

USER MANUAL FOR PROVISIONAL REGISTRATION (LOCAL GRADUATES)

MEDICAL REGISTER INFORMATION AND TECHNICAL SYSTEM

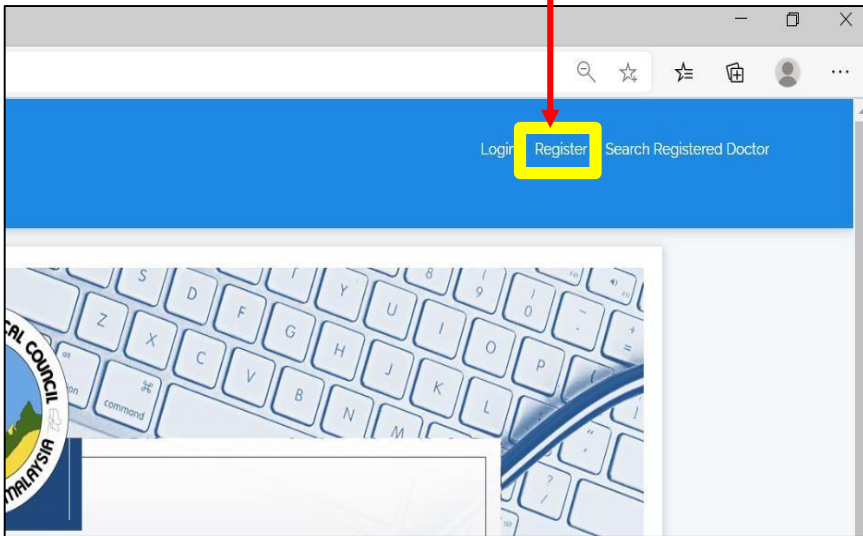
STEP 1: REGISTER

- Log on to the online application portal. Go to <https://merits.mmc.gov.my/>

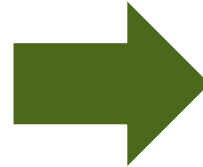


STEP 1: REGISTER

- Click 'Register'



- Select type of identification and fill in identification number

A screenshot of the 'Type of Identification' form within the MeRITS system. The form has a blue header with the MeRITS logo and title. Below the header, there is a label '*Type of Identification' followed by a dropdown menu. The dropdown menu is open, showing options: 'Please select', 'New Identification Card', 'Old Identification Card', and 'Passport'. A yellow rectangular box highlights the dropdown menu. A red arrow points from the text 'Select type of identification and fill in identification number' to the dropdown menu. Below the dropdown menu, there are two buttons: a blue 'Verify' button with a checkmark icon and a red 'Cancel' button with a left arrow icon. A red arrow points from the text 'Click 'Verify'' to the 'Verify' button.

- Click 'Verify'

STEP 1: REGISTER

Medical Register Information and Technical System (MeRITS)

* Title: Please select title

* Full Name:

Type of Identification: New Identification Card

Identification Number:

* Country: MALAYSIA

* Date of Birth: 25-10-1995

* E-Mail:

* Country of University: Please select country

* University: Please select university

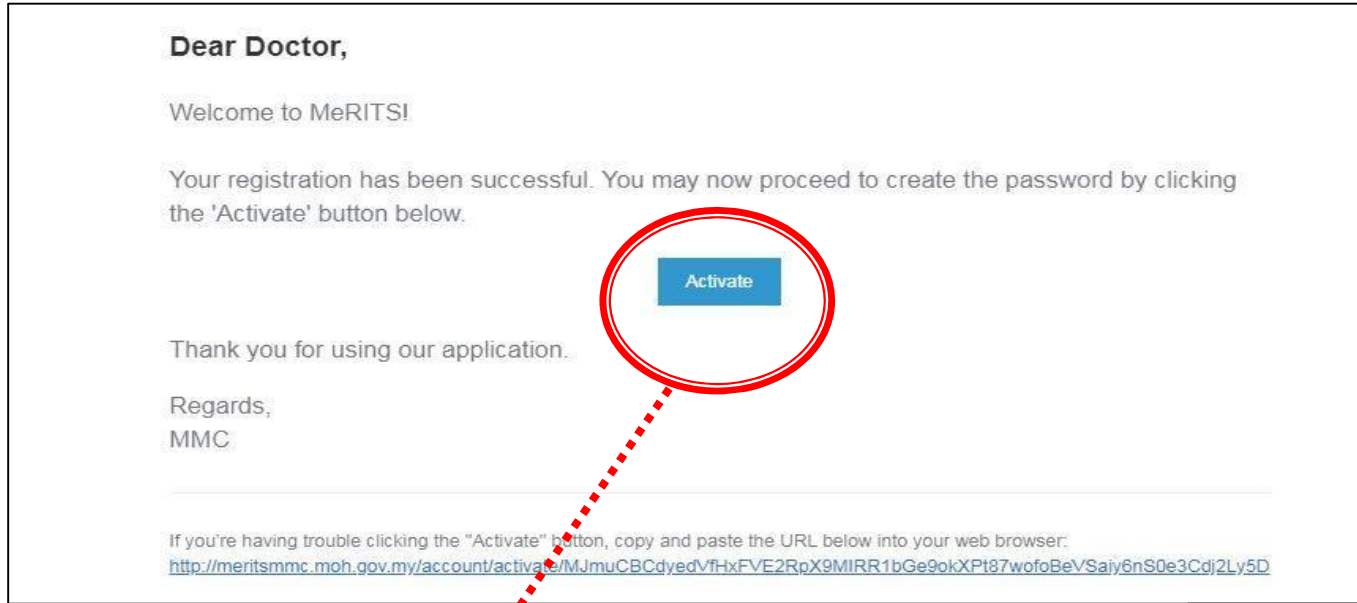
* College: Please select college

* Qualification: Please select qualification

* Internship: ☐ Yes ☐ No

- Fill in the name
- Fill in a valid email address
- Complete your biodata as well as qualifications
- Select 'No' for internship
- Click 'Register'

STEP 1: REGISTER



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



- Create your password and save

The image shows a 'Change Password' form with the following fields and elements:

- Email: salim@yopmail.com
- Password:
- Confirm Password:
- Save Password button

A yellow box highlights the Password and Confirm Password fields. A red dotted arrow points from the second bullet point above to the Password field.

STEP 2: LOGIN ACCOUNT

The image displays two screenshots of the Medical Register Information and Technical System (MeRITS) interface. The left screenshot shows the user profile 'RASHDAN SHAFawi BIN...' with the 'Profile' option highlighted in a yellow box. The right screenshot shows the user profile 'NOR FHADIELA FARIEZA...' with the 'Profile' option selected in the main navigation menu, displaying a form for profile information.

Medical Register Information and Technical System (MeRITS)

MAIN NAVIGATION

- Home
- Profile**
- Full Registration
- I-Voting
- Reports And Statistics
- Payment

Profile Information Form:

- MPM No.
- Register No. (S), (P)
- Name
- New IC No.
- Old IC No.
- Passport No.
- MRP/FTP
- Complaints

Buttons:

- Biodata
- Qualification
- Provisional Registration

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.**

STEP 2: LOGIN ACCOUNT

←

MPM No.
Register No. (S), (P)
Name
New IC No.
Old IC No.
Passport No.
MRP/FTP
Complaints

Biodata

Title

Full Name

Citizenship Status

Date Of Birth

Gender

Race

Religion

Residential Address

Address

Postcode

State

City

Postal Address

Address

Postcode

State

City

Contact Information

Office Telephone No

Fax No.

Mobile No.

Email

Marital

Marital Status

NSR Information

No NSR

Complete the basic information in the biodata tab and update the contact information: **residential address, postal address, and contact information**

Leave 'NSR Number' column empty and click save

STEP 2: LOGIN ACCOUNT

 Qualification

Basic Degree	
Recognition	-
Country	-
University	-
College	-
Date of Passed Exam	-
Date of Awarded Qualification	-
Basic Qualification Name	-

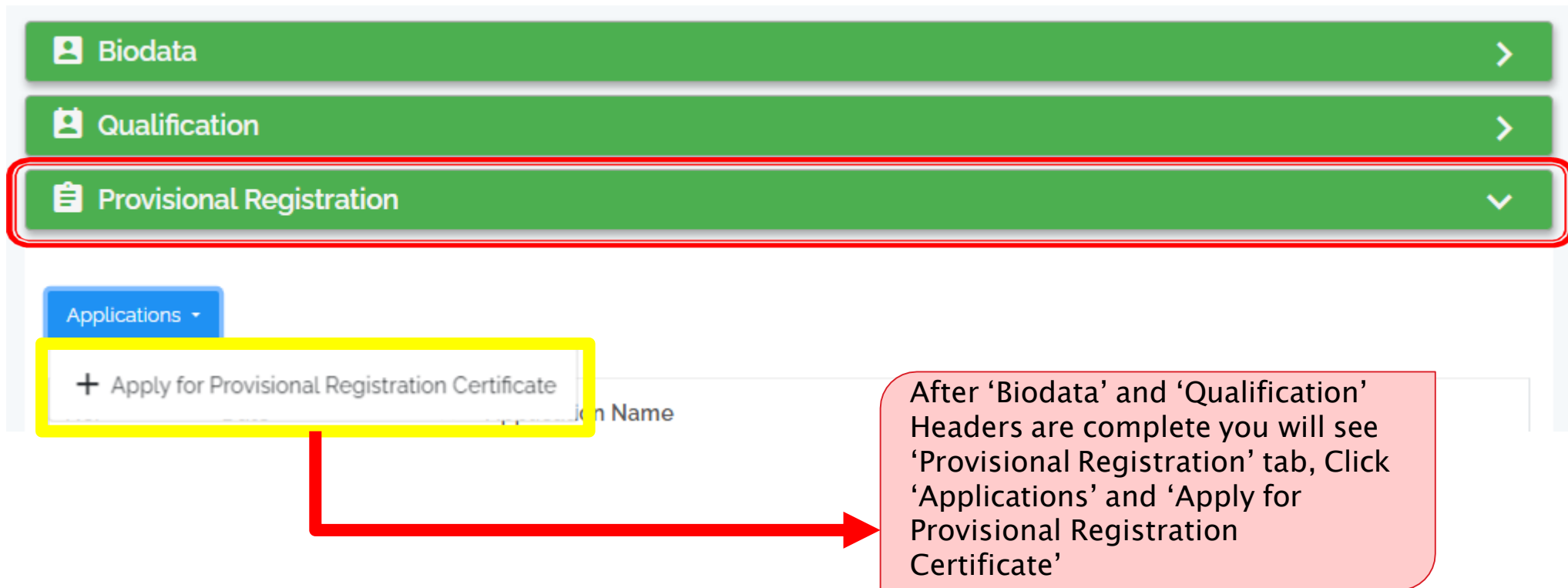
Go to Qualification Header then:

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 3: APPLY FOR PROVISIONAL REGISTRATION CERTIFICATE



The screenshot displays a web application interface with three green header tabs: 'Biodata', 'Qualification', and 'Provisional Registration'. The 'Provisional Registration' tab is selected and highlighted with a red border. Below the tabs, there is a blue button labeled 'Applications' with a dropdown arrow. Underneath this button, a yellow box highlights the text '+ Apply for Provisional Registration Certificate'. A red arrow points from this yellow box to a pink callout box on the right. The callout box contains the following text: 'After 'Biodata' and 'Qualification' Headers are complete you will see 'Provisional Registration' tab, Click 'Applications' and 'Apply for Provisional Registration Certificate'.

Applications ▾

+ Apply for Provisional Registration Certificate

After 'Biodata' and 'Qualification' Headers are complete you will see 'Provisional Registration' tab, Click 'Applications' and 'Apply for Provisional Registration Certificate'

STEP 4: MOH OFFER LETTER

Provisional Registration

← MOH Offer Letter Fitness to Practice Document Acknowledgement

Offer Letter Date

State

Hospital / Institution Name

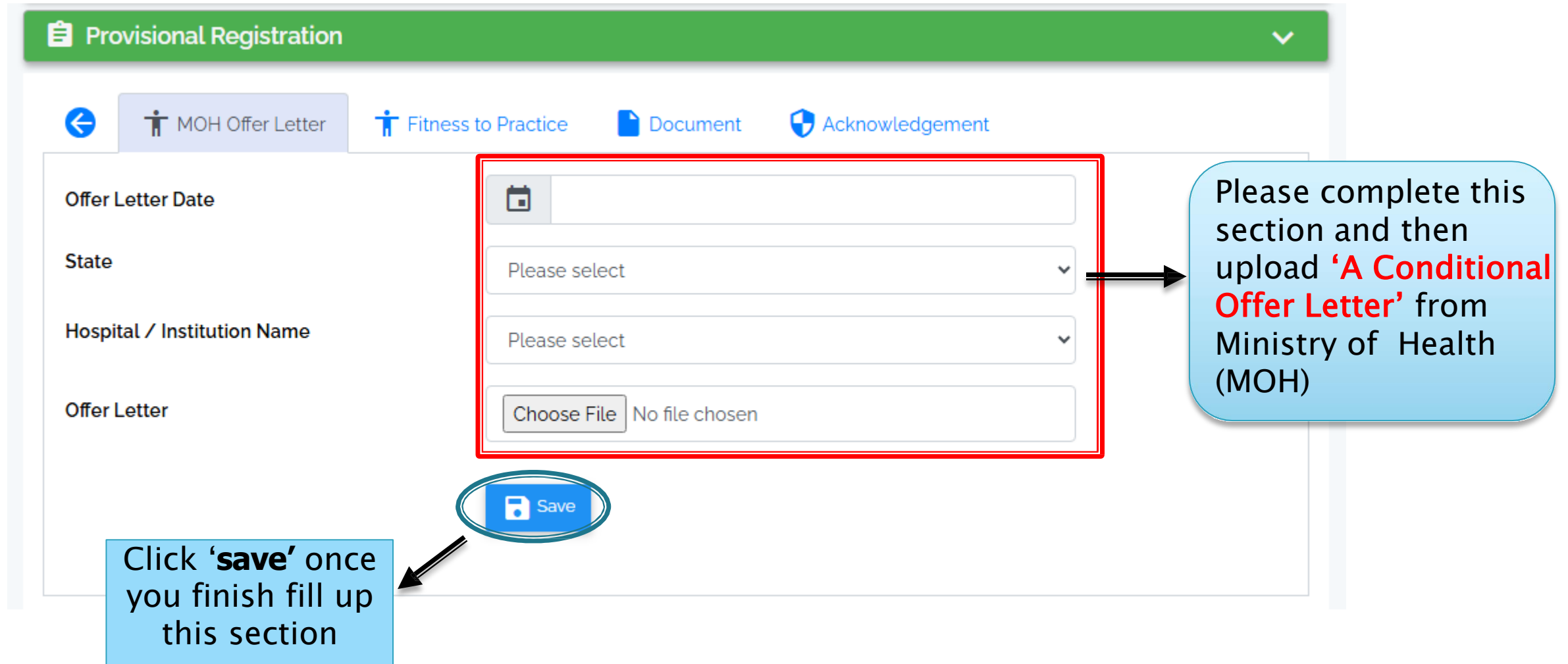
Offer Letter

Choose File No file chosen

Save

Please complete this section and then upload **'A Conditional Offer Letter'** from Ministry of Health (MOH)

Click **'save'** once you finish fill up this section

The image shows a web form for 'Provisional Registration'. At the top is a green header with a clipboard icon and the text 'Provisional Registration'. Below this is a navigation bar with four tabs: 'MOH Offer Letter' (selected, with a person icon), 'Fitness to Practice' (with a person icon), 'Document' (with a document icon), and 'Acknowledgement' (with a shield icon). The main form area has four labels on the left: 'Offer Letter Date', 'State', 'Hospital / Institution Name', and 'Offer Letter'. To the right of these labels are input fields. The 'Offer Letter Date' field has a calendar icon. The 'State' and 'Hospital / Institution Name' fields are dropdown menus with 'Please select' text. The 'Offer Letter' field is a file upload area with a 'Choose File' button and the text 'No file chosen'. A red rectangular box highlights the date, state, and hospital name fields. A blue rounded rectangle highlights the 'Save' button, which has a floppy disk icon. Two callout boxes provide instructions: one on the right points to the highlighted fields with the text 'Please complete this section and then upload **'A Conditional Offer Letter'** from Ministry of Health (MOH)', and one at the bottom left points to the 'Save' button with the text 'Click **'save'** once you finish fill up this section'.

STEP 5: FITNESS TO PRACTISE

Provisional Registration

← MOH Offer Letter **Fitness to Practice** Document Acknowledgement

Section B : Health Status

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

Section C : Disciplinary 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 information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.

I consent to the Malaysian Medical Council contacting the doctors I have listed in question 2d and/or the persons and/or the authorities I have listed in questions 3b, 4b, 4d and 4f should the Council decides to do so.

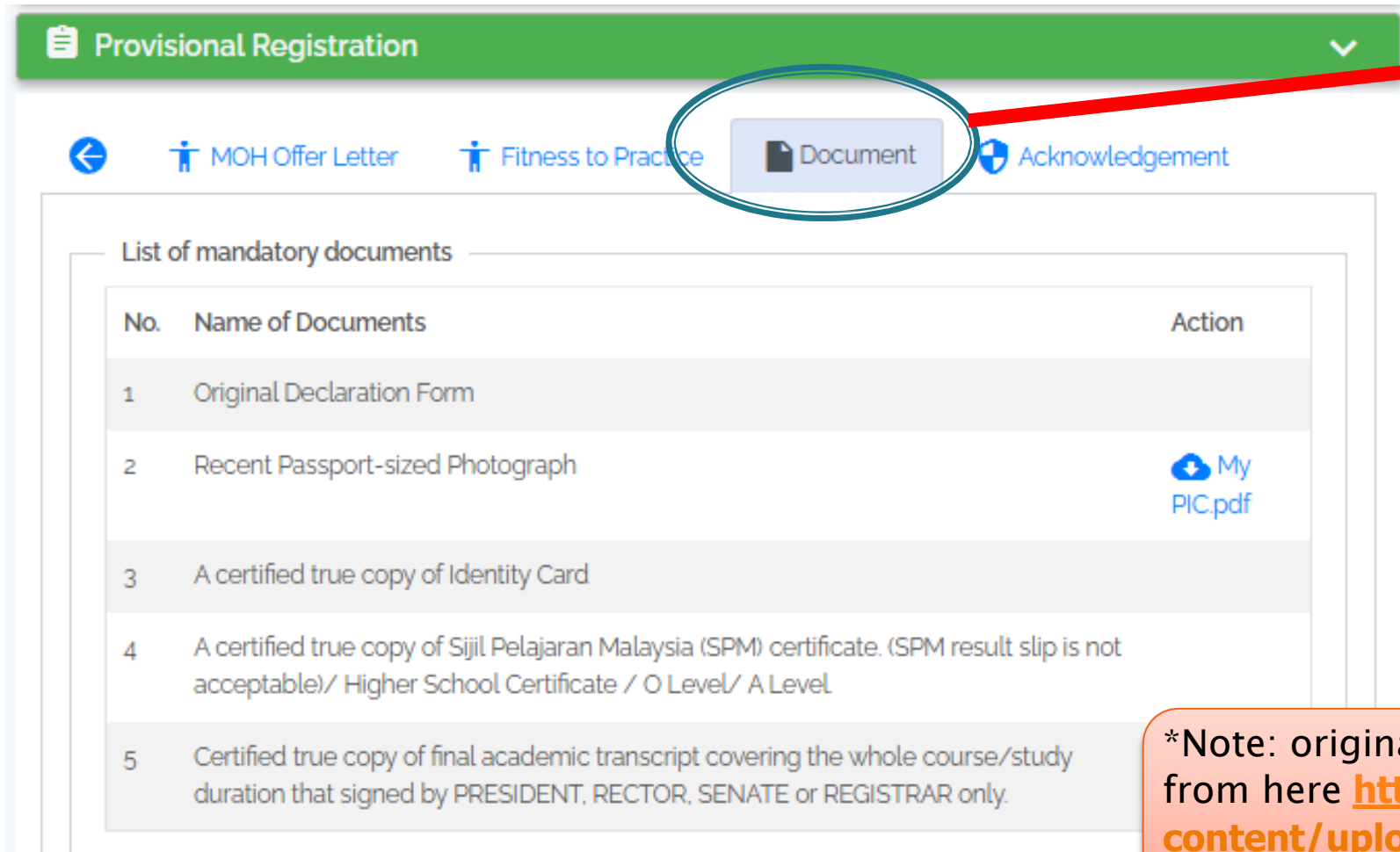
☒ Yes ☐ No

Save

Go to '**Fitness to Practice**' section then please complete this section

Once you done, please choose '**YES**' at '**Section E: Declaration**'. After that click '**Save**'

STEP 6: DOCUMENT



The screenshot shows the 'Provisional Registration' section of a web portal. A red arrow points from the 'Document' tab, which is circled in blue, to a callout box. Below the tabs is a table titled 'List of mandatory documents' with columns for 'No.', 'Name of Documents', and 'Action'.

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

Then go to '**Document**' section

Upload all documents required in Mandatory Documents section.

Reminder:

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

*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 6: DOCUMENT

List of supporting documents

No.	Name of Documents	Action
1	If the original documents are not in either Bahasa Malaysia or English:\ a. Translated documents from University or original document from \ Institut Terjemahan & Buku Malaysia (ITBM).\ b. Certified copies of the document in its original language.	
2	Certified true copy(ies) of the Medical Report if applicable	
3	Original or certified true copy Dean Letter from University	
4	A statutory declaration - If your name in the documents differs from Identity Card	
5	A certified true copy of Basic Medical Degree (Please specify date of graduation if not indicated in any of the documents).	
6	A certified true copy of Student Bonafide Certificate	
7	A certified true copy of Rotating Internship Certificate	
8	A certified true copy of employment letter from MOH (to be submitted to MMC after this letter is issued by MOH)	

Additional Document

 Maximum file size is 2MB and only file types of pdf or png are allowed

No.	Title	Description	Action
No data			

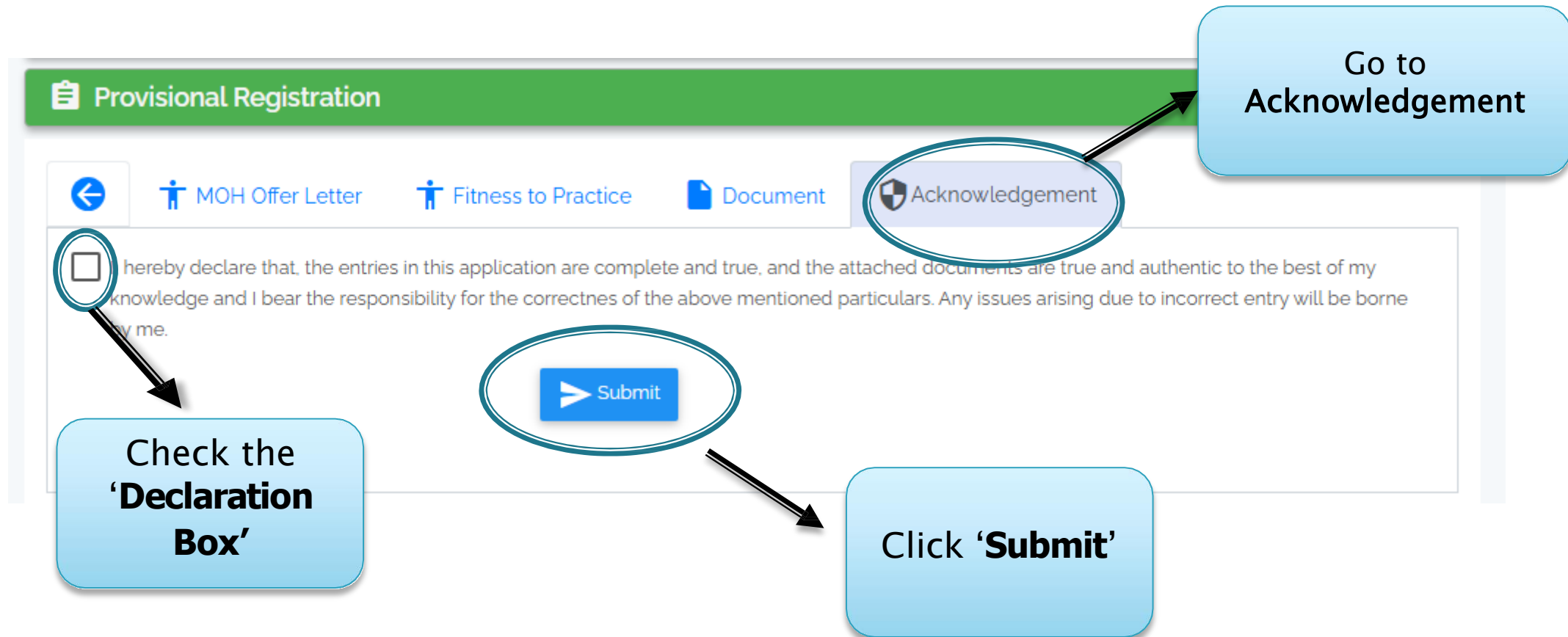
+ Add

Please upload dean letter from university here

Please upload your 'Basic Medical Degree' if you already received.

Please upload '**A Conditional Offer Letter**' here

STEP 7: ACKNOWLEDGEMENT



STEP 8: PAYMENT

 **Provisional Registration** 

Applications ▾

No.	Date	Application Name	Status	Action
1	17-02-2020	Provisional Registration Certificate	Waiting Payment	 

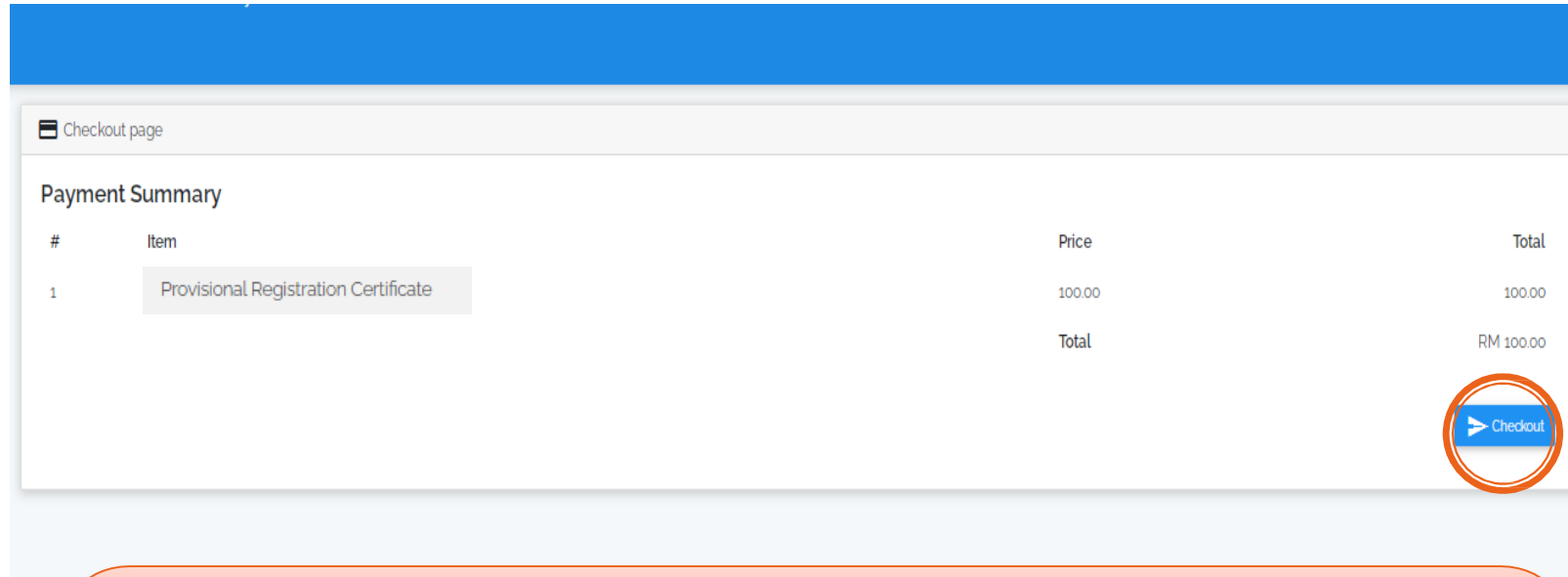
Showing 1 to 1 of 1 entries

FirstPreviousNextLast

Click here to make payment

Note: **ALL** payment **MUST** be made through MeRITS **ONLY**

STEP 8: PAYMENT



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

STEP 8: PAYMENT

The screenshot displays the iPay88 payment gateway interface. At the top, the slogan "Simple. Convenient. Secure." is shown next to the iPay88 logo. Below this, a disclaimer states: "iPay88 is Online Payment Service provided by Mobile88.Com Sdn. Bhd." The "Available Payment Method:" section features two buttons: "Online Banking" and "eWallet", both of which are highlighted with red rectangular boxes. A "Summary Of Transaction" box contains the following details: Net Charges (MYR 1.00), Pay To (Malaysian Medical Council), Payment of (Provisional Registration Certificate), and Reference No / Payment ID (R20036845 / T023999556020). The "Internet Banking" section, featuring the FPX logo, includes a "Timeout: 07:51" indicator, a radio button for "Individual Account", a "Select Bank" dropdown menu, and a disclaimer: "By Clicking on the 'Proceed' button below, you agree to FPX's [Terms and Conditions](#)." At the bottom of this section are "Proceed" and "Cancel" buttons. The footer of the interface includes the iPay88 logo and the FPX logo with the text "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 9: STATUS APPLICATION

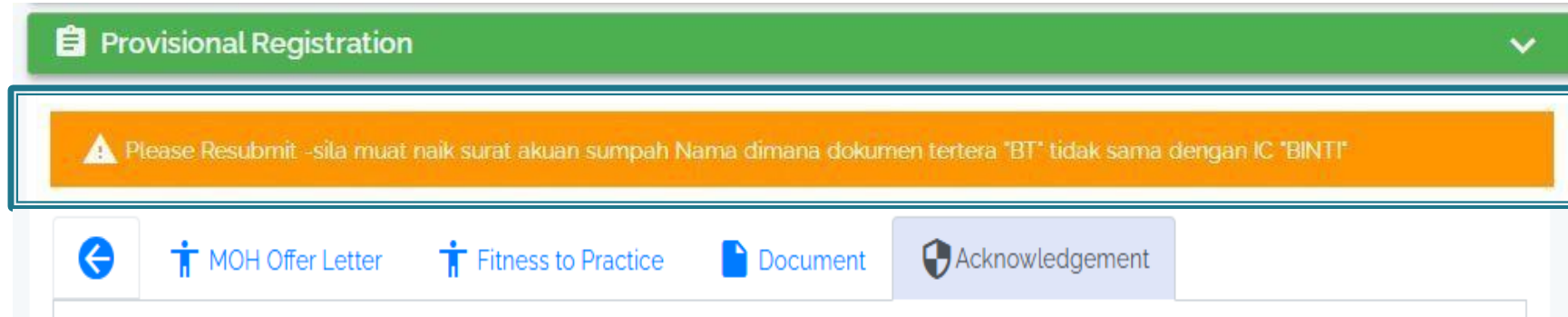
QUERY

Provisional Registration					
Applications ▾					
No.	Date	Application Name	Status	Action	
1	25-08-2020	Provisional Registration Certificate	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

STEP 9: STATUS APPLICATION

QUERY



The screenshot displays a web interface for 'Provisional Registration'. At the top, a green header bar contains the text 'Provisional Registration' and a downward arrow. Below this, an orange notification box with a warning icon contains the text: 'Please Resubmit -sila muat naik surat akuan sumpah Nama dimana dokumen tertera "BT" tidak sama dengan IC "BINTI"'. At the bottom, a navigation bar features four tabs: a back arrow, 'MOH Offer Letter' with a person icon, 'Fitness to Practice' with a person icon, 'Document' with a document icon, and 'Acknowledgement' with a shield icon. The 'Acknowledgement' tab is currently selected and highlighted.

- 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 7)

STEP 9: STATUS APPLICATION

APPROVED

Provisional Registration					
Applications ▾					
No.	Date	↑↓ Application Name	↑↓ Status	Action	
1	09-02-2025	Provisional Registration Certificate	Approved	 Letters ▾ Certificate ▾	

- 1) Observe application status change = **'Approved'**
- 2) **'Letters'** icon and **'Certificate'** icon will appear, click and download your letter and certificate

EXAMPLE

	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
---	---	---

Ruj. Kami : MPM.600-8/1/ [REDACTED] (3)

DR. [REDACTED]
No K/P: [REDACTED]

Tuan / Puan,

PERAKUAN PENDAFTARAN SEMENTARA DIBAWAH AKTA PERUBATAN 1971

Perkara diatas adalah dirujuk.

2. Merujuk kepada permohonan Perakuan Pendaftaran Sementara tuan/puan, bersama-sama ini dilampirkan dokumen-dokumen berikut bagi makluman dan tindakan tuan/puan selanjutnya:

Sijil Perakuan Pendaftaran Sementara No. [REDACTED] bertarikh [REDACTED]

3. Sebagai syarat untuk di bawah seksyen 13 Akta Perubatan 1971, tuan/puan adalah dikehendaki untuk menjalani latihan siswazah didalam perkhidmatan awam. Sehingga silangmuat Unit Pengurusan dan Profesional, Bahagian Sumber Manusia, Kementerian Kesihatan Malaysia bagi tujuan pelantikan dalam jawatan, jika belum berkuatkuasanya.

4. Tuan/puan juga adalah diingatkan untuk mengamal secara beretika. Untuk mengetahui batas-batas etika yang ditetapkan, sila rujuk maklumat berkaitan terbitan Majlis Perubatan Malaysia (MPM) yang disenaraikan dibawah dari laman web MPM di <http://www.mmc.gov.my>:

- a. *Code Of Professional Conduct*
- b. *Duties A Doctor*
- c. *A Guidebook For House Office*

This is the example
of our cover letter
for Provisional
Registration
Certificate

EXAMPLE

BORANG 6

AKTA PERUBATAN, 1971
(Seksyen *12 (1) (a) (i) atau 12 (1) (a) (ii))
PERATURAN-PERATURAN PERUBATAN, 2017
(Peraturan 25)

PERAKUAN PENDAFTARAN SEMENTARA

Perakuan Pendaftaran Sementara No. [REDACTED]

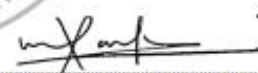
ADALAH DENGAN INI DIPERAKUI bahawa
[REDACTED]
yang beralamat di
[REDACTED]

yang mempunyai kelulusan
DOCTOR OF MEDICINE (UNIVERSITI MALAYSIA) (UNIMAS)) NOVEMBER 2024

telah pada hari ini [REDACTED] dan telah sahkan bahawa seksyen *12 (1) (a) (i) atau 12 (1) (a) (ii)
Akta Perubatan 1971.


Majlis Perubatan Malaysia

Tanikh: [REDACTED]


DATUK DR. MUHAMMAD RADZI BIN ABU
HASSAN
Pendaftar Pengamal Perubatan

This is the example
of our Provisional
Registration
Certificate