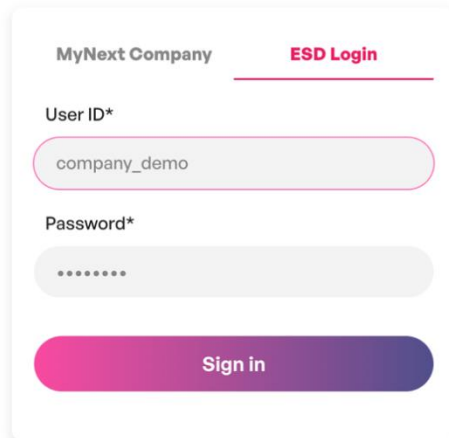


## USER GUIDE FOR 1:3 POLICY

1. ESD users will receive an initial email from MyNext system regarding the 1:3 policy and the guideline to login into MyNext once their Employment Pass (EP) has been approved in the ESD system.

**Note:** Companies will continue to receive this email until they have successfully onboarded into MyNext Company.

2. Navigate to the login page at [company.mynext.my](https://company.mynext.my) and click on **ESD Login**.
3. Enter the same login credentials used for the ESD system. Click the **Sign In** button to access the MyNext Company platform.

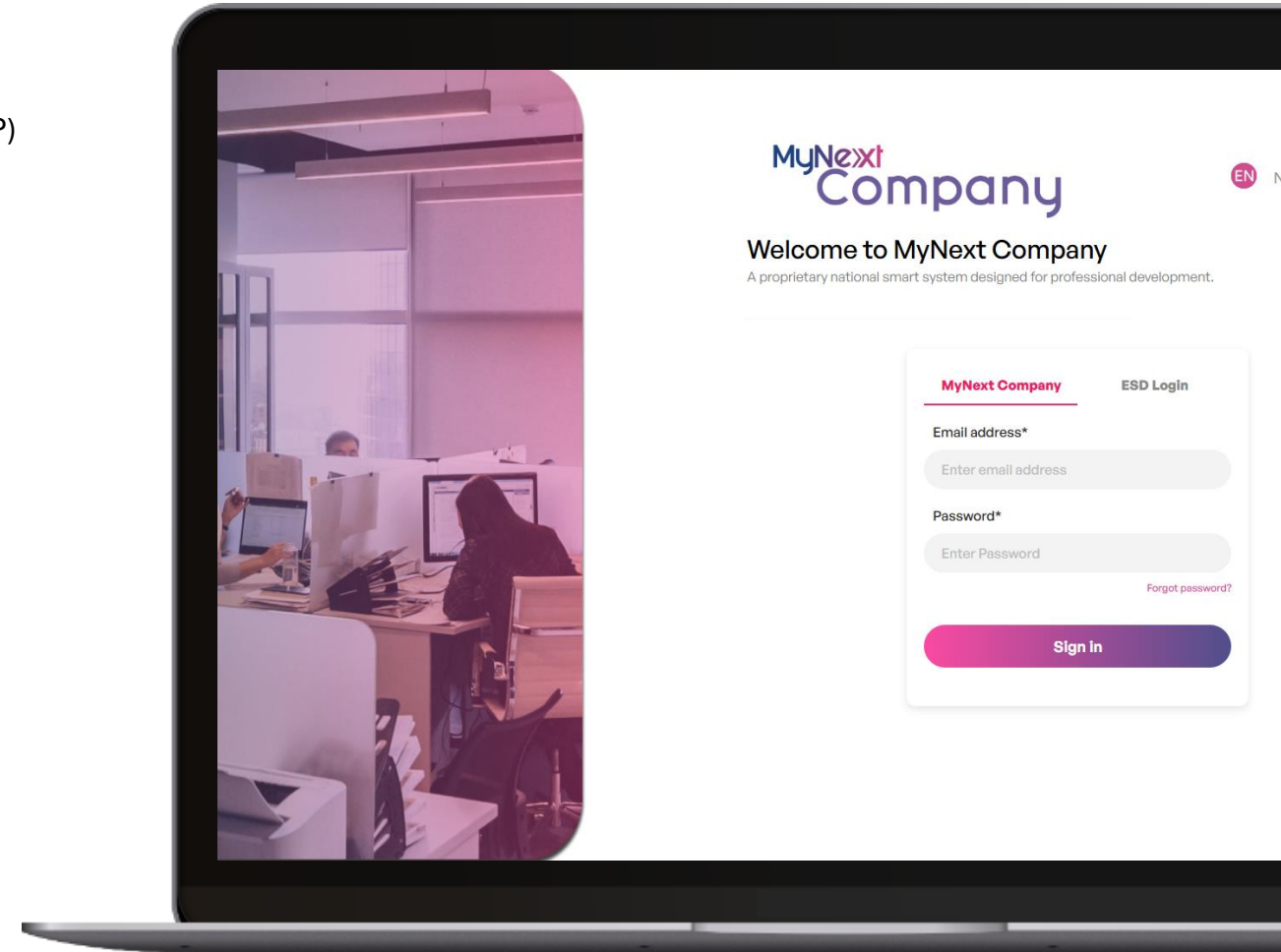


MyNext Company **ESD Login**

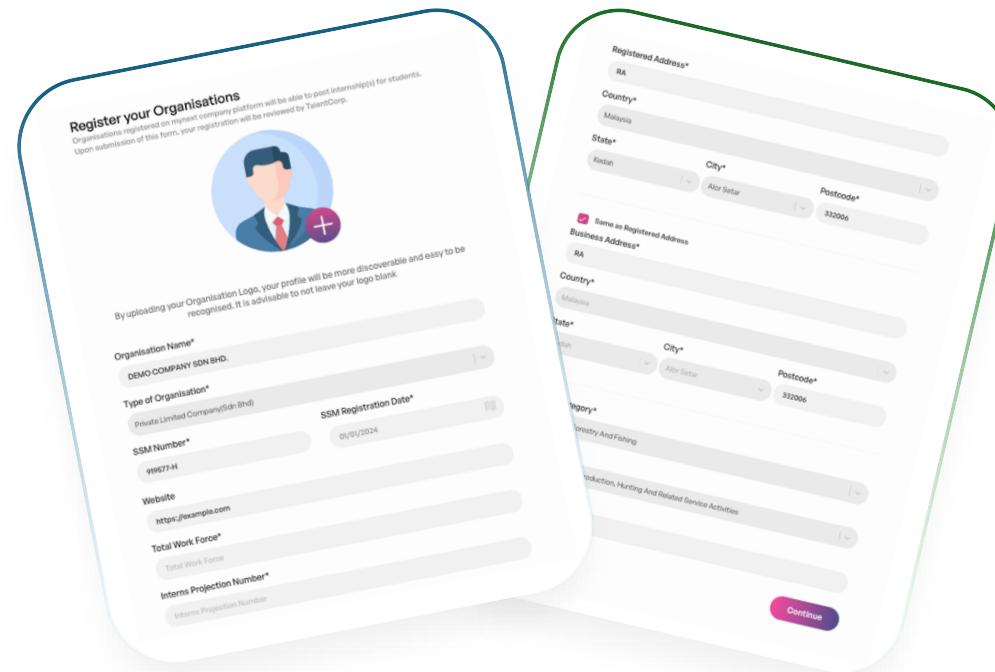
User ID\*

Password\*

**Sign in**



4. After logging in, you will be directed to the Register Your Organization form. Fill in all the required fields and click Continue to proceed. Some fields will be pre-filled with data from the ESD system. You may update these fields with the latest information before proceeding.



**Register your Organisations**  
Organisations registered on mynext company platform will be able to post Internship(s) for students. Upon submission of this form, your registration will be reviewed by TalentCorp.

By uploading your Organisation Logo, your profile will be more discoverable and easy to be recognised. It is advisable to not leave your logo blank.

Organisation Name\*  
DEMO COMPANY SDN BHD.

Type of Organisation\*  
Private Limited Company(Sdn Bhd)

SSM Number\*  
99877-H

SSM Registration Date\*  
01/01/2024

Website  
https://example.com

Total Work Force\*  
Total Work Force

Interns Projection Number\*  
Interns Projection Number

Registered Address\*  
RA

Country\*  
Malaysia

State\*  
Kedah

City\*  
Alor Setar

Postcode\*  
32006

Same as Registered Address

Business Address\*  
RA

Country\*  
Malaysia

State\*  
Kedah

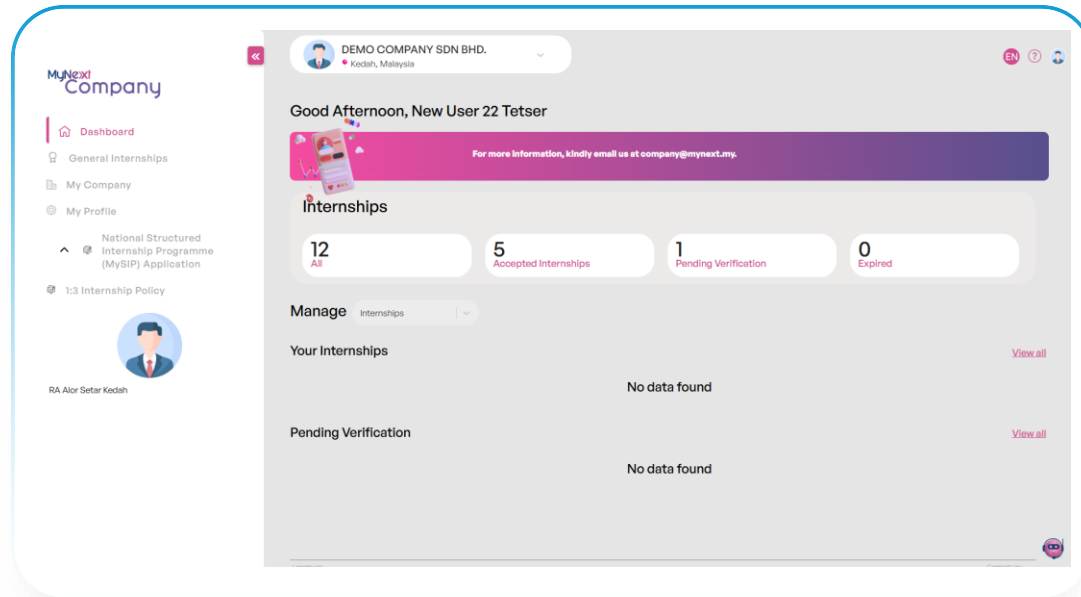
City\*  
Alor Setar

Postcode\*  
32006

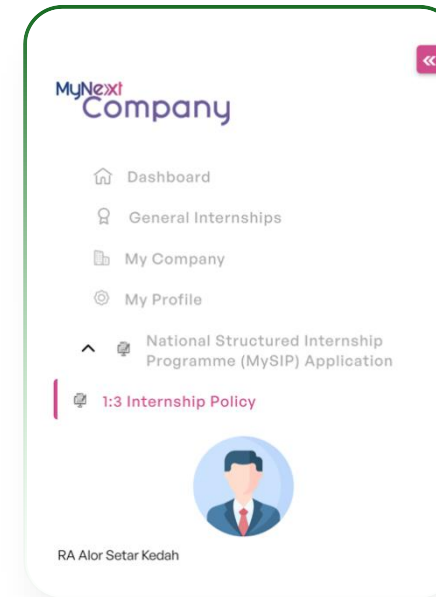
Category\*  
Production, Hunting And Related Service Activities

Continue

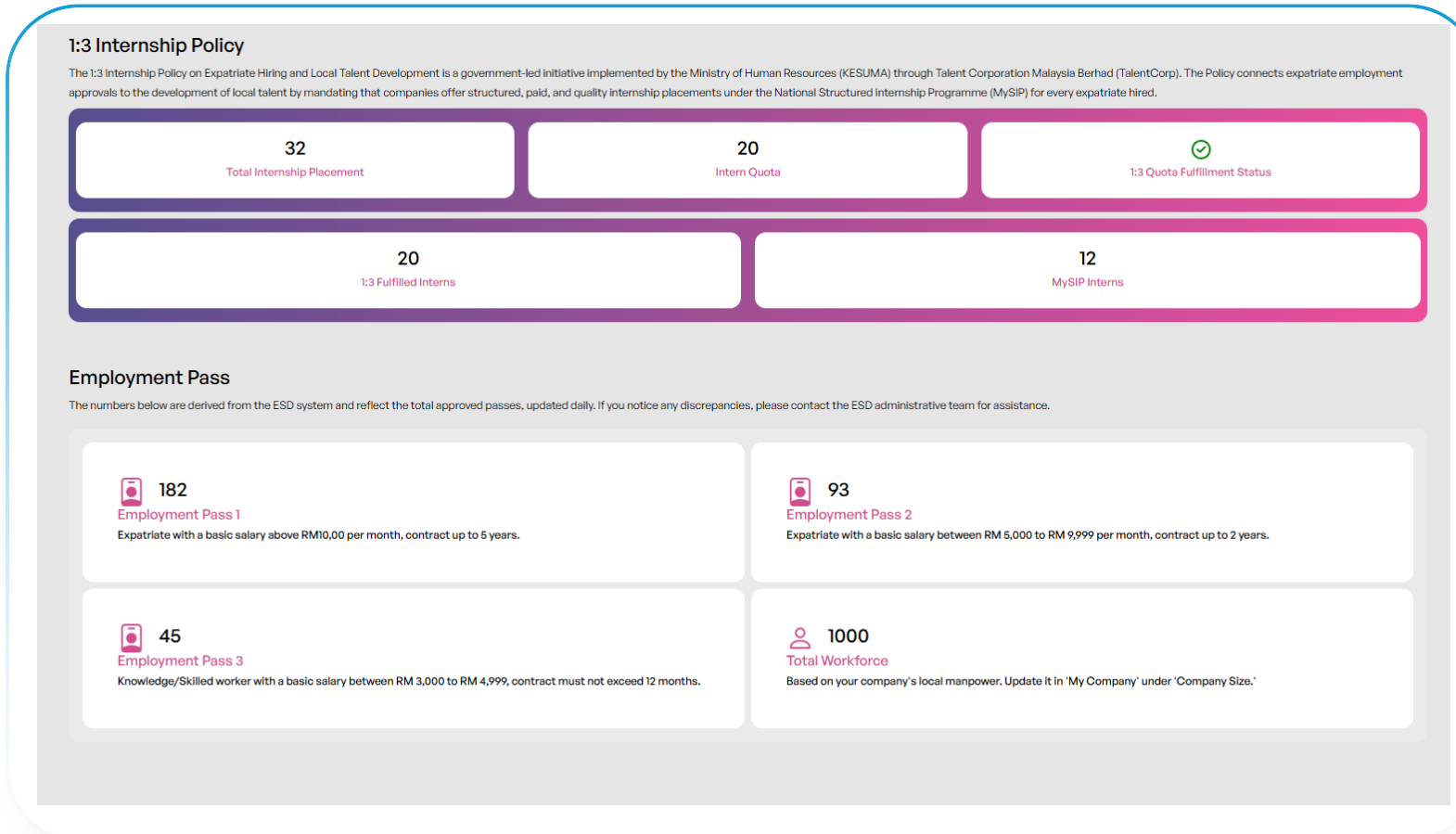
5. After completing registration, you will be redirected to the **MyNext Company Dashboard**.



6. On the left menu, click on **1:3 Internship Policy** to access the **1:3 Internship Policy Dashboard**.



7. At the 1:3 Internship dashboard, you will be able to see:



The definitions mentioned below will be displayed when the user hovers over the terms on screen.

- Total Internship Placement: Total interns from MySIP Direct Hiring + MySIP Advertised
- Intern Quota: The number of interns to be hired based on the policy calculation formula.
- 1:3 Quota Fulfillment Status: Once the intern quota is fully hired, icon turns green; otherwise, it remains yellow.
- 1:3 Fulfilled Interns: Number of hired interns based on the Intern Quota.
- MySIP Interns: Number of hired interns more than the count on Intern Quota.
- Expatriate Pass (EP1, EP2, EP3): Total approved passes from ESD system.

8. Based on the **Intern Quota** displayed on the dashboard, you are required to hire the required number of interns to comply with the 1:3 policy.
9. If your company has already hired interns, or if you need to hire new interns, proceed to the **National Structured Internship Programme (MySIP) Application**.
10. **Please refer to [MySIP User guideline](#)**

