

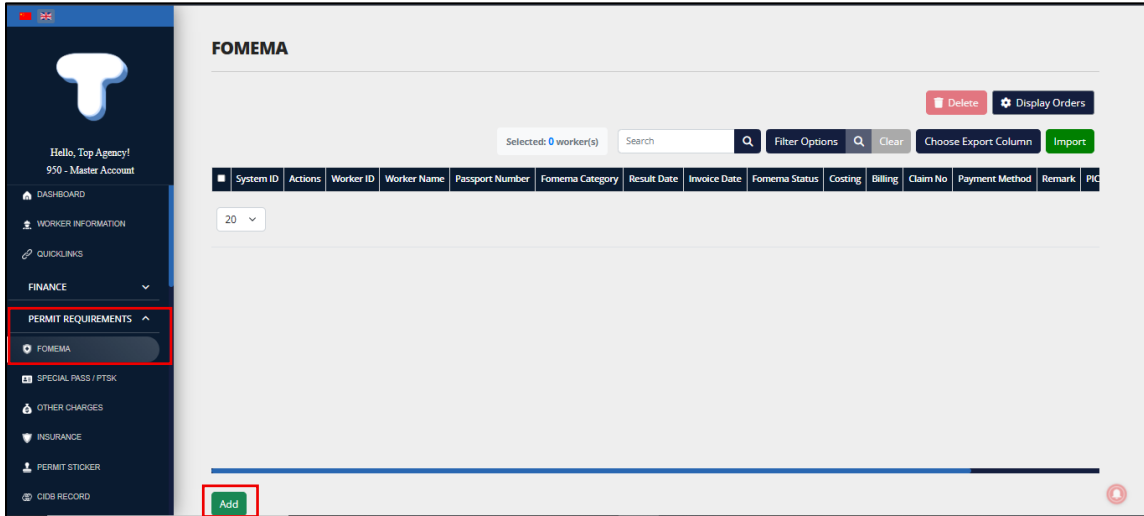


**TL Connect User Manual**  
**Permit Requirements**

# Permit Requirements

## Permit Requirements – Fomema

1. Go to “PERMIT REQUIREMENT”, then go to “FOMEMA” and click “Add”.



2. In Fomema page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

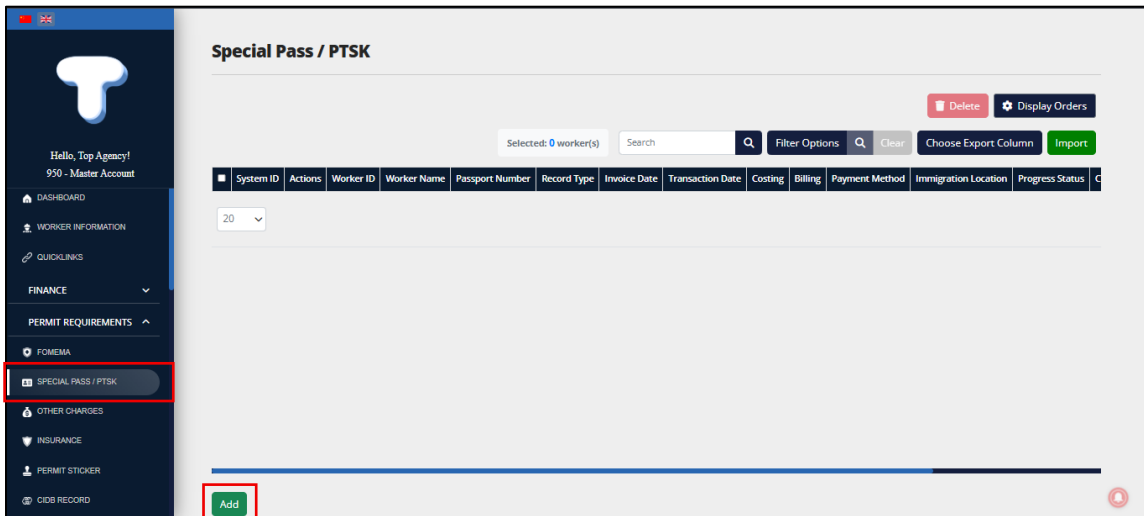


**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Fomema  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Special Pass/PTSK

1. Go to “PERMIT REQUIREMENTS”, then go to “SPECIAL PASS/PTSK” and click “Add”.



2. In Special Pass/PTSK page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

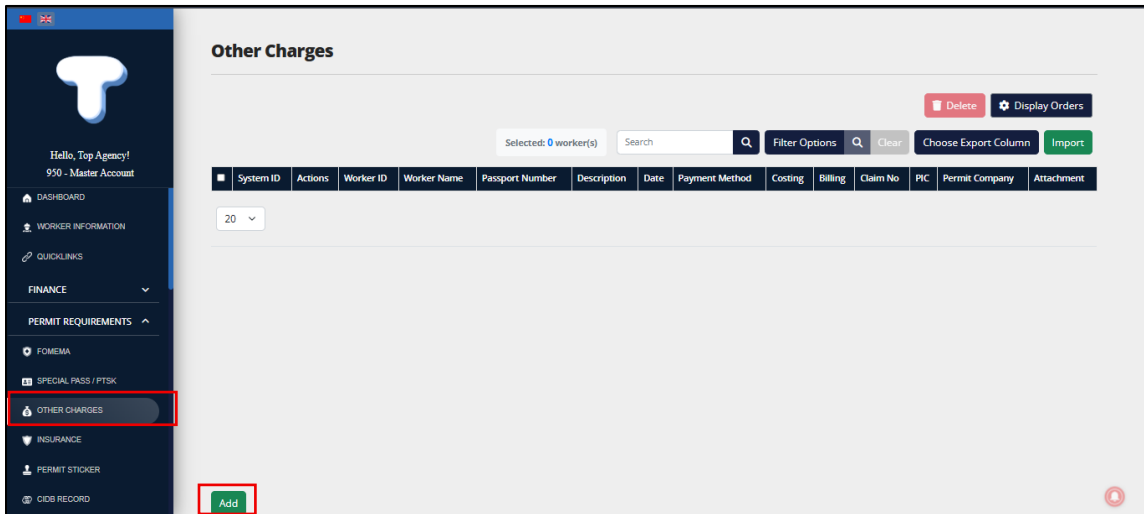
The screenshot shows the 'Special Pass / PTSK' form. The 'Worker Name' field is highlighted with a red box and contains a search dropdown with the text 'Select Worker'. Other fields include 'Record Type' (dropdown), 'Invoice Date' (text field with calendar icon), 'Costing' (text field with value 0.00), 'Billing' (text field with value 0.00), 'Transaction Date' (text field with calendar icon), 'Immigration Location' (text field), and 'Progress Status' (text field).

**\*\*Notes:** Only the **worker** that has been created with information can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

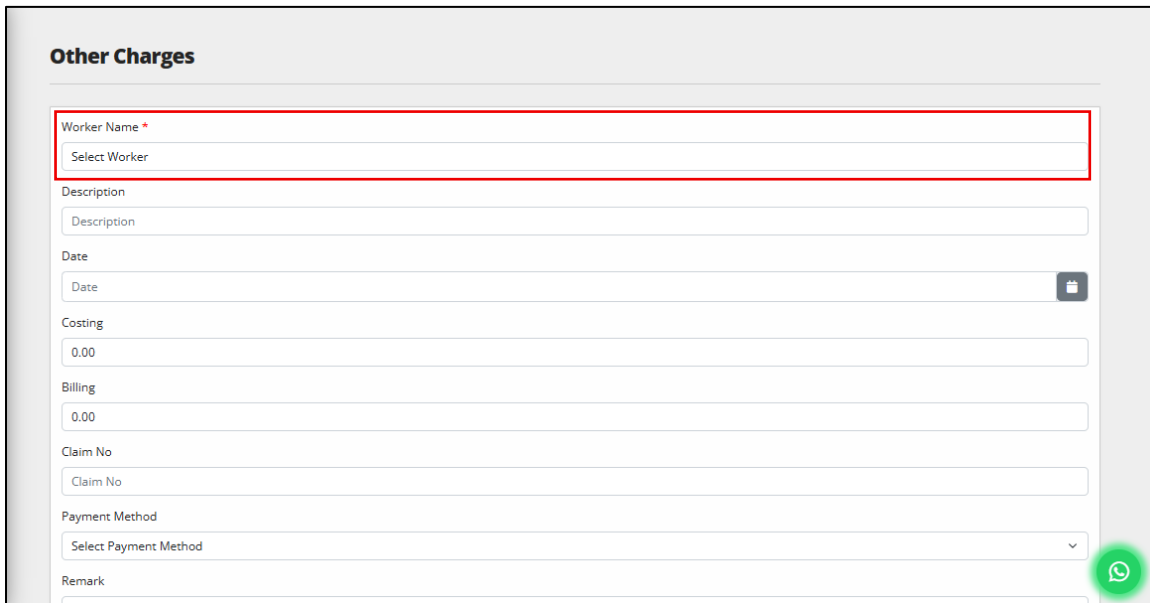
**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Special Pass/PTSK  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Other Charges

1. Go to “PERMIT REQUIREMENTS”, then go to “OTHER CHARGES” and click “Add”.



2. In Other Charges page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

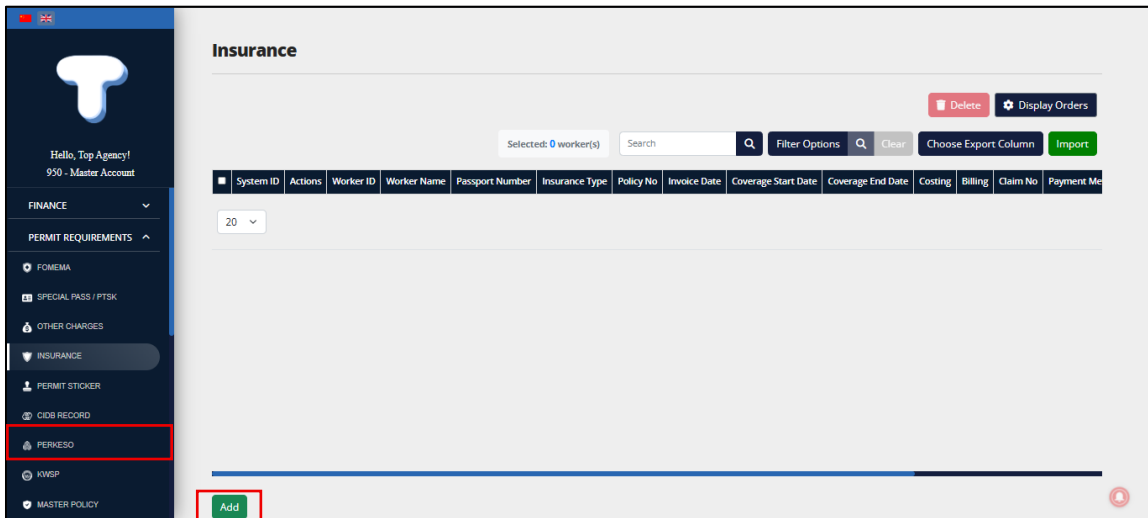


**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Other Charges  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Insurance

1. Go to “PERMIT REQUIREMENTS”, then go to “INSURANCE” and click “Add”.



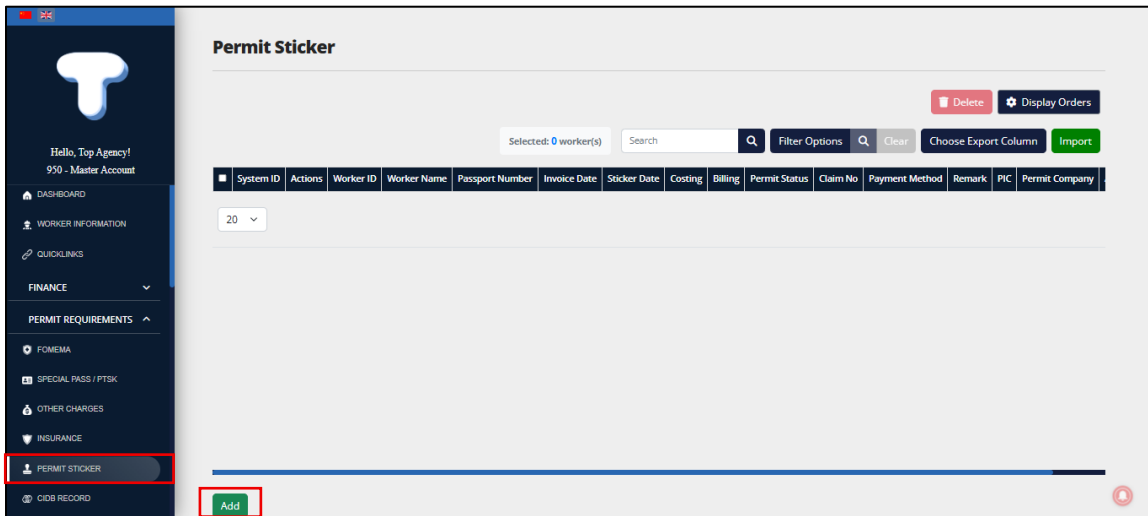
2. In Insurance page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

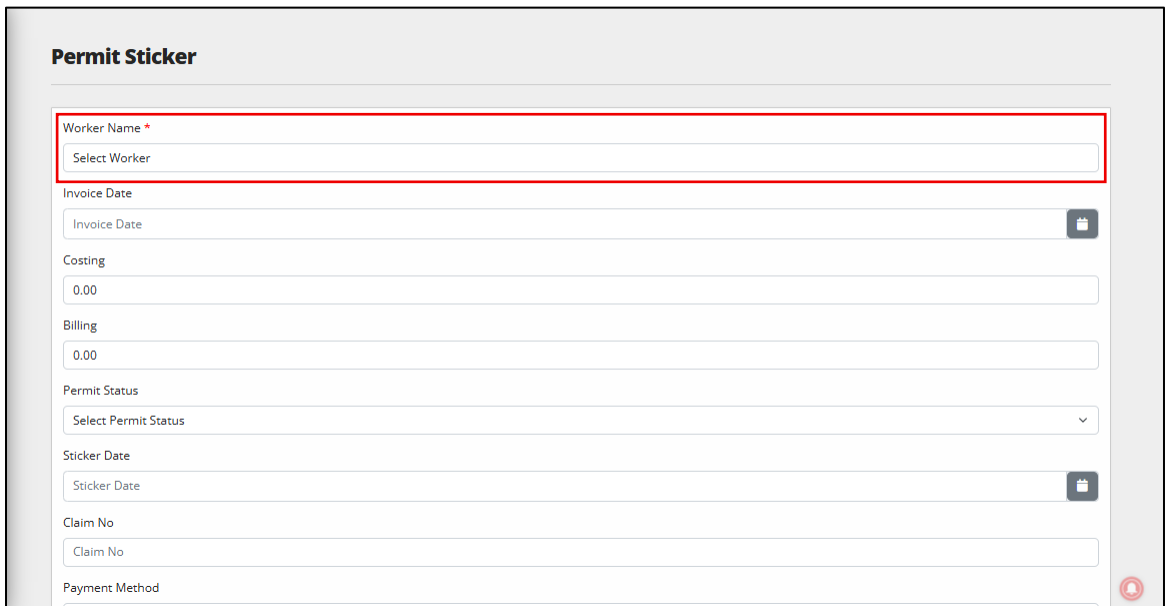
**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Insurance  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – Permit Sticker

1. Go to “PERMIT REQUIREMENTS”, then go to “PERMIT STICKER” and click “Add”.



2. In Permit Sticker page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

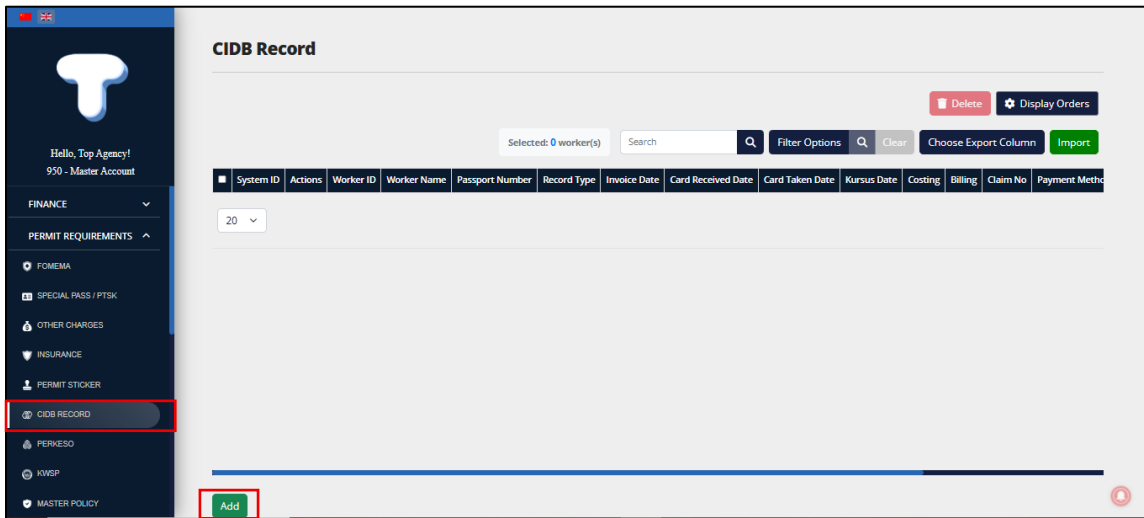


**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the Permit Sticker  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – CIDB Record

1. Go to “PERMIT REQUIREMENTS”, then go to “PERMIT STICKER” and click “Add”.



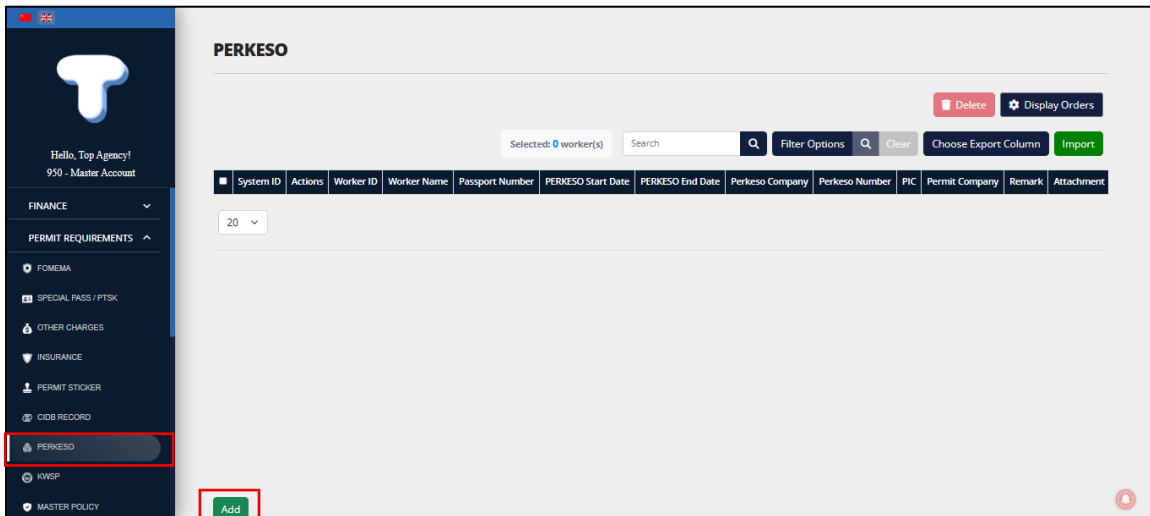
2. In CIDB Record page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

**\*\*Notes:** Only the **worker that has been created with information** can be search here. If the preferred payment method not found, please create at “OPTION” and refer to [Adding Option Selection – Payment Method](#) for detail instruction.

**\*\*Remarks:** Cost - The **ORIGINAL Price** of the CIDB Record  
Billing - The price after **CHARGES IS INCLUDED**.

## Permit Requirements – PERKESO

1. Go to “PERMIT REQUIREMENTS”, then go to “PERKESO” and click “Add”.



**\*\*Notes: Only the *worker that has been created with information* can be search here.**

2. In PERKESO page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

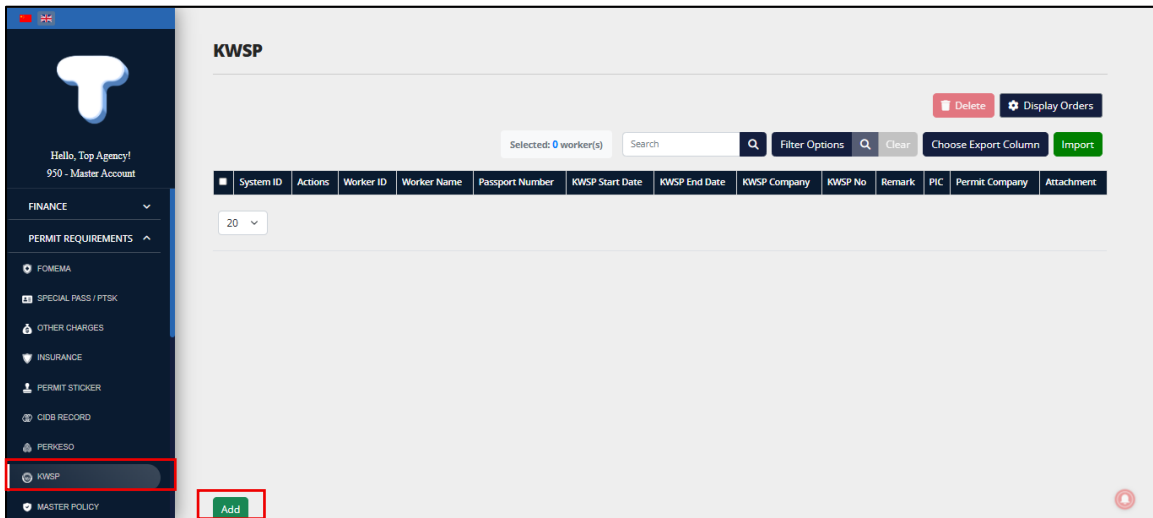
The screenshot shows the PERKESO form for adding a new worker. The form is titled 'PERKESO' and contains the following fields:

- Worker Name \***: A dropdown menu with the text 'Select Worker'.
- Perkeso Company**: A text input field with the placeholder 'PERKESO Company'.
- Perkeso Number**: A text input field with the placeholder 'PERKESO Num'.
- PERKESO Start Date**: A date picker field with the placeholder 'PERKESO Start Date' and a calendar icon.
- PERKESO End Date**: A date picker field with the placeholder 'PERKESO End Date' and a calendar icon.
- Remark**: A text input field with the placeholder 'Remark'.
- Attachment**: A section with an 'Upload' button.

A red box highlights the 'Worker Name' dropdown field.

## Permit Requirements – KWSP

1. Go to “PERMIT REQUIREMENTS”, then go to “KWSP” and click “Add”.

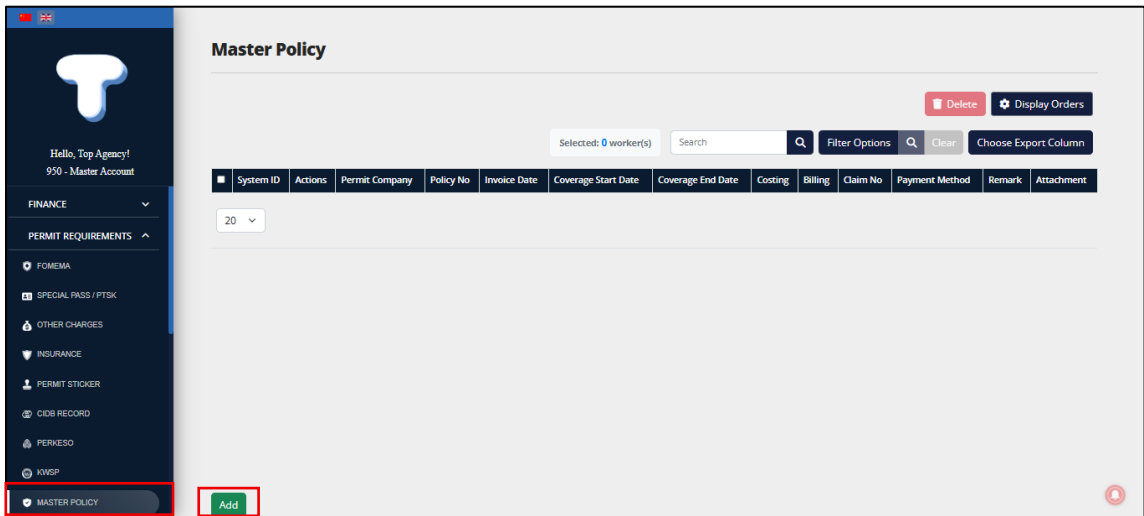


2. In KWSP page, click on “Worker Name”, search and click on the worker. Fill the information and click “Submit”.

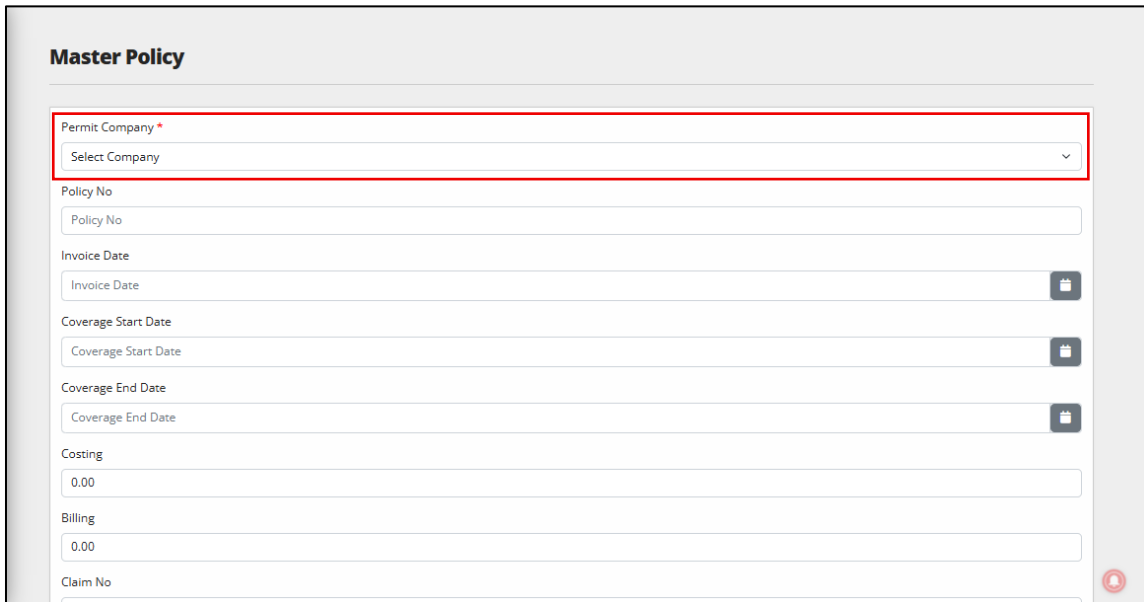
The screenshot shows the 'KWSP' form. The 'Worker Name' field is highlighted with a red box and contains the text 'Select Worker'. Below it are input fields for 'KWSP Company', 'KWSP No', 'KWSP Start Date', 'KWSP End Date', 'Remark', and 'Attachment'. The 'KWSP Start Date' and 'KWSP End Date' fields have calendar icons. At the bottom left of the form is a green 'Upload' button. A red notification bell icon is visible in the bottom right corner.

## Permit Requirements – Master Policy (FOR COMPANY ROLE ONLY)

1. Go to “PERMIT REQUIREMENTS”, then go to “MASTER POLICY” and click “Add”.



2. Select “Permit Company” preferred, fill up all the information and click “Submit”.



3. To edit the record, press on the pen icon on Actions column. After done, click “Submit” to save the record.

## Master Policy

Delete Display Orders

Selected: 0 worker(s)

Search



Filter Options



Clear

Choose Export Column

System ID	Actions	Permit Company	Policy No	Invoice Date	Coverage Start Date	Coverage End Date	Costing	Billing	Claim No	Payment Method	Remark	Attachment
19		TEST sdn bhd	P1234567890	09-04-2026	09-04-2026	03-04-2030	100.00	200.00	C1234567890	Credit Card		

20

Displaying 1 - 1 of 1

Add



Coverage End Date

03-04-2030



Costing

100.00

Billing

200.00

Claim No

C1234567890

Payment Method

Credit Card



Remark

Remark

Attachment

Upload

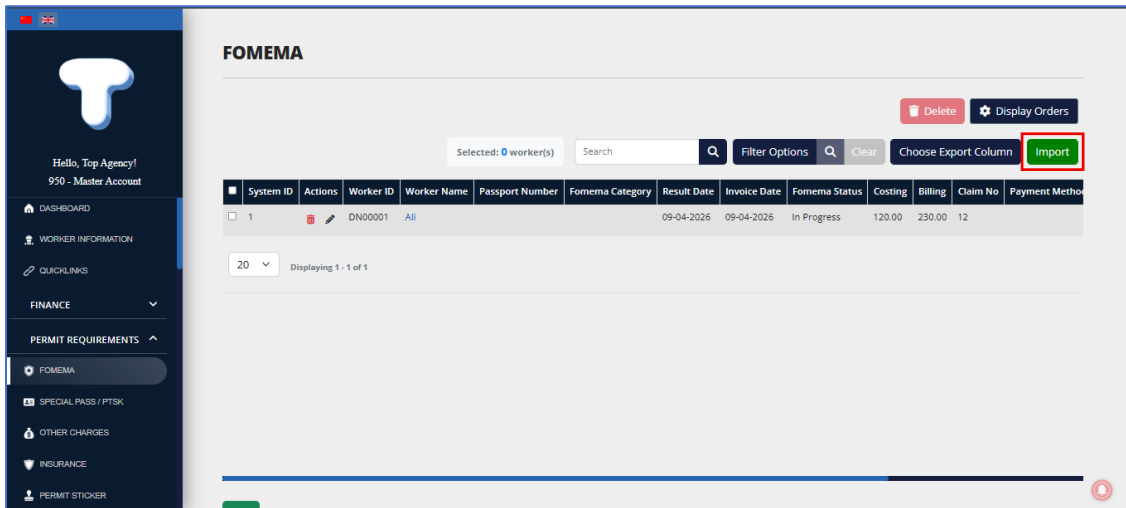
Submit

Cancel

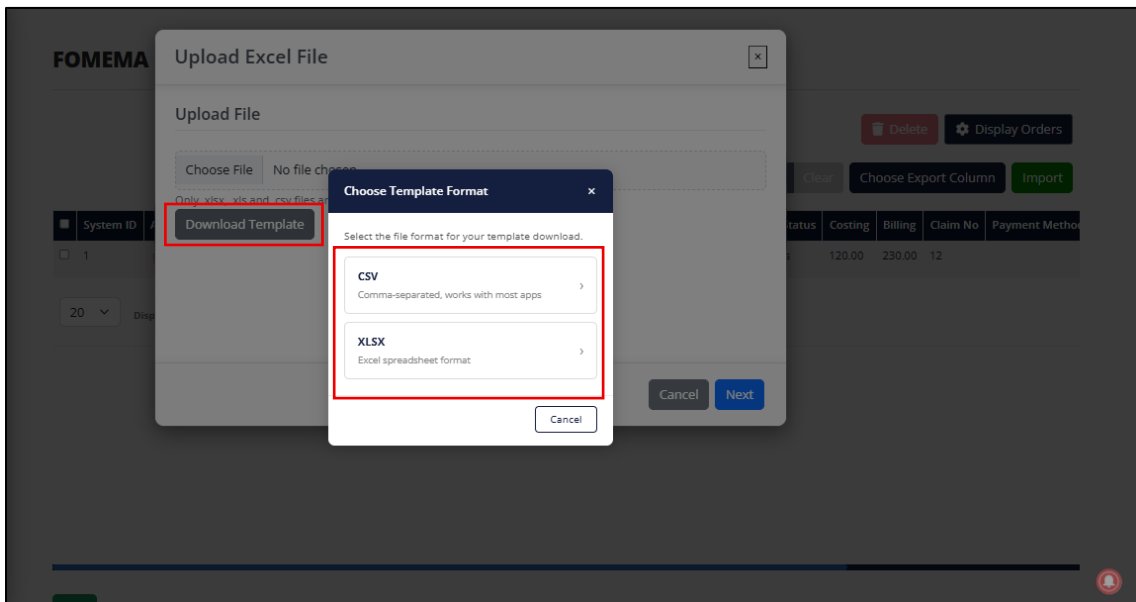


## Import Function on Permit Requirements

1. To import records, click on “Import”.

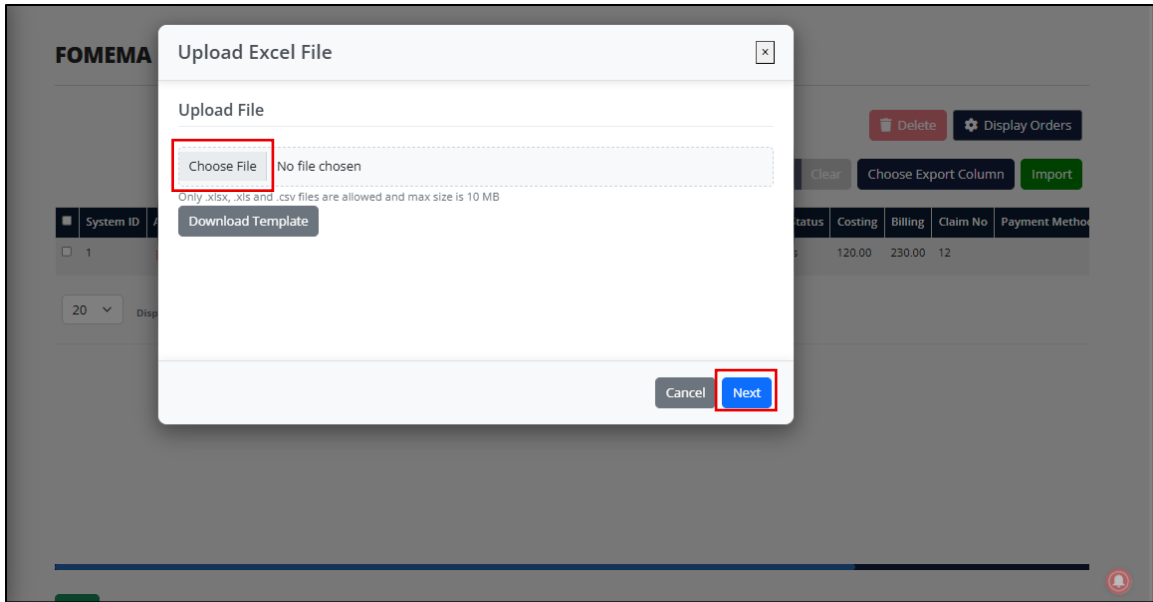


2. Click on “Download Template” and select preferred template format.



**\*\*Notes: Suggested to use .xlsx format template to prevent numbering format issue on records.**

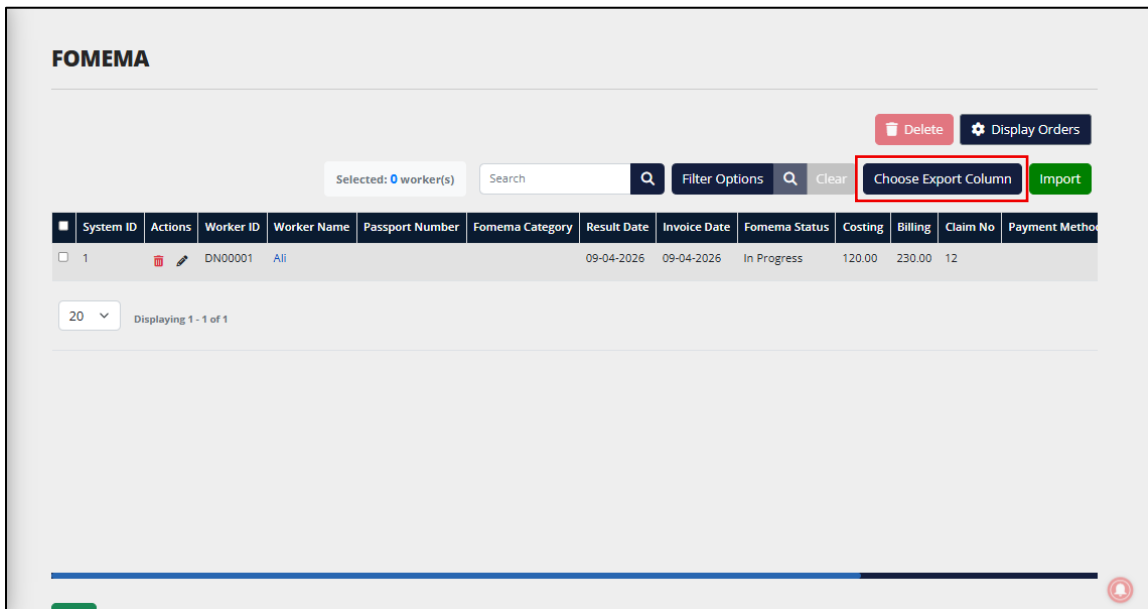
3. After done filling up template, click “Choose File” to upload and click “Next”.



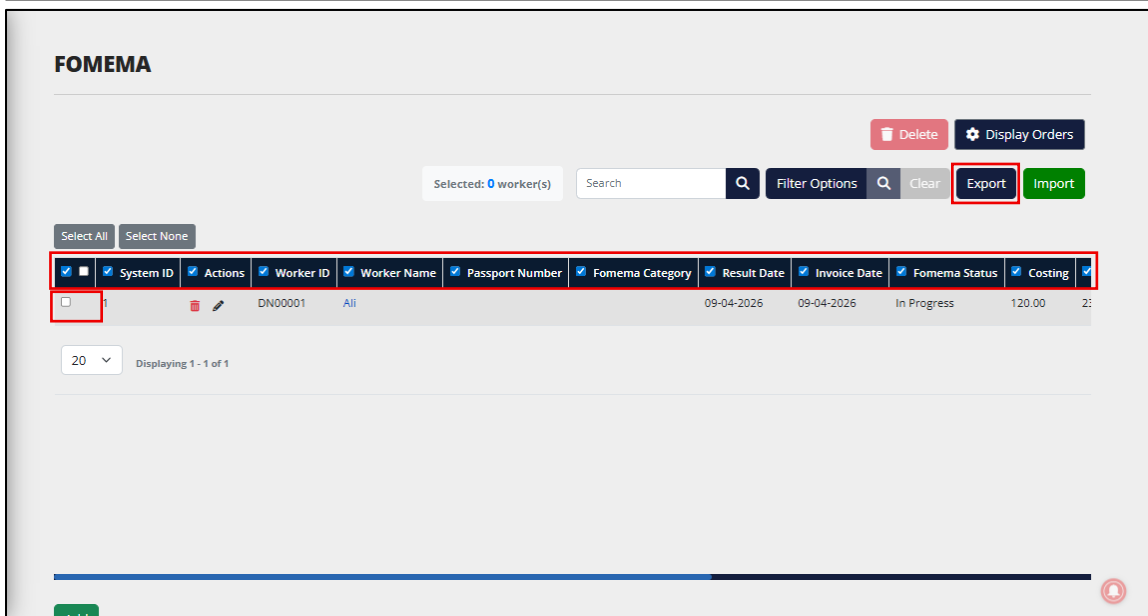
**\*\*Notes:** All the records are not allowed to be duplicated. The duplicated records will be not be uploaded.

## Export Function on Permit Requirements

1. To export record, click on “Choose Export Column” and select the column that wanted to be export. If you want to record the entire record without manually select the column, click the first column. Then click the “Export” button.



The screenshot shows the FOMEMA interface with a table of permit requirements. The 'Choose Export Column' button is highlighted with a red box. The table has the following columns: System ID, Actions, Worker ID, Worker Name, Passport Number, Fomema Category, Result Date, Invoice Date, Fomema Status, Costing, Billing, Claim No, and Payment Method. The first row of data is: 1, [edit/delete icons], DN00001, Ali, 09-04-2026, 09-04-2026, In Progress, 120.00, 230.00, 12.



The screenshot shows the FOMEMA interface with the 'Export' button highlighted by a red box. The table header row is also highlighted with a red box, showing all columns selected with checkmarks. The first row of data is: 1, [edit/delete icons], DN00001, Ali, 09-04-2026, 09-04-2026, In Progress, 120.00, 230.00, 12.

2. Select the exported file format.

# FOMEMA

Delete Display Orders

Filter Options Clear Export Import

Select All Select None

System ID Actions Worker ID

1 DN00001

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Choose Export Format

Select the file format for your export.

- CSV**  
Comma-separated, works with most apps
- XLSX**  
Excel spreadsheet format
- PDF**  
Formatted PDF document

Cancel

Fomema Category Result Date Invoice Date Fomema Status Costing

09-04-2026 09-04-2026 In Progress 120.00 2: