

REQUIRED DOCUMENT

(max size 5MB, please split to multiple files for document size > 5MB)

1. Copy of Expatriate's Passport

- i. Full set copy of passports (including empty pages). Copies must be readable and clear. All information must be clear and legible on the scanned copy*
- ii. Passport must be valid for at least 12 months upon submission of pass endorsement to Immigration Department.*
- iii. The passport must have a minimum of 6 consecutive empty pages.*

2. Copy of academic qualification (Diploma/Bachelor/Master/PhD)

- i. Original educational certificates/documents must be endorsed/certified with a name print, position and stamp by the Malaysian Embassy/ High Commission / Consulate General/ Consulate in respective country.*
- ii. All foreign documents that required to be translated to the Bahasa Malaysia/English Language, or vice versa, can be translated and endorsed by :*
 - a) Malaysian Institute of Translation & Books (ITBM) (Institut Terjemahan & Buku Malaysia); OR*
 - b) Translator/ Malaysian Court Translator; OR*
 - c) Embassy/ High Commission / Consulate General/ Consulate in respective country*
- i.e. Business activities, Revenue model, Clientele, Website, Organization/Group structure and Disclose subsidiary(s) if applicable*

3. Resume

- i. Detailed and updated with particular information, educational background, current and past employment, working experience, skills and competency.*
- ii. Document shall be verified and endorsed by HR Manager and above.*

4. Job Description

5. Release Letter from Previous Employment in Malaysia (if applicable)

- i. Document shall be verified and endorsed by HR Manager and above.*
- ii. Latest acknowledge receipt E-BE from LHDN*

6. Employment Contract (with LHDN stamp duty), indicating following :

- i. Duration of employment*
- ii. Designation/Position*
- iii. Monthly salary*
- iv. Signature of employee and employer*
- v. Document shall be verified and endorsed by HR Manager and above.*

7. Recommendation Letter from related Agency (whichever is applicable)

- i. Education - Ministry of Higher Education / Ministry of Education Malaysia*
- ii. Healthcare (Modern/Tradition) - Ministry of Health Malaysia*
- iii. Tourism - Ministry of Tourism Malaysia*
- iv. Aviation - Department of Civil Aviation Malaysia*
- v. Construction - The Construction Industry Development Board (CIDB) Malaysia*

CHECKLIST FOR EXPATRIATE APPLICATION

8. **Organization Chart** (use an asterisk (*) to indicate position of the applicant)
9. **Copy of Approval Letter** "Kelulusan Penggajian Pekerja Asing Di Bawah Seksyen 60K Akta Kerja 1955" from Department of Labour Peninsular Malaysia (JTKSM)
10. **Copy of Approval Letter "Kelulusan Penggajian Pekerja Asing Di Bawah Seksyen 60K Akta Kerja 1955" from Department of Labour Peninsular Malaysia (JTKSM)**
Certificate Approval is mandatory for following submissions :
i. Company Registration
ii. Employment Pass Application
iii. New Quota Request
Please ensure the approval letter is valid and within the submission period.
11. **Copy of Latest Income Tax Declaration Slip from LHDN (if applicable)**
i. Renewal Application
ii. Change of employer in Malaysia
iii. Applicant who used to work in Malaysia
12. **Latest 3 months pay slip (if applicable)**
i. Renewal Application
13. **Passport Sized Photo (for uploading purpose)**
i. Blue background with size 35mm x 50mm
ii. Size of photo must be in 99X142 pixels
iii. File size of photo must be less than 20kb
iv. File format must be in JPG or JPEG only
v. Full face must be visible, and the head covering must not cast any shadow on the face.
vi. Do not wear a hat or head covering allowed which obscures hair or hairline unless worn for religious purpose.
-