

## 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. Name as stated in the passport
- b. Latest passport number
- c. Duration of employment e.g. 1 year/12 months
- d. Designation/position (Not more than 40 characters including space)
- e. Monthly salary with minimum requirement of RM 3,000.00
- f. Signature of employee (same as per passport) and employer (Manager level and above)
- g. To include company's address as registered in eXpats system
- h. Inland Revenue Board (IRB) RM10.00 revenue stamp/e-stamping must be in coloured and latest date
- i. File must be in pdf format and size not more than 20mb

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

### 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.***

## Educational Certificates

Educational certificates in **OTHER LANGUAGES** 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 of Educational Certificate by the Malaysia 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 BANGLADESHI 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 relevant agencies in Malaysia - Ministry of Higher Education (MOHE) for certificate issued by the Institute of Higher Learning / University in Malaysia

### For PAKISTAN, IRAN, IRAQ and NIGERIA 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 and AFGHAN nationalities

- To submit original Certified True Copy of Educational Certificates by the nearest Malaysia Embassy to Colombia / Afghanistan, e.g Malaysia Embassy in Peru / Pakistan **OR** respective Embassy in Malaysia
- To submit Certified True Copy from Company / Employe for Educational Certificate issued by the Institute of Higher Learning / University 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**

#### Updated and Comprehensive Resume / CV

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

#### Passport 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**

#### Approval Letter from Department of Labour Peninsular Malaysia (JTKSM)

- i. Applicable for new application

**Employer to ensure Approval Letter from Department of Labour Peninsular Malaysia (JTKSM) is valid during the EP submission**

#### Approval Letter from MYFutureJobs (SOCSO)

- i. Applicable for new application

- ii. Exemption given for;

- . Key-position / C-Suite
- . Salary above RM15,000
- . Corporate Transfer

**Employer to ensure Approval Letter from MYFutureJobs (SOCSO) is valid during the EP submission**

#### Letter of Good Conduct for Colombian nationality

- i. Applicable for new application
- ii. Letter of good conduct with Certified True Copy by the Colombian Embassy in Malaysia for Colombian nationality

#### Testimonial from previous Employer (if applicable)

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

#### Income Tax Declaration Slip from Inland Revenue Board (IRB)

Applicable for :

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

**Please complete the outstanding payment and provide the tax receipt.**

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

#### 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](#)**

#### Release Letter from the Previous Company in Malaysia (for change of company)

Applicable for :

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

**The Release Letter should be issued by the current employer in Malaysia (as per Employment Pass)**

**For sample, please visit eXpats website under document library**

**i. EP to EP [Release Letter from Former Employer.](#)**

**i. EP to DP [Former Employer \(Employment Pass to Dependent Pass\)](#)**

#### Completion Letter from University in Malaysia (if applicable)

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

#### Borang Tapisan Keselaman 100 (BTK 100) 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](#)*

#### 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](#)*

#### Approval from Ministry of Higher Education (if applicable)

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

#### 3 Months Payslip (Renewal)

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