



the total recruitment people

SERVICES SECTOR (VARIOUS INDUSTRIES)

1. Restaurant

Criteria for Application:

- valid licence issued by local authority
- submits certificate of company/business registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits photographs showing front and interior of restaurant

Criteria for Consideration:

No. Of Seats	Cook	Restaurant Worker
70-140	10	12
140-250	12	20
250 >	20	30

2. Cleaning/Washing

Criteria for Application:

- company with business/company registration certificate (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits letter of job offer and duly stamped contract in force
- has a minimum paid-up capital of RM 100,000.00
- submits latest audited financial statement

Criteria For Consideration:

monthly contract value / RM 800 = total number of workers

3

3. Laundry

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has a business licence issued by local authority
- submits photographs showing front and interior of shop

Criteria For Consideration:

3 machines : 1 worker



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4. Cargo-handling

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has letter of confirmation and support from local port/airport authority
- submits copy of owner's identity card

criteria for consideration:

monthly sales value / 3
800

5. Resort Island

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 25 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits photograph and pamphlet of hotel/resort
- submits copy of owner's identity card

Criteria for Consideration:

total number of rooms/chalets :	20-50	: 10 workers
	50-100	: 20 workers
	>100	: 30 workers

6. Welfare Home

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- registered with the social welfare department
- submits copy of owner's identity card
- submits photographs of front and interior of premises

Criteria For Consideration:

old folks'/handicapped children's home	: 10 occupants	: 1 worker
orphanage	: 15 occupants	: 1 worker



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7. Grocery And Wholesale

Criteria for application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has business licence issued by local authority
- submits photographs of front and interior of shop
- submits copy of owner's identity card
- submits latest audited statement of account

Criteria for Consideration:

wholesale - annual sales value of 3 million : 5 workers
>3 million : 10-20 workers

retail – depending on area of shop with eligibility between 1 and 3 people

Shop Lot 1 front / floor : 1-3 persons
Shop Lot 2 fronts / floors : 3-5 persons

8. Textile

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by local authority
- submits latest audited statement of account
- submits photographs of front and interior of shop
- submits copy of owner's identity card

Criteria for Consideration:

area of shop 1 front/floor : 1-3 people
2 fronts/floors : 3-7 people

9. Goldsmith

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has business licence issued by local authority
- submits latest audited statement of account
- submits photographs of front and interior of shop
- submits copy of owner's identity card

Criteria for Consideration:

annual sales value:
less than rm500,000 : 2 persons
RM 500,000-rm1 million : 3 persons
> RM 1 million : 5 persons



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10. Barber

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by district/ municipal council
- submits photographs of front and interior of shop
- submits copy of owner's identity card

Criteria for Consideration:

depends on the seating capacity with a maximum of 3 persons

11. Scrap/Recycled Metal/Goods

Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by local authority plus licence issued by the royal malaysian police
- submits photographs of front and interior of shop
- submits copy of owner's identity card
- submits latest account statement that is audited/verified by certified accountant

Criteria for Consideration:

processing rate in weight of material per day

5-10 tons : 3 persons

10-50 tons : 5 persons

> 50 tons : 15 persons

All documentation must be accompanied by the original document for verification purposes.