



MALAYSIAN BIOECONOMY DEVELOPMENT CORPORATION SDN BHD
(Company No. 691431-D)

GUIDELINES ON APPLICATION FOR EXPATRIATE EMPLOYMENT PASS

<GP/BADD/RA/PS003>

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AUTHORS:
NORHANA MOHALID
FAIZUL ZAKARIA

Please note that the information contained herein is intended to be used for guidance only. Whilst every effort has been taken to ensure the accuracy and completeness of the contents at the time this Guidance Paper is issued, inaccuracies may exist due to several reasons including changes in circumstances and/or amendments brought about due to a change in the policy (s) or prevailing rules or regulations.

*Bioeconomy Corporation does not hold out, warrant or guarantee that reliance on the information contained herein will result in the granting or approval of the matters applied for. Bioeconomy Corporation welcomes feedback and comments on this document. Feedback and comments can be sent to **norhana.mohalid@bioeconomycorporation.my** and by stating clearly in the subject line the document title and document Reference No.*

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1. OBJECTIVES AND INTRODUCTION

1.1. Objectives

The objective of this paper is to provide interested applicants with information on the procedures and requirements in relation to an Expatriate Employment Pass application in Malaysia.

1.2. Introduction

Biotechnology has been identified as the next driver of economic growth for Malaysia. It is envisioned that biotechnology will be able to improve the quality of life, generate wealth and income for both rural and urban population and improve the socio-economic status of people as a whole.

Bioeconomy refers to all economic activity that is derived from the continued commercial application of biotechnology. It encompasses the production of renewable biological resources and their conversion into food, feed, chemicals, energy and healthcare wellness products via innovative and efficient technologies.

In addition to being a key contributor to economic growth, the bioeconomy benefits the society and nation through breakthroughs in agricultural productivity, discoveries in healthcare and the adoption of sustainable industrial processes, while helping to meet the most pressing global challenges, such as the increasing global population, depletion of fossil fuel and natural resources, and increasing environmental pressures and climate changes.

The Government launched the National Biotechnology Policy in 2005 and introduced “BioNexus Status” to the qualified biotechnology companies, making them eligible for incentives offered by the Government.

BioNexus Status (BNX) is a status awarded by the Malaysian Government, through Malaysian Bioeconomy Development Corporation Sdn Bhd (“Bioeconomy Corporation”), to qualify companies that undertake value-added biotechnology activities.

BNX Status companies will get to enjoy a set of incentives stipulated in the BNX Bill of Guarantees which includes the freedom to source knowledge workers globally.

In this respect, Bioeconomy Corporation acts as a one-stop-centre to provide support, facilitation and advisory services for a range of matters including immigration assistance for BNX and bio-based companies in general.

2. SCOPE

2.1. Immigration Act 1963 and Bioeconomy Corporation

In Malaysia the entry of foreign nationals is governed by the Immigration Act 1963 which also determines the types of employment passes that can be applied for by those who aspire to work in this country. The administration authority for immigration related matters is the Immigration Department of Malaysia (IDM), which is placed under the jurisdiction of the Ministry of Home Affairs.

Bioeconomy Corporation's support in relation to immigration matters encompass advice on immigration matters in relation to qualifying and general criteria for knowledge workers, documentation for pass applications, representation at IDM for submissions (upon request only) as well as matters relating to the immigration requirements for family members of the expatriate.

2.2. Criteria for Expatriate Knowledge Workers

The minimum requirements to apply for an expatriate post are as follows:

- Degree and above, with at least 3 years' experience in the relevant field;
- Diploma, with at least 5 years' experience in the relevant field;
- Technical Certificate or equivalent, with at least 7 years' experience in the relevant field.

2.3. IDM's General Requirements

The following general criteria apply to all industries and sectors:

- i. Must be registered with:
 - The Companies Commission of Malaysia (SSM) under Companies Act 1965; or
 - The Registry of Societies Malaysia (ROS) under the Organization Act 1966; or
 - Firms incorporated under specific acts. E.g., Law firms and accounting firms; or
 - Organisations supported by Ministries / Government Agencies; or
 - International organisations certified by the Ministry of Foreign Affairs

- ii. Company's Equity and Paid-up Capital

Equity	Paid Up Capital
100% Malaysian Company	RM250,000
Joint Venture (Malaysia and Foreign)	RM350,000
100% foreign owned Company	RM500,000

- iii. Employment Pass Reclassification

Reclassification of the Employment Pass (Category I, II and III), under the purview of Ministry of Home Affairs (MOHA) and Immigration Department of Malaysia will commence as follows:

Employment Pass Type	Category I	Category II	Category III
Salary	RM10,000 and above per month	RM5,000 – RM9,999 per month	RM3,000 – RM4,999 per month
Employment Contract	Up to 5 years	Up to 2 years	Not exceed 12 months (2x renewal)
Dependent	Allowed	Allowed	Not Allowed

**Effective 1 September 2017*

iv. Salary - Exemption from Minimum Salary for Employment Pass Category III

- Companies that fall under Regulatory Bodies or unregulated sectors must obtain approval from Ministry of Home Affairs (MOHA) to seek exemption from the minimum salary requirement of RM5,000. The application for exemption from the minimum salary requirement of RM5,000 can be done via the ESD online.
- It is mandatory for successful applicants to obtain Visa with Reference (VDR) for entry into the country (only applicable for countries requiring visa). Applicants who have entered the country will have 30 days from entry date to endorse EP sticker

v. Cooling-Off Period

- Employment Pass Category III holders whose pass have been renewed for two (2) times or 3 years in a row MUST leave the country and serve 3 months cooling off period to be able to apply for Employment Pass Category III again. Exemption is only given for cases of Employment Pass Category III converting to Employment Pass Category I / II.
- Employment Pass Category III holders who are changing employers must leave the country and serve 3 months cooling off period to be able to apply for Employment Pass Category III with different employer.
- Visit Pass (Temporary Employment) holders who wanted to convert to Employment Pass (all categories) must leave the country and serve 3 months cooling off period to be able to apply for Employment Pass (all categories).

3. TYPES OF PASSES

- **Employment Pass (EP)**

This is a type of work permit that enables an expatriate to take up employment under a contract of service with an organization in Malaysia. The duration of the Pass depends on the nature of employment contract valid up to 60 months for each period.

The IDM will issue the EP upon approval by the Expatriate Committee (EC) or the relevant regulatory agencies, and is only valid in Peninsular Malaysia. All application must obtain an Approval Letter before entering Malaysia for the purpose of employment. Applicants who have entered the country will have 30 days from entry date to endorse EP sticker.

- **Dependent Pass (DP)**

This type of Pass is issued to the legal spouse or dependent child (biological, stepchild, legally adopted) who will accompany the expatriate while in Malaysia. The expatriate's spouse and children under 18 years of age will automatically qualify for this Pass.

If the children intend to study in Malaysia, permission to study will be stamped on the Pass. For expatriate spouses who wish to be employed, they require conversion to EP.

The duration of the Pass will be based on the principal applicant. However, if the passport validity of the dependant pass applicant is less than the validity of the passport of the principal applicant, the length of the Dependent Pass will be based on the applicant's passport validity.

- **Long Term Social Visit Pass (LSVP)**

This type of Pass is issued to the following person who is accompanying an expatriate while in Malaysia:

- Parents of Expatriate
- Parent In laws of Expatriate
- Children / Step-child / Legally adopted child age 18 and above (yet to be married and still under the expatriate's care)

The duration of the Pass will be based on the principal applicant. However, if the passport validity of the applicant of this Pass is less than the principal applicant's EP, the length will be based on the applicant's passport validity. The Pass holder is not allowed to engage in any form of paid employment, engage in business or professional occupation.

- **Social Visit Pass (Temporary Employment) - Expatriate Maid**

This type of Pass is issued to female expatriates' foreign domestic helper (maid). The accompanying maid or new maid age limit is between 21 to 45 years of age only. The maid should get mandatory health screening and certified by FOMEMA.

Numbers of Maids Allowed	Salary Drawn
One (1) Foreign Maid	RM5,000 and above
Two (2) Foreign Maid	RM10,000 and above
Three (3) Foreign Maid	RM15,000 and above
Four (4) and subsequent Foreign Maid	Refer to IDM for further requirement

- **Residence Pass-Talent (RP-T)**

This type of Pass is a 10-year pass which is employer-independent, targeting top foreign talents under the National Key Economic Areas (NKEA) sectors. An expatriate who has worked in Malaysia for 3 years and holds a valid EP at the time of application may apply for the Pass. The approval of the Pass is given for 10 years but endorsement is given for 5 years. The Pass is only valid in Peninsular Malaysia.

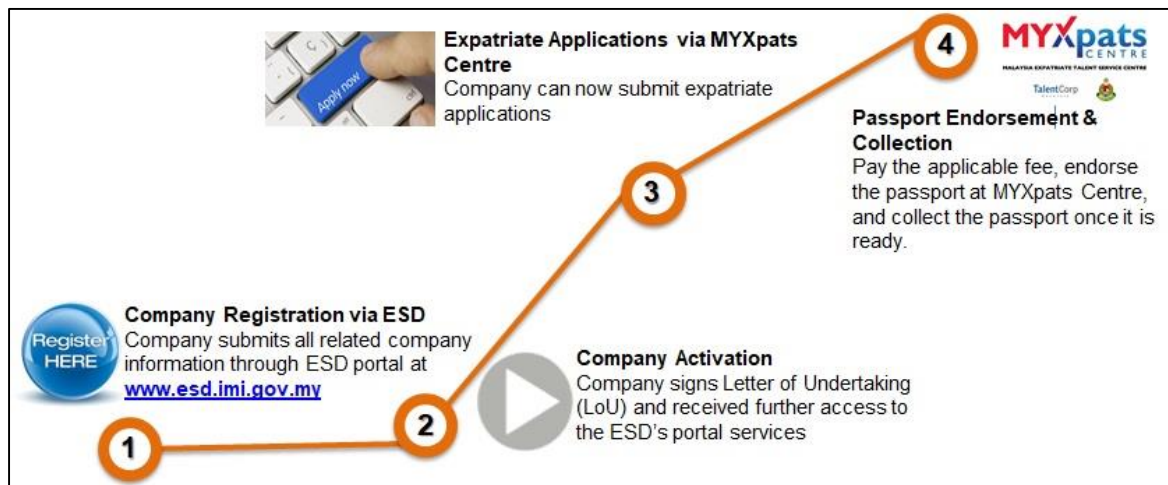
Applicants have to first fulfill the following criteria to be considered for the RP-T:

- Has worked in Malaysia for at least 3 years minimum
- Holds a valid EP at the time of application
- Earns a basic monthly salary of RM15,000
- Has a Malaysian income tax file number and has paid income tax for at least 2 years.
- Holds a PhD/Master's/Bachelor's Degree or Diploma in any discipline from a recognised university or a professional/competency certificate from a recognised professional institute
- Possesses at least 5 years of total work experience.

4. APPLICATION PROCEDURE – EMPLOYMENT PASS (EP)

The Malaysia Expatriate Talent Service Centre (MYXpats Centre) processes and issues all EP and related documents for expatriates wanting to work in Malaysia.

The Expatriate Services Division (ESD), under the Immigration Department of Malaysia, is a one-stop centre which facilitates company registration with a customer centric approach. The ESD enables companies to submit expatriate-related Immigration information online to facilitate the application process involved in registering and approving companies that wish to hire expatriates. It offers registration services for companies who wish to employ eligible expatriates. In addition, ESD also facilitates expatriate-related passes for Embassies and any temporary manual applications. All companies will need to register with the ESD at <https://esd.imi.gov.my/portal> as a first step.



4.1. Application Process

4.1.1. ESD Registration


- Create account by clicking “Register” and fill in the necessary information. Click the activation link sent to the email address registered in the system.
- Company is required to purchase e-Info SSM through ESD online.



Diagram 1: ESD online website

4.1.2. Company Registration

- After the account is activated, log in using the login id and password created. The company will have to fill in company information and company projection of expatriates required for the year. The documents uploaded will have to be certified by the respective Bodies.
- If all information and document are in order, the company can submit and wait for the approval.
- An on-site investigation to the office premises may be conducted by Immigration Officers, if further clarification is deemed necessary.
- Once the IDM is satisfied with all the information provided, the application will be tabled to the Inspectorate Committee for approval.



161B, JALAN AMPANG
 KUALA LUMPUR
 50450
 Attention:

Dear Sir/Madam,

Company Registration for Expatriate Services Division, Immigration Department

The above matter refers.

Application Type : COMPANY REGISTRATION
Company's Name :
ROC No. :

Please be informed that your company registration with **Expatriate Services Division (ESD)** has been **APPROVED**. Please take note that the company registration will be subject to the relevant laws and regulations in force at the material time.

The following conditions shall apply in respect of this approval:
You will need to login into your ESD account to complete the information requested.

1. The company must submit the contact details for the person(s) who are in charge of the following:

<p style="text-align: center;">Endorser</p> <p><i>This person must be an employer of the company either in the management level or human resource department's management level</i></p>	<p>A person who is authorised to sign the company documents for any communication with ESD. To request for any written changes on the company information or expatriates where applicable.</p> <p><i>Endorsing an employment contract is the most common and widely known example, but an endorser is also required to complete such transactions as changes in the company details or changes in the authorized person who can do physical submission.</i></p>
<p style="text-align: center;">Company Login ID User</p> <p><i>This person must be an employee of the company.</i></p> <p><i>This person can be the same person as the Endorser</i></p>	<p>A person authorised to submit all information with regards to your company through the online ESD portal. To submit all expatriates details and relevant documents for the application of immigration passes through the online ESD portal.</p> <p>To ensure all request from ESD is furnished in a timely manner.</p> <p><i>This person must ensure that all information and/or documents furnished do not contain any false, untrue or inaccurate statement or omit to state any facts, the omission of which would make any statements made therein in the light of the circumstances under which they are made, misleading;</i></p>

Diagram 2: Company Registration Approval Letter (page 1)

Submission Officer <i>This person can either be an employee of the company or it can be a company appointed external 3rd party.</i>	A person authorised by your company to submit and collect physical documents only for the purpose of ESD Services.
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2. The company is required to update ESD should there be any changes in the following particulars:

- Change of company's name;
- Change of company's contact number;
- Change of company's address;
- Change of director's and shareholders;
- Change of company's paid up capital;
- Change of company's profile;
- Change of company's nature of business and
- Change of any contact person as stated to ESD as per identified in Condition 1.

3. The company must ensure that all information and/or documents furnished do not contain any false, untrue or inaccurate statement or omit to state any facts, the omission of which would make any statements made therein in the light of the circumstances under which they are made, misleading;

A violation of any of the above conditions will affect the company's registration status and future applications for issuance of passes pursuant to the Immigration Act 1959/1963 and the Immigration Regulations 1963.

Once completed you will need to print on your company letterhead and return the "Letter of Undertaking" to ESD.

Kindly contact us at esdhelpdesk@imi.gov.my should you require further assistance.

Thank you.

Director
Expatriate Services Division
Immigration Department of Malaysia

This letter (ESD/JKI/2014/80/3179) is a computer generated letter and no signature is required

Diagram 2: Company Registration Approval Letter (page 2)

4.1.3. Set an Appointment

- After receiving the approval, the company will need to complete the information as required in the Letter of Undertaking (LoU), and to print a copy onto the company's official letterhead.
- The company will need to schedule an appointment for a Roll Out session via ESD online system (appointment date does not require confirmation from the ESD secretariat).
- One of the company's Directors (as appointed and submitted to the Companies Commission of Malaysia) is required to be present at the scheduled appointment. The appointed Director must appear in person to sign the LoU in front of an Immigration Officer to ensure that he/she acknowledges the responsibility for all transactions by the company.
- For a foreign-owned company, a representative from a Malaysian based company with a Power of Attorney can submit the LoU signed by the Foreign Owned Company Director (scan copy) to the ESD secretariat.

Expatriate Services Division
 Headquarters of the Immigration Department Malaysia
 (Ministry of Home Affairs)
 Level 3 (Podium) No 15
 Persiaran Perdana, Precint 2
 62550 Putrajaya

Dear Sir/Madam,

LETTER OF UNDERTAKING (PAGE 1/2)

[Company Name]
 [Reference No]

I, the undersigned, _____ (name of the Company Director) declare that all information and documents submitted are true. I also understand the content of the letter dated _____, Reference No.: _____, and hereby accept the terms and conditions therein.

I therefore authorise the following personnel to do the following actions on behalf of the Company:

i) Endorser	ii) Company Login ID User
Name:	Name:
MyKad/Passport No.:	MyKad/Passport No.:
Designation:	Designation:
Department/Unit/Division:	Department/Unit/Division:
Telephone:	Telephone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Signature:	Signature:

The person identified in (i) and (ii) must be an employee within the Company

Diagram 3: Letter of Undertaking (LoU) (page 1)

LETTER OF UNDERTAKING (PAGE 2/2)

[Company Name]
 [Reference No]

iii) Submission Officers	
Name:	Name:
MyKad/Passport No.:	MyKad/Passport No.:
Designation:	Designation:
Department/Unit/Division:	Department/Unit/Division:
Telephone:	Telephone:
Mobile Phone:	Mobile Phone:
Email:	Email:
Signature:	Signature:

Neglectful failure of the Company to substantially comply with an applicable or other governmental requirements; or the negligence or willful misconduct or knowingly misrepresent with the intent to obtain any passes for the said foreigner/s, the Company, shall hereby be lawfully responsible to a legal action under the Immigration Act 1959/63 Section 56(f): Any person who makes or causes to be made any false report, false statement or false representation in connection with any obligation on conviction, be liable to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding five years or to both.

Sincerely,

* Name :
 MyKad / Passport No. :
 Date :
 Designation :
 Company :
 Company Stamp :

* (This part must be completed by an appointed director of the company and must appear in person to sign this letter in front of an Immigration Officer)

Diagram 3: Letter of Undertaking (LoU) (page 2)

4.1.4. Expatriate Application

a. *New Employment Pass Application*

MYFUTUREJOBS RECOMMENDATION FOR FOREIGN WORKERS AND EXPATRIATE APPLICATION

Effective 1 January 2021, employers intend to hire foreign workers and expatriates are required to advertise job vacancies for at least 30 days on the Ministry of Human Resources' portal, known as MYFutureJobs. Advertising on MYFutureJobs portal and conducting interview sessions are only applicable for the recruitment of expatriates through Employment Pass.

The objective of MYFutureJobs Recommendation as the pre-requisite for foreign worker and expatriate applications is part of the Government initiative to prioritise local employees in filling the vacancies before the positions are allowed to be filled by foreign workers or expatriates.

Types of positions are automatically exempted from this policy implementation are:

- i. *Important Positions (C-Suite & Key Post)*
Expatriates who work for key positions of the organization (key post) such as Chief Executive Officer, Director of Operations and equivalent.
- ii. *Positions with salary of RM15,000 and above.*
Expatriates with monthly basic income / salary of RM15,000 and above.
- iii. *Representative Office/ Regional Office (RERO)*
Representative Offices/ Regional Offices for foreign companies/ organisations in the manufacturing and services sectors are established in Malaysia to carry out activities on behalf of the company/ organisation's headquarters. The Representative Office/ Regional Office is not involved in any commercial activities. For Representative Office/ Regional Office operational activities, employers are not required to register under the Companies Act 1965. MIDA's approval/ confirmation letter is required for hiring of expatriates under this category.

- iv. *Investors/ Shareholders/ Owners*
Investors/ Shareholders/ Owners of the company who are directly involved in the operations of the company. Investors are individuals who invest funds in Malaysia to earn a return on investment. Shareholders must hold at least 30% 3 equity shares and appointed as Directors of the Company and/ or hold positions of interest in the company.
- v. *Corporate transfers/ Placements/ Trade Agreements*
For this category, employees are assigned by their parent companies to work in branch companies or group of companies for the purpose of training/ exchange/ sharing of knowledge/ experience among the companies, and to fulfill the company's requirements of workforce.
- vi. *International Organisations*
Organisations subjected to International Organisation Act (Privileges and Immunities) [Act 485] may appoint Foreign Recruited Staff (FRS) from foreign nationals.
- vii. *Sports Sector*
Recruitment of athletes/ professionals to join any organisations/ sports clubs in Malaysia.

Specialised skilled positions include specific and unique skills as well as strategic competencies to carry out tasks stipulated by the employers, requires to register and advertise job vacancies on MYFutureJobs portal for a minimum of 30 days. At the same time, employers need to complete the PDKK Form (Specialised Skilled Expatriate) at <http://bit.ly/PDKKPERKESO> to apply for an exemption from advertising on MYFutureJobs portal. Employers need to provide detailed justification on the positions that require specialised skilled exemptions through the PDKK Form. Employers will be exempted from advertising on MYFutureJobs if the position is approved for exemption from SOCSO.

Registration at the MYFutureJobs Portal can be made via the following link: <https://employers.myfuturejobs.gov.my>. Registered employers will be assigned to SOCSO's Employer Key Account Officers who shall be responsible in assisting employers with the recruitment process at no cost

The steps for hiring of expatriates are as follow:

- Register for vacancy advertisements on MYFutureJobs portal for a minimum of 30 days and ensure that all vacancy information is filled in.
- Employers must conduct an interview session within 30 days from the date of the vacancy advertisement and submit an interview report using the Hiring Outcome Report, which can be downloaded from the website <http://www.perkeso.gov.my>
- Employers are encouraged to participate in the interview programs organised by SOCSO.
- All applications will be presented to Expatriates Hiring Committee (JPPD) for further examination and considerations by taking into account the efforts for scouting local talents that have been conducted by the employers.

The results of the hiring applications that are decided from the JPPD meeting will be submitted to the employers via e-mails registered in MYFutureJobs portal. Expatriate positions that are not exempted from advertising on MYFutureJobs, employers must obtain a recommendation certificate from the Expatriates Hiring Committee (JPPD) before submitting an application to the Approval Agency.

b. New / Renewal Employment Pass Application

Once the above requirements have been completed:

- The company will need to fill in information related to the application for expatriate. The required documents uploaded should be certified by the respective Bodies.
- The expatriate applicant may submit the dependents' application together when submitting the application. The applicant may also add the dependant(s) later on once the principal's application is approved.
- If the applicant is out the country, an application for a Visa with Reference can be made together when submitting the application.
- If all information and document are in order, the company can submit the application and wait for approval.
- Once the IDM is satisfied with all the information provided, the application will proceed to the Expatriate Committee for approval.

If the position applied for is currently not in the system, the company will need to submit a position request.

Companies in the sectors under the purview of a specific Regulatory Body are required to submit a supporting letter for each Employment Pass application from the relevant Regulatory Body.

Companies related to biotechnology / bio-based industry are required to submit a recommendation letter from Bioeconomy Corporation to support the expatriate application.


	IMMIGRATION DEPARTMENT OF MALAYSIA EXPATRIATE SERVICES DIVISION
Date: 27 MAY 2015	
Dear Sir/Madam,	
ONLINE EXPATRIATE APPLICATION AT EXPATRIATE SERVICES DIVISION, IMMIGRATION DEPARTMENT OF MALAYSIA.	
The above matter refers.	
Company's Name	:
ROC No.	:
Ref. Number	:
Application details:	
Name	:
Nationality	:
Position	:
Salary	:
Travel Document No.	:
Passport Issue Country	:
Pass Type	: EMPLOYMENT PASS
Pass Duration	: 24 MONTHS
Please be informed that your application with Expatriate Services Division (ESD) via www.esd.imi.gov.my has been APPROVED .	
Kindly proceed to initiate your endorsement of pass process at ESD Service Center (Putrajaya).	
Contact us at esdhelpdesk@imi.gov.my should you require further assistance.	
Thank you	
Director Expatriate Services Division Immigration Department of Malaysia	
<small><i>This letter (ESD14201/32397/EEBDM2658190) is a computer generated letter and no signature is required</i></small>	

Diagram 4: Expatriate Approval Letter

4.1.5. Passport Endorsement & Collection

- After receiving approval, the company is required to print a copy of the approval letter which will be available online for download.
- The applicable fees will also be advised online. Payment can be made at the MYXpats centre.
- The applicant will need to submit the relevant documents for endorsement and to obtain the Employment Pass sticker.

4.1.6. Yearly Projection Update

The company is required to apply for a projection on expatriates it plans to hire for the current year. The projection is based on the number of expatriates it has identified, including existing expatriates for renewals and also new hires. If the numbers under the projection requested for the year has been fully utilised, the company may then request for new projection with the appropriate justification.

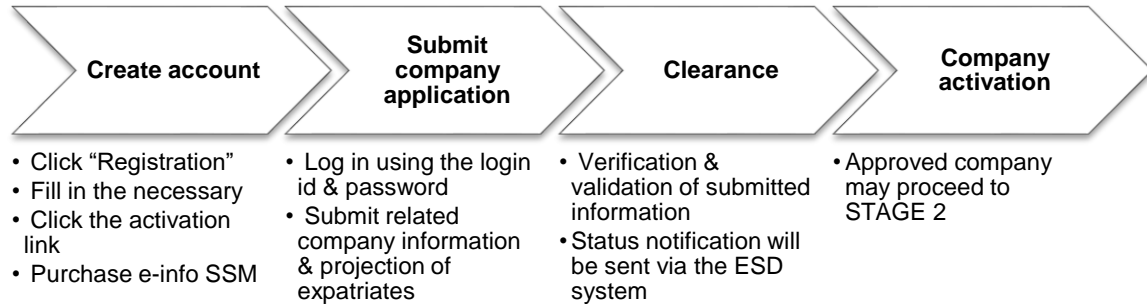
The screenshot displays the ESD online website interface. The main content area is titled 'PROJECTION' and includes a 'PROJECTION YEAR' dropdown menu set to '2015'. Below this is a table for 'CURRENT PROJECTION STATUS FOR YEAR 2015' with columns for 'APPROVED', 'UTILIZED', and 'BALANCE'. There are buttons for 'Projection History' and 'Request New Projection'. At the bottom, a 'Projection History' table is visible with columns for 'NO.', 'DATE', 'TOTAL REQUEST', 'JUSTIFICATION', 'TOTAL APPROVED', and 'STATUS'. The table contains one entry with 'NO.' 1, 'DATE' 30/12/2014, and 'STATUS' APPROVED.

Expatriate Services Division						
Bahagian Khidmat Ekspatriat						
Good day,		February 08, 2015, Friday 10:42:46 AM		Home Applications Setting Logout		
PROJECTION						
PROJECTION YEAR: 2015						
CURRENT PROJECTION STATUS FOR YEAR 2015						
APPROVED						
UTILIZED						
BALANCE						
Projection History Request New Projection						
Projection History						
NO.	DATE	TOTAL REQUEST	JUSTIFICATION	TOTAL APPROVED	STATUS	
1.	30/12/2014				APPROVED	

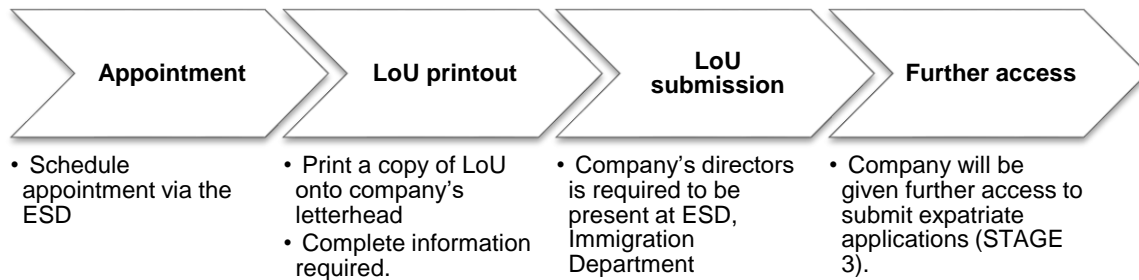
Diagram 5: ESD online website

4.2. Process FLOWCHARTS

Stage 1: Company Registration



Stage 2: Company Activation



Stage 3: Expatriate Application

a. New Employment Pass Application

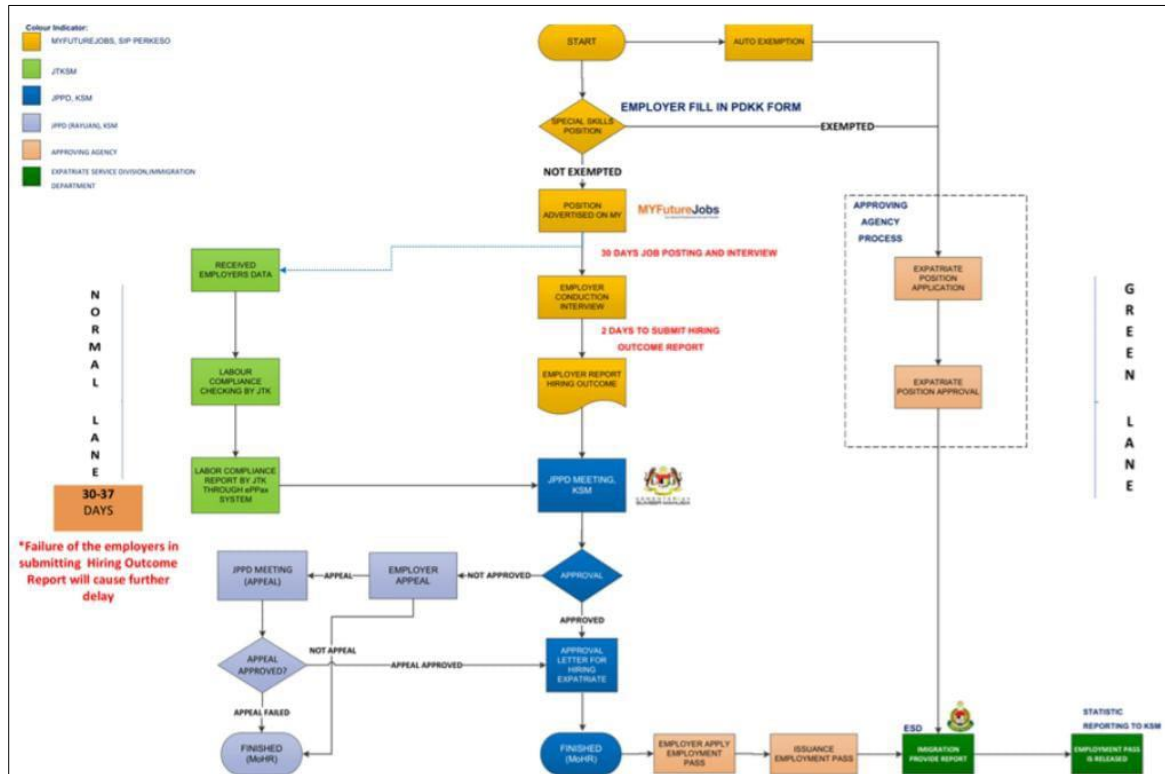


Diagram 6: Steps for Hiring of Expatriates for Positions That Are Not Granted Exemption (Refer to SOCSO's Official Website <https://www.perkeso.gov.my>)

b. Renewal Employment Pass Application

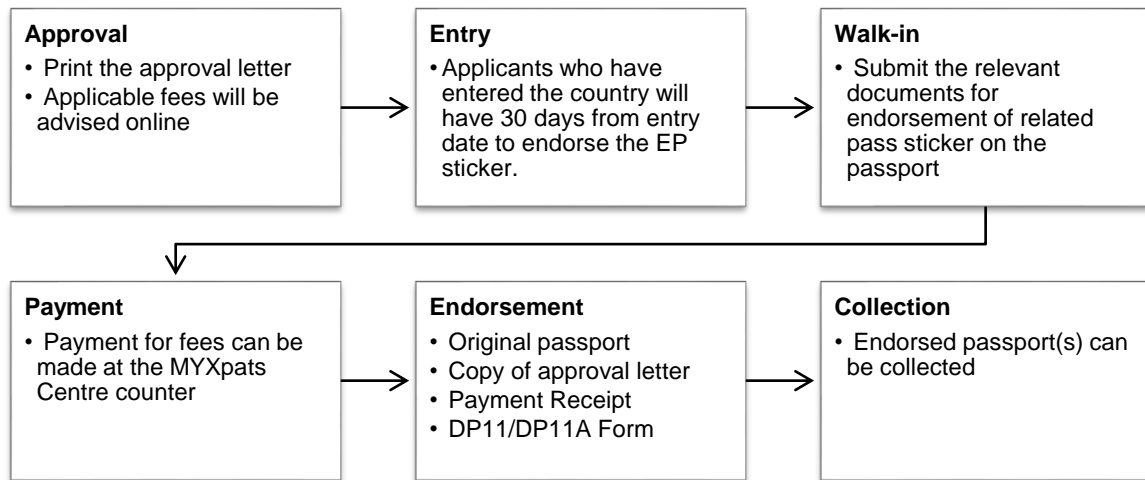


- Fill in the required information
- Fill position by selecting through the list
- Upload all documents

- Verification & validation of submitted information

- Approved expatriates may now proceed to STAGE 4

Stage 4: Passport Endorsement & Collection



5. LIST OF DOCUMENTS REQUIRED FOR ESD SUBMISSION

1. Copy of all current company directors' MyKad / Passport copy as per SSM registration
2. Comprehensive Company Profile (include the following items):
 - i. background of company
 - ii. business activities
 - iii. organization structure
 - iv. location of company / number of branches (branch address)
 - v. photo of the premise (front and interior)
 - vi. photo of the products / services offered
3. Copy of Company's Latest Phone Bill
4. Tenancy Agreement / Sales and Purchase (S&P) Agreement
5. Copy of Local Authorities License – PBT (Pihak Berkuasa Tempatan)
6. SSM Form (Form 9, Form 24 and Form 49) - must be certified true copied by the Companies Commission of Malaysia (SSM)
7. Latest Audited Financial Report
8. Copy of Local Authorities License - Lesen Pihak Berkuasa Tempatan (PBT) (if applicable)
9. Letter of Award for BioNexus Status (if applicable)
10. Other business licenses
11. Recent passport photo
12. Latest comprehensive Resume
13. Copy of Educational / Professional Certificates - must be certified true copied
14. Copy of passport - full booklet with cover
15. Copy of Employment Contract - duly stamped by Malaysia Inland Revenue Board
16. Detailed Job Description - printed on company's letterhead
17. Supporting Document from Approving Agency / Regulatory body – MALAYSIAN BIOECONOMY DEVELOPMENT CORPORATION SDN BHD (Bioeconomy Corporation)
<http://www.bioeconomycorporation.my/industry-development/bionexus-status/advisory-services/>
18. Latest 3 Months Payslip (renewal application / change of position only)
19. Latest personal e-BE tax statement and tax receipts for any outstanding payment settled (renewal application / change of position only)
20. Release letter from previous employer in Malaysia (for change of employer only)
21. Other documents specified upon request

6. REFERENCES

- | | | |
|------|---------------------------------|--|
| i. | Ministry of Home Affairs | www.moha.gov.my |
| ii. | Immigration Department Malaysia | www.imi.gov.my |
| iii. | Expatriate Services Division | esd.imi.gov.my |
| iv. | TalentCorp | www.talentcorp.com.my |
| v. | MYFutureJobs | www.perkeso.gov.my |
| vi. | Inland Revenue Board, Malaysia | www.hasil.org.my |
| vii. | Companies Commissioner Malaysia | www.ssm.com.my |

Contact

For further information or clarification, please contact:
Industry Support Division
Malaysian Bioeconomy Development Corporation Sdn Bhd
Level 23, Menara Atlan
161B, Jalan Ampang
50450 Kuala Lumpur
Attn : Business Advisory (Immigration Unit)

T: +603 2116 5588
F: +603 2116 5528
E: norhana.mohalid@bioeconomycorporation.my