



Expatriate Services Division

Bahagian Khidmat Ekspatriat

IMMIGRATION DEPARTMENT OF MALAYSIA

ESD Online Guidebook

v2

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Expatriate Services Division
Bahagian Khidmat Ekspatriat

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MALAYSIA EXPATRIATE TALENT SERVICE CENTRE

TalentCorp
MALAYSIA



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OVERALL PROCESS

Overview



Company Registration via ESD



Expatriate Services Division
Bahagian Khidmat Ekspatriat

Company submits all related company information through the Expatriate Services Division (ESD), Immigration Department of Malaysia at esd.imi.gov.my

STAGE 1

STAGE 2



Company Activation



Expatriate Services Division
Bahagian Khidmat Ekspatriat

Company signs Letter of Undertaking (LoU) and receive further access to the ESD's portal services.



Expatriate Applications via MYXpats Centre

MYXpats
CENTRE

MALAYSIA EXPATRIATE TALENT SERVICE CENTRE

TalentCorp



Company can now submit expatriate applications.

STAGE 3

STAGE 4



Passport Endorsement & Collection

MYXpats
CENTRE

MALAYSIA EXPATRIATE TALENT SERVICE CENTRE

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Pay the applicable fee, endorse the passport at MYXpats Centre, and collect the passport once it is ready.

STAGE 1: COMPANY REGISTRATION VIA ESD

1
Create account by clicking "Registration" and fill in the necessary information. Click the activation link sent to the email address registered in the system.



create account

2
Log in using the login id and password created. Submit related company information and company projection of expatriates required for the year.



submit company application

3
Approved company may now proceed to STAGE 2 for company activation.



company activation

4
Status notification will be sent via the ESD system with further instructions.



notification

5
Verification and validation of the submitted information.



clearance

Company does not meet the requirement for expatriate application.



rejection



Expatriate Services Division
Bahagian Khidmat Ekspatriat

Company Eligibility Criteria:

1. Must be registered with:
 - a. The Companies Commission of Malaysia (SSM) under Companies Act 1965; **OR**
 - b. The Registry of Societies Malaysia (ROS) under the Organization Act 1966; **OR**
 - c. Other bodies (e.g. co-operatives) registered under the relevant laws of Malaysia.
2. Company paid-up capital requirement (not applicable to incorporated and limited companies, and associations)

EQUITY	PAID-UP CAPITAL
100% Local Owned	RM250,000
Joint venture (minimum foreign equity is 30%)	RM350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT license, if applicable). Please refer to the Ministry of Domestic Trade, Co-operatives and Consumerism for WRT license application guideline)	RM1,000,000
Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services are required to refer to the Services Industry Division, Ministry of Domestic Trade, Co-operatives and Consumerism on the application guideline to obtain approval.	

Note: Any changes in the company's shareholding equity will affect the eligibility requirements. Please inform the Inspectorate Unit, Expatriate Services Division for any changes in the company's corporate information.

Documents required for company registration:

1. Copy of all current company directors' MyKad / Passport copy as per SSM registration.
2. Company Profile
3. Copy of Company's Latest Phone Bill
4. Tenancy Agreement / Sales & Purchase Agreement (S&P)
5. Latest e-SSM Printout
6. Latest SSM Form 9
7. Latest SSM Form 24
8. Latest SSM Form 49
9. Latest Audited Financial Report
10. Copy of Local Authorities License - Lesen Pihak Berkuasa Tempatan (PBT) (if applicable)
11. Other business licenses (Refer to Annex A, or any other supporting documents)
12. Exemption letter from minimum salary requirement of RM5,000 (applicable to companies that intend to apply for Employment Pass (Category III) only, refer to page 8)
13. Other documents specified upon request

Note: Form 9, Form 24 and Form 49 must be certified true copied by the Companies Commission of Malaysia.

Register your company at esd.imi.gov.my

▶ EXEMPTION FROM MINIMUM SALARY REQUIREMENT OF RM5,000 FOR EMPLOYMENT PASS (CATEGORY III) APPLICATIONS

1. Companies who intend to apply for Employment Pass (Category III) is required to submit a letter to the Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000.
2. Please copy the letter format as per Annex B and print onto company's official letterhead, completing the information required.
3. Scan and upload the signed letter under Other Business Licenses segment for further review.
4. The original copy of the letter must be sent to the addressee.
5. The status of the exemption request will be notified via online within 14 working days.
6. Upon approval, the company will be able to submit applications for Employment Pass (Category III).
7. The validity of the exemption approval will be for the current year only. Subsequently, for the upcoming years the approval will be reviewed on a year-to-year basis.

▶ STAGE 2: COMPANY ACTIVATION

1
Approved companies need to schedule appointment via the ESD online system.



Appointment

2
Print a copy of Letter of Undertaking (LoU) from the ESD online system onto the company's official letterhead and complete the information required.



LoU printout

4
After LoU signing is completed, company will be given further access to submit expatriate applications (STAGE 3).



Further access

3
One of the company's directors as stated in the SSM is required to be present at a scheduled appointment at the ESD, Immigration Department of Malaysia for the following actions:

1. MyKAD/ Passport of the company director will be requested for identification purposes.
2. Official LoU to be signed and witnessed by Immigration Officer.



LoU submission

FREQUENTLY ASKED QUESTIONS

About ESD

1. What is the ESD?

- ▶ The Expatriate Services Division (ESD), under the Immigration Department of Malaysia, is a one-stop centre which facilitates company registration with a customer centric approach.

2. Why do I need to go to the ESD?

- ▶ The Expatriate Services Division (ESD) enables companies to submit expatriate-related immigration information online to facilitate the application process involved in registering and approving companies that wish to hire expatriates.

3. What are the type of services offered at the ESD?

- ▶ The ESD offers registration services for companies who wish to employ eligible expatriates. In addition, ESD also facilitates expatriate-related passes for Embassies and any temporary manual applications. All companies will need to register with the ESD as a first step.

Through ESD's Malaysia Expatriate Talent Service Centre (MYXpats Centre), ESD-approved companies can apply for a range of expatriate passes which includes: Employment Pass, Residence Pass-Talent, Professional Visit Pass and related passes such as Dependant Pass, Social Visit Pass (Long Term), or Visit Pass (Temporary Employment) for foreign maids.

4. Who should I liaise with at ESD?

- ▶ There are several Immigration officers who are ready to assist you at the Expatriate Services Division (Bahagian Khidmat Ekspatriat) office. You may liaise with any Immigration Officer at ESD to seek clarification on any related matter pertaining to company registration.

5. Why do I have to register via the Expatriate Services Division (ESD)?

- ▶ Companies need to obtain approval through ESD before applying for expatriate passes. Companies registering via the ESD's online system will enjoy an improved, safe and secure online experience in the application process.

Company Registration

1. Is my company eligible to register with the ESD?

- ▶ There are two requirements needed before companies can proceed with the ESD registration. Please go through the requirements details below.
- 1. Company must be registered with:
 - a. The Companies Commission of Malaysia (SSM) under Companies Act 1965; **OR**
 - b. The Registry of Societies Malaysia under the Organisation Act 1966; **OR**
 - c. Associations/ Cooperatives registered under the relevant laws of Malaysia.
- 2. Company paid-up capital*

EQUITY	PAID-UP CAPITAL
100% Local Owned	RM250,000
Joint Venture (minimum foreign equity is 30%)	RM350,000
100% Foreign Owned	RM500,000
Foreign-owned companies (foreign equity at 51% and above) operating in the Wholesale, Retail and Trade (WRT) sectors (mandatory requirement to submit valid WRT License, if applicable); OR	RM1,000,000
Foreign-owned companies (foreign equity at 51% and above) involved in the sub sectors on unregulated services.	

* Not applicable to incorporated and limited companies, and associations/organisations.

2. How do I register online for company registration?

- ▶ Applications can be made via the ESD website at esd.imi.gov.my. Please ensure you have all the required documents below before proceeding with registration:
 1. Copy of all company director's MyKad or Passport copy.
 2. Company Profile
 3. Copy of Company's Phone Bill
 4. Tenancy Agreement/Sales & Purchase Agreement (S&P)
 5. e-SSM Printout
 6. SSM Form 9
 7. SSM Form 24
 8. SSM Form 49
 9. Latest Financial Report
 10. Copy of Local Authorities License – Lesen Pihak Berkuasa Tempatan (PBT) (if applicable)
 11. Other business licenses (Refer to Annex A, or any other supporting documents)
 12. Exemption letter from minimum salary requirement of RM5,000 (applicable to companies that intend to apply for Employment Pass (Category III) only)
 13. Other documents specified upon request

*Note: Form 9, Form 24 and Form 49 must be certified true copied by the Companies Commission of Malaysia.

3. How long does it take for my company to be registered?

- ▶ Following the submission of all required documents, it takes fourteen (14) working days for the process to be completed. The company registration process flow is as follows:
 - Step 1: Create account (register online)
 - Step 2: Submit application online
 - Step 3: Application in process by Immigration
 - Step 4: Status notification
 - Step 5: Company activation

Note: The 14 working days charter may be extended due to incomplete applications or additional inspection requirement.

4. What do I do after my company has been registered successfully?

- ▶ Companies can login to the ESD website and begin submitting their applications to hire expatriates.

5. I did not receive any activation account. What should I do?

- ▶ Check your junk or spam folder. If the activation email still cannot be found, kindly email esdhelpdesk@imi.gov.my to request for the activation email to be sent again.

6. How can I retrieve my company's login ID and password?

- ▶ Please use the "FORGOT PASSWORD" feature on the ESD website. A new password will be sent to the ESD registered email address which you have used to activate your account.

7. How can I amend information about my company (such as the company name, ROC number, email address, etc.)?

- ▶ Kindly submit a letter on the company's letterhead to the ESD at Unit Inspektorat to notify us on any change of information.

Company Activation

1. Why do I need my director to sign the Letter of Undertaking (LoU) and how long does the process take?

- ▶ The company Director is required to sign the LoU to ensure that he acknowledges the responsibility for all transactions by the company. This would also protect the interest of the company. In addition, it is vital that the company appoint the right individual to be given access and manage the company's account under the MYXpats Centre system. This is done only ONCE and the whole process takes no longer than 10 minutes, based on scheduled appointment via ESD online.

2. Can someone else represent my Director for the submission of the LoU?

- ▶ No. A company Director has to be present for the submission of the LoU.

3. Can the company change the appointed person in the LoU at a later time?

- ▶ Yes. The existing company Director nominated to sign the LoU may change the appointed person at a later time. However, should the appointed Director changes in the company, the new Director is required to sign the LoU.

Kindly submit a letter on the company's letterhead to the ESD at Unit Inspektorat to notify us on any change of information.

4. How long will it take to complete company activation?

- ▶ Company activation will take no more than 10 minutes.



MALAYSIA EXPATRIATE TALENT SERVICE CENTRE

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STAGE 3: EXPATRIATE APPLICATION VIA MYXpats CENTRE

- 1 Fill in the required information of expatriates and dependents (if applicable).
- 2 Fill position by selecting through the list at "Position Setup".
- 3 Upload all documents as required.



create application

4 Status notification will be sent via system – approved or rejected. Approved expatriates may now proceed to STAGE 4 for passport endorsement.



notification

5 Submit completed application. Notification via system will be sent to you upon receiving your application.



submit application

6 Verification and validation of the submitted information.



clearance

EXPATRIATE APPLICATIONS VIA MYXpats CENTRE

Expatriate Immigration services available through MYXpats Centre:

1. Employment Pass (Category I)
2. Employment Pass (Category II)
3. Employment Pass (Category III)
4. Dependant Pass
5. Social Visit Pass (Long Term)
6. Visit Pass (Temporary Employment) - Coming Soon
7. Professional Visit Pass - Coming Soon

All expatriate pass applications can be done online at esd.imi.gov.my

EMPLOYMENT OF EXPATRIATES IN MALAYSIA

There are various agencies that are responsible for approving and supporting expatriate posts in the relevant sectors. Companies are facilitated according to the sector involvement below:

APPROVAL FROM APPROVAL AGENCIES

Companies that are regulated by an Approving Agency need to submit an approval letter for each Employment Pass (Category I, II and III) application from the relevant Approving Agency. Please refer to Annex C for the reference list.

RECOMMENDATION FROM REGULATORY BODIES

Companies in the sectors under the purview of a specific Regulatory Body are required to submit a supporting letter for each Employment Pass (Category I, II and III) application from the relevant Regulatory Body. Please refer to Annex C for the reference list.

UNREGULATED SECTORS

Employment Pass (Category I, II and III) applications from companies in unregulated sectors (neither in the purview of any Approving Agencies or Regulatory Bodies) will be assessed by the Expatriate Committee. However, the companies who intend to apply for Employment Pass (Category III) must firstly receive approval from the Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000 before they can submit applications for Employment Pass (Category III).

REQUIREMENT TO APPLY FOR EXPATRIATE POSTS

The minimum requirements to apply for expatriate posts are as follows:

- ▶ Degree with at least 3 years' experience in the relevant field; and/or
- ▶ Diploma with at least 5 years' experience in the relevant field; and/or
- ▶ Technical Certificate or equivalent, with at least 7 years' experience in the relevant field.

FOR SHAREHOLDER(S)

- ▶ Must be appointed as a Director of the company AND / OR holds a key position in the company

Note: Any changes in the applicant's allotment of shares will affect the eligibility requirements. Please inform MYXpats Centre or the Expatriate Services Division for any changes in the shareholder share allotment.

EMPLOYMENT PASS (CATEGORY I)

Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Applicant must earn a basic salary of minimum RM5,000 per month; AND
- ▶ Applicant must have an employment contract valid for a minimum of 24 months

Features:

- ▶ Allows the holder to be employed in West Malaysia by the hiring company
- ▶ Spouse and children under 18 years old of Employment Pass holder are eligible for Dependant Pass (refer to page 21)
- ▶ Children over 18 years old and unmarried are eligible for Social Visit Pass (Long Term) (refer to page 22)
- ▶ Parents / Parents-in-law are eligible for Social Visit Pass (Long Term) (refer to page 22)
- ▶ Eligible to hire foreign maid(s) (refer to page 23)

Conditions:

- ▶ Renewal of the pass can be considered depending on the requirements

Documents required:

- ▶ Latest updated comprehensive Resume
- ▶ Copy of highest educational certificates translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia OR Human Resource Head of the hiring company
- ▶ Copy of passport(s) (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Copy of Employment Contract (duly stamped by Inland Revenue Board and signed)
- ▶ Job Description
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Latest 3 months salary slip (for Employment Pass renewals only)
- ▶ Latest e-BE for Inland Revenue Board (IRB) (for Employment Pass renewals and change of employer, if applicable)
- ▶ Release letter from previous employer in Malaysia (change of employer only)
- ▶ Other documents specified upon request

EMPLOYMENT PASS (CATEGORY II)

Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Applicant must earn a basic salary of minimum RM5,000 per month; AND
- ▶ Applicant has an employment contract valid for less than 24 months

Features:

- ▶ Allows the holder to be employed in West Malaysia by the hiring company
- ▶ Spouse and children under 18 years old of Employment Pass holder are eligible for a Dependent Pass (refer to page 21)*
- ▶ Children over 18 years old and unmarried are eligible for Social Visit Pass (Long Term) (refer to page 22)*
- ▶ Parents/Parents-in-law are eligible for Long Term Social Visit Pass (refer to page 22)*
- ▶ Eligible to hire foreign maid(s) (refer to page 23)

Conditions:

- ▶ Renewal of the pass can be considered depending on the requirements

Documents required:

- ▶ Latest updated comprehensive Resume
- ▶ Copy of highest educational certificates translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia OR Human Resource Head of the hiring company
- ▶ Copy of passport(s) (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Copy of Employment Contract (duly stamped by Inland Revenue Board and signed)
- ▶ Job Description
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Latest 3 months salary slip (for Employment Pass renewals only)
- ▶ Latest e-BE for Inland Revenue Board (IRB) (for Employment Pass renewals and change of employer, if applicable)
- ▶ Release letter from previous employer in Malaysia (change of employer only)
- ▶ Other documents specified upon request

EMPLOYMENT PASS (CATEGORY III)

Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2);
- ▶ Applicant earns a basic salary between RM2,500 to RM4,999; **AND**
- ▶ Applicant's employment contract must not exceed 12 months

Features:

- ▶ Allows the holder to be employed in West Malaysia under the hiring company;
- ▶ Not allowed to bring dependents;
- ▶ Not eligible to hire foreign maid

Conditions:

- ▶ Can be renewed for maximum two (2) times, subject to review
- ▶ It is mandatory for Employment Pass (Category III) successful applications to obtain Visa with Reference for entry into the country (only applicable for countries requiring visa)

Documents required:

- ▶ Latest updated comprehensive Resume
- ▶ Copy of highest educational certificates translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia OR Human Resource Head of the hiring company
- ▶ Copy of passport(s) (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Copy of Employment Contract (duly stamped by Inland Revenue Board and signed)
- ▶ Job Description
- ▶ Supporting document from Approving Agency / Regulatory Body (if applicable)
- ▶ Latest 3 months salary slip (for Employment Pass renewals only)
- ▶ Latest e-BE for Inland Revenue Board (IRB) (for Employment Pass renewals and change of employer, if applicable)
- ▶ Release letter from previous employer in Malaysia (change of employer only)
- ▶ Other documents specified upon request

DEPENDANT PASS (DP)

Eligibility criteria:

- ▶ Legal spouse of Employment Pass holder; **OR**
- ▶ Children below 18 years old of Employment Pass holder

Features:

- ▶ Allows the holder to stay in West Malaysia
- ▶ Employment not allowed and requires conversion to Employment Pass
- ▶ For social and welfare purposes, the holder may request for special permission to undertake activities from the Immigration Department of Malaysia

Documents required:

- ▶ Copy of marriage certificate (for legal spouse) translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Birth certificate (for children below 18 years old) translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Copy of passport(s) (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Other documents specified upon request

SOCIAL VISIT PASS (LONG TERM)

Eligibility criteria:

- ▶ Children above 18 years old and unmarried of Employment Pass holder; **OR**
- ▶ Parents & Parents-in-law of Employment Pass holder.; **OR**
- ▶ Common law spouse (only applicable to heterosexual relationship) of Employment Pass holder can be considered

Features:

- ▶ Allows the holder to stay in the country

Documents required:

- ▶ Birth certificate (for children above 18 years old) translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Birth certificate of Employment Pass holder / Employment Pass holder's spouse (for Parents and Parents-in-law) translated into English (if applicable) and Certified True Copy (CTC) by the Embassy/High Commission/Consulate General of respective country OR respective Embassy/High Commission/Consulate General in Malaysia
- ▶ Affidavit / Acknowledgement letter from the Employment Pass holder's Embassy / Consulate General on the relationship status (for common law spouse); (allowed once only and cannot change partner)
- ▶ Copy of passport (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Personal Bond form (duly stamped by Inland Revenue Board)
- ▶ Other documents specified upon request

VISIT PASS (TEMPORARY EMPLOYMENT) - FOR FOREIGN MAID(S)

Eligibility criteria:

- ▶ Female, aged 21 - 45 years old; **AND**
- ▶ Health certified by FOMEMA
- ▶ Refer to the table below on the eligibility to hire the numbers of foreign maid(s)

NUMBERS OF MAIDS ALLOWED	SALARY DRAWN
One (1) Foreign Maid	RM5,000.00 and above
Two (2) Foreign Maids	RM10,000.00 and above
Three (3) Foreign Maids	RM15,000.00 and above
Four (4) and subsequent Foreign Maids	Refer to Immigration Department for further requirement

Features:

- ▶ Allows the holder to be employed as a foreign maid for the Employment Pass holder

Documents required:

- ▶ Maid's Employment Contract (duly stamped by Inland Revenue Board and signed)
- ▶ FOMEMA Certificate / Medical report from the country of origin certified by a clinic appointed by the Ministry of Health Malaysia (if applicant is overseas)
- ▶ Copy of passport (all pages)
- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Personal Bond form (duly stamped by Inland Revenue Board)
- ▶ Release letter from previous employer (if applicable)
- ▶ Other documents specified upon request

PROFESSIONAL VISIT PASS (PVP)

Eligibility criteria:

- ▶ Hiring company successfully registered with ESD (refer to Stage 1 & 2); **AND**
- ▶ Expatriate applicant fulfills one of the following categories:
Category I: Expertise Transfer
Category II: Research
Category III: Internship (must be relevant to the applicant's education background)
- ▶ Maximum contract is for 12 months, and is restricted to one contract/project at a time

Features:

- ▶ Allows the holder to engage in temporary business/contracted activity in Malaysia under the ESD-approved company

Documents required:

- ▶ Recent passport photo (Photo sized 3.5 x 5.0 cm, shoulder level and above, excess space between the chin with the lower end of sized photographs at least 1 cm, excess space between the head with the upper end of sized photographs at least 1 cm, light blue background. Passport photo should be facing straight.)
- ▶ Copy of passport (all pages)
- ▶ Offer letter / agreement for services / sponsor contract / internship offer in Malaysia (duly stamped by Inland Revenue Board)
- ▶ Confirmation letter by home-/base-country Company on the applicant's employment details (salary, designation, duration of pass applied, etc), if applicable
- ▶ Personal Bond form (for non Chinese nationality) (duly stamped by Inland Revenue Board); **OR**
- ▶ Security Bond & Bank Guarantee (for Chinese nationality only)
- ▶ Letter of Award (LOA) / Contract, if applicable

ADDITIONAL DOCUMENTS FOR SPECIFIC ACTIVITIES

- ▶ **For machinery / equipment installation / commissioning / maintenance:**
 - Invoice of purchase of machinery
 - Form K1 / ZB4 / Others / BI or Letter of Confirmation from Customs Department to validate company's physical location in FTZ
- ▶ **For secondment in mining activities:** Approval letter from the Minerals & Geoscience Department Malaysia on mining activity, Supporting letter from the Minerals & Geoscience Department Malaysia for individuals, and Mining License.
- ▶ **For Flight Simulator Tester:** Supporting letter from the Department of Civil Aviation Malaysia
- ▶ **For internship:** Training schedule / job description of internship is required
- ▶ Other documents specified upon request

STAGE 4: PASSPORT ENDORSEMENT & COLLECTION



FREQUENTLY ASKED QUESTIONS

About MYXpats Centre

1) What is MYXpats Centre?

- ▶ Malaysia Expatriate Talent Service Centre (MYXpats Centre) provides employers and expatriates with Employment Pass and related pass services. It processes and issues the Employment Pass and related passes for eligible expatriates wanting to work in Malaysia.

It is a joint initiative between Talent Corporation Malaysia Berhad (TalentCorp) and the Immigration Department of Malaysia, and is overseen by the Ministry of Home Affairs.

2) What are the services offered at the MYXpats Centre?

- ▶ Companies already registered with the Expatriate Service Division (ESD) can make use of the MYXpats Centre to:
 - Apply for relevant passes for their expatriate employees
 - Seek assistance during the document submission process
 - Collect endorsed immigration passes

3) How do I apply for an Employment Pass?

- ▶ Expatriates are not allowed to apply for their own immigration passes. The application must be done by the company that intends to hire the expatriate.

Firstly, company needs to be registered with the ESD before they can apply for an expatriate Employment Pass or other expatriate related immigration pass. Applications for these passes can be made online at esd.imi.gov.my.

4) What are the documents that I need to complete, and where can I get them?

- ▶ The checklist is made available in the ESD Online Guidebook.

5) How long will it take to process and approve the Employment Pass application?

- ▶ Once all required documents have been submitted, all applications will be processed within five (5) working days.

Useful Information

1) Where is MYXpats Centre located?

- ▶ MYXpats Centre is located at:
Level 16, Surian Tower
No 1 Jalan PJU 7/3
Mutiara Damansara
47810 Petaling Jaya
Selangor Darul Ehsan



2) What are MYXpats Centre's operating hours?

- ▶ MYXpats Centre's operating hours are from 9:00 am to 5:00 pm from Mondays to Fridays

3) How do I get to the MYXpats Centre?

i. By Car or Cab/Taxi:

GPS Coordinate: N3 09.484 E101 36.79

Surian Tower can be accessed by the Lebuhraya Damansara-Puchong (LDP), the New Klang Valley Expressway (NKVE) and the SPRINT Highway's Penchala Link.

ii. By Public Bus:

You may take the U82 RapidKL bus from KL Sentral to Bandar Utama, Damansara. From Bandar Utama, take U86 RapidKL bus to The Curve, Mutiara Damansara.

4) Where can I go for more information about MYXpats Centre?

- ▶ Visit the Expatriate Services Division (ESD) website at esd.imi.gov.my
- ▶ Contact us at 03 - 8892 3939 or email MYXpats@talentcorp.com.my

Expatriate Pass Applications

- 1) **Does the company need to submit hardcopies of uploaded documents after the application is submitted?**
 - ▶ The company does not need to submit hardcopies unless there is a request from MYXpats Centre to view the original documents.
- 2) **Can the expatriate applicant submit dependents together when submitting the application?**
 - ▶ Yes, the expatriate applicant may submit the dependents' application together when submitting the application.

The applicant may also add the dependant(s) later once the principal's application is approved.
- 3) **Can the applicant apply for a Visa with Reference together when submitting the application?**
 - ▶ If the applicant is out the country, an application for a Visa with Reference can be made together when submitting the application
- 4) **How will I know if the application is approved or rejected?**
 - ▶ You will be notified via the system. If approved, the approval letter will also be issued and can be printed directly from the system.
- 5) **How will the Visa with Reference be issued?**
 - ▶ There are two ways for the Visa with Reference to be issued.
 - You can get it issued by presenting the approval letter at MYXpats Centre counter.
 - The VWR will also be made available through the system soon.
- 6) **How do I change the passport or visa details if the application has already been approved?**
 - ▶ Please provide an official letter to inform the MYXpats Centre of the changes together with necessary supporting documents.

▶ FOR MORE INFORMATION



Expatriate Services Division
Bahagian Khidmat Ekspatriat

COMPANY REGISTRATION RELATED MATTERS:

Expatriate Services Division (ESD)
Immigration Department of Malaysia
Level 3 (Podium)
No 15, Persiaran Perdana, Precint 2
62550 Putrajaya

Tel : 03-8880 1449
Email : esdhelpdesk@imi.gov.my
URL : esd.imi.gov.my

Operating Hours

8:30 am to 4:30 pm, Mondays to Fridays

Helpdesk Hours

8:30 am to 5:30 pm, Mondays to Fridays

Lunch hours - Closed
1:00 pm to 2:00 pm, Mondays to Thursdays
12:15 pm to 2:45 pm, Fridays

Saturday and Sunday - Closed
Public Holidays - Closed



MALAYSIA EXPATRIATE TALENT SERVICE CENTRE

TalentCorp
MALAYSIA



EXPATRIATE APPLICATION RELATED MATTERS:

Malaysia Expatriate Talent Service Centre (MYXpats Centre)
Level 16, Surian Tower
No 1 Jalan PJU 7/3
Mutiar Damansara
47810 Petaling Jaya
Selangor, Malaysia

Tel : 03-8892 3939
Email : MYXpats@talentcorp.com.my
URL : esd.imi.gov.my

Operating Hours

9:00 am to 5:00 pm, Mondays to Fridays

Helpdesk Hours

9:00 am to 5:00 pm, Mondays to Fridays

Saturday and Sunday - Closed
Public Holidays - Closed

ANNEX A

Companies are required to obtain the necessary license(s) / approval(s) to legally operate their businesses in the country.

*The list below is not exhaustive. It is the responsibility of the company to ensure it has all the valid required license(s) and approval(s) and submit them for company registration requirement.

SECTOR	REGULATORS	TYPE OF LICENSE
Manufacturing	Ministry of International Trade and Industry (MITI)	Kelulusan Lesen Berdasarkan Akta Penyelaras Perindustrian, 1975
	Royal Malaysia Customs	Kelulusan Lesen di bawah Seksyen 65, Akta Kastam 1967
	Ministry of Health (MOH)	Kelulusan Lesen di bawah Peraturan 16 (1) Pihak Berkuasa Kawalan Dadah, Kementerian Kesihatan Malaysia
Business Services	Ministry of Domestic Trade, Co-operatives and Consumerism	- Perniagaan bagi sektor perkhidmatan tidak dikawal selia (unregulated sectors); merujuk kepada garis panduan penyertaan syarikat asing dalam perdagangan, pengedaran dan perkhidmatan di Malaysia. - Perniagaan Jualan Langsung (Lesen Jualan Langsung)
	Ministry of Tourism and Culture (MOTAC)	- Perkhidmatan terapi SPA (Sijil SPA) - Sijil Perhotelan dengan pengelasan bintang
	National Film Development Corporation (FINAS)	Perfileman (pengeluaran atau / dan pengedaran filem)
	Ministry of Home Affairs	Penerbitan dan Mesin Cetak
Distributive Trade	Ministry of Domestic Trade, Co-operatives and Consumerism	Kelulusan menjalankan Aktiviti Perdagangan Pengedaran di Malaysia (WRT)
Oil, Gas and Energy	Petronas	Lesen membekal / menjalankan perkhidmatan minyak dan gas daripada Petronas
Construction	Construction Industry Development Board (CIDB)	- Lesen CIDB sekurang-kurangnya gred G5 dan ke atas - Letter of Award (LOA) terkini

SECTOR	REGULATORS	TYPE OF LICENSE
Education	Ministry of Education (MOE)	Perakuan Pendaftaran Institusi Pendidikan Swasta / Pengajian Tinggi Swasta / Pusat Bahasa
		Surat kelulusan Penubuhan Institusi Pendidikan Swasta / Pengajian Tinggi Swasta / Pusat Bahasa
	Ministry of Home Affairs	Surat kelulusan pengambilan pelajar asing
	Welfare Department Malaysia	Perakuan Pendaftaran Pusat Jagaan
Tourism	Ministry of Tourism and Culture (MOTAC)	Perniagaan Pengendalian Pelancongan & perniagaan agensi pengembaraan
Logistics	Land Public Transport Malaysia (SPAD)	Lesen Pengendali
	Royal Malaysia Customs	Lesen Ejen Perkapalan/ Penghantaran
Healthcare	Ministry of Health (MOH)	Lesen untuk mengendalikan atau menyediakan kemudahan atau perkhidmatan jagaan kesihatan swasta
Telecommunication	Malaysia Communications and Multimedia Malaysia (SKMM)	Lesen di bawah Akta Komunikasi dan Multimedia, 1998 - Individual Licence
Finance	Ministry of Finance (MOF)	License to carry on banking business
		Lesen Insurans (Akta Insurans 1996) - Menteri Kewangan
		Sijil Akuan Pendaftaran Firma Perunding
	Bank Negara Malaysia (BNM)	Lesen untuk menjalankan perniagaan perkhidmatan wang
Aviation	Department of Aviation (DCA)	Air Services Licence
Mining	State Department of Mineral and Geoscience	Lesen Melombong Tuan Punya & Pajak Melombong
	Department of Mineral and Geoscience	Kelulusan Skim Operasi Melombong
	Royal Malaysian Police (quarry operations)	- Lesen Membawa Masuk, Membawa Keluar atau Membawa Bahan Letupan - Lesen Menjual, Memiliki, Membeli Letupan dan Peluru

ANNEX A

(continuation)

SECTOR	REGULATORS	TYPE OF LICENSE
Agriculture, Livestock and Fisheries	Department of Fisheries / Department of Agriculture	<i>Lesen Lembaga Getah Malaysia</i>
	Lembaga Kemajuan Ikan Malaysia	<i>Lesen untuk mengimport, mengeksport dan berniaga ikan dalam kawasan kawalan pemasaran ikan</i>
	Department of Veterinary Services	<i>Lesen untuk memelihara unggas dan menjalankan aktiviti berkaitan unggas</i>
Sports	Ministry of Youth and Sports	<i>Malaysia Sports Commissioner Officer Certificate (if any)</i>
Palm Oil Industry	Malaysia Palm Oil Board (MPOB)	<i>Lesen di bawah Akta Minyak Sawit Malaysia 1998</i>
Wood industry / Logging	Malaysia Timber Industry Board	<i>Perakuan Pendaftaran Lembaga Perindustrian Kayu Malaysia</i>
	State Forestry Department	<i>Perakuan Pendaftaran (Perakuan Sebagai Pembalak)</i>
Sea Reclamation	Marine Department Malaysia	<i>Lesen Kebenaran bagi aktiviti mengangkut pasir menggunakan pengangkutan laut</i>
	Ministry of Transport	<i>Lesen Perkapalan Dalam Negeri</i>
Biotechnology	Malaysian Biotechnology Corporation	<i>Bionexus Status Certificate</i>

ANNEX B

(COMPANY LETTERHEAD)

File No : (if any)

Tarikh :

Timbalan Ketua Setiausaha (Kawalan dan Penguatkuasaan)
Kementerian Dalam Negeri
Aras 9, Blok D1, Kompleks D
Pusat Pentadbiran Kerajaan Persekutuan
62546 PUTRAJAYA
Tel: 03-88868080
Fax: 03-88891613

YBhg. Dato',

PERMOHONAN PENGECUALIAN GAJI MINIMUM UNTUK PENGAMBILAN EKSPATRIAT BAGI PAS PENGGAJIAN KATEGORI III

Merujuk kepada perkara di atas, (nama syarikat) ingin memohon pengecualian gaji minimum untuk pengambilan ekspatriat bagi Pas Penggajian Kategori III.

2. Untuk makluman YBhg Dato', butiran syarikat dan justifikasi permohonan adalah seperti berikut :

Nama Syarikat :
No Pendaftaran Syarikat :
Peringkat Jawatan* /
Bilangan Jawatan :
Justifikasi :

3. Kerjasama pihak YBhg Dato' dalam mempertimbangkan permohonan ini amat dihargai dan didahului dengan ucapan terima kasih.

ANNEX B (continuation)

Yang Benar,

(Nama Pengarah)
(Nama Syarikat)

s.k.

Unit Inspektorat,
Bahagian Khidmat Ekspatriat
Jabatan Imigresen Malaysia
Ibu Pejabat Jabatan Imigresen Malaysia
Tingkat 3 (Podium)
Persiaran Perdana, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62550 PUTRAJAYA

*Nota :

- i. Surat permohonan ini tidak boleh digunakan atau dianggap sebagai pra-syarat bagi kelulusan pas.
- ii. *Peringkat Jawatan merujuk kepada tahap jawatan dalam organisasi syarikat.
Contoh : Technical Expert-Technical Position / Junior Level-Entry Level.*

ANNEX C

LIST OF APPROVING AGENCIES

1. Ministry of Home Affairs
2. Malaysia Investment Development Authority (MIDA) for the manufacturing and its related services sectors.
3. Multimedia Development Corporation (MDeC) for the information technology sector, specifically companies that have been awarded Multimedia Super Corridor (MSC) Status.
4. Central Bank of Malaysia (BNM) for the financial, insurance and banking sectors.
5. Securities Commission (SC) for the securities and futures market.
6. Iskandar Regional Development Authority for specific companies operating within Iskandar Malaysia
7. East Coast Economic Region Development Council (ECERDC) for specific companies operating within East Coast Economic Region
8. Talent Corporation Malaysia Berhad for specific key employers under NKEA sectors
9. Malaysian Global Innovation & Creativity Centre (MaGIC) for approved programs under its purview
10. Public Service Department Malaysia for government contractual positions
11. Expatriate Committee (EC) for expatriate posts in sectors other than the above mentioned sectors.

LIST OF REGULATORY BODIES

NO	REGULATORY BODIES	SECTOR
1	Ministry of Education	Education
2	Ministry of Health (Traditional & Complementary Medicine)	Healthcare
3	Ministry of Tourism and Culture	Tourism
4	- National Sports Institute, Ministry of Youth and Sports - National Sports Council, Ministry of Youth and Sports - Related Associations	Sports
5	Ministry of Agriculture and Agro-based Industries	Agriculture
6	Malaysian Biotechnology Corporation	Biotechnology
7	Department of Civil Aviation, Ministry of Transport	Aviation
8	Department of Mineral and Geoscience, Ministry of Natural Resources and Environment	Mining
9	Unit PUSPAL, Ministry of Communications and Multimedia	Entertainment & Performance
10	Construction Industry Development Board (CIDB)	Construction
11	Equestrian Association of Malaysia	Equestrian

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