

REGISTRATION FORM

Please register me for the following programme:

Programme Title: _____

Date: _____ Venue: _____

Full Name as per IC (Dato'/Datin/Dr/Mr/Mrs/Ms)*: _____ Vegetarian

Designation*: _____ MAICSA No.: _____ Email*: _____

I hereby consent to the processing of my personal data for the purposes described in the Personal Data Protection Notice below. _____ (Participant Signature)

ORGANISATION INFORMATION

Company*: _____

Address*: _____

Tel*: _____ Fax*: _____

Contact Person*: _____ Email*: _____

I hereby consent to the processing of my personal data for the purposes described in the Personal Data Protection Notice below. _____ (Contact Person Signature)

Invoice to be issued under*: Company **GST No.:** _____ Individual (Please tick ✓ one)

Note: The TAX INVOICE will be issued under individual (participant) name if the payment is made from personal account i.e via credit card/online transaction/ direct bank-in / cash deposit/cash, unless otherwise advised.

Sponsoring member (If applicable)

Name*: _____ Designation*: _____ MAICSA membership: _____

*compulsory field to complete

PAYMENT DETAILS

Payment by cheque- made payable to MAICSA

Bank & Cheque No.: _____ Amount RM: _____

Payment by Credit Card/Debit card Visa Master Bank: _____

Cardholder's Name: _____

Card No.: _____ Expiry Date: _____

I authorise payment of RM: _____

Cardholder's Signature: _____ Date: _____

Direct Transfer :

Bank: RHB Bank Berhad Account name: MAICSA Account number: 2-64094-0000-4232 Swift code: RHBBMYKL

Please forward the bank-in slip/ payment advice to training@maicsa.org.my or fax to 03-2283 4492 for our verification and record.

Online Payment: www.rhb.com.my, www.maybank2u.com.my

Please forward the online transaction slip to training@maicsa.org.my or fax to 03-2283 4492 for our verification and record

Note: The TAX INVOICE will be issued under individual (participant) name if the payment is made from personal account i.e via credit card/online transaction/ direct bank-in / cash deposit/cash, unless otherwise advised.

PERSONAL DATA NOTICE – COMPULSORY TO COMPLETE

The Malaysian Institute of Chartered Secretaries and Administrators ("MAICSA", "we" or "us" or "our") is required to comply with the Personal Data Protection Act 2010 (the "Act"), which regulates the processing of personal data in commercial transactions. For the purpose of this Personal Data Notice, the terms "personal data" and "processing" shall have the meaning as prescribed in the Act.

This Personal Data Notice applies to any person whose personal data is processed by MAICSA or on behalf of MAICSA.

1. This Personal Data Notice serves to inform you how your personal data is being processed by MAICSA.

2. The personal data processed by us may include your name, designation, company's name, contact details, email address and any other personal data required for the purposes set out in paragraph 3 below.

3. MAICSA may use your personal data for the following purposes (collectively referred to as the "Purposes"):

- to process your registration form for training events (including conferences) organized by MAICSA and collaborative partner(s) and for administrative purposes such as attendance list, issuance of invoice, official receipt and certificate of attendance;
- to communicate with you on the confirmation of the training events and matters in connection to the MAICSA training events/conference;
- to notify you of any changes to our training events which may affect you;
- to mail the official receipt and certificate of attendance;
- to respond to your enquiries or complaints; and
- such other administrative purposes which relate to the above.

4. Your personal data is collected from various sources, including information you have provided us, information from third parties and information in the public domain.

5. You may access and request for correction of your personal data. Please contact us as follows if you have any enquiries or complaints in respect of your personal data:

Contact Person : Manager, Training Division
Mailing address: MAICSA

Bangunan MAICSA,
No. 57, The Boulevard Mid Valley City,
Lingkaran Syed Putra, 59200 Kuala Lumpur
Tel. No: 03-22829276 Fax No.:03-22834492
Email: training@maicsa.org.my

In accordance with the Act:

- We may charge a fee up to RM10 (for personal data) and RM30 (for sensitive personal data) for processing your request for access to your personal data; and
- We may refuse to comply with your request for access to or correction of your personal data.

6. Your personal data may be disclosed:
i) to our vendor (in terms of email address) for the purpose of email blasts on behalf of MAICSA - applicable to MAICSA members, students and affiliates only;
ii) where such disclosure is required or authorised by law or by the order of a Court.

7. MAICSA shall retain your personal data from the date of collection for as long as it is necessary for the fulfillment of the Purposes or for compliance with the law or legal obligations by MAICSA. MAICSA shall stop processing your personal data when you write to MAICSA using the contact details in paragraph 5 above to withdraw your consent.

8. Unless otherwise specified by us at the time the personal data is collected, it is obligatory that you supply us the personal data requested for by us. Failure to supply us with your personal data may render us unable to carry out the Purposes.

9. You undertake and warrant to MAICSA that your personal data is accurate, complete, not misleading and up-to-date. The onus is on you to update MAICSA if your personal data has changed.

10. MAICSA reserves the right to update and amend this Personal Data Notice from time to time. MAICSA will notify you of any changes via announcement on MAICSA's website or through other reasonable means of providing notice as MAICSA may deem appropriate. Any changes to this Personal Data Notice will be effective immediately upon notice to you.

We would like to send you information on future training events organised by MAICSA via email or fax. If you do not agree to being contacted in this way, please tick "X" in the box - **not applicable to MAICSA members, students and affiliates**

Issued by: MAICSA Training Division

NOTIS DATA PERIBADI – WAJIB DIISI

The Malaysian Institute of Chartered Secretaries and Administrators ("MAICSA" atau "kami") dikehendaki untuk mematuhi Akta Perlindungan Data Peribadi 2010 (dirujuk sebagai "Akta") yang mengawal selia pemrosesan data peribadi dalam transaksi komersial. Untuk tujuan Notis Data Peribadi ini, terma-terma "data peribadi" dan "pemrosesan" akan mempunyai maksud sepertimana ditakrifkan dalam Akta.

Notis Data Peribadi ini adalah digunakan terhadap mana-mana pihak yang data peribadinya diproses oleh MAICSA atau bagi pihak MAICSA.

1. Notis Data Peribadi ini bertujuan untuk memaklumkan anda bagaimana data peribadi anda diproses oleh MAICSA.
2. Data Peribadi anda yang diproses oleh kami mungkin termasuk nama, jawatan, nama syarikat, maklumat perhubungan, alamat emel dan apa-apa data Peribadi lain yang diperlukan untuk tujuan yang dinyatakan dalam perenggan 3 di bawah.
3. MAICSA bakal menggunakan data peribadi anda untuk tujuan berikut (secara keseluruhan merujuk kepada "Tujuan"):
 - (a) untuk memproses borang pendaftaran anda untuk program latihan (termasuk persidangan) yang dianjurkan oleh MAICSA dan anjuran kerjasama entiti-entiti yang lain dan untuk tujuan pentadbiran seperti senarai kehadiran, pengeluaran invoice, resit dan sijil kehadiran;
 - (b) untuk berkomunikasi dengan anda tentang pengesahan program latihan dan sebarang perkara yang berkaitan dengan program latihan/persidangan MAICSA;
 - (c) untuk memaklumkan anda apa-apa perubahan pada program latihan yang melibatkan anda;
 - (d) untuk menghantar resit dan sijil kehadiran melalui pos;
 - (e) untuk lain-lain tujuan pentadbiran yang berkaitan dengan Tujuan yang dinyatakan di atas.

4. Data peribadi anda dikumpul dari pelbagai sumber maklumat, termasuk maklumat yang telah anda berikan kepada kami, maklumat daripada pihak-pihak ketiga dan maklumat dalam domain awam.

5. Anda mungkin boleh mengakses dan meminta untuk pembetulan data peribadi anda. Sila hubungi kami melalui maklumat perhubungan yang dinyatakan di bawah sekiranya anda mempunyai apa-apa pertanyaan atau aduan berkenaan dengan data peribadi anda:

Orang yang bolih dihubungi : Pengurus, Bahagian Latihan
Alamat: MAICSA
Bangunan MAICSA,
No. 57, The Boulevard Mid Valley City,
Lingkar Syed Putra, 59200 Kuala Lumpur
Tel. No: 03-22829276 Faks No.: 03-22834492
Emel: training@maicsa.org.my

Selaras dengan Akta:

- a) MAICSA mungkin mengenakan bayaran sehingga RM10 (untuk data peribadi) dan RM30 (untuk data peribadi yang sulit) untuk memproses permintaan anda untuk mengakses data peribadi anda; dan
- b) MAICSA boleh menolak permintaan anda untuk mengakses atau membuat pembetulan kepada data peribadi anda.

6. Data Peribadi anda mungkin didedahkan:

- i) kepada pembekal luar (dari segi alamat emel) bagi tujuan penghantaran emel (eblast) kepada anda bagi pihak MAICSA- ***digunapakai untuk ahli MAICSA, pelajar dan affiliate sahaja***;
- ii) dimana pendedahan maklumat itu perlu atau diberi kuasa oleh undang-undang atau atas perintah Mahkamah.

7. MAICSA akan menyimpan data peribadi anda dari tarikh data dikumpul selama ia perlu bagi mematuhi Tujuan diatas atau mengikut keperluan undang-undang atau obligasi undang-undang MAICSA. MAICSA akan menghentikan pemrosesan Data Peribadi anda, apabila anda mengemukakan permintaan secara bertulis kepada MAICSA melalui maklumat perhubungan di perenggan 5 di atas untuk menarik balik kebenaran anda.

8. Sekiranya tidak dinyatakan sebaliknya oleh kami pada masa pengumpulan data peribadi, adalah wajib bahawa anda membekalkan data peribadi anda yang diminta oleh pihak kami. Kegagalan untuk membekalkan kami dengan data peribadi anda, boleh menyebabkan Tujuan di atas tidak dapat dilaksanakan.

9. Anda akur dan memberi aku kepada MAICSA bahawasanya data peribadi anda adalah tepat, lengkap, tidak mengelirukan dan terkini. Adalah menjadi tanggungjawab anda untuk mengemaskini MAICSA dengan maklumat peribadi terkini jika ada apa-apa perubahan.

10. MAICSA mempunyai hak untuk mengemaskini dan mengubah Notis Data Peribadi dari masa ke semasa. MAICSA akan memberitahu sebarang perubahan melalui laman sesawang MAICSA atau melalui sebarang langkah yang munasabah yang ditentukan MAICSA. Sebarang perubahan pada Notis Data Peribadi akan berkuatkuasa selepas notis dikeluarkan kepada anda.

Kami ingin menghantar maklumat tentang program latihan anjuran MAICSA pada masa akan datang melalui emel atau faks. Sekiranya anda tidak bersetuju untuk dihubungi dengan cara ini, sila tandakan "X" pada kotak ini - ***tidak digunapakai untuk ahli MAICSA, pelajar dan affiliate***

Dikeluarkan oleh: Divisyen Latihan MAICSA

Fax or email your registration form and send your payment to the relevant venue:

KUALA LUMPUR

MAICSA
Training Division
No 57, The Boulevard
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur
Tel: +(603) 2282 9276
Fax: +(603) 2283 4492
E-mail: training@maicsa.org.my

SABAH

MAICSA Sabah Liaison Centre
Suite 1-10-E1A, 10th Floor, CPS Tower
Centre Point Sabah
No. 1 Jalan Centre Point
88813 Kota Kinabalu Sabah
Tel: +(088) 267 286
Fax: +(088) 217 286

JOHOR

MAICSA Southern Region Liaison Centre
c/o CIS Secretarial Services Sdn Bhd
Suite 5.11 & 5.12, 5th Floor, Menara TJB
9, Jalan Syed Mohd Mufti
80000 Johor Bahru, Johor
Tel: +(607)-223 8259
Fax: +(607)-353 8270
Email: maicsasro@gmail.com

PENANG

MAICSA Northern Region Resource Centre
Unit 41-5-2, Wisma Prudential
Jalan Cantonment, Georgetown
10250 Pulau Pinang
Tel: +(604) 227 2731
Fax: +(604) 227 2732
E-mail: northern@maicsa.org.my

SARAWAK

MAICSA Sarawak Liaison Centre
2nd Floor, Lot 144, Jalan Petanak
93100 Kuching, Sarawak
Tel: +(082) 254 590
Fax: +(082) 253 857