

**RESIDENCE PASS – TALENT TRANSFER OF ENDORSEMENT (TOE) CHECKLIST**

CHECKING FOR COMPLETENESS		REMARKS
<b>A</b>	<b>FOR PRINCIPAL</b>	
1	Copy of <b>OLD</b> and <b>NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	One (1) passport-sized photo ( <b>Light Blue</b> Background)	
3	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
<b>B</b>	<b>FOR SPOUSE AND CHILDREN (below 18 years of age)</b>	
1	Copy of <b>OLD</b> and <b>NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo ( <b>Light Blue</b> Background)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
<b>C</b>	<b>FOR CHILDREN (18 years old to 24 years old) / PARENTS / PARENTS IN LAW / COMMON LAW SPOUSE</b>	
1	Copy of <b>OLD</b> and <b>NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo ( <b>Light Blue</b> Background)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
<b>D</b>	<b>SUPPORTING DOCUMENTS (if applicable)</b>	
1	Abroad Police report and Malaysian Police report ( <b>if lost passport abroad</b> )	
2	Malaysian Police report ( <b>if lost passport in Malaysia</b> )	
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.