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| **EMBASSY OF NEPAL, KUALA LUMPUR****CHECKLIST FOR MANPOWER DEMAND DOCUMENTS** |
| **NO.** | **Checklist / Documents** | **Remarks** |
| 1. | Application letter to the Embassy of Nepal, Kuala Lumpur |  |
| 2. | **Copy** of KDN quota approval (Bahasa Malay)  |  |
| 3. | **Copy** of translation of KDN quota approval letter in English (by Dewan Bahasa dan Pustaka /Court interpreter or translator) |  |
| 4. | List of the existing Nepalese workers with their contact numbers. |  |
| 5. | Demand letter attested by the Department of Labour of Malaysia and the Consular Division of the Ministry of the Foreign Affairs, Malaysia.  |  |
| 6. | Employment Contract signed by the employer |  |
| 7. | Power of Attorney |  |
| 8. | Demand letter, employment contract and related documents should be strictly signed by the Chief Executive Officer, company director or manager authorised by the company. The documents should be submitted to the Embassy by the the CEO or company director or authorised manager. Documents can be collected by the authorised staff of the company. The following documents of the the authorised person should be submitted for submission and collection of the documents:* Authorization letter
* Form 9- Company Registration Certificate (SSM)
* Form 49 – Register of Company Directors
* Copy of the EPF contribution receipt
* Copy of NRIC
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| 9. | Other relevant documents / Information:* Salary slips of latest two months of recently employed Nepalese workers
* List of client/s where the Nepalese workers are to be deployed by the company ( for the service sectors like security & cleaning)
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**Note:**

* Documents shall be submitted in two sets from Monday to Friday (from 10.00am -12.00pm only).
* Please print the documents on both sides of the paper to help save the environment.
* Please arrange the sequence of the documents as per the checklist before submission.
* Mention the monthly salary including overtime (maximum overtime four hours in a day) within the limit permitted by the Malaysian labour laws (maximum 104 hours per month):
* Provide one day holiday in a week as permitted by the Malaysian labour laws.
* Submission fee:

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| Attestation of Workers Demand Documents (1-25 workers) | RM 1000.00 |
|  Attestation of Workers Demand Documents (26-100 workers) | RM 1200.00 |
| Attestation of Workers Demand Documents (101 and above) | RM1400.00 |
| Correction of Demand letter related documents (per document) | RM 400.00 |

* Collection of documents: After ten working days on Monday to Friday (10.00 am – 1.00 pm only).
* For further information, please visit my.nepalembassy.gov.np
* Documents should be duly stamped and signed by Signatory on all the pages.
* Demand documents for Sabah & Sarawak will not be attested.
* Female workers are allowed for manufacturing sector only.