

CHECKLIST FOR CANCELLATION

Applicant's Original Passport

- The validity of the passport must be more than 12 months upon submission of application to eXpats Service Centre.
- The passport must have a minimum of 6 consecutive empty pages.

Cover Letter for Cancellation

- Cover Letter for Cancellation

For sample, please visit eXpats website under document download : [Cover letter for cancellation](#)

Other Supporting documents (where applicable)

- To exit Malaysia
Travel documents i.e. Flight ticket, train ticket
- Change of employer in Malaysia
Proof of submission by approval agency i.e. MIDA, ESD etc

For change of employer within MSC Malaysia status and/or ICT sector companies, please ensure the new hiring company submit the approval application BEFORE the current employer submit the original passport for cancellation.

- Tax clearance letter
Letter issued by Inland Revenue Board of Malaysia (Mandatory for application that submitted via eXpats Northern office to Immigration in Penang and Kulim, Kedah)

Letter from Commissioner of Oaths

- Letter from Comisioner of Oaths is required for cancellation without original passport

Copy of report issued by Royal Malaysia Police (RMP) with Certified True Copy from RMP (if applicable)

- A copy of police report for cancellation of pass