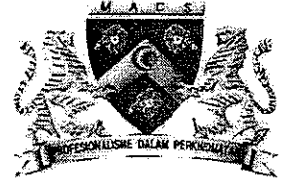


## RULES AND REGULATIONS OF CERTIFICATE OF PRACTICE

*In exercise of the powers conferred by SECTION II, Clause 4.1 of the CODE OF ETHICS of the Association, the General Council hereby makes the following Rules and Regulations:-*

1. Subject to the provisions of the Association's Constitution and its Code of Ethics, a member of the Association shall be entitled to engage in Public Practice or Employment as Company Secretary under Sections 236 and 241 of the Companies Act, 2016 provided he/she has had issued to him/her by the Association a ***Certificate of Practice*** confirming him/her to practice and that Certificate is valid for a period not exceeding twelve (12) months and ending on the last day of December in any year and shall, subject to Rule 9 of the Rules and Regulations hereinafter referred to, be renewed on a year to year basis for a period of not exceeding twelve (12) months.
2. Every application by any member to the General Council for ***Certificate of Practice*** shall be in the Form prescribed by the General Council and be accompanied by such evidence stipulated in the Constitution as to the experience relevant to the company secretarial practice, authenticated in such manner as the General Council shall prescribe.
3. Every such application shall be accompanied by relevant fee prescribed by the General Council.
4. The grant, renewal, suspension and withdrawal of ***Certificate of Practice*** shall be subject to the provisions of Association's Constitution, Code of Ethics and all other Rules and Regulations of these presents.
5. A member applying for a ***Certificate of Practice*** shall lodge with his/her application evidence that he/she obtained post-qualifying experience in Company Secretarial Practice prescribed in the Constitution, and who is not in breach of any of the Constitution, Rules of professional conducts and Regulations of the Association; must not has any outstanding complaint; or has not been subject to any disciplinary sanctions, prior to his/her application.
6. An applicant for a ***Certificate of Practice*** must satisfy the General Council that he/she is a fit and proper person for appointment as Company Secretary under Sections 236 and 241 of the Companies Act, 2016.





**RULES AND REGULATIONS OF CERTIFICATE OF PRACTICE**  
(continued)

7. A member applying for a *Certificate of Practice* shall lodge with his/her application evidence that he/she in force for the period for which the Certificate is intended to valid appropriate professional indemnity insurance cover for claims against him/her arising out of his/her professional work. The annual minimum amount of professional indemnity insurance in the case of member holding *Certificate of Practice* shall not less than RM150,000.00.
8. A member applying for a *Certificate of Practice* shall lodge with his/her application evidence that he/she completed a compulsory *CPD Programme* of a minimum of hours each year or per CPD cycle prescribed by the General Council.
9. *Certificate of Practice* must be renewed annually and be valid unless accompanied by:-
  - (a) the relevant fee as from time to time prescribed by the General Council; the fee to be refunded if the application is unsuccessful;
  - (b) evidence that the member is covered by Professional Indemnity Insurance for the whole of the period for which the *Certificate of Practice* is intended in a manner and amount of claims against his/her professional work;
  - (c) evidence that the member has undertaken the mandatory *CPD Programme* as from time to time prescribed by the General Council; and
  - (d) produce any information that is required by the General Council to support his/her renewal application.
10. Any breach of these Rules and Regulations may be deemed to be a matter for investigation by the Disciplinary Committee.

Approved and Endorsed at the General Council Meeting on 18 APR 2017.

