



MALAYSIAN MEDICAL ASSOCIATION WILAYAH PERSEKUTUAN

Room 3, 5th Floor MMA House, Jalan Pahang, 53000 Kuala Lumpur

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GST No: 001059987456

APPLICATION FOR CME POINTS

The procedures to apply for CME are as follows:

1. Obtain our branch CME Chairman's approval for the date of the drug talk as well as the CV of the selected speaker(s).

In this respect, please email to mmawilayah@yahoo.com the details of the talk (date, time and venue) and the speaker's CV for approval. This is to ensure that the date chosen does not clash with other drug talks.

2. After the Branch's approval through email, you need to proceed with the printing of the invitation cards. Please note that RSVP should include someone from your company. **We DO NOT receive RSVP for any drug talks.**
3. MMA Wilayah needs 1,600 cards to be **DELIVERED ADDRESS PROVIDED** by email at least 3 weeks in advance to give sufficient time for affixing labels and postings.
4. The cards should be inserted into their individual envelope and the flaps push inward. **The cards should be packed in bundles of 550, 550 and 500 pieces respectively for easier handling.**
5. Please note that different postages are charged for sealed and unsealed mails.

PLEASE ENSURE THE CORRECT DENOMINATION OF STAMP VALUE IS PURCHASED AS PER THE NEW POSTAGE RULES TAKING EFFECT FROM 1-3-2005.

ALSO PLEASE CONFORM TO NEW REQUIREMENT BY POS MALAYSIA THAT THEY WOULD PREFER THE ENVELOPES TO BE SEALED.

5. The standard charge is **RM1,000** (RM500 for CPD activities and another RM500 being administrative charges to cover printing of mailing labels, affixing the labels and posting).
An additional RM150.00 will be levied for affixing the stamp on to the envelope. **BUT** the stamps (1,600 pieces) must be purchased by you and delivered together with the 1,600 cards.
6. Once we have received your cards and the stamps, if required, we would affix the mailing labels and/or stamps to all our 1650 members 2 weeks before the talks, if the cards were received on time. An invoice would be sent to you for settlement.
7. Then doctors would be calling your company for RSVP.
8. On the day of the talk, you need to print the CME Attendance Register (as attached) for Wilayah member doctors to register their name for entry for CME points later. You are advised to print a couple of sheets extra to enable faster registration at the registration counters.
9. After the talk, please compile the Attendance Register and submit together with the CME submission Form (as attached) **WITHIN 1 WEEK** for our further action. PLEASE SEND BY COURIER OR POST MARKED '**THE CHAIRMAN, MMA WILAYAH**'.
10. We will then submit the documents to our CME Central Centre for accreditation.

Note: An additional requirement is that our MMA Wilayah logo (labeled as Logo 2) is to be projected/flushed onto the LCD screen prior to commencement of the function.