

## MALAYSIA DOCUMENT CHECKLIST FOR A TOURIST VISA

Documents to be provided by all visa applicants must be in English.

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).
4. Proof of Travel: Round trip flight reservation
5. Proof of accommodation: Hotel reservation
6. Work documents to be prepared by the applicant himself/herself or the person providing him/her:
  - 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.

### 7. Documents showing the financial position:

The updated bank account statement showing transactions for the last 3 months (sealed/signed/stamped).

- If another person provides him/her; then the above-mentioned documents for the provider must be presented.

**8. Travel Agencies also require the following documents in addition to the above mentioned documents:**

- Documents regarding the company organizing the travel
- Travel agencies stamp on the top centre of the application form.

**9. Visa fee:**

Payment for visa fee must be made in cash and preferably in exact change.

**10. Comments (For Official Purpose only):**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Officer Signature \_\_\_\_\_

Date \_\_\_\_\_