

**MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**  
**(Prescribed Body under Section 139A (a) of the Companies Act, 1965)**

**APPLICATION FORM FOR REGISTRATION AS STUDENT**

**APPLICANT'S PARTICULARS**

1. FULL NAME (PER NRIC) : MR/MRS/MDM/MS (OTHERS).....
2. NATIONALITY ..... RACE ..... DATE OF BIRTH ..... IC NO .....
3. CORRESPONDENCE ADDRESS .....  
 .....  
 TEL (H) ..... TEL (H/P) ..... E-MAIL .....
4. ACADEMIC QUALIFICATIONS (PLEASE ATTACH CERTIFIED TRUE COPIES OF CERTIFICATES).....  
 .....
5. PROFESSIONAL QUALIFICATIONS (PLEASE ATTACH CERTIFIED TRUE COPIES OF CERTIFICATES).....  
 .....
6. PRESENT OCCUPATION.....
7. NAME OF PRESENT EMPLOYER .....
- ADDRESS .....  
 .....
- TEL ..... FAX ..... E-MAIL .....
8. NATURE OF EMPLOYER'S BUSINESS .....
9. NAME OF INSTITUTION / COLLEGE (STUDENT IN FULL-TIME STUDY) .....

10. QUALIFICATIONS:

QUALIFICATION / EDUCATION	UNIVERSITY / COLLEGE / ISNTITUTION	COMPLETION DATE

11. PARTICULARS OF TWO REFEREES WHOM MACS COULD CONTACT IF NECESSARY:

- a) Name ..... Occupation .....
- Correspondence Address .....
- .....
- Relationship ..... Tel .....
- b) Name ..... Occupation .....
- Correspondence Address .....
- .....
- Relationship ..... Tel .....

12. PRIOR REGISTRATION AS STUDENT

Have you registered with the Association before? YES/NO

If yes, please complete the following:

Date of registration : ..... Student registration no. : .....

Date of termination : ..... Reasons : .....

(Photocopies of Identity Card and all supporting certificates should be certified by the principal of the university/college/institution or employer or by a statutory declaration made before a Commissioner for Oaths).

13. RECOMMENDATION

I recommend the above named for registration as a student of the Malaysian Association of Company Secretaries (MACS). In my opinion, the applicant is a fit and proper person for admission as a student of the Association.

Name : ..... \*Designation : .....

Name of university/college/institution/company : .....

Tel : ..... Fax : ..... H/P : .....

.....  
Signature

.....  
Date

\* The signatory should preferably be a member of the Association, the Employer of the applicant or other professionals, or the Principal of a recognised university/institution/college.

**FEES**

The fees payable comprise the following as set out in the Association's Prospectus.

	<u>RM</u>
Registration fee	100.00
Student annual subscription	75.00
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Total	175.00
	=====

I enclose herewith a cheque/bank draft/money order no. ....for RM ..... made payable to **MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES** being non-refundable registration fee and first year's subscription.

I CONFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE TO THE BEST OF MY KNOWLEDGE.

.....  
SIGNATURE OF APPLICANT

.....  
DATE

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**FOR OFFICE USE ONLY**

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

APPROVED/REJECTED ON ..... STUDENT NO. ....

REMARKS .....

# STUDENTS ENTRY REQUIREMENTS

## A. HOW TO REGISTER AS A STUDENT

An application for registration as a student must be in the prescribed form which is obtainable from the Association's secretariat. An applicant must satisfy the Council that:

- (i) he or she is not less than 18 years of age;
- (ii) holds any of the prescribed educational or professional qualification; and
- (iii) be engaged in company secretarial work or in any related field or full-time study in Institution or College of higher learning.

All applicants must comply with the regulations set forth in the application form and must pay their entrance registration and annual fees before being enrolled as a registered student. A registered student shall not be entitled to any voice in the management of the Association.

## B. TERMINATION OF REGISTRATION & ETC.

A registered student may not continue as such if he or she takes up any occupation which is, in the opinion of the Council, inconsistent with or inappropriate to the preparation for a professional career in company secretarial practice; or discontinues his or her study for the professional examinations or abandons his or her intention to qualify as a member of the Association.

No registered student whose annual subscription is six months in arrears after the amount is due shall be entitled to remain on the register and his or her name shall be removed therefrom. The Council has the power, in special cases or circumstances, to suspend the operation of this rule.

A registered student shall not continue as such if, after the seven years, he or she has not completed the professional examinations of the Association. The Council, however, may permit the student to seek re-registration subject to any terms and conditions it may impose.

## C. ENTRY REQUIREMENTS

Admission to the professional examinations is restricted to registered students of the Association. For registration as a student, an applicant must possess an approved educational or professional qualification. The following qualifications are acceptable by the Council:

- (a) The Sijil Pelajaran Malaysia ((SPM) and the Sijil Tinggi Persekolahan Malaysia (STPM) or its equivalent with passes in –
  - (i) five subjects of which must be at the STPM level; or
  - (ii) four subjects of which three must be at the STPM level; and
  - (iii) the subjects must include a credit pass in English or English Literature and Mathematics.
- (b) The LCCI Higher Stage Group Diploma in Accounting, Management Accounting or Management Principles and credit passes in at least three subjects in the SPM examination.
- (c) The UiTM Diploma in Accounting, Law, Business Studies, Banking or Public Administration.
- (d) The TAR College Certificate in Accounting with Business Computing.
- (e) The Diploma in Accounting from any Polytechnics in Malaysia.
- (f) A Degree from a recognised university.
- (g) The final examination certificate of a recognised professional body.
- (h) Any other examinations which are, in the opinion of the Council, at least equivalent in standard.

OR

- (i) The Council may, at its absolute discretion, if it thinks fit, admit applicants as registered students who have attained 23 years of age but have not obtained the prescribed educational standards described above. In determining the eligibility of the applicants, the Council will take into consideration their practical experience and their ability to complete the professional examinations.

### CHECKLIST FOR APPLICANT (STUDENT)

- |   | <u>Please Tick</u> |
|---|--------------------|
| 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 Identity Card (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. Evidence of relevant working / professional experience<br><i>(For Practitioner : Business Registration or F9, first appointed secretary by client - F49 &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

No. 23-A, 1st Floor, Jalan SS24/11  
Taman Megah, 47301 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia