

HIGH COMMISSION OF INDIA
KUALA LUMPUR

EMPLOYMENT OF INDIAN MAID IN MALAYSIA

CHECK LIST OF DOCUMENTS TO BE SUBMITTED

1. The Employer must ensure that the **Maid is 30 years of age and above.**
2. Maids will be paid a minimum salary of RM1400/- per month
3. Bio Data of the employer – 1 Copy
4. Approval letter issued by Malaysian Government (KDN) with English translation by the Court Interpreter and attested by Ministry of Foreign Affairs (Original to be seen and returned) – 2 Copy
5. Temporary Employment Visit Pass (PLKS) and i-Kad issued by the Immigration Department of Malaysia
6. Affidavit (given below) with seal of Notary Public and certified by the Ministry of Foreign Affairs
7. Employment Contract
8. A Bank Guarantee of US\$ 2500.00 [The deposit of Bank Guarantee of US\$ 2500 or equivalent is not required for recruiting female ECR Passport holders, for overseas employment in Malaysia, when they are recruited by any of the six State Government RAs, which are NORKA Roots and ODEPC of Kerala, Overseas Manpower Corporation Limited of Tamil Nadu, Uttar Pradesh Financial Corporation and Telangana Overseas Manpower Company (TOMCOM), the Overseas Manpower Company Andhra Pradesh Ltd., (OMCAP)].
9. Domestic Servant Insurance Scheme Policy – 1 copy
10. One passport size photo of the employer
11. Photocopy of passport and IC of the employer
12. Indian Passport and Malaysian Visa of the Maid
13. Register on the website www.emigrate.gov.in and upload above documents
14. Bring the hard copies of the above documents to the High Commission of India at the following address for attestation:

High Commission of India
Indian Workers Resource Centre
Menara 1, Mon't Kiara, Level 20, Room No. 20.3A,
No.1, Jalan Kiara, 50480,
Kuala Lumpur, Malaysia.

15. After verifying the documents, the High Commission will attest the required documents and return them to the employer. Once the High Commission approves the online application, the employer will get an automatically generated User ID and Password on his registered e-mail ID.
16. After receiving the User ID and Password, the Employer has to upload all the attested documents again on the E-migrate portal, which will be accessed by the concerned Area Protector of Emigrants in India so as to process 'No Objection Certificate' on the Passport, for the prospective Maid to leave India for employment in Malaysia.

Note

- No alteration/variation to the contract of employment will be accepted.
- All forms are required to be neatly typed
- Minimum processing time : 7 working days

AFFIDAVIT

I.....S/o.....I/C
No:..... intend to employ Indian maid and I hereby
undertake the responsibility of repatriating the said maid as a result of breach
of Contract by either side or for whatever reasons arising in the course of
employment, by providing return air-ticket at my expense and settling her dues
besides returning the passports to the holder.

Signature of Employer :

Seal of Notary Public and certified by the Ministry of Foreign Affairs (Wisma Putra)