12) **PROCEDURE FOR THE CONVERSION OF FOREIGN DRIVING LICENSE TO MALAYSIAN DRIVING LICENSE**

1. Automatic Conversion of Foreign Driving License to Malaysian Driving Under Bi Lateral Agreement.
   
a. List of countries as in Appendix A.

b. Application can be made at any Road Transport Department (RTD) state office. (For more information, please log on to RTD’s website at www.jpj.gov.my)

c. Completed JPJ L1 form attaching the following documents:
   
   - Original and copy of valid driving license. (For expired driving license, the expiry date should not exceed 3 years)
   - One coloured photograph (25 mm x 32 mm).
   - English translation of the driving license by Embassy of the issuing country. If the country has no Embassy office in Malaysia, translation can be done by Malaysia Translation Institute (www.itnm.com.my)
   - Original and copy of the passport.
   - Processing fee - RM 20.00
   - Categories of license which may apply for conversion:
     
     - Competence Driving License (CDL)
       
       RM 30.00 (car) - per year.
       RM 20.00 (motorcycle) - per year.
     
     - Probationary driving License (P)
       
       RM 60.00 (car) - two years.
       RM 40.00 (motorcycle) - two years.

   
d. Terms and Conditions:

   Motorcycle licenses will be issued according to their classes i.e. B1, B2 and B: (Please attach supporting documents confirming the motorcycle’s c.c. together with the application)

   - Competence Driving License (CDL) will be issued to applicants who have possessed of license that possess license for more than 2 years.
   - Probationary Driving License (PDL) will be issued if the applicant done not comply with CDL condition
2. Conversion of Foreign Driving License to Malaysian Driving License under Section 5(3) Road Transport Rule (Driving License) 1992 - (approved by Director General).

a. List of countries as in Appendix B.

b. Submission can be done through any RTD state office or directly to the RTD Headquarters in Putrajaya.

c. Completed JPJL2 form attaching following documents:

- Original and copy of valid driving license. (For expired driving license, the expiry date should not exceed 3 years)
  - Photostat copy of the driving license has to be certified by RTD officer, if the application is submitted through RTD state office.
- English translation of the driving license by Embassy of the issuing country. If there is no Embassy office in Malaysia, translation can be done at Malaysian Translation Institute.
- Original and Photostat copy of the passport. Photostat copy of the driving license has to be certified by RTD officer, if the application submitted through RTD state office.

d. Terms and conditions:-

- Motorcycle licenses issued according to their classes of license i.e B1, B2 and B - supporting documents such as letter from the Authority on the motorcycle’s C.C. should be submitted together with the application.
- Competence driving license (CDL) will be issued if the applicant has possessed the license for 2 years.
- If the applicant fails to prove the (CDL) condition, he/she will be issued probationary driving license (P license).
- Authorised letter from Embassy if the driving license not computer printed.
- Approval letter from Indonesian Ambassador if the applicant is from Indonesia.

e. When the application has been approved by the Director General, the applicants have to submit again the application to the RTD’S state office for the conversion of the driving license.

Documents required are as follows:-

- Approval letter issued by the RTD H.Q Office. Validity of the approved letter is one year from the date of issue.
- JPJL1 form.
- Original and photostat copy of the driving license.
- Original and photostat copy of the passport.
- One coloured photograph (25 mm x 32mm).
- Processing fee - RM 20.00
- License fee:-
  - Competence Driving License(CDL)
    RM 30.00(car) - for one year.
    RM 20.00(motorcycle) - for one year.
  - Probationary driving License(P)
    RM 60.00(car) - for two years.
    RM 40.00(motorcycle) - for two years.

3. Conversion of Singapore Driving License to Malaysian Driving License
   a. Application can be done at RTD state office.
   b. Complete JPJ 1 form and attach following documents:
      - JPJL1 form.
      - Original Singapore competent driving license (CDL) or probationary driving license (P).
      - Original and photostat copy of the driving license.
      - Original and photostat copy of the passport.
      - One coloured photograph (25 mm x 32mm).
      - Processing fee - RM 20.00.
      - License fee:-
        - Competence Driving License(CDL)
          RM 30.00(car) - for one year.
          RM 20.00(motorcycle) - for one year.
        - Probationary driving License(P)
          RM 60.00(car) - for two years.
          RM 40.00(motorcycle) - for two years.

4. Conversion of Foreign Driving License Other Than The Above
   a. The applicant has to sit for a specific training and driving test. There are four phases of training and driving test:
      
      - 1st phase
        The applicant has to sit for the Drivers’ Education Curriculum class for five hours at any Driving Institute. Attendance certificate (JPJL2A) will be issued by the Driving Institute upon attending the class.
      
      - 2nd phase
        The applicant has to sit for Road Traffic Rule Test (section I-Test) at the ‘approved site’ office. The cost involved is RM27.00. For receipt, pay another RM17.00.
Detail information of the approved site office can be found at the following websites.
- www.rilek.com.my
- www.eservices.com.my
- www.myeg.com.my

• 3\textsuperscript{rd} phase

After the applicant has passed the Road Traffic Rule Test, he/she has to sit for theory and practical course. He/she has to get the certificate of attendance (JPJL2B) and Student’s Record (SM4). This course takes 16 hours and can be done at the Driving Institute or Driving School (for motorcar only). This will be arranged by the Driving Institute.

• 4\textsuperscript{th} phase

After the applicant has completed the 16 hour course, he/she may sit for the driving practical test. (Section II and Section III Test).

• 5\textsuperscript{th} phase

After the applicant has passed the practical driving test, he/she may come to RTD office to apply for the probationary (P) driving license, which is valid for two years. During this period, if the applicant commits any traffic violation under “KEJARA DEMERIT POINT SYSTEM” incurring 10 and above points, the probationary license will be revoked. Applicant will have to resit the driving theory and practical test from phase 1 onwards.

b. Documents required for the application of the probationary driving license are as follows:-
- Completed JPJL1 form.
- Completed JPJL3 (test card).
- Original and photostat copy of the learner driving license.
- Original and photostat copy of the passport.
- One coloured photograph (25 mm x 32mm).
- License fee:-
  - RM 60.00(2 years) - car.
  - RM 40.00(2 years) - motorcycle.

NOTES:
a. Driving in Malaysia requires valid driving license (CDL or P license).
b. Driving registered vehicle in Malaysia require valid road tax.
c. It is an offence to drive without valid driving license. If convicted a fine not exceeding RM 1,000 or jail not exceeding 3 months or both.
d. It is an offence to drive a vehicle without road tax. If convicted a fine not exceeding RM 2,000 will be imposed.
e. It is an offence to drive without a motor insurance, if convicted, there will be a fine not exceeding RM 1,000 or jailed not exceeding 3 months or both.

For further enquiries, kindly contact:-

Road Transport Department Headquarters
(Jabatan Pengangkutan Jalan)
Level 1-5, Block D, Parcel D
62620, Putrajaya
Tel : +603 – 8886 6400
Fax : +603 – 8888 9645
Email : info@jpj.gov.my
Website : http://www.jpj.gov.my

Appendix A
Appendix B

Australia   Brunei
Denmark     Mesir
France      Jerman
Itali       Iraq
Libya       Laos
New Zealand Belanda
Filipina    Poland
Belgium     China
Fiji        Hong Kong
Jepun       Mauritius
Finland     Iran
Nigeria     Rusia
Korea       Myanmar
Papua New Guniea Switzerland
Thailand    Turki
Sepanyol    Singapura

Afghanistan  Albania  Algeria  Argentina
Austria      Bahamas  Bahrain  Bangladesh
Barbados     Belarus  Benin    Bolivia
Bosnia Herzegovina Botswana Brazil Bulgaria
Burkina Faso Burundi  Cameroon Canada
Central Frican Chad     Chile    Colombia
Congo        Costa Rica Cote D'Ivore Croatia
Czechoslovakia D. Kampuchea Dahomey Dominican Republic
Ecuador      El Salvador Estonia  Ethiopia
French Polynesia Gabon    Gambia  Georgia
Ghana        Greece    Guatemala Guinea
Guyana       Haiti     Holy See Honduras
Hungary      Iceland   India   Indonesia
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