

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:
	<p>Notification letter to the Embassy of Nepal, KL Letter addressed to :</p> <p style="text-align: center;">Embassy of Nepal ,Wisma Paradise, No. 63, Jalan Ampang ,50450 Kuala Lumpur</p>
1.	<p>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)</p> <p>Basic Minimum Wages for General worker in Sabah, Sarawak and Federal Territory of Labuan Basic Minimum Daily wages Monthly Overtime (According to Malaysian Labour Laws)</p> <p>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)</p> <p>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)</p>
	While forwarding the documents, furnish the total number of existing workers in the company, including the number of Nepalese workers, if any.
2.	Copy of KDN approval should be Certified by Consular Division of the Ministry of Foreign Affairs Malaysia. (Bahasa Malaysia)
3.	Copy of 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.	Provide list of existing Nepalese workers with their contact number. (Hard copy only)
5.	Demand Letter
6.	Employment Contract
7.	Power of Attorney
8.	Commitment letter from the employer

9.	Affidavit / Sworn Statement of Service
10.	Agency Agreements
11.	Notification letter addressed to: Embassy of Malaysia Ward No. 2, Sanepa Ring Road Lalitpur, P.O. Box 24372, Kathmandu, Nepal Telephone: (General Line) +977-1-5545680/81 Fax: +977-1-5545679, Email: mwkathmandu@kln.gov.
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. <i>Strictly NO office boy/ dispatch or driver is allowed for submission.</i>
13.	Company's Memorandum & Articles of Association <ul style="list-style-type: none"> ▪ Form 49 - Register of Company Directors, ▪ Form 9 - Company Registration Certificate (SSM)
14.	Photographs of Work place, Hostel and the location map.
15.	<ul style="list-style-type: none"> ▪ Appointed Nepalese Manpower Agency's renewed license copy. ▪ Salary slips for 3 Nepalese workers only for 1 month. <ul style="list-style-type: none"> ▪ The companies in the service sectors (security & cleaning) have to submit the list of client/s where Nepalese workers are to be deployed.

Note:

- * Documents shall be submitted in **two sets** from **Monday to Friday (from 10.00am -12.30pm only)**. **Strictly No submission** or **checking** of the documents will be entertained after the said timing.
- * Please print the documents on both sides of the paper to help save the environment.
- * **Please arrange the documents according to this checklist sequence before submitting.**
- * Minimum expected total salary including overtime per month in RM for:

Security guards	RM 2,100.00
Manufacturing, Farming, Agriculture	RM 1,375.00
Construction/ Plantation/ Cleaning	RM 1,565.00
Restaurant	RM 1,375.00 with food
Others	RM 1,565.00

- * Please do not submit documents if you are paying less than above-mentioned amount.
- * Submission fee: **RM 300.00 is non-refundable.**
- * **Collection of approved documents: Monday to Friday (10.00am – 1.00pm only).**
- * For further information, please visit my.nepalembassy.gov.np
- * **Documents should be stamped and signed by Director / Signatory on all the pages.**
- * Demand documents for **Sabah & Sarawak will not be attested.**
- * **Female workers are allowed for manufacturing sector only.**