

ADDITIONAL DOCUMENT – 1
(Notarization or High Commission's Attestation NOT REQUIRED)

COVERING LETTER FOR PAKISTAN HIGH COMMISSION, KL, MALAYSIA

Date: _____

**The High Commission for Islamic Republic of Pakistan,
132, Jalan Ampang, 50450,
Kuala Lumpur, Malaysia.**

Attention : Attache (Community Welfare & Labour Affairs)

**SUBJECT: APPLICATION FOR THE ENDORSEMENT / ATTESTATION OF LEGAL
DOCUMENTS TO RECRUIT WORKERS FROM PAKISTAN.**

Respected Sir,

Refer to the above, we have appointed the following company in Pakistan as our recruiting agent in Pakistan:-

M / S. Overseas Employment Corporation OR
M / S. XYZ (name of your Overseas Employment Promoter in Pakistan),
Complete Address & City Name
Phone Nos.
Fax No.
Email Address
Website (if any)

2. We would like to have your kind attention to endorse / attested the following documents for us in order to have successful recruitment exercise and to do interviews in Pakistan to collect the CV's and Medical Certificates of the Pakistani workers:-

- | | |
|-------------------------------|----------------------------------|
| 1. Affidavit. | 2. Power Of Attorney. |
| 3. Letter of Demand. | 4. Employment Contract. |

3. For your reference we are enclosing one set of photocopy of the above documents along with other supporting documents (Approval Letter of KHEDN, the certified English translation of the same, Company Information [from Companies Commission of Malaysia] and the company profile) for your good office. We believe that the above documents are in order.

4. We are looking forward for your kind co-operation on the said matter.

Thank you,

Yours truly,
(Signature of Employer)
(Name of the Employer)
Phones: _____ Fax: _____
H / P: _____ E-mail: _____