

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 colour and bear 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 nationals

- 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 nationals

- 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 nationals

- 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 nationals

- 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 white 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 (SOC SO)

- 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 (SOC SO) is valid during the EP submission

Letter of Good Conduct for Colombian nationals

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

Testimonial from previous Employer (if applicable)

- Recognition / Recommendation / Release letter issued 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 to 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 studied in Malaysia
- The Completion 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 to applications for lecturer positions at Institutes of Higher Education

3 Months Payslip (Renewal)

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

ADDITIONAL REQUIREMENTS FOR FKW INDIVIDUAL APPLICATION

Effective 1 June 2026

Succession Plan

- A complete and updated succession plan must be submitted for all applicable applications.

Proof of GBS Sector Operations

- A letter or relevant supporting document must be provided to demonstrate that the company operates within the Global Business Services (GBS) sector. This may include
- Membership with GBS Malaysia Association
 - Membership with the Contact Centre Association of Malaysia (CCAM)
 - Other relevant supporting documents, subject to MDEC's verification and approval

Native / Near-Native Language Requirement Justification

- Companies must clearly justify any native or near-native language requirement for the role.

Important Note: All submissions must comply with the latest checklist and system requirements. Incomplete applications may not be processed.