

CHIEF REGISTRAR'S OFFICE OF THE FEDERAL COURT

**FORM 3, THIRD SCHEDULE
COMMISSIONER FOR OATHS RULES 2018**

**APPLICATION FOR THE APPOINTMENT AS COMMISSIONER FOR OATHS
(OFFICER OF A STATUTORY BODY)**

1. The following documents are required to be submitted for application made by a public officer:
 - (a) Form 3, 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 current head of the department;
 - (ii) the applicant's supervisor
 - (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 an officer of a statutory body 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.**

ATTENTION:

Payment is to be made by way of a Bank Draft upon the approval of an appointment.

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