

**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/ SSM Maklumat Syarikat info (disahkan oleh MYDATA SSM)  
*Form 49 /Section 58 / SSM Company Information 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).**

Lantikan / Appointed Personnel	Syarat- Syarat / Condition
PENGARAH SYARIKAT /COMPANY DIRECTOR	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Pengarah yang dilantik dibenarkan menghantar dokumen melalui kaunter. Appointed Director as per LOU is allowed to submit physical documents through counter.</li> </ul>
ENDORSER	<ul style="list-style-type: none"> <li>• 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.</li> <li>• <b>Syarikat tidak boleh melantik Pengarah yang menandatangani LOU sebagai Endorser</b> <b>Endorser must not be the same person as LOU signatory Director.</b></li> <li>• Endorser tidak boleh dilantik sebagai Submission Officer The Endorser must not be appointed as Submission Officers.</li> <li>• Endorser ini dibenarkan menghantar dokumen melalui kaunter. Endorser is allowed to submit physical documents through counter.</li> </ul>
LOGIN ID USER	<ul style="list-style-type: none"> <li>• Mestilah kakitangan syarikat yang berjawatan eksekutif atau lebih tinggi. This person must be an employee of the company which is executive level or above.</li> <li>• Syarikat boleh melantik Endorser sebagai Login ID User. Company may appoint Endorser as the Login ID user</li> <li>• Login ID User boleh menghantar dokumen melalui kaunter. This person may submit physical documents through counter.</li> </ul>
SUBMISSION OFFICER 1 & 2	<ul style="list-style-type: none"> <li>• 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 3<sup>rd</sup> party.</li> <li>• Syarikat perlu mengemukakan salinan perjanjian / Kontrak pelantikan Submission officer 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)</li> </ul>

\*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.