



**Agency Pekerjaan Danu Gemilang Sdn Bhd**

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**1) Employers under Permanent Resident (PR):**

- Copy of Red IC of the Employer and the spouse
- Passport size photo of the employer and the spouse
- Copy of marriage cert ( in English Translation)
- Copy of latest Proof of Income
- Copy of Red IC and Children birth cert below 15 yrs of age
- Copy of SNP (Sales and Purchase)
- **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) ***Taking care of Parent***
    - ❖ Original Medical certificate from Government hospital or Specialist
    - ❖ IC copy of the stated patient
    - ❖ Birth cert of the employer
  - (4) ***Taking care of Parent In-law***
    - ❖ Original medical certificate from Government hospital or specialist
    - ❖ IC copy of the stated patient
    - ❖ Birth cert of the spouse of employer
  - (5) ***Big House***



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## **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
- 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

### **(6) Copy of Latest Electricity bill – proof of employer current address**

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

- i. IC copy of the stated name on the TNB bill
- ii. If the TNB bill under the parent /parent in-law name ; must submit a birth cert of the child of the stated person in the TNB bill
- iii. If the TNB bill under the house / condo owner: must submit the copy of latest Tenancy agreement.

#### **➤ Additional documents under 2<sup>nd</sup> maid application:**

- ✓ Reason for 1<sup>st</sup> maid ( take care of children or take care of sick



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spouse or Elderly care)

- ✓ 1<sup>st</sup> maid copy of passport and latest visa
- ✓ Reason for 2<sup>nd</sup> 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