Malaysia - Malaysia Business Visa

Visa Application Itinerary & Document Checklist

Visa Details

Destination	Malaysia
Visa name	Malaysia Business Visa
Visa type	Business
Processing time	Minimum 7-10 working days
Available entry	Single / Multiple
Apply before	60 days

Required Documents

- : Valid passport
- : Employer cover letter
- : Host invitation letter
- : Two recent photos
- : Company bank statements

Other Documents

- Trade registration details

Optional Documents

- Business Purpose Documents
- • Business Invitation Letter from the Malaysian company, preferably on official letterhead
- • Invitation letter should clearly mention:
- o Applicant's full name and passport number
- o Malaysian company's name and address
- o Purpose of visit
- o Meeting/business details

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- o Proposed dates of visit
- o Duration of stay
- o Who will bear the expenses
- o Contact details of the inviting company
- o Authorised person's name, designation and signature
- • Meeting schedule / appointment confirmation
- • Conference, exhibition or seminar registration, if applicable
- • Purchase order / business correspondence, if relevant
- • Agreement / contract / quotation, if relevant
- Applicant's Company Documents — India
- For a business owner / proprietor / partner / director:
- • Company incorporation/registration certificate
- • GST certificate
- • Company PAN
- • Company profile
- • Partnership deed / MOA & AOA, where applicable
- • Latest ITR
- • Company bank statement — preferably last 6 months
- • Business registration/licence, where applicable
- • Letter on company letterhead confirming the applicant's position and purpose of travel
- If the Malaysian Company Is Sponsoring
- Add:
- • Malaysian company's invitation letter
- • Malaysian company registration details
- • Company's business profile
- • Sponsor/host's identification or authorised representative details, where appropriate
- • Letter confirming accommodation, if provided
- • Letter confirming who will bear airfare, hotel and other expenses
- • Relevant meeting/conference/event documents

Application Process

1. How to Apply — Step by Step
2. Step 1 — Confirm the Purpose
3. Make sure the trip is genuinely for a permitted short-term business activity such as:
4. Business meetings | Negotiations | Factory inspection | Signing agreements | Conference | Seminar | Business discussions | Investment exploration

5. These activities are recognised by Malaysian Immigration under short-term social visits.
6. Step 2 — Obtain the Malaysian Invitation Letter
7. Ask the Malaysian business partner/client/company to issue a proper invitation on its official company letterhead.
8. The invitation should match the applicant's:
9. • Passport details
10. • Travel dates
11. • Business purpose
12. • Company information
13. • Accommodation arrangements
14. • Financial responsibility
15. Step 3 — Prepare the Applicant's Business Profile
16. Prepare the Indian company's supporting documents, financial documents and employment/business proof.
17. The objective is to establish:
18. Genuine business purpose + sufficient funds + genuine employment/business + clear reason to return to India.
19. Step 4 — Book Travel Arrangements
20. Prepare:
21. • Return flight booking
22. • Hotel booking
23. • Day-wise business itinerary
24. • Meeting schedule
25. Avoid creating inconsistent travel dates across the documents.
26. Step 5 — Submit MDAC
27. Indian travellers must complete the Malaysia Digital Arrival Card (MDAC) online within 3 days before arrival according to the current Malaysian High Commission guidance.
28. Step 6 — Travel to Malaysia
29. Carry a physical/digital folder containing:
30. • Passport
31. • Return ticket
32. • Hotel booking
33. • MDAC confirmation
34. • Malaysian invitation letter
35. • Business meeting documents
36. • Company documents
37. • Financial proof
38. Immigration officers can request supporting evidence at the point of entry.

Processing Time

Minimum 7-10 working days

Fees

Single entry visa (inclusive of GST)

Category	Total Cost
Adult	**₹5,550/-**
Child	**₹5,550/-**
Infant	**₹2,775/-**

Multiple entry visa (inclusive of GST)

Category	Total Cost
Adult	**₹9,990/-**
Child	**₹9,990/-**
Infant	**₹4,995/-**

Above cost is inclusive of GST. Embassy / VFS fees are separate unless stated.

Important Notes

- Important Notes Before Applying for Malaysia Business Visa
- For Indian passport holders: Before calling it a “Malaysia Business Visa,” note that Malaysia currently provides visa-free entry for Indian nationals for business, tourism, social and transit purposes for stays of up to 30 days, until 31 December 2026.
- ⚠ Important Points
- Passport validity: Ensure the passport has at least 6 months validity from the date of entry.
- Business purpose must be genuine: Carry a proper invitation/meeting letter from the Malaysian company explaining the purpose, dates and business activities.
- Carry return ticket: A confirmed return/onward ticket should be available.
- Hotel/accommodation: Keep a confirmed hotel booking or proof of accommodation in Malaysia.
- MDAC is mandatory: Complete the Malaysia Digital Arrival Card (MDAC) within the permitted pre-arrival period before travelling.
- Financial proof: Carry sufficient funds/bank statements to demonstrate that you can support yourself during the trip.
- Company documents: Business owners should carry relevant company registration, GST, ITR, company profile and business correspondence where applicable.
- Do not use a business visit for employment: A short business visit should not be treated as permission to take up employment or conduct activities requiring a different Malaysian pass.

- Immigration has final authority: Visa-free eligibility does not guarantee admission. Malaysian immigration officers may ask about your purpose, accommodation, return ticket and supporting documents.
- Check rules before departure: The current Indian visa exemption has a stated end date of 31 December 2026, so requirements should be rechecked before each trip.
- Best Practice
- Passport + Invitation Letter + Return Ticket + Hotel Booking + MDAC + Business Documents + Financial Proof + Meeting/Conference Details
- For a consultancy checklist, I recommend writing the title as “Malaysia Business Visit – Indian Passport Holder (Visa-Free Entry)” rather than “Malaysia Business Visa,” for trips covered by the current exemption.

Visa issuance is the sole responsibility of the embassy or consulate. We provides consultation and filing support only; fees shown are starting prices for our services and exclude official government charges unless stated.

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