

RESIDENCE PASS – TALENT TRANSFER OF ENDORSEMENT (TOE) CHECKLIST

CHECKING FOR COMPLETENESS		REMARKS
A	FOR PRINCIPAL	
1	Copy of OLD and NEW passport (ID page, current valid pass and the latest entry stamp)	
2	One (1) passport-sized photo (Light Blue Background)	
3	Completed IMM16 Form (Signature is compulsory)	
4	Original passport for verification purpose (both old & new)	
B	FOR SPOUSE AND CHILDREN (below 18 years of age)	
1	Copy of OLD and NEW passport (ID page, current valid pass and the latest entry stamp)	
2	PRINCIPAL's Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo (Light Blue Background)	
4	Completed IMM16 Form (Signature is compulsory)	
5	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	Copy of OLD and NEW passport (ID page, current valid pass and the latest entry stamp)	
2	PRINCIPAL's Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo (Light Blue Background)	
4	Completed IMM16 Form (Signature is compulsory)	
5	Original passport for verification purpose (both old & new)	
D	SUPPORTING DOCUMENTS (if applicable)	
1	Abroad Police report and Malaysian Police report (if lost passport abroad)	
2	Malaysian Police report (if lost passport in Malaysia)	
3	Letter from Embassy if the old passport has been returned Embassy	

All submissions are to be made at MYXpats Centre counter. Processing will take 14 working days upon receipt of a complete application.

NOTE 1:

Kindly proceed “update details” in system before submit documentation at MYXPATS CENTRE.

NOTE 2:

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