

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 (Blue Background)	
3	Completed IMM16 Form (Signature is compulsory)	
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 (Blue Background)	
4	Completed IMM16 Form (Signature is compulsory)	
C	FOR CHILDREN (18 years old and above) / 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 (Blue Background)	
4	Completed IMM16 Form (Signature is compulsory)	
D	SUPPORTING DOCUMENTS (if applicable)	
1	Abroad Police report Malaysian Police report (lost passport abroad)	
2	And Malaysian Police report (lost passport)	
3	Letter from Embassy if the old passport has been taken by the Embassy	

Submission must be at MYXPATS CENTRE. The charter time for transfer of endorsement is 14 working days.

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.