

## Company Letter Head

Date: \_\_\_\_\_

**RE: POWER OF ATTORNEY.**

We, **COMPANY NAME & ADDRESS** do hereby appoint **M/S AGENCY NAME & ADDRESS** to be our true and lawful attorney and recruiting agent in India for the purpose of handling all the affairs associated with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of India, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers' passage to the job site.

The power of attorney shall remain valid till the workers arrive at our company in Malaysia. This power of attorney is non-transferable and irrevocable.

In witness whereof we have executed this document on \_\_\_\_\_

Yours faithfully,

---

Employer's Authorised Signature

1. Name :
2. Designation :
3. NRIC No :
4. Company's Chop :

CC.Copy to Protector of Emigrants

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