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**The Malaysian Institute of Certified Public Accountants  
(Institut Akauntan Awam Bertauliah Malaysia)**

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**APPLICATION FOR ADMISSION TO MEMBERSHIP AS  
CERTIFIED FINANCIAL ACCOUNTANT**

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**SPECIAL PROVISION**

**OFFICE USE ONLY**

Name of applicant : \_\_\_\_\_

Date received : \_\_\_\_\_ Date approved by Council : \_\_\_\_\_

Date of admission to CFiA : \_\_\_\_\_ Membership No : \_\_\_\_\_

**1. PERSONAL DETAILS**

Name : Dato' / Datin / Dr / Mr / Ms \_\_\_\_\_  
(in block letters as in Identity Card, underline surname )

Date of Birth : \_\_\_\_\_ Place of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_ Identity Card No : \_\_\_\_\_ Passport No (Non-Citizen) : \_\_\_\_\_

Residential Address : \_\_\_\_\_

\_\_\_\_\_ Home/ Mobile Tel No : \_\_\_\_\_ E- mail : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
( if different from above )

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**2. PRESENT EMPLOYMENT**

Name of University : \_\_\_\_\_

Position Held : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_ Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_

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**3. ACADEMIC QUALIFICATION**

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

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**4. WORK EXPERIENCE**

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

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**5. ACCOUNTANCY BODY / BODIES OF WHICH I AM A MEMBER**

Name of Accountancy Body / Bodies	Membership No.	Date Admitted to Membership	Membership Status

**6. DECLARATION BY APPLICANT**

I hereby declare that all particulars stated herein are correct and I have not been convicted of a felony or misdemeanour or been declared by any Court of competent jurisdiction to have committed any fraud, or been found guilty of any act or default discreditable to a public accountant or derogatory to the accountancy profession, or is adjudged bankrupt or has failed to satisfy a judgement debt or individually or as a partner has made an assignment for the benefit of creditors or under any resolution of creditors or Order of the Court or any deed or document has had my estate placed in liquidation for the benefit of creditors or has made any arrangement for the payment of a composition to creditors.

I hereby undertake that, if admitted a member of the Institute, I shall be bound by the Articles of Association and the bye-laws of the Institute and the regulations made thereunder that are now in force or may hereafter from time to time be made.

\_\_\_\_\_

( Signature of Applicant )

\_\_\_\_\_

( Date )

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**7. RECOMMENDATION BY ACADEMICIANS**

*(One of whom must be Head of the School or Dean of the Faculty in which the candidate is engaged and the second of at least equal status to the candidate but from another institution)*

To the Council,

We, the undersigned, have known \_\_\_\_\_  
*(name of applicant in block letters)*

of \_\_\_\_\_  
*(name and address of university)*

who is an applicant for admission to membership of the Institute as a Certified Financial Accountant, for the length of time set under our respective names, and we believe he/she, from personal knowledge, is professionally qualified and a fit and proper person to be admitted.

1. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position held: \_\_\_\_\_  
*( in block letters )*

Name of University: \_\_\_\_\_

Have known applicant for: \_\_\_\_\_ years \_\_\_\_\_ months.

2. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position held: \_\_\_\_\_  
*( in block letters )*

Name of University: \_\_\_\_\_

Have known applicant for: \_\_\_\_\_ years \_\_\_\_\_ months.

**8. RECOMMENDATION BY MICPA MEMBERS**

To the Council,

We, the undersigned, being members of The Malaysian Institute of Certified Public Accountants, have known

\_\_\_\_\_ *(name of applicant in block letters)*

of \_\_\_\_\_ *(name and address of university)*

who is an applicant for admission to membership of the Institute as a Certified Financial Accountant, for the length of time set under our respective names, and we believe he/she, from personal knowledge, is professionally qualified and a fit and proper person to be admitted.

1. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_  
*( in block letters )*

Have known applicant for: \_\_\_\_\_ years \_\_\_\_\_ months.

2. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_  
*( in block letters )*

Have known applicant for: \_\_\_\_\_ years \_\_\_\_\_ months.

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**PAYMENT OF FEES**

Please refer to General Information attached for rates of fees payable and tick (✓) the appropriate box:

Payment by Cash

Payment by Cheque

Enclosed is a crossed cheque No : \_\_\_\_\_ for RM \_\_\_\_\_ made payable to "THE MALAYSIAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS" or "MICPA". (If outstation cheque, please include RM0.50 as bank charges.)

Payment by Credit Card

Please charge my Credit Card:  Visa  MasterCard  JCB for RM \_\_\_\_\_

Credit Card No : \_\_\_\_\_ Expiry Date : \_\_\_\_\_ Issuing Bank : \_\_\_\_\_

Cardholder's Name : \_\_\_\_\_ Signature (as per card) : \_\_\_\_\_

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

APPLICATION FOR ADMISSION TO MEMBERSHIP AS  
CERTIFIED FINANCIAL ACCOUNTANT

**GENERAL INFORMATION**

**1. Application for Admission to Membership**

1.1 Application for admission to membership must be made by completing Form CFiA 2B to be returned to the MICPA Secretariat with the appropriate fees and supporting documents:

(a) Academic qualification(s)

University degree or other academic diploma

(b) Professional qualification(s)

Membership certificate(s) or a letter from the accountancy body / bodies, confirming the date(s) of admission to membership.

(c) Work experience

Testimonials from employers indicating in full details the position(s) held, duration in each position, job functions and seniority in the organisation.

For the purpose of ascertaining the years of work experience, any period of work experience of less than one year duration in an organisation will not be considered.

1.2 All photostat copies of documents must be certified true by the Head of School or a person holding a position of higher standing or any of the MICPA members.

2. A copy of the applicant's most recent photograph must be affixed in the space provided in the application form.

3. No application for admission to membership will be considered unless it is accompanied by the admission fee and annual subscription according to the following rates:

	Application made on or before June 30 RM	Application made after June 30 RM
Admission Fee		
• Associate member of CPA	300.00	300.00
• Others	350.00	350.00
Subscription for first year	430.00	215.00

4. Completed application form accompanied by the relevant supporting documents 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

5. Privacy Statement

The Institute shall preserve the confidentiality of all your personal data obtained or processed which include:

- (1) to collect personal data that the Institute believe to be relevant for the purpose of processing your application;
- (2) will not disclose your personal data to any external organisation unless the Institute has your consent or are required by law, governmental, regulators under proper authority for the purpose of verifying your qualifications and professional membership;
- (3) to keep your personal data on our records accurate and up-to-date – for this purpose, you are required to update the Institute of your personal data in writing or update your personal data on Member's Portal should there be any changes;
- (4) maintain strict security systems designed to prevent unauthorised access to your personal data by a third party; and
- (5) all staff of MICPA with permitted access to your personal data are specifically required to observe these confidentiality obligations.