

# **GUIDELINES FOR THE EMPLOYMENT OF NON-MALAYSIAN CITIZENS IN THE SECURITIES AND FUTURES INDUSTRIES**

## **Frequently-Asked-Questions**

**1. When should the application for a post to be filled by a Non-Malaysian citizen be made?**

The application to SC should be submitted at anytime after a post has been identified to be filled by a Non-Malaysian citizen. The application for the post may be accompanied by the application by a Non-Malaysian citizen identified to take up the position in the applicant company. Since the SC's approval is required before an application for work permit can be made to the Immigration Department, the applicant must allow for sufficient time for the SC to conduct the assessment of the application.

**2. What is the procedure for the application?**

The application can be made by completing the relevant forms, i.e. Form 1 and Form 2, before submitting to the Licensing Department for processing. Please refer to Chapter 3 of the Guidelines for the application procedure.

Upon assessing the application and if approved, the SC will inform the applicant accordingly and a copy of the approval letter will be sent to the Immigration Department. The applicant shall then proceed to the Immigration Department for the application for work permit.

**3. How long will it take, from the point of application, for the SC to approve the application?**

If the information submitted is complete, the SC will inform the applicant within three weeks from the date of submission, taken into consideration also the time taken by foreign counterparts in conducting relevant security vetting.

**4. Can the relevant documents be submitted to the Immigration Department while waiting for approval from the SC?**

Under the current arrangement, all applications for work permit must be submitted to the Immigration Department together with recommendation/ approval letter from SC. Therefore, the application for approval of SC should be forwarded to the SC first.