

CHECKLIST FOR APPEAL APPLICATION

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EMPLOYMENT PASS

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PROFESSIONAL VISIT PASS

COMPANY : _____

ROC NO. : _____

NAME OF EXPATRIATE : _____

PASSPORT NO. : _____

NATIONALITY : _____

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

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	
a	SUPPORT LETTER FROM RELEVANT AGENCY		
b	LETTER OF AWARD(S)/CONTRACT(S)		
c	EXTENSION OF TIME AGREEMENT		
d	TAX DOCUMENT(S)	(i) Latest Tax Submission Acknowledgement Slip (ii) Tax Payment Receipt (iii) Income Tax Position Statement Issued By LHDN	
e	INTER-COMPANY TRANSFER LETTER		
f	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:

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Name & Stamp
MYXpats Officer