



**THE MALAYSIAN INSTITUTE OF  
CHARTERED SECRETARIES AND ADMINISTRATORS**  
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59200 Kuala Lumpur  
Tel: 03 – 2282 9276 Fax: 03 – 2282 9281  
[members@maicsa.org.my](mailto:members@maicsa.org.my)  
**APPLICATION FOR RE-ELECTION TO MEMBERSHIP**

**PERSONAL PARTICULARS**

Name (as per IC) : ..... (Mr / Mrs / Mdm / Ms)

MAICSA Reg. No. : ..... Date of Birth.....  
(Grad ICSA / ACIS / FCIS)

Address: : .....  
.....  
.....

Telephone No. : .....(O)..... (H).....(h/p)

Email : .....

Identity Card No./ : .....(New).....(Old)  
Passport No.

Student Reg. No. : ..... Date of completing the  
Institute's examination : .....

Date of Admission : (Licentiate).....(Graduate).....

Election Date : (ACIS).....(FCIS).....

Transfer of membership  
from other ICSA Division : (Division)..... (Date).....

CURRENT EMPLOYMENT

Job Title : .....

Date of Commencement : .....

Company / Organisation : .....

Address : .....

.....

.....

Nature of business : .....

Telephone No. : ..... Fax No.....

E-mail : .....

***Employment Record during Period of Lapse***

<b>Name of Organisation</b>	<b>Position</b>	<b>Period</b>

- I, the undersigned, hereby offer myself for re-election as \* Graduate / Associate / Fellow of MAICSA and hereby undertake to observe and be bound by the provisions of the Charter, Bye-Laws and rules of the Institute.
- I hereby declare that the information given here is to the best of my knowledge accurate in all respects at the time of application and that I have not committed any of the offences stipulated in bye-law 56.8.
- I hereby consent to the processing of my personal data for the purposes described in the Personal Data Notice attached, in compliance with the Personal Data Protection Act 2010.

Signature : ..... Date : .....

# APPLICATION FOR RE-ELECTION TO MEMBERSHIP

CONTINUING PROFESSIONAL DEVELOPMENT

Record form

NAME : .....

NO	SEMINAR TOPIC	ORGANISER	DATE & TIME	HOURS

I confirm that I have attended the above-mentioned seminars which are a requirement for my application for re-election to membership / Graduateship, and attach photocopies of the certificates of attendance and/or other relevant documents.

Signature : .....Date: .....

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## FOR OFFICE USE ONLY

Removal for non-payment .....

Cheque / Draft / PO No / .....

Receipt .....

Re-election Date .....

Remarks .....

## APPLICATION FOR RE-ELECTION

- 1) Members and Graduates who have been lapsed for a period of three to four years will be required to attain eight (8) credit hours of Continuing Professional Development (CPD) activities.
- 2) Members and Graduates who have been lapsed for five years or more will be required to attain sixteen (16) credit hours of CPD activities.
- 3) The CPD activities must be undertaken during the past twenty-four (24) months from the date of application for re-election.
- 4) Relevant seminar/workshops organised by other professional bodies and organisations will also be taken into consideration.

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

- 1) Conferences, seminars, courses and workshops as speakers, chairman or participant.
- 2) Study undertaken for the purpose of preparing for a post-qualification course.
- 3) Studies undertaken after qualification with a view to preparing the candidate for a post-graduate degree.
- 4) Suitable courses run by a university or appropriate institution
- 5) Relevant courses run by a firm in public practice, by an industrial company or other business organisations.
- 6) Correspondence courses, audiotape or videotape packages, courses of programmed texts or other individual study programmes which require participation by the members
- 7) Working as a lecturer, instructor or discussion leader on a structured course (repeated presentations of the course should not be considered for this purpose).
- 8) Chairing meetings or attendance at technical committee meetings.
- 9) Participation in formal group forums or programmes in company secretarial practice or management related topics. \*
- 10) Writing of technical articles, papers and books. \*
- 11) Attendance at Annual General Meetings or Extraordinary General Meetings. \*

• **Up to maximum of two CPD hours for each occasion.**

