

## Checklist Form for Employment Pass (EP) & Dependent Pass

<b>Checklist Form for Employment Pass (EP) (2 sets of colour hardcopy)</b>	<b>Downloaded to see the sample (ctrl +click to follow link)</b>
1. Photo (5 cm x 3.5 cm) blue background	<a href="#"><u>Sample of Photo</u></a>
2. Passport photocopy colour <i>*Whole page including cover &amp; empty pages</i>	<a href="#"><u>Sample of Passport</u></a>
3. Academic Certificate	<a href="#"><u>Sample of Academic Certificate</u></a>
4. Resume / Curriculum Vite (CV) <i>*Maximum 5 pages (less is better)</i>	<a href="#"><u>Sample of Resume</u></a>
5. Sample of Release Letter <i>*Optional (For New Staff previously working in Malaysia)</i>	<a href="#"><u>Sample of Release Letter</u></a>
6. Employment Contract <i>*Offer Letter</i> <i>*Term &amp; conditions contract duly stamped by LHDN (validity within 3 months)</i>	<a href="#"><u>Sample of Employment Contract</u></a>
7. Job Description (JD)	<a href="#"><u>Sample of Job Description</u></a>
8. Payslip	<a href="#"><u>Sample of Payslip</u></a>
9. Tax LHDN (current only) <i>* Form BE</i> <i>* Form EA</i> <i>* E-Filing LHDN</i>	<a href="#"><u>Sample of Tax</u></a>

<b>Checklist Form for Dependent Pass (EP) (2 sets of colour hardcopy)</b>	<b>Downloaded to see the sample (ctrl +click to follow link)</b>
1. Photo (5 cm x 3.5 cm) blue background	<a href="#"><u>1. Sample of Photo</u></a>
2. Passport photocopy colour <i>*Whole page including cover &amp; empty pages</i>	<a href="#"><u>2. Sample of Passport</u></a>