

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
E-mail: members@maicsa.org.my



APPLICATION FOR ASSOCIATESHIP

Passport-size
Photograph
Here

Name: _____

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

To: The Council of The Malaysian Institute of Chartered Secretaries and Administrators
I hereby apply for election as an Associate 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) _____

Date of completing the Institute's examination _____

Date of admission as a Graduate or Licentiate (if applicable) _____

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 or 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?

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		*

*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 Associateship, hereby recommend him/ her from personal knowledge, for election as an Associate of the Institute.

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

FOR OFFICE USE ONLY

Registration No.: _____ (if different from the one given on page 2)	Work experience : _____ years _____ months
	Full-time education : _____ years _____ months
	Total relevant experience: _____ years _____ months
Need to change number <input type="checkbox"/>	Date of election _____
Receipt No.: _____	Remarks (if any) _____

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.”

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

E-mail: members@maicsa.org.my



APPLICATION FOR ASSOCIATESHIP

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 Associateship election fee is attached. Payment by cheque/bank draft only and should be in favour of "MAICSA";
- (4) reference letters (or certified true copies), certified true copies of full time educational certificates and professional certificates are enclosed, including ICOSA certificate.

ELIGIBILITY

Under Bye-law 6 (see the last page of these notes), the basic requirements for election to Associateship are as follows:

- (1) to have passed the Institute's examinations;
- (2) to have the required period of relevant experience, i.e. six years reduced by up to three years for acceptable further education;
- (3) to be *a fit and proper person*;

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).

FURTHER EDUCATION EXPERIENCE

This can account for a maximum 3 years of the required 6 years. The reduction period is granted on the basis of the number of years full time study it would take to complete the qualification. The work experience balance must, however, be gained outside the study period.

It is immaterial whether the qualification is obtained before or after completing the Institute's examinations.

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 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.

RELEVANT EXPERIENCE

Relevant experience can be obtained in one or more organisations and in any type of organisation. Some of the major relevant work areas include: General Management and Administration, Accounting and Financial Management, Company Secretarial and Legal Work, Pensions, Insurance Administration, Information Systems Management, Taxation, Human Resources Management and Committee Administration.

Two specific points to note are:

- (1) Teaching in tertiary education of ICSA related or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not.
- (2) An applicant whose work is not considered entirely relevant, but contains an element of administrative or relevant duties, may have this proportion of their time counted, on a pro rata basis. The employer should be asked to provide a letter certifying the percentage of the applicants time spent on such duties. However, in such cases, either:
 - (a) At least one third of the required period of work experience must be spent in an administrative post or posts; *or*
 - (b) The applicant must be holding a wholly administrative post at the time of application.
- (3) If applicant's work experience includes a clerical position, the employer should be asked to provide a letter certifying applicant's job functions of that position.

STATEMENT OF APPOINTMENT

- (1) You are required to give A FULL CAREER RECORD (completing this on additional sheets if necessary). This should cover the period from leaving school until the present, with any gaps being accounted for.
- (2) Signatures from one or more referees must certify a total period of not less than six years, unless reduced by a maximum period of 3 years relevant further education.
- (3) If as an alternative to having your application form certified, you prefer to forward reference letters from previous employers, please note that these must show the post/s held, dates (i.e. month and year) of commencement and resignation.
- (4) Please note the following with regard to the individual sections of this page of the form:

Name of organisation	In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.
Title of appointment	If the duties performed are not self evident from the title, a brief outline of duties should be attached.
Dates	Month and year to be given.

RECOMMENDATIONS

Applicants for Associateship should be recommended by two signatories of professional status, one of whom must be a member (Associate or Fellow) and both of whom should have known the applicant for at least one year.

GRADUATESHIP

Those who have completed the examinations prior to June 1989 but have not yet been admitted to Graduateship are considered not yet eligible for Associateship. He will have to be admitted to Graduateship first.

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 6, 7, 9 AND 10 OF THE INSTITUTE ARE AS FOLLOWS:

ASSOCIATES

6. The Council elects Associates. 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 he is *fit* and *proper* to be elected;
 - his main occupation for at least 6 years, or for periods totalling at least 6 years, must have been in one or more positions that are relevant to the profession of being a Chartered Secretary, or alternatively he must have completed any other professional development that the Council decides on; and
 - he must give the Council any information it required about his duties and any organisation he has served;

The 6 year qualifying period can be reduced by up to 3 years; see *Bye-law 7*.

The Council can reduce the qualifying period for election

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.

GRADUATES

- 9.1 When a person has passed the Institute's examinations that apply to him, he becomes a Graduate unless he declines in the three months after the Institute notifies him that he has passed. The Council can fix a different period.
- 9.2 A Graduate is not a member of the Institute, and is not entitled to attend or vote at any general meetings.
- 9.3 A Graduate is, however, subject to the same disciplinary rules as a member.
- 9.4 A Graduate must pay an annual subscription at a level decided by Council, but this must not be more than the subscription for Associates.
- 9.5 While he is a Graduate, a person can describe himself as a Graduate of the Institute, and use the letters 'Grad.ICSA' after his name. However, he must not describe himself as a Chartered Secretary. A Graduate is entitled to a certificate stating that he is a Graduate.

Moving on from being a Graduate

- 10.1 Graduates should apply to become either an Associate or a Fellow within 10 years of becoming a Graduate.
- 10.2 The Council will consider the cases of Graduates who do not meet the requirements to become an Associate or a Fellow (set out in *Bye-laws 4 and 6*) within the 10 years to decide whether they can, or cannot, continue to be Graduates. The Council can impose conditions for a person to continue as a Graduate.

Attachment



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

Please indicate your monthly salary range: -

- Less than RM 800**
- RM 800 - RM 1000**
- RM 1001 - RM 2000**
- RM 2001 - RM 3000**
- RM 3001 - RM 4000**
- RM 4001 - RM 5000**
- Above RM 5000**

Name :

Designation :

Company/Org :

Signature :

APPLICATION FOR ELECTION TO ASSOCIATESHIP

CHECKLIST

1. Application form duly completed.
2. Your employer must sign the appropriate section on the last page and affix the rubber stamp of your company.
3. Letter from current employer (must be dated current), stating your title of appointment, dates of commencement, and job functions.
4. Testimonial letters from previous employers, stating your title of appointment, dates of commencement and resignation, and job functions.
*Where such testimonial letters are unable to be obtained from previous employers, certified true copies of letters of appointments of previous employment may be acceptable.

Please note that although you are submitting testimonial letters or copies of letters of appointments, you must complete the form – signatures and company rubber stamps of former employers are not necessary.

Alternatively, the appropriate section on the last page of the application form must be signed by the previous employers and confirmed with company rubber stamp.

5. Document of full-time further education (if applicable):
A certified copy of degree or diploma, and letter from college/institution confirming that you were a full-time student pursuing ICSA course, and the dates of enrolment and leaving college/institution.
6. A cheque/bank draft of RM250.00, payable to “MAICSA”, being the election fee.
7. A copy of your identity card.
8. Indicated your salary range in the Attachment (Page 7).
9. Business card, if applicable.

*All photocopies **MUST BE** certified by present employer who sign the application form, Commissioner for Oaths, Chartered Secretary, Practising Accountant or Advocate & Solicitor.*

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 480.00
Associate	RM 385.00
Graduate	RM 325.00
Retired	RM 100.00

ELECTION FEES

Graduate to Associate	RM 250.00
Associate to Fellow	RM 400.00