



IN COLLABORATION WITH

MYXpati
BY TALENTCORP

Your Expatriate Services Division (ESD) pass application has been approved.

What should you do next?

1. Initiate and submit the endorsement via ESD online. Please note that this has to be done within one (1) to two (2) weeks BEFORE the applicant's entry date to Malaysia.
2. Wait for the endorsement approval and proceed with the online payment of the Immigration Pass Fee to obtain the Endorsement Approval Letter.
3. Detailed steps as follows:

- A. Log in to the company's ESD online system: www.esd.imi.gov.my/portal/
- B. Under the **ENDORSEMENT** tab, click on "**1. Approved Application**".

ENDORSEMENT	
1. APPROVED APPLICATION (1)	
2. PROCESSING APPLICATION (1)	
3. RETURNED APPLICATION (1)	

- C. Download the approval documents (Approval Letter, DP11/DP11A Form, and VDR letter, if applicable) under the **REMARK** tab. Please check that all applicant's information is correct in the approval documents.

No.	FORM ID	PHOTO	APPLICANT NAME	NATIONALITY	PASSPORT	PASSTYPE	CURRENT STATUS	PAYMENT AMOUNT	REMARK	ACTION
1.							-		Approval Letter DP11 Form VDR Letter ⓘ	Endorse

- D. Under the **PAYMENT AMOUNT** tab, please also check that the amount for the Immigration Pass fee is correct.
- E. Click on the "**Endorse**" button under the **ACTION** tab to proceed to the next step.



For any enquiries, contact us at: helpdesk@myxpati.com.my

- F. Thereafter, please complete the required information:
 - a. **"APPLICANTS WHEREABOUT"** to be stated as **"Outside Country"**
 - b. **"LOCATION/METHOD OF ENDORSEMENT STICKER"** to be specified as **"ESD SATELLITE CENTRE, KLIA TERMINAL 1"** or **"ESD SATELLITE CENTRE, KLIA TERMINAL 2"**.
 - c. Input in the Flight details (Flight Date, Flight Departure Time, Flight Arrival Time, Flight Number)
 - d. Upload the supporting documents: a Copy of the Passport ID page, Visa Sticker (Single Entry Visa/eVISA from the embassy abroad, for visa-required nationals only), and a copy of the flight ticket.

APPLICATION FOR PASS	
PASS TYPE CATEGORY:	EMPLOYMENT PASS (CATEGORY I)
APPLICATION TYPE:	NEW
APPLICANTS WHEREABOUT:	[Outside Country ▼]
LOCATION / METHOD OF ENDORSEMENT STICKER:	[ESD SATELLITE CENTRE, KLIA TERMINAL 1 ▼]
FLIGHT DETAILS	
FLIGHT DATE:	[]
FLIGHT DEPARTURE TIME:	[: :] []
FLIGHT ARRIVAL TIME:	[: :] []
FLIGHT NUMBER:	[]
SUPPORTING DOCUMENTS FOR TAZEROUT ADEL	
COPY OF ID PAGE OF PASSPORT *	[Upload]
VISA STICKER (NOTE: COMPULSORY FOR COUNTRIES THAT REQUIRED VISA COLLECTION EXCEPT FOR COMMONWEALTH COUNTRIES EG: INDIA) *	[Upload]
COPY OF FLIGHT TICKET *	[Upload]
<input type="button" value="Close"/> <input type="button" value="Submit Endorsement"/>	

- G. Click the **"Submit Endorsement"** button to submit for review and processing.

Note: The processing charter will take up to three (3) working days, subject to the complete submission of the above. If the online endorsement is returned to the company for further information, the processing charter will restart upon resubmission.
- H. Once the online endorsement has been approved, the company will receive a notification email via its registered email address for the online payment of the Immigration Pass fee.
- I. After payment is made and the current status is reflected as "PAID", the Endorsement Approval Letter will be available for download. Under the **ENDORSEMENT** tab, click on **"5. PASS ENDORSEMENT – ESC KLIA"** and proceed to download the Endorsement Approval Letter under the **REMARK** tab.

ENDORSEMENT
1. APPROVED APPLICATION (1)
2. PROCESSING APPLICATION (1)
3. RETURNED APPLICATION (1)
4. PENDING JIM PAYMENT (0)
5. PASS ENDORSEMENT
<ul style="list-style-type: none"> • DELIVERY PASS (0) • ESC KLIA (1) • ePASS (0)

No.	FORM ID	PHOTO	APPLICANT NAME	NATIONALITY	PASSPORT	PASSTYPE	CURRENT STATUS	REMARK	ACTION
1.	[]	[]	[]	[]	[]	Employment Pass (KLIA)	PAID	Endorsement Approval Letter	