GUIDELINE FOR PROVISIONAL REGISTRATION

MEDICAL REGISTER INFORMATION AND TECHNICAL SYSTEM (MERITS)
ELIGIBILITY LETTER
STEP 1

Go to [http://meritsmmcm.moh.gov.my/](http://meritsmmcm.moh.gov.my/)
STEP 2

Select type of identification and fill in identification number

Click Verify
Select ‘No’ for internship

Complete your biodata as well as qualifications

Click register
You will receive an activation email in your inbox. Click the Activate button.
STEP 5

Create your password and save
Click profile and complete it and make sure there is **NO** mistake. **CHANGES CANNOT BE MADE ONCE SAVED**

Leave ‘NSR Number’ column empty and click save.
### STEP 7

<table>
<thead>
<tr>
<th>Basic Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition</td>
<td>Recognition</td>
</tr>
<tr>
<td>Country</td>
<td>MALAYSIA</td>
</tr>
<tr>
<td>University</td>
<td>MONASH UNIVERSITY SUNWAY CAMPUS</td>
</tr>
<tr>
<td>College</td>
<td>JEFFREY CHEAH SCHOOL OF MEDICINE AND HEALTH SCIENCES. MONASH UNIVERSITY MALAYSIA, SUNWAY CAMPUS</td>
</tr>
<tr>
<td>Date of Passed Exam</td>
<td>-</td>
</tr>
<tr>
<td>Date of Awarded Qualification</td>
<td>-</td>
</tr>
<tr>
<td>Basic Qualification Name</td>
<td>BACHELOR OF MEDICINE AND BACHELOR OF SURGERY</td>
</tr>
</tbody>
</table>

Go to Qualification Header then:
1. Click the Edit icon
2. Fill in both dates CORRECTLY make sure there is NO mistake.

**Date Passed Exam** = **Date of Final Transcript**
**Date Awarded Qualification** = **Date on Degree Scroll**

*If you enter the wrong date and request a change, an amendment can be done at RM50 per application.*
STEP 8

After ‘Biodata’ and ‘Qualification’ Headers are complete you will see ‘Provisional Registration’ tab, Click ‘Applications’ and ‘Apply for Provisional Registration Eligibility Letter’
Complete Fitness to Practice (FTP) section. If you have health problems. Please upload latest Medical Report not more than 3 months from submission date in this section. After that, select ‘Yes’ in ‘Section E: Declaration’ and Save.
**STEP 10**

Upload all documents required in Mandatory Documents section.

**Reminder:**
- size < 2mb
- format: pdf or png ONLY

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of Documents</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Original Declaration Form</td>
<td>Choose File N.</td>
</tr>
<tr>
<td>2</td>
<td>Recent Passport-sized Photograph</td>
<td>Choose File N.</td>
</tr>
<tr>
<td>3</td>
<td>A certified true copy of Identity Card</td>
<td>Choose File N.</td>
</tr>
<tr>
<td>4</td>
<td>A certified true copy of Sijil Pelajaran Malaysia (SPM) certificate (SPM result slip is not acceptable) / Higher School Certificate / O Level / A Level</td>
<td>Choose File N.</td>
</tr>
<tr>
<td>5</td>
<td>Certified true copy of final academic transcript covering the whole course / study duration that signed by PRESIDENT, RECTOR, SENATE or REGISTRAR only.</td>
<td>Choose File N.</td>
</tr>
</tbody>
</table>

Go to Acknowledgment tab then:
1. Check the Declaration box
2. Click Submit
## STEP 12

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>Application Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17-02-2020</td>
<td>Provisional Registration Eligible Letter</td>
<td>Waiting Payment</td>
<td></td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

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Click here to make payment

**Note:** ALL payment **MUST** be made through MeRITS **ONLY**
You will be directed to the payment page after clicking the Payment Icon
After that click Checkout button
You will be redirected to FPX page to complete payment. There are 2 payment methods available:

1. Online banking
2. eWallet
1. After payment has completed, wait for the Status to change to ‘Approved’
2. After Status change has occurred, you will see ‘Letters’ icon here, click and download your ‘ELIGIBILITY LETTER’
1. Your Status will change to ‘Query From Officer’ if your application is incomplete
2. Click ‘Edit’ icon to make a correction
After clicking the ‘Edit’ icon you will see the **query notification** under the Provisional Tab.
After making appropriate changes, select the ‘Acknowledgement’ Tab then check the Declaration box and Submit (Repeat Step 11)
This is a sample of ‘Eligibility Letter’

The number after alphabet ‘T’ is to be used for SPA (Suruhanjaya Perkhidmatan Awam) online registration.