

9. LETTER OF GOOD CONDUCT

APPLICATION OF CERTIFICATE OF GOOD CONDUCT BY FOREIGNER

The Ministry of Foreign Affairs, Malaysia wishes to inform that application of Certificate of Good Conduct (CGC) MUST be done online and the process will takes approximately 1 to 2 months to complete.

Pre-Condition for Foreigners:

Foreigners who wish to apply for CGC MUST have resided in Malaysia for a period of AT LEAST TWELVE (12) CONSECUTIVE MONTHS under long term social visit pass (i.e.: employment pass, student pass, spouse of Malaysian, expatriate pass)

Steps for CGC application:

1. Log on to the E-Consular service at the Ministry of Foreign Affairs, Malaysia website available at the following link:

<http://www.kln.gov.my/web/guest/online>

2. Complete the online forms and click SUBMIT.
3. Print Application Acknowledgement Slip.
4. Check application status from time to time using the same ID and password used in Step 1.
5. For SUCCESSFUL application:
 - i. CGC collection at the Counter of Consular Division, Ministry of Foreign Affairs, Malaysia (including Sabah and Sarawak branch office), please bring along the following:
 - a. Application Acknowledgement Slip;
 - b. Cash payment of Ringgit Malaysia Twenty Only (RM20); and
 - c. Letter of Authorization for collection on behalf of the applicant(s).
 - ii. CGC collection at the Counter at any of the Malaysia Embassy/High Commission/Consulate General, please bring along the following:
 - a. Application Acknowledgement Slip;
 - b. Cash payment equivalent to Ringgit Malaysia twenty Only (RM20); and
 - c. Letter of Authorization for collection on behalf of the application(s).

- iii. Via postal service, applicant is required to submit to the Consular Division, Ministry of Foreign Affairs, Malaysia (including Sabah and Sarawak branch office) or to the Malaysian Embassy/High Commission/Consulate General abroad, the following:
 - a. Application Acknowledgement Slip;
 - b. Bank Draft/Postal Order of or equivalent to Ringgit Malaysia Twenty Only (RM20) [Payable to:
Akauntan Negara Malaysia (for payment made within Malaysia) or payable to the Malaysian Embassy/High Commission/Consulate General abroad. Please contact our local or overseas offices for further information on payment]; and
 - c. An A4 size self-addressed envelope with sufficient postage.
6. For UNSUCCESSFUL application, please contact Consular Division, Ministry of Foreign Affairs, Malaysia (including Sabah and Sarawak branch office) or the Malaysian Embassy/High Commission/Consulate General abroad for further information.
7. Documents as requested in Para 5.iii MUST BE SUBMITTED to one (1) of the following addresses:

Ministry of Foreign Affairs, Malaysia
Consular Division, Wisma Putra
No. 1, Jalan Wisma Putra
62602 Putrajaya
Tel.: 03 – 8887 4000
Fax: 03 – 8889 2923

Ministry of Foreign Affairs, Malaysia
Sarawak Branch
Tingkat 14, Bangunan Sultan Iskandar
Jalan Simpang Tiga
93300 Kuching, Sarawak
Tel.: 082 – 236146
Fax: 082 – 236983

Ministry of Foreign Affairs, Malaysia
Sabah Branch
Aras 7, Blok A Kompleks Pentadbiran Kerajaan Persekutuan
Jalan UMS, 88400 Kota Kinabalu, Sabah
Tel.: 088 – 220018
Fax: 088 – 488518

Or

Any of the Malaysian Embassy/High Commission/Consulate General abroad, nearest to the applicant.

REMINDER:

1. Applicant is reminded not to send cash payment via postal service.
2. The Ministry of Foreign Affairs, Malaysia shall not be responsible for any documents posted by the applicant which are lost in transit.