

APPLICATION FOR ASSOCIATESHIP

Passport-size
Photograph
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Name: _____

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


**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 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 hereby consent to the processing of my personal data for the purposes described in the Personal Data Notice attached, in compliance with the Personal Data Protection Act 2010.

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 CGI member) _____

Signature _____ Date of Signature _____

2. Name _____ Profession/ Occupation _____
 Address _____ Period I have known the applicant _____

 _____ Insert FCIS/ ACIS membership number
 _____ (if an CGI 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, Students & Education 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) reference letters (or certified true copies), certified true copies of full time educational certificates and professional certificates are enclosed.

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 CGQP 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 GradCG) 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 CGQP programme, and the dates of enrolment and leaving college/institution.
6. A copy of your identity card.
7. Indicate your salary range in the Attachment.
8. Business card, if applicable.

Note:

- All photocopies **MUST BE** certified by present employer who sign the application form, Commissioner for Oaths, Chartered Secretary, Practising Accountant or Advocate & Solicitor.
- Upon approval of the application, a payment of RM260.00 should be made to MAICSA within 14 days from the date of approval. Failing which a fresh application should be made beyond this time line.
- Payment can be made via online transfer with the proof of payment attached for our record or via credit card.

For further enquiries, please contact Members, Students & Education Department at 03-2282 9276

PERSONAL DATA NOTICE

The Malaysian Institute of Chartered Secretaries and Administrators (“**MAICSA**”, “**we**” or “**us**” or “**our**”) is required to comply with the Personal Data Protection Act 2010 (the “**Act**”), which regulates the processing of personal data in commercial transactions. For the purpose of this Personal Data Notice, the terms “personal data” and “processing” shall have the meaning as prescribed in the Act.

This Personal Data Notice applies to any person whose personal data is processed by MAICSA or on behalf of MAICSA.

1. This Personal Data Notice serves to inform you how your personal data is being processed by MAICSA.
2. The personal data processed by us may include your name, designation, company’s name, contact details, email address and any other personal data required for the purposes set out in paragraph 3 below.
3. MAICSA may use your personal data for the following purposes (collectively referred to as the “**Purposes**”):
 - (a) to maintain the databases of members, graduates, students and affiliates in accordance with the Constitution of MAICSA;
 - (b) to process any registrations and/or applications that you have submitted to MAICSA;
 - (c) to communicate with you on the confirmation of your personal data such as mailing address, payment details, email address and employment details
 - (d) to notify you of any developments, updates, training and other events from time to time;
 - (e) to communicate with you and respond to your enquiries or complaints; and
 - (f) such other administrative purposes which relate to the above.
4. Your personal data is collected from various sources, including information you have provided us, information from third parties and information in the public domain.
5. You may access and request for correction of your personal data. Please contact us as follows if you have any enquiries or complaints in respect of your personal data:

Designated Contact Person:	Manager, Members & Students Department
Mailing address:	MAICSA Bangunan MAICSA No. 57, The Boulevard Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
Telephone No. :	03-2282 9276 ext 201
Fax No. :	03-2282 9281
E-mail address:	members@maicsa.org.my; students@maicsa.org.my

In accordance with the Act:

- a) MAICSA may charge a fee up to RM10 (for personal data) and RM30 (for sensitive personal data) for processing your request for access to your personal data; and
 - b) MAICSA may refuse to comply with your request for access to or correction of your personal data.
6. Your personal data may be disclosed:
- i) to our vendors (in terms of contact details and email addresses) for the purposes of sending journals, annual reports and other documentation as well as email blasts to you on behalf of MAICSA;
 - ii) to regulatory authorities, government departments and agencies pursuant to the requirements of the law, organizations associated to MAICSA and third party service providers whom we engage from time to time, as required; and
 - iii) where such disclosure is required or authorised by law or by the order of a Court.
7. MAICSA shall retain your personal data from the date of collection for as long as it is necessary for the fulfillment of the Purposes or for compliance with the law or legal obligations by MAICSA
8. Unless otherwise specified by us at the time the personal data is collected, it is obligatory that you supply us the personal data requested for by us. Failure to supply us with your personal data may render us unable to carry out the Purposes.
9. You undertake and warrant to MAICSA that your personal data is accurate, complete, not misleading and up-to-date. The onus is on you to update MAICSA if your personal data has changed.
10. MAICSA reserves the right to update and amend this Personal Data Notice from time to time. MAICSA will notify you of any changes via announcement on MAICSA’s website or through other reasonable means of providing notice as MAICSA may deem appropriate. Any changes to this Personal Data Notice will be effective immediately upon notice to you.

NOTIS DATA PERIBADI

The Malaysian Institute of Chartered Secretaries and Administrators (“MAICSA” atau “kami”) dikehendaki untuk mematuhi Akta Perlindungan Data Peribadi 2010 (dirujuk sebagai “Akta”) yang mengawal selia pemprosesan data peribadi dalam transaksi komersial. Untuk tujuan Notis Data Peribadi ini, terma-terma “data peribadi” dan “pemprosesan” akan mempunyai maksud sepertimana ditakrifkan dalam Akta.

Notis Data Peribadi ini adalah digunapakai pada mana-mana pihak yang data peribadinya diproses oleh MAICSA atau bagi pihak MAICSA.

1. Notis Data Peribadi ini bertujuan untuk memaklumkan anda bagaimana data peribadi anda diproses oleh MAICSA.
2. Data Peribadi anda yang diproses oleh kami mungkin termasuk nama, jawatan, nama syarikat, maklumat perhubungan, alamat emel dan apa-apa data peribadi lain yang diperlukan untuk tujuan yang dinyatakan dalam perenggan 3 di bawah.
3. MAICSA bakal menggunakan data peribadi anda untuk tujuan-tujuan berikut (secara keseluruhan merujuk kepada “Tujuan”):
 - (a) untuk mengekalkan data ahli-ahli, graduan, pelajar dan “affiliate” mengikut Perlembagaan MAICSA;
 - (b) untuk memproses sebarang pendaftaran dan/atau permohonan yang telah anda kemukakan kepada MAICSA;
 - (c) untuk berkomunikasi dengan anda tentang pengesahan maklumat peribadi seperti alamat surat-menyurat, maklumat pembayaran, alamat e-mel dan maklumat majikan;
 - (d) untuk memaklumkan tentang apa-apa perkembangan, perubahan terkini, dan seminar yang dianjurkan dari masa ke semasa;
 - (e) untuk berkomunikasi dengan anda dan memberi respon kepada sebarang pertanyaan dan aduan yang dikemukakan
 - (f) untuk tujuan pentadbiran berkaitan dengan Tujuan yang dinyatakan di atas.
4. Data peribadi anda dikumpul dari pelbagai sumber maklumat, termasuk maklumat yang telah anda berikan kepada kami, maklumat daripada pihak-pihak ketiga dan maklumat dalam domain awam.
5. Anda mungkin boleh mengakses dan meminta untuk diperbetulkan data peribadi anda. Sila hubungi kami melalui maklumat perhubungan yang dinyatakan di bawah sekiranya anda mempunyai apa-apa pertanyaan atau aduan mengenai data peribadi anda:

Perjawatan orang yang boleh dihubungi	Pengurus, Bahagian Keahlian & Pelajar
Alamat pos:	MAICSA Bangunan MAICSA No. 57, The Boulevard, Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur
No. Talipon:	03-2282 9276 ext 201
No. Faks:	03-2282 9281
Alamat Emel	members@maicsa.org.my ; students@maicsa.org.my

Selaras dengan Akta:

- a) MAICSA mungkin mengenakan bayaran sehingga RM10 (untuk data peribadi) dan RM30 (untuk data peribadi yang sulit) untuk memproses permintaan anda untuk mengakses data peribadi anda; dan
 - b) MAICSA boleh menolak permintaan anda untuk mengakses atau membuat pembedaan kepada data peribadi anda.
4. Data Peribadi anda mungkin didedahkan:
 - i) kepada pembekal luar (dari segi butir-butir maklumat dan alamat emel) bagi untuk tujuan penghantaran jurnal, laporan tahunan dan lain-lain dokumentasi serta penghantaran emel (e-blast) kepada anda bagi pihak MAICSA;
 - ii) kepada pihak berkuasa, jabatan dan agensi-agensi kerajaan berpatuh kepada keperluan undang-undang, organisasi yang berkerjasama dengan MAICSA dan pihak ketiga yang menjadi pembekal perkhidmatan dimana kami berurusan dari masa ke semasa; dan
 - iii) Dimana pendedahan maklumat diperlu atau diberi kuasa oleh undang-undang atau atas perintah Mahkamah.
 5. MAICSA akan menyimpan data peribadi anda dari tarikh data dikumpul selama ia perlu bagi memenuhi Tujuan diatas atau mengikut keperluan undang-undang atau obligasi undang- undang MAICSA.
 6. Sekiranya tidak dinyatakan sebaliknya oleh pihak kami pada masa pengumpulan data peribadi adalah wajib bahawa anda membekalkan dengan data peribadi yang di minta oleh pihak kami. Kegagalan untuk membekalkan kami dengan data peribadi anda boleh menyebabkan Tujuan diatas tidak dapat di laksanakan.
 7. Anda akur dan memberi akuan kepada MAICSA bahawasanya data peribadi anda adalah tepat, lengkap, tidak mengelirukan dan terkini. Adalah menjadi tanggungjawab anda untuk mengemaskini MAICSA dengan maklumat peribadi terkini jika ada apa-apa perubahan.
 8. MAICSA mempunyai hak untuk mengemaskini dan mengubah notis Data Peribadi dari masa ke semasa. MAICSA akan memberitahu sebarang perubahan melalui laman sesawang MAICSA atau melalui sebarang langkah yang munasabah yang ditentukan MAICSA. Sebarang perubahan pada Notis Data Peribadi akan berkuatkuasa selepas notis dikeluarkan kepada anda.

Dikeluarkan oleh: Bahagian Keahlian & Pelajar MAICSA
Januari 2014