



PART 1 MANDATORY DOCUMENTS

APPLICATION DOCUMENTS REQUIRED 所需申请文件

1. Copy of NRIC of employer and spouse 雇主夫妇的身份证
2. Passport Size Photo of Husband-and-Wife 雇主夫妇的照片
3. Copy of Marriage Certificate 雇主结婚证书/Divorce Certificate 离婚证书/Attestation Letter from Commissioner for Oath 未婚声明
4. Family members (Children Birth Cert or Parents Nric) 家庭成员 (儿童出生证明或父母身份证)
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
or -3 months' pay slip & Latest KWSP(EPF) statement
4. Utilities Bills under employer/wife's name (Electricity, Water, Unifi, Phone etc.) 水或电费账单
5. Company Name & address (Husband and/or Wife)

PART 2 ADDITIONAL DOCUMENTS

TO TAKE CARE OF CHILDREN 照顾小孩

- a) Live Birth Certificate of Children below 15 years old 孩子的报生纸 (15岁以下)

TO TAKE CARE OF ELDERLY 照顾老人

- a) Copy of Parent NRIC 老人的身份证
- b) Birth certificate of Employer/Spouse (Proof of relationship) 雇主或老婆的报生纸 (身份证明)

TO TAKE CARE OF HOUSE 家务清洁工作

Photo of the house (Colored) 家里的照片

- a) Front gate of the house (to show the number of the house) 大门/前门 (显示家的门牌)
- b) Picture of street name 街道名称
- c) Inside & Outside of the house (living hall and kitchen) 客厅和厨房

EMPLOYER WHO WORKS OUTSIDE MALAYSIA

- a) Confirmation letter from current employer
- b) Latest Three (3) months' salary slip
- c) Latest Inland Revenue Board (IRB) statement (work in Singapore only)

EMPLOYER WHO HAS ACTIVE MAID ON HAND/ 2ND MAID APPLICATION

- a) 1st Maid Passport Copy
- b) Other Supporting documents
 - Taking care parents (Doc:Proof of relationship – Parents NRIC & employer birthcert)
 - Taking care children (Doc:Birth Certificate(below 15 year old))
 - Taking care unhealthy children (Doc:Proof of relationship & Medical certificate)
 - Taking care spouse (Doc:Medical certificate)
 - Residence (Doc:House Picture)