

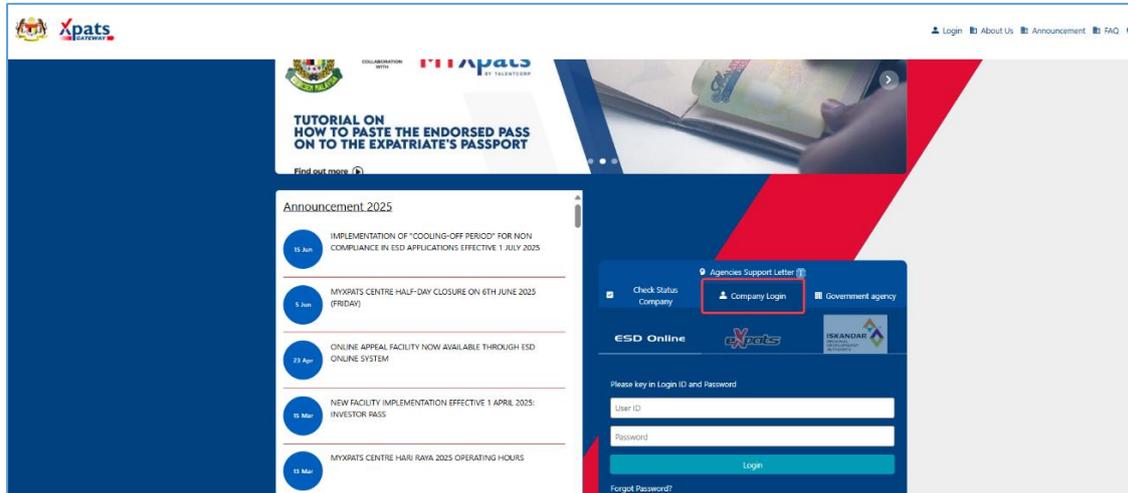
**USER MANUAL**  
**[Xpats Gateway]**

**JTKSM Approval under Section 60K  
of the Employment Act 1955 (Act 265)**

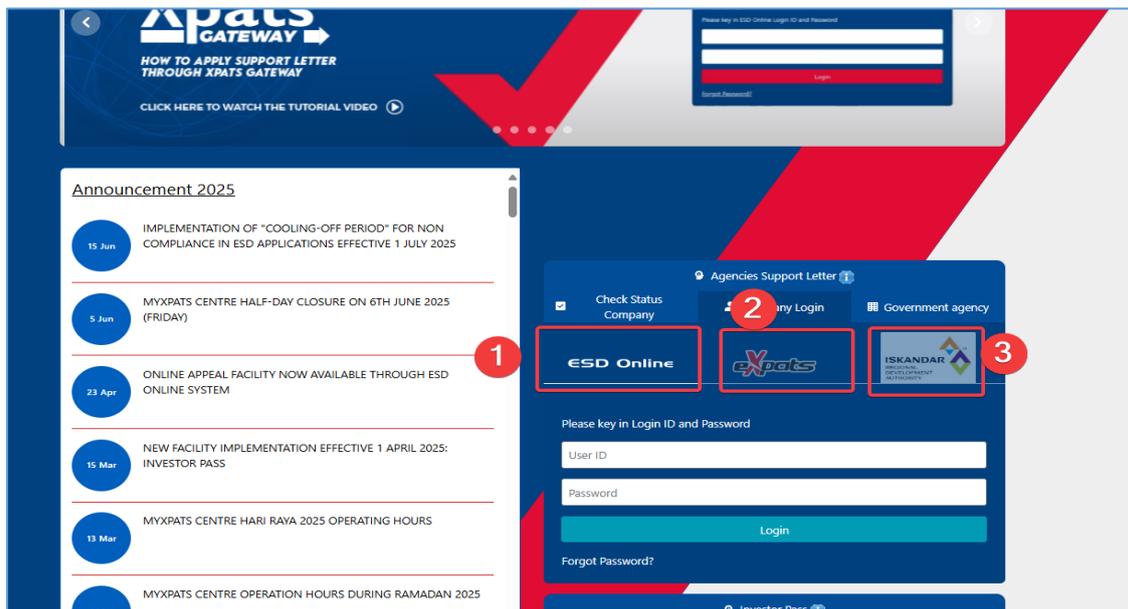
**[USER VIEW]**

## SYSTEM ACCESS

- To access the system, launch the Internet Browser and visit Xpats Gateway platform at <https://xpatsgateway.com.my/> then click on “Company Login”.

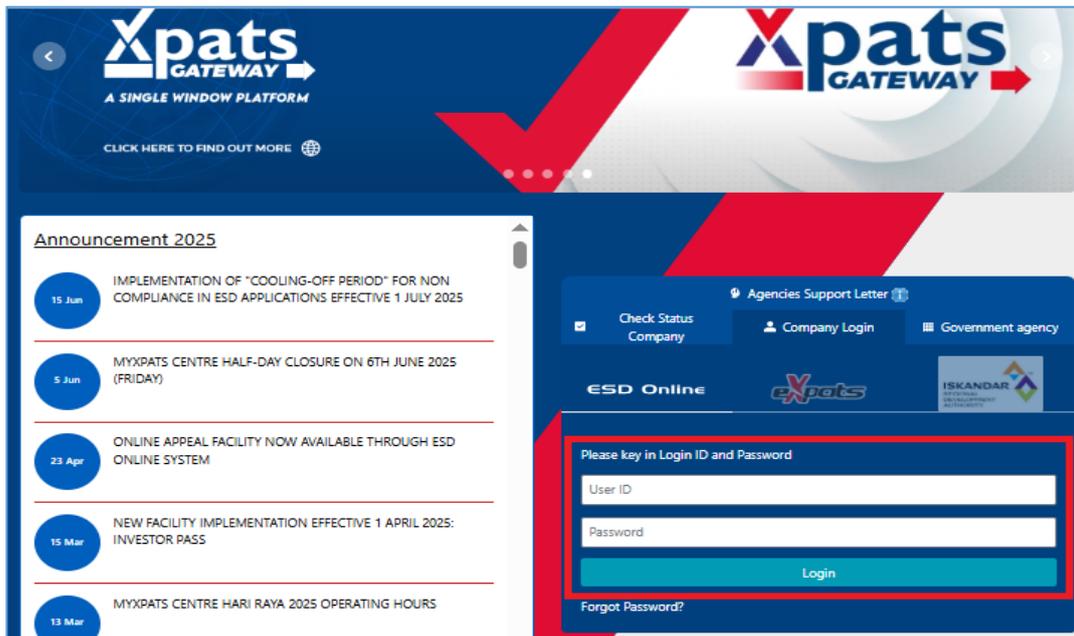


- Choose the current agency system that you are accessing.

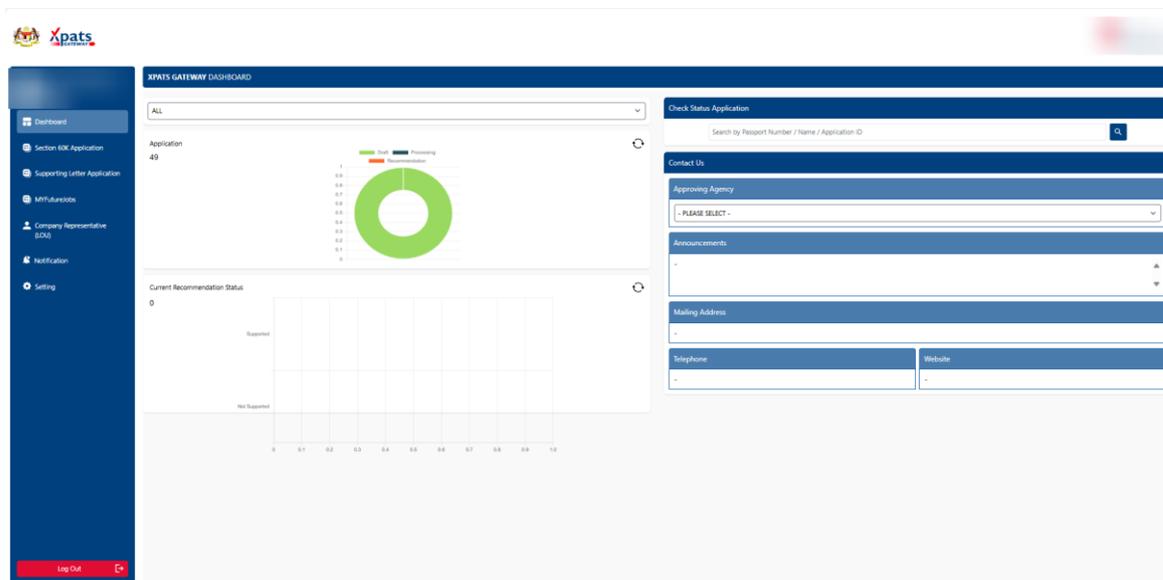


No.	Agency System	Description
1	ESD Online	All companies, except companies under MDEC & IRDA
2	eXpats	Companies under Malaysia Digital Economy and Corporation (MDEC)
3	IRDA	Companies located in Iskandar region

- Fill in <LOGIN ID> and <PASSWORD>, and then click on [Login] button.

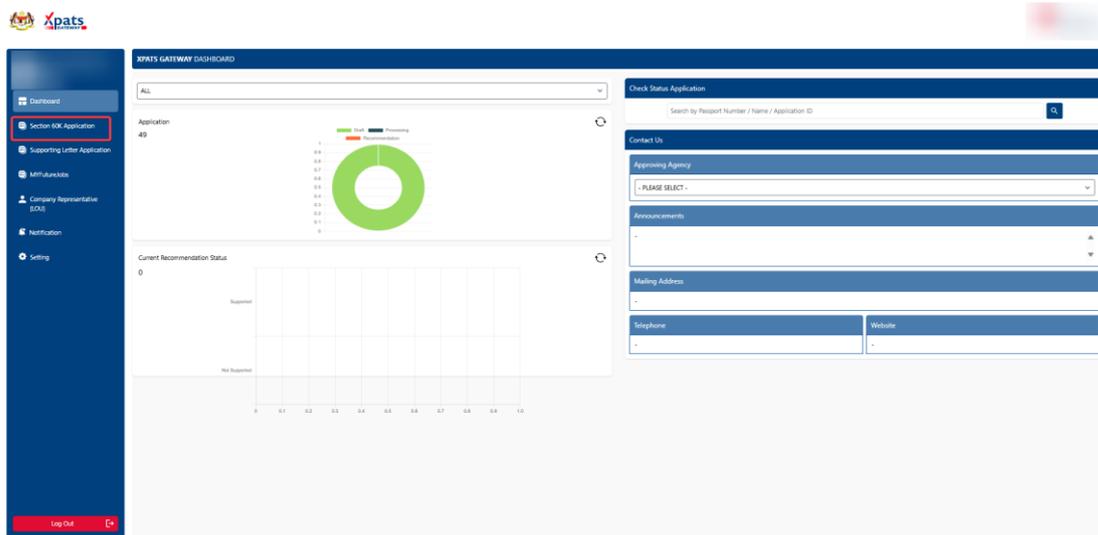


- Once logged in, employers can access the system.

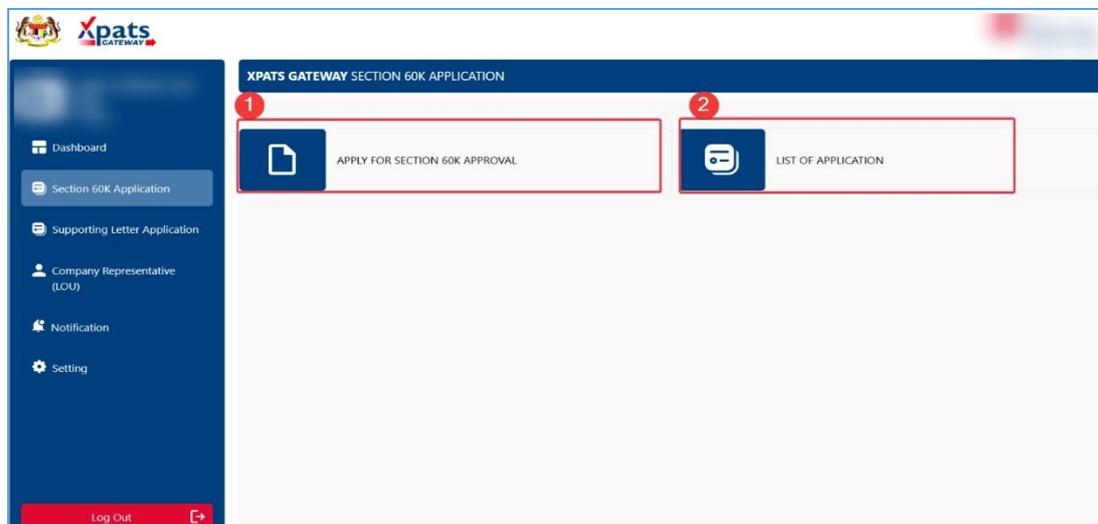


## 1.0 Companies which account has been registered successfully in ESD Online, eXpats and IRDA system

1. Click on **“Section 60K Application”** and the system will redirect you to the module.



2. There are two (2) sub modules: **“Apply For Section 60K Approval”** and **“List of Application”**.



No.	Sub Module	Description
1	Apply For Section 60K Approval	For employers to apply JTKSM Approval under Section 60K of the Employment Act 1955 (Act 265)
2	List of Application	This list contains draft and submitted applications, with the application details.

3. Click on “**Apply For Section 60K Approval**” to access the application form. You may fill in all the required details and upload the mandatory document before submitting.

**Note:**

- a. **The system will auto populate the data but in different way.**
  - I. **For ESD account login, all the data in grey highlight indicates the data auto populated from SSM e-info and not able to amend manually. Please update the SSM e-info if there is any incorrect / outdated information.**
  - II. **For eXpats and IRDA account login, the data will auto be populated but you are able to edit the all the information directly if there is any outdated information displayed, except COMPANY NAME and ROC.**
- b. **Each supporting document tab allows you to upload up to 3 files, with a maximum size of 10mb each. If you have more than 3 files, please combine them into a single file before uploading.**

4. Insert the PERKESO code and click **'Check'** to get the status. Please contact PERKESO if there is any issue for the code.

The screenshot shows the 'PERKESO EMPLOYER CODE' section of the application form. At the top, there is a table for occupational categories:

Plant and Machine Operators and Assemblers	0	0
Elementary Occupations	0	0
<b>Total</b>	<b>10</b>	<b>26</b>

Below this is the 'PERKESO EMPLOYER CODE' input field with a 'Check' button. A red arrow points to the 'Check' button. The form also includes sections for 'GENERAL INFORMATION' (Name, BIC, Email, Employer Code) and 'PERKESO STATUS' (Compound, Interest on Late Payment of Contributions (LPC), Contribution arrears), all showing 'Not Compliant' status. At the bottom, there are 'SUPPORTING DOCUMENTS' sections for identification cards, business licenses, and contracts, each with an 'Upload' button.

5. After all the details have been filled in, click on **"Save & Submit"** to submit the form. You may click **"Save & Close"** to save as a draft for later submission.

The screenshot shows the 'SUPPORTING DOCUMENTS' section of the application form. It lists several document types, each with an 'Upload' button:

- IDENTIFICATION CARD OR PASSPORT OF THE COMPANY DIRECTOR / OWNER \*
- BUSINESS LICENSE ISSUED BY THE LOCAL AUTHORITY (PHAK BERKASA TEMPATAN -PBT) OR SUPPORTING LETTER/DOCUMENTS RELATED TO COMPANY OPERATION. \*
- CONTRACT OF EMPLOYMENT AND LATEST FIRST/SLIP FOR MANAGEMENT/PROFESSIONAL CATEGORY (2 WORKERS) \*
- SSM COMPANY INFORMATION PRINTOUT/OUT \*
- CONTRACT OF EMPLOYMENT AND LATEST FIRST/SLIP FOR ELEMENTARY/GENERAL CATEGORY (2 WORKERS) \*
- DOCUMENT FOR COMPANY REPRESENTATIVE \*
- OTHER DOCUMENTS \*

At the bottom right, there are two buttons: 'Save & Close' and 'Save & Submit', which are highlighted with a red box. The top part of the form shows a table for occupational categories:

Service and Sales Workers	0	0
Skilled Agricultural, Forestry, Livestock and Fishery Workers	0	0
Craft and Related Trades Workers	0	0
Plant and Machine Operators and Assemblers	0	0
Elementary Occupations	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

## 2.0 List of Application

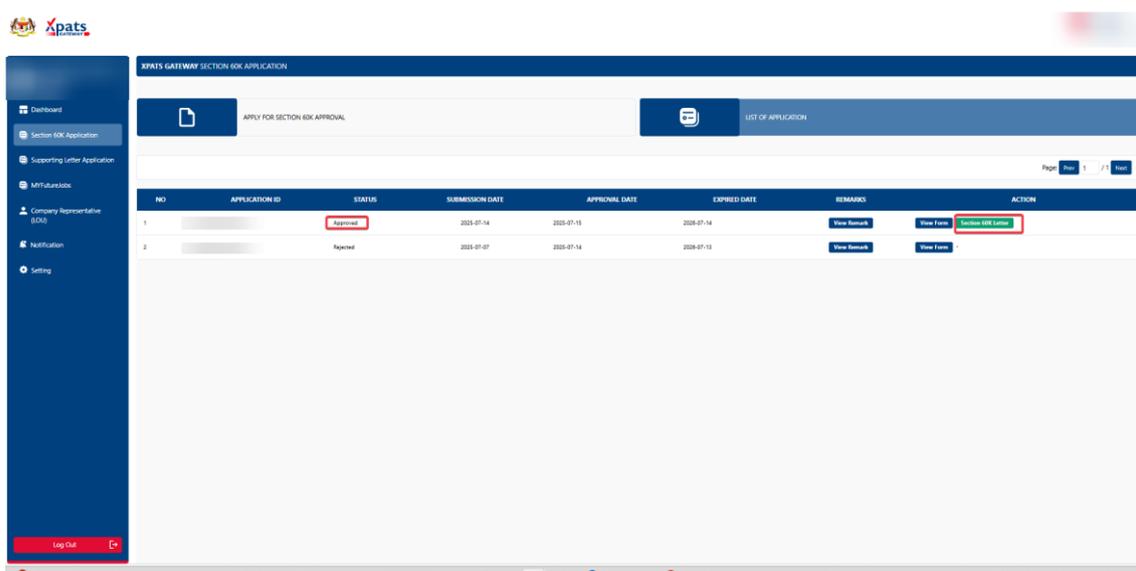
1. Click the “**List of Application**” to access the application list. You will see the list of all the JTKSM Section 60K Approval which was applied previously with the application details.

NO	APPLICATION ID	STATUS	SUBMISSION DATE	APPROVAL DATE	EXPIRED DATE	REMARKS	ACTION
11	EXP30062025/MDEC/0082	Approved	2025-06-30			-	View Form
12	EXP26062025/MDEC/0013	Approved	2025-06-28				View Remark, View Form, Section 60K Letter
13	EXP25062025/MDEC/0001	Approved	-	2025-06-25	2026-06-24		View Remark, View Form, Section 60K Letter
14	EXP23062025/MDEC/0012	Rejected	-	2025-06-24	2026-06-23		View Remark, View Form

There are three (3) types of status as shown below:

No.	Status	Description
1	Pending Approval	The Section 60K application is currently in processing
2	Approved	The Section 60K application has been approved and can be downloaded
3	Rejected	The Section 60K application has been rejected

2. You can download the JTKSM Section 60K Letter with Approved status by clicking the “Section 60K Letter” button.



- USER MANUAL END HERE -