

**Malaysian Investment Development Authority (MIDA)**

**C-SUITE**

**Checklist Documents**

 **(07.12.2023)**

**MIDA Sentral, No. 5, Jalan Stesen Sentral 5**

**Kuala Lumpur Sentral, 50470 Kuala Lumpur**

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| **CHECKLIST OF DOCUMENTS TO BE SUBMITTED TO MIDA** |

 **Name of Company:**

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| --- | --- | --- |
| **NO** | **DOCUMENTS REQUIRED** | **PLEASE****(√ / x)** |
| **1** | **Cover letter from Applicant Company for the non-citizen individual holding C-Suite** (MUST BE PRINTED on Company’s Letterhead)**STATING:**1. MIDA full address (as shown above)
2. Applicant’s full name
3. Applicant’s Passport number
4. Applicant’s Designation / Position in the company
5. Applicant’s tax filing number (if available)
6. Applicant’s residence address
7. Applicant’s contact number
8. Contact Details of the Company’s representative (if any)
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| **2** | **One (1) copy of the approval letter Special Tax Incentive (Relocation)** |  |
| **3** | **One (1) copy of the applicant’s PASSPORT (Full Pages)** |  |
| **4** | **One (1) copy of the applicant’s employment pass sticker**  |  |
| **5** | **One (1) copy of the applicant’s valid employment contract (stamped) with details of salary** |  |
| **6** | **One (1) copy of the Company’s Organisation Chart**(*Please indicate the applicant’s position)* |  |
| **Contact Person :**  | **FOR MIDA USE ONLY** |
| **Checked by: Date:****Notes:** |
| **Designation :** **Telephone : Email :** **Company’s stamp or seal : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

* Please submit the application to the respective Industry Division of Malaysian Investment Development Authority (MIDA).
* MIDA reserves the right to request for further details from the applicants, if necessary, and has the right to reject the application.
* Applicants/Companies found to be supplying false or misleading information or using bogus documents may face legal action.
* The final approval for the C-Suite application is subject to the assessment of Inland Revenue Board Malaysia (IRBM) in accordance with the relevant laws, regulations and policies in force. Once you receive the support letter, please submit the original endorsement letter together with relevant tax documents to IRBM.