

CIRCULAR NO. 171/2020

DATE: 22 October 2020

**FREQUENTLY ASKED QUESTIONS RELATED TO THE CONDITIONAL MOVEMENT CONTROL ORDER
MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY**

Reference is made to the [FREQUENTLY ASKED QUESTIONS \(FAQ\) RELATED TO THE CONDITIONAL MOVEMENT CONTROL ORDER \(CMCO\) ISSUED BY THE MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY](#) dated 22 October 2020.

Highlights are as follows:

- All economic and industrial (manufacturing) activities can operate without MITI's approval during the CMCO period, subject to the SOPs set by the National Security Council (NCS).
- Companies need not apply for permit via the CIMS system to operate during the CMCO period.
- On whether companies can operate 24 hours, refer to www.mkn.gov.my for the list of economic activities that have specific operating hours. Economic and industrial activities such as manufacturing, ports, essential products, etc, can operate without any operating time restrictions.
- Commercial vehicles carrying goods and services are allowed in and out CMCO areas. Drivers need to produce the employee pass or employer's permission letter.
- Movement of workers in the CMCO areas is allowed. Employees are also allowed to cross the state for work in the CMCO areas. Employees must bring along their employee pass or employer's permission letter for the aforesaid purposes.
- Employees' attendance is at the company's discretion. However, employers are encouraged to allow employees to work from home during the CMCO period. Companies must comply with the prescribed Standard Operation Procedures (SOP).

WORK FROM HOME

- The industry must implement WFH practices for management and supervisory staff – those whose tasks involve accounting, finance, administration, law, planning and ICT.
- Only 10 percent of people under the management and supervisory levels can be at the office and limited to only four hours a day – from 10.00 am to 2.00 pm - for three days a week. For example, if there are 10 or less people under the management and supervisory levels, only one person is allowed to come to the office at any one time.
- Companies can implement rotation system amongst the employees in the management and supervisory levels - those who need to be present in the office.
- Companies are advised to provide a list of employees who WFH as well as in the office for the reference of the authorities, if required.
- Employers must issue a travel release letter for each employee who is working at the office during the CMCO period.

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- 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 the CMCO's SOP.
- Employees under transportation services, such as public transport, express bus, LRT, taxi, e-hailing and food delivery service can also work as usual.
- The definition of management and supervisory levels are subject to the company's policy.
- Employers cannot change the frequency of work during the week and the time set for those in the management and supervisory levels to work in the office. Working hours are from 10.00 am to 2.00 pm - for three days a week.
- If an employee choose not to come to work and instead wants to WFH, employers can take action at the discretion and procedures of the company based on the Government's policy and the relevant Act. For any further inquiries on this matter, please refer to the Department of Manpower.
- Employees who need to go to the office need not undergo the 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.

REGISTRATION IN COVID-19 INTELLIGENT MANAGEMENT SYSTEM (CIMS)

- All businesses can register at CIMS. Although registration is not mandatory, it is highly encouraged because the system is the main source of reference for Polis DiRaja Malaysia (PDRM).
- Registration can be done via <https://notification.miti.gov.my>. Registration in the CIMS is only required once.
- If you are unable to update your information in the 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.

It is the joint responsibility of all industries to understand and comply with the current instructions of the NSC and also the COVID Prevention SOP as issued by the Ministry of Health Malaysia (MOH) for us to jointly reduce the risk and curb the spread of the COVID 19 pandemic.

Any changes with the latest instructions from NSC and MOH will be informed from time to time.

Thank you.

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