

Authentication of Good Conduct Certificate

Requirements	Description
1. Application form	Kindly refer to our office website
2. Original and Photocopy of applicant's passport / IC	The original copy will be returned after reviewing
3. Good Conduct Certificate	<ol style="list-style-type: none"> 1. It is issued by Ministry of Foreign Affairs Consular Division, Malaysia 2. If the certificate is issued by Malaysian Friendship and Trade Centre, the document must be endorsed by Ministry of Foreign Affairs Consular Division, Malaysia
4. Translation copy	Optional. Depends on applicant, applicant shall prepare the translation according to the original documents if there is a need

Applicant is required to submit documents for authentication personally. If applicant is unable to do so, please prepare an Authorized Letter as follows:

- a. If the applicant is in Malaysia but unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **Notary Public, Malaysia**.
- b. If the applicant is in Taiwan and unable to submit personally to our counter, please prepare an Authorized letter and signed in the presence of **District Court, Taiwan**.
- c. If direct family member submits on behalf, need not Authorized Letter. Please submit both relationship proof document and present his or her original and photocopy ID/passport.