

**CHIEF REGISTRAR'S OFFICE OF THE FEDERAL COURT**

**FORM 2, THIRD SCHEDULE**

**COMMISSIONER FOR OATHS RULES 2018**

**APPLICATION FOR THE APPOINTMENT AS COMMISSIONER FOR OATHS  
(PUBLIC OFFICER)**

1. The following documents are required to be submitted for application made by a public officer:
  - (a) Form 2, Third Schedule of the Commissioner for Oaths Rules 2018;
  - (b) 3 Copies of Passport- sized photographs (colour);
  - (c) a copy of identification card (both sides) and change of address card (if applicable);
  - (d) a copy of the Sijil Pelajaran Malaysia or equivalent;
  - (e) certificate of good character (original copy and of the current year) by-
    - (i) the head of department; and
    - (ii) a senior officer who has been confirmed in his office
  - (f) a copy of recent bankruptcy search form the Department of Insolvency;
  - (g) a copy of letter of confirmation of appointment; and
  - (h) a completed Statutory Declaration.

**ATTENTION:**

An application to be made by a public officer must be through the Head of Department.

The completed form and the supporting documents as mentioned above are to be handed over to **the Commissioner for Oaths Unit (the Unit), Chief Registrar's Office, Federal Court, Putrajaya.**

This unit will not accept and will **reject any incomplete form.**

2. For further queries regarding the application process kindly contact the following numbers:

- (a) Puan Razipah Binti Ahmad Rasdi  
Tel : 03-88804040
- (b) Puan Wan Norainurul Nadia binti Wan Draman  
Tel : 03-88804037
- (c) Puan Mazlinda Binti Daud  
Tel : 03-88804034
- (d) Puan Siti Nurul Ainsah binti Mat Sidik  
Tel : 03-88804039
- (e) Puan Nur Ridhwaanah binti Ahmad Hasnan Wahidi  
Tel : 03-88809503
- (f) En. Mohd Hafizuddin Bin Mohd. Daud  
Tel : 03-88809503