

MANDATORY REQUIREMENTS FOR FREELANCER

DEFINITION:

You are a **self-employed individual or independent contractor** who provides services to clients, primarily foreign-based, and works remotely without being tied to any physical office in Malaysia. You operate under a **flexible work arrangement**, managing your own projects, clients, and income streams.

Applicants must meet the eligibility criteria and prepare the **mandatory documents** listed below according to their respective employment type. All documents must be **complete, accurate, and valid** at the time of submission to ensure a smooth application process.

REQUIRED DOCUMENTS:

No.	Documents	Details
1	Passport	- All pages must be provided (cover-to-cover) - Must have at least six (6) empty pages. - Must have a minimum validity of fourteen (14) months.
2	Latest Curriculum Vitae (CV)	Can be in your own format or use the LinkedIn format.
3	Signed Client Contracts / Freelance Agreements	- Can be with either foreign or Malaysian clients. - Must clearly specify the scope of work, duration, and payment terms.
4	Invoices Issued – Last three (3) Months	To show proof of active or ongoing freelance work engagements.
5	Proof of Payment	Proof of income received from freelance work (e.g. PayPal, Stripe, Wise, or bank transfer records).
6	Bank Statements – Last three (3) Months	Must reflect consistent income above the required eligibility threshold.
7	Portfolio, Website, or Client Testimonials <i>(Optional but recommended)</i>	- To validate the nature and credibility of freelance work. - For Digital Marketing positions, a Marketing Report or Portfolio is compulsory to demonstrate the scope of work, campaigns managed, and performance outcomes.

No.	Documents	Details
8	Letter of Good Conduct	Issued by the relevant authority in your home country or current country of residence.
9	Personal Bond	To be completed using the prescribed form.
10	Highest Education Certificate	Must be scanned in PDF format.
11	Medical Insurance Enrolment Certificate	- Must be valid in Malaysia and cover dependents (if applicable). - Can be submitted after approval or before the issuance of the pass sticker, with a minimum validity of three (3) months.
12	Inland Revenue Board of Malaysia (LHDN) Tax Registration Slip	As per slip issued by LHDN Malaysia.

GENERAL NOTES FOR ALL APPLICANTS

- All documents must be in **English** or accompanied by a **certified English translation**.
- Files must be **clear, legible**, and submitted in **PDF format**.
- **Name and income details** must be consistent across all documents.
- **Incomplete, unverifiable, or inconsistent** documents may result in **application delays or rejection**.
- **Employment or service contracts** must have commenced **at least three (3) months prior** to application submission.
- Applicants are strongly advised to **review all eligibility criteria** before submission to ensure full compliance with the **DE Rantau Nomad Pass requirements**.
- **MDEC reserves the right** to request additional documents or information to support your application.