



JB / 39 / 2025

November 18, 2025

For the Attention of: CEOs / Directors / Managing Directors / HR Managers of Member Companies in Johor.

On-Site Passport Services for Bangladeshi Workers by the Bangladesh High Commission

This is to inform members that following the courtesy visit by the Bangladesh High Commission to FMM Johor Branch on November 7, 2025, the High Commission of Bangladesh in Malaysia has announced the availability of **on-site passport renewal services for Bangladeshi nationals** working in companies across Malaysia. The High Commission will deploy its team to members' company premises to conduct passport-related services, which include **passport application enrolment, passport delivery, consultations, and other consular services**.

A. Terms and Conditions

1. **Minimum 100 workers.** *(If below 100, service can still be arranged provided the host company allows participation from nearby companies)*
2. **The company must provide a suitable venue.**
3. Services will be provided during **weekends ONLY**.

B. Checklist for New e-Passport Applications

1. Copy of current Passport
2. Copy of valid Visa
3. Copy of National Identity Document (NID) / Birth Registration Certificate (BRC) – online English version

C. e-Passport Processing (EPP) Tenure, Government Fees & Embassy Service Kuala Lumpur (ESKL) Charges

Categories	Pages	Tenure	Fee	ESKL Charges
General Workers & Students	48 pages	5 years	RM164.00	+ RM32.00
		10 years	RM273.00	
	64 pages	5 years	RM817.00	
		10 years	RM953.00	
Others	48 pages	5 years	RM545.00	+ RM60.00
		10 years	RM681.00	
	64 pages	5 years	RM817.00	
		10 years	RM953.00	

Companies interested in arranging these services may contact mission.kualalumpur@mofa.gov.bd.

Officers in Charge:

1. **Md Yeasin Kabir**, 1st Secretary (Passport & Visa)
H/P: +6013-9161814 | Email: ykaabir31@gmail.com
2. **S.M. Sayem**, 3rd Secretary (Passport & Visa)
H/P: +6011-68262840 | Email: smsayem01319@gmail.com

*For further details, kindly contact **Ms Jessica / Ms Zura** of the FMM Johor Branch secretariat at Tel No. 07-3577613 or email at jessica@fmm.org.my / zuraidahnur@fmm.org.my*



Jessica Chu
Head of Branch
jessica@fmm.org.my

JC/zn