



The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)

Bangunan MAICSA, No 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur.

Tel: +(603) 2282 9276 Fax: +(603) 2282 9281

Email: students@maicsa.org.my Homepage: www.maicsa.org.my

STUDENT REGISTRATION FORM

Please tick (✓) the programme you wish to enter at

- Chartered Governance Qualifying Programme (CGQP)
 MAICSA Collaborative Masters Programme
 Fast Track Route

(A) Entry

Please complete all sections of the form in block capitals and in black ink.

Name _____
(as per Identification Card)

Other Names _____ Gender _____ Marital Status _____
(single / married / other)

Title _____ Honours _____
(Mr, Ms, Mrs, Dato', Datin or please specify other) (FCCA, FCMA, ACCA, ACMA or please specify other)

Date of Birth _____ Nationality _____ Race _____ Religion _____

New IC No _____ Old IC No _____

Residential Address *(permanent address)* _____

Town _____ Postcode _____ State _____ Country _____

Mailing Address *(for MAICSA correspondence if different from the above)* _____

Town _____ Postcode _____ State _____ Country _____

Telephone _____ Mobile _____ Email _____

Are you currently in full time employment? Yes No

Name of Company _____

Job Title _____ Date Joined _____

Company Address _____

Town _____ Postcode _____ State _____ Country _____

Telephone _____ Ext _____ Fax No _____

Email Address _____ Type of Organisation _____

Can we provide your employer with details of the ICSA programme? Yes No
If yes, please confirm the name and job title of the individual you wish us to contact

Name _____ Job Title _____

(B) PERSONAL PARTICULARS

QUALIFICATIONS HELD

(Certified copies of your education certificates/professional qualifications MUST accompany your completed application)

Please list ALL academic, vocational and professional qualifications obtained AFTER leaving school – showing the discipline, awarding body, class/grade obtained and the date obtained (Earliest first).

Qualification	Awarding Institution (Center)	Institution Grade	Date Obtained

Related Degree/Postgraduate/Chartered Professional Qualifications

If you have a degree or Chartered Professional qualification, which contains Accountancy, Finance or Law modules, please list the modules covered and confirm the level/year of your qualification each module undertaken. Please submit certified copies of official transcripts.

(This information is required to support applications for exemptions from the Professional Programme Part 1 modules)

Qualification and Awarding Body	Name and Level/Year of all relevant assessed modules	Transcripts attached	
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Full time Part time Self-study

Colleges attended _____
(for full time or part time only)

Before returning your application form, please ensure that you have:

- Completed all sections of the application form
- Obtained a suitable referee **(Not applicable)**
- Enclosed relevant fee for initial registration and exemption fees **(Please separate payment)**
- Enclosed certified copies of birth certificate or Identification Card or page(s) from your passport showing your personal details
- Enclosed certified copies of your educational certificates (i.e. certificate of degree and transcripts)
- Ticked the relevant boxes to confirm programme & modules for which you wish to register
- Arranged for all photocopies to be certified

PLEASE ALLOW UP TO FOUR (4) WEEKS FOR YOUR APPLICATION TO BE PROCESSED

- I apply for registration as a student of The Malaysian Institute of Chartered Secretaries and Administrators and undertake to comply with the regulations relating to students of the Institute. I certify that the information given here is to the best of my knowledge accurate in all respects.
- 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.

Name _____
(in block capitals)

Signature _____ Date _____

ENTRY:

REG NO:

DATE:

BATCH:

RECEIPT NO:

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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 pembedahan 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