



**PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA**  
**MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES (MACS)**  
 (Approved Body under Fourth Schedule of the Companies Act, 2016)  
 Unit A608, Block A, Tkt. 6, Kelana Square, No 17, Jalan SS7/26, Kelana Jaya,  
 47301 Petaling Jaya Selangor Darul Ehsan, Malaysia.  
 Tel : +603-7806 3755 / 1023 Fax : +603-7806 3625  
 E-mail : [macs@macs.org.my](mailto:macs@macs.org.my) Website : [www.macs.org.my](http://www.macs.org.my)

PLEASE ATTACH  
 TWO (2) PASSPORT  
 SIZE  
 PHOTOGRAPHS  
 HERE

## MEMBERSHIP APPLICATION / UPGRADING FORM

### IMPORTANT:

- A. PLEASE COMPLETE THE FORM IN **BLOCK LETTERS** (PREFERABLY TYPEWRITTEN) AND OBSERVE STRICTLY THE GUIDELINES FOR ELECTION TO MEMBERSHIP AS STATED IN THE MEMBERSHIP PROSPECTUS.

#### CATEGORY OF MEMBERSHIP APPLIED FOR (PLEASE MARK [X]) :

- [ ] FELLOW                      [ ] MEMBER                      [ ] ASSOCIATE  
 [ ] UPGRADING TO FELLOW                      (Existing MACS Membership No .....)  
 [ ] UPGRADING TO MEMBER                      (Existing MACS Membership No .....)

EXISTING FELLOW OR MEMBER WHO WISHES TO APPLY FOR LIFE MEMBERSHIP NEED NOT COMPLETE THIS FORM. THEY MAY MAKE THEIR APPLICATIONS IN WRITING BY LETTER.

1. FULL NAME (AS PER MYKAD) : MR/MRS/MDM/MS (OTHERS) .....  
 2. NATIONALITY ..... RACE ..... DATE OF BIRTH ..... MYKAD NO .....  
 3. CORRESPONDENCE ADDRESS .....

TEL (H) ..... TEL (H/P) ..... E-MAIL .....

4. ACADEMIC QUALIFICATIONS (PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES) .....

5. PROFESSIONAL QUALIFICATIONS (PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES) .....

6. PRESENT OCCUPATION .....

7. NAME OF EMPLOYER .....

ADDRESS .....

TEL ..... FAX .....

8. NATURE OF EMPLOYER'S BUSINESS .....

9. COMPANY SECRETARIAL EXPERIENCE OVER THE LAST TEN (10) YEARS (STATE DAY/MONTH/YEAR):

FROM	TO	NAME OF COMPANY/ORGANISATION	POSITION
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

10. OTHER ACHEIVEMENTS RELATING TO COMPANY SECRETARIAL PRACTICE (such as having attended seminars, publication and resource works, thesis and other contribution to the development of company secretarial practice) (PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES AND TESTIMONIALS)

11. PARTICULARS OF TWO REFEREES AND AUTHORISE MACS TO COMMUNICATE WITH THEM IF NECESSARY:

a) Name ..... Occupation .....

Correspondence Address .....

Relationship ..... Tel .....

b) Name ..... Occupation .....

Correspondence Address .....

Relationship ..... Tel .....

**FEES**

I enclose herewith a cheque/bank draft/money order no. ....for RM ..... made payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES** being payment of the prescribed fees.

**DECLARATION :**

I ....., MYKAD NO..... CONFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE. IF I AM ELECTED OR UPGRADED TO MEMBER, (WHICHEVER APPLICABLE) OF THE ASSOCIATION, I UNDERTAKE TO ABIDE BY THE CONSTITUTION, THE CODE OF ETHICS AND RULES OF THE ASSOCIATION THAT ARE FOR THE TIME BEING ENFORCED. I DECLARE THAT I AM NOT A PERSON ACTING AS A COMPANY SECRETARY UNDER THE DIRECTION, INFLUENCE AND/OR CONTROL OF AN APPROVED COMPANY AUDITOR. I SOLEMNLY AND SINCERELY DECLARE THAT:

- (a) I AM NOT AN UNDISCHARGED BANKRUPT;
- (b) I HAVE NOT BEEN CONVICTED OF ANY OFFENCE:-
  - i) WHETHER IN OR OUTSIDE MALAYSIA OF ANY OFFENCE REFERRED TO IN SECTION 198 OF THE COMPANIES ACT, 2016; OR
  - ii) INVOLVING FRAUD OR DISHONESTY PUNISHABLE ON CONVICTION WITH IMPRISONMENT FOR THREE (3) MONTHS OR MORE.

I FURTHER DECLARE THAT I HAVE NOT BEEN CONVICTED OF ANY OFFENCE UNDER ANY OTHER LAW AND SENTENCED TO A FINE OF NOT LESS THAN TWO THOUSAND RINGGIT MALAYSIA (RM2,000.00) OR TO IMPRISONMENT FOR A TERM OF NOT LESS THAN ONE (1) YEAR.

DATED THIS ..... DAY OF ....., 20.....

.....  
*SIGNATURE OF APPLICANT*

**NOTIFICATION**

**Prescribed Fees**

The necessary fees payable for Associate/Member/Fellow Grade comprise the following as set out in the Association’s Constitution:-

	<u>Associate</u>	<u>Member</u>	<u>Fellow</u>
Exemption Fee	-	RM880.00	RM880.00
Entrance Fee	RM200.00	RM200.00	RM250.00
Annual Subscription	<u>RM150.00</u>	<u>RM250.00</u>	<u>RM300.00</u>
	<u>RM350.00</u>	<u>RM1,330.00</u>	<u>RM1,430.00</u>

\* With effect from 1<sup>st</sup> September 2009, all Licensed Company Secretaries admitted to full membership (Member & Fellow) of MACS are required to effect the change of status by submitting Form 49 / Section 58 Notification under the Companies Act, 2016 / other similar prescribed form for all companies he or she acts as company secretary within one (1) month from date of admission of full membership.

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**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED ..... RECEIVED BY ..... ATTENDED BY ..... CHECKED BY .....

APPROVED/REJECTED BY COUNCIL ON ..... MEMBERSHIP APPROVED: FELLOW / MEMBER / ASSOCIATE

REMARKS ..... MEMBERSHIP NO. ....

**CHECKLIST FOR MEMBER OR ASSOCIATE GRADE***(Whichever applicable)****Please Tick***

- |  |         |
|--|---------|
| 1. Application form must be completed in <b>BLOCK LETTERS</b>  | [     ] |
| 2. Remittance for registration fee and annual subscription are to be made payable to<br>“ <i>Malaysian Association of Company Secretaries</i> ”  | [     ] |
| 3. Attached two (2) recent passport/IC size photographs  | [     ] |
| 4. A copy of MyKad (both sides) duly certified   | [     ] |
| 5. Photocopies of all educational certificates / academics degrees and/or professional qualifications duly certified   | [     ] |
| 6. Letter of Testimony – including current and previous employers<br><i>(Employer/Independent Professionals e.g. Professional Company Secretary, Professional Accountant, Advocate &amp; Solicitor, etc.)</i>  | [     ] |
| 7. * Section 235(2)(b) Licence issued by Suruhanjaya Syarikat Malaysia duly certified<br><i>(First approval secretary licence and current valid secretary licence)</i>   | [     ] |
| 8. * Certified copy of membership certificate of MIA / MICPA / MAICSA / BAR COUNCIL<br>in support of your application for direct admission <i>(must be a current member in good standing)</i>  | [     ] |
| 9. Evidence of relevant working / professional experience<br><i>(For Practitioner : Business Registration or F9 / S15 Notice of Registration / S17 Certificate of Incorporation, first appointed secretary by client - F49 / S58 Notification &amp; latest Annual Return)</i><br><i>(For Non-Practitioner : whichever is applicable)</i> | [     ] |

\*Please state NA for Not Applicable

**IMPORTANT NOTE:**

All photocopies of certificates/letters ***MUST BE CERTIFIED*** by a MACS Council Member ***OR*** a Statutory Declaration made before a Commissioner for Oaths.

Applicant must ensure that the application is complete before submitting to MACS Secretariat. The Association reserves the right to request for additional information/documents in considering the application. All incomplete applications would not be considered and will be returned to the applicant.

Completed application form together with the necessary supporting documents & remittance should be sent to:

**MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**

Unit A608, Block A, Tkt. 6, Kelana Square  
No. 17, Jalan SS 7/26, Kelana Jaya  
47301 Petaling Jaya, Selangor Darul Ehsan