



#### **INDONESIA EMPLOYMENT SUBMISSION CHECKLIST**

- 1 Employer & Spouse Photo (**BLUE BACKGROUND**)
- 2 Maid Photo (**RED BACKGROUND**)
- 3 Employee Passport Copy (**COLOUR**)
- 4 LHDN (Minimum Household Salary RM 7,000.00 per month)
- 5 Copy Demand Letter (**COLOUR**)
- 6 Employment Contract Original & Copy, Job Offer and Salary Details
- 7 Employer NRIC Copy (**COLOUR**)
- 8 Proof of Relationship (Marriage / Birth Certificate)

#### **INDONESIA CALLING VISA SUBMISSION CHECKLIST**

- 1 Permohonan Pas Lawatan Kerja Sementara
- 2 Rent Levy
- 3 Employment Contract (Perjanjian Kerja)

