



Death in Malaysia: entry in the Swiss civil status register

June 2025

Documents to submit

- ☐ **Original death certificate** including legalization done by the Ministry of Foreign affairs of Malaysia issued by the Ibu Pejabat.
- ☐ **Translation of the death certificate** into a Swiss national language or English by a sworn translator recognized by the Malaysian Ministry of Foreign Affairs. This translation has to be certified by the Malaysian Ministry of Foreign Affairs. If the death certificate is bilingual, no translation is required.
- ☐ **Swiss passport** and/or **Swiss Identity card** of the deceased (will be returned upon request).

All original certificates and documents can be sent by post to the Swiss Representation in Bangkok.

Translation

All documents which are not bilingual Malay/English must first be translated by a translator recognized by the Ministry of Foreign Affairs of Malaysia and be legalized afterwards by the Ministry of Foreign Affairs of Malaysia.

Legalization

The Ministry of Foreign Affairs of Malaysia must certify all Malaysian documents and their translations.

Further information

Death certificate

The death certificate can be received at the following address:

Ibu Pejabat

Jabatan Pendaftaran Negara
Bahagian Kelahiran, Kematian dan Anak Angkat
Aras 3, No. 20, Persiaran Perdana, Presint 2
Pusat Pentadbiran Kerajaan Persekutuan
62551 Putrajaya
Phone: 03-8880 7809
National Registration Office

35 North Wireless Road (Thanon Witthayu Nuea)
Lumphini, Pathum Wan
Bangkok 10330
G.P.O. Box 821, Bangkok 10501

Telefon: +66 2 674 6900, Fax: +66 2 674 6901
bangkok.cc@eda.admin.ch
www.eda.admin.ch/bangkok

Funeral

There is the possibility to engage a funeral home. We recommend asking previously for a quote. The embassy usually works together with the following companies:

Casket Paradise & Funeral Care Sdn. Bhd.

19B, Jalan Dewan Bahasa, Bukit Seputeh, 50460 Kuala Lumpur

Tel. +60 3-2148 5776, +60 3-2148 4855

contact@casket-paradise.com.my

AsiaOne International Repatriation & Funeral Service

No.7, Chan Road Soi 46, Watprayakrai,

Bangkolaem, Bangkok, 10120 Thailand

Tel: +66 (0) 2675-0501 , +66 (0) 2675-0502

Fax: +66 (0) 2675-2227

Website: www.asiaone-thf.com

Email: info@asiaone-thf.com

Abstract of the family register

If necessary, an abstract of the family register can be ordered at the civil status office of the place of origin of the deceased approx. 5-6-5 weeks after the transmission of the death certificate. This document is requested in Switzerland for administrative procedures (such as insurance, survivor rent, banks etc.).

Survivor's pension

If the deceased was registered at the Embassy, the Federal Old-Age and Survivors' Insurance OASI will be informed directly of its death. On the following link [Form 318.000.2](#) the spouse can apply for a Survivors pension. Once the document filled out and signed, it can be sent to our Embassy for transmission to the OASI.