

Becoming a Professional Company Secretary with the Right Partner

(Certified Company Secretary)

Membership
Prospectus



**Malaysian Association
of Company Secretaries**

Approved Body Under Fourth Schedule
of the Companies Act, 2016

At MACS, we provide a long term and proactive role in supporting you as a Professional Company Secretary.



What is MACS?

Persatuan Setiausaha Syarikat Malaysia (Malaysian Association of Company Secretaries (MACS) was registered on 30th November 1989 with the main aim of improving, upgrading and advancing the professional status of company secretaries in Malaysia. MACS is a professional body progressively engaged in the development of opportunities for Malaysians to qualify as company secretaries through its professional examinations.

Statutory Recognition

The Malaysian Association of Company Secretaries (MACS) is one of the very few Malaysian professional bodies formed by Malaysians for Malaysians that is recognised by the Government under various legislations as follows:

- Approved Body under the Fourth Schedule of the Companies Act, 2016 whose members are eligible for appointment as a named secretary of a company incorporated under the said Act subject to application for practising certificate under Section 241;
- Under Section 27(1) of the Limited Liability Partnership Act, 2012 for appointment as compliance officer; and
- Under Section 153 of the Income Tax Act, 1967 and subject to certain conditions, eligible to apply for a tax agent licence upon successfully completing an interview conducted by Lembaga Hasil Dalam Negeri.

What MACS does?

Being an Approved Body for Company Secretaries under the Fourth Schedule of the Companies Act, 2016, the MACS qualification offers a good and rewarding pathway to become professional company secretaries. As a substantive professional body for practising company secretaries in Malaysia, MACS conducts the following activities as and when the manpower and financial resources are available:-

- to provide professional support to members through specialist group discussions, which would deal with matters of interest to members in a particular position of work.
- to hold seminars, webinars, conferences, and the like for the development of opinion and viewpoints on professional topics relating to the company secretary and corporate governance.
- to present proposals and recommendations to the government for the Legislation of corporate statutes suitable to the Malaysian requirement.
- to represent the profession in dialogues and discussions with government and other organisations.
- to operate and maintain a wide range of membership services to members including journal, social activities and other activities beneficial to members in one way or another.
- To promote the profession to both the government, private sector and the public in general.

Guidelines for Election to Membership

(A) ELECTION TO MEMBERSHIP

- 1) Membership of the Association is by means of application by election to membership on the prescribed form of application.
- 2) All applications for election to membership shall be proposed by an existing member and seconded by another member of the Association.
- 3) All applications shall be accompanied by the following documents, failing which such applications shall be rejected: -
 - (a) Letter(s) of testimony.
 - (b) Section 235 (2) (b) Licence under the Companies Act 2016 or MIA/MICPA/MAICSA/The Malaysian Bar / Sabah Law Association / Advocates Association of Sarawak membership certificate duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (c) evidence of experience in company secretaryship such as Form 49/Section 58 / other similar prescribed form and Annual Return duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (d) Practising certificate (Section 241 of Companies Act 2016).
 - (e) photocopies of academic credentials (including membership of professional associations, if any) and NRIC (both sides) duly certified by an Advocate & Solicitor or by a Statutory Declaration made before a Commissioner for Oaths.
 - (f) two driving licence-sized photographs.
 - (g) all documents required must be of A4 or appropriate metric size.
- 4) The respective entrance fee, exemption fee, annual subscription and upgrading fee must be paid in full upon application. Eligible students from MACS partner universities and colleges may be considered for deferment of payment of exemption fees under the Accelerated arrangement.

CATEGORY OF MEMBERSHIP	ENTRANCE FEE	ANNUAL SUBSCRIPTION
Fellow	RM 300	RM 350
Member	RM 250	RM 300
Provisional Member	RM 200	RM 200
Associate	RM 200	RM 200
Registered Student	RM 200	RM 125
Retired Member	-	RM 100
UPGRADING FEE		EXEMPTION FEE (Applicable to Member, fellow & Provisional Member)
From Student to Member	RM 300	Foundation Stage RM 600
From Associate to Member	RM 250	Pre-professional Stage RM 400
From Provisional Member to Member	RM 250	Professional Stage RM 1200
From Member to Fellow	RM 250	

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PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA
MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES
Approved Body Under Fourth Schedule
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MACS EXAMINATION STRUCTURE

Foundation Stage

Module A

- Paper 1.0 - Malaysian Economics & Business Environment
Paper 2.0 - Quantitative Analysis
Paper 3.0 - Business Communication

Module B

- Paper 4.0 - Financial Accounting
Paper 5.0 - Management Accounting
Paper 6.0 - Information Technology

Pre-Professional Stage

Module C

- Paper 7.0 - Business Organisation & Management
Paper 8.0 - Human Resource & Industrial Relations

Module D

- Paper 9.0 - Malaysian Business Law
Paper 10.0 - Malaysian Taxation I

Professional Stage

Module E

- Paper 11.0 - Company Accounts & Reporting
Paper 12.0 - Malaysian Taxation II
Paper 13.0 - Financial Management

Module F

- Paper 14.0 - Professional Practice & Ethics
Paper 15.0 - Company Secretarial Practice
Paper 16.0 - Malaysian Company & Securities Law



Prescribed Qualifications

A person shall be deemed to have passed the qualifying examinations of the Association if he/she has successfully completed full examinations and/or qualified to be a member of one of the bodies recognised by the Association as 'Prescribed Qualifications' which are the Approved Bodies specified under the Fourth Schedule of the Companies Act, 2016.

For the purpose of admission to Membership of the Association, an applicant shall be a current member in good standing of any of the Approved Bodies specified under the Fourth Schedule of the Companies Act, 2016 which are:

- Malaysian Institute of Chartered Secretaries and Administrators
- Malaysian Institute of Accountants
- Malaysian Bar
- Malaysian Institute of Certified Public Accountants
- Sabah Law Association; or
- Advocates Association of Sarawak

Categories of Membership

1) Associate

Associate membership shall be awarded to a person who is not eligible to be admitted as Member grade or Fellow, but by virtue of licenced by the Commission under Section 20G of the Companies Commission of Malaysia Act and has obtained practising certificate under Section 241 of the Companies Act, 2016 and in the opinion of the Council deemed suitable to be an Associate member of the Association.

Associate membership may also be awarded to a person who is not eligible to be admitted as Member grade or Fellow, but by virtue of holding a degree or other professional qualification recognised by the Association and engaged in the corporate sector or as lecturer at any recognised university and/or institution of higher learning in Malaysia and has had three or more years in lectureship in Company Law and Company Secretarial, Accounting, Corporate Governance or such other areas, in the opinion of the Council deemed suitable to be an Associate member of the Association.

2) Provisional Member

Provisional member shall be awarded to a person who has passed such qualifying examinations of the Association or obtained the qualification deemed to be equivalent to the qualifying examinations under Clause 4(aa) of the Association's Constitution, but who has not fulfilled the practical experience requirement and in the opinion of the Council deemed suitable to be a Provisional member of the Association.

3) Member

Member grade shall be awarded to a person who has passed such qualifying examination of the Association or obtained the qualification deemed to be equivalent to the qualifying examinations under Clause 4(aa) and has had three or more years of relevant company secretarial or corporate governance or such relevant experience or holding Senior Position in the Public Service relevant to company secretarial practice and in the opinion of the Council deemed suitable to be a Member of the Association.

4) Fellow

A Fellowship shall be awarded to a qualified person who is a Member grade of at least five years standing of the Association and has had ten or more years of relevant company secretarial or corporate governance or such relevant experience and in the opinion of the Council deemed fit and proper to be a Fellow.

The Council reserves the right to assign the appropriate grade of membership other than the grade applied for if the existing qualifications and experience warrants the award of the appropriate grade of membership. The Council shall approve or reject applications without assigning any reason therefor.

Members' Designatory Letters

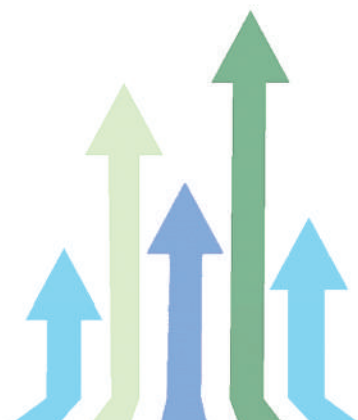
1) Designatory Letters

Members in categories of Fellow, Member, and Associate shall be entitled to use the following designatory letters after their names :-

Fellow grade - FCCS • Member grade - M CCS • Associate grade - AMCCS

2) Description

A Fellow or a Member grade of the Association is entitled to describe himself/herself as 'Certified Company Secretary' and an Associate member of the Association is entitled to describe himself/herself as 'Associated Company Secretary.'



* The information provided in this brochure is true and correct as at the date of printing. The Council reserves the right to change any of the above terms and conditions and would not be held responsible or liable for any damages or lost caused to any person relying on the above information.



For further information or enquiry, please contact :

The MACS Secretariat

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