



**IMMIGRATION & CITIZENSHIP AUTHORITY**

**TRANSFER PERMIT CHECKLIST**

**EXT 8**

Name of Sponsor (If applicable) : \_\_\_\_\_  
 Name of Applicant : \_\_\_\_\_  
 Name of Agency (if applicable) : \_\_\_\_\_  
 Name of Person Lodging : \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Landline #: \_\_\_\_\_ Mobile #: \_\_\_\_\_  
 Email: \_\_\_\_\_

**TRANSFER OF VISA FROM OLD TO NEW PASSPORT**

*Please complete the following checklist for the application. Place a Tick in Column two below:*

Visa Type	NO MSF (FREE)	Extension Form	Sponsor Letter	Passport (Old + New)	Work Permit / Government Contract / Contract	Tick the Visa Type
Visitor	NA	NA	NA	NA	NA	NOT APPLY
Business	NA	NA	NA	NA	NA	NOT APPLY
Working Resident	✓	✓	✓	✓	✓	
Entertainer	NA	NA	NA	NA	NA	NOT APPLY
Student	✓	✓	✓	✓	NA	
Special Exemption	✓	✓	✓	✓	If Applicable	

**Requirement:**

1	Signed Undertaking Letter addressed to CMO & Attention DCMO	
2	Duly completed Extension Form <b>MUST</b> be clear, signed and dated by applicant	<b>For Dependents Unable to sign then Guardian Authorized</b>
3	Copy of Work Permit Approval Letter & ID	<b>If Applicable</b>

**If Applicable:**

Copy of ICA Maintenance Guarantee Bond	<b>Working Resident Employment Visa &amp; Dependent(s)</b>	
Contractual Letter (Government Employment)	<b>DPM or Government Institution</b>	
Copy of Principal's Passport bio page, existing visa page, Work Permit, Contract	<b>If Dependent Visa Transfer lodged Individually</b>	
Letter of Explanation	<b>Late Application/Overstayers</b>	
Police Report/Statutory Declaration	<b>Lost / Damaged or Stolen Passport</b>	