



PERWAKILAN REPUBLIK INDONESIA DI MALAYSIA

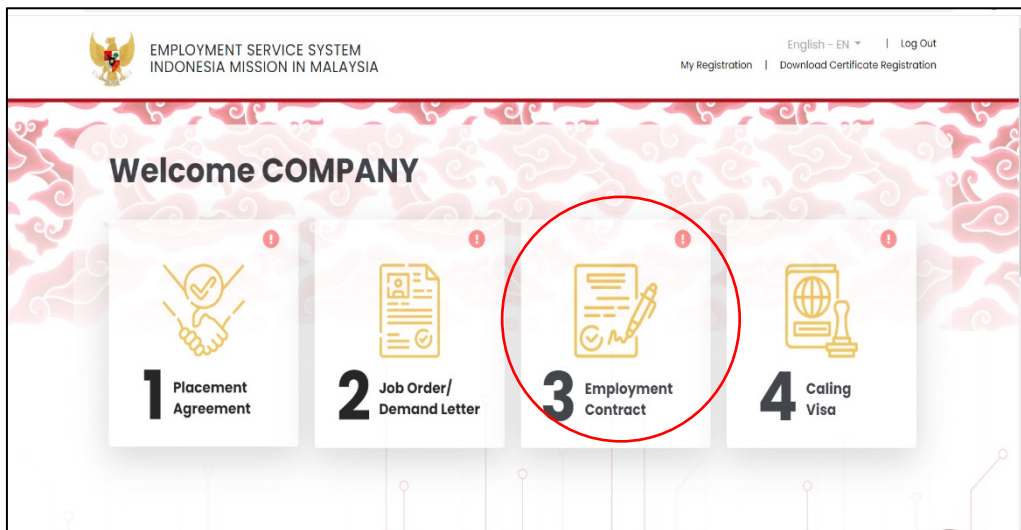
PETUNJUK MANUAL PENGUNAAN SIPERMIT

PERJANJIAN KERJA DOMESTIK

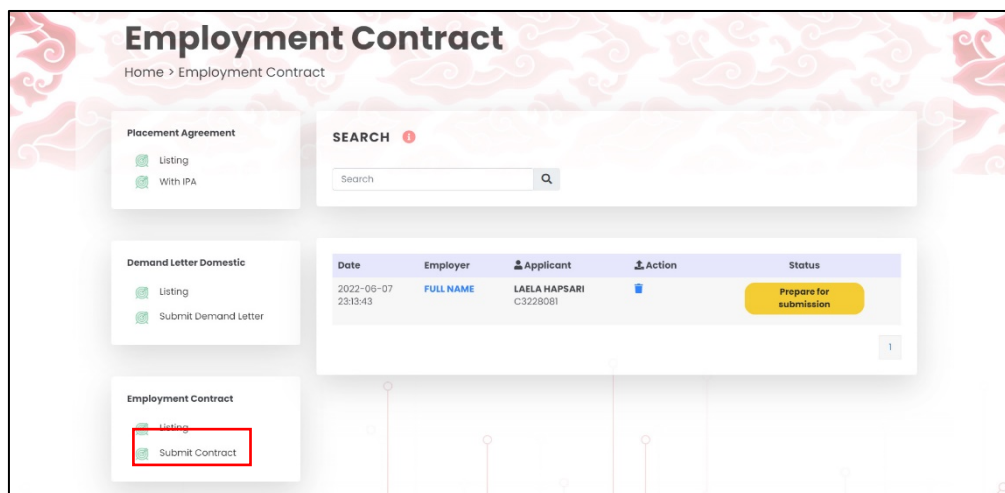
**FUNGSI TENAGA KERJA
KEDUTAAN BESAR REPUBLIK INDONESIA
KUALA LUMPUR, MALAYSIA**

I. B. PENGAJUAN PERJANJIAN KERJA / EMPLOYMENT CONTRACT DOMESTIK

1. MRA/APS pilih kolom “Emploment Contract”



2. MRA/APS pilih kolom “submit contract” kemudian memilih kolom kemudian memilih No. JO/Demand Letter yang akan diajukan untuk pengesahan perjanjian kerja.



3. MRA/APS mengisi data lengkap pemberi kerja/majikan lalu klik “submit” yang berisi sebagai berikut:

- Nama lengkap pemberi kerja/majikan
- No Telepon
- Alamat Majikan
- Email
- No IC
- Mengupload IC (berwarna)

Employer & Family Members Details

With IPA

Demand Letter Domestic

Listing

Submit Demand Letter

Employment Contract Domestic

Listing

Submit Contract

Employer Details:

Demand Letter No.: 0008/KL/DL-IF/5/2022

JO Date: 2022-05-31

Branch: KBRI Kuala Lumpur

Employer Full Name: full name

Mobile Phone No.: 0123456789

Address: -

City: -

State: Wilayah Persekutuan Kuala Lumpur

Postcode: 40500

I.C. Number: 999999-99-9999

Upload IC Front and back (Format PDF Not exceed 1MB)

images.jpg

Show all

4. MRA/APS mengisi lengkap anggota keluarga pemberi kerja/majikan (maks. 6 anggota keluarga yang berada dalam 1 Rumah) dengan mengisikan detail kondisi anggota keluarga yaitu :
- Relationship / hubungan keluarga
 - Nama
 - Tanggal Lahir
 - No Hp
 - Alamat
 - Email
 - No IC
 - Upload IC

Family Member

Family Member	Relation	
FULL NAME AGAIN 901290-21-2122 01234567890 IC : LOG.pdf Married Cert: D63 (!).pdf	Wife	

Family Members Details

Relationship: Wife

Date of Birth: mm/dd/yyyy

Full Name: -

Mobile Phone No.: -

I.C. Number: -

Note: This members must have same address with the Employer

Upload IC Front and back (Format PDF Not exceed 1MB)

Choose File No file chosen

images.jpg

Show all

5. Kemudian memilih "Add Family Member" (untuk menambahkan anggota keluarga majikan). Setiap pemberi kerja yang akan merekrut PMI Domestik untuk job category Child Caretaker untuk menjaga child dibawah umur 5 tahun dan maksimum 2 Child. Foto anak juga diperlukan untuk diupload dalam SIPERMIT. Bagi Job Category Elderly Caretaker juga di perlukan surat keterangan dari Dokter / Klinik dan foto Elderly untuk di Upload di SIPERMIT

901290-21-2122
01234567890

IC : LOG.pdf
Married Cert: D63 (1).pdf

Family Members Details

Relationship:

Date of Birth:

Full Name:

Mobile Phone No.:

I.C. Number:

Note: This members must have same address with the Employer

Upload IC Front and back **(Format PDF Not exceed 1MB)**

No file chosen

Upload Married Cert **(Format PDF Not exceed 1MB)**

No file chosen

Maximum 6 (six) family members

6. Setelah MRA/APS mengisi lengkap data semua anggota keluarga pemberi kerja/majikan , klik tombol “Submit”
7. MRA/APS menginput No. paspor calon pekerja kemudian pilih “Check”, dengan kondisi sebagai berikut:
 - a. Apabila CPMI sudah terdaftar ID di SISKOP2PMI maka Data CPMI akan otomatis terisi.
 - b. Apabila tidak terisi maka, P3MI harus memastikan Data CPMI di SISKOP2PMI tersebut:
 - 2.2 Telah diinput / validasi Data Paspor
 - 2.3 Telah melakukan dan lulus Tes Kesehatan
 - 2.4 Telah membayar Jamsos sebelum bekerja (Pra), bagi yang telah expired silahkan membayar ulang)

Employment Contract

Home > Employment Contract

Placement Agreement

- ☐ Listing
- ☐ With IPA

Demand Letter Domestic

- ☐ Listing
- ☐ Submit Demand Letter

Employment Contract Domestic

- ☐ Listing

STEP 1
Employer Details

STEP 2 >
Employee Details

STEP 3
Supporting Documents

STEP 4
Confirmation

Employee



**Passport photo size (JPEG, PNG) and does not exceed 1MB*

Passport No.

Full Name

Passport Expiry Date

Address

Geographical Unit

- a. MRA memilih Jabatan (*job title*) dari calon pekerja, Kemudian memilih Submit

The screenshot shows a web form titled "Indonesian Emergency Contract Details". It contains the following fields:

- Full Name: YAYAH
- Relationship: parent
- Contact No: (empty field)
- Job Category: Elderly Caretaker (selected from a dropdown)
- Salary per month: 1500.00 (with a note "(min 1500 and above)")
- Overtime Rest Day: 86.54

At the bottom, there are two buttons: "Submit" (in red) and "Back" (in grey). The form is displayed on a screen with a file manager at the bottom showing "images.jpg" and a "Show all" link.

8. MRA/APS mengupload dokumen pendukung pemberi kerja/majikan antara lain :
- a. Letter of Guarantee Employer yang dilengkapi setem hasil pejabat/notary public),
 - b. Copy paspor pekerja
 - c. LHDN (min. RM7000 per household/suami istri per IDMW/PMI)
 - d. Dokumen Tambahan untuk penjagaan orang tua dengan kebutuhan khusus / Dokumentasi kesehatan (*untuk elderly caretaker*)

The screenshot shows a multi-step process for document upload. The steps are:

- STEP 1: Employer Details
- STEP 2: Employee Details
- STEP 3: Supporting Documents (current step)
- STEP 4: Confirmation

On the left, there are three sections for document management:

- Placement Agreement:** Listing, With IPA
- Demand Letter Domestic:** Listing, Submit Demand Letter
- Employment Contract Domestic:** Listing, Submit Contract

The main area is titled "Supporting Document" and contains a table:

Document	View Document	File Uploaded
Employee Passport Copy (Color)		D63.pdf
Letter of Guarantee Employer With Setem Hasil or Notary Public		D63.pdf
LHDN Employer (Household) Minimum RM 7,000.00/month (latest form BE)		D63 (1).pdf
Others Supporting Document for Elderly (Medical Report or Special Needs Letter)		Choose File

At the bottom, there are "Submit" and "Back" buttons. The interface is shown on a screen with a file manager at the bottom showing "images.jpg" and a "Show all" link.

9. MRA/APS memeriksa kembali detail data yang diisi dan dokumen pendukung yang di-upload, kemudian memilih klik pernyataan dan klik “submit”.

Supporting Document

Document	View Document
Employee Passport Copy (Color)	View Document
Letter of Guarantee Employer With Setem Hasil or Notary Public	View Document
UHDN Employer (Household) Minimum RM 7,000.00/month (latest form BE)	View Document
Others Supporting Document for Elderly (Medical Report or Special Needs Letter)	View Document

☐ I hereby confirm that the document and information provided herein is correct and complete for registration purpose

Submit **Back**

10. Kedutaan Besar/Konsulat Jenderal Republik Indonesia di Malaysia akan memverifikasi pengajuan dan kelulusan untuk perjanjian kerja dari MRA/APS.

**EMPLOYMENT SERVICE SYSTEM
INDONESIA MISSION IN MALAYSIA**

English - EN | Log Out
My Registration | Download Certificate Registration

Employment Contract

Home > Employment Contract

Placement Agreement

- Listing
- With IPA

Demand Letter Domestic

- Listing
- Submit Demand Letter

SEARCH

Search

Date	Employer	Applicant	Action	Status
2022-06-21 17:36:49	FULL NAME	YANI FAUZIAH AU625045	View	Pending Approval
				Pending approval from official
2022-06-14 13:22:25	LIM SZE WAY	ITA ANITA C6651144	View	Approved
				on by Admin
2022-06-09	DAVID HENG KIT YAW	NURIAELA BT DARMA DASTA	View	Pending Approval

11. MRA/APS mengunduh Perjanjian Kerja yang sudah diberikan QR Code dan Nomor Perjanjian Kerja dengan memilih ‘nama Pemberi kerja’. Kemudian Pemberi Kerja dan MRA/APS menandatangani Perjanjian Kerja dan pemberi kerja/majikan memberikan paraf tiap halaman. Perjanjian kerja yang telah didandatangani lengkap kemudian discan berwarna ukuran A4 dan di-upload di kolom ‘Upload’ pada menu action.



EMPLOYMENT SERVICE SYSTEM
 INDONESIA MISSION IN MALAYSIA

English - EN | Log Out
 My Registration | Download Certificate Registration
 Download Manual Guideline

Employment Contract

Home > Employment Contract

Placement Agreement

- Listing
- With IPA

SEARCH

Demand Letter Domestic

- Listing
- Submit Demand Letter

Employment Contract Domestic

- Listing

Date	Employer	Applicant	Action	Status
2022-06-04 13:39:30	GAN KOK WEE			Prepare for submission
2022-06-21 17:16:49	FULL NAME	YANI FAUZIAH AU625045		Download + Upload EC Upload EC that have been sign by employer and MRA only
2022-06-14 13:22:25	LIM SZE WAY	ITA ANITA CS651144		Pending Approval

62b195c39e174.pdf
 1 / 17 100%



PERJANJIAN KERJA
 CONTRACT OF EMPLOYMENT

0009/KL/PK-D/6/2022

Yang bertanda tangan di bawah ini:
The undersigned below:

- Pemberi Kerja / Employer**
 - Nama / Name : FULL NAME
 - Nomor I/C / I/C Number : 999999-99-9999
 - Alamat / Address : --
 - No. Telepon / Telephone Number : 0123456789
 - Alamat E-mail / Email Address : email@yahoo.com
 - Difasilitasi oleh APS/Facilitated by MRA
 - Alamat / Address : [Redacted]
 - No. Telepon / Contact Number : [Redacted]
 - Alamat Email / Email Address : [Redacted]
- Pekerja Migran Indonesia/Indonesian Domestic Migrant Worker (IDMW)**
 - Nama / Name : YANI FAUZIAH
 - NIK / NIK : [Redacted]
 - Tempat, Tanggal Lahir / Place, DoB : [Redacted]
 - Jenis Kelamin / Sex : [Redacted]
 - Alamat / Address : [Redacted]

12. Perjanjian kerja dikirim ke sistem Indonesia (SISKO P2PMI) untuk proses penandatanganan oleh calon pekerja dan IPA/P3MI.



EMPLOYMENT SERVICE SYSTEM
 INDONESIA MISSION IN MALAYSIA

English - EN | Log Out
 My Registration | Download Certificate Registration
 Download Manual Guideline

Employment Contract

Home > Employment Contract

Placement Agreement

- Listing
- With IPA

SEARCH

Demand Letter Domestic

- Listing
- Submit Demand Letter

Employment Contract Domestic

- Listing

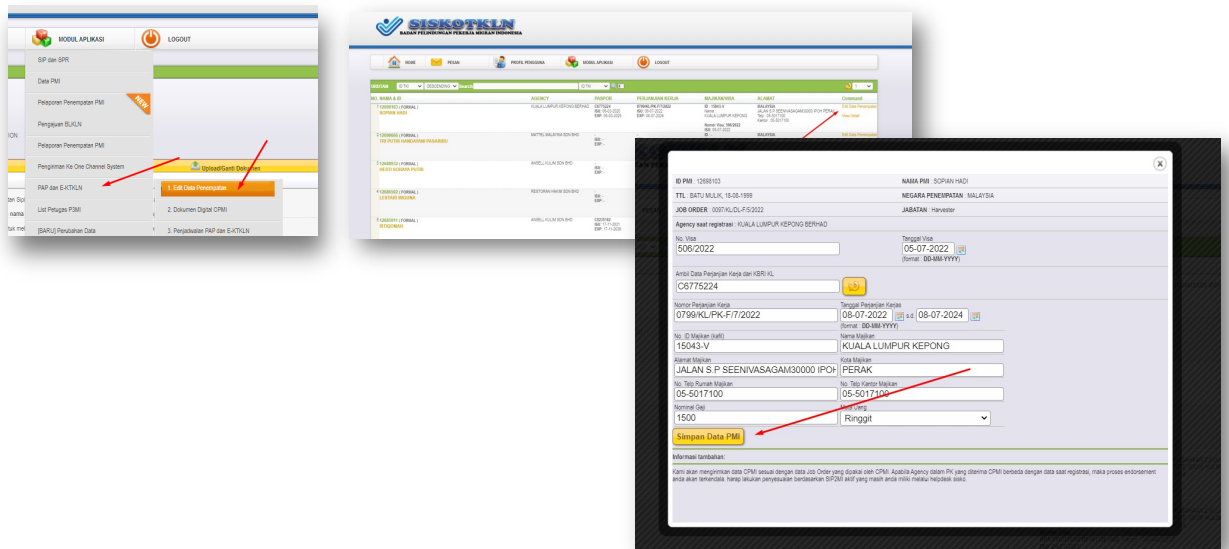
Date	Employer	Applicant	Action	Status
2022-07-04 13:39:30				Prepare for submission
2022-06-21 17:16:49	FULL NAME	YANI FAUZIAH AU625045		Pending SISKO P2PMI Processing
2022-06-14 13:22:25				Pending Approval
2022-06-09				Reject

13. P3MI men-*download* perjanjian kerja yang sudah memiliki QR Code dalam SISCO P2PMI dan ditandatangani oleh Calon PMI Domestik dan direktur/pemilik P3MI. Kemudian P3MI, mengupload Perjanjian kerja tersebut di kolom '*perjanjian kerja yang telah ditandatangani CPMI*' di SiskoP2PMI dalam ukuran A4 dan berwarna.

NO DOKUMEN	VALIDASI	THUMBNAIL
1. KTP	Siapkan Upload Dokumen	
2. PASPOR	Siapkan Upload Dokumen	
3. KARTU KELUARGA	Siapkan Upload Dokumen	
4. SERTIFIKAT KESEHATAN	Siapkan Upload Dokumen	
5. SERTIFIKAT UJI KOMPETENSI	Siapkan Upload Dokumen	
6. KARTU PESERTA ASURANSI	Siapkan Upload Dokumen	

14. Untuk pengiriman PK, Langkah ini yang harus dilakukan adalah
- Unggah Dokumen di List Dokumen CPMI
 - Kirim Data Ke Sipermi melalui Edit Data Penempatan

NO DOKUMEN	VALIDASI	THUMBNAIL
1. KTP	Siapkan Upload Dokumen	
2. PASPOR	Siapkan Upload Dokumen	
3. KARTU KELUARGA	Siapkan Upload Dokumen	
4. SERTIFIKAT KESEHATAN	Siapkan Upload Dokumen	
5. SERTIFIKAT UJI KOMPETENSI	Siapkan Upload Dokumen	
6. KARTU PESERTA ASURANSI	Siapkan Upload Dokumen	
7. PERJANJIAN KERJA	Siapkan Upload Dokumen	
8. VISI KERJA	Siapkan Upload Dokumen	
9. AKTE KELAHIRAN / LAJAZH TERAKHIR	Siapkan Upload Dokumen	
10. SURAT KETERANGAN DIN ORANG TUA/WALISUAMI/ISTRI	Siapkan Upload Dokumen	
11. PERJANJIAN PENEMPATAN	Siapkan Upload Dokumen	



15. Setelah diupload, Kedutaan Besar/Konsulat Jenderal Republik Indonesia di Malaysia akan memberikan Pengesahan secara elektronik bagi Perjanjian Kerja yang telah lengkap dan MRA/APS mendownload Perjanjian kerja dalam Sipermit untuk pengurusan lebih lanjut Visa Dengan Rujukan (VDR).
16. Perjanjian kerja yang telah disahkan akan di kirim kembali ke SISKOP2PMI.