


# COMPANY PROFILE



## AGENSI PEKERJAAN JL WIJAYA SDN. BHD.

202401014510 (1560360-W)





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Established in 2024, we form part of a trusted network of employment agencies that centre our business model on ethical recruitment, pro-welfare practices, and a commitment to ensuring the best match between employers and domestic helpers. Our mission is to create a fair and responsible employment ecosystem where both employers and domestic helpers benefit from a transparent, structured, and professional hiring process.

We place a strong emphasis on professionalism, transparency, and reliability, recognizing the gaps in the employment industry, particularly the social challenges faced by vulnerable and marginalized foreign domestic helpers. Our goal is to bridge this gap by ensuring a balanced and mutually beneficial relationship between clients and domestic helpers, promoting fair treatment, legal compliance, and long-term workforce sustainability.

Beyond recruitment, we also offer a comprehensive range of administrative services to support employers and domestic helpers throughout the employment lifecycle. These services include, but are not limited to, work permit renewals, check-out memos, work permit transfers, and counseling, ensuring a seamless and legally compliant employment experience.

# FOREWORD

## Jason Liaw Kai Pin

Founder / Managing Director



Growing up with domestic helpers as part of my household, I came to appreciate the profound impact they have on our lives. We learn to live with them, treat them as family, and rely on their support. At the same time, I realized that they, too, as human beings, require more than just their basic needs being met—they deserve a safe haven, respect, and dignity in the households they serve, just as any professional would expect in their workplace.

Being multilingual and exposed to diverse cultures from a young age, I have developed a deep respect for multiculturalism and the ability to work harmoniously with domestic helpers from different backgrounds. This understanding has helped me streamline their onboarding and induction process upon their arrival in Malaysia, ensuring a smooth transition and high-quality service delivery for our clients.

With working knowledge in visa and work permit processing, combined with my background as a law graduate and certified compliance specialist, I am well-equipped to safeguard the welfare and statutory rights of domestic helpers while ensuring professional, reliable, and quality service to our clients.

As a closing note, my aspiration is to cultivate a safe, healthy, and mutually respectful working relationship between our clients and our dedicated team of domestic helpers—whom I regard as valued business partners. By doing so, we continuously elevate the quality of our services and uphold the highest standards in the domestic helper recruitment industry.





# VISION & MISSION

## Vision

We aspire to be one of the leading private employment agencies in Malaysia, recognized for our excellence in customer-oriented services and commitment to safeguarding the rights and well-being of our foreign workforce. Beyond providing reliable recruitment solutions, we strive to ensure ethical employment practices, fair treatment, and a safe working environment for every domestic helper we place.

With integrity, professionalism, and full compliance with JTKSM regulations, we are dedicated to creating a sustainable and responsible recruitment ecosystem that benefits both employers and workers. By continuously improving our processes and upholding the highest industry standards, we aim to elevate the domestic helper recruitment sector and make a meaningful impact on the lives of those we serve.

## Mission

Our mission is to deliver efficient and seamless recruitment services through the integration of technology and cloud-based HR and employment systems, ensuring a modernized and responsive approach to workforce management.

We are committed to operating within the regulatory framework and sandbox environment, continuously enhancing our coordination with government agencies responsible for visa and work permit applications to ensure compliance and efficiency. By upholding transparency, professionalism, and reliability, we strive to earn the trust of our clients through the consistent fulfillment of our commitments and service excellence.



## **Domestic Helper Recruitment**

Finding the right domestic helper for your household can be challenging, but our Full Placement Service simplifies the process. We ensure a hassle-free hiring experience by carefully selecting and recommending qualified domestic helpers who best match your specific needs and household requirements.

We specialize in the recruitment, processing, and placement of Filipino and Indonesian domestic helpers, offering both local and overseas processing options. Our services cover the entire recruitment journey, from candidate selection and documentation to visa processing and onboarding, ensuring a smooth and legally compliant hiring experience for our clients.

## **Talent Sourcing and Staffing Solutions**

We specialize in understanding our clients' manpower needs and providing tailored staffing solutions by matching them with the right candidates. Our recruitment process is guided by a structured set of criteria and a rigorous vetting process, ensuring that each placement is sustainable, reliable, and aligned with our clients' workforce requirements.

Additionally, we offer executive search services, connecting businesses with highly skilled professionals who best fit their company's requirements. Our strategic approach to talent sourcing ensures that clients receive qualified, competent, and industry-relevant candidates, helping them build a strong and efficient workforce.

## **Employment Administrative Services**

Secondary to our core offerings, we provide expert guidance and administrative support to help our clients navigate the key compliance requirements when hiring a foreign domestic helper.

Our comprehensive employment administrative services include but not limited to:

- Visa and work permit application/renewal
- Check-out memo and special pass processing
- Employment contract renewal and documentation support

By staying up to date with the latest immigration policies and employment regulations, we help our clients maintain a smooth, legally compliant, and stress-free employment process.

# OUR CERTIFICATES



NO. SPM  
02859

 **JTKSM 1523**

**JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA**  
**KEMENTERIAN SUMBER MANUSIA**  
Department of Labour Peninsular Malaysia, Ministry of Human Resources

**AKTA AGENSI PEKERJAAN SWASTA 1981**  
Private Employment Agencies Act 1981

**LESEN B**  
Licence B

(1) Lesen ini dikeluarkan di bawah seksyen 9A(1) Akta Agensi Pekerjaan Swasta 1981 untuk menjalankan urusan agensi pekerjaan swasta di:-  
This license is issued under section 9A(1) of the Private Employment Agencies Act 1981 to conduct matters relating to private employment agencies at:-

**AGENSI PEKERJAAN JL WIJAYA SDN. BHD.**  
**202401014510 (1560360-W)**  
Nama Agensi  
Name of Agency  
Di atasnya  
at  
**NO. 28A, JALAN USJ 10/1B**  
**47600 SUBANG JAYA, SELANGOR**

(2) Pemegang lesen ini boleh menjalankan aktiviti merekrut bagi pencari kerja di dalam dan di luar Malaysia untuk perkhidmatan domestik asing di dalam Malaysia.  
The holder of this license may carry out recruitment activities for a job seeker within and outside Malaysia for foreign domestic servant within Malaysia.

(3) Lesen ini adalah sah dari **15 OKTOBER 2024** sehingga **14 OKTOBER 2026**  
This license is valid from **15 OCTOBER 2024** until **14 OCTOBER 2026**

  
**KAMAL BIN PARDI**  
Ketua Pengarah Tenaga Kerja  
Semenanjung Malaysia  
Director General of Labour  
Peninsular Malaysia

CATATAN: Lesen ini hendaklah dipamerkan pada setiap masa di tempat yang mudah dilihat dalam premis sebagaimana yang dinyatakan dalam lesen.  
NOTE: This license must be displayed at all times at a visible place in the premises as specified in the license.

**COMPANIES ACT 2016**  
(ACT 777)

**CERTIFICATE OF INCORPORATION  
OF PRIVATE COMPANY**

This is to certify that

**AGENSI PEKERJAAN JL WIJAYA SDN. BHD.**  
**202401014510 (1560360-W)**

is, on and from the 12<sup>th</sup> day of April 2024, incorporated under the Companies Act 2016, and that the company is a company limited by shares and that the company is a private company.

Dated at **KUALA LUMPUR** this 15<sup>th</sup> day of April 2024.

  
**DATUK NOR AZIMAH ABDUL AZIZ**  
REGISTRAR



User: H1 ZAKIR  
This certificate is generated from MYDATA SPM Services as at 15/04/2024 17:07:27.  
MENAWAR SPM@SENTRAL, NO. 7, JALAN SRI ESEN SENTRAL 8, KUALA LUMPUR SENTRAL, 50023 KUALA LUMPUR  
TEL: (60) 3725 4555 FAX: (60) 3725 4557

**EMBASSY OF THE REPUBLIC OF INDONESIA**  
**KUALA LUMPUR**

**Registration Certificate**

Labor Attache of The Republic of Indonesia in Kuala Lumpur is hereby stated the Company mentioned below is registered at the Embassy of The Republic of Indonesia in Kuala Lumpur for the placement of Indonesian Migrant Workers in Malaysia pursuant to the laws and regulations of the Republic of Indonesia.

**Name of Director : LIAW KAI PIN**  
**Date of Establishment : 12 Apr 2024**  
**Malaysian Registry of Company : 202401014510 (1560360-W)**  
**Address : No. 28A, Jalan USJ 10/1B, 47620 Subang Jaya, Selangor Darul Ehsan, Malaysia**  
**Sector : Domestic**

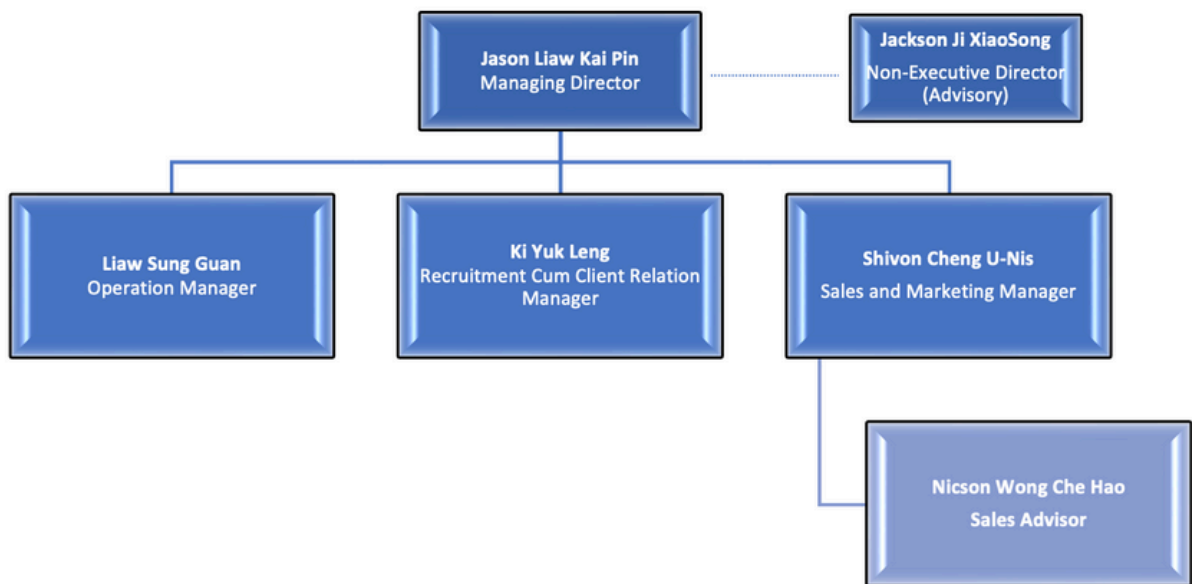
This Certificate is valid within 1 (one) year from the date of issue.  
Kuala Lumpur, **20 Mar 2025**

**HARRY AYUSMAN**  
LABOUR ATTACHE

Dokumen ini disandatangani secara elektronik melalui Aplikasi TNDE menggunakan sertifikat elektronik yang diterbitkan oleh BSE.

# ORGANISATION CHART







# CONTACT US



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*www.jlwijaya.com*



*No. 28A, Jalan USJ 10/1B,  
47620 Subang Jaya,  
Selangor Darul Ehsan*