

MANDATORY REQUIREMENTS FOR REMOTE WORKER

DEFINITION:

You are employed by a **foreign-based company** that is **not registered in Malaysia**, and you perform your work **remotely** without being tied to any physical office. You have a **flexible working arrangement** that allows you to carry out your duties from any location.

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)	- 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 Employment Contract	- Must include: - Remote work arrangement - Job title and responsibilities - Contract duration (preferably valid for at least six (6) months from the date of application) - Monthly or annual salary stated in USD or equivalent currency - Employer's name and foreign business details - Additional Conditions: - The employment start date must be at least three (3) months prior to the application submission. - The employer must not be registered in Malaysia.
4	Payslips – Last three (3) Months	Must reflect regular monthly income.

No.	Documents	Details
5	Bank Statements – Last three (3) Months	Must show matching income deposits corresponding to the submitted payslips
6	Income Statement / Tax Return	Latest three (3) months income statement or latest tax return.
7	Letter of Good Conduct	Issued by the relevant authority in your country of origin or current residence.
8	Letter of Confirmation from Employer (<i>Optional but strongly recommended</i>)	Should confirm remote work status, employment terms, and income.
9	Personal Bond Form	Must be filled out using the prescribed format.
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
13	Marketing Portfolio / Performance Report (<i>Digital Marketing Applicants Only</i>)	Compulsory for applicants applying under Digital Marketing position.

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.