DOCUMENTS REQUIRED FOR LABOUR DEMAND ATTESTATION

No.	Checklist	
1.	Notification letter to the Embassy of Nepal, Kuala Lumpur	☐
2.	KDN Approval/ Calling Visa/ Extension Approvals with attestation from the Ministry of Foreign Affairs of Malaysia (Consular Division), Putrajaya.	☐
3.	English Translation of Originals of Checklist No. 2 Approvals with attestation from the Ministry of Foreign Affairs of Malaysia (Consular Division), Putrajaya.	☐
4.	Demand Letter	☐
5.	Employment Contract	☐
6.	Power of Attorney	☐
7.	Affidavit/Sworn Statement of Service	☐
8.	Agency Agreements	☐
9.	Notification letter to the Embassy of Malaysia in Kathmandu	☐
10.	Letter of Undertaking to the Department of Foreign Employment, Nepal	☐
11.	Authorization Letter from Company for signing the document and NRIC Photostat of Director/ Signatory *Note: HR representative from the company should submit the documents at the embassy together with the copy of NRIC or I-Card, Authorization letter and copy of EPF for verification.* **** No Third party submission.***	☐
12.	Company's Memorandum & Articles of Association ▪ Form 49 – Register of Company Directors or ▪ Form 24 – Return of Allotment of Shares or ▪ Form 9 – Company Registration Certificate (SSM)	☐
13.	Company's Profile and Brochures For Security Company: i. Original License ii. PPKKM Certificate iii. Original KDN Approval	☐
14.	Photographs of Work place, Hostel and the locations.	☐
15.	Other Relevant Documents/Information ▪ Appointed Nepalese Manpower Agency's renewed license copy. ▪ Salary Statement (Payroll Summary of existing Nepalese workers for 3 months) ▪ At least three existing Nepalese workers Name and Contact Number. ▪ The companies in the service sectors (security, cleaning, departmental stores, etc.) have to submit the list of client/s where Nepalese workers are to be deployed.	☐
16.	▪ Commitment letter from the employer to comply with the Minimum Wages Order and Recruitment Policies of the Governments	☐

Note: * Documents should be submitted in two sets before 12:30 pm in office day.

* Please print the Documents on both sides of the paper to help save the environment.

* For further information, please visit www.nepalembassy.com.my