<dd/mm/yyy> (issuance date)

Director

Professional Visit Pass Unit,

Expatriate Services Division,

Headquarters of the Immigration Department Malaysia,

No 15, Level 3 (Podium),

Persiaran Perdana, Precint 2,

62550 Putrajaya, Wilayah Persekutuan.

Dear Sir/Madam,

**APPLICATION LETTER FOR PROFESSIONAL VISIT PASS – (NAME), (PASSPORT NO)**

<Malaysian Company> would like to apply Professional Visit Pass for the following expatriate:

**APPLICANT DETAILS:**

|  |  |  |
| --- | --- | --- |
|  | **Name** |  |
|  | **Passport No.** |  |
|  | **Nationality** |  |
|  | **Education Background:****Highest Qualification (University / College)****Major****Year of Graduation****Country of Graduation** |  |
|  | **Current Designation/Position Name in Foreign Company** |  |
|  | **Current Foreign Company Name** |  |
|  | **Address and Contact Number of Foreign Company** |  |
|  | **Position of Pass Applied** | <Please select position as per position selection in the XPATNOVA; e.g: Technical Expert, Attending Training, Technical Consultant> |
|  | **Duration of Pass Applied** |  |

***Note: Item (IV) until (VI) are not applicable for Student under Practical Training and Attending Course who has yet graduated from studies.***

**PROJECT DETAILS:**

<Malaysian Company> would like to offer <Applicant’s Name> based on the following terms and conditions:

|  |  |
| --- | --- |
| Justification for Application | Xxxx (Please justify the reason for the applicant’s entry into Malaysia in extensive details) |
| Commencement Date | The project/position will commence immediately upon theissuance of the Professional Visit Pass by the ImmigrationDepartment of Malaysia. |
| Project Duration | The duration offered is for <XX months> ONLY. |
| Project Details | xxxx |

**DETAILED WORK/TRAINING SCHEDULE OF ASSIGNMENT IN MALAYSIA:**

|  |  |  |
| --- | --- | --- |
| **No.** | **Project Description** | **Duration** |
| 1. | xxxxx | x months |
| 2. | xxxxx | x months |
| 3. | xxxxx | x months |
| 4. | xxxxx | x months |

At all times during the period, he/she will remain an employee of <Foreign Company>.

Salary incurred during this period will be borne by <Foreign Company>. Expenses such as

<allowances/travel/accommodation> shall be borne by <Foreign Company/Malaysian Company>. (Delete where not applicable)

Thank you.

Sincerely,

<Malaysian Company>

……………………………………………………….

(Name & Authorized Signatory)

Designation

*\*Note: Authorized signatory person must be the listed Endorser or Director who signed the LoU submission.*