

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



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

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

**A. PINDAAN PENGARAH YANG MENANDATANGANI LOU
AMENDMENT OF DIRECTOR SIGNATORY INFORMATION**

Surat permohonan pindaan maklumat .
Application letter of amendment.

Dokumen sokongan:
Supporting documents:

- Salinan MyKad / Pasport (individu yang dilantik)
copy of MyKad / Passport (appointed personnel)
- Borang 49/Seksyen 58/ e-SSM info (disahkan oleh MYDATA SSM)
Form 49 /Section 58 / e-SSM info (certified true copy by MYDATA SSM)

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.

Salinan myKad / Pasport. (**Untuk Power of Attorney sahaja**)
Photocopy of MyKad / Passport. (Use of Power of Attorney only)

*** Pengarah syarikat yang baharu dilantik perlu hadir untuk tandatangan LOU.
*Appointed new 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.

Dokumen sokongan:
Supporting documents:

- Salinan MyKad / Pasport (individu yang dilantik)
copy of MyKad / Passport (appointed personnel)
- Penyata caruman KWSP majikan /Surat Tawaran Kerja (untuk kakitangan syarikat sahaja)
Employers EPF contribution statement / Offer letter (for company staff only)
- Salinan dokumen perjanjian / Kontrak sekiranya melantik pihak ketiga sebagai *Submission officer* (perlu dimatikan setem LHDN)
Copy of Agreement / Contract appointment for external third party as Submission Officer (duly stamped by LHDN)

***Rujuk lampiran untuk syarat-syarat melantik penama di dalam LOU.**

The following conditions shall apply to authorize the following personnel in LOU (refer to attachment).

<i>Lantikan / Appointed Personnel</i>	<i>Syarat- Syarat / Condition</i>
PENGARAH SYARIKAT /COMPANY DIRECTOR	<ul style="list-style-type: none"> • Salah seorang pengarah syarikat yang dilantik mengikut Borang 49 / Seksyen 58 Akta SSM. One of the Director that is listed as per Form 49 / Section 58 SSM Act. • Pengarah yang dilantik dibenarkan menghantar dokumen melalui kaunter. Appointed Director as per LOU is allowed to submit physical documents through counter.
ENDORSER	<ul style="list-style-type: none"> • Kakitangan syarikat yang berjawatan Pengurus atau lebih tinggi. This person must be an employer of the company either in the management level or Human Resource department's management level. • Syarikat tidak boleh melantik Pengarah yang menandatangani LOU sebagai <i>Endorser</i> Endorser must not be the same person as LOU signatory Director. • <i>Endorser</i> tidak boleh dilantik sebagai Submission Officer The Endorser must not be appointed as Submission Officers. • <i>Endorser</i> ini dibenarkan menghantar dokumen melalui kaunter. Endorser is allowed to submit physical documents through counter.
LOGIN ID USER	<ul style="list-style-type: none"> • Mestilah kakitangan syarikat yang berjawatan eksekutif atau lebih tinggi. This person must be an employee of the company which is executive level or above. • Syarikat boleh melantik Endorser sebagai Login ID User. Company may appoint Endorser as the Login ID user • Login ID User boleh menghantar dokumen melalui kaunter. This person may submit physical documents through counter.
SUBMISSION OFFICER 1 & 2	<ul style="list-style-type: none"> • Syarikat boleh melantik kakitangan syarikat atau pihak ketiga. This person can either be an employee of the company or it can be an appointed external 3rd party. • Syarikat perlu mengemukakan salinan perjanjian / Kontrak pelantikan <i>Submission officer</i> sekiranya melantik selain daripada kakitangan syarikat (yang dimatikan setem LHDN) Copy of Agreement / Contract appointment for external third party as Submission Officer (duly stamped by LHDN)

*Hanya permohonan yang lengkap sahaja akan diterima dan diproses
Only completed application will be accepted and processed.

*Syarikat perlu mengemukakan dokumen tambahan sekiranya diminta oleh Pegawai Imigresen mengikut arahan semasa.
Other documents specified upon request by an Immigration Officer as deemed necessary.