

**BASIC DOCUMENT – 1**  
**(Notarization & Countersignature of Wisma Putra REQUIRED**  
**High Commission’s Attestation REQUIRED)**  
**(Employer Must Sign and Affix Seal on Each Page)**

**DEMAND LETTER**

**Date:.....**

To,

**M/S. OEC / OES of Fauji Foundation /  
the OEP (please mention name of your authorized OEP in Pakistan and his license no.)  
(mention complete address)  
(mention name of city).**

Dear Sirs,

**SUBJECT: DEMAND LETTER FOR RECRUITMENT OF (mention number of  
worker) WORKERS FROM PAKISTAN, IN (mention sector).**

We hereby appoint your company to recruit and Collect Relevant CV’s with Medical of Pakistani male \_\_\_\_\_ workers for employment with our company and to liaise with relevant authorities in Pakistan concerning this recruitment.

Item	Category	Number

**\*Note 1 – For All Sectors**

The Pakistani OEP (himself and all his business partners and representatives both in Pakistan and in Malaysia) are requested to charge from a successfully selected worker for Malaysia, an amount not more than the approved rate of the Government of Pakistan i.e. Pak Rs. 60,000.00 equivalent to RM 4,000.00 at the most. This should include all expenses such as air ticket from Pakistan to Malaysia, passport fees, medical examination fees, government fees / charges, and all other related expenditures.

**Note 2 – For Plantation / Agriculture Sectors**

The workers **MUST** be selected from the agrarian belts of Pakistan with basic knowledge and experience of working in the agriculture / plantation fields. This fact **SHOULD** be publicized in the newspaper advertisement.

**Note 3 – For Service (Cleaning) Sector**

Each worker **MUST** be briefed properly that he is basically a cleaning worker. The nature of his job will include sweeping and cleaning, in addition to other tasks assigned by his employer for upkeep and maintenance of the premises, where he will be employed. This fact **SHOULD** be publicized in the newspaper advertisement.

***\* for mandatory incorporation in the Demand Letter.***

**OUR RECRUITMENT TERMS AND CONDITIONS ARE AS FOLLOW :-**

1. Age : \_\_\_\_\_ years old
2. Nature of Work (Briefly) : \_\_\_\_\_.
3. Monthly Salary : RM\_\_\_\_\_ per month
4. Monthly Levy Deduction : RM\_\_\_\_\_ per month  
**If there will be no work in\_\_\_\_\_ (principle company)\_\_\_\_, \_\_\_\_\_ (outsourcing company)\_\_\_\_ will give RM 400.00 per month to every worker and levy will not be deducted.**
5. Increment : Based on performance
6. Allowances : (mention appropriate allowances)
7. Period of Contract : 3 years and extended on mutual agreement.
8. Accommodation : Provided by the Employer
9. Food : On the account of Employee / Employer  
(delete inappropriate)
10. Medical Facilities : As per Malaysian Labour Laws
11. Annual Medical Examination : Paid by employer
12. Bankers Guarantee in favour of the Immigration Department of Malaysia : Paid by the Employer
13. Air Passage : Free air passage upon completion of 3 years contract
14. Leave and Holiday : As per the Malaysian Labour Law
15. Normal Working Hours : 8 hours per day
16. Overtime Allowance : As per Malaysian Labour Laws
17. Payment of Levy : Paid by the company and deducted from monthly salary of employee in 12 equal installments
18. Payment of Insurance Premium : Paid by the employer
19. Transport : Provided by the employer from accommodation to work place.
20. Death compensation : As per the Malaysian Labour Law (covered by FWCS)
21. Repatriation of terminated workers (due to para 18 & 19 of contract) : Paid by the employee
22. Repatriation of sick, disabled workers : Paid by the employer
23. Repatriation of Dead Body : Paid by the employer (covered by FWCS)

Kindly arrange to recruit the above-mentioned categories at the earliest.

Thank you,

Yours faithfully,

\_\_\_\_\_  
Name of the Employer  
(Managing Director)

Certified and attested in the country of employment  
By the Embassy of the Islamic Republic of Pakistan in  
Malaysia

Full name :

Designation and Seal :

Date :