

Documents Checklist:

1. Application Letter to the Embassy of Nepal, Kuala Lumpur, and Letter of Undertaking (LOU).
2. Copy of the KDN Quota Approval Letter (Bahasa Malaysia, valid for more than 30 days) and its English translation (by Dewan Bahasa dan Pustaka, court interpreter, or certified translator), attested by the **Consular Division, Ministry of Foreign Affairs, Malaysia (MOFA)**.
3. Demand Letter (signed on every page by the employer and attested by both the Department of Labour, Malaysia, and the Consular Division of MOFA). Every page must include the **JTK stamp**.
4. Employment Contract (signed and stamped on every page by the employer — include basic salary only).
5. Power of Attorney (POA) with clearly printed **issue and expiry dates** (valid for a maximum of 2 years). Handwritten dates will not be accepted.
6. Hostel Accreditation Certificate or a copy of the **application submitted to JTK** for hostel accreditation.
7. **Company Profile** – A brief profile outlining the nature of business, services/products offered, workforce size, operational locations, and any relevant business credentials or achievements.
8. Agency Agreement between the employer and the Nepali recruitment agency, duly signed by the Director and stamped.
9. Assurance Note on company letterhead, signed and stamped.
 - Include **Appendix A** listing the client details (deployment locations for new workers) – must be notarized (Notary Public).
 - For the **Security and Cleaning sectors only**, each client listed must sign a **Manpower Supply Agreement** – also notarized.

Note:

The **Demand Letter, Employment Contract**, and all related documents must be signed by the **Chief Executive Officer, Executive Director, or an Authorized Manager**.