



MALAYSIAN MEDICAL COUNCIL

GUIDELINE FOR DOCUMENT VERIFICATION

Please take note:

- a. The 460th MMC's meeting held on 25 November 2025 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. If the original documents are not in either Bahasa Melayu or English, you are required to submit a translated version (original) in either Bahasa Melayu or English along with certified copies of the documents in its original language. Translated documents are only accepted if carried out by original institution, Institut Terjemahan & Buku Malaysia (ITBM) or officers of the appropriate Malaysian Embassies. These must be attached with Certified copies of the document in its original language.
3. A certified photocopy is considered **valid and acceptable** by the Malaysian Medical Council **only** if it bears the following criteria:
 - 3.1. The document is signed by any of the designated or authorized signatories as follows:
 - a. Malaysian public officials holding administrative and professional posts (Grade 9 and above);
 - b. Advocates and solicitors;
 - c. Commissioner for Oaths;
 - d. Notary Public or equivalent;
 - e. Embassy or Consulate officials holding administrative and professional posts.
 - 3.2. **EVERY SINGLE PAGE** of the documents submitted should be certified.
 - 3.3. Documents certified by a Commissioner for Oaths must bear a seal prescribed under Rule 12 of the Commissioners for Oaths Rules 2018 enacted under the Courts of Judicature Act 1964.

3.4. **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 details above (items a. to d.) must be **rubber-stamped**; and
- e. The person certifying must put down his/her **signature** and **not** his/her initials.

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

<p>Certified True Copy</p> <p>أحمد</p> <p>Dr. Ahmad bin Muhammad MMC Full Registration No. 27666 Family Medicine Specialist</p>	Signature and NOT initials
	Name in full
	MMC Full Registration number
	Designation in full
	All these details must be rubber-stamped

3.6. Certifications which do not conform to this Guideline will be considered **invalid and NOT accepted**.

4. If the applicant's printed names in any of the documents submitted differ, please submit a Statutory Declaration.
5. For further details or enquiries, please contact us. Your cooperation is greatly appreciated.

Thank you.

Malaysian Medical Council

25 November 2025

Revised:

First	: 18.12.2008
Second	: 11.6.2009
Third	: 13.10.2011
Fourth	: 27.6.2012
Fifth	: 22.11.2013
Sixth	: 25.11.2025