

APPROVAL - CHECKLIST FOR DEPENDANT PASS

(Spouse/Children BELOW 18 years old (Biological/Adopted/Step Child) of Employment Pass holder
Disabled Children (no age limit)

Applicant's Passport

Full set copy of passports (including empty pages). Please ensure copies are clear and readable.

The validity of the passport must be more than 12 months upon submission of application for endorsement to Immigration Department. Hence, minimum requirement of passport validity upon submission of approval stage is 14 months.

The passport must have a minimum of 6 consecutive empty pages.

Undertaking Letter

Undertaking Letter : an assurance by one party to another party that they will fulfil the obligation that had been produced/submitted i.e. Marriage or birth certificates/affidavit/custody letter

For sample, please visit eXpats website under document library : [Undertaking Letter](#)

Marriage / Birth Certificates

Certified True Copy of marriage certificate (wife/husband) or birth certificate (children below 18 years old) by respective Embassy in Malaysia. If in OTHER LANGUAGES, please translate it into English before certification by respective Embassy in Malaysia OR Malaysian Embassy in the respective country

For CHINA, BANGLADESH and PAKISTAN Nationalities

To submit Original Certified True Copy (CTC) of marriage certificate (wife/husband) OR birth certificate (children below 18 years old) by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For IRAN, IRAQ and NORTH KOREA Nationalities

To submit Original Certified True Copy (CTC) of marriage certificate (wife/husband) OR birth certificate (children below 18 years old) by the Malaysian Embassy/High Commission/Consulate General in respective country OR respective Embassy in Malaysia.

For COLOMBIA Nationality

To submit Original Certified True Copy (CTC) of marriage certificate (wife/husband) OR birth certificate (children below 18 years old) by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia

All ORIGINAL certified true copy certificate that been submitted for approval purposes will be RETAINED and shall NOT BE RETURNED

Custody Letter is applicable for step children/ adopted children only

Custody letter : Legal arrangement under which one person (a guardian) has the legal right and duty of care for another.

Issued by Court and if in other languages, please translate into English before certification by the respective embassy in Malaysia.

Passport Sized Photos (for uploading purposes)

File Upload Requirements:

- a. Photo must have blue background with photo size of 35mm x 50mm`
- b. Size of photo must be in 99 x 142 pixels
- c. File size of photo must be less than 20kb
- d. File format must be in JPG or JPEG only

If Submit Separately: Copy of Principal/EP holder passport (New and Renewal)

- a. Identity (ID) page of the passport
- b. Valid Employment Pass (EP)