

May 5, 2014

Circular No: STU/04/05/14

To: *All Registered Students*

**TERM 2, 2014 EXAMINATION
REGISTRATION FOR PROFESSIONAL STAGE EXAMINATION**

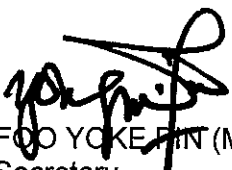
The Examination Committee is pleased to announce that the Term 2, 2014 Professional Stage Examination for Auditing (AA214) and Business Strategy & Financial Management (BSFM214) will be held on **September 9 and 10, 2014** respectively. The closing date for acceptance of examination entry form is on **June 9, 2014**.

Late entries are acceptable within 7 calendar days from the closing date, i.e. by **June 16, 2014**. Late enrolment fee will be at **2 x published examination fee**.

Withdrawal: Students who withdraw from the examination after the closing date for registration will not be entitled to any refund of the examination fees paid.

Students are reminded that they will not be allowed to sit for the Institute's examination if there are arrears in the payment of their students' annual fees or any sums of money due to the Institute.

A copy of the examination entry form and the Term 2, 2014 Professional Stage Examination Timetable are attached together with this circular.


FOO YOKE PIN (Mr)
Secretary

/ync



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

**ENTRY FORM FOR PROFESSIONAL STAGE EXAMINATION (PSE)
TERM 2, 2014**

PLEASE READ THE INSTRUCTIONS ATTACHED CAREFULLY BEFORE COMPLETING THIS FORM

1. EXAMINATION SESSION : _____

2. MODULES OFFERED : AUDITING BUSINESS STRATEGY & FINANCIAL MANAGEMENT
(Please TICK (✓) the appropriate box(es) against the module(s) you wish to register)

3. NAME (BLOCK LETTERS) : _____ MR / MS
(As in Identity Card)

STUDENT REGISTRATION NO : _____ DATE OF REGISTRATION : _____

4. CORRESPONDENCE ADDRESS (BLOCK LETTERS): _____

TEL (OFF) : _____ TEL (HSE) : _____ MOBILE PHONE: _____

E-MAIL : _____

5. EXAMINATION CENTRE PREFERRED [SEE NOTE (I)]: _____

6. PLEASE TICK (✓) the APPROPRIATE BOX(ES) AGAINST THE MODULE(S) FOR WHICH EXEMPTION HAS BEEN GRANTED OR CREDIT HAS BEEN GIVEN:

	EXEMPTED	CREDIT GIVEN	PASSED
AUDITING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS STRATEGY & FINANCIAL MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINANCIAL REPORTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BUSINESS AND COMPANY LAW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. STATE NO. OF PREVIOUS ATTEMPTS FOR PSE : _____

8. DECLARATION

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

*Signature: _____ Date : _____

Signature & Name of Witness (Principal/Employer/CPA member) [See Note(II)]

Name : _____ Signature : _____

Firm / Organisation : _____ Date : _____

P.T.O.

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 (V)]

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 the Institute.)

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

Name : _____

Signature : _____ Date : _____

Firm / Organisation : _____ Position : _____

For Office Use	Date Application Received	Date Receipt Issued	Accepted	Centre	Exam No.

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

INSTRUCTIONS FOR COMPLETING EXAMINATION ENTRY FORM

(I) 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 he desires to sit for the examination but the Examination Committee reserves the right to allocate the candidate to another centre if necessary.

(II) Witness for Entry form

For Stream I students 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.

(III) Certificate of Service / Fitness

The Certificate of service / fitness must be completed in the following manner:

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

(IV) 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.

(V) 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.

P.T.O.

(VI)	Examination Fee	Per Module
	Professional Stage Examination	RM250
	Study manual (Optional)	RM250

(VII) **Payment**

Payment by Cheque:

Enclosed is a crossed cheque No. : _____ for RM _____ made payable to "MICPA" being payment of the registration fee for the 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): _____

(VIII) **Examination Timetable**

Date	Time	Module
September 9, 2014	9.00 a.m. – 12.00 noon	Auditing
September 10, 2014	9.00 a.m. – 12.00 noon	Business Strategy & Financial Management

(IX) **Closing Date for Entry: June 9, 2014**

Examination entries reaching the Institute after the closing date will only be accepted up to 7 calendar days from the closing date, i.e. by **June 16** upon receipt of the late entry fee at **2 x published examination fee.**

(X) The application form should be submitted to:

The Malaysian Institute of Certified Public Accountants
 No. 15, Jalan Medan Tuanku
 50300 Kuala Lumpur
 Tel: 03-26989622 Fax: 03-26989403

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

PROFESSIONAL STAGE EXAMINATION
Term 2, 2014

Date	Time	Examination Paper
Tuesday September 9, 2014	9:00 a.m. – 12:00 noon	Auditing
Wednesday September 10, 2014	9:00 a.m. – 12:00 noon	Business Strategy & Financial Management