

CHECK LIST OF DOCUMENTS

1.	Documents, on the specified format, notarized and verified from <i>Wisma Putra</i>, for attestation:	
	i.	Demand Letter
	ii.	Employment Contract / FSA
	iii.	Power of Attorney
	iv.	Affidavit of Employer
2.	Covering letter for High Commissions of:	
	i.	Pakistan (Kuala Lumpur)
	ii.	Malaysia (Islamabad / Karachi)
3.	i. Authority Letter for the representative	
	ii. Copy of passport / Identity Card and business card of the representative	
4.	Approval Letter of KHEDN	
	i.	Original copy (seen on submission and delivery of documents)
	ii.	Attested copy certified by <i>Wisma Putra</i>
	iii.	Translated copy certified by <i>Wisma Putra</i>
5.	Company Information (ROC) from Companies Commission of Malaysia (English version):	
	i.	Name of Directors of the company
	ii.	Balance Sheet and Profit and Loss Account
	iii.	Nature of Business of the company
6.	Company Profile / Corporate Information	
	i.	Details of production facilities (Manufacturing)
	ii.	Contracts details (Construction / Service)
	iii.	CIDB registration (Construction)
	iv.	Land ownership and lease documents (Plantation / Agriculture)
	v.	Number of existing local workers
	vi.	Number of existing foreign workers
	vii.	Copy of existing workers' pay slips

TICK (✓) IF ATTACHED AND CROSS (X) IF NOT ATTACHED

EMPLOYER

REPRESENTATIVE

OFFICIAL
PAKISTAN HIGH COMMISSION