

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 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.

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, please visit eXpats website under document library : [Cover letter for transfer of endorsement](#)

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

- A copy of police report for loss of passport

Payment

Bank Draft Payable to "KETUA PENGARAH IMIGRESEN MALAYSIA"

EMPLOYMENT PASS		CALCULATION
(i) Immigration Processing fee		(i) + ((ii) x (iii))
+		= RM125 + *MEV x **years
(ii) Multiple Entry Visa (MEV) (according to country)		* (Please refer to Visa Charges)
x		**Duration/years based on validity of current Employment Pass
(iii) Duration		
DEPENDANT PASS		CALCULATION
(i) Immigration Processing fee		(i) + ((ii) x (iii))
+		= RM50 + *MEV x **years
(ii) Multiple Entry Visa (MEV) (according to country)		* (Please refer to Visa Charges)
x		**Duration/years based on validity of current Employment Pass
(iii) Duration		

Sample calculation for Immigration charges:

Employment Pass

Indian nationality and Employment Pass valid till 26th September 2016. Submission made for TOE on 1st July 2015 (1 year 2 months validity of EP).

Calculation :

$$RM125 + (RM50 \times 2 \text{ years}) = RM225$$

Dependent Pass

Indian nationality and Dependent Pass valid till 26th September 2016. Submission made for TOE on 1st July 2015 (1 year 2 months validity of DP).

Calculation :

$$RM50 + (RM50 \times 2 \text{ years}) = RM150$$