GUIDE TO FILLING OUT PAYMENT DOCUMENT FOR APPLICATION AS A REGISTERED PRACTITIONER, APPLICATION FOR REGISTERED PRACTITIONER’S PRACTISING CERTIFICATE AND APPLICATION FOR TEMPORARY PRACTISING CERTIFICATE

1. All payments via Postal Order/Money Order/Bank Draft should be made payable to:

PENGARAH BAHAGIAN PERUBATAN TRADISIONAL DAN KOMPLEMENTARI

(Translation to English is not allowed)

2. Please write your name and identification document number (MyKad/Passport No.) on the reverse side of the Postal Order/Money Order/Bank Draft.

3. Payment in cash, cheque or via electronic fund transfer are not allowed until further notice.

4. Please ensure NO WRITTEN ERRORS on the payment document.

5. COMMONLY ENCOUNTERED ERRORS are as below:
   (i) Spelling errors
       - example: Komplementari spelt as Komplimantari
   (ii) Combining Malay and English language
       - example: Perubatan Tradisional spelt as Perubatan Traditional
   (iii) Usage of symbols or any kind of short form
       - example: the word ‘dan’ replaced by the symbol ‘&’
       - example: the word ‘Bahagian’ shortened to ‘Bhgn.’
   (iv) Specifically for payment by Postal Order:
       - NO official stamp on the postal order from the post office branch.
       - the section for receiver’s signature and ID card number information on the front side of the postal order SHOULD BE LEFT BLANK but has been filled by the applicant.
   (v) Overlapping text
   (vi) Writing is unreadable or confusing
   (vii) Validity of payment document has expired

6. The error cannot be initialled or erased by any method including usage of correction liquid. Hence, applicants must submit a new payment document if an error has been made.

7. If an error was made on the Postal Order/Money Order/Bank Draft, the application process shall be withheld until the new payment document is provided.