USER MANUAL [Xpats Gateway]

MYFutureJobs Advertisement Acknowledgement Letter

[USER VIEW]

System Access

To access the system, launch the Internet Browser and visit Xpats Gateway platform at https://xpatsgateway.com.my/ then click "Company Login".

the second secon			🛓 Login 🗈 About Us 🗟 Announcement 🖪 FAQ
	TUTORIAL ON HOW TO PASTE THE ENDORSED PASS ON TO THE EXPARTMATE S PASSPORT		
	Announcement 2025	Agencies Support Letter (f)	
	Sum (FRIDAY) (FRIDAY)	Company Company Government agency	
	ONLINE APPEAL FACILITY NOW AVAILABLE THROUGH ESD ONLINE SYSTEM	ESD Online	
	NEW FACILITY IMPLEMENTATION EFFECTIVE 1 APRIL 2025: INVESTOR RASS	User ID Password	
	MYXRATS CENTRE HARI RAVA 2025 OPERATING HOURS	Login Forgot Password?	

2. Choose the current agency system that you are accessing.

CATEWAY	
Announcement 2025	
S Jun (FRIDAY)	Agencies Support Letter Check Status Company Comp
ONLINE APPEAL FACILITY NOW AVAILABLE THROUGH ESD ONLINE SYSTEM	ESD Online
15 Mar NEW FACILITY IMPLEMENTATION EFFECTIVE 1 APRIL 2025: INVESTOR PASS	User ID Password
13 Mar	Login Forgot Password?
MYXPATS CENTRE OPERATION HOURS DURING RAMADAN 2025	

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 (IRDA)

3. Fill in **<LOGIN ID>** and **<PASSWORD>**, and then click the **[Login]** button.



4. Once logged in, employers can access the system.



1.0 Companies with ESD account

1. Click the "Supporting Letter Application" and the system will redirect you to the module.

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the second secon			
	XPATS GATEWAY DASHBOARD		
	ALL	~	Check Status Application
Dashboard	Application	Ð	Search by Passport Number / Name / Application ID
	4 Draft Processing Recommendation		Contact Us
ePPAx Application	0.9		Approving Agency
Company Representative (LOU)	0.6		- PLEASE SELECT -
🗳 Notification	0.3 0.2 0.1		Announcements
🍄 Setting	0		· •
	Current Recommendation Status	Ð	•
	22		Mailing Address

2. Click the "Apply For Supporting Letter".



 Fill in all the required detail until "Employment Details" section. If the application type is 'NEW', the MYFutureJobs checklist will appear.

Note: Renewal does not require MYFutureJobs Advertisement Acknowledgement Letter.

Determine the second se				•
	XPATS GATEWAY SUPPORTING	G LETTER APPLICATION		
Dashboard Supporting Letter Application	APPLY PERSONA DETAILS	Passport DETAILS QUALIFICATI	EMPLOYMENT DETAILS	SUPPORTING DOCUMENTS
ePPAx Application Company Representative (LOU)	EMPLOYMENT DETAILS Please fill in the employment details.	TYPE OF PASS		
K Notification		POSITION * 📵	TESTING & COMMISSIONING ENGINEER	
Setting		BASIC SALARY * 📵	RM 7200	
		DURATION OF PASS APPLIED * 📵	12	✓ MONTH(S)
		TOTAL WORKING EXPERIENCE *	14	✓ YEARS

4. If the application / position does not require a MYFutureJobs Advertisement Acknowledgement, you may select the applicable exemption reason from the list provided in Xpats Gateway.

the states			
Dashboard Supporting Letter Application ePPAx Application Company Representative (LOU)	MYFUTUREJOBS VACANCY If applicable	Employers intending to hire expatriates MYFutureJobs, an employment portal ur there are positions that fall under exemp Select if the position is exempt from MYFutureJobs requirements (only one selection allowed):	(Employment Pass) must advertise vacancies for at least 7 days on ider the purview of the Ministry of Human Resources (KESUMA). However, tion Not Exempt / Requires Vacancy Posting Senior Management (C-Suite, Directors, etc.) Senior Management (C-Suite, Directors, etc.) Representative Office / Regional Office (RERO) Investors / Shareholders / Company Owners Oriporate Transfers / Placements / Trade Agreements International Organisations Sport Sector (Athletes) Renewal of the Employment Pass
K Notification Setting		Vacancy Link Vacancy ID	https://www.youtube.com/watch?v=byUJYsSXbQ Go to MYFutureJobs 3267eeec65274d6cba46a7c37878751f
			CHECK

5. Insert MYFutureJobs vacancy link into "vacancy link" column and press [Check] button. The system will display the vacancy information and the status.

🍻 Xpats				
			Investors / Shareholders / Company Owners Corporate Transfers / Placements / Trade Agreements (International organisations Sport Sector (Athletes) (Renewal of the Employment Pass	
Dashboard		Vacancy Link		n .
Supporting Letter Application			https://candidates-uat.myfuturejobs.gov.my/search-jobs/description?jobid=fb25ba95;	Go to MYFutureJobs
ePPAy Application		Vacancy ID	fb25ba952e5844a597f16fa209e344f7	
			СНЕСК	
Company Representative (LOU)		Vacancy Title	(PAPD) Accountant 2	
K Notification		Employer Name	MYFutureJobs	
Setting		Occupation	Accountant	
		ESCO Code	2411.1	
		Number of Positions	3	
		Vacancy Start Date	2025-06-26	
		Vacancy Actual End Date	2025-07-26	
		HOR Upload Date	2025-06-26	
		Status	Completed - Rejected	
		Acknowledgement Letter Download Acknowledgement Letter		
Log Out [+	Previous			Save & Close Save & Next

6. There are **five (5) types** of status:

No	Status	Description
1	In Progress	The Advertisement Acknowledgement Letter request is currently in processing
2	Completed-Approved	The Advertisement Acknowledgement Letter has been approved and the letter is attached below
3	Completed- Rejected	The Advertisement Acknowledgement Letter has been rejected and the letter is attached below
4	Completed-Review	The Advertisement Acknowledgement Letter is currently in query stage, please contact SOCSO for further information
5	Completed- Exempted	An Advertisement Acknowledgement Letter is not required for this application/position

7. If the status is 'Completed-Approved' or 'Completed-Rejected', you may click 'Download Acknowledgement Letter' to download the letter for reference.

Vacancy Title (PAPD) Accountant 2 Employer Name MrFutureJobs Imployer Name Accountant Occupation Accountant Imployer Name Secontant Imployer Name Accountant Imployer Name Secontant Imployer Name Accountant Imployer Name Secontant Imployer Name			
Imployer Name MYFutureJobs Imployer Name Accountant Imployer Name Accountant Imployer Name Accountant Imployer Name Sector Accountant Imployer Name Postions Imployer Name Sector Accountant Imployer Name Postions		Vacancy Title	(PAPD) Accountant 2
Image: Dashboard Occupation Accountant Image: Supporting Letter Application ESCO Code 2411.1 Image: PPAx Application Number of Positions 3 Image: Company Representative (LOU) Vacancy Start Date 2025-06-26 Image: Notification Vacancy Actual End Date 2025-06-26 Image: Setting HOR Upload Date 2025-06-26 Image: Setting Status Completed - Rel_xeted		Employer Name	MYFutureJobs
E Supporting Letter Application ESCO Code 2411.1 I ePPXx Application 3 3 I company Representative (CU) Vacancy Start Date 2025-06-26 I Notification Vacancy Actual End Date 2025-07-26 I POR Upload Date 2025-06-26 2025-06-26 I Status Completed - Rid, scted Acknowledgement Letter I Download Acknowledgement Letter Download Acknowledgement Letter Completed - Rid, scted	Dashboard	Occupation	Accountant
Image: Big PPXx Application Number of Positions 3 Image: Company Representative (LOU) Vacancy Start Date 2025-06-26 Image: Vacancy Actual End Date 2025-07-26 Image: Vacancy Actual End Date 2025-06-26	Supporting Letter Application	ESCO Code	2411.1
Company Representative (LOU) Vacancy Start Date 2025-06-26 It Notification Vacancy Actual End Date 2025-07-26 HOR Upload Date 2025-06-26 Status Completed - Rd_xeted Acknowledgement Letter Download Acknowledgement Letter	ePPAx Application	Number of Positions	3
• Notification Vacancy Actual End Date 2025-07-26 HOR Upload Date 2025-06-26 Status Completed - Rd_seted Acknowledgement Letter Download Ac	Company Representative (LOU)	Vacancy Start Date	2025-06-26
Setting HOR Upload Date 2025-06-26 Status Completed - Ret_xeted Acknowledgement Letter Download Acknowledgement Letter	K Notification	Vacancy Actual End Date	2025-07-26
Status Completed - Rel_ycted Acknowledgement Letter Download Acknowledgement Letter	Setting	HOR Upload Date	2025-06-26
Acknowledgement Letter Download Acknowledgement Letter		Status	Completed - Restred
		Acknowledgement Letter Download Acknowledgement Letter	

Note: The Acknowledgement Letter will be auto-uploaded under the 'Proof of MYFutureJobs Advertisement' field in the Supporting Documents section.

•	APPLY PERSONAL PASSPORT QUALIFICAT EMPLOYMENT AGENCY SUPPORTING	SUBMIT			
开 Dashboard	DETAILS DETAILS DETAILS DETAILS REQUIREMENT DOCUMENTS	APPLICATION			
Supporting Letter Application	DOCUMENT FOR ZHANG GUILONG				
ePPAx Application	COPY OF PASSPORT: ALL PAGES (FULL BOOKLET WITH FRONT & BACK PAGES) * Sample of Passport				
Company Representative (LOU)	UPDATED RESUME * Sample of Updated Resume				
😩 Notification	COPY OF HIGHEST EDUCATIONAL CERTIFICATES (CERTIFIED TRUE COPY) * Sample of Educational Cert	Upload			
😟 Setting	ORIGINAL EMPLOYMENT CONTRACT (WITH LHDN STAMPING) * 🕕 Sample of Employment Contract	Upload			
	JOB DESCRIPTION • 1 Sample of Job Description	Upload			
	PROOF OF MYFUTUREJOB ADVERTISEMENT	Upload			
	APPROVAL FROM DIRECTOR GENERAL OF DEPARTMENT OF LABOUR OF PENINSULAR MALAYSIA (FOR NEW HIRING ONLY)	Upload			

Note: In case the letter is not available here, you may download the letter directly from the MYFutureJobs system or from your company's registered email and upload it manually to the "Supporting Documents" section.

8. You may proceed to fill in all the required information as usual and submit the application.

2.0 Companies with MDEC / IRDA account

1. Click the "Application" and the system will redirect you to the module.

	Ν		•
	XPATS GATEWAY DASHBOARD		
Dashboard	ALL	~	Check Status Application
Application	Application	Ð	Search by Passport Number / Name / Application ID
ePPAx Application	4 Drait Processing		Contact Us
	0.7		Approving Agency
	Current Recommendation Status		ISKANDAR REGIONAL DEVELOPMENT AUTHORITY (IRDA)
			Announcements Please he informed that effective from 25 July 2024 all new and renewal a
		Ð	pplications for Employment Pass (EP) must be submitted through the Xpat s Gateway.
	0		Mailing Address

2. Click "Apply For EP Application".



3. Fill in the required details. If the application type is 'NEW', the MYFutureJobs checklist will appear. *Note: Renewal does not require MYFutureJobs Advertisement Acknowledgement Letter.*

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_	XPATS GATEWAY APPLICATION			i and i
 Dashboard Application 		APPLY	PERSONAL DETAILS REDIRECTING APPLICATION	
ePPAx Application	PERSONAL DETAILS	NAME 🕕 *	VYAS KEYUR ASHOKKUMAR	
	Please fill in the application details.	APPLICATION TYPE *		
		GENDER *	• MALE FEMALE	
		NATIONALITY *	INDIA ~	
		DATE OF BIRTH *	10/07/1983	41 year(s) 11 month(s)
		PASSPORT NUMBER *	V4481609	

4. If the application / position does not require a MYFutureJobs Advertisement Acknowledgement, you may select the applicable exemption reason from the list provided in Xpats Gateway.

				•
Dashboard Application ePPAx Application	MYFUTUREJOBS VACANCY If applicable	Employers intending to hire expatriates MYFutureJobs, an employment portal u there are positions that fall under exemp Select if the position is exempt from MYFutureJobs requirements (only one selection allowed):	asni@gmail.com (Employment Pass) must advertise vacancies for at lea ider the purview of the Ministry of Human Resources ition Not Exempt / Requires Vacancy Posting Senior Management (C-Suite, Directors, etc.) Positions Offering Salaries of RM15,000 and Abox Representative Office / Regional Office (RERO) Representative Office / Regional Office (RERO) Investor / Shareholders / Company Owners Corporate Transfers / Placements / Trade Agreem International Organisations Sport Sector (Athletes) Renewal of the Employment Pass	st 7 days on (KESUMA). However, re ents
		Vacancy Link *	https://candidates.myfuturejobs.gov.my/search-jc	Go to MYFutureJobs
		Vacancy ID *	0aeb0a29089848a290b5f983181f2b98	
		Vacancy Title *	Operation Director	

5. Insert MYFutureJobs vacancy link into "vacancy link" column and press [Check] button. The system will display the vacancy information and the status.

			•
· · · ·		 Sport Sector (Athletes) Renewal of the Employment Pass 	
Dashboard	Vacancy Link *	https://candidates.myfuturejobs.gov.my/search-jc	Go to MYFutureJobs
	Vacancy ID *	0aeb0a29089848a290b5f983181f2b98	
Application		СНЕСК	
ePPAx Application	Vacancy Title *	Operation Director	
	Employer Name *	WCC PT TEAM SDN BHD	
	Occupation *	Array	
	ESCO Code *	1321.1.3	
	Number of Positions *	1	

6. There are **five (5) types** of status:

No	Status	Description
1	In Progress	The Advertisement Acknowledgement Letter request is currently in
		processing
2	Completed-Approved	The Advertisement Acknowledgement Letter has been approved and the
		letter is attached below
3	Completed- Rejected	The Advertisement Acknowledgement Letter has been rejected and the
		letter is attached below
4	Completed-Review	The Advertisement Acknowledgement Letter is currently in query stage,
		please contact SOCSO for further information
5	Completed- Exempted	An Advertisement Acknowledgement Letter is not required for this
		application/position

 If the MYFutureJobs status is 'Completed-Approved' or 'Completed-Rejected', you may click 'Download Acknowledgement Letter' to download the letter and upload it to MDEC eXpats / IRDA XPATNOVA application.

Dats				
			CHECK	
		Vacancy Title *	Operation Director	
		Employer Name *	WCC PT TEAM SDN BHD	
		Occupation *	Array	
ePPAx Application		ESCO Code *	1321.1.3	
		Number of Positions *	1	
		Vacancy Start Date *	2025-04-21	
		Vacancy Actual End Date *	2025-05-16	
		HOR Upload Date *	2025-04-30	
		Status *	Completed - Exemption	
		Acknowledgement Letter *	Download Acknowledgement Letter	
Log Out 🕞	Previous			Save & Close Save & Next

Note: In case the letter is not available here, you may download the letter directly from the MYFutureJobs system or from your company's registered email and upload it manually to the MDEC eXpats / IRDA XPATNOVA application.

8. You may proceed to fill in all the required information as usual and proceed to MDEC eXpats / IRDA XPATNOVA application.

- USER MANUAL ENDS HERE -