

**CHECKLIST FOR THE ENTRY OF  
SHORT TERM BUSINESS TRAVELLERS**

*“WELCOMING INVESTORS, KEEPING YOU SAFE”*

No.	Item	
1.	Invitation letter from Ministry/Government Agency; or Company registered in Malaysia	<input type="checkbox"/>
2.	Approval Letter from the State Government of Sabah/ Sarawak for entry to Sabah/Sarawak (if applicable)	<input type="checkbox"/>
3.	Approved detailed itinerary including date of arrival and departure (ETA and ETD), details of meetings and individuals to meet, confirmed accomodation. Please refer to OSC website for the sample itinerary.	<input type="checkbox"/>
4.	Confirmed flight ticket (ETA and ETD).	<input type="checkbox"/>
5.	Passport with validity period of not less than 6 months.	<input type="checkbox"/>
6.	Entry Permission Approval Letter from the Immigration Department of Malaysia.	<input type="checkbox"/>
7.	Visa from the Malaysian Embassy / High Commission or Consulate General (if applicable).	<input type="checkbox"/>
8.	Health Declaration Form from the Ministry of Health, Malaysia	<input type="checkbox"/>
9.	Negative COVID-19 PCR test result from originating country (Computer generated laboratory test result in English) with pre-departure travel memo on COVID-19 PCR test. The template of pre-departure travel memo on PCR COVID-19 test result can be downloaded from the OSC website.	<input type="checkbox"/>
10.	Complete Letter of Undertaking (LoU) and Indemnity for Short Term Business Traveller <b>(to be signed upon arrival at BTC)</b>	<input type="checkbox"/>
11.	Receipt of payment for Business Travellers Centre Services.	<input type="checkbox"/>
12.	Printed copies in A4 size paper of all related documents and are required to be in English.	<input type="checkbox"/>
13.	Download and install <i>MySejahtera</i> App for contact tracing.	<input type="checkbox"/>
14.	All costs involved are to be borne by the Business Traveller.	<input type="checkbox"/>