

USER MANUAL FOR PROVISIONAL REGISTRATION (MALAYSIAN FOREIGN GRADUATES)

MEDICAL REGISTER INFORMATION AND TECHNICAL SYSTEM

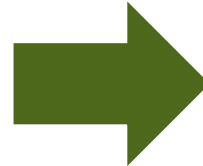
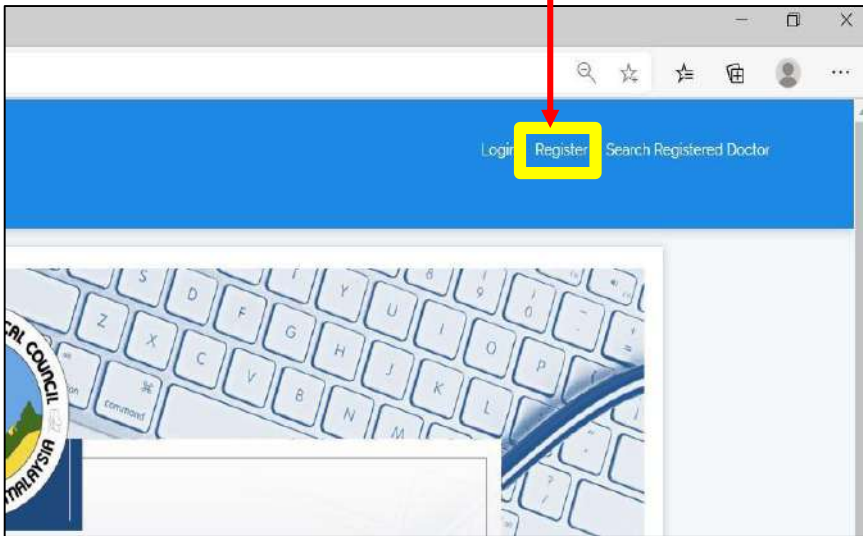
STEP 1: REGISTER

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

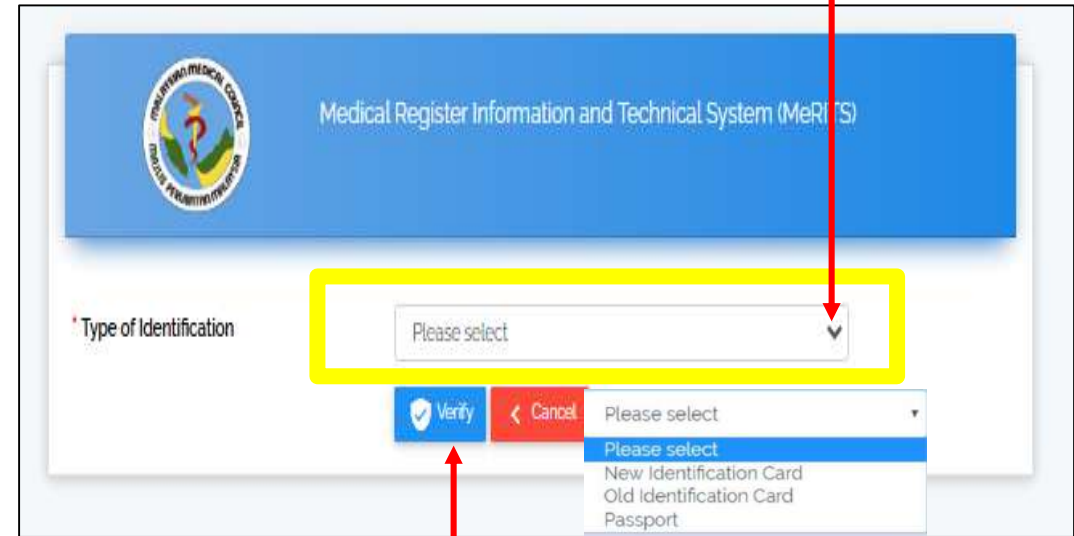


STEP 1: REGISTER

- Click 'Register'

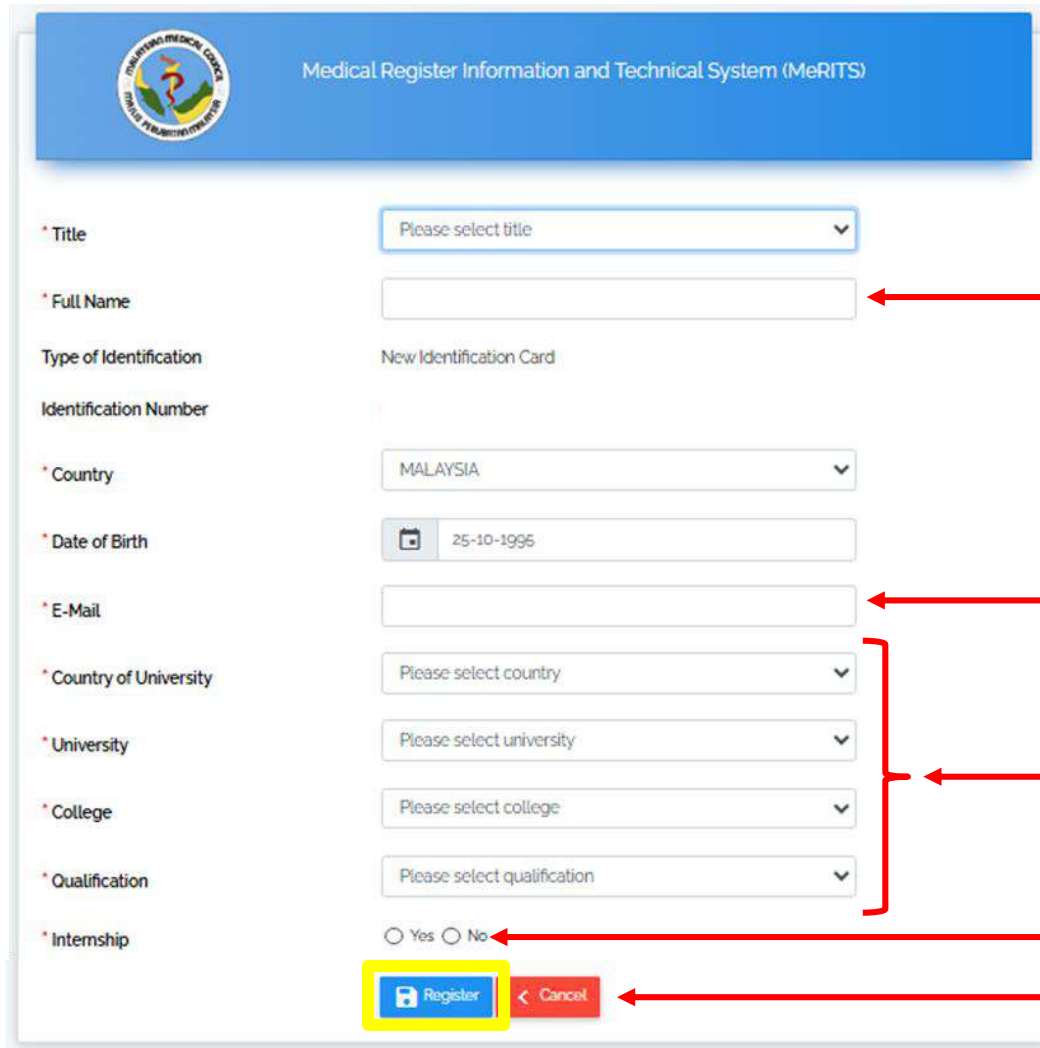


- Select type of identification and fill in identification number



- Click 'Verify'

STEP 1: REGISTER



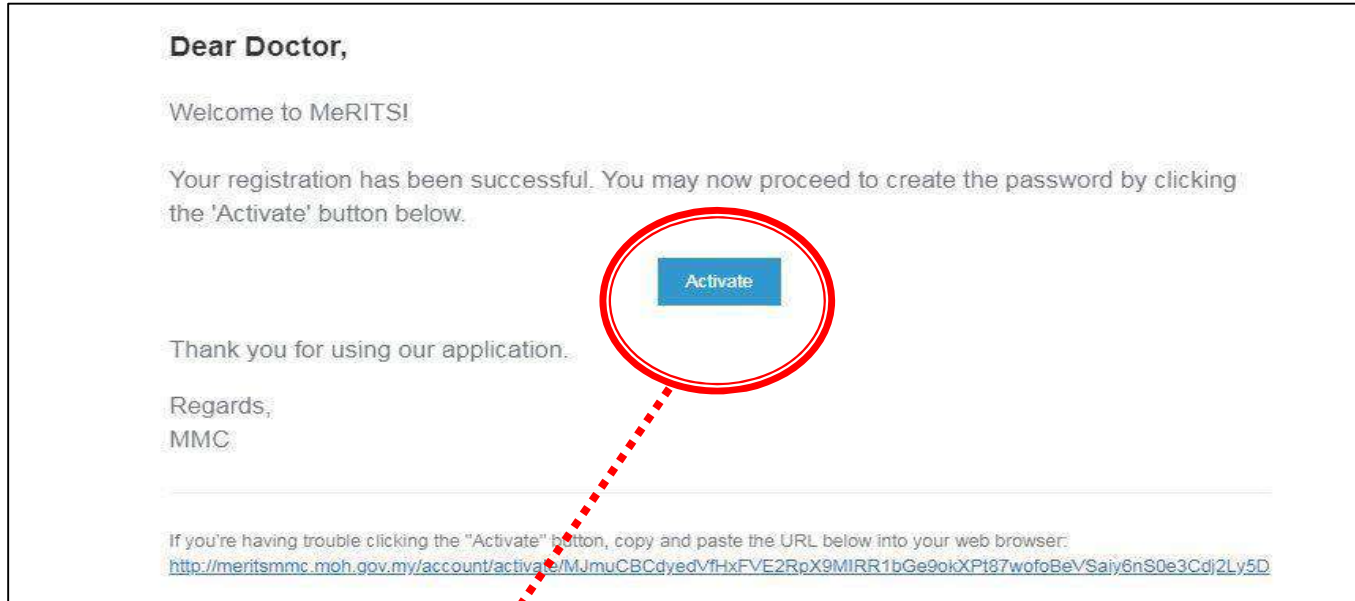
The screenshot shows the registration form for the Medical Register Information and Technical System (MeRITS). The form is titled "Medical Register Information and Technical System (MeRITS)" and features the logo of the Malaysian Medical Council (MAMC) on the left. The form fields are as follows:

- * Title: A dropdown menu with the placeholder text "Please select title".
- * Full Name: A text input field.
- Type of Identification: A dropdown menu with the selected option "New Identification Card".
- Identification Number: A text input field.
- * Country: A dropdown menu with the selected option "MALAYSIA".
- * Date of Birth: A date picker showing "25-10-1995".
- * E-Mail: A text input field.
- * Country of University: A dropdown menu with the placeholder text "Please select country".
- * University: A dropdown menu with the placeholder text "Please select university".
- * College: A dropdown menu with the placeholder text "Please select college".
- * Qualification: A dropdown menu with the placeholder text "Please select qualification".
- * Internship: Radio buttons for "Yes" and "No".

At the bottom of the form, there are two buttons: "Register" (highlighted with a yellow box) and "Cancel".

- 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:

Email: salim@yopmail.com

Password:

Confirm Password:

Below the password fields is a blue button labeled 'Save Password'.

A yellow rectangle highlights the password and confirm password fields, and a red dotted arrow points from the second bullet point above to it.

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 personal and professional details.

Medical Register Information and Technical System (MeRITS)

MAIN NAVIGATION

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

Profile Form Fields:

- 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 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	

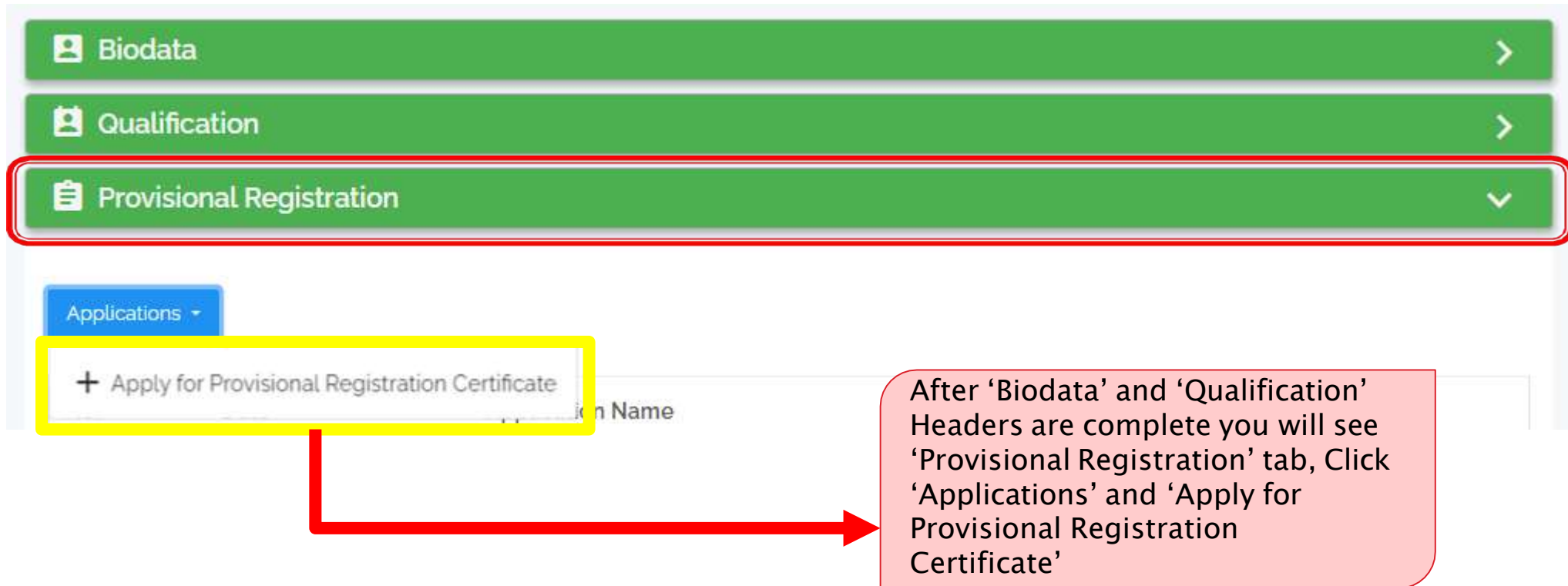
Go to Qualification Header then:

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, indicated by a red border and a downward arrow. Below the tabs, there is a blue button labeled 'Applications' and a white button labeled '+ Apply for Provisional Registration Certificate'. A red arrow points from the white button to a red callout box containing the following text:

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 once you received offer letter from Ministry of Health (MOH)

Click 'save' once you finish fill up this section

STEP 5: FITNESS TO PRACTISE

Provisional Registration

MOH Offer Letter **Fitness to Practise** 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.

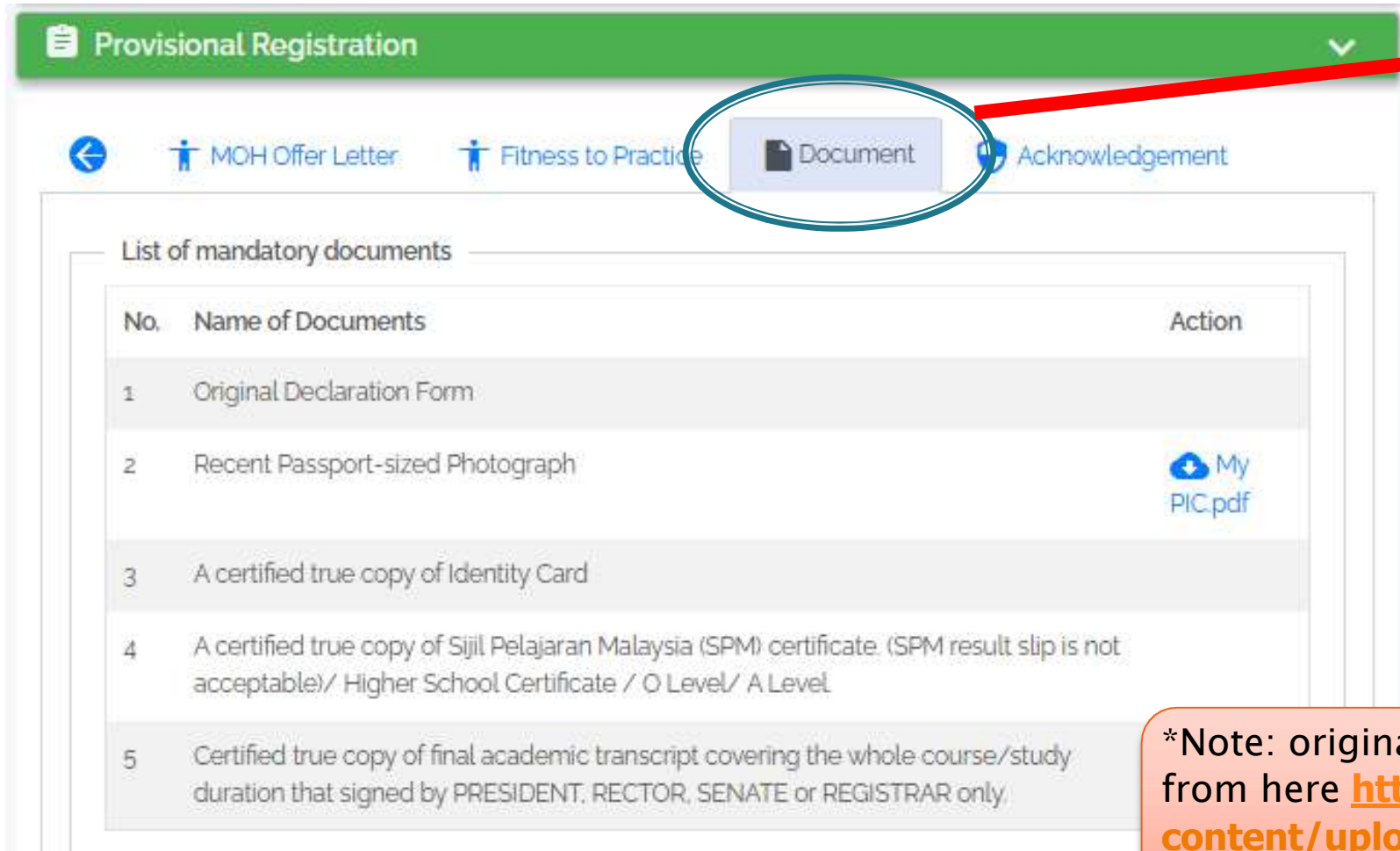
☒ Yes ☐ No

Save

Go to '**Fitness to Practise**' 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' portal. At the top, there is a green header with the text 'Provisional Registration' and a dropdown arrow. Below the header, there is a navigation bar with four icons and labels: 'MOH Offer Letter', 'Fitness to Practice', 'Document' (which is circled in blue), and 'Acknowledgement'. A red arrow points from the 'Document' button to a blue callout box on the right. Below the navigation bar, there is a section titled 'List of mandatory documents' which contains a table with five rows of document requirements.

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)	

Please Upload PSV report at 'Additional Document' in 'Documents' section.

Additional Document

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

No.	Title	Description	Action
No data			

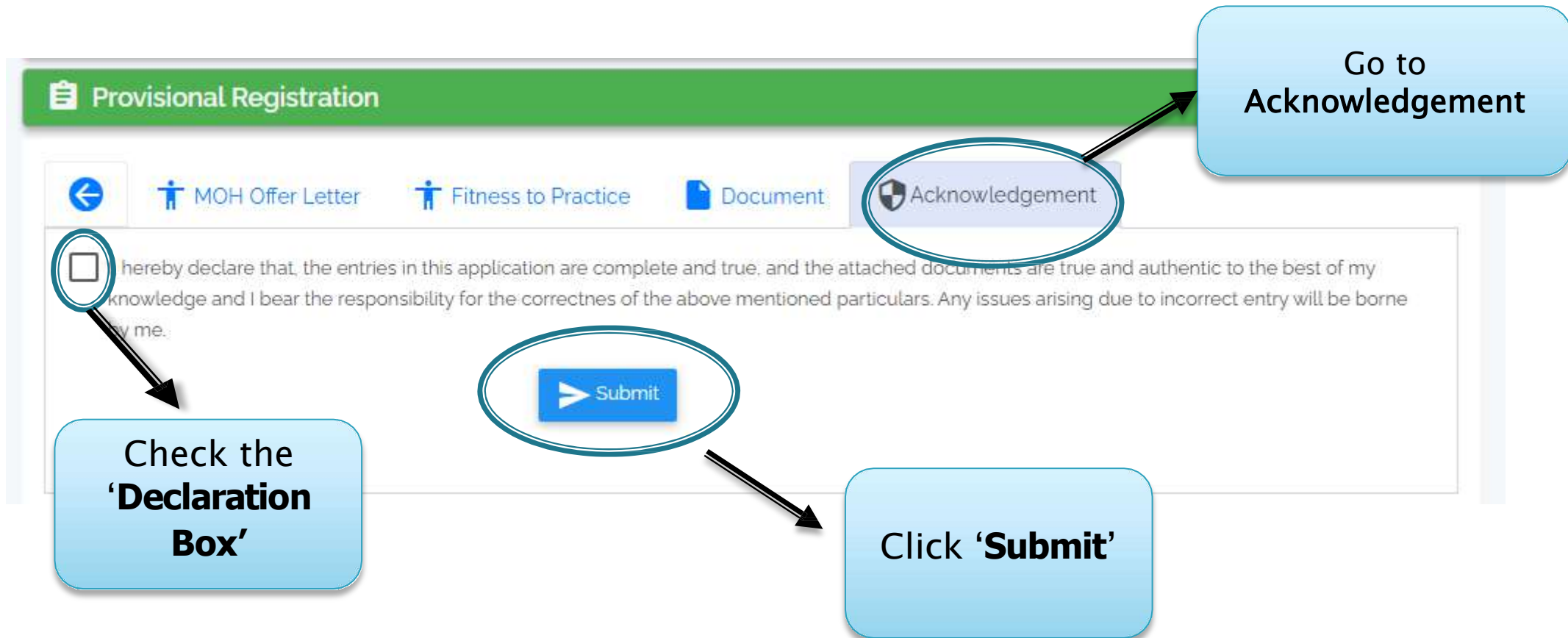
[+ Add](#)

Please upload dean letter from university here

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

Please upload offer letter here once received from Ministry of Health (MOH)

STEP 7: ACKNOWLEDGEMENT



STEP 8: PAYMENT

 **Provisional Registration** 

Applications ▾

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

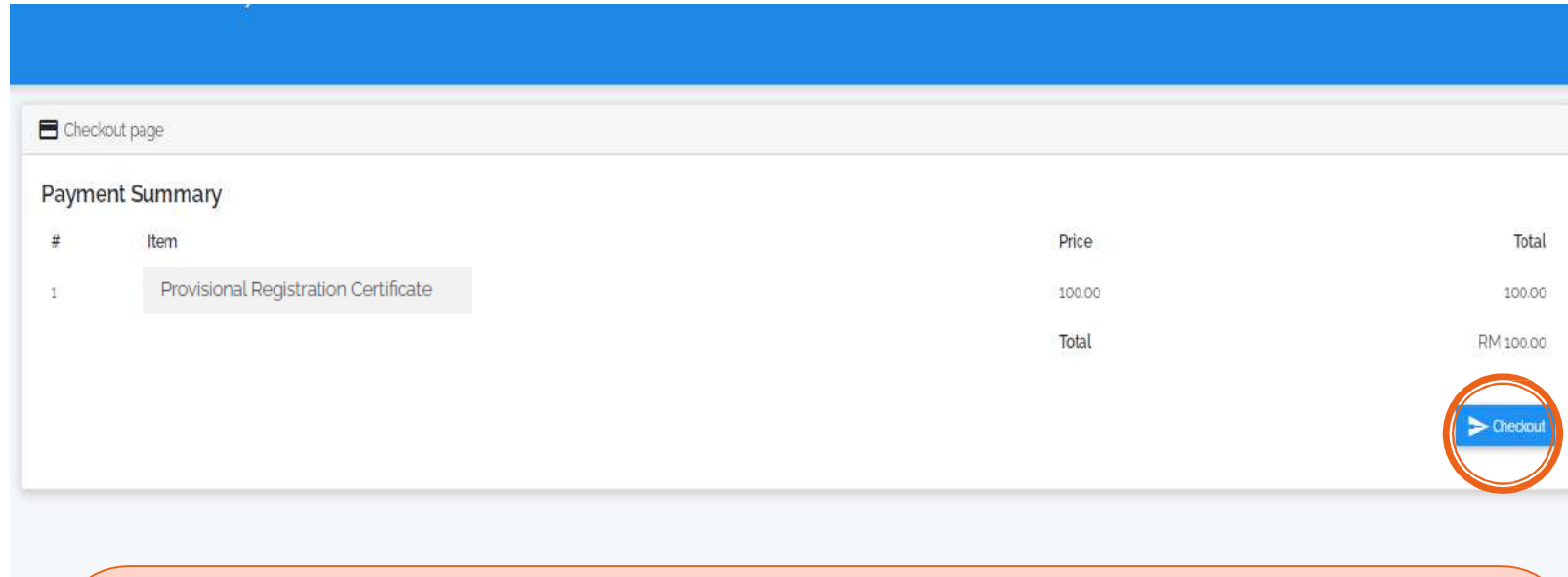
Showing 1 to 1 of 1 entries

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

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	Provisional Registration Certificate
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 9: STATUS APPLICATION

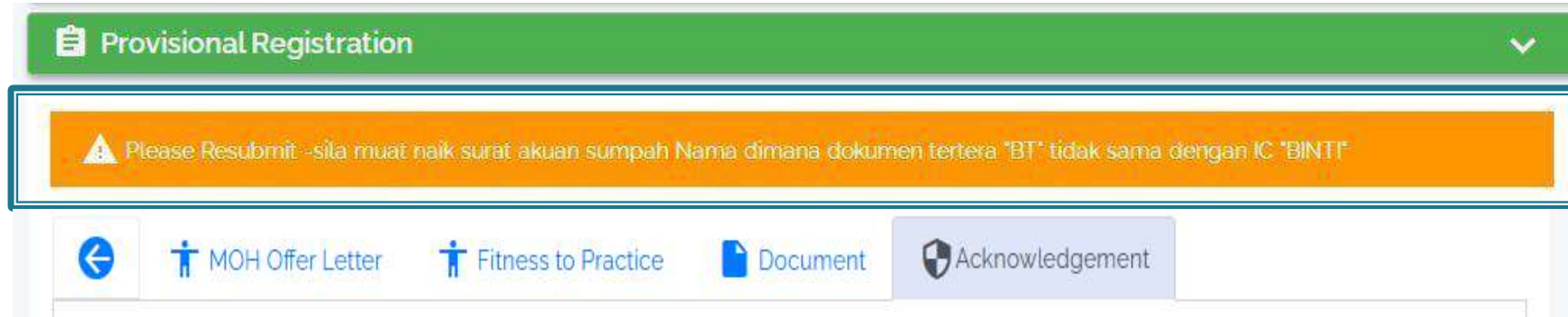
QUERY

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 (**INCOMPLETE DOCUMENT**)



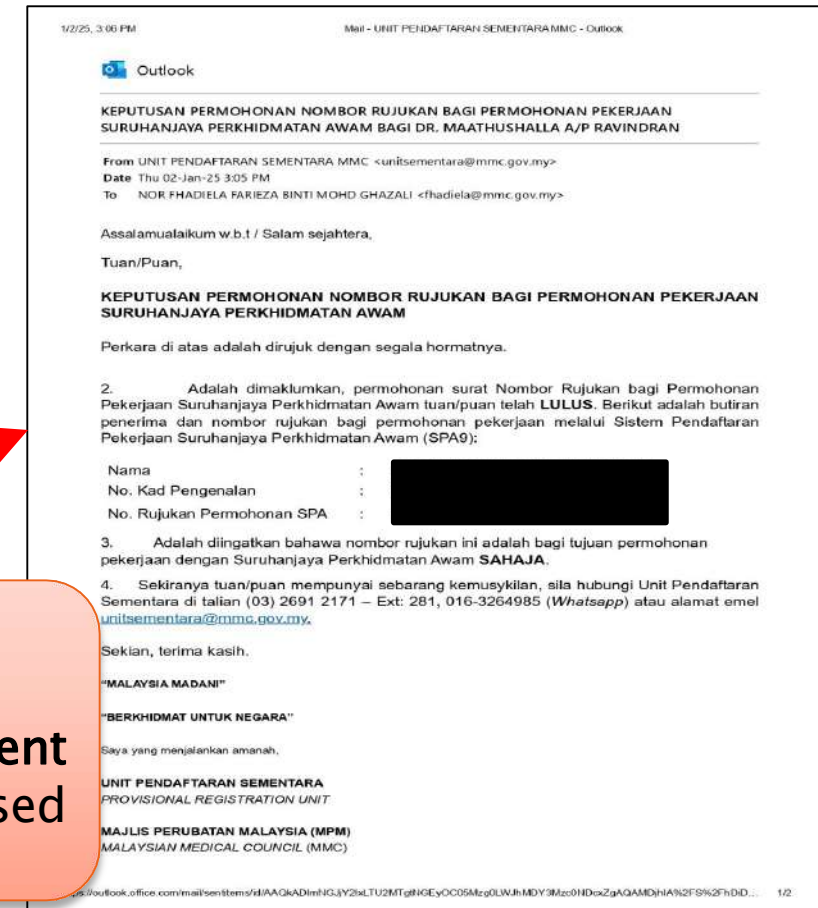
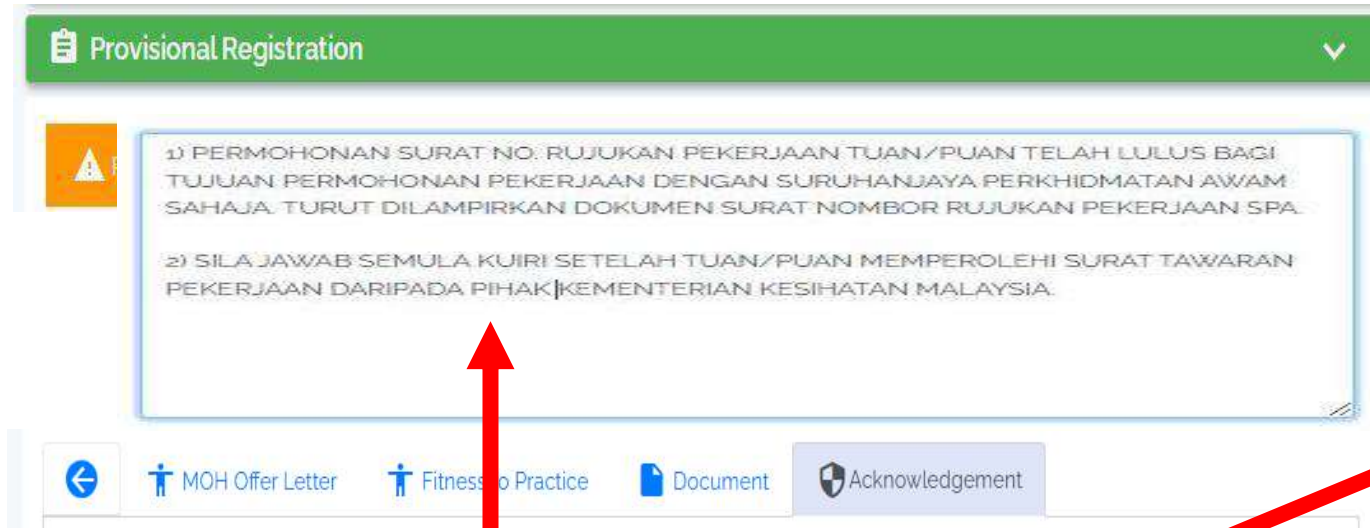
The screenshot displays a web interface for 'Provisional Registration'. At the top, a green header bar contains the text 'Provisional Registration' and a downward arrow. Below this, a yellow notification box with a warning icon contains the text: 'Please Resubmit: -sila muat naik surat akuan sumpah Nama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

QUERY (COMPLETE DOCUMENT AND RECEIVED 'SPA EMPLOYMENT REFERENCE NUMBER LETTER')



You will see the query notification under the Provisional Tab.

You will received the query and email regarding 'SPA Employment Reference Number Letter'. The number after alphabet 'T' is to be used for SPA (Suruhanjaya Perkhidmatan Awam) online registration.

EXAMPLE

	MAJLIS PERUBATAN MALAYSIA (MALAYSIAN MEDICAL COUNCIL) Kementerian Kesihatan Malaysia (Ministry Of Health Malaysia) BLOK B, ARAS BAWAH JALAN CENDERASARI 50500 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
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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 : T [REDACTED]

Adalah diingatkan bahawa nombor rujukan ini adalah bagi tujuan permohonan pekerjaan dengan Suruhanjaya Perkhidmatan Awam **SAHAJA**.

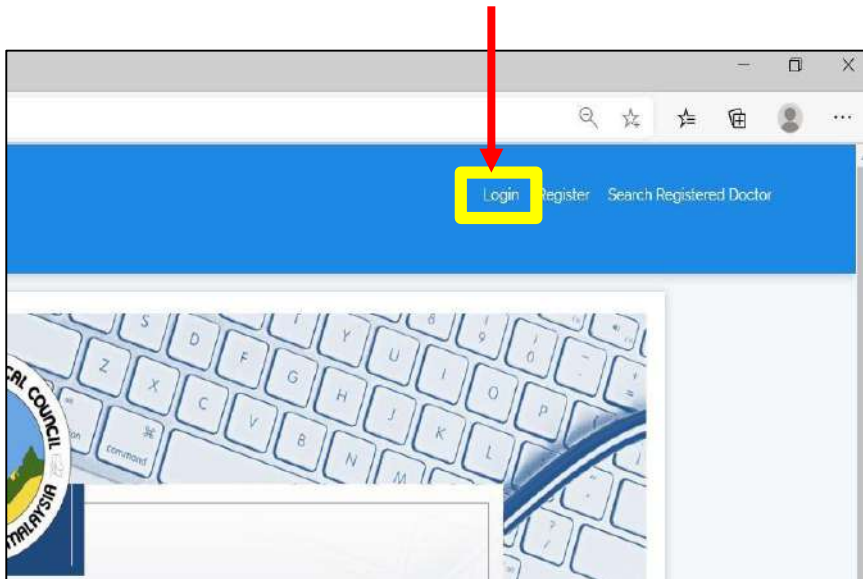
Sekian. Terima kasih.

MAJLIS PERUBATAN MALAYSIA

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

STEP 10: LOGIN AND UPLOAD MOH OFFER LETTER

- Click 'Login'



Once you already receive Housemanship Offer from Ministry of Health (MOH) you may login your MeRITS, answer the query. After that, complete section **Step 4: MOH OFFER LETTER**

A screenshot of the 'Provisional Registration' form in the MeRITS system. The 'MOH Offer Letter' tab is selected. The form contains several fields: 'Offer Letter Date', 'State', 'Hospital / Institution Name', and 'Offer Letter'. The 'Offer Letter' field is highlighted with a red rectangular box. Below this box is a 'Choose File' button and the text 'No file chosen'. A red arrow points from the text 'Click 'save' once you finish fill up this section' to a blue 'Save' button at the bottom of the form. The 'Save' button is also circled in blue.

Please complete this section and then upload Ministry of Health (MOH) Offer Letter

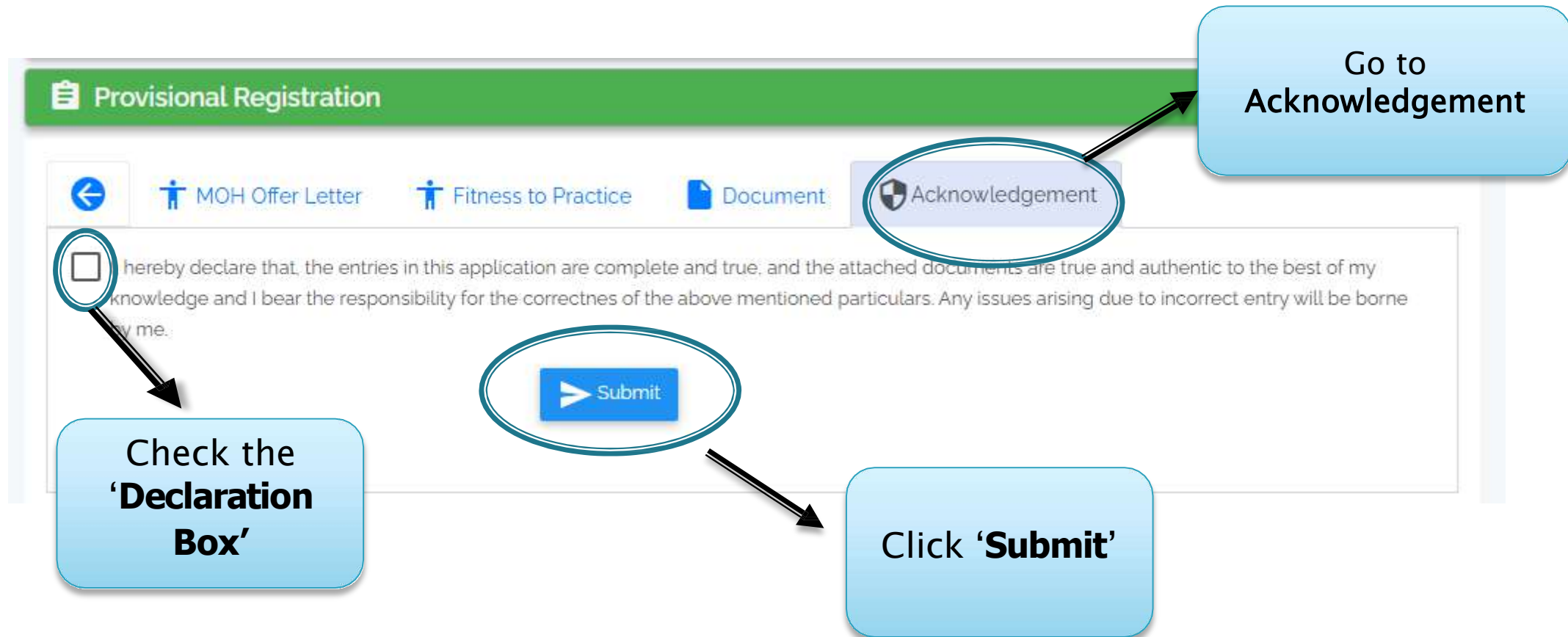
Click 'save' once you finish fill up this section

STEP 11: LOGIN AND 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)	

Please upload **offer letter** here once received from Ministry of Health (MOH)

STEP 12: LOGIN AND ACKNOWLEDGEMENT



STEP 13: STATUS APPLICATION

APPROVED

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 50500 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
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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 : [REDACTED]

No. Berarikh : [REDACTED]

3. Sebagai syarat untuk di bawah seksyen 13 Akta Perubatan 1971, tuan/puan adalah dikehendaki untuk menjalani latihan siswazah didalam perkhidmatan awam. Sehubungan dengan itu, sila rujuk 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) NOVEMBER 2024

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

EXAMPLE

MALIS PERUBATAN MALAYSIA

Tanakh: [REDACTED]

DATUK DR. MUHAMMAD RADZI BIN ABU
HASSAN
Pendaftar Pengamal Perubatan



This is the example
of our Provisional
Registration
Certificate