

# Certificate in Corporate Compliance and Governance

## About the Programme

London Education Foundation (Trading as KCB Global), in collaboration with the Malaysian Institute of Chartered Secretaries and Administrators (MAICSA), offers you the opportunity to gain industry-relevant knowledge and employer-valued skills, preparing you for a successful career in governance and beyond.

This programme provides a direct route towards the MAICSA Chartered Governance Qualifying Programme, whilst also providing an excellent foundation on which to build knowledge.

### Who should join?

- Individuals looking to embark on a career in corporate administration and governance.
- Current company secretaries seeking to expand their knowledge and gain practical insights.
- Professionals within organisations who want to strengthen their understanding of good governance and compliance.
- Solicitors or accountants who need to stay updated on corporate matters to better advise their clients.

### Modules

- The Company
- Corporate Compliance & Administration
- Corporate Governance
- Meetings

### Minimum entry requirement

SPM, A-Levels, or equivalent qualifications

### Duration

**8 months**

*Note: The delivery schedule of the CCCG certificate programme is subject to the achievement of the required student quota*

Successful students will be awarded a joint  
**Certificate from The Chartered Governance Institute UK & Ireland (CGIUKI)**

**Enhance your skills, empower your career!**

## FEE STRUCTURE

### REGISTRATION FEE | RM750

- Course fee excludes registration fees.
- Full payment is required upon registration.

### 2026 1<sup>st</sup> Batch

<i>MODULE(S)</i>	<i>STUDY PERIOD</i>	<i>EARLY BIRD-FEE (RM)</i>	<i>EARLY-BIRD PERIOD</i>	<i>NORMAL FEE (RM)</i>
<b>1 &amp; 2</b> <ul style="list-style-type: none"> <li>• The Company</li> <li>• Corporate Compliance &amp; Administration</li> </ul>	<b>APRIL 2026 - AUGUST 2026</b>	<b>RM4600</b>	<b>UNTIL 18 MARCH</b>	<b>RM5000</b>
<b>3 &amp; 4</b> <ul style="list-style-type: none"> <li>• Corporate Governance</li> <li>• Meetings</li> </ul>	<b>AUGUST 2026 - NOVEMBER 2026</b>	<b>RM4600</b>	<b>UNTIL 30 JUNE</b>	<b>RM5000</b>

### 2026 2<sup>nd</sup> Batch

<i>MODULE(S)</i>	<i>STUDY PERIOD</i>	<i>EARLY BIRD-FEE (RM)</i>	<i>EARLY-BIRD PERIOD</i>	<i>NORMAL FEE (RM)</i>
<b>1 &amp; 2</b> <ul style="list-style-type: none"> <li>• The Company</li> <li>• Corporate Compliance &amp; Administration</li> </ul>	<b>OCTOBER 2026 - FEBRUARY 2027</b>	<b>RM4600</b>	<b>UNTIL 11 SEPTEMBER</b>	<b>RM5000</b>
<b>3 &amp; 4</b> <ul style="list-style-type: none"> <li>• Corporate Governance</li> <li>• Meetings</li> </ul>	<b>FEBRUARY 2027 - JUNE 2027</b>	<b>RM4600</b>	<b>UNTIL 31 DECEMBER</b>	<b>RM5000</b>

# MIEPS Registration Guidelines

The following guidelines provide information and instructions to assist users in registering as MAICSA Students.

Click [here](#) to register as MAICSA student.

Customer Portal > Click **'Take Me There!'** button under **Student** > Click **'Apply Now'** for Studentship New Registration

## 1.1 Fill in Profile Details Section

Feature Description: Basic details are auto-populated. Users should complete any remaining fields before clicking 'Next'.

The screenshot shows the 'STUDENTSHIP APPLICATION' page. The breadcrumb trail is 'HOME > STUDENT > STUDENTSHIP APPLICATION'. Below the breadcrumb, there is a message: 'Please fill in the information below to submit your application.' A progress bar at the top indicates four steps: 1. Profile Details (active), 2. Education, 3. Employment, and 4. Attachment. The main content area features a large grey circle with a white person icon and a plus sign, with the text 'Upload Profile Picture' below it. Underneath, the 'Personal Information' section contains several fields: 'I Am' (dropdown menu with 'Guest' selected), 'Title' (dropdown menu with 'MISS' selected), 'Name (As Per NRIC/Passport)' (text input with 'Isya 9th Testing Account'), and 'Nationality' (radio buttons for 'Malaysian' and 'Non-Malaysian', with 'Malaysian' selected).

## 1.2 Fill in Education Section

Feature Description: Allow the addition of multiple qualification records.

The screenshot shows the 'Education' section of the registration form. The progress bar at the top indicates four steps: 1. Profile Details, 2. Education (active), 3. Employment, and 4. Attachment. The main content area is titled 'Degree or Postgraduate Qualification' and includes an 'Add New Record +' button. Below this, there is a text instruction: 'Please add ALL academic, vocational and professional qualifications obtained AFTER leaving school – showing the discipline, awarding body, class/grade obtained and the date obtained (Earliest first)'. A section titled 'Qualification Info 1' contains four dropdown menus: 'Institution' (selected 'HELP UNIVERSITY'), 'Study Method' (selected 'FULL TIME'), 'Academic Qualification' (selected 'CA: CHARTERED ACCOUNTANT'), and 'Institution Grade' (selected 'First Class'). A red minus sign button is visible on the right side of the 'Qualification Info 1' section.

### 1.3 Fill in Employment Section

Feature Description: Enable entry of referee details for the current employment role only.

The screenshot shows a form section titled "Are you currently working in this role?". Below the title is a checked checkbox and a note: "Referee information is required if you wish to apply for the Fast Track programme". The form contains several input fields: "Referee Name" and "Referee Designation" are text boxes; "Referee Signature" and "Company Stamp" are accompanied by "Choose Files" buttons; and "Referee Signature Date" is a date picker with a "Choose..." dropdown and a calendar icon.

### 1.4 Upload Attachment

Feature Description: Users can upload attachments in commonly accepted file formats (PDF, JPG, PNG, DOCX).

Disability-related attachments are mandatory when 'Yes' is selected in the Disability field. Education-related attachments must be provided for each education record added, and employment-related attachments are required for every employment record.

The screenshot displays the "Attachment" section with five categories, each with a "Choose Files" button and a list of sample files:

- Identity Card / Passport Copy \***: pdf\_sample.pdf
- Resume/CV/Job Description**: Stamp\_Sample.png
- Offer / Recommendation Letter**: test.jpeg.jpeg
- Education Transcripts**: powerpoint\_sample.pptx
- Professional/Education Certificates \***: excel\_sample.xlsx

**Note:**

Required attachments (Certified True Copies):

- CTC – IC (MyKad)/Passport
- CTC – Academic transcript (if any)
- CTC – SPM/STPM/Diploma certificate