

## DOCUMENTS CHECKLIST

### DOCUMENT REQUIRED FOR APPLICATION

- 1. Coloured passport-size photo (husband and wife) – 4 pcs each
- 2. Photocopy NRIC (husband and wife)
- 3. Photocopy of Marriage Certificate
  
- 4. Latest BE Form and receipt of payment (husband and wife)
- 5. If under Employment, Husband and Wife to provide:
  - Company letter in Bahasa Malaysia – Latest
  - 3 months' pay slips
  - Latest KWSP statement
- 6. If Self-Employed, Husband and Wife to provide:
  - Company letter in Bahasa Malaysia
  - Company Registration (Borang A,D or Form 24&49)
  - Latest 3 months' pay slip
  - Latest KWSP statement
- 7. Original water / electricity / telephone bills (if applicant address differs from NRIC)
- 8. Check out memo of previous maid if there is.
- 9. Photocopy of Passport and Working Permit for existing maid. (if apply for second maid)
- 10. Other supporting documents, if necessary

### DOCUMENT REQUIRED FOR THE APPLICATION OF TAKING CARE CHILDREN

- 1. Photocopy of Child's / Children Birth Certificate(s)

### DOCUMENT REQUIRED FOR THE APPLICATION OF TAKING CARE ELDERLY (PARENT OR PARENT IN LAW)

- 1. Photocopy of Parent's NRIC
- 2. Original Medical Letter from Medical Centre or Government Hospital.
- 3. Photocopy of Employer Birth Certificate
- 4. 1 color photo of the patient/old folks (sitting/lying on bed)