

## **PROCEDURES AND GUIDELINES FOR THE ENTRY OF BUSINESS TRAVELLERS**

*“WELCOMING INVESTORS, KEEPING YOU SAFE”*

### **Application for Entry Permission**

The application for Business Travellers Entry Permission must be submitted at least 14 days in advance of planned travel.

### **A. SHORT TERM STAY**

#### **Definition**

Business Travellers who enter and stay in the country for a period of **14 days or less**, from the date of arrival at Kuala Lumpur International Airport (KLIA) up to its departure date.

#### **Type of Business Travellers**

1. Potential investors for decision on investment and technology projects in Malaysia.
2. Business customers for product qualification and validation before commercial production.
3. Business owner / board member / executive/ associate of existing companies in Malaysia (without employment pass)
4. Technical experts for ad hoc emergency cases to serve multi-customers across Malaysia.
  - a) Urgent maintenance / repair machine
  - b) Aviation related services
  - c) Health related services
  - d) ICT experts / server breakdown
  - e) Natural disaster support services

## **Procedures and Guidelines**

### 1) Pre- Arrival

a) Business Travellers are required to have official letter from sponsor in the forms of:

- Invitation letter from Ministry/ Government Agency/ company registered in Malaysia.
- Approval Letter from the State Governments of Sabah/ Sarawak (for entry to Sabah and Sarawak)\*.

*\*Note: Foreign Business Travellers are subjected to 14 days quarantine for the entry to Sabah/Sarawak.*

b) Detailed itinerary\*:

- Date of arrival and departure (flight itinerary i.e. ETA and ETD)
- Accommodation confirmation
- The details of meetings and individuals to meet.

*\*Business Travellers have to use the transportation arranged by the sponsors during their stay in Malaysia. The usage of public transport is prohibited including e-hailing services and domestic flights (except for the States of Sabah and Sarawak).*

c) The Business Travellers must possess passport with validity period of not less than 6 months.

d) Application to be submitted via the MyEntry website at <https://myentry.myxpats.com.my/app/>:

- Potential Investor – Application to be submitted by the Business Travellers
- Business Customers; Technical Experts; and Existing Investors (without Employment Pass) – Application to be submitted by sponsor\*.

*\*Sponsor is defined as a Ministry/ Government agency/ company registered in Malaysia and Headquarters of the respective foreign country.*

e) Entry Permission decision will be made within three (3) working days upon complete information received by the OSC Committee.

## f) For Approved Entry Permission:

- The Business Travellers will receive a formal digital notification of Entry Permission approval letter.
- The Business Traveller is **COMPULSORY** to **undertake PCR COVID-19 Test** at their accredited lab within **TWO (2) DAYS prior to departure** from home country or last port of embarkation; and obtain certificate of having **tested negative**. Business Travellers to produce computer generated laboratory test result (in English)\*.

*\*The template of pre-departure travel memo on COVID-19 PCR test result can be obtained in the Safetravel Malaysia website.*

- Business Travellers shall obtain visa from the respective Malaysian Embassy / High Commission or Consulate General prior to entry to Malaysia, if applicable.
- The Business Traveller / Sponsor is required to make payment for Business Travellers Centre (BTC) services charges at least three (3) working days prior departure via the following link : <https://myentry.myxpats.com.my/app/>
  - Potential Investor – Service charges are to be made by themselves,
  - Business Customers; Technical Experts; and Existing Investors (without Employment Pass) – Service charges are to be made by sponsor

**Payment that has been made will not be refunded**

- Confirmed flight ticket (ETA and ETD).
- Health Declaration Form from Ministry of Health of Malaysia
- Approved detailed itinerary.
- **Furnish the complete information** in the **Letter of Understating (LoU) and Indemnity for Short Term Business Traveller** and to be signed upon arrival at BTC.
- Printed copies in A4 size paper of all related documents and are required to be in English.
- Download and install *MySejahtera* apps for contact tracing

## 2) Arrival

- a) Fast Track services will be extended once the Business Travellers disembark from the plane.
- b) Upon arrival, duty officers will accompany Business Travellers to Business Traveller Centre (BTC).

- c) In the event Business Travellers are found symptomatic at the health screening station at BTC, they will be stationed at the holding room before proceed to University Malaya Medical Centre (UMMC) for further treatment. The Duty Officer will inform Ministry of Health (MOH) KLIA to escort Business Travellers to hospital.
- d) For non-symptomatic, Business Travellers are required to do verification of the relevant documents according to the checklist and registration, including signing of **LoU and Indemnity for Short Term Business Travellers**.
- e) Once registered, Business Travellers will be ushered to undertake **compulsory** RT-PCR COVID-19 test at BTC. Results of the tests will be known within 3 hours.
- f) While waiting for COVID-19 test result, Business Travellers can rest at the business lounge at BTC.
- g) For the COVID-19 positive test results, the BTC will notify MOH KLIA and will arrange transportation to designated Hospital ie UMMC.
- h) For the COVID-19 negative test result, Duty Officer will accompany the Business Travellers to proceed to special Immigration lane, luggage pick-up and customs clearance.
- i) Duty officer will hand over the Business Travellers to the assign Liaison Officer at the arrival hall.
- j) Private transportation will be arranged by the sponsor; and liaison officer will accompany the Business Travellers to proceed with the approved itinerary until departure.
- k) Movement of Business Travellers is restricted to only what is stated in the approved itinerary and unaccompanied movement is not allowed. Any changes of approved itinerary will not be entertained.
- l) The usage of public transport is prohibited including e-hailing services and domestic flights (except for the States of Sabah and Sarawak). Business Travellers have to use the transportation arranged by the sponsors during their stay in Malaysia.
- m) While Business Travellers are in Malaysia, they must comply to the following Malaysia's Covid-19 SOPs:

- Downloading and using the MySejahtera apps for contact tracing purposes;
  - Using Surgical grade masks at all times;
  - Ensuring hand hygiene by always using hand sanitizers;
  - Conducting daily temperature checks; and
  - Practising safe physical distancing and adhering to all safety precautions and SOPs.
- n) Due to the latest development on the spread of **Omicron variant, effective 8 December 2021** the Malaysia Government has implemented the following **ADDITIONAL MEASURES** in strengthening the management of the approved short term business travellers entering Malaysia:
- **COMPULSORY** to undergo **rapid antigen test (self-test)** on the **2nd, 4th and 6th day** while in Malaysia. Business Travellers are responsible for reporting their test results through the MySejahtera application and the appointed Liaison Officers (LOs) need to ensure it is implemented.
  - **COMPULSORY** to undergo a **Rapid Antigen Test at clinics/hospitals** on the **3rd and 5th day** while in Malaysia.
- o) If the Business Travellers develop symptoms during their stay in Malaysia, they are required to immediately seek treatment at the nearest District Health Office (PKD) for COVID-19 test. The Liaison Officer will notify BTC.

If the test result is positive, the Business Travellers will be referred to the designated hospitals ie: UMMC for treatment with reference from the relevant District Health Office (PKD). The Liaison Officer will notify BTC.

### 3) Departure

- a) The Business Travellers are required to undertake PCR COVID-19 test at the accredited Hospital/clinic, three (3) days prior to departure and boarding is allowed for those with negative test result. This requirement is not necessary if the Business Travellers are staying in Malaysia less than three (3) days.  
(List of accredited hospitals / clinics as in Appendix 1)
- b) If the test result is positive, the Business Travellers will be referred to the designated hospitals ie: UMMC for treatment with reference from the relevant District Health Office (PKD). The Liaison Officer will notify BTC.

- c) The cost of treatment and hospitalization will be borne by the Business Travellers.
- d) At any stage if the Business Travellers are hospitalised for COVID-19, the sponsors are responsible to obtain Special Pass from Immigration Department to legalise their stay in Malaysia until full. BTC can be contacted for necessary assistance.

## B. LONG TERM STAY

### Definition

Foreign Business Travellers who enter and stay in the country for a period of more than 14 days are eligible to apply for a long-term business traveller status. Long Term Business Travellers are required to serve mandatory quarantine\* at dedicated quarantine stations.

#### (\*) Note:

- **7 days quarantine** for Business Travellers who have **complete vaccinated** and tested negative within **TWO (2) DAYS prior to departure** from home country or last port of embarkation. Business Travellers to produce computer generated laboratory test result.
- **10 days quarantine** for Business Travellers who have **NOT complete vaccinated** and tested negative within **TWO (2) DAYS prior to departure** from home country or last port of embarkation. Business Travellers to produce computer generated laboratory test result.

### Type of Business Travellers

1. Employment Pass (EP), Resident Pass–Talent (RP-T); and their dependants; including Regional Establishment (RE), Regional Office (RO) and Principal Hub (PH) representatives:
  - a) Newly approved pass.
  - b) The expired EP, RP-T, RERO pass holders

Dependent(s) will be considered for Business Travellers under category Employment Pass (EP) and Resident Pass – Talent (RP-T) only.
2. Professional Visit Pass (PVP) serving single and multiple customers:
  - a) Newly approved pass.
  - b) The expired PVP pass holders
3. Business Travellers under Social Visit Pass (15 – 30/60/90 days)
4. Other expired pass holders under the purview of MyTravelPass System (*Bahagian Keselamatan dan Passport*, Immigration Department).

## Procedures and Guidelines

### 1. Pre- Arrival

- a) Business Travellers are required to have official letter in the forms of:
  - **Employment Pass (EP) / Professional Visit Pass (PVP) / Resident Pass-Talent (RP-T)** approval (to apply via ESD Online System at [www.esd.imi.gov.my](http://www.esd.imi.gov.my) );
- b) The Business Travellers must possess passport with validity period of not less than 6 months
- c) Business Travellers / sponsors are required to submit applications via:-
  - MyEntry website at <https://myentry.myxpats.com.my> for the following categories:
    - Newly approved expatriates i.e Employment Pass (EP), Resident Pass–Talent (RP-T); and their dependants; including Regional Establishment (RE), Regional Office (RO) and Principal Hub (PH) representatives);
    - Newly approved Professional Visit Pass (PVP);
    - The expired EP, RP-T, PVP pass holders.
  - MyTravelPass website at <https://mtp.imi.gov.my> for the following categories:
    - Social Visit Pass (15 – 30/60/90 days)
    - Other expired pass holders under the purview of MyTravelPass System (*Bahagian Keselamatan dan Passport*, Immigration Department)
- d) Entry Permission decision will be made within three (3) working days upon complete information received by the OSC Committee.
- e) For Approved Entry Permission:
  - The Business Travellers will receive a formal digital notification of Entry Permission approval letter.
  - It is **COMPULSORY** to undertake **PCR COVID-19 Test** at their accredited lab within **TWO (2) DAYS prior to departure** from home country or last port of embarkation; and to obtain computer generated laboratory test result (in English) of having tested negative.



- Business Travellers shall obtain visa from the respective Malaysian Embassy / High Commission or Consulate General prior to entry to Malaysia, if applicable.
- Printed copies in A4 size paper of all related documents and are required to be in English
- Download and install *MySejahtera* apps for contact tracing

## 2. Arrival

- a) Upon arrival, any Business Traveller found symptomatic at the health screening station at arrival gate, will be referred to the designated Government hospital for further treatment.
- b) A COVID-19 negative result would allow the Business Travellers to proceed with the mandatory quarantine at the designated quarantine stations. If the test result is positive, the Business Travellers will be transferred to the dedicated hospitals for treatment.
- c) Non-symptomatic Business Travellers:
  - i) Required to undertake a compulsory PCR COVID-19 test at KLIA and to proceed to immigration counter to be escorted to a dedicated quarantine stations determined by Ministry of Health (MOH).
  - ii) If tested positive for COVID-19, Business Travellers at quarantine stations will be transferred to the nearby hospital for treatment by MOH. All Business Travellers belongings at the quarantine stations will be taken to the hospital and the cost of the quarantine shall be settled accordingly by Business Travellers.
- d) While Business Travellers are in Malaysia, they MUST comply to the following Malaysia's Covid-19 SOPs:
  - Downloading and using the MySejahtera apps for contact tracing purposes;
  - Using Surgical grade masks at all times;
  - Ensuring hand hygiene by always using hand sanitizers;
  - Conducting daily temperature checks; and
  - Practising safe physical distancing and adhering to all safety precautions and SOPs.