



[Agency Pekerjaan Danu Gemilang Sdn Bhd](http://www.dgmaidagency.com.my)

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1-2 Under Local/Malaysian - Single Employers:

- NRIC copy of the employer
- Passport size photo of the employer
- Proof of Income of the employer 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-filing statement and receipts / latest bank statement / employment confirmation and latest 3 months salary slip**)
- **Affidavit of Singleness (Surat Berkaun)- with commission of oath**
- **Reason of applying Maid for:**
 - (1) ***Taking care of children***
 - ❖ Children birth cert under 15 yrs old
 - (2) ***Taking care of the employer***
 - ❖ 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) ***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



- ❖ Photos of the house (for landed house : Bungalow / 2 or 3 storey house)
 - 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)
 - 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*

- ✓ IC copy of the stated name on the TNB bill
- ✓ If the TNB bill under the parent ; must submit birth cert of the employer
- ✓ If the TNB bill under the house / condo owner: must submit the copy of latest Tenancy agreement.