**Embassy of Nepal, Kuala Lumpur**

**Submission for Attestation**

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| **NO.** | **Checklist / Documents** | **Remarks** |
| 1. | Application letter to the Embassy of Nepal, Kuala Lumpur [Specific Format] |  |
| 2. | **Copy** of KDN quota approval (Bahasa Malay)  |  |
| 3. | **Copy** of English translation of KDN quota approval letter (by Dewan Bahasa dan Pustaka /Court interpreter or translator) attested by Consular Division of the Ministry of the Foreign Affairs, Malaysia |  |
| 4. | Demand letter signed by the employer and attested by the Department of Labour of Malaysia and the Consular Division of the Ministry of the Foreign Affairs, Malaysia.  | Specific Format |
| 5. | Employment Contract signed by the employer [Specific Format] |  |
| 6. | Power of Attorney [Specific Format] |  |
| 7. | List of the existing Nepalese workers with their contact numbers. |  |
| 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 CEO or company director or authorised manager. The following documents of 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 three months of existing 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 arrange the sequence of the documents as per the checklist before submission.
* Documents should be duly signed by the Employer and stamped on all the pages.
* Do not staple on Application, KDN, Demand Letter, Employment Contract and Power of Attorney
* Mention monthly salary including overtime (maximum overtime four hours in a day) as per the Malaysian labour laws;
* Provide one day holiday in a week as permitted by the Malaysian labour laws.
* Demand documents for Sabah & Sarawak may not be attested.
* Female workers are allowed for manufacturing sector only.

**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 Attested Documents**

* Attestation may be completed normally within ten working days.
* The notice of completion of attestation is regularly uploaded on Embassy’s Web page: <https://my.nepalembassy.gov.np/> under notice section. Please visit our website regularly.
* Documents can be collected on Office **Day (Monday to Friday) from 14.00 – 17.00 hrs only.**