MINISTRY OF FOREIGN AFFAIRS MALAYSIA
WISMA PUTRA
NO 1, JALAN WISMA PUTRA
PRECINT 2
62602 PUTRAJAYA

Telefon : (603) 8887 4000/
4100/ 4264/ 4201/ 4311
Fax : (603) 03 – 8889 1717

CERTIFICATE OF GOOD CONDUCT FOR FOREIGNERS / NON-MALAYSIANS

INSTRUCTIONS	**For official used only**
1. Please fill in the form using **"CAPITAL LETTER".** 2. All details are mandatory Please mark (x) at the area mark (*) **Note :** **Clause 9 & 10 are meant for those holding Permanent Resident status**	Mode of Application ☐ At Counter ☐ Via Post ☐ Via Diplomatic Bag

Passport Size Photograph

1. Name as in passport

2. *Gender ☐ Male ☐ Female

3. Country of Origin

4. Nationality

5. Address of Resident / Correspondence Address

6. Date of Birth ☐☐ / ☐☐ / ☐☐☐☐
Day Month Year

7. Phone No. (Office / House) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐
(Mobile) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

8. Place of Birth (Country)

9. Permanent Resident Identity Card No. (Old) ☐☐☐☐☐☐☐☐☐☐
(New) ☐☐☐☐☐☐-☐☐-☐☐☐☐

10. Place Issued

11. Passport No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

12. ☐☐ / ☐☐ / ☐☐☐☐
Day Month Year

13. Place of Issuance of Passport

14. Last Occupation / Place of Study in Malaysia

15. Name & Address of Last Employer / Education Institution in Malaysia

16. *Purpose of Application

- ☐ Study
- ☐ Employment
- ☐ Citizenship Application
- ☐ Accompanying Spouse / Parents / Guardian
- ☐ Permanent Resident
- ☐ Others

17. If Others please state

18. Country requiring certificate

I hereby confirm that all of the details given above are correct.

Signature ---------- **Date :** _____

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.

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(New) ☐☐☐☐☐☐-☐☐-☐☐☐☐

10. Place Issued

11. Passport No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

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ISSUANCE OF GOOD CONDUCT CERTIFICATE

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

Each application should be submitted with:

1. Two (2) copies of application form together with two (2) recent passport size photographs;

2. Two (2) photostat copies of passport (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.

3. An introduction letter from the employer/school/college/university (for foreign citizens only);

4. Self-addressed envelope size A4 with sufficient stamp;

5. 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 1 to 2 months from the date of submission. Certificate will be sent to the applicant using the self-addressed envelope above or can be collected by the applicant at the Consular Division counter service.

NOT FOR SALE