



Agency Pekerjaan Danu Gemilang Sdn Bhd

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1) Employers under Resident Pass (RP):

- 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 Tenancy agreement or SNP (Sales and Purchase)
- Proof of income (latest 3 months' salary slip)
- **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
 - ❖ Passport copy of the stated patient and latest visa
 - ❖ Birth cert of the employer
 - (4) 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
- iii. Street name



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❖ ***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

(5) 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