



# AGENSI PEKERJAAN SRIMANISA SDN BHD (431645-A)

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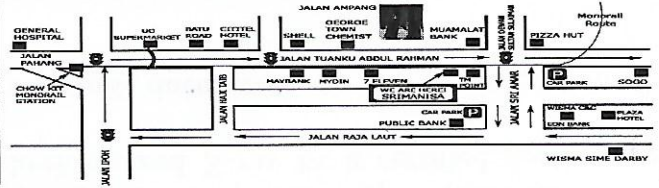
GST ID NO: 0010 4883 8144

IMM: IM. 101/HQ/857/4 (001)

JTR: L008

## INDONESIAN DOMESTIC MAID APPLICATION OUR MAID CARE FOR: BABY/HOUSEWORK/OLD AGE

DATE	
TO	
H/P	
EMAIL	
FROM	



### COMPULSORY DOCUMENTS

- 1) 2 passport-sized photographs of employer & spouse.
- 2) 2 colored photostat copies of employer's & spouse's IC.
- 3) 2 colored photostat copies of employer's marriage certificate.
- 4) 2 colored photostat copies of children's birth certificate.
- 5) Colored photographs of the maid's room.
- 6) Proof of income:
  - a) Malaysian: Employer's & spouse's ORIGINAL FORM B/BE with Inland Revenue Board received chop, copy of receipt (declared joint income must be above RM 60,000.00), balance sheet account from LHDN if the balance exceeds, latest EPF statement, & latest 3 months pay slips.
  - b) Other Countries: Income tax return form from foreign country, employment confirmation letter (employment contract) in English, & latest 3 months pay slips.
- 7) If the residential address is different from IC, submit any original bills. (Water or Electricity or Telephone)
- 8) If you are the Director of the Company, provide Company Registration letter.

PURPOSE OF APPLICATION	CHECKLIST OF DOCUMENTS REQUIRED
Taking care of residence. (2 storey & above)	1) Colored photo of the house. a. Front. (left & right angle) b. Internal. (kitchen) c. Road name. d. With house number.
Taking care of old age. (60 years & above)	1) Colored photocopy of the old age's IC. 2) Colored photocopy of employer's birth certificate.
Taking care of unhealthy parents. (below 60 years old)	1) Colored photocopy of the parents' IC. 2) Photo of the parents. 3) Colored photocopy of employer's birth certificate to prove relationship. 4) Original medical report from government hospital or specialist.
Taking care of children. (below 15 years old)	1) Colored photocopy of children's birth certificate.
Taking care of spouse.	1) Colored photocopy of marriage certificate. 2) Original medical report from government hospital or specialist.
Taking care of unhealthy children. (above 15 years old)	1) Colored photocopy of children's birth certificate. 2) Photo of the children. 3) Original medical report from government hospital or specialist.

### CANCELLATION & REPLACEMENT

<b>1. Cancellation after confirmation</b> - RM 500 will be forfeited & the balance will be refunded. <b>2. Cancellation after submission to Immigration</b> - No refund will be given. <b>3. Cancellation after arrival of maid</b> - Recruitment fees will be forfeited.	<b>4. Change of Biodata after submission to Immigration</b> - RM 1,000 will be charged to Employer.  <b>5. Unsatisfactory Maid / Medical Unfit</b> - 3 months guaranteed period only. Subjected to replacement fees. / Maids must be returned to Agency.
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I hereby agreed and accepted the above conditions.	Witnessed by
.....	.....
Name: Date:	Name: Date:

**ALL APPLICATION FOREIGN DOMESTIC MAIDS SHALL BE IN ACCORDANCE TO THE GOVERNMENT'S REGULATIONS & POLICIES THAT MAY CHANGE FROM TIME TO TIME.**

The recruitment plan is effective as of 03/03/2017 & subject to change without prior notice & subject to the latest rules & regulation of the Malaysian Government.