

LIST OF DOCUMENTS FOR ATTESTATION IN DETAIL

Documents that needs to be submitted

- ❖ One Set of Original Documents
- ❖ One Duplicate Set of Documents
- ❖ The original approval letter of KDN for the intake of workers and the English translated copy Should be certified by Foreign Ministry Consular Division, Wisma Putra

No.	Furnish details of regulations and / or provisions as and where required in the documents:												
1.	<p>Notification letter to the Embassy of Nepal, KL Letter addressed to :</p> <p style="padding-left: 40px;">Embassy of Nepal Suite 13A.01 13A Floor Wisma MCA, 163 Jalan Ampang 50450 Kuala Lumpur</p> <p>Minimum Wages/Salary for General Workers (Manufacturing, Services and Farm Workers)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Basic Minimum Daily wages (RM21.00 X 26 days X 8 hours)</td> <td style="text-align: right;">RM 546.00</td> </tr> <tr> <td>Monthly Overtime (According to Malaysian Labour Laws)</td> <td></td> </tr> <tr> <td>Minimum Monthly Wages (Including Overtime)</td> <td style="text-align: right;">RM 746.00</td> </tr> </table> <p>Basic Minimum Wages/Salary for Private Security Guards</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Basic Minimum Daily wages 26 day X 8 hours</td> <td style="text-align: right;">RM 950.00</td> </tr> <tr> <td>Monthly Overtime (According to Malaysian Labour Laws)</td> <td></td> </tr> <tr> <td>Minimum Monthly Wages (Including Overtime)</td> <td style="text-align: right;">RM 1400.00</td> </tr> </table> <p>While forwarding the documents, furnish the total number of existing workers in the company, including the No. of Nepalese workers, if any.</p>	Basic Minimum Daily wages (RM21.00 X 26 days X 8 hours)	RM 546.00	Monthly Overtime (According to Malaysian Labour Laws)		Minimum Monthly Wages (Including Overtime)	RM 746.00	Basic Minimum Daily wages 26 day X 8 hours	RM 950.00	Monthly Overtime (According to Malaysian Labour Laws)		Minimum Monthly Wages (Including Overtime)	RM 1400.00
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2.	Photostat of KDN approval letter and original copy should be Certified by Consular Division of the Ministry of Foreign Affairs Malaysia												
3.	Translation of the KDN approval letter in English (by Dewan Bahasa dan Pustaka / Court interpreter or translator) to be Certified by the Consular Division of the Ministry of Foreign Affairs Malaysia and together with a certified true copy.												
4.	Demand Letter												

5.	Employment Contract
6.	Power of Attorney
7.	Affidavit / Sworn Statement of Service
8.	Agency Agreements
9.	Notification letter addressed to: Embassy of Malaysia Consular Division 2nd Floor, Block 'B' Karmachari Sanchaya Kosh Bhawan PO Box 24372, Pulchowk, Lalitpur Nepal.
10.	Letter of undertaking to the Department of Foreign Employment, Kathmandu confirming salary, allowances and overtime payments as stated in the Demand Letter and Contract are true and company management agrees to adhere to these terms and conditions.
11.	Authorisation letter from company for signing the documents by employed staff and submit photocopy of NRIC / Passport and authorisation for person submitting the documents. Should any company personnel other than those listed in Form 49 are assigned to sign the documents, then they must be given the consent letter from the company director to sign all the documents.
12.	Company's Memorandum & Articles of Association <ul style="list-style-type: none"> • Form 49 - Register of Company Directors, • Form 24 - Return of Allotment of Shares, • Form 9 - Company Registration Certificate (SSM)
13.	Company profile and brochure
14.	Photograph of working area, canteen, hostel, etc.
15.	Salary Statement (Payroll Summary for all existing Nepalese workers, if not other workers for 3 months) At least three existing Nepalese workers Name and Contact Number.
16.	For Outsourcing Companies, following additional documents are required: <ul style="list-style-type: none"> • Copy of Service Agreement between Outsourcing Company and Principal Company. • Commitment letter from the Principal Company. • All agreement pages should be signed by both parties.
17.	Appointed Nepalese Manpower Agency's renewed license copy.