

**APPLICATION FOR RE-REGISTRATION AS STUDENT**

To: Council of The Institute of Chartered Secretaries and Administrators

I apply for re-registration as a student of The Institute of Chartered Secretaries and Administrators and undertake to comply with the regulations relating to students of The Institute. I certify that the information given here is to the best of my knowledge accurate in all respects.

\_\_\_\_\_

Name (in block letters) Signature and Date

The fees payable on re-registration is enclosed: Refer to fee schedule on the number of pending subjects within the first 3 years of study period.

**STUDENT RE-REGISTRATION (3 YEARS):**

Fees enclosed with proof online payment slip.

Date of first registration : \_\_\_\_\_

Date of re-registration (if any) : \_\_\_\_\_

Student Registration number : \_\_\_\_\_

Please complete **ALL SECTIONS** in **BLOCK CAPITALS**:

**Payment Details:**

Online Banking: [www.maybank2u.com.my](http://www.maybank2u.com.my) or

Direct Transfer: **MBB 5144-8630-1427** made payable to **“MAICSA”** for amount RM .....

Credit Card [ ] Visa [ ] MasterCard [ ] Please charge RM ..... to my credit card:

Bank : .....

Card No : .....

Name on the Card : .....

Card start date : .....

Card expiry date : .....

Signature card holder : .....

Date : .....

**PERSONAL PARTICULARS**

Name (Mr/Mrs/Miss) : \_\_\_\_\_  
 Mailing Address : \_\_\_\_\_  
 Email Address : \_\_\_\_\_  
 Telephone Number : \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_  
 NRIC : \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**CURRENT EMPLOYMENT**

Designation : \_\_\_\_\_ Date of Commencement: \_\_\_\_\_  
 Organisation : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Nature of Business : \_\_\_\_\_ Telephone: \_\_\_\_\_

**EXAMINATION HISTORY**

Number of subjects completed: \_\_\_\_\_

CGQP	Subjects	Year Taken
LEVEL 1		
LEVEL 2		

**FOR OFFICE USE ONLY**

Removed : \_\_\_\_\_  
 Submitted: \_\_\_\_\_  
 Period : \_\_\_\_\_

Approved       Not Approved      Date: \_\_\_\_\_

*Please complete this section*

**FEEDBACK FORM – STUDENT RENEWAL FEE**

Method of Study:

Full-time       Part-time       Self-study

Reasons for non renewal of student membership:

- Missed the payment deadline/Forgot to renew
- Non-receipt of the remittance advice/reminder slip
- Financial constraints
- Had gone outstation/overseas when studentship was due
- Decided not to renew

Reason(s) \_\_\_\_\_

- Others \_\_\_\_\_  
\_\_\_\_\_

Please provide feedback on the standard of MAICSA's services to students and how we can improve our services:

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