

APPROVAL - CHECKLIST FOR EMPLOYMENT PASS

Employment Contract affixed with RM10.00 revenue stamp and endorsed by Inland Revenue Board (IRB) with payment receipt

The following document details **MUST** be mentioned in the employment contract:

- a. Duration of Employment e.g.. 1 year/12 months.
- b. Designation/Position (Not more than 40 characters including space)
- c. Monthly Salary with minimum requirement of RM 3,000.00
- d. Signature of Employee(same as per passport) and Employer
- e. To include approved address in designated premises within MSC Malaysia Cybercities and Cybercentres
- f. The RM10.00 revenue stamp must be in coloured

For company with paid-up capital below than RM100,000, duration of employment will be given upon discretion.

Applicant's Passport

- Full set copy of passports (including empty pages). Please ensure copies are clear and readable.

The validity of the passport must be more than 12 months upon submission of application for endorsement to Immigration Department. Hence, minimum requirement of passport validity upon submission of approval stage is 14 months.

The passport must have a minimum of 6 consecutive empty pages.

Updated and Comprehensive Resume / CV

- Detailed and updated information, current and previous employer on the employment history including Job Description.

Educational Certificates (New)

If is in OTHER LANGUAGES, please get it translated into English and certified by the recognised agency; i.e. Institut Terjemahan Negara Malaysia (ITNM) / Malaysian Embassy in the respective country / the respective Embassy in Malaysia.

For CHINA, BANGLADESH and PAKISTAN Nationalities

- To submit original Certified True Copy of Educational Certificate by the Malaysian Embassy / High Commission / Consulate General in respective country.
- To submit Certified True Copy from Company/Employer for Educational Certificate issued by the Institute of Higher Learning/University in Malaysia

For IRAN, IRAQ and NORTH KOREA Nationalities

- To submit original Certified True Copy of Educational Certificate by the Malaysian Embassy / High Commission / Consulate General in respective country OR respective Embassy in Malaysia.
- To submit Certified True Copy from Company/Employer for Educational Certificate issued by the Institute of Higher Learning/University in Malaysia

For COLOMBIA Nationality

- To submit original Certified True Copy of educational certificates by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia.
- To submit Certified True Copy from Company/Employer for Educational Certificate issued by the Institute of Higher Learning/University in Malaysia

All ORIGINAL certified true copy certificate that been submitted for approval purposes will be RETAINED and shall NOT BE RETURNED

Passport Sized Photos (for uploading purposes)

File Upload Requirements:

- a. Photo must have blue background with photo size of 35mm x 50mm`
- b. Size of photo must be in 99 x 142 pixels
- c. File size of photo must be less than 20kb
- d. File format must be in JPG or JPEG only

Release Letter from the Previous Company in Malaysia (if applicable)

Applicable to:

- a. Change of employer in Malaysia;
- b. Change of pass :
 - Employment Pass to Dependent Pass
 - Professional Visit Pass to Employment Pass

The letter should be issued by the employer mentioned in the current Employment Pass (EP) sticker in applicant's passport.

For sample, please visit eXpats website under document library : [Release Letter from former Employer.](#)

Income Tax Declaration Slip from Inland Revenue Board (IRB)

Compulsory required for:

- a. Renewal Application
- b. Change of employer in Malaysia
- c. Applicant who used to work in Malaysia

For sample, please visit eXpats website under document library : [E-Filing](#)

Three (3) Months Latest Pay Slip (Renewal)

- Copy of applicant pay slip for the last three (3) months

Completion Letter from University in Malaysia (if applicable)

- Applicable for applicants who studying in Malaysia.
- The letter should be issued by the university mentioned in the current Student Pass sticker in applicant's passport.

Student Pass Confirmation Letter from the Hiring Company (if applicable)

- Applicable for applicants who is holding a valid Student Pass in Malaysia

For sample, please visit eXpats website under document library : [Confirmation Letter from hiring company](#)

Change of Position Letter (if applicable)

- Applicable for applicants who change designation/position with the same employer

For sample, please visit eXpats website under document library : [Change of Position Letter.](#)

Testimonial from previous employer (if applicable)

Recognition / Recommendation / Relieve letter given by previous employer / agencies

Borang Tapisan Keselamatan 100 (BTK100) Form (if applicable)

Applicable for Foreign Media and Broadcasting representative working in Malaysia

For sample, please visit eXpats website under document library : [Borang Tapisan Keselamatan 100](#)

Approval from Ministry of Higher Education (if applicable)

Applicable for the lecturer post applied by the Institute of Higher Education