

## **MYHELP ONLINE APPOINTMENT CHECKLIST**

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Page 5 & 6 : Foreign Maid (Please select 'Other' and attach all the documents listed – Documents to bring along during appointment).

**Important Info:** Please state the person will attend the appointment (The name will appear in the **Appointment Confirmation Slip (ACS)** and **ONLY** this person will be accepted for appointment)

### **A. For LoU**

1. Please select your name in LoU List

Note: If you are one of the names listed in Letter of Undertaking (LoU).

### **B. Non LoU**

1. Submission Representative Name

Note 1: For ESD company, Non LOU Representative must be a Malaysian (Company Staff)

Note 2: For RP-T, state Talent's name/Authorized person

2. Identification No. (ID/Passport/IC)

3. Submission Representative Email

Note: For RP-T, state Talent's email address

4. Designation

5. Mobile Phone Number

### **Documents to upload for Non LoU selection**

1. Authorization Letter (Director (LOU)/ Endorser To Sign The Authorization Letter)
2. Copy of I/C (The person who submit)
3. Proof of Employment (Company EPF statement/Staff ID copy/etc)

### **Endorsement Checklist**

1. \*Copy of passport (all pages and color)

Note: Applicable for EP/PVP/DP/LTSVP and RP-T

2. DP11/DP11A/IM12

Note: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP only

3. APPROVAL LETTER

Note: Applicable for EP/PVP/DP/LTSVP only

4. \*OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)

Note: Applicable for EP/PVP/RPT/DP/LTSVP

5. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)

Note: Applicable for RP-T if Talent is authorizing a representative for submission

### **Transfer of Endorsement with Old Passport**

1. \*DP11/DP11A/IM12/IMM16  
 Note 1: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP  
 Note 2: IMM16 applicable for RP-T with the latest passport sized photo (blue background)  
 Note 3: For RP-T, please bring the original photo to your appointment
2. \*COVER LETTER (DIRECTOR (LOU)/ ENDORSER/TALENT TO SIGN THE COVER LETTER)  
 Note: Applicable for EP/PVP/DP/LTSVP and RP-T  
 Sample letter RP-T: [Example Attachment](#)
3. COPY OF PREVIOUS APPROVAL LETTER  
 Note: Applicable for EP/PVP/DP/LTSVP
4. \*COPY OF PASSPORT OLD & NEW (ALL PAGES AND COLOR)  
 Note: Applicable for EP/PVP/DP/LTSVP and RP-T
5. SUPPORTING DOCUMENTS (I.E: EMBASSY LETTER FOR PASSPORT ISSUED OUTSIDE MALAYSIA)  
 Note: Applicable for EP/PVP/RPT/DP/LTSVP
6. OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)  
 Note: Applicable for EP/PVP/RPT/DP/LTSVP
7. MAIN PRINCIPAL PASSPORT COPY (ID PAGE AND RP-T PASS)  
 Note: Applicable for RP-T for submission DP/LTSVP
8. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)  
 Note: Applicable for RP-T if Talent is authorizing a representative for submission

### **Transfer of Endorsement without Old Passport**

1. \*DP11/DP11A/IM12/IMM16  
 Note 1: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP  
 Note 2: IMM16 applicable for RP-T with the latest passport sized photo (blue background)  
 Note 3: For RP-T, please bring the original photo to your appointment
2. \*COVER LETTER (DIRECTOR (LOU)/ ENDORSER/TALENT TO SIGN THE COVER LETTER)  
 Note: Applicable for EP/PVP/DP/LTSVP and RP-T  
 Sample letter RP-T: [Example Attachment](#)
3. COPY OF PREVIOUS APPROVAL LETTER  
 Note: Applicable for EP/PVP/DP/LTSVP
4. \*COPY OF PASSPORT OLD & NEW (ALL PAGES AND COLOR)  
 Note: Applicable for EP/PVP/DP/LTSVP and RP-T
5. SUPPORTING DOCUMENTS (I.E: POLICE REPORT FOR LOST/DAMAGE OF PASSPORT / EMBASSY LETTER FOR OLD PASSPORT HAS BEEN SURRENDERED TO THE EMBASSY)  
 Note: Applicable for EP/PVP/DP/LTSVP and RP-T
6. OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)  
 Note: Applicable for EP/PVP/RPT/DP/LTSVP
7. MAIN PRINCIPAL PASSPORT COPY (ID PAGE AND RP-T PASS)  
 Note: Applicable for RP-T for submission DP/LTSVP
8. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)  
 Note: Applicable for RP-T if Talent is authorizing a representative for submission

### **Shorten Pass with Passport**

1. \*COPY OF PASSPORT (ALL PAGES AND COLOR)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
2. \*DP11/ DP11A/ IM12/ IMM16  
Note 1: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP  
Note 2: IMM16 applicable for RP-T
3. COVER LETTER (DIRECTOR (LOU)/ ENDORSER/TALENT TO SIGN THE COVER LETTER)  
Note 1: Applicable for EP/PVP/DP/LTSVP and RP-T  
Sample letter RP-T: [Example Attachment](#)
4. SUPPORTING DOCUMENTS (I.E: CONFIRMED FLIGHT TICKET/ APPROVAL LETTER FROM APPROVING AGENCIES FOR CHANGE OF EMPLOYER OR POSITION/ ACKNOWLEDGEMENT RECEIPT FROM OTHER DIVISIONS FOR CHANGES OF PASS)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
5. OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)  
Note: Applicable for EP/PVP/DP/LTSVP
6. MAIN PRINCIPAL PASSPORT COPY (ID PAGE AND RP-T PASS)  
Note: Applicable for RP-T for submission DP/LTSVP
7. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)  
Note: Applicable for RP-T if Talent is authorizing a representative for submission

### **Shorten Pass without Passport - Inspectorate Unit in Putrajaya ONLY**

1. \*COPY OF PASSPORT (ALL PAGES AND COLOR)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
2. \*DP11/ DP11A/ IM12/ IMM16  
Note 1: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP  
Note 2: IMM16 applicable for RP-T
3. COVER LETTER (DIRECTOR (LOU)/ ENDORSER/TALENT TO SIGN THE COVER LETTER)  
Note 1: Applicable for EP/PVP/DP/LTSVP and RP-T  
Sample letter RP-T: [Example Attachment](#)
4. SUPPORTING DOCUMENTS (I.E: POLICE REPORT)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
5. OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)  
Note: Applicable for EP/PVP/RPT/DP/LTSVP
6. MAIN PRINCIPAL PASSPORT COPY (ID PAGE AND RP-T PASS)  
Note: Applicable for RP-T for submission DP/LTSVP
7. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)  
Note: Applicable for RP-T if Talent is authorizing a representative for submission

## **Special Pass**

1. \*COPY OF PASSPORT (ALL PAGES AND COLOR)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
2. \*DP11/DP11A/IM12/IMM16  
Note 1: DP11/DP11A/IM12 applicable for EP/PVP/DP/LTSVP  
Note 2: DP11/DP11A and IMM16 applicable for RP-T
3. COVER LETTER (DIRECTOR (LOU)/ ENDORSER/TALENT TO SIGN THE COVER LETTER)  
Note 1: Applicable for EP/PVP/DP/LTSVP and RP-T  
Sample letter RP-T: [Example Attachment](#)
4. \*FORMAT A FORM  
Note 1: Applicable for EP/PVP/DP/LTSVP, applicant to complete and sign off if overstay  
Note 2: Applicable and Mandatory for RP-T
5. SUPPORTING DOCUMENTS (CONFIRMATION FLIGHT TICKET/APPROVAL LETTER OR ACKNOWLEDGMENT LETTER FOR NEW COMPANY OR NEW POSITION/CHANGE OF PASS (STUDENT PASS/PROFESSIONAL VISIT PASS/OTHER PASS/NEW PASSPORT ISSUANCE LETTER FROM EMBASSY)/COPY OF EMPLOYER PASSPORT (FOR MAID APPLICATION EXCHANGING)  
Note: Applicable for EP/PVP/DP/LTSVP and RP-T
6. OTHER SUPPORTING DOCUMENTS (IF APPLICABLE)  
Note: Applicable for EP/PVP/RP-T/DP/LTSVP
7. MAIN PRINCIPAL PASSPORT COPY (ID PAGE AND RP-T PASS)  
Note: Applicable for RP-T for submission DP/LTSVP
8. AUTHORIZATION LETTER AND IDENTIFICATION CARD COPY (FRONT AND BACK)  
Note: Applicable for RP-T if Talent is authorizing a representative for submission

## **FOREIGN MAID FOR EXPATRIATE - VISIT PASS (TEMPORARY EMPLOYMENT)**

### **A. FOREIGN MAID NEW APPLICATION / REPLACEMENT OF EMPLOYER**

1. Application Letter from the employer.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Completed DP11A Form.
4. Completed Personal Bond duly stamped by the LHDN (RM10.00).
5. Complete copy of the Foreign Maid's passport.
  - Original passport if the Foreign Maid is currently in Malaysia.
  - The passport must have more than 12 months validity.
6.
  - i. Medical report from overseas (If the applicant is abroad)\*.
  - ii. Pass medical check-up by FOMEMA-registered clinics.
7. Employment contract – Duly stamped by the LHDN (2 copies).
8. Copies of dependent's documents (passport, marriage and birth certificates).
9. Expatriate's salary payslip.
10. Release Letter from the previous employer (for replacement of employer application).

### **B. FOREIGN MAID EXTENSION APPLICATION**

1. Application Letter from the employer.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. FOMEMA applies for year one (1), two (2), and three (3).
4. Completed DP11A Form.
5. Copy of the Foreign Maid's passport ID page and the latest pass.
6. Copy of the expatriate's passport ID page and latest pass.

### **C. APPLICATION FOR FOREIGN MAID REPLACEMENT**

1. Application Letter from the employer.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Completed DP11A form.
4. Release Letter from the previous employer.
5. Completed Personal Bond duly stamped by the LHDN (RM10.00).
6. Complete copy of the Foreign Maid's passport.
  - The passport must have more than 12 months validity.
7.
  - i. Medical report from overseas (If the applicant is abroad)\*.
  - ii. Pass medical check-up by FOMEMA-registered clinics.
8. Visa Cancellation Letter from Malaysia Representative Office in Foreign Maid's home country (for approved application where the Foreign Maid is needed to be replaced).
9. Payment receipt.
10. Employment contract – Duly stamped by the LHDN (2 copies).

Copy of expatriate's passport ID page and latest pass.

**D. FOREIGN MAID ABSCONDING FROM THE EMPLOYER**

1. Police report.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Report Form (*Lampiran A*) for Foreign Maid absconding from the expatriate.
4. Copy of Foreign Maid's passport ID page and latest pass (if applicable).
5. Confiscation fee (*Bayaran Sita*) (Personal Bond rate amount based on nationality).
6. Copy of expatriate's passport ID page and latest pass.

**E. FOREIGN MAID DEATH**

1. Application Letter from the employer.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Completed DP11A form.
4. Copy of expatriate's passport ID page and latest pass.
5. Foreign Maid's death certificate.

**F. APPLICATION FOR FOREIGN MAID'S SERVICE TERMINATION**

1. Application Letter from the employer.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Completed DP11A form.
4. Copy of confirmed ticket (I.E: Flight ticket).
5. Original passport.

**G. FAILED MEDICAL CHECK-UP / MEDICAL EXAMINATION**

1. Application Letter.
2. Authorization Letter from company to verify the representative's position, together with:
  - i. Copy of Identity Card (MYKAD) with proof of employment (I.E: EPF statement, business card and others).
  - ii. Copy of the Representative's Company Card issued by Immigration (*Kad Wakil Syarikat*)
3. Completed DP11A form.
4. Medical report.
5. Original passport.
6. Copy of confirmed ticket (I.E: Flight ticket).