

CHECKLIST FOR PLKS RENEWAL

1. The document & payment that need to be prepared to complete this application:-

Required Documents

No	Document	Tick <input type="checkbox"/>
1	Checklist For PLKS Renewal	
2	Original Passport (date of expiry of the passport must be more than 12 months)	
3	FOMEMA result (Renewal in the year 2,3,5,7,9,11 AND 13)	
4	Employer's Application Letter (for Extension of PLKS) printed on Company Letterhead.	
5	Latest 1 Month SOCSO statement of the foreign workers (Form 8A)	
6	Details of worker's next of kin (PEWARIS) – Relationship & source country address of the next of kin	
7	Other document (Please Specify).....	
Additional Document for Company Representative		
1.	Director / Owner of company : (i) IC Copy (front & back); and (ii) Copy of Form 49, SSM Document (MyData) / Form B & D	<input type="checkbox"/> <input type="checkbox"/>
2.	Employee Representing The Company : (i) IC Copy (front & back); (ii) EPF Statement (Latest 3 months) (iii) Authorize Letter from Director of the Company printed on Company Letterhead	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.	Agensi Pekerjaan Swasta (APS) License C Category: (i) Copy of valid APS License; (ii) IC Copy (front & back); (iii) Copy of APS representative card (front & back); (iv) Appointment Letter from Director of the Company to the appointed APS for submission of PLKS Renewal documents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Required Payments

All Bank Draft payable to **Construction Labour Exchange Centre Berhad** :

No	Payment	Tick <input type="checkbox"/>
1.1	Jabatan Imigresen – Ketua Pengarah Imigresen Malaysia (Processing Fees/Visa/Levi)	
1.2	CLAB – Construction Labour Exchange Centre Berhad (Admin Fees)	
1.3	CLAB – Construction Labour Exchange Centre Berhad (Green Card Fees)	
1.4	Insurance (Insurance Guarantee / FWHS / Stamp Duty)	

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 processed further should we do not received your complete application.

Thank You

SENDER DETAILS	
Name	: _____
Telephone No	: _____
Designation	: _____
Signature	: _____

CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD

FOR CLAB USE ONLY

CLAB registration status: ACTIVE IN-ACTIVE Date Expiry : _____

CIDB registration status: ACTIVE IN-ACTIVE Date Expiry : _____

Checked by : _____

Signature : _____

Date : _____

CONSTRUCTION LABOUR EXCHANGE CENTRE BERHAD