



**TEMPORARY COUNTER SERVICE CLOSURE NOTICE
AT THE VISA, PASS & PERMIT DIVISION,
DEPARTMENT OF IMMIGRATION MALAYSIA
HEADQUARTERS PUTRAJAYA**

Please be informed that the counter services provided at the Visa, Pass & Permit Division, Department Of Immigration Malaysia Headquarters Putrajaya will be temporarily closed for renovation.

The closure will take place over two (2) months, commencing from 6th February 2017 to 7th April 2017.

All Social Visit Pass and Professional Visit Pass transactions can be done as in the appendix 1 to 3

Thank you.

APPENDIX 1

LIST OF SOCIAL VISIT PASS, LONG TERM AND SPECIAL PASSES TRANSACTION

- 1. Wife to a citizen**
- 2. Husband to a citizen**
- 3. Divorcee, widower or an abuse wife to a citizen**
- 4. Child, Stepchild to a citizen / child to a citizen
whose status of has not been determined /
Stepchild under the age of seven (7) years old.**
- 5. Cases for medical treatment**
- 6. Accompanying foreign patient who is receiving
medical treatment.**
- 7. Elderly foreign person**
- 8. Pending on court cases**
- 9. Wife and children under seven (7) year to a
Permanent Resident of Malaysia**
- 10. Widower / Divorcee to a Permanent Resident of
Malaysia**

Application for all the above transactions to be submitted to the nearest State Immigration Office.

APPENDIX 2

LIST OF SOCIAL VISIT PASS AND SPECIAL PASSES TRANSACTION

- 1. Short term Social Visit Pass**
- 2. Amendment on the validity period of a pass (shortening the pass)**
- 3. Transfer of endorsements**
- 4. Application for Visa With References**
- 5. Deposit refunding**
- 6. Interview Session for a long term Social Visit Pass**

Application for services in item number 1 to 5 can be submitted in 1Serve Unit at Level 2, Department Of Immigration Malaysia Headquarters Putrajaya.

Whereas ; application for item number 6 to be submitted at Level 1, Visa, Pass & Permit Division, Department Of Immigration Malaysia Headquarters Putrajaya

APPENDIX 3

LIST OF PROFESSIONAL VISIT PASS (PLIK)

- 1. G to G programmes (Government to Government)**
- 2. Religious Students (above 18 years old)**
- 3. Religious Students (below 18 years old)**
- 4. Islamic Religious Teachers**
- 5. FINAS / Model**
- 6. Practitioner / other religious workers**
- 7. Malaysian Bible Seminary**
- 8. Social Visit Pass for dependents of Professional Visit Pass holders**

Application for the above transactions to be submitted at Level 1, Visa, Pass & Permit Division, Department of Immigration Malaysia Headquarters Putrajaya