



**PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES
(Prescribed Body Under Section 139A(a) of the Companies Act 1965)**

MEMBERSHIP PROSPECTUS

Introduction

(A) THE ASSOCIATION

Persatuan Setiausaha Syarikat Malaysia (Malaysian Association of Company Secretaries) (MACS) was registered on 30th November 1989 with the main aim of improving, upgrading and advancing the professional status of company secretaries in Malaysia. To do that, MACS will :

- 1) seek to protect the investing public from corporate fraud through the provision of proper professional advice and guidance.
- 2) seek legal recognition for company secretaries to be recognised in law as a professional person.
- 3) provide a platform for the development of corporate legislations.
- 4) develop standards in company secretarial practice and administration for the purpose of introduction as Recommended Standard Practices.
- 5) form a resource center for research and development on company law and company secretarial practice.

(B) FUNCTIONS OF MACS

In order to achieve the objectives of MACS, the Association will be conducting the following activities as and when the manpower and financial resources are available: -

- 1) to provide professional support to members through specialist group discussions, which would deal with matters of interest to members in a particular position of work.
- 2) to hold seminars, conferences and the like for the development of opinion and viewpoints on professional topics.
- 3) to present proposals and recommendations to the government for the Legislation of corporate statutes suitable to Malaysian requirement.
- 4) to represent the profession in dialogues and discussions with government and other organisations.
- 5) to operate and maintain a wide range of membership services to members including a resource and information centre, recruitment services, career advice, periodical newsletter or journal, social activities and other activities beneficial to members in one way or another.
- 6) to promote the profession to both the government, private sector and the public in general.
- 7) to forecast and plan the future of the profession in Malaysia.

Guidelines for Election to Membership

(A) ELECTION TO MEMBERSHIP

- 1) Membership of the Association is by means of application by election to membership on the prescribed form of application.
- 2) All applications for election to membership shall be proposed by an existing member and seconded by another member of the Association.
- 3) All applications shall be accompanied by the following documents, failing which such applications shall be rejected: -
 - (a) letter(s) of testimony.
 - (b) Section 139B Licence under the Companies Act 1965 or MIA/MICPA/MAICSA/The Malaysian Bar membership certificate duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (c) evidence of experience in company secretaryship such as Form 49 and Annual Return duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (d) photocopies of academic credentials (including membership of professional associations, if any) and NRIC (both sides) duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (e) two driving licence-sized photographs.
 - (f) all documents required must be of A-4 or appropriate metric size.
- 4) The respective registration fee, annual subscription and upgrading fee are as follows and must be paid in full upon application.

CATEGORY OF MEMBERSHIP	REGISTRATION FEE	ANNUAL SUBSCRIPTION
Fellow	RM250	RM300
Member	RM200	RM250
Provisional Member	RM200	RM150
Associate	RM200	RM150
Registered Student	RM100	RM75

UPGRADING FEE

From Student to Member	RM300
From Associate to Member	RM250
From Provisional Member to Member	RM250
From Member to Fellow	RM250

- 5) The Council reserves the right to assign the appropriate grade of membership other than the grade applied for if the existing qualifications and experience warrants the award of the appropriate grade of membership.
- 6) The Council shall approve or reject applications without assigning any reason therefore.

(B) CATEGORIES OF MEMBERSHIP

1) Associate

Associate membership shall be awarded to a person who is not eligible to be admitted as Member grade or Fellow, but by virtue of holding a current valid 139B Licence under the Companies Act, 1965 and in practice as a Company Secretary for three or more years and in the opinion of the Council deemed suitable to be an Associate member of the Association.

Associate membership may also be awarded to a person who is not eligible to be admitted as Member grade or Fellow, but by virtue of holding a degree qualification recognised by the Association and engaged as lecturer at recognised university and/or institution of higher learning in Malaysia and has had three or more years in lecture in Company Law and Company Secretarial subjects, Accounting or in Corporate Governance or in areas, in the opinion of the Council deemed suitable to be an Associate member of the Association.

2) Provisional Member

Provisional member shall be awarded to a person who has passed such qualifying examinations of the Association or obtained the qualification deemed to be equivalent to the qualifying examinations under Clause 4(aa), but who has not fulfilled the practical experience requirement and in the opinion of the Council deemed suitable to be a Provisional member of the Association.

3) Member

Member grade shall be awarded to a person who has passed such qualifying examination of the Association or obtained at least one of the 'Prescribed Qualifications' under Clause 4(1)(d) or obtained the qualification deemed to be equivalent to the qualifying examinations under Clause 4(aa) and has had three or more years of relevant company secretarial experience and/or holding Senior Position in Public Service relevant to company secretarial practice and in the opinion of the Council deemed suitable to be a Member of the Association.

4) Fellow

A Fellowship shall be awarded to a qualified person who is a Member grade of at least five years standing of the Association and has had ten or more years of relevant company secretarial experience and in the opinion of the Council deemed fit and proper to be a Fellow.

5) Life Member

Only a Fellow or a Member grade upon payment or Ringgit Three Thousand only (RM3,000/-) in one payment, shall upon the approval of the Council be elected as a life member of the appropriate grade. A life Member shall not be required to pay further annual subscriptions. The maximum number of Life Members of the Association at any time shall not exceed 10% of the total members of the Association or one hundred whichever is higher.

(C) MEMBERS' DESIGNATORY LETTERS

1) Designatory Letters

Members in categories of Fellow, Member, and Association shall be entitled to use the following designatory letters after their names :-

Fellow grade	-	FCCS
Member grade	-	MCCS
Associate grade	-	AMCCS

- 2) A Fellow or a Member grade of the Association is entitled to describe himself/herself as '*Certified Company Secretary*' and an Associate member of the Association is entitled to describe himself/herself as '*Associated Company Secretary*.'

(D) PRESCRIBED QUALIFICATIONS

A person shall be deemed to have passed the qualifying examinations of the Associations if he/she has successfully completed full examinations and qualified to be a member of one of the bodies recognised by the Association as 'Prescribed Qualifications'.

The bodies recognised as 'Prescribed Qualifications' for the purposes of admission to Membership of the Association are:

Member of

- i) Malaysian Institute of Accountants (MIA).
- ii) Malaysian Institute of Certified Public Accountants (MICPA)
- iii) The Malaysian Institute of Chartered Secretaries and Administrators (MAICSA)
- iv) The Malaysian Bar

(E) MACS EXAMINATION STRUCTURE

Foundation Stage

Module A

- Paper 1.0 - Malaysian Economics & Business Environment
 Paper 2.0 - Quantitative Analysis
 Paper 3.0 - Business Communication

Module B

- Paper 4.0 - Financial Accounting
 Paper 5.0 - Management Accounting
 Paper 6.0 - Information Technology

Pre-Professional Stage

Module C

- Paper 7.0 - Business Organisation & Management
 Paper 8.0 - Human Resource & Industrial Relations

Module D

- Paper 9.0 - Malaysian Business Law
 Paper 10.0 - Malaysian Taxation I

Professional Stage

Module E

- Paper 11.0 - Company Accounts & Reporting
 Paper 12.0 - Malaysian Taxation II
 Paper 13.0 - Financial Management

Module F

- Paper 14.0 - Professional Practice & Ethics
 Paper 15.0 - Company Secretarial Practice
 Paper 16.0 - Malaysian Company & Securities Law

For further information or enquiry, please contact :
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