

Maid Work Permit & Documents Checklist

A plain-English summary of the permits, bonds, medical screening and employer documents involved in hiring a domestic helper in Malaysia. Treat this as a planning aid, not a final submission list — a licensed agency should confirm the current requirements for your case.

THE MAIN DOCUMENTS AND PERMITS AT A GLANCE

DOCUMENT / ITEM	WHAT IT MEANS	MAINLY HANDLED BY
Visa With Reference (VDR)	Entry approval before the helper comes to Malaysia.	Agency applies; Immigration approves
PLKS work pass	<i>Pas Lawatan Kerja Sementara</i> — the work permit itself.	Agency processes
Security / personal bond	Refundable bond required by Immigration. RM250 (Indonesian) / RM750 (Filipino) reference.	Employer funds; agency arranges
Insurance	Required medical, hospitalisation and personal-accident protection during employment.	Agency arranges
FOMEMA medical screening	Health screening after arrival and per the applicable renewal schedule.	Clinic performs; agency guides timing
Employer documents	ID, income proof, household need, application forms.	Employer provides
Helper documents	Passport, source-country clearances, medical report, departure documents.	Helper / source country, via agency

EMPLOYER DOCUMENTS TO PREPARE

- Identity documents** — IC for the employer (and spouse where relevant).
- Proof of income** — recent payslips, EPF statement or bank statements. Reference: RM5,000/mo (Filipino) · RM7,000/mo (Indonesian).
- Household-need documentation** — e.g. children's birth certificates, elderly parent's documents.
- Marriage or household-related documents** where the case requires.
- Application forms** — provided by the agency.
- Stamped personal bond & employment agreement** — arranged through the agency.
- Declaration forms** for religion or case-specific requirements.

FORMS YOU MAY HEAR NAMED

- PRA1** — new foreign domestic helper application form.
- PRA2** — replacement foreign domestic helper form.
- IM.12** — PLKS application form.
- IM.38** — visa application form.
- Stamped personal bond** — refundable; tied to proper exit.
- Helper's passport copy**, source-country medical report and clearances.
- Muslim-FDH declarations** if the situation requires.

WHAT NOT TO DO

- Assume the helper can start work before VDR and PLKS approval are in place.
- Ignore the income or eligibility requirements — submissions get rejected.
- Pay large sums without an itemised explanation of what is being processed.
- Accept vague answers about VDR, PLKS, bond, insurance or FOMEMA timing.
- Delay employer documents once the process starts — one day late often misses a window.
- Treat FOMEMA as optional, or forget renewals after arrival.