



IDEAL RELIANCE

Recruitment & Outsourcing Services (Professional & Foreign Labour)

Ideal Reliance Sdn Bhd (Co. Reg. 489963-V)

Agensi Pekerjaan Ideal Reliance Sdn Bhd (Co. Reg. 519301-K | JTKSM 468 Lesen C)

www.idealreliance.com | apir@idealreliance.com | (6)03 7729 6201
66M, Jalan SS21/39, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia.

“Quality, integrity & excellence in what we do”

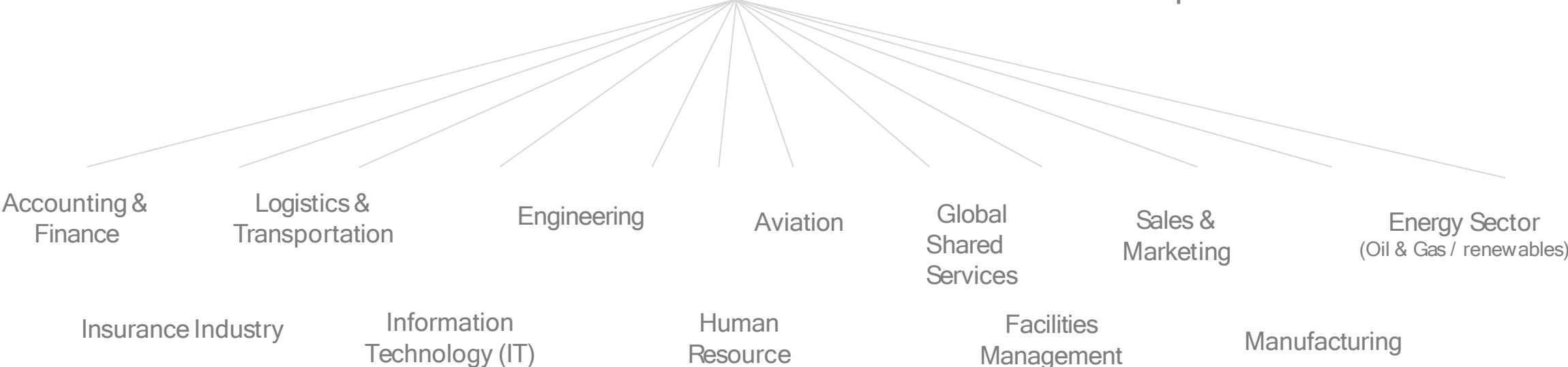
 We are a **Manpower & Outsourcing** services and solutions provider specializing in Malaysian marketplace. Find out more by visiting [ABOUT US | Ideal Reliance](#).

1999 + **12** = **1,000+**

Founded

Industries supported

Successful candidate placements



Our Services



RECRUITMENT & HEADHUNTING



CONTINGENT WORKFORCE



EMPLOYEE, HUMAN RESOURCE
& GLOBAL MOBILITY SERVICES



BUSINESS PROCESS OUTSOURCING



FOREIGN WORKERS SUPPLY & SERVICES



Having entered our 23rd year in the Malaysian market as a Manpower & Outsourcing services and solutions provider, Ideal Reliance continue to evolve to meet the ever-changing needs of the global business environment.

Come and speak to us today to find out more about our services!

Recruitment & Headhunting



PERMANENT PLACEMENT

With wide access to growing talent pools from various sectors, we successfully carry out Recruitment & Headhunting from top-level to non-executive positions.

- **Identifying & supplementing** Client existing talent acquisition bottlenecks & pain points.
- Building **strategic partnership** & talent pools.
- Executive candidate screening & write-ups.
- **End-to-end** recruitment process management.
- Dedicated recruiters & talent acquisition consultants.
- Close **alignment & partnership** on Client human capital goals.
- Representing Client as an **employer of choice**.



TYPE OF TALENT/ROLES SUPPLIED

Examples of typical categories of talent that we supply, from Junior till Senior levels, include: -

- Accounting & Finance
- Data & Analytics
- Customer Service & Support
- Corporate Governance & Compliance
- Engineering Technology
- Information Technology (IT) - Development & Support
- Project Management
- Supply Chain & Logistics
- Security & Risk Management

Some of our happy clients include:



HR & Payroll Management

HR CONSULTANCY

- Employer handbook
- Work Pass / Visa applications, appeals, renewals and cancellations
- Latest regulatory requirements and policy changes
- Organization role and job descriptions



HR DOCUMENTATION

- Employment Contracts
- Employee onboarding assistance
- HR & employee forms and letters
- Employee insurance cover referral
- Employee offboarding & termination.
- Personnel record keeping for up to seven years



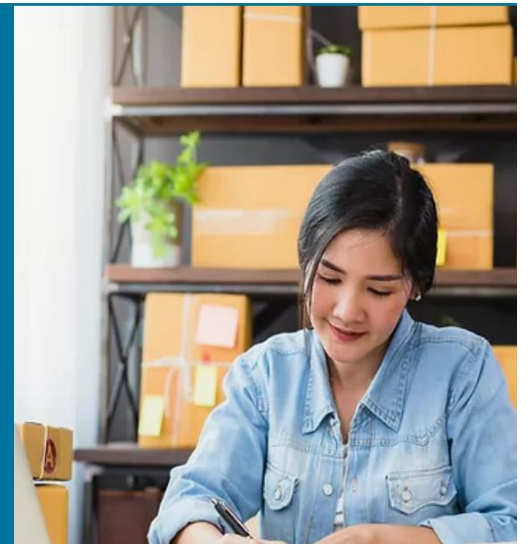
PAYROLL & MONTHLY REPORTING

- Employee salary processing incl. variable payments, benefits and claims
- Calculation of statutory contributions i.e. EPF, SOCSO, EIS, HRDF, Tax (CP39), Zakat, Tabung Haji, Levy
- Employee leave management and tracking
- Provision of monthly payroll summary reports to client
- Distribution of payslips via email (password protected)



YEAR END PROCESSING

- Preparation and distribution of Form EA to employees
- Preparation of full year payroll summary inclusive variable payments, benefits and statutory contributions
- Preparation of Employer's Returns (Form E)



Foreign Labour Supply & Services

Did you know only **authorized License C Private Employment Agencies (APS Lesen C)** by the Department of Labour Peninsular Malaysia and the Ministry of Human Resources (Jabatan Tenaga Kerja Semenanjung Malaysia, JTKSM) are allowed to provide recruitment services related to the supply of foreign labour?

As an authorized agency, **Agensi Pekerjaan Ideal Reliance Sdn Bhd (JTKSM468 Lesen C)** aims to assist your organization with foreign labour recruitment using our endorsement by Governmental Authority and Embassy of Source Countries, and Malaysia. With strategic partnerships with various source country partners such as **Nepal, Bangladesh, Indonesia, Philippines, Pakistan and Myanmar**, we ensure you receive the right employees with the right skills to fulfill your organizational and operational needs. From end-to-end **NEW HIRES** to **RENEWALS**, we're ready to support your organization's manpower needs!

" We ensure strict adherence and compliance to Labour Act, Human Rights, Non-discrimination, Humane Treatment, and Transparency of Terms of Engagements"



For full information, please refer to our dedicated brochure from your Service Consultant:
FOREIGN WORKER RECRUITMENT & SERVICES

Project Portfolio

Contingent Labour

- Supply and management of workforce deployed across East & West Malaysia.
- Covers supply of both technical & non-technical contractors.
- Current deployed workforce of **150+ contractors**.

Mass Hiring

- Mass hiring for Khazanah Nasional's SL1M project 2017, 2018, 2021, 2022
- SHELL HR (APAC) 2020/2022
- BBQ Plaza 60+60pax F&B Crew 2023
- **Source | Screen | Interview | Onboard**

Payroll & Remunerations

- End-to-end (E2E) management, processing & remittance of monthly and annual payroll & remuneration cycles for more than **250 employees** under varied employee packages & benefits.

Facilities Management

- Service & Maintenance of both hard and soft services for client building and (outstation) real estate.
- End-to-end **project management** of client office renovation and relocation.
- **Hard Services:** Electrical installations, HVAC system, water supply, building lifts & generator units.
- **Soft Services:** Cleaning & mailroom management.

PROJECTS

Employee Services

- **Global Mobility Services** for client expatriate employees.
- Services include end-to-end (E2E) arrangements for: Work Visas & Permits (EP/DP/SP/PVP), Accommodation, Children schooling, and Logistics.

Office Systems & Administration

- **SAP System Migration Project:** reconciliation, data maintenance, UAT and system handover of over **1,000 personnel files** in SAP HR & HRIS.
- **Employee Letters:** processing, documentation and distribution of employee letters e.g. promotions, transfer advise, confirmations.

Testimonials from Clients

“Grateful for your support over the years – we are certainly a happy client”

Talent Acquisition Manager
Leading Global Information Services Company

“I have always been extremely impressed by the teams responsiveness and dedication with a highly trained team to address hiring challenges in a very tactful manner.”

Line Manager & Hiring Focal
Multinational Business Operations Centre, Kuala Lumpur

“I must commend Ideal Reliance – you have a good recruiter with you.”

Human Resource Manager
Multinational Business Service Centre, Kuala Lumpur

“Thank you so much for all the great support – without you, we will not be able to onboard our contingent employees so seamless and swiftly.

Thanks for being the great partner for us!”

Human Resource/Talent Acquisition Manager
Multinational Business Service Centre, Kuala Lumpur

“Top notch service from Ideal Reliance as usual! In fact, I know no better 100% remote partnership in my entire career... and it’s thanks to you and your company’s integrity, friendliness, professionalism and flexibility”

CEO
Leading Multinational IT Services and IT Consulting

Additional Info

(1)

We have a track record of providing and delivering service excellence for more than 20 years.

“ **People** are a company’s greatest assets...

... find **Talent** and employ a **Solution** today”

- *The Ideal Reliance Team* -

- ✓ Established in **1999**, supporting **12 industries**, with placement of more than **1,000 candidates** to-date.
- ✓ Possess over **24 years’** experience supplying & managing workforce and provision of services throughout Malaysia (both East & West).
- ✓ We achieved and are recognize, to-date, as a **Tier-1 Contingent Labour Vendor** to **Shell, Malaysia** since 2007 for proven ability to supply high quality IT & non-IT workforce to their Global Shared Service Centre and Malaysia operations.
- ✓ Proven capability to manage end-to-end payroll for clients with more than **300 employees** with high accuracy, timeliness and data confidentiality.



Additional Info

(2)

We have a track record of providing and delivering service excellence for more than 20 years.

“ **People** are a company’s greatest assets...

... find **Talent** and employ a **Solution** today”

- *The Ideal Reliance Team* -

- ✓ We are a **full-licensed Recruitment Agency (JTKSM 468, Lesen C)** under Jabatan Tenaga Kerja Malaysia that allows us to manage end-to-end recruitment & placement activities for **local, expatriate & foreign worker** talent alike.
- ✓ We are an **Expatriate Services Division (ESD)** registered company under Immigration Department of Malaysia.
- ✓ Financially stable with **zero** gearing and paid-up capital of RM 500,000.
- ✓ Maintain **budget-friendly & competitive fees.**
- ✓ Successful **long term strategic human capital partnerships** with many multinational & global Clients.



GET IN TOUCH WITH OUR SERVICE EXPERTS

Click [here](#) to get in touch
or contact:

James Lai

(Operations Director)

M | 012 378 6300

Raymond Vijay

(Business Development Director)

M | 012 712 2774

Ahmad Tarmizi

(Special Projects Director)

M | 016 335 2558

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66 Mezz., Jalan SS21/39, Damansara Utama, 47400 Petaling Jaya, Selangor, Malaysia.



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)



COMPANIES ACT 2016

(ACT 777)

**CERTIFICATE OF INCORPORATION
OF PRIVATE COMPANY**

This is to certify that

**AGENSI PEKERJAAN IDEAL
RELIANCE SDN. BHD.
20001016694 (519301-K)**

is, on and from the 07th day of July 2000, incorporated under the Companies Act 1965, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 07th day of July 2000.



EI2011201737481
Scan to verify

NOR AZIMAH BINTI ABDUL AZIZ
REGISTRAR OF COMPANIES
MALAYSIA

A copy or extract issued pursuant to section 601(2).

UserID : apirsb888

Date : Fri Nov 20 17:37:48 +08 2020

Printing Date : 20-11-2020



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MENARA SSM@SENTRAL, NO. 7 JALAN SENTRAL 5, KUALA LUMPUR SENTRAL, 50470 KUALA LUMPUR.

Tel: 03-2299 4400

Fax: 03-2299 4411



SURUHANJAYA SYARIKAT MALAYSIA
COMPANIES COMMISSION OF MALAYSIA
(Agensi di bawah KPDNHEP)

DIGITALLY CERTIFIED TRUE COPY

This document has been digitally certified true copy by RAFFCOMM TECHNOLOGIES SDN. BHD. (1000449-W), the company which has been granted license as a "Certification Authority" in Malaysia under Section 8, of the Digital Signature Act 1997 and Digital Signature Regulation 1998.

To verify the authenticity of the digitally certified true copy document, follow the following steps:

Types of verification Steps for verification

Softcopy Verification

1. Open the softcopy of digitally certified true copy using Adobe Reader version 10 or above.
2. Import the necessary certificates into Adobe Reader (User guide is available at <https://cyphersign.my/pdfguideline/>)
3. Validate the document as per the information shown at the top panel of the Adobe Reader.

Hardcopy Verification

SSM DCTC Web Checker

1. Open internet browser and type <https://ssm4u.com.my>.
2. Click "REGISTER" to register user ID.
3. Click "SIGN IN" and key in user ID and password if user already register in SSM4U.
4. Click icon "DCTC READER & CHECKER"
5. Key in Serial No, complete reCAPTCHA and click "SEARCH" button.
6. Ensure the copy viewed in internet browser matches the printed copy.

SSM DCTC QR Code Reader

1. Install "SSM DCTC QR READER" from Google Play (Android) or App Store (iOS) on smartphone.
2. Run the application.
3. Press "TAP SCREEN TO SCAN" and point your smartphone camera to the QR Code that can be found at the bottom of digital certified true copy document.
4. The smartphone will display the original copy of the document store SSM Database that has been digitally certified by appointed Certified Authority.
5. Ensure the copy appeared in the smartphone matches the printed copy.

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Printing Date : 20-11-2020

Date : Fri Nov 20 17:37:48 +08 2020



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Tel: 03-2299 4400 Fax: 03-2299 4411



JTKSM 468

JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA
KEMENTERIAN SUMBER MANUSIA
 Department of Labour Peninsular Malaysia, Ministry of Human Resources

AKTA AGENSI PEKERJAAN SWASTA 1981
 Private Employment Agencies Act 1981

LESEN C

Licence C

- (1) Lesen ini dikeluarkan di bawah seksyen 9A(1) Akta Agensi Pekerjaan Swasta 1981 untuk menjalankan urusan agensi pekerjaan swasta di:-
This license is issued under section 9A(1) of the Private Employment Agencies Act 1981 to conduct matters relating to private employment agencies at:-

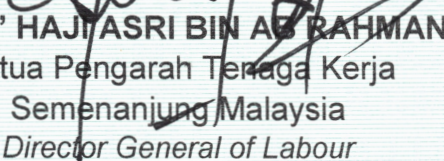
AGENSI PEKERJAAN IDEAL RELIANCE SDN. BHD.
200001016694 (519301-K)

Nama Agensi
Name of Agencies
 Di alamat
at

NO. 66MEZZ, JALAN SS 21/39, DAMANSARA UTAMA
47400 PETALING JAYA, SELANGOR

- (2) Pemegang lesen ini boleh menjalankan aktiviti merekrut bagi pencari kerja di dalam dan di luar Malaysia dan bukan pekerja warganegara di dalam Malaysia.
The holder of this license may carry out recruitment activities for a job seeker within and outside Malaysia and non-citizen employee within Malaysia
- (3) Lesen ini adalah sah selama tempoh tempoh 24 bulan dari **15 JULAI 2022** sehingga **14 JULAI 2024**
*This licence is valid for a period of 24 months from **15 JULY 2022** until **14 JULY 2024***




DATO' HAJI ASRI BIN AB RAHMAN
 Ketua Pengarah Tenaga Kerja
 Semenanjung Malaysia
 Director General of Labour
 Peninsular Malaysia

CATATAN: Lesen ini hendaklah dipamerkan pada setiap masa di tempat yang mudah dilihat dalam premis sebagaimana yang dinyatakan dalam lesen.
 NOTE: This license must be displayed at all times at a visible place in the premises as specified in the licence.



PESURUHJAYA PERLINDUNGAN DATA PERIBADI

No. Pendaftaran

SS-
SB19092023-01798

PERAKUAN PENDAFTARAN

Dengan ini diperakui bahawa

AGENSI PEKERJAAN IDEAL RELIANCE SDN BHD

519301-K

Telah didaftarkan menurut Seksyen 15(1) Akta Perlindungan Data Peribadi 2010 (Akta 709) dan dikeluarkan suatu perakuan pendaftaran menurut Seksyen 16(1)(a) Akta 709 serta tertakluk kepada peruntukan-peruntukan Akta 709 dan peraturan-peraturan yang dibuat di bawahnya dalam golongan:

Kod	Nama Golongan
1801	Perkhidmatan

Tarikh Mula Berkuat Kuasa : 25 September 2023

Tarikh Tamat Tempoh Perakuan : 24 September 2024

(PROFESOR DR. MOHD NAZRI BIN KAMA)
PESURUHJAYA PERLINDUNGAN DATA PERIBADI





CERTIFICATE OF APPOINTMENT

AGENSI PEKERJAAN IDEAL RELIANCE SDN BHD
NO. 66M, JALAN SS21/39,
DAMANSARA UTAMA,
47400 PETALING JAYA
SELANGOR

is hereby appointed as
FOMEMA Registered Agency

and is entitled to act as an independent agent
to sell and market the Services according to the
terms and conditions until **07/05/2025**

A handwritten signature in black ink, appearing to be "h5" with a flourish.

MOHD SHAHRIL FTRI BIN HASHIM
Chief Executive Officer
FOMEMA SDN. BHD.



Scan for Digital
Verification Copy

ATTESTATION OF COMPANY GOOD STANDING

AGENSI PEKERJAAN IDEAL RELIANCE SDN. BHD. 200001016694 (519301-K)

This is to confirm that the above company was incorporated on 7 Jul 2000 as a private company. The company has complied with the requirements for the issuance of this attestation and in compliance with the Companies Act 2016.

Based on documents lodged with the Companies Commission of Malaysia:

- (a) The company is not in the process of being wound up or dissolved;
- (b) The company has lodged its latest annual return and financial statements or certificate relating to an exempt private company accordingly; and
- (c) The registered address of the company is at 18-4-2, JALAN 5/101c, Cheras Buss.ctr, Tmn Cheras, Kuala Lumpur, 56100, Kuala Lumpur, Wilayah Persekutuan.

The above particulars are extracted from documents registered as at 13 November 2020.

Registrar of Companies
Malaysia

This attestation is issued based on the latest information lodged by the company with the Registrar that has met the required criteria for the issuance of this attestation. Although every effort has been made to ensure that the information provided is accurate and up to date, the Registrar shall not be liable for any losses arising from any inaccurate or omitted information.



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[Tel: 03-2299 4400](tel:03-22994400) [Fax: 03-2299 4411](tel:03-22994411)

CRITERIA FOR THE ISSUANCE OF ATTESTATION OF COMPANY GOOD STANDING

Attestation of Company Good Standing (ACGS) is a confirmation that a company has met the criteria that was set in the issuance of this ACGS.

Product Overview

ACGS will state the company name, registration number, incorporation date, whether the company is a private or public company and the registered address of the company. As an added feature, recipient can scan the QR Code from the print-out and able to view the stored copy of the ACGS as well as make comparison to verify the contents and ensure that there is no alteration made to the print-out.

ACGS Product Criteria

The company must meet the criteria as listed below:

1. The company has been incorporated for at least 18 months from the date of the ACGS;
2. The company has lodged its latest annual return and audited financial statements or certificate relating to an exempt private company;
3. The company is in existence and not in the process of being wound up or struck off or dissolved;
4. The company is not dormant as per nature of business;
5. The company has a registered address;
6. The company or its directors do not have any outstanding compound; and
7. The company or its directors do not have any pending prosecution case.

This attestation is issued based on the latest information lodged by the company with the Registrar that has met the required criteria for the issuance of this attestation. Although every effort has been made to ensure that the information provided is accurate and up to date, the Registrar shall not be liable for any losses arising from any inaccurate or omitted information.



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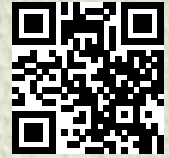
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Tel: 03-2299 4400 Fax: 03-2299 4411



0271.IE-KL.APS.2022

**EMBASSY OF THE REPUBLIC OF INDONESIA
KUALA LUMPUR**

Registration Certificate

Labor Attache of The Republic of Indonesia in Kuala Lumpur is hereby stated the Company mentioned below is registered at the Embassy of The Republic of Indonesia in Kuala Lumpur for the placement of Indonesian Migrant Workers in Malaysia pursuant to the laws and regulations of the Republic of Indonesia.

Name of Director : LAI KERK WERN

Date of Establishment : 07 Jul 2000

Malaysian Registry of Company : 519301-K

Address : NO.66MEZZ, JLN SS21/39 DAMANSARA UTAMA

Sector : Domestic

This Certificate is valid within 1 (one) year from the date of issue.

Kuala Lumpur, **27 Oct 2022**



Labor Attache

Dokumen ini ditandatangani secara elektronik melalui Aplikasi TNDE menggunakan sertifikat elektronik yang diterbitkan oleh BSR.E.

1. The Registration Certificate is valid for a period of twelve months after the date of issuance and is strictly non-transferable.
2. The Registration Certificate is subject to suspension and/or revocation by the Indonesia Missions in Malaysia if the employment agency is found to violate provisions of the Indonesian and/or Malaysia regulations.
3. In case of suspension or revocation of the registration Certificate, the employment agency remains obligated to fulfill its responsibilities regarding the Indonesian Migrant Worker(s) whom the Company/Agency has recruited.
4. Renewal application of Registration Certificate shall be submitted to the Embassy not later than 45 (forty-five) days before the expiration date.
5. The additional of agency branch offices should be report to the Embassy.

ATTACHMENT

Registration Certificate Number : 0271.IE-KL.APS.2022

Company : AGENSI PEKERJAAN IDEAL RELIANCE SDN BHD

Branch(es)