



CHANCERY OF THE CATHOLIC
METROPOLITAN ARCHDIOCESE OF KUALA LUMPUR

528, Jalan Bukit Nanas, 50250 Kuala Lumpur, Malaysia
Tel: 603-2078 8828/ 2078 5089/ 2072 6606 | Fax: 603-2031 3815
chancery@archkl.org | www.archkl.org

PROFILE INFORMATION FORM
(For Non-Clergy)

(Visitor Information)

Full Name (as in passport): _____

Passport No: _____

Address: _____

City: _____ Postal Code: _____

Citizenship: _____

Phone: _____ Email: _____

Arch(Diocese): _____

Parish: _____

Parish Location: _____

Street

Country

City

Visitor will be in Archdiocese of Kuala Lumpur from _____ to _____
dd/mm/yyyy dd/mm/yyyy

Location (parish/school/city): _____

☐ Conduct spiritual retreat

☐ Conduct talk/seminar/workshop

☐ Conduct training

☐ Conduct exhibition

☐ Others (Please state) _____

This programme is being conducted: ☐ Onsite ☐ Online



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STATEMENT OF SUITABILITY
(For Non-Clergy)

*To be completed by the Parish Priest or the Spiritual Director
of the church organisation to which the person belongs.*

(FULL NAME)

The abovenamed person is of the Diocese/Religious Institute/Organisation

(NAME OF DIOCESE/RELIGIOUS INSTITUTE/ORGANISATION)

of

(PROVINCE, COUNTRY)

Who currently resides in

(FULL ADDRESS OF RESIDENCE)

He/She will be exercising ministry at

(NAME OF THE CHURCH OR INSTITUTION OR VENUE)

(ADDRESS OF THE CHURCH OR INSTITUTION OR VENUE)

In your Archdiocese,

From _____ to _____
Day/Month/Year Day/Month/Year



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STATEMENT OF SUITABILITY (For Non-Clergy)

I understand that:

- (a) the abovementioned documents must be correctly completed and submitted;
- (b) the successful applicant is only allowed to conduct his/her ministry work at the specified venue and date as indicated in the approval letter;
- (c) the nature of ministry work is as specified in the Statement for Ministry.

Failing which, the Chancery reserves the right to request for a re-submission of this application.

In regard to _____
[FULL NAME OF THE APPLICANT]

I am able to make the following statements (please tick):

- ☐ He / She is a person of good moral character and reputation.
- ☐ I know of nothing which would in any way limit or disqualify him/her from exercising his/her ministry in the Catholic Church.
- ☐ He / She has never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 yrs.
- ☐ I am unaware of anything in his/her background, which would render him/her unsuitable to work with minors/ children.
- ☐ For the purpose of submitting this Statement of Suitability for Ministry Form, the applicant named within is aware and consents to his/her personal data being collected, stored, retained, retrieved, used, transmitted and processed by the Catholic Archdiocese of Kuala Lumpur in accordance with its Personal Data Protection Act 2010, including the disclosing of the said personal data to approved third parties and the transferring of data outside of Kuala Lumpur, Malaysia.

Endorsement by Parish Priest/Spiritual Director (of the church organisation to which the person belongs)/Organisation Head

Name: _____

Designation: _____

Signature: _____

Official Stamp of Parish Priest/Spiritual Director (of the church organisation to which the person belongs)/Organisation Head

**ENDORSEMENT BY THE
DIOCESAN BISHOP**

Name & Signature of the Diocesan Bishop

Official Stamp of the Diocesan Bishop

Date



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Dear Applicant,

MINISTRY IN THE ARCHDIOCESE OF KUALA LUMPUR

Your request to exercise ministry as laity / religious in the Archdiocese of Kuala Lumpur will be considered subject to you abiding the following conditions:

- a) Without prior permission of the Parish Priest or Ecclesiastical Assistant, whichever is applicable, you are not allowed to conduct talks or formations in private homes, BECs, other parishes or organisations.
- b) You may not solicit publicly or privately for any donations/contributions towards any project or cause, whether personal or otherwise.
- c) You are to abide by both the Federal and State laws of the country.
- d) On safe environment, you confirm that you have never engaged, been convicted, charged or investigated for a crime of a sexual nature against a minor below the age of 18 years.
- e) You will obtain the relevant visa to enable you enter into Malaysia.

Thank you & God bless.

The Chancery
Archdiocese of Kuala Lumpur

I agree to abide by the above conditions during my visit to the Archdiocese of Kuala Lumpur,

Malaysia from _____ to _____

Name: _____ Date: _____

Signature of Applicant: _____ Passport No: _____

For Chancery Official Use only

File reference:

Date received:

Remarks:



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DETAILS OF INVITATION

Are you being invited by a ministry / organization in the Archdiocese of Kuala Lumpur:

☐ Yes (give details)

☐ No

Name of Ministry / Organization who is extending this invitation in the Archdiocese of Kuala Lumpur

Name of Priest / Ecclesiastical Assistants

Purpose of Invitation

Signature _____

Date _____