

## **CHECK LIST FOR MOBILISATION TO MALAYSIA PROJECT**

Photocopies of the following documents / certificates duly attested by Gazetted officer are required for Mobilisation to Malaysia Project

<b>S. No.</b>	<b>Documents/Certificates pertaining to</b>
1	School/Education Certificate
2	Certificate from any University relevant to the job applied for / Trade Certificate /Course Certificate issued by the relevant authority to the particular job field of requirement.
3	Certificate of Education / Experience issued by Corporate Office.
4	Certificate of Merit, if any.
5	Bio-data of intending employee.
6	Letter of appointment duly signed by employee and witnessed.
7	Academic/Birth /Marriage certificate which are in Hindi or any other local language should be translated to English and certified by a Notary and attested by Ministry of External Affairs, Govt of India and then by an Officer at the Malaysian High Commission, New Delhi.
8	Photocopies of Passport (all pages)
9	Passport should be valid at least 3 years.
10	Ten (10) recent passport size photographs.
11	Family particulars of intended employee.
12	In case where Marriage Certificate is issued in Hindi or any other local language, it is required to be translated and certified by Notary and attested by Ministry of External Affairs, Govt of India and then by an Officer at the Malaysian High Commission, New Delhi. Marriage certificate issued in English by Government / Government agencies need not be certified. In such cases, original marriage certificate is to be sent to this office for verification at Immigration Department Malaysia (if wife is accompanying expatriate husband).
13	In cases where Birth Certificate is issued in Hindi or any other local language , it is required to be translated and certified by Notary and attested by Ministry of External Affairs, Govt. of India and then by an Officer at the Malaysian High Commission, New Delhi. Birth certificate issued in English by Government / Government agencies need not be certified. In such cases, original Birth certificate is to be sent to this office for verification at Immigration Department Malaysia (if children are accompanying expatriate father)