



雪隆海南会馆

英文版

批准日期: 25 April 2008

修正编号: R 2

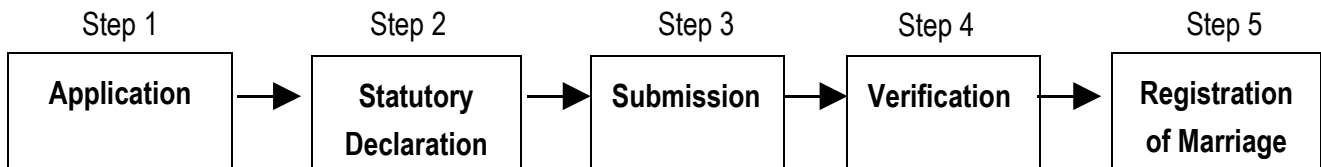
THEAN HOU TEMPLE MARRIAGE REGISTRY

Tel: 03-2273 7682 / 2273 9419 Fax: 03-2260 1012

INFORMATION ON REGISTRATION OF MARRIAGE (I-A 04)

★Please read the information carefully to avoid delay in the registration procedure★

Procedure to be carried out in 5 steps:



Step 1: APPLICATION

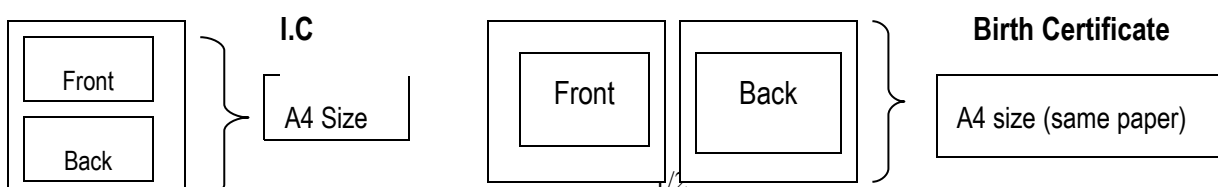
- The couple **must present in person** and bring along the following **documents**:
 - 1.1 Original and 1 photocopy of Identity Card (I.C.) (A4 size, not to be cut).
 - 1.2 Original and 1 photocopy of Birth Certificate. (A4 size, not to be cut)
 - 1.3 One passport-size coloured photographs each. (Instant Photos are unacceptable)
 - 1.4 Photocopy of 2 witnesses' I.C., 1 copy each (A4 size, not to be cut)
 - 1.5 For widower/widow, spouse's original and 1 photocopy of Death Certificate must be produced. For divorcee, original and 1 photocopy of Marriage Cancellation Certificate issued by JPN must be produced.
- Witnesses** must be Malaysian Citizen above 21years old. They are **not required to be present during the submission of application.**
- Application from male below 18 or female below 16 is NOT acceptable.** Female below 18 but above 16 may register her marriage with license granted by the Ketua Menteri and her father must be her witness.
- For male or female below 21 but above 18 years old, he / she must observe the following instructions:
 - 4.1 Father must be his / her witness, or
 - 4.2 If his / her father had passed away, his / her mother can be the witness. The original and 1 photocopy of his / her father's Death Certificate must be produced.
 - 4.3 If his / her parents had passed away, his / her guardian by law can be the witness.
 - 4.4 If his / her parents are divorced, his / her guardian by law (father or mother) must be the witness.
- At least one of the applicants must be a Buddhist. Foreigners or Malaysian who had registered abroad or had carried out traditional wedding before 1/3/1982 cannot apply to register here.

Time for Submission of Application:

Monday to Saturday : 9:00AM - 5:00PM

Sunday / Public Holiday : Closed

Sample of Photostat Documents:



Step 2: STATUTORY DECLARATION

After filling the application form, the couple shall make a Statutory Declaration with any of Commissioner for Oaths. **All expenses relating to the oath declaration are out of concern with Marriage Registration Department.**

According to Section 494 of the Penal Code:

If a bigamist is found guilty, he/she shall be sentenced to imprisonment up to 7 years and a fine.

Note : Any married person regardless of male or female, his/her marriage is still valid & spouse is still alive and if he/she has married with another person, he/she has committed bigamy.

Step 3: SUBMISSION

1. Registration date **shall be fixed at least 21 days after the date of submission but must not exceeding 2 months** subject to date available.
2. **Fees are payable upon submission.** Fee collected is not refundable.
3. Please notify the officers 3 days before the date of registration if there is request for a date change. The application will be declared invalid as if a couple fails to turn up to register within 6 months after the date of submission. Couples who intend to register must re-apply and re-do all the payments.

Step 4: VERIFICATION

1. All completed application form and documents submitted by the applicant shall be verified by the Jabatan Pendaftaran Negara (JPN) before the Registration of Marriage could be carried out.
2. Marriage Registration ONLY could be solemnized subject to Jabatan Pendaftaran Negara's (JPN) approval.

Step 5: REGISTRATION OF MARRIAGE

1. The couple and the 2 witnesses **must be present** and bring along the following **documents**:-
 - 1.1 The couple's original Identity Cards.
 - 1.2 The couple's original Birth Certificates.
 - 1.3 Two witnesses original Identity Cards.
 - 1.4 Other documents: Original copy of Father's/Spouse Death Certificate or Marriage Cancellation Certificate issued by JPN.
2. **Attire** on the Day of Registration: The bridegroom must wear shirt with necktie. The bride and witnesses must dress neatly or formally. T-shirt, jeans, short pants and slippers are not allowed.
3. **Time of registration:** As set by our Marriage Registration Department.
4. Do not bring along children and switch off hand phones to avoid disturbances during the registration.
5. The couple and the witnesses are allowed to bring in their own cameras, flowers or rings during the ceremony.
6. **The marriage ceremony is completed once the couple received their Marriage Certificates.**

Time for Registration of Marriage:

Tuesday to Saturday : As set by our Marriage Registration Department

Sunday / Public Holiday : Closed

** Registration of Marriage may not be carried out without the original documents.*