



1) Open ESD Acct.

-Company submits all related company information through the Expatriate Services Division (ESD), Immigration Department of Malaysia at esd.imi.gov.my

2) Submission/Immigration Process.

- Create account by clicking “Registration” and fill in the necessary information. Click the activation link sent to the email address registered in the system.
- Log in using the login id and password created. Submit related company information and company projection of expatriates required for the year.
- Verification and validation of the submitted information
- Status notification will be sent via the ESD system with further instructions.

3) **Approved** company may now proceed for company activation(Sign LOU) / **Reject:** Appeal(will start process again)

4) **Company signs Letter of Undertaking (LoU)** and receive further access to the ESD’s portal services.

5) Account Open

-Approved companies need to schedule appointment via the ESD online system

6) Process Application Permit(EP/PVP)

-Print a copy of Letter of Undertaking (LoU) from the ESD online system onto the company’s official letterhead and complete the information required.

-One of the company's directors as stated in the SSM is required to be present at a scheduled appointment at the ESD, Immigration Department of Malaysia for the following actions:

- MyKAD/ Passport of the company director will be requested for identification purposes.

- Official LoU to be signed and witnessed by Immigration Officer.

-After LoU signing is completed, company will be given further access to submit expatriate applications.

7) Approve - Issued approval and applicant can enter Malaysia

-Pay the applicable fee endorse the passport at MYXpats Centre and collect the passport once it is ready.

- Fill in the required information of expatriates and dependents (if applicable).

- Fill position by selecting through the list at "Position Setup".

- Upload all documents as required.

-Submit completed application. Notification via system will be sent to you upon receiving your application.

-Verification and validation of the submitted information.

-Status notification will be sent via system - approved or rejected. -Approved expatriates may now proceed to passport endorsement.

8) Submit expatriate applications/ Endorsement Permit

-Print the approval letter available online for download. Applicable fees will also be advised online.

-Walk in to the MYXpats Centre and submit the relevant documents for endorsement of Employment Pass sticker on passport.

-Payment for the applicable fees can be made at the MYXpats counter. payment

-Documents required during endorsement:

- Original passport

- Copy of approval letter

- Payment Receipt endorsement

-Endorsed passport(s) can be collected within 3 working days collection.

9) Complete.