



Guideline to Submit Applications to the Department of Labour via *Peti Permohonan*

note: District Branches may use a slightly different process



1 Arrive at the Department of Labour.



2 Get Temperature Check from the Security Guard.



3 Fill in the LogBook provided.



Application must be submitted in a sealed envelope and stating the following:

- **Valid e-mail address**
- **Phone number with active whatsapp**
- **Date of submission**
- **Type of Application**
- **State the U.P. of Section for submission**

It is a best practice to take a picture of the application before submission.



5 Submit the application via *Peti Permohonan*.



Aftwards, you will receive email notification from Department of Labour attaching your receipt to be printed.



Guideline to Collect Application Result from the Department of Labour

note: District Branches may use a slightly different process



1
Receive Whatsapp notification from Department of Labour on information to collect your application result.



2
Arrive at the Department of Labour.



3
Get Temperature Check from the Security Guard.



4
Fill in the LogBook provided.



5
Please proceed to the Counter Table and approach one of the Counter Staffs.



6
Please show printed email receipt and Whatsapp text of collection.



7
Please fill in a LogBook for collecting application result.



8
Collect your application result.