SINGAPORE MEDICAL COUNCIL

REQUEST FOR APPROVAL FOR NO PAY LEAVE (NPL)

Instruction

1. The registration for a conditionally registered doctor will be cancelled if he/she goes on no pay leave for a period exceeding 3 months per year.

2. The registration for a temporary registered doctor will be cancelled immediately if he/she goes on no pay leave.

3. Request to remain on the register while on extended no pay leave of more than 3 months (for conditionally registrants) and no pay leave (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 3 weeks before the doctor embarks on his/ her no pay leave. The outcome of the request will be made known to the employing / training institution 3 weeks' from date of 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 no pay leave

		/			/			to			/			/		

(dd/mm/yy) to (dd/mm/yy)

Registration Type: Conditional*/ Temporary*

Reason for no pay leave	

Details of training programme (if applicable)	

Doctor will remain under the employ* / training contract* of the institution during the period of no pay leave?	(Yes / No)*
Has the no pay leave 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 that we will 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 required[1] 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