

# SETTLING IN GUIDE

## BANK ACCOUNT

### HSBC Bank

- ✓ Original passport
- ✓ Valid work permit / employment pass stamped on passport
- ✓ Employment Contract from Company (softcopy is acceptable)
- ✓ Bank Letter prepared by HR (stating employment details of the employee; Name, Passport No., Position, Monthly or Annual Salary, Residential Address in Malaysia)
- ✓ Social security no. / tax payer ID & Home Country Address (For US Citizenship only)
- ✓ Marriage certificate (Applicable for Joint Account only)
- ✓ Initial Deposit – MYR50. Advisable to bring extra cash for deposit.
- ✓ Remarks : It will take approximately 7-14 working days to set up your bank account and the bank will call you directly once your debit card is ready for pick up. If you wish to make a joint account with your spouse, a minimum balance of MYR30,000 needs to be in your account every month else the bank will impose a penalty charge of MYR10/month

### Maybank

- ✓ Original passport with photocopy
- ✓ Valid work permit / employment pass stamped on passport
- ✓ Employment Contract from Company
- ✓ Bank Letter prepared by HR (stating employment details of the employee; Name, Passport No., Position, Monthly or Annual Salary, Duration of service, and Residential Address in Malaysia)
- ✓ Proof of permanent address letter prepared by HR (In the event permanent address is not available, a letter from the company confirming employee's temporary residence)
- ✓ Local mobile number
- ✓ Proof of overseas address (Utility bills / bank statement / driver's license etc)
- ✓ Marriage certificate (Applicable for Joint Account only)
- ✓ Initial Deposit – MYR120. Advisable to bring more cash for deposit.

## TAX ACCOUNT

- ✓ Original passport with photocopy
- ✓ Fill in the Income Tax Registration Form for Individual (CP600)



Income Tax  
Registration Form for

## EMPLOYMENT PROVIDENT FUND ACCOUNT (EPF)

- ✓ KWSP 3 Form – 1 copy (Must fill with **CAPITAL** letters with **BLACK INK** pen only)
- ✓ KWSP 16B Form – 2 copies (Must fill with **CAPITAL** letters with **BLACK INK** pen only)
- ✓ Original passport and photocopy
- ✓ Valid work permit / employment pass stamped on passport
- ✓ Bank Letter prepared by HR (stating employment details of the employee; Name, Passport No., Position, Monthly or Annual Salary, Duration of Service and Residential Address in Malaysia)
- ✓ KWSP 16B needs to be signed and stamped by your company in the below field box and the original copy of the form needs to be presented to the EPF Officer. Please reach out to your HR in order for you to get the original documents from them.
- ✓ Remarks : Digital signature or digital stamped is not allowed.

(C) PENGESAHAN MAJIKAN	
1.	SAYA MENGESAHKAN SEMUA MAKLUMAT YANG DIBERIKAN ADALAH SAH DAN BENAR I HEREBY CONFIRM THAT ALL THE INFORMATION GIVEN IN THIS APPLICATION IS VALID AND CORRECT
Tandatangan Majikan Employer's Signature	
Nama	
Nombor MyKad MyKad Number	
Tarikh Date	



KWSP\_16b\_01012017.pdf



KWSP 3 - Registration.pdf

## MOBILE LINE REGISTRATION

There are 3 biggest Telecommunication providers which is Maxis, Digi & Celcom. You can compare the deals & packages offered base on the given weblink below.

- Maxis <https://www.maxis.com.my/en/personal/postpaid-plans.html>
- Digi <https://new.digi.com.my/postpaid>
- Celcom <https://www.celcom.com.my/personal/postpaid>

- ✓ Original passport and photocopy

## DRIVERS LICENCE CONVERSION

- ✓ Driving license application form (JPJL1)
- ✓ Application form Exemption Application Method 5 ( Appendix B-2 – or Lampiran B-2)
- ✓ Passport (original & copy of biometric page)
- ✓ Visa/Pass issued by immigration (original & copy)
- ✓ Valid foreign driving license (original & copy)
- ✓ A translation of your foreign driving license in English – must be official translation or certified by your embassy. Representation is not accepted and depending on each embassy.
- ✓ Offer letter or confirmation letter from Employer
- ✓ If the foreign driving license is issued by a country which is not the applicant nationality: a proof that the applicant was living in that country at the time the foreign driving license was issued.



Checklist for  
Conversion Driving



Application Form  
Exemption Application



Driver License  
Application Form (JPJL1)

## TO OBTAIN MALAYSIA'S DRIVERS LICENCE

The process needs to start with a registration at any of Malaysia's Driving Schools. Once registered, a driving school student will receive a handbook with 500 questions about driving on the roads in Malaysia. This will also be accompanied by the requirement to attend a 6 hours course, where an instructor will go through the basics of driving in Malaysia. Once an applicant passes the theory exam, the school will assign a car with a driving instructor for practice classes. A total of 22 classes must be fulfilled by the student. Next step is to pass the driving test. The driving test will include a slope test, 3-point turn, reverse parking, parallel parking, and driving on the open road. The initial driving license that will be received, would be a probationary license "P" of two years, whereby a driver must drive with a "P" sticker on his car. After 2 years of completion, driver may apply for a 5 years driving license.

[https://www.jpj.my/driving\\_schools/procedure\\_to\\_get\\_a\\_driving\\_licence\\_in\\_malaysia.htm](https://www.jpj.my/driving_schools/procedure_to_get_a_driving_licence_in_malaysia.htm)