



MINISTRY OF FOREIGN AFFAIRS
MALAYSIA

e-Protocol System

Guidelines
(User Registration)



1. Access

Ministry of Foreign Affairs, Malaysia
e-Protocol
Privileges and Immunities Application System
**Login for Embassy/ High Commission/ Consulate/
International Organization**

Login ID

Password

[Register](#) | [Forgot your password?](#)

Having problem to login/register? Email to eprotocol@kln.gov.my or call 03-8887 4071/4413/4759/4147

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Figure 1-1: e-Protocol Login Screen

Function:

Login to the e-Protocol System. Also provides link to user registration and password retrieval.

How to:

- i. Go to the official portal of the Ministry of Foreign Affairs, Malaysia using internet browser such as Internet Explorer, Mozilla Firefox and Chrome. The URL is <http://www.kln.gov.my>
- ii. Select **Online Services**.
- iii. Select **e-Protocol – System Login**. E-Protocol login screen will be displayed.
- iv. Click **Register**. Registration screen will be displayed.



2. Registration

User Registration

Please enter the required information below.

Organization* Embassy/High Commission/Consulate
 International Organization

Full Name*

Nationality* Malaysian Non-Malaysian

Password*
Minimum 12 characters. Must contain alphabet, number and special character. Alphabet must contain both Uppercase and lowercase characters.

Re-enter Password*

Email*

Security Code* 
Can't read the image? click [here](#) to refresh.

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[Back to Login](#)

Figure 2-1: Registration Screen

Function:

Registration form for the representatives of the Embassy, High Commissions, Consulate, Consulate General and International Organization.

How to:

- i. Select **Organization**; choose either **Embassy/High Commission/Consulate** or **International Organization**
 - a. If Embassy/High Commission/Consulate or International Organization is selected, a list of countries and Missions will be displayed. Select yours.
 - b. If International Organization is selected, list of International Organization will be displayed. Select yours.



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- ii. Enter all the required information.
- iii. Enter your desired password and then re-enter it again for confirmation. The password rules are as follows:
 - a. Minimum 12 characters;
 - b. Must contain alphabet, number and special character; and
 - c. Alphabet must contain both uppercase and lowercase characters.
- iv. Enter the security code displayed.
- v. Click the **Register** button to register.
- vi. Click the **Reset** button to clear all fields, if necessary.

Note:

- a. *Once the registration is successful, the System Administrators (from the Department of Protocol) will review your detail for the activation of your account.*
- b. *Activation of users will be done in November 2016 onwards.*
- c. *The activation of users will be based on the list received by the Department of Protocol. Please make sure that your organization has sent the list of selected liaison officer/representative through Note Verbal to the Department of Protocol or email to eprotocol@kln.gov.my*
- d. *Once activated, you will be notified through your registered email. Only then you will be able to logon onto the system.*
- e. *Maximum 3 liaison officers/representatives is allowed to register for each organization. Additional number of liaison officer/representative must be requested to the Department of Protocol with strong justification through Note Verbal or email.*
- f. *If you are having problem to login or register, please email to eprotocol@kln.gov.my or call 03-8887 4071/4413/4759/4147.*

Attention: Due to sensitive information, the complete user manual on how to use the e-Protocol System is only available for the registered user after his/her account activation. To access the user manual, login onto the system and click User Manual.

- END OF GUIDELINES -
