



# Expatriate Services Division

**Bahagian Khidmat Ekspatriat**

IMMIGRATION DEPARTMENT OF MALAYSIA

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*ESD Online Guidebook V3.1 2017*

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Expatriate Services Division  
Bahagian Khidmat Ekspatriat

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**MYXpats**

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# OVERALL PROCESS

## Overview



### Company Registration via ESD

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)

STAGE 1

STAGE 2

STAGE 3

STAGE 4



### Expatriate Applications via MYXpats Centre

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Company can now submit expatriate applications.



### Passport Endorsement & Collection

**MYXpats**

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Pay the applicable fee, endorse the passport at MYXpats Centre, and collect the passport once it is ready.



### Company Activation

Company signs Letter of Undertaking (LoU) and receive further access to the ESD's portal services.

2

3

# STAGE 1: COMPANY REGISTRATION VIA ESD

**1**  
Create account by clicking "Registration" and fill in the necessary information. Click the activation link sent to the email address registered in the system.

## 1(a) purchase e-Info SSM

Company is required to purchase e-Info SSM through ESD online.



**create account**

**2**  
Log in using the login id and password created. Submit related company information and company projection of expatriates required for the year.



**submit company application**

**3**  
Approved company may now proceed to STAGE 2 (refer to page 9) for company activation.



**company activation**

**4**  
Status notification will be sent via the ESD system with further instructions.



**notification**

**5**  
Verification and validation of the submitted information.



**clearance**

Company does not meet the requirement for expatriate application.



**rejection**



**Expatriate Services Division**  
Bahagian Khidmat Ekspatriat

## 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 Organization 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 as per **Annex E**. Therefore applications for any long-term pass (more than 3 months) including Employment Pass for companies in these sectors is **NOT ALLOWED**. You may refer to <http://www.kpdnkk.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 Berkuasa Tempatan (PBT) (if applicable)
10. Other business licenses (Refer to Annex A, 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, and Legal Firm must provide letter from the Bar Council Malaysia.

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

13. List of committee members sponsor
14. Certificate of Registration under the Organization 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)

## STAGE 2: COMPANY ACTIVATION

**1**  
Approved companies need to schedule appointment via the ESD online system.



**Appointment**

**2**  
Print a copy of Letter of Undertaking (LoU) from the ESD online system onto the company's official letterhead and complete the information required.



**LoU printout**

**4**  
After LoU signing is completed, company will be given further access to submit expatriate applications (STAGE 3).



**Further access**

**3**  
One of the company's directors as stated in the SSM is required to be present at a scheduled appointment at the ESD, Immigration Department of Malaysia for the following actions:

1. MyKAD/ Passport of the company director will be requested for identification purposes.
2. Official LoU to be signed and witnessed by Immigration Officer.



**LoU submission**

# 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, Residence Pass-Talent, 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 several 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 registering via the ESD's online system will 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 needed before companies can proceed with the ESD registration. Please go through the requirements details below.

- Company must be registered with:
  - The Companies Commission of Malaysia (SSM) under Companies Act 1965; **OR**
  - The Registry of Societies Malaysia under the Organisation Act 1966; **OR**
  - Firms incorporated under specific acts. E.g. Law firms and Accounting firms; **OR**
  - Organisations supported by Ministries / Government Agencies; **OR**
  - International organisations certified by the Ministry of Foreign Affairs.
- 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); <b>OR</b>	RM1,000,000
Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services.	

\* 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.



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

- ▶ Applications can be made via the ESD website at [esd.imi.gov.my](http://esd.imi.gov.my).

Please refer to Page 7 for the required documents checklist.

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

- ▶ Following the submission of all required documents, it takes fourteen (14) working days for the process to be completed until Step 4: Status notification. The company registration process flow is as follows:  
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: For approved companies, download facilitation package, print and complete the documents attached  
Step 6: Company activation (LoU signing)

Note: The 14 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 website and begin submitting their applications to hire expatriates.

## 5. I did not receive any activation account. What should I do?

- ▶ Check your junk or spam folder. If the activation email still cannot be found, kindly email [esdhelpdesk@imi.gov.my](mailto:esdhelpdesk@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 website. A new password will be sent to the ESD registered email address which you have used to activate your account.

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

- ▶ Kindly submit a letter on the company's letterhead to the ESD at Unit Inspektorat to notify us on any change of information.

## Letter of Undertaking (LoU)

### 1. Why do I need my 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. This would also protect the interest of the company. In addition, it is vital that the company appoint the right individual to be given access and manage the company's account under the MYXpats Centre system. This is done only ONCE and the whole process takes no longer than 10 minutes, based on scheduled appointment via ESD online.

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

- ▶ For local companies registered with SSM: No. A company Director has to 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 produce Power of Attorney (POA) attested by registered and licenced solicitors in Malaysia.

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

- ▶ Yes. The existing company Director nominated to sign the LoU may change the appointed person at a later time. However, should the appointed Director changes in the company, the new Director is required to sign the LoU.

Kindly submit a letter on the company's letterhead to the ESD at Unit Inspektorat to notify us on any change of information.

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

- ▶ Company activation will take no 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 and submit together with the new completed LoU at Unit Inspektorat, ESD. The LoU template is available for download at the ESD website.



### 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 also 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. The charter time for a decision on the projection request is 5 working days.

### Position

If the position applied for is currently not in the system, 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 through the hiring employer. 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:

### APPROVAL FROM APPROVING AGENCIES

Companies that are regulated by an Approving Agency need to submit an approval letter for each Employment Pass (Category I, II and III) application from the relevant Approving Agency. Please refer to Annex C for the reference list.

### RECOMMENDATION FROM REGULATORY BODIES

Companies in the sectors under the purview of a specific Regulatory Body are required to submit a supporting letter for each Employment Pass (Category I, II and III) application from the relevant Regulatory Body. Please refer to Annex C for the reference list. However, the companies who intend to apply for Employment Pass Category III must firstly receive approval from the Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000 before they can submit applications for Employment Pass Category III. Please refer to page 16 for further details on obtaining the exemption from minimum salary requirement of RM5,000 for Employment Pass Category III applications from MOHA.

### UNREGULATED SECTORS

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

### TYPES OF EMPLOYMENT PASS

Employment Pass (Category I) Expatriate	Employment Pass (Category II) Expatriate	Employment Pass (Category III) Knowledge/Skilled Worker
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

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

1. Companies that intend to apply for Employment Pass Category III is required obtain approval from the Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000.
2. This is compulsory for companies that fall under unregulated sectors or Regulatory Bodies, which is not in the purview of any Approving Agencies.
3. The application for exemption from the minimum salary requirement of RM5,000 can be **done** through the ESD online by selecting the function for EP-III status under Setting.

## ELIGIBILITY CRITERIA FOR EMPLOYMENT PASS APPLICATIONS

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

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

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

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## STAGE 3: EXPATRIATE APPLICATION VIA MYXpats CENTRE

- Fill in the required information of expatriates and dependants (if applicable).
- Fill position by selecting through the list at "Position Setup".
- Upload all documents as required.



create application

Status notification will be sent via system – approved or rejected. Approved expatriates may now proceed to STAGE 4 for passport endorsement.



notification

Submit completed application. Notification via system will be sent to you upon receiving your application.



submit application

Verification and validation of the submitted information.



clearance

## EXPATRIATE APPLICATIONS VIA MYXpats CENTRE

### 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. Visit Pass (Temporary Employment) - Coming Soon

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

## EMPLOYMENT PASS ( CATEGORY I )

### Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Applicant must earn a basic salary of minimum RM10,000 per month; AND
- ▶ Applicant must have an employment contract valid **up to 60 months**.

### Features:

- ▶ Allows the holder to be employed in West Malaysia by the hiring company
- ▶ Spouse and children under 18 years old of Employment Pass holder are eligible for Dependant Pass (refer to page 24)
- ▶ Children over 18 years old and unmarried are eligible for Social Visit Pass (Long Term) (refer to page 25)
- ▶ Parents / Parents-in-law are eligible for Social Visit Pass (Long Term) (refer to page 25)
- ▶ Eligible to hire foreign maid(s) (refer to page 26)

### 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.
- ▶ Applicants who have entered the country will have 30 days from entry date to endorse EP sticker.

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Copy of highest educational certificates
  - Please include copy of Professional certificate (if applicable)
- ▶ Latest comprehensive Resume
- ▶ Release letter from previous employer in Malaysia (for change of employer only)
- ▶ Copy of Employment Contract (duly stamped by Malaysia Inland Revenue Board)
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Detailed Job Description printed on company's letterhead
- ▶ Latest 3 months salary slips (for Employment Pass renewal and change of position)
- ▶ Latest e-BE /e-M tax filing (for Employment Pass renewal or change of position or change of employer)
- ▶ Tax payment receipts (if any)
- ▶ Latest EA Form (for Employment Pass renewal or change of position or change of employer)
- ▶ Account statement from Malaysia Inland Revenue Board (**Note:** upon request)
- ▶ Other documents specified upon request

**Attention : Please refer to Annex D for full description of the documents required**

## EMPLOYMENT PASS ( CATEGORY II )

### Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Applicant must earn a basic monthly salary between RM5,000 to RM9,999 per month ; AND
- ▶ Applicant must have an employment contract valid **up to 24 months.**

### Features:

- ▶ Allows the holder to be employed in West Malaysia by the hiring company
- ▶ Spouse and children under 18 years old of Employment Pass holder are eligible for a Dependant Pass (refer to page 24)
- ▶ Children over 18 years old and unmarried are eligible for Social Visit Pass (Long Term) (refer to page 25)
- ▶ Parents/Parents-in-law are eligible for Long Term Social Visit Pass (refer to page 25)
- ▶ Eligible to hire foreign maid(s) (refer to page 26)

### 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.
- ▶ Applicants who have entered the country will have 30 days from entry date to endorse EP sticker

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Copy of highest educational certificates
  - Please include copy of Professional certificate (if applicable)
- ▶ Latest comprehensive Resume
- ▶ Release letter from previous employer in Malaysia (for change of employer only)
- ▶ Copy of Employment Contract (duly stamped by Malaysia Inland Revenue Board)
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Detailed Job Description printed on company's letterhead
- ▶ Latest 3 months salary slips (for Employment Pass renewal and change of position)
- ▶ Latest e-BE /e-M tax filing (for Employment Pass renewal or change of position or change of employer)
- ▶ Tax payment receipts (if any)
- ▶ Latest EA Form (for Employment Pass renewal or change of position or change of employer)
- ▶ Account statement from Malaysia Inland Revenue Board (**Note:** upon request)
- ▶ Other documents specified upon request

**Attention : Please refer to Annex D for full description of the documents required**

## EMPLOYMENT PASS ( CATEGORY III )

### Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Companies that fall under Regulatory Bodies or unregulated sectors must obtain approval from Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000. Approval from MOHA is not applicable to the companies under the purview of Approving Agencies.
- ▶ Applicant earns basic monthly salary between RM3,000 to RM4,999 per month; AND
- ▶ Applicant must have an employment contract with duration not **more than 12 months**

### Features:

- ▶ Allows the holder to be employed in West Malaysia under the hiring company;
- ▶ Not allowed to bring dependants;
- ▶ Not eligible to hire foreign maid

### Conditions:

- ▶ Can be renewed for maximum two (2) times, subject to review
- ▶ It is mandatory for Employment Pass (Category III) successful applicants to obtain Visa with Reference for entry into the country (only applicable for countries requiring visa)
- ▶ Applicants who have entered the country will have 30 days from entry date to endorse EP sticker

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Copy of highest educational certificates
  - Please include copy of Professional certificate (if applicable)
- ▶ Latest comprehensive Resume
- ▶ Release letter from previous employer in Malaysia (for change of employer only)
- ▶ Copy of Employment Contract (duly stamped by Malaysia Inland Revenue Board)
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Detailed Job Description printed on company's letterhead
- ▶ Latest 3 months salary slips (for Employment Pass renewal and change of position)
- ▶ Latest e-BE /e-M tax filing (for Employment Pass renewal or change of position or change of employer)
- ▶ Tax payment receipts (if any)
- ▶ Latest EA Form (for Employment Pass renewal or change of position or change of employer)
- ▶ Account statement from Malaysia Inland Revenue Board (**Note:** upon request)
- ▶ Other documents specified upon request

**Attention : Please refer to Annex D for full description of the documents required**

## 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

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Copy of marriage certificate (for legal spouse) translated\* into English (if applicable) and attested / Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Copy of Birth Certificate (for children below 18 years old) translated\* into English (if applicable) and attested / Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Other documents specified upon request

\* Translation must be done either by the Respective Embassy/ High Commission/ Consulate General or Institut Terjemahan Buku Malaysia

## SOCIAL VISIT PASS (LONG TERM)

### Eligibility criteria:

- ▶ Children above 18 years old and unmarried of Employment Pass holder; **OR**
- ▶ Parents & 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
- ▶ One (1) time application and change of partner is not allowed for common law spouse

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Copy of Birth Certificate (for children above 18 years old) translated\* into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Copy of Birth Certificate of Employment Pass holder / Employment Pass holder's spouse (for Parents and Parents-in-law) translated\* into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Affidavit / Acknowledgement letter from the Employment Pass holder's Embassy / Consulate General on the relationship status (for common law spouse)
- ▶ Personal Bond form (duly stamped by Inland Revenue Board);
- ▶ Other documents specified upon request

\* Translation must be done either by the Respective Embassy/ High Commission/ Consulate General or Institut Terjemahan Buku Malaysia



## 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

### Documents required:

- ▶ Recent passport photo
- ▶ Copy of passport (full booklet with cover)
- ▶ Maid's Employment Contract (duly stamped by Inland Revenue Board)
- ▶ FOMEMA Certificate
- ▶ Personal Bond form (duly stamped by Inland Revenue Board)
- ▶ Release letter from previous employer (if applicable)
- ▶ Other documents specified upon request

## PROFESSIONAL VISIT PASS (PVP)

### Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2); **AND**
- ▶ Expatriate applicant fulfills one of the following categories:
  - Category I: Expertise Transfer
  - Category II: Research
  - Category III: Training at ESD-registered companies
  - Category V: Volunteers
  - Category IV: 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 business/contracted activity in Malaysia under the ESD-approved company.
- ▶ Maximum contract 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 at State Immigration Office.

### Conditions:

- ▶ The maximum duration for an expatriate to hold PVP is 12 months. No extensions are allowed beyond 12 months.
- ▶ All PVP applications must obtain an Approval Letter before entering Malaysia for the purpose of employment.
- ▶ 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 holder must cancel the current pass and **serve 3 months of Cooling Off Period** before applying with new employer.



### Documents required:

- ▶ Application letter from sponsor (must be signed by authorized endorser as per the Letter of Undertaking)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Copy of passport (full booklet with cover) - passport MUST have a minimum 12 months validity period
- ▶ Offer letter / agreement for services / sponsor contract / internship offer in Malaysia (duly stamped by Inland Revenue Board)
- ▶ Confirmation letter by home-/base-country Company on the applicant's employment details (salary, designation, duration of pass applied, etc), if applicable
- ▶ Detailed Job Description printed on company's letterhead
- ▶ Copy of highest educational certificates (**Please refer Annex D for full description of the documents required**)
- ▶ Latest updated comprehensive Resume
- ▶ Personal Bond form (NOT applicable for Chinese and Bangladesh nationality) (duly stamped by Inland Revenue Board); **OR**
- ▶ Security Bond & Bank Guarantee (for Chinese and Bangladesh nationality ONLY)
- ▶ Letter of Award (LOA) / Contract, if applicable
- ▶ Supporting document from Approving Agency / Regulatory Body (If applicable)

### ADDITIONAL DOCUMENTS FOR SPECIFIC ACTIVITIES

- ▶ **For machinery / equipment installation / commissioning / maintenance:**
  - Invoice of purchase of machinery
  - Form K1 / ZB4 / Others / BI or Letter of Confirmation from Customs Department to validate company's physical location in FTZ
- ▶ **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.
- ▶ **For Flight Simulator Tester:** Supporting letter from the Department of Civil Aviation Malaysia
- ▶ **For internship:** Training schedule / job description of internship is required
- ▶ **For hotel trainee:**
  - Memorandum of Understanding on the special arrangement for hotel training (compulsory)
  - Valid certificate of star rating from the Ministry of Tourism and Culture
- ▶ Other documents specified upon request

**Attention : Please refer to Annex D for full description of the documents required**

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

### Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2); AND
- ▶ Any ESD-registered company that intends to undertake short-term placements of international students 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

### Features:

- ▶ This facility covers international student's mobility programs for a period determined by the participant's eligibility by country for social visit pass; 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 with ESD Online.
- ▶ Application must be submitted by Host Company through ESD Online.
- ▶ Program participant must be overseas when application is submitted.
- ▶ Passport validity must be sufficient for international travel (minimum twelve (12) months).
- ▶ Program participant can only undertake the program approved by the Host Company.
- ▶ Program participants are not allowed to bring dependants.
- ▶ 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.

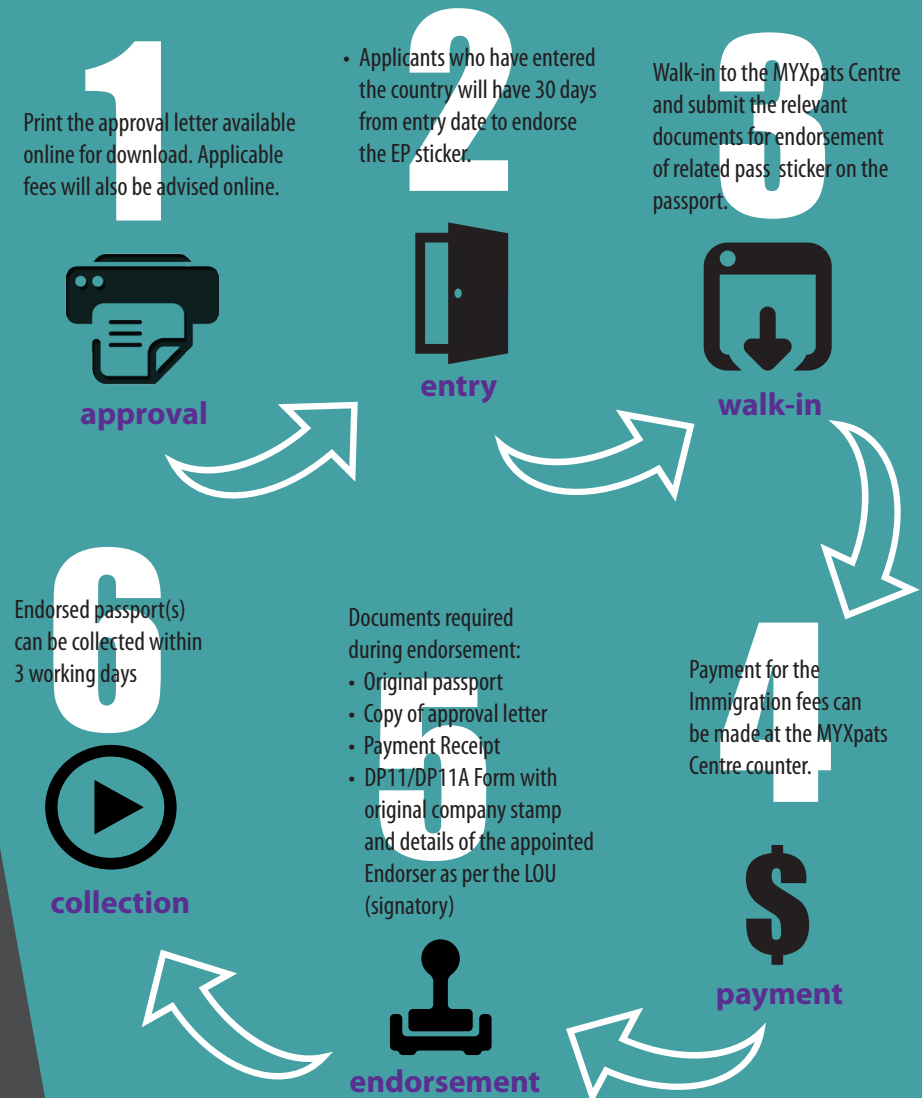
### Documents required:

- ▶ Copy of Passport
  - All pages
  - Must have validity exceeding twelve (12) months from the date of application submission.
  - Must have at least six (6) blank pages.
- ▶ Confirmation letter from the educational institution with the following details:
  - Name of the applicant as per passport;
  - Passport number;
  - Course / Major enrolled;
  - Course / Major start and end date;
  - Confirmation from the institution on the student's current standing (year of study, enrolment status);
  - Name and position of the signatories of the letter.
- ▶ Internship offer letter from host company with the following details:
  - Name of the applicant as per passport;
  - Passport number;
  - Name of the program and program;
  - Program start and end date;
  - Signature, name and position of the host company representative;
  - Acceptance signature, and date of the applicant.
- ▶ 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: PASSPORT ENDORSEMENT & COLLECTION AT MYXPATS CENTRE



# 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 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 for endorsement and collection 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.

## Useful Information

### 1) Where is MYXpats Centre located?

- ▶ MYXpats Centre is located at:  
Level 16, Surian Tower  
No 1 Jalan PJU 7/3  
Mutiara Damansara  
47810 Petaling Jaya  
Selangor Darul Ehsan



### 2) What are MYXpats Centre's operating hours?

- ▶ Operating & Helpdesk hours of MYXpats Centre from 9:00 am to 5:00 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)
- ▶ 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)

### 3) 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.

### 4) Where can I go for 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@myxspats.com.my](mailto:helpdesk@myxspats.com.my)

## 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 expatriate applicant submit dependants together when submitting the application?**
  - ▶ Yes, the expatriate applicant may submit the dependants' application together when submitting the application.  
  
The applicant may also add the dependant(s) later once the principal's application is approved.
- 3) Can the applicant apply for a Visa with Reference together when submitting the application?**
  - ▶ If the applicant is out the country, an application for a Visa with Reference 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. If approved, the approval letter will also be issued and can be printed directly from the system.
- 5) How will the Visa with Reference be issued?**
  - ▶ The Visa with Reference will be issued online and available for download.
  - ▶ The Visa with Reference can be collected at any Malaysian Embassy (MALAWAKIL) that issues visas.
  - ▶ The Visa with Reference issued online has a validity of SIX (6) months.
  - ▶ If the applicant does not enter Malaysia within the SIX (6) month period, the Visa with Reference 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 bio data page and valid pass
    - Employment Pass Approval letter
    - Visa with Reference letter - if applicable
    - Entry stamp/exit stamp - if applicable

## FOR MORE INFORMATION



Expatriate Services Division  
Bahagian Khidmat Ekspatriat

### COMPANY REGISTRATION RELATED MATTERS:

**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 / 1443  
Email : inspektorat.esd@imi.gov.my

### PROFESSIONAL VISIT PASS AND OTHER IMMIGRATION RELATED MATTERS:

**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)  
Email : esdhelpdesk@imi.gov.my

### Operating Hours

8:00 am to 5:00 pm, Mondays to Fridays

### Helpdesk Hours

8:00 am to 5:00 pm, Mondays to Fridays  
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

# MYXpats

TalentCorp  
ATTRACT • NURTURE • RETAIN



### EMPLOYMENT PASS & PROFESSIONAL VISIT PASS (PVP) RELATED MATTERS:

**Malaysia Expatriate Talent Service Centre  
(MYXpats Centre)**  
Level 16, Surian Tower  
No 1, Jalan PJU 7/3, Mutiara Damansara  
47810 Petaling Jaya, Selangor, Malaysia  
Tel : 03-7839 7171  
Email : helpdesk@myxpati.com.my  
URL : esd.imi.gov.my

### Operating Hours

9:00 am to 5:00 pm, Mondays to Fridays  
  
Lunch hour closed :  
1:00 pm to 2:00 pm (Mondays - Thursdays)  
12:15 noon to 2:45 pm (Fridays)

### Helpdesk Hours

9:00 am to 5:00 pm, Mondays to Fridays  
  
Lunch hour closed :  
1:00 pm to 2:00 pm (Mondays - Thursdays)  
12:15 noon to 2:45 pm (Fridays)

### Payment Counter Hours

9:00 am to 4:00 pm, 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

## ANNEX A

Companies are required to obtain the necessary license(s) / approval(s) to legally operate their businesses in the country.

\*The list below is not exhaustive. It is the responsibility of the company to ensure it has all the valid required license(s) and approval(s) and submit them for company registration requirement.

SECTOR	REGULATORS	TYPE OF LICENSE
Manufacturing	Ministry of International Trade and Industry (MITI)	Kelulusan Lesen Berdasarkan Akta Penyelarasan Perindustrian, 1975
	Royal Malaysia Customs	Kelulusan Lesen di bawah Seksyen 65, Akta Kastam 1967
	Ministry of Health (MOH)	Kelulusan Lesen di bawah Peraturan 16 (1) Pihak Berkuasa Kawalan Dadah, Kementerian Kesihatan Malaysia
Business Services	Ministry of Domestic Trade, Co-operatives and Consumerism (MDTCC/KPDNKK)	<ul style="list-style-type: none"> <li>Perniagaan bagi sektor perkhidmatan tidak dikawal selia (unregulated sectors); merujuk kepada garis panduan penyertaan syarikat asing dalam perdagangan, pengedaran dan perkhidmatan di Malaysia.</li> <li>Perniagaan Jualan Langsung (Lesen Jualan Langsung)</li> </ul>
	Ministry of Tourism and Culture (MOTAC)	<ul style="list-style-type: none"> <li>Perkhidmatan terapi SPA (Sijil SPA)</li> <li>Sijil Perhotelan dengan pengkelasan bintang</li> </ul>
	National Film Development Corporation (FINAS)	Perfileman (pengeluaran atau / dan pengedaran filem)
	Ministry of Home Affairs (MOHA)	Penerbitan dan Mesin Cetak
Distributive Trade	Ministry of Domestic Trade, Co-operatives and Consumerism	Kelulusan menjalankan Aktiviti Perdagangan Pengedaran di Malaysia (WRT)
Oil, Gas and Energy	Petronas	Lesen membekal / menjalankan perkhidmatan minyak dan gas daripada Petronas
Construction	Construction Industry Development Board (CIDB)	<ul style="list-style-type: none"> <li>Lesen CIDB sekurang-kurangnya gred G5 dan ke atas</li> <li>Letter of Award (LOA) terkini</li> </ul>

SECTOR	REGULATORS	TYPE OF LICENSE
Education	Ministry of Education (MOE)	Perakuan Pendaftaran Institusi Pendidikan Swasta / Pengajian Tinggi Swasta / Pusat Bahasa
		Surat kelulusan Penubuhan Institusi Pendidikan Swasta / Pengajian Tinggi Swasta / Pusat Bahasa
	Ministry of Home Affairs	Surat kelulusan pengambilan pelajar asing
	Welfare Department Malaysia	Perakuan Pendaftaran Pusat Jagaan
Tourism	Ministry of Tourism and Culture (MOTAC)	Perniagaan Pengendalian Pelancongan & perniagaan agensi pengembaraan
Logistics	Land Public Transport Malaysia (SPAD)	Lesen Pengendali
	Royal Malaysia Customs Department	Lesen Ejen Perkapalan/ Penghantaran
Healthcare	Ministry of Health (MOH)	Lesen untuk mengendalikan atau menyediakan kemudahan atau perkhidmatan jagaan kesihatan swasta
Telecommunication	Malaysia Communications and Multimedia Malaysia (SKMM)	Lesen di bawah Akta Komunikasi dan Multimedia, 1998 - Individual Licence
Finance	Ministry of Finance (MOF)	License to carry on banking business
		Lesen Insurans (Akta Insurans 1996) - Menteri Kewangan
	Bank Negara Malaysia (BNM)	Sijil Akuan Pendaftaran Firma Perunding
	Bank Negara Malaysia (BNM)	Lesen untuk menjalankan perniagaan perkhidmatan wang
Aviation	Department of Aviation (DCA)	Air Services Licence
Mining	State Department of Mineral and Geoscience	Lesen Melombong Tuan Punya & Pajak Melombong
	Department of Mineral and Geoscience	Kelulusan Skim Operasi Melombong
	Royal Malaysian Police (quarry operations)	<ul style="list-style-type: none"> <li>Lesen Membawa Masuk, Membawa Keluar atau Membawa Bahan Letupan</li> <li>Lesen Menjual, Memiliki, Membeli Letupan dan Peluru</li> </ul>



## ANNEX A (continuation)

SECTOR	REGULATORS	TYPE OF LICENSE
Agriculture, Livestock and Fisheries	Department of Fisheries / Department of Agriculture	<i>Lesen Lembaga Getah Malaysia</i>
	Lembaga Kemajuan Ikan Malaysia	<i>Lesen untuk mengimport, mengeksport dan berniaga ikan dalam kawasan kawalan pemasaran ikan</i>
	Department of Veterinary Services	<i>Lesen untuk memelihara unggas dan menjalankan aktiviti berkaitan unggas</i>
Sports	Ministry of Youth and Sports	<i>Malaysia Sports Commissioner Officer Certificate (if any)</i>
Palm Oil Industry	Malaysia Palm Oil Board (MPOB)	<i>Lesen di bawah Akta Minyak Sawit Malaysia 1998</i>
Wood industry / Logging	Malaysia Timber Industry Board	<i>Perakuan Pendaftaran Lembaga Perindustrian Kayu Malaysia</i>
	State Forestry Department	<i>Perakuan Pendaftaran (Perakuan Sebagai Pembalak)</i>
Sea Reclamation	Marine Department Malaysia	<i>Lesen Kebenaran bagi aktiviti mengangkut pasir menggunakan pengangkutan laut</i>
	Ministry of Transport	<i>Lesen Perkapalan Dalam Negeri</i>
Biotechnology	Malaysian Bioeconomy Development Corporation Sdn Bhd (Bioeconomy)	<i>Bionexus Status Certificate</i>

## ANNEX B

(COMPANY LETTERHEAD)

No Fail :

Tarikh :

Setiasaha 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.

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

**Nama Syarikat** :  
**No Pendaftaran Syarikat** :  
**Peringkat Jawatan\*** /  
**Bilangan Jawatan** :  
**Justifikasi** :

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

## ▶ ANNEX B (continuation)

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 Expert-Technical Position / Junior Level-Entry Level.*

## ▶ ANNEX C

### LIST OF APPROVING AGENCIES

1. Ministry of Home Affairs
2. Malaysia Investment Development Authority (MIDA) for the manufacturing and its related services sectors.
3. Malaysia Digital Economy Corporation (MDEC) for the information technology sector, specifically companies that have been awarded Multimedia Super Corridor (MSC) Status.
4. Central Bank of Malaysia (BNM) for the financial, insurance and banking sectors.
5. Securities Commission (SC) for the securities and futures market.
6. Iskandar Regional Development Authority for specific companies operating within Iskandar Malaysia
7. East Coast Economic Region Development Council (ECERDC) for specific companies operating within East Coast Economic Region
8. Talent Corporation Malaysia Berhad for specific key employers under ICAEW/ACCA/NKEA sectors
9. Malaysian Global Innovation & Creativity Centre (MaGIC) for approved programs under its purview
10. Public Service Department Malaysia for government contractual positions
11. Expatriate Committee (EC) for expatriate posts in sectors other than the above mentioned sectors.

### LIST OF REGULATORY BODIES

NO	REGULATORY BODIES	SECTOR
1	Ministry of Education	Education
2	Ministry of Health (Traditional & Complementary Medicine)	Healthcare
3	Ministry of Tourism and Culture	Tourism
4	<ul style="list-style-type: none"> <li>• National Sports Institute, Ministry of Youth and Sports</li> <li>• National Sports Council, Ministry of Youth and Sports</li> <li>• Related Associations</li> </ul>	Sports
5	Ministry of Agriculture and Agro-based Industries	Agriculture
6	Malaysian Bioeconomy Development Corporation Sdn Bhd (Bioeconomy)	Biotechnology
7	Department of Civil Aviation, Ministry of Transport	Aviation
8	Department of Mineral and Geoscience, Ministry of Natural Resources and Environment	Mining
9	Unit PUSPAL, Ministry of Communications and Multimedia	Entertainment & Performance
10	Construction Industry Development Board (CIDB)	Construction
11	Equestrian Association of Malaysia	Equestrian



# ▶ ANNEX D

## GENERAL ESD ONLINE DOCUMENT REQUIREMENT

NO.	ITEM
1	<p><b>PASSPORT PHOTO</b></p> <ul style="list-style-type: none"> <li>Recent Passport Photo</li> <li>Background Colour : Light Blue</li> <li>Photo sized 3.5 x 5.0 cm or 99 x 142 pixels</li> <li>Taken in full-face view facing the camera with neutral facial expression, both eyes open and mouth closed</li> <li>No head covering allowed which obscures hair or hairline unless worn for religious purpose</li> <li>Edited photo is <b>NOT ACCEPTABLE</b></li> </ul> <p><b>Note:</b></p> <p>i. Full face must be visible, and the head covering must not cast any shadow on the face</p>
2	<p><b>COPY OF PASSPORT</b></p> <ul style="list-style-type: none"> <li>Passport Pages (<b>FULL BOOKLET WITH COVER AND ALL PAGES WITH MINIMUM SIX (6) EMPTY PAGES AVAILABLE</b>)</li> </ul> <p><b>Compulsory:</b></p> <p>i. Copy submitted <b>MUST</b> be in <b>COLOUR</b>.</p> <p>ii. Scan and upload clear and readable copy in single pdf file, <b>MAXIMUM OF THREE (3) ATTACHMENTS ONLY</b>.</p> <p>iii. The passport validity <b>MUST BE MORE THAN TWELVE (12) MONTHS</b>.</p> <p><b>Please ensure details in the passport is accurately KEYED INTO THE ESD ONLINE</b></p> <ul style="list-style-type: none"> <li>Name           <ul style="list-style-type: none"> <li>Name format should follow as printed in the 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> </ul> </li> </ul>

NO.	ITEM
	<ul style="list-style-type: none"> <li>Nationality</li> <li>Gender</li> <li>Date of Birth</li> <li>Passport No</li> <li>Passport Issue Date</li> <li>Passport Expiry Date</li> <li>Place of Passport Issuance</li> </ul> <p><b>Note:</b> Diplomatic / Official/ Refugee / Temporary / Emergency passport is <b>NOT ACCEPTABLE</b>.</p>
3.	<p><b>HIGHEST ACADEMIC QUALIFICATION</b></p> <p>i. Any required copies submitted <b>MUST</b> be in <b>COLOUR</b>.</p> <p>For certificate(s) that are <b>NOT</b> in English, the following is required:</p> <p>ii. If the applicant is not in Malaysia, the academic certificate(s) <b>MUST</b> be translated to English and Certified True Copy by the Malaysian Embassy / High Commission / Consulate in their respective country <b>OR</b></p> <p>iii. If the applicant is in Malaysia, the academic certificate(s) <b>MUST</b> be translated to English by Institut Terjemahan &amp; Buku Malaysia (ITBM) and Certified True Copy by respective Embassy / High Commission / Consulate in Malaysia.</p> <p>iv. A copy of the original certificate(s) must be submitted together with the translated copy, as per the requirements above.</p> <p>For certificate(s) that are in English, the following is required:</p> <p>v. Must be attested / Certified True Copy (CTC) by the respective Embassy / High Commission / Consulate General in the respective country; OR in Malaysia; OR Human Resource (HR) of the company.</p> <p>vi. 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 and position clearly stated.</p> <p><b>Disclaimer:</b> However, for certificates certified by company 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>

NO.	ITEM
	<p><b>ADDITIONAL REQUIREMENTS FOR EMPLOYMENT PASS CATEGORY III APPLICATIONS (ONLY FOR APPLICANTS FROM INDIA, CHINA, BANGLADESH, PAKISTAN, MYANMAR, NEPAL, VIETNAM, INDONESIA &amp; SRI LANKA)</b></p> <p>i. If the applicant is not in Malaysia, the academic certificate(s) <b>MUST</b> be Certified True Copy (CTC) by the <b>Malaysian</b> Embassy / High Commission / Consulate General in the respective country;</p> <ul style="list-style-type: none"> <li>- If the certificate is not in English, please get it translated to English by an authorised agency appointed by the Malaysian Embassy / High Commission / Consulate office; <b>OR</b></li> </ul> <p>ii. If the applicant is in Malaysia, the academic certificate(s) <b>MUST</b> be Certified True Copy (CTC) by the respective Embassy / High Commission / Consulate General in Malaysia.</p> <ul style="list-style-type: none"> <li>- If the certificate is not in English, it <b>MUST</b> be translated to English by <b>Institut Terjemahan &amp; Buku Malaysia (ITBM)</b></li> </ul> <p><b>Please ensure details in of the education background is accurately KEYED INTO THE ESD ONLINE especially for the particulars :</b></p> <ul style="list-style-type: none"> <li>• Major Field Study</li> <li>• University/College</li> <li>• Year Of Graduation</li> <li>• Country Of Graduate (please pay careful attention when stating the country of graduate)</li> </ul>
4	<p><b>PROFESSIONAL CERTIFICATE (IF APPLICABLE)</b></p> <ul style="list-style-type: none"> <li>• Please follow the requirement as per Academic Qualification for attesting purposes.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Certifications earned from a professional society, university, or from a private certifier, for some specific certifications (i.e., Microsoft, Six Sigma, PMP, etc). Some certifications must be renewed periodically, or may be valid for a specific period of time.</li> </ul>
5	<p><b>COMPREHENSIVE RESUME / CV (COMPULSORY)</b></p> <ul style="list-style-type: none"> <li>• Include total professional working experience.</li> <li>• Detailed and updated information, current and previous employer on the employment history with brief job description.</li> </ul> <p>Example:</p> <ul style="list-style-type: none"> <li>▷ Month/Year to month/year working experience</li> <li>▷ Full name and location (country) of previous/current companies</li> <li>▷ Position held</li> </ul>

NO.	ITEM
	<p>Note:</p> <p>i. Kindly include history of working experience, including name of companies, position and year of services.</p> <p>ii. Part-time work, voluntary work and internship is not professional working experience therefore shall not be considered into the calculation for total working experience.</p>
6	<p><b>RELEASE LETTER</b></p> <ul style="list-style-type: none"> <li>• Validity within three (3) months from the date of issuance</li> <li>• The letter should be issued by the employer mentioned in the current Employment Pass (EP) or Professional Visit Pass (PVP) sticker in the applicant's passport.</li> <li>• Applicable to : <ul style="list-style-type: none"> <li>▷ Change of employer in Malaysia;</li> </ul> </li> </ul>
7	<p><b>EMPLOYMENT CONTRACT (NEW &amp; RENEWAL)</b></p> <ul style="list-style-type: none"> <li>• Copy submitted <b>MUST</b> be in <b>COLOUR</b>.</li> <li>• <b>MUST</b> be printed / transcribed on company's official letterhead</li> <li>• Duly stamped by Malaysia Inland Revenue Board (MIRB)</li> </ul> <p><b>The following details <u>MUST</u> be mentioned in the employment contract:</b></p> <ul style="list-style-type: none"> <li>• Issuance date of employment contract</li> <li>• Passport number of the expatriate</li> <li>• Duration of employment e.g. 1 year / 12 months (can be mentioned in year or months)</li> <li>• Designation / position</li> <li>• The designation / position in the system must be exact with the employment contract. (40 characters including space and special characters)</li> <li>• Please choose <b>ONE</b> position only. Dual function position is <b>NOT ALLOWED</b>. e.g: DIRECTOR/ GENERAL MANAGER</li> <li>• <b>BASIC MONTHLY SALARY</b> (excluding allowances / incentives / bonuses) must be <b>PAID IN MALAYSIA</b> and <b>STATED IN MALAYSIAN CURRENCY (RM)</b></li> <li>• Employment contract and acceptance letter must be signed by both parties (employer and employee) and dated accordingly</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• The validity of the Employment Contract <b>MUST</b> be within <b>THREE (3) MONTHS FROM THE DATE OF ISSUANCE</b></li> <li>• Signature of employee must be similar as per passport.</li> <li>• On behalf signature (employer or employee) is <b>NOT ALLOWED</b></li> </ul>

NO.	ITEM				
8	<p><b><u>SUPPORT LETTER FROM APPROVING AGENCIES OR REGULATORY SECTORS</u></b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">APPROVING AGENCIES</th> <th style="width: 50%; text-align: center;">REGULATORY SECTORS</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Ministry of Home Affairs (MOHA)</li> <li>Malaysia Investment Development Authority (MIDA)</li> <li>Malaysia Digital Economy Corporation (MDEC)</li> <li>Central Bank of Malaysia (BNM)</li> <li>Securities Commission (SC)</li> <li>Iskandar Regional Development Authority (IRDA)</li> <li>East Coast Economic Region Development Council (ECERDC)</li> <li>Talent Corporation Malaysia Berhad (TalentCorp)</li> <li>Malaysian Global Innovation &amp; Creativity Centre (MaGIC)</li> <li>Public Service Department Malaysia (JPA)</li> <li>Expatriate Committee (EC)</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>Ministry of Education (MOE)</li> <li>Ministry of Health (MOH)</li> <li>Ministry of Tourism and Culture Tourism (MOTAC)</li> <li>Ministry of Youth and Sports (KBS)</li> <li>National Sports Council (MSN)</li> <li>Ministry of Agriculture (MOA)</li> <li>Malaysian Bioeconomy Development Corporation Sdn Bhd (Bioeconomy)</li> <li>Department of Civil Aviation (DCA)</li> <li>Department of Mineral and Geoscience, Ministry of Natural Mining (JMG)</li> <li>Unit PUSPAL, Ministry of Communications and Multimedia (MCMC)</li> <li>Construction Industry Development Board (CIDB)</li> <li>Equestrian Association of Malaysia (EAM)</li> </ul> </td> </tr> </tbody> </table> <p><b>Note:</b></p> <p>i. For companies under unregulated sectors i.e. business services, oil &amp; gas, the Expatriate Committee may request for a supporting letter from the relevant authority when necessary</p>	APPROVING AGENCIES	REGULATORY SECTORS	<ul style="list-style-type: none"> <li>Ministry of Home Affairs (MOHA)</li> <li>Malaysia Investment Development Authority (MIDA)</li> <li>Malaysia Digital Economy Corporation (MDEC)</li> <li>Central Bank of Malaysia (BNM)</li> <li>Securities Commission (SC)</li> <li>Iskandar Regional Development Authority (IRDA)</li> <li>East Coast Economic Region Development Council (ECERDC)</li> <li>Talent Corporation Malaysia Berhad (TalentCorp)</li> <li>Malaysian Global Innovation &amp; Creativity Centre (MaGIC)</li> <li>Public Service Department Malaysia (JPA)</li> <li>Expatriate Committee (EC)</li> </ul>	<ul style="list-style-type: none"> <li>Ministry of Education (MOE)</li> <li>Ministry of Health (MOH)</li> <li>Ministry of Tourism and Culture Tourism (MOTAC)</li> <li>Ministry of Youth and Sports (KBS)</li> <li>National Sports Council (MSN)</li> <li>Ministry of Agriculture (MOA)</li> <li>Malaysian Bioeconomy Development Corporation Sdn Bhd (Bioeconomy)</li> <li>Department of Civil Aviation (DCA)</li> <li>Department of Mineral and Geoscience, Ministry of Natural Mining (JMG)</li> <li>Unit PUSPAL, Ministry of Communications and Multimedia (MCMC)</li> <li>Construction Industry Development Board (CIDB)</li> <li>Equestrian Association of Malaysia (EAM)</li> </ul>
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9	<p><b><u>DETAILED JOB DESCRIPTION (JD)</u></b></p> <ul style="list-style-type: none"> <li>Job description must be printed / transcribed on company's official letterhead</li> <li>Position must be stated on JD</li> <li>Location of the position</li> <li>Reporting Line / Supervisor Designation</li> <li>List of task / responsibilities for position applied</li> </ul>				

NO.	ITEM
10	<p><b><u>LATEST THREE (3) MONTHS PAYSLIPS</u></b></p> <p>Applicable for :</p> <ul style="list-style-type: none"> <li>Renewal application</li> <li>Change of position within the same employer</li> </ul>
11	<p><b><u>PREVIOUS PASS DETAILS</u></b></p> <p>Applicable for:</p> <ul style="list-style-type: none"> <li>Renewal application</li> <li>Change of employer in Malaysia</li> <li>Applicant who previously worked in Malaysia</li> </ul>
12	<p><b><u>LATEST INDIVIDUAL INCOME TAX (COMPULSORY)</u></b></p> <p>i. Latest individual e-BE / e-M tax filing</p> <p>ii. Tax payment receipts (if any)</p> <p>iii. EA Form</p> <p><b>Disclaimer : Additional tax-related documents below may be requested :</b></p> <p>iv. Account statement from Malaysia Inland Revenue Board</p> <p>Applicable for:</p> <ul style="list-style-type: none"> <li>Renewal application</li> <li>Change of employer in Malaysia</li> <li>Change of position (if applicable)</li> <li>Applicant who previously worked in Malaysia (for the last two years)</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>The EA or EC Form contains information on the personal details of the employee, his or her earnings for the year and the amount deducted and remitted under the Scheduler Tax Deduction (STD) scheme.</li> <li>Individual is required to settle all outstanding amount before the submission of Employment Pass (EP) application (new / renewal). Settlement through monthly instalment (CP38) <b>IS NOT ACCEPTABLE.</b></li> </ul>
13	<p><b><u>PERSONAL BOND</u></b></p> <p>i. Copy submitted <b>MUST</b> be in <b>COLOUR</b>.</p>
14	<p><b>Immigration Department of Malaysia reserves the right to request for any additional documents that is not listed in the checklist</b></p>



## ▶ ANNEX E

### 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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