

METRO EXCEL RESOURCES SDN BHD

Purpose of application

Babysitting

Applied for the old age or health problem

Others _____

	Ori	Copy
<u>Document Required by the Immigration</u>		
<input type="checkbox"/> Photocopy of IC Husband & Wife (Front & Back)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Colour passport size photo 3 pcs each (husband & wife)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photocopy of Marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photocopy of Children's Birth Certificate / IC	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Original water / electricity (same as employer's name)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Self Employed / Under Employment</u>		
<input type="checkbox"/> Latest form E/BE & Income Tax Receipt for husband & wife	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Original latest 3 month payslip for husband & wife	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photocopy latest EPF statement for husband & wife	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Original Confirmation of employment letter	<input type="checkbox"/>	<input type="checkbox"/>
<u>Supporting Document</u>		
<input type="checkbox"/> Original Medical Report from Government Hospital / Specialist - applied for the old age or health problem (If take care of parents)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photocopy relationship birth certificate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Photocopy parent IC	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> For not child / parent old age caring - a propose letter for applying maid for taking care Household (requirement with house photo)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> House photo > picture outside, inside and name of street (signboard)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Existing Maid (Please tick if 2nd maid application)</u>		
<input type="checkbox"/> Still working without Check out memo (COM)		
Photocopy passport and current working permit	<input type="checkbox"/>	<input type="checkbox"/>
Document related to reason hired first maid	<input type="checkbox"/>	<input type="checkbox"/>
<u>For End Contract / Run Away</u>		
<input type="checkbox"/> Air Ticket, Passport Copy, working permit and Check out memo (COM)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Original passport and Cancel Permit - if maid run away	<input type="checkbox"/>	<input type="checkbox"/>
* Other supporting document, if necessary.		
* INCOME FOR EMPLOYER MINIMUM RM 5,000 PER MONTH & RM60,000 PER YEAR		
* FOR 2ND MAID - INCOME FOR EMPLOYER MINIMUM RM 10,000 PER MONTH & RM120,000 PER YEAR		
* ALL APPLICATION FOREIGN DOMESTIC MAIDS SHALL BE IN ACCORDANCE TO THE GOVERNMENT'S AND POLICIES THAT MAY CHANGE FROM TIME TO TIME.		
* AMOUNT OF MAID'S LOAN DEPENDS ON TRAINING CENTRE IN INDONESIA.		