

APPLICATION FOR FELLOWSHIP

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Name: _____

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

To: The Council of The Malaysian Institute of Chartered Secretaries and Administrators
I hereby apply for election as an Fellow 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) _____

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

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?

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?

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?

Current Salary Indicator: Up to RM 50,000 RM 50,000 - RM 100,000 Over RM100,000

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		*

TOTAL LENGTH OF RELEVANT PROFESSIONAL EXPERIENCE (in years)

ACTIVE INVOLVEMENT IN INSTITUTE AFFAIRS or related professional matters

Examples : Committee member of the Institute, speaker / participation at seminar, author of publications etc (please submit supporting documents)

					*

FORM OF RECOMMENDATION

*for office use only

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 Fellowship, hereby recommend him/ her from personal knowledge, for election as an Fellow 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 _____

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 fellowship advancement fee is attached

ELIGIBILITY

Under byelaw 5, Fellows are to be elected by the Council and every candidate for election to Fellowship 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 their position, they are fit and proper to be elected;
- c) either their main occupation for eight years or for periods totalling at least eight years, and for three years in the last ten years, must have been:
 - i. a secretary or assistant secretary;
 - ii. a governance professional;
 - iii. a risk manager;
 - iv. a senior executive or a person in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - v. a senior academic in a relevant discipline in a university or other higher or further education body;
 - vi. a member in public practice; orthey must have completed any other professional development that the Council recognises and decides is appropriate;
- d) any occupation for the purposes of paragraph (c) above must have been with at least one organisation that, in the Council's opinion, justifies electing the person as a Fellow; and
- e) they must give the Council any information it requires about their duties and any organisation they have served.

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

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).

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 or Associate 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.

RECOMMENDATIONS

Applicants for Fellowship should be recommended by two signatories of professional status, both of whom must have known the applicant for at least one year. Applicants are advised that at least one of the signatories should be a Fellow of the Institute. However, the Membership Committee, at its discretion, may consider applicants not recommended by at least one Fellow.

STATEMENT OF APPOINTMENT

The following information should always be given in respect of the applicant's present post, and also in respect of previous post/s where the present post/s has been held for less than three years. All supporting documentation in respect of the present post (except copy report and accounts) should be certified by employer.

(1) General but particularly the public and private company sectors, including the financial institutions

Generally, the applicant should hold a post that is at least second tier in the organisation (first tier is considered the level of responsibility that reports to the board of directors or its equivalent) and the organisation must be of sufficient size. In the case of a company, the size will usually be assessed by reference to turnover, which should be shown on the form.

Supporting documentation generally required is:

- (a) a copy of the report and accounts;
- (b) a hierarchy chart illustrating the applicant's status in relation to the board of directors or equivalent;
- (c) a brief schedule of responsibilities.

In sufficiently large organisations, applicants other than those in first or second tier appointments may be considered and applicants employed by subsidiary companies or in divisional organisations may be eligible. In this case, as well as the report and accounts of the parent company, it will be helpful to have that of the subsidiary, or another indication of the size of the regional or divisional unit.

(2) Local government, civil service, health service, etc.

Applicants should state their salary grade or scale and progression over at least the last three years.

Supporting documentation:

- (a) *hierarchy chart/s;*
- (b) *schedule of responsibilities.*

(3) Higher education as a profession

(i) Academic staff should state their grade, and the subjects they teach.

(ii) Administrative staff should provide:

Supporting documentation:

- (a) *a hierarchy chart, showing the applicant's status in relation to the governing body;*
- (b) *schedule of responsibilities.*

For both academic and administrative staff:

- (c) *an indication of the size of the college or other institution may also be helpful, i.e. number of staff (academic and administrative), number of students (full and part-time), size of annual budget.*

(4) Public practice

Members in public practice, whether practising as Chartered Secretaries or otherwise, should give some details of the client companies (if confidential these maybe referred to as client A, B, C, etc.) to whom they provide company secretarial or other specified services indicating: the paid-up capital, turnover and whether it is a public listed company, of each client company, the services provided and the dates of acting for each client.

Where there is a considerable number of large clients (for example where the applicant is employed in a sizeable professional firm, servicing public limited companies), between six and twelve of the largest clients could be selected. If employed by a firm, rather than in sole practice, the applicant should also state whether he/she reports to partner level.

Supporting documentation:

- *Details of clients as specified above.*

(5) Partnerships

Partners, and applicants employed by partnerships, should show the size of the partnership, for example in terms of turnover, number of branches and number of staff. Employees of partnerships should state whether their post reports to partner level.
The supporting documentation in 1(b) and (c) will usually be required.

(6) Professional bodies, etc.

Number of members and size of funds should be shown.

Supporting documentation:

- (a) a copy of the report and accounts;*
- (b) a hierarchy chart.*

(7) Royal Military Forces

The appointment should be primarily administrative and the rank/s held for the past three years should be indicated.

Supporting documentation:

- (a) schedule of duties*
- (b) hierarchy chart/s*

CERTIFICATION

Each appointment on which the application be based must be certified by a senior officer of the organisation. This means that certification is almost always required for the present appointment and for any other appointments totalling, with the present appointment, not less than three years in the last ten, on which the application is based. For the current appointment, please show the month and year from which held; for previous appointments, the month and year of starting and leaving.

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

BYE LAWS 5 and 7 OF THE INSTITUTE READ AS FOLLOWS:

5. Fellows are to be elected by the Council and every candidate for election to Fellowship 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 their position, they are fit and proper to be elected;
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 - i. a secretary or assistant secretary;
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 - iii. a risk manager;
 - iv. a senior executive or a person in an administrative position that, in the Council's opinion, has at least the same status as a secretary or assistant secretary;
 - v. a senior academic in a relevant discipline in a university or other higher or further education body;
 - vi. a member in public practice; orthey must have completed any other professional development that the Council recognises and decides is appropriate;
 - d) any occupation for the purposes of paragraph (c) above must have been with at least one organisation that, in the Council's opinion, justifies electing the person as a Fellow; and
 - e) they must give the Council any information it requires about their duties and any organisation they have served.

The eight-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.

**APPLICATION FOR ELECTION TO FELLOWSHIP
CHECKLIST**

1. Application form duly completed.

2. Letters from current and previous employers confirming your title of appointment, date of commencement and resignation (for previous appointment).
Where testimonial letters are unable to be obtained from previous employers, certified true copies of letters of appointments of previous employment may be acceptable.

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

3. Certified copies of Diploma, Degree or Masters (if applicable).

4. For those who are employed by a company:
 - a. Hierarchy chart
 - b. Company's annual report or audited accounts
 - c. Schedule of responsibilities

5. For those who are in public practice:
List of client companies (please refer to page 2 of the notes for completion of the form).

6. A cheque for RM400.00 payable to "MAICSA", being the election fee.

7. A passport-sized photograph in formal attire.

8. A photocopy of I.C.

9. Certified copies of certificates of attendance at seminar/workshops (if available)

*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