



## THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

### COMPLAINT FORM

#### A. PARTICULARS OF COMPLAINANT

Full Name (As per : \_\_\_\_\_  
NRIC/ Passport/  
Registration document) \_\_\_\_\_

New NRIC No. / : 

								-				-						

  
Passport No.

Nationality : \_\_\_\_\_

Company Name : \_\_\_\_\_

Company Number : \_\_\_\_\_

Relationship to the : \_\_\_\_\_  
company

Correspondence : (Home) \_\_\_\_\_  
Address  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

(Office) \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_ State: \_\_\_\_\_

Telephone No. (Home) : \_\_\_\_\_

Telephone No. (Office) : \_\_\_\_\_

Handphone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

**FOR OFFICE USE ONLY**

Received by:

Date:

Time:

**B. COMPLAINT AGAINST MAICSA MEMBER**

Name of Member : \_\_\_\_\_

MAICSA Number : \_\_\_\_\_

If this Member is an External Company Secretary, please tick where appropriate:  Yes or  No

Name of Member : \_\_\_\_\_

MAICSA Number : \_\_\_\_\_

Telephone No. : \_\_\_\_\_

If this Member is an In House Company Secretary, please tick where appropriate:  Yes or  No

Date of Appointment as Company Secretary in your Company : \_\_\_\_\_

**C. ACTION TAKEN (Tick where applicable)**

Have you lodged a report or complaint to the police, other government agency/agencies, statutory or regulatory authority/authorities?

NO

YES. I have lodged a complaint/report with the following (please furnish a copy of the complaint/report together with this Complaint Form) :

Police Date: \_\_\_\_\_ Report ref. no.: \_\_\_\_\_

Companies Commission of Malaysia Date: \_\_\_\_\_ Report ref. no.: \_\_\_\_\_

Others: (please indicate) \_\_\_\_\_ Date: \_\_\_\_\_ Report ref. no.: \_\_\_\_\_

*In the event a complaint is lodged against a member of the Institute, it is the policy of the Institute to require the complainant to submit a duly completed, signed and affirmed complaint form, together with a processing fee of RM100.00. Upon receiving the complaint form and payment, it is our practice to write to the member/s concerned and ask for their response to the allegations received against them. The complaint and response from the member will then be forwarded to the disciplinary body of the Institute, the National Investigation Group (NIG), to investigate the matter. In order to facilitate the resolution of such complaint or for a case requiring referral, NIG will thereafter, refer such case to the National Disciplinary Tribunal (NDT). All the findings and decisions made by the National Investigation Group of the Institute will be final.*

**D. DETAILS OF COMPLAINT**

Please set out each allegation(s) against the member and the details of the complaint. You may use an attachment and title it as "Particulars of Complaint" if insufficient space. Please support each allegations with substantial evidence/document:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**E. DOCUMENTS TO SUPPORT THE COMPLAINT**

(eg. Copy of the complaint/report lodged with the police, other government agency, statutory authority or regulatory authority as disclosed in item C above, Statutory documents, letters, minutes of meetings, proof of transaction, etc.)

The following documents are attached with this Complaint Form to support the complaint:

<u>No.</u>	<u>Document</u>	<u>Tick where appropriate</u>
1)	Company's Memorandum and Articles of Association	<input type="checkbox"/>
2)	Company's Notification of Change in the Register of Director, Managers and Secretaries Form under Section 58 of the Companies Act 2016 and/or Form 49 of Companies Act 1965	<input type="checkbox"/>
3)	Company's Annual Return (Latest)	<input type="checkbox"/>
4)	Company Search from SSM (Latest)	<input type="checkbox"/>
5)	Others: (please indicate) _____	

Please forward any additional information to:  
Membership Department, The Malaysian Institute of Chartered Secretaries and Administrators  
No 57, Bangunan MAICSA, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur  
Tel: 03-22829276 or Fax: 03-22829281 or E-mail: [members@maicsa.org.my](mailto:members@maicsa.org.my)

F. DECLARATION BY COMPLAINANT

STATUTORY DECLARATION

I, (name) \_\_\_\_\_, (NRIC no.) \_\_\_\_\_, hereby do solemnly and sincerely declare the following:

1. I am a director/shareholder/manager/liquidator of (name of company) or I am the \_\_\_\_\_ (state relationship with company) of the Company.
2. All information given therein on the Complaint (including the relevant supporting documents) are to the best of my knowledge and belief to be accurate in all respects.
3. The Malaysian Institute of Chartered Secretaries and Administrators be authorised to inform \_\_\_\_\_ (Insert name of Company Secretary) (the "Respondent") that a complaint has ben made against him/her, and to furnish the Respondent with a copy of this Complaint Form together with the enclosures.
4. I confirm and agree to render full assistance and cooperation in respect of the Complaint including providing clarifications by way of telephone calls, letters and emails and attending meetings, when invited, with representatives of the disciplinary committees of The Malaysian Insitute of Chartered Secretaries and Administrators investigating the matter, as and when required.
5. I will accept all the findings and decisions made by the National Investigation Group of the Institute as final.
6. In the event that I do decide to withdraw the Complaint, I have no objections to The Malaysian Institute of Chartered Secretaries and Administrators reserving the right to proceed with the investigation of the Complaint, as it deems fit.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly )  
 declared by the abovenamed )  
 at \_\_\_\_\_ )  
 in the state of \_\_\_\_\_ )  
 on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ )

.....  
 Signature of complainant  
 (Director/ Shareholder/ Manager)

Before me,

.....  
 COMMISSIONER FOR OATHS

**G. PARTICULARS OF PAYMENT FOR PROCESSING FEE OF RM100.00**

**Payment Method:**

1. Cheque/ Bank Draft No.: \_\_\_\_\_ (made payable to "MAICSA")
  
2. Online Banking (Please attach the proof of payment or receipt from the bank)  
MAICSA MAYBANK A/C No. 5144 8630 1427  
Name of Bank of Transfer: \_\_\_\_\_ Ref No: \_\_\_\_\_ Date: \_\_\_\_\_
  
3. Credit Card: Please tick (✓) and fill up the following section  
[    ] Charge to VISA      [    ] Charge to MASTERCARD  
Bank                               : \_\_\_\_\_  
Card No                             : \_\_\_\_\_  
Name on the Card                : \_\_\_\_\_  
Expiry Date                       : \_\_\_\_\_

\*The processing fee is payable for every fresh complaint lodged. Please note that the processing fee is non-refundable.

<p><b>FOR OFFICE USE ONLY</b></p> <p>Name of the complainant: _____</p> <p>Name of the member in complaint: _____</p> <p>MAICSA No.: _____</p> <p>Receipt No.: _____</p>
--

This space below is intentionally left blank.