



**THE MALAYSIAN INSTITUTE OF
CHARTERED SECRETARIES AND ADMINISTRATORS**
No. 57 The Boulevard, Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur
Tel: 03-2282 9276 Fax: 03-2282 9281 members@maicsa.org.my

APPLICATION FOR REPLACEMENT CERTIFICATE

Name (as per IC) :

Identity Card No :

Membership No. : (Grad ICSA/ ACIS/ FCIS)

Address :

.....

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Mobile No. : E-mail address:.....

Reason for Replacement: Lost/ Misplaced
(Application to be submitted together with Statutory Declaration)

Other reasons
(please specify)

- original certificate to be returned to the Institute where applicable
- other relevant documents to be enclosed where applicable

I enclose payment of RM 20.00 (Graduateship Certificate)
 RM 50.00 (Associateship/ Fellowship Certificate)

Mode of Payment:

- 1) Online payment/Direct Transfer - www.maybank2u.com.my ; MBB: 5144-8630-1427
 - 2) Cheque/ Bank draft - All cheques and bank drafts should be made payable to "MAICSA"
 - 3) *Credit Card - Please complete the Payment Form (http://www.maicsa.org.my/download/members/members_subscription_form.pdf) and return to MAICSA via email to members@maicsa.org.my or fax to 03-2282 9281.
- * For any transaction RM 50 and above.*

Signature :

Date :

STATUTORY DECLARATION

I, * Grad ICSA/ACIS/FCIS

Identity Card No. do solemnly and sincerely declare that:

- 1) I have lost or misplaced my * Graduateship /Associateship / Fellowship certificate of Membership number
- 2) I have not allowed anyone else to keep or possess my membership certificate.
- 3) I have searched or caused search to be made for the said certificate but after careful and thorough search have been unable to find it.
- 4) Should the lost or misplaced certificate be found, I will immediately return the replacement certificate to the Institute for cancellation.

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

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State of

.....

this

Signature

day of20.....

Before me,

* Delete as appropriate.