

## RESIDENCE PASS – TALENT TRANSFER OF ENDORSEMENT (TOE) CHECKLIST

CHECKING FOR COMPLETENESS		REMARKS
<b>A</b>	<b>FOR PRINCIPAL</b>	
1	Copy of <b>OLD</b> and <b>NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	One (1) passport-sized photo ( <b>Blue</b> Background)	
3	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
4	Proof of Cancellation of old passport	
5	Original passports (Both old & new)	
<b>B</b>	<b>FOR SPOUSE AND CHILDREN (below 18 years of age)</b>	
1	Copy of <b>OLD</b> and <b>NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo ( <b>Blue</b> Background)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
5	Proof of Cancellation of old passport	
6	Original passports (Both old & new)	
<b>C</b>	<b>FOR SPOUSE AND CHILDREN (below 18 years of age)</b>	
1	Copy of <b>OLD and NEW</b> passport (ID page, current valid pass and the latest entry stamp)	
2	<b>PRINCIPAL's</b> Copy of passport (ID page, current valid pass)	
3	One (1) passport-sized photo ( <b>Blue</b> Background)	
4	Completed IMM16 Form ( <b>Signature</b> is compulsory)	
5	Proof of Cancellation of old passport	
6	Original passports (Both old & new)	
<b>D</b>	<b>SUPPORTING DOCUMENTS (if applicable)</b>	
1	Abroad Police report Malaysian Police report ( <b>lost passport abroad</b> )	
2	Malaysian Police report ( <b>lost passport</b> )	
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)	
5	Cover Letter for TOE Application ( <b>required</b> ) sample as per link below]: <a href="#">RP-T Cover Letter Sample - TOE.docx</a>	

Kindly proceed with “update details” once logged in to the RP-T website before submitting documents at MYXpats Centre.

**NOTE:**

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