

APPROVAL - CHECKLIST FOR DEPENDANT PASS

(Spouse/Children **BELOW 18 years old (Biological/Adopted/Step Child)** of Employment Pass holder
Disabled Children (no age limit)

Applicant's Passport

- a. Latest full set copy of passport (including empty pages).
For renewal, a copy of current valid pass must be included.
Please ensure copies are clear and readable.
- b. File must be in pdf format and size not more than 20mb

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.

Passport Sized Photo

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 photo must be less than 20kb
- d. File format must be in JPG or JPEG only

Please upload latest photo for renewal application

Undertaking Letter

- Undertaking Letter : an assurance by one party to another party that they will fulfil the obligation that had been produced/submitted i.e. Marriage or birth certificates/affidavit/custody letter

For sample, please visit Expats website under document library : [Undertaking Letter](#)

Marriage / Birth Certificates (not issued in Malaysia)

Certified True Copy of marriage certificate (spouse) or birth certificate (children below 18 years old) by the respective Embassy, Consulate General, or High Commission in Malaysia.

If in OTHER LANGUAGES, it MUST be translated into English and certified by a recognized agency, such as the Malaysian Embassy, Consulate General, or High Commission in the respective country, or the relevant Embassy, Consulate General, or High Commission within Malaysia.

For CHINA Nationalities

- To submit Original Certified True Copy (CTC) of marriage certificate (spouse) **OR** birth certificate (children below 18 years old) by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For BANGLADESHI, PAKISTAN, IRAN, IRAQ and NIGERIA Nationalities

- To submit Original Certified True Copy (CTC) of marriage certificate (spouse) **OR** birth certificate (children below 18 years old) by the Malaysian Embassy/High Commission/Consulate General in respective country **OR** respective Embassy in Malaysia.

For COLOMBIA and AFGHAN Nationalities

- To submit Original Certified True Copy (CTC) of marriage certificate (spouse) **OR** birth certificate (children below 18 years old) by the nearest Malaysian Embassy to Colombia/Afghanistan e.g. Malaysian Embassy in Peru/Pakistan **OR** respective Embassy in Malaysia

For approval purposes, the original certified true copy certificate(s) MUST be submitted after submission of online application. The certificate(s) will be RETAINED and shall NOT BE RETURNED.

Marriage / Birth Certificates (issued in Malaysia)

- Marriage/Birth Certificate with attestation by respective Local Authority i.e JPN

If Submit Separately:

i. SEPARATE submission from Principal/EP holder (spouse/children)

- a. Copy of Identity (ID) page of the Principal/EP holder passport
 b. Copy of a valid Employment Pass sticker (EP)/Approval Letter

ii. SEPARATE submission without either ONE of the parents in Malaysia (children ONLY)

- Consent Letter either from a father/mother is required.
 Copy of Employment Pass (EP) sticker **OR** any other valid pass of a father/mother in Malaysia
 Copy of parent's Marriage Certificate/Divorce Letter

Custody Letter is applicable for step children/ adopted children

- Custody Letter : Legal arrangement under which one person (a guardian) has the legal right and duty of care for another.
 Issued by Court and if in other languages, please translate into English before certification by the respective embassy in Malaysia.