

MALAYSIAN MEDICAL COUNCIL

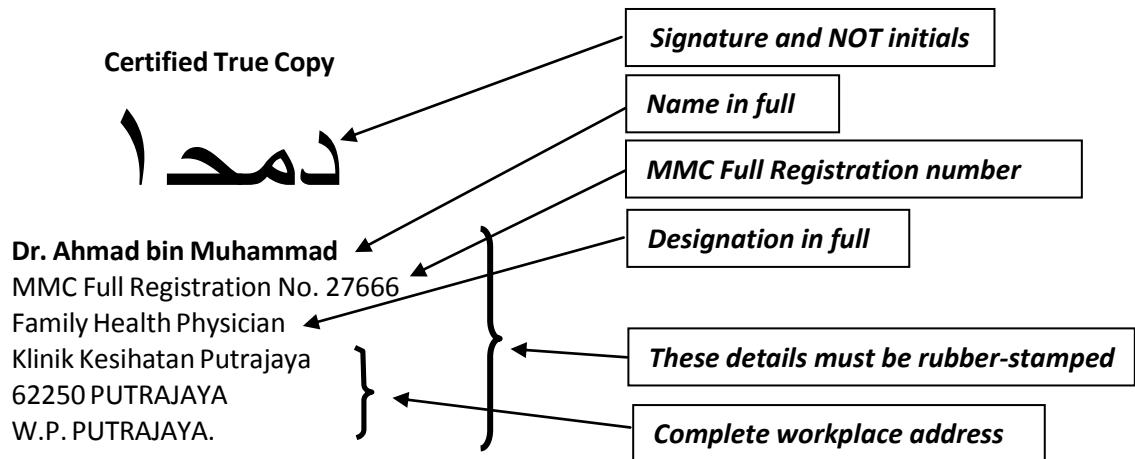
GUIDELINE FOR DOCUMENT VERIFICATION

Please take note:

- a. The 305th MMC meeting held on 19 June 2012 agreed that this guideline is to be retained for the purposes of preventing fraud.
- b. The following information is provided to assist you.
- c. Please read these notes for guidance before submitting your application.
- d. You are expected to observe and comply with **ALL** the terms and conditions stipulated herein.
- e. Not adhering to any of the requirements may result in undue and unnecessary delay in the processing of your application.
- f. The Malaysian Medical Council will **NOT** be held responsible for any delay due to your non-compliance with the terms and conditions set herewith.

1. This Guideline for Document Verification is to ensure that documents presented by prospective practitioners are genuine and that the holder is the rightful owner.
2. A certified photocopy is considered **valid and acceptable** by the Malaysian Medical Council **only** if it bears the following criteria:
 - 2.1. The document is signed by designated or authorized signatories as follows:
 - a. Public officials holding administrative and professional posts;
 - b. Advocates and solicitors;
 - c. Commissioner for Oaths;
 - d. Notary Public;
 - e. Embassy or Consulate officials holding administrative and professional posts; and
 - f. Justice of the Peace.
 - * *For Malaysian graduates from foreign medical universities who wish to apply for registration with the MMC, documents should be certified by Malaysian government officers stationed in the respective foreign country.*
 - 2.2. **EVERY SINGLE PAGE** of the documents submitted should be certified.
 - 2.3. **Each** certified document **shall** bear **ALL** of the following details:
 - a. The name of the person certifying in full;
 - b. In case of a medical practitioner registered with the Malaysian Medical Council (MMC), the Full Registration number should be stated clearly;
 - c. The designation of the person certifying in full;
 - d. The complete address of the person certifying;
 - e. The details above (items a. to d.) must be **rubber-stamped**; and
 - f. The person certifying must put down his/her **signature** and **not** his/her initials.
 - 2.4. Documents certified by a Commissioner for Oaths must bear a seal prescribed under Rule 19 of the Commissioner for Oaths Rules, 1993 enacted under the Courts of Judicature Act, 1964.

3. An **example** of a **proper and valid** certification is as follows:



4. If your printed names in any of the documents submitted differ, please submit a Statutory Declaration.
5. If the original documents are not in either Bahasa Malaysia or English, you need to submit translated versions in either Bahasa Malaysia or English along with certified copies of the documents in its original language. Translated documents are only acceptable if the translation is carried out by:
 - a. Malaysian certified court translators;
 - b. Official Malaysian government agencies;
 - c. Malaysian officers in the language faculty of public universities;
 - d. Malaysian officers of the appropriate embassies.
6. Certifications which do not conform to this Guideline will be considered **invalid and NOT accepted**.
7. Similarly, any document will be considered **invalid and NOT accepted** if:
 - a. It is certified by an individual on behalf of another person **without** his own details printed;
 - b. The signatures of the same individual are not similar or different.
8. For further details or enquiries, please contact us. Your cooperation is greatly appreciated. Thank you.

Yours sincerely,

Dr. Hj. Wan Mazlan bin Hj. Mohamed Woojdy,
Secretary.

Dated: **14 September 2008**

Revised:

First	: 18.12.2008
Second	: 11.6.2009
Third	: 13.10.2011
Fourth	: 27.6.2012
Fifth	: 22.11.2013