

RE: Documents needed for EP renewal (Visa Expired in January 2021) - Sree Ramya Munduri 149254

Chua Siewyin(UST,MY) <Chua.SiewYin@ust-global.com>

Mon 10/19/2020 12:48 PM

To: Sreerama Munduri(UST,MY) <Sreerama.Munduri@ust-global.com>

Cc: Arun Vijayan Yesodha(UST,MY) <Arun.Yesoda@ust-global.com>; Jia Huiyong(UST,MY) <Yong.JiaHui@ust-global.com>

Hi Sreerama,

Please handle passport renewal by yourself. We assist only on visa renewal.

Thanks

Regards,

Siew Yin, Chua (Karen)

Center Operations

O +6 04 638 6550

M +6 019 4093052



UST Global (Malaysia) Sdn. Bhd.

Level 2, Mini Circuit Building 3,
Plot 10, Bayan Lepas Technoplex,
Phase IV, Bayan Lepas Industrial Zone,
11900 Penang, Malaysia.

www.ust-global.com

Confidentiality and Security: This e-mail and any associated files transmitted with it are confidential and solely for the intended recipient. If you are not the named addressee, do not disseminate, distribute, copy or alter this e-mail.

If you have received this information in error, please notify the sender immediately and delete this communication permanently from your records. **Forward-looking Statement:** Certain portions of this e-mail or its associated files

may contain forward-looking statements that are based on management's expectations, estimates, projections, and assumptions. **Warning:** UST Global has taken reasonable precaution to ensure no viruses are present in this e-mail.

The firm cannot accept responsibility for any loss or damage arising from the use of this e-mail or attachments

From: Sreerama Munduri(UST,MY) <Sreerama.Munduri@ust-global.com>

Sent: 19 October 2020 12:28

To: Chua Siewyin(UST,MY) <Chua.SiewYin@ust-global.com>

Cc: Arun Vijayan Yesodha(UST,MY) <Arun.Yesoda@ust-global.com>; Chua Siewyin(UST,MY) <Chua.SiewYin@ust-global.com>; Jia Huiyong(UST,MY) <Yong.JiaHui@ust-global.com>

Subject: Re: Documents needed for EP renewal (Visa Expired in January 2021) - Sree Ramya Munduri 149254

Hi Chua,

As per the below mail, May I know Any one is taking care of passport renewal on behalf of me or Do I need to submit my passport directly to BLS India?

Can you guide me how to proceed in Malaysia?

Hope you will help me in this process.

Thanks

Sreerama.

HP: 01128267369

From: Chua Siewyin(UST,MY) <Chua.SiewYin@ust-global.com>

Sent: Monday, October 19, 2020 11:38 AM

To: Sreerama Munduri(UST,MY) <Sreerama.Munduri@ust-global.com>

Cc: visa.mys <visa.mys@ust-global.com>

Subject: RE: Documents needed for EP renewal (Visa Expired in January 2021) - Sree Ramya Munduri 149254

Hi Sreerama,

It is noticed that your passport is expiring in Nov 2021, so you are required to renew your passport first at any time after Nov 9, 2020, and we shall proceed with EP Transfer prior to visa renewal.

Once passport is renewed, please scan and share FULL PAGES of **new passport** in one single pdf in color; **old passport** soft copy needs to be shared as well, in another pdf.

Then, we will further inform you when it is time to submit original hard copy to UST office for EP transfer purpose.

1. Original Passports (Old & New)
2. 2 passport size photos in sky blue background

Thanks
Regards,
Siew Yin, Chua (Karen)
Center Operations
O +6 04 638 6550
M +6 019 4093052



UST Global (Malaysia) Sdn. Bhd.
Level 2, Mini Circuit Building 3,
Plot 10, Bayan Lepas Technoplex,
Phase IV, Bayan Lepas Industrial Zone,
11900 Penang, Malaysia.
www.ust-global.com

Confidentiality and Security: This e-mail and any associated files transmitted with it are confidential and solely for the intended recipient. If you are not the named addressee, do not disseminate, distribute, copy or alter this e-mail.

If you have received this information in error, please notify the sender immediately and delete this communication permanently from your records. **Forward-looking Statement:** Certain portions of this e-mail or its associated files

may contain forward-looking statements that are based on management's expectations, estimates, projections, and assumptions. **Warning:** UST Global has taken reasonable precaution to ensure no viruses are present in this e-mail.

The firm cannot accept responsibility for any loss or damage arising from the use of this e-mail or attachments

From: Chua Siewyin(UST,MY)
Sent: 14 October 2020 16:19
To: Sreeramya Munduri(UST,MY) <Sreeramya.Munduri@ust-global.com>
Cc: visa.mys <visa.mys@ust-global.com>; Satya Giri(UST,IN) <Satya.giri@ust-global.com>
Subject: Documents needed for EP renewal (Visa Expired in January 2021) - Sree Ramya Munduri 149254

Hi Sreeramya,

Please share the documents on priority for visa renewal purpose. We will need to start the stage one renewal process now, at least 2-3 months prior to current visa expiry, to avoid any penalty which may incur due to late of submission. **Kindly also confirm your current location**, as it is important for us to know you are currently in India or Malaysia.

IMPORTANT:

- Renewal process need to be initiated **at least 2 months** prior to the current visa expiry date. However, please be ready all of the stage 1 documents and email us at the earliest. The hard copy of submission will be informed later once stage 1 is approved.
- Please don't plan for any journey till visa renewal process is completed.
- Please renew passport if you found your passport validity is less than 15 months from the date of current visa expiry OR passport empty pages are less than 6 pages.

LATE of SUBMISSION NOTE:

- Any late of submission or overstay may force to exit from Malaysia (Special Pass is not entitled to apply anymore for the reason of late of submission).
- Special Pass is not entitled to apply in the event that the renewal process is not complete before the actual expiry date.
- Or company and the applicant will be called by the Enforcement for integration and taking statement.
- A Warning Letter will be issued to respective person by the Immigration Department
- A sum of amount of penalty up to max RM1000 will be imposed by the Immigration Department.
- Your co-operation is much appreciated to avoid any difficulties for each parties.

Pursuant to our announcement dated 30th July 2020, following is the latest update by the Immigration Department of Malaysia regarding Special Pass.

Any pass that has expired **more than 30 days**, company is required to apply for Special Pass at **Operations, Investigation and Prosecution Division (Bahagian Operasi, Siasatan dan Pendakwaan) of Immigration Department Putrajaya**. Prior to that, kindly obtain MEMO from the Immigration Unit (Expatriate Services) of MDEC Cyberjaya to be submitted together with the Special Pass application.

STEP 1

To start the **Renewal of Employment Pass (EP) stage 1** process, please email us the **Soft Copy** of below documents at the earliest:-
(Share the soft copy of documents to visa.mys@ust-global.com)

1	Passport copy	<ul style="list-style-type: none"> • Full set copy of passports (complete with the current valid visa page) in color (including empty pages). Please ensure copies are clear and readable. • The validity of the passport must be more than 15 months upon submission of application, and without ECR stamp (Passport validity for less than 15 months will need to renew OR ECR stamped passports must get a clearance from passport office before
---	---------------	---

		applying EP). • The passport must have a minimum of 6 consecutive empty pages . • Latest exit and entry stamp • Scan all pages in one single PDF file only, file size below 10 MB only
2	Education Certificate	• Original Scan copy of the Highest (Diploma / Degree / Master / PhD) in color. • Translated into English Version , Only in PDF . • Provisional Certificate" & Marksheet is NOT acceptable.
3	Photos	• Photo must have Sky blue background with photo size of 35mm x 50mm in color. • Size of photo must be in 99 x 142 pixels , image feature must be clear and sharp . • File format must be in JPEG only. • Sky blue color sample attached • The most recent photo only, old photo will be rejected • Share soft copy of Sky blue background through email, and submit 2pcs of original hard photo to UST Penang office upon arriving to Malaysia.
4	Resume	• Detailed and updated information, current and previous employer on the employment history including Job Description . • Indicate each employer name with each project associated (mention the company name and your designation on top of each project), duration-date started and ended, designation and Job description/ roles & responsibilities in each company and project) • File format in words only • Sample of resume attached
5	E-filing Slip 2019	• Share soft copy of color letter through email. Sample attached.

If processing for Renewal of Dependents (Spouse & Children only)

P/S : Dependent Pass is applicable to those who intended to have a long-term relocation to Malaysia only.

Coming for short-term visit, please apply Tourist Visa OR normal social visit visa by your own cost. (UST will not process Tourist / Visit visa).

1	Passport copy	• Full set copy of passport (complete with the current valid visa page) in color (including empty pages). Please ensure copies are clear and readable. • The validity of the passport must be more than 15 months upon submission of application, and without ECR stamp (Passport validity for less than 15 months OR ECR stamped passports must get a clearance from passport office before applying DP). • The passport must have a minimum of 6 consecutive empty pages . • Latest exit and entry stamp • Scan all pages in one single PDF file only, file size below 10 MB only
2	Photos	• Photo must have Sky blue background with photo size of 35mm x 50mm in color. • Size of photo must be in 99 x 142 pixels , image feature must be clear and sharp . • File format must be in JPEG only. • Sky blue color sample attached • The most recent photo only, old photo will be rejected • Share soft copy of Sky blue background through email, and submit 2pcs of original hard photo to UST Penang office upon arriving to Malaysia.
3	Marriage Certificate <i>(pls share as I can't find it in my record)</i>	• Certified True Copy (CTC on Xerox Copy) in color by Malaysian Embassy in the respective country, or respective Embassy in Malaysia • If in other languages, please translate it into English before certification by respective Embassy. • File format in Single PDF only • Share soft copy through email and submit original CTC certificates to UST Penang office upon arriving to Malaysia.
4	Birth Certificate (Kid) <i>(you may skip this item if submitted before)</i>	• Certified True Copy (CTC on Xerox Copy) in color by Malaysian Embassy in the respective country, or respective Embassy in Malaysia • If in other languages, please translate it into English before certification by respective Embassy. • File format in Single PDF only • Share soft copy through email and submit original CTC certificates to UST Penang office upon arriving to Malaysia.
5	Husband's Passport ID, last page & current valid visa page	• Share soft copy of color-scanned in one single pdf through email

STEP 2

We will further inform you when to submit the below stage 2 documents for physical stamping purpose, once approval letter is obtained.

1	Passport	• Original
2	Photo	• 2 pcs in Sky Blue Background only (Name & passport number write at the back)
3	Contract Letter	• Original Signature

STEP 3

You will be informed to collect the passports from UST Penang office through email once Stage 2 (EP2 / DP2) are completed.

UST Penang office address:

UST Global (Malaysia) Sdn. Bhd.,
 Level 2, Mini Circuit Building 3,
 Plot 10, Bayan Lepas Technoplex,
 Phase IV, Bayan Lepas Industrial Zone,
 11900, Penang, Malaysia.

Thanks
 Regards,

Siew Yin, Chua (Karen)
Center Operations
O +6 04 638 6550
M +6 019 4093052



UST Global (Malaysia) Sdn. Bhd.
Level 2, Mini Circuit Building 3,
Plot 10, Bayan Lepas Technoplex,
Phase IV, Bayan Lepas Industrial Zone,
11900 Penang, Malaysia.
www.ust-global.com

Confidentiality and Security: This e-mail and any associated files transmitted with it are confidential and solely for the intended recipient. If you are not the named addressee, do not disseminate, distribute, copy or alter this e-mail.

If you have received this information in error, please notify the sender immediately and delete this communication permanently from your records. **Forward-looking Statement:** Certain portions of this e-mail or its associated files

may contain forward-looking statements that are based on management's expectations, estimates, projections, and assumptions. **Warning:** UST Global has taken reasonable precaution to ensure no viruses are present in this e-mail.

The firm cannot accept responsibility for any loss or damage arising from the use of this e-mail or attachments