

	SENARAI SEMAK / CHECKLIST
	PERMOHONAN PAS PENGAJIAN (BARU / LANJUTAN) APPLICATION FOR EMPLOYMENT PASS (NEW / RENEWAL)

NAME OF APPLICANT : -----

FACULTY : -----

TELEPHONE NUMBER : -----

E-MAIL : -----

BIL. NO.	DOKUMEN YANG DIPERLUKAN REQUIRED DOCUMENTS	SALINAN NO. OF COPY
1	Gambar ukuran pasport (99X142 pixel, latar belakang biru)- reaksi muka neutral, pandang hadapan <i>Passport Photo size (99 x142pixel, Light blue background)- natural expression, facing straight</i>	1
2	Salinan berwarna Surat Tawaran dari UKM <i>Color Copy of Appointment Letter from UKM</i>	
3	Salinan berwarna pasport (Setiap muka surat) termasuk kulit keras pasport <i>Color Copy of Passport (All pages) including the passport booklet cover</i>	
4	Salinan berwarna Sijil Kelayakan Akademik tertinggi (Sarjana / PhD)- dicop dan tandatangan oleh pegawai daripada UKM fakulti/ institut yang melantik <i>Color copy of Highest Academic Certificates (Master / PhD) – Certified true copy (ctc) by officer from UKM faculty appointed</i>	1
5	Salinan berwarna Resume (mengandungi gambar pemohon) Sila rujuk maklumat yang diperlukan dibawah <i>Copy of Curriculum Vitae (must have applicant photo)</i> Please refer below the requirement details	1
6	Salinan Perjanjian Kontrak yang telah dimatikan setem di Lembaga Hasil Dalam Negeri (LHDN) <i>Copy of Contract Agreements which has been stamped by the Inland Revenue Board of Malaysia (Income Tax Office)</i>	
7	Permohonan Lanjutan 1- Salinan Penyata Cukai Pendapatan Tahunan Terkini a) Borang EC b) Borang BE c) Penyata kedudukan akaun LHDN dengan baki RM0.00 (sila lihat contoh di bawah) d) Resit bayaran tax (jika perlu bayar baki cukai taksiran) For Extension 1- Copy of the Latest Annual Income Tax Statement a) EC form b) BE form c) Latest penyata kedudukan akaun from LHDN with zero balance (please refer below sample) d) Tax payment receipt for paid tax (if have to pay balance of tax payable)	1
8	Penyata Gaji terkini 3 bulan (untuk lanjutan pas sahaja) <i>3 months latest salary statement (for renewal pass only)</i>	1
9	Surat pelepasan tempoh sah 3 bulan (jika diperlukan) <i>Release letter with 3 months validity (if applicable)</i>	1

Working Experience

For working experience section in CV, kindly include the following in the resume's working history, year to year duration until present inside and outside Malaysia) with details of:

- i. Company name: xxx
- ii. Duration: YEAR TO YEAR
- iii. Position held: xxx
- iv. Brief responsibilities: xxx

- If employed was unemployed during any period, please state too in the resume.
- The calculation of total working experiences are exclude for study, self employed , unemployed, trainee, internship, voluntary work, apprentice and part time work .

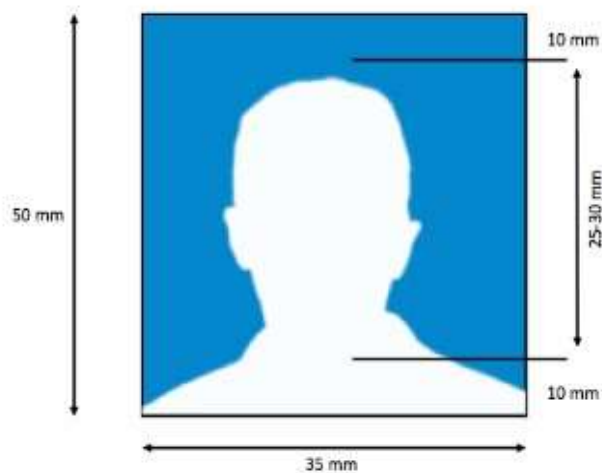
Please email the color softcopy documents to :

Email : farah_adibah@ukm.edu.my

MRS. FARAH ADIBAH CHE KAMARUDIN

**Pass and Visa Unit , Academic Management
Level 7 Pusanika Building , Universiti Kebangsaan Malaysia
Tel. No. : +603-8921 4925**

Sample of Photo



File Upload Requirement:

1. Size of photo must be in 99X142 pixels.
2. File size of photo must be less than 20kb.
3. File format must be in JPG or JPEG only.



Background colour must be Light Blue only.

Do not wear a hat or head covering allowed which obscures hair or hairline unless worn for religious purpose.

Taken in full-face view facing straight to the camera with neutral facial expression, both eyes open and mouth closed

Dark coloured clothing covering shoulders and chest.

Latest e - BE Year Assessment with zero balance

EXAMPLE !

e-Filing LHDNM
Mudah Tepat Selamat

PEMBAHASAN PENERIMAAN e-BE BAGI TAHUN TAKSIRAN 2016
ACKNOWLEDGEMENT RECEIPT e-BE FOR YEAR ASSESSMENT 2016

No. Sijil Number	0000000000
No. Cukai Pendapatan Income Tax No.	00000000000000000000
No. Pengenal Identification No.	00000000
Jumlah Pendapatan Total Income	RM000000
Pendapatan Bercukai Chargeable Income	RM000000
Jumlah Cukai Yang Dikenakan Total Tax Charged	RM000000
CUKAI KENA DIBAYAR TAHUN TAKSIRAN 2016 YEAR OF ASSESSMENT 2016 TAX PAYABLE	
Ansuran/Potongan Cukai Bulanan (PCB) telah dibayar untuk pendapatan tahun 2016 - SENDIRI dan SUAMI/ISTERI bagi taksiran bersama instalments/Monthly Tax Deductions (MTD) paid for 2016 income - SELF and HUSBAND / WIFE for joint assessment	
BAKI CUKAI TAHUN TAKSIRAN 2016 YEAR OF ASSESSMENT 2016 BALANCE OF TAX PAYABLE	
RM000000 ByrHASIL	
Pengakuan Dan Ditandatangani Oleh Declaration And Signed By	
No. Pengenal Identification No.	00000000
Tarikh dan Masa Date and Time	
25-Apr-2017 21:51:37	

Sekatan perjalanan ke luar negara akan dikuatkuasakan sekiranya baki cukai perlu dibayar tidak diselesaikan dalam tempoh.
Restrictions on travelling abroad will be enforced unless the amount of tax is fully paid within the period.

Terima kasih kerana menggunakan e-Filing LHDNM.
Thank you for using LHDNM's e-Filing.





JABATAN IMIGRESEN MALAYSIA
IMMIGRATION DEPARTMENT OF MALAYSIA
MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

DP11

Tandakan (X) Dalam Petak Berkenaan / Mark (X) in Appropriate Box

Untuk Kegunaan Pejabat / For Office Use

A. MAKLUMAT EKSPATRIAT / PARTICULARS OF EXPATRIATE

1. No. Cukai Pendapatan / Income Tax Reference No.	
2. Nama (Seperti di dalam pasport) / Name (As stated in passport)	
3. Jantina / Gender	☐ Lelaki / Male ☐ Perempuan / Female
4. Tarikh Lahir / Date of Birth	/ / Hari / Day Bulan / Month Tahun / Year
5. Warganegara / Nationality	
6. No. Pasport / Passport No.	
7. Tarikh Tamat Pasport / Passport Expiry Date	/ / Hari / Day Bulan / Month Tahun / Year
8. Tempat Dikeluarkan / Place of Issue	
9. Tarikh Dikeluarkan / Date of Issue	/ / Hari / Day Bulan / Month Tahun / Year
10. Tarikh Masuk Malaysia / Date of Present Entry	/ / Hari / Day Bulan / Month Tahun / Year
11. Tarikh Tamat Pas Terkini / Date of Expiry Current Pass (Bagi Pemohonan Lanjutan / For Renewal Application)	/ / Hari / Day Bulan / Month Tahun / Year
12. No. Pasport Lama / Old Passport No. (Bagi Tujuan Pinda Pas atau lain-lain yang berkenaan / For Transfer Endorsement or other purposes)	
13. Alamat Tempat Bekerja di Malaysia / Working Address in Malaysia	
Poskod / Postcode	
Bandar / City	
Negeri / State	

Agensi Pelulus / Approving Agency

☐ JKPD/JKLDP	☐ KDN
☐ MIDA	☐ SC
☐ MDEC	☐ BNM
☐ JPA / SPA	☐ LABUAN FSA
☐ TALENTCORP	☐ ECERDC
☐ IRDA	☐ MAGIC
☐ Lain-lain (Sila Nyatakan) / Others (Please State)	

Lain-lain / Others

☐ Pas Khas / Special Pass
☐ Pinda Tempoh Sahlaku Pas / Amendment Validity of the Pass
☐ Pindah Pas / Transfer Endorsement
☐ Journey Performed
☐ Lain-lain (Sila Nyatakan) / Others (Please State)

Tempat Selempang Gambar
Ekspatriat
(Berukuran pasport latarbelakang biru)

Paste a Photo
Of Expatriate
(Passport size blue background)

Pemohonan Baru
New Application

B. AKUAN OLEH EKSPATRIAT / DECLARATION BY EXPATRIATE (FOR RENEWAL)

Saya (nama Pemohon) pemegang Pasport No. dengan ini membenarkan Ketua Pengarah Hasil Dalam Negeri memberi apa-apa maklumat cukai saya yang ada dalam simpanan Lembaga Hasil Dalam Negeri Malaysia diberi kepada Ketua Pengarah diberi kepada Ketua Pengarah Imigresen Malaysia bagi maksud permohonan ini.

That I (name of the applicant) holder of Passport No. hereby authorize the Director General of Inland Revenue Board Malaysia to deliver any information relation to my tax kept by the Board to the Director General of Immigration for the purpose of this application.

Tandatangan Ekspatriat / Signature of Expatriate :
Nama / Name :
No. Pasport / Passport No. :
Tarikh / Date :

C. AKUAN OLEH MAJIKAN / DECLARATION BY EMPLOYER

Saya memperakui bahawa maklumat / kenyataan di atas adalah benar ;
I hereby declare that the particulars / informations given above are true ;

Tandatangan Majikan / Signature of Employer :
Nama / Name :
No. MyKad/No. Pasport / MyKad No./Passport No. :
Jawatan / Position :
Tarikh / Date :

Cop Syarikat
Company's Stamp