



## APPLICATION : ICSA INTERNATIONAL QUALIFICATION (ICSA IQS)

Please tick ( ✓ ) the programme you wish to enter at

- Professional Diploma In Corporate Administration (PDCA)
- ICSA International Qualifying Scheme (IQS)       Professional Part 1       Professional Part 2

(A) ENTRY

Please complete all sections of the form in block capitals and in black ink.

Name \_\_\_\_\_  
*(as per Identification Card)*

Other Names \_\_\_\_\_ Gender \_\_\_\_\_ Marital Status \_\_\_\_\_  
*(single / married / other)*

Title \_\_\_\_\_ Honours \_\_\_\_\_  
*(Mr, Ms, Mrs, Dato', Datin or please specify other) (FCCA, FCMA, ACCA, ACMA or please specify other)*

Date of Birth \_\_\_\_\_ Nationality \_\_\_\_\_ Race \_\_\_\_\_ Religion \_\_\_\_\_

New IC No \_\_\_\_\_ Old IC No \_\_\_\_\_

Residential Address *(permanent address)* \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Mailing Address *(for MAICSA correspondence if different from the above)* \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

(B) PERSONAL DETAILS

Are you currently in full time employment?       Yes       No

Name of Company \_\_\_\_\_

Job Title \_\_\_\_\_ Date Joined \_\_\_\_\_

Company Address \_\_\_\_\_

Town \_\_\_\_\_ Postcode \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_ Ext \_\_\_\_\_ Fax No \_\_\_\_\_

Email Address \_\_\_\_\_ Type of Organisation \_\_\_\_\_

Can we provide your employer with details of the ICSA programme?       Yes       No

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

Name \_\_\_\_\_ Job Title \_\_\_\_\_

(C) EMPLOYMENT





(G) STUDY

Full time  Part time  Self-study

Colleges attended \_\_\_\_\_  
*(for full time or part time only)*

(H) REFEREE

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 \_\_\_\_\_ Months \_\_\_\_\_

Full Name (Block Capital) \_\_\_\_\_

Official Position \_\_\_\_\_

Company Stamp \_\_\_\_\_ Signature \_\_\_\_\_

*(The signatory should preferably 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)*

(I) CHECKLIST

Before returning your application form, please ensure that you have:

- Completed all sections of the application
- Obtained a suitable referee
- Enclosed relevant fee for initial registration and exemption fees **(Please separate the payment)**
- Enclosed certified copies of birth certificate or Identification Card or page(s) from your passport showing your personal details
- 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

(J) DECLARATION

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 in the light of the information supplied by me, and may make such further enquiries in connection with my application as may be considered necessary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  
*(in block capitals)*

OFFICE USE:

|        |         |       |        |             |
|--------|---------|-------|--------|-------------|
| ENTRY: | REG NO: | DATE: | BATCH: | RECEIPT NO: |
|--------|---------|-------|--------|-------------|



**MAICSA**

Leading Governance

## SCHEDULE OF FEES 2008

| REGISTRATION FEES<br>(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<br>(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<br>(To be renewed a year after initial registration)            |  |                          |
| Annual Renewal Fee  |  | 185.00                   |
| RE-REGISTRATION FEES<br>(should student failed to pay the renewal fee)      |  | Lapsed<br>(6 mth-1 year) |
| Re-Registration Fee - Cert CA   |  | 200.00                   |
| – PDCA  |  | 250.00                   |
| – ICSA IQS  |  | 300.00                   |
| <i>Students who lapsed more than 1 year, please contact MAICSA</i>          |  |                          |
| EXEMPTION FEES<br>(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

|  |              |
|--|--------------|
| <b>CLOSING DATE FOR NEW STUDENT REGISTRATION</b> |              |
| i) June Examination                              | 31 JANUARY   |
| ii) December Examination                         | 31 JULY      |
| <b>CLOSING DATE FOR EXAM ENTRY</b>               |              |
| i) June Examination                              | 20 MARCH     |
| ii) December Examination                         | 20 SEPTEMBER |

Bangunan MAICSA, No. 57 The Boulevard, Mid Valley City,  
Lingkarayan Syed Putra, 59200 Kuala Lumpur.

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