

Ref. No. : (20) PSMB/20/8 Kulit 8

Date : 30 July 2021

EMPLOYERS' CIRCULAR NO. 7/2021

IMPLEMENTATION OF 'PROGRAM VAKSINASI TENAGA KERJA NASIONAL' (PROTEK) BY HUMAN RESOURCE DEVELOPMENT CORPORATION

1.0 PURPOSE

The purpose of the circular is to inform all employers registered with the Human Resource Development Corporation (HRD Corp), therein referred to as registered employers, about the implementation of 'Program Vaksinasi Tenaga Kerja Nasional' (PROTEK). This initiative was developed by HRD Corp to encourage registered employers to ensure that all their employees are vaccinated.

2.0 BACKGROUND

2.1 The honorable Prime Minister during his speech on the Pakej Perlindungan Rakyat Dan Pemulihan Ekonomi (PEMULIH) announced incentive for the companies and industries to accelerate immunisation for their employees.

2.2 HRD Corp has engaged with relevant stakeholders and employers' associations and received positive feedback on this initiative.

3.0 TERMS AND CONDITIONS

This initiative will be done based on the following terms and conditions:

3.1 EMPLOYERS ELIGIBILITY

- a. The criteria and eligibility of registered employers will be determined as follows: -

COMPANY SIZE	LEVY BALANCE AVAILABLE AT THE TIME OF FIRST SUBMISSION	PERCENTAGE (%) CLAIM ELIGIBILITY
SMALL: Number of employees 5 to <75	≤ RM50,000	Maximum 70% from the Levy Balance
	RM50,001 to RM100,000	Maximum 50% from the Levy Balance
	> RM100,000	Maximum 30% from the Levy Balance
MEDIUM: Number of employees 75 to ≤ 200	≤ RM100,000	Maximum 50% from the Levy Balance
	RM100,001 to RM250,000	Maximum 40% from the Levy Balance
	> RM250,000	Maximum 30% from the Levy Balance
LARGE: Number of employees > 200	≤ RM1,000,000	Maximum 30% from the Levy Balance
	RM1,000,001 to RM2,500,000	Maximum 20% from the Levy Balance
	> RM2,500,000	Maximum 10% from the Levy Balance

- b. For the purpose of this initiative only, the coverage of employees includes both Malaysian employees and foreign employees working with the employer.

3.2 CLAIM MECHANISM

The registered employers are allowed to claim from the levy balance based on the two (2) mechanisms outlined below:

i. Vaccination via HRD Corp

- a. Registered employers are required to register their interest to vaccinate their employees via HRD Corp's platform and provide the list of employees eligible for vaccination.

Employers can register their interest for vaccination at <https://protek.hrdcorp.gov.my>. More details and information can also be obtained from this website.

- b. Registered employers can also authorise HRD Corp to deduct the cost of vaccination from their levy based on the eligibility stated under clause 3.1.
- c. Employers will be notified about the vaccination details for their employees within fourteen (14) working days of successful payment.
- d. HRD Corp will notify the participating employer(s) the vaccination location based on below four (4) options:
 - 1. On-site vaccination
 - 2. Participating private vaccination clinics/primary care facilities
 - 3. Mobile vaccination centres
 - 4. HRD Corp's Vaccination Centre
- e. In the event of insufficient levy balance, the employer is unable to claim from the levy fully. In such case, the employer may submit the levy claim based on available balance and submit a separate application for the differences via cash option. Payment details and options will be included in the invoice.
- f. The cost of vaccination is RM125 per employee for 2 doses.

ii. **Request for Reimbursement**

- a. Employers may request for reimbursement of the vaccination and/or PPV cost that they have incurred on or after **29 June 2021**, subject to the eligibility outlined in clause 3.1 above.
- b. Employers may submit the claim to HRD Corp starting from **15 August 2021**. All claims must be submitted within **three (3) months** from the date of second dose completed.
- c. Registered employers are to authorise HRD Corp to deduct the cost of vaccination and/or PPV from their levy.

- d. The reimbursement amount is subjected to four percent (4%) service fee on the total amount approved. The approved Claim amount will be reimbursed to the registered employers and the service fee will be deducted as an additional amount from the levy.
- e. Employers are required to submit the following documents during the claim submission:
 - 1. Invoice and payment receipt/proof of payment of the vaccination.
 - 2. HRD Corp Claim Form for PROTEK which is duly signed by authorized signatory (manager and above) with company rubber stamp.
 - 3. HRD Corp may request for additional documents for verification and/or confirmation purposes, if required.

5. IMPLEMENTATION DATE

5.1 This circular will be effective from 29/06/2021.

6. CLOSING

6.1 For further clarification and assistant, kindly contact our Call Centre at 03 - 8602 9280, or email at proteksupport@hrdcorp.gov.my.

Thank you.

'Delivering Quality, Developing Excellence'

'Pembudayaan Norma Baharu dalam Dunia Pekerjaan Sejagat'



DATUK SHAHUL DAWOOD

Chief Executive

Human Resource Development Corporation

Frequently Asked Questions (FAQ)



1. What is PROTEK?

Program Vaksinasi Tenaga Kerja Nasional (PROTEK) is a nationwide COVID-19 employer vaccination programme, spearheaded by the Ministry of Human Resources and implemented by the Human Resource Development Corporation (HRD Corp). It is designed to support HRD Corp's registered employers as well as all other employers in Malaysia, in expediting vaccination efforts for their employees.

The programme is a part of the National People's Well-Being and Economic Recovery Package (PEMULIH) initiative announced by the Prime Minister, Yang Amat Berhormat Tan Sri Muhyiddin Yassin on 28 June 2021.

2. Why is HRD Corp implementing PROTEK?

This public-private programme is geared at complementing and accelerating the government's public vaccination exercise by providing businesses with another effective option to fast-track their employee vaccination programme.

It is also a part of HRD Corp's effort to support economic frontliners and key industries such as services, manufacturing as well as mining and quarrying in safeguarding their employees' health and safety while keeping their businesses running.

3. Who can apply for PROTEK?

The programme is open to all registered employers of HRD Corp as well as employers or businesses registered and operating in Malaysia.

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4. How will PROTEK be implemented?

PROTEK will be implemented based on the following four (4) models:

- i. Participating private vaccination clinics/primary care facilities
- ii. Mobile vaccination centres
- iii. On-site vaccination at employers' premises
- iv. HRD Corp's Vaccination Centre

5. Can employers choose between the four (4) models? What are the criteria for selection?

HRD Corp will determine the best model for employers based on the employer's location and the number of employees to be vaccinated:

Model	Criteria
Model 1: Nearest participating private vaccination clinics/primary care facilities	Employers with 10 to 100 staff
Model 2: Mobile vaccination centres	Employers with 100 to 500 staff
Model 3: HRD Corp Vaccination Centre	Employers with 500 to 1,000 staff
Model 4: On-site vaccination at the employers' premises	Employers with 1,000 staff or more

6. How can employers apply for PROTEK?

Employers can apply via <https://protek.hrdcorp.gov.my>.

7. What is the process like and how long will it take?

- i. Employers can submit their application at <https://protek.hrdcorp.gov.my> with details of the company and the total number of employees to be vaccinated.
- ii. Following this, they are required to submit the full employee list containing their employees' IC number and MySejahtera ID for verification purposes.

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- iii. Employers have the responsibility to check through their list and ensure that it contain the most accurate employee information. They must also ensure that **do not submit the following employees** for PROTEK:
 - a. Employees with upcoming vaccination dates under the National COVID-19 Immunisation Programme that has been confirmed through their MySejahtera app.
 - b. Employees who have completed their first dose under the National COVID-19 Immunisation Programme and are just waiting for their second dose or second vaccination date under the programme.
 - c. Employees who have not registered for vaccination via MySejahtera.
 - d. Employees with pre-existing health conditions and are considered in the high-risk category.
 - e. Employees who are 18 years old or below.
- iv. HRD Corp will update employers of their application status together with the total number of employees approved. An invoice for the total number of vaccines that will be administered, will also be issued.
- v. Employers who are making self-payment, are required to make full payment for the vaccine and send the proof of payment to HRD Corp.
- vi. Once the payment is successful, the employer will get an update on the date, time and location of the vaccination.
- vii. Employers are then required to make the necessary preparations or arrangements for the vaccination exercise. This may include establishing a suitable set up on premise or making the logistical arrangements to send their employees to the relevant vaccination centre.
- viii. Upon completion of the vaccination exercise, employees will be given their vaccination certificate and their vaccine completion details will be updated on MySejahtera.

8. How long does the process take between the employer's first registration and notification of vaccination?

Employers will be notified on the vaccination details for their employees, within 15 working days of the receipt of payment.

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9. What is the vaccine used under PROTEK and can employer choose their preferred vaccine?

PROTEK uses the Sinovac-CoronaVac (Sinovac) vaccine. There are no selections of vaccines.

10. How many doses is required or will be administered?

The Sinovac vaccine will be administered in two (2) doses across a span of 21 days.

11. What is the vaccination cost under PROTEK?

The vaccine is charged at RM125 per employee. This cost covers:

- 2 doses of vaccine
- Healthcare professionals administering the vaccine as appointed by HRD Corp and approved by the Ministry of Health as well as related medical supplies.

Please note that the price stated above does not cover logistical support and set up in administering the vaccine or transportation costs to send employees to the vaccination centres. These costs should be borne by the employer.

12. How can employers make payment for the vaccine?

Employers are required to make full payment upon receiving their invoice, in order to obtain the date, time and location of their vaccination.

They may do so based on the following:

A) HRD Corp Registered Employers

Existing registered employers of HRD Corp can choose between using their levy balance or making self-payment directly to HRD Corp.

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All payments must be made payable to **Pembangunan Sumber Manusia Berhad**. Payment details will be shared upon confirmation.

Employers who have levy arrears will not be able to utilise their levy to pay for vaccination under PROTEK. However, they can participate in the programme by paying directly to HRD Corp, through methods that will be specified upon their confirmation.

B) All Other Employers

Non-registered employers can make their payment via bank transfer or any other method that will be specified later or upon confirmation.

13. When can my company apply for PROTEK? Is there any deadline for the submission?

Registration will commence on **1 August 2021** until a date to be announced later. PROTEK will run for six (6) months or when the vaccine supply is fully utilised, whichever is sooner.

14. Do companies need to become a HRD Corp-registered employer in order to be eligible for PROTEK?

No. All employers are eligible to secure their employee vaccination under PROTEK.

15. Can HRD Corp-registered employers with insufficient levy balance participate in PROTEK?

Yes. Registered employers with insufficient levy balance may choose to make direct self-payment to HRD Corp.

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They may also utilise their existing levy for part of the costs, and pay the remaining balance directly to HRD Corp. The payment method for the latter will be provided upon confirmation.

16. Can HRD Corp-registered employers claim for reimbursement from their existing levy balance if they have registered and completed their employee vaccination exercise through other initiatives?

Yes. However, only employers who have registered for vaccination carried out through different initiatives from 29 June 2021 onwards will qualify for this method of reimbursement. The reimbursement is also subject to their remaining levy balance with 4% service charge on the total claim.

Please refer to Employers' Circular No. (20) PSMB/20/8 Kulit 8 for eligibility criteria.

17. Do employers need to fulfil a minimum or maximum number of employees criteria for this programme?

Employers must have a minimum number of ten employees to qualify for PROTEK. There are no maximum number of employees required. However, those with 1,000 employees or more will be given the privilege of having on-site vaccination at their respective business locations.

18. Can employers register for their foreign employees under PROTEK?

Yes. Employers can get their foreign employees vaccinated under PROTEK.

19. Can HRD Corp-registered employers utilise their levy for foreign workers under PROTEK?

Yes. Employers can use their levy to vaccinate foreign workers through PROTEK.

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20. Can the employer include dependants of employees in the application?

No, this initiative is strictly for employees of the company and does not extend to dependants, family members or close associates.

21. Who will administer the vaccine under PROTEK?

Vaccines under PROTEK will be administered by experienced and qualified healthcare professionals provided by HRD Corp's partners.

22. How will the employer be notified if their application is approved and what arrangements do they need to make prior to vaccination?

Employers will be notified via SMS and email if their application has been approved and payment has been received.

Their employees will also get the update on the date, time and location of their vaccinations via SMS and email. If the employee does not have a phone number or email address, the Human Resources department of the employer must inform the employees accordingly.

For employers that will be getting on-site vaccination, HRD Corp representatives will conduct a site visit before the vaccination day and provide guidance on the setup and any other requirements needed.

23. What will happen to the employee's applications under MySejahtera if they have prior appointments or are registered under PIKAS or other initiatives?

Employers must ensure that all employees submitted for PROTEK have a valid MySejahtera vaccination registration and MySejahtera ID. Only employees registered with MySejahtera are eligible for PROTEK

To avoid duplication, employees that have completed at least one dose or have an upcoming vaccination date for either dose 1 or 2 or both, under the

Frequently Asked Questions (FAQ)

National COVID-19 Immunisation Programme as stated in their MySejahtera will not be considered for vaccination under PROTEK.

HRD Corp will not be checking on an employer's pending vaccination application under PIKAS, SELangkah or any other employer/ private sector vaccination initiatives. Therefore, it is the responsibility of the employer to ensure that the list submitted to HRD Corp is final and that they do not have multiple pending applications to any other employer vaccination programmes in the market. The booking is final and binding upon payment.

24. Will the employees registered under PROTEK receive the Vaccine Completion e-Certification?

Employees will receive a physical vaccination completion card and an e-certificate upon completion of vaccination. They will also be able to update their MySejahtera and retrieve their e-Certification through the app accordingly.

25. Where can employers get more information?

Employers can get in touch with HRD Corp's PROTEK Support Team at:

- **Call Centre: 03 8602 9280**
- **Email: protteksupport@hrdcorp.gov.my**

Day	Operational Hours	Break
Monday – Thursday	8.30 AM – 5.30 PM	1.00 PM – 2.00 PM
Friday		12.15 PM – 2.45 PM
Saturday & Sunday	Closed	

Additionally, employers can get more update on PROTEK via the following channels:

- Further Information on PROTEK : <https://hrdcorp.gov.my/ms/prottek>
- Application to PROTEK : <https://prottek.hrdcorp.gov.my/>

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- Notifications on HRD Corp's official social media channels:
 - Facebook : [HRD Corp - Human Resource Development Corporation](#)
 - Instagram : [@hrdcorp](#)
 - LinkedIn : [HRD Corp - Human Resource Development Corporation](#)
 - Twitter : [@hrdcorp](#)