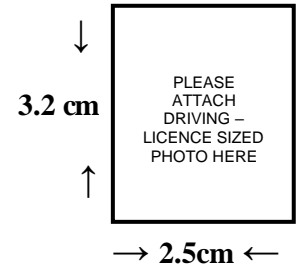


MEMBERSHIP APPLICATION FORM**INSTITUTE OF APPROVED COMPANY SECRETARIES**

[199601015175 (387525-X)]

(A Company Limited By Guarantee – Incorporated Under The Companies Act, 1965)

Suite C-19, 1st Floor, Plaza Pekeliling
 No. 2 Jalan Tun Razak, 50400 Kuala Lumpur
 Tel: 03-40513787/ 03-40510033 Fax: 03-40511133
 E-mail: iacsc19@yahoo.com

**INSTRUCTIONS:**

Please complete the form in **CAPITAL LETTERS** and delete where not applicable. The application will not be accepted if any of the columns is not filled or supporting documents are not attached as required.

CATEGORY OF MEMBERSHIP APPLIED FOR (PLEASE TICK []):

[] ORDINARY [] ASSOCIATE [] GRADUATE [] STUDENT

1. Full Name (as per NRIC): _____
2. NRIC No.: _____ 3. Date of Birth: _____
4. Gender: _____ 5. Nationality: _____ 6. Race: _____
7. Residential Address: _____

8. Correspondence Address: _____

9. Tel. No. (H): _____ 10. H/P: _____ 11. E-mail: _____
12. Particulars of Company Secretary Licence issued by the Suruhanjaya Syarikat Malaysia under Section 20G of the Companies Commission of Malaysia Act 2001
Licence No.: _____ Date issued: _____ Renewal date: _____
13. Particulars of Practising Certificate issued by the Suruhanjaya Syarikat Malaysia under Section 241 of the Companies Act 2016
Practising Certificate No.: _____ Date issued: _____ Renewal date: _____
14. Academic qualifications (please attach copies of relevant certified certificates) _____

15. Professional qualifications (please attach copies of relevant certified certificates) _____

16. Membership in other relevant associations/bodies (please attach copies of relevant certified certificates)

17. Company Name : _____ Company No: _____
(own/self-employed/employed)

18. Company Address: _____

19. Nature of Business: _____

20. Designation: _____ 21. E-mail: _____

22. Tel. No. (O): _____ 23. Fax No. (O): _____

24. Years of experience in the Company Secretarial Profession: _____ years

25. Please provide information on relevant working experience:

From	To	Name of Organisation	Position

26. I hereby provide particulars of a referee and further authorize the Institute to communicate with him/her for any information the Institute may require regarding my application.

Name: _____ Occupation: _____

Correspondence Address: _____

Tel. No. (O): _____ Fax No.: _____ E-mail: _____

Tel. No. (H): _____ (H/P): _____ Relationship: _____

DECLARATION

I hereby confirm that the information contained herein is true and correct to the best of my knowledge. If I am accepted as a member of the Institute, I undertake to abide by the provisions of the Constitution, the Code of Ethics, rules, regulations and requirements that are in force and any amendments or changes thereof by the Institute. I will also provide the latest licence and Practising Certificate as it is renewed (applicable for full members)

Date: _____

Signature: _____

*** The Council reserves the right to approve or reject this application without assigning any reason.**

FEES

I enclose herewith a Cheque/Bank Draft/Money Order No. _____ for RM _____ made payable to 'INSTITUTE OF APPROVED COMPANY SECRETARIES' being registration fee (non-refundable) and annual subscription for the year.

FOR OFFICE USE ONLY

Date application received: _____ Received by: _____ Checked by: _____

Circular resolution No: _____ Date rectified by Council: _____ Date approved/rejected: _____

Reasons for rejection: _____

Membership No.: _____ Approved membership category: Ordinary/Associate/Graduate/Student

Authorised Signatory:

.....
(Secretary / Membership Chairman)

APPLICATION CHECKLIST

- | | <u>Please Tick</u> |
|--|---------------------------|
| 1. Application form must be duly completed in CAPITAL LETTERS | [] |
| 2. The copy of valid Company Secretary Licence issued by CCM under Section 20G of the Companies Commission of Malaysia Act 2001 must be certified by any other Company Secretary or Auditors or Commissioner for Oaths (applicable to Ordinary Members only) | [] |
| 3. The copy of valid Practising Certificate issued by CCM under Section 241 of the Companies Act 2016 must be certified by any other Company Secretary or Auditors or Commissioner for Oaths (applicable to Ordinary Members only) | [] |
| 4. Copies of other certificates of qualifications or membership in relevant associations/bodies (if available). For Associate, Graduate and Student members, the copies of certificates must be certified by any other Company Secretary or Auditors or Commissioner for Oaths | [] |
| 5. Two driving licence-size photographs | [] |
| 6. Photocopy of National Registration Identity Card | [] |
| 7. The registration fee and annual subscription | [] |
| 8. A cheque payable to ' INSTITUTE OF APPROVED COMPANY SECRETARIES '. Payment can also be deposited directly or transferred online to our Malayan Banking Account No. 514075431102 with a copy of the transaction slip faxed or emailed to us. | [] |

For further information or enquiry, please contact:

Institute of Approved Company Secretaries

[199601015175 (387525-X)]

Suite C-19, 1st Floor, Plaza Pekeliling

No.2 Jalan Tun Razak

50400 Kuala Lumpur

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