



CHECKLIST FOR EMPLOYMENT PASS/WORK PERMIT APPLICATION IN LABUAN IBFC FOR LICENCE ENTITIES

The duly completed checklist is to be attached as part of the documentations submitted to Labuan FSA

(Please ✓ at the appropriate box and provide reason(s)/justification(s) for any non-submission)

No	Documents	To be completed by Applicant	For Labuan FSA use
1.	Submit duly completed application in PDF format via email to licensing@labuanfsa.gov.my		
2.	Processing fee of USD500 (normal processing) or USD1,500 (fast track processing upon acceptance by Labuan FSA). To provide official payment receipt generated from LEPAY as proof of payment. <i>*Please refer to notes no. 1 for Terms and Conditions of Fast Track Request</i>		
3.	Copy of executed employment contract duly stamped which must include but not limited to the following:- • Position (<i>Please refer to notes no. 2</i>) • Job Description • Basic Salary (minimum RM10,000 per month) • Office address where the expatriate will be stationed • Period of Employment		
4.	Copy of expatriate's passport for the following:- • Profile/biography page of the expatriate • Current employment pass (if applicable) • Cancellation of employment pass (if previously under the employment pass of Malaysian company including Labuan entity)		
5.	Copy of Due Diligence results of the Expatriates (<i>i.e. World-check results or its equivalent</i>) <i>*Please refer to notes no. 3</i>		
6.	For the expatriate from high-risk jurisdiction/classified as Political Exposure Person (PEP), please provide Enhance Due Diligence report from the trust company/insurance manager/licensed entity (i) Enhance Due Diligence report as prescribed under Guidelines on Anti-Money Laundering, Countering Financing of Terrorism, Countering Proliferation Financing and Targeted Financial Sanctions for		

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	Labuan Key Reporting Institutions from the trust company/insurance manager/licensed entity; and (ii) Letter/Statement of Good Conduct issued by relevant government agencies		
7.	Updated resume including the current position of the expatriate		
8.	Latest Organisation Chart which must include:- - Proposed expatriate position in the organisation - List of staff including all expatriates (including name, position and office address)		
9.	Statutory Declaration in Relation to Work Permit Application from trust company/insurance manager/licensed entity as per Appendix I		
Additional Documents for Life Insurance Broker			
1.	Duly completed summary of appointment for Financial Advisor/Business Development Manager as per Appendix II		
2.	Copy of relevant certificates for Financial Advisor and Business Development Manager/Coordinator		
Additional Documents for Renewal Application			
1.	Copy of the EA/BE Form issued by Inland Revenue Board of Malaysia		
2.	Copy of the latest three (3) months' salary slips duly certified by the employer		
3.	Copy of the latest three (3) months' bank statements duly certified by the bank		

Notes:

1) Terms and Conditions of Fast Track Request

- (i) Any request for fast track processing shall be made during the submission of application through email to licensing@labuanfsa.gov.my. Labuan FSA will not consider any request for fast track processing upon complete submission and acceptance of application through normal processing.
- (ii) Labuan FSA reserves the right to accept or decline any fast track request within seven (7) working days from the date of acknowledgement by Labuan FSA.
- (iii) The client charter for fast-track processing shall only commence upon compliance with all of the following:
 - (a) Submission of complete application;
 - (b) Acceptance by Labuan FSA of the fast track request; and
 - (c) Submission of official receipt for the payment of fast track processing fee.

- (iv) Payment of fast track shall be made together with normal processing fee upon acceptance of fast track request. The fast track processing fee will be forfeited should the applicant decide to withdraw after the fast track request has been accepted by Labuan FSA.
 - (v) Labuan FSA reserved the right to change the status of the application from fast track to normal processing. The applicant will be notified and the fast track fee paid will be refunded accordingly.
- 2) The application for work permit should be in respect of the following positions in a Labuan entity as specified by the Immigration Department of Malaysia:
- Top management, e.g. Members of the Board, Executive Director, Managing Director, Principal Officer, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer.
 - Professionals, e.g. Accountant, Lawyer, Consultant, Underwriter, Economist, Advisor, Engineer, Actuary, Trader (for those who employed under Labuan International Commodity Trading Company).
 - Technical experts, e.g. IT Specialist or other specialists related to Labuan trading activities.
- 3) If there is adverse report on the expatriates based on the due diligence checking, the company must provide evidence to confirm that the applicant is no longer subject to the adverse report.
- 4) Where documents are not in the national language of Malaysia or in English, please provide English-translated version of the documents, duly certified/notarized as per the requirement by the Immigration Department of Malaysia.
- 5) Renewal application must be submitted not less than **three (3) months** before the expiry of employment pass. Labuan FSA will not be responsible for any liability whatsoever for any loss whatsoever arising from late submission of application to the Immigration Department of Malaysia.
- 6) The checklist serves as general requirement of the application, Labuan FSA reserves the right to request for additional information to support the application.