


# APPLICATION FOR SYSTEM MAID ONLINE

**ONLINE REGISTRATION PROCEDURES OF FOMEMA MEDICAL EXAMINATIONS FOR SYSTEM MAID ONLINE**

1. Provide a copy of the required documents, perform the Employer Account registration at FOMEMA ONLINE WEB PORTAL via <https://portal.fomema.my/> by selecting "MAID ONLINE" under Employer Category and upload the required documents online.
2. Within two (2) working days, the employer will receive a "Confirmation e-mail" of the Employer's Account, and next, the employer may proceed to log into FOMEMA Portal and enter worker's information accordingly.
3. After the worker's information is entered, the employers can make an online payment via the FPX (Financial Process Exchange) facility provided.
4. The next step is that the employer must print out FOMEMA Medical Examinations Form obtained from FOMEMA Portal and bring the worker to FOMEMA panel clinic which has been selected earlier by the employer at the time of the registration is made.
5. Within ten (10) working days after the completion of medical and X-ray examinations at FOMEMA clinic panel, employers may check the results or the status of FOMEMA medical examinations via online at FOMEMA Corporate Website [www.fomema.com.my](http://www.fomema.com.my).
6. The Online Result can be checked by clicking on the ONLINE RESULT button and then enter the worker's code / worker's passport number in the section provided.
7. If the status of FOMEMA medical examinations result is "SUITABLE", the employer may bring the worker to the Immigration Department of Malaysia to obtain the work permit.
8. If the status of the FOMEMA medical examinations result is "UNSUITABLE", the slip of medical examinations result "UNSUITABLE TO WORK IN MALAYSIA" will be sent to the employer and the employer must send the worker back to his / her country of origin.

**FOMEMA<sup>®</sup> MEDICAL EXAMINATIONS PROCEDURES FOR SYSTEM MAID ONLINE APPLICATION**



**Prevention & Care**

[HTTPS://PORTALFOMEMA.MY](https://portal.fomema.my)

## GENERAL

### WHAT ARE THE REQUIRED DOCUMENTS FOR SYSTEM MAID ONLINE APPLICATION?

- I) A copy of employer's NRIC / a copy of employer's passport for Non-Malaysian
- II) A copy of System Maid Online Slip that can be obtained from the Immigration Department of Malaysia

### WHEN SHOULD THE EMPLOYER BRING THEIR DOMESTIC HELPER TO DO MEDICAL EXAMINATION AT FOMEMA PANEL CLINIC?

The employer must bring their Domestic helper to do medical examinations as soon as possible **after the registration made at FOMEMA Online Portal**. This is to ensure the medical examinations result can be obtained within the stipulated time frame.

### CAN WE APPEAL FOR UNSUITABLE MEDICAL EXAMINATION RESULT FOR SYSTEM MAID ONLINE?

- i) If the status of FOMEMA medical examinations result is "**UNSUITABLE**", the slip of medical examinations result "**UNSUITABLE TO WORK IN MALAYSIA**" will be sent to the employer and the employer must send the worker back to his / her country of origin.
- ii) Any FOLLOW-UP or APPEAL of the medical examination result for System Maid Online Application is "**NOT**" allowed as stated by the Immigration Department of Malaysia.