GUIDELINES FOR THE ENTRY OF
EXPATRIATE / SKILLED WORKER / KNOWLEDGE WORKER /
FOR KEY POSTS AND TECHNICAL POSTS,
AND FOR DEPENDANTS / FOREIGN MAIDS

NO.	SCENARIO	PROCEDURES

1.	A. Expatriate with an **ACTIVE PASS**, who is currently stranded abroad.
	
	    a) Employment Pass Category I (EP I) & Residence Pass-Talent (RP-T)
	
	    b) Dependants & Foreign Maids for EP I & RP-T
	
	B. Expatriate with an **ACTIVE PASS** who has **EXITED MALAYSIA BEFORE 11 JULY 2020**
	
	    a) Employment Pass Category (EP I) & Residence Pass-Talent (RP-T)
	
	    b) Dependants & Foreign Maids for (EP I & RP-T)
		i. Exempted to obtain Entry Approval from Director General of Immigration Malaysia (DGIM).
		
		ii. The applicant who is currently abroad with an expired pass but with a balance from the previous Expatriate Committee (EC) Approval **MUST** obtain an Entry Approval Letter from DGIM. The application must be submitted via MYEntry in ESD online system to obtain the decision of the DGIM.
		
		iii. **Prior to entering Malaysia,** the applicant is **ENCOURAGED** to undergo **PCR Covid-19 Test** abroad within **THREE** (3) days, and must be medically confirmed to be tested **negative** for Covid-19. It is also **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the **"MySejahtera"** mobile application before departure. The "MySejahtera" application enables the Ministry of Health (MOH) to monitor users' health conditions, and for them to be able to take immediate actions in providing the treatments required.
		
		iv. **Upon arrival in Malaysia**, the applicant must present to the Immigration Officer at the entry point;
		
		    a. **Entry Approval Letter, applicable for:**
		      ➢ **Exited Malaysia AFTER 11 July 2020 and pass expired abroad**
		      ➢ **Para (ii)**
		    b. **Valid Pass / Approval Letter / Visa with Reference (VDR);** and
		    c. **PCR Covid-19 Test Abroad Result (if any)**

		v.	It is **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the **"MySejahtera"** mobile application.
		vi.	The applicant will be required to undergo another **PCR Covid-19 Test** by the Ministry of Health (MOH). The cost of **PCR Covid-19 Test shall be borne** by the applicant.
		vii.	It is **COMPULSORY** to undergo a **FOURTEEN** (14) days **QUARANTINE** at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine **shall be borne** by the applicant.
		viii.	Failing to pay **ALL COSTS** or any **MONIES DUE** to the Government of Malaysia, applicant's active pass will be cancelled, blacklisted in Immigration system and issued with Notice of 'Not To Land' (NTL) for deportation.
		ix.	The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.
		x.	Permitted Malaysia Entry Points: a. Kuala Lumpur International Airport (KLIA) b. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile) c. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile)
2.	**NEW APPROVED PASS APPLICATION** for the expatriate who is currently abroad.	i.	Exempted to obtain Entry Approval from Director General of Immigration Malaysia (DGIM), the applicant who is currently abroad is required to obtain a visa from the respective Malaysian Embassy/ Consulate

	a) Employment Pass Category I (EP I) & Residence Pass-Talent (RP-T)
	
	b) Dependants & Foreign Maid for (EP I & RP-T)
		General/ High Commission prior to entering Malaysia. A visa application is only applicable to nationalities that require a visa to enter Malaysia.
		
		ii. For a new application, the company is required to submit the expatriate's application through the relevant Approving Agency for Approval before the expatriate enters Malaysia. The Approving Agency will process the new position application through their respective Expatriate Committee (EC).
		
		iii. **Prior to entering Malaysia,** the applicant who has obtained the Expatriate Committee (EC) Approval Letter is **ENCOURAGED** to undergo **PCR Covid-19 Test** abroad within **THREE** (3) days, and must be medically confirmed to be tested **negative** for Covid-19. It is also **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the "**MySejahtera**" mobile application before departure. The "MySejahtera" application enables the Ministry of Health (MOH) to monitor users' health conditions, and for them to be able to take immediate actions in providing the treatments required.
		
		iv. **Upon arrival in Malaysia**, the applicant must present to the Immigration Officer at the entry point;
		
		    a. **Valid Pass / Approval Letter / Visa with Reference (VDR);** and
		    b. **PCR Covid-19 Test Abroad Result (if any)**
		
		v. It is **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the **"MySejahtera"** mobile application.
		
		vi. The applicant will be required to undergo another **PCR Covid-19 Test** by the Ministry

Last updated: 12 Aug 2020

			of Health (MOH). The cost of **PCR Covid-19 Test shall be borne** by the applicant.
		vii.	It is **COMPULSORY** to undergo a **FOURTEEN** (14) days **QUARANTINE** at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine **shall be borne** by the applicant.
		viii.	Failing to pay **ALL COSTS** or any **MONIES DUE** to the Government of Malaysia, applicant's active pass will be cancelled, blacklisted in Immigration system and issued with Notice of 'Not To Land' (NTL) for deportation.
		ix.	The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.
		x.	Permitted Malaysia Entry Points: a. Kuala Lumpur International Airport (KLIA) b. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile) c. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile)
3.	Expatriate / skilled worker / knowledge worker with an **ACTIVE PASS / EXITED MALAYSIA DURING MOVEMENT CONTROL ORDER (MCO)**, who is currently stranded abroad. **a) Employment Pass Category (EP II &**	i.	Application for entry permission for the applicant has to be submitted by the company, together with a Support Letter from the relevant Approving Agency or Regulatory Body according to their respective sector. The application must be submitted via MYEntry in ESD online system to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). Support Letter from the relevant Approving

Last updated: 12 Aug 2020

	EP III) b) **Professional Visit Pass (PVP)** c) **Dependants & Foreign Maids for (EP II & EP III)** d) **Long Term Social Visit Pass (LT-SVP) for (EP I, RP-T, EP II & EP III)**	Agency or Regulatory Body for **DEPENDANTS / LT-SVP / FOREIGN MAIDS** is not required. ii. The client charter for approval by the DGIM is **FOURTEEN** (14) working days from the date of the application submission. All applications that did not receive any response from the Immigration Department of Malaysia after **FOURTEEN** (14) working days upon submission, will be considered as rejected. iii. Entry permission for the applicant that can be approved by the DGIM are positions that have been assessed by the respective Approving Agency / Regulatory Body and categorized under key posts and technical posts. iv. Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an **Entry Approval Letter** for the applicant to the company, with copies sent to the Approving Agency or Regulatory Body, National Disaster Management Agency (NADMA), National Security Council (NSC), Malaysian Missions Abroad, Foreign Missions and related agencies. v. The company is responsible for sending and/or e-mailing the Entry Approval Letter to the applicant. vi. The applicant who is currently abroad with an expired pass is required to obtain a visa from the respective Malaysian Embassy / Consulate General / High Commission prior to entering Malaysia. A visa application is only applicable for nationalities that require a visa to enter Malaysia.

Last updated: 12 Aug 2020

		vii. **Prior to entering Malaysia**, the applicant who has obtained the Entry Approval is <u>**ENCOURAGED**</u> to undergo **PCR Covid-19 Test** abroad within **THREE** (3) days, and must be medically confirmed to be tested **negative** for Covid-19 It is also **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the "**MySejahtera**" mobile application before departure. The "MySejahtera" application enables the Ministry of Health (MOH) to monitor users' health conditions, and for them to be able to take immediate actions in providing the treatments required.
		
		viii. **Upon arrival in Malaysia**, the applicant must present to the Immigration Officer at the entry point;
		
		    a. **Entry Approval Letter**;
		    b. **Valid Pass / Approval Letter / Visa with Reference (VDR);** and
		    c. **PCR Covid-19 Test Abroad Result (if any)**
		
		ix. It is **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the **"MySejahtera"** mobile application.
		
		x. The applicant will be required to undergo another **PCR Covid-19 Test** by the Ministry of Health (MOH). The cost of **PCR Covid-19 Test shall be borne** by the applicant.
		
		xi. It is **COMPULSORY** to undergo a **FOURTEEN** (14) days **QUARANTINE** at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine **shall be borne** by the applicant.

Last updated: 12 Aug 2020

		xii.	Failing to pay **ALL COSTS** or any **MONIES DUE** to the Government of Malaysia, applicant's active pass will be cancelled, blacklisted in Immigration system and issued with Notice of 'Not To Land' (NTL) for deportation.
		xiii.	The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.
		xiv.	Permitted Malaysia Entry Points: a. Kuala Lumpur International Airport (KLIA) b. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile) c. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile)
4.	**NEW APPROVED PASS APPLICATION for** expatriate / skilled worker / knowledge worker who is currently abroad. a) **Employment Pass Category (EP II & EP III)** b) **Professional Visit Pass (PVP)** c) **Dependants & Foreign Maids for (EP II & EP III)** d) **Long Term Social Visit Pass (LT-SVP) for (EP I, EP II, EP III & RP-T)**	i. ii.	The company may submit the expatriate's application through the relevant Approving Agency. The Approving Agency will process the new position application through their respective Expatriate Committee (EC). Prior to the entry permission application, company **is to obtain an Approval Letter from the Expatriate Committee (EC) as indicated in Para (i).** Application for entry permission for the applicant has to be submitted by the company, together with a Support Letter from the relevant Approving Agency or Regulatory Body according to their respective sector. The application must be submitted via MYEntry in ESD online system to obtain the decision of the Director General of Immigration Department Malaysia (DGIM). Support Letter from the relevant Approving Agency or Regulatory Body for **DEPENDANTS / LT-SVP / FOREIGN**

Last updated: 12 Aug 2020

			MAIDS is not required.
		iii.	The client charter for approval by the DGIM is **FOURTEEN** (14) working days from the date of the application submission. All applications that did not receive any response from the Immigration Department of Malaysia after **FOURTEEN** (14) working days upon submission, will be considered as rejected.
		iv.	Entry permission for the applicant that can be approved by the DGIM are the positions that have been assessed by the respective Approving Agency / Regulatory Body and categorized under key posts and technical posts.
		v.	Upon approval by the DGIM, the Expatriate Services Division (ESD) will issue an **Entry Approval Letter** for the applicant to the company, with copies sent to the Approving Agency or Regulatory Body, National Disaster Management Agency (NADMA), National Security Council (NSC), Malaysian Missions Abroad, Foreign Missions and related agencies.
		vi.	The company is responsible for sending and/or e-mailing the Entry Approval Letter from the DGIM and EC Approval Letter to the applicant.
		vii.	The applicant who is currently abroad with an expired pass but with a balance of previous Expatriate Committee approval must obtain an Entry Approval Letter from DGIM. **Refer to para (ii – vi).**
		viii.	The applicant to obtain a visa from the respective Malaysian Embassy / Consulate General / High Commission prior to entering Malaysia. A visa application is only

Last updated: 12 Aug 2020

		applicable for nationalities that require a visa to enter Malaysia.
		ix. **Prior to entering Malaysia**, the applicant who has obtained the Entry Approval is **ENCOURAGED** to undergo **PCR Covid-19 Test** abroad within **THREE** (3) days, and must be medically confirmed to be tested **negative** for Covid-19. It is also **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the "**MySejahtera**" mobile application before departure. The "MySejahtera" application enables the Ministry of Health (MOH) to monitor users' health conditions, and for them to be able to take immediate actions in providing the treatments required.
		x. **Upon arrival in Malaysia**, the applicant must present to the Immigration Officer at the entry point;

		a. **Entry Approval Letter**;
		    b. **Valid Pass / Approval Letter / Visa with Reference (VDR);** and
		    c. **PCR Covid-19 Test Abroad Result (if any)**

		xi. It is **COMPULSORY** for the expatriate to **DOWNLOAD AND INSTALL** the "**MySejahtera**" mobile application.
		xii. The applicant will be required to undergo another **PCR Covid-19 Test** by the Ministry of Health (MOH). The cost of **PCR Covid-19 Test shall be borne** by the applicant.
		xiii. It is **COMPULSORY** to undergo a **FOURTEEN** (14) days **QUARANTINE** at a Quarantine Centre stipulated by the National Disaster Management Agency (NADMA) and Ministry of Health (MOH). The cost of quarantine **shall be borne** by the applicant.
		xiv. Failing to pay **ALL COSTS** or any **MONIES DUE** to the Government of Malaysia,

Last updated: 12 Aug 2020

		applicant's active pass will be cancelled, blacklisted in Immigration system and issued with Notice of 'Not To Land' (NTL) for deportation.
		xv. The applicant is required to comply with the rules and regulations set by the Immigration Department of Malaysia.
		xvi. Permitted Malaysia Entry Points: a. Kuala Lumpur International Airport (KLIA) b. Immigration Checkpoint, Sultan Iskandar Building (BSI), Johor (Entry by automobile) c. Sultan Abu Bakar Complex (2nd Link), Johor (Entry by automobile)
5.	**NEW APPROVED PASS APPLICATION** for Expatriate / skilled worker / knowledge worker by non-registered ESD online Approving Agencies (e.g: Public Institutions of Higher Learning (IPTA), MIDA / IRDA approval). a) **Employment Pass Category (EP I, EP II & EP III)** b) **Professional Visit Pass (PVP)** c) **Dependants & Foreign Maids for (EP I, EP II & EP III)** d) **Long Term Social Visit Pass (LT-SVP)**	i. For Approval with **Employment Pass Category (EP I)**, please follow the guideline: a. **Scenario No. (2)**: **NEW APPROVED PASS APPLICATION** for expatriate who is currently abroad. ii. For Approval with **Employment Pass Category (EP II & EP III)**, please follow the guideline: a. **Scenario No. (4)**: **NEW APPROVED PASS APPLICATION** for expatriate who is currently abroad. iii. The company is responsible for sending and / or e-mailing the **Company Offer Letter** and **Acknowledgement Letter (AP)** issued by the Immigration Department of Malaysia to the applicant for the purpose of entry to Malaysia.

Last updated: 12 Aug 2020

	for (EP I, EP II & EP III)	
6.	Support Letter from Approving Agency and Regulatory Body	The related Approving Agency and Regulatory Body are responsible to assess and make decisions to the entry permission application submitted by the company, and to provide a Support Letter to the expatriate / skilled worker / knowledge worker who will be entering the country. The Support Letter from the Approving Agency / Regulatory Body must contain the following information: i. Name of the company ii. Nature of business iii. Justifications on the need to enter the country iv. Expatriate's information (name, passport number, nationality, passport expiry date) v. Position vi. Current active pass (if applicable) vii. Relevant supporting documents