SENARAI SEMAK
DOKUMEN UNTUK PERMOHONAN AP & LESEN
UNTUK KEGUNAAN MAJIKAN DAN PEJABAT TENAGA KERJA

(*Document Check List for application of AP & Licence. To be used by employer and Labour Office)*

NAMA SYARIKAT / MAJIKAN : _____

(Name of Company / Employer)

Bil.	A. **Jenis Permohonan** (*Types of Application*) B. **Dokumen-dokumen yang diperlukan** *(Documents to be Submitted)*	**AP**				**3**		**4**		**5**		**6**		**7**	
		1 Permohonan AP Baharu (kali pertama) ***Application for AP (New)***		**2 Permohonan AP Tambahan** ***Application for AP (Additional)***		**Lesen Di Bawah AP** ***Licence under AP***		**Pembaharuan Lesen** ***Renewal of Licence***		**Lesen Gantian** ***Replacement of Licence***		**Permohonan Lesen Tempoh Singkat** ***Application for Short-Term Licence***		**Permohonan Kru Kapal Ikan** ***Application for Fishing Vessel Crew***	
		*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg
1.	Surat iringan permohonan oleh Majikan *An application letter by Employer*	√		√		√		√		√		√		√	
2.	JTKSWK. 27A (Baharu /*New)* (1 salinan/*1 copy*)	√										√		√	
3.	JTKSWK. 27A (Tambahan/*Additional*) (1 salinan/ *1 copy*)			√											
4.	JTKSWK. 27A-1 (1 salinan /*1 copy*)					√		√		√		√		√	
5.	JTKSWK. 27B (Pekerja Am/*General Worker)* (1 salinan/ *1 copy)*					√				√		√		√	
6.	JTKSWK. 27C (Pekerja Mahir/ *Skilled Worker*) (1 salinan/ *1 copy)*					√				√		√		√	
7.	JTKSWK. 27D (Pekerja Bukan Manual/*Non-Manual Worker)* (1 Salinan/1 copy))					√				√		√			
8.	Salinan fotostat Pasport Pekerja Yang Hendak Digaji (*A copy of passport of the would-be worker*)					√				√		√		√	

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		*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg
9.	Semuka penuh iklan melalui surat khabar (dalam Bahasa Melayu dan Bahasa Inggeris) kecuali permohonan pembaharuan lesen untuk sektor pertanian termasuk penanaman, ternakan, akuakultur bagi jawatan Pekerja Am sahaja & "*reflexology & health establishment"* (*A copy of newspaper advertisement on job vacancies with the exception of the agricultural sector including planting,livestock farming,aquaculture sectors for General Worker only & reflexology & health establishment)*	√		√				√							
10.	Pengesahan RTM berhubung siaran iklan kekosongan jawatan kecuali permohonan pembaharuan lesen untuk sektor pertanian termasuk penanaman, ternakan, akuakultur bagi jawatan Pekerja Am sahaja & "reflexology & health establishment" (*A copy of proof of advertisement on job vacancies through RTM with the exception of the agricultural sector including planting,livestock farming,aquaculture sectors for General Worker only & reflexology & health establishment)*	√		√				√							
11.	Majikan hendaklah mendaftarkan jawatan kosong dalam JobsMalaysia *(An employer is required to register the vacancies in JobsMalaysia)*	√		√				√							
12.	Salinan Sijil kelayakan akademik, jika kelayakan akademik disyaratkan. (*A copy of the academic qualification certificate if it is specifically required as per the advertisement)*					√				√					
13.	Salinan Testimonial, jika pengalaman bekerja disyaratkan (*A copy of the testimonial if it is specifically required as per advertisement)*					√				√		√			

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		*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg
14.	Salinan fotostat award kontrak (jika pemohon ialah kontraktor) (*A copy of the contract award (if the applicant is a contractor)*	√		√				√				√			
15.	Salinan Sijil pendaftaran dengan Jabatan Hutan/ Perbadanan Perusahaan Kemajuan Kayu Sarawak (Untuk Industri Berasaskan Kayu sahaja) *A copy of Registration Certificate with the Forest Department/Sarawak Timber Industry Development Corporation (in respect of wood based industry only)*	√		√											
16.	Salinan Lesen Projek Akuakultur/Lesen Menternak dari Jabatan Pertanian (jika berkaitan) *A copy of the Aquaculture Project from the Department of Agriculture (in respect of agricultural and farming sectors)*	√		√											
17.	Salinan Surat Geran Tanah/Surat Pengesahan yang dikeluarkan oleh Jabatan Tanah dan Survei / Salinan Perjanjian Syarikat Berkaitan Kerajaan (GLC)(Untuk Sektor Pertanian/Perladangan) (yang mana berkenaan) *A copy of Land Title from Department of Land & Survey/A copy of Goverment Link Company (GLC) agreement (in respect of agricultural sector)(whichever is applicable)*	√		√											

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		*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg
18.	Salinan Surat Geran Tanah/Surat Pengesahan yang dikeluarkan oleh Jabatan Tanah dan Survei / Lesen MPOB (Untuk Sektor Pekebun Kecil Kelapa Sawit) *A copy of Land Title from Department of Land & Survey / MPOB Licence (in respect of small holder oil palm plantation)*	√		√											
19.	Salinan fotostat Sijil Pendaftaran Perniagaan *A copy of Business Registration Certificate*	√										√			
20.	Salinan fotostat Lesen Perniagaan *A copy of Business Licence*	√		√								√			
21.	Salinan fotostat Lesen menggaji yang hendak diperbaharui *A copy of Licence of employment to be renewed*							√							
22.	Salinan surat Permohonan Menggunakan Kru Asing di atas Vesel Menangkap Ikan dari Jabatan Perikanan Sarawak *A copy of application letter to hire foreign crew on board Local Fishing Vessel issued by Department of Fisheries Sarawak.*					√		√		√				√	
23.	Surat iringan permohonan untuk mengganti lesen baru yang tidak dipungut kerana pekerja tidak akan masuk ke Sarawak *An application letter to replace the new licence which has not been collected because the worker will not enter Sarawak*									√					
24.	Salinan Borang 49 (*A copy of Form 49*) – Return Giving Particulars in register of Directors, Managers and Secretaries/Borang 24 – Return of Allotment of Shares (Share Holders) or an extract of Company's Corporate Information from Companies Commission of Malaysia (SSM) in respect of a Private Limited or Limited Company.	√										√			

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25.	Salinan Lesen Kebenaran Polis bagi perniagaan logam/barang lusuh dan kitar semula yang dikeluarkan oleh Polis Diraja Malaysia (PDRM) (jika berkaitan) *A copy of a permit issued by the Royal Police Department of Malaysia (PDRM) for trading of metals/used items and recycle items (if relevant)*	√		√				√							
26.	Salinan fotostat Lesen Di bawah "The Local Authorities (Reflexology And Health Establisment) By Law, 2009" daripada Majlis Perbandaran Tempatan bagi Sektor *Reflexology and Health Establisment* (jika berkaitan) *A copy of Licence issued under The Local Authorities (Reflexology and Health Establishment) By Law, 2009 bt The Local Authorities concerned (if applicable)*	√		√				√							
27.	Salinan Lesen burung walit daripada Jabatan Hutan Sarawak /Jabatan Pertanian / Majlis Perbandaran (yang mana berkenaan) *A copy of a permit on rearing of swiftlets issued by Forest Department Sarawak / Department of Agriculture / Local Authority (whichever is applicable)*	√		√				√							
28.	Salinan Lesen lombong arang batu,pasir atau kuari oleh Jabatan Tanah dan Survei (jika berkaitan) *A copy of Licence for extracting of bauxite, sand or quarrying issued by Department of Land & Survey (if relevant)*	√		√				√							
29.	Salinan Lesen Punca Air Minuman Berbungkus Air Mineral Semulajadi oleh Kementerian Kesihatan (jika berkaitan) *A copy of a factory Licence to process the mineral water issued by Ministry of Health Malaysia (if relevant)*	√		√				√							

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		*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg	*M	**Peg
30.	Lesen Pengilangan oleh Kementerian Perdagangan Antarabangsa & Industri bagi perusahaan perkilangan (jika berkaitan) *A copy of Manufacturing Licence issued by Ministry of International Trade & Industry for manufacturing (if relevant)*	√		√				√							
31.	Sijil Perakuan Pendaftaran CIDB (Sektor Pembinaan sahaja) *A copy of certification/Registration with CIDB (Construction sector only)*	√		√											
32.	**Memo Periksa Keluar (MPK)** bagi pekerja yang telah balik ke negara asal atau Repot Polis jika pekerja melarikan diri. (*A copy of Check Out Memo or Police Report to be submitted)*			√											

M :** ***Majikan /Employer ****Peg :** ***Pegawai/Officer*** *(**Pejabat Tenaga Kerja**/Labour Office)*

Untuk Kegunaan Rasmi Sahaja
For Official Use Only

Permohonan yang lengkap bil : ..... bertarikh .....

diterima oleh Pejabat Tenaga Kerja ini pada : .....

Borang permohonan dikemukakan oleh :

Nama/*Name* : .....

No. Kad Pengenalan : .....

Jawatan : .....

(Letter of Authorisation dikepilkan (√ jika berkenaan) : ……...

Disemak oleh (Nama) :
.....

Ulasan oleh Pegawai Menyemak : **LENGKAP** ☐

TIDAK LENGKAP ☐
Jika tidak lengkap, sila beri komen
……..
……..

Tandatangan Pegawai Penyemak : ……..
Tarikh : ……..

*** ***Peringatan***: Bagi semua permohonan AP tambahan majikan dikehendaki mengemukakan **Memo Periksa Keluar (MPK)** bagi pekerja yang telah balik ke negara asal atau **REPOT POLIS** jika pekerja melarikan diri.