Subject:	Foreign Worker Passport Access	**Document No.:**	YGD SA 004
Effective:	08/06/2022	**Revision:**	5
Revised By:	Ahsha Loganathan	**Approved By:**	Ravi Ragunathan

1. OBJECTIVE

The objective of this policy is to ensure that the foreign workers employed by the Company have full and free access to their passports at any time, in accordance with standard humanitarian and worker rights.

2. SCOPE

This policy is applicable to all foreign workers that are employees of the Company.

3. REFERENCE

(a) Government of Malaysia's Employment Act 1955

(b) Government of Malaysia's Passport Act 1966

4. DEFINITION

(a) **Passport.** Means a valid document issued to a foreign worker by or on behalf of the government of which said foreign worker is a citizen, which is viewed as a valid form of identity for international travel by the Government of Malaysia.

(b) **Foreign Worker.** Any employee from different country, who is not Malaysian.

(c) **MYEG**. The Malaysian E-Government Service Provider.

(d) **FW Management**. Foreign Worker Management

(e) **HOD's**. Head of Department

5. RESPONSIBILITY

The Company's department of Human Resources is responsible for ensuring the policy stated herein is appropriately followed.

6. PROCEDURE

6.1 Passport Logging and Storage

6.1.1 Each foreign worker that has been employed by the Company, will submit their passport to the Human Resources for personal file recording and also to make copies.

6.1.2 The Human Resource department will assign each foreign worker an employee number, and will paste the number in a detachable manner onto their passport for record.

6.1.3 Once the passport logging has been completed, the Company will return the passport to the foreign worker and inform them to keep it safe in their own lockers that has been provided to them in their hostels.

6.1.4 Copy of the passports will be scanned for medical purposes or renewal of work permit. (Appendix A)

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6.2 Requisition of Passport by Foreign Worker

6.2.1 YTY does not practice forced labour, or condone any such activity which restricts the movement of foreign workers employees, or which restricts their ability to freely leave the Company, either temporarily or permanently.

6.2.2 Should the foreign worker misplaced, lose or damage their passport while it is in their possession, they will have to bear all expenses for the reissuance of a new passport as well as the related application for a new employment pass, should either of these steps be required. This will be communicated to all foreign workers during their orientation.

6.2.3 There are instances whereby a foreign worker's passport may not be available for extraction, such as when it is submitted to regulatory authorities for permit or pass applications, or when it is submitted to other specialized government, or government-affiliated entities, such as MYEG, Department of Immigration, etc. in the normal course of business. In such instances, the foreign worker will be informed of the unavailability of their passport, and promptly notified when the passport is returned to the Company. (Appendix A)

7. RECORDS

(a) Shared Folder – HR – FW Management
(b) Personnel File

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Appendix A

a) Passport Submission for Renewal

i) Passport to be submitted to FW Management **3 (Three) months** before work permit expiry for FOMEMA registration and renewal process. FW Management will send an email to respective HOD to inform about passport collection.

ii) FW Management will complete FOMEMA medical check-up and upon receiving work permit sticker from MYEG a copy of work permit and passport to be copied for HR reference. Email to respective HOD's to inform their foreign workers to collect their passport.

b) Passport submission for Repatriation

i) For those foreign workers leaving the Company, FW Management will email to respective HOD's for passport submission **1(One) month** before the work permit expiry for the checkout memo application at the Department of Immigration.

ii) Once the checkout memo process is completed FW Management email to respective HOD's and provide repatriation date, flight time, airline, allowed luggage, passport, bus ticket and air ticket collection date.

c) Passport Renewal and submission after Passport Renewal

i) FW Management personnel will advise the passport expiry date (at least 1 year before the validity of passport expiry) via email to the respective HODs.

ii) FW Management personnel to make arrangements for the renewal process in terms of documentation as per the respective Embassy requirement, journey plan & transportation.

iii) Passports will be submitted to the Embassy for renewal process which takes about approximately 1 to 3 months. Embassy will contact employee to collect passport from respective Embassy. FW Management personnel will make arrangements for the passports to be collected.

iv) Upon receiving the renewed passport, employee will submit the passport to FW Management personnel to further submit the passport to the Department of Immigration for work permit sticker transfer from old passport to the new passport.

v) Upon completion of this process, passports will be returned back to the respective workers.

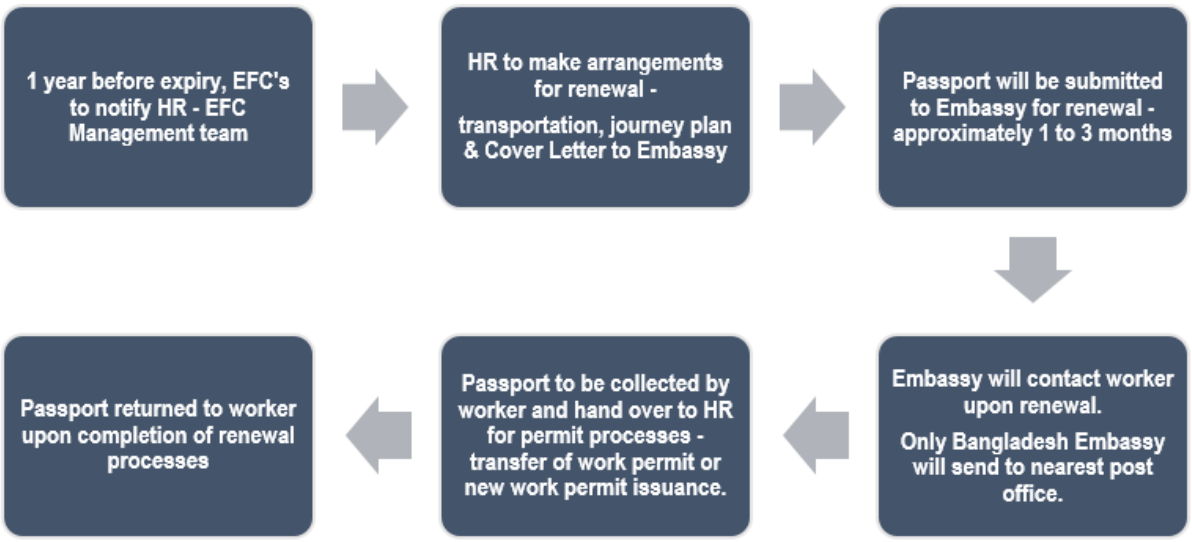
vi) The expenses of passport renewal, transfer sticker or lateness in the renewal of passport to be borne by the employer.

vii) Please refer to the process flow below for your understanding.

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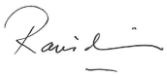
Process Flow:



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Reason for Change

Old Revision	*Current Revision*	*Effective Date*	*Page Affected*	*Revision Description*	*Revised By*	*Approved By*
Nil	0	1/10/2015	All	New Procedure	Sim	Zahari
0	1	15/11/2015	All	Revise procedure into Group Level document	Sim	Zahari
1	2	01/03/2019	All	Revise procedure as per current practice.	Raymond Xaviour	Ravi Ragunathan
2	3	01/05/2019	Page 1 & 2	Revised procedure as per SA requirement	Roszalina	Ravi Ragunathan
3	4	01/09/2020	1 & 3	Revised procedure as per SA requirement	Ahsha	Ravi
4	5	08/06/2022	All	Revised procedure as per the current practice	 Ahsha	 Ravi

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