

Letter of Service Appointment

To: Yanhao HR Management Sdn. Bhd. [1180454-U]
 Agensi Pekerjaan Jieshan Manpower Sdn. Bhd. (1218583-X)
 Unit 28-7&28-3A, Dua Sentral, No.8, Jalan Tun Sambathan, 50470, Kuala Lumpur, Malaysia

We, hereby authorise Yanhao HR Management Sdn Bhd and Agensi Pekerjaan Jieshan Manpower Sdn. Bhd. (hereinafter refer to as the “Companies”) for all foreign workers recruitment free of service charge and the Employers are entitled to our promotion (ends on **30th, June 2017**). The Companies shall assist employer for participation in E-card/ESD. Any company information/documents collected shall be solely for the purpose of application and it will only be accessible to the Companies staff and Immigration Department Officials. The application will be conducted in Immigration Department online system(www.esd.imi.gov.my) and at Immigration Department Office counter in person.

- Sector: Manufacture Construction Agriculture/Plantation Service
- Service: E-card ESD
- Employer’s Foreign Worker Requirements:

Foreign Labor Type	No.	Gender	Age	Height	Weight	Basic Salary	OT (Y/N)	OT Salary
Unskilled/Skilled worker								Labor Law
Job Description								
Unskilled worker								Labor Law
Job Description								
Unskilled worker								Labor Law
Job Description								
Unskilled worker								Labor Law
Job Description								
Other Requirements								

Please provide the documents below for application:

Company name & registration Number/Sector & Sub Sector/Employer name/Employer IC copy/Copy of Company’s SSM form 9&24&49(SSM Certified)/ Company Profile/Latest audit account/Past 3-month bank statement/Application letter & forms and other documents requested by the Immigration Department

Sector License:

Construction Sector: Valid CIDB License/Work Contract;

Manufacture Sector: Manufacture license;

Agriculture /Plantation Sector: Land Grant (if individual Application)/Rental Contract of said Land;

Service Sector: PBT – Local Authority license/Photo of the premise

 (Please contact the Customer Executive for inquiry on documents requirements or call our head office at 03 2276 5666 / 03 2276 3999/03 2276 1222/03 2276 3222).

 Employer Signature & Stamp

Date: _____

Company Name:_____

Registration Number:_____