



IN
COLLABORATION
WITH



CHECKLIST FOR ENDORSEMENT OF EMPLOYMENT PASS (EP)

COMPANY : _____
ROC NO. : _____
EXPATRIATE NAME : _____
PASSPORT NO. : _____
NATIONALITY : _____

| NO. | ITEM | CHECKLIST |
|------------------|---|-----------|
| DOCUMENTS | | |
| 1. | ENDORSEMENT FORM | |
| 2. | COVER LETTER / JUSTIFICATION LETTER | |
| 3. | PASSPORT COPY | |
| 4. | APPROVAL LETTER (printed from ESD system) | |
| 5. | DP11/ DP11A FORM (printed from ESD system) | |
| 6. | COMPANY AUTHORIZATION LETTER WITH COPY OF IDENTIFICATION CARD / PASSPORT BIO DATA PAGE PLUS LATEST VALID PASS | |

SUBMISSION OFFICER DETAILS

SUBMISSION OFFICER IN LoU: YES / NO

NAME : _____
IC / PASSPORT NO. : _____
SIGNATURE : _____
DATE : _____

***Please attach COPY OF SUBMISSION OFFICER MYKAD/PASSPORT*

RECEIVED STAMP:

| |
|--|
| Name & Stamp MYXpats Officer |
|--|