

(To be printed on Employer's Letterhead)

Request Letter for Attestation of Documents for Recruitment of Domestic Worker from India

Ref No.:

Date:

To:

**The Attestation Officer
High Commission of India
Kuala Lumpur**

Request for Attestation of Documents for Recruitment of a Domestic Worker from India

Dear Sir/Madam,

I, the undersigned, ***(Full Name of Employer)**,
holder of MyKad/Passport No. *.....
(MyKad/Passport No) residing at

.....
.....

..... ***(Residential Address)**, being the approved employer for
the hiring of a domestic worker under the laws of Malaysia, hereby
request the High Commission for attestation of documents submitted in
connection with the recruitment of one (1) domestic worker from India.

I have obtained the necessary approval from the relevant Malaysian
authorities for the recruitment of a domestic worker from India, vide
Approval/Reference No.
dated..... by the Ministry of Human Resources of
Malaysia.

The important terms and conditions of employment offered to the
domestic worker are as follows:

- Job Profile: ***Domestic Worker/Housemaid***
- Basic Salary: RM.....per month

- Weekly Rest Day: As prescribed by Malaysian Labour Laws
- Accommodation & Food: To be provided by the Employer
- Medical/Insurance Coverage: To be provided by the Employer, as prescribed by applicable law

I will bear the airfare by the Employer upon completion of the employment contract, or as prescribed by Malaysian Labour Laws

I undertake to comply with all applicable laws and regulations of the Government of Malaysia and the Government of India regarding the recruitment, employment, welfare and repatriation of the domestic worker, and as per the terms and conditions defined in the Model Contract of Employment for Hiring Indian national as Domestic Worker. The documents submitted for attestation are listed as follows:

I certify that all the documents submitted for attestation are accurate and valid to the best of my knowledge and have been executed by me or my duly authorized representative.

I have duly authorized *.....(***Name of the Recruitment Agency***), holding eMigrate License/Registration No..... ****(License Number)***, for the purpose of processing the recruitment-related documents on my behalf, vide the Power of Attorney enclosed herewith.

The High Commission is requested to kindly attest these documents to facilitate the recruitment process. Should any additional information or clarification be required by the High Commission, I shall provide the same upon request.

Yours faithfully,

Signature.....

(Full Name of Employer).....

MyKad/Passport No.:

Contact No.:

E-mail:

****Information to be highlighted/Bold Font***