

A) 所需要的相关文件：首个女佣（年收入高于RM36k及孩子年龄15岁以下）
Document Required：1st Maid (Annual income above RM36k & children below age 15 years old)

- A1) 复印夫妻身份证 ()
Photostat Copy of I/C-Husband & Wife
- A2) 复印夫妻结婚证书 ()
Photostat Copy of Marriage Certificate
- A3) 复印孩子报生纸 ()
Photostat Copy of children's Birth Certificate (must be 15 years old & below)
- A4) 夫妻各2张彩色照片 ()
2 Colour photographs (Passport size) - Husband & Wife
- A5) 收入证明
Prove of Income
- A5A) 复印夫妻最近所得税 - 个人或综合（每年收入至少RM36,000） ()
Photostat 'B' / 'BE' form (lastest) - husband / wife or combined (Annual income min. RM36,000)
- 复印夫妻所得税收据 ()
Photostat Copy Bank in Slip for Income Tax - Compulsory
- OR
- A5B) 复印夫妻员工公基金 ()
Photostat Copy EPFstatement - Husband & Wife
- 复印夫妻最近3个月薪金单 ()
Photostat Copy of 3 month salary slip - Husband & Wife
- A6) 复印水费单/电费单/电话单（诺现今地址与身份证不符） ()
Photostat Copy Electricity /Water /Telephone Bill -

B) 所需要的相关文件：第二个女佣 - 附加税款RM180，年收入高于RM120k
Document Required: 2nd Maid - Additional Levy Cost Of RM180, Annual income above RM120k

- B1) 上述所有文件 (A1 - A6) ()
All the above documents (A1 to A6)
- B2) 厨房, 客厅, 卧室, 旁边的房子照片, 前置房子照片, 道路标志牌 ()
Photo - Kitchen , Living room , Bedroom, Side house photo, front house photo, road sign board.
- B3) 首个女佣的许可证（有效） ()
Valid permit of 1st maid

C) 所需要的相关文件：照顾老年人
Document Required：Taking care of elderly

- C1) 上述所有文件 (A1 - A6) ()
All the above documents (A1 to A6)
- C2) 病人的医生报告（只限大医院和专科） ()
Certify of Patients from Original Doctor Letter of Hospital Besar/ Hospital Specialist
- C3) 复印病人的孩子的报生纸 ()
Photostat Copy of Birth Certificate of the Applicant to prove of Relationship with the parents
- C4) 复印病人身份证 ()
Photostat Copy of Parent's I/C

C5) 首个女佣的许可证 (有效)
Valid permit of 1st maid

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