

## User Manual: APC Application Portal

Welcome to the new portal for your Annual Practising Certificate (APC) application. This guide provides a simple walkthrough of how to submit your application.

**Portal Link:** <https://bit.ly/MyVETAPC>

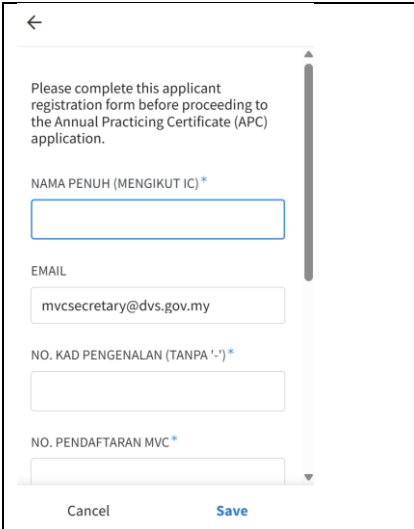
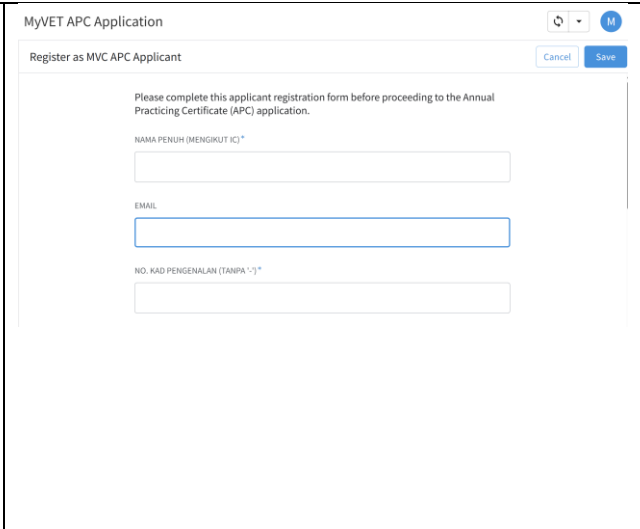
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### Step 1: Accessing the Portal

1. Click the portal link above or copy and paste it into your web browser. You may also access this portal through your mobile phone – you will be prompted to download the AppSheet app on your phone. Download the app to ensure a smooth application process.
2. The application is hosted on AppSheet. You may be prompted to sign in with your existing Google, Yahoo, or other registered account to access the app. Please use the email address which you will be constantly using for your APC communication.

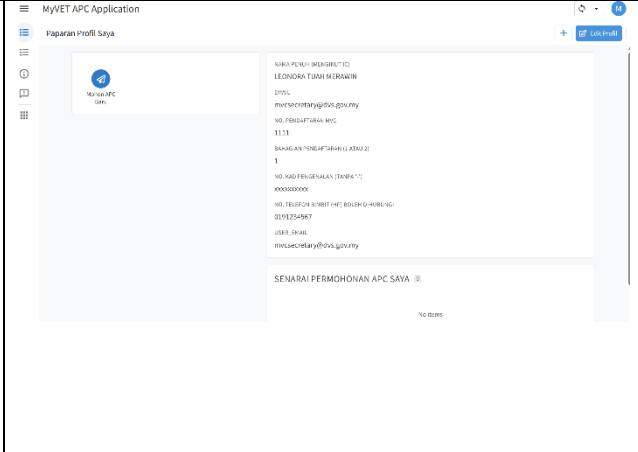
### Step 2: Starting Your Application

1. Once entering the portal, you will be prompted to register first as a new MVC APC Applicant.

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|  <p>←</p> <p>Please complete this applicant registration form before proceeding to the Annual Practising Certificate (APC) application.</p> <p>NAMA PENUH (MENGIKUT IC) *</p> <input type="text"/> <p>EMAIL</p> <input type="text" value="mvcsecretary@dvs.gov.my"/> <p>NO. KAD PENGENALAN (TANPA '-') *</p> <input type="text"/> <p>NO. PENDAFTARAN MVC *</p> <input type="text"/> <p>Cancel Save</p> |  <p>MyVET APC Application</p> <p>Register as MVC APC Applicant</p> <p>Cancel Save</p> <p>Please complete this applicant registration form before proceeding to the Annual Practising Certificate (APC) application.</p> <p>NAMA PENUH (MENGIKUT IC) *</p> <input type="text"/> <p>EMAIL</p> <input type="text"/> <p>NO. KAD PENGENALAN (TANPA '-') *</p> <input type="text"/> |
| <b>MOBILE VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

Please fill in the required personal details, and your email must be same as the one that you have signed in.

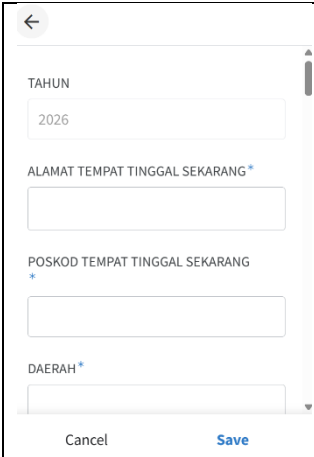
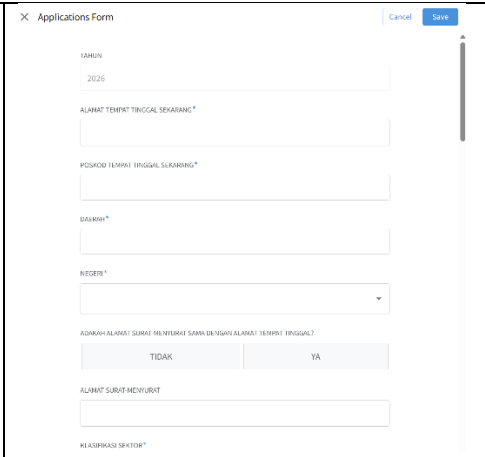
- Upon completion and clicking save, you will be entering a dashboard that list your details and any previous applications listed **under your email** if you have used the portal before.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|  <p>MOHON APC BARU</p> <p>NAMA PENUTUP (MENGIKUT ICI)<br/>LEONORA TUAH MERAWIN</p> <p>EMAIL<br/>mvssecretary@dvs.gov.my</p> <p>NO. PENDAFTARAN MVC<br/>1111</p> <p>BAHAGIAN PENDAFTARAN (1 ATAU 2)<br/>1</p> <p>NO. KAD PENGESALAN (TANPA "I")<br/>XXXXXXXXXX</p> <p>NO. TELEFON BIMBIT (HP) BOLEH DIHUBUNGI</p> <p>Paparan Profil Saya Semarak Perumahan APC Saya</p> |  <p>MyVET APC Application</p> <p>Paparan Profil Saya</p> <p>NAMA PENUTUP (MENGIKUT ICI)<br/>LEONORA TUAH MERAWIN</p> <p>EMAIL<br/>mvssecretary@dvs.gov.my</p> <p>NO. PENDAFTARAN MVC<br/>1111</p> <p>BAHAGIAN PENDAFTARAN (1 ATAU 2)<br/>1</p> <p>NO. KAD PENGESALAN (TANPA "I")<br/>XXXXXXXXXX</p> <p>NO. TELEFON BIMBIT (HP) BOLEH DIHUBUNGI<br/>0191234567</p> <p>USER EMAIL<br/>mvssecretary@dvs.gov.my</p> <p>SENARAI PERMOHONAN APC SAYA</p> <p>No items</p> |
| <b>MOBILE VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

- To start a fresh APC application for the year, click on "+" icon (PC),  icon (Mobile) or "Mohon APC Baru" (  ) to begin a new APC application for the coming year.

### Step 3: Filling Out Your Details

- Enter your personal details.

|                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                   |
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|  <p>TAHUN<br/>2026</p> <p>ALAMAT TEMPAT TINGGAL SEKARANG*</p> <p>POSKOD TEMPAT TINGGAL SEKARANG*</p> <p>DAERAH*</p> <p>Cancel Save</p> |  <p>Applications Form</p> <p>TAHUN<br/>2026</p> <p>ALAMAT TEMPAT TINGGAL SEKARANG*</p> <p>POSKOD TEMPAT TINGGAL SEKARANG*</p> <p>DAERAH*</p> <p>NEGERI*</p> <p>ADAKAH ALAMAT SURAT MELAYUKAN SAMA DENGAN ALAMAT TEMPAT TINGGAL?</p> <p>TIDAK YA</p> <p>ALAMAT SURAT MENURUT</p> <p>KLASIFIKASI SEKTOR*</p> <p>Cancel Save</p> |
| <b>MOBILE VIEW</b>                                                                                                                                                                                                        | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                    |

2. To add details of your practice into your APC application, click on the “New” button below Maklumat Premis Amalan:



Maklumat Premis Amalan

PREMIS AMALAN DI BAWAH APC INI ⓘ

[New](#)

Sekiranya anda pertama kali memohon APC atau bertukar premis amalan, mohon muat naik dokumen sokongan e.g. surat tawaran kerja, surat arahan perpindahan, surat kepada Pendaftar bagi amalan baru.

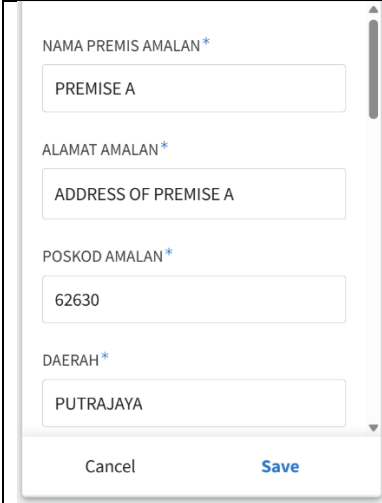
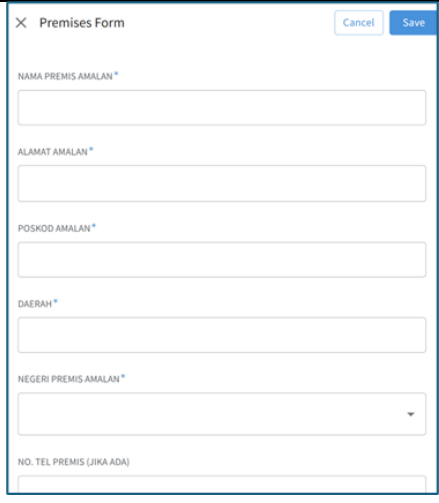
DOKUMEN SOKONGAN ⓘ



If you have changed/switched your practice/been transferred, or being offered employment as a first time practitioner, click on the field “Dokumen Sokongan” to upload the supporting documents into the application.

3. **Enter your practice information:**

Follow the instructions and fill the pop-up form with information on your practice.

| MOBILE VIEW                                                                        | PC VIEW                                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|  |  |

Upon clicking “Save”, if you have additional practices to be added on, a new form will automatically appear and you may proceed to enter information on the next practice.

If there are no additional premises to add, click cancel and it will return to the APC Application Form. The premises you have entered will be listed automatically.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div> <p><b>Maklumat Premis Amalan</b></p> <p>PREMIS AMALAN DI BAWAH APC INI</p> <div> <div>PREMISE A</div> <div>W.P. Putrajaya</div> <div>New</div> </div> <p>Sekiranya anda pertama kali memohon APC atau bertukar premis amalan, mohon muat naik dokumen sokongan e.g. surat tawaran kerja, surat arahan perpindahan, surat kepada Pendaftar bagi amalan baru.</p> <div> <div>Cancel</div> <div>Save</div> </div> </div> <p><b>MOBILE VIEW</b></p> | <div> <p><b>PERMOHONAN APC BAGI TAHUN 2026</b></p> <div> <div>NAMA BANK</div> <div>CIMB BANK</div> <div>NO. RUJUKAN TRANSAKSI</div> <div>XXXXX</div> <div>BUKTI PEMBAYARAN</div> <div>e5977934.PaymentProof.112946.pdf</div> <div>BORANG D (BORANG PERMOHONAN APC)</div> <div>e5977934.BorangDUpload.112946.pdf</div> </div> <div> <div>PREMIS AMALAN DI BAWAH APC INI</div> <div> <div>PREMISE A</div> <div>W.P. Putrajaya</div> <div>Expand</div> <div>Add</div> </div> </div> </div> <p><b>PC VIEW</b></p> |
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You may still edit your practice information by clicking on the record rows of the list. To add more premises, click “New” below the list.

#### 4. Enter your CPD Information:

Similar to No. 2, to add details on your CPD activities, click on the “New” button below ‘SENARAI AKTIVITI CPD’. A pop-up form should appear for you to enter your CPD information.

|                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <div> <p>JUMLAH MATA CPD DIKUMPUL: *</p> <div>0</div> <p>SENARAI AKTIVITI CPD</p> <div>New</div> <p>Sekiranya mata CPD tidak mencukupi, sila muat naik salinan surat rayuan kepada Pendaftar yang ditandatangani anda di bawah.</p> <p>SURAT RAYUAN KEPADA PENDAFTAR</p> <div> <div>Cancel</div> <div>Save</div> </div> </div> <p><b>MOBILE VIEW</b></p> | <div> <p>Maklumat CPD untuk permohonan APC ini</p> <p>MINIMUM MATA CPD</p> <ul style="list-style-type: none"> <li>- 50 MATA (bagi umur kurang 60 tahun)</li> <li>- 30 MATA (bagi umur 60 tahun ke atas)</li> </ul> <p>Jika anda baru berdaftar dengan MVC pada tahun 2025 - anda dikecualikan keperluan CPD</p> <p>JUMLAH MATA CPD DIKUMPUL: *</p> <div>20</div> <p>SENARAI AKTIVITI CPD</p> <div> <div>ACTIVITY 1</div> <div>MAVMA-XXX</div> <div>New</div> </div> <p>Sekiranya mata CPD tidak mencukupi, sila muat naik salinan surat rayuan kepada Pendaftar yang ditandatangani anda di bawah.</p> <p>SURAT RAYUAN KEPADA PENDAFTAR</p> </div> <div> <p><b>ACTIVITY 1</b></p> <div> <div>NAMA AKTIVITI *</div> <div>ACTIVITY 1</div> <div>KOD CPD (DIKELUARKAN MAVMA) *</div> <div>MAVMA-XXX</div> <div>TARIKH MULA AKTIVITI</div> <div>04/06/2025</div> <div>TARIKH HABIS AKTIVITI</div> <div>07/06/2025</div> <div>MATA CPD *</div> <div>20</div> <div>BUKTI CPD (SUJIL ETC.)</div> </div> <div> <div>Cancel</div> </div> </div> <p><b>PC VIEW</b></p> |
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Similar to No. 3, upon clicking “Save”, if you have additional CPD activities to be added on, a new form will automatically appear and you may proceed to enter the next activity.

If there are no additional activities to add, click cancel and it will return to the APC Application Form. The activities you have entered will be automatically listed and saved (with visible info on name, code and points). To add more activities, click the **“New”** button below the list. You may still edit your activity information by clicking on the record rows of the list.

|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <p>SENARAI AKTIVITI CPD </p> <div> <div>ACTIVITY 1</div> <div>MAVMA-XXX</div> <div>20</div> </div> <p><a href="#">New</a></p> <p>Sekiranya mata CPD tidak mencukupi, sila muat naik salinan surat rayuan kepada Pendaftar yang ditandatangani anda di bawah.</p> <p>SURAT RAYUAN KEPADA PENDAFTAR </p> <div> </div> | <p>Maklumat CPD untuk permohonan APC ini</p> <p>MINIMUM MATA CPD</p> <ul style="list-style-type: none"> <li>- 50 MATA (bagi umur kurang 60 tahun)</li> <li>- 30 MATA (bagi umur 60 tahun ke atas)</li> </ul> <p>Jika anda baru berdaftar dengan MVC pada tahun 2025 - anda dikecualikan keperluan CPD</p> <p>JUMLAH MATA CPD DIKUMPUL* </p> <div>20</div> <p>SENARAI AKTIVITI CPD </p> <div> <div>ACTIVITY 1</div> <div>MAVMA-XXX</div> <div>20</div> </div> <p><a href="#">New</a></p> <p>Sekiranya mata CPD tidak mencukupi, sila muat naik salinan surat rayuan kepada Pendaftar yang ditandatangani anda di bawah.</p> <p>SURAT RAYUAN KEPADA PENDAFTAR </p> |
| <b>MOBILE VIEW</b>                                                                                                                                                                                                                                                                                                  | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

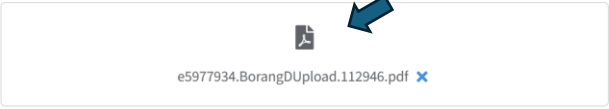
**If you have insufficient CPD for this application, you may also upload your appeal letter to the Registrar (must be signed by you) into field SURAT RAYUAN KEPADA PENDAFTAR.**

## 5. Enter your payment information:

Fill in the details as instructed by each field, and upload your proof of payment at Bukti Pembayaran.

|                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>CARA PEMBAYARAN* </p> <div>ONLINE TRANSFER</div> <p>NAMA BANK*</p> <div>CIMB BANK</div> <p>NO. RUJUKAN TRANSAKSI* </p> <div>XXXXX</div> <p>BUKTI PEMBAYARAN  </p> <div> </div> | <p>Maklumat Bayaran Permohonan APC</p> <p>CARA PEMBAYARAN* </p> <div>ONLINE TRANSFER</div> <p>NAMA BANK*</p> <div>CIMB BANK</div> <p>NO. RUJUKAN TRANSAKSI* </p> <div>XXXXX</div> <p>BUKTI PEMBAYARAN  </p> <div> <div>e5977934.PaymentProof.112946.pdf </div> </div> <p>Muat Naik Borang D (Permohonan APC) yang telah ditandatangani</p> |
| <b>MOBILE VIEW</b>                                                                                                                                                                | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                             |

- You are still required to upload your completed APC form (Borang D) signed by you into the portal. You may click on the link to download the empty Borang D form.

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <p><b>Muat Naik Borang D (Permohonan APC) yang telah ditandatangani</b></p> <p>Mohon muat naik Borang Permohonan bagi Perakuan Pengamalan Tahunan (Borang D) yang telah lengkap diisi dan telah ditandatangani oleh anda.</p> <p><a href="#">BORANG D KOSONG BOLEH DIAKSES DENGAN KLIK DI SINI</a></p> <p>BORANG D (BORANG PERMOHONAN APC) *</p>  | <p>Muat Naik Borang D (Permohonan APC) yang telah ditandatangani</p> <p>Mohon muat naik Borang Permohonan bagi Perakuan Pengamalan Tahunan (Borang D) yang telah lengkap diisi dan telah ditandatangani oleh anda.</p> <p><a href="#">BORANG D KOSONG BOLEH DIAKSES DENGAN KLIK DI SINI</a></p> <p>BORANG D (BORANG PERMOHONAN APC) *</p>  |
| <b>MOBILE VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>PC VIEW</b>                                                                                                                                                                                                                                                                                                                                                                                                               |

#### Step 4: Uploading Required Documents

- The portal will prompt you to upload necessary documents. These may include:
  - Proof of Continuing Professional Development (CPD) activity attendance.
  - Borang D document and relevant supporting documents
- Make sure your documents are in the PDF format, compiled for each field, and are clear and legible.

#### Step 5: Review and Submit

- After filling in all sections and uploading your documents, **please double-check** all the information you have entered. Ensure there are no errors or missing fields.
- You must tick the YES box for each declaration to confirm that you agree and that your application is truthful and accurate.

DECLARATION BY THE APPLICANT

I hereby declare that -

1. The information given in this form and any accompanying attachments to this form are all true and correct; \*

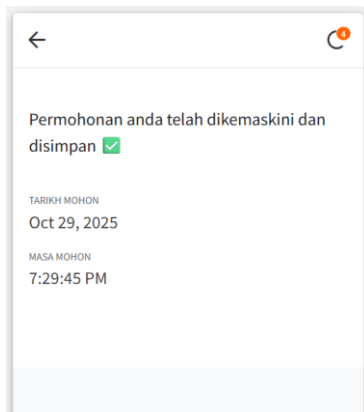
YES

2. I am aware of the requirements and offences under the Veterinary Surgeons Act 1974 [Act 147], its Regulations, circulars or guidelines including the Veterinary Surgeons Guide to Professional Conduct and Ethics set out by the Malaysian Veterinary Council ('said requirements') in relation to the issuance of annual practicing certificate; \*

YES

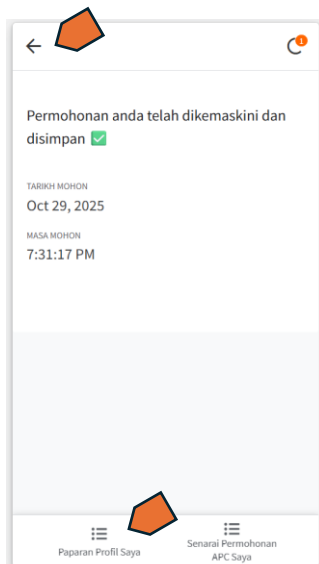
Cancel Save

- Once you are satisfied, find and click the **"Save"** button to finalize your application. A confirmation page will appear.



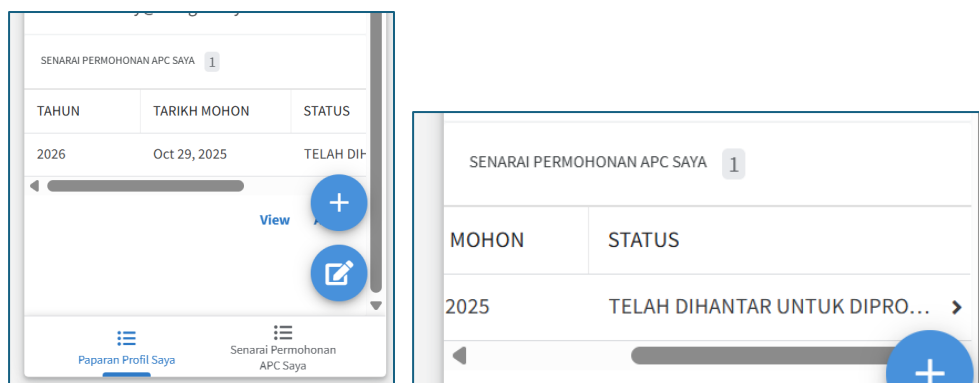
### Step 6: Checking Your Application Status

- After submission, you can return to the portal's main dashboard by clicking **the Back Arrow** or **"Papar Profil Saya"**.



- Your application status may show as "DRAF", "TELAH DIHANTAR UNTUK DIPROSES" or "DALAM PROSES SEMAKAN".

You are still able to amend your application if the status is "DRAF" or "TELAH DIHANTAR UNTUK DIPROSES". You will not be allowed to make any changes once the status has been changed to "DALAM PROSES SEMAKAN".



3. You will be notified (via email) once your application has been processed and approved, and the digital copy of the APC will be emailed to you.

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### **Having Trouble?**

- If the app is slow, please check your internet connection.
- If you have trouble logging in, ensure you are using the correct email account.
- For any issues related to application content or requirements, please contact the MVC Secretariat team.