

# DPIMS SYSTEM

## PRACTITIONER'S USER MANUAL



**Prepared by :**

Information Management Division



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## 1.0 MAIN PAGE

➤ Every User that is given a **User ID** and **Password** can access the **DPIMS System** through the URL **<http://dpims.moh.gov.my/>**

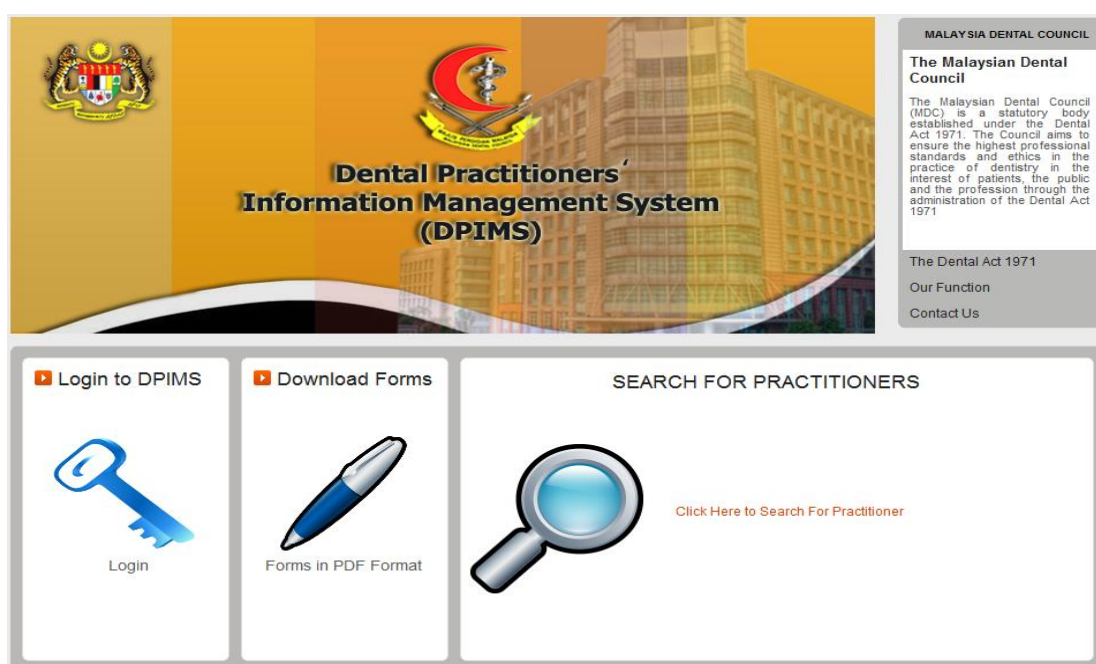
➤ At the main page of the DPIMS site there are four main menus, which are:

 **Log in to DPIMS**

 **Download Forms**

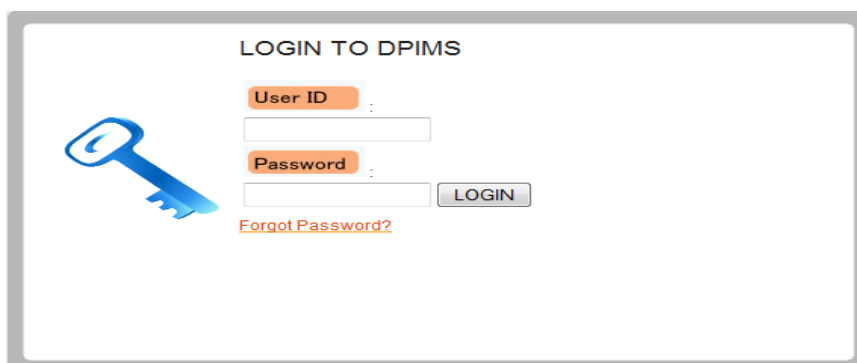
 **Search for Practitioners**

 **Info Panel**



### 1.0.1 LOGIN TO DPIMS

- This menu is used to log in to the **DPMIS System** for applications, updating of the Dental Practitioner's records and administration purposes.




### 1.0.2 DOWNLOAD FORMS

- This menu is used to download the forms listed below, without logging in to the **DPIMS System**.

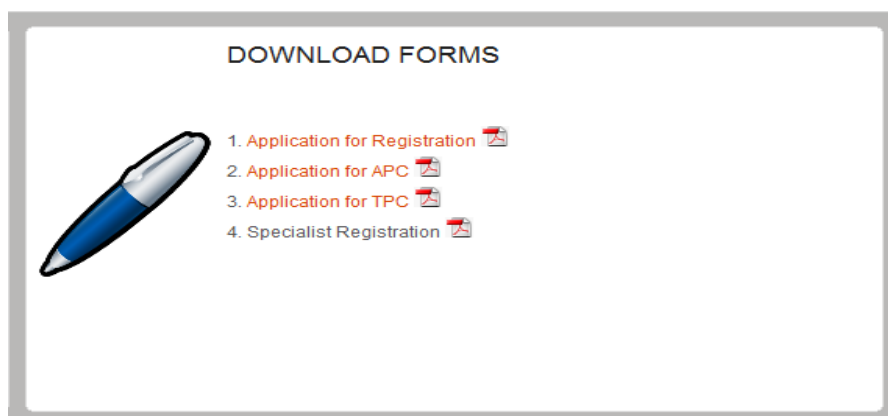
 Application form for Registration

 Application form for APC

 Application form for TPC

 Application form for Specialist Registration **(Note: The Specialist Registration link is not available yet)**

**(Note: All these documents can only be downloaded in pdf format)**



### 1.0.3 SEARCH FOR PRACTITIONERS

- This menu is used to make a search on **Practitioners** who have an APC and are listed in the **DPIMS System**.



- A search can be made by Practitioner's Name, Category and/or State.

- When you click on the **Home** hyperlink, the **DPIMS** main screen will be displayed.

- The **Details** hyperlink, when clicked, will display brief information regarding the Practitioner in search.

- When you click on the **Back** hyperlink, it will go back to the previous screen.

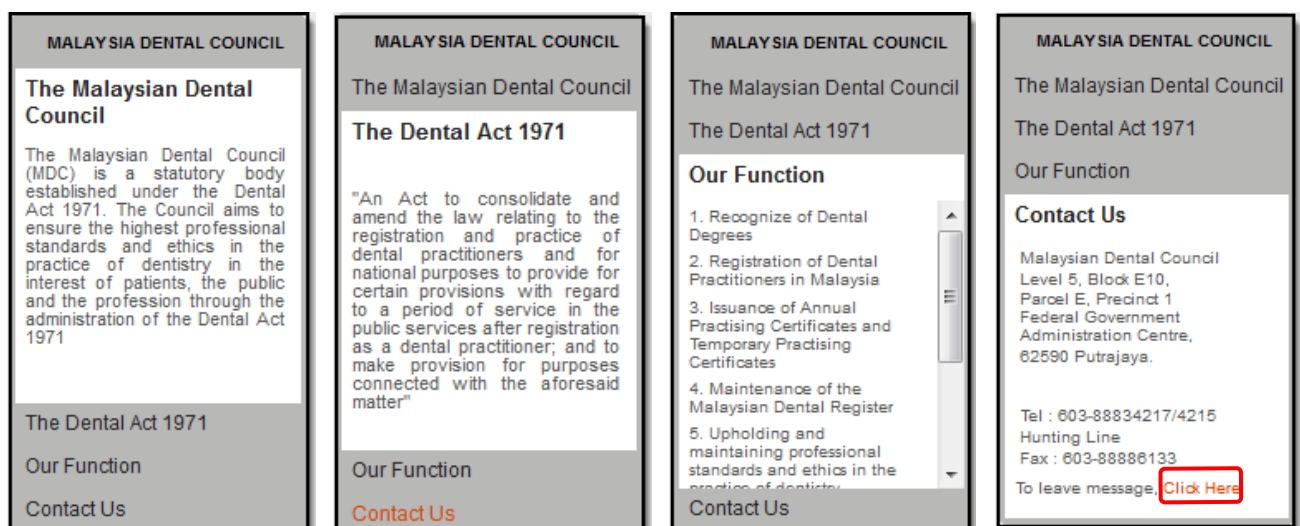
### 1.0.4 INFO PANEL

- The Info panel was prepared to give **DPIMS System** users information regarding the **Malaysian Dental Council**.

- Click on the **MALAYSIA DENTAL COUNCIL** hyperlink and it will link to <http://mdc.moh.gov.my/>.



- Other information that is displayed on the **Info Panel** is as follows:



- The **Contact Us** screen will be displayed if the **Click Here** hyperlink is clicked.

- Fill in the relevant information (**Note:** *'\**' denotes a required field) and click the **SUBMIT** button or the **BACK** button to return to the **DPIMS System** main screen.

## 1.1 PRACTITIONER

### 1.1.1. Aim

This module enables the Practitioner to apply for his APC online.

### 1.1.2. Responsibility

Practitioners are responsible to ensure that this online application process is successfully completed.


### 1.1.3. System Startup

To enter the system a User must have **Internet Explorer 8.0** or above.


Type in the URL **http://dpims.moh.gov.my**. The **DPIMS system** main screen will be displayed.

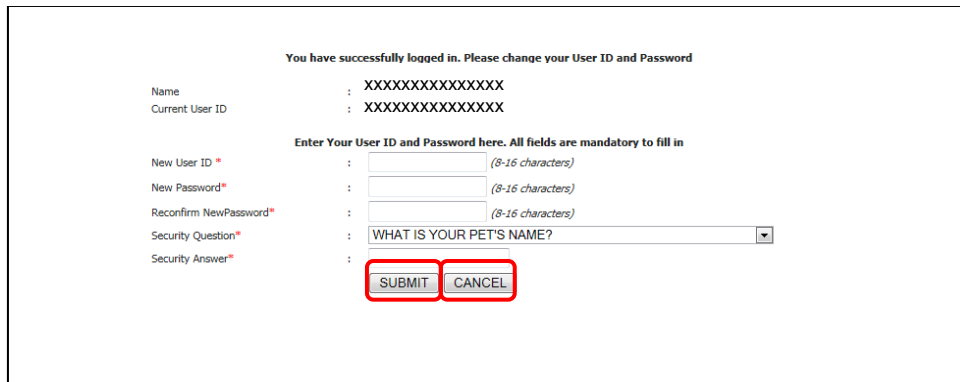
## 1.1.4. Log in To DPIMS



### 1.1.4.1. Log in

-  Ensure that you type in the correct **User ID** and **Password** as a Practitioner. Click the **LOG IN** button.



-  For first time log ins, the system will display a **LOG IN SUCCESSFUL** message followed by the following steps. (**Note:** The User ID and password must contain at least 8 characters)



-  Click the **Cancel** button to abort.
-  Click the **Submit** button to proceed. The system will display a successful changed User ID and password screen.



You have successfully changed your UserID and Password. Please check your details before proceeding further.

Name	: AZLIZA BT ZABHA
IC No.	: 770218016066
Date of Birth	: 18-FEB-1977
Gender	: FEMALE
Home Address	: NO. 39 JALAN MAWAR 12C, TMN.MAWAR, BANDAR BARU SALAK TINGGI 43900 SEPANG SELANGOR

[More Details](#)

The Information given above is correct ?



Click the **More Details** hyperlink to display more information.

DETAILS		
Name	: xxxxxxxxxxxxxxxx	Notes : we already update you personal data
NRIC NO.	: xxxxxxxxxxxxxxxx	
Citizenship	: xxxxxxxxxxxxxxxx	
Registration No.	: xxxxxxxxxxxxxxxx	
Registration Date	: 07-02-2003	
Status	: ACTIVE	
Date Reported	: 14-04-2003	
Date Completed Compulsary Service	: -	

QUALIFICATION	DATE	SECTION	DIVISION	SPECIALIST
BDS (W. Australia)	19-12-2002	12(1)	DIV I	
MSc (DPH) (London)	01-11-2010		DIV I	



Click the **No** button to go back to the log in page.



Click the **Yes** button to continue. The Practitioner's main screen will be displayed.



 Please click on the **Log out** hyperlink to exit the system.

### 1.1.4.2 Forgot Password

 If a Practitioner forgets his **password**, click on the **Forgot Password?** hyperlink. The screen below will be displayed.

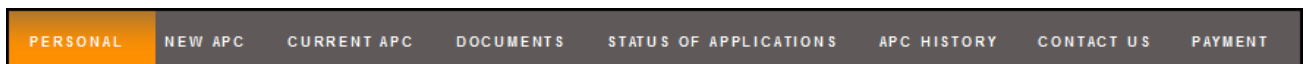
-  Enter all information in the relevant fields. Click the **SUBMIT** button. The message box below will be displayed.



-  To **RESET the form**, click the **RESET** button.
-  Click the **CLOSE** button to exit from this screen.

## 1.2 PRACTITIONER MENU

-  The menus under **Practitioner** Menu are:



### 1.2.1 Personal Data Tab

-  Click the **Personal** tab and the Practitioner's information will be displayed.

PERSONAL	NEW APC	CURRENT APC	DOCUMENTS	STATUS OF APPLICATIONS	APC HISTORY	CONTACT US	PAYMENT	HIDE INFO
<b>Name</b> : xxxxxxxxxxxxxxxx <b>NRIC No.</b> : xxxxxxxxxxxxxxxx <b>Citizenship</b> : xxxxxxxxxxxxxxxx <b>Registration No.</b> : xxxxxxxxxxxxxxxx <b>Registration Date</b> : 07-02-2003 <b>Status</b> : ACTIVE <b>Date Reported</b> : 14-04-2003 <b>Date Completed Compulsory Service</b> : 13-04-2006		<b>Qualification</b> : BDSc (W. Australia) MSc (DPH) (London) <b>Date</b> : 19-12-2002 01-11-2010 <b>Section</b> : 12(1) <b>Division</b> : DIV I <b>Notes:</b> we already update you personal data						
<b>PERSONAL DATA</b> <b>Date of Birth</b> : 18-02-1977 <b>Gender</b> : FEMALE <b>Contact Information</b> <b>Home Address</b> : NO. 39 JALAN MAWAR 12C, TMN.MAWAR, BANDAR BARU SALAK TINGGI <b>Postcode</b> : 43900 <b>State</b> : SELANGOR <b>Tel. House</b> : 0388834207 <b>District</b> : SEPANG <b>H/P</b> : 0388834217								
<input type="button" value="EDIT"/>								

 Click the **Edit** button to update the Practitioner's information.

PERSONAL DATA	
<b>Date of Birth</b>	: 18-02-1977
<b>Gender</b>	: FEMALE
<b>Contact Information</b>	
<b>Home Address *</b>	: NO. 39 JALAN MAWAR 12C, TMN.MAWAR, BANDAR BARU SALAK TINGGI
<b>Postcode</b>	: 43900
<b>State *</b>	: SELANGOR
<b>Tel. House</b>	: 0388834207
<b>District *</b>	: SEPANG
<b>H/P</b>	: 0388834217
<input type="button" value="SUBMIT"/> <input type="button" value="CANCEL"/> <input type="button" value="BACK"/>	

 Click the **Submit** button to submit the edited information.

 The system will display the **RECORD UPDATED! message**. Click the **OK** button to return to the previous screen.

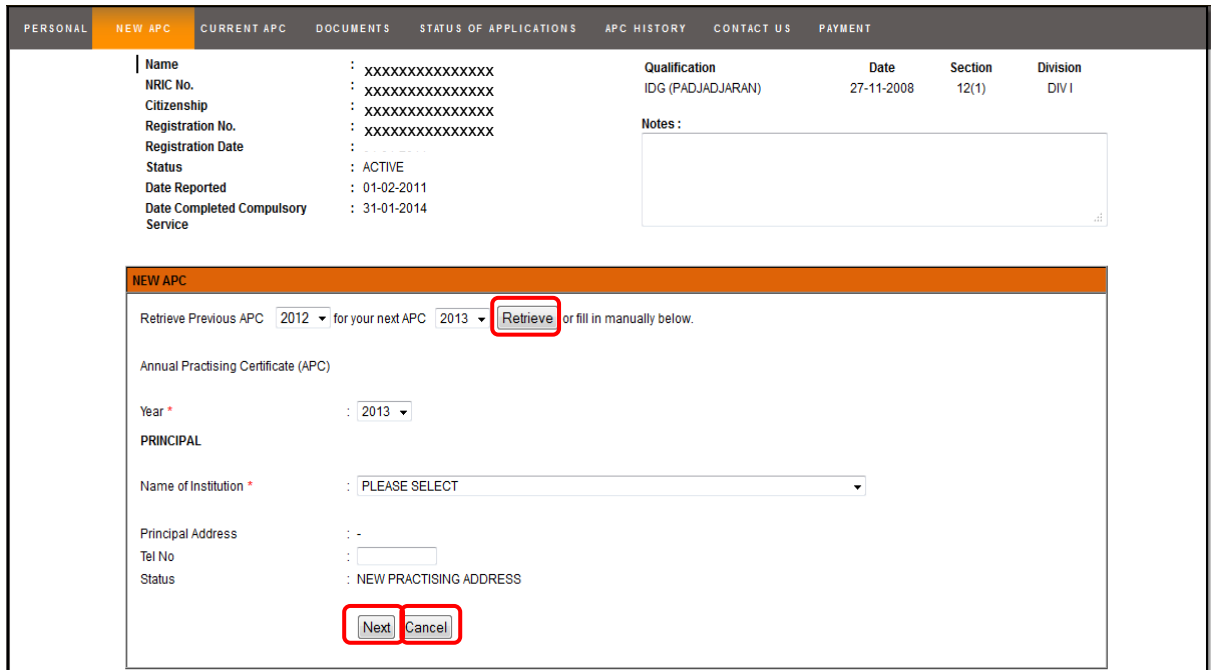
DPIMS - UPDATE CONTACT INFORMATION
<b>RECORD UPDATED!</b> <input type="button" value="OK"/>

 Click the **Cancel** button to abort.

 Click the **Back** button to return to the previous screen.

### 1.2.2 New APC Tab (To Apply for a New APC)


 Click the **New APC** tab. The **New APC** screen will be displayed.



 User can choose either to retrieve information from their previous APC or fill in the information required manually.

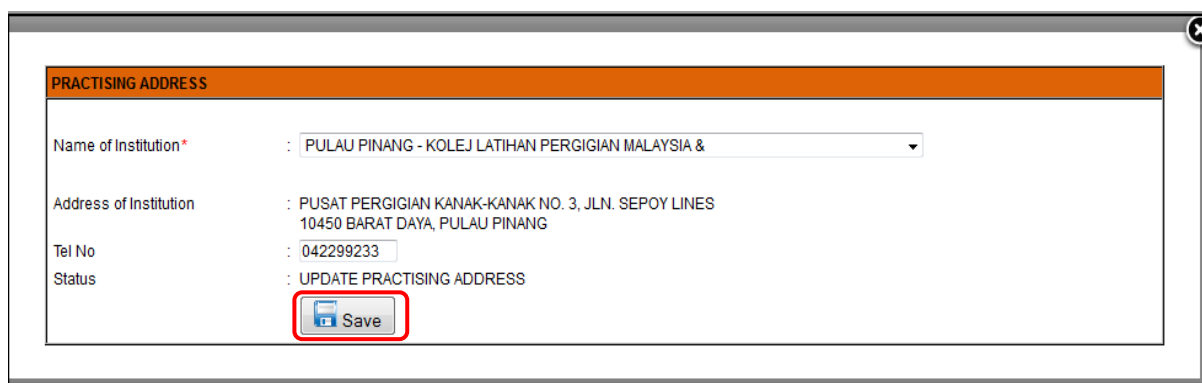
 If you choose to enter the details manually, fill in the relevant fields.

 Click the **Cancel** button to abort.

 Click the **Next** button to proceed with application. If User used previous APC as a draft, a word DRAFT will be shown at left top of the screen.



 Click the **Edit** button to edit principal practising address.




**PRACTISING ADDRESS**

Name of Institution\* : PULAU PINANG - KOLEJ LATIHAN PERGIGIAN MALAYSIA &


Address of Institution : PUSAT PERGIGIAN KANAK-KANAK NO. 3, JLN. SEPOY LINES  
10450 BARAT DAYA, PULAU PINANG

Tel No : 042299233

Status : UPDATE PRACTISING ADDRESS

 Save

 Then, click the **Save** button to save record.

 Click the **Add Practising Address** button to add a practising address.



**PRACTISING ADDRESS**

Name of Institution\* : - PRIVATE ()

Name of Clinic :


Address of Institution :


POSTCODE: STATE: PLEASE SELECT DISTRICT: PLEASE SELECT

Tel No :

Status : NEW PRACTISING ADDRESS

 Save

 For a Private Practising Address, user must key in the required details i.e name of clinic and address of Institution.



**PRACTISING ADDRESS**

Name of Institution\* : - PRIVATE ()


Name of Clinic :

Address of Institution :

POSTCODE: STATE: PLEASE SELECT DISTRICT: PLEASE SELECT

Tel No :

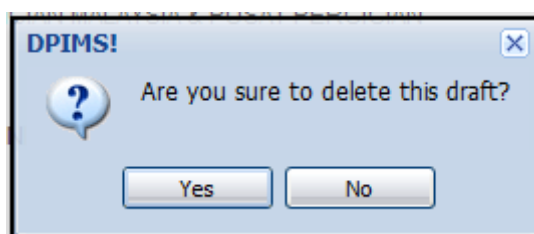
Status : NEW PRACTISING ADDRESS

 Save


 Then, click the **Save** button to save the record.

Name of Institution	: XXXXXXXXXXXX	
Name of Organisation	: PRIVATE	
Category	: PRIVATE	
Address	: NO 123, TAMAN MEWAH 47610 ,	
Tel No	:	
Status	: <b>NEW PRACTISING ADDRESS</b>	<input type="button" value="EDIT"/> <input type="button" value="DELETE"/>

- Click the upper right **Delete** button if want to delete the newly added practising address.
- Click the lower **Delete** button to delete the draft. A confirmation delete message box will be displayed.



- Click the **Submit** button to submit the New APC application.
- The system will display the actual and total number of MyCPD points for the current year and two previous years.

CALCULATING MYCPD POINTS/DISCIPLINARY	
 ..Please Wait..	
MYCPD POINTS (FROM MYCPD)	
YEAR	ACTUAL POINT
2010	108
2011	81
2012	0
<b>TOTAL</b>	<b>189</b>

- If successful after checking MyCPD points, the screen below will be displayed automatically.

CALCULATING MYCPD POINTS/DISCIPLINARY

You can proceed with your application by clicking on the Proceed button.

For application of APC Locum/APC Private please fill in your email address in the space provided to receive payment notification.

Email : 
Proceed

-  Click the **Proceed** button to submit the New APC application. A successful page will be displayed as below:

**A. For application of APC Locum (need verification).**

PAYMENT


Your Application has been submitted. You can make payment after your Application is verified. Notification will be send to your email.

For Manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council

For Online Payment:



- Please click MyBayar button to continue (if no verification needed).
- Please log on to DPIMS and click on the 'Payment' tab to proceed with your payment after your application is verified.

NO.	DESCRIPTION	AMOUNT
1	ADD ADDRESS APC	RM50.00
<b>Total</b>		<b>RM50.00</b>



Don't have an account? Register...

Home


-  Click the **Home** button to end the process and return to the Personal Data Menu screen.
-  Payment only can be make after the APC application is verified. For manual payment, please make payment by Money Oder/Postal Order/Bank Draft direct to the Malaysian Dental Council or pay online through the myBayar portal. For online payment, please click the MyBayar button to continue. (Refer myBayar Portal Practitioner's User Manual).

**B. For application of APC Government.**

PAYMENT

Your Application has been submitted.

Home

-  Click the **Home** button to end the process and return to the Personal Data Menu screen.



**C. For application of APC Private.**

For manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council or pay online through the myBayar portal. For online payment, please click the MyBayar button to continue. (Refer myBayar Portal Practitioner's User Manual).

**PAYMENT**


Your Application has been submitted.

For Manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council.

For Online Payment:




- Please click MyBayar button to continue (if no verification needed).
- Please log on to DPIMS and click on the 'Payment' tab to proceed with your payment after your application is verified.

NO.	DESCRIPTION	AMOUNT
1	NEW APC	RM50.00
2	FINE	RM50.00
<b>Total</b>		<b>RM100.00</b>




Don't have an account? [Register...](#)

Home

-  Click the **Home** button to end the process and return to the Personal Data Menu screen.
-  Note: A fine will be levied for any APC application submitted later than 1st December for an APC for the following year.
-  A 'suspended' screen will appear after submission of an APC application if the practitioner has a disciplinary problem. The user should call the MDC for further clarification.


**CALCULATING MYCPD POINTS/DISCIPLINARY**

You have been suspended, Please call the MDC if you need further clarifications.

-  After an application has been successfully submitted, under the New APC tab screen, the following below message will be displayed.


**NEW APC**

YOUR APPLICATION HAVE BEEN SUBMITTED AND NOT APPROVE YET.

-  The application will be approved, only after payment is made, either online or manually.




After the application has been verified and approved, the status of the Practitioner will be shown as Active. Under the current APC tab, the list of practising addresses on the approved APC will be listed.

PERSONAL	NEW APC	CURRENT APC	DOCUMENTS	STATUS OF APPLICATIONS	APC HISTORY	CONTACT US	PAYMENT										
		Name : XXXXXXXXXXXXXXXX NRIC No. : XXXXXXXXXXXXXXXX Citizenship : XXXXXXXXXXXXXXXX Registration No. : XXXXXXXXXXXXXXXX Registration Date : Status : ACTIVE Date Reported : 10-10-2012 Date Completed Compulsory Service : 09-10-2014		Qualification : BDS (Malaya) Date : 08-04-2009 Section : 12(1) Division : DIV I Notes :													
<b>Current APC</b> <table border="1"> <thead> <tr> <th>NO.</th> <th>PRINCIPAL ADDRESS</th> <th>CATEGORY</th> <th>APC YEAR</th> <th>DATE OF APC</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>KP BANDAR TUN RAZAK</td> <td>GOVERNMENT</td> <td>2012</td> <td>4:23 PM</td> </tr> </tbody> </table>								NO.	PRINCIPAL ADDRESS	CATEGORY	APC YEAR	DATE OF APC	1.	KP BANDAR TUN RAZAK	GOVERNMENT	2012	4:23 PM
NO.	PRINCIPAL ADDRESS	CATEGORY	APC YEAR	DATE OF APC													
1.	KP BANDAR TUN RAZAK	GOVERNMENT	2012	4:23 PM													
<small>©Ministry Of Health. All Rights Reserved.                      DISCLAIMER : MDC shall not be liable for any loss or damage caused by the usage of any information obtained from this portal                      Best view using Internet Explorer 8.0 above with resolution 1280 x 1024.</small>																	

### 1.2.3 Current APC Tab (To View and Edit a Current APC Application)




Click **Current APC tab**. The **Current APC** screen will be displayed.

PERSONAL	NEW APC	CURRENT APC	DOCUMENTS	STATUS OF APPLICATIONS	APC HISTORY	CONTACT US	PAYMENT										
		Name : XXXXXXXXXXXXXXXX NRIC No. : XXXXXXXXXXXXXXXX Citizenship : XXXXXXXXXXXXXXXX Registration No. : Registration Date : 07-02-2003 Status : ACTIVE Date Reported : 14-04-2003 Date Completed Compulsory Service : -		Qualification : BDSc (W. Australia) Date : 19-12-2002 MSc (DPH) (London) Date : 01-11-2010 Notes : we already update you personal data													
<b>Current APC</b> <table border="1"> <thead> <tr> <th>NO.</th> <th>PRINCIPAL ADDRESS</th> <th>CATEGORY</th> <th>APC YEAR</th> <th>DATE OF APC</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE</td> <td></td> <td>2012</td> <td>08-08-2012</td> </tr> </tbody> </table>								NO.	PRINCIPAL ADDRESS	CATEGORY	APC YEAR	DATE OF APC	1.	FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE		2012	08-08-2012
NO.	PRINCIPAL ADDRESS	CATEGORY	APC YEAR	DATE OF APC													
1.	FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE		2012	08-08-2012													
<small>©Ministry Of Health. All Rights Reserved.                      DISCLAIMER : MDC shall not be liable for any loss or damage caused by the usage of any information obtained from this portal                      Best view using Internet Explorer 8.0 above with resolution 1280 x 1024.</small>																	



Click the **Practising Address** hyperlink to view the APC record


CURRENT APC	
Annual Practising Certificate (APC)	
Year *	2012
APC NO	00086/2012
<b>PRINCIPAL</b>	
Name of Institution	FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE
Name of Organisation	
Category	
Principal Address	BLOCK E, PUSAT BANDAR DAMANSARA
Postcode	50490
State	WP KUALA LUMPUR
Status	
<div> <a href="#">EDIT</a> </div> <div> <a href="#">Add Practising Address</a> </div>	
<div> <a href="#">Submit</a> </div>	


-  Click the **Edit** button to edit the principal practising address.

PRACTISING ADDRESS	
Name of Institution*	: WP KUALA LUMPUR - FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE (MAHSA) ▼
Address of Institution	: BLOCK E, PUSAT BANDAR DAMANSARA 50490 KUALA LUMPUR, WP KUALA LUMPUR
Tel No	: <input type="text"/>
Status	: UPDATE PRACTISING ADDRESS
 Save	


-  Then, click the **Save** button to save the record.

-  Click the **Add Practising Address** button to add a practising address.

PRACTISING ADDRESS	
Name of Institution*	: PLEASE SELECT ▼
Address of Institution	: -
Tel No	: <input type="text"/>
Status	: NEW PRACTISING ADDRESS
 Save	

-  For a Private Practising Address, a User must key in the required details i.e name of clinic and address of institution.

PRACTISING ADDRESS	
Name of Institution*	: - PRIVATE () ▼
Name of Clinic	: <input type="text"/>
Address of Institution	: <input type="text"/> <input type="text"/> <input type="text"/>
POSTCODE:	<input type="text"/>
STATE:	PLEASE SELECT ▼
DISTRICT:	PLEASE SELECT ▼
Tel No	: <input type="text"/>
Status	: NEW PRACTISING ADDRESS
 Save	

-  Then, click the **Save** button to save the record. The screen below will be displayed.

**OTHER INSTITUTION**

Name of Institution : xxxxxxxxxxxxxxxx  
 Name of Organisation : PRIVATE  
 Category : PRIVATE  
 Address : NO 123, TMN MELATI  
 Tel No :  
 Status : **NEW PRACTISING ADDRESS**

EDIT DELETE SET AS PRINCIPAL

Add Practising Address

Submit Delete

Click the upper right **Delete** button if want to delete the newly added practising address.

Click the **Set As Principal** button, if want to set the newly added practising address as the principal practising address.

If the User clicks **Save** button, the word DRAFT will be shown at top left of the screen.

**CURRENT APC**

Annual Practising Certificate (APC) DRAFT

Year \* : 2012 APC NO : 00086/2012

**PRINCIPAL**

Name of Institution : FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE  
 Name of Organisation :  
 Category :  
 Principal Address : BLOCK E,  
 PUSAT BANDAR DAMANSARA

Postcode : 50490 Tel No :  
 State : WP KUALA LUMPUR District : KUALA LUMPUR

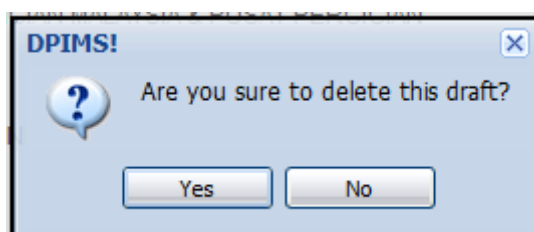
Status : -

EDIT

Add Practising Address

Submit Delete

Click the **Delete** button to delete the draft. A confirmation message box will be displayed.



Click the **Submit** button to submit the Current APC application.

The system will display actual and total number of MyCPD points for the current year and two previous years.

**CALCULATING MYCPD POINTS/DISCIPLINARY**

..Please Wait..

MYCPD POINTS (FROM MYCPD)	
YEAR	ACTUAL POINT
2010	108
2011	81
2012	0
<b>TOTAL</b>	<b>189</b>


 'Successful' screen after checking MyCPD points.

**CALCULATING MYCPD POINTS/DISCIPLINARY**

You can proceed with your application by clicking on the Proceed button.

For application of APC Locum/APC Private please fill in your email address in the space provided to receive payment notification.

Email :  **Proceed**

 Click the **Proceed** button to submit the Current APC application. A 'successful' page will be displayed as below:

**A. For Application for APC for Locum (needs verification).**

Payment only can be make after the APC application is verified. For manual payment, please make payment by Money Oder/Postal Order/Bank Draft direct to the Malaysian Dental Council or pay online through the myBayar portal. For online payment, please click the MyBayar button to continue. (Refer myBayar Portal Practitioner's User Manual).

**PAYMENT**


Your Application has been submitted. You can make payment after your Application is verified. Notification will be send to your email.

For Manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council

For Online Payment:


- Please click MyBayar button to continue (if no verification needed).
- Please log on to DPIMS and click on the 'Payment' tab to proceed with your payment after your application is verified.

NO.	DESCRIPTION	AMOUNT
1	ADD ADDRESS APC	RM50.00
<b>Total</b>		<b>RM50.00</b>




[Don't have an account? Register...](#)

**Home**

 Click the **Home** button to end the process and return to the Personal Data Menu screen.


**B. For Application of APC for Government service.**


PAYMENT
<p>Your Application has been submitted.</p> <p style="text-align: center;"><a href="#">Home</a></p>

-  Click the **Home** button to end the process and return to the Personal Data Menu screen.


**C. For Application of APC for Private Practice.**

For manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council pay online through the myBayar portal or pay online through the myBayar portal. For online payment, please click the MyBayar button to continue. (Refer myBayar Portal Practitioner's User Manual).


PAYMENT		
Your Application has been submitted.		
For Manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council.		
For Online Payment:		
- Please click MyBayar button to continue (if no verification needed).		
- Please log on to DPIMS and click on the 'Payment' tab to proceed with your payment after your application is verified.		
NO.	DESCRIPTION	AMOUNT
1	NEW APC	RM50.00
2	FINE	RM50.00
<b>Total</b>		<b>RM100.00</b>
 <a href="#">Don't have an account? Register...</a> <a href="#">Home</a>		

-  Click the **Home** button to end the process and return to the Personal Data Menu screen.

-  Note: A fine will be levied on any APC application submitted later than 1st December for an APC for the following year.

-  A 'suspended' screen will appear after submission of a Current APC application if the practitioner has a disciplinary problem. The user should call the MDC for further clarification.


CALCULATING MYCPD POINTS/DISCIPLINARY
<p>You have been suspended, Please call the MDC if you need further clarifications.</p>


-  After an application has been successfully submitted, under the Current APC tab screen, the following message will be displayed (when User click **Principal Address** hyperlink).

NO.	PRINCIPAL ADDRESS	CATEGORY	APC YEAR	DATE OF APC
1.	FACULTY OF DENTISTRY, MAHSA UNIVERSITY COLLEGE		2012	08-08-2012

CURRENT APC
YOUR APPLICATION HAVE BEEN SUBMITTED AND NOT APPROVE YET.

#### 1.2.4 Document Tab (To Request for Documents Application)


 Click the **Document** tab to request for documents. The **Request for Documents** screen will be displayed.

PERSONAL	NEW APC	CURRENT APC	DOCUMENTS	STATUS OF APPLICATIONS	APC HISTORY	CONTACT US	PAYMENT
<div>  <div> <p>Name : AHMAD ALBAB BIN SHEIKH ALMANSOOR</p> <p>NRIC No. : 890909109888</p> <p>Citizenship : MALAYSIA</p> <p>Registration No. : 5828</p> <p>Registration Date : 09-10-2012</p> <p>Status : ACTIVE</p> <p>Date Reported : 10-10-2012</p> <p>Date Completed Compulsory Service : 09-10-2014</p> </div> <div> <p>Qualification : BDS (Malaya)</p> <p>Date : 08-04-2009</p> <p>Section : 12(1)</p> <p>Division : DIV I</p> </div> <p>Notes :</p> </div>							
<div> <p>REQUEST FOR DOCUMENT</p> <ul style="list-style-type: none"> <li><input type="radio"/> Letter Of Good Standing</li> <li><input type="radio"/> Copy Of Certificate Of Registration</li> <li><input type="radio"/> Copy Of APC</li> <li><input type="radio"/> English Translation Of Certificate Of Registration</li> <li><input type="radio"/> English Translation Of APC</li> </ul> <p>Next</p> </div>							


There are five submenus in **Request For Documents**:

- Letter of Good Standing
- Copy of Certificate of Registration
- Copy of APC
- English Translation of Certificate of Registration
- English Translation of APC

#### Steps

 Request for documents is only available for Users who have renewed their APC for the current year. For those who haven't, the following message will be displayed:

REQUEST FOR DOCUMENT
NO APC FOUND. PLEASE RENEW YOUR APC.

 Select the document you require (Copy of Certificate of Registration) and click the **Next** button.

REQUEST FOR DOCUMENT

☐ Letter Of Good Standing  
☐ Copy Of Certificate Of Registration  
☐ Copy Of APC  
☐ English Translation Of Certificate Of Registration  
☐ English Translation Of APC

Next


 If you request for a copy Copy of Certificate of Registration, enter the relevant information as below and click the **Submit** button.

REQUEST FOR DOCUMENT - COPY OF CERTIFICATE OF REGISTRATION

Reason For Application \* : PLEASE SELECT  
No. Of Copies : 1  
Document To Be \* : ☒ Collected Personally  
☒ Posted To ☐ Principal Practising Address  
☒ Home Address ☐ Others

Home Address : NO 8 JALAN SEMBILAN BELAS  
TAMAN KIRA-KIRA  
State : KELANTAN District : BACHOK  
Postcode : 12345

Submit Back


 For a Copy of Certificate of Registration, the message box below will be displayed. The User can make payment to the Malaysian Dental Council by Money Order/Postal Order/Bank Draft or pay online through the myBayar portal. For online payment, please click the MyBayar button to continue. (Refer myBayar Portal Practitioner's User Manual).

PAYMENT

Your request has been submitted. You must send 2 photographs and make payment before this request can be processed. For Manual payment, please make payment by Money Order/Postal Order/Bank Draft direct to the Malaysian Dental Council

For Online payment. Please click the MyBayar button to continue

NO.	DESCRIPTION	AMOUNT
1	Copy Of Registration	RM50.00
Total		RM50.00

  
[Don't have an account? Register...](#)  
[Home](#)

 For other applications, the following message box will be displayed.

REQUEST FOR DOCUMENT

Your request has been submitted.



### 1.2.5 Status of Applications Tab



Click the **Status of Applications** tab. The **Status of Applications** screen will be displayed.

NO.	APPLICATION TYPE	NAME OF CLINIC / DOCUMENT	AMOUNT	DATE APPLIED	APPLICATION STATUS	DATE ACTION
1	NEW APC	KP BANDAR TUN RAZAK	0.00	28/10/2012	APPROVED	28/10/2012
2	CURRENT APC	KP BANDAR TUN RAZAK	50.00	29/10/2012	APPROVED	29/10/2012
3	CURRENT APC	KP BANDAR TUN RAZAK	0.00	29/10/2012	DRAFT	29/10/2012

- The current year and the next year may be selected.
- There are submenus in Status of Applications, i.e. Application Type, Name Of Clinic/Document, Date Applied, Application Status and Date Action.
- Select the required year and click the **Search** button. The display will be by year of APC.

### 1.2.6 APC History Tab




Click the **APC History** tab and the **APC History** screen will be displayed.

No.	Address	APC Year	Date Applied	Date Updated	Date Deleted
1	KP BANDAR TUN RAZAK (PRINCIPAL) 18a Jalan Jujur 3 56000 Kuala Lumpur Wp Kuala Lumpur	2012	28-10-2012		

This screen has 2 submenus, i.e. **APC History** and **Practising Address**

- This screen displays the APC No., Year and View.
- Click the **View** button to check the Practising Addresses.
- This screen will also display complete information regarding the Practising Addresses, for example Address, APC Year, Date applied, Date Updated and Date Deleted.

### 1.2.7 Change Password Menu

 Click the **Change Password** Menu and a screen as below will be displayed.



CHANGE PASSWORD

*Mandatory Field (\*)*


Username : admin4

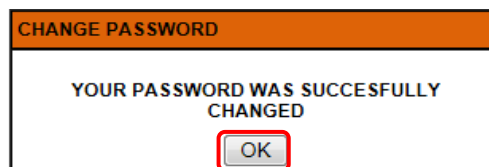
Current Password\* :

New Password\* :

Confirm New Password\* :

 Click the **Cancel** button to abort.

 Enter the relevant information and click the **Submit** button. A message box as below will be displayed.



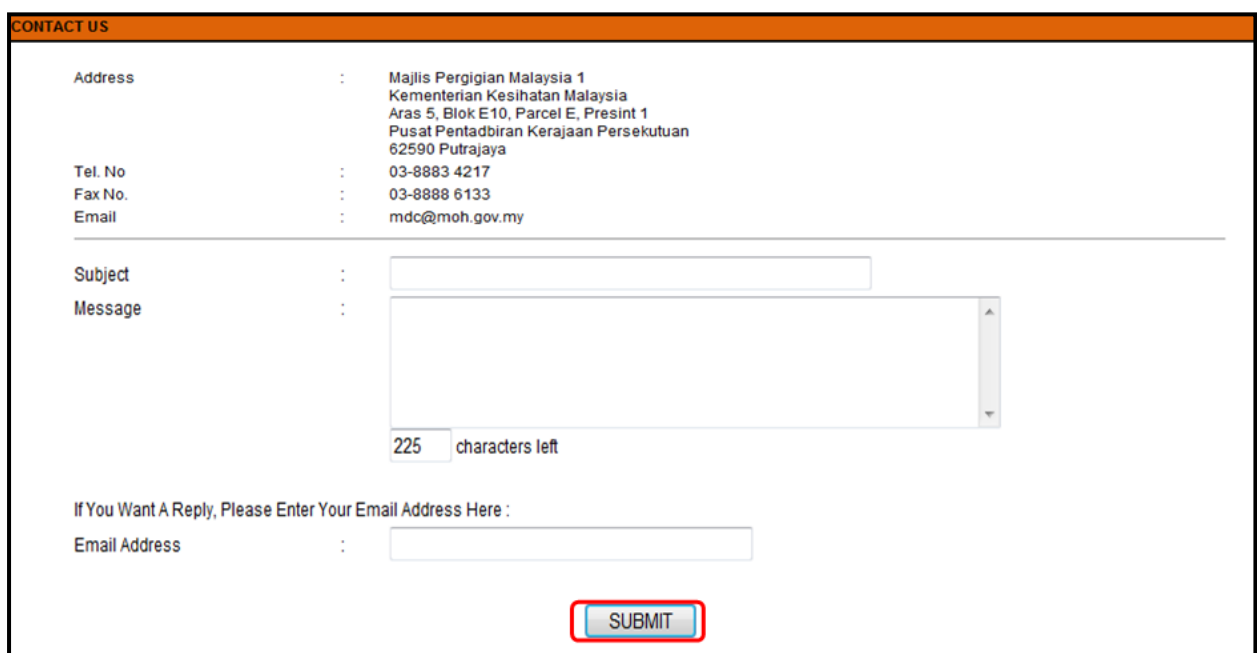
CHANGE PASSWORD

YOUR PASSWORD WAS SUCCESSFULLY  
CHANGED

 Click the **OK** button to return to the previous screen.

### 1.2.8 Contact Us Menu

 Click the **Contact Us** Menu and the **Contact Us** screen as below will be displayed.



CONTACT US

Address : Majlis Pergigian Malaysia 1  
Kementerian Kesihatan Malaysia  
Aras 5, Blok E10, Parcel E, Presint 1  
Pusat Pentadbiran Kerajaan Persekutuan  
62590 Putrajaya

Tel. No : 03-8883 4217

Fax No. : 03-8888 6133

Email : mdc@moh.gov.my

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Subject :

Message :

225 characters left

If You Want A Reply, Please Enter Your Email Address Here :

Email Address :

- The Contact Us screen has the following submenus Address, Tel No, Fax No., Email Address, Subject and Message.
- Enter the information and click the **Submit** button.
- The message box below will be displayed.

