**EMBASSY OF NEPAL, KUALA LUMPUR**

**DEMAND LETTER ATTESTATION SUBMISSION FORM**

|  |  |
| --- | --- |
| NAME OF COMPANY:  |  |
| NATURE OF EMPLOYMENT | #MANUFACTURING #SERVICE #AGRICULTURE  #PLANTATION #CONSTRUCTION |
| RECRUTIMENT AGENCY |  |
| KDN NO.  |  |
| NO. OF DEMANDS | MALE: FEMALE: TOTAL: |

**SUBMITTED BY**

|  |  |
| --- | --- |
| NAME:  |  |
| DESIGNATION | # CEO #DIRECTOR #HR MANAGER  |
| H/P NO |  |
| NRIC NO  |  |
| EMAIL |  |

Revenue Payment: **#MYR1200** **#MYR1450** **#MYR1700**

**FOR OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
| **S.N** | **Terms/Conditions** | **Yes/NO** |
| 1. | Designation of applicant: #CEO #DIRECTOR #HR MANAGER |  |
| 2. | NRIC/PASSPORT Verified and copy included |  |
| 3. | Authorization letter and Application Letter attached |  |
| 4. | Letter of Undertaking |  |
| 5. | KDN quota approval (Bahasa Malay) valid for more than 30 days |  |
| **6.** | **English translation** of KDN quota approval letter attested by MOFA (original signature) |  |
| 7. | Salary as per Standard |  |
| **8.** | **Demand Letter signed in every page by authorized person of the company** |  |
| 9. | Demand Letter is attested by JTK and MoFA Malaysia/Stamp properly |  |
| **10.** | **Employment Contract signed on every page** by the Employer and **stamped properly** |  |
| 11. | Power of Attorney: **the issue and expiry date not more than 2 years** |  |
| 12. | Form 9- Company Registration Certificate (SSM) |  |
| 13. | Form 49 – Register of Company Directors |  |
| 14. | Name of authorized persons is included in EPF |  |
| 15. | Hostel Accreditation Certificate/copy of application for accreditation to JTK |  |
| 16. | List of currently working Nepali nationals with their passport and contact numbers |  |
| 17. | Bank slips of salary payment of latest 3 months to Nepali workers |  |
| 18. | List of clients in case of Security/Cleaning Services  |  |
| 19. | COMPANY IS NOT BLACKLISTED IN NEPAL/MALAYSIA |  |

VERIFIED BY:

SIGNATURE:

DATE: