

**Checklist for Employment Pass Extension**

Expatriate Name: \_\_\_\_\_ Passport No: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

School/HR Person in charge Contact No: \_\_\_\_\_

No.	Items	Copies	Tick (if Complete)
1	Immigration Forms DP11 ( <i>School Will Prepare</i> )*	1 Original	
2	Offer Letter (Certified True Copy By School Officer)	1	
3	Acceptance Letter (Certified True Copy By School Officer)	1	
4	B Attachment (Certified True Copy By School Officer) ( <i>School Will Prepare</i> )*	1	
5	Latest Income Tax Statement	1	
6	Original Agreement (Renewal Contract)	1 Original	
7	Copy of highest qualification academic (Certified True Copy By School Officer)	1	
8	Resume of Applicant (Certified True Copy By School Officer)	1	
9	Passport-sized photo (5.0cm x 3.5cm) with blue background	4	
10	Copy of passport (including empty pages) (certified true copy by School Officer) <b>*make sure the passport is still valid 18 Month</b>	1 (on A4 size paper)	

**Note: Employment Pass can apply for a Dependent Pass for family members.**

**: Employment Pass under 3<sup>rd</sup> Category are not allowed to apply for a Defendant Pass.**



JABATAN IMIGRESEN MALAYSIA  
 IMMIGRATION DEPARTMENT OF MALAYSIA  
 MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

DP11  
 LAMPIRAN 1(i)  
 PK(O) IM .F.03/FQ-01(i)

Tandakan (X) Dalam Petak Berkenaan / Mark (X) in Appropriate Box

Untuk Kegunaan Pejabat / For Office Use

A. MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

1. No. Cukai Pendapatan / Income Tax Reference No. **S 6 0 0 0 0 0 0 0**

2. Nama (seperti di dalam pasport) / Name (as stated in passport) **MIKE ALI**

3. Jantina / Gender  Lelaki / Male  Perempuan / Female

4. Tarikh Lahir / Date of Birth **21 / 08 / 1947**  
Hari/Day Bulan/Month Tahun/Year

5. Warganegara / Nationality **I R A N**

6. No. Pasport / Passport No. **Z 1 2 3 4 5**

7. Tarikh Tamat Pasport / Passport Expiry Date **27 / 12 / 2030**  
Hari/Day Bulan/Month Tahun/Year

8. Tempat Dikeluarkan / Place Of Issue

9. Tarikh Dikeluarkan / Date Of Issue **26 / 12 / 2020**  
Hari/Day Bulan/Month Tahun/Year

10. Tarikh Masuk Malaysia / Date Of Present Entry

11. Tarikh Tamat Pas Terkini / Date Of Expiry Current Pass  
(Bagi Permohonan Lanjutan / For Renewal Application)

12. No. Pasport Lama / Old Passport No.  
(Bagi Tujuan Pinda Pas atau lain-lain yang berkenaan / For Transfer/Endorsement of other purposes)

13. Alamat Tempat Bekerja di Malaysia / Working Address in Malaysia  
**SCHOOL OFFERINGS**

Poskod/ Postcode Bandar / City  
 Negeri / State

Agensi Pelulus / Approving Agency

JKPD/JKLPD  KDN  
 MIDA  SC  
 MDEC  BNM  
 SPA / SPA  LABUAN FSA  
 TA / CORP  ECERDC  
 IRDA  MAGIC  
 Lain-lain (Sila Nyatakan) / Others (Please State)

Lain-lain / Others

Pas Khas / Special Pass  
 Pinda Tempoh Sahlaku Pas / Amendment Validity Of The Pass  
 Pinda Pas / Transfer Endorsment  
 Journey Performed  
 Lain-lain (Sila Nyatakan) / Others (Please State)

Tampal Sekeping Gambar  
 Ekspatriat  
 (Berukuran pasport latarbelakang  
 putih)

Paste A Photo  
 Of Expatriate  
 (Passport size white background)

Permohonan Baru  
 New Application

B. AKUAN OLEH EKSPATRIAT / DECLARATION BY EXPATRIATE (FOR RENEWAL)

Saya ..... (nama pemohon) pemegang Pasport no ..... dengan ini membenarkan Ketua Pengarah Hasil Dalam Negeri memberi apa-apa maklumat cukai saya yang ada dalam simpanan Lembaga Hasil Dalam Negeri Malaysia diberi kepada Ketua Pengarah Imigresen Malaysia bagi maksud permohonan ini.

That I **MIKE ALI** ..... (name of the applicant), holder of Passport No. **212345** ..... hereby authorize the Director General Of Inland Revenue Board Malaysia to deliver any information relation to my tax kept by the Board to The Director General Of Immigration for the purpose of this application.

Tandatangan Ekspatriat / Signature of Expatriate :

Nama / Name : **Mike Ali**

No. Pasport / Passport No : **212345**

Tarikh / Date :

B. AKUAN OLEH MAJIKAN/ DECLARATION BY EMPLOYER

Saya memperakui bahawa maklumat/kenyataan di atas adalah benar ;  
 I hereby declare that the particulars/informations given above are true;

Tandatangan Majikan / Signature Of Employer :  
 Nama/ Name  
 No. MyKad/No. Pasport/ MyKad No./Passport No. :  
 Jawatan/ Position  
 Tarikh / Date

Cop Syarikat  
 Company's Stamp



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Nama/ Name

No. MyKad/No. Pasport/ MyKad No./Passport No. ;

Jawatan/ Position

Tarikh / Date

Cop Syarikat  
Company's Stamp