

# THE MEDICAL COUNCIL

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## MALTA

Correspondence to be  
addressed to:  
'The Registrar'

SLH-OPD, Level 1,  
St. Luke's Square,  
G'Mangia, Malta  
WEBSITE: <https://ehealth.gov.mt>

TEL: 21 255 540  
FAX: 21 255 541  
E-MAIL: [medicalcouncil@gov.mt](mailto:medicalcouncil@gov.mt)

Date: 22<sup>nd</sup> July 2014

Circular No: 02/2014 (*replacing Cir. No: 08/2010*)

Subject: Standard Operating Procedures

To All Registered Medical Practitioners and Dental Surgeons

The Medical Council would like to remind and inform you about the following:

1. How to contact us:

Address: SLH-OPD, Level 1,  
St. Luke's Square,  
Gwardamangia,  
Malta  
Tel: (+356) 21255540  
Fax: (+356) 21255541  
Email: [medicalcouncil@gov.mt](mailto:medicalcouncil@gov.mt)  
Opening hours: Monday to Friday from 08.30 till 14.30

Please note that the Registrar is presently only available by appointment. In order to set an appointment, kindly send an email to [medicalcouncil@gov.mt](mailto:medicalcouncil@gov.mt).

For any queries about the Annual Retention Fee in line with Legal Notice 330/2006, please send an email to [mcsubscriptions@gov.mt](mailto:mcsubscriptions@gov.mt).

2. Online Site:

Our site can be accessed at:

[https://ehealth.gov.mt/HealthPortal/others/regulatory\\_councils/medical\\_council/medical\\_council.aspx](https://ehealth.gov.mt/HealthPortal/others/regulatory_councils/medical_council/medical_council.aspx)

This is regularly updated and it provides the following:

- the Medical Council Registers and Other Lists;
- Circulars issued;
- Law and Amendments;
- Downloads of relevant documentation;
- Application Forms and the Procedure for Registration;
- the Annual Reports and Other Publications.

It is important to regularly check this site.

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3. Requesting a European Certificate of Current Professional Status (Good Standing) or any other letter/documentation

All requests are to be made by sending an email to the addresses shown above. Processing takes up to five (5) working days. Documentation requested may be collected by yourselves or any person delegated by you in writing, upon presentation the I.D. Card. These can also be sent by post once payment, if applicable, is received.

A European Certificate of Current Professional Status (Good Standing) incurs a fee of €11.65 as per Health Care Professions Act 2003, Chap. 464, Legal Notice 330/2006.

4. Annual Retention Fee Payment Bank Standing Order

From year 2011 payment for the settlement of the 'Annual Retention Fee' may be effected by Standing Order. Kindly refer to Circular No: 06/2010.

5. Receipts issued by the Medical Council

Claims that payments have already been effected to the Council need to produce the receipt or the receipt number, issued against the said payment.

Regards



Svetlana Cachia B.Com.(Hons.)(Melit.), M.A.(Public Policy)(Melit.)  
Registrar  
Medical Council Malta