

RESIDENCE PASS – TALENT TRANSFER OF ENDORSEMENT (TOE) AND TAKE UP BALANCE (TUB) 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) | |
| 4 | Supporting document, <i>please refer D column</i> | |
| 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) | |
| 5 | Supporting document, <i>please refer D column</i> | |
| C | 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) | |
| 5 | Supporting document, <i>please refer D column</i> | |
| D | SUPPORTING DOCUMENTS (if applicable) | |
| 1 | Abroad Police report Malaysian Police report (lost passport abroad) | |
| 2 | Malaysian Police report (lost passport) | |
| 3 | Letter from Embassy if the old passport has been taken by the Embassy | |
| 4 | Confirmation Letter from the Embassy for the change of name (from old to new passport) | |

NOTE:

1. Please proceed with “update details” once logged in to the RP-T website before submitting the TOE/TUB application in the system.
2. Please note that Takes Up Balance is only applicable for **RP-T Dependent Pass**.
3. Immigration Department of Malaysia reserves the right to request for any additional documents that is not listed in the checklist.