

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
(INSTITUT AKAUNTAN AWAM BERTAULIAH MALAYSIA)

**CFiA PROFESSIONAL COMPETENCE PROGRAMME
REGISTRATION FORM FOR 2008 WORKSHOP SESSIONS
AND FINAL EXAMINATION**

I PERSONAL PARTICULARS

1. Name (Block Letters) : _____ Mr/Ms
 2. Correspondence Address (Block Letters) : _____

Tel (Hse) : _____ Tel (H/P) : _____
E-Mail : _____
 3. Examination centre preferred (see note (i)) : _____
 4. Please tick (✓) the appropriate box against the programme which you wish to enroll (see note (ii)) :
Full Professional Competence Programme (PCP)
Professional Competence Programme with exemption
 5. State number of previous attempts for CFiA PCP : _____
 6. If you have previously attempted the MICPA examination, please state your Reg. No. : _____
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II PRESENT EMPLOYMENT (see note (iii))

- (a) To be completed by applicant currently attached to accounting firms / commerce or industry

Name of Employer: _____
Type of Business : _____
Position held : _____
Address : _____
_____ Tel No : _____ Fax No : _____

- (b) To be completed by applicant currently attached to institution of higher learning

Name of Institution of Higher Learning : _____

Position held : _____
Address : _____
_____ Tel No : _____ Fax No : _____

III ACADEMIC QUALIFICATIONS (see note (iii))

Name of University / College	Type of Degree / Diploma	Date Completed

IV MICPA EXAMINATIONS

Part	Date Completed	Date Exemption Granted
Professional Exam I / Professional Stage Exam		
Professional Exam II / Advanced Stage Exam		

V WORK EXPERIENCE

Position Held	Name & Address of Employer / Institution of Higher Learning	Precise Dates		Duration		
		From	To	Years	Months	Days

VI TERMS AND CONDITIONS

To MICPA,

I hereby declare that the information given above is correct. I have read and agreed to the terms and conditions set out in Section 6 of Appendix I.

*Signature : _____ Date : _____

* *This signature is to be used when signing the signature slip during the examination.*

VII CERTIFICATION (MICPA member / Head of Department)

I, the undersigned hereby certify that Mr/Ms _____ has been known to me for _____ years and in my opinion is a fit and proper candidate to be admitted to the CFIA Professional Competence Programme.

Name : _____ MICPA Membership No. : _____

Signature : _____ Date : _____

Position : _____

Employer : _____

P.T.O.

VIII MODE OF PAYMENT

Payment by Cheque:

Enclosed is a crossed cheque no. : _____ for RM _____ made payable to "MICPA" being payment of the registration fee for the workshop sessions and final module examinations.

Payment by Credit Card

Please charge my Visa MasterCard Japanese Credit Bureau for RM _____

Credit Card Number : _____ Exp. Date : _____

Issuing Bank : _____

Cardholder's Name : _____ Signature (as per card): _____

Office Use Only	Date Application Received	Date Receipt Issued	Accepted	Centre	Exam No.

Note

(i) **Examination Centre**

The MICPA examination is held in Kuala Lumpur, Kuantan, Ipoh, Penang and Johor Bahru. The candidate should state in which of these centres he desires to sit for the examination but the Examination Committee reserves the right to allocate the candidate to another centre if necessary.

(ii) Applicants who possess an accredited Bachelor of Accountancy degree or have passed the MICPA Professional Stage Examination / Professional Examination I are required to complete all the four subject components of the Professional Competence Programme (PCP).

Former students of the Institute who have passed Modules C and D of the Advanced Stage Examination under the 2002/2003 syllabus are required to complete two subject components of the PCP only, namely Professional Values, Ethics & Governance and Business Finance & Management.

(iii) **Supporting Documents**

The duly completed application form accompanied by the documents supporting items II & III and appropriate fees should be submitted to :

The Secretary
The Malaysian Institute of Certified Public Accountants
15, Jalan Medan Tuanku, 50300 Kuala Lumpur
Tel : 03 – 2698 9622 Fax : 03 – 2698 9403

All photostat copies of documents must be certified true by the referee completing item VII of this form.

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
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**2008 CERTIFIED FINANCIAL ACCOUNTANTS (CFIA)
 PROFESSIONAL COMPETENCE PROGRAMME**

1. Duration of Workshop Sessions

The workshop sessions for CFiA Professional Competence Programme (PCP), comprising the following subject components, will be held from May 31 to September 20, 2008:

	No. of Workshop Sessions
Advanced Taxation	2
Financial Reporting	5
Professional Values, Ethics & Governance	2
Business Finance & Management	4
Group Project Presentation – Case Study	1

Each workshop session is of 4 – 4 1/2 hours duration.

2. Examination Date

The final examination will be held on September 27, 2008.

3. Registration Fee

	Full PCP (RM)	PCP with Exemption (RM)
Registration fee for workshop sessions	2,100	1,050
Course material	500	300
Examination fee	300	200
Total fee	2,900	1,550

4. Registration Procedure

Registration for the workshop sessions and the final examination must be made using the Registration Form attached and returned with the appropriate fees before the closing date to:

The Malaysian Institute of Certified Public Accountants
 15, Jalan Medan Tuanku, 50300 Kuala Lumpur

Tel: 03-26989622 Fax: 03-26989403

5. Closing Date for Registration : *May 24, 2008* (Saturday)

P.T.O.

6. **Terms and Conditions**

Payment of Fees : All fees must be paid on or before the closing date for registration. Fees may be settled by cash, cheque, postal order, bank draft or credit card.

Cancellation Policy : All cancellations must be made in writing. An administrative charge equivalent to 20% of the registration fee will be levied where the notice of cancellation is received by the Institute on or before the closing date.

No refund will be made where the notice of cancellation is received after the closing date for registration or where a student withdraws from the workshop sessions after their commencement.

Withdrawal from Workshops : An applicant who withdraws from the workshop sessions after closing date for registration or after their commencement may submit an application for refund of fees, subject to the approval of the Examination Committee. The application for such a refund must be received by the Examination Committee, with supporting evidence, within 2 weeks from the withdrawal date.

7. **Enquiries**

For further information, please contact the Secretariat at Tel No: 03-26989622.

- (a) Ms Lee How Lai, Examination Officer
- (b) Cik Hariah binti Ismail, Administrative Assistant

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PCP WORKSHOP DETAILS

1. The workshop sessions, each of 4 – 4 1/2 hours duration, will be conducted on Saturdays and Sundays. The number of workshop sessions for each subject component is as follows:

Advanced Taxation	2	workshop sessions totalling 9 hours
Financial Reporting	5	workshop sessions totalling 20 hours
Professional Values, Ethics & Governance	2	workshop sessions totalling 9 hours
Business Finance & Management	4	workshop sessions totalling 16 hours
Group Project Presentation – Case Study	1	workshop sessions totalling 4 hours

The workshop sessions will be held in Kuala Lumpur. Each workshop group will be limited to 30 applicants to ensure effective participation. Special arrangements will be made in other states provided **at least 15 applicants** registered for the workshop sessions.

The Institute, however, reserves the right to cancel a workshop group if the number of applicants registered for that group falls below an acceptable number.

2. **Workshop Schedule** : Refer to Appendix III (subject to change)

3. **Workshop Venue**

MICPA Training Rooms
15, Jalan Medan Tuanku
50300 Kuala Lumpur

4. **Facilitators**

Each workshop session will be conducted by two facilitators who are drawn from professionals in public practice, in commerce or industry and from universities and colleges of advanced education. Applicants will certainly benefit from their wide practical experience and research interests.

5. **Structure of Workshop Sessions**

The workshop sessions will consist of discussions, presentation, written assignments, quizzes and tests.

Typically, at the commencement of each workshop session, the facilitators will explain the fundamental concepts and principles of the topics assigned to the session, and illustrate with practical examples. It must be emphasised that the workshop sessions are not intended to cover every topic of the syllabus of each subject component in PCP in detail. The focus is on discussion of the application of technical knowledge in practical situations, current issues, case studies and findings of group projects. Applicants are, therefore, expected to have thoroughly read the learning materials before attending a workshop session so as to be able to participate effectively and benefit from the workshop.

P.T.O.

6. **Learning Materials**

The study manuals published by MICPA will form the basic learning materials. The facilitators may provide additional reading materials.

7. **Assessment of Applicants' Performance**

Applicants' performance in the workshop sessions will be assessed on the following bases:

- Written assignments
- Group projects and presentation
- Quizzes/tests
- Participation in discussions

An applicant's performance in professional competence programme will be based on the assessment component as follows:

- Workshop assessments 60%
- Final examination 40%

An applicant who is absent from any of the workshop sessions without a valid reason would be barred from sitting for the final examination.

Applicants who have failed in the final examination will be allowed two additional attempts for the final examination to be taken within 2 years from the date of enrolment for the Professional Competence Programme, without having to repeat the workshop sessions. If an applicant is unsuccessful at the second additional attempt, the candidate will be required to re-enroll for the Professional Competence Programme.

8. **Applicants' Progress Report**

Progress reports on the applicants' performance in the workshop sessions will be submitted to the respective sponsors to enable them to monitor their applicants' education and training plans more effectively.

9. **Workshop Evaluation**

An evaluation form will be distributed at the end of the workshop sessions to enable applicants to provide feedback on the workshops. All applicants are encouraged to complete the evaluation form so that improvements can be made where necessary to increase the effectiveness of the workshops.

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**CFiA Professional Competence Programme
2008 WORKSHOP & ASSESSMENT SCHEDULE**

PCP Component	Date	Day	Time	Duration
Advanced Taxation	May 31	Saturday	9:00 a.m. - 1:30 p.m.	4 1/2 hours
	June 1	Sunday	9:00 a.m. - 1:30 p.m.	4 1/2 hours
Financial Reporting	July 5	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
	July 6	Sunday	9:00 a.m. - 1:00 p.m.	4 hours
	July 12	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
	July 13	Sunday	9:00 a.m. - 1:00 p.m.	4 hours
	July 19	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
Professional Values, Ethics & Governance	Aug 9	Saturday	9:00 a.m. - 1:30 p.m.	4 1/2 hours
	Aug 10	Sunday	9:00 a.m. - 1:30 p.m.	4 1/2 hours
Business Finance & Management	Sept 6	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
	Sept 7	Sunday	9:00 a.m. - 1:00 p.m.	4 hours
	Sept 13	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
	Sept 14	Sunday	9:00 a.m. - 1:00 p.m.	4 hours

Assessment Component	Date	Day	Time	Duration
Presentation of project paper on case study	Sept 20	Saturday	9:00 a.m. - 1:00 p.m.	4 hours
Written examination	Sept 27	Saturday	9:00 a.m. - 11:00 a.m.	2 hours