



## APPLICATION FOR CERTIFICATE OF GOOD CONDUCT MINISTRY OF FOREIGN AFFAIRS MALAYSIA



### 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: <b>Akauntan Negara Malaysia</b> (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  
 Faks: 03-8887 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.: 082-220018  
 Fax : 082-488518

**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.**