



# 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 Practicing 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 TRANSLATION

- The application will be processed within seven (7) 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<br>(per application) <ul style="list-style-type: none"><li>• Provisional Registration Certificate</li><li>• Full Registration Certificate</li><li>• Annual Practicing Certificate (3 years only)</li><li>• Temporary Practicing Certificate (Foreigner only)</li><li>• Houseman Training Experience Report<br/>(Get copy certificate from Full Registration Unit and attach in application)</li></ul> | RM200.00 |

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

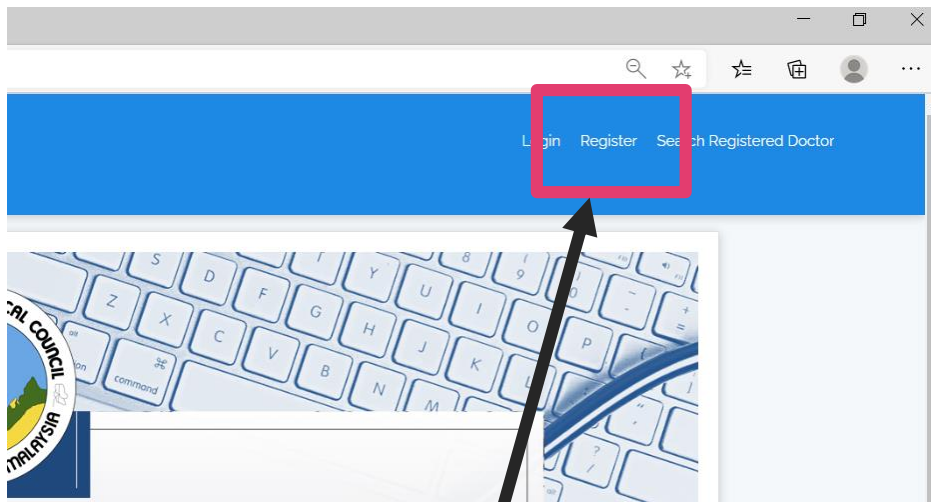
#1: Log on to online application portal:  
[meritsmmc.moh.gov.my](http://meritsmmc.moh.gov.my)



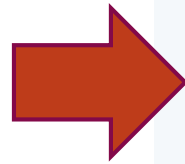
MeRITS HOMEPAGE

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

## #2: To register



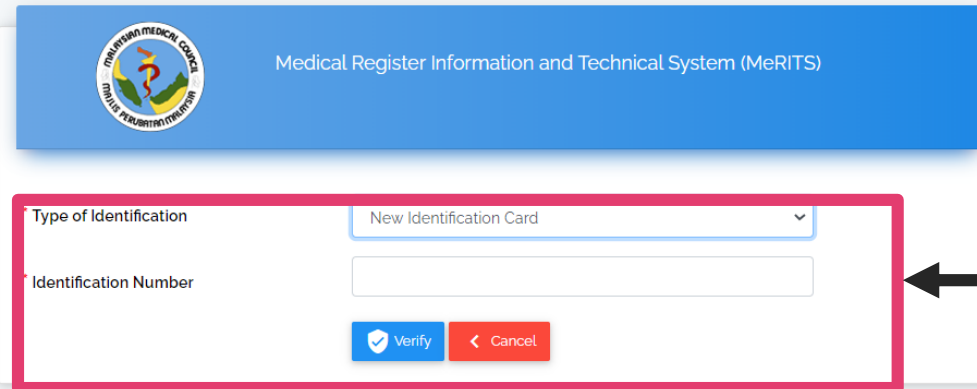
Click "Register"

A screenshot of the MeRITS registration form. The header is blue with the 'MALAYSIAN MEDICAL COUNCIL' logo and the text 'Medical Register Information and Technical System (MeRITS)'. The form has a white background. A section titled '\* Type of Identification' contains a dropdown menu with the text 'Please select'. The dropdown menu is open, showing four options: 'Please select' (highlighted in blue), 'New Identification Card', 'Old Identification Card', and 'Passport'. Below the dropdown menu are two buttons: a blue 'Verify' button with a white checkmark icon and a red 'Cancel' button. A red rectangular box highlights the dropdown menu and the 'Verify' button. A black arrow points from the text 'Select an identification method and click submit' below to the 'Verify' button. A dashed red arrow points from the 'Please select' option in the dropdown menu to the 'Please select' option in the dropdown menu below it.

Select an identification method and click submit

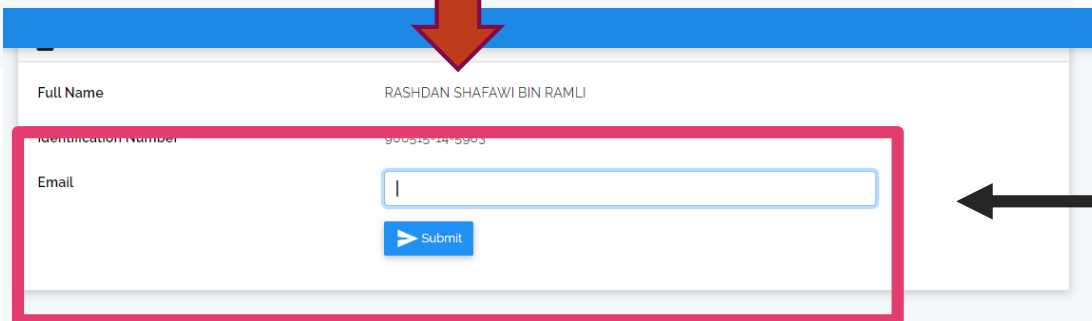
# To register an account on MeRITS for 1<sup>st</sup> time user

## #2: To register



The screenshot shows the first step of the MeRITS registration process. At the top is a blue header with the MeRITS logo and the text "Medical Register Information and Technical System (MeRITS)". Below the header, there is a form with two main sections. The first section, highlighted with a red border, contains a "Type of Identification" dropdown menu set to "New Identification Card" and an "Identification Number" text input field. Below these fields are two buttons: a blue "Verify" button with a checkmark icon and a red "Cancel" button with a left arrow icon.

Fill in the identification number and click 'verify'

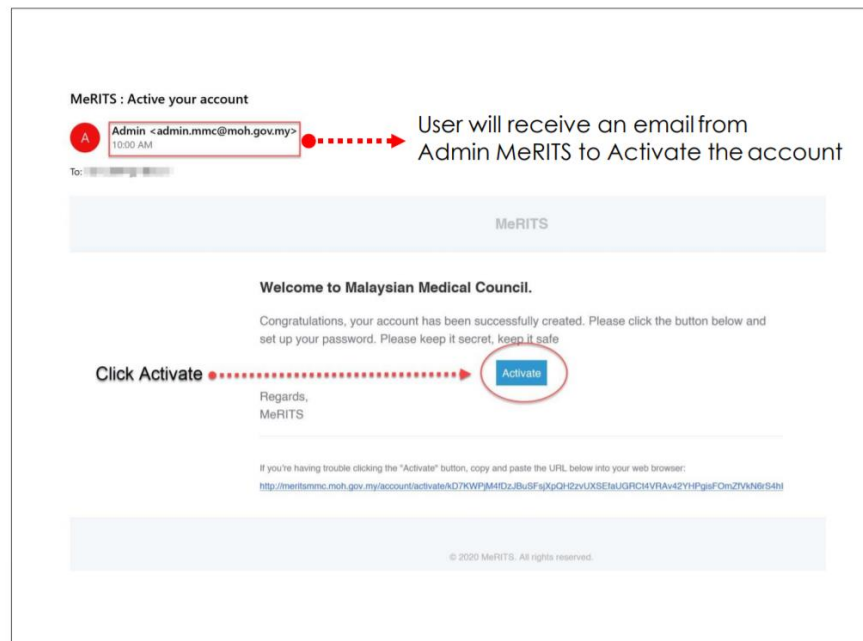


The screenshot shows the second step of the MeRITS registration process. It features a blue header. Below the header, the "Full Name" field is pre-filled with "RASHDAN SHAFawi BIN RAMLI". Below this, there is a form section highlighted with a red border. This section contains an "Email" text input field and a blue "Submit" button with a right arrow icon.

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



Password

Email [redacted]

Password

Mix of uppercase, lowercase letter and number

Confirm Password

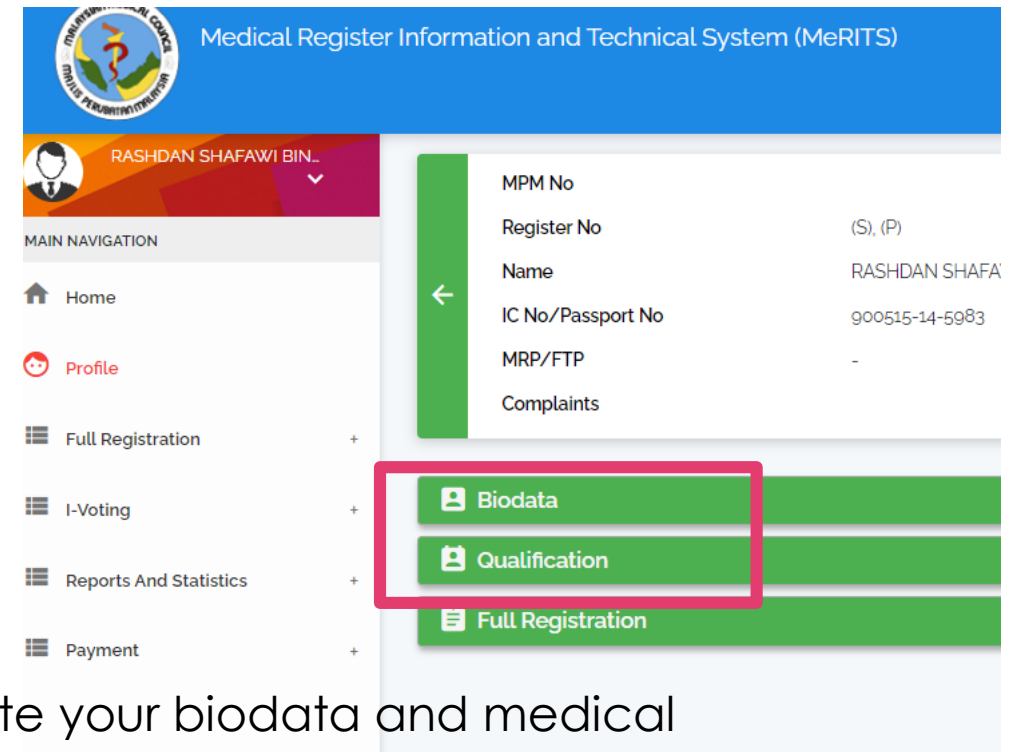
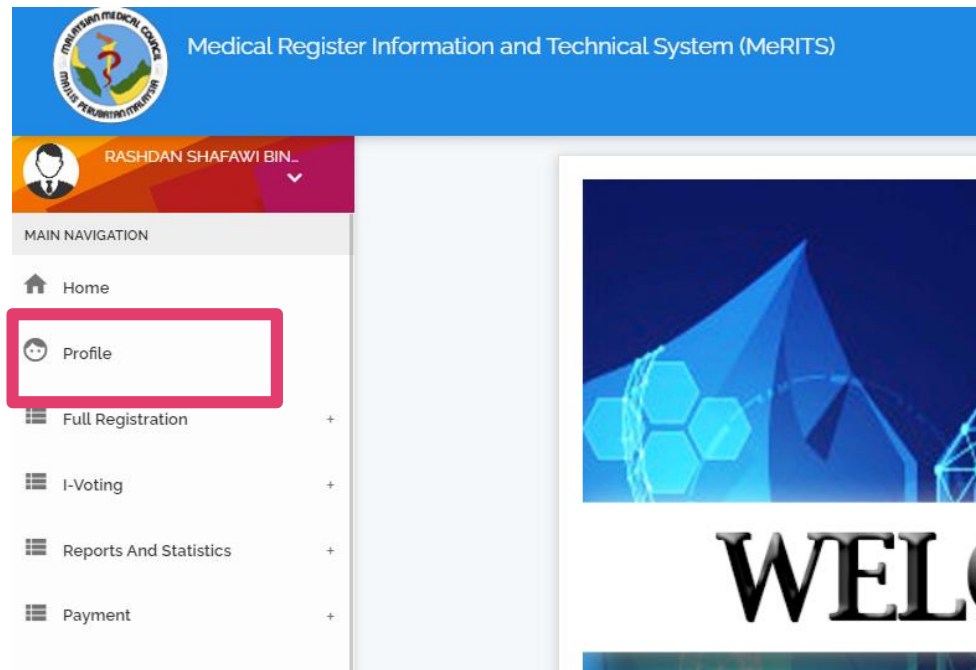
Save Password

Mix of uppercase, lowercase letter and number

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

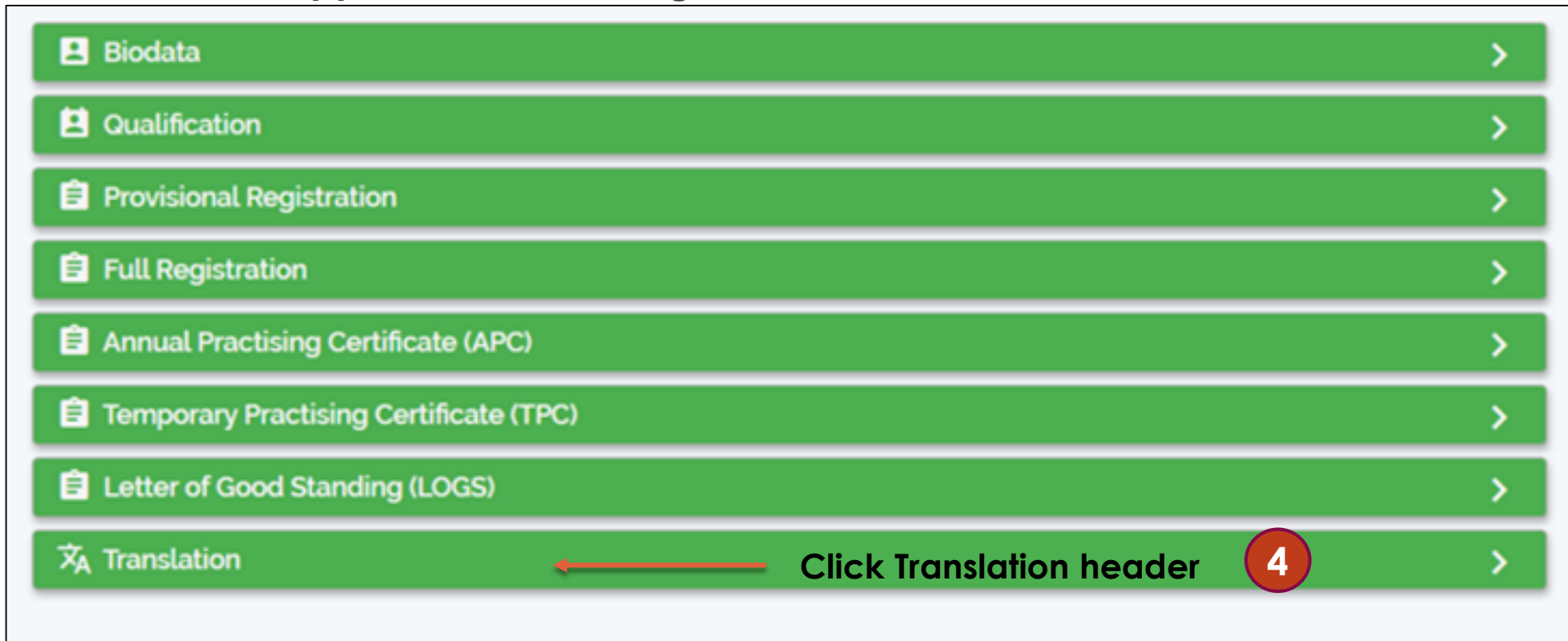
|                                                                                                                          |                                   |   |   |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---|---|
|  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 application menu. The menu consists of eight green horizontal bars, each with a white icon on the left, a text label in the middle, and a white chevron on the right. The items are: Biodata (person icon), Qualification (book icon), Provisional Registration (clipboard icon), Full Registration (clipboard icon), Annual Practising Certificate (APC) (clipboard icon), Temporary Practising Certificate (TPC) (clipboard icon), Letter of Good Standing (LOGS) (clipboard icon), and Translation (document with magnifying glass icon). A red arrow points from the text 'Click Translation header' to the 'Translation' bar. A red circle with the number '4' is positioned to the right of the arrow.

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

Click Translation header 4

# To apply for Translation

 Translation 

  Click Apply button and system will display Request Tab. 

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

Showing 1 to 1 of 1 entries

FirstPreviousNextLast

# 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

The screenshot shows the 'Request' tab of a web application. The form contains the following elements:

- Navigation:** Back arrow, Request (active), Document, Acknowledgement.
- Date:** 'I wish to apply and I need it by this date:' followed by a date input field (annotated with 6).
- Medical Council:** 'Medical Council / Professional Licensing Authority:' followed by a text input field (annotated with 7).
- Address:** 'Address:' followed by a text input field (annotated with 8). Below it is a checkbox 'Same as Personal Address'.
- Certificates:** A list of certificates with checkboxes for selection (annotated with 9):
  - Provisional Registration Certificate
  - Houseman Training Experience Report
  - Full Registration Certificate
  - Temporary Practising Certificate
  - Annual Practising Certificate
  - Request Certificate True Copy
- Additional Info:** A note: '(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)'. Below it are 'Year' and 'to Year' input fields.
- Buttons:** A red box highlights the 'Save' button (with a floppy disk icon) and a 'Cancel' button.

Click button to save changes

# To apply for Translation

Translation

Request

Document

Acknowledgement

List of mandatory documents

| Document title            | Action                                |
|---------------------------|---------------------------------------|
| Identity card or passport | <div>Choose File</div> No file chosen |

Please upload the mandatory documents

List of Supporting Documents

| Document title | Action                                |
|----------------|---------------------------------------|
| Offer Letter   | <div>Choose File</div> No file chosen |

Please upload the supporting documents if applicable

Save

Cancel

# To apply for Translation

The screenshot shows a web application interface with a top navigation bar containing icons for 'Request', 'Document', and 'Acknowledgement'. The 'Acknowledgement' tab is highlighted with a red box and labeled with a red circle '10' and an arrow. Below the navigation bar, there are two checkboxes. The first checkbox is highlighted with a red box and labeled with a red circle '11' and an arrow. The second checkbox is also highlighted with a red box and labeled with a red circle '12' and an arrow. The 'Submit' button is highlighted with a red box. A purple callout box contains the text: 'After completing every section, please proceed to Acknowledgement tab, check the declaration box and submit the application'.

← Request Document Acknowledgement

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☐ 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).

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Submit

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



MAIN NAVIGATION

- Home
- Profile
- I-Voting

Status change seen [here](#)

+ 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       |   |

Showing 1 to 6 of 6 entries

First

Previous

Next

Last

13

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

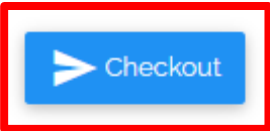
<sup>1</sup>MMC will not be held responsible should any complication arise

# Payment Summary

| # | Item        | Price  | Total     |
|---|-------------|--------|-----------|
| 1 | TRANSLATION | 200.00 | 200.00    |
|   |             | Total  | RM 200.00 |

Click checkout to proceed with payment

14



Payment options are as below:

1. eWallet

OR

2. Online Banking

Simple, Convenient, Secure,

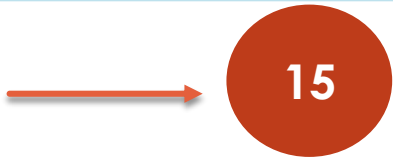
  
ipay88

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

Available Payment Method:

 Online Banking

 eWallet



 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:



Online Banking



eWallet

16

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](#).

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» 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:

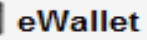
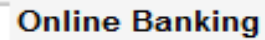


## 19

20



**Available Payment Method:-**



|                           |                           |
|---------------------------|---------------------------|
| Net Charges               | <b>MYR 1.00</b>           |
| Pay To                    | Malaysian Medical Council |
| Payment of                | Translation               |
| Reference No / Payment ID | R20036900 / T024247611620 |

Timeout: 07:50

Bank Islam

» Proceed

Cancel



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

# 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 |
| Subtotal    |           |          | RM 200.00 |
| Shipping    |           |          |           |
| Total       |           |          |           |

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

 Pay  Cancel

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

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



Translation

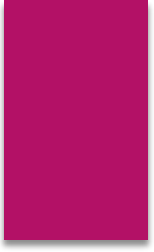
+ Apply

| No. | Application Status | Application Date | Action                                                                                                                     |
|-----|--------------------|------------------|----------------------------------------------------------------------------------------------------------------------------|
| 1   | Approved           | 24-08-2020       | <div><div><div>Translation Certificate</div><div><div></div><div></div><div></div><div></div><div></div></div></div></div> |

Showing 1 to 1 of 1 entries

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**