

## NEW EMPLOYMENT PASS

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

The category of valid passes: Dependent Pass, 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

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

### WHAT NOT TO DO

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

**TWO** Expatriate is forbidden to report duty at the said unit or department before getting their Employment 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 Student 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.

Expatriate application should be submitted to Visa Unit, ISC two months before the expiry date of the current visa.

### DOCUMENT NEEDED

- ❖ **DP11 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.
- ❖ Provide the original **Offer of Appointment** letter
- ❖ Provide the original **Acceptance form** which 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**
- ❖ Provide the original **Release Letter** from the previous company/Institution. (If the applicant has been issued an employment pass or Student pass under different company in Malaysia, **the PREVIOUS PASS NEEDS TO BE CANCELLED by the respective company/Institution**)
- ❖ **Revenue Stamp of RM10.00**
- ❖ **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