

SENARAI SEMAK PERMOHONAN JAWATAN PEGAWAI DAGANG



BARU

LANJUTAN

SILA JILID PERMOHONAN MENGIKUT SUSUNAN :

1. SURAT KUASA SYARIKAT DENGAN DISERTAKAN :

- i. KAD WAKIL SYARIKAT ATAU
- ii. SALINAN MYKAD BESERTA JAWATAN DALAM SYARIKAT DAN BUKTI BEKERJA (CTH : KWSP / KAD KERJA)

2. BORANG DP10 YANG LENGKAP DIISI

3. SURAT PERMOHONAN (LANJUTAN / BARU) DARI SYARIKAT YANG MENERANGKAN MENGENAI AKTIVITI SYARIKAT DAN JUSTIFIKASI JAWATAN

4. RESUME PEGAWAI DAGANG :

- i. SALINAN KELAYAKAN AKADEMIK / SIJIL PEGAWAI DAGANG PERLU DISAHKAN OLEH MAJIKAN
- ii. SALINAN PASPORT MUKA HADAPAN DAN PAS YANG TERKINI PEGAWAI DAGANG

5. BORANG 9, 24 DAN 49 YANG TERKINI

(SALINAN PERLU DISAHKAN OLEH SURUHANJAYA SYARIKAT MALAYSIA (SSM))

6. SALINAN PENYATA DOKUMEN MAKLUMAT SYARIKAT (CORPORATE INFORMATION) DARI SSM YANG TERKINI BESERTA RESIT BAYARAN (E-INFO)

7. SURAT ULASAN / SOKONGAN AGENSI KAWALSELIA :

(BAGI BIDANG / AKTIVITI BERKAITAN) :

- i. PENDIDIKAN KEMENTERIAN PENGAJIAN TINGGI / KEMENTERIAN PELAJARAN MALAYSIA
- ii. PERUBATAN (MODEN / TRADISIONAL) KEMENTERIAN KESIHATAN MALAYSIA
- iii. PELANCONGAN KEMENTERIAN PELANCONGAN MALAYSIA
- iv. PENERBANGAN JABATAN PENERBANGAN AWAM MALAYSIA
- v. SUKAN MAJLIS SUKAN NEGARA
- vi. BOLASEPAK PERSATUAN BOLASEPAK MALAYSIA
- vii. EKUESTRIAN PERSATUAN SUKAN EKUESTRIAN MALAYSIA

8. LESEN / PERJANJIAN

(BAGI YANG BERKAITAN) :

- i. **LESEN PERNIAGAAN DARI PIHAK BERKUASA TEMPATAN (PBT)**
- ii. **LESEN KILANG (MITI)**
- iii. **PERJANJIAN SEWA BANGUNAN ATAU PREMIS**

9. i. LESEN CIDB SALINAN PENDUA (GRED G5 KE ATAS) DAN KONTRAK PROJEK YANG DIMATIKAN STEM (SEKTOR PEMBINAAN SAHAJA)

- ii. **LESEN JUALAN LANGSUNG DARI KPDNK&K - (JUALAN LANGSUNG SAHAJA)**

- iii. **SURAT KELULUSAN WRT DARI KPDNK&K -**

(SYARIKAT YANG MENJALANKAN PERDAGANGAN PENGEDARAN DAN RESTORAN MILIK ASING)

10. i. MENGEMUKAKAN BORANG "LETTER OF UNDERTAKING"

- ii. **SALINAN SURAT TAWARAN KERJA**

11. SALINAN PENYATA GAJI PEGAWAI DAGANG (3 BULAN YANG TERKINI) BAGI PERMOHONAN LANJUTAN

12. SALINAN RESIT PEMBAYARAN CUKAI PENDAPATAN PEGAWAI DAGANG ATAU POTONGAN CUKAI BERJADUAL (PCB) SELARAS GAJI YANG DITAWARKAN DALAM TEMPOH SATU (1) TAHUN YANG TERKINI BAGI PERMOHONAN LANJUTAN

13. PENGESAHAN STATUS KEMASUKAN CALON PEGAWAI DAGANG

- * PEGAWAI IMIGRESEN BOLEH MENOLAK PERMOHONAN YANG DIDAPATI TIDAK LENGKAP / TIDAK MEMENUHI SENARAI SEMAK INI
- * SEMUA SALINAN DOKUMEN YANG DIKEMUKAKAN PERLU DISAHKAN OLEH MAJIKAN ATAU MEMBAWA DOKUMEN ASAL UNTUK DISAHKAN OLEH PEGAWAI IMIGRESEN

CHECKLIST

APPLICATION FOR EXPATRIATE



NEW

EXTENSION

KINDLY BIND THE APPLICATION ACCORDINGLY :

1. AUTHORIZATION LETTER FROM COMPANY ACCOMPANIED BY :

- i. AUTHORISED COMPANY'S REPRESENTATIVE CARD OR
- ii. PHOTOCOPY OF MYKAD WITH PROOF OF EMPLOYMENT, DESIGNATION, EPF STATEMENT, OFFICE ID CARD

2. COMPLETED DP10 FORM

3. COVERING LETTER (NEW / EXTENSION) EXPLAINING COMPANY ACTIVITIES AND JOB JUSTIFICATIONS

4. EXPATRIATE'S RESUME :

- i. PHOTOCOPY OF ACADEMIC QUALIFICATIONS (MUST BE VERIFIED BY EMPLOYER)
- ii. PHOTOCOPY OF EXPATRIATE'S PASSPORT (FRONT PAGE) AND VALID PASS IF ALREADY IN MALAYSIA

5. LATEST ATTACHMENT FORM 9, 24 AND 49

(COPY MUST BE VERIFIED BY COMPANIES COMMISSION OF MALAYSIA)

6. LATEST PRINT-OUT COMPANIES COMMISSION OF MALAYSIA WITH E-INFO RECEIPT ATTACHED (CORPORATE INFORMATION)

7. RECOMMENDATION LETTER FROM RELATED AGENCY :

(WHICHEVER IS APPLICABLE)

- i. EDUCATION - MINISTRY OF HIGHER EDUCATION / MINISTRY OF EDUCATION
- ii. HEALTH (MODERN / TRADITIONAL) - MINISTRY OF HEALTH MALAYSIA
- iii. TOURISM - MINISTRY OF TOURISM MALAYSIA
- iv. AVIATION - DEPARTMENT OF CIVIL AVIATION MALAYSIA
- v. SPORTS - MALAYSIA NATIONAL SPORTS COUNCIL
- vi. FOOTBALL - FOOTBALL ASSOCIATION OF MALAYSIA (FAM)
- vii. EQUESTRIAN - MALAYSIAN EQUESTRIAN ASSOCIATION

8. LICENCE / AGREEMENT

(WHICHEVER IS APPLICABLE)

- i. **BUSINESS LICENCE FROM LOCAL AUTHORITY**
- ii. **MANUFACTURING LICENCE FROM MITI**
- iii. **TENANCY AGREEMENT**

9. i. SECOND COPY OF CIDB LICENCE (GRADE G5 & ABOVE) AND LETTER OF AWARD WHICH HAVE BEEN STAMPED (FOR CONSTRUCTION SECTOR ONLY)

- ii. **DIRECT SELLING LICENCE FROM MINISTRY OF DOMESTIC TRADE, COOPERATIVE & CONSUMER- (DIRECT SELLING ONLY)**

- iii. **WRT APPROVAL FROM MINISTRY OF DOMESTIC TRADE & COOPERATIVE & CONSUMER -**

(COMPANIES WITH FOREIGN OWNERSHIP ENGAGED IN DISTRIBUTIVE TRADE AND RESTAURANTS)

10. i. "LETTER OF UNDERTAKING" FORM - AS ATTACHED

- ii. **OFFER LETTER**

11. COPY OF EXPATRIATE'S PAY SLIP (LAST 3 MONTHS) FOR RENEWAL APPLICATION ONLY

12. COPY OF EXPATRIATE'S INCOME TAX PAYMENT SLIP OR RECEIPT FROM INLAND REVENUE BOARD (IRB) IN ACCORDANCE WITH SALARY OF EXPATRIATE OR COPY OF LATEST 12 MONTH'S SALARY DEDUCTION FOR RENEWAL APPLICATION ONLY

13. CONFIRMATION OF EXPATRIATE'S STATUS OF ENTRY OR PRESENCE IN MALAYSIA

* **INCOMPLETE / NON-COMPLIANT APPLICATION FORMS WILL BE REJECTED BY IMMIGRATION OFFICER**

* **COPIES OF SUPPORTING DOCUMENTS MUST BE CERTIFIED BY THE EMPLOYER OR ORIGINAL DOCUMENTS MAY BE SHOWN TO THE IMMIGRATION OFFICER TO BE VERIFIED**