



APPLICATION FOR RE-ELECTION TO MEMBERSHIP

PERSONAL PARTICULARS

Name (as per NRIC): _____

NRIC No. : _____ Date of Birth: _____

Membership No. : _____ (Grad CG / ACIS / FCIS)

Address : _____

Mobile : _____ E-Mail: _____

Date of Admission : (Graduate) _____

Election Date : (ACIS) _____ (FCIS) _____

Transfer of membership from other CGI Divisions : (Division) _____ (Date) _____

CURRENT EMPLOYMENT

Designation : _____ Date joined: _____

Company : _____

Address : _____

Nature of business : _____

Office Phone : _____ E-mail : _____

EMPLOYMENT HISTORY

Name of Company	Designation	Period

CONTINUING PROFESSIONAL DEVELOPMENT RECORD FORM

NO	SEMINAR TOPIC	ORGANISER	DATE & TIME	HOURS

- I, the undersigned, hereby offer myself for re-election as * Graduate / Associate / Fellow of MAICSA and hereby undertake to observe and be bound by the provisions of the Charter, Bye-Laws and rules of the Institute.
- I hereby declare that the information given here is to the best of my knowledge accurate in all respects at the time of application and that I have not committed any of the offences stipulated in bye-law 23.8.
- I hereby consent to the processing of my personal data for the purposes described in the Personal Data Notice, in compliance with the Personal Data Protection Act 2010.
- I confirm that I have attended the above-mentioned seminars which are a requirement for my application for re-election to membership / Graduateship, and attached certified true copy of the certificates of attendance and/or other relevant documents.

Signature: _____

Date: _____

APPLICATION FOR RE-ELECTION CHECKLIST

- 1) Application Form duly completed
- 2) Record Form of CPD Attendance
- 3) Certified True Copies of Certificate of Attendance
- 4) Reinstatement Fee of RM510

Note:

- Upon approval of the application, a payment 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.

APPLICATION FOR RE-ELECTION

- 1) Members and Graduates who have been lapsed for a period of three to four years will be required to attain eight (8) credit hours of Continuing Professional Development (CPD) activities.
- 2) Members and Graduates who have been lapsed for five years or more will be required to attain sixteen (16) credit hours of CPD activities.
- 3) The CPD activities must be undertaken during the past twenty-four (24) months from the date of application for re-election.
- 4) Relevant seminar/workshops organised by other professional bodies and organisations will also be taken into consideration.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACTIVITIES

- 1) Conferences, seminars, courses and workshops as speakers, chairman or participant.
- 2) Study undertaken for the purpose of preparing for a post-qualification course.
- 3) Studies undertaken after qualification with a view to preparing the candidate for a post-graduate degree.
- 4) Suitable courses run by a university or appropriate institution.
- 5) Relevant courses run by a firm in public practice, by an industrial company or other business organisations.
- 6) Correspondence courses, audiotape or videotape packages, courses of programmed texts or other individual study programmes which require participation by the members.
- 7) Working as a lecturer, instructor or discussion leader on a structured course (repeated presentations of the course should not be considered for this purpose).
- 8) Chairing meetings or attendance at technical committee meetings.
- 9) Participation in formal group forums or programmes in company secretarial practice or management related topics.*
- 10) Writing of technical articles, papers and books.*
- 11) Attendance at Annual General Meetings or Extraordinary General Meetings.*

***Up to maximum of two CPD hours for each occasion.**

FOR OFFICE USE ONLY

Removal for non-payment : _____

Payment : Credit Card Online Transfer

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 pembedahan 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