

1 November 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!

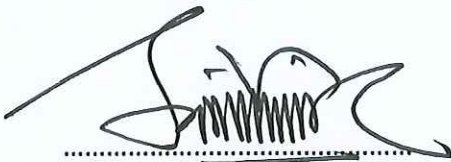
We are writing to inform you of an important update regarding the process for inviting foreign clergy, religious, and lay speakers to minister or conduct sessions, talks, and preaching within Penang Diocese. All invitations to foreign guests, are to be accompanied by **Forms A & B** and submitted to 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 acknowledgements. Please refer to the attached **Forms A & B** for your easy reference.

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

May the Lord continue to bless your ministry.

This procedure will be effective from 1st January 2026.

Yours faithfully in Christ,



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.

All Forms are to be duly completed by foreign clergy or foreign speakers, except those under the Catholic Bishops' Conference of Malaysia, Singapore and Brunei.