



## **APPLICATION FOR RE-ELECTION TO MEMBERSHIP**

### **PERSONAL PARTICULARS**

Name (as per NRIC): \_\_\_\_\_

NRIC No. : \_\_\_\_\_

Membership No. : \_\_\_\_\_ (Grad ICSA / ACIS / FCIS)

Date of Birth : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

E-Mail : \_\_\_\_\_

Student Reg. No. : \_\_\_\_\_

Date of completing the Institute's examination : \_\_\_\_\_

Date of Admission : (Graduate) \_\_\_\_\_

Election Date : (ACIS) \_\_\_\_\_

(FCIS) \_\_\_\_\_

Transfer of membership from other CGI Divisions : (Division) \_\_\_\_\_ (Date) \_\_\_\_\_

**CURRENT EMPLOYMENT**

Designation : \_\_\_\_\_

Date of Commencement : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nature of business : \_\_\_\_\_

Office Telephone No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

Name of Company	Designation	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 23.8.
  
- 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: \_\_\_\_\_

**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 attached 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 CHECKLIST**

- |   |                          |
|---|--------------------------|
| 1) Application Form duly completed                    | <input type="checkbox"/> |
| 2) Record Form of CPD Attendance                      | <input type="checkbox"/> |
| 3) Certified True Copies of Certificate of Attendance | <input type="checkbox"/> |
| 4) Reinstatement Fee of RM500                         | <input type="checkbox"/> |
| 5) Payment of All Outstanding Subscription Fee Due    | <input type="checkbox"/> |

## **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.**