KEMENTERIAN LUAR NEGERI
WISMA PUTRA
NO 1, JALAN WISMA PUTRA
PRESINT 2
62602 PUTRAJAYA

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

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"**. *Please fill in the form using **"CAPITAL LETTER"**.* 2. Sila tandakan (X) pada perkara yang bertanda (*) *Please mark (X) at the area mark (*)* 3. Semua maklumat adalah mandatori *All details required are mandatory*	Kaedah permohonan *Mode of Application* ☐ Kaunter / *At Counter* ☐ Pos / *By Post* ☐ Beg Diplomatik / *by Diplomatic Bag*

1. **Nama penuh seperti di dalam Kad Pengenalan** / *Full Name as appeared in Identity Card*

Gambar Berukuran Pasport
Passport Size Photograph

2. ***Jantina** *Gender* ☐ **Lelaki** *Male* ☐ **Perempuan** *Female*

3. **Alamat Surat-Menyurat** / *Correspondence Address*

4. **No Telefon** *Phone No.* **(Pejabat / Rumah)** *(Office / House)* **(Telefon Bimbit)** *(Mobile)*

5. **Tarikh Lahir** *Date of Birth* ☐☐ / ☐☐ / ☐☐☐☐ **Hari** / *Day* **Bulan** / *Month* **Tahun** / *Year*

6. **Negeri Kelahiran** / *State of Birth*

7. **No. Kad Pengenalan** *Identity Card No.* **(Lama)** *(Old)* **(Baru)** *(New)* ☐☐☐☐☐☐-☐☐-☐☐☐☐

8. **No. Pasport:** *Passport No.*

9. **Tempat Pasport dikeluarkan** / *Place Passport Issued*

10. **Jenis Pekerjaan Terakhir di Malaysia** / *Last Occupation in Malaysia*

11. **Nama & Alamat Majikan Terakhir** / *Name & Address of Last Employer*

12. **Nama Bapa**
Father's Name

13. **Nama Ibu**
Mother's Maiden Name

14. **Tujuan Memohon** / *Purpose of Application*

- ☐ **Belajar** *Study*
- ☐ **Bekerja** *Employment*
- ☐ **Permohonan Kewarganegaraan/** *Citizenship Application*
- ☐ **Menemani Pasangan/ Ibu bapa / Penjaga** *Accompanying Spouse / Parents / Guardian*
- ☐ **Penduduk Tetap** *Permanent Resident*
- ☐ **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.

KEMENTERIAN LUAR NEGERI
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NO 1, JALAN WISMA PUTRA
PRESINT 2
62602 PUTRAJAYA
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA

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4100/ 4264/ 4201
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AKUAN

Saya ……. dengan sesungguh 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 ……) (Tandatangan Pemohon)
pada …….haribulan ……20 …….)

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 …….) (Applicant's Signature)
this …….. day of ……20……)

Before me,

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

ANNOUNCEMENT

Please be informed that application for Certificate of Good Conduct submitted at the ministry's consular service counter could be processed within a day. The certificate could be issued on the same day or at the latest by the following day for all countries except for the four countries; **The United States of America, Singapore, Spain and France**.

All applications must be accompanied with the statutory declaration attested by the commissioner of oaths except for the four countries mentioned above. Any applicant who fails to obtain the statutory declaration, his or her application would be subjected to security vetting (*processing period is 1 to 2 months*). In addition to the above, 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 consular service counter. Alternatively, it could also be downloaded from the ministry's website : http://www.kln.gov.my

2. Two (2) recent passport size photographs;

3. Two (2) certified copies of identification card;

4. Two (2) certified copies of passport namely pages that contain details of the applicant (first and last pages);

5. Mode of application and processing fee :-

   i) At Consular Service Counter : (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**)
   Enclosed self-addressed envelope size A4 with sufficient stamp

   iii) Application could also be made at Malaysian diplomatic missions abroad.
   Ringgit Malaysia Twenty Only (RM 20.00) or equivalent in cash