

CHECKLIST
APPLICATION FOR EXPATRIATE POST

NEW

EXTENSION

APPEAL

KINDLY BIND THE APPLICATION ACCORDINGLY:

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| <p>1. AUTHORIZATION LETTER FROM COMPANY:</p> <ul style="list-style-type: none"> i. PHOTOCOPY OF MYKAD AND COMPANY REPRESENTATIVE CARD OR DEDUCTION OF EPF STATEMENT ii. DESIGNATION IN COMPANY | <input type="checkbox"/>

<input type="checkbox"/> |
| <p>2. COMPLETED DP10 FORM AND A PHOTOGRAPH OF THE EXPATRIATE</p> | <input type="checkbox"/> |
| <p>3. COVERING LETTER (NEW/EXTENSION) EXPLAINING COMPANIES ACTIVITIES AND JOB JUSTIFICATION (APPEAL LETTER IF RELATED)</p> | <input type="checkbox"/> |
| <p>4. EXPATRIATE'S RESUME:</p> <ul style="list-style-type: none"> i. PHOTOCOPY OF ACADEMIC QUALIFICATIONS (MUST BE VERIFIED BY EMPLOYERS) ii. PHOTOCOPY OF EXPATRIATE'S PASSPORT (FRONT PAGE AND VALID PASS. | <input type="checkbox"/>

<input type="checkbox"/> |
| <p>5. ORGANIZATION CHART (A4 SIZE). PLEASE TICK (*) THE POSITION OF DESIGNATION OF THE EXPATRIATE</p> | <input type="checkbox"/> |
| <p>6. LATEST ATTACHMENT FORM 9,24 AND 49
(COPY MUST BE VERIFIED BY COMPANIES COMMISSION OF MALAYSIA)</p> | <input type="checkbox"/> |
| <p>7. LATEST PRINT-OUT COMPANIES COMMISSION OF MALAYSIA WITH E-INFO RECEIPT ATTACHED (CORPORATE INFORMATION)</p> | <input type="checkbox"/> |
| <p>8. RECOMMENDATION LETTER FROM RELATED AGENCY : (WHICHEVER IS APPLICABLE)</p> <ul style="list-style-type: none"> i. EDUCATION- MINISTRY OF HIGHER EDUCATION/ MINISTRY OF EDUCATION ii. HEALTH (MODERN/TRADITION)- MINISTRY OF HEALTH MALAYSIA iii. TOURISM- MINISTRY OF TOURISM MALAYSIA iv. AVIATION- DEPARTMENT OF CIVIL AVIATION MALAYSIA v. SPORTS- MALAYSIA NATIONAL SPORTS MALAYSIA vi. FOOTBALL- FOOTBALL ASSOCIATION OF MALAYSIA (FAM) vii. EQUESTRIAN- MALAYSIA EQUESTRIAN ASSOCIATION | <input type="checkbox"/>

<input type="checkbox"/> |
| <p>9. BUSINESS LICENCE FROM LOCAL AUTHORITY/ MANUFACTURING LICENSE FROM MITI/ TENANCY AGREEMENT</p> | <input type="checkbox"/> |
| <p>10.</p> <ul style="list-style-type: none"> i. SECOND COPY OF CIDB LICENCE(G5 & ABOVE)/ LETTER OF AWARD
(FOR CONSTRUCTION SECTOR ONLY) ii. DIRECT SELLING LICENCE FROM MINISTRY OF DOMESTIC TRADE, COOPERATIVE & CONSUMER-
(DIRECT SELLING ONLY) iii. WRT APPROVAL FROM MINISTRY OF DOMESTIC TRADE, COOPERATIVE & CONSUMER – (FOR WHOLESALE & RETAIL TRADE / RESTAURANT WITH FOREIGN EQUITIES ONLY | <input type="checkbox"/>

<input type="checkbox"/>

<input type="checkbox"/> |
| <p>11.</p> <ul style="list-style-type: none"> i. LETTER OF UNDERTAKING " FORM –AS PER ATTACHED ii. OFFER LETTER | <input type="checkbox"/>

<input type="checkbox"/> |
| <p>12. APPLICATION AND PROCESSING FEE OF RM300 VIA CHEQUE ADDRESSED TO "ISKANDAR REGIONAL DEVELOPMENT AUTHORITY"</p> | <input type="checkbox"/> |
| <p>13. PASSPORT SIZE PHOTO</p> | <input type="checkbox"/> |

ADDITIONAL FOR EXTENSION ONLY (3 MONTHS TO BE RENEWED BEFORE PASS EXPIRY DATE)

- a. COPY OF PAYS LIP
- b. COPY OF EXPATRIATE INCOME TAX PAYMENT SLIP

- ❖ INCOMPLETE/NON-COMPLIANT APPLICATION FORMS WILL BE REJECTED
- ❖ COPIES OF SUPPORTING DOCUMENTS MUST BE CERTIFIED BY THE EMPLOYER OR ORIGINAL DOCUMENT MAY BE SHOWN TO BE VERIFIED.
- ❖ PAYMENT MUST BE MADE FOR THE APPLICATION PROCESS TO BE TAKEN.