

CHECKLIST FOR PLKS RENEWAL (MCO PERIOD ONLY)

Required Documents within MCO PERIOD ONLY:

- Copy Passport (date of expiry of the passport must be more than 12 months)
- Copy PLKS (date of expiry of the PLKS must be **from 18th March 2020 onward**)
- FOMEMA result – SUITABLE (**Renewal in the year 2,3,5,7 & 9 only**)
- Employer's Application Letter (for Extension of PLKS)
- Details of worker's next of kin (PEWARIS) – Relationship & source country address of the next of kin

Required Documents after 5 days MCO PERIOD END:

- Original Passport
- Latest SOCSO Statement for 3 months (ACR/Receipt & Form 8A)
- Latest EPF Statement (3 Months)
- Authorized letter (if the APS represents a company for document submission)
- Valid Clab certificate & CIDB Certificate
- Renewal Green Card Form -

Required Payments

All payable to **Construction Labour Exchange Centre Berhad Account:**

- Jabatan Imigresen - **Ketua Pengarah Imigresen Malaysia**
(*Processing Fees / Visa / Levi*)
- CLAB - **Construction Labour Exchange Centre Berhad**
(*Admin Fees*)
- CLAB - **Construction Labour Exchange Centre Berhad**
(*Green Card Fees*)
- Insurance – **QBE Asia Pacific-Malaysia**
(*Insurance Guarantee / FWHS / Stamp Duty*)

PAYMENT IS REQUIRED TO BANK IN OR TRANSFER TO CLAB ACCOUNT 2 DAYS UPON RECEIVING EMAIL APPROVAL FROM CLAB

The guidelines by the Immigration Department stipulate that employers must take appropriate steps to renew the work permit of their workers **3 months** before their expiry.

We would advise employers to place importance on this annual medical examination to avoid unnecessary inconvenience due to last minute examination. We also wish to caution employers that they may be subject to **COMPOUND/FINE** by Immigration Department for late renewal.

Kindly be reminded that we could not process further should we do not received your complete

application.

Thank You

CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD

FOR CLAB USE ONLY

CLAB registration status : ACTIVE IN-ACTIVE

Checked by : _____

Signature : _____

Date : _____