

CHECKLIST FOR SPECIAL AUTHORISATION WORK PASS (SAWP)		
1	Register and update your business data in Business Reporting (BR) Portal	
2	Nature of Business (state in the email)	
3	Provide the Scope of Work for expat(s)	
4	Copy of Passport for the expat(s)	
5	Provide the Schedule of the Training/Transfer of Knowledge	
6	Application Letter to Industry Development Group from the Company	
	a. The percentage of current Local Workforce	
	b. Justification for Special Authorisation Work Pass (SAWP) Application	
	c. Details of Name, Nationality, Passport Number and Position for the SAWP	
	d. Detail of Training Planning	
7	Support Letter to Industry Development Group from the Company / Client	
	a. From Client for the ICT Companies	
	b. Stating the Contract Title, Contract Duration, Purpose of Visit, Duration of Visit	
	c. List of Name, Nationality, Passport Number and Job Position	
	d. If an extension then state the previous approved duration	
8	<i>Lampiran 1</i> Standard excel template (submitted in Excel format)	