



Traditional and Complementary Medicine Division Ministry of Health Malaysia

GUIDELINE ON APPLICATION FOR FOREIGN TRADITIONAL AND COMPLEMENTARY MEDICINE (T&CM) PRACTITIONER

INTRODUCTION

Any company that would like to hire a foreign Traditional and Complementary Medicine (T&CM) practitioner shall first apply to the Traditional and Complementary Medicine Division (T&CMD), Ministry of Health (MOH) Malaysia for screening of eligibility before making an application for employment pass for the practitioner at the Immigration Department of Malaysia (JIM). The application to the T&CMD shall fulfill all the requirements as stated in this guideline. The JIM retains the right of approval for foreign T&CM practitioners to enter Malaysia.

OBJECTIVES

This guideline aims to explain the criteria and process involved in the screening to determine eligibility of a foreign T&CM practitioner.

1.0 REQUIREMENTS FOR THE COMPANY MAKING APPLICATION

- 1.1 The company making application shall:
 - a. Be a company that is related to T&CM practice (having objectives of company establishment related to T&CM practice).
 - b. Be registered with the Companies Commission of Malaysia (SSM www.ssm.com.my). However, the requirements for the company's establishment may be subject to the respective state's regulations.
 - c. Submit a copy of a valid business license issued by the relevant local municipal council for the premise to provide T&CM services. Providing T&CM services on a freelance basis is not permitted.

2.0 REQUIREMENTS FOR RECRUITMENT ADVERTISEMENT

- 2.1 The company making application shall show proof of their efforts in prioritising recruitment of local T&CM practitioners before recruiting foreign T&CM practitioners, by advertising for the position of T&CM practitioner(s) in the local newspapers.
- 2.2 The recruitment advertisement shall comply with the following requirements:
 - d. The position shall be advertised for at least three (3) times;
 - e. The interval of each recruitment advertisement shall be at least five (5) days apart;
 - f. All recruitment advertisements shall be advertised in the main local newspapers;
 - g. At least one (1) recruitment advertisement shall be advertised in a local Malay language newspaper;
 - h. Evidence of recruitment advertisements submitted shall show the date and name of the newspaper clearly.
- 2.3 The recruitment advertisement published shall state the following information clearly: (example given in **Appendix A**):
 - a. The name, address and contact numbers of the hiring company;
 - b. The position, practice area and total number of practitioners required;
 - c. The application closing date (at least one week from the publication date of the recruitment advertisement).



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- 2.4 The company shall submit the application to the T&CMD only after the closing date of the last recruitment advertisement.
- 2.5 All new applications shall be attached with 3 valid recruitment advertisements.
- 2.6 The validity of each recruitment advertisement is six (6) months from the publication date.
- 2.7 The requirement for recruitment advertisements is exempted for:
 - a. A foreign practitioner who is married to a Malaysia citizen; and
 - b. Renewal application for the same practitioner from the same company.

3.0 REQUIREMENTS FOR THE PRACTITIONER

- 3.1 Academic qualification:
 - a. The applicant shall submit proof of basic qualification in one of the recognised practice areas as stated in **Appendix B**;
 - b. Basic qualifications obtained through self-learning/ distance learning/ correspondence learning and part-time learning will not be accepted;
 - c. For new applications, the copy of qualification certificate submitted shall be certified by the relevant authorities from the country which the certificate was issued;
 - d. The position applied shall be in accordance with the academic qualification possessed.
- 3.2 A practitioner who wishes to apply for a position where the basic qualification requirement is a **Bachelor's Degree** shall be termed as a **practitioner**. He/ she shall:
 - a. Submit a registration certificate/ practising certificate (subject to the relevant legislation) from the country where he/ she previously practised;
 - b. Have at least five (5) years of working experience in the relevant practice area calculated from the date of the qualification certificate or date of the registration certificate/ practising certificate, whichever is later;
 - c. Be at least 27 years old at the time of application submission.
- 3.3 A practitioner who wishes to apply for a position where the basic qualification requirement is a **Diploma or Certificate** shall be termed as an **assistant practitioner**. He/ she shall:
 - a. Provide service only under the supervision of a valid T&CM practitioner;
 - b. Provide results transcript in addition to the basic qualification submitted;
 - c. Have at least three (3) years of working experience in the relevant practice area after having obtained the qualification certificate;
 - d. Be at least 23 years old at the time of application submission.
- 3.4 Other requirements:
 - a. The practitioner shall apply through a local company (applications from individuals will be rejected);
 - b. The practitioner is only allowed to work with one company at any one time.



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4.0 APPLICATION FOR RENEWAL

- 4.1 Application for renewal shall be submitted to the T&CMD at least three (3) months before the expiry date of the current employment pass.
- 4.2 Requirement for recruitment advertisements is exempted.
- 4.3 Requirement for certified true copy of relevant certificate(s) from the country of origin is exempted.

5.0 APPLICATION PROCESS

- 5.1 The application shall be sent by hand or by post to the T&CMD office (address as stated on page 4) together with all the documents as stated in the Checklist of Application for Foreign T&CM Practitioner.
- 5.2 A non-refundable processing fee of two hundred Ringgit Malaysia (RM200) shall be charged for each practitioner. Payment can be made in:
 - a. Cash (only applicable if the application is submitted by hand to the T&CMD office);
or
Made payable to **Pengarah Bahagian Perubatan Tradisional dan Komplementari** via:
 - b. Cheque; or
 - c. Postal order/ money order; or
 - d. Bank draft.
- 5.3 Only complete applications will be accepted and processed.
- 5.4 No amendment is allowed after submission.
- 5.5 The company making application is responsible to provide additional explanation letter(s) or other relevant document(s) upon request once the application is being processed. The application will be **cancelled** if the company making application fails to provide the necessary feedback within (1) month.
- 5.6 The T&CMD reserves the right to reject any application if there is any doubt regarding the legitimacy of any supporting documents submitted.

6.0 APPLICATION RESULT

- 6.1 The application result will be sent to:
 - a. The company making application;
 - b. Expatriate Service Division, Immigration Department of Malaysia
 - c. Malaysia Expatriate Talent Service Centre (MYXpats Centre);
 - d. Relevant T&CM Branch Office.
- 6.2 The approval period for each application is for a maximum duration of twenty four (24) months. However, the approval period could be shorter subject to the decision by the T&CMD.
- 6.3 The validity of each reply letter informing the application result is six (6) months from the date of the letter issued.



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7.0 APPEAL PROCESS

- 7.1 For applications which are rejected by the T&CMD, a written appeal can be made to the Director General of Health Malaysia through the T&CMD within THIRTY (30) days from the date of the application result reply letter.
- 7.2 Appeals for applications that are not approved due to the following reasons will not be considered:
- The basic qualification of the practitioner does not fulfil the requirement(s) in the guideline;
 - Falsification of any document;
 - The company making application is blacklisted by the T&CMD, MOH, JIM or other government agencies.
 - The practitioner is blacklisted by the country of origin, T&CMD, MOH, JIM or other government agencies.
- 7.3 An appeal can only be submitted ONCE.
- 7.4 The decision of Director General of Health Malaysia is final.

8.0 TERMS AND CONDITIONS OF APPROVAL

- 8.1 The company making application and the T&CM practitioner(s) shall:
- Perform services as agreed;
 - Abide by any codes of ethics or codes of practice as stipulated for T&CM practitioners in Malaysia;
 - Abide by prevailing Malaysian laws such as the T&CM Act 2016; Medical Act 1971; subsection 5(33) of the Medicines (Recruitment Advertisement and Sales) Act 1956 and other related legislation.
- 8.2 The reply letter will be cancelled immediately in the event that the company making application or the practitioner is found to have committed any offence or breached any law.

This Guideline is subject to amendment from time to time without prior notification.

For further enquiries, please contact:
Registration Unit
T&CM Council Secretariat
Traditional and Complementary Medicine Division
Ministry of Health Malaysia
Blok E, Jalan Cenderasari
50590 Kuala Lumpur
Tel : +603-2279 8100 (Ext: 637/325)
Fax : +603-2691 1259
Website : <http://tcm.moh.gov.my>



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Appendix A

FORMAT OF RECRUITMENT ADVERTISEMENT

No.	Format	Example
1.	<p>Jawatan Kosong</p> <p>Jawatan Pengamal (Bidang Amalan)</p> <p>Bilangan Pengamal Yang Diperlukan</p> <p>Sila Hubungi: <u>Encik / Puan / Cik XXX</u> <u>Nama Syarikat</u> <u>Alamat Syarikat</u> <u>Nombor Telefon Syarikat</u></p> <p>Tarikh Tutup Permohonan <u>Satu minggu selepas tarikh penerbitan iklan jawatan</u></p>	<p>Jawatan Kosong</p> <p>Pembantu Pengamal Perubatan Tradisional dan Komplementari (Ayurveda)</p> <p>Dua (2) Orang Yang Diperlukan</p> <p>Sila Hubungi: Encik Ali atau Puan Hamidah Pusat Urut Tradisional Melayu XXX No 2, Jalan XXX, Taman XXX, 51000 KL 03-32132132</p> <p>Tarikh Tutup Permohonan: 12 Mac 2016</p>
2.	<p>Jobs Vacant</p> <p>Position of Practitioner (Practice Area)</p> <p>Number Of Practitioners Required</p> <p>Please Contact: <u>Mr / Miss XXX</u> <u>Address Of The Company</u> <u>Contact Numbers Of The Company</u></p> <p>Closing Date for Application <u>One week after the date of advertisement</u></p>	<p>Jobs Vacant</p> <p>Traditional & Complementary Medicine Practitioner (Ayurvedic Physician)</p> <p>Three (3) Practitioners Are Required</p> <p>Please Contact: Mr Siva or Miss Farah XXX Ayurvedic Centre No 2, Jalan XXX, Taman XXX, 51000 KL 03-32132132</p> <p>Closing Date for Application: 12 March 2016</p>

Note:

The format and size of the recruitment advertisement above is for reference purposes only.



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Appendix B

BASIC QUALIFICATION REQUIREMENTS

No.	Practise Area	Practitioner	Basic Qualification
1.	Traditional Chinese Medicine	T&CM Practitioner (Chinese Medicine)	Bachelor Degree in Chinese Medicine or equivalent
2.		T&CM Practitioner (Acupuncture)	Bachelor Degree in Chinese Medicine or Bachelor Degree in Acupuncture & Moxibustion or equivalent
3.	Traditional Indian Medicine	T&CM Practitioner (Ayurveda)	Bachelor Degree in Ayurvedic Medicine or equivalent
4.		T&CM Practitioner (Siddha)	Bachelor Degree in Siddha Medicine or equivalent
5.		T&CM Practitioner (Unani)	Bachelor Degree in Unani Medicine or equivalent
6.		T&CM Practitioner (Naturopathy and Yoga)	Bachelor Degree in Naturopathy and Yoga or equivalent
7.		T&CM Therapist (Ayurveda, Siddha, Unani, Naturopathy and Yoga)	Diploma or certificate in the related area - Passed with aggregate/ average grade B and above; and - Minimum total training duration: 1000 hours over a period of at least 1 year
8.	Homeopathic Medicine	T&CM Practitioner (Homeopathy)	Bachelor Degree in Homeopathy or equivalent
9.	Chiropractic	T&CM Practitioner (Chiropractic)	Bachelor Degree in Chiropractic or equivalent
10.	Osteopathy	T&CM Practitioner (Osteopathy)	Bachelor Degree in Osteopathy or equivalent