



JABATAN TENAGA KERJA SEMENANJUNG MALAYSIA
LAPORAN TENTANG PEKERJA ASING YANG TAMAT PERKHIDMATAN
(SEKSYEN 60KA AKTA KERJA 1955)
REPORT ON THE TERMINATION OF SERVICE OF FOREIGN EMPLOYEES
(SECTION 60KA EMPLOYMENT ACT 1955)

TANGGUNGJAWAB MAJIKAN UNTUK MELAPOR

DUTY OF EMPLOYER TO REPORT

- 1 Setiap majikan dikehendaki melengkapkan dan menghantar borang PA2/13 ke Pejabat Tenaga Kerja terdekat

a) Dalam tempoh **tiga puluh (30) hari** dari tarikh penamatkan kerja pekerja asing tersebut disebabkan oleh alasan-alasan

 - i. pemberhentian kerja oleh majikan;
 - ii. pas pekerjaan yang dikeluarkan oleh Jabatan Imigresen telah tamat tempoh kecuali yang diperbaharui;
 - iii. pekerja asing dihantar pulang ke negara asal atas apa-apa alasan lain;

b) Dalam tempoh **empat belas (14) hari** dari tarikh penamatkan kerja pekerja asing tersebut disebabkan oleh alasan-alasan

 - i. pekerja berhenti sendiri; atau
 - ii. pekerja melarikan diri

Every employer is required to complete and submit Form PA 2/13 to the nearest Labour Office

- a) ***within 30 days*** from the date of termination of service of foreign employee due to the following reasons :-
i. termination of service by the employer;
ii. expiration of work pass issued by the Immigration Department except for renewal;
iii. deportation of the foreign employee to his country of origin;

b) ***within 14 days*** from the date of termination of service of foreign employee due to the following reasons :-
i. termination of service by the employee; or
ii. abscondment.

- 2 Borang ini hendaklah dikemukakan dalam **dua(2) salinan** setiap kali penamatian perkhidmatan pekerja asing berlaku.
*This form shall be submitted in **two (2) copies** each time the services of the foreign employee is terminated.*

PERINGATAN

REMINDER

Kegagalan mematuhi seksyen 60KA 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 60KA of the Employment Act 1955 is an offence under section 99A of the Act and if convicted may be fined not exceeding RM 50,000.

BAHAGIAN I

PART I

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

- 1 Nama majikan
Name of employer

- 2 Alamat berdaftar
Registered address

Poskod
Postcode

Daerah / Bandar *District/City*

3 Nombor pendaftaran syarikat/perniagaan (pemilik tunggal/perkongsian)
Company/business registration number (sole proprietor/partnership)

A horizontal row of 20 empty square boxes, likely for drawing or writing practice.

4 No. telefon
Telephone no.

5 No. faks
Fax no.

A horizontal row containing ten empty square boxes, intended for children to draw or write in.

6 Alamat emel *Email address*

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

Poskod
Postcode

Daerah / Bandar *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 YANG DITAMATKAN PERKHIDMATAN
PART II
PARTICULARS OF FOREIGN EMPLOYEES INVOLVED IN TERMINATION

12 Bilangan pekerja asing yang ditamatkan perkhidmatan
Number of foreign employees terminated

13 Maklumat pekerja asing yang ditamatkan perkhidmatan (Sila lengkapkan Lampiran A)
Particulars of foreign employees involved in termination (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

Cop syarikat : _____
Stamp of company

Nama : _____
Name

Jawatan : _____
Designation

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