

NO.	CHECKLIST WORK PERMIT FOR LABUAN COMPANY (RENEWAL APPLICATION)
1.	Copy of Form 13 and/or Form 27
2.	Application and Recommendation Letter - <i>issued by Sponsor (Company Secretary)</i>
3.	Form DP 11
4.	Covering Letter and Authorisation Letter to Immigration Department Malaysia
5.	Original Copy of Employment Contract; Job Description; signed by both employer and employee – <i>stamped</i>
6.	Resume and Academic Certificates – <i>certified by Company Secretary/Embassy/Magistrate Interpreter/Language Interpreter Centre; whichever applicable</i>
7.	Copy of Passport (all pages) – <i>certified by Company Secretary/Embassies</i>
8.	Copy of Sponsor's NRIC – <i>Trust Officer</i>
9.	Copy of Passport-Sized Photographs
10.	Copy of EA Form and Income Tax Filing/IRB
11.	Statutory Declaration by Labuan Trust Company; related to work permit application; accompanied with a report; serves as an evidence that due diligence has been conducted i.e World-Check, KYC360 etc.
12.	Copy of latest/previous work permit issued by Immigration Department Malaysia – <i>if applicable</i>
13.	Copy of Letter to inform Immigration Department Malaysia on termination of latest/previous work permit – <i>if applicable</i>
14.	Details of Operational Office in Labuan; accompanied with Tenancy Agreement
15.	Details of Residential Address in Labuan; accompanied with Tenancy Agreement – <i>if applicable</i>

17.	Details of Kuala Lumpur Marketing Office; accompanied with Tenancy Agreement – <i>if applicable</i>
18.	Details of Residential Address in Kuala Lumpur; accompanied with Tenancy Agreement – <i>if applicable</i>
19.	Business Plan : <ul style="list-style-type: none"> • Description of Business Undertaken • Financial Forecast for 3 years • Business Market Segmentation • Organisation Chart • Others
20.	Copy of Salary Slips – <i>3 months</i>
21.	Copy of Bank Statements – <i>3 months</i>
22.	Copy of Latest Audited /Management Account – <i>Certified by Company Secretary</i>
23.	Copy of Invoices, Correspondences with counter parties etc. – <i>Certified by Company Secretary</i>

NOTE :

This checklist is not exhaustive and maybe updated continually. The Trust Company is advised to individually update the document upon any new requirement issued by ROC. Notwithstanding the checklist, ROC would also request for other supporting documents as and whenever deemed necessary as per case to case basis.