



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

APPLICATION FOR TRANSFER OF REGISTRATION FROM SPECIAL STREAM II

1. NAME(MR/MS) _____
2. REG. NO. _____ REG.DATE _____
3. CORRESPONDENCE ADDRESS _____
- Tel. (Off) _____ (Hse/Hp) _____ Email _____

4. TO BE COMPLETED BY STUDENTS WHO TRANSFER FROM SPECIAL STREAM II TO STREAM I

Name of Principal _____

Name and address of Principal's firm _____

Tel. _____ Fax _____ Email _____

Execution date of training contract _____ Period of training contract ____ yrs

5. TO BE COMPLETED BY STUDENTS WHO TRANSFER FROM SPECIAL STREAM II TO STREAM II

Name of Employer _____

Type of business _____

Address _____

Tel. _____ Fax _____ Email _____

Date of commencement of employment _____ Position _____

Name of Training Supervisor _____ Position _____

Membership of professional body _____ Mem. No. _____

6. DECLARATION OF APPLICANT

To the Council
MICPA

I hereby certify that the above information is correct and enclose herewith the appropriate fee made payable to the Institute.

Date _____ Signature _____

Office use only

Date application received _____

Date of transfer _____ New Reg. No. _____

NOTE

All students registered under Special Stream II are required to transfer their registration to Stream I or II upon completion of the Bachelor of Accountancy degree. Students who have found employment in accounting firms are required to transfer their registration to Stream I and others to Stream II.

The transfer of registration must be executed within a grace period of **6 months from the date the results for the final examination of the Bachelor of Accounting degree are released.**

1. In the case of a transfer from Special Stream II to Stream I, the application form must be accompanied by the following documents :
 - (a) A Bachelor of Accountancy degree certificate or a statement from the University confirming that the student has completed all the requirements for the award of the Bachelor of Accountancy degree.
 - (b) Results transcripts for all the semesters of the degree programme.
 - (c) Final semester result slip
 - (d) Three copies of duly completed Stream I Training Contract.

2. In the case of a transfer from Special Stream II to Stream II, the application form must be accompanied by the following documents :
 - (a) A Bachelor of Accountancy degree certificate or a statement from the University confirming that the student has completed all the requirements for the award of the Bachelor of Accountancy degree.
 - (b) Results transcripts for all the semesters of the degree programme.
 - (c) If the student has found employment with an approved training organisation (ATO) in commerce, industry or the public sector :
 - A letter from the employer confirming the date of commencement of employment on the business letterhead of the ATO;
 - A copy of the membership certificate of the Training Supervisor if he/she is not a member of CPA of the Institute. (Training Supervisor must be a member of CPA of the Institute or a member of one of the professional bodies approved by the Institute)

3. The requisite period of practical experience to be obtained by a registered student for purposes of admission to membership of the Institute may be recognised on an accumulative basis as follows :
 - (a) any practical experience of less than 12 months duration in an ATO will not be recognised;
 - (b) the lapse of time between two consecutive periods of practical experience must not exceed 12 months.

The above regulation applies to both Stream I and Stream II students.

4. The application for transfer must be accompanied by a fee of RM250 in the form of bank draft, cheque or postal order made payable to "*The Malaysian Institute of Certified Public Accountants*" or "*MICPA*".

Payment by Credit Card :

Credit Card Type : Visa MasterCard JCB Issuing Bank : _____

Credit Card Number: _____ expiry Date : _____ RM _____

Cardholder Name : _____

Signature (as per card) _____