



雪隆海南会馆

批准日期：06-12-2017

修正编号：R 0

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天后宫婚姻注册处

办理婚姻注册手续须知 (I-A 04)

手续分五个步骤进行(* 注：第一、二及三步骤，可在同一天进行。)



第一步骤：向JPN索取表格 - JPN.KC01F

1. 申请者须到国民登记局 (JPN) 索取并填写婚姻注册表格 - JPN.KC01F。
 - 1.1 申请者须携带身份证/大马卡 (Mycad) 正本及护照型照片；
 - 1.2 谨慎填妥表格后到马来西亚任何宣誓官处进行宣誓。

第二步骤：宣誓 (Persurujaya Sumpah)

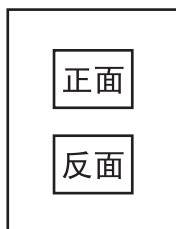
1. 申请者可自由选择宣誓官处理宣誓事宜，一切宣誓费用均与本处无关。
2. 宣誓及JPN审核盖章只能在普通工作日 (星期一至星期五) 进行。
3. 任何已婚者，若在婚约仍然有效及配偶仍在世时，在国内外与别人立婚约，将视为犯重婚罪。

第三步骤：JPN审核盖章

1. 新人必须亲自把申请表格提呈国民登记局 (JPN) 审核。
2. 申请表格经JPN审核盖章，一切无误后，方前来天后宫递交表格及进行预约注册日期。

第四步骤：JPN审核盖章

1. 前来天后宫婚姻注册处递交表格时，必须携带下列证件：
 - 1.1 申请者的身份证/大马卡 (MyKad) 副本一份；
 - 1.2 申请者报生纸副本一份；
 - 1.3 两位证婚人的身份证/大马卡 (MyKad) 副本一份；
 - 1.4 若申请者曾离异，须携带离婚证书副本一份；
 - 1.5 若申请者是鳏夫/寡妇，须携带已故配偶的死亡证书及先前的结婚证书副本各一份。
 - 1.6 若申请者未婚有子，必须携带申报函 (Surat Akuan)-2份及孩子报生纸副本一份。
2. 请根据以下方式复印所需文件：



身份证复印样本
(在同一张A4纸张)



正面



反面

其他证件复印样本
(在同一张A4纸张)

3. 证婚人必须是马来西亚公民，年满21岁。提呈申请时，证婚人不必亲自前来。
4. 男方或女方未满21岁，但年满18岁，法定监护人须随同男方或女方前往国民登记局（JPN）取得同意书(JPN. KC01B):
 - 4.1 他或她父母或法定监护人的同意;或者
 - 4.2 若该人是一名婚外子，或者他或她的父亲已逝世，必须取得他或她母亲的同意，但必须携带父亲的死亡证明正本及副本一份。
 - 4.3 若该人是一名受领养者，必须取得他或她的养父的同意；或者，若养父已逝世，必取得他或她养母的同意；或者
 - 4.4 若他或她的父母（亲父母或养父母）皆已逝世，必须取得在他或她合法监护人的同意；
 - 4.5 申请庭令。
5. 军人/警察，必须获得上司发出的批准函，方可在本处提呈申请婚姻注册。
6. 欲在本处注册，其中一位申请者必须是佛教徒。
7. 本处无权处理外国公民注册，已在外国注册或在01/03/1982之前已进行华人传统婚礼的申请者。
8. 注册日期，是从递交表格日期算起，至少10天后，但不可超过3个月，并依本处的空档而定。
9. 所有费用必须在呈交表格时缴清且不得退还。
10. 所有逾期末注册者，其申请表格将于6个月后（以宣誓日期为准）自动作废，欲注册者必须重新申请和缴费。

第五步骤：婚姻注册当天（天后宫婚姻注册处）

1. 男女双方及两位证婚人必须亲自前来天后宫婚姻注册处，并携带下列正本文件：
身份证/大马卡（MyKad）
2. 若遗忘携带正本身身份证将导致注册不能如期进行。
3. 男女双方、证婚人及观礼者需衣着整齐得体，不得穿T恤、牛仔裤、短裤、拖鞋等等。
4. 注册时间将依据本注册处所分配的时间为准。凡迟到之新人不能获得注册乃属自误。
5. 注册进行时，必须关上手提电话，以免干扰注册进行。
6. 新人及证婚人可自行准备相机、花卉及戒指以进行注册仪式。
7. 注册仪式于新人领取结婚证书后即告完成。





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THEAN HOU TEMPLE MARRIAGE REGISTRY

INFORMATION ON REGISTRATION OF MARRIAGE (I-A 04)

Marriage registration is a five-step procedure as follows (*Note: Step 1, 2 & 3 can be done on the same day):



Step 1: JPN.KC01F Form (at JPN)

- Applicants are required to obtain marital registration form - JPN.KC01F from Jabatan Pendaftaran Negara (JPN).
The couple must:
 - 1.1 Completely fill the application form
 - 1.2 Bring one passport-size colored photograph for each applicant

Step 2 : Declaration (Commissioner of Oath)

- After filling the application form, the couple shall make a Statutory Declaration with any of Commissioner of Oaths.
All expenses relating to the oath declaration are to be borne by the couples.
- Statutory Declaration and JPN Verification can only be carried out during working weekdays i.e. Monday to Friday.
- Any married person regardless of male or female is barred from marrying another person while his/her subsisting marriage is valid or his/her spouse is still alive, otherwise he/she is found to have committed a crime i.e. Bigamy.

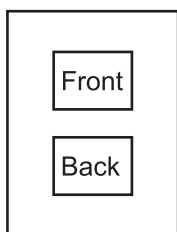
Step 3 : JPN Verification (at JPN)

- The couple is required to go in person to submit all completed application forms to Jabatan Pendaftaran Negara(JPN) during working weekdays for verification before the Registration of Marriage could be carried out.
- Booking for ROM could ONLY be accepted/arranged subject to Jabatan Pendaftaran Negara's (JPN) approval.

Step 4: Submission of Application (At Thean Hou Temple)

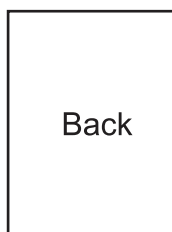
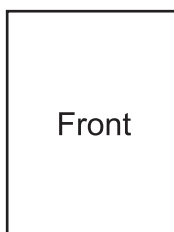
- During submission to Thean Hou Temple, must bring along the following documents :
 - 1.1 1 photocopy of I.C. / My Kad (for both couples)
 - 1.2 1 photocopy of Birth Certificate (for both couples)
 - 1.3 1 photocopy of I.C /My Kad from each of the 2 witnesses.
 - 1.4 For divorcee, 1 photocopy of Decree Absolute (Divorce Certificate).
 - 1.5 For widower/widow, 1 photocopy of the Death Certificate of the deceased spouse and previous Marriage Certificate.
 - 1.6 Should any of the applicant had child/children before any lawfully marriage, must attach 2 photocopies of Letter of Declaration (Surat Akuan) and 1 copy of the relevant birth certificate.
- Photocopies of I/C must be on the same A4 size paper as shown below.

Sample of Photocopy of I.C:-



On same
A4 size paper

Sample for photocopy of other documents:-



On same
A4 size paper

3. Witnesses must be Malaysian Citizen above 21 years old. They are not required to be present during the Submission of application.
4. The following person's consent must be obtained (JPN.KC01B) if the applicants are below 21 but above 18 years old:
 - 4.1 Of his or her parents or guardian; or
 - 4.2 If the person is illegitimate or his or her father is dead, of his or her mother; or
 - 4.3 If the person is an adopted child, of his or her adopted father, or if the adopted father is dead, of his or her adopted mother; or
 - 4.4 If both his or her parents (natural or adopted) are dead, of the person standing in loco parentis to him or her before he or she attains that age;
 - 4.5 Court order.
5. For army/ policeman, approval letter from Commander/ Head of Department must be produced.
6. At least one of the applicants must be a Buddhist.
7. Applications from foreigners or Malaysians who have registered abroad or have carried out traditional weddings before 01 March 1982 are not accepted in Thean Hou Temple.
8. Registration date shall be fixed at least 10 days after the date of submission but must not exceed 3 months, subject to date available.
9. Fees are payable upon submission. Fee collected is not refundable.
10. The application will be deemed invalid if a couple fails to turn up to register within 6 months (from the declaration date certified by the commissioner of oath) after submission. If the date is missed, the couple is required to re-apply and repay all fees.

Step 5: Registration of Marriage (At Thean Hou Temple)

1. The couple and the 2 witnesses must be present and bring along the following original documents:
Original Identity Cards (My Kad)
2. Registration of Marriage may not be carried out without the original Identity card.
3. Formal dress code: The couple, witnesses and friends must dress neatly. T-shirt, jeans, short pants and slippers are not allowed.
4. Time for registration is set by our Marriage Registration Department. Late comers will not be entertained.
5. Switch off hand phones to avoid disturbances during the registration.
6. The couple and the witnesses are allowed to bring in their own cameras, flowers or rings during the ceremony.
7. The marriage ceremony is completed once the couple received their Marriage Certificates.

