



Dear Business Visitor,
We have received your request for an upcoming business trip to Malaysia.

What to expect:

1. People Mobility will review your information and contact you if additional information is required.
2. Once approved, you will receive an Invitation Letter with these same instructions.
3. You will receive additional instructions on how to obtain a Home Country Support Letter, if needed.
4. While waiting for approval you will need to determine what is required, ensure your paperwork is in order and book travel.



Next Steps after Submitting Initiation Request

☐ Determine What is Required

This is an important first step: Please visit the Malaysia Consulate / Embassy website to determine what is required for travel to Malaysia. Accenture requires all employees traveling to another country to hold the appropriate immigration documents.

If a Business Visa is required:

1. Confirm which documents are required and understand the Consulate processing lead times, which may impact your planned departure date. You can use the services of a visa specialist to apply for a business visa- [Click here](#) for a list by country; select your home country.
2. Gather required documents so you can proceed with the application upon obtaining your invitation letter (and support letter, if required) from People Mobility.
 - ❖ *Special Visa Stamping instructions for travelers from China & India Only*

[China Employees](#)

[India Employees](#)

If a Business Visa is not required: You may receive an Invitation Letter to give to immigration authorities upon arrival in the host country.

☐ Make Travel Arrangements

All business travel arrangements must be booked through the [Company managed travel program](#).

CHECK POINT:

Is my passport valid? Your passport should be valid at least 6 months from date of departure, with 2 blank pages
Do I need to be vaccinated? Check the [International SOS](#) site. Go to "Visit the Members' Website" and enter member ID: 11BCMA000235.

Will I need a Transit Visa? Check to see if a transit visa is required for any stopovers en route to your destination.



Upon Receipt of Your Invitation/Support Letter

☐ Apply for your visa, if required

- ☐ After you receive your Business Visa, please check the visa stamp in your passport carefully, ensuring all details are correct. Any errors must be reported to the issuing Authority & [People Mobility](#), and corrected prior to your departure.



- ☐ **Understand the permissible activities & duration limitations of Business Travel:**

Allowable Activities

Authorized Business Visa activities vary by country. Generally, activities are limited to:

Allowable

Attending business meeting & discussions
Attending trainings, seminars, & conferences
Technical meetings / discussions
Site visits / tours

Not Allowed

Any form of client delivery
Coding
Testing / Training in a live environment
Writing Proposals

** It is your responsibility to ensure the activities in the host country are in compliance. If you will be doing any activities in the "Not Allowed" column, please [contact People Mobility](#) immediately.

Maximum Travel Duration

The length of your business trip to **Malaysia cannot exceed 30 onshore days in a single trip and cannot exceed 60 days cumulatively in a rolling 12 month period (note: this is not based on calendar year).**

Contact People Mobility if your combined travel dates will exceed the maximum allowable days.

- ☐ Review [Immigration Policy \(P0043\)](#) & [International Training, Travel & Assignments \(P0710\)](#) for more information.



Upon Arrival

- ☐ **Update Your Work Location in [myTimeandExpenses](#)**
Be sure to adjust your work location at the beginning (and end) of your business trip. [How to Update myTimeandExpenses Work Location.](#)



Useful Information

- ☐ **Stay Healthy & Safe While Traveling**
Visit the [Travel Hub](#) to access travel tools, understand [international culture](#) and [travel safety](#). Print out and carry the [GAP Wallet Card](#).
Understand your International Business Travel & Medical Insurance Program - Detailed information regarding Medical Insurance Coverage for your trip is available on the [People Mobility Portal](#).

- ☐ **[Contact People Mobility](#) with any changes or questions:**
 - Changes in travel dates
 - Cancellation of travel
 - Letter amendments (dates, personal details and others)
 - Immigration procedures & checklists
 - Change of travel intent (from Business to Employment or vice versa)
 - The visa ultimately provided in your passport is different than expected (e.g., a work visa provided for this business trip)



Have an opinion on the format of these instructions? Let us know by taking this easy [3 question survey](#).