

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GOVERNMENT OF INDIA
AND
THE GOVERNMENT OF MALAYSIA
ON THE RECRUITMENT, EMPLOYMENT
AND REPATRIATION OF WORKERS

THE GOVERNMENT OF INDIA and **THE GOVERNMENT OF MALAYSIA** (hereinafter referred to singularly as "the Party" and collectively as "the Parties");

RECOGNISING the friendly and cooperative relations that exist between the two countries and their peoples;

BELIEVING that the recruitment, employment and repatriation of Workers from India in Malaysia shall be areas of cooperation which are mutually beneficial to both Parties without undermining the rights of both Workers and Employers; and

REALISING the need to establish a framework to facilitate the recruitment, employment and repatriation of Workers from India within the limits of its competencies, jurisdiction and available resources.

HAVE AGREED as follows:

ARTICLE 1

DEFINITION

1. For the purposes of this Memorandum of Understanding (hereinafter referred to as "MoU"):

- (a) "**Contract of Employment**" means the Contract of Employment entered into between the Employer and the Worker, the format of which is annexed as **APPENDIX A** in Article 4 of this MoU;

- (b) “**Employer**” means a company incorporated under the laws of Malaysia or a sole proprietor or any person in Malaysia providing employment in Malaysia to the Worker and who has been given approval by the Government of Malaysia to employ the Worker;
- (c) “**Worker**” means a citizen of India who is in the process of entering into or has entered into a contract to work in Malaysia for a specified period of time as stipulated in the Contract of Employment, but does not include domestic workers as defined in the Employment Act 1955 [Act 265] of Malaysia;
- (d) “**Malaysian Recruitment Agency**” (hereinafter referred to as “the MRA”) means a private employment agency licensed under the Private Employment Agencies Act 1981 [Act 246] of Malaysia and approved by the Government of Malaysia for the purposes of recruiting Workers; and
- (e) “**Indian Recruitment Agency**” (hereinafter referred to as “the “IRA”) means an Indian recruitment agency licensed by the Government of India under the Indian Emigration laws, rules and regulations for the purposes of recruiting Indian Workers abroad.

2. Unless the contrary intention appears, words and expressions in the singular include the plural, and words and expressions in the plural include the singular.

ARTICLE 2 OBJECTIVE

The objective of this MoU is to establish a framework for the recruitment, employment and repatriation of the Worker and to protect the rights of both Workers and Employers.

ARTICLE 3 DESIGNATED AUTHORITY

The designated authority responsible for the implementation of this MoU on behalf of the Government of Malaysia will be the Ministry of Human Resources and on behalf of the Government of India will be the Ministry of External Affairs.

ARTICLE 4 IMPLEMENTATION

The Parties agree that the recruitment, employment and repatriation of the Worker and the protection of rights of both the Workers and Employers shall be conducted in accordance with the terms of this MoU and subject to the laws, rules, regulations, national policies and directives of each Party from time to time in force, governing the subject matter in their respective countries.

ARTICLE 5
AREAS OF COOPERATION

The Parties agree to work on collaborative programs or activities based on mutual consultation and consent, on the following areas of cooperation, namely:

- (i) integration of online labour recruitment platforms of India and Malaysia to enable the exchange of information, as deemed appropriate by both Parties and continue studies in the area of manpower; and
- (ii) undertaking joint collaborative programs and activities including pre-departure and post-arrival educational programs improving the administration of the full contract of employment cycle.

ARTICLE 6
CONTRACT OF EMPLOYMENT

1. Subject to the terms provided under this MoU, the Worker and the Employer shall comply with all Malaysian laws, rules, regulations, national policies and directives relating to employment in Malaysia in accordance with the terms and conditions of the Contract of Employment under **APPENDIX A**.
2. Any amendments to the terms and conditions of the Contract of Employment made by the Joint Working Group (JWG) under

APPENDIX C shall not affect or invalidate any existing Contract of Employment in force between Employer and Worker.

3. In the event of total closure or cessation of business or winding up, the Worker shall have the opportunity to change Employer within the same sector, upon the approval of the relevant authorities and subject to laws and regulations in Malaysia.
4. The Worker may have an opportunity to change the Employer, in case of exploitation, abuse, physical and mental harassment subject to domestic laws and regulations as determined by the competent authorities.

ARTICLE 7

RECRUITMENT, SAFETY AND SECURITY OF WORKERS

1. The **GOVERNMENT OF INDIA** shall ensure that the Worker who is selected for employment by the Employer fulfil the following conditions prior to his/her entry into Malaysia:
 - (i) Having attained the age of 18 years and not above the age of 45 years;
 - (ii) Having possessed the required qualifications and skills specified by the Employer;
 - (iii) Having possessed basic knowledge of Malaysian culture and social practices;

- (iv) Has successfully completed the pre-departure orientation in India;
- (v) Having possessed basic communication skills either in English or Malay language;
- (vi) Complies with the Malaysia immigration laws, rules, regulations, policies and directives;
- (vii) Complies with the Malaysian medical requirements for foreign workers;
- (viii) Does not possess any previous criminal records; and
- (ix) Any other requirements as may be determined by the Government of Malaysia from time to time and as duly informed through the diplomatic channel to the Government of India in a timely manner.

2. The **GOVERNMENT OF MALAYSIA** shall, subject to the laws, rules, regulations and policies to:

- (i) ensure safety, security and welfare of the Worker, with special attention to the female worker;
- (ii) take measures for the protection of the Worker from all forms of harassment, abuse and forced labour;

- (iii) provide necessary documentation issued by relevant authorities for the Worker who have filed a complaint until the settlement of the labour dispute;
- (iv) ensure that the Worker will have the right to remit their income to their country of origin or elsewhere, at their discretion, in accordance with and subject to Malaysia's financial and other relevant regulations;
- (v) endeavour to prevent the conversion of travel/visit/tourist/transit visas of Indian nationals into employment visa in Malaysia without the clearance from Indian High Commission in Malaysia and upon request to share with the High Commission of India in Malaysia as and when any change in visa status from travel/visit/tourist/transit visas into employment visas;
- (vi) ensure equal and fair treatment to Indian Worker in comparison to other foreign workers regarding wages, overtime, working conditions and access to justice; and
- (vii) ensure appropriate facilitation upon arrival at the airport.

ARTICLE 8

PERIOD OF EMPLOYMENT

The Worker who is employed under this MoU shall work in Malaysia:

(a) for a specific period of time in accordance with the Contract of Employment under **APPENDIX A**; and

(b) subject to the terms and conditions of the Contract of Employment under **APPENDIX A**.

ARTICLE 9 RESPONSIBILITIES

1. The Parties agree that the responsibilities of the Employer, the Worker, the MRA and the IRA for the purposes of implementation of this MoU shall be in accordance with **APPENDIX B**.
2. The Parties shall, within their respective jurisdiction, take appropriate action against the Employer, the MRA, the IRA or the Worker contravening any provision of each Party's laws and regulations.

ARTICLE 10 REPATRIATION

The Parties shall facilitate the repatriation of the Worker upon the termination of his/her Contract of Employment under **APPENDIX A** of this MoU.

ARTICLE 11 JOINT WORKING GROUP

1. The Parties agree to establish a Joint Working Group (JWG) comprising the relevant officials from the respective Parties

dealing with labour, employment and such relevant matters to discuss any matter arising from the implementation of this MoU.

2. The JWG shall implement this MoU and shall use its best endeavours to perform the functions as set out in the terms of reference under **APPENDIX C**.
3. The JWG shall meet as stipulated under **APPENDIX C** and determine the venue and date of the meeting.

ARTICLE 12

FINANCIAL ARRANGEMENTS

1. The financial arrangements to cover expenses for the cooperative activities undertaken within the framework of this MoU shall be mutually agreed upon by the respective Parties on a case-by-case basis subject to the availability of funds.
2. Notwithstanding anything in Paragraph 1 above, the expenses for organizing the meetings of the JWG shall be borne by the Party hosting the meetings. The Party, which is sending its representatives for participation in the meetings of the JWG, if any, shall bear their own travel and living expenses.

ARTICLE 13

REVISION, MODIFICATION AND AMENDMENT

1. Either Party may request in writing a revision, modification or amendment of all or any part of this MoU.

2. Any revision, modification or amendment agreed to by the Parties shall be in writing and shall form an integral part of this MoU.
3. Such revision, modification or amendment shall come into force on such date as may be determined by the Parties.
4. Any revision, modification or amendment shall not prejudice the rights and obligations arising from or based on this MoU before or up to the date of such revision, modification or amendment.

**ARTICLE 14
SUSPENSION**

1. Each Party reserves the right to suspend temporarily, either in whole or in part, the implementation of this MoU for reasons of national security, national interest, public order or public health. The suspension shall take effect immediately after notification has been given to the other Party through the diplomatic channels.
2. The suspension of this MoU shall not affect and nullify the Contract of Employment made between the Employer and the Worker prior to the date of the suspension of this MoU.

**ARTICLE 15
SETTLEMENT OF DISPUTES**

Any difference or dispute between the Parties concerning the interpretation or implementation or application of any of the provisions of this MoU shall be settled amicably through mutual consultation or negotiations between the Parties through the JWG or through other diplomatic—channels, without reference to any third party or international tribunal.

ARTICLE 16
CONFIDENTIALITY

1. Each Party shall observe the confidentiality and secrecy of documents, information and other data received or supplied to the other Party during the period of the implementation of this MoU.
2. Both Parties agree that the provisions of this Article shall survive the expiry or termination of this MoU.

ARTICLE 17
ENTRY INTO FORCE, DURATION AND TERMINATION

1. This MoU shall come into force on the date of its signing and shall remain in force for a period of five (5) years.
2. This MoU may be extended for a further period as may be jointly agreed upon in writing by both Parties.


3. Notwithstanding anything in this Article, either Party may terminate the MoU by notifying the other Party of its intention to terminate the MoU by furnishing to the other party a notice in writing through diplomatic channels, at least six (6) months prior to the intended date of termination.
4. The Parties agree that the termination of this MoU shall not affect or nullify the Contract of Employment made between the Employer and the Worker or any permit or pass or license granted prior to the date of termination of this MoU.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto by their respective Governments, have signed this MoU.

Signed at New Delhi on in the yearin two original copies, each in the English language.

**FOR THE GOVERNMENT OF
INDIA**

**FOR THE GOVERNMENT OF
MALAYSIA**



Dr. Subrahmanyam Jaishankar
External Affairs Minister

Mr. Steven Sim Chee Keong
Minister of Human Resources

CONTRACT OF EMPLOYMENT

This **CONTRACT OF EMPLOYMENT** is made on this day month of20 between.....(hereinafter referred to as "the Employer") of theone part and Mr./Ms....., a bearer of Passport No..... (hereinafter referred, to as "the Worker") of the other part.

Whereas, the Employer desires to employ the Worker in accordance with the terms and conditions of this Contract of Employment and subject to the laws, rules, regulations, national policies and directives in Malaysia; and

Whereas, the Worker desires to be employed by the Employer subject to the laws, rules, regulations, national policies and directives in Malaysia;

Therefore,

IT IS HEREBY AGREED as follows:

1. Duration of this Contract of Employment

The duration of this Contract of Employment shall be for a period of two (2) years commencing on the day of arrival of the Worker in Malaysia until such time this Contract of Employment

is terminated in accordance with the terms and conditions of this Contract of Employment.

2. Occupation

The Worker shall be employed as in sector.

3. Wages

3.1 The Worker shall receive a basic wage of RM..... (excluding allowances and overtime). This basic wage shall comply with the national minimum wage of Malaysia.

3.2 Wages shall be paid by the Employer on a monthly basis not later than seventh day after the last day of the wage period.

3.3 The monthly wages shall be paid to a bank account of the Worker.

3.4 As stipulated in the Regulation 9 of the Employment Regulations 1957 [P.U.(A) 333/1983] of Malaysia, every employer shall furnish to every worker employed by him in a separate statement or card the particulars relating to details of wages and other allowances earned during each wage period.

4. Working Hours

Normal working hours shall be in accordance with the labour laws in Malaysia.

5. Overtime

In the event the Worker, upon the request by the Employer, agrees to work in excess of his/her normal hours of work, the Worker shall be paid in accordance with the labour laws in Malaysia.

6. Rest Day

6.1 The Worker shall be entitled to weekly rest day in accordance with the labour laws of Malaysia.

6.2 In the event that the Worker, upon request by the employer, agrees to work on such rest day, the Worker shall be paid in accordance with the labour laws of Malaysia.

7. Public Holiday

7.1 The Worker shall be entitled to public holidays in accordance with the labour laws in Malaysia.

8. Leave

- 8.1 The worker shall be entitled to paid annual leave in accordance with the labour laws in Malaysia.
- 8.2 The Employer upon application from the Worker may grant fifteen (15) days leave in case of death of a close family member (Parent, Spouse and Children) of the Worker. The leave may be deducted from the accumulated annual leave of the Worker, or in cases where accumulated annual leave is not sufficient, the Employer may grant unpaid leave to the said Worker.

9. Levy

The payment of levy shall be borne by the Employer.

10. Medical and Accident Insurance

The Worker shall be insured under the Employment Injury Scheme under the Employees' Social Security Act 1969 [Act 4] of Malaysia and where applicable, the Foreign Workers Health Insurance Scheme (SPIKPA) or any other insurance scheme as may be adopted by the Government of Malaysia.

11. Deductions

The Employer is entitled to make deduction for not more than 50 percent (50%) in a month from the Worker's wages in the event of any monetary advance in accordance with the labour laws of Malaysia.

12. Accommodation

12.1 The Employer shall provide the Worker decent accommodation with basic amenities that meets the stipulated minimum standards on safety and health.

12.2 The Employer upon approval by the Director General of Labour of Malaysia is allowed to impose a wage deduction of not exceeding RM100 per month for the purpose of providing such accommodation as stipulated under section 24G of the Employees' Minimum Standards of Housing, Accommodations and Amenities Act 1990 [Act 446].

13. Sick Leave

The Worker shall be entitled to paid sick leave and paid hospitalization leave in accordance with the labour laws of Malaysia.

14. Renewal of Worker's Visit Pass (Temporary Employment)

14.1 The Employer shall renew the Worker's Visit Pass (Temporary Employment) three (3) months prior to the expiry of the said pass. All costs related to the renewal shall be borne by the Employer. The cost of levy will be as per Paragraph 9 of the Contract of Employment.

14.2 Any penalty or compound imposed due to the failure of the Employer to do so shall solely be borne by the Employer.

15. Air Passage

The travelling expenses from India to any agreed point of entry in Malaysia and the expenses from any agreed point of exit in Malaysia to India shall be borne by the Employer upon completion of this Contract of Employment.

16. Repatriation

16.1 The repatriation cost of the Worker from their place of work to their original exit point in India shall be borne by the Employer under the following circumstances:

At the completion of this Contract of Employment;

Termination of this Contract of Employment by the Employer other than non-compliance of the terms and conditions of this Contract of Employment by the Worker; or

Termination of this Contract of Employment by the Worker due to non-compliance of the terms and conditions of this Contract of Employment by the Employer.

16.2 The Worker shall be responsible to bear related expenses under the Malaysian laws and expenses relating to repatriation for circumstances that are not mentioned in clause 16.1.

16.3 The term "original exit point" in this Contract of Employment shall mean any international airport in India.

17. Repatriation in the case of death of the Worker

17.1 In the event of death of the Worker, the Employer shall be responsible for the costs of repatriation of the dead body.

17.2 If the funeral takes place in Malaysia with the consent of the family of the deceased, the employer shall be responsible for the cost of the funeral and repatriation of the remains.

17.3 The employer shall promptly settle the due salary, insurance and other benefits to the family of the deceased.

18. Termination

18.1 In the event the Employer intends to terminate this Contract of Employment, the Employer shall give adequate written notice in a language understood by the worker or English as stipulated under the labour laws or wages in lieu of such notice of his intention to terminate such contract, and shall provide airfare to India for the Worker.

18.2 In the event the Worker intends to terminate this Contract of Employment, the Worker shall give adequate written notice as stipulated under the labour laws or wages in lieu of such notice of his intention to terminate such contract, and the worker shall bear the cost of airfare to India.

19. Restrictions

19.1 The Worker shall not participate in any political activities or activities of those connected with political organizations in Malaysia.

19.2 The Worker shall not change employment during this Contract of Employment's period and shall not carry or do other businesses during the period of this Contract of Employment.

19.3 If the Worker is found by the competent authority concerned creating social problems or engaging in any illegal, subversive

or criminal activities, the Worker shall be dismissed from the job and shall be repatriated to India at Worker's own expenses.

20. Safekeeping of the Passport

20.1 The Employer shall not keep the passport of the Worker in his/her custody.

20.2 The Passport of the Worker shall be in his/her custody at all times. In the event that the Worker's passport is lost or damaged while in the possession of the Worker, the Worker shall bear all related costs for the replacement of his/her passport.

20.3 The Worker shall submit the passport to the Employer for the following purposes:

- (i) Medical screenings;
- (ii) Application of Visit Pass (Temporary Employment); and
- (iii) Renewal of Visit Pass (Temporary Employment).

20.4 The passport shall be returned to the Worker upon completion of these purposes.

20.5 In the event that the Worker's passport is lost or damaged while in the custody of the Employer for the above-mentioned purposes, the Employer shall bear all related costs for the replacement of the Worker's passport.

21. Outstanding Wages

In the event the Worker is to be repatriated before the expiry of this Contract of Employment, the Employer shall pay all outstanding basic wages and all other payments owed to the Worker in accordance with the relevant laws, rules, regulations, national policies and directives relating to employment applicable in Malaysia.

22. Amendment

The Employer and the Worker may amend this Contract of Employment to incorporate any other terms and conditions which shall be more favourable to the Worker in accordance with relevant laws, rules, regulations, national policies and directives relating to employment in Malaysia.

23. Time is of the Essence

Time whenever mentioned shall be of the essence of this Contract of Employment.

24. Interpretation

In the event there is a conflict of interpretation between the English text and any text in other language used in this Contract of Employment, the English text shall prevail.

25. Laws

This Contract of Employment shall be subjected to the laws of Malaysia.

26. Succession

This Contract of Employment shall be binding on the successor in title, assigns, personnel or representatives of the parties hereto.

27. Language of this Contract of Employment

This Contract of Employment shall be prepared in two (2) original texts in English.

IN WITNESS WHEREOF the Parties hereto have signed this Contract of Employment on the day and year mentioned at the beginning of this Contract of Employment.

Employer's Signature,

.....

Name:

NRIC No.:

Address:

Signature of Witness from the Employer,

.....

Name:

Address:

Worker's Signature,

.....

Name:

Passport No.:

Emergency Contact No.:
(of dependent)

Signature of Witness from the Worker,

.....

Name:

Address:

RESPONSIBILITIES

A. Responsibilities of Employer

1. The Employer shall recruit the Worker through an authorized MRA to recruit the Worker in India through the IRA which is licensed by the GOVERNMENT OF INDIA. The Employer is also responsible for obtaining the approval of the relevant authorities in Malaysia for that purpose.
2. The Employer shall pay the Worker's basic wages and all other payments as agreed in the terms and conditions of the Contract of Employment. Wages shall be paid by the Employer on a monthly basis not later than the seventh day after the last day of wage period. The payment of the monthly wages shall be paid to a bank account of Worker. The Employer shall assist the worker to open the bank account.
3. The Employer or the authorized MRA shall provide the original copy of the Demand Letter and Contract of Employment duly signed by the Employer to the High Commission of India, Kuala Lumpur for attestation purposes. The said Contract of Employment will be forwarded to the IRA in India to be submitted to the Ministry of External Affairs for necessary approval. The Contract of Employment will be in English.

4. Based on the original copy of the Contract of Employment attested by the High Commission of India, Kuala Lumpur, the Employer shall sign two (2) original texts of the Contract of Employment in Malaysia before the time of commencement of employment and provide all two (2) original texts to the Worker in India for his/her signature. Thereafter, the Employer shall be provided with one (1) original signed text.
5. The Employer shall be responsible to adhere to the stipulated requirements pertaining to the recruitment, employment and repatriation of the Worker.
6. The terms and conditions of the Contract of Employment must be clearly stated and must be fully explained, and understood by the Worker during selection exercise.
7. The Employer shall be responsible for the following payments:
 - (a) Security deposits as required by the Immigration Department of Malaysia;
 - (b) Processing fees imposed by the Government of Malaysia;
 - (c) Visit Pass (Temporary Employment);
 - (d) Employment Injury Scheme under the Employees' Social Security Act 1969 [Act 4] of Malaysia and if applicable, the Foreign Workers Health Insurance Scheme (SPIKPA) or any other insurance scheme as may be as may be adopted by the Government of Malaysia;

- (e) Medical examination in Malaysia;
- (f) Medical examination in India;
- (g) Single Entry Visa;
- (h) Round trip air-ticket; and
- (i) Recruitment service charge of 50% of one (1) month minimum wage of the worker per person to be paid to the IRA.

Provided that the payment for item (f) shall be reimbursed by the employer to the worker together with the payment of first month salary of the worker.

8. The Employer may advance payment of wages, allowances and other benefits to the Worker as agreed between them. The Employer shall be allowed to deduct such advance from the Worker. However, such deduction shall not exceed 50 percent of the Workers monthly wages.
9. The Employer shall be responsible to receive the Worker upon arrival at the entry point in Malaysia within 6 hours upon arrival. In case the employer fails to do so, he/she shall be liable to bear all the expenses incurred during the waiting period.
10. The Employer shall ensure that the Worker undergoes medical examination as follows:
 - (a) Within thirty (30) days from the date of arrival;
 - (b) Once every year for the first two (2) years of employment;
 - and

(c) Every alternate two (2) years of employment.

11. The Employer shall renew the Workers' Visit Pass (Temporary Employment) three (3) months prior to the expiry date of the said pass. Any penalty or compound imposed due to the failure of the Employer to do so shall solely be borne by the Employer.
12. The Employer shall report to the nearest Department of Labour of Malaysia, Social Security Organisation (SOCSO) and inform the High Commission of India, Kuala Lumpur for consular assistance in the event of any injury or death of a worker.
13. In the event of death of the Worker, the funeral and repatriation of the remains shall be arranged at the expense of the Employer as provided for the Employment Injury Scheme under the Employees' Social Security Act 1969 [Act 4] of Malaysia.
14. The Employer shall at all times respect and pay due regards to the sensitivity of religious beliefs of the Worker.
15. The Employer shall provide the Worker decent accommodation with basic amenities that meets the stipulated minimum standards on safety and health. The Employer, upon approval by the Director General of Labour is allowed to impose a wage deduction of RM100 per month for the purpose of providing such accommodation as stipulated under section 24G of the

Employees Minimum Standards of Housing, Accommodations and Amenities Act 1990 [Act 446].

16. Ensure additional measures as may be required for meeting the special needs of female workers with regards to working conditions.
17. The Employer shall undertake that the Worker shall be employed for the purpose of duties specified in the Visit Pass (Temporary Employment).
18. The Employer shall furnish to the Malaysian Labour Department particulars of the Worker including the Worker's dependent within fourteen (14) days from the commencement of the employment.
19. The repatriation cost of the Worker from their place of work to their original exit point in India shall be borne by the Employer under the following circumstances:
 - (a) At the completion of the Contract of Employment;
 - (b) Termination of the Contract of Employment by the Employer other than non-compliance of the terms and conditions of the Contract of Employment by the Worker; or
 - (c) Termination of the Contract of Employment by the Worker due to non-compliance of the terms and conditions of the Contract of Employment by the Employer.

B. Responsibilities of the Worker

1. The Worker shall sign the Contract of Employment in India before departure to Malaysia in two (2) original texts of the Contract of Employment provided by the Employer. Thereafter, the Worker shall keep one (1) original signed text in English.
2. The worker shall be responsible for the payment of any charges subject to the relevant laws, rules and regulations in Malaysia.
3. The Worker shall bear all expenses incurred in India in accordance with the Indian laws.
4. The Worker shall bear the related approved costs for the accommodation provided by the employer.
5. The Worker shall bring along a copy of the medical examination report and to be shown upon request at the entry point. All medical examination and procedures shall be governed by the terms and conditions determined by the Ministry of Health of Malaysia. The determination of medical facilities to conduct medical examination in India should be done in consultation with the Government of Malaysia.
6. The Worker shall abide by all Malaysian laws, rules, regulations, national policies, directives and respect Malaysian culture, traditions and customs during their stay in Malaysia.

7. The Worker shall be responsible for all the expenses relating to repatriation under any circumstances other than:

(a) at the completion of the Contract of Employment:

(b) termination of the Contract of Employment by the Employer for reasons other than non compliance of the terms and conditions of the Contract of Employment by the Worker; or

(c) termination of the Contract of Employment by the Worker due to non-compliance of the terms and conditions of the Contract of Employment by the Employer.

C. Responsibilities of the Malaysian Recruitment Agency

1. The MRA shall, upon request of the Employer recruit Indian Workers through the IRA.

2. The MRA shall ensure that the Worker provided to the Employer fulfil the employment specification as required by the Employer.

3. The MRA shall be responsible for the arrangement of the entry of the Worker upon arrival at the entry point in Malaysia and thereafter.

4. The MRA shall be responsible to ensure that the terms and conditions of the Contract of Employment are fully explained and understood by the Worker respectively.

5. The MRA shall comply with the guidelines stipulated by both Governments for the purposes of recruiting/employing Workers.

D. Responsibilities of the Indian Recruitment Agency (IRA)

1. The IRA shall be responsible in providing potential Worker according to the Employers employment specification to be interviewed or selected by the Employer.

2. The IRA shall conduct the interview if authorized by the Employer.

3. The IRA shall facilitate the Worker to obtain the necessary travel documents and to arrange for medical check-up at the designated medical centre in India, accredited and listed by the Government of Malaysia.

4. The IRA shall ensure that the Worker undergo pre-departure orientation program at the training centre authorized by the Government of India.

5. The IRA shall be responsible to ensure that the terms and conditions of the Contract of Employment are fully explained and understood by the Worker during the selection exercise.

6. The IRA shall comply with the guidelines stipulated by both Governments for the purposes of recruiting / employing Workers.

APPENDIX C

TERMS OF REFERENCE FOR THE JOINT WORKING GROUPS FOR THE IMPLEMENTATION OF THE MEMORANDUM OF UNDERSTANDING BETWEEN THE GOVERNMENT OF INDIA AND THE GOVERNMENT OF MALAYSIA ON THE RECRUITMENT, EMPLOYMENT AND REPATRIATION OF WORKERS

I. Introduction

In accordance with Article 11 of the MoU between the Government of India and the Government of Malaysia on the Recruitment, Employment and Repatriation of Workers signed at on (hereinafter referred to as "MoU"), the Government of India and the Government of Malaysia agreed to establish a Joint Working Group (hereinafter referred to as "the JWG"). The establishment of the JWG would provide a forum for coordination and consultation between officials of both Parties to provide solutions on matters concerning the recruitment, employment and repatriation of Workers in Malaysia.

II. Objective

To ensure appropriate and effective implementation of the MoU.

III. Principles

1. The work of the JWG shall be conducted in the spirit of cooperation for the purpose of recognizing the interest of both Parties.

2. To promote the rights and the protection of both the Employers and the Workers in Malaysia, as agreed in the MoU and the Contract of Employment.

III. Role and Functions

1. To monitor the implementation of the MoU.
2. To monitor the implementation of any programme regarding the recruitment, employment and repatriation of the Workers.
3. To monitor and obtain information with regard to employment issues faced by the Workers and the Employers.
4. To provide advisory services and technical assistance on the employment of the Workers.
5. To perform any other tasks as may be assigned by both Parties.
6. To deliberate on issues consequential to the exercise of Article 14 of the MoU prior, during and after the suspension of the MoU and to propose for both Parties to discuss on alternative solutions or remedial due to the suspension of the MoU.
7. To deliberate on issues relating to any differences concerning the interpretation or implementation of any of the provisions of this MoU and its appendices.

8. To propose any amendment, variation or modification to the terms and conditions of the Contract of Employment and any items listed in the attached appendices to the MoU, provided that the amendment, variation or modification made to any appendix to the MoU will only take into effect upon the agreement by both Parties through diplomatic channels.

V. Office

Each Party shall designate an office within its relevant authorities that shall serve as contact point with the other Party.

VI. Membership

1. The JWG shall be co-chaired by the officials of both Parties.
2. The JWG shall comprise appropriate government authorities, including the High Commission of India in Malaysia and the High Commission of Malaysia in India.
3. Each Party shall determine the relevant government officials respectively to be the members of the JWG and particular government authority to be designated as the focal point for each Party.

VII. Meetings

1. The JWG shall convene at least one (1) meeting a year.
2. Regular meetings of the JWG shall be held alternately in Malaysia and India.
3. As and when appropriate, the JWG may hold additional meetings at a venue to be agreed upon by both Parties.
4. When necessary, the JWG shall convene meetings as instructed by both Parties.

VIII. Documentation

All records of the JWG shall be in English.

IX. Financial Arrangement

The cost for hosting the JWG and sending government officials to attend the JWG meetings shall be borne by the respective Parties individually.

X. Amendment

1. The terms of reference may be reviewed and amended by mutual consent by the JWG and subject to the endorsement by both Parties.

2. In the event the JWG decides to amend any terms and conditions in the Contract of Employment or any item listed in the Appendices attached to the MoU, such amendment shall have no effect unless and until it is agreed by the Parties.