



THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

**EXAMINATION ENTRY FORM**

JUNE  DECEMBER YEAR

COMPLETE ALL SECTIONS IN BLOCK LETTERS

**A. PERSONAL PARTICULARS**

NAME: Mr/Ms:

STUDENT REGN.

MAILING ADDRESS:

TELEPHONE: (OFFICE)

(MOBILE)

EMAIL:

NEW NRIC No: ..... \* ANNUAL FEE EXPIRY DATE:

**B. EXAMINATION CENTRE** (Please tick ONE only):

- |  |                                       |  |
|--|---------------------------------------|--|
| <input type="checkbox"/> Kuala Lumpur (026)  | <input type="checkbox"/> Ipoh (076)   | <input type="checkbox"/> Johor Bahru (078)   |
| <input type="checkbox"/> Petaling Jaya (178) | <input type="checkbox"/> Penang (028) | <input type="checkbox"/> Kota Kinabalu (081) |
| <input type="checkbox"/> Shah Alam (208)     | <input type="checkbox"/> Melaka (086) | <input type="checkbox"/> Kuching (082)       |

**C. SUBJECT REGISTRATION** (Please check the box(es) on the subject(s) being attempted in this examination sitting)

**MAICSA Professional Diploma in Corporate Administration (PDCA)**

**ICSA International Qualifying Scheme (ICSA IQS)**

**PART 1**

**PROFESSIONAL PART 1**

- |     |                                    |        |                          |     |                                   |        |                          |
|-----|------------------------------------|--------|--------------------------|-----|-----------------------------------|--------|--------------------------|
| 04M | Business Organisation & Management | Wed pm | <input type="checkbox"/> | 15  | Financial Accounting              | Tue am | <input type="checkbox"/> |
| 05M | Business Law                       | Fri pm | <input type="checkbox"/> | 11J | Strategic & Operations Management | Thu am | <input type="checkbox"/> |
| 06M | Business Accounting                | Fri am | <input type="checkbox"/> | 12D | Corporate Law                     | Wed am | <input type="checkbox"/> |
| 07M | Corporate Compliance & Practice    | Thu am | <input type="checkbox"/> | 16D | Taxation                          | Fri am | <input type="checkbox"/> |

**PART 2**

**PROFESSIONAL PART 2**

- |     |                            |        |                          |     |                                |        |                          |
|-----|----------------------------|--------|--------------------------|-----|--------------------------------|--------|--------------------------|
| 08M | Law & Practice of Meetings | Wed am | <input type="checkbox"/> | 10J | Corporate Governance           | Wed pm | <input type="checkbox"/> |
| 09M | Business Strategies        | Thu pm | <input type="checkbox"/> | 16J | Corporate Financial Management | Tue pm | <input type="checkbox"/> |
| 11M | Business Finance           | Tue am | <input type="checkbox"/> | 19J | Corporate Secretaryship        | Fri pm | <input type="checkbox"/> |
| 17M | Business Ethics            | Tue pm | <input type="checkbox"/> | 17J | Corporate Administration       | Thu pm | <input type="checkbox"/> |

NAME: Mr/Ms:

**D. MODE OF STUDY** for this examination (Please tick ONE only)

- #FULL TIME                       #PART-TIME                       PRIVATE STUDY  
 #OTHERS (Please specify)                      #College Attended

**E. PAYMENT DETAILS:**

PROGRAMME	BASIC ENTRY RM	NO OF SUBJECTS	SUBJECT FEE RM	LATE ENTRY FEE (if any) RM	TOTAL PAID IN RM
MAICSA PDCA – Part 1 and Part 2	150		100		
ICSA IQS – Professional Part 1 & Part 2	150		200		

**F. MODE OF PAYMENT** (Please tick mode used)

- Cheque                       Bank Draft                       Internet Banking

Cheque / Ref No:

Bank:

- Credit Card [MasterCard / Visa Only]

Number:

Bank:

Expiry Date:

CVC No:

(for office use only)

**PLEASE ENSURE THAT THERE IS NO CLASH IN TIMETABLE FOR SUBJECTS INDICATED AND THAT YOU HAVE INDICATED CORRECTLY WHERE OPTIONS ARE AVAILABLE.**

**Declaration:**

I acknowledge that I have agreed to register for the ICSA examination where indicated and that I am bound by the rules and regulations regarding the examinations set by MAICSA.

Signature of Candidate:

Date:

*Please print your name in the space provided above. Receipt of this form with your name printed will be deemed to be your authorization to process the request.*

**FOR OFFICE USE ONLY**

Initial Check By:	
Approved By:	
Entered By:	
Checked By:	

Reg. Date:	
Annual Fee Expiry Date:	
Receipt No:	
Batch No:	

- Bangunan MAICSA, No. 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur.
- Tel: 03-2282 9276 Fax: 03-2282 9281 Email: examinations@maicsa.org.my Homepage: www.maicsa.org.my



## NOTES FOR COMPLETION OF THE EXAMINATION ENTRY FORM

Please read the following instructions carefully before attempting to complete the examination entry form.

### IMPORTANT

Existing students must:

- i. pass the PDCA programme before attempting any subject in the IQS Professional Part 1.
- ii. pass the IQS Professional Part 1 before attempting any subject in the IQS Professional Part 2.

Only current students on the register will be permitted to sit for the examination.

1. The MAICSA examination timelines are as follows:

EXAMINATION DATE	EXAM WEEK	EXAM REGISTRATION CLOSING DATE
June	Commencing First Tuesday of June	20 March
December	Commencing First Tuesday of December	20 September

2. Please submit your examination entry and payment to the MAICSA Secretariat. All copies of examination entries **must be sent to the Examinations Department** via email or hard copy and accompanied by payment. Entries without payment will be rejected.
3. All payment for examination entries must be made by **CHEQUE (company and personal) / BANK DRAFT / ONLINE BANKING / CREDIT CARD ONLY**. Please use separate cheques/bank drafts if you wish to remit payment for other purposes. All cheques and bank drafts should be made payable to "MAICSA".  
CASH WILL NOT BE ACCEPTED for payment of examination entries.
4. Entries must reach the Institute before the closing date for the respective sitting. Candidates are advised to submit entries as early as possible. A penalty of RM100 will be imposed on all examination entries submitted after the closing date. Examination entries received after seven (7) days from the closing date will not, under any circumstances, be accepted.
5. An acknowledgement of your examination entry will be sent to you within 4 to 6 weeks from the closing date. You are required to check that the details relating to the examination sitting, examination centre and subjects entered as stated in the acknowledgement are as per your examination entry. Please contact the MAICSA Secretariat if there are any discrepancies.
6. Notification of the date, time and place of the examination will be sent to all candidates at least 7 days before the commencement of the examination.
7. If a candidate withdraws his application or fails to present himself for the examination, no part of the fee will be returned to him.
8. Any change of mailing address should be updated online by students. Please **DO NOT** use the examination entry form to notify your change of address.
9. If the examination centre is not indicated, a centre nearest to your mailing address on the examination entry form will be assigned as your examination centre.
10. No changes can be made to the choice of examination centre or subjects after the closing date for submission of the examination entry form.
11. The college attended by candidates for each examination session **SHOULD** be indicated in the examination entry form.
12. Candidates who fail to sit for the examination due to critical illness are required to submit medical certificates and satisfactory medical reports to support any application for postponement of their examination together with the payment for postponement of the examination. The Institute may at its discretion allow candidates to enter the next following examination, subject to payment of the postponement fee. Candidates must submit all applications for postponement by **20 June / December** together with original copies of the relevant documents as well as payment for the postponement fee.