

**UNIT INSPEKTORAT
BAHAGIAN KHIDMAT EKSPATRIAT
JABATAN IMIGRESEN MALAYSIA**



**SENARAI SEMAK
PINDAAN MAKLUMAT 'LETTER OF UNDERTAKING'**

**CHECK LIST
LETTER OF UNDERTAKING (LOU) AMENDMENT**

A. PINDAAN KESELURUHAN MAKLUMAT LOU / PINDAHAN MAKLUMAT PIHAK YANG MENANDATANGANI LOU
AMENDMENT ALL THE LOU INFORMATIONS / AMENDMENT OF SIGNATORY INFORMATION

Surat perwakilan kuasa & salinan myKad / Passport.
Authorization letter & photocopy of MyKad / Passport.

Surat permohonan pindaan maklumat .
Application letter of amendment.

Justifikasi permohonan beserta dokumen sokongan seperti berikut;
Justification attach with supporting documents as below;

- Borang 49 (disahkan oleh SSM)
Form 49 (certified true copy by SSM)
- Surat Tawaran Kerja / Offer letter
Surat Penamatan kerja/ resignation letter
- Salinan MyKad / Passport pihak yang dilantik
copy of MyKad or Passport appointed personnel
- Lain-lain berkaitan (penyata KWSP)
any others related documents (EPF statement)

LOU baharu yang dicetak melalui sistem ESD dan melengkapkan kesemua maklumat yang diperlukan.
Latest LOU printed from ESD system and complete with all the information required.

Pengarah syarikat yang dilantik perlu hadir untuk tandatangan LOU.
Appointed director of the company must appear in person to sign LOU.

B. PINDAAN MAKLUMAT ENDORSER / LOGIN ID USER / SUBMISSION OFFICER SAHAJA
AMENDMENT OF ENDORSER / LOGIN ID USER / SUBMISSION OFFICER INFORMATION ONLY

Surat permohonan pindaan maklumat yang ditandatangani oleh pengarah syarikat yang telah hadir sebelum ini.
Application letter of amendment signed by director as previous LOU.

LOU baharu yang dicetak melalui sistem ESD dan ditandatangani oleh pengarah syarikat yang telah hadir sebelum ini.
Latest LOU printed from ESD system and signed by director as previous LOU.

Justifikasi permohonan dan dokumen sokongan seperti berikut;

- Surat Tawaran Kerja / Offer letter
Surat Penamatan kerja / resignation letter
- Salinan MyKad / Passport individu yang dilantik
copy of MyKad or Passport of appointed personnel
- Lain-lain berkaitan (penyata KWSP)
any others related documents (EPF statement)

* Endorser dan Log In ID user hendaklah kakitangan syarikat yang berjawatan eksekutif keatas.
Endorser and Log In ID user must be company staff which is executive level or above