

Malaysia My Second Home (MM2H) Programme

Application Guidelines Booklet

1. Renewal (Application for Extension – 5 Years)

Client Charter: 30 working days

Required Documents:

- Letter of application from the principal
 - Application letter from registered agent / MM2H license (if applicable)
 - Copy of MM2H registered agent's identification card (if applicable)
 - Copy of new passport (principal / dependent)
 - Copy of previous Social Visit Pass (MM2H)
 - Copy of old passport (principal / dependent)
 - Copy of principal's MM2H Social Visit Pass (if applicant is a dependent)
 - Form IMM.12
 - Form IMM.55
 - Copy of Conditional Approval Letter
 - Stamped Personal Bond form (mandatory if applying independently)
 - Health insurance (if below 60 years old)
 - Proof of family relationship (translated and authenticated)
 - MFII medical report
 - Latest Fixed Deposit account statement
 - Original confirmation letter from bank (tagged under lien)
 - Statutory declaration for dependents above 21 years old
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2. MM2H Termination

Client Charter: 3 working days upon complete document submission

Required Documents:

- Termination application letter from the principal applicant
- Termination letter from MM2H agent (if applicable)
- Copy of MM2H agent's licence or identification (if applicable)
- Copy of Conditional Approval Letter
- Copy of passport (principal and/or dependents)

- Copy of MM2H Social Visit Pass (principal and/or dependents)
 - Return flight ticket and/or exit stamp (if applicable)
 - Death certificate / will / relevant documents (if applicable to dependents)
 - Copy of Fixed Deposit (FD) certificate or official bank letter
 - Offer letter from school / university / college (if applicable)
 - EMGS or MDEC approval letter (if applicable)
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3. Fixed Deposit Withdrawal

Client Charter: 3 working days

Required Documents:

- Application letter from the principal participant
 - Application letter from MM2H registered agent (if relevant)
 - Copy of MM2H registered agent's identification card (if relevant)
 - Copy of Conditional Approval Letter
 - Copy of passport cover (principal/dependent)
 - Copy of latest MM2H Social Visit Pass (principal/dependent)
 - Payment receipt (medical/property purchase)
 - Sale and Purchase Agreement (S&P) or utility bill (property purchase)
 - Copy of Fixed Deposit certificate or latest bank letter
 - Latest bank statement for the fixed deposit account
 - Original confirmation letter from the bank (indicating lien status)
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4. Application for Add-On

Client Charter: 30 working days

Required Documents:

- Letter of application from the principal
- Application letter from registered agent/MM2H license (if relevant)
- Copy of MM2H registered agent identification card (if relevant)
- New passport (principal/dependent)
- Copy of previous Social Visit Pass (MM2H)
- Copy of principal's Social Visit Pass (MM2H) (if dependent)
- Old passport (principal/dependent)
- Form IMM.12
- Form IMM.55

- Copy of Conditional Approval Letter
 - Stamped Personal Bond form
 - Health insurance (exempt for age 60 and above)
 - Proof of family relationship (translated and authenticated)
 - MFII medical reports
 - Statutory declaration for dependents above 21 years old
 - Original confirmation letter from bank (tagged under lien)
 - Latest Fixed Deposit account statement
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5. Application for Foreign Domestic Helper (FDH / Maid)

Client Charter: 30 working days

Required Documents:

- Letter of application from the principal
- Application letter from registered agent/MM2H license (if relevant)
- PRA recruitment form (if not using a maid agency)
- Valid Private Employment Agency documents (SSM, JTKSM, KWSP, IC copies of representative & director)
- PRA Form 1 (1 copy)
- Form IMM.12
- Stamped Personal Bond form
- Employment contract (1 original, 1 copy)
- Copy of Conditional Approval Letter (MM2H)
- Copy of principal's passport and Social Visit Pass (MM2H)
- Copy of dependent's passport and current passport
- Copy of FDH passport
- Medical report from country of origin
- Proof of family relationship (marriage/birth certificate, translated and authenticated)
- Certificate of celibacy/divorce/death certificate
- Utility bills
- Sale and Purchase Agreement / Tenancy Agreement
- Latest 3 months principal bank statement
- Form for employing Muslim FDH (if relevant)
- Copy of employment contract between employer and FDH (Indonesia)
- Undertaking letter certified by JTKSM

Notes:

- For FDH Indonesia, only employment agencies may submit applications.
 - Countries of origin include: Indonesia, Philippines, Sri Lanka, Thailand, India, Laos, Nepal, Vietnam, Cambodia.
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6. Permission to Study (Dependent)

Processing Time: 14 working days (Client Charter)

Required Documents:

- Letter of application from the Principal MM2H holder
 - Application letter from registered MM2H agent/licence holder (if applicable)
 - Copy of MM2H registered agent identification card (if applicable)
 - Copy of Conditional Approval Letter
 - Copy of passport and Social Visit Pass (MM2H) – for both Principal and Dependent
 - Student Personal Data Form (to be completed)
 - Offer letter from the school or higher education institution in Malaysia
 - Proof of enrolment fee payment from the school
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7. Permission to Part-Time Work

Required Documents:

- Authorization Letter from the company (designation in company)
- Cover Letter explaining company activities and job justification
- Offer Letter from the company (must include duration of employment contract, working hours, and remuneration)
- Latest printout of Companies Commission of Malaysia Form 9, 24 & 49
- Business license from local authority
- Recommendation letter from relevant agency (if applicable):
 - Education – Ministry of Education
 - Health – Ministry of Health
 - Manufacturing – Malaysia Industrial Development Authority (MIDA)
 - Securities – Securities Commission
 - Banking / Financial / Insurance – Central Bank of Malaysia
- Advertisement in local newspaper / JobStreet for local citizen intake
- Completed DP10 Form
- Participant's resume
- Certified copy of participant's passport

- Personal income tax relief letter from Inland Revenue Board of Malaysia (LHDN) (for salary above RM10,000.00)
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8. Transfer of Endorsement (TOE)

Client Charter: 1 working day

Required Documents:

- Letter of application from the principal
 - Application letter from MM2H registered agent
 - Copy of MM2H registered agent's ID (if applicable)
 - Copy of Conditional Approval Letter
 - New passport (principal / dependent)
 - Old passport (principal / dependent)
 - Copy of previous MM2H Social Visit Pass
 - Copy of principal's MM2H Social Visit Pass (if the applicant is a dependent)
 - Form IMM.12
 - Form IMM.55
 - Stamped Personal Bond (for each dependent)
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9. Important Notes

- If your previous MM2H application was handled by an agent, it is advisable to liaise directly with your agent for assistance.
- If you wish to proceed independently but previously engaged an agent, a release letter from the agent is required before submission.
- If you handled your MM2H application independently from the beginning, you may proceed on your own without appointing an agent.

10. Submission of Application

All relevant documents must be submitted over the counter at:

Ministry of Tourism, Arts and Culture (MOTAC) MM2H Centre, Level 1, No. 2, Precinct 5, Putrajaya

Submission hours: 8:00 AM – 10:00 AM (working days only)

End of Booklet