

**CHECKLIST FOR RE/RO**

**A. Application for RE/RO Status without Expatriate Posts**

1.	Three (3) sets of Application Form RE/RO-1	
2.	Certificate of Incorporation of Parent Company *	
3.	Latest Audited Financial Statement of Parent Company (2 years) – English version	
4.	Company Profile – English version	

**B. Application for RE/RO Status with Expatriate Posts**

1.	Three (3) sets of Application Form RE/RO-1	
2.	Certificate of Incorporation of Parent Company *	
3.	Latest Audited Financial Statement of Parent Company (2 years) – English version	
4.	Company Profile – English version	
5.	Certified true copy of Certificates of Academic Qualifications *	
6.	Resumes	
7.	Certified true copy of Passport *	

**C. Extension of RE/RO Status and/or Expatriate Posts \*\*\***

1.	Three (3) sets of Application Form RE/RO-2	
2.	Certificate of Incorporation of Parent Company *	
3.	Latest Audited Financial Statement of Parent Company (2 years) – English version	
4.	Company Profile	
5.	A copy of last one (1) year activity report	
6.	Valid tenancy agreement **	
7.	Last one (1) year EPF contribution slips of Malaysian staffs (if any)	
8.	Certified true copy of Certificates of Academic Qualifications *	
9.	Resume of expatriates	
10.	Certified true copy of Passport *	
11.	Income Tax Return Receipt for existing expatriates (optional)	

**Application for Additional/Replacement of Expatriate Posts**

1.	Three (3) sets of Application Form RE/RO-3	
2.	Latest Audited Financial Statement of Parent Company (2 years)	
4.	Company Profile ( if any)	
5.	Certified true copy of Certificates of Academic Qualifications *	} For expatriates
6.	Resume	
7.	Certified true copy of Passport *	

**NOTE:**

\* All documents must be certified true copy (CTC) by the NOTARY PUBLIC or COMMISSIONER FOR OATHS.

Foreign language documents need to be translated to English and certified accordingly. A photocopy of the academic qualification in the original language should also be submitted.

\*\* Tenancy Agreement to be stamped.

\*\*\* FOR extension of RE/RO applications, please ensure that you have submitted all the compliance documents annually.