

## CHECKLIST FOR TRANSFER OF ENDORSEMENT (TOE)

### Applicant's Original Old and New 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.

### 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 Passport Sized Photos

- 3 passport size (3.5 cm x 5.0 cm) with **BLUE** background.

### Original Cover Letter for Transfer of Endorsement

- Cover Letter for Transfer of Endorsement

*For sample of letters, please visit eXpats website under Document Library :*

*i) [Transfer Sticker From Old to New PPT - EP](#)*

*ii) [Transfer Sticker From Old to New PPT - DP](#)*

### Copy of report issued by Royal Malaysia Police (RMP) with original certification from RMP

- A copy of police report for loss of passport