



[Agency Pekerjaan Danu Gemilang Sdn Bhd](#)

Tel: +60387406041 / +60125383365 / +60129813365

Email: info@dgmagency.com.my

www.dgmagency.com.my

1) Local/Malaysian

1-1 Married Employers:

- NRIC copy of the employer and spouse
- Passport size photo of the employer and the spouse
- Proof of Income of the employer or combine with the spouse must be above 5,000 Ringgit per month
- Proof of latest Income (**LHDN / EA / EC / PENSION / IRB / IR8 A / EPF STATEMENT and RECEIPTS**)
- Supporting documents (**E-filling statement and receipts / latest bank statement / employment confirmation and latest 3 months' salary slip**)
- Marriage cert
- 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 2nd maid application:

- ✓ Reason for 1st maid (take care of children or take care of sick



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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