



Documents required for application for Non-Immigrant B visa at Penang

1. Passport (validity not less than 6 months & 2 blank visas pages) & its Copy, 2 recent photos (5cm x 5cm).
2. Copy of academic degrees or curriculum vitae.
3. Original letter of recommendation of company stating the reason for employment, position & salary.
4. Copy of the company's registration certified by authorized officer with purpose of business.
5. Copy of the company's commercial registration certificate.
6. Copy of list of company shareholders certified by authorized officer.
7. Copy of memorandum of company's regulation & articles of association.
8. Copy of the company's latest income tax statement. (Por Ngor Dor 50)
9. Copy of company's registration of value added tax. (Por Por 20, 01, 09)
10. Copy of VAT report latest 12 months. (Por Por 30)
11. Copy of the company's latest balance sheet & profit and loss statement.
12. List of expatriates & foreign workers employed by company. (specified by name, nationality & position)
13. In case of exporting company, bill of lading or bank statements indicating exporting transactions is required.
14. Copy of Work Permit. (If any)
15. W.P.3 Certification from Ministry of Labour. (If any)

Remarks :

Company documents must be signed by authorized managing director & affixed the seal of the company.

Applicant documents must be signed by applicant.