

GUIDELINES ON APPLICATION FOR LETTER OF SUPPORT FOR NEW/EXTENSION OF EXPATRIATE

1. Tour operating companies must submit letter requesting for new/extension of expatriates and justify the need for their services. (Applications for new expatriates must be made through tour operating companies. Personal applications will not be processed.)
2. Profiles of the tour operating companies must be attached with the applications.
3. Minimum paid up capital:
 - i) 100% Malaysian owned company : RM250,000.00
 - ii) Foreign and Malaysian joint venture : RM350,000.00
 - iii) 100% foreign company (inbound only) : RM500,000.00
4. Application must provide the followings:
 - i. Biodata of the expatriates
 - ii. Photographs and passports of the expatriates
 - iii. Profiles of the expatriates
 - iv. Employment offer letters to the expatriates from the tour operating companies
 - v. Target market
 - vi. Number of tourists to be handled
 - vii. Number of existing expatriates in the company
 - viii. Company's annual turnover
 - ix. Evidence that the positions have been advertised to locals
 - x. Complete supporting documents.
5. Application can only be considered for positions where local expertise unavailable.

Regulations for the application of Support Letter for Expatriates from the Ministry of Tourism

1. Limited to a maximum of **3 expatriates** at a time in the same company. Renewal should not exceed **2 times (a total of 5 years)**.
2. Expatriates are allowed only for the position of managerial/executive and above related to tourism, with a minimum salary of **RM5,000.00 a month**.
3. Possess **academic qualification** in tourism or other relevant fields with the position to be offered.
4. Satisfactory **health condition** verified by the employer.
5. The need for expatriates will be **evaluate** based on the following justifications by the employer:
 - a. Target market
 - b. Number of tourists to be handled
 - c. Number of existing expatriates in the company
 - d. Company's annual turnover
 - e. Evidence that the positions have been advertised to locals
 - f. Complete supporting documents.