

EXELITE RESOURCES SDN BHD



FOREIGN WORKERS DEMAND FORM

EMPLOYER'S PARTICULARS

Date of Demand: / / Company Registration :

Name of Company :

Company Address :

Telephone No : Facsimile No :

Authorised Capital : R M Date of Incorporate : / /

Paid Up Capital : R M Gross Sales Per Annum : R M

Nature of Business :

Application Type : Requirement Date : / /

Equity Breakdown Sector :

Bumiputra % Manufacturing Construction

Non-Bumiputra % Plantation Agriculture

Foreign % Services

NUMBER OF EXISTING WORKERS being Employed

CATEGORIES	LOCAL WORKER (s)						FOREIGN WORKER (s)	
	MALE			FEMALE			MALE	FEMALE
	MALAY	CHINESE	INDIAN	MALAY	CHINESE	INDIAN		
Administration & Management								
Professional								
Technician, Supervisors & Similar work								
Clerical Staffs								
Agriculture & Fishing								
Production Operators								
General Workers								
Total								

FOREIGN WORKERS REQUIREMENT

Categories	Number of Foreign Worker (s)		Source Country of Foreign Worker (s)
	Male	Female	
Operator			
General Workers			

Bangladesh, Nepal, Vietnam, Myanmar, Indonesia, India, Pakistan, Sri Lanka, Thailand, Cambodia, Laos, China, Philippines and etc.

Preferred Age Group : -

Job Description :

Job Category :

Remarks :

Other Terms & Conditions

Restriction

- a) That the Employee shall not marry with any Malaysian and shall not participate in any political activities and of those connected with Trade Union in Malaysia.
- b) That the Employee shall not change his employment during the contract period and shall not carry or do business without the written permission from the Employer.
- c) That if the Employee is found creating social problems and or engaged in any illegal subversive or criminal activities then he/ she will be dismissed with immediate effect and will be repatriated back on his/ her own expenses.
- d) Any employee shall not organise, participate or be involved in any kind of industrial action during his term of employment.
- e) That if the Employee breaches any of the restrictions in Clause above or is convicted of any offence under any of the laws of Malaysia.

Termination of Service

- a) That if the Employee's Work Permit is withdrawn by the Malaysian authorities for any reason whatsoever.
- b) That if the Employee is absent from work for more than three (3) consecutive working days without a reasonable cause or leave.
- c) That if the Employee is discovered to be under-aged on first appointment entry.
- d) That if a medical doctor certifies the Employee medically unfit for employment.
- e) The Employer shall pay the basic salary of due months, if any workers are repatriated before completing the Employment Contract period, for whatsoever reason.
- f) The Employer shall provide a single journey from work place to Source Country after the completion of Employment Contract.

Other Terms and Conditions favourable to the Employer and Employee not covered herein and which are provided by the Laws of the Country of Employment shall apply and be part of the Contract.

Kindly arrange to recruit the above mentioned categories at the earliest.

Thank you.

Signature of Employer _____
Name _____
Designation _____
Date _____
Company Stamp

For Management Use Only

EXELITE RESOURCES SDN BHD (787718-U)

Unit 97-2, 2nd Floor, NZX Commercial Centre, Jalan PJU 1A/ 41B, PJU 1A, Ara Jaya, 47301 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Tel: 603- 7885 0648 (hunting line) Fax: 603-7885 0748 Email: info@exeliteresources.com Website: http://www.exelite.com.my