



**PERMOHONAN SIJIL KELAKUAN BAIK UNTUK WARGANEGARA MALAYSIA
(CERTIFICATE OF GOOD CONDUCT FOR MALAYSIANS)**

ARAHAN MENGISI BORANG (INSTRUCTIONS)	Untuk kegunaan pejabat sahaja For official use only
1. Sila isikan borang menggunakan "HURUF BESAR". <i>Please fill in the form using "CAPITAL LETTER".</i> 2. Sila tandakan (X) pada perkara yang bertanda (*) <i>Please mark (X) at the area mark (*)</i> 3. Semua maklumat adalah mandatori <i>All details required are mandatory</i>	Kaedah permohonan <i>Mode of Application</i> <input type="checkbox"/> Kaunter / At Counter <input type="checkbox"/> Pos / By Post <input type="checkbox"/> Beg Diplomatik / by Diplomatic Bag
1. Nama penuh seperti di dalam Kad Pengenalan / Full Name as appeared in Identity Card <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
2. *Jantina <input type="checkbox"/> Lelaki <input type="checkbox"/> Perempuan <i>Gender Male Female</i>	
3. Alamat Surat-Menyurat / Correspondence Address <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
4. No Telefon (Pejabat / Rumah) (Telefon Bimbit) <i>Phone No. (Office / House) (Mobile)</i> <div style="border: 1px solid black; width: 100%;"></div>	
5. Tarikh Lahir <i>Date of Birth</i> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"> </div> / <div style="border: 1px solid black; padding: 2px;"> </div> / <div style="border: 1px solid black; padding: 2px;"> </div> </div> Hari / Bulan / Tahun / <i>Day Month Year</i>	
6. Negeri Kelahiran / State of Birth <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
7. No. Kad Pengenalan (Lama) (Baru) <i>Identity Card No. (Old) (New)</i> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 150px; height: 25px;"></div> <div style="border: 1px solid black; width: 50px; height: 25px;"></div> <div style="border: 1px solid black; width: 50px; height: 25px;"></div> <div style="border: 1px solid black; width: 50px; height: 25px;"></div> <div style="border: 1px solid black; width: 50px; height: 25px;"></div> </div>	
8. No. Pasport: <i>Passport No.</i> <div style="border: 1px solid black; width: 100%; height: 25px;"></div>	
9. Tempat Pasport dikeluarkan / Place Passport Issued <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
10. Jenis Pekerjaan Terakhir di Malaysia / Last Occupation in Malaysia <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	
11. Nama & Alamat Majikan Terakhir / Name & Address of Last Employer <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	



12. Nama Bapa

Father's Name

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13. Nama Ibu

Mother's Maiden Name

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14. Tujuan Memohon / Purpose of Application

- | | |
|--|---|
| <input type="checkbox"/> Belajar
Study | <input type="checkbox"/> Menemani Pasangan/ Ibu bapa / Penjaga
Accompanying Spouse / Parents / Guardian |
| <input type="checkbox"/> Bekerja
Employment | <input type="checkbox"/> Penduduk Tetap
Permanent Resident |
| <input type="checkbox"/> Permohonan Kewarganegaraan/
Citizenship Application | <input type="checkbox"/> Lain-lain
Others |

15. Jika lain-lain, sila nyatakan / If Others please state

16. Negara yang memerlukan Sijil / Country requiring certificate

Saya akui bahawa semua maklumat yang diberikan adalah benar.
I hereby confirm that all of the details given above are correct.

Tandatangan pemohon
Signature _____

Tarikh Permohonan
Date of application _____

Penafian:
Pemohon yang meminta agar Sijil Kelakuan Baik dihantar melalui Pos, Kementerian Luar Negeri tidak bertanggungjawab di atas kelewatan, kehilangan atau kerosakan Sijil berkenaan.

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.

AKUAN

Saya dengan
sesungguhnya dan sebenarnya mengaku bahawa—

- (i) semua maklumat yang diberikan untuk menyokong permohonan saya untuk Sijil Kelakuan Baik adalah benar;
- (ii) saya adalah seorang yang berkelakuan baik;
- (iii) sepanjang pengetahuan saya, tiada ada apa-apa penyiasatan jenayah yang telah atau sedang dijalankan terhadap saya berhubung dengan apa-apa kegiatan jenayah di Malaysia;
- (iv) saya *tidak pernah didakwa dalam mana-mana mahkamah di Malaysia/ pernah didakwa di mahkamah atas kesalahan
.....;

(* potong mana yang tidak berkenaan)

- (v) saya tidak pernah disabitkan atas apa-apa kesalahan jenayah sama ada di Malaysia atau di negara lain; dan
- (vi) saya faham bahawa akuan saya akan digunakan oleh Kementerian Luar Negeri Malaysia untuk menimbangkan permohonan saya untuk Sijil Kelakuan Baik;

dan saya membuat akuan ini dengan kepercayaan bahawa akuan ini adalah benar, serta menurut kuasa peruntukan Akta Akuan Berkanun 1960.

Diperbuat dan dengan sebenar-sebenarnya diakui oleh
yang tersebut namanya di atas)
di)
di Negeri)
padaharibulan20)

Di hadapan saya,

.....
(Tandatangan Hakim Mahkamah Seksyen,
Majistret atau Pesuruhjaya Sumpah)

DECLARATION

I do solemnly and sincerely declare that–

- (i) all the information given by me to support my application for a Letter of Good Conduct are true;
- (ii) I am a person of good conduct;
- (iii) to the best of my knowledge, there is no criminal investigation against me in respect of any criminal activity in Malaysia;
- (iv) I *have never been charged in the court(s) of Malaysia / have a charge pending at the Court for the offence of;
(kindly delete whichever is not applicable)*
- (v) I have not been convicted of any criminal charge in Malaysia nor in any other country; and
- (vi) I understand that the above declaration shall be used by the Ministry of Foreign Affairs Malaysia in considering my application for a Letter of Good Conduct;

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1960.

Subscribed and solemnly declared by the above named
.....)
at)
in the State of)
this day of20.....)

Before me,

.....
(Signature of Sessions Court Judge,
Magistrate or Commissioner of Oaths)

ANNOUNCEMENT

WITH EFFECT FROM 3RD MARCH 2008 PLEASE BE INFORMED THAT ALL APPLICATION FOR CERTIFICATE OF GOOD CONDUCT COULD BE PROCESSED WITHIN A DAY AND THE CERTIFICATE COULD BE ISSUED ON THE SAME DAY OR AT THE LATEST BY THE FOLLOWING DAY.

UNDER NEW DELIVERY SYSTEM, APPLICATION FOR CERTIFICATE OF GOOD CONDUCT MUST BE ACCOMPANIED WITH A STATUTORY DECLARATION ATTESTED BY A COMMISSIONER OF OATHS. IN ADDITION THE FOLLOWING PARTICULARS ARE REQUIRED FROM THE APPLICANT.

1. SUBMIT TWO (2) COPIES OF THE DULY COMPLETED APPLICATION FORM FOR THE CERTIFICATE OF GOOD CONDUCT. THE APPLICATION FORM COULD BE OBTAINED AT THE COUNTER OF THE CONSULAR DIVISION. ALTERNATIVELY, IT COULD ALSO BE DOWNLOADED FROM THE MINISTRY'S WEBSITE : [HTTP://WWW.KLN.GOV.MY](http://www.kln.gov.my)
2. TWO (2) RECENT PASSPORT SIZE PHOTOGRAPHS;
3. TWO (2) CERTIFIED COPIES OF IDENTIFICATION CARD; AND
4. TWO (2) CERTIFIED COPIES OF PASSPORT NAMELY PAGES THAT CONTAIN DETAILS OF THE APPLICANT
(**FIRST AND LAST PAGES**)
5. SELF-ADDRESS ENVELOPE SIZE A4 WITH SUFFICIENT STAMP
6. 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 (RM20.00) in Postal Order or Bank Draft only (Payable to : **AKAUNTAN NEGARA MALAYSIA**)