

<b>CHECKLIST FOR PROFESSIONAL VISIT VISA (PVV)</b>		
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. Justification for Professional Visit Visa (PVV) Application	
	b. Details of Name, Nationality, Passport Number and Position for the PVV	
6	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)	