

CHECKLIST FOR APPEAL APPLICATION

EMPLOYMENT PASS 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 SSM COMPANY INFORMATION 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 Office |