

Panduan Pengguna

PERMOHONAN
PERAKUAN PENGAMALAN
TAHUNAN
(APC)



MHPS
MALAYSIAN HEALTHCARE PRACTITIONERS' SYSTEM



MAJLIS OPTIK MALAYSIA

Isi Kandungan

Prakata

Tatacara Permohonan APC dan
"Self Printing"

Lupa Kata Laluan

Tukar Kata Laluan

Hubungi Kami



MHPS
MALAYSIAN HEALTHCARE PRACTITIONERS' SYSTEM

Prakata

Tatacara permohonan Perakuan Pengamalan Tahunan (APC) ini dikeluarkan sebagai panduan kepada semua pengamal untuk memohon APC secara dalam talian menggunakan sistem MHPS.

TATACARA PERMOHONAN APC



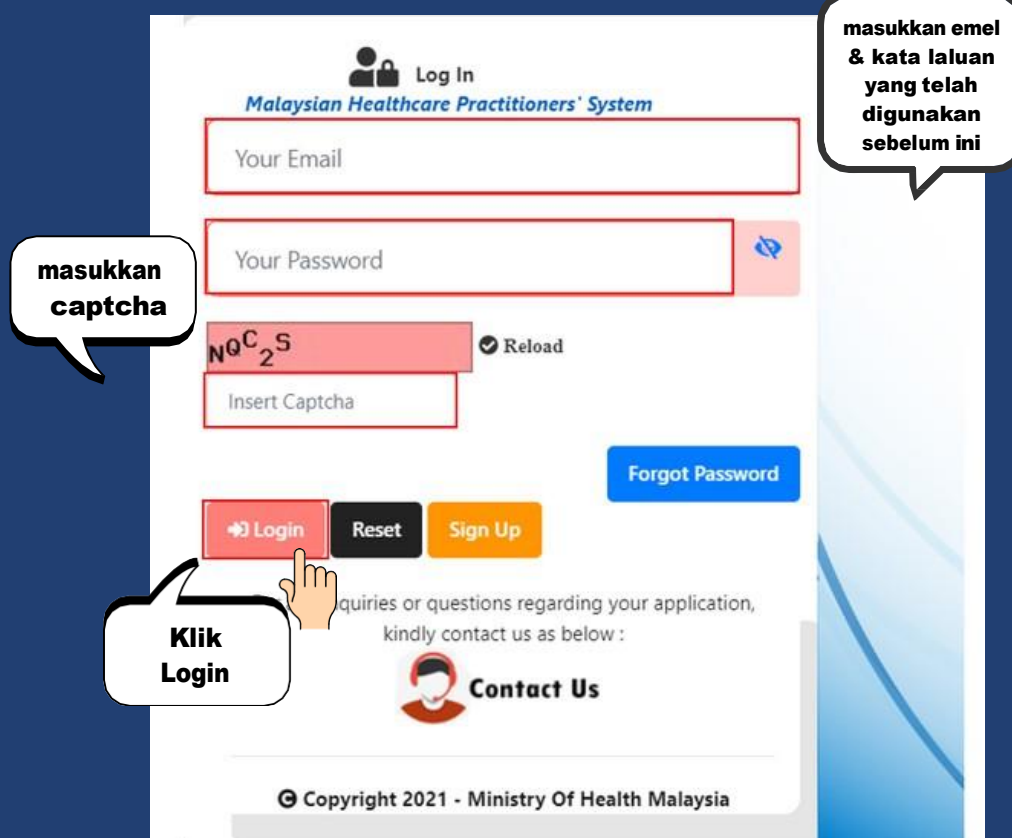
- LANGKAH 1

Layari <https://mhps.moh.gov.my> untuk masuk ke portal MHPS



- LANGKAH 2

Masukkan emel dan kata laluan, kemudian klik Login.



• LANGKAH 3

Pengamal yang berjaya *login* ke dalam sistem MHPS akan melihat paparan *dashboard* dengan maklumat peribadi pengamal

MHPS MALAYSIAN HEALTHCARE PRACTITIONERS' SYSTEM

ALI BIN ABU
ROLE : PRACTITIONER
COUNCIL :MOC
Login Date/Time : 13-07-2023 03:48:56 PM

DASHBOARD
MY APPLICATION
NEW APPLICATION
CONTACT US

DASHBOARD

Payment List

NRIC	YEAR APPLY	PROFESSION	SUBMITTED DATE	STATUS	PAYMENT AMOUNT (RM)	ACTION
[REDACTED]	2006	OPTOMETRIST	11-10-2021	APPROVE REGISTRATION	-	Print Bill Print Receipt

Profession List

Row	Profession	Registration No	Registration Date
1	OPTOMETRIST	[REDACTED]	1970-01-01

Practitioner Info

[User Profile](#) [User Address](#)
[User Qualification](#)

• LANGKAH 4

Klik butang NEW APPLICATION >NEW APC

MHPS MALAYSIAN HEALTHCARE PRACTITIONERS' SYSTEM

ALI BIN ABU
ROLE : PRACTITIONER
COUNCIL :MOC
Login Date/Time : 13-07-2023 03:48:56 PM

DASHBOARD
MY APPLICATION
NEW APPLICATION
CONTACT US

DASHBOARD

Payment List

NRIC	YEAR APPLY	PROFESSION	SUBMITTED DATE	STATUS	PAYMENT AMOUNT (RM)	ACTION
[REDACTED]	2006	OPTOMETRIST	11-10-2021	APPROVE REGISTRATION	-	Print Bill Print Receipt

Profession List

Row	Profession	Registration No	Registration Date
1	OPTOMETRIST	[REDACTED]	1970-01-01

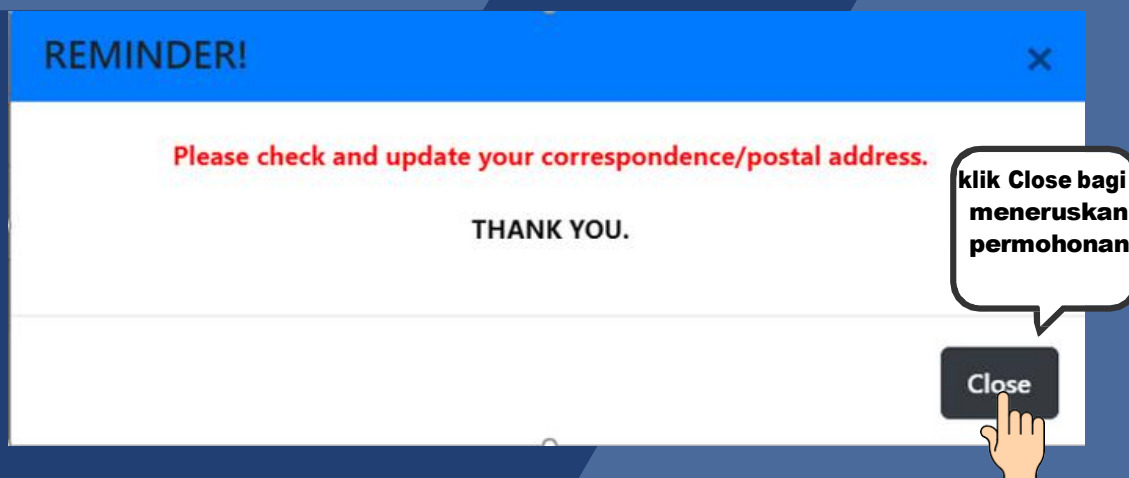
Practitioner Info

[User Profile](#) [User Address](#)
[User Qualification](#)

klik New Application >New APC

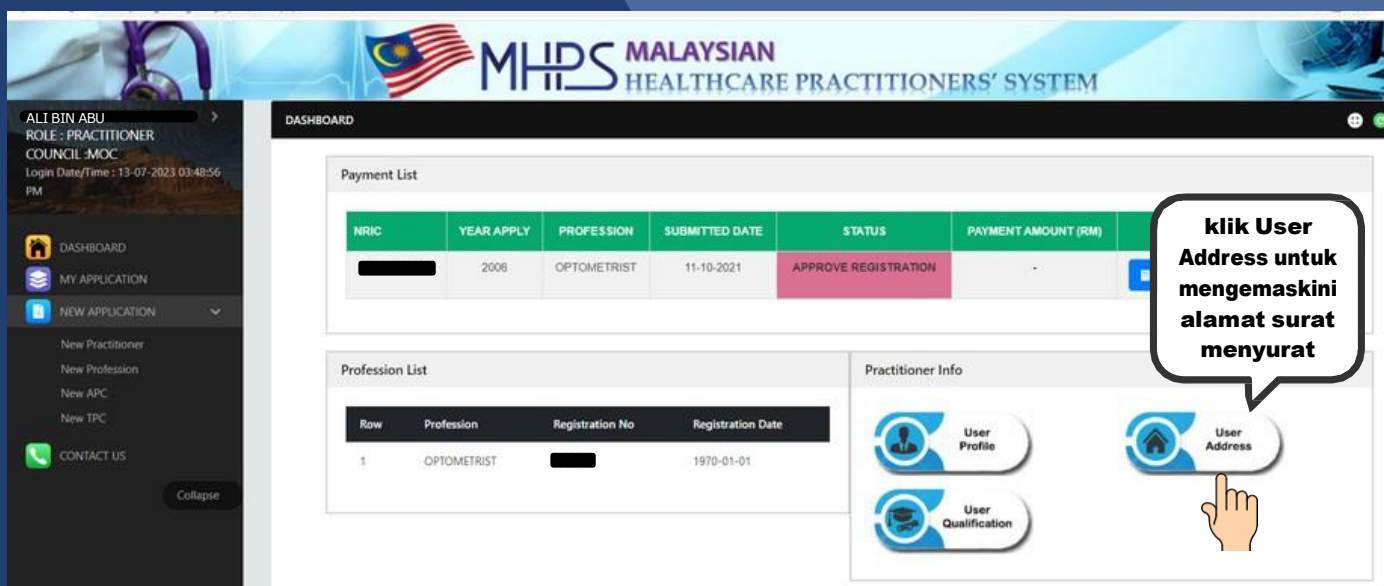
- LANGKAH 5

Pop up mesej akan terpapar meminta pengamal untuk mengemaskini alamat surat menyurat



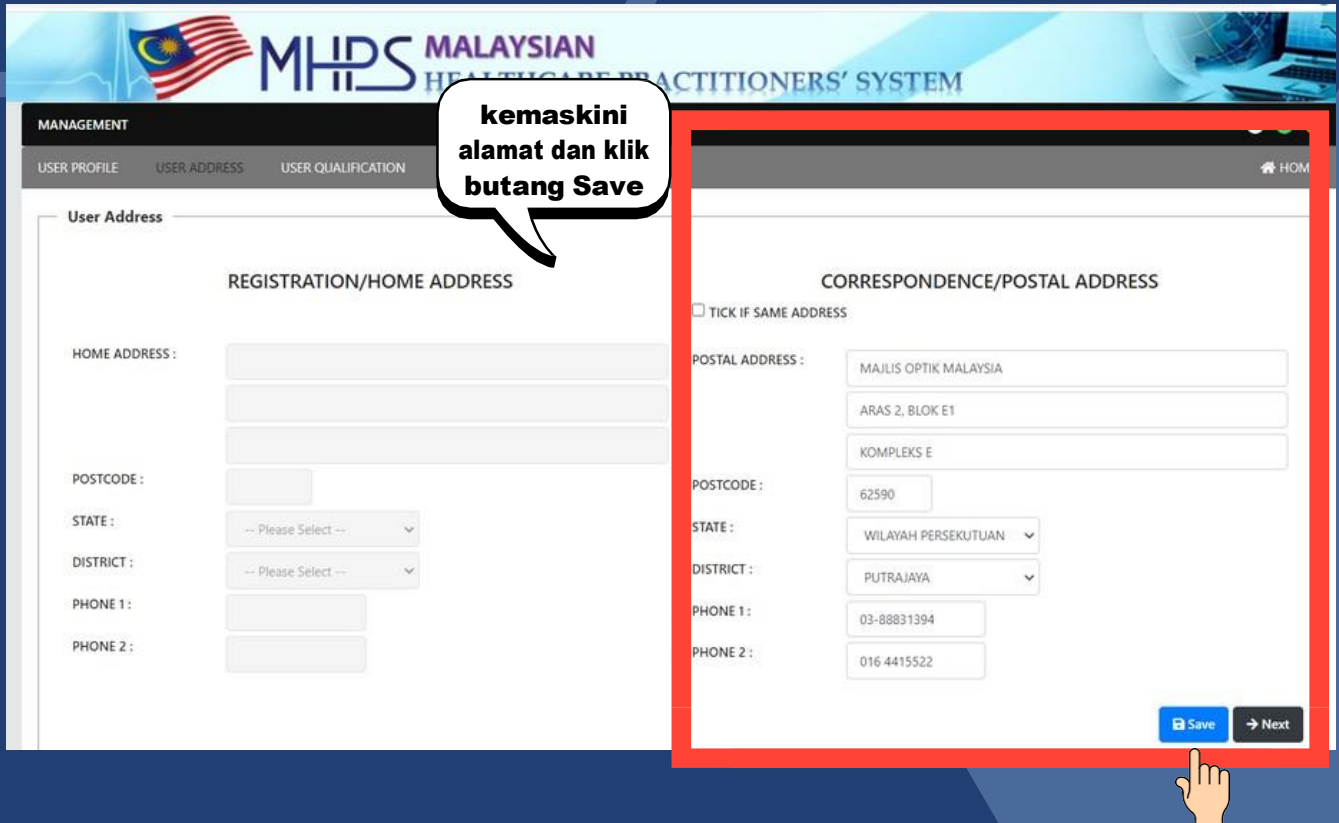
- LANGKAH 6

Kemaskini alamat surat menyurat



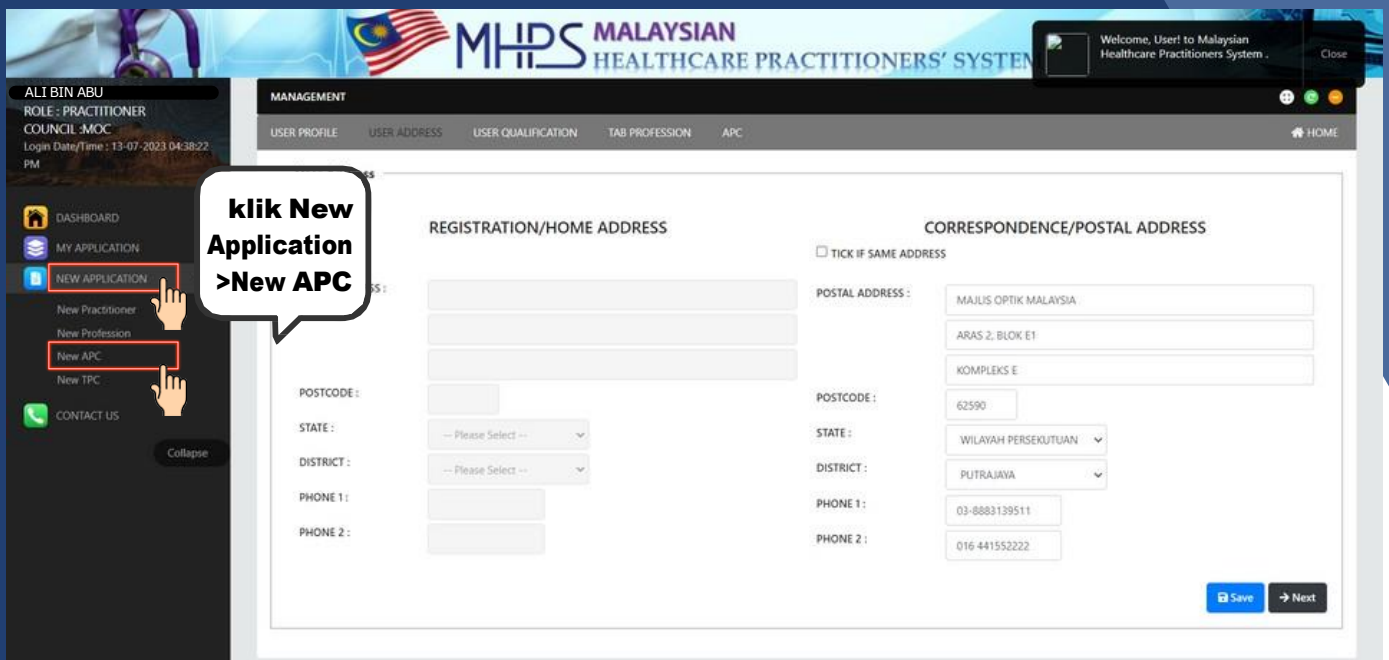
- LANGKAH 7

Kemaskini alamat surat menyurat di ruangan *correspondence/ postal address* dan klik butang Save



- LANGKAH 8

Seterusnya klik butang NEW APPLICATION > NEW APC bagi meneruskan permohonan APC



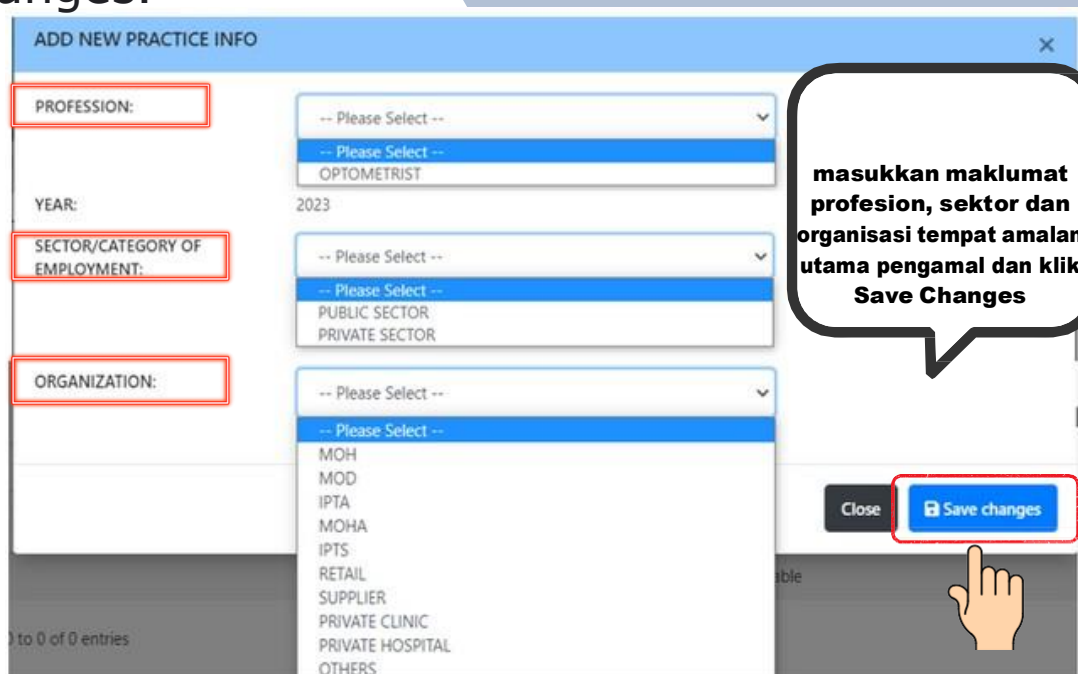
• LANGKAH 9

Klik butang ADD NEW



• LANGKAH 10

Masukkan maklumat profesion, sektor /kategori penggajian dan kategori organisasi berdasarkan tempat amalan utama pengamal. Kemudian klik butang Save changes.



♦ Sila pastikan kategori yang dipilih bagi ruangan ini adalah berdasarkan tempat amalan utama pengamal. Bagi pengamal yang bukan penjawat awam dan sedang menjalani program Master di universiti awam, pastikan ruangan *sector/category of employment* adalah *private sector*.

- LANGKAH 11

Klik ADD ADDRESS bagi memasukkan alamat tempat/premis menjalankan amalan.



- LANGKAH 12

Klik butang ADD PRACTISING ADDRESS untuk teruskan permohonan



• LANGKAH 13

Pilih kategori bagi organisasi, negeri dan daerah tempat amalan utama pengamal dan klik butang Search untuk carian premis.

pilih kategori Organisasi tempat amalan utama

ADD NEW PRACTISING ADDRESS

PRACTICE TYPE: PRINCIPAL ADDRESS

PRACTICE SECTOR: PRIVATE

ORGANIZATION: -- Please Select --

STATE: -- Please Select --

DISTRICT: -- Please Select --

PREMISE ADDRESS:

Close Save changes

The dropdown menu for ORGANIZATION is open, showing the following options: RETAIL (highlighted), SUPPLIER, PRIVATE CLINIC, PRIVATE HOSPITAL, and OTHERS.

pilih Negeri tempat amalan utama

ADD NEW PRACTISING ADDRESS

PRACTICE TYPE: PRINCIPAL ADDRESS

PRACTICE SECTOR: PRIVATE

ORGANIZATION: -- Please Select --

STATE: -- Please Select --

DISTRICT: -- Please Select --

PREMISE ADDRESS:

Close Save changes

The dropdown menu for STATE is open, showing the following options: JOHOR, KEDAH, KELANTAN, MELAKA, NEGERI SEMBILAN, PAHANG, PULAU PINANG, PERAK, PERLIS, SELANGOR, TERENGGANU, SABAH, SARAWAK, WILAYAH PERSEKUTUAN KUALA LUMPUR, WILAYAH PERSEKUTUAN LABUAN, and WILAYAH PERSEKUTUAN PUTRAJAYA.

pilih Daerah tempat amalan utama

ADD NEW PRACTISING ADDRESS

PRACTICE TYPE: PRINCIPAL ADDRESS

PRACTICE SECTOR: PRIVATE

ORGANIZATION: -- Please Select --

STATE: JOHOR

DISTRICT: -- Please Select --

PREMISE ADDRESS:

Close Save changes

The dropdown menu for DISTRICT is open, showing the following options: BATU PAHAT, JOHOR BAHRU, KLUANG, KOTA TINGGI, MERSING, MUAR, PONTIAN, SEGAMAT, KULAI, TANGKAK, SKUDAI, JEMENTAH, MUKIM JEMENTAH, SIMPANG RENGGAM, ULU TIRAM, ISKANDAR PUTERI, MASAI, SENAI, and PASIR GUDANG.

- LANGKAH 14

Klik butang tambah "Add Address" untuk pilih premis tempat amalan utama pengamal

ADD NEW PRACTISING ADDRESS ✕

PRACTICE TYPE: PRINCIPAL ADDRESS
PRACTICE SECTOR: PRIVATE
ORGANIZATION: RETAIL
STATE: JOHOR
DISTRICT: BATU PAHAT

10 records per page Search:

NO.	Premise	Address	
1	SING KONG OPTICAL & CONTACT LENS CENTRE	NO. 8, JALAN KRISTAL, TAMAN KRISTAL 2	Add Address
2	CHING KONG OPTICAL CO	NO.31, JALAN ISMAIL	Add Address
3	DE EYE ENTERPRISE	NO 13, JALAN SOGA	Add Address
4	DE EYE SHOP	G08, LEVEL 1, SQUARE ONE SHOPPING COMPLEX	Add Address
5	E CARE OPTICAL	NO.34, JALAN KUNDANG 1	Add Address
6	E-MENG OPTICAL CENTRE	NO. 49, JALAN FLORA UTAMA 4	Add Address
7	EYEZONE OPTOMETRY	NO. 59-5, JALAN BALAU, TAMAN BATU PAHAT	Add Address
8	FIFTY ONE MINUTES EYEWEAR	LOT G31, BATU PAHAT MALL,	Add Address
9	FIRST VISION OPTIC	LOT 175, FIRST FLOOR, BATU PAHAT MALL,	Add Address
10	FIRST VISION OPTIC	14, JALAN RAWA, TAMAN MAKMUR,	Add Address

Showing 1 to 10 of 61 entries

PREMISE ADDRESS:

Previous **1** 2 3 4 5 6 7 Next

Klik "Add Address" untuk premis pilihan

• LANGKAH 15

Premis yang dipilih akan terpapar di bahagian bawah kotak mesej dan klik butang Save Changes untuk simpan.

The screenshot displays a web application interface for managing premises. At the top, there are dropdown menus for 'RETAIL', 'STATE: JOHOR', and 'DISTRICT: BATU PAHAT', along with a 'search' button. Below this, a table lists 10 premises. The first row is highlighted, and its details are shown in a modal at the bottom. A hand icon points to the 'Save changes' button in the modal.

NO.	Premise	Address	ACTION
1	SING KONG OPTICAL & CONTACT LENS CENTRE	NO. 8, JALAN KRISTAL, TAMAN KRISTAL 2	Add Address
2	CHING KONG OPTICAL CO	NO.31, JALAN ISMAIL	Add Address
3	DE EYE ENTERPRISE	NO 13, JALAN SOGA	Add Address
4	DE EYE SHOP	G08, LEVEL 1, SQUARE ONE SHOPPING COMPLEX	Add Address
5	E CARE OPTICAL	NO.34, JALAN KUNDANG 1	Add Address
6	E-MENG OPTICAL CENTRE	NO. 49, JALAN FLORA UTAMA 4	Add Address
7	EYEZONE OPTOMETRY	NO. 59-5, JALAN BALAU, TAMAN BATU PAHAT	Add Address
8	FIFTY ONE MINUTES EYEWEAR	LOT G31, BATU PAHAT MALL,	Add Address
9	FIRST VISION OPTIC	LOT 175, FIRST	Add Address
10	FIRST VISION OPTIC	14, JALAN RAM	Add Address

Showing 1 to 10 of 61 entries

PREMISE ADDRESS: SING KONG OPTICAL & CONTACT LENS CENTRE
NO. 8, JALAN KRISTAL, TAMAN KRISTAL 2
86400, BATU PAHAT, JOHOR

Close Save changes

Paparan premis yang dipilih

Klik Save changes untuk simpan

- LANGKAH 16

Premis yang dipilih dan berjaya disimpan akan terpapar di halaman *practising address*.



- LANGKAH 17

Klik Add Practising Address untuk membuat penambahan alamat bagi lain-lain tempat amalan.

Maksimum empat (4) alamat premis sahaja boleh dimasukkan.



The form titled "ADD NEW PRACTISING ADDRESS" contains the following fields:

- PRACTICE TYPE:** OTHER PRACTISING ADDRESS
- PRACTICE SECTOR:** PRIVATE SECTOR (dropdown menu)
- ORGANIZATION:** -- Please Select -- (dropdown menu)
- STATE:** PRIVATE SECTOR (dropdown menu)
- DISTRICT:** -- Please Select -- (dropdown menu)
- PREMISE ADDRESS:** (text input field)

Buttons for "search", "Close", and "Save changes" are also present.

- LANGKAH 18

Klik pada butang SUBMIT selepas semua alamat tempat amalan telah dipilih dan disimpan.



- LANGKAH 19

Tandakan butang Checkbox di ruangan declaration sebagai pengesahan permohonan dan seterusnya Klik butang Submit



- LANGKAH 20

Senarai pembayaran akan terpapar di dashboard pengamal. Klik pada butang Print Bill untuk semak maklumat bayaran . Klik pada butang Pay Now dan lakukan pembayaran menggunakan FPX.

The screenshot shows the MHPDS dashboard for user ALI BIN ABU. The 'Payment List' table contains the following data:

NRIC	YEAR APPLY	PROFESSION	SUBMITTED DATE	STATUS	PAYMENT AMOUNT
[REDACTED]	2022	OPTOMETRIST	06-10-2022	APPROVE REGISTRATION	-
[REDACTED]	2023	OPTOMETRIST	14-07-2023	PENDING PAYMENT FOR APC	75.00

A hand icon points to the 'Print Bill' button for the 2023 entry. A speech bubble contains the text: "klik print bill untuk buat semakan maklumat bayaran".

The screenshot shows the MHPDS dashboard for user ALI BIN ABU. The 'Payment List' table contains the following data:

NRIC	YEAR APPLY	PROFESSION	SUBMITTED DATE	STATUS	PAYMENT AMOUNT
[REDACTED]	2022	OPTOMETRIST	06-10-2022	APPROVE REGISTRATION	-
[REDACTED]	2023	OPTOMETRIST	14-07-2023	PENDING PAYMENT FOR APC	75.00

A hand icon points to the 'Pay Now' button for the 2023 entry. A speech bubble contains the text: "klik pay now untuk buat pembayaran".

Peringatan:

Pembayaran hendaklah dibuat pada hari yang sama permohonan dibuat. Permohonan akan terbatal sekiranya pembayaran tidak dibuat dalam tempoh tersebut.

- LANGKAH 21

Pilihan jenis akaun bank mestilah Personal Account-(B2C). Seterusnya klik butang Proceed Payment dan klik butang Yes untuk memulakan bayaran.

The screenshot shows a 'Payment Mode' dialog box with a close button (X) in the top right corner. Below the title bar is a text field containing the alphanumeric string 'bWZmM1hqZzF3V00rMIZUZGN1VVBKUT09'. Below this is a table with two columns: 'ITEM' and 'DESCRIPTION'. The table contains three rows: 'PROFESSION' with 'OPTOMETRIST', 'AMOUNT (RM)' with '150.00', and 'BANK ACCOUNT TYPE' with two radio button options: 'Personal Account-(B2C)' (which is selected and highlighted with a red box) and 'Corporate Account-(B2B)'. Below the table are two buttons: 'Close' and '» Proceed Payment'.

ITEM	DESCRIPTION
PROFESSION	OPTOMETRIST
AMOUNT (RM)	150.00
BANK ACCOUNT TYPE	<input checked="" type="radio"/> Personal Account-(B2C) <input type="radio"/> Corporate Account-(B2B)

This screenshot shows the same 'Payment Mode' dialog box as above, but with a confirmation dialog box overlaid on top. The confirmation dialog has a red title bar that says 'Submit Data' and contains the text 'Are You Sure?'. It has two buttons: 'No' and 'Yes'. A hand icon is pointing at the '» Proceed Payment' button in the background dialog. A speech bubble next to the hand says 'Klik Proceed Payment> Yes'. The '» Proceed Payment' button in the background dialog is also highlighted with a red box.

ITEM	DESCRIPTION
PROFESSION	OPTOMETRIST
AMOUNT (RM)	150.00
BANK ACCOUNT TYPE	<input checked="" type="radio"/> Personal Account-(B2C) <input type="radio"/> Corporate Account-(B2B)

- LANGKAH 22

Klik pada butang internet banking dan pilih bank untuk melakukan transaksi pembayaran menggunakan FPX

Masukkan alamat emel (opsyenal) bagi tujuan notifikasi pembayaran. Seterusnya klik butang Proceed.

The screenshot shows a payment form with the following sections and callouts:

- Payment Details:** Merchant Name: Kementerian Kesihatan Malaysia; Invoice No: A3000023423/MHPSACHO9FJ0|2440; Transaction: Perakuan Pengamalan Tahunan; Amount: MYR 150.00.
- Payment Method:** Internet Banking . A dropdown menu below says "Please Select The Bank". Callout: "Klik pada butang FPX dan buat pilihan bank".
- Note:** (Offline) - This option is not available either due to the banks non-operating hours or the service is temporarily unavailable.
- Enter E-Mail address here to receive transaction status (Optional):** A text input field with a red border and a placeholder "Email". Callout: "masukkan emel address pengamal".
- Disclaimer:** "By clicking on the 'Proceed' button, you agree to FPX's Terms of Service...". Callout: "Klik Proceed untuk teruskan pembayaran".
- Proceed Button:** A blue button with a hand cursor pointing to it. Callout: "Klik Proceed untuk teruskan pembayaran".

Copyright 2023 Kementerian Kesihatan Malaysia | All Rights Reserved

- LANGKAH 23

Resit pembayaran FPX akan terpapar di skrin. Klik butang print untuk mencetak resit, atau klik butang CLOSE untuk proses seterusnya.

Your payment request is being processed.

PLEASE DO NOT REFRESH OR CLOSE THIS PAGE


Product Details	
Reference No	A3000023423/MHPSACHO9FJ0 2440
Description	Perakuan Pengamalan Tahunan
Amount	MYR 150.00
Date & Time	14/07/2023 11:44:48

Payment Details	
FPX Transaction ID	2307141144480353
Seller Order No	20230714114542616755
Amount	MYR 150.00
Payer Name	N@m3()/PYN .-&BUYER
Payer Bank	SBI Bank A
Bank Reference No.	
Date & Time	14:48
Status	
Reason	Approved (00)

Print [Click Here To CLOSE Receipt](#)

Note: Receipt page will automatically closed in 27 seconds.

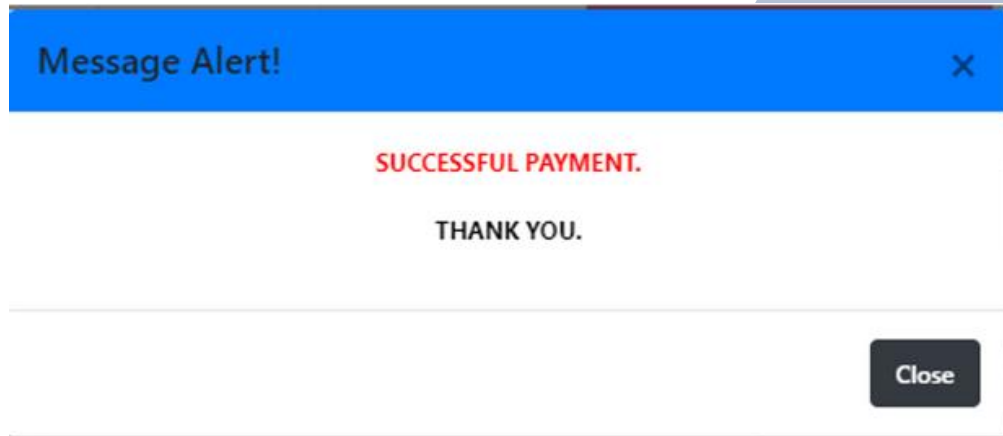
Copyright 2023 Kementerian Kesihatan Malaysia | All Rights Reserved



Klik Close untuk tutup paparan resit

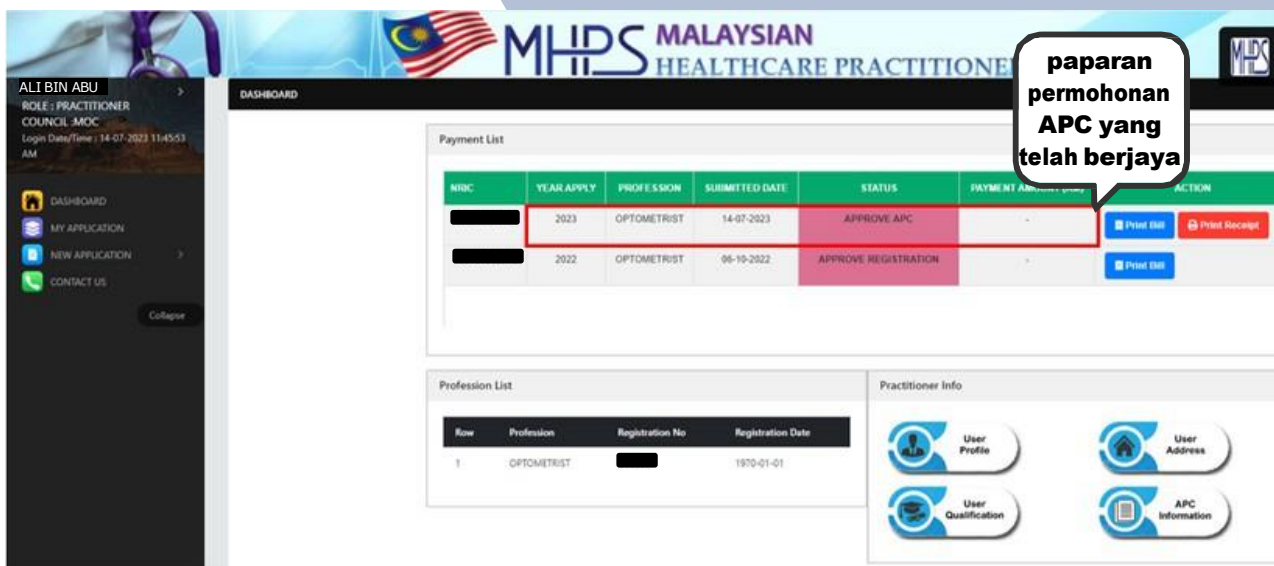
- LANGKAH 24

Mesej pembayaran berjaya akan terpapar di skrin



- LANGKAH 25

Permohonan APC yang telah berjaya akan terpapar di dashboard pengamal sebagai APPROVE APC.



Permohonan APC yang telah berjaya dilaksanakan melalui sistem MHPS

- LANGKAH 26

Klik pada APC INFORMATION di dashboard

Application Status

NRIC	YEAR APPLY	PAYMENT TYPE	SUBMITTED DATE	STATUS	PAYMENT AMOUNT (RM)	ACTION
[REDACTED]	2026	OPTICIAN	16-06-2025	APPROVED APC/PC	-	Print Bil Print Receipt
[REDACTED]	2020	OPTICIAN	05-10-2022	APPROVE REGISTRATION	-	Print Bil Print Receipt

Practitioner Info

Row	Profession	Registration No	Registration Date
1	OPTICIAN	[REDACTED]	1970-01-01

Practitioner Info

- User Profile
- User Address
- User Qualification
- APC Information

KLIK APC INFORMATION

- LANGKAH 27

Klik pada pilihan bahasa bagi memilih bahasa untuk muat turun cetakan Sijil APC

The screenshot shows the MHPS (MALAYSIAN HEALTHCARE PRACTITIONERS' SYSTEM) interface. The user is logged in as ALI BIN ABU, a PRACTITIONER from the MOC Council. The main menu includes DASHBOARD, MY APPLICATION, and NEW APPLICATION. The 'NEW APC' section displays a table with the following data:

NO.	PRINCIPAL ADDRESS	APC NO	APC YEAR	PROFESSION	STATUS	ACTION
1	DR SPECS	2026/00001	2026	OPTICIAN	APPROVED APC/PC	🔍 ⬇️ BM ⬇️ ENG

A callout box with a hand icon pointing to the 'ENG' download button contains the text: "KLIK PILIHAN BAHASA UNTUK MUAT TURUN CETAKAN SIJIL APC".

PERINGATAN

Dimaklumkan bahawa pengamal boleh mencetak sendiri Sijil *Annual Practising Certificate* (APC) menggunakan sebarang jenis kertas mengikut pilihan masing-masing. Tiada had warna ditetapkan bagi tujuan percetakan sijil tersebut

-TAMAT-



Lupa Kata Laluan?

forgot password?

- Klik Forgot Password kemudian masukkan emel dan captcha dalam kotak mesej yang terpapar

Log In
Malaysian Healthcare Practitioners' System

3^JAU₂ Reload

Forgot Password

Login Reset Sign Up

For any inquiries or questions regarding your application, kindly contact us as below :

Contact Us

Copyright 2021 - Ministry Of Health Malaysia

FORGOT PASSWORD

Email Please Insert Email

Captcha Y52WR Reload

Insert Captcha

Submit Reset Cancel

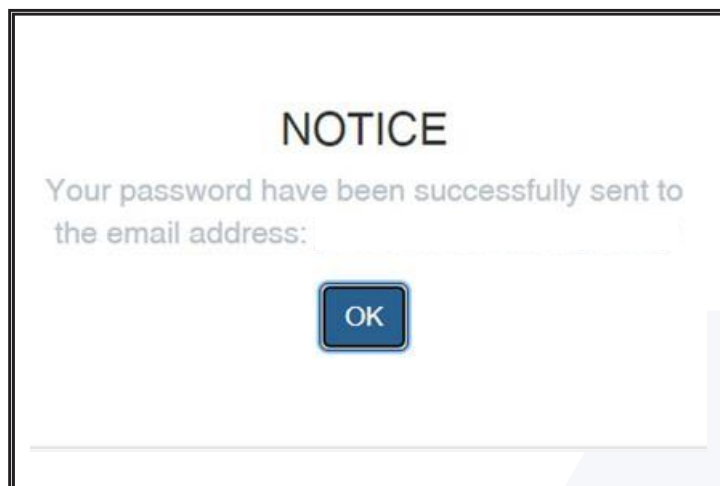
klik submit

masukkan emel & captcha

Lupa Kata Laluan?

forgot password?

- Notis makluman kata laluan sementara telah dihantar ke alamat emel yang didaftarkan



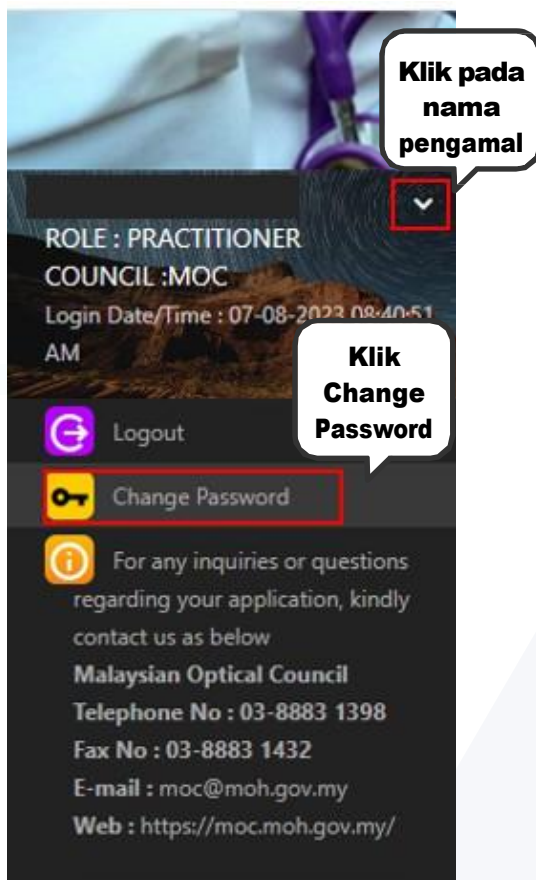
- Semak emel dan login ke dalam sistem menggunakan kata laluan sementara yang telah dibekalkan.



Tukar Kata Laluan?

change password?

- Klik pada nama pengamal >klik change password



Tukar Kata Laluan?

change password?

- Masukkan kata laluan sementara/lama dan cipta kata laluan yang baharu di ruangan yang disediakan.
- Seterusnya klik butang Submit.

The image shows a 'CHANGE PASSWORD' form with the following fields and buttons:

- Temporary / Old Password:** A text input field with a red border. A callout bubble above it says "Masukkan kata laluan sementara".
- New Password:** A text input field with a red border. A callout bubble above it says "Masukkan kata laluan baharu".
- Confirm Password:** A text input field with a red border. A callout bubble above it says "isi kata laluan baharu untuk pengesahan".
- Show Password:** A checkbox.
- Submit:** A green button with a red border. A callout bubble below it says "Klik Submit".
- Reset:** A black button.

Information icons (i) are visible to the right of the 'New Password' and 'Confirm Password' fields.

- Masukkan username dan kata laluan yang baharu untuk log masuk ke dalam sistem MHPS.

Hubungi kami



Talian telefon

03-8883 1398

03-8883 1040



Website & Emel

<https://hq.moh.gov.my/moc/>

apc.moc01@gmail.com



Alamat

Majlis Optik Malaysia,

Aras 2, Blok E1, Kompleks E

Pusat Pentadbiran Kerajaan Persekutuan

62590 WP Putrajaya

Terima Kasih