

MALAYSIAN MEDICAL COUNCIL

GUIDELINE & APPLICATION FORM

FOR COMPULSORY SERVICE PRIVILEGES

Please take note:

- a. The following information is provided to assist you.
- b. Please read these notes for guidance before completing the Application Form.
- c. You are expected to observe and comply with ALL the terms and conditions stipulated herein.
- d. Not adhering to any of the requirements may result in undue and unnecessary delay in processing your application.
- e. 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. Pursuant to the **Medical Act 1971**, you are required to **register** with the Malaysian Medical Council to practice medicine in Malaysia;
2. Pursuant to **section 40** of the **Medical Act 1971**, **IMMEDIATELY** upon being conferred **Full Registration**, you are mandated to assume services within the **public sector** for a **continuous total** period of **NOT LESS than THREE years**.
3. Though government agencies are deemed public services according to Article 132 of the Federal Constitution, **section 41** of the **Medical Act 1971**, however, empowers the Director-General of Health to determine which public services where one can practice to complete his compulsory services. Due to current shortage of medical practitioners in the Ministry of Health (MOH), the Director-General **considers only services within the Ministry of Health** as fulfilling such legal requirement.
4. Hence, it is an offence (**section 40(2) of the Medical Act 1971**) if you do not comply with such requirement. Upon conviction in court, the Registrar is empowered to strike your registration off the Register (**section 40(3) of the Medical Act 1971**).
5. However, under **section 42** of the **Medical Act 1971**, the Honourable Health Minister may grant **reduction, exemption or postponement** from the period of service.
6. To avoid committing an offence, if you are unable or do not intend to complete the compulsory service, you can either apply for:
 - a. **reduction, exemption or postponement** from the Honourable Health Minister; or
 - b. **consideration** from the Director-General of Health for your services in any public sector as fulfilling the legal requirement.
7. The eligibility criteria are:
 - a. For **reduction and exemption**:

Both the **reduction** and **exemption** are usually considered for those who have served a certain period of time in the public sector or beyond certain age.

You need to provide proof of services in public sector.
 - b. For **postponement**:

Generally, **postponement** is considered for practitioners who need to leave MOH or other public services before the three-year period.

For practitioners without postgraduate qualifications wishing to join the academic sector before completing their services in the MOH, they should apply for a **postponement**. Usually the Honourable Minister of Health will approve the **postponement**.

You need to enclose a copy of offer letter as proof.

c. For **consideration**:

For those who possess postgraduate qualification and want to practise in the academic sector, they may apply for **consideration** from the Director-General of Health. Similarly, those who have been given commendation or promoted whilst in other public agencies may also apply for consideration.

However, only those who have applied and granted **postponement** by the Honourable Minister are eligible to apply for **consideration** to be backdated. Those who have never applied may only be considered for **consideration** from the application date.

You need to attach a copy of a postgraduate degree, commendation or promotion letter as proof.

8. However, please take note that:

- a. ALL the privileges under the compulsory services can **only** be considered if applications are submitted appropriately and timely;
- b. Application for **postponement** are **only** considered prospectively and **NOT** retrospectively;
- c. Application for **consideration** can **only** be considered retrospectively if the applicant practitioner has been previously approved for **postponement** by the Honourable Minister.
- d. Those granted **postponements** are **NOT** allowed to work in the private sector during the period.

9. For Malaysians practising abroad and intending to come back and serve Malaysia, they are eligible for **exemption** if they fulfil the following criteria:

a. **For those below 45 years:**

- they need to possess a rare specialty as determined by a Committee; or
- they intend to work as a lecturer in either a public or a private medical teaching institution.

b. **For those above 45 years:**

- they are eligible for total **exemption** notwithstanding whether they possess a postgraduate qualification or otherwise.

10. To apply for the privileges in **paragraph 9**, please use the **Application Form** annexed in the **Surat Pekeliling Ketua Pengarah Kesihatan Bil. 12/04: Kelonggaran Khidmat Wajib Bagi Menggalakkan Warganegara Malaysia Pulang** (under **'Relevant Circulars'**).

11. **Please ensure that ALL mandatory fields marked *** are completed (preferably **type-written** in **BLOCK LETTERS**) before you submit.

12. You are advised to keep a copy of the **document/s submitted** for your future reference;

13. Please allow **4 (FOUR)** weeks for us to process your application once accepted.

14. Please submit this application to:

***The Director General of Health,
Ministry of Health Malaysia,
Level 13, Block E-7, Block E,
Federal Government Administrative Centre,
Federal Territory,
62518 PUTRAJAYA.***

15. Application can be submitted in person or via post, fax and/or e-mail;

16. Upon receipt, you will be promptly notified. You are strongly advised to respond immediately to our notification for any shortcomings, if any.

17. Please ensure that **ALL** documents are certified according to our **Guideline for Document Verification**.

18. If your printed names in any of the documents submitted differ, please submit a Statutory Declaration;

19. 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 document in its original language. Translated documents are only acceptable if carried out by qualified translators or officers of appropriate embassy.

20. Please keep a copy of the form you submitted for your future reference;

21. To avoid breaching any of the proviso in the **Medical Act 1971**, the **Director General** will determine the type of relaxation deemed appropriate and suitable for you.

22. The approval letter will be send directly to you by post. You may collect it personally from our office. However, if you want someone to collect on your behalf, he needs to produce a Letter of Authorization during collection.

23. Please feel free to **contact us** if you:

- a. were not acknowledged after submitting your application; and/or
- b. do not hear from us after the processing period is over;
- c. require assistance or if you have any questions.

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 December 2008.**

Second: **11 June 2009.**

COMPULSORY SERVICE REQUEST FORM

1. **Name***:

2. **Identity Card No.***:

3. **Address: Residential:**

.....

Postal*:

.....

4. **Contact: Handphone***: - **Residence** : -

Office : - (DL) - Ext.

Fax : - **Email:**

5. **Full Registration***: No. Date:/...../.....

6. **Date Commencing the Compulsory Services***:/...../.....

7. **Date Expected to Complete the Compulsory Services***:/...../.....

8. **Type of Compulsory Service Requested (as per Medical Act 1971)***:

(Please ✓ only one in the bracket provided.)

a. () - consider my service in other government agencies as completing the service per section 40(4)(b);

b. () - Postponement as in section 42(1) for a period of years;

c. () - Exemption as in section 42(1); or

d. () - Reduction as in section 42(1).

9. **Reason(s) for Applying***:

a.

b.

c.

10. **Do you have any document/s to support your request?** **YES/NO**

If you do, please send us appropriately certified copies and list them below.

a.

b.

c.

Your signature*:

Date*:/...../.....

MALAYSIAN MEDICAL COUNCIL

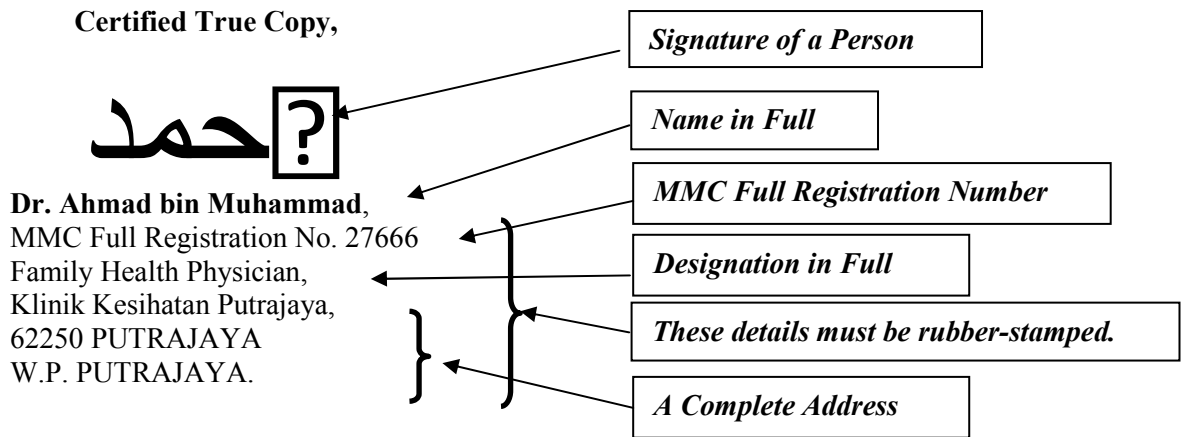
GUIDELINE FOR DOCUMENT VERIFICATION

Please take note:

- a. The following information is provided to assist you.
- b. Please read these notes for guidance before submitting your application.
- c. You are expected to observe and comply with ALL the terms and conditions stipulated herein.
- d. Not adhering to any of the requirements may result in undue and unnecessary delay in processing your application.
- e. 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/s is signed by designated or authorized signatories as follows:
 - a. Any 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 Peace.
 - 2.2. **Every** single page of the documents submitted should be certified.
 - 2.3. **Each** certified documents **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. These details must be rubber-stamped; and
 - f. A signature and not an initial.
 - 2.4. Documents certified by 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 document in its original language. Translated documents are only acceptable if carried out by qualified translators or officers of appropriate embassy.
6. Any certification which does 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 December 2008.
Second: 11 June 2009.