

New Process: Exit Clearance for Employment Pass (“EP”) and Professional Visit Pass (“PVP”) Holders

Changes effective November 2025

The Ministry of Home Affairs (“MOHA”) has introduced a new requirement under the Immigration Department of Malaysia for companies sponsoring expatriates registered with the Expatriate Services Division (“ESD”), Malaysia Digital Economy Corporation (“MDEC”), and Iskandar Malaysia Expatriate Services Centre (“IRDA XPATNOVA”).

Companies are now required to shorten expatriates’ passes if they are not renewing them prior to the expatriate’s permanent departure from Malaysia.

Key actions upon expiry of EP or PVP

1. *Submit a Pass Shortening Application*

For expatriates who have ended their assignment in Malaysia and are permanently leaving the country, the sponsoring company is required to submit a pass shortening application, (also referred to as a “pass cancellation”), at the relevant portals¹, regardless of their pass’ balance validity period².

Prior to this new requirement, companies would typically allow the EP or PVP to lapse naturally upon expiry and only submit pass cancellations or shortenings in cases where the expatriate ended the assignment earlier or returned ahead of schedule.

Once the application is approved, a Shortened Pass Slip will be issued, which can be downloaded from the ESD portal.

For MDEC, the company must initiate the pass cancellation online via the MDEC portal, followed by submitting the original passports to MDEC in person to complete the process.

For IRDA XPATNOVA, companies are required to attend at the offices physically to cancel or shorten the EP, and

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subsequently notify the authorities by email upon issuance of the shortened pass.

Pass holders must ensure that the Shortened Pass Slip remains in their possession throughout the departure process and present it upon request.

2. Complete the Exit Clearance via the Relevant Portal for Expired Pass Holders

Exit Clearance is a mandatory declaration to confirm that expatriates have left Malaysia after their passes have expired as part of MOHA’s efforts to strengthen the country’s security.

Effective 18 November 2025, for all EP and PVP applications approved via the ESD portal, companies are obligated to complete the expatriate’s Exit Clearance via ESD online if no renewal or pass shortening application has been submitted after the pass expiry date³.

This requirement also applies to expatriates holding EPs for MD and non-MD companies in the MDEC portal⁴, as well as all EP and PVP holders via the IRDA XPATNOVA system, both effective 20 November 2025⁵.

For submission of the Exit Clearance via the ESD or MDEC portal, the following supporting documents are required, which is outlined in the table below:

No	Exit Clearance via ESD	Exit Clearance via MDEC
1	Latest copy of passport - full pages (Compulsory)	Copy of passport with exit endorsement, or
2	Proof of Exit – Latest Exit Stamp / Boarding pass / Autogate Slip; or	Flight ticket / boarding pass, or
3	A copy of the pass that was shortened abroad by the Malaysian Embassy; or	Copy of Employment Pass (sticker/ePass) amended by a Malaysian High Commission Embassies, Consulates or other official Malaysian representations abroad
4	A statutory declaration endorsed by a Commissioner of Oaths accompanied by a	Employer’s declaration and confirmation letter stating that the expatriate has departed Malaysia

	justification letter certified by the employer	accompanied by Form AM80 (signed before a Commissioner for Oaths)
5		Other supporting documents as applicable

As of the date of writing this article, IRDA XPATNOVA had not announced on the documents required for submission of the Exit Clearance.

Companies are given thirty (30) days from the expatriate’s latest pass expiry date to declare the expatriate’s exit information via the Exit Clearance selection.

It is noteworthy to mention that the ESD will monitor the Exit Clearance status for all expatriates by displaying a list of EP and PVP holders whose passes have expired without renewal or Shortened Pass under a newly established Exit Clearance selection⁶.

If the system detects that no exit has been performed within thirty (30) days after the pass expiry, the company is required to declare the exit information in the Pending Exit Declaration under the Exit Clearance selection within seven (7) days.

Failure to comply may result in restricted access to the portal, including the inability to submit and pay for new applications until the Exit Clearance is completed. Once the Exit Clearance has been submitted for processing, companies may resume submitting new applications.

With the implementation of these new requirements, employers are strongly advised to plan at least three (3) months ahead of the expiry dates of EPs and PVPs. Companies should proactively review the status of all expatriates’ passes to determine whether to proceed with renewal, pass shortening, or cancellation.

By taking these steps in advance, companies can prevent interruptions to portal access, facilitate timely submission of new applications, and ensure full compliance with Malaysia’s updated immigration regulations.

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¹ ESD / MDEC portals.

² Even where the pass has less than three (3) days of validity remaining: [Exit Clearance FAQ.pdf](#).

³ <https://tinyurl.com/3yk65vjy>.

⁴ <https://tinyurl.com/2wd7wysk>.

⁵ <https://tinyurl.com/yvefy7ur>.

⁶ It is currently unclear whether the MDEC and IRDA XPATNOVA portals will implement the same tracking system.