

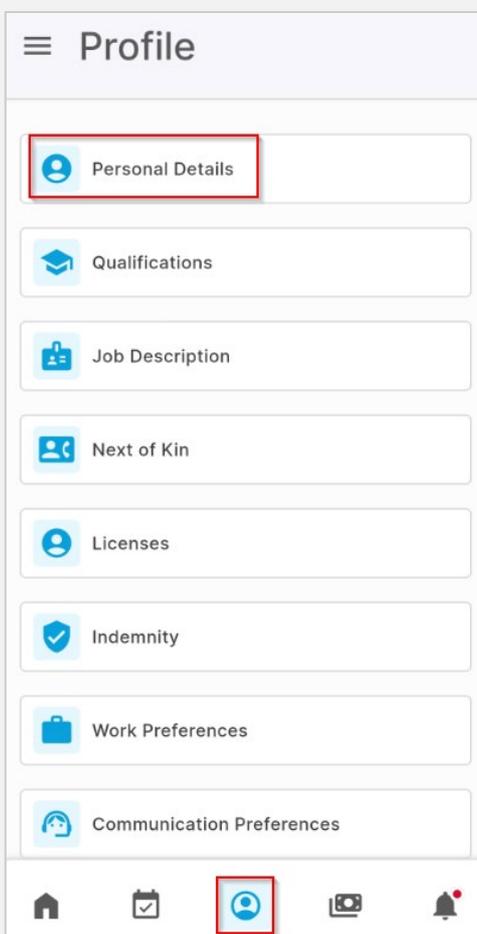
UPDATING PASSPORT DETAILS

How to update your passport details

Follow these steps:

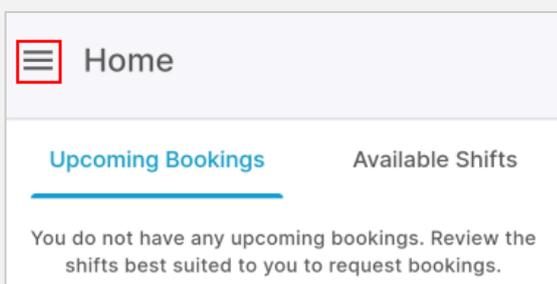
1 After logging into MHR4me:

Tap the profile icon at the bottom, then select **Personal Details**.

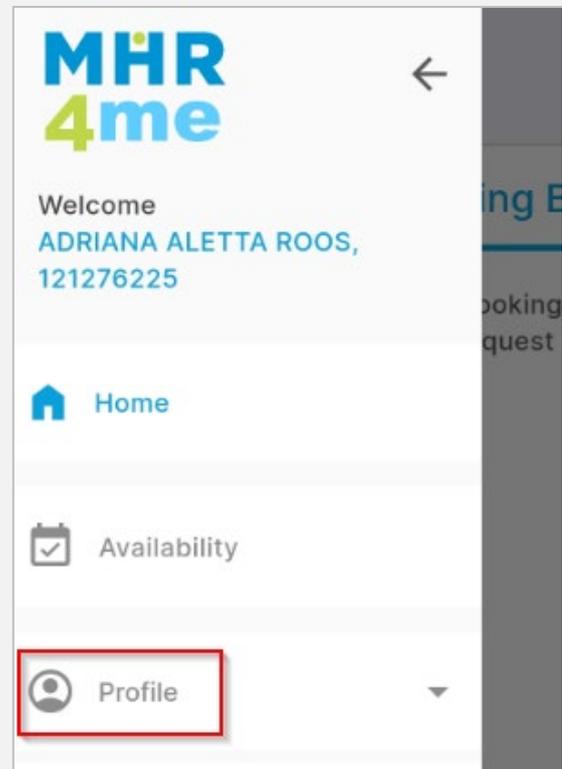


OR

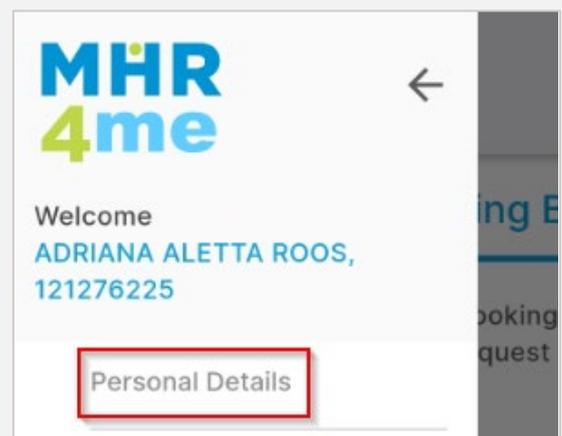
From the **Home** screen, tap the **Hamburger button**.



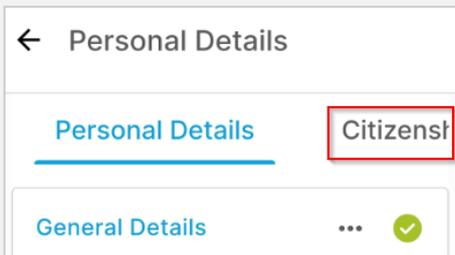
Tap to expand the **Profile** option.



The list of profile options will be displayed. Tap the **Personal Details** option.



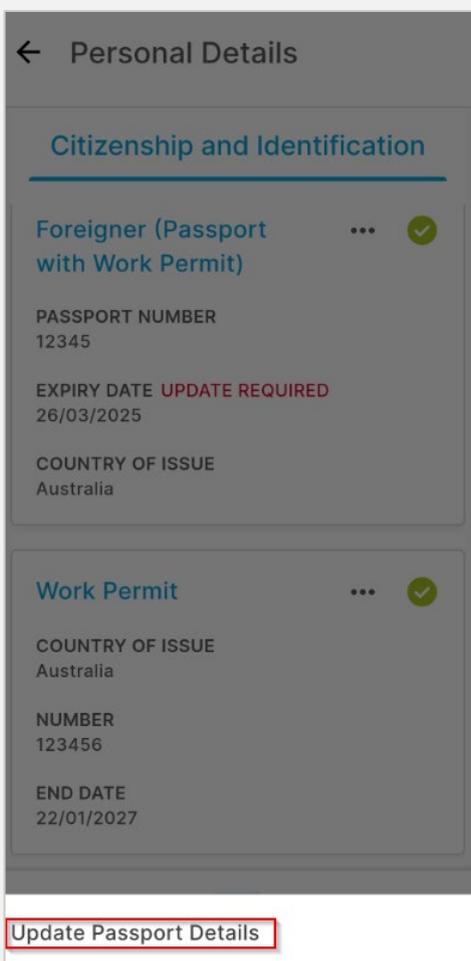
2 When the Personal Details screen displays, tap **Citizenship and Identification** on the right.



3 Tap the ellipsis icon/three dots (...) next to 'Foreigner (Passport with Work Permit)'.



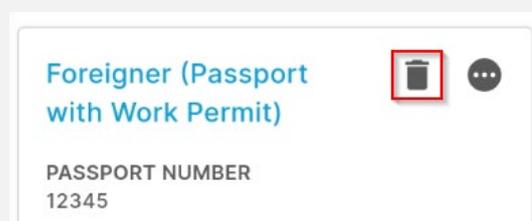
4 When the screen below displays, tap **Update Passport Details**.



5 When the screen below displays:

- Enter the new passport details.
- Upload a certified copy or photo of the new passport as proof.
- Tap **Save**.

6 The new passport details will be displayed and are awaiting approval from MHR. MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason. You can still remove the updated details before approval by tapping the dustbin icon.



- 7 Once approved, only the latest passport details will display, and you will receive an approval notification on the MHR4me app.



Dear MHR member. Your request for passport change has been approved.
Regards MHR

25/03/2025 at 15:26