

DOCUMENTS TO BE SUBMITTED BY APPLICANT

S.NO	DOCUMENTS
1	DULY COMPLETED ONLINE OCI APPLICATION FORM (NEW OCI REGISTRATION)
2	2 RECENT 2X2 SIZE PHOTOGRAPHS (WHITE/LIGHT BACKGROUND)
3	CURRENT MALAYSIAN/FOREIGN PASSPORT (VALID FOR MORE THAN 1 YEAR), ORIGINAL AND PHOTOCOPY
4	APPLICANT'S MALAYSIAN BIRTH CERTIFICATE (TO BE TRANSLATED TO ENGLISH IF IT IS IN BAHASA MALAYSIA BY COURT INTERPRETER) BRING BOTH MALAY AND ENGLISH VERSION, ORIGINAL AND PHOTOCOPY .
5	APPLICANT'S MALAYSIAN IDENTITY CARD, ORIGINAL, AND PHOTOCOPY .
6	FATHER AND MOTHER BIRTH CERTIFICATE OR MALAYSIAN CITIZENSHIP OR NATURALIZATION CERTIFICATE OR CERTIFICATE OF REGISTRATION OR JPN IC EXTRACT ISSUED BY MALAYSIAN GOVERNMENT NEED TO BE ENDORSED BY MINISTRY OF FOREIGN AFFAIRS (WISMA PUTRA) PUTRAJAYA. (TO BE TRANSLATED TO ENGLISH IF IT IS IN BAHASA MALAYSIA BY COURT INTERPRETER) BRING BOTH MALAY AND ENGLISH VERSION, ORIGINAL AND PHOTOCOPY .
7	PROOF OF INDIA-BORN/INDIAN ORIGIN, SUCH AS INDIAN PASSPORT (FIRST, LAST AND EITHER VALID VISA PAGE/PR IC COPY) OR MALAYSIAN CITIZENSHIP OR MALAYSIAN NATURALIZATION CERTIFICATE OR CERTIFICATE OF REGISTRATION WHICH SHOWS THE PLACE OF BIRTH AND DESCENT/RACE AS "INDIA", ORIGINAL AND PHOTOCOPY. MALAYSIAN NATURALIZATION CERTIFICATE/ MALAYSIAN CITIZENSHIP OR CITIZENSHIP EXTRACT/ CERTIFICATE OF REGISTRATION ISSUED BY MALAYSIAN GOVERNMENT NEED TO BE ENDORSED BY MINISTRY OF FOREIGN AFFAIRS (WISMA PUTRA) PUTRAJAYA.
8	SURRENDER/RENUNCIATION CERTIFICATE FOR PREVIOUS INDIAN PASSPORT HOLDERS (ACQUIRED MALAYSIAN CITIZENSHIP YEAR 2000 ONWARDS), ORIGINAL AND PHOTOCOPY
9	OCI CARD OF PARENTS/SPOUSE WITH PRIMARY DOCUMENTS.
10	MARRIAGE CERTIFICATE NEED TO BE ENDORSED BY MINISTRY OF FOREIGN AFFAIRS, PUTRAJAYA (APPLY FOR MARRIAGE CERTIFICATE EXTRACT IF IT IS IN BAHASA MALAYSIA BEFORE THE ENDORSEMENT) BRING ORIGINAL AND PHOTOCOPY (ONLY IF YOU ARE APPLYING ON THE BASIS OF SPOUSE)
11	NATIVITY CERTIFICATE ISSUED BY INDIAN AUTHORITY SIGNED BY VILLAGE ADMINISTRATOR ENDORSED BY THASILDAR COUNTER SIGNED BY MAGISTRATE/COLLECTOR/BRANCH SECRETARIAT OFFICE (MINISTRY OF EXTERNAL AFFAIRS), ORIGINAL AND PHOTOCOPY (ONLY IF YOU DON'T HAVE ANY INDIA-PROOF DOCUMENT)
12	FEE RM 1168.00 + SERVICE CHARGE (PAYMENT BY DEBIT CARD ONLY)

- ❖ DOCUMENTS MENTIONED IN SL. NO. 1 TO 7 IS COMPULSORY FOR ALL APPLICANTS
- ❖ DOCUMENTS AT SL. NO.8 AND 10 ARE COMPULSORY FOR APPLICANT APPLYING ON THE BASIS OF SPOUSE (IN ADDITION TO DOCUMENTS MENTIONED FROM SL.NO.1-7)
- ❖ DOCUMENT AT SL.NO. 10 IS COMPULSORY FOR APPLICANTS APPLYING BASED ON SPOUSE HOLDING AN INDIAN PASSPORT (IN ADDITION TO DOCUMENTS MENTIONED FROM SL.NO.1-7)
- ❖ IF YOU ARE SELF-EMPLOYED/BUSINESSMAN, COMPANY SSM COPY IS REQUIRED
- ❖ IF YOU ARE A JOURNALIST/MEDIA PERSON LETTER FROM YOUR COMPANY IS REQUIRED
- ❖ IF YOU ARE NOT A MALAYSIAN NATIONAL, PROOF OF RESIDENCE IN MALAYSIA IS REQUIRED i.e MALAYSIAN EMPLOYMENT PASS OR MALAYSIA MY SECOND HOME OR DEPENDENT/RESIDENCE VISA FOR THE STAY OF MORE THAN 2 YEARS IN MALAYSIA.

FOR FURTHER CLARIFICATION/INFORMATION KINDLY REFER TO OUR WEBSITE AT www.hciki.gov.in (OCI)

For application submission and OCI collection, online appointment booking is mandatory (please go to <https://hciki.gov.in/AppointmentHome>) - **PRINT OUT**

STEP 1

FILL UP THE ONLINE APPLICATION FORM, AFTER COMPLETING PART A, UPLOAD PHOTOGRAPH (SIZE 2X2 WHITE BACKGROUND) AND SIGNATURE / THUMB PRINT (FOR MINOR CHILDREN).

STEP 2

CONTINUE TO PART B, AFTER COMPLETING PART B UPLOAD REQUIRED DOCUMENTS

STEP 3

PRINT OUT THE ONLINE APPLICATION FORM AND SUBMIT ALONG WITH ALL UPLOADED DOCUMENTS (ORIGINAL AND PHOTOCOPIES WITH 2 PHOTOS SIZE 2 X 2 WHITE BACKGROUND)

GUIDELINES FOR UPLOADING DOCUMENTS FOR OCI APPLICATION

1. UPLOAD PHOTO
2. UPLOAD SIGNATURE
3. DOCUMENTS UPLOAD CATEGORIES
 - A) CURRENT PASSPORT
 - i) APPLICANTS CURRENT PASSPORT
 - ii) APPLICANTS IC (MYKAD, MYKID)
 - B) RELATIONSHIP CERTIFICATE
 - i) APPLICANTS BIRTH CERTIFICATE (MALAY & ENGLISH VERSION)
 - ii) APPLICANTS BOTH PARENTS
 - BIRTH CERTIFICATE (MALAY & ENGLISH VERSION)
 - CITIZENSHIP CARD — FRONT AND BACK WITH ENGLISH TRANSLATION (UPLOAD BOTH MALAY AND ENGLISH VERSION)
 - CERTIFICATE OF NATURALIZATION/REGISTRATION (FRONT & BACK) JPN IC EXTRACT (MALAY AND ENGLISH VERSION)
 - iii) SPOUSE BIRTH CERTIFICATE (MALAY & ENGLISH VERSION) IF APPLYING BASED ON SPOUSE FATHER / MOTHER IN LAW'S BIRTH CERTIFICATE (IF APPLYING BASED ON SPOUSE GRAND PARENTS)
 - C) MARRIAGE CERTIFICATE - MALAY & ENGLISH VERSION (IF APPLYING BASED ON SPOUSE)
 - D) PIO CARD FRONT & BACK (IF APPLYING BASED ON PARENTS / SPOUSE)
 - E) SPOUSE OCI CARD FRONT & BACK (IF APPLYING BASED ON SPOUSE)
 - F) INDIAN PROOF
 - i) INDIAN PASSPORT FRONT & BACK PAGE INCLUDING MALAYSIAN VISA OR PR CARD
 - ii) SURENDER CERTIFICATE / RENUNCIATION CERTIFICATE
 - iii) CERTIFICATE OF REGISTRATION FRONT & BACK SHOWING PLACE OF BIRTH AS INDIA
 - iv) CERTIFICATE OF NATURALISATION FRONT & BACK SHOWING PLACE OF BIRTH AS INDIA
 - v) CITIZENSHIP CARD FRONT & BACK PAGE ALONG WITH ENGLISH TRANSLATION (UPLOAD MALAY & ENGLISH VERSION)
 - vi) JPN IC EXTRACT (MALAY & ENGLISH VERSION)

NOTE: 1. DOCUMENTS TO BE TRANSLATED IN ENGLISH BY COURT INTERPRETER
2. DOCUMENTS TO BE UPLOADED IN PDF FORMAT 500MB ONLY

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