

December 14, 2012

To: ALL REGISTERED STUDENTS

Circular No: STU/11/12/12

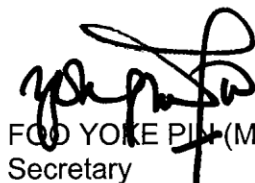
**TERM 1, 2013 EXAMINATION
REGISTRATION FOR LECTURE FORUM / VIRTUAL CLASSROOM
AND EXAMINATION**

We are pleased to inform candidates that registration for the Term 1, 2013 Examination for Financial Accounting & Reporting (FIN113) and Management Accounting & Applied Finance (MAAF113) are now open. A copy of the time-table is attached to this Circular.

In accordance with the Institute's examination requirements, a candidate's performance in Technical modules will be based on the following assessment components:

Result achieved in 3 online assessments	20%
Result achieved in examination	80%

Kindly complete the registration form attached and return it together with the appropriate registration fee to the MICPA Secretariat not later than **January 07, 2013**.


FOO YOE PIN (MR)
Secretary

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

**LECTURE FORUM / VIRTUAL CLASSROOM
AND EXAMINATION TERM 1, 2013**

1. Duration of Lecture Forum / Virtual Classroom

Candidates have the option of attending one 2 hours face-to-face lecture forum or attending two 1 hour virtual classroom sessions.

2. Dates for Lecture Forum / Virtual Classroom and Examination

Refer to Appendix A(I).

3. Registration Fee

Registration fee for each module is RM3,000. The registration fee covers the fee for lecture forum / virtual Classroom, Candidate Learning Pack and examination.

4. Registration Procedure

Registration for the lecture forum / virtual Classroom and 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: 03-2698 9622 Fax: 03-2698 9403

5. Closing Date for Registration: January 07, 2013

Entries for the module's lecture forum / virtual Classroom and examinations reaching the Institute after the closing date will only be accepted up to 7 calendar days from the closing date, i.e. by **January 14, 2013** upon receipt of the late entry fee of RM300.

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.

Module Discontinuation

If candidates decide to discontinue from a module after lodging their enrolment form, they need to submit a request in writing via email or letter to the Institute their name, student ID, module and reasons for withdrawal.

Please note that candidates do not have the option to defer their enrolment to a future module. If eligible, the Institute will process a refund for the discontinued module according to the following criteria within 3 weeks of receiving a student's written confirmation.

Refund Eligibility

Candidates may be entitled to a refund of part of the module fee if they apply to discontinue from a module within the following time frames:

- If you notify your discontinuation from a module prior to the commencement date for that module, you will be refunded the module fee less a RM300 administration charge.
- If you notify your discontinuation from a module within three weeks of module commencement date, you will be refunded 70% of the module fee.
- If your enrolment is conditional and you are unable to supply the required documentation by the specified date, you will be refunded 70% of the module fee.
- If you are unsuccessful in a prerequisite module, you will be automatically discontinued from the current module and a full refund of module fees will be made less a RM300 administration charge.
- If you are unsuccessful in your previous module, which is not a prerequisite, you may discontinue from the current module within one week of the result release date of that module and you will be refunded 70% of the module fee.
- If you are an EBA module 'backstop enrolment' and are successful in your prior attempt, you will be automatically discontinued from the current module within one week of the result release date of that module and received a full refund of the module fee.

Requests for refunds outside these timeframes or for supplementary examinations will only be considered in exceptional circumstances and must be supported by medical or other documentation. The Institute can provide you with advice on your refund eligibility under these special circumstances.

Important notes:

The late enrolment fee is a 'non refundable' administration fee, therefore will not be included in any discontinuation refund.

Please be advised that an administration fee of RM300 will be applied in all cases.

All refunds will be made to the original payer of the module fee and as per the original type of payment i.e. credit card or cheque.

7. Enquiries

For further information, please contact the Secretariat at Tel No: 03-2698 9622.

Lecture Forum / Virtual Classroom

- (a) Ms Lai Hui Chean, Head, Examination Department
- (b) Cik Maria Kamarulzaman, Education Assistant

Examination

- (a) Ms Lai Hui Chean, Head, Examination Department
- (b) Cik Hariah bte Ismail, Administrative Assistant

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
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TERM 1, 2013 EXAMINATION TIME-TABLE

	FIN113	MAAF113
Enrolment open	17 Dec 2012	17 Dec 2012
Enrolment close	07 Jan 2013	07 Jan 2013
Late enrolment close	14 Jan 2013	14 Jan 2013
Commencement	04 Feb 2013	11 Feb 2013
Lecture forum*	Apr 13, 2013	Apr 20, 2013
Virtual classrooms*	Mac 5, 2013 & Apr 9, 2013	Mac 12, 2013 & Apr 16, 2013
Exam	30 Apr 2013	07 May 2013
Results*	07 Jun 2013	14 Jun 2013

* **Note:** Tentative dates only and subject to change

Legend

- FIN – Financial Accounting & Reporting
 MAAF – Management Accounting & Applied Finance

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
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REGISTRATION FORM FOR TERM 1, 2013
LECTURE FORUM / VIRTUAL CLASSROOM AND EXAMINATION

I PERSONAL PARTICULARS

1. Name (Block Letters) : _____ Mr/Ms
(As in Identity Card)
- Student Registration No : _____ Date Of Registration : _____
- Date of Birth : _____
2. Correspondence Address (Block Letters) : _____
- _____
- Tel (Off) : _____ Tel (Hse or H/P) : _____
- E-Mail : _____
-

II REGISTRATION LECTURE FORUM / VIRTUAL CLASSROOM

PLEASE READ THE INSTRUCTIONS IN (**APPENDIX I**) CAREFULLY BEFORE COMPLETING THIS SECTION

1. Please Tick (✓) the appropriate box against the **Module*** you wish to register:

- Financial Accounting & Reporting
- Management Accounting & Applied Finance

* only one module at a time

2. Please Tick (✓) the appropriate box Lecture Forum Virtual Classroom
3. Please Tick (✓) if you are registering for your first technical module
[See Note (6) in Appendix II]:
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III REGISTRATION FOR EXAMINATION

PLEASE READ THE INSTRUCTIONS IN (**APPENDIX II**) CAREFULLY BEFORE COMPLETING THIS SECTION.
PLEASE ALSO COMPLETE THE CERTIFICATE OF SERVICE / FITNESS ATTACHED.

1. Examination Centre preferred [See Note (1) in Appendix II]: _____
2. Please Tick (✓) the appropriate box(es) against the Module(s) which you have passed and the **Module** you wish to sit in this term:

	Passed	Module You Wish to Sit This Term
Taxation*	<input type="checkbox"/>	<input type="checkbox"/>
Financial Accounting & Reporting*	<input type="checkbox"/>	<input type="checkbox"/>
Audit & Assurance	<input type="checkbox"/>	<input type="checkbox"/>
Management Accounting & Applied Finance	<input type="checkbox"/>	<input type="checkbox"/>
Ethics & Business Application	<input type="checkbox"/>	<input type="checkbox"/>

* **Special Stream II students will only be allowed to sit for Taxation and Financial Accounting & Reporting modules.**

IV TERMS AND CONDITIONS

To MICPA,

I declare that the information given above is correct and that I have complied with the bye-laws of the Institute.

I have read and agreed to the terms and conditions set out in Section 6 of Appendix A to the Circular to Students No. STU/11/12/12.

*Signature : _____ Date : _____

Name & Signature of Witness (Principal/Employer/MICPA/CA (Aus) member) [See Note (2) in Appendix II]

Name : _____ Signature : _____

Firm / Organisation : _____ Date : _____

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

V PAYMENT

Please Tick (√) the appropriate box against the fee paid :

Registration Fee – RM3,000 per module **FIN113** **MAAF113**

Payment by Cheque:

Enclosed is a crossed cheque No. : _____ for RM _____ made payable to "MICPA" being payment of the registration fee for the lecture forum / virtual Classroom and module examination.

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): _____

-----For office use only-----

Date Application Received	Date Receipt Issued	Accepted	Centre	Exam No

CERTIFICATE OF SERVICE / FITNESS

CERTIFICATE A

(To be completed by Principal for candidate under training contract or if it is the first entry to the examination after expiration of training contract.)

I, the undersigned member of the Malaysian Institute of Certified Public Accountants, hereby certify that Mr/Ms _____ is a fit and proper person to be admitted to the MICPA Examination and that he/she has duly served with me under training contract from _____ to _____. Such service has been in accordance with the provisions of the Memorandum and Articles of Association and bye-laws of the Institute; in particular, none of the periods specified in bye-law 72 have been exceeded and the total absence on account of illness has not exceeded six months. Throughout the said period, I was a member of the Institute in practice in Malaysia, such practice being my main occupation.

Name : _____ Signature : _____

Firm / Organisation : _____ Date : _____

To be completed if there has been a change of Principal [See Note (5) in Appendix II]

Name of previous Principal : _____

Period of training contract served : From _____ To _____

CERTIFICATE B

(To be completed for candidate not under training contract by candidate's present employer; or if candidate is currently not employed and it is the second or subsequent attempt after expiration of training contract, by a member of MICPA or ICAA.)

I, the undersigned hereby certify that Mr/Ms _____ has been known to me for _____ years and in my opinion is a fit and proper person to be admitted to the MICPA Examination.

Name : _____

Signature : _____ Date : _____

Firm / Organisation : _____ Position : _____

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
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LECTURE FORUM / VIRTUAL CLASSROOM DETAILS

1. The 2 hour face-to-face lecture forum is conducted over 1 weekend in week 10 from 10.00 a.m. to 12.00 noon. Two 1 hour virtual Classrooms are conducted in weeks 5 and 10. Both sessions will contain the same content.

Lecture forum will be held in Petaling Jaya, Selangor. Lecture forum can be arranged in other states provided **at least 15 candidates** are registered for the lecture forum.

Lecture forum / virtual classrooms details will be released via myLearning 2 weeks prior to commencement of the lecture forum / first virtual classrooms session.

2. **Venue for Lecture Forum**

Sunway University
No 5, Jalan University
Bandar Sunway
46150 Petaling Jaya

3. **Lecture Forum Presenter**

The lecture forum will be conducted by qualified presenters who are drawn from professionals in public practice, in commerce or industry and from universities and colleges of advanced education. Candidates will certainly benefit from their wide practical experience and research interests.

4. **Candidate Learning Pack (CLP)**

Candidates registered for a module will be provided with CLP by module commencement date. The CLP contains numerous learning resources, including internet based products, printed material and access to myLearning. This comprehensive set of learning materials is designed to assist you to learn in an engaging, time-efficient manner. You will need to start working on these materials as soon as you receive the CLP. An electronic version of the CLP will also be available from module commencement date on myLearning should you experience any delays in receiving your hard copy.

5. **Assessment Framework**

Technical Modules

The assessment framework has two requirements for each technical module: 3 online assessments (marked out of 20) and final examination (marked out of 80).

To pass the module, candidates must meet these two requirements as follows:

- (i) Pass the exam by achieving a minimum of 40 marks out of 80
- (ii) Pass the module by achieving 50 marks overall (the combined online assessment and exam marks)

This assessment framework will benefit candidates who will be able to direct their resources and time to the core requirements and, with their employers, have more control in planning for the demands of post graduate study.

THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
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**INSTRUCTIONS FOR COMPLETING SECTION III
OF REGISTRATION FORM - REGISTRATION FOR EXAMINATION**

1. Examination Centre

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

2. Witness for Entry Form

For Stream I candidates who are currently serving a training contract, or if it is their first entry to the examination after the expiration of their training contract, the witness should be the Principal.

In all other cases, the witness should be the present employer or, if the candidate is not employed, a member of the Institute.

In all cases, the witness must be the same person who signs the Certificate of Service / Fitness.

3. Certificate of Service / Fitness

The Certificate of Service / Fitness must be completed in the following manner:

Certificate A for Stream I candidates who are currently serving a training contract or if it is their first entry to the examination after the expiration of their training contract

Certificate B for Stream I candidates who have completed their training contract, Stream II and Special Stream II students.

4. Temporary Absence of Principal

If the temporary absence of a Principal will prevent the submission of an entry form before the closing date and another partner of the principal's firm is unable to sign on his behalf, the entry form will be provisionally accepted by the Institute if accompanied by a declaration by the candidate that Certificate A in proper order signed by the Principal will follow.

5. Change of Principal

In completing Certificate A, if there has been a change of Principal a letter from the previous Principal confirming the period of training contract served under him must be attached to the examination entry form unless such a letter has been submitted with a previous application. If the previous Principal cannot be contacted, his name and the period of training contract served under him must be indicated in Certificate A.

6. Orientation Briefing

Candidates registering for their first technical module are invited to undergo an orientation briefing upon commencement of the module. Further details shall be communicated to relevant candidates subsequently.