

**CHECKLIST FOR EMPLOYMENT PASS (EP) APPEAL**

COMPANY : \_\_\_\_\_

ROC NO. : \_\_\_\_\_

EXPATRIATE NAME : \_\_\_\_\_

PASSPORT NO. : \_\_\_\_\_

NATIONALITY : \_\_\_\_\_

NO.	ITEM	CHECKLIST
<b>COMPANY APPEAL LETTER</b>		
1	JUSTIFICATION FOR APPEAL	
2	SIGNED BY ENDORSER IN LOU (MANDATORY)	
<b>SUPPORTING DOCUMENTS</b>		
3	PASSPORT COPY (ID PAGE)	
4	OTHER DOCUMENTS RELEVANT TO JUSTIFY THE APPEAL & REQUIREMENT FOR APPLICANT ( <i>i.e. Letter of Award, relevant contracts, list of clients, work schedule for individual applicant, specific Job Description for the position applied, etc. - if the documents are not submitted online and to apply which applicable</i> ) <i>**other documents specified upon request</i>	
<b>SUBMISSION OFFICER DETAILS</b>		
<b>SUBMISSION OFFICER IN LoU: YES / NO</b>		
NAME : _____		
IC / PASSPORT NO. : _____		
SIGNATURE : _____		
DATE : _____		
<i>**Please attach COPY OF SUBMISSION OFFICER MYKAD/PASSPORT</i>		

RECEIVED STAMP:

.....

**Name & Stamp**  
**MYXpats Officer**