



Bil.	Dokumen-dokumen yang dikemukakan (Documents to be Submitted)  (1 Salinan / 1 Copy)	JENIS PERMOHONAN (TYPES OF APPLICATION)													
		AP				Lesen Menggaji Pekerja Bukan Pemastautin / License to Employ Non-Resident Employee									
		Baharu New		Tambahan Additional		Baharu New Licence		Pembaharuan Renewal		Gantian Replacement		Tempoh Singkat Short-Term		Kru Kapal Ikan Fishing Vessel Crew	
		M	Peg	M	Peg	M	Peg	M	Peg	M	Peg	M	Peg	M	Peg
15	Salinan Surat Geran Tanah/ Surat Pengesahan Jabatan Tanah dan Survei / Lesen MPOB (Untuk Sektor Pekebun Kecil Kelapa Sawit) / Copy of Land Title from Department of Land & Survey / MPOB Licence (in respect of oil palm small holder)	√		√											
16	Salinan fotostat Sijil Pendaftaran Perniagaan / Copy of Business Registration Certificate	√										√			
17	Salinan fotostat Lesen Perniagaan / Copy of Business Licence	√		√								√			
18	Salinan Lesen Menggaji Pekerja Bukan Pemastautin yang diperbaharui / Copy of Licence to Employ Non-resident Employee to be renewed							√							
19	Salinan "Surat Sokongan Penggunaan Kru Bukan Warganegara (Termasuk Negeri Di Luar Sarawak) Di Atas Vesel Penangkapan Ikan Tempatan Bagi Tujuan Permohonan Lesen Menggaji Pekerja Bukan Pemastautin" dari Jabatan Perikanan Sarawak.													√	
20	Salinan Borang /Form 49 dan Borang / Form 24 – in respect of a Private Limited or Limited Company  Borang / Form 49- Return Giving Particulars in register of Directors, Managers and Secretaries/  Borang / Form 24 – Return of Allotment of Shares (Share Holders) or an extract of Company's Corporate Information from Companies Commission of Malaysia (SSM).	√										√			
21	Salinan Lesen Kebenaran bagi perniagaan logam/barang lusuh dan kitar semula dari Polis Diraja Malaysia (PDRM) (jika berkaitan). Copy of a permit issued by the Royal Police Department of Malaysia (PDRM) for trading of metals/used items and recycle items (if relevant)	√		√				√							
22	Salinan Lesen Di bawah "The Local Authorities (Reflexology And Health Establishment) By Law, 2009" daripada Majlis Perbandaran Tempatan bagi Sektor Reflexology and Health Establishment (jika berkaitan) / Copy of Licence issued under The Local Authorities (Reflexology and Health Establishment) By Law, 2009 by The Local Authorities concerned (if applicable)	√		√				√							
23	Salinan Lesen Burung Walit dari Jabatan Hutan Sarawak /Jabatan Pertanian /Majlis Perbandaran (yang mana berkenaan). Copy of License on rearing of swiftlets issued by Forest Department Sarawak / Department of Agriculture / Local Authority (whichever is applicable)	√		√				√							
24	Salinan Lesen mengekstrak lombong Arang Batu, Pasir atau Kuari oleh Jabatan Tanah dan Survei (jika berkaitan) /Copy of Licence for extracting of bauxite, sand or quarrying issued by Department of Land & Survey (if relevant)	√		√				√							
25	Salinan Lesen Punca Air Minuman Berbungkus Air Mineral Semulajadi oleh Kementerian Kesihatan (jika berkaitan) / Copy of a factory Licence to process the mineral water issued by Ministry of Health Malaysia (if relevant)	√		√				√							

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		Baharu New		Tambahan Additional		Baharu New Licence		Pembaharuan Renewal		Gantian Replacement		Tempoh Singkat Short-Term		Kru Kapal Ikan Fishing Vessel Crew	
		M	Peg	M	Peg	M	Peg	M	Peg	M	Peg	M	Peg	M	Peg
26	Lesen Pengilangan oleh Kementerian Perdagangan Antarabangsa & Industri bagi sektor Perkilangan (jika berkaitan) / Copy of Manufacturing Licence issued by MITI for manufacturing sector (if relevant)	√		√				√							
27	Sijil Perakuan Pendaftaran CIDB / Copy of Certification/Registration with CIDB (Sektor Pembinaan sahaja / Construction sector only)	√		√											
28	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 (Rujuk Catatan No. 5 / Refer Notes No.5)			√				√							

**Catatan / Notes:**

1. M : Majikan /Employer      Peg : Pegawai/Officer (Pejabat Tenaga Kerja/Labour Office)
2. Pengesahan Award (Perkara 11senarai semak): Award perlu dibuat pengesahan oleh syarikat yang menawarkan award jika pemohon adalah sub-kontraktor pembinaan. Syarikat yang menawarkan award boleh membuat pengesahan dalam bentuk surat atau dengan mengecopkan salinan award berkenaan dengan menyatakan award ditawarkan kepada pemohon dan tempoh dan status siap projek. Bagi pemilik projek pembinaan, dokumen sebagai pemilik projek perlu disertakan / Award Confirmation (Item 11 checklist): The award needs to be confirmed by the company offering the award if the applicant is a construction sub-contractor. The company offering the award can make a confirmation in the form of a letter or by stamping on a copy of the award with a remarks on the duration and status of completion of the project. If the applicant is the owner of the project, documents as the owner of the project must be attached.
3. Selepas permohonan dikemukakan melalui sistem MSEN, **dokumen sokongan ini** boleh dihantar samada melalui urusan di kaunter Pejabat Tenaga Kerja, emel atau melalui pos ke Pejabat Tenaga Kerja yang berdekatan dengan tempat pekerjaan. Sila rujuk Laman Web Jabatan Tenaga Kerja Sarawak untuk maklumat emel dan alamat Pejabat Tenaga Kerja berkenaan /After the application is submitted through the MSEN system, **these supporting documents** can be sent either through the Labour Office counter, email or by post to the Labor Office nearest to the place of employment. Please refer to the Department of Labour Sarawak website for email and address of the Labor Office.
4. Majikan harus memastikan bahawa no passport pekerja adalah sama dengan passport pekerja dalam lesen yang hendak diperbaharui. Tiada pindaan passport baharu pekerja akan dibenarkan semasa lesen pembaharuan dikeluarkan / Employers must ensure that the employee's passport number is the same as the employee's passport in the license to be renewed. No amendment of the employee's passport will be allowed during the renewal license application.
5. Majikan wajib mengemukakan Memo Periksa Keluar (MPK) bagi pekerja yang telah balik ke negara asal atau Laporan Polis sekiranya pekerja melarikan diri. Ini bagi mengelak permohonan tidak dipertimbangkan terutama dalam urusan permohonan AP Tambahan dan Lesen Gantian / Employers are required to submit an Check Out Memo (CMO) for employees who have returned to their country of origin or a Police Report if the employee absconded. The application may not being considered, especially in the matter of Additional AP and Replacement License applications in the absent of those document.
6. Borang JTKSWK 27A, JTKSWK 27A-1, JTKSWK 27B, JTKSWK 27C dan JTKSWK 27D di perkara 2-6 di atas dicetak melalui MSEN / Forms JTKSWK 27A, JTKSWK 27A-1, JTKSWK 27B, JTKSWK 27C and JTKSWK 27D in items 2-6 above are printed through MSEN.

**Untuk Kegunaan Rasmi Sahaja / For Official Use Only**

Permohonan AP / Lesen Rujukan : ..... bertarikh ..... diterima oleh Pejabat Tenaga Kerja ini pada : .....melalui (Sila √) : Kaunter ( ) Email ( ) Pos ( ) Letter of Authorisation dikepilkkan (Sila √) : Ya ( ) / Tidak ( ) Catatan : .....

**Borang permohonan dikemukakan oleh :**

Nama : .....  
No. Kad Pengenalan : .....  
Jawatan : .....

Permohonan AP / Lesen (Sila √) : **LENGKAP** ( ) / **TIDAK LENGKAP** ( )

*Jika tidak lengkap, sila beri ulasan dan tindakan*

.....  
.....  
.....

Tandatangan : .....  
Nama Pegawai : .....  
Tarikh : .....