

**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	
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

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

RECEIVED STAMP:
.....
Name & Stamp MYXpats Officer