

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 shall be verified and endorsed by HR Manager and above.*
- 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. Application letter from Sponsor

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

6. Personal Bond (All nationality except Chinese and Bangladeshi)

7. Bank Guarantee and Security Bond (for Chinese and Bangladeshi)

8. Offer Letter from Sponsor Company in Malaysia

- i. Detailing the position, duration, and allowance.*

9. Acceptance Letter by Foreign Company

- i. Detailing the position, duration, and allowance.*

10. Working Schedule / Milestone

11. Letter of Award (LOA) / Contract (if applicable)

12. Supporting document from approving agency / regulatory body (if available)

CHECKLIST FOR PROFESSIONAL VISIT PASS

13. Original purchase invoice for machinery (if applicable)
14. Customs department form K1 as proof of purchase of machinery overseas; or Form ZB4 and Letter of Confirmation from Customs Department to validate company's physical location in Free Trade Zone (If Form B1 is not applicable)
15. Approval Letter from Minerals and Geoscience Department Malaysia for Sponsor Company/Institution to conduct mining activities at stated location.
16. Support letter from Minerals and Geoscience Department Malaysia for every application of foreign expert for mining purpose.
17. Copy of mining license from Minerals and Geoscience Department Malaysia for sponsor company / institution.
18. Support letter from Department of Civil Aviation for each application
19. Training schedule / job function throughout stay in country.
20. Memorandum of Understanding (MOU)
21. 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.*
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