

August 26, 2009

Circular No: STU/07/08/09

TO: Registered Students who Completed
Advanced Stage Examination in November 2008 or May 2009

**PRESENTATION OF 2009 MICPA EXCELLENCE AWARDS, EXAMINATION
CERTIFICATES, PRIZES, MEMBERSHIP AND PRACTISING CERTIFICATES**

GRADUATION GOWNS

I am pleased to inform you that all registered students of the Institute who completed the Advanced Stage Examination in November 2008 or May 2009 shall wear graduation gowns at the Presentation Ceremony for the MICPA Excellence Awards, Examination Certificates, Prizes, Membership and Practising Certificates. The Presentation will be held on **Saturday, October 24, 2009 at 10.00 a.m. to 12.30 p.m. at Pacific Ballroom, Best Western Premier Seri Pacific Kuala Lumpur.**

Graduation Gown Particulars:

1. The graduation gowns are available in three sizes – Small, Medium and Large.
2. The rental per gown is RM60 and a refundable deposit of RM100 is payable.
3. The gowns will be available for collection on October 24, 2009 at Best Western Premier Seri Pacific Kuala Lumpur from 8:30 a.m.
4. Students who wish to keep the graduation gown for **more than 1 day** will be charged an additional rental as follows:
 - RM20.00 for 3 days
 - RM40.00 for 7 days

Students who wish to collect the gown before October 24, 2009 may do so from Foto Prime at No. 77, Jalan 3/93, Taman Miharaja, 56100 Kuala Lumpur, Tel: 03 – 9200 3811, Fax: 03 – 9281 1833. The location map is attached.

Students who wish to rent the graduation gowns must complete the Request Form attached and return it together with the appropriate payment to the MICPA Secretariat not later than **Friday, October 16, 2009.**

FOO YOKE PIN (Mr)
Secretary

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

REQUEST FORM

RENTAL OF GRADUATION GOWN

**PRESENTATION OF 2009 MICPA EXCELLENCE AWARDS, EXAMINATION
CERTIFICATES, PRIZES, MEMBERSHIP AND PRACTISING CERTIFICATES**

I wish to rent a graduation gown for the Presentation Ceremony.

NAME: _____ STUDENT REG.NO _____

CORRESPONDENCE ADDRESS: _____

TEL NO: _____ FAX NO: _____ EMAIL: _____

SIZE OF GRADUATION GOWN:

SMALL (5' 2" & below) MEDIUM (5' 4" & below) LARGE (Above 5' 4")

PAYMENT

RM

Rental of graduation gown 60.00

Additional Rental [Please tick (✓) appropriate box]

3 Days (before October 24, 2009) 20.00

7 Days (before October 24, 2009) 40.00

Deposit 100.00

(Full refund will be made only if gown is returned on October 24, 2009)

Enclosed is cash/cheque/postal order No. _____ for RM _____ made payable to
"The Malaysian Institute of Certified Public Accountants" or "MICPA".

For payment by credit card, kindly provide the following details:

Credit Card Type: Visa MasterCard Japanese Credit Bureau

Credit Card Number: _____ Exp. Date: _____

Cardholder Name: _____ Issuing Bank: _____

Signature: _____

NOTE :

1. To facilitate expediency in the refund of deposit for the graduation gown, separate payment, in the case of payment by cheque or postal order, should be made for the gown rental and deposit.
2. Payment by cash can be made at the Institute's Secretariat during office hours.
3. Closing date for submission of Request Form is **Friday, October 16, 2009**.
4. **Graduation gowns must be returned in their original condition without any defects on October 24, 2009** after the presentation ceremony in order for the deposit of RM100 to be fully refunded.
5. If the gown is not returned on the specific date, a **late fee of RM50.00** will be imposed.