

APPLICATION FOR FELLOWSHIP

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 Fellow 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 : _____

**The Malaysian Institute Of Chartered Secretaries & Administrators**

Bangunan MAICSA, No. 57 The Boulevard,
Mid Valley City, Lingkaran Syed Putra, 59200
Kuala Lumpur.
Tel: 03-22829276 Fax: 03-22829281
E-mail: members@maicsa.org.my

To: The Council of The Malaysian Institute of Chartered Secretaries and Administrators
I hereby apply for election as an Fellow of the Institute and having read the current Charter and byelaws
I undertake, if elected, to be bound by the provisions of the Charter and byelaws from time to time in force.

I hereby consent to the processing of my personal data for the purposes described in the Personal Data
Notice attached, in compliance with the Personal Data Protection Act 2010.

Signature _____ Date _____

Please read the attached notes carefully before completing and use block capitals and ink, or typescript, throughout.

Name (as per NRIC) _____

Date of Birth _____ MAICSA Registration No. _____

NRIC No. (new) _____

Honours, decorations and civil distinctions (for record purpose) _____

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 byelaw 21?

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?

Current Salary Indicator: Up to RM 50,000 RM 50,000 - RM 100,000 Over RM100,000

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		*

TOTAL LENGTH OF RELEVANT PROFESSIONAL EXPERIENCE (in years)

ACTIVE INVOLVEMENT IN INSTITUTE AFFAIRS or related professional matters

Examples : Committee member of the Institute, speaker / participation at seminar, author of publications etc (please submit supporting documents)

					*

FORM OF RECOMMENDATION

*for office use only

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 Fellowship, hereby recommend him/ her from personal knowledge, for election as an Fellow of the Institute.

1. Name _____ Profession/ Occupation _____
 Address _____ Period I have known the applicant _____

 _____ Insert FCIS/ ACIS membership number
 _____ (if an CGI member) _____
 Signature _____ Date of Signature _____

2. Name _____ Profession/ Occupation _____
 Address _____ Period I have known the applicant _____

 _____ Insert FCIS/ ACIS membership number
 _____ (if an CGI member) _____
 Signature _____ Date of Signature _____

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.”

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 Members, Students & Education 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;

ELIGIBILITY

Under byelaw 5, Fellows are to be elected by the Council and every candidate for election to Fellowship must comply with the following conditions:

- a) they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
- b) they must satisfy the Council that, having regard to their character and their position, they are fit and proper to be elected;
- c) either their main occupation for eight years or for periods totalling at least eight years, and for three years in the last ten years, must have been:
 - i. a secretary or assistant secretary;
 - ii. a governance professional;
 - iii. a risk manager;
 - iv. a senior executive or a person in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - v. a senior academic in a relevant discipline in a university or other higher or further education body;
 - vi. a member in public practice; orthey must have completed any other professional development that the Council recognises and decides is appropriate;
- d) any occupation for the purposes of paragraph (c) above must have been with at least one organisation that, in the Council's opinion, justifies electing the person as a Fellow; and
- e) they must give the Council any information it requires about their duties and any organisation they have served.

The eight-year qualifying period can be reduced by up to three years: see byelaw 7.

CHARACTER AND STANDING

The term *fit & proper* contained in byelaws 5 & 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).

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 or Associate may lead to disciplinary action under byelaw 21.
- (b) If information is revealed to be inaccurate or misleading after election you may be subject to disciplinary action under byelaw 21.

RECOMMENDATIONS

Applicants for Fellowship should be recommended by two signatories of professional status, both of whom must have known the applicant for at least one year. Applicants are advised that at least one of the signatories should be a Fellow of the Institute. However, the Membership Committee, at its discretion, may consider applicants not recommended by at least one Fellow.

STATEMENT OF APPOINTMENT

The following information should always be given in respect of the applicant's present post, and also in respect of previous post/s where the present post/s has been held for less than three years. All supporting documentation in respect of the present post (except copy report and accounts) should be certified by employer.

(1) **General but particularly the public and private company sectors, including the financial institutions**

Generally, the applicant should hold a post that is at least second tier in the organisation (first tier is considered the level of responsibility that reports to the board of directors or its equivalent) and the organisation must be of sufficient size. In the case of a company, the size will usually be assessed by reference to turnover, which should be shown on the form.

Supporting documentation generally required is:

- (a) a copy of the report and accounts;
- (b) a hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent;
- (c) a brief schedule of responsibilities.

In sufficiently large organisations, applicants other than those in first or second tier appointments may be considered and applicants employed by subsidiary companies or in divisional organisations may be eligible. In this case, as well as the report and accounts of the parent company, it will be helpful to have that of the subsidiary, or another indication of the size of the regional or divisional unit.

(2) **Local government, civil service, health service, etc.**

Applicants should state their salary grade or scale and progression over at least the last three years.

Supporting documentation:

- (a) *hierarchy chart/s;*
- (b) *schedule of responsibilities.*

(3) **Higher education as a profession**

- (i) Academic staff should state their grade, and the subjects they teach.
- (ii) Administrative staff should provide:

Supporting documentation:

- (a) *a hierarchy chart, showing the applicant's status in relation to the governing body;*
- (b) *schedule of responsibilities.*

For both academic and administrative staff:

- (c) *an indication of the size of the college or other institution may also be helpful, i.e. number of staff (academic and administrative), number of students (full and part-time), size of annual budget.*

(4) **Public practice**

Members in public practice, whether practising as Chartered Secretaries or otherwise, should give some details of the client companies (if confidential these may be referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the paid-up capital, turnover and whether it is a public listed company, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example where the applicant is employed in a sizeable professional firm, servicing public limited companies), between six and twelve of the largest clients could be selected. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to partner level.

Supporting documentation:

- *Details of clients as specified above.*

(5) **Partnerships**

Partners, and applicants employed by partnerships, should show the size of the partnership, for example in terms of turnover, number of branches and number of staff. Employees of partnerships should state whether their post reports to partner level.

The supporting documentation in 1(b) and (c) will usually be required.

(6) **Professional bodies, etc.**

Number of members and size of funds should be shown.

Supporting documentation:

- (a) *a copy of the report and accounts;*
- (b) *a hierarchy chart.*

(7) Royal Military Forces

The appointment should be primarily administrative and the rank/s held for the past three years should be indicated.

Supporting documentation:

- (a) *schedule of duties*
- (b) *hierarchy chart/s*

CERTIFICATION

Each appointment on which the application be based must be certified by a senior officer of the organisation. This means that certification is almost always required for the present appointment and for any other appointments totalling, with the present appointment, not less than three years in the last ten, on which the application is based. For the current appointment, please show the month and year from which held; for previous appointments, the month and year of starting and leaving.

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 5 and 7 OF THE INSTITUTE READ AS FOLLOWS:

5. Fellows are to be elected by the Council and every candidate for election to Fellowship must comply with the following conditions:
- a) they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
 - b) they must satisfy the Council that, having regard to their character and their position, they are fit and proper to be elected;
 - c) either their main occupation for eight years or for periods totalling at least eight years, and for three years in the last ten years, must have been:
 - i. a secretary or assistant secretary;
 - ii. a governance professional;
 - iii. a risk manager;
 - iv. a senior executive or a person in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - v. a senior academic in a relevant discipline in a university or other higher or further education body;
 - vi. a member in public practice; orthey must have completed any other professional development that the Council recognises and decides is appropriate;
 - d) any occupation for the purposes of paragraph (c) above must have been with at least one organisation that, in the Council's opinion, justifies electing the person as a Fellow; and
 - e) they must give the Council any information it requires about their duties and any organisation they have served.

The eight-year qualifying period can be reduced by up to three years: see byelaw 7.

7. The Council can reduce the eight and six-year qualifying periods in byelaws 5 and 6 by up to three years where a person:
- a) has a professional or pre-professional qualification which the Council recognises as justifying the reduction. This can include but is not limited to:
 - i. a degree from a university which the Council considers to be of appropriate academic standing;
 - ii. a diploma or other certificate which in the country in which it is given is nationally recognised as being equivalent to a degree from such a university; or
 - b) has completed any other professional development that the Council recognises and decides justifies a reduction.

**APPLICATION FOR ELECTION TO FELLOWSHIP
CHECKLIST**

1. Application form duly completed.

2. Letters from current and previous employers confirming your title of appointment, date of commencement and resignation (for previous appointment).
Where testimonial letters are unable to be obtained from previous employers, certified true copies of letters of appointments of previous employment may be acceptable.

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

3. Certified copies of Diploma, Degree or Masters (if applicable).

4. For those who are employed by a company:
 - a. Hierarchy chart
 - b. Company's annual report or audited accounts
 - c. Schedule of responsibilities

5. For those who are in public practice:
List of client companies (please refer to page 2 of the notes for completion of the form).

6. A passport-sized photograph in formal attire.

7. A photocopy of I.C.

8. Certified copies of certificates of attendance at seminar/workshops (if available)

Note:

- All photocopies **MUST BE** certified by present employer who sign the application form, Commissioner for Oaths, Chartered Secretary, Practising Accountant or Advocate & Solicitor.
- Upon approval of the application, a payment of RM410.00 should be made to MAICSA within 14 days from the date of approval. Failing which a fresh application should be made beyond this time line.
- Payment can be made via online transfer with the proof of payment attached for our record or via credit card.

For further enquiries, please contact Members, Students & Education Department at 03-2282 9276

PERSONAL DATA NOTICE

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**”):
 - (a) to maintain the databases of members, graduates, students and affiliates in accordance with the Constitution of MAICSA;
 - (b) to process any registrations and/or applications that you have submitted to MAICSA;
 - (c) to communicate with you on the confirmation of your personal data such as mailing address, payment details, email address and employment details
 - (d) to notify you of any developments, updates, training and other events from time to time;
 - (e) to communicate with you and respond to your enquiries or complaints; and
 - (f) 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:

Designated Contact Person:	Manager, Members & Students Department
Mailing address:	MAICSA Bangunan MAICSA No. 57, The Boulevard Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
Telephone No. :	03-2282 9276 ext 201
Fax No. :	03-2282 9281
E-mail address:	members@maicsa.org.my; students@maicsa.org.my

In accordance with the Act:

- a) MAICSA 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
 - b) MAICSA 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 vendors (in terms of contact details and email addresses) for the purposes of sending journals, annual reports and other documentation as well as email blasts to you on behalf of MAICSA;
 - ii) to regulatory authorities, government departments and agencies pursuant to the requirements of the law, organizations associated to MAICSA and third party service providers whom we engage from time to time, as required; and
 - iii) 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
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.

NOTIS DATA PERIBADI

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 pemprosesan data peribadi dalam transaksi komersial. Untuk tujuan Notis Data Peribadi ini, terma-terma “data peribadi” dan “pemprosesan” akan mempunyai maksud sepertimana ditakrifkan dalam Akta.

Notis Data Peribadi ini adalah digunapakai pada 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-tujuan berikut (secara keseluruhan merujuk kepada “Tujuan”):
 - (a) untuk mengekalkan data ahli-ahli, graduan, pelajar dan “affiliate” mengikut Perlembagaan MAICSA;
 - (b) untuk memproses sebarang pendaftaran dan/atau permohonan yang telah anda kemukakan kepada MAICSA;
 - (c) untuk berkomunikasi dengan anda tentang pengesahan maklumat peribadi seperti alamat surat-menyurat, maklumat pembayaran, alamat e-mel dan maklumat majikan;
 - (d) untuk memaklumkan tentang apa-apa perkembangan, perubahan terkini, dan seminar yang dianjurkan dari masa ke semasa;
 - (e) untuk berkomunikasi dengan anda dan memberi respon kepada sebarang pertanyaan dan aduan yang dikemukakan
 - (f) untuk tujuan pentadbiran 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 diperbetulkan data peribadi anda. Sila hubungi kami melalui maklumat perhubungan yang dinyatakan di bawah sekiranya anda mempunyai apa-apa pertanyaan atau aduan mengenai data peribadi anda:

Perjawatan orang yang boleh dihubungi	Pengurus, Bahagian Keahlian & Pelajar
Alamat pos:	MAICSA Bangunan MAICSA No. 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
No. Talipon:	03-2282 9276 ext 201
No. Faks:	03-2282 9281
Alamat Emel	members@maicsa.org.my ; students@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 pembedaan kepada data peribadi anda.
4. Data Peribadi anda mungkin didedahkan:
 - i) kepada pembekal luar (dari segi butir-butir maklumat dan alamat emel) bagi untuk tujuan penghantaran jurnal, laporan tahunan dan lain-lain dokumentasi serta penghantaran emel (e-blast) kepada anda bagi pihak MAICSA;
 - ii) kepada pihak berkuasa, jabatan dan agensi-agensi kerajaan berpatuh kepada keperluan undang-undang, organisasi yang berkerjasama dengan MAICSA dan pihak ketiga yang menjadi pembekal perkhidmatan dimana kami berurusan dari masa ke semasa; dan
 - iii) Dimana pendedahan maklumat diperlu atau diberi kuasa oleh undang-undang atau atas perintah Mahkamah.
 5. MAICSA akan menyimpan data peribadi anda dari tarikh data dikumpul selama ia perlu bagi memenuhi Tujuan diatas atau mengikut keperluan undang-undang atau obligasi undang- undang MAICSA.
 6. Sekiranya tidak dinyatakan sebaliknya oleh pihak kami pada masa pengumpulan data peribadi adalah wajib bahawa anda membekalkan dengan data peribadi yang di minta oleh pihak kami. Kegagalan untuk membekalkan kami dengan data peribadi anda boleh menyebabkan Tujuan diatas tidak dapat di laksanakan.
 7. Anda akur dan memberi akuan 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.
 8. 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.

Dikeluarkan oleh: Bahagian Keahlian & Pelajar MAICSA
Januari 2014