
DOCUMENTS REQUIRED FOR APPLICATION OF DOMESTIC HELPER

1. Two (2) pcs Photocopy NRIC (**Husband and Wife**)
2. Two (2) pcs Photocopy Utility Bills (**TNB or Water Bill**) *IF CURRENT ADDRESS IS DIFFERENT FROM IC*
3. Two (2) pcs Passport Size Color Photo each (**Husband and Wife**)
4. Two (2) sets Photocopy **latest** 3 months' Pay Slips (**Husband and Wife**)
5. Company Business Card (**Husband**)
6. Two (2) sets Photocopy Borang e-BE + **Acknowledgement Receipts e-BE. (Husband and Wife)**
(*Min. join gross annual income of Employer is RM36,000 for Cambodia and Indonesia Domestic Helper and RM60,000 for Philippines Domestic Helper.*)
7. Two (2) sets Photocopy Latest EPF Statement (**KWSP**). (**Husband and Wife**)
8. Two (2) pcs Photocopy Birth Certificate each (**All Children below Age 15**)
9. Two (2) pcs Photocopy Marriage Certificate

ADDITIONAL DOCUMENTS FOR APPLICATION TO TAKE CARE OF ELDERLY

1. Photocopy NRIC of Elderly
2. Applicant's Birth Certificate (**To proof relationship with Elderly**)
3. Doctor's Letter from Hospital or Specialist Centre only

ADDITIONAL DOCUMENTS FOR APPLICATION TO TAKE CARE OF PREGNANT WIFE

1. Doctor's Letter from Hospital or Specialist Centre only

******* For 2nd Maid Application*******

1. Current Domestic Helper's Passport Copy (**Personal info and Permit Page**)
2. Current Domestic Helper's Immigration Approval Document (**Calling Visa**)
3. Current Domestic Helper's Employment Contract (Philippines Embassy)
4. Photo of House **1.** Front View **2.** Inside View **3.** Street Signage
5. Letter describing Job Function for current domestic helper and second domestic helper

******* For Employer that is working Overseas*******

1. Overseas Income Tax
2. Pay Slips (**Latest 3 months**)
3. Confirmation Letter Of Employment

***** **All documents must be clear**
