


GUIDE TO APPLY FOR ONLINE MSH MEMBERSHIP

Upon Starting click on the Update Data Menu Item.



MSH Application [Update Data](#) [Upload Documents](#)

Instructions

Kindly read [this guide](#) first before you proceed if you have not done so.

Firstly, click on Update Data Menu. If you have not entered data before, an ADD button will appear to bring you to the New Member Registration Form. Click on it and enter all relevant information and SAVE.

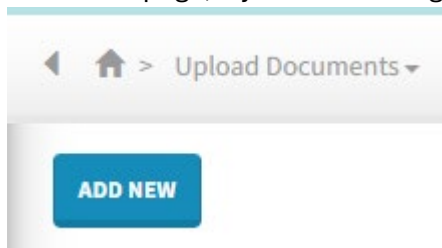
Secondly, click on Upload Document menu, and upload all necessary documents. Click on the coloured button with 0 0 0 to expand the section, and upload the relevant document to the rightful section. If you do not have the files with you, no worries. You can log out, and log in again later when you have the files prepared. Nevertheless, files that has been left unattended and not submitted for more than two weeks will be deleted.

And finally, click on the SUBMIT FOR EVALUATION BUTTON below when you have completed the uploads.

YOUR APPLICATION WILL ONLY BE PROCESSED AFTER YOU HAVE CLICKED THE SUBMIT BUTTON

SUBMIT FOR EVALUATION

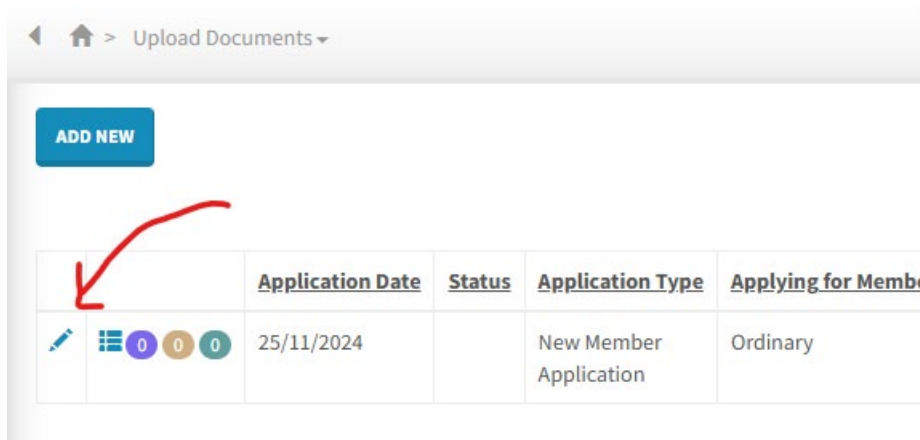
In the new page, if you are entering data for the first time click on the ADD NEW button.



◀ 🏠 > Upload Documents ▾



ADD NEW

On the other hand, if you have already filled in the biodata before, they will appear as below. Click on the pen icon, to make changes. Do not click ADD NEW again.



◀ 🏠 > Upload Documents ▾

ADD NEW

		<u>Application Date</u>	<u>Status</u>	<u>Application Type</u>	<u>Applying for Member</u>
		25/11/2024		New Member Application	Ordinary

For the Member Biodata Page.

Membership Data

Select which of the following **Application Type** relates to you.

- If you are non-yet a member, accept the default value which is [New Member Application]
- If you are an existing member, select which of the following upgrade applies to you.
- If you select [Upgrade from Associate to Term] or [Upgrade from Ordinary to Life] you only need to completely fill the data in this page, SECTION A, B and C.
- On the other hand, if you are making a [New Member Application] of upgrading from [Associate or Term membership → Ordinary or Life Membership] you are required to fill all required data in this page, SECTION A, B and C as well as uploading documents as in Section D, E and F.

The screenshot shows the 'Membership Biodata' form. At the top, there's a black header with the title 'Membership Biodata' in white. Below it, a yellow bar contains 'Application Date 25/11/2024'. The 'Application Type' dropdown is open, showing options: 'New Member Application' (selected), 'Please select', 'New Member Application', 'Upgrade from (Associate/Term) to (Ordinary/Life)', 'Upgrade from Associate to Term', and 'Upgrade from Ordinary to Life'. The form also shows 'Applying for Membership Type *' and 'SECTION A: Identification' with a 'Title' field.

Applying for Membership Type

Select which of the following options is most appropriate for you.

The screenshot shows the 'Applying for Membership Type *' dropdown menu open, displaying options: 'Please select', 'Please select', 'Life', 'Term', 'Ordinary', and 'Associate'. The form also shows 'SECTION A: Identification' with a 'Title' field and a 'Full Name *' field.

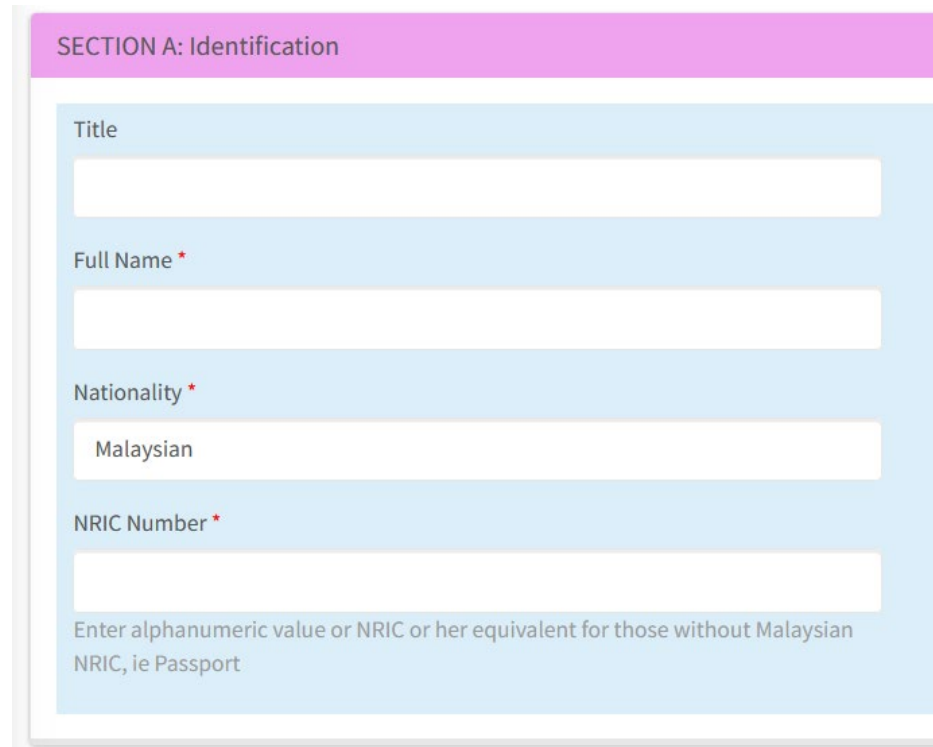
SECTION A: Identification

Title: Refers to your designated title, i.e Dato', Dr, Mr etc. It is free form. You can leave it blank. The data is optional.

Full Name: Name as in ID or passport.

Nationality: By default, Malaysian. If you an expatriate, you can change to what is most appropriate.

NRIC Number: Example 200202035466. If you a military personal or an expatriate you can enter you military ID or Passport ID number instead.



The image shows a digital form titled "SECTION A: Identification" with a pink header. The form is set against a light blue background and contains four input fields. The first field is labeled "Title" and is empty. The second field is labeled "Full Name *" and is empty. The third field is labeled "Nationality *" and contains the text "Malaysian". The fourth field is labeled "NRIC Number *" and is empty. Below the NRIC field, there is a greyed-out instruction: "Enter alphanumeric value or NRIC or her equivalent for those without Malaysian NRIC, ie Passport".

SECTION B: Communication

Mailing Address: Your current address in case there is something we need to physically mail to you.

City: Postcode: State: & Country: refers to the above mailing address.

Phone number: Your primary number in which you will contactable. i.e mobile phone number

Main email: Your primary email address which you will often check. It could be your personal or work email address.

Alternative email: Your back-up email in case the main email is no longer functional. For those who choose to include their work email as main email, kindly include your personal email as the alternative email. Alternative email is optional.

SECTION B: Communication

Mailing Address *

City *

Postcode *

State *

Country *

Phone Number *

Main Email *

Alternative Email

Can leave empty if not available

SECTION C: Current Job

Employment type: If you are on a full-time employment select Full-time.

- If you are doing part-time, casual or contractual work, select part-time.
- If you are doing your post graduate training, select traineeship.
- If you are doing undergraduate/diploma/high school studies, select student.
- If you are retiree select retired.

Current/Previous Job Position: Refers to your current Job Position. If you happen to be doing part time and currently unemployed or a retiree state your last Job Position.

If you happen to be a student, state the course that you are taking instead.

Current place of employment 1 and 2 refers to your affiliated place of practice. Since these data is a must, if you do not have a specific place of employment put in N/A. If you have only one place of employment, then but N/A in the second data.

SECTION C: Current Job

Employment Type *

Please select

Current/Previous Job Position *

i.e hematologist/hematopathologist/nurse

Enter N/A in the text below if you are retired or not affiliated

Current place of employment 1 *

Include full institutional address

Current place of employment 2 *

Or entities you are affiliated to (Include full insitutional address)

The last data in the page refers to your interest in joining the society and it is optional.

CLICK ON THE SAVE BUTTON.

If you are upgrading from Ordinary → Life or Associate → Term that is all to it. You can go back to home page (by clicking at MSH Application at left upper edge) and click on **SUBMIT FOR EVALUATION** button.

If you are applying to be a **NEW MEMBER** or **UPGRADING** from Associate or Term → Ordinary or Life then you still have **SECTION D, E and F** to complete. It is to upload digital demonstrative evidence for verification process.

After you have **CLICK ON THE SAVE BUTTON**, you should see this record was added notification.

Membership Biodata

<<< Record was added >>>

Application Date 25/11/2024

Click on Upload Documents Menu item.

You will come to this page.

MSH Application

Update Data

Upload Documents

ADD NEW

Application Date

Status

Application Type

Applying for Membership Type

Title

Full Name

Nationality

NRIC Number

Current/Previous Job Position

Current place of employment 1

25/11/2024

New Member Application

Ordinary

Jangguk Jung

Malaysian

100000101000

1001 Story Teller

Palace of 1001

Click on the blue drawer button as shown by the red arrow.

Application Date

Status

Application Type

Applying for Membership Type

25/11/2024

New Member Application

Ordinary

ID Pictures

Referee

Qualification

ADD NEW

The details section will appear showing 3 separate sections: SECTION D: ID Pictures, SECTION E: Referee, SECTION F: Qualifications

SECTION D: ID Pictures

Click ADD NEW button (purple arrow) whereby a pop-up page will appear requesting you:-

- To upload digital passport size portrait picture of yourself.
- For **NRIC image**, refers to the front side of your ID card with your photo on it.

Kindly ensure that both images are below 1M memory size each.

SECTION D: Member Picture, Add new

All image should be either in jfif, jpeg, jpg or png format. Limit file size to **< 1M**. If upload gets timeout error, upload individual image one at a time.

NRIC No

Picture of self

Browse... No file selected.

Upload image of yourself in jpg, jpeg, jfif or png format only

NRIC image

Browse... No file selected.

Upload jpeg, jpg or png image of your identification document with your picture

Id 23

SAVE

RESET

CANCEL

Remember to click the SAVE button.

6 | Page

SECTION E: Referee

Next select the Referee tab and click ADD NEW button.

The screenshot shows a web interface for adding a new referee. At the top, there are three colored circles (blue, orange, green) with the number '0' inside, followed by the date '25/11/2024'. Below this, the text 'New Member Application' is displayed. A table with columns 'Application Date', 'Status', 'Application Type', and 'App' is visible. Below the table, there are three tabs: 'ID Pictures', 'Referee', and 'Qualification'. The 'Referee' tab is selected. At the bottom, there is a blue button labeled 'ADD NEW'.

This pop up will appear:

The screenshot shows a pop-up form titled 'SECTION E: Referee Report, Add new'. At the top right, there is a close button (X). The form contains the following fields and instructions:

- NRIC**: 100000101000
- Download report template from here**: A red arrow points to this link. The text below it says: 'Fill in your name and date. Handover or email form to referee to fill. Upload the returned file. All report must be in pdf format. Limit file size to < 1M. If upload gets timeout error, upload individual report one at a time.'
- Referee 1 ***: A dropdown menu with 'Please select'.
- Referee 1 Report**: A 'Browse...' button with the text 'No file selected.' Below it is a 'Filename' input field.
- Referee 2 ***: A dropdown menu with 'Please select'.
- Referee 2 Report**: A 'Browse...' button with the text 'No file selected.' Below it is a 'Filename' input field.
- Id**: 23

At the bottom right, there are three buttons: 'SAVE', 'RESET', and 'CANCEL'.

You can download the blank Referee Report form at the link shown by the red arrow. An example of the form is shown below. Fill up your name as the name of the applicant. Only **MSH Life member** is eligible to become referee.



Referee Report for Malaysian Society of Haematology Membership

Name of Applicant:
Date:
Name of Referee:
Your name has been submitted by the applicant named above as one who could support their application for admission as a Member of the Malaysian Society of Haematology
Latest active referees email for feedback:
Please provide a narrative recommendation:

Name:

Signature of Referee _____

Date:

If you are unsure who are MSH Life member, you can click on the drop-down lookup list for Referee 1 and 2, as shown below. Scroll down until you see someone you are acquainted with who will be agreeable to be your referee.

SECTION E: Referee Report, Add new



NRIC 100000101000

[Download report template from here](#). Fill in your name and date. Handover or email form to referee to fill. Upload the returned file. All report must be in pdf format. Limit file size to < **1M**. If upload gets timeout error, upload individual report one at a time.

Referee 1 *	<div>Please select</div>
Referee 1 Report	<div><div>Please select</div><div>A. Angeli A/P Ambayya @ Ampiah</div><div>Abdul Aziz Bin Baba</div><div>Abu Dzarr Abdullah</div></div>
Referee 2 *	<div><div>Adibah bt Daud</div><div>Adilah Alia Bt Zaki Morad</div><div>Agnes S M Yong</div></div>
Referee 2 Report	<div><div>Ahlam Naila Kori</div><div>Ahmad Farhan Bin Kamarudin</div><div>Ahmad Izzuddin Bin Mustaffa</div></div>
Id	<div><div>Ahmad Zakiyy Bin Mohamed</div><div>Ainoon Othman</div><div>Alan Teh</div></div>

ET

CANCEL

Send the report to the designated referee for their narrative recommendation. Please make sure that they have signed and date their report. You can then upload the report.

You will need 2 referees to support your application.

Please ensure that each report, pdf file does not exceed 1M in memory.

Remember to click the SAVE button.

SECTION F: Qualifications.

Select the qualification tab and click on ADD NEW. A pop-up page as shown below will be displayed.

Enter the name of the highest academic degree/qualification. Awarded by which institution and in which year. You are required to upload a pdf image of the degree at HD Scroll. The filename will automatically fill. Leave it as it is.

Second Degree refers to the next highest degree, preferably showing your medical degree if you are a doctor. This is especially important if you are applying for Ordinary/Life member. Nevertheless, second degree is optional.

If you are medical student or high school student who wanted to join as associate member, you can upload your SPM or STPM certificate instead.

Remember to click the SAVE button.

You can go back to home page (by clicking at MSH Application at left upper edge) and click on SUBMIT FOR EVALUATION button at the middle of the page.

Instructions

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Secondly, click on Upload Document menu, and upload all necessary documents. Click on the coloured button with 0 0 0 to expand the section, and upload the relevant document to the rightful section. If you do not have the files with you, no worries. You can log out, and log in again later when you have the files prepared. Nevertheless, files that have been left unattended and not submitted for more than two weeks will be deleted.

And finally, click on the SUBMIT FOR EVALUATION BUTTON below when you have completed the uploads.

YOUR APPLICATION WILL ONLY BE PROCESSED AFTER YOU HAVE CLICKED THE SUBMIT BUTTON

SUBMIT FOR EVALUATION

Your application will be received by secretariat for further processing. **DO NOT PROCEED TO PAYMENT UNTIL YOU ARE INFORMED TO DO SO.**