

GUIDELINES ON THE FACILITATION OF EXIT PASS FROM THE MALAYSIAN IMMIGRATION DEPARTMENT FOR THOSE TOURIST WHO LOST THEIR PASSPORT (NOT OVERSTAYING) WHILE VISITING MALAYSIA

1. Report to the Philippine Embassy – Travel Document Section;
2. Fill up an application form for the issuance of a Travel Document and the Immigration Statement Form. Submit two (2) passport-sized photos;
3. Submit to an interview with an ATN Officer who will prepare an endorsement to the Immigration Department for the issuance of an Exit Pass;
4. Proceed directly to the Immigration Department in Putrajaya with her/his Travel Document and Embassy endorsement letter, including other relative documents such as Police Report, return ticket, etc.;
5. The Immigration will assess and verify the status of the applicant and issue an Exit Pass. The Exit Pass has a validity ranging from five days to 14 days. The applicant must arrange his flight to the Philippines and leave Malaysia before the stated expiration date.

The Immigration Department is located at Level 4, No. 15 Persiaran Perdana, Presint 2, 62550 Putrajaya (please see map), with telephone number 03-88801298, email – pbe@imi.gov.my and website – www.imi.gov.my.

Note : Directions to the Immigration Department in Putrajaya from the Embassy of the Philippines (by public transport)

- Take the Rapid KL train from Suria KLCC Station and alight at KL Sentral Station.
- Take the KLIA Express Train from KL Sentral Station. and alight at Putrajaya Station.
- Walk about 140m towards Putrajaya Sentral Bus Terminal
- Take the SO2 bus to Dataran Gemilang.
- From the Dataran Gemilang bus stop, walk about 2.1 KM towards Immigration Department.



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