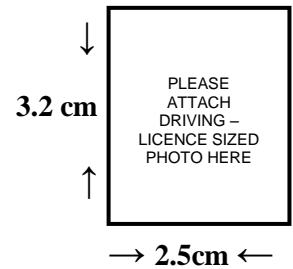


FELLOW MEMBERSHIP UPGRADING FORM**INSTITUTE OF APPROVED COMPANY SECRETARIES**

[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.

1. Full Name (as per NRIC): Mr/Mrs/Mdm/Ms (Others): _____

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

DECLARATION

I hereby confirm that the information contained herein is true and correct to the best of my knowledge. If I am upgraded to Fellow/Ordinary 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.

Date: _____

Signature: _____

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

UPGRADING FEES

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

CATEGORY OF MEMBERSHIP	REGISTRATION & UPGRADING FEE	ANNUAL SUBSCRIPTION
FELLOW	RM 170.00	RM 250.00

- Members applying for upgrading to Fellow members are required to pay a sum of RM 170.00 being registration fee (RM 150.00) and nominal upgrading fee (RM 20.00).
 - The above annual subscription is applicable for the following year if members have paid their annual subscription for the current year.
-

FOR OFFICE USE ONLY

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

Date approved/rejected: _____ Membership No.: _____ Approved membership category: Fellow

Reasons for rejection: _____

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 | [] |
| 3. Copy of valid Practising Certificate issued by CCM under Section 241 of the Companies Act 2016 | [] |
| 4. Copies of other certificates of qualifications or membership in relevant associations / bodies (if available) | [] |
| 5. Please provide a list of companies that you are acting as Company Secretary (at least 10) | [] |
| 6. Two driving licence-size photographs. | [] |
| 7. Photocopy of National Registration Identity Card | [] |
| 8. The registration fee and annual subscription | [] |
| 9. 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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Website: www.iacs.org.my