

OUTSOURCE MANAGEMENT (FOREIGN WORKER)

No.	ITEMS	RATE (RM)
1	Contract Fee	RM 7.50± per hour / worker
2	Overtime	x 1.5 times of contract fee
3	Off Day	x 1.5 times of contract fee
4	Public Holiday	x 2.0 times of contract fee
5	Night shift Allowance	RM 4.00± per hour / worker

Payment Method:-

1. Deposit depends on situation / circumstances.
2. Contract fee to be made payable within seven (7) days from the date of invoice issued.
3. Payment by cheque should be made to **Truway Strategic Sdn Bhd (A/C: 3203988611 Public Bank)**

Terms & Conditions:-

1. Monthly service fee RM 150.00 / working place will be charge WHEN client requisition / demand are below 5 Workers.
2. First contract is for a minimum of 12 months.
3. First contract is for a minimum of 3 months – for TEMPORARY only.
4. Transfer fee: when mutual agreement on both parties, client is allowed to recruit / employ the worker with a Charge of RM 1,000.00/ worker, hereby refer as “transfer fee”.

APPLICATION STEPS

1	Documents required (Recruitment Information Form, Premises photo 3pcs, Photo of working area 5 pcs)
2	Confirmation
3	Advertising & Recruitment
4	Accommodation Setup & transportation Arrangement
5	Delivery of Employee(s)

OBLIGATIONS

Truway's Obligations	Recruit & HR management:
	i. Incharge worker wages
	ii. Accommodation
	iii. Transportation between hostel and working area iv. welfare
Client's Obligations	i. Work Instraction
	ii. Training
	iii. Safety & provide safety equipment
	iv. Rules & Regulations *if any

** Kindly fill up RECRUITMENT FORM for official quotation.

TRUWAY STRATEGIC SDN BHD (1257416-X)

HQ: No. 48-1, Lot 24, Jalan Indah 2/1, Taman Indah 2, 45400 Sekinchan, Selangor.

Branch: B-5-8, Plaza Mont Kiara, Mont Kiara, 50480 Kuala Lumpur.

Tel: 016- 301 3055 Email: info@truway.com.my

**LABOUR COST**

Costing (Monthly)	26 Days / Worker / Month
WAGES	
• Salary	RM 1,000.00
• Overtime (3 hours / day)	RM 562.38 (RM 7.21 X 78 hours)
• Levy Dedcution	(RM 154.17) (RM 1,850 X 12 months)
WELFARE	
• Annual Leave	RM 25.64 (RM 38.46 X 8 days / 12 months)
• Insurance	RM 25.00 (RM 300 / 12 months)
• Medical	RM 25.00 (RM 300 / 12 months)
• Repatriate	RM 30.00
GOVERNMENT	
• Levy	RM 154.17 (RM 1,850 / 12 months)
• Visa	RM 17.00 (RM 205 / 12 months)
• FOMEMA	RM 15.90 (RM 190.80 / 12 months)
GENERAL	
• Accommodation	RM 150.00
• Transportation	RM 200.00
TRUWAY'S FEE	
• Management Service	RM 300.00
TOTAL (WORKER / MONTH)	RM 2,350.00
TOTAL (WORKER / HOUR)	RM 7.53 (RM 2,350.92 / 26 days / 12 hours)

RECRUITMENT INFORMATION FORM (FOREIGN WORKER)

1	DEMAND				
	Shortage of positions				
	Number of demand	Male		Female	

2	DETAILS	
	Company Name	
	Scope of Work	

3	INTRODUCTION OF WORK	
	Responsibilities	
	Working day	
	Working time	
	Rest time	
	Recruitment duration	
	Preferred qualifications	
	Additional benefits	
	Rule & Regulations	

4	CONTACT	
	Person in charge	
	Contact Number	
	Email Address	

5	REMARKS	