

## REFUND REQUEST FORM (REJECTED APPLICATION)

### DETAILS FOR REQUESTED REFUND

NAME OF COMPANY :  
 NAME OF APPLICANT(S) :  
 PASSPORT NO.(S) :  
 PASS TYPE  EP  PVP  DP  LT-SVP  
 AMOUNT (INCLUSIVE SST) : RM  
 REASON  Rejected Application

### BANK DETAILS

BANK ACCOUNT/ CARD HOLDER NAME :  
 PASSPORT / IC NO. :  
 BANK ACCOUNT/ CARD NUMBER :  
 NAME OF BANK :

**Note:** Beneficiary details (Account Name/Passport No.) as registered with the bank.

### SUPPORTING DOCUMENTS

- MYXpats invoice (payment receipt generated in ESD system)
- Bank statement of the transaction (with account holder name and account number)
- ESD rejected Employment Pass/Professional Visit Pass application and Dependent Pass/Long-Term Social Visit Pass email notification(s)

### DECLARATION

I, \_\_\_\_\_ (endorser/director listed in SSM Company Information) and (passport/IC no.) would like to request a refund for rejected Employment Pass/ Professional Visit Pass/ Dependant Pass/ Long-Term Social Visit Pass application. I understand that company **can no longer appeal after initiation of this refund** and may apply a new pass application after six (6) months from the rejection of application date, if required.

Name and Signature:	Date:
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**Note:**

- 1) The funds will be returned to whatever payment method (credit card, bank account) that the payer initially used to make the payment.
- 2) Refund request can only be processed within six (6) months from the application rejection date. Any refund request after six (6) months will not be entertained.
- 3) In cases where an appeal is submitted, a refund request will not be applicable.