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

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

OFFICE USE ONLY

Name of applicant : _____

Date received : _____ Date approved by Council : _____

Date of admission to membership : _____ Membership No : _____

1. PERSONAL DETAILS

Name : 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/ MobileTel No : _____ E- mail : _____

Correspondence Address : _____
(if different from above)

2. PRESENT EMPLOYMENT (COMPLETE A OR B)

A. To be completed by applicant currently in public accounting practice

Name of firm: _____

Business Address : _____

_____ Tel No : _____ Fax No : _____

Date Commenced Practice : _____

B. To be completed by applicant currently NOT in public accounting practice

Name of Employer / Business: _____

Type of Business : _____ Position Held : _____

Business Address : _____

Tel No : _____ Fax No : _____ E-mail : _____

3. MICPA ADMITTING EXAMINATION (COMPLETE A OR B)

A. Date Passed Examination : Regulatory & Financial Reporting _____ Malaysian Taxation: _____
Framework of Malaysia

B. Applying for Exemption from : Regulatory & Financial Reporting ☐ Malaysian Taxation ☐
Framework of Malaysia

4. ACADEMIC QUALIFICATION

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

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

Name of Body	Membership No	Date Admitted to Membership	Membership Status

6. WORK EXPERIENCE PRIOR TO MY MEMBERSHIP WITH ACCOUNTANCY BODY / BODIES LISTED IN ITEM 5:

Position Held	Name and Address of Organisation	Period From To	Number of Years/ Months	Part-time or full- time experience

7. WORK EXPERIENCE AFTER MY MEMBERSHIP WITH ACCOUNTANCY BODY/BODIES LISTED IN ITEM 5 :

Position Held	Name and Address of Organisation	Period From To	Number of Years/ Months	Part-time or full- time experience

8. 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 that are now in force or may hereafter from time to time be made.

(Signature of Applicant)

(Date)

9. 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 firm/organisation)*

who is an applicant for admission to membership of the Institute as a Certified Public 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.

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)

**ADMISSION TO MEMBERSHIP AS
CERTIFIED PUBLIC ACCOUNTANT UNDER BYE-LAW 34(1)(f)**

1. Accountancy Bodies Recognised for Membership

1.1 The Institute has recognised the professional qualifications of the following accountancy bodies for purposes of admission to membership as a Certified Public Accountant:

- The Institute of Chartered Accountants in England & Wales (ICAEW)
- The Institute of Chartered Accountants of Scotland (ICAS)
- The Institute of Chartered Accountants in Ireland (ICAI)
- The Institute of Chartered Accountants in Australia (ICAA)
- The New Zealand Institute of Chartered Accountants (NZICA)
- The Canadian Institute of Chartered Accountants (CICA)
- American Institute of Certified Public Accountants (AICPA)
- Hong Kong Institute of Certified Public Accountants (HKICPA)
- The Japanese Institute of Certified Public Accountants (JICPA)
- South African Institute of Chartered Accountants (SAICA)
- Institut der Wirtschaftsprüfer in Deutschland e.V. (Institute of Public Auditors in Germany, Incorporated Association) (IDW)

1.2 Members of the above professional accountancy bodies are eligible to apply for membership of the Institute as a CPA member upon fulfilling the following requirements:

(a) Pass the MICPA Admitting Examination:

- Paper 1 - Regulatory & Financial Reporting Framework of Malaysia
- Paper 2 - Malaysian Taxation

(b) Satisfy the MICPA practical experience requirements in terms of quantum (of at least 3 years) and technical content.

1.3 Members of the above professional accountancy bodies who have achieved 5 years of relevant post qualification professional experience, of which at least 3 years have been obtained in Malaysia, may apply for exemption from the MICPA Admitting Examination. They are required to pass an interview with the MICPA Membership Admission Panel.

2. MICPA Admitting Examination

- 2.1 The two papers of the MICPA Admitting Examination may be taken in the same or separate sittings. A candidate who passed either Paper 1 or Paper 2 in a sitting shall be awarded a provisional pass in that paper, which is valid only for 3 years following the sitting at which the provisional pass was awarded, and the candidate shall pass the other paper within this period.

3. Entry for Examinations

- 3.1 The MICPA examinations are held once a year, normally in the month of November or December. Advance notice of the examination dates and examination entry forms are available on the MICPA website www.micpa.com.my

- 3.2 Applications for admission to the MICPA Admitting Examination are to be made in the prescribed form to be returned to the MICPA Secretariat accompanied by:

(a) In the case of first time entry for the examination, certified true copy of the membership certificate issued by the relevant professional accountancy body listed in paragraph 1.1 and the university degree and/or other academic diploma (if applicable).

(b) Appropriate examination fee:

Regulatory & Financial Reporting Framework of Malaysia	RM318
Malaysian Taxation	RM318

- 3.3 A candidate may sit for the MICPA Admitting Examination at any of the Examination Centres at the following locations:

Kuala Lumpur	Penang
Ipoh	Kuantan
Johor Bahru	Kuching
Kota Kinabalu	Sandakan

4. Application for Admission to Membership

- 4.1 Applications for admission to membership must be made by completing Form CPA 2B to be returned to the MICPA Secretariat with the appropriate fees and documents supporting:

(a) Professional qualification(s)

Membership certificate(s) and an original letter from the accountancy body/ bodies confirming the date(s) of admission to membership (dated within three (3) months of application received date).

(b) Academic qualification(s)

University degree or other academic diploma.

(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.

An original letter from his/her current employer confirming his/her employment (dated within three (3) months of application received date).

- 4.2 All photostat copies of documents must be certified true by one of the two MICPA members supporting the application. Applicants who passed the MICPA Admitting Examination are required to enclose a certified copy of their examination results statement.

5. Fees and Annual Subscription

- 5.1 Applications for admission to membership must be accompanied by the admission fee and annual subscription according to the following rates:

	Applications made on or before June 30, 2015 RM	Applications made after June 30, 2015 RM
Admission Fee	636.00	636.00
Subscription for first year		
Local members	545.90	272.95
Overseas members	327.55	163.80

The above fees are effective from April 1, 2015 and inclusive of 6% GST.

Note: "Overseas member" means a member whose principal place of work and residence is outside Malaysia.

- 5.2 Members of the professional accountancy bodies listed in paragraph 1.1 who apply for exemption from the MICPA Admitting Examination are required to enclose an exemption fee of RM636.00.

6. Application for Practising Certificate

- 6.1 Members of the Institute who are engaged in public practice in Malaysia providing accounting, auditing, taxation or insolvency services are required to hold a practising certificate issued by the Institute.
- 6.2 Applications for a practising certificate must be made by completing Form CPA 12 to be returned to the MICPA Secretariat accompanied by:
- (a) Letter(s) from the firm(s) in which the applicant has been employed stating the number of years of employment and nature of working experience;
 - (b) practising certificate fee of RM583.00.

- 6.3 Practising certificates shall normally be issued for a period not exceeding twelve months and ending on the thirty-first day of December and shall be renewed automatically for a period of twelve months on the first day of January next following when the appropriate renewal fee shall become due and payable.

7. Submission of Application Forms

Completed application forms accompanied by the 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 – 26989622

Fax: 03 - 26989403

8. 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.