

## NEW DEPENDENT PASS

### DEPENDENT WHO HAVE A VALID PASS AND STAYING IN MALAYSIA

The category of valid passes: Guardian Pass, Student pass, Professional Visit Pass or other related passes from other institutions or company

Exception were given for applicants who is holding the Diplomatic Pass and Malaysia Permanent Residence Pass

### WHAT YOU SHOULD DO

Dependent who is holding a valid Pass has to ensure the institutions or company to cancel or shorten the current pass before applying for the dependent pass. The cancellation or shorten pass of the said pass should have at least 30 days validity.

### WHAT NOT TO DO

**ONE** Dependent is **not allowed to leave** Malaysia before obtaining the Dependent Pass into the passport

**TWO** Dependent is forbidden to hold any work duty after having their Dependent Pass has been approved.

**THREE** Don't wait until the valid visa is going to be expired in a few weeks' time or has expired. If a Special Pass have to be done make sure its Pending Decision For Dpendent Pass. If a Special Pass 'Making Arrangement To Leave The Country' was given, there would be no other choices but to leave Malaysia.

### WHAT DOCUMENT NEEDED

The document should be sent to the various units or department eg. HRD, IPPP, HIR . They will submit the expatriate application to Visa Unit after all requirement has been completed.

## DOCUMENTS FRO SUBMISSION

- ❖ **DP11A form** (Completed in printed matter)
- ❖ Four (4) pieces of recent **passport photo** (3.5cm x 5.0cm size) with light blue colour 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**

## REMINDER

- New applicants will be charged **Journey Performed Visa & Multiple Entry Visa** even though they obtained the Single entry Visa (Social/Tourist) from the Malaysian Embassy or Consulate in their home country.
- **Category III** : Earns a basic salary between RM2,500-RM4,999, the contract must not exceed 12 months but only can be renewed for maximum of two (2) times, subject to review and approval by Malaysia Immigration. Not eligible for Dependent Pass.
- **Category I & II**: Earns a basic salary RM5,000 and above. Children under 18 years old of the Employment Pass holder are eligible for Dependent Pass