



MAICSA INTERNSHIP SCHEME LOG

Objective and Purpose:

The objective of the MAICSA Internship Scheme is to:

- provide MAICSA students with practical training opportunities in order to develop their skills and knowledge in corporate secretarial practice, corporate administration, corporate governance, finance, taxation, human resource etc and
- keep and maintain a practical training record of each Intern's personal work related skills training with an Internship Partner of MAICSA

The purpose of the Internship Scheme log is to enable:

- (i) the Internship Partners to review and evaluate the skills-matrix that would match with the job specifications offered to the individual; and
- (ii) MAICSA to evaluate and assess the working experience of the Interns during the Internship training.

DETAILS OF INTERN & MENTOR

Name of Intern:	
MAICSA Student No:	
NRIC No:	
Qualification:	
College/University:	
Name of Company:	
Name of Mentor	
Position of Mentor	
MAICSA No (where applicable)	
Address of Company:	
Telephone:	
Website:	
Duration of Internship	
*To be submitted together with Skill Assessment Form	

Declaration by Mentor:

I declare that I am not related to the Intern.

I certify that the Intern _____

(IC No _____) was assigned to me for the period from

..... to and that his / her performance during the period of the Internship Scheme training was satisfactory.

Signed _____ (Date: _____)

The following Log is to be completed by the Intern

Week	Job Description	Remarks
	1. APPOINTMENT OF DIRECTORS	
	<ul style="list-style-type: none"> a) Attestation of Appointment form (Form 48A) b) Drafting of Service contract c) Termination of appointment form d) Change of directors' particulars form 	
	2. BOARD MEETINGS	
	<ul style="list-style-type: none"> a) Drafting and compilation of documents: <ul style="list-style-type: none"> i) Drafting of notice and agenda ii) Drafting of minutes iii) Preparation of Attendance list 	
	3. ASSISTING IN AGM/EGM MATTERS	
	<ul style="list-style-type: none"> a) Drafting and compilation of documents: <ul style="list-style-type: none"> i) Drafting of notice and agenda` ii) Drafting of minutes iii) Drafting of proxy form and list iv) Preparation of Attendance list 	
	4. RESOLUTIONS	
	<ul style="list-style-type: none"> a) Drafting of ordinary resolutions <ul style="list-style-type: none"> i) to increase authorised capital ii) to authorise directors to allot shares iii) to appoint auditors iv) to capitalise profit b) Drafting of ordinary resolutions with special notice <ul style="list-style-type: none"> i) Removal of director ii) Resignation of directors (Form 49) iii) Alteration to memorandum & articles iv) Change of company's name v) Alteration of company's status by re-registration vi) Reduction of capital vii) Purchase of own shares viii) Provision of financial assistance for purchase of own shares ix) Winding up voluntarily x) Sales of assets c) Drafting of <i>resolutions to appoint:</i> <ul style="list-style-type: none"> i) Directors ii) Alternate director iii) Shadow director d) Drafting of resolutions for: <ul style="list-style-type: none"> i) Banking facilities ii) Sales and purchase of assets iii) Acquisition and disposal of investments/ 	

Week	Job Description	Remarks
	assets iv) Charge and discharge of assets v) Change of bank signatories vi) Replacement of lost share certificates	
	5. LODGEMENT at CCM	
	a) Compilation of forms/documents for lodgement to CCM b) Statutory declarations c) All necessary secretarial forms d) Payment of fees	
	6. SHARES	
	a) Drafting of share application form b) Resolution for directors to allocate shares c) Transfer of shares d) Issue new share certificates e) Transmission of shares f) Resolution to alter capital g) Share registration h) Preparation of Form 24 –Return of Allotment of share i) Preparation of resolution for replacement of lost share certificates j) Transfer of securities (Form 32A) k) Issue of new share certificates	
	7. CHANGES	
	a) Change of registered office b) Change of bank signatories	
	8. UPDATES	
	a) Update of information in the statutory books	
	9. OTHERS (Please complete)	

Signed by the Intern

Signature

Name: _____

NRIC No: _____

MAICSA Student Reg No: _____

Date of Submission: _____