



## CHE HOON KHOR MORAL UPLIFTING SOCIETY PENANG

### CENTRE FOR REGISTRATION OF MARRIAGE

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FACEBOOK : Che Hoon Khor Moral Uplifting Society Penang

#### Applicant's qualification:

1. Both must be Malaysian and above 18 years old
  2. One of the couple's I.C. must be a Penang address
  3. One of the couple's religion must be Buddhist
- \*\* Couples who were traditionally married before 1/3/1982 and wish to register their marriage, must apply to Jabatan Pendaftaran Negara, Malaysia.\*\*

#### Step 1 : APPLICATION FORM

- I. The couple must obtain the application form (JPN.KC01F) from Jabatan Pendaftaran Negara Negeri Pulau Pinang (JPN) by producing their I/C.s

Address of Jabatan Pendaftaran Negara Negeri Pulau Pinang (Bahagian Perkahwinan)

Tingkat 3 Bangunan Persekutuan

Jalan Anson, 10050 Pulau Pinang.

Any enquiry please call 04-2265161, ext.326

- II. Please fill in the complete information in part **A & B** of the form (Name, Address, Contact No, Religion and Occupation etc) and paste the passport-sized photos with blue or white background in the relevant space.

#### Step 2 : STATUTORY DECLARATION

- I. After completing the application form, the couple shall make a Statutory Declaration at any Commissioner for Oaths in Malaysia.
- II. The application form (JPN.KC01F) is then valid for six months from the date of declaration.
- III. Please take note that any married person whose marriage is still valid & his/her spouse is still alive cannot register for marriage as it is a criminal offence of bigamy.

#### Step 3 : STAMPING IN JPN & PAYING RM 20 AS STAMP DUTY

- I. Return to JPN to make a payment of RM 20 stamp duty.
- II. Before leaving JPN, please check the following items on the form :
  - Page 1 (signed and stamped by JPN officer)
  - Passport-sized photos (with JPN official stamp)
  - The religion filled in must be the same as the JPN data shown in the front page
  - Any changes (signed and stamped by JPN officer)
  - Page 5 (signed and stamped by JPN officer)
- III. We are not able to accept the application form that does not meet the above requirements.

#### Step 4 :

##### I. SUBMISSION OF APPLICATION FORM

Time for Submission of Application Form to Che Hoon Khor :

Monday – Friday : 9 am – 5:30 pm      Saturday : 9 am – 1:00 pm  
Sunday / Public Holiday : CLOSED

1. The following documents must be produced when the application form is submitted:-
    - 1.1 One photocopy I/C of each of the couple;
    - 1.2 One photocopy birth certificate of each of the couple; } A4 size paper and  
No correction is allowed
    - 1.3 One photocopy I/C for each of 2 witnesses;
      - 1.3.1 Witnesses must be parents or relatives of the couple or Malaysian aged above 21 years old
    - 1.4 Additional document required:-
      - 1.4.1 If divorced – 1 photocopy of Divorce Certificate from the court
      - 1.4.2 If widower/widow – 1 photocopy of spouse's Death Certificate **and** previous official Marriage Certificate **or** child's Birth Certificate
      - 1.4.3 If Sarawak Citizen (Bottom right corner of I/C with a sign of "K") – a letter "Keputusan Semakan Sistem NAMES" from JPN **and** photocopy Birth Certificate.
  2. Applicant who is above 18 years old and below 21 years old:-
    - 2.1 his/her father must fill up KC01B (YELLOW) form and sign to give his consent to his son's or daughter's marriage in front of the Registrar of Marriage in JPN.
      - 2.1.1 Father must be his/her witness.
      - 2.1.2 If his/her father has passed away, his/her mother shall be the witness. One photocopy of his/her father's Death Certificate must be produced.
      - 2.1.3 If both parents have passed away, his/her guardian shall be the witness. One photocopy of each of his/her parents' Death Certificate must be produced.
- ##### II. CHOOSE THE DATE OF REGISTRATION
1. Date of marriage registration as set by our Society. Selected Saturday & Sunday.
  2. Limited slots. Please submit the application form early, as it is arranged on a "FIRST-COME, FIRST-SERVED" basis.

#### STEP 5:

##### DAY OF MARRIAGE REGISTRATION