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

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**APPLICATION FOR ADMISSION AS PROVISIONAL MEMBER**

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**OFFICE USE ONLY**

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

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

Date of admission to Provisional Membership : \_\_\_\_\_

Provisional Membership No : \_\_\_\_\_

## 1. PERSONAL DETAILS

Name: Mr /Ms \_\_\_\_\_  
( in block letters, 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 the above)

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## 2. MICPA STUDENT REGISTRATION

Date of Registration : \_\_\_\_\_ Student Registration No : \_\_\_\_\_ Stream : \_\_\_\_\_

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## 3. PRESENT EMPLOYMENT ( COMPLETE A OR B )

### A. To be completed by applicant CURRENTLY serving a training contract with a MICPA Member

Name of Principal : \_\_\_\_\_ MICPA Membership No : \_\_\_\_\_

Name and address of firm : \_\_\_\_\_

\_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_ E-mail : \_\_\_\_\_

Date of Execution of Training Contract : \_\_\_\_\_ Duration of Contract : \_\_\_\_\_

### B. To be completed by applicant NOT serving a training contract with a MICPA member

Name of Employer : \_\_\_\_\_

Type of Business : \_\_\_\_\_ Position Held : \_\_\_\_\_

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

\_\_\_\_\_ Tel No : \_\_\_\_\_ E-mail : \_\_\_\_\_

Date of Commencement of Employment : \_\_\_\_\_

Name of Training Supervisor : \_\_\_\_\_

Membership of Professional Body : \_\_\_\_\_ Membership No : \_\_\_\_\_

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## 4. ACADEMIC QUALIFICATION

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

## 5. MICPA EXAMINATIONS

Date Completed MICPA Examinations : \_\_\_\_\_

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## 6. DECLARATION BY APPLICANT

I hereby declare that all the information contained herein is true and correct.

I hereby undertake that, if admitted a provisional 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. CERTIFICATION (COMPLETE A OR B)

### A. CERTIFICATION BY PRINCIPAL

**To be completed by the principal referred to in item 3A of this application form. If the student has served under training contract with more than one principal additional certification forms, to be requested from the Secretariat, must be attached.**

I, \_\_\_\_\_, Membership No : \_\_\_\_\_  
( name in block letters )

of \_\_\_\_\_  
( name and address of firm / organisation )

hereby certify that \_\_\_\_\_  
( name of applicant in block letters )

is currently serving/ has served under me as a student under a training contract of \_\_\_\_\_ years  
for the period from \_\_\_\_\_ to \_\_\_\_\_.

I consider the applicant a fit and proper person to be admitted as a provisional member of the Institute.

\_\_\_\_\_  
( Signature of Principal )

\_\_\_\_\_  
( Date )

**B. CERTIFICATION BY TRAINING SUPERVISOR**

To be completed by the training supervisor referred to in item 3B of this application form.

I, \_\_\_\_\_, Membership No : \_\_\_\_\_  
( name in block letters )

of \_\_\_\_\_  
( name and address of firm / organisation )

hereby certify that \_\_\_\_\_  
( name of applicant in block letters )

who is an applicant for admission as a provisional member of the Institute has been working under my supervision from \_\_\_\_\_ to \_\_\_\_\_ to gain practical experience for the purpose of admission to membership of the Institute as a Certified Public Accountant.

I consider the applicant a fit and proper person to be admitted as a provisional member of the Institute.

\_\_\_\_\_  
( Signature of Training Supervisor )

\_\_\_\_\_  
( Date )

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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 AS PROVISIONAL MEMBER

**GENERAL INFORMATION**

1. Registered students of the Institute who have passed or been granted exemption from all of the examinations of the Institute but who have not satisfied the requirements of practical experience for admission to membership of the Institute as a Certified Public Accountant shall be eligible to apply for admission as a provisional member of the Institute.
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 as a provisional member 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	300.00	300.00
Subscription for first year	385.00	193.00

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.