



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

APPLICATION FOR TRANSFER OF STREAM OR TRAINING SUPERVISOR

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

4. TO BE COMPLETED BY STUDENT WHO TRANSFERS FROM STREAM I TO STREAM II OR STUDENT IN STREAM II WHO TRANSFER TO NEW TRAINING SUPERVISOR :
- Name of new Employer \_\_\_\_\_
- Type of business \_\_\_\_\_
- Address \_\_\_\_\_
- Tel . \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_
- Date of commencement of employment \_\_\_\_\_ Position \_\_\_\_\_
- Name of new Training Supervisor \_\_\_\_\_ Position \_\_\_\_\_
- Membership of professional body \_\_\_\_\_ Mem. No. \_\_\_\_\_
- Last day of service under Stream I principal/previous Stream II Training Supervisor \_\_\_\_\_

5. TO BE COMPLETED BY STUDENT WHO TRANSFERS FROM 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 \_\_\_\_\_ years

6. DECLARATION OF APPLICANT

To the Council of 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**

1. The application for transfer of Stream or Training Supervisor must be lodged with the Institute for registration within one month of the date of transfer.
2. In the case of a transfer from Stream I to Stream II or transfer to a new Training Supervisor in respect of a Stream II student, the application form must be accompanied by the following documents :
  - (a) A release letter from the current Stream I Principal or Stream II Training Supervisor on the business letterhead of the Approved Training Organisation (ATO).
  - (b) A letter from the new Training Supervisor confirming the date of commencement of employment of the registered student on the business letterhead of the ATO.
  - (c) A copy of the membership certificate if the new Training Supervisor is not a member of the Institute. (Training Supervisor must be a member of the Institute or a member of one of the professional bodies approved by the Institute).
3. In the case of a transfer from Stream II to Stream I, the application form must be accompanied by the following documents :
  - (a) A release letter from the current Training Supervisor on the business letterhead of the ATO.
  - (b) Three copies of duly signed Stream I Training Contract.
4. 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.

5. The application for transfer must be accompanied by a fee of RM265 in the form of bank draft, cheque or postal order made payable to "*The Malaysian Institute of Certified Public Accountants*" or "*MICPA*".

A penalty of RM265 will be imposed where the application for transfer is lodged with the Institute more than 30 days from the date of transfer.

6. The application form should be submitted to :

The Secretary  
The Malaysian Institute of Certified Public Accountants  
No 15, Jalan Medan Tuanku  
50300 Kuala Lumpur

Tel : 03 26989622 Fax : 03 26989403