



IMMIGRATION DEPARTMENT  
OF MALAYSIA



# EXPATRIATE SERVICES DIVISION

Bahagian Khidmat Ekspatriat

Online Guidebook V4 2023

# EXPATRIATE SERVICES DIVISION

BAHAGIAN KHIDMAT  
EKSPATRIAT

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# > OVERALL PROCESS

## Overview

01  
**STAGE 1**

### Company Registration via ESD



Expatriate Services Division  
Bahagian Khidmat Ekspatriat

Company submits all related company information through the Expatriate Services Division (ESD), Immigration Department of Malaysia at [esd.imi.gov.my](http://esd.imi.gov.my).



04  
**STAGE 4**

### Online endorsement & Sticker Delivery From MYXpats Centre

**MYXpats**



TalentCorp  
GROUP OF COMPANIES



Pay the applicable fee, submit application to the ESD with required documentation.

02  
**STAGE 2**

### Company Activation



Expatriate Services Division  
Bahagian Khidmat Ekspatriat



03  
**STAGE 3**

### Expatriate Application via ESD



Expatriate Services Division  
Bahagian Khidmat Ekspatriat

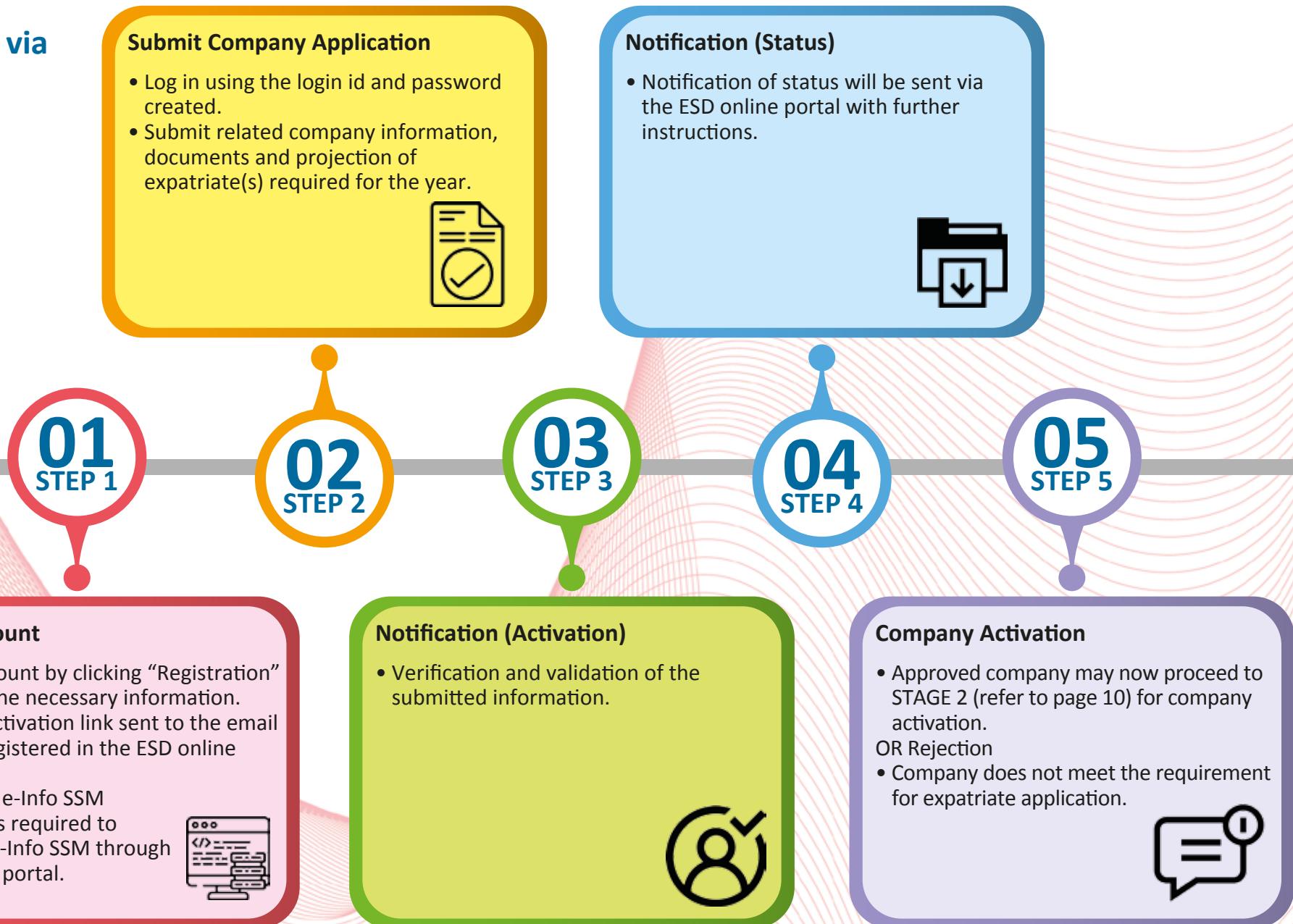


Pay the applicable fee, submit application to the ESD with required documentation.



## > STAGE 1: (Step By Step)

### Company Registration via ESD



## STAGE 1

### Company eligibility criteria:

1. Must be registered with:
  - a. The Companies Commission of Malaysia (SSM) under Companies Act 1965,  
OR
  - b. The Registry of Societies Malaysia (ROS) under the Societies Act 1966; OR
  - c. Firms incorporated under specific acts. E.g., Law firms and accounting firms;  
OR
  - d. Organisations supported by Ministries / Government Agencies, OR
  - e. International organisations certified by the Ministry of Foreign Affairs.
2. Company paid-up capital requirement (not applicable to public limited companies, companies limited by guarantee, associations & organisations incorporated under specific acts).

Equity	Paid-up Capital
100% Local Owned	RM250,000
Joint Venture	RM350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT approval letter, if applicable). Please refer to the Ministry of Domestic Trade, Co-operatives, and Consumerism for WRT license application guideline)	RM1,000,000
Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services are required to refer to the Services Industry Division, Ministry of Domestic Trade, Co-operatives, and Consumerism on the application guideline to obtain approval.	

### Note:

- (1) For joint venture companies, a minimum of 30% foreign shareholding is required.
- (2) According to **Guidelines on Foreign Participation in the Distributive Trade Services Malaysia** under the purview of the Ministry of Domestic Trade, Co-operatives and Consumerism, foreign involvement is restricted in sectors. Therefore, applications for any long-term pass (more than 3 months) including Employment Pass for companies in these sectors are NOT ALLOWED. You may refer to <https://www.kpdnhep.gov.my/> for more information.
- (3) The Information, Technology & Communications (ICT) sector is only allowed to apply for Professional Visit Pass (PVP) via ESD Online.
- (4) If your organisation is applying for Professional Visit Pass (PVP) only, the company is still required to comply with the paid-up capital requirement for company registration.



#### Documents required for company registration:

1. Copy of all current company directors' MyKad / Passport copy as per SSM registration.
2. Comprehensive Company Profile (include the following items):
  - i. background of company
  - ii. business activities
  - iii. organization structure
  - iv. location of company / number of branches (branch address)
  - v. photo of the premise (front and interior)
  - vi. photo of the products / services offered
3. Copy of Company's Latest Phone Bill
4. Tenancy Agreement / Sales & Purchase Agreement (S&P)
5. Latest SSM Form 9 or Form 83A (any related documents)
6. Latest SSM Form 24 or Form 80A (any related documents)
7. Latest SSM Form 49 or Form 79 (any related documents)
8. Latest Audited Financial Report
9. Copy of Local Authorities License - Lesen Pihak Berkusa Tempatan (PBT) (if applicable)
10. Other business licenses (Refer to Page 20, or any other supporting documents)
11. Other documents specified upon request

#### If your organisation is a firm, please provide these additional documents:

12. Audit / Accounting Firms must submit latest SSM Form 5 accompanied by "Sijil Akuan Pendaftaran Firma Perunding" by Kementerian Kewangan Malaysia / Ministry of Finance, and Legal Firm must provide a letter from the Bar Council Malaysia.

#### If your organisation is registered under the Societies Act 1966, please provide these additional documents:

13. List of committee member's sponsor
14. Certificate of Registration under the Societies Act 1966 (Form 3)
15. Association of Constitution
16. Latest Annual Audited Returns

#### If your organisation is an association of sports bodies, please provide these additional documents:

17. Certificate of Registration under Sports Development Act 1997 (Act 576) and Regulations.

**Note:** All SSM Forms (Form 5, Form 9, Form 24, and Form 49 must be certified true copies by the Companies Commission of Malaysia.)

Register your company at [esd.imi.gov.my](http://esd.imi.gov.my)



#### Documents required for Public University / Government Agency registration:

1. Cover letter for ESD Online registration
2. Authorisation Letter signed by
3. Registrar / Assistant Registrar / Director / Deputy Director of International Affairs / Director / Assistant Director
4. Copy of Identity Card for all representatives in LOU (Endorser, Login ID User, Submission Officer)
5. Agency Profile (if applicable)
6. Letter from Approval Agency (if applicable)
7. Other Supporting Documents (any document related application)

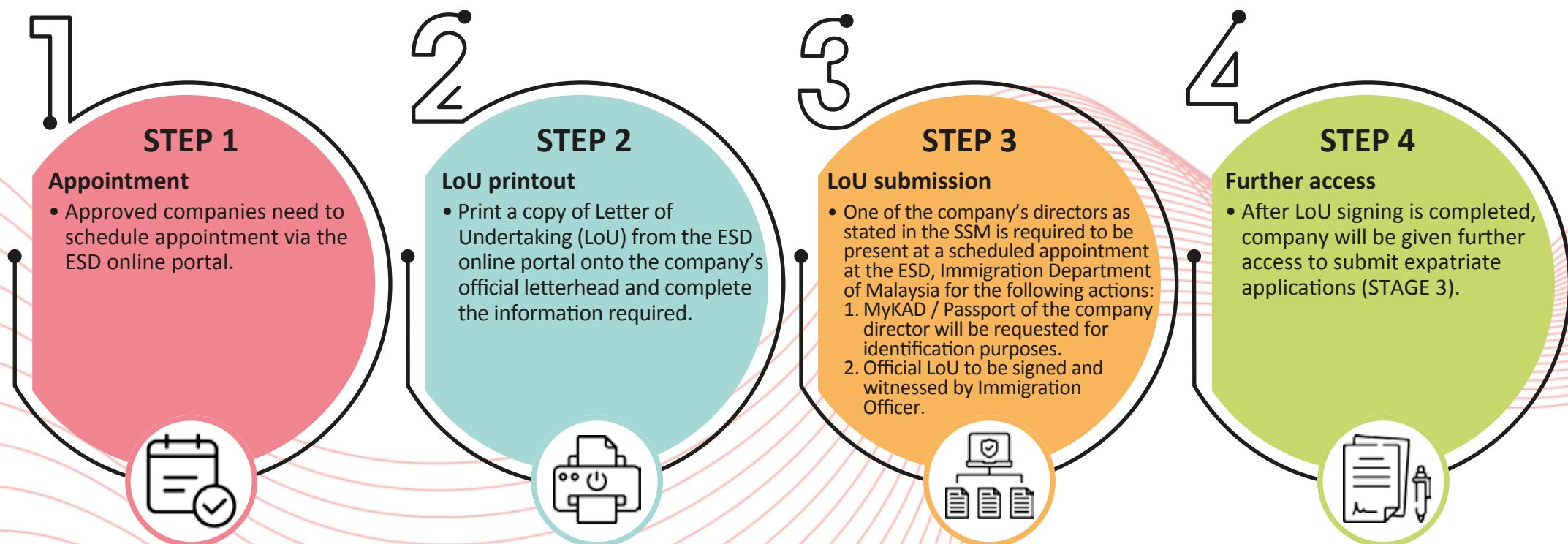


**Note:**  
**ESD reserves the right to request for additional documents other than above.**



## ➤ STAGE 2: (Step By Step)

### Company Activation



### FREQUENTLY ASKED QUESTIONS



#### About ESD

##### 1. What is the ESD?

The Expatriate Services Division (ESD), under the Immigration Department of Malaysia, is a one-stop centre which facilitates company registration with a customer centric approach.

##### 2. Why do I need to go to the ESD?

The Expatriate Services Division (ESD) enables companies to submit expatriate-related Immigration information online to facilitate the application process involved in registering and approving companies that wish to hire expatriates.

##### 3. What are the type of services offered at the ESD?

The ESD offers registration services for companies who wish to employ eligible expatriates. In addition, ESD also facilitates expatriate-related passes for Embassies and any temporary manual applications. All companies will need to register with the ESD as a first step.

ESD-approved companies can apply for a range of expatriate passes which includes Employment Pass, Professional Visit Pass, and related passes such as Dependant Pass and Social Visit Pass (Long Term).

##### 4. Who should I liaise with at ESD?

There are Immigration officers who are ready to assist you at the Expatriate Services Division (Bahagian Khidmat Ekspatriat) office. You may liaise with any Immigration officer at ESD to seek clarification on any related matter pertaining to company registration.

##### 5. Why do I have to register via the Expatriate Services Division (ESD)?

Companies need to obtain approval through ESD before applying for expatriate passes. Companies with ESD online account get to enjoy an improved, safe, and secure online experience in the application process.

#### Company Registration

##### 1. Is my company eligible to register with the ESD?

There are two requirements before companies can proceed with ESD registration. Kindly go through the requirements as below:

###### 1.1 Company must be registered with:

- a. The Companies Commission of Malaysia (SSM) under Companies Act 1965, OR
- b. The Registry of Societies Malaysia under the Organisation Act 1966; OR
- c. Firms incorporated under specific acts. E.g., Law firms and accounting firms; OR
- e. Organisations supported by Ministries / Government Agencies, OR
- f. International organisations certified by the Ministry of Foreign Affairs

###### 1.2 Company paid-up capital\*

Equity	Paid-up Capital
100% Local Owned	RM250,000
Joint Venture	RM350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT approval letter, if applicable); OR Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services)	RM1,000,000

\* Not applicable to public limited companies, companies limited by guarantee, associations & organisations incorporated under specific acts.

Note: Please refer to page 6 for further details.

## STAGE 2

### 2. How do I register online for company registration?

Applications can be made via ESD online portal at [esd.imi.gov.my](http://esd.imi.gov.my). Kindly refer to page 10 for the step of company activation.

### 3. How long does it take for my company to be registered?

The company registration process takes five (5) working days to be completed until Step 4 (Status notification), subject to completion of documentation.

The company registration process flow is as follow:

- **Step 1:** Create account (register online)
- **Step 2:** Submit application online
- **Step 3:** Application in process by Immigration
- **Step 4:** Status notification (Approve / Reject)
- **Step 5:** or approved companies, download facilitation package, print, and complete the documents attached
- **Step 6:** Company activation (LoU signing)

**Note:** The 5 working days charter may be extended due to incomplete applications or additional inspection requirement.

### 4. What do I do after my company has been registered successfully?

Companies can login to the ESD online portal and begin submitting the pass applications to hire expatriates.

### 5. What should I do if I did not receive any activation email for the account?

Check your junk or spam folder. If the activation email still cannot be found, kindly email [inspektorat@imi.gov.my](mailto:inspektorat@imi.gov.my) to request for the activation email to be sent again.

### 6. How can I retrieve my company's login ID and password?

Please use the "FORGOT PASSWORD" feature on the ESD online portal. A new password will be sent to the ESD registered email address which your company have used to activate the ESD account.

### 7. How can I amend information about my company (such as the company name, ROC number, email address, etc.)?

Regarding the change of information, kindly contact the Inspectorate Unit, Immigration Department Putrajaya for further information.

### Letter of Undertaking (LoU)

#### 1. Why do I need my company Director to sign the Letter of Undertaking (LoU) and how long does the process take?

The company Director is required to sign the LoU to ensure that he acknowledges the responsibility for all transactions by the company.

#### 2. Can someone else represent my company Director for the submission of the LoU?

For local companies registered with SSM: No. A company Director must be present for the submission of LoU.

For foreign companies registered with SSM: Yes. If all the directors are not in Malaysia, the company may provide Power of Attorney (POA) attested by registered and licenced solicitors in Malaysia.

#### 3. Can the company change the appointed person in the LoU later?

Yes. The existing company Director nominated to sign the LoU may change the appointed person. However, should the appointed Director changes in the company, the new Director is required to sign the LoU. Kindly submit an official letter with the company's letterhead to Unit Inspectorate for the change of information.

#### 4. How long will it takes to complete company activation?

Company activation will take not more than 10 minutes.

#### 5. How can I amend the information in previous LoU?

Kindly submit an official letter with the company's letterhead on the amendment request together with the new completed LoU to Unit Inspectorate, ESD. The LoU template is available for download at the ESD website.

#### 6. Do I need to update my company profile once my company registration is completed?

The company is encouraged to update and maintain their company profile to ensure that all business documents are up to date.



## STAGE 2

### Projection

The company is required to apply for a projection on expatriates it plans to hire for the current year. The projection is based on the number of expatriates it has identified, including existing expatriates for renewals and new hires. If the numbers under the projection requested for the year has been fully utilised, the company may then request for new projection with the appropriate justification. Projection requests have been simplified and instantly successful.

### Position

If the position applied for is currently not in the ESD online portal, the company will need to submit a position request. The charter time for adding a new position is 5 working days.



### EMPLOYMENT OF EXPATRIATES IN MALAYSIA

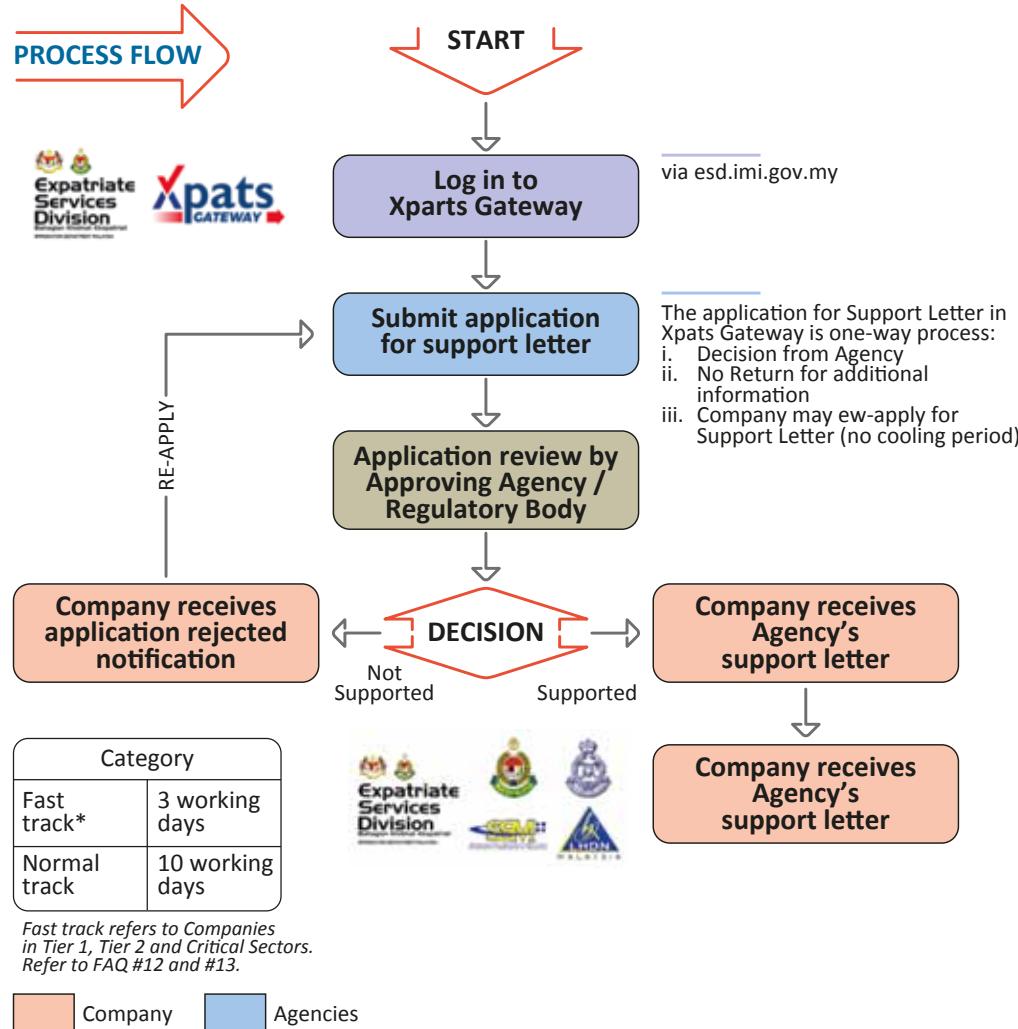
Expatriates seeking to work in Malaysia would have to apply for an Employment Pass. The pass is applied for the individual expatriate through the hiring company. In Malaysia, there are several agencies involved in regulating specific economic sectors, therefore they also regulate the companies in the sectors.

These various agencies are responsible for approving and supporting expatriate posts in the relevant sectors. Companies are facilitated according to the sector involvement below:



## STAGE 2

### APPLICATION FOR SUPPORT LETTER FROM AGENCIES VIA XPARTS GATEWAY



Companies that are regulated by an Agencies need to submit an approval letter for each Employment Pass (Category I, II and III) application from the relevant Agencies.

Please refer to the table below for the reference list:

No.	Sectors	Agencies
1	Manufacturing and Selected Services Sectors	Malaysian Investment Development Authority (MIDA)
2	Financial Services (Licensed Institutions, Payment Services Regulatees and Representative Offices)	Central Bank of Malaysia (BNM)
3	Securities and Derivatives Markets	Securities Commission Malaysia (SC)
4	Companies operating within East Coast	East Coast Economic Region Development Council (ECERDC)
5	Healthcare (Field: Traditional and Complementary Medicine)	Traditional & Complementary Medicine Division, Ministry of Health (MOH)
6	Tourism	Ministry of Tourism, Arts & Culture (MOTAC)
7	Biotechnology and Bio-based Sector	Malaysian Bioeconomy Development Corporation (Bioeconomy Corporation)
8	Aviation	Civil Aviation Authority of Malaysia (CAAM)
9	Construction	Construction Industry Development Board (CIDB)
10	Education)	Ministry of Education (MOE)



## STAGE 2

11	Mining, Quarrying & Mineral Processing	Department of Mineral & Geoscience (JMG)
12	Women, Family & Community Development related organisation	Ministry of Women, Family & Community Development (KPWKM)
13	Sports	National Sports Council (MSN)
14	Football	Football Association Malaysia (FAM)
15	Broadcasting	Radio Televisyen Malaysia (RTM), Ministry of Communications & Digital (KKD)
16	Healthcare (Field: Nursing)	Malaysia Nursing Board, Ministry of Health (MOH)
17	Healthcare (Field: Allied Health Science)	Allied Health Science Division, Ministry of Health (MOH)
18	Film Industry	National Film Development Corporation Malaysia (FINAS)
19	Architectural	Board of Architect (LAM)
20	Equestrian Activities	Equestrian Association of Malaysia (EAM)
21	Horse Racing	Malayan Racing Association (MRA)
22	Crops, Livestock and Aquaculture	Ministry of Agriculture & Food Security Malaysia (MAFS)
23	Healthcare (Field: Medical)	Malaysian Medical Council (MMC), Ministry of Health (MOH)

### FREQUENTLY ASKED QUESTIONS

#### 1. What is the Xpats Gateway?

A seamless, end-to-end solution that enables communication with relevant partner agencies throughout the application process, ensuring a smooth and hassle-free experience for both applicants and partner agencies. All decisions are issued electronically via Xpats Gateway, allowing for more efficient processing by partner agencies and well-time approvals.

#### 2. How to login to Xpats Gateway?

The Employer can access Xpats Gateway via ESD Online landing page ([esd.imi.gov.my](http://esd.imi.gov.my)) and click on the icon Xpats Gateway. To log in to Xpats Gateway, use the same login ID and password that is registered on ESD Online.

#### 3. Can an Employer apply for the Support Letter via Xpats Gateway without an ESD account?

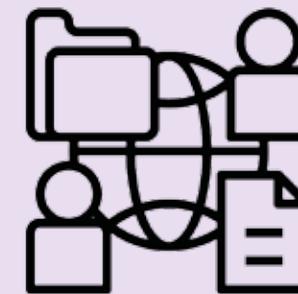
The Employer is required to register for an account on ESD Online to access Xpats Gateway.

#### 4. Can I request for a Support Letter physically from the respective Agencies?

The Employer must request a Support Letter from the respective Agencies via Xpats Gateway effective 15 June 2023.

#### 5. Do all expatriates require a Support Letter from the Agencies?

Support Letters are required for employers that are under the purview of the respective Agencies.



## STAGE 2

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### 6. Will the expatriate application be automatically approved once the Employer received the Support Letter?

Applications are required to be submitted and processed via ESD Online, and all application approvals are subject to the decision of the Immigration Department of Malaysia.

### 7. What are the documents required to apply for the Support Letter?

Employer can refer to the respective Agencies for the documents required.

### 8. How to check the status of the Support Letter?

Employer can check the status of the Support Letter application via Xpats Gateway.

### 9. Who is the decision maker for the Support Letter?

The decision for the Support Letter is subject to the respective Agency.

### 10. Is a Support Letter required for Professional Visit Pass (PVP) applications?

A support letter is required for the PVP application under two (2) sectors as per the listing below:

- i. Support Letter from Civil Aviation Authority of Malaysia (CAAM) for Aviation.
- ii. Support Letter from the Department of Mineral & Geoscience (JMG) for Mining.

Employers can apply for a Support Letter directly with the respective agencies. The Support Letter must be uploaded to ESD Online ([esd.imi.gov.my](http://esd.imi.gov.my)) during the submission of the PVP application.

PVP application  
other than the above  
does not require a  
Support Letter.

### 11. What is company tiering?

What is the key indicator to determine a company tiering?

It is a formulated tiering system in ESD Online which has been in practice since 2017 internally by the Expatriate Services Division (ESD). The tiering system will auto populate the tiering of companies from Tier 1 (highest) to Tier 5 (lowest).

ESD Online is an integrated system with the Companies Commission of Malaysia (SSM), Inland Revenue Board of Malaysia (LHDN), Immigration system and accessed by Royal Malaysia Police (PDRM).

Based on the information extracted from SSM, companies are ranked and calculated by the system according to the 5 key indicators:

- i. Twelfth Malaysia Plan (RMK-12)
- ii. Company Lifecycle Stage
- iii. Revenues
- iv. Issued Capital
- v. Track Record

### 12. What type of company falls under Fast Track and Normal Track?

- i. Fast Track: Companies in Tier 1, Tier 2 and Critical Sectors
- ii. Normal Track: Companies between Tier 3 to Tier 5

### 13. What is critical sector?

Companies that are identified by the respective agency as a critical sector are based on the company's projects, investment value, niche skills and technologies, and newly critical industries in the current market.

### 14. How can I view my company tiering?

The company tiering will be listed in the company profile in ESD Online effective 15 June 2023.

## STAGE 2

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**15. The Primary Sector or Agency which was selected is incorrect. Who should I contact if I want to change the information?**

The employer can contact MYXpats Helpdesk at [helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my) or +603-7839 7171.

**16. If I am unsure of my Primary Sector or Agency, who should I contact to obtain the information?**

The employer can contact MYXpats Helpdesk at [helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my) or +603-7839 7171.

**17. I have received a Support Letter via Xpats Gateway. What is the next step?**

Log in to ESD Online ([esd.imi.gov.my](http://esd.imi.gov.my)). Click on the "List of Supporting Letter Application" tab. Complete your employment pass application for final approval by the Immigration Department of Malaysia.

**18. What is the validity of the Support Letter?**

The validity of a Support Letter is six (6) months upon issuance date.

**19. Can we use the same Support Letter for the pass renewal?**

The Support Letter is only for one-time use per application in ESD Online.

**20. Is there any quota / -projection to apply for Support Letter per Employer?**

There is no requirement to apply for quota or projection for a Support Letter.

**21. Is there any cooling period to re-apply if the application is Not Supported?**

There is no cooling period to re-apply for a new Support Letter.

**22. Is there any limitation to re-apply the Support Letter if the application has not been supported?**

There is no time limitation of the Support Letter application. Employer can proceed to re-apply for a Support Letter from the respective Agencies.

**23. If the Support Letter application is Not Supported, can I proceed for an appeal?**

The company can proceed to reapply for a Support Letter for a new Support Letter application.

**24. If my company is not under the purview of any Agency, do I need to apply for a Support Letter?**

If the company is in other sector as per listing below,

- i. Business Services
- ii. Wholesales & Retails
- iii. Oil, Gas & Energy
- iv. Logistics
- v. Electrical & Electronics
- vi. Automotive

The employer can proceed to directly apply for Employment Pass application in ESD online. The Expatriate Committee and Immigration reserves the right to request for a Support Letter, if necessary.



+603-7839 7171



[helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)

## STAGE 2

**25. If I still have a valid Support Letter granted before 15 June 2023, do I need to apply the Support Letter?**

The employer can proceed to submit the application and attach the Support Letter granted before 15 June 2023 in ESD online if it is still valid.

**26. Do I need prior approval from the Department of Labour Peninsular Malaysia and MYFutureJobs PERKESO for Support Letter?**

Yes, employers are required to obtain the prior approval from Department of Labour Peninsular Malaysia and MYFutureJobs PERKESO to apply for the Support Letter from respective Agency.

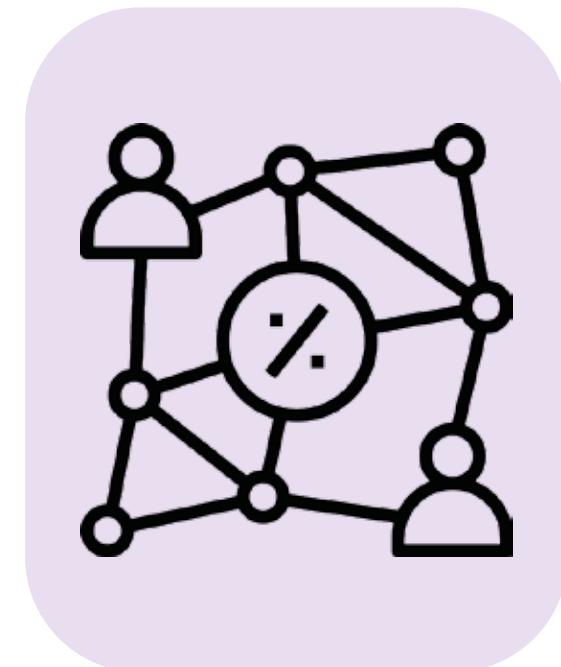
**27. If there is any issue, to whom do we contact for any assistance / support / inquiries?**

For enquiries related to applications, please contact the respective Agencies. The contact information is available on Xpats Gateway (Contact Us).

“  
The contact information is available on Xpats Gateway (Contact Us).  
”

### OTHER SECTORS

Employment Pass (Category I, II and III) applications from companies in other sectors (neither in the purview of any Agencies) will be assessed by the Expatriate Committee. However, companies who intend to apply for Employment Pass Category III must first receive approval from the Ministry of Home Affairs (MOHA) to be exempted from the minimum salary requirement of RM5,000 before they can submit applications for this category. Please refer to page 16 for further details on obtaining the exemption from the minimum salary requirement of RM5,000 for Employment Pass Category III applications from MOHA.



## STAGE 2

### APPLICATION FOR EXEMPTION FROM MINIMUM SALARY REQUIREMENT OF RM5,000 FOR EMPLOYMENT PASS CATEGORY III

Companies that intend to apply for Employment Pass Category III are required to apply through the ESD online portal.

#### EP-III Exemption via ESD Online Portal

##### STEP 1: Log in ESD Account

- Click on “Application Tab”

##### STEP 2: Click on “EP-III Exemption” under “Setting” from the sidebar (bottom-most menu)

##### STEP 3: Click on “Apply for EP-III Exemption”

##### STEP 4: Fill in the “Request for Exemption from Basic Salary Year (Current Year)”

- Select “EP-III Year” that you want to apply for
- Fill in the “Justification For Exemption Request”
- Upload a Justification Letter\* to Ministry of Home Affairs (MOHA)
- Upload “Supporting Documents” to support your application (If any)

\*Note: Please refer to ESD Online guidebook Annex A for the Letter Format to Ministry of Home Affairs (MOHA)

##### STEP 5: Click on “Submit Application”

##### STEP 6: Notification (Status)

- Status notification will be sent via the ESD system
- For Approved EP-III exemption, company may proceed to submit application(s) for EP-III

OR

- For Rejected EP-III exemption, company does not meet the requirement for EP-III exemption application

### ELIGIBILITY CRITERIA FOR EMPLOYMENT PASS APPLICATIONS

#### FOR EXPATRIATE(S) / KNOWLEDGE / SKILLED WORKER(S)

The minimum requirements to apply for an expatriate post are as follows:

- Degree and above, with at least 3 years of experience in the relevant field;
- Diploma, with at least 5 years of experience in the relevant field;
- Technical Certificate or equivalent, with at least 7 years of experience in the relevant field.

#### FOR SHAREHOLDER(S)

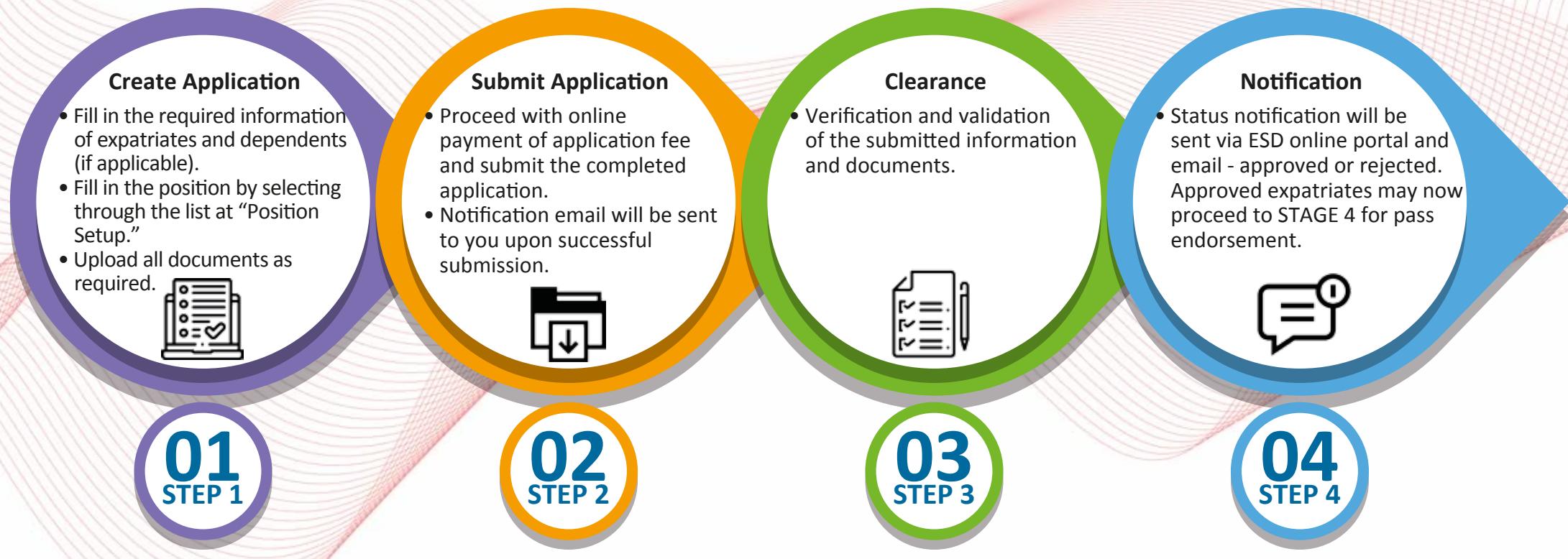
- Shareholder(s) must have a minimum 30% equity in the company; AND
- Must be a SSM-registered Director of the company AND/OR holds a key position in the company

**Note:** (1) Any changes in the applicant’s allotment of shares will affect the eligibility requirements. Please inform the Inspectorate Unit (JKI) of the Expatriate Services Division (ESD) officially in writing for any changes in the shareholder share allotment, together with the copy of relevant documents.  
(2) This is the minimum criteria requirement to apply for Employment Pass. However, the approval of the application is subject to the discretion of the Expatriate Committee.



## ➤ STAGE 3: (Step By Step)

### Expatriate Application Via ESD Online Portal



## STAGE 3

### EXPATRIATE APPLICATIONS VIA ESD ONLINE PORTAL

#### Immigration services available through MYXpats Centre:

1. Employment Pass (Category I) - expatriate
2. Employment Pass (Category II) - expatriate
3. Employment Pass (Category III) - knowledge / skilled worker
4. Professional Visit Pass
5. Dependant Pass
6. Social Visit Pass (Long Term)
7. Social Visit Pass - Internship (SVP-I)



All application can be submitted online at [esd.imi.gov.my](http://esd.imi.gov.my)

### TYPES OF EMPLOYMENT PASS

Employment Pass (Category I)	Employment Pass (Category II)	Employment Pass (Category III)
Basic monthly salary of minimum RM10,000 per month	Basic monthly salary between RM5,000 to RM9,999 per month	Basic monthly salary between RM3,000 to RM4,999 per month
Employment Contract up to (5) years	Employment Contract up to (2) years	Employment Contract must not exceed (12) months
Dependants allowed	Dependants allowed	Dependants NOT allowed
Renewable	Renewable	Maximum (2) times of renewal

Charter process: 5 working days

#### Conditions:

- Renewal of the pass can be considered depending on the requirements.
- All applications must obtain an Approval Letter before entering Malaysia for the purpose of employment.
- Applicant are required to collect Single Entry Visa at respective Embassy or can be apply through eVISA website (If applicable)
- All applications must endorse the Employment Pass sticker within the stipulated time:
  - Inside Malaysia: (30) days after the approval
  - Outside Malaysia: (30) days after arrival to Malaysia



## STAGE 3

Documents required:

No.	Document	Requirement	
1.	Passport Photo	<ul style="list-style-type: none"> <li>1. Photo must have light blue background with photo size of 3.5cm x 5.0cm</li> <li>2. Size of photo must be in 99 x 142 pixels</li> <li>3. Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed</li> <li>4. No head covering allowed which obscures hair or hairline unless worn for religious purpose</li> <li>5. Edited photo is <b>NOT ACCEPTABLE</b></li> </ul>	<ul style="list-style-type: none"> <li>c) Passport Number</li> <li>d) Passport Issue Date</li> <li>e) Passport Expiry Date <ul style="list-style-type: none"> <li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li> </ul> </li> <li>f) Place of Passport Issuance</li> </ul> <p>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</p>
2.	Copy of Passport	<ul style="list-style-type: none"> <li>1. Passport Pages <ul style="list-style-type: none"> <li>• Full booklet with cover and all pages with minimum six (6) empty pages available.</li> <li>• Booklet cover must be scanned in clear and coloured copy including back cover.</li> </ul> </li> <li>2. Compulsory <ul style="list-style-type: none"> <li>• Copy submitted <b>MUST</b> be in COLOUR.</li> <li>• Scan and upload clear and readable copy in a single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</li> </ul> </li> <li>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</li> <li>4. Please ensure details in the passport is accurately keyed into the ESD system: <ul style="list-style-type: none"> <li>i. Name <ul style="list-style-type: none"> <li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li> <li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li> <li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li> </ul> </li> <li>ii. Nationality <ul style="list-style-type: none"> <li>• Refer the country code on the MRZ section in the second line to identify the nationality. <ul style="list-style-type: none"> <li>a) Gender</li> <li>b) Date of Birth</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>3. Copy of Highest Educational Certificates <ul style="list-style-type: none"> <li>1. Education certificate / Translated document (if applicable) / Professional Certificate (if applicable) must be submitted in <b>scanned colour copy</b></li> <li>2. For education certificate, please ensure details in of the education background is accurately keyed into the ESD system especially for the particulars: <ul style="list-style-type: none"> <li>• Highest Qualification</li> <li>• University / College / School</li> <li>• Major Field Study</li> <li>• Year of Graduation</li> <li>• Country of Graduate</li> </ul> </li> <li>3. For professional certificate (if applicable), please ensure details in of the professional background is accurately keyed into the ESD system especially for the particulars: <ul style="list-style-type: none"> <li>• Professional Body / Organization</li> <li>• Certification</li> <li>• Year obtained certification</li> </ul> </li> <li>4. For certificate(s) that are in <b>English</b>, the following is required: <ul style="list-style-type: none"> <li>• Must be attested <b>Certified True Copy (CTC)</b> by the respective Embassy High Commission Consulate General in the respective country; OR in Malaysia; OR Human Resource (CTC) of the company</li> <li>• If the company HR is attesting the certificates, then the attested documents <b>MUST</b> have the official company stamp and can only be signed by the HR Manager and above with the name, signature and position clearly stated</li> </ul> </li> </ul> </li> </ul>



## STAGE 3

	<p>5. For certificate(s) that are <b>NOT in English</b>, the following is required:</p> <ul style="list-style-type: none"> <li>• If the applicant is not in Malaysia, the academic certificate(s) <b>MUST be translated to English and Certified True Copy by the Malaysian Embassy / High Commission / Consulate in their respective country OR</b></li> <li>• If the applicant is in Malaysia, the academic certificate(s) <b>MUST be translated to English by;</b> <ol style="list-style-type: none"> <li>i. Institut Terjemahan &amp; Buku Malaysia (ITBM); OR</li> <li>ii. Any Translation Centre Registered With The Malaysian Translators Association (Persatuan Penterjemah Malaysia - PPM); OR</li> <li>iii. Dewan Bahasa Dan Pustaka (DBP).</li> </ol> </li> <li>• A copy of the original certificate(s) must be submitted together with the translated copy, as per the requirements above</li> </ul> <p>6. For certificates certified by company Human Resource (HR), the Expatriate Committee reserves the right to request for certified true copy by the relevant authority in the respective country; OR respective Embassy / High Commission / Consulate General in Malaysia</p>	<ul style="list-style-type: none"> <li>• The content includes verify applicant qualification, experiences and capabilities for the position offered</li> </ul> <p>5. Employer Signature:</p> <ul style="list-style-type: none"> <li>• The digital signature is not acceptable</li> <li>• For Employment Pass, the testimonial letter must be signed by the representative from the top management. (Example: Director, General Manager, HR Director, HR Manager)</li> <li>• For Professional Visit Pass, the testimonial letter must be signed by any representative of the overseas company</li> </ul> <p>6. Testimonial Letter cannot be signed off by the applicant although he / she is the owner / director of the company. Thus, testimonial should be signed by another authorized person from the company (example: Different director in the company / HR Manager)</p>
4.	<p>Testimonial (For Applicant That Unable to Provide Education Certificate)</p> <ol style="list-style-type: none"> <li>1. Testimonial issued by hiring company (for employment pass) / overseas company (for Professional Visit Pass) include company letterhead and director's signature in coloured scanned copy</li> <li>2. The content includes verify applicant qualification, experiences and capabilities for the position offered</li> <li>3. Company Letterhead: <ul style="list-style-type: none"> <li>• For Employment Pass, hiring company will provide the testimonial letter with official company letterhead</li> <li>• Testimonial letter should be issued in scanned colour copy</li> </ul> </li> <li>4. Description: <ul style="list-style-type: none"> <li>• The description will include applicant name and passport number of the applicant</li> </ul> </li> </ol>	<p>5. Latest comprehensive Resume</p> <ol style="list-style-type: none"> <li>1. Detailed resume in coloured copy includes total professional working experience.</li> <li>2. Employment History: <ol style="list-style-type: none"> <li>i. Detailed and updated information, current and previous employer on the employment history with brief job description: <ul style="list-style-type: none"> <li>• Year to year (2019- 2021) / month &amp; year to month &amp; year (Jan 2019 - May 2021)</li> <li>• Full name and location (country) of current and previous companies</li> <li>• Position held</li> </ul> </li> <li>ii. Total working experience calculation: <ul style="list-style-type: none"> <li>• Part time work, voluntary work and internship is not professional working experience therefore shall not be considered into the calculation for total working experience</li> <li>• If the applicant is unemployed for certain duration in employment history, the information must be stated</li> <li>• If the applicant was never employed, there is no need to provide the employment history</li> </ul> </li> </ol> </li> </ol>

## STAGE 3

		<ul style="list-style-type: none"> <li>If the applicant had further study during the working period, please ensure they mention the duration in the employment history</li> </ul> <p>3. For Professional Visit Pass application, current employer should be same with the company that issued the <b>Acceptance Letter</b> and the recipient in the <b>Offer Letter</b></p> <p>4. Educational Background:</p> <ul style="list-style-type: none"> <li>Please ensure the details in the education background is stated including information of the education certification attached in the system</li> </ul>		<p>ii. For all EP I and II Categories, the duration of employment must not exceed 60 months</p> <p>5. Designation / position</p> <ul style="list-style-type: none"> <li>The designation / position in the system must be exactly as per employment contract</li> <li>Dual function position is <b>NOT ALLOWED</b></li> <li>The position in the employment contract, ESD system, job description and Support Letter/ Approval Letter must be the same</li> </ul> <p>6. Basic salary (excluding gross salary / allowances / incentives / bonuses) must be paid by Malaysian company and stated in Ringgit Malaysia currency</p> <p>7. The details of the applicant must be same as in the passport and ESD system</p> <p>8. Employment contract and acceptance letter must be signed by both parties (employer and employee) and dated accordingly</p> <ul style="list-style-type: none"> <li>On behalf signature (employer) and digital / pasted signature is strictly unaccepted.</li> <li>Employment contract cannot be signed off by the same applicant as the employer and the employee of the company even though he / she is the owner / director of the company. Thus, employment contract should be signed by another authorized person from the company (example: Different director in the company / HR Manager)</li> </ul>
6.	Release letter from previous employer in Malaysia (for change of employer only)	<p>1. The letter should be issued by the employer mentioned in the current Employment Pass (EP) sticker (attached in passport) in colored scanned copy</p> <p>2. Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and issued on official letterhead of previous company</p> <p>3. Validity of the letter is within three (3) months from the issuance date of letter</p>		
7.	Copy of Employment Contract (duly stamped by Malaysia Inland Revenue Board)	<p>1. Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and issued on official company letterhead</p> <p>2. Duly stamped by Inland Revenue Board of Malaysia (IRB)</p> <p>3. The validity of the Employment Contract <b>MUST</b> be within THREE (3) months from IRB stamping</p> <p>4. The following details <b>MUST</b> be mentioned in the employment contract:</p> <ul style="list-style-type: none"> <li>Issuance date of employment contract</li> <li>Name and passport number of the expatriate</li> <li>Duration of employment</li> </ul> <p>i. For EP III Category, the duration of employment must not be more than 12 months</p>	8.	Supporting document from Approving Agency / Regulatory Body (if applicable)

## STAGE 3

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9.	Detailed Job Description printed on company's letterhead	<p>1. Job description must be printed / transcribed on company's official letterhead</p> <p>2. Position must be stated on Job Description</p> <p>3. Location of the position</p> <p>4. Reporting Line / Supervisor Designation</p> <p>5. List of task / responsibilities for position applied</p> <ul style="list-style-type: none"> <li>• The minimal listed of job description of the application is three (3) different tasks and not repetitive</li> <li>• The description of the job should be explained the position stated</li> </ul> <p>6. Position stated in the job description must match with the position stated in the ESD system and Employment Contract</p>	11.	Latest e-BE / e-M tax filing (for Employment Pass renewal or change of position or change of employer)	
10.	Payslips (for Employment Pass renewal and change of position)	<p>1. Latest three (3) month's payslips</p> <p>2. Payslip is applicable for following type of applications:</p> <ul style="list-style-type: none"> <li>• Renewal application in the same company</li> <li>• Change of position in the same company</li> <li>• Change Approval Agency but under same company, same ROC (example: Applicant under MIDA / MDEC to ESD)</li> <li>• Previous submission is manual (Ref No: BPP...) and change to system (Ref No: ESD...)</li> </ul> <p>3. Salary voucher is not accepted</p> <p>4. Salary details:</p> <ul style="list-style-type: none"> <li>• State basic salary and the currency must be in Ringgit Malaysia only</li> <li>• Detailed payslip which state allowances / tax deductions</li> </ul>	12.	Tax payment receipts (if any)	
			13.	Latest EA Form (for Employment Pass renewal or change of position or change of employer)	
			14.	Account statement from Malaysia Inland Revenue Board (Note: upon request)	
			15.	Other documents specified upon request	<p>1. Organizational Chart</p> <ul style="list-style-type: none"> <li>• Restaurant / Bar operation: organization chart for branch that applicant will be assigned and position (including other employee's name and position). If the company have more than one outlet, thus, need to provide organization chart</li> </ul>

## STAGE 3

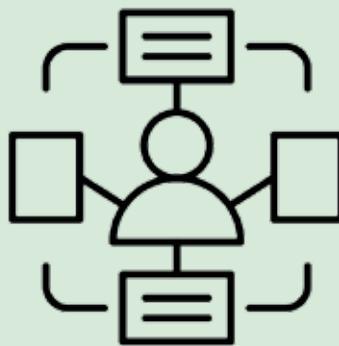
### DEPENDANT PASS (DP)

#### Eligibility criteria:

- Legal spouse of Employment Pass holder; OR
- Children below 18 years old (biological, stepchild, legally adopted) of Employment Pass holder
- Disabled child regardless of age

#### Features:

- Allows the holder to stay in West Malaysia
- Employment not allowed and requires conversion to Employment Pass
- For social and welfare purposes, the holder may request for special permission to undertake activities from the Immigration Department of Malaysia
- Charter process: 14 working days



#### Documents required:

No.		Requirement
1.	Passport Photo	<ol style="list-style-type: none"><li>1. Photo must have light blue background with photo size of 3.5cm x 5.0cm</li><li>2. Size of photo must be in 99 x 142 pixels</li><li>3. Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed.</li><li>4. No head covering allowed which obscures hair or hairline unless worn for religious purpose.</li><li>5. Edited photo is <b>NOT ACCEPTABLE</b></li></ol>
2.	Copy of Passport	<ol style="list-style-type: none"><li>1. Passport Pages<ul style="list-style-type: none"><li>• Full booklet with cover and all pages with minimum six (6) empty pages available.</li><li>• Booklet cover must be scanned in clear and coloured copy including back cover.</li></ul></li><li>2. Compulsory:<ul style="list-style-type: none"><li>• Copy submitted MUST be in COLOUR.</li><li>• Scan and upload clear and readable copy in a single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</li></ul></li><li>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</li><li>4. Please ensure details in the passport is accurately keyed into the ESD system:<ol style="list-style-type: none"><li>i. Name<ul style="list-style-type: none"><li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li><li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li><li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li></ul></li></ol></li></ol>

## STAGE 3

	<p>ii. Nationality</p> <ul style="list-style-type: none"> <li>• Refer the country code on the MRZ section in the second line to identify the nationality.</li> <li>a) Gender</li> <li>b) Date of Birth</li> <li>c) Passport Number</li> <li>d) Passport Issue Date</li> <li>e) Passport Expiry Date           <ul style="list-style-type: none"> <li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li> </ul> </li> <li>f) Place of Passport Issuance</li> </ul> <p>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</p>
3.	<p>Marriage / Birth Certificates</p> <p>1. Copy of Marriage Certificate (for legal spouse) translated* into English (if applicable) and must be attested / Certified True Copy (CTC) by the Embassy / High Commission / Consulate General of Malaysia in the respective country OR respective Embassy / High Commission / Consulate General in Malaysia.</p> <p>2. Copy of Birth Certificate (for children below 18 years old) translated* into English (if applicable) and must be attested / Certified True Copy (CTC) by the Malaysian Embassy / High Commission / Consulate General in the respective country OR respective Embassy / High Commission/ Consulate General in Malaysia</p> <p><i>*Translation must be done either by the Respective Embassy / High Commission / Consulate General or Malaysian Institute of Translation &amp; Books (Institut Terjemahan Buku Malaysia)</i></p> <p>3. Other documents specified upon request</p>

4.	Application Letter	<ol style="list-style-type: none"> <li>1. The letter should be issued by the employer mentioned in the current</li> <li>2. Employment Pass (EP) sticker (attached in passport) in coloured scanned copy.</li> <li>3. Validity within six (6) months from the date of issuance of letter.</li> <li>4. Signatory must a person who is ENDORSER/DIRECTOR in Letter of Undertaking (LoU).</li> </ol>
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### SOCIAL VISIT PASS (LONG TERM)

#### Eligibility criteria:

- Children above 18 years old until 25 years old (biological, stepchild, legally adopted, except for children with disabilities) who are unmarried, and not studying or working in Malaysia; OR
- Children of Common law spouse from previous relationship below 7 years old
- Parents and Parents-in-law of Employment Pass holder; OR
- Common law spouse of Employment Pass holder can be considered

#### Features:

- Allows the holder to stay in West Malaysia
- Employment is not allowed and requires conversion to Employment Pass
- Study is not allowed and requires conversion to Student Pass
- One (1) time application and change of partner is not allowed for common law spouse
- Charter process: 14 working days
- Maximum approval duration is 12 months subject to the main principal's pass validity or the passport period whichever is earlier.



## STAGE 3

Documents required:

No.		Requirement		
1.	Passport Photo	<p>1. Photo must have light blue background with photo size of 3.5cm x 5.0cm</p> <p>2. Size of photo must be in 99 x 142 pixels</p> <p>3. Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed.</p> <p>4. No head covering allowed which obscures hair or hairline unless worn for religious purpose.</p> <p>5. Edited photo is <b>NOT ACCEPTABLE</b></p>		<p>ii. Nationality</p> <ul style="list-style-type: none"> <li>• Refer the country code on the MRZ section in the second line to identify the nationality.</li> <li>a) Gender</li> <li>b) Date of Birth</li> <li>c) Passport Number</li> <li>d) Passport Issue Date</li> <li>e) Passport Expiry Date</li> <li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li> <li>f) Place of Passport Issuance</li> </ul> <p>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</p>
2.	Copy of Passport	<p>1. Passport Pages</p> <ul style="list-style-type: none"> <li>• Full booklet with cover and all pages with minimum six (6) empty pages available.</li> <li>• Booklet cover must be scanned in clear and coloured copy including back cover.</li> </ul> <p>2. Compulsory:</p> <ul style="list-style-type: none"> <li>• Copy submitted MUST be in COLOUR.</li> <li>• Scan and upload clear and readable copy in a single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</li> </ul> <p>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</p> <p>4. Please ensure details in the passport is accurately keyed into the ESD system:</p> <p>i. Name</p> <ul style="list-style-type: none"> <li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li> <li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li> <li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li> </ul>	3.	<p>1. <b>Copy of Birth Certificate (for children above 18 years old)</b> translated* into English (if applicable) and Certified True Copy (CTC) by the Embassy / High Commission / Consulate General of Malaysia in the respective country OR respective Embassy / High Commission / Consulate General in Malaysia</p> <p>2. <b>Copy of Birth Certificate of Employment Pass holder (for Parents) or Employment Pass holder's legal spouse (for Parents-in-laws)</b> translated* into English (if applicable) and Certified True Copy (CTC) by the Malaysian Embassy / High Commission / Consulate General in the respective country OR respective Embassy / High Commission / Consulate General in Malaysia</p> <p><i>*Translation must be done either by the Respective Embassy / High Commission / Consulate General or Malaysian Institute of Translation &amp; Books (Institut Terjemahan Buku Malaysia)</i></p> <p>3. Other documents specified upon request</p>



## STAGE 3

4.	Affidavit / Acknowledgement letter (Applicable for Common Law Spouse)	1. Affidavit / Acknowledgement letter from the Employment Pass holder's Embassy / High Commission/ Consulate General on the relationship status (for Common Law Spouse)
5.	Statutory Letter and Confirmation Letter for Children between 18 years old - 25 years old	1. Statutory Declaration from the Commissioner of Oaths and confirmation letter from the respective Embassy / High Commission / Consulate General in Malaysia regarding the applicant's latest status (single, not studying nor working in Malaysia and still under the custodian of the EP holder) is required for each renewal.
6.	Personal Bond	1. Completed Personal Bond form duly stamped by Inland Revenue Board (IRB)
7.	Application Letter	<p>1. The letter should be issued by the employer mentioned in the current.</p> <p>2. Employment Pass (EP) sticker (attached in passport) in coloured scanned copy.</p> <p>3. Validity within six (6) months from the date of issuance of letter.</p> <p>4. Signatory must be a person who is an ENDORSER/ DIRECTOR in the Letter of Undertaking (LoU).</p>

### VISIT PASS (TEMPORARY EMPLOYMENT)

#### - FOR FOREIGN MAID(S)

##### Eligibility criteria:

- Female, aged 21 - 45 years old; AND
- Health certified by FOMEMA
- Refer to the table below on the eligibility to hire the numbers of foreign maid(s):

NUMBERS OF MAIDS ALLOWED	SALARY DRAWN
One (1) Foreign Maid	RM5,000.00 and above
Two (2) Foreign Maids	RM10,000.00 and above
Three (3) Foreign Maids	RM15,000.00 and above
Four (4) and subsequent Foreign Maids	Refer to Immigration Department for further requirement

##### Features:

- Allows the holder to be employed as a foreign maid for the Employment Pass holder



## STAGE 3

Documents required:

No.	Document	Requirement
1.	Passport Photo	<p>1. Photo must have light blue background with photo size of 3.5cm x 5.0cm</p> <p>2. Size of photo must be in 99 x 142 pixels</p> <p>3. Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed.</p> <p>4. No head covering allowed which obscures hair or hairline unless worn for religious purpose.</p> <p>5. Edited photo is <b>NOT ACCEPTABLE</b></p>
2.	Copy of Passport	<p>1. Passport Pages</p> <ul style="list-style-type: none"> <li>• Full booklet with cover and all pages with minimum six (6) empty pages available.</li> <li>• Booklet cover must be scanned in clear and coloured copy including back cover.</li> </ul> <p>2. Compulsory:</p> <ul style="list-style-type: none"> <li>• Copy submitted MUST be in COLOUR.</li> <li>• Scan and upload clear and readable copy in a single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</li> </ul> <p>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</p> <p>4. Please ensure details in the passport is accurately keyed into the ESD system:</p> <p>i. Name</p> <ul style="list-style-type: none"> <li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li> <li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li> <li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li> </ul>

		<p>ii. Nationality</p> <ul style="list-style-type: none"> <li>• Refer the country code on the MRZ section in the second line to identify the nationality.</li> <li>a) Gender</li> <li>b) Date of Birth</li> <li>c) Passport Number</li> <li>d) Passport Issue Date</li> <li>e) Passport Expiry Date</li> <li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li> <li>f) Place of Passport Issuance</li> </ul> <p>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</p>
3.	Maid's Employment Contract (duly stamped by Inland Revenue Board)	
4.	FOMEMA Certificate	
5.	Personal Bond form (duly stamped by Inland Revenue Board)	
6.	Release letter from previous employer (for change of employer, if applicable)	
7.	Other documents specified upon request	



## STAGE 3

### PROFESSIONAL VISIT PASS (PVP)

Eligibility criteria:

- Hiring company successfully registered with ESD (refer to Stage 1 & 2); AND
- Applicant fulfils one of the following categories:
  - Category I: Expertise Transfer
  - Category II: Research
  - Category III: Training at ESD-registered companies
  - Category IV: Volunteers
  - Category V: Exhibitors under regulation of Malaysia Convention & Exhibition Bureau (MyCEB)
  - Category VI: Student Internship\* under:
    - i. Foreign Embassies
    - ii. ESD-registered companies
    - iii. Hotels

\*Must be relevant to the applicant's education background

- For Hotel Trainee:
  - Applicable to hotels rated 4 star and above only.
  - Hotels rated 3 star may apply but restricted to Indonesian trainees only.
  - Limited to 25 trainees at any given time.
  - Maximum duration allowed is for six (6) months only and non-renewable.
  - The trainee can only apply once for training in any hotel in Malaysia.

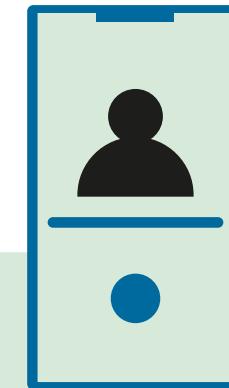
Features:

- Allows the holder to engage in Temporary Employment / contracted activity in Malaysia under the ESD-registered company.
- Maximum duration of contract allowed is for 12 months and is restricted to one contract / project at a time.
- The position is non-salaried.
- Payment and endorsement of PVP can be done via online and will be delivered by Pos Malaysia
- Charter process: 5 working days

Conditions:

- The maximum duration for an expatriate to hold PVP is 12 months. No extensions are allowed beyond 12 months.
- Should companies wish to request PVP extensions (within 12 months) with the same company, the application must be submitted at least One (1) month before the pass expiry date and the applicant is not required to exit the country throughout the application processing period.
- All PVP applications must obtain an Approval Letter before entering Malaysia for the purpose of employment.
- Applicant require to collect Single Entry Visa at respective Embassy or can be apply through eVISA website (only applicable for nationalities requiring visa).

- Applicants who have entered the country will have 14 days from entry date to endorse PVP sticker
- In case of change of employer while the pass is still valid, the PVP is required to cancel and exit Malaysia before applying new PVP with new employer



The maximum duration for an expatriate to hold PVP is 12 months. No extensions are allowed beyond 12 months.

## STAGE 3

Documents required:

No.	Document	Requirement
1.	Application letter	<p>1. Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and issued on official company letterhead.</p> <p>2. Application Letter is a letter provided by Host / Malaysian company (must be signed by authorized endorser as per the Letter of Undertaking).</p> <p>3. Validity period for Application Letter is within 3 months upon ISSUANCE date.</p> <p>4. Application Letter <b>MUST</b> be transcribed in Host / Malaysian company letterhead.</p> <p>5. Addressed to Immigration Department Malaysia, Putrajaya:  <i>Pengarah Unit Pas Lawatan Ikhtisas Bahagian Khidmat Ekspatriat, Ibu Pejabat Jabatan Imigresen Malaysia No.15, Tingkat 3 (podium) Persiaran Perdana, Presint 2 62550 Putrajaya, Wilayah Persekutuan</i></p> <p>6. Please include details as below in Application Letter:           <ul style="list-style-type: none"> <li>• Applicant details (name, current passport number &amp; nationality)</li> <li>• Position</li> <li>• Pass duration (not more than 12 months)</li> <li>• Stated the purpose: provide a temporary transfer of the applicant / to assist on a particular project / machine installation / attending training in Malaysia company / internship / researcher / volunteer / exhibitor / visiting professor / seminar speaker</li> </ul> </p> <p>7. Employer Signatory:           <ul style="list-style-type: none"> <li>i. Must consist of three (3) items:               <ul style="list-style-type: none"> <li>• Signature</li> <li>• Name</li> <li>• Designation</li> </ul> </li> <li>ii. Must be a person who is an ENDORSER / DIRECTOR in the Letter of Undertaking (LoU)            Digital or pasted signature is <b>NOT</b> accepted</li> </ul> </p>
2.	Recent passport photo	<p>1. Photo must have light blue background with photo size of 3.5cm x 5.0cm</p> <p>2. Size of photo must be in 99 x 142 pixels</p> <p>3. Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed</p> <p>4. No head covering allowed which obscures hair or hairline unless worn for religious purpose</p> <p>5. Edited photo is <b>NOT ACCEPTABLE</b></p>
3.	Copy of passport	<p>1. Passport Pages           <ul style="list-style-type: none"> <li>• Full booklet with cover and all pages with minimum six (6) empty pages available</li> <li>• Booklet cover must be scanned in clear and colour copy including back cover</li> </ul> </p> <p>2. Compulsory:           <ul style="list-style-type: none"> <li>• Copy submitted <b>MUST</b> be in <b>COLOUR</b></li> <li>• Scan and upload clear and readable copy in single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b></li> </ul> </p> <p>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b></p> <p>4. Please ensure details in the passport is accurately keyed into the ESD system:           <ul style="list-style-type: none"> <li>i. Name               <ul style="list-style-type: none"> <li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li> <li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li> <li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li> </ul> </li> <li>ii. Nationality               <ul style="list-style-type: none"> <li>• Refer the country code on the MRZ section in the second line to identify the nationality</li> </ul> </li> </ul> </p>



## STAGE 3

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		<p>a) Gender b) Date of Birth c) Passport Number d) Passport Issue Date e) Passport Expiry Date</p> <ul style="list-style-type: none"> <li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li> </ul> <p>f) Place of Passport Issuance</p> <p>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</p>		<p>6. Please include details as below in the Offer Letter:</p> <ul style="list-style-type: none"> <li>• Applicant details (Name, Current Passport Number &amp; Nationality)</li> <li>• Host / Malaysian company need to state the offers to the applicant</li> <li>• Position in the ESD system, Application Letter, Offer Letter and Acceptance Letter must be the <b>SAME</b></li> <li>• Duration in the ESD system, Application Letter, Offer Letter and Acceptance Letter must be the <b>SAME</b> (not more than 12 months)</li> <li>• For salary section, salary must be paid by the overseas company only. If the company state Malaysian company or similar statement, it is <b>NOT</b> accepted</li> <li>• Malaysian company is only allowed to provide an allowance or other expenses to the applicant</li> <li>• The value of salary to be stated in the letter is optional</li> </ul> <p>7. Employer Signatory:</p> <ul style="list-style-type: none"> <li>• Must consist of three (3) items:           <ul style="list-style-type: none"> <li>i. Signature</li> <li>ii. Name</li> <li>iii. Designation</li> </ul> </li> <li>• Must be a person who is an ENDORSER / DIRECTOR in the Letter of Undertaking (LoU)</li> <li>• Digital or pasted signature is <b>NOT</b> accepted</li> </ul>
4.	Offer letter / agreement for services / sponsor contract / internship offer by the sponsor company in Malaysia (duly stamped by Inland Revenue Board)	<p>1. Offer Letter is a letter provided by Host / Malaysian company.</p> <p>2. Offer Letter <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and transcribed in Host / Malaysian company letterhead.</p> <p>3. Validity period for Offer Letter is within three (3) months upon ISSUANCE date.</p> <p>4. The issuance date stated in Offer Letter should be <b>earlier</b> than the issuance date in Acceptance Letter.</p> <p>5. Addressed to sponsor / overseas company:</p> <ul style="list-style-type: none"> <li>• State the name of company and full address of the office where the applicant is attached (sponsor / overseas)</li> <li>• Must correspond to the address of company in the Acceptance Letter</li> </ul>	5.	<p>Confirmation letter by the foreign / host-country company on the applicant's employment details (salary, designation, duration of pass applied, etc), whichever applicable</p> <p>1. Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and issued on official company letterhead</p> <p>2. Acceptance Letter provided by the overseas / sponsor company replied to the Offer Letter issued from Malaysia company</p> <p>3. Validity period for Offer Letter is within three (3) months upon ISSUANCE date</p> <p>4. The issuance date stated in Acceptance Letter comes <b>after</b> the issuance date in Offer Letter</p>

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	<p>5. Offer letter MUST be transcribed in Overseas company letterhead</p> <p>6. Addressed to Malaysia / Host company</p> <ul style="list-style-type: none"> <li>• Addressed include name of company and full address of the office</li> <li>• Must correspond to the address of company in the Offer Letter</li> </ul> <p>7. Please include details as below in Offer Letter:</p> <ul style="list-style-type: none"> <li>• Applicant details (Name, Current Passport Number &amp; Nationality)</li> <li>• Overseas company need to state the Acceptance Offer of the applicant</li> <li>• Position in the ESD system, Application Letter, Offer Letter and Acceptance Letter must be the SAME</li> <li>• Duration in the ESD system, Application Letter, Offer Letter and Acceptance Letter must be the SAME. (not more than 12 months)</li> <li>• For salary section, salary must be paid by the overseas company only. If the company state Malaysian company or similar statement, it is NOT accepted</li> <li>• Malaysian company is only allowed to provide an allowance or other expenses to the applicant</li> <li>• The value of salary to be stated in the letter is optional</li> <li>• The Offer Letter issuance date need to state in the letter is optional</li> </ul> <p>8. Employer Signatory:</p> <ul style="list-style-type: none"> <li>• Must consist of three (3) items: <ul style="list-style-type: none"> <li>ii. Signature</li> <li>ii. Name</li> <li>iii. Designation</li> </ul> </li> <li>• Must be a person who is a director / owner / partner / company representative of overseas company</li> <li>• Cannot be signed by applicant itself</li> <li>• Digital or pasted signature is NOT accepted</li> </ul>	<p>6. Detailed Job Description</p> <p>1. Job description must be printed / transcribed on company's official letterhead</p> <p>2. Position must be stated on Job Description</p> <p>3. Location of the position</p> <p>4. Reporting Line / Supervisor Designation</p> <p>5. List of task / responsibilities for position applied</p> <ul style="list-style-type: none"> <li>• The minimal listed of job description of the application is three (3) different tasks and not repetitive</li> <li>• The description of the job should be explained the position stated</li> </ul> <p>6. Position stated in the job description must match with the position stated in the ESD system and Employment Contract</p>
	<p>7. Copy of highest educational certificates</p> <p>1. Education certificate / Translated document (if applicable) / Professional Certificate (if applicable) must be submitted in <b>scanned colour copy</b></p> <p>2. For education certificate, please ensure details in of the education background is accurately keyed into the ESD system especially for the particulars:</p> <ul style="list-style-type: none"> <li>• Highest Qualification</li> <li>• University / College / School</li> <li>• Major Field Study</li> <li>• Year of Graduation</li> <li>• Country of Graduate</li> </ul> <p>3. For professional certificate (if applicable), please ensure details in of the professional background is accurately keyed into the ESD system especially for the particulars:</p> <ul style="list-style-type: none"> <li>• Professional Body / Organization</li> <li>• Certification</li> <li>• Year obtained certification</li> </ul>	

## STAGE 3

	<p>4. For certificate(s) that are in <b>English</b>, the following is required:</p> <ul style="list-style-type: none"><li>• Must be attested <b>Certified True Copy (CTC)</b> by the respective Embassy High Commission Consulate General in the respective country; OR in Malaysia; OR Human Resource (CTC) of the company</li><li>• If the company HR is attesting the certificates, then the attested documents MUST have the official company stamp and can only be signed by the HR Manager and above with the name, signature and position clearly stated</li></ul> <p>5. For certificate(s) that are <b>NOT in English</b>, the following is required:</p> <ul style="list-style-type: none"><li>• If the applicant is not in Malaysia, the academic certificate(s) MUST be <b>translated to English and Certified True Copy by the Malaysian Embassy / High Commission / Consulate in their respective country</b> OR</li><li>• If the applicant is in Malaysia, the academic certificate(s) MUST be translated to English by;<ol style="list-style-type: none"><li>i. Institut Terjemahan &amp; Buku Malaysia (ITBM); OR</li><li>ii. Any Translation Centre Registered With The Malaysian Translators Association (Persatuan Penterjemah Malaysia - PPM); OR</li><li>iii. Dewan Bahasa Dan Pustaka (DBP).</li></ol></li><li>• A copy of the original certificate(s) must be submitted together with the translated copy, as per the requirements above</li></ul> <p>6. For certificates certified by company Human Resource (HR), the Expatriate Committee reserves the right to request for certified true copy by the relevant authority in the respective country; OR respective Embassy / High Commission / Consulate General in Malaysia</p>	<p>8. Latest updated comprehensive Resume</p> <p>1. Detailed resume in coloured copy includes total professional working experience.</p> <p>2. Employment History:</p> <ul style="list-style-type: none"><li>i. Detailed and updated information, current and previous employer on the employment history with brief job description:<ul style="list-style-type: none"><li>• Year to year (2019- 2021) / month &amp; year to month &amp; year (Jan 2019 - May 2021)</li><li>• Full name and location (country) of current and previous companies</li><li>• Position held</li></ul></li><li>ii. Total working experience calculation:<ul style="list-style-type: none"><li>• Part time work, voluntary work and internship is not professional working experience therefore shall not be considered into the calculation for total working experience</li><li>• If the applicant is unemployed for certain duration in employment history, the information must be stated</li><li>• If the applicant was never employed, there is no need to provide the employment history</li><li>• If the applicant had further the study during the working period, please ensure they mention the duration in the employment history</li></ul></li></ul> <p>3. For Professional Visit Pass application, current employer should be same with the company that issued the <b>Acceptance Letter</b> and the recipient in the <b>Offer Letter</b></p> <p>4. Educational Background:</p> <ul style="list-style-type: none"><li>• Please ensure the details in the education background is stated including information of the education certification attached in the system</li></ul>
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## STAGE 3

9.	<p>Personal Bond form (duly stamped by Inland Revenue Board) (applicable for all nationality except Chinese and Bangladesh), OR</p> <p>1. A Personal Bond, which also called as Personal Recognizance</p> <p>2. Purpose of Personal Bond: A written contract in which a person who has been guaranteed which agrees to comply with the provision of act and any government regulations and promises to abstain from breaking the law while the personal bond is in force</p> <p>3. Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and duly stamped by Inland Revenue Board of Malaysia (IRB)</p> <p>4. IRB stamp:</p> <ul style="list-style-type: none"> <li>The Personal Bond must be duly stamped by Inland Revenue Board of Malaysia (IRB) (six (6) months validity from the date stated on the stamp)</li> <li>Purpose is to provide protection to the people who signed the agreement, as the document is now admissible for the court in case of a dispute</li> </ul> <p>5. Bond that is secured by the issuer's (Malaysian company representative) pledge of a specific amount because rates differ to nationality</p> <p>6. The following details <b>MUST</b> be filled and verified in Personal Bond:</p> <ol style="list-style-type: none"> <li>Issuance for Professional Visit Pass.           <ul style="list-style-type: none"> <li>The document needs to state for issuance of a Professional Visit Pass</li> <li>If company state different pass, it is not accepted (example: Employment Pass, Dependent Pass)</li> </ul> </li> <li>Name of the applicant. Passport number to be stated is optional</li> <li>Applicant Overseas Address (Applicant home address or overseas company address)</li> <li>Personal Bond rate (as per Personal Bond Rate by Immigration)</li> </ol>	<p>v. State the Name and IC Number of Employer (must be a Malaysian)</p> <ul style="list-style-type: none"> <li>Preferences for Malaysian person stated in Letter of Undertaking (LoU) of respective company</li> <li>If Employer representative is not stated in Letter of Undertaking (LoU), required to provide the proof that the person that has signed the Personal Bond is the employee of the company. (example: EPF slip, Staff ID)</li> </ul> <p>vi. Malaysia Employer's company Address. Employer's home address is not accepted</p> <ul style="list-style-type: none"> <li>Malaysian company address in the Personal Bond attached must be the same with company address stated in the Application Letter and Offer Letter.</li> <li>Stated name of the company only, it is still accepted</li> </ul> <p>vii. Employer's detail and Signature (must be a Malaysian)</p> <p>viii. Witness details and Signature (must be a Malaysian)</p> <p>7. If the company does not have a local employee / employer, the form may be signed by Commissioner of Oaths</p> <p>8. Company letterhead transcribed on the Personal Bond is NOT accepted</p> <p>9. Handwritten is allowed as long as it is readable</p> <p>10. Security Bond form (duly stamped by Inland Revenue Board of Malaysia (LHDN)).</p> <p>2. Bond that is secured by the issuer's (Malaysian company representative) pledge of a specific amount because rates differ to nationality</p> <p>3. IRB stamp:</p> <ul style="list-style-type: none"> <li>The Security Bond must be duly stamped by Inland Revenue Board of Malaysia (IRB) (six (6) months validity from the date stated on the stamp)</li> </ul>
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## STAGE 3

	<ul style="list-style-type: none"> <li>Purpose is to provide protection to the people who signed the agreement, as the document is now admissible for the court in case of a dispute</li> </ul> <p>4. The following details <b>MUST</b> be filled and verified in Security Bond:</p> <ol style="list-style-type: none"> <li>Issuance for Professional Visit Pass.           <ul style="list-style-type: none"> <li>The document needs to state for issuance of a Professional Visit Pass</li> <li>If company state different pass, it is not accepted (example: Employment Pass, Dependent Pass)</li> </ul> </li> <li>Name of the applicant. Passport number to be stated is optional</li> <li>Applicant Overseas Address (Applicant home address or overseas company address)</li> <li>Security Bond rate (as per Security Bond Rate by Immigration)</li> <li>State the Name and IC Number of Employer (must be a Malaysian)           <ul style="list-style-type: none"> <li>Preferences for Malaysian person stated in Letter of Undertaking (LoU) of respective company</li> <li>If Employer representative is not stated in Letter of Undertaking (LoU), required to provide the proof that the person that has signed the Security Bond is the employee of the company. (example: EPF slip, Staff ID)</li> </ul> </li> <li>Malaysia Employer's company Address. Employer's home address is not accepted           <ul style="list-style-type: none"> <li>Malaysian company address in the Security Bond attached must be the same with company address stated in the Application Letter and Offer Letter</li> <li>Stated name of the company only, it is still accepted</li> </ul> </li> <li>Employer's detail and Signature (must be a Malaysian)</li> <li>Witness details and Signature (must be a Malaysian)           <ul style="list-style-type: none"> <li>If the company does not have a local employee / employer, the form may be signed by Commissioner of Oaths</li> <li>Company letterhead transcribed on the Security Bond is NOT accepted</li> </ul> </li> </ol> <p>5. Handwritten is allowed as long as it is readable</p>	<p>11. Bank Guarantee (applicable for Chinese and Bangladesh nationality ONLY)</p> <ol style="list-style-type: none"> <li>Bank Guarantee can be issued by any banks available in Malaysia</li> <li>Document submitted <b>MUST</b> be in <b>CLEAR</b> and <b>COLOURED</b> scanned copy and duly stamped by Inland Revenue Board of Malaysia (IRB)</li> <li>Bank guarantee is an absolute commitment by a bank to pay an agree sum to the beneficiary if the party requesting to the guarantee</li> <li>Insurance guarantee is <b>NOT</b> accepted</li> <li>The following details <b>MUST</b> be verified in Bank Guarantee:           <ol style="list-style-type: none"> <li>IRB stamp:               <ul style="list-style-type: none"> <li>The Security Bond must be duly stamped by Inland Revenue Board of Malaysia (IRB) (six (6) months validity from the date stated on the stamp).</li> <li>Issuance to Director General Immigration with complete address:  <i>Ketua Pengarah Imigresen Malaysia Jabatan Imigresen Malaysia Bahagian Khidmat Ekspatriat, Unit Pas Lawatan Ikhlas No.15, Tingkat 3 (podium) Persiaran Perdana, Presint 2 62550 Putrajaya, Wilayah Persekutuan.</i> </li></ul> </li> <li>Malaysia company name and address</li> <li>Issuance for Professional Visit Pass               <ul style="list-style-type: none"> <li>The document needs to state for issuance of a Professional Visit Pass</li> <li>If company state a different pass, it is not accepted (example: Employment Pass, Dependent Pass)</li> </ul> </li> <li>Name and passport number of the applicant.            Nationality and duration are optional               <ul style="list-style-type: none"> <li>Details must be the same as per information in ESD system, Application Letter, Offer Letter and Acceptance Letter</li> </ul> </li> </ol> </li> </ol>
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## STAGE 3

	<p>v. Security Bond rate (follow Security Bond Rate by Immigration)</p> <ul style="list-style-type: none"> <li>• Republic of China: RM1500</li> <li>• Bangladesh: RM750</li> </ul> <p>vi. Validity period of Bank Guarantee</p> <ul style="list-style-type: none"> <li>• Bank guarantees duration must be valid and cover for the pass duration applied for the applicant stay in Malaysia</li> <li>• If the company request for six (6) months but the validity period is five (5) months and 15 days, it is still accepted as six (6) months</li> <li>• If the company request for six (6) months but the validity period is five (5) months or less, company will be given two options either to provide a new Bank Guarantee or to amend the duration requested and related document</li> </ul> <p>6. Insurance Guarantee that provided by Insurance Company, for example, Tokio Marine Insurance is <b>NOT</b> accepted</p> <p>7. Other institution like Money Exchange company, private monetary funding is also <b>NOT</b> accepted</p>	<p>14. Working Schedule</p> <ol style="list-style-type: none"> <li>1. A complete breakdown of the schedule in a month-to-month basis           <ul style="list-style-type: none"> <li>• Breakdown of the applicant's task for the project and the duration for each allocated task (month-to-month)</li> <li>• The total duration stated for list of tasks is <b>NOT</b> accepted</li> </ul> </li> <li>2. Describes expected roles and responsibilities required to be carried out by the applicant for the respective months</li> <li>3. Project Details:           <ul style="list-style-type: none"> <li>• Must explain specific assignments that the applicant will carry out in the project in each period, not stating the title project only</li> <li>• Repetitive job assignment is <b>NOT</b> accepted</li> <li>• Non-related tasks with position applied is <b>NOT</b> accepted</li> </ul> </li> </ol>
12.	Letter of Award (LOA) / Contract, if applicable	
13.	Supporting document from Approving Agency / Regulatory Body (If applicable)	

### ADDITIONAL DOCUMENTS FOR SPECIFIC ACTIVITIES

1. For machinery / equipment installation / commissioning / maintenance:
  - i. Invoice of purchase of machinery
  - ii. Form K1 / ZB4 / Others / BI or Letter of Confirmation from Customs Department to validate company's physical location in FTZ
2. For secondment in mining activities: Approval letter from the Minerals & Geoscience Department Malaysia on mining activity, Supporting letter from the Minerals & Geoscience Department Malaysia for individuals, and Mining License.
3. For Flight Simulator Tester: Supporting letter from the Department of Civil Aviation Malaysia
4. For internship: Training schedule / job description of internship is required
5. For hotel trainee:
  - i. Memorandum of Understanding on the special arrangement for hotel training (compulsory)
  - ii. Valid certificate of star rating from the Ministry of Tourism and Culture
6. Other documents specified upon request

## STAGE 3

### SOCIAL VISIT PASS - INTERNSHIP (SVP-I)

#### Eligibility criteria:

- Hiring company successfully registered with ESD (refer to Stage 1 & 2); AND
- ESD-registered company that intends to undertake short-term placements of international student within their company must apply for permission for this facility; AND
- Student must be currently pursuing a degree program or equivalent from recognised universities / institutions abroad (outside of Malaysia)

#### Features:

- This facility covers international student's mobility programs for a period determined by the student's eligibility for social visit pass based on nationality; or a maximum period of up to three (3) months. Programs that require more than the maximum period allowed must apply for a Professional Visit Pass.
- Types of programs / activities which are required to apply for this facility include student exchange, industrial / practical training, internship, mentorship, and other similar programmes allowed.

#### Conditions:

- Host Company must be successfully registered in ESD online portal.
- Application must be submitted by the Host Company through ESD online portal.
- Program participant (Student) must be overseas when the application is submitted.
- Passport must have minimum twelve (12) months validity for international travel.
- Program participant can only undertake the program approved by the Host Company.
- Program participants are not allowed to bring dependents.
- The program participant is required to leave the country upon completion of the program or expiry of the pass. Extension of the program is not allowed.
- Program participant from country requiring visa is required to obtain a visa before travel. Program participant will be issued Single Entry Visa (for countries requiring visa).
- The duration of the program is as per country eligibility.
- The social visit pass endorsement is at the discretion of the Immigration officers.



#### Documents required:

No.	Document	Requirement
1.	Copy of Passport	<ol style="list-style-type: none"><li>1. Passport Pages<ul style="list-style-type: none"><li>• Full booklet with cover and all pages with minimum six (6) empty pages available.</li><li>• Booklet cover must be scanned in clear and coloured copy including back cover.</li></ul></li><li>2. Compulsory:<ul style="list-style-type: none"><li>• Copy submitted <b>MUST</b> be in <b>COLOUR</b>.</li><li>• Scan and upload clear and readable copy in a single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</li></ul></li><li>3. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</li><li>4. Please ensure details in the passport is accurately keyed into the ESD system:<ol style="list-style-type: none"><li>i. Name<ul style="list-style-type: none"><li>• Name format should follow as printed in the passport Machine-Readable Zone (MRZ). For passport without MRZ, name format should follow "SURNAME" followed by "GIVEN NAME".</li><li>• Name length (maximum 44 characters including space and no special characters allowed, if more please follow the name according to MRZ in the passport).</li><li>• Special characters is not available in the ESD system. If the MRZ have special character or symbol, please replace with blank space.</li></ul></li><li>ii. Nationality<ul style="list-style-type: none"><li>• Refer the country code on the MRZ section in the second line to identify the nationality.</li><li>a) Gender</li><li>b) Date of Birth</li><li>c) Passport Number</li><li>d) Passport Issue Date</li><li>e) Passport Expiry Date<ul style="list-style-type: none"><li>• Passport expiry date must be valid for more than 12 months during the submission of the application.</li></ul></li><li>f) Place of Passport Issuance</li></ul></li></ol></li><li>5. Diplomatic Official / Refugee Temporary Emergency passport is <b>not acceptable</b>.</li></ol>

## STAGE 3

2.	Confirmation letter	<ol style="list-style-type: none"><li>1. Letter from the educational institution with the following details:<ul style="list-style-type: none"><li>• Name of the applicant as per passport;</li><li>• Passport number.</li><li>• Course / Major enrolled.</li><li>• Course / Major start and end date.</li><li>• Confirmation from the institution on the student's current standing (year of study, enrolment status).</li><li>• Name and position of the signatories of the letter.</li></ul></li></ol>
3.	Internship offer letter	<ol style="list-style-type: none"><li>1. Letter from host company with the following details:<ul style="list-style-type: none"><li>• Name of the applicant as per passport.</li><li>• Passport number.</li><li>• Name of the program and program.</li><li>• Program start and end date.</li><li>• Signature, name, and position of the host company representative;</li><li>• Acceptance signature, and date of the applicant.</li></ul></li></ol>
4.	Detailed schedule of the internship program	

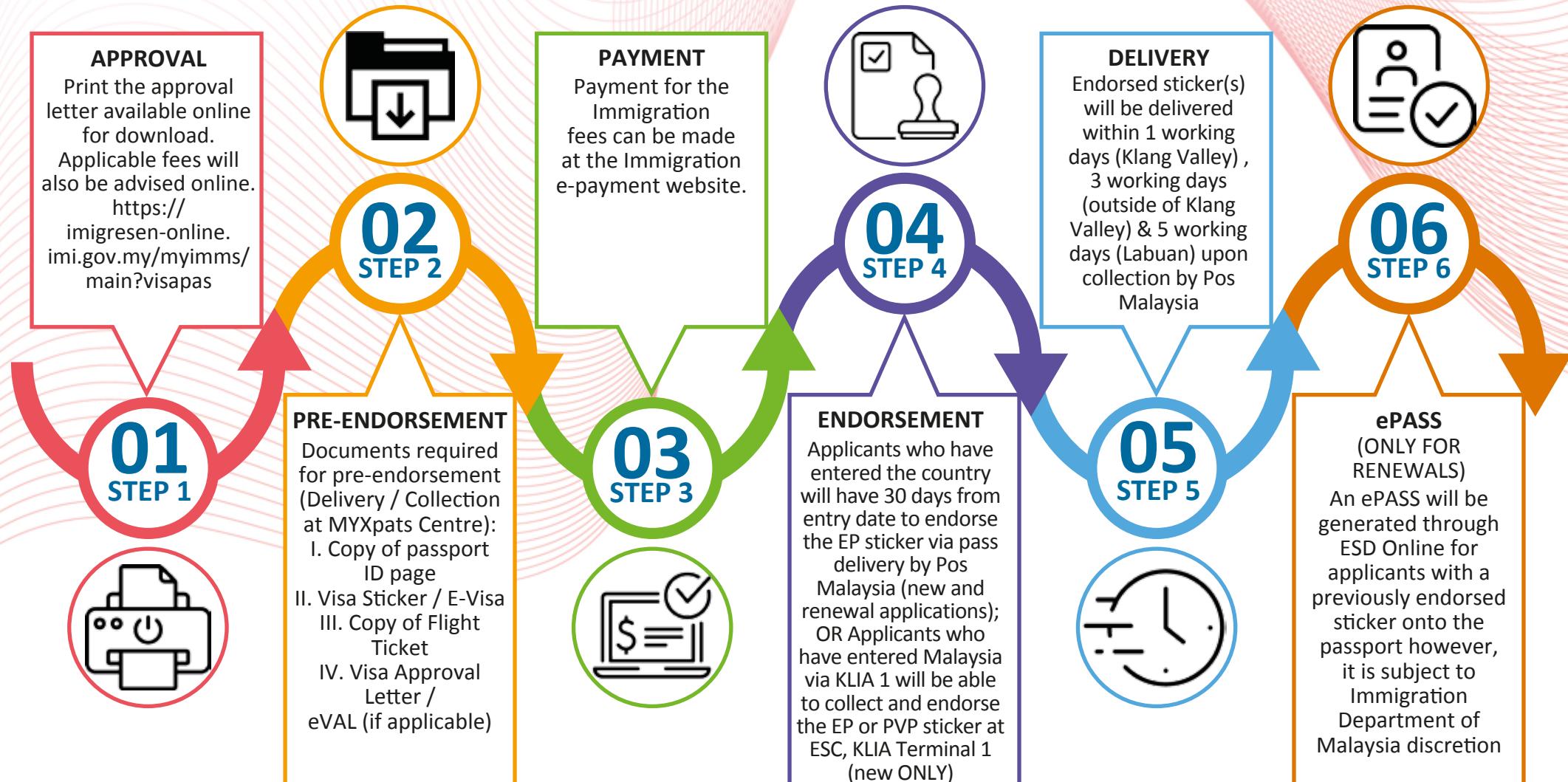
### COOLING-OFF PERIOD REQUIREMENT

1. Employment Pass Category III holders whose pass have been renewed for two (2) times or 3 years in a row MUST leave the country and serve 3 months cooling off period to be able to apply for Employment Pass Category III again. Exemption is only given for cases of Employment Pass Category III converting to Employment Pass Category I / II.
2. Employment Pass Category III holders who are changing employers MUST leave the country and serve 3 months cooling off period to be able to apply for Employment Pass Category III with different employer.
3. Visit Pass (Temporary Employment) holders who wanted to convert to Employment Pass (all categories) MUST leave the country and serve 3 months cooling off period to be able to apply for Employment Pass (all categories).



## > STAGE 4: (Step By Step)

### ONLINE ENDORSEMENT & STICKER DELIVERY AT MYXPATS CENTRE



## STAGE 4

### FREQUENTLY ASKED QUESTIONS ePASS

#### 1. What is ePASS?

The ePASS is an electronic pass that was introduced in December 2022 to replace the physical (sticker) Employment Pass in the passport.

#### 2. What is the purpose of the ePASS?

The purpose of the ePASS is to ease the renewal process of an Employment Pass and reduce the number of pages used on the Passport.

#### 3. Can the company apply an ePASS for dependents?

Yes, an ePASS will be provided upon renewal of a Dependent Pass.

#### 4. What happens if the renewal application has been approved and the applicants change their passports?

The company will need to proceed with sticker printed onto the new passport.

#### 5. What should the company do if they do not receive the email to download the ePASS?

Company may log in to the ESD Online System to download the ePASS. From ENDORSEMENT -> PASS ENDORSEMENT -> ePASS on the left sidebar of the ESD Online system.

#### 6. Can the ePASS be downloaded while the applicants are still outside the country and while their current pass is still valid?

Yes, once the ePASS has been generated in the ESD Online System, the company may still be able to download it.

#### 7. Can I proceed with an ePASS renewal with a new passport?

The ePASS is only eligible for renewals with an existing sticker on the Passport. New passports with blank pages are advised to proceed with sticker printing onto the new passport.

#### 8. Where can I find the ePASS?

The ePass can be downloaded from the ePASS section in the ESD Online System.

#### 9. What if the information in the ePASS is incorrect?

The incorrect ePASS will be voided, and a newly amended ePASS will be issued, replacing it.

#### 10. How many working days will it take for the ePASS to process after payment is made?

Upon payment, it will take 1 working day for the ePASS to be processed and reflected in the ESD Online System.

#### 11. Can the ePASS be used as an identification document instead of the Passport?

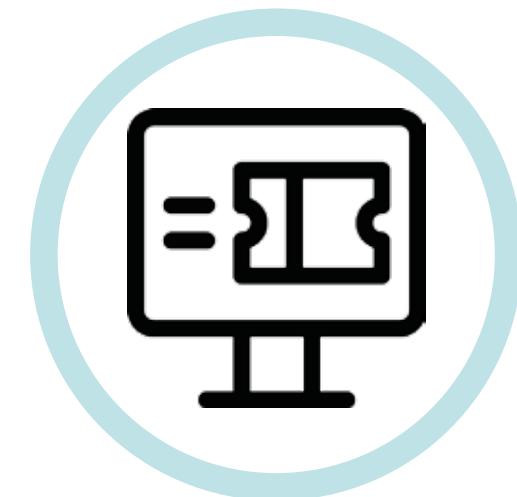
No, the passport is the main identification document and must always go together with the ePASS.

#### 12. Can I cancel the ePASS?

Yes, the ePASS can be cancelled.

#### 13. Is this applicable for PVP?

The ePASS is specifically for EP and DP- related passes only.



## STAGE 4

### 14. What is the function of the barcode?

The barcode is used for security purposes and identification.

### 15. Do we still need a sticker to be printed and pasted on the Passport?

Only the first sticker is required. Renewals will be using the ePass, and therefore, there is no need to print stickers for renewal purposes.

### 16. How to enter / exit Malaysia?

The applicant can enter and exit Malaysia using the ePASS with a valid passport registered on the ePASS.

### 17. Does ePASS follow the validity of an approved application?

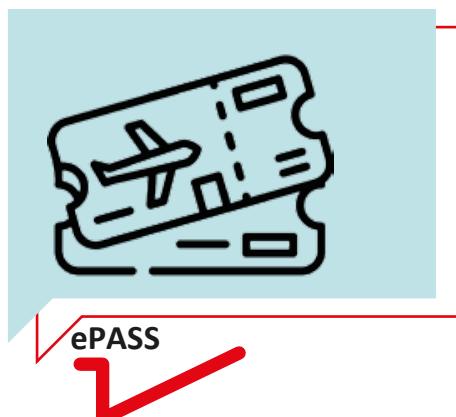
The validity of the ePASS will follow the approval and validity of the Passport.

### 18. Can the ePASS be printed in case the applicants are unable to access it from their devices?

Yes, the ePASS may still be printed for verification purposes if the devices cannot be accessed.

### 19. Is the ePASS valid to show upon entry at the airport?

Yes, it is valid to show upon entry at the airport.



### 20. Can the applicant hold an ePASS and pass sticker at the same time?

No, the applicant can only hold either the ePASS or the pass sticker at any one time.

### 21. How do I get the ePASS validation that may be requested from the Bank for any bank-related matters?

The Company may request the Bank to check the ePASS validation through the Immigration Official Website via the link: <https://imigresen-online.imi.gov.my/eservices/epass?semakan>.

OR

Please request the ePASS Validation Letter sample from the MYXpats Centre, or you may download it directly from the ESD Online System. The Company may share the sample letter of ePASS confirmation request with the bank, for the bank's reference.

Once the letter is completed, the company needs to submit the letter to MYXpats Centre through this email ([helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)) for the Immigration Department's next course of action.

### 22. How do I get the ePASS validation which may be requested from the Embassy or Foreign Agency / Authorities?

The company may request the Embassy or Foreign Agency/Authorities to check the ePASS validation through the Immigration Official Website via the link: <https://imigresen-online.imi.gov.my/eservices/epass?semakan>.

OR

The company may request the Embassy or Foreign Agency / Authorities to contact ESD Putrajaya via [esdhelpdesk@imi.gov.my](mailto:esdhelpdesk@imi.gov.my) for direct validation. The charter time will be 1 working day for the Immigration Department's validation process.



[helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)

[esdhelpdesk@imi.gov.my](mailto:esdhelpdesk@imi.gov.my)

### FREQUENTLY ASKED QUESTIONS

#### About MYXpats Centre

##### 1. What is MYXpats Centre?

Malaysia Expatriate Talent Service Centre (MYXpats Centre) provides employers and expatriates with Employment Pass and related pass services. It processes and issues the Employment Pass and related passes for eligible expatriates wanting to work in Malaysia.

It is a joint initiative between Talent Corporation Malaysia Berhad (TalentCorp) and the Immigration Department of Malaysia, and it is overseen by the Ministry of Home Affairs.

##### 2. What are the services offered at the MYXpats Centre?

Companies already registered with the Expatriate Service Division (ESD) can make use of the MYXpats Centre to:

- Apply for relevant passes for their expatriate employees
- Seek assistance during the document submission process
- Submission and delivery for endorsement via delivery by Pos Malaysia or collection at ESC, KLIA Terminal 1 of Immigration passes

##### 3. How do I apply for an Employment Pass?

Expatriates are not allowed to apply for their own immigration passes. The application must be done by the company that intends to hire the expatriate. Firstly, company needs to be registered with the ESD before they can apply for an expatriate Employment Pass or other expatriate related immigration pass.

Applications for these passes can be made online at [esd.imi.gov.my](http://esd.imi.gov.my).



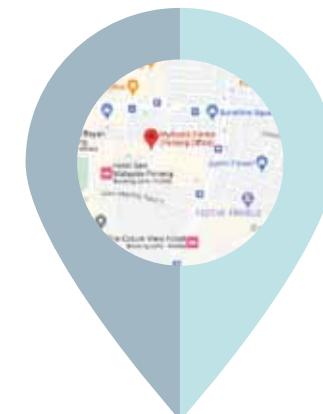
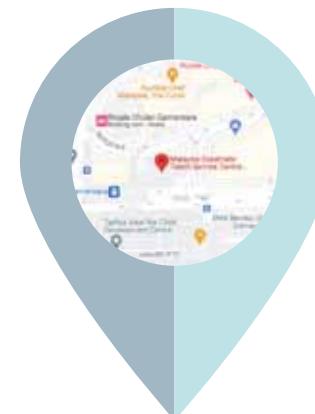
##### 4. What are the documents that I need to complete, and where can I get them?

The checklist is made available in the ESD Online Guidebook.

##### 5. How long will it take to process and approve the Employment Pass application?

Once all required documents have been submitted, all applications will be processed within five (5) working days.

##### 6. Where is MYXpats Centre located?



MYXpats Centre is located at:

Level 4, Surian Tower,  
No 1 Jalan PJU 7/3  
Mutia Damansara,  
47810 Petaling Jaya  
Selangor Darul Ehsan.

MYXpats Penang Branch is located at:

One Precinct,  
1B-3-27 to 1B-3-32, Level 3  
Lengkok Mayang Pasir,  
11950 Bayan Baru  
Pulau Pinang.

Tel: 03-7839 7171

Email: [helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)

## STAGE 4

### 7. What are MYXpats Centre's business hours?

Operating & Helpdesk hours of MYXpats Centre from 9:00 am to 5:00 pm on Mondays to Fridays (excluding Public Holidays).

Payment counter open from 9:00 am to 4:00 pm on Mondays to Fridays

Lunch hour closed:

1:00 pm to 2:00 pm (Mondays - Thursdays)

12:15 noon to 2:45 pm (Fridays)

Saturday and Sunday – Closed

Public Holidays - Closed

### 8. How do I get to the MYXpats Centre?

#### i.By Car or Cab / Taxi:

GPS Coordinate: N3 09.484 E101 36.79 Surian Tower can be accessed by the Lebuhraya Damansara-Puchong (LDP), the New Klang Valley Expressway (NKVE) and the SPRINT Highway's Penchala Link.

#### ii.By Public Bus:

You may take the 800 RapidKL bus from KL Sentral to Bandar Utama, Damansara. From Bandar Utama, take 801 RapidKL bus to The Curve, Mutiara Damansara.

#### iii.By Public Train

You may take the MRT (Kwasa Damansara - Kajang Line) and to disembark at Mutiara Damansara Station, Mutiara Damansara.

### 9. Where can I get more information about MYXpats Centre?

Visit the Expatriate Services Division (ESD) website at [esd.imi.gov.my](http://esd.imi.gov.my) Contact us at 03 - 7839 7171 or email [helpdesk@myxpats.com.my](mailto:helpdesk@myxpats.com.my)



GPS Coordinate: N3 09.484 E101 36.79

### FOR MORE INFORMATION

#### 1. For ESD COMPANY REGISTRATION related matters, please contact Inspectorate Unit at the following contact information for more assistance:

Inspectorate Unit

Expatriate Services Division (ESD)

Immigration Department of Malaysia Level 3 (Podium) No 15, Persiaran Perdana, Precint 2 62550 Putrajaya

Tel : 03-8880 1375 / 1486

Email : [inspektorat.esd@imi.gov.my](mailto:inspektorat.esd@imi.gov.my)

#### 2. For PROFESSIONAL VISIT PASS AND OTHER IMMIGRATION related matters, please contact the following Unit for more assistance:

Professional Visit Pass (PVP)

Unit Expatriate Services Division (ESD)

Immigration Department of Malaysia Level 3 (Podium) No 15, Persiaran Perdana, Precint 2 62550 Putrajaya

Tel : 03-88801440/1449 (General ESD Helpdesk) 03-8880 1442 (PVP)

URL : Sistem Pertanyaan Online(SPO) <http://eapp.imi.gov.my/>

#### 3. What are Expatriate Services Division (ESD) business hours?

Operating & Helpdesk Hours of Expatriate Services Division (ESD) from 8:00 am to 5:00 pm, Mondays to Fridays (excluding Public Holidays).

Lunch hours closed;

1:00 pm to 2:00 pm, Mondays to Thursdays

12:15 pm to 2:45 pm, Fridays

Saturday and Sunday – Closed

Public Holidays - Closed

### FREQUENTLY ASKED QUESTIONS

#### Expatriate Pass Applications

##### 1. Does the company need to submit hardcopies of uploaded documents after the application is submitted?

The company does not need to submit hardcopies unless there is a request from MYXpats Centre or Immigration to sight the original documents.

##### 2. Can the applicant submit dependents together when submitting the application?

Yes, the applicant may submit the dependents' application together when submitting the application.

Alternatively, the applicant may add the dependant(s) later once the principal's application is approved.

##### 3. Can the applicant apply for a Visa Approval Letter together when submitting the application?

If the applicant is out the country, an application for a Visa Approval Letter can be made together when submitting the application.

##### 4. How will I know if the application is approved or rejected?

You will be notified via the system. The approval letter will be issued and can be printed directly from the system after the application has been approved.

##### 5. How will the Visa Approval Letter be issued?

The Visa Approval Letter will be issued online and available for download.

The Visa Approval Letter is for the applicant to apply Single Entry Visa from the Malaysian Embassy (MALAWAKIL) abroad that issues visas.

The Visa Approval Letter issued online has a validity of SIX (6) months.

If the applicant does not enter Malaysia within the SIX (6) month period, the Visa Approval Letter will be cancelled, and a new application will need to be raised.

##### 6. How do I change the passport or visa details if the application has already been approved?

Please provide an official letter signed by the Endorser as per the Letter of Undertaking to

Inform the MYXpats Centre of the changes together with necessary supporting documents:

- Copy of the passport biodata page and valid pass
- Employment Pass Approval letter
- DP11 (EP) / DP11A (DP/LTSVP) / IM12 (PVP)
- Visa Approval Letter - if applicable
- Latest entry stamp/exit stamp - if applicable



## ANNEX

### ANNEX A

#### COMPANY LETTERHEAD

No Fail:

Tarikh :

Setiausaha Bahagian Bahagian  
Hal Ehwal Imigresen  
Kementerian Dalam Negeri  
Aras 4, Blok D2, Kompleks D  
Pusat Pentadbiran Kerajaan Persekutuan  
62546 PUTRAJAYA

Tuan,

#### PERMOHONAN PENGECUALIAN GAJI MINIMUM UNTUK PENGAMBILAN EKSPATRIAT BAGI PAS PENGGAJIAN KATEGORI III

Merujuk kepada perkara di atas, (nama syarikat) ingin memohon pengecualian gaji minimum untuk pengambilan ekspatriat bagi Pas Penggajian Kategori III.

1. Untuk makluman tuan, butiran syarikat dan justifikasi permohonan adalah seperti berikut :

Nama Syarikat :  
No Pendaftaran Syarikat :  
Peringkat Jawatan :  
Bilangan Jawatan :  
Nama Jawatan :  
Skop Kerja :  
Warganegara :  
Gaji pokok bulanan :  
Justifikasi :  
:

### ANNEX A (continuation)

2. Kerjasama pihak tuan dalam mempertimbangkan permohonan ini amat dihargai dan didahului dengan ucapan terima kasih.

Yang Benar,

(Nama Pengarah) (Nama Syarikat)

s.k.

Unit Inspektorat  
Bahagian Khidmat Ekspatriat Jabatan Imigresen Malaysia  
Ibu Pejabat Jabatan Imigresen Malaysia Tingkat 3 (Podium)  
Persiaran Perdana, Presint 2  
Pusat Pentadbiran Kerajaan Persekutuan 62550 PUTRAJAYA

\*Nota:

i. Surat permohonan ini tidak boleh digunakan atau dianggap sebagai pra-syarat bagi kelulusan pas.

ii. Peringkat Jawatan merujuk kepada tahap jawatan dalam organisasi syarikat.  
Contoh: Technical



# ANNEX

## ANNEX B

### DOCUMENT CHECKLIST FOR EP AND PVP APPLICATION

Documents	Employment Pass	Professional Visit Pass
Photo	/	/
Passport	/	/
Educational Certificates	/	/
Resume / Testimonial Release Letter (Change of Employer ONLY)	/	/
Employment Contract	/	
Job Description	/	/
Personal Income Tax (Renewal & Change of Employer ONLY)	/	
Application Letter		/
Personal Bond		/
Security Bond & Bank Guarantee (People Republic of China & Bangladesh ONLY)		/
Offer Letter		/
Acceptance Letter		/
Working / Training Schedule		/

You can view a sample of the documents by moving your cursor to the list below:

Documents and Sample	Notes
<u>Photo</u>	
<u>Passport</u>	
<u>Educational Certificates</u>	
<u>Resume</u>	
<u>Release Letter</u>	Applicable for Application Change of Employer
<u>Employment Contract</u>	
<u>Job Description</u>	
<u>Personal IncomeTax</u>	
<u>Application Letter</u>	
<u>Personal Bond</u>	Not Applicable for People Republic of China and Bangladesh
<u>Security Bond &amp; Bank Guarantee</u>	Applicable for People Republic of China & Bangladesh
<u>Offer Letter</u>	
<u>Acceptance Letter</u>	
<u>Working / Training Schedule</u>	



## ANNEX

### ANNEX C

Restricted sector for foreign involvement under the Guidelines on Foreign Participation in the Distributive Trade Services Malaysia

1. Supermarket / mini market (less than 3,000 square sales floor area)
2. Provision shop / general vendor
3. Convenience store (that opens for business for 24 hours)
4. News agent and miscellaneous goods store
5. Medical hall (inclined towards traditional alternative medicines plus general dry foodstuff)
6. Fuel station with convenience store
7. Fuel station without convenience store
8. Permanent wet market store
9. Permanent pavement store
10. National Strategic Interest
11. Textile, restaurant (non-exclusive), bistro, jewellery shops
12. Others

PLEASE BE REMINDED THAT NEGLECTFUL FAILURE OF THE COMPANY TO SUBSTANTIALLY COMPLY WITH AN APPLICABLE OR OTHER GOVERNMENTAL REQUIREMENTS; OR NEGLIGENCE OR WILLFUL MISCONDUCT OR KNOWINGLY MISREPRESENT WITH THE INTENT TO OBTAIN ANY PASSES FOR THE SAID FOREIGNER/S, THE COMPANY, SHALL HEREBY BE LAWFULLY RESPONSIBLE TO A LEGAL ACTION UNDER THE IMMIGRATION ACT 1959/63 SECTION 56(F); ANY PERSON WHO MAKES OR CAUSES TO BE MADE ANY FALSE REPORT, FALSE STATEMENT OR FALSE REPRESENTATION IN CONNECTION WITH ANY OBLIGATION ON CONVICTION, BE LIABLE TO A FINE NOT EXCEEDING TEN THOUSAND RINGGIT OR IMPRISONMENT FOR A TERM NOT EXCEEDING FIVE YEARS OR BOTH

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