

The Malaysian Institute of Chartered Secretaries and Administrators

Bangunan MAICSA, No. 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur. Tel: 03-2282 9276 Fax: 03-2282 9281

Homepage: <http://www.maicsa.org.my> E-mail: members@maicsa.org.my



APPLICATION FOR FELLOWSHIP

Please affix a
recent
passport-sized
photograph

Name: _____

MAICSA Members Department	MAICSA Membership Committee
<p>I / We hereby verify that the applicant has complied with all the requirements to be admitted as Fellow of the Institute.</p> <p>1) _____ 2) _____</p> <p>Date: _____</p>	<p>Endorsed by the Membership Committee at the meeting held on _____.</p> <p>1) _____ 2) _____</p> <p>Application Serial No.: _____</p> <p>Certificate Serial No.: _____ Date Issue: _____</p>

To: The Council of The Malaysian Institute of Chartered Secretaries and Administrators
I hereby apply for election as an Fellow of the Institute and having read the current Charter and Bye-laws
I undertake, if elected, to be bound by the provisions of the Charter and Bye-laws from time to time in force.

I enclose a cheque/ draft no. _____ for RM _____ in payment of election fee due (see checklist).

Signature _____ Date _____

Please read the attached notes carefully before completing and use block capitals and ink, or typescript, throughout.

Name _____ (Mr/Mrs/Miss/Dato'/Datuk/Tan Sri)
(as per identity card)

Any diploma issued will bear the names given above, which should therefore be in full.

Date of Birth _____ MAICSA Registration No _____

NRIC No (new) _____ (old) _____

Honours, decorations and civil distinctions (for record purpose)

Home address _____ Tel No _____

Postcode _____

Present employer _____

Job title _____ Tel No _____

Business address _____

Fax No _____

Postcode _____

Name of CEO/MD or equivalent _____ Designation _____

Email address _____ H/P No _____

Please tick to indicate which address is to be used for correspondence.

CHARACTER AND STANDING

Yes No

1. Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?

2. Within the past five years have you been convicted of any offence of such a nature that had you been a member of the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by Institute under Bye-law 56.8?

3. Within the past five years, have you conducted yourself, whether by act default, in a manner that, had you been a member of the Institute at the time, might or is likely, to have been discreditable to the Institute having regard to the Institute's Code of Ethics?

Current Salary Indicator: Up to RM 50,000 RM 50,000 – RM 100,000 Over RM100,000

FURTHER AND/OR HIGHER EDUCATION (academic qualifications)

University, College or other Awarding Body	Date		Full time or part time	Degree, Diploma, Certificate obtained	*
	From	To			

OTHER PROFESSIONAL QUALIFICATIONS

Name of professional body	Designatory letters	Date examinations completed	Date elected to membership	*

TOTAL LENGTH OF RELEVANT PROFESSIONAL EXPERIENCE (in years)

ACTIVE INVOLVEMENT IN INSTITUTE AFFAIRS or related professional matters *
 Examples : Committee member of the Institute, speaker / participation at seminar, author of publications etc (please submit supporting documents)

*for office use only

FORM OF RECOMMENDATION

We, the undersigned, having known the above named applicant for the period set against our name, (of at least one year), and having read the information notes on the Institute and the criteria for election to Fellowship, hereby recommend him/ her from personal knowledge, for election as a Fellow of the Institute.

1. Name _____	Profession/ Occupation _____
Address _____	Period I have known the applicant _____
_____	Insert FCIS/ ACIS membership number
_____	(if an ICSA member) _____
Signature _____	Date of Signature _____
2. Name _____	Profession/ Occupation _____
Address _____	Period I have known the applicant _____
_____	Insert FCIS/ ACIS membership number
_____	(if an ICSA member) _____
Signature _____	Date of signature _____

STATEMENT OF APPOINTMENTS – starting with present or most recent post

Name of organisation and nature of business	Title of appointment	Dates		Referee			
		From	To	Name	Office Held	Signature & Date	Company Stamp

“The referee should in each case be a senior officer in the organisation concerned. The referee is asked to certify from personal knowledge that the information, given by the applicant in the section next to the referee’s signature, is correct. The referee is invited to provide any remark or amplification considered relevant, in a supporting letter.”

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APPLICATION FOR FELLOWSHIP

NOTES FOR THE COMPLETION OF THE FORM

Please read the following notes before completing the form. If you have any queries about any aspect of your application, or would like to discuss it informally before filling in the form, please do not hesitate to telephone or write to the Membership Department for advice.

When you submit the form, please check that:

- (1) it has been signed and dated on page 2;
- (2) it contains all the supporting signatures required on pages 3 and 4;
- (3) the fellowship advancement fee is attached

ELIGIBILITY

Under Bye-law 4 (see the last page of these notes), the basic requirements for election to Fellowship are as follows:

- (1) to have passed the Institute's examinations;
- (2) to have held a Fellowship level post for at least three of the past ten years;
- (3) to be *a fit and proper person*;

A Fellowship level post is generally defined as a senior post in a substantial organization. Notes on the eligibility of members in different sectors of employment, and the supporting information required, are given below.

CHARACTER AND STANDING

The term *fit & proper* contained in Bye-laws 4 & 6 relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term *fit & proper* to a subjective view an applicant may hold of his/her own conduct and methods. As a result, the Council requires all applicants to answer Questions 1 to 3 on page 2 of the application form as to their character.

The Institute's Charter obliges it to supervise the standard of professional conduct provided by its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of *fit & proper* is inherently open-ended.

Question 1 This relates directly to the solvency of the applicant and would include any sequestration order, compromise or deed of agreement with your creditors.

Question 2 This relates to: -

- a) any offence involving fraud or other dishonesty under legislation (whether or not in Malaysia) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
- b) any other offence not in (a) above including criminal convictions, in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. You may exclude non-criminal traffic offences.

Question 3 This relates to:-

- a) disqualification by court or other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership or incorporated association.
- b) disciplinary action including criticism, censure, fine, or exclusion from membership of any professional body or organisation (whether or not in Malaysia).

INCORRECT OR MISLEADING INFORMATION

- (a) If information is revealed to be inaccurate or misleading, before election, then the application is liable to be rejected and if you are currently a Graduate or Associate may lead to disciplinary action under Bye-law 56.8.
- (b) If information is revealed to be inaccurate or misleading after election you may be subject to disciplinary action under Bye-law 56.8.

RECOMMENDATIONS

Applicants for Fellowship should be recommended by two signatories of professional status, both of whom must have known the applicant for at least one year. Applicants are advised that at least one of the signatories should be a Fellow of the Institute. However, the Membership Committee, at its discretion, may consider applicants not recommended by at least one Fellow.

STATEMENT OF APPOINTMENT

The following information should always be given in respect of the applicant's present post, and also in respect of previous post/s where the present post/s has been held for less than three years. All supporting documentation in respect of the present post (except copy report and accounts) should be certified by employer.

(1) General but particularly the public and private company sectors, including the financial institutions

Generally, the applicant should hold a post that is at least second tier in the organisation (first tier is considered the level of responsibility that reports to the board of directors or its equivalent) and the organisation must be of sufficient size. In the case of a company, the size will usually be assessed by reference to turnover, which should be shown on the form.

Supporting documentation generally required is:

- (a) a copy of the report and accounts;
- (b) a hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent;
- (c) a brief schedule of responsibilities.

In sufficiently large organisations, applicants other than those in first or second tier appointments may be considered and applicants employed by subsidiary companies or in divisional organisations may be eligible. In this case, as well as the report and accounts of the parent company, it will be helpful to have that of the subsidiary, or another indication of the size of the regional or divisional unit.

(2) Local government, civil service, health service, etc.

Applicants should state their salary grade or scale and progression over at least the last three years.

Supporting documentation:

- (a) *hieracrchy chart/s;*
- (b) *schedule of responsibilities.*

(3) Higher education as a profession

- (i) Academic staff should state their grade, and the subjects they teach.
- (ii) Administrative staff should provide:

Supporting documentation:

- (a) *a hierarchy chart, showing the applicant's status in relation to the governing body;*
- (b) *schedule of responsibilities.*

For both academic and administrative staff:

- (c) *an indication of the size of the college or other institution may also be helpful, i.e. number of staff (academic and administrative), number of students (full and part-time), size of annual budget.*

(4) Public practice

Members in public practice, whether practising as Chartered Secretaries or otherwise, should give some details of the client companies (if confidential these maybe referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the paid-up capital, turnover and whether it is a public listed company, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example where the applicant is employed in a sizeable professional firm, servicing public limited companies), between six and twelve of the largest clients could be selected. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to partner level.

Supporting documentation:

- *Details of clients as specified above.*

(5) Partnerships

Partners, and applicants employed by partnerships, should show the size of the partnership, for example in terms of turnover, number of branches and number of staff. Employees of partnerships should state whether their post reports to partner level.

The supporting documentation in 1(b) and (c) will usually be required.

(6) Professional bodies, etc.

Number of members and size of funds should be shown.

Supporting documentation:

- (a) *a copy of the report and accounts;*
- (b) *a hierarchy chart.*

(7) Royal Military Forces

The appointment should be primarily administrative and the rank/s held for the past three years should be indicated.

Supporting documentation:

- (a) *schedule of duties*
- (b) *hierarchy chart/s*

CERTIFICATION

Each appointment on which the application be based must be certified by a senior officer of the organisation. This means that certification is almost always required for the present appointment and for any other appointments totaling, with the present appointment, not less than three years in the last ten, on which the application is based. For the current appointment, please show the month and year from which held; for previous appointments, the month and year of starting and leaving.

THE COMPLETED FORM AND SUPPORTING DOCUMENTATION, SHOULD BE SENT TO:

The Malaysian Institute of Chartered Secretaries and Administrators
No 57, The Boulevard
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur
Tel: 03-22829276
Fax: 03-22829281

BYE LAWS 4 and 7 OF THE INSTITUTE READ AS FOLLOWS:

4. The Council elects Fellows. For a person to be elected:
- he must have passed the Institute's examinations that he is not exempt from;
 - he must satisfy the Council that, considering his own character and his position, he is fit and proper to be elected;
 - his main occupation for at least 8 years in total, and for 3 years in the last 10 years, must have been as:
 - a secretary, or assistant secretary;
 - a senior executive or in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - a senior academic in a university, or other higher or further education body;
 - a member in public practice;
 - or alternatively, he must have completed any other professional development that the Council decides on;
 - any experience must have been with one or more organisations that, in the Council's opinion, justifies electing the person as a Fellow; and
 - he must give the Council any information it requires about his duties and any organisation he has served.

The 8 year qualifying period can be reduced by up to 3 years; see *Bye-law 7*.

7. The Council can reduce the 8 and 6 year qualifying period in *Bye-laws 4 and 6* by up to 3 years where a person has:
- a degree from a university which the Council considers of suitable academic standing;
 - a diploma or other certificate which is nationally recognised as being equivalent to a degree from such a university;
 - a professional qualification which the Council recognises as justifying the reduction; or
 - completed any other professional development that the Council decides justifies a reduction.

APPLICATION FOR ELECTION TO FELLOWSHIP

CHECKLIST

1. Application form duly completed.
2. Letters from current and previous employers confirming your title of appointment, date of commencement and resignation (for previous appointment). Where testimonial letters are unable to be obtained from previous employers, certified true copies of letters of appointments of previous employment may be acceptable.
Alternatively, the appropriate sections on the last page of the application form must be signed by the employers and confirmed with company rubber stamp.
3. Certified copies of Diploma, Degree or Masters (if applicable).
4. For those who are employed by a company:-
 - a. Hierachy chart
 - b. Company's annual report or audited accounts
 - c. Schedule of responsibilities
5. For those who are in public practice:-

List of client companies (please refer to page 2 of the notes for completion of the form).
6. A cheque for RM424.00 payable to "MAICSA", being the election fee.
7. A passport-sized photograph in formal attire.
8. A photocopy of I.C.
9. Certified copies of certificates of attendance at seminar/workshops (if available)

*All photocopies **MUST BE** certified by present employer who sign the application form, Commissioner for Oaths, Chartered Secretary, Practising Accountant, Advocate & Solicitor or Principal of Government School / registered Institution of Higher Learning.*

For further enquiries, please contact Members Department at 03-2282 9276

Note: Typewritten forms are preferred.

Applicants appearing in photograph submitted should be properly attired, preferably in jackets.



**THE MALAYSIAN INSTITUTE OF
CHARTERED SECRETARIES AND ADMINISTRATORS**

ANNUAL SUBSCRIPTIONS

<u>Membership Grade</u>	<u>Amount</u>
Fellow	RM 508.80
Associate	RM 408.10
Graduate	RM 344.50
Retired	RM 106.00

ELECTION FEES

Graduate to Associate	RM 265.00
Associate to Fellow	RM 424.00