



**PERSATUAN SETIAUSAHA SYARIKAT MALAYSIA**  
**MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES**  
(Approved Body under Fourth Schedule of the Companies Act, 2016)  
Unit A608, Block A, Tkt. 6, Kelana Square, No 17, Jalan SS7/26, Kelana Jaya,  
47301 Petaling Jaya Selangor Darul Ehsan, Malaysia.  
Tel : +603-7806 3755 / 1023 Fax : +603-7806 3625  
E-mail : [macs@macs.org.my](mailto:macs@macs.org.my) Website : [www.macs.org.my](http://www.macs.org.my)

PLEASE ATTACH  
TWO (2) PASSPORT  
SIZE  
PHOTOGRAPHS  
HERE

## APPLICATION FOR ADMISSION AS PROVISIONAL MEMBER

### IMPORTANT:

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

### 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 fees payable comprise the following as set out in the Association's Prospectus.

	<u>RM</u>
Exemption Fee	2,200.00
Registration fee	200.00
Annual subscription	200.00
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Total	2,600.00
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I enclose herewith a cheque/bank draft 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*

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## FOR OFFICE USE ONLY

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

## CHECKLIST FOR PROVISIONAL MEMBER

*Please Tick*

- |   |         |
|---|---------|
| 1. Application form must be completed in <b>BLOCK LETTERS</b>   | [     ] |
| 2. Remittance for registration fee and annual subscription are to be made payable to<br>“ <i>Malaysian Association of Company Secretaries</i> ”   | [     ] |
| 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<br>qualifications duly certified   | [     ] |
| 6. Letter of Testimony – including current and previous employers<br><i>(Employer/Independent Professionals e.g. Professional Company Secretary, Professional<br/>Accountant, Advocate &amp; Solicitor, etc.)</i>   | [     ] |
| 7. * Section 235(2)(b) Licence issued by Suruhanjaya Syarikat Malaysia duly certified<br><i>(First approval secretary licence and current valid secretary licence)</i>  | [     ] |
| 8. * Certified copy of membership certificate of MIA / MICPA / MAICSA / BAR COUNCIL<br>in support of your application for direct admission (must be a current member in good standing)  | [     ] |
| 9. Evidence of relevant working / professional experience<br><i>(For Practitioner : Business Registration or F9, first appointed secretary by client - F49 &amp; latest<br/>Annual Return)</i><br><i>(For Non-Practitioner : whichever is applicable)</i> | [     ] |

*\*Please state NA for Not Applicable*

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### 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:

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### MALAYSIAN ASSOCIATION OF COMPANY SECRETARIES

Unit A608 Block A, 6th Floor, Kelana Square  
No.17 Jalan SS7/26, Kelana Jaya  
47301 Petaling Jaya, Selangor