

REQUEST LETTER FOR ATTESTATION OF DOCUMENTS FOR RECRUITMENT OF WORKERS FROM INDIA

(To be printed on company letterhead)

Ref No.:

Date:

To:

**The Attestation Officer
High Commission of India
Kuala Lumpur**

Request for Attestation of Documents for Recruitment of Workers from India

Dear Sir/Madam,

The undersigned, *(Name of the Director), MyKad/Passport No. *(MyKAD/Passport No), Director of *(Company's name), having valid Company Registration No. *(Company Registration No) and registered office at *(address), hereby request the High Commission for attestation of documents submitted in connection with the recruitment of *(number of workers) from India under the*(name of the sector) Sector.

2. The company has obtained the necessary approval from the relevant Malaysian authorities for the recruitment of foreign workers vide *KDN No.....issued on*.....

3. The current recruitment is intended for (No. of workers) workers to be employed as (job profile of the workers) under sector (name of the sector).

4. The important terms and conditions of employment are as follows:

- *Position: (Job profile of worker)
- *Basic Salary: RM..... per month
- Overtime: As prescribed by Malaysian Labour Laws
- Levy: As prescribed by Malaysian Labour Laws
- Leave: As prescribed by Malaysian Labour Laws
- Accommodation: To be provided by the Employer
- Return Air Ticket: To be borne by the Employer upon completion of the employment contract or as prescribed by Malaysian Labour Laws

5. The company undertakes to comply with all applicable laws and regulations of Government of Malaysia, regarding recruitment, employment and repatriation of foreign workers and as per the terms and conditions defined in the contract. The documents submitted for attestation are listed as follows:

- *(i) Name of the Document
- *(ii) Name of the Document

6. I certify that all the documents submitted for attestation are accurate and valid to the best of my knowledge and have been executed by authorized representative(s) of the company.

7. The company has duly authorized.....*(name of the agency) for the purpose of processing the recruitment-related documents.

8. The High Commission is requested to attest these documents to facilitate the recruitment process. Should any additional information or clarification required by the High Commission, the company shall provide the same upon request.

**Signature
(Name of the Director)
Company's Stamp**

****Information to be highlighted/Bold Font***