

## **1. PASSPORT AND VISA REQUIREMENTS**

All persons entering Malaysia must possess valid national passports or other internationally recognised travel documents valid for travel to Malaysia. These documents must be valid **for at least six (6) months** beyond the date of entry into Malaysia.

Those with passports not recognised by Malaysia must apply for a document in lieu of the passport as well as a visa issued by Malaysian missions abroad.

Applications for visas can be made at the nearest Malaysian mission abroad. In countries where Malaysian missions have not been established, applications can be made to the nearest British High Commission or Embassy.

## **2. ENTRY INTO MALAYSIA**

### **2.1 Passes Issued at Point of Entry**

A visitor can obtain a visit pass for the purpose of a social or business visit at the point of entry provided he can satisfy Immigration authorities that he has a valid passport and visa (where necessary) which allows him to stay temporarily in Malaysia.

The types of passes issued are:-

#### **(i) Visit Pass (Social)**

Visit passes (social) are issued solely for the purpose of a social visit. A person holding a social visit pass cannot take up employment, business or professional work while in Malaysia.

#### **(ii) Visit Pass (Business)**

Business visit passes are issued to:-

- Owners and company representatives entering Malaysia to attend a company meeting or seminar, inspect the company's accounts or to ensure the smooth running of the company
- Investors or businessmen entering to explore business opportunities and investment potential
- Foreign representatives of companies entering to introduce goods for manufacture in Malaysia, but not to engage in direct selling or distribution
- Property owners entering to negotiate, sell or lease properties
- Foreign reporters from mass media agencies entering to cover any event in Malaysia
- Participants in sporting events

These passes **cannot be used for employment** or for supervising the installation of new machinery or the construction of a factory.

#### ***2.1.1 Conversion of Passes***

Foreign visitors who have entered Malaysia on social visit passes may apply to the Immigration department to convert them into business visit passes. This aims to assist foreign visitors who wish to undertake business activities in Malaysia.

Applicants wishing to undertake manufacturing activities can convert their passes through the Immigration department with a letter of recommendation from MIDA.

### **2.2 Passes Issued upon Arrival in Malaysia**

Other than applications for entry for the purpose of social or business visits, all applications for passes mentioned below must be made upon arrival in the country.

All such applications must have sponsorship in Malaysia whereby the sponsors agree to be responsible for the maintenance and repatriation of the visitors from Malaysia if necessary.

The types of passes are:-

**(i) Visit Pass (Temporary Employment)**

In Malaysia, foreign workers can be employed in the construction, plantation, services (domestic servants, workers in the hotel industry, trainers and instructors) and manufacturing sectors.

Applications from companies in the non-manufacturing sectors including services located in Peninsular Malaysia should be submitted to the Foreign Workers Division of the Ministry of Home Affairs. Only nationals from Cambodia, India, Indonesia, Kazakhstan, Laos, Myanmar, Nepal, Philippines, Sri Lanka, Thailand, Turkmenistan, Uzbekistan and Vietnam can be employed. For projects located in Sabah and Sarawak, applications for employment of foreign workers should be submitted to the respective state Immigration offices.

Approval is based on the merits of each case and subject to conditions that will be determined from time to time. Applications to employ foreign workers will only be considered when efforts to find qualified local citizens and permanent residents have failed.

To ensure that foreign labour is employed only when necessary, an annual levy on foreign workers is imposed. The levy for a foreign worker in the manufacturing, services and construction sectors is RM100 per month while the levy is RM30 per month for the domestic help and plantation sectors.

**(ii) Employment Pass**

This is issued to foreigners who enter the country to take up a contract of employment with a minimum period of two (2) years.

The Malaysian Government is desirous that Malaysians are trained and employed at all levels of employment. Thus, companies are encouraged to train more Malaysians so that the employment pattern at all levels of the organisation reflects the multiracial composition of the country.

Notwithstanding this, where there is a shortage of trained Malaysians, foreign companies are allowed to bring in expatriate personnel. In addition, foreign companies are also allowed key posts (posts that are permanently filled by foreigners). An expatriate personnel who is transferred from one post to another within the same company will be required to obtain a new employment pass. His original employment pass will be amended to reflect the change in post. A new expatriate personnel replacing another must also obtain a fresh employment pass.

All employment passes are valid for the period approved for the post. However, for key post holders, employment passes will be issued on a five (5)-year renewable basis except in circumstances where:-

- the validity of the expatriate's passport is less than five (5) years
- the expatriate's employment contract is less than five (5) years, or
- the employer requires the services of the expatriate for less than five (5) years

Holders of employment passes will be issued with multiple entry visas valid for the duration of the employment pass.

**(iii) Visit Pass (Professional)**

This is issued to foreigners on short-term contract with any agency. The validity of the pass varies but it does not exceed 12 months at any one time.

**(iv) Dependent's Pass *(insert a link to \*\*)***

This is issued to wives and children of foreigners who have been issued with an employment pass. This pass may be applied together with the application for an employment pass or after the employment pass is approved. Wives and children of foreigners who enter the country on a visit pass (temporary employment or professional) will be issued a visit pass (social).