



The Malaysian Institute of Certified Public Accountants (MICPA) takes the COVID-19 outbreak seriously and is monitoring the situation closely in order to ensure the safety and wellbeing of our members, candidates, stakeholders and staff.

Movement Control Order (March 18 – 31)

Based on the Government's decision to enforce the Movement Control Order which takes effect from March 18 – 31, the Institute's doors will remain closed during this period and the Secretariat will be working from home. Email would be the best way to reach us – here are some key email addresses should you need to contact us:

Membership: membership@micpa.com.my

Student Affairs: jess@micpa.com.my

Examination: exam@micpa.com.my

CPD: cpd@micpa.com.my

Technical: technical@micpa.com.my

Finance: ksl.acc@micpa.com.my

Other Matters: micpa@micpa.com.my

April 1 Onwards

We have started to take the following precautionary measures and will continue to enforce these upon the office reopening on April 1:

Meetings

Face-to-face meetings are discouraged wherever possible. The usage of virtual meeting facilities is encouraged to minimise the contagion risks of COVID-19. However, for onsite meetings, visitors to the MICPA office will be required to:

- Undergo temperature screening upon arrival
- Complete & submit a health and travel declaration form upon arrival
- Practise social distancing and avoid shaking of hands
- Refrain from attending if displaying symptoms such as fever, cough, sore throat, and difficulty breathing
- Adhere to the self-quarantine process having returned from countries in the restricted travel list or have been in close contact with someone who has, within the last 14 days

Events & Activities

We are refraining from organising or participating in any events or activities during this period. All MICPA-organised events will be scheduled to later dates. Our CPD programmes will continue but will be conducted virtually instead of face-to-face.

Examinations & Workshops

For candidates who attend the examinations and workshops onsite, the following precautionary measures will be taken:

- Conducting temperature screening upon arrival
- Requirement to complete a health and travel declaration
- Sanitising of exam venue
- Availability of hand sanitisers
- Spacing of at least 1 metre between candidates
- Limit to no more than 50 pax per room

Candidates are also given a choice to defer their exam sitting to the supplementary sitting, or to withdraw from the exam and request for a full fee refund. For more information on this matter, please contact the Examination department.

We encourage everyone to practise good hygiene and infection prevention measures during this period. More information can be obtained from the Ministry of Health's website at <http://www.moh.gov.my/index.php/pages/view/2019-ncov-wuhan>. We will update you on any changes to our policies relating to COVID-19.

May you stay safe and healthy during this trying time.

Novie Tajuddin

Chief Executive Officer

March 17, 2020