

Procedure

HOW TO APPOINT APS (BEFORE SUBMITTING WAU FORM)

- 1 Visit www.fwcms.com.my and click on **'Login / Register'**.

LOGIN/REGISTER

- Employer > Login (highlighted with red arrow)
- Medical Centres > New Registration
- Private Employment Agency > Activation

- 2 At the **Employer Login Page**, login using the main account credential.

Login

Username: [] Password: []

LOGIN

- 3 On the top right of the screen, click on **'Username'**. Then click on **'Manage APS'**

- View Profile
- Update Company Profile
- Select Billing Address
- Manage APS (highlighted with red arrow)
- Change Password
- Logout

- 4 Key in & seKey in the the **APS Roc. No** and click **'Search'**. The list of APS names will appear in the Manage APS page. arch APS ROC no. Your APS company will appear in **manage APS page**.

Search Criteria

Roc No. 365260-A

Link Status - Please Select -

Name

Application No.

Application No.

Reset Search (highlighted with red arrow)

No.	ROC No.	Name	Application No.	License Type C Start Date	License Type C End Date	Link Status	Action
1	265260-A	A. P. CITRA UNGGUL SDN BHD	N/A	17/03/2023	01/04/2025	N/A	Appoint this APS
2	584304-M	A. P GLOBAL MASTERY	N/A	01/01/2023	31/12/2024	N/A	Appoint this APS
3	198158-H	A. P SAMPURNAM SDN. BHD	N/A	15/10/2022	14/10/2024	N/A	Appoint this APS

5 Confirm the APS details and click on **'Appoint this APS'** on which APS you wish to appoint.

License Type	Link Status	Action
4/2025	N/A	Appoint this APS

6 Prepare and upload the **appointment letter**. Appointment letter template may be requested from enquiries@fwcms.com.my.

License Details

LICENSE TYPE C STATUS : ACTIVE LICENSE TYPE C START DATE

Upload Appointment Letter

Choose File | No file chosen

** Mandatory to upload Appointment Letter*

7 Select the **'Check Box'** and click **'Submit'**. You will receive the approval status within 48 hours.

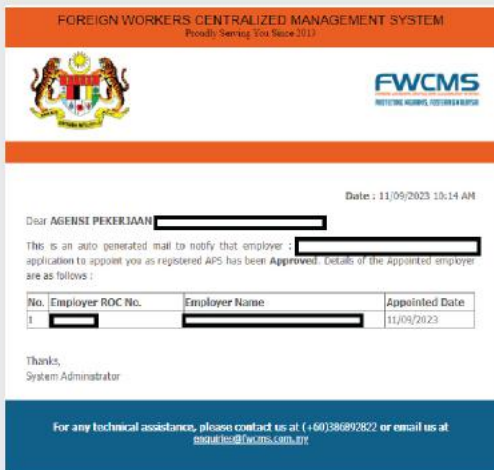
Choose File | No file chosen

** Mandatory to upload Appointment Letter*

By checking the box, you hereby agree and undertake to comply with the provisions of the Personal Data Protection Act 2010 as and when you are involved in the processing of the personal data of the foreign workers under your employment. You further confirm that you have obtained the necessary consent from your foreign worker employees in allowing their personal data to be processed in the FWCMS (operated and managed by Bestinet Sdn Bhd), and have read and understood all the terms and conditions for the use of this facility.

Submit >

8 And e-mail will be sent to the **APS registered e-mail** once the application has been approved. Employers may proceed to submit WAU Form using the APS details.



9 At the **Arrival Details** section, select the PIC. The selected PIC **MUST** be registered in the Immigration System.

Arrival Details

* PIC Name
- Please Select -

* PIC Mobile No e.g. 0122153956

* Date of Arrival

Click **'Submit'** to submit the WAU Form. An approval email will be sent to the **employer's registered e-mail** for clearance process.

* Flight No.

* Point of Entry
- Please Select -

Reset Submit

10

The **WAU Form Slip** details will be available in the **employer account**. Bring this WAU Form Slip to the airport for workers' clearance processes.

FWCMS WAU Details

WAU Details

WAU Form No.	Appointment No.	Submission No.	Submission Date	No. of Workers

Attire:

FTL Name: [] FTL Passport No.: []
 FTL Mobile No.: [] FTL Fname: []
 FTL Surname: []

Worker List

No.	Name	Passport No.
1	[]	[]

Generate Data Time: 04/02/2023 12:29:76 Page: 1 of 1

Wau Form submitted []

Form No. []
 No. []
 Date: 04/02/2023 12:29 PM

FOREIGN WORKERS CENTRALIZED MANAGEMENT SYSTEM
Created: 04/02/2023 12:29 PM

FWCMS
FOREIGN WORKERS CENTRALIZED MANAGEMENT SYSTEM

Date: 04/02/2023 12:29 PM

Dear FWCMS User, Request [] has been submitted for your approval. Please refer the table below.

Employee No. []
 VDR No. []
 JWC Number []
 PSC IC No. []
 PSC Mobile No. []
 PSC Email []
 Date of Arrival []
 Expected Time of Arrival []
 Origin Country []
 No. of Workers []
 System Administrator

Print

Please refer to the system administrator for any technical issues.