



the total recruitment people

## SERVICES SECTOR (VARIOUS INDUSTRIES)

### 1. Restaurant

#### Criteria for Application:

- valid licence issued by local authority
- submits certificate of company/business registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits photographs showing front and interior of restaurant

#### Criteria for Consideration:

No. Of Seats	Cook	Restaurant Worker
70-140	10	12
140-250	12	20
250 >	20	30

### 2. Cleaning/Washing

#### Criteria for Application:

- company with business/company registration certificate (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits letter of job offer and duly stamped contract in force
- has a minimum paid-up capital of RM 100,000.00
- submits latest audited financial statement

#### Criteria For Consideration:

monthly contract value / RM 800 = total number of workers

3

### 3. Laundry

#### Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has a business licence issued by local authority
- submits photographs showing front and interior of shop

#### Criteria For Consideration:

3 machines : 1 worker



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#### 4. Cargo-handling

**Criteria for Application:**

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has letter of confirmation and support from local port/airport authority
- submits copy of owner's identity card

**criteria for consideration:**

monthly sales value / 3  
800

#### 5. Resort Island

**Criteria for Application:**

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 25 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- submits photograph and pamphlet of hotel/resort
- submits copy of owner's identity card

**Criteria for Consideration:**

total number of rooms/chalets :	20-50	: 10 workers
	50-100	: 20 workers
	>100	: 30 workers

#### 6. Welfare Home

**Criteria for Application:**

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- registered with the social welfare department
- submits copy of owner's identity card
- submits photographs of front and interior of premises

**Criteria For Consideration:**

old folks'/handicapped children's home	: 10 occupants	: 1 worker
orphanage	: 15 occupants	: 1 worker



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## 7. Grocery And Wholesale

### Criteria for application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of kwsp statement for local workers (if any)
- has business licence issued by local authority
- submits photographs of front and interior of shop
- submits copy of owner's identity card
- submits latest audited statement of account

### Criteria for Consideration:

wholesale - annual sales value of 3 million : 5 workers  
>3 million : 10-20 workers

retail – depending on area of shop with eligibility between 1 and 3 people

Shop Lot 1 front / floor : 1-3 persons  
Shop Lot 2 fronts / floors : 3-5 persons

## 8. Textile

### Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by local authority
- submits latest audited statement of account
- submits photographs of front and interior of shop
- submits copy of owner's identity card

### Criteria for Consideration:

area of shop 1 front/floor : 1-3 people  
2 fronts/floors : 3-7 people

## 9. Goldsmith

### Criteria for Application:

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has business licence issued by local authority
- submits latest audited statement of account
- submits photographs of front and interior of shop
- submits copy of owner's identity card

### Criteria for Consideration:

annual sales value:  
less than rm500,000 : 2 persons  
RM 500,000-rm1 million : 3 persons  
> RM 1 million : 5 persons



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**10. Barber**

**Criteria for Application:**

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by district/ municipal council
- submits photographs of front and interior of shop
- submits copy of owner's identity card

**Criteria for Consideration:**

depends on the seating capacity with a maximum of 3 persons

**11. Scrap/Recycled Metal/Goods**

**Criteria for Application:**

- company with certificate of business/company registration (forms b and d)
- submits copy of forms 49 and 24 (if applicable)
- submits copy of epf statement for local workers (if any)
- has a business licence issued by local authority plus licence issued by the royal malaysian police
- submits photographs of front and interior of shop
- submits copy of owner's identity card
- submits latest account statement that is audited/verified by certified accountant

**Criteria for Consideration:**

processing rate in weight of material per day

5-10 tons : 3 persons

10-50 tons : 5 persons

> 50 tons : 15 persons

**All documentation must be accompanied by the original document for verification purposes.**