

CIRCULAR NO: 12/2026

DATE: 23 JANUARY 2026

TO: ALL MEMBERS

**NOTIFICATION FROM THE MINISTRY OF HOME AFFAIRS ON THE USE OF APPOINTMENT SYSTEM FOR 2025 CASE-BY-CASE FOREIGN WORKER QUOTA APPLICATIONS (SPECIAL PERIOD)**

The Ministry of Home Affairs (KDN) has issued a [NOTICE](#) regarding the application process for the 2025 case-by-case foreign worker employment quota during a special period from 19 January 2026 to 31 March 2026.

Highlights are as follows:

1. Appointment System

Submission and verification of documents will be conducted via an online appointment system, accessible starting 16 January 2026 at: <https://que05-my.qbe.ee/KDN-OSC>

2. Eligible Sectors

Applications are open only to sectors and subsectors permitted for case-by-case foreign worker employment for 2025, as listed in the official appendix.

For the Manufacturing sector, eligibility is limited to:

- i. Existing factories applying for replacement of foreign workers
- ii. New investments approved under MIDA after 1 January 2023

Refer to Page 2 of the KDN notice for the full list of eligible sectors and subsectors.

3. Important Notice for Replacement Applications in the Manufacturing Sectors

Only Check Out Memos (COM) issued from Year 2024 to the present are permissible for submission. When applying, employers are required to provide a copy of the valid COM accompanied by the official Foreign Worker Departure Confirmation Letter issued by the Malaysian Immigration Department. This documentation is essential for the verification of your case-by-case quota application during the special period.

Please refer to Page 3 of the KDN notice for detailed COM requirements for Manufacturing and other sectors.

4. Inquiries

For further clarification, contact KDN at: E: [osc\\_kdn@moha.gov.my](mailto:osc_kdn@moha.gov.my)

Members are advised to take note of the above and prepare the necessary documents accordingly before booking an appointment through the system.

Thank you.

**MALAYSIAN PLASTICS MANUFACTURERS ASSOCIATION**

**SUJATA ALBERT**

Executive Director

[mpma.org.my](http://mpma.org.my)