

REFRESHER COURSE · SERIES 1 / 2026

Preparation on Documentation *for the Old MM2H Policy*

Malaysia My Second Home Programme



Operation Executive & Document Specialist
Ruby

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PART 01

Renewal 5 years-

Old MM2H

⚙️ **Renewal 5 years – Old MM2H**

Document required:

1. Marriage certificate double certified
2. Birth cert double certified
3. Medical check in Malaysia (MFII)
4. Insurance purchase in Malaysia or worldwide insurance (letter from Insurance company)
5. Personal bond stamped LHDN for principal & Dependent

⚙️ **Renewal 5 years – Old MM2H**

Document required:

6. Old and new passport copy for principal and dependent
7. Visa copy page for principal and dependent
8. For visa already expired need to attach entry stamp or MDAC copy or boarding pass
9. Applicant letter of intention
10. Agent's cover letter

⚙️ **Renewal 5 years – Old MM2H**

Document required:

11. Agent's license copy
12. If existing mm2h visa still valid need previous agent release letter
13. Latest principal FD statement or reference letter, confirmation letter from bank
14. Borang IM12 & passport size photo
15. Borang IM55

- **After submission to OSC, approval will take around 30 working days.**
- **After approved, all principal and dependents need to enter Malaysia within 6 months for MM2H Pass endorsement.**

⚙ During endorsed visa, need to prepare



Copy of
approval
letter



Passport
copy
principal and
dependent



Copy of entry
stamp or
MDAC if
using new
passport
without visa



Applicant's
letter of
intention



Agent's
cover
letter



Agent's
license

PART 02

**Transfer and
Endorsed (old mm2h
& e mm2h)**

⚙️ **Transfer and endorsed (old mm2h & Emm2h)**

Document required:

1. Applicant letter of intention
2. Agent's Cover letter & license copy
3. Principal original & copy of old & new passport and old visa copy
4. Dependent original & copy of old & new passport and visa copy
5. Copy of Approval letter
5. Entry stamp or MDAC or Boarding pass
6. Borang IM.12 & passport size photo
7. Borang IM.55

PART 03

Add on dependent
(old mm2h & e mm2h)

⚙️ Add on dependent (old mm2h & e mm2h)

Document required:

1. Applicant letter of intention
2. Principal passport and visa copy
3. Dependent passport copy
4. Dependent entry stamp or MDAC or boarding pass
5. Letter of good conduct for above 18yrs old dependent

⚙️ Add on dependent (old mm2h & e mm2h)

Document required:

6. Marriage certificate double certified if spouse accompanying
7. Birth certificate double certified if children accompanying
8. Kinship certificate double certified if parents accompanying (better use the birth cert if have)
9. Medical check perform in Malaysia

⚙️ Add on dependent (old MM2H & E-MM2H)

Document required:

10. Insurance purchase in Malaysia or worldwide insurance (above 60 yrs old dependents is exempted from)
11. Latest principal FD statement/reference letter/balance confirmation letter
12. Personal Bond stamped for each dependent
13. Borang IM12 & passport size photo
14. EMM2H, Principal below 50 y/o, need to place FD RM 50,000/ dependent)

- **After submission to OSC, approval will take around 30 working days.**
- **After approved, all principal and dependents need to enter Malaysia within 6 months for MM2H Pass endorsement.**

⚙ During endorsed visa, need to prepare



Copy of
approval
letter



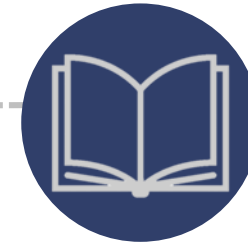
Original
Passport



Copy of Entry
stamped
page, MDAC
or boarding
copy



Applicant
letter of
intention

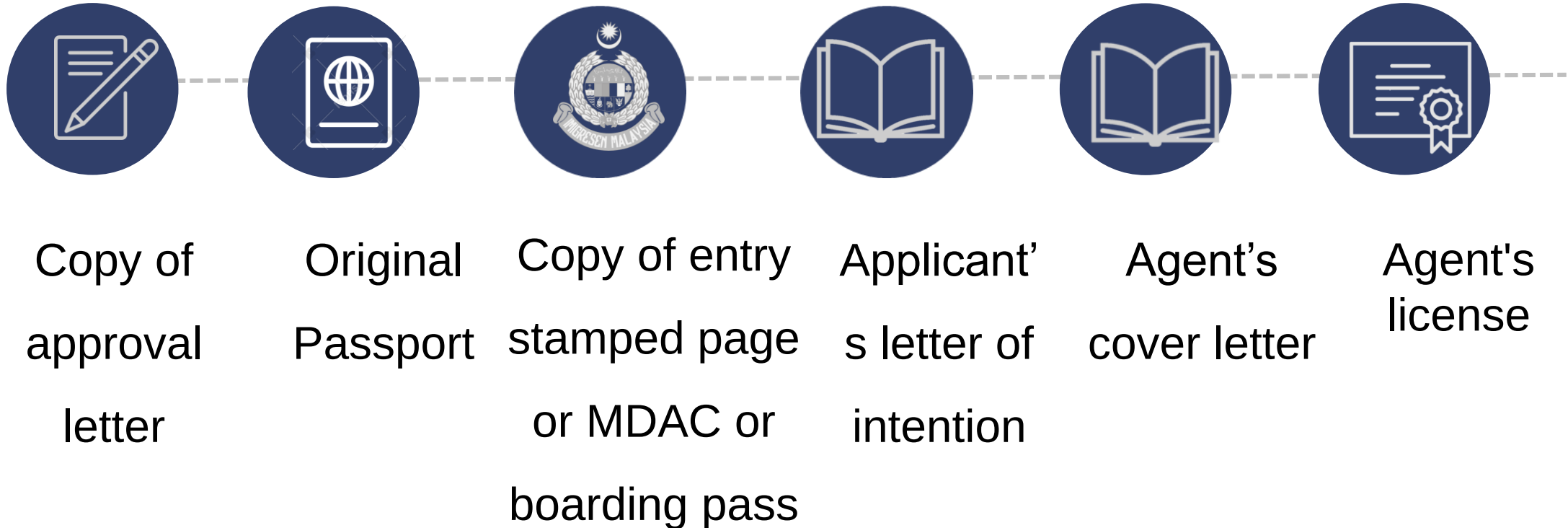


Agent's
cover letter



Agent's
license

⚙️ During endorsed visa, need to prepare(Emm2h)



Agent need pay RM500 at Immigration's portal e-bayaran as deposit paid for processing fee before endorsed

PART 04
FD Partial
Withdrawal
3-5 working days

⚙️ FD Partial Withdrawal

Residential
Property



Child's
Education

Medical



Residential property



⚙️ A) Residential Property

Document required:

1. Principal passport and visa copy
2. Letter of intention from principal
3. Copy of approval letter
4. Copy of SPA with min 7 Certified True Copy

⚙️ A) Residential Property

Document required:

- 5. Agent's Cover letter
- 6. Copy of agent license
- 7. Latest principal FD statement/ reference letter or balance confirmation letter



Education



⚙️ B) Child's Education

Document required:

1. Copy of MM2H Principal Approval Letter
2. Intention Letter from the Principal
3. Copy of Passport of the Principal and Dependents
4. Copy of MM2H Visa of the Principal and Dependents
5. Copy of "Permission to Study"

⚙️ B) Child's Education

Document required:

6. Official Receipt from the Educational Institution
7. Latest principal FD statement/ reference letter or balance confirmation letter
8. Agent's cover letter
9. Copy of agent license



Medical



⚙️ C) Medical

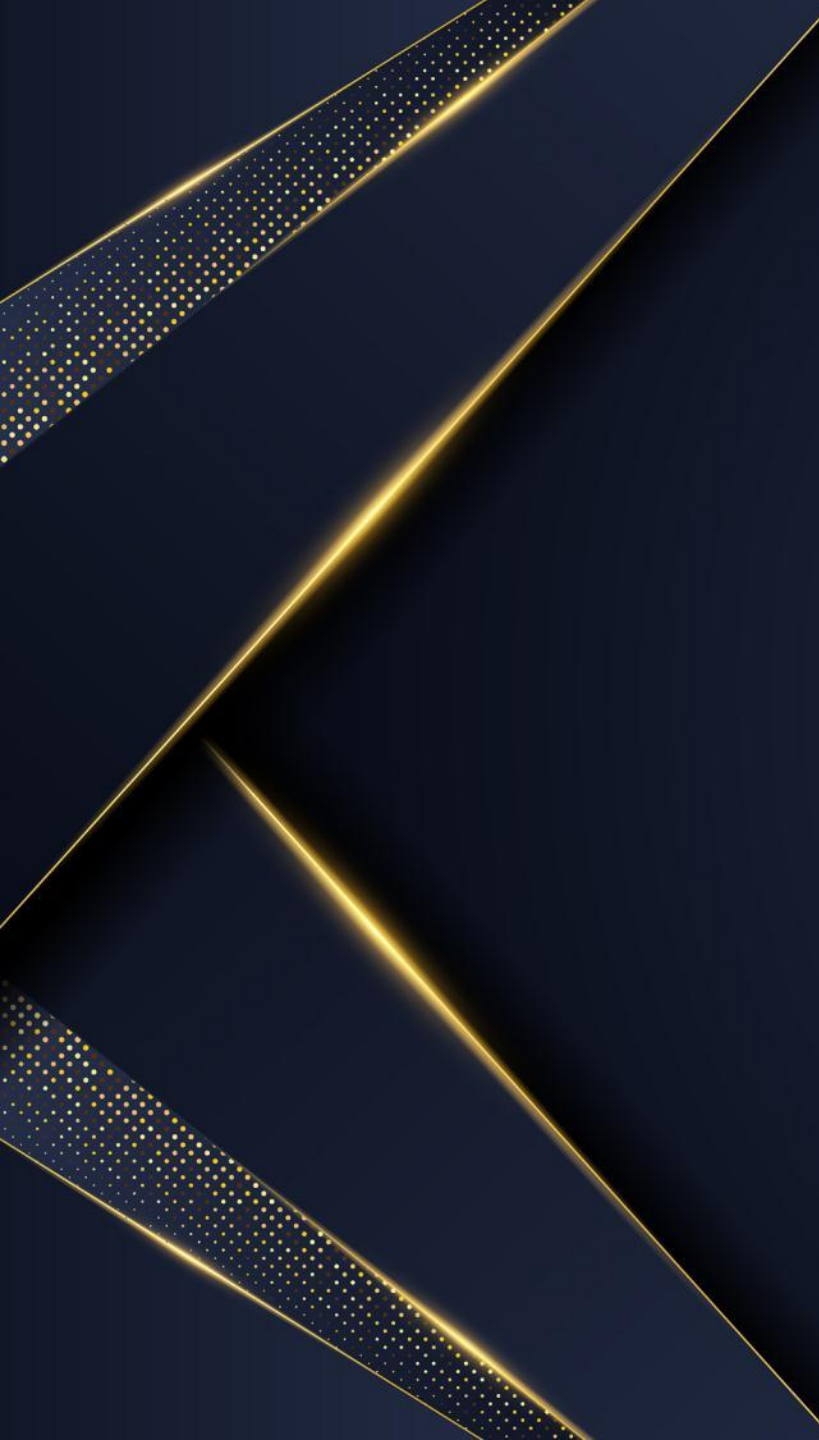
Document required:

1. Copy of MM2H Principal Approval Letter
2. Cover Letter for the Principal
3. Copy of Passport of the Principal and or dependents
4. Copy of MM2H Visa of the Principal and or Dependents

⚙️ C) Medical

Document required:

5. Official Receipt from the Medical Institution & medical report endorsed from hospital.
6. Latest principal FD statement/ reference letter or balance confirmation letter
7. Agent's Cover Letter
8. Copy of agent license

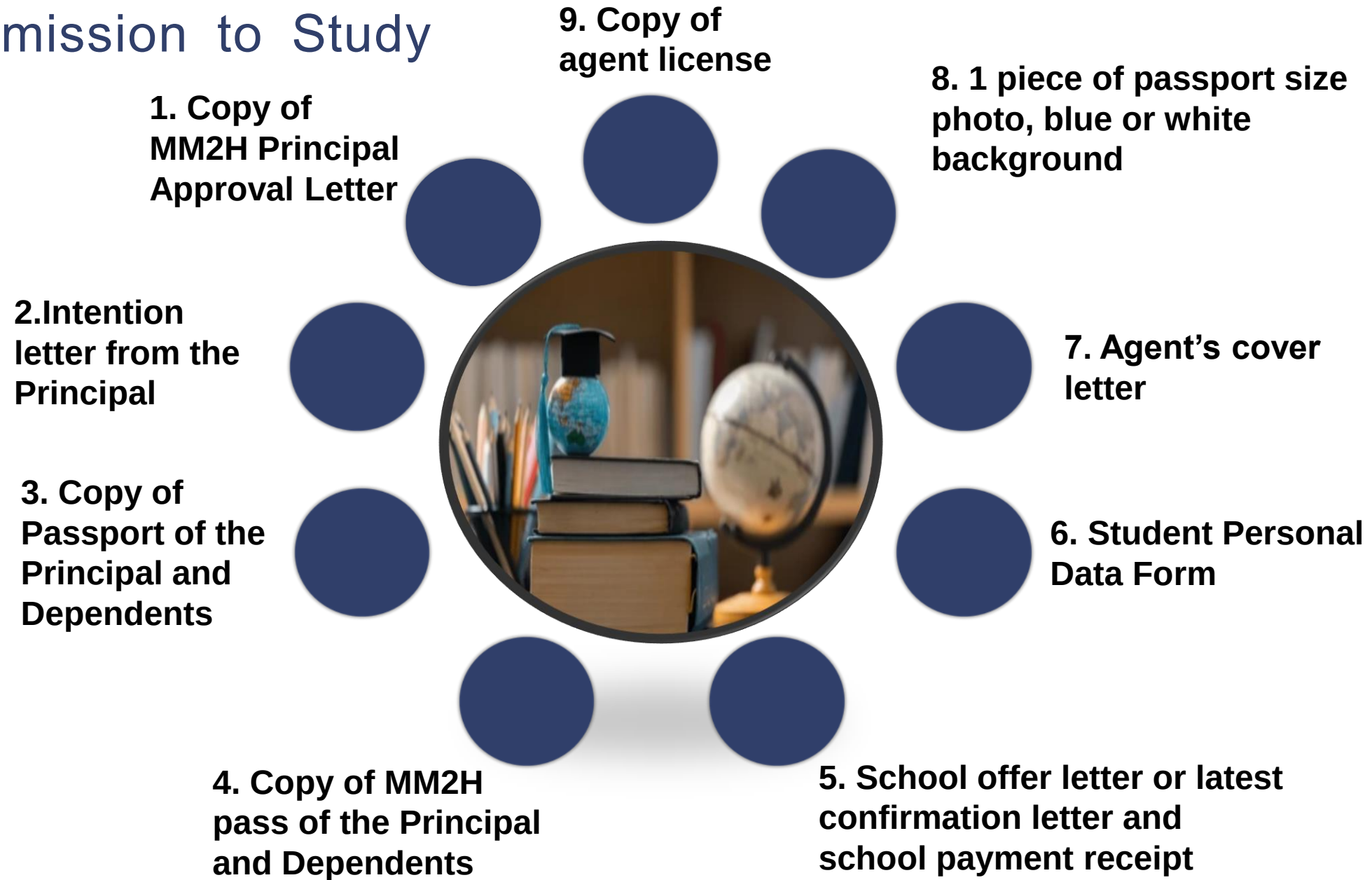


PART 05

Permission to Study

~30 days

Permission to Study



PART 06

Termination

3 scenarios



Visa Expired

1. Copy of applicants' letter intention
2. Passport copy, and visa copy for principal and dependent
3. Last exit stamp for principal and dependent
4. Copy of FD statement and or lien letter
5. Agent's cover letter
6. Agent license

Submit the terminations application to OSC, after 3 to 5 working days, termination letter is ready to collect and can bring the termination letter to bank

Valid Visa

1. Copy of applicants' letter intention
2. Passport copy, and visa copy for principal and dependent
3. Last exit stamp for principal and dependent
4. Copy of FD statement and or lien letter
5. Need release letter from previous agent
6. Copy of return flight tickets
7. Agent's cover letter
8. Agent license

Submit the terminations application to OSC, after 3 to 5 working days, obtain the pre-approved termination letter, bring along the passport and the pre-approved letter together to shorten the visa on the passport at OSC/Immigration center. New termination letter for bank will be issued together with the shorten visa, then can bring the termination letter to bank for FD withdrawal.

⚙ Termination abroad

Visa Valid

1. Copy of applicant's letter intention
2. Passport copy, and visa copy for principal and dependent
3. Last exit stamp for principal and dependent
4. Copy of FD statement and or lien letter
5. Agent cover's letter
6. Agent license

Submit the terminations application to OSC, after 3 to 5 working days, collect the pre-approved termination letter from OSC/Immigration. Then send the letter together with passport to Embassy/High Consulate abroad for shorten valid visa.

⚙️ **The valid visa had been shortened, submit with another document for termination letter**

Documents required:

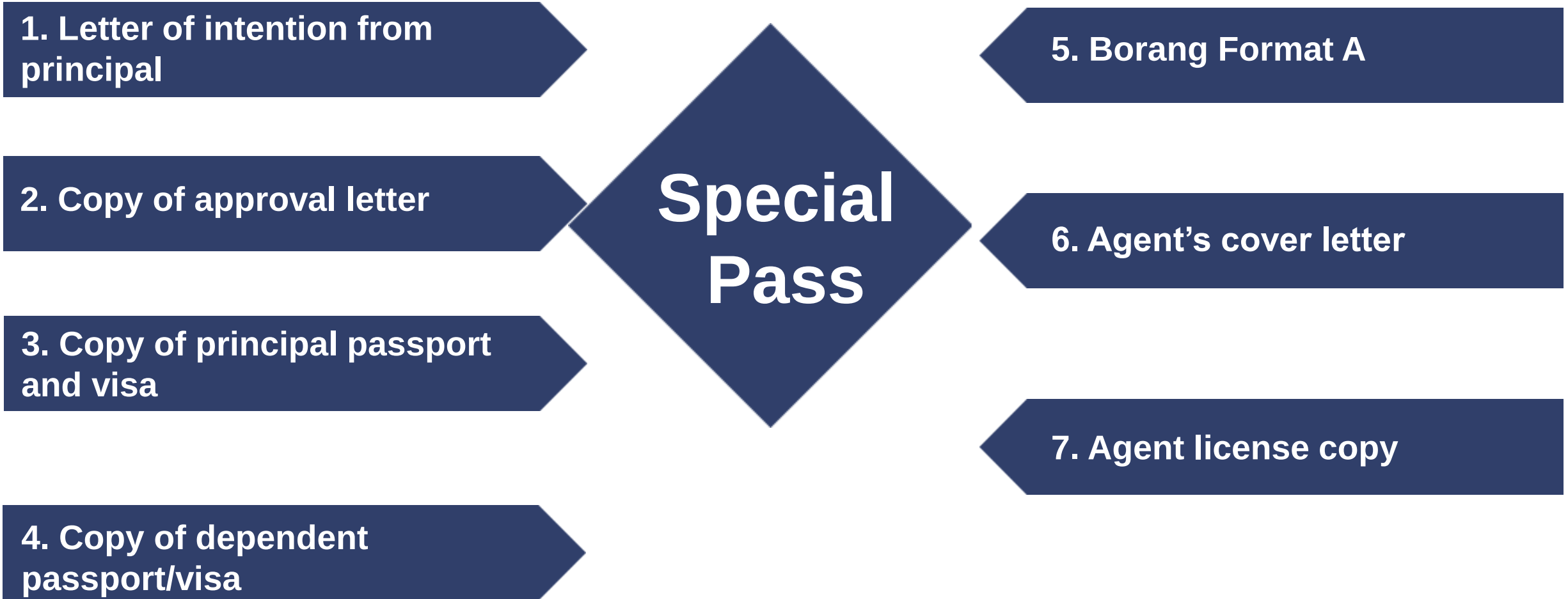
1. Copy of applicants' letter intention
2. Passport copy, and shortened pass copy for principal and dependent
3. Agent's cover letter
4. Agent license

Submission will require 3 to 5 working days and termination letter will be available to send to Bank for further steps.

PART 07
Special Pass

⚙️ Special Pass

-Add on dependent case, 5 years renewal



PART 08

MAID

Maid

Required document:

1. Letter of intention from Principal
2. Form IM 12 & passport size photo
3. Form IM 55
4. A copy conditional approval letter
5. Passport & Visa copy for principal

⚙️ Maid

Required document:

6. Passport copy of the maid
7. A copy of Calling visa
8. A stamped contract
9. Stamped contract in home country, bank statement (proof of previous employment)
10. Maid need to be 25 -45 years old

Upon of completion of documents, need 30 working days for approval to come out

The background is a dark blue gradient. A large, dark blue diamond shape is centered on the page. The diamond's edges are defined by thin, glowing yellow lines. In the four triangular corners outside the diamond, there are decorative borders consisting of a thin yellow line followed by a band of small, glowing yellow dots.

Thank you