

## GUIDELINES FOR THE ESD

1. All of the document must be copied and send to us for the preparation.
2. Document marked with (\*) shall be given to us in a color copy.
3. The document will be processes upon COMPLETION of the documents.
4. Kindly take note that it will take approximately 5-8 weeks for the Company Registration completed processes and 3-4 weeks for the Candidates Submission to be approved by the ESD Department.
5. Upon approved, the Company's Director will be required to present themselves at ESD Department, Putrajaya to sign the 'Letter of Undertaking' in front of the ESD Immigration officer. The time and date of the appointment shall be booked based on the interview availability.
6. Just a gentle reminder, the person whom his/ her name is listed in the Form 49 ONLY is allowed to sign the 'Letter of Undertakings'.
7. Once the ESD account is activated, then only the Company will be able to submit the candidates and proceed with the DP11 and it will take another 3-4 weeks for the approval.

***\*\* A gentle reminder that the approval is depend solely on the Immigration department, and they might have the right to reject the application upon non-completed documents.***

## DP10 CHECKLIST

### A. *Company Registration Process*

- 1. *Form 9, 24 & 49 – To be certified by Company Secretary*
- 2. *M & A - To be certified by Company Secretary*
- 3. *All of the Directors IC AND Copy of Passport & Employment Pass (if any)*
- 4. *Company Latest Audit Report*
- 5. *Company Phone Bill (1 month)  
(\*Only the front page which consist of the Company's Address and Phone No.)*
- 6. *Company Income Tax No.*
- 7. *Company Tenancy Agreement/ Sales & Purchase Agreement*
- 8. *Company Profile  
(\*Consists of Company's Picture, Products and Processing)*
- 9. *Letterhead ( 10 pcs )*
- 10. *Company Business License*
- 11. *Company MITI / CJ2 License/ LMW License (If any)*

### B. *Candidate's Submission Process*

- 12. *\*Candidates Passport Copy (ALL pages)*
- 13. *\*Candidates Education Certificates – (ALL)*
- 14. *\*Candidates Testimonial Letter From Previous Employment*
- 15. *\*Candidates Passport Photo (BLUE Background) – 2 copy*
- 16. *\*Candidates Resume*
- 17. *\* Candidates 3 Months' Salary Slips & Income Tax – For RENEWAL PASS ONLY*