

HIGH COMMISSION OF INDIA
KUALA LUMPUR

Check List for Bringing in Indian Workers to Malaysia
through E-Migration
(Both for Unskilled and Skilled Workers)

Mandatory information required to be submitted for all categories:

- 1.** Individual Business Profile / company's profile (Trade License / Memorandum & article, Form 9, Form 24, Form 49) - **(One copy) Grant for plantation registered under their name.**
- 2.** National Identity Card **and Passport** - **(one copy)**
- 3.** Recent photographs of the employer/Authorised representative signing the contract on behalf of the Company **(One photograph)**
- 4.** KDN's Approval and English translation of KDN's Approval by the Court Interpreter (Original to be seen and returned) - **(One copy)**
- 5.** Employment Contract in the prescribed format (Letter Head)
- 6.** Socso registration proof
- 7.** Demand Letter and Power of Attorney for appointment of recruitment agent in India to have seal of Notary Public and certified by the Ministry of Foreign Affairs. (Letter Head)
- 8.** Agency Registration Certificate (sample attached)
- 9.** Letter of undertaking to have seal of Notary Public and certified by the Ministry of Foreign Affairs. (Letter Head)
- 10.** Letter of undertaking for passport to have seal of Notary Public and certified by the Ministry of Foreign Affairs. (Letter Head)
- 11.** Employer's Undertaking in the new format as given by Ministry of Human Resource with effect from 01 January 2018
- 12.** FE Registration Form (from E-Migrate portal)

- 13.** **Once all the above mentioned documents are prepared kindly register with www.emigrate.gov.in under employer column.**

- 14.** Bring the hard copies of the above documents to the High Commission of India at the following address for attestation on working days from 9.00 am to 12.00 pm:

**High Commission of India
Indian Workers Resource Centre**
Menara 1, Mon't Kiara, Level 20, Room No. 20.3A,
No.1, Jalan Kiara, 50480,
Kuala Lumpur, Malaysia.

- 15.** After verifying the documents, the High Commission will attest the required documents and return them to the employer. Once the High Commission approves the online application, the employer will get an automatically generated User ID and Password on his registered e-mail ID.
- 16.** Minimum processing time within 15 working days
- 17.** Kindly arrange the documents according to the numbers.
- 18.** *Application from outsourced companies (labour/manpower supply companies) are not acceptable for EMI.*

Other important information for Employer:

- i) No alteration / variation to the contract of employment will be acceptable
- ii) All forms are required to be neatly typed
- iii) Minimum wages for the employee in various categories are as follows:

Unskilled

Restaurant Workers	-	(RM 1100/- per month)
Construction Workers	-	(RM 1100/- per month)
General Workers	-	(RM 1100/- per month)
Plantation Workers including Farm Workers	-	(RM 1100/- per month)

Maid

Maids will be paid RM1400/- per month