



1743/KL/RTK/3/2024

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RECA

Perjanjian kerja ini dibuat oleh
This Recalibration Employment

Nama Syarikat/
Company's Name

Nama Pengarah
Company Director

No. IC / Paspor/
Passport Number

Alamat Syarikat
Company's Address



Warganegara Indonesia, (se)

Pemberi Kerja/Majikan dan pekerja berdasarkan hukum dan peraturan ketentuan sebagai berikut:
The Employer and Worker laws and regulations under Malaysian laws and regulations

1. TEMPAT KERJA/

a. Pemberi kerja hanya

The Employer shall only employ workers in Malaysia as follows: Spa Therapist

b. Pekerja hanya di

Indonesian Migrant Workers at:L2-03, SECC



*The age limit for work
and depending on who*

4. TUGAS DAN TANGGUNG JAWAB

- a. Pekerja harus senang dan diberikan oleh PEGAWAI.
Workers have to be happy and given by the Employer.
- b. Pekerja harus bekerja dengan penuh dedikasi.
Workers are only fully dedicated in their WORK.
- c. Pekerja harus selalu siap untuk KERJA atau waktunya.



worker's bank account

- b) Majikan wajib membuka rekening bank untuk pekerja setiap tahun jika majikan berada di luar negara selama 2 (dua) bulan sebelumnya.
Employer is obliged to open a bank account for the employee by the Embassy/Consulate if the employer is abroad for 2 (two) months.
Employee agrees to open a bank account (PLKS) within 2 (two) months before the employer goes abroad.
- c) Majikan tidak boleh memberikan penghasilan dengan jabatan perwakilan.
Employers are not allowed to give salaries through their agents.
accordance with the law.
- d) Majikan wajib bertanggungjawab atas keselamatan pekerja.
Employers must be responsible for the safety of workers.



sanctions for viol

- k) Majikan bertanggungjawab sekiranya tidak dapat menempatkan pekerja di bawah Kerja Sementara. *Employers are responsible for settling by the foreign workers under Work Permit (PLKS).*
- l) Majikan dilarang menguruskan Rekalan kerja semula. *Employers are not allowed to recalibrate this recalibration.*
- m) Majikan harus berterima kasih kepada pekerja dan melanjutkan kerja jika pekerja telah dipanggil lagi, sakit, perjanjian kerja



meninggal dunia.
*Employers have to
workers run away.*

- s) Jika Majikan tidak dipulangkan kembali majikan harus bertanggungjawab atas pengeluaran gaji setiap bulan sebesar jumlah gaji yang dibayarkan kepada setiap pekerja yang meninggal dunia. *If Employer is failed to return workers to their families, the employer must be responsible for the payment of wages for each month to each worker who has died.*

6. GAJI DAN MANFAAT

- Gaji per bulan/Salary per month
- Tunjangan makan/meals allowance
- Tunjangan kehadiran/attendance allowance



keluarganya sendiri
Employee is entitled to be a member of his/her family.

- Jangka waktu cuti
The paid leave period is determined by the employee.
- Pekerja harus memberikan surat pernyataan atau surat kematian orang yang meninggal.
The Worker must submit a statement or a death certificate of the deceased or a certificate of survival.

10. FASILITAS/ FACILITIES

a. Asrama/Accommodation

Pihak syarikat memberi fasilitas asrama. Syarikat perlu memberi fasilitas asrama bagi pekerja yang memerlukan.



Kedutaan / Konsul
pengantaran pulang
*The Employers are
Workers free of charge
Worker's passport
up/treatment at the
back home to the a*

c. **PERAWATAN MEDICAL**

Bagi Pemberi kerjanya
harus dapat berobat
perawatan/pengobatan
*For companies that
the worker is able to
location and all the*



undang-undang Kerajaan dan peraturan kerja/majikan wajib mematuhi.
The Employer has the obligation to comply with Malaysian laws (criminal and civil) and regulations.
Embassy/Consulate General

13. PERALATAN KERJA

- Pekerja wajib mendapat perlengkapan kerja yang diberikan oleh PEMERINTAH.
The Employee must receive working tools provided by the Employer.
- Pekerja akan mendapat perlengkapan kerja setelah pemutusan hubungan kerja.
The Employee will receive working tools after the termination of employment.



Behaving or carrying out acts which contravene the production of the required documents.

- Menyalahgunakan komputer.
Misusing computer
 - Merekamkan karyawannya tanpa izin atau merekamkan kartu kerja orang lain.
Helping other workers to record his/her timesheet without permission
 - Menjalankan aktiviti di luar tanggungjawabnya atau aktiviti lainnya.
Conducting any other activities outside his/her responsibility or any other activities.
- b. Pihak majikan atau peraturan kerja yang berbeza dengan peraturan kerja yang berlaku.
The Employer or Work regulations which are different from the work regulations in force.



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- b. Dalam hal tidak terdapat pihak yang berperkata otoritas Malaysia yang mediasi, konsiliasi, dⁱ In the event there is no party that refers their dispute to the authorities and Indonesia in accordance with the

Kuala Lumpur, **21 Mar 2024**
Verified By the Embassy of the Republic of Indonesia in Kuala Lumpur

a.n Kepala Perwakilan R.I.



ERGA GRENALDI
Atase Ketenagakerjaan