

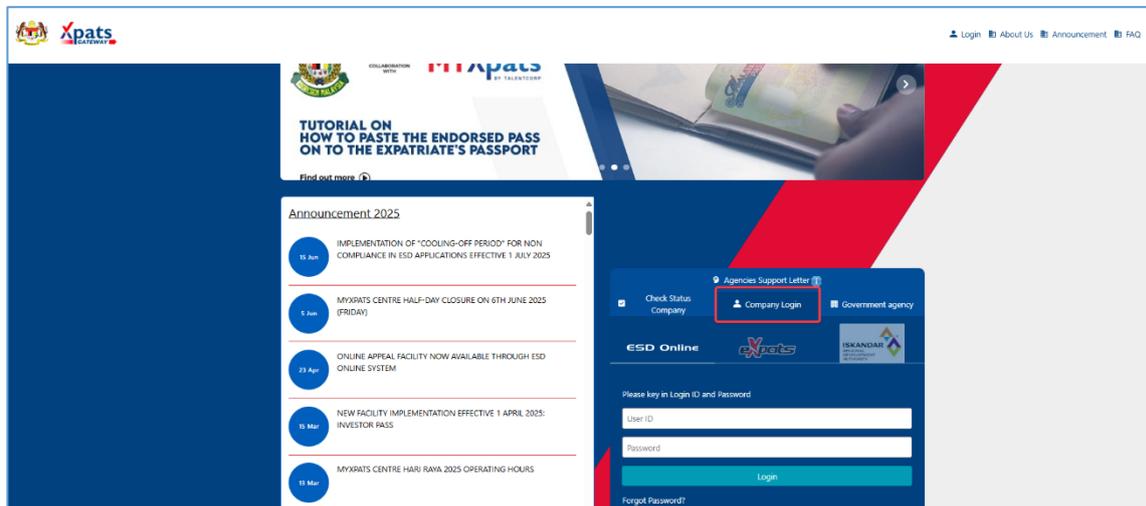
**USER MANUAL  
[Xpats Gateway]**

**MYFutureJobs Advertisement  
Acknowledgement Letter**

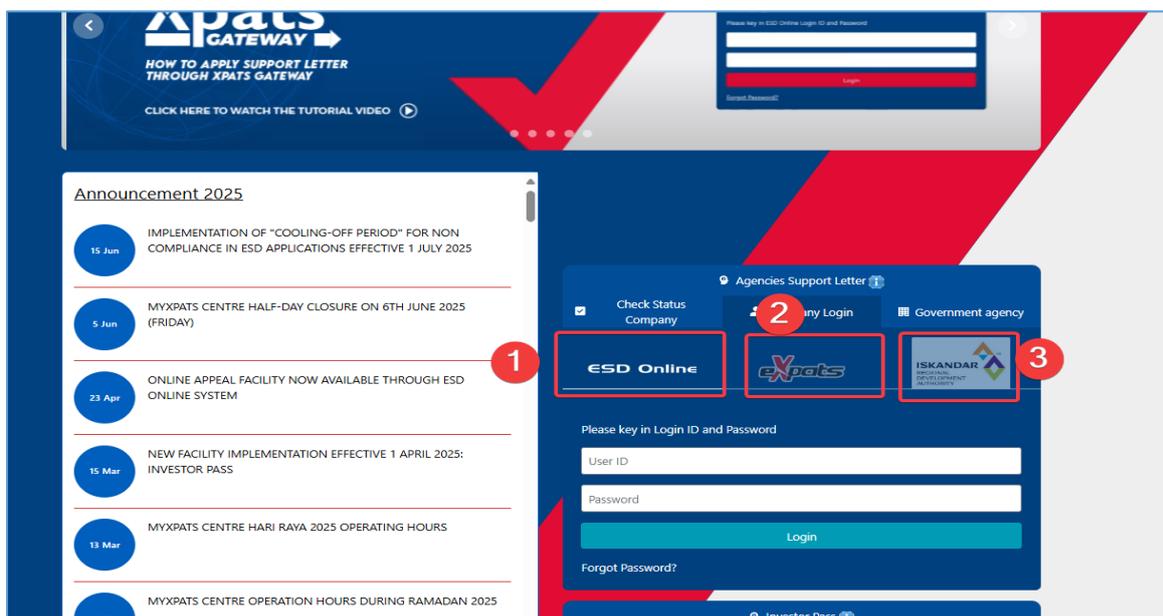
**[USER VIEW]**

## System Access

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

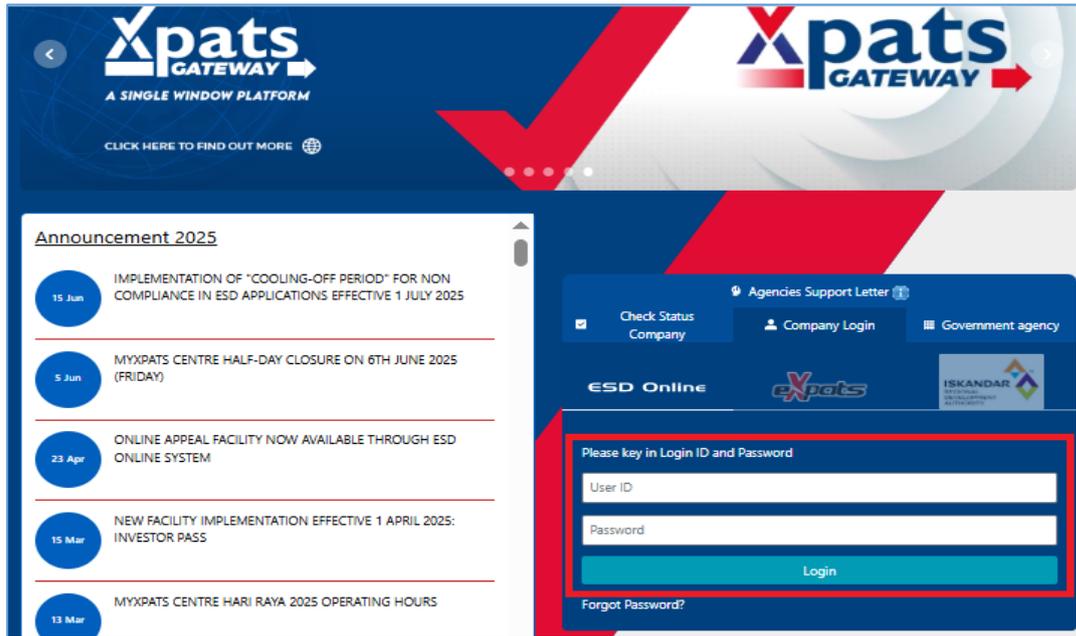


- Choose the current agency system that you are accessing.

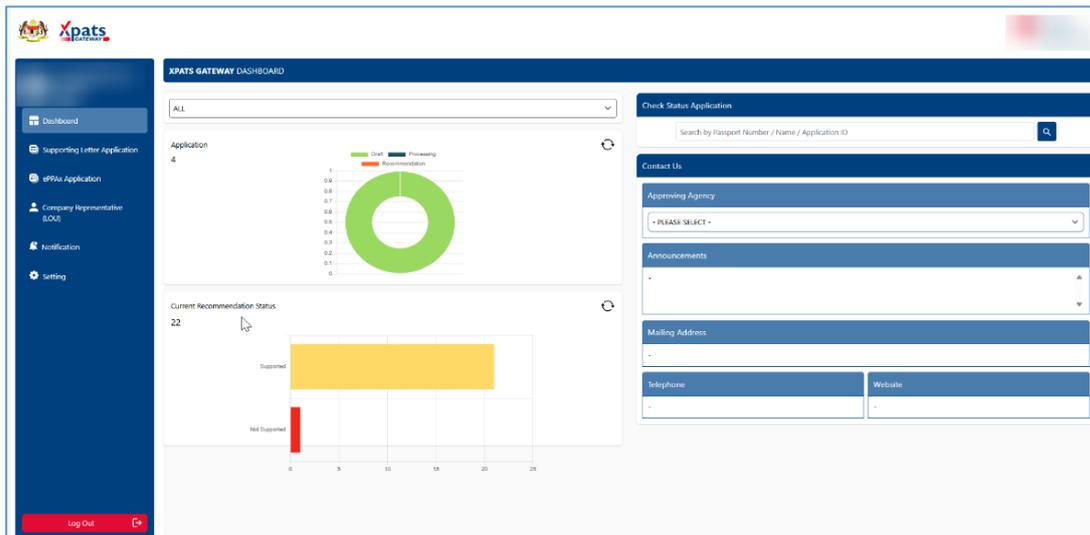


No	Agency System	Description
1	ESD Online	All companies, except companies under MDEC & IRDA
2	eXpats	Companies under Malaysia Digital Economy and Corporation (MDEC)
3	IRDA	Companies located in Iskandar region (IRDA)

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

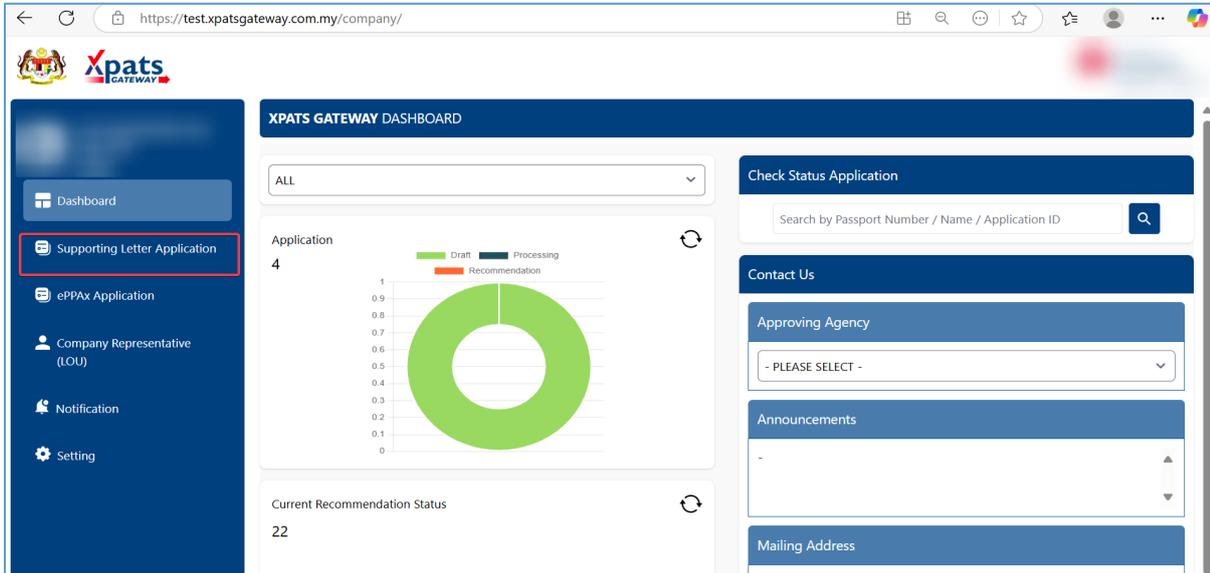


4. Once logged in, employers can access the system.

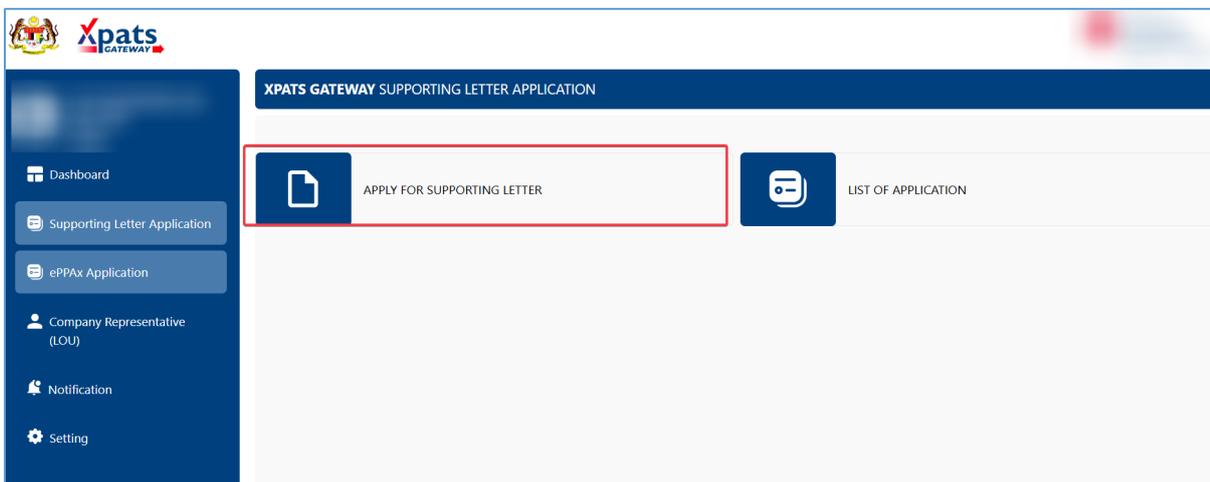


# 1.0 Companies with ESD account

1. Click the **“Supporting Letter Application”** and the system will redirect you to the module.



2. Click the **“Apply For Supporting Letter”**.



3. 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.

The screenshot shows the 'XPATS GATEWAY SUPPORTING LETTER APPLICATION' interface. The left sidebar contains navigation options: Dashboard, Supporting Letter Application, ePPAx Application, Company Representative (LOU), Notification, and Setting. The main content area is titled 'EMPLOYMENT DETAILS' with a sub-header 'Please fill in the employment details.' Below this, there are several form fields:

- TYPE OF PASS:** EMPLOYMENT PASS
- APPLICATION TYPE:** NEW (selected) and RENEW
- POSITION:** TESTING & COMMISSIONING ENGINEER
- 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 screenshot shows the 'MYFUTUREJOBS VACANCY' section. It includes a sub-header 'If applicable' and a text block stating: 'Employers intending to hire expatriates (Employment Pass) must advertise vacancies for at least 7 days on MYFutureJobs, an employment portal under the purview of the Ministry of Human Resources (KESUMA). However, there are positions that fall under exemption'. Below this, there is a list of exemption reasons with radio buttons:

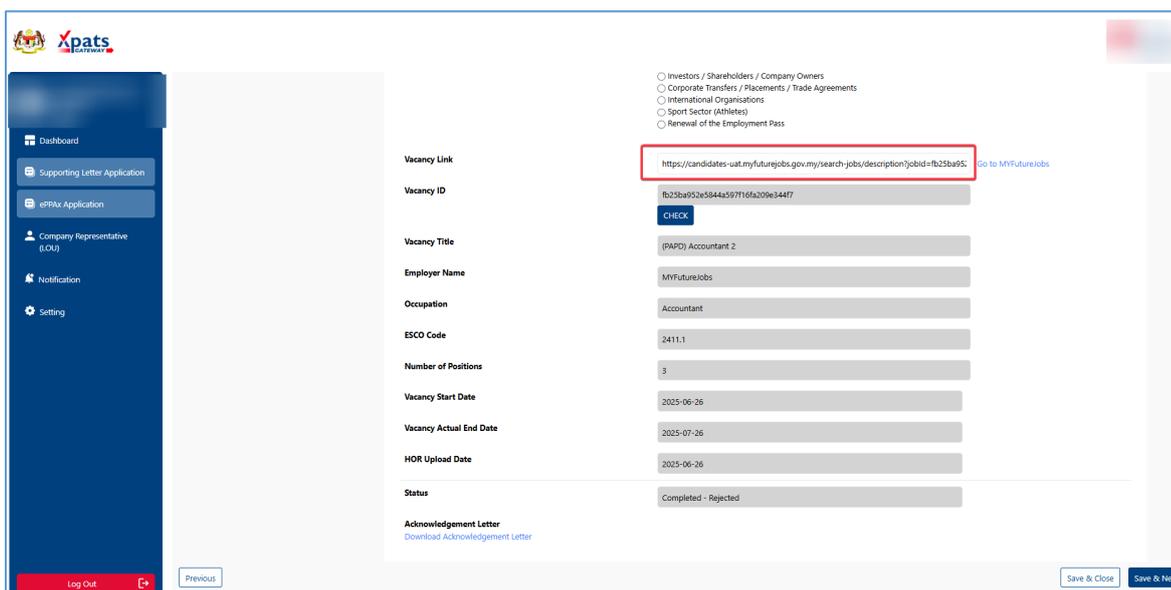
- Not Exempt / Requires Vacancy Posting
- Senior Management (C-Suite, Directors, etc.)
- Positions Offering Salaries of RM15,000 and Above
- Representative Office / Regional Office (RERO)
- Investors / Shareholders / Company Owners
- Corporate Transfers / Placements / Trade Agreements
- International Organisations
- Sport Sector (Athletes)
- Renewal of the Employment Pass

Below the list, there are two input fields:

- Vacancy Link:** <https://www.youtube.com/watch?v=lxYUjYsXbQ> [Go to MYFutureJobs](#)
- Vacancy ID:** 3267eeec65274d6cba46a7c378787511

A 'CHECK' button is located at the bottom right of the form.

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



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

The screenshot shows the application details page in the Xpats Gateway. The status is 'Completed - Rejected'. A red box highlights the 'Acknowledgement Letter' section, which contains a link to 'Download Acknowledgement Letter'.

Vacancy Title	(PAPD) Accountant 2
Employer Name	MYFutureJobs
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](#)

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

The screenshot shows the 'Supporting Documents' section of the application. The 'PROOF OF MYFUTUREJOB ADVERTISEMENT' field is highlighted with a red box. The document list includes:

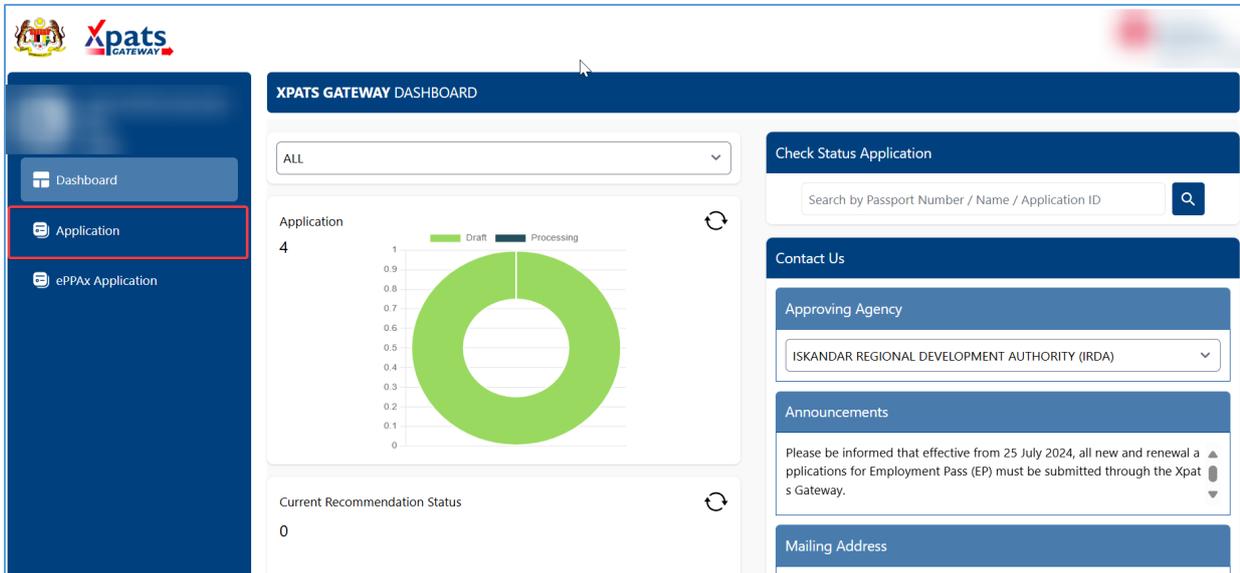
- COPY OF PASSPORT: ALL PAGES (FULL BOOKLET WITH FRONT & BACK PAGES) \* [Sample of Passport](#) [Upload]
- UPDATED RESUME \* [Sample of Updated Resume](#) [Upload]
- COPY OF HIGHEST EDUCATIONAL CERTIFICATES (CERTIFIED TRUE COPY) \* [Sample of Educational Cert](#) [Upload]
- ORIGINAL EMPLOYMENT CONTRACT (WITH LHDN STAMPING) \* [Sample of Employment Contract](#) [Upload]
- JOB DESCRIPTION \* [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.

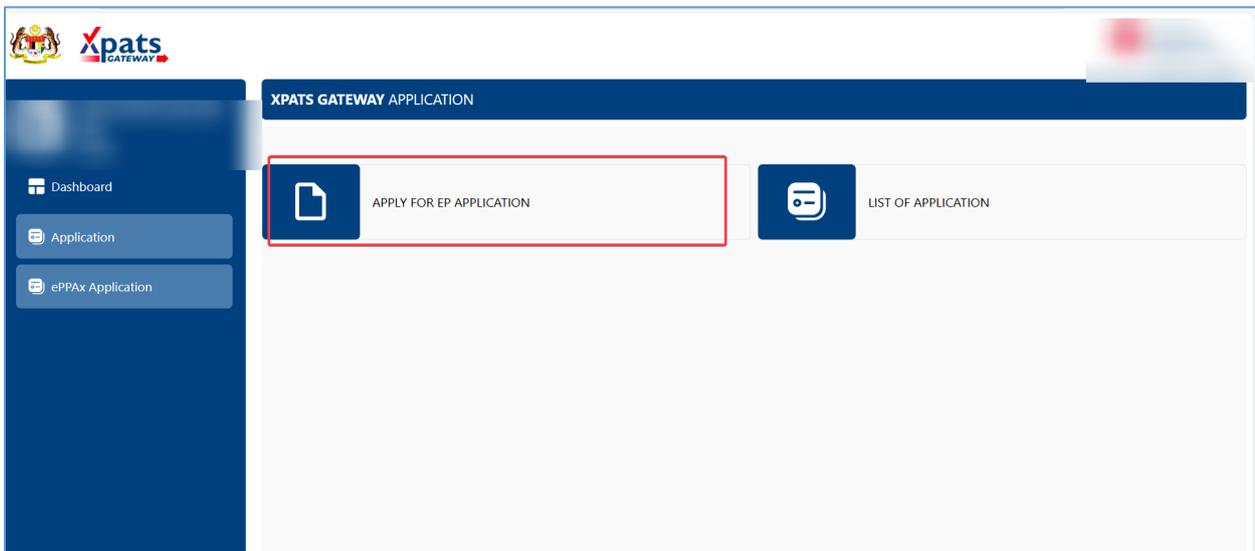
- You may proceed to fill in all the required information as usual and submit the application.

## 2.0 Companies with MDEC / IRDA account

1. Click the **“Application”** and the system will redirect you to the module.



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.

The screenshot shows the 'XPATS GATEWAY APPLICATION' form. On the left is a navigation menu with 'Dashboard', 'Application', and 'ePPAx Application'. The main content area has three buttons: 'APPLY', 'PERSONAL DETAILS', and 'REDIRECTING APPLICATION'. Below these is the 'PERSONAL DETAILS' section with the instruction 'Please fill in the application details.' The form fields are: NAME (VYAS KEYUR ASHOKKUMAR), APPLICATION TYPE (radio buttons for NEW and RENEW, with 'NEW' selected and highlighted by a red box and arrow), GENDER (radio buttons for MALE and FEMALE, with 'MALE' selected), NATIONALITY (INDIA), DATE OF BIRTH (10/07/1983, with age 41 year(s) 11 month(s) shown), and 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.

The screenshot shows the 'MYFUTUREJOBS VACANCY' section of the form. It includes a text box for 'EMAIL' (jasni@gmail.com) and a paragraph explaining that employers must advertise vacancies for at least 7 days on MYFutureJobs, but there are exemptions. Below this is a section titled 'Select if the position is exempt from MYFutureJobs requirements (only one selection allowed):' with a list of radio button options: 'Not Exempt / Requires Vacancy Posting' (selected), 'Senior Management (C-Suite, Directors, etc.)', 'Positions Offering Salaries of RM15,000 and Above', 'Representative Office / Regional Office (RERO)', 'Investors / Shareholders / Company Owners', 'Corporate Transfers / Placements / Trade Agreements', 'International Organisations', 'Sport Sector (Athletes)', and 'Renewal of the Employment Pass'. Below the list are fields for 'Vacancy Link' (https://candidates.myfuturejobs.gov.my/search-jc), 'Vacancy ID' (0aeb0a29089848a290b5f983181f2b98), and 'Vacancy Title' (Operation Director). A 'CHECK' button is also visible.

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

The screenshot shows the Xpats Gateway interface. On the left is a navigation menu with 'Dashboard', 'Application', and 'ePPAx Application'. The main area contains a form with the following fields:

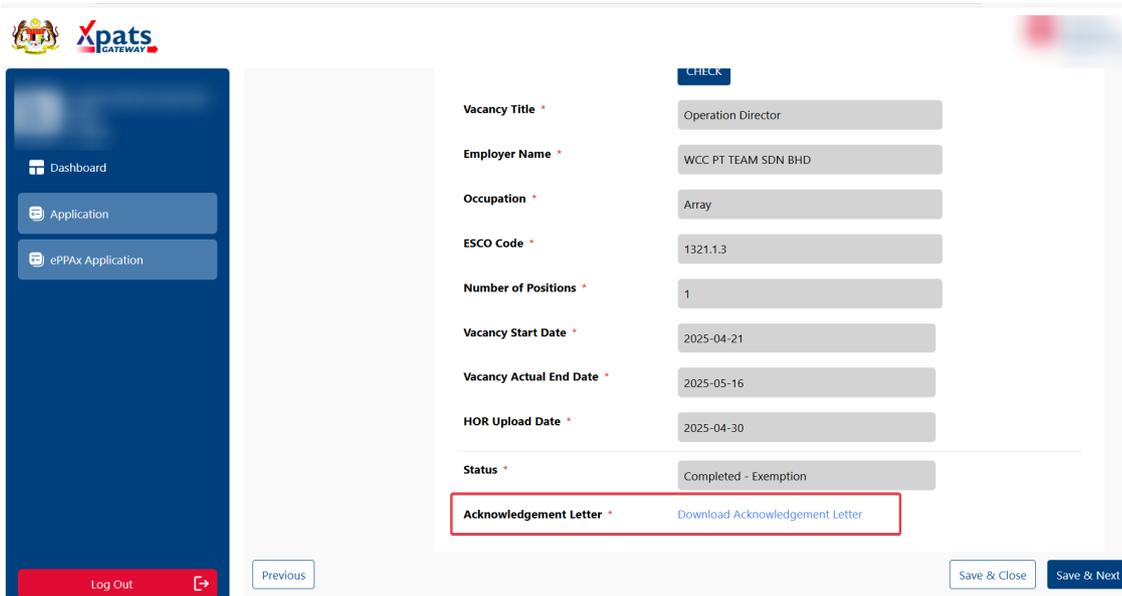
- Vacancy Link \***: <https://candidates.myfuturejobs.gov.my/search-jc> [Go to MYFutureJobs](#)
- Vacancy ID \***: 0aeb0a29089848a290b5f983181f2b98
- Vacancy Title \***: Operation Director
- Employer Name \***: WCC PT TEAM SDN BHD
- Occupation \***: Array
- ESCO Code \***: 1321.1.3
- Number of Positions \***: 1

At the top right, there are radio buttons for 'Sport Sector (Athletes)' and 'Renewal of the Employment Pass'.

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 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.



**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 -