

DOCUMENT AND INFORMATION REQUIRED FOR THE APPLICATION OF DOMESTIC HOUSE MAID

Name of Husband: _____

IC No. : _____ H/p No. : _____

Occupation: _____ Salary: _____ Income Tax No. : _____

Race & Religion : _____ Email : _____

Home Address : _____

Office Address : _____

Office Tel No. : _____ Office Fax : _____

Name of Wife : _____

IC No. : _____ H/p No. : _____

Occupation: _____ Salary : _____

No of children below 15 years old : _____ Number of Active Maid : _____

Job Description for Maid : _____

List of documents required (submit directly to immigration)

- *Combined income minimum RM 60 000 per annual year (applicable to hire of first maid)
- *Combined income minimum RM 120 000 per annual year (applicable to hire of second maid)
- *Copy of latest 3 months pay slip and copy of EA form / income tax (husband and wife)
- *Copy of KWSP statement (husband and wife)
- *2pcs of passport size photo (husband and wife)
- *Copy of IC (husband and wife)
- *Copy of marriage certificate
- *Copy of children certificate
- *Check out memo of previous maid if there is (perform online status)

List of documents required for the submission of taking care of elderly (parent or parent in law)

- *Copy of IC Parents
- *Original medical latter from medical Centre or government hospital
- *Copy of employer birth certificate

List of documents required for the submission for big house

- *Photo of the house (inside and outside)
- *Photo of house number
- *Photo of street no.

*****Kindly email the document and details to: *****

AGENSI PEKERJAAN JUPITER MAJU SDN BHD

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