



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

APPLICATION FOR TRANSFER OF REGISTRATION FROM SPECIAL STREAM II

1. NAME(MR/MS) _____
2. REG. NO. _____ REG.DATE _____
3. IC. NO. _____ MARITAL STATUS _____
4. CORRESPONDENCE ADDRESS _____
- Tel. (Off) _____ (Hse/Hp) _____ Email _____

5. TRANSFER 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 ____ yrs

6. TRANSFER TO STREAM II

Name of Employer _____

Type of business _____

Address _____

Tel . _____ Fax _____ Email _____

Date of commencement of employment _____ Position _____

Name of Training Supervisor _____ Position _____

Membership of professional body _____ Mem. No. _____

7. TRANSFER TO STREAM III (Full time)

Name of University _____

Degree to be awarded _____

Office use only

Date application received _____

Date of transfer _____ New Reg. No. _____

8. DECLARATION OF APPLICANT

To the Council
MICPA

I hereby certify that the above information is correct and enclose herewith the appropriate fee made payable to the Institute.

Date _____ Signature _____

NOTE

All students registered under Special Stream II are required to transfer their registration to Stream I or II upon completion of the Bachelor of Accountancy degree and commencement of work with Approved Training Employer (ATE). Visit www.micpa.com.my/resources/approved-training-employers/ for the list.

Students who have found employment with an approved accounting firm are required to transfer their registration to Stream I and students who have found employment with an approved training organisation (Commerce, Industry or public sector) are required to transfer to Stream II.

The transfer of registration must be executed within a grace period of **12 months from the date the results for the final examination of the Bachelor of Accounting degree are released.**

1. In the case of a transfer from Special Stream II to Stream I, the application form must be accompanied by the following documents :
 - (a) A Bachelor of Accountancy degree certificate or a statement from the University confirming that the student has completed all the requirements for the award of the Bachelor of Accountancy degree.
 - (b) Results transcripts for all the semesters of the degree programme.
 - (c) Final semester result slip
 - (d) Three copies of duly completed Stream I Training Contract.

2. In the case of a transfer from Special Stream II to Stream II, the application form must be accompanied by the following documents :
 - (a) A Bachelor of Accountancy degree certificate or a statement from the University confirming that the student has completed all the requirements for the award of the Bachelor of Accountancy degree.
 - (b) Results transcripts for all the semesters of the degree programme.
 - (c) Final semester result slip
 - (d) A letter from the employer confirming the date of commencement of employment on the business letterhead of the ATO
 - (e) A copy of the membership certificate of the Training Supervisor if he/she is not a member of CPA of the Institute. (Training Supervisor must be a member of CPA of the Institute or a member of one of the professional bodies at least 3 years of membership approved by the Institute).

3. In the case of a transfer from Special Stream II to Stream III, the application form must be accompanied by the following documents :
 - (a) A Bachelor of Accountancy degree certificate or a statement from the University confirming that the student has completed all the requirements for the award of the Bachelor of Accountancy degree.
 - (b) Results transcripts for all the semesters of the degree programme.
 - (c) Final semester result slip

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 RM250 in the form of bank draft, cheque or postal order made payable to "*The Malaysian Institute of Certified Public Accountants*" or "*MICPA*".

Payment by Credit Card :

Credit Card Type : Visa MasterCard JCB Issuing Bank : _____

Credit Card Number: _____ expiry Date : _____ RM _____

Cardholder Name : _____

Signature (as per card) _____