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

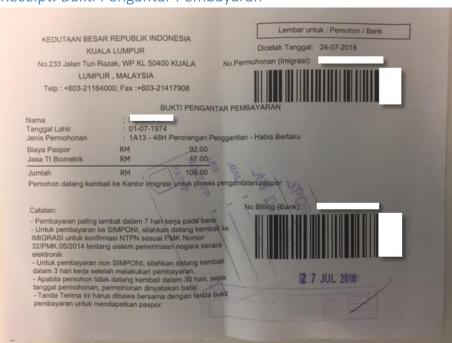
Note: If still have time, proceed to Immigration department. Refer Day Three

Day Three

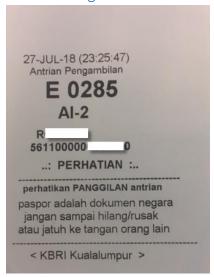
Maid presence is not required

- 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



Antrian Pengambilan



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
4th Year	NO
5 th Year	YES
6 th Year	NO
7 th Year	YES
8 th Year	NO
9th 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@pibg-skjk1.net

Disclaimer

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