

APPROVAL - CHECKLIST FOR SOCIAL VISIT PASS (SVP)

(Parents / Parents In Law / Children ABOVE 18 Years Old (Biological/Adopted/Step Children)
/ Common Law Wife)

Copy of 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](#)

Birth Certificates for children above 18 years old

New Application

Certified True Copy (CTC) of birth certificate by the Malaysian Embassy/High Commission/Consulate General in respective country OR 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 birth certificate 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 birth certificate 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 birth certificate by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia.

Renewal Application

- Original letter from Commissioner of Oaths and confirmation letter from respective Embassy in Malaysia with regard to latest status (single, unemployed and under custodian of EP holder) is required for **every renewal**.

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

Proof of relationship with EP holder i.e. Affidavit issued by respective embassy in Malaysia, applicable for parents/parents in law ONLY

If in OTHER LANGUAGES, please translate it into English before certification by respective Embassy in Malaysia OR Malaysian Embassy in the respective country

- Affidavit refers to "Confirmation of relationship".
 Affidavit issued by respective Embassy/High Commission/Consulate General in Malaysia and copy of Employment Pass holder birth/marriage certificate.

For CHINA and BANGLADESH Nationalities

- To submit Original Certified True Copy (CTC) of proof relationship with EP holder 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 proof relationship with EP holder 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 proof relationship with EP holder by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia.

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.

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 and BANGLADESH Nationalities

- To submit Original Certified True Copy (CTC) of Custody letter 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 Custody letter 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 Custody letter by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia.

Letter from respective Embassy/High Commission in Malaysia/Consulate General for Common Law Wife**New Application**

- Letter issued by the respective embassy in Malaysia for "Confirmation of relationship." Certified True Copy (CTC) of Custody letter by the Malaysian Embassy/High Commission/Consulate General in respective country OR 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 Nationality

- To submit Original Certified True Copy (CTC) of proof relationship with EP holder 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 proof relationship with EP holder by the respective Malaysian Embassy/High Commission/Consulate General in respective country.

For COLOMBIA Nationality

- To submit Original Certified True Copy (CTC) of proof relationship with EP holder by the nearest Malaysian Embassy to Colombia, e.g. Malaysian Embassy in Peru OR respective Embassy in Malaysia.

Renewal Application

- Original letter from respective Embassy in Malaysia as proof of relationship is required for **every renewal**.

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)

Personal Bond affixed with RM10.00 revenue stamp and endorsed by Inland Revenue Board (IRB) with payment receipt

- Personal Bond : A bond required of a trustee, administrator, executor, guardian, conservator, or other fiduciary to protect against the loss caused by misconduct during the performance of the person A's duties.

For sample and security amount of Personal Bond, please visit eXpats website under document library : [Personal Bond.](#)