

**PERMOHONAN PAS LAWATAN (KERJA SEMENTARA)
PEMBANTU RUMAH ASING (SENARAI SEMAK)**



Permohonan : Baru / Gantian / Lain-lain (Nyatakan: _____)

1. Borang permohonan baru (PRA 1) / gantian (PRA 2)
2. Borang IM.12 (permohonan Pas Lawatan)
3. Borang IM.38 (permohonan untuk visa)
4. Personal Bond yang dimatikan setem RM10.00
5. Perjanjian Pekerjaan oleh pembantu rumah asing yang dimatikan setem RM10.00 (Dalam 4 salinan)
6. Salinan kad pengenalan suami dan isteri
7. Salinan pasport pembantu rumah asing
8. Laporan perubatan bakal pembantu rumah asing dari negara asal oleh panel klinik yang dilantik Kementerian Kesihatan Malaysia.
9. Borang Perakuan Pengambilan Pembantu Rumah Asing Beragama Islam (**Lampiran A**) dan Borang Perakuan Pembantu Rumah Asing Beragama Islam bagi majikan yang menggaji PRA beragama Islam (Lampiran B).
10. Borang Perakuan Daripada Majikan Yang Tidak Menggunakan Agensi Berdaftar bagi majikan yang mengemukakan permohonan secara individu (**Lampiran C**).
11. Pengesahan pekerjaan dan bukti pendapatan tetap suami isteri.
12. Dokumen sokongan tujuan permohonan PRA (seperti sijil kelahiran anak, pengesahan pegawai perubatan mengenai keluarga sakit).
13. Sijil perkahwinan (bagi permohonan kali pertama sahaja).

Makluman: Dokumen sokongan Bil. 11 dan 12 tidak perlu dikemukakan bagi permohonan gantian PRA yang dibuat dalam tempoh 6 bulan dari tarikh surat kelulusan sebelum ini.

PERHATIAN: Kenyataan ini adalah benar dan saya sedar sepanjang Laporan/ Kenyataan/ Represtasi palsu adalah merupakan **satu kesalahan di bawah Sek. 56 (1) (f) Akta Imigresen 1959/ 63** dan boleh dikenakan **denda tidak melebihi RM10,000.00 atau penjara tidak melebihi 5 tahun atau kedua-duanya sekali.**

Sekian, terima kasih.

TANDATANGAN PEMOHON :

NAMA :

TARIKH :

BORANG PERMOHONAN GANTI AN - PEMBANTU RUMAH ASI NG



A. MAKLUMAT MAJIKAN

NAMA MAJIKAN

Grid for name entry

NO. KAD PENGENALAN (BARU) MAJIKAN / NO. PASPORT NO. K/P LAMA

Grid for ID/passport numbers

NAMA ISTERI / SUAMI

Grid for spouse name

NO. KAD PENGENALAN ISTERI (BARU) / PASPORT NO. K/P LAMA

Grid for spouse ID/passport numbers

PEKERJAAN MAJIKAN

JUMLAH PENDAPATAN BULANAN SUAMI DAN ISTERI

Grid for job and monthly income (RM)

PEKERJAAN ISTERI / SUAMI

Grid for spouse job

ALAMAT KEDIAMAN

Grid for home address and post code

ALAMAT TEMPAT KERJA MAJIKAN

Grid for employer address and post code

NO. TELEFON RUMAH

NO. TELEFON PEJABAT

Grid for home and office phone numbers

BILANGAN ANAK DI BAWAH UMUR 15 TAHUN

Grid for number of children under 15 (Male/Female)

B. TUJUAN PERMOHONAN : TANDAKAN (✓) YANG BERKENAAN SAHAJA

- 1. MENJAGA ANAK 2. MENJAGA IBU-BAPA TUA/SAKIT 3. KELUARGA SAKIT

CATATAN: DI SOKONG DENGAN SALI NAN SI JI L KELAHIRAN ANAK-ANAK / SALI NAN KAD PENGENALAN / PENGESAHAN DOKTOR BERDAFTAR SERTA BUKTI PERTALI AN KELUARGA DENGAN PESAKIT

C. BUTIR-BUTIR PEMBANTU RUMAH ASI NG

NAMA

WARGANEGARA

Grid for name and nationality

TARIKH LAHIR (HH-BB-TTTT)

AGAMA

Grid for date of birth and religion

NOMBOR PASPORT

TARIKH TAMAT (HH-BB-TTTT)

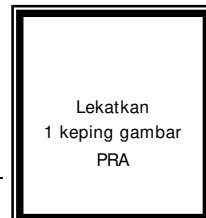
Grid for passport number and expiry date

PERWAKILAN / KONSULAT MALAYSIA BERHAMPIRAN DENGAN ALAMAT TEMPAT TINGGAL

Grid for nearest Malaysian consulate

ALAMAT DI NEGARA ASAL

Grid for home address in home country



(Tandatangan Majikan)



JABATAN IMIGRESEN MALAYSIA
BORANG PERMOHONAN PAS LAWATAN
VISIT PASS APPLICATION FORM
 PERATURAN-PERATURAN IMIGRESEN, 1963 [Peraturan 11(12) dan 11(15)]

IM. 12 – Pin. 1/97

*Jenis Pas Iktisas Sosial Berniaga Kerja Sementara
Type of Pass Professional Social Business Temporary Employment

*Jenis Permohonan Baru Lanjutan
Type of Application New Extension

Gambar Pemohon
Photograph Of Applicant
 (3.5 cm × 5.0 cm)

A. MAKLUMAT PEMOHON
PARTICULARS OF APPLICANT

1. Nama Penuh (Huruf Besar)
Full Name (Capital Letter)

2. *Jantina Lelaki Perempuan
Gender Male Female

3. Tempat/Negara Lahir
Place/Country of Birth

4. **Tarikh Lahir
Date of Birth

5. Warganegara
Nationality

hari bulan tahun
day month year

B. MAKLUMAT PASPORT PERJALANAN / DOKUMEN PERJALANAN
PARTICULARS OF PASSPORT / TRAVEL DOCUMENT

6. Jenis Dokumen Perjalanan
Type of Travel Document

7. Nombor
Number

8. Tempat / Negara Dikeluarkan
Place / Country of Issue

9. **Sah Sehingga
Valid Until

hari bulan tahun
day month year

D. MAKLUMAT PENGANJUR DI MALAYSIA
PARTICULARS OF SPONSOR IN MALAYSIA

10. Nama Penuh (Huruf Besar)
Full Name (Capital Letter)

11. No. Kad Pengenalan
NRIC

12. No. Telefon
Telephone No.

13. Alamat
Address

Negeri
State

C. KEPERLUAN VISA
VISA REQUIREMENT

14. *Adakah Visa Diperlukan Ya Tidak
Visa Requirement Yes No

15. *Jenis Visa Sekali Perjalanan Berulangkali Perjalanan
Type of Visa Single Entry Multiple Entry

Tarikh
Date

Tandatangan Pemohon / Penganjur
Signature of Applicant / Sponsor

• Borang ini hendaklah ditaip. Tandakan (x) dalam petak yang berkenaan.
This form should be typed. Mark (x) in the appropriate box.

** Format Tarikh 99/99/9999
Date Format DD/MM/YYYY

PERMOHONAN UNTUK VISA

No. E 175188

Borang ini dikenakan bayaran sebanyak RM1.00

Visa No.....

Nama penuh
(Dengan huruf ceral)

Nama dalam Tulisan Cina
(Jika berkenaan—SILA TULIS DENGAN TERANG)

Jantina PEREMPUAN.....

Tarikh lahir.....Negeri lahir.....

Loghat.....Kerakyatan.....

Pekerjaan.....

Alamat di Malaysia.....

Alamat di luar negeri.....

Pasport No.....
(Masukkan nama Kerajaan yang mengeluarkan) (Tempat dikeluarkan) (Tarikh dikeluarkan)

Kad Pengenal No.....
(Tempat dikeluarkan) (Tarikh dikeluarkan)

Visa dikehendaki bagi negeri.....

Tarikh.....

Tandatangan Pemohon

(UNTUK KEGUNAAN PEJABAT)

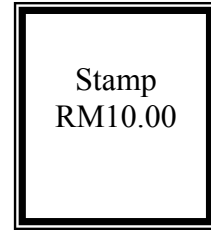
(Konsol Visa/.....)

(Tarikh Saringan Akhir.....)

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[Borang ini diterjemahkan oleh Peguam Negara, Malaysia menurut Pemberitahu Undangan No. 12 tahun 1964, P.N. 3630/5-1; IMM/C/97/66 (12).]

GOVERNMENT OF MALAYSIA
Immigration Ordinance 1959
(F.M. 12 of 1969)
Immigration Regulation, 1963
(P.L.N. 228/63)
PERSONAL BOND
(Regulation 18)



WHEREAS it is a condition of the issue of a Visit Pass (Temporary Employment) to me /
..... of that
(employee) (address)
there be furnished by me / on behalf of said
(employee)
security in the sum of RM as a guarantee that I / the said
(employee) will comply with the provisions of the
Ordinance and of any Regulations made thereunder and with any conditions imposed in
respect of or instructions endorsed on such pass.

Now I NRIC of
(employer) (address) do
hereby bind myself that I / the said
(employee) will comply with the provisions imposed in respect of or instructions endorsed on such
Visit Pass (Temporary Employment) and in case of my / the said
(employee) making default therein, I hereby bind myself to forfeit to the Government of Malaysia
the sum of RM..... Dated this day of 20
at in the state of

Signature of the above named

.....

Signed and executed by the above named in my presence

Signed of Witness :
Full name of witness : AGENSI PEKERJAAN OVERSEAS SDN BHD
Address of witness : NO 9 JALAN SS4C/5, TAMAN RASA SAYANG
47301 PETALING JAYA, SELANGOR
.....

CONTRACT OF EMPLOYMENT

This contract is made on this _____ day of _____ in the year _____ between _____
I/C No. _____ of _____
(hereinafter referred to as the Employer) of the one part and
Holder of _____ Passport
No. _____ of _____ (hereinafter referred to as
the Domestic Worker) of the other part.

IT IS HEREBY AGREED as follows:

1. Duration of the Contract

- (a) The Employer shall employ the Domestic Worker in accordance with the terms and conditions of this Contract and subject to the provisions of the relevant laws, regulations, rules, policies and directives of Malaysia;
- (b) This Contract shall commence from the date of the arrival of the Domestic Worker at the Employer's home;
- (c) The Domestic Worker shall continue in the employment under the terms and conditions of this Contract for a period of TWO
(2) years or until such time the Contract is terminated in accordance with the terms and conditions of this Contract.

2. Place of work / residence of Domestic Worker

The Domestic Worker shall work and reside only at _____ during the duration of the Contract.

3. Duties and Responsibilities of the Domestic Worker

- (a) The Domestic Worker shall work only with the Employer and shall not seek employment or be employed elsewhere;
- (b) The Domestic Worker shall comply with reasonable instructions of the Employer in the performance of the assigned household duties;

- (c) The Domestic Worker shall perform diligently, faithfully and sincerely all household duties assigned by the Employer which shall not include commercial activities;
- (d) The Domestic Worker shall not use or take advantage of the Employer's possessions without the Employer's permission;
- (e) The Domestic Worker is expected at all times observe proper attire and shall be courteous, polite and respectful to the Employer and family members of the Employer;
- (f) The Domestic Worker shall abide by the laws, rules, regulations, national policies and directive of Malaysia and respect the customs and traditions of Malaysia;
- (g) In the event that the Domestic Worker marries in Malaysia during the period of employment, the Government of Malaysia reserves the right to revoke the Work Pass;
- (h) No member of family or any other person shall be allowed to stay with the Domestic Worker in the place of employment without the consent of the Employer;

4. Duties and responsibilities of the Employer

- (a) The Employer shall provide the Domestic Worker with reasonable accommodation and basic amenities;
- (b) The Employer shall provide the Domestic Worker reasonable and sufficient daily meals;
- (c) The Employer shall not require the Domestic Worker to work or to be engaged in any activities other than that related to household duties;
- (d) The Employer shall insure the Domestic Worker with the Foreign Worker Compensation Scheme in respect of any medical expenses the Domestic Worker may incur in the event of any injury where such injury arises out of and in the course of employment;
- (e) The Employer shall at all times respect and pay due regard to the sensitivity of religious beliefs of the Domestic Worker, including the right to perform prayers and to refuse to handle and consume non-Halal food;

8. Termination of Contract by the Domestic Worker

The Domestic Worker may terminate this contract without notice if:

- (i) The Domestic Worker has reasonable grounds to fear for his or her life or is threatened by violence or disease;
- (ii) The Domestic Worker is subjected to abuse or ill treatment by the Employer; or
- (iii) The Employer has failed to fulfil his obligation under paragraph 5.

Provided always that the Domestic Worker terminating the Contract under this clause shall provide proof of existence of such situation upon request of the Employer.

9. General Provisions

- (a) Transportation cost from the Domestic Worker's original exit point in MANILA to the place of employment shall be borne by the Employer.
- (b) In the event that the Contract is terminated by the Employer on the ground that the Domestic Worker has committed misconduct, the Domestic Worker shall bear the costs of his/her repatriation.
- (c) The repatriation cost of the Domestic Worker from the place of employment to the original exit point in MANILA shall be borne by the Employer in the following circumstances:
 - (1) at the completion of Contract of Employment;
 - (2) termination of the Contract of Employment by the Employer;
or
 - (3) termination due to non-compliance of the terms and conditions of the Contract of Employment by the Employer.
- (d) Any dispute arising between the Employer and the Domestic Worker concerning the grounds for termination of the Contract of Employment pursuant to Paragraph 7 or 8 of this Contract shall be dealt with in accordance with the applicable laws in Malaysia.

(e) For the purpose of this Contract, the terms "original exit point" shall mean MANILA, in PHILIPPINES.

10. Extension of the Contract

Notwithstanding the expiry of the duration of the Contract, the Employer and the Domestic Worker may agree that this Contract may be extended based on similar terms and conditions therein.

11. Time is Essence

Time whenever mentioned shall be essence of this Contract in relation to all provisions of this Contract.

12. Governing Law

This Contract is governed by, and shall be constructed in accordance with laws of Malaysia.

IN WITNESS WHEREOF, the parties to this Contract have here on to affixed their signature this _____ day of _____ 20____ .

Employer,

Domestic Worker,

Name :
Date :

Name :
Date :

Witnessed by,

Witnessed by,

Name :
Date :

Name :
Date :

**Note : A copy of this Contract must be submitted to the nearest Labour Department.*