

# LABUAN WORK PERMIT

## Fact Sheet

### Introduction

The application of Labuan work permits is to open for expatriates who work with a Labuan company.

### Eligibility Criteria

- ✓ The expatriate shall be paid a minimum salary of RM10,000 per month or its equivalent in any foreign currency.
- ✓ The application for work permit should be in respect of the following positions in Labuan entity as specified by the Immigration Department of Malaysia:
  - Top management, i.e. Executive Director, Managing Director, Principal Officer, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer.
  - Professional, i.e. Accountant, Lawyer, Consultant, Underwriter, Economist, Engineer, Actuary.
  - Technical expert, i.e. IT Specialist or other specialists related to Labuan trading activity.
- ✓ The applicant should have the corresponding competencies or relevant working experience related to the position.

### Operational Requirement

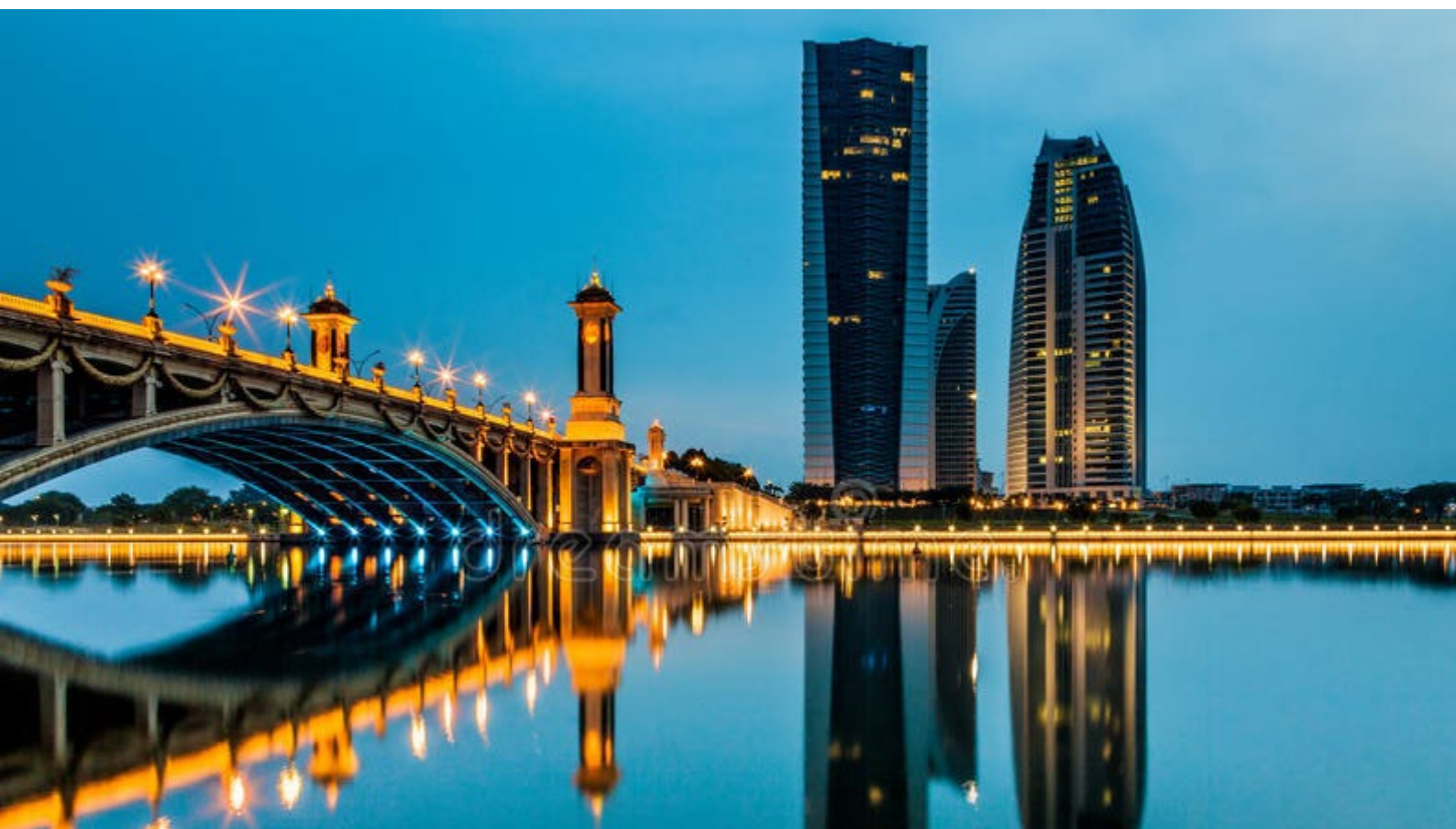
- The applicant is required to provide the address of the company/ employer's operational office in Labuan.
- The applicant's employer required to upfront 2 years company government fee while submission for work permit application.

### Document required – Employment Pass: -

1. **Certified true copy of whole passport book** of employees including empty pages (to be certified true copy by the Embassy of Home Country) [NOTE: 2 sets of certifications required for China (PRC, Iraq, and North Korea nationality.)]
2. **Four (4) pieces** passport size colour photos of employees with **white background**
3. Personal Resumes (giving personal particulars, professional/educational qualifications and working experience) **with the supporting** profession / educational certificates of employee (to be certified true copy by the Embassy of Home Country)
4. Employment contract from the Labuan Company to employee stating the designation, remuneration, duration of contract and terms of employment – contract to be duly signed by both parties
  - a. Minimum remuneration of employee must be RM 10,000 per month.
  - b. Company Organization Chart.
  - c. Business Plan includes the following information: -
    - (i) Profile of the Labuan Company;
    - (ii) Description of business activity;
    - (iii) Manpower requirement;
    - (iv) Financial projections / forecast for three years; and
    - (v) Other relevant information that may support the application.
5. Applicant required to be present in Immigration department upon issued permit.
6. Maintain an operation office in Labuan.

## Document required for Dependant Pass:

1. Certified true copy of whole passport book of Dependant including empty pages (to be certified true copy by the Embassy of Home Country)
2. Letter from employee address to immigration office applying for the Dependant pass
3. Copy of marriage certificate, birth certificate or any other statutory document to evidence the relationship between employee and dependant(s) (to be certified true copy by the Dependant's country's embassy)
4. Letter from the school addressed to Labuan Immigration Department confirming that the dependant is studying in Malaysia (if applicable)
5. Four (4) pieces passport size colour photos of dependent with white background.



## HOW TO APPLY?

BBS Trust Int'l Limited can assist you for the Labuan work permit application.

Contact us now for a non-obligational consultation!

Email: [info@bbstrust.com](mailto:info@bbstrust.com) or Call: +603-4815 6718