

REFRESHER COURSE · SERIES 1 / 2026

Preparation on Documentation *for the New MM2H Policy*

Malaysia My Second Home Programme



*Chief Executive Officer
Annie*

12 May 2026

Sunshine Harmony (MM2H) Sdn. Bhd.e

Today's Agenda

01



The Two Official Checklists

Application phase and after-approval (endorsement) phase — straight from MOTAC

02



Letter of Good Conduct (LOGC)

How and where to obtain it for each major source country

03



Relationship Documents

Marriage, birth & kinship — certification path explained

04



Certification Routes

Country-by-country: Hong Kong, China, Taiwan, Singapore

05



Common Pitfalls

What gets applications rejected — and how to prevent it

Why Documentation Discipline Matters

100%

complete applications only — incomplete files are rejected outright

RM 10,000

maximum fine under Section 56(1)(f), Immigration Act 1959/63 for false statements

5 years

maximum imprisonment for false reports or representations



The agent is the gatekeeper

Every applicant you submit on behalf of a client is run through **Royal Malaysian Police background screening** — checks for criminal records and watch-list entries. They do not review your documents; they screen the person.

Your job is the documents. Errors, missing pages, uncertified translations or expired LOGCs stall the file at the One Stop Centre. DIY applications are not permitted under the 2024 framework — under the **Tourism Industry Act 1992 (Akta 482)**, the licensed agent is the only channel between the applicant and MOTAC.

Two Acts Govern Your Work

Every MM2H file you handle sits at the intersection of two laws — one regulates you as a licensed agent, the other regulates the truthfulness of every document you submit.

AKTA 482

Tourism Industry Act 1992

Regulates you — the licensed agent.

S.5

Tourism enterprises must be licensed

Operating MM2H services without a MOTAC licence is an offence.

S.14

Display the licence

Original licence must be displayed at your principal place of business.

S.17

Notify changes

Any change in business information must be reported to the Commissioner.

S.36

Inaccurate declaration

Untrue or misleading declarations: fine ≤ RM5,000 or jail ≤ 3 years.

IMMIGRATION ACT

Act 155 / 1959/63

Regulates the documents — and the people in them.

S.56(1)(f)

False statements

Any false report, statement or representation: fine ≤ RM10,000 or jail ≤ 5 years, or both.

S.55B

Forged documents

Forging or altering an immigration document is a separate, more serious offence.

PASS

MM2H Pass under IM.12

The MM2H pass itself is issued under the Immigration framework, not under MOTAC.

VET

Police vetting

PDRM vetting of every applicant runs alongside the immigration review.

Role of the Licensed Agent



Consultation & Guidance

Advise on tier eligibility, financial thresholds, and the application process.



Documentation & Compliance

Ensure submissions are accurate, certified, and complete.



Liaison & Coordination

Bridge between client, MOTAC, Immigration, banks, and Malaysian missions.



Ongoing Support

Monitor application progress, push updates, and assist post-approval.

PROCESS FLOW

Five stages, end-to-end

01

Initial Consultation

Assess client eligibility

02

Document Preparation

Gather and validate

03

Application Submission

Timely & compliant filing

04

Follow-Up & Updates

Monitor and address issues

05

Post-Approval Support

Endorsement, FD, property

The Official Checklist Lives on motac.gov.my



How to find it

1

Go to motac.gov.my

Ministry of Tourism, Arts and Culture official portal

2

Open the MM2H Programme page

Announcement → Malaysia My Second Home Programme

3

Scroll to 'Reference'

Section II contains forms, guides and checklists

4

Download the latest checklist

Always re-download before each submission — versions change

KEEP THESE HANDY

Direct links & contact

Application checklist (PDF)

motac.gov.my → MM2H Programme → Reference → Application Checklist

OSC MM2H — One Stop Centre

03-8891 7689 · 03-8891 7644 · 03-8891 7696

mm2h@motac.gov.my

Malaysian missions abroad

kln.gov.my → Malaysian Mission

Use this directory to confirm which embassy / consulate certifies translations for your client's country.

This Is the Checklist — Straight from MOTAC

What you're looking at

Application Checklist

Malaysia My Second Home Programme

Source. Issued by Ministry of Tourism, Arts and Culture (MOTAC). Latest version updated 27.01.2025.

Where to download. motac.gov.my → MM2H Programme → Reference → Application Checklist.

Use the original. Always work from the latest PDF on the MOTAC site, not a screenshot or a forwarded copy. The checklist is updated periodically — yesterday's version may already be obsolete.

APPLICATION CHECKLIST
MALAYSIA MY SECOND HOME (MM2H) PROGRAMME
MINISTRY OF TOURISM, ARTS AND CULTURE

NO.	CHECKLIST (APPLICATION)	TICK (✓)
1.	IMMIGRATION PASS APPLICATION FORM [MALAYSIA MY SECOND HOME (MM2H)] (IM.12)	
2.	COPY OF PRINCIPAL'S PASSPORT (BIODATA PAGE)	
3.	COPY OF DEPENDENT'S PASSPORT (BIODATA PAGE)	
4.	PROOF OF FAMILY RELATIONSHIP (TRANSLATED AND CERTIFIED BY MALAYSIAN EMBASSY/ HIGH COMMISSIONER/ CONSULATE OR AT THE MALAYSIAN MINISTRY OF FOREIGN AFFAIRS)	
5.	LETTER OF GOOD CONDUCT (LOGC) / POLICE CERTIFICATE / POLICE CERTIFICATE / CERTIFICATE OF CLEARANCE • APPLICABLE FOR PRINCIPAL AND DEPENDENT AGE 18 YEARS AND ABOVE • THE LOGC MUST BE VALID FOR AT LEAST 6 MONTHS BEFORE EXPIRES • LOGC ISSUED FROM COUNTRY OF ORIGIN OR COUNTRY OF RESIDENCE ONLY	
6.	OTHER NECESSARY DOCUMENTS IF NEEDED	

ATTENTION:

1. ONLY COMPLETE APPLICATIONS ARE ACCEPTED.
2. ALL APPLICATIONS WILL GO THROUGH SECURITY SCREENING BY THE ROYAL MALAYSIAN POLICE.
3. ALL ORIGINAL DOCUMENTS MUST BE UPLOADED AND COPIES SHOULD BE KEPT FOR REVIEW.
4. ANY REPORT/ STATEMENT/ REPRESENTATION FOUND TO BE FALSE IS AN OFFENSE UNDER SECTION 56 (1)(f) IMMIGRATION ACT 1959/63 AND FINE MAY BE IMPOSED NOT EXCEEDING RM10,000 OR IMPRISONMENT NOT EXCEEDING 5 YEARS OR BOTH.
5. ALL DOCUMENTS NEED TO BE TRANSLATED IN ENGLISH AND CERTIFIED BY MALAYSIAN EMBASSY/ HIGH COMMISSIONER/ CONSULATE OR AT THE MALAYSIAN MINISTRY OF FOREIGN AFFAIRS.
LINK: <https://www.kln.gov.my/web/guest/Malaysian-mission>

FOR ANY INQUIRIES, PLEASE CALL US AT 03-8891 7689/ 7644/ 7696 OR EMAIL TO mm2h@motac.gov.my
ONE STOP CENTRE MALAYSIA MY SECOND HOME (MM2H)
MINISTRY OF TOURISM, ARTS AND CULTURE
MALAYSIA

UPDATED AS AT 27.01.2025

The Endorsement Checklist — Phase Two

What you're looking at

Endorsement Checklist

Used after the Conditional Approval Letter is issued

When it kicks in. Once MOTAC issues the Conditional Approval Letter (CAL), the file moves into the endorsement phase — this is where the visa is actually stamped into the passport.

The seven items. CAL copy, medical insurance (≤60 yrs), medical health report, oath declaration (dependents 21–34), security bond stamped at LHDN (RM10), receipts for security bond / process fees / fixed deposit, and any supporting docs.

Tier-specific FD. Platinum USD1m · Gold USD500k · Silver USD150k · SEZ/SFZ USD65k (under 50) or USD32k (50+) — all tagged LIEN.

ENDORSEMENT CHECKLIST
MALAYSIA MY SECOND HOME (MM2H) PROGRAMME
MINISTRY OF TOURISM, ARTS AND CULTURE

NO	CHECKLIST (AFTER APPROVAL)	TICK (✓)
1.	COPY OF CONDITIONAL APPROVAL LETTER	
2.	MEDICAL INSURANCE – APPLICABLE FOR AGE 60 YEARS OLD AND BELOW (DOMESTIC COMPANIES / OVERSEAS - WORLDWIDE COVERAGE)	
3.	MEDICAL HEALTH REPORT	
4.	OATH DECLARATION FORM – SINGLE AND UNEMPLOYED IN MALAYSIA (APPLICABLE FOR DEPENDENT AGE 21 YEARS OLD TO 34 YEARS OLD ONLY)	
5.	SECURITY BOND (STAMPED BY THE INLAND REVENUE BOARD OF MALAYSIA (LHDN)– RM10.00)	
6.	COPY OF RECEIPTS/ STATEMENTS FOR: (i) SECURITY BOND (ii) PROCESS FEES (iii) FIXED DEPOSIT Platinum Category (25 years old and above) *USD1,000,000.00 FD (tagged LIEN) Gold Category (25 years old and above) *USD500,000.00 FD (tagged LIEN) Silver Category (25 years old and above) *USD150,000.00 FD (tagged LIEN) Special Economic / Financial Zone Category (age 21 years old to 49 years old) *USD65,000.00 FD (tagged LIEN) Special Economic / Financial Zone Category (age 50 years old and above) *USD32,000.00 FD (tagged LIEN)	
7.	OTHER NECESSARY DOCUMENTS IF NEEDED	

ATTENTION:

1. ONLY COMPLETE APPLICATIONS ARE ACCEPTED.
2. ANY REPORT/ STATEMENT/ REPRESENTATION FOUND TO BE FALSE IS AN OFFENSE UNDER SECTION 56 (1)(f) IMMIGRATION ACT 1959/63 AND FINE MAY BE IMPOSED NOT EXCEEDING RM10,000 OR IMPRISONMENT NOT EXCEEDING 5 YEARS OR BOTH.

FOR ANY INQUIRIES, PLEASE CALL US AT 03-8891 7689/ 7644/ 7696 OR EMAIL TO mm2h@motac.gov.my
ONE STOP CENTRE MALAYSIA MY SECOND HOME (MM2H)
MINISTRY OF TOURISM, ARTS AND CULTURE
MALAYSIA

UPDATED AS AT 10.10.2024

What MOTAC Requires — Six Items

0 1

Immigration Pass Application Form (IM.12)

MM2H-specific form — must be the current version

0 2

Copy of Principal's Passport

Biodata page · passport must have at least 2 years validity

0 3

Copy of Dependent's Passport

Biodata page · same validity rule applies to every dependent

0 4

Proof of Family Relationship

Translated & certified by Malaysian Embassy / High Commission / Consulate, or by KLN in Malaysia

0 5

Letter of Good Conduct (LOGC)

Principal & dependents 18+ · valid ≥ 6 months before expiry · origin or residence country only

0 6

Other Necessary Documents (if needed)

OSC may request supporting documents based on the file

Common Add-Ons Beyond the Six Items

MOTAC's checklist line item 6 — "Other Necessary Documents If Needed" — is where most files actually live or die. Three templates worth keeping ready:

SAMPLE 1

Retiree Declaration

MAIN APPLICANT NAME
PASSPORT
ADDRESS

DATE

To Whom It May Concern

RE : DECLARATION OF RETIREE

I, Mr. XXX (Passport), hereby declare that I retired from my position as [Designation] at [ORGANIZATION NAME] on 20XX.

I have completed XX years of service with the company. I have sufficient funds (TYPE OF PASSIVE INCOME / PENSION from Home Country) and [MONEY IN BANK ACCOUNT] for my retirement golden years in [CITY IN MALAYSIA].

I am no longer employed by [ORGANOZATION] in any capacity. I am not currently engaged in any active business or employment that may conflict with my retired status.

I am making this declaration to confirm my retirement status for MM2H application to reside in [CITY], Malaysia

I am available to provide any additional information or documentation as may be required.

Sincerely,

Mr. XXX
PASSPORT

Required when the principal is retired. Declares retirement status, source of pension/passive income, and that the applicant is no longer engaged in active business.

SAMPLE 2

MM2H CV / Resume

CURRICULUM VITAE
MALAYSIA MY SECOND HOME PROGRAM (MM2H)

MALAYSIA
My Second Home

NAME :
NATIONALITY :
SEX :
DATE OF BIRTH :
PASSPORT NO. :
TELEPHONE NO. :
EMAIL :
ADDRESS :
POSTCODE :
SPECIAL SKILLS :



EDUCATION BACKGROUND

PERIOD	SCHOOL NAME	QUALIFICATION

PROFESSIONAL EXPERIENCE

PERIOD	POSITION	COMPANY NAME	SALARY

Standard MOTAC-format resume covering education, professional history, and special skills. Required for principal (and spouse where applicable).

SAMPLE 3

Salary Confirmation Letter

[Your Company's Letterhead]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Date:

Ref:

MM2H ONE STOP CENTRE (OSC)
Ministry of Tourism and Culture Malaysia
Level 1st No 2, Menara 1
Jalan PS/6, Presint 5
62200 Putrajaya

Subject: Salary Confirmation Letter
Dear [Recipient's Name],

This letter serves as confirmation of the current salary as an employee of [Company Name]. Below are the details of your employment and remuneration:

Name: [Full Name of Employee]
Position: [Job Title]
Department: [Department Name]
Employee ID (if applicable): [Employee ID]
Date of Employment: [Start Date]

As of the date of this letter, your gross monthly salary is [Currency and Amount], which totals [Currency and Total Annual Amount] per year.

Should you require any additional information or clarification, please feel free to contact us at [Company's Contact Information].

Thank you for your continued dedication and hard work at [Company Name].
Yours faithfully

[Authorized Signatory Name]
[Designation/Title]
[Company Name]

Issued by the principal's employer on company letterhead, addressed to MM2H OSC. Confirms position, monthly salary, and tenure.

Five Rules at the Bottom of the Checklist



Complete applications only

Incomplete files are rejected on receipt — no partial reviews.



Police background screening

Every applicant is screened by the Royal Malaysian Police for criminal records and watch-list entries — not the documents.



Scans uploaded, hard copies follow

Scan copies are uploaded into the portal; originals and hard copies must be submitted within 3 working days after submission.



False statements are an offence

Immigration Act S.56(1)(f): fine $\leq$ RM10,000 / jail $\leq$ 5 years. Akta 482 S.36 also applies to inaccurate declarations.



Translation by authorised bodies

All non-English or non-Bahasa Malaysia documents must be translated and certified by authorised and appointed translation bodies.

01

PART ONE

Letter of Good Conduct

Also called the Police Certificate, Certificate of Clearance or LOGC. The single document most likely to delay an MM2H application — and the one with the most country-specific variation.

What Counts and What Doesn't

THE BASELINE

Who needs one and from where

WHO

Principal applicant + every dependent aged 18 or above

FROM

Country of origin OR country of current residence — only those two are accepted

VALIDITY

Must remain valid for at least 6 months from the date of submission

FORMAT

Must be the original document — photocopies and scans alone are not accepted

IF LIVED ABROAD

Some embassies require an LOGC from each country lived in for 12+ months in the last 5 years



WATCH OUT FOR

Common LOGC rejection reasons



LOGC will expire within 6 months of submission



Issued from a country the applicant has only visited (not resided in)



Missing translation when the original is not in English



Photocopy submitted instead of the original document



Dependent over 18 missing their own LOGC



NOTE • Wisma Putra Malaysia can issue a No Criminal Record letter, but it cannot be used inside Malaysia — therefore it is not accepted for the MM2H application.

Certificate of No Criminal Conviction

STEP 01

Apply for a Recommendation Letter

Apply through your MM2H consultant. The agency issues a written recommendation supporting the LOGC application — this is the entry document for the Malaysian Consulate-General.

Issued by: MM2H consultant

STEP 02

Malaysian Consulate Issues Letter to Police

The Consulate-General of Malaysia in Hong Kong issues a formal letter addressed to the Hong Kong Police. The applicant collects this letter in person at the Consulate.

Consulate-General of Malaysia, 24/F, Malaysia Building, 50 Gloucester Road, Wanchai

STEP 03

Submit to Hong Kong Police HQ

Applicant brings the embassy letter, passport and photo to the Police HQ to file the Certificate of No Criminal Conviction application. Police process and dispatch the certificate sealed.

Hong Kong Police HQ, 1 Arsenal Street, Wan Chai

Tip: bookings at the Consulate-General have a 5–10 day lead time. Build this into your client's application timeline.

Notarised Police Record + Dual Certification

Process flow

- 1 Local Public Security Bureau**
Apply for the No Criminal Record certificate at the PSB of the applicant's hukou (household registration).
- 2 Notary Public**
Translate and notarise the certificate. Most notary offices also handle the next step on the applicant's behalf.
- 3 Ministry of Foreign Affairs (MFA)**
MFA authentication — typically arranged by the notary office as a paid add-on service.
- 4 Malaysian Consulate / Embassy**
Final endorsement by the Malaysian mission: Beijing, Shanghai, Guangzhou, Kunming or Xi'an.



Malaysian missions in China

- Beijing — Embassy
- Shanghai — Consulate-General
- Guangzhou — Consulate-General
- Kunming — Consulate-General
- Xi'an — Consulate-General

Match the consulate to your client's province of residence — choose the closest jurisdiction to avoid courier delays.

Two More Source Countries — Two Different Paths

TAIWAN

Police Criminal Record Certificate

1**Local police precinct**

Apply at the precinct of the applicant's household registration (戶籍).

2**Local district court**

Officials at the magistrate court certify the document.

3**Ministry of Foreign Affairs**

MOFA authentication — usually arranged via the same court office.

4**MFTC, Taipei**

Final endorsement by the Malaysian Friendship & Trade Centre, Taipei.

SINGAPORE

Certificate of Clearance (COC)

**Apply via SPF e-Services portal**

Singapore Police Force online — the only official channel.

**Documents to upload**

Proof of need (e.g. MM2H confirmation), passport, NRIC if applicable, recent passport photo.

**Issued digitally via FileSG**

COC is delivered as a digital document — print and bring the original printout for submission.

**Helpdesk**

+65 6435 8277 · SPF_COC_Office@spf.gov.sg

Sample Documents

What you'll receive from your client. Both are originals — keep the physical document, scan in colour for the system upload.

HONG KONG

Certificate of No Criminal Conviction



This is a sample image of a Hong Kong Police Certificate of No Criminal Conviction. The document is on a light-colored, textured paper. At the top left, it says '香港警察總部' and 'HEADQUARTERS, ARSENAL STREET, HONG KONG'. The serial number '914568' is at the top right. The date '2024-08-01' is on the right. The text 'CERTIFICATE OF NO CRIMINAL CONVICTION' is in the center. Below it, there is a paragraph in English stating 'I refer to your request for a Certificate to the effect that you have no criminal conviction in Hong Kong.' and a signature line 'Yours faithfully, Miss Kelly HO, Commissioner of Police'. At the bottom, there is a section for the recipient's details, including 'To: Mr. [redacted]', 'DOB: [redacted]', 'Hong Kong Identity Card No.: [redacted]', 'Ref.: (026)380/2(7442)', and 'c/o Consulate-General of Malaysia, Hong Kong'. There is also a section for the recipient's name in Chinese, '先生/女士:', and a statement '無犯罪紀錄證明'.

WHAT TO CHECK

Issued by Hong Kong Police HQ.

Addressed c/o Consulate-General of Malaysia, Hong Kong. Single page.

Watch for the serial number top-right and signature for the Commissioner of Police.

SINGAPORE

Certificate of Clearance (COC)



This is a sample image of a Singapore Police Force Certificate of Clearance (COC). The document is on a light-colored, textured paper. At the top left, it says 'SINGAPORE POLICE FORCE' and 'CERTIFICATE OF CLEARANCE'. The serial number '90037325' is at the top right. The date '12 January 2025' is on the right. The text 'This is to certify that [redacted] whose photograph is affixed, has no criminal record prior to the date of issuance of this certificate. This certificate is issued only for the use in Malaysia.' is in the center. Below it, there is a section for the recipient's details, including 'To: Mr. [redacted]', 'DOB: [redacted]', 'Singapore Identity Card No.: [redacted]', 'Ref.: (026)380/2(7442)', and 'c/o Consulate-General of Malaysia, Hong Kong'. There is also a section for the recipient's name in Chinese, '先生/女士:', and a statement '無犯罪紀錄證明'. At the bottom, there is a section for verification, including 'FOR VERIFICATION USE', 'Present this for verification purposes when requested by relevant authorities.', 'How to Verify', and a QR code.

WHAT TO CHECK

Issued digitally via FileSG by SPF. The verification QR code at bottom-right lets MOTAC verify authenticity at file.gov.sg/verify. Endorsement sticker says "for use in Malaysia."

02

PART TWO

Relationship Documents

Marriage certificates, birth certificates and household kinship records that prove the family relationship between the principal and each dependent. Every page must be translated and dual-certified.

Which Document Proves Which Relationship



Marriage Certificate

Proves the relationship between the principal and a spouse dependent.



Birth Certificate

Proves the relationship between the principal and a child dependent.



Household / Kinship Record

Used in mainland China and Taiwan as supplementary or primary kinship evidence.



Adoption / Court Order

For adopted children — original adoption decree from the issuing court.

The Dual Certification Pattern

Every relationship document follows a two-layer certification chain — first by the issuing country, then by Malaysia.

1

Certified by the Issuing Country

Authentication by the home country's official authorities — typically a notary public, magistrate court or apostille body, followed by the country's Ministry of Foreign Affairs.

EXAMPLES BY COUNTRY

- Hong Kong: notary public from appointed bodies only
- China: local notary public → Ministry of Foreign Affairs
- Taiwan: local district court → Ministry of Foreign Affairs
- Singapore: Singapore Academy of Law (SAL) or notary public

2

Endorsed by Malaysia

Final endorsement by the Malaysian Embassy or Consulate office located in the country where the document was issued.

WHO CAN CERTIFY

- Malaysian Embassy / High Commission in the origin country
- Malaysian Consulate-General serving the relevant region
- Documents must travel through the mission abroad — not certified after entering Malaysia

Notary Public + Malaysian Embassy

STEP 01

Notary Public (appointed bodies only)

Bring the original document to a notary public from an officially appointed body — preferably one from a known/approved list. The notary certifies the document and produces a notarial copy with the appropriate seal and signature. Apostille is no longer required for documents going to Malaysia.

Output: notarised copy

STEP 02

Consulate-General of Malaysia, Hong Kong

Present the notarised document together with your MM2H agency's recommendation letter at the Malaysian Consulate-General. The Consulate provides the final endorsement.

Output: Malaysian Consulate endorsement chop

Applies to marriage and birth certificates issued in Hong Kong. Only notary publics from officially appointed bodies are recognised.

Same Pattern, Different Authorities

CHINA	TAIWAN	SINGAPORE
1 Notary public (translation + notarisation) 2 Ministry of Foreign Affairs 3 Malaysian Consulate (Beijing / Shanghai / Guangzhou / Kunming / Xi'an)	1 Local magistrate court (commissioner of oaths) 2 Ministry of Foreign Affairs (Taiwan) 3 Malaysian Friendship & Trade Centre, Taipei	1 Singapore Academy of Law (SAL) or notary public 2 Online appointment via High Commission portal 3 Malaysian High Commission, Singapore — endorsement
Notary offices typically arrange the MFA layer for an extra fee.	If a third party files on the applicant's behalf, an authorisation letter is required.	Digital authentication routes are expanding from 2025 onward.

Document Authentication & Notarial Certificate

Both regions issue the dual-certification on a separate authentication page that travels with the original document.

TAIWAN

Document Authentication



中華民國文件證明專用
REPUBLIC OF CHINA (TAIWAN)
DOCUMENT LEGALIZATION

中華民國文件證明書 DOCUMENT AUTHENTICATION

1. 國家／地區：中華民國（臺灣）
Country: Republic of China (Taiwan)

此公文書 This public document

2. 簽署人 has been signed by

3. 簽署人職務 acting in the capacity of 民間公證人 Notary public

4. 用印人／單位 bears the seal/stamp of 桃園地方法院 Taoyuan District Court

5. 地點 at 臺北 Taipei

6. 日期 the

7. 由 by 外交部 Ministry of Foreign Affairs

8. 案號 Number

9. 原戳 Seal/stamp

10. 簽署 Signature: Senior Officer, Bureau of Consular Affairs For The Minister of Foreign Affairs

11. 附註： remarks:

本文件證明係證明所附文書內之簽章屬實，並文書所載內容不在此證明之內。
This document authentication only certifies the authenticity of the signature, seal or stamp and the capacity of the person who has signed the attached document. It does not validate the contents of the document for which it was issued.

本文件證明書驗證紀錄可於下列網站查詢
To verify the issuance of this authentication, please pursue the following website:
<https://docauth.boca.gov.tw/BOCAWeb/index4/qry>

WHAT TO CHECK

Issued by Bureau of Consular Affairs (BOCA), Ministry of Foreign Affairs. Signed by Senior Officer for the Minister of Foreign Affairs, with Malaysian Friendship & Trade Centre Taipei stamp. QR code for online verification at docauth.boca.gov.tw.

CHINA

Notarial Certificate (公证书)



公 证 书

(2024)京方圆外民证字第 28717 号

申请人：董安翔，男，2016 年 6 月 20 日出生，公民身份号码：110105201606207318。

法定代理人：刘晓玲，女，1979 年 8 月 21 日出生，公民身份号码：370283197908214349。

公证事项：出生医学证明

兹证明北京爱育华妇儿医院于 2016 年 7 月 18 日签发的编号为 Q110190538 的《出生医学证明》的原件与前面的复印件相符，原件属实。

中华人民共和国北京市方圆公证处

公证员 田世枫

2024 年 5 月 10 日

公 证 处

L133953762

WHAT TO CHECK

Issued by a local notary public office (公证处). Carries the official red notary stamp and the notary's signature in red. This is the first layer; MFA + Malaysian Consulate endorsement come after on a separate page.

Don't Assume the Embassy in Malaysia Will Help



Not all origin embassies in Malaysia will certify true copies of relationship documents.

Specifically — the embassies of China, Hong Kong (via PRC), and Taiwan (via TECO) have limited or no notarial-certification service for documents brought into Malaysia. The dual certification chain must therefore be completed at origin, before the documents leave.

WHERE IN-MALAYSIA CERTIFICATION USUALLY WORKS

Singapore documents

Singapore High Commission in KL accepts in-person submissions and online appointments via Sistem Temujanji Online — Atase Singapura. Digital authentication is expanding from 2025.

Most Western & ASEAN missions

Missions like UK, Australia, Japan, Indonesia, Philippines generally provide notarial services in their KL embassy.

WHERE YOU MUST CERTIFY AT ORIGIN

China · Hong Kong · Taiwan

For these three, the entire dual-certification chain must be completed in the origin region before the documents are brought to Malaysia. Trying to walk a Chinese marriage cert into the PRC Embassy in KL for legalisation is wasted time — it is not the venue for that service.

Plan client travel accordingly

Either the client returns home for certification, or hires an agent in the origin country to handle the chain on their behalf with an authorisation letter.

MM2H Participant Restrictions Worth Knowing

From the official MOTAC Terms and Regulations document. Brief your clients on these before submission — surprises post-approval cause cancellations.

2.3	90-day residency rule	Principal under 50 must reside cumulatively 90 days/year. Not applicable to holders 50+ and their dependents.
2.5	FD withdrawal limits	Up to 50% of FD may be withdrawn after endorsement for residence purchase, education, medical or tourism — balance must remain.
2.6	NOT ALLOWED activities	Politics, religious/missionary work, anything sensitive to local culture or threatening national security. Definitions are at OSC's discretion.
2.7	Death of principal	Dependents must inform OSC MM2H within 3 months. Failure may result in expiry of the Social Visit Pass.
2.8	Pass transferable	On principal's death, the MM2H Social Visit Pass is transferable to next-of-kin among registered dependents.
2.10	Crime / wrongdoing	If found involved in any crime in Malaysia or elsewhere, all participants' passes are terminated immediately. Principal may withdraw FD on termination.
2.11	False documents	Pass may be cancelled at any time if false documents or misleading information are found. Principal may withdraw FD on cancellation.

Quick-Reference Answers

Q

My client's passport expires in less than a year — can we still submit?

A

No. If passport validity is less than 12 months at submission, the application cannot be filed. Minimum 13 months of passport validity is required to submit. If the passport expires soon after, advise the client to renew first; once approved, the visa can be endorsed on the new passport.

Q

Is all money brought in by the participant tax-exempt in Malaysia?

A

Not blanket exempt. Tax exemption applies to offshore-sourced funds remitted in (such as the fixed deposit), and FD interest is also exempt. But Malaysia-sourced income remains taxable, and tax treatment depends on whether income is considered Malaysia-derived or foreign. Always advise the client to consult a Malaysian tax adviser for their specific situation.

Q

Platinum — can dependents also work or run a business?

A

Platinum principals automatically have the right to do business and work in Malaysia under the MM2H pass itself. Dependents, however, are not allowed to work — they cannot hold both an MM2H dependent pass and a work permit (Employment Pass) at the same time. If a dependent wants to work, they would need to give up the MM2H dependent pass and apply for an EP independently.

How to Stamp Documents Online — Step by Step

Service agreements and other contract documents must be stamped at LHDN. Use the agency login (e.g. Ah Boy's credentials) — the system records the user as "Ejen". Below is the standard 7-step flow from MyTax Portal.

How to stamp documents online (Step by step)

Step 1: Activate MyTax ID

- > Register or activate your MyTax ID at the MyTax Portal
- > Required for all individuals and businesses



Step 2: Log in to MyTax Portal

- > Access the Stamp Duty Self-Assessment System (STSDS) section



Step 3: Select document type

- > Choose relevant category:
- > Tenancy agreement
- > General instrument
- > Securities



Step 4: Upload document

- > Upload signed agreement or instrument in PDF format



Step 5: Declare stamp duty amount

- > Manually calculate and enter the stamp duty payable
- > Refer to Stamp Act schedules or official LHDN guidance



Step 6: Make online payment

- > Pay stamp duty via online banking or approved payment methods



Step 7: Receive digital confirmation

- > Stamped document and confirmation available electronically for records



Source: LHDN



The Star graphics

AGENT NOTES

Where to stamp & what to note

STAMP DOCUMENTS HERE

mytax.hasil.gov.my

Log in → e-Stamp / e-Duti Setem → Stamp Duty Self-Assessment System (STSDS)

REMARK

Personal bond takes out **item 5** of the endorsement checklist (the RM10 LHDN-stamped Security Bond). When a personal bond applies, that endorsement-phase line item is no longer required.

T H A N K Y O U

Questions & Discussion

1

Use the official checklist

Re-download from motac.gov.my before every submission.

2

Originals only

LOGC must be original; relationship documents must be dual-certified.

3

Build in lead time

Each certification layer can take 1–4 weeks. Sequence early.

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