



AGENSI PEKERJAAN GCR SDN BHD

(Company No: 200701039329) No. Lesen : JTKSM 628C No. Siri: 0294
No. 15G, Lorong Bayu Tinggi 1B / KS 6, Batu Unjur, 41200 Klang, Selangor D.E.
Tel: 03-3324 9082 Fax: 03-3324 6428 Email: gcradmin@maidagency.com.my

APPLICATION FOREIGN WORKER UNDER DIRECT APPROVAL REQUIREMENT LIST – MANUFACTURING

| NO | DOCUMENT |
|-------------------------------|---|
| A) COMPULSORY DOCUMENT | |
| 1 | Company R.O.C Form & SSM Printed Receipt - Printed By Suruhanjaya Syarikat Malaysia (SSM) a. For Sendirian Berhad Company - Form 9,24,49(if Changed Company Name , Please give Form 13 also) b. For Enterprise Company - Form B & D |
| 2 | Photocopy of All Director I/C with color copy |
| 3 | Photocopy of EPF Statement & payment receipt - Latest 3 months |
| 4 | Photocopy of Company Latest Financial Annual Report ' Year 2018 (Sdn Bhd) Photocopy of Company Balance Sheet & Profit and Loss ' Year 2018 (Enterprise) |
| 5 | Photocopy of Bank Statement - Latest 3 months |
| 6 | Photocopy Check Out Memo (Memo Periksa Keluar) *If Have* |
| 7 | Majlis Perbandaran License 2020 (Specify activity e.g.: perkilangan/proses /buat/kerja-kerja kejuruteraan) |
| 8 | Photo of Company & Profile 1. Factory Front & Inside picture 2. Company Sign Board 3. Office & Equipment 4. Machine & Working Place with workers 5. Final products 6. Hostel *Hostel Tenancy Agreement or Sales & Purchase (S&P)* |
| 9 | Products Process Flow Chart with picture and Number of Workers (refer sample from the attachment) |
| 10 | Employment Contract for Local Staff and Foreign Workers (2 Staff / 2 workers) ** For Operator / General Worker |
| 11 | Pay Slip for Local Staff and Foreign Workers - Latest 3 months (2 Staff / 2 workers) ** For Operator / General Worker |
| 12 | Company Letter Head 10-20pcs with color or Email 1 copy with color |
| 13 | Demand Letter with company Letter Head and company chop & sign (refer sample from the attachment) |

| B) EXTRA DOCUMENTS NEED – IF COMPANY HAS EXPORT BUSINESS | |
|---|--|
| 1 | Company MITI (Export) License |
| 2 | Export K2 Form & official receipt - Latest 3 Months |
| 3 | Summary of Export Sales for Year 2017 / 2018 (Refer to Financial Report Revenue/sales) (refer sample from the attachment) |



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Company Name

PRODUCTION PROCESS FLOW CHART

