Chuan Thong Industries Sdn. Bhd. (Co. No. 651239-M)
13, Jalan Ski 4/KU7, Kawasan Perindustrian Hi-Tech, Sungai Kapar Indah, 42200 Klang, Selangor, Malaysia.

ZERO RECRUITMENT POLICY

[HMP 01-09/24 Rev 01]

Chuan Thong Industries Sdn Bhd (CTI) practices a "Zero Recruitment Fees" in recruiting its foreign workers (FW). Workers shall not be required to pay employers' agents recruitment fees or other related fees for their employment. The terms "recruitment fees" or "related fees" refer to any fees or costs incurred in the recruitment process for workers to secure employment or placement, regardless of the manner, timing or location of their imposition or collection. This includes fees and costs associated with the recruitment, hiring, placement, processing, transportation, and ongoing management of workers in both sending and receiving countries.

Where recruitment fees or related costs are charged this must be covered by the employer. Indirect fee charging (such as through deductions from wages and benefits) is prohibited. Any expenses to workers are notified to workers before expenses are made and receipts are be provided to workers

The foreign migrant worker are not required to pay the below fees:

1	Agency Service Fee, Sub-agent Fees .*(Placement fees in both sending and receiving countries)*	6	Pre-departure training or orientation, skills tests, medical examination, or other requirements for employment by sending or receiving countries including security deposits.
2	Airfare or fare for other modes if international transportation from sending to Malaysia and transportation fare in when arrived at Malaysia.	7	Pre-departure accommodation cost after employment at the source country and upon arrival at receiving country.
3	Cost associated with passport.	8	Orientation Fees.
4	Visa processing fees.	9	Government-approved insurance, taxes, or other related fees that law requires the employer to bear.
5	Work permit including renewal.	10	Government Levy unless legally allowable for deduction.

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CTI are responsible for monitoring possible recruitment agencies to make sure that they follow these guidelines and do not charge any recruitment related fees from the workers. If such fees are found to be charged to the workers, company will require the recruitment agency to repay the workers.

Prepared by:



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Date: 23/09/2024

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Director
Date: 23/09/2024

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