

## Malaysia Visa Checklist



### Personal Documents

- Current passport (minimum validity for 06 months until the planned date of return and minimum two blank pages for visa stamp) with all old passports.
- Two recent color photograph (size 3.5 X 5 cm) with white background but no cap and no sun glasses. Please note: photo should not more than 03 months old and should not be used in any of the previous visas. Applicant's ear must be visible in his/her photo.
- Birth certificate copy of children (if travel with family)
- Marriage certificate or divorce certificate copy (as per religion). Death certificate copy requires for widows. Please note: If applicant apply with family but his/ her name is not mentioned in the spouse's passport or vice versa then marriage certificate copy is mandatory.

### Professional Documents

- **For Business Person:** Trade license (renewal) and company's letterhead Pad (2 blank pages) require for Proprietorship, Partnership and limited company. (i) **Additional documents for Partnership:** Business agreement/deed copy. (ii) **Additional documents for Limited company:** Memorandum of article, certificate of incorporation, form XII, VAT, IRC and Membership certificate (If any).
- **Business card:** 02 pcs
- **For Employee:** No objection certificate (NOC), pay Slip / salary statement, GO and note verbal (for official passport holders)
- **For Student:** Student ID copy, school leave letter / Academic calendar.

### Financial Documents

- Bank statement & solvency certificate (original) with bank seal and signature of last 06 months for both company & personal. Balance should have minimum TK. 1,50,000 for single applicants and TK. 2,50,000 for family.

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## Overseas Documents (for business visit only)

- A letter of invitation from the host organization in Malaysia. Moreover, conference registration details must be described in the letter.
- A letter from your employer stating the reasons for your visit, contact details of the business parties involved and your employment contract.

## Visa Fee & Processing Time

- Malaysia E - visa fee with our service charge TK. 5,000. (Notary and translation charges are additional- if needed).
- Processing Time: Total 7-8 Working Days for tourist and 15-20 working days for business visa.

## Learn More:

## How long is a malaysia visa valid for?

A single-entry Malaysian visa is usually valid for one entry and for three months from the date of issue, while a multiple-entry visa can be valid for up to six months, with a maximum stay of 30 days on each entry.

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