Construction Labour Exchange Centre Berhad

CIDB MALAYSIA

CHECKLIST FOR PLKS RENEWAL ONLINE

Required Documents for e-mail **:**

- ☐ Copy Passport (date of expiry of the passport must be more than 12 months)
- ☐ Copy PLKS (date of expiry of the PLKS must be valid **14 working days during submission)**
- ☐ FOMEMA result – SUITABLE **(Renewal in the year 2,3,5,7,9,11 and 13 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
- ☐ Latest SOCSO Statement for 1 month (ACR/Receipt & Form 8A)
    - ❖ Compulsory to have Valid CLAB & CIDB certificate

Required Documents for courier/by hand to Head Quarter Office or Regional Office after 5 working days payment made to CLAB **:**

- ☐ Original Passport
- ☐ Acknowledgement Received Letter from CLAB (will send to client via email once payment received)

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 WITHIN 5 WORKING 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 processed 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 : _____