

# CHECKLIST

Please submit the following together with other forms to Sis. Cecilia

0.1	Photocopy of the couple's I/C on A4 paper respectively for JPN.KC02 form.
0.2	Photocopy of the couple's birth certificate on A4 paper respectively for JPN.KC02 form.
0.3	Photocopy of the witnesses' I/C on A4 paper respectively for JPN.KC02 form.
0.4	<p><b>Collect Borang JPN.KC02 from Sis Cecilia after marriage counselling being done.</b></p> <p><b>Fill up the JPN.KC02 with photos, attach items 1, 2 &amp; 3. (Both Bride and Groom to be present before the Commissioner of Oath to sign at D.2 of the JPN.KC02 form).</b></p> <p><b>Then together go to the JPN office counter, take a number and wait to submit the JPN.KC02 form for verification and pay RM20.00. (Both Bride and Groom must be present or else the officers will not process the form).</b></p> <p><b>Ensure to collect the payment receipt and the JP N .KC02.</b></p> <p><b>Then bring back the JPN.KC02 form to Sis Cecilia.</b></p>
0.5	Wedding Ceremony Information Form.
0.6	Wedding - Premises / Equipment Booking Form.
0.7	Wedding Application For Use of Audio Facilities.
0.8	Application for Permission To Put Up Decoration Form.
0.9	Invitation Card and Program.
10.	<b>BRIDAL GOWN or DRESS SHOULD BE DECENTLY WORN AND NOT MUCH REVEALING OF BODY.</b>
11.	<b>Notices or Photos to be put up in the Wisma FGA Lifts' notice boards should be submitted to Admin. Department a week before the wedding Day.</b>
12.	<p><b>Please inform Food Caterer to ensure that all table legs have rubber padding to avoid scratches on vinyl and tiled floors.</b></p> <p><b>All garbage should be collected and thrown at the rubbish bin behind the Main Building or taken back.</b></p> <p><b>No washing of utensils and cutlery to be done in the pantries and toilets but to be taken back.</b></p>
13.	RM150.00 (RM90.00-refundable deposit, RM20.00-LCD, RM20.00- PA System, Security RM20.00). PAYMENT UPON SUBMITTING OF JPN FORM TO FGA Admin Department).
14.	Payment for cleaning contractor (Usage of L5 / Main Building Sanctuary RM100.00 and the rest of the floors at RM200.00 per floor) before or after wedding day.
15.	Please make arrangements for LCD operators.