**CHECKLIST FOR PLKS RENEWAL**

The document & payment that need to be prepared to complete this application:-

Required Documents

🖵 Original Passport (date of expiry of the passport must be more than 12 months)

🖵 FOMEMA result **(Renewal in the year 2,3,5,7 & 9 only)**

🖵 Employer’s Application Letter (for Extension of PLKS)

🖵 Latest SOCSO Statement for 3 months (ACR / Receipt & Form 8A)

* Latest EPF Statement (3 Months)

🖵 Details of worker’s next of kin (PEWARIS) – Relationship & source country address of the next of kin

* Director’s IC and latest Form 49 **or** SSM documents (**if submission made by Director**)

🖵 Authorized letter (if the APS represents a company for document submission)

🖵 Valid Clab certificate and CIDB Certificate

🖵 Renewal Green Card Form

Required Payments

All Bank Draft payable **to Construction Labour Exchange Centre Berhad**:

🖵 Jabatan Imigresen - **Ketua Pengarah Imigresen Malaysia**

*(Processing Fees / Visa / Levi)*

🖵 CLAB - **Construction Labour Exchange Centre Berhad**

*(Admin Fees )*

🖵 CLAB - **Construction Labour Exchange Centre Berhad**

*(Green Card Fees )*

🖵 Insurance – **QBE Asia Pacific-Malaysia**

*(Insurance Guarantee / FWHS / Stamp Duty)*

The guidelines by the Immigration Department stipulate that employers must take appropriate steps to renew the work permit of their workers **3 months** before their expiry.

We would advise employers to place importance on this annual medical examination to avoid unnecessary inconvenience due to last minute examination. We also wish to caution employers that they may be subject to **COMPOUND/FINE** by Immigration Department for late renewal.

Kindly be reminded that we could not processed further should we do not received your complete application.

Thank You

**CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD**

**FOR CLAB USE ONLY**

CLAB registration status : ACTIVE IN-ACTIVE

Checked by : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_