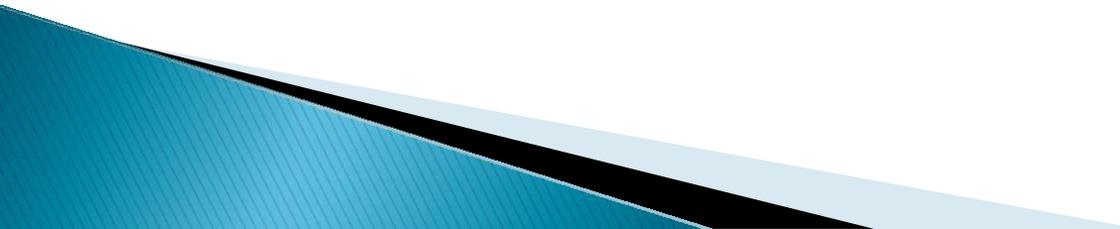




GUIDELINE FOR PROVISIONAL REGISTRATION (SPA EMPLOYMENT REFERENCE NUMBER LETTER)

MEDICAL REGISTER INFORMATION AND TECHNICAL SYSTEM(MERITS)

**(SPA EMPLOYMENT REFERENCE
NUMBER LETTER)**



STEP 1

CLICK REGISTER

Login Register Search Registered Doctor

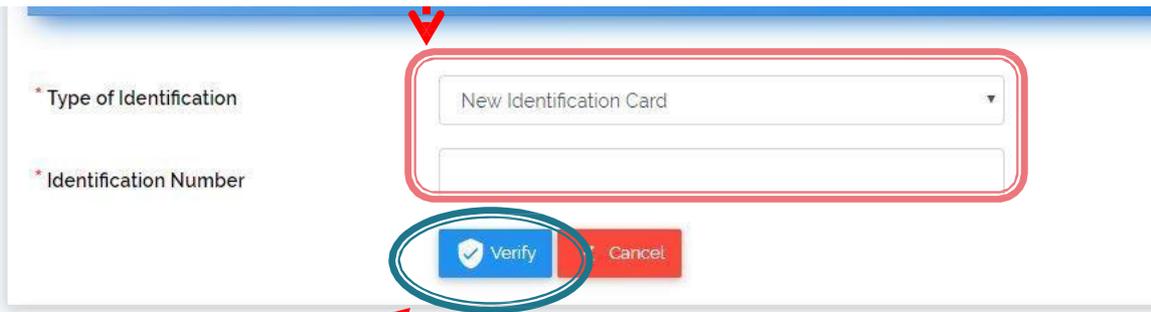
PDF Manual for Renewing APC



Go to <http://meritsmmc.moh.gov.my/>

STEP 2

Select type of identification and fill in identification number



The screenshot shows a form with two main sections. The first section is labeled '* Type of Identification' and contains a dropdown menu with 'New Identification Card' selected. The second section is labeled '* Identification Number' and contains an empty text input field. Below these fields are two buttons: a blue 'Verify' button with a checkmark icon and a red 'Cancel' button. A red dashed arrow points from the top text box to the dropdown menu. A blue oval highlights the 'Verify' button, with a red dashed arrow pointing from the bottom text box to it.

Click Verify

STEP 3

* Country

Please select country

* Date of Birth

31-12-1995

* E-Mail

* Country of University

Please select country

* University

Please select university

* College

Please select college

* Qualification

Please select qualification

* Internship

Yes No

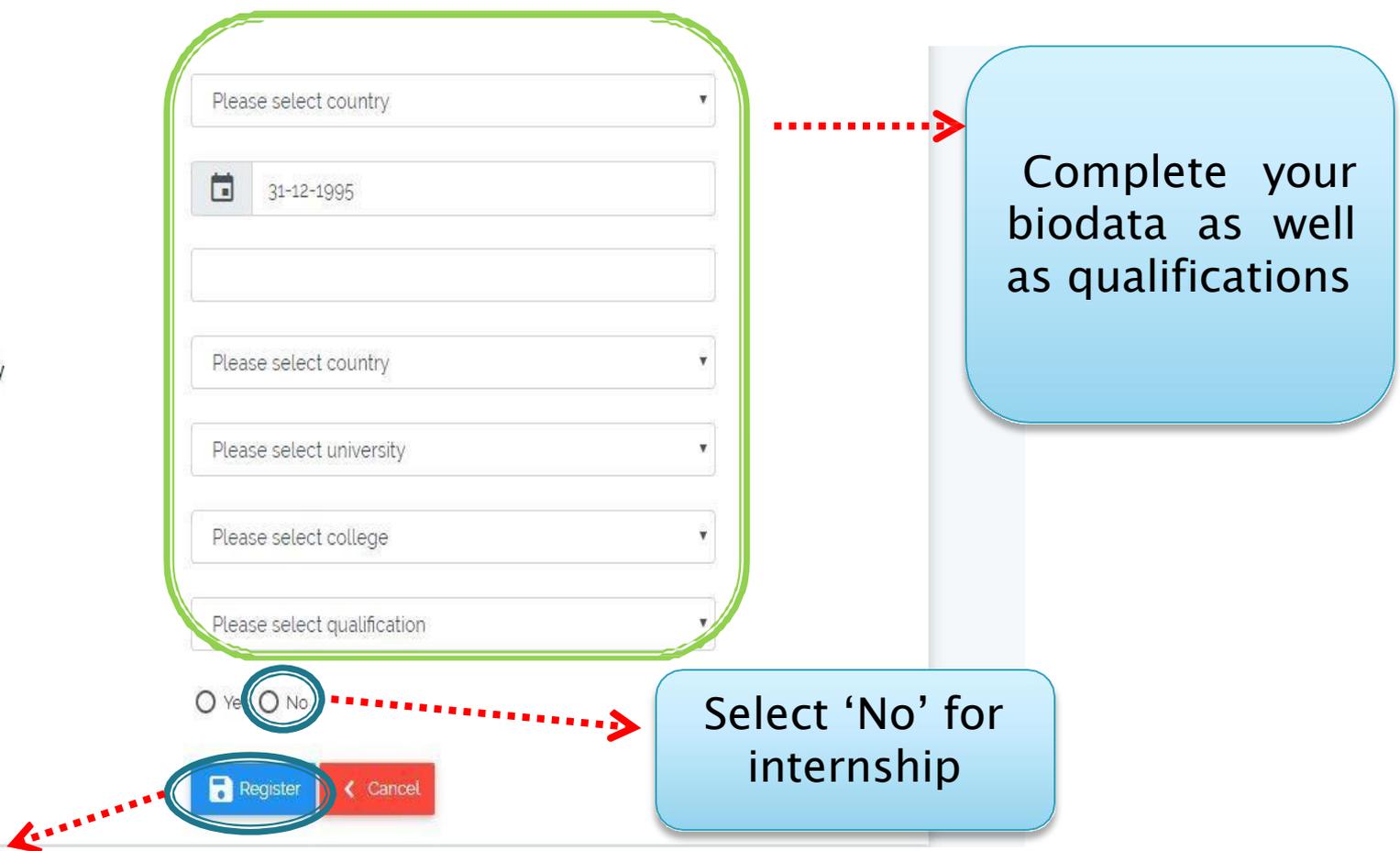
Register

Cancel

Complete your biodata as well as qualifications

Select 'No' for internship

Click register



STEP 4

Dear Doctor,

Welcome to MeRITS!

Your registration has been successful. You may now proceed to create the password by clicking the 'Activate' button below.

Activate

Thank you for using our application.

Regards,
MMC

If you're having trouble clicking the "Activate" button, copy and paste the URL below into your web browser:

<http://meritsmmc.moh.gov.my/account/activate/MJmucBCdyedVfHxFVE2RpX9MIRR1bGe9okXPt87wfoBeVSaiy6nS0e3Cdj2Ly5D>

You will receive an activation email in your inbox. Click the Activate button

STEP 5

Change Password

Email salim@yopmail.com

Password

Mix of uppercase, lowercase letter and number

Confirm Password

Save Password



Create your password
and save

STEP 6

Click profile and complete it and make sure there is **NO mistake.**
CHANGES CANNOT BE MADE ONCE SAVED

***If you enter any wrong information and request a change, an amendment can be done at **RM50** per application.**

Medical Register Information and Technical System (MeRITS)

MAIN NAVIGATION

Profile 1

* Title: Cik

Full Name: [Redacted]

* Citizenship Status: Malaysian

NRIC No.: [Redacted]

* Date of Birth: 01-04-1995

Gender: Male Female

Chinese: [Dropdown]

Christian: [Dropdown]

Marital: [Dropdown]

* Marital Status: Single

National Specialist Register (NRS) Information

No NSR: [Empty Field]

2

Save cancel

Leave 'NSR Number' column empty and click save

STEP 7

1



Basic Degree	
Recognition	Recognition
Country	MALAYSIA
University	MONASH UNIVERSITY SUNWAY CAMPUS
College	JEFFREY CHEAH SCHOOL OF MEDICINE AND HEALTH SCIENCES, MONASH UNIVERSITY MALAYSIA, SUNWAY CAMPUS
Date of Passed Exam	-
Date of Awarded Qualification	-
Basic Qualification Name	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY

2

Go to Qualification Header then:

1. Click the Edit icon
2. Fill in both dates **CORRECTLY** make sure there is **NO** mistake.

Date Passed Exam= Date of Final Transcript

Date Awarded Qualification= Date on Degree Scroll

***If you enter any wrong information and request a change, an amendment can be done at **RM50** per application.**

STEP 8

- Biodata >
- Qualification >
- Provisional Registration** v

Applications -

+ Apply for SPA Employment Reference Number Letter

+ Apply for Provisional Registration Certificate

Status	Action
--------	--------



After 'Biodata' and 'Qualification' Headers are complete you will see 'Provisional Registration' tab, Click 'Applications' and 'Apply for SPA Employment Reference Number Letter'

STEP 9

← Fitness to Practice Document Acknowledgement

Section B : Health Status

1a. Do you have a health condition? Yes No

Section C : Disiplinary Record

4a. Have you ever been reprimanded, suspended or deregistered by a medical regulatory authority in Malaysia or another country? Yes No

Section D : Criminal Record

5a. Have you ever been convicted of an offence in a court of law or been cautioned, either in Malaysia or another country? Yes No

Section E : Declaration

I declare that the particulars stated in this application are complete and the documents attached are true and authentic, and the

Complete Fitness to Practice(FTP) section. If you have health problems. Please upload latest Medical Report not more than 3 months from submission date in this section. After that, select 'Yes' in 'Section E : Declaration' and Save

STEP 10

Upload all documents required in Mandatory Documents section.

Reminder:

- size < 2mb
- format: pdf or png ONLY

List of mandatory documents

No.	Name of Documents	Action
1	Original Declaration Form	<input type="button" value="Choose File"/> N... <input type="button" value="Upload"/>
2	Recent Passport-sized Photograph	<input type="button" value="Choose File"/> N... <input type="button" value="Upload"/>
3	A certified true copy of Identity Card	<input type="button" value="Choose File"/> N... <input type="button" value="Upload"/>
4	A certified true copy of Sijil Pelajaran Malaysia (SPM) certificate. (SPM result slip is not acceptable)/ Higher School Certificate / O Level/ A Level.	<input type="button" value="Choose File"/> N... <input type="button" value="Upload"/>
5	Certified true copy of final academic transcript covering the whole course/study duration that signed by PRESIDENT, RECTOR, SENATE or REGISTRAR only.	<input type="button" value="Choose File"/> N... <input type="button" value="Upload"/>

*Note: original declaration form can be download from here <https://mmc.gov.my/wp-content/uploads/2021/12/Guidelines-for-Provisional-Registration-01072020.pdf> (Page 5)

STEP 11

The screenshot shows a web interface with three tabs: 'Fitness to Practice', 'Document', and 'Acknowledgement'. The 'Acknowledgement' tab is active. Below the tabs, there is a text area containing a declaration: 'I, hereby declare that, the entries in this application are complete and true, and the attached documents are true and authentic to the best of my knowledge and I bear the responsibility for the correctness of the above mentioned particulars. Any issues arising due to incorrect entry will be borne by me.' A blue circle with the number '1' is positioned to the left of a checked checkbox. A blue circle with the number '2' is positioned to the right of a blue 'Submit' button.

- Go to
Acknowledgment tab then:
1. Check the Declaration box
 2. Click Submit

STEP 12

No.	Date	Application Name	Status	Action
1	12-10-2022	SPA Employment Reference Number Letter	Waiting Payment	

Showing 1 to 1 of 1 entries

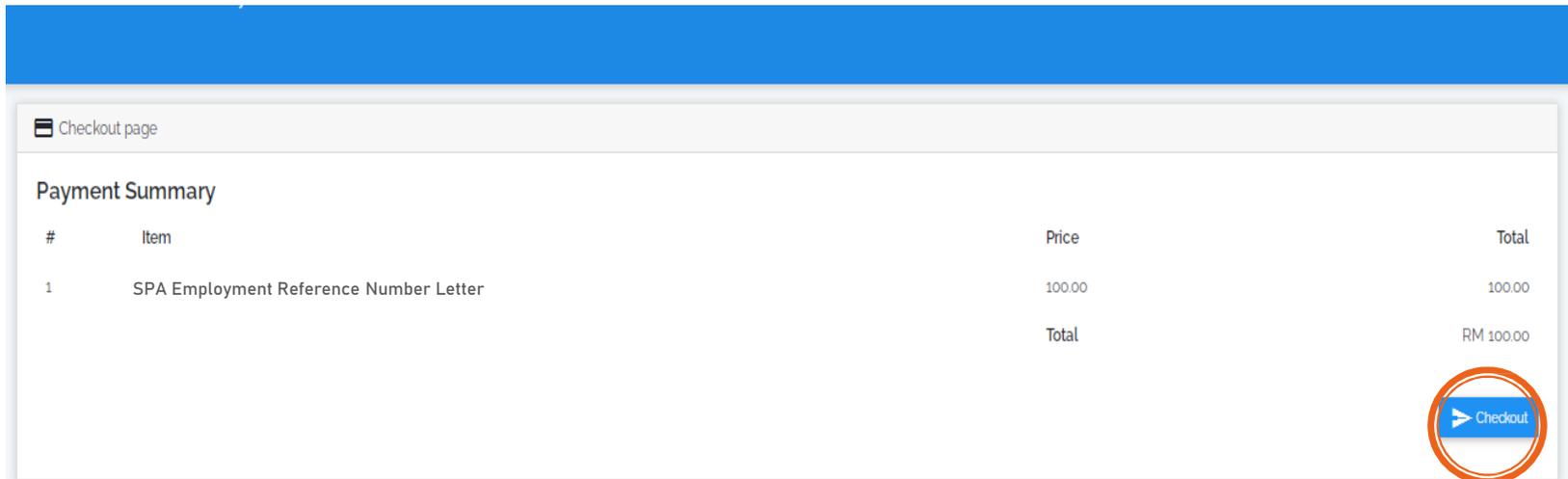
First Previous Next Last



Click here to make payment

Note: ALL payment MUST be made through MeRITS ONLY

Payment



Checkout page

Payment Summary

#	Item	Price	Total
1	SPA Employment Reference Number Letter	100.00	100.00
		Total	RM 100.00

[▶ Checkout](#)

You will be directed to the payment page after clicking the Payment Icon
After that click Checkout button

Simple. Convenient. Secure. 

*iPay88 is Online Payment Service provided by Mobile88.Com Sdn. Bhd.

Available Payment Method:

Online Banking eWallet

Summary Of Transaction

Net Charges	MYR 1.00
Pay To	Malaysian Medical Council
Payment of	SPA Employment Reference Number Letter
Reference No / Payment ID	R20036845 / T023999556020

Internet Banking 

Timeout: 07:51

Individual Account

Select Bank

By Clicking on the "Proceed" button below, you agree to FPX's [Terms and Conditions](#).

 
Pay with Online Banking

You will be redirected to FPX page to complete payment.
There are 2 payment methods available:

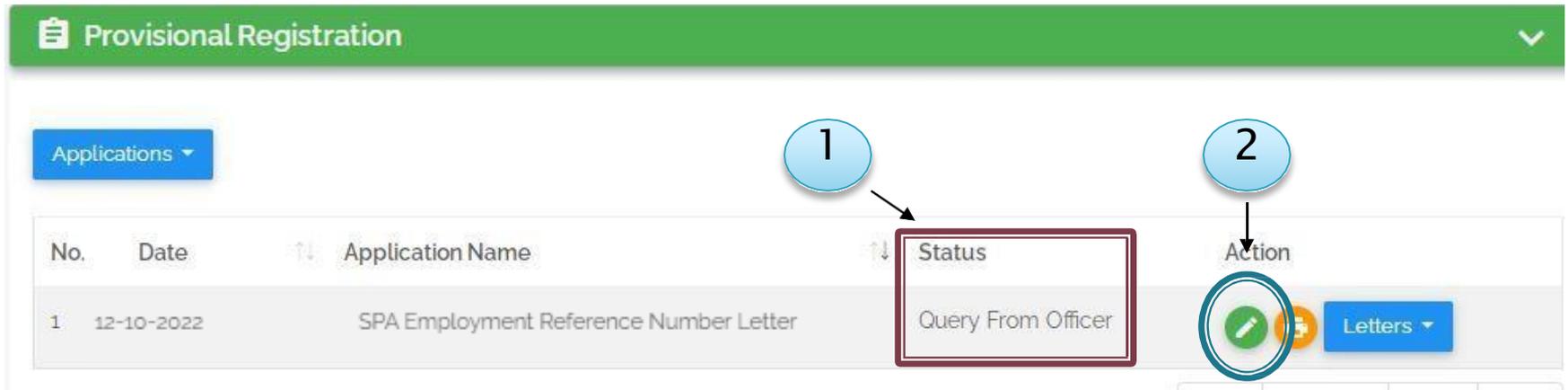
1. Online banking
2. eWallet

STEP 13

No.	Date	Application Name	Status	Action
1	12-10-2022	SPA Employment Reference Number Letter	Approved (On Behalf)	  Letters

1. After payment has completed, wait for the Status to change to 'Approved(On Behalf)'
2. After Status change has occurred, you will see 'Letters' icon here, click and download your 'SPA Employment Reference Number Letter'

Query



The screenshot shows a web interface for 'Provisional Registration'. At the top, there is a green header with the text 'Provisional Registration' and a dropdown arrow. Below the header is a blue button labeled 'Applications'. The main content is a table with the following columns: 'No.', 'Date', 'Application Name', 'Status', and 'Action'. The first row of data contains: '1', '12-10-2022', 'SPA Employment Reference Number Letter', 'Query From Officer', and an 'Action' column with an 'Edit' icon (a pencil inside a circle) and a 'Letters' dropdown menu. Two blue circles with numbers '1' and '2' are overlaid on the image. Circle '1' has an arrow pointing to the 'Status' cell, which is also highlighted with a red border. Circle '2' has an arrow pointing to the 'Edit' icon in the 'Action' column.

No.	Date	Application Name	Status	Action
1	12-10-2022	SPA Employment Reference Number Letter	Query From Officer	 Letters ▾

1. Your Status will change to 'Query From Officer' if your application is incomplete
2. Click 'Edit' icon to make a correction

Query by Officer



After clicking the 'Edit' icon you will see the **query notification** under the Provisional Tab.

After making appropriate changes, select the 'Acknowledgement' Tab then check the Declaration box and Submit (Repeat Step 11)

STEP 14



MAJLIS PERUBATAN MALAYSIA

(MALAYSIAN MEDICAL COUNCIL)
Kementerian Kesihatan Malaysia
(Ministry Of Health Malaysia)
BLOK B, ARAS BAWAH
JALAN CENDERASARI
50590 KUALA LUMPUR

Tel : 03-2691 2171
Faks : 03-2693 8569 / 03-2691 2937
Emel : admin.mmc@moh.gov.my
Laman Sesawang : <http://www.mmc.gov.my>

Tarikh : [REDACTED]

NOMBOR RUJUKAN BAGI PERMOHONAN PEKERJAAN SURUHANJAYA PERKHIDMATAN AWAM

Berikut adalah butiran penerima dan nombor rujukan bagi permohonan pekerjaan melalui Sistem Pendaftaran Pekerjaan Suruhanjaya Perkhidmatan Awam (SPA9):

Nama : [REDACTED]
No. Kad Pengenalan : [REDACTED]
No. Rujukan Permohonan SPA : T036407

Adalah diingatkan bahawa nombor rujukan ini adalah untuk tujuan permohonan pekerjaan dengan Suruhanjaya Perkhidmatan Awam (SPA).

Sekian. Terima kasih.

MAJLIS PERUBATAN MALAYSIA

EXAMPLE

This is a sample of 'SPA Employment Reference Number Letter' The number after alphabet 'T' is to be used for SPA (Suruhanjaya Perkhidmatan Awam) online registration