

DETAILED CHECKLIST FOR MANPOWER DEMAND DOCUMENTS

**Documents that needs to be submitted**

- ❖ One Set of Original Documents
- ❖ One Duplicate Set of Documents
- ❖ The original approval letter of KDN for the intake of workers and the English translated copy should be certified by Foreign Ministry Consular Division, Wisma Putra

**No. Furnish details of regulations and / or provisions as and where required in the documents:**

Notification letter to the Embassy of Nepal, KL

Letter addressed to :

**Embassy of Nepal ,Wisma Paradise,  
No. 63, Jalan Ampang ,50450 Kuala Lumpur**

**Minimum Wages/Salary for General Workers in Peninsular Malaysia**

Basic Minimum Daily wages (RM 38.47 X 26 days X 8 hours) RM 1000.00

Monthly Overtime (According to Malaysian Labour Laws)

**Basic Minimum Wages for General worker in Sabah, Sarawak and Federal Territory of Labuan**

1. Basic Minimum Daily wages

Monthly Overtime (According to Malaysian Labour Laws)

**Basic Minimum Wages for Private security guards in Malaysia**

Basic Minimum Daily wages (RM40.39X 26 days X 8 hours) RM 1050.00

Monthly Overtime (According to Malaysian Labour Laws)

**Basic Minimum Wages for construction workers in Malaysia**

Basic Minimum Daily wages (RM 43.85 days X 8 hours) RM 1140.00

Monthly Overtime (According to Malaysian Labour Laws)

While forwarding the documents, furnish the total number of existing workers in the company, including the number of Nepalese workers, if any.

2. Photostat of KDN approval letter and original copy should be Certified by Consular Division of the Ministry of Foreign Affairs Malaysia

3. Translation of the KDN approval letter in English (by Dewan Bahasa dan Pustaka / Court interpreter or translator) to be Certified by the Consular Division of the Ministry of Foreign Affairs Malaysia and together with a certified true copy.

4. Soft copy of all existing Nepalese workers/ security guards details (name, address in Nepal, PP number, contact number ,next of keen and their contact number) in Excel Format as well as one page hard copy..

5. Demand Letter

6. Employment Contract

7. Power of Attorney

8.	Affidavit / Sworn Statement of Service
9.	Agency Agreements
10.	Notification letter addressed to: <b>Embassy of Malaysia</b> <b>Ward No. 2, Sanepa Ring Road Lalitpur, P.O. Box 24372, Kathmandu, Nepal</b> <b>Telephone: (General Line) +977-1-5545680/81</b> <b>Fax: +977-1-5545679, Email: mwkathmandu@kln.gov.</b>
11.	Letter of undertaking to the Department of Foreign Employment, Kathmandu confirming salary, allowances and overtime payments as stated in the Demand Letter and Contract are true and company management agrees to adhere to these terms and conditions.
12.	Authorization letter from company for signing the documents by employed staff (with copy of EPF ) and submit photocopy of NRIC / Passport and authorization for person submitting the documents. Should any company personnel other than those listed in Form 49 are assigned to sign the documents, then they must be given the consent letter from the company director to sign all the documents.
13.	Company's Memorandum & Articles of Association <ul style="list-style-type: none"> <li>▪ Form 49 - Register of Company Directors,</li> <li>▪ Form 24 - Return of Allotment of Shares,</li> <li>▪ Form 9 - Company Registration Certificate (SSM)</li> </ul>
14.	Company profile and brochure For Security Company: <ul style="list-style-type: none"> <li>i. Original License</li> <li>ii. PPKKM Certificate</li> <li>iii. Original KDN Approval</li> </ul>
15.	Photographs of Work place, Hostel and the location map.
16.	<ul style="list-style-type: none"> <li>▪ Appointed Nepalese Manpower Agency's renewed license copy.</li> <li>▪ Salary Statement (Payroll Summary of existing Nepalese workers for 3 months)</li> </ul>
17.	<ul style="list-style-type: none"> <li>▪ The companies in the service sectors (security &amp; cleaning) have to submit the list of client/s where Nepalese workers are to be deployed.</li> </ul>
17.	<ul style="list-style-type: none"> <li>▪ Commitment letter from the employer</li> </ul>

Note:

- \* Documents should be submitted in two sets before 12:30 pm in office day
- \* Please print the Documents on both sides of the paper to help save the environment.
- \* Minimum expected total salary including overtime per month in RM for: Security Guard -**2100**, Manufacturing/Farming/Agriculture-**1375**, Construction/Plantation/Cleaning-**1565**, Hotel/Restaurant-**1375** with food and for others -**1565** .Please, do not submit demand if you are paying less then above mentioned amount.
- \* Submission fee RM.300.00 is Non refundable.
- \* Approved attested document can be collected on Wednesday, Thursday and Friday .
- \* For further information, please visit [www.nepalembassy.com.my](http://www.nepalembassy.com.my)