

### CERTIFICATE OF GOOD CONDUCT FOR FOREIGNERS / NON-MALAYSIANS

INST	RUCTIONS	For official used only												
	Please fill in the form using "CAPITAL LETTER". All details are mandatory Please mark (x) at the area mark (*) : se 9 & 10 are meant for those holding Permanent lent status	Mode of Application At Counter Via Post Via Diplomatic Bag												
1. 2.	Name as in passport       Image: Sender     Image: Sender       Male     Fem.	Passport Size     Photograph												
3.	Country of Origin 4.	Nationality												
5.	Address of Resident / Correspondence Address													
6.	Date of Birth / /   Day Month Yea													
7.	Phone No. (Office / House )													
8.	Place of Birth (Country)													
9.	Permanent Resident (Old)													
10.	Place Issued													
11.	Passport No.													
12.	Day Month Year													
13.	Place of Issuance of Passport													

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• • •	Last Occupation / Place of Study in Malaysia																										
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15.	Name & Address of Last Employer / Education Institution in Malaysia																										
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16.	*Purpose of Application																										
	Study												Accompanying Spouse / Parents / Guardian														
	Employment										Permanent Resident																
	Citizenship Application												Oth	ers													
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18.	Cοι	untry	req	uirin	g ce	rtific	ate																				
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Sign																											

Disclaimer:

Please be informed that for applicants who have requested that their Certificate of Good Conduct be send by mail, the Ministry would not assume any liability for any late deliveries, lost or damage the certificates.

# **Issuance of Good Conduct Certificates**

Malaysians and foreigners (those who have stayed in Malaysia 1 year and beyond) who wish to apply for the Good Conduct certificate could do so as follows:

Application can be made at the Consular Division, Ministry of Foreign Affairs at the following address:

Consular Division Ministry of Foreign Affairs Malaysia Wisma Putra No 1, Jalan Wisma Putra Precint 2 62602 PUTRAJAYA Telephone No : (603)-88874000

Applicants need to fill in a Certificate of Good Conduct form (2 pages).

For Malaysians abroad, forms can also be obtained from the respective Malaysian Mission in the country. Address, telephone number and e-mail of Malaysian Missions is available in this website under the topic "Malaysia's Missions Worldwide".

# Each application should be submitted in:

- Two (2) copies application form together with two (2) recent passport size photographs
- Two (2) photostat copies of identification card (for Malaysian citizens only)
- Two (2) photostat copies of passport (front and back pages for Malaysian citizens and all visa stamp pages for foreign citizens) Note: Kindly ensure that the passport has a minimum validity of nine (9)

month from the date of application. If the validity is less than 9 months, kindly renew your passport before applying the Letter of Good Conduct.

- An introduction letter from the employer (for foreign citizens only)
- Self-address envelope size A4 with sufficient stamp

Mode of Application and Processing fee:-

# i) At Consular Counter Service : (Application in Person)

Ringgit Malaysia Twenty Only (RM 20.00) in cash, Postal Order or Bank Draft (Payable to: AKAUNTAN NEGARA MALAYSIA)

# ii) Through Mail / By Post

Ringgit Malaysia Twenty Only (RM 20.00) in Postal Order or Bank Draft only (Payable to: AKAUNTAN NEGARA MALAYSIA)

\* Do not send cash through mail / by post

Processing period is within 30 working days from the date of submission. Certificate will be sent to the applicant using the self-address envelope above or can be collected by the applicant at the Consular Division counter service.