



PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALYSIAN ASSOCIATION OF COMPANY SECRETARIES
 (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 Website : www.macs.org.my

APPLICATION FORM FOR STUDENT REGISTRATION

For Office use

Student No.

PART A PERSONAL PARTICULARS

Incomplete information may delay the process of this application
 Please complete all sections in this form with **BLOCK LETTERS** (in **BLACK** ink only)

*Affix here your recent
 passport size photograph*

| | | | |
|------------------------------------|------------------------------------|--------------|--|
| Title <i>(Mr/Ms/Mdm/Others)</i> | | | |
| Full Name <i>(As in MyKad)</i> | | | |
| MyKad No. | Date of Birth <i>(dd/mm/yy)</i> | | |
| Race | Nationality | | |
| Correspondence Address | | Tel (H) | |
| | | Tel (Mobile) | |
| State | Postcode | Email | |

PART B ACADEMIC & PROFESSIONAL QUALIFICATIONS

Enclose **CERTIFIED TRUE COPIES** of certificates

| Academic/Professional Qualifications | University/College/Institution | Completion Date |
|--------------------------------------|--------------------------------|-----------------|
| | | |
| | | |
| | | |

PART C CURRENT EMPLOYMENT DETAILS

| | | | |
|--------------------|-------------------------------------------|-------------|--|
| Job Title | Firm/Company | | |
| Business Address | Tel (O) | | |
| | Tel (Fax) | | |
| State | Postcode | Email | |
| Nature of Business | Job Level <i>(Entry/middle/senior)</i> | Date Joined | |

PART D REFERENCE

Please provide the name and address of two referees other than relatives who can confirm your educational and occupational attainments and can comment on your abilities.

| Name | Address | Tel. No. | Occupation | Relationship | Years Known |
|------|---------|----------|------------|--------------|-------------|
| | | | | | |
| | | | | | |

PART E RECOMMENDATION

The recommendation is preferably from a member of the Association, other professional bodies, employer or principal of recognised institutions of higher learning.

| | |
|---------------------------------------------------------------------|-----------|
| Name | Tel (O) |
| Designation | Tel (Fax) |
| Name of Company/Professional Bodies/Institutions of higher learning | Email |
| Signature | Date |

PART F FEES

The fees payable comprise the following as set out in the Association’s prospectus:

| Entrance Fee (RM) | Student Annual Subscription (RM) | Total (RM) |
|-------------------|----------------------------------|------------|
| 100.00 | 75.00 | 175.00 |

I enclose herewith a cheque/money order no. for RM..... made payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES** being payment of registration fee and annual subscription. Fees paid are non-refundable.

PART G DECLARATION AND SIGNATURE

- i. I understand and agree to abide all regulations, policies, procedures and terms & conditions as stipulated by the Association.
- ii. I declare that all information given in this form is true and correct. I accept that the submission of incorrect information or documentary evidence may result in the termination of my registration as student.
- iii. I acknowledge that the Association reserves the right to alter or modify the course structure/syllabus(s) of professional examination offered without prior notice.
- iv. I authorise the Association to collect and process my personal data including sensitive information within the meaning of the Personal Data Protection Act 2010.
- v. I authorise the association to write to the respective university, association, college or institutions to verify my academic results, records, credentials, reports and any other relevant information pertaining to the qualifications I have stated in my application form.
- vi. I understand that I am liable for payment of all fees and that a failure to pay any outstanding fees by the due date may lead to the termination of my registration.
- vii. All fees paid are non-refundable or transferable.

.....
Signature of Applicant

.....
Date



CHECKLIST STUDENT APPLICATION AS REGISTERED STUDENT

| No. | | Please Tick (√) |
|-----|-------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. | Application form must be completed in BLOCK LETTER | |
| 2. | Passport size colour photograph attached | |
| 3. | Photocopy of MyKad (both sides) duly certified | |
| 4. | Photocopies of academic testamur/professional qualifications duly certified | |
| 5. | Photocopies of academic transcripts duly certified | |
| 6. | Letter of recommendation to support the application* <i>(Employer/Principal of institutions of higher learning)</i> | |
| 7. | Remittance for registration fee and annual subscription made payable to “MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES” | |

*Please state NA for not applicable

IMPORTANT NOTE

1. All photocopies **MUST BE CERTIFIED** by a MACS Member, employer or registrar/principal of an institution of higher learning or a statutory declaration made before a Commissioner for Oaths.
2. The application form must be duly completed.
3. The Association reserves the right to demand further document in considering the application.
4. All incomplete application and information will not be approved and the Association will not be held responsible for delaying the process of the application.
5. Completed application form, 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, Malaysia.

FOR OFFICE USE

SECRETARIAT

Received/Checked by:

Date Received:

EXAMINATION AND STUDENT AFFAIRS COMMITTEE

Application: Approved Rejected

Exemption Granted

| √ | FOUNDATION | √ | PRE-PROFESSIONAL | √ | PROFESSIONAL |
|---|-------------------------------------------------|---|--------------------------------------|---|--------------------------------------------|
| | Paper 1.0 Malaysian Econ & Business Environment | | Paper 7.0 Business Org. & Management | | Paper 11.0 Company Accounts & Reporting |
| | Paper 2.0 Quantitative Analysis | | Paper 8.0 HR & Industrial Relation | | Paper 12.0 M'sian Taxation II |
| | Paper 3.0 Business Communication | | Paper 9.0 M'sian Business Law | | Paper 13.0 Financial Management |
| | Paper 4.0 Financial Accounting | | Paper 10.0 M'sian Taxation I | | Paper 14.0 Professional Practice & Ethics |
| | Paper 5.0 Management Accounting | | | | Paper 15.0 Company Secretarial Practice |
| | Paper 6.0 Information Technology | | | | Paper 16.0 M'sian Company & Securities Law |

Remarks:

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(Examination & Student Affairs Committee Chairman)

.....
(Committee Member)

Date: