



DEPARTMENT OF MINERAL AND GEOSCIENCE MALAYSIA

CHECKLIST OF SUPPORTING DOCUMENTS FOR APPLICATION OF SUPPORT LETTER FOR EMPLOYMENT PASS THROUGH XPATS GATEWAY

List of documents to be included as supporting documents.

NO.	PARTICULAR OF APPLICANT	REMARK
1	COPY OF PASSPORT: ALL PAGES (FULL BOOKLET WITH FRONT AND BACK PAGES)	Full booklet of the passport including front and back pages.
2.	UPDATED RESUME	Updated and comprehensive resume, with detail information on qualification and experience.
3.	COPY OF HIGHEST EDUCATIONAL CERTIFICATES (CERTIFIED TRUE COPY)	Copy of highest academic qualification (PHD, Master, Degree, Diploma, Skill/ competency certificate). Translation copy (if issued in language other than Bahasa Melayu and English) endorsed by Copy of Online Verification Report issued by CHSI (China) (*optional or when requested).
4.	ORIGINAL EMPLOYMENT CONTRACT (WITH LHDN STAMPING)	Employment contract with LHDN's stamping.
5.	JOB DESCRIPTION	Detail job description
6.	PROOF OF MYFUTUREJOB ADVERTISEMENT	Approval letter or Approval letter of MYFuture Jobs Advertisement Exception by MYFuture Job, PERKESO
7.	APPROVAL FROM DIRECTOR GENERAL OF DEPARTMENT OF LABOUR OF PENINSULAR MALAYSIA	For new hiring only "Kelulusan Penggajian Pekerja Asing di bawah Seksyen 60K" by Department of Labour Peninsular Malaysia
8.	CERTIFICATE OF REGISTRATION	<i>Certificate of Incorporation of Public Company, Certificate of Incorporation of Private Company, Certificate of registration for non-profit organization, or other related document.</i>
9.	ORGANIZATION CHART	Organization chart, complete and clearly showing all positions and personnel.
10.	PREVIOUS OF JMG SUPPORT LETTER	For renewal application only or change of employer.
11.	RELEASE LETTER FROM PREVIOUS EMPLOYER	Change of employer
12.	OTHER DOCUMENT	1. Professional Practice Certificate from professional body, if any. *Document should be uploaded in Application Details section > Qualification details, Professional qualification.

		2. Copy of contract award/ letter of appointment as contractor/ subcontractor – if the company is not the mining lease holder and/ or company's name not been mentioned in the <i>Surat Kelulusan Skim Pengendalian Melombong</i> (SKSPM).
	MINING SECTOR	REMARK
13.	COPY OF MINING LEASE OR MINING LICENCE	Copy of Mining Lease or Proprietary Mining License, complete will appendices, for all related mineral tenements.
14.	COPY OF SURAT KELULUSAN SKIM PENGENDALIAN MELOMBONG (SKSPM)	Copy of SKSPM (Operational Mining Scheme Approval Letter), complete will appendices.
	QUARRY SECTOR	REMARK
15.	LICENCE (LESEN KECIL)	Quarry Licence or Licence issued by the State Government, latest 4C/4B permit of latest operational year, <i>Lesen Kecil/ Permit Kecil</i> (from the State's Forestry Department).
16.	COPY OF JMG SUPPORT LETTER FOR EXPLOSION	Quarry Scheme Approval Letter (SKSK) / Quarry License, Quarry Operational License (for states that have Quarry Rules) or "Surat Ulasan Teknikal" for the use of explosives issued by JMG (for states that have not enforced Quarry Rules). Complete document with appendices.
	MINERAL PREMISES/ MINERAL PROCESSING	REMARK
17.	COPY OF MINERAL LICENCE	Licence issued to possess, purchase, sell or store any minerals (*whichever applicable)
18.	COPY OF MINERAL PROCESSING LICENCE	Licence issued to carry out any mineral processing activities (*whichever applicable)

Inquiries and Additional Information

Applicant or employer/sponsoring company who have any questions or need further assistance regarding the requirements of regulatory agencies/Department of Mineral and Geoscience Malaysia (related information and documents) for the Mining, Quarrying and Mineral Processing Sector, can contact –

Techno Economic Unit, Mineral Economic Section,
Department of Mineral and Geoscience Malaysia
Level 8, Menara PJH
No. 2, Jalan Tun Abdul Razak
Presint 2, Putrajaya

Phone Number: 03-8871 6000