



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

**APPLICATION FOR REGISTRATION AS A STUDENT**

Please refer the notes overleaf when completing this Form :

Stream of

Registration

(Notes 1 & 2)

Application for registration under : (Please tick accordingly)

STREAM I

STREAM II

AFFIX  
PHOTOGRAPH

Enclose  
certified  
photostat  
copy of IC

(Note 4)

NAME (MR/MS) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ MARITAL STATUS \_\_\_\_\_

NATIONALITY \_\_\_\_\_ RACE \_\_\_\_\_ IC NO. \_\_\_\_\_

CORRESPONDENCE ADDRESS \_\_\_\_\_

Tel. (Off) \_\_\_\_\_ (h/p) \_\_\_\_\_ Email \_\_\_\_\_

For Stream  
I Students

NAME OF PRINCIPAL \_\_\_\_\_

NAME AND ADDRESS OF PRINCIPAL'S FIRM \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Execution date of training contract \_\_\_\_\_ Period of training contract \_\_\_\_\_ years

For Stream  
II Students

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 \_\_\_\_\_

Enclose  
certified  
photostat  
copy of  
certificates  
(Note 4)

QUALIFICATIONS	Date Completed	Certificate/Diploma/Degree Awarded
SECONDARY SCHOOL EDUCATION _____		
HIGH SCHOOL EDUCATION _____		
TERTIARY EDUCATION _____		
PROFESSIONAL QUALIFICATION _____		

Previous  
Registration

Have you registered with the Institute before ? (Please tick accordingly) Yes  No

If yes, please complete the following :

Registration Date \_\_\_\_\_ Registration No : \_\_\_\_\_ Termination Date \_\_\_\_\_

To the Council of MICPA

I hereby certify that the above information is correct and agree to abide by the articles and bye-laws of the Institute when I am accepted as a student.

I enclose herewith the relevant supporting documents and the fees payable (Notes 3 & 4)

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Office use only**

Date application received \_\_\_\_\_ Date application approved \_\_\_\_\_

Registration Date \_\_\_\_\_ Registration No. \_\_\_\_\_

## Note 1 Stream of Registration

Stream I : Students who have entered into a training contract with a member of the Institute or a member of the member bodies of the Global Accounting Alliance in public practice. Application form for registration as a student (FORM CPA 1) must be accompanied by 3 copies of signed and stamped training contract.

Stream II : Students who employed outside public practice are not required to enter into a training contract.

## Note 2 Minimum Entry Requirements

No person shall be eligible for registration as a student of the institute unless :

- (a) he has obtained a recognised diploma in accountancy or a degree;
- (b) he has obtained Sijil Pelajaran Malaysia (SPM) with credit passes in English Language and Mathematics and an ordinary pass in Bahasa Malaysia;

provided that the Council may by regulation define other education qualifications which are deemed to be equivalent to (a) and (b) above.

The required credit passes for the subjects specified in (b) above obtained in supplementary examinations sittings are accepted.

Applicants with other qualifications which they consider to be equivalent to that in Note 2 above should first submit details of their qualifications to the Institute for evaluation.

## Note 3 Fees Payable

*If registration is made on or before June 1, 2019*

*If registration is made after June 30, 2019*

	RM		RM
Registration fee	300.00	Registration fee	300.00
Students annual fee	<u>315.00</u>	Students annual fee	<u>157.50</u>
	<u>615.00</u>		<u>457.50</u>

All payments must be made in the form of bank draft, cheque or postal order payable to  
***“The Malaysian Institute of Certified Public Accountants or MICPA”***

**For payment by credit card, kindly provide the following details :**

Credit Card Type :     visa                             MasterCard                             Japanese Credit Bureau

Credit Card Number : \_\_\_\_\_ Exp. Date : \_\_\_\_\_ RM \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Issuing Bank: \_\_\_\_\_

Signature (as per card) : \_\_\_\_\_

## Note 4 Submission of Application

Form CPA 1 must be accompanied by the following supporting documents and the appropriate fees (Note 3) :

### Stream I

- (a) Photostat IC
- (b) SPM and STPM certificates or equivalent qualification
- (d) Diploma and degree certificates and detailed results transcripts
- (e) Three copies of duly completed Stream I Training Contract

### Stream II

- (a) Photostat IC
- (b) SPM and STPM certificates or equivalent qualification
- (c) Diploma and degree certificates and detailed results transcripts
- (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)

All photostat copies of certificates must be certified true by a member of the Institute, a member of one of the professional bodies approved by the Institute, the principal of a school or institution of higher learning.

**Please return registration form to :**

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

Tel : 03 26989622      Fax : 03 26989403

**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.