

SYARAT KONTRAK KERJA INFORMAL / PRT

REQUIREMENTS		
DOMESTIC WORKER / PEKERJA		
1.	PASSPORT <i>PASPOR</i>	ORIGINAL & COPY
2.	WORKING PERMIT <i>PERMIT KERJA</i>	ORIGINAL & COPY
3.	BANK BOOK / BANK STATEMENT <i>BUKU SIMPANAN BANK</i>	ORIGINAL & COPY
	*UPDATED AND MINIMUM BALANCE RM 1000.00	
4.	MONEY TRANSFER RECEIPT <i>TANDA BUKTI KIRIMAN UANG</i>	ORIGINAL & COPY
5.	HEALTH INSURANCE (MALAYSIA) <i>ASURANSI PEKERJA ASING</i>	COPY
	<i>* Post Office or Others</i>	
6.	MITRA TKI INSURANCE (INDONESIA) <i>ASURANSI MITRA TKI</i>	COPY
	<i>*One Stop Midlands – 3rd Floor</i>	
7.	FLIGHT TICKET (HOLIDAY PURPOSE) <i>TIKET (PERMOHONAN CUTI)</i>	COPY
8.	<i>KARTU PENDUDUK INDONESIA (KTP)</i>	COPY
EMPLOYER / MAJIKAN		
1.	IDENTIFICATION CARD <i>KAD PENGENALAN</i>	COPY
2.	MARRIAGE CERTIFICATE <i>SIJIL PERKAHWINAN</i>	COPY
3.	PREVIOUS EMPLOYMENT CONTRACT ACKNOWLEDGE BY KJRI PENANG <i>KONTRAK KERJA YANG LALU, DIKETAHUI OLEH KJRI PENANG</i>	COPY

- **SEDIAKAN SALINAN DALAM UKURAN KERTAS A4**
PLEASE PREPARE COPY IN A4 SIZE ONLY
- **SEDIAKAN SATU SALINAN UNTUK SETIAP DOKUMEN SAHAJA**
PLEASE PREPARE ONE COPY FOR EACH DOCUMENT

SYARAT KONTRAK KERJA FORMAL / 6P

REQUIREMENTS		
WORKER / PEKERJA		
1.	PASSPORT <i>PASPOR</i>	ORIGINAL & COPY
2.	WORKING PERMIT <i>PERMIT KERJA</i>	ORIGINAL & COPY
3.	HEALTH INSURANCE (MALAYSIA) <i>ASURANSI PEKERJA ASING</i>	COPY
	<i>(SKHPPA / SPPA / FWCSF / CIDP)</i>	
4.	MITRA TKI INSURANCE (INDONESIA) <i>ASURANSI MITRA TKI</i>	COPY
	<i>* One Stop Midlands – 3rd Floor</i>	
5.	4 (SET) KONTRAK KERJA FORMAL BESERTA COP SYARIKAT DI BAHAGIAN TANDA TANGAN MAJIKAN	ORIGINAL
6.	FLIGHT TICKET (HOLIDAY PURPOSE) <i>TIKET (KHAS UNTUK PERMOHONAN CUTI)</i>	COPY
EMPLOYER / MAJIKAN		
1.	IDENTIFICATION CARD <i>KAD PENGENALAN</i>	COPY
2.	WITNESS IDENTIFICATION CARD <i>KAD PENGENALAN SAKSI</i>	COPY
	<i>*UNTUK PEKERJA PROGRAM 6P</i>	
3.	BORANG SSM (FORM 9, FORM 24 & FORM 49)	COPY

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- **SEDIAKAN SATU SALINAN UNTUK SETIAP DOKUMEN SAHAJA
PLEASE PREPARE ONE COPY FOR EACH DOCUMENT**
- **SEDIAKAN EMPAT (4) SET KONTRAK KERJA UNTUK SETIAP SATU PEKERJA
PLEASE PREPARE FOUR (4) SET EMPLOYMENT CONTRACT FOR ONE WORKER**

SYARAT KONTRAK KERJA FORMAL (PROGRAM E-KAD)

REQUIREMENTS		
WORKER / PEKERJA		
1.	PASSPORT <i>PASPOR</i>	ORIGINAL & COPY
2.	E-KAD	ORIGINAL & COPY
3.	HEALTH INSURANCE (MALAYSIA) <i>(SKHPPA / SPPA / FWCSPP / ASURANSI PEKERJA ASING (CIDP))</i>	COPY
4.	MITRA TKI INSURANCE (INDONESIA) <i>ASURANSI MITRA TKI</i>	COPY
5.	4 (SET) KONTRAK KERJA FORMAL BESERTA COP SYARIKAT DI BAHAGIAN TANDA TANGAN MAJIKAN	ORIGINAL
EMPLOYER / MAJIKAN		
1.	IDENTIFICATION CARD <i>KAD PENGENALAN</i>	COPY
2.	BORANG SSM (FORM 9, FORM 24 & FORM 49)	COPY

- **SEDIAKAN SALINAN DALAM UKURAN KERTAS A4
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- **SEDIAKAN SATU SALINAN UNTUK SETIAP DOKUMEN SAHAJA
PLEASE PREPARE ONE COPY FOR EACH DOCUMENT**
- **SEDIAKAN EMPAT (4) SET KONTRAK KERJA UNTUK SETIAP SATU PEKERJA
PLEASE PREPARE FOUR (4) SET EMPLOYMENT CONTRACT FOR ONE WORKER**

ALAMAT ASURANSI MITRA TKI:

**MADANI MANDIRI SDN BHD
(PULAU PINANG)
488B-331, LT. 3, ONE STOP, MIDLAND PARK
JALAN BURMA, 10350, PENANG.
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