



DIOCESAN CHANCERY
Pusat Keuskupan Katolik
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Tel: 012-6692434
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1 October 2025

PKK/2025/001

Dear Reverend Fathers and Ministry Heads,

Re: Protocol for Inviting Foreign Clergy, Religious and Lay Speakers

Peace and every blessing in Christ!

We are writing to inform you of an important update regarding the process for inviting foreign clergy, religious, and lay speakers to minister or conduct sessions, talks and preaching within Penang Diocese, effective 1st January 2026. To uphold proper ecclesiastical order and to allow for necessary administrative procedures, it is now required that all invitations to foreign clergy, religious and lay speakers be accompanied by a notification submitted to the Diocesan Chancery Office at least two weeks before the scheduled event. This advance notice enables the Diocesan Chancery Office to carry out the essential verifications and acknowledgement.

Additionally, a complete set of all relevant forms and supporting documents pertaining to the visiting speaker and the nature of their engagement must be submitted to the Diocesan Chancery Office concurrently with the two-week notification. Providing full documentation at the time of notification will help ensure a smooth and timely review process. Please refer to the attached Forms (A, B, C) for your easy reference, or these Forms can be downloaded from the Tribunal Website, <https://www.catholictribunalpng.com/copy-of-templates> (Chancery section).

We sincerely appreciate your cooperation in following these guidelines as we seek to maintain proper protocol for visiting clergy and others within the Penang Diocese.

May the Lord continue to bless your ministry.

Yours faithfully in Christ,

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Rev. Fr. Dominic Santhiyagu
Vice-Chancellor

*Note: This protocol was decided to be implemented at the Council of Priests held on 17th July 2025.
This assignment has been delegated to the Vice-Chancellor's Office by the Diocesan Bishop.
Kindly be informed that the Forms are to be duly completed by clergy or other individuals from outside Malaysia.*