

**CHECKLIST FOR IKHTISAS APPLICATION  
 ( MANUFACTURING / SERVICE SECTOR )**

- 1  Company Registration Form (Certified True Copy)
  - Company M & A for Sdn Bhd
  - Form 9, 24 & 49 for Sdn Bhd
  - Form 13 (if applicable)
- 2  Company profile
- 3  Company Authorised Letter to UNIT PAS LAWATAN (IKHTISAS)
- 4  Company Application Letter to UNIT PAS LAWATAN (IKHTISAS) in Bahasa Melayu
- 5  Acceptance Offer Letter to foreign company on demand
- 6  IMM. 12 form
- 7  2 pieces of photograph for each applicant (passport size with white colour background)
- 8  Personal Bond with stamped duty RM10.00 for each applicant
- 9  Employment Contract by the company
- 10  Photocopy of Applicant's Passport
- 11  Training Schedule by the company
- 12  Academy / Professional Certificate

**\* Note: Form 24 & 49 must "Certified True Copy" by SSM**

**For office use:**

Documents Provided Date	Given By	Signed	Received Date	Received By	Signed	Documents Completion		
						Date	Incomplete Docs	Done
						1st		
						2nd		
						3rd		