



Memorandum of Understanding on Employee Passport (2)

EMPLOYEE'S RESPONSIBILITIES (TANGGUNGJAWAB PEKERJA)

I agree (*Saya bersetuju*):

1. To keep my passport in a secure place or facility provided by my employer to prevent its loss or damage;

Menyimpan pasport saya di tempat yang selamat atau kemudahan (fasiliti) yang telah disediakan oleh majikan bagi mengelakkan kehilangan atau kerosakan pasport saya;

2. To give my passport to management (my employer) for a period of _____ months prior to the expiry of my visa/working permit/passport for renewal on the date specified by my employer in the Memorandum of Understanding (MoU);

Menyerahkan pasport saya kepada pihak pengurusan (majikan) bagi tempoh _____ bulan sebelum tarikh luput visa/permit kerja/pasport untuk tujuan pembaharuan berdasarkan tarikh yang dinyatakan oleh majikan dalam Memorandum Persefahaman (MoU);

3. To immediately inform management (my employer) in the event my passport is stolen, lost or damaged when under my care;

Memberitahu pihak pengurusan (majikan) dengan kadar segera sekiranya pasport saya dicuri, hilang atau rosak, ketika di bawah jagaan saya;

4. To bear the costs of replacing the stolen, lost or damaged passport, should this occur when it is under my care;

Menampung kos bagi menggantikan pasport yang dicuri, hilang atau rosak semasa di bawah jagaan saya;



EMPLOYER'S RESPONSIBILITIES (TANGGUNGJAWAB MAJIKAN)

1. To ensure employees have 24 hours, 7 days a week (24/7) access to their passports and acknowledge their right to keep and hold their own passport;

Memastikan pekerja mempunyai akses 24 jam, 7 hari seminggu (24/7) terhadap pasport mereka dan memahami hak untuk memegang dan menyimpan pasport mereka;

2. To provide secure facilities (such as personal lockers) for workers to keep their passports and other document(s); and ensure such secure facilities are well-maintained and are in a location convenient for the workers;

Menyediakan kemudahan selamat (seperti loker peribadi) bagi pekerja menyimpan pasport dan dokumen perjalanan lain; dan memastikan kemudahan selamat yang disediakan diselenggara dan ditempatkan di lokasi yang boleh diakses oleh pekerja;

3. To ensure workers are made aware and understand when and for what administrative and any other purpose(s) they need to submit their passport to management (employer);

Memastikan pekerja sedar dan memahami bila dan apa juga tujuan (termasuk administratif) mereka harus memberikan pasport kepada pihak pengurusan (majikan);

4. To provide workers with a certified copy of their passport, visa and permit during the renewal period;

Dalam proses pembaharuan pasport, majikan perlu memberikan salinan pasport yang telah disahkan oleh pihak majikan kepada pekerja;

6. To bear the cost of replacing the stolen, lost or damaged passport if this should occur when it is under the employer's care;

Menampung bagi menggantikan pasport yang dicuri, hilang atau rosak semasa di bawah jagaan majikan;

Note: "under employer's care" refers to situation(s) where passport is kept by employer at a given time (temporary) for administrative purpose(s) such as renewal of passport/working permit/visa or insurance's renewal or any other relevant purpose(s).

Nota: * "di bawah jagaan majikan" merujuk kepada situasi di mana pasport disimpan atau di bawah jagaan majikan pada satu tempoh masa tertentu (sementara waktu) bagi tujuan administratif seperti pembaharuan pasport/permit kerja/visa atau pembaharuan insurans atau apa-apa tujuan lain.



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