

## **Checklist for Renewal of Passport**

The Nepali workers working in Malaysia whose handwritten passports are about to expire should submit the following through their respective companies, for the issuance of new passport.

1. Notification Letter to the Embassy of Nepal, Kuala Lumpur.
2. Nepalese citizenship certificate in original
3. Four passport size (*white background, 35mm X 45 mm size, without borders and at least 80 percent of face*) colour photographs of each applicant with name at the back.
4. Submit the original passport whose validity is about to expire.
5. Photocopy of the approval of the **calling visa** from Immigration Department of Malaysia. (*Please highlight the relevant names and passport numbers*)
6. Cover note of the insurance company, where the employee is insured. (*Foreign Worker Hospital and Surgical Insurance Scheme, Foreign Workers Compensation Scheme and any other applicable insurance schemes*).
7. **Employer** (*at least HR Manager with authorization letter from the Managing Director of the Chief Operating/Executive Officer of the company*) and all the workers should be presented in the Embassy upon submission for thumb print, signature and interview.
8. Signed **Employment Contract** between the Employer and the Employee (One as a sample).

### **Additional Documents for Lost Passport**

The following documents must be produced along with above mentioned documents:

- ❖ Police Report in English
- ❖ Letter from Immigration Office Malaysia to Embassy of Nepal
- ❖ Photographs of the place where passport lost.

### **Passport Fee:**

- Regular Renew ----- RM 310/-
- Lost or Damaged ----- RM 620/-
- 6p Temporary Passport: Renew----- RM 620/-

*Please note that it might take about 3 months for the delivery of the new passport (Machine Readable Passport--MRP).*