

PENGUMUMAN: BAHAGIAN KHIDMAT EKSPATRIAT (ESD), JABATAN IMIGRESEN MALAYSIA

PERMOHONAN PENDAFTARAN SYARIKAT SECARA ATAS TALIAN (*ONLINE*)

Untuk makluman pihak tuan/puan, Bahagian Khidmat Ekspatriat (ESD) dalam proses untuk menyelesaikan '*back log*' bagi permohonan pendaftaran syarikat secara atas talian (*online*). Sehubungan itu, Bahagian ESD akan melaksanakan langkah-langkah seperti berikut;

1. Kelulusan pendaftaran syarikat adalah prasyarat bagi permohonan pas di ESD. Oleh itu, Bahagian ESD tidak akan memberi sebarang kemudahan Imigresen atau Pas sekiranya majikan masih ingin membawa masuk Pegawai Dagang dan tanggungan sebelum kelulusan pendaftaran syarikat diperolehi.
2. Sesi 'Roll Out' akan dilaksanakan pada hari bekerja seperti berikut;
 - i. Isnin hingga Khamis – jam 8.00 pagi hingga 5.00 petang.
 - ii. Jumaat – jam 8.00 pagi hingga 12.15 tengah hari dan 2.45 petang hingga 5.00 petang.
 - iii. Pelaksanaan 'Roll Out' secara temu janji boleh dibuat dalam sistem dan Pengarah Syarikat perlu hadir terus ke ESD mengikut pilihan tarikh dan masa yang telah dibuat oleh syarikat (tidak memerlukan pengesahan daripada urus setia ESD).
 - iv. Hanya Pengarah Syarikat yang boleh menandatangani '*Letter of Undertaking*' (LOU). Bagi syarikat asing, wakil syarikat di Malaysia dibenarkan hadir menggunakan '*Power of Attorney*' untuk menyerahkan LOU yang telah ditandatangani oleh Pengarah Syarikat (yang berada di luar Negara secara *scan copy*) kepada urus setia ESD.

***Segala perhatian dan kerjasama daripada pihak syarikat/individu amat dihargai dan segala kesulitan amatlah dikesali.**

ANNOUNCEMENT: EXPATRIATE SERVICE DIVISION (ESD), DEPARTMENT OF IMMIGRATION MALAYSIA

ONLINE APPLICATION APPROVAL FOR COMPANY REGISTRATION

Currently, Expatriate Service Division (ESD) is in the process of clearing the back log for online application approval for company registration. Hence, several actions that will be taken by ESD as per follows;

1. As a pre-requisite for employment pass applications, companies must get approval for their company's registration through ESD. Therefore, ESD will not provide or issue any Immigration facilities or Pass to the companies that bring in the Expats and dependants without company's registration approval.
2. Roll Out session will be carried out as per follows;
 - i. Monday to Thursday from 8.00am to 5.00pm.
 - ii. Friday from 8.00am to 12.15pm and 2.45pm to 5.00pm.
 - iii. Appointments for Roll Out session can be made through the ESD system. Directors of the Company can come to ESD based on the appointment dates confirmed by the company themselves (appointment date does not require confirmation from the ESD secretariat).
 - iv. Letter of Undertaking must be signed by an appointed Director of the company and must appear in person to sign this letter in front of an Immigration Officer. For foreign origin company, representative from Malaysian based company with Power of Attorney can submit the LOU signed by the Foreign Owned Company Director (scan copy) to ESD secretariat.

***Understanding and cooperation from companies / individuals are highly appreciated. We apologize for any inconvenience caused.**