



MAICSA

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

MAICSA INTERNSHIP PROGRAMME
Application Form

Photo

Read the application procedures and the terms of conditions at the front of this Application Form carefully before completing the form.

Section A **PERSONAL DETAILS**

Full Name (underline surname)		Tel No. (H):	
		(Mobile):	
Permanent Address:		Mailing Address:	
Date of Birth:	Sex: <input type="radio"/> Male <input type="radio"/> Female	Identity Card No:	
Nationality:	Race:	Religion:	
Marital Status: <input type="radio"/> Single <input type="radio"/> Married	Language Written:	Language Spoken:	
Name and Address of Institution (current):			Date of Commencement:

Section B **EDUCATIONAL QUALIFICATIONS**

University/Institution	Address of University/Institution	Title of Degree/Diploma:
Year Taken:	Year Graduates:	Degree: <input type="radio"/> Honours <input type="radio"/> General
		Class: CGPA/Grade:

Section C **OTHER QUALIFICATION/AWARDS**

Name of Examination/Award	Grade/Award	Date

Section D **WORK EXPERIENCE (if any)**

Employer	Address	Designation	Period

Section J**REFEREES**

Give names, address and occupations of two (2) referees (exclude relatives).

Name (Mr/Mrs/Miss):	Name (Mr/Mrs/Miss):
Address:	Address:
Tel No.:	Tel No:
Occupation:	Occupation:
I have known the applicant for _____ years.	I have known the applicant for _____ years.

DECLARATION

I hereby confirm all the above details to be true and correct. I authorise MAICSA to carry out reference checks with referees in connection with this application. I hereby consent MAICSA to disseminate my application and details to the MAICSA-Internship Partners for the purpose of this programme.

(Signature)

Full Name:

Date:

Address application form to:

The Malaysian Institute of
Chartered Secretaries and Administrators
Bangunan MAICSA
57 The Boulevard, Mid Valley City
Lingkaran Syed Putra, 59200 Kuala Lumpur
Tel: 03-2282 9276 Fax: 03-2282 9281
E-mail: maicsa@maicsa.org.my Homepage: <http://www.maicsa.org.my>

FOR OFFICE USE

Date form received:	Documentation required:	Application No.:
Date of Interview:	Recommended for Internship: <input type="radio"/> Yes <input type="radio"/> No	Remarks:

MAICSA INTERNSHIP PROGRAMME APPLICATION FORM

MAICSA Internship Programme was set up to ensure fresh ICSA graduates and IQS students would be equipped with both academic and practical experience before joining the workforce.

Eligibility:

- Malaysian ICSA fresh graduates and IQS Students who are currently on the register of MAICSA with no company secretarial experience
- Outstanding results and qualifications.
- Active participation in extra-curricular activities is an advantage.
- Possess excellent interpersonal, verbal and written communication skills and able to work as part of a team.

Application Procedure:

Eligible candidates interested to apply for internship with MAICSA must submit:

- A completed application form.
- A recent passport size photograph.
- Academic transcript of the ICSA subjects.
- Certified true copies of relevant certificates e.g. ICSA and others (if applicable)
- Photocopy of the Identity card (both sides) of candidate.
- RM50 application fee (non-refundable).

Candidates will be informed of the outcome as soon as the selection process is completed. Only short-listed candidates will be notified for the interview. Offer letters will then be sent to the successful candidates.

Selected candidates will have to register for an induction programme organised by the Institute. A training fee of RM100 will be charged and is to be borne by the candidate.

The decision of the selection panel is final and no correspondence will be entertained concerning the decision.

Submission of Application:

Applications may be submitted throughout the year and successful candidates will be offered positions as soon as these become available.

INTERNSHIP AGREEMENT AND CONDITIONS

I understand the following obligations with respect to the MAICSA Internship Programme:

- i) I agree that if selected, I will abide by MAICSA's code of conduct, rules and regulations for the duration of my internship and employment.
- ii) I will perform the functions as listed out in the MAICSA Internship Programme and any other tasks that are deemed necessary in order to diligently discharge my duties.
- iii) I understand that I will not be entitled to the compensation, privileges and benefits accorded to the regular staff of the Internship Partner, save and accept where offered by the Internship Partner on his own accord.
- iv) I understand that my internship does not automatically qualify me for immediate employment with the Internship Partner.
- v) I agree to observe all applicable rules, regulations, instructions, procedures and directives of the Internship Partner.
- vi) I shall treat all information made known to me during the course of my internship as confidential. I shall not divulge any confidential information to third parties, except when instructed to do so on the instruction of or with the consent of the authorized personnel.
- vii) I understand that I am not entitled to any medical benefits and will therefore have to personally bear all medical expenses incurred during my internship.
- viii) I shall provide immediate written notice where I am not able to complete my internship whether due to illness or as a result of other circumstances.
- ix) I agree to complete the internship evaluation questionnaire at the end of my internship programme and submit this to the Members Department of MAICSA.
- x) I understand that if I withdraw from the programme within the first month of service, I will not be paid any allowance.
- xi) I understand that the Internship Partner reserves the right to deduct the stipend for the day(s) that I am absent from the programme for whatever reasons.
- xii) I understand that MAICSA has the right to terminate any intern from continuing in the programme whose conduct, in the opinion of the Institute, is disruptive, harmful or potentially detrimental to the Internship Partner under the programme.
- xiii) I hereby agree not to bring any administrative, civil, or criminal actions against MAICSA and/or the Internship Partner or hold the Institute and/or the Internship Partner responsible for any personal injury whatsoever to my person or property during the period of my internship.

I have read the Internship Agreement and Conditions and I accept to abide by them.

NAME: _____

DATE _____

I/C NO : _____