KHAN RECRUITING AGENCY
Govt. Approved Recruiting Licence No. **RL-1552**

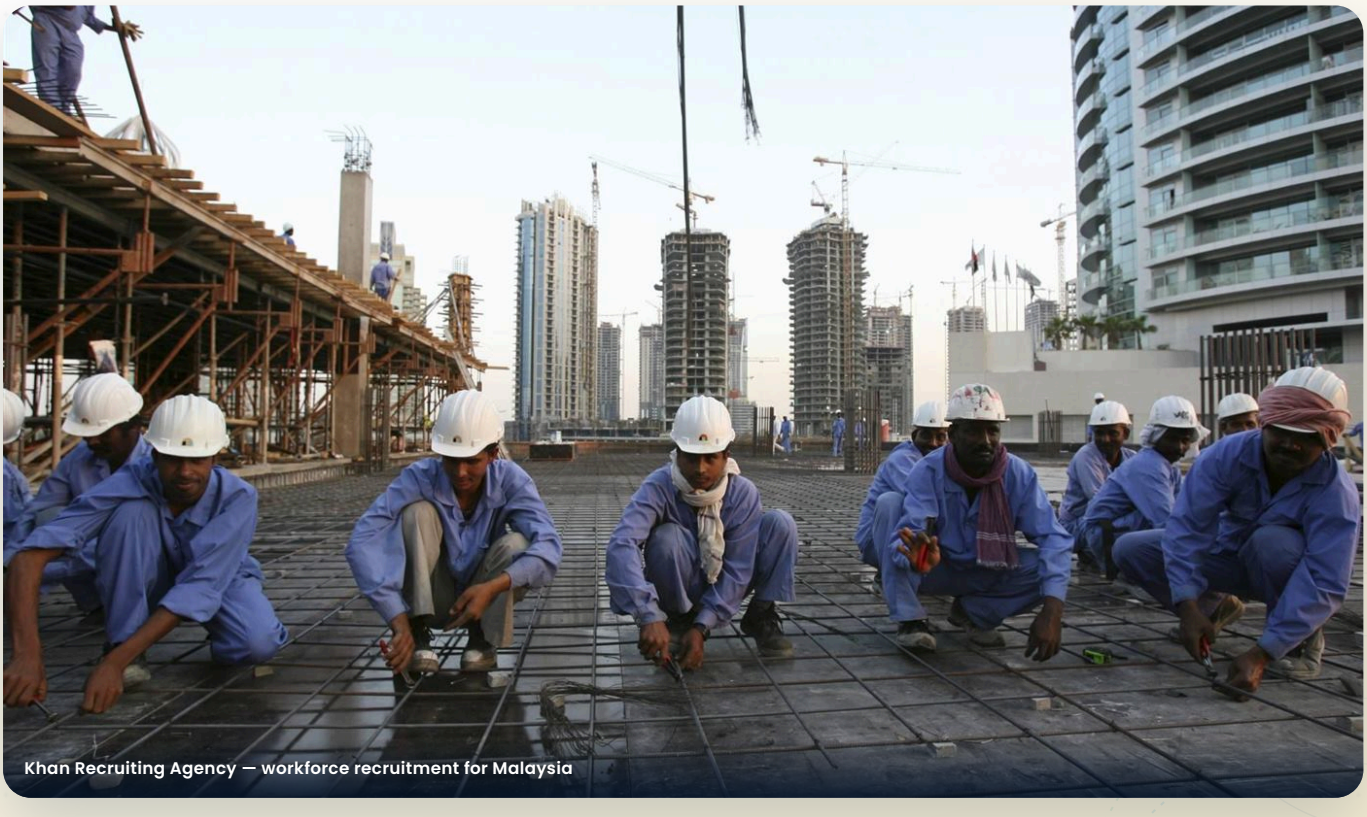
OVERSEAS EMPLOYMENT PROCESS GUIDE

Malaysia Foreign Worker Recruitment Process

From Malaysian Quota Approval to Arrival and Employment in Malaysia

For a Bangladeshi worker recruited for employment in Malaysia, the process does not end at the "Calling Visa" stage. It spans Malaysian employer approvals, recruitment documentation, VDR / Calling Visa, Bangladesh-side BMET clearance, travel, Malaysian arrival clearance, FOMEMA medical examination, and issuance of the Visit Pass (Temporary Employment).

Quota Approval | VDR / Calling Visa | Entry Visa / eVISA | BMET Clearance | FOMEMA | VP(TE) / PLKS



Khan Recruiting Agency — workforce recruitment for Malaysia

Reflects Malaysian Immigration Department and Bangladesh government guidance available as of September 2026. Exact procedure can vary by worker sector, employer, current Malaysian policy and the applicable recruitment channel — this is a process framework, not a legal checklist for every batch.

MASTER PROCESS FLOW

The Complete Process at a Glance

Twenty-one linked stages carry a worker from the Malaysian employer's manpower requirement through to the start of employment. Each stage is explained in detail on the following pages.

01 · Employer Requirement
Malaysian employer defines manpower need.

02 · Quota Approval
Foreign-worker quota (commonly "KDN Quota").

03 · Levy Payment
Employer completes required levy payment.

04 · Recruitment Arrangement
Authorised recruitment arrangement begins.

05 · Demand Documentation
Demand letter & attestation documents.

06 · Worker Selection
Sourcing, screening & employer interview.

07 · Source-Country Medical
Bangladesh-side health examination.

08 · FWCMS / VDR Processing
Application prepared for Immigration.

09 · VDR / Calling Visa
Immigration Dept. reference-based approval.

10 · Entry Visa / eVISA
Visa issued for entry into Malaysia.

11 · BMET Registration
Worker registers at the relevant DEMO office.

12 · Pre-Departure Training
3-day orientation before overseas employment.

13 · Fingerprint / Biometric
Biometric capture at DEMO office.

14 · Emigration Clearance
Bangladesh-side clearance to travel.

15 · BMET Smart Card
Emigration clearance card issued.

16 · Final Document Check
Complete travel-file audit before flight.

17 · Flight to Malaysia
Worker travels using approved documents.

18 · Immigration Clearance
Entry using VDR + entry visa.

19 · FOMEMA Medical
Second medical exam, within 30 days of arrival.

20 · VP(TE) / PLKS
Temporary employment pass issued.

21 · Employment Commences
Worker begins approved employment.

See the fully illustrated, colour-coded version of this journey on the following page, and detailed phase-by-phase explanations afterward.

VISUAL WORKFLOW

The Complete Journey, Step by Step

Every stage, in sequence, from the Malaysian employer's first requirement to the start of employment — colour-coded by phase.

1 **PHASE 1**

Employer Manpower Requirement
Malaysian employer defines the workforce needed.

2 **Foreign Worker Quota Approval**
Approval from the One Stop Centre (OSC) — commonly "KDN Quota."

3 **Levy Payment**
Employer completes the applicable levy payment.

4 **Recruitment Arrangement**
Authorised recruitment arrangement begins.

5 **Demand Letter & Attestation**
Quota, demand letter and contract documents attested by the Bangladesh High Commission, Kuala Lumpur.

6 **PHASE 2**

Worker Sourcing & Selection
Khan Recruiting Agency sources and screens candidates.

7 **Source-Country Medical**
Bangladesh-side health examination before travel.

8 **PHASE 3**

FWCMS / VDR Processing
Application prepared for Immigration reference.

9 **VDR / Calling Visa**
Immigration Department's reference-based approval.

10 **Malaysian Immigration Approval**
Immigration approves the foreign-worker / VDR process.

11 **PHASE 4**

Entry Visa / eVISA
Visa issued for entry into Malaysia.

12 **PHASE 5**

BMET Registration
Worker registers at the relevant DEMO office.

13 **Pre-Departure Orientation**
3-day training before overseas employment.

14 **Fingerprint / Biometric**
Biometric capture at the DEMO office.

15 **Emigration Clearance**
Bangladesh-side clearance to travel.

16 **BMET Smart Card**
Emigration clearance card issued.

17 **PHASE 6**

Final Document Check
Complete travel-file audit before flight.

18 **Flight to Malaysia**
Worker travels using approved documents.

19 **PHASE 7**

Malaysian Immigration Clearance
Entry using the VDR and entry visa.

20 **FOMEMA Medical Examination**
Second medical exam, within 30 days of arrival.

21 **VP(TE) / PLKS Issued**
Temporary employment pass, once certified fit.

22 **Employment Commences**
Worker begins approved employment in Malaysia.

A detailed explanation of every stage above follows on the pages ahead — including the key terminology distinctions that most often cause documentation delays.

COUNTRY FOCUS · MALAYSIA

Malaysia-Side Processing

Every stage below is administered by the Malaysian employer, the Malaysian Immigration Department, or a Malaysian mission abroad — from the first quota approval through to the worker's employment pass.

1. **Employer Manpower Requirement**
   Malaysian employer defines industry, position, headcount and experience needed.
2. **Foreign Worker Quota Approval (KDN)**
   Approval from the One Stop Centre, Ministry of Human Resources.
3. **Levy Payment**
   Paid by the employer through the Immigration Department's online foreign-worker levy system, before the VDR application.
4. **Demand Letter Attestation**
   Employer's demand letter attested at the Bangladesh High Commission, Kuala Lumpur, before recruitment proceeds.
5. **FWCMS / VDR Processing**
   Application submitted online via the Malaysian foreign-worker systems (FWCMS), by the employer or an authorised representative.
6. **VDR / Calling Visa**
   Reference-based approval issued by the Malaysian Immigration Department against the FWCMS application.
7. **Malaysian Immigration Approval**
   Immigration confirms the applicable foreign-worker / VDR process.
8. **Entry Visa / eVISA**
   Visa issued by the Malaysian High Commission, Dhaka (or the relevant Malaysian mission of origin) for entry.
9. **Immigration Arrival Clearance**
   Worker is cleared at an authorised Malaysian entry point — airport or land border checkpoint.
10. **FOMEMA Medical Examination**
    Exam completed at a health centre registered under the FOMEMA scheme, within 30 days of arrival.
11. **VP(TE) / PLKS Issuance**
    Temporary employment pass issued by the Immigration Department once the worker is certified fit.

Responsible Authority

Malaysian Immigration Department, One Stop Centre and the employer.

Employer Cost Items

Quota levy and FOMEMA arrangement are employer responsibilities.

Khan Recruiting Agency's Role

Coordinating documentation and timelines with the employer throughout.

These eleven stages run in parallel with — and depend on — the Bangladesh-side process shown on the following page. Both sides must be complete before employment can begin.

COUNTRY FOCUS · BANGLADESH

Bangladesh-Side Processing

Every stage below is administered in Bangladesh — by Khan Recruiting Agency, the Bangladesh High Commission, or the Ministry of Expatriates' Welfare and Overseas Employment (BMET) — before a worker is cleared to travel.

1. **Worker Sourcing & Selection**
   Candidates identified and screened at Khan Recruiting Agency's Dhaka office.
2. **Source-Country Medical**
   Health examination at an approved Bangladesh medical centre.
3. **BMET Registration**
   Worker registers in person at the relevant DEMO office.
4. **Pre-Departure Orientation**
   3-day training at a BMET-approved Pre-Departure Orientation Training (PDOT) centre.
5. **Fingerprint / Biometric**
   Captured at the DEMO office and linked to BMET's central database.
6. **Emigration Clearance**
   Processed through BMET's Emigration Clearance system, confirming the worker may travel.
7. **BMET Smart Card**
   Collected from the relevant DEMO office before departure.
8. **Final Document Check**
   Complete travel-file audit at Khan Recruiting Agency's office.
9. **Flight Departure**
   Worker departs for Malaysia from the international airport in Dhaka with the complete document set.

Responsible Authority

BMET, Ministry of Expatriates' Welfare and the DEMO office network.

Candidate Requirements

Valid passport, medical fitness and completed BMET registration.

Khan Recruiting Agency's Role

Guiding every candidate through each Bangladesh-side stage without delay.

All nine Bangladesh-side stages must be complete — including the BMET Smart Card — before a worker is permitted to depart for Malaysia.

PHASE 1 · STEPS 1–5

Malaysian Employer Process

1 · Manpower Requirement

The employer first defines exactly what workforce is required — industry, position, number, skill level, experience, salary, accommodation and target deployment date. A clear job order should be set before recruitment starts.

2 · Foreign Worker Quota Approval

Commonly called "KDN Quota Approval." Foreign-worker applications are subject to quota approval from the One Stop Centre (OSC), Ministry of Human Resources, establishing the employer's approved recruitment capacity.

3 · Levy Payment

After quota approval, the employer completes the applicable levy payment before proceeding to the VDR / foreign-worker pass application. This is an employer-side Malaysian process.

4 · Recruitment Arrangement

With the required approval in hand, the employer proceeds with the authorised recruitment arrangement — this is where the approved job order becomes an active candidate-recruitment project in Bangladesh.

5 · Demand Letter & Recruitment Documentation

The manpower requirement normally needs supporting documentation — quota approval, demand letter, employment contract, employer/company documents and authorisation papers. The Bangladesh High Commission in Kuala Lumpur publishes checklists for demand-letter attestation; the exact route should be confirmed against current mission requirements for each batch.

Sample Manpower Requirement

Industry	Manufacturing
Position	Production Worker
Skill Level	Semi-Skilled, 1–2 years' experience
Country of Origin	Bangladesh
Salary / Accommodation	As approved / agreed with employer

Terminology can vary by market. For current operational documentation, always confirm the exact authority and process applicable to a specific recruitment batch.

PHASE 2 · STEPS 6–7

Bangladesh Recruitment & Source-Country Medical

Once the recruitment order is confirmed, Khan Recruiting Agency sources suitable candidates in Bangladesh against the employer's actual job description and selection criteria.

1 Requirement → 2 Sourcing → 3 Screening → 4 Experience Check → 5 Skill / Trade Test → 6 Employer Interview → 7 Final Selection

7 · Source-Country Medical Examination

Malaysian Immigration requires foreign workers to be certified healthy through examination at an approved health centre in the source country. This Bangladesh-side medical happens **before** travel to Malaysia and is separate from the later FOMEMA examination.

Important Note

An approved quota is not a guarantee that the full number of candidates will automatically be available. Candidate suitability and employer selection remain separate, genuine steps in the process.



Screened, trade-tested candidates prepared for Malaysia deployment

Recognised health-examination centres and required medical panels can vary by destination requirement — Khan Recruiting Agency coordinates candidates through the applicable approved centre for each recruitment batch.

PHASE 3 · STEPS 8–10

VDR / Calling Visa

8 · FWCMS / Foreign Worker Processing

Recruitment may run through the relevant Malaysian foreign-worker systems (FWCMS) and authorised representatives. The employer or authorised representative prepares the worker's application and supporting documents for eVDR / Calling Visa processing.

9 · Calling Visa = Visa With Reference (VDR)

What the Bangladesh manpower industry commonly calls the **"Calling Visa"** is officially the **Visa With Reference (VDR)** — a visa issued by a Malaysian mission abroad after the application has been referred to, and approved by, the Malaysian Immigration Department. A worker should never be described as simply holding a normal tourist/social visa; a foreign worker requires this proper employment-related immigration approval.

10 · Malaysian Immigration Approval

Before the entry visa is issued, Malaysian Immigration must approve the applicable foreign-worker / VDR process. Supporting documentation can include:

- ✓ Immigration Approval
- ✓ Quota Approval
- ✓ Levy Receipt
- ✓ Passport & Photograph
- ✓ Medical Documentation
- ✓ Security Bond / Guarantee

Authorised Representative

Applications are prepared and submitted by the employer or its authorised agent — not directly by the worker.

Processing Time

Varies by sector, quota volume and current Immigration Department workload — plan recruitment timelines accordingly.

Status Updates

Khan Recruiting Agency tracks VDR status and keeps the employer informed at each stage of approval.

The exact checklist depends on the applicable process and current Malaysian Immigration Department requirements at the time of the batch.

PHASE 4 · STEP 11

Entry Visa / eVISA

This is one of the areas most often confused in the industry. The VDR / Calling Visa and the Entry Visa / eVISA are two distinct stages, not the same document.

VDR / Calling Visa

The Immigration Department's **approval / reference stage** — confirmation that Malaysian Immigration has referred and approved the worker's application.

Entry Visa / eVISA

The actual **visa used to enter Malaysia**, issued once the VDR stage is complete, through the applicable visa-application channel.

Simplified Sequence

1. **Immigration Approval** →
2. **VDR / Calling Visa** →
3. **Entry Visa / eVISA** →
4. **Travel to Malaysia**

Malaysian High Commission, Dhaka

Confirms Bangladeshi nationals require a visa for Malaysia; foreign-worker visa applications are submitted through the relevant visa-application channel.

VDR Documentation Includes

Immigration Department approval letter, passport, visa form, photographs and other required supporting documents.

Application Review

The Malaysian mission verifies the VDR reference before issuing the entry visa.

Visa Validity Window

Entry visas are generally time-bound — travel should be scheduled within the validity period issued.

Agency Coordination

Khan Recruiting Agency liaises with the mission and employer to keep the visa timeline on track.

The exact submission method should follow current instructions from the Malaysian mission / authorised visa agency and the official MYVISA system.

PHASE 5 · STEPS 12–16

Bangladesh BMET Process

Holding a Malaysian visa does not mean a worker can simply travel — Bangladesh's own emigration-clearance process must also be completed.

12 · BMET Registration

The worker completes the applicable BMET / DEMO registration process — the Ministry of Expatriates' Welfare instructs workers to register at the relevant DEMO office after obtaining their passport.

13 · Pre-Departure Orientation

A 3-day pre-departure training covering employment conditions, the destination-country environment, worker responsibilities, safety, legal awareness, and basic rights and obligations.

14 · Fingerprint / Biometric

The worker provides fingerprints at the relevant DEMO office. This biometric data is held in BMET's central database and linked to the emigration-clearance process.

15 · Emigration Clearance

Once the required visa / work authorisation and Bangladesh-side requirements are complete, the worker needs Emigration Clearance — provided in the form of the migrant worker Smart Card.

16 · BMET Smart Card / Emigration Clearance Card

The Ministry's pre-departure guidance specifically instructs workers to obtain their BMET Smart Card before travel. It contains the worker's relevant information and biometric identity data, and serves as a critical part of the overseas-departure process.

DEMO Office

District Employment & Manpower Office — where registration, biometric and clearance steps are completed.

Sequential Steps

Registration, training, biometric and clearance generally follow in this order before the Smart Card is issued.

Agency Support

Khan Recruiting Agency guides each candidate through every BMET stage to avoid delays before departure.

All five BMET-side steps must be completed before a worker is cleared to travel — none of them can be skipped or completed after arrival in Malaysia.

STEPS 17–18

Final Document Check & Flight

Before departure, the recruitment agency conducts a final audit of the worker's complete travel file.

DOCUMENT	STATUS REQUIRED
Passport	Valid
Malaysia VDR / Calling Visa	Approved
Malaysia Entry Visa / eVISA	Available
Employment Contract	Final
Source-Country Medical	Completed
BMET Registration	Completed
Pre-Departure Training	Completed
Fingerprint / Biometric	Completed
Emigration Clearance	Completed
BMET Smart Card	Received
Flight Ticket	Confirmed
Employer & Emergency Contact Details	Available
Receipts / Supporting Papers	Complete

Independent Verification

Each document is checked against its issuing authority before being marked complete.

Duplicate Copies

Workers keep photocopies of key documents separate from originals during travel.

Emergency Contact Briefing

Workers are briefed on employer and agency emergency contacts before departure.

18 · Flight to Malaysia

Once Malaysia Immigration approval, the entry visa, BMET emigration clearance, the Smart Card and all required documentation are complete, the worker is prepared for international travel.

PHASE 7 · STEP 19

Arrival in Malaysia — Immigration Clearance

Malaysian Immigration Arrival Clearance

The worker enters Malaysia through an authorised entry point using the required VDR issued by Malaysian Immigration together with the entry visa issued by the Malaysian representative office in the country of origin.

Malaysian Immigration places responsibility on employers to ensure arrival clearance is completed within the applicable period. Official guidance has referenced both a six-hour statement and a 24-hour statement in different sections — employers should confirm the currently applicable operational requirement for the specific entry route before travel.

VDR Required

Issued by Malaysian Immigration Department.

Entry Visa Required

Issued by the Malaysian mission of origin.

Employer Responsibility

Clearance timing confirmed per current route.



Supporting workers through arrival and onboarding in the destination country

STEPS 20–21

FOMEMA Medical Examination

A second, distinct medical stage — do not confuse this with the Bangladesh source-country medical completed earlier.

Before Malaysia

Source-Country Medical — completed in Bangladesh prior to travel.

After Arrival in Malaysia

FOMEMA Medical — at a registered FOMEMA health centre, required for VP(TE) issuance.

Malaysian Immigration states the employer must arrange the worker's FOMEMA examination within **30 days after arrival** for purposes of issuing the VP(TE).

21 · FOMEMA Result

FIT

The worker proceeds toward issuance of the relevant employment pass, VP(TE) / PLKS.

Not Fit

Malaysian Immigration states the employer must arrange the worker's repatriation via the relevant Check Out Memo process.

Registered FOMEMA Centres Only

The examination must take place at a health centre registered under the FOMEMA scheme — not any general clinic.

Employer Arranges the Appointment

Scheduling and cost of the FOMEMA examination is an employer responsibility under current Immigration guidance.

Missing the 30-day FOMEMA window can delay or jeopardise VP(TE) issuance — employers should schedule the appointment promptly after arrival.

STEPS 22–23 · FINAL STAGE

VP(TE) / PLKS & Employment Commences

22 · Visit Pass (Temporary Employment) — VP(TE)

After the worker passes the Malaysian FOMEMA examination, the Visit Pass (Temporary Employment) can be issued. The industry commonly refers to this employment pass as **PLKS**. Malaysian Immigration states VP(TE) is issued only after the foreign worker has been certified fit by a FOMEMA-registered medical centre, and issuance is handled by the Immigration Office associated with the VDR approval.

VP(TE) = PLKS

Two names for the same Malaysian temporary employment pass.

23 · Employment Commences

Once arrival, medical and immigration formalities are complete and the worker holds the appropriate employment pass, employment begins under the approved arrangement.



From recruitment in Bangladesh to employment in Malaysia

Twenty-three linked stages, two countries and multiple government authorities — completed correctly, this process delivers a documented, work-ready employee to the Malaysian employer.

REFERENCE SUMMARY

The 5 Most Important Distinctions

These five terms are the most frequently confused in the industry — understanding the difference prevents costly documentation errors.

TERM	WHAT IT MEANS
Quota Approval / KDN Quota	Employer's foreign-worker recruitment quota approval
VDR / Calling Visa	Malaysia Immigration's reference-based approval for entry
Entry Visa / eVISA	The visa used by the worker to enter Malaysia
BMET Smart Card	Bangladesh-side emigration-clearance evidence
VP(TE) / PLKS	Malaysian temporary employment pass, issued after required arrival formalities and FOMEMA medical

Employer Requirement → Start of Employment

Manpower Requirement → Quota Approval (KDN) → Levy Payment → Demand Documentation → Worker Selection → Source-Country Medical → FWCMS / VDR Processing → VDR / Calling Visa → Entry Visa / eVISA → BMET Registration → Pre-Departure Training → Fingerprint / Biometric → Emigration Clearance → BMET Smart Card → Final Document Check → Flight → Immigration Clearance → FOMEMA Medical → Medically Fit → VP(TE) / PLKS → **Employment Commences**.

Malaysia-Side Stages

Quota, levy, VDR, immigration and FOMEMA approvals — governed by Malaysian Immigration and the employer.

Bangladesh-Side Stages

BMET registration, training, biometric and emigration clearance — governed by Bangladesh authorities.

Khan Recruiting Agency's Role

Coordinating both sides — sourcing, documentation and communication from job order to deployment.

Because Malaysian foreign-worker rules and operational procedures can change, this should be treated as a process framework rather than a legal checklist for every future recruitment batch. Verify current Immigration, FWCMS, Malaysian mission and BMET requirements before submitting each batch.

SOURCES & CONTACT

Reference Sources & Employer Contact

Guidance Referenced

Department of Immigration Malaysia

Foreign-worker procedure, VDR, FOMEMA, VP(TE) and arrival-clearance requirements.

Malaysia MFA — High Commission, Dhaka

Visa requirements and VDR documentation checklists for Bangladeshi nationals.

Probashi — Ministry of Expatriates' Welfare

Pre-departure preparation, DEMO registration, fingerprint and Smart Card guidance.

BMET

Emigration clearance, Smart Card and biometric database information.

This document reflects official guidance available as of September 2026 and is intended as a process framework for internal use and employer briefing. Procedures, fees and required documents can change — always verify current requirements with the relevant authority before each recruitment batch.

How Khan Recruiting Agency Can Help

Documentation Support

Guidance through demand letters, VDR and BMET paperwork.

Candidate Sourcing

Screened, trade-tested workers matched to your job order.

End-to-End Coordination

One point of contact from quota to deployment.

For Employer Enquiries

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For a Malaysia-bound recruitment batch — quota, demand letter, worker selection or documentation support — contact Khan Recruiting Agency's recruitment team directly via the details above.