

EXTENSION OF DEPENDENT PASS (EP)

Application for the extension of Dependent and must be made through the Human Resources Division, IPPP, PPGP or HIR. Visa Unit,ISC will only received the applications from the said department or units.

Dependent applications must be submitted together with the expatriate application to Visa Unit, **TWO (2) MONTHS** before the expiry date of the Expatriate Pass.

WHAT NOT TO DO

- **LATE SUBMISSION TO THE EXPIRY DATE OF EP**
Expatriate are advised not to submit late application or visa has expired to Visa Unit. If so, it not just paying the Special Pass or the compound penalty but also expatriate shall be summoned to the Immigration Department for making the offence.
- **PASSPORT VALIDITY**
Dependent with passport validity period less than the duration of extension sought must first apply for renewal of the validity period of the passport before applying for the extension.

Kindly note that when applying for a **renewal**, the period of extension requested **must not exceed** the passport validity date. As a general rule, the department of Immigration **will not issue** any pass which is less than the duration of the passport.

DOCUMENTS NEEDED FOR SUBMMISION

- ❖ DP11A form (Completed in printed matter)
- ❖ Four (4) pieces of recent passport photo (3.5cm x 5.0cm size) with light blue color background. Passport photo should be facing straight.
- ❖ Two (2) copies of the principal's passport (Front detail page and current visa page only). Each copy must be in one sided of A4 paper.
- ❖ Two (2) copies of passport for each family members. Validity passport must be more than 12 months. All pages including blank pages to be copied in one sided of A4 paper. *(Each family members must have their own individual passport)*
- ❖ Provide the original Relationship Confirmation Letter of family members to the EP holder from your respective Embassy/High Commission /Consulate General in Malaysia. (Please keep a copy of the letter for future extension).
- ❖ Provide the original Marriage Certificate (for legal spouse) translated into English and *Certified True Copy (CTC) by the Embassy/ High Commission/Consulate General in respective country OR respective Embassy/ High Commission/Consulate General in Malaysia*
- ❖ Provide the original Birth Certificate (for each children) translated into English and *Certified True Copy (CTC) by the Embassy/ High Commission/Consulate General in respective country OR respective Embassy/ High Commission/Consulate General in Malaysia*
- ❖ Other documents specified upon request

