

# APPLICATION FOR ASSOCIATESHIP

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Photograph  
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Name: \_\_\_\_\_

<p><b>MAICSA</b> <b>Members Department</b></p> <p>I / We hereby verify that the applicant has complied with all the requirements to be admitted as Associate of the Institute.</p> <p>1) _____ 2) _____</p> <p><b>Date:</b></p>	<p><b>MAICSA</b> <b>Membership Committee</b></p> <p>Endorsed by the Membership Committee at the meeting held on _____.</p> <p>1) _____ 2) _____</p> <p><b>Application Serial No. :</b> _____</p> <p><b>Certificate Serial No. :</b> _____</p> <p><b>Date Issue :</b> _____</p>
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 **The Malaysian Institute Of Chartered Secretaries & Administrators**

Bangunan MAICSA, No. 57 The Boulevard,  
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)

To: The Council of The Malaysian Institute of Chartered Secretaries and Administrators  
I hereby apply for election as an Associate of the Institute and having read the current Charter and byelaws  
I undertake, if elected, to be bound by the provisions of the Charter and byelaws from time to time in force.

I enclose a cheque/ draft no. \_\_\_\_\_ for RM \_\_\_\_\_ in payment of election fee due (see checklist).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please read the attached notes carefully before completing and use block capitals and ink, or typescript, throughout.**

Name (as per NRIC) \_\_\_\_\_

Date of Birth \_\_\_\_\_ MAICSA Registration No. \_\_\_\_\_

NRIC No. \_\_\_\_\_

Honours, decorations and civil distinctions (for record purpose) \_\_\_\_\_

Date of completing the Institute's examination \_\_\_\_\_

Date of admission as a Graduate \_\_\_\_\_

Home address \_\_\_\_\_ Tel No. \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Present employer \_\_\_\_\_

Job title \_\_\_\_\_ Tel No. \_\_\_\_\_

Business address \_\_\_\_\_ Fax No. \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Name of CEO/MD or equivalent \_\_\_\_\_

Designation \_\_\_\_\_

Email address \_\_\_\_\_ H/P No. \_\_\_\_\_

*Please tick to indicate which address is to be used for correspondence.*

## CHARACTER AND STANDING

Yes No

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?  |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Within the past five years have you been convicted of any offence of such a nature that had you been a member of the Institute at the time, would have been likely to have given rise to disciplinary action being taken against you by Institute under byelaw 21?         |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Within the past five years, have you conducted yourself, whether by act or default, in a manner that, had you been a member of the Institute at the time, might or is likely, to have been discreditable to the Institute having regard to the Institute's Code of Ethics? |

**FURTHER AND/OR HIGHER EDUCATION** (academic qualifications)

University, College or other Awarding Body	Date		Full time or part time	Degree, Diploma, Certificate obtained		*
	From	To				

**OTHER PROFESSIONAL QUALIFICATIONS**

Name of professional body	Designatory letters	Date examinations completed	Date elected to membership		*

\*for office use only

**FORM OF RECOMMENDATION**

We the undersigned, having known the above named applicant for the period set against our name, (of at least one year), and having read the information notes on the Institute and the criteria for election to Associateship, hereby recommend him/ her from personal knowledge, for election as an Associate of the Institute.

1. Name \_\_\_\_\_ Profession/ Occupation \_\_\_\_\_  
 Address \_\_\_\_\_ Period I have known the applicant \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Insert FCIS/ ACIS membership number  
 \_\_\_\_\_ (if an ICSA member) \_\_\_\_\_

Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

2. Name \_\_\_\_\_ Profession/ Occupation \_\_\_\_\_  
 Address \_\_\_\_\_ Period I have known the applicant \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Insert FCIS/ ACIS membership number  
 \_\_\_\_\_ (if an ICSA member) \_\_\_\_\_

Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

**FOR OFFICE USE ONLY**

Registration No.: _____ (if different from the one given on page 2)	Total relevant experience : _____ years _____ months
	Date of election _____
	Remarks (if any) _____

**STATEMENT OF APPOINTMENTS** – starting with present or most recent post

Name of organisation and nature of business	Title of appointment	Dates		Referee			
		From	To	Name	Office Held	Signature & Date	Company Stamp

"The referee should in each case be a senior officer in the organisation concerned. The referee is asked to certify from personal knowledge that the information given by the applicant in the section next to the referee's signature is correct. The referee is invited to provide any remark or amplification considered relevant in a supporting letter."

## NOTES FOR THE COMPLETION OF THE FORM

Please read the following notes before completing the form. If you have any queries about any aspect of your application, or would like to discuss it informally before filling in the form, please do not hesitate to telephone or write to the Members & Corporate Communications Department for advice.

When you submit the form, please check that:

- (1) it has been signed and dated on page 2;
- (2) it contains all the supporting signatures required on pages 3 and 4;
- (3) the Associateship election fee is attached. Payment by cheque/bank draft only and should be in favour of "MAICSA";
- (4) reference letters (or certified true copies), certified true copies of full time educational certificates and professional certificates are enclosed, including ICSA certificate.

### ELIGIBILITY

Under byelaw 6, Associates are to be elected by the Council and every candidate for election to Associateship must comply with the following conditions:

- a) they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
- b) they must satisfy the Council that, having regard to their character and position, they are fit and proper to be elected;
- c) their main occupation for at least six years, or for periods totalling at least six years, must have been in one or more positions that in the Council's opinion are relevant to the profession of Chartered Secretary and/or Chartered Governance Professional; or they must have completed some other professional development that the Council recognises and decides is appropriate; and
- d) they must give the Council any information it requires about their duties and any organisation they have served.

The six-year qualifying period can be reduced by up to three years: see byelaw 7.

Subject to these byelaws, rules made by the Council shall provide for Associates to use such titles, and such designatory letters after their name, as may be determined by the rules. The rules shall enable qualifying Associates to use either or both of the titles 'Chartered Secretary' and/or 'Chartered Governance Professional', according to criteria as to examinations passed and professional experience attained.

### CHARACTER AND STANDING

The term *fit & proper* contained in byelaws 5 & 6 relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term *fit & proper* to a subjective view an applicant may hold of his/her own conduct and methods. As a result, the Council requires all applicants to answer Questions 1 to 3 on page 2 of the application form as to their character.

The Institute's Charter obliges it to supervise the standard of professional conduct provided by its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of *fit & proper* is inherently open-ended.

Question 1 This relates directly to the solvency of the applicant and would include any sequestration order, compromise or deed of agreement with your creditors.

Question 2 This relates to: -

- a) any offence involving fraud or other dishonesty under legislation (whether or not in Malaysia) relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
- b) any other offence not in (a) above including criminal convictions, in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. You may exclude non-criminal traffic offences.

Question 3 This relates to:-

- a) disqualification by court or other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership or incorporated association.
- b) disciplinary action including criticism, censure, fine, or exclusion from membership of any professional body or organisation (whether or not in Malaysia).

## **FURTHER EDUCATION EXPERIENCE**

This can account for a maximum three years of the required six-year. The reduction period is granted on the basis of the number of years full time study it would take to complete the qualification. The work experience balance must, however, be gained outside the study period.

It is immaterial whether the qualification is obtained before or after completing the Institute's examinations.

## **INCORRECT OR MISLEADING INFORMATION**

- (a) If information is revealed to be inaccurate or misleading, before election, then the application is liable to be rejected and if you are currently a Graduate may lead to disciplinary action under byelaw 21.
- (b) If information is revealed to be inaccurate or misleading after election you may be subject to disciplinary action under byelaw 21.

## **RELEVANT EXPERIENCE**

Relevant experience can be obtained in one or more organisations and in any type of organisation. Some of the major relevant work areas include:  
General Management and Administration, Accounting and Financial Management, Company Secretarial and Legal Work, Insurance Administration, Information Systems Management, Taxation, Human Resources Management.

Two specific points to note are:

- (1) Teaching in tertiary education of ICSA related or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not.
- (2) An applicant whose work is not considered entirely relevant, but contains an element of administrative or relevant duties, may have this proportion of their time counted, on a pro rata basis. The employer should be asked to provide a letter certifying the percentage of the applicants time spent on such duties. However, in such cases, either:
  - (a) At least one third of the required period of work experience must be spent in an administrative post or posts; *or*
  - (b) The applicant must be holding a wholly administrative post at the time of application.
- (3) If applicant's work experience includes a clerical position, the employer should be asked to provide a letter certifying applicant's job functions of that position.

## **STATEMENT OF APPOINTMENT**

- (1) You are required to give A FULL CAREER RECORD (completing this on additional sheets if necessary). This should cover the period from leaving school until the present, with any gaps being accounted for.
- (2) Signatures from one or more referees must certify a total period of not less than six years, unless reduced by a maximum period of three years relevant further education.
- (3) If as an alternative to having your application form certified, you prefer to forward reference letters from previous employers, please note that these must show the post/s held, dates (i.e. month and year) of commencement and resignation.
- (4) Please note the following with regard to the individual sections of this page of the form:

Name of organisation	In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.
Title of appointment	If the duties performed are not self evident from the title, a brief outline of duties should be attached.
Dates	Month and year to be given.

## **RECOMMENDATIONS**

Applicants for Associateship should be recommended by two signatories of professional status, one of whom must be a member (Associate or Fellow) and both of whom should have known the applicant for at least one year.

## **GRADUATESHIP**

Those who have completed the examinations prior to June 1989 but have not yet been admitted to Graduateship are considered not yet eligible for Associateship. He will have to be admitted to Graduateship first.

**THE COMPLETED FORM AND SUPPORTING DOCUMENTATION SHOULD BE SENT TO:**

The Malaysian Institute of Chartered Secretaries and Administrators  
No 57, The Boulevard  
Mid Valley City, Lingkaran Syed Putra  
59200 Kuala Lumpur  
Tel: 03-22829276  
Fax: 03-22829281

**BYELAWS 6, 7, 18 AND 19 OF THE INSTITUTE ARE AS FOLLOWS:**

**ASSOCIATES**

6. Associates are to be elected by the Council and every candidate for election to Associateship must comply with the following conditions:
- a) they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
  - b) they must satisfy the Council that, having regard to their character and position, they are fit and proper to be elected;
  - c) their main occupation for at least six years, or for periods totalling at least six years, must have been in one or more positions that in the Council's opinion are relevant to the profession of Chartered Secretary and/or Chartered Governance Professional; or they must have completed some other professional development that the Council recognises and decides is appropriate; and
  - d) they must give the Council any information it requires about their duties and any organisation they have served.

The six-year qualifying period can be reduced by up to three years: see byelaw 7.

7. The Council can reduce the eight and six-year qualifying periods in byelaws 5 and 6 by up to three years where a person:
- a) has a professional or pre-professional qualification which the Council recognises as justifying the reduction. This can include but is not limited to:
    - i. a degree from a university which the Council considers to be of appropriate academic standing;
    - ii. a diploma or other certificate which in the country in which it is given is nationally recognised as being equivalent to a degree from such a university; or
  - b) has completed any other professional development that the Council recognises and decides justifies a reduction.

**GRADUATES**

- 18.1 When a person has passed the Institute's examinations that apply to them, they become a graduate unless they decline to do so in the three months after the Institute notifies them that they have passed. The Council can fix a different period.
- 18.2 A graduate is not a member of the Institute and is not entitled to receive notice of, attend or vote at any general meetings.
- 18.3 A graduate is subject to the same disciplinary rules as a member.
- 18.4 A graduate must pay an annual subscription at a level decided by the Council, but this must not be more than the subscription for Associates.
- 18.5 While they are a graduate, a person is entitled to describe themselves as a graduate of the Institute, and use the appropriate designatory letters (as determined by the Council, including GradICSA) after their name.
- 18.6 A graduate must not describe themselves as a Chartered Secretary or a Chartered Governance Professional.
- 18.7 A graduate is entitled to a certificate stating that they are a graduate.

*Moving on from being a Graduate*

- 19.1 Every graduate must apply to become either an Associate or a Fellow within ten years of becoming a graduate.
- 19.2 The Council must consider the case of every graduate who does not meet the conditions to become an Associate or a Fellow (set out in byelaws 6 and 5 respectively) within the period of ten years referred to in byelaw 19.1 to decide whether they can, or cannot, continue to be graduates.
- 19.3 The Council can impose conditions subject to which a person can continue to be a graduate.

**Attachment**

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

**Please indicate your monthly salary range: -**

- Less than RM 800**
- RM 800 - RM 1000**
- RM 1001 - RM 2000**
- RM 2001 - RM 3000**
- RM 3001 - RM 4000**
- RM 4001 - RM 5000**
- Above RM 5000**

**Name :**

**Designation :**

**Company/Org :**

**Signature :**



**APPLICATION FOR ELECTION TO ASSOCIATESHIP  
CHECKLIST**

1. Application form duly completed.
2. Your employer must sign the appropriate section on the last page and affix the rubber stamp of your company.
3. Letter from current employer (must be dated current), stating your title of appointment, dates of commencement, and job functions.
4. Testimonial letters from previous employers, stating your title of appointment, dates of commencement and resignation, and job functions.   
\*Where such testimonial letters are unable to be obtained from previous employers, certified true copies of letters of appointments of previous employment may be acceptable.

Please note that although you are submitting testimonial letters or copies of letters of appointments, you must complete the form – signatures and company rubber stamps of former employers are not necessary.

**Alternatively**, the appropriate section on the last page of the application form must be signed by the previous employers and confirmed with company rubber stamp.

5. Document of full-time further education (if applicable):   
A certified copy of degree or diploma, and letter from college/institution confirming that you were a full-time student pursuing ICSA course, and the dates of enrolment and leaving college/institution.
6. A cheque/bank draft of RM250.00, payable to “MAICSA”, being the election fee.
7. A copy of your identity card.
8. Indicated your salary range in the Attachment.
9. Business card, if applicable.

*All photocopies **MUST BE** certified by present employer who sign the application form, Commissioner for Oaths, Chartered Secretary, Practising Accountant or Advocate & Solicitor.*

*For further enquiries, please contact Members Department at 03-2282 9276*