



# **USER MANUAL [Xpats Gateway]**

**Company View**  
Version 1

## Table of Contents

SYSTEM ACCESS .....	3
DASHBOARD .....	4
APPLICATION .....	5
COMPANY REPRESENTATIVE (LOU) .....	12
NOTIFICATION .....	13
SETTINGS .....	14



---

## SYSTEM ACCESS

---

1. To access the system, launch the Internet Browser and browse to Xpats Gateway system at [esd.imi.gov.my](http://esd.imi.gov.my)



2. Click on **Check Status Company** to check if Company has registered ESD online.

3. Click on **Company Login** if Company has valid ESD login.
  - i. Fill in existing **<ESD User ID>** and **<ESD Password>**, and then click on [Login] to access the system.

✓ Check Status Company
👤 Company Login
🏢 Government agency

Company login

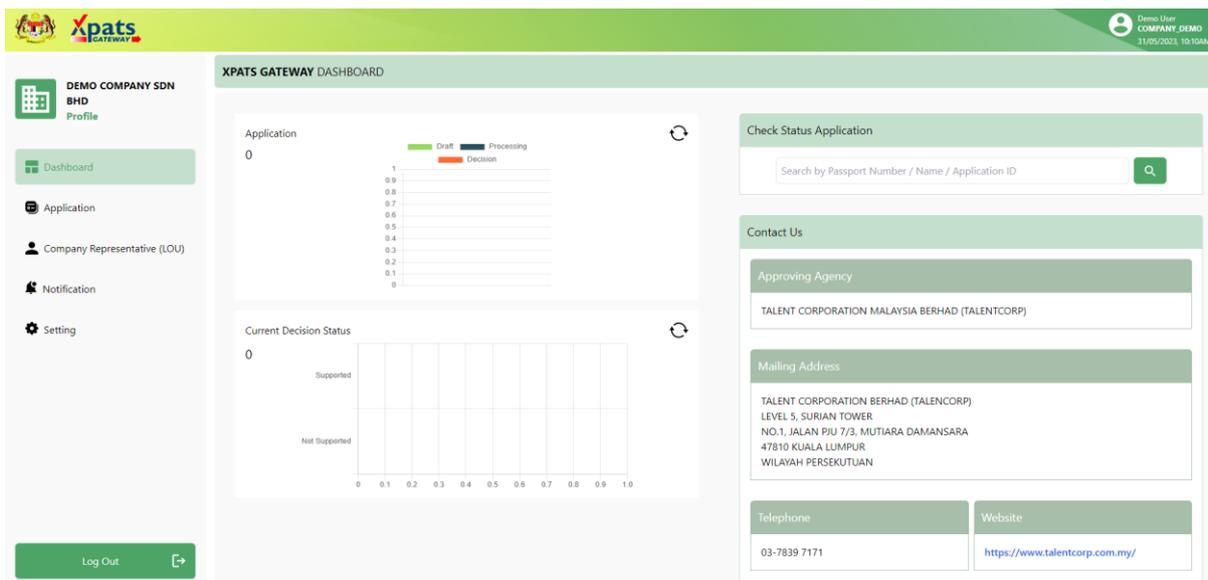
Please key in ESD Online Login ID and Password

Login

[Forgot Password?](#)

## DASHBOARD

1. View Application & Status Dashboard, Approving Agency contact details, and Check Application Status at **Dashboard** tab.



The screenshot shows the Xpats Gateway Dashboard for a demo user. The dashboard includes a sidebar with navigation options: Profile, Dashboard, Application, Company Representative (LOU), Notification, and Setting. The main content area is divided into several sections:

- Application Status:** A chart showing the number of applications in Draft, Processing, and Decision stages. The current count is 0 for all stages.
- Current Decision Status:** A chart showing the number of supported and not supported applications. The current count is 0 for both.
- Check Status Application:** A search bar with the placeholder text "Search by Passport Number / Name / Application ID" and a magnifying glass icon.
- Contact Us:** A section displaying the details of the Approving Agency, Mailing Address, Telephone, and Website.

The Approving Agency details are as follows:

Approving Agency	TALENT CORPORATION MALAYSIA BERHAD (TALENTCORP)
Mailing Address	TALENT CORPORATION BERHAD (TALENCORP) LEVEL 5, SURIAN TOWER NO.1, JALAN PIU 7/3, MUTIARA DAMANSARA 47810 KUALA LUMPUR WILAYAH PERSEKUTUAN
Telephone	03-7839 7171
Website	<a href="https://www.talentcorp.com.my/">https://www.talentcorp.com.my/</a>

2. For quick application status check, fill in details and click the magnifier icon.

### Check Status Application

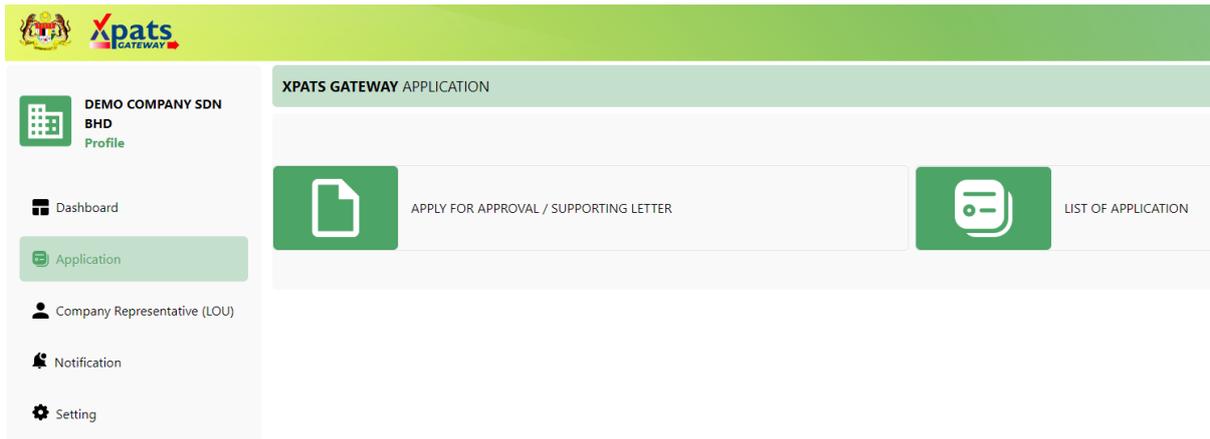
🔍

---

## APPLICATION

---

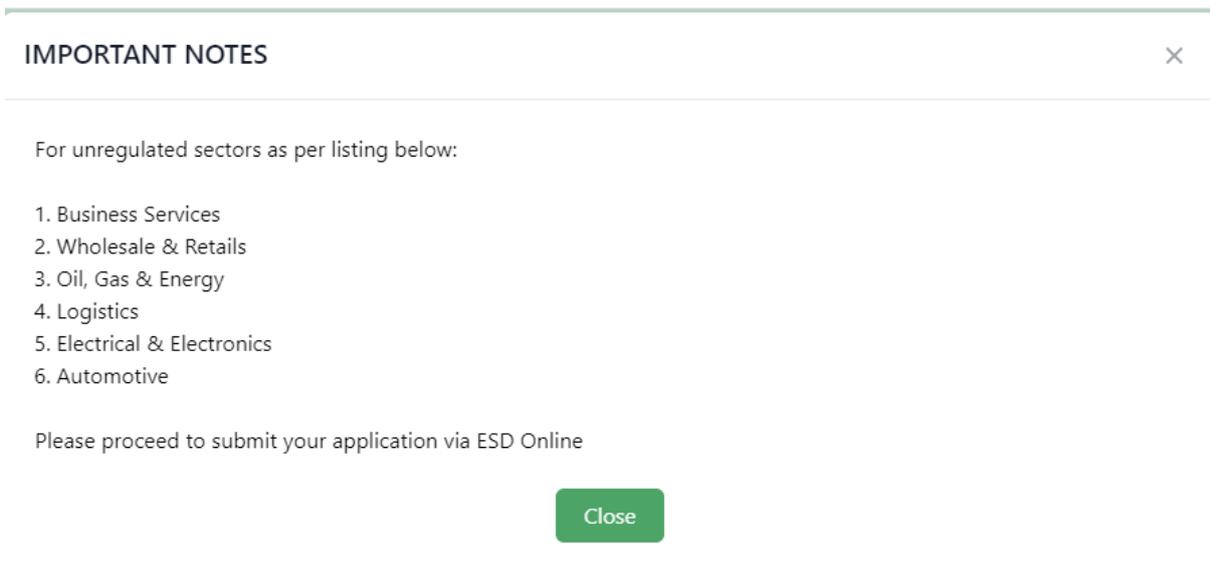
1. Apply for Approval / Supporting Letter or Check the List of Application at **Application** tab.



2. Click on **APPLY FOR APPROVAL / SUPPORTING LETTER** to create application.



- 2.1. Read the important notes and click the **Close** button.



2.2. Read the declaration before proceeding. Select the check box to accept and agree to the declaration. Click **Save & Next** to continue.

**XPATS GATEWAY APPLICATION**

  
 APPLY

  
 PERSONAL  
 DETAILS

  
 PASSPORT  
 DETAILS

  
 QUALIFICATION  
 DETAILS

  
 EMPLOYMENT  
 DETAILS

  
 AGENCY  
 REQUIREMENT

  
 SUPPORTING  
 DOCUMENTS

  
 SUBMIT  
 APPLICATION

**APPLICATION FOR APPROVAL / SUPPORTING LETTER**

Companies that fall under its purview are required to submit a Supporting Letter for each Employment Pass (Category I, II, and III) application from the relevant Approving Agency / Regulatory Body.

I hereby declare that the particulars and information in this application made under my company's name are true and accurate. I am aware that any false reports, statements, or representations are an offence under Section 56(1)(f) of the Immigration Act 1959/63 and are punishable with a fine amounting to no more than RM10,000.00 or imprisonment of no more than 5 years, or both.

Please click the "Save & Next" button to proceed.

Save & Next

2.3. Complete all the form details, click **Save & Next** to continue the application until **Submit Application**.

  
 APPLY

  
 PERSONAL  
 DETAILS

  
 PASSPORT  
 DETAILS

  
 QUALIFICATION  
 DETAILS

  
 EMPLOYMENT  
 DETAILS

  
 AGENCY  
 REQUIREMENT

  
 SUPPORTING  
 DOCUMENTS

  
 SUBMIT  
 APPLICATION

**PERSONAL DETAILS**

Please fill in the application details.

**NAME** \*

**GENDER** \*

**NATIONALITY** \*

**DATE OF BIRTH** \*

**MARITAL STATUS** \*

**EMAIL** \*

Male  Female

Single  Married  Divorce  Widower

Previous

Save & Close

Save & Next

2.4. Confirm application summary, **select on DECLARATION** box and click **Submit** to proceed the submission.

APPLY PERSONAL DETAILS PASSPORT DETAILS QUALIFICATION DETAILS EMPLOYMENT DETAILS AGENCY REQUIREMENT SUPPORTING DOCUMENTS SUBMIT APPLICATION

### APPLICATION SUMMARY FOR DEMO USER



<b>NAME</b>	DEMO USER
<b>PASSPORT</b>	A99999999
<b>APPROVING AGENCY / REGULATORY BODY</b>	TALENT CORPORATION MALAYSIA BERHAD (TALENTCORP)
<b>POSITION</b>	BASKETBALL MANAGER
<b>SALARY</b>	RM 9,999.99
<b>DURATION (MONTH)</b>	12

**DECLARATION**

I hereby declare that the particulars and information in this application made under my company's name are true and accurate. I am aware that any false reports/statements/representatives is an offence under Section 56(1)(f), Immigration Act 1959/63 and is punishable with a fine amounting to no more than RM10,000.00 or imprisonment of no more than 5 years or both.

[Previous](#) [Save & Close](#) [Submit](#)

2.5. Your application is now successfully submitted.

Successfully submitted application.



3. Click on **LIST OF APPLICATION** to manage the applications.



### 3.1. View overall list of applications.

NO	APPLICATION ID	PASSPORT	PHOTO	APPLICANT NAME	STATUS	SUBMISSION DATE	ACTION
1	A-1990-09-01-1-89	A99999999		DEMO USER	PROCESSING	2023-05-31 12:13:50	<a href="#">View</a>
2	A-1996-02-13-1-90			DEMO USER 2	DRAFT		<a href="#">View</a> <a href="#">Edit</a>

### 3.2. Click **View** button to view application's details.



Application Details				
COMPANY	APPLICATION	AGENCY REQUIREMENT	SUPPORTING DOCUMENT	LOGS
<b>GENERAL INFORMATION</b>				
COMPANY TIERING	TIER 5	eSSM Details	<a href="#">VIEW</a>	
<b>COMPANY DETAILS</b>				
SSM Registration No.:	911111-X			
SSM Registration Date:	14/02/2008			
Company Name:	DEMO COMPANY SDN BHD			
Registered Address	NO 123JALAN PUTERIBANDAR PUTERI PUCHONG			
Postal Code:	47100			
State:	WILAYAH PERSEKUTUAN PUTRAJAYA			
Tel No. (Company):	03 8888 9999			
Fax No. (Company):	03 8888 7777			
Correspondence Address:	NO 123JALAN PUTERIBANDAR PUTERI PUCHONG			
Postcode:	47100			
City:	-			
State:	WILAYAH PERSEKUTUAN PUTRAJAYA			
Tel No. (Correspondence):	1			

3.3. For **DRAFT** form that yet to be submitted, Click **Edit** to edit / complete the application.

**Edit**

APPLY PERSONAL DETAILS PASSPORT DETAILS QUALIFICATION DETAILS EMPLOYMENT DETAILS AGENCY REQUIREMENT SUPPORTING DOCUMENTS SUBMIT APPLICATION

**PERSONAL DETAILS**  
Please fill in the application details.

**NAME**

**GENDER**  Male  Female

**NATIONALITY**

**DATE OF BIRTH**  27 year(s) 3 month(s)

**MARITAL STATUS**  Single  Married  Divorce  Widower

**EMAIL**

Previous Save & Close Save & Next

3.4. The Edit button will disappear once application has been submitted.

**ACTION**

**View**



3.5. Click **Download Letter** to download the support letter.

**STATUS**

SUPPORTED

**ACTION**

View

Download Letter

---

**COMPANY REPRESENTATIVE (LOU)**

---

1. Company Representative list can be checked from **Company Representative (LOU)** tab.

XPATS GATEWAY COMPANY REPRESENTATIVE (LOU)

ENDORSER 1    ENDORSER 2    LOGIN ID USER    SUBMISSION OFFICER 1    SUBMISSION OFFICER 2    SUBMISSION OFFICER 3    SUBMISSION OFFICER 4

**NOTE** Company representative registered in ESD system

NAME:	Demo 7
NRIC/PASSPORT NO:	999999-99-9999
DESIGNATION:	LOU
TELEPHONE:	0101010101
MOBILE NUMBER:	0101010101
EMAIL:	test@yahoo.com

---

## NOTIFICATION

---

1. Check notifications from **Notification** bin.

XPATS GATEWAY NOTIFICATION

Page : 1/1 Next

No	SUBJECT	TO	CONTENT	SENT DATE	ACTION
NO RECORD					

---

## SETTING

---

1. Click **Setting** to change login password and fill in Old & New Password.

XPATS GATEWAY SETTING

Login ID	company_demo
Old Password	<input style="width: 90%; height: 25px;" type="password"/>
New Password	<input style="width: 90%; height: 25px;" type="password"/>
Confirm New Password	<input style="width: 90%; height: 25px;" type="password"/>
	<p><i>Passwords must conform to the following rules:</i></p> <ul style="list-style-type: none"> <li><i>* Must contain at least 8 Characters Length</i></li> <li><i>* Must contain at least 1 Upper Case Letter</i></li> <li><i>* Must contain at least 1 Lower Case Letter</i></li> <li><i>* Must contain at least 1 Number</i></li> <li><i>* Must contain at least 1 Symbol</i></li> </ul> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #5cb85c; color: white; padding: 5px 15px; border-radius: 3px; cursor: pointer;">Change Password</span> </div>