



**The Malaysian Institute of  
Chartered Secretaries and Administrators  
(MAICSA)**

Bangunan MAICSA, No 57 The Boulevard, Mid Valley City,  
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**APPLICATION FOR RE-REGISTRATION AS STUDENT**

To: Council of The Institute of Chartered Secretaries and Administrators

I apply for re-registration as a student of The Institute of Chartered Secretaries and Administrators and undertake to comply with the regulations relating to students of The Institute. I certify that the information given here is to the best of my knowledge accurate in all respects.

\_\_\_\_\_  
Name (in block letters)

\_\_\_\_\_  
Signature and Date

The fees payable on re-registration is enclosed: RM185

**STUDENT RE-REGISTRATION (1 YEAR)**

Fees enclosed by Cheque/Bank Draft numbered \_\_\_\_\_ Bank \_\_\_\_\_

Date of first registration : \_\_\_\_\_  
Date of re-registration (if any) : \_\_\_\_\_  
Student registration number : \_\_\_\_\_

Please complete ALL SECTIONS in BLOCK CAPITALS:

**Payment Details:**

Cheque/ bank draft/ m.o no..... for amount RM ..... made payable to "MAICSA" or

#Please charge RM .....to my credit card:

Please tick accordingly ( ) Visa ( ) Mastercard Bank: ..... Card No:.....

Name on the card:..... Expiry Date .....

**PERSONAL PARTICULARS**

Name (Mr/Mrs/Miss) : \_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_

Email Address : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_

NRIC : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### CURRENT EMPLOYMENT

Designation : \_\_\_\_\_ Date of Commencement: \_\_\_\_\_

Organisation : \_\_\_\_\_

Address : \_\_\_\_\_

Nature of Business : \_\_\_\_\_ Telephone: \_\_\_\_\_

### EXAMINATION HISTORY

Number of subjects completed: \_\_\_\_\_

Stage	Subjects	Year Taken
MAICSA PDCA		
ICSA IQS		

### FOR OFFICE USE ONLY

Removed : \_\_\_\_\_

Submitted : \_\_\_\_\_

Period : \_\_\_\_\_

Approved  Not Approved Date: \_\_\_\_\_

*Please complete this section*

### FEEDBACK FORM – STUDENT RENEWAL FEE

Method of Study:

Full-time  Part-time  Self-study

Reasons for non renewal of student membership:

- Missed the payment deadline/Forgot to renew
- Non-receipt of the remittance advice/reminder slip
- Financial constraints
- Had gone outstation/overseas when studentship was due
- Decided not to renew
- Reason(s) \_\_\_\_\_
- Others \_\_\_\_\_

Please provide feedback on the standard of MAICSA's services to students and how we can improve our services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_