

EMPLOYMENT PASS I/II PROCESS MAP

STEP 7: I-KAD ID CARD APPLICATION

The immigration authorities at Putrajaya issue i-Kad ID cards to foreign nationals holding Employment Passes. The i-Kad is optional, and allows travel within Malaysia without a passport. The application can be made at any time after the EP is endorsed in the foreign national's passport. The validity of the card follows the validity of the EP. Processing time: 1-7 days

STEP 6: EMPLOYMENT PASS ENDORSEMENT

Once the Employment Pass (and Dependent Pass) have been approved, the passport(s) of the principal applicant (and any accompanying dependents) must be taken to any Immigration Department office (such as the one at MDEC) for endorsement, and then collected after checking directly with the Immigration Department that it is ready. A multiple-entry visa with the same duration of stay as the EP is usually issued at the same time. The applicant can begin work after this step. Processing time: 3 days

STEP 5: ENTRY TO MALAYSIA

The applicant (and family) may now enter Malaysia with the Reference Visa or Entry Visa in their passport. The MDEC approval letter should also be presented on entry. The immigration authorities at the port of entry will issue a short-term social visit pass with duration of stay at their discretion. The Employment Pass must be endorsed in the passport before the expiry of this pass.

STEP 4: CONSULAR VISA APPLICATION

Once the principal applicant (and any accompanying dependents) has the Employment Permit approval letter, they can attend the Malaysian diplomatic post in their country of residence to obtain an Entry Visa or Reference Visa in their passports. Reference Visa application processing may take longer, but will avoid the Journey Performed fee of RM500 per person post entry. Processing time: 3-6 days

STEP 1: INITIATION

Client initiates the case with FGI. Client sends the documents listed on the checklist to FGI and FGI reviews and reverts with feedback.

STEP 2: LABOUR MARKET TEST

Employers must register with MyFutureJobs (3-5 working days) and place an ad for the job vacancy for at least 30 days before any EP application is submitted. Within three days of posting the advert, the employer must complete and submit the PAPD Form online. Within 30 days of posting the advert, there will be interview sessions between the employer representative and potential candidates. The employer must send a Hiring Outcome Report (HOR) to SOCSO (Social Security Organization). Within 30 days after the posting expires, the Expatriates Placement Committee will discuss the position and the outcome will be notified directly to the relevant Approval Agency

STEP 3: MDEC APPROVAL

Provided that the company is registered with MDEC, the application and payment for approval to bring in a foreign national can be submitted online. Application for Dependent Pass for family members can be filed simultaneously with the Employment Pass. Approval or rejection will be notified via email to authorized personnel. For visa-required and other non-Commonwealth nationals, a Reference Visa (VDR) must also be requested through the portal when submitting the MDEC Employment Pass application. Processing time: 1 week

