



MALAYSIA MY SECOND HOME (MM2H) CENTRE
Ministry of Tourism and Culture Malaysia

NO. DOKUMEN	PK.(O).KPK.PSA.02 (L1) Pin.1
TARIKH KUATKUASA	11 APRIL 2014
MUKA SURAT	1 daripada 4

MALAYSIA MY SECOND HOME (MM2H) PROGRAMME
CHECKLIST FOR APPLICATION THROUGH MM2H LICENSED COMPANY

For agent use only
Please tick (✓)

For official use
Please tick (✓)

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|--------------------------|---|--------------------------|
| <input type="checkbox"/> | 1. Letter of Application (by the applicant);
<ul style="list-style-type: none">○ Include information on personal background, intention to join the MM2H Programme, if joining as a single or with family and briefly explain how applicant will support his/her stay in Malaysia (financial capabilities) | <input type="checkbox"/> |
| <input type="checkbox"/> | 2. A copy of resume by the main applicant which includes the following information:
<ul style="list-style-type: none">○ Academic qualification○ Working experience○ Skills or expertise acquired | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. One (1) copy of MM2H Application Form (downloadable from MM2H website)
Note: Form has to be completed individually for main applicant and all dependents. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Three (3) copies of IM.12 Form – Social Visit Pass
<ul style="list-style-type: none">○ One (1) original copy (form is downloadable from MM2H website); and○ Two (2) Photostat copies. Note: Form has to be completed individually for main applicant and all dependents. | <input type="checkbox"/> |
| <input type="checkbox"/> | 5. Four (4) coloured passport sized photographs (3.5 x 5.0 cm) | <input type="checkbox"/> |
| <input type="checkbox"/> | 6. Copy of Passport/ Travel documents
<ul style="list-style-type: none">○ One (1) copy with certification on personal particulars page (all pages)○ Two (2) copies of personal particulars page Note: Copy of the previous passport is required if main applicant/dependent(s) has renewed passport within the last 12 months | <input type="checkbox"/> |
| <input type="checkbox"/> | 7. Personal Bond
<ul style="list-style-type: none">○ Personal Bond is to be submitted for main applicant only○ Must be completed and signed by Malaysia who is one of the Boards of Directors/ Shareholders/ managing Director/ manager from the appointed MM2H licensed company. | <input type="checkbox"/> |



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IMPORTANT NOTES:

- All copies must be certified **TRUE COPIES OF ORIGINAL DOCUMENTS** by **EMBASSY/ HIGH COMMISSION/ NOTARY PUBLIC** and **COMMISSIONER OF OATHS REGISTERED IN MALAYSIA/ GOVERNMENT OFFICIAL**.
- Where original documents are not in ENGLISH, translation must be done by a qualified translator and CERTIFIED.
- Dependent(s) refer to:
 - Spouse
 - Children aged below 21 years (maximum 6 months before reaching 21 years old at time of application) and not married; and
 - Parent(s) of main applicant aged 60 years and above.
- Application to include parent(s) as dependents is to be submitted AFTER main applicant's application has been approved.
- All documents enclosed with the present application become the property of the Malaysia My Second Home (MM2H) Centre and will not be returned.

For APPROVED Participants:

- For dependents added after application has been approved, Personal Bond has to be submitted for each dependent.
- The Personal Bond Form must be stamped (RM10.00) by the Stamping Office in Inland Revenue Board of Malaysia
- The amount chargeable is according to Country of Origin of the applicant/ participant. Please refer to Rate of Security/ Personal Bond by Country.

8. Letter of Good Conduct from main applicant's relevant government agency

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9. Self declaration on main applicant's/ dependents health conditions – Form RB I
 (downloadable from MM2H website)

10. Certified copy of Marriage Certificate (if accompanied by spouse)

11. Certified copy of Birth Certificate/ legal documents (if accompanied by children/ adopted children/ stepchildren/ parents);

- Letter of Confirmation from Medical Specialist/ General Practitioner (if accompanied by children aged 21 years and above with disabilities).
- Statutory Declaration by main applicant to bear all expenses and financial requirements during stay in Malaysia for dependents.
- Legal custody documents (for sole custody) and letter of authorization from other parent (for divorced parents accompanied by children)

12. Certified Copy(s) of latest 3 months bank statement/ other related financial document(s) to indicate the financial capability to support stay in Malaysia;

13. Certified copies of latest 3 months payslip/ income statement (if employed/pension slip)

- The MM2H Centre would like to inform that effective 12 July 2012, all MM2H applications must submit bank account statements that shows the latest 3 months deposit for monthly income (either from salary/ rental/ interest earned/ shares) or government-approved pensions into the applicant's bank accounts

14. Financial Authorization Letter; to verify the financial documents with the relevant financial Institutions (downloadable from MM2H website)

APPLICATION CHECKLIST FOR MALAYSIA MY SECOND HOME (MM2H) PROGRAMME
- REQUIRED DOCUMENTS FROM APPOINTED MM2H LICENSED COMPANY

For agent use only

Please tick (✓)

For official use

Please tick (✓)

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| <input type="checkbox"/> | 1. Surat iringan daripada Syarikat Berlesen MM2H;
<i>Cover letter from MM2H licensed company</i> | <input type="checkbox"/> |
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Note : Licensed Company is required to summarize all financial information provided by applicant in the cover letter

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| <input type="checkbox"/> | 2. Salinan lesen syarikat berlesen MM2H yang masih sah tempoh
<i>One (1) copy of company's Mm2H license which is still valid</i> | <input type="checkbox"/> |
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| <input type="checkbox"/> | 3. Surat pengesahan wakil sebagai pekerja di bawah Syarikat Berlesen MM2H
<i>Letter of confirmation on employment of representative under the MM2H Licensed Company</i> | <input type="checkbox"/> |
| | o <i>Submissions of application by employees of the MM2H Licensed Company other than Managing Director/ Manager has to be included with the above letter confirming employment of that person.</i> | |

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| <input type="checkbox"/> | 4. Salinan kad pengenalan Lembaga Pengarah/ Pemegang Saham/ Pengarah Urusan/ Pengurus yang menandatangani Bon Peribadi.
<i>One (1) copy of the MyKad of Board of Director/ Shareholder/ Managing Director/ Manager who signed the Personal Bond.</i> | <input type="checkbox"/> |
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| <input type="checkbox"/> | 5. Borang kenyataan Penaja (perlu dilengkapkan oleh syarikat berlesen MM2H)
<i>Sponsor Declaration Form (must be completed by MM2H licensed company)</i> | <input type="checkbox"/> |
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| <input type="checkbox"/> | 6. Surat pengesahan daripada Bahagian Pelesenan Pelancongan, Kementerian Pelancongan Dan Kebudayaan Malaysia sekiranya tidak dapat mengemukakan lesen syarikat (jika syarikat masih dalam permohonan pembaharuan lesen atau perubahan syarat lesen).
<i>Letter of Confirmation from Tourism Licensing Division, Ministry of Tourism and Culture Malaysia if the MM2H license is not available (due to renewal or change of company's particulars)</i> | <input type="checkbox"/> |
| | o It is important that the appointed MM2H licensed company advises the client to fill out all the sections in the application form and include all relevant documents, as incomplete documentations/ false information will result in the application being rejected. | |