

RESIDENCE PASS – TALENT NEW APPLICATION CHECKLIST

CHECKING FOR COMPLETENESS		REMARKS
A FOR PRINCIPAL		
1	A copy of the passport (all pages, including front and back cover, and in colour)	
2	Updated resume	
3	Copies of academic certificates* (original cert must be in English and certified true copy by the company's HR)	
4	Passport photo sized 3.5x5.0cm or 99x142pixels and light blue background	
5	Employment contract (Position — must be the same as stated in the Employment Pass), duly stamped by Lembaga Hasil Dalam Negeri Malaysia (Inland Revenue Board Of Malaysia)	
6	Latest Job Description (position must be the same as stated in the employment pass), printed on company letterhead	
7	Latest two (2) years' tax declaration slip (e-BE & EA Form) with proof of tax paid	
8	Latest three (3) months' salary slip	
9	No Objection Letter (NOL) from current employer (must be in Bahasa Malaysia)	
10	A copy of the local contact person's NRIC (MyKad) (the front and back, and in colour)	
11	Local Sponsor Form (filled in with local sponsor's details)	
12	Testimonials with company's letterhead	
13	Other supporting documents, eg recommendations from Regulatory Agencies (optional)	
B FOR SPOUSE AND CHILDREN (below 18 years of age)		
1	A copy of dependant's passport (all pages, including front and back cover, and in colour)	
2	Certified True Copy (CTC) of marriage/birth certificates by the embassy*	
3	Passport-sized photo with light blue background	
4	No Objection Letter from the Employer (applicable if spouse is currently working in Malaysia)	
5	Other supporting documents (if any)	
C FOR PARENTS / PARENTS IN LAW / COMMON LAW SPOUSE		
1	A copy of the SVP's passport (all pages, including front and back cover, and in colour)	
2	Certified True Copy (CTC)* of: <ul style="list-style-type: none"> I. RP-T applicant's birth certificate (if SVP is the applicant's parent) II. Spouse's birth certificate (if SVP is the applicant's parent-in-law) III. Affidavit on the relationship status issued by the embassy (if SVP is the applicant's common law spouse) 	
3	Passport-sized photo with light blue background	
4	Personal Bond Form (duly stamped by Lembaga Hasil Dalam Negeri Malaysia (Inland Revenue Board Of Malaysia and submitted within the 3-month validity from stamping date))	

5	Other supporting documents (if any)	
C FOR CHILDREN (18 – 24 YEARS OLD)		
1	A copy of the SVP's passport (all pages, including front and back cover, and in colour)	
2	Certified True Copy (CTC) of birth certificate*	
3	Statutory declaration issued by Commissioner of Oath and validated by the Embassy*(AM 80 Form)	
4	Passport-sized photo with light blue background	
5	Personal Bond Form (duly stamped by Lembaga Hasil Dalam Negeri Malaysia (Inland Revenue Board Of Malaysia and submitted within the 3-month validity from stamping date))	
6	Other supporting documents (if any)	

NOTE :

*Documents marked * must be translated into English and validated by the respective Embassies or High Commissions.*

Disclaimer: If required, additional documents not listed above will be requested.