

MALAYSIA CHECKLIST FOR A VISA APPLICATION FOR COMMERCIAL VISITS

Documents to be provided by all visa applicants must be in English.		Yes	Remarks
1	Application form filled and signed by the applicant (2 Copies).		
2	Passport (Original and Copy) with at least 6 months validity.		
3	Two Current biometric photo (with a white background, taken in the last 6 months, with the face clearly visible, in 3.5 * 4.5 size).		
5	Proof of Travel: Round trip flight reservation (pre-reservation)		
6	Proof of accommodation: Hotel reservation (pre-reservation)		
7	Work documents to be prepared by the applicant himself/herself or the person providing him/her: <ul style="list-style-type: none"> - If employee: NOC from UAE Visa Sponsor (a company official or owner statement, which includes their contact details, offers the employee's position, start date of employment, off-duty dates, and guarantees that the employee will return to his/her country and workplace after his/her travel), payrolls for the last 3 months, and the company trade license, all of which will be obtained from the company he/she works for. - If company owner: The company's certificate of establishment and registration, the company's trade license, and the company bank account statement showing transactions for the last 3 months (sealed, signed). - If his/her spouse provides him/her: Documents requested from the above-mentioned employee or company owner regarding the providing spouse. 		
8	Documents showing the financial position: The updated bank account statement showing transactions for the last 3 months (sealed/signed/stamped). <ul style="list-style-type: none"> - If another person provides him/her; then the above-mentioned documents for the provider must be presented. 		
9	Documents requested from the inviting company: <ul style="list-style-type: none"> - Invitation written on the company's letterhead (it must include the reason for invitation, its duration, the person's commitment guaranteeing that he/she will return to his/her country after the travel, and his/her contact details). - The company's chamber of commerce registry, trade registry gazette, tax certificate. - The company's bank account statement showing transactions for the last 3 months. - If any, agreements made between two companies and invoices regarding purchases and sales. 		
10	Travel Agencies also require the following documents in addition to the above-mentioned documents: <ul style="list-style-type: none"> - Documents regarding the company organizing the travel - Travel agencies stamp on the top centre of the application form. 		
11	Visa fee: Payment for visa fee must be made in cash and preferably in exact change.		
12	Comments (if any):		

Applicant Signature

Date