

# COMPANY PROFILE



Agensi Pekerjaan  
**Workwell Sdn. Bhd.**

Co. Reg. No. : 202301009176 (1503097-P)

**Private Employment Agency**  
**« domestic and overseas recruitment agency »**

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## ABOUT US

Incorporated on 1st of March 2023, we anticipate to provide businesses with valuable services rendered, to best match between employers and employees needs and requirements in order to ensure a dynamic supply of manpower, whilst creating productivity of goods and services.

In so doing, we facilitate and assist businesses to source talents, professional, skilled and unskilled through our channels and our partners from source countries. We provide assistance and advisory services to prepare, submit and handle documentation and liaison with various government agencies. We have a dedicated team with field knowledge and experience to ensure compliance with all laws and government regulations which are ever changing in meeting businesses needs for the right talent placement across different business functions.



## MESSAGE FROM **MANAGING DIRECTOR**



*Roland Chin Tuck Yew*



I am Roland Chin Tuck Yew.

We strive to be the preferred talent provider of Human Resources Management between employers and employees corresponding to the needs across all business functions.

This is a business that has a positive impact on people and companies. And we are conscious of our role to contribute towards the National Transformation initiatives, to enhance the service level and workforce welfare through our value added services.





## OUR MISSION



We connect and engage with expats & employers, in order to meet each needs in today's challenging environment.

Connecting the brightest minds in executing their expertise from every field thus delivering exceptional results for companies' performance.

To assist employers in scouting the best workers for them to meet their expectations.



## OUR VISION



To become Malaysia's **WELL** founded recruitment agency.

We execute sufficient and efficient workers for **WELL** proper functioning to attain and enhance the economic development of our nation, Malaysia.

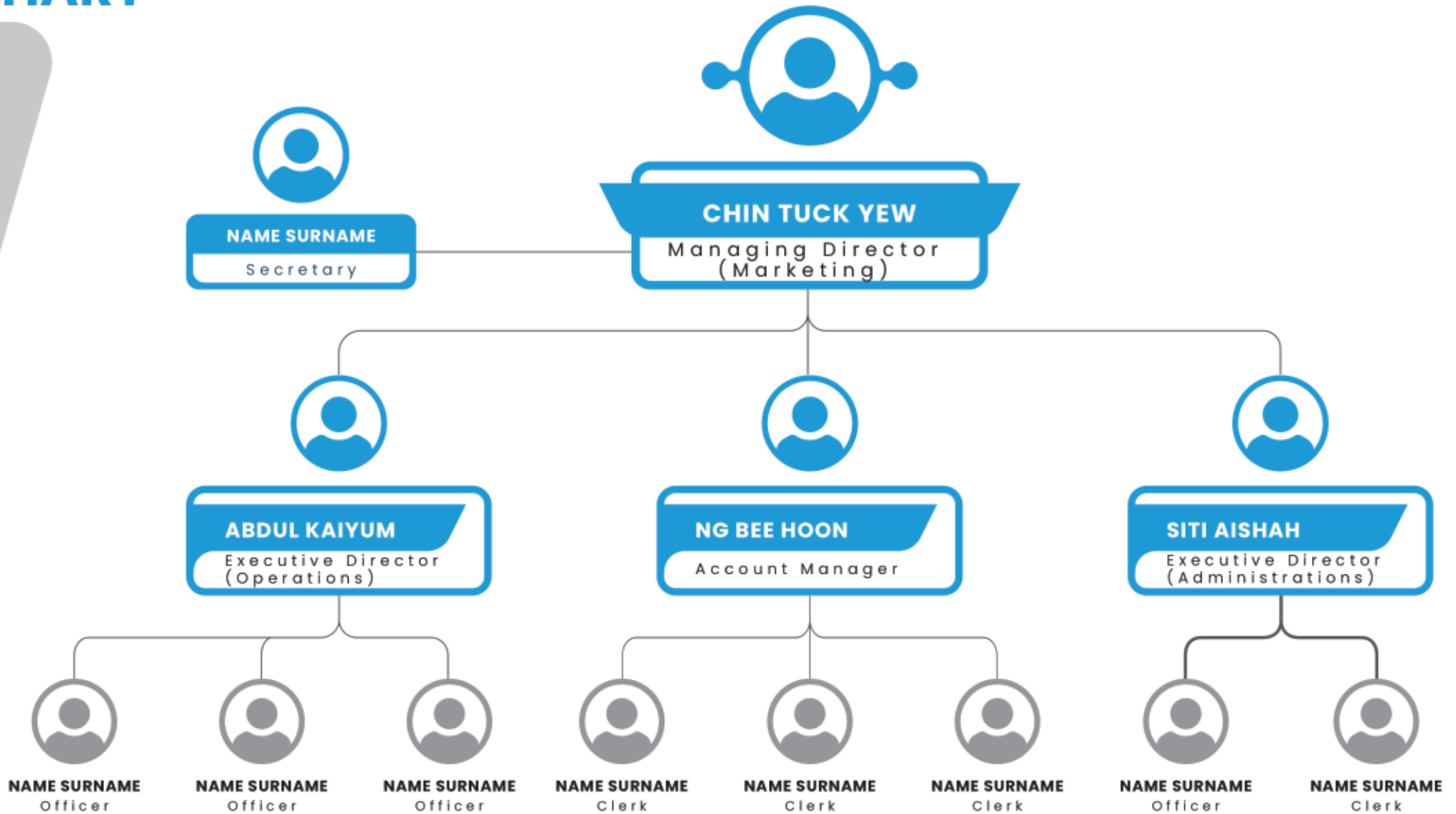
## & OUR VALUES



- Integrity
- Reliable
- Teamwork
- Service Oriented
- Excellence



# ORGANISATION CHART







## OUR SERVICES



### Labour Supply

Understanding clients' needs and matching them with appropriate resources and sustainable manpower supply.



### Permit Application & Permit Renewal

Obtaining a work permit & permit extension. Temporary E-Card program, PATI rehiring program, calling visa work permit application, work permit renewal, maid permit renewal, check out memo (C.O.M.).



### Foreign Worker Insurance

Provide financial relief for the employer in the event of death, hospitalization or repatriation of their foreign workers with SPIKPA (Skim Perlindungan Insuran Kesihatan Pekerja Asing).



### Executive Search

Provide executive search services to connect our clients with professionals that best fit with the requirements of their companies.

*We deliver domestic and foreign workers to various industry in Malaysia.*





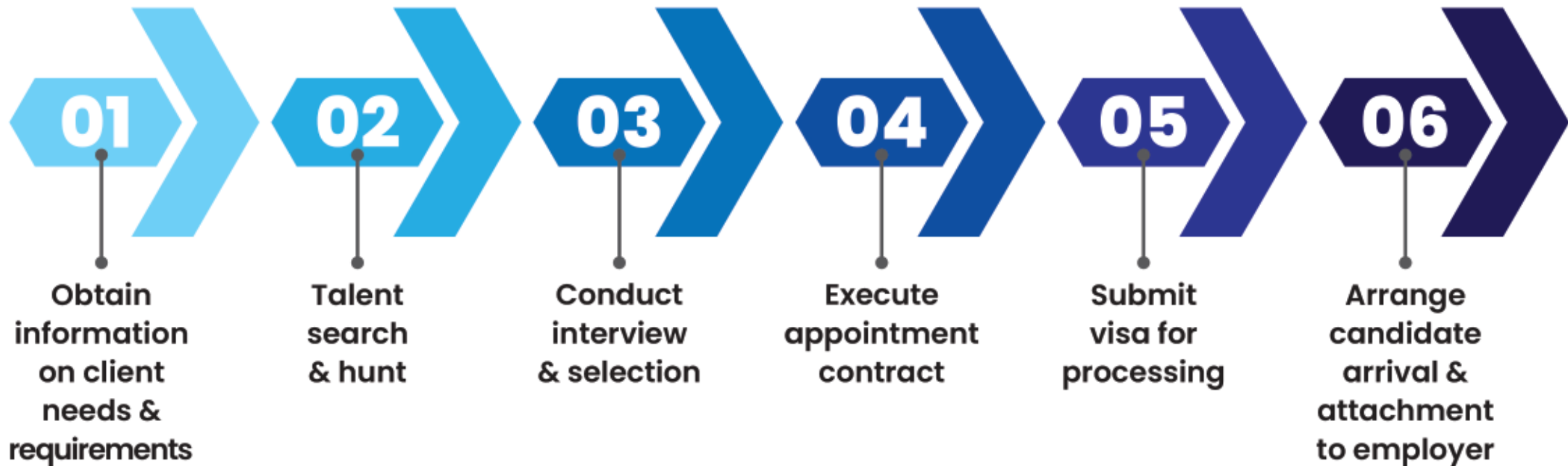
## OUR ADDITIONAL SERVICES

*We provide advising services on documentation and liaison with government agencies, such as:*

- **Immigration Department**
  - Expatriate Visa, Professional Visit Pass, Dependent Visa
- **Malaysian Investment Development Authority (MIDA)**
  - Immigration Department
- **Kementerian Dalam Negeri (KDN)**
  - Work permit
- **MIDA**
  - For manufacturing, agriculture, tourism and etc
- **CIBD**
  - For construction
- **Lembaga Hasil Dalam Negeri (LHDN)**
- **Suruhanjaya Syarikat Malaysia (SSM)**



# PROCESS FLOWCHART





## OUR PARTNERS

We signed up with recruitment agencies from source countries to get reliable & suitable work candidates.

### **W**ork Candidates

We work closely with reliable local training centers in source countries in order to provide better quality candidates for our customers & recruit qualified workers to support our clients' employees on their business demand.

### **S**atisfy Employers Requirement

We provide assistance for local companies to prepare, submit and handle documents for various government organisations for hiring expatriates.

We also facilitate and help the companies to hire expatriates through our channel partners from source countries.



## SOURCE COUNTRIES FOR FOREIGN WORKERS



Singapore



Thailand



Philippines



Indonesia



Cambodia



Vietnam



Laos



Myanmar



Bangladesh



China



India



Pakistan



Nepal



## CLIENT – EMPLOYERS



**HONGDA**  
ENERGY & TELECOM SDN. BHD.



*Glomas*



SINAR SERVICES  
SDN. BHD.



BAN GHEE INDUSTRIES  
(M) SDN. BHD.



MIRCO MANAGEMENT



SINAR BINA UTAMA



WIRA PAINTING



# OUR CERTIFICATES




**COMPANIES ACT 2016**  
 (ACT 777)

**CERTIFICATE OF INCORPORATION  
 OF PRIVATE COMPANY**

This is to certify that

**AGENSI PEKERJAAN WORKWELL SDN. BHD.**  
 202301009176 (1503097-P)

is, on and from the 13<sup>th</sup> day of March 2023, incorporated under the Companies Act 2016, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 15<sup>th</sup> day of March 2023.

  
**DATUK NOR AZISIAH ABDUL AZIZ**  
 REGISTRAR OF COMPANIES  
 MALAYSIA

 (Suruhanjaya Syarikat Malaysia)     
 (MAM)     
 (MAM)     
 (MAM)

This certificate is generated from MYDATA+ SSM Services at 15/03/2023 12:20:32  
 BERMAHA 30845CENTRAL, NO. 7, JALAN STEVEN BENTRAL 2, KUALA LUMPUR SENTRAL, 50470 KUALA LUMPUR.  
 TEL: 60-3266-4900 FAX: 60-3266-4911

NO. SURAT  
01920

JTKSM 1321



**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**  
License 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 WORKWELL SDN. BHD.**  
**202301009176 (1503097-P)**  
Nama Agensi  
Name of Agencies  
Di alamat  
at  
**37-4-B, WISMA MEGA, JALAN MIRI**  
**41400 KLANG, 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 OGOS 2023** sehingga **14 OGOS 2025**  
*This license is valid for a period of 24 months from 15 AUGUST 2023 until 14 AUGUST 2025*

  
  
**H.J. MOHD ASRI BIN ABDUL WAHAB**  
 b.p. 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





# PHOTOS GALLERY



- Construction
- Industry
- Security
- Cleaning
- Servicing



Agensi Pekerjaan  
**Workwell Sdn. Bhd.**

Co. Reg. No. : 202301009176 (1503097-P)

## Contact Us

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