

EXELITE RESOURCES SDN BHD



FOREIGN WORKERS DEMAND FORM

Employer's Particulars

Date of Demand: / / Company Registration :

Name of Company :

Company Address :

Telephone No : Facsimile No :

Authorised Capital : R M Date of Incorporate : / /

Paid Up Capital : R M Gross Sales Per Annum : R M

Nature of Business :

Type of Application : Requirement Date : / /

Equity Breakdown Sector :

Bumiputra % Manufacturing Construction

Non-Bumiputra % Plantation Agriculture

Foreign % Services

Employees Currently being Employed

| Categories | Local Worker (s) | | Foreign Workers (s) | |
|--|------------------|--|---------------------|--|
| | | | | |
| Administration & Management | | | | |
| Professional | | | | |
| Technician, Supervisors & Similar work | | | | |
| Clerical Staffs | | | | |
| Agriculture & Fishing | | | | |
| Operators | | | | |
| General Workers | | | | |
| Total | | | | |

Foreign Workers Requirement

| Categories | Number of Foreign Worker (s) | | Source Country of Foreign Worker (s) |
|-----------------|------------------------------|--------|--------------------------------------|
| | Male | Female | |
| Operator | | | |
| General Workers | | | |

Bangladesh, Nepal, Vietnam, Myanmar, Indonesia, India, Pakistan, Sri Lanka, Thailand, Cambodia, Laos, China, Philippines and etc.

Preferred Age Group : -

Job Description :

Job Category :

Remarks :

Standard Terms and Conditions of Service to Local & Foreign Workers

| | | | |
|----------------------------|---|-------------------------|---|
| a) Basic Salary Per Day : | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Working Hours per day : | <input type="text"/> <input type="text"/> |
| Basic Salary Per Month : | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Working Days per week : | <input type="text"/> <input type="text"/> |
| Overtime Per Month | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | |
| Minimum Salary Per Month : | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | |

b) Allowances Remarks :

| | | |
|--------------------|---|--|
| Meal | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Incentives | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Shift | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Transport | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Attendance | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Others | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | |
| Overtime Per Month | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> hours / month (Approximately) | |

(According to Malaysian Labour Law: 1.5 x for Daily Overtime, 2.0 x for Sunday Overtime & 3.0 x for Public Holiday Overtime)

c) Paid Leaves Reference to the Malaysian Employment Act 1955

| | | |
|----------------|---|-------------------|
| Annual Leave | <input type="text"/> <input type="text"/> <input type="text"/> year | =08 days per year |
| Public Holiday | <input type="text"/> <input type="text"/> <input type="text"/> year | =10 days per year |
| Sick Leave | <input type="text"/> <input type="text"/> <input type="text"/> year | =14 days per year |

d) Additional Benefits

| | | |
|---|---|-----------|
| Transportation | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | per month |
| Accommodation (Mattress, Pillow, Blanket) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Uniforms | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Electricity | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Water | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Kitchen Utensils (Basic) | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Safety Equipments | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Tools | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Hospital & Medical | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | per year |
| Workmen Compensation Insurance | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Fomema Examination | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | * |
| Government Levy | <input type="text"/> R <input type="text"/> M <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | per year |

-Note that Foreign Workers must be paid the same remunerations and benefits as the Local Employees in the same category of employment.

* -Provided FREE by Employer and shall not be deductible from the worker(s) Salary, however certain benefits can be negotiable.

e) Guarantee Minimum Earning per month
The Employer must offer work everyday. Whenever there is insufficient work for whatever reason, the Employer must pay a minimum Salary Per month of RM 750.00 to each worker.

Documentation prepared by Employer (Checklist)

| | | |
|---|--------------------------|----------------------------|
| Documents required by KHEDN according to Sector | <input type="checkbox"/> | Original & Photocopy |
| Company Registration Certificate or Form 9 | <input type="checkbox"/> | Photocopy |
| Owner Identification Card | <input type="checkbox"/> | Photocopy |
| M&A, Form 9, Form 24, Form 49 or Form D | <input type="checkbox"/> | Photocopy |
| Recent EPF & SOCSO statements. | <input type="checkbox"/> | Photocopy |
| Surat Perakuan Pendaftaran JCS, 63A & 60K | <input type="checkbox"/> | Kementerian Sumber Manusia |
| Contract of service of Locals and Foreign Workers | <input type="checkbox"/> | Photocopy |
| Documents required by Ministry of Labour (Source Country) | <input type="checkbox"/> | Original |
| Company Profile & Photographs of Worksite & Products | <input type="checkbox"/> | Colour Copy |

Other Terms & Conditions

Restriction

- a) That the Employee shall not marry with any Malaysian and shall not participate in any political activities and of those connected with Trade Union in Malaysia.
- b) That the Employee shall not change his employment during the contract period and shall not carry or do business without the written permission from the Employer.
- c) That if the Employee is found creating social problems and or engaged in any illegal subversive or criminal activities then he/ she will be dismissed with immediate effect and will be repatriated back on his/ her own expenses.
- d) Any employee shall not organise, participate or be involved in any kind of industrial action during his term of employment.
- e) That if the Employee breaches any of the restrictions in Clause above or is convicted of any offence under any of the laws of Malaysia.

Termination of Service

- a) That if the Employee's Work Permit is withdrawn by the Malaysian authorities for any reason whatsoever.
- b) That if the Employee is absent from work for more than three (3) consecutive working days without a reasonable cause or leave.
- c) That if the Employee is discovered to be under-aged on first appointment entry.
- d) That if a medical doctor certifies the Employee medically unfit for employment.
- e) The Employer shall pay the basic salary of due months, if any workers are repatriated before completing the Employment Contract period, for whatsoever reason.
- f) The Employer shall provide a single journey from work place to Source Country after the completion of Employment Contract.

Other Terms and Conditions favourable to the Employer and Employee not covered herein and which are provided by the Laws of the Country of Employment shall apply and be part of the Contract.

Kindly arrange to recruit the above mentioned categories at the earliest.

Thank you.

Signature of Employer _____

Name _____

Designation _____

Date _____

Company Stamp

For Management Use Only

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