

**DOCUMENT AND INFORMATION REQUIRED FOR THE APPLICATION OF DOMESTIC HOUSE MAID.**

**Employers details:**

Name of Husband : \_\_\_\_\_ I.C No. : \_\_\_\_\_

Occupation : \_\_\_\_\_ Income Tax No. : \_\_\_\_\_

Employment Address : \_\_\_\_\_

Office Tel No. : \_\_\_\_\_ Office Fax No. : \_\_\_\_\_

Name of Wife : \_\_\_\_\_ I.C No. : \_\_\_\_\_

Occupation : \_\_\_\_\_ Income Tax No. : \_\_\_\_\_

Home Address : \_\_\_\_\_

Handphone No. : \_\_\_\_\_ House Phone No. : \_\_\_\_\_

**No of children below 15 years**

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Email Address : \_\_\_\_\_

**List of documents required ( Submit directly to immigration)**

- \_\_\_ 1. Combined income minimum RM 60,000.00 per annual year (Applicable to hire of first maid)
- \_\_\_ 2. Combined income minimum RM 120,000.00 per annual year (Applicable to hire second maid)
- \_\_\_ 3. Copy of Latest Three Months Pay Slip and copy of EA form/Income Tax
- \_\_\_ 4. 2pcs of Passport Size Photo (husband and wife)
- \_\_\_ 5. Copy of I.C. ( Husband & Wife)
- \_\_\_ 6. Copy of Marriage Certificate
- \_\_\_ 7. Copy of Children Birth Certificate
- \_\_\_ 8. Check out memo of previous maid if there is. ( Perform Online Status)

**DOCUMENT REQUIRED FOR THE SUBMISSION OF TAKING CARE OF ELDERLY (PARENT OR PARENT IN LAW)**

- \_\_\_ 1. Copy of I.C of Parents
- \_\_\_ 2. Original Medical Letter from Medical Center or Govt Hospital.
- \_\_\_ 3. Copy of Employer Birth Certificate

Kindly fax or email the documents and details to: [agensipekerjaan@ventureprovision.com](mailto:agensipekerjaan@ventureprovision.com) or fax 03 7983 7233

*Note: Employer should pick up the maid in our office upon arrival and the briefing will be conducted in our office together with the baggage checking of the maid. Thanks.*