

## APPLICATION CHECKLIST FOR EXPATRIATE POST

**PLEASE LABEL THE APPLICATION ACCORDING TO THE SEQUENCE LISTED BELOW:-**

### 1. LETTER OF AUTHORISATION BY THE COMPANY, ENCLOSED WITH:

- i. COMPANY REPRESENTATIVE CARD ISSUED BY IMMIGRATION OR
- ii. COPY OF IDENTITY CARD ENCLOSED WITH POSITION IN THE COMPANY, PROOF OF EMPLOYMENT (E.G. EMPLOYEES PROVIDENT FUND/ COMPANY ID TAG)

### 2. COMPLETELY FILLED-IN DP10 FORM

### 3. LETTER OF APPLICATION (NEW/ EXTENSION) FROM THE COMPANY PROVIDING BACKGROUND ON THE COMPANY'S ACTIVITIES AND JUSTIFICATION FOR THE POSITION

(LETTER OF APPEAL FOR APPEAL CASES)

### 4. RESUME OF EXPATRIATE:

- i. COPY OF ACADEMIC QUALIFICATION CERTIFICATES (CERTIFICATES MUST BE VERIFIED BY THE COMPANY)
- ii. COPY OF PASSPORT (FULL BOOKLET WITH COVER) AND MOST RECENT EMPLOYMENT PASS HELD BY EXPATRIATE

### 5. LATEST FORM 9, 24 AND 49

(COPY NEEDS TO BE VERIFIED BY THE COMPANIES COMMISSION OF MALAYSIA (MALAY: SURUHANJAYA SYARIKAT MALAYSIA (SSM))

### 6. COPY OF MOST RECENT STATEMENTS AND DOCUMENTS OF COMPANY PROFILE (I.E. CORPORATE INFORMATION) FROM SSM, TO BE ATTACHED WITH PAYMENT RECEIPT (E-INFO)

### 7. LETTER OF REVIEW/ SUPPORT FROM REGULATORY BODIES

(WHERE APPLICABLE):

i.	EDUCATION	MINISTRY OF HIGHER EDUCATION/ MINISTRY OF EDUCATION MALAYSIA
ii.	HEALTHCARE (Traditional/ Modern Medicine)	MINISTRY OF HEALTH MALAYSIA
iii.	TOURISM	MINISTRY OF TOURISM, ARTS AND CULTURE
iv.	AVIATION	CIVIL AVIATION AUTHORITY OF MALAYSIA
v.	SPORTS	NATIONAL SPORTS COUNCIL, MINISTRY OF YOUTH AND SPORTS
vi.	FOOTBALL	FOOTBALL ASSOCIATION OF MALAYSIA
vii.	EQUESTRIAN	EQUESTRIAN ASSOCIATION OF MALAYSIA

### 8. TRADING LICENCE FROM LOCAL AUTHORITY/ MANUFACTURING LICENCE (MITI)/ RENTAL AGREEMENT OF PREMISE OR BUILDING

**9. i. DUPLICATE COPY OF CIBD LICENCE (GRADE G5 AND ABOVE) AND CONTRACT OF PROJECT OF WHICH ITS REVENUE STAMP HAS BEEN CANCELLED (CONSTRUCTION SECTOR ONLY)**

**ii. DIRECT SALES LICENCE FROM MINISTRY OF DOMESTIC TRADE, CO-OPERATIVES & CONSUMERISM (KPDNKK) - (DIRECT SALES ONLY)**

**iii. LETTER OF APPROVAL FOR WHOLESALE AND RETAIL TRADE (WRT) BUSINESS FROM KPDNKK – (APPLICABLE TO A FOREIGN-OWNED COMPANY ENGAGED IN DISTRIBUTIVE TRADE SERVICES IN MALAYSIA)**

**10. i. COMPLETE AND SUBMIT 'LETTER OF UNDERTAKING' FORM**

**ii. COPY OF LETTER OF JOB OFFER**

**11. COPY OF LATEST PAY SLIP OF EXPATRIATE (3 MONTHS)**

**12. COPY OF LATEST INCOME TAX PAYMENT RECEIPT OF EXPATRIATE - (FOR EXTENSION APPLICATION)**

**13. VERIFICATION OF EXPATRIATE POSITION CANDIDACY STATUS**

\* Immigration officer may reject applications that are deemed incomplete or do not meet the requirements of this checklist.

\* All copies of documents enclosed need to be verified by the employer or the applicant may bring along the original documents to be verified by the immigration officer.