

CHECKLIST FOR SPECIAL PASS & OVERSTAY CLEARANCE

1) Applicant's Original Passport

2) Copy all pages of Passport

- The validity of the passport must be more than 12 months upon submission of application to eXpats Service Centre.

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.

Original Immigration Form: DP 11 /DP11A

- Completed Form

In Section A, the company address, must be an approved address in the designated premises within MSC Malaysia Cyber cities and Cyber centres.

In Section C, the original employer's signature and company stamp are required.

Original Cover Letter for Special Pass / Overstay Clearance

- Cover Letter for Special Pass / Overstay Clearance

For sample, please visit eXpats website under document library : [Cover Letter for Special Pass](#)

Special Pass Declaration Form

- Kindly fill-up each section and affixed with company stamp. The form needs to be printed on a plain A4 paper.
- Please ensure that the form is signed by the Applicant and not signed on behalf (except for Children below 18 Years old).

For sample, please visit eXpats website under document library : [Special Pass Declaration Form](#)

Format A Form

- Format A is required should current pass is nearly OR has expired. The form needs to be printed on a plain A4 paper.
- Please ensure that the form is signed by the Applicant and not signed on behalf (except for Children below 18 Years old).

For sample, please visit eXpats website under document library : [Format A Form](#)

Authorization Letter from the Company

- A letter given to the company representative as a proof that he/she is liable to perform a tasks on behalf of companies. Proof of identification (original document) i.e. Malaysian Identity card (Mykad), passport

Other Supporting documents (where applicable)

- To exit Malaysia
Travel documents i.e. Flight ticket, train ticket
- New born in Malaysia
Original and copy of birth certificate
- Change of employer/pass in Malaysia
Proof of submission by approval agency (MIDA, ESD etc) i.e. approval letter/acknowledgement letter

Payment

- Amounting **RM100.00** via **e-payment (Debit Card/Credit Card/American Express charge card)**