

AGENSI PEKERJAAN JOBRECCO SDN. BHD.

DOCUMENT CHECKLIST FOR MAID APPLICATION

No	ITEM REQUIRED	.pdf copy via email	Date Collected
APPLICATION TO TAKE CARE CHILDREN			
1.	MyKad of Husband		
2.	MyKad of Wife		
3.	Husband's latest three (3) months payslip		
4.	Wife's latest three (3) months payslip		
5.	Husband's latest EA/EC Form (Gov. servant) OR latest EPF Statement (Private sector)		
6.	Wife's latest EA/EC Form (Gov. servant) OR latest EPF Statement (Private sector)		
7.	Husband's latest e-Be and e-Filling (both gov. and private sector)		
8.	Wife's latest e-Be and e-Filling (both gov. and private sector)		
9.	Income tax payment receipt		
10.	Marriage certificate		
11.	Children birth certificate (under 15 yo)		
12.	Utility bill (TNB or Water bill only)		
13.	Passport size picture of husband		
14.	Passport size picture of wife		
15.	Check out MEMO of previous maid (if any)		
APPLICATION TO TAKE CARE OLD PARENT			
16.	Employer's birth certificate		
17.	MyKad of mother OR father		
18.	Doctor's letter		
APPLICATION TO TAKE CARE BIG HOUSE			
19.	House picture of house no., house road, signboard of housing area, living hall, dining hall, kitchen, stairs, front and side		

NOTE:

Please scanned all the documents required from original hard copy and save in separate pdf files for each item and email to apserumpun@yahoo.com

I acknowledged and give permission to AGENSI PEKERJAAN JOBRECCO SDN. BHD. to process my personal documents for maid's application

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Name :

I.C No.:

Date :