

**APPLICATION FOR REPLACEMENT CERTIFICATE**

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

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

Membership No. : \_\_\_\_\_(Grad ICSA / ACIS / FCIS)

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No. : \_\_\_\_\_

E-Mail : \_\_\_\_\_

Reason for Replacement :  Lost/ Misplaced  
(Application to be submitted together with Statutory Declaration)

Other reasons  
(please specify) \_\_\_\_\_  
• original certificate to be returned to the Institute where applicable  
• other relevant documents to be enclosed where applicable

I enclose payment of :  RM 20.00 (Graduateship Certificate)

RM 50.00 (Associateship/ Fellowship Certificate)

**Mode of Payment:**

- 1) Online payment/Direct Transfer - [www.maybank2u.com.my](http://www.maybank2u.com.my) ; MBB: 5144-8630-1427
- 2) Cheque/ Bank draft - All cheques and bank drafts should be made payable to "MAICSA"
- 3) \*Credit Card - Please fill up the following section:-

[ ] Charge to VISA [ ] Charge to MASTERCARD

Bank : \_\_\_\_\_

Card No. : \_\_\_\_\_

Name on the card : \_\_\_\_\_

Expiry Date : \_\_\_\_\_

Signature of Cardholder : \_\_\_\_\_ Date: \_\_\_\_\_

**\* For any transaction RM 50 and above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

  
**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)

**STATUTORY DECLARATION**

I, \_\_\_\_\_\*GradICSA/ACIS/FCIS  
NRIC No. \_\_\_\_\_ do solemnly and sincerely declare that:

- 1) I have lost or misplaced my \* Graduateship /Associateship / Fellowship certificate of Membership number \_\_\_\_\_.
- 2) I have not allowed anyone else to keep or possess my membership certificate.
- 3) I have searched or caused search to be made for the said certificate but after careful and thorough search have been unable to find it.
- 4) Should the lost or misplaced certificate be found, I will immediately return the replacement certificate to the Institute for cancellation.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1960.

Subscribed and solemnly declared by the  
abovenamed \_\_\_\_\_  
\_\_\_\_\_  
at \_\_\_\_\_ in the  
State of \_\_\_\_\_  
this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature

Before me,

\* Delete as appropriate