

TRUWAY STRATEGIC SDN BHD (1257416-X)

HQ: No. 48-1, Lot 24, Jalan Indah 2/1, Taman Indah 2, 45400 Sekinchan, Selangor.

Branch: B-5-8, Plaza Mont Kiara, Mont Kiara, 50480 Kuala Lumpur.

Tel: 016- 301 3055 Email: info@truway.com.my

**CHECK OUT MEMO (C.O.M)**

No.	Items	Description	Rate (RM)	Quantity	Payment Upon
A	Our Services	Document Filing & Handling Fee	RM 100.00		Confirm
		Consultancy for Application	RM 200.00		
		Transport Fee (JIM)	RM 50.00		
		Subtotal	RM	<i>Remarks:</i>	

B	Special Case	Special Consultant Service	RM		If Any
		Preparation of Relevant Documentation	RM		
		Special Pass / Overstay Compound	RM		
		Subtotal	RM	<i>Remarks:</i>	

APPLICATION STEPS

1	Documents Preparation <ol style="list-style-type: none"> i. A copy of Company Registration Form 9, 24 & 49 or Form B & D or Section 14/15 ii. A copy of I/C from Director of Company. iii. Worker's original passport. iv. A copy of flight ticket / ferry / bus for the worker return to the country of origin.
2	Submission to Immigration
3	Issuance of C.O.M

Tips for Applicants:-

1. The employer should ensure that the foreign worker returns to their country of origin via the requested exit point on the date stipulated in the Check Out Memo.
2. If the employer fails to apply for the Check Out Memo, the foreign worker are still considered to be under his employment and the employer is still responsible for the foreign worker.

*Payment by cheque should be made to **Truway Strategic Sdn Bhd (A/C: 3203988611 Public Bank)**

I hereby agreed & accepted the above terms and conditions. _____ Company Chop and Signature Name: Position: Date:	For Office Use No of Application(s) : _____ pax Remarks : Total Amount :
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