

## **HIGHLY CONFIDENTIAL**

### **Guidelines to complete recruitment forms.**

1. Please ensure the latest Adobe Acrobat Reader is installed in your PC or smartphone.
2. Kindly complete Employee Particulars Form\_v1 (EP1) and Declaration Form\_v1 (DF1) forms on your PC. Alternatively, you can complete on your smartphone with the availability of Adobe Acrobat Reader. Handwritten submission will not be accepted.
3. Please attach (latest) Passport-sized photo in the EP1. Please note, this function is only available for direct upload via PC only.
4. Once completed, please forward both the updated EP1 and DF1 forms to us via email.
5. On the interview day, please bring along original and printed copies of the following documents:
  - A. Compulsory:
    - i. Employee Particulars Form\_v1
    - ii. Declaration Form\_v1
    - iii. NRIC (front & back) / Passport (for non-Malaysians)
    - iv. Latest Curriculum Vitae
    - v. Two (2) passport-sized photos
    - vi. Education certificates - SPM onwards
  - B. Where applicable:
    - i. Latest 3 months of salary statements
    - ii. Marriage certificate
    - iii. Copy of Spouse's NRIC (front & back) / Passport (for non-Malaysians)
    - iv. Child Birth Certificate(s) / MyKid
    - v. EPF, SOCSO and Income Tax number (as reflected in the EP1)

**Note:** Do not sign off any documents prior to interview day.

### **Additional Information (How to)**

#### **A. For PC users**

- i. Click "Select All" & download all the documents.
- ii. Affix softcopy of passport photo in the EP1.

#### **B. For iPhone users**

- i. Click "Continue to website".
- ii. Select file(s) to download & click "Download" button.
- iii. Choose "Copy in iBooks" to open & edit the form.
- iv. Send your passport photo as attachment in email.

Note: If iBooks application is not part of the options on your screen, kindly install from the "App Store".

#### **C. For Android users**

- i. Select file(s) to download & click "Download" button.
- ii. Choose the file(s) & select "Open with..."
- iii. Choose Adobe Acrobat Reader & edit the form.
- iv. Send your passport photo as attachment in email.