

Requirements for Password Reset / Renewal of eMigrate Registration

Employers seeking to reset the password or renew/update the registered details of their eMigrate account, should prepare and produce the following documents. This service will be free of charge unless notified otherwise.

#	Document	Format / Attestation Required
1.	Request Letter for Password Reset and / or Update of Company Details or Registered Email, on company letterhead	Signed by the Director with an original signature
2.	Malaysia Identity Card (IC) and Malaysia Passport copy of the Director of the company	Copy
3.	Individual Business Profile (SSM) / Company Profile — Trade Licence, Memorandum & Articles of Association, Form 9, Form 24, Form 49	Latest SSM extract
4.	Malaysia IC copy of the authorized representative, where the Director authorizes a representative to submit the document on behalf of the company	Authorization letter on company letterhead, signed by the Director
5.	Approval Letter from Ministry of Human Resource, Malaysia (KESUMA) for hiring of foreign workers	Original in Bahasa Malaysia + English translation by Court Interpreter (original to be seen and returned) — one copy
6.	Employment Contract in the prescribed format on company letterhead	Company letterhead & seal, Public Notary and attestation by Ministry of Foreign Affairs (MOFA), Malaysia

Kindly schedule an appointment through the following link: <https://appointment.hcicl.gov.in/appointment/options> and bring hard copies of the aforementioned documents to the High Commission of India at the address below for attestation:

High Commission of India, Kuala Lumpur | Wisma HRIH Lotus, Level 1, 442, Jalan Pahang, Setapak, 53000 Kuala Lumpur | Tel: 03-4024 8000
