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| **No.** | **Procedures for Malaysia EP application – For companies which fall under unregulated sector such as Business Management and Consultancy Firms with 100% foreign ownership** | **Time** |
|  | Healy Consultants Group PLC registers on the Expatriates Services Division website ([ESD](https://esd.imi.gov.my/portal/expatriates/myxpats/key-services/employment-pass/)) and creates an account for our Client’s company; | 1 day |
|  | Healy Consultants Group PLC purchases our Client’s company profile/information from [SSM website](https://www.ssm-einfo.my/index.php?id=login) and uploads this on the ESD portal. All documents purchased from SSM website must be with CTC; | 1 day |
|  | Healy Consultants Group PLC completes and submits the organization registration form provided by ESD; | 1 day |
|  | Healy Consultants Group PLC completes and provides all the relevant documents required from the Client as per the below checklist: | 1 month |
|  | ESD will revert multiple times requesting for additional information depending on our Client’s scope of business. This process takes up to 6 months depending on the requirements; | 3 to 6 months |
|  | Once the above process is completed, ESD will send to Healy Consultants Group PLC an approval letter with the login details for the ESD portal, organization facilitation package, printing and acceptance. Healy Consultants Group PLC will email these details to our Client; | 1 week |
|  | The person in charge from our Client’s Firm will then need to proceed with company activation by logging into the ESD account to complete the information requested. The company must submit the contact details for the person(s) who are in charge of the following:   |  |  | | --- | --- | | **Endoser**  This person must be an employee of the company either in the management level or human resource department's management level | A person who is authorised to sign the company documents for any communication with ESD. To request for any written changes on the company information or expatriates where applicable.  Endorsing an employment contract is the most common and widely known example, but an endorser is also required to complete such transactions as changes in the company details or changes in the authorized person who can do physical submission. | | **Company Login ID User**  This person must be an employee of the company.  This person can be the same person as the Endorser. | A person authorised to submit all information with regards to your company through the online ESD portal. To submit all expatriates’ details and relevant documents for the application of immigration passes through the online ESD portal.  To ensure all requests from ESD are furnished in a timely manner.  This person must ensure that all information and/or documents furnished do not contain any false, untrue or inaccurate statement or omit to state any facts, the omission of which would make any statements made therein in the light of the circumstances under which they are made, misleading; | | **Submission Officer**  This person can either be an employee of the company or it can be a company appointed external 3rd party. | A person authorised by your company to submit and collect physical documents only for the purpose of ESD Services. | | 1 week |
|  | Once completed our Client will need to print the "Letter of Undertaking" on their company letterhead and get it signed by the director, endorser and submission officers, stamped with the company stamp and returned to ESD in Putrajaya Kuala Lumpur for further processing; | 1 week |
|  | Upon approval of the LOU, the ESD will roll out the company’s expatriates’ services portal and our Client can now submit EP applications; | 1 day |
|  | Our Client submits an application for the company’s expatriate annual projection via the ESD portal. The approval should be received within three working days; | 1 day |
|  | Once received, our Client will submit the application for each individual’s EP. See list of requirements below: | 1 week |
|  | Below are the samples of documents required for the application of EP: | 1 week |
|  | The fee for each EP application is RM318 (inclusive of 6% SST). Effective 1 June 2019, this fee will be increased to RM1,060 (inclusive of 6% SST) per application. The processing time is 5 working days; | 5 days |
|  | ESD may revert requesting for some changes or more information during the review process; | 5 days |
|  | Upon approval of the EP, our Client will proceed to initiate the pass endorsement process at Expatriate Services Division (ESD) Putrajaya, MYXpats Centre (Mutiara Damansara), or the respective State Immigration Office within 6 months from date of approval.  Once ready, the Endorser as per the company’s LOU is required to bring the following documents for issuance of the pass:   * Approval Letter (printed from ESD system); * DP11 Form (printed from ESD system); * Prepare the payment (this fee will depend on the number of years the EP is approved for and the exact amount required will be indicated on the portal); * Applicant’s original passport; * Company authorization letter with copy of Identification card (front and back) / Passport Bio data page plus latest valid pass. | 1 week |
|  | After the submission of all documents mentioned in note 15, the visa endorsement will be completed immediately, and the passport handed back to the endorser to give back to the respective applicant; | 1 day |
|  | The engagement is complete; | 1 day |