



Unofficial Translation

**FREQUENTLY ASKED QUESTIONS (FAQ)
RELATING TO CONDITIONAL MOVEMENT CONTROL ORDER (PKPB)
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
NUMBER 1**

22nd October 2020

PART 1: GENERAL QUESTIONS ABOUT ECONOMIC ACTIVITY OPERATIONS

1. Can my company operate during the PKPB period?

Yes can. All economic and industrial (manufacturing) activities can operate without MITI approval, subject to the SOP set by the National Security Council (MKN).

2. Do I need to apply for any permit from MITI through the CIMS database system to operate throughout PKPB?

No need.

3. Can my company operate 24 hours?

MKN has listed some economic activities that have specific operating hours - refer to the website www.mkn.gov.my for a list of these activities.

Economic and industrial activities other than those listed by the NSC (such as manufacturing, ports, essential products etc.) can operate without any operating time restrictions.

4. Can I send goods to locations in PKPB area using commercial vehicles?

Commercial vehicles carrying goods and services are allowed in and out using employee passes or employer permission letters.

5. Am I allowed to cross the state for work / business purposes?

Movement of workers in the PKPB area is allowed and employees must bring an employee pass or employer permission letter. Employees who need to cross the state for work in the PKPB Area are allowed by bringing an employee pass or employer permission letter.

6. Can all my employees come to work?

Employee attendance management is at the company's discretion. However, employers are encouraged to allow employees to work from home during the PKPB period. However, in any case, the company must comply with the prescribed SOP. (Please refer to Part 2 for WFH instructions)

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7. What is the company's SOP during PKPB?

Please go to the National Security Council website www.mkn.gov.my to refer to the latest SOP.

8. What can I do if the company does not comply with the PKPB SOP?

You can report company non-compliance at the nearest police station.

PART 2: WORKING INSTRUCTIONS FROM HOME (WFH)

1. What is meant by WFH practice?

The practice of WFH refers to the implementation of office duties in their respective homes according to the procedures / guidelines set by the employer according to the needs of their respective companies.

2. Is WFH practice mandatory for all industrial workers?

The industry must implement WFH practices for management and supervisory group staff which include tasks involving accounting, finance, administration, law, planning and ICT.

Only 10 percent of management and supervisory groups can be in the office, limited to 4 hours only from 10.00 am to 2.00 pm for 3 days a week.

For example, if there are 10 or less people in the management and supervision group, only one (1) is allowed to come to the office at a time.

Companies can run a rotation system to appoint representatives of management and supervisory groups who need to attend this office. The Company is also advised to provide a list of employees involved for WFH as well as in the operation of the company for the reference of the authorities, if required.

Employers need to issue a travel letter for each employee who is allowed to work during this period of CMCO.

For workers in sectors such as retail, food, plantation, agriculture, those working in food stalls, restaurants, food courts, grocery stores and convenience stores are allowed to work as usual according to the established CMCO SOPs.

Employees in transport services such as public transport, bus express, LRT, taxi, e-hailing and food delivery services can also work as usual.

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3. What is meant by management and supervisory groups?

Management and supervisory groups are subject to company policy. (to be defined by respective company)

4. Can the employer change the working hours of managerial and supervisory employees working in the office?

No. Employers must adhere to the new rule regarding number of working days/duration in the office i.e. a maximum of 3 days a week for 4 hours daily from 10am until 2 p.m.

5. What action should the employer take if the employee does not want to come to work and want to WFH?

Employers can take action at the company's discretion based on Government policy and related Acts. For any further enquiries, please refer to the Department of Labor.

6. Do employees who go to the office need to undergo a COVID19 screening test?

Only mandatory for foreign workers in the construction sector, including security guards and all symptomatic workers in the red zone only.

PART 3: REGISTRATION IN COVID-19 INTELLIGENT MANagementsYSTEM (CIMS)

1, How can I register on CIMS?

You can go to the link <https://notification.miti.gov.my> to register and follow the instructions. Do not put 'www' in this registration URL.

2. Do all businesses need to be registered with CIMS?

All types of businesses can be registered on CIMS. Although registration is not mandatory, but it is highly encouraged because this system is the main source of reference for the Royal Malaysian Police.

3. I have registered with the previous version of CIMS. Do I need to register again?

No, registration at CIMS only needs to be done once.

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4. I cannot update employee information at CIMS. What should I do?

If you are unable to update your information on CIMS, please email the CIMS technical team at cims@marii.my or info@marii.my. For employee lists, make sure you use the templates provided in the system.

5. If my registration letter is confirmed on a different date, is this letter valid?

If you make an update on a certain date, the date of the letter printed will be in accordance with the date of your registration. Don't worry, this letter is still valid.

Note:

1) It is the joint responsibility of all industry parties to understand and comply with all current instructions of the National Security Council (NSC) and also the COVID-19 Prevention SOP issued by the Ministry of Health Malaysia (MOH) for us to jointly reduce risk and curb transmission of this COVID-19 pandemic.

2) Any latest changes in line with the latest instructions from the NSC and MOH will be informed from time to time. MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY 22 OCTOBER 2020

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DISCLAIMER: The original document is written in Malay language. EUROCHAM Malaysia has translated this from the original Malay version at our best understanding and knowledge. Should there be any inconsistency or difference between the English translation and the original Malay version, kindly note that the original Malay document is the final governing and prevailing version.

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