

(A) GUIDELINES - ENDORSEMENT PROCEDURE AT THE ESD SATELLITE CENTRE (ESC), KUALA LUMPUR INTERNATIONAL AIRPORT 1 (KLIA 1)

No.	SCENARIO	PROCEDURES
1.	<p>NEW APPROVED RP-T APPLICATION (Stage 1)</p> <ul style="list-style-type: none"> • Applicant currently abroad • No valid Pass in Malaysia • Exited Malaysia before completing the RP-T endorsement <p>a) Main Principal</p> <p>b) New Dependent(s) (Legal Spouse / Child below 18 years old)</p> <p>c) New Long-Term Social Visit Pass (LTSVP) applicant under the Main Principal (Common Law Spouse / Parents / Parents in-Law / Child 18 – 24 years old)</p>	<p>ENDORSEMENT STAGE (Stage 2) (14 working days)</p> <p>(i) Applicant applies through the RP-T system and proceeds with the online payment.</p> <p>Processing Fee – per applicant</p> <p>RP–T applicant / Legal Spouse : RM2,388.00 Dependents below 18 years of age : RM2,150.00 Long-Term Social Visit Pass (LTSVP): RM2,150.00</p> <p><i>*The above fees are excluding 6% SST</i></p> <p>(ii) Applicant to initiate the Endorsement stage and upload the required documents:</p> <ol style="list-style-type: none"> a) Passport Copy- all pages in colour including the cover pages b) IMM16 Form (for main principal & dependents) / IMM12 Form (for SVP application) c) Local sponsor form and NRIC copy of the local contact person d) Copy of flight ticket e) Marriage / Birth Certificate attested by the respective Embassy. f) Personal Bond Form (for SVP application) g) Statutory declaration in the presence of Commissioner of Oath (AM80 form) (for SVP application) h) Affidavit/Proof of relationship letter from Principal’s Embassy (for Common Law Spouse) <p><i>*ESC is only available at KLIA1</i></p> <p>PASS PRINTING AT THE ESC, KLIA 1</p>

		<p>i) After verification of documents and approval by the Immigration Department of Malaysia (JIM), the applicant will receive the following notifications via email:</p> <ul style="list-style-type: none">a) Approval notification for Endorsement of Pass at ESC, KLIA1 and to proceed with the payment of Immigration Fee <p>ii) Applicant may now prepare for entry into Malaysia. Following documents are required to be prepared before the entry:</p> <ul style="list-style-type: none">a) Original Passportb) RP-T Approval Letterc) MYEntry Approval Letterd) Any supporting documents <p>iii) After Immigration clearance at the KLIA1, the applicant will need to proceed to the ESC, KLIA1 for passport verification and endorsement.</p> <p><i>Disclaimer:</i></p> <p><i>Approval of Pass endorsement at the ESC, KLIA1 is subject to the Immigration Department of Malaysia's discretion. Immigration Department of Malaysia maintains the right to refuse or deny providing of services at the ESC, KLIA1.</i></p>
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(B) GUIDELINES – DELIVERY OF ENDORSED PASS

No.	SCENARIO	PROCEDURES
1.	<p>NEW ENDORSEMENT / RENEWAL OF PASS APPLICATION for approved RP-T application</p> <p>a) Main Principal who has been approved for RP-T</p> <p>b) Dependent(s) (Legal Spouse / Child below 18 years old)</p> <p>c) Long-Term Social Visit Pass (LTSVP) applicant under the Main Principal (Common Law Spouse / Parents / Parents in-law / Child 18 – 24 years old)</p>	<p>ENDORSEMENT / RENEWAL STAGE (14 working days)</p> <p>(i) Applicant applies through RP-T system and proceeds for the online payment.</p> <p>Processing Fee – per applicant (applicable to new application only)</p> <p>RP-T applicant / Legal Spouse : RM2,388.00 Dependents below 18 years of age : RM2,150.00 Long-Term Social Visit Pass (LTSVP): RM2,150.00</p> <p>Renewal fee per applicant: RM300.00 (Applicable to renewal application only)</p> <p><i>*The above fee excluding 6% SST</i></p> <p>(ii) Applicant initiates Endorsement/Renewal stage and to upload documents as below:</p> <ol style="list-style-type: none"> a) Passport Copy- all pages in colour including the cover pages b) IMM16 Form (for main principal & dependents) / IMM12 Form (for SVP application) c) Local sponsor form and NRIC copy of the local contact person d) Marriage / Birth Certificate attested by the respective Embassy. e) Personal Bond Form (for SVP application) f) Statutory declaration in the presence of Commissioner of Oath (AM80 form) (for SVP application) g) Affidavit/Proof of relationship letter from Principal's Embassy (for Common Law Spouse) h) Latest two (2) years tax declared and official payment receipt (if any)- Only applicable for renewal application <p>iii) After verification of documents and approval by the Immigration Department of Malaysia</p>

(JIM), the applicant will receive notification via email to proceed with the online payment of Immigration Fee.

PASS DELIVERY

i) Upon successful payment, the Pass will be delivered to the applicant by Pos Malaysia as follows:

- a) Klang Valley: Two (2) working days
- b) Other States: Three (3) working days

ii) A notification via email will be sent to the applicant to notify on the delivery date.

iii) The Pass will be delivered to the applicant's delivery address as stated in the RP-T system.

**Please ensure all details of applicant are correct especially the delivery address and contact number of the applicant for the delivery arrangement.*

DELIVERY PROCESS BY POS MALAYSIA

i) Applicant will need to make themselves available to receive the Pass during this period.

ii) Applicant needs to be prepared with applicant's original passport.

iii) A notification via email will be sent to the applicant to notify on the delivery date.

iv) Applicant will need to open the package immediately and ensure that the Pass and all the details are correct.

v) Peel off the Pass and paste it on to the applicant's passport. The remaining Pass which is a Duplicate Copy (*Salinan Pendua*) is to be returned to the Pos Malaysia Officer right after.

Please refer to Appendix A for more detailed instructions.

vi) In the event of unsuccessful delivery, the applicant will receive a note by the Pos Malaysia officer to notify of the unsuccessful delivery attempt.

		<p>vii) Kindly check the tracking system through Pos Malaysia for more information. The applicant must then collect the package at the designation Pos Malaysia location.</p> <p>viii) If the consignment is not collected within seven (7) days, Pos Malaysia will return the Pass to MYXpats Centre where MYXpats will arrange for re-delivery.</p>
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Appendix A

DUPLICATE COPY (SALINAN PENDUA)

SAMPLE OF DUPLICATE COPY (SALINAN PENDUA)



DUPLICATE COPY (SALINAN PENDUA)

Please return this section to Pos Malaysia after you have pasted the Pass on to the applicant's passport.



PASS

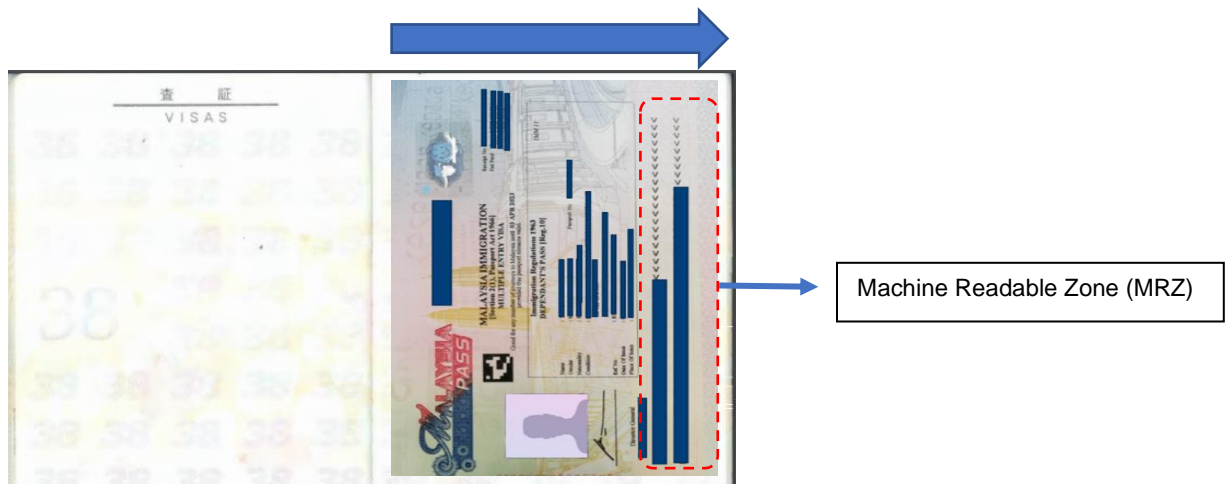
Peel off the Pass and paste it on to the applicant's passport.

HOW TO PASTE THE ENDORSED PASS

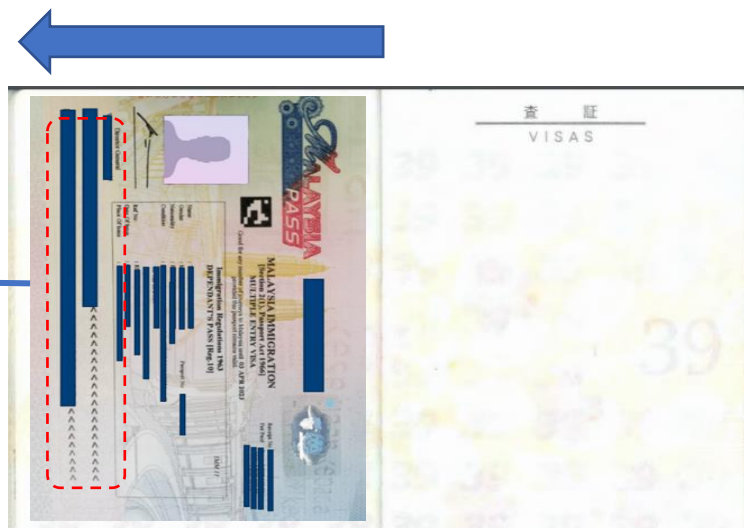
1. The Endorsed Pass must be pasted on a **BLANK VISA PAGE ONLY**. The Visa Page format may vary in different countries. (The "Visa" word may not be stated for a certain nationalities passport such as United Kingdom.)



2. Please ensure that the Machine Readable Zone (MRZ) section on the Endorsed Pass is **FACING OUTWARD** of the passport.



For pass pasted on the right page.



For pass pasted on the left page.