

USER MANUAL E-KONSULAR SYSTEM

CERTIFICATE OF GOOD CONDUCT MODULE (APPLICANT)

PREPARED BY:

Pos Digicert Sdn Bhd



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INTRODUCTION

The purpose of preparing this User Manual is to help users understand the work process and functions of each module in this system. This documentation will explain in detail how the system works and give users an idea of how to use the system. This manual is a reference material or guide for using the e-Konsular system.

1.0 SYSTEM ACCESS

1. To access in e-Konsular System, user need to browse URL address as below:

https://ekonsular.kln.gov.my/

2. The URL will directly to the main page of e-Konsular System.



2.0 LOG IN

1. At the main page, click on [LOGIN].



2. Enter the [User ID], [Password], and [Security Code]. Then click the [Log In] button.

-	-konsu	LAR	
Answer and Station.	user, kindly complete to ubscribe Notification b	ne Security Question with before proceed to next	
USER ID 💡		*	
This is a man	datory field		
PASSWORD	0	*	
This is a man	datory field		
4		2 3]
Type the secu	rity code as above.		
		*	
Forgot Us	ser ID/Password He	lpdesk SKB Review	
	Are you new to e-0	Consular?	
	Sign Up No	W	

3.0 APPLICATION OF CERTIFICATE OF GOOD CONDUCT (APPLICANT)

1. Click on the [Certificate of Good Conduct] menu on the menu on the left side of the main display.

4		ISUL/	AR	nglish Bahasa Melayu	MUR FARAH BATRISYIA				
	Home		HOME						
			WEL	соме	, NUR FA	RAH BATI	RISYIA		
٥	Certificate of Good Conduct	•	Last Log	ged in A	t 23 February 2	024 12:57:36			
	New Application		Re	eview		ion Statu		STATUS	Display Announcement
		8		1	CERTIFICATE OF GOOD CONDUCT	SKB/2024/70	06/02/2024 13.18.30	APPROVED	No announcement has been made
	Registration Abroad	۰.	-	2	CERTIFICATE OF COOD CONDUCT	SKR/2024/31	18/01/2024 12:22:28	APPROVED	
	Letter of Malaysians Abroad	\$		3	CERTIFICATE OF ODOD CONDUCT	5KB/2024/30	18/01/2024 11:01:35	APPROVED	
		¢	3	4	CONSULAR ASSISTANCE OF MALAYSIAN ABROAD	OTR/2024/7	17/01/2024 10:58:35	NEW APPLICATION	

- 2. Click on [New Application] sub menu.
- 3. For the new application menu, if the previous application is still in progress, the menu will not be displayed until the previous application is approved.
- 4. Users can have a maximum of two applications being processed at the same time.

Q	MINISTRY OF FOREIGN	SULAR		E	nglish Bahasa Melayu	NUR FARAH BATRISYIA		
*	Home		IOME					
	Notification	V	VELCOME	, NUR FA	RAH BATI	RISYIA		
٥	Certificate of Good Conduct	🗸 La	st Logged in A	t 23 February 2	024 12:57:36			
	New Application		Review		tion Statu	APPLICATION DATE	STATUS	Display Announcement
		8	1	CERTIFICATE OF GOOD CONDUCT	5KB/2024/70	06/02/2024 13:18:3	D APPROVED	No announcement has been made
		<	2	CERTIFICATE OF CODD	SKR/2024/31	18/01/2024 12:22:28	APPROVED	
		¢	1		sephozne.	18/01/2024 11:01:35		
	Consular Assistance Malaysian	e	с.	OF GOOD CONDUCT	2110/2264120	100120271101.02	APPROVED	
			4	CONSULAR ASSISTANCE OF MALAVSIAN ABROAD	018/2024/7	17/01/2024 10:58:35	NEW APPLICATION	

5. Enter the personal information and click the [ARROW] icon.

¢.		AR		English Bahasa Melayu	MALAYSIA 24 C I		
	Home	Application For Certificate Of (Good Conduct				
	Notification	Create Application					
Ó	Certificate of Good Conduct <						
	New Application	PERSONAL INFORMATION	RMATION PURPOSE OF	TRAVELLING PHOTO			
	List of Applications	Personal Information		Identification Info	rmation		
	Certificate Of Waiver Of Two Year <	TITLE FULL NAME SELECT ONE VILL NAME NUR FARAH BATRISYIA		IDENTIFICATION CARD NUMBER			
	Registration Abroad <	CITIZENSHIP 0 MALAYSIA		DATE OF BIRTH 😜			
	Issuance of Death Confirmation C Letter of Malaysians Abroad	GENDER		EMAIL O			
	Consular Assistance Malaysian < Abroad	MALE FEMALE		One of the two fields marked ** below must be filled			
	Helpdesk	Mailing Address		PHONE NO. (HOME / OFFICE) ** ** 0312345678	CELL PHONE NUMBER** ** 0123456789		
		STREET 1		COUNTRY OF PASSPORT ISSUED			
		STREET 2 STREET 3		MALAYSIA	•		
		COUNTRY	*	PASSPORT NUMBER			
		MALAYSIA STATE (FOR MALAYSIA ADDRESS ONLY))	*	OLD PASSPORT NUMBER			
		SELECT ONE	*	PASSPORT ISSUED DATE	*		
		-SELECT STATE-	E	The evoiry date of the passnort must not be less than 6 months from			
				the date of application			
				PASSPORT EXPIRATION DATE			
		BACK TO LIST			E SAVE →		
		© 2022 Ministry of Foreign Affairs. All Rights Reserved					



7. Select **[SUPPORTING INFORMATION]** tab and fill in the information that will be displayed according to the options. Click the arrow icon.

	AR		English Bahasa Melayu	NUR FARAH BATRISYIA
🚓 Home	Application For Certificate Of Good	d Conduct		
Notification Cartificate of Good Conduct	Create Application			
List of Applications	PERSONAL INFORMATION	PURPOSE OF	TRAVELLING PHOTO	
Certificate Of Waiver Of Two Year Home Residence Registration Abroad <	INFORMATION OPTION TO BE COMPLETED VIDB INFORMATION VIDENE EDUCATION INFORMATION	*	WORK EXPERIENCE NO WORKING EXPERIENCE HAVE WORKING EXPERIENCE	e .
Issuance of Death Confirmation Letter of Malaysians Abroad	Job Information		Higher Edu	acation Information
Abroad	JOB EMPLOVER'S NAME	*	VEAR OF STARTING	FINAL YEAR OF EDUCATION
~ .	Employer address		EDUCATION -	• •
	STREET 1	*	Institu	ution Address
	STREET 2 STREET 3		STREET 1	*
	COUNTRY	*	COUNTRY	STREET 3
	STATE			*
		Ŧ	STATE	Ţ
	-SELECT STATE-		DISTRICT / CITY -SELECT STATE-	* POSTCODE 0
	O 2022 Ministry of Foreign Affairs. All Bights Reserved			B EAVE



- 9. Fill in the details for the Purpose of Travelling, Country That Requires Certificate, and Supporting Documents.
- 10. For the Country That Requires Certificate field, if a previous application for the same country is still in progress, that country selection will remain inactive until the previous application is approved.
- 11. Supporting Documents are mandatory for both Malaysian and foreign applicants. Examples of documents to be uploaded include a Job Offer Letter, Study Offer Letter, Proof of Residence Abroad (Utility Bill), Visa Letter/Directive from the destination country's government requesting the Good Conduct Certificate.
- 12. Supporting documents can only be uploaded in PDF format, with a file size not exceeding 2MB.
- 13. Click the [ARROW] icon.

Q	MINISTRY OF FOREIGN	AR	English Bahasa Melayu 💦 NUR FARAH BATRISYIA 📑 🔺 📴 🚦
	Home Notification	PERSONAL INFORMATION SUPPORTING INFORMATION	IRAVELLING PHOTO
8		PURPOSE OF TRAVELLING *	COUNTRIES THAT REQUIRE CERTIFICATES * SELECT ONE *
ŝ	Certificate of Good Conduct <	ACCOMPANYING SPOUSE / FAMILY / GUARDIAN	Certificate Of Good Conduct (CGC) Is Strictly For International Purposes Only. Applications For Domestic Use Within Malaysia Will Be Immediately Canceled.
		CITIZENSHIP APPLICANTS	SUPPORTING DOCUMENT
	Certificate Of Waiver Of Two Year < Home Residence		 Bukti Meretap di Luar Negara (Bi Unifit) A. Surat Visa/Arahan daripada MUX Kerajaan negara destinasi untuk "ALZ MAKSIMA; 200KB.
			mengemukakan Sijil Kelakuan IBENARKAN. Baik
	Consular Assistance Malaysian < Abroad	*	₿ save →



15. Upload passport size face picture and passport details picture. Click **[+ ADD FILE]** button to add files.

Ŕ	MINISTRY OF FOREIGN	_AR	English Bahasa Melayu	NUR FARAH BATRISYIA
Ħ		Application For Certificate Of Good	Conduct	
Q		Create Application		🕼 Submit
Ô	Certificate of Good Conduct <			
	List of Applications	PERSONAL INFORMATION SUPPORTING INFORMATION	PURPOSE OF TRAVELLING PHOTO	
\$		Upload a Passport Size Face Picture:	Upload Passport Details Picture:	
ወ		• Maximum Size - 200KR	Maximum Size - SMB	
Ø		Format : jpg, jpgg, png Hair does not cover the face	 Maximum size . smb Format: *,jpg, *,png, *,pdf, *,doc, *,c 	docx
β		Selfies are not allowed		
Ø		Acx 10 L51 Acx 10 L51	Drop file or d Applicants are required to upload the Applicants can also upload old passed	S to upload lick here ir latest passport details picture orts + ADD PILE S SAVE NEXT
		© 2022 Ministry of Foreign Affairs. All Rights Reserved		



17. Verify the information and click the [NEXT] button.





19. Verify the information and click on **[SUBMIT]** button.

ų	MINISTRY OF FOREXEN	SULA	NR			English Bahasa	Melayu 💄	NUR FARA	H BATRISYIA A 🗭 🛔
*			Create Application		Check Ap	oplication			
Q									
ŵ	Certificate of Good Conduct	¢		PERSONAL INFORMATION	SUPP	DRTING INFORMATI	ON APPLICATI	ION INFO	RMATION
			Ě		TION				
\$		c	NUR FARAH BATRISYIA	TITLE: MRS.	FULL NUR F	NAME: ARAH BATRISYIA			
	Registration Abroad	c	APPLICANT ID:	GENDER: FEMALE			CITIZENSHIP: MALAYSIA		
Ø		c	D/SKB/2024/110	MAILING ADDRESS:					
	Letter of Malaysians Abroad		000121081434	STREET 1: KELANTAN					
		¢	DATE: 26/02/2024	STREET 2: - NOT STATED -		STREET 3: - NOT STATED -			
Ø	Helpdesk			POSTCODE: 12345	DIST	RICT / CITY: GAJAH	STATE: MELAKA		COUNTRY: MALAYSIA
				IDENTIFICATION INF	ORMATIO	N			
				NEW PASSPORT NUMB AQ123456789	ER:	OLD PASSPORT	NUMBER:	COUN	TRY OF PASSPORT ISSUED: YSIA
				PASSPORT ISSUED DAT 08/02/2024	E:	PASSPORT EXPIR 07/09/2024	RATION DATE:	DATE 15/01/	OF BIRTH: 2000
				CONTACT INFORMA	TION				
				EMAIL: nfarahbatrisyia@gmail.c	om				
				PHONE NUMBER (HOME	/OFFICE)':		PHONE NUMBE +0172785734	R (H	
									*
			0 2022 Ministry of Foreign Affairs, All Rights R	leserved					

20. System will display message box "Submit Application, Submitted application cannot be withdrawn". Click on [Submit] button.



21. Click on [OK] button.



22. Click on [X] icon.



23. The Good Conduct Certificate (SKB) is valid for one year after being approved by PDRM E6.

4.0 UPDATE WAYS TO COLLECT CERTIFICATE

1. Click on the [Certificate of Good Conduct] menu on the left side of the main display.

Q	MINISTRY OF FOREISN	JLAR English Bahasa Melayu	NUR FARAH BATRISYIA
*	Home	HOME	
Q	Notification	WELCOME, NUR FARAH BATRISYIA	
٥	Certificate of Good Conduct	Last Logged in At 23 February 2024 12:57:36.	
		Review Application Status	Display Announcement
		NO MODULES FORM APPLICATION DATE STATUS	
41		1 CERTIFICATE \$KB/2024/70 06/02/2024 13:18:30 APPROVED OF GOOD CONDUCT	No announcement has been made
ш	Registration Abroad	2 CERTIFICATE SK8/2024/31 18/01/202412-22-28 APPROVED OF CODD CONDUCT	
æ		3 CERTIFICATE SKB/2024/30 IB/01/2024 II.01.35 APPROVED OF GOOD	
		CONDUCT 4 CONSULAR OTR/2024/7 17/01/2024 10.58:35 NEW APPLICATION	
ø		ASSISTANCE OF MALAYSIAN MODIAN	

2. Click on the [List of Application] submenu on the left side of the main display.

4		ISULAF	3			Ē	i nglish Bahasa Melayu	Aur Farail Batrisyla a 🏹 🛔 😝	0
*	Home		HOME						
			VELCOME	, NUR FA	RAH BAT	RISYIA			
٥	Certificate of Good Conduct	v I	ast Logged in A	t 23 February 2	024 12:57:36.				
	New Application		Review	Applicat	ion Statu	IS		Display Announcement	
	The state of the s		NO, ~	MODULES	FORM	APPLICATION DATE	STATUS		
		*	1	CERTIFICATE OF GOOD CONDUCT	SKB/2024/70	06/02/2024 13:18:3	0 APPROVED	No announcement has been made	
		 C 	2	CERTIFICATE OF COOD	SKR/2024/31	18/01/2024 12:22:28	APPROVED		
	Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian	*	3	CONDUCT CERTIFICATE OF COOD CONDUCT	5KB/2024/30	18/01/2024 11:01:35	APPROVED		
		¢	4	CONSULAR ASSISTANCE OF MALAYSIAN	OTR/2024/7	17/01/2024 10:58:39	NEW APPLICATION		

3. The screen displays the **CERTIFICATE OF GOOD CONDUCT** page.

构	MINISTRY OF FOREIGN	AR			English Bahasa Mela	IYU RICE NUR FARAH BATRISYIA	• •
* م 1	Home Notification Appointment	HOME Certific	ertificate of Good co	d Conduct			
ർ	Certificate of Good Conduct <	NO	DATE	APPLICANT ID	STATUS	VALIDITY PERIOD OF APPLICATION	ACTION
▼	List of Applications Certificate Of Waiver Of Two Year Home Residence Registration Abroad	1	DATE CREATED: 19/02/2025 17:26:32 DATE SUBMITTED: 19/02/2025 17:27:04	SKB/2025/31	NEW APPLICATION		۲
р Ц Ц	Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian Abroad Helpdesk	2	DATE CREATED: 06/02/2025 11:59:54 DATE SUBMITTED: 17/02/2025 16:19:04	SKB/2025/29	PROCESSING		۲
		3	DATE CREATED: 03/02/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06	SKB/2025/9	APPROVED CERTIFICATE OF GOOD CONDUCT IS READY FOR COLLECTION APPROVAL SUP FOR CERTIFICATE CERTIFICATE OF VERIFICATION SUP PENDING	19/02/2025 - 19/02/2026	•

4. The system displays a popup UPDATE WAYS TO COLLECT CERTIFICATE.

					English Bahasa Melayu	NUR FARAH BATRISYIA Malaysia 96	4 0 I
	Homo	HOME > C	ERTIFICATE OF GOO	UPDATE WAYS TO COLLECT CERTIFICATE			
	Notification	Certific	cate Of Gc	DATE 24/02/2025			
	Appointment			LOCATION OF COLLECTION *			
ů	Certificate of Good Conduct <	NO.	DATE	O LOCAL ABROAD	VA	ALIDITY PERIOD OF APPLICATION	ACTION
	List of Applications	1	DATE CREATED 19/02/2025 17:26:32	JENIS CETAKAN SIJIL *			۲
	Certificate Of Waiver Of Two Year 💦 🧹		DATE SUBMITTED: 19/02/2025 17:27:04	PHYSICAL CERTIFICATE PRINTING			
	Registration Abroad <			MALAYSIAN EMBASSIES *			
	Issuance of Death Confirmation < Letter of Malaysians Abroad Consular Assistance Malaysian	2	DATE CREATED 06/02/2025 11:59:54 DATE	* METHOD OF PAYMENT *			۲
	road		SUBMITTED: 17/02/2025				
	Helpdesk	3	16:19:04 DATE CREATED 03/02/2025 13:57:15	✓ CHECK PAYMENT DETAILS		19/02/2025 - 19/02/2026	
	DATE SUBMITED 17/02/2025 17:37:06		DATE SUBMITTED: 17/02/2025 17:37:06	APPROVAL SLIP FOR CERTIFICATE CERTIFICATE OF VERIFICATION SLIP DENDING	-		

4.1 WAYS TO COLLECT CERTIFICATE

4.1.1 WAYS TO COLLECT CERTIFICATE BY DOWNLOAD DIGITAL CERTIFICATE

1. Choose the method of collection as 'DOWNLOAD DIGITAL CERTIFICATE. Update Location of Collection, Malaysian Embassies and Method of Payment. Click button [CHECK PAYMENT DETAILS].

DATE 24/02/2025	
LOCATION OF COLLECTION	*
O LOCAL ABROAD	
JENIS CETAKAN SIJIL	*
O DOWNLOAD DIGITAL CERTIFICATE PHYSICAL CERTIFICATE PRINTING	
MALAYSIAN EMBASSIES	*
WISMA PUTRA	~
METHOD OF PAYMENT	*
ONLINE	

2. Click button [PROCEED].



- 3. System display popup message "Success! Method of Collection certificate Has Been Updated".
- 4. Click button [OK].



4.1.2 WAYS TO COLLECT CERTIFICATE BY PHYSICAL CERTIFICATE PRINTING

 Choose the method of collection as 'Counter'. Update Location of Collection, Self or Representative, Malaysian Embassies, Name of Representative, Representative Identification Card No./Passport No., Representative Phone Number and Method of Payment. Click button [CHECK PAYMENT DETAILS].

DATE 24/02/2025	
ECCATION OF COLLECTION	*
O LOCAL	
ABROAD	
JENIS CETAKAN SIJIL	*
O DOWNLOAD DIGITAL CERTIFICATE	
PHYSICAL CERTIFICATE PRINTING	
MALAYSIAN EMBASSIES	*
WISMA PUTRA	*
METHOD OF PAYMENT	*
PAYMENT AT COUNTER	

2. Click button [PROCEED].



- 3. System display popup message "Success! Method of Collection certificate Has Been Updated".
- 4. Click button [OK].



- 5. The physical printing of the certificate requires payment to be made at the counter only by terminal at Wisma Putra, Sabah, and Sarawak.
- 6. For Malaysian Embassy offices outside Malaysia, payment must be made in cash.

4.2 PAYMENT OF GOOD CONDUCT CERTIFICATE APPLICATION

4.2.1 ONLINE PAYMENT

- 1. Update Location of Collection, Type of Certificate Printing, and Malaysian Embassies.
- 2. Choose the Method of Payment as 'ONLINE'.
- 3. Click button [CHECK PAYMENT DETAILS].

DATE	
24/02/2025	
LOCATION OF COLLECTION	*
O LOCAL	
ABROAD	
	<u>^</u>
O DOWNLOAD DIGITAL CERTIFICATE	
PHYSICAL CERTIFICATE PRINTING	
MALAYSIAN EMBASSIES	*
WISMA PUTRA	~
METHOD OF PAYMENT	*
PAYMENT AT COUNTER	

4. Click button [PROCEED].



- 5. System display popup message "Success! Method of Collection certificate Has Been Updated".
- 6. Click button [OK].



- 7. System displays [PAYMENT INFORMATION] tab.
- 8. Click on [CHOOSE PAYMENT METHOD] button.

ţ,		AR		English Bahasa	a Melayu 🚷 NUR FARAH BATRISY MALAYS	IA 53 🔺 🖙 🚦		
	Home				ගි Subm	it		
	Notification							
□ ♪	Appointment Certificate of Good Conduct <		PERSONAL INFORMATION SUPPORTING INFOR	MATION APPLICA	JCATION INFORMATION RESULT			
	List of Applications		R PAYMENT INFORMATION					
	Contractor of Matters Of Two Mana		PAYMENT STATEMENT / TRANSACTION	CODE QU	ANTITY AMOUNT PER UNIT (RM)	AMOUNT (RM)		
	Home Residence	APPLICANT ID: SKB/2025/9	ISSUANCE OF GOOD CONDUCT CENTIFICATE	H02/244/	TOTAL	20.00		
	Registration Abroad <	IDENTIFICATION CARD NUMBER: 000121081434			CHOOSE	DAVAGENT METHOD &		
	Issuance of Death Confirmation < Letter of Malaysians Abroad	DATE OF APPLICATION SUBMITTED: 17/02/2025	PAYMENT TYPE:ONLINE		CHOUSE	PATMENT METHOD 7		
	Consular Assistance Malaysian 🧹	♦ BACK TO LIST	Disclaimer					
	Helpdesk		All transaction will be reflected within 48 ho the system, a payment receipt will be gener of the document at the counter. All paymen please proceed to the online payment. Othe	urs of payment in th ated. The receipt wil t made will be final rwise, you may also	ne system. Upon successful transact Il be required to be submitted for fu and no refund will be offered. If you proceed for cashless payment at th	ion recorded by rther issuance agree to this, e counter.		

9. Select Bank and click on [CONFIRM] button.

ţ,	AFFAIRS MALAYSIA	AR English Bahasa Melayu 🎧 ^{NUS}	IR FARAH BATRISYIA 🤜 省 🕅 MALAYSIA 🤒	, E
) FPX		
		FPX		
٩	Certificate of Good Conduct <	SELECT YOUR BANK		
		 You must have internet Banking Account in order to make transaction using FPX. Please ensure that your browser's pop up blocker has been disabled to avoid any interruption durin making transaction. 	ng	
		* Do not close browser / refresh page until you receive response.		
		By clicking Confirm, I agree to FPX Terms and Conditions		
		© 2022 Ministry of Foreign Affairs. All Rights Reserved		

10. System returns to [PAYMENT INFORMATION]. Click on [MAKE A PAYMENT] button.

X		AR			English	Bahasa Melay	u	UR FARAH BATRISYI	A 96 • •
	Home							🗹 Submit	
0, 10	Notification Appointment		PERSONAL INFORM	MATION SUPPORTING INFORM	ATION APP	LICATION INFOR	MATION	RESULT	
ŵ	Certificate of Good Conduct <		PAYMENT INFORM	ATION					
	List of Applications	NUR FARAH BATRISYIA	PAYMENT INF	ORMATION	CODE	QUANTITY	AMOUNT	PER UNIT (RM)	AMOUNT (RM)
	Certificate Of Waiver Of Two Year <	APPLICANT ID:	ISSUANCE OF	GOOD CONDUCT CERTIFICATE	H0272447	1		20.00	20.00
	Registration Abroad <	SKB/2025/9	D 24/4/5/					TOTAL	20.00
	Issuance of Death Confirmation	DATE OF APPLICATION SUBMITTED:	NO.	PAYMENT INFORMATION	i.	BANK		PAYMENT	STATUS
	Consular Assistance Malaysian	17/02/2025	1 OF 24	NLINE BANKING /02/2025 09:48:33		SBI BANK	A	PEND	ING
	Abroad	♦ BACK TO LIST	PAYMENT TYPE:	ONLINE					
	Париезк		E PAYMENT INF	ORMATION					
Bank SBI Bank A									KE A PAYMENT
			Disclaimer All transaction will be reflected within 48 hours of payment in the system. Upon successful transaction recorded by the system, a payment receipt will be generated. The receipt will be required to be submitted for further issuance of the document at the counter. All payment made will be final and no refund will be offered. If you agree to this, please proceed to the online payment. Otherwise, you may also proceed for cashless payment at the counter.						ecorded by issuance of to this, please
		© 2022 Ministry of Foreign Affairs. All Rights Reserve	d						

- 11. The system will display a popup message: "The Good Conduct Certificate is now available for download via the system or the eKonsular mobile application. Press the 'Back to List' button to download the Good Conduct Certificate. For any issues or inquiries regarding the Good Conduct Certificate, please email: <u>helpdesk@kln.gov.my</u>."
- 12. Click the [CLOSE] button.



13. Click the [PRINT OFFICIAL RECEIPT] button to print the receipt.

Q		AR		English Bahasa Melayu	RUR FARAH BATRISYIA SA 🚱 🛔 🕪 🚦
*	Home		TRANS	ACTION DETAILS	
	Appointment Certificate of Good Conduct		Transaction Status	SUCCESSFUL	
	List of Applications		Seller Order Number	SKB_2024_276	
\$	Certificate Of Waiver Of Two Year <		Transaction Amount	RM 20.00	
a a r	Registration Abroad Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian Abroad		BACK TO LIST	A PRINT OFFICIAL RECEIPT	
Ð	Høpdesk				
		© 2022 Ministry of Foreign Affairs. All Rights Reser	rved		

- 16. Click the [Print] icon to print the Official Receipt.
- 17. Click the **[Download]** icon to download the Official Receipt for the Good Conduct Certificate application.

Q						5.	adich i Rabasa Molawu	× NU	JR FARAH BATRISYIA MALAYSIA 96	•
*	Home	≡	48ee9ea0-ece4-4db9-9706-ce3774d0	1/1 -	79% + 🗄 🛇)	∓ ©	:		
Q ²	Notification		<u> </u>			<u>.</u>		Î		
□ ♪	Appointment Certificate of Good Conduct				<u> </u>	<u></u>				
	List of Applications				KEMAJA KEMENTER RES	AN MALAYSIA IAN LUAR NEGERI SIT RASMI ASAL				
A	Certificate Of Waiver Of Two Year Home Residence		1	Diterima Daripada No. Kad Pengenalan/ No. Daftar Perniagaan Alamat Emel	:Nur Farah Batrisyia :000121081434 :Tesr , 12345 Ayer Baloi, Johor :nfarahbatrisyia@amail.com	No. Resit Tarikh/Masa Bayaran Kaedah Bayaran Bank	:2025280201010000032 :24/02/2025 11:35:23 :Portal/Perbankan Internet :SBI Bank A			
	Registration Abroad			No. Akaun/ Rujukan Permohonan	:SKB/2024/276	No. Ruj. Bayaran/Transaksi	:2502241135230929			
	Issuance of Death Confirmation Letter of Malaysians Abroad			Bil. Ketera 1 KONSULAR - PEN	ingan Bayaran/Transaksi GELUARAN SIJIL KELAKUAN BA	Kod Akaun Kuantiti Am IK H0272447 1	aun Seunit (RM) Amaun (RM) 20.00 20.00 JUMLAH 20.00			
q	Consular Assistance Malaysian Abroad			Ringgit Malaysia Pusat Terimaan ID Pengguna	: Dua Puluh Ringgit Sahaja : 28020101 KUMPULAN PTJ KEM : Sistem e Konsular	IENTERIAN LUAR NEGERI WIS	SMA PUTRA			
Ð	Helpdesk			io r onggona	Ini adalah cetakan komo	der dan tidak peris ditendatangani				
				Resit ini dijana oleh Sistem e-Ko No. Kelulusan Perbendaharaan:	nsular MOF.BKSK.600-2/9/2 Jld 2. (43)					
							×	CLOSE		

18. Click the **[BACK TO LIST]** button to view the Application List.

Home Home Notification Appointment Transacti Certificate of Good Conduct Conduct Certificate of Applications Buyer Ba	TRANSACTION DETAILS Status SUCCESSFUL tion ID 250224035230929
Appointment Transacti Transacti Certificate of Good Conduct Certificate of Applications Seller Orce Buyer Ba	Status SUCCESSFUL
List of Applications Seller Ord Buyer Ba	
 Certificate Of Waiver Of Two Year 	Number SKB_2024_276 TEST0021
M Kome Residence Transacti	Amount RM 20.00
Image: Constant on Abroad Image: Constant of Death Confirmation Image: Constant Assistance Mataysian Abroad	
Meipdesk	

4.2.2 PAYMENT AT COUNTER

- 1. Update Location of Collection, Type of Certificate Printing, and Malaysian Embassies.
- 2. Choose the Method of Payment as 'PAYMENT AT COUNTER.
- 3. Click button [CHECK PAYMENT DETAILS].

UPDATE WAYS TO COLLECT CE	RTIFICATE
DATE 24/02/2025	
LOCATION OF COLLECTION LOCAL ABROAD	*
JENIS CETAKAN SIJIL O DOWNLOAD DIGITAL CERTIFICATE O PHYSICAL CERTIFICATE PRINTING	*
MALAYSIAN EMBASSIES WISMA PUTRA	*
METHOD OF PAYMENT ONLINE PAYMENT AT COUNTER	*
✓ CHEC	K PAYMENT DETAILS

4. Click button [PROCEED].



- 5. System display popup message "Success! Method of Collection certificate Has Been Updated".
- 6. Click button [OK].



- 7. Click on [PAYMENT INFORMATION] tab.
- 8. The system will display the PAYMENT INFORMATION tab.

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	Home		Check Application Submit	
	Notification			
m	Appointment		PERSONAL INFORMATION SUPPORTING INFORMATION APPLICATION INFORMATION RESULT	
¢	Certificate of Good Conduct <		PAYMENT INFORMATION	_
	List of Applications			
		NUR FARAH BATRISYIA	PAYMENT STATEMENT / TRANSACTION CODE QUANTITY AMOUNT PER UNIT (RM) AMOUNT (RM)	
	Certificate Of Waiver Of Two Year <	ADDI ICANT ID:	ISSUANCE OF GOOD CONDUCT CERTIFICATE H0272447 1 20.00 20.00	
	Home Residence	SKB/2025/9	TOTAL 20.00	
	Registration Abroad <	IDENTIFICATION CARD NUMBER: 000121081434		
	Issuance of Death Confirmation < Letter of Malaysians Abroad	DATE OF APPLICATION SUBMITTED: 17/02/2025	PAYMENT TYPE: ONLINE	
	Consular Assistance Malaysian 🧹 Abroad	♦ BACK TO LIST		
	Helpdesk			
		© 2022 Ministry of Foreign Affairs. All Rights Reserved		

- 9. Users can visit the selected embassy to make payment at the counter.
- 10. Users can update their certificate collection method at any time until the Consular or Malawakil at the selected collection location updates the payment details.
- 11. For certificate collection via physical printing, the system will also allow users to download a copy of the Good Conduct Certificate.

5.0 DOWNLOAD GOOD CONDUCT CERTIFICATE

- 1. Once the update and payment are successfully completed, users can download a copy of the Good Conduct Certificate within 7 days from the payment date.
- 2. Printing can be done on standard A4 paper.

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4 0 E	Home Notification Appointment	HOME > CERTIFICATE OF GOOD CONDUCT Certificate Of Good Conduct									
Ó	Certificate of Good Conduct <	NO. APE APPLICANT ID STATUS 1 DATE CREATED: 1000/2005 TF26-513 NEW APPLICATION DATE SUBMITTED: 1000/2015 TF270-4 NEW APPLICATION	VALIDITY PERIOD OF APPLICATION								
	Certificate Of Waiver Of Two Year Home Residence Registration Abroad Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian Abroad Helpdesk	190/2/025 17/2/02 SKB/2025/29 РВОССЕБЯНО 2 DATE CHEATED SKB/2025/29 РВОССЕБЯНО DATE SUBMITTED: 19/02/2025 16:19:04 РВОССЕБЯНО	٩								
		3 DATE CREATED: SKB/2025/9 APPROVED OX/07/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06 APPROVED CERTIFICATE OF COOD CONDUCT IS BEADY FOR COLLECTION APPROVED CERTIFICATE OF COOD CONDUCT IS BEADY FOR COLLECTION APPROVED CERTIFICATE OF VEBRICATION SLIP PENDING	• 19/02/2025 - 19/02/2025 - ●								
		4 DATE CREATED: SKB/2025/8 APPROVED DATE 5UBMITTED: 03/07/2025 12:14:34 ■ APPROVED COMPLCT IS READY FOR COLLECTION 03/07/2025 12:14:34 ■ APPROVED LOD COMPLCT IS READY FOR COLLECTION A CREMINICATION SLIP SUCCESS	64/02/2025 - 64/02/25 ↓ Mait Tunn Sebelum: 25-02-2025								

- 3. The expiration date for downloading the Good Conduct Certificate is 7 days after the successful payment date.
- 4. After 7 days, the Pay icon will replace the Download icon.
- 5. Users must make a new payment to download a copy of the Good Conduct Certificate.

te	AFFAIRS MALAYSIA	_AR			English Bahasa Mela	ayu 💦 NUR FARAH BATRISYIA 🥌	≜ ⊕ ∎
* Q	Home Notification	HOME > C	ertificate of good c	d Conduct			
ت ن	Appointment Certificate of Good Conduct <	NO.	DATE	APPLICANT ID	STATUS	VALIDITY PERIOD OF APPLICATION	ACTION
₽	List of Applications Certificate Of Waiver Of Two Year Homo Residence Resistration Abroad <	1	DATE CREATED: 19/02/2025 17:26:32 DATE SUBMITTED: 19/02/2025 17:27:04	SKB/2025/31	NEW APPLICATION		۲
		2	DATE CREATED: 06/02/2025 11:59:54 DATE SUBMITTED: 17/02/2025 16:19:04	SKB/2025/29	PROCESSING		۲
		2	DATE CREATED: 03/02/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06	SK8/2025/9	APPROVED CERTIFICATE OF GOOD CONDUCT IS READY FOR COLLECTION APPROVAL SLIP FOR CERTIFICATE CERTIFICATE OF VERIFICATION SLIP PENDING	19/02/2025 - 19/02/2026	

6.0 DOWNLOAD GOOD CONDUCT CERTIFICATE SLIP

1. Click on the [Certificate of Good Conduct] menu on the left side of the main display.

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*	Home	HD	ME					
\$	Notification	w	ELCOME	, NUR FA	RAH BAT	RISYIA		
¢	Certificate of Good Conduct	► Last						
	New Application		Review	Applicat	tion Statu	IS		Display Announcement
			NO, ~	MODULES	FORM	APPLICATION DATE	E STATUS	
\$		8	1	CERTIFICATE OF GOOD CONDUCT	SKB/2024/70	06/02/2024 13:18:	SO APPROVED	No announcement has been made
۵IJ ۲	Registration Abroad	¢.	2	CERTIFICATE OF GODD CONDUCT	SKR/2024/31	18/01/2024 12:22:2	8 APPROVED	
ω,		5	3	CERTIFICATE OF COOD CONDUCT	5KB/2024/30	18/01/2024 11:01:35	APPROVED	
þ		e.	4	CONSULAR	OTR/2024/7	17/01/2024 10:58:3	S NEW APPLICATION	
Ð				OF MALAYSIAN				

2. Click on the [List of Application] submenu on the left side of the main display.



3. The screen displays the **CERTIFICATE OF GOOD CONDUCT** page.

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* 07 1	Home Notification Appointment	HOME Certific	ertificate of Good c	d Conduct			
Ċ	Certificate of Good Conduct <	NO	DATE	APPLICANT ID	STATUS	VALIDITY PERIOD OF APPLICATION	ACTION
▼	List of Applications	1	DATE CREATED: 19/02/2025 17:26:32 DATE SUBMITTED: 19/02/2025 17:27:04	SKB/2025/31	NEW APPLICATION		۲
a D D	Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian Abroad Volotedek	2	DATE CREATED: 06/02/2025 11:59:54 DATE SUBMITTED: 17/02/2025 16:19:04	SKB/2025/29	PROCESSING		۲
2		2	DATE CREATED: 03/02/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06	SKB/2025/9	APPROVED CERTIFICATE OF GOOD CONDUCT IS READY FOR COLLECTION APPROVAL SUP FOR CERTIFICATE CERTIFICATE OF VERIFICATION SUP PENDING	19/02/2025 - 19/02/2026	

6.1 APPROVAL SLIP FOR CERTIFICATE

1. Click the [APPROVAL SLIP FOR CERTIFICATE] button.

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* 0 I	Home Notification Appointment	HOME Certifie	certificate of Good c	d Conduct			
۵	Certificate of Good Conduct <	NO	DATE	APPLICANT ID SKB/2025/31	STATUS	VALIDITY PERIOD OF APPLICATION	
		2	19/02/2025 17:26:32 DATE SUBMITTED: 19/02/2025 17:27:04 DATE CREATED: 06/02/2025 11:59:54 DATE SUBMITTED: 17/02/2025 16:19:04	SKB/2025/29	PROCESSING		۲
	- Republic	3	DATE CREATED: 03/02/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06	SKB/2025/9	APPROVED CONSULATE OF COMPLETE READY FOR COLLECTION APPROVAL SUP FOR CERTIFICATE CERTIFICATE OF VERIFICATION SUP PENDING	19/02/2025 - 19/02/2026	

2. A popup displaying the Approval Slip for Certificate will appear.

2.00						🌢 🖙 👔
	AFFAIRS MALAYSIA E KOT		5 S	± 🖶 :	MALAYSIA 96	
* ? 1	Home Notification Appointment Certificate of Good Conduct	MANN WISH	17PY OF FOREION AFFAIRS A PUTRA JALLAN VISMA PUTRA Email : INT 2 skb_admin@kin.gov.my PUTRAJAVA skb_admin@kin.gov.my FRCATE OF GOOD CONDUCT APPLICATION RESULT SKB 20259		IC D OF APPLICATION	ACTION
	List of Applications	Full Name : Identity Card Number :	NUR FARAH BATRISYIA 000121081434			۲
	Certificate Of Waiver Of Two Year Home Residence Registration Abroad	Passport Number : Date of Application : Your Certificate of Good Conduct ha https://decouls.kt.nge.or.ympoint 20.00. Once the payment is success	W012345 17 FEBRUARY 2025 Is been APPROVED. To download it, please navigate to or use the 6-knowlaw mobile application to proceed with the paymen sful, your Good Conduct Certificate will be available for download.	of RM		
	Issuance of Death Confirmation Letter of Malaysians Abroad Consular Assistance Malaysian Abroad	Altaciada a tra diplaity controller or notoda: Bispas to Make Payment 1. Login to the «Konaular syste 2. Go to the "Centificate of Good	copy of your Certificate of Good Conduct. Please download and attac m via the web or mobile application. Conduct' section and locate your list of applications.	h it as		۲
	Helpdesk	Click the "Pay" button. Cne your payment is success download.	stul, your Certificate of Good Conduct will be available for		1 /02/2026	•

3. Click the [PRINT] button to print the Approval Slip for Certificate.



4. Click the [DOWNLOAD PDF] button to download the Approval Slip for Certificate as a PDF file.



6.2 CERTIFICATE OF VERIFICATION SLIP

1. Click the [CERTIFICATE OF VERIFICATION SLIP] button.

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* 0 I	Home Notification Appointment	HOME Certifie	certificate of good c	onduct d Conduct			
᠔	Certificate of Good Conduct <	NO	DATE	APPLICANT ID SKB/2025/31	STATUS	VALIDITY PERIOD OF APPLICATION	ACTION
∢ €			19/02/2025 17:26:32 DATE SUBMITTED: 19/02/2025 17:27:04				
9 II 6		2	DATE CREATED: 06/02/2025 11:59:54 DATE SUBMITTED: 17/02/2025 16:19:04	SKB/2025/29	PROCESSING		۲
		3	DATE CREATED: 03/02/2025 13:57:15 DATE SUBMITTED: 17/02/2025 17:37:06	SKB/2025/9	APPROVED CERTIFICATE OF GOOD CONDUCT IS READY FOR COLLECTION	19/02/2025 - 19/02/2028	

2. Popup displaying the Certificate of Verification will appear.



3. Click the [PRINT] button to print the Certificate of Verification Slip.



4. Click the **[DOWNLOAD PDF]** button to download the Certificate of Verification Slip as a PDF file.



7.0 GOOD CONDUCT CERTIFICATE SECOND PAYMENT

- 1. Seven days after the initial payment, the Pay icon will replace the Download icon.
- 2. Users must make a new payment to download or print a copy of the Good Conduct Certificate.
- 3. The second payment for the Good Conduct Certificate can only be made after the previous certificate has been collected if the selected collection method is physical certificate printing.
- 4. Then, the user can proceed with the payment process as per the previous step or the first payment.

8.0 LOG OUT

1. Click on log out icon at the above side and system will log out from e-Konsular System.

