

EMPLOYMENT PASS III PROCESS MAP

STEP 7: EMPLOYMENT PASS ENDORSEMENT

Within 30 days of arrival, the passport of the principal applicant must be taken to the MYXpats Centre, the ESD in Putrajaya or any Immigration Department office for endorsement with the Employment Pass. The applicable fees must be paid, then the Employment Pass approval letter, original passport and payment receipt must be submitted. A multiple-entry visa with the same duration of stay as the EP is usually issued at the same time. The applicant can begin working after this step.
 Processing time: 3-7 days

STEP 6: ENTRY TO MALAYSIA

The applicant may now enter Malaysia with the Reference Visa in their passport. The Reference Visa approval letter and the Employment Pass Approval Letter should also be carried with the passport. These should be reviewed and stamped by immigration at the port of entry on arrival. The immigration authorities at the port of entry will issue a short term social visit pass with duration of stay at their discretion. The EP must be endorsed in the passport before the expiry of this pass.

STEP 5: REFERENCE VISA CONSULAR APPLICATION

Once the applicant has received the Reference Visa approval letter, they will need to attend the Malaysian diplomatic post in their country of residence to obtain a single-entry Reference Visa in their passport.
 Processing time: 1 week

STEP 4: EMPLOYMENT PASS APPROVAL APPLICATION (ONLINE)

The Employment Pass application is submitted via the online portal of the Expatriate Services Division of the Malaysian Immigration Department. A Reference Visa (VDR) must also be requested through the portal when submitting the EP application. Approval or rejection will be notified online. If approved, the EP approval letter should be printed, presented on entry to Malaysia and used to apply for endorsement of the EP in the passport, and the Reference Visa approval letter can be emailed to the applicant in their home country, where it is used for the consular Reference Visa application.
 Processing time: 1-2 weeks

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: SALARY EXEMPTION APPROVAL APPLICATION

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 employing company must submit an online application to the Ministry of Home Affairs via the ESD portal, indicating the number of foreign national posts they require for the EP III category (paid below the standard minimum salary requirement), and providing a letter of justification for hiring foreign nationals in this category.
 Processing time: 2-3 weeks

STEP 3: 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

