**Definition of Authorised Person**

**Endorser**

Chief Executive Officer (or equivalent) of the company or any officer of the company authorized by the Chief Executive Officer (or equivalent) to act on behalf of the company to appoint the Authorized Person for Expatriate Services and Authorized Person for Submission and Collection of Documents.

**Authorised Person for Expatriate Services**

1. Person(s) (officers of the company or third party) authorized by the Endorser to conduct the following on behalf of the company
2. To manage the application for Employment Pass and all related passes for the company's foreign knowledge workers (FKW) submitted through eXpats Service Centre;
3. To submit application of Employment Pass and all related passes, including all supporting documents through eXpats Service Centre;
4. To access and make relevant submission through the eXpats online system in relation to the company's FKW application;
5. To ensure that all information and/or documents submitted or to be submitted in relation to the company's FKW application through the eXpats System and the eXpats Service Centre do not contain any false, untrue or inaccurate statement.

**Authorised Person for Submission and Collection**

A person (officer of the company or third party) authorized by the Endorser to submit and collect physical documents in relation to the company's application for Employment Pass and all related passes for the company's FKW at the eXpats Service Centre.

**COMPANY LETTERHEAD**

Date: [ ]

Malaysia Digital Economy Corporation Sdn Bhd (389346-D)

c/o MSC Malaysia Facilitation and Services Department

eXpats Service Centre

2nd Floor, Prima 8,

Block 3508, Jalan Teknokrat 6,

Cyber 5, 63000 Cyberjaya,

Selangor Darul Ehsan.

Dear Sirs,

**AUTHORISED PERSONS FOR TRANSACTIONS RELATING TO EXPATRIATE SERVICES FOR FOREIGN KNOWLEDGE WORKERS IN ICT SECTOR**

**­­­­­­­­­­**

We refer to the above matter.

For the provision of the Expatriate Services (as defined in the aforesaid letter), please find below, the details of persons authorised to transact for and on behalf of our company (collectively, **“Authorised Persons”**), and the details of our company’s official correspondence address:

1. Authorised Person for Expatriate Services:
   1. Full name :
   2. NRIC / Passport no. :
   3. Designation :
   4. Contact no :
   5. E-mail address :
   6. Employee to your company/group of company: YES NO
   7. Specimen signature :
2. Authorised Person for submission and collection of documents:
   1. Full name :
   2. NRIC / Passport no. :
   3. Designation :
   4. Contact no :
   5. E-mail address :
   6. Employee to your company/group of company: YES NO
   7. Specimen signature :
3. Official Correspondence Address:

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Telephone No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Official Operational Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Website Address (URL) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Company’s Stamp :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We confirm that the information provided above is true and accurate. We further confirm that we shall be fully responsible for all transactions conducted by the Authorised Person(s).

In addition, we shall indemnify and hold harmless the Malaysia Digital Economy Corporation Sdn Bhd, its officers, employees, servants and/or agents from and against all costs, claims, damages, losses, expenses, demands, causes of action, proceedings of whatsoever nature, arising from, or to the extent contributed by our company, or by the Authorised Persons in conducting transactions relating to the Expatriate Services.

Yours faithfully

**[NAME OF COMPANY]**

-Signature-

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Endorser

(a) Full name :

(b) NRIC/Passport no :

(c) Designation :

(d) E-mail address :