

Preparation

1. Buy Malaysian Insurance – Foreign Maid Protection (RM90).
 - a. You can buy from Pos Malaysia or any Insurance Agent or both nearby Indonesian Embassy
 - b. Indonesian Insurance is not required as of July 2018
2. Photostat copy of Malaysia Insurance
3. (2 copies) Photostat copy of employer IC
4. (2 copies of 3 pages) Photostat copy of maids passport (page 1 with picture and details, page 2 the current visa, page 3 the last page with details of previous passport)

Day One

1. Maid enters through Gate 1 (gate is open as early as 6AM). Queue to get number and bring with her
 - a. Photostat copy of employer IC
 - b. Photostat copy of maids passport (page 1 with picture and details, page 2 the current visa, page 3 the last page with details of previous passport)
 - c. Maid's passport
 - d. RM109 (Biaya Passpor RM92 + Jasa TI Biometrik RM17)
2. Employer enters through Gate 1 (open at 9:00AM).
 - a. Counters for working contract (30, 31 and 32) are only open from 9:30AM.
 - b. Ask counter to get two copies of contract and fill in.
 - c. Maid will be waiting at another room waiting for passport renewal. If the number still far, take her to working contract counter to have interview first.
 - i. During interview you may ask to increase salary as stated in contract. Modify it and put your signature on it on both copies
 - d. During contract submission, also attach
 - i. Photostat copy of employer IC
 - ii. Photostat copy of maids passport (page 1 with picture and details, page 2 the current visa, page 3 the last page with details of previous passport)
 - iii. Maid's passport
3. Note
 - a. Process #1 of passport renewal will take time up to afternoon (all counters will be closed during lunch 1PM-2PM)
 - b. At the end of the day 1, you will be getting 2 items
 - i. Bukti Pengantar Pembayaran
 - Bring this receipt to collect new passport after 3 business days (date will be stamped)
 - ii. Small paper attach to passport
 - Show this paper with passport to collect contract after 3 business days (date is written on the paper)

Day Two

Maid presence is not required.

Bring

- Maid's passport
- Receipt "Bukti Pengantar Pembayaran"

1. Enter through Gate 2 (show passport and receipt to gatekeeper)
2. Collect queue number
3. Go upstairs and wait

Note: If still have time, proceed to Immigration department. Refer Day Three

Day Three

Maid presence is not required

1. Bring maid's old and new passport
2. Go to section for Pembantu Rumah and take queue number (Antrian Pengambilan)
3. Office will update maid's new passport in the system (FOC)
4. If FOMEMA medical examination is not required or had already completed, logon to MyEG and submit visa renewal as usual

Receipt: Bukti Pengantar Pembayaran

KEDUTAAN BESAR REPUBLIK INDONESIA
KUALA LUMPUR
No.233 Jalan Tun Razak, WP KL 50400 KUALA
LUMPUR, MALAYSIA
Telp : +603-21164000; Fax :+603-21417908

Lembar untuk : Pemohon / Bank
Dicetak Tanggal: 24-07-2018
No.Permohonan (Imigrasi): [REDACTED]

BUKTI PENGANTAR PEMBAYARAN

Nama : [REDACTED]
Tanggal Lahir : 01-07-1974
Jenis Permohonan : 1A13 - 48H Perorangan Penggantian - Habis Berlaku

Biaya Paspor	RM	92.00
Jasa TI Biometrik	RM	17.00
Jumlah	RM	109.00

Pemohon datang kembali ke Kantor Imigrasi untuk proses pengambilan paspor

Catatan:
- Pembayaran paling lambat dalam 7 hari kerja pada bank
- Untuk pembayaran ke SIMPONI, silahkan datang kembali ke IMIGRASI untuk konfirmasi NTPN sesuai PMK Nomor 32/PMK.05/2014 tentang sistem penerimaan negara secara elektronik
- Untuk pembayaran non SIMPONI, silahkan datang kembali dalam 3 hari kerja setelah melakukan pembayaran.
- Apabila pemohon tidak datang kembali dalam 30 hari, sejak tanggal permohonan, permohonan dinyatakan batal.
- Tanda Terima ini harus dibawa bersama dengan tanda bukti pembayaran untuk mendapatkan paspor.

No.Billing (Bank): [REDACTED]

12.7 JUL 2018

Antrian Pengambilan

27-JUL-18 (23:25:47)
Antrian Pengambilan
E 0285
AI-2
R [REDACTED]
561100000 [REDACTED] 0
..: PERHATIAN :..

perhatikan PANGGILAN antrian paspor adalah dokumen negara jangan sampai hilang/rusak atau jatuh ke tangan orang lain

< KBRI Kualalumpur >

Additional Requirement

FOMEMA medical examination is required base on year of visa application.



IMPORTANT NOTICE! (Maid Permit Renewal)

Based on the new guidelines by the government, a FOMEMA medical examination is now required on subsequent alternate years after the first three years, until the maid returns home. Please ensure FOMEMA is done, if applicable, before proceeding with renewal of PLKS of the respective maid.

RENEWAL YEAR	FOMEMA REQUIRED
1 st Year	YES
2 nd Year	YES
3 rd Year	YES
4 th Year	NO
5 th Year	YES
6 th Year	NO
7 th Year	YES
8 th Year	NO
9 th Year	YES
10 th Year	NO
11 th Year	YES
12 th Year	NO
13 th Year and so on	YES

Credit

[Mazlyn's Blog](#)

[DIY Reminder Blog](#)

If you found this information is useful and would like to contribute financially to my kids school Parent Teacher Association, please transfer to

Bank: CIMB

Account Name: PERSATUAN IBU BAPA-GURU

Account Number: 8600060109

Email: ydp@pidg-skijk1.net

Disclaimer

Process and procedure may be changed overtime. Above information was correct as of July 2018.