

Appendix C: Requirements for Hiring a Domestic Worker in Malaysia

GUIDELINES FOR TAKING IN A FOREIGN DOMESTIC WORKER (PRA)

REQUIREMENTS

1. All forms and matters related to what has been determined, are to be brought forth by the employer or a foreign labor agency registered with the Malaysian Department of Immigration, to a Malaysian Negeri/State Department of Immigration (according to the employer's address).
2. The employer must have a child in need of care and overseeing or an ill parent.
3. The employer's wife must work and only one domestic worker may be requested per family.
4. Foreign domestic workers should be derived from citizens of Indonesia, Thailand, Cambodia, the Philippines or Sri Lanka.
5. The age of foreign domestic workers should be no less than 25 years and no more than 45 years.
6. The income of an employer who wishes to compensate Filipina and Sri Lankan domestic workers should be RM 5,000.00 and for Indonesian, Thai and Cambodian domestic workers should be RM 3,000.00.
7. Prospective foreign domestic workers must be in their home country and enter/arrive in Malaysia using a Visa with Referral.
8. Endorsement of the temporary work permit should be obtained at a Malaysian State/Negeri-level Department of Immigration that should finish processing it within 1 month after the arrival date.
9. Foreign domestic workers are not allowed to marry citizens of their host country or foreign laborers working in this country.
10. Foreign domestic workers should always watch their conduct at all times and should not be involved with activities that go against the ethics/culture of the host area.
11. An extension of the duration of the temporary work permit should be announced to Immigration officials of any place three (3) months before the expiration date of the temporary work permit.
12. Foreign domestic workers are prohibited from swapping jobs or swapping employers.
13. Employers who are not of the Islamic faith are required to provide appropriate housing for Muslim foreign domestic workers and should not perform household tasks that go against the religion of Islam and should not state that they will not control their pigs or dogs.
14. Foreign domestic workers will exit with a Multiple Entry Visa for a time period of 12 months.
15. Employers are required to report to the Malaysian Department of Immigration if foreign domestic workers quit / are fired from their job or if they go missing or flee from the place where they should be working.

16. Employers are also required to take home domestic workers who are fired, ask to be released, have come to their passport expiration date or have their passport cancelled.
17. The Malaysian Department of Immigration has the right to cancel clearance or passports that have been issued.
18. Foreign domestic workers are prohibited from making Applications for Entry Permits while they hold temporary work permits.

**GARIS PANDUAN PENGAMBILAN
PEMBANTU RUMAH ASING (PRA)**

PERMOHONAN

1. Semua borang dan perkara yang berkaitan yang ditetapkan, dikemukakan oleh samada majikan atau agensi pekerja asing yang berdaftar dengan Jabatan Imigresen Malaysia, kepada Jabatan Imigresen Malaysia Negeri-Negeri (mengikut alamat majikan).
2. Majikan mesti mempunyai anak yang perlu perhatian dan jagaan atau ibu bapa yang sakit.
3. Isteri majikan mestilah bekerja dan hanya satu pembantu rumah layak dipohon untuk satu keluarga.
4. PRA hendaklah terdiri daripada warganegara-warganegara Indonesia, Thailand, Kemboja, Filipina ataupun Sri Lanka.
5. Umur PRA hendaklah tidak kurang dari 25 tahun dan tidak melebihi 45 tahun.
6. Pendapatan majikan yang hendak menggajikan PRA Filipina dan Sri Lanka hendaklah RM 5,000.00 dan bagi PRA Indonesia, Thailand dan Kemboja ialah RM 3,000.00.
7. Bakal PRA mestilah berada di negara asal dan masuk/datang ke Malaysia menggunakan Visa Dengan Rujukan.
8. Endosmen PL(KS) hendaklah diperolehi di Jabatan Imigresen Malaysia Negeri yang meluluskannya dalam masa 1 bulan dari tarikh tiba.
9. PRA tidak dibenarkan kahwin dengan rakyat tempatan atau pekerja asing yang bekerja di negara ini.
10. PRA hendaklah sentiasa memelihara tingkahlakunya setiap masa dan tidak terlibat dengan aktiviti yang melanggar susila/budaya tempatan.
11. Lanjutan tempoh sahlaku PL(KS) hendaklah dikemukakan kepada mana-mana pejabat Imigresen tiga (3) bulan sebelum tarikh tamat PL(KS).
12. PRA tidak boleh bertukar pekerjaan atau bertukar majikan
13. Majikan yang bukan beragama Islam dimestikan menyediakan tempat tinggal yang sesuai kepada PRA yang beragama Islam dan tidak melakukan kerja-kerja rumah yang bertentangan dengan agama Islam dan tidak memberi pengakuan tidak akan mengendalikan khinzir atau anjing.
14. PRA akan dikeluarkan dengan Multiple Entry Visa untuk tempoh 12 bulan.
15. Majikan bertanggungjawab melaporkan kepada Jabatan Imigresen Malaysia sekiranya PRA berhenti / diberhentikan kerja atau sekiranya hilang atau melarikan diri dari tempat sepatutnya dia bekerja.
16. Majikan juga bertanggungjawab menghantar pulang PRA yang diberhentikan, memohon berhenti, tamat tempoh Pas atau dibatalkan Pas.
17. Jabatan Imigresen Malaysia mempunyai hak membatalkan kelulusan atau Pas yang dikeluarkan.
18. PRA tidak dibenarkan membuat Permohonan Permit Masuk semasa memegang PL(KS).