

CHECKLIST FOR JCS APPLICATION – FACTORY SECTOR

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| <input checked="" type="checkbox"/> | 1. Form 9, 24 dan 49 / Borang B atau D (Bukan Sdn Bhd)
(A company must possess at least RM500,000.00 of paid-up capital) |
| <input checked="" type="checkbox"/> | 2. Copy of Director's IC |
| <input checked="" type="checkbox"/> | 3. 3 Months Latest EPF Statement
(Form A is no longer be accepted. If the Company shall no longer received the EPF statement via post or via email, a copy of the EPF statement shall be requested at the nearby KWSP center.) |
| <input checked="" type="checkbox"/> | 4. Latest Audit Report
(For the LATEST FINANCIAL YEAR ONLY.) |
| <input checked="" type="checkbox"/> | 5. Company Representatives For The Purpose of Submission
(The Company Representatives must have at least 3 months EPF statement and must be working under the Company at least 6 months and above.) |
| <input checked="" type="checkbox"/> | 6. Business License – MPJBT / CJ2/ MITI / LMW |
| <input checked="" type="checkbox"/> | 7. Copy of K2 Forms
(The Company have to provide 3 months of the latest K2 forms.) |
| <input checked="" type="checkbox"/> | 9. Letterhead (10 pcs) |
| <input checked="" type="checkbox"/> | 10. The Listings for the New Joined and Resigned Workers For 3 Months |
| <input checked="" type="checkbox"/> | 11. A Banner For the Job Vacancy
(Banner must be at least 9 feet x 3 feet and must be hung in front of the factory and next to the company sign board.) |
| <input checked="" type="checkbox"/> | 12. A Copy of Job Vacancy Advertisement & Receipt of Payment
(If the Company has advertised the job vacancy in the newspaper such as Berita Harian, Metro, Sin Chew, China Press) |
| <input checked="" type="checkbox"/> | 13. Interview Forms – 3 Months Latest
(The form of interview for the candidates whom applied for the job vacancy in the latest 3 months) |
| <input checked="" type="checkbox"/> | 14. * Name list Of The Updated Foreign Workers |
| <input checked="" type="checkbox"/> | 15. * Copy of Form PA2/98 |
| <input checked="" type="checkbox"/> | 16. * Employment Contract & Offer Letter For 1 Local Worker & 1 Foreign Worker With The Same Position |
| <input checked="" type="checkbox"/> | 17. * 3 Months' Salary Slips for 1 Local Worker & 1 Foreign Worker With The Same Position |
| <input checked="" type="checkbox"/> | 18. * Copy of SPPA (FWCS) Insurances For All Of The Foreign Workers |

Company must have the document marked with (*) to be prepared for the purpose of investigation from the Labor Department, and the Labor Department reserves the right to REJECT the application upon non-completed documents.