

EDUCATION MALAYSIA GLOBAL SERVICES (EMGS)
4th MAY 2020

**UPDATES - EMGS OPERATING PROCEDURES FOR MOVEMENT CONTROL ORDER FROM 18th
March 2020 until 12th May 2020**

1. PURPOSE:

- 1.1. EMGS had previously informed all institutions that the EMGS One Stop Centre will remain closed until **12th May 2020** during the Movement Control Order (MCO) enforced nationwide.
- 1.2. EMGS is pleased to announce that our One Stop Centre will now resume operations with a minimum headcount from **6th May 2020** onwards.

2. IMPLEMENTATION:

- 2.1. During the holy month of Ramadan, the EMGS One Stop Centre will operate from **8am - 4pm from Monday to Friday.**
- 2.2. Representative from Education Institutions will be able to submit any hard copy documents at the EMGS One Stop Centre. Institutes can also continue to upload documents online and submit with the "Declaration for Payment" during the MCO period.
- 2.3. Kindly note that EMGS will be operating on a minimal headcount during this period and will be practising social distancing.
- 2.4. Visitors are encouraged to maintain at least 1 metre (3 feet) distance between themselves and others. Visitors are also encouraged to thoroughly clean their hands with an alcohol-based hand rub provided by EMGS when arriving and leaving the EMGS One Stop Centre.