



Passport-size  
Photograph  
Here

**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) : ..... Identity Card No. : .....

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

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

Telephone No. : .....(O) ..... (H) .....(Mobile)

Email : .....

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 : .....

| Name of Organisation | Position | Period |
|----------------------|----------|--------|
|                      |          |        |
|                      |          |        |
|                      |          |        |
|                      |          |        |

- 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, in compliance with the Personal Data Protection Act 2010.

Signature : .....

Date : .....

# APPLICATION FOR RE-ELECTION TO MEMBERSHIP

CONTINUING PROFESSIONAL DEVELOPMENT

Record form

NAME : ..... Membership No. : .....

| 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.**

## **APPLICATION FOR RE-ELECTION**

### **CHECK LIST**

1. Application Form duly completed
2. Record Form of CPD Attendance
3. Certified True Copies of Certificate of Attendance
4. Reinstatement Fee of RM500
5. Payment of All Outstanding Subscription Fee Due