



JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA

LAPORAN TENTANG PEKERJA ASING YANG DIGAJIKAN

(SEKSYEN 60K(3) AKTA KERJA 1955)

REPORT ON EMPLOYMENT OF FOREIGN EMPLOYEE

(SECTION 60K(3) EMPLOYMENT ACT 1955)

TANGGUNGJAWAB MAJIKAN UNTUK MELAPOR

DUTY OF EMPLOYER TO REPORT

Borang ini hendaklah dilengkapkan oleh majikan dan dikemukakan dalam **dua (2) salinan** setiap kali menggajikan pekerja asing dan hendaklah dihantar serta diakui terima oleh Pejabat Tenaga Kerja terdekat dalam tempoh **empat belas (14) hari** dari tarikh penggajian pekerja asing tersebut.

*This form shall be completed by employers and be submitted in **two (2) copies** each time the employer employs foreign employees and shall be submitted so as to be received by the nearest Labour Office within **fourteen (14) days** of the employment of such foreign employees.*

PERINGATAN

REMINDER

Kegagalan mematuhi seksyen 60K(3) Akta Kerja 1955 adalah satu kesalahan di bawah seksyen 99A Akta dan jika disabit kesalahan boleh didenda tidak melebihi RM 50,000.

Failure to comply with section 60K(3) of the Employment Act 1955 is an offence under section 99A of the Act and if convicted may be fined not more than RM 50,000.

BAHAGIAN I

PART I

MAKLUMAT MAJIKAN (SILA GUNAKAN HURUF BESAR)
PARTICULARS OF EMPLOYER (PLEASE USE CAPITAL LETTERS)

1	Nama majikan <i>Name of employer</i>	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																																												
2	Alamat berdaftar <i>Registered address</i>	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;">Poskod <i>Postcode</i></td> <td style="text-align: center; width: 50%;">Daerah / Bandar <i>District/City</i></td> </tr> </table> <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;">Negeri <i>State</i></td> </tr> </table>																																																																																								Poskod <i>Postcode</i>	Daerah / Bandar <i>District/City</i>																			Negeri <i>State</i>
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3	Nombor pendaftaran syarikat/perniagaan (pemilik tunggal/perkongsian) <i>Company/business registration number (sole proprietor/partnership)</i>	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																																												
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5 No. faks
Fax no.

6 Alamat emel
Email address

7 Alamat tempat pekerjaan
 (Sekiranya berbeza daripada di atas)
Place of employment
 (If differ from above)

Poskod Daerah / Bandar
Postcode District/City

Negeri
State

8 Jenis Perniagaan
Type of business

9 No. telefon
Telephone no.

10 No. faks
Fax no.

11 Alamat emel
Email address

BAHAGIAN II
PART II

MAKLUMAT PEKERJA ASING
INFORMATION OF FOREIGN EMPLOYEE

12 Bilangan pekerja asing yang baru digajikan
Number of newly employed foreign employees

13 Bilangan pekerja asing yang sedang digajikan
 (Tidak termasuk yang baru digajikan di perkara 11)
Number of foreign employees employed
 (Not including newly employed in para 11)

Jantina <i>Gender</i>	Bilangan Pekerja Asing <i>Number of foreign employees</i>
Lelaki <i>Male</i>	
Wanita <i>Female</i>	
Jumlah <i>Total</i>	

14 Maklumat pekerja asing yang baru digajikan (Sila lengkapkan Lampiran A)
Particulars of newly employed foreign employees (Please complete Appendix A)

BAHAGIAN III

PART III

PENGAKUAN MAJIKAN
EMPLOYER'S DECLARATION

Dengan ini saya mengaku dan mengesahkan bahawa segala maklumat yang diberikan adalah benar dan betul.
I hereby declare and confirm that all the information provided herein is true and correct.

Tarikh : _____
Date

Tandatangan : _____
Signature

Nama : _____
Name

Jawatan : _____
Designation

Cop syarikat : _____
Stamp of company

Ketua Pegawai Eksekutif/Pengarah Urusan/Pengurus Besar
/Pemilik
*Chief Executive Officer/Managing Director/General Manager
/Owner*

AKUAN PENERIMAAN

ACKNOWLEDGEMENT

Tarikh & masa : _____
Date & time

Nama : _____
Name

Jawatan : _____
Designation

Cop rasmi jabatan : _____
Department's official stamp

Segala maklumat yang diberikan dalam borang ini adalah SULIT
All information provided in this form is CONFIDENTIAL

MAKLUMAT PEKERJA ASING YANG BARU DIGAJIKAN
PARTICULARS OF NEWLY EMPLOYED FOREIGN EMPLOYEES

Bil No	Nama Name	No. pasport Passport no.	Warganegara Citizen	Jantina Gender	Pekerjaan Occupation	Gaji pokok sebulan Basic monthly wages	Tarikh digaji Date of employment

(Sila gunakan lampiran sekiranya ruangan ini tidak mencukupi)
(Please use annexure if the column is insufficient)