

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

NO.	SCENARIO	PROCEDURES
1.	Expatriate / skilled worker / knowledge worker with an active pass, who is currently stranded abroad.	<ul style="list-style-type: none"> <li data-bbox="751 486 1388 943">i. Application for entry permission for the expatriate / skilled worker / knowledge worker 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 sent via e-mail to pbf@imi.gov.my in order to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). <li data-bbox="751 992 1388 1323">ii. The client charter for approval by the DGIM is SEVEN (7) working days from the date of the application submission. All applications that did not receive any response from the Immigration Department of Malaysia after seven (7) working days upon submission, will be considered as rejected. <li data-bbox="751 1373 1388 1659">iii. Entry permission for the expatriate / skilled worker / knowledge worker that can be approved by the DGIM are positions that have been assessed by the respective Approving Agency / Regulatory Body and categorised under key posts and technical posts. <li data-bbox="751 1709 1388 2018">iv. Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an Entry Approval Letter for the expatriate / skilled worker / knowledge worker to the company, with copies sent to the Approving Agency or Regulatory Body, National Disaster Management Agency (NADMA), National Security

		<p>Council (NSC), Malaysian Missions Abroad, Foreign Missions and related agencies.</p> <p>v. The company is responsible for sending and/or e-mailing the Entry Approval Letter to the expatriate / skilled worker / knowledge worker.</p> <p>vi. The expatriate / skilled worker / knowledge worker who has obtained the entry approval is REQUIRED to undergo PCR Covid-19 Test abroad within THREE (3) days, and must be medically confirmed to be tested negative for Covid-19 prior to entering Malaysia.</p> <p>vii. The expatriate / skilled worker / knowledge worker 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>viii. Upon arrival in Malaysia, the expatriate / skilled worker / knowledge worker must present the Entry Approval Letter to the Immigration Officer at the entry point, together with their PCR Covid-19 result as per stated in Para (vi). It is COMPULSORY for the expatriate / skilled worker / knowledge worker to DOWNLOAD AND INSTALL the “MySejahtera” mobile application. 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>
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2	New expatriate / skilled worker / knowledge worker who is currently abroad.	<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, company is to obtain an Approval Letter from the Expatriate Committee (EC) as indicated in Para (i). Application for entry permission for the expatriate / skilled worker / knowledge worker 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 sent via e-mail to pbf@imi.gov.my in order to obtain the</p>

		<p>decision of the Director General of Immigration Department Malaysia (DGIM).</p> <p>iii. The client charter for approval by the DGIM is SEVEN (7) working days from the date of the application submission. All applications that did not receive any response from the Immigration Department of Malaysia after seven (7) working days upon submission, will be considered as rejected.</p> <p>iv. Entry permission for the expatriate / skilled worker / knowledge worker that can be approved by the DGIM are the positions that have been assessed by the respective Approving Agency / Regulatory Body and categorised 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 expatriate / skilled worker / knowledge worker 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> <p>vi. The company is responsible for sending and/or e-mailing the Entry Approval Letter from the DGIM and EC Approval Letter to the expatriate / skilled worker / knowledge worker.</p> <p>vii. The expatriate / skilled worker / knowledge worker who has obtained the entry approval is REQUIRED to undergo PCR Covid-19 Test abroad within THREE (3) days, and must be medically</p>
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		<p>confirmed to be tested negative for Covid-19 prior to entering Malaysia.</p> <p>viii. The expatriate / skilled worker / knowledge worker who is currently abroad 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>ix. Upon arrival in Malaysia, the expatriate / skilled worker / knowledge worker must present the Entry Approval Letter to the Immigration Officer at the entry point, together with their PCR Covid-19 result as per stated in Para (vii). It is COMPULSORY for the expatriate / skilled worker / knowledge worker to DOWNLOAD AND INSTALL the “MySejahtera” mobile application. 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>x. The expatriate / skilled worker / knowledge worker MUST undergo a FOURTEEN (14) day SELF-QUARANTINE.</p> <p>xi. The expatriate / skilled worker / knowledge worker will be required to undergo a Covid-19 / Swab Test if instructed by the MOH.</p> <p>xii. The expatriate / skilled worker / knowledge worker is required to comply with the rules and regulations set by the Immigration Department of Malaysia.</p>
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3	<p>Dependents, including foreign maids to the expatriate / skilled worker / knowledge worker who is currently stranded abroad.</p>	<ul style="list-style-type: none"> i. Dependents, including foreign maids to the expatriate / skilled worker / knowledge worker who is currently stranded abroad are permitted to enter Malaysia. ii. Prior to the entry permission application, the company / main principal is to obtain an Approval Letter for dependents / foreign maids from the Expatriate Committee (EC). Application for entry permission for the dependents / foreign maid to be submitted by the company / main principal via e-mail to pbf@imi.gov.my in order to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). iii. The client charter for approval by the DGIM is SEVEN (7) working days from the date of the application submission. All applications that did not receive any response from the Immigration Department of Malaysia after seven (7) working days upon submission, will be considered as rejected. iv. Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an Entry Approval Letter for the dependents / foreign maid to the company / main principal, with copies

		<p>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> <p>v. The company / main principal is responsible for sending and / or e-mailing the Entry Approval Letter and EC Approval Letter (if applicable) to the dependents / foreign maid.</p> <p>vi. The dependents / foreign maid who has obtained the entry approval is REQUIRED to undergo PCR Covid-19 Test abroad within THREE (3) days, and must be medically confirmed to be tested negative for Covid-19 prior to entering Malaysia.</p> <p>vii. The dependents / foreign maid abroad with an expired pass / new 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>viii. Upon arrival in Malaysia, the dependents / foreign maid must present the Entry Approval Letter to the Immigration Officer at the entry point, together with their PCR Covid-19 result as per stated in Para (vi). It is COMPULSORY for the dependents / foreign maids to DOWNLOAD AND INSTALL the “MySejahtera” mobile application. 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>
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		<p>treatments required.</p> <p>ix. The dependents / foreign maid MUST undergo a FOURTEEN (14) day SELF-QUARANTINE.</p> <p>x. The dependents / foreign maids will be required to undergo a Covid-19 / Swab Test if instructed by the MOH.</p> <p>xi. The dependents / foreign maids are required to comply with the rules and regulations set by the Immigration Department of Malaysia.</p> <p>xii. Permitted Malaysia Entry Points:</p> <p>a) Kuala Lumpur International Airport (KLIA)</p> <p>b) Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor</p> <p>c) Sultan Abu Bakar Complex (2nd Link), Johor</p>
4	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> <p>i. Name of the company</p> <p>ii. Nature of business</p> <p>iii. Justifications on the need to enter the country</p> <p>iv. Expatriate's information (name,</p>

		passport number, nationality, passport expiry date) v. Position vi. Current active pass (if applicable) vii. Relevant supporting documents
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