


 UTS	Employment Pass New and Renewal Procedure	Doc. No:	UTS/HCAD/P21
		Revision No:	01
		Date:	10/07/24
		Page No:	1 / 6

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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	11/04/18	Establishment	00	Senior Manager, HCAD
2	10/07/24	Review the whole content	01	Manager, HCAD

 UTS	Employment Pass New and Renewal Procedure	Doc. No:	UTS/HCAD/P21
		Revision No:	01
		Date:	10/07/24
		Page No:	2 / 6

1.0 OBJECTIVE

The objective of this SOP is to describe and accelerate the process of Employee Pass Application so that it could approve within the time frame.

2.0 SCOPE

This scope of this SOP applies to Non-Sarawakian and Foreigner/Expatriate offered to work by the company.

3.0 REFERENCES

Sarawak Immigration Department

4.0 DEFINITIONS / ABBREVIATIONS

UTS : University of Technology Sarawak
HCAD : Human Capital and Administration Department

5.0 RESPONSIBILITY

- 5.1 The Manager of HCAD is responsible to ensure that this SOP is adhered to the steps required by the Sarawak Immigration Department.
- 5.2 The staff of HCAD is responsible to ensure that this SOP is adhered to the steps required by the Sarawak Immigration Department.

6.0 PROCEDURE

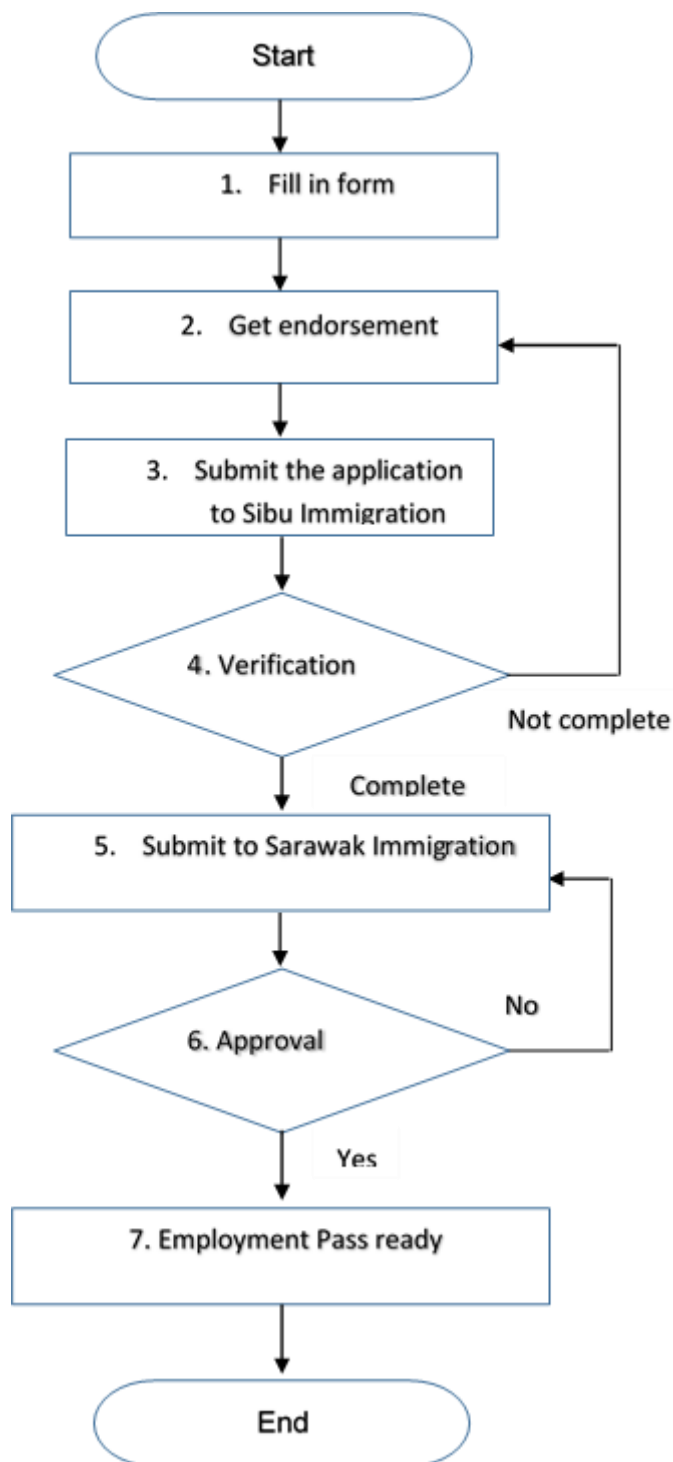
- 6.1 Refer to the process flow chart.




UTS

Employment Pass New and Renewal Procedure


Doc. No:	UTS/HCAD/P21
Revision No:	01
Date:	10/07/24
Page No:	3 / 6




 UTS	Employment Pass New and Renewal Procedure	Doc. No:	UTS/HCAD/P21
		Revision No:	01
		Date:	10/07/24
		Page No:	4 / 6

7.0 DESCRIPTION

NO	Description	Person in Charge	Document
1.	<p>Fill in the form</p> <p>1.1 The HCAD Staff need to fill in the form on behalf of the lecturer.</p> <p>1.2 HCAD to prepare the cover letter to be attached with the application</p>	HCAD Staff	<ol style="list-style-type: none"> 1. DP 10 Form 2. Form A 3. Summary form 4. Form for status of entry of the applicant 5. Borang Rujukan Imigresen 6. Cover letter
2.	<p>Get endorsement</p> <p>2.1 Registrar to endorse and sign on the form and Cover Letter as a sponsor.</p>	Registrar HCAD Staff	<ol style="list-style-type: none"> 1. DP 10 Form 2. Form A 3. Summary form 4. Form for status of entry of the applicant 5. Borang Rujukan Imigresen 6. Cover letter
3.	<p>Submit the application to Sibn Immigration</p> <p>3.1 First submission is to Sibn Immigration for verification and to get the "Akuan penerimaan.</p>	HCAD Staff	<ol style="list-style-type: none"> 1. Cover Letter 2. Resume 3. Education certificate 4. Authorization letter. 5. Staff identification 6. Copy of Mykad 7. Company registration form (form 9, 24) 8. Company's profile & e-info 9. Organization chart 10. Health declaration. 11. Support letter

 UTS	Employment Pass New and Renewal Procedure	Doc. No:	UTS/HCAD/P21
		Revision No:	01
		Date:	10/07/24
		Page No:	5 / 6

4.	<p>Verification</p> <p>4.1 Once the Sibul Immigration receive the application, person in charge will do the verification and key in the application into their system.</p> <p>4.2 Once the application is complete, person in charge will release the "Akuan penerimaan".</p> <p>4.3 If there is any incomplete documents, proceed to no. 2.</p> <p>4.4 If the document is complete, continue to no. 5</p>	Sibul Immigration	<p>1. Akuan Penerimaan</p>
5.	<p>Submit the application to Sarawak Immigration</p> <p>5.1 Once the application is verified by the Immigration, they will contact HCAD Staff to collect and submit it to Sarawak Immigration in Kuching. Together with the verified application is the "Akuan Penerimaan".</p> <p>5.2 The HCAD staff to get the acknowledgment of receiver from the person who receive the application. This is essential for follow up purposes</p>	HCAD Staff	<p>1. Complete set of application.</p> <p>2. Akuan penerimaan</p>

 UTS	Employment Pass New and Renewal Procedure	Doc. No:	UTS/HCAD/P21
		Revision No:	01
		Date:	10/07/24
		Page No:	6 / 6

6.	<p>Approval</p> <p>6.1 Sarawak Immigration will proceed with the application.</p> <p>6.2 If there any incomplete documents, back to no. 5</p> <p>6.3 If the application is approve, continue to no. 7</p>	Sarawak Immigration	1. Copy of cover letter with received stamp from Sarawak Immigration
7.	<p>Employment pass ready</p> <p>7.1 Sarawak Immigration to email the approval letter to HCAD Staff</p> <p>7.2 HCAD Staff to notify the Lecturer on the approval</p> <p>7.3 The lecturer to hand in the passport to HCAD Staff for sticker</p>	<p>Sarawak Immigration</p> <p>HCAD Staff</p>	<p>1. Approval Letter</p> <p>2. Passport</p>

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Copy of the cover letter	Human Capital and Administration Department	5 years
2	Copy of the application form	Human Capital and Administration Department	5 years
3	Personal file	Human Capital and Administration Department	Permanent