

## Application for a Certificate of Good Conduct

Beginning 28<sup>th</sup> June 2013, application for certificate of good conduct will be done through the on-line E-Consular System of the Ministry of Foreign Affairs Malaysia ([www.kln.gov.my/web/guest/online](http://www.kln.gov.my/web/guest/online)). Non-Malaysian citizens applying must have 12 months record of continuous stay in Malaysia either holding social visit pass or employment pass or student pass or spouse of Malaysian pass or Expatriate pass.

All related documents will be asked for on-line and submitted on-line. Once application completed, applicants will be issued an Application Submission Certificate for record and reference. This can be self-printed by applicants on-line.

Processing of the said document will still be conducted by the Royal Malaysian Police and can take between 1 to 2 months to complete. Applicants are to self-check their on-line application for its approval.

On approval, the respective Certificate of Good Conduct can be collected from the Malaysian High Commission (**BY APPOINTMENT ONLY**) or posted to applicant provided a self-addressed envelope is sent. The following items are required in order to obtain a print-out/hard copy of the approved Certificate of Good Conduct;

- (i) Payment in the form of bank cheque or money order (WE DO NOT ACCEPT PERSONAL CHEQUE) for AUD 10.00 payable to; Malaysian High Commission
- (ii) A print-out copy of approval page showing "Certificate is ready for collection" and copy of the Acknowledgement of Application. ( [Example of approval page](#) )( [Example of Acknowledgement of application](#) )
- (iii) A copy of your passport (passport holder's detail page).

Collection of the Certificate of Good Conduct can also be done by a third person on behalf of the applicant, provided a letter of proxy/authority is provided by the applicant.