



**DOKUMEN-DOKUMEN YANG DIPERLUKAN BAGI PERMOHONAN BARU (LABUAN FSA):**  
*DOCUMENTATION FOR NEW APPLICATION*

**PAS PENGGAJIAN (PP)**

*Employment Pass (PP)*

*Dependent Pass (DP)*

**PAS TANGGUNGAN (PT)**

**PAS LAWATAN SOSIAL (PLS)**

*Social Visit Pass (PLS)*

**SILA SUSUN DOKUMEN PERMOHONAN SEPERTI BERIKUT:**

*PLEASE ARRANGE DOCUMENTS AS FOLLOWS:*

**1. Borang DP10 – (Borang hendaklah ditaip).**

*Form DP10 – (This Form should be typed)*

**2. Borang DP11- muat turun melalui Laman Web Jabatan Imigresen M'sia- sila kemukakan 2 set.**

*Form DP11 – download from Malaysian Immigration Department website – please enclose 2 sets*

**3. Surat iringan dari syarikat (Covering Letter) – satu (1) salinan kecuali warganegara China diperlukan dua (2) salinan.**

*Covering letter from employer – one (1) copy except China nationality required two (2) copies*

**4. Surat kuasa dari syarikat bagi berurusan dengan pihak Imigresen yang memerlukan butiran : (Nama, No Kad Pengenalan, Nama Jawatan)**

*Authorization letter from company to the Immigration Department for liaising on the application process which require information of: (Name, Identity Card No., Designation)*

**5. Salinan surat kelulusan JKPD / MIDA / KPDN / CIDB / KPM / LABUAN FSA atau lain-lain agensi (ASAL)**

*Copy of approval letter from JKPD/MIDA/KPDN/CIDB/KPM/LABUAN FSA or other agent (Original)*

**6. Kontrak Kerja Asal (dimatikan setem RM10.00) keperluan dalam kontrak:**

a) Jawatan

b) Tempoh kontrak

c) Gaji bulanan

d)Tandatangan kedua belah pihak (Majikan dan Pegawai Dagang)

*Original Employment Contract (duly stamped RM10.00). Contract wordings requirement:*

a) *Designation*

b) *Duration of employment*

c) *Monthly salary*

d) *Signature of both employer and expatriate*

**7. Personal Bond untuk Pas Lawatan (Kerja Sementara) - Dimatikan hasil setem RM10.00**

**\*Penganjur dan saksi mestilah warganegara Malaysia.**

*Personal Bond for Visit Pass (Temporary Employment) – Duly stamped RM10.00*

*\* Sponsor and witness must be Malaysian*

**8. Personal Resume dan Sijil Akademik (Perlu mendapatkan pengesahan dari pihak**

**Syarikat/Kedutaan/**

**Penterjemah Mahkamah\* / Pusat Penterjemah Bahasa\*.yang diiktiraf (disahkan setiap mukasurat/**

**\*mana yang berkaitan.)**

*Personal Resume and Academic Certificate (Duly certified by Employer / Embassy /*

*Magistrate Interpreter\* / Language Interpreter Centre\* certified each and every page/*

*\*whichever applicable)*

**9. Salinan pasport bagi muka surat yang mempunyai cop.**

**\*Bagi warganegara China, Vietnam, Korea Utara, Cuba perlu disertakan dua (2) salinan (Perlu mendapatkan pengesahan dari pihak Syarikat / Kedutaan)**

*Copy of passport for pages with chop*

*\* Please enclose two (2) copies for nationality of China, Vietnam, North Korea & Cuba (Duly certified by Employer / Embassy )*

**10. Salinan kad pengenalan penganjur**

*Copy of sponsor identification card*

**11. 4 keping gambar pemohon bersaiz pasport (berlatarbelakangkan putih) dan dituliskan nama dibelakang gambar.**

*Four (4) passport-sized photographs (white background) with name written at the back of photograph*

**12. Salinan Sijil R.O.C (LOFSA-FORM 7) ,BENEFICIAL OWNER. Salinan Sijil Lesen untuk menjalankan perniagaan perbankan /insuran Borang 14,20,22,23,&24 (jika berkaitan-LABUAN FSA),**

*Copy of Certificate R.O.C (LOFSA-Form 7), BENEFICIAL OWNER, Copy of Business License Certificate to carry on business as financial institution/insurance & insurance related Form 14, 20, 22, 23 & 24 (applicable to LABUAN FSA)*

**13. Borang CP22 atau bukti Pendaftaran dengan Lembaga Hasil Dalam Negeri Malaysia (selepas kelulusan)**

*Form CP22 or proof of Registration with Inland Revenue Board (upon approval)*

**KEPERLUAN BAGI TANGGUNGAN:-**

*Requirement for Dependent:-*

**1. Surat iringan daripada Pegawai Dagang**

*Covering letter from Expatriate*

**2. Sijil Kahwin, Sijil Lahir, Sijil Kedutaan (Common Law Wife) & Custody Letter (Anak Angkat)**

**(Diterjemah/Disahkan oleh Penterjemaah Mahkamah/Pusat Penterjemaah Bahasa/Kedutaan sahaja)**

*Marriage Certificate, Birth Certificate, Embassy certificate (Common Law Wife) & Custody Letter (Adopted Child)*

*(Translate/Certified by Magistrate Interpreter/Language Interpreter Centre/Embassy ONLY)*

**3. Salinan paspot - bagi mukasurat yang ada cop (Disahkan Kedutaan)**

**Bagi warganegara China, Vietnam, Korea Utara, Cuma perlu disertakan dua (2) salinan.**

*Copy of passport – for pages with chop (Certified by Embassy)*

*\* Please enclose two (2) copies for nationality of China, Vietnam, North Korea & Cuba*

**4. Borang DP11A (2 keping) -Borang hendaklah ditaip**

*Form DP11A (2 copies), 2 passport-sized photographs – Form should be typed*

**5. 4 keping gambar pemohon bersaiz pasport dan dituliskan nama dibelakang gambar.**

*Four (4) passport-sized photographs with name written at the back of photograph*

**Nota: \*\* Dokumen sokongan bagi tanggungan hendaklah yang telah disahkan oleh majikan dan kedutaan negara pemohon, dinegara ini atau mana-mana mahkamah dinegara ini bagi membuktikan pertalian kekeluargaan mereka - PIM Bil.10/2005.**

*All supporting documents for dependent must be certified true copy by the Employer and the respective countries Consulate, in Malaysia or any other Magistrate in Malaysia confirming the relationship between the Expatriate and the Dependent - PIM Bil.10/2005*