

CHECKLIST FOR JCS APPLICATION - RESTAURANT

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| <input checked="" type="checkbox"/> | 1. Form 9, 24 dan 49 / Borang B atau D (Bukan Sdn Bhd) |
| <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. 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"/> | 5. Business License – MPJBT / MPKU/ MBBJ ETC |
| <input checked="" type="checkbox"/> | 6. Pictures Of The Signboard, Inside & Outside of The Restaurants |
| <input checked="" type="checkbox"/> | 7. Letterhead (10 pcs) |
| <input checked="" type="checkbox"/> | 8. The Listings for the New Joined and Resigned Workers For 3 Months |
| <input checked="" type="checkbox"/> | 9. Tenancy Agreement / Sales & Purchase Agreement
(An Agreement must be stamped and must be at least 3 years of an agreement.) |
| <input checked="" type="checkbox"/> | 10. 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"/> | 11. 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"/> | 12. * Name list Of The Updated Foreign Workers |
| <input checked="" type="checkbox"/> | 13. * Copy of Form PA2/98 |
| <input checked="" type="checkbox"/> | 14. * Employment Contract & Offer Letter For 1 Local Worker & 1 Foreign Worker With The Same Position |
| <input checked="" type="checkbox"/> | 15. * 3 Months' Salary Slips for 1 Local Worker & 1 Foreign Worker With The Same Position |
| <input checked="" type="checkbox"/> | 16. * 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.