

SINGAPORE MEDICAL COUNCIL

REQUEST FOR APPROVAL FOR NO PAY LEAVE (NPL)

Instructions for the employing institution

1. The registration for a conditionally registered doctor will be cancelled if he/she goes on NPL for a period exceeding 3 months per year unless prior approval has been obtained from SMC otherwise.
2. The registration for a temporary registered doctor will be cancelled immediately if he/she goes on NPL.
3. Request to remain on the register while on extended NPL of more than 3 months (for conditionally registrants) and NPL (for temporary registrants) will be considered on a case-by-case basis. The request should be submitted through the HR of the employing / training institution at least 4 weeks before the doctor embarks on his/ her NPL. The outcome of the request will be made known to the employing / training institution 2 weeks' from receipt date of such request.

Please write clearly in black ink and CAPITAL LETTERS.

To be Completed by Employing / Training Institution

Name of Medical Practitioner	MCR Number

Current Practice Place (Dept)	
Current Institution	
Employing / Training Institution	

Period of NPL	to	Registration Type																																									
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Reason for NPL	
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Details of training programme (if applicable)	
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Doctor will remain under the employ* / training contract* of the institution during the period of NPL?	(Yes / No)*
Has the NPL been approved internally by the employing* / training* institution?	(Yes / No)*

By submitting this application, we, (name of institution) are requesting for the Medical Council to allow the above doctor to remain on the register for the duration of his/ her no-pay leave (NPL). We confirm that this no-pay leave request is supported by the employing / training institution. In addition, we undertake to notify the Medical Council when the doctor resumes practice/ training or in the event that the doctor fails to resume practice/ training after the end of the approved NPL. The medical registration of the doctor will be cancelled if the doctor fails to resume practice / training after the end of the NPL period. A fresh application for medical registration is required¹ should the doctor wish to resume practice/ training in an approved healthcare institution.

Name & Designation of Administrator in employing / training institution		Signature	
Date		Tel No. / Email Address	

¹ If the application for medical registration is successful, the doctor will then need to apply for a new Practising Certificate.

*Please delete where applicable