



## HOUSEMAID APPLICATION CHECK LIST

**\*\*ALL DOCUMENT PROVIDED MUST BE COLOUR COPY\*\***

### TO TAKE CARE OF CHILDREN 照顾小孩

1. NRIC of employer and spouse (Front and back on same page) 雇主夫妇的身份证
2. One (1) sets colored passport size picture of employer (husband and wife) 雇主夫妇的照片 (根据护照尺寸的大小)
3. Photocopy of Marriage Certificate 雇主结婚证书
4. Latest income statement 最新收入证明  
- the latest income tax Form B/BE 雇主夫妇报税表格 + E-filing 报税表格的封面 +Tax Payment Receipt 付款收据
5. Live Birth Certificate of Children below 15 years old 孩子的报生纸 (15岁以下)
6. Utilities Bills (Electricity, Water, Unifi, etc.) 水或电费账单
7. Company Name & address (Husband and/or Wife)

### TO TAKE CARE OF ELDERLY 照顾老人

1. NRIC of employer and spouse (Front and back on same page) 雇主夫妇的身份证
2. One (1) sets colored passport size picture of employer (husband and wife) 雇主夫妇的照片 (根据护照尺寸的大小)
3. Photocopy of Marriage Certificate 雇主结婚证书
4. Latest income statement 最新收入证明  
- the latest income tax Form B/BE 雇主夫妇报税表格 + E-filing 报税表格的封面 +Tax Payment Receipt 付款收据
5. Parent NRIC (the sicked one) 老人的身份证
6. Doctor letter from Specialist hospital/Government Hospital (Original) 医生的信
7. Birth certificate of Employer/Spouse (Proof of relationship) 雇主或老婆的报生纸 (身份证明)
8. Utilities Bills (Electricity, Water, Unifi, etc.) 水或电费账单
9. Company Name & address (Husband and/or Wife)

### TO TAKE CARE OF HOUSE 家务清洁工作

1. NRIC of employer and spouse (Front and back on same page) 雇主夫妇的身份证
2. One (1) sets colored passport size picture of employer (husband and wife) 雇主夫妇的照片 (根据护照尺寸的大小)
3. Photocopy of Marriage Certificate 雇主结婚证书
4. Latest income statement 最新收入证明  
- the latest income tax Form B/BE 雇主夫妇报税表格 + E-filing 报税表格的封面 +Tax Payment Receipt 付款收据
5. Photo of the house (Colored) 家里的照片  
- Front gate of the house (to show the number of the house) 大门/前门 (显示家的门牌)  
- Picture of street name 街道名称  
- Inside & Outside of the house 客厅和厨房
6. Utilities Bills (Electricity, Water, Unifi, etc.) 水或电费账单
7. Company Name & address (Husband and/or Wife)



**General Requirement:**

Number of Active Maid	QUALIFYING INCOME	
	Philippines	Indonesia
1st maid	≥60k/annum	≥72k/annum
2nd maid	≥120k/annum	≥144k/annum
3rd maid	≥180k/annum	≥216k/annum

**Additional Documents (2<sup>nd</sup> maid and above):**

1. Passport and Working Visa of 1st maid
2. Attestation Letter from Commissioner for Oath (Surat Akuan Sumpah) for Single Employer/Divorce Letter for divorced employer

