

**PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
(Malaysian Association Of Company Secretaries)
(Approved Body under Fourth Schedule of the Companies Act, 2016)**

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Circular No. MC/11/2017/01

21th November 2017

To: MACS Members

CERTIFICATE OF PRACTICE - 2017

We refer to our Circular No. MC/06/2017/01 dated 5th June 2017.

The General Council noted that there are members who are acting as a company secretary under Sections 235, 236 and 241 of the Companies Act 2016 have not submitted their application form for Certificate of Practice (COP) to the MACS Secretariat.

This is to remind you that it is necessary for members who are acting as a company secretary under Sections 235, 236 and 241 of the Companies Act 2016 to apply for a COP issued by the Association soonest possible. This practice is consistent with the practice of other professional bodies such as the MIA, MICPA and MAICSA.

A member with a COP issued by MACS would provide the required evidence by that member who seeks registration with the Registrar under Section 241 that he or she is a fit and proper person to be registered and the issuance of a Practising Certificate by the Registrar at a date to be announced by the Registrar.

COP will not be issued to any member who has not fulfilled the required CPD hours; has not paid up his/her outstanding subscription fees; who is in breach of any of the Constitution, Rules of professional conducts and Regulations of the Association; has any outstanding complaint; or has been subjected to disciplinary sanctions, prior to his/her application. In addition, professional indemnity insurance coverage must be provided.

Please be guided that an application form for COP is available on the MACS website: www.macs.org.my.

Kindly ignore this circular if you have submitted your application for COP to the MACS Secretariat. If you are not practising as a company secretary under MACS or ceased practice as a company secretary, please complete the attached Reply Slip and return it to the MACS Secretariat by email or by post soonest possible.

Yours sincerely

For MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES

TEY PING CHENG
Honorary Secretary



To: Malaysian Association of Company Secretaries Secretariat
Unit A608, Block A, Tkt 6, Kelana Square
No. 17, Jalan SS 7/26, Kelana Jaya
Petaling Jaya, 47301 Selangor
(email: macs@macs.org.my)

CERTIFICATE OF PRACTICE (COP)

I, _____ (name), Membership no.: _____
confirmed that : (Please tick (√) the appropriate box below)

I am not practising as a company secretary under MACS

I have retired / ceased practice as a company secretary
since _____

Others, please specify : _____

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Signature

Date: