

REGISTRATION OF MARRIAGE - APPLICATION FORM

EXCEL POINT COMMUNITY CHURCH

This form is to be completed in full, with approval from the Church Pastor, and submitted to EPCC Office, at least **(3) three months** prior to the marriage registration date.

A) PERSONAL DETAILS (GROOM)

Full Name (as per I/C) _____ Nationality _____

I.C Number _____ Age _____

Address _____

Contact Number _____ Email _____

Marital Status _____ Single / Widowed Occupation _____

(affix recent photo here)

B) SPIRITUAL BACKGROUND

1 When did you accept Christ? _____ (Date/Year)

_____ Place / Church

2 Baptism Date _____

3 Baptism conducted by _____ Pastor's Name

_____ Place / Church

C) CHURCH AFFILIATION

For non-EPCC

Attending EPCC

Church Name _____

Duration _____

Duration _____

Membership Cert # _____

Pastor's Name _____

JOINED PRE-MARITAL COURSE: YES / NO / In Progress

For Non-Members / EPCC Members : Congregation Pastor's Endorsement.

This section is to be completed by the Church Pastor

Recommendation for Groom

I have known _____ for _____ years/months.

He has been a born-again Christian since _____ and I would like to support his application for registration of marriage at Excel Point Community Church.

Signature: _____

Date: _____

Name : _____

Tel. No: _____

Church : _____

Address _____

Position: _____

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This form is to be completed in full, with approval from the Church Pastor, and submitted to EPCC Office, at least **(3) three months** prior to the registration date.

A) PERSONAL DETAILS (BRIDE)

Full Name (as per I/C) _____ Nationality _____
I.C Number _____ Age _____
Address _____
Contact Number _____ Email _____
Marital Status _____ Single / Widowed Occupation _____

(affix recent photo here)

B) SPIRITUAL BACKGROUND

- 1 When did you accept Christ? _____ (Date/Year)
_____ Place / Church
- 2 Baptism Date _____
- 3 Baptism conducted by _____ Pastor's Name
_____ Place / Church

C) CHURCH AFFILIATION

| <u>For non-EPCC</u> | <u>Attending EPCC</u> |
|---------------------|-------------------------|
| Church Name _____ | Duration _____ |
| Duration _____ | Membership Cert # _____ |
| Pastor's Name _____ | |

JOINED PRE-MARITAL COURSE: YES / NO / In Progress

For Non-Members / EPCC Members : Congregation Pastor's Endorsement.

This section is to be completed by the Church Pastor

Recommendation for Bride

I have known _____ for _____ years/months.
She has been a born-again Christian since _____ and I would like to support her application for registration of marriage at Excel Point Community Church.

Signature: _____ Date: _____
Name: _____ Tel. No: _____
Church : _____
Address _____ Position: _____

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DATE OF REGISTRATION OF MARRIAGE (ROM)

| | |
|-------------------------------------|---------------------------------|
| First Choice: ____ / ____ / 20____ | From _____ am/pm to _____ am/pm |
| Second Choice: ____ / ____ / 20____ | From _____ am/pm to _____ am/pm |

Note: Proposed date is subject to approval by EPCC.

ROM & Ceremony on the same day? YES / NO

Will there be any light refreshment done after the ROM session? YES / NO

Charges

If there is refreshments after the ROM :

- Café (above 30 pax) : RM 480
- MP 2 (below 29 pax) : RM 280

If there is **no refreshments** after the ROM : RM 180

FOR EPCC OFFICE USE ONLY

| | |
|-------------------------------|--|
| Registration of Marriage Date | |
| Time | |

Final Approval: **YES / NO / KIV**

Signature: _____

Date: _____

| | | |
|--------------------------------------|--|------|
| Inform couple of approval | | Date |
| Handing over of Marriage Certificate | | Date |

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PROCEDURE

A. APPLICATION FORM

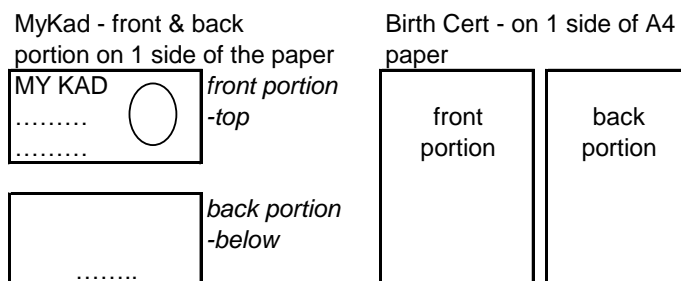
1. Please fill in the application form and obtain your Pastor's recommendation and signature.
2. Submit application form to EPCC Office.
3. A short interview will be arranged between the couple and the Assistant Registrar of Marriage.
4. Once approved by EPCC, please proceed to obtain JPN.KC02

B. JPN.KC02

1. Obtain marriage application Form (JPN.KC02) from the Registrar of Marriages (ROM).
Address: 3rd Floor, Bangunan Persekutuan, Anson Road, Penang. Kindly bring along Identity Card (I.C) of groom or bride and notify the officer that you would like to have your ROM to be done in church.
2. After being issued with **JPN.KC02** by ROM, the couple is required to complete the Form in full and submit to a registered Commissioner of Oath for verification & signed on oath on the last page. Kindly bring together the following documents :
 - a. Identity Card (I.C.) of groom or bride
 - b. Photocopied I.C. of groom & bride
 - c. Photocopied I.C. of 2 witnesses (one for groom & one for bride)
 - d. Photocopied birth certificates of groom & bride

*NOTE :

*Description of **Photocopies** of your MyKad & Birth Certificates:*



- a. Please note that the photo to be pasted on this form must be passport photo with “blue-background” and cut to the size indicated on the Form.
 - b. Please note that the Commissioner of Oath's signature is only valid for 90 days - from the date of signature to the Date of Marriage Registration.
3. The couple is then further required to take this duly **verified/signed** JPN.KC02 Form back to JPN for final endorsement on the cover page and to pay RM20 fee(kindly bring the exact amount) to JPN which will be acknowledged on the form (an official receipt will also be issued by JPN).

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4. Submit JPN.KC02 to EPCC immediately.

C. REGISTRATION OF MARRIAGE CEREMONY AT EPCC

1. The two witnesses must be present during the ceremony.
2. The couple needs to inform EPCC office the number of people who will also be present so that sufficient seating arrangement can be made.
3. The original marriage certificates will be issued to both the bride & groom immediately but the 3rd copy which is the ROM copy will be lodged at the ROM within the week.
4. Please ensure your attire is presentable on your ROM day.
5. Couples and witnesses please ensure to arrive punctual on your ROM day.