

COMPANY LETTER HEAD

Date : _____

**High Commission of India
Menara 1 Mont Kiara, Level 28,
No 1 Jalan Kiara, Mont Kiara,
50480 Kuala Lumpur,
Wilayah Persekutuan Kuala Lumpur,
Malaysia**

Dear Sir/Madam,

RE: LETTER OF DEMAND FOR 4 INDIAN WORKERS

Recruitment is conditioned and refers to the attached approval from the Ministry of Home Affairs, Malaysia and subject to the approval of valid calling visa and work permits by the Malaysian Authority.

Workers recruited shall be subjected to the following main terms and conditions:-

1. Number of workers : _____
2. Job category : _____
3. Contract period : 3 Years
4. Working hours : 8 hours per day / 48 hours per week
5. Working days : Monday to Saturday
6. Basic Monthly Salary : RM1100.00 per month
7. Overtime : Provided
8. Bonus : Shall be upon sole discretion of the Employer
9. Facilities : Accommodation and medical transportation
10. Age limit : (18 up to 39 years) As per Malaysian Labour Law
11. Medical Benefit : Free medical treatment provided
12. Security Bond/Insurance : To covered by the employer
13. Government Levy : Levy shall be paid by the employer ONLY.
14. Probation Period : 3 months
15. Air Ticket : Return journey would be provided upon completion period
Of The Employment Contract

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16. Restriction

- a. That the Employee shall not marry with any Malaysian and shall not participate in any political activities and activities 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 of engaged in any illegal subversive or criminal activities then he will be dismissed with immediate effect and will be repatriated to India on his own expenses.

17. Termination of Service

The Company reserves the right to terminate this Agreement immediately, without prior notice to the Employee on the occurrence of any of the following events:-

- a. If the Employee commits gross misconduct or breach of the rules and regulations regarding discipline and work or is convicted under the law of Malaysia.
- b. If during the period of employment, the Employee is found to be in gainful employment with under other organization in Malaysia.
- c. If the Employee's Temporary Employment Visit Pass is Withdrawn for any reason whatsoever by the Government of Malaysia.
- d. If the Employee is absent from work for more than (3)" consecutive working days without a valid reason.
- e. If the Employee is in picketing strike or instigating others not to work.

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

Thank You

Yours Regards,

FOR COMPANY NAME

NAME

IC

DESIGNATION

CC.Copy to Protector of Emigrants

Seal of Notary Public and certified by the Ministry of Foreign Affairs (Wisma Putra, Putrajaya)