



# User Manual & Guide for Translation

**MEDICAL REGISTER INFORMATION AND TECHNICAL SYSTEM  
(MERITS)**

# WHAT IS TRANSLATION

- Pursuant to the Medical Act 1971, you are required to register with the Malaysian Medical Council (MMC) to practice medicine in Malaysia.
- The Council will not process any requests for translation of certificate(s) ie Provisional & Full Registration Certificates, Houseman Training Experience Report (Form 6 or Form 8 under the Medical (Amendment) Act 2012) and Annual Practising Certificate (APC) if:
  - 2.1 For its own use; or
  - 2.2 It is used for application to register with the MMC; or
  - 2.3 It is used to practice in Malaysia

# WHAT IS LOGS?

- The application will be processed within fourteen (14) working days after receiving the complete set of documents and payment.
- The translated certificates will be sent to via email.
- For translation of Annual Practising Certificates (APC), the MMC will only provide translations for **the current year and the previous 2 years.**

# TRANSLATION FEE SCHEDULE

Service	Fee (RM)
Application for translation certificates (per application)	RM200.00

# To register an account on MeRITS for 1<sup>st</sup> time user

#1: Log on to online application portal:  
meritsmmc.moh.gov.my



The screenshot shows the homepage of the Medical Register Information and Technical System (MeRITS). The header is blue and contains the Malaysian Medical Council logo on the left, the text "Medical Register Information and Technical System (MeRITS)" in the center, and navigation links "Login", "Register", and "Search Registered Doctor" on the right. Below the header, there is a blue button labeled "Manual for Renewing APC". The main content area features a dark blue background with a geometric pattern of blue lines and dots. On the right side of this area, there is the Malaysian coat of arms and the Malaysian Medical Council logo, with the tagline "Trusted Doctors, Happy Patients" below them. The central text reads "WELCOME TO MeRITS". Below this, a message states: "For any enquiries regarding your application, kindly contact the respective units via Whatsapp (message ONLY) as below:". A table of contact information follows, listing phone numbers for various units. At the bottom, it says "or via email at admin.mmc@moh.gov.my".

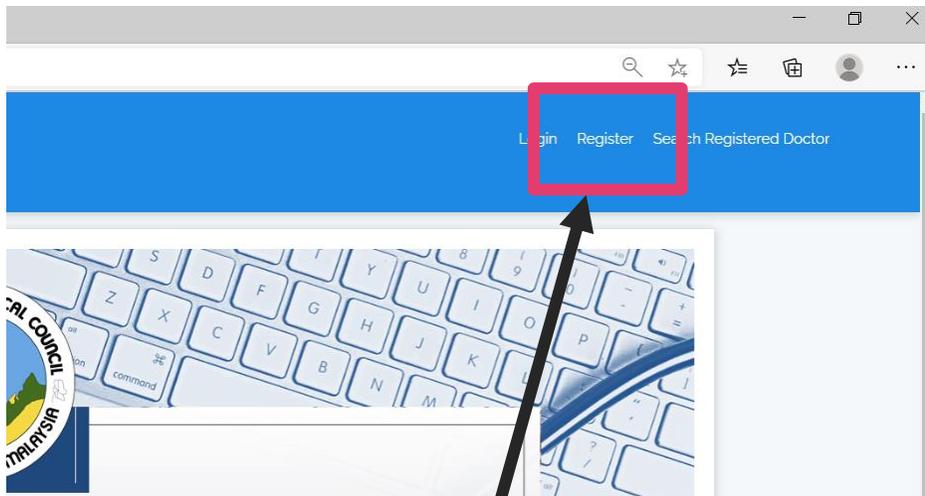
APC	: 016-3261751	Full (Foreigner) / IPC	: 016-3269354
Provisional	: 016-3264985	Ethics	: 016-3264763
Full (Malaysian)	: 016-3268542	COGS	: 016-3267024

or via email at [admin.mmc@moh.gov.my](mailto:admin.mmc@moh.gov.my)

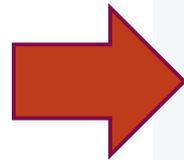
MeRITS HOMEPAGE

# To register an account on MeRITS for 1<sup>st</sup> time user

## #2: To register



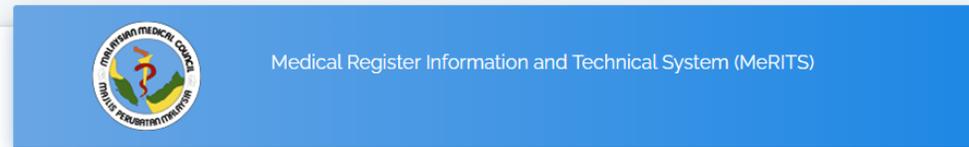
Click "Register"

A screenshot of the MeRITS registration form. The form has a blue header with the MeRITS logo and the text 'Medical Register Information and Technical System (MeRITS)'. Below the header, there is a field for 'Type of Identification' with a dropdown menu. The dropdown menu is highlighted with a red rectangular box. Below the dropdown menu, there are two buttons: 'Verify' (blue) and 'Cancel' (red). A black arrow points from the 'Verify' button down to the text 'Select an identification method and click submit'. A dashed red arrow points from the dropdown menu to its expanded list of options: 'Please select', 'New Identification Card', 'Old Identification Card', and 'Passport'.

Select an identification method and click submit

# To register an account on MeRITS for 1<sup>st</sup> time user

## #2: To register



Type of Identification

Identification Number

Fill in the identification number and click 'verify'



Full Name RASHDAN SHAFAWI BIN RAMLI

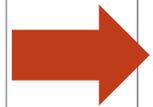
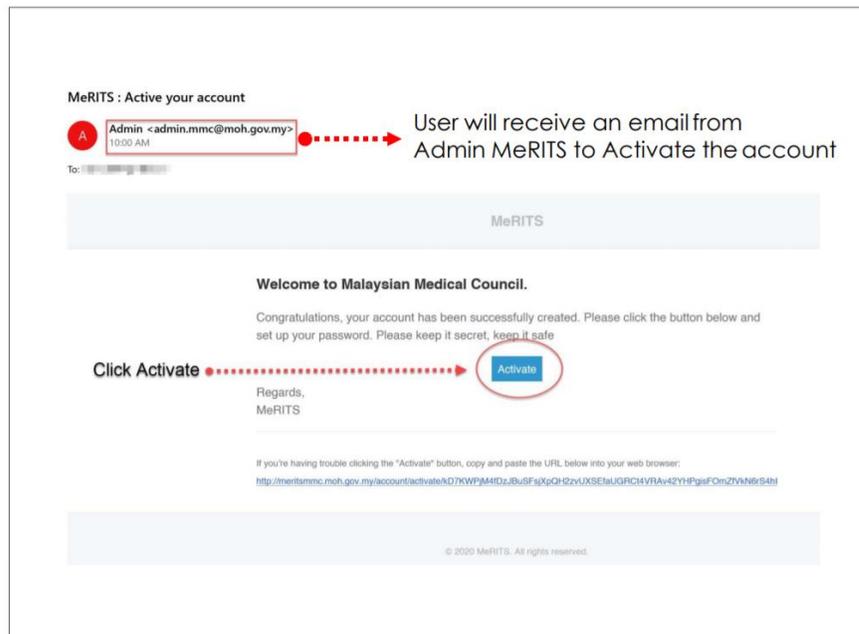
Identification Number 900513-14-5903

Email

Fill in a valid email address and click 'submit'. You will received our verification email

# To register an account on MeRITS for 1<sup>st</sup> time user

## #2: To register



Person icon Password

Email

Password   
Mix of uppercase, lowercase letter and number

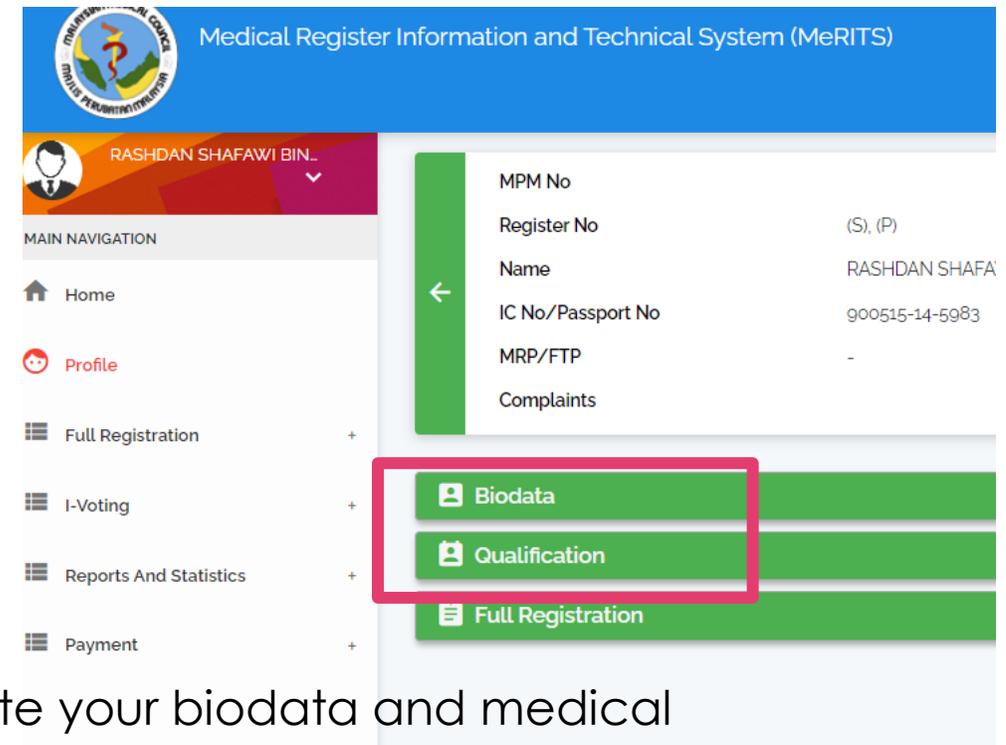
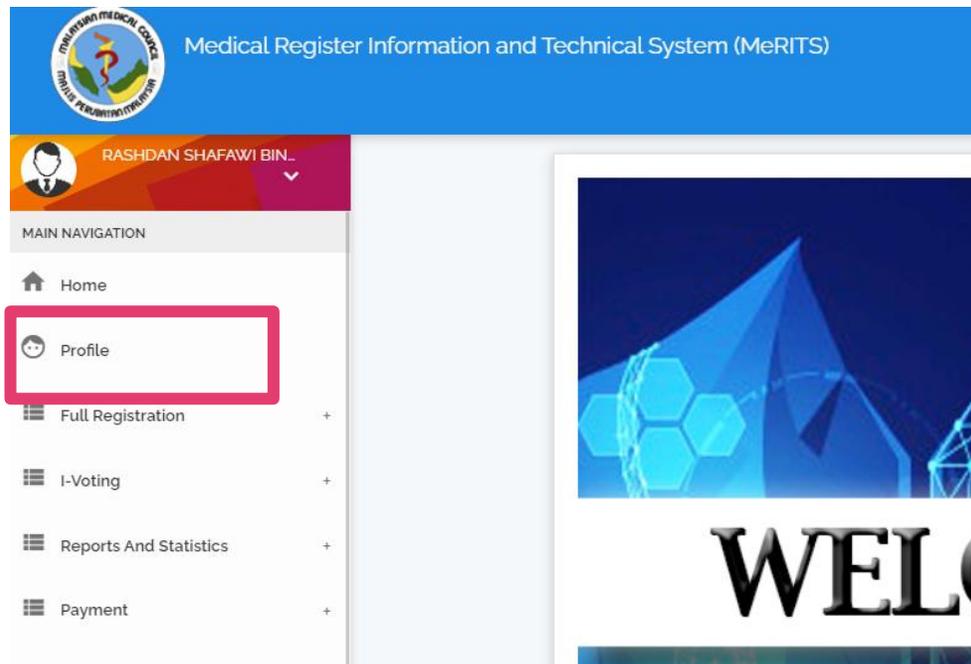
Confirm Password   
Mix of uppercase, lowercase letter and number

[Save Password](#)

Click here after confirmed your password

# To register an account on MeRITS for 1<sup>st</sup> time user

## #3: Basic information and qualification



Click '**Profile**' tab and complete your biodata and medical qualification information

# To register an account on MeRITS for 1<sup>st</sup> time user

## #3: Basic information and qualification

MPM No	MPM
Register No	(S), (P)
Name	MUHAMMAD
IC No/Passport No	951027-

**Biodata**

Title	Tuan
Full Name	MUHAMMAD
Citizenship Status	Malaysian
New NRIC	951027-

Complete the basic information in the biodata tab and update the contact information: address, email and phone number

MPM No	MPM
Register No	
Name	
IC No/Passport No	

**Biodata**

**Qualification**

Basic Degree Recognition	Recognition
Country	MALAYSIA
University	UNIVERSITI TEKNOLOGI MARA (UiTM)
College	NO INFORMATION
Date of Passed Exam	
Date of Awarded Qualification	13-02-2020
Basic Qualification Name	BACHELOR OF MEDICINE AND BACHELOR OF SURGERY

Update data of passed exam. Strongly advised to keep the same date as date awarded qualification

Biodata Please complete all fields 1 >

Qualification 2 >

Provisional Registration >

Full Registration >

Annual Practising Certificate (APC) >

Temporary Practising Certificate (TPC) >

Letter of Good Standing (LOGS) >

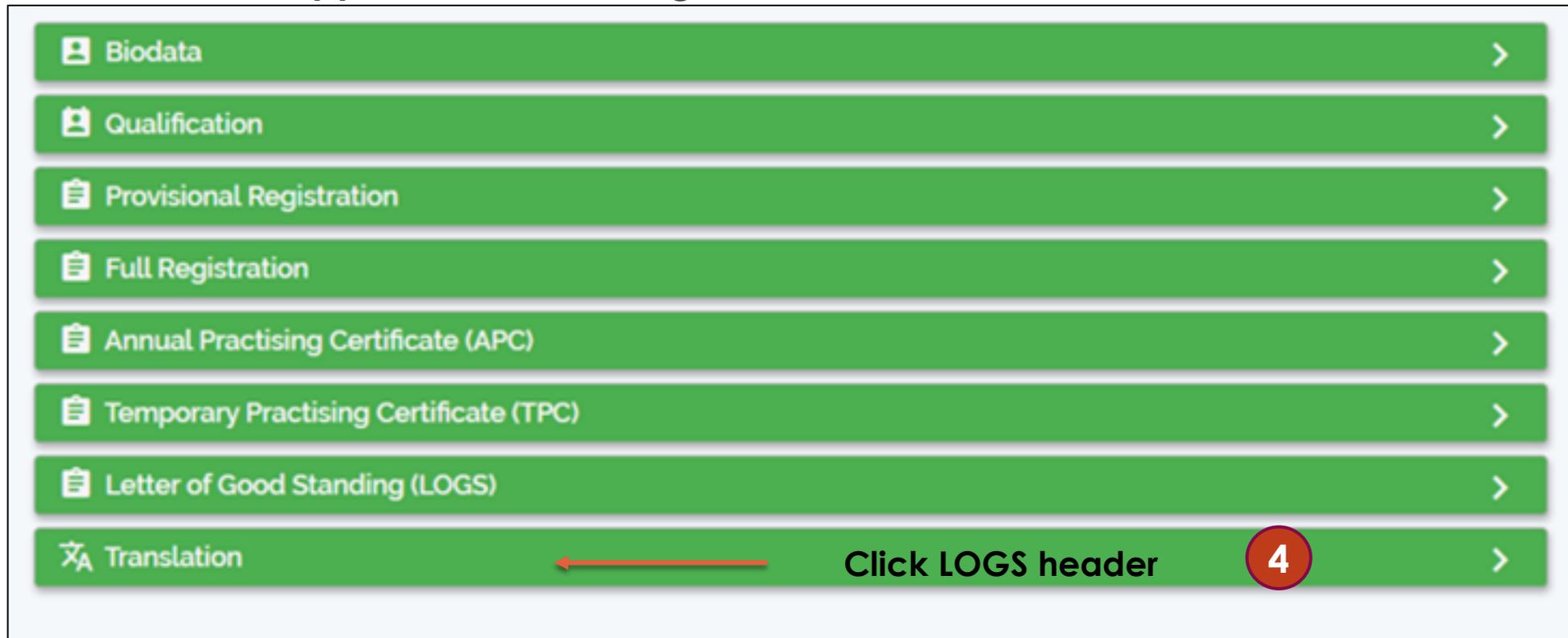
Translation Now you may apply for Translation 3 >

# COMPLETE THE MODULE STEP BY STEP

After completing **BIODATA & QUALIFICATION** tab, other tabs will Appear

# To apply for Translation

## ► #1: New application for full registration



A screenshot of a registration menu with eight green items, each with a document icon and a right-pointing chevron. The items are: Biodata, Qualification, Provisional Registration, Full Registration, Annual Practising Certificate (APC), Temporary Practising Certificate (TPC), Letter of Good Standing (LOGS), and Translation. The 'Translation' item is highlighted with a red circle around the number '4' and a red arrow pointing to the 'LOGS' header text.

Biodata	>
Qualification	>
Provisional Registration	>
Full Registration	>
Annual Practising Certificate (APC)	>
Temporary Practising Certificate (TPC)	>
Letter of Good Standing (LOGS)	>
Translation	>

← Click LOGS header 4

# To apply for Translation

**+ Apply** ← Click Apply button and system will display Request Tab. **5**

No.	Application Status	Application Date	Action
1	Review By HOD	24-08-2020	 

Showing 1 to 1 of 1 entries

First Previous Next Last

# To apply for Translation

- 6 ➤ Insert date
- 7 ➤ Name of Medical Council / Professional Licensing Authority
- 8 ➤ Address Medical Council / Professional Licensing Authority or Postal address
- 9 ➤ Choose certificate(s) that need translation

Request Document Acknowledgement

I wish to apply and I need it by this date: 6

Medical Council / Professional Licensing Authority: 7

Address: 8

Same as Personal Address

*(If you insist to hand it personally, please write your address above and kindly be informed that MMC will not be held responsible should any complications arise)*

Provisional Registration Certificate

Houseman Training Experience Report 9

Full Registration Certificate

Temporary Practising Certificate

Annual Practising Certificate

Request Certificate True Copy  (Additional fee of RM200 will be charged per application)

Year to Year

Save Cancel

Click button to save changes

# To apply for Translation

Translation

Request Document Acknowledgement

List of mandatory documents

Document title	Action
Identity card or passport	<input type="button" value="Choose File"/> No file chosen

**Please upload the mandatory documents**

List of Supporting Documents

Document title	Action
Offer Letter	<input type="button" value="Choose File"/> No file chosen

**Please upload the supporting documents if applicable**

# To apply for Translation

The screenshot shows a web application interface with a navigation bar at the top containing a back arrow, 'Request', 'Document', and 'Acknowledgement' tabs. The 'Acknowledgement' tab is highlighted with a red box and a red circle labeled '10' with an arrow pointing to it. Below the navigation bar, there are two checkboxes. The first checkbox is highlighted with a red box and a red circle labeled '12' with an arrow pointing to it. The text next to the first checkbox reads: "I, hereby declare that the particulars stated in this application are true and correct and the documents attached are original documents which relate to me. I further declare that immediately upon being provisionally registered, I shall engage in employment in a resident medical capacity in accordance with the provisions of section 13 (2) of the Medical Act and, immediately upon completion of such employment, in service in a medical capacity in the public service under section 13(3) of the Medical Act. I have not at any time been found guilty of an offence involving fraud, dishonesty or moral turpitude or an offence punishable with imprisonment (whether in itself only or in addition to or in lieu of a fine) for a term of two years or upward." The second checkbox is also highlighted with a red box and a red circle labeled '12' with an arrow pointing to it. The text next to the second checkbox reads: "If the information given is not true and false, results of the application can be withdraw by Malaysia Medical Council (MMC)..". At the bottom right, there is a blue 'Submit' button highlighted with a red box and a red circle labeled '12' with an arrow pointing to it. A purple callout box contains the text: "After completing every section, please proceed to Acknowledgement tab, check the declaration box and submit the application".

10

I, hereby declare that the particulars stated in this application are true and correct and the documents attached are original documents which relate to me. I further declare that immediately upon being provisionally registered, I shall engage in employment in a resident medical capacity in accordance with the provisions of section 13 (2) of the Medical Act and, immediately upon completion of such employment, in service in a medical capacity in the public service under section 13(3) of the Medical Act. I have not at any time been found guilty of an offence involving fraud, dishonesty or moral turpitude or an offence punishable with imprisonment (whether in itself only or in addition to or in lieu of a fine) for a term of two years or upward.

If the information given is not true and false, results of the application can be withdraw by Malaysia Medical Council (MMC)..

12

Submit

12

After completing every section, please proceed to Acknowledgement tab, check the declaration box and submit the application



MAIN NAVIGATION

Home

Profile

I-Voting

+ Apply

After submitting the application, system will reroute to the Translation inbox

No.	Application Status	Application Date	Action
1	Approved	13-05-2019	
2	Reviewed	14-05-2019	
3	Approved	14-05-2019	
4	Reviewed	15-05-2019	
5	Approved	15-05-2019	
6	Waiting Payment	23-05-2019	

Status change seen here

Showing 1 to 6 of 6 entries

Kindly proceed to payment (Online Transfer or e-wallet Only)

First Previous Next Last

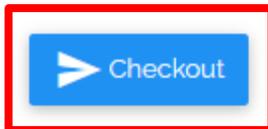
13

<sup>1</sup>MMC will not be held responsible should any complication arise

## Payment Summary

#	Item	Price	Total
1	TRANSLATION	200.00	200.00
		<b>Total</b>	<b>RM 200.00</b>

**Click checkout to proceed  
with payment**



Updated on 19/8/2020

Payment options are as below:

1. eWallet

OR

2. Online Banking

Simple, Convenient, Secure,



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

Available Payment Method:



Online Banking



eWallet

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#### Summary Of Transaction

Net Charges

Pay To

Malaysian Medical Council

Payment of

Translation

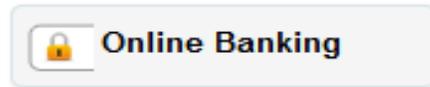
Reference No / Payment ID

Simple. Convenient. Secure.



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

Available Payment Method:



Click the payment method

Summary Of Transaction

Net Charges	
Pay To	Malaysian Medical Council
Payment of	Translation
Reference No / Payment ID	

Touch 'n Go eWallet

Timeout in : 07:38

Learn more about [Touch 'n Go eWallet](#).



» Proceed

Cancel

I have read & agreed to [iPay88 Privacy Statement](#).

Powered By :

mobile88.com



iPay88.com © 2006 - 2020. All Rights Reserved.

Customer Careline: +60-3-2261 4668, 8.30 am - 6.00 pm (Mon - Fri) Email: [support@ipay88.com.my](mailto:support@ipay88.com.my)

1. eWallet



Payment Detail

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Scan the QR Code



Pay with your Touch 'n Go eWallet!

1. Download and register for the Touch 'n Go eWallet app if you haven't. If you have, launch your TNG eWallet app
2. Tap on the "Scan" icon
3. Scan the QR code here and complete the payment!

RM

QR Code will expire in 35s

✓ 601\*\*\*\*6752 SCAN SUCCESS

✓ Your payments will be processed in a safe and secured environment!

Order Summary

Payment to: Malaysian Medical Council

Transaction No.: 202008192112128001101  
71520903306990

Order Info: Translation

Total:

Get the App:



## Payment Result



### Successful Payment!

You will be redirected to merchant's page in 0s...

[< Return to Merchant](#)

Get the App:



## 2. Online banking

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	Translation
Reference No / Payment ID	R20036900 / T024247611620

### Internet Banking

Timeout: 07:50

Individual Account

Bank Islam

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

» Proceed

Cancel



 **FPX**  
Pay with Online Banking

iPay88.com © 2006 - 2020. All Rights Reserved.

Customer Careline: +60-3-2261 4668, 8.30 am - 6.00 pm (Mon - Fri) Email: [support@ipay88.com.my](mailto:support@ipay88.com.my)

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## Payment Summary

System will display payment summary to inform medical practitioner about the total amount that medical practitioner needs to pay.

Item	Price	Quantity	Totals
TRANSLATION	RM 200.00	1	RM 200.00
		<b>Subtotal</b>	RM 200.00
		<b>Shipping</b>	
		<b>Total</b>	

Payment Method:



MIGS Payment Gateway

21  
Tick at the checkbox to proceed with the payment online

I hereby certify to proceed with payment online & aware there's no payment on behalf made by my institution / organization / third party for this application

22



Click Save to make a payment



+ Apply

No.	Application Status	Application Date	Action
1	Approved	13-05-2019	
2	Reviewed	14-05-2019	

**Your application has been submitted to our Officers for Review**

**All applications will be processed within fourteen (14) working days.**

+ Apply

Please observe the status change, from review to approved.

No.	Application Status	Application Date	Action
1	Approved	24-08-2020	  <a href="#">Translation Certificate</a>

Showing 1 to 1 of 1 entries

Click  to review the application

First Previous Next

Request

Document

**Acknowledgement**

Click acknowledgement tab

- I, hereby declare that the particulars stated in this application are true and correct and the documents attached are original documents which relate to me. I further declare that immediately upon being provisionally registered, I shall engage in employment in a resident medical capacity in accordance with the provisions of section 13 (2) of the Medical Act 'and, immediately upon completion of such employment, in service in a medical capacity in the public service under section 13(3) of the Medical Act. I have not at any time been found guilty of an offence involving fraud, dishonesty or moral turpitude or an offence punishable with imprisonment (whether in itself only or in addition to or in lieu of a fine) for a term of two years or upward.
- If the information given is not true and false, results of the application can be withdraw by Malaysia Medical Council (MMC).

Print Application

Click print application

## Translation Application

### Applicant Details

MPM No

Register No

Name

IC No/Passport No

**The completed application form will be displayed**

### Translation

I wish to apply and I need it by this date:

13-08-2020

Medical Council / Professional Licensing Authority:

SINGAPORE MEDICAL COUNCIL

Address:

KLINIK RESPIRATORI ,HOSPITALRAJAPEREMPUANZAINAB II  
15200 BANDAR KOTA BHARU  
KELANTAN

Shipping Method:

:

Translation for Houseman Training Experience Report in English



Translation for Full Registration Certificate in English



Translation for Annual Practising Certificate in English

1

2018

to

2020



24

**Click Print to secure the  
hardcopy if needed**

Translation

+ Apply

No.	Application Status	Application Date	Action
1	Approved	24-08-2020	  Translation Certificate 

Showing 1 to 1 of 1 entries

Next Last

25

When the application has been reviewed by our officers, the status will change to **Approved** and is ready for printing

Click **Translation certificate** to download certificates and printing

**THANK YOU**

