

PROVISIONAL MEMBERSHIP APPLICATION FORM



PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALYSIAN ASSOCIATION OF COMPANY SECRETARIES (MACS)
 No. 23-A, 1st Floor, Jalan SS24/11, Taman Megah, 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

PLEASE ATTACH
 TWO (2) PASSPORT
 SIZE PHOTOGRAPHS
 HERE

IMPORTANT:

PLEASE COMPLETE THE FORM IN BLOCK LETTERS (PREFERABLY TYPEWRITTEN). AND OBSERVE STRICTLY THE GUIDELINES FOR ELECTION TO MEMBERSHIP AS STATED IN THE MEMBERSHIP PROSPECTUS.

APPLICATION FOR ADMISSION AS PROVISIONAL MEMBER

PERSONAL DETAILS

1. FULL NAME (PER NRIC) : MR/MRS/MDM/MS (OTHERS)
2. NATIONALITY RACE DATE OF BIRTH NRIC NO
3. CORRESPONDENCE ADDRESS
- TEL (H) TEL (H/P) E-MAIL
4. ACADEMIC QUALIFICATIONS (*PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES*)
5. PROFESSIONAL QUALIFICATIONS (*PLEASE ATTACH CERTIFIED COPIES OF CERTIFICATES*)
6. PRESENT OCCUPATION
7. NAME OF PRESENT EMPLOYER
- ADDRESS
- TEL FAX E-MAIL
8. NATURE OF EMPLOYER'S BUSINESS
9. PARTICULARS OF TWO REFEREES:
 - a) Name Occupation
 - Correspondence Address
 - Relationship Tel E-mail
 - b) Name Occupation
 - Correspondence Address
 - Relationship Tel E-mail

FEES

The necessary fees payable for Provisional Membership comprise the following as set out in the Association's Constitution.

	<u>RM</u>
Exemption Fee	RM880.00
Registration Fee	RM200.00
Annual subscription	<u>RM150.00</u>
Total	RM1,230.00 =====

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

DECLARATION :

I IC NO..... CONFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE. I SOLEMNLY AND SINCERELY DECLARE THAT:

- (a) I AM NOT AN UNDISCHARGED BANKRUPT;
- (b) I HAVE NOT BEEN CONVICTED OF ANY OFFENCE:-
 - i) IN CONNECTION WITH THE PROMOTION, FORMATION OR MANAGEMENT OF A CORPORATION;
 - ii) INVOLVING FRAUD OR DISHONESTY PUNISHABLE ON CONVICTION WITH IMPRISONMENT FOR THREE (3) MONTHS OR MORE; OR
 - iii) UNDER SECTIONS 132, 132A OR 303 OF THE COMPANIES ACT 1965.

I FURTHER DECLARE THAT I HAVE NOT BEEN CONVICTED OF ANY OFFENCE UNDER ANY OTHER LAW AND SENTENCED TO A FINE OF NOT LESS THAN TWO THOUSAND RINGGIT MALAYSIAN (RM2,000.00) OR TO IMPRISONMENT FOR A TERM OF NOT LESS THAN ONE (1) YEAR.

DATED THIS DAY OF, 20.....

.....
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED RECEIVED BY ATTENDED BY CHECKED BY
APPROVED/REJECTED BY COUNCIL ON MEMBER SHIP NO.
REMARKS

CHECKLIST FOR PROVISIONAL MEMBER

Please Tick

1. Application form must be completed in **BLOCK LETTERS** []
2. Remittance for registration fee and annual subscription are to be made payable to
“*Malaysian Association of Company Secretaries*” []
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 []
(*Employer/Independent Professionals e.g. Professional Company Secretary, Professional
Accountant, Advocate & Solicitor, etc.*)
7. * Section 139B Licence issued by Suruhanjaya Syarikat Malaysia duly certified []
(*First approval secretary licence and current valid secretary licence*)
8. * Certified copy of membership certificate of MIA / MICPA / MAICSA / BAR COUNCIL []
in support of your application for direct admission
9. Evidence of relevant working / professional experience []
(*For Practitioner : Business Registration or F9, first appointed secretary by client - F49 & latest
Annual Return*)
(*For Non-Practitioner : whichever is applicable*)

**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