

**LIST OF REQUIREMENTS AND SUPPORTING DOCUMENTS FOR APPLICATION LETTER
OF GOOD STANDING (LOGS) / TRANSLATION OF CERTIFICATES**

1. **Notification and Explanation letter** (reason for application) for Letter of Good Standing / Translation of Certificates application (attention to Registrar, Malaysian Veterinary Council) includes:
 - (i) Name and address of Veterinary Council/Professional Licensing Authority; and
 - (ii) Acknowledgement of declaration that the particulars stated in this application are true and the documents attached are original documents which relate to you. If the information given is not true and false, results of the application can be withdrawn by Malaysian Veterinary Council (MVC).
2. 1 (one) **certified true copy of Malaysian Identity Card (I.C.)**;
3. 1 (one) **certified true copy, proof of qualification of basic veterinary degree** (only degree and institutions adhering to Second Schedule of the Act and its' amendments);
4. 1 (one) **certified true copy, registration certificate issued by Malaysian Veterinary Council (MVC)**;
5. **Recommendation letter** from current employer, OR
6. **Offer letter** from the said future employer; and
7. **Acceptance of resignation letter** from the current employer.

The application will be processed within fourteen (14) working days after receiving the complete set of documents. If you insist to courier it personally, please write your address for postage and please be informed that MVC will not be held responsible should any complications arise.

LIST OF REQUIREMENTS AND SUPPORTING DOCUMENTS FOR PREMISE AND PRACTICE APPLICATION

A. Read and Understand Requirements:

Please carefully review the outlined sections below to ascertain the necessary documents and essential information required for a successful application process. This step is crucial to avoid any delays in the submission process.

B. Provide the Following Documents:

Please ensure inclusion of the following documents along with the completed Application for Companion Animal Premise and Practice Form (First Schedule Veterinary Surgeons, Directive 2/2015):

- 1) Premise Layout/Floor Plan with dimensions and scaled, appropriately labeled facilities as per Part B of the checklist, including the practice name and address;
- 2) Premise Signage (Design, Actual wordings/Text, Symbols/Logo) and Dimension of the Signboard;
- 3) Name, Operating Hours, and Services Offered Plate(s);
- 4) Photographs of the Premises (Location footage, Front, Rear, Side, Interior, and indicate the Number of Floors where applicable);
- 5) SSM copy (Certificate of registration, business, and ownership information) – one (1) certified true copy;
- 6) Licence from Local Council (for Peninsular Malaysia) / Trading Licence (for East Malaysia) – one (1) certified true copy;
- 7) Waste Disposal (agreement) – one (1) certified true copy;
- 8) Malaysian Identity Card (I.C.) – one (1) certified true copy;
- 9) Current APC – one (1) certified true copy;
- 10) Salinan Perakuan Pengamalan Tahunan [APC] tahun semasa (yang diperakui sah);
- 11) Certificate of Qualification (Veterinary degree) – one (1) certified true copy;(Salinan Ijazah Perubatan Veterinar yang diperakui sah);
- 12) Certificate of Registration (MVC) – one (1) certified true copy;
- 13) Original copy of Statutory Declaration Letter / Surat Akuan Bersumpah – Nama penuh, No. kad pengenalan, menyatakan tidak mempunyai apa-apa rekod jenayah dan tidak pernah disabitkan dengan apa-apa kesalahan jenayah, fraud atau bankrupt yang belum dilepaskan hutangnya;
- 14) (For the New Applicant) Original copy Letter of Reference from the previous employer (at least 2 referees if previously, practiced in two different premises);

- - We accept Letter of Reference either in Bahasa Malaysia or English.

C. Submission Instructions:

Kindly submit two (2) sets of this Schedule accompanied by two (2) sets of the supporting documents in physical form and softcopy. One (1) endorsed set of this Schedule and the endorsed Premise Floor Plan by the Council shall be kept at the premise and made available for inspection by officers of the Council under Section 28 of the Act.

D. Submission Details:

1) Softcopy documents in ONE file of PDF format should be emailed to mvcsecretary@dvs.gov.my.

2) Hardcopy documents should be couriered to the MVC office at the following address: Malaysian Veterinary Council Level 2, 4G1 Podium Block Department of Veterinary Services Wisma Tani, Precinct 4, Putrajaya

E. Details Submission in Excel File:

Please fill in the details as attached in the provided Excel File.

PREMISE AND PRACTICE APPLICATION								
NO	CURRENT APC NUMBER	MAIN APPLICANT: NAME (DR) & MVC REG. NO	CURRENT PREMISE AND PRACTICE APPLICATION (NAME AND PRACTICE ADDRESS)	TYPE OF APPLICATION: 1. SOLE PROP/ SDN BHD/ PARTNERSHIP 2. NEW PREMISE/ ADDITION OF PREMISE/ EXTENSION OF PREMISE/ CHANGE OF PARTNERSHIP/ CHANGE NAME OF CLINIC	GRAD FROM WHICH UNI AND YEAR OF GRADUATION	PREVIOUS CAREER, REGISTERED TO PRACTICE IN OTHER CLINICS OR OTHER COMPANY? NAME AND PRACTICE ADDRESS? YEAR? APC NUMBER?	PREVIOUS NUMBER OF YEARS EXPERIENCE IN SMALL ANIMAL PRACTICE	FOREIGN VET IN THE PRACTICE? TEMPORARY PERMIT TO PRACTICE (TPP) NUMBER?
1								
PARTNERS								
NO	CURRENT APC NUMBER	APPLICANT NAME (DR) & MVC REG. NO	CURRENT PREMISE AND PRACTICE APPLICATION (NAME AND PRACTICE ADDRESS)	TYPE OF APPLICATION: 1. SOLE PROP/ SDN BHD/ PARTNERSHIP 2. NEW PREMISE/ ADDITION OF PREMISE/ EXTENSION OF PREMISE/ CHANGE OF PARTNERSHIP/ CHANGE NAME OF CLINIC	GRAD FROM WHICH UNI AND YEAR OF GRADUATION	PREVIOUS CAREER, REGISTERED TO PRACTICE IN OTHER CLINICS OR OTHER COMPANY? NAME AND PRACTICE ADDRESS? YEAR? APC NUMBER?	PREVIOUS NUMBER OF YEARS EXPERIENCE IN SMALL ANIMAL PRACTICE	
1								

F. Certification of Documents:

- 1) When certifying a document, ensure compliance with the following:
 - a) Write/stamp 'certified to be a true copy of the original seen by me' on the document;
 - b) Sign with the current date;
 - c) Print name, occupation, address, and telephone number under the signature.
- 2) Certification must be conducted by a person with one of the following professions:
 - a) Commissioner of Oath
 - b) Any public servant from the Professional and Management Group (Gred 41 and above); or
 - c) Advocate/Solicitor.
- 3) The certifying person should not be related, living at the same address, or in a relationship with the applicant.

LIST OF REQUIREMENTS AND SUPPORTING DOCUMENTS FOR APPLICATION TEMPORARY PRACTICING PERMIT (TPP)

	DOKUMEN PERMOHONAN TEMPORARY PERMIT TO PRACTICE (TPP)	NEW	RENEWAL
1	Completed Application for Temporary Permit to Practice (Form F)	/	/
2	Passport Sized Photo (White background, MOST RECENT)	/	
3	1 (one) certified true copy The Identity Card/ Passport	/	
4	1 (one) certified true copy Entry Visa @ working permit/ Permanent Resident Identity Card	/	
5	Letter from prospective employer (original copy)	/	
6	Supporting letter for the employment (original copy)	/	
7	1 (one) certified true copy Academic transcript and Veterinary Medicine qualification certificate	/	
8	1 (one) certified true copy Registration certificate from Veterinary Statutory Body country of origin	/	
9	Letter of Good Standing (Original Copy) from Veterinary Statutory Body country of origin.	/	
10	Curriculum vitae with coloured photo and two(2) referees	/	
11	Copy of previous TPP	/ (if related)	/
12	Proof Of Payment (RM25.00)	/	/

APPLICATION'S NAME: _____

DATE SUBMISSION: _____ ***** NEW / RENEWAL**

BIL	DOKUMEN PERMOHONAN TEMPORARY PERMIT TO PRACTICE (TPP)	NEW	RENEWAL
1	Completed Application for Temporary Permit to Practice (Form F)		
2	Passport Sized Photo (White background, MOST RECENT)		
3	1 (one) certified true copy The Identity Card/ Passport		
4	1 (one) certified true copy Entry Visa/ Permanent Resident Identity Card		
5	Letter from prospective employer (original copy)		
6	Supporting letter for the employment (original copy)		
7	1 (one) certified true copy Academic transcript and Veterinary Medicine qualification certificate		
8	1 (one) certified true copy Registration certificate from Veterinary Statutory Body country of origin		
9	Letter of Good Standing (Original Copy) from Veterinary Statutory Body country of origin.		
10	Curriculum vitae with coloured photo and two(2) referees		
11	Copy of previous TPP		
12	Proof Of Payment (RM25.00)		

**LIST OF REQUIREMENTS AND SUPPORTING DOCUMENTS FOR APPLICATION REGISTRATION
CERTIFICATE**