

# SIMPLIFIED PROCEDURES FOR MANDATORY MANPOWER REPORTS

Jun 10, 2014

On 26 March 2014, the Minister of Manpower and Transmigration (“**Minister**”) issued Circular Letter No. SE.3/MEN/III/2014 on The Implementation of Mandatory Manpower Reports by Companies (“**Circular Letter**”).

The Circular Letter instructs all Governors and Regents/Mayors that all regional manpower offices within their jurisdiction, are to simplify the process of receiving and processing companies’ mandatory ‘manpower reports’. All regional manpower offices must now accept and process all ‘manpower reports’ from companies free of charge and complete the procedures within a day of receiving a report.

Under the mandatory manpower reporting the following must be reported to the Minister through regional manpower offices:

1. the establishment of a new company or branch office;
2. a plan to discontinue a company’s operations;
3. a plan to re-commence a company’s operations; and
4. a plan to dissolve a company.

The following information must be included in a ‘manpower report’:

- a) the company’s identity;
- b) employment relationships with employees;
- c) the employee social security program; and
- d) vacancies at the company.

These reports must be submitted electronically to the local Regional Manpower and Transmigration office who will then recapitulate the information received in the manpower reports and submit it to the Minister every quarter.

However, this will not waive its obligation to submit the report.

The Circular Letter will come into force on 6 August 2014.