

**SENARAI SEMAK PERMOHONAN PEMBANTU PENGAMAL PERUBATAN TRADISIONAL DAN KOMPLEMENTARI
(PT&K) WARGA ASING**
**CHECKLIST FOR APPLICATION OF FOREIGN TRADITIONAL AND COMPLEMENTARY MEDICINE (T&CM) ASSISTANT
PRACTITIONER**

Senarai semak untuk diisi oleh pemohon (sila tanda ✓ jika dokumen disertakan)

Checklist to be filled by applicant (please tick ✓ if you have attached the relevant document)

Nama Syarikat

Name of Company : _____

Jenis Amalan

Type of Practice : _____

No. Telefon Pejabat/ Bimbit

Telephone No. (Office/ Mobile) : _____

Dokumen syarikat/ Company documents

No	Dokumen Document	Pemohon Applicant (✓)	Untuk Kegunaan Pejabat For Office Use
1.	Borang permohonan untuk syarikat <i>Application form for company</i>		
2.	Sila isi bahagian I, II, atau III mengikut kesesuaian <i>Please fill in part I, II, or III accordingly</i>		
	I Pertubuhan <i>Organisation</i>	a. Salinan perlembagaan organisasi <i>Copy of constitution of the organisation</i>	
		b. Salinan perakuan pendaftaran organisasi <i>Copy of registration certificate of the organisation</i>	
	II Pemilik tunggal <i>Sole proprietor</i>	a. Salinan Borang D <i>Copy of Form D</i>	
	III Syarikat sendirian berhad <i>Private limited company</i>	Sila isi bahagian A, atau B mengikut kesesuaian <i>Please fill in part A or B accordingly</i>	
		A. a. Salinan Memorandum and Articles of Association <i>Copy of Memorandum and Articles of Association</i>	
		b. Salinan Borang 9 dan 13 (jika ada) <i>Copy of Form 9 and 13 (if any)</i>	
		c. Salinan Borang 24 <i>Copy of Form 24</i>	
		d. Salinan Borang 44 <i>Copy of Form 44</i>	
		e. Salinan Borang 49 <i>Copy of Form 49</i>	
		B. a. Salinan Perlembagaan Syarikat <i>Copy of Constitution of the Company</i>	
		b. Salinan Seksyen 17 dan 28 (jika ada) <i>Copy of Section 17 and 28 (if any)</i>	
		c. Salinan Seksyen 14 <i>Copy of Section 14</i>	
3.	Salinan lesen premis/perniagaan dari Pihak Berkuasa Tempatan (PBT) yang berkaitan <i>Copy of business license from the relevant Local Municipal Council</i>		
4.	RM 200 fi pemprosesan bagi setiap pembantu pengamal <i>RM200 processing fee for each assistant practitioner</i> <input type="checkbox"/> Tunai/ <i>Cash</i> <input type="checkbox"/> Cek/ <i>Cheque</i> (Bank: _____ No. _____) <input type="checkbox"/> Wang pos/ <i>Money order</i> (No. _____) <input type="checkbox"/> Bank draf/ <i>Bank draft</i> (No. _____)		

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5.	Salinan tiga (3) iklan jawatan yang sah (sila kemukakan salinan iklan dalam bentuk muka surat saiz A4) <i>Copies of three (3) valid recruitment advertisements (please submit the copy of advertisement in A4 size page)</i> <input type="checkbox"/> a) Nama Akhbar _____ Tarikh _____ <i>Newspaper : _____ Date : _____</i> <input type="checkbox"/> b) Nama Akhbar _____ Tarikh _____ <i>Newspaper : _____ Date : _____</i> <input type="checkbox"/> c) Nama Akhbar _____ Tarikh _____ <i>Newspaper : _____ Date : _____</i>		

Dokumen Pembantu Pengamal PT&K / Documents for T&CM Assistant Practitioner

No	Dokumen Document	Pemohon Applicant (√)	Untuk Kegunaan Pejabat For Office Use
6.	Borang permohonan untuk setiap pemohon <i>Application form for each applicant</i>		
7.	Salinan pasport (salinan penuh semua muka surat) <i>Copy of passport (full copy of all pages)</i>		
8.	Salinan sijil kelayakan asas yang disahkan benar <i>Certified true copy of basic academic qualification</i>		
9.	Sila isi bahagian I atau II mengikut kesesuaian <i>Please fill in part I or II accordingly</i>		
	I Pembantu Pengamal Assistant Practitioner		
	a. Pembuktian penyeliaan di bawah seorang pengamal PT&K yang sah <i>Proof of supervision under a valid T&CM practitioner</i>		
	b. Salinan transkrip pengajian yang disahkan benar <i>Certified true copy of academic transcripts</i>		
10.	Surat akuan pengalaman bekerja daripada majikan terdahulu <i>Letter from previous employer(s) to confirm working experience</i>		

NOTA/ NOTES:

Sekiranya dokumen asal bukan dalam Bahasa Melayu atau Bahasa Inggeris, dokumen yang berkaitan perlu diterjemahkan ke dalam Bahasa Melayu atau Bahasa Inggeris, dan dikemukakan bersama dengan dokumen dalam bahasa asal yang telah disahkan benar. Penterjemahan dokumen hanya diterima sekiranya dilakukan oleh:

If the original documents are not in either Bahasa Melayu or English, the documents shall be translated to Bahasa Melayu or English and to be submitted along with certified copies of the documents in its original language. Translated documents are only acceptable if the translation is carried out by:

- Penterjemah dari Mahkamah Malaysia; atau/ *Certified Malaysian court translators; or*
- Pegawai dari kedutaan yang bersesuaian; atau/ *Suitable embassy officials; or*
- Notari dari negara asal sijil dikeluarkan; atau/ *Notary public from the country where the certificate was issued; or*
- Institut Terjemahan dan Buku Malaysia (ITBM)/ *Malaysian Institute of Translation and Books (ITBM)*

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FOR OFFICE USE ONLY

First Checking	:	Administrative Assistant	
Comments	:	Documents required are complete and can be forwarded for 1 st evaluation	<input type="checkbox"/>
	:	Documents required are incomplete (<i>please specify</i>)	<input type="checkbox"/>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
Signature & Date	:	<hr/>	

First Evaluation	:	Principal Assistant Director/ Senior Assistant Director/ Assistant Director	
Comments	:	Fulfilled guideline requirements and can be forwarded for 2 nd evaluation	<input type="checkbox"/>
	:	Does not fulfil guideline requirements (<i>please specify</i>)	<input type="checkbox"/>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>			
Signature & Date	:	<hr/>	

Second Evaluation	:	Members of Pre-JKPPA meeting	
Comments	:	Fulfilled guideline requirements and can be forwarded to JKPPA	<input type="checkbox"/>
	:	Does not fulfil guideline requirements (<i>please specify</i>)	<input type="checkbox"/>
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Signature & Date	:	<hr/>	
<p>(on behalf of pre-JKPPA meeting members)</p>			