



**THE MALAYSIAN INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS**  
Bangunan MAICSA, No. 57 The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur  
Tel: 03-2282 9276 Fax: 03-22829281 E-mail: maicsa@maicsa.org.my Homepage: www.maicsa.org.my

**APPLICATION FOR EXEMPTIONS**  
**[Professional Diploma in Corporate Administration (PDCA) & ICSA International Qualifying Scheme (IQS)]**  
**(PLEASE COMPLETE IN BLOCK LETTERS)**

**TO: EXAMINATIONS DEPARTMENT**  
**MAICSA**

**A. PERSONAL PARTICULARS**

Name: \_\_\_\_\_ [ Mr/Mrs/Miss/Madam]

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_ Daytime Contact Tel: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_ Age: \_\_\_\_\_ E-mail: \_\_\_\_\_

ICSA Student Reg. No (if applicable): \_\_\_\_\_ New NRIC No.: \_\_\_\_\_

I wish to apply for exemptions from the ICSA examination and certify that all information provided on this form and in the supporting document is to the best of my knowledge accurate in all respect.

Signature: ..... Date: .....

**Method and details of payment:**

Cheque / Bank draft / Money Order No: ..... for amount of RM.....

Credit Card [ ] Visa [ ] Mastercard Please charge RM ..... to my credit card:

Bank: ..... Card No: ..... Name on the card: .....

Card start date : ..... Card Expiry: ..... Date: .....

Signature of cardholder: ..... Date: .....

**B. FULL QUALIFICATION (S) OBTAINED (Diplomas, Advanced Diplomas, Degrees and professional qualifications)**

Awarding Body	Qualification	Year Obtained

**IMPORTANT:** Please attach certified true copies of certificates AND full transcript for all qualifications listed above.

**C. EXEMPTION**

I wish to apply for the following exemptions:

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

17M	Business Ethics	<input type="checkbox"/>	05M	Business Law	<input type="checkbox"/>
11M	Business Finance	<input type="checkbox"/>	06M	Business Accounting	<input type="checkbox"/>
09M	Business Strategy	<input type="checkbox"/>	07M	Corporate Compliance and Practice	<input type="checkbox"/>
04M	Business Organisation and Management	<input type="checkbox"/>	08M	Law and Practice of Meetings	<input type="checkbox"/>

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

**PROFESSIONAL I**

15	Financial Accounting	<input type="checkbox"/>
11J	Strategic and Operations Management	<input type="checkbox"/>
12D	Corporate Law	<input type="checkbox"/>
16D	Taxation	<input type="checkbox"/>

**PROFESSIONAL II**

10J	Corporate Governance	<input type="checkbox"/>
16J	Corporate Financial Management	<input type="checkbox"/>
19J	Corporate Secretaryship	<input type="checkbox"/>
17J	Corporate Administration	<input type="checkbox"/>

*Exemptions are not permitted in Professional Part 2 programme.*

**EXEMPTION GUIDELINES**

1. The Exemption fee are as follows:

<b>MAICSA Professional Diploma</b>	<b>:</b>	<b>RM100.00 per subject</b>
<b>Professional Programme</b>	<b>:</b>	<b>RM200.00 per subject</b>

- Only signed completed applications with the required certified true copies of supporting documents and correct payment will be processed.
- Please check our website or contact the MAICSA Secretariat on possible exemptions before completing this form.

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**FOR OFFICE USE ONLY**

Initial Check By:			Annual Fee Expiry Date:	
Approved By:			Receipt No.:	
Entered By:			Receipt Date:	
Exemption Code:			Receipt Issued By:	
Date Letter Issued:			Overpayment/(Short payment):	

**Notes:**