

GUIDELINES FOR PART TIME WORK -MALAYSIA MY SECOND HOME PROGRAMME

A. APPLICATION PROCESS

1. Letter of Application by company/institute – detailing company/institute activities and Justification to the need to employ the MM2H participant;
2. Completed DP 10 Form (available in Immigration Department);
3. Latest Print Out from Companies Commission of Malaysia (Form 9, Form 24 & Form 49);
4. Business license from the local authority;
5. Letter of Offer detailing the following information;
 - Title of the post
 - Duration of the Employment Contract
 - Duration of working hour
 - Remuneration
7. A copy of resume by the applicant, which include the following information;
 - * Academic qualification
 - * working experiences
 - *skills or expertise acquired
8. Certified copy of the applicant's academic qualifications;
9. Certified copy of the applicant passport (pages with personal particulars);
10. Certified copy of applicant Malaysia My Second Home Social Visit Pass;
11. Supporting /recommendation letter from related agency (if applicable) :
 - Education – Ministry of Higher Education/Ministry of Education
 - Medical – Ministry of Health
 - Tourism – Ministry of Tourism
 - Aviation – Department of Aviation Malaysia
 - Manufacturing – Malaysia Industrial Development Authority
 - Information & Communication Technology
 - Banking, Financial & Insurance – Central Bank Malaysia
 - Securities & Futures Industries – Securities Commission

B. APPROVAL

Successful applicant will get the endorsement of "Permission To Work" in his/her passport from Immigration Unit, Malaysia My Second Home Centre, Level 6, Menara Dato' Onn, Putra World Trade Centre, Kuala Lumpur.

C. SUBMISSION OF APPLICATION

Completed application should be submitted to the following address :

Malaysia My Second Home Centre

Level 23, Menara Dato' Onn,
Putra World Trade Centre
No. 45, Jalan Tun Ismail,
50695 Kuala Lumpur
Malaysia .

Tel : 603 2696 3367/3354/3361/3366

Fax : 603 2698 8533

Website : www.mm2h.gov.my

Approval for employment will be given by the following Committee :

Expatriate Committee

Employment Pass Division
Immigration Department of Malaysia (Headquarters)
No. 15, Level 3, (Podium,)
Persiaran Perdana , Precinct 2,
62250 Putrajaya.
Website : www.imi.gov.my

D. PROCESSING TIME

21 working days from the date of submission.

Notes :

- Application is only applicable for participant aged 50 years old and above.
- Companies/institutes should submit their application by hand or by post.
- All copies must be certified TRUE COPIES OF ORIGINAL DOCUMENTS by EMBASSY /HIGH COMMISSION / SOLICITOR/ JUSTICE OF PEACE / NOTARY PUBLIC / COMMISIONER FOR OATHS / GOVERNMENT OFFICIAL.
- Where original documents are not in English, translation must be done by a qualified translator.
- Approval is subjected to the ability of the company concerned to show proof that the required skills or expertise are not available locally.