



High Commission of India
Kuala Lumpur

Guideline for Hiring Domestic Helper from India

A. Eligibility Requirements

Before starting the process, please ensure that the following minimum conditions are met:

- Age of Foreign Domestic Helper (FDH): The foreign domestic helper must be 30 years of age or above.
- The helper's monthly salary shall be RM1,700, or the minimum wage prescribed under Malaysian labour law at the time of recruitment, whichever amount is higher.

B. Overview of the Process

Hiring an Indian domestic helper involves two main stages:

- Foreign Employer (FE) Registration with the Indian Mission (via the eMigrate portal).
- Document attestation through appointment at the High Commission of India.

Stage 1 — Foreign Employer (FE) Registration

Individual employers must submit an FE Registration request letter to the Indian Mission, **both online (via the eMigrate portal) and physical copy**, together with a full set of supporting documents. The online registration can be done on **eMigrate portal**: www.emigrate.gov.in/#/emigrate

The List of Required Supporting Documents is as follows:

#	Document	Notes
1	FE Registration Request Letter	As per the format. Please upload it on eMigrate and place the original on top of documents that need to be submitted at the High Commission.

2	Employer's Malaysian Identity Card (MyKad/IC) or passport	Copy
3	Malaysian Government Approval Document / Quota (issued by M/oHR or SEKUMA)	Must include an English translation prepared by a court interpreter, and be uploaded on the eMigrate portal to obtain the application reference number
4	Employer's Biodata and Bank Statement	To prove financial capability to employ a helper
5	Temporary Employment Visit Pass (eVDR)	Issued by the Immigration Department of Malaysia to the prospective helper.
6	Affidavit by Employer	Prescribed format. Must bear the seal of a Notary Public and certified by the Ministry of Foreign Affairs
7	Employment Contract	Prescribed format. Must bear the seal of a Notary Public and be certified by the Ministry of Foreign Affairs
8	Power of Attorney for RA in India	Prescribed format.
9	Bank Guarantee of USD 2500/-	Prescribed format. See *waiver conditions below
10	Domestic Servant Insurance Scheme Policy as per Malaysian Labour Law.	Please enclose the copy of the Insurance Scheme obtained.
11	Letter of Request by Employer for attestation of documents at the High Commission.	Prescribed format.

***Bank Guarantee Waiver**

- The Bank Guarantee is waived if the helper is a female ECR (Emigration Check Required) passport holder recruited through one of the following State Government Recruiting Agencies:
- Overseas Manpower Company. AP Ltd (OMCAPL), Andhra Pradesh
- Bihar State Overseas Placement Bureau (BSOPB), Bihar

- Himachal Pradesh State Electronics Development Corporation Limited (HPSEDCL), Himachal Pradesh
- Haryana Kaushal Rozgar Nigam Limited (HKRNL), Haryana
- PanIIT Alumni Reach For Jharkhand Foundation (PARJF), Jharkhand
- Karnataka State Unorganized Workers Social Security Board (KSUWSSB), Karnataka
- Karnataka Vocational Training and Skill Development Corporation (KVTSDC), Karnataka
- Overseas Development And Employment Promotion Consultants Limited (ODEPCL), Kerala
- Norka Roots, Kerala
- Additional Skill Acquisition Programme Kerala (ASAPK), Kerala
- Mizoram Council For Vocational Training Overseas Recruiting Agency (MCVTORA), Mizoram
- World Skill Center (WSC), Odisha
- Punjab Ghar Ghar Rozgar And Karobar Mission (PGGRKM), Punjab
- Rajasthan Skill & Livelihoods Development Corporation (RSLDC), Rajasthan
- Telangana Overseas Manpower Company Limited (TOMCL), Telangana
- Overseas Manpower Corporation Limited (OMCL), Tamil Nadu
- Uttar Pradesh Financial Corporation (UPFC), Uttar Pradesh
- Any other State Government Agency authorized for recruitment of domestic worker for overseas employment.

Stage 2 — Appointment for Attestation

Once the FE Registration and supporting documents are ready, **Book an appointment** through the High Commission of India's online appointment system: <https://appointment.hcicl.gov.in/appointment/options>

C. Attend in person or through authorized person at the High Commission of India, bringing hard copies of all the listed documents for attestation. Please confirm the exact address on the official appointment portal or the High Commission's website before your visit.

D. Payment

- Payment of RM 207/- is required for each attestation. One application may require more than one attestation. The payment will be accepted only by card. No other method of payment is accepted.

- The applicant first submits the application at the Service Window of the Labour Wing of the High Commission. The applicant then proceeds to the Service Window of the Consular Wing of the High Commission along with Payment Challan given by the Labour Wing to make the payment.
- After making the payment, the applicant must return to the Service Window of the Labour Wing and submit the payment receipt.
- Once the e-Embassy Module is implemented and if the hiring of FDH is also included within the Module, the fee receipt will need to be uploaded along with the other documents, instead of being submitted separately. The point of fee collection may also change after the Module is rolled out. Applicants are therefore advised to check the updated procedure before applying.

E. Quick Checklist Summary: Use this as a final check before submission:

- ☐ Helper is 30 years or above
- ☐ Salary offer is as per the prescribed wages in Malaysia
- ☐ FE Registration request letter
- ☐ Copy of employer's MyKad / passport
- ☐ Malaysian Government approval document + certified English translation, uploaded on eMigrate
- ☐ Employer's biodata and bank statement
- ☐ eVDR (Temporary Employment Visit Pass)
- ☐ Sworn Affidavit of employer (notarized + Ministry of Foreign Affairs certified)
- ☐ Employment contract (notarized + Ministry of Foreign Affairs certified)
- ☐ Power of Attorney by Employer for RA in India.
- ☐ Bank Guarantee of USD 2500/- (or confirmed waiver)
- ☐ Domestic Servant Insurance Scheme Policy
- ☐ Proof of Payment
- ☐ Appointment booked at High Commission of India
- ☐ Letter of Request for Attestation of Documents.
