FREQUENTLY ASKED QUESTIONS (FAQ)
RELATED TO CONDITIONAL MOVEMENT CONTROL ORDER (CMCO)
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
NO. 2

PART 1: GENERAL QUESTIONS ON ECONOMIC ACTIVITIES AND OPERATIONS

1. Can my company operate during the CMCO period?

Yes can. All economic and industrial (manufacturing) activities can operate without MITI approval, subject to the SOPS 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 CMCO?

No need.

3. Can my company operate 24 hours?

MKN has listed some economic activities with specific operating hours - refer to MKN's website www.mkn.gov.my for the list of these activities.

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

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

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

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

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

7. Can all my employees come to work?

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

8. What are the SOPs for companies during CMCO?

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

9. What can I do if a company does not comply with the CMCO's SOP?

You can report any non-compliance by companies 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 and in accordance to the needs of their respective companies.

2. Is WFH practice mandatory for all industrial workers?

The WFH practices are compulsory for management and supervisory staff which include tasks involving accounting, finance, administration, law, planning and ICT.

Only 10 per cent 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 supervisory group, only one (1) is allowed to come to the office at one time.

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

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

Employees of other sectors categorised as informal sectors such as retail, food, plantation, agriculture, hawker, food stalls, restaurants, food courts, grocery stores and convenience stores are allowed to work as usual in accordance with CMCO's SOP.

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

3. What is meant by management and supervisory groups?

Management and supervisory groups are subject to the company policy.

6. Can the employer change the time set for the <u>management and supervisory group</u> to work in the office?

No. Employers must comply with the rules of frequency and duration of work in the office which is a maximum of 3 days a week for 4 hours every day from 10 am to 2 pm.

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

Employers can take action at the discretion and procedure of the company, based on Government policies and the relevant Act. For any further inquiries on this matter, please refer to the Department of Occupational Safety and Health.

9. Do employees who need to go to the office need to undergo a COVID-19 screening test?

The screening is only mandatory for foreign workers in the construction sector, security guards and all workers from the red zone who are symptomatic.

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

1. How can I register at CIMS?

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

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

All types of businesses can register at CIMS. Although registration is not mandatory, but it is highly encouraged because this system is the main source of reference for the Royal Malaysia Police.

3. I am already registered in the previous version of CIMS. Do I need to register again?

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

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

If you are unable to update your information at 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.

GUIDELINES TO UPDATE LIST OF WORKERS IN CIMS REGISTRATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Log in to https://notification.miti.gov.my

1 Click "Borang Notifikasi"

2 Click "Notifikasi Beroperasi"

3 Click "Kemaskini" on "Senarai Notifikasi Operasi". Update the Breakdown Number of Current Employees and Full List of Workers accordingly.

- Dashboard
- Profil Pemohon
- Borang Notifikasi
  - ○ Laporan Harian Pematuhan SOP
  - ○ Notifikasi Beroperasi

Kemaskini Pekerja

Kemaskini

Page 1 of 2

GUIDELINES TO UPDATE LIST OF WORKERS IN CIMS REGISTRATION

4 *For Full List of Workers, download the template and fill in the latest worker's information.*

Muat naik dokumen senarai Pekerja *

Choose File | No file chosen

Download The Template.
FAILURE TO COMPLY WITH THE PRESCRIBED EXCEL FORMAT WILL RESULT IN THE COMPANY'S APPLICATION BEING REJECTED

5 *Upload the Full List of Workers document in the system and click "Save".*

ATTENTION : *For Full List of Workers, please ensure :*

- *Use Microsoft Excel version 2007 and above only. Other document formats are not accepted.*
- *Fill in your latest worker's information by column accurately.*
- *Do not modify or tamper with the template provided.*

Page 2 of 2

5. Why does my registration confirmation letter have another date and is this letter valid?

If you make an update on a certain date, the date of the letter printed at that time will still follow the date of the day you first registered. Don't worry, this letter is still valid.

Notes:

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

2)   Any latest changes in line with the latest instructions from the MKN and MOH will be informed from time to time.

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY
23 OCTOBER 2020