



1) Employers under Expatriate (MIDA/MDEC/Putrajaya):

- Passport copy and latest visa of the employer and spouse
- Passport size photo of the employer and the spouse
- Copy of Marriage cert (in English translation)
- Passport copy and latest visa of the children below 15 yrs of age
- Copy of the Tenancy agreement – as proof of address
- Confirmation letter from the company of the employer address to immigration office:
 - i. Employment certificate
 - ii. Allowing the employer to process his maid visa application
- Latest 3 months' salary slip of the employer
- **Reason of applying Maid for:**
 - (1) Taking care of children**
 - ❖ Children birth cert under 15 yrs old
 - (2) Taking care of spouse**
 - ❖ Original Medical Certificate from Government hospital or Specialist
 - (3) Big House**

TAKING CARE LARGE RESIDENCE

(2 stories & above)

For reasons of "Taking care of large residence" among the requirement set by the Immigration Department is for the APS to supply 3 photographs of the residence.

The photograph must comprise of:

- 1 – Frontal view of the house
(the house number must be visible in the photograph)
- 2 – The interior of the house
- 3 – Street name



- i. Frontal view of the house (the house number must be visible in the photograph)
- ii. Interior of the house



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iii. Street name

❖ ***Photos of the house (for condominium / Pent house)***

i. Frontal view of the door (the door number must be visible in the photograph)

ii. Interior of the unit

iii. Frontal view of the condo (the condo name must be visible in the photograph)

iv. Street name

(4) Copy of Latest Electricity bill – proof of employer current address

❖ **In case the TNB billing name is different person**

i. If the TNB bill under the house / condo owner: must submit the copy of latest Tenancy agreement.

➤ **Additional documents under 2nd maid application:**

✓ Reason for 1st maid (take care of children or take care of sick spouse or Elderly care)

✓ 1st maid copy of passport and latest visa

✓ Reason for 2nd maid (take care of sick spouse or Elderly care or Big house)

✓ Proof of income of the employer or combine with the spouse must be above 10,000 Ringgit per month