

**GUIDELINES FOR THE ENTRY OF
EXPATRIATE / SKILLED WORKER / KNOWLEDGE WORKER /
FOR KEY POSTS AND TECHNICAL POSTS,
AND FOR DEPENDANTS / FOREIGN MAIDS**

NO.	SCENARIO	PROCEDURES
1.	<p>A. Expatriate with an ACTIVE PASS, who is currently stranded abroad.</p> <p>a) Residence Pass-Talent (RP-T) and Dependant/s</p> <p>b) Employment Pass (Category I, II & III)</p> <p>c) Professional Visit Pass (PVP)</p> <p>d) Dependant/s to expatriate for all categories</p> <p>e) Long Term Social Visit Pass (LT-SVP) to expatriate for all categories</p> <p>f) Foreign Maid to expatriate for all categories</p>	<p>i. Application for entry permission for the applicant has to be submitted by the company, together with a Support Letter from the relevant Approving Agency or Regulatory Body according to their respective sector. The application must be submitted via MYEntry in ESD online system to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). Support Letter from the relevant Approving Agency or Regulatory Body for DEPENDANTS / LT-SVP / FOREIGN MAIDS is not required.</p> <p>ii. The client charter for approval by the DGIM is THREE (3) to FIVE (5) working days from the date of the application submission.</p> <p>iii. Entry permission for the applicant that can be approved by the DGIM are positions that have been assessed by the respective Approving Agency / Regulatory Body and categorized under key posts and technical posts.</p> <p>iv. Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an Entry Approval Letter for the applicant to the company, with copies sent to the Approving Agency or Regulatory Body, National Disaster Management Agency (NADMA), National Security Council (NSC), Malaysian Missions Abroad, Foreign Missions and related agencies.</p>

Last updated: 7 Oct 2020

		<p>v. The company is responsible for sending and/or e-mailing the Entry Approval Letter to the applicant.</p> <p>vi. The applicant who is currently abroad with an expired pass is required to obtain a visa from the respective Malaysian Embassy / Consulate General / High Commission prior to entering Malaysia. A visa application is only applicable for nationalities that require a visa to enter Malaysia.</p> <p>vii. Prior to entering Malaysia, the applicant who has obtained the Entry Approval is ENCOURAGED to undergo PCR Covid-19 Test abroad within THREE (3) days, and must be medically confirmed to be tested negative for Covid-19 It is also COMPULSORY for the expatriate to DOWNLOAD AND INSTALL the “MySejahtera” mobile application before departure. The “MySejahtera” application enables the Ministry of Health (MOH) to monitor users’ health conditions, and for them to be able to take immediate actions in providing the treatments required.</p> <p>viii. Upon arrival in Malaysia, the applicant must present to the Immigration Officer at the entry point;</p> <ol style="list-style-type: none"> a. Entry Approval Letter; b. Valid Pass / Approval Letter / Visa with Reference (VDR); and c. PCR Covid-19 Test Abroad Result (if any) <p>ix. It is COMPULSORY for the expatriate to DOWNLOAD AND INSTALL the “MySejahtera” mobile application.</p> <p>x. The applicant will be required to undergo another PCR Covid-19 Test by the Ministry</p>
--	--	--

Last updated: 7 Oct 2020

		<p>of Health (MOH). The cost of PCR Covid-19 Test shall be borne by the applicant.</p> <p>xi. It is COMPULSORY to undergo a FOURTEEN (14) days QUARANTINE at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine shall be borne by the applicant.</p> <p>xii. Failing to pay ALL COSTS or any MONIES DUE to the Government of Malaysia, the applicant's active pass will be denied entry, pass cancelled and blacklisted in the Immigration system.</p> <p>xiii. The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.</p> <p>xiv. Permitted Malaysia Entry Points:</p> <ul style="list-style-type: none"> a. Kuala Lumpur International Airport (KLIA 1 & 2) b. Sultan Ismail International Airport, Senai, Johor c. Bayan Lepas International Airport, Penang d. Langkawi International Airport, Kedah e. Kuching International Airport, Sarawak f. Kota Kinabalu International Airport, Sabah g. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile) h. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile)
--	--	---

2.	<p>NEW APPROVED PASS APPLICATION for Expatriate / skilled worker / knowledge worker who is currently abroad for the registered company in ESD and Approving Agencies (Not registered in ESD) (e.g: Public Institutions of Higher Learning (IPTA), MIDA / IRDA approval).</p> <p>a) Residence Pass-Talent (RP-T) and Dependant/s</p> <p>b) Employment Pass (Category I, II & III)</p> <p>c) Professional Visit Pass (PVP)</p> <p>d) Dependant/s to expatriate for all categories</p> <p>e) Long Term Social Visit Pass (LT-SVP) to expatriate for all categories</p> <p>f) Foreign Maid to expatriate for all categories</p>	<p>i. The company may submit the expatriate's application through the relevant Approving Agency. The Approving Agency will process the new position application through their respective Expatriate Committee (EC).</p> <p>ii. Prior to the entry permission application, the company is to obtain an Approval Letter from the Expatriate Committee (EC) as indicated in Para (i). Application for entry permission for the applicant has to be submitted by the company, together with a Support Letter from the relevant Approving Agency or Regulatory Body according to their respective sector. The application must be submitted via MYEntry in ESD online system to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). Support Letter from the relevant Approving Agency or Regulatory Body for DEPENDANTS / LT-SVP / FOREIGN MAIDS is not required.</p> <p>iii. The client charter for approval by the DGIM is THREE (3) to FIVE (5) working days from the date of the application submission.</p> <p>iv. Entry permission for the applicant that can be approved by the DGIM is the positions that have been assessed by the respective Approving Agency / Regulatory Body and categorized under key posts and technical posts.</p> <p>v. Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an Entry Approval Letter for the applicant to the company, with copies sent to the Approving Agency or Regulatory Body, National Disaster Management Agency (NADMA),</p>

Last updated: 7 Oct 2020

		<p>National Security Council (NSC), Malaysian Missions Abroad, Foreign Missions and related agencies.</p> <p>vi. The company is responsible for sending and/or e-mailing Entry Approval Letter from the DGIM to the applicant and: For a registered company in ESD:</p> <ol style="list-style-type: none"> a. EC Approval Letter <p>For Approving Agencies not registered in ESD (e.g: Public Institutions of Higher Learning (IPTA), MIDA / IRDA approval):</p> <ol style="list-style-type: none"> a. Company Offer Letter b. Acknowledgement Letter (AP) issued by the Immigration Department of Malaysia to the applicant for entry to Malaysia. <p>vii. The applicant who is currently abroad with an expired pass but with a balance of previous Expatriate Committee approval must obtain an Entry Approval Letter from DGIM. Refer to para (ii – vi).</p> <p>viii. The applicant to obtain a visa from the respective Malaysian Embassy / Consulate General / High Commission prior to entering Malaysia. A visa application is only applicable for nationalities that require a visa to enter Malaysia.</p> <p>ix. Prior to entering Malaysia, the applicant who has obtained the Entry Approval is ENCOURAGED to undergo PCR Covid-19 Test abroad within THREE (3) days, and must be medically confirmed to be tested negative for Covid-19. It is also COMPULSORY for the expatriate to DOWNLOAD AND INSTALL the “MySejahtera” mobile application before departure. The “MySejahtera” application enables the Ministry of Health (MOH) to monitor users’ health conditions, and for them to be able to take immediate actions in providing the</p>
--	--	---

Last updated: 7 Oct 2020

		<p>treatments required.</p> <p>x. Upon arrival in Malaysia, the applicant must present to the Immigration Officer at the entry point;</p> <ul style="list-style-type: none"> a. Entry Approval Letter; b. Valid Pass / Approval Letter / Visa with Reference (VDR); and c. PCR Covid-19 Test Abroad Result (if any) d. Company Offer Letter; and e. Acknowledgement Letter (AP) <p>xi. It is COMPULSORY for the expatriate to DOWNLOAD AND INSTALL the “MySejahtera” mobile application.</p> <p>xii. The applicant will be required to undergo another PCR Covid-19 Test by the Ministry of Health (MOH). The cost of PCR Covid-19 Test shall be borne by the applicant.</p> <p>xiii. It is COMPULSORY to undergo a FOURTEEN (14) days QUARANTINE at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine shall be borne by the applicant.</p> <p>xiv. Failing to pay ALL COSTS or any MONIES DUE to the Government of Malaysia, the applicant’s active pass will be denied entry, pass cancelled and blacklisted in the Immigration system.</p> <p>xv. The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.</p> <p>xvi. Permitted Malaysia Entry Points:</p> <ul style="list-style-type: none"> a. Kuala Lumpur International Airport (KLIA 1 & 2)
--	--	---

		<ul style="list-style-type: none"> b. Sultan Ismail International Airport, Senai, Johor c. Bayan Lepas International Airport, Penang d. Langkawi International Airport, Kedah e. Kuching International Airport, Sarawak f. Kota Kinabalu International Airport, Sabah g. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile) h. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile)
3.	Support Letter from Approving Agency and Regulatory Body	<p>The related Approving Agency and Regulatory Body are responsible to assess and make decisions to the entry permission application submitted by the company, and to provide a Support Letter to the expatriate / skilled worker / knowledge worker who will be entering the country.</p> <p>The Support Letter from the Approving Agency / Regulatory Body must contain the following information:</p> <ul style="list-style-type: none"> i. Name of the company ii. Nature of business iii. Justifications on the need to enter the country iv. Expatriate's information (name, passport number, nationality, passport expiry date) v. Position vi. Current active pass (if applicable) vii. Relevant supporting documents