

**HIGH COMMISSION OF INDIA
KUALA LUMPUR
RECALIBRATION PROGRAMME**

CHECK LIST AND SUBMISSION OF DOCUMENTS

1. Owners & Workers should be physically present while submitting the documents or representative should come with **authorised letter under company letter head with ID proof**

2. **Letter of undertaking**
 - To have seal by Notary Public (Location: law firm/court)
 - Certified by the Ministry of Foreign Affairs (Location: Wisma Putra, Putra Jaya)
 - ✓ Stamping to be done in the front page
 - ✓ To be printed on company letter head.
 - ✓ Only one original is required for a company
 - ✓ Director signature should match signature on Passport.

3. **Letter of Undertaking for Submission of passport of workers**
 - ✓ To have seal of Notary Public (Location: law firm/court)
 - ✓ Certified by the Ministry of Foreign Affairs (Location: Wisma Putra, Putra Jaya)
 - ✓ Stamping to be done in the front page
 - ✓ To be printed on company letter head.
 - ✓ Only one original is required for a company

4. **Employment Contract**
 - To be typed, except the signatures (Signatures in blue pen only).
 - Must be signed by employer, employee and witnesses.
 - To be printed on company letter head.
 - One original & one photocopy for each employee.
 - Worker signature should match signature on Passport.

5. **Company document**
 - Company profiles and company utility bills.
 - SSM (Enterprise).
 - Form 9, Form 24, Form 49 and SSM (Sdn Bhd / Berhad)

6. Employer National Identity Card and Passport

- Malaysian Passport and IC of the director who sign in the Letter Of Undertaking and Contract (Same Director).
 - ✓ One photocopy.
- In-case if more than **One** director, please provide **authorized Signatory letter**

7. Damaged passport

- Please bring original **passport** (workers) for verification,
 - ✓ One passport photocopy.

8. Lost passport

- Please bring passport photocopies and **original police report and photocopy** .

9. Recalibration programme payment receipt and Quota approval from Immigration

10. If applicant is holding physical passport which is valid for 18 months and above, they may directly approach Immigration.
11. You are required to bring along **your company rubber stamp**.
12. Kindly provide us the Financial statements of the company.

Arrangements:

1. Set of documents – Originals: Letter of undertaking, employment contract. (Paper clip)
2. Set of documents - Employment contract copies, SSM, company profile, Forms, owner's passport & IC, worker's passport copy, police report (for lost) and recalibration payment receipt.

– Finally use black binder clip and clip all above.



- a. Please note that all above need to be in clear copy.
- b. Don't use **stapler pins / bind the documents**.
- c. **Submit** all the above documents at High Commission of India, Wisma HRIH Lotus Level, Jalan Pahang, Setapak, 53000, **from 9.30am to 12 noon. (Monday-Friday)**

- d. Enquiry, phone calls 9.30am to 12 noon. (Monday-Friday)**
- e. Collection hour will be from 9.30 am to 12 noon. (Monday-Friday)**
Owner or company representative should come with **authorised letter under company letter head with ID proof** for collection.

For any enquiries kindly contact 03-40240990/1010 Extn 504/505,
(labour4.kl@mea.gov.in)

NOTE: After due approval, original contract will be attested and returned, rest will be kept at the High Commission of India.

For collection at the counter, please take prior appointment through email at
<labour4.kl@mea.gov.in>.