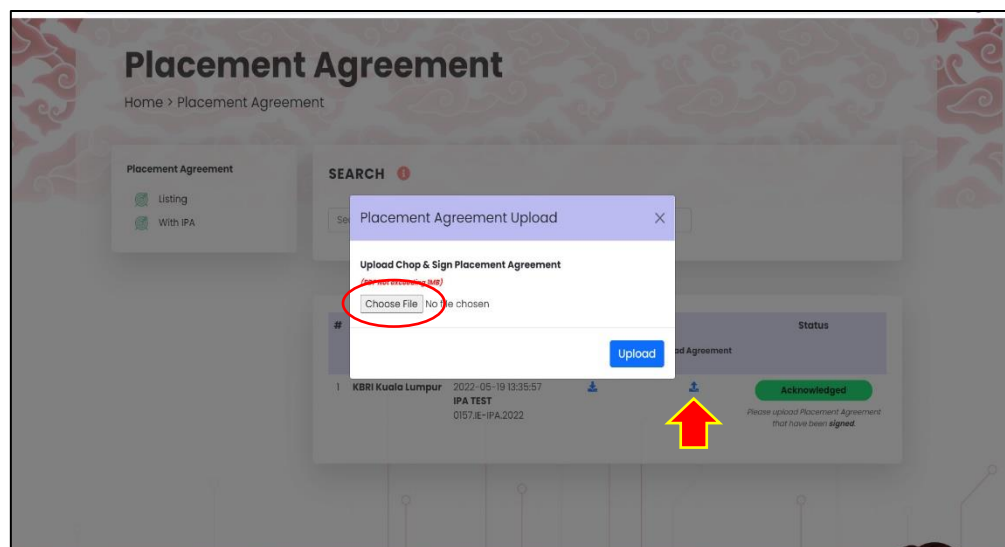
Search [] View All []

#	Mission	Name	Action	Status
1	KBRI Kuala Lumpur	2022-05-19 13:35:57 COMPANY 000UE-KK.CB.2022	Download Agreement Upload Agreement	Pending Acknowledge Click here to acknowledge
2	KBRI Kuala Lumpur	2022-05-12 15:16:57 COMAPNY TEST 2 0109.IE-KL.CB.2022	Download Agreement Upload Agreement	Pending Acknowledge Click here to acknowledge

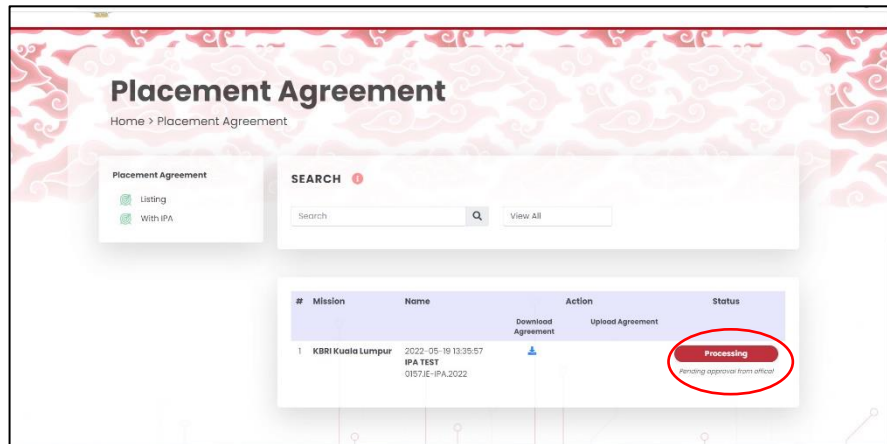
5. IPA/P3MI tekan kolom “click here” akan muncul tampilan “*placement agreement acknowledgement*” kemudian klik kotak pernyataan dan tombol persetujuan (*acknowledge*).



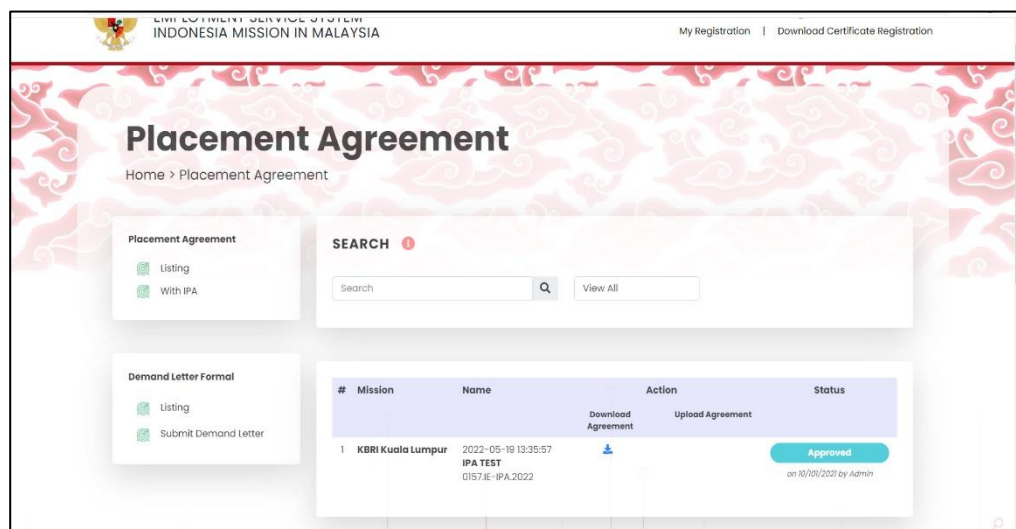
6. Selanjutnya MRA/Company meng-*upload* dokumen *Placement Agreement* (berwarna) yang telah ditandatangani, diparaf tiap halaman dan dicap oleh direktur/penanggung jawab IPA/P3MI dengan direktur MRA/Company pada kolom “upload agreement”. (***Pastikan dokumen sudah lengkap, jelas dan berwarna***)



7. Setelah berhasil upload dokumen *Placement Agreement* yang telah ditandatangani, diparaf tiap halaman dan dicap oleh direktur/penanggung jawab IPA/P3MI dengan MRA/Company, akan muncul tampilan “processing”.



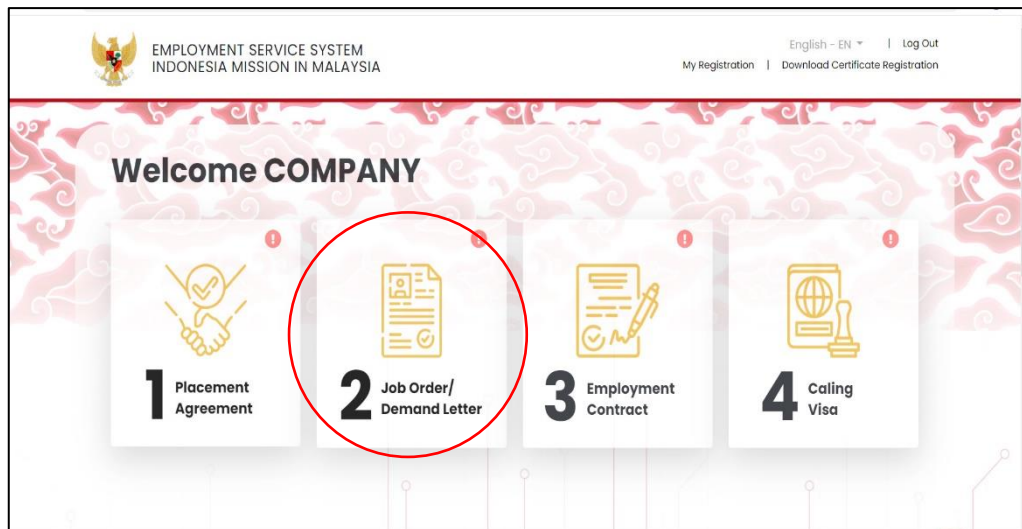
8. Jika pengajuan *Placement Agreement* sudah diverifikasi dan disetujui oleh Perwakilan RI di Malaysia, maka akan muncul status “Approved” pada tampilam MRA/Company dan IPA/P3MI.



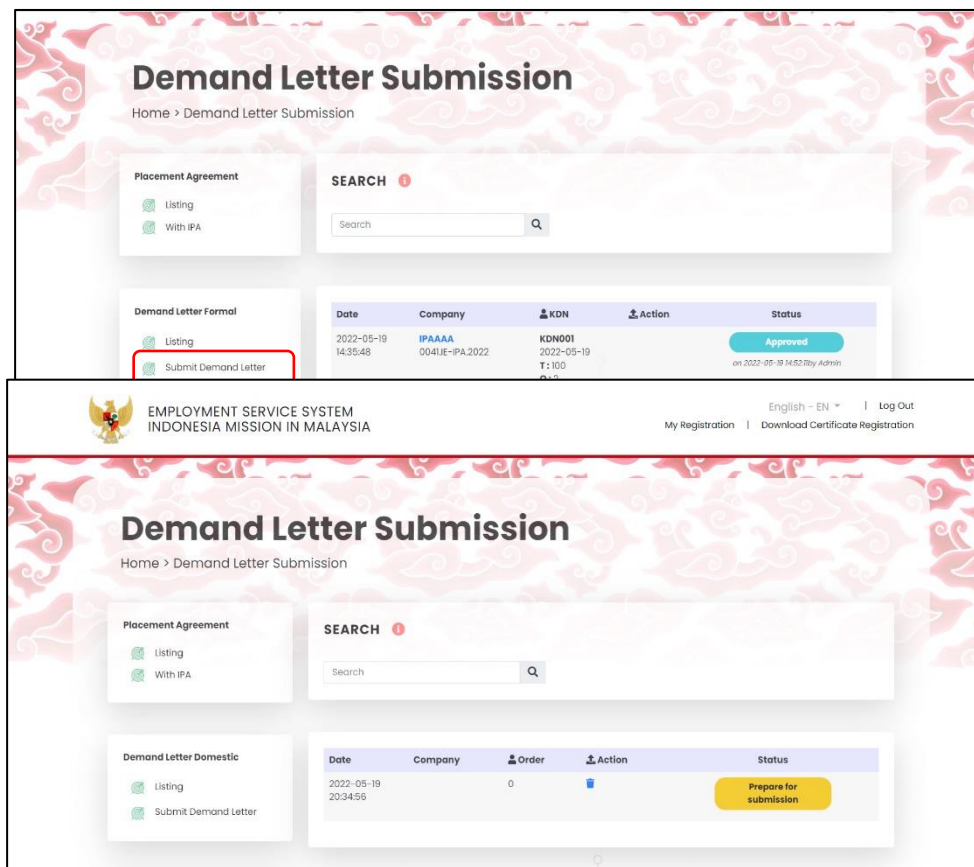
9. Anda selanjutnya masuk ke tahap pembuatan Demand Letter/Job Order

D. MEMBUAT DEMAND LETTER/JOB ORDER OLEH COMPANY/SYARIKAT (FORMAL)

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



2. Company memilih kolom “submit demand letter”



3. Memilih *name of director or owner* Company kemudian memilih name of IPA/P3MI

The left screenshot shows the 'Demand Letter Submission' page with a progress bar indicating Step 1 (Company) is active. The 'Company Details' form includes fields for Company Name, Name (highlighted with a red arrow), Position, Contact No, Address, City, and State.

The right screenshot shows the 'IPA Details' form with a progress bar indicating Step 2 (IPA) is active. The form includes fields for IPA Name (highlighted with a red arrow), IPA No (highlighted with a red arrow), Address, City, Province, and Official Contact No. There are 'Submit' and 'Back' buttons at the bottom.

4. Selanjutnya, anda menginput data pada menu yang telah disediakan dalam sistem yang berisi sebagai berikut :

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

The screenshot shows the 'Demand Letter' page with a progress bar indicating Step 3 (Manpower) is active. The 'MANPOWER DETAILS' form includes fields for KDN Approval No, Total Approval, Levy Payment No, and a table for Position / Job Title with Male and Female counts. The 'Total Order of IMW' is 250.

Position / Job Title	Male	Female
Construction Worker	250	0

Total Order of IMW: 250

Term & Condition			
Working Duration	2 Years & Extendable	Annual Leave	8 days
Salary Payment	Monthly/Bank	Basic Salary (RM)	1500.00 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
Incentif Allowance (RM)	0.00	Month	
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)		
PKS Application + Medical Screening Fees	Provided by Employer		
Master of Employment Contract	Attached		

5. Anda mengupload dokumen pendukung sesuai kolom menu masing-masing dokumen berwarna dan format (pdf) antara lain:

- Surat Permohonan
- Kelulusan KDN / KSM Malaysia dan resit bayaran Levi
- Master/Standar Penjanjian Kerja (diisi identitas lengkap, ditandatangani, diparaf dan dichop 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: contoh dokumen dapat dilihat pada bagian *view document*.

Placement Agreement

Listing

With IPA

Demand Letter Formal

Listing

Submit Demand Letter

STEP 1 COMPANY

STEP 2 IPA

STEP 3 Manpower

STEP 4 > Supporting Documents

STEP 5 Confirmation

Supporting Document

Document	View Document	File Uploaded
Application Letter		Choose File
KSM / KDN Approval Letter		Choose File
Letter of Guarantee With Stern Hasil or Notary Public		Choose File
Master Standart Contract of Employment 1		Choose File
Certificate of Workers Accommodation 1		Choose File

Submit

Back

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

Application Letter

KSM / KDN Approval Letter

Master Standart Contract of Employment

Letter of Guarantee

Certificate of Workers Accommodation

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

Submit Back

7. Muncul status “pending acknowledge”, menunggu verifikasi dan persetujuan dari IPA/P3MI

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Demand Letter Submission

Home > Demand Letter Submission

Placement Agreement

- Listing
- With IPA

SEARCH

Demand Letter Form

- Listing
- Submit Demand Letter

Date	Company	KDN	Action	Status
2022-05-19 15:52:29	IPA TEST D157.IE-IPA.2022	123415/232323/2022 2022-01-01 T: 250 O: 250	View	Pending Acknowledge
2022-05-19 14:35:48	IPAAAA 0041.IE-IPA.2022	KDN001 2022-05-19 T: 100	View	Approved

8. Pada tampilan IPA/P3MI, IPA/P3MI akan memeriksa dan menyetujui pengajuan *demand letter/job order* dari Company.

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Demand Letter Submission

Home > Demand Letter Submission

Placement Agreement

- Listing

SEARCH

Demand Letter Form

- Listing

Date	Company	KDN	Action	Status
2022-05-19 15:52:29	COMPANY 0038.IE-MC.CB.2022	123415/232323/2022 2022-01-01 T: 250 O: 250	View	Pending Acknowledge

Demand Letter Acknowledgement

Date: 2022-05-19 15:54:48

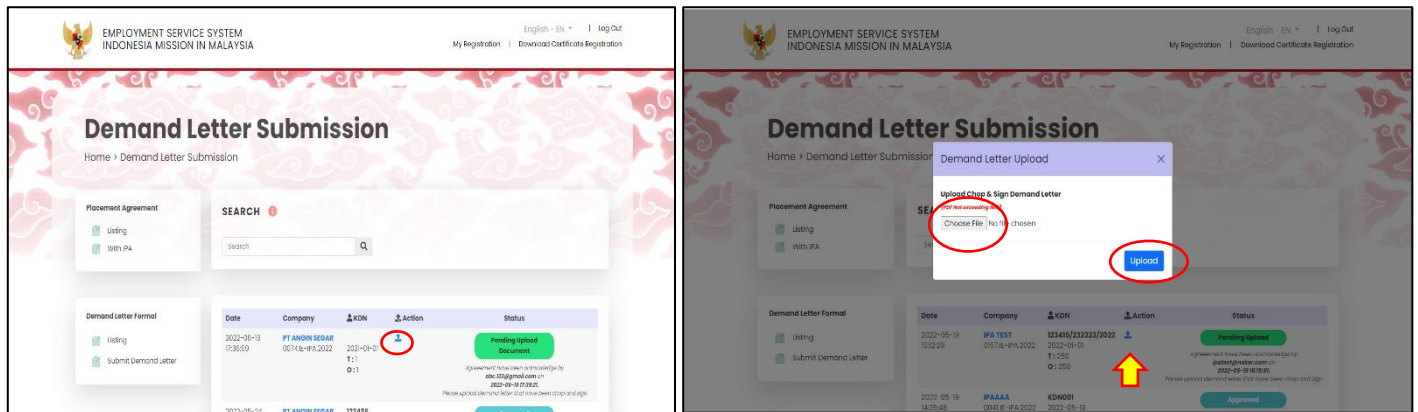
IPA: IPA TEST
D157.IE-IPA.2022

COMPANY: COMPANY
0038.IE-MC.CB.2022

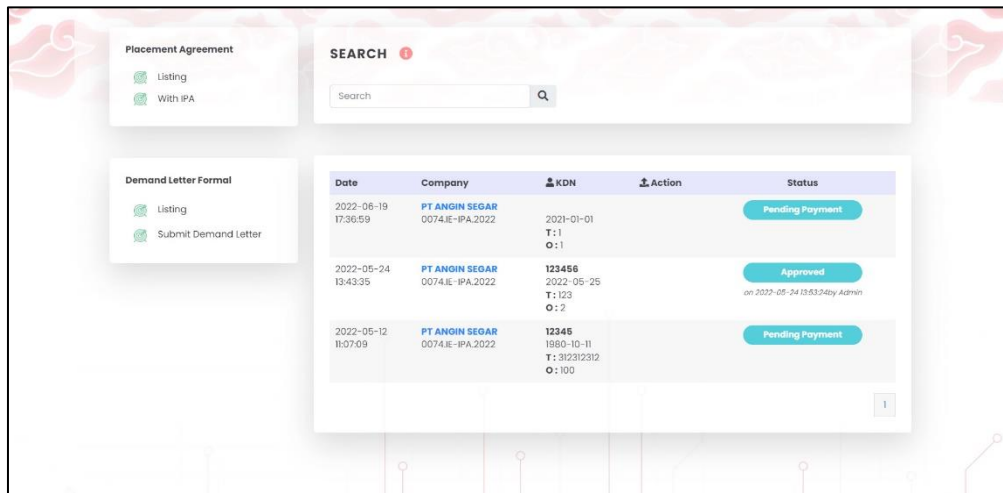
☒ I hereby acknowledge this agreement

Acknowledge

9. Company meng-*upload* form demand letter /job order yang telah ditandatangani dan dicop pada kolom “action”.



10. 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.



11. Jika pembayaran telah dilakukan, akan muncul status “approved” dan pengajuan *demand letter/job order* anda telah selesai.