

## **GUIDELINES ON WORK PERMIT APPLICATION IN LABUAN IBFC**

### **1.0 Preamble**

- 1.1 The Guidelines are issued pursuant to section 4A of Labuan Financial Services Authority Act 1996.
- 1.2 The purpose of the Guidelines is to facilitate the application of work permits for expatriates working in Labuan International Business and Financial Centre (Labuan IBFC).

### **2.0 Application Requirements**

- 2.1 The application for work permit should be in respect of the following positions as specified by Immigration Department of Malaysia:
  - (a) Top management e.g. Managing Director, Principal Officer, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer.
  - (b) Middle management e.g. Manager, Assistant Manager.
  - (c) Professional e.g. Accountant, Lawyer, Consultant, Underwriter, Economist, Advisor.
  - (d) Technical expert e.g. IT Specialist or other specialists related to Labuan trading activity.

*(Kindly note that the examples cited above are not intended to be exhaustive and should be used merely as a guide to assist the application)*
- 2.2 The applicant should have the corresponding professional/academic/technical qualification or relevant working experience related to the position applied.
- 2.3 All applicants must also comply with fit and proper requirement under the Guidelines on Fit and Proper Person issued by Labuan FSA.
- 2.4 All application for work permit shall be submitted to Labuan FSA through the appointed Labuan trust companies. The Labuan trust company must also provide a Letter of Recommendation supporting the application and confirming that they have conducted the necessary due diligence on the applicant and satisfied with the result thereof.

### **3.0 Compliance Requirement**

- 3.1 The applicant shall only conduct activities as specified under the Labuan Acts including Labuan Companies Act 1990, Labuan Financial Services and Securities Act 2010, Labuan Islamic Financial Services and Securities Act 2010, other relevant Acts and other activities as may be permitted by the relevant authorities.
- 3.2 Failure to adhere to this compliance requirement may result in revocation of the work permit and initiation of other punitive measures by Labuan FSA, relevant domestic regulators and law enforcement agencies in Malaysia.

### **4.0 Implementation Date**

The Guidelines shall come into effect on 6 July 2011 and would remain effective and applicable unless amended or revoked otherwise.

Labuan Financial Services Authority  
6 July 2011