

PROCEDURES AND GUIDELINES ON APPLICATION FOR EMPLOYMENT PASS (EP) FOR THE MANUFACTURING AND SELECTED SERVICES SECTORS

A. INTRODUCTION

MIDA has been mandated by the government in 2003 to evaluate and approve applications for expatriate posts in the manufacturing and manufacturing related services sectors (selected services). MIDA provides advisory and facilitation to investors via the approval of expatriate positions as a short-term measure to address the shortage of local talent to operate the approved investment projects. MIDA has also been authorised to sign the decision letters for expatriate post applications by the Immigration Department of Malaysia through its letter ref.: IM.101/HQ-F(S)/709/57/1 Jld. 3(10) dated 5 December 2007, effective from 1 January 2008.

MIDA has also been authorised¹ to assess and approve expatriate applications for Employment Pass (EP I, II, III) and applications for the Professional Visit Pass (PVP), under the MIDA Expatriate System, which is integrated with the Immigration Department of Malaysia's system (MYIMMs).

B. DEFINITION

- Employment Pass (EP) for manufacturing and selected service sectors, including companies with Representative/Regional Office (RERO) status, is a work permit issued to foreign professionals (expatriates) who intend to work in Malaysia and the application must be submitted through a registered company in Malaysia which act as the employer.

¹ This authorisation is in accordance with the conditions stated in the Immigration Department's letter Ref: IM.101/HQ - F(S)/980/1/1 Jld. 29(34) dated 23 September 2021 (refer to Appendix I), and the Ministry of Home Affairs' (MOHA) letter Ref: KDN.IM.S.600-1/3/11 Jld.15(14) dated 17 April 2023 (refer to Appendix II); and shall be read together with the letters from MOHA (NIISe Special Task Force) Ref: KDN.PMO.S.600-2/1/53 Jld.4(47) dated 20 May 2025 (refer to Appendix III) and MOHA letter Ref: KDN.IM. S 600-1/3/11 Jld 22 (7) dated 10 Julai 2025.

- There are two (2) types of expatriate posts processed by MIDA:
 - i. **Key Post** - is a permanent post for an expatriate that is essential for companies to safeguard their interests and investments. It is a high-level managerial post in tier 1 or 2 in foreign-owned companies.
 - ii. **Term Post** - is a temporary post for an expatriate with a specific period of time. The post requires qualifications and experience or skills/expertise related to the respective position. The main objective of the temporary post is to transfer technical know-how and expertise to local talent, with the position eventually being taken over by Malaysians.

- The consideration is given subject to the availability of expertise among Malaysians and efforts have been made by the employers to appoint Malaysians to fill the positions.

C. ELIGIBILITY CRITERIA

No	Criteria & Guidelines	Key Post	Term Post
1	Manufacturing and selected services sectors: <ol style="list-style-type: none"> a) Manufacturing sector – with Manufacturing License (ML)/ Interim Approval Letter/ Letter of Exemption from ML (ICA10); <ol style="list-style-type: none"> i. All sub-sectors b) Selected Services Sector – with MIDA Incentive/ Status/ Grant; <ol style="list-style-type: none"> i. Selected services sectors: <ul style="list-style-type: none"> - Operational Headquarters (OHQ) - Regional Distribution Centre (RDC) - International Procurement Centre (IPC) - Principle Hub (PH) - Global Operation Hub - Representative Office / Regional Office (RE/RO) - R&D company - Hotel & Tourism Projects - Technical & Vocational Training Institutions & Other Services 	/	/

No	Criteria & Guidelines	Key Post	Term Post
	<ul style="list-style-type: none"> - Medical Device Testing Laboratory ii. Other services (with MIDA incentives): <ul style="list-style-type: none"> - Oil & Gas Services - Clean Technology & Environment Management) - Integrated Logistics Services (ILS) - Integrated Market Support (IMS) - Central Utility Facilities (CUF) - Cold Chain Facilities (CCF) - Premium Outlets 		
2	Minimum paid up; <ul style="list-style-type: none"> a) 100% Malaysian Owned Company – RM 250,000; b) JV Company – RM350,000; c) 100% Foreign Owned Company – RM500,000. 	/	/
3	Foreign paid-up capital of at least RM1 million	/	X
4	Immigration status – Must not be on the Immigration Department of Malaysia's Suspect List or Blacklist (SLBL).	/	/
5	Tax payment status with LHDNM	/	/
6	JTK approval under Section 60(k) of the Employment Act 1955	/ (applicable for new application)	/ (applicable for new application)
7	MyFutureJobs advertisement – advertised vacancies prior to hiring expatriates, unless the position falls under the automatic exemption from advertising.	x	/ (applicable for new application)
8	Passport Validity – Must possess a passport with validity period of not less than 12 months.	/	/
9	Academic qualification – either Certificate or Diploma or Degree (and above)	x	/

No	Criteria & Guidelines	Key Post	Term Post
10	Working experience in related field for at least: a) Certificate – 7 years b) Diploma – 5 years c) Degree (and above) – 3 years	x	/
11	Minimum monthly basic salary <i>(excluding any form of allowance, incentive, bonus, fringe benefits, or other non-fixed payment)</i>	At least RM15,000	<ul style="list-style-type: none"> • At least RM5,000 (for selected services sector); or • At least RM7,000 (for manufacturing sector)
12	Localisation Plan for Malaysian to be identified and undergo training programme with a specified duration in preparation to take over the expatriate's position.	x	/

D. CHECKLIST

No	Documents	Compulsory
1	Copy of Manufacturing License (ML)/ Interim Approval Letter/ Letter of Exemption from ML (ICA10 Approval)/ Incentive Approval Letter/ Status Approval Letter/ Grant Approval Letter	(Information captured from MIDA InvestMalaysia)
2	JTK approval under Section 60K, Employment Act 1955 • Exempted if Renewal EP (with no changes in Job Title, Job Description and incumbent)	/
3	Advertisement with MyFutureJobs Exempted if fulfill one of the following:	/

No	Documents	Compulsory
	a) C-Suite & Key Posts (with MIDA Key Post approval letter before 15/6/2023); b) Minimum basic salary of RM15,000 and above; c) Investors/Shareholders/Owners; d) Corporate Transfers/ Placements / Trade Agreements (with corporate transfer letter from HQ overseas); e) Representative Office/ Regional Office (RERO) f) Renewal EP (with no changes in Job Title, Job Description and incumbent)	
4	Copy of Passport: All Pages (Full Booklet with Front & Back Pages with at least 6 empty pages) and at least 12 months validity.	/
5	Copy of the Employment Contract clearly specifying the expatriate's salary, employment duration, job title, and other relevant terms, duly stamped by LHDN	/
6	Copy of Certificates of Academic Qualifications / Full Academic Transcript <ul style="list-style-type: none"> ● MUST be translated to English by Institut Terjemahan Buku Malaysia (ITBM) or any recognised translator ● Certified True Copy by the Embassy/ Notary Public/ Company Secretary/ Director or HR Manager with official company stamp, name, signature and position) 	/
7	Updated Resume of Expatriate	Optional <i>(Key in information into system)</i>
8	Job Description of the expatriate's position applied	Optional <i>(Key in information into system)</i>
9	The latest organisation chart <ul style="list-style-type: none"> - clearly indicating current expatriates (name and position) and highlighting the expatriates (name and position) being applied for. 	/

No	Documents	Compulsory
10	Training programme/ schedule to Localise the Position (only for Renewal Term Post Application)	Optional (Key in information into system)
11	Copy of previous MIDA Key Post Approval Letter (dated before 15 June 2023)	/ (if any)
12	Letter to Justify the Requirement of the Position	Optional (Key in information into system)

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 EP received by MIDA will be evaluated through **MIDA Expatriate System via Xpats Gateway System.**

F. APPLICATION PROCEDURES

1. Company Registration - The registered company in Malaysia (employer) undertaking manufacturing or selected services activities regulated by MIDA, must obtain approval either **Manufacturing License (ML)/ Interim Approval Letter/ Letter of Exemption from ML (ICA10 Approval) or MIDA Incentive/ Status/ Grant** from MIDA through the InvestMalaysia Portal.
2. Online Application for Employment Pass (EP) Submission - Application should be made online through **MIDA Expatriate System via Xpats Gateway System. (Appendix 1)**
3. Requirements – The company must submit the application with complete information and upload all required documents based on the checklist. Any incomplete applications will not be considered; however, the company may resubmit the application with the requested information.
4. Client Charter - processed within **15 working days including Immigration work process**, subject to application completeness.

5. Approval and Issuance – company will receive the digital approval notification for the EP application. The final approval by Immigration Department is subject to the Immigration Act 1959/1963.
6. For rejected application, the company may resubmit the application without undergoing a Cooling-Off Period.
7. Processing Fees (exclude 8% SST):
 - a) MIDA – RM2,000.00 is applicable for each EP application;
 - b) Immigration Department – RM125.00 (process fee) + RM200.00 (Term Post)/RM300.00 (Key Post) (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 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 EMPLOYMENT PASS (EP)

