

APPLICATION : ICSA INTERNATIONAL QUALIFICATION (ICSA IQS)

Please tick (🖌) the progra	mme you wish to enter at				(À
Professional Diploma	In Corporate Administration	n (PDCA)			
ICSA International Qu	alifying Scheme (IQS)	Prof	essional Part 1	Professional Part 2	ENTRY
Please complete all section	is of the form in block can	tals and in bla	ck ink		
Name					
		per Identificat	tion Card)		
Other Names	Gender		Marital Status		
Title			Honours	(single / married / other)	
(Mr, Ms, Mrs, Dato', Datin o				ACCA, ACMA or please specify other)	(B)
Date of Birth	Nationality		Race	Religion	PE
New IC No			Old IC No		PERSONAL
					NA
					TA
Town	Postcode		State	Country	ILS
Mailing Address (for MAICS	SA correspondence if differ	ent from the a	above)		
Town	Postcode		State	Country	
Telephone	Mobile		Email		
					_
Are you currently in full time	employment?	Yes	□ No		
Name of Company					
Job Title			Date Joined		
Company Address					(\mathbf{C})
Town	Postcode		State	Country	EMP
Telephone	Ext		Fax No		EMPLOYMENT
Email Address			Type of Organis	sation	MEN
Can we provide your employ	yer with details of the ICSA	A programme?	? 🗌 Yes	No	F

If yes, please confirm the name and job title of the individual you wish us to contact

Name _____ Job Title ____

QUALIFICATIONS HELD

(Certified copies of your education certificates/professional qualifications MUST accompany your completed application)

Please list ALL academic, vocational and professional qualifications obtained AFTER leaving school – showing the discipline, awarding body, class/grade obtained and the date obtained (Earliest first).

Qualification	Awarding Institution (Center)	Institution Grade	Date Obtained			

Related Degree/Postgraduate/Chartered Professional Qualifications

If you have a degree or Chartered Professional qualification, which contains Accountancy, Finance or Law modules, please list the modules covered and confirm the level/year of your qualification each module undertaken. Please submit certified copy of official transcripts.

(Please note the information is required to support applications to opt out from Professional Programme Part 1 modules)

Qualification and Awarding Body				
		Yes 🗌 No 🗌		
		Yes 🗌 No 🗌		
		Yes 🗌 No 🗌		
		Yes 🗌 No 🗌		
		Yes 🗌 No 🗌		

Full fee payment MUST be received with your application in order for your registration to proceed. Please note that fees are only refundable in exceptional circumstances.

Method and details of payment:

	Cheque / Bank Draft / Money Order No crossed "A/C payee only" and made payable to "MAICSA"			. for an amount of RM													
	Credit Card [] Visa [] Mastercard Please charge R Bank Card No		je RM				_ to my credit card										
			No														
	Name on the card																
	Card start date Card Signature of cardholder Date (Signature must correspond with the specimen signature on card)		d ex	expiry date													
					e												

(F) EXEMPTIONS (Complete this section only if you wish to apply for exemptions)

EXEMPTIONS GUIDELINES

- 1. Please check our website or contact MAICSA Secretariat on possible exemptions before completing this section.
- 2. If you wish to apply for exemptions, please enclose certified copies of your transcripts, issued by the awarding body to gain your qualifications, including translations where documents are not in English.
- 3. Only completed application with the required certified copies of supporting documents and correct payment will be processed.
- 4. We will send you a notification on the exemptions that you are entitled to and please be advised that you should not start an advanced course of study without written confirmation of your exemptions.

Please tick (🖌) the module(s) from which you wish to claim exemption and attach certified copies of relevant certificates:

PROFESSIONAL DIPLOMA IN CORPORATE ADMINISTRATION (PDCA)

The PDCA is a feeder route to the ICSA IQS, students are required to complete the PDCA programmed before proceeding to the ICSA IQS.

PART 1		PAR	Γ2
	Business Law		Business Strategies
	Business Organisation and Management		Business Finance
	Business Accounting		Corporate Compliance and Practice
	Business Ethics		Law and Practice of Meetings

ICSA INTERNATIONAL QUALIFYING SCHEME (ICSA IQS)

Please note there are no exemptions from Professional Part 2 Programme even if you feel you merit exemptions.

PROF	ESSIONAL PART 1	PROFESSIONAL PART 2				
	Financial Accounting	Corporate Governance				
	Strategic and Operations Management	Corporate Financial Management				
	Corporate Law	Corporate Secretaryship				
	Taxation	Corporate Administration				

Please note that fees are only refundable in exceptional circumstances.

Method and details of payment:

Cheque / Bank Draft / Money Order No crossed "A/C payee only" and made payab	_ for an amount of RM									
Credit Card [] Visa [] Mastercard	Please charge RM	_ to my credit card								
Bank	_ Card No									
Name on the card										
Card start date	Card expiry dat									
Signature of cardholder	Date									
(Signature must correspond with the specir	men signature on card)									

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STUDY	Full time Part time Self-study							
STL	Colleges attended							
Ð	(for full time or part time only)							
J								
	I recommend the above named for registration as a candidate of The Malaysian Institute of Chartered Secretaries and Administrators. In my opinion, the application is a fit and proper person for admission to the examinations of the Institute.							
	I have known him/her for Years Years Months							
REFEREE	Full Name (Block Capital)							
EFE	Official Position							
(H)								
	Company Stamp Signature							
	(The signatory should preferable be a Member of the Institute, the Chartered Secretary of the applicant's company, a member of another professional body or an officer of a recognised university or college)							
	Before returning your application form, please ensure that you have:							
	Completed all sections of the application							
	Obtained a suitable referee							
T	Enclosed relevant fee for initial registration and exemption fees (Please separate the payment)							
CHECKLIST	Enclosed certified copies of birth certificate or Identification Card or page(s) from your passport showing your personal details							
CHE	Enclosed certified copies of your educational certificates (i.e. certificate of degree and transcripts)							
€	Enclosed Originals or certified copies of appropriate reference letter (for mature applicants only)							
	Ticked the relevant boxes to confirm the programme & modules for which you wish to register							
	All photocopies must be certified							
	PLEASE ALLOW UP TO FOUR (4) WEEKS FOR YOUR APPLICATION TO BE PROCESSED							
	I certify that the information given above is, to the best of my knowledge, accurate in all respects. I wish to declare that the sanctions or convictions detailed in the attachment to this form, and recognise that the Institute may refuse my application for registration							
7	in the light of the information supplied by me, and may make such further enquiries in connection with my application as may be							
0	considered necessary.							
RAT								
ILA								
DECLARATION								
	Signature Date							

Signature	Date	
Name	(in block capitals)	



SCHEDULE OF FEES 2008

REGISTRATION FEES (inclusive of CD manuals and online access to manuals)	RM
Initial Registration – Cert CA	390.00
- PDCA	450.00
- ICSA IQS	530.00
EXAMINATION FEES (to be paid before examination deadline)	
i) Basic Entry Fee	150.00
ii) Fee Per Subject – Cert CA	80.00
– PDCA	100.00
- ICSA IQS	200.00
RENEWAL FEE (To be renewed a year after initial registration)	
Annual Renewal Fee	185.00
RE-REGISTRATION FEES (should student failed to pay the renewal fee)	Lapsed (6 mth-1year)
Re-Registration Fee - Cert CA	200.00
- PDCA	250.00
- ICSA IQS	300.00
Students who lapsed more than 1 year, please conta	ct MAICSA
EXEMPTION FEES (to be paid with the initial registration)	
Exemption Fee Per Subject – Cert CA	80.00
- MAICSA PDCA	100.00
- ICSA IQS	200.00
IMPORTANT DATES	
CLOSING DATE FOR NEW STUDENT REGISTRATION	
i) June Examination	31 JANUARY
ii) December Examination	31 JULY
CLOSING DATE FOR EXAM ENTRY	
i) June Examination	20 MARCH
ii) December Examination	20 SEPTEMBER
Bangunan MAICSA, No. 57 The Boulevard, Mid Valley City,	ICCA

Lingkaran Syed Putra, 59200 Kuala Lumpur. TEL: 03-2282 9276 Fax: 03-2282 9281 Website: www.maicsa.org.my Email: students@maicsa.org.my

