

CHECKLIST FOR SPECIAL PASS & OVERSTAY CLEARANCE

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 Special Pass / Overstay Clearance

- Cover Letter for Special Pass / Overstay Clearance

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

Special Pass Declaration Form

- Kindly fill-up each section and affixed with company stamp. The form needs to be printed on a plain A4 paper.
- Please ensure that the form is signed by the Applicant and not signed on behalf (except for Children below 18 Years old).

Please visit eXpats website under Document Library to download the form: [Special Pass Declaration Form](#)

Format A Form

- Format A is required should current pass is nearly OR has expired. The form needs to be printed on a plain A4 paper.
- Please ensure that the form is signed by the Applicant and not signed on behalf (except for Children below 18 Years old).

Please visit eXpats website under Document Library to download the form: [Format A Form](#)