

1. DECLARATION

To: **TDM Plantation Sdn. Bhd.**

Registration No.: 198301015286 (110679-W)
Wisma TDM, 443D, Jalan Kamaruddin
20400 Kuala Terengganu
Terengganu, Malaysia

We confirm that the information above is true and accurate and if part or any of it is found to be untrue, you have the right to deregister our company and thereafter we will not be allowed to participate in any of your projects, current or proposed.

Authorized Signature _____

Name :

Designation :

Contact Number :

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2. COMPANY BACKGROUND

Please provide us with the following detail below:

2.1 Company Name :

2.2 Company Address :

2.3 Company Registration No :

2.4 Company Contact Person & Number

Description	Contact Person	Contact Number	E-mail Address
Weekdays			
Weekend			
Emergency (24 hours)			

2.5 Company Staff

***Organization structure with work assigned**

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Item No	Document Attach
2.1	a. Company license copy b. Embassy verification certificate c. JTKSM verification certificate (Malaysian Recruitment Agency Only)
2.6	Organization Chart
2.6	Photo of premises

2.6 Do you have any branch offices in your origin country?

Yes

No

Company Name	Location	Contact Person	Contact Number	E-mail Address

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3. SERVICE OVERVIEW

Item No	Document Attach
3.3	Flow Chart after calling visa

3.1 Do you have a dedicated team for this service?

Yes

No

**Please identify the dedicated team in your organization chart*

3.2 What is your office hour?

Category	Day	Start Time (am)	End Time (pm)
Weekdays	Monday - Friday		
Weekends/Rest Day	Saturday - Sunday		

3.3 Estimate no. of days for a worker to arrive at KLIA
(From the day of Calling Visa being issued)

Days

**Please provide a flow chart detailing the process of each section, cost, and document required*

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3.4 Do you have an Emergency Respond Team with response within 24 hours (for emergencies)? If yes, please state the Contact Person Number

Yes	No	Contact Person	Contact Number

3.5 hours

3.6 Can your staff members speak fluent English

Yes No

3.7 Do you able to visit our estates in Malaysia if required?

Yes No

3.8 How many times do you able to visit our estates per year? Please state the number of times in the box below.

Times

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4. RECRUITMENT PROCESS OVERVIEW

4.1 What is your pre-selection process?

How do you conduct pre-selection before the final interview? What is the flow of your pre-selection process?

**Please attach the necessary files and name them accordingly*

4.2 Place/location to conduct interview & selection of workers

**Please attach photos and label the photos based on the numbering below.*

No	Address	Own/Renting	Hall/Room	Remarks

4.3 Please describe your pre-departure processing and orientation/Document of orientation to inform workers as a reminder.

**Please provide your information and answer in the attachment*

Item No	Document Attach
4.1	Pre-Selection Flowchart
4.2	Photo of premises / Interview Hall
4.3	Pre-departure Flowchart
4.4	Information on accommodation
4.5	Information on Transportation

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4.4 Do you provide applicants with accommodation if they live outside the city? If you do, what type of accommodation is provided and how much is the cost per worker? Please attach pictures or detailed descriptions of accommodation provisions for workers.

****Please provide your information and answer in an attachment***

4.5 Do you provide transport services from the village to the city? If you do, what type of vehicle do you provide and how much is the cost per worker? Please attach pictures or detailed descriptions of transport provisions for workers.

****Please provide your information and answer in an attachment***

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Item No	Document Attach
5.1	Demand Letter
5.2	Demand Letter

5. TRACK RECORD INFORMATION

5.1 Have you ever been awarded to supply the workforce for Plantation Companies in Malaysia? (Copy of Demand Letter must be enclosed)

**If yes, please provide details*

No	Company Name	No of Manpower	Year (Latest)	Origin
	Example: XYZ Sdn. Bhd	250	2023	Lombok, Indonesia
1				
2				
3				
4				

Please add more rows if required

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5. TRACK RECORD INFORMATION

Item No	Document Attach
5.1	Demand Letter
5.2	Demand Letter

5.2 Please list other sectors that you had been awarded to supply manpower to other employers.

**If yes, please provide details*

No	Company Name	No of Manpower	Year (Latest)	Origin
1				
2				
3				
4				

Please add more rows if required

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5. TRACK RECORD INFORMATION

Item No	Document Attach
5.3	Achievement Document

5.3 Overview of Award/ Achievement / Certification including participation in any recruitment capacity-building programs or management accreditation schemes (e.g. ISO, IOM, IRIS, OTL, RBA / OTHERS

**Kindly provide relevant supporting documents, including audit non-compliance closure reports or corrective action plan*

No	Award/Achievement/Certification	From which Organization/Parties	Year
1			
2			
3			
4			
5			
6			
7			
8			

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6. ETHICAL RECRUITMENT PRACTICES

6.1 Recruitment in Origin Country

Criteria		Company Response and to Attach Supporting Documents	Document Label (Filename)
a	Do your past / current recruitment practices adhere to ethical or zero-cost principles? What standard/guidance do you follow if yes?		Business code of Conduct
b	Do you have an ethical Recruitment Policy to cover ethical elements?		Recruitment Policy
c	What measures do you put in place to ensure your policy is fully implemented? What do you do to make sure everyone understands this policy?		Pictures of training conducted
d	Do you have a Human Rights Policy?		Human Rights Policy
e	How do you ensure business integrity and ethics, including the prohibition of gifts/payments by candidates or selected workers to agency staff and/or by agency staff to officials or other concerned parties, as well as the avoidance of conflicts of interest?		Business Code of Conduct Policy

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6. ETHICAL RECRUITMENT PRACTICES

6.2 Communications with Workers

Criteria	Company Response and to Attach Supporting Documents	Document Label (Filename)
<p>a How do you advertise or inform workers about job availability?</p> <ul style="list-style-type: none"> • What is the information that you include in communicating the job availability? • How do you ensure workers fully understand and consent to the processes and costs involved in their recruitment? • How do you inform workers of their recruitment rights and responsibilities? 		<p>Communication Process (flow chart or any materials used for communication purposes)</p>

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6. ETHICAL RECRUITMENT PRACTICES

b	Do you provide confidential, secure, and effective feedback, grievance or complaints mechanism for candidates and selected workers to voice their complaints and concerns, during the recruitment processes and following deployment?		Grievance / Complain helpline
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6.3 Monitoring and due diligence processes

	Criteria	Company Response and to Attach Supporting Documents	Document Label (Filename)
a	Do you conduct a risk assessment on your recruitment processes to identify risks and control these risks during recruitment? If you do, do you use the services of a 3rd party organization to conduct it?		Risk Assessment Process
b	Do you use recruitment intermediaries? How many do you use to support your sourcing activity? What is their service/ what do they do?		Full job description. Name list (if available)

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c	<p>How / what is your relationship with intermediaries?</p> <p>Direct employee, sub-contract, freelance.</p>		
d	<p>Do you conduct due diligence/audit/checking on the background of intermediaries/third parties involved in the recruitment processes? How do you ensure the control of related risks?</p>		<p>The contract between Agent and Intermediary</p>

” To specify the file name of your attached policies

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7. FINANCIAL INFORMATION

Item No	Document Attach
7.1	Bank statement for the past three months
7.2	Audited financial statement for the year ended 31 December 2023

7.1 Do you have a bank statement in your origin country?

Yes No

No.	Monthly Statement	Ending Balance (IDR – Indonesian Rupiah)	Ending Balance (MYR - Malaysian Ringgit)
1	May 2024		
2	June 2024		
3	July 2024		

**Please attach the bank statement for the past three months.*

7.2 Do you have an audited financial statement in your company?

**If yes, please attach the supporting reports.*

Yes No

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