



JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA

LAPORAN TENTANG PEKERJA ASING YANG DIGAJIKAN

(SEKSYEN 60K(1) AKTA KERJA 1955)

REPORT ON EMPLOYMENT OF FOREIGN EMPLOYEE

(SECTION 60K(1) EMPLOYMENT ACT 1955)

TANGGUNGJAWAB MAJIKAN UNTUK MELAPOR

DUTY OF EMPLOYER TO REPORT

Borang ini hendaklah dilengkapkan oleh majikan dan dikemukakan dalam dua (2) salinan setiap kali menggajikan pekerja asing dan hendaklah dihantar serta diakui terima oleh Pejabat Tenaga Kerja terdekat dalam tempoh empat belas (14) hari dari tarikh penggajian pekerja asing tersebut.
This form shall be completed by employers and be submitted in two (2) copies each time the employer employs foreign employees and shall be submitted so as to be received by the nearest Labour Office within fourteen (14) days of the employment of such foreign employees.

PERINGATAN
REMINDER

Kegagalan mematuhi seksyen 60K(1) Akta Kerja 1955 adalah satu kesalahan di bawah seksyen 60K(5) Akta dan jika disabit kesalahan boleh didenda tidak melebihi RM 10,000.
Failure to comply with section 60K(1) of the Employment Act 1955 is an offence under section 60K(5) of the Act and if convicted may be fined not more than RM 10,000.

BAHAGIAN I
PART I

MAKLUMAT MAJIKAN (SILA GUNAKAN HURUF BESAR)
PARTICULARS OF EMPLOYER (PLEASE USE CAPITAL LETTERS)

1 Nama majikan
Name of employer
2 Alamat berdaftar
Registered address
Poskod
Postcode
Daerah / Bandar
District/City
Negeri
State
3 Nombor pendaftaran syarikat/perniagaan (pemilik tunggal/perkongsian)
Company/business registration number (sole proprietor/partnership)
4 No. telefon
Telephone no.

5 No. faks
Fax no.

6 Alamat emel
Email address

7 Alamat tempat pekerjaan
(Sekiranya berbeza daripada di atas)
Place of employment
(If differ from above)

8 Jenis Perniagaan
Type of business

9 No. telefon
Telephone no.

10 No. faks
Fax no.

11 Alamat emel
Email address

Poskod
Postcode

Daerah / Bandar
District/City

Negeri
State

BAHAGIAN II
PART II

MAKLUMAT PEKERJA ASING
INFORMATION OF FOREIGN EMPLOYEE

12 Bilangan pekerja asing yang baru digajikan
Number of newly employed foreign employees

13 Bilangan pekerja asing yang sedang digajikan
(Tidak termasuk yang baru digajikan di perkara 11)
Number of foreign employees employed
(Not including newly employed in para 11)

Jantina <i>Gender</i>	Bilangan Pekerja Asing <i>Number of foreign employees</i>
Lelaki <i>Male</i>	
Wanita <i>Female</i>	
Jumlah <i>Total</i>	

14 Maklumat pekerja asing yang baru digajikan (Sila lengkapkan Lampiran A)
Particulars of newly employed foreign employees (Please complete Appendix A)

BAHAGIAN III

PART III

PENGAKUAN MAJIKAN
EMPLOYER'S DECLARATION

Dengan ini saya mengaku dan mengesahkan bahawa segala maklumat yang diberikan adalah benar dan betul.
I hereby declare and confirm that all the information provided herein is true and correct.

Tarikh : _____
Date

Tandatangan : _____
Signature

Nama : _____
Name

Jawatan : _____
Designation

Cop syarikat : _____
Stamp of company

Ketua Pegawai Eksekutif/Pengarah Urusan/Pengurus Besar
/Pemilik
*Chief Executive Officer/Managing Director/General Manager
/Owner*

AKUAN PENERIMAAN

ACKNOWLEDGEMENT

Tarikh & masa : _____
Date & time

Nama : _____
Name

Jawatan : _____
Designation

Cop rasmi jabatan : _____
Department's official stamp

Segala maklumat yang diberikan dalam borang ini adalah SULIT
*All information provided in this form is **CONFIDENTIAL***

MAKLUMAT PEKERJA ASING YANG BARU DIGAJIKAN
PARTICULARS OF NEWLY EMPLOYED FOREIGN EMPLOYEES

Bil No	Nama Name	No. pasport Passport no.	Warganegara Citizen	Jantina Gender	Pekerjaan Occupation	Gaji pokok sebulan Basic monthly wages	Tarikh digaji Date of employment

(Sila gunakan lampiran sekiranya ruangan ini tidak mencukupi)
(Please use annexure if the column is insufficient)