

## RESIDENCE PASS – TALENT SHORTEN OF PASS CHECKLIST

CHECKING FOR COMPLETENESS		REMARKS
<b>A</b>	<b>FOR PRINCIPAL</b>	
1	Cover letter <i>Explaining the circumstances leading to this cancellation request</i>	
2	Original passport	
3	Copy of passport (ID page, current valid pass and the latest entry stamp)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
5	Supporting document, <i>please refer D column</i>	
<b>B</b>	<b>FOR SPOUSE AND CHILDREN (below 18 years of age)</b>	
1	Cover letter <i>Explaining the circumstances leading to this cancellation request</i>	
2	Original passport	
3	Copy of passport (ID page, current valid pass and the latest entry stamp)	
4	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
5	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
6	Supporting document, <i>please refer D column</i>	
<b>C</b>	<b>FOR CHILDREN (18 years old and above) / PARENTS / PARENTS IN LAW / COMMON LAW SPOUSE</b>	
1	Cover letter <i>Explaining the circumstances leading to this cancellation request</i>	
2	Original passport	
2	Copy of passport (ID page, current valid pass and the latest entry stamp)	
3	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
5	Supporting document, <i>please refer D column</i>	
<b>D</b>	<b>SUPPORTING DOCUMENTS</b>	
1	Flight ticket leaving Malaysia (within 30 days date from shorten of pass request)	
2	Approval letter of new pass type submission eg: Student Pass, MM2H, etc	
3.	Offer letter from the University/College eg: Student Pass	
4.	Others, if any eg: death certificate, divorce letter	

### NOTE 1:

For the cover letter, please address the letter to:

**Expatriate Services Division, Immigration Department Malaysia, Level 3 (Podium) No 15, Persiaran Perdana, Precint 2, 62550 Putrajaya**

### NOTE 2:

Immigration Department of Malaysia reserves the right to request for any additional documents that is not listed in the checklist.