



**THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES  
AND ADMINISTRATORS**

**COMPLAINT FORM**

**A. Particulars of Complainant**

Name (As per NRIC/  
Passport/Registration  
document) : \_\_\_\_\_  
\_\_\_\_\_

Old NRIC No. : 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

New NRIC No. : 

--	--	--	--	--	--	--

 - 

--	--

 - 

--	--	--	--	--

Nationality : \_\_\_\_\_

Company Name \_\_\_\_\_

Designation \_\_\_\_\_

Correspondence Address (Home and Office) : Home: \_\_\_\_\_  
\_\_\_\_\_

Office: \_\_\_\_\_

Telephone No. (Home) : \_\_\_\_\_

Telephone No. (Office) : \_\_\_\_\_

Handphone No. : \_\_\_\_\_

Fax No. : \_\_\_\_\_

E-mail : \_\_\_\_\_



**D. Documents to Support the Complaint**

(eg. Copy of the complaint/report lodged with the police, other government agency, statutory authority or regulatory authority as disclosed in item C above, Statutory documents, letters, minutes of meetings, proof of transaction, etc.)

The following documents are attached with this Complaint Form:

	Document	Date
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____
5)	_____	_____
6)	_____	_____
7)	_____	_____
8)	_____	_____
9)	_____	_____
10)	_____	_____
11)	_____	_____
12)	_____	_____

**E. DECLARATION BY COMPLAINANT**

I, (*name*) \_\_\_\_\_, (*NRIC no.*) \_\_\_\_\_,  
hereby:

1. declare that the complaint and all information given herein (including the relevant supporting documents) are to the best of my knowledge accurate in all respects.
2. authorise the Malaysian Institute of Chartered Secretaries and Administrators to inform the respondent that a complaint has been made against him/her, to disclose my name as the complainant, and to furnish the respondent with a copy of this Complaint Form together with the enclosures.
3. I further confirm and agree that should the Malaysian Institute of Chartered Secretaries and Administrators require further clarification and/or documents from me to investigate the complaint, I shall render full assistance and cooperation on the matter including clarifications by telephone calls, letters and emails and attending clarification meetings with the officials of Malaysian Institute of Chartered Secretaries and Administrators investigating the matter, if necessary.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STATUTORY DECLARATION**

I, ..... NRIC/Passport No.

.....

do solemnly and sincerely declare that the complaint and the information given here is to the best of my knowledge true and accurate in all respects.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by

the abovenamed .....

.....

at .....in the

State of .....

.....

this .....

Signature

day of .....

Before me,

**Membership Department**

The Malaysian Institute of Chartered Secretaries  
and Administrators  
No 57, Bangunan MAICSA  
Mid Valley City  
Lingkaran Syed Putra  
59200 Kuala Lumpur

Tel: 03-22829276  
Fax: 03-22829281  
E-mail: [members@maicsa.org.my](mailto:members@maicsa.org.my)

**FOR OFFICE USE ONLY**

Received by:

Date:

Time: