

APPLICATION FOR FULL REGISTRATION

General Guidelines for Submission for Licence/Approval/Permit using BLESS

- Application for licence/approval/permit through BLESS can be done by individuals, companies, businesses, cooperatives, societies, government agencies, consultant, and institution.
- Applicant must first register as an individual in BLESS and proceed to register the entity that they are representing, may it be company, business, cooperatives, society, government agencies, consultant, or institution. The company and business profile in BLESS must be obtained through the data extraction process from *Suruhanjaya Syarikat Malaysia* (SSM) e-Info system directly to BLESS. A fee of RM15.00 is charged by SSM.
- The applicant is required to select their entity they are representing before selecting and filling up the licence's online form.
- *Any fees to the agency can be made* using BLESS's e-Payment module (specific for the agencies who has subscribed to this function). Payment can still be made manually and the payment information as well as the proof of payment must be available to the respective agency.
- For the licence application that requires an upfront payment (payments made prior to application submission), payment must be made using the e-Payment module before the licence application can be submitted (no manual payment is allowed). The licence application will not be able to be submitted otherwise.
- The applicant is required to upload the documents as stated in the licence's Checklist and Guidelines together with a complete application form through BLESS.
- BLESS supports all file formats (Word, Excel, Powerpoint and etc) to be uploaded using the Upload Document function.
- The original documents and images can be scanned to a JPEG or other relevant format and uploaded to BLESS.
- If the applicant is unable to upload certain documents such as drawings, please proceed to submit the documents manually (via post or to the agency's counter) based on the requirements from the respective agency. For the manual submission, the applicant is required to specify the BLESS submission number in each document for reference.
- The complete licence application together with the supporting documents can be submitted online through BLESS and an email notification will be sent to the applicant.

PERMOHONAN PENDAFTARAN PENUH

APPLICATION FOR FULL REGISTRATION

SENARAI SEMAK UNTUK PEMOHON		
Checklist for applicants		
	Ada	Tiada
	Yes	No
1. Salinan Kad Pengenalan yang telah disahkan <i>Certified Copy of identity card</i>	☐	☐
2. Salinan diakui sah Ijazah Asal <i>Certified Copy of Original Degree</i>	☐	☐
3. Salinan keputusan Peperiksaan Perundangan Farmasi Oleh Lembaga Farmasi Malaysia (LFM) <i>Certified copy of Pharmacy Jurisprudence Examination Result By Pharmacy Board Malaysia</i>	☐	☐
4. <i>Certified Copy of Overseas Registration Certificate</i>	☐	☐
5. <i>Certified Copy of Overseas Internship Letter</i>	☐	☐
6. <i>Letter of Good Standing from the Overseas Registration Body declaring no disciplinary action on the applicant</i>	☐	☐
7. <i>Appraisal (by Master Preceptor, Principal Preceptor and Lampiran A (Markah Appraisal))</i>	☐	☐
8. Gambar berukuran Pasport (Rujuk Nota Kaki bagi Gambar Pemohon) <i>passport size photographs</i> <i>(Refer the footnote for Applicant's Photograph)</i>	☐	☐

SENARAI SEMAK MENGIKUT

KATEGORI PEMOHON

KATEGORI I :

Pemohon yang telah menjalani latihan provisional/pupillage di Malaysia, tidak perlu Dokumen 4, 5 dan 6.

KATEGORI II :

Pemohon yang telah menjalani internship sahaja di luar negara sebelum 2 September 2004, tidak perlu Dokumen 4 dan 7.

KATEGORI III :

Pemohon yang telah berdaftar di luar negara, tidak perlu Dokumen 5 dan 7.

CATEGORY I:

Applicant who has been undergoing provisional training/pupillage in Malaysia, does not require Document 4, 5 and 6.

CATEGORY II:

Applicant who has been undergoing overseas internship only prior to 2 September 2004, does not require Document 4 and 7.

CATEGORY III

Applicant who has been registered overseas, does not require Document 5 and 7.

NOTA KAKI BAGI GAMBAR PEMOHON :

- Pemohon hendaklah mematuhi kod etika pakaian perkhidmatan awam (rujuk Pekeliling Perkhidmatan Bil 2 Tahun 1985/ Bil. 1 tahun 2006).
- Urusetia Lembaga Farmasi Malaysia boleh meminta gambar baru yang sesuai jika perlu.

(Footnote for Applicant's Photograph)

- *Applicant shall comply with the Malaysian Public Services Dress Ethical Code (Services Circular No.2 Year 1985/ No.1 Year 2006)*
- *The Secretariat of Pharmacy Board Malaysia may require a new suitable photograph if necessary)*

NOTA KAKI BAGI SALINAN SAH:

Salinan sijil, ijazah atau dokumen yang berkaitan hendaklah disahkan oleh Ahli Farmasi Berdaftar di Malaysia yang Nombor Pendaftaran dan Pengekalan Amalan Tahunannya hendaklah dicatatkan.
(Pegawai Kumpulan Pengurusan dan Profesional, Majistret, Jaksa Pendamai boleh juga mengesahkan)

(Footnote for Certified Copy:

*Certified copy of certificate, degree or relevant document shall be endorsed by a Malaysian Registered Pharmacist whose Registration Number and Annual Certificate Number to be stated)
A Professional Management Group of Government Officer, a Magistrate, and a Justice of Peace may also certify)*

PANDUAN UNTUK PEMOHON

Sebarang pertanyaan boleh menghubungi yang berikut:

- a) 03-78413276 (Puan Datcayani Ramadoo @ Devudu) / 03-78413653 (Cik Nurzatullaili Md Ramlee)
- b) datcayani@moh.gov.my

(GUIDE FOR APPLICANT)

Any enquiry may contact the following:

- a) 03-78413276 (Mdm. Datcayani Ramadoo @ Devudu) / 03-78413653 (Miss Nurzatullaili Md Ramlee)
- b) datcayani@moh.gov.my