

RESIDENCE PASS – TALENT SHORTEN OF PASS CHECKLIST AT MYXPATS

CHECKING FOR COMPLETENESS		REMARKS
A	FOR PRINCIPAL	
1	Formal cover letter <i>Explaining the circumstances leading to this cancellation request, cancellation date within 30days</i>	
2	Original passport	
3	Copy of passport (ID page, current valid pass and the latest entry stamp)	
4	Completed IMM16 Form (Signature is compulsory)	
5	Original passport for verification purpose (both old & new)	
B	FOR SPOUSE AND CHILDREN (below 18 years of age)	
1	Formal cover letter <i>Explaining the circumstances leading to this cancellation request, cancellation date within 30days</i>	
2	Original passport	
3	Copy of passport (ID page, current valid pass and the latest entry stamp)	
4	PRINCIPAL's Copy of passport (ID page, current valid pass)	
5	Completed IMM16 Form (Signature is compulsory)	
6	Original passport for verification purpose (both old & new)	
C	FOR CHILDREN (18 years old to 24 years old) / PARENTS / PARENTS IN LAW / COMMON LAW SPOUSE	
1	Formal cover letter <i>Explaining the circumstances leading to this cancellation request, cancellation date within 30days</i>	
2	Original passport	
2	Copy of passport (ID page, current valid pass and the latest entry stamp)	
3	PRINCIPAL's Copy of passport (ID page, current valid pass)	
4	Completed IMM16 Form (Signature is compulsory)	
5	Original passport for verification purpose (both old & new)	
D	SUPPORTING DOCUMENTS	
1	Flight ticket leaving Malaysia (within 30 days date from shorten of pass request)	
2	Offer letter of a new pass	
2	Approval letter of new pass type submission eg: Student Pass, MM2H, etc	
3	Others, if any eg: death certificate, divorce letter	

All submissions are to be made at MYXpats Centre counter. Processing will take 5 working days upon receipt of a complete application

NOTE 1:

For the cover letter, please address the letter to

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

NOTE 2:

Immigration Department of Malaysia reserves the right to request for any additional documents that is not listed in the checklist.