

CHECKLIST FOR CANCELLATION

Applicant's Original Passport

- The validity of the passport must be more than 12 months upon submission of application to eXpats Service Centre.
- The passport must have a minimum of 6 consecutive empty pages.

The new passport is required should the Employment Pass is in the old passport.

Original Immigration Form: DP 11 /DP11A

- Completed Form

In Section A, the company address, must be an approved address in the designated premises within MSC Malaysia Cyber cities and Cyber centres.

In Section C, the original employer's signature and company stamp are required.

Original Cover Letter for Cancellation

- Cover Letter for Special Pass / Overstay Clearance

For sample of letter, please visit eXpats website under Document Library : [Cover Letter for Special Pass](#)

Other Supporting Documents (Where Applicable)

To Exit Malaysia

- Travel documents i.e. Flight ticket, train ticket

Change of Employer in Malaysia

- Acknowledgement letter issued by MDEC.
- Poof of submission by approval agency i.e. MIDA, ESD, etc