

## EXTENSION OF EMPLOYMENT PASS (EP)

Application for the extension of EP 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.

Expatriate applications must be submitted to Visa Unit, **TWO (2) MONTHS** before the expiry date of the Employment 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**  
Expatriate 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** an EP which is less than the duration of the passport.

### DOCUMENTS NEEDED FOR SUBMMISION

Expatriate application should be submitted two (2) months before the expiry date of the current visa to Visa Unit, ISC. Failing to do so, it may obstruct the expatriate payment of salary by the Bursary,UM. This in conjunction with the late approval from the Malaysian Immigration.

- ❖ DP11 form (Completed in printed matter)
- ❖ Four (4) pieces of recent passport photo (3.5cm X 5.0cm size with blue colour background ) Passport photo should be facing straight.
- ❖ Provide the original Offer of Appointment Letter
- ❖ Provide the original Acceptance form which has to be signed by the applicant.
- ❖ Two (2) copies of passport. Validity passport must be more than 12 months. All pages including blank pages must be copied in one sided of A4 paper.
- ❖ Latest Curriculum Vitae
- ❖ A copy of the Income Tax File Reference Number
- ❖ Revenue Stamp of RM10.00
- ❖ Other documents specified upon request

