

CHECKLIST FOR APPEAL APPLICATION

EMPLOYMENT PASS PROFESSIONAL VISIT PASS

COMPANY : _____

ROC NO. : _____

NAME OF EXPATRIATE : _____

PASSPORT NO. : _____

NATIONALITY : _____

EXPATRIATE'S CURRENT WHEREABOUTS: IN MALAYSIA OUTSIDE MALAYSIA, PLEASE STATE: _____

NO.	ITEM	DESCRIPTION	CHECKLIST
1	COMPANY APPEAL LETTER	(i) Justification for appeal (ii) Signed by endorser in LOU (mandatory)	
2	APPLICANT'S PASSPORT ID PAGE		
3	LATEST E-SSM REFLECTING CURRENT YEAR'S FINANCIAL PERFORMANCE	Details must be reflected in ESD system. Not required to attach if details have been reflected in ESD system	
4	LATEST CORPORATE PROFILE INCLUDING PREMISE PHOTO		
5	LATEST ORGANISATION CHART	Indicating No. of Locals, Expatriates, Foreign Workers, and Reporting Line of Applicant	
6	COPY OF SUBMISSION OFFICER'S MYKAD / PASSPORT ID		
7	OTHER RELEVANT DOCUMENTS:	To provide where applicable to support the appeal	
<i>a</i>	SUPPORT LETTER FROM RELEVANT AGENCY		
<i>b</i>	LETTER OF AWARD(S)/CONTRACT(S)		
<i>c</i>	EXTENSION OF TIME AGREEMENT		
<i>d</i>	TAX DOCUMENT(S)	(i) Latest Tax Submission Acknowledgement Slip (ii) Tax Payment Receipt (iii) Income Tax Position Statement Issued By LHDN	
<i>e</i>	INTER-COMPANY TRANSFER LETTER		
<i>f</i>	LATEST WORK SCHEDULE / SERVICE ORDER		

***Notes:**

(i) Documents provided must be in **clear colour copy and legible**.

(ii) Documents provided must be in **English or Bahasa Malaysia**, otherwise it needs to be **translated to English and certified true copy/attested** by the relevant authorities/ translation body

(iii) Other specific document(s) may be required upon request

SUBMISSION OFFICER DETAILS:	
SUBMISSION OFFICER IN LoU	: YES / NO
NAME	: _____
IC / PASSPORT NO.	: _____
SIGNATURE	: _____
DATE	: _____

RECEIVED STAMP: Name & Stamp MYXpats Officer
