



## **Document required**

- 1) Employer and wife NRIC copy (Front and back)
- 2) Employer Passport Size Photo (Soft copy)
- 3) Wedding Certificate
- 4) Child Birth Certificate
- 5) Maid's Passport Size Photo (Soft Copy)
- 6) Maid's Passport Copy
- 7) Maid's Working Visa Copy
- 8) Maid KTP (Indonesia ID card)
- 9) Maid's SOCSO Approval Letter
- 10) Maid's Health Insurance Copy

## **Information Required:**

### **Employer**

Mobile Phone No.:

Full Address:

### **Family member(live in the same house)-fill in details for each and every family member**

Relationship: Wife/Daughter/Son/Mother/Father Etc

Date of Birth:

I.C. Number:

Full Name:

Mobile Phone No.

### **Housemaid**

Handphone No:

Date of Birth:

Salary Per Month:

Full Address in Indonesia (Geographical Unit, Province, City)

Indonesian Emergency Contract Details:

- Full Name:
- Relationship:
- Contact No:

Job Category: Childcare/Elderly Care/House Keeper and Family Cook

### **Additional documents required**

- 1) Supporting Document for Elderly (Medical Report or Special Needs Letter) / Maid Latest 3-month Salary Slip\*
- 2) Letter of Guarantee Employer\*
- 3) Authorization Letter from Employer to Agency \*