**PROCEDURES AND GUIDELINES ON APPLICATION
FOR VISIT PASS**

A. INTRODUCTION

The Ministry of Home Affairs (KDN) on 17 April 2023 agreed that MIDA shall assess and grant approval for expatriate applications, including the Professional Visit Pass (PVP), under the MIDA integration with the Immigration main system. This builds on the earlier agreement by the Immigration Department of Malaysia on 23 September 2021, which authorised MIDA to evaluate and process PVP applications for all companies in the manufacturing sector. The approvals are in line with the Government's decision through the National Investment Council (MPN) Meeting No. 1/2023 chaired by the Prime Minister, which agreed to empower MIDA as the main investment promotion agency, strengthen the function of maintaining records and centralise the reporting of the investment information under one platform (single dashboard); to address investor issues promptly and to facilitate the investor's seamless journey.

The Professional Visit Pass (PVP) in Malaysia is a temporary visa allowing foreign professionals to enter the country for specific professional purposes, such as training, consultancy, or project-based work, including machine installation and stabilisation, on behalf of an overseas company. PVP holders are employed by overseas companies. The pass is valid for a maximum duration of 12 months and is not extendable.

In summary, the PVP is designed for temporary, non-permanent professional roles and does not confer long-term employment rights or immigration privileges.

B. OBJECTIVES

The objective of PVP is to allow foreign nationals to enter and stay in Malaysia temporarily to provide professional services, technical expertise or training without being employed by a Malaysian company.

Key Objectives:

1. Facilitate short-term professional engagements by foreign experts, consultants, technical personnel, or trainees.

2. Support knowledge and skill transfer and technology from foreign companies or institutions to Malaysian entities.

3. Enable specific project-based work such as installing, maintaining, or repairing machinery; conducting professional training or performing technical assessments or audits.

4. Accommodate internship or practical training for foreigners in Malaysian companies (under specific programme).

C. **ELIGIBILITY CRITERIA**

1. Sector - Manufacturing and selected services sectors[1]. The Malaysian sponsoring company must be within sectors regulated by MIDA.

2. Immigration status – Must not be on the Immigration Department of Malaysia's Suspect List or Blacklist (SLBL).

3. Security clearance – Must not have a criminal record under the Royal Malaysia Police's (PDRM) Security Clearance (BRI).

4. Employment status - Must be currently employed by overseas companies.

5. Passport Validity - Must possess a passport with a validity period of not less than 12 months.

6. Qualification - Possess recognised professional qualifications or specialised skills.

7. Services - Plan to provide services or undergo practical training with a Malaysian company on behalf of an overseas entity.

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[1] Manufacturing: All sub-sectors, with a focus on high-technology, automotive (EEVs/NxGVs), and aerospace Selected Services Sectors under MIDA's purview include: Global Services Hub (GSH), Representative/Regional Offices (RE/RO), R&D services, hotel and tourism projects, private higher education (science courses) and technical & vocational training institutions, oil & gas services, green technology (renewable energy, integrated waste management, EV charging stations, solar leasing), integrated logistics services (ILS), cold chain facilities (CCF), digital infrastructure, and smart logistics complexes (SLC).

8. Duration – Must not exceed a maximum stay of 12 months or as applied, whichever is lower.

9. Residence Intent - Must not have the intention to remain in Malaysia on a permanent basis

10. Employment Restriction - The pass is specific to the Malaysian sponsoring company. The PVP holders are NOT allowed to work for other companies (employers) in Malaysia.

11. Dependant Pass - PVP holders are not entitled to apply for a Dependant Pass.

D. **CHECKLIST**

No	Documents	Compulsory
1	Cover Letter - Official application letter with company letterhead from the Malaysian company approved by MIDA, and signed by the endorser as stated in the Letter of Undertaking (LOU) outlining the following information: a) INDIVIDUAL DETAILS • Name • Passport No. • Nationality • Highest Qualification • Major • Total Working Experience • Current Designation/Position Name in Foreign Company • Current Foreign Company Name • Address and Contact Number of Foreign Company • Position of Pass Applied • Duration of Pass Applied b) ASSIGNMENT DETAILS: • Justification for Application • Commencement Date • Assignment Duration • Assignment Details	/

No	Documents	Compulsory
	c) DETAILED WORK/TRAINING SCHEDULE OF ASSIGNMENT IN MALAYSIA: • Assignment Description with specific duration (ie 1 month, 2 months, etc) **Note:** **Each cover letter shall be prepared individually and specifically for each applicant.**	
2	Copy of Passport: All Pages (Full Booklet with Front & Back Pages with at least 6 empty pages) and at least 12 months validity.	/
3	Personal Bonds or Security Bonds requirement	/
4	K1 Forms (*Borang Kastam K1*) – for imported machinery/ equipment	/
5	Letter of Award (LOA) or Contract: If applicable, detailing the scope and duration of the professional engagement.	Optional
6	Memorandum of Understanding (MoU): If applicable, outlining the nature of the collaboration between foreign company(s) and Malaysian sponsor.	Optional

Note:
Documents in foreign language must be translated into English and certified as a true copy by the Embassy/ Notary Public/ Company Secretary.

E. **EFFECTIVE DATE OF APPLICATION**

All applications for PVP received by MIDA from **16 March 2026** will be evaluated through **MIDA Expatriate System via Xpats Gateway System.**

F. **APPLICATION PROCEDURES**

1. Sponsor Registration - Malaysian sponsors (companies registered in Malaysia) must register on the InvestMalaysia Portal if they have not already done so (**Appendix 1**).

   Online Application Submission - Application should be made by Malaysian sponsors online through **MIDA Expatriate System via Xpats Gateway System.** Applications must be submitted prior to the applicant's entry into the country.

2. Requirements – The sponsors must submit the application with complete information and upload all required documents based on the checklist.

   Any incomplete applications will not be considered and the sponsoring company may resubmit the application with the requested information.

3. Client Charter - processed within **15 working days (including Immigration work process)**, subject to application completeness.

4. Approval and Issuance - company will receive the digital approval notification for the PVP application and is responsible for applying for a visa either through the Malaysian Embassy/High Commission, Consulate General, or via eVisa (for countries that require a visa).

5. Entry to Malaysia - The technical experts should only enter Malaysia after PVP approval to avoid complications and violations of the Immigration regulations.

6. The final approval and PVP endorsement are subject to the requirements and conditions of The Immigration Act 1959/1963.

7. Processing Fees (exclude 8% SST):
   a) MIDA – RM1,200.00 is applicable for each PVP application;
   b) Immigration Department – RM180.00/RM360.00 (pass issuance) + visa fee (range between RM6.00 – RM50.00).

G. **INQUIRY**

For detailed information and clarification, please refer to:

● Related to **application process**;

Division   :   Industry Talent Management & Expatriate Division
E-mail   :   expatriate@mida.gov.my
Tel   :   +603-2267 3633

Or; refer to MIDA Website at www.mida.gov.my

● Related to **Immigration** process and assistance;

Division   :   Immigration Unit MIDA,
                   Invest Malaysia Facilitation Centre (IMFC)
E-mail   :   imigresen@mida.gov.my

PROCESS FLOW FOR PROFESSIONAL VISIT PASS (PVP) APPLICATION

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