

# PEKERJA FILEM ASING (PFA)

## SUBMISSION TO FINAS

6 categories approved by FINAS. (1 pax per category except for foreign artiste)

**1. Foreigner Artiste**

**4. Creative Director**


**2. Director**

**5. Stunt Director**

**3. Lighting Director**

**6. Steadycam Operator**

**7. Director of Photography**

No	DOCUMENTS	
1	Company Letter to FINAS	
2	Complete copy of passport (all pages)	
2	Passport-sized photo	
3	Filming information & Synopsis	
4	Filming schedule & location	
5	Service agreement between Local Production & Foreign Artiste / Crew and Benefits in Kind (for Withholding Tax)	
6	Sijil Penggambaran Produksi (SPP) from FINAS	
7	Resume of Artiste /Crew	

- The process for Sijil PFA FINAS will take 1 week.
- The process for Imigresen approval will take 3 weeks. Before the approval is given, the LHDN Withholding Tax & Benefit In Kind must be paid.


### NOTE:

**ALL APPLICANTS MUST BE IN THEIR HOME COUNTRY OR  
OUTSIDE OF MALAYSIA WHILE THIS APPLICATION IS BEING  
PROCESSED**

# PEKERJA FILEM ASING (PFA) SUBMISSION TO IMIGRESEN

6 categories approved by FINAS. 1 pax per category except for foreign artiste;

- |                      |                            |
|----------------------|----------------------------|
| 1. Foreigner Artiste | 4. Creative Director       |
| 2. Director          | 5. Stunt Director          |
| 3. Lighting Director | 6. Steadycam Operator      |
|                      | 7. Director of Photography |


No	DOCUMENTS	
1	<ul style="list-style-type: none"> <li>• Company Letter to Immigration</li> <li>• Letter of LOU</li> </ul>	
2	Complete copy of passport (all pages)	
2	Passport-sized photo	
3	<ul style="list-style-type: none"> <li>• IMM.12 and IMM.38</li> <li>• Security / Personal Bond Stamping cert LHDN</li> </ul>	
4	Filming schedule & location	
5	Receipt of LHDN payment (Withholding / B.I.K tax)	
6	Sijil Penggambaran Produksi (SPP) from FINAS	
7	Resume of Artiste /crew	
8	Finas PFA valid Cert	
9	SSM (e info) with CTC	
10	Receipt of Cash Deposit Payment Online before affix PLIK	
11	Letter of VDR taken. Please note that Immigration not issued a JPV	

- The process for Imigresen approval will take 3 weeks. Board meeting will be held on first week & third week of every month.
- Before the approval is given, the LHDN withholding tax & Benefit In Kind must be paid.

## NOTE:

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OUTSIDE OF MALAYSIA WHILE THIS APPLICATION IS BEING  
PROCESSED**

# REFUND DEPOSIT - IMIGRESEN (PFA)

No	DOCUMENTS	
1	Application Form Imigresen	
2	Original receipt of the deposit payment made through JIM online system. If the original receipt is lost, need to obtain a confirmation letter from the Commissioner for Oaths.	
3	<ul style="list-style-type: none"><li>• Copy of the sponsor's identification card/passport.</li><li>• Letter of Appointment to AGENT to deal with the JIM, along with a copy of the identification card.</li></ul>	
4	Company bank statement certified true copy. The address must match with e-info from SSM.	
5	Copy of Personal/ Security Bond (has been stamped by LHDN with copy of stamp certificate)	
6	Copy of the passport showing entry and exit stamps from Malaysia to the country of origin (all pages).	
7	Copy of SSM (If the address on the letterhead does not match the SSM, a statutory declaration is required).	
8	VDR/ JP Visa (Sticker) and copy of payment receipt for PLIK	
9	Imigresen approval letter.	

## NOTE:

**1 CLAIMS CAN ONLY BE MADE WITHIN TWO (2) YEARS FROM THE DATE OF ISSUANCE OF THE ENTRY PERMIT**

**2 ONLY COMPLETE APPLICATIONS WILL BE PROCESSED**

**3 IMIGRESEN PROCESSING TAKES ABOUT 6 MONTHS (MINIMUM) FROM DATE OF SUBMISSION.**